

STAFF EMPLOYEES' COUNCIL

May 15, 2007

RSJ 304

2:00-4:00 PM

Executive Officers Present:

Melanie England (Vice Chair), William Oberding (Chair), Valerie Pedroza (Treasurer)

Representatives Present:

Donnie Andrews, Jennifer Booth, Bill Borges, Scott Brown, Lana Caddel, Annette Christensen, Robin Collins, Lisa Dutra, Catherine Fischer, Theron Flavin, Tatiana Gouem, Jennifer Laslo, Michael Leonhard, Brent McCarty, Sherry Olson, Betty Osborne, Andrea Pearson, Jeanie Pratt, Jimmie Ralls, Christina Rust, Lisa Taylor, Joanne Tully, Beth Wood

Executive Officers and Representatives Absent:

Christine Arritt (excused), Peter Brown (excused), Iris Hochschild (excused; proxy: Carol Maiellaro), Erin McGarvey (excused)

I. Call to order. Pledge of Allegiance.

The meeting was called to order at 2:06 p.m.

II. Approval of April Minutes

Minutes for April 2007 are approved as is.

III. Committee Reports

A. Administrative Manual Committee

The University Administrative Manual Committee met on April 26, 2007. The topics of discussion included:

- Sections Updated in the Manual: The Leave of Absence without Salary Policy, the Resignation and Termination of Faculty Members, and the University Boards and Committee Reporting Lines.
- The Course Buyout Policy is still awaiting approval by the President.
- The Annual Leave Policy for both Faculty and Staff needs only to be revised to reflect their appropriate sections in the manual. The committee recommended approval with these revisions.
- The committee is still working to make the manual a “one-stop shopping” center where information regarding the University’s policies, procedures, and guidelines are outlined. These sentiments were agreed on by the Faculty Senate and the Executive Council of the SEC.
- The Recruitment Expenses and Hosting Expenses section of the Manual is pending revision until July 1, 2007.

- Tim McFarling, Director, Faculty Human Resources submitted changes in the Employment Policies of Faculty Appointments. Peter Brown has copies of the new wording of the policies if SEC members are interested in reviewing them.
- In New Business, a section was introduced to provide certain faculty members' access to the Student Information System in CAIS. The question of who would grant the access was brought up and is still under consideration. Dr. Angie Taylor suggested that a policy should be developed to appear before the procedure.
- The policy titled "Compensatory Time for Overtime Worked" will be changed to "University System Policy for Overtime Worked". Revisions were submitted because this policy is a university policy as opposed to a systems policy. The UAM Committee will work with BCN in order to clarify the wording in the UAM.

B. Affirmative Action Committee

No report given.

C. Arboretum Board

No report given.

D. ASUN

This committee will meet again on May 17, 2007. It will be the last meeting before the summer break. Legislation is still being resolved.

E. Athletics Advisory Committee

This committee did not meet.

F. Balloon Race Committee

No report given.

G. Benefits & Compensation Committee

This committee did not meet.

H. Classified Employee Recognition Program

This committee met on May 2, 2007. Two people were selected for employee of the month for June 2007. The employee of the year has also been selected and will be announced at the Honor the Best Ceremony on May 16, 2007.

I. Classified Staff Development Fund / Education Leave

This committee did not meet.

Valerie Pedroza reported that an email announcement and a campus flyer were distributed announcing that the raffle tickets for the SWA tickets are on sale. The drawing will be held at the SEC Luncheon on June 1, 2007.

J. Committee on the Status of Women

This committee met today, May 15, 2007.

The committee met with President Glick and discussed establishing a Women's Center. The committee is looking for space for the Women's Center and reviewing plans on how to staff the facility. President Glick noted that there is a Women's Center located in Las Vegas that appears to be a state center and might be a good resource that should be researched for helpful information.

Another topic of discussion surrounded the development of focus groups regarding the diversity issues on campus. A survey is expected to be distributed to faculty, staff, and students in Fall 2007. The purpose of the survey is to measure the university's success in the steps that are being taken to move minorities forward in areas of interest such as tenure for faculty members, higher level positions, better pay, and child care.

To review the current diversity committees on campus, go to:

<http://www.unr.edu/sapd/committees.html>

The Safety Sub-Committee Met on May 1, 2007.

The topic of discussion was in regard to safety issues on campus. Specifically, the following items were reviewed:

1. The need for a visual alert system (flashing lights) in the event of an emergency for the hearing impaired.
2. If a system could be developed which could call or text message all students, faculty and staff.
3. Establishing a system that would ensure that every location on campus is notified in the event of an emergency. This would include remote locations such as food service, maintenance, and branch libraries.
4. If a reverse 911 system set into place to phone all campus numbers in an emergency, could the classroom phones be added?
5. Could phones be installed in more classrooms?
6. Could the police fly helicopters over campus with loudspeakers to announce an emergency?

7. Is there a way to lock classroom doors from the inside? Ideas: Use a keycard system, a button on the inside, give faculty members a key.
8. Discussed the need to alert women professors of their options if they are afraid of a student
9. Discussed the need for an evacuation awareness plan.

K. Elections Committee

The committee met on May 3, 2007 and sorted the ballots by mail stop and distributed them. The ballots should be returned to Donnie Andrews by May 25, 2007. The committee will meet again after May 25th to count the ballots and report the count to Georgianna Trexler in the Office of Administration and Finance.

Lisa Taylor will be the Chair of the Elections Committee next year. In preparation for the new committee, Donnie Andrews, current chair, is preparing a step-by-step process and is working on preparing an employee list that can be sorted and downloaded.

Donnie noted that:

- SEC members are interested in having a list of the offices that they represent
- If an SEC member is elected to represent one division and then accepts a position in another division, they may stay on the Staff Employees' Council until the next election process at which time they will be able to be on the ballot to represent the new division that they are employed in.

L. Facilities Resources Committee

This committee met on May 8, 2007. The following topics were discussed:

- The proposed identification (ASUN/COBA Student Lounge) in the glass above the entry doors to the new student lounge has been approved.
- The new Biology modular is being moved to Valley Road.
- The renovation of lab and office for CE in Scrugham has been approved.

M. Faculty Senate

This committee met on May 10, 2007. Topics of discussion included:

- Election of 2006-2007 Officers
- Regular chair reports
- Overview of state Bylaws
- Winter Closure discussion with President Glick

Full details of the May 10, 2007 Faculty Senate minutes are available for review at: <http://www.unr.edu/facultysenate/Meetings/06-07/Minutes/05.10.06.pdf>

N. Parking and Traffic Board

This committee met on April 26, 2007. The following topics were discussed:

- The Math Science Building will start in Spring 2008 so the Silver 8 parking will be available for the next semester.
- A new Information Booth is being recommended for the Virginia Street / 15th Street vicinity. Funding will determine if the existing Information Booth at the main entrance of the university will also be open.
- Campus Golf Cart Policy was reviewed. A policy will be developed to govern all smaller vehicles and how they will be parked on campus.

O. Police Advisory Board

This committee did not meet.

P. Police Services Board of Professional Standards

This committee did not meet.

Q. SEC Bylaws

Melanie England reported that the Bylaws are still in the VPAF Office for review. Once approved in the VPAF Office, the Bylaws will be forwarded to the Office of the President for review and signature.

R. SEC Luncheon Committee

The committee met and is closing in on the last minute details before the June 1, 2007 event.

- The Purchase Order has been prepared and sent to Sodhexo for the catering.
- Two more retirees and honorees have been added to the list so the committee is scrambling to get the clocks and certificates for these employees.
- John Carothers has been designated as the Emcee

Theron Flavin reported that the committee will be setting up the Silver and Blue Room at Lawlor Events Center on August 31st from approximately 2:00 pm to 5:00 p.m. Any help that the SEC Committee Members can provide in setting up and breaking down the event is much appreciated.

A request was submitted to Georgianne Trexler in the VPAF Office to see if there is a way that the Deans can be encouraged to support attendance by encouraging their employees to attend and by purchasing lunch tickets for employees if possible to encourage attendance.

S. SEC Open House

This committee did not meet.

The committee will begin meeting again in November 2007.

T. SEC Web Page

This committee did not meet.

Melanie England reported that Erin McGarvey has been able to get into the site and intends to create a whole new web site. Melanie noted that any other SEC Committee members who have experience using Contribute or working on a website would be an asset to this committee so the SEC can have a site that has current information and a format that is user friendly.

U. Student Services Food / Retail Dining & Catering Committee

This committee met on May 4, 2007.

Lisa Dutra reported that the following items were discussed:

- A recap of the Iron Chef competition which was judged by our local Lise Mosel, co-host of the local show “Best of Reno”. The students were limited to using \$40 of AdvantageCASH that was provided for them and they had to put together a meal from items in the convenient store, only using appliances that are allowed in dormitories, such as a microwave, blender, a popcorn popper and a coffeemaker.
- What’s New in Residence Dining: presented by Barbara Hanke
- Other Business

The committee is scheduled to meet again on September 7, 2007.

V. Student Union Advisory Board

No report given.

W. Work and Family Taskforce

This committee met on April 25th. The following topics were discussed:

- Report on SEC Open House, April 4th
The SEC Open House was a big success for Work and Family Taskforce. They distributed five flyers for different events organized by the taskforce. There were a lot on inquiries about the committee’s work. The Work and Family Taskforce will definitely attend the SEC Open House next year.
- Report on Caregiver Brown Bag Lunch, April 18th
The speaker was Jane Fisher. The attendance for this brown bag was good with about 20 people in attendance.
- Goals for the Committee in 2007 – 08
Goals for the work and Family Taskforce include:
 - ✓ Work closer with GSA/ASUN, more collaboration with both.
 - ✓ Michael Coray will attend as the chair of the W&FT committee for a summer planning retreat organized by the Multiethnic Coalition (MEC).
 - ✓ Participation in a project that could be launched this summer.
 - ✓ Development of a series of 5 – 10 minute interviews with individual students and individual committee members that focus on the range of behaviors that get in

the way of effective teaching and learning in the classroom. This series is an outgrowth of the success of the “Impact of Race” series and would meet one of the key themes that emerged in each of the session’s evaluation. For an example of what the vision of this series is, please see a series that was developed at CSU for disability issues: <http://www.calstate.edu/accessibility/resources/video.shtml>.

X. University Disabilities Resource Coalition

No report given.

Y. Emergency Planning Advisory Committee (EPAC)

This committee met on May 10, 2007.

The following topics were discussed:

- In the EH&S update, Bob Cullins spoke of the various buildings on campus that are still working on their emergency evacuation plans. Several departments have been finalizing their evacuation plans and would like to have emergency drills performed afterwards to evaluate the plans. Bob Cullins is also a member of the State Evacuation Task Force and has been asked to serve on a subcommittee that would deal with the emergency evacuation of disabled persons. He will contact the Disability Resource Center on campus to see if they would prefer to appoint someone to the task force instead of himself.
- Todd Renwick, Associate Director of Police Services, discussed the events that occurred at Virginia Tech. and the cancellation of classes and the closure of the University. The Police Services Department learned quite a bit about differing procedures that dictate the closing of the campus and are using them as a learning tool should similar incidents arise in the future.
- In New Business, Chair Renwick will contact Student Success Services for a replacement for Angie Taylor on the committee. The committee agreed that it would be good to have a representative from Marketing and Communications to serve on the committee as well. Renwick will also contact Vice Provost Jannet Vreeland concerning the implementation of a Building Coordinator/Proctor.

The next EPAC meeting will be held on June 14th in the University Police Services conference room.

Z. Occupational Safety Committee

No report given.

IV. Guest Speakers

Minutes Prepared by: Lisa Taylor
lisataylor@unr.edu

Milton Glick, President, University of Nevada, Reno 2:00 pm ~ 2:45 pm

Winter Closure:

President Glick thanked the committee for including him on the agenda and for gathering to discuss the issue of winter closure.

President Glick prefaced the discussion by announcing that he has given this topic serious thought and has met with and discussed the topic with several campus groups including the President's Council, Deans, and Faculty Senate. From his perspective, the "mandatory" leave associated with winter break began three-four years ago for the specific purpose of saving money. Upon closer review, the conclusion is obvious that the university is not saving money at all. In fact, it is costing money to close the campus down. Further, the "mandated vacation" is also causing book-keeping concerns for the auditors because of the inconsistencies with leave record keeping in the various departments. It is important for the university to properly manage its budget, especially when under close scrutiny by the legislature.

President Glick recognizes that a broad spectrum of staff is in favor of the winter closure and he is sensitive to the matter of taking away a perceived benefit on campus. In keeping with the state rules, President Glick has recommended that winter closure be discontinued in favor of a flexible work schedule during this holiday time-frame. A flexible schedule will address issues of fairness that arose from the employees that were not able to close their office during winter closure. It will work much the same as any annual leave that is requested with a special emphasis on allowing employees to take voluntary vacation time and maximizing the flexibility of office hours by using voicemail, signage, designated coverage, etc.

The President opened a Question and Answer session for the SEC Committee:

Q: Will compensatory time still be allowed?

A: Yes, as long as the comp time was earned because extra work *needed* to be done and not for the purpose of earning extra time for a "winter break". Annual leave should be requested during this time frame. State employees benefit from ample vacation time each year as well as several state holidays.

Q: How will you deal with conflicts of policies in the individual departments? What if one supervisor agrees but others don't?

A: It is my hope that the message I am communicating will encourage involvement in a flexible work schedule for employees during the holiday season. Unless there is a compelling reason not to approve a request for annual leave, it should be granted - - in the same way that a standard request for annual leave is processed.

Q: What recourse is there if there is a complaint because an employee is not granted the time off that they request?

A: I will have to think about that. It is a serious, legitimate question.

Q: Does this mean that buildings will not be shut down?

A: Yes. Faculty and other employees are on campus during that time frame.

Q: Can I be forced to take leave during a specific week?

- A: No. That won't happen.
- Q: What is a compelling reason to *not* grant annual leave?
- A: This is something that will be worked on over the next few months.
- Q: What if there is only one administrative assistant in the office? Is it reasonable to ask faculty to cover the phones so they can take vacation time?
- A: Yes. I covered the phones last year and so did my assistant, Patricia Richard. How the office is covered will depend on the culture and the size of the office. Again, the new phone system allows call forwarding and retrieval of voicemail; signs can be used to direct visitors. The general answer is this: One person should be able to take time off unless there is a compelling reason not to.
- Q: Issue: What about building up comp time?
- A: It is against state policy to "build" comp time with the specific purpose to take time off on a set date or time frame. Comp time is payment for time worked and should only be earned for work hours that exceed 8 hours in a day or 40 hours in a week because of a task that needed to be completed. Further, when compensatory time begins to accrue, it cannot be saved. It must be used before annual leave and only 60 hours of comp time can be carried over in a calendar year.
- Q: Should it be documented what time the extra work was done and what the work was?
- A: Yes. Right now, departments develop their own form for record keeping purposes. BCN will develop a standardized form and share it with the SEC Committee before it is circulated.
- Q: What is a reasonable amount of time to keep comp time on the books?
- A: It is a liability to keep large amounts of comp time on the books. The goal is for the supervisor and the employee to work together to take the earned time off as soon as practicable.
- Q: When will the notice regarding the discontinuation of Winter Closure go out to the faculty and staff?
- A: Today. I wanted to tell you in person with my own words. Ron Zurek has copies of the actual announcement for your review.

President Glick requested that the SEC Committee considers how to manage the change of eliminating winter closure and that they work with BCN Human Resources to develop a Q & A that can be sent out to the campus community to help answer questions that may result from the end of winter closure and the recommended flexible work schedule during the holiday season.

Town Hall Meeting

The Town Hall Meeting is scheduled for Monday, May 21st. An administrative Leave slip is not required to attend this meeting as it is considered part of your job. If you have trouble getting away from the office to attend, please contact Ron Zurek in Administration and Finance.

A topic of discussion is student retention. I am big on student retention. The first faces they see on campus are the staff. Staff reaction is a big part of bringing higher success to the university.

Brief Update on Legislature

There is a core group of four Senate and four Assembly trying to close the budget. June 4, 2007 is the deadline. Assembly is holding out for K-12 with the big issues being all day kindergarten and social services. The Senate is protecting higher education. Budget issues make this process more serious than previous years. Key components may include stopping tax breaks in casinos and a change in the prison laws.

VII. Open Discussion

- Christine Arritt still has the March SEC minutes. Melanie England will check to see if the minutes are ready to be distributed.
- Georgianne Trexler from Administration and Finance introduced Vicki Dale, the new Executive Assistant for the office.
- It is appropriate to communicate to supervisors how much leave subordinates have on the books. If a faculty member separates and has a lot of leave on the books, the leave must be paid out. Being informed of the status of leave helps alleviate surprise payouts which has an impact on departmental budgets.
- Leslie Nady in BCN HR will be collecting the Q & A questions. Please send the questions via email to: lnady@unr.edu for the subject line, enter: Winter Question Leslie will compile the questions and meet with the executive board.

VIII. Next Meeting

June 19, 2007
2:00 pm ~ 4:00 pm
RSJ, Room 304

Meeting adjourned at 3:45 p.m.