Executive Officers Present:
Melanie England (Chair), Theron Flavin (Vice Chair), Mike Leonhard (Treasurer), Erin McGarvey (Relations), Lisa Taylor (Secretary).

Representatives Present:
Anne Abinanti, Christine Arritt, Jennifer Booth, Bill Borges, Lee Brockmeier, Scott Brown, Lana Caddel, Annette Christensen, Robin Collins, Joe Dawes, Lisa Dutra, Janita Jerup, Denise Madole, Bill Oberding, Betty Osborne, Kenneth Palm, Jessie Payne, Cassandra Potts, Jimmie Ralls, Ida Roberts, Charles Stricker, Pamela Terango, Joanne Tully, Marie Tully, Beth Wood

Executive Officers and Representatives Absent:
Donnie Andrews (excused), Peter Brown (excused), Catherine Fischer (excused: Ida Roberts proxy), Tatiana Gouem (excused), Iris Hochschild (excused), Jennifer Laslo (excused), Jamie Leonard, Brent McCarty (excused), Sherry Olson, Andrea Pearson (excused), Valerie Pedroza (excused), Jeanie Pratt, Chris Rust (excused)

I. Call to order. Pledge of Allegiance.

The meeting was called to order at 2:03 pm

II. Approval of May Minutes

Minutes for July 2007 are approved as is

III. Committee Reports

A. Administrative Manual Committee

The committee met on July 26th and August 13, 2007.

- The overtime policy was changed to an employee being able to earn 120 hours opposed to 60 hours. This was approved by the President and the UAM has been updated. This policy mirrors State guidelines.

- The Payment and/or Reimbursement of Moving Expenses section was changed to reflect the amount of $6912.00 for fiscal year 2007. The Equipment Inventory section was revised. These two revisions were also approved by the President and the UAM has been updated.
The Conflict of Interest Policy, the Drug and Alcohol Policy, the Charitable Lotteries and Raffles Policy, the Recruitment Expenses for Faculty Positions, and the policy regarding Consulting Services by Faculty are still pending. The Consulting Services section is pending review by the Faculty Senate. The Annual Leave Policy for Classified Staff is also being reviewed by the Vice President of Human Resources and also remains pending.

In New Business, the Host Expenses and the Guidelines for Hosting Purchases of Meals, Refreshments, and Gifts policies were presented to the committee for review along with the Guidelines for Employee Recruitment Expenses and Entertainment. There will be language changes in the Definitions of Major and Minor Programs of Study. The policy concerning Military Leave, Sabbatical Leave Policies and Procedures, and Transfers from Classified Positions to Professional Appointments are also being reviewed.

The next meeting for the UAM committee is scheduled for Sept. 27th at 12:00 in the Glazner Conference room in the Artemisia building.

B. Affirmative Action Committee

No report given.

C. Arboretum Board

No report given.

D. ASUN

No report given.

E. Athletics Advisory Committee

No report given.

F. Balloon Race Committee

No report given.

G. Benefits & Compensation Committee

No report given.
H. Classified Employee Recognition Program
   No report given.

I. Classified Staff Development Fund / Education Leave
   No report given.

J. Committee on the Status of Women
   No report given.

K. Elections Committee
   No report given.

L. Facilities Resources Committee
   No report given.

M. Faculty Senate
   No report given.

N. Parking and Traffic Board
   No report given.

O. Police Advisory Board
   No report given.

P. Police Services Board of Professional Standards
   No report given.

Q. SEC Bylaws
   No report given.

R. SEC Luncheon Committee
   No report given.
S. SEC Open House

No report given.

T. SEC Web Page.

No report given.

U. Student Services Food / Retail Dining & Catering Committee

No report given.

V. Student Union Advisory Board

No report given.

W. Work and Family Taskforce

The committee met on July 25, 2007

The committee discussed the MEC July Retreat. A summary of the points raised will be provided to the WFT after the participants have reviewed the draft report. The co-chair has established a WebCT site to continue the conversation and to add new participants who were not able to attend the retreat.

- Livia D’Andrea will serve as the co-chair for WFT
- Potential Projects for the year included:
  - Developing the Theme: “Creating a family and child-friendly environment”
  - Creating social spaces
  - Piggy-backing on social events sponsored by other university entities to bring visibility to WFT (example: Extended Studies and Summer Session Concerts on the Quad series)
  - Review the video of the “Challenges Facing Graduate Students” (2006) and notes from the GSA brown bag on W&F issues (2007) to identify issues for further discussion and follow-up with the new GSA officers.
  - Establish a similar collaboration with ASUN, Programming Board, and Flip Side productions to identify the W&F needs and concerns of undergraduates.
  - Broaden the university’s acknowledgement and participation in annual activities such as “bring your daughter/son to work day”.
X. University Disabilities Resource Coalition

No report given.

Y. Emergency Planning Advisory Committee (EPAC)

No report given.

Z. Occupational Safety Committee

No report given.

IV. Guest Speakers

**Carole Anderson, Specialist, Employee Development 2:10 pm – 2:30pm**

Carol Anderson introduced N-POD, a new program for online development courses. The online training is a direct result of a 2005 Taskforce called the Professional Development and Training Taskforce. Research showed that university employees, faculty and classified alike, were interested in the opportunity to take professional development courses with the convenience of an online program. Human Resources/Professional Development & Training has a one-year contract with Skillport. A blanket fee was paid for the N-POD program and all faculty and classified employees can take as many classes as they want free of charge until July 2008. The program is available 24 hours a day, 7 days a week and has over 800 courses to choose from. N-POD is a volunteer program and the courses can be taken at the convenience of the employee. Approved work trainings must be coordinated with a supervisor if it is during regular work hours and can be completed in one sitting or in increments if needed. Courses range from 2 to 5 hours in length.

N-POD offers pre-tests to help the user get an idea of what a test will be like. Post tests are the test that will result in the documented score. A score of 75% or higher is required in order to receive a certificate of completion. Job Aids, which are articles that support the course being learned, and Skill Briefs, which are supplemental course materials, can be printed out and used with the online course for an enhanced learning experience. Simulated role playing is also a feature available with this program.

Carole reviewed options available to users, including setting up a course plan, and the option of downloading the lesson plan for later use. The size of a downloadable file is dependent upon the particular course including the length of the course and associated photos or videos.

Carole demonstrated how to set up a new user account and noted that a UNR email address is required to access the site.
NP
d can be accessed by visiting the Human Resources Website and going to the topic of Professional Development.

http://www.unr.edu/vpaf/hr/development/npod.html

The catalog of courses can be accessed at:
http://www.unr.edu/vpaf/hr/development/documents/BUSINESSSKILLSCOURSEWARE.pdf

Carole Anderson and Kim Bonnenfant in Human Resources/Professional Development and Training are available to answer questions regarding the N-POD program. They can be contacted at 784-4085.

VII. Welcome to the New Council Members / Farewell to Exiting Council Members

Refreshment Break  2:30 pm ~ 2:50 pm

VIII. Open Discussion

- Melanie reported that Jewell Radcliff returned to work on August 13, 2007 and said thanked the SEC for sending cards and calling her while she was recovering.

- Melanie secured the dates available for a tour of the New Student Union. Currently, 7 council members have signed up for the available tour dates. Melanie passed around a sign up sheet so all council members have the opportunity to sign up for a tour.

- SEC has been alerted that a campus committee called the Video Surveillance Committee will need representation from the SEC. Chas Stricker, a new council member has already volunteered to represent the SEC.

- Provost Search: Melanie reminded the council about the Provost Search feedback session on September 11, 2007 at 11:00 a.m. in the JTSU Alumni Room. This information / feedback session is very important and Melanie recommends participation in this shared governance opportunity.

- New brochures are needed for the SEC. All council members who have a skill or a vision for making the brochure are encouraged to contact Melanie.

- The new council members introduced themselves, and the exiting council members also identified themselves.

As per the request of Bill Oberding, the chairs and/or representatives of each committee gave a brief overview of committee duties so the new council
members will be able to select the committees they would like to be on according to interest and availability of openings on the committees. Council members are expected to be on a minimum of two committees.

- **Administrative Manual Committee**
  Campus Committee. Serve on the committee to review the administrative manual. Meets once a month, third Friday of the month from 12:00-1:00 PM

- **Affirmative Action Committee**
  Committee under construction.

- **Arboretum Board**
  Advisory Board to the University. Organizes Arbor Day celebration and is involved in determining landscaping on campus including revising campus walks, supporting existing gardens, and reviewing landscaping and architect plans for campus projects. The Board meets monthly on the fourth Tuesday of each month.

- **ASUN**
  An SEC committee member attends all meetings and reports back to the Council issues of interest to classified staff. Currently, Melanie England is representing the SEC but is open to a new representative assuming this role. The ASUN Senate meets every Wednesday evening at 5:30 p.m. during the fall and spring semesters, excluding university holidays and breaks.

- **Athletics Advisory Committee**
  Committee under construction.

- **Balloon Race Committee**
  The main purpose for the committee is to raise money to provide scholarships for two students each year. SEC representatives who choose to serve on this committee must be available to attend a lot of athletic and other campus volunteer functions including the balloon race event which is on the weekend. Funding for the scholarships comes from these volunteer events and from selling balloon race pins and raffle tickets. The committee meets once monthly at the beginning of each year and then weekly as the balloon race event comes closer. This committee meets on Tuesdays from 12:00 pm ~ 1:00 pm.

- **Benefits & Compensation Committee**
  This committee looks at new ways to better utilize current employee benefits, potential new benefits, and compensation. Ideas and suggestions are generated by the committee.
- **Classified Employee Recognition Program**
  This meets one hour per month to review and select from submitted nomination forms up to two Classified Employees of the Month. The criteria considered is based on information submitted for an employee who has provided the university with outstanding service, exceptional attitude and excellence in work performance beyond their specific job requirements.

- **Classified Staff Development Fund / Education Leave**
  This committee meets once a month to evaluate applications from classified employees for help with funding to attend workshops, seminars and classes in order to aid their educational and professional development at the university. Administers the Educational Leave program which provides classified staff with the opportunity for continued professional growth through study leading to completion of a degree. This committee raises the funds for this program by working functions such as football games. There is an average of a 3-hour commitment per function. Approximately $5000.00 was raised for this program last year.

- **Committee on the Status of Women**
  This committee has an SEC representative to report back to the council the steps that are being taken to ensure that:
  - The issues and concerns of women are communicated appropriately
  - Provide opportunities for networking and the development of support systems for women
  - Ensure that gender is not a barrier to full participation by women in the academic, professional, social and cultural life of the university

- **Elections Committee**
  This committee is responsible for the annual election process of new SEC members. The committee meets three times per year before the election process to send out ballots and collect the votes that will be reviewed by the Office of the President.

- **Facilities Resources Committee**
  This is a university committee in charge of reviewing construction work over $25,000 on campus. They hear requests for office and classroom/lab space and decide if the request should be granted. The committee meets once a month on the second Tuesday from 2:30 p.m. - 4:30 p.m. in the Clark Administration conference room.

- **Faculty Senate**
  This is a university committee. The Faculty Senate at the University of Nevada, Reno is the governing body for faculty, representing all academic and administrative units
at the university. An SEC committee member attends the meetings and reports back to the council issues of interest to classified staff.

- **Parking and Traffic Board**
  This is a university committee. During the school year, the committee meets monthly to hear parking citation appeals, vote on parking policy changes, and hear special requests involving exceptions to parking policy.

- **Police Advisory Board**
  This is a university committee. The board meets as needed and is highly confidential. Topics such as safety issues, new crosswalk signs, command post, and updates on stings and busts are discussed. Committee meetings are 1.5 to 2 hours in length.

- **Police Services Board of Professional Standards**
  This is a university committee formed to review any allegation of misconduct against any employee of UNR Police Department and to make recommendations concerning actions of the department or individual. Proceedings are confidential. The committee meets once yearly and requires a 4-hour ride along plus 4-hours of training to be on the committee.

- **SEC Bylaws**
  This is an SEC Committee. A committee of three (3), including the Vice Chair, shall review the Bylaws and make recommendations for change to the Council. The Vice Chair of the SEC Committee is always the Chair of the Bylaws Committee. Upon approval by the Council, the committee chair shall deliver the Bylaws to the President, through the Office of the Vice President for Administration and Finance, for signing. Upon receipt of the President's signature, the committee chair shall make arrangements for copies of the Bylaws to be printed and then distributed to Council members at the next regularly scheduled monthly meeting. The current Bylaws have changed so that general revisions are not required every year. The next review of the Bylaws is due in 2008.

- **SEC Luncheon Committee**
  This is an SEC Committee that is responsible for planning and processing an annual awards luncheon. The committee meets between December and June (monthly for two hours, then weekly as the event date gets closer). This committee should have at least 6 to 8 members to evenly distribute the tasks. This is a fun interactive committee with the added benefit of being able to recognize university classified employees for years of service and awards received.
➢ **SEC Open House**
This is an SEC Committee that organizes an annual open house, usually held each April. The SEC Open House is used to showcase information on SEC and other University committees and programs available to them. Outside vendors are also invited to attend and booths are set up for the vendors. The committee plans a theme for the event including decorations and catering and needs at least five committee members to evenly distribute tasks. This committee meets monthly and then weekly as the event gets closer.

➢ **SEC Web Page**
This is an SEC Committee that develops and maintains the Staff Employees’ Council Web site. The committee currently consists of one member. At least one back-up representative with Dreamweaver experience is needed.

➢ **Student Services Food / Retail Dining & Catering Committee**
This is a university committee comprised of faculty, staff, students and food service contractors. This committee makes recommendations to the President on all food service related matters including pricing, vendor contracts, meal plans, dining facilities, and other items. The committee meets monthly for about two hours, except during the summer.

➢ **Student Union Advisory Board**
This is a university committee that reviews and discusses how the student union facility is being utilized and makes recommendations to the Director of the Student Union.

➢ **University Disabilities Resource Coalition**
This is a university committee comprised of a network of faculty, staff and student allies who will provide support and advocacy by identifying the issues and concerns of persons with disabilities in the university community.

➢ **Video Surveillance Committee * NEW***
This is a university committee that shall consist of the following members, whose collective expertise should reflect knowledge of public safety and security practices, hazardous materials security, and privacy and academic freedom rights (nominators in parentheses):
(a) one representative from Facilities Services (VP for Administration and Finance);
(b) one representative from Residential Life, Housing, and Food Services (VP for Student Services);
(c) four faculty members (Faculty Senate);
(d) one representative from the Staff Employees Council (SEC);
(e) one undergraduate student (ASUN Senate);
(f) one graduate student (GSA);
(g) the Director of UPS (*ex officio*, non-voting member).
The president may add up to two additional members to ensure that the CVS includes appropriate expertise areas. The chair shall be nominated by the membership of the CVS and approved by the president.

4. The CVS shall meet as needed but at least once every six months, with a quorum established by the attendance of at least one-half of the committee. In addition to reviewing requests for video camera installation, the CVS shall periodically review long-term camera installations, review requests for removal of installed video equipment, make recommendations to the Director of UPS concerning appeals of video-equipment installation decisions, and recommend amendments to the policy.

➢ **Work and Family Taskforce**
This is a university committee that reports to the President through the Special Assistant to the President for Diversity. This committee assists university faculty, staff, and students in balancing their work/school and family lives with the goal of improving family-friendliness of the campus in terms of policies, resources, and services. Informs the campus community of available resources.

**IX. Next Meeting**

September 18, 2007
2:00 p.m. ~ 4:00 p.m.
RSJ, Room 304

Meeting adjourned at 3:50 pm