Executive Officers Present:
Scott Geib (Chair), John Kreiger (Vice Chair), Phyllis Snedeker (Secretary), Jamie Ahumada (Public Relations Coordinator) and Linda Goar (Treasurer).

Representatives Present:
Jamie Ahumada, Julie Bradt, Patti Bussio, Christopher Chadwick, Jenn Donald, Jane Gardner, L, Margo Grubic, Dawn Harris, Nancy Kelly, David Lenzner, Shelly Madalinski, Julie Martinez, Karla Narcesse, Stephanie Neill, Gary Price, Chris Rust, Lester Thomas, Erinn Thomas, Kathleen Thomson, Barbara Wiley and Erik Williams

Representatives Absent:
Melissa Glenn, Chet Payne, Angelina Shaw, Soran Purdy and Angela Spires

Guests:
Provost, Marc Johnson and Tim McFarland. Both men spoke to what may or may not be the results of the proposed changes to the State PEBP program. Tim McFarland cautioned that everyone fully examine the pros and cons of opting out of the State PEBP program. Provost Johnson spoke to the State shortfall and continued efforts that might need to be taken to offset it. He also spoke of the state of the University that are pending the outcome of the upcoming Legislation. There was a third guest speaker, John Sagebiel, Ph.D., Environmental Affairs Manager with Environmental Health and Safety. Among the topics of discussion, The Great Nevada Shake Out, earthquake safety, campus recycling, what can and can’t be picked up, and emergency handbooks were distributed.

I. Call to Order:
The meeting was called to order at 2:02 pm.

II. Approval of Minutes
Minutes for September 21, 2010 were approved.

III. Committee Reports

A. Administrative Manual Committee
Submitted by Stephanie Neill:

The following policies have been updated in the University Administrative Manual. Sometimes the changes are minuscule and sometimes they are a complete overhaul. Please go in and take a
look.  http://sites.unr.edu/administrative-manual  (be sure to include the comma in the number as it is part of the search criteria).

a. President Recruitment Procedures – Section 2,521 – Submitted by Linda Myers
b. In-State Travel – Section 1,403 – Submitted by Linda Myers
c. Non-Travel Items – Section 1,450 – Submitted by Linda Myers
d. Facilities and Administrative Cost Recovery Policy – New Section – Submitted by Tammy Freeman

The above sections have been approved and the UAM has been updated.

**B. Arboretum Board**
Erik Williams submitted the following.
Arboretum Board: A memorial fountain dedicated to Faculty, and Staff was going to be placed in front of the Student Services Building. This has been tabled due to too many obstructions under the lawn, where it was to be placed.
A tree and bench that were dedicated to Tom Stefani, by his parents was tabled since there has been no contact from the family.
Tree ID and memorial tags were decided upon for campus trees. The tags would be metal with a weather proof zip tie holding them to the trunk of the tree.
Memorial labels for benches will investigated, but will depend upon bench types.
A 15x4 plot west of the B&G building was landscaped.
Two cottonwood trees on the South edge of Benson’s Garden will be evaluated by an Arborist to see if they need trimming, or removal.

**C. ASUN**
Margo Grubic reported they met but they had nothing new to report.

**D. Athletics Advisory Committee**
Nothing to report.

**E. Balloon Race Committee**
Margo Grubic reported the Balloon Race committee will probably meet again in January or February of 2011 and I will let SEC know the details at that time.

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

**G. Classified Employee Recognition Committee**
Linda Goar reported that Employee recognition committee:
An employee of the month for November was chosen at our 10/13 committee meeting. We have been consistently receiving nominations but want to remind everyone to keep letting their constituents know how important it is to recognize outstanding staff employees.
H. **Classified Staff Development Fund/Education Leave**
   Erik Williams reported that the committee met but has no new information to report at this time.

I. **Committee on the Status of Women**
   The committee remains in need to be formed and is in need of 2 members and 1 alternate.

J. **Elections Committee**
   No meeting.

K. **Emergency Planning Advisory Committee (EPAC)**
   Jane Gardner reported that EPAC has not met yet but will meet on November 18, 2010.

L. **Facilities Resource Committee**
   David Lenzner reported: The committee met in October. The Retired & Senior Volunteer Program (RSVP) has requested to use Room 101 in the Nelson Building as a transition office from the Haskell Taylor Building. The Facilities Resource Committee (FRC) has determined for the time being RSVP will continue to use the office in the Haskell Taylor Building. Matt Smith, President of the GSA, requested to build storage facilities on campus for the Household Items Program. Several concerns were raised by FRC committee members, such as location, type of structure, whether building codes require a sprinkler system, and if there are any unused storage presently on campus. This item will be on the agenda for next meeting. The Athletics department requested to use space north of the Wolf Pack East athletic complex to build six tennis courts. Athletics noted they are constrained by the use of the Lakeridge courts, where Wolf Pack Tennis currently plays. The current tennis courts east of MacKay Stadium are on unstable ground, and are too costly to renovate. The department is in the process of raising funds for this project. The FRC approved this project.

M. **Faculty Senate**
   No report.

N. **Occupational Safety Committee**
   OSC met and Jane Gardner reported Occupational Safety Committee

   There has been an increase in trips, slips, and falls on campus and the committee discussed ideas for prevention of these in particular during the winter season coming up. Facilities Services has been trying to keep up with the necessary repairs on campus walkways as the funding and manpower is available.
There was also discussion about the safety of the cross walks between Legacy Hall and the Student Union. The Chair will talk to Police Services about the possibility of adding warning signs for bicyclists and skateboarders coming down the hill.

Four policies have been submitted to administration for approval and they are for Asbestos, Fire Extinguisher Safety, Heat Stress and Hot Work Permits.

Risk Management has been responding to numerous requests for ergonomic evaluations to help prevent future injury claims. Additionally, employees who drive department will be required to take defensive driving training since there has been a change in vehicle insurance on campus moving from NSHE to the State.

O. Parking and Traffic Board
   Did not meet

P. Police Advisory Board
   No report.

Q. Police Services Board of Professional Standards
   No report.

R. Red Tape Committee-No longer meets

S. SEC Bylaws
   No meeting at this time but will meet November 4, to discuss changes in by-laws, recommended by last year’s SEC outgoing Executive board.

T. SEC Luncheon Committee
   Plans to meet in December

U. SEC Open House
   No meeting

V. SEC Web Page
   No meeting, however Dave is continuing to make updates as needed.

W. Student Services Food/Retail/Dining/Catering/Committee
   There was a meeting and it was discussed that there are two new eatery locations, one in the Davidson Math and Science Building, the other is the Center for Molecular Medicine. Also, the Overlook is scheduled at some point to be remodeled.

X. Student Union Advisory Board
Y. Sustainability Committee
Linda Goar reports an availability calendar has been submitted to all members so that a date for the next meeting can be chosen. There should be a meeting before the end of the year.

Z. University Disabilities Coalition
No report.

A. Work and Family Taskforce
No report.

IV. Open Discussion
Chair, Scott Geib urged members to make their voices heard with in this new upcoming Legislation. We were reminded early voting was on campus. If you wanted to take the PEPB Wellness, lab work and questionnaire for possible reduction in some medical costs eligibility to do the blood work and questionnaire would end in last day of October.

V. Next Meeting
November 16, 2010
2:00-4:00 p.m.
RSJ, Room 304

The meeting adjourned at 3:55 PM.

Respectfully submitted by:
Phyllis Snedeker
Secretary, SEC Committee 2010-2011