STAFF EMPLOYEES’ COUNCIL  
September 18, 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:  
Annie Abinanti, Jennifer Booth, Bill Borges, Lee Brockmeier, Scott Brown, Robin Collins, Marilyn Daughhetee, Joseph Dawes, Tatiana Gouem, Iris Hochschild, Janita Jerup, Jennifer Laslo, Jamie Leonhard, Denise Madole, Kenneth Palm, Jessie Payne, Andrea Pearson, Cassandra Potts, Jimmie Ralls, Shelly Lacey, Ida Roberts, Chas Stricker, Pamela Terango, JoAnne Tully, Marie Tully

Executive Officers and Representatives Absent:  
Robin Collins (excused), Lisa Dutra (excused), Jim Henley (excused), Beth Wood (Excused: Proxy: Dana Lievanos)

I. Call to order.  Pledge of Allegiance.

The meeting was called to order at 2:00 pm.

II. Approval of May Minutes

Minutes for August 2007 are approved as is

III. Committee Reports

A. Administrative Manual Committee  
The Administrative Manual Committee meets on the last Thursday of each month. The next meeting is scheduled for September 27, 2007. Pamela Terango is the new SEC Representative for this committee.

B. Affirmative Action Committee  
This committee did not meet.

Iris Hochschild is the SEC representative for this committee. Erin McGarvey has volunteered to be an alternate representative.

C. Arboretum Board  
This committee met on August 28, 2007. Topics of discussion included:

- Rosella Linskie Memorial – the area will receive more planting
- Yearly Dutch Elms Disease review
• Cherry Blossoms Garden and the planting of more Mount Fuji Cherry Trees

The Board currently meets monthly on the fourth Tuesday of each month at 3:00 p.m. in Fleischmann Ag, Room 214. The new SEC representatives for this committee are: Marie Tully and Jimmie Ralls as the alternate.

D. **ASUN**

The ASUN Senate meets every Wednesday evening at 5:30 p.m. during the fall and spring semesters, excluding university holidays and breaks. Melanie England reported that at the last ASUN Meeting, the topics of discussion included:

• Starting late night programming to promote a “sticky” campus
• Working on a new constitution that was just voted in

Melanie distributed the September 18, 2007 issue of the Sagebrush Newspaper to the SEC so the latest information can be read in more depth. Melanie is currently the only SEC Representative for this committee.

E. **Athletics Advisory Committee**

This committee did not meet.

Jim Henley is the SEC Representative for this committee.

F. **Balloon Race Committee**

The committee met today to discuss the pluses and minuses of the communication process and sales of the Balloon Race Tickets this year and to discuss ideas for promotions next year. Ideas for next year include:

• Plan to sell more white tickets
• Increase in scholarship amount from $2000.00 to $2500.00.

The committee will start meeting again at the beginning of 2008. The SEC Representatives for this committee are: Ida Roberts, Jessie Payne, Jimmie Ralls, Andrea Pearson, and Cassie Potts.

G. **Benefits & Compensation Committee**

This committee did not meet.

The SEC Representatives for this committee are: Ida Roberts, Jessie Payne, and Iris Hochschild.

H. **Classified Employee Recognition Program**

This Committee met on September 5, 2007. A recipient was chosen to be recognized as employee of the month for the month of September.

The SEC Representatives for this committee are: JoAnne Tully, Bill Borges, Lisa Taylor, Lisa Dutra, Marie Tully, Jennifer Laslo, and Lee Brockmeier.
I. **Classified Staff Development Fund / Education Leave**  
This committee did not meet.

The SEC Representatives for this committee are: Tatiana Gouem, Robin Collins, JoAnne Tully, Jim Henley, and Annie Abinanti.

J. **Committee on the Status of Women**  
This committee did not meet.

The SEC Representatives for this committee are: Denise Madole and Janita Jerup.

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

The SEC Representatives for this committee are: Lisa Taylor, Jennifer Laslo, Andrea Pearson, Denise Madole, and Joe Dawes.

L. **Facilities Resources Committee**  
This committee did not meet.

The SEC Representatives for this committee are: Ken Palm and Bill Borges as the alternate.

M. **Faculty Senate**  
No Report Given.

The SEC Representatives for this committee are: Melanie England and Joe Dawes as the alternate.

N. **Parking and Traffic Board**  
The next meeting for this committee is on October 1, 2007.

The SEC Representatives for this committee are: Scott Brown, Lee Brockmeier, and Ken Palm as the alternate.

O. **Police Advisory Board**  
This committee did not meet.

The SEC Representatives for this committee are Annie Abinanti and Chas Stricker as the alternate.
P. **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.

Q. **SEC Bylaws**
This committee did not meet.

The SEC Representatives for this committee are: Theron Flavin, Scott Brown, Robin Collins, and Marilyn Daughheetee.

R. **SEC Luncheon Committee**
This committee did not meet.

The SEC Representatives for this committee are: Theron Flavin, Beth Wood, Mike Leonhard, JoAnne Tully, Jennifer Booth, Pamela Terango, Janita Jerup, Cassie Potts, and Marilyn Daughheetee.

S. **SEC Open House**
This committee did not meet.

The SEC Representatives for this committee are: Melanie England, Lisa Taylor, Beth Wood, Tatiana Gouem, Iris Hochschild, Jennifer Booth, and Annie Abinanti.

T. **SEC Web Page**
This committee did not meet.

The SEC Representatives for this committee are: Erin McGarvey and Joe Dawes as the alternate.

U. **Student Services Food / Retail Dining & Catering Committee**
This committee met on September 5, 2007. Topics of discussion included:
- Chartwells has been selling used cooking oil to be used as bio fuel. Campus vehicles have been using the fuel.
- Starbucks may open before the grand opening of the Student Union which is scheduled for November 5.
- There is still a conflict with Wolf Card and Advantage Cash. Advantage Cash will only apply to students who have purchased a meal plan (5% discount / no tax).
- The Overlook is adding new items to the menu
- Coffee: The Kiosk in the DC Store is economical and has been switched to organic or fair trade coffee. Wolf Perk will close sometime in October due to the new Union opening.

The SEC Representatives for this committee are: Lisa Dutra and Marie Tully as the alternate.
V. **Student Union Advisory Board**
   This committee met. Topics of discussion included:
   - New Student Union Building will open 10/13/2007
   - Currently fixing wall and ceiling cracks resulting from the building settling
   - The ASUN will move into the new Union on 10/18/2007
   - The Bookstore will be open in the new Union on 10/23/2007
   - Starbucks is already training employees for the store in the new Union
   - There will be a ceremonial transfer of the Student Union Letters from the JTSU to the Joe Crowley Student Union for the Grand Opening on November 15, 2007. The Grand Opening is a University Event that will be held at 12:00pm and 4:00pm.

   The SEC representative for this committee is: Mike Leonhard

W. **University Disabilities Resource Coalition**
   This committee met. The topics of discussion included:
   - New members were introduced
   - Reviewed handouts & discussed Disability Awareness Month (October)
   - The second annual accommodations fair will be located at the JTSU. It is Free and includes a noontime BBQ.
   - Dr. King Jordan will speak on campus on October 10th (First college president who is deaf)
   - Tents are needed for the event
   - Wheelchair Soccer
   - Unisex Bathrooms: more handicap bathrooms are needed on campus that can accommodate a handicapped person and a caregiver and include amenities such as a diaper changing station.
   - Rails were installed up at Lawlor and are ready for use
   - The Old Gym finally has a regulatory bathroom!

   The SEC Representatives for this committee are: Erin McGarvey and Bill Borges as the alternate.

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

   The SEC Representative for this committee is Chas Stricker.

Y. **Work and Family Taskforce**
   This committee did not meet.

   The SEC Representative for this committee is Iris Hochschild.
IV. **Guest Speakers**

**Gena Jones, A.V.P. Human Resources 2:30 pm ~ 2:58 pm**

Gena said that at the beginning of each new fiscal year, she likes to communicate to the campus what HR has been working on and solicit feedback on how HR can help UNR employees. Gena expressed that the Department of Human Resources is here to provide support to campus and to maintain and achieve set goals of partnership, organizational excellence, technology, strategic plan alignment, and workforce planning.

**New Updates for HR Include:**
- Workforce Planning
- Professional Development
- Succession Planning
- 5-year Projections for Occupational Groups (Various percentages ranging from 18% to 111% that are specific to UNR positions indicate that in 5 years, a significant number of employees will be eligible to retire – workforce planning is necessary)
- HR Website: This site has changed significantly over the last year and is continually being developed. Some great new additions include the audience links at the top which target employee types and affiliations.
- Compensation: UNR is unique in that we are an agency that can promote better compensation, training, etc.
- Improved Recruitment including use of WorkReno.com
- Restructure of the New Hire Orientation
- Mandatory Supervisor Training
- Implementation of N-POD (Nevada- Online Professional Development)

**More improvements in the Making:**
- Better guidelines for classified compensation, ex: classified reclassifications
- More comprehensive information on retirement planning
- EO/Affirmative Action training online
- BCN website under construction (BCN HR, Payroll, Purchasing,) will serve the six NSHE campuses

The Department of Human Resources meets annually to develop a strategic plan that is in alignment with the organizational plan. Human Resources will have their strategic planning session on November 5, 2007.

**Feed back from SEC Representatives:**
- Comment: Dealings with HR have resulted in positive, fair, and honest treatment.
- Suggestion and request for professional development, career path, and goal planning resources to average into succession planning so new and existing
classified employees have a better understanding of how they can increase their experience and knowledge so that they know what promotional opportunities are available to them and so they can prepare for professional advancement.

- Topic of compensation is an issue. There is a difference in pay rate for the same type of job within County, City and State. It’s a big deal.

Gena appreciated the feedback and made a note of the ideas and comments to take with her to the next HR Strategic Planning Meeting.

Gena has an open door policy and advised the SEC Members that they can call her or email her at any time with questions and / or suggestions. She may be reached at 784-4588 or via email at genaj@unr.edu.

V. Open Discussion

- The Executive Board met and discussed inviting the various Deans to the SEC Meetings as speakers. Currently, Charlie Bullock, Dean of Health and Community Science and Heather Hardy, Dean of Liberal Arts are scheduled to speak.

The Executive Board encourages the SEC Members to make suggestions and requests for guest speakers.

The committee discussed having only one speaker every other month to allow more time for committee reports.

- Eric Herzik, Prof/Chair, Political Science is requesting that the members of the SEC plan to meet with the NWCCU accreditation team that will be meeting with UNR staff on Monday, October 1 from 3:00 pm to 4:00 pm in the Jot Travis Student Union, Room 245.

The accreditation self study can be accessed at the University’s accreditation webpage at: http://www.unr.edu/accreditation/

- Erin McGarvey will be taking photos of the new SEC Members (for the SEC Website) at the October meeting. Additionally, a photo shoot for a group picture will be scheduled. A reminder will be sent out prior to the photo shoot.
Melanie England reported that a new committee must be formed for Regent Scholars for undergraduate and graduate. Iris Hochschild volunteered to represent the undergraduate academic advisor committee and Jaime Leonhard volunteered to be on the graduate academic advisor committee.

Several SEC members showed up to the open forum information session on September 11, 2007 with David Isaacson Miller, the Group that is representing the Provost Search. Hot topics that were discussed include: parking, grant-in-aid benefits for classified staff (dependents), and the end of winter closure.

The committee discussed the need to quickly organize a meeting to determine if the Classified Staff Development Fund / Education Leave Committee will be able to work the football games this year, if the request for space has been submitted in time, and the requirement of tips training. Football games are the greatest resource for raising money to support the Classified Staff Development Fund.

Sherry Olson from BCN HR introduced Shelly Lacey as the new BCN Advisor for SEC. She will attend SEC meetings to help with questions that may arise and advise on classified rules and regulations that may need to be addressed.

Melanie England will send out the current SEC Bylaws to the SEC members.

UNR committee chairs will be contacted to be advised that there are new SEC Representatives that will be on the committee.

Melanie England reminded the council that discussion items present a great opportunity for committee members to provide feedback to the committees that they are on.

VI. **Next Meeting**

October 16, 2007
2:00 p.m. ~ 4:00 p.m.
RSJ, Room 304

Meeting adjourned at 3:30 pm