STAFF EMPLOYEES’ COUNCIL
MEETING MINUTES
JULY 15, 2003
JOURNALISM BLDG., ROOM 304

Executive Officers Present: “D” Papaeliou, (Chair), Eileen Aragon, (Public Relations), Donna Brown, (Secretary), Susan Warren, (Co-chair), and Diane Yohey, (Treasurer).


Executive Officers and Representatives Absent: Janis Bennett, Rose du Plessis (Eileen Aragon proxy), Kristy Forbes, Marianne Fuller (Vickie Krentz proxy), Danielle Gann-Lind, Audra Knight, excused (Verla Jackson-Davis proxy), Michele Krick, Kathy Morris, John Morrow, and Linda Spezia.

Advisor: Stephanie Flatt (excused)

Guests: Adam Garcia, Director UNRPD
Georgianna Trexler, Office of Administration and Finance

I. Call to order.

The meeting was called to order at 2:15pm

II. Approval of June minutes

The minutes were approved as written.

III. Chair’s Report.

a. Chair Papaeliou thanked the SEC Luncheon Committee for a job well done; the luncheon was held on July 10, 2003. All SEC members gave a standing ovation to Aragon for the excellent job as Public Relations Director. The total prizes that Aragon received for SEC Open House and the SEC Luncheon was over $6,500.00.

b. The law suit regarding the Correctional Department has one more day in discussion with SNEA and the State Attorney General’s office. Chair Papaeliou will have more to report at the August meeting.

c. New SEC members will be attending their first meeting in August, as well as the election of new executive officers. Chair Papaeliou asked all
current officers to complete their binders and be ready to deliver them at the August meeting.

d. A third parking award was provided to Paul Lucas.
e. Chair Papaeliou thanked Ron Zurek and Georgianna Trexler for assisting with changes in the Bylaws.

IV. Guest Speaker Adam Garcia, Director of The University of Nevada Reno Police Services.

Director Garcia acknowledged the importance of the Staff Employees’ Council. He was really sorry to read the emails between state employees and one of the legislators.

A new Police Review Board is being created here at UNR because of a mishandled incident at UNLV. The Legislation has mandated a Review Board be established to handle incidents involving the University Police Departments. The Review Board will examine all complaints issued against UNRPD officers. If a complaint is issued against an officer, the Review Board would meet and review the complaint, and make a report to the Chancellor. Disciplinary action could be taken from time off to termination.

The people that will make up the Review Board will have 8 hours of training; 4 hours will be in a police unit as a ride along with an officer. The training will also consist of policy, procedures and an hour of orientation.

They will be trained in the type of calls which are received and the geographically areas in which the officers are responsible for.

Director Garcia would be an ex officio member, he would be there to answer any questions and make sure the Board clearly knows what has happened. The remainder of the Board will consist of 1 person from the following departments or committees; a member from SEC, ASUN, the Police Advisory Board, a faculty member, Vice President, Director and an academic faculty member. The Board would only meet when a complaint has been issued.

Regarding safety issues on campus; 1) Director Garcia will be meeting with the Arboretum Board on the 22nd to discuss bushes and shrubs on campus that might be a safety issue. 2) Shrubs around the Manzanita Bowl might be cut back which would make it possible for the officers to see from the road with their spot lights. 3) The library has been a big issue for security because of being too dark at night; Director Garcia has set up a foot patrol for that area. 4) During the months of December and January there was a rash of burglaries on the north end of campus, 30 to 40 vehicles were involved. Director Garcia stated people need to contact UNRPD if they see anything suspicious.
Director Garcia and the council discussed the dispatching system that is used by UNRPD. All calls go into Washoe County Dispatch, Washoe then prioritizes the calls for example; if a fender bender happens on campus the same time a robbery is going on in Reno the fender bender goes on the bottom of the priority list. Washoe County dispatches all calls for Reno, UNRPD, Washoe County Police and fire departments. They receive over one million calls per year; it must work on a priority system. Director Garcia would like to see UNR with their own dispatch system but just to start it would require over ½ million dollars which does not include personnel.

Director Garcia commented there are currently two officers on duty per shift, there are three eight hour shifts. UNRPD will be hiring five new additional officers within 6 months for a total of 10 new people including a supervisor from UNLV. With the increase in staff and officers you should see a marked increase in the response time.

Without any further questions Chair Papaeliou thanked Director Garcia for attending the meeting.

V. New Business.

a. P. Troupe' commented on the campus announcement regarding the candidates for Associate VP for Development. The announcement asked for an SEC member to attend the open forum with the candidates. K. Coles volunteered to attend.

VI. Open Discussion.

a. There isn’t any news on the winter closure. The council was advised to wait until an email is presented from President Lilley regarding this issue

b. Chair Papaeliou presented two handouts; one was a Memorandum of Understanding and the other document was a Supervisor Acknowledgement Form for Staff Employees’ Council Activities.

The Supervisor Acknowledgement Form will be presented to supervisors of SEC members, this form will acknowledge the supervisor’s understanding that an SEC member will participate in SEC functions that may at times take the employee away from his/her current job functions. The MOU states the SEC’s goals, VPAF’s goals, and the agreement between the Office of VPAF and the SEC.

These two documents are both in draft form at the present time and waiting review from Ron Zurek, VP for Administration and Finance
c. SEC member D. Yohey has completed her three year commitment to the council; she thanked all the members by presenting them with a special gift. She will be unable to attend her last meeting with the council.

d. Chris Carver and Donna Brown are being considered for the position on the Police Review Board.

e. There will be a retreat for all SEC members in October; it has not been decided on the length of the retreat or the date. There will be a discussion at the August or September meeting.

VII. Committee Reports.


b. Affirmative Action Advisory Board – The committee member unavailable for comment.

c. Arboretum Board – Nothing to report at this time.

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

e. Classified Employee of the Month and Year – E. Welker reported they have an ongoing list to choose from, employee of the month for August has been selected. During the August meeting V. Jackson-Davis will take over as chair of this committee.

f. Classified Staff Development – Did not meet.

g. Compensation Committee – Did not meet.

h. Educational Leave Stipend Committee – The committee member is unavailable for comment.

i. Facilities Resource Committee – D. Brown reported Parking Services has moved to their modular unit on the north end of campus. There is some minor remodeling taking place on the vacated office.

The committee discussed the old JC Penny’s building down town; there is a possibility that UNR could obtain the building to be used as an art gallery for displaying the works of students in the UNR Art Department.

Campus building renumbering and street name changes was discussed. The Security and Safety Committee will make the final decision. The renumbering and renaming is for security and to assist the fire department in case of an emergency.
The Music Department has asked for storage space in the basement of the Nelson Building. Buzz Nelson from Facilities will contact the fire department regarding the needs for bringing the rooms up to code for storage purposes.

The next meeting will be August 12, 2003

j. **Faculty Senate** – P. Troupe’ reported the committee would meet next month.

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

Student Services Food/Retail Dining & Catering Committee – Did not meet.

m. **SEC Bylaws** – Chair Papaeliou reported the Bylaws will be presented to President Lilley on July 18th for his signature; they should be available by the August meeting.

n. **SEC Open House** – Did not meeting

o. **SEC Luncheon Committee** – Chair of the Luncheon Committee V. Thomas presented E. Aragon with a certificate of appreciation for all the hard work she did in gather raffle prizes for the luncheon.

E. Aragon stated thank you letters would be going out this week to the vendors who donated the prizes.

The South West Air Line tickets were won by Ann Freeman from B&G.

p. **SEC Web Page** – Chair Papaeliou stated the web page has been updated since the last meeting.

q. **Special Interest** – Committee member unavailable for comment.

r. **NCAA Certification Self Student Committee** – Did not meet.

s. **University Disabled Committee** – Committee member unavailable for comment.

t. **UPC** – Did not meet

No further discussion the meeting was adjourned at 3:50pm.