

**STAFF EMPLOYEES' COUNCIL  
MEETING MINUTES  
JULY 20, 2004  
JOURNALISM BUILDING, ROOM 102**

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

**Representatives Present:** Leslie Baskett, Kathleen Coles, Brian Draper, Debbie Elwell, Darley, Jeppson, Vicki Krentz, Crystel Montecinos, Pam Moore, Theresa Moser, Vicki Paul, Phillip Pert, Jewell Radcliffe and Laura Ruud.

**Executive Officers and Representatives Absent:** Debbie Keck (Orlyn Schenk proxy), Audra Knight, Jeannette McAlister, Peggy Bohn, Raymond Needham (Darley Jeppson proxy), and Eve Welker (Debbie Elwell proxy).

**Advisor:** Mary Ann Henry

**Guests:** Erin Lankowsky, President of ASUN  
Jim Gleich, UNR Recycling Coordinator  
Jessica Muelberg, President of GSA

**I. Call to order.**

The meeting was called to order at 2:00pm.

**II. Approval of minutes.**

The minutes from June 15, 2004 were approved as written.

**III. Old Business.**

- A.** Chair V. Jackson-Davis reported the new SEC t-shirts will be ready today she will pick them up from the printers and have them ready for delivery sometime next week.
- B.** Ballots for new SEC members have gone out and Chair V. Jackson-Davis stated some departments have already responded.

- C. Nominations and or volunteers for next years SEC Executive Council was discussed. Chris Carver volunteered for the position of Secretary, Pat McDonnell volunteered as Co-Public Relations for the north and Vicki Paul for the south. Leslie Baskett volunteered as Co-Chair and Verla Jackson-Davis was nominated for Chair for the second year. All council members agreed by applause that she has done a wonderful job this past year as Chair for SEC. Secretary D. Brown will contact Debbie Keck to inquire if she would like to continue as Treasurer.

Chair V. Jackson-Davis will make voting ballots with the names of the nominates/volunteers for voting purposes at the September meeting.

- D. E. Aragon mentioned the University and SEC committees; she suggested the continuing SEC members should get a chose of committees they would like to attend.

The council discussed the committees and how this should be handled. Chair V. Jackson-Davis will email the list to the council for their review and selection of committees they would like to sign up for.

#### **IV. New Business.**

- A. **Administrative Action Manual Review.**

The committee did not meet.

- B. **Arboretum Board.**

Jeppson stated the board will be meeting next week she will have more to report at the next SEC meeting. The new revised plans for the Faculty, Staff and Student Memorial have been submitted and they are awaiting approval.

R. Needham had submitted a suggestion of placing outdoor speakers around the Memorial Garden and piping in bird sounds, the committee stated that type of thing would interfere and confuse the birds that live in the area.

- C. **ASUN.**

P. McDonnell mentioned the next meeting will be held August 25<sup>th</sup>.

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

Chair V. Jackson-Davis reported the committee has been meeting via email. The new employees for the month of July are Betty Ebbs and Vicki Healy.

**E. Classified Staff Development and Educational Leave Stipend.**

The committee member was unavailable for comment.

**F. Compensation Committee.**

The committee did not meet.

This committee was selected to provide the incoming council members with an information package. D. Brown reminded the council if they attend committees they should send information on those committees to Phil Pert. Once all the information is gathered an information sheet can be prepared to put in the packages for the new council members, this will make it easier for the new members to determine or decide which committee they will sign up for.

**G. Facilities Resource Committee.**

D. Brown mentioned the FRC changed the meeting date and was being held at the same day and time as the SEC meeting.

**H. Faculty Senate.**

The committee member was unavailable for comment.

**I. Parking and Traffic Board.**

The committee did not meet.

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

The committee did not meet. C. Carver did state the new Overlook Food Court will be conducting a dry run this week for staff members. They will be opening sometime next week with limited food items such as pizza and fast food; they will keep adding food items until they are fully opened August 6<sup>th</sup>.

**K. SEC Bylaws.**

The committee did not meet.

**L. SEC Open House.**

The committee did not meet. B. Draper mentioned he had several years of Open House Committee binders and would like to pass them along to the next committee chair.

**M. SEC Luncheon Committee.**

The committee did meet very briefly to discuss next years luncheon, at this time there is nothing to report.

**N. SEC Web Page.**

Chair V. Jackson-Davis stated she was given all the files on disc when D. Papaeliou left the University.

Pam Moore is also on the committee she will obtain the files and update the web page when necessary.

**O. Special Interest.**

Committee member stated there is nothing to report at this time.

**P. NCAA Certification Self Study.**

McDonnell stated the name of this committee and its duties should be changed. The next scheduled study will be conducted in 2010-2011. The council agreed this would mean a long time between meetings for this committee. Chris Exline contacted McDonnell regarding a member from SEC attending different meetings that discuss issues concerning the Athletics Department.

The council discussed a name change for this committee and it was agreed the IA Advisory Board would be a fitting name.

Secretary Brown reminded the council the name NCAA Certification Self Study is a University committee and it is the SEC Bylaws. A change of name would mean a change in the Bylaws.

The council will discuss this issue at a later date.

**Q. Working Family Task Force.**

D. Elwell reported the committee met on June 23<sup>rd</sup> and discussed their web page and a resource list that will be added. Each member was

given a direction to find different types of resources that could be added to the web page. They also discussed policy issues.

Elwell mentioned this committee has been dormant for several years so there is a lot of work to be done.

**R. University Balloon Race Committee.**

C. Carver mentioned the Balloon Races will be held September 10-12, 2004. The committee did meet on July 13<sup>th</sup>, they have two grand prizes for the raffle, one is a hotel/casino package and the other is two season Wolf Pack tickets. A flyer will soon be released with the names of the ticket sellers for the raffle and the names of the people who will be selling this year's balloon pin.

P. Moore is currently working on the Balloon Race web site and that address is [www.unr.edu/balloonrace](http://www.unr.edu/balloonrace).

E. Aragon asked if the Reno Gazette Journal article had any impact on the Balloon Race Committee. It was a very negative article in her opinion.

P. McDonnell stated the committee had some difficulty in obtaining corporate sponsors.

Aragon mentioned if she were a small business owner and read the article she would not want to put money into a sponsorship.

C. Carver commented on the scholarship the Balloon Race Committee had given to undergraduate and graduate students. They contact the Financial Aid Department and are given a list of students who have applied for scholarships. The committee sent out 250-300 letters this year to students; they judge the graduate students by their GPA and the undergraduates have different criteria. They have to have graduated from a Nevada high school and they answer a questionnaire based on their needs.

**S. Universities Disabilities Resource Coalition/Affirmative Action.**

E. Aragon stated the meeting was held on July 13, 2004. The committee discussed the brown bag lunches and it was noted there may be a possibility of serving those in attendance pizza.

The walk-through of athletic facilities was not been conducted and will be rescheduled.

The committee acknowledges the need for student representatives to be appointed to the UDRC from ASUN and GSA. The committee will contact the president of each organization, which may be difficult to do until after school starts in August. This is different from the student representation from the DRC who are students with experience/expertise in disabilities.

There was an update on disability awareness month activities. The ASUN board may be willing to provide funding for some speakers during this month. Activities may include a fundraiser for DRC sponsored by Very Special Arts (VSA). Funds will be used to pay for individual student assistance on limited basis (needs less than \$300). The UDRC discussed numerous alternative sites for the planned art exhibit in higher traffic areas than the Clark building.

There was an update on ADA re-authorization/revisions related to building codes. There was a discussion regarding ADA revisions that will lead to significant changes, better interface with international regulations and greater flexibility in the building codes. While these changes will be available in print 7/23/04, the bill itself has not yet been reauthorized. Therefore, use of the new codes may constitute violation of the existing regulations until the bill passes.

The UDRC revisited the issue of visitors in wheelchairs. This raises the issue of liability with regard to making a limited number of wheelchairs available to visitors on campus. These concerns will be reviewed with General Counsel prior to bringing the issue up to the President's Council. If the idea is acceptable in terms of risk management and funding is provided, the committee agreed that the Office of Prospective Students in the Student Services Building (SSB) might be a more appropriate site than the Jones Visitor Center which gets little traffic.

The committee also revisited the idea of providing suggestion boxes at locations around campus as a mechanism through which they can receive feedback from individuals with disabilities. The logistics of building, maintaining, and gathering input from these boxes do not seem workable at this time. For the present, an announcement will request that feedback go to either Dr. Coray or Mr. Woodward. If wheelchairs are placed in the SSB, the Office of Prospective students will also be asked to collect feedback.

The next scheduled meeting is August 10<sup>th</sup> at 12:15pm in Phillips Conference Room at Clark Administration Building.

Since this is Aragon's last year on the SEC the August UDRC meeting will be her last meeting with this committee. She did request anyone that is considering attending this committee as a member should accompany her to the August meeting.

**T. UPC.**

Chair V. Jackson-Davis stated the committee is still adjourned until fall but she did attend a meeting regarding the master plan for the University. Phase I still has two more years, there will continue to be parking garages built on the campus but those plans are as far out as 20 years.

There is a mini retreat planned for sometime next month for this committee, Chair Jackson-Davis is not sure of the date for that retreat.

**U. Donor List.**

P. McDonnell stated the thank you letters have been mailed to the donors that contributed to the SEC Open House and the SEC Luncheon. The letters were sent early this month.

**V. Guest Speakers.**

**A. Erin Lankowsky, President of ASUN.**

Erin stated a local firm will be selected soon to assist with the design of the new Student Union. A national company has been selected and everyone is pleased with the selection. The students have agreed to share in the cost of the new Union and will start to pay their \$94 per semester. The new Union will cost approximately \$42 million and should be started sometime in 2006 and completed in the fall of 2007. With the increases in concrete and steel the square footage has been decreased. They are trying to find ways to cut the square footage, it may mean eliminating some office space and making the theater small then planned. Even with the decrease in square footage the new Student Union will be double its current size. There will be a theater, office space, a food court and a new book store. The book store will be double the current size.

The new Knowledge Center is scheduled to break ground in January of 2005.

ASUN currently has a radio station on the AM channel; it is called the Wolf Pack Station. They have been working with the FAC for several years trying to secure a spot on the FM channels.

Cindy Pollard has met with Erin and discussed the possibility of placing monitors around campus which would show updates of new business and student activities.

P. McDonnell asked if the increase of students have made a difference.

Lankowsky stated growth is good for the campus but overgrowth will make it very difficult. Parking is already an issue and he mentioned that Parking Services is not trying to pull one over on students, faculty or staff. They do not receive state funds to build parking garages so the money has to come from somewhere. There is also the situation of not enough classroom space or the ability of students being able to attend the classes they want to attend when they want them.

**B. Jim Gleich, UNR Recycling Coordinator.**

J. Gleich is currently housed in the Environmental Health & Safety Department. He began the recycling program March 1, 2004 with money supplied to ASUN from the Nevada Department of Environmental Protection (NDEP). So far the program has been successful.

The program has been made available to all departments on campus and a letter went to all the departments describing the program. Currently, they take plastic, glass and aluminum. If a department makes a request for an office clean out they will supply large bins and pick them up for disposal.

The Nelson Building is not currently on their route as they are off campus and the crew does not have the means to go and make pick ups off campus.

Gleich and his crew have made it very easy for the departments, they supply waste bins and do the pick ups once or sometimes twice a week. If someone calls stating their bin is dirty the crew will come and replace it with a clean one. They are holding a contest for all departments, whoever collects the most recyclable materials in a week wins donuts from Krispy Kream and juice. The money they get from collecting the recyclable materials is used to purchase the donuts and juice.

P. McDonnell invited Gleich to a meeting on Friday at 10am to discuss this program. There needs to be other ways of marketing this program and McDonnell stated he would be happy to assist.

The amount of materials they collect is weighed each week, so far the best week they collected 71 pounds, last week was 60 pounds and their goal has been 45 pounds per week.

While in Las Vegas a couple of weeks ago Gleich visited UNLV's Recycling Program. It will be sometime before UNR can compete with their program.

Pepsi has recently come on board with the UNR Recycling Program. They have contributed \$3,500 for new bins.

Gleich distributed sign up sheets to the council as some of the council had never seen or heard about the program. The UNR Recycling Program will be looking forward to working with all departments.

**C. Jessica Muelberg, President of GSA.**

Jessica stated the graduate students are unlike other students on campus, they teach classes, do research and work very closely with faculty and staff.

GSA provides some travel for graduate students, a student food pantry and they collect furniture and household items. The furniture and household items are stored and then distributed to visiting scholars and graduate students as needed. Muelberg stated some graduate students come to the United States from other countries with just their clothes and nothing else; those are the types that need the GSA's assistance.

The GSA Office is working with state and national governments to get a bill passed that would allow a student who is seeking financial aid to claim their dependents on the application form.

Married student housing is a big issue for graduate students, many graduate students are people that are coming back after being out of campus life for sometime. They are married and some have children and it is difficult to find affordable housing. GSA had been working with the new apartment complex on McCarran Blvd, but it turned out not to be conducive to married life. The new complex would like to see more freshman students then first year graduate students stated Muelberg. They are working with Wolf Run Apartments management to get affordable housing for graduate students.

The paper work on a new GSA pick up truck should be completed sometime this week and they would be available for pick up of items in the near future. They had been using someone's personal vehicle

until it was in an accident. The new truck is at motor pool awaiting the paper work.

Without further comments the meeting was adjourned at 3:35pm.