MINUTES

STAFF EMPLOYEES COUNCIL

May 15, 2012
Reynolds School of Journalism, Room 304

Executive Officers Present: Erik Williams (Chair); Patti Bussio, (Treasurer); Lee Green, (Public Relations Coordinator)

Executive Officers Absent: Christopher Chadwick (Vice Chair); Phyllis Snedeker (Secretary)
Proxy for Phyllis Snedeker- Melodie Gander who graciously assisted with taking notes and committee reports for the May SEC meeting.

Representatives Present: Julie Bradt, Jacob Cann, Anette Christensen, Katherine Dirk, Melodie Gander, Scott Geib, Lee Green, Nancy Kelly, John Kreiger, Linda Kuchenbecker, Lynda McLellan, Michael Maskaly, Chris Mikulich-Cook, Gary Price, Barbara Wiley,

Representatives Absent: Kristen Kabrin, Karla Narcesse, Chet Payne, Asta Ratliff,

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

I. Minutes for April were approved.

II. Guest Speaker: Beau Wooten, Marketing Director for Campus Dining
Beau brought a generous platter of fresh macaroons and white chocolate chip with macadamia nut cookies for the meeting. Thank you, Beau!

It has been a good year at campus dining, especially after being a recipient of two bronze awards for sustainability and innovative retail concepts. According to a recent campus-wide survey, all locations have improved in their customer service scores.

Summer hours for The Overlook and Bytes are 7:30 AM – 4 PM, M-F; Pathways will have reduced hours; Downunder will re-open on June 11th. This summer will also include: “Tasty Tuesdays” - free samples at some restaurant locations; Reduced prices every Wednesday; Musical guests in the Overlook; Early bird specials for Starbucks Iced Coffees called, “Chill Session.”

III. Guest Speaker: Jacque Ewing-Taylor, Director of the Raggio Research Center for STEM Education and Designated Official for Conflicts of Interest-
Jacque is the NSHE representative to the PEBP board (an executive branch agency within the Governor’s office). There are nine members on board and Jacque is the longest-serving member with her term going up in June (she hasn’t heard yet if she has been re-appointed).
We’re currently in the middle of enrollment, which is not required this year unless you want to make changes to your existing health plan. Jacque highly encourages everyone one to contribute the maximum amount of contributions to your HSA, since it is a great way to save on future health expenses, especially during retirement. You will never lose this money and you can spend it on anything health-related. We will be receiving another $700 in our HSA this year; however, the board has little hope of additional revenue in the next legislative session.

III. Committee Reports

A. UNR Administrative Manual Committee
No report

B. Arboretum Board
The Arboretum Board met and Erik Williams supplied the following report: The Japanese government is donating a cherry tree to the UNR campus in commemoration of the Cherry Tree Blossom Garden that was donated to the United States in 1912. It was the biggest donation from a foreign country besides the statue of Liberty from France. A Japanese exchange student is organizing the donation with the Japanese embassy in San Francisco, and the Arboretum Board. There will be a ceremony in the near future for the tree planting.

C. ASUN
This committee did meet and Jacob Cann reported the following: ASUN has been in the process of inaugurating senate members due to their recent elections. There are currently 18 new senators and 2 returning senators. Over the past few weeks they have been getting themselves accustomed to the rules and regulations of the senate and have elected a speaker. They have also recently begun to discuss legislation for this session.

D. University Athletics Committee
No report.

E. Balloon Race Committee
University Balloon Race Scholarship Committee met April 26, 2012 and Melodie Gander submitted the following report: Attending: Ginnie Kersey, Asta Ratliff, Melodie Gander, Chris Rust, Margo Grubic, Nancy Kelly and Carole Anderson

- The SEC Open House went well. We sold one pin and gave away all the GRBR materials.

New Business:
- Pin Ideas: Jill had emailed out her two ideas for this year’s pin. The committee all agreed they liked the “Around the World” pin best without flags and a color other than orange for one of the balloon. The “N” needs to be moved up, but we thought that may just be the printed version and that it may be okay on Jill’s computer.
- GRBR Update: Carole gave the GRBR update. The balloon brew will be happening and will be sold starting July 2st in the Raley’s stores both here and in Northern
California. They also hope to sell it in other stores. 81 sponsors so far; GRBR hopes to have 100 balloons. More shapes this year than last. In the vendor area, there will be a craft section.

- Elections: The committee decided to hold off on elections. Margo did mention that she would need to step down as secretary and would send out an email asking someone to agree to take over that position. (Let Margo know if you’re interested.) The committee also delayed on selecting a Hospitality Tent coordinator.

Scholarship:
- Chris reported that she got the list from the scholarship office and sent out the letters requesting more information. She received 50 undergrad applications and 50 graduate applications and has heard from 2 people. She’ll send another reminder as the deadline is May 18.

Raffle/Publicity
- Donor List & Raffle: Carole reported she created all the letters for the raffle requests. They were at the meeting and several committee members took some to hand deliver.
- Carole will contact previous pin sellers to see if they are still interested in selling pins. We’ll need to find a replacement for Jim Duncan if he hasn’t already determined who will replace him.
- Chris reported that she talked to Alumni Relations and they are more about the big donors. She then talked to her Development Officer who suggested we put an ad in Silver & Blue in July. She will pursue this. Nancy also volunteered to put an ad on the SEC website. Margo agreed to check on the process of our new website, due to the changeover on campus.

F. Benefits and Compensation Committee
This committee did not meet.

G. Classified Employee Recognition Committee
This committee met and chose Jennifer Prager, AA IV in Psychology, as June’s Employee of the Month.

H. Classified Staff Development Fund/Education Leave
This committee did not meet, however Julie Bradt submitted the following report: The CSDF/Educational Leave Committee did not meet as no new applications were submitted. The committee is awaiting approval of the updated CSDF Instructions & Application and Educational Leave Policy & Application. Once approved, these documents will be posted to the SEC website.

I. Committee on the Status of Women
This committee did not meet.
J. Elections Committee –
This committee did meet, Barbara Wiley reported the following: We discussed a timeline for the upcoming elections for the SEC Executive Committee and Representatives to replace those with terms ending in 2012. Chris Chadwick will contact Eric to get a list of divisions that will have vacancies. Chris will also contact Shelly Madalinski with HR to get a list of all classified employees. Barb and Chris plan to meet again to start the election process in late June or early July. This year they plan to use the Survey Monkey link so people who prefer to use a non-unr.edu email address can be included in the online voting process.

K. Emergency Planning Advisory Committee (EPAC) - This committee did not meet.

L. Facilities Resource Committee
Facilities Resource Committee met May 8, 2012 and Lee Green submitted the following report:
1. Greg Pari from Microbiology spoke on renovation of the Savitt Medical Building. There was a discussion of concerns about proper vent hood ventilation requirements that may require duct work. There was a question about assignment of space. The project needs to get clearance from the school Dean and Facilities.
2. David Ake (School of Arts/Music) spoke on a request to convert room 206 in CFA from a drawing room to a computer lab. This sparked a discussion on bringing projects to the FRC before they have been approved by Facilities. Mr. Ake took responsibility for the mix up and it was resolved to work on ensuring projects go through proper procedure before coming before FRC. Questions were raised about enough space for a computer hub and drops in this area. David Ake will meet with IT and facilities to resolve these issues.
3. Christina Conti (Washoe County Health Dept.) spoke requesting setting up a partnership with the University to provide space for Senior Citizens in care homes for temporary shelter, 24 to 48 hours, in case of an emergency or natural disaster. The health department is setting up partnerships with other entities in the area as part of a city wide plan. Health Dept. would be responsible for all costs associated with this. Troy Miller is working on this and has tentatively selected 6 sites. Program will have to be coordinated with campus disaster plan and will need confirmation from President Johnson and Ron Zurek.
4. A representative from the police department (Adam Garcia?) spoke on a request for signage for the police department. There was a discussion on the type of sign, to light or not light, and also adding a sign in front of the building. Sean McGoldrick volunteered facilities to work something up on the project.
5. Scott Casper (College of Liberal Arts) spoke on a request for space in AB rooms 610,613,&639. They would like to create a student center. It was discussed whether students would go to the Business building for a student center. There is a current agreement/plan that President Johnson is part of to provide space in this area for future growth in the Anthropology department so parties involved must resolve this issue before anything will be approved.
6. A representative from the College of Agriculture spoke with a request to utilize the vacant space in Knutdsen Resource Center to house outside entities who are partners with the University, NDOE, ARS, and Dept. of Forestry. It was discussed to determine University needs first. Troy Miller would work on lease agreements. EHS requested an addendum to the lease to deal with waste disposal if these entities would be using lab space. Questions were raised about code requirements in this area. A final complete plan was requested before any action would be taken. All parties, Facilities, EHS, and IT need to be involved in this.

7. There was a discussion about the Math Center requesting a move to WRB room 1003, 1004, and 1007. This involved converting a storage room. Marcella Yeates from Facilities will visit the space to better determine what is involved.

8. President Johnson has approved the high sign for the new Living Learning Community building. There was a discussion of rules for outside music on campus. Chuck Price reported that there is currently nothing in the campus rules and regulations dealing with this. It was determined that there needed to be something in the regulations dealing with time, volume, and potentially lyric content.

9. Perimeter security was discussed to the Nelson building. This would involve facilities installing expanding steel gates in key areas to restrict access to the rest of the building when people were attending the Laxalt Theatre. There were questions about ADA accessibility for the entrance doors. This will be sent to facilities to resolve the ADA issues.

M. Faculty Senate
The Faculty Senate met May 9, 2012 with Linda Kuchenbecker reporting the following:
1) The Campus Affairs Committee and the Administrative Faculty Personnel Policy & Procedure Committee reported.
2) The senate elected their new Executive Board:
   2012 -2013 Chair, David Zeh
   Chair-elect, Swatee Naik
   Parliamentarian, Chuck Price
   At Large, Trish Ellison and Glenn Miller
3) New senators came on the senate and the Senate will meet in June and then again in August.
4) UAC has two new Student Athlete Representatives and met with they met with the President to bring him up to date and find out what role he wanted them to play. The UAC will probably not meet until August.

N. Occupational Safety Committee
The Occupational Safety Committee met on April 23, 2012. Katherine Dirk reported the following: The committee reviewed the Occupational Incident Reports for the first
quarter. Compared to last year’s first quarter reports, incidents were down significantly, likely due to the mild winter. There is a new fire protection policy being proposed regarding University events or ceremonies that use candles and the EHS is considering having a safety permit that would be issued to the group’s advisor. This is separate from the Hot Work Permit Program that is already in place for University employees that work on or around hot work activities. Lastly, it was reported that the University’s annual property inspection was completed by the property insurance representative; it took a week to complete.

**O. Parking and Traffic Board** - This committee did not meet.

**P. Police Advisory Board** - This committee did not meet.

**Q. SEC Bylaws** – This committee did not meet.

**R. SEC Annual Recognition Reception Committee**
This committee did meet. Present were Melodie Gander, Gary Price, Lynda McLellan, Anette Christensen, Patti Bussio and Phyllis Snedeker. With the Reception set for June 6th, they continued to work on their “to do” list. Still to accomplish: Writing of the script, certificates for retirees and honorees will be made and retiree gifts will be purchased and engraved. Items for the drawing are still coming in and the RSVP’s are being taken.

**S. SEC Open House**
Open House communicated via email. Barbara Wiley sent the following report: Reservations have been made with the Joe Crowley Student Union for the Open House for the next two years. The SharePoint site has been updated with a time line to use for next year. Regular meetings will resume in Oct 2012.

**T. SEC Web Page**
This committee did not meet, however they continue to update the SEC WEB page as needed.

**U. Student Services Food/Retail/Dining/Catering/Committee**
This committee met but no one from the SEC was available to attend. This committee will not meet again until September, 2012.

**V. Student Union Advisory Board**
This committee did not meet.

**W. Sustainability Committee.**
This committee did not meet.

**X. University Disabilities Coalition**
This committee did not meet.

**Y. Video Surveillance Committee**
This committee did not meet.
Z. Work and Family Taskforce
This committee did not meet.

IV. Open Discussion:

The meeting was adjourned at 3:40 P.M.
Next Meeting: June 19th 2:00PM to 4:00 PM
Reynolds School of Journalism, Room 304
Respectfully submitted by:
Phyllis Snedeker
SEC Secretary -2012