STAFF EMPLOYEES’ COUNCIL  
February 19, 2008  
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, Lee Brockmeier, Scott Brown, Robin Collins, Marilyn Daughheetee, Joseph Dawes, Xanthea Elsbree, Tatiana Gouem, Jim Henley, Iris Hochschild, Janita Jerup, Shelly Lacey, Dana Lievanos, Ken Palm, Andrea Pearson, Cassandra Potts, Ida Roberts, Chas Stricker, Joanne Tully, Marie Tully

Executive Officers and Representatives Absent: 
Jennifer Laslo (excused), Jamie Leonard, Denise Madole (excused), Jessie Payne (excused: Proxy Cassandra Potts), Jimmie Ralls (excused), Pamela Terango (excused)

I. Call to order. Pledge of Allegiance.

The meeting was called to order at 2:00 p.m.

II. Approval of Minutes

Minutes for January 2008 are approved as is.

III. Committee Reports

A. Administrative Manual Committee

This committee met on January 24, 2008:

The following sections were revised:
Section 61 – Records Retention Schedule
Section 1001 –Principles and Definitions
Section 1065 Petty Cash Accounts
Section 1071- Independent Contractor Determination
Section 1100- Contracts Submitted for Approval by the Chancellor of NSHE
Section 1114 –Change of Payroll Charges
Section 1115- Guidelines for Charging Administrative and Clerical Costs to Federally Sponsored Projects

The following new and existing sections are pending approval:
Section 2236- Compensatory Time for Overtime Worked for Classified Employees
New- Charitable Lotteries or Raffles
New - Approving Department, College, and ‘Super-User’ Access to SIS Data in CAIS
Section 2302 - Annual Leave Policy for Classified Staff
Section 1630 – Gift Processing

B. Affirmative Action Committee
No report given.

C. Arboretum Board
This committee met on January 22, 2008. The committee discussed planting Princeton American Elms in Benson Gardens, located west of Fleischmann Planetarium. This type of Elm will replace the old Elms that are around the Main Quad. In the distant future, new landscaping will be installed around the old Student Union. The Davidson Academy is moving into Jot Travis in the near future. The Fleischmann Agriculture Courtyard Native garden will be upgraded with new native plants installed. This courtyard is located in the north east corner of the Agriculture Quad.

D. ASUN
- The ASUN has committed to assessing a $5.00 per credit surcharge, effective Fall Semester 2008, to help offset the budget crisis. They are debating about whether to make the assessment a regular fee versus a surcharge. The advantage of it being a fee means that it will not sunset as opposed to a surcharge that will. Another advantage of the fee would be that all of the money would go directly to ASUN for them to use. A tuition increase would mean that only 60% would stay on campus and be allocated back to the ASUN. With the fee, $5.00 would actually go to ASUN student services and ASUN would turn over the $4.30 per credit, previously allocated to them, back to the university to be used for budget shortfalls. The money has already been committed and it was on the agenda at the February 7-8 Board of Regents meeting. The Board will entertain the idea of it becoming a permanent fee in April. Right now, it is still a surcharge.

- ASUN Scholarships
ASUN will be giving away over $20,000.00 in scholarships from 9 different scholarships available. Students can pick up the applications at the ASUN Student Activities Front Desk, located on the 3rd floor of The Joe. Applications are due by 5pm Friday, February 29th.

- Brushfire Submissions
The Brushfire is looking for submissions of creative work of any and every medium from the novice to the seasoned professional. If it’s creative we want to see it! So please share your creativity with us and submit your work to the Brushfire no later than Friday, February 29 @ 5pm by dropping it off at the ASUN Student Activities Front Desk on the 3rd floor of The Joe or emailing it to brushfire@asun.unr.edu
For complete info on how to submit please see the Brushfire Submission Packet at
http://asun.unr.edu/brushfire/
For more information please contact Kelly at brushfire@asun.unr.edu

E. Athletics Advisory Committee
   No report given.

F. Balloon Race Committee
   No report given.

G. Benefits & Compensation Committee
   No report given.

H. Classified Employee Recognition Program
   No report given.

I. Classified Staff Development Fund / Education Leave
   This committee met on February 6th and on February 19th. The committee reviewed 11 applications for textbook reimbursement. 6 applications were approved, and 5 are pending for more information and/or a request for applicant to ask their department for assistance first.

   Other business included discussion of the endowment fund. The committee will work on creating an application for this scholarship to work in accordance with the late donor’s wishes. The website will be updated by next meeting to reflect a more accurate description of qualifications for reimbursement from the Fund.

   The proposed fundraiser of a Silent Auction at the Open House has not been approved. The committee discussed other fundraising ideas, including possibly making a Silent Auction a separate event. Budget restraints will keep the committee from having food (to draw the people in) so the committee is looking into a possible wine and cheese event with the Silent Auction. The committee has already received some good donations, and is encouraging people to still donate and help them find good items! Keep them coming!

J. Committee on the Status of Women
   This committee met on January 25, 2008.
   The following items were discussed:
   - More than 100 surveys have been completed, thus far. (Janita Jerup distributed a survey for the Women’s Center to the SEC as well, so the council can participate in the survey.)
   - Recurring themes for programming have occurred
   - Med School students are not as likely to participate in a center because of academic schedules and attendance at internal meetings regarding women’s issues. However, some “women in medicine” faculty responded to the survey.
The committee is working on establishing a mission statement and identifying staffing needs.
- Fall activities may include speaker series on women’s issues
- CW is encouraged to participate with the ASUN Diversity Week the first week of April
- Space for the Women’s Center in Getchell is still unresolved

K. Elections Committee
This committee did not meet.

L. Emergency Planning Advisory Committee (EPAC)
This committee met on February 14, 2008. Most of the meeting was used to discuss the Blue Light emergency phone poles that will be installed throughout the campus. Facilities Maintenance will begin immediately to install the infrastructure for 25 call stations that can be used to contact 911 or request campus escort service. This work is scheduled to take 6-8 weeks to complete. Todd Renwick, Police Services stated that a lot of people are unaware of the existing emergency phones that are already in the parking structures. He stated that he would like to see a table set up at the next SEC open house to inform staff of all safety programs on campus.

M. Facilities Resources Committee
This committee met on 2/12/08. There were not any major issues to discuss. Jannet Vreeland reported that no one from the student senate contacted her to follow up on a request to provide space for a coffee shop and lounge on the south end of campus. Storage space was given at Stead for musical instruments that are only used one week a year for the Jazz Festival. Floor space is still available on the lower level of Jot Travis where the book store and Wolf Den were located.

N. Faculty Senate
No report given for the January Faculty Senate Meeting. Minutes from the Faculty Senate Meeting are available at: http://www.unr.edu/facultysenate/Meetings/Index.htm

A new Faculty Senate Manager was hired, Michelle Hritz. She had been the Executive Director of the YMCA and was currently a project specialist with the State of Nevada when she was hired for the Senate Manager Position.

O. Occupational Safety Committee
No report given.

P. Parking and Traffic Board
No report given.
Q. Police Advisory Board
No report given.

R. Police Services Board of Professional Standards
No report given.

S. SEC Bylaws
No report given.

T. SEC Luncheon Committee
The committee is in contact with the scheduling office at The Joe. Currently, June 6, 2008 is available – that is a likely date for the SEC Luncheon. The committee will begin meeting to plan the event. The Office of Administration has contacted Theron to get an idea of what the anticipated budget will be. There is no fee for the meeting space so there will be an $800.00 savings for meeting space when compared to the 2007 budget. The catering and décor will be reviewed to estimate a budget.

U. SEC Open House
This committee is meeting regularly every Thursday. The Office of Administration and Finance has been in contact with Melanie regarding the budget. Due to the budgetary constraints affecting the entire campus, the catering for this event has been reduced to cookies and lemonade. After further investigation, it became apparent that light refreshments were the original plan for this event but catering continued to increase each year which puts a strain on the budget and takes the focus from the vendors and information that is presented which is the main purpose for this function. The budget crisis is an opportunity to rethink how this (and other) functions are organized. The Open House Committee is finalizing their budget, receiving confirmations from vendors and meeting weekly. ‘Looking Great in 2008’ will take place in the Joe Crowley Student Union Grand Ballroom on Wednesday, April 2, 2008.

IV. SEC Web Page
No report given.

W. Student Services Food/Retail Dining and Catering Committee
This committee met on February 8, 2008. A big topic of discussion is the closing of the Manzanita Lake Room. This space will be converted to class space for the Honors Program which reduces available seating at lunch time for students and employees on the south end of campus. Classes in that room will be let out at 11:55 am which will further reduce available seating during the busy lunch hour. There was discussion about adding a grill for burgers, hotdogs, and fries outside. With such a busy campus, it is likely that there will be certain times during the day that will result in longer lines. The committee encourages feedback. If there are any reports good or bad, please email the comments to the committee or contact an SEC Representative on the committee.
X. **Student Union Advisory Board**  
This committee met.

- The Facility Usage Guidelines Subcommittee met briefly during the holiday break. They will meet again soon and by the next meeting they should have some suggestions for adapting the old JTSU Guidelines to work for the new JCSU.
- There are some pictures up in the Student Union in the Senate Chambers.
- ASUN is still working on the AV in the building and hopefully it will be up and running by the end of the spring semester.
- Port of Subs is now open for business. An Italy eatery is up for approval by the Board of Regents.

- Safety was discussed, specifically, how to get good information to students. The ASUN & Campus Police are working together on this.
- ASUN is going to have a safety forum to discuss Campus Escort etiquette, extending Shuttle hours, and expanding their routes to Greek Housing. They are seeking volunteers for Walking Escorts at Shuttle Drop off spots. There is a current plan for CALL BOXES outside the JCSU and a CAMPUS MASTER PLAN for CALL BOXES throughout the campus but they are waiting for funding to make it happen.
- Recommendations: Have microwave ovens available for students, better placement of signs including signs on the stairs with floor information, and a building directory on the first floor.

The next SUAB meeting is scheduled for March 3rd at 12pm.

Y. **University Disabilities Resource Coalition**  
This committee met. The following topics were discussed:

- Full access is being discussed for all types of disabilities. For example, the training videos used by HR do not have captioning for hearing impaired people.
- Joe Crowley Student Union – Signage and accessibility continue to be an issue. There are no signs directing people to the elevator.
  - It was noted that the only automatic entrance to the union on the first floor is on the opposite end of the building from the elevator.
  - There is no button to open the door near the bookstore, so access is not easy for all students, faculty or visitors.
  - Dr. Metz noted that he is unable to open the door even though ADA only requires that a door should require less than 5 lbs of pressure to open it.
  - The handrails extend too far out into the walkway. The end of the rail should be 12 inches. Vision impaired people use the stairs as a guide and are expecting to clear the handrail. With it extending out an extra 6 inches, it hits people who think they have cleared the obstacle.
o The area in front of the union, or any building, should try to keep the edges of the grass area open if at all possible. Visually impaired people use the edge of the grass as a guide. If tables or signs are put in their path, injuries are more likely to occur.
o It appears as though the convenience store has been made more accessible. Though there are still some issues, they are working to improve accessibility for patrons in wheelchairs by widening the aisles and lowering some of the items for sale.

- The William Raggio building is the first on campus to have an evacuation chair. Locations for storage have also been found in the Ansari Business building. The biggest challenge to supplying buildings with these chairs continues to be the cost.

Z. Video Surveillance Committee
No report given.

A.A. Work and Family Taskforce
This committee met on January 23, 2008. Most of the discussion was spent on talking/preparing for the next story time on 2/2/08. The plan is to continue offering on-campus story time on the first Saturday of each month through May 2008 and then start up again at the end of summer when school begins. Speakers for March and April are already selected. Michael Coray talked with ASUN members who are planning to offer a Diversity Day or maybe even a whole week of Diversity celebration. The WFT committee will contact them to let them know that they are interested in cooperating with them. There was discussion regarding bringing speakers or a panel to the campus sponsored by the WFT committee. Themes suggested were: “How to Survive in a Year of Recession” or “Keep our Campus green”. No final decision was made.

I.V. Guest Speakers

Milton Glick, President: 2:00 p.m. ~ 2:30 p.m.

Milt opened by acknowledging that it has been a very hard week with the Brianna Dennison murder and the Illinois University shootings on February 14….it is terrible, tragic. Milt believes that the UNR campus is safe, though no place comes with warranties. He urged everyone to be aware of their surroundings and to not walk around alone at night. There will be a ‘Strength of the Pack’ rally on February 20th from 5:30-6:30pm in the JCSU Ballroom. The rally is a time to come together to show that the campus is united. The event is in honor of Brianna Dennison and the shootings at Northern Illinois University. President Glick will speak at the event. Other speakers include, Dr. Shannon Ellis, Vice President of Student Services, Reverend Denise Cordova, Adam Garcia, UNRPD Chief, and Sarah Ragsdale, ASUN President.
Milt addressed the university budget and noted that 21 million dollars is off the table. This was accomplished largely with productions, the faculty delay in merit increases, and the $5 per credit surcharge supported by the students. Milt emphasized that our campus did it the right way. Faculty and students at other campuses did not step forward to pro-actively solve the budgetary problem the way UNR did. Milt reported that there are plans to increase the number of classes next year. Research and outreach mission took some hits. Milt remarked that he arrived to the university knowing that there was 40 million in unfunded debt with/for the academy and 3 million in ongoing debt. This will be the first time in five years that the university will have a balanced budget at the beginning of the year. There will not be a lot of new money for a while. Everyone can work on doing a little better and a little more. Classified can help by improving student retention and being aware of safety issues. Milt said that he believes the classified staff does a great job welcoming in and assisting students.

Milt answered some questions pertaining to budget/safety:

Q: Will the Knowledge Center open on time?
A: Yes. It is scheduled to open on time.

Q: What about not being able to hire new faculty in the anticipation of more students?
A: All new hires that were being processed are still going through. The faculty student ratio is good. Part of the problem is space. We will get more usable space in the library, the Manzanita Lake Room, and the Knowledge Center. We are checking to see what use can be made of Getchell since it has 160,000 feet of useable space. Getchell will remain intact but it will not be used for classroom space.

Q: Is the lecture hall in the Jot Travis building ready?
A: It is a tough deadline. We came close but it isn’t quite finished in time for the upcoming semester.

Q: On the issue of safety, what about doing a camera survey in large parking lots, etc.?
A: Cameras are a good idea but it is important to keep a balance between safety and privacy. We would also need to take into consideration that it would take time to monitor 50+ cameras. Right now, the highest priority is to install more blue light phones on campus. The Whalen Garage currently has a blue light phone.

Milt says that he feels good about the university and believes that it will be even better 5 years from now. It takes faculty, classified staff, and students to make the campus what it is and he appreciates all that we do. He encourages university employees to continue doing the good job that we do and to continue to do more.
Fred Holman, Vice Provost, Extended Studies:  3:00 p.m. ~ 3:30 p.m.

Vice Provost Holman left Florida in 2004 to head up the Extended Studies Department at the University of Nevada, Reno. He expressed that he works with some great people who make it easier for him to do his job.

Extended Studies provides services to adult learners as well as traditional students and has a lot of programs to offer including:

- Fire Science Academy
- Redfield Campus
- The Jazz Festival (administrative responsibility)
- Kids University
- Evening Programs
- Distance Education
- Summer Session (administrative responsibility)

Fred reported that Extended Studies specializes in the administration of programs to 85,000 participants per year including:

- Student visitors from Washoe County and California to visit the Planetarium at the University.
- Professional Development and Training for businesses and industries
- Online services
- Help with providing exams (behind the scenes)
- Helping students stay on course
- Elder College
- Provides training for 12,000 participants per year in Fire Science Academy
- Summer Session
- Movies at Night
- BBQ and Watermelon on the Quad

Highlights:

Fire Science Academy is an impressive training facility with such a fantastic program; it has resulted in Extended Studies being the first institution to get a grant from the department of energy.

Redfield campus opened in 2005. It is a state of the art building with level 4 classrooms and two computer labs. A new renewable energy lab will be going in soon.

The Planetarium has completely turned around. It is one of the few in the country that runs in the black. The Planetarium works closely with colleges to use displays/exhibits. There are many new programs and changes including a room to celebrate birthdays.
Extended Studies serves 36 states and 15 countries. They are global – all over the world. Vice Provost Holman cited the example of when he went to Peru to consult with the community about their existing fire stations (as a result of Fire Science Academy). They only had 4 fire stations for 1 million people who are residing on the side of a volcano.

Kids U has 1800 registered (on a first come, first serve basis). It is a big successful program— one of the best in the country.

Vice Provost Holman answered some questions:

Q: When are computer labs open at the Redfield Campus?
A: 6 days per week from 7:30 a.m. ~ 7:00 p.m.

Q: Do employees at the Planetarium report to Extended Studies?
A: Yes.

Q: Is registration for classes done through E-Paws?
A: Some are. Other programs such as professional development programs conduct registration through the website.

The council was encouraged to go see what is going on. Vice Provost Holman expressed that he has a very knowledgeable staff - -who make it easy to do his job.

For more information, visit the Extended Studies website at: http://extendedstudies.unr.edu/

William Sparkman, Dean College of Education: 3:30 p.m. ~ 4:00 p.m.

Bill addressed the council and reported that the College of Education is located in the William Raggio Building. The College of Education has been in existence for 50 years and being a land grant institution is what distinguishes us. The college provides a range of technical assistance and service including four academic departments:

- Counseling and Educational Psychology
- Curriculum, Teaching, and Learning
- Educational Leadership
- Educational Specialties

COE also has three Service Units:

1. Learning Resource Center (high range technology and digital media)
2. Research Education Training (supported by grants)
3. Raggio Research
The Advisement Center provides a lot of important support to students. It has placed 22 student teachers in full-paid positions. It offers an important service to the district and is also a great recruitment tool. Unfortunately, there is a high turn-over rate for teachers for various reasons including salary, location, and working conditions.

For a whole range of issues, teaching is not as popular as it once was. It is challenging. The College of Education is working with Liberal Arts and Science on getting a minor. This college is a heavily regulated profession. It is regulated by the state and is nationally accredited. One of the biggest demands is scholarships

**Highlights:**

- COE has three field-based faculty that come to the university on a three-year contract after which they rotate back into the school district.
- COE offers the Early Head-Start program on the 4th floor of William Raggio.
- Produces 200-220 graduates per year including 8-10 doctoral degrees.
- A high percentage of graduates are employed by Washoe County.
- Roughly 1700 students
- 52% undergraduates
- 48% graduates
- 78% women

For more information on the College of Education, visit the website at: [http://www.unr.edu/educ/](http://www.unr.edu/educ/)

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### V. Open Discussion

Melanie reported that she has been contacted with a request for SEC representation on the Energy and Environmental Committee that is chaired by John Sageview. The committee has already begun meeting and has developed into a university committee which will need representation from a member of the Staff Employees’ Council. The committee will be working on researching/recommending changes for university operations, policy and curriculum.

The executive committee has been working on a new brochure for the SEC. Erin McGarvey and her student worker designed the brochure. Erin will send a copy of the brochure to the SEC for review before forwarding the George Trexler in Administration and Finance for review.

Melanie suggested inviting Greg Mosier, Dean, College of Business and Cary Groth, Director, Intercollegiate Athletics to speak at an upcoming meeting. Melanie encouraged council members to contact her if they have ideas for speakers that they would like to invite to an SEC Meeting.
VI. **Next Meeting**

March 18, 2008  
2:00 p.m. ~ 4:00 p.m.  
RSJ, Room 304

Meeting adjourned at 3:55 p.m.