STAFF EMPLOYEES’ COUNCIL  
October 21, 2008  
Journalism Building, Room 304  
2:00 p.m. ~ 4:00 p.m.  

MINUTES

Executive Officers Present:  
Theron Flavin (Chair), Annie Abinanti (Vice Chair), Marie Tully (Secretary)

Representatives Present:  
Dorothy Barry, Angela Brasil, Lee Brockmeier, Emily Brown, Robin Collins, Marilyn Daughheetee, Jane Gardner, Tatiana Gouem, Margo Grubic, Linda Goar, Jodie Helman, Jim Henley, Janita Jerup, David Lenzner, Stephanie Neill (late), Jessie Payne, Cassandra Potts, Chas Stricker, Pamela Terango, Lester Thomas.

Executive Officers and Representatives Absent:  
Joe Dawes (proxy: Katie Sloan), Xanthea Elsbree (proxy), Jennifer Laslo, Jamie Leonard (proxy: Lee Brockmeier), Denise Madole (excused,) Kenneth Palm (excused), Andrea Pearson (excused), Ida Roberts.

I. Call to Order:  
The meeting was called to order at 2:03pm.

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

III. Committee Reports

A. Administrative Manual Committee  
The sections of the UNR Administrative Manual listed below are pending approval by the President:  
- Equipment Inventory – Section 1,526 – Submitted by Tom Judy  
- NPD-30 Attendance and Leave Records – Section 2,310 – Submitted by Alissa Mortensen  
- Information Needed for University Catalog – Section 2,600 – Submitted by Tim McFarling  
The sections below have been approved by the President, and the UAM has been updated:  
- Gift Processing – Section 1,630 – Submitted by Tom Judy  
- Faculty Search Rules – Submitted by Jennifer Grogan

B. Arboretum Board
• need to replace 26 roses with those which are more disease resistant, possibly buying directly from the manufacturer since that’s a high quantity
• there’s a new rose garden birth bath but some are concerned it may be stolen since it’s very light and portable
• the freedom tree near the business school is dead, possibly due to the strong sprinkler immediately next to it blowing off some off its bark
• work on the Lambert tree donation is focusing on finding a white pine
• the Don Tibbitts plaza fountain is now operational near Orvis

C. ASUN
• The ASUN senate passed a resolution expressing its approval of plans to fill a space on the 3rd floor of the JCSU with a restaurant concept that includes alcohol.
• ASUN created a committee to represent students during the budget cuts. It will present its findings to the senate and it will serve as a students voice to the University administrations.
• Take a look at the INSight magazine published by ASUN.
  o The September issue included ideas of where to eat in Reno such as Record Street Brewing Company, Dandelion Deli, and West Street Market.
  o Current issue is on voting and it has picture of events from September.
  o There is also a “Who is this University alumnae” promotion. If you guess correctly, you win a $25 gift certificate to the ASUN bookstore.

D. Athletics Advisory Committee
This committee will meet October 30, 2008.

E. Balloon Race Committee
The committee has wrapped up for the year. They made money, but spent a lot more than other years due to receiving less donations from local businesses. They were able to award 2 scholarships and are looking for more ways to fundraise so they can continue the scholarship program.

F. Benefits & Compensation Committee
Did not meet.

G. Classified Employee Recognition Committee
This committee met on September 23 and set up a new policy requiring applications to have a minimum score to win employee of the month. The committee asks that members of the SEC help solicit their departments and colleagues for more nominations. They will also send an email to Theron to possibly be sent campus wide.

H. Classified Staff Development Fund/ Education Leave
Did not meet.

I. Committee on the Status of Women
This committee will meet in the next week.

J. Elections Committee
Did not meet.

K. Emergency Planning Advisory Committee
Several emergency evacuation chairs have been purchased and installed around campus. Trainings with employees in the buildings will be set up. The blue light poles around campus are working. Security at football games has tightened, and they are no longer allowing drunk people into the game.

L. Facilities Resources Committee
The elevator in the East end of the stadium will be installed. Both the English and Psychology departments would like the old writing center space in Cain Hall. Areas around the JCSU will soon be named. Floor directories will soon be installed in the JTB so students and visitors alike will know where things are. The Davidson Institute now has the second floor of the KNPB building.

M. Faculty Senate
The minutes of all faculty senate meetings are located on their website:
http://www.unr.edu/facultysenate/

N. Occupational Safety Committee
No report

O. Parking and Traffic Board
No report

P. Police Advisory Board
Did not meet

Q. Police Services Board of Professional Standards
No report

R. Red Tape Committee
Did not meet

S. SEC Bylaws
Have not met, but steps to change the bylaws are being looked into.

T. SEC Luncheon Committee
Certificate’s for last year’s honorees were finally signed by the president and sent to recipients.

U. SEC Open House
Did not meet.

V. SEC Web Page
There is hope that the website will be revamped with help from digital initiatives so that it will be more consistent with other University sites and will be easier to update.

W. Student Services Food/Retail Dining and Catering Committee
No report given

X. Student Union Advisory Board
Restructure organization to be more student focused. Students didn’t really feel heard nor did they feel comfortable speaking. Basically the board was run by the faculty members. Dismissed all faculty in an attempt to make the organization more student focused. Students were asked for their input and also informed that there are 3 projects coming up this semester. Their goal is to get 3 more students involved in the committee. The next meeting will be October 23, 2008 at 4:00 pm in the JCSU Rm.422.

Y. Sustainability Committee
This group has decided to split into different subcommittees that cover different topics. They will meet again the first week of November.

Z. University Disabilities Coalition
No report

AA. Video Surveillance Committee
No report

BB. Work and Family Taskforce
Will meet October 29, 2008.

IV. Guest Speakers
a. Greg Nuttle, Director, Graduate Student Services 2:30-3:00.
The Graduate Student Association is the student government for graduate students, similar to ASUN. It consists of 25 elected student representatives from the various colleges as well as the 3 person executive board. GSA meets every 2 weeks in the Rita Laden Senate Chambers in the JCSU and its offices are also on the 3rd floor near the graduate student lounge.
Funding for GSA comes from student tuition, bookstore revenue, and the UNR foundation. GSA helps student organizations by funding events and providing advocacy. The GSA also has several of its own programs in place to help graduate students. They include:
- Travel program
- Need-based scholarships
- Merit-based scholarship
- Loans
- Household items program
- UNR food pantry
Donations to the food pantry or household items program can be made by calling the GSA office or coming in.
The GSA also holds several events each year, including:
- Wine and cheese socials
- Pub N’ Sub socials
- Spring awards banquet
- Workshops
The GSA website is http://www.unr.edu/gsa. Event dates, forms, meeting information, and contact information is available on the website.

b. Adam Garcia, director, University of Nevada, Reno Police 3:00-3:30
Adam Garcia attended the meeting to speak about developments and challenges within the UNR Police Department. His presentation included facts about cases, safety issues, and the department in general. Details are below.
- 2 dozen blue light poles have been installed on campus and are working.
Each pole has one button that calls the police and one that calls campus escort. There is a speaker, so you can just talk and do not have to hold a handset.

So far they have only received false alarms, but they will come, even if nothing is said on the line.

- The Denison case is still being worked on with tips continually coming in.
- UNR police can communicate with the entire campus through email, campus wide voicemail, the reverse 911 call system, and a new text messaging system
  - To sign up for the text messaging, go to www.unr.edu/alerts
  - The University pays for this system, so there will be no spamming. Only emergency messages and occasional test messages will be sent.
  - 1,500 people have already signed up.
  - UNR PD is developing a mid-campus plan which encompasses the JCSU, rec. center, garages, and surrounding areas to establish and strengthen the security in these areas.

- The department is in the process of hiring student cadets that will patrol campus, unlock doors, and escort people to their cars.
- There has been a reorganization of the department which increased the number of patrol officers on campus and will save money.
  - The department currently has 25 sworn officers.
  - Patrol officers are now required to rotate their duties between on foot patrolling and car patrolling.

- The police department has been giving out whistles and safety tip cards to students and employees on campus. They can be obtained at the police station in the student services building.
- Campus police are responsible for anything owned, operated, or leased by UNR, but primarily the surrounding neighborhoods.
  - They have an agreement with Reno PD to help when needed, and Reno PD will help on campus.

V. Open Discussion
None

VI. Next Meeting
November 18, 2008
2:00 p.m. ~ 4:00 p.m.
RSJ, Room 304

Meeting adjourned at 3:40pm

Minutes Prepared by: Marie Tully
SEC Secretary
mtully@casat.org