Minutes
Staff Employees’ Council Meeting
Tuesday, November 20, 2001
Reynolds School of Journalism, room 304
Revised

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

Representatives Present: Eileen Aragon, Janis Bennett, Robin Collins, Brian Draper, Rose du Plessis, Marianne Fuller, Judi Hamilton, Lisa Johnson, Audra Knight, Raymond Needham, Deonthenes Papaeliou, Lori Rountree, Valerie Thomas, Terry Torvinen, Peggy Troupe, Emi Weldon, Eve Welker, Linda Wong, and Diane Yohey.

Representatives Absent: Val Chappel (excused), Michelle Krick (excused), Curtis Funk (Proxy Diane Yohey), Michelle Krick (Proxy Brian Draper), Diane Krutz (excused), Connie Rehard,

Advisor: Stephanie Flatt

Guest: Ray Bretz and Gail Scalzi

I. Approval of October Minutes. Approved.

II. John Lilley, President of the University

a. President Lilley distributed information and spoke to us regarding the Fire Science Academy Re-Capitalization Strategies and the reasons why the committee has come to the decision regarding the student fees.

b. Questions were asked why we did not sell UNR property surrounding the campus to help raise the money, instead of adding fees onto the students? President Lilley stated it is the only solution that protects the university’s ability to meet the enormous growth pressures which we face. Plus, people would know we needed the money right away and underbid what the property was worth.

III. Chair’s Report:

a. Chair Miller gave us dates for the New Employee Orientations (NEO) for the year and requested volunteers for each date. The dates are: 12/7/01, 01/25/02, 2/22/02, 3/22/02, 4/26/02, and 5/24/02. Kathy Hoffman, Linda Spezia and Jodie Helman have volunteered to help with the NEO for the rest of the year.
b. Barb Glazner holds a Network meeting once a month and has volunteered to put important SEC information on her agendas.

c. Joyce King called regarding a SEC representative has been chosen for the committee of Vice President for University Relations. Congratulations Peggy Troupe.

d. Chair Miller disclosed the primary reason there was no offer of an HMO to employees this year in their benefits package was that not enough employees opted for it last time and for it to be offered again would cost each member $150/month and family coverage would jump to $1100/month. It was also noted that "maybe" in the year 2003 the State HMO plan might return.

IV. Ray Bretz speaks about the custodial issues:

a. Ray from Facilities Management spoke regarding the current custodial issues proposed by a memo sent from the Interim Provost, John Frederick and VP of Administration & Finance, Ashok Dhingra. The memo is about the decreased cleaning program in (4) specific buildings on campus. The problem related to this memo is lack of communication from the administration level to the custodians. The custodians fear the loss of their jobs.

b. Ray was told about a new proposal which would eliminate (30) custodians within the next three years and the salary savings from these positions would be used for new faculty positions that are desperately needed at the University as student enrollment has increased. Ray and his co-workers feel that Facilities Management should not have to pay for faculty positions. Something needs to be done, stated Ray and suggested that the assistance from any classified employee would be greatly appreciated.

c. Ray also stated the custodians were worried about losing their jobs. The morale is low. Not having the manpower to maintain the buildings and grounds means that they will not be kept up and will have a negative impact upon our reputation as the most beautiful campus. This could lower the number of students who attend our campus. Some of the students' parents will make a decision based on how the University looks.

d. Ashok Dhingra commented to the group that Ray’s information was not accurate. Ray’s account shows there has been a lot of miscommunication on this issue. Ashok asked Ray if no one from Facilities Management had addressed the concerns about downsizing their department. Ray said there was no communication going on right now. They had one meeting which never explained why and two other meeting dates had been cancelled. Ashok has told us that over the next three years they expect up to 30 custodians to leave/retire to help gain $900,000 in funds. Only $300,000 in funds will be given to help hire
new faculty with the increase in the student population. The increase of students for this year went above their calculations and they are trying to figure out a way to help ease the burden. This is why a memo went out in late September regarding custodians cleaning the offices in the 4 buildings every other day. The garbage will be dumped and the bathrooms cleaned everyday, but the offices and other areas will be cleaned every other day. Ashok has confirmed that no one will lose their job, but no one will be hired to replace custodians that leave. Ashok also stated if the decreased staff is not able to keep up with the demands of the university, they may have to rethink the issue.

e. Ray stated that if you have a problem with your building, please try and not take it out on the custodian as this was not their choice. Refer all complaints and letters directly to Facilities Management or directly to the Provost Office.

V. Guest Speaker: Melody Bayfield and Dr. Ashok Dhingra

a. Melody Bayfield from Parking Services addressed the group regarding the new (5) year plan. They will need an additional 2510 additional parking spaces in the future. Currently there are 7,000 parking spaces. They will provide the new parking spaces by adding an 880 space lot north of campus, a 1000 car parking structure and adding 2 more levels to the Sierra St. garage. All parking garage spaces will convert to Silver permits only.

b. In order to help pay for all the new parking spaces, parking fees will increase over the next five years as follows:

   Silver will increase up to $340.00
   Green will increase up to $170
   Purple will increase up to $95
   Blue will increase up to $75

c. Melody also stated that Parking Services is a self funded operation. There will be a fee for handicapped parking permits and all other departments that are not currently paying will have to pay. The departments that were exempt from paying in the past are:

   Administration
   Sports Medicine
   Historical Society
   Trustees
   School of Medicine (Doctors)
   Planetarium
   Fine Arts
   Disabled
VI. Committee Reports:

1. **Retail Food Committee:** There was discussion regarding the frustrations of opening this new facility - Student Services' Northside Cafe. The plan is to improve performance and they beg for patience. Bringing something into the library is still being considered. The gate counts for the library need to be narrowed down. They have counts like: Approximately 1,000 in eleven hours on Saturday, approximately 2,000 between noon and midnight on Sunday. These figures need to be broken down into shorter time slots. Peabody's Coffee Cart has moved inside the library now that cooler weather is here. Lombardi is interested in having a snack cart and this is being explored and discussed. There was a meeting last week with the architects for the new residence hall who are starting to design the new dining commons. This will be located under the new residence hall on the west side of Virginia Street.

2. **Web Committee:** Approved September minutes on the web in PDF format. Changes were made on the committee pages. Changes were made on the representative’s page. Jodie Helman’s new contact information has been updated. The Employee of the Month page has been updated with no winner for the month of November. November Agenda has been put on the meeting schedule page. The Web Page Committee submitted a budget to Ginger Miller for $200.00. This will cover Open House needs and advertising costs.

3. **Classified Staff Development Fund:** Met and went over the applications and chose Jodie Helman as their chairperson. The remaining budget was $843. The committee decided to talk with the council about this committee whether to keep it going and how to keep it going?

4. **SEC Open House Committee:** We met and introduced ourselves and discussed meeting time and what to have prepared for the next meeting. The next meeting is November 9, 2001, 1:00 – 3:00 PM in Ross Hall Conference Room. We decided to come to the next meeting with a proposed date for the Open House and a theme. November 9th’s meeting: Chair Knight passed out a copy of last year’s minutes for the committee to look over and get an idea of what we needed to do. Last year’s Open House Chair did a remarkable job with the Open House continuity book. Included was a timeline, minutes, vendors and donors for door prizes. Everyone in the committee who attended last year’s Open House want to keep the same format and see if we could invite a few more different vendors. We discussed whether we had the funds to do catering. It would be cheaper if we brought it in from off campus, but would it be time consuming? If we have the funds, we prefer catering. Last year’s food was good, but the fruit tray presented a mess and an inconvenience for those who attended. There were not enough tables to sit at and eat the fruit. Many people walked around and ate while visiting vendors.
Kathy Hoffman passed out a sheet with theme possibilities. We tried to put a theme together where we can share the colors with the SEC Luncheon. Kathy Hoffman presented a theme “Oceans of Information.” Everyone on the committee voted on it and passed. Chair Knight told us she had talked with JTSU about the auditorium for March 15, 2002. Heather, from JTSU, told her the students have first priority and do not know if we will have JTSU for that day. We discussed an alternate date, March 8, 2002 should the 15th be taken. Kathy Hoffman will have a draft of the Open House Flyer at the next meeting. Jodie Helman will have a proposed budget for Chair Miller and the OH committee. The next meeting is scheduled for December 5, 2001, 1:00 – 3:00 in the Ross Hall Conference Room.

Prepared by: Jodie Helman
Secretary

Approved by: Ginger Miller,
Chair