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


Representatives Absent: Diane Krutz (proxy Marianne Fuller), Linda Spezia, Susan Warren, and Diane Yohey (proxy Curtis Funk).

Advisor: Stephanie Flatt

Guests: Alicia Lerud, ASUN President
        Georgianna Trexler, Administration & Finance

I. Call to order.

II. Approval of minutes – Approved.

III. Chair report –

   a. By Laws – another meeting will be held before the By Laws can be approved. The By Laws are being returned to the Council to review an issue that needs to be addressed, that issue is NRS 284.589. Chair Papaeliou stated the final version of the By Laws should be available next month.

   b. The suit against the Correctional Department is still in court. There was a Motion to Dismiss, however, the Judge over ruled the Motion. There is a Change in Venue from the South to the North in progress. At the Correction Facility there are 10 staff members still on administrative leave.

   c. Chair Papaeliou commented on an article in the Las Vegas Sun regarding the tax debate; if Mr. Burdish collects 50,000 signatures there will not be any tax increase. Chair Papaeliou stated the State of Nevada is already in
debt and if there isn’t any new taxes, and a 5 to 10% budget cut statewide there could be problems with layoffs.

d. Dean Jane Long has been terminated and replaced by Jim Taranik. Dr. Long will continue on as faculty.

e. SNEA will conduct meetings on February 28, 2003 in the Raggio Education Building room 2003. The meeting times are 1:15pm, 3:15pm and 5:15pm. The topics to be discussed are health insurance, outsourcing/privatization, retirement, layoffs, SNEA legislative agenda and a special lecture that will be held on March 5th at 6:00pm. The special lecture will be Your Rights, Your Future; it will be held at 100 West Grove Street in Reno. P. Troupe’ stated everyone should try and attend this lecture; it can only benefit you in the long run.

f. Health Insurance – P. Troupe’ mentioned a co-payment is now due when you have your teeth cleaned. There has never been a co-pay for this before. Council members discussed there haven’t been any notifications from the insurance company of any changes in the system. Chair Papaeliou commented that last summer SNEA and its consultant found that $10 million was missing from the Health Insurance budget. Immediately, as part of the special session, the Legislature voted to put $18 million in the budget. As of 3 weeks ago, SNEA found there isn’t any money in the budget, it has been spent.

g. The Collective Bargaining Bill will be presented on Thursday at 8:00am; Chair Papaeliou stated you could listen online to the presentation.

IV. Committee reports –


b. Affirmative Action Advisory Board – Did not meet

**Arboretum Board** – R. Needham reported on a new garden that will be constructed by the Child and Family Resource Center. There will be no cost to the University or to the Arboretum Board. It was reported there is a lot of pruning of trees and shrubs on campus and the Board feels it is being overdone. An email was sent to Buzz Nelson stating their concern. Mr. Nelson sent a notice to the grounds crew to get prior approval before continuing the pruning. Buildings and Grounds are conducting classes on proper pruning techniques.

d. ASUN – Representative will be notified of next meeting.
e. **Classified Employee of the Month and Year** – E. Welker stated the new forms for Classified Employee of the Month has been condensed from two pages to one by Ron Zurek’s office. For people submitting forms it was requested to use a separate form for each person being nominated. Employees for the month for March were announced.

f. **Classified Staff Development** – M. Fuller announced they will be conducting a meeting in the near future as they have four or five applications for consideration.

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

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

**Facilities Resource Committee** – D. Brown reported the Art Department has been given the go ahead for space in the Nelson Building. Faculty and students will have office and work space; a budget for medications will need to be submitted to the committee for prior approval.

There is an ongoing problem with the sewer in Laxalt Mineral Engineering. It is a compliance issue that needs to be addressed as soon as possible.

Homes on Evans Street were discussed. The University will purchase two homes on Evans but will rent one back to the sellers. Two homes near the Post Office and Central Receiving will be purchased in March.

The Sports Medicine Complex is looking to expand to the north west; they will be adding onto their current location.

Sarah Fleischman Day Care Center has been notified they need to put in an emergency exit on the west side of the Day Care Center. They will also need to secure the area with a chain link fence. If the exit door and fence are not put in they face having to reduce the size of their class in that particular room. The room in discussion is the infant room.

The Fire Marshall has given UNR until March 14th to remove all items from hallways.

The next meeting will be held March 4th.

j. **Faculty Senate** – Has been postponed for one week.

k. **Parking and Traffic Board** – K. Coles reported there were two appeals for traffic violations. The board discussed the new parking garage that will be built between the Planetarium and the football field. Parking
Services has money for a 1,000 space garage but President Lilley has recommended a 2,000 space garage. President Lilley has been in contact with Melody Bayfield regarding financing the extra 1,000 spaces; he has questions on how the money will be raised.

The green lot 2 on the south end of campus has been on the agenda for several months. The board will vote at the next meeting to leave the lot green or change it to silver. Many of the students have to travel back and forth to the Medical School daily and the shuttle has been discontinued from that area. Upon returning from the Medical School there doesn't seem to be places to park. The problem stems from silver permits parking in the green lot. The board has discussed disallowing silver permits to park in other areas.

The next meeting will be March 6th.

**Student Services Food/Retail Dining & Catering Committee** – Council member was unable to attend the last meeting.

m. **SEC Bylaws** – Previously discussed in Chair's report. New council members commented without the Bylaws they were uncertain of their duties to the Staff Employees' Council. It was suggested packets be put together with information that could assist new Council members.

n. **SEC Open House** – L. Johnson stated she needed the names of all Council members' supervisors as President Lilley will be asking for administrative leave for participation in the open house.

A reminder the Open House is March 7th from 10:00am to 2:00pm. Volunteers are still needed for set up. Technology Roundup is the theme for this year's Open House.

o. **SEC Luncheon** – C. Funk reported brochures are being made to distribute at the SEC Open House regarding ticket sells. For departments that wish to set at the same table arrangements must be made in advance.

D. Brown has been in contact with the catering department. They will supply a menu and pricing within the next week.

The Council discussed the awards that will be given to the retirees. G. Trexler suggested the SEC Luncheon Committee get more quotes from companies that supply the clocks that will be given away.


q. **Special Interest** – Did not meet.
NCAA Certification Self Study Committee – Did not meet

University Disabled Committee – Did not meet

UPC – The Committee is currently meeting twice a week studying the mid-campus plans, space allocation and all college plans. The meet with Deans on Fridays for lunch to discuss their strategic plans.

V. Old Business

a P. Troupe’ mentioned she has been emailing A. Dhingra with information regarding the Council. He is very interested and would like to revisit the Council at a later time. P. Troupe’ suggested VP Dhingra be invited as a guest speaker for the April or May meeting.

b Chair Papaeliou commented Howard Rosenberg has been invited as the guest speaker for March, but at this time does not know if he will be able to attend.

VI. New Business

a R. Needham the main email for his department includes facility members. They have expressed to Needham they are not interested in receiving information that is meant for classified personnel.

G. Trexler suggested Chair Papaeliou contact Steve Zink to inquire about a campus web based email, although, services may be too expensive at this time.

B&G have problems getting emails because of access to computers

Bruce Shively will be sending out a survey next week regarding the winter closure. G. Trexler stated hard copies would be mailed to each department on campus.

b ASUN President – Alicia Lerud was the guest speaker.

Ms. Lerud discussed the Legislative, Executive and the Judicial Branches within the ASUN. The Program Board deals with all the programs on campus. She gave a brief overview all aspects of the ASUN.

Ms. Lerud mentioned the recycling program is now in progress, they are starting to pick up items on campus.

ASUN has suggested that recycled paper be purchased for campus use
Several Council members mentioned they had some experience with recycled paper and it was a nightmare. The recycled paper caused the copiers and printers to jam. More investigation needs be to done before they would recommend the product.

Currently the ASUN does a safety walk with B&G and Facilities twice a year on campus. The safety walk begins in the fall with the north side of campus and continues in the spring with the south end of campus. The ASUN has derived a new campaign to hold clean up walks which will be conducted the reverse of the safety walk. The clean up walks would start in the fall on the south end of campus and the north end in the spring.

c. Vehicle vandalism was discussed. The problem areas have been Record street parking, baseball field, the new parking lot at the north end of campus and the residence hall parking garage. Ms. Lerud stated the lighting in the parking garage has been a real problem.

G. Trexler suggested the Council invite Director of Police Services, Adam Garcia, to attend a Council meeting to discuss issue of this nature.

d. P. Troupe’ asked Ms. Lerud if the students had some concern over the college split, does the students feel their degrees would mean less.

Ms. Lerud stated the student’s area against the spilt but they can’t give a reason why. ASUN will not move forward on this issue until after the student forum.

e. G. Trexler discussed the budget for SEC. Chair Papaeliou stated there had been a 12% increase over the last year’s budget; there is a need to cut back in some areas of the budget. The nomination forms will be available on line which will save on paper costs.

Awards for Employee of the Month and Year were discussed. Staff members from Las Vegas are also eligible for awards and this should be taken into consideration. The Council discussed obtaining general gift certificates to places such as Borders, Barnes and Noble, Amazon and restaurants which have locations in Reno and Las Vegas.

The cost for Open House buffet and the Staff Employees’ Luncheon was discussed.

Chartwells Catering has been given a 15 year contract for catering on campus. If a department has an order over $50.00 for food items, Chartwells must be contacted. Less then $50.00 you may go off campus
and purchase. Deliveries by off campus food vendors are prohibited because of insurance policies.

The meeting was adjourned at 3:45pm. The next meeting will be March 18, 2003.