STAFF EMPLOYEES’ COUNCIL
June 21, 2011
Rita Laden Senate Room
Joe Crowley Student Union
2:00 p.m. ~ 4:00 p.m.

MINUTES

Executive Officers Present:
Scott Geib, (Chair); John Kreiger, (Vice Chair); Phyllis Snedeker, (Secretary) and JoAnn Hoskins, (Public Relations)

Representatives Present:
Julie Bradt, Sylvia Barney-Gibson, Patti Bussio, Christopher Chadwick, Jenn Donald, Lee Green, Margo Grubic, Kristen Kabrin, Nancy Kelly, David Lenzner, Shelly Madalinski, Julie Martinez, Lynda McLellan, Karla Narcesse, Stephanie Neill, Chet Payne, Gary Price, Lester Thomas, Barbara Wiley

Representatives Absent:
Jeama Bowers, Roxanna Courtney, Melissa Glenn, Angelina Shaw, Kathleen Thomson, Erik Williams

Guest Speaker: There was no guest speaker at the June SEC Meeting.

I. Call to Order:
The meeting was called to order at 2:10 pm.

II. Approval of Minutes
Minutes for May were approved.

III. Committee Reports

A. Administrative Manual Committee
UMA did meet and Stephanie Neill reported the latest approvals for the University Administrative Manual as follows:

a. H-1B Statement – Section 2,025 – Submitted by Marsha Read
b. Faculty Policies – Section 2,505 – Submitted by Tim McFarling
c. Positions with Temporary Funding – Section 2,256 – Submitted by Tim McFarling
d. Criteria in Recommending Tenure and Promotion – Section 2,721 – Submitted by Audrey Casey
e. Sponsored Projects Administration – Section 1,113 – Submitted by the Office of Sponsored Projects
f. Faculty Providing Consulting Services – Section 2,690 – Submitted by Marsha Read
The above sections have been approved by the President and the UAM has been updated.

B. Arboretum Board
   Arboretum Board met and Erik Williams reports the following.
   A rock “N” is being added to the water feature on the Engineering Quad. This project is still unfinished and ongoing. The Mimosa tree that was at the South end of Manzanita Hall had died and was replaced by another memorial tree. That new tree was planted in the Ag Quad area. Another Mimosa tree was planted in the rose garden by the Getchell Library. We discussed having an Urban Forester, assess the health of the trees in the Quad and other older trees on campus.

C. ASUN
   ASUN COMMITTEE did not meet; they are on summer break.

D. Athletics Advisory Committee
   No report.

E. Balloon Race Committee
   BALLON RACE COMMITTEE did meet and Margo Grubic reported the following:
   There were two scholarships that were given out. One scholarship was given to undergrad, Heather Barker and one to graduate, Calen Evans.

F. Benefits and Compensation Committee
   No meeting.

G. Classified Employee Recognition Committee
   Met via email to vote for the new monthly nominee.

H. Classified Staff Development Fund/Education Leave
   Did not meet. There were no new applications to review.

I. Committee on the Status of Women
   This committee did not meet.

J. Elections Committee
   Elections Committee did meet and Margo Grubic reported that ballots will sent out on July 5th to elect new SEC members. Voting will be conducted through SharePoint. It will be set up so by each division so only those in their perspective divisions can vote for each other. The Elections Committee will mail out a hard copy to Facilities Operations & Maintenance because most in those departments do not have unr.edu email accounts. Current members of SEC are encouraged to nominate officers so they can be voted in July and sworn in for the new board in August. Email Margo nominations for the new Executive Board members at margog@unr.edu

K. Emergency Planning Advisory Committee (EPAC)
   Did not meet.
L. **Facilities Resource Committee**  
This committee did meet on June 14th, and Patti Bussio reported that construction is being done on the Lath House, working with Tholl Fence. Renovation of SEM 345 (Mehdi-Etezadi-Amoli) was given permission to proceed. Pathology signage (Sanford Barsky) committee needs to have more discussion on the issue.

M. **Faculty Senate**  
No report

N. **Occupational Safety Committee**  
No report.

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

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

Q. **Police Services Board of Professional Standards**  
No report.

R. **SEC Bylaws**  
Did not meet.

S. **SEC Luncheon Committee**

The luncheon took place on June 3rd. The feedback from many expressed a lot of positive comments regarding the presentation, the raffle items and many were happy past President Joe Crowley was able to attend as our Guest Speaker. Overall it was a good experience for the SEC Luncheon committee and a success on many levels. Clocks and certificates are still being given to those that could not attend who retired. Julie Bradt reported that people from her organization were disappointed with typos and department headings misnamed on the luncheon pamphlet. It was later determined that the department headings were typed directly as they had been sent by human resources and next year will be posted in their formal/actual departmental names so the same thing does not occur. Overall, a great event was had by all! The information necessary from the photographer is being distributed soon so that those wishing to obtain their photos taken at the luncheon can do so.

T. **SEC Open House**  
Did not meet.

U. **SEC Web Page**  
Did not meet. However the transition from David Lenzner to Nancy Kelly as SEC web manager will be continuing.
V. **Student Services Food/Retail/Dining/Catering/Committee**
   Did not meet and won’t meet again until September.

W. **Student Union Advisory Board**
   Did not meet.

X. **Sustainability Committee**
   No report.

Y. **University Disabilities Coalition**
   Did not meet.

Z. **Video Surveillance Committee**
   Did not meet.

AA. **Work and Family Taskforce**
   Did not meet.

Open Discussion

IV. **Next Meeting**
   July 19, 2011
   2:00-4:00 p.m.
   Rita Laden Senate Room
   Joe Crowley Student Union

   The meeting adjourned at 2:27

Respectfully submitted by:
Phyllis Snedeker, SEC Secretary