

## **STAFF EMPLOYEE'S COUNCIL**

**DATE:** February 20, 2001

Melton Media Room, Journalism Building

**REPRESENTATIVES PRESENT:** Janis Bennett, Val Chappel, Rose du Plessis, Don Emerson, Marianne Fuller, Liz Gadsden, Judi Hamilton, Kathy Hoffman, Helen Johnson, Lisa Johnson, Michele Krick, Diane Krutz, Michelle Palton, Connie Rehard, Lori Roundtree, Kendall Stagg, Linda Spezia, Terry Torvinen, Peggy Troupe, Susan Warren, Emilita Weldon, Diane Yohey.

**EXECUTIVE OFFICERS:** Jodie Helman (Chair), Ginger Miller (Vice-Chair), Cami Allen (Secretary), Lisa Farmer (Public Relations), Kristi Forbes (Treasurer).

**ADVISOR:** Stephanie Flatt

**VISITORS:** John Davis, Val Thomas

**REPRESENTATIVES ABSENT:** Cami Allen (excused), Kristy Forbes (excused/Jennifer Laslo proxy), Brenda Quihuis, Curtis Funk (excused/Roxie Taft proxy), Victor Atkocaitis, Nezzera Kemp.

### **I. Minutes**

January 16, 2001 minutes were not approved.

### **II. Guest Speakers' Interim President McFarlane and Dr. Ashok Dhingra**

Interim President McFarlane gave a brief summary of his years of service (26) to the University and his background. The Presidential search is still in progress, 69 candidates in all. No firm date when we will have a new president. Interim president McFarlane addressed the Henderson campus and does not see it as a threat to southern students not coming to UNR. He is also working with a number of committees on legislative issues. The issue of summer hours was discussed. No decision has been made yet. Interim President McFarlane was astounded by the response of the impromptu pool by SEC given the time constraints that were put upon us. The majority of the response was pro summer hours. Prominent issues were energy consumption, security and declining morale with the current state of insurance and cost of living increases. Flex-time was addressed as the Governor has condoned the in place statute regarding it. Flex-time is negotiated with your supervisor if the position can maintain it. It was asked if any other pole or survey would be taken. There were no plans at this time to do that. A reason given for changing summer hours was that departments restrained from taking summer hours being unable to contact departments that are on summer hours. The three choices being considered are: Yes summer hours, No summer hours and a possible trickle down at the department level stating the office must be covered partially with the decision being made by the Dean, Director or Department Chair. It was stated if the later decision is made it would be imperative to have guidelines for the initiation of that process.

Ashok Dhingra gave a short presentation on the Governors Budget recommendations. He is confident and optimistic regarding the cost of living and step increase. He will keep us informed.

### **III. Chair's Report**

Two new council members were welcomed: Connie Rehard from Continuing Education replacing Lucy Rice and Rose du Plessis from Social Work replacing Maxine Steffens.

The New Employee Orientation Committee met and began updating the SEC brochure. Carol Anderson has created a brief power point presentation to coincide with the new brochure for the University's New Employee Orientation.

### **IV. New Business**

#### **Committee Reports**

**Affirmative Action:** Did not meet

#### **Arboretum Board:**

Isabella Santos, President of the Society of Physics Students, approached this committee and thanked them for the approved plants for the sloped area near the physics bldg. Her group as well as faculty in the department have met and are willing to volunteer their time to the development of this area and will wait for Bill Mize to set a date to begin this project. The project should begin in late April or early May. Dr. Phanuef, with physics, has agreed to donate a bench to this area.

The updated Arboretum Board brochure was reviewed and approved with minor changes.

Arbor Day was also discussed. Area big tree pruners will provide a demonstration in the quad. Food and music will be included in this lunch time event.

The idea of selling t-shirts will be researched.

The web site has been recently updated and all links are in order.

**Classified Employee Recognition:** This committee did not select any awardees for the month of March.

**Classified Employee of the Year:** Did not meet

#### **Classified Staff Development Fund:**

Sixteen applications were reviewed; twelve were approved.

Eleven of the approved applications were requests for reimbursement of textbooks. One application was denied due to confusion about what was requested for reimbursement. Two applications are outstanding due to insufficient or missing information. Notification letters were sent out the same day. Letters were also sent to the two applicants missing information requesting that the missing components be submitted by February 16, 2001 in order to be considered.

The committee received the payroll deduction forms. Please remember to specify that any donations are to go directly to the Classified Staff Development Fund on the application. The signature line was left off the applications. Donors may sign anywhere on the application in order for it to be complete. The committee is searching for newer, complete donation applications.

A statement about the fund sent to the Office of Communications should be published in the next edition of Nevada News.

**Compensation:**

The committee met on February 6<sup>th</sup> and discussed mainly the Open House arrangements. Don Emerson volunteered to prepare the printed materials, i.e. banners, posters, lettering, etc. He will also be able to provide a backdrop to display our material.

The Legislature opened on February 5<sup>th</sup> and on Tuesday, February 6<sup>th</sup> the Assembly Ways and Means was reviewing the State Personnel budget. Bob Gagnier, SNEA Executive Director, was there testifying for the total pay package.

Chair Miller called for a special meeting on Tuesday, February 13<sup>th</sup> to view the pictures and dimensions of the backdrops, which Don will send, and to decide which backdrop to use.

**Education Leave Stipend:**

This committee met twice in January as they were unable to meet in February.

I met with Mary Dugan, UCCSN legal counsel to discuss the Employee Stipend.

1. The class must be a requirement for the degree, all of which must be applicable to employment with the State. The employee has the obligation to show how the degree will benefit the employment situation.
2. The employee/student must return to the employment one year of service for 2 semesters (nine months) of education or 1/2 a year for 1 semester of education.
3. Defaults in #2 are handled through the Controller's Office first, the SEC is contacted to send a letter to the tardy/defaulting employee reminding them of their obligation, and finally the University would resort to Small Claims Court.
4. The Board of Examiners must approve the employee who receives the Stipend, not the University's President. This Board is comprised of the Governor, Attorney General, and the Secretary of State.
5. The reference to Federal aid in the NRS has to do only with the employees of the Employment Security Division of Employment, Training, and Rehabilitation. This reference is not found in the NAC.
6. If we make revisions to the our current policy the SEC will need to approve the changes, then Dr. Dingra, then the President of UNR. We should try and have the revisions completed and approved for Fall 2002 registration. In the revision we will need to indicate that the Stipend is available for both Fall and Spring academic semesters.
7. In the interim, the Committee will continue the Stipend based upon the current policy.

I am waiting for Mary to check a few things, especially the role of the UNR President vs. the Board in selecting an employee

Cami and Helen met for the Employee Stipend Committee. Absent were Kendal and Bob. We discussed the meeting with Mary Dugan and the Open House. We concurred that we should join with the Employee Development Committee, chaired by Lisa Farmer. We will share a table at the Open House.

Plans were finalized for our Open House table.

**Facilities Planning and Management:**

Engineering Lab Center Expansion: Professor Ian Buckle spoke in place of Dean Batchmann. He talked about the proposed site of where Engineering Lab wants to expand.

Scrugham Landscaping: Students from Scrugham Engineering will be working soon on landscaping the front of Scrugham Engineering Building (i.e. more benches (in uniform with the university) where there will be a general meeting place for students to sit, talk), new planters, repair concrete, handrails (the type that are around campus).

Advisement Center: Temporary home is in basement of Clark (where Admissions & Records were) for approx. 2 years. It is unsure when the center will be up & running.

Handicapped Access Report: Dr. Bullock teaches a Disabilities Class. Students and Dr. Bullock surveyed 42 buildings on campus and shared some examples of what they found. Signage (braille) for restrooms to read men or women, main entrance, door handles on some doors are hard to open (i.e. round door knobs should be replaced with the long handles for easier access). At Legacy Hall, the ADA ramp is down hill from main door.

Motion made and passed to rename Midby Bryon building to Continuing Education Building. Request will be forwarded to President McFarlane for review.

**Food Services:**

The meeting started with a Salad Dressing taste test. There was quite an assortment of various dressings to sample. Most choices were unanimous. There were three brands tested, "Rod's" being the favorite in most cases. This is a new brand for Chartwells and the switch will be made where preferences are different from the current brand.

This was followed with a lengthy discussion about hamburger concepts. The current brand of hamburger, "Burger King", is expensive and inflexible, so the possibility of preparing an "in house" brand is being considered. The advantages include being able to offer turkey burgers, garden burgers, combos, etc. There is concern that students will only want a nationally recognized brand. We find, in housing, that many students, even now, will make a "McDonalds" run or a "Sonic" run because that is their favorite brand. There will be no way to please everyone. Russ will meet with RHA, GSA and students from JTSU. He also welcomes input from faculty and classified staff.

Operating Hours for 2001-2002 was the next agenda item. Because time was running out, this will be discussed further at the March meeting.

**Gender Relations** : Did not meet.

**Parking and Traffic Board:** After the meeting was called to order, Melody Bayfield handed out the three appeals that were to be heard. The first appellant, Samuel Ware appealed his citations to the board, and after some discussion, Judi Hamilton motioned to deny his appeal, Skip Records seconded the motion and all were in favor and the motion passed: Appeal Disapproved.

The second appellant, Jason Truppi appealed his citation to the board, and after some discussion, Skip Records motioned to waive the citation, pending Mr. Truppi, or his department purchase a silver parking permit. Judi Hamilton seconded the motion and all were in favor and the motion was passed: Approved, pending purchase of a silver parking permit.

The third appellant, Abigail Hudrlik did not show up for her scheduled appointment before the Parking and Traffic Board. This was the second time she did not show up for her scheduled appointment. As a result, her appeal has been disapproved.

Melody then gave the board an update on the consultants' work on the five year parking master plan. Currently, there is not much to report about since the past month has been a month in which Parking Services has been gathering and providing data for Fehr and Peers. By next month we should have a great deal more to report.

In addition to determining ways to increase parking spaces on campus, the consultants are also looking into pedestrian and bike paths for the campus as well as studies on the traffic flow. Construction on the Library, Second Dormitory, Engineering Lab Center addition, and demolition of the Wagon Wheel Motel are expected to take place within the next five years. Melody explained that the campus master plan called for narrowing Virginia Street to two lanes. The board agreed that it is unsafe to cross Virginia St. and that the two-lane street will slow traffic. Skip Records added that 80-85% of traffic on Virginia is university related, by making Virginia Street part of the campus, the other 15% of traffic may opt to take a different route.

Melody also gave the board information about her visit to the UNLV campus and how their parking system works.

Skip Records asked when the Information Center would be ready on 15<sup>th</sup> street. Melody explained that it depends on funding. Melody said that Facilities Management sent her a \$150,000 estimate for the new center and an additional position is needed to operate this center since the current center will likely remain open.

An issue brought up at the earlier meeting was getting back the 200 spaces at the band practice field. Melody explained that she had already contacted Coach Ault about the issue, but he was reluctant to approve her request. Skip Records suggested pushing the issue with a letter written from the board to Buzz Nelson or Ashok Dhingra. Karen Hinton will send a letter to Dr. Dhingra requesting his assistance in resolving this issue.

Brandolyn Thran brought up the issue of pedestrian safety on Evans Avenue. She suggested some light up crosswalks similar to those at the airport. Melody agreed that the area was unsafe and the City of Reno was looking into slowing traffic down on Evans Avenue. They are currently working on a plan, which they will implement by Fall 2001.

**Safety:** The majority of the meeting was devoted to the Autoclave Rupture at the Nevada Health Lab. There are pictures available in EHS and I believe they will be displayed at the Safety Committee table during Open House. There were 13 incidents reported to EHS in January. Some of these incidents were:

- a. Chemical Spill in Microbiology
- b. Power Failure across campus resulting in chemical fumes due to fume hoods closing
- c. Explosion and Fire in Chemistry lab

d. Physical damage to the Sports Medicine Complex due to a car.

There is concern that no one is available to contact in EHS after hours. This was noticeable during the power outage.

**SEC By-Laws:** The revised ByLaws: I would appreciate you looking them over and emailing back your comments. Please look over Article VI, Sec A; and Sec C-3; Article IX Sec A-C, these are the major changes: We have minor clerical changes throughout. Met and discussed first few pages of By-Laws

**SEC Luncheon:** The SEC Luncheon Committee met on Friday, 2/23/01 at the Cross Roads Dining Commons. We are finding some obstacles but are looking at ways to get around them.

Next meeting will be a Tasting at Lawlor in the Presidents' Room at noon. Cost is \$11.50 per person. All are invited but must RSVP to Peggy NLT 5pm on Monday, 3/26/01.

**SEC Open House:**

This committee met on February 2<sup>nd</sup> and 15<sup>th</sup> in preparation for the March 16<sup>th</sup> Open House.

Committee members finalized the list of participants and departments they contacted. As of the meeting approximately 50 tables have been assigned.

UNR Personnel will provide “pink sheets” for ID cards. A portion of the informational flyer will have a detachable form. The form will allow those who want an ID card to get a head start. The detachment should be sent to Marie Mittlestead in UNR Personnel.

The ink pens were ordered and have been delivered.

University Inn is willing to let the committee use their helium tanks for balloons.

The letters requesting door prize donations were sent out. Over 30 different agencies are being contacted.

Decorations for the Open House table were discussed as well as decorations for the Auditorium.

The informational flyers will be sent out Monday, February 26. The invitation design is almost complete. Invitations will be sent out the week of March 5. A letter will be drafted and sent to Vice President Dhingra through Chair Helman requesting administrative leave for committee members, council representatives and staff wishing to attend Open House.

Lisa Farmer is working in conjunction with Michelle Palton and the SEC Luncheon committee to obtain door prizes. Letters will be sent out soon.

**Special Interests:** Did not meet. Kendall Stagg has met with committee members individually.

**Web Page:** Approved December Minutes on web.

Per Roxie Taft's request Employee's of the Month for February are published on the web. Kathy Hoffman also contacted Office of communications to obtain the pictures of the award recipients to be published on the web page. Kathy Hoffman obtained verbal confirmation from winners to post pictures on web. Current Employee's of the Month with their approval will have their pictures posted on the web.

As per the request of Ginger Miller. Chair of the Classified Employee of the Year Committee, the nomination form for Classified Employee of the Year is on the web in downloadable MS Word format

Judy Hamilton requested changes be made to the committee members on the Parking Board and Employee Recognition committee. We need to establish a method to keep information correct. Perhaps representatives should notify the SEC secretary of any changes to committee members and then a new copy could be disseminated to everyone.

Kathy Hoffman attended a meeting regarding the new UNR NT server implementation. Kathy Hoffman registered the SEC web site for the new server. Also doing clean up on the site for a clean migration to the new server due to come on line May 1<sup>st</sup>.

The "Past Awards" button on the SEC Web site was changed to "Awards" since they also contain the current winners.

**Working Family Task Force:** Did not meet

**V. New Business**

Discussed doing something in memory of Gerald Cody. Ran out of time and will discuss it further at the next meeting.

**VI. Meeting adjourned at 4:00 pm**

Prepared by:	Approved by:
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_____ Cami Allen, Secretary	_____ Jodie Helman, Chair
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