Executive Officers Present: Verla Jackson-Davis (Chair), William Oberding (Vice Chair), Chris Carver (Secretary), Debbie Keck-proxy (Treasurer), Patrick McDonnell (Co-Public Relations) and Vicki Paul (Co-Public Relations).


Executive Officers and Representatives Absent: Christine Arritt, and Laura Ruud.

Advisor: Leslie Nady.

I. Call to order.

The meeting was called to order at 2:04pm. Bill Oberding introduced his guest, Michelle Rachal. She is interested in joining the Council.

II. Minutes from May, 2005.

The minutes were approved as written.

III. Old Business.

The Council discussed the Luncheon held in June. They felt that retirees should be a major focus of the luncheon and more time should be dedicated to honoring them. Supervisors should be contacted and requested to attend with their honored staff. Letters should go out to retirees with their years of service prior to the luncheon (in order to double check figures).

IV. New Business.

Extended Studies and the Library are having a good response to the upcoming SEC elections. The Council discussed elections to the Executive Board. Debbie Keck and Bill Oberding have been nominated for Chair and Vice Chair. Nominations are still needed for Vice President, Treasurer and Secretary.

Congratulations were given to Kathleen Coles. She was recently honored at the annual Administrative Professionals’ Conference sponsored by Truckee Meadows Community College and the Valley in the Sierras Chapter of the International Association of Administrative Professionals. One of only three honorees, Kathleen was recognized for her outstanding administrative skills and contributions to the daily operation of the Oral History Program.

Kathleen Coles reminded the Council that Tuesday the 26th is the Summer Choir Concert.
Bill Oberding has been recognized for several achievements and had an article printed about him in the Silver and Blue.

Bill Oberding suggested that Adam Garcia attend a future SEC meeting. He also suggested that there be heightened awareness during certain summer events (such as the Jazz Festival and summer conferences in the residence halls) and talked about the possibility of surveillance at Manzanita Lake due to the recent killing of a baby swan at the lake. Laura Cook from Buildings and Grounds suggested the deaths might be tied into possible Solstice events. The police suggested there might be possible animal involvement (perhaps by owls).

V. Committee Reports.

A. Administrative Action Manual Review.

Peter Brown said that Gena Jones sent out the manual for review. The Drug and Alcohol policy is still being worked on. The Environmental Policy has been forwarded to President Lilley. The review board is studying the promotion versus merit anniversary for employees’ annual review date.

B. Arboretum Board.

Darley Jeppson attended the short meeting on June 28, 2005. The plaque for the Rosella Linski memorial is still being worked on. The Memorial Wall is still in process. The committee adjourned to “Jimmy’s Garden” for Leann Stone’s retirement. She has been on the Arboretum Board for twenty years.

C. ASUN.

Pat McDonnell reported that this committee has adjourned until next month. Jeff Champaign is playing a role on the media for the Knowledge Center and recently met with Lenita Powers.

D. Balloon Race Committee.

Chair Verla Jackson-Davis said the committee is working on a new banner. The committees’ fund raising is enabling them to award a $1500.00 scholarship to both an undergraduate and graduate student for this year. There will be two drawings this year. The Athletic Department has graciously donated a trip to the UNR versus New Mexico State game in the fall. They will pay for the flight and the ticket into the game. The new pins have arrived. They are a double balloon design and are $4.00 a piece.

E. Classified Employee of the Month and Year.

Phil Pert reported that a campus wide email was sent out to solicit nominations. Lori Rountree (Geological Sciences) and Elisa Lee (Cooperative Extension-Western Area) were chosen as this month’s winners. Phil is turning over the Chair position to Betty Osborne and the Vice Chair will go to Bill Oberding.
F. **Classified Staff Development Fund/Educational Leave Stipend.**

Debbie Keck reported this committee did not meet. The Educational Leave Stipend has been finalized with Barb Glazner and should be up and running soon. The committee now has access in CAIS for the funds.

G. **Compensation Committee.**

Phil Pert reported that the committee did not meet in person. SNEA contacted them regarding health insurance.

H. **Facilities Resource Committee.**

Donna Brown reported that this committee met at the Redfield Campus to look at projects over $25,000. They discussed issues associated with new buildings and parking (such as emergency services being able to get the areas under construction). They will meet again in August.

I. **Faculty Senate.**

William Oberding did not attend the Faculty Senate meeting. Minutes are available on UNR website.

J. **NCAA Certification Self Study.**

The committee is still waiting for approval on the name change to the Intercollegiate Athletic Board.

K. **Parking and Traffic Board.**

Kathleen Coles reported that this committee does not meet in the summer.

L. **Police Services Board of Professional Standards.**

This report can not be shared with the council. Donna Brown reminded the Council that she goes off of Council in August. This is a confidential committee that meets generally once a semester.

M. **SEC Bylaws.**

Did not meet.

N. **SEC Luncheon Committee.**

This committee has been adjourned until next year.

O. **SEC Open House.**

This committee has been adjourned until next year.

P. **SEC Web Page.**
Vicki Paul reported that all updates have been done.

Q. **Student Services Food/Retail Dining & Catering Committee.**

Did not meet.

R. **Work and Family Task Force.**

Laura Ruud was not at the meeting.

S. **University Disability Resource Coalition.**

The committee met with Jane from Public Relations on how to promote planned activities. October is both national disability and deafness awareness month. The theme this year is on achievement rather than deficit. The wine tasting fundraiser has been postponed until November.

T. **UPC.**

Adjourned until fall.

**Guest Speaker:**
Debra Olson and Lisa Schaller from Human Resources.

Administration Manual updates are made almost monthly. The Classified portion of the manual was recently reviewed.

Debra went over the changes with the Council. Most changes were to the wording to make the language more clear. Some of the changes made were:

- Temporary appointments are not eligible to accrue sick and annual leave. This change was made state wide.
- Human Resources is increasing efforts to encourage reference checks. They also encourage background checks on the final candidate. BCN can provide this service to hiring departments at a small charge. Turnaround time is usually two to three weeks. If the final candidate is hired and the background check comes back negative, they are still on probation and can be terminated. Information will be sent out on how to request a background check.
- Probation went to one year for those with a grade 20 or above. For those at 19 or below, the probation period is six months.
- The variable work week schedule is now a form online.
- An employee has three days to rescind their resignation.

Lisa Schaller talked about the new Risk Management and Insurance office. This incorporates Worker’s Compensation, Risk Management (auto, liability and property changes/value changes) and policies with high deductibles and what these deductibles are. The office deals with claims and how they are handled, certificates of insurance, contract review to make sure outside vendors are insured and rental cars (in particular, accidents where the correct steps were not taken). Accidents and property loss also go through her office. Students are not covered through the policy but they
have recourse if they are harmed through fault of the university. Most of what this office does comes directly from the state manual.

**Guest Speaker:**

Bruce Shively from Planning, Budget and Analysis regarding appropriations.

The Chancellor’s Office passes the information on as to what the appropriations are for the different sections. There are eight levels of appropriation and all are separate and distinct. The legislature sets the amount. Only they can change it (however the Governor can change it if needed) but the university has no say.

¾ of a billion dollars is spent for one fiscal year for higher education. Nevada is a leader in support for higher education.

How do state appropriated and self funded sections compare? Self funded is part of the overall budget but not part of the state appropriated budget. Grants and contracts are 130 million annually. ½ billion is in our budget. The funding formula is largely enrollment driven. While the enrollment at the University of Nevada, Reno has stabilized, the University of Nevada, Las Vegas’s enrollment has increased. The School of Medicine received more funds this term. How was that determined? Enhancements were requested from the School with a 30% increase in operating expenses. They went in with a modest request but the legislature felt it was the School of Medicine’s turn for more funding (the University of Nevada, Las Vegas received increased funding in the past (for example, their new Dental School).

The BioMedical Center (shared by both the School of Medicine and the College of Agriculture) will be paid for with bonds. This was approved as research activity is really increasing.

State Employees gained a step 10 from the Legislature and an increase of 2% for 05/06 and 4% for 06/07 in COLA was approved.

Intercollegiate Athletics received a larger amount then what they requested. Their utilities are paid for by the university. That amount was shifted to the Athletics budget to more accurately reflect their costs.

Revenue amounts are budgeted so if money does not come in at that amount, things have to be cut back.

Money saved from salary savings is given back to the university. There is always staff turnover. The university assesses 1% on staff and 3% on classified that has to be paid back.

How do things get prioritized? Priority is established through the Strategic Plan process. What are the new features and programs? The Planning Council goes through what has been submitted and prioritized. More funding was given to Development and Alumni Relations, Marketing and Communications and towards bringing talented new students to the university. Sometimes our priorities are set for us. The Legislature as well as the President have their own agendas and priorities of what they think are important. The president also has an agenda and often his becomes ours.

The university has received buildings (Capital Improvements) that were not on the list but that the Legislature thought was important. This often happens at the Regents level from donors.

The new Director of the Fire Science Academy is really turning it around. A new business plan was made and new markets were approached. There has been some new funding and off-site contracts. By 2007, they should be in a break even financial situation.
Pat McDonnell asked if Legislature mandates come from UNR being a land grant institution and Bruce confirmed this. As far as “Statewide Programs” go, the University of Nevada, Reno has nineteen where the University of Nevada, Las Vegas has five.

Phil Pert asked about the Redfield Campus and where they fall into the budget. It is listed under Capital Budget as new space money for operational expenses. The program is a reallocation of funds and is an extension of the main campus. Programs related to local businesses are out there (for example, Washoe Medical Center is already in that area and the university will have joint medical/nursing programs). The Buildings and Grounds portion will be paid for by the University of Nevada, Reno and not Truckee Meadows Community College.

Kathleen Coles asked about the closure of Printing Services. They had been attracting criticism from faculty due to the inability to provide what they needed and competition due to outside sources. They were losing their customer base. They did not have the funding to get new equipment to stay competitive.

Without further comments, the meeting was adjourned at 4:05pm.

Updated: 6/10/10