Staff Advisory Council
Approved Minutes
August 8th, 2012

In Attendance: Debbi Bell, Becky Davis, Julie Deverell, Amanda Elrod, Kitty Gilbert, Christine Hammerberg, Kristina Juarez, Joyce McCallister, John McClimans, Sean McNally, Austin Ogan, Scott Rivinius, Jeff Ross

Absent: Sandra Burdi, Jocelyn Chavez, Cyndi Hughes, Sara Kleinert, Kristan Turnbeaugh, Eric Weir

I. The meeting was called to order at 12:06 pm.

II. Minutes
The minutes from the June SAC meeting will be emailed to the Representatives and an electronic approval will be done.

III. Treasure’s Report- Julie Deverell
We have a total spending budget of $22,700. $2,500 of our total budget was transferred to our scholarship fund, which left us with a total budget of $20,200. Our scholarship fund was originally worth $3,484.87, but now will be worth $5,984.87 due to the transfer of $2,500.

IV. Chair’s Report- Kristina Juarez
Summer Recap
1. With the revision of the Staff Advisory Council By-Laws, President Eibeck was very responsive in the request to have Marylou Lackey as our new liaison.
2. Overall, the changes that we made to our By-Laws were very positively received from President Eibeck.
3. As a thank you to Pat Cavanaugh for all his years of being the past liaison, Amanda Elrod has organized giving him an award for his service.
4. The Office of Assessment, Training and Technology is currently involved in a search of a new coordinator for staff development. They are hoping to hire someone by the end of August.
5. The SAC executive board met with Sondra Roenyn and Kim Cose from the Office of Assessment, Training and Technology and discussed some of the new training programs that they are thinking of providing to all of Pacific staff members this upcoming year.
6. If you know any staff members who might be interested, encourage them to pay the Office of Assessment, Training and Technology a visit.

V. New and Ongoing Business
A. John McClimans- Director of Communications update
1. John is in the process of working on making the SAC website more manageable. He stated there is good information, but it does not need improvement. He has started the process and has more changes. He is working on focusing more on the SAC scholarship are of the website, making sure that everything is in line and concise. Something new that will be added to the website will be head shots of the SAC Representatives and SAC Officers which will give staff an image of who we are- a name with a face. Another added feature will be announcement letters which will be to the side of the website and photos of recent SAC activities.

B. Scholarship Discussion
1. How do we continue the amount and number of scholarships we give out?
2. What are the requirements that we are asking of people to apply within?
3. Issuing out scholarships the first week of October.
4. Debbi will be helping us make the SAC scholarship process easier.
5. We usually get asked to give out in the thousands, but end up giving out smaller portions.
6. Must have receipts to back scholarship award.
7. The SAC scholarship guidelines need to be more thorough.
8. 2 scholarship inquiries have come in already.
9. Christine has an issue with the way we distribute our scholarships. Thinks we should be more equitable regardless which quarter award is given out.
10. Kristina suggested a $650 dollar max award should be given out to each individual person.
11. Amanda will be serving as Chief Liaison for the scholarship committee.
12. A new form for the SAC scholarship application is currently being worked on.
13. Joyce asked if the cocktail event at the Lair for a fundraiser for the scholarship fund was a good idea. Kristina noted that due to the current budget cuts of Bon Appetit, they probably would not go for it since they are not looking for people to make a profit.
14. Amanda came up with the idea of doing a t-shirt fundraiser, and believes it will beef up our scholarship account. Not only that, but it will foster a staff spirit and boost the Staff Advisory Council’s visibility throughout the University.
15. It was suggested that SAC check with Michael Quesada regarding tax issues.
16. Overall, everyone liked the idea of creating our own t-shirt.
17. Tim O’Neil is a pacific alumnus, and runs Image Masters. He’s a great Alumni vendor to go through.
18. Christine has a list of vendors that we could possibly use.
19. Ultimately looking for more ways to increase our scholarship fund.
20. Kitty asked if scholarship award recipients have to present a report of their experience.
21. Amanda noted that it would be a lot of effort to enforce them to present the report
22. Scott suggested that we ask for a take away of the event, and if people don’t comply, that an email should be sent to them every week.
23. Debbi inquired that the proper resources of the SAC scholarship should be put on our website as soon as possible.

C. University Committee Discussion
1. Sara Kleinert will now be on the IPC Committee.
2. Christine Hammerberg volunteered to be the SAC representative for the Business Managers Committee.
3. Jeff Ross volunteered to be the SAC representative for the Safety and Security Committee.
4. Margaret Roberts will stay on the Informational Strategy and Policy Committee (ISPC)
5. Katrina will stay on the University Dining Committee
6. Amanda Elrod volunteered to be the SAC representative for the Community Outreach Committee.
7. The Task Force on Learning Objectives needs a new representative.
8. The Scholarship Committee will now be led by Debbi Bell.
9. Kristina asked if we should keep the Marketing Committee given that we have a new exec position (Director of Communications) and if we should change it to a Communications Committee.
10. The Summer Hours Task Force will be added to our SAC Subcommittees.
11. Joyce will now be serving on the Summer Hours Task Force.
12. Kristina asked if Debbi would like anyone else to serve on the Scholarship Committee with her, Kitty, Austin, and Christine all volunteered.

D. Summer Hours Discussion
1. Joyce, Patty, and Kristan met with many staff constituents back in June. They discussed with them about what they did for summer hours and how flexible they were to get off on Friday at one without lunch.
2. Joyce said that everyone who manages it in their office likes the ability of having summer hours, while others don’t since their office’s constantly need to be covered.
3. It was recommended that we continue summer hours, and that staff should make sure that their offices could be properly covered. Not only that, but it was also recommended that staff members should increase communication between employees and their supervisors.
4. John said that we should look at what our peer institutions are doing for summer hours, and what their policies might be on them.
5. Kristina asked if we were interested in the idea of doing a survey identifying the needs and how people view summer hours, so we can know where staff representation falls.
6. Joyce agreed with the idea of having a survey, and stated that it was a way to let staff know that their ideas are valued.
7. Julie mentioned that our last survey did not have a very good response, and that we would have to find a way to get better participation results.
8. Only 160 out 650 staff members participated in our last survey.
9. Becky recommended that we keep it short; Kristina agreed and said that we will keep it concise as possible.
10. Amanda asked if it would be a good idea if the invitation of the survey came from each rep, and stated that this way would be more effective.
11. Kristina said that we will be much more vocal with the survey, that we will be doing it early on, and that it will be addressed more systematically.
12. Amanda recommended that we do something small before sending out a survey - Popcorn, cookies, etc. in order to reacquaint our constituents with S.A.C.
13. Any other ideas should be forwarded to Kristina.

E. **Staff Engagement Events**

1. Kitty asked how the attendance of our past happy hours have been, it was noted that they have had poor attendance in the past.
2. Amanda asked if we would get better attendance at our events if we had them during non-alcoholic business hours.
3. The idea of throwing and event where staff could come and have lunch on us was brought up.
4. Becky mentioned that we can do something with hot chocolate in the winter time.
5. Kristina mentioned that if we use the DeRosa center, we have to go through Bon Appetit.
6. Christine suggested that we should do a tailgate before an athletic event.
7. Amanda suggested that we step away from having happy hours, and that we should add variety to the events that we hold.
8. Joyce said that having an event that gave coffee to staff before work would be a good idea.
9. Amanda brought up Tiger Roar. She said it would be a good idea for SAC by doing something student oriented, and that it would help us establish more credibility.
10. Tiger Roar will be held on a Sunday afternoon August 26th.
11. Pass the knowledge of Tiger Roar on to your constituents.
12. Kitty asked if we could put the photos of Tiger Roar onto our website.
13. Jeff said that the Sprint Staff would like to come to our next September meeting.

VI. Meeting was adjourned at 1:27pm. Motioned by Joyce, and seconded by Jeff. 13 ayes, no nays, and no abstentions.
Staff Advisory Council
Approved Minutes
September 14th, 2012

In Attendance: Amanda Elrod, Kitty Gilbert, Christine Hammerberg, Kristina Juarez, Sara Kleinert, John Mcclimans, Austin Ogan, Scott Rivinus, Jeffrey Ross, Kristan Turnbeaugh, Sean McNally
Absent: Debbi Bell, Sandra Burdi, Jocelynn Chavez, Becky Davis, Julie Deverell, Cyndi Hughes, Eric Weir
Guests: Jerred Thompson, Sondra Roeuny, Karen Mendoza, Ginger Hudson, Kim Cose, Chandara Phann, Channy Phoung

I. The meeting was called to order at 12:08 pm.

II. Minutes
Motion to approve August SAC minutes: Motioned by Amanda Elrod to approve the August 8th, 2012 minutes, seconded by Sean McNally. 11 approved, no nays, no abstentions. Minutes were approved. Draft minutes from now on will be posted on our website, with an electronic approval from SAC Representatives.

III. Treasurer's Report- Kristina Juarez
There have been no recent pull offs from our budget, except for the lunch that was provided for our September meeting. We currently have a balance of $17,437.49.

IV. Chair’s Report- Kristina Juarez
A. Meeting with Mary Lou Lackey
   1. Kristina and Amanda recently met with Mary Lou Lackey, and discussed her role as our new liaison.
   2. Mary Lou Lackey informed Kristina and Amanda that she will make an attempt to come to our meetings. She also will be making sure that we will be able to meet with President Elbeck.
B. Vacancy in the Provost Division
   1. Joyce McCallister has recently stepped down from her position as a Non-Exempt SAC representative in the Provost Division. If anyone knows a Non-Exempt staff member in the Provost Division who is interested in being on the Staff Advisory Council, all names should be forwarded to Kristina.

V. Human Resources and Assessment Training & Technology Update
A. Human Resources- Karen Mendoza
   1. There have been some dramatic changes in the 2013 benefit renewals.
   2. If staff members have a lot of medical issues, their usages rates will be higher. This is why it costs so much, everyone uses it.
   3. There have been no changes in co-payments, staff members continue to get great coverage in light of everything happening.
   4. A very slight increase in HMO has occurred.
   5. The University has opted to raise dental coverage to $2000 in 2013 instead of $1500.
   6. The IRS made some changes to our flexible spending account plans. They have been reduced from $5000 to $2500.
   7. HR is looking into utilizing Costco as a VSP provider.
   8. Alex Caspero, our Campus Dietitian is now a full time staff member at the University. She also works with the Sacramento and San Francisco campuses.
   9. October 5th is Lee Denim Day- Support the awareness of breast cancer. You can donate 5 dollars and get a pin. Karen encouraged us to become a cheerleader in our areas.
   10. On October 10th, a chili cook off will be held for students between 11-1.
   11. The annual Benefits Fair will be held in the University ballroom on November 1st. The San Francisco campus benefits fair will occur on November 7th, and Sacramento's will be held on the 8th.
   12. You can get a hold of Karen Mendoza at benefits@pacific.edu
B. Assessment Training & Technology- Sondra Roguny
   1. Sondra informed all of us that they are retransforming staff development through the new Institutional Learning Objectives, which Provost Maria Pallavicini has introduced.
   2. Hector Escalante was recently hired as a program manager. He will be specializing in manager and supervisor training. His first day will be September 24th.

C. Assessment Training & Technology- Kim Cose
   1. Discussed self-assessments. Kim informed us that there is a variety of different assessments staff can take. All of the self-assessments are online.
   2. Kim said that the Life Values Inventory and the Think Watson are just some of the free assessments that are available online.
   3. Kim talked about the Standout Assessment. She said it informs you what your strengths are, and how you can use them to your advantage in the office.
   4. Kim said if anyone is interested in taking Prove It, which is all about Microsoft Office, to please contact her for the access keys.
   5. Sondra pointed out that there is two different angels to the Prove It. Human Resources use it to test candidates, while Assessment Training and Technology uses it for staff learning and development.
   6. 17 staff members have contacted Assessment Training and Technology so far for access to Prove It.
   7. Sean asked Kim if a staff member was looking into being a manager, but currently at that time was not one, if they could sign up for managerial courses. Kim said that could be a possibility, but they are still in the planning stages.
   8. Kim said that when requesting enrollment in courses, staff members' managers in the future will be notified.
   9. Christine asked that if staff members wanted to take individual/personal courses if those would inform managers.
   10. Kim assured Christine that self-assessments are separate, and that you can do them on your own time.

D. Assessment Training & Technology- Sondra Roguny
   1. Sondra informed all of us that if a staff member's job is too distracting to take an assessment in the office, that they are more than welcome to reserve a space in the e-learning lab. If interested, contact Channing to reserve a space.
   2. Sondra asked for all of us to please spread the word to our colleagues about the e-learning lab.
   3. Sondra also asked for all of us to share the training homepage link with our fellow colleagues: www.go.pacific.edu/training
   4. She also said that they are more than willing to come and speak at department staff meetings upon receiving an invitation.
   5. Kristina asked what the maximum number of staff members attending each course was. Sondra said that at this time, there's only room for ten staff members per course, since they have limited spacing. However, they are looking into expanding that number, but for now they are using ten as a pilot.

VI. New and Ongoing Business
   A. Meeting with President Elbeck in October
      1. A brown bag lunch with the president will be held on October 31st. Kristina asked that we save the date on all of our calendars.
      2. Provost Maria Pallavicini will come to one of our meetings sometime in the future to discuss Pacific 2020.

   B. University Committee Discussion
      1. Scott Rivinus- University Compensation Committee Update:
• Met with Jane Lewis, Pat Cavanaugh, Amanda, and Kitty before the salary increase letters went out.
• The main focus of the meeting was the equity adjustment for 5 different pay grade levels.

2. Sara Kleinert- IPC Committee Update:
• President Ebeek talked about the challenges that University of the Pacific faces, and the next steps that will be taken due to the current economy.
• You can find the IPC Minutes online.

3. Ginger Hudson- University Facilities Committee Update:
• The University just recently created a new position on campus- The Director of Capital Planning and Space Management.
• Every applicant submitted their resume- 9 phone interviews took place, and in the end, Priscilla Meckley-Archuleta was offered the position.
• A various amount of renovations have taken place at the University. The Klein family field now has new concession stands, restrooms, ticket booths, and received a miscellaneous amount of other repairs.
• The Beta Theta Pi Fraternity house received interior renovations, and modifications to the front entry to meet accessibility requirements.
• The McGeorge Courtroom is currently in the last stages of its renovations. Housing renovations in McGeorge will be put on hold since enrollment is down.
• Keys to the new San Francisco building have been received.
• Dedication of the community garden in the Stockton campus will take place in October.
• The next meeting will take place in November.

C. Winter Celebration
1. Kristina said that we will only be spending a maximum of $8,000 at our winter celebration this year, instead of the $12,000 that we spent last year at our previous winter celebration. This will give us the ability to boost our scholarship fund.
2. Kristina mentioned that we should devise a Plan B for our winter celebration this year, if we receive no other help from other departments funding it.
3. Sara agreed and said that we should not have to use all of our resources.
4. Kristina said that our Plan B should be some type of alternative reception if we do not have any partnership with other departments, since catering alone will cost $10,000 for the luncheon.
5. Christine said that we should go down to spending only $7500 for our winter celebration.
6. Kristan agreed and mentioned that it would be a good way to negotiate.
7. Kristina said we will decide which route we will go down at our next meeting.

VII. Meeting was adjourned at 1:45 pm. Motion to adjourn the meeting: Motioned by Sean McNally, and seconded by Jeff Ross. Motion Passed: 11 ayes, no nays, and 1 abstention.
Institutional Priorities Committee
Minutes of August 28, 2012
3:00pm - 5:00pm DeRosa Center Room 211

Present: Brodnick, Cavanaugh, Ciccolella, Dial, Elbeck, Gale, Goff, Griego, Hensley, Kleinert, Lackey, Lyon, Luu, Meyer, Murta, Pallavicini, Shaw, Staniec, Wright

Absent: Leland, Martin, Perrot
Guests:

Call to Order: 3:04pm

Orientation
Charge of the IPC
The charge of the IPC was revised and submitted to Academic Council for their review in September. The May 2012 revision eliminates language that states that the IPC is the University’s primary strategic planning group. President Elbeck said that more thought and discussion will be needed to determine who is the University’s strategic planning group if it is not the IPC.

Confidentiality
Committee members need to communicate IPC issues to their constituencies, however, at times confidentiality may be important. Confidential matters will be specifically identified as they arise.

Request Process
Currently requests are due by January 11, 2013. It was suggested that the due date for requests be pushed back because the results of a marketing assessment will not be available until later in the spring. Finalizing this date will be determined after more consideration.

Budget Assumptions
More clarification was given on the term “budget assumptions”. Ultimately enrollments determine the revenue, but assumptions can be made about key variables, for example, admissions, enrollment projections, tuition increases, salary increases, or license agreements.

Adjourned: 4:44pm
Pacific Safety and Security Committee
July 16, 2012
Meeting Notes

Members in Attendance: Ash Chaudhry, Karen Mendoza, Mike Belcher, Beth McManis, Louisa Jones, Jenn Mazzotta, Rebecca Stovall, Cheryl Sloup, Linda Norton, Gregg Jongeward

Attendance via Conference Call: Jay St. Clair

Attendance via Video Conference: Andreas Franz

Members Excused: Benjamin Ellis, Suzy Martegani, Dan Nuss, Joel Feaver, Dave Hamlett

The meeting was called to order at 10:02 a.m. by Committee Co-Chair, Ash Chaudhry.

Risk and Safety:
Ash reported that there has been some training for the summer sessions for students in the Chemistry Department. He invited suggestions from the Committee to enhance the current training program.
QUESTION: Jay inquired about OSHA training for staff in Athletics and Ash responded that OSHA training could be tailored for Athletics.
QUESTION: Linda requested that Ash meet with her regarding preparation for the graduate student seminar presentations.

Human Resources:
Karen reported 42 workers compensation injuries year-to-date with an associated expense of $273,843 paid to those injured individual/employees. Karen shared that in most cases, the injury could have been avoided had the employee followed institutional procedures. As a result, supervisors are asked to be more vigilant in determining what a person did or did not do correctly that caused the incident and take corrective action. Research shows that the majority of injuries occur between 10:00 a.m. – 12:00 noon to employees in the 30-60 year age bracket.
QUESTION: Jay asked if there was an avenue for anonymous reporting where staff, students or faculty can report unsafe conditions or situations? Ash stated that Risk Management has a safety suggestion link at inside Pacific: https://mcgeorge.wufob.com/forms/university-of-the-pacific-safety-suggestions/
QUESTION: Ash asked Karen for statistics to compare injury trends to previous years.

Wellness Center:
Beth reported that Pharmacy students are doing PPD screenings and staff are struggling to get compliance for required immunizations for the dental school.

Student Life:
Jenn reported that they are gearing up for the return of students, in particular, providing cart training to new student employees.
QUESTION: Ash asked if there were plans to reestablish the Safety Walks in the coming academic year? Jenn shared that the ASUOP President is very interested in getting a group together and scheduling a walk for mid to late October.

Public Safety:
Mike reported that there is a charge from the President for this Committee to prioritize the safety needs of the University. To that end, the Committee may want to consider adding a student to its membership. Public Safety is working closely with Physical Plant to enhance lighting at Grace Covell and the footbridge. Lighting at the footbridge is a bit more challenging as the City levee is involved and is requiring certain specifications.

There was an increase in burglaries, mostly occurring when rooms or buildings are left open or unattended. One subject was arrested and 16 incidents were accredited to this individual. Housekeepers are being more vigilant in reporting buildings or offices they find unlocked. In turn, supervisors are notified so that staff may be educated.

Shuttle service is going well and under budget. Service may expand to include trolley cars from the City. Discussion is currently on-going regarding this possibility.
Parking permit vending machines will be removed. Furthermore, Public Safety runs into many issues with regard to parking, however policies have not been established. Mike would like to see a Committee, perhaps this Committee, take on the responsibility for developing parking policies.

**Faculty:**
Linda reported that as a result of vandalism in the parking lot, they are working to get a camera installed as well as replacement lighting.

Linda shared that faculty are concerned that Stockton’s issues will affect enrollment.

In response to Linda’s suggestion for training to “recognize the hazard”, Mike shared that “building leaders” have been identified and will have on-line training on this topic.

Andy reported that all safety stations will be clearly identified with freshly painted orange walls (the remainder of the area is painted white so the safety stations are clearly visible).

Three new graduate students are scheduled to begin in September and each will undergo rigorous safety training.

Ash shared that unscheduled inspections held last month proved to have the best results ever in that there wasn’t a single recommendation.

Gregg shared that new graduate students in Biological Sciences will need training.

**Athletics:**
Jay shared that he wants to ensure that all Athletics staff are current on training. He has two new staff members who need cart training, however, they do not have a computer log-in. Cheryl offered to provide the training in printed form, or, live cart training can be requested. Jay shared his concerns with cart operation approval for students without a visual check of operation skills. Mike will be sure to send copies of cart violations issued to students to Cheryl for tracking. Cheryl indicated that too many violations may lead to revocation of cart operation privileges.

**Technology Services:**
Rebecca reported that with the increase in the theft of technical equipment, OIT is urging all laptop users to have their device encrypted to safeguard against the loss of University related information. Rebecca explained that a laptop with encryption software can be swiped clean remotely if stolen.

**What’s On Your Mind:**
**Campus Walk Throughs:** Karen asked if walks to determine the safety of work environments have been scheduled? Although a good idea, Jay was concerned about the difficulty to affect required changes if the department’s budget would not be sufficient to cover costs. Even with this difficulty Ash expressed that this could be a good learning experience and opportunity to improve safety on campus.

**Electronic Approval of Minutes:** Jay reported that he shares a copy of the meeting minutes for this Committee at the SAC meetings. Because the SAC will meet prior to the next meeting of this Committee, he requested that the minutes be approved electronically so he may take a final version to the SAC. The Committee approved.

**Next Meeting**
The next meeting of the Pacific Safety and Security Committee will be held Monday, October 8, 2012 from 10:00 a.m. – 12:00 noon in Chambers Technology Center. The meeting will be available to attendees via video and telephone conferencing. Please be sure to forward agenda items or issues to Louisa Jones for inclusion on the next meeting’s agenda.

With no further business, the meeting was adjourned at 11:38 a.m.
Staff Advisory Council  
Approved Minutes  
October 12th, 2012

In Attendance: Debbie Bell, Jocelyn Chavez, Julie Deverell, Kitty Gilbert, Donna May, Sara Kleinert, Austin Ogan, Amanda Elrod, Jeffery Ross, Kristan Turnbeaugh, Eric Weir 
Absent: Kristina Juarez, John Mcclimans, Sandra Burdi, Becky Davis, Cyndi Hughes, Sean McNally, Scott Rivinius 
Guests: Mary Lou Lackey, Jane Lewis, Sondra Roeuny, Hector Escalanante, Kim Cose, Channy Phoung, Margaret Roberts, E.Ann Sica, Jennifer Maroney, Nancy Snider, Judit Sztaray

I. The meeting was called to order at 12:08 pm.

II. Minutes
   Motion: Moved by Sara Kleinert that the minutes of September 14th, 2012 be approved, second by Kristan Turnbeaugh. Motion carried. (11 yes, no nays, no abstentions)

III. Treasure's Report- Julie Deverell
   We currently have a budget of $17,072.19. This includes expenses that have been posted to Banner including the transfer of funds to the SAC Scholarship Fund. The scholarship fund has a balance of $7,599.97.

IV. Chair's Report- Amanda Elrod
   A. SAC Scholarship Fund Up-Date:
      The first group of scholarship fund applications were reviewed and recommended by the Scholarship Committee to the Executive Board. There were four applications in which three applications were approved and one denied. Amanda suggested that we should explore having a brown bag session to help demystify what would be considered eligible professional development opportunities for possible SAC scholarship recipients. We are hoping to host the brown bag session on November 15th, in DUC 211.

   B. SAC T-Shirt Fundraiser:
      Amanda informed everyone that because of the transfer of money to the Scholarship budget it was decided by the Executive Board to shelve the T-Shirt fundraiser for now and revisit it in January.
C. **Minor Update - Children On Campus Policy**
   Amanda noted that the Children On Campus Policy is currently suspended until all of the concerns have been addressed. It’s being looked at by a small committee. The committee members are two reps from SAC, Eric Weir and Kristina Juarez, two reps from the Academic Council; one Pacific Mom’s Pop’s and Tots representative, Jane Lewis, Lynne King, and Rich Rojo. The tone of the Children On Campus Policy will be addressed.

V. **Assessment Training & Technology Update**
   A. **Introduction of Hector Escalante**
      Sondra introduced Hector Escalante, Staff Learning and Program Development Manager. Hector is a Pacific Alum, and received both his undergraduate and master’s degree here. He won the 2010 Teacher of the Year Award. Has a background in curriculum and development.

      Hector stated that his first goal was to really get to know all staff. He’s looking forward to 2013 and to developing a strong curriculum of training that is applicable to staff in the various departments throughout the university.

VI. **New and Ongoing Business**
   A. **President’s Event - Change of Date**
      The Brown Bag event with the President has been rescheduled due to other departments on campus celebrating Halloween during their lunch hour. The topic for this session will be reflecting on how the strategic plan is going to effect the Stockton campus, and your role in that plan. The new date will be forthcoming.

   B. **Summer Hours**
      Summer hours are going to be reviewed by a committee. Feedback will be requested, and much brainstorming will take place during the process of formal review. More detailed information as to the committee structure and the committee’s task will be soon coming.

   C. **Committee Reports**
      1. **Austin Ogan on behalf of Katrina Jaggers - University Dining Committee Update:**
         - Their first meeting was on September 27th
• Jesse Layman is a new chef here at Pacific, and one of his main goals here is to get us out of our “dining rut”.
• If you have any constructive criticism, or feedback on dining services, please forward all thoughts to Kristina, or Jesse himself for their monthly meetings.

2. Debbi Bell- Scholarship Committee Update:
• The four SAC scholarship applications that had been submitted were reviewed. Three recipients were awarded costing at total of $1,235. The three recipients were: Jan Wammack, Jonathan Phoung, and Lea Vargas.
• Amanda said the reason that one applicant had to be denied was because they were pursuing education over professional development. It will be articulated more on our website and at our scholarship brown bag session that it needs to be something in direct correlation with their job description.

3. Margaret Roberts- ISPC update:
• ISPC meets every other week. We are now looking at the IT strategy for the University, and aligning that to the Pacific 2020 Strategic Plan.

VII. Comments, Questions, and Concerns
• E.ann Sica informed everyone that the Pacific Food Pantry is completely empty. If anyone has any donations, please forward them to the Cowell Wellness Center.

VIII. Meeting was adjourned at 12:53 pm.
Motion: Moved by Sara Kleinert to adjourn, second by Debbi Bell.
Motion carried: 11 yes, no nays, and no abstentions.

Respectively submitted by:
Austin Ogan, Secretary
September 25, 2012

Institutional Priorities Committee
Minutes of September 25, 2012
3:00pm - 5:00pm DeRosa Center Room 211

Present: Atterbury, Brodnick, Cavanaugh, Cicconeia, Elbeck, Gale, Goff, Griego, Hensley, Kleinert, Lyon, Luu, Meyer, Murta, Pallavicini, Perrot, Shaw, Staniec, Wright

Absent: Lackey, Leland, Martin

Guests:

Call to Order: 3:05pm

Minutes: Minutes for the September 11, 2012 meeting were approved.

Introductions
Burnie Atterbury, Pacific's new Vice President for Development, was introduced to committee members.

FY12/13 Budget Updates
Perrot reviewed FY 12 and FY 13 budget summaries, which included revenues, expenses, and operating reserves by campus. The FY 12 budget will be finalized pending a financial audit. Once completed, audited financial statements can be found online through the Controller's Office.

Clarification was given regarding Pacific's shift to the West Coast Conference (WCC), the money is paid from Athletics and a contribution is made to Athletics from the university's educational and general fund.

The Stockton campus FY 13 recommended revisions for the $4 million Cal Grant contingency fund was reviewed, however, an update on the Cal Grant will need to be discussed in greater detail following the November election.

The need to retain students has a direct impact on the university's budget. President Elbeck shared an article and graph created by the Sacramento Bee, which detailed four-year graduation rates for 50 of California's largest colleges. Pacific will need to improve its four-year graduation rate in order to compete with its peers. The percentage of students who are taking remediation courses may be an indicator of graduation rates. More research will be needed to identify practices that Pacific should consider adopting from other institutions.

Adjourned: 4:03pm
Staff Advisory Council
Approved Minutes
November 9th, 2012

In Attendance: Debbie Bell, Sandra Burdi, Becky Davis, Kitty Gilbert, Donna May, Amanda Elrod, Jeffery Ross, Kristina Juarez, John McClimans, Sean McNally
Absent: Jocelyn Chavez, Julie Deverell, Cyndi Hughes, Sara Kleinert, Austin Ogan, Scott Rivinius, Kristan Turnbeaugh, Eric Weir
Guests: Sondra Roeuny, Hector Escalante, Kim Cose, Channy Phoung, Jay St. Clair

I. The meeting was called to order at 12:04 pm.

II. Minutes
Minutes were sent out for electronic approval, and were approved as printed.

III. Treasurer’s Report- Amanda Elrod
We currently have a budget of $16,512.90. $302.29 was spent for our November general body meeting lunch. $257 was spent to provide us with all of the materials we needed for our most recent TLC day.

IV. Chair Elect’s Report- Amanda Elrod
A. Summer Hours Update:
The Summer Hours Committee met on November 1st, including two representatives from the Sacramento campus. The Summer Hours Committee is in the process of coordinating/scheduling meetings and also looking into gathering all the data needed by mid January before the report is sent out. Kristina added that a survey will be sent out in the next couple of weeks, to all staff members regarding summer hours.

B. Minor on Campus Policy:
Rich Rojo and Jane Lewis are still finalizing a draft a use of language for the preamble to the Minor on Campus Policy and revisiting some of the big issues that were pointed out. Kristina mentioned that the draft will hopefully be ready by our next SAC meeting.
C. January Meeting
The Staff Advisory Council does not usually hold meetings during the months of December and January, however a SAC General Body Meeting will be held in January to discuss major topics. A motion was carried out by John McClimans for SAC to hold a January general body meeting, seconded by Debbi Bell. The motion was approved unanimously with 10 yays, no nays, and no abstentions.

V. Assessment Training & Technology Update
A. Hector Escalante
Hector has been putting together focus groups and discussing staff training needs. Hector asked SAC to let him know if we have any other recommendations or needs in regards to training in moving forward with the Pacific 2020 Strategic Plan. You can contact Hector at hescalante@pacific.edu

VI. New and Ongoing Business
A. Staff Engagement Events
Amanda suggested sponsoring events, to promote the athletics at the University, and show support to our own students and programs- this also incudes promoting and supporting theatrical and musical events that occur on campus. A suggestion was made to contact Ted Leland, VP External Relations/Athletics, for more information on how we can get tickets to help SAC promote staff involvement. John McClimans stated SAC should at this time put more of a focus on the Holiday Gathering, since the calendar year is coming to an end.

B. Holiday Gathering
More members are needed to serve on the Holiday Gathering Committee. A date for the Holiday Gathering has not yet been identified. Discussion followed. A suggestion was made instead of a full lunch, due to the high cost SAC should look into serving fancy desserts. A date for the Holiday Gathering was discussed. A motion was carried out by John McClimans, seconded by Kitty Gilbert to hold the Holiday Gathering the week of December 17th. The motion was approved unanimously with 10 yays, no nays, and no abstentions.
VII. Meeting was adjourned at 1:04 pm.
Motion: Moved by John Mcclimans to adjourn, seconded by Kitty Gilbert.
Motion carried: 10 yes, no nays, and no abstentions.

Respectfully submitted by:
Austin Ogan, Secretary

myLearning info sessions - if anyone has not yet received the training and would like to learn more, upcoming sessions are as follows in Bannister Hall Training Room:

<table>
<thead>
<tr>
<th>Dates</th>
<th>Times</th>
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</thead>
<tbody>
<tr>
<td>Nov 27, 2012</td>
<td>1:00-2:00 p.m.</td>
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Upcoming Courses:

- **Tue, Dec 4**  
  [Budget Essentials I: Queries & Reports](#)  
  1:30-4:00 p.m.

- **Thur, Dec 6**  
  [Budget Essentials II: Transfers](#)  
  1:00-2:30 p.m.

- **Tue, Dec 11**  
  [Business Writing for Today's World](#)  
  9:00-10:30 a.m.

If anyone has missed the focus group meetings and would like to provide comments and suggestions for improving Staff Learning & Development, please contact Hector Escalante at hescalante@pacific.edu or 6-7439.

Also myLearning is now live. Please visit go.pacific.edu/mylearning to register for courses.

Pacific Safety and Security Committee  
October 8, 2012
Meeting Notes

Members in Attendance: Ash Chaudhry, Mike Belcher, Beth McManis, Louisa Jones, Jenn Mazzotta, Cheryl Sloup, Gregg Jongeward, Benjamin Ellis, Suzy Martegani, Dan Nuss, Joel Feaver, Lynn King

Members Excused: Dave Hamlett Karen Mendoza, Rebecca Stovall, Linda Norton,

Guests: Kristen Bloom (Student-Job Shadowing), Jen Cavagnaro (Student-Job Shadowing)

The meeting was called to order at 10:02 a.m. by Committee Co-Chair, Ash Chaudhry.

Approval of Minutes:
Ash asked the Committee members to approve the minutes from the July, 2012 meeting. Jay St. Clair motioned to approve the minutes as presented. Andy Franz second the motion. The Committee unanimously voted to approve the minutes as presented.

Risk and Safety:
Ash reported that Environmental Health and Safety staff have provided training regarding Bloodborne Pathogens.

Human Resources:
Karen Mendoza was unable to attend today’s meeting. Ash reported on behalf of Karen that 61 injury claims have been reported with a total cost of $378,000 to Pacific (reserved). Ash also reminded staff that all work related injuries should be referred to Kaiser for treatment.

Physical Plant:
Joel Feaver reported that he continues with evaluation and installation of security lighting on campus. Ongoing training continues to be provided for Physical Plant employees.

Wellness Center:
Beth shared that there was one reported case of chicken pox and one case of false/positive virus results.
Currently, the Wellness Center custodial staff must walk across the parking lot to reach the trash bins. Beth would like to request increased lighting to ensure the safety of the staff, or explore the possibility of moving the trash bins to the rear of the building. Upon suggestion from Ash, Beth will follow up with Scott Heaton.

Student Life:
Jenn reported that her office has been busy with training for approved drivers and food handler permits.
Jenn shared an invitation for everyone to come out to the “walk” that is being sponsored by Student Life during the first week of November.

Housing & Greek Life:
Ben reported that a Safety and Security Committee has been formed to specifically address housing issues.

Public Safety:
Mike was pleased to report that crime on the Stockton campus appears to be staying down due in part to the vigilance of students and staff. Steps taken to enhance security include posting a security guard at the Townhouses seven days a week and a second guard designated to patrol the area between the Library and Chapel. Additionally, campus shuttles are available for use by students and may be scheduled for larger groups.

Faculty:
Andy reported a low temperature freezer in the Lab will require a tray to be placed underneath to catch moisture. Another freezer which is leaking will be replaced. Andy reported compliance issues in the Lab area are being addressed.

Gregg is working with the Art Department regarding air quality issues in the glazing/mixing area. It appears the issue does not require a hood vent.

Athletics:
Jay reported that looking to the future with the coming change in athletic conference, consideration should be given to evaluating current security measures to ensure they are adequate.

Jay shared that the vacant stadium has become a habitat to various vermin and requested that animal control be considered to evaluate the area.

Prioritize Campus Projects:
Ash led the discussion in seeking recommendations from this Committee to develop criteria to prioritize recommendations for safety and security measures on the Stockton campus. The following three projects were reviewed:

- Funding for emergency lighting in buildings with recommendation to move funding from the Levy Lighting project to fund this project
- The purchase and installation of an Emergency generator for Public Safety functions in the event of a power outage. Joel reported that this project is still in developmental stages.
- One Card Project to add swipe access to all campus buildings. The order of installation to be based on crime data, Public Safety records, building purpose/use.

Ash shared that the top five projects will be distributed to Committee members, with associated costs, for review and approval.

With no further business, the meeting was adjourned at 11:20 a.m.
Staff Advisory Council  
Approved Minutes  
January 11th, 2013  

In Attendance: Debbie Bell, Jocelyn Chavez, Kitty Gilbert, Kristina Juarez, Sara Kleinert, John Mcclimans, Austin Ogan, Kristan Turnbeaugh, Amanda Elrod, Lauri McInnis, Marshea Pratt, Christine Hammerberg, Becky Davis  
Absent: Sean McNally, Cyndi Hughes  
Guests: Sondra Roeuny, Hector Escalante, Kim Cose, Channy Phoung, Jay St. Clair, Jane Lewis, Cari Keller, Donna May, Linda Selvidge, Cassie Etter, Jean Han  

I. The meeting was called to order at 12:09 pm.

II. Minutes  
Minutes were sent out for electronic approval, and were approved as printed.

III. Treasurer's Report- Amanda Elrod  
We currently have a budget of $11,587.01. Additional charges have not been posted yet.

IV. Chair Report- Kristina Juarez  
A. Introduction of Interim Representatives  
Kristina introduced Laura McInnis and Marshea Pratt, our new interim representatives.

B. Winter Celebration Thank You:  
A big thank you was given to the winter celebration committee. It was a incredibly successful event with over 350 people that attended.

C. January Meeting  
The Staff Advisory Council does not usually hold meetings during the months of December and January, however a SAC General Body Meeting will be held in January to discuss major topics. A motion was carried out by John Mcclimans for SAC to hold a January general body meeting, seconded by Debbi Bell. The motion was approved unanimously with 10 yays, no nays, and no abstentions.
V. **Assessment Training & Technology Update**
   A. **Hector Escalante**
      Hector has been putting together focus groups and discussing staff training needs. Hector asked SAC to let him know if we have any other recommendations or needs in regards to training in moving forward with the Pacific 2020 Strategic Plan. You can contact Hector at hescalante@pacific.edu

VI. **New and Ongoing Business**
   A. **Staff Engagement Events**
      Amanda suggested sponsoring events, to promote the athletics at the University, and show support to our own students and programs- this also includes promoting and supporting theatrical and musical events that occur on campus. A suggestion was made to contact Ted Leland, VP External Relations/Athletics, for more information on how we can get tickets to help SAC promote staff involvement. John McClimans stated SAC should at this time put more of a focus on the Holiday Gathering, since the calendar year is coming to an end.

   B. **Holiday Gathering**
      More members are needed to serve on the Holiday Gathering Committee. A date for the Holiday Gathering has not yet been identified. Discussion followed. A suggestion was made instead of a full lunch, due to the high cost SAC should look into serving fancy desserts. A date for the Holiday Gathering was discussed. A motion was carried out by John McClimans, seconded by Kitty Gilbert to hold the Holiday Gathering the week of December 17th. The motion was approved unanimously with 10 yays, no nays, and no abstentions.

VII. Meeting was adjourned at 1:04 pm.
   **Motion:** Moved by John McClimans to adjourn, seconded by Kitty Gilbert.
   **Motion carried:** 10 yes, no nays, and no abstentions.

Respectively submitted by:

Austin Ogan, Secretary
Staff Advisory Council
Approved Minutes
February 8th, 2013

In Attendance: Debbie Bell, Kitty Gilbert, Kristina Juarez, Sara Kleinert, John McClimans, Austin Ogan, Amanda Elrod, Lauri McInnis, Marshea Pratt, Christine Hammerberg, Becky Davis, Julie Deverell, Sean McNally
Absent: Sandra Burdi, Cyndi Hughes, Jocelyn Chavez, Jeffery Ross
Guests: Mary Lou Lackey, Hector Escalante, Kim Cose, Channy Phoung, Jay St. Clair, Jane Lewis, Cassie Etter, E. Ann Sica, Bob Bechill, Judit Sztaray

I. The meeting was called to order at 12:10 pm.

II. Minutes
Minutes were approved as printed. Kitty Gilbert motioned to approve the minutes as presented. Sean McNally seconded the motion.

III. Treasurer’s Report- Julie Deverell
We currently have a budget of $8471.76. Additional charges have not been posted yet.

IV. Chair’s Report- Kristina Juarez
   • Pacific Plays Pink Update
     We had great turnout attendance wise- 359 tickets were picked up at the box office.

V. HR and AT&T
   • Human Resources-Jane Lewis
     Cavanaugh’s Years of Service Awards will be held on May 15th.
   • Assessment Training and Technology- Hector Escalante
     Check the mylearning calendar for courses that are available for all staff. Many new courses have been added. SAC will be collaborating with AT&T by promoting these courses through their Facebook page.
VI. **New and Ongoing Business**

- **SAC Facebook Page**
  SAC has a new Facebook page. You can access our Facebook page by going to [www.facebook.com/PacificSAC](http://www.facebook.com/PacificSAC). We will be using this as an additional way to communicate with our constituents.

- **SAC Elections**
  Nominations for new SAC representatives will be confirmed through the week of March 4th-8th

- **Full Review of Summer Hours Report**
  Thanks to the hard work of the Summer Hours Committee, especially Kristina, the Summer Hours Report has been submitted to the Cabinet for formal review.

VII. Meeting was adjourned at 1:09 pm.

**Motion:** Moved by Kitty Gilbert to adjourn, seconded by John Mcclimans.

Respectively submitted by:

Austin Ogan, Secretary
ISPC and Strategic Planning Committee update on behalf of Margaret Roberts:

**Strategic Planning Committee:** The SPC continues to meet this semester and is actively discussing and devising high level measurements/metrics to assess the progress toward achieving the Pacific 2020 strategies and goals. This is a work in progress expected to continue through the Spring semester.

**ISPC:** The committee is actively engaged in devising high level outcomes to help guide development of specific metrics to measure progress toward the achievement of technology goals. The ISPC Technology Strategic Plan is a high level guide intended to help define actionable strategies and goals at unit and department levels. Groups such as OIT, CTL and academic units will have specific technology strategies that align to the ISPC plan and for which these units are directly accountable within their specific plans. This work is expected to continue through the Spring semester. ISPC is also actively partnering with Jim Thompson of the CTL on a faculty-oriented teaching and learning symposium regarding use of technology in the teaching environment.

**Pacific Safety and Security Committee**  
**January 28, 2013**  
**Meeting Notes**

**Members in Attendance:** Ash Chaudhry, Mike Belcher, Benjamin Ellis, Joel Feaver, Andreas Fraga, Gayle Jackson, Gregg Jongeward, Suzy Martegani, Jennifer Low, Beth McManis, Karen Mendoza, Linda Norto, Dan Nuss, Fideola O’Neill, Cheryl Sloup, Jay St Clair, Cha Yang

**Members Excused:** Dave Hamlett, Rebecca Stovall, Sean McNally

The meeting was called to order at 10:03 a.m. by Committee Co-Chair, Ash Chaudhry.

**Approval of Minutes:**
Ash asked the Committee members to approve the minutes from the July, 2012 meeting. Linda Norton motioned to approve the minutes as presented. Cheryl Sloup seconded the motion. The Committee unanimously voted to approve the minutes as presented.

**Risk and Safety:**
Ash reported that Insurance Renewal for the University has been completed. In some areas, we had a reduction in rates - due to a "good risk" status as seen by the underwriters.
Human Resources:
Karen Mendoza reported that strains continue to be the most likely injury. The largest numbers of incidents occur during the mornings (8:00am-10:00am) and are usually due to staff moving stuff that they should not be moving. Karen asked for more training from Risk Management and to request Physical Plant to move heavy items.

Physical Plant:
Joel Feaver reported that he continues with the installation of security lighting on campus. Joel is working with a local government agency to have lighting installed on the Levee North pathways and is hopeful this can be accomplished soon.

Pacific Health Services:
Beth shared that there was one documented case of the flu. Some students reported that had received letters from the Pacific Health Services to say they need to stay out of class for one week. No students were actually told this, but rmy have altered letters.

Beth asked if we are compliant on medical waste management as new regulations were added recently. Ash shared that a recent inspection regarding medical waste went well.

Student Life:
Jermifer Low represented student life for this meeting. (Jenn Mazzotta is no longer with the University). Jermifer will follow up with the formal report from the recent safety walk. ASUOP will have a student representative at future Pacific Safety and

Wellness Center:
Beth McManis was unable to attend today’s meeting

Student Life:
Jenn thanked everyone for their participation in the Safety Walk.

Housing & Greek Life:
Ben reported that their current priority is safety and security in Tri Delta after the recent break-in they experienced.

Public Safety:
Mike distributed the timeline for implementation of safety projects which include installation of One Card access, alarms and lighting. Priority for implementation is based on incident statistics and Safety Walk outcomes. Following Committee discussion, Mike will follow up with the University Facilities Committee for availability of additional funding dollars for these projects.

Faculty:
Andy reported that issues with storage shelving in the Chemistry Department are being addressed with the assistance of Risk Management. Additionally, shower and eye wash
stations are being repainted bright orange (a project that began this summer) for easy identification.

Gregg is working with Risk Management and Physical Plant regarding ventilation issues in the Art Department. There are also issues with door closures wherein doors with automatic closures are not completely closing leaving rooms unsecure and vulnerable.

Linda reported that Ash and Sean have providing safety trainings for all faculty, staff and grad students who work in the laboratories. Safety and security have improved in Pharmacy and Health Science by replacing doors.

Athletics:
Jay was unable to attend today's meeting.

OIT:
Rebecca shared that on campus phishing attempts are on the rise. For more information, please contact Rod Cook or refer to: www.pacific.edu/About-Pacific/AdministrationOffices/Office-of-Information-Technology/IT-Security-Office/Awareness-and-Education.htm. It is also important to be sure that all University owned mobile devices are encrypted to ensure data protection in the event the devise is stolen or lost.

With no further business, the meeting was adjourned at 11:00 a.m.
Staff Advisory Council
Approved Minutes
March 8th, 2013

In Attendance: Kristan Turnbeaug, Jeffrey Ross, John Mcclimans, Lauri McInnis, Kristina Juarez, Kitty Gilbert, Debbi Bell, Sara Kleinert, Julie Deverell
Absent: Jocelyn Chavez, Marshea Pratt, Sandra Burdi, Becky Davis, Christine Hammerberg, Cyndi Hughes, Sean McNally, Austin Ogan, Eric Weir
Guests: Kyle Turner, Linda Selvidge, Eann Sica, Hector Escalante

I. The meeting was called to order at 12:07 pm.

II. Minutes
Minutes were approved electronically

III. Treasurer’s Report- Julie Deverell
We currently have a balance of $4,961.02. This includes items that have not been posted to banner yet.

IV. Chair’s Report- Kristina Juarez
   • President’s Address to staff
     The President’s address is currently posted on insidePacific to watch if you were unable to attend.

V. HR and AT&T
   • Hector Escalante
     Hector took the time to introduce E. Ann Sica, AT&T’s new Project Support Specialist. Please make sure to check out mylearning for any upcoming courses.

VI. New and Ongoing Business
   • SAC Elections
     More people are needed to fill vacant seats on SAC. Please have a talk with your constituents and encourage them to join.
   • Review of Committees
     A new rep is needed to serve of the ISPC Committee, since Margaret Robert’s two year term is coming to an end. Meetings are held for one and a half hours once a month.
The Policies on Policies Committee is a new committee that was just formed. Marylou Lackey will be chairing it, and Amanda Elrod will be our rep serving on that committee.

- **Update on Summer Hours Review**
  Summer Hours are now being reviewed by the Cabinet and a decision will be announced on April 1, 2013.

- **Budget Reallocation Update**
  President raised at the staff address the need to reallocate funds and possible cuts. Although SAC is a resource to staff, it is not a decision making entity and can only be a voice—questions and concerns should go to the President and IPC via the feedback survey format.

- **Customer Service/Strategic Talent Management Collaborative Task Force**
  This is a collaborative task force that is in the process of being built up. It lines up very nicely with Pacific 2020, in regards to not only staff cultivation and maintenance, but also how we are treating our customers both internally and externally. If anybody is interested in getting involved with this initiative, please contact Kristina Juarez.

VII. Meeting was adjourned at 1:09 pm.

**Motion:** Moved by Kitty Gilbert to adjourn, seconded by John McClimans.

Respectfully submitted by:
Austin Ogan, Secretary
Staff Advisory Council  
Approved Minutes  
April 12th, 2013

In Attendance: Debbi Bell, Becky Davis, Julie Deverell, Amanda Elrod, Kitty Gilbert, Sara Kleinert, John Mcclimans, Marshea Pratt, Kristan Turnbeaugh, Eric Weir, Lauri McInnis, Kristina Juarez, Austin Ogan, Christine Hammerberg  
Absent: Sandra Burdi, Jocelyn Chavez, Cyndi Hughes, Sean McNally, Jeffery Ross  
Guests: Jay St. Clair, Linda Selvidge, Consuela Roberts, Kathy Kassab, Stacey Lucchesi, Derek Heath, Dan Matlock, Jennifer Maroney, Hector Escalante, E. Ann Sica, Margaret Roberts, Brandon Abell

I. The meeting was called to order at 12:07 pm.

II. Minutes
Minutes were approved electronically

III. Treasurer’s Report- Julie Deverell
We currently have a balance of $5,021.56. This includes items that have not been posted to banner yet.

IV. Chair’s Report- Kristina Juarez
- Summer Hours Reaction
  As of summer 2014, a full year round flex policy will be set into place. SAC reps shared some of their constituent’s reactions to the changes in the current Summer Hour policy.
- Ombudsperson position
  Academic council passed the resolution for the creation of the Ombudsperson position. Kristina motioned for the creation of this position, seconded by Eric Weir. The motion for the creation of the ombudsperson position passed with 11 yes, 2 nays, and no abstentions.
- Committee Appointments
  - John Mcclimans will be the SAC Rep for the ISPC Committee.
  - Katrina Jaggears will be stepping down from the University Dining Committee. Kathleen Hastings will be stepping into her role.
  - Austin Ogan volunteered to serve on the Community Outreach Committee since Scott Christensen will be transitioning out from that role.
V. **HR and AT&T**
   - **E. Ann Sica**
     Administrative Professional day is April 24th. AT&T plans to start up and Administrative Excellence Series for admin professionals. A preview of the program will take place on April 26th, 9-10 in DUC 211. The Administrative Excellence Series will start in July.

VI. **New and Ongoing Business**
   - **Reward and Recognition Programs**
     SAC is looking into how we can recognize staff throughout the whole year beyond the Years of Service Luncheon and the Pat Cavanaugh awards. Jane Lewis has been looking into what the Dugoni School of Dentistry has been doing in regards to staff recognition. Dugoni has a very nice recognition program set in place for their staff members. This program once started will be University wide and will build a database for anyone who has ever been recognized. A Subcommittee selected by SAC will review the entries. The electronic card feedback program, which can be submitted from faculty, staff, students, patients, etc. is designed to improve customer service and will recognize extraordinary service.
   - **ISPC Technology Strategic Plan**
     The members of ISPC have been going around to the different constituency groups, SAC being one of them, to provide feedback on the Technology Strategic Plan draft. Kristina plans to submit SAC’s feedback on our behalf.
   - **Reallocation Process and Criteria for Review**
     For those who were not able to attend the President’s Town Hall, it is available on insidePacific for view. You can obtain more information on the reallocation process at pacific.edu/fundingourfuture as well. Concern was raised by administrative staff that the process for review of administrative units in not yet developed, even though is set to be implemented prior to the academic unit reallocations. The request for clarity in who is developing the non-curricular criteria, how input is being sought, and when the draft will be in place.
   - **Update on Elections**
     Those who were officially elected as new SAC reps will be installed at our May meeting.
     Save the date for SAC retreat: May 31st.

VII. Meeting was adjourned at 1:25 pm.

**Motion:** Moved by Austin Ogan to adjourn, seconded by Kristian Turnbeaug. Motion passed with 14 yays, no nays, and no abstentions.

Respectively submitted by: Austin Ogan, Secretary
MEMORANDUM

TO: Pam Eibeck, President
    Cabinet

FROM: Kristina Juarez, Chair, Staff Advisory Council

CC: Bett Schumacher, Deputy to the President

DATE: April 22, 2013

SUBJECT: Staff Advisory Council Response to the Reallocation Process Framework

Staff Advisory Council has reviewed the draft documents around the strategic budget reallocation plan. This memorandum serves as a compilation of all of the comments, concerns, and feedback gathered at the Staff Advisory Council general body meeting on April 12, 2013. It is our hope that this feedback will help share the perceptive and concerns of staff members across all divisions at Pacific.

General Comments and Feedback

- There is a substantial amount of concern around the lack of structure for administrative and co-curricular programs. The sooner criteria are identified the better so that the necessary assessment and benchmarking can take place to meet our aggressive timeline.
- As we go through this process, it should be articulated that everyone is going through the review process at the same time meaning that we are running parallel processes across administrative, co-curricular, and academic programs. Vice Presidents should also identify what set of criteria each individual program will be held to for review (example: Where does Alumni Relations fall?).
- While this reallocation is meant to support the strategic plan, it is important to not lose sight of our institutional values and institutional learning outcomes.
• There is definitely a need to be agile in the current state of higher education but the Cabinet should be mindful and exercise care as we go through this process so as not to lose the trust of the university community.

**Comments Related to Creation of a Process for Administrative & Co-curricular Review**

• There should be some shared criteria across administrative and co-curricular programs. Criteria should also in some ways align with expectations around the general program review process.
• Consider the creation of an administrative criteria taskforce that is representative across divisions to assist with the establishment of some shared criteria across administrative and co-curricular programs.
• Hold the Vice Presidents accountable to make the decisions on implementation of the reallocation cuts because they know their units best, but based on explicit criteria.

**Current Draft Documents Feedback**

• The current documents look fine for academic programs but until criteria are identified for administrative and co-curricular programs we run the risk of making uninformed decisions. There are administrative units and functions that live within academic programs that we need to be mindful of to ensure that reductions are made in an informed manner.

**Suggestions for Aiding in the Transition**

• Provide examples of institutions that have successfully navigated a reallocation process to help members of the campus committee envision what this process can look like in the end if completed thoughtfully.
• Identify what a successful end result looks like for Pacific. $15 million is a large amount of money and currently staff members do not see how the sacrifices that are about to be made fit into a bigger picture.
University of the Pacific

Staff Advisory Council

RESOLUTION FOR THE CREATION OF AN OMBUDSPERSON

POSITION Resolution 2013-2014A

April 12, 2013

Whereas, the Staff Advisory Council exists to support, advocate, and cultivate staff members at the University of the Pacific;

Whereas, the Summer Hours Review Report identified several collateral issues connected to employee morale, challenges with institutional structures, and strategic talent management;

Whereas, the Staff Advisory Council has observed an increased number of incidents requesting a mediator in situations involving employee conflicts with Human Resources or supervisors over the last academic year;

Whereas, the University is embarking on the aggressive reallocation process, "Funding Our Future," which affects the entire University community; and in response to the amount of anxiety around neutral avenues to raise concerns or issues moving forward in these challenging times;

Whereas, these new demands have officially reached beyond the scope of Staff Advisory Council and the existing systems in place at the University;

Therefore, be it resolved that the Staff Advisory Council, jointly with Academic Council, call upon the Cabinet to support the creation of an Ombudsperson position to serve the Pacific community effective for the 2013 Academic Year to address the highlighted concerns.

For Review on: April 12, 2013
Staff Advisory Council
Approved Minutes
May 10th, 2013

In Attendance: Becky Davis, Julie Deverell, Kitty Gilbert, Christine Hammerberg, Lauri McInnis, Kristina Juarez, Amanda Elrod, John McClimans, Austin Ogan, Marshea Pratt, Jeffery Ross, Kristan Turnbeaugh, Eric Weir, Stacey Lucchesi, Linda Selvidge, Dan Matlock, Derek Heath, Deborah Burdick, Sean McNally, Jack Schroder, Brandon Abell, Corrie Martin

Absent: Debbi Bell, Sandra Burdi, Jocelyn Chavez, Cyndi Hughes

Guests: Mary Lou Lackey, Dr. Elizabeth Griego, Carol Brodie, Jay St. Clair, Cassie Etter, Ana Argüeta, Jean Ham, Lynette Grippi, Jennifer Goodwin, Valerie Andeola, Ginger Hudson, Kathy Hastings, Donna May, Eleanor Ceballos, Jerry Hildebrand, Sally DeLorenzo, Debbie Thomas, Lillian Hom-Imada, Jerred Thompson

I. The meeting was called to order at 12:19 pm.

II. Motion to Approve April Minutes
Moved by Kitty Gilbert, and seconded by Eric Weir. Motion passed with 14 yays, and no nays, and no abstentions.

III. Mary Lou Lackey and Dr. Elizabeth Griego: Administrative Criteria for Funding our Future

- The administrative review process will provide the University a good sense as to where we stand, where we have opportunity for improvement, and where we have opportunity for more collaboration across the three different campuses.
- All administrative program reviews will take place at the same time; with one exception- the Dean’s offices will take place in the review of their academic programs.
- During the months of June and July, all administrative programs and departments will be collecting data from constituents and develop reports using the example template and criteria given.
- During the month of August each of those reports will go to the appropriate Vice President or Provost.
- During the month of August, each Vice President and Provost will review those reports will consult with other departments and divisions as appropriate and
make sure as a cabinet to talk amongst one another to ensure that something that their recommending in their area doesn’t have an unintended impact on another area.

- At the end of August to the 9th of September, all reports will be published online and available for review.
- Town Halls for each of the Divisions will be held to specifically look at those recommendations for the units that are in that Division. Anybody from campus can attend them, or they can simply review and provide their comments online.
- The feedback that will come from the Town Halls will be sent back to the Vice Presidents. The Vice Presidents and Provost will be looking at what changes may be needed to made from recommendations based on that feedback.
- The Vice President and Provosts revised recommendations will then be sent to the President’s Advisory Committee (PAC+) (+ = student representatives) so they can begin their comprehensive review.
- Once the President’s Advisory Committee completes their review, they will provide their feedback to the University community. The entire University will then have another opportunity to provide feedback once more. The feedback provided by the University will then go to President Eibeck. The President at that time will make her final decisions, and will discuss them with the Board of Regents at the October Board meeting.

- Q & A Session with E. Griego and M.L. Lackey followed
  - 3-City review listing will be released May 20th
  - Quick turn-around is needed to remove unknowns, fear, anxiety of staff and hope to relieve these fears — best process is to let people know
  - 7% reallocation for administrative units
  - E. Griego offered to assist departments in building reports and review them through June
  - Divisions can add additional criteria as appropriate; data can be attached to document (maximum of 5 pages for this document)
  - Vice Presidents thanked SAC committee for constructive feedback and involvement in the process
  - Provide Feedback to Amanda through sac@pacific.edu

IV. Fair Trade Task Force

- Jerry Hildebrand, the Executive Director for the Center of Social Entrepreneurship introduced to SAC the idea of the University standing behind Fair Trade. Fair Trade is essentially fair wages for producers in developing countries to make better trading conditions and promote sustainability and
relates to social justice. There are already 18 Universities that are a part of this program, including UCLA and USD.
- Due to the short amount of time left in the meeting, SAC decided to talk more about the Fair Trade initiative during their retreat on May 31st.

Meeting was adjourned at 1:55 pm.

Respectively submitted by: Austin Ogan, Secretary