

**STAFF EMPLOYEES' COUNCIL**  
**October 17, 2006**  
**JOURNALISM BLDG., ROOM 304**  
**2:00-4:00 PM**

**Executive officers present:** Bill Oberding (Chair), Melanie England (Vice-Chair), Christine Arritt (Secretary), Michelle Rachal (Public Relations), Valerie Pedroza (Treasurer)

**Representatives present:** Donnie Andrews, Jennifer Booth, Bill Borges, Peter Brown, Scott Brown, Lana Caddel, Anette Christensen, Robin Collins, Catherine Fischer, Theron Flavin, Marti Fricano, Tatiana Gouem, Iris Hochschild, Jennifer Laslo, Michael Leonhard, Betty Osborne, Jeanie Pratt, Chris Rust, Lisa Taylor, Joanne Tully, Beth Wood

**Executive officers and representatives absent:** Lisa Dutra (proxy: Beth Wood), Brent McCarty, Erin McGarvey (excused), Sherry Olson, Andrea Pearson (excused), Jimmie Ralls (excused)

A group photo was taken prior to the call to order.

**I. Call to order.** Pledge of Allegiance.

The meeting was called to order at 2:11 p.m.

**II. Approval of September minutes**

Minutes from September, 2006, were approved.

**III. Committee Reports**

**A. Administrative Action Manual Review**

- Peter Brown reported that they met on Sep. 28.
- Mary Dugan is the chair.
- They discussed the following:
  - Types of contract arrangements for faculty.
  - Personnel activity reports for sponsored projects.
  - ASUN Bookstore purchases.
  - Personnel file sections.
  - Conflict of interest policy.
  - Sustainable building policy.
  - Cost transfers for sponsored projects.
  - A new section in the employment policies is pending
  - A section of the recruitment expenses for faculty positions is pending.
  - A new section of the drug & alcohol policy is pending.
  - A new policy on charitable lotteries and raffles is pending.
  - A revision of the student services section is pending.
  - A revision of the student fees and financial aid section is pending.
  - A revision of the leave policy for faculty is pending.
  - A revision of the section on academic faculty responsibilities when absent has been forwarded to the President.
  - A revision of the section on sick, family sick, child-rearing and family medical leave has been forwarded to the President.

- A revision of the section on leave records has been forwarded to the President.
- A revision of the section on recognition of deceased students, faculty and staff has been forwarded to the President.
- A revision of the section on the basic purchasing procedure has been forwarded to the President.

**B. Affirmative Action Committee**

- They have not met.

**C. Arboretum Board**

- Bill Borges reported that they met on Sep. 26.
- No progress on the faculty/staff/student memorial.
- The trellis ironwork near Fleischmann Agriculture is up.
- They still need to buy plants for that area.

**D. ASUN**

- Melanie England reported that the State of the ASUN address was good.
- It was delivered on September 20 by ASUN President Jeff Champagne.
- It covered the history of the ASUN since 1898, the current ASUN state, and the future of ASUN.
- They acknowledged former University leaders in the following ways:
  - The Joe Crowley Student Union.
  - The Rita Laden Senate Chambers.
  - Tom Davies Scholarships (\$1000 each)
- Homecoming week is this week, October 16-21.
- We will play against San Jose State.
- Insignia clothing is 20% off in the bookstore.
- There will be a bonfire on Friday night and a parade on Saturday.
- SEC could have a float.

**E. Athletics Advisory Committee**

- Brent McCarty is not here.
- No report.

**F. Balloon Race Committee**

- Anette Christensen reported that they had 2 wrap-up meetings.
- The Balloon Race Committee has a float in the Homecoming parade.

**G. Benefits & Compensation Committee**

- Jeanie Pratt reported that they did not meet.
- SNEA (the union) will be meeting with the state congressmen to work on bills they will be introducing.

**H. Classified Employee Recognition Program**

- Betty Osborne reported that they met on October 4<sup>th</sup>.
- They have not chosen two recipients yet, but they have a pool of applicants.

**I. Classified Staff Development Fund / Education Leave**

- Valerie Pedroza reported that they will meet on the 19<sup>th</sup>.

**J. Committee on the Status of Women**

- Jeanie Pratt reported that they met.

- They had an organizational meeting in which they formed committees.

**K. Elections committee**

- Donnie Andrews reported that they will not meet for several more months.

**L. Facilities Resources Committee**

- Betty Osborne reported that they met on October 10<sup>th</sup>.
- The first floor Las Trojes Express food service renovation in the Business building was approved.
- Biology's request for use of ARF 119 for animal collection is waiting for estimates.
- Chemistry's request for renovation of the Chemistry library into offices is on hold over funding.
- C&ME request for ARF 109 and 111 for Dr. McMillion was approved when evidence of research funding was received.
- The committee has received no new information on the murals for Early Head Start.
- A Blue Ribbon Committee is being considered to put departments in continuous space.
- The LEND program's request for use of 2,200 sq. ft. was not funded, therefore it will be removed from the pending list.
- The new storage facility has been removed from the pending list due to failed negotiations.
- Development & Alumni Relations must raise funds to proceed with the renovation of Morrill Hall and the relocation of the University Press.

**M. Faculty Senate**

- Bill Oberding reported that they met.
- Bill got called away so there is no report.
- Minutes are online.

**N. Institute for Innovation and Informatics Steering Committee**

- Michelle Rachal reported that they met on October 2<sup>nd</sup>.
- They established a bylaws committee.
- They announced the I3 Fall Business Plan Competition.
  - For more information, go to the Institute's website at [www.unr.edu/i3](http://www.unr.edu/i3)
- They discussed their education efforts.
  - They plan to develop curriculum for the Davidson Academy.
  - They explore the possibility of a minor program and a College of Science major in Informatics.
- There was discussion about ways to increase funding, recruitment, and raising I3's profile.

**O. Parking and Traffic Board**

- They did not meet.
- They meet next week.

**P. Police Advisory Board**

- Bill Oberding reported that they did not meet.

**Q. Police Services Board of Professional Standards**

- They did not meet.

**R. SEC Bylaws**

- Melanie England reported has not met
- Janet Breeland still has the by-laws.
- She is working on the by-laws.
- For SEC representation, the Elections Committee should use the numbers in the by-laws.

**S. SEC Luncheon Committee**

- They did not meet.

**T. SEC Open House**

- Melanie England reported that they did not meet.
- They will probably meet at the end of November.
- Jeanie Pratt commented that she would like it earlier in June.
- The date is set by the President's calendar.

**U. SEC Web Page**

- Michelle Rachal reported that they did not meet.
- They conversed via e-mail.
- They are working on the new design and perhaps next council meeting, they'll present the new website.

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

- Beth Wood is here for Lisa Dutra.
- They discussed the following:
  - Feeding needy students.
  - Value dining.
  - Retail operations.
  - Starbucks re-imaging in the Overlook.
  - Pizza Hut re-imaging in the Northside Café in the Fitzgerald Student Services Building.
  - Renovation of Las Trojes Mexican Express in the Ansari Business building.
  - Opening a coffee shop in the new Knowledge Center.
  - Opening of an Outtakes coffee shop and grab-and-go in the new Science and Math Center.
  - Next meeting: November 3<sup>rd</sup>.

**W. Student Union Advisory Board**

- Christine Arritt missed their meeting due to illness.
- No minutes were distributed so there is no report.

**X. Work and Family Taskforce**

- Marti Fricano reported that they met on September 27<sup>th</sup>.
- They will be distributing a short survey soon.

**Y. University Disabilities Resource Coalition**

- Erin McGarvey is excused.
- Bill missed the meeting.
- No report.

**IV. Guest Speakers**

**A. Dr. Milton Glick – UNR President**

- He is glad to be here on the UNR campus.
- He thinks the campus is beautiful.
- He and his wife are glad they came.
- The health of Reno and the health of the University are tied closely together.
- Staff is a large factor for student recruitment.
- SEC members introduced themselves.
- Bill Borges thanked Dr. Glick for the goals he outlined at the inauguration.
  - Buildings and Grounds has a few old computers.
  - The University is going paperless.
  - Is there a digital divide?
  - 11% of classifieds don't have e-mail.
- Dr. Glick responded that it is easy for everyone to have e-mail.
- Everyone should have access to a computer.
- Valerie Pedroza from the Classified Staff Development Fund
  - At ASU, family members of classified staff can have fee waiver but not here.
  - Can we have it also?
- Dr. Glick said he will look into the issue.
  - At ASU it is a 75% waiver.
  - Our faculty members get a 75% waiver for dependants.
- Val commented that Dr. Lilley wanted to outsource some jobs.
  - Will he look at outsourcing?
- Dr. Glick responded that he will consider it where it makes sense but it must be well managed.
  - Unlike some universities, even our bookstore is not outsourced.
  - This is not a big agenda item.
- Chris Rust commented that the Sanford Center is planning a new facility.
- Dr. Glick said that he just learned about it and he is concerned since the public works board did not approve a new building.
- Scott Brown said that they have a grant for \$900k for planning. \$10-14 million is needed for a new facility.
  - Chris asked if it is privately funded, does it need approval?
  - Scott replied that it does not.
  - Dr. Glick said that he does not know much about this subject yet.
- Jeanie Pratt commented that the faculty morale study came out last year.
  - She asked what can he do if staff morale is as bad?
- Dr. Glick suggested that we stop talking about it and just make changes.
  - Don't announce that this should raise morale.
  - There are issues that should be addressed.
  - His experience is that staff seems friendly and happy.
- Jeanie said that in the last 22 years, many staff jobs have changed to admin. faculty or student jobs.
- Dr. Glick said that he had never heard of admin. faculty.
  - Everywhere else they are considered professionals.
  - He is not aware of this trend, but will look into it.
  - Using more students where appropriate is a good thing since they have a higher graduation rate.
  - If a job is full-time, a student is not a good choice.
  - Classified staffers do not have more job flexibility than admin. faculty.
  - There is better job security as a classified staffer.
  - He thinks it would be good to have everyone out of the state system but he is not working on it.
  - He thinks that there is a move away from defined benefits.

- He says there should be defined contribution.
  - Defined benefits are unsustainable.
- Bill Oberding reminded us that Dr. Glick would take down his door if he could.
- Dr. Glick commented that he is glad that there is a morale study going on since says we can identify areas in which to improve.
  - He wants to make sure that staff has opportunities to learn new skills.
  - This will improve morale.
  - see %
- Michelle Rachal said that there is a huge difference in benefits between staff and faculty.
  - It affects her morale that there is no flexibility in job description.
- Dr. Glick said that he is frustrated that you can't get paid well for doing your job well.
  - You have to switch jobs.
- Robin Freestone (guest) commented that she is interested in these comments.
- Michelle said she is not being rewarded for her new skills.
  - She must quit and look for a new position to make more money.
- Dr. Glick would like to see more range in compensation for increased skills.
  - ASU had more autonomy from the state.
- Chris Rust asked about merit levels?
- Dr. Glick responded by saying that we must have supervisors trained to spot good performance.
  - He would like to see differential merit levels.
- Robin Freestone added that since the classified are part of the state, the whole State must be on board.
  - There is no incentive to be really good.
- Dr. Glick said that he is concerned that everyone will be "exceptional" on their annual reviews but we all know that's not true.
- Jeanie Pratt said that she doesn't like to have to tell people "That's not in my job description".
- Dr. Glick thinks that job descriptions should be more broad.
- Chris Rust asked how we get supervisors to take training?
- Dr. Glick says to hold them responsible to do their jobs.
- Dr. Glick wants to learn the rhythm of the campus.
- Also, the web page was very bad before he got here.
  - It is better now but still needs work.
  - He has people in his office whose job it is to increase our web presence.
  - Every page should look like it is part of UNR.
  - The web is a powerful tool for prospective students.
  - If you only improve the home page, that's not good enough.
- We have thin staff here compared to other places.
- Newspaper inserts in the summer were good but we should not have to pay the local paper to change local opinions. Once is enough - we won't do it again.
- Jeanie Pratt said she believes that the web page is much less usable.
  - Bookmarks changed locations.
- Dr. Glick commented that it looks much nicer though.
- He wanted to know why it is that when you go to [unr.edu](http://unr.edu) you have to push an extra button to get to [www.unr.edu](http://www.unr.edu)?
- Michelle Rachal will check on it.
- Dr. Glick commented that we should have standard e-mail addresses for ease.
  - [first.last@unr.edu](mailto:first.last@unr.edu)
- We will be going from 100+ phone systems to one over the holidays.
- Dr. Glick wanted to know why we can't look up phone numbers in Outlook.

- There are historic reasons for these issues.
- Betty Osborne said that some departments will pay more for phones under the new system.
- Dr. Glick said that the University will attempt to hold harmless any unit that has increased costs (except the library).

#### **VII. Open Discussion**

- The Executive Board met recently.
- Melanie England gave a handout to SEC members about shirts per last month's discussion.
  - We will use the bookstore instead of an outside vendor.
  - Order through Mike Leonhard.
  - We need a minimum of 12 ordered.
  - Logo must be block N or athletic logo.
- It was commented that t-shirts and/or caps would be nice for football games, but it is too late this season.
- We will have a banner for our booth instead.
- Bill Borges said that the annual Christmas food drive starts next month.
- The morale questionnaire is out for staff.

Meeting adjourned at 4:12 p.m.