

Minutes

Staff Employees' Council Meeting
Tuesday, April 16, 2002
Reynolds School of Journalism, room 304

Executive Officers Present: Ginger Miller (Chair), Sue Warren (Vice Chair), Kristy Forbes (Treasurer), Kathy Hoffman & Linda Spezia (Co-Public Relations Coordinator), Jodie Helman (Secretary).

Representatives Present: Eileen Aragon, Janis Bennett, Val Chappel, Robin Collins, Brian Draper, Rose du Plessis, Debbie Elwell, Marianne Fuller, Curtis Funk, Lisa Johnson, Michele Krick, Raymond Needham, Demonsthenes Papaeliou, Valerie Thomas, Terry Torvinen, Peggy Troupe, Emi Weldon, and Eve Welker.

Representatives Absent: Judi Hamilton (excused, Curtis Funk Proxy), Audra Knight (excused, Jodie Helman Proxy), Diane Krutz (excused, Marianne Fuller Proxy), and Diane Yohey (excused, Brian Draper Proxy).

Advisors: Stephanie Flatt and Rita Hunt

I. Approval of March Minutes – Approved.

II. Council Guests -- President Lilley and Dr. Frederick

Meeting with the Council to hear feedback pertaining to the Strategic Plan from its representatives as well as suggestions and ideas beyond what the Plan has recommended. No decisions have been made and none will be made until mid May and some of those will just be recommendations. As it pertains to re-organization, that will go to the Faculty Senate and they will study that all summer and bring their suggestions and recommendations back to me at which time I will decide what to take to the Board of Regents and the process will continue.

a. Councilperson Hoffman addressed information technologies. She expressed her concern that not all departments have access to computers to retrieve emails and people may be falling through the cracks. After reviewing the database at Printing Services, we found that approximately 300 employees do not have email addresses attached to them, especially Buildings and Grounds. President Lilley stated that is one of his concerns since the University will come into the electronic stage soon. He suggested maybe each department may think about setting-up a computer station to access email information for those who do not have the ability or print out and display on a public board.

b. Councilperson Funk addressed the issue of moving classified employees under the University rather than state employees. Chair Miller addressed the article in the Reno Gazette Journal (April 9, 2002 front-page), by clarifying what UPC had actually discussed and the misuse of the word declassification as being the wrong term. She went on to say there are classified employees and there are unclassified employees in the state system. They are totally different and have nothing to do with 'declassified' employees. What UPC discussed was taking classified employees out of the state system and making them University employees. This would not be 'declassifying' classified employees. President Lilley said he looked at this as an exploratory idea not as a firm recommendation. It is not a significantly high priority right now, but it is on the list of things to be explored. It will have to be done very carefully, if any changes were to be made, just given the complications of State relationships and the rest of it. He mentioned there is plenty of research to be done before this would happen and it is not going to happen with this years' Strategic Plan. Councilperson Funk also asked about outsourcing, bringing up the cost and expense of when it was tried with housing in the past. He explained it would probably be more cost effective with keeping our own people doing the work, because we would have more pride in making the University the best it can be. Again, this is one of those areas to be explored but it is not on the list of high priorities. UPC gave no firm recommendation. He urged us not to spend a lot of time on this.

c. Guest: Tom Schuhmacher asked if there was information we could retrieve what the departments wanted from the strategic plan and if there was something we could do for the department with the strategic plan. President Lilley inquired on how many classified people at the meeting were able to provide input into their departments strategic plan report. Only a few hands were raised. President Lilley suggested to Tom to get with his department and read the department s' strategic plan.

d. Guest: Becky Lowe asked about the timeline for the reorganization for academia. President Lilley mentioned he had his deadline to give to the Board of Regents, plus his recommendations would go through the Faculty Senate prior. He estimates the reorganization to start sometime next fall.

e. Councilperson Eve Welker brought up that the Reno Gazette Journal's (RGJ) article (April 9, 2002) was easier to comprehend then reading the proposed 75 page plan put out by the University Planning Council (UPC). Mbre people are going to believe something they can comprehend even if it is written in the (RGJ). The classified people still believe we could be "declassified" and are worried about their job security, what plans are being made that protect us. SEC Chair Miller stated our

jobs are protected right now through the NRS and NAC. We may lose a position and be placed elsewhere, but we are protected as State Classified Employees.

f. Councilperson Peggy Troupe asked if the 1000 word documents from each department, for the Strategic Plan was enough information to come up with a decent plan for the University. SEC Chair Miller spoke regarding the UPC, there was so much information it took a great deal of time to go through it all, but everything was looked at, discussed, and considered, including the 1000 word documents.

g. Councilperson Brian Draper complimented the UPC on coming up with a plan and the hard work that went into it. He asked the question of enhancing the education for classified employees. He brought up the differences in Faculty and Classified education pay-package, asked why UNR only allows 3 credits when other Nevada campuses give their employees 6 credits per semester. Why the faculty may have their children enroll at UNR for less money than a regular student and classified has to have their children enroll at the normal rate per credit? President Lilley said this was the first time he has heard of the differences between faculty and classified personnel. Chair Miller pointed out that she had prepared a bulleted synopsis of the Phase II Plan that the Council had prepared, and she presented it to the UPC at the appropriate time. Included in that synopsis, were the fee waiver benefits. However, one problem we face is that much of what pertains to classified employees is statutory and/or regulatory and has to be presented to the legislature before changes may be made.

After President Lilley left the SEC meeting, there was a lot of discussion of the previous questions and/or concerns above. Stephanie Flatt (BCN Personnel) and SEC Chair Ginger Miller confirmed one more time our positions within the State are secure in respect to moving under the University.

III. CHAIR'S REPORT

a. Chair Miller went through the SEC Bylaw changes on Article IV, Sec. A, B, C and D; Article V, Sec A; Article VI, Sec C2; Article VII, Sec. E ; Article X, Sec A ; Article XI, Sec A and B ; All changes were discussed, voted and passed.

b. Chair Miller discussed with the council about representation due to the fact we have three members who have resigned. Should we replace them now with the elections a month away or should we include their

divisions in the elections coming up? The council unanimously agreed to wait until the elections.

c. Chair Miller passed around a sheet for those who are interested in the VIPS (Volunteers in Public Schools) Program to give to Dr. Dhingra.

IV. **NEW BUSINESS: Committee Reports:**

- a. **Admin Manual Review** – Did not meet.
- b. **Affirmative Action** – Meeting rescheduled for April 25, 2002 from 1:30-2:30 pm.
- c. **Arboretum Board** – Arbor Day is April 25, 2002 from 12:00-3:00 on the west side of the Quad.
- d. **Classified Recognition Committee** - The committee received the quote for the plaque. Stephanie will compose a memo for the \$1,000 check. Judi will write-up the DPO's for the runner-up parking permit and the 2 Employee of the Month parking winners. Eve will forward the runner-up list to Judi. Judi will in turn contact Georgianna Trexler to see if Ashok's office will write a letter to the employee of the year "runner up" for the parking award, and also send them the DPO's for the runner-up parking permits and 2 employee of the month parking permit winners.
- e. **Classified Staff Development** –We had one application and approved it. The ticket sell is going great, we deposited \$434 so far. ***Please sell tickets for those FREE airline tickets!***
- f. **Compensation Committee** – Did not meet.
- g. **Educational Leave Stipend** – Did not meet.
- h. **Faculty Senate Committee** – Meeting on Thursday, April 18, 2002.
- i. **Parking/Traffic Committee** – .
- j. **Food/Retail Committee** – Looking into additional furniture for Northside Café. The use of Northside is excellent. Looking into placing a cart with coffee and healthy drinks at Lombardi.
- k. **Safety Committee** – The recommendation to buy AED's (Automatic Electronic Defibrillator) to be stationed at key locations on campus, has been sent to the President. There has not been any response yet.

A letter is still being drafted to Pres. Lilly regarding the "Emergency Planning" program. During the Reno Fire Department Inspectors report the following items were addressed:

1. All exit and emergency lighting must be repaired or replaced in every building.
2. All buildings on campus need to have a "street address" and "numbers" put on the corners of all buildings. These items are necessary to ensure adequate assistance from all entities (City, County, State) in the event of an emergency. In Response to the national "Patriot Act", EHS has been counting every lab, doors and windows in sensitive areas on campus in order to develop the Emergency Planning Procedure.

l. Luncheon Committee – Met with the head clown on April 12th to look over their portfolio.

m. Open House Committee – Met and discussed what they could recommend to the committee next year.

n. Special Interest Committee – Did not meet.

o. Web Page Committee – Approved February minutes posted on web. April agenda is posted on the web under the "Meeting Schedule" button. Classified Employee of the Year dead line letter has been removed from the SEC website. Classified Employee of the Month Lori McClelland is listed with picture on the EOM awards page. Awards Luncheon is listed on Current Events page. The Classified Staff Development Fund funds raiser flyer link is on the SEC home page. Luncheon committee, please notify web committee of any new donors and they will be added to the web. Luncheon committee is to notify web committee of ticket seller information to be posted on the web. Committee is working on compiling and perfecting the Web Committee binder.

p. NCAA – Did not meet.

q. Working Family Task Force – Did not meet.

r. UPC – Ginger stated that they continue to meet, if necessary, but their work was basically completed.

s. ASUN –

Prepared by:

Jodie Helman
Secretary

Approved by:

Ginger Miller,
Chair