Minutes Prepared by: Marie Tully
SEC Secretary
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STAFF EMPLOYEES’ COUNCIL
February 17, 2009
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), Joe Dawes (treasurer)

Representatives Present:

Executive Officers and Representatives Absent:
Dorothy Barry, Margo Grubic (excused), Jim Henley, Janita Jerup (excused), Jennifer Laslo, Denise Madole (excused), Julie Martinez, Stephanie Neill (proxy: Janine Nelson), Ida Roberts (excused), Chas Stricker (excused).

I. Call to Order:
The meeting was called to order at 2:04 pm.

II. Approval of Minutes
Should say that the E. shuttle was discontinued after 5:30 pm under the Parking Services committee.
Minutes for January 2009 are approved with changes.

III. Committee Reports
A. Administrative Manual Committee
This committee met but has no report

B. Arboretum Board
• The board met 1/27/09, next meeting week of Feb. 23
• There are new pictures on the board’s website, http://www.unr.edu/arboretum/
• A horticulturist brought some Mongolian acorns for campus.
• The board is worried about trees getting over pruned as the grounds keepers’ productivity is judged on the amount of branches they prune.

C. ASUN
Campaigning has begun on campus for next year’s ASUN senate. Primaries will be on March 4 and the General elections will be on March 11. February InSight magazine is out and contents are Medical Myths – can oranges really help the common cold, skier Amanda Goyne and what makes her special, and associate professor of political science Jennifer Ring answers questions about why American girls still don’t play baseball.

D. Athletics Advisory Committee
No report

E. **Balloon Race Committee**  
   Did not meet, but should start meeting soon.

F. **Benefits & Compensation Committee**  
   Did not meet

G. **Classified Employee Recognition Committee**  
   Nominate people for employee of the month and year!

H. **Classified Staff Development Fund/ Education Leave**  
   The committee received quite a few applications.  5 were approved, 4 are pending, and 1 was denied.  They will have a raffle at the open house.

I. **Committee on the Status of Women**  
   Did not meet

J. **Elections Committee**  
   Did not meet

K. **Emergency Planning Advisory Committee**  
   Will meet in March

L. **Facilities Resources Committee**  
   • Anderson Medical is undergoing remodeling.
   • The arts department is gaining some costume storage in the Nelson building
   • The cancer institute has pulled out of the molecular science building and the space will now go to geriatrics.
   • They are still trying to find a place to move the math center.

M. **Faculty Senate**  
   The senate discussed ways the faculty can help with the budget.  They are expecting the tax package from the legislature to come in March.  The minutes of all faculty senate meetings are located on their website: http://www.unr.edu/facultysenate/

N. **Occupational Safety Committee**  
   Did not meet

O. **Parking and Traffic Board**  
   Did not meet

P. **Police Advisory Board**  
   Did not meet

Q. **Police Services Board of Professional Standards**  
   Did not meet

R. **Red Tape Committee**  
   Did not meet

S. **SEC Bylaws**  
   Did not meet

T. **SEC Luncheon Committee**  
   They met.  The luncheon will be May 28, 2009.

U. **SEC Open House**  
   • The Committee is considering various logos relative to the event for use on flyers, banners, decorations, etc.  Small American flags will be used in the decorating activity.
Blue, White, Silver and Red balloons will compliment each vendor table, ballroom entrance and stage.

- The Committee chose “United We Stand” for the 2009 SEC Open House theme.
- The budget request was submitted to the Office of Administration and Finance.
- Next meeting, February 4, 2009

V. SEC Web Page
No Update

W. Student Services Food/Retail Dining and Catering Committee
There has been a good response to Wrapcity in the Student Services Building

X. Student Union Advisory Board
- February 5, 2009
- Group discussed meeting time and format of new semester.
- Panda express has reserved the second to last space in the JCSU.
- The Board of Regents approved a lease for Spudistros (baked potatoes, homemade soups) and will hopefully open in the fall 2009.
- A tenant has also been found for the Sports Grille (which will be on the 3rd floor across from the theatre).
- There is currently one non-food retail left in the JCSU. Members of the group brainstormed ideas regarding what retail might be successful in the JCSU.
- Student Union is going to sponsor the career fair and career navigator.
- The first incidence of vandalism was reported at the JCSU. Someone scratched the mirrors in the men’s bathroom.
- The next meeting will be March 5, 2009 at 4:00 pm in the JCSU Rm.422.

Y. Sustainability Committee
Did not meet

Z. University Disabilities Coalition
No report

AA. Video Surveillance Committee
Did not meet

BB. Work and Family Taskforce
No report

IV. Guest Speakers
a. Leslie Nady, Human Resources 2:30-3:00
   - There have always been layoffs at the University, it is not a new thing.
   - Individual departments contact the Provost’s office where the layoff decisions are made.
   - When HR is told of a layoff they are able to help the employee in a number of ways (if the employee has layoff rights)
     o Bumping: The employee can take another position with the same title in which they meet the minimum qualifications. More info below
o Displacement: The employee takes a position that is lower in that series (ie. AAII to AAI) or the most recent title they have previously held in which they qualify

o Voluntary Demotion: the employee accepts an open position with a lower title and pay in which they qualify if one is available

o Accept Layoff: the employee accepts the layoff

• Bumping
  o A person can only bump into a position in which they meet the minimum qualifications.
  o The person can bump into a position with the same title or
  o A person can only bump someone with less seniority (continuous FTE) than them. The person with the lowest seniority with that title is considered first.
  o HR tries to find someone in the same department first, and then looks to the entire University.
    ▪ A University employee can only bump other University employees
    ▪ Other state employees cannot bump into the University
    ▪ Bumping is limited by geography and FTE (full-time can only bump/displace full-time, and the same if for part-time)
  o People can bump into a position without layoff rights (ie. Grant funded) but the grant funded person is not able to bump (if they do not have layoff rights).
    ▪ People without layoff rights are still helped by HR to find other positions at the University, state and other PERS agencies.
  o Departments cannot deny a bump
  o Job requirements from the position’s recruitment are used to determine if a person is qualified to take a position, not the current work performance standards. (an NPD-19 is referenced as well)

• An employee can only go into layoff status if they have a permanent position (are not in their probationary period) and will stay on the layoff list for one year.

V. Open Discussion
Theron discussed the Chancellor’s economic forum which included presidents and administration from all of the NSHE institutes. The Chancellor said that we need to sell the University’s value to the legislature and encourages employees and their families to send letters and call their legislator. However, please do not use state resources to send these letters.
Theron has come up with some form letters that can be sent to legislators. Please look at them.
We are hoping to have everything together by the next SEC meeting so that we can also have it at a table at the Open House.
VI. Next Meeting
March 17, 2009
2:00 p.m. ~ 4:00 p.m.
RSJ, Room 304

Meeting adjourned at 3:45pm