

STAFF EMPOLYEEES' COUNCIL
MEETING MINUTES
April 20, 2004
Journalism Bldg., Room 304

Executive Officers Present: Verla Jackson-Davis (Chair), Eileen Aragon (Co-Public Relations), Donna Brown (Secretary), Chris Carver (Vice Chair), Debbie Keck (Treasurer), and Patrick McDonnell (Co-Public Relations).

Representatives Present: Leslie Baskett, Kathleen Coles, Debbie Elwell, Darley Jeppson, Vicki Krentz, Jeanette McAlister, Pam Moore, Theresa Moser, D Papaeliou, Vicki Paul, Phil Pert, Jewell Radcliffe, Laura Ruud.

Executive Officers and Representatives Absent: Brian Draper, Audra Knight (excused proxy Verla Jackson-Davis), Crystel Montecinos, Raymond Needham (excused), Eve Welker (excused proxy Debbie Elwell).

Advisor: Mary Ann Henry (excused).

Guests: Ron Zurek, Administration & Finance Division
Georgianna Trexler, Administration & Finance Division
John Davis, Training Coordinator, Environmental Health & Safety

I. Call to order:

The meeting was called to order at 2:08pm.

II. Approval of minutes:

Minutes of March 16, 2004 were approved as written.

III. Old business:

- A. Chair V. Jackson-Davis distributed a catalog with tee shirts that can be purchased with the SEC logo on them. The council has a choice of two men's, two women's short sleeve or two long sleeves. If any member would like to

purchase an SEC tee shirt they are to contact Chair V. Jackson-Davis.

IV. Committee reports:

A. Administrative Action Manual Review.

The committee did not meet.

B. Affirmative Action.

Did not meet there will be a regular meeting in the fall.

C. Arboretum Board.

Arbor Day is April 29th and everyone is invited to attend, there will be cookies made in the shape of trees, the Arboretum Board/B&G will replant a red oak in place where they removed a dead cotton wood tree. There will be a tree walk and a tree climber doing demonstrations.

D. ASUN.

P. McDonnell stated the committee met on April 14th to introduce the new Student Senate, President and Vice President.

The committee made a couple of recommendations at this time.

1. For larger student functions on campus, example Night of All Nations, the committee will contact Parking and Transportation Service and suggest a fee waiver be granted.
2. It was suggested that outside vendors may be charged rental fees in the near future.

E. Classified Employee of the Month and Year.

Chair V. Jackson-Davis stated the committee did meet and selected the Classified Employee of the Year. There is a plaque being engraved with the person's name and a check is being made ready to present to the winner on May 12th at the Honor the Best Ceremony.

The winners for April's Employee of the Month were Jeff Graham and Kerrie Medeiros.

F. Classified Staff Development and Educational Leave Stipend.

D. Keck reported the committee met on April 13, 2004 they paid two applicants for their books. The CSDF raised \$120.20 during the SEC Open House, five employees signed up for payroll deduction to donate money to the CSDF.

Southwest Air Lines has donated tickets to be raffled off at the SEC Luncheon on June 10th. D. Keck asked for volunteers to sell tickets.

Regarding the Educational Leave Stipend D. Keck has met with Barb Glazner of Human Resources and George Trexler regarding this issue. The stipend at the present time is good for up to two semesters. The current application is not adequate and HR will update and make changes. The application is on the SEC website and the policy is located on the HR website. There needs to be a place on the form for the advisor to sign off indicating the applicant has only one year remaining. Barb Glazner will continue to work with the committee to update the application. The committee decided to keep the responsibility of this issue with the committee and that the applications should come to the committee first for review and verification of completion. Once approved, it will be forwarded to HR for further processing.

G. Compensation Committee.

P. Pert indicated this committee is still on hold.

H. Facilities Resource Committee.

D. Brown stated she was unable to attend the last meeting but she received information from Gary Bishop, secretary, for the committee.

Dr. David Lupan from the School of Medicine attended the meeting and discussed a series of renovations that will take place. The library and the old dean's office in the Savitt Building will be remodeled into research labs.

The lease on the rental property at Taylor and Haskell has been signed and a series of renovations will be taking place with departments starting to move in by June 1st. At the present time Sanford Center for Aging, Geriatric Medicine, Center for Application of Substance Abuse Technologies (CASAT), and Management Assistance Partnership (MAP) are the probable new occupants of the building.

They discussed purchasing the modular that currently houses Parking and Transportation Services. Once Parking Services moves into a location near the new parking garage it would make room for the Real Estate Office and WICHIE.

The Biology Department in Fleischmann Ag has requested to renovate several rooms, which was approved pending funding.

The committee discussed the Albers Building which has 10,000 square feet of unheated space, there is about 4,000 square feet of office space that could be used but the cost of heating the 10,000 square feet would cost the University a lot of money.

The next meeting will be held on May 11th.

I. Faculty Senate.

No report at this time.

J. Parking and Traffic Board.

K. Coles reported the committee met on March 24th. Melody Bayfield, Director of Parking and Transportation Services, stated that next year the committee will be developing a new 5-year plan. She has worked with RTC on bus pass program for all students.

The committee discussed the response from Sasaki and Associates; the committee had sent a letter to Sasaki requesting a commitment to keep Silver lots 4 and 5 available for handicapped parking. Melody stated that indeed those lots may go away in the future as they are on an attractive multi-level building site. Sasaki would propose that handicapped parking be available in parking garages below the buildings. However, from past experience, Melody fears the garage will be eliminated from the construction plan when costs go over budget. Basement garages were proposed for other buildings on campus, but were then eliminated from the plans due to cost. But for now keeping Silver lot 5 available for handicapped parking is a priority.

Two levels of the new parking garage are slated to be ready for opening by the first day of school next fall semester. Two more levels will be ready for the first big home football game in September. All levels will be completed sometime in October.

Review of items of this year:

Changed the new parking structure from Silver to Green designation for its first year of operation.

Eliminated the shuttle service from the dorm to the post office. There weren't enough riders to warrant the service.

Increased parking fines from a range of \$20-\$25 up to a new range of \$30-\$40.

Increased price of a daily permit from \$2 to \$3.

Limited use of service vehicle spaces to 15 minutes for loading.

Converted 9 blues spaces at Lombardi to Silver.

Combined Silver lots 8 and 12 into one designation.

Made all green parking spaces one zone.

The new rates for next year are Silver \$320, Green \$155 and Blue is \$65.

The bus pass program for next year is to encourage parking off campus. Faculty and staff can purchase a Citifare bus pass for \$100 instead of the normal \$600 this is valid from August to May. Since the pass is not available for June and July, faculty and staff will be provided a free silver parking permit for those two months. RTC has agreed to change the hours of the Sierra Spirit shuttle that runs to downtown ever ten minutes to operate from 7am to 10pm. This can accommodate those who wish to park for free downtown and ride the Spirit to campus. Other incentives include the right to park on campus for free on Fridays, up to five one-day parking permits as needed, and rides home in case of an emergency and payroll deduction; the same incentives will hold true for people that wish to carpool. The carpooling program will allow you to park in close reserved carpool spaces and share the price of the permit.

A new East Campus Shuttle Service will run every twenty minutes and service the Medical School and the Agriculture Building as well as the new Sterling Village Apartments.

The next meeting will be held April 28, 1:00pm and this is the last scheduled meeting for this school year.

K. Student Services Food/Retail Dining & Catering Committee.

J. Radcliffe stated the committee toured what used to be the Cellar; the new food court should be ready by July 1st. The committee is asking for people to suggest a new name of the food court, Radcliffe asked everyone to send in a suggestion.

L. SEC Bylaws.

C. Carver mentioned the SEC Executive Council met and made the decision to have the Special Interest Committee take over the ballots for electing new SEC members. The ballots will be sent to departments in June. Carver stated since the reorganization of Colleges she has been working with Human Resources to obtain a list of names for the various departments.

M. SEC Open House.

Chair V. Jackson-Davis commented on the success of the Open House.

G. Trexler asked for comments on the food that was serviced.

C. Carver mentioned the macaroni and cheese is one of the best sellers they have.

Some members commented the food was dried out when they came in. Carver stated there was food left over and the Council determined there should be less food ordered for next year and when it is gone it is gone.

N. SEC Luncheon Committee.

Chair V. Jackson-Davis mentioned the committee is going to start meeting every Friday and they would welcome anyone that would like to attend and bring suggestions that would be helpful.

The reason for the luncheon is to honor the classified employees for their years of service and for people that have retired.

The food menu for this year has been altered from what was suggested last year. The theme is tropical and as such the menu will include some of the following: rice, chicken with various types of toppings, different types of salads, rolls with butter and cookies. The menu will have to be determined before the tickets can be printed.

Ron Zurek and Steve Zink are the MCs for the luncheon. It was suggested they wear grass skirts but Mr. Zurek has declined.

The luncheon will be held on June 10th at Lawlor Events Center, it has not been determined as yet if it will be held in the Silver & Blue room or the main arena. That will depend on the number of ticket sells. E. Aragon suggested departments buying a table for their classified employees to attend.

When someone receives an award they do not have to go on stage if they don't feel comfortable in doing that. They just need to let the council know ahead of time. If they wish to be honored on stage they can have their supervisors present the award or anyone the honoree selects.

It was suggested P. McDonnell write an article for the Nevada News regarding the luncheon.

Chair V. Jackson-Davis asked for volunteers to sell raffle tickets and helping with the set up for the luncheon. Committee members who would like to assist should contact her. All classified employees will be granted administrative leave to attend the luncheon.

O. SEC Web Page.

D. Papaeliou asked if anyone had pictures of the Open House he would like to receive them. The photos that were taking of some of the SEC members did not take because of a lighting issue. Papaeliou will bring the camera to the next meeting for retakes. He will also update the information on the Classified Employees of the month.

P. Special Interest.

Nothing to report regarding Special Interest Committee; the committee will be given the responsibility for taking over the ballots in June.

It was also suggested this committee do a welcoming for all new SEC members. In September or October once a new member has had selected the new welcoming committee could distribute information on the committees that members are asked to sign up for, information on what is expected of you as an SEC member, how often and where you meet. D. Brown has put together a small information sheet on the committees in which she is a member; she will forward those to the council members for their review. The information includes when the committee meets, who is on the committees, what types of issues the committee addresses and how long you are expected to remain a member.

By giving this committee those two responsibilities the Special Interest Committee should become active again.

Q. NCAA Certification Self Study.

Did not meet.

R. Working Family Task Force.

D. Elwell stated the committee is set to meet on April 28th, she will attend that meeting; she found out about the meeting

through a campus announcement. This committee has not had representation for the SEC for sometime.

S. University Disabled Committee.

E. Aragon stated the committee did meet on March 5th. There have been changes to the verbiage in the millennium scholarship to accommodate for students with disabilities or that has health problems and requires a lower class load. The institutions are allowed to make that determination. At present the funds for each student are in an escrow account and are accessed as the student continues with coursework. It does not increase if the student decides to take more than a full load but if a student takes less then a full load they would lose their scholarship. The new verbiage will rectify this issue and allow each institution to make those decisions locally.

There was a discussion regarding buildings that are owned by the university but are not easily accessible in the rural areas of Nevada. Different counties have different inspectors. When a building in Fallon was recently inspected by the USDA for ADA accessibility it did not pass, however local inspectors passed the building.

There was discussion about being proactive with accessibility issues and not just reacting to complaints. Dr. Coray indicated that there is not enough funding. The process for buildings in which we have joint tenancy with other counties was discussed and there was some discussion regarding a team of examiners that would include the three major authorities on ADA compliance to include an ADA certified plans examiner.

October is Disabilities Awareness month; the Disabilities Resource Center is working on a theme and is looking at Arts with exhibits.

There was a concern raised about the master plan for Parking and the reclamation of the spaces by Church of Fine Arts and behind Mackay Science. If the disabled spots are eliminated

the students, staff and faculty using those spaces would have a greater distance to get to their buildings.

T. UPC.

Chair V. Jackson-Davis stated at last months meeting the discussion was about the College of Liberal Arts and the Master Plan. Not a lot to report at this time.

V. SNEA.

D. Papaeliou commented on the BBQ that was put on by SNEA last month. There were about 100 to 150 people in attendance. International and SNEA members from UNLV were in attendance to answer questions for those who attended.

The State of Nevada Health Insurance has gone down because there were not any catastrophic leave taken, in the past there have been major issues with kidney transplants which raised the insurance premiums.

Regarding the PEB Board SNEA has attended every meeting that they have held. It has been suggested that all state employees be grouped with the city and county. This would give the PEB Board more bargaining power.

There is a plan to change the pension fund and use it to lure companies to come to Nevada. Papaeliou stated why anyone would want to lure new business to Nevada when it is proven that 80% of all new businesses fail in their first year. Other states have lost millions of pension funds by doing this same type of business. Georgia lost about 200 million and Florida lost between 200 and 300 million.

Papaeliou stated the legislature believes the money should belong to the state and not the employees and this is a way of attracting new business to the state. This is one reason that we need people in the legislature that will work for the employees.

State employees have rights; SB 331 is one of the newest and most powerful tools a State employee can use. It deals with representation

and subpoena power. If an employee is brought up for disciplinary actions that person has the right to have witnesses subpoenaed and have someone there to represent them. In the past various agencies have failed to follow the letter of the law. State Law clearly states that someone may have representation in a grievance hearing, but that has not always been followed. SB 331 authoritatively establishes this right. The addition of subpoena powers gives State employees the opportunity to prevent witnesses from being coerced into not testifying. Papaeliou stated if anyone has doubts about these occurrences, they can call the SNEA Carson City office and talk to an Employee Representative.

The Department of Motor Vehicle employees went to their supervisors with this bill and were told they can have full representation of Stewards.

VI. Open Discussion.

- A.** D. Keck gave a Treasurer's report; if anyone makes a purchase with the purchasing card D. Keck needs a copy for the record. She is still missing some information on purchases.
- B.** The Council discussed Virginia Moore who was on the Council and took a job as a professional; her position on the Council will need to be filled. Peggy Troupe' has offered to proxy for that position.
- E. Aragon mentioned how hard it is to find people that are willing to serve and if Peggy is willing the Council should consider that option.

Peggy Troupe' was a member of the SEC and is in the process sitting out for a year. The Council decided to ask Peggy to proxy for the months of May, June, July and August and then in September Peggy would have been off the Council for her year and she would be eligible for reelection in September.

- C. V. Paul mentioned the search committee for the new Dean of the Medical School has completed their list and the three names have been forwarded to the President for review. Paul stated Drs. Miller, McDonald and O'Connell were chosen as the finally three. One is a cardiologist and the other two work in internal medicine. All three are great candidates. President Lilley is out of town now but they should know something before July 1.
 - D. President Lilley will be the speaker at the next SEC meeting on May 18th. If anyone has question they would like to ask him they should email Chair V. Jackson-Davis this will give him a heads up on what the council would like to talk about. He will take questions as well.
- D. Keck suggested everyone invite other people to attend the meeting.

VII. Guest Speaker Ron Zurek.

- A. Mr. Zurek stated he was very pleased with the Staff Employees Open House. He really enjoys going to the function and receiving all the free things that are available.
- B. Mr. Zurek didn't have much to report on the winter closure. The weather was so mild this year they couldn't get an accurate read for the savings. The information will be presented to the President's Council for the upcoming December closure and the date that has been selected is the week of December 20th. Mr. Zurek stated once President Lilley has approved of the closure and the dates an email will be sent and people can start to accrue their comp time which would be needed to take the holiday off unless they want to use their vacation time.
- G. Trexler mentioned that more departments closed this last year then the year before and those that remained open didn't see much going on.
- E. Aragon stated the Child Family Research Center has been closing for two weeks at Christmas time.

L. Ruud expressed their department had some concern over giving their employees time and a half. Some employees within her department were ready to lose their vacation time if they didn't use it for the winter break.

Mr. Zurek mentioned the President likes this time off and it is very useful for people to enjoy time with their families during holidays. This is a very busy time for Admissions and Records and so their department had some employees work two days of that week while the other employees had the time off and then they switched so everyone did have some time off during that closure.

- E.** The Board of Regents approved the new name for the dorm here on campus; the name of Argenta was chosen. Argenta means silver.
- F.** The Down Under Café is complete and the new food court is going in.
- G.** The inter-mural athletic fields have been resurfaced with new turf.
- H.** The new parking garage is back on schedule after a three week delay. Once completed the new garage will house 1,900 new parking places, 2 sky walks, and an elevator to Lawlor Events Center from the handicap parking area. The cost for the new garage is \$28 million.
- I.** R. Zurek discussed Evans Street and for the new master plan that street will become the main road for the campus. The railroad tracks will stay where they are now.
- J.** NDOT will be assisting UNR with a new stop light on the corner of Virginia and 15th, the cost is being shared by UNR who will pay $\frac{1}{2}$, NDOT will pay $\frac{1}{4}$ and the city of Reno will pay $\frac{1}{4}$. The new stop light is scheduled for installation sometime this summer.

- K.** UNR has purchased six yellow figures that will be used in hopes to slow down traffic on the major entrances into the campus. They will be used on Virginia Street and 9th. The yellow men were purchased for \$12,000.00 from NDOT. The police will be putting them into place early in the morning and removing them in the evening.
- L.** Everything is complete on the purchase of Bishop Manogue. They will be moving to their new location on South Virginia Street sometime this summer. UNR was hoping to keep the old gym but that isn't possible. All the buildings will be removed to make room for the Woman's Athletics, the track field and the new soft ball field. Office space will be provided in the form of modularity. With the purchase of Manogue UNR has 23 additional acres with water rights. The new soft ball field will be open next fall and the track and soccer field will be completed in the spring. UNRPD has already included Manogue in their patrols. There might be surface ground parking available in the future.
- M.** Clark & Sullivan has started on the Redfield Campus, they are will complete the first phase in the spring of 2005. UNR and TMCC are the current occupants and will be self contained units such as outreach programs from UNR and TMCC. WNCC has dropped out of the venture.
- N.** UNR has reached an agreement with the Army Corp of Engineers. All the dirt on the north east corner of campus will be pushed down into the wet lands which will give UNR 12 more acres of building property.
- O.** The Nevada Cancer Institute has been speaking with UNR regarding building a new 30,000 foot medical research facility behind Nellor. UNR will lease the land to the Nevada Cancer Institute for 30 years and then the building will revert back to UNR. The Nevada Cancer Institute is certified by the National Cancer Institute, there is a Nevada Cancer Institute in Southern Nevada at the present time that sees patients.
- P.** McDonnell stated the main campus now has 278 acres.

- P.** R. Zurek mentioned Cashell Field House, the rehab center, weight room and the ticket center will be remodeled with private funding from donors. It will cost approximately \$4.8 million dollars.
- Q.** UNR has been selling property in Stead now that the land is more valuable and they are bringing the money back to UNR.
- R.** Washoe County School District is currently looking into purchasing the Clifford Young Federal Building on Booth Street. If this takes place UNR would like to purchase the old Washoe District Offices at the end of Valley Road. R. Zurek is not sure at the current time who would occupy the offices, they are looking into B&G, Central Services and Police Services, this would free up several locations on campus for other uses. UNR is not interested in the building but the land.
- S.** The Board of Regents has approved a new building for the Las Vegas Cooperative Extension office. It will be near the airport and the total amount for the building is approximately \$8 million dollars.
- T.** The new Student Union and Knowledge Center will be completed within the next 2 years. The Student Union is slated at \$50 million which will be paid for by the students and the Knowledge Center is \$66 million.
- U.** Getchell Library was discussed; it will be torn down rather than remodeled because of costs. The reason for the costs would be the asbestos removal, it costs more to remove asbestos than to build a new building. The new building would be used for the College of Liberal Arts.
- V.** P. Moore asked Mr. Zurek what the hold up was on the 6 credits that could be used by classified staff. R. Zurek stated it was going to the Board of Regents in June. The hold up came when they discovered the community colleges were allowing up to 18 credits and they felt all colleges and universities should be on the same page when it came to credits. Mr. Zurek will let

the council know when this issue will be on the agenda at the Board of Regents meeting.

W. Parking is a big issue on every campus; Berkley does not allow any parking on their campus. R. Zurek stated a loan to build a new parking structure is on a 30 year bond but it seems when one is paid off the debt never goes down, they find they need another parking structure. The cost per space at a parking structure is \$6,500 where as for ground or surface parking it is \$2,000. P. McDonnell commented on the agreement with the ASUN on the fee waiver for parking during events at Lawlor. R. Zurek stated this is just a trial not ongoing for sure thing. P. Pert mentioned another entrance from McCarran Blvd, if there was an entrance off McCarran it would make it much easier to enter and leave events and make it more accessible to the new Nevada Cancer Institute.

Mr. Zurek thanked the Council for the questions and he would like to come back anytime.

Without further comments the meeting was adjourned at 4:09pm.