

**STAFF EMPLOYEES' COUNCIL
MEETING MINUTES
MARCH 15, 2005
JOURNALISM BLDG., ROOM 304**

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

Representatives Present: Donnie Andrews, Christine Arritt, Donna Brown, Peter Brown, Anette Christensen, Kathleen Coles, Marti Fricano, Darley Jeppson, Vicki Krentz, Crystal Montecinos, Pam Moore, Theresa Moser, Betty Osborne, Valerie Pedroza, Phillip Pert, Jeanie Pratt, Jewell Radcliffe and Laura Ruud.

Executive Officers and Representatives Absent: Chris Carver (Secretary) excused, Catherine Fischer, Ann Hoyle and Kathie Stanfield.

Advisor: Leslie Nady.

I. Call to order.

The meeting was called to order at 2:05pm.

II. Minutes from February 15, 2005.

The minutes were approved as written.

III. Old Business.

Chair V. Jackson-Davis introduced the newest SEC member Jeanie Pratt.

Regarding upcoming speakers, Chair V. Jackson-Davis stated Buzz Nelson will speak on current campus projects at the April meeting. In May President Lilley will report on campus updates and there will be a question and answer session, also attending will be Joe Goodnight who will speak on the USAC. No speaker has been determined for June because the annual luncheon will take the place of our regular meeting. Bruce Shively will address budget issue and discuss how things are prioritized and Provost Frederick will comment on the strategic plan and give an update on campus affairs. In August the council will have a retreat.

IV. Committee Reports.

A. Administrative Action Manual Review.

P. Brown reported the committee did meet on February 24, 2005 where they discussed changes in the Risk Management Policy. There are several changes that will be made and Brown suggested Gena Jones be invited to attend a meeting to explain all the changes.

B. Arboretum Board.

Jeppson stated the board did meet on February 22, 2005 and they still do not have a new drawing for the Faculty, Staff & Student Memorial. Bill Mize received information from the Four Seasons Company that the aluminum roof design will support 40 pounds per square foot snow load which is more than enough for our area.

The Rosella Linskie Memorial is in progress and B&G will plant Silver Buffalo Berry this spring.

Jeppson reminded everyone the 2004 Arbor Day celebration will be held on April 29th. There will be a tree climbing demonstration during the graduate student's barbeque at noon in the quad area. The Nevada Division of Forestry has 100 trees that will be given away during the Arbor Day celebration.

C. ASUN.

P. McDonnell reported they held student elections. They also discussed a satellite work out center other than Lombardi on the south end of campus. They are looking into the JTSU Bookstore as it has over 7,000 square feet. White Pine Hall has a work out center but it is only for students, faculty nor classified are allowed to use the facility.

D. Balloon Race Committee.

Chair V. Jackson-Davis mentioned the committee did meet and discussed the selection of sub-committees that will work on pin design, ticket sales and the scholarship.

E. Classified Employee of the Month and Year.

P. Pert stated the committee chose the employees of the month of April they are Connie Archambeau from Women's Study and Samantha Hoole from the College of Ag.

F. Classified Staff Development Fund/Educational Leave Stipend.

D. Keck reported there were 18 applications and they were able to pay for 17, the other one the committee needed more information. The balance as of February 1st was \$2,078.48.

The committee decided to reimburse in full those employees requesting amounts under \$100.00. The maximum reimbursement was \$125.00 the committee also decided that reimbursement amounts would need to be discussed every time applications were reviewed. The amount to be reimbursed will always depend on the amount of money in the fund.

A total of \$1,538.18 was paid out which leaves a remaining balance of \$540.30.

There were no applications for the Educational Leave Stipend.

The next scheduled meeting is March 16th at 11:00am.

G. Compensation Committee.

The committee did not meet; they will meet on March 17th.

H. Facilities Resource Committee.

D. Brown mentioned the committee did meet on March 8th. They reviewed projects over \$25,000.

They are still waiting for the appraisal for Luce and Son. The building would be ideal for storage and office space if the University is able to obtain the property.

Dr. Lupan commented on the survey that was sent out by the Facilities Department. There was some concern about putting their account numbers on the paper work and then submitting it to Facilities. The School of Medicine asked for the survey to be in an excel format where they could place the information and then submit it electronically. A new form will be transmitted within a week; Facilities will then compile all the information.

School of Medicine has several remodels in progress. They have several grants that have been submitted and more remodeling will be conducted if the grants are secured.

The Anthropology Department has requested more space at the Stead facility, Chair Vreeland indicated the space will be combined after the new fiscal year.

I. Faculty Senate.

W. Oberding stated the Senate did meet on February 17th. President Lilley was in attendance where he discussed the campus master plan and the evaluation process.

Oberding made a formal request to the Senate to obtain a permanent physical seat next to the other Senate members. Oberding received a memo from Leah Wilds, Chair of Faculty Senate, stating the request had been denied as they would be setting a precedent out of which problems might arise down the road.

The President has narrowed the search committee for the VPR and Dean of the Graduate School from 14 to 10 members.

J. NCAA Certification Self Study.

The committee is still waiting word on the change to Intercollegiate Athletic Board.

K. Parking and Traffic Board.

Kathleen Coles reported a parking enforcement officer demonstrated the machine that is used to produce and print parking citations. Understanding how tickets are given helps in deciding parking appeals.

The parking survey was put online March 14, all should receive an email regarding this issue. If you fill out the survey will may be entered into a drawing for an IPDO.

The committee discussed the following proposals for the parking plan.

1. Equality in paying for campus parking. All users should pay; this would include visitors to the Planetarium and those who park on Valley Road.
2. Events held on Friday evenings and weekends could be a discount rate as there is less demand for parking at those times.
3. A golf cart policy to restrict transport and parking, golf carts cause problems when they block pedestrian walkways.
4. Three new sidewalks are proposed, Evans Avenue, East Stadium Way and the Church of Fine Arts.
5. More lockers are proposed for bicycle riders for a \$20 a year fee.
6. Increase from 4 to 6 shuttle drivers operating during peak times.

Melody Bayfield has received a letter from Circus Circus granting permission to University employees to utilize up to 50 parking spaces on the top two floors of either of the two parking garages that belong to Circus Circus. This is free parking, and you can take the free Sierra Spirit to campus or walk. This will start Fall 05 or this summer if there is interest.

The parking board will meet two times in April and again in May if needed.

L. Police Services Board of Professional Standards.

This report can not be shared with the council.

M. SEC Bylaws.

Did not meet.

N. SEC Luncheon Committee.

Council member unavailable for comment.

O. SEC Open House.

The Open House is scheduled for March 30, 2005 in the JTSU Auditorium. T. Moser reported all the vendor tables are full. The theme will be University of Nevada Reno A Bigger Vision Watch Us Grow. This will be a construction theme with saw horses and caution tape. The food will be make yourself sandwiches, chips, cookies and lemonade.

Tote bags will be given away again this year but the donations are coming in slowly.

P. SEC Web Page.

Vickie Paul mentioned it has been a struggle getting caught up since the migration to another server. There are over 400 pages on the web so it will take sometime.

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

Jewell Radcliffe the committee did meet March 4th, the Overlook is doing well. Russ Meyer, chair of the committee, would like to come and address the council at some point in time.

R. Working Family Taskforce.

Laura Ruud stated the taskforce did meet and discussed the evaluation of President Lilley, only 7% of evaluations were completed.

They are still working on the letter to the President.

S. University Disability Resource Coalition.

The coalition did not meet their next scheduled meeting is April 12.

T. UPC.

The council member was unable to attend the previous meeting.

V. New Business.

The Executive Council did meet last week with the Board of Regents to review the President's evaluation. Several confidential points were discussed about the President's performance.

W. Oberding mentioned while at Faculty Senate the comment was made that the SEC did not invited President Lilley to attend their meetings.

Chair Jackson-Davis commented that Joyce King does the President's calendar and he has been asked to be a speaker at the May or July meeting and has been scheduled for May. The President has been asked to give the council an overall update on campus affairs.

L. Nady stated that one of her co-workers had a very positive encounter with the President on a flight from Las Vegas and was able to candidly share comments about her department.

C. Arritt reported she has attended one of the monthly Wolf Perk luncheons where students are invited to attend a meeting with the President. This is a time when students can freely ask the President questions in an open forum format and has been a very positive experience for the students.

The old Safety Council was mentioned and D. Brown commented the Council had been dissolved sometime ago. There are five new committees that have been formed from the one council. Occupational Safety Committee, Emergency Planning Advisory Committee, Laboratory Safety Committee, Biosafety Committee and the Energy and Environmental Committee are the new committees. The council discussed having someone from the SEC attend the meetings, D. Brown is the secretary for the OSC and the EPAC and she could report on the issues of those committees but Brown will not be on the SEC after the September meeting as her term is over. Chair Jackson-Davis will contact Ron Zurek's office for guidance on this issue.

Without further comments the meeting was adjourned at 3:33pm.