

Minutes

Staff Employees' Council Meeting
Tuesday, March 19, 2002
Reynolds School of Journalism, room 304

Executive Officers Present: Ginger Miller (Chair), Sue Warren (Vice Chair), Kristy Forbes (Treasurer (absent)), Kathy Hoffman & Linda Spezia (Co-Public Relations Coordinator), Jodie Helman (Secretary (absent)).

Representatives Present: Eileen Aragon, Janis Bennett, Robin Collins, Rose du Plessis, Debbie Elwell, Marianne Fuller, Curtis Funk, Judi Hamilton, Lisa Johnson, Audra Knight, Michele Krick, Diane Krutz, Raymond Needham, Demonsthenes Papaeliou, Valerie Thomas, Terry Torvinen, Peggy Troupe, Emi Weldon, Eve Welker and Diane Yohey.

Representatives Absent: Val Chappel (excused), Brian Draper (excused, Diane Yohey Proxy), Connie Rehard, Lori Rountree,

Advisor: Stephanie Flatt

I. Approval of February Minutes – Approved.

II. Guest Speaker:

a. Scott MacKenzie, SNEA Executive Director was originally scheduled to speak to the council but had been called to attend an important meeting at the Governor's office regarding benefits.

b. Liz Gadsden, the copier program liaison, (and Beth Liles) addressed the council regarding the committee that is working on a new copier program. She informed us that the program goes out to bid in April and we should have a new local vendor by May 2002. All copiers will be more up-to-date with digital machines that will include the following options: scanning, faxing and also you will be able to use the copier as a printer if your system is connected to an Internet system. The departments that are currently using the access codes will retain their same codes. Liz stated that she does not have prices per copy or for supplies as of yet and will not know until the bids are out but that the cost per copy program should continue with the new vendor. There will be a "transitional period" where they will bring in the new machine and take away the old but not until they are assured that all codes and options are working properly. For the offices requesting "all-in-one" machines, training will be given for optimal usage and money savings. The protocol for the repairs and supplies will remain the same. They are also hoping to have 1-2 dedicated technicians just for campus repairs/maintenance per the RFP.

She also informed us that if your copier is down and you have a project that needs to be done immediately you can contact the copy center and they will get your project done in a timely manner. The only thing they request is to call ahead of time letting them know you have a project that needs to be done A.S.A.P. The price would be the same as if you were making your own copies on your machine.

Any Questions: Call Liz @ 6941.

III. CHAIR'S REPORT

a. Ginger congratulated all that participated in the Open House and stated that she has received positive feedback on this year's Open House.

b. Ginger thanked all that wore their SEC T-shirts to the meeting today and also stated that we should wear our shirts to all SEC meetings.... The more we wear the shirts the more recognition we will receive.

c. By-laws are currently being reviewed by Ashok and Ginger informed us that Ashok has a few points that he would like us to clarify.

d. President Lilley would like to address the council at our next meeting (April) regarding the strategic plan. Ginger thought it would be a good idea for all of us to put our heads together and have specific questions for him regarding the strategic plan. Go to Plan Talk to find out what the comments are addressing the Strategic Plan.

e. Newsletter: Ginger said Ashok would prefer if we sent the newsletter out by email. For the ones that do not have access to email, then a hardcopy could be generated for them. There was as a lengthy discussion regarding this matter. Raymond Needham stated that he had been approached by a B & G employee stating that he receives all hard copies in his mailbox a day late. Raymond's scenario was in regards to the announcements that come from PPP (formerly known as Continuous Quality Service) and that when he wants to sign up for a computer class the class is already full, therefore, the worker feels that if he gets a hard copy via campus mail the information would already be old news. It was suggested that B & G department print out the email as soon as they receive and put in each individuals mailbox. It was agreed that this method be tried for a while to see if and how it works.

f. Ginger mentioned that quite a few airline tickets were sold at the Open House and asked that we make sure all our constituents are aware of this wonderful raffle. Also the Classified Compensation Fund total as of March 15, 2002 is \$1,347.37, we are growing. Checks need to be written to the UNR Foundation. We need to think of fundraising events: Suggested was maybe a bake sale???

g. VIP's Program – The Volunteer-In-Public Schools Program: Ginger asked if any representatives would be interested in volunteering for this program? Currently the University of Colorado is utilizing this program and seems to be working for all. This would be helping the community/children and would only be approx. (1) hour of your time once a week. This would increase not only SEC but UNR exposure to the public. Only at the Elementary level. Approx. 10 people were interested and Ginger felt that was a good number to go ahead and look into this program. More information to come...

IV. OLD BUSINESS:

a. Kathy Hoffman from Purchasing spoke regarding the new logo for SEC – She passed around the letterhead, card type document and envelopes, and stated that whoever needed to use these for any reason to see Ginger. She also emailed Ann in Printing Services to get the new jpeg sent to her as they still had the old.

b. Ginger informed the Council that Diane had mentioned that the position of Chief of UNR Police Department is currently on hold.

c. Peggy stated that they have narrowed the applicants down to 15 for Vice President of Public Relations. They plan to send only five applicants to the President for review.

d. There were approx. 70+ applicants submitted for the Vice President Provost position. The committee narrowed the selection to nine applicants and will continue to meet and review for a final selection.

V. NEW BUSINESS: Committee Reports

a. Admin Manual Review – Did not meet.

b. Affirmative Action – Rep. Spoke with Kelly Oaks and was informed that campus dialog meets once a semester – meeting scheduled for March 26th.

c. Arboretum Board – Raymond Needham informed the group that they are currently working on the flyer for Arbor Day – possibly on April 25th. Will let all know once they know the date.

d. Classified Recognition Committee - +18 nominations have been received for Employee of the Year. Meeting on March 22 to review. 1st week in April is the deadline for reviewing nominations and making a selection.
Employee of the month is under review for selection.

e. **Classified Staff Development** – Funds are growing!!!! \$1,347.37 is currently in the fund and they gave out monies for (2) people but did not have the list with them at the meeting. Applications are available. *Please sell tickets for those FREE airline tickets!*

f. **Compensation Committee** – Met on March 4th – discussed and finalized on the Open House table and determined that Emi would be the Secretary.

g. **Educational Leave Stipend** – Brian is looking @ researching the various colleges regarding this fund and also thanked Jodie for giving the committee the important information.

h. **Faculty Senate Committee** – Meeting on Thursday, March 21, 2002.

i. **Parking/Traffic Committee** – They met and had a hearing for those that were disputing their tickets. The question was asked what exactly does the Parking/Traffic Committee do? Judy stated that this committee was really interesting to be on and stated that they discuss the issues of raising parking fees, where the new spaces are going to be placed, shuttle service, try to determine what services for shuttles are needed and that the majority of our parking will be “silver”. Departments with ‘transient’ groups, like the Med School and Biomed) will be able to purchase multiple area permits. Also discussed (but does not truly pertain to the Parking and Traffic Committee: Raymond brought up the fact that UNR possibly will be purchasing the Ramada? How can we purchase more facilities when they continue to lay-off custodians??? Also the Fire Academy is really hurting the University as a whole.

j. **Food/Retail Committee** – Val Chappel was not present at the meeting.

k. **Safety Committee** – Janice Bennett informed the council that the committee met today, March 19th. They had a guest, Weldon Helly who is a disabled graduate student who was escorted around campus by facilities management to try and see if all handicap access areas met federal codes. It was determined that UNR does not meet handicap federal codes as there is insufficient space to get a wheel chair in and out from between the cars. Currently they will be removing the handicap parking that is located in front of the business bldg, and move it to Mack Social Science. Janice stated that the Reno Fire Department visited the campus and gave the committee a long list of things that need to be corrected in order to be in standard with the fire department guidelines. She also stated that they are currently in the process of updating the Emergency Response Guide and will be approved and finalized at the end of this month.

l. Luncheon Committee – Meets Friday, March 22nd @ JTSU 241 from noon – 1:30 PM – Peggy let everyone know if they wish to attend they may do so.

m. Open House Committee – Open House was last week with a great turn out!!! About 450 attended the Open House and we have only received positive feedback regarding the event. JTSU was very happy with leaving the auditorium very clean and tidy. Audra stated that we would have our last and final meeting on April 12th to work on the manual and go over points of issue from this year's Open House. Kathy Hoffman addressed the council on a gift and kind report that needs to be completed anytime you receive donations from donors. This report is given to the donor to file for tax purposes. She also informed us that when you put all donations on paper you couldn't believe how much you do receive from generous donations. She said we received \$3,256.00 in donations from donors that were for the Open House and for the Luncheon. Joyce King, the President's assistant, was quite impressed with the turnout and the arrangement of the Open House.

n. Special Interest Committee – Did not meet and have never met.

o. Web Page Committee – Did not meet, but have posted the SEC January minutes. The Classified Employee Page was updated. Also there is a photo gallery of the open house 2002 – approx. 20 pictures. Kathy also stated that maybe next year we could designate someone else to take the pictures, as she was unable to take as many as she would have liked to. March agenda is on the web along with the flyer that Jodie created on the American Airline Ticket Promotion.

p. NCAA – Did not meet.

q. Working Family Task Force – Did not meet.

r. UPC – Ginger stated that they continue to meet.

s. ASUN – The Representative was not present but sent a student, Charmaine she read the policy that was written by Jessie Johnson regarding Hate Crimes. Once Ginger receives the policy she will make copies for all council members. Charmaine stated that she would appreciate all the support from the council and just wants the University to hold those who commit hate crimes accountable for their actions. Patty Chambers from the Faculty Senate was at the meeting as a guest, and addressed Charmaine stating that the Faculty Senate has not received this policy and was not aware of this. She requested that they have a copy so she can address the Faculty Senate at their next meeting.

MINUTES TAKEN ON 3/19/02 by: Valerie Thomas

Prepared by:

Approved by:

Jodie Helman
Secretary

Ginger Miller,
Chair