

Minutes
Staff Employees' Council Meeting
Tuesday, January 15, 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, Judi Hamilton, Lisa Johnson, Audra Knight, Michele Krick, Diane Krutz, Raymond Needham, Demonsthenes Papaeliou, Lori Rountree, Valerie Thomas, Terry Torvinen, Peggy Troupe, Emi Weldon, Eve Welker, Linda Wong, and Diane Yohey.

Representatives Absent: Connie Rehard (Teri Rodrigues/Proxy)

Advisor: Stephanie Flatt

Guest: Mark Kaufman, SNEA Staff

I. Approval of December Minutes. Approved.

II. Chair's Report:

a. The SEC Executive Board met and discussed the five candidates for Public Employees Benefit Program (PEBP) open position for a board member. The SEC board gave their picks to Patty Chambers in Faculty Senate. Of the five candidates, the three chosen were Mr. Chuck Price (ASUN Director), Dr. Jacque Ewing-Taylor (Research & Education Planning Ctr), and Ms. Jeanne Wendel (Economics) through Faculty Senate. SEC picked Dr. Ewing-Taylor, Mr. Chuck Price and Ms. Penny Jenkins (Cooperative Extension). These candidates are all qualified and we hope to get a UNR representative for the PEBP Board.

b. Chair Miller stated our (SEC) purpose was to become more visible on campus, and we used to have a newsletter that went out every quarter. Chair Miller would like to implement the SEC newsletter again. Discussion was brought up to send the first one out with the BCN Quarterly news if possible. Advisor Stephanie Flatt did not see any problem with that, but will check to see if it is possible. Eileen Aragon volunteered to put the SEC Newsletter together if committees would send her information.

c. Chair Miller brought to our attention regarding Volunteers in Public (VIP) that Colorado State does. The Colorado State staff workers receive 5 hours of leave to help volunteer in other areas i.e. grade schools, etc. After discussion, there is

something here on campus regarding VIP. It is directed more for the students to volunteer.

III. **Old Business:**

a. **Shirts/Logo:** Kathy Hoffman and Eileen Aragon brought in drafts of logos for the council to choose from. Kathy Hoffman brought in different styles of shirts and books from Blue Moon. The council chose a logo from Eileen Aragon's draft and a short sleeve shirt with no band around the sleeve from the Blue Moon book.

b. **Policies and Procedures:** Chair Miller would like for each committee to come up with better descriptions/policies and procedures for incoming representatives to view before picking a committee. The drafts need to be sent to Chair Miller by February 8, 2002 so the executive board has a chance to go through them before the February meeting.

IV. **New Business: Committee Reports**

a. **Administrative Manual Review Board:** Did not meet.

b. **Affirmative Action:** Did not meet.

c. **Arboretum Board:** Working on a project in hopes to bring more money into the committee.

d. **Employee of the Month/Year:** Both groups met together for the first time. There were no employees of the month, the committee discussed what needed to be done for employee of the year, letters.

e. **Classified Staff Development Fund (CSDF)/Educational Leave Stipend:** Discussed the fund and made a plea for more donations. We had a few forms that were filled out by some of the council members and given to Emi. The council did ask the committee to give a report about how much we have given out to fellow classified employees each month. The Educational Leave Stipend part of the committee is working on getting caught up where the committee in the past left off.

f. **Compensation Committee:** Did not meet.

g. **Faculty Senate:** Met, check website for minutes.

h. **Parking & Traffic Board:** The meeting held December 6, 2001 primarily centered around the disabled parking fee topic. The Parking & Traffic Board approved the addendum to the Five Year Parking Master Plan which is located on the Parking Services website.

i. **Student Services Food/Retail Dining:** The whole campus is going to Pepsi.

j. **Safety Committee:**

k. **SEC Bylaws:** Did not meet.

l. **SEC Luncheon:** Date to be discussed at the next meeting. Possible room decorations: clowns and balloons. Entertainment: Clowns. Food: Beef and Chicken Shish Kabobs with rice and buttered red potatoes, green and fresh fruit salad, berry lemonade and ice tea. Popcorn on the tables, dessert: Make your own sundae bar! Stage setup: Ask B&G to make us a 12' clown drape. Photographer: UNR? Tickets: Lorrie to draft up a design and present to us at the next meeting. Goal: Have them ready by Open House in March! Table decorations: Diane will create and advise. Colors: Red, yellow, blue, and green. White tablecloths with center diamond of the row color and alternate colored napkins: Red center diamonds with blue, green, and yellow napkins, etc. Mirrors will be inside of the center diamonds. "Gifts" possibilities: bean bags made by boy/girl scouts and home made bubbles by girl scouts. Raffle prizes: Peggy McGraw to coordinate where Open House leaves off...Ushers: SEC members (or guest clowns). Floor layout: Same as 2001 (with stage, food tables, and guest table setups) Master(s) of Ceremony, Lorrie to do flyers. Open House ticket sellers: Peggy McGraw and Lorrie. More needed, Dani Chandler will coordinate the awards. Neileen and Hillary Dashiell will coordinate certificates! MC's gift: Cookie bouquet. Next meeting Friday, 2/1/02 at noon in JTSU room 244.

m. **SEC Open House:** The planning of the Open House is going well, we are working on getting vendors from last year, plus a few others. We need the help of the council to find out about their committees; do you want a table? ½ a table? Do you need electricity? Etc. Please email or call Audra Knight, Chairperson with your response.

n. **SEC Web Page:** The approved November minutes are on the web in PDF format. The change in meeting day for January is posted on the Meeting Schedule page on the SEC Web site. Web Committee working on Policy. January Agenda posted on web.

o. **University Disability Committee:**

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

q. **UPC:** Please keep up with the emails, webpage and voice your opinion when given the opportunity.

Prepared by:

Jodie Helman
Secretary

Approved by:

Ginger Miller,
Chair