

STAFF EMPLOYEE'S COUNCIL

DATE: March 20, 2001

Melton Media Room, Journalism Building

REPRESENTATIVES PRESENT: Janis Bennett, Rose du Plessis, Don Emerson, Marianne Fuller, Liz Gadsden, Judi Hamilton, Kathy Hoffman, Helen Johnson, Lisa Johnson, Michelle Palton, Connie Rehard, Linda Spezia, Terry Torvinen, Peggy Troupe, Emilita Weldon, Diane Yohey.

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

ADVISOR: Stephanie Flatt

VISITORS:

REPRESENTATIVES ABSENT: Victor Atkocaitis, Val Chappel (excused w/proxy, Liz Gadsden), Michelle Krick (excused), Diane Krutz, Lori Rountree, Kendall Stagg (excused w/proxy, Paula Rodriguez), Susan Warren (excused)

I. Minutes

January and February minutes were approved.

II. New Business

The KUNR Pledge Drive is looking for six volunteers on April 2-7 between 5-6 p.m. and 8-9 p.m. Contact Jodie Helman if you are interested.

Costco wanted to remind us that anyone who picked up an application at the Open House for a Costco card are entitled to a free pie or dozen muffins if the applications is turned in by the end of March.

Ginger Miller asked for help in locating pictures of past Employee of the Year recipients. The pictures will be archived on the SEC website.

No revisions were noted as being needed by the council to the proposed revised SEC By-Laws. The By-Laws committee will prepare the final draft for April voting by council members.

The Executive Board is continuing to work on the SEC support position. It is noted that this position is not required to be a Stand Alone position, meaning a person may work in another department on campus as well as for the SEC.

III. Agenda Item

Jim Kidder, Associate V.P., Planning, Budget & Analysis and Carlos Ledon, ASUN president appeared before the SEC to solicit support for a resolution to expand the guidelines of free speech in the UNR Administrative Manual. Jim Kidder assisted ASUN in 1998 in developing the current policy and supports the proposed changes made by Carlos Ledon and ASUN. The council reviewed the current and proposed policy and voted to support the ASUN resolution to amend Section 5, 303 of the Administrative Manual.

Jim Kidder informed the council that the Administrative Manual is available on line and it kept updated with changes as they occur.

IV. Guest Speaker

Adam Garcia, newly appointed UNR Police Director, introduced himself to the council as coming from Michigan with 22 years of experience in a variety of public safety positions. Mr. Garcia is a strong advocate of community based campus policing. One of his ideas for the future is to establish a liaison board with student and staff involvement and is currently implementing a 6 month assessment of the UNR police department and its role on campus. Mr. Garcia is aware of the past proposal to place UNR police under Public Safety and is opposed to this stating he believes in local control. While he is busy acquainting himself with campus and the area, Mr. Garcia expressed an eagerness to hear from staff on any suggestions or concerns we may have.

Committee Reports

Affirmative Action:

We discussed finding a standard meeting time for the rest of the semester. The times that were proposed were as follows: Friday mornings, Monday mornings, brown bag lunch meetings Wednesday (12 – 1 p.m.), or 2:30 – 3:30 Tuesday, Wednesday, or Thursday.

We attempted to finalize the Teaching Controversy dialogue. We decided on a target date of the first week in April for this event. Student panel members are needed. The dialogue was characterized as ways to help faculty provide guidance to students in these difficult discussions and assisting students to effectively express their thoughts. Kelly volunteered to check with the Contemporary Issues Chair of Flipside programming board for suggestions of student panel members. She will also follow up with the Women's Studies Department. Joe and Esther indicated they would try to find either current or previous students from their classes to participate.

Kelly informed the group of a panel discussion on freedom of speech sponsored by Flipside programming board on March 6th. The issue will be discussed from libertarian and communitarian perspectives. Our advisory board was asked to identify possible panel members to represent the communitarian viewpoint. No one at the meeting was interested in serving as a panelist but several suggestions were made regarding other possible panelists.

Kelly discussed the possibility of bringing T.J. Leydon, a former skin head now employed by the Simon Wiesenthal Center, to campus. The earliest date he has available is September. We are coordinating this event with Dr. Viktoria Hertling from the Center for Holocaust, Genocide, and Peace Studies. Security issues are of the utmost concern. We cannot use his name or photo in any pre-event publicity. The Wiesenthal Center is sending a press packet to outline how the event can be advertised. We plan to solicit co-sponsorship from ASUN, GSA, and several community groups. Bob Eggleston from Advancement indicated he might be able to secure lodging for Leydon from a local casino.

Jason was not at the meeting to provide an update on the multicultural conference and the possibility of campus dialogue participating in the planning process. Kelly indicated she would follow up with Jason.

Kelly stated that we are still experiencing difficulty establishing a set meeting time due to the divergence of everyone's schedules. Joe suggested that we meet on a monthly basis and stress e-mail communication and dialogue in between meetings.

Kelly informed the group that messages have been left with the editor of the Sagebrush regarding the possibility of the advisory board having a monthly guest column. We have not received a response from her to date.

Arboretum Board:

The Arboretum Board discussed the upcoming Arbor Day festivities scheduled for Friday, April 27th. Professional big tree pruners will be on campus to demonstrate climbing and pruning techniques. Food and music will also be on hand for the festivities.

The Society of Physics Students has gathered their volunteers and informed the club of the pending Physics building project. Bill Mize guesstimated the project to start sometime in May.

A new system will be devised to track Arboretum donations more effectively.

Classified Employee Recognition:

Classified Employee of the Year:

This committee met today, March 27th, and agreed upon a recipient of this award. This deserving individual will be announced on May 16th at the "Honor the Best" ceremony. All nominees will be recognized and receive a certificate and the runner-up will receive free parking for one year.

Classified Staff Development Fund:

The Classified Staff Development Fund met to discuss decorations for Open House on March 5. The committee shared a booth with the Educational Leave Stipend Committee at Open House. Both committees handed out information about the fund and the stipend. The CSDF also raffled a gas BBQ, complete with tank, courtesy of Western Nevada Supply. (Congratulations, Kathy O'Keefe of Philosophy) A grand total of \$145.00 was raised for the fund. A couple of new donors contributing through payroll deductions were also added.

Compensation:

The COMPENSATION committee met on March 6th. We reviewed and finalized our plans for the Open House booth. Postscript: The Open House was a gigantic success. Many thanks to my hard working committee.

Education Leave Stipend:

Facilities Planning and Management:

Food Services:

Retail Food Services met for a burger tasting. This was quite successful. Chartwells is introducing their own burger concept hoping it will be liked well enough to replace Burger King. They plan to call it Coyote Jack's. All burgers will be beef in the beginning with plans to add garden and turkey burgers eventually.

Gender Relations : Did not meet.

Parking and Traffic Board:

After the meeting was called to order, Melody Bayfield re-introduced Dan Grayuski from Fehr and Peers to give the board an update on the five year parking master plan for the University of Nevada, Reno.

The meeting began with Mr. Grayuski discussing the process and schedule for development of a Short-Range Parking Plan, which includes goal setting and mission statement, analysis results and needs, recommendations, and the development of a draft plan. This process will be completed within 3 months.

Goals of the Parking and Traffic Board are:

Allocating parking resources to best serve both short-term and long-term parking needs.

Meet existing and future (short-term) parking demand.

Provide safe and convenient locations for students, faculty, and visitors.

Develop greater student awareness of parking availability

Maintain efficient traffic flow on campus streets and access roadways.

Minimize impacts to adjacent neighborhoods.

Create a pedestrian-friendly environment

Efficient shuttle routing to provide timely service for the majority of students.

Cost Effectiveness

Provide safe and convenient bicycle parking in parking structures, encourage alternate modes of transportation.

Accommodate special event parking.

Update parking plan on annual basis.

Continue to provide short-term parking for visitors and to ensure that everyone pays for parking (Equity Issue).

Evaluated zone structure on an annual basis

Continue to provide affordable parking in outlying areas

Attempt to use University real estate funds for Campus Master Plan needs (if appropriate).

Mr. Records asked Mr. Grayuski his analysis of how other Universities handles their disabled patrons on campus. Mr. Grayuski explained that although most universities do not charge for disabled parking, it was ethical to charge a registration fee to those disabled patrons for a permit to cut down on placard abuse.

For more detail on this meeting, please contact Judi Hamilton.

Safety:

Safety Committee Meeting March 20th.

1. Adam Garcia (Director of Police) introduced to Safety Committee
2. Medical Record retention is 30 years for employees. Departments do not want to keep information that long.
3. Insurance company does not want to cover the autoclave mishap at the Health Lab.
4. There is a renewed concern over building emergency back-up power or egress lighting.
5. An automatic external defibrillator was demonstrated and discussed for

consideration.

SEC By-Laws:

SEC Luncheon:

1. Room Layouts/ table assignments: received from Lawlor on 3/30/01.
2. Table decorations: Committee decided to go with green and yellow diamonds under the mirrors with the vase containing gold stars and an alien “pick” on top.
3. Entertainment: Library working on music. Movies chosen: 2001: A Space Odyssey; Time Bandits; War of the Worlds; Close Encounters of the Third Kind; Star Trek II, the Wrath of Khan; the Day the Earth Stood Still. We will only play 3-4 of these, any preferences?
4. Ushers: SEC members and volunteers from the “community”. WAS NOT DISCUSSED.
5. Raffle prizes: Michelle is ready to receive any and all prizes!
6. Advertisements and programs: We will receive the list of recipients from Susan this Friday. It will take a week or so to confirm name spellings and if the name we have is what they want or want others to know. We can do the front and back and set the insides up ready to receive the recipients names. Should we keep our “green” theme alive with the program?
7. Certificates and Clocks: Dani is ready, just waiting to find out the number of recipients and name spellings.
8. Food:
 - a) Menu: We agreed to keep the line moving, we would substitute the tortillas with white rice and spinach noodles with the beef, chicken, and vegetarian “toppings” (similar to a fajita mix: meat with assorted bell peppers and onions, lightly seasoned), assorted lettuce greens tossed with raspberry cabernet walnut dressing, blanched seasonal vegetables (baby carrots, broccoli, cauliflower and baby yellow squash) with ranch dressing on the side, fresh seasonal fruit with star fruit garnish, rolls with butter, and “Cosmic” Jello with fruit dessert.
 - b) Price: \$13.00!
9. Tickets: Printed! Thanks Lisa! Volunteer Ticket Sellers to be selected this week.
10. Music: Lawlor can play music, we must record it. Library working on this....
Photographer’s area: Will put the photographer inside the stage storage area with the park bench and decorated with our “aliens”, pipe and drape in the background with stars.

SEC Open House:

Open House was on March 16. It was a huge success with nearly 60 participants and approximately 450 people in attendance. The committee members deserve a huge round of applause as everyone worked very hard and it showed. The committee received many compliments including a written thank you letter from VP Dhingra.

Special Interests:

Web Page:

No Approved January minutes on web unable to approve at February meeting due to time constraints.

Lisa Farmer submitted verbiage for the Current Events Page regarding SEC Open House 2001.

Roxie Taft reported no employee of the month for March 1, 2001. The Employee of the month page has been updated with that info.

Preparations for open house table near completion.

Working Family Task Force:

The Working Family Task Force met after a 3-year leave. In the past, they have focused on Elder Care, the Tenure Clock that was passed by the Senate Committee and vanished in the Dean's Council, Child Care for the mildly ill and Dual Career Couples.

The committee decided on some goals for the future. They are:

- Updating the Work & Family Resources and Services brochure for Faculty, Staff and Students
- Improving family, staff and student friendliness
- Putting all the information on the WEB

This committee is a University committee and reports to VP Westfall. Ashok has informed the committee he is very supportive of it. The committee will try to meet with the candidates for President to inform them of the committee and hope they are supportive of it.

This committee will be meeting monthly.

V. New Business

Peggy Troupe stated that while in the past Employees of the Month were given a complimentary SEC Luncheon ticket, that was not going to be possible this year. The only persons with complimentary tickets are the Employee of the Year and their guest.

Kathy Hoffman asked that to aid in accurate records of committee members, any changes being made to committee membership go directly to the Secretary to be forwarded to the Web Committee for website revisions.

Judi Hamilton reminded council members that Presidential candidates will be visiting campus and encouraged all staff to attend.

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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