MINUTES
BUSINESS MANAGERS MEETING
March 12, 2008

Present: Mike Acosta, Tamara Beaubien, Cathy Bialek, Karen Bravo, Marna Cooper, Kim Cose, Kathy Cruz Rodriguez, Dinelle Davis, Lourena Deggins, Janet Dentoni, Audrey George, Kitty Gilbert, Audrey Goodell, Peggy Hawbaker, Tara Juano, Jane Lewis, Jennifer Maroney, Ronda Marr, Jessica Martinez, Suzy Martegani, Heather McAvoy-Jensen, Karen Mendoza, Matt Olson, Rena Quilenderino, Norma Peterson, Winnie Rivinius, Barbara Robinson, Lynnette Robinson, Faye Snowden and Der Yang

Audrey George welcomed everyone to the meeting.

What's on your mind?

Norma Peterson expressed her concern and need for clarification regarding the $250 level for catering services from Bon Appetit for student activities. Matt Olson will follow up and clarify either by memo to the Business Managers or on the University's website.

Marna Cooper reminded the group of the upcoming Budget Office classes being held in March and April.

- Avoiding NSFs Class, March 13, 9:30-10:30 a.m.
- Essential Tools for Budget Managers – April 3, 2008, 1:30 - 3:30 p.m.
- Understanding and Managing Designated, Restricted and Agency Funds – April 23, 9:30 – 10:30 a.m.
- Managing University Reserve Fund Activities – April 24, 1:30 – 3:30 p.m.

Marna shared with the group the website for Budget and Risk Management is now located on the external University website in the A-Z Directory under Business and Finance. The most current forms and policies are kept there.

Ronda Marr reminded the group on the following items:

- When reconciling your Procard Statement and there are multiple receipts, but only one charge batch the receipts in sequence and write total on the batch.
- To have an additional index added to the drop down list on the Payment Net website advance notification is required through Purchasing must be prior to using the index.
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- Note on your Procard Statement if there is a missing receipt. When the receipt is received, forward to Purchasing with sufficient information as to whose card and what month does it belong.

- Invoices must substantiate a charge to your Procard. If the invoice is incorrect, a corrected invoice must be obtained.

- Year end is approaching and Purchasing reminded the departments to start running their Open Purchase Order Report. Purchasing is asking departments to let them know if any need to be closed or reduced.

Jane Lewis shared with the group:

- University summer hours start on May 19 and end August 15, 2008.

- Sexual Harassment training for managers is every two years. All employees will be required to complete the course online. Information is going out the week of March 17 and due to Human Resources by May 1st.

- Members of the Pacific community are encouraged to submit nominations for two Stockton Campus staff members (one exempt and one non-exempt) who have made significant and meaningful contributions to the University. Distinguished Service Award (formerly called the Most Valuable Pacifian Award) nomination form can be downloaded from the Human Resources website.

Audrey George informed everyone the Fiscal Year End memo will be available at the April meeting and Banner will be unavailable this weekend due to the Banner Finance upgrade to 7.3.

Pacific’s Wellness Program:

Karen Mendoza’s power point presentation on Pacific’s Wellness Program was shared with the group. Karen explained the purpose of this program is to:

- Reduce risk of lost time, lost productivity, increased premium cost for Pacific and employees
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- The program will help improve employee health, reduce absenteeism, improve productivity, reduce premiums costs through reduced claims.

- The Wellness Program is comprised of education, information, encouragement and tools.

- Health and Welfare Benefit Eligible Employees and their spouses / Domestic partners and qualified dependent children (even if they waive insurance) are eligible.

Pacific's Wellness Program will be implemented at the Stockton Campus on April 2 and 4; Sacramento Campus on March 25; and San Francisco Campus tentatively on or about April 10th.

Faye Snowden had a concern regarding confidentiality. Karen stated the Privacy Policy Statement insures no one will have access to the confidential information submitted to Wellspring.

The group had an open discussion regarding the department budget cost for the Wellness Program. Audrey George and Jane Lewis briefly explained how the budget cost will effect the departments. The discussion will be continued to the next meeting when Marna Cooper will address the department budget cost and Shannon Chi will address Grants and Contracts budget costs.

Karen informed the group on January 28 President Bush signed into law the National Defense Authorization Act for FY 2008, Public Law 110-181. Section 585(a) of the NDAA amended the Family Military Leave Act to provide eligible employees working for covered employers the new leave rights related to military service.

The Wellness Program power point presentation and FMLA flyer is an attachment to the minutes.

Updating Phone and Voice Mail Information:

Faye Snowden informed the group to contact the Help Desk or your TSP if an update is needed on your Cisco Systems phone view display or submit your update request online.
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Outcome of the Long Distance Authorization Code Analysis:

Faye shared with the group there would be a big impact on the phone system if the authorization code was deleted. It was decided to keep the long distance codes.

Training Needs Assessment Report:

Kim Cose shared with the group the technical needs assessment report. The #1 request for training is “Intro to Banner” and “Banner Finance.” Kim will be creating a committee to develop the training material. Call or email Kim if there is a question regarding the business technology training.

The Training Needs Assessment Report is an attachment to the minutes.

Fraud Hotline:

Winnie Rivinius informed the group that the Fraud Hotline has been launched at the University. The Fraud Hotline will let anyone anonymously report known or suspected illegal or unethical business practices through a 24 hour, toll-free phone number or through the Internet. Anyone calling and giving a report will be given a secure sign-on so they can get updates on the matter. After processing the information from the caller, a report will be forwarded to the University’s Office of Internal Audit for further review and action. University policy prohibits any retaliation against those who provide a report to the hotline in good faith. Posters were available for staff to take back to their department.

Correction to February 13, 2008, Minutes:

Audrey George stated all checks that require pick ups, petty cash, advances, etc., can be picked up from Accounts Payable after 1 p.m. daily.

Meeting adjourned….Next meeting scheduled for April 9, 2008, at 2 p.m., in the Library Community Room.

Respectfully submitted,

Rena Quilenderino
Administrative Support Specialist to the
Assistant Vice President / Controller
Business & Finance
Pacific Presents

WELLNESS!
What is the Purpose of a Wellness Program?

- Reduce Risk

What Risk?

Lost time,

Lost productivity,

Increased premium cost for Pacific and employees
How will it help?

Improve Employee Health

Reduce Absenteeism,

Improve productivity,

Reduce premiums costs through reduced claims
How does this type of program “Fit” with Human Resources Vision, Goals and Objectives?

- Provides Employees an additional component to achieve a healthier lifestyle, which would reduce overall cost
- Allows for individuals to receive personal rewards for their participation, most importantly better overall health
- Promotes personal growth
Who is Wellspring Healthcare Enterprises, Inc?

- Originally founded as Founded in 1999 as Holistic HealthNet offering wellness programming to employer and individuals
- Wellspring seeks to align the interests of employers, employees, health and wellness providers and insurance professionals resulting in a healthier workforce and community with fewer insurance claims through the demonstrated reduction of behavioral and lifestyle risk factors
What is the Wellness Program comprised of?

- **Education**
  - Wellness Launch Event
  - Health Risk Review
  - Monthly Health Presentations
  - Newsletters

- **Information**
  - Collection of biometrics (Weight, Blood pressure, Body Mass)
  - Health Risk Assessment

- **Encouragement and Tools**
  - One-on-One meeting with Health Coach to review Health risk Assessment Report
  - Special Pacific Incentive- $25 Target Giftcard
  - Wellspring rewards
  - Ongoing 24/7 phone access to Health Coaches
  - Online tools
Who is eligible?

- Health and Welfare Benefit Eligible Employees* and their spouses/domestic partners and qualified dependent children (even if they waive insurance)

*excluding BCATS GA, and RL
What Does it Cost?

- For the employee-Nothing
- Pacific is paying $2.95 per month per employee, with an initial set up fee of $5 per employee
When does Pacific plan to implement the program?

- Stockton- April 2\textsuperscript{nd}, and April 4\textsuperscript{th}
- McGeorge- March 25\textsuperscript{th}
- San Francisco- TBD (Tenatively or about April 10\textsuperscript{th})
What is the overall Steps?

Launch Meeting and presentation
- Biometrics taken at launch meeting
- Wellness Prevention Program Membership Guide given out at the launch with ID and password

Assessment completed online by employee-Employee receives initial report

Participate in Health Risk Review Orientation-2 to 3 weeks from Launch meeting dates

Set a path with One-on-One meeting with Coach
- Monthly newsletters and Educational meetings
What is the Incentive for employees?

- $25 Target Giftcard for Employee’s who complete their “Laps”
- “LAPS” are….
  - Launch-Attend a Launch Presentation and get informed about the Wellness program
  - Assessment- Get Biometrics taken after the Launch and Complete Health Risk on-line
  - Presentation– Attend a Health Risk Assessment Presentation
  - Set a path to better health by meeting with a Health Coach
What about New Hires or employees that missed other opportunities to participate?

- Newly Hired employees will have the opportunity to attend Launch programs periodically throughout the year
- Employees can obtain their Biometric information from coaches at their offices or at monthly meetings and/or other Launches
- Wellspring is working to provide on-line access to Launch Webinars as well as Health Presentation Webinars for additional access in the future
Who are the Coaches?

- Coaches come from varied backgrounds
- Engaged in an agreement with WellSpring to provide services
- Employees may or may not choose to purchase additional service for other programs, which are not sponsored by Pacific
- Pacific may or may not choose to engage Wellspring for other services in the future
Questions & Answers
Three Steps to Better Health
a quick start guide from Wellspring Healthcare Enterprises, Inc.

1. Take your Health Risk Assessment (HRA)
   - Know your numbers. Your HRA provides a quantifiable assessment of your current health conditions and risks. The 7-page Personal Wellness Profile generated from your HRA presents information on your health status that will help you understand and improve your health over time. Find out your Health Age - what age you are based on your current lifestyle, behaviors and risk factors. This and other useful information will help you start your journey to health and wellness. Your HRA is the cornerstone of your wellness program. Knowing your numbers is the first step to healthier living!

2. Meet your Health Coach and complete your Health Risk Review (HRR)
   - During your HRR, your personal Wellspring Certified Health Coach will review your Health Risk Assessment with you. This ensures you understand your health risks, the importance of improvement, and the benefits of making behavioral and lifestyle changes. Your Health Coach will discuss with you helpful tools included in your Wellspring Membership, and will suggest those that are most beneficial for you. The HRR is at no cost to you and will help you better understand your health risks and the importance of improvement. Personal attention from a Health Coach helps you reach your goals!

3. Set up your personalized exercise and nutrition program
   - Wellspring's Electronic Personal Health Improvement Tool (ePHIT) provides all the resources and motivation you will need on your path to better health. This fantastic, easy-to-use tool will help you achieve the goals recommended by your Health Coach. Set up your own personalized exercise plan and see how many calories you're burning. Set up your own nutritional plan and track your improved eating habits. Using these tools generates points that can be redeemed for prizes. Getting fit is easy, enjoyable and rewarding!

Questions? Contact Wellspring Healthcare Enterprises, Inc.'s Member Services Department:
MemberServices@Wellspring-Healthcare.com
1-877-WELLSPRING (877-935-5777)

NOTICE

Military Family Leave

On January 28, President Bush signed into law the National Defense Authorization Act for FY 2008 (NDAA), Public Law 110-181. Section 585(a) of the NDAA amended the FMLA to provide eligible employees working for covered employers two important new leave rights related to military service:

(1) **New Qualifying Reason for Leave.** Eligible employees are entitled to up to 12 weeks of leave because of "any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. By the terms of the statute, this provision requires the Secretary of Labor to issue regulations defining "any qualifying exigency." In the interim, employers are encouraged to provide this type of leave to qualifying employees.

(2) **New Leave Entitlement.** An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the servicemember. This provision became effective immediately upon enactment. This military caregiver leave is available during "a single 12-month period" during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

Additional information on the amendments and a version of Title I of the FMLA with the new statutory language incorporated is available on the FMLA amendments Web site at http://www.dol.gov/esa/whd/fmla/NDAA_fmla.htm.

WHD

U.S. Wage and Hour Division
BUSINESS TECHNOLOGY
TRAINING NEEDS ASSESSMENT REPORT
EXECUTIVE SUMMARY

Overview
The purpose of this section is to provide a brief overview of the training plan. The class recommendations are listed in their order of importance. However, it should be understood that rankings could change based on factors outside of our control. For instance, Human Resources and Payroll are rolling out Employee Self Service. This is requiring time from the Training Coordinator for documentation/job aids.

Findings
Banner was overwhelmingly the first training priority with the Banner Finance module being requested the most.

Proposed Classes
Below is a brief list of classes in their order of importance.

- Introduction to Banner and Banner Finance
- Microsoft Outlook
- Microsoft Office

Action Plan
Short Term
Short term action plan, 3-6 months is as follows:
- Gather all existing Banner training materials and review for accuracy and layout. Identify and prioritize the materials to be edited and converted.
- Create a Subject Matter Expert (SME) focus group, which will meet on a regular basis. Explain the training goals/plan and how vital their roles are for technology training.
- Coordinate class schedules with SMEs with the technology training website being the central location for all technology related class information.
- Offer and deliver Introduction to Banner class and other Banner Finance classes.
- Determine specific MS Office training needs and priority.

Action Plan
Long Term
Long term action plan, 6-12 months is as follows:
- Work with SMEs to convert identified training materials to the Information Mapping methodology.
- Begin to provide “Train the Trainer” workshops for SMEs.
- Offer MS Office training in-house, free of charge.