

STAFF EMPLOYEES' COUNCIL

June 19, 2007

RSJ 304

2:00-4:00 PM

Executive Officers Present:

Melanie England, (Vice Chair), William Oberding (Chair), Erin McGarvey (Relations), Valerie Pedroza (Treasurer), Lisa Taylor (Secretary)

Representatives Present:

Christine Arritt, Jennifer Booth, Bill Borges, Scott Brown, Lana Caddel, Theron Flavin, Catherine Fischer, Tatiana Gouem, Iris Hochschild, Jennifer Laslo, Michael Leonhard, Brent McCarty, Sherry Olson, Betty Osborne, Andrea Pearson, Christina Rust, Joanne Tully, Beth Wood

Executive Officers and Representatives Absent:

Donnie Andrews (excused), Peter Brown (excused), Anette Christensen (excused: Proxy: Valerie Pedroza), Lisa Dutra (excused), Jeanie Pratt (excused: proxy: Beth Wood), Jimmie Ralls (excused)

I. Call to order. Pledge of Allegiance.

The meeting was called to order at 2:10 p.m.

II. Approval of May Minutes

Minutes for May 2007 are approved with revisions.

III. Committee Reports

A. Administrative Manual Committee

The committee met on May 31, 2007. The topics of discussion included:

- The Course Buyout Policy was approved by the President and the Administrative Manual has been updated.
- The Leave Policies for Faculty and Staff, The Responsibilities of Academic Faculty When Absent, and the Sick, Family Sick, Child Rearing, and Family Medical Leave Act are still awaiting approval from the President before the revisions can be included in the manual.
- The Employment Policies for Faculty are pending until the committee can review the revisions.
- The Departmental Bylaw Review Process was approved by the committee since the Faculty Senate approved the final revision. This summer, ideas to standardize the Bylaw Review Process will be studied. After it is certain that

the manual follows the University's ByLaws, it will be forwarded to the President for approval. A committee will be set up to help define the purpose and structure of the manual. This matter is moved to pending until after September 1, 2007.

- The University system policy on Compensation Time for Overtime Worked will be changed to reflect that it is a System Policy as opposed to a University policy.
- New Business: Revisions were introduced to indicate who has signature authority to sign financial documents. The committee recommended its approval and will forward the revisions to the President.
- In Deposits of Cash Receipts, Wells Fargo was changed to Bank of America and wording will be revised to reflect the change of the word "should" to "must" regarding checks being sent through campus mail.
- Revisions were made to Facilities and Administrative Rates that resulted from new negotiated rates that would be retroactive to July 1, 2006. The committee recommended approval from the president.
- In the Food Services Section: language from the University and Compass Group or Chartwells was added to discuss the exemption of Student Organizations from the contract. The committee recommended its approval and will forward it to the President.

B. Affirmative Action Committee

This committee did not meet.

C. Arboretum Board

This committee met and discussed two main issues:

1. Plantings by the Planetarium: this includes a full range of variety which will bring in different plant life to campus such as Choke Cherry, Harvest Gold Linden, Red Horse Chestnut, Weeping Red Jude Crabapple, and June Snow Dogwood.
2. Proposal for the Student/Staff/Faculty Memorial which will be located at the NE corner of Manzanita Lake will be presented to Facilities for review/revisions.

D. ASUN

This committee did not meet.

E. Athletics Advisory Committee

This committee did not meet.

F. Balloon Race Committee

The committee met on June 5, 2007. The new pin design was approved and sent to print. They will be sold for \$5.00 each. Blue tickets will also be sold for \$5.00 each for a raffle to win a trip with Athletics. White tickets are being sold for a general drawing.

G. Benefits & Compensation Committee

The committee reports that:

- SNEA is now referred to as AFSCME Local 4041
- Three privatization bills were defeated in the legislature
- December employment management topic is pending
- COLA was approved for 2% in July 2007 and 4% in July 2008
- GASB Liabilities was addressed
- PEPB Retirees/Actives benefit from the new bill SB544
- Employees with the PERS premium increase on employer paid will not recognize the increase in COLA this year due to an adjustment that resulted from a PERS audit. Leslie Nady in BCN HR is available to clarify the PERS Audit process. She can be reached at 784-1255.

For more information on SNEA/AFSCME Local 4041 you may visit the website at:

<http://www.snea.org/>

H. Classified Employee Recognition Program

The committee met on June 6, 2007. One individual was selected to be recognized as employee of the month. A request for nominations was sent out as a campus announcement.

I. Classified Staff Development Fund / Education Leave

The committee did not meet and will not meet again until the end of August 2007. The next meeting will be held to determine a new chair and what fundraisers the committee will participate in.

The airline raffle that is held each year at the Employee Luncheon is always a good source for fundraising. This year, the raffle yielded \$1249.00. There is currently approximately \$4000.00 in the Classified Staff Development Fund.

J. Committee on the Status of Women

No report given.

K. Elections Committee

The committee met on June 4, 2007. The divisions that were eligible for a new representative were issued ballots which were returned to Donnie Andrews in Human Resources. The committee met to count the ballots and determine which individuals had the largest number of votes for each division. A list of at least 3 employees with the highest number of votes for each division was sent to Georgianna Trexler in Administration and Finance for review before the list is sent to the President for selection.

L. Facilities Resources Committee

The committee met on June 12, 2007. Topics of discussion include:

- The Fire Marshall approved the basement of the Nelson Building for use as offices. Criminal Justice and the School of Medicine have expressed interest in the facilities.
- Exterior signage for the Joe Crowley Student Union and Lawlor Events Center was discussed with a proposal put forward to have a sign and reader board for each building. Suggestions were made to place the sign for the Crowley Student Union further south from the existing Lawlor sign. The new Lawlor sign would be placed to the north of 15th Street or against the building. Vendor advertising on the signs is a concern.
- Information kiosk was supported for the 15th Street entrance which will become the new entrance to the university.
- Awnings for the entrance and two windows for Food Service in Juniper Hall were approved.
- Getchell Library: future occupancy is uncertain due to structural deficiencies. If the classification for occupancy is changed it will be required to bring the building up to current code. Renovation to meet code requirements is estimated at \$43 million. A new building is estimated at \$65-\$75 million. Once vacated, temporary occupancy of the building will only be available until January 2009.

M. Faculty Senate

This committee did not meet.

N. Parking and Traffic Board

This committee did not meet.

O. Police Advisory Board

This committee did not meet.

P. Police Services Board of Professional Standards

This committee did not meet.

Q. SEC Bylaws

The Bylaws are currently in the Administration and Finance Office for review by Georgianna Trexler. Once approved, they will be sent to the Presidents Office for signature. Once the president signs the Bylaws, they will go into the SEC Binder and will not be reviewed again until 2009. The Bylaws will be reviewed every other year.

R. SEC Luncheon Committee

The committee had 200 people who attended the June 1st luncheon with 3 retirees who came back to campus to be recognized. President Glick stayed through the entire function and handed out awards. This committee met for the final time this year and decided upon sending out a survey for comments and suggestions in the hope of revitalizing the yearly luncheon. This year the committee:

- o Came in under budget
- o Recognized the event as a success
- o Is checking into booking space in the Joe Crowley Student Union for next year's event
- o The committee will approach Ron Zurek to see if money saved on catering / room rental space can be re-routed to help pay for a set number of lunch tickets to help encourage attendance

S. SEC Open House

This committee did not meet

T. SEC Web Page

The SEC web page was created in Front Page and Erin McGarvey is currently working on it using Dreamweaver. Erin is working on getting everything up-to-date such as employees of the month, meeting minutes, committee member information, etc.

U. Student Services Food / Retail Dining & Catering Committee

No report given.

V. Student Union Advisory Board

This committee did not meet

W. Work and Family Taskforce

The committee met on May 23, 2007.

1. The Work & Family Taskforce has a new representative from the GSA, Paula Valencia-Castro. Amber Brookshire is our new representative from ASUN, but wasn't able to attend the May 23rd meeting.
2. The WFT needs **two** members to step up as co-chairs for the 2007-08 year. Members who are interested to serve please let Michael Coray (mcoray@unr.edu) know.
3. The WFT will continue to meet through the summer months (12:15-1:15pm in the Phillips Conference Room on the fourth Wednesday of each month). The next meeting will be on June 27.

X. University Disabilities Resource Coalition

The committee met on June 12, 2007. The main topic of discussion was to reduce duplicity of effort and work together.

- o A new law has been put into motion as a legislative change for sign language interpreters. It will be considered a law instead of certification.
- o A committee was formed to get disabled students more involved on campus and in campus clubs.

Y. Emergency Planning Advisory Committee (EPAC)

The committee met on June 14, 2007. The topics of discussion included:

- Chair Todd Renwick updated the University Police Services section by saying that the University had no major incidents that concerned the University Police in the last month. He also reported that the exercise for Pandemic Disease Outbreak that was conducted by the university went very well.
- Discussion: The Virginia Tech incident brought attention to the importance of using the different layers of communication that are needed to notify the campus community of potential dangers.
- An update was given (Robert Cullins, Environmental Health & Safety) on the excavation plans of several building that have been worked on. Literature on evacuative chairs to help evacuate disabled persons from a building was distributed.
- The committee was introduced to Scott Youngs, Project Coordinator for the Americans with Disabilities Act for the University. He will join the committee and add his expertise in aiding those with disabilities in the event

of a crisis including strategies such as “buddy assistance” and “building sweepers”. Grants are needed to purchase evacuation chairs.

Z. Occupational Safety Committee

The committee met on June 11, 2007. Topics of discussion included:

- In Incident Reports, the committee discussed injury caused to an employee as a result of tripping over raised concrete. The committee discussed the feasibility of repairing all sections of raised concrete that could pose a hazard. The repairs are costly, however, the Americans with Disabilities Act has provided a budget to repair the most serious and potentially dangerous areas that need to be repaired.
- The Chair of the Committee, Steve Djukanovich, spoke to a representative of Greek Life regarding training in life and safety. They have expressed an interest in training as a result of upcoming events.
- The Annual Report that reviews job-related accidents that occurred during the last calendar year is awaiting approval from management before it is released.
- Discussion: Student Employees should receive the same training regarding safety issues that would be presented to any other employee type. Guidelines should be placed within a Student Employment Orientation packet upon hire.

IV. Guest Speakers

Pamela Haney, Ombudsman 2:25 pm – 2:40 pm

Pamela Haney joined the UNR campus in April 2007. She comes to UNR from Illinois where she served as the Dean of Liberal Arts at Moraine Valley Community College as well as serving as Dean of Academic Services at the college which included the same mediation skills and ability to resolve conflicts that she brings to UNR as the new Ombudsman.

Pam’s office is located in the Journalism Building (Room 106) and she works independently, reporting only to the president. She will prepare a general report for the president once yearly but will not include specifics about employees or a situation. Her job is to remain neutral and impartial and to help resolve conflict. She does not advocate any action one way or another and she does not change policies, however, she does act as a change agent to help better a process. Her role is to resolve conflict before it escalates. She does not participate in grievances and cannot testify on the behalf of an employee. She will only speak on another’s person’s behalf with permission from the employee. She serves as a resource to direct faculty and classified employees to the proper person to contact and operates in a highly confidential manner. She promotes a fair and respectful workplace for all parties.

Pam has a website forthcoming that will provide more information on how she serves the campus. Currently, she is on campus Monday and Wednesday from 8:30 a.m. ~

3:30 p.m. and on Thursday's from 8:30 am ~ 4:30 a.m. Her direct phone number is: 784-1171.

Pam opened a questions and answer session with the SEC Committee:

Q: What is your official relationship with Human Resources and the EO/AA Office?

A: I work independently to resolve conflict. If there is an issue that needs to be referred, for example, a claim of sexual harassment, I will refer the employee to the proper office to report the incident.

Q: Could you advise an employee on a procedure... and then the employee would make the decision on how to proceed?

A: Yes, that is correct.

Q: Do you meet visitors outside of the office?

A: Confidentiality is important. If the visitor feels more comfortable meeting somewhere else, I will meet them outside of the office as long as it is on campus and during work hours.

Q: How different is your role from Janet Damschen's role in BCN HR? Do you handle different situations?

A: I am the first, informal step an employee would take to resolve a conflict before contacting Human Resources or filing a grievance. The process is more formal in Human Resources.

Q: How will you let the campus know that you are here and what you do?

A: An article has already been published in Our Workplace announcing my arrival on campus. It is my plan to visit different campus committees/meetings on an individual basis, and I have a website that will be launched soon.

Sarah Ragsdale – President of ASUN 2:40 pm ~ 3:00 pm

Sarah provided an overview of the new elected officers and what they are moving toward this year.

- A large part of the focus is the strategic planning for the move from “Jot to Joe” since most of the inhabitants of the Jot Travis Student Union will be re-locating the Joe Crowley Student Union.

- The ASUN is working on the introduction of a new marketing firm and the new brand / collegial feel that they are promoting for the campus. They are working on improving campus culture so everything a student might want will be available on campus for a 24 hour a day / 7 day a week life.
- Working on a summer reading program
- There are two new positions: an attorney general position to represent the students, and a president for the cabinet for this year. These positions will work on helping to created student diversity as our campus grows.

Q: What are the qualifications for an attorney general position in the ASUN?

A: Following the Regent’s code, this position is a learning position for students to help create a decision making process as opposed to making snap decisions. This student employment opportunity is a 20-hour per week job.

Q: What are examples of how the ASUN plans to enrich the campus?

A: There are long and short term goals. There is a huge emphasis on bigger events, lecture series, bigger concerts, bigger speakers, and increasing the number of clubs and organizations (currently there are 195 clubs/organizations). The goal is to maximize the bigger space now that we have it. ASUN is trying to give the students resources for smaller events and promoting a 24-hour culture as well as maximizing the relationship with residence halls and improving athletic events.

Q: What about outdoor activities?

A: There is space at the south entrance of Lombardi that is designated specifically for barbeques and outdoor movies. The space will be available for use once the Knowledge Center is complete.

Indoor programming space will change the way we think about events on campus.

Q: Is “high-tech”, “state-of-the-art” high on the list of “wants” from the students?

A: Yes. The new Joe Crowley Student Union is a green building purchased by the students and is seen as very valuable to the campus community. We will be able to invite the public to use the facilities on campus which sends the message that we value keeping the students on campus.

VII. Open Discussion

- Christine Arritt is passing the baton for duties as Secretary to Lisa Taylor for the remainder of this session. Lisa has been serving as the alternate during Christine’s term.

- Nominations for executive officers is coming up, so the SEC Committee Members should take into consideration who they will nominate. Current nominations for the positions have been submitted and the committee will vote at the July meeting. The committee was asked to review the following nominations and add to the nominations as needed at the July meeting.

Current nominations are:

- ✓ Chair: Melanie England, Theron Flavin
 - ✓ Vice Chair: Melanie England, Theron Flavin
 - ✓ Public Relations: Erin McGarvey
 - ✓ Treasurer: Mike Leonhard
 - ✓ Secretary: Lisa Taylor
- Melanie England reported that a tour of the new Joe Crowley Student Union is not available at this time, but she will let the committee know when they are able to take a tour. When the committee is invited for a tour, 10 people will be able to go at one time. Closed toe shoes are required and hard hats and goggles may be necessary.
 - Child Care Request for Proposals (RFP) Committee met once and hasn't been contacted since. It is not expected that they will meet again. The thought that was put forth was to get a well known child care facility (for example: La Petite Academy) near campus to help with child care issues that were acknowledged in morale studies. The type of proposal that is being researched would include renting the land for such a facility at a much discounted rate so the savings in land rental could be extended to university employees who would benefit from having the option of child care services near the campus.

VIII. Next Meeting

July 17, 2007
2:00 p.m. ~ 4:00 p.m.
RSJ, Room 304

Meeting adjourned at 3:30 p.m.