STAFF ADVISORY COUNCIL
APPROVED MINUTES
May 2, 2008

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

Permanent Guests/Committee Reports: Jane Lewis, Kim Cose, Kathleen Quinn, Cathy Dodson, Kitty Gilbert, Pat Spreer and Sheri Grimes

I. The meeting was called to order at 12:00 pm. Faye Snowden, Chair, welcomed everyone

II. Roll Call/Minutes – 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 April 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 $179.00 available for the remainder of the year, including an estimate for today’s lunch.

IV. Chairs Report – Faye Snowden
   - Welcome New Representatives: Faye thanked our outgoing representatives for a job well done, presented the incoming chair, Gail Stovall with a gavel and welcomed our new representatives:
     a. Rena Quilenderino, Business & Finance, non-exempt
     b. Dana Isaacs, Student Life, non-exempt
     c. Patti Dreher, Provost, exempt (5 departments)
     d. Rebeca Stovall, Provost, exempt (6 dept/schools)
     e. John Sterni, Provost, non-exempt (5 departments)
     f. Rosie Fox, Provost, non-exempt (8 schools/depst)
     g. Dianne Alhaik, McGeorge (exempt & non-exempt)

   Elections: Electronic voting was deemed a success. Faye reported a response rate of 272 versus 50 last year.
   - Year End Report Update: A draft copy of the year end report will be sent out with hot topics for your review only. Please submit any comments to Faye. The final report will be ready July 30th. Please email Faye committee report information (2-3 lines) by June 16th.
   - Committee on Committees: A number of committees are open for participation. Please canvas your constituents for interest.
   - June Meeting Time Change: Due to summer hours, the June meeting time will be 10:30am-12:30pm.

V. New and Ongoing Business

   SAC Priorities Committee Draft Report: Gail Stovall reviewed the “Priorities Committee Status Report”. A copy of which was distributed. In a brief overview of priorities and results:
   - Revision of Performance Appraisal Process – HR had a work in progress which included many of the revisions suggested by SAC. Reviewed and submitted to HR for approval in summer, 08. Anticipated to be in effect for 2008-2009 review process. Kathleen Quinn developing a training program for use of new process.
   - Career Paths at Pacific – SAC in collaboration w/HR has developed a team to implement a website with resources and tools for staff to manage their careers at Pacific. The rollout of the webpage is anticipated in July with activities/workshops being planned for November (career month). This is an ongoing process.
Call for Executive Board Nominations: Gail Stovall, incoming chair, called for nominations for the 2008-2009 Executive Board. Nominations:

- Chair-Elect – Jaci Griffen
- Secretary – Wendy Cornwall
- Treasurer – Colleen Truden

Gail reminded everyone that nominations remain open to give those not in attendance a chance to nominate or be nominated. Please note: a week following the meeting, Rebeca Stovall was also nominated for the position of Secretary.

VI. **Guest Speaker: Dr. Donald DeRosa, Pacific President:**

President DeRosa thanked staff for sending him prepared questions. However, while he was more than happy to answer prepared questions, he preferred a more open Q&A session. He addressed his retirement next year, stating that the decision is driven by the desire for him and Karen to spend more time with their children and grandchildren. After his retirement in 2009, he will become President Emeritus and serve as a consultant to the University. He also spoke to the successful “Investing in Excellence Campaign” culminating with the Powell gift. He is anticipating a change in the Founder’s scholarship program to the “Powell Scholars” program. This will increase the 4 year scholarship to $20,000 per year. He also talked about the increase in tuition and the differential tuition that will be charged in the Pharmacy school. The following are a few highlights of the Q&A session:

- **Cause of decline in enrollment** – In fact, the student profile has been enhanced over the past 13 years, with the number applying tripling over the last 12 years. He believes that a change in marketing to enhance the distinctive nature of Pacific is what is needed. We have become stagnant in our marketing. 80% of our freshman are CA residents which means we are competing with the UC’s. He believes we need to update our marketing strategy to showcase our distinctive location in the heart of northern CA, in reach of SF, Yosemite, numerous off campus recreation opportunities, a living learning lab and many opportunities for community involvement.

- **More graduate programs in the future** – Possibly growth in areas that lead to careers, not those that are basically mini-doctorate programs.

- **Staff salary** – President DeRosa is eager to begin a robust staff salary survey beginning Fall, ’08 to make sure that total compensation is fair for all salary grades and job classifications.

The President thanked everyone for their dedication to the University.

III. **Training Corner** – Kathleen Quinn & Kim Cose – Kim’s next Business Technology training class will be May 9th on the Stockton campus. An open house will be held on the McGeorge campus in September. Kathleen will be posting a “Training Needs Assessment” survey to the training website in July. Her next training sessions will be: Managing Transition & Taking Charge of Change in May for SF & Sacto. For the Stk campus, Performance Review review for managers will be held in early June with Managing Transition to be held later that month. Check the training webpage at: go.pacific.edu/training.

IV. **Human Resources:** Jane Lewis – Jane reminded everyone:

- Summer hours begin May 19th
- Silver Tigers for staff with 25 years+ of service have reformed, dinner May 8th, Redwood Deck
- Staff Luncheon, May 22nd, Knoles Lawn, 400 RSVP’s so far

VII. **Committee Reports**

**Staff Salary Plan** – Meeting with HR bumped for meeting with Pat Cavanaugh. Meeting will be rescheduled.
**IPC**- Cathy Dodson – No report
**ISPC** – Sheri reported that the Pac Connect policy for students as well as the security standards policies are still under review.
**University Compensation** – Suzy Martegani/Shannon Chi – No report.
**Business Managers**- Cathy Martinez – Cathy reported that Debra Denney is the new controller. She will start on May 19th.
**University Facilities**- No report
**Scholarship Committee** – Gail Stovall – The next deadline is My 30 with scholarship to be awarded June 15th.
**University Diversity Committee** – No report

Updated/revised 6/13/2008-8:54:36 AM
Safety Committee – Jay St. Clair – Ash gave both reports.
Campus Security Committee – Ash Chaudhry – Ash reported that the installation of parking lot cameras and building conversions to One Card continues. Update of building emergency evacuation plans progressing.

VIII. What’s on your mind?

IX. Message from New Chair – Gail Stovall thanked Faye for her service. She thanked everyone for their service and looks forward to another wonderful year for SAC.

X. Adjournment
Watch for hot topics this afternoon. The next SAC meeting is Friday, June 6, 2008, 10:30am-12:30pm, McCaffrey Pine room.