

STAFF EMPLOYEES' COUNCIL
July 18, 2006
JOURNALISM BLDG., ROOM 304
2:00-4:00 PM

Executive Officers Present: Debbie Keck (Chair); Bill Oberding (Vice-Chair); Pat McDonnell (Co-Public Relations); Vicki Paul (Co-Public Relations); and Lisa Taylor (Interim Secretary)

Representatives Present: Bill Borges; Peter Brown; Scott Brown; Annette Christensen; Melanie England; Catherine Fischer; Iris Hochschild; Michael Leonard; Erin McGarvey; Sherry Olson; Betty Osborne; Phillip Pert; Michelle Rachal; Jewell Radcliffe; Joanne Tully; and Beth Wood

Executive Officers and Representatives Absent: Nicole Aiazzi; Donnie Andrews; Christine Arritt (excused); Marti Fricano; Darley Jeppson; Pam Moore; Valerie Pedroza; Jeanie Pratt (excused)

I. Call to order. Pledge of Allegiance.

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

II. Minutes from March, 2006

The May 2006, minutes were approved as is.

III. Committee Reports

A. Administrative Action Manual Review

This committee met on June 15, 2006. Updates that have been approved by the President and updated in the University Administrative Manual include:

- Public Records Requests
- Personnel Activity Reports for Sponsored Agreements.

Pending items include:

- Drug and Alcohol Policy
- Charitable Lotteries or Raffles
- Sustainable Building Policy
- Recruitment Expenses for Faculty Positions
- Personnel File Sections
- Documents Needed for New Academic and Administrative Appointments

New Business items include:

- Student Services Section: Many sections are outdated and recommendations include updating in order to comply with current policies. The committee also recommended adding a section to list all mandatory fees. Rita Laden noted that one of the most important sections under Student Services is the Admissions and Records section.
- Public Forum Policy: This section of the manual has been approved by the Board of Regents before appearing on the University Administrative Manual Committee

Agenda. The committee reviewed and forwarded further suggestions to the President.

- Student Aid & Financial Aid: Moved to pending for further review.
- In State Travel – Committee recommended approval of clarification of how much reimbursement is allowed for in-state travel. Forwarded to President for review.

This committee will meet again on July 27, 2006.

B. Arboretum Board

This committee met on June 27, 2006. The main topic of discussion was about the faculty/staff memorial. The proposed location for the memorial is the southeast corner of Manzanita Lake near the large redwood tree. The committee is in agreement that the concept of having a memorial is important to faculty and staff. Other topics of discussion included:

- Pruning the foliage around Morrill Hall to better highlight the architecture of the building
- Planting wisteria around the Fleishmann Agriculture Building. Within 4-5 years this flowering vine will completely cover the entry area. The wisteria will be planted in the fall.

The next scheduled meeting is July 25, 2006 at 3pm in the 2nd Floor Conference Room of the Fleishmann Agriculture Building. All interested parties are encouraged to attend. For more information, visit the Arboretum Board website at: <http://www.unr.edu/arboretum/>

C. ASUN

Committee did not meet.

D. Athletics Advisory Committee

No report was given.

E. Balloon Race Committee

The Balloon Races will be September 8 ~ 10, 2006. Raffle tickets are on sale for \$1.00. Some of the prizes for the \$1 raffle include rounds of golf, gift cards to area restaurants, Wild Island tickets, and a Tahoe Cruise. Raffle tickets for the grand prize are also on sale for \$5.00. This year there will be a grand prize trip to the UNR vs. UNLV football game. It includes two tickets to the football game, a ride for two people with the team to Las Vegas, a 1-night stay for two at Mandalay Bay, \$200 in credit to Mandalay Bay, and two tickets to the Mandalay Bay Spa.

Recipients of the \$1500.00 Scholarship this year are Stephanie Spear and Jeff Marshall. Both are remarkable students and people and their stories will go up on the web soon. For more information, visit the Balloon Races website at:

<http://www.unr.edu/balloonrace/index.htm>

F. Benefits & Compensation Committee

This committee did not meet.

G. Classified Employee Recognition Program

This committee met and selected two recipients for the August 2006 Employee of the Month recognition. Betty Osborne reported that Melanie Robbins (UNR Newsletter) is interested in publishing Employee of the Month and Employee of the Year winners in the campus newsletter. The committee is scheduled to meet again August 2, 2006.

H. Classified Staff Development Fund / Educational Leave

This committee did not meet in June. Debbie Keck reported that \$1070.00 dollars were collected from the Southwest Airline drawing. There is currently over \$2000.00 in the account to assist with classified employee development.

I. Committee on the Status of Women

This committee did not meet.

J. Elections Committee

Election ballots were sent to the President's Office. Currently, one employee has accepted.

K. Facilities Resources Committee

This committee met on June 13, 2006.

- Design work is being done on the S Bar S Ranch irrigation diversion structure.
- Continuing Education has approval to remodel the storage and assembly of course work area into a reception area.
- The School of Medicine requests for offices G & H in the Pennington Annex was approved.
- The Nevada Small Business Development Center's request to relocate has been placed on hold pending available space.
- A rendering has been requesting from Early Head Start before approval can be given for murals on external walls.
- Redlabs USA will be notified that they must provide a MOU (Memorandum of Understanding) to remain in the SAGE Building.
- Anthropology will be allowed to move their storage to the SAGE Building.
- Permission was granted to name a room in the Joe Crowley Student Union after Dr. Rita Laden. The Student Union has provided approximately \$1 million for the building; therefore, there will be no conflict with naming opportunities within the building.

L. Faculty Senate

The Faculty Senate met on June 1, 2006. Topics that were addressed include:

- Open Forum Policy
- Student Life Services
- Recognition of interim service of Joe Crowley

Complete minutes for the faculty senate meetings are available at:
<http://www.unr.edu/facultysenate/>

The next meeting is scheduled for August 31, 2006.

M. Institute for Innovation and Informatics Steering Committee (I3)

This is a new committee and a new program on campus. It was established in 2005 specifically to enhance and expand the University's existing programs in information sciences and technology. The purpose of this new program is to enhance knowledge-based, technology driven start up business ventures that contribute to the economic diversification of Nevada. Additionally, this program is geared to make innovation a major theme on campus.

For more information on this program, visit www.unr.edu/i3

N. Parking and Traffic Board

This committee did not meet.

O. Police Services Board of Professional Standards

This committee did not meet.

P. SEC Bylaws

This committee met on July 11, 2006. The SEC Bylaws were updated with minor revisions. See Open Discussion below for specific details.

Q. SEC Luncheon Committee

This committee did not meet. There is a wrap-up meeting scheduled for July 27, 2006.

R. SEC Open House

This committee did not meet.

S. SEC Web Page

This committee did not meet. Michelle Rachal has been working on updating the website.

T. Student Services Food/Retail Dining & Catering Committee

This committee did not meet. Regularly scheduled meetings will resume in September 2006.

U. Student Union Advisory Board

No report was given.

V. Work and Family Taskforce

No report was given.

W. University Disabilities Resource Coalition

This committee met July 11, 2006.

- The big event for the DRC was the spring fundraiser. A wine tasting, silent auction was held on June 26th at the lake mansion in honor of Dr. Chris Exline and the work he did with disabled students on campus. Chris Ault made a presentation to Dr. Exline's family. Approximately \$5000 was raised to help students on campus with accommodation.
- The DRC is looking for a location for disabled sports participation. The Virginia Street Gym was suggested as a possible location. Review of the building revealed that it is not wheelchair accessible on the same floor as the gym which means that it is not ADA compliant. The building will need to be renovated to meet the required ADA standards.
- The DRC is researching accessible tactile maps for the university which will include building maps and campus maps.
- Disability awareness month is in October. There will be one community calendar for UNR and TMCC events.

IV. Guest Speakers

A. Guest Speaker: Melody Bayfield, Parking Services

Melody Bayfield updated the SEC Committee on the following items:

- The Knowledge Center and Student Union are well under way. The new construction has resulted in occasional delays in shuttle service.
- Construction on the Science/Math Center will have the biggest impact on parking because the building will be located where faculty and staff currently park. Nearly 300 employees occupy spaces in that parking area. New parking is being designated by the baseball fields and the parking fee will be half the current cost that Silver 8 Permit holders pay.
- Permit fees were recently increased.
- Each space that is removed for construction must be reimbursed. Construction must pay \$2500 per parking space.
- Circus Circus Hotel and Casino currently offers 100 free parking permits for the Casino parking lot. Faculty and staff get priority for these spaces. There are 50 permits available at this time.
- Sierra Spirit will come to campus on 10-minute intervals until 9:00 p.m.

- The Pride Bus travels from Carson City to Reno at an extraordinary rate of \$200.00 for a one-year pass.
- CitiFare offers a Wolf Pass for \$100.00 per year and is good on any bus throughout the city.
- Biking to work is another transportation option for students and employees.
- There has been a 7% decrease in student drivers on campus.
- Visitors to the north end of campus may purchase a \$3.00 day permit from Parking Services when metered parking isn't practical.
- Safety issues on campus are taken care of quickly and professionally.

B. Guest Speaker: John Walsh, Director, Construction Services, Facility Services

John Walsh reported several ongoing construction projects:

- Redfield Campus has been under development for 14-15 years.
 - Two of the buildings on the campus were scheduled to be completed.
 - Buildings are occupied 25% of the time
 - LJ Redfield Building has 10 classrooms, video conference room, distance education
 - Landscaping has increased substantially (tripled)
 - Work is in progress on establishing the geothermal structure of the campus
 - Timetable for an effective working campus: 4-5 years for an overall conversion of campus.
- Pack Village was finished this spring. Some of the site work is not complete due to installing field turf in an effort to minimize water use.
- Cooperative Extension in Las Vegas was completed this spring.
- Knowledge Center: This building will be 4-stories high, 295,000 square feet and cost approximately \$73 million dollars. The construction of this building will cause an alteration in the current shuttle route. Actual operation of this building is projected for Fall 2008.
- Student Union: This building will be 4-stories high with a construction budget of \$64 million dollars. The Student Union will offer retail stores, banking, sports café, bookstore, food court, conference room, and a ballroom. It is anticipated that the construction will be finished 9-months before the Knowledge Center construction with an estimated operation date of Fall 2007.
- Manogue Site: This is a 4 million dollar project that is expected to be finished before spring of next year. This project will produce parking, space for track events, and special focus on a softball field for women's athletics.
- Science/Math Building: This project is in Phase I consideration and has been funded. The projected completion date for this project is 2010. It will cost \$9 million dollars to replace the existing greenhouse at the construction site in order to begin construction. The projected finish date for the greenhouse is 2007 so

construction on the Math/Science Building can begin. Parking will be diminished as a result of this construction. Current occupants are encouraged to find new parking as soon as possible.

- Biomed Facility: This project will be 40,000 square feet and will cost an estimated \$75 million dollars. Construction will start in 2007 depending upon funding. There will be a total of three facilities for the medical campus. Two facilities will be in Las Vegas and one facility will be in Reno.
- Sheffield House Athletic/Academic Center: Additions are being made to this facility which will result in restricted shuttle routes and parking spaces. Completion is dependent upon funding and the projected completion date is Fall 2008.
- National Judicial College: Being expanded so that it will be a 4-story building. Completion is dependent upon funds with a projected completion date of 2010.
- Davidson Academy: Currently this academy is temporarily housed in the KPEB Building. Once the new Student Union is complete, the Davidson Academy may occupy the existing Student Union Building. Chartwells will stay in the existing Student Union Building. Estimated move date for the Davidson Academy is 2008.
- University Inn: The University Inn will revert back to student dormitory use with a projected operating date of 2008.
- Lincoln and Manzanita Halls: Lincoln and Manzanita Halls will be renovated with an estimated completion date of Summer 2009. The exterior brickwork has historical significance so the buildings will be seismically upgraded which includes tying the exterior to a structure brace frame. This renovation is in the program design phase.

V. Open Discussion

A. Proposed Changes in SEC Bylaws:

The SEC Committee received updated Bylaws with changes in red. The SEC Committee is in agreement with the proposed changes which include:

- Article VI, C. Duties, page 6: “The Executive Board shall meet ~~monthly~~ “as needed”
- Article IX, 8. Special Interests, page 9: ~~Special Interests~~ has been changed to “Benefits and Compensation”
- University Committees, page 9: ~~Wolf Pack Athletics Advisory Board~~ ~~Committee~~
- Revision Date: 7/18/2006

The suggested changes will be forwarded to Jannet Vreeland, Vice Provost, for review.

B. Proposed President's Award for Outstanding Committee Service:

The committee discussed the proposal for a President's Award for classified employees as a way of recognizing outstanding committee service. The Council discussed that there is currently a recognition process in place with the classified employee of the month and classified employee of the year program. Further, it was the consensus of the Council that committee service was either voluntary or already a part of the work performance standards for some jobs.

The SEC met the guidelines of an established quorum and took a vote on the proposal. The vote was unanimous to deny the proposal of a President's Award for Outstanding Classified Committee Service.

This item will not go forward at this time.

Meeting adjourned at 3:55 pm