

**STAFF EMPLOYEES' COUNCIL  
MEETING MINUTES  
SEPTEMBER 21, 2004  
JOURNALISM BLDG., ROOM 304**

**Executive Officer Present:** Verla Jackson-Davis (Chair), Donna Brown (Secretary), Debbie Keck (Treasurer) and Pat McDonnell (Co-Public Relations).

**Representatives Present:** Leslie Baskett, Peter Brown, Anette Christensen, Kathleen Coles, Catherine Fischer, Marti Fricano, Darley Jeppson, Vicki Krentz, Crystel Montecinos, Theresa Moser, William Oberding, Vickie Paul, Valerie Pedroza, Jewell Radcliffe, Laura Ruud and Judy Stanfield.

**Executive Officers and Representatives Absent:** Susie Arrate, Sharon Brush, Chris Carver (Vice Chair) excused, Patricia Freund, Ann Hoyle, Paul Lau, Jeanette McAlister (proxy V. Jackson-Davis), Pam Moore (excused), Phillip Pert (proxy Peggy Bohn), Amy Poetschat, and Andrea Turman.

**Advisor:** Mary Ann Henry.

**Guest:** Georgianna Trexler, Administration and Finance

**I. Call to order.**

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

**II. Approval of minutes.**

The minutes from August 17<sup>th</sup>, 2004 were approved as written.

**III. Introduction of new SEC members.**

The council introduced themselves. Chair V. Jackson-Davis invited the council to help themselves to the treats that Ron Zurek's office had provided.

**IV. Committee Reports.**

**A. Administrative Action Manual review.**

Chair V. Jackson-Davis reported the committee met on August 26, 2004, items of interest at the meeting were: self-supporting budgets, employee policies there has been no progress on this item, items pending are consulting services/supplemental pay, recruitment expenses for faculty positions, university courses and curriculum, review of classified section of the UAM, faculty responsibilities when they are absent, audiovisual and computer

equipment and the conflict of interest policy. A pre employment certification was approved and will be added to the University Administration Manual.

**B. Arboretum Board.**

D. Jeppson reported the board did meet and discussed the Faculty/Staff/Student Memorial Garden. The board voted against taped birdsongs but they are considering some type of music either ocean waves or rain sounds. These sounds would be more environmentally friendly then the birdsongs.

**C. ASUN.**

P. McDonnell stated the meeting had to be moved to a new location because of the amount of people that attended. The major interest was ASUN's supporting bringing Michael Moore, the film maker, to the UNR campus. The presale of tickets for this event will be 3 days prior to the event. The lecture will be on October 13, 2004, 8:00pm at Lawlor Events Center. The tickets for students will be free and all others will pay a \$5.00 fee. The tickets will be available for the students at JTSU.

**D. Balloon Race Committee.**

Chair V. Jackson-Davis mentioned the committee was very successful in their efforts of selling the pins. The members of this committee organizes and sponsors the Great Reno Balloon Race and selects two scholarship recipients from undergraduate and graduate students. They also help with the races by working as a crewperson on the balloon or the hospitality tent selling pins.

G. Trexler stated the total sales for the pins were \$1,100.00 with this money it makes it possible for two scholarships for a \$1,000 each to be distributed this year.

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

Chair V. Jackson-Davis reported the committee did not meet but via emails the classified employees for the month of September is Dean Hummel from Fire and Life Safety and Susie Yamamoto from Animal Biotechnology. Phil Pert will be the new chair for this committee.

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

D. Keck stated the meetings are held in the Pennington Building which is located at the School of Medicine. They meet once a month to go over applications that have been received. Classified staff may seek reimbursement for the cost of books while taking classes at UNR or to assist

the classified employee who wish to attend a conference or seminar. Keck reported there is \$2,276.00 in the fund at the present time; she explained about the payroll deduction for people who want to contribute to the fund. They have received a request for a refund on a book that is job related but the individual is not attending classes, this is something that needs to be clarified before the next meeting. A person can only receive money from the committee once a year. The committee tries to distribute the money equally to those who apply.

#### **G. Compensation Committee.**

Debbie Elwell was a previous member who would report on this committee. The committee discusses and makes recommendations to the council regarding improvements in salary and benefits for classified staff. During legislative sessions review relevant bills and proposals and report to SEC.

#### **H. Facilities Resource Committee.**

D. Brown reported the committee met on September 14. Director Adam Garcia and Associate Director Todd Renwick attended the meeting to discuss a sub-station being located in the Nelson Building. UNRPD has had several calls regarding security issues from occupants of the Nelson Building and the rental property at Taylor and Haskell. A sub-station located at the Nelson Building would allow officers more response time in case of an emergency, with the train trench and the spaghetti bowl work officers currently would have a longer response time.

The Redfield Campus and the high tech center for TMCC on the Redfield Campus is 65% complete.

The School of Medicine UNR campus Nevada Cancer Institute is in the planning stages and there is a feasibility study being conducted at the School of Medicine in LV for a Heart Treatment Center.

The music practice rooms are coming in at more then \$65,000 more then what was originally planned.

Brown explained the meetings are held once a month on the second Tuesday in Clark Administration Building. They review construction work over \$25,000 and hear requests for office/lab and classroom space and make a decision if the request should be granted.

#### **I. Faculty Senate.**

Chair V. Jackson-Davis distributed a copy of the minutes from the previous meeting. She mentioned SEC members do not have voting rights on this

committee. The committee meets once a month on the third Tuesday. Faculty Senate addresses faculty interests, by-laws, policies and procedures.

P. Bohn stated the Senate does want someone from SEC to attend the meetings; Bohn had previously attended meetings where they would turn to her and ask questions.

**J. NCAA Certification Self Study.**

P. McDonnell explained to the new members this committee is only needed every 10 years. The SEC members had discussed changing the name of this committee but that would mean a change in the SEC Bylaws. McDonnell has been speaking with Chris Exline over a period of a few months and suggested Mr. Exline be invited to attend the SEC meeting in October. McDonnell will be unable to attend the October and J. Radcliffe asked for questions that could be asked of Mr. Exline.

McDonnell and Mr. Exline have discussed an SEC member setting in on the Intercollegiate Athletic Advisory Board. This will be discussed at the next meeting.

**K. Parking and Traffic Board.**

Kathleen Coles mentioned the board holds hearings related to traffic and parking citations appeals. The board's first meeting for this fiscal year is September 29<sup>th</sup>. The meetings are held in the Student Services Building. This year the board will create a new 5-year plan for parking, transportation issues, new parking spaces, bus transportation, shuttles, carpools and park and ride sites.

D. Brown is also a member of the board and she stated Melody Bayfield, Director of Parking and Transportation Services requested members serve for three years on the board if possible. Brown and Coles will both be leaving the SEC next year and will need replacements at that time.

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

D. Brown reported this board only meets if a complaint is filed. The board reviews any allegation of misconduct against any employee of UNRPD and makes a recommendation concerning actions of the department or individual. The proceedings are confidential. The SEC member must be appointed by the President. There is a back ground check required for you to become a member of the board and if chosen you will be required to do ride-a-longs with an officer during three different time periods. If there are no complaints filed against an employee of UNRPD the committee will still meet once at the

end of the fiscal year. A report is compiled at the end of the year and submitted to the Chancellor, Provost and the President.

#### **M. SEC Bylaws.**

Chair V. Jackson-Davis stated this committee is always chaired by the Vice Chair of the SEC. Chris Carver has been the Vice Chair for SEC this past year and is not in attendance at this meeting as she is out on maternity leave. This committee will only meet when items need to be changed in the SEC Bylaws.

#### **N. SEC Luncheon Committee.**

The luncheon committee did not meet; Chair V. Jackson-Davis explained to the new members what the luncheon committee does. The luncheon is put on every year to honor retirees and classified employees who have worked for the university 10, 15, 20, 25 and 30 years. The money collected from the sale of tickets for the luncheon is used to purchase the food from campus catering. Each year the committee determines what theme and the type of food that will be served. A minimum of 6 to 7 members are needed for this committee. P. Bohn reminded the council members that not everyone has to be an SEC member to help out with the committees. Ad hoc committee members assist the SEC members on numerous committees. She would like her name added to the list of ad hoc people; she would also attend the SEC meeting as a proxy for anyone when needed.

#### **O. SEC Web Page.**

V. Paul will be updating the web page in the next few weeks. The problem has been she uses Front Page and Pam Moore uses Dream Weaver.

#### **P. Student Services Food/Retail Dining & Catering Committee.**

J. Radcliffe mentioned the committee would be meeting the first of October and she suggested inviting Russ Meyer to come back to a committee meeting. The purpose of this committee is to inform SEC of changes in campus dining.

#### **Q. University Disabled Committee.**

Eileen Aragon was a former SEC member who attended this committee and Chair V. Jackson-Davis stated Eileen would like to pass along the binder to the next person who elects to attend the meetings. This committee takes a pro-active approach to making UNR accessible in every way possible and to make recommendations to the President's Council. This process includes accessibility inspections on campus, discussing compliance issues, discussion

of hidden disabilities and Disability Awareness month activities. They would like an SEC representative to be on this committee the full 3 year term.

**R. UPC.**

Chair V. Jackson-Davis mentioned this is the other committee that requires the Chair of SEC to be the member. The committee meets once a month to determine the direction the campus is growing and which projects take priority in the master plan and budget. They also determine which projects have funds and are in line with the budget. They are currently working on the budget for 2020.

**V. Open discussion.**

**A. No guest speaker.**

With the new members coming on board a guest speaker was not scheduled. Chair V. Jackson-Davis stated at the December meeting the council did not usually have a guest speaker. Last year everyone paid for their own lunch at the Down Under Café and the council played games and socialized. All council members were asked to bring ideas of what they would like to do for the December council meeting.

**B. SNEA Vote**

P. Bohn asked for a show of hands if the council would like SNEA to continue with their fight against the parking situation here on campus.

Several council members stated they had been turned off by SNEA's comments regarding parking at the UNLV campus; the information was incorrect UNLV employees do have to pay for parking except for a lot that is a long way away from campus. V. Paul stated this is the only free parking and there isn't any shuttle service that is available between the free lot and the main campus. The cost for parking near a building on the UNLV campus is \$532.00 and the general parking is \$159.00. G. Trexler mentioned these prices are higher than the prices at UNR. As council members commented you have an option of where you want to park here at UNR, \$65.00 for blue and then shuttle to lower campus or pay the silver \$320.00 and park near a building. UNLV does not have designated parking it is on a hunt and find system. UNLV employees have had their rates go up 10% a year whereas UNR rates have only gone up 4%. Council members agree there is a difference in the rates for UNLV and UNR but with the cost of living raises only going up 2% a year it doesn't help to know UNLV employees are paying more.

Bohn asked for a show of hands how many people would like SNEA to continue, with a show of hands more council members would rather not see SNEA continue with the parking issue.

**C. Proxy for meetings.**

Peggy Bohn would like her name added to a list so if council members are unable to attend either the SEC meeting or any of the other committees she would be willing to attend in their place. Her e-mail address is [pbohn@unr.edu](mailto:pbohn@unr.edu) and her phone number on campus is 6837.

**D. 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.

**E. Suggestions for guest speakers.**

The council discussed guest speakers for the New Year; President Lilley is slated for October and Ron Zurek is slated for November. Chair V. Jackson-Davis stated Dr. Lilley would like to know some of the questions the council will be asking, it will be an open forum and the council can ask whatever they like but he always like to be prepared.

Georgianna Trexler suggested inviting Bruce Shively to discuss the way the budgets are put together for each department.

Melody Bayfield with Parking Services should be invited back after the presentation to the Board of Regents.

Buzz Nelson, Director of Facilities, Chuck Price, Director of JTSU, Shannon Ellis, VP for Student Services and Cary Groth, the new Athletics Director were a few suggested people for future guest speakers.

**F. Newly elected executive council members.**

The council voted to elect the new executive council members; Verla Jackson-Davis was elected Chair for the 2004-2005 year, Leslie Baskett is the new Vice Chair, Chris Carver was elected Secretary, Debbie Keck will continue as the Treasurer, Pat McDonnell and Vick Paul are the Co-Public Relations, McDonnell is from the North and Paul is from the South.

Without further comments the meeting was adjourned at 3:45pm.