Executive Officers Present:
Ida Roberts (Chair), Janita Jerup (Vice Chair), Jane Gardner (Secretary), Joe Dawes (Treasurer), and David Lenzner (Public Relations Coordinator).

Representatives Present:
Kim Bonnenfant, Angela Brasil, Lee Brockmeier, Emily Brown, Fred Connery, Meg Crowley, Marilyn Daughhetee, Jenn Donald, Scott Geib, Linda Goar, Margo Grubic, Jodie Helman, Jim Henley, Shelly Lacey, John Kreiger, Denise Madole, Karla Narcesse, Stephanie Neill, Kenneth Palm, Chet Payne, Chris Rust, Chas Stricker, Pamela Terango, Lester Thomas, and Kathleen Thomson.

Representatives Absent:
Dorothy Barry, Julie Bradt (excused-proxy Melody Richards), Cassandra Potts, and Erik Williams (excused).

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

II. Approval of Minutes
Minutes for September 15, 2009 were approved with one correction.

III. Committee Reports
A. Administrative Manual Committee
The committee did meet and approved the following:
   a. Employment Policies – Sections 2, 671, 2, 673, 2, 675, 2, 268, 2, 769
   b. Contracts Policies – Sections 500-503
   c. Probationary Period for Tenure – Section 2, 723
   d. Red Flag Privacy Policy – Section 65
   e. Deposits of Cash Receipts – Section 1,061
The new website format is available on-line for UAM. It is still a work-in-progress with the following functions: Search function, FAQ’s, Recent Updates, Links to Bylaws and BOR Handbook. The links to both are as follows: [http://sites.unr.edu/administrative-manual.aspx](http://sites.unr.edu/administrative-manual.aspx) and [http://www.unr.edu/business_finance/forms/uam.pdf](http://www.unr.edu/business_finance/forms/uam.pdf).

B. Arboretum Board
- A new tree was planted at the Knudtsen Resource Center on Valley Road.
- Sidewalk repairs will be made in the Quad area, where more work has been done on the west side. A tree pathologist will look at the root growth and make a recommendation.
- Margo will be a representative on this board along with Joe Dawes since two members are required for SEC representation per the VPF office.
C. ASUN
The senators asked Parking & Transportation to post signs clearly indicating the times monitored on campus parking. Additionally, they requested that Nevada Athletics use the book store as their sole outfitters since the money made from the book store funds ASUN.

D. Athletics Advisory Committee
The committee met on September 30, 2009. The primary topics of the meeting were accreditation and budget.

E. Balloon Race Committee
The committee met and discussed what to do with the pins that were not sold, balloon rides for next year, and the need for volunteers for crewing. Saturday was the biggest day of the races this year and the total amount raised for scholarships was $1,300.00. Other fundraisers were also discussed.

F. Benefits & Compensation Committee
No report.

G. Classified Employee Recognition Committee
The purpose of the committee was reviewed and will be meeting within the next week.

H. Classified Staff Development Fund/ Education Leave
The committee met and reviewed the purpose and goals of the committee. Eight applications were approved. Currently the committee is in the process of setting up a schedule for future meetings.

I. Committee on the Status of Women
This committee is co-sponsoring the wage project with AAUW. Flyers will be handed out on campus to get the information out.

J. Elections Committee
Denise Madole will convene a meeting in the next couple of weeks to discuss the list of open SEC representative positions and propose names of candidates to fill these positions.

K. Emergency Planning Advisory Committee
The committee met on September 17. The primary discussion was centered on the campus efforts to prevent the spread of the H1N1 virus. Discussed hand sanitizer distribution on campus, most were going to classrooms and high traffic areas such as the student union, IGT Knowledge Center, etc. There is more active security at the football games this year. Additionally, there are 16 reserve cadets in a new Police Services program that will patrol the campus in the evenings. There were two fire drills one at WRB and the Davidson Academy that went well. EH&S now has American Red Cross Certified CPR/AED Classes available to all UNR personnel, students and staff. There is a minimal charge of $10.00 for each participant to cover materials expenses. The link to sign up for these classes is http://www.ehs.unr.edu/website/ProgramAreas/Training/TrainingCalendar/tabid/175/Default.aspx

L. Facilities Resources Committee
A student in Health Sciences made a proposal to the FRC to provide Lactation rooms on campus for use by staff as needed. The FRC asked her to provide more information to present to the committee next month. Russ Myers of Chartwells reported that a weather enclosure for the coffee cart at Getchell does not have an adequate anchor. He will follow up with facilities on this issue. The pizza cart for Hilliard Plaza was approved and will be provided by Schwann’s from 10AM-2PM. Remodel of the Dean’s area in the Business Building has been approved for a counseling area for students. Temporary signage for the sports medicine complex was approved. Next meeting will discuss permanent signage for the sports medicine complex.

M. Faculty Senate
The committee met on October 15, 2009. Board of Regent James Dean Leavitt an attorney from Las Vegas attended the meeting and addressed the Senate. Regent Leavitt discussed the recent changes in the Board of Regents who have consolidated committees from 9 to 6 committees, instead of six meetings year they will now have four meetings a year. Power should be by example. Regents plan to have a full robust discussion on the furloughs for NSHE employees who run department for profit. One size does not fit all. There are instances where the furloughs will cost the institution more than the savings from furloughed faculty. The Chair’s report followed: Review of Health Sciences-3 year review, Review of SOM John McDonald, met w/Dean Heather Hardy regarding her habit of attending faculty meeting in the CLA, annual review of College of Liberal Arts, Open Meetings Law w/President Glick and Provost Johnson. Requests for Action sent on to the President, most were rejected and/or sent back to committees for reconsideration or rewriting. See prior minutes regarding Faculty Senate Resolutions (i.e.: March 2009 meeting minutes. The minutes of all faculty senate meetings are located on their website: http://www.unr.edu/facultysenate/

N. Occupational Safety Committee  
Committee meets only once a quarter.

O. Parking and Traffic Board  
Committee did not meet.

P. Police Advisory Board  
Committee did not meet.

Q. Police Services Board of Professional Standards  
Committee did not meet.

R. Red Tape Committee  
Committee did not meet.

S. SEC By-laws  
Committee did not meet. Although it is an off year, there were no meetings in the previous year due to budget concerns. SEC Chair Ida Roberts would like to have the committee meet this year to u-date the by-laws. A copy of the by-laws was passed out the SEC representatives at the previous meeting to be reviewed. Please bring your comments to the next meeting or email them to the Board. Janita Jerrup will chair this committee for 2009-2010.

T. SEC Luncheon Committee  
Committee will not meet until January.

U. SEC Open House  
Committee did not meet.

V. SEC Web Page  
The SEC website committee met twice in October, with the second meeting between David and Fred who both have administrative access. The committee discussed about updating and formatting the website, and also discussed about information that should be included in the website. The committee acquired approval from Ron Zurek for the SEC to have one license of Adobe Web Premium Software. Fred and David will be updating information on the current website, while developing the new website offline. There is no timeline as to when the new website will be ready, since the members are still in the process of learning all the features included in the web software

W. Student Services Food/Retail/Dining/Catering Committee  
Committee did not meet.

X. Student Union Advisory Board  
Committee did not meet.
Y. Sustainability Committee
   Committee did not meet.

Z. University Disabilities Coalition
   Committee did not meet.
   AA. Video Surveillance Committee
      Committee did not meet.
   AB. Work and Family Taskforce
      Committee did not meet.

IV. Open Discussion
Provost Marc Johnson reported to the committee members regarding the H1N1 prevention on campus and how it is working thus far. There seems to be a large outbreak among the students, faculty and staff but people are staying home as requested, hand sanitizing stations have been set up in classrooms and high traffic areas on campus with the assistance of a campus administrative committee, UNR has been proactive in getting the information out to the whole campus. Several different departments are working together to distribute all of the necessary information and preventative items to the campus in preparation for the epidemic.

The second issue the Provost addressed is the implementation of the new student services software, People Soft. This is a new and better student data system that provides the ability to follow up on student’s progress in an effort to improve student retention. The current time line is that in the NSHE institutions, UNLV and TMCC will be the pilots for the program and they will begin to implement the software next summer and then UNR will go on-line at a later date. Some of the student policies have had to be changed to fit the program and UNR will have to tailor it to fit our own campus. Twelve new positions have been added for implementation on this campus alone.

Regarding the Red Tape Committee and its purpose was to run all of our administrative functions and accomplish them in a short time. Strategic planning for HR and Accounting is requiring less time and paper with most of the records being stored electronically. Most processes are yet to changed but have gone internal into the departments such as HR. As such, there is no longer a need for this committee. If we see processes that could be more efficient, the Provost advised that we contact our supervisors or the Provosts with the ideas. One of the processes being evaluated are electronic signatures to speed up the approval process. Legally they are good for internal documents but do have a lot of caveats. Please remember to email the Provost with ideas to improve processes. New ideas are welcome and appreciated to improve the efficiency of the paper processes on campus.

Guest speaker Dr. Christian Conte, a professor in UNR’s Educational Psychology Department and a counselor who works with violent offenders, addressed the committee regarding improving communication with people. The five most common errors in communication are: 1) the error of approach, 2) the error of interpretation, 3) the error of judgment, 4) the error of language and 5) the error of omnipotence (when we believe we are responsible for what others do). Try using the “Yield Theory” which involves avoiding statements using “you” and instead using a head-on approach. Try to approach people with compassion and without judgment. Understand that what you don’t like about others is what you don’t like about yourself.
Chet Payne requested the committee to consider looking at the issue of the number of custodians on campus due to budget cuts and retirements. Currently, Facilities Services are down 26 custodians and he would like to recommend that money be allocated when new buildings are erected on campus for these services. Chet suggested that donors consider an “Adopt an Employee” program to cover this need when seeking donations for new buildings. This idea will have to go to Development and Alumni Relations for drafting a proposal and then back to SEC.

V. **Next Meeting**

November 17, 2009
2:00 p.m. ~ 4:00 p.m.
RSJ, Room 304

The meeting adjourned at 3:45pm.