STAFF EMPLOYEES’ COUNCIL
February 16, 2000
Meeting called to order at 2:04 p.m.
Business Building, Room 402


VISITORS: Patty Chambers, John Davis, Robin Freestone.

REPRESENTATIVES ABSENT: Robert Boyd (proxy), Stephanie Flatt (proxy), Elizabeth Gadsden (proxy), Gary Kramer (excused), Denise Sharr-Buis.

I. Chair’s Report

Shirley Boyd has resigned her position as secretary due to numerous other obligations. A volunteer is needed to fill this spot on the Executive Board. Ann Ettinger has assumed this responsibility.

Debbie Hammersmith and Samantha Hoole have resigned from the Council. There will be 13 new representatives this election and currently three replacements. Lucy Rice suggested that an orientation or introductory manual for new members would be helpful.

The list of constituents will be distributed after Council Chair meets with Vice President Dhingra.

There will not be a regular meeting in March because of the Open House to be held on March 17th. President Crowley is granting Administrative Leave; a memo will go out to all departments notifying them of this.

II. Minutes

The January minutes were approved with changes.

III. Guest Speaker

Robin Freestone, BCN Personnel Services, spoke on the Clerical Study Update. She also reported that statewide recruitment for MA II (full and part-time for the entire state) has been opened. If you are on the current MA II list, you must reapply. The list will be huge so if anyone needs to reapply they should do it soon. It will be open for three weeks.

The Clerical Study Update will be completed by December 31st. Each employee who participated should receive an Allocation Memo by the end of March 2000. This will be the notification of your individual analysis and applies to you ALONE. Any pay increases will have to be approved by the legislature and would not go into effect until July 2001.

The state of Nevada is considering consolidating classifications into one
"Administrative Assistant" classification I, II, III, IV to parallel existing levels. Special consideration will be given to UNR classifications which do not fit into state generic descriptions. The timeline for this will not be the same as for the clerical study.

There are 400 SIIS placements still to make. These employees have re-employment rights until the year 2004.

A question and answer period followed. One question asked was regarding the possibility of step increases. Robin said that at this point it was a dead issue, but we should continue to pursue it.

She will be at the Open House to answer any questions the staff might have.

IV. Committee Reports

Affirmative Action: Did not meet.

Arboretum Board: Will meet next week.

Classified Employee Recognition: Committee did meet and two winners have been selected for March.

Classified Employee of the Year: Committee met on January 26th and approved a memo and a nomination form which will be sent to all faculty and staff on campus.

All nominees will be invited to "Honor the Best." The employee of the year and the runner up will be announced and given their awards during the program.

With the implementation of the new nomination forms which restrict the volume of paper submitted, it is now possible to have copies of the nomination placed in the employee’s personnel file.

Classified Staff Development Fund: The committee has received four applications and will meet following this meeting.

Compensation: Joyce needs new members due to several resignations.

Educational Leave Stipend: Needs another member. Bob Martin has receive an application and the committee will meet after this meeting.

Facilities Planning and Management: Debi nor her alternate were able to attend the meeting. She will get an update and include it in next month’s report.

Faculty Senate: Will be meeting tomorrow. The main topic will be increased fees at the Wellness Center.

Food Services: Russ Meyer brought the design for the food service area in the new Student Services Building. It is a good plan, with a variety of food being considered, allowing for a steady flow of people with two separate areas for beverages and cashiers.

There was extensive discussion regarding the possibility of creating a space with true "coffee house" atmosphere. There was interest among committee members in having Chartwells explore the possibility of taking over The Twisted Chimney facility for this. The feelings are that it would take a lot of work and money to change the interior into the type of cozy place we felt would attract more university people.

Russ Meyer at 784-1113 welcomes suggestions and questions regarding campus retail food
services

Gender Relations: Did not meet.

Parking and Traffic Board: Report will be sent in for next month’s minutes.

Safety: Since a large percentage of the Worker’s Compensation Accident reports involves lifting, it was suggested that a general mailing showing correct lifting procedures might be a good idea. This is being taken under advisement.

Safety issues on campus and where and with whom the responsibility lies were discussed. Among the questions addressed was: how are safety issues handled involving volunteers? One idea would be to have safety officers, appointed by the department dean or a university official, in each department or college.

The safety issue concerning the chemistry building is now under control. There is a new alarm system and voice enunciated system installed in the building. The source of problem CO with the "penthouse" boiler has been removed.

Dr. Boyce is doing a behavioral study of pedestrian traffic and crosswalks on Virginia, Sierra, and Center streets. White lines need to be repainted and possible hazard signs installed. Although crosswalks were painted in December, Chief Meese mentioned that the paint does not last with winter traffic.

SEC By-laws: Did not meet.

SEC Luncheon: Will meet Friday at 11 a.m.

SEC Open House: Open House will be held Friday, March 17th. The committee will meet next Tuesday to finalize details. Bob Gagnier/SNEA has been added to the list of guest speakers. The flier will be changed to emphasize light refreshments rather than "food and beverages"; the web site address will be listed for a more detailed time schedule.

Special Interests: Kendall will present the final proposal to the executive board and have it ready for their table at the Open House.

Web Page: Lorrie and Robert have met and are planning to get the nomination forms onto the web page. John Davis, ERS, asked that the list of constituents be added to the web page also.

Child Care: Still needs another member.

V. New Business

Jewell brought up the subject of the "Prohibitions and Penalties" booklet distributed by BCN Personnel. All classified staff were required to sign that they had received the publication.

Patty Chambers reported that the Faculty Senate Executive Board had met and a copy was discussed at this meeting. They had a long discussion on the content and the process by which it was implemented. As presented it seemed to be making presumptions and sending the message that staff was less than adequate. How does the staff feel about this publication? The Faculty Senate will definitely support filing a complaint.

It was suggested that a more positive method of distributing this information should be looked into. The council felt that there should be some form of reaction to this booklet, rather than letting it ride until the next meeting which will not be until April. The council wants constituents to know that they are proactive and that they are not going to delay some kind of action
indefinitely. All members were asked to contact their constituents and get input on their feelings on this subject. They should forward their concerns to Lorrie and/or Debbie via e-mail or any other method and they would compile that information for further action.

After much discussion, it was moved, seconded and passed that the Executive Board invite Debbie Olsen and representatives from the Faculty Senate to their next meeting to discuss this issue.

VI. **Old Business**

Council Chair Lorrie Gaffney will meet with Vice President Dhingra on February 28\textsuperscript{th} to discuss the changes to By-laws.

VII. Meeting Adjourned at 3:55 p.m.

Prepared by: Ann Ettinger, Secretary

Approved by: Lorrie Gaffney, Chair