

STAFF EMPLOYEES' COUNCIL
Meeting Minutes
December 17, 2002
Journalism Bldg. Room 304

Executive Officers Present: "D" Papaeliou (Chair), Diane Yohey (Treasurer), Linda Spezia (Co-Public Relations) and Donna Brown (Secretary).

Representatives Present: Janis Bennett, Robin Coles, Brian Draper, Debbie Elwell, Marianne Fuller, Curtis Funk, Verla Jackson-Davis, Lisa Johnson, Vickie Krentz, Crystal Montecinos, Terry Torvinen and Eve Welker.

Representatives Absent: Eileen Aragon (excused), Kathleen Coles, Kristy Forbes, Danielle Gann-Lind, Audra Knight (Lisa Johnson proxy), Diane Krutz (Marianne Fuller proxy), John Morrow, Valerie Thomas, Peggy Troupe (excused), Kristi Van Gorder and Susan Warren.

Advisor: Stephanie Flatt.

Guest: Georgianna Trexler.

I. Call to order.

II. Approval of minutes – Approved.

III. Chair Report –

- a. Administrative level for members of the SEC has been discussed with Ron Zurek. There are supervisors of a few SEC Council members that ask for accounting of their time spent attending SEC Meetings and other SEC related functions. A letter will be sent from President Lilley sometime after the first of the year. The letter is currently in draft form.

Georgianna suggested members speak with their supervisors regarding their work load. Supervisors should reassign some of the work to others in the office. She suggested having others do filing, data entry and copying. It should only be lower level work assignments that are reassigned.

- b. The new SEC By Laws are not available at this time. We are still using the 1997 By Laws until the new ones are available, sometime after the first of the year.
- c. Tuition and fees waivers are currently being reviewed by UNR and Great Basin Community College. They are the only campuses within

the UCCSN system that offer 3 credits per semester; the other campuses offer 6 credits.

- d. The Volunteers in Progress Program has been reviewed and will not be implemented. If someone volunteers it should be on their own time.
- e. Open meeting law was discussed and at this time the UPC will not hold open meetings.
- f. Budget issues were discussed. All SEC Committees should provide Diane Yohey, SEC treasurer, with figures before the January meeting.
- g. Council members were instructed to view the SNEA web site for new updated information regarding the union contract in Wendover, NV.

IV. Old business –

- a. J. Bennett discussed the Safety Committee; since the departure of Chair Bob Stewart the Committee has not met.

Georgianne stated they were working on something that will replace the Safety Committee.

- b. C. Funk mentioned the interviews for the Assistant Director of Police Services. Todd Renwick has been selected to fill that position.
- c. B. Draper commented on the occupational study that was conducted in Buildings and Grounds 11 years ago. At the time of the study a few certain departments within B & G received an increase in pay. Draper asked if there would be another study and who should be contacted.

S. Flatt suggested Draper contact Robin Freestone who works directly with the committee from the Department of State Personnel. Robin is UCCSN's voice on the committee that writes the occupational studies.
- d. S. Flatt reminded the Council of the training that has been set for January 14th in JTSU with the Department of Social Security. This will be a question and answer session. Someone from PEERS may attend to answer questions. R. Coles suggested video conferencing be made available for people in the south.

V. Committee reports –

- a. **Administrative Manual Review – Did not meet.**
- b. **Affirmative Action Advisory Board – Did not meet.**

- c. **Arboretum Board –**
- d. **Classified Employee of the Month and Year –** E. Welker reported they are in need of nominations for employee of the month. New forms were distributed to the Council. The new form will be available on the forms directory page on the UNR web site.

For employee of the month the person elected would receive their name on the reader board outside of Lawlor Events Center, a gift certificate from Wolf Pack Meats, and several vendors supply certificates for free meals.

New guidelines have been established for this committee. A member of the committee can not receive an award for Employee of the Month or Year.

- e. **Classified Staff Development –** Did not meet.
- f. **Compensation Committee -** Did not meet.
- g. **Compensation Committee –** Did not meet.
- h. **Education Leave Stipend Committee –** Did not meet.

Facilities Resource Committee – The committee met on December 10th. D. Brown reported on renovation projects that are currently taking place on the UNR campus. The demolition of the Planetarium to make way for a new parking garage was discussed. Provost Frederick will tour the Nelson building this week to determine the availability of needed space for various departments. R. Zurek commented on space in the Frankovich house which is located on Center Street. The Biology Department has asked for space, they requested a house on Evans Street which is currently rented to UNR students. The FRC determined this would be very difficult because of rezoning, parking, ADA accessibility, change in the city codes and a possible asbestos issue.

Faculty Senate –

- k. **Parking and Traffic Board –** D. Brown reported the committee met on December 4th. The Planetarium will be removed to make way for a new parking structure. The new garage will be ready for occupancy by fall of 2004, all spaces will be silver. Both the new garage and Brian Whalen garage will provide handicap parking. Blue parking located near Lombardi will be converted to metered parking for easy

accessibility. At the February meeting there will be a discussion of converting green lot 2 next to the Ag building into silver parking. There are 120 parking spaces available in green lot 2 but on a daily basis there are 35-40 silver parking permits in that lot. Silver parking permits are allowed to park down, but not to misuse it. That was the idea of zone parking. Regarding green lot 1 which had been changed to silver 6, Barry Spraggins, a member of the parking board, indicated he was very unhappy with the zone changes mid-semester. Melody Bayfield indicated the originally proposal had been approved from the previous year, but due to changes in the administration it was not approved until this semester.

- I. **Student Services Food/Retail Dining & Catering Committee – V.** Krentz mentioned the concern over the mid-campus plan; it appears all the new building is moving to the north side of the campus. How will this effect the food service? The Council discussed the new dining commons which could provide food service to those on lower campus.
- M. **Safety Committee – Did not meet.**
- N. **SEC Bylaws – Did not meet.**
- O. **SEC Open House – L.** Johnson reported the committee met on December 16th. Open House will be held March 7, 2003; the theme will be western attire.
- P. **SEC Luncheon –** The committee met and a take off of Hot August Night has been selected as the theme for next years' program. The date for the luncheon is July 10, 2003.
- Q. **SEC Web Page – “D”** stated the web page has been updated, still need a photo of the November Employee of the Month.
- R. **Special Interests – Did not meet.**
- S. **NCAA Certification Self Study Committee – Did not meet.**
- T. **University Disabled Committee – Did not meet.**
- U. **UPC –** The committee met two weeks ago, intro to the north Thursday 19th.
- V. **ASUN – Did not meet.**

VI. Open discussion –

E. Welker discussed employees of the Medical School in Las Vegas; they feel left out of the loop. They asked questions about employee of the month and how they could nominate people from Las Vegas. Welker indicated she has sent nomination forms to those in the south. C. Funk will contact people in B&G through Al Martin in Las Vegas. The campus announcements go to Las Vegas and the employees could stay involved through the announcements.

Meeting was adjourned at 3:30pm.