STAFF EMPLOYEES’ COUNCIL
September 20, 2011
Rita Laden Senate Room
Joe Crowley Student Union
2:00 p.m. ~ 4:00 p.m.

MINUTES

Executive Officers Present:
Erik Williams (Chair); Christopher Chadwick, (Vice Chair) Phyllis Snedeker, (Secretary), Patti
Bussio (Treasurer), Lee Green (Public Relations Coordinator).

Representatives Present:
Julie Bradt, Melodie Gander, Scott Geib, Melissa Glenn, Kristen Kabrin, Nancy Kelly, John
Kreiger, Shelly Madalinski, Lynda McLellan, Chris Mikulich-Cook, Karla Narcesse, Chet Payne,
Gary Price, Asta Ratliff, Erinn Thomas, Barbara Wiley

Representatives Absent:
Roxanna Courtney, JoAnn Hoskins, Julie Martinez, Tara Acquafondata, Jacob Cann, Katherine
Dirk

Guest Speaker:
We were happy to have Provost Heather Hardy speak to us as well as Graham Kent, Director of the
Nevada Seismological Laboratory.

I. Call to Order:
The meeting was called to order at 2:05 pm.

II. Approval of Minutes
Minutes for August were approved with corrections made.

III. Committee Reports

A. Administrative Manual Committee
The University Administrative Manual (UAM) committee met and Christopher Chadwick
reported the following items were approved by the president and that the UAM was updated:

a. FYI – Mission Statement of the University of Nevada, Reno – Section 46
   Section was updated to the current mission statement of the University as
   approved by the Board of Regents.

b. Faculty Leave for National and International Awards – Section 2,682

c. Faculty Policies – Section 2,505 – Submitted by Tim McFarling

d. Courses and Curricula Table – Submitted by Audrey Casey

e. Teaching and Research Assistants – Section 2,904 – Submitted by Marsha
   Read
The following sections were reviewed and the committee made recommendations:

a. Telephone Charges/Electronic Devices – Section 1,066 – Jannet Vreeland
b. Student Services Section / Student Fees and Financial Aid Sections – Jerry Marczynski
c. Committees – Various Sections – Submitted by Elliott Parker
d. Use of University Space by Non-University Organizations, Groups, and Individuals – Section 5,304 – Submitted by Raymond Needham and Chuck Price
e. Fundraiser and Concert Policy – Section 5,309 – Submitted by Raymond Needham and Chuck Price – Deletion of policy to merge with 5,304
f. Payment Card Industry Compliance Policy – New Section – Submitted by Tom Judy
g. State Vehicle Policies – Submitted by Sue Dunt
h. Vehicle Use Policy – New Section – Submitted by Sue Dunt
i. Postdoctoral Fellows – Section 2,636 – Submitted by Tim McFarling

A new section was introduced on Faculty HR Background Check and was submitted by Tim McFarling for the committee to review.

B. Arboretum Board
Erik Williams reported the following: The water feature on the Engineering Quad is complete, and the trees and shrubs have been planted. The border between Benson’s Garden and the Cherry Blossom garden is complete with new cherry trees, and boulders making up the boarder. There was discussion at the meeting of using Arc GIS to make a flora map of the campus. A map that would mark the trees and the memorial plaques would be beneficial to the Arboretum Board and to facilities when a plaque is stolen, and in making decisions about the long term impact of tree replacement.

C. ASUN
Did not meet.

D. Athletics Advisory Committee
No report.

E. Balloon Race Committee
No report.

F. Benefits and Compensation Committee
Did not meet.

G. Classified Employee Recognition Committee
Did not meet.

H. Classified Staff Development Fund/Education Leave
Did not meet
I. Committee on the Status of Women
Did not meet.

J. Elections Committee
Need report.

K. Emergency Planning Advisory Committee (EPAC)

Nancy Kelly reported the following:
I. Approval of Meeting Minutes: The meeting minutes from the meeting of February 17, 2011 were approved as written.

II. Police Services Update: Chair Renwick reported that an active shooter exercise had been carried out since the last meeting. The exercise included role players and was an in-depth exercise using an empty dormitory. Another university-wide exercise is being planned for later this year. The Director of Police Services has been trying to define a lock down or some mechanism to advise the campus to lock down buildings during an incident with a shooter or violent crime. The fusion center in the Washoe County Sheriff’s office has been used to provide Police Services with virtual pictures of the campus buildings identifying BSL-3 laboratories and other areas of interest. Additionally, the traffic grant money will be used for the first weeks of the semester to put more officers out around the campus roads to control traffic.

There has been concern about recent violent incidents at national sporting events. The first UNR football game is not until October 8, 2011 against UNLV. The same proactive plans are in place this season to prevent problems at the games as during the last football season.

III. EH&S Update: John Sagebiel advised the committee that there have been a number of safety trainings including laboratory training, fire extinguisher and occupational safety trainings to prepare for the coming semester. Information has been increased to the campus regarding recycling and EH&S is working with Athletics to provide recycling containers for the tail gates prior to the football games. There will be 4800 bags designating what items to recycle printed on the bags and distributed during the tail gates. There will be workers who come by to pick up the recycle bags at the beginning of each football game and return them to the recycling area.

IV. Old Business: John Walsh reported that improvements have been made to the lighting and video systems in both the Whalen and Sierra Street parking garages. Additionally, improvements in security have been made in the Joe
Crowley Student Union building in areas that previously didn’t have motion sensors and related security equipment. The new dormitory under construction is expected to be completed in May of 2012 in time to open for summer camp usage.

Sue Dunt asked if there was some way to address the problems with trips related to removable bollard sleeves. She suggested placing construction cones over them until the bollard is put back into the sleeve. John Walsh pointed out that this would be difficult to enforce since there are so many vendors coming and going on campus and they are often the ones who don’t replace the bollards into their original position. Possibly the committee could think of ways to solve the problem since there have been a couple claims submitted to Risk Management regarding this issue.

The subject of building proctors was raised again and since it is an old issue that never appears to be resolved, Chair Renwick suggested he meet with the Vice Provost Jannet Vreeland and the Interim Provost about bringing it to the attention of the administration and seeking a solution to this issue. This may become one of our committee’s priorities this year. It is a huge challenge that has not been previously resolved on campus.

Chair Renwick asked the committee members to consider 3-5 topics, ideas, or issues to bring forward as a priority for facilitating a resolution or potential policies. If each member would bring back ideas then they will be considered at the next meeting for action by the committee.

V. **New Business:** Christine Hartman suggested adding another shuttle to the lot behind the Public Health Lab, northwest of the motor pool. She passed out a map showing the suggested shuttle addition to Todd Renwick and John Walsh to take this request to Transportation Services. Christine also reported that NPHL is getting ready for student STD testing and the upcoming flu season. John Walsh addressed the 15th Street pedestrian issue which was part of the business of the last committee meeting. Facilities Operations is considering closing the east entrance to help alleviate the pedestrian issue. However, there is a cost-to-benefit consideration and it would cost a half million dollars to make the change to the garage entrance. Another issue possibility is the safety below the stairs leading from Palmer Engineering up to the Quad. This could be an issue considered at the next meeting.

L. **Facilities Resource Committee**

Patti Bussio reported the following:

The Facilities Resource Committee met and approved “The Nevada Living Learning
Community", the placement of a statue at the WRB that was a donation from retired President Miller's Family and, also approved the additional space in Clark Hall for Student Life.

M. Faculty Senate
Did not meet and their next meeting is scheduled for September 13, 2011.

N. Occupational Safety Committee
Melissa Glenn reported the following: We met on September 19th and went over the previous quarter’s incident reports. Sue Dunt’s office provided an additional report showing that the majority of the injuries were sprains, strains, slips and falls. To try to be proactive, the committee has decided to include safety tips in the monthly notice that HR sends to supervisors. Also, they decided to look into producing a short training video on the proper ways to lift and move heavy objects. The plan is to make this video available to those departments/areas on campus that are planning on moving to help prevent injuries when people are packing up their offices.

O. Parking and Traffic Board
Did not meet.

P. Police Advisory Board
Did not meet.

Q. Police Services Board of Professional Standards
Did not meet.

R. SEC Bylaws
Did not meet.

S. SEC Luncheon Committee
Did not meet.

T. SEC Open House
Did not meet.

U. SEC Web Page
Did not meet.

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

W. Student Union Advisory Board
Did not meet.
X. **Sustainability Committee**  
Did not meet

Y. **University Disabilities Coalition**  
Lee Green reported the following:

1. Lyle Woodward gave an update on the number of evacuation chairs installed on campus, 11 buildings and 32 stairwells. Lyle discussed having the manufacture provide demonstrations and potentially training on the use of the chairs.
2. Wheelchair Rugby tournament is coming to Reno in 2013. They were requesting gym space on campus. Keith Hacked said athletics would provide the Virginia Street Gym. It was recommended to contact Lombardi Red for a second gym location.
3. The Board of Regents was requesting input to establish a system wide policy that would improve access. The chairman requested suggestions from committee members to be submitted.
4. A memo from the Dept. of Education Technology was discussed. The memo dealt with the use of new electronic technology and its accessibility to disabled students.
5. A future meetings schedule was provided and the meeting was adjourned.

Z. **Video Surveillance Committee**  
Did not meet.

AA. **Work and Family Taskforce**  
Will meet in September.

IV. **Open Discussion**  
Election of Treasurer, Committee’s still needing members were selected.

V. **Next Meeting**  
October 18, 2011  
2:00-4:00 p.m.  
Rita Laden Senate Room  
Joe Crowley Student Union  

The meeting adjourned at 3:50

Respectfully submitted by:  
Phyllis Snedeker, SEC Secretary