Staff Employees Council (SEC)

Meeting Minutes

September 18, 2012

Representatives Present: Patti Bussio, Jacob Cann, Christopher Chadwick (Vice Chair), Anette Christensen, Katherine Dirk (Secretary), Melodie Gander, Lee Green (Public Relations Coordinator), Nancy Horowitz, Kristen Kabrin, Nancy Kelly, Linda Kuchenbecker, Lynda McLellan, Chris Mikulich-Cook, Gary Price, Asta Ratliff, Phyllis Snedeker (Treasurer), Augusta Washington, Barbara Wiley, and Erik Williams (Chair).

Representatives Absent: none.

Guests: none.

I. Call to Order: The meeting was called to order at 2:06 pm. Two new members were briefly welcomed. We are still waiting confirmation from 7 others.

II. Approval of minutes: August meeting minutes were approved.

III. SEC Committee Reports:
   a. UNR Administrative Manual Committee
      • Did not meet.
   b. Arboretum Board
      • Did not meet.
   c. ASUN
      • ASUN has just begun meeting again with the start of the new semester. No major news to report.
   d. University Athletics Committee
      • The University Athletics Committee met and discussed some possible oversight areas that they might look at for the future. They are working to schedule a regular meeting date.
   e. Balloon Race Committee
      • During month of August the committee met every week to prepare for the fast approaching Great Reno Balloon Race. Various committee members were still collecting raffle prizes, selling pins and raffle tickets on and off campus. The combined efforts
were a great success; the raffle drawing and sales brought in $4,626.00 total in revenues.

- Pilot’s Party that was held on Friday, September 7, 2012 at the Ranch House at San Rafael park was a success.

- During the event the two balloon riders, Bill Cathey and Bruce Shively, who were scheduled to ride Thursday, September 6th, 2012, were not able to fly the balloon due to the poor weather conditions. Also the two raffle ticket winners for the Sunday, September 9, 2012 ride were also not able to ride the balloon for the same reason.

- Next committee’s meeting is scheduled for Wednesday, October 17, 2012 for the event follow-up and year’s close-up.

f. Benefits and Compensation Committee
- Did not meet.

g. Classified Employee Recognition Committee
- The committee met on 9/18/12 and Kristen Kabrin reports the following:
  - Received two nominations for October.
  - Please encourage those within your division to submit nominations for deserving staff.
  - We added questions for the Employee of the Month (EOM) to bring attention to the award. There are seven questions. The first one remains the same and asks about what they enjoy about working in their department/University. The EOM then selects to answer one question from a list of six that is fun in nature. Questions will be posted on the Awards section of the SEC webpage and Nevada Today.
  - We updated the EOM checklist and certificate.
  - We contacted Integrated Marketing and they will now do a story for the EOM for Nevada Today and the UNR website.
  - Theresa Danna-Douglas, campus photographer, has agreed to take photos of EOM for Nevada Today and SEC website.
  - We added the Committee meetings to the SEC website.
  - We are in the process of creating a spreadsheet of award winners, as no one appears to be aware of a previous version.
  - Next committee meeting will take place on October 10th @ 2:00 p.m. in Mack Social Science, Room 236.
h. **Classified Staff Development Fund/Education Leave**
   - The committee met on 8/21/12. Six applications for reimbursement were reviewed and two were immediately approved. The remaining four needed to be returned because the applications were incomplete. We agreed that if the required information was resubmitted, those would also be approved.

i. **Committee on the Status of Women**
   - Did not meet.

j. **Elections Committee**
   - Did not meet, however Christopher Chadwick reports that we conducted elections for Treasurer, Secretary, and Public Relations Officer at the August meeting. Chair and Vice-chair were elected at the September meeting. We are seeking additional members to sit on the committee.

k. **Emergency Planning Advisory Committee (EPAC)**
   - Did not meet.

l. **Facilities Resource Committee**
   - The committee met on September 11, 2012 and Patti Bussio reports the following:
     - Food Services – Downunder Café office expansion (Russ Meyer). Committee approved the expansion.
     - School of Medicine – CMM Auditorium room 111 renaming in honor of David Lupan (Stefanie Scoppettone). Committee approved the renaming and is forwarding to the President for final approval.
     - Building Proctor Program Ideas and Issues (John Sagebiel, Todd Renwick). Looking for Global Address system/emergency contacts – the committee will look into this.

m. **Faculty Senate**
   - Senate met August 30, 2012 and Linda Kuchenbecker reports the following:
     - The President would be holding campus communications in the Knowledge Center Room 422. September 13, October 30, and December 5, 2012.
     - The President’s Inauguration would be held 10:00 am September 28, 2012 in the quadrangle.
     - The E-learning consultant would be on campus September 19, 2012 and was scheduled to meet with focus groups.
• Budget enhancements for Cooperative Extension and School of Medicine were not approved by the Regents.
• A new online catalog was being developed and many links would need to be updated.
• The Chancellor’s funding formula was approved by the Regents.
• Provost Hardy asked the senate: “Given what the formula may turn out to be, do we stay on this quality path or do we reverse our trajectory and go for bigger numbers?” The senate felt that quality was extremely important more so than numbers.
• Orion Cuffe GSA President spoke to the senate about declining numbers of graduate students, low stipends, the programs offered to help graduate students and the new housing project.
• Michelle Kelley and Hank Stone spoke on the Retirement Plan Alternatives for faculty.
• The senate discussed the UAM Revision regarding Children in the Workplace, this would be brought back to the September meeting for further discussion. It was brought up that this policy could be too restrictive.

n. Occupational Safety Committee
• Did not meet.

o. Parking and Traffic Board
• Did not meet.

p. Police Advisory Board
• This committee needs a representative.

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, but would like all members to update their information in SharePoint so that the website can be updated with new members and committees they sign up for.

u. Student Services Food/Retail/Dining/Catering/Committee
• Did not meet.
v. **Student Union Advisory Board**
   - Did not meet.

w. **Sustainability Committee**
   - This committee needs a representative.

x. **University Disabilities Resource Coalition**
   - The coalition met on September 11, 2012 and Lee Green reports:
     - Chairman Geoff Kettling opened the meeting and gave the floor to Mary Anne Christensen who is in charge of Disability Awareness Month. Mary Anne discussed the events scheduled for the month not only on campus but community wide. Events include the Assistive Technology Fair which will key on diversability, The Diversability of persons with disabilities. The keynote speaker for the event this year will be Grant Korgan, South Pole adventurer. This speaking event will include no host cocktails, silent auction, and book signing. Mary Anne put out a request for volunteers for this event. One off campus event will be the City of Reno’s dedication of the first completely accessible playground.
     - The chairman opened the discussion back up about establishing a purchasing/procurement policy to make sure all campus purchases are universally designed. In the discussion it was decided to invite a guest from purchasing to attend one of our meetings to get there feedback on drafting a policy for procurement.
   - Lyle Woodward gave an update from facilities. The handicap ramp at Jones Visitors Center is complete with the exception of landscaping. The project to redo the steps at Lawlor Events center is still in progress. There are elevators on campus that are going to be upgraded. These are called single shaft elevators and present two potential hazards, environmental and safety. If the elevator fails there is the potential of a spill of hydraulic fluid into the environment. In the event of a break down people would be stuck in the elevator. Three elevators on the list include Cain Hall, Harry Reid, and Sage building.
   - Keith Hackett gave the Athletics Update. He discussed the major renovations scheduled for Mackay Stadium which will raise the assistive seating to meet the 1% requirement and include improvements in ease of access. Mr. Hackett noted that currently at events at Mackay Stadium 10% of staff is dedicated to assisting persons with disabilities. Keith said they were interested in working on enhancements for the Athletics website for
persons with disabilities. It was suggested to Keith to work on assistance for the hearing impaired at sporting events.

- Pat Ragains from the Knowledge Center spoke on IT updates and expressed that the library would be becoming more proactive in making sure their new technology is accessible.

y. **Video Surveillance Committee**
   - Did not meet.

z. **Work and Family Taskforce**
   - Met and spent meeting revising the Child in the Workplace Policy to be resubmitted to the University Administrative Manual Committee. They hope to make some changes to the policy.

IV. **Welcome and introduction for new members.** Two new members were present, and introductions were made.

V. **Committee assignments.**
   a. The list of openings for committee assignments was read and some members updated their committee membership.
   b. All members are asked to go to the SEC SharePoint site and update their phone numbers and emails on the committee membership list so it can be accurate for the website.

VI. **Elections of Chair and Vice Chair.**
   a. Only one candidate was nominated for Chair: Kristen Kabrin. Nomination was accepted and she was voted in.
   b. Only one candidate was nominated for Vice Chair: Linda Kuchenbecker. Nomination was accepted and she was voted in.
   c. Chair Erik Williams has one more year on SEC and will remain on the executive board, as the Past Chair, Ex Officio.

VII. **Open discussion:**
   a. Provost search is ongoing. Chair Erik Williams was asked to be on the search committee. Candidates will be invited to campus for open forums and he encourages everyone to go.
   b. President Johnson’s inauguration will be Friday, September 28, 2012. Erik will be giving a speech. All are invited to go, but RSVP soon as the date is approaching.

VIII. **New business:**
a. Kristen Kabrin suggested creating a newsletter for people to learn about SEC. A PDF of the newsletter could be put on the website. Discussion ensued about whether it should be sent out on paper or electronically. Several felt that if it were sent electronically, it could get buried in an email inbox or simply ignored, while a newsletter was something tangible to read. Kristen will contact Mail Services and the Copy Program to find more information on cost and distribution.

IX. **Adjournment:** Meeting adjourned at 3:25 pm.