STAFF EMPLOYEES’ COUNCIL
April 17, 2007
RSJ 304
2:00-4:00 PM

Executive officers present: Bill Oberding (Chair), Melanie England (Vice-Chair)

Representatives present: Donnie Andrews, Jennifer Booth, Bill Borges, Scott Brown, Lana Caddel, Anette Christensen, Robin Collins, Lisa Dutra, Catherine Fischer, Theron Flavin, Tatiana Gouem, Iris Hochschild, Jennifer Laslo, Betty Osborne, Andrea Pearson, Jeanie Pratt, Jimmie Rawls, Chris Rust, Lisa Taylor, Joanne Tully, and Beth Wood

Executive officers and representatives absent: Christine Arritt (excused), Peter Brown (excused), Lisa Dutra (excused), Michael Leonhard (excused, Proxy: Kathy Warman), Brent McCarty (excused), Erin McGarvey (excused), Sherry Olson (excused), Valerie Pedroza (excused)

I. Call to order. Pledge of Allegiance.

The meeting was called to order at 2:05 p.m.

II. Approval of January minutes

Minutes for March have not yet been reviewed.

III. Committee Reports

A. Administrative Manual Committee
   • Peter Brown reported that they met on March 22. There were no updates to the manual in March. New business included discussion about the committee’s goal to make the UAM more user-friendly. In addition to policies, procedures, bylaws, and guidelines, the revised manual would include a roadmap of FAQ’s, links to other websites, and definitions that will improve navigation. The committee would like our input on a new name for the AUM.
   • Additional sections under discussion were:
     o ‘Charitable Lotteries and Raffles’ is still being studied with Legal Counsel to ensure compliance with the Nevada Gaming Commission.’
     o Student Services has received many revisions that will be added after the purpose of the manual is determined.
     o Letters of Appointment needs to be clarified so that they do not exceed 100% of their contract by teaching at other institutions within the system. Gena Jones will provide more information to the committee consideration will be given to establish a new policy.
     o The Course Buyout policy was revised by the Faculty Senate Bylaws committee and was forwarded to the President.
     o Leave Policies for Faculty and Staff will remain on pending until Peter has a chance to relay them to the Council.

B. Affirmative Action Committee
   • Iris Hochschild reported that the committee has not met.

C. Arboretum Board
Bill Borges reported that they met on March 27 and discussed replacing the elms that are on the Quad. They are approaching 120 years old and will eventually be replaced by Princeton American elms as they are resistant to Dutch Elm disease.

There will be an Arbor Day celebration on April 27 and two trees will be planted, one of which will be a Paw Paw tree. The Nevada State Nursery will donate conifer seedlings that will be available for the attendees.

D. ASUN

Melanie England reported that a resolution regarding Advantage Cash was passed at the last meeting (4/11/07). The resolution recommends that Residential Life, Housing & Food Services (RLHFS) work with the Director of the Student Union, ASUN, GSA, RHA, and all appropriate groups to craft a single program that has the following features:

- Accepted at all dining locations on campus
- Tax free status at all RLHFS dining locations
- Tax free status to all food outlets on campus
- Replacement for Advantage Cash with equivalent value (5% discount) with the sale of meal plans
- Wolf Bucks be spent on food items only

- If Advantage Cash has to 'go away', the resolution states that:
  - Substantial meal plan rate hikes must be avoided
  - Meal plans must still offer several tiers

- If a modification cannot be accomplished then:
  - Advantage Cash must continue to be offered at all campus dining locations
  - Wolf Bucks must also be a viable means of purchase at all campus dining locations

E. Athletics Advisory Committee

Jimmie Rawls reported for Brent McCarty that this committee did not meet.

F. Balloon Race Committee

Chris Rust reported that they did meet and discussed pin design and the possibility of increasing the amount of the scholarships. They agreed that they would offer 2 scholarships (1 grad and 1 undergrad) for $2000 each. The scholarships were $1500 each.

G. Benefits & Compensation Committee

Jeanie Pratt reported that they did not meet.

SNEA (the union) is tracking several bills in the legislature, particularly the Collective bargaining bill (AB 601) and the Public Employees’ Benefits Program bill (SB 544). AB 601 will receive a floor vote next week and SB 544 has been referred to the Senate Committee on Finance and has been amended by Senator Amodei.

H. Classified Employee Recognition Program

Betty Osborne reported that they met and selected two Employees of the Month for May and began the process to select the Employee of the Year.

I. Classified Staff Development Fund / Education Leave

This committee did not meet in March.
J. Committee on the Status of Women
• Jeanie Pratt reported that they have been looking at space for a new Women’s Center. There is some space on the second floor of Getchell Library.

K. Elections committee
• Donnie Andrews reported that the committee will meet next week. They have requested a list from Human Resources that will list all of the classified employees and their divisions/colleges/departments. She requested a current (active) list of the Council members. One of the members directed her to the SEC website. The information that she needs can be found at the ‘Representative’ link.

L. Facilities Resources Committee
• Betty Osborne reported that they met on April 10, 2007. The renovation of a portion of the Fleischmann Agriculture library for CABNR was approved. A sampling and analysis of the quad trees revealed that the Dutch Elm disease has abated. The trees are no longer scheduled for removal. The life of the trees is estimated at 200 years and they are approximately 100 years old. Digital Media Initiatives office space will be in Jones Visitor Center. Renovation of room 100 and the corridor of Lombardi have been approved.

M. Faculty Senate
• Bill Oberding reported that they will meet this week. He reminded us that their minutes are posted on their website at: http://www.unr.edu/facultysenate/Meetings/Index.htm

N. Parking and Traffic Board
• They did not meet.

O. Police Advisory Board
• Bill Oberding reported that they did not meet.

P. Police Services Board of Professional Standards
• Theron Flavin reported that they did not meet.

Q. SEC Bylaws
• Melanie England sent revised bylaws to the council on April 16. She outlined some passages that needed re-wording at Georgianna Trexler’s recommendation. Item G in Section VII needed clarification to reflect the 3 absences (2 with a proxy and 1 without) rule and still make a provision for emergencies. Section IX, item 7, need the words ‘for review’. And finally, in Article X Item A, ‘yearly’ was changed to biannually. George said that we shouldn’t have to review them every year unless there was a very big policy change on campus. The revised bylaws will be submitted to President Glick through the Vice President for Administration & Finance office.

R. SEC Luncheon Committee
• Theron Flavin reported that this committee is meeting every week until after the event which will take place on Jun1, 2007 at Lawlor Events Center. They did receive the list of honorees and retirees from HR and have ordered the awards and the certificates. The cost for the luncheon is $15 per person. Retirees and
honorees do not have to buy a ticket. Volunteers will be needed to help with setting up and decorations.

S. SEC Open House
- Melanie England reported that the Open House was a successful event. A total of 54 vendors set up their table displays and 31 donations were received for raffling. The costs for the event totaled $3,313.59 which was $286.41 under budget. (The committee was charged an additional $286.41.) Thanks were extended to Robyn Collins, Brent McCarty, and Bill Borges for their generous help on the day of the Open House. Other committee members were Lisa Taylor, Beth Woods, Jennifer Booth, Theron Flavin, Tatiana Gouem, Iris Hochschild, and Jewell Radcliffe. Congratulations to them!

T. SEC Web Page
- Erin McGarvey has accepted the appointment to chair this committee of two.
- Michelle Rachal separated from the University on March 2, 2007. Erin has been working with Randy Franklin to get the necessary permissions and software. She will update our website and report on her progress at our next meeting. The committee still needs an alternate if any of the council members would be interested.

U. Student Services Food / Retail Dining & Catering Committee
- There was no report for this committee.

V. Student Union Advisory Board
- There was no report for this committee.

W. Work and Family Taskforce
- Iris Hochschild was asked to chair this committee as Marti Fricano separated from the University on March 31, 2007.

X. University Disabilities Resource Coalition
- The planning for Disability Awareness Month has begun and Jose Feliciano may be the featured guest for this event next fall. Dr. Metts has implemented a campus ‘In-Reach’ plan to get disabled students more involved in campus life (clubs, organizations, Greek Life, ASUN, etc.). New reader boards will be added to the spring commencement ceremonies to assist students with visual and hearing impairments. A best practices video was discussed to help the campus deal with inclusiveness issues regarding racism, sexism, homophobia, etc. and how to discuss these issues in non-confrontational manners. Campus Police Chief Adam Garcia and VPAF Ron Zurek will attend the June meeting to discuss the campus evacuation plan for disabled persons.

Y. Emergency Planning Advisory Committee (EPAC)
- Peter Brown was appointed to this committee by Dr. Vreeland as the SEC representative. They met on April 12, 2007. The goal is to plan for and advise the University community in emergency situations. It is comprised of members from Police Services and Environmental Health and Safety (EH&S) personnel. EH&S is working on emergency evacuation plans to promote departmental consistency. The evacuation plans for the University are almost complete and coincide with the plans developed for Washoe County and the cities of Reno and Sparks. Peter has a copy of the draft. The acquisition of evacuation chairs for removing the disabled from some buildings is being researched. Grants to
support their purchase are being studied. Relocating research animals when quarantine is necessary is also being studied. Video monitors are located throughout the campus to give tips, information and instructions in case of a catastrophe.

Some University policies concerning emergencies are no longer pertinent and are being rewritten. Establishing a 'point of contact' for each building will help Police and EH&S during a building emergency. Ed Atwell (Police Services) and Bob Cullins (EH&S) have created a presentation about a pandemic flu outbreak which they have presented to the Board of Regents and would be willing to show to us. An exercise was conducted in March and was very successful.

The university is looking into setting up emergency phones around campus that would be seen due to a flashing glue light on top. They could be used for emergencies or for contacting the Campus Escort Service through a non-emergency number. The bid for 22 phones was $230,000 six months ago. We are looking for funding sources.

Finally, University Police Services is anticipating the arrival of Presidential candidates in the coming months that lead to the election. Emergency planning is underway to accommodate the additional risk.

Z. Occupational Safety Committee
- Peter was appointed to this committee by Jannet Vreeland, also. They met on April 9, 2007. They discussed the various work-related injuries that have occurred in the last month at the University. Our frequency of these injuries is low compared to other schools. Steve Djukanovich, committee chair, is willing to speak to the SEC regarding an annual update of the Worker’s Compensation situation on campus.

The placement of an Automated External Defibrillator device at the Nevada TerraWatt facility in Stead was discussed. It received unanimous support from the committee and training and placement of the device will be supported by EH&S.

Due to the construction behind the Applied Research Facility, there is a lack of lighting that affects some of the people that work late in that building. Facilities Services and Police Services will be notified and perhaps, temporary lighting and increased patrols can be instituted in that area.

IV. Guest Speakers
- Janet Damschen is the Employee Relations Specialist and is located in BCN Human Resources. She is a trained Social Worker with a particular interest in community organizing with groups such as the Staff Employees’ Council. We are her constituents and she seeks to be a resource to the classified staff. She has been in this position at the University for 3 years.

In her role as Employee Relations Specialist, Ms. Damschen helps to train supervisors (only classified staff) to manage their staffs. She oversees the supervisor training module that consists of six segments:
  - EEO (Affirmative Action)
  - First Year Evaluations/Performance Standards
  - Interviewing/Hiring
- Progressive Discipline
- Drug & Alcohol Testing
- Handling Grievances

The entire series is offered every month and supervisors must receive 40 hours of training over the next 3 years. Anyone who supervises classified must receive this training before they can perform an employee appraisal. The supervisor training is presently limited to supervisors but may open up to aspiring supervisors depending on enrollment needs. The trainings for each supervisor are tracked in Carole Anderson’s training database. A new training video is forthcoming in the event that the training series cannot be received in time.

Please contact Janet Damschen if you or your supervisor has questions regarding the training at 784-6978.

- Russ Meyer is the Associate Director for Housing Operations and Dining Services. He provided additional information about the SEEDS resolution. He stated that the SEEDS group approached him about the resolution to have 100% Fair Trade coffee on campus. He told them that they needed to have all of the representative groups on campus (SEC, ASUN, GSA, Faculty Senate, etc.) on board with the resolution and that is why Amanda Garcia requested to meet with us at our March meeting. He reminded us that the resolution is for 100% Fair Trade on campus and that Triple Certified (Fair Trade, Organic, Shade Grown) coffees will be offered wherever possible.

VII. Open Discussion
- It is almost time to elect a new executive board. Bill Oberding advised us to think about nominating council members who will be returning for another year or two. It is a good idea to talk to them first to make sure that they will accept the nomination.
- We discussed the SEEDS resolution. A vote will be necessary but we agreed to handle it via e-mail because several of our members were not at the meeting and we still had a couple of questions. Betty Osborne questioned the need for such exclusivity (100% Fair Trade). The council would like to know how much Fair Trade coffee is already in use on the campus and how it will be displayed that it is Fair Trade. (As a side note, some of our council members were able to talk to Amanda Garcia at the Earth Day exhibit on 4/19/07 and she sent e-mails to Bill and Melanie to assure the SEC that most of the national brands of coffee [Folgers, Millstone, Kirkland] offer Fair Trade coffee. Additionally all of the current coffee vendors [except Ritazza and their contract expire in July] offer Fair Trade coffee and won’t be excluded if the campus goes 100% Fair Trade coffee. Melanie sent Amanda’s e-mails and the current resolution via e-mail to the SEC for a vote. As of this writing 21 members have voted ‘Yes’, 8 have not voted, and 1 has voted ‘No’.)
- It was noted that a current SEC brochure is needed. We will discuss this topic, again, at a later date. Bill Oberding said that we would get a new one done in the next year.
- Winter Closure is still under consideration. The SEC Executive Board has another meeting with President Glick on Monday 4/23 and, hopefully, a decision will be passed down to us. The comments and report were submitted to him via the Vice President for Finance and Administration on March 15, 2007. Melanie England reported that the comments were almost all favorable.
for the closure. (As a side note, the 4/23 meeting was cancelled and re-scheduled for Thursday 5/3 at 3:00 p.m.) Bill Oberding and the Executive Board will update the SEC as soon as possible. They would like to thank the SEC members for responding so quickly and responsibly to the call for Winter Closure comments. Eighty-seven comments were received from the SEC and their constituents.

- Our next meeting will be May 15, 2007.

Meeting adjourned at 3:45 p.m.