STAFF EMPLOYEES’ COUNCIL
August 19, 2008
Journalism Building, Room 304
2:00 p.m. ~ 4:00 p.m.

MINUTES

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

Representatives Present:
Annie Abinanti, Lee Brockmeier, Robin Collins, Marilyn Daughhetee, Joseph Dawes, Xanthea Elsbree, Tatiana Gouem, Janita Jerup, Dana Lievanos, Denise Madole, Kenneth Palm, Jessie Payne, Cassandra Potts, Pamela Terango, Joanne Tully, Marie Tully, Dorothy Barry, Angela Brasil, Jane Gardner, Linda Goar, David Lenzner, Stephanie Neill, Lester Thomas, Dwayne Zaval, Emily Brown

Executive Officers and Representatives Absent:
Scott Brown, Jim Henley, Iris Hochschild, Shelly Lacey, Jennifer Laslo, Jamie Leonard (excused, proxy-Lee Brockmeier), Andrea Pearson (excused), Ida Roberts (excused), Chas Stricker, Margo Grubic (excused), Jodie Helman.

I. Call to Order:
The meeting was called to order at 2:00pm.

II. Approval of Minutes
Minutes for July 2008 are approved as is.

III. Committee Reports

A. Administrative Manual Committee

   Updates
   a. Documents Needed for New Academic and Administrative Appointments – Section 2,590 – Tim McFarling
   b. Leave Records – Section 2,676 – Tim McFarling
   c. Leave without Pay – Section 2,305 – Gena Jones
   d. Payroll Procedures – Submitted by Tom Judy
      The above sections have been approved by the President and the UAM has been updated
   e. Probationary Period for Tenure – Section 2,723 – Gena Jones
   f. Conflict of Interest Policy – New Section – Jannet Vreeland
g. Notification of Continuing Appointments – Section 2,571 – Tim McFarling/Christine Casey
   The above sections are pending approval by the President

Pending
a. Employment Policies – Tim McFarling
   Tim to meet with Alissa when UAM reformatting project is done. No Action Taken – Remain on Pending

B. Arboretum Board
   No report

C. ASUN
   No report

D. Athletics Advisory Committee
   No report

E. Balloon Race Committee
   No report

F. Benefits & Compensation Committee
   No report

G. Classified Employee Recognition Committee
   This committee met on August 6th and choose 2 winners for the August Employee of the Month. We also chose to have 2 co-chairs for the committee: Lee Brockmeier and Marie Tully. Lee will take charge of the monthly submissions and Marie will handle the Employee of the Year award. The next meeting is planned for September 3 at 2 in the second floor conference room in the Chemistry Building.

H. Classified Staff Development Fund/ Education Leave
   No report

I. Committee on the Status of Women
   The July CSW meeting focused on funding issues for the women’s center. The CSW is proposing the formation of a new Finding Funding subcommittee that works closely with the Women’s Center to identify funding priorities. Michelle and Merrily co-conveners of the committee informed members that a recent meeting with the provost and diversity committee chair went well. The chair seemed supportive and a loose plan for reporting needs and achievements was devised. It was proposed that the CSW add secretary and treasurer positions for next year. The committee reviewed the CSW annual report. The CSW has spent the past year reorganizing the committee. Throughout the past year the CSW has worked on re-establishing the committee, researching and organizing the possibility of a women’s center on campus, staffed a booth at the SEC luncheon, developed a list serve for women faculty, led discussions on campus safety and forwarded suggestions for improving safety to facilities, as a result the CSW, signs were placed to indicate emergency phones and signs reading “Do Not Enter if Dark” were placed on the doors of several women’s’ restrooms.
J. **Elections Committee**
No report

K. **Emergency Planning Advisory Committee**
No report

L. **Facilities Resources Committee**
   - Preliminary prints were presented by USAC to expand their usable space in the Virginia Street Gym to include rm. 20. Final decision was tabled pending more information.
   - Bob Blesse was given permission to relocate the Black Rock Press from Getchell Library to part of the space previously used by the bookstore in Jot Travis.
   - Dean Greg Mosier was given the remainder of the bookstore area to Relocate the Small Business Development department if he can raise the necessary funding.
   - Dean Greg Mosier was given permission to install a stock ticker on the second floor of AB in front of the student lounge.
   - New signage was approved for the honors program that has moved from Lincoln Hall to the Manzanita Lake room.
   - Ron Zurek reported that he is in discussions with a developer that wants to build a new married student housing unit.
   - A site trying to be found at the Redfield Campus, for the Telescope that was donated to the university from Incline Lake, that will satisfy both the Redfield Foundation and the donors.

M. **Faculty Senate**
No report

N. **Occupational Safety Committee**
No report

O. **Parking and Traffic Board**
No report

P. **Police Advisory Board**
No report

Q. **Police Services Board of Professional Standards**
No report

R. **Red Tape Committee**
No report

S. **SEC Bylaws**
No report

T. **SEC Luncheon Committee**
No report

U. **SEC Open House**
No report
V. SEC Web Page
   No report
W. Student Services Food/Retail Dining and Catering Committee
   No report
X. Student Union Advisory Board
   No report
Y. Sustainability Committee
   No report
Z. University Disabilities Coalition
   No report
AA. Video Surveillance Committee
   No report
BB. Work and Family Taskforce
   No report

IV. Overview of Committee Duties
A. Administrative Manual Committee
   This committee reviews and updates the administrative manual for approval by the President. It involves a lot of reading and preparation. It is chaired by Jannet Vreeland and meets once a month for an hour to an hour and a half, usually during the lunch hour.

B. Arboretum Board
   The Arboretum board is involved with the landscaping on campus and holds an Arbor Day event each year. It meets once a month on the 4th Tuesday of the month for an hour.

C. ASUN
   Members of this committee attend the ASUN meetings to find out what the students around campus are doing. ASUN meets weekly at 5:30pm, however representatives can get minutes from the President or website.

D. Athletics Advisory Committee
   No report was given for this committee, though it was noted that it does not meet very often.

E. Balloon Race Committee
   This committee works to sell balloon race pins and raffle tickets for rides in the University hot air balloon. It also chooses winners for the Balloon Race Scholarship, helps host events at the races, and many other activities. The committee meets about once a month for most of the year, however starting in June it meets weekly until after the balloon races.

F. Benefits & Compensation Committee
   No report was given as this committee only meets on an as-needed basis.
G. **Classified Employee Recognition Committee**  
This committee is in charge of choosing the classified employee of the month and year as well as the winners of two parking passes. It meets once a month for about an hour and does require some preparation in the form of reading applications.

H. **Classified Staff Development Fund/ Education Leave**  
This committee evaluates and approves application for the classified staff development fund, distributes the money and works on fundraising to keep the fund alive. It has also been put in charge of an endowment scholarship fund which it will distribute and evaluate applications for. It meets once on a month, normally on the same day as the SEC meeting.

I. **Committee on the Status of Women**  
This committee’s mission is to “Identify and communicate the issues and concerns of women faculty, staff, and students regarding their experiences in, and expectations of, the university.” It focuses on safety, marketing, and the new Women’s Center. It meets the 4th Friday of every month and one Tuesday of each month.

J. **Elections Committee**  
The election committee is in charge of the election process for new members of the SEC. It meets only a few times a year, in May and June to put ballots together and tally votes.

K. **Emergency Planning Advisory Committee**  
This committee is headed by Todd Renwick from University Police and discusses security measures and emergency policies. It also does initiatives such as installing evacuation chairs in multi-story buildings on campus. This committee meets monthly to bimonthly.

L. **Facilities Resources Committee**  
This committee reviews requests and allocates space for offices and classrooms as well as signage and construction work over $25,000. It meets once a month.

M. **Faculty Senate**  
The Faculty Senate meets one Thursday per month for several hours. The representative for this committee is asked to attend part of the meeting and read the minutes from the website to relay important information.

N. **Occupational Safety Committee**  
This committee discusses safety issues on campus and educates the University as a whole on safety.

O. **Parking and Traffic Board**  
This committee hears parking citation appeals, discusses parking policies, and hears other special requests. It meets once a month.
P. **Police Advisory Board**  
This committee discusses emergency procedures on campus and programs that will be put on by the police department. It rarely meets.

Q. **Police Services Board of Professional Standards**  
This University committee reviews complaints against University police officers and advises on the action to be taken. It meets twice a year and involves a good deal of reading.

R. **Red Tape Committee**  
This committee was formed to discuss and streamline a variety of procedures on campus. It rarely meets.

S. **SEC Bylaws**  
The bylaw committee reviews the SEC bylaws every two years and makes changes as needed.

T. **SEC Luncheon Committee**  
This committee is in charge of organizing the annual luncheon held to recognize years of service and retirees. It involves a lot of creative work and planning. It does not meet most of the year, but meetings are held weekly in the month or so before the luncheon.

U. **SEC Open House**  
This committee plans the yearly open house, securing vendors, choosing a theme, and setting up. It meets weekly starting in January until the open house has been held, normally in the first week of April.

V. **SEC Web Page**  
Members of the web page committee work on the SEC webpage to make sure it is continually updated. The committee does not hold meetings, but members will be asked to help with the upkeep.

W. **Student Services Food/Retail Dining and Catering Committee**  
Members of this committee get to give input on current and proposed food services on campus. They suggest new locations and menus and are able to sample new products. The committee meets once a month.

X. **Student Union Advisory Board**  
This board gives input on use of the student union and its policies and procedures. It meets on the first Monday of each month.

Y. **Sustainability Committee**
This committee works to lower campus emissions, raise awareness of recycling initiatives, and “avert the worst impacts of global warming.” The chair is John Sagebiel and it meets bimonthly.

Z. University Disabilities Coalition
This committee discusses disability access and awareness issues on campus. It meets once a month on Tuesdays.

AA. Video Surveillance Committee
This committee has yet to meet.

BB. Work and Family Taskforce
This committee discusses family related issues on campus such as daycare and provides a Story Time program that is open to the public. It meets once a month.

V. Guest Speakers
a. Jake Kupiec, Executive Director, Digital Initiative 2:30 – 3:00 p.m.
Jake attended the meeting along with Graphic Designer & Communications Professional, Claudia Ortega-Lukas. She discussed the use of the new UNR logo and graphics standards manual which is available online at www.unr.edu/silverandbluekit.

- Departments should only use the new logo. Materials with the old logo, including stationary and business cards, should be replaced.
- A member of digital initiatives can come to departments to help with logo revision and discuss usage of the new logo.
- The new logo and colors promote the University as a brand so it is important to use them consistently in all print and electronic materials that are distributed.
- The logo can be used in emails, but is not required or suggested as some email programs will not show it anyway.
- The N with the wolf head logo is and old athletic logo and like all athletic logos, it should only be used by athletics and media when talking about athletics.
- The new logo and standards are being distributed community wide to TV stations, newspapers and others to make sure the UNR brand is shown consistently.
- Departments and programs should not have secondary logos, and any that do need to be approved by the president’s office.
- The department is developing a new website for the University which will include areas for parents and community partners.

VI. Welcome to New Council Members/Farewell to Existing Council
Thank you to the exiting members and officers for all of their work.

VII. Open Discussion
VIII. Next Meeting
September 16, 2008
2:00 p.m. ~ 4:00 p.m.
RSJ, Room 304

Meeting adjourned at 3:52