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

Representatives Present:
Julie Bradt, Jeama Bowers, Christopher Chadwick, Jenn Donald, Melissa Glenn, Lee Green, Margo Grubic, JoAnn Hoskins, Nancy Kelly, David Lenzner, Shelly Madalinski, Julie Martinez, Lynda McLellan, Karla Narcesse, Stephanie Neill, Chet Payne, Gary Price, Angelina Shaw, Lester Thomas, Barbara Wiley and Erik Williams

Representatives Absent:
Edwin Ahumada, Dawn Harris, Erinn Thomas, Kathleen Thomson

Representatives by Proxy:
Slyvia Barney, Proxy David Lenzner
Patti Bussio, Proxy Dana Lievano

There was no guest speaker at today’s SEC meeting. The time was set aside to discuss the proposed changes made to the SEC Bylaws by the SEC Bylaw Committee. John Kreiger led this portion of the meeting. The changes were reviewed and approved, however the decision to accept the new Bylaws was postpone, waiting review of a disciplinary action clause suggested by Chris Chadwick.

I. Call to Order:
The meeting was called to order at 2:06 pm.

II. Approval of Minutes
Minutes for February were approved with two changes. Melissa Glenn was added as “present” in the February meeting. And Nancy Kelly’s minutes for Emergency Planning Advisory Committee were cut from February and added to the March minutes.

III. Committee Reports
A. Administrative Manual Committee

The UAM meet on January 27th. Stephanie Neill reported that there are three policy changes pending the president’s approval. They were not formally approved by the meeting date.
B. **Arboretum Board**
   No report. They did meet and Erik Williams will try to get the minutes, if he can.

C. **ASUN**
   Margo Grubic attended and reported that elections were held and 19% of undergraduate student population voted this year. The new president of ASUN is Casey Stiteler.

D. **Athletics Advisory Committee**
   Did not meet.

E. **Balloon Race Committee**
   This committee met. Margo Grubic reported that the committee will cut down the raffle tickets sales by 1/3. New pin designs should be ready by next month and they will start the scholarship process.

F. **Benefits and Compensation Committee**
   No meeting.

G. **Classified Employee Recognition Committee**
   No meeting

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

I. **Committee on the Status of Women**
   No report.

J. **Elections Committee**
   Elections Committee did not meet in March. They will meet in April.

K. **Emergency Planning Advisory Committee (EPAC)**
   This committee met on February 17, 2011 and Nancy Kwok submitted the following:
   The meeting was called to order at 1:05 PM.

   **Members Present:** Joe Greco, Facilities Director of Operations; Sue Dunt, BCN Risk Manager; Julie Martinez, SEC Representative; Christine Hartman, Nevada State Public Health Lab and Nancy Kelly. SEC Representative.

   **Members Absent:** Chair Todd Renwick, Police Services; Greg Gardella, Manager Instructional Technology; Scott Youngs, ADA Nevada Research and Educational Planning Center Project Coordinator and John Sagebiel, EH&S Environmental Affairs Manager.
I. **Approval of Meeting Minutes:** The meeting minutes from the last meeting on November 18, 2010 were approved.

II. **Police Services Update:** Chair Renwick was unable to attend and give his report.

III. **EH&S Update:** John Sagebiel via Jane Gardner: EH&S is still providing CPR/AED and fire extinguisher training. Programs are continuing to provide Knox box data and other information for first responders. The moves into the new laboratory buildings have been successful.

IV. **Old Business:** Joe Greco reported that the building proctor list discussed at the last meeting is increasing with between 12-15 names on a contact list. Additionally, Joe attended a meeting at NDOT regarding traffic calming methods and has an engineer coming to campus when the weather improves to offer suggestions and ideas. One of the ideas being discussed is making the streets around 15th Street one-way to decrease the issues between vehicles, skateboarders, bikers, and pedestrians.

V. **New Business:** The issue of after-hour or evening campus special events and the availability of the Facilities Services personnel for taking care of snow and ice removal had been brought to the attention of Joe Greco shortly before the meeting today. Facilities Services received a complaint from a person attending an event last night at Lawlor Events Center. The problem is that the Facilities Services grounds workers come in at 5:30AM and work until 2:30PM so the campus is prepared for the day. In the last year Facilities Services has lost 35 grounds workers and there are between 15-20 events on campus each night. It was suggested that maybe an independent contractor could come in for special events. The problem with this idea would be funding for the contractor. The concern is for the campus liability in this case. Another suggestion was made to have the department or group sponsoring the event pay for the independent contractor’s charges. However, since the campus is experiencing campus-wide funding shortages it may be a problem for the departments. Sue Dunt and Joe Greco may meet with scheduling to see if they could offer ideas for a solution to this issue.

VI. The next EPAC meeting will be scheduled for Thursday, May 19, 2011 at 1PM.

VII. **Adjourn:** The meeting was adjourned at 1:20PM.
L. **Facilities Resource Committee**  
David Lenzner attended this committee meeting and reported the following:  
Living Learning Center Project Overview – Expected completion by Fall 2012. Goal is to have 15 Living – learning communities, so far there are nine. The first floor will be classrooms and office space, and the four floors above it will be the living space. The main entrance will be from the South towards Canada Hall, and there will be no access doors from College Dr. or Virginia St. The chain link fence along Virginia St. will be replaced with an iron and brick fence similar to the fence in front of the Davidson Academy.  
The Seismology lab requested storage space, and has been granted space in the Sage building. The items are directed to be removed from the Sage building in one year. The University Press is vacating space in the Sage building. The Lawlor Events Center sign on 15th Street will be replaced for Fall 2011

M. **Faculty Senate**  
Faculty Senate Meeting February 17, 2011 with Scott Geib reporting:  
Meeting opened with introductions  
The first guest speaker was President Glick  
After a brief talked he took questions from the Senators  
Most of the questions pertained to the budget and related topics  
The second guest speaker was Regent Melcher  
Regent Melcher gave a short synopsis of his background and views  
He then spoke primarily focused on the Budget and its effect state wide  
The third and final guest speaker was Michelle Kelley  
She focused on the proposed PEBP benefits program  
The Senate moved to the Consent Agenda  
The Elections for the Nominating Committee  
The Chairs report  
There was no new business  
Meeting was adjourned

N. **Occupational Safety Committee**  
Melissa Glenn attended this meeting and reported the following:  
The Occupational Safety Committee met on March 7th. Sue Dunt’s office provided a comparison of work-related accidents/injuries which were down from last year. Also, as a reminder that the Workers’ Compensation office does evaluations of work areas to prevent potential accidents and/or injuries.

O. **Parking and Traffic Board**  
Ms. Horton told the board that the University Parking Services department now has a car-sharing system in place provided by Hertz. The 2 Hertz vehicles are located in
the metered area between Nye and Canada Halls. They are available for rent to any campus community member 24/7. The cost is $8 per hour or $63 per day. So far, there are 49 members enrolled in the program but Ms. Horton expects to see a rapid increase of members in the Summer and Fall 2011. She will be promoting the vehicles during Earth week in April and at all Summer Orientation sessions.

Ms. Bayfield began by talking about the changes in the campus shuttle system. She explained that recently she was experimenting with a new system that would allow shuttle drivers to pull out of service when taking their 15 minute break. During this break, passengers would simply transfer to another shuttle to get to their destination. Ms. Bayfield said this change was a cost savings to the department as no extra personnel was needed to cover breaks. She said that she has received negative feedback from the riders and the drivers about this new system and she is currently exploring different options.

Ms. Bayfield then began her overview of the 5-year plan that was previously sent out through email. She explained that the Parking and Transportation Services department has a self-funded budget and although she has a plan in place, it can easily change with the upcoming legislative session and unknown future for the University.

She said that although the draft plan indicated that a permit fee increase was not anticipated for the 2011-2012 school year, administration informed Ms. Bayfield that the Parking and Transportation Services Department could be faced with more expenses than expected and to prepare accordingly.

She then went through the plan and answered questions accordingly. Again she reiterated that this plan was preliminary and that once Ms. Bayfield was able to determine the full effect of new administrative costs on the budget, she will call a meeting to discuss fee increases for the 2011/2012 school year.

P. Police Advisory Board
Did not meet.

Q. Police Services Board of Professional Standards
Does not meet.

R. Red Tape Committee-No longer meets

S. SEC Bylaws
Did not meet.

T. SEC Luncheon Committee
This committee met and discussed the budget which was approved. Clocks for retirees are being ordered, flyer is being designed. Duties are being assigned.

U. SEC Open House
This committee did meet. Erik Williams reported that the Open House will be held on the 13th of March. Final commitments from vendors are being made and they went over the list of potential donors for raffle prizes. They have received several RSVP’s from vendors and volunteers are needed to help with the day’s activities.

V. SEC Web Page
No meeting.

W. Student Services Food/Retail/Dining/Catering/Committee
Hot dog cart to move from the gas station location to the area by the old gym. Einstein’s is now open and Elements has soups and sandwiches.
This committee will meet again, March 25th.

X. Student Union Advisory Board
Did not meet, they were on Spring Break!

Y. Sustainability Committee
No meeting

Z. University Disabilities Coalition
Stephanie Neill is stepping down as committee member and Lee Green will be taking her place.

AA. Video Surveillance Committee
No longer active.

AB. Work and Family Taskforce
The Taskforce met on March 9th, but no SEC member was able to attend.

Open Discussion

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

The meeting adjourned at 3:15PM.

Respectfully submitted by:
Phyllis Snedeker, SEC Secretary