

STAFF ADVISORY COUNCIL
APPROVED MINUTES
April 3, 2008

Attended: Jaci Griffen, Gail Stovall, Zac Spurlin, Faye Snowden, Danny Nuss, Patti Dunne, Suzanne McNealy, Ana Orellana, Ash Chandhry, Ianthe Chase, Cathy Martinez

Permanent Guests/Committee Reports: Jane Lewis, Kim Cose, Kathleen Quinn, Jay St. Clair, Cathy Dodson, Kitty Gilbert, Pat Spreer, Sheri Grimes, Steve Jacobson, Rebecca Stovall, Dianne Alhaik, Sherri Anderson, Elisa Levy, Donna Kodama, Nancy Whalen, Lorna Zink & Lisa Cooper,

I. The meeting was called to order at 12:15 pm. Faye Snowden, Chair, welcomed everyone at McGeorge & in Stockton. We began a little late due to technical difficulties.

II. Roll Call – Jaci Griffen, Secretary

- We placed a sign in sheet for everyone attending (on both campuses) to sign in as either: Guest, Committee Member or SAC Representative for a record of attendance. The sign in sheet will be used for roll call. Minutes from the March meeting were approved. They will be posted on the SAC website next week.

Treasurer's Report – Suzanne McNealy Treasurer – Suzanne distributed the treasurer's report. The report reflected a total of \$ 730.06 available for the remainder of the year. This included the lunch cost for the Stockton campus. McGeorge graciously hosted the lunch in Sacramento.

IV. Chairs Report – Faye Snowden

Budget Update: The SAC executive board along with the Ad-Hoc Salary Committee met with Vice President Cavanaugh earlier in the week. Due to reduced enrollment this year, previously announced merit raises of 3.5% will be kept instead at 3%. The reduction of the age of retirement contribution to 21 will also be on hold. Please relay the message to all of your constituents that the University is not facing staff reductions or salary freezes. The surplus is just not as big as hoped. Please email any of the exec board or ad hoc committee members if you have any questions.

May President's Meeting Review: Faye requested that representatives survey their constituents for questions to ask the President. Email questions to Faye by April 17th. Please stress that all questions will be kept confidential.

March Nomination/April Election: Faye reported that nomination requests for all vacant representative positions will be emailed to divisions by Monday, April 7th. Nominations will be open for one week. On April 14th, elections will be conducted online using Survey Monkey. Elections will be open for one week..

Year End Report: A draft copy of the year end report was reviewed. Please email Faye with corrections and committee report activities (2-3 lines max) by April 17th.

V. New and Ongoing Business

SAC Priorities Committee: The committee has reviewed the appraisal process; Kathleen Quinn will be presenting the draft "Performance Review" document. We are currently working in partner with HR on a career path webpage. We are planning to have an event in November to coincide with National Career Month.

Wellness Program: Karen Mendoza presented further information regarding the new employee wellness program and new FMLA regulations. Watch for roll out of the new wellness program in the beginning of April

Pacific Connect: Greg Walton gave a quick Pacific Connect update. 53% of all faculty and staff across the 3 campuses are enrolled. He is working on tying student class registration to automatic Pac Connect registration. Please email Greg directly, gwalton@pacific.edu, with any Pac Connect issues.

VI. New Dining Program, Steve Jacobson: A new dining plan will be implemented this fall. All students, including those living in Pacific apartments, will purchase a dining plan. There will be four levels available. Everyone, students, staff and faculty, will be eating in the University Center with many more options available.

VII. Guest Speaker: Elisa Levy, Director of Human Resource Pacific McGeorge School of Law:

Elisa discussed the Wellness program launch on the Sacramento campus. A second program will be presented April 8th with personal coaches available the week of 4/14. Any Sacramento employees that are unable to attend any of the presentations will have their wellness packets hand delivered to them. The position review and revision process is currently under way on the Sacramento campus. Hewitt is working to benchmark the jobs. Internal rankings and structure will be similar to the Stockton campus. Health coverage for retirees is being considered in the future. Elisa is working with Kathleen for an April 17th initial training. Currently, Kim & Sondra are planning a technical training open house for Sacramento in the late fall early summer time frame.

III. Training Corner – Kathleen Quinn & Kim Cose – Kim's next Business Technology training class will be April 11th on the Stockton campus. She is currently working with both McGeorge & San Francisco to schedule training sessions on their sites. Kathleen's first class at McGeorge will be Time Management on April 17th. It will be held on Stockton on April 23rd to coincide with Administrative Professional's Day.

IV. Human Resources: Jane Lewis – Jane reminded everyone that employee self-serve through insidePacific has been launched. All information is confidential. Wellness program is launching on the Stockton campus this week. Remember there is a \$25 Target card for all who complete their laps.

V.

VIII. Committee Reports

Staff Salary Plan – Pat Spreer, Kitty Gilbert, Faye: Scheduled to meet with HR. The meeting was bumped to meet with Pat Cavanaugh. Meeting will be rescheduled

IPC- Cathy Dodson – Cathy reported that the IPC discussed budget revisions that needed to be made due to declining enrollment. Previously, Pat Cavanaugh and IPC had identified the areas of merit pay, early retirement benefits and a health savings plan for retirees as areas to invest the surplus in. Due to the decline in enrollment and a limited surplus, IPC is recommending that a better return on investment would be for surplus dollars to be invested in recruiting to help solve enrollment issues. Cathy again emphasized that there will **not** be any budget cuts. Budget recommendations must still be approved by the Board at their meeting in April.

ISPC – Sheri reported that IPC is looking at a way to get all current and new students enrolled in Pac Connect. IPC is also reviewing a policy for the use and implementation of the virtual world software "Second Life." Policy regarding email is currently under review.

University Compensation – Suzy Martegani/Shannon Chi – No report.

Business Managers- Cathy Martinez – Cathy distributed a copy of the March 12th minutes

University Facilities- Ginger Hudson – Steve Jacobsen made a presentation regarding the new dining plan.

Scholarship Committee –Gail Stovall – 2 scholarships awarded. The pool of applicants has been robust. A reminder to please fill out application thoroughly.

University Diversity Committee – Lisa Cooper presented the new draft diversity statement and Proposed Diversity Course Requirement draft (attached). Please send feedback to lcooper@pacific.edu or cdobbs@pacific.edu.

Safety Committee – Jay St. Clair – Ash gave both reports.

Campus Security Committee – Ash Chaudhry – Ash reported that the safety meeting had been cancelled due to the emergency evacuation trainings that had been held. Please be aware on campus and report all suspicious persons/incidents.

IX. What's on your mind?

X. Adjournment

Watch for hot topics this afternoon. The next SAC meeting is **Friday**, May 2, 2008, McCaffrey Pine room. President DeRosa will be our guest speaker.