

STAFF ADVISORY COUNCIL
-APPROVED MINUTES
February 1, 2008

Attended: Jaci Griffen, Faye Snowden, Cindy Jackson, Gail Stovall, Ash Chaudhry, Colleen Truden, Suzanne McNealy, Wendy Cornwell, Danny Nuss, Zach Spurlin, Ana Orellana & Patti Dunne

Permanent Guests/Committee Reports: Ginger Hudson, Jane Lewis, Karen Mendoza, Kim Cose, Kathleen Quinn, Jay St. Clair, Cathy Dodson, Kitty Gilbert & Pat Spreer

I. The meeting was called to order at 12:05 pm. Faye Snowden, Chair, welcomed everyone.

II. Roll Call – Jaci Griffen, Secretary

- We placed a sign in sheet for everyone attending to sign in as either: Guest, Committee Member or SAC Representative for a record of attendance. The sign in sheet will be used for roll call. Minutes from the December meeting were approved. They will be posted on the SAC website next week.

III. Training Corner – Kathleen Quinn & Kim Cose – The training open house was held on the Stockton campus today. A new website for training can be linked to by typing in: go.pacific.edu/training. All upcoming classes are listed on this website. Look for online registration to begin sometime in March. The open house will be travelling to McGeorge & S.F.

IV. Treasurer's Report – Suzanne McNealy Treasurer – Suzanne distributed the treasurer's report. The report reflected a total of \$933.45 available for the remainder of the year. A credit from Physical Plant in the amount of 239.41 is yet to be received. It should also be noted that a charge for the Holiday Reception has not been received from Physical Plant. Margaret Caldwell noted that if we are going to request a base increase for the coming fiscal year, it needs to be submitted by February 15th. Make sure request is tied to the goals in Pacific Rising.

IV. Chairs Report – Faye Snowden

April Law School Meeting: Suggestion for Elisa Levy to be the guest speaker at this meeting as training, lack there of, is a big issue for McGeorge.

Diversity Statement Endorsement: The written statement has gone under numerous changes since being presented at the December SAC meeting. It was suggested we review the statement again before endorsement.

March Nomination/April Election: Faye is working with Jim Phillips to use Digital Measures for electronic voting. Reminder that nominations are in March, election in April with new officer installation in June.

Pacific Family Fun Day: Faye put together a photo album and brought to the meeting. It will be located in HR for viewing. If anyone would like a copy of a photo, contact Faye Snowden.

V. Guest Speaker: Dr. Lynn Beck, Dean of Benerd School of Education, Child Care Task Force

Dr. Lynn Beck, Dean Benerd School of Education & Ruthie Keener, Creative Child Care, gave an overview of the new benefit available to all Pacific staff and students. Ruthie Keener & Meschell Bernardy are available for referral and assistance in placement for child care, in the Benerd School, M-F, 8:30am-1:00pm. A flyer with the phone numbers was distributed.

VI. New and Ongoing Business

Adopt-A-Family: One family had phoned University Advancement asking where their gifts were. Faye confirmed that this particular family was a non-sponsored family.

Holiday Reception: Cindy is putting together a "How To" binder. Decorations are now stored in the IT basement. General consensus was that the food was good and plentiful. Attendance was good.

SAC Priorities Committee: The committee has had a first meeting. Streamlining the performance appraisal process was the topic of this first meeting. Kathleen Quinn presented a draft form. Faye will be scheduling the

next meeting where Career Paths will be discussed. In April the committee hopes to have recommendations to present to SAC.

VII. Committee Reports

Staff Salary Plan – Pat Spreer, Kitty Gilbert, Faye: The committee has met with Vice President Cavanaugh & Jane Lewis to discuss the score card. Faye will be sending the scorecard and VP Cavanaugh's outline of answers electronically to all reps. VP Cavanaugh will be at the March meeting to discuss and answer questions.

IPC- Cathy Dodson – Budget requests continue, Law school will be presented at the Feb 19th meeting. Draft IPC funding recommendations will be developed. Many divisions are presenting re-allocation plans along with limited new funding requests. It is important to note, that there is no hiring freeze. Some departments/divisions are looking at the reallocating funds. Click the IPC website <http://web.pacific.edu/x13982.xml> minutes, schedule and agendas.

ISPC – Sheri Grimes – Currently narrowing down Privacy Policy and working on a proposal from OIT to self-insure the 4th year of a computer system life cycle. Check the ISPC website for details.

University Compensation – Suzy Martegani/Shannon Chi – No report. In place of the report Karen Mendoza made a presentation regarding the new wellness program that Pacific has through Wellspring. This program will be available to all employees and our families to help us help ourselves. All information is confidential and free of charge. Information and help will be available for weight control, exercise programs, mental well being and general health as well as seminars held on all three campuses. One on one coaching through an 800 number with eventual incentives for participation will also be available. Look for information sometime in March after spring break.

Business Managers- Cathy Martinez – Nothing to report.

University Facilities- Ginger Hudson – Ginger distributed a report from the January 17th meeting outlining completed projects: Aquatics Center, projects under construction: University Center, Biology building, projects in design development: John T. Chambers Technology Center and projects in schematic design: Janssen-Lagorio Multipurpose Sports & Rec Center, Vereschagin Alumni House, Sanders Tennis Clubhouse, McGeorge Law Library and Knoles Hall renovation. There is also some discussion of sealing off Dave Brubeck Way in the future.

Scholarship Committee –Gail Stovall - Diane Farrell and Laurie Mills were awarded scholarships. Next deadline is **February 28th**.

University Diversity Committee – Randall Ogans – Lisa was guest speaker today.

Safety Committee – Jay St. Clair – No report.

Campus Security Committee – Ash Chaudhry – Please register for Pacific Connect through Inside Pacific.

VIII. What's on your mind?

Parking has become a problem with all of the construction occurring. Faye will send an email to Dave Fletcher to ask if the workers can park on the site or in a non-premium spots.

IX. Adjournment

Watch for hot topics this afternoon. The next SAC meeting is Friday, March 7, 2008. If you have any agenda items to be discussed, please contact your representative.