Executive Officers Present: Debbie Keck, (Chair) William Oberding, (Vice Chair) Kathie Stanfield, (Secretary) Valerie Pedroza, (Treasurer) and Patrick McDonnell, (Co-Public Relations).

Representatives Present: Donnie Andrews, Bill Borges, Peter Brown, Scott Brown, Annette Christensen, Melanie England, Catherine Fischer, Darley Jeppson, Michael Leonhard, Erin McGarvey, Pam Moore, Theresa Moser, Sherry Olson, Betty Osborne, Phillip Pert, Jeannie Pratt, Michelle Rachal, Jewell Radcliffe, Chris Sladek

Executive Officers and Representatives Absent: Vicki Paul (Co-Public Relations), Christine Arritt, Marti Fricano, - excused.

I. Call to order. Pledge of Allegiance. Welcome to new members

The meeting was called to order at 2:03 p.m.

II. Minutes from September, 2005.

The minutes were approved as written.

III. Committee Reports.

A. Administrative Action Manual Review.

Peter Brown was unable to be at the meeting, but the minutes are available on the UNR website.

B. Arboretum Board.

Darley Jeppson reported that there was discussion of asking University Relations for photographs of fall foliage to put on their website. Pat McDonnell offered to forward some from the Communications Department archives.

C. ASUN

Pat McDonnell reported that they would be taking a safety walk to look for issues that could affect campus safety. They are in the process of revamping the Safe Ride Program.

D. Balloon Race Committee.

This committee meets again starting in January.

E. Classified Employee of the Month and Year.
This committee did not meet, since there were no new nominations. Two employees were selected from previous submissions.

F. Classified Staff Development Fund/Educational Leave Stipend.

Debbie Keck reported that twelve applicants were reimbursed, leaving $760 in the fund. Monies from the concession stand at four football games have brought in $1,200 to replenish the fund. The group is allowed to keep the tips earned at each event, plus 11% of the total sales. This is the first time that all applicants were awarded their full requested amount, and the quickest that the fund has been replenished.

G. Committee on the Status of Women.

Meets 10/21/05.

H. Elections Committee.

Donnie Andrews reported that 6-8 members are still needed, but she expects to be finished by the time we meet next month. The Provost has agreed to support SEC in his meetings with the Deans.

I. Facilities Resource Committee.

This committee met October 11. Betty Osborne reported that classroom space for the Davidson Institute for profoundly gifted students is moving forward. A modular unit behind Lincoln Hall or a house on Lake Street is being considered until the new Math & Science Building is completed.

The Necropsy Center concrete slab has been approved.

The grant for the RFQ for Geothermal Pipeline has been approved.

Numerous requests for space in Applied Research Facility are being considered or were granted.

Buildings and Grounds’ request for office space was resolved.

Nevada Humanities’ request to suspend rental payments to the university was denied.

An agreement has been completed for Human Resources to obtain the Purchasing space when vacated.

J. Faculty Senate.

This committee meets 10/20/05. Minutes of the September meeting can be reviewed online.
K. Parking and Traffic Board.

Theresa Moser reported that the committee did orientation for new members.

L. Police Services Board of Professional Standards.

This report can not be shared with the council. This is a confidential committee that meets generally once a semester. Debbie Keck will be representing SEC.

M. SEC Bylaws.

Georgianna Trexler is reviewing the Bylaws, and will forward them to the Provost.

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 was unable to be here due to flooding in Las Vegas.

Q. Special Interests Committee.

The committee reviewed the SEC web page entry for Special Interests. Phil Pert and Jeanie Pratt’s names do not appear in the list of members. Phil expressed concern about the title of the committee and what it implies about our duties. The group agreed that we need the duties spelled out more clearly to prevent the committee from becoming a catch-all.

SNEA has a petition circulating regarding the privatization of university jobs. The closure of Printing Services caused a long wait of 5-6 weeks for letterhead. The committee found this delay disappointing and another example of how privatization adversely impacts our campus.

Phil asked for volunteers for the football fundraiser. After a brief discussion, Jeanie agreed to serve food at the Oct. 15 football game. Phil distributed procedures for that event.

Jeanie announced that VALIC has hired a consulting company to help clients do a better job of investing in the various funds available.

R. Student Services Food/Retail Dining & Catering Committee.
This committee met 10/6/05. They are now serving Starbuck’s Coffee at the Overlook. There will be changes in the dorm menus to include more international foods. On page 4 of the Sagebrush there is a coupon for a free cup of Starbuck’s coffee.

S. Wolf Pack Advisory.

The committee did not meet.

T. Work and Family Task Force.

The committee did not meet.

U. University Disabilities Resource Coalition.

This committee did not meet due to various activities happening on campus for Disabilities Awareness Month.

Guest Speakers: Kate Grey, Director of Marketing, Lucy Walker, Designer for Marketing, Cindy Pollard, Vice President of Marketing. Cindy told us that Adam Garcia couldn’t be here today because he is meeting with the FBI about Homeland Security and the role of campus police. Adam was named to the Executive Board of Chiefs of Police. He was in London during the recent bombings.

Cindy spoke to us about “branding”, regarding the University of Nevada as a national asset, and building energy and internal pride in our VIP alumni by creating awareness. This awareness will come as a result of stories in the Nevada News online, because that is where potential students and their parents will look for information, and through national news media. Out of 4,000 colleges and universities in the country, we are in the top 150. There was an article in the New York Times on 10/17 about the Davidson Academy.

Lucy talked with us about Printing Services. The former Printing Department had been running in the red for five years previous to closing. There were some adjustments involved in getting services going, but now requests can be made online, organized by cost centers. The usual time frame for delivery of online requests will be two weeks. There have been huge cost savings by buying large quantities of master documents and printing black lettering onto them. In order to simplify the university’s graphic identity program and allow for greater consistency, the blue in color used to print the logo has been standardized. Rather than the two different Pantone Matching System (PMS) colors used in the past, the university will now use only one blue for the main university logos: PMS 289.

PMS 289 was selected because it has better reproduction qualities, is already in use on specific logos, and is more distinctive than the old “Nevada Blue” used on most business forms. PMS 289 is a slightly darker blue and has a little more gray. To some people on campus, the color change may be almost imperceptible. To others, future printing jobs may appear noticeably different.

When using the online stationery ordering system, the printer will automatically make sure the correct color is used. However, if your department uses outside graphic
designers or printers, please be sure to specify the correct color, PMS 289. For further information, please call Lucy Walker at 784-4941, ext. 233, or email lwalker@unr.edu. Information will also be posted on the Marketing and Communications website: http://www.unr.edu/ur/logo.htm.

**Guest Speaker: Provost John Frederick**, brought in copies of the final draft of the Video Policy. He invited anyone with comments to email him at jhf@unr.edu.

**Open Discussion:**

We are short several members because recommendations have not been sent to the President. Due to the reorganization of some colleges, there are some elections still to be finished.

Without further comments, the meeting was adjourned at 4:00 p.m.