

**STAFF EMPLOYEES' COUNCIL
MEETING MINUTES
JUNE 15, 2004
JOURNALISM BUILDING, 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: Brian Draper, Debbie Elwell, Darley Jeppson, Crystel Montecinos, Pam Moore, Theresa Moser, Raymond Needham, Demonsthenes "D" Papaeliou, Vicki Paul, Phil Pert, Jewell Radcliffe, and Laura Ruud.

Executive Officer and Representative Absent: Leslie Baskett, Peggy Bohn, Kathleen Coles, Audra Knight, Vicki Krentz, Jeanette McAlister (Verla Jackson-Davis proxy) and Eve Welker (Debbie Elwell proxy).

Advisor: Mary Ann Henry

Guests: Sergeant Marc Conley, UNRPD
Dr. John Burnett, Affirmative Action
Georgianna Trexler, Administration & Finance

I. Call to order.

The meeting was called to order at 2:07pm.

II. Approval of minutes.

G. Trexler would like to clarify the comments made at the May meeting regarding the Balloon Committee. The members will do more than just *help tether*, they will help crew the balloon to get it off the ground. Then they will assist with the chase then help land the balloon. Once the balloon has landed the members help with the deflation and the roll up of the balloon and return it to the park. The members assist on Friday, Saturday and Sunday.

After the changes are made to the May minutes they were approved as written.

III. Old Business.

A. Chair V. Jackson-Davis stated the SEC web site has been updated.

E. Aragon mentioned the donor file list for the SEC Open House and SEC Luncheon. Only the names should be mentioned not the amount of the prizes.

Chair Jackson-Davis has a CD with pictures of the Luncheon and she will forward those to D. Papaeliou.

The council agreed the 2004 Luncheon was a great success. Everyone has received positive comments about the food and decorations. Chair Jackson-Davis asked for volunteers for next year.

IV. Committee Reports.

A. Administrative Action Manual Review.

D. Papaeliou stated the meeting was cancelled.

B. Affirmative Action.

This committee has been combined with the University Disabled Committee.

C. Arboretum Board.

Darley Jeppson reported the Faculty Staff and Student Memorial garden design is in place and is being reviewed for approval. Funding for the new garden has not begun until all revisions have been approved.

Jeppson will have more information at the next SEC meeting.

D. ASUN.

P. McDonnell mentioned with summer here they have stopped the meetings until fall.

E. Classified Employee of the Month and Year.

The committee did not meet.

F. Classified Staff Development and Educational Leave Stipend.

D. Keck, chair of this committee, thanked everyone for their efforts in selling the raffle tickets. There was almost \$1,300.00 raised from the sell that will benefit the Classified Staff Development fund for the next fall semester. The winner of the airline tickets was Mary Larson.

Keck had nothing to report for the Educational Leave Stipend.

G. Compensation Committee.

Committee member was unavailable for comment.

H. Facilities Resource Committee.

D. Brown reported the committee discussed the projects over \$25,000. The Board of Regents approved the purchase of 1262 N. Center Street building. This is the little blue house on the corner of Center and Ninth. Buzz Nelson stated in the meeting, the Real Estate Office might occupy this location on a temporary basis.

In the Nelson Building Human Development & Family Studies, Early Head Start and the School of Medicine have requested space. Chair Vreeland asked that all requests for space within the Nelson Building be put on hold for the time being. Space in the basement of Nelson is not available for anything other than storage. There has been a request to make room 233 or the Laxalt Auditorium in the Nelson Building into a smart classroom. The committee agreed it would be too costly to turn either room into a smart room. The price could be anywhere from \$4,000 to \$5,000 for one projector and that is if the room is already in good condition. If the room is not in good condition the cost could be more than \$50,000 to \$60,000.00.

Regarding the rental property at Taylor & Haskell the move in date has been changed to July 7th.

The Math Center will remain where they are, some offices maybe be moved to Cain Hall.

The University will be installing a sprinkler system in the Sage Building that is located in Stead. Risk Management has contacted Chair Vreeland and Buzz Nelson stating the insurance company might have a problem with smoke rather than fire. Vreeland and Nelson will meet to discuss this issue.

The New Knowledge Center is in the design stage. The new Student Union has narrowed down the architects to four firms, sixteen firms had applied. The new parking garage is going well according to B. Nelson; they just finished the third floor pour so they are on schedule to maybe a little ahead. The JTSU Crossroads remodel is going well.

I. Faculty Senate.

Did not meet.

J. Parking and Traffic Board.

Did not meet.

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

Did not meet but J. Radcliffe stated the Crossroads should be open July 19th.

L. SEC Bylaws.

Did not meet.

M. SEC Open House.

Did not meet.

N. SEC Luncheon Committee.

The committee did not meet because of the luncheon on the 10th. J. Radcliffe commented on the availability of retirees. The council discussed ways of obtaining phone numbers of retirees; supplying a consent to give information post cards to the people that are planning to retire and giving that card to HR would be one way. HR needs the permission of the retiree to give out addresses and phone numbers. The council will discuss this issue in the future.

O. SEC Web Page.

D. Papaeliou will update the donor list on the web page.

P. Special Interest.

Committee member was unavailable for comment.

Q. NCAA Certification Self Study.

P. McDonnell stated Chris Exline had returned his call and mentioned the NCAA Certification Self Study would not be up for review until 2010-2011 and he suggested there are other areas the SEC might consider. McDonnell will send the information to Chair V. Jackson-Davis.

R. Working Family Task Force.

D. Elwell reported the committee did meet on May 26th. The items for discussion were a resource list, a centralized website, and spousal support for incoming professors. The committee agreed they should not approach this issue but maybe a link to this type of service could be made available on the website. The centralized resource list would let people know what resources are available to them for child care, elderly care and job sites.

Cost of child care has risen to \$95 to \$155 per week.

The GSA committee on child care that Chair V. Jackson-Davis attended will be networked with this committee. The GSA feels that students have different needs than faculty or staff.

The next meeting will be June 23rd.

S. University Disabilities Resource Committee/Affirmative Action.

The meeting was held on June 8th, E. Aragon stated there has been an update of the ADA Compliance and the athletic event accessibility. Lyle Woodward, Facilities Department, reported to the committee the new garage should be finished this fall and it will connect to Mackey Stadium and Lawlor Event Center. There will be 50 reserved handicapped spaces and many more spaces that can be reserved for handicapped when there are big events. They will be training the ushers inside and parking attendants outside on accessibility issues and how to make it a joyful experience.

There was an update to the “Brown Bag” lunches on accessibility and disability issues for students, staff and faculty. The committee is looking for topics to present through out the year. The first “BB” will be in October during “Disability Awareness Month.” There will be an announcement in advance.

L. Woodward reported two major projects going on that will affect accessibility for people. One is the new traffic light at 15th and Virginia and the other is the new access road above Lawlor Events Center by the Fleischmann Planetarium. The access road will be a ‘right in’ and ‘right out’ only. Eventually 15th street will be closed permanently.

It was discussed that they might look at putting accessibility suggestions boxes through out the campus. Also, the committee

discussed the need to have wheel chairs available for visitors who may not be able to walk the campus. The likely locations would be the Jones Visitors Center, the information kiosk or Parking Services.

There is an individual who has vision and mobility disabilities that has agreed to rate each building on campus for his particular disability and what Braille signage should be in place.

Eventually there will be a walkway between the Student Services Parking Garage and the Church of Fine Arts.

Their next scheduled meeting will be July 13th.

T. UPC.

This committee has adjourned until the fall.

V. Guest Speakers.

A. Sergeant Marc Conley from UNRPD.

Sergeant Conley stated that the University Nevada Reno Police Department has changed over the last few years. The main office at Police Services is open Monday thru Friday 8am to 5pm, the emergency phone numbers are 334-cops (334-2677) or 9-911, this number is for emergency and you have to dial the 9 first to get an outside line.

Sergeant Conley commented on the number officers at UNRPD; there are thirty-two armed officers on staff. They have the same entitlement to enforce the law as the city, county and state officers have. UNR owns property all over the state of Nevada and some outside the state so you can see UNRPD officers conducting business everywhere in the state from Las Vegas to Carlin. They have had to investigate two deaths at the 4-H camp at Lake Tahoe and incidents at the Medical School in Las Vegas. Types of incidents or items they respond too are criminal investigations, traffic and pedestrian enforcement, and county projects.

UNRPD has officers that are on the Downtown Street Enforcement Team.

On every shift 24/7 officers are required to walk the campus for two hours. UNRPD also has a bike patrol. Officers wishing to do bike patrols must take 32 hours of bike school training; they will be certifying more officers in the near future. The bike training consists

of maneuvering the bike through obstacles and down the steps at Lawlor Events Center as well as traveling to the shooting range, riding the bike for two miles and then stopping and firing their weapons.

A council member asked about the turn over rate within the department. Sergeant Conley stated when he started eight years ago there were 19 officers ahead of him and he is now number five. The turn over rate has dropped over the last several years. Director Garcia has tried over the last couple of years to change the perception of the department and has raised the standards for the applicants. The department offers finger printing services, notary service, and ride along with an officer, alcohol awareness education, and public safety/building security education and child safety seat installations. They also offer a class called RAD, Rape Aggression Defense; this class teaches you how to defend yourself against attackers. T. Moser has attended the class and she feels it is very worth while.

The department has two officers that are trained as trainers to teach CPR and AED classes. They also have officers that teach sexual awareness. They provide community service programs where someone from the department goes to an elementary school and does a presentation for younger students.

They have a new program called USAFE; the program is used to track calls the officers respond too. From August 1, 2003 to April 1, 2004 they responded to 760 calls, 349 or 46% of the calls were considered reactive crimes. By using this program they were able to apprehend someone that was breaking into cars. They discovered he was working the north end of campus on Thursday afternoons. Reactive crimes are considered cold cases, crimes against a person, destruction of property, vehicle burglary, petty and grand larceny. Petty larceny is anything up to \$249 in loss and grand larceny is \$250 or more. There have been 102 out of the 349 or 29% of the incidents on campus are petty or grand larceny. Seventy-five of the 349 or 21.5% were burglaries. They have noted that crimes happen more during the week then on weekends; there were no reactive crimes week before last but they cannot pin point the reason. The department meets on a weekly basis to compare crime trends.

J. Radcliffe asked Conley if the department had ever considered using the custodial staff at UNR to identify individuals that do not belong in a certain area. Conley stated they do ask the custodians to alert them of any individuals they suspect. The department also has a good working relationship with the neighborhood.

Alcohol at the UNR-UNLV football games was discussed. Conley doesn't see this as an issue. There usually are too many people that attend this game and so there is more chance for an incident to occur. During the UNR football season there are usually about dozen fights but at UNLV it happens at every game. C. Carver stated the UNRPD used to be a visible presence in the parking lots before, during and after the games but people have commented to her they are less visible then before. Conley reported the department usually issues 10-15 citations at every game.

Conley mentioned the officers are now carrying taser guns; this is a little gun that will save many lives reports Conley. The gun can be shot at a person up to 21 feet away or you can do direct contact on the person; it carries 50,000 volts and will last 5 seconds. This allows the officers the time to apprehend the individual without the threat of injury to the officer or the person. The taser gun works off of a different system in the body and will not cause a heart attack. There have been two deaths associated to the taser gun, one person fell and hit his head and died and the other person was having a heart attack before or during the taser action. If you see an officer with two guns the one with the yellow tape on it is the taser you can go up to the officer and have him show it to you. This is the next step in law enforcement.

The council thanks Sergeant Conley for his information and was asked to come back once new council members have been elected.

B. Dr. John Burnett, Affirmation Action Officer.

Dr. Burnett stated he had been with the Affirmative Action Office for almost a year; he took Ann Dougherty's position.

The Office of Affirmative Actions handles sexual harassment, internal investigation and ADA compliance that deal with handicap issues. Dr. Burnett discussed the sharing of off color jokes that is not appreciated by all in an office environment. If the Office of Affirmative Action receives calls from people reporting this type of misbehavior his office will not sweep this kind of action under the rug.

"Treat people the way that you want to be treated", is a statement that Dr. Burnett is very fond of. He feels everyone on campus should be treated as a professional. Dr. Burnett asked the Council if they ever hear of anyone quitting their job because of sexual harassment he would like to know about it. There will be a hot line number in the Affirmative Action Office where employees can call to make the office aware of issues. SEC Advisor Mary Ann Henry asked about the

hot line, how will that work? Dr. Burnett stated that employees will remain anonymous, and they shouldn't wait until there are 5 or 6 people that have been harassed before making the call. Employees have 180 days of an incident to file a complaint with the state but they have 300 days to file with the federal government.

Dr. Burnett has discovered that most employees are unaware they have the right to file a grievance there is no cost to the employee unless it goes to court then they are responsible for attorney's fees. If someone does want to file a grievance they should have everything written down in a journal and bring that along. J. Radcliffe asked for clarification on what someone should take with them if filing a grievance. Dr. Burnett stated that some people keep a journal or diary of the facts and this is what is needed, who, when, where and what type of action or behavior has the other person demonstrated for the employee to want to file a grievance. If there are witnesses they should be asked to come along with the person that is filing. The person that files the grievance will need to build a case against the other person. People that have been found guilty of sexual harassment have been demoted or terminated.

People that view porn on University computers have been demoted or terminated. If this is a first offense they will receive a written reprimand, if they have been warned verbal and have written warnings in their personal file they can be terminated. What some people feel is okay to view could be highly offensive to others.

There have been times that people blow up over something but it was a one time thing if it is a continually action it should be reported. All cases are reviewed on a case-by-case situation. Some people feel they can do no wrong, sometimes people feel they are king or queen and have the right to do anything or say anything they want and they get upset with Dr. Burnett's decision he makes regarding their actions.

Without further questions for Dr. Burnett the council thanked him for attending and asked that he come back to another meeting once the new representatives are on board. Dr. Burnett stated he would be glad to come back anytime.

VI. New business.

A. SEC T-shirts.

Chair V. Jackson-Davis stated the new t-shirts that were ordered will be made available in the next two weeks. The shirts come from the

SEC budget and checks should be made out to the UNR Foundation and in the memo section on your check put "SEC CSDF".

B. Committee list.

The Council discussed committees and the sign up of new members. One problem is when there are two committee members on one committee and both of their terms on the SEC expire at the same time. This would mean new members would have nothing to go by regarding the working of the committee. More discussion of committees should be available to new incoming SEC members. E. Aragon suggested the current members be allowed to sign up for a committee. D. Brown stated that both she and K. Coles, whose terms on SEC expire at the same time, are members of the Parking and Traffic Board and Melody Bayfield asks that new members be on that board for the full three years of their term on SEC. Brown will contact Melody and ask if a new member could sign up and attend the meeting. Brown will have a list of the committees and the members with their expiration terms on it for the next meeting. This is a way to decide how many members are needed on each committee.

C. Donor List.

Aragon stated the thank you letters to the donors are available for P. McDonnell's signature. Once they are signed they will be mailed.

D. New SEC member list.

The council discussed ballots that will be going out soon for new members of the SEC. All names of classified employees will be on the ballots, those who are already members will be in bold and those whose terms just expired will have an asterisk next to it. Those people that are in bold or an asterisk next to their name cannot receive any votes to be elected.

Without further comments the meeting was adjourned at 4:16pm.