

STAFF ADVISORY COUNCIL
APPROVED MINUTES
December 5, 2008

Attended: Patti Dunne, Cindy Jackson, Wendy Cornwall, Ash Chaudrhy, Rena Quilenderino, Sheri Grimes, John Sterni, Jaci Griffen, Silvea Rodriguiz, Sally Coleman, Lauri McInnis, Zack Spurlin

Permanent Guests/Committee Reports: Jane Lewis , Kim Cose, Jay St. Clair

I. **The meeting was called to order at 12:00 pm.** Jaci Griffen, chair-elect, welcomed everyone. Video conference was available, but there were no guests from the Dental School

II. **Roll Call/Minutes** –

We placed a sign-in sheet for everyone attending to sign in as either: Guest or Representative for a record of attendance. The sign in sheet will be used for roll call. Minutes from the November 7, 2008 meeting were approved.

III. **Treasurer's Report** – Colleen Truden, Treasurer

Jaci distributed the report from Colleen, as she was ill. The current balance is \$7,966.27. However, Holiday Reception expenses have not been posted. We are anticipating approximately \$6,000.00 in costs for this event.

IV. **Chair's Report**

Jaci Griffen for Gail Stovall:

Pacific Career Month Development Series

- Feedback has been very positive. We are looking for a Chair next year to head up November Career Month, as well as a Chair & committee for the Career Path webpage. Thanks to all who helped make the Career Month and webpage a success!
- Space here

V. **New and Ongoing Business**

Holiday Reception, Cindy Jackson:

- Everything is in place and ready to go. The Grand Ball Room is the place to be between 11am-2pm.
- Donations for raffle prizes have been very generous.
- At this time, entertainment from the Cabinet is not anticipated.
- Please encourage everyone to attend.
- There is a question regarding attendance from Physical Plant. Jane Lewis said she would ensure they be allowed to attend.

Adopt-A-Family, Faye Snowden: Faye reported that everything is just about ready to go. There is one department that has had to back out. Please spread the word to those who may be able to help out.

Guest Speaker: Vice President Pat Cavanaugh

Vice President Cavanaugh spoke regarding the budget for the upcoming year. While our endowments are down 20%, we are still fine. Even though he had hoped we would see a 4% increase for the merit pool this year, the decline in the endowment along with the possibility of declining enrollment would affect this. Pay plan discussions are continuing. He looks forward to progress in this area and compensation. President DeRosa and the Cabinet recognize the full potential of Pacific has not been met. The quest for a compensation analyst continues. An offer was made, but due to the economic down turn, the candidate had to decline the offer

Tiger Grocery is ready to reopen on Monday. ERC, Success, CIP & Disabled Student services will be moving into McCaffrey. The redwood deck will be torn down to reconfigure entrances. The remainder of the space in McCaffrey is still under review. After this is complete, the plan is to tear down Bannister and install the Rainey recreation area with sand volleyball & basketball courts.

Janssen-Lagorio Multi-Purpose gym groundbreaking will be Saturday, December 6th. Everyone is invited. We continue to search out resources for the Knoles Hall renovation.

The groundbreaking for the John Chambers Technology Center will be held sometime in late March, early April.

A question was asked regarding why the deck in the UC was closed. VP Cavanaugh explained that the wood used had warped away from the base and required additional studs to hold it down. It should reopen after break.

VI. Training Corner – Kim Cose shared her scorecard results. She will be reporting these on a semester basis. Results showed:

- Of 8 classes offered, 62 people participated, 1 class was cancelled
 - 6% of staff participated, 10% of those cancelled/no show, 97% returned evaluations
 - Banner 7 fundamental class was rated a 3.27 out of 4
 - Orientation to Business Technology was rated a 3.88 out of 4
- Kim will be offering open house classes to show the differences between Office '03 & Office '07

VIII. Human Resources: Jane Lewis – Jane reported:

- Jane reiterated that they continue to search for a qualified compensation analyst
- She continues to work with HR on all campuses to streamline functions and provide multi-campus career development
- Reminder: if you have not turned in your open enrollment form, you may still be able to if you contact HR ASAP

IX. Committee Reports

IPC- Cathy Dodson provided a written report. Everyone continues to present budget requests to be finalized for the January Board of Regent's meeting. Minutes are available through a link on the Provost's webpage.

Dec 9th – Enrollment reporting and updates on long-range projections; consolidation of budget recommendations for Board and tuition setting.

Jan 13th – Adopt final budget recommendations for next fiscal year based on the SAP's/distribute.

ISPC – Jaci Griffen reported that they were reviewing the requested budget plan for OIT to be presented at the Regent's meeting.

University Compensation – Free flu shots University wide will be made available next year.

Staff Salary Plan – Jane stated this committee will meet in January

Business Mangers: Rena reminded us of the new mileage rate of .585

University Facilities- committee has not met

Scholarship Committee – John reported the committee will meet after this meeting

University Diversity Committee – There are some breakout committees meeting. Look for general announcements from John Carvana for general sessions.

University Safety and Security Committees - Ash & Jay reminded all to be aware on campus. Report all suspicious people & activity.

Dining Committee –Zach will be the representative on this committee.

WASC Review Committee – No Report

X. What's on your mind?

XI. Adjournment

Meeting Adjourned at 2:08pm.

The next SAC meeting is scheduled for February 6, 2008 from 12noon – 2pm in the Library Community room.