Minutes
Staff Employees' Council Meeting
Tuesday, October 16, 2001
Reynolds School of Journalism, room 304

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

Representatives Present: Eileen Aragon, Val Chappel, Robin Collins, Brian Draper, Rose du Plessis, Marianne Fuller, Judi Hamilton, Audra Knight, Michele Krick, Diane Krutz, Raymond Needham, Demonthenes Papaeliou, Connie Rehard, Valerie Thomas, Terry Torvinen, Peggy Troupe, Emi Weldon, Eve Welker, Linda Wong, and Diane Yohey.

Representatives Absent: Janis Bennett (excused), Curtis Funk (Proxy Diane Yohey), Lisa Johnson (excused), Lori Rountree (Proxy, Gail Scalzi).

Advisor: Stephanie Flatt

I. Approval of September Minutes. Approved.

II. Guest Speaker: John Lilley, President of the University and Bob Dickens

   a. Pres. Lilley presented a draft policy titled, "POLICY REGARDING CONTACT WITH STATE AND FEDERAL OFFICIALS AND OFFICIAL VISITS BY GOVERNMENT AGENCIES."

   b. The policy states no private political rights shall be addressed using UNR letterhead, UNR facsimile, UNR email, etc. You have the right to your own political views and a right to reach out to your representative, just do not use UNR stationary or email. Bob Dickens is going to email the draft to Chair Miller. Chair Miller will forward to the Council, so we may forward to our constituents and reply back to Bob Dickens email: mailto:robertd@unr.edu.

   c. President Lilley has stated he wants all UNR Official Policies on the web.

III. Chair’s Report:

   a. Sent out an email to let everyone know about Janis Bennett's husband passing away. Asked the council if they wanted to do something for her? Chair Miller will talk with Dr. Dhingra about a DPO and SEC paying for it. If the answer is yes, she will get a plant or food basket for Janis.
b. The Nevada Regents’ Academic Advisor Awards for Graduate and Undergraduate has asked for a classified representative to sit on the committee to help nominate a graduate and a undergraduate for the award. Diane Krutz volunteered for the Graduate committee and Gail Scalzi volunteered for the undergraduate committee.

c. Chair Miller reminded everyone that Kathy Hoffman will take your picture to put on the SEC website, please fill out the information sheet for the website also.

d. November’s meeting will be devoted to parking. Melody Bayfield will be our guest speaker, presenting the five year plan.

IV. SEC Bylaws and new amendments:

The following changes have been made in the Council Divisions mainly due to reorganizing:

Continuous Quality Improvement has been removed from Administration and Finance and is now included under the Library. Administrative Computing has been removed from Business and Finance and is now included under the Library.

Job Corps has been removed from College of Extended Studies while Fire Science has been included under College of Extended Studies.

Buildings & Grounds, Stead campus has been removed from Facilities Management.

University Advancement has been renamed to Development/Alumni Relations. Fire Science has been moved to College of Extended Studies.

After all corrections are made in the Bylaws, voting will take place to adopt the revised Bylaws.

V. New Business:

a. Copier Program: Put off until the November meeting. If you have problems with your copier, call Liz Gadsden or send her an email.

b. Committee Roster Sign-up: Please sign up.

c. Committee Report:

1. Retail Food Committee: Purpose of committee is to report to VP Shannon Ellis concerns and recommendations and to report to various food managers the concerns and recommendations of the particular group each of us
represents. Next meeting is at Northside Café - 3:00pm, Monday, November 19, 2001. Coyote Jacks has been well received. Students are pleased with the change from BK according to the RHA representative. (RHA is the residence hall governing body). A new sandwich is to be introduced next week - The Sedona Chicken Sandwich - it will be breaded chicken. Northside Café in Student Services Building anticipates opening at the beginning of November. The Wolf Perk has cut hours, closing at 9:00pm instead of 10:00pm. They have added new smoothies in addition to the old ones. Taco Bell won the "Golden Bell Award," a coveted award for excellence in quality of food, service, cleanliness, etc. A contest is coming up and there are some great prizes; a new Mitsubishi Sedan; a flat-screen TV; a $25,000 shopping spree at Best Buy; plus a number of smaller prizes. The representative from the library will conduct a gate count at Getchell to see if it might be worthwhile to have a cart there during weekend hours.

2. Parking Board Committee: Met and went over the master plan and introduced new people.

3. Web Committee: Co- coordinator Kathy Hoffman changed the e-mail account sec@unr.edu to Ginger Miller's e-mail account. Approved August minutes are on the website in PDF format. October's agenda is also on the web. Kathy has begun to make additions and changes on the representative's page and has made a link from the “Current Events” page to “Archive Current Events”. The entire photo galleries from events will be held there. On the current events page a Photo Gallery of President Lilley’s visit is listed. The Classified Employee of the Month page has been updated with No winner for this month. Kathy Hoffman has added new members to the committee page.

4. All other committees have not met yet with the transition of a new SEC council.

VI. Strategic Plan: Chair Miller passed out a copy of the draft Strategic Plan for SEC prepared by the Executive Board. The remainder of the time was spent going over the draft correcting, editing, and finalizing.

Chair Miller has been appointed by the President as the sole representative for classified employees to serve on the University Planning Council. She will submit a letter to the Provost asking for two more classified personnel to sit on the UPC committee.

VII. Open Discussion:

a. Chair Miller had a list of things to discuss with council and only brought up a couple items due to time constraints.
b. Chair Miller asked how the council felt on brown bag discussions i.e., coping with holiday stress. Discussion brought about that other entities do seminars coping with stress, etc. but that it would be worth pursuing in light of the recent terrorists activities.

c. Chair Miller would like to get the SEC newsletter going again at the beginning of the year.

d. Gail Scalzi expressed concerned over the current custodial issues. Will it stop there? Because of the hour of the meeting, we will discuss further in the November meeting.

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