STAFF EMPLOYEES’ COUNCIL
May 20, 2008
RSJ, Room 304
2:00 p.m. ~ 4:00 p.m.

MINUTES

Executive Officers Present:
Melanie England (Chair), Theron Flavin (Vice Chair), Mike Leonhard (Treasurer), Lisa Taylor (Secretary)

Representatives Present:
Annie Abinanti, Lee Brockmeier, Scott Brown, Robin Collins, Joseph Dawes, Xanthea Elsbree, Tatiana Gouem, Jim Henley, Janita Jerup, Dana Lievanos, Denise Madole, Erin McGarvey, Kenneth Palm, Jessie Payne, Cassandra Potts, Jimmie Ralls, Ida Roberts, Pamela Terango, Terry Torvinen, Joanne Tully, Marie Tully

Executive Officers and Representative Absent:
Marilyn Daughhetee, (excused: Proxy: Dana Lievanos) Iris Hochschild (excused), Shelly Lacey, Jennifer Laslo, Jamie Leonard (excused) Erin McGarvey, Andrea Pearson, Chas Stricker

I. Call to Order: Pledge of Allegiance

The meeting was called to order at 2:03 p.m.

II. Approval of Minutes

Minutes for April are approved as is

III. Committee Reports

A. Administrative Manual Committee

This committee met on April 17, 2008.

There were some updates and some new business with the bulk of the topics pending.

Updates approved by the President and updated in the UAM
- Leave without Pay – Section 2,302
- Stipends, Assistantships, Grants-in-Aid, and Other Non-Salary Payments – Section 1,070
- General Policy – Section 1,501
- Basic Purchasing Procedure – Section 1,507
- Surplus Property – Section 1,527
- Annual Leave Policy for Faculty – Section 2,670
Updates pending approval by Gena Jones, Jannet Vreeland and President Glick:

- Leave Records – Section 2,676
- Leave without Pay – Section 2,305

Pending Items
- Conflict of Interest Policy – New Section
- Employment Policies
- Drug & Alcohol Policy – New Section
- Charitable Lotteries or Raffles
- Student Services Section / Student Fees and Financial Aid Sections
- Approving Department, College, and ‘Super-User’ Access to SIS Data in CAIS – New Section
- Sabbatical Leave Policy and Procedures – Section 2,680
- President Delegated Signature Authority – Section 505
- Revisions – Section 12
- Sources of Information – Section 13
- Gift Processing – Section 1,630
- Application for Travel Support to Attend Scholarly Meetings – Section 1,495
- Guidelines for Hosting Purchases of Meals, Refreshments, and Gifts – Section 1,069 –
- Notification of Continuing Appointments – Section 2,571
- Documents Needed for New Academic and Administrative Appointments – Section 2,590
- Telephone Charges – Section 1,066

New Business Pending Approval
- Host Expenses – Section 1,067
- Appointing Authority – Section 2,502
- In-State Travel – Section 1,403
- Airlines and Travel Arrangements – Section 1,415
- Equipment Inventory – Section 1,526

B. Affirmative Action Committee
   This committee has been disbanded until further notice.

C. Arboretum Board
   This committee met. Topics of discussion included:
   - Elm trees were planted at the south end of the Planetarium on Arbor Day.
   - Paw Paw trees were planted
   - A Judah Red Bud will be planted on the Physics hillside to replace the blue bench that was removed for safety reasons
   - The Arboretum Board had a table at the SEC Open House and passed out 200 brochures
   - 100 Jersey Pines that were donated by the Forestry were passed out on Arbor Day
D. **ASUN**
The committee had their last meeting on May 7th and will not meet again until the Fall Semester.

E. **Athletics Advisory Committee**
This committee had a tour of the new athletics building. The next meeting date is yet to be determined.

F. **Balloon Race Committee**
This committee met. The following topics were discussed:
- Balloon Race Pins were sold at the SEC Open House
- Athletics donated a UNLV trip for a raffle prize
- There is a change in the scholarship policy
- The committee purchased new tents

G. **Benefits & Compensation Committee**
No report given.

H. **Classified Employee Recognition Committee**
This committee met. Fred Reid was recognized as the classified employee of the year at the Honor the Best Event. There were a lot of nominations and it was extremely difficult to narrow it down. Two classified employees have been selected to receive free parking for one year and will be announced at the SEC Luncheon. Two employees have been selected to be honored as Employee of the Month for the month of June.

I. **Classified Staff Development Fund/ Education Leave**
This committee met. The following topics were discussed:
- Endowment fund, the timeline, and when the money will be dispersed
- Southwest Airline Raffle is currently the only way to raise money for the Classified Employee Development Fund.
- The committee created flyers to promote contributing to the fund. The theme is “Pay it Forward”.
- The “Pay it Forward” program was introduced at the SEC Open House. The program demonstrated how a little bit of money can have such a huge impact in helping to pay for books and development.
- Charging outside vendors for tables at the Open House event is not an option for raising money
- There is no minimum amount required to donate to the fund via payroll deduction

J. **Committee on the Status of Women**
This committee met on April 29, 2009. The following topics were discussed:
- The committee had a table at the SEC Open house and the turnout was successful
- Discussion regarding Getchell Library and when the committee would be able to move
- The survey results were good
- A list serve was implemented
- Take Back the Night program with speaker Donna Klontz
- Discussion about the safety committee
- New Volunteer Program called SAVE which involves retirees and the idea of having more “bodies/people” on campus to create a safer environment

K. **Elections Committee**
   
   This committee did not meet.

L. **Emergency Planning Advisory Committee**
   
   This committee did not meet.

M. **Facilities Resources Committee**
   
   This committee met on May 13, 2008.
   
   The following topics were discussed:
   
   - The committee is trying to figure out which areas on the third floor of the Fleischmann Agriculture Building will be vacated when the Knowledge Center opens. Biology has expressed an interest in using some of the vacated space to set up office space. All is pending at this time. Jannet Vreeland is the contact person to request space.
   - Signage on the Davidson Academy was not approved by the Facilities Resources Committee and currently poses safety issues. The sign is so large that it is possible for kids to hide behind the structure or run out from behind the structure into the traffic. The FRC will have to go back to the Davidson family to rethink the signage.
   - Getchell Space will take a lot of money to remodel. It will be at least two years out before the space can be allocated and it will be necessary to request funds to remodel.
   - Subcommittee discussed Lincoln Hall and Manzanita Hall and how safe the buildings would be in the event of a big earthquake.

N. **Faculty Senate**
   
   The Faculty Senate began its new year with the newly elected senators on May 7, 2008. Their meeting consisted of an Ad Hoc Review Committee Report for the Academy for the Environment and a year-end report of the Academic Standards Committee. They also had the election of their Executive Committee and a ‘welcome’ message from President Glick. For an in-depth review of the committee reports and candidate biographical information, please contact their website at:
   
   [http://www/unr.edu/facultysenate/Meetings/Index.htm](http://www/unr.edu/facultysenate/Meetings/Index.htm)
O. **Occupational Safety Committee**  
This committee did not meet.

P. **Parking and Traffic Board**  
This committee met.  
Melody Bayfield, Director, Parking & Transportation Services requested that the gate in the small silver 4 lot be removed because the gate arm stayed down all the time which prohibited permit holders (anyone with a permit can park in that area after 5pm) from parking in that area after 5pm.

This committee will not meet again until September 2008.

Q. **Police Advisory Board**  
No report given.

R. **Police Services Board of Professional Standards**  
This committee did not meet.

S. **Red Tape Committee**  
This committee met.

The President charged the committee with looking at what the faculty and staff think would make the University System more efficient.  
The following topics were discussed:

- Travel reimbursement has been identified as an issue. Faculty employees would like to make the process easier.
- On-line forms are cumbersome because they must be printed out to be filled out and then delivered. Forms are not user friendly. Faculty request the opportunity to be educated or to have examples of frequently asked questions for the people who do not fill out forms on a regular basis.
- Faculty questioned why they still have to hand in grades on paper. The committee discussed that paper grades are required because the computer system is outdated and it would crash the system to submit the grades on-line at this time.
- The Faculty are requesting a new system to do ADD/DROPS instead of the current way and noted that the College of Business currently has an on line system and no longer uses paper.
- The faculty feel that the hiring process is a challenge and the routing & signing of Personnel Action Forms (PAF’s) is also challenging.
- P cards: Feedback indicates that it is cumbersome to have to document and explain small dollar purchases. It is being proposed that all purchases under $25.00 should not have to be documented.
• Feedback indicates that Guest Speakers do not like signing the affidavit waiving workers’ compensation coverage and some will not come to campus because of this. Faculty and staff propose that this mandate is lifted.
• Faculty members do not like the Digital Measure data system because they think the quality of it is weak. The preference would be to use End Note.

This committee will meet again in July.

T. SEC Bylaws
No report given.

U. SEC Luncheon Committee
This committee met on May 2, 2008. The following topics were discussed:
  ▪ Target dates for tickets, announcements, invitations, and programs have been set and some deadlines have already been met.
  ▪ The budget was approved at $7,100. $600.00 of the budget will be used for decorations.
  ▪ The menu has been determined.
  ▪ The 2008 ticket information has been forwarded to the copy center to print.
  ▪ Ticket Sellers were identified and contacted.
  ▪ The invitations were divided between committee members so the addressing of envelopes was expedited.
  ▪ Buzz Nelson has agreed to be the MC for the 2008 SEC Luncheon.
  ▪ Musical entertainment has been secured for the guest check in time between 10:45 a.m. and 11:30 a.m.

V. SEC Open House
This committee did not meet.

W. SEC Web Page
Jessie Payne continues to work on the website. For suggestions or inquiries, you may contact her at japayne@medicine.nevada.edu

X. Student Services Food/Retail Dining and Catering Committee
This committee met. The following topics were discussed:
  ▪ The Northside is closed for the summer
  ▪ Food Services is considering offering a discount ticket price on the Fridays before paydays

This committee will meet again in August
Y. Student Union Advisory Board
This committee met. The following topics were discussed:
- At the last meeting that the students attended, the students thought that the committee was management heavy and wanted more student involvement. As a result, some full time staff members were dropped excluding SEC representation and Faculty Senate members that are on the board.
- The committee is working on figuring out ways to inform students that they are welcome to attend the meetings. The suggestion was made to have the student government representatives send emails to clubs and organizations.
- The Joe Crowley Student Union has partnered with Sheppard Gallery to display student works of art throughout the Union. The SUAB will make sure the art is appropriate for displaying.
- The Union is having difficulty getting food vendors into the building

The Board will not meet over the summer and will resume meeting in August 2008.

Z. University Disabilities Coalition
No report given

AA. Video Surveillance Committee
No report given.

BB. Work and Family Taskforce
This committee met on April 23, 2008. The following topics were discussed:
- Story Time: This program has been successful with an even bigger turn out now that it has been relocated to Starbucks in the Joe. There will be a reader in May but the subcommittee might wait until September to restart the program. The committee discussed expanding the program to include community organizations and resources such as literacy programs for elementary and secondary education.
- Finance Speaker: Alina Solovyovo-Vincent has been trying to coordinate with various resources to provide a presentation and/or seminar on finance.
- Summer Time Projects: The committee discussed “piggybacking” on some Extended Studies programs such as the Wednesday nights on the Quad. The committee is also interested in providing various family friendly events such as the Kids Movie Night that is sponsored by the ASUN and Bookstore and provided at the Student Union.
- Survey: Michael Coray briefly discussed a survey that Marta Elliott is conducting based on veteran’s needs that will help the committee to possibly determine areas of need for graduate students, employees, etc.
- Friendly Campus: The committee discussed meeting with Marsha Read and others to work on creating a more friendly campus for graduate students.

This committee will meet again on May 28, 2008
IV. Guest Speakers

Cindy Marczynski and Allison Brussa
Student Advocacy / Faculty Consultation Team

The Faculty Consultation Team was organized about 6-7 years ago and is made up primarily of student services officers. Team members include:

- Shernaaz Webster / Cindy Marczynski—Counseling Services
- Mary Zabel/Mary Anne Christensen –Disability Resources Center
- Sally Morgan/Carol Millie –Office of Student Conduct
- Chuck Clement---Residential Life
- Allison Bussa / Barbara King—Student Advocacy Services
- Enid Jennings –Student Health Center
- Garry Rubenstein----Substance Abuse Treatment
- Todd Renwick—Police Services

The Faculty Consultation Team provides the following services:

- General training for identifying and effectively approaching students
- Consultation regarding specific concerns
- Assists with making appropriate campus and community resources, services, and referrals
- Can clarify faculty responsibility in distressed, distressing, or disruptive student behaviors

The Student Intervention Team chaired by Allison Bussa was developed last summer. The team meets weekly to discuss student situations that are brought forth. For example, this team would address scenarios such as helping students withdraw from classes after the eighth week of the semester (help to reduce student stress). This team acts as a consultant and does not have the same limitations (HIPPA, etc) as Student Counseling. However, this team can find out a pattern of behavior and coordinate services that are beneficial to the student and the campus community. Additionally, training can be provided to staff in high profile offices that could experience student stress. Training can be targeted to specific job types. Examples of offices that may experience student stress include parking services, financial services, etc. Training departments would enable the campus to identify stressed students. Training for departments can be arranged by calling Cindy at 784-4648 or via email at cmarczynski@unr.edu

Cindy and Allison advised the council that Student Advocacy is a safe place to refer students for generalized stress that does not include mental health issues. Distraught parents can also be referred to this team.

For more information, view the Faculty Consultation Brochure or contact Cindy Marczynski at 784-4648 or Allison Bussa at 784-6326.
Marie Stewart, Manager, ASUN Bookstore

Marie Stewart manages the ASUN Bookstore and described the layout of the new store and what it has to offer. The new bookstore is located in the Joe Crowley Student Union. The new store increased from 15,000 square feet to 26,000 square feet and offers a brand new convenience store right next to the bookstore. The new bookstore has many amenities including:

- Lower prices than other areas on campus
- A new Clinique counter
- Expanding clothing area that appeals to boosters as well as children
- Expanded computer den
- Novelty items have been added
- More products available on-line
- More green products are being introduced and will be available in “the green zone”
- Safety items such as whistles
- Considering adding dry cleaning service
- Considering adding a DVD service
- Considering products for students who ride bikes

Marie encouraged the SEC to contact her with any ideas for improvement that they may have. She reminded the group that the bookstore is student funded and operated and all profits go directly back into campus. The true charge of the bookstore is to help students on campus and to keep it as affordable as possible.

For more information or to offer ideas on products that the students may find useful, you may contact Marie at 682-9592 or via email at mstewart@unr.edu

V. Open Discussion

Melanie announced that the July meeting will be moved to the Rita Laden Senate Chambers in the Joe Crowley Student Union. The Rita Laden Senate Chambers are located on the 3rd floor of the JCSU. A reminder will be sent out prior to the meeting.

Melanie distributed a sign-in sheet so SEC members could indicate the building that they work in and whether or not motion sensor lights are installed in the building.

Melanie reminded the council that the SEC calendar year ends in August. The committee members should start thinking about the transition which will include a new executive board. Each council member should consider who they would like to appoint or
nominate. Council members must be on the council for one year to be eligible to serve on the executive board. The positions on the executive board are:

- Chair
- Vice Chair
- Secretary
- Treasurer
- Public Relations

Additionally, for continuity, it is important that the council members that will be exiting committees transfer the committee binders and all pertinent information to members who will remain on the committee and/or new members that sign up to be on the committee. Some committees only have one or two members. If one or both members have a term that ends in 2008, Melanie has requested that the committee information and materials be delivered to her so she can make sure the information is available for the next committee.

VI. **Next Meeting**  
June 17, 2008  
2:00 p.m. ~ 4:00 p.m.  
RSJ, Room 304

Meeting adjourned at 3:59 p.m.