University of Nevada, Reno  
Staff Employees Council (SEC)  
Meeting Minutes  
December 18, 2012  
Reynolds School of Journalism, Room 304

Representatives Present: Ashley Andrews, Jacob Cann, Anette Christensen, Katherine Dirk (Secretary), Peter Dieringer, Melodie Gander, Lee Green (Public Relations Coordinator), Nancy Grower, Rebecca Hess, Kristen Kabrin (Chair), Nancy Kelly, Linda Kuchenbecker (Vice-Chair), Cheyenne Magpantay, Lynda McLellan, Cynthia Olivo, Judy Otteson, Asta Ratliff, Phyllis Snedeker (Treasurer), and Barbara Wiley.

Representatives Absent: Christopher Chadwick, Jorge Farinacci, Nancy Horowitz, David Lockyer, Chris Mikulich-Cook, Maureen Morton, Jennifer Nelson, Gary Price, Augusta Washington, and Erik Williams (Ex-Officio Chair).

Guests: David Elbe

Guest Speakers: Ron Zurek, VP Administration and Finance; Denise Baclawski, Senior Director, Facilities Maintenance Services; John Walsh, Senior Director, Planning & Construction Services.

I. Call to Order: The meeting was called to order at 2:30 pm. (Rescheduled from original time of 2:00 pm due to room scheduling conflict).

II. Roll Call.

III. Approval of minutes: November meeting minutes were approved.

IV. Announcements:
   a. Rebecca Hess of the SEC Benefits and Compensation committee has been appointed as a non-voting member to the Faculty Senate Benefits committee.
   b. SEC Elections Committee needs a new member. Barbara Wiley of the committee mentioned that all the documentation is on SharePoint and that last year the committee used Survey Monkey which made it easy for people to vote.
   c. SEC Committee Charges are on SharePoint under SEC Tasks.
d. There is a new Hot Topic button on the SEC webpage for staff to Submit a Hot Topic to the SEC.
e. Information to your constituents – we are looking into ways to get information to people, so please share your ideas.

V. Questions – Agenda packet:

a. Anette Christensen inquired how to update the dates for the SEC Open House and Recognition Reception on the SEC website. Nancy Kelly responded to email her with the new dates so she can update the website.

VI. Guest Speakers:

a. Ron Zurek, VP Administration and Finance
   • Capital Improvement Program – Vice President Zurek’s presentation will look at the question of how do University Buildings get built, when, by whom, and why?
   • Looking back over the past 10 years, there are 16 buildings that have been added or renovated, including Argenta Hall, Argenta Hall Dining Commons, Joe Crowley Student Union, Mathewson-IGT Knowledge Center, Clark County Cooperative Extension Building, University Inn conversion to Sierra Hall, conversion of Jot Travis Lower Level to Davidson Academy, Fleischmann Greenhouse Research Facility, Marguerite Wattis Peterson Foundation Athletic Academic Center, Great Basin Science Sample and Records Library, Davidson Mathematics and Science Center, Center for Molecular Medicine, Donald W. Reynolds School of Journalism renovation, William N. Pennington Health Sciences Building, Harry Reid Earthquake Engineering Lab Expansion, and the Living Learning Community.
   • How were we able to do all this new construction? Capital budgets are used specifically for building. Annual operating budgets are not for building; it is precluded by law from mixing these budgets. There are long lead times involved in planning, as well as several steps for the State Capital Improvement Program (CIP) Process for major projects of new buildings or renovations.
     1. Internal Institutional Prioritization – the President, Provost, and Deans get together and prioritize
     2. NSHE Prioritization – Go to the Board of Regents and compete with other campuses to prioritize
3. Planning Funds (legislative request) – it has gotten through NSHE and the Governor’s budget, presented to legislature

4. Project, Construction and FF&E Funds (legislative request) – go to the next legislature with cost, what building will look like so it can get approved.
   • Importance of institutional match includes donor match and student CIP fee match.
   • There are some self-supporting enterprises on campus, which includes the Residence Halls and Dining Commons, parking lots and structures, and Lawlor Events Center.
   • How do we finance these buildings? There are different kinds of financing.
     1. Bonds – since UNR is non-profit, can apply for tax-exempt bonds. There are some taxable bonds, which could be used for some kind of commercial enterprise in building.
     2. Loans – there are both tax-exempt and taxable loans.
     3. Leases – If done, with advisement of outside financial advisors and bond councilors, issued in the name of NSHE, thus other institutions like UNLV are interested and invested in what we do.

• Sources of funds include:
  1. State - General Obligation Bonds
  2. Donor - Gifts/Pledges
  3. Institutional Funds
     • Student CIP Fees
     • F&A (Indirect Cost Recovery)
     • Expense Savings
     • Sales
     • Research Competitive Grants

• The State’s CIP Process. Besides Major Projects – New/Renovations, there are also 2% Replacement Value Projects. This entails Medium Projects, usually < $10M in Scope, which is limited to 3 submissions in 2013-15 Biennium. There is also HECC/SHECC, which is Higher Education Capital Construction and Special Higher Education Capital Construction. This includes deferred maintenance and more modest projects, infrastructure fixes/system replacements, is $50k to $750k in scope, and is $5.4M (38% of Total Appropriation).
• President’s Council Planning Retreat – Facilities Planning, August 16, 2012
  1. Done Deal projects include the Fire Science Academy Site Restoration, Church Fine
     Arts Renovation – Phase II, and Earthquake Lab Expansion – Phase II
  2. Final Recommendation to proceed with planning, architecture, and engineering:
     • Student Achievement Center/District Plan – recruiting, success of students
     • Graduate Family Housing Project
     • New Residence Hall – West Side of Virginia Street – 1 of 3 planned.
     • Center Street Gateway Project – anxious to get a university residence, will be
       non-gaming area, may be some retail in lower with residents in the upper.
     • UNSOM Clinical & Medical Education Facility – in the southern area.

• Vice President Zurek concluded with the hope that the University becomes a regional
  university with student from California and all over the west. He then opened the floor
  for questions.

• The question of the location of the new dorm he deferred to Denise Baclawski and John
  Walsh to address in their presentation.

• A question was asked regarding the Athletics department and the installation of new
  tennis courts. A donor has generously funded this and will be installed. Additionally,
  there are some changes in plan for Mackay Stadium, with a premium seating plan and
  installation of restrooms.

• In response for an update on Getchell, demolition is planned for the fall of 2013. There
  are potentially 2 building sites, with the focus on one for the Student Achievement
  Center. The Fire Academy was sold so the $6.50 student fee has been diverted to the
  Student Achievement Center.

• When planning buildings, do we build for what’s needed now or what we
  hope/anticipate? Yes, we have 18,000 students and want to enroll 22,000. We have
  also learned that we need to plan for buildings that we move out of.
  Learned with the Knowledge Center and Getchell, because Getchell was empty for four
  years due to costs of safety updates/renovation. So with the new Student Achievement
  Center, staff will move from Thompson and costs of Thompson’s safety updates will be
  considered.
b. Denise Baclawski, Senior Director, Facilities Maintenance Services; John Walsh, Senior Director, Planning & Construction Services

- The presentation by Senior Director Baclawski and Senior Director Walsh will give us an overview of the Facilities Services Department, as well as completed projects, projects in progress or planned, Capital Improvements, and Active Major Projects.

- The Facilities Services Department is made up of Maintenance Services, Planning and Construction Services, Parking and Transportation and Administrative Services. The mission of the department is “To provide the University community with safe, comfortable and aesthetically pleasing surroundings that contribute positively toward the learning, teaching, research and working experience of our students, faculty and staff.”

- Main UNR Campus is over 3.2 million square feet or 268 Acres. It has 128 Buildings that range from 0-120+ years old. The Facilities Services Department maintains campus facilities with a $14.6 Million Operating Budget. There are also remote sites that include Stead, the Redfield Campus, the Nelson Building, Cooperative Extension, the 4-H Camp at Tahoe, and Las Vegas Facilities for the School of Medicine.

- There are a couple of different ways to access Facilities Services. For All Maintenance and/or Planning and Construction Service go to: http://www.unr.edu/facilities.
  1. For Maintenance, via the website click on Work Request or call 784-8020 24 hours per day/7 days a week.
  2. For Renovations or Improvements, via the website click on Preliminary Estimate Request.

- Projects 2011-12: Progressing/Completed
  1. New construction:
     - Earthquake lab, $15.3M
     - Living Learning Community, which includes classrooms and 300+ beds, $39M
  2. Excess Student Fees & Preventative Maintenance:
     - Roofs for Howard Speech Pathology & Audiology Clinic and Cain Hall, $750K
     - Paving of 17th St., this time quality pavement used, $195K
     - Switch Replacement (electrical) for the Med School & south campus, $110K
  3. EF & Renewal Projects:
• Classroom Upgrades (including Orv 102, SEM 101, SLH #1&2), $700K
• CFA Redfield Theater systems (rigging, elect., sound), $1M
• Lower Level JTB Remodels/Re-utilization, $1M

• Projects 2012-13: Progressing/Planned
  1. Excess Student Fee Funding & Preventative Maintenance:
     • Roofs for Church Fine Arts, Judicial College, Savitt Medical, $550K
     • Paving (Center & Record entry drives, misc. others, using quality pavement to last longer), $350K
     • Flooring Replacements (general campus locations, some carpeting 15+ years old), $100K
     • Building Exterior Repairs (Painting and Masonry pointing – fixing/filling old grout so brick won’t fail), $450K
     • Electrical System Replacements (South campus switch & cabling replacements, service upgrades), $1.3M
     • Mechanical System Replacements (Cain Hall rooftop units, campus hot water/CHP piping and pumps), $1.8M
  2. Excess Student Fee Funding & Renewal Projects:
     • Classroom Upgrades (Large classrooms ABB, Cain Hall, CFA), $500K
     • CFA Redfield Theatre and Lobby Improvements (Theater finishes/seating/systems – angle of seating better so people in the back can see, improved entry statement/lobby, scene shop addition), $3.1M
     • FA Lab Renovations (FA 300 suite & 303 lab), $900K
     • CFA Ceramic Area/Shop Life Safety Upgrades, $250K

• Capital Improvement Request
  1. Student Achievement Center (SAC):
     • $5.9 M CIP request, which includes the teardown of Getchell & design for new SAC; remaining will come from institution or donors. ($36.2M total project cost).
     • 76,000 sq. ft. SAC facility
  2. 2% Capital Renewal Projects:
     • Replace Electrical Distribution south campus (Convert older south campus 4KV utility service and distribution system with a new 25KV system), $8.8M

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• Reroofing of multiple buildings (SMS, AHS, JTB, NSHL, ABB, NJC, CFA, CFH), $1.7M
• Leifson Physics Renovation (4,500 sq.ft. lab/classroom remodel, fire sprinkler and alarms, ADA), $3.7M

3. Deferred Maintenance Funding:
• $5.6M (MPE 2.5M; safety 800K; paving 650K; roofs/floors 750K; minor remodeling 1M)

• Active Major Design & Planning Projects
  1. Student Achievement Center:
     • $36.2M: Removal of Getchell, construction of 76,000 sq. ft. new building
     • District planning for SAC and 2-3 additional building sites including RH areas of White Pine and Lincoln
  2. Residential Housing projects:
     • Residential Housing District plan and 1st project design: Phased planning and development of 3 or more 300+ bed new residence halls with first projected to open Fall 2015 potentially in Cooper Ct area.
     • Graduate and Married Student Housing Project – 200+ Bed Developer Project. Will be land lease for developer, much larger, more modern.
  3. Thompson Building:
     • Re-utilization, preliminary analysis/program & cost estimating. The building is unreinforced masonry and will need to be made seismically sound, also needs life safety upgrades.
  4. Mackay Stadium:
     • Seating and club improvements – Developer RFP $5.8M
  5. SOM – LV Academic Health Center:
     • New facility on UMC Shadow Lane Campus 270,000 sq. ft. $230M program, graphic interest document & Preliminary estimate

• Senior Director Baclawski and Senior Director Walsh then took questions. One question was asked about the increase of foot traffic with the new and planned dorms. Another overpass has been discussed. Modifying the current one needs ADA, so a new one would need to have elevators to be ADA compliant.
• A question was regarding parking – with all of the new buildings on the southwest side of campus, would there need to be expanded parking lots or garages? According to Parking Services, there are plenty of parking spaces available on campus.

• A question arose in regards to the planned Residential Housing projects in the Cooper Ct. area and Artemesia – will Artemesia remain and if not, where will the departments in that building be moved to? That will have to be considered, possible place could be Thompson.

• Also in regards to the planned Residential Housing projects, will the Child Center remain on 11 St. and Cooper Ct.? That will have to be considered.

• Are there any improvements to pedestrian safety? There have been stutter lights placed at many crosswalks and better lighting. A stoplight is being placed at the intersection of College Dr. and Virginia St. Several representatives suggested that the University sign at 17th St. and Virginia St. (near KNPB) be looked into because it blocks drivers’ visibility. Another area of concern is Sierra St. and College Dr. because it is dark and the angle makes it difficult to see pedestrians. That area belongs to the city, and the University works with the City to share these concerns.

VII. New Business: There was no new business from representatives.

VIII. Adjournment: Meeting adjourned at 3:52 pm.