STAFF EMPLOYEES’ COUNCIL  
March 18, 2008  
RSJ 304  
2:00 pm ~ 4:00 pm

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

Representatives Present: 
Annie Abinanti, Lee Brockmeier, Joseph Dawes, Xanthea Elsbree, Tatiana Gouem, Jim Henley, Iris Hochschild, Janita Jerup, Shelly Lacey, Dana Lievanos, Denise Madole, Ken Palm, Jessie Payne, Cassandra Potts, Jimmie Ralls, Ida Roberts, Pamela Terango, Terry Torvinen, Marie Tully

Executive Officers and Representatives Absent: 
Scott Brown (excused), Marilyn Daughhetee, Jennifer Laslo, Jamie Leonard, Erin McGarvey (excused), Andrea Pearson (excused), Chas Stricker (excused), Joanne Tully

I. Call to order. Pledge of Allegiance.

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

II. Approval of Minutes

Minutes for February are approved as is

III. Committee Reports

A. Administrative Manual Committee

The UNR Administrative Manual Committee met on March 6, 2008.

Revisions to the following sections of the UAM are pending approval by the President:

a. Compensatory Time for Overtime Worked for Classified Employees – Section 2,236 
b. Classified Course Fee Benefit – Section 2,361

Sections of the UAM currently under review by the UAM Committee:

a. Conflict of Interest Policy – New Section 
b. Charitable Lotteries or Raffles 
c. Approving Department, College, and “Super-User” Access to SIS Data in CAIS – New Section 
d. Annual Leave for Classified Staff – Section 2,302 
e. Gift Processing – Section 1,630
f. Guidelines for Hosting Purchases of Meals, Refreshments, and Gifts – Section 1,069
g. Leave Records – Section 2,676

B. Affirmative Action Committee
This committee did not meet.

C. Arboretum Board
This committee met on February 26, 2008.

- The committee discussed the purchase of three American Princeton Elms and a Mango Paw Paw tree. A booth has been reserved at the SEC Open House and the committee members will pass out seeds and brochures and will have a houseplant as a give-away at the table.

- The committee discussed the give-a-way of 150 little trees to the first 150 people to request them on May 1st at the Gateway Plaza.

D. ASUN
Melanie distributed the Sagebrush and announced that the student government had officer elections. The race for the president was really close and there was a good voting turnout overall.

E. Athletics Advisory Committee
Jim Henley is the SEC representative for this committee and is the only classified employee on the committee.

This committee met at the end of February to discuss the budget and will meet again in June. An update on the upcoming events is pending including the opening of the new field house. Thus far, the field house is projected to open by next fall.

F. Balloon Race Committee
This committee met and finalized a letter initiated by Jannet Vreeland regarding releasing scholarship money to a student who wasn’t eligible to receive the funds at the time she was awarded. The committee is working on new guidelines so that this scenario does not happen in the future. Some other topics of discussion include:

- Working on the Pin Design for 2008
- Gearing up for Rush
- Champagne Tasting
- Silent Auction at Silver Legacy

G. Benefits & Compensation Committee
No report given.

H. Classified Employee Recognition Program
This committee met.
The flyer for Classified Employee of the Year nomination went out. Joanne Tully is checking to see if it can also be sent out electronically. Nominations for Employee of the Year are due by the end of March in order to be considered.

I. **Classified Staff Development Fund / Education Leave**
   This committee met. The committee discussed the following topics:
   - An update has been added to the website that includes the information regarding payroll deduction as an affordable way to support the Classified Staff Development Fund
   - Working on ideas for fundraisers
   - Working on endowment fund
   - Participation in the SEC Open House Event

J. **Committee on the Status of Women**
   No report given.

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

L. **Emergency Planning Advisory Committee (EPAC)**
   This committee met on March 13, 2008.
   The committee discussed the following items:
   - Emergency Blue Phones: Poles have been ordered and there will be 25 phones. The crew is half way finished with getting the foundations installed and the conduit run. The AED Boxes equipped with fibulators will be mounted to 16 of the poles depending upon location.
   - Evacuation Chairs: The committee is trying to come up with more money for more evacuation chairs and recognizes that training will also be needed to properly utilize the chairs.
   - Todd Renwick is working on creating an inventory for resources that are available including UNR, TMCC, regional, and country wide in the event of an emergency.
   - Personal safety training videos are also available on line through the Police Service website at: [http://www.unr.edu/police/](http://www.unr.edu/police/)

M. **Facilities Resources Committee**
   This committee met on March 11, 2008.
   Topics of discussion included:
   - Getchell Library will be renovated and it will be 2010 before it can be opened back up. When the Knowledge Center opens in the fall, there will be a lot of offices that will be relocated.
   - Thompson Building will be relocating some offices.
   - Space is still available in the old bookstore that was previously located in the Jot Travis Building. No one has asked for this space thus far. Jannet Vreeland is the contact person regarding this space.
• Safety Concerns: Gary Bishop is trying to schedule evening classes into one area of campus so students don’t have to walk from one end of campus to the other after business hours.

N. Faculty Senate
Minutes from the Faculty Senate Meeting are available at:
http://www.unr.edu/facultysenate/Meetings/Index.htm

O. Occupational Safety Committee
This committee met.
The following topics were discussed:
• The committee will be getting a new chair since Steve Djukanovich is retiring at the end of March.
• Facilities did a good job cleaning up all of the ice that resulted from snow storms but is still working on clearing the motorcycle parking areas.
• The committee will start meeting quarterly and the next meeting is scheduled for June 16th.

P. Parking and Traffic Board
This committee met.
The following topics were discussed:
• There were two citation appeals
• Melody announced the proposal for the 2008-2009 parking permits
• The west stadium will be changed to silver
• More shuttles will run to garages
• Police cadets will help with escorting students and employees since parking is often far from classrooms and offices

Q. Police Advisory Board
Theron is scheduled to do a police ride-a-long in April (which is required to participate on this board). He will begin seeing cases in May.

R. Police Services Board of Professional Standards
This committee did not meet.

S. Red Tape Committee
This committee did not meet.

T. SEC Bylaws
This committee did not meet.

U. SEC Luncheon Committee
This committee met on March 7, 2008.

The SEC Luncheon is tentatively scheduled for June 6, 2008 in the JSCU Ballroom.
The committee discussed important target dates so tickets to the event, invitations, and programs are ordered, printed and distributed by specific dates.

The budget for this event will be impacted due to the current budgetary crisis. Theron has been advised not to make purchases for decorations. The committee discussed ways to minimize expense with maximum effect. Funds are approved and allocated for the purchase of printing, advertising, certificates and clocks.

The committee is working on a theme for the luncheon. A Garden Party Theme has been suggested. The theme of this luncheon evokes the garden atmosphere, flowers, lattice structures, picnic food, floral arrangements, women in large floppy sunhats, etc. Theron suggested ordering from Silver & Blue Catering a combination of buffet offerings. It is anticipated that 300 employees will attend. The committee discussed dividing up the food fare to serve the Deli Buffet for 150 and the American Style Salad Bar for 150. These buffet selections are very close in price per person, and employees would have a very bountiful, colorful and varied assortment of cold cuts and cheese, salads, breads, condiments, dressings, chips, cookies and beverages.

The committee will be meeting twice a month on Fridays until the June event.

V. SEC Open House
This committee meets weekly. 
Topics of discussion include:
- The budget has been substantially reduced. Catering has been eliminated except for cookies and lemonade
- The flyers announcing the event went out
- Posters will be placed through-out the Joe directing visitors to the 4<sup>th</sup>-Floor Ballroom.
- There has been an excellent response from vendors
- Donations for the raffle tickets are coming in
- The committee needs help setting up and tearing down. Volunteers should email Melanie England at: England@unr.edu

W. SEC Web Page
No report given.

Marie Tully has experience with Dreamweaver and Jessie Payne also volunteered to help with the website. Melanie will contact Erin McGarvey to let her know that she has volunteers to help with the site.

X. Student Services Food/Retail Dining and Catering Committee
This committee met.
The following items were discussed.
- Gatorade and a variety of teas will be added to the menu
- Twisted fries and bagels will be added to the menu
- Wolf Bucks are being promoted
- A new café called “Bytes” has been added to the Math Center
- There is a new contract with Pete’s Coffee House and Tea
- There is a new burger concept at the Down Under
- Working on possibility of getting a variety and different sizes of salad
- There will be more cooking demos at the Down Under

Y. Student Union Advisory Board
No report given.

Z. University Disabilities Resource Coalition
This committee met March 11th and will be coordinating with the campus Information Technology department to be sure the campus web site is fully accessible to people with disabilities.

The committee was emailed a report from the Nevada Disability Advocacy and Law Center outlining some current access issues with the sporting venues like Mackay Stadium, Lawlor Events Center, and Peccole Field. Facilities will be looking into options to allow for additional temporary disabled parking during game times on the North East Corner of Mackey Stadium and is also working on having more attendants to help people get to seats in the stadium. New signs and decals have been ordered for Lawlor Events Center to replace old ones that may be worn or missing. The food vendor will be ordering special condiment carts and are looking into options to make the concessions more accessible at the events.

The committee would like to work with campus Fraternity and Sorority Residences to be sure their houses are accessible. A member of the committee will attend the next Fraternity and Sorority council meeting and start to open up communications.

A.A. Video Surveillance Committee
No report given.

A.B. Work and Family Taskforce
This committee met on February 27, 2008.
The following items were discussed:

- Michael Corey reported that ASUN is looking for suggestions for their weekly speakers’ series.
  Some topics suggested included:
  - Presentation about the Knowledge Center
  - Best Practices on “Terror on Campus”
  - Environmental issues
- Carol Anderson joined the meeting to ask if the committee had interest in a one-time presentation. The suggestion was to invite a speaker to make a presentation on finances. This speaker would be hosted by Professional Development and Training and the WFT. The presentation would be open to the whole UNR community.

- The committee spoke briefly about the upcoming Story time at the Joe Crowley Student Union’s Starbucks on March 1st. The next Story times will be on the first Saturday in April and May. There will be no Story time over the summer. They will be starting up again with the fall semester. Readers for April and May are set.

I.V. Guest Speakers

Sherry Olson, BCN Benefits, BCN Human Resources 2:15 p.m. ~2:30 p.m.

Sherry announced a new voluntary benefit product called MetLaw offered through MetLife. This product is sponsored through Hyatt Legal Plans and provides legal services. There are over ten thousand participating attorneys covering over ten states.

- The cost of the program is $15.75 per month with no additional fees (not including court appearances or notary fees)
- An employee’s parents are also eligible to utilize this plan at an affordable price of only $240 for a two year membership
- The process is easy to use
- Case numbers are assigned to the employee which determines how an attorney will be paid
- There is an annual enrollment period of February 25, 2008 through March 21, 2008. After that date, enrollment is closed until the next year
- This benefit is available to all employees who are employed within the NSHE system and are benefits eligible
- Hyatt Legal Plans has been in business for over 30-years and are required to go through stringent policies and procedures to be a part of our network. Collectively, the attorneys involved in the program have a combined average of 22 years of experience.
- MetLaw for NSHE Covers the following legal matters:
  - Wills, Living Wills & Living Trusts
  - Powers of Attorney & Demand Letters
  - Uncontested Adoption and Guardianship
  - Name Change
  - Consumer Protection Matters
  - Document Preparation and Review
  - Affidavits, Deeds, Demand Letters, Mortgages & Notes, Immigration Assistance
  - Sale, Purchase or Refinancing of Primary Residence
  - Eviction Defense (tenant only)
Civil Litigation Defense (No DUI)

Personal Bankruptcy

For more information, visit the Voluntary Benefits Page on the Human Resources Website at: http://www.unr.edu/vpaf/hr/benefits/voluntarybenefits.html or contact Sherry Olson at sherry@unr.edu.

Pamela Haney, Ombudsman 2:30 p.m. ~ 3:00 p.m.

Pamela Haney introduced herself as the University Ombudsman and explained that the Ombudsman Office was created as a result of the 2005 morale report. She joined the university in April of 2007. Pamela’s work entails focus on conflict resolution in an informal environment. She reports directly to President Glick and provides a yearly report to him that includes recommendations but does not release specific details.

Pamela reported that 59 employees met with her between April 2007 and December 2007. Of the 59 employees, 37 initiated the meeting. 44 of the visitors were female. 15 of the visitors were male. Issues that were addressed include:

✓ Fear of retaliation
✓ Bullying co-workers
✓ Morale issues
✓ Rivalry among co-workers
✓ Evaluations/ performance reviews
✓ Questions on termination
✓ Hiring process for classified staff (to meet the needs of the department)

Some keys points that Pamela highlighted include:

▪ Her office consists of only her
▪ Her office offers informal discussion / mediation
▪ She does not keep records in her office
▪ She does not speak on an employee’s behalf without the employee’s consent
▪ Discussions with her are strictly confidential
▪ All email/phone messages are extremely vague to protect confidentiality
▪ She does referrals to formal offices for topics such as sexual harassment and discrimination

For more information on the role and services of the Ombudsman, visit: http://www.unr.edu/ombudsman/about/index.html

John Sagebiel, Manager, Environmental Affairs, EH & S 3:00 p.m. ~ 3:30 p.m.

John joined the Council today to promote campus recycling. He announced that there are currently three major recycling efforts currently in effect on campus:

1. Paper and similar products
2. Cardboard
3. Beverage containers

Additionally, EH& S will also pick up and recycle old toner and ink cartridges, batteries, used oil, and other materials.

The motto for recycling is: “If it used to be a tree, it can be recycled”.

John pointed out that recycling is an effort to stay green but it also brings money into the university as opposed to costing the university. The cost to dump one load of trash is $500.00. UNR has 30 cubic yard compactors and gets paid over $1000.00 for a compact paper pick up.

Some key points that John highlighted include:

- When recycling paper – remove paper clips, comb bindings, etc
- Plastic recycling is important as is aluminum recycling - more money is paid for aluminum
- Recycle bins for beverage containers are distributed around campus and can receive plastic, glass, and aluminum in the same receptacle
- Food containers are considered a bio-hazard and should be disposed in the trash
- EH&S will pick up used ink and toner cartridges. For pickup, call 784-1139.
- Styrofoam is not recycled at this time, but EH&S is working on this.

For more information on recycling, contact John at: jsagebiel@unr.edu or visit the EH&S Website at: http://www.ehs.unr.edu/website/ProgramAreas/EnvironmentalAffairs/Recycling/tabid/152/Default.aspx

IV. Open Discussion

Melanie addressed the Council regarding SEC Committee Meetings to get feedback on how the committees are doing. Specifically, she was checking to see if committee members were making it to scheduled meetings and if not, inquiring as to what could be done to encourage participation.

V. Next Meeting

Tuesday, April 15, 2008
2:00 p.m. ~ 4:00 p.m.
RSJ, Room 304

Meeting adjourned at 4:00 p.m.