

STAFF EMPLOYEES' COUNCIL
November 21, 2006
JOURNALISM BLDG., ROOM 304
2:00-4:00 PM

Executive officers present: Bill Oberding (Chair), Melanie England (Vice-Chair), Christine Arritt (Secretary) excused, Michelle Rachal (Public Relations), Valerie Pedroza (Treasurer)

Representatives present: Jennifer Booth, Bill Borges, Peter Brown, Scott Brown, Lana Caddel, Anette Christensen, Robin Collins, Lisa Dutra, Theron Flavin, Marti Fricano, Iris Hochschild, Jennifer Laslo, Michael Leonhard, Erin McGarvey, Betty Osborne, Andrea Pearson, Jeanie Pratt, Jimmie Ralls, Chris Rust, Joanne Tully

Executive officers and representatives absent: Donnie Andrews (excused), Catherine Fischer (excused), Tatiana Gouem, Brent McCarty, Sherry Olson, Lisa Taylor (excused), Beth Wood (excused)

I. Call to order. Pledge of Allegiance.

The meeting was called to order at 2:00 p.m.

II. Approval of October minutes

Minutes from October 2006, were approved.

III. Committee Reports

A. Administrative Action Manual Review

- Peter Brown reported that they met on October 26, 2006.
- In response to a question at our September meeting regarding when the new Hosting policy will come out, Tom Judy's committee is working on the new policy and it is expected to be brought to the UAM committee for the November meeting.
- Updates to the UAM are:
 - President Glick would like Faculty Senate notification before any updates are added to the manual. The policies that have been approved are:
 - The Recognition of Deceased Students, Faculty, and Staff
 - The Basic Purchasing Procedure, Section 1507
 - The Cost Transfers for Sponsored Projects
 - Personnel File Sections 2541, 2543, 2545:
 - The Leave Policy for Faculty
 - The Responsibilities when Absent Concerning Academic Faculty
 - The Sick, Family Sick, Child Rearing, and Family Medical Leave section
 - The Leave Records section number 2676 remained on 'pending'
- Pending issues are:
 - The Conflict of Interest Policy (a new section is still pending)
 - The Sustainable Building Policy

- Employment Policy, section 1800, is still waiting for information on new large document management software needed to make the UAM more user friendly.
- The Recruitment Expenses for Faculty Positions is included in the hosting policy that is expected in November.
- The Drug and Alcohol Policy is still being studied due to the possible conflict of interest in serving alcohol at football games.
- The Charitable Lotteries and Raffle section is awaiting legal review.
- New business:
 - Any references to the 'Diner's' card will be removed from policies dealing with travel.
 - The policy concerning Letters of Appointments working more than 100% becoming a system-wide policy is still pending.
 - The policy concerning continuing contracts and three-year lecturer appointments is being reviewed. There is no consistency in the terms of the policy because the position may last three years but not the lecturer. The UAM needs to define the wording more concisely and remove it from being a departmental bylaw issue.
- Next meeting will be Thursday 11/30/06 at noon in the HR Conference Room (Artemisia)

B. Affirmative Action Committee

- Iris Hochschild reported that they have not met, yet.

C. Arboretum Board

- Bill Borges reported that the committee met on October 24, 2006. Although there is still no progress on the Faculty/Staff/Student memorial, the ornamental iron has been received for the Ag Trellis and it will be painted and installed.
- A proposal for a donation to the City of Reno for the Reno Rose Garden will be voted on next meeting on January 24, 2007.
- A video and plaque were created and sent to Dr. Wayne Johnson to thank him for his long and outstanding service to the University of Nevada, Reno and to residents of the Truckee Meadows. He is retiring.

D. ASUN

- Melanie England reported that the two ASUN senators who were facing misconduct charges, Steven Coloiaro and Shane Steinbauer, were censured at the senate meeting on November 1, 2006.
- A Student Emergency Fund was approved by the ASUN Fiscal Board on November 15, 2006. They approved \$5000 to be put in a new ASUN account so that students who need emergency assistance during a temporary hardship can receive a short term loan or donation.

E. Athletics Advisory Committee

No report was given.

F. Balloon Race Committee

- The committee did not meet but they did participate in the homecoming parade. Greg Taggart, the pilot, drove his truck that contained the balloon basket.

G. Benefits & Compensation Committee

- Jeanie reported that the committee did not meet but that they just missed collective bargaining, again, due to the election results. She also reported that SNEA has held meetings regarding legislation for the upcoming session.

H. Classified Employee Recognition Program

- Betty Osborne reported that the committee met on November 1, 2006 and that 2 classified employees were selected for the month of December.
- Bill Borges has joined this committee.

I. Classified Staff Development Fund / Education Leave

- Valerie Pedroza reported that the committee met on 10/19/06 and awarded \$2705.41 to employees to help them pay for their books. The committee agreed that every applicant should exhaust all other resources before seeking assistance from the fund. Once she gets access to the account, she will be able to give an actual accounting for all of the funds generated by the football fundraiser.
- Several classified staff employees donate to the fund through payroll deduction. The committee will be providing information to the campus on how to participate.
- The Committee will be seeking new ideas for fundraising.

J. Committee on the Status of Women

- Jeanie Pratt reported that she must step down from serving on this committee. The council was asked at large if anyone else was able to take her place. The meetings and sub-committee meetings require too much of Jeanie's time from her position. They meet on the last Monday of every other month at noon. The sub-committee meets on the alternate month.
- President Glick will speak at their next meeting.

K. Elections committee

- The committee will not meet for several more months.

L. Facilities Resources Committee

- Betty Osborne reported that they met on November 14, 2006.
- Biology request for use of ARF 119 for animal collection is pending for clarification of funding and to determine if air conditioning is necessary. Animals are being displaced for the Math & Science Center.
- The School of Medicine pathology has been approved to use SAGE 363.
- The Vice President for Research has been approved to use ARF 322, 324, and 326 for IT research support.
- The Excellence in Teaching program has been denied office space in Cain Hall/Raggio Building because none is available. If they are interested and have justification, space may be available in Stead.
- No update has been received from Early Head Start regarding murals on walls.
- Discussion of the utilization and scheduling of departmentally assigned rooms is pending until a list of rooms is available.

M. Faculty Senate

- Bill Oberding reported that they met on November 16, 2006.
- Three new regents were appointed; District 1 Cedric Crear, District 4 Mark Alden, and District 9 Ron Knecht.
- Minutes are online <http://www.unr.edu/facultysenate/Meetings/Index.htm>.

N. Institute for Innovation and Informatics Steering Committee

- Michelle Rachal reported that this committee elected to meet quarterly. Their next meeting will be after the first of the year.

O. Parking and Traffic Board

- Scott Brown reported that construction on the new Science & Math building will cause 304 lost parking spaces; 264 of these are Silver 8. After the construction there will only be 50 parking spaces available in that area. Mid-campus parking is being moved to Blue and Green parking areas at the north end of campus and in the parking garages. Building another new garage is too expensive, right now. New garage construction costs \$13,000 per space.
- During the construction on the University Inn conversion, the parking will not be disturbed as the construction is internal. However, when the students move in, the parking garage will become dorm parking (yellow). The old post office lot will be paved over to accommodate parking that used to be housed in the University Inn parking garage.
- This committee needs another council member.

P. Police Advisory Board

- Bill Oberding reported that the next meeting will be December 5, 2006. The alleged 'hazing' issue will be discussed at this meeting.

Q. Police Services Board of Professional Standards

- Theron Flavin reported that this committee did not meet.

R. SEC Bylaws

- Melanie England reported that this committee has not met.
- Janet Vreeland still has the by-laws.

S. SEC Luncheon Committee

- They did not meet. The committee has had difficulty getting certificates and clocks dispersed to awardees who did not attend the luncheon. Michelle Rachal and Bill Oberding are working with last year's chair to complete the disbursements.

T. SEC Open House

- Melanie England reported that they did not meet.
- They will have a brown bag meeting the first week in December to organize the committee. The Open House will be on Thursday 4/5/07.

U. SEC Web Page

- Michelle Rachal reported that the new photo of this year's council is posted on the website. She said that it turned out well and looks nice at the site. She is still working on the new design for the website.

V. Student Services Food / Retail Dining & Catering Committee

- Lisa Dutra reported that the committee met on November 3, 2006.
- They discussed the following:
 - Renovation of Las Trojes Mexican Express in the Ansari Business Building. They are talking with the Fire Marshall about using moveable seating.
 - Opening a coffee shop in the new Knowledge Center. They are leaning towards Pete's Coffee with a drive-up window.

- Increase participation in the Canned Food Drive by giving a free drink for a can of food. Increase competition in the residence halls by giving a free pizza to the hall that gives the most cans.
- Next meeting: December 8, 2006.

W. Student Union Advisory Board

- No report given.

X. Work and Family Taskforce

- Marti Fricano reported that they met on September 27th.
- They will be distributing a short survey soon.

Y. University Disabilities Resource Coalition

- Erin McGarvey reported that Lawlor Events Center will receive an additional eighteen seats on the concourse and main arena floor for people in wheelchairs and scooters. They will be ready by the start of basketball season.
- The restroom conversion at the Virginia Street gym is in the works and will be a unisex restroom.
- Other projects that are in the works are the acquisition of classroom furniture and a storage area for furniture for students with disabilities.
- Lyle Woodward is looking into the possibility of getting warning lights/strobes for hearing impaired students and staff.
- Bill Oberding suggested comment cards be placed outside of classroom entrances as a way for students to communicate their classroom needs and or issues.
- Next meeting will be December 12, 2006.

IV. Guest Speakers

A. Heidi Hurst, Co-Chair, Committee on the Status of Women

The committee is an NSHE-mandated committee and Heidi reported that they would like to have more active participation on the classified staff sub-committee. They have established focus groups on campus and have distributed a survey. Their concerns are any issues that deal with diversity, gender, women, graduate students, safety, etc. Some examples might be family leave issues, diversity within a department and the climate that is maintained regarding the different population ratios, and cross-gender issues. Men are welcome on the committee. Heidi said that the committee was currently addressing the lack of any leave policies for graduate assistants.

Michelle Rachal asked a question about the campus division between faculty and classified staff. She wanted to know why the classified staff had their own sub-committee. Heidi replied that there must have been a need to establish the sub-committee long ago. With more classified staff participation, it could be determined if the sub-committee was still necessary.

The council was asked to complete a survey of 4 questions: 1) What is your opinion of (UNR's, your college's, your department's) commitment to diversity?; 2) How do (UNR's your college's, your department's) structures impact your work/life balance?; 3) What is your perception of (UNR's your college's, your department's) support of your career success/satisfaction?; and 4) To what extent do you believe that people of diverse backgrounds have equal access to leadership roles?

Heidi distributed her business card and collected the completed surveys. She announced that the committee meets on the last Monday of every other month at noon and the sub-committees meet on the alternate month.

B. Amy Koeckes and Nelly Leon – ASUN Student Clubs

Amy Koeckes is the Coordinator for Clubs & Organizations and Publications and Nelly Leon is the Assistant Director of Student Activities. Amy distributed a handout containing the advisor handbook for ASUN clubs and informative PowerPoint slides. She reported that the University currently had over 180 ASUN clubs and that 200 are projected for the 2006-07 academic year. ASUN stands for Associated Students of the University of Nevada.

Students can form clubs by having at least ten members, writing a constitution, obtaining a club advisor, and completing the application for recognition that is available online at www.asun.unr.edu. She said that the steps are very clear at the website for forming a new club. She pointed out that club advisors could be any UNR faculty or classified staff member. Responsibilities of the advisors include being informed about the purpose of the club; being aware of University policies and procedures; ensuring that the club officers are aware of these policies; attending meetings and activities whenever possible; and providing advice that will help the club to direct its efforts towards meeting its long-term goals.

Amy said that new clubs are sometimes unable to form for the lack of an advisor. When a club needs an advisor, Amy will send the information out on the listserve. Melanie England offered to forward the request to the Staff Employee Council members so that they could consider being club advisors.

VII. Open Discussion

- Jeanie Pratt would like to ensure that the various 'student aid' sources come together so that it is very clear to students where they can get help when they need it. She said that, in addition to the new ASUN Student Emergency Fund, there is also a loan that can be obtained through the Vice President for Student Services, and food items from the Pantry.
- Jeanie would also like to ensure that the ASUN banners that are on the lamp posts get changed. She noticed that many of them were out-dated.
- Iris Hochschild said that she served on the Regents' Undergraduate Academic Advisor Award committee and that they reviewed six undergraduate nominations for this award.
- Bill Oberding reported that there were five people working in the booth at the football game. He thanked those who have volunteered to work at the home football games for this valuable fundraiser.
- Betty Osborne asked about the status of the new SEC shirts. Melanie England reported that, so far, only four had been ordered and at least ten are needed for Mike to place the order.
- There will not be a December meeting of the council. Chair, Bill Oberding, cannot attend and many council members have other meetings and obligations related to the season that will conflict with the monthly SEC meeting. The next meeting will be on January 16, 2007.

Meeting adjourned at 4:00 p.m.