STAFF EMPLOYEES’ COUNCIL
March 17, 2009
Journalism Building, Room 304
2:00 p.m. ~ 4:00 p.m.

MINUTES

Executive Officers Present:
Theron Flavin (Chair), Joe Dawes (treasurer)

Representatives Present:

Executive Officers and Representatives Absent:
Annie Abinanti (proxy: Michael Akrop), Dorothy Barry, Angela Brasil, Emily Brown (proxy: Sylvia Barney), Xanthea Elsbree, Tatiana Gouem (excused), Jennifer Laslo, Jamie Leonard, Julie Martinez, Pamela Terango, Marie Tully (excused).

I. Call to Order:
The meeting was called to order at 2:05 pm.

II. Approval of Minutes
Please add administrative code sent by Shelly
Minutes for February 2009 are approved with changes.

III. Committee Reports
A. Administrative Manual Committee
Please review the following updates on the University ADMINISTRATIVE MANUAL: http://www.unr.edu/business_finance/forms/uam.pdf

December 11, 2008 – Updates
  a. President Delegated Signature Authority – Section 505
  b. Guidelines for Hosting Purchases of Meals, Refreshments, and Gifts – Section 1,069
  c. Approving Department, College, and ‘Super-User’ Access to SIS Data in CAIS
  d. Sabbatical Leave Policy and Procedures – Section 2,680
  e. Faculty Development Leave Program – Section 2,681
  f. Data Security – Section 64
  g. Host Expenses – Section 1,067
  h. Overtime Policy – Section 2,235
The above sections have been approved by the President and the UAM has been updated

January 22, 2009 Updates
  a. Drug & Alcohol Policy – New Section
  b. Annual Leave Policy for Faculty – Section 2,670
The above sections have been approved by the President and the UAM has been updated
c. Curriculum – Definition of Minor Programs of Study – Section 6,051

d. Guidelines for Establishing the Lecture/Lab Ratio for a Course – New Section

The above sections have been approved by the President but are awaiting completion of the Courses & Curricula Section to be updated in the UAM

B. Arboretum Board

- Members of the grounds crew came to the meeting to discuss the over pruning of trees and shrubs on campus
- The committee is planning for Arbor Day in April and will have a table in front of the Joe April 30.

C. ASUN

ASUN is currently campaigning and will have elections next week.

D. Athletics Advisory Committee

The main focus of this committee is the budget. They are making 1.6 million cut this year and will cut 2.6 million next year. All positions are currently on hold. They are also facing $100,000 extra in baggage fees for traveling because of new airline standards.

E. Balloon Race Committee

The committee discussed finances quite a bit as well as the pros and cons of last year. They have less funding this year and less money for scholarships.

F. Benefits & Compensation Committee

No report

G. Classified Employee Recognition Committee

This committee will have a table at the Open House to encourage people to nominate others for Employee of the Month. The Employee of the Year nominations are due March 31 by 5:00pm and the nomination form and flyer are located on the SEC website. The $1,000 prize is still be looked into and there are some questions as to if there is a maximum amount of $250 that can be given to an employee. Theron has a call into Tom Judy to see if we can still give the $1000.

H. Classified Staff Development Fund/ Education Leave

The committee did meet but there is no report.

I. Committee on the Status of Women

Robbyn discussed the committee.

J. Elections Committee

This committee has not met yet. Letters will go out in June and will ask people to self-identify if they want to be on the council. The ballot will then only include people who have said they are interested in being a representative. The council is currently 3 people short, and Stephanie said she will help look for people to fill them.

K. Emergency Planning Advisory Committee

This committee met March 12.

- Facilities is in the process of installing another blue phone on the East side of the Knowledge Center that is visible to Evans Street.
- The defibrillators are now mounted on several of the blue light poles.
- The student cadet program has started with 11 students who walk the campus in pairs Monday to Thursday from 6pm-midnight. They are in direct contact with University police and wear uniforms similar to police.
• The reserve officer program is looking to members from the discontinued Reno reserve officer program to see if they might want to work/volunteer for the UNR program.
• The emergency text registration for cell phones is available on the website.
  o Maybe this information should be put in campus shuttles and on WebCT for students to see.
• There was a fire in the medical lab in the Howard building. They are looking into what went wrong and correctly with the circumstance; it was found that it was handled well.

L. Facilities Resources Committee
This committee met March 10
• Buzz Nelson presented drawings on the Journalism building as it cannot adapt to today’s technology. $8 million will be donated by the Reynolds foundation to renovate the building.
• The agriculture college is in discussion about where to place two more temporary greenhouses.
• There is a request from the DRC to take over the vacant space when Career counseling leaves the Thompson building.

M. Faculty Senate
The senate is working with Glick and the Chancellor to contact the legislature on what we can do with money. I.e.: I get $x but I bring in $y in money so I benefit the state. The Senate has also discussed the bumping policies for classified staff and were invited to email the administration with their concerns. 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
No Updates. Theron received an email from a concerned employee. There is no dispatch for UNR anymore; when you call you get the Reno Police Department instead. Could we get a UNR map to the Reno PD so that they better understand where out buildings and areas are? It took someone 27 minutes to explain where the Silver 12 lot was to the RPD.

Q. Police Services Board of Professional Standards
No Report

R. Red Tape Committee
No Report

S. SEC Bylaws
No Report

T. SEC Luncheon Committee
They met. The luncheon will be May 28, 2009 at 11:30 am in Ballroom A, B, and C. The theme is “Memories” and will include decorations from past luncheons. The committee will have a table at the Open House where you can vote for the menu or give suggestions. There are 123-163 awardees and retirees for this year. They will be looking for new certificate cover/options for next year as they are out and cannot order more.
U. SEC Open House
The open House will be held April 1 in the Student Union ballroom.
- David has received 17 vendor donations from sending out 250 letters.
- AIG and diversified Dental should be added to the off-campus vendor list.
- There was a sign-up sheet passed around for volunteers to help set-up and clean up.
- Flyers will be sent on the 23\textsuperscript{rd} through the mail and on the 30\textsuperscript{th} by email. Please look for them!
- The Southwest tickets from last year had an expiration date last year of only 10 months, so be sure to inform the winner of that.

V. SEC Web Page
No Update

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

X. Student Union Advisory Board
- **Update on the re-naming of the Fishhook.** Last semester SUAB put forth “The Lookout”. It was sent onwards and upwards and approved.
- **Update on Single Room Usage.** A student, or group of students, can use a meeting room if there is availability, and the CSU staff makes a copy of the student’s ID and has them fill out a form. They are allotted two hours of time in the room. It’s a first come first served basis.
- **EUDL Grant.** Leah Butterworth was here to discuss her work with the grant. There are a lot of components to the grant. One small part is a budget for late night programming. Discussion centered around this. Leah fielded questions.
- **Next Meeting:** Thursday, April 2, 4pm

Y. Sustainability Committee
This committee is broken into groups and Linda is looking into which one Jessie was a part of.

Z. University Disabilities Coalition
No report

AA. Video Surveillance Committee
No Report

BB. Work and Family Taskforce
No report

IV. Guest Speakers
a. **Chuck Cowgill, Campus Dining 2:00-2:30**
Chuck discussed the new wrap concept located in the Student Services building. He brought samples and coupons for the committee. Thanks Chuck!

b. **Robbyn Tolles, Office of Medical Education. Women’s Initiative 2:30-3:00**
A proposal has been submitted to reestablish a women’s center on campus.
- They must find space and people to do this.
- NNWC at UNR is looking to have a broader reach into the community including those covered by other NSHE institutes.
- They are currently looking for external funding and the Provost has approved space Suggestions were made for the center by SEC members
• Community board: Resources such as day care, upcoming events
• Women’s health specific events a resource such as mammograms, blood drives, bone density tests, and mental health/wellness.
• Counseling services such as career and school advisement as well as support groups for divorces and child support.

V. **Open Discussion**

VI. **Next Meeting**
April 21, 2009
2:00 p.m. ~ 4:00 p.m.
RSJ, Room 304

**Meeting adjourned at 4:00pm**