University of Nevada Reno

Staff Employees’ Council

SEC Open House Committee

2015-2016 Year-End Report

Submitted by Nancy Horowitz

March 18, 2016

Committee Members

Albert Bonk
Betsy Brownfield
Carla Geib
Lindsay Klaes (Chair)
Kerrie Medeiros
Mary Miller
Lana Reeves
Committee Annual and Standing Charges

Purpose of the Committee:

A committee of at least five (5) shall be responsible for inviting vendors and planning the annual SEC Open House for the purpose of providing employees with information about SEC and University committees, campus programs and community information relating to University activities.

A joint sub-committee consisting of at least one (1) member of the SEC Awards Luncheon (now SEC Annual Employee Recognition Reception Committee and one (1) member from the SEC Open House Committee should work together to solicit donations for the two events.

Donations shall be divided between the two events as agreed upon by the joint sub-committee.

Additional Charges:

Coordinate Activities amongst the two committees

Parking fee waiver for open house attendees

Story in NV Today prior to the event

Add photo release to vendor contract

Continue to explore new vendors

Arrange for a table for SEC and Committees

Discuss feasibility of charging for extra raffle tickets and create a process for that

Annual Report due April 2016
2015-2016 Annual Report:

Standing Charge 1:

A committee of at least five (5) shall be responsible for inviting vendors and planning the annual SEC Open House for the purpose of providing employees with information about SEC and University committees, campus programs and community information relating to University activities.

Actions Taken:

The 2016 SEC Open House was held on March 18, 2016. The theme this year was “Celebrating Our Classified Staff” in conjunction with the Spring Theatre Production of “The Music Man”. Almost 153 vendors attended including SEC committees, University programs and departments and outside vendors. More than 400 staff and faculty attended. The committee noted that when the Open House was held during school session as in 2015, attendance was at 485. In 2015, the Open House was held during Spring Break on a Thursday, the attendance was 535. This year the Open House was held on Friday before Spring Break and 435 tickets were given out with an estimated 10-15 people not taking a ticket as they entered. The Committee agrees to continue holding the Open House during Spring Break.

March 24, 2017 is the reserved date for next year’s Open House.

SEC Open House Guidelines

The Staff Employee Council Open House is an annual event held in the spring. It is an opportunity for our local vendors, University Departments, and Community Organizations to come to campus and introduce themselves to the staff of the University. This event provides vendors an occasion to show support and appreciation to the people on campus who purchase or utilize the goods and services they provide. There are no direct sales during the SEC Open House.

Local vendors who are attending the event are expected to purport themselves in a polite and civil manor and to display goods that comply with all University policies. Any complaints regarding vendor conduct or the merchandised displayed by the vendor could result in expulsion from the event. Valid complaints received during or after the event will result in the vendor not being invited to attend the event again.

Links to University Policies:
Standing Charge 2:

A joint sub-committee consisting of at least one (1) member of the SEC Awards Luncheon (now SEC Annual Employee Recognition Reception Committee) and one (1) member from the SEC Open House Committee should work together to solicit donations for the two events.

Actions taken: Two members of the committee are also on the SEC Annual Employee Recognition Reception Committee. Albert Bonk, Betsy Brownfield, Lindsey Klaes, and Carla Geib will be ending their term this year and Lana Reeves has one year remaining on SEC and Kerrie Medeiros has two more years left on SEC. We will request that at least 3 new members join the Open House committee and two members join both committees for 2016-2017.

Standing Charge 3:

Donations shall be divided between the two events as agreed upon by the joint sub-committee.

The Bylaws were amended in 2014 so that the donations received could be divided according to the committee’s discretion. Most vendors tend to donate one prize that they would like to be given out at the Open House when they are present. This year we had over 40 door prizes donated and 6 vendors donated additional items for the Reception. All door prizes awarded at the Open House have been claimed.

Additional Charges:

Coordinate activities amongst the two committees- Lindsey and Lana are on both committees and are coordinating the door prizes.
Parking fee waiver for open house attendees- The SEC is allowed one subsidized parking event per year. Since this event is free and it has been determined that the Silver and Blue Salute
(Employee Recognition Reception) is more fitting to use the subsidy for the retirees and off campus honorees.

We would also inform the SEC Website Committee and update the University Events calendar and SEC Facebook.

Add photo release waiver to the vendor contract – Photos were taken by Theresa Danna-Douglas. We did not have a photo waiver this year and Theresa did not know anything about a photo release. Many vendors request photos from her. She suggested that we note in the confirmation email something to the effect that “photos will be taken at the event for documentation and SEC website purposes”.

Continue to explore new vendors- The committee agreed to continue to inquire about new vendors and maintain a good mix of old and new vendors.

 Arrange for a table for SEC and Committees- This year we had two tables for the SEC and SEC committees. Many people commented that they did not know about the SEC and this was a good place to find out what the SEC does. The Committee would like to request the purchase of an SEC tablecloth that can be used at the Open House and other events.

 Discuss feasibility of charging for extra raffle tickets and create a process for that- The Committee has determined no money should be involved at the Open House and therefore no tickets sales for door prizes. We also can’t use the word raffle due to state gaming regulations. Tickets for a drawing will be sold prior to the Silver and Blue Salute and at that event. Those funds go to the Staff Development Fund.

Annual Report due April 2016

Other Activities:

2016 Budget: Requested $475 to cover possible increase in rental and printing fees. Will purchase a SEC printed tablecloth (estimated $75?). Actual expenditures as of 4/10/16 were $20.50 for poster printing, $272.00-JCSU (final JCSU invoice not received as of April 10, 2016) and $13.89 for the photo CD for a total of $306.39. After the purchase of the tablecloth there should still be $100 remaining.

2017 Budget: Will request $450.

2015-16 Timeline:

September 2015

Committee should meet to discuss finding new vendors and review the vendors on SharePoint. Contact Peppermill – needs 6 month notice to attend and/or to request a donation (this is information is in previous Open House SharePoint information and has not recently been confirmed). Peppermill was “contacted” in September 2014 but was never heard back from. The Peppermill has not attended the Open House in the last three years, perhaps need new contact information.
October 2015

Follow-up with the Treasurer to make sure they have received the submitted budget in April/May.


November 2015

New Committee Chair or Co-chair selected.

December 2015

Submit Internal Purchase Order (IPO) - due by December 31, 2015.

Continue to review Vendors on SharePoint. Make a list of new vendors to contact.

January 2016

Send invitation to vendors. Maybe make the RSVP one week earlier to allow more time for the table chart to be made or submit confirmed yes RSVP’s to Scott (See February) as they are received. Be sure to update SEC committee chairs before sending invitations. Choose a theme (try to make the theme in conjunction with the Theatre Department Spring Production). Create poster. Start promoting the event. Ask SEC for volunteers to have a Staff Employees’ Council table and to encourage SEC committees to man a table. Contact Theresa Danna-Douglas in MIKC for photography at the event. Remember to add note about photos taken at the event.

February 2016

Contact Parking Services to confirm vendor loading/unloading on Open House date with copy of the map. Ask for volunteers at the SEC General Meeting. Call Scott Geib and ask if he will volunteer to do the table plan and large posters which he has generously done for the last few years.

March 2016

Send Confirmation email and campus map (parking information). Confirm donations with vendors prior to the event to reduce time during the event and have a list of prizes started. Line up volunteers and make a rotation schedule. Make table assignments.

March 23, 2016 Event day.

April 2016

Update vendor information. Send the Gift In Kind forms to Foundation Office. Send thank you letters to vendors. Make reservations for Ballroom for next year. Spring
Break seems to work the best for attendance. Submit Budget request to the SEC Treasurer from the out-going Committee.

Recommendations for 2017:

Continue to hold the Open House during Spring Break. Reservations are for March 24, 2017 which is during Spring Break. The attendance was at least 100 people greater in 2015 during Spring Break than in 2014 when it was held when school was in session. Easter will be on April 16, 2017 which could mean more people might show up since there is a difference of Spring Breaks between UNR and Washoe County School district. End event at 1pm. Make a rotation schedule for committee members/volunteers ahead of time so that everyone can be able to visit vendors. Ask vendors if they have tall banners or displays and if so place them against the wall. Continue to explore new vendors throughout the year. Promote the SEC and SEC Committees to have a table or tables. Use a portable A-frame white board for prize winner names. It is very difficult to hear the names as they are drawn and that way attendees can see what prizes have been given and who has won. We discussed purchasing a stamp and/or borrowing one to mark the tickets which verifies the tickets are for the drawing since they are generic tickets. This is more an issue at the Silver and Blue Salute/Reception but could happen here. The committee discussed that prizes can and should be awarded to all attendees regardless if they are Faculty or student. Only outside vendors (non-University) employees should be excluded.

Annual Report due April 2016