MINUTES

STAFF EMPLOYEES COUNCIL
February, 21, 2012
School of Medicine’s - CMM- Room 111

Executive Officers Present:
Erik Williams (Chair); Phyllis Snedeker, (Secretary); Lee Green, (Public Relations Coordinator)

Representatives Present:
Julie Bradt, Jacob Cann, Anette Christensen, Katherine Dirk, Melodie Gander, Scott Geib, Kristen Kabrin, Nancy Kelly, John Kreiger, Linda Kuchenbecker, Mike Maskaly, Chris Mikulich-Cook, Karla Narcesse, Jennifer Nelson, Asta Ratliff, and Barbara Wiley

Representatives Absent:
Christopher Chadwick, Chet Payne, Gary Price, Patti Bussio, Lynda McLellan and Tara Podnar

Guest Speakers were Karen Hinton, Dean and Director, University of Nevada Cooperative Extension. Melissa Choroszy, Associate Vice President of Enrollment Services and the Provost, Heather Hardy.

Call to Order: The meeting was called to order at 2:10 pm.

I. Minutes for January were approved with changes.

II. Committee Reports

A. Administrative Manual Committee

University Administration Manual met on January 26, 2012 after the SEC January meeting. Chris Chadwick submits the following for our records:

Approval of Minutes – October 27, 2011 UAM Meeting Minutes

Updates

a. Equal Employment Opportunity Statement – Section 1,900 – Submitted by Tim McFarling

   The above section has been approved by the President and the UAM has been updated

b. University Notary Public – New Section – Submitted by the Provost’s Office

c. Core Research Facilities – New Section – Submitted by the Provost’s Office

   The above sections are pending approval by Faculty Senate, Provost and President

Pending

a. Telephone Charges/Electronic Devices – Section 1,066 – Tom Judy

b. Student Services Section / Student Bill of Rights – Jerry Marczynski

c. Committees – Various Sections – Submitted by Elliott Parker

d. State Vehicle Policies – Submitted by Sue Dunt / Tim McFarling

e. Vehicle Use Policy – New Section – Submitted by Sue Dunt / Tim McFarling
f. Postdoctoral Fellows – Section 2,636 – Submitted by Tim McFarling

h. Support of Breastfeeding Employees – New Section – Submitted by Tim McFarling

New Business

a. President Delegated Signature Authority – Section 505 – Submitted by Provost’s Office

b. Marketing Policy – New Section – Submitted by Patricia Richard

c. Temporary Employment Program – Section 2,257 – Submitted by Tim McFarling

d. Faculty Workload Policy – New Section – Submitted by Provost’s Office

The next meeting is planned for February 23, 2012.

B. Arboretum Board

No report.

C. ASUN

ASUN did meet and Jacob Cann reported the following summary at our last meeting regarding the ASUN committee meetings:

- Chartwells has a new dining option at the Overlook called “Tossed” in response to people asking for healthier food alternatives.
- President Johnson stopped by the Senate meeting to give the University’s side of the Main Station Farm rezoning controversy. He informed the ASUN senators that the University will only be rezoning 10% of the farm to protect the value of the land. A portion of the University Farm will be purchased by the Truckee River Flood Project as well as RTC (for the southeast connector) and those changes to the landscape will affect the value of the land. If the University changes the zoning this would lock in the value of the property owned by UNR. It does not mean that the University will sell or develop the property, but it does leave the option open in the future.
- There is a new manager of the Wolf Shop (formerly the ASUN Bookstore) and is asking students, faculty and staff members what they would like to see in the store.
- Mike Collopy stopped by to ask the Senate if they would consider partnering with VPR to pool money to fund additional undergraduate research projects. This is a great way for students to gain experience and knowledge in a field they may or may not be studying in.
- Jane Bessette stopped by to promote activities for this semester that pertain to the career services department. They will be having a job fair and are now offering several free on-demand webinars for students to use as they search for a career.
- ASUN discussed a possible change in name for their “Student Activity Center.” They would like to call it the “Center for Student Engagement” seeing as how their mission is to engage students in campus activities, not just provide entertainment.
- The Senate also discussed the possibility of increasing the MIKC Library operating hours during finals so that it would be open 24 hours.

D. University Athletics Committee

University Athletics Committee met on February 16, 2012 and Linda Kuchenbecker reported that Cary Groth presented budget figures and would provide the committee with an updated report. The committee toured the Athletics Academic Facility and the Training Facility.

E. Balloon Race Committee
Balloon Race Scholarship Committee met on February 16, 2012 and Melodie Gander submitted the following summarization: Attending were Pat Amato, Carole Anderson, Jill Berner, Chris Mikulich-Cook, Melodie Gander, Margo Grubic, Nancy Kelly, Asta Ratliff and Ida Roberts.

- Approve previous minutes – were not available.
- Treasurer’s report – $5411.30 in account because not all of the scholarship money was used last year. Because one student graduated early and the other didn’t return to school.
- Old Business – none at this time
- New Business
  - The committee agreed to set up a table at the SEC Open house on Thursday March 22 from 10:00 am to 1:00 pm (set up begins at 9:00 am). We will decide a schedule between now and then. Margo will RSVP back to Barb Wiley.
  - Jill Berner gave a brief history of the UNR balloon race scholarship committee and sub-committees. Margo will email everyone a description of the committees and sub-committees so Committee members can elect officers next month.
  - The committee will hold elections of committee members next month. The list is Chair, Vice Chair, Secretary, Treasurer, and Pilot Party coordinator, Hospitality Tent coordinator, Donor list and Raffle coordinator, and Scholarship coordinator.
  - GRBR update: 1) Wal-Mart is going to become a huge resource for GRBR. They want to expand what we had last year for 6 weeks and more stores. Ingrid, the VP is working with Great Basin about putting our logo on their beer. 2) GRBR is going to have a larger Dawn Patrol and flipping it the long way. We have 7 confirmed pilots and we hope to confirm 2 more. 3) GRBR is going to have a larger Dawn Patrol and flipping it the long way. We have 7 confirmed pilots and we hope to confirm 2 more. 4) GRBR is going to have a larger Dawn Patrol and flipping it the long way. We have 7 confirmed pilots and we hope to confirm 2 more. 5) GRBR is going to have a larger Dawn Patrol and flipping it the long way. We have 7 confirmed pilots and we hope to confirm 2 more. 6) GRBR is going to have a larger Dawn Patrol and flipping it the long way. We have 7 confirmed pilots and we hope to confirm 2 more. 7) FAA wanted us to put together a mass emergency plan. Working on that and have someone as Safety Director who would take over and implement emergency plan if anything were to happen. 8) GRBR is going to have a larger Dawn Patrol and flipping it the long way. We have 7 confirmed pilots and we hope to confirm 2 more. 9) Pilots jackets this year will be windbreakers. 10) Lots in the works; more next month. Friend on Facebook if you haven’t and do Facebook.
  - Pin ideas included Wolfie shaped pin and Around the World theme with UNR tied into it.
Next Meeting: **March 15, ABB 508 at 12 noon.**

**F. Benefits and Compensation Committee**
Did not meet.

**G. Classified Employee Recognition Committee**
No report.

**H. Classified Staff Development Fund/Education Leave**
Classified Staff Development Fund/Educational Leave Committee met and Julie Bradt reported the following: No new applications were received for consideration. The committee did meet to plan their table display for the SEC Open House. We also identified the need to update CSDF/Educational Leave information on the SEC website, and other ways to publicize these programs.

**I. Committee on the Status of Women**
No Report

**J. Elections Committee**
Did not meet.

**K. Emergency Planning Advisory Committee (EPAC)**
Did not meet.

**L. Facilities Resource Committee**
No report.

**M. Faculty Senate**
Faculty Senate met on February 16, 2012 and Linda Kuchenbecker reported the following:
The following guests spoke at the senate meeting:
Regent Rick Trachok, President Marc Johnson, Vice President of DHS/Dean School of Medicine Thomas Schwenk, and Director for Career Services for the College of Business Jane Bessette.
Regent Trachok received his Bachelors Degree from UNR and practices law in Nevada. Trachok felt that his job as a Regent was to the entire system. The regents had a fiduciary responsibility to the system institutions, working to make sure each institution was equitably funded. He was coming up to speed on many issues and has attended three Board of Regents’ meetings so far. President Johnson spoke about the Mountain West and Conference USA consolidation discussions. Several NSHE presidents and superintendents of schools were discussing high school juniors taking the ACT to judge their progress towards college.
At the March 1 & 2, Board of Regents Meeting, Johnson would be proposing debt reduction and remediation for the closed Fire Science Academy. He would ask to pay down some of the construction debt and take some of the student fee to put toward capital projects. The university would begin a national search for the Dean of CABNR.
There was an open forum scheduled for February 21, 2012 regarding the rezoning of 104 acres of the main station farm. An RFP would be going out regarding the Wolf Pack Meats. Vice President and Dean Thomas Schwenk spoke regarding the School of Medicine’s need to have a statewide presence. UNR teaches the basic sciences in Reno and the clinical side would do well in the Las Vegas area. The biggest issue with the School of Medicine was the branding and identity. We are a small school and not very well known. The goal is to create
an environment where nurses and doctors work together which can happen more easily with the Pennington Building. At this point there is very little room to maneuver as far a curriculum goes. Their accrediting body has a great deal of control over that.

Jane Bessette discussed Career Services for students. She would like to get the word out that there is help for placing students and there will be a Career Fair on April 4, 2012 from 10:00 am to 3:00 pm.

The Commission for the Future of the University has been meeting regularly and hopes to finish their work by December 2012. They have spoke with all the major units and each unit has a strategic plan, but they felt that there was not a grand scheme for the university. Chancellor Klaich has been working on a funding formula that looks at output measures.

The presidential search has a soft close application date of March 15, 2012

\section{Occupational Safety Committee}
No report. \textit{This committee needs a new SEC representative.}

\section{Parking and Traffic Board}
The Parking and Traffic Board met on February 15, 2012 and Lynda McLellan reported the following: Present were: Ken Peak, Melody Bayfield, Keith Hackett, Christopher Moore, Lynda McLellan, Michael Maskaly, Taylor Snell

Ms. Bayfield began the meeting with a brief update on the Parking and Transportation Department. She explained that Administration had asked her to evaluate the use of meters on campus, and to look into ways of making visitor and event parking more user-friendly. Ms. Bayfield then discussed the two proposals. For the meter replacement proposal Ms. Bayfield pointed out the primary goal was to accommodate the use of credit cards, and that the Parking Transportation Services Department had determined the switch to Pay and Display machines would best accomplish all of the goals. Areas under consideration for the new machines include the metered lot near the Brian Whalen Parking Complex, the meters near the new medical buildings, and the meters near Morrill Hall. The next proposal looked at evening parking fees and ways to improve event parking. The Parking and Transportation Services Department proposed: one reduced rate for all evening parking after 5pm, and making weekend events for on campus entities free. Taylor Snell commented that he liked the way the system in Truckee operated and Ms. Bayfield replied that the proposed system would be very similar. Ken Peak asked about the fiscal impact on the department’s budget and Taylor Snell asked if we had contacted other entities about their experiences. Ms. Bayfield responded that the initial $65,000 for the project would come from the department's general budget. The University of Arizona who she had contacted, said they had not seen a net change in revenue and that it was basically a "wash". In answering subsequent questions, Ms. Bayfield indicated that: there will be no minimum fee on the machines, but there will be a 1 hour minimum on time; the machines will make change for those using coin/currency; some short term meters will be retained for visitors parking less than 1 hour; departments will be able to obtain a code for use at the machines so that departments can pay for their visitor's parking; and, that currently there are no plans to enable people to "pay by phone", but the department may explore this in the future. Mr. Peak asked for a vote on the two combined proposals. Mr. Hackett made a motion to adopt the proposals. Christopher Moore seconded the motion and all were in favor.

\textit{Attachment 1}
REQUEST TO REPLACE METERS BY JCSU WITH VENTEK PAY & DISPLAY MACHINES

Currently Ventek brand Pay & Display parking permit dispensers are available at the entrance to Center Street, and at the Whalen and West Stadium Parking Complexes. These permit dispensers provide one-day permits and accept coins, bills, credit cards, and codes.

For short-term parking, there are several parking meters located on campus. As the cost of short-term parking has increased, meters have become less convenient to use because they only accept coins and metered parking costs $1.50 per hour.

To improve access and convenience for campus visitors and short-term parkers, we recommend that parking meters located at the JCSU be replaced with two Ventek Brand Pay & Display machines. These machines would allow visitors to pay by the hour, for up to a day, using multiple methods of payment Departments would be able to make arrangements to pay for their guest's parking by issuing them a code to use.

This recommendation will reduce operating costs because emptying meters and counting and depositing coins is time intensive. Pay & Display machines need to be emptied less often because most people use the credit card option to pay for parking.

Revenues will increase slightly when these machines are offered because they allow people to pay for more time conveniently. However, this will likely be offset by a decrease in citation revenue because fewer people will violate the time restriction. The fact that fewer citations will be written is a positive PR benefit for UNR.

Although the Pay & Display machine requires a permit to be displayed, this has not been viewed as an inconvenience. A few spaces can be provided next to the machines so that visitors can pull into the space, purchase their permit, place it on their dash and then park in the space they want to park in.

An added benefit of the Pay & Display machines is that parking meter poles can be remove on the machines are installed, thus improving aesthetics within the area.

Ventek brand Pay & Display Machines are recommended because Ventek has been in business for over 50 years and they have been responsive to our needs. Their machines are already on campus as daily permit providers and people understand how to use them. Using a different brand would be less efficient because we would be required to stock different parts for new machines and different keys would be required to access each brand of machine.
PROPOSAL TO IMPROVE ACCESS TO CAMPUS

CURRENT PARKING SITUATION
Parking regulations are enforced from 7:30a.m. To 8:00 p.m. M-TH and until 5:00 p.m. Friday. After 5:00 p.m. on Fridays and on weekends, events with more than 100 attendees pay $2 per parking space.

During enforcement periods, visitors may either use a parking meter or purchase a one-day permit on-line, at the permit dispensers in the garages, or at the Parking Office. They may use a code at the dispenser if the event host made arrangements to pay for their parking.

During enforcement periods, departments and non-campus entities expecting visitors to campus, may either purchase permits for visitors by providing them with a pre-obtained code that visitors can use at the machines or direct visitors to purchase their own permits on-line or at the machines at the garages.

OPTIONS TO IMPROVE ACCESS TO CAMPUS
Replace meters by JCSU with Permit Dispensers which allow visitors to use cash, coin, or credit cards, or pre-authorized codes to pay for hourly parking. ($32K one-time equipment expense)

Place a Permit Dispenser at the Medical School to provide easier access for guests of the Medical School. ($16K one-time equipment expense)

Select other metered parking lots that are well suited for automated permit dispensers and replace meters. Keep coin operated meters in location that require quick turnover.

Reduce the cost of evening parking (after 5:00 p.m.) from $5 to $3 to make it more affordable for entities hosting events after 5:00p.m. M–TH. ($15K annually)

No longer charge campus entities to pay for parking for large events that are held after 5:00 p.m. on Fridays and on weekends. ($2K annually)

P. Police Advisory Board
Did not meet. This committee needs a new SEC Representative.

Q. SEC Bylaws
Did not meet.

R. SEC Luncheon Committee
This committee did meet and discussed proposing a reception instead of the annual luncheon format. The proposal was written and submitted to the President and the Vice President of
Finance, Ron Zurek. The committee felt that a reception much like the Faculty’s, “Honor the Best” would offer an exciting new format for the Classified Retirement and Recognition program which in turn we hope, would help re-energize and increase lagging attendance experienced over the years, allow for a new innovated meet and greet atmosphere and also, due to budget and staff cut backs over the years, allow for a nice venue without the extended amount of time involved to put this event on. The proposal also noted that this format would be cost saving compared to the expense of the luncheon and in turn that would allow some incentives that were cut out due to budget cuts, back in. One of those incentives would be the ability to raffle off two airline tickets to Las Vegas! At this time the committee is waiting to hear back from the President and Mr. Zurek.

S. SEC Open House
SEC Open House - January 19, 2012 meeting and reported by Barb Wiley as follows:

Attending: Barb Wiley, Gary Price, Lynda McLellan, Patti Bussio & Scott Geib

Agenda:

- Vendor donations
  The SEC Open House will work with the folks from the SEC Luncheon to ask vendors for donations.
- Inviting vendors to attend
  Scott is drafting a message to the vendors that invites them to the event as well as asking for some sort of donation for both the SEC Open House and the SEC Luncheon. Barb will forward the invitation to the vendors and on campus departments once the letter is complete.
- UNR departments
  We are asking the departments who attended last year to attend again this year.
- Theme
  The UNR Theater Department is putting on a production of Any Thing Goes and we intend to match that theme. Barb suggested we interpret that as Old Hollywood for the event.
- Decorations (minimal)
  Scott will create a couple of posters for the front door and podium. Additionally we will use the table covers we already have on hand.
- Day of the event
  We are going to ask the SEC members to volunteer the day of the event for both set up and clean up.
- Other business
  o Plan to set the dates and setup the budget for next year early as we can after the beginning of the fiscal year.
o What should we do with the extra money we have from the budget? Buying bags was suggested but many vendors supply bags. We will review this again at the next meeting.
  o Numbering the tables so the vendors can find their space easily in case we don’t have many volunteers for the set up portion of the event
  o Parking – we are hoping to use some of our volunteer help to direct people as they are unloading at the beginning of the event. Since it is often cold during this time, we will need to rotate those volunteers so no one gets over chilled.
  o Ask Erik to request staff time off during the SEC Open House for those attend and working the event.
  o See if we can get Wolfie to attend the event.
  o Next year set event date as soon after the fiscal year as possible.

T. SEC Web Page
The SEC Web Committee met on February 12, 2012 and Lee Green reported the following”

- The meeting began with reviewing the website.
- With their new training Chairwoman Nancy and committee member Kristen added a flyer for the distinguished employee to the year. We also did a little fine tuning of the information such as making sure the committees were properly labeled for their type, SEC or University.
- It was decided to add the chairs and vice chairs of all non SEC committees to the web site. Would like to request that members of non SEC committees submit that information to Nancy for inclusion on the web site.
- Would like to put out a call to members of the various committees to email Nancy committee meeting information such as location, time, etc. She will add it to the Web site calendar.
- The committee discussed adding a bio page for employee of the month.
- Questions were collected to ask Jason on the CMS staff.
- The committee then discussed adding a new member section to the web site. It was decided the best approach would be to put together and ad hoc committee consisting of new members and possibly a member of the bylaws committee who would meet once to put the information together that would be of the most value. We would like to enlist our illustrious chairman to assist in putting out the call for volunteers and setting up this committee.

U. Student Services Food/Retail/Dining/Catering/Committee
Minutes for the Student Service Food Committee Meeting which met on February 8, 2012 were reported by Barb Wiley as follows:
New Retail dinning update: new tossed salad with 7 choices, called “Tossed” available in the Overlook. Bytes in the Knowledge Center in now open 12 – 9 on Sundays and look for coupons in the Sage Brush and on their Facebook page – “nvdining”!
V. Student Union Advisory Board
No report.

W. Sustainability Committee
No report.

X. University Disabilities Coalition
The University Disabilities’ Coalition met on February 14, 2012 and
Lee Green reported the following:
1. Mary Anne Christiansen gave a wrap up on Disability awareness month. Both events the
   Temple Grandin appearance and the technology fair were very successful. The
technology fair partnered with private business this year and it worked out well. Next
year they hope to make the same arrangement. Planning for the next disability awareness
month was discussed and Mary Anne put out the call for ideas.
2. There was no facilities update.
3. There was no athletics update.
4. For the IT update it was reported that the library is making good progress with
   accessibility issues.
5. We had a representative, Gary Mocuaau, from the local wheelchair rugby team the Sierra
   Storm. The Rugby association would like to bring a tournament to Reno. They require
two gymnasiums to accommodate the teams. Gary was looking for support to locate
facilities. It was recommended to contact Athletics about the VS Gym, contact Lawlor
Events Center, and Jim Fitzsimmons at Lombardi Rec.
6. The chairman said he had received a request for the UDRC to participate in the SEC
   Open House. After some discussion it was agreed that the committee would secure a
   table for the event. Ideas were put forth as to how to present the committee. Nothing was
   finalized.
7. There was a final discussion on what to do to keep disability awareness in the mind year
   around. Reginald Stewart director of diversity initiatives on campus discussed getting the
word out more through his office and other campus outlets. It was discussed about
putting on displays such as they do at the library with something such as a wheelchair
display or photographs. No action was taken.
8. Chairman Geoff Kettling discussed future meeting schedule and the meeting was
   adjourned.

Y. Video Surveillance Committee
Did not meet.

Z. Work and Family Taskforce
Did not meet. However, they plan to meet February 27, 2012.
Open Discussion:

The January meeting adjourned at 4:00

Next Meeting:
RSJ remodel is complete and we will be back to meeting there.
March 20, 2012 -- 2:00PM – 4:00PM
Reynolds School of Journalism, Room 304

Respectfully submitted by:
Phyllis Snedeker
SEC Secretary -2012