

**STAFF ADVISORY COUNCIL
APPROVED MINUTES
June 6, 2008**

Attended: Rena Quilenderino, Cindy Jackson, Rebeca Stovall, Faye Snowden, Wendy Cornwall, Ana Orellana, Sondra Roeuny, Rose Hamblin, Rosie Fox, Dana Isaacs, Alicia Hamburg, John Sterni, Zac Spurlin, Mary Nevis, Dianne Alhaik, Suzanne McNealy, Patti Dreher, Gail Stovall

Permanent Guests/Committee Reports: Jane Lewis, Kim Cose, Kathleen Quinn, Ginger Hudson, Jay St. Clair, Cathy Martinez

I. The meeting was called to order at 10:33 am. Gail Stovall, Chair, welcomed everyone

II. Roll Call/Minutes – Faye Snowden, Acting Secretary during Jaci Griffen’s absence

- 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 May meeting were approved with two changes: 1) Add Wendy Cornwall to list of Attended & 2) Correct Rebeca Stovall’s last name in section IV. Minutes will be posted on the SAC website after these changes are made.

Treasurer’s Report – Suzanne McNealy Treasurer – Suzanne distributed the treasurer’s report. The report reflected a total of \$23 available for the remainder of the year, including an estimate for today’s lunch. These funds will be moved to the scholarship fund.

IV. Chairs Report – Gail Stovall

Welcome New Representatives: Gail presented the outgoing chair, Faye Snowden with a parting gift and once again welcomed 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/dept)
- g. Dianne Alhaik, McGeorge (exempt & non-exempt)

She also distributed and reviewed a list of representative responsibilities.

Elections: Board elections were held. Colleen Truden was elected Treasurer; Jaci Griffen, Chair Elect; and Rebeca Stovall, Secretary all by unanimous vote. After the elections, Gail distributed a list of duties.

Committee on Committees: A number of committees are open for participation including Business Managers, Scholarship, Staff Salary Plan, and University Diversity. Rena expressed interest in serving on the Business Managers committee. Gail distributed the Committee on Committees survey which Rebeca will revise to include all vacancies. Please begin canvassing your constituents for interest.

Meeting Place Change: Council does not meet over the summer except for the July retreat. The September, October, and November meetings will be held in the Library Community room. Meetings will be held in the University Center once it is available.

V. New and Ongoing Business

Priorities Committee Report: Gail reminded council of the three priorities that were decided upon by last year’s leadership: Training, Performance Appraisal, and Career Paths. She announced that the Pacific Career Path resource page will be implemented July/August. The council approved tuition of \$300 for one of the Priority Committee members to attend the University of Washington Career Path Conference, with travel to be paid from Scholarship funds.

Pacific Family Fun Day: PFFD will be held 9/20/2008 from 11:30 am to 2 pm either on Knoles Lawn or the University Center lawn depending on availability. The theme voted upon was a Science Fair, with hoped for participation by World of Wonders, an organization that promotes science to both kids and adults. The following

staff signed up for the PFFD committee: Faye Snowden, Ash Chaudhry (gifts), Zac Spurlin, Jay St. Clair, Rosie Fox (tentative), Rebeca Stovall, John Sterni, Cindy Jackson, Ana Orellana (registration, volunteers).

Retreat Agenda: Gail distributed the retreat agenda for July 23rd, 7:45 to 1 pm in the Pine Room on the Stockton campus. Council members Wendy and Rebeca suggested we add an agenda items to review priorities developed at last year's retreat

VI. Guest Speaker: Rebeca Stovall:

Rebeca reminded staff to schedule audio and video conferences at least one week in advance. She distributed a document explaining the process and pointed out an emergency number (946-7701) to be contacted if an audio or video conference fails during a meeting. Though CSC is the contact for scheduling the actual audio and video conferences, rooms must be obtained through the appropriate department. She also discussed:

- **Technology Policies**: She distributed a quick reference on technology policies and encouraged staff to become familiar with them. The I.T. Security Officer will post a summary of the pending I.T. Security Standards soon for staff to provide feedback and comments.
- **OIT's website** will change to the Content Management System this summer.
- **OIT FAQ Site**: Many answers to I.T. questions can be found at oitfaq.pacific.edu.
- **Customer Support Center Move**: CSC will move this summer to the Commons room located near the quads. IMS will move along with CSC. Both moves are necessary because of the data center relocation. Services will remain available throughout the move process.

III. Training Corner – Kathleen Quinn, Kim Cose & Sondra Roeuny – Sondra thanked SAC for their support in helping move the training initiative along. She provided an introduction to the Technology Training key accomplishments report for this year. These accomplishments included the informal staff technology needs assessments, the delivery of the Banner Fundamentals and Business Technology courses, and the online evaluation tool. They continue to work on university-wide training initiatives as well as online registration. Kathleen reported upcoming customer service courses in Sacramento and San Francisco and performance appraisal training in Stockton.

IV. Human Resources: Jane Lewis – Jane reported that:

- Ginger Hudson and Alicia Mordhorst received the staff Distinguished Service Award. Approximately 420 staff attended the luncheon.
- A Wellness meeting will be held June 12th at 11:30 in the Pine Room to coincide with Safety Month; another meeting will be held July 10th for staff who want to do their LAPs or follow-up on their Wellness participation.
- TIAA-CREF expanded investment management opportunities. More information will follow. July 8th, a representative will be at Pacific to discuss options.
- A Benefits Faire will be held on the Stockton campus on November 6th with raffle drawings, food, and presentation from benefits vendors. More information to follow.

VII. Committee Reports

Staff Salary Plan – Meeting will need to be held with HR to discuss direction of this committee.

IPC- Cathy Dodson – Cathy dropped by a hardcopy report detailing important work on IPC in FY08. A new staff council representative must be identified for 2010.

ISPC – All points were covered in the presentation given by the I.T. guest speaker, Rebeca Stovall.

University Compensation – Margaret Roberts – No report. Margaret will attend the first meeting in July.

Business Managers- Cathy Martinez – Cathy distributed the Business Manager's minutes from the May 14th meeting.

University Facilities- No report

Scholarship Committee –Gail Stovall – End of quarter meeting to be held after the SAC meeting. The next deadline is August 30th with scholarship to be awarded September 15th.

University Diversity Committee – No report except that two candidates for Assistant Provost for Diversity were interviewed, and the University Diversity statement approved and published.

Safety Committee – Jay St. Clair – Jay reported on the Safety Committee's top accomplishments including the participation in Golden Guardian and the review of the alcohol policies. He mentioned that the Safety and Security committee will merge because of similar goals and concerns.

Campus Security Committee – Ash Chaudhry – Added details on the merging of the Safety and Security committees; distributed 2007/2008 incident reports as well as a report on program review.

VIII. What's on your mind? There is a concern with some departmental procedures of opening all department and individual mail before distribution. Jane will follow-up on the implications of this operational procedure. It was mentioned as FYI that Bob Hanyak is the chair of the Building Move Committee.

IX. Adjournment

The next SAC meeting is the council retreat to be held **Friday**, July 23, 2008, **7:45 am to 12:30 pm**, McCaffrey Pine room. The next regular meeting will be in August, 2008.