

STAFF EMPLOYEES' COUNCIL
Meeting Minutes
January 21, 2003
Journalism Bldg., Room 304

Executive Officers Present: "D" Papaeliou (Chair), Diane Yohey (Treasure), Eileen Aragon (Co-Public Relations), Susan Warren (Vice Chair), and Donna Brown (Secretary).

Representatives Present: Kathleen Coles, Robin Collins, Rose du Plessis, Debbie Elwell, Kristy Forbes, Marianne Fuller, Curtis Funk, Danielle Gann-Lind, Verla Jackson-Davis, Lisa Johnson, Audra Knight, Michele Krick, Diane Krutz, Crystel Montecinos, Raymond Needham, Valerie Thomas, Terry Torvinen, Peggy Troupe', and Eve Welker.

Representatives Absent: Janis Bennett, Brian Draper (proxy Diane Yohey), Vickie Krentz, John Morrow, and Linda Spezia.

Advisor: Stephanie Flatt.

Guest: John Davis, Training Coordinator
Environmental Health & Safety

I. Call to order.

II. Approval of minutes – Approved.

III. Committee reports –

- a. **Administrative Manual Review – Did not meet.**
- b. **Affirmative Action Advisory Board – Did not meet.**
- c. **Arboretum Board – Will meet on January 28th.**
- d. **ASUN – Committee members have not been notified of next meeting date.**
- e. **Classified Employee of the Month and Year – E. Welker reported on employees in the Las Vegas area that feel left out of the loop. They are state employees and should be given consideration for employee of the month and year. The campus announcements go to all state employees and the new nomination forms will be available on the next announcement. Robin Collins and June Boyko will assist with sponsors in the Las Vegas area.**

V. Jackson-Davis mentioned the yearly memo asking for nominations are ready to be sent out to the departments and it is waiting approval from Ron Zurek's office. It should be going out this month.

- f. **Classified Staff Development** – Did not meet.
- g. **Compensation Committee** – Did not meet.
- h. **Educational Leave Stipend Committee** – Did not meet.
- i. **Facilities Resource Committee** – Did not meet.
- j. **Faculty Senate** – It was reported there is a new policy regarding the Board of Regents and their ability to investigate the files of students and state employees.
- k. **Parking and Traffic Board** – Did not meet.
- l. **Student Services Food/Retail Dining & Catering Committee** – Their next meeting will be held on January 22.
- m. **SEC Bylaws** – Did not meet.
- n. **SEC Open House** – V. Thomas reported on the vendor list, invitations will be distributed instead of flyers this year to help curb expenses, and the next meeting will be held February 3rd at 10:00am in Ross Hall 207. Thomas stated there are no guidelines for the type of vendors that can attend the Open House.
- o. **SEC Luncheon** – P. Troupe' has contacted Chevron to see if they would donate mini cars for table top decorations. Lawlor Event Center will cost \$2,700.00 to use for the day. Invitations will be sent through campus mail to save on expenses. June 30th will be the last day for ticket sells. The next meeting will be held February 10th in B&G conference room.
- p. **SEC web page** – Nothing to report.
- q. **Special Interest** – Did not meet.
- r. **NCAA Certification Self Study Committee** – Did not meet.
- s. **University Disabled Committee** – Did not meet.
- t. **UPC** – Did not meet.

IV. New business –

- a. D. Yohey presented the fiscal budget for year 2002-2003. The budget for his year's luncheon has gone from \$9,037.00 to \$11,000.00; this is the largest block of money from the budget.
- b. Chair "D" Papaeliou discussed the SEC Bylaws, he still waiting for a response from Ron Zurek.
- c. SNEA has filed a law suite against Jackie Crawford who is the head of the Correctional Department in Carson City regarding the first amendment. SENA members who work for the correctional department are having their union materials confiscated as they enter the door while going to work; their cars are been checked and the union material left inside has also been confiscated. There has been 11 SNEA members put on administrative leave without given a reason.

Jackie Crawford has let the prisoners in Carson City built a golf course for their use. They also built a pond but for safety issues it has been filled in.

The Nevada prison system received 2 million dollars from the state of Wyoming to hold prisoners; they put two rival gangs in the same location and one prisoner was killed.

M. Fuller stated her husband works for the correctional department here in Reno and they have not had any trouble; her husband is a SNEA member.

- d. E. Aragon commented on the law suite against the state regarding FMLA. There was a state worker whose wife was injured in a car accident. He stayed at home to care for her and after his sick leave ran out he continued to stay at home thinking he was covered under the FMLA.
- C. Funk stated all the states will be watching what happens here in Nevada.
- e. Chair "D" Papaeliou discussed a fund that has been established for 3 or 4 DOT injured workers. One worker lost an arm and another worker lost a leg. He will get more information on fund if anyone was interested donating.
- f. Chair "D" Papaeliou mentioned the memorial service for Travis Linn which will be held today at 4:00pm. The meeting will be shortened for the service.

V. Guest speaker – John Davis, Training Coordinator, Environmental Health & Safety.

Mr. Davis stated he was asked to speak on the issue of safety. There had been a comment made about the safety on campus since the disbandment of the University Safety Committee. Mr. Davis commented on the Department of Environmental Health & Safety; we are still here and willing to help with any safety issue.

Mr. Davis discussed the types of class that were provided by EH&S; laboratory safety, fire extinguisher, new employee orientation to name a few. All training classes are free to employees.

OSHA is a federal agency and Mr. Davis suggested contacting EH&S before calling OSHA with any problems. All calls to EH&S regarding safety issues are in strict confidence. OSHA usually contacts the University and asks for their assistance in dealing with any of the problems before they come to the campus.

Mr. Davis mentioned it is everyone's job to keep themselves safe; when you were hired you should have discussed safety issues with your supervisor. You should know where the fire extinguishers are, what to do if you work in a lab and there is a spill, or if you see problems on campus such as holes in the sidewalks. If EH&S can't help you with a problem we can direct you to someone that can help. EH&S has a 24 hour emergency phone number; if you are on campus on a weekend and see a problem you can call 327-5040 and be connected to an EH&S professional.

Mr. Davis distributed post cards and asked if anyone had a problem to send it directly to EH&S.

The meeting was adjourned at 3:20pm.