STAFF EMPLOYEES’ COUNCIL
MEETING MINUTES
AUGUST 19, 2003
JOURNALISM BLDG., ROOM 304

Executive Officers Present: “D” Papaeliou, (Chair), Eileen Aragon, (Public Relations), and Donna Brown, (Secretary).


Executive Officers and Representatives Absent: Janis Bennett, Chris Carver, Brian Draper, Rose du Plessis (E. Aragon proxy), Kristy Forbes, Curtis Funk, Danielle Gann-Lind, Lisa Johnson (excused), Audra Knight (Verla Jackson-Davis proxy), Vicki Krentz (Marianne Fuller proxy), Michele Krick, John Morris, Susan Warren, Diane Yohey, (excused).

Advisor: Stephanie Flatt (MaryAnn Henry proxy)

Guests: John Davis, Training Coordinator
Environmental Health & Safety

Georgianna Trexler, Office of Administration and Finance

I. Call to order.

The meeting was called to order at 2:10pm.

II. Approval of July minutes.

The minutes were approved as written.

III. Chair’s Report.

a. Chair Papaeliou discussed the new budget and how it will apply to the University.

b. There will be a meeting on August 25, 2003 to discuss the law suit between the Correctional Department and SNEA. There will be no monetary gain for the Correctional Officers but SNEA will regain cost of the litigation.
c. Regarding the bill for military leave it disappeared from the table. This bill would have given military personnel 15 days leave to serve their country.

d. There will be a “Know Your Rights” meeting in the SNEA Reno office on September 3rd. If you are interested in attending you will need to contact the Carson City Office to make reservations. P. Troupe stated this is a meeting everyone should attend.

e. Chair Papaeliou distributed the completed Bylaws and thanked G. Trexler for her assistance.

f. There was an introduction of new SEC members; Chair Papaeliou thanked all the outgoing members for their dedication to the Council over the past three years.

IV. **Guest Speaker John Davis, Training Coordinator, Environmental Health & Safety.**

Mr. Davis thanked the outgoing members and welcomed the new members to the Council.

There are misconceptions regarding Environmental Health & Safety; we are not OSHA nor are we a regulator agency. EH&S does offer classes in safety training such as laboratory safety, fire extinguisher classes, blood borne pathogens, and fork lift training. There are video programs available on ladder and back safety and slips, trips and falls. The videos are 5 to 10 minutes in length.

Your safety comes down to you and your supervisor; it is your responsibility to follow all of the safety regulations on campus. EH&S will support you with learning materials but it is up to you and your supervisor to make sure you are safe at your job.

Mr. Davis discussed the Automatic External Defibrillators (AED) program that will soon be implemented on campus. The AED program will be able to save lives, by installing the AEDs on campus in strategic areas it will cut down on the response time when a person has a heart attack.

Post cards were distributed to all the Council members, if you would like more information you fill out the card, drop it in campus mail.

Mr. Davis discussed the EH&S department staff and the programs associated with the staff. The EH&S web site has a list of all the training programs that are offered.

The Emergency Planning Coordinator for EH&S, Barbara Klipfel, has been working with building coordinators, the UNR Fire and Life Safety Department and the Reno Fire Department regarding fire drills. With all the
teams working together they have successful completed 22 fire drills on campus. Mr. Davis commented there are over 100 buildings on campus with 35 major buildings and it may take sometime to get all the fire drills completed.

Mr. Davis thanked the Council for allowing him the time to discuss the Environmental Health & Safety Department, and the programs that are offered.

V. New Business.

a. G. Trexler discussed the new Affirmative Action Officer, John Burnett.

b. E. Aragon discussed the Nelson Building key code accessibility from the west entrance; the problem is this is a handicap entrance and people in wheelchairs have a problem with reaching the key code pad.

There is also a security issue with people gaining access from other locations into the Early Head Start area where they get stuck with nowhere to go. Mr. Davis stated they should contact Police Lt. Todd Renwick with these problems.

c. On August 30, 2003 there will be a night game held at Mackey Stadium. There will be an aerial photo taken and the photo will be on the cover of the Silver and Blue. It was suggested everyone try to attend and wear blue clothing.

d. Winter closure was discussed, G. Trexler stated classified employees could come into work 1/2 hour early, take a 1/2 hour lunch or stay 1/2 hour late to gain compensatory leave time. Ron Zurek’s office should be contacted if there is a problem with supervisors allowing the classified employee to accrue comp time.

VI. Committee Reports.


b. Arboretum Board – R. Needham discussed the new shrubs that have been planted at Cain Hall.

c. ASUN – Currently no member of SEC is on this committee

d. Classified Employee of the Month and Year – E. Welker is the outgoing chair of this committee she has turned over the chair position to V. Jackson-Davis. The committee has been voting for employee of the month via email as they have been waiting for the new Council members
to come on board. The committee receives nominations on a monthly basis. The employee of the month for September has been selected and the letter from President Lilley will be going out on September 3rd.

e. **Classified Staff Development** – Did not meet but the committee has received two applications that were incomplete.

f. **Compensation Committee** – Did not meet.

g. **Educational Leave Stipend Committee** – Did not meet.

h. **Facilities Resource Committee** – D. Brown reported the owner of the old J.C. Penney's building has offered the 4th floor warehouse space to the Art Department free for two years. The space will be used for faculty research, graduate master of fine arts studios and for the photographic mural printing machine.

This fall the Facility Services Department will begin HVAC and lighting retrofits on campus. The outdoor lighting retrofits will affect all outdoor lights on campus. The HVAC will affect seven buildings.

The purchase of a building on Center Street will be decided by the Board of Regents at their next meeting. Three buildings on Virginia and Sierra Streets may also become available for purchase by UNR.

The Department of Mechanical Engineering has requested space on the roof of Reid Engineering Laboratory. UNR has won a three year award from the Department of Energy to help develop a unique day lighting system that will bring sunlight into the interior space using fiber optics. The experiment will allow natural sunlight to be filtered into a lab on the fourth floor. The experiments will run until April 30, 2004 and possibly until April 30, 2005.

The next meeting will be held on September 9, 2003

i. **Faculty Senate** – P. Troupe’ stated the next meeting will be held on Thursday the 21st and everyone is welcome.

j. **Parking and Traffic Board** – Did not meet.

k. **Student Services Food/Retail Dining & Catering Committee** – Committee member unavailable for comment.

l. **SEC Bylaws** – Chair Papaeliou distributed the signed Bylaws.

m. **SEC Open House** – Did not meet.
n. SEC Luncheon Committee – Did not meet

o. SEC Web Page - Chair Papaeliou stated he would continue to update the SEC web page until the end of his term next year.

p. Special Interest – Did not meet

q. NCAA Certification Self Student Committee – Did not meet

r. University Disabled Committee – Committee member unavailable for comment; the committee did not meet.

s. UPC – Did not meet.

No further discussion the meeting was adjourned at 3:30pm.