

**STAFF EMPLOYEES' COUNCIL
MEETING MINUTES
May 18, 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: Leslie Baskett, Peggy Bohn will proxy for outgoing member Virginia Moore until September, Kathleen Coles, Debbie Elwell, Vicki Krentz, Jeanette McAlister, Crystel Montecinos, Raymond Needham, Demonsthenes Papaeliou, Jewell Radcliffe, Laura Ruud, and Eve Welker.

Executive Officers and Representatives Absent: Brian Draper, Darley Jeppson (excused), Audra Knight (Verla Jackson-Davis proxy), Pam Moore (Debbie Keck proxy), Theresa Moser (excused), Vicki Paul (excused), Phillip Pert (Peggy Bohn proxy).

Advisor: Mary Ann Henry.

Guests: President John Lilley
Dr. Ron Zurek, Vice President for Administration
And Finance
Georgianna Trexler, Administration and Finance

I. Call to order.

The meeting was called to order at 2:05pm.

II. Approval of minutes.

The minutes were approved as written.

III. Old business.

- A. The SEC web page will soon be updated to reflect the Classified Employee of the Year.

- B. After the meeting if anyone wishes to have new photos taken for the web page D. Papaeliou has the camera with him at this time.

IV. New business.

- A. Chair V. Jackson-Davis attended a meeting regarding child care on campus. The committee is asking if a survey should be sent to faculty/staff and students regarding this issue.
- E. Aragon works for Early Head Start here at UNR and she stated there is a need for here on campus for child care for faculty, staff and students. Early Head Start is running on a waiting list and has been for sometime.

Council members discussed the need for either more day care centers on campus or larger facilities.

- E. Aragon mentioned she didn't know if a larger facility was the answer but that, in her opinion, the existing center (CFRC) would welcome more space or additional sites. She cautioned against warehousing children because of the quality of child care they may receive. The University should be the 'gold standard' for child care in the community, and that any contracts they were thinking of entering into should adhere to the same standards as CFRC and be accredited by NAEYC and have the same training guidelines for teachers. Currently the EHS program has 12 slots for low income students, staff or faculty at the Comstock Day Care Facility; the reality is that few staff and no faculty qualify as low income.

Aragon mentioned that many foreign students qualify for EHS and that there is an expectation that they would have child care when they accepted research assistanceships and appointments here to complete their education. They don't always have an understanding that if they don't qualify UNR EHS or there are no openings that they would need to pay for child care elsewhere. There are students attending UNR and the EHS program that have 3 children under three-years-of-age.

The lack of available child care goes beyond the university, and that is when Aragon makes outside referrals for student as well as staff.

Aragon stated there are few centers that will take infants and that the cost per week could be \$160 per child. The problem with affordable quality child care is a global concern and that in order to maintain quality you may need to look at subsidizing child care nationally. Aragon commented that children are our future and that you should not sacrifice quality for cost.

Chair Jackson-Davis will take back the information that has been provided and express a need for a survey to be brought forward to the classified staff for their input.

- B. Needham discussed the Rosella Linksie garden which is near completion. The garden is next to the Student Services Building.
- C. Regarding the Balloon Race Committee the council voted to make it a SEC Committee. There should be two members selected but there could be 8 or more ad hoc members. G. Trexler stated the more people the better. They need people during the race to help tether the balloon, help with the pilot's dinner they put on every year or work the booth selling the UNR balloon pins. C. Carver mentioned the pin design has been selected for this year and the cost should be the same. That decision has not been made as yet; there is 650 pins being made. The committee meets the 2nd Tuesday of the month then during the summer they meet once a week usually at noon. The committee sent out 241 letters to students regarding the scholarship that is available through the committee and they have received 100 letters back, but 6 were graduated students, the scholarship goes to sophomores and juniors only. It was suggested that Pam Moore in the Grad School might be able to help get more students to apply.
- D. Regarding election of new executive members for SEC the council discussed when elections should be held. Regarding election of new executive members the council decided to wait until all new members were on board. If the election was held prior to the new members being available to vote the Bylaws would have to be changed. There are a total of 9 spots that need replacement people as well as new members to take the place of members whose terms are up this year.
- E. Committees within the SEC were discussed and it was stated that when new members come to their first council meeting they don't

understand the ins and outs of what committees are all about and which one they should sign up for. D. Brown has suggested writing a brief description of the committees and will provide them to the new members and then give them a month to decide which committee they would like to be on. Brown has received a couple of descriptions so far to add to the packet for the new members.

V. Guest speakers.

- A. Dr. Ron Zurek attended today's meeting to bring the good news that the Grant-In-Aid proposal for classified staff has been approved. At a previous meeting Dr. Zurek mentioned the proposal would be going to the Board of Regents meeting in June, but it wasn't going to make the agenda. Dr. Zurek presented the proposal at the President's Council meeting where it was approved. The current policy is 3 credits per semester and the proposed change was to up the credits to 6 per semester with a total of 12 credits per fiscal year. The employees that take advantage of this proposal will have their grades tracked and if they do not complete a semester the university will collect the fees which they have paid from the employee.

The Council applauded Dr. Zurek for his efforts in making this happen and for his appointment as VP for Administration and Finance.

- B. President John Lilley was invited to the SEC meeting for a question and answer session.
1. Chair Jackson-Davis had been asked to present the issue of summer hours.

President Lilley stated the public expects the University to be open from 8am to 5pm. Some departments are granting flex time for people. As long as the departments have someone working until 5pm, President Lilley commented that no department should close before 5pm. There are some people that would 7am to 4pm year around.

2. Peggy Bohn mentioned she has heard only positive remarks about graduation on the quad.

President Lilley also has heard positive comments on graduation, but he fears we are approaching a time when we will have too many people and the graduation will have to be moved. There have been suggestions to break graduation up into smaller groups maybe by colleges.

P. McDonnell suggested having certain schools stand rather than call each name.

President Lilley commented that students and families appreciate hearing their names. Having the faculty on the side shaking the hands of the students once they received their diplomas has been great not just for the students but the faculty as well. Some faculty members have been with the students for four years.

R. Needham asked if graduation might be moved in front of the new Knowledge Center or Student Union. President Lilley stated the property would be too long and narrow for graduation.

3. P. McDonnell asked President Lilley to comment on the new Dean for Health Science.

The new dean has a PhD in biology and an MD from Duke. President Lilley stated he should work very well with the basic science people; he has good values and good judgment. He will reside in Reno but travel to Las Vegas two days a week.

Coe Campbell is the new Dean for the College of Journalism. He has worked for two major newspapers and President Lilley stated he will do a great job.

Cindy Pollard also has been making a big difference since coming on board. She is Vice President for Marketing and Communication.

P. McDonnell mentioned the Nevada Cancer Institute and if they would be building here at UNR? President Lilley

commented on the building in Las Vegas that has been there for 2 years. Since the Corp of Army Engineers have granted UNR the right to fill in the wet lands on the north end of campus it will give us 10 more build able acres.

4. When asked about the new chancellor's position President Lilley stated he knows about university life and should do a great job. A Deputy Chancellor will probably come from the university system and will be stationed in the north but working in Las Vegas two days a week. They are looking for names of individuals.
5. President Lilley asked the council if people read the emails that he sends out every week. The emails are meant to let people know the very important issues on campus. He feels the emails keep the lines of communication open and builds trust.
6. When asked about the Athletic Department President Lilley stated he thinks it is fun to watch Chris Adult sweat; but all joking aside the recruitment has gotten better. At the age of 76 Joe Paterno who is the coach for Penn State just received a 4 year contract.
7. Coach Trent Johnson looks like he will have another great year. They are having juniors in high school contacting UNR.
8. Women's basketball will be better then ever.
9. The soccer and baseball teams are doing very well.
10. Regarding Bishop Manogue UNR will start removing the asbestos sometime in August. They were hoping to save some of the buildings but they will all have to be razed except for three of them.
11. President Lilley recently returned from a trip to Japan. Japan sends approximately 100 students here each year to study and work. He met with some alumni while in Japan. There were teas held in the Japanese tradition which was very interesting.

The relationship between UNR and the University of Japan is very valuable. Students that come here love Nevada and UNR.

12. President Lilley will come back to visit with SEC any time he is asked.

VI. Committee Reports.

A. Administrative Action Manual Review.

The meeting was cancelled.

B. Affirmative Action.

This committee has been combined with the University Disabled Committee.

C. Arboretum Board.

R. Needham stated the Arbor Day went very well, they planted new oak trees to replace the cotton wood that had died.

D. ASUN.

P. McDonnell stated the meetings have slowed down since the end of the academic year with the new executive leadership on board they look forward to a great 2004-2005.

E. Classified Employee of the Month and Year.

Chair V. Jackson-Davis mentioned the Classified Employee of the Year was Denise Schaar-Buis and the runner up was Woody Wright. The employees for the month for May were Michelle Hoyt and Melissa Bell and for June the winners were Wendy Rice and Carole Shochat.

F. Classified Staff Development and Educational Leave Stipend.

D. Keck reported there had been one application but was returned because they didn't submit a receipt.

Flyers came out this week regarding the raffle ticket sells. The money will go into the Development fund. Keck stated a table will be available at the luncheon in hopes of selling tickets.

D. Keck is still working with Barb Glazner of Human Resources on the issue of Educational Leave Stipend.

G. Compensation Committee.

P. Pert not available for comment on the committee meeting. C. Carver commented the Compensation Committee will be taking over the ballot duties for the upcoming new election for council members.

H. Facilities Resource Committee.

D. Brown reported there was only one new project on the list for projects over \$25,000.00. The Church of Fine Arts is having AV upgrades done on rooms 207 and 208.

The Parking Services modulars are being discussed as a purchase for WITCHIE and the Real Estate Office.

Regarding the rental at Taylor and Haskell, they are waiting for the prices on phone hookups and the internet drops. The departments should start moving in the first of June. There are some fire marshal issues that need to be addressed.

The purchase of the MacKenzie building will go before the Board of Regents in June.

Luce and Son is a possible purchase; it could possible be a two year deal. The University has 150 acres in Stead and they would need to sell that property before the purchase of Luce and Son. There is a possibility the University would make the purchase and Luce and Son would lease it back until they have acquired property and built their new facility.

Relocating people into the System Office on Enterprise Road was discussed; Ron Zurek will contact Larry Eardley for his input.

If departments want to have events catered they are to use Campus Catering and should always try and book JTSU before using other buildings on campus. This would make it easier for the catering department.

Over the course of the summer a program called Astra will go on line through the Scheduling Department. This program will give users the opportunity to view all the rooms and their availability.

The modulars that were originally slated for the School of Medicine have been purchased by UNR; they should be delivered sometime this month.

The new Student Services Building will have a new name as designated by a pre-existing donor arrangement. In 1998 Meta Fitzgerald established a \$5 million charitable remainder trust with UNR's Foundation. A portion of the trust in the amount of \$3 million was designated to fund the Student Services Building. The agreement dictates that following the death of the donor, the Student Services Building be named the "Lincoln and Meta Fitzgerald Student Services Building". Mrs. Fitzgerald's attorney advised UNR of her passing the end of March, 2004. The President will be seeking the Board of Regent's approval at the June meeting.

The next scheduled meeting will be held June 8th.

I. Faculty Senate.

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J. Parking and Traffic Board.

The scheduled meeting was cancelled due to the non appearance of the people appealing traffic violations.

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

J. Radcliffe commented on the Wolf Den construction which should be completed by June 1st. The new restaurant should be completed by

July 1st. Radcliffe mentioned the new smoothie bar that will be available.

L. SEC Bylaws.

Did not meet.

M. SEC Open House.

Chair V. Jackson-Davis mentioned since the Open House has been completed for this year the committee did not meet.

N. SEC Luncheon Committee.

Chair V. Jackson-Davis stated the invitations to the honorees should be going out this week. The flyer announcement was distributed last week.

McDonnell mentioned the SEC Luncheon announcement was in the latest issue of the Nevada News.

The list of donors for the raffle prizes have been updated and tickets are ready to be sold.

People selling the tickets for the luncheon are Lisa Johnson in Ross Hall, Debbie Ewell at the Med School, Kim Thomas in the Cashier's Office, Diane Yohey in B&G and Roxie Taft in Chemistry.

O. SEC Web Page.

D. Papaeliou commented a list of the donors will be on the web page. A council member asked if a list of the honorees could be placed on the web as well since they were not listed on the invitations. Papaeliou will add the request.

P. Special Interest.

Committee member not available for comment.

Q. NCAA Certification Self Study.

P. McDonnell will contact Chris Exline for information as he has not heard any information on this committee.

R. Working Family Task Force.

D. Ewell reported the committee met on April 28th. Michael Coray, special assistant to the President chaired the meeting. This was an organizational meeting since the committee has not met for about 3 years. It was decided to meet monthly on the 4th Wednesday of the month from 12:15 to 1:15 in Phillips Conference Room in Clark Administration Building.

Maggie Ressel has agreed to serve as co-chair for one year and Kellie Bates has agreed to serve as co-chair for two years.

The meeting was to decide what recommendations to pursue from a study (which was handed out prior to the meeting) done in 1999. Maggie provided background information on the student and the committee. The committee decided on the following items to concentrate on:

- Flexible time for staff/faculty
- Telecommuting
- Job sharing
- Spousal Support
- Child Care/Day Care
- Elder Care

The next meeting will be Wednesday, May 16th.

S. University Disabilities Resource Committee.

E. Aragon reported the committee met on May 7th, and discussed accessible seating at Lawlor. There are currently only 8 seats available for disabled people. Those seats need to have regular seating next to them for those who accompany a person with accessibility needs. There has been a request for floor seating and that would mean that permanent non accessible seating would need to be available as well and doing so could limit the types of events and the area of use on the floor.

Dr. Coray would like more discussions with key persons such as John Burnett, Affirmative Action and Lyle Woodward, Facilities.

There was an issue raised regarding access to elevators if you are a quadriplegic and in such instances the individual would need to arrange for a personal care attendant to assist in pushing the buttons and other issues.

It was suggested that we schedule brown bag meetings with various disability topics. One topic that was brought up was that students coming to UNR who were previously under 504 accommodation law for school districts are not allowed the same assistance at the college level. They can request a note taker and audio tapes material, but that 504 does not apply for higher education. There are resources available through the Disabilities Resource Center at UNR. It is important that professors and faculty and staff inform students through their syllabi or student orientation that services are available. Another topic that was introduced was the 'hidden disability' as a topic. Many of whom are learning disabled or have psychological problems and were under 504 grades 1-12.

Dr. Coray would like to see the committee partner with faculty to provide the information and expertise on what ever subjects are chosen for brown bag meetings.

The meeting times for the UDRC have changed to the second Tuesday of each month from 12:15-1:15. The new co-chairs are Robbin Hickman and Pam Powell.

T. UPC.

Chair V. Jackson-Davis mentioned the committee met on May 17th. The budget of 1.2 million dollars was discussed and top projects were granted monies. The Disability Resource was funded at that time. They also discussed the School of Public Health.

VII. SNEA Update.

D. Papaeliou reported that May 19th is the last day to gather information on the open enrollment for the insurance. The enrollment information has been made available at various locations. People were turned away at the meeting last week as there were too many people in the building trying to receive the information packets.

SNEA has been fighting hard to get all classified employees a raise in July; that would be a 2% raise.

Without further comments the meeting was adjourned at 4:04pm.