

**STAFF EMPLOYEES' COUNCIL
MEETING MINUTES
OCTOBER 19, 2004
JOURNALISM BLDG., ROOM 304**

Executive Officer Present: Verla Jackson-Davis (Chair), Chris Carver (Secretary), Debbie Keck (Treasurer) and Vicki Paul (Co-Public Relations).

Representatives Present: Donnie Andrews, Donna Brown, Peter Brown, Kathleen Coles, Catherine Fischer, Marti Fricano, Darley Jeppson, Vicki Krentz, Crystel Montecinos, Pam Moore, Theresa Moser, William Oberding, Betty Osborne, Phil Pert, Jewell Radcliffe, Laura Ruud and Judy Stanfield.

Executive Officers and Representatives Absent: Susie Arrate, Sharon Brush, Anette Christensen, Ann Hoyle, Paul Lau, Patrick McDonnell, Valerie Pedroza, Amy Poetschat.

Advisor: Michele Meador (absent).

Guest: Georgianna Trexler, Administration and Finance
Christine Arritt, College of Science

I. Call to order.

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

II. Approval of minutes.

The minutes from September 21st, 2004 were approved as written.

III. Introduction of new SEC members.

The council introduced themselves. Verla let the council know Jeannette McAlister resigned.

IV. New Business.

• **Administrative Action Manual review.**

P. Brown reported that the procedures for issuing contracts for Graduate Students (Section 2,902) were approved by the provost and president. The manual will be updated. Policies that are pending action are: Employment policies (Section 1,800), Consulting Services/Supplemental Pay, Recruitment Expenses for Faculty Positions (section 2,529), University Courses and Curriculum Committee (Section 6,001), Review of Classified Section of UAM (some changes are to update the language to match state policy while other changes are updates to current procedures. HR will be making

additional revisions. P. Brown will review this with the SEC Executive Committee), Faculty responsibilities when absent, Audiovisual and computer equipment (Ray Moran is working on a draft), Conflict of Interest Policy (based on recommendations made by the Faculty Senate, Cindy Kiel is of the opinion that the entire document needs to be placed in the manual), Contact with Governmental Officials and Visits by Governmental Agencies (the committee agreed that this is ready to be forwarded to the provost and president for approval), Computer Usage (Section 4,310) and Pre-employment Disclosure Procedures (Section 2,641). The committee also discussed New potential additions to the manual: Compensatory Time (Section 2,677)-revisions will be made as suggested by the committee and resubmit them for the next meeting; Risk Management—committee members were asked to review the proposal for new sections 100-109 for the next meeting.

- **Arboretum Board.**

D. Jeppson reported the board looked over the new landscape plan for the 9th Street entrance for Fleischmann Ag Building. The plan was approved by the board. It will go to Buildings and Grounds next. They are waiting for Buzz Nelson to respond regarding using Russian Olives in the Rosella Linskie Memorial. Cherry trees from the Cherry Blossom Garden and others from prior gardens that were moved have a 75% change of survival. Lyle Woodward was not aware that there is to be a water feature in the new library and will bring library plans to the committee. They are looking into costs to replicate the Historic Map of the campus. The Web Page needs changes. David Bobzien was not at the meeting so it will be discussed at the next meeting.

- **ASUN.**

P. McDonnell was not present.

- **Balloon Race Committee.**

V. Jackson-Davis reported that enough money was made to consider raising the stipend for 2005. This committee is adjourned until 2005.

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

P. Pert reported that the committee met to discuss incoming applications. They feel that there isn't a big enough response and more classified staff members need to be recognized. A campus wide email was sent out with an updated ballot.

- **Classified Staff Development Fund/Educational Leave Stipend.**

D. Keck reported that the current balance is \$2276.42. The fund will have an estimated \$2800.00 which will have to fund two semesters. Members voted to assign a maximum flat rate of \$125.00 per request. Ten requests were submitted and 8 requests were rewarded. Future agenda items include fund raising, banners for events and updating their information on the SEC web site.

- **Compensation Committee.**

Didn't meet

- **Facilities Resource Committee.**

D. Brown reported that the committee met to review the list of projects of \$25,000.00.

- One of the items is the lab remodel in Fleischmann Ag; they are waiting for bids to come. The Med School Modular is now fully occupied. Dr. Lupan discussed naming the modular the Pennington Annex. Dave Hansen suggested Stephen McFarlane contact the Penningtons for their approval. If the Penningtons have an issue with the name, the committee agreed to call it the Medical School Annex.
- The new parking garage is not going up as rapidly as expected; there is not an expected completion date. A \$500,000 grant has been awarded to the med school for a renovation of the Nellor basement to expand mice studies.
- The med school just turned in a 3.6 million grant to remodel the Savitt Library. They will find out next year if they receive the award.
- It has been approved that Police Services will have a satellite office in the Nelson Building.
- Human Resources has requested more space in the Artemesia Building. The Chair Vreeland will tour the building and a decision will be made at the next meeting in December.
- The committee approved a remodel for the continuing ed Room 225.
- The practice field scoreboards are awaiting Presidential approval.
- Mike Simons (Teaching & Learning Technologies) attended the meeting to ask for consideration of more computer classrooms on campus. More hands on classrooms are needed (for example, the College of Education has a room with out about 20 stations and there are times this isn't enough). It was previously thought that more people would be using lap tops but they are finding this is not the case. Chair Vreeland will investigate the possibility of more lab space for computers.
- The real estate office has moved out of the Sierra Street apartment so the request from ASUN to take over that space has been granted.
- The university and Luce & Sons have exchanged appraisals of the building on the corner of Evans and Valley Road. The university's

appraisal was 3.8 million and Luce's was 5.1 million. The university is waiting for a reply from Luce. This building could be used for storage.

- Request for space in the Nelson Building has been taken off the list as there isn't anymore space available.
- A list of New Space in Progress and the dates of completion were made available to the committee. The list contained buildings and construction dates from 2004 to 2013.

- **Faculty Senate.**

Didn't meet

- **NCAA Certification Self Study.**

P. McDonnell was not present.

- **Parking and Traffic Board.**

Didn't meet.

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

This report cannot be shared with the committee.

- **SEC Bylaws.**

Didn't meet

- **SEC Luncheon Committee.**

This committee won't meet again until spring 2005.

- **SEC Open House**

T. Moser stated the committee met to elect officers, come up with a theme and to discuss future meeting times. The date selected was Wednesday, April 6, 2005 with alternative dates of Tuesday, April 5th or Thursday April 7th.

Upcoming tasks include: Availability of the JTSU with Heather Turk, coordinating donation letters out to vendors with P. McDonnell & V. Paul, and drafting a letter to Ron Zurek extending the vendor list to include: Home Depot, Lowe's, Western Nevada Supply, landscaping companies, party supply companies etc.). They also discussed finding a vendor for tote bags or t-shirts. The committee seemed to like the tote bags but will look at different vendors due to problems with printing and the quality of tote bags from the previous Open House. The quantity of items will need to be increased from last year as the committee ran out of tote bags before the end of the Open House. There

was discussion regarding the large signs outside of the Auditorium, the cost and how the money could be used for other areas of the Open House. D. Brown indicated she would asked Richard to work up something for the front area and print them at her office.

- **SEC Web Page.**

V. Paul reported the SEC web page needs not only updating but restructuring. Please look over the current web site and email her with any changes or broken links. P. Moore suggested converting the entire site to Dream Weaver (the site is currently in MS Front Page). The members of the committee would like to have the committee name changed to SEC Web Site Committee. The committee asked that anyone with web experience please consider volunteering their time to help update the site.

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

J. Radcliffe reported the committee met on Oct. 1st. Russ Meyer reported that all units are doing great. The Library cart is going inside the library for the winter. The committee discussed ways to improve the Overlook in regards to traffic and how to keep track of people who've paid and haven't paid. Mr. Meyer is always looking for comments from patrons to help make improvements to any of the facilities.

- **Working Family Taskforce**

L. Ruud reported that the committee discussed updating the website to answer questions regarding family information (childcare, elder service etc.).

- **University Disabled Committee.**

This committee met on Oct. 12th. They welcomed the new SEC member (D. Keck). There has been progress with athletics in regards to access to football games for those with disabilities. They also discussed what the liabilities would be having guest wheelchairs available on campus. Two events have been held so far for Disabilities Awareness month. Both have been well attended and received. The ASUN has agreed to provide food for 50 people for each event and the remaining events are expected to have an even greater attendance. The committee will contact the GSA and ask if they will consider contributing to the food budget.

- **UPC.**

V. Jackson-Davis said the committee met to discuss the Master Plan in regards to the new Student Union and Learning Center. There are plans to put in a pedestrian crossing area at the Judicial College on Evans Ave. They also

discussed what land to use for building and parking, the location of bicycle paths and pedestrian traffic. The reporting structure for Environment Health & Safety (EH&S) was discussed. Who do they fall under now, VPAF or VPR? There are pros and cons to both. If they report to VPAF it may improve communication and coordination with the directors of facilities, Purchasing, Personnel, Police, Workers Compensation, Parking, Planning, Budget Officers and others. Opportunities to improve compliance may increase when first-hand communications with operational support departments are facilitated.

V. Open discussion.

- **Guest speakers Melody Bayfield and Ron Zurek.**

M. Bayfield and R. Zurek brought their overview of operations and financial information presentation they showed to the Board of Regents to this month's meeting.

M. Bayfield's presentation included their Overview of Services including maintenance, safety, shuttle service, the campus information center, special events program, enforcement and the campus motorist assistance program. The Parking Office is located at the north end of campus and can provide information, permits, special events information and payment of fines. Their current 5 year plan was created in 2001 to reduce parking demand on campus by 5%. They currently offer a shuttle to/from the University Highlands, offer the Wolfpass through Citifare, Sierra Spirit (a free service through the downtown Reno area) comes to campus and a bicycle program. Prior to 1998 any parking located close to the camps was for staff and faculty with distance parking for students. They now use a Zoned Parking Management program for more reliable parking. The Parking Department is self funded and have charged for parking since the 1960's.

For 2004, Zones and funding have changed. Parking on the south campus (starting at Lawlor) is now all silver. Blue and Green are located above Lawlor. The cost of parking goes up when a structure is built for parking as opposed to an asphalt space (\$2,500 for a ground space and \$15,000 for a parking garage space).

R. Zurek's reported that bond payments take place on the 1st day of the next fiscal year. The excess "revenue" that was reported is not income/revenue but the next payment being held back to pay the 1st bond payment for the 28 million structure. There has been an increase in income because the rates have gone up and there are more students utilizing Parking Services. Maintenance issues were held off on (to the tune of 1.5 million in projects) in order to consciously establish a reserve. In 2005 the expenses will go up (as

the delayed maintenance issues will be dealt with) and the reserve will go towards these expenses.

M. Bayfield discussed concerns that were brought to the Parking Services attention.

- Forcing employees to buy high cost permits
 - No one is forcing anyone to buy a permit.
- Unfairly targeting staff and those with disabilities
 - The Disability Committee approved their recommendation to have those with disabilities purchase a university permit at a discount. If parking is not available in a handicapped space, they may park in the next closest space in that zone.
- Special Events
 - There is a ticket surcharge for every event that will utilize any parking on campus.
 - Daily permits have increased from \$2.00 a day to \$3.00.

Because Parking Services is self-funded, their Master Plan must be submitted 16 months ahead of time. This last plan was updated 3 times before the final submission. Fee increases for the new 5 year plan (2007-2011) will not be implemented until approved and input will be sought from both the university and local shareholders.

Melody said that the Parking Committee needs to be made of SEC's strongest members because parking issues will heat up in the next 3 year block. She agreed that new members should come to the spring meetings to get acquainted with the committee. Melody commended Donna & Kathleen for their work on the committee.

Kathleen felt that SNEA didn't feel backed up from SEC. SEC didn't feel they had done their homework & their information was inaccurate. This may be the basis for SNEA's comment towards SEC.

Melody said she is not aware of any faculty members on campus having negotiated parking spaces in their contracts. SNEA requested an audit but the request needs to be routed through the internal audit office. The new garage is financed over 30 years. The Whalen for 15 years (7 years have been paid so far). There are no plans right now for another garage until the next parking Master Plan is finished. She also said Parking Services employs a conservative oversell on lots with the thought that not everyone is parking in those lots at the same time. Oversell complaints generally don't come in. Complaints are usually associated with special events parking.

C. Montecinos asked about the Valley Road parking area. Parking Services is looking into making that area, "Permit Only" in the future.

Melody encouraged anyone with questions or comments to contact her at 784-4654.

- **Guest Speaker John Lilley**

President Lilley used this opportunity as a question and answer forum.

- V. Paul asked for an update on classified employees at UNR requesting to be state employees. President Lilley said there was no update to be had as he didn't realize that we wanted him to follow up on this information. At this time Classified Workers fall under State of Nevada rules and faculty fall under University of Nevada, Reno rules.
- D. Keck asked if President Lilley knew of any administrative searches coming up that would require SEC members to be involved. She also asked who pays for Administrative Searches and specifically for the VP of Research position, since it is for a department that is funded by several other departments. President Lilley said he currently does not know if there are any searches that would need an SEC member present. He said the search is paid for by the individual department or split between departments if the position is shared. G. Trexler said there has historically been an SEC member on the search committee.
- W. Oberding asked for an update on the Redfield Campus. President Lilley replied that the joint venture between UNR and TMCC each will have one building (currently under construction). These buildings will be built utilizing alternative heating and cooling. UNR's building will be used for Outreach Courses and possibly Nursing and Baccalaureate programs. The building should be ready Fall 2005. Maintenance will be overseen by UNR's Building's and Grounds. The campus is located off of Mt. Rose Highway. Take the Mt. Rose exit west, turn left at the first light and take the 1st left (near Galena High School).
- C. Fischer asked about the current plans for the Monogue Property. President Lilley said they are currently working on asbestos removal from the building at a cost of \$750,000. Once this has been completed the whole property will change. The baseball field will stay and be converted to a softball field for Women's Athletics. Access to the property is being explored. UNR is working with Union Pacific Railroad to secure an at grade crossing. There is also an option to install stairs over the track. There is also a plan to make Evans into a 4 lane road.
- D. Keck asked if the university plans to continue to expand. President Lilley said the university is currently looking for all property between I-80 to N. McCarran and Sierra Street to Sutro. Debbie specifically referred to the beer distributor off of Evans. He said there is currently an appraisal being done on that property

but that there was a significant difference in price between the universities appraiser and the company's. President Lilley also said the plan to move the wetlands at the north end of campus to San Rafael Park has yet to be approved by the Core of Engineers.

- C. Montecinos asked if there had been a final decision made on what UNR's official title was to be (University of Nevada, Reno or Nevada). President Lilley's reply was that we are known nationally as Nevada. Flagship campuses are generally known by the shortened form. While a final decision has not been made, it is best to refer to the university as the University of Nevada, Reno in documents.
- P. Moore asked about the search for the Inter Disciplinary Program (IDP) and who was going to be paying for that search. The response was that searches generally are paid for by the department. However, the Provost will pay for some of the search and dean costs. He also mentioned in searches like these, the bulk of the money spent comes from headhunters. But without headhunters the quality of the applicant pool isn't as high.
- C. Montecinos asked about marketing at the university and about what we can expect (especially with the recent events concerning Michael Moore and the Political Candidates). President Lilley said to keep an eye on the UNR website. Cindy Pollard is exploring several avenues of how best to tell the story of UNR. She is in the process of staffing some major positions. He also added that the university cannot endorse candidates and must appear non-partisan.
- D. Brown asked about the Cancer Institute. The reply was that it would be in the new School of Medicine. UNR would lease space to the Institute.

President Lilley wanted to know if we found his emails helpful (do they come too often, not often enough) and reminded us that we can always respond back to them.

- **SNEA**

V. Jackson-Davis was informed that SNEA representatives recently met with President Lilley. The representatives told President Lilley that the SEC existed as merely a social club. Verla asked SEC members to read over the SEC committee list (located at www.unr.edu/sec). SEC members are members of committees that are involved with just about every facet of the university. Our members allow the voice of the Classified Staff to be heard.

- **Absences from SEC meetings.**

Chair V. Jackson-Davis stated as an SEC member you are allowed 3 unexcused absences. If a member is having a problem attending meetings

they should send a proxy or contact Jackson-Davis. Peggy Bohn has let Verla know that she can no longer be considered as a proxy for SEC meetings due to her work responsibilities.

- Award of Excellence
Crystal Montecinos won the 2004 Award of Excellence as Support Staff of the Year at the two day Cooperative Extension annual conference.
Congratulations Crystal!

Miscellaneous

Alternates need to know when meetings are so they can attend if necessary.

Without further comments the meeting was adjourned at 4:05pm.