Minutes  
Staff Employees’ Council Meeting  
Tuesday, December 18, 2001  
Reynolds School of Journalism, room 304

Executive Officers Present: Ginger Miller (Chair), Sue Warren (Vice Chair), Kristy Forbes (Treasurer), Kathy Hoffman & Linda Spezia (Co-Public Relations Coordinator), Jodie Helman (Secretary).


Representatives Absent: Brian Draper (excused), Curtis Funk (Proxy Diane Yohey), Judi Hamilton (excused), Michelle Krick (excused), Raymond Needham, Demonsthenes Papaeliou (excused), Connie Rehard, Val Thomas (excused), Emi Weldon (excused).

Advisor: Stephanie Flatt

I. Approval of November Minutes. Approved.

II. Guest Speaker: Michele Meador and Linda Nichols/Benefits

   a. Prescriptions will be handled by CatalystRx for 2002.

   b. ID Cards will be sent out to all of us sometime in early January.

   c. If you have important prescriptions to refill, you might think about getting them filled before the end of the year.

   d. If you need any medical prescriptions or attention before your card is received, the telephone number for eligibility verification is (775) 684-7000.

   e. They are looking into an HMO offering for 2003.

   f. They are shopping for new vision insurance for 2003 - so hang in for one more year with Outlook.

   g. Personnel/Benefits are working on a program to buy 'service time' with our investment dollars which would mean the purchase would be tax free. Watch for information and meetings to come in January. Any questions, please call Michele Meador or Linda Nichols at 784-1496.
III. Chair's Report:

a. Chair Miller told us about another search committee. This one is for the UNR Police Director. Bob Stewart will chair the committee starting January 16, 2002. The goal is to hire a UNR Police Director to start on July 1, 2002. Diane Krutz volunteered to be on this committee.

b. Chair Miller asked if all of us have received the email warning regarding “Ricci Capirci,” and to be cautious of our surroundings. Apparently, he has made threats against the leaders and employees of the UCCSN.

c. UPC has established a bulletin board for the Strategic Plan. Get active and voice your opinion on the bulletin board and read what others have had to say.

d. Chair Miller discussed the PEBP position and what is required for the position. If anyone is qualified and interested, please notify her.

IV. Bylaws: Went over the changes. Unanimously approved, by the council.

V. New Business:

a. Classified Staff Development Fund (CSDF): CSDF was first offered as a fund raising opportunity during the Century Campaign that President Crowley started in 1990. It is an opportunity to donate to a fund which helps classified employees with the cost of education whether the education be books, college/university tuition, workshops - anything within reason. Anyway, one of the fund raising vehicles for this worthy cause is payroll deduction. If every classified employee would just donate $1.00 per payday, we’d have a wad to pass out to our employees who apply for it. Our fund only has about $840.00 in it now, and we’re still getting plenty of requests. So, if you can find it in your soul to donate, just get a payroll deduction form from the UNR/Foundation and put in Staff Development Fund with the Project #400030 written on the bottom of the form. For those of you attending classes, the application for help with your expenses is on the Staff Employees Website at www.unr.edu/sec!

b. Policies & Procedures: We need different ways to generalize the bylaws, what the committees are responsible for and areas that need to be covered. We will discuss further at the January meeting.

c. SEC Open House Committee: The SEC Open House will be held on March 12th from 10:30-2:30. The theme for this year is “Oceans of Information.” All committees are expected to have or share a table at the Open
House, so please start thinking of how you are going to set-up your table and what information you are going to have about your committee.

d. **Employee of the Month:** Nominated two people for Employee of the Month for December.

e. **Working Family Task Force:** They have been working on the Strategic Plan. They have a website [www.unr.edu/workfamily](http://www.unr.edu/workfamily). There are 350 people on the waiting list.

f. **UPC:** January 3rd is the first meeting where they will handout an evaluation list of what to look for on the strategic planning sheets.

VI. **Open Discussion:** Last year the SEC expressed interest in having an SEC shirt to wear to functions like the SEC Open House, Luncheon and other occasions. Peggy Troupe reminded us of this and asked if there was still an interest. The council is still interested. Linda, Kathy and Eileen will work on a logo and graphics and present us with a draft at our January meeting.

Prepared by: Jodie Helman
Approved by: Ginger Miller,
Secretary
Chair