

**STAFF EMPLOYEES' COUNCIL  
MEETING MINUTES  
FEBRUARY 15<sup>th</sup>, 2005  
JOURNALISM BLDG., ROOM 304**

**Executive Officers Present:** Verla Jackson-Davis (Chair), Chris Carver (Secretary) Debbie Keck (Treasurer), Patrick McDonnell (Co-Public Relations), and Vicki Paul (Co-Public Relations).

**Representatives Present:** Donna Brown, Peter Brown, Anette Christensen, Kathleen Coles, Catherine Fischer, Marti Fricano, Ann Hoyle, Darley Jeppson, Crystal Montecinos, Theresa Moser, William Oberding, Betty Osborne, Valerie Pedroza, Phil Pert, Jewell Radcliffe, Laura Ruud, and Kathie Stanfield.

**Executive Officers and Representatives Absent:** Donnie Andrews, Susie Arrate, Christine Arritt, Ann Hoyle, Vicki Krentz , Pam Moore (excused).

**Advisor:** Leslie Nady.

**Guests:** Georgianna Trexler, Administration and Finance

**I. Call to order.**

The meeting was called to order at 2:07pm.

**II. Minutes from January .**

There were changes made to the minutes. Once the changes have been made, the January 18<sup>th</sup> minutes will be approved as written.

**III. Old Business.**

V. Jackson Davis let the council know that the letter from the SEC Executive Board to Jim Rogers (the UCCSN interim Chancellor) was received.

**IV. Committee Reports.**

**A. Administrative Action Manual Review.**

P. Brown reported that Gena Jones will make a summary of the changes that have been made. The Drug and Alcohol Policy will be reviewed and compared to the Faculty's Policy. Employment termination will be reviewed next month.

**B. Arboretum Board.**

Darley Jeppson reported:

- Changes were made to the design of the Faculty/Staff/Student Memorial. The new drawing will show the new position of the seat wall and the Aluminum roof.
- Howard Rosenberg has given Silver Buffalo Berry his blessing. This would replace the Russian Olive.
- April 29<sup>th</sup> is Arbor Day. There will be a celebration in the Quad. B. Mize requested an expenditure of \$200 to buy about one hundred small trees from NDF Nursery to be given away at the Arbor Day celebration. Leslie Lyles will do a rose pruning demonstration and Bernard Savoy to do a tree climbing demonstration.
- In March, the committee will walk the campus to determine the extent of snow damage. The board may consider financing the replacement of damaged plants.

### **C. ASUN.**

Pat McDonnell reported that the ASUN supports the Millennium Scholarship program and thinks it is very important the fund continues. Capital improvement money may be used to support the new Union. The ASUN wants more people to be involved in having a voice on how the campus looks. Matt McKnight is new to their Executive Board (Sagebrush).

### **D. Balloon Race Committee.**

Chris Carver reported that the Balloon Race Committee had their first meeting.

- New members were introduced.
- Minutes were reviewed and approved.
- Treasurer's Report: The current revenue is \$4,024.65.
- Subcommittees were discussed.

### **E. Classified Employee of the Month and Year.**

Phil Pert reported the classified employees of the month for March are Ida Roberts and Erin Sullivan. The Employee of the Year award and selection committee will be meeting soon. B. Osborne will head that committee.

### **F. Classified Staff Development Fund/Educational Leave Stipend.**

Debbie Keck gave an update on the SEC Cookbook fundraiser. This has been tabled due to the lack of time. The committee believes it is a good fundraiser and thinks it should be discussed again at a later date. Approximately fifteen applications have been received. No Educational Leave Stipends were received.

### **G. Compensation Committee.**

The committee did not meet.

## **H. Facilities Resource Committee.**

Donna Brown reported the committee did meet on February 8<sup>th</sup>.

- Space is needed and storage space is a premium. The Facilities Resource Committee is working with Don Hardesty from Anthropology to expand their space by combining new space with the space they have now into one location.
- The committee discussed the new Wolf Walk. This is a pre game experience for the Nevada Wolf Pack. Wolf paws will be stenciled on the sidewalk around Lawlor Events Center leading up to the stadium. Building and Grounds will work with the Athletic Department to do the stenciling sometime during the summer.
- The university and Luce and Son are still waiting for their third appraisal to come back before they meet to discuss the purchase of the building. The bids are currently more than a million or more apart. A third bid was requested.
- Purchasing has requested space in the modular where Parking Services are presently housed. Once Parking Services moves to their new building in June, Purchasing will move to the modular and Human Resources will taken over the space which is currently occupied by Purchasing.
- The next meeting is March 8<sup>th</sup> in the Facilities Building Conference Room.

The next scheduled meeting is February 8, 2005 in Clark Administration.

## **I. Faculty Senate.**

Chair Verla Jackson-Davis reported the committee hasn't met this month.

## **J. NCAA Certification Self Study.**

Not meeting at this time. Pat McDonnell said the change to the Intercollegiate Athletic Board is at the higher levels for approval (to Dr. Lilley and Cary Groth).

## **K. Parking and Traffic Board.**

The three year parking plan was reviewed. Kathleen Coles handed out Parking's preliminary report, "UNR Short-Range Campus Parking Plan Guidelines." One citation appeal was heard. Parking is trying to reduce single occupant vehicles by encouraging more carpooling, use of Citifare bus passes etc. Single occupant vehicles are down 5% from Fall 2001 to Fall 2004.

## **L. Police Services Board of Professional Standards.**

This report cannot be shared with the council.

**M. SEC Bylaws.**

Did not meet.

**N. SEC Luncheon Committee.**

Chris Carver reported that the committee met on February 3rd. The theme for the event is either Oscars or a Night at the Movies. The Luncheon will be held at the JTSU Auditorium on Tuesday, June 21<sup>st</sup>.

**O. SEC Open House.**

Theresa Moser reported that the annual Open House will be held on March 30<sup>th</sup> at the JTSU Auditorium.

- Volunteers are needed for set up and tear down.
- The theme will “A Bigger Vision” and highlight the expansion of the university.
- 13 tables have been reserved with follow up letters to go out early next month.
- Buzz Nelson will be providing sawhorses and construction tape.
- Old photos of the university will be used to show the expansion of the campus.

Pat McDonnell spoke about getting the donation letter out. He’s asking for help in distribution. It’s unknown whether people who donate need to be an approved vendor. He suggested that the two events be posted on the universities website. “Nevada Impact” will have an article. The list of people/business owners needs to be looked over again. The suggestion was to remove travel agencies but to leave Southwest Airlines (per Eileen Aragon). Grocery stores, spas and health centers are great businesses to contact.

Georgianna Trexler offered her office for assistance in getting the donation letters out.

**P. SEC Web Page.**

Vickie Paul is working with David Bobzien to update the site. Things were moved over to a new server and it wasn’t a successful switch. Some links were lost and older pages surfaced.

**Q. Student Services Food/Retail Dining & Catering Committee.**

Jewell Radcliffe shared that this committee’s first meeting is in March.

**R. Working family Taskforce.**

Laura Ruud reported that the taskforce is drafting a letter to the President regarding getting expanded daycare on campus. Truckee Meadows Community College receives grants for their daycare which help offset the cost to the parents. Vreeland and Tim McFarlane, the Director for Faculty Human Resources, spoke about a tenure clock for junior faculty. There will be new training for faculty but they want to expand the training to everyone on campus.

#### **S. University Disability Resource Coalition.**

Debbie Keck reported that Kurt Adams from the Computer Den gave a presentation of websites available to the disabled. He spoke about a “Bobby” link to analyze a website to see if it’s compliant. <http://bobby.watchfire.com/bobby/html/en/index.jsp>

#### **T. UPC.**

Goals for Spring 2005.

- Prioritizing acquisitions of neighboring homes.
- Space assignment (Luce Building).
- New suggestions on how to improve the university. One suggestion was a Public Safety Office (through the Environment, Health and Safety Office). A taskforce has been created on how this would help the campus. A strategic plan is needed by April 15, 2005.
- Center for Regional Studies. This would be partially funded by donors and campus. It’s a Washoe County resource.
- Student Services is having a “Best and Brightest” tour. They are trying to attract these students to the university so they stay in Nevada. Student Services is offering financial packets including full ride scholarships.

#### **V. New Business.**

Nominations are needed for Vice President.

Kathie Stanfield, Phil Pert and Bill Oberding were nominated. Phil declined. Kathie and Bill left the room while the council voted. Bill was nominated as the new Vice President. Congratulations Bill!

#### **Guest speakers suggestions.**

Debbie Keck suggested Cary Groth and Chuck Price (new Union).

Phil Pert suggested Buzz Nelson.

Georgianna Trexler suggested Bruce Shively.

Debbie Keck suggested John Frederick

Pat McDonnell suggested Cindy Pollard.

Leslie Nady suggested Shannon Ellis.

A suggestion was brought up that perhaps we could have a panel of Dr. Lilley, John Frederick and Bruce Shively on matters of budgeting and how it is established.

Pat McDonnell suggested the new ASUN or GSA President.

#### **Bill Oberding suggested**

Joe Goodnight from USAC was another suggestion.

**SEC Flag**

Bill Oberding recommended a new flag be purchased. Military Science may be a possible resource.

**SEC Retreat**

Verla Jackson Davis asked if the Council was interested in having a retreat this year. August was suggested to welcome in the new committee members. There is a possibility of having the retreat at an earlier date in August (possibly the second Tuesday of the month instead of the third Tuesday during the normal meeting time). New committee member letters should go out by June. This will allow new members to be voted in so they can attend the retreat. The members of the various sub-committees can stand up and give information about their committees so the new members know what they are signing up for.

**Fundraising**

Theresa Moser asked about the cookbook. Debbie Keck said recipes are still needed but that the cookbook has been temporarily tabled.

**Open House**

Theresa Moser mentioned that Krispy Kreme is on the vendor list. Can they be invited to the Open House to let people know they are available for fundraisers?

**Mock Emergencies**

Donna Brown said the mock emergencies on campus were not well attended, even though there was a lot of literature put out ahead of time.

**A. Next meeting.**

The next scheduled meeting will be held on Tuesday, March 15, 2005.