University of Nevada, Reno
Staff Employees Council (SEC)
Meeting Minutes
November 17, 2013
Reynolds’ School of Journalism, Room 304

Representatives Present: Ashley Andrews (Public Relations Coordinator), Albert Bonk, Betsy Brownfield, Jacob Cann (Vice-Chair), Anette Christensen, Katherine Dirk (Secretary), Jodi Fraser, Melodie Gander, Debra Glogovac, Robert Hernandez, Steven Hollingsworth, Nancy Horowitz, Natsumi Housley, Kristen Kabrin (Ex-Officio Chair), Lindsarae Klaes, Linda Kuchenbecker (Chair), Harley LaRoche, David Lockyer, Cheyenne Magpantay, Chris Mikulich-Cook, Mary Miller, Asta Ratliff, and Linda Ward (Treasurer).

Representatives Absent: Bonnie Coker, Carla Geib, Rebecca Hess, Cynthia Olivo, and Pamela Terango.

Guests: Enid Jennings, Tobacco-Free Campus Committee; President Marc Johnson.

I. Meeting was called to order.

II. Announcements/Action Items:
   a. September minutes will be submitted next month.
   b. Approve October minutes
      • Albert Bonk made motion to approve minutes, David Lockyer seconded. Discussion: there is a typo on page 3: linger should be longer. Vote to approve, all in favor, no opposed or abstentions, passed. Minutes approved.
   c. Committee Charges (Action)
      • Debra Glogovac motion to approve and Ashley Andrews seconded. Discussion: Chair Linda Kuchenbecker realized that there needs to be someone from the SEC Benefits and Compensation committee to liaison with the Faculty Senate Salary and Benefits committee, so it will be added to the charges for the SEC Benefits and Compensation committee.
      • All in favor of approving the charges with changes, no opposed or abstentions, passed.
   d. Chair’s Announcements
• We should have all received an email from the Salary and Benefits committee from the faculty about the changes to our benefits with PEPB. Anyone can respond and we should if you have anything to say. This is the time to do it, before it is too late. If you haven’t sent anything to your constituents, please do so.

• After the presentation about the tobacco-free campus, Chair will ask for a motion to poll our constituents so we can have an idea on how they will feel about becoming a tobacco-free campus.

III. New business:

a. Public records – requests go to Linda Ward. She is an SEC representative and works in the Provost’s Office. She will gather the information and respond to the requester. If there is a legal/privacy issue, she will get Mary Dugan involved. Some of the information requested is what kind of contracts there are, student addresses, textbook information (often from brokers so they can buy and sell the same textbooks). Chair Linda Kuchenbecker asked if salary information questions also go through that process, and Linda Ward confirmed that it does, such as coach’s contracts, which can only be given if the Board of Regents has approved the contract. Anette Christensen inquired about Mary Dugan’s involvement, and Linda Ward confirmed that its only if it is related to public records.

b. Linda Kuchenbecker relayed that they had talked with Denis is Food Services about the new café in Fitzgerald but the bid fell through so they are seeking a new contract. It has been closed since summer.

IV. Committee Reports Questions, Comments & Members:

a. Chair Linda Kuchenbecker announced that the latest committee list is now up on SharePoint.

b. SEC has created a new Facebook page. It can be found at www.facebook.com/staffemployeescouncil. Public Relations Coordinator Ashley Andrews manages the page. Anyone can look at it; you do not need to have a Facebook account to look at the page, can just go to the URL. Posts include events to which staff is invited, benefits, catastrophic leave, and tidbits about employees of the month, flu shot schedules, anything pertaining to staff. Let Ashley know if there are any committee announcements or deadlines and she can post it for constituents to see.

c. The newsletter has gone out. Most representatives have received the newsletter.
d. Carla Geib was unable to attend the meeting today and wrote a note asking Melodie Gander to ask if someone can address the rumor that the faculty discount may be applied to staff. Grant-in-Aid for staff is different than the Grant-in-Aid for faculty; staff can only use it for themselves, while faculty gets a discount for children and spouses. Discussion ensued and it was noted that it is part of the charges for the Benefits and Compensation Committee. It is believed that there are other institutions coming to the table with the same request so Ron Zurek’s office is going to be presenting something to the budget committee of the Board of Regents (for the Dec. 5th meeting?). It is not a question that just classified staff here has had. The biggest issue is that what happens for us is extended to all classified employees in the state. In her note Carla Geib mentions that there are several ideas that would allow the benefits to remain at UNR and not all state employees. She has looked into the surrounding state university and colleges who do offer it and they’ve had success. Carla is on this committee and they have several charges:

- Fee waiver for family members – the # of staff currently using the program, the process and the funding, then once completed poll staff
- Investigate changing payroll to every two weeks
- Investigate furlough dates, hours and pay (some don’t need to put it in 6 months in advance)

e. Chair Linda Kuchenbecker discussed that this year the Bylaws committee will be looking at reapportionment, but not just members like we did last year. For example, Development and Alumni Relationships is a very small staff and it is a hardship to have only a certain amount of people to fill their spot. So they will be looking a recombining some units. Another example is that the Grad School recently contacted Chair Linda Kuchenbecker because they were wondering if now that the Grad School and VPR are separate, will they have separate SEC reps?

f. Chair Linda Kuchenbecker asked if everyone heard back from their constituents on the forms. She will compile it this weekend to send to the Provost.

g. Anette Christensen asked if anyone wanted to join the Open House Committee, but Chair Linda Kuchenbecker said that the committee is full. She reminded us that the list is now updated on SharePoint. Ashley pulled up the committee list on the screen so that everyone could see it.
V. Enid Jennings, chair of the Tobacco-Free Campus Committee:

a. Enid introduced herself to the group. She is a Health Educator and works primarily with students. She has become the campus expert on tobacco policy. She worked in chronic disease prevention at the health department, and here she works on a variety of health issues with our student population. As part of that role she chaired the Campus Wellness Committee that is concerned with improving the health of our students. Part of that has been working on tobacco policy.

b. There had not been anything organized in terms of formal student interest but had heard from students informally that it was possible that it could be something that students would be interested in learning about. The Campus Wellness Committee made a proposal to the President and he was interested but wanted to learn if this was something that the different campus populations would be interested. There has been some grassroots movement so they are speaking to the different groups on campus.

c. They are doing a lot of research. Tobacco is still one of the leading causes of death in the United States. There are many reasons to have the campus go tobacco-free. They have been looking at what other institutions are doing, best practices, implementation, safety issues, legal issues, etc.

d. What does tobacco policy do? Why do they approach it in terms of public health for a population? It creates a safer and healthier environment for us all to be in, but primarily, what we’re really interested in is reducing tobacco use. When we create a cultural norm that influences tobacco behaviors in a positive way, there is research that shows there is a decrease in the initiation of smoking and a decrease in the progression of established smoking. There is less college students in this environment that will start smoking and less students will move from being a social smoker to casual smoker. It prompts cessation and quit attempts in all people (it can take up to 9 quit attempts). It creates an environment that is more supportive.

e. Tobacco-free policies come in all different forms. There are different ways that campuses across the country have gone tobacco-free. The cleanest way is to have a comprehensive policy. All forms of tobacco are included in a policy that is best practice, including e-cigarettes. It would include everyone, from students, staff, faculty, and visitors. It would be
inclusive of all campus property. Ask people that use tobacco to not use while they are on

campus, working or going to school.

f. Implementation – want to move forward with feedback and support from everybody. It is a

positive thing for our campus, albeit hard for some individuals. Would like to have an open

forum, provide some formal opportunities for feedback as we move through the

implementation process. They have been awarded a small amount of grant money for

cessation programs for students, incentives, and signage. In terms of enforcement, they

won't go around ticketing people, agree to respect the policy, has worked over time in other

places. During the first year, there is a lot of education about the policy and what the

environment will be. There are stricter enforcements that could be done through student

conduct or the employee’s supervisor. On other campuses this approach seems to work and

it seems that people respect the policy.

g. Direct impact on campus – it affects a lot of people. They don’t know the number of

tobacco users in faculty and staff. They do know for students, since they conduct every

other year the National College Health Assessment, a comprehensive health survey

developed by the American College Health Association that surveys students on a variety of

health issues. Among our students, our rate is lower than the national rate – the rate of
daily users of tobacco is 4.7%. The best way they can predict the use of tobacco among

faculty and staff is to use the BRFSS data from the CDC [Behavioral Risk Factor Surveillance
System, a telephone health survey system]. The survey only asks about smoking and

Washoe County’s rate for adults in 2010 or 2011 was 17%.

h. Question from Linda Ward: Are there any other NSHE institutions doing this? No, we are the

only one so far. UNLV got a lot of money to work on this movement, but haven’t made

much progress on their campus. We would be the first in the state, which would be a nice

statement for our campus.

i. Kristen Kabrin asked what the return rate for the student survey? 12.5 percent. The sample

size in 2012 was about 1,050 students out of about 8,000. The response rate for the BRFSS

is about 60%.

j. Asta Ratliff asked for clarification regarding if the decision has been made and it is

happening. Yes, they want it to happen and the President would like it to happen beginning

with the next school year. There has been no formal announcement. They want to gain
support moving forward. Are the incentives only for students? Not necessarily, the grant funding is not explicit in terms of how the money is spent. She works primarily with students but it could be for staff. There are still some decisions to be made on how to spend the money because it is a small amount, only about $25,000. One idea is developing a coupon system for a discount with the bookstore for cessation products for faculty, staff, and students. If people want to smoke will they have to be off-campus, will the ashtrays be removed and users would have to be off-campus across the street? Yes, they would. For the implementation, like some other universities, they would perhaps start with signs in the ashtrays warning people, and eventually they would go.

**k.** Lindsey Klaes- I work in a building that is owned by the University but is not on campus. Would it apply? Yes, it would apply to any campus property.

**l.** Melodie Gander asked why it had been postponed. Enid clarified that the goal has always been the 2014 new school year, but the formal announcement was postponed because they want to gain support. There is support from the Graduate Student Association, ASUN is considering it and will be voting on a resolution soon, there seems to be general informal support from students.

**m.** Asta Ratliff asked if there will be a campus-wide poll and people say no? There is not a plan to do a campus-wide poll, a poll would likely be done for people’s feedback and what kind of services they’d like to see.

**n.** One question that gets debated a lot is creating smoking areas on campus. Enid has talked to a lot of other universities and it is a facilities management issue. Maintaining the space causes issues with where it should be located, and it can be quite costly.

**o.** Kristen Kabrin – You’ve spoken to GSA, ASUN, and you’re here at SEC. Has anyone spoken to Faculty Senate? They are supposed to be discussing it at their next meeting.

**p.** Jacob – if you are updating policy, how are you going to get that out to faculty and staff? Will you be working with HR? Yes, will need to. There will be lots of education and updating of policies, some are really outdated and will need to be updated for faculty, staff, people living in the res halls. What about visitors? That will be handled with signage.

**q.** Chair Linda Kuchenbecker – are there any legal issues? No, there are no NRS preventing this.

**r.** Asta – is it premature to talk to constituents? No, we should talk about it and Enid can be a contact.
Chair Linda Kuchenbecker – goal to have SEC poll constituents.

Debra – do you have standard questions other campuses have used? Yes, Enid can share that with us.

David – most folks in grounds will likely appreciate not having to pick up the trash. Enid mentioned that a university did a cost-savings study and it was a significant sum, about $40,000.

Chair Linda Kuchenbecker– in the tobacco policy are e-cigarettes allowed? No, it will not be. Enid noted that it still contains nicotine and although it has been promoted as a cessation tool there is not enough research to show it is good for cessation. Patches are medically proven cessation tools.

Chair Linda Kuchenbecker– You have a small amount of grant money that will be primarily for students? Enid clarified that it will mostly benefit campus, such as signage, etc. Chair Linda Kuchenbecker was wondering if a push to insurance would help, and Enid noted that there is some cessation that is covered by the state insurance plan. Students who don’t have insurance would need services. Enid said that one possible idea is to offer a cessation class through WebCampus. Asta suggested offering information during New Hire Orientation. Enid also mentioned that possibility of offering an incentive at Wellness screenings.

Chair Linda Kuchenbecker– so it will be phased in with an education period? Yes, they will be planning the implementation and will let people know.

Chair Linda Kuchenbecker asked for a motion to poll our constituents. Betsy moved, Asta seconded. Discussion: What questions should be included? Can we use the template or questions from Enid? Would like to get the survey out next week so people have time to respond to the survey. Kristen will put together the survey on Survey Monkey for us to send out. Suggestions include: If this is a smoke-free campus, would you quit smoking? If this is a smoke-free campus and you quit smoking, would you attend a support group? Jacob made a point that when doing surveys in HR or pull data, it is important to pull data that you will use. So asking that question may not be useful since they will offer services whether or not. The true question is: are you supportive or not? Can send people with questions to Enid. There was no further discussion so it moved to a vote and all voted in favor of polling our constituents.

10 minute break.
VIII. President Johnson was unable to attend so opened the floor for more discussion:

a. Chair Linda Kuchenbecker asked if there are any guests we’d like to speak this year?
   - Asta Ratliff suggested someone from PEBP to talk about the changes on the table.
   - Linda W. discuss retirement options, when to start planning, PERS.
   - Steven Hollingsworth suggested workplace bullying.
   - Melodie suggested a workshop on if someone pulled a gun in your office, so perhaps someone from Police Services. Robert Hernandez said that FMS had training on active shooters on campus for all their supervisors to be certified with FEMA; he will forward info to Chair Linda Kuchenbecker.

b. Discussion: Cheyenne Magpantay asked what restaurant was going to go into Fitzgerald? It is currently up for bid again. David Lockyer, who is on the Student Services Food/Retail/Dining/Catering/Committee, answered that the two options were going to be called the Works and Waffler. One would have chipotle style burritos, and the other would have savory and sweet waffles, and sandwiches made from waffles. Robert Hernandez noted that the Waffler went out for bid and came in over budget. One of the problems that building has is with cooling and they would be adding a lot more heat sources with the oven and cookware, and would have to add in extra cooling, which took it over budget.

IX. Ex-Officio Chair Kristen Kabrin motioned to adjourn the meeting, Linda Ward seconded. Meeting was adjourned.

Minutes submitted by Katherine Dirk.