STAFF EMPLOYEES’ COUNCIL
Meeting Minutes
February 17, 2004
Journalism Bldg., Room 304

Executive Officers Present: Verla Jackson-Davis (Chair), Chris Carver (Vice Chair), Debbie Keck (Treasurer), Patrick McDonnell (Co-Public Relations), Eileen Aragon (Co-Public Relations).

Representatives Present: Leslie Baskett, Kathleen Coles, Brian Draper, Debbie Elwell, Darley Jeppson, Audra Knight, Vicki Krentz, Jeanette McAlister, Crystel Montecinos, Pam Moore, Virginia Moore, Theresa Moser, Raymond Needham, Demonsthenes Papaeliou, Vicki Paul, Phillip Pert, Jewell Radcliffe, Laura Ruud.

Representatives Absent: Donna Brown (excused proxy Verla Jackson-Davis), Valerie Thomas, Eve Welker (excused)

Advisor: Mary Ann Henry

I. Call to order at 2:00 p.m. Pledge of Allegiance.

II. Approval of minutes. Minutes of January meeting were approved

III. Old Business. No old business

IV. New Business.

A. Committee Reports

1. Administrative Action Manual Review. V. Moore reported that a policy was approved regarding documents for administrative appointments. They discussed benefits for resident positions, but decided to have the affected group review the policy before approval. They discussed newly revised purchasing procedures including purchasing cards and the bid process. These rules will be revised again soon. V. Moore stressed that it is important that classified staff be notified of administrative policy changes that affect faculty. Since the university no longer has a special contract with Southwest Airlines, reference to Southwest will be removed from the manual and replaced by language that states the traveler is to travel by the least expensive method.

2. Affirmative Action. Eileen Aragon. Committee has not met

3. Arboretum Board. Ray Needham. Committee discussed the new faculty/staff memorial that will be located between Clark Administration and the Cellar.
4. **ASUN (Associated Students).** Pat McDonnell reported that Cynthia Pollard has been named Vice President for Marketing and Communications. John Lilley was guest at the meeting and discussed the change in residency requirement for in-state tuition. It will be changed from one year to six months residency to comply with state law. They discussed moving the student section at Mackay Stadium to the north end zone, and the visitors section to the southeast corner of the stadium. Money was approved to remodel the Robert Cashen Field House. They discussed banning the sale of alcohol at athletic events. Chris Ault stated that he didn’t foresee that happening.

5. **Classified Employee of the Month and Year.** Employees of the month for March have not yet been selected. Verla Jackson-Davis is waiting for votes from some committee members. February’s Employee of the Month, Cathy Gilbert, no longer works at the university, so another person will be selected for February.

6. **Classified Staff Development and Educational Leave Stipend.** D. Keck reported that the committee received sixteen applications for funds. The committee decided to limit the amount of the awards to $100 per person, because there were so many requests. They awarded $1,565 from existing funds of $1,714. The committee welcomes any of your ideas for fundraising. The University Foundation will send a letter to faculty and staff for the annual fund drive that will include the Staff Development Fund as a suggestion for payroll deduction or a one-time donation. The committee is considering a raffle with prizes for those who donate to the fund. They are waiting for Barb Glazner to update the Educational Leave Stipend Policy.

7. **Compensation Committee.** Did not meet. Members are still looking for a purpose for the committee. The council voted to inactivate the committee until there is a goal to pursue.

8. **Facilities Resource Committee.** No report.

9. **Faculty Senate.** D. Papaeliou attended. Discussion centered on the demotion of two administrators at Community College of Southern Nevada. Reorganization was also discussed.

10. **Parking and Traffic Board.** Did not meet. Next meeting February 24

11. **Police Review Board.** Did not meet

12. **Student Services Food/Retail Dining & Catering Committee.** Jewell Radcliffe reported that President Lilley and Governor Guinn both said no
requests for funds for the new student union. Food service will serve tender wraps on Tuesday and sushi everyday. Chris Carver added that the Cellar will be closed this Friday until at least Spring Break, and possibly longer, due to renovation in the ceiling. Grab and Go sandwiches and sushi will be available in the Wolf Den. It was stated that there should be a campus e-mail about these changes.

13. **SEC Bylaws.** Chris Carver stated that it is necessary to update the council division list, as it is inaccurate. There are at least 6 to 8 more representatives needed from colleges that are not now represented. This will bring the total number of representatives to the maximum allowed of 35. The council discussed the question of what if no classified staff member will accept election to the council for a division. It was stated that support could be solicited from the dean to encourage SEC participation.

14. **SEC Open House.** Brian Draper reported that the date for the open house is March 31. Donation letters have gone out to vendors. A prototype for the invitation has been designed and just needs the names of participating vendors when those donations come in. Pat McDonnell stated that there will be an article about the open house in the February 26 edition of *Nevada News*. Verla Jackson-Davis requests that council members e-mail the names of their supervisors to her, so that a letter can be sent to them from President Lilley about releasing SEC members for work on the open house. Her e-mail is: Verla_Jackson-Davis@vpaf.unr.edu. If you need a table assignment for the open house please contact Crystel Montecinos or Theresa Moser. There will be wireless service for a computer network in the auditorium. Truckee River Traders donated in-kind a portion of the printing on the tote bags that will be give-aways at the open house. B. Draper stated that there is some controversy on which vendors are eligible for participation at the open house, e.g. printing vendors, Home Depot, Lowes, food vendors. Ron Zurek discourages certain types of vendor participation.

15. **SEC Luncheon Committee.** Verla Jackson-Davis stated that the theme this year will be tropical, and they have some menu items under consideration. The date for the luncheon this year is June 10 from 11am to 3pm. The event may be moved from the Lawlor Events arena to the Silver and Blue Room at Lawlor. Participation was lower last year and this venue might save on costs.

16. **SEC Web Page.** D. Papaeliou made standard updates on the web page. He changed the flyer on the Classified Staff Development Fund. Some SEC members do not have their photos on the web page. D will take the photos and put them on the website.
17. **Special Interest.** Did not meet. Currently the committee has no focus. The purpose of the committee was discussed. Traditionally this committee researched issues on compensation and benefits in non-legislative years, and members were available to testify at the legislature when it was in session.

18. **NCAA Certification Self Study.** Audra Knight stated that the committee did not meet last year, and she has been unable to find out when it will meet this year. Traditionally this committee has met every other year.

19. **Working Family Task Force.** Did not meet

20. **University Disabled Committee.** Eileen Aragon stated that the committee did not meet, and there were no complaints to review.

21. **UPC.** V. Jackson Davis reported that the committee met on February 16 and discussed plans for the new library and for I.T. Fourteen new people will be hired for these two divisions. There was talk of combining the two divisions, but System Computing is part of UCCSN, so that is not practical. Windows 98 will no longer be supported by System Computing. The university has purchased licenses for Microsoft, and it will be available for home use. The committee discussed the need for an on-campus conference center and hotel. It was decided that there is no need for such facilities because the university has access to the downtown Reno hotels and conference centers. They also discussed the availability of handicapped parking after the mid-campus plan is implemented.

**Other Reports:**

SNEA. D. Papaeliou reported on a vision plan from Davis Optical and the upcoming state convention.

Vicki Paul reported on the search for Dean of the School of Medicine. The search committee met with candidates in San Jose at the Airport Marriott. They narrowed the field to four finalists who will come to campus starting February 29 and throughout March. There will be open forums for the campus community to meet the candidates.

**B. Guest Speaker:** Steve Djukanovich, BCN Risk Management and Workers Compensation Office. Mr. Djukanovich discussed ergonomics as they relate to computer work stations. Ergonomics is matching the work to the worker and making adjustments for optimum comfort and productivity. It involves the employee’s work positions and work habits. For example, looking down is an easier posture than looking up. Casinos have spent
money on ergonomic research to find what is comfortable and encourages players to play longer.

Ergonomic evaluations are free. The Workers Comp office will come to your office any time. They ask the department to fund any needed adjustments, but they do have some money available from the Chancellor’s Office for departments that cannot afford it. Mr. Djukanovich discussed ergonomic chairs, which cost from $300 to $700. He suggests that if individuals need a new chair, or keyboard tray, or other adjustment, that they contact the Workers Comp office and have them make the recommendation to their department. His office wants to prevent workplace injury and promote more comfortable, happier employees with the result of higher productivity.

Work habits are very important. He stressed that you must get up from your computer every fifteen or 30 minutes and do something else. It’s important to take your breaks and lunch away from your desk. To avoid cradling the phone on your shoulder while you type, use a good headset, or make it a habit to stand up when you answer the phone. General Ergonomic Training is offered occasionally through Process Performance Planning. He also discussed the Workers Compensation claims process.

V. Open Discussion.
Verla Jackson-Davis stated that Stephanie Flatt is leaving the university. Mary Ann Henry will replace her as SEC advisor.

Verla Jackson-Davis suggested that busy committees, such as SEC Open House and SEC Luncheon ensure a smooth transition and continuity from one year to the next by having the committee vice chair serve as chair the following year. The Employee Recognition committee follows this procedure. This will be discussed further at the next meeting.

SEC T-shirts. Verla Jackson-Davis will select some styles for those who wish to order a T-shirt. Ron Zurek’s office pays for the shirt, and then the SEC member writes a check to the UNR Foundation for the shirt, and this money goes to the Classified Staff Development Fund.

There was discussion about the SEC records kept in the Artemisia Building. The records are incomplete and difficult to get to.

Chris Carver suggested changing the meeting time for SEC to earlier in the day. There will be more discussion on this.

Phil Pert suggested that the Compensation Committee meet to look at their purpose and focus.
Meeting adjourned at 3:52 p.m.