

**STAFF EMPLOYEES' COUNCIL
MEETING MINUTES
JANUARY 18, 2005
JOURNALISM BLDG., ROOM 304**

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

Representatives Present: Christine Arritt, Donna Brown, Peter Brown, Anette Christensen, Kathleen Coles, Catherine Fischer, Marti Fricano, Darley Jeppson, Vicki Krentz, Pam Moore, William Oberding, Betty Osborne, Valerie Pedroza, Jewell Radcliffe, Laura Ruud, and Kathie Stanfield.

Executive Officers and Representatives Absent: Donnie Andrews (excused), Susie Arrate, Chris Carver (excused), Ann Hoyle, Crystal Montecinos (excused), Theresa Moser (excused), and Phil Pert.

Advisor: Leslie Nady.

Guests: John Burnett, Affirmative Action
John Davis, Environmental Health & Safety, Training Coordinator
David Lee, Environmental Health & Safety, Occupational Safety
Georgianna Trexler, Administration and Finance

I. Call to order.

The meeting was called to order at 2:08pm.

II. Minutes from November 16, 2004.

The minutes were approved as written.

III. Guest speakers.

A. John Davis and David Lee.

J. Davis was asked to attend the Staff Employees' Council meeting to discuss the AED stations which are located on campus. There are nine public access AED stations and several buildings/departments have their own. The UNRPD also have AEDs in the patrol cars.

The nine public AEDs that are on campus were purchased with money supplied by UCCSN; it was a one time shot stated D. Lee. The cost for each unit was \$1,600 and it did require a prescription from Dr. Cheryl Hug-

English. D. Lee mentioned if a departments want to purchase the Zoll units at that price they would need to contact him in the EH&S Department.

J. Davis reported to the committee the Zoll units have now been approved for home use and the company is stating even a six year old could work the unit.

REMSA came to the campus and determined where the units would be best utilized. They took into consideration the amount of employees and students in the surrounding area and the older population. The units are located in white boxes and when you open the box an alarm will go off alerting people around there is a problem. There are cell phones in each box that will automatically dial 911; D. Lee stated the phone will not dial any other number. There is also equipment in the box, a mask, gloves and scissors, J. Davis commented this is for your protection against infections.

D. Lee commented that REMSA uses the same Zoll units that are on campus. If there is an incident on campus and one of our units are used REMSA can come and switch over to one of their units without any problem.

J. Davis demonstrated the unit and stated there is no way to injure someone by using the unit. The unit will guide you through the process; it will alert you on what needs to be done.

D. Lee mentioned the AED pads will sense if a person needs to be shocked; it will walk you through all the steps of putting on the pads, reading the patients vital signs and it tells you to step back and apply the shock or if the patient does not need to be shocked it will instruct you to do CPR. There is no way will it can harm either you or the individual you are administering assistance too.

D. Lee responded to a question from D. Keck where she wanted to know about training. Lee stated not to let that stop anyone from using an AED.

J. Davis reported it is very easy to use but people might feel safer using the AED if they had the training. CPR training is offered once a month either through the Red Cross or TMCC. There is a cost that is associated with their training. The Red Cross charges \$30.00 where as training here on campus is \$8.00. The UNRPD has an instructor and they only charge for the printed material you receive. There are no classes scheduled at this time, they do like to have 20 people per class. They would like to see two or three people per building trained on the AEDs. The training through Red Cross is good for one year and the American Heart Association is good for two years. The classes that are offered on campus have not only the AED training but CPR and First Aid. The classes run for four hours.

Several committee members stated they would like more information on the training; J. Davis asked they contact him.

The SEC thanked both J. Davis and D. Lee for presenting the information to them.

B. John Burnett.

J. Burnett reported on a new poster that will be posted at every major entrance way of every building on campus. J. Burnett will be doing a walk through with Facilities to determine the best location. The size is approximately 3 x 4 and are under plexi glass. They will be installed in two to three weeks.

The information on the posters will be telephone numbers of Affirmative Action, EEOC, and health information. These posters should not replace the posters your department already has in the copy rooms or the hallways that are required by law to post. You will still be required to post them. J. Burnett stated if you have the posters covered up you are not in compliance with the law.

IV. Committee Reports.

A. Administrative Action Manual Review.

P. Brown reported there was a meeting on November 18th. The meetings are held the last Thursday of the month in the Media Room #9 in the Getchell Library. Topics that were discussed at the last meeting were general employment, hiring terms, affirmative action, and grant in aid. Brown suggested inviting Gena Jones to attend the March meeting.

B. Arboretum Board.

No meeting was held in December and the next scheduled meeting is January 25, 2005.

C. ASUN.

The next scheduled meeting scheduled for January 19, 2005; there is nothing to report at this time.

D. Balloon Race Committee.

This committee is adjourned until spring/summer of 2005.

E. Classified Employee of the Month and Year.

The classified employees of the month for February are Brian Draper and Nichol Little.

F. Classified Staff Development Fund/Educational Leave Stipend.

The committee will be doing a CD with recipes on it instead of a printed cookbook to save on expenses. D. Keck asked the council if anyone had a favorite recipe to forward it to her.

During the Wolf Pack football and basketball games the committee will be working a concession stand and the proceeds will go into the Development Fund.

Chris Carver is working with the bookstore regarding a Wolf Pack wrist band that could be sold to benefit the fund.

D. Keck mentioned two committee members have left and she is asking for volunteers.

G. Compensation Committee.

The committee did not meet.

H. Facilities Resource Committee.

D. Brown reported the committee did meet on January 11th. The meeting was very short as many of the members were unable to attend.

A new bid has been requested for the Luce & Son property.

Don Hardesty from Anthropology was present to make a formal request for additional space. Professor Hardesty commented on the Anthropology Department that has 40 years of accumulation of research that needs to be stored. The department currently has storage space in the Fox and Sage Buildings at the Stead Facility. The Anthropology Department is issued public land permits from the Federal Government and one of the conditions to receiving the permits is they must maintain artifacts. Currently UNR maintains all their artifacts. If UNR was unable to maintain the artifacts they would have to use a depository which would cost \$600 to \$1,200 per cubic feet. In the Fox Building there is approximately 1,500 cubic feet of artifacts and in the Sage Building there are 500 cubic feet. The committee agreed it is too expensive to have the local Nevada State Museum maintain the artifacts.

Chair Vreeland suggested Professor Hardesty look into the basement of the Sage Building. At the present time it is being used for storage which could be moved. Professor Hardesty mentioned the basement could be beneficial because of the lack of windows it could save some of the artifacts that might be damaged by sunlight.

Chair Vreeland will investigate the issue of space at the Fox and Sage Buildings and report back to Professor Hardesty.

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

I. Faculty Senate.

Chair Jackson-Davis reported the committee did meet in December. They discussed raising fees at Lombardi Recreation, health insurance and the Michael Moore visit and freedom of speech.

J. NCAA Certification Self Study.

Not meeting at this time.

K. Parking and Traffic Board.

Kathleen Coles commented on the Parking and Traffic Board meeting which was held on December 6, 2004.

Tabitha Maher, a graduate student in Environmental Health & Safety gave a presentation proposing an off-campus shuttle for transporting students, faculty and staff to campus from identified “hot spots” that is, neighborhoods where there is a good number of people living who commute to UNR. She has researched other universities where this is done and has identified possible funding sources for such a project, such as Grants from the EPA and NDOT.

Melody Bayfield pointed out that we do have a shuttle to and from the Sterling Village Apartment Complex. Sterling pays the university \$20,000 to fund the shuttle operation and the students pay \$65 per year to ride. These students are allowed to park their cars on campus in the evening when the shuttle does not operate. The free Sierra Shuttle from downtown to campus was also mentioned and Bayfield stated there should be students that consider parking in the casino parking garages and riding the free shuttle to campus.

Katy Flynn of Fehr & Peers Consultants discussed with the board parking plan goals and the mission statement and an upcoming parking preference survey.

After discussion the mission statement for the parking plan was amended to read as follows:

“Our Mission is to provide safe and efficient campus parking and alternative transportation services that meet and support the parking and transportation needs of the campus and surrounding community and support the missions of the University. This mission is consistent with the Parking and Master plan principles adopted by the University Parking and Traffic Board and encompass the existing parking policies.”

The title of the “UNR 5-Year Campus Parking Plan Goals” was changed to “UNR Campus Parking and Transportation Plan Principles.” The goals were reviewed, and it was suggested that they be re-worded to be more measurable. Coles will provide the council members with a copy of the revised goals after the next meeting which will take place January 24, 2005.

The Parking Preference Survey will provide feedback on issues such as making the campus more pedestrian friendly, the possible implementation of a transportation fee, changes in campus shuttle routes, the bus pass program, and other issues. A draft of the survey will be provided to the Parking Board before it is launched in the campus community. Melody Bayfield will be getting feedback from all campus constituent groups about parking and transportation goals.

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.

The committee will resume meeting in early spring; C. Carver is working on the date of June 21st, 2005 as the luncheon date.

O. SEC Open House.

The Open House will be held on March 30th, volunteers are needed for set up and tear down. The theme will be University of Nevada Reno - A Bigger Vision.

P. SEC Web Page.

Vickie Paul has been updating the web page with pictures of the council members and she asked if there are any changes to email them to her.

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

Nothing to report at this time.

R. Working family Taskforce.

Committee did not meet.

S. University Disability Resource Coalition.

The committee met on January 11th. The committee toured the Disability Resource Center and was very impressed; it is a very small computer lab where five students scan all the information that is needed by students with disabilities. There are students on campus that need books in brail and those who are hearing impaired that need their books on CDs.

T. UPC.

The UPC did meet and they discussed the broad resource needs and how to prioritize them university-wide. They also discussed the pressing need for space and what strategies they might use to address them (e.g. private fund raising).

The next scheduled meeting is Monday January 24, 2005. They will continue to meet on Monday afternoons this spring, although various schedule constraints led them to switch the regular time to 2:30pm-4:30pm.

V. New and Old Business.

A. New traffic light.

The council discussed the new traffic light at 15th and Virginia Streets and how the new light makes it easier to get on Virginia.

B. Next meeting.

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

Without further comments the meeting was adjourned at 3:15pm.