STAFF EMPLOYEES’ COUNCIL
October 16, 2007
RSJ 304
2:00 pm ~ 4:00 pm

Executive Officers Present:
Melanie England (Chair), Theron Flavin (Vice Chair), Mike Leonhard (Treasurer), Erin McGarvey (Relations), Lisa Taylor (Secretary)

Representatives Present:
Jennifer Booth, Lee Brockmeier, Robin Collins, Joseph Dawes, Xanthea Elsbree, Tatiana Gouem, Jim Henley, Iris Hochschild, Janita Jerup, Shelly Lacey, Michael Leonhard, Denise Madole, Kenneth Palm, Jessie Payne, Jimmie Ralls, Chas Stricker, Pamela Terango, Joanne Tully, Marie Tull

Executive Officers and Representatives Absent:
Annie Abinanti (excused), Bill Borges, Scott Brown (excused), Marilyn Daughhetee (excused. Proxy: Dana Lievanos), Jennifer Laslo (excused), Jamie Leonard, Andrea Pearson, Cassandra Potts, Ida Roberts (excused), Beth Wood (excused: Proxy: Dana Lievanos

I. Call to order. Pledge of Allegiance.

The meeting was called to order at 2:08 p.m.

II. Approval of Minutes

Minutes for September 2007 are approved with edits

III. Committee Reports

A. Administrative Manual Committee
The committee met. The topics of discussion included:
- Out of State Travel Policy
- Curriculum
- Classified Leave Policy
- Conflict of Interest Policy
- Manual Purpose Statement

Pamela Terango reported that she was well received at the meeting and that input from the SEC is welcome.

B. Affirmative Action Committee
This committee has not met
C. **Arboretum Board**  
This committee met on September 25.

The following topics were discussed:
- The Schmidt Nursery donated a June Snow Dogwood Tree for Benson Gardens
- Signage has been posted around the rose gardens warning that it is unlawful to cut the roses
- The terrace at Fleischmann Agriculture has been completed with the planting of Wisteria

D. **ASUN**  
This committee met.

The following topics were discussed:
- There are currently 179 ASUN Clubs and the number of clubs increases each year.
- Starbucks is the first vendor to open in the new Union and has been open since October 14th
- The JTSU Bookstore will have a 40% off sale on October 19th
- The grand opening for the Student Union is November 15th, 16th, and 17th of 2007
- The ribbon cutting ceremony for the new Union will take place on November 17th at 2:00 p.m.
- A ceremonial removal of the Student Union Letters is planned and the lettering for Jot Travis will remain on the JTSU Building.

E. **Athletics Advisory Committee**  
This committee did not meet.

F. **Balloon Race Committee**  
This committee did not meet.

G. **Benefits & Compensation Committee**  
The committee met.

The following topics were discussed:
- The committee is considering doing a survey to see what classified staff are looking for
- Researching different topics that classified employees would find beneficial such as: succession planning, benefits, salary schedules

The committee members are in the process of determining the purpose of this SEC Committee and realize that the committee may only need to meet if issues that effect classified employees arise. In the meantime, Iris Hochschild will send an electronic draft of a survey that is being constructed to the SEC members. Melanie England reminded the committee that any projects that cost money will need to be approved by George Trexler in the Administration and Finance Office.
H. **Classified Employee Recognition Program**  
This committee met on October 3rd. Two employees were selected for Classified Employee of the Month.

I. **Classified Staff Development Fund / Education Leave**  
The committee met today, October 16, 2007.

The following topics were discussed:
- There are currently seven applicants requesting assistance. One application was turned down, one application was approved, and six are pending. The pending applications are on hold while the applicants follow protocol and first request assistance from their departments before requesting assistance from the Classified Staff Development Fund.
- Working on getting another large sponsor (such as the current SWA Sponsor) that will allow the sale of raffle tickets to help build the account.
- Considering other avenues for raising money such as organizing a silent auction
- Currently approximately $5000.00 in the bank -- but this should be built upon to ensure development assistance for classified staff.

The committee also discussed working a concession stand at the football games and noted that the opportunity to sign the year-long contract for this year has already passed since the games have started and the committee would be expected to show up at every game. The majority of the funds in the current bank came from selling beer at the football games. This is not an option this year, and it is also possible that the sale of alcohol at sporting events will be removed in the near future, so new fundraising ideas are imperative at this time.

J. **Committee on the Status of Women**  
This committee met.

The committee discussed a proposal for a Womens’ Center and will poll students, staff, and faculty to see what everyone wants. The proposed location is the 2nd Floor of Getchell Library; however, there has not been a confirmation on getting the space.

K. **Elections Committee**  
This committee did not meet.

L. **Emergency Planning Advisory Committee (EPAC)**  
This committee did not meet.

M. **Facilities Resources Committee**  
This committee met.  
The main point of discussion was in regard to the FRC classroom utilization. More professors and students need and want smart classrooms and the most popular time
for classes is Monday through Thursday between 9:00 a.m. and 3:00 p.m. Lack of space and technology is a huge issue. It will take time to get classrooms up-to-date and it makes it difficult for students to get a degree in four years with short time frames for classes each semester. The goal is to get classes more centrally located and to get more classes into better classrooms.

Other topics that were discussed include:
- A 4-year lease for space for the hydroponic growing of vegetables (including lettuce). Space has been approved for the Valley Road area.
- Approval has been received to add Orvis Nursing signage on the Nelson Building
- On-going discussion on what to do with the basement space in the Nelson Building

N. Faculty Senate
The Faculty Senate met on September 20th.

Topics of discussion included:
- Graduate Rates
- No Child Left Behind
- Goal: Add at least 500 students per year
- Search for Faculty Senate Manager (previous incumbent relocated)
- Prolonged discussion regarding who represents whom on the council

For a complete review of the meeting minutes, visit the Faculty Senate Website at: http://www.unr.edu/facultysenate/Meetings/Index.htm

O. Occupational Safety Committee
This committee met on October 15, 2007.

The topics of discussion included:
- Safety statistics for this year are good so far with only 2.17 accidents per 100 employees. 2007 is the safest year on record since 1997.
- The committee discussed how to communicate the information regarding workplace safety to campus and considered ideas such as mass mailings, walking around campus and talking to people, and incentives such as prizes and drawings.

P. Parking and Traffic Board
This committee met October 1st.

The new members of the board received a copy of the short range parking plan which encourages alternate transportation options. The new members also received an overview of how the board makes decisions including the appeal process.
Melody Bayfield explained that the board serves as a recommending authority and reports to Ron Zurek, the Vice President of Administration and Finance. She included that all permit fee increases must be approved by the President.

The following topics were discussed:

- The Math and Science center did not begin construction as planned and is not expected to begin until spring 2008.
- Facilities is considering constructing a delivery access road to the new Math and Science building through Evans Avenue because the north end of the business building was too much of a pedestrian safety hazard. If this cannot be done, all deliveries will have to be made by allowing access behind the Business Building.
- The new information Center is scheduled to open in April 2008. The new location will be on 15th street and will house both information services and escort services. The Information Center located by Clark Administration will close once the new center is open.
- The old JTSU building will become the Davidson Academy and the JTSU meters will be re-zoned as a construction zone beginning December 2007.
- Construction on the re-model of the University Inn will begin in November 2007. Faculty and Staff will be allowed to park in the area until construction begins. Once the new residence hall re-opens, the parking on the 2 decks will be designated primarily for resident students. Faculty and Staff silver #7 permit holders have been provided new silver 7 parking located on 11th and Sierra Streets.

Q. Police Advisory Board
This committee did not meet.

R. Police Services Board of Professional Standards
Theron Flavin is the SEC Representative for this committee. He will not be able to actively attend meetings until the current cases are released in May 2008 and he has completed the required training which includes a 4-hour ride-a-long.

S. SEC Bylaws
This committee did not meet.

T. SEC Luncheon Committee
This committee did not meet.

U. SEC Open House
This committee did not meet.

V. SEC Web Page
No Report Given.
W. **Student Services Food / Retail Dining & Catering Committee**  
No Report Given.

X. **Student Union Advisory Board**  
The committee met on October 15\textsuperscript{th}.  

The purpose of the board is to set operations and procedures for the new student union building and to adapt the guidelines of the current union to the new union. The Board hopes that the new union staff will contact the Student Union Advisory Board with problems and that the Board will be able to find the solution. Hopefully the board will be able to balance public use with student use. The Board made some recommendations such as:

- Longer Operation Hours for the Shuttle
- Propose that businesses provide punch cards to draw more students to the union.

Y. **University Disabilities Resource Coalition**  
No Report Given.

Z. **Video Surveillance Committee**  
This committee did not meet.

A.A. **Work and Family Taskforce**  
The committee met on September 26\textsuperscript{th}.

The committee has developed a theme for 2007 called “Creating a Family – and Child Friendly Environment”. The committee is working on ideas for the theme and met with Dr. Fred Holman and Dr. Dee Henderson from Extended Studies to talk about opportunities to work together or piggy-backing on events already offered by Extended Studies to bring more family oriented activities to the university campus such as:

- Kids U, maybe better rates for staff
- Family oriented events, like Summer Session concerts with picnics
- To better utilize the Redfield Campus computer lab in collaboration with Hug High School
- Work together on mentor programs like ASCENT
- Bringing kids to campus from adjacent neighborhoods
- One other possibility to make the campus more family friendly would be to hire an outside vendor for day care and use some space in the new student union.

**Updates:**

- Knowledge Center: committee will look at plans and see if there is any available space left.
• Grant-in-Aid for staff: President Glick is working with Regent Howard Rosenberg on a draft recommendation for the board of regents. Mr. Rosenberg might attend the next WFT meeting to give an update.
• GSA: They would like to support a family movie night.

IV. Guest Speakers

a. Eric Herzik, Professor, Political Science 2:30 pm ~ 3:00 pm

Eric Herzik discussed the outcome of the university accreditation with the Northwest Association Commission (NWCCU). The Association (a team of 11 people) was on campus October 1–3, 2007. The team met with Deans, Administrative Directors, as well as staff from Finance, Library and other Classified Staff. The final document of recommendation was prepared by the Extended Studies Marketing Department and addressed 9 standards while answering questions that arose.

The preliminary report consists of a box of supporting documents plus a flash drive with active links. Eric noted that the accreditation process has progressed tremendously since the previous reviews when the internet wasn’t a mode of communication.

The Association commended, noted, and made recommendations including:
• 4 commendations
• 11 recommendations (example: continue work in implementing conflict of interest policy)
• Noted that UNR is understaffed and there is a noticeable pay difference when compared to similar positions at other agencies / places of business
• Commended on ethical treatment of students by faculty and staff
• Commended on Extended studies / Outreach studies
• Noted problems with space
• Noted problems with temporary instructors

Eric thanked those who helped with the process and attended related meetings. NWCCU will meet with the Board on January 11, 2008 and once UNR is officially approved, the campus will be accredited for the next 10 years.

For more information, the full accreditation report is on the accreditation web page at: http://www.unr.edu/accreditation/AccreditationSelf-Study.html
b. **Kevin Gaw, Director Career Development  3:00 pm ~ 3:30 pm**

Kevin reported that Career Development is a traditional counseling center on campus that provides counseling on life issues and the impact of educational choices. The department helps students find a career path and also helps employers and schools find their talent.

Career Development hosts 5 career fairs every year and partners with parents and faculty to help motivate students. Career Development provides a remarkable number of services such as:

- Assessment / Career Counseling
- Career opportunities (employee relations / career day)
- Job location development (federal program to find off-campus part-time jobs for students)
- Internship Program
- Professional and Graduate School programming
- LRS & Dossier (File service, letters of recommendation)
- Career Navigator
- Gaining Perspective Series
- Classroom Services (can substitute for professors for a day - will teach career services)
- Career Services Library
- Walk-in Appointments 20 minute sessions between 1pm~3pm

Most Services are free.

Career Development also organizes regular events such as:

- Career Internship Fairs
- Emergency Resumes
- Internship Services
- Virtual Job Fair the first week of classes

**Student Employment Data:**

- 9332 Students currently registered with Career Navigator
- Average wage for student employment is $9.00 per hour

Career Services is located at 200 Thompson Building
Phone: 784-4678
For more information, you may contact Kevin Gaw at [kevingaw@unr.edu](mailto:kevingaw@unr.edu)
V. Open Discussion

- The SEC Members arrived 15 minutes early to the scheduled meeting time to take individual and group photos. Thank you to Ted Cook and Theresa Danna-Douglas with the Department of Teaching Learning Technology (TLT) for taking the photos.

- The Executive Board of the SEC has recently been contacted by several classified employees who were taxed for graduate level classes. The employees had not experienced this previously and were not warned that money would be taken out of their September 25, 2007 paycheck. Further, the amount that was taken out seemed to be a large sum when compared to the price of the actual classes. Melanie England has been corresponding with Tom Judy in the Controllers’ Office to get answers for the classified staff. Melanie was informed that there is a memo to the university from a tax officer that explains the tax requirement. The Controllers’ Office is reviewing the memo to clearly interpret the language before communicating the information to campus. Apparently, taxation of graduate level classes is an IRS requirement that goes in and out of legislature so the tax requirement can change from session to session. Campus auditors recently required that all employees who received the benefit for graduate level classes would be taxed each semester. Taxes for the fall 2007 semester will be taken from the December 24, 2007 paycheck.

VI. Next Meeting

November 20, 2007
2:00 p.m. ~ 4:00 p.m.
RSJ, Room 304

Meeting adjourned at 4:03 p.m.