

STAFF EMPLOYEE'S COUNCIL

DATE: January 16, 2001

Melton Media Room, Journalism Building

REPRESENTATIVES PRESENT: Janis Bennett, Don Emerson, Marianne Fuller, Curtis Funk, Kathy Hoffman, Helen Johnson, Lisa Johnson, Nezzera Kemp, Michele Krick, Diane Krutz, Ginger Miller, Brenda Quihuis, Lori Roundtree, Kendall Stagg, Linda Spezia, Peggy Troupe, Susan Warren, Diane Yohey, Roxie Taft (Proxy for Judi Hamilton), Maria Garretson (Proxy for Michelle Palton), Marquetta Zideck (Proxy for Emelita Weldon).

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

ADVISOR: Stephanie Flatt

VISITORS: Rose du Plessis, John Davis

REPRESENTATIVES ABSENT: Cami Allen (excused), Val Chappel (excused), Liz Gadsden (excused), Terry Torvinen (excused), Emelita Weldon (excused), Judi Hamilton (excused), Victor Atkocaitis, and Michelle Palton (excused).

I. Minutes

December 19, 2000 minutes approved with changes.

II. Legislative Protocol

Kendall Stagg and Ginger Miller provided the council with an introduction to the legislative process. Handouts addressing lobbying, how a bill is prepared, presented and passed, Assembly and Senate Rosters, etc. were distributed and discussed. Past performance ratings, established by SNEA based on how supportive and effective the legislators have been toward classified employees over the years, were given for each member of the Assembly and the Senate. If time allows, more information on this subject will be provided at the February meeting.

III. Chair's Report

Chair Helman spoke on the Insurance issue, she asked that you make sure the information is true before you forward the emails. Chair Helman asked the emails be informational to your constituents. Remember the internet/email used at work is only for work related issues.

Carole Anderson, Employee Development Specialist, has asked SEC to give an outline for the New Employee Orientation. Chair Helman asked for volunteers for 2 or 3 meetings to set something up.

IV. New Business

Committee Reports

Affirmative Action: Did not meet

Arboretum Board: Did not meet

Classified Employee Recognition: They have picked two winners for February.

Classified Employee of the Year:

Met for the first time on January 9th. The memorandum to All UNR Faculty and Staff was approved and sent to Printing/Mail Services for distribution along with the Nomination form. Nominations must be submitted no later than March 9, 2001 at 5:00 p.m.

Classified Staff Development Fund:

Date: January 17, 2001

Time: 11:30-12:30

Location: Jones Conference Room, Savitt

Present: Lisa Farmer, Marianne Fuller, Kathy Hoffman, and Diane Krutz

One application was reviewed and approved.

The application was for reimbursement of a text for an English course. Committee members agreed that the full amount requested would be granted, due to the importance of staff trying to grow professionally and academically. The applicant applied and was granted a fee waiver for one class and was paying for the other out of pocket.

A flyer was approved and sent to the Copy Center for copying, addressing and distribution to all staff. The Copy Center made an error and addressed the flyer to all faculty. Lisa Farmer contacted the Copy Center and asked for the flyer to be re-copied and sent to all staff. This was done, but was not sent due to confusion in Mail Services. Since the flyer did not reach all staff as requested by the committee, Printing Services reversed the all the charges. Although the flyer did not reach all classified staff, the word was quickly spreading and many inquiries had been made about reimbursement by staff.

A statement about the fund was sent to the Office of Communications to be published in the next edition of Nevada News. SEC Chair, Jodie Helman, contacted the committee regarding fund raising and the donation process. The committee should be receiving payroll deduction forms soon.

The committee will be sharing a table at Open House with the Educational Leave Stipend Committee. Applications, guidelines, and donation information will be available. The next meeting is scheduled for February 9, 2001 from 11:00 – 12:30 in the Central Services Conference Room

Compensation:

Met on January 9th and reviewed the legislative package. Chair Miller told the committee about an addition to the proposed legislative package which was approved by the SNEA State Board of Directors. The addition is that of a permanent training fund of \$10 million to be used for "continuing education" training which is required for licensed and/or certified personnel (i.e. social workers, psychologists, registered nurses, etc.) and for other training necessary for employees to adequately perform the duties of their job. It would also be used to reimburse an agency for costs associated with allowing employees to attend training, and it would create a "State Training Committee" with its members to be appointed by the governor. The committee felt this was a good addition.

Education Leave Stipend: Did not meet.

Facilities Planning and Management:

Food Services:

Matt updated the committee on the Wolf Perk Coffee House and the special blend/roast of coffee now offered. The new equipment is in place. Matt also reported on the Pacific Rim concept now open in the Cellar.

Francisco reported on the change from Blimpie to Upper Crust in the College of Education as well as the new manager and the snowboard giveaway at Taco Bell. The phone line for Peabody's at Getchell Library still needs installing. The power cord needs to be relocated.

Mike reported marketing efforts including free coffee at the Wolf Perk and crossover marketing among retail units across campus. A smoothie promotion will be coming soon.

Positive comments about retail operations included:

Burger King price changes were favorably received.

The transferability change to allow cash equivalency gives more flexibility.

Expanded hot food hours in the Cellar are appreciated.

The group agreed to focus on the following issues for this semester:

Examination of the burger concept in the Wolf's Den.

Food Service in the new Student Services Building.

Food Service in the new Library.

Summer call-in/express service.

A discussion about the relative effectiveness of coupons took place. Historically, they have not been very successful on this campus.

Some concerns about catering were raised. These will be discussed by a group including Chuck Lockhart, Michele, Mike, Russ, and Suzanne,

The next meetings are:

9:00 a.m., Friday, February 16 (burger concept on the agenda)

9:00 a.m., Friday, March 16

Gender Relations : Did not meet.

Parking and Traffic Board: Did not meet.

Safety:

The Safety Committee is still working on getting Safety Services at UNLV.

Facilities Management is adding wording to contracts as to "Contractors Obligations to Building Occupants."

Mold - Dr. Oberg is attending a conference at UNLV -it will be treated as asbestos - bagged and tossed.

Investigations under way about purchasing Automated external defibrillators - \$3K - \$5K each...maybe a grant could be found.

SEC By-Laws: Met and discussed first few pages of By-Laws. The next meeting is February 7, 2001.

SEC Luncheon:

Luncheon Confirmations:

Theme: 2001: A Space Odyssey

Date: June 19 or 20, 2001

Location: Lawlor Events Center Arena

Time: 11a-2p Ceremony to start precisely at 11:30am!
(Doors open and food ready at 11am!)

MasterS of Ceremony: Carol Ort and Mary Spoon (Faculty Senate Chair!)

Open House table: We will request a half table at the SEC Open House.

Room decorations/stage design: Discussed having laser pens (Committee Only for safety reasons), rockets, pictures. Flyer to go out to the Art Dept. students and to various sections of B&G.

Room layout/table assignments: Need to get from Lawlor.

Table decorations: Discussed "blow-up" Aliens, stress balls, stars & moons. Considering white table cloths with dark colored napkins.

Entertainment: person absent.

Photographer: No update.

Ushers: Discussed having six Faculty members to be our ushers!

Raffle prizes: Michelle reviewing the letters and the lists. Will meet with the Open House committee to "sort" prizes.

Advertisements and Programs: Lisa to provide samples at next meeting.

Certificates and clocks: Admissions and Records provides the certificate holders. Waiting for more information in regards to the clocks.

Food: Waiting for appointment with Lawlor and Marriott's.

Tickets: Waiting for appointment with Lawlor and Marriott's. Last day for sales?

Music: Lawlor can do music. Will discuss with them at the meeting.

Letters to VP's: Will be sent ASAP.

Need Letter from President: President grants administrative leave for this event. Need to request that one be sent out, preferably with flyer announcement.

Confirm use of Lawlor arena with Ashok's office.

Need to decorate photographer's area. Also need to decide where to have it.

Discuss number of entrances with Lawlor.

Discuss having the food in the hallway.

Contact the MCs and Teena. Invite Teena to next meeting and keep MCs up-to-date with progress, until around May.

Number of Podiums needed: discuss with MCs and Lawlor.

Letters to Presenter's need to go out. Remind Presenter's that they **MUST** purchase a luncheon ticket for themselves.

SEC Open House:

The committee members shared the information they had collected from the agencies on their contact lists. As of the meeting, 21 tables had been assigned. The committee is expecting to at least double this amount within the month. Committee members have stirred much interest about the Open House and expect to have a good turnout.

Lisa Farmer will be meeting with Personnel on January 30 to discuss the committee requests and solidify the participation of the services and information provided by Personnel.

A request is being made by the committee to get ink pens printed with Staff Employees' Council and a catch phrase printed on them.

The committee is attempting to track down the list of raffle prize donors and the form letter that has been used previously. Letters should go out requesting donations no later than February 16.

Flyers will be sent out to all faculty and staff the week of February 25 advertising Open House. Personally addressed invitations will be sent the week of March 5 to all staff. Design work on the flyers and invitations will be completed and available for review by February 2.

A follow up meeting has been scheduled for February 2, from 12-1 in the Cellar.

Special Interests: Did not meet. Kendall Stagg asked for Special Interest to meet with him after the meeting.

Web Page: Approved November Minutes on web.

Current Event page reflects President Crowley's honor by SEC.

Home Page lists current events on the Current Event page. Customer will see what events are listed there.

Open House 2001 listed on Current Events page. If the Open House Committee would like to submit a descriptive paragraph to me I will include that as well.

Employee of the Month for December listed on awards page as requested by Roxie Taft.

Ginger Miller submitted member additions to the Compensation Committee; I updated the committees' page with the new member names.

Working on rewrite of web site for new UNR web server.

Will have laptop for presenting web site at SEC Open House thanks to the help of Lisa Johnson.

Link on SEC home page to Senate and Assembly representatives.

The team decided to no longer waste time on researching past officers. The addition of the officer's names on the minutes will give us the information to build a good past officer's page from now on

Working Family Task Force: Did not meet

V. Old Business

Goals: Chair Helman informed the council of the goals already in process. Chair Helman has contacted the University and College counterparts. We are working together for this legislative session. Chair Helman has also talked with Steve Pomi, Director of the Wellness Center, in regards to payroll deduction for the Wellness Center. Steve Pomi is working on that issue now.

The By-Laws Committee is working on combining SEC committees and work is being done on a new SEC brochure. Work has begun toward acquiring a part-time SEC support person. Having this position would allow the SEC to do such things as expand the frequency and extent of information distributed to constituents through means such as developing a quarterly SEC newsletter and answering phone calls on a regular basis.

Lisa Farmer gave an update on the shirts. Just under half of the surveys sent out have been returned. Please return the surveys to Lisa no later than Friday, January 26, 2001.

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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