

**STAFF EMPLOYEES' COUNCIL
MEETING MINUTES
NOVEMBER 16, 2004
JOURNALISM BLDG., ROOM 304**

Executive Officer Present: Verla Jackson-Davis (Chair), Chris Carver (Secretary), Debbie Keck (Treasurer), Patrick McDonnell (Co-Public Relations) and Vicki Paul (Co-Public Relations).

Representatives Present: Susie Arrate, Christine Arritt, Donna Brown, Peter Brown (proxy Phil Pert), Annette Christensen, Kathleen Coles, Catherine Fischer, Marti Fricano, Darley Jeppson, Vicki Krentz, Pam Moore, Theresa Moser, William Oberding, Betty Osborne, Vickie Paul, Valerie Pedroza, Phil Pert, Laura Ruud and Judy Stanfield.

Executive Officers and Representatives Absent: Donnie Andrews, Leslie Baskett, Sharon Brush, Ann Hoyle, Crystel Montecinos, Jewell Radcliffe (excused).

Advisor: Leslie Nady

Guest: Georgianna Trexler, Administration and Finance

I. Call to order.

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

II. Guest speakers.

Chris Exline. NCAA Rules-Compliance and interpretation.

April 2004 was the change of Athletic Directors from Chris Ault to Cary Groth. One of Cary's main goals is to integrate Athletics with the university and to reach out to the community.

P. McDonnell asked how being a Division IA school affects Classified Staff. The budget in Div. IA is more costly (13-14 million of which a large portion does not come from state funds) but the school makes more as Div IA (as opposed to Div II which is smaller and Div III which is non-scholarship). The university spends a lot but receives a substantial amount back from the WAC. A Div I team must have a minimum of 15,000 people in the seats at every game (as per NCAA rules).

UNR's Basketball team making the Sweet 16 helped the university out (ie. increased website hits) but at the same time it was a double edged sword as the recent actions of the football players have really stood out.

Cary wants to make the Intercollegiate Athletics Board (IAB) bigger and more inclusive. The proposal would be to have two members from SEC (one male

and one female) on the board. Her thought is that everyone should be involved as we all work in the same place. The Western Athletic Conference (WAC) has its own rules and regulations on top of the NCAA's rules and regulations. The IAB would be a recommending board to the president. The proposed sub committees would be Student Athletic Welfare (including safety and travel), Budget and Finance, Gender Equity and Compliance and Academics. This board will hopefully starts in the spring semester and meet 3-4 times a year.

P. McDonnell asked which sub-committees a SEC member would be most beneficial on. All would be equally beneficial. His example of what the sub-committees would need to deal with was the compliance and academics subcommittee. People were getting autographs from students on mini basketballs to sell on Ebay. Students cannot receive extra benefits from boosters (even those who mean well). Athletics wants to deal with those people who want to be so helpful that they fall out of compliance. If boosters are found to be deliberately breaking compliance, the school would disassociate from the booster.

P. McDonnell asked how staff could help improve graduation rates. The NCAA requires a student graduate within 6 years from the time they start school. This only counts when a students starts on scholarship and not if they earn it while they were already here. There were three changes in staffing in Baseball, Men's Basketball and Football. Students who were recruited by former coaches left after their recruiter left. If any students go pro, it counts against us. Cary Groth will have an Academic Center be part of the new Cashell Field House. The current Athletic portion of the department is state of the art while the Academic Center is in the basement of the Virginia Street gym. Challenging Athletes Mindskills for Personal Success (CHAMPS) program will coordinate athletes out in the community. This is a NCAA mandated program that will involve all facets of campus.

B. Oberding asked for an update on the women's track and field program and if we'll have a home field to host events. Women's Athletics will be moving to the old Monogue property. Hopefully some portions of the property will be up and ready by Fall 2005 but they are aiming for completion by Spring 2006. They are currently working on fundraising ideas for lighting for the area.

D. Keck asked about the free ticket program. The Working Family Taskforce does a one time lottery for the year for 200 football tickets and 100 basketball tickets.

Dr. Exline also wanted to point out that you don't need to be a student to be part of the "Blue Crew."

The next home game will be over Thanksgiving weekend. Athletics is hoping to bring fans in despite of the holiday. If UNR had been doing well going into this game, we'd probably bring in a better crowd.

P. McDonnell mentioned that having Cary Groth as a future speaker would be beneficial.

Steve Pomi and Rita Laden—Lombardi Recreation Center.

There has been a fee increase for Lombardi and they are meeting with constituents to explain the new fee structure. The fee has been increased \$20 for faculty, \$10 for staff and \$15 for students. The daily use fee will increase from \$3.00 to \$5.00. The committee unanimously voted for the increase.

Growth and utilization rates have triggered the need for expansion.

- \$500,000 is spent a year in participation programs.
- \$9-12,000 on treadmills. Last year they had to replace 18 treadmills.
- \$5,000 is spent a year on towels (not counting laundering them).

The needs for Lombardi are as follows:

- Professional positions. They are currently relying on students and contract employees.
 - Fitness Coordinator.
 - Someone who can train the students to train other people.
 - Drop in fitness instructors.
- Student wages.
- Equipment repair and replacement.
- Fitness Instructors.
- Facility Safety and Renovation.

This is a successful program that keeps drawing a large portion of the students. If you buy for the year there is a 10% discount.

P. Pert asked is there was a plan to expand drop in classes. Steve replied that they are waiting for the fee to go through. Classes will be doubled.

Racquetball/Squash courses were converted into multipurpose rooms. Rita added that the expansions and renovations have been paid for by the students and ASUN. Staff and faculty have paid very little. The bookstore/ASUN has funded many of the renovations. State money covers the overhead (electricity, pool pumps etc.). Lombardi pays for student wages, professional positions, equipment upkeep etc.

P. Pert asked about the family pass. A spouse or family member over the age of 18 can come anytime. Those who are under 18 can only come after 4pm on Friday and anytime on the weekends.

K. Coles asked about the equipment currently for rent. Kayaks, tents, camping gear, backpacking gear, snowboards, skis, cook sets, snow shoes, wetsuits, helmets were a few of the items mentioned. They try to keep quality equipment in stock.

D. Jeppson asked about the parking situation. The new parking garage will make it easier to access Lombardi. The campus shuttle comes to the front door.

P. Pert asked about the possibility of expanding the outdoor recreation department. Steve explained that the center needs more staff. They need people who can be trusted to run outdoor trips. If a full-time person can't be hired they'll at least need a permanent part-time staff member.

D. Keck suggested that a tour for Classified Staff may help them increase their numbers. Dates and times for tours should be coordinated through Ron Zurek's office.

D. Brown asked if payroll deduction can be done for the fee. Yes. The deduction can be done pre-tax per month. If done this way, it's for the full year.

V. Jackson-Davis commented that Lombardi also does a free Fitness Assessment which she found very helpful.

III. Approval of minutes.

The minutes from October 19, 2004 were approved as written.

IV. New Business

D. Keck gave her Treasurer's Report for the fiscal year of 03/04. \$14,070.92 was spent (which included \$2,946.00 for the Open House, \$9,318.00 for the Luncheon and \$296.00 for budget expenses). She reminded the committee that copies of all budgets need to go to her. She holds the SEC Purchasing card and all paperwork must go to her.

- **Administrative Action Manual review.**

P. Brown was not present.

- **Arboretum Board.**

D. Jeppson is the representative on this committee:

- Faculty, Staff and Student Memorial. Bill Mize said that the facilities department is redrawing the presentation plan that will show the new

aluminum roof and seat wall. The drawing should be ready by the November meeting as well as a new cost total for the project.

- Rosella Linskie Memorial. Bill Mize suggested going ahead and planting the Silver Buffalo Berry before winter. There are still areas that need plants and the garden needs a memorial plaque.
- David Bobzien has updated the website.
- The Nevada Chapter of the American Society of Landscape Architects honored Frankie Sue Delpapa by donating 3 trees to be planted on campus. The Board can choose the trees. Recommendations were made for trees with good fall colors.
- The Treasurer reported that a donation was made to Jimmie's Garden. When the benefactor is known, a letter of acknowledgment will be sent.
- The next meeting is November 23rd to Benson's Garden (weather permitting). Bill will try to find a place closer to Benson's Garden to hold the meeting and notify the Board of the location.

- **ASUN.**

P. McDonnell reported the ASUN discussed:

- Recycling problems.
- Legislative lobby committee is writing letters to the legislature. Melody Bayfield will be their next guest speaker.
- Artemisia does not have an editor and won't be published this year. A new editor has been chosen for next year.
- Lilley approved an intramural field sign.
- UNR registered 3,000 new voters for the November elections.
- Alumni donations were down, possibly due to Michael Moore, but are coming back up.

- **Balloon Race Committee.**

This committee is adjourned until 2005.

- **Classified Employee of the Month and Year.**

P. Pert reported that Jennifer Johnson and Dale Ellis are November's winners. Forms and processes have been updated. The Employee of the Month Blue Card gives a discount across campus. Verla and Phil talked to Russ Meyer to get the issue resolved. There was discussion about whether the program needs to be revamped.

- **Classified Staff Development Fund/Educational Leave Stipend.**

- Debbie Keck reported that awards were processed from the last meeting which leaves us with a current balance of \$1348.52.

- Jeannette McAlister has left the SEC (she was on this committee)
- The committee discussed purchasing a nylon table banner for events such as Open House and the SEC Luncheon. Maximum Promotions has a banner that would be approximately \$350.00. Pam has a catalog that may be cheaper and will get back to the committee. This needs to be ordered so it's available for the 2005 Open House.
- Chris will follow up with Russ Meyer re: fundraising with food on campus. Pam Moore suggested that instead of a food fundraiser that we put together a SEC cookbook. SEC members can donate recipes and we'll have it bound together with pictures of the campus. The committee needs to look into the estimated cost, how many to order and how much to charge. This is something that could be sold (in addition to the raffle) at the Open House and Luncheon.
- The committee worked on modifying the winter flyer to include how to donate. Other sections seemed redundant and were combined. The flyer will be emailed 1st with a hardcopy sent by campus mail a few weeks later. Debbie will work on modifying the website to reflect the changes made to the flyer. The committee also discussed including a donation section on the website explaining how to donate and a fundraiser section once the cookbooks are ready for sale.

- **Compensation Committee.**

Didn't meet

- **Facilities Resource Committee.**

Didn't meet

- **Faculty Senate.**

- Verla reported the President approved the senate's recommended revisions to the administrative manual regarding consulting and additional compensation.
- The executive board and provost's office agreed on the makeup of the "Health Sciences Task Force." The board appointed 8 members and the provost's office appointed 4.
- The board received a proposal for the "Institute for Information and Informatics (I 3)" and hoped to establish a review committee before the end of October. This would enable the committee to have the completed report and recommendations by January 2005.
- The senate newsletter was published on the faculty senate webpage. It contained articles on faculty benefits, changes in the grievance process, and a draft of the new peer review process.
- The workload reporting documents were finalized. They are investigating a way to complete the workload forms electronically,

including information for evaluations. Information would be collected at the department level. The data would be collected in the aggregate and reported at the institutional level and the final report should be thought of as a celebration of UNR's accomplishments for 2004.

- The regents approved an increase in cost of the Knowledge Center budget from 66 million to 86 million. The President reported that the cost of building the Knowledge Center rose due to construction costs.
- Two new university programs were approved by the regents, a new major in Animal Biotechnology and the Latino Institute.
- An election was held for the legal advisement committee members. Members would be the executive board plus two at large senators. The committee's only charge would be to determine whether certain issues warranted spending large sums of money to seek legal counsel or a litigator, and no legal background was necessary.
- The university is working with the City of Reno and Washoe county of property acquisitions.
- Adam Garcia reported that there seemed to be a misunderstanding regarding crisis communications on campus. Over 150 thousand dollars was spent to upgrade the phone and communication systems. The buildings on campus were renumbered so they would be easier to locate and agencies would have the same numbers. They have applied for a grant to go to a card system and were within a couple of months of going to the provost to request funding to begin such a system.
- There was an election for the Faculty Workload Policy Committee.

- **NCAA Certification Self Study.**

See notes from Dr. Exline.

- **Parking and Traffic Board.**

K. Coles reported that the committee heard parking appeals. Four were scheduled and three showed up. Melody presented the same slideshow she showed to the SEC. There will be a firm presenting a parking plan at the next meeting.

P. Pert asked if the plan needed to be reviewed every 5 years. Yes as the increases are locked in (per Melody) per the plan. If one year had surplus, could the fees be left alone? Kathleen will follow up.

- **Police Services Board of Professional Standards.**

This report cannot be shared with the committee.

- **SEC Bylaws.**

Didn't meet

- **SEC Luncheon Committee.**

This committee won't meet again until spring 2005.

- **SEC Open House**

T. Moser reported that the Open House will be Wednesday, March 30th (during Spring Break) at the JTSU.

- **SEC Web Page.**

V. Paul reported that all committee pages are finished. Vicki said she thought she published the pages but they didn't show up. She needs to contact David Bobzien. She will update the NCAA to include the Intercollegiate Athletics Board and the sub-committees.

- **Student Services Food/Retail Dining & Catering Committee.**

J. Radcliffe was not present.

- **Working Family Taskforce**

L. Ruud reported that the Planning Council brought items which had never been followed up on. They are drafting a letter to President Lilley in the hopes there will be funding available. There was discussion of expanding campus childcare. Truckee Meadows Community College's childcare facility is funded through grants by the Boys and Girls Club. The university needs to look into writing a grant for campus childcare.

- **University Disabled Committee.**

The committee reviewed activities for Disabilities Month.

- They estimate 120 people attended the Don Trent Hughes event. They want to expand awareness activities throughout the year and not just in one month. They hope to solicit for more coverage.
- The ADA compliance committee is currently looking at the Fallon Building.
- They discussed possible topics for training, the compliance of university web pages and setting up a tour of the Disability Resource Center.

- **UPC.**

V. Jackson-Davis said the committee met to discuss Student Retention and Growth.

- The Millennium Scholarship. Is it retaining students with grade problems?
 - How can we encourage Hi Tier students to come here instead of Harvard, Yale etc. Many see Nevada as a Mining and Gambling State.
- Leslie Nady from Human Resources reported that 4 hour employees have been approved for catastrophic leave and the fund is almost depleted again. Please contact her if you want to donate your leave.

V. Old Business

- Jackson-Davis was given an email from an anonymous source, showing SNEA members bad mouthing the SEC. She passed out a list of “Activities of the Staff Employees Council” with a “Response from Administration.”
- We are down by four members. We need representatives from Human and Community Sciences, Biochem (Ag), Student Services and Business and Finance. Should we contact the Dean of each department or leave it as is. The general consensus was to leave the committee as is.
- Fundraising for the Classified Staff Development Fund. The committee wants to publish a cookbook made up of recipes from the SEC committee. Debbie Keck asked that all recipes be forwarded to her. A decision has not been made whether to publish it in paper form or on a CD-Rom. If the committee decides to print it on paper and we find a cheaper price off campus, Mike Stovall will approve the committee to print the book off campus. Laura Ruud mentioned that the quantities should be limited (to avoid excess) and to make pre-sale announcements.

Without further comments the meeting was adjourned at 4:13pm.