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

Representatives Present:
Annie Abinanti, Lee Brockmeier, Scott Brown, Robin Collins, Marilyn Daughheetee, Joseph Dawes, Xanthea Elsbree, Tatiana Gouem, Jim Henley, Iris Hochschild, Janita Jerup, Shelly Lacey, Jennifer Laslo, Dana Lievanos, Denise Madole, Kenneth Palm, Jessie Payne, Andrea Pearson, Cassandra Potts, Jimmie Ralls, Ida Roberts, Chas Stricker, Pamela Terango, Terry Torvinen, Joanne Tully

Executive Officers and Representatives Absent:
Jaime Leonard, Marie Tully (excused)

I. Call to order. Pledge of Allegiance.

The meeting was called to order at 2:04 p.m.

II. Approval of Minutes

Minutes for December 2007 are approved with edits

III. Committee Reports

A. Administrative Manual Committee
   This committee did not meet.

B. Affirmative Action Committee
   This committee did not meet.

C. Arboretum Board
   This committee did not meet.

D. ASUN
   The ASUN Senate did not have a regular meeting since they are currently in between semesters. However, Melanie England reported that the ASUN Fiscal Committee had an emergency meeting to discuss budget cuts. The committee agreed that they will charge a $5.00 per credit charge beginning in fall 2008 and it will go through spring 2009 to help with budget cuts. They also discussed the faculty senate who has agreed to defer merit pay for 6 months to help with the budget cuts.
E. Athletics Advisory Committee  
This committee did not meet but is scheduled to meet in February.

F. Balloon Race Committee  
The committee met. The current topic of business was to draft a letter to try and resolve an issue on a scholarship that was awarded to a recipient who wasn’t qualified to receive the award due to not being enrolled in enough credits/classes. The recipient was on the list of eligible students so the committee was not aware of the stipulation. The committee has requested an exception for this case and is working on finding a way for the individual to retain the scholarship and apply it toward the next semester when they are enrolled in the number of credit hours required to be eligible.

G. Benefits & Compensation Committee  
This committee did not meet.

H. Classified Employee Recognition Program  
The committee met on January 2, 2008 and selected two employees who will be recognized as classified employee of the month for February.

I. Classified Staff Development Fund / Education Leave  
A scholarship that has been donated to the university has reached the 10K amount that is required and has been endowed through the Development Office. Development will need to know who will administer the scholarship. The Council voted and has accepted the task of being the administrator for the scholarship. The details for the scholarship and how it will be dispersed will be reviewed and developed by the Classified Staff Development Fund / Education Leave Committee. A document describing the scholarship should be drafted with corresponding guidelines. The committee met and discussed criteria that should be a minimum requirement for applicants to be eligible for the scholarship. The criterion includes:

- Must be employed at the university for at least one year
- Scholarship can be applied toward a credit or a non-credit class
- Leave or flex time may be an option for taking a class
- Applicant should write an essay on how the scholarship will be personally enriching
- Tentative deadline to apply will be July 1 – and then applicant would need to enroll in the class within one year of receiving the scholarship
- The scholarship would not have the same stipulations (example: must pass with a C or higher) as the Classified Grant in Aid since it is a scholarship

The title of the scholarship is under construction and the committee is in agreement that a reference to “educational award” should be included in the title. The scholarship will not be available for dispersement until 2010 so the committee will have time to work out the details.
J. Committee on the Status of Women
This committee did not meet.

K. Elections Committee
This committee did not meet.

L. Emergency Planning Advisory Committee (EPAC)
The committee met on January 10, 2008. The topics of discussion included:

- Basic format and purpose of the committee
- Communication of Emergency Information: examples include: email, reverse email, text messages, one button or two button emergency communication poles. The main hurdle for implementing this enhanced emergency notification program is funding. The programs are expensive. Research is underway to find an affordable system that will properly serve the campus.
- Communication Poles: this emergency system would send an immediate message to police. A two button pole (for escort services) is another option.
- Evacuation Chair: John Burnett, Director, EO/AA purchased and installed an evacuation chair in the William Raggio Building. The chair is used to transport individuals who are in a wheelchair and are not able to get down stairs in the event of an emergency. In order for this implementation to be truly effective on campus, all buildings with multi levels would need to have a chair installed on the stairwells.

M. Facilities Resources Committee
The committee met on January 8, 2008. The following items were discussed:

- Buzz Nelson reported that the construction at the University Inn is on schedule and will open to students in fall 2008.
- A new residence hall may be constructed with a projected opening date of Fall 2010.
- A member of the student center requested a coffee lounge at the south end of campus. Specifically, they are requesting the Manzanita Lake Room. Jannet Vreeland confirmed that the Manzanita Lake Room is not an option because it was already given to the Honors Program. Alternate options for a coffee area would be the old bookstore and the old Wolf Den since that space is still available.
- David Lupan would like to use offices in the basement of the Nelson Building. Currently, that space is used mainly for storage. Jannet Vreeland is working on moving the storage materials.
- Nelson Building: The Elder College has applied and received grant money to make smart classrooms in the Nelson Building. Before the transaction can be completed, research will need to be done to make sure there are no restrictions that can lock the university into an unfavorable agreement by accepting federal grant money.
N. **Faculty Senate**
No report given.
Minutes from the Faculty Senate Meeting are available at:
http://www.unr.edu/facultysenate/Meetings/Index.htm

O. **Occupational Safety Committee**
The committee met and discussed the following:
- Incident Report
- A flyer that was distributed and the committee members walked around campus asking employees questions about safe practices. Employees who answered the questions correctly received a $5.00 Starbucks Card. One component of the conversation related to the W-9 form that recipients of the $5.00 card had to fill out to be in compliance with the rules and regulations of the Payroll Office.
- A new chair will be elected for the committee
- The meeting schedule will go to quarterly meetings

P. **Parking and Traffic Board**
This committee did not meet.

Q. **Police Advisory Board**
This committee did not meet.

R. **Police Services Board of Professional Standards**
This committee did not meet.

S. **Red Tape Committee**
This committee did not meet.

T. **SEC Bylaws**
This committee did not meet. There is nothing to report until next year. Theron Flavin will check with Georgianna Trexler in the Office of Administration and Finance to see when the Bylaws should be revisited.

U. **SEC Luncheon Committee**
This committee did not meet. They will begin meeting in February to start planning for the June 2008 event.

V. **SEC Open House**
This committee will meet every Thursday until the date of the event which is scheduled for April 2, 2008. The committee decided on the theme: “Looking Great in 2008”. The committee is working on determining the budget which will be presented to the Office of Administration and Finance for approval. The committee is also considering the idea of having a silent auction at the SEC Open House Event but will need approval from the Office of Administration and Finance before moving forward.
W. **SEC Web Page**  
Erin McGarvey is working on uploading the individual photos of SEC members.

X. **Student Services Food/Retail Dining and Catering Committee**  
This committee did not meet.

Y. **Student Union Advisory Board**  
This committee did not meet.

Z. **University Disabilities Resource Coalition**  
This committee met and reviewed the minutes from the previous meeting.

A.A. **Video Surveillance Committee**  
This committee did not meet.

A.B. **Work and Family Taskforce**  
This committee did not meet.

IV. **Guest Speakers**

Heather Hardy, Dean Liberal Arts  2:30 pm ~ 3:00 pm

Dean Hardy distributed a very descriptive brochure for the College of Liberal Arts that illustrated the curriculum with a great outline with areas of emphasis and sample courses for Humanities, Social Sciences, Fine Arts, and Disciplinary Studies. Additionally, a fantastic PowerPoint Presentation was presented. Dean Hardy was quick to thank her assistant, Erin McGarvey, and Associate Dean, Kathleen Boardman for working closely with Diann Laing, Coordinator for Media Services to develop the PowerPoint. It was developed for external audiences and is also used in a modified format to recruit students. Topics of interest that were highlighted in the presentation include:

- The College of Liberal Arts is the largest college at the university
- This is the foundational college of the university since 1874
- In 2004, The College of Liberal Arts was split from Arts and Science
- This college is large and complicated with 13 departments and 11 programs and centers including the School of Social Research which was added in 2007
- 30% of undergraduate students are affiliated with The College of Liberal Arts
- 50% + undergraduate students enroll in CLA classes because of the strong commitment to the core curriculum
- The College of Liberal Arts plays a central role in the life of the university goals
- The College of Liberal Arts has an impressive list of graduates and has the vision and aspirations of excellence
Goals for Liberal Arts include:
- Build a new Center for the Arts. This is a high priority that helps attract business in the community
- Increase fundraising from grants
- Improve space. This is critical. Friends, alumni, and corporations are relied upon for support. Faculty and staff participation will help increase the rating for the university nationally.

For more information about the college, its offerings or requirements, you may call 784-6155 or contact the college via email at: clahelp@unr.nevada.edu

V. Open Discussion

New SEC Member: Terry Torvinen is a new SEC Member and will finish out Bill Borges’s term which ends in 2008. He will serve on the committees that Bill previously served on.

Katie Sloan is a visitor today and may serve as a proxy for Janita Jerup if she is ever unable to attend an SEC Meeting.

Melanie England was contacted by a classified employee who had strong feelings that the Manzanita Room, located in the Jot Travis Building, should be an option for meeting space for employees. As noted in the Facilities Resources Committee Report, Jannet Vreeland, Interim Executive Vice President /Provost explained that this space has already been given to the Honors Program and is not an option for meeting space. Melanie did some research and identified the following meeting room options on campus:

- The new Joe Crowley Student Union offers a wide variety of conference rooms including 5 pre-set rooms, 6 multipurpose rooms, a formal reception room, and a 1200 seat ballroom. You may call the 784-6505 and ask to speak with the scheduler or e-mail csures@nevada.unr.edu.

- Meeting rooms in the south part of campus can be found in Getchell Library. There are 3 small group study rooms, an instruction room, a projection room, a video-teleconference room, a large computer lab and a small computer lab. Follow these links to request a reservation:
  - http://www.library.unr.edu/
  - http://www.library.unr.edu/depts/multimedia/bookaroom.html

- Ross Hall has a conference room on the second floor. You may call Jill at the Vice President for Research office 327-2363 to reserve the room.
• The Scheduling Office can reserve classrooms for your use as long as they aren’t needed for classes. They also schedule the conference rooms in the William Raggio Building. There are 2 medium-sized rooms and one large room that can be sectioned off into 2 rooms. You may call the Scheduling Office at 784-6837 or e-mail your request to scheduling@unr.edu.

• To reserve conference rooms on the north end of the campus (UNSOM or Pennington Building), you may contact Rocio Barajas at 682-7723 or e-mail her at rbarajas@medicine.nevada.edu.

• The Clark Administration Building has 2 conference rooms that can be reserved if they are available. Room 105 is a 9-seater and can be reserved by calling Lori Neary at 784-4031. The Phillip’s Conference Room is on the 2nd floor and is much larger (30 chairs) and can be reserved by calling Lezli Smith in the President’s Office at 784-4805.

• The Clark Room in Morrill Hall may be reserved by calling Lisha Stone at 784-1352. There is no Internet in this room and options are limited due to ongoing renovations on the building.

• Council member Xanthea Elsbree works in the Chemistry Building and there is a conference room in that building. Please call 784-6041 if you would like information about reserving the conference room in the Chemistry Building.

VI. **Next Meeting**

February 19, 2008  
2:00 p.m. ~ 4:00 p.m.  
Journalism Building, Room 3004

Meeting adjourned 3:40 p.m.