Staff Advisory Council
FY 12 Year End Report
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Introduction

The Staff Advisory Council (SAC) started fiscal year 2012 with a revised set of goals to focus our efforts and initiatives for the year. These goals were established at a retreat held at McGeorge in June 2011 and have driven our focus over the past year.

SAC Goals for 2011-2012

- Effectively articulate the mission and purpose of the SAC
- Continue to partner with Human Resources on topics of significant concern such as classification, compensation and market equity
- Creating opportunities for dialogue and engagement within the campus communities and beyond our gates
- Support professional development for staff

To help SAC accomplish the first goal of effectively articulating the mission and purpose of SAC, we refined our message to better communicate why SAC exists. Our new motto became: Support ♦ Advocate ♦ Cultivate

We continued the practice established by the immediate past Chair and Council of meeting with HR on a monthly basis to keep that line of dialogue open on a continuous basis. We also addressed the challenging decision of what to do with Pacific Family Fun Day and replaced it with a wide range of Staff Engagement events. And finally, we informally polled staff on their motivations toward career growth and advancement at Pacific. We gathered this information in advance of a keynote speaker for Career Month on the topic of career growth. We gained some anecdotal insights on various topics including employee satisfaction on a range of issues which were shared with President Eibeck in February 2012 and then the PAC in May of 2012.

While we all can agree on many of the wonderful reasons that so many of us have chosen to commit our careers to Pacific, staff continue to push for progress in key areas of concern around Compensation & Classification, Internal Promotion/External Hire Pay Disparities, and most recently on the topic of Summer Hours.

The following report will discuss the highlights of the SAC’s accomplishments in the past year and updates on outstanding areas of concern of the staff constituents we serve.

Respectfully submitted by the 2011-12 SAC Executive Board,

Margaret Roberts, Chair    |    Kristina Juarez, Chair Elect
Wendy Cornwall, Secretary |    Julie Deverell, Treasurer
2011 - 2012 SAC Representatives

Provost's Division
Exempt: Margaret Roberts (ESB)*, Sara Kleinert (COP), Ron Espejo (PHS)*
Non Exempt: Elise Sloan (CPCE)*, Andrew Padovani (ESB)*, Kitty Gilbert (SIS), Kristan Turnbeaugh (COP)

Business and Finance
Exempt: Adrian Cisneros (Risk Mgmt)*
Non-exempt: Julie Deverell (Financial Reporting)

President's Division
Exempt: Scott Christensen (OIT)*
Non-exempt: Jeff Ross (OIT)

Student Life Division
Exempt: Chris Haruta (CRC)*, Kristina Juarez (Student Leadership)
Non-exempt: Marylou Bagus (Multicultural Affairs)*

Development
Exempt & NE: Amanda Elrod (Replaced Rick Girardi who departed Univ.)

External Relations
Exempt: Jay St. Clair (Athletics)*
Non-exempt: Wendy Cornwall (Athletics)*

McGeorge
Exempt: Cyndi Hughes (Finance)
Non-Exempt: Sandi Burdi (Library)

*Seats Expire 2012; New representatives elected for 2 year terms.

In our annual review of representation ratios (goal is 40:1 per rep on average) and anticipated turnover of reps it was determined that nearly 75% of the reps were scheduled to transition in the 2012 election cycle. Three reps agreed to extend their terms one additional year and we were able to consolidate two divisions (Presidents & External Relations) each to a single rep due to changes in the University’s reporting structures for several business functions and changes to total staff in divisions as a result. This brought the turnover rate to less than 60%.
Business Managers — Marylou Bagus
Kept Council members informed of pertinent policies and announcements discussed at monthly meetings of this committee headed by the Controller’s Office.

Campus Safety & Security Advisory Committee — Jay St. Clair
Kept council informed of issues and responses to campus security and parking.

Institutional Priorities Committee (IPC) — Kelli Page
Kept council informed of IPC timelines and open forum opportunities to hear IPC considerations and give input.

Information Strategy and Policy Committee (ISPC) — Margaret Roberts
Kept council informed of IT strategy development and ongoing initiatives for new video conferencing installations in the current year.

Scholarship Committee — Wendy Cornwall, Debbi Bell, Rosie Fox, Danny Nuss, Nancy Snider
Meets each quarter to review applications and award staff scholarships.

Task Force on University Learning Objectives — Adrian Cisneros
Provided input on the alignment of Institutional Learning Objectives (student-oriented) to workplace competencies within the staff job functions at Pacific.

University Community Outreach — Eric Weir
Provided input to the committee on community involvement initiatives that would gain wide staff support and positively impact the community beyond our campus.

University Compensation— Wendy Cornwall
Represented staff interests and concerns related to all compensation topics under review by this committee.

University Dining Committee — Katrina Jaggers
Kept council informed of impending changes to dining services and represented staff interests in discussions held by this committee.

University Diversity Committee — Marylou Bagus
Kept the committee informed of initiatives in progress through the Taskforce on Diversity and Inclusive Excellence and other topics under discussion by the committee.

University Facilities — Ginger Hudson
Kept the council informed on progress of construction and facilities issues on campus.
**Staff Scholarships—Professional Development**

SAC continues to fund a quarterly Staff Scholarship Program that supports professional development training or conferences. In the 2011-12 fiscal year the SAC received 18 scholarship applications for a total of $19,947.57 in requested funding. Twelve scholarship requests were partially funded by SAC this FY for a total of $6,189.55 in funds awarded for professional development support of staff. Five applications were denied as they did not meet the SAC Scholarship requirements.

**Human Resources Collaboration**

The SAC Chair and Chair elect continued proactive collaboration with HR through monthly meetings with Jane Lewis to keep lines of communication on staff ‘hot’ issues open and transparent. SAC provided input on programs, policies and guidelines under development: Children on Campus, Staff Hiring Procedures, Employee of the Quarter recognition program. SAC supported the pilot implementation of the Volunteer Policy for up to 16 hours of paid time off to volunteer with local non-profits that was implemented by HR on January 1, 2012.

SAC also continued to encourage a policy change and supported IPC’s recommendation to lower the retirement matching contribution age to 21. SAC is very pleased that this budget recommendation was supported at all levels of the University and approved for the 2012-13 budget.

SAC recommended that HR organize a presentation / Q&A for employees on the Tuition Remission and Tuition Exchange benefits. This information session was hosted on April 26th and featured campus experts from Financial Aid. The session enjoyed high attendance (40+) and was very well received. HR has committed to offering this session on an annual basis.
The SAC By-Laws were reviewed at the May 16 planning retreat. This was the first by-laws review and revision in two years. The changes were unanimously approved by the Council at the June 2012 meeting.

Major revisions included a change in language from “responsibilities” of SAC to the “Purpose” of SAC being focused on Support—Advocate—Cultivate. A new officer position was created for a Communications Director to establish more consistent and timely communication to staff on primary SAC matters and align marketing and messaging tasks (website included) to an assigned role. An ex-officio member position was established for a representative of the Assessment, Technology & Training department. Additional revisions were made to clarify the Representatives’ role in bringing forth concerns of their constituents to SAC. Clarifications of membership and representation were revised to reflect the SAC’s role in supporting staff at the Stockton and Sacramento campuses only. A realignment of the Cabinet liaison to the President’s Office was put forth by the Council to President Eibeck and agreed to by the President in a meeting on June 12, 2012.

SAC invited various campus leaders to present on topics and issues of interest to the Council. The featured guest speakers were well received and included:

Mr. Pat Cavanaugh, VP for Business & Finance & Ms. Jane Lewis, AVP for Human Resources

Staff Compensation,
Classification & HR Questions

Dr. Maria Pallavicini, Provost

Updates on WASC and the Strategic Planning Process

Dr. Elizabeth Griego, VP for Student Life & members of the task force

Diversity & Inclusive Excellence Task Force preliminary report

Mr. Rich Rojo, AVP Marketing & Communications

Core Identity Study preliminary Findings

Mr. Mike Belcher, Director of Public Safety

Update on Campus Safety & Security Initiatives
Career Motivations Survey

In anticipation the November 2011 Career Month keynote presentation the SAC conducted an online survey of staff to measure career motivations and satisfaction at Pacific. A total of 118 responses were collected from staff on the STK and SAC campuses. While the results were not statistically valid in a pure scientific sense, the results provided some anecdotal evidence of the sentiments of staff which supported other findings of representatives based on individual feedback and stories shared by constituents. The findings of this survey provided positive insights into the aspects of Pacific staff life that are highly valued by employees, as well as information on topics of concern across staff levels (classification, length of employment, etc.). SAC feels strongly that this insight provides clear topics around which productive dialogue with University Administration can be directed to address common areas of concern and celebrate the positive aspects of working at Pacific. Recommendations were presented to the President and PAC on the topics of: Communication, Supervisor Training, Training & Development of Staff, and Morale.

The data analysis provided by a staff member in Assessment, Training & Technology (AT&T) included a recommendation to view ‘neutral’ responses as falling on the negative side of the scale, and this recommendation was accepted by the SAC board. Just prior to the presentation of the SAC summary of the survey results and recommendations to the PAC it was learned that a separate analysis and conclusions were presented to the Cabinet by members of the Business and Finance division. While prior discussion of the disagreement of the interpretation of the survey results had occurred the week prior under the pretense of “may we review your survey analysis and recommendations prior to presentation to the PAC”, it was not disclosed to the SAC leadership that HR and AT&T intended to present conflicting analysis separately to the Cabinet in advance of SAC’s discussion of the survey with the PAC. This action was viewed by the SAC board as quite disingenuous and undermines the trust that the SAC has worked diligently over the past several years to develop through collaborative efforts with Human Resources.

Career Month Keynote Speaker

SAC collaborated with Human Resources and AT&T to identify and present nationally respected career expert and Pacific alumnus Susan Britton Whitcomb (CONS ’75). The keynote was jointly funded by SAC, HR and AT&T. Susan was introduced at the keynote by Provost Pallavicini. 50 staff attended her talk live from 3 campuses and an additional 40+ hits were logged on the video version posted on InsidePacific. Additionally, 200 copies of Susan’s book “30 Day Job Promotion” were distributed to staff at all 3 campuses.
Staff Engagement - Communication Initiatives

SAC recognizes that consistent communication to all staff constituents of the Council is an ongoing challenge for a variety of reasons. One of the primary goals of SAC in the 2011-12 year was to articulate the Council’s mission and purpose to our constituents so that we could more effectively engage staff in dialogue on topics staff care most about. To accomplish this goal SAC developed numerous strategies to make the Council and division Reps much more visible to staff. These strategies included:

- Launch of an anonymous comment form on the SAC website to accept input from staff on any issue they prefer to submit via the form rather than through their assigned rep
- Participating in the HR Benefits Fairs at the STK and SAC campuses
- Coffee with Constituents small gatherings organized by reps in the divisions
- Identification of SAC reps through the use of branded polo shirts worn on meeting and event days
- Distribution of promotional items including “Your Voice at Pacific” megaphones, and SAC tiger claws at key events
- Introduction to SAC through monthly presentations at New Employee Orientation conducted by Past Chair Gail Stovall

SAC Community Outreach

For the third consecutive year members of SAC and other staff colleagues have volunteered their time to host a local high school student for a job shadow event. This initiative is accomplished through a collaboration with the local Junior Achievement organization. On March 21, 2012 four local high school students were hosted in the following departments: Human Resources, Career Resource Center, Customer Support Center and Athletics. Thanks to Sally Berry, Diane Farrell, Rebeca Stovall and Jay St. Clair for their gracious hospitality.
University-wide Pacific Community Events

SAC sponsored or co-sponsored the following university-wide events:

**Holiday Luncheon**—The annual holiday luncheon returned this year to the DUC ballroom and served a hearty lunch to more than 500 staff. A joint financial effort to support this event enabled its success and SAC thanks the President’s Office (holiday mugs), the Provost’s Office and Academic Council for assisting with this wonderful event. Entertainment provided by an elementary school children’s symphony from were a wonderful way of demonstrating the special connection Pacific shares with our Stockton neighbors.

**Holiday Giving**— Adopt A Family was spearheaded by Tabitha Clinton in CPCE this year and promoted by the SAC. 17 Pacific departments participated in supporting 25 families (107 individuals) in our local community!

**President’s 2nd Annual Address to Staff** — The SAC Executive Board met with President Eibeck on Feb 29, 2012 to discuss initiatives championed by the SAC in the current fiscal year. We reviewed with the President feedback and analysis of the Career Motivations Survey to shed light on topics of interest and potential concern among staff. The President’s Address was held on March 21, 2012 and was attended by approximately 250-300 staff. It was also broadcast via live web streaming to allow staff on the SAC and SF campuses to participate live. The SAC thanks the President’s Office for providing a wonderful reception immediately following the event.

**Staff Engagement Events**

SAC launched new staff engagement events to provide venues outside of the work day for staff to socialize. These events were development to create experiences for staff from broad segments of the campus to get acquainted. These events included:

**Happy Hours** – 1 Thursday per month in the Lair (Nov, Jan, Feb, April)
**Stockton Thunder Hockey Night** (Jan 27) – 150+ staff and families participated
**Pacific Baseball** (Apr 22) – 30 staff on Duraflame Patio
**Lunch with Cabinet** - Drawings held at the holiday lunch awarded a group lunch for 5 staff members with each of the 7 Cabinet members. These lunches were organized Jan– March 2012 and impacted 35 staff members.
### Budget Report

#### General Fund

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<th>Description</th>
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<tr>
<td>Staff Engagement Events &amp; Promotional Collateral*</td>
<td>$6,449.56</td>
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<td>Career Month**</td>
<td>$2,481.95</td>
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<td>Holiday Luncheon***</td>
<td>$12,072.66</td>
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<td>Meal Expense for Meetings</td>
<td>$3,241.25</td>
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<td>General Supplies and Expenses</td>
<td>$567.69</td>
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<td>Deposits**</td>
<td>$5,700.00</td>
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<td><strong>Total</strong></td>
<td>$24,813.11</td>
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*Includes $900 in budgeted funds for SAC TLC cookie drop on 6/28/12.

** $300 of this expense was transferred to HR to pay the services of a student videographer.

**Combined contributions from AC, Bus & Finance, Provost & President’s Offices of $5,700 to the cost of the Holiday Luncheon resulted in a net cost to SAC of $6,372.66.

#### Scholarship Fund

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<td>Opening fund balance</td>
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<td>Transfer of additional funds from General Fund of FY 12</td>
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<td>Funds distributed in FY 12</td>
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<td>Funds awarded but not yet distributed</td>
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<td><strong>Fund Balance</strong></td>
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