

Minutes

Staff Employees' Council Meeting
Tuesday, May 21, 2002
Reynolds School of Journalism, room 304

Executive Officers Present: Ginger Miller (Chair), Sue Warren (Vice Chair), & Jodie Helman (Secretary).

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

Representatives Absent: Val Chappel (excused), Michele Krick (excused, Brian Draper Proxy), Kristy Forbes (excused, Jennifer Laslo Proxy), Kathy Hoffman (excused, Audra Knight Proxy), Linda Spezia (excused). Valerie Thomas (excused, Jodie Helman Proxy) and Emi Weldon (excused).

Advisors: Stephanie Flatt and Rita Hunt

- I. **Approval of April Minutes** – Approved.
- II. **Guest Speaker – Steve Djukanovich: Manager, Workers' Compensation.**

Steve Djukanovich distributed information to the council as he explained how the workers' compensation worked at UNR. Workers' compensation is a state-mandated benefit and covers work-related injuries and illnesses. The office reviews and process claim paperwork, resolve problems with claims encountered by employees, represent UCCSN at hearings regarding disputed claims, perform ergonomic assessments, provide training about workers' compensation and ergonomics and provide volunteer management assistance. He also gave the council tips on setup of your computer workstation. This information is readily available on the website: www.howler.unr.edu/bcn_personnel/.

III. CHAIR'S REPORT

- a. Chair Miller informed the council the ballots have been sent out. There were a few minor problems she brought up to the council. Facility Services has 278 classified members in their division. They may choose now to break it down into a smaller division. The SEC Bylaws state 1 representative for every 50 classified employees within that division. Ballots were returned by College of Extended Studies and those were sent to the Fire Science Academy.

b. Chair Miller discussed the ASUN resolution RC-0102-C regarding hate crimes. The council discussed the issue. Chair Miller brought up the memorandum from Faculty Senate. All council members were in agreement with Faculty Senate's memorandum of May 3, 2002, stating "it is enforced in UCCSN Code 6.2.2m, which prohibits "any act prohibited by local, state, or federal law which occurs on System premises or at a system sponsored function on or off such premises".

c. Chair Miller spoke of the Law & Legislation committee. They have been in the process of interviewing senate and assembly candidates for the next Legislative Session. The questions asked were questions in betterment of the state employees. Some candidates were all for state employees getting better pay, better benefits and was appalled that state workers are 36% or more behind in the cities, counties and private sectors in comparable positions.

d. Chair Miller discussed the insurance change coming up starting July 1, 2002. Apparently during this first quarter UICI is claiming a 2.2 million loss which was more than last year. Because of unforeseen problems UICI is dropping us on July 1, 2002 and Benefit Planners will take over. Please refer any question to Linda Nichols at (775)784-6263 or Lisa Ward at (775)784-6035.

IV. **NEW BUSINESS: Committee Reports:**

a. **Admin Manual Review** – Did not meet.

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

c. **Arboretum Board – Kleiner Grove:** Bill brought the Kleiner Grove plan for all to see. Bill spoke with fraternity volunteers and has five who will work this Saturday supervised by Jimmy Ralls. They will be cutting sod etc. Pat Rowley suggested that the fraternity might adopt this as a project. Debbie Carlson has spoken with Adam, spokesperson for SAE, and he said it might be possible to get another fraternity involved. Bill Mize suggested that kids from Whittenburg could work with supervision.

Faculty & Staff/Cody Memorial: Wayne Johnson suggested that around Manzanita Lake would be a good place to establish this memorial. There is 1) great water feature 2) quiet: and 3) places for benches. He suggested putting the location of donor's plantings in Clark Administration giving a map with a list of contributors of trees, etc. This memorial would be for faculty, staff, alumni, and students. It was suggested that a trail could be made around the lake. A motion to approve the Manzanita Lake location for the faculty, staff, alumni, students and Cody Memorial was made and

seconded. The Board unanimously passed the vote. The question of who would design the area was discussed and the possibility of design contest was considered. This will be put on the agenda for the May meeting.

Arbor Day: April 25, 2002: Leanne prepared a DPO for parking (10 spaces). Dick has secured tree climbers from the International Society of Arboriculture (ISA). Debbie is having a poster made to put on easel. Leanne will take it to be laminated. The schedule for Arbor Day is as follows:

- d. **Classified Recognition Committee** – The June Classified Employee(s) of the Month were chosen. Marianne will call Dawn Lawrence in Special Events to get Bob Butler (Classified Employee of the Year) biography. She will then forward to Peggy Troupe for the luncheon and D Papaeliou for the SEC website. Judi will contact Ginger to ask if President Lilley could present the Classified Employee of the Year nominee certificates at the July SEC meeting. If the President is not available, Ashok Dhingra will be asked. Lisa will contact Ginger for SEC note cards (30) which in turn, she and Marianne will get together and address and invite the nominees to the July SEC meeting. Judi will contact Peggy Troupe regarding the certificate covers (30). Lisa will be responsible for the printing of the certificates. It was discussed that perhaps it should be brought up to SEC to have a “pot” of prizes that could be presented to the winners at the luncheon, Open House, Employee of the Year, etc. instead of contacting the same vendor 3+ times a year for contributions. This will be brought up at the next SEC meeting. Also, Terry will be contacting Papa Murphy’s to see if they would like to donate certificates. Eve and Judi will get together in June or July to organize the Employee of the Year and Employee of the Month files. There was also discussion that SEC committee members should attend the meetings of the committee’s they signed up for. This will be mentioned at the next SEC meeting.
- e. **Classified Staff Development** – Did not meet.
- f. **Compensation Committee** – Did not meet.
- g. **Educational Leave Stipend** – Did not meet.
- h. **Faculty Senate Committee** – Website: www.unr.edu/facultysenate/
- i. **Parking/Traffic Committee** – The committee discussed the handicap parking with guests Rose du Plessis and Weldon Helle. After a long discussion, there will be an additional meeting to review the findings of the University Disability Meeting on June 10th.

- j. **Food/Retail Committee** – Did not meet
- k. **Safety Committee** –
- l. **Luncheon Committee** – Has met and is still meeting. **The Luncheon is going to be fabulous. Please everyone attend this, since we are not having a June meeting.**
- m. **Open House Committee** – Did not meet
- n. **Special Interest Committee** – Did not meet.
- o. **Web Page Committee** – Committee met on May 13, 2002 2:00 – 3:00. Approved March minutes posted on web. Employee of the Month page is updated with the 2 winners and their pictures. Cheray Law Sanford Aging Center and Virginia Lopez Buildings and Grounds . Eileen Aragon requested the Educational Leave Stipend form be added to the web. The form has been saved to the SEC web site and is accessible on the “Forms” page and the “Educational Leave Stipend Committee” page. The Luncheon Flyer is on the web on the Current Events page. The ticket seller information is listed also.
- p. **NCAA** – Did not meet.
- q. **Working Family Task Force** – Did not meet.
- r. **UPC** – Ginger stated that they continue to meet, if necessary, but their work was basically completed.
- s. **ASUN** –

Prepared by:

Approved by:

Jodie Helman
Secretary

Ginger Miller,
Chair