MINUTES

STAFF EMPLOYEES COUNCIL

August 21, 2012
Joe Crowley Student Union
Rita Laden Senate Room
2:00-4:00

Executive Officers Present:
Erik Williams (Chair); Chris Chadwick, (Vice Chair) Phyllis Snedeker, (Secretary), Lee Green (Public Relations)

Executive Officers Absent: Patti Bussio

Representatives Present: Julie Bradt, Jacob Cann, Anette Christensen, Katherine Dirk, Melodie Gander, Scott Geib, Kristen Kabrin, Nancy Kelly, Linda Kuchenbecker, Lynda McLellan, Chris Mikulich-Cook, Karla Narcesse, Gary Price, Asta Ratliff, and Barbara Wiley

Representatives Absent: John Kreiger, Shelly Madalinksi, Michael Maskaly, and Chet Payne

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

I. Minutes for July were approved pending changes.

- There were no guest speakers.
- Elections for new Executive Officers have begun. We still need to elect a Chair and Vice Chair. Nominations are still being accepted and a vote should take place at the September meeting to fill these two positions.
- Other newly elected Executive Officers for the September 2012 through August 2012 are: Katherine Dirk, Secretary
  Phyllis Snedeker, Treasurer
  Lee Green, Public Relations

II. Committee Reports

A. UNR Administrative Manual Committee
   Did not meet

B. Arboretum Board
   This committee did meet, however no SEC member was available to attend. New SEC representative starting in September, will be Phyllis Snedeker

C. ASUN
   Did not meet
D. **University Athletics Committee**
Did not meet

E. **Balloon Race Committee**
The Balloon Race Committee has been and will be, meeting every week throughout August to finalize preparations for this year’s SEC involvement in the Great Reno Balloon Race!

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

G. **Classified Employee Recognition Committee**
Classified Employee Recognition Committee did meet and Kristen Kabrin reported the following: September’s Employee of the Month is Camilla Allen in the Department of English. We also discussed making changes to the webpage and making an effort to recognize the monthly award winners. We are also moving all pertinent documents to the SEC SharePoint site; eliminating the need to carry a binder.

H. **Classified Staff Development Fund/Education Leave**

Classified Staff Development Fund (CSDF)/Educational Leave Committee did meet and Julie Bradt sent the following report:

- Chris Mikulich-Cook is the new CSDF/Educational Leave Chair. Thank you for volunteering Chris!

- The committee’s email sent out by Ron Zurek’s office promoting the CSDF and Educational Leave benefits was successful. There was a significant increase in CSDF applications submitted. The committee chair received several phone calls and emails with questions.

- Four CSDF applications were received for consideration at the August 21 committee meeting. Three applications were approved. The fourth application was not considered as the person was no longer employed.

I. **Committee on the Status of Women**
The Committee on the Status of Women met on 8/3/12. Katherine Dirk reported that the committee is coordinating a talk by the State of Nevada Attorney General, Catherine Cortez Masto, on the “Prevention of Campus Violence.” There are a number of campus organizations who would like to co-sponsor or participate in the event. It is scheduled to take place on Tuesday, October 16, 2012, 7:00 to 8:30 PM in the Mathewson-IGT Knowledge Center Auditorium.

J. **Elections Committee -**
This committee did not meet but conducted the elections and submitted the results to the SEC Chair, Erik Williams. Chris Chadwick reported that turnout was decent at 22% of responses from
those who were eligible to vote. Use of survyemonkey.com went well and is recommended for future use. The printing of paper ballots needs to be reconsidered due to the low response rate. (Only 2 ballots were received back out of 136). The committee is accepting nominations for SEC Chair and Vice-chair for next year’s board over the next month and then the board will vote in October’s SEC meeting to fill these executive board positions.

K. Emergency Planning Advisory Committee (EPAC)
EPAC did meet on August 9, 2012 and Nancy Kelly reported the following: There was discussion of Building Proctor Policy: Chair Renwick reviewed the history of the proposed policy for Campus Building Proctors to the committee and guests. The policy proposes that one person (faculty or staff) be in charge of a campus building to coordinate for emergency incidents, keep building contacts information, send work orders to facilities. When it was brought up earlier in 2000, the Faculty Senate’s obstacle was the added responsibilities and no additional pay proposed. The Staff Employee Council did not have any issues when it was presented to the group at that time. Nancy will bring it up to the SEC again for input. Discussion ensued and it was decided that Todd Renwick would present it to the Facilities Resource Committee to get it started based on Stephanie Woolf’s suggestion. Tim McFarling suggested that the Chair then move onto the Provost for support from the Administration. Another suggestion came from Stephanie Woolf to take the proposed policy to the ALC (Academic Leadership Council) which includes all of the Deans and Directors on campus. Prior to attending these meeting Chair Renwick will review the policy with Sean McGoldrick and Denise Baclawski of UNR Facilities since the policy originated from that department.

L. Facilities Resource Committee
This committee met Tuesday August 14, 2012 from 2:30 p.m. to 4:30 p.m. Patti Bussio submitted the following topics that were discussed:
Renovation List Review of Projects Over $25k – Status Report (John Walsh) – Two hoop houses have been completed
College of Business – Outside banners request (Sue Moore) – The committee approved the banners. Also temp. Feather banners in front of the Joe
Division of Health Sciences – Pennington Medical Education rooms remodel (Thomas Schwenk) – The committee approved the remodel at Pennington Med Education.
Police Services request new signage and phone (Adam Garcia) – The committee approved new signage in front of the Police Departments front door with a phone for contacting the department after hours.

M. Faculty Senate
Did not meet

N. Occupational Safety Committee
Did not meet

O. Parking and Traffic Board
Did not meet
P. **Police Advisory Board**
   Did not meet

Q. **SEC Bylaws**
   Did not meet

R. **SEC Annual Recognition Reception Committee**
   Did not meet

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

T. **SEC Web Page**
   Did not meet, however updates are being made to the website as they come up. A request for an updated committee representative list was made by Nancy Kelly so that the website will have the most current information.

U. **Student Services Food/Retail/Dining/Catering/Committee**
   Did not meet

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

W. **Sustainability Committee.**
   Did not meet

X. **University Disabilities Coalition**
   This committee met on August 14, 2012 with Lee Green submitting the following report:
   1. Chairman Geoff Kettling began the meeting with a discussion about the upcoming disability awareness month. Mary Ann Christensen who is in charge of Awareness month was unable to attend the meeting so few details were available. It was noted that there would be new engineering developments on display at the alternative technology fair this year that are pretty impressive. One such item is the smart pen which records lectures as you write your notes.
   2. The chairman requested that committee members consider getting involved in student mentoring which would include things like job shadowing.
   3. The next item for discussion was trying to establish a Purchasing/Procurement Policy that would hopefully eventually encompass NSHE. The desire is to ensure that all campus purchases, particularly technology are universally designed. The new printers on campus were put forth as an example of this. These printers do not have braille or audio capabilities for sight impaired individuals.
   4. There were no athletic updates. It was noted that Krissy Ellis will be replacing Keith Hackett on the committee.
5. There were no IT updates.
6. The future meeting schedule was discussed.
7. Meeting adjourned.

Y. Video Surveillance Committee
Did not meet

Z. Work and Family Taskforce
Did not meet, first meeting for their new session will be held September 13th.

Open Discussion: Suggestions and conversation as to the mission of the SEC were discussed. As well as ways to be more effective and influential within our capacity as SEC members.

The meeting adjourned at 4:00 P.M.
Next Meeting: September 18, 2012- 2:00PM to 4:00 PM
Location: Reynolds School of Journalism, Room 304

Respectfully submitted by: Phyllis Snedeker Outgoing SEC Secretary, 2012