University of Nevada, Reno
Staff Employees Council (SEC)
Meeting Minutes
September 17, 2013, 2:00-4:00 pm
Reynolds’ School of Journalism, Room 304

Representatives Present: Albert Bonk, Anette Christensen, Ashley Andrews, Asta Ratiff, Betsy Brownfield, Carla Geib, Chris Mikulich-Cook, Debra Glogavac, Jodi Fraser, Shannon Sisco (proxy for Katherine Dirk, Kristen Kabrin (ex officio), Linda Kuchenbecker (chair), Linda Ward (Treasurer), Mary Miller, Melodie Gander, Natsumi Housely, Robert Hernandez, Steven Hollingsworth, David Lockyear, Nancy Horowitz

Representatives Absent: Jacob Cann (Vice Chair), Bonnie Coker, Cynthia Olivo

Guests:
I. Call to Order: The meeting was called to order at 2:05
II. Roll Call.
III. Approval of minutes: Asta Ratiff approved, Discussion: Jodi Fraser and Betsy Brownfield divisions were corrected. Passed.
IV. Guest Speakers:
a. Kevin Carman, Provost
   - Board of Regents Meeting in Elko, NV.
     o Discussion of Medical School in Northern and Southern Nevada: Dean of Medical School gave presentation for a 4 year Medical School in Las Vegas. Have two campuses under UNR. In time that may evolve in to two divisions; bridging the north/south divide.
     o NSHE had $15 million in earnings in one time funds to be used over the biennium; UNR’s share of the pot is $3 million.
     o Record number of freshman class-over 3,000. Overall enrollment 18,000+ and enrollment up 3%. Diversity enrollment has also increased.
     o New student fitness center announced in RGJ today.
- Student Achievement Center construction is under way.
- New dormitory is going up near Cooper Court.
- Graduate housing construction is under way.
- “Fifteen to Finish” - New initiative to encourage students to complete college in four years. Fifteen credits per semester. However, financial aid only requires 12 credits for full time status.
- Discussions beginning regarding online education; considering offering Core Curriculum online. Committee has been formed with Extended Studies and charged with: 1) remedial education and 2) moving core to online.
- UNR has selected the Silver Plan regarding the Core Curriculum. Implementation of plan is under way and is expected to take two years.
- CABNR is currently conducting a search for Dean.
- Search is under way for Chief Information Officer (title change from IT Directory)
- Marsha Reed is to retire in June. Name change also to occur from VPR to VPRI - Research and Innovation.
- Leave certification: software has been identified to digitize the process and will be tested in Libraries.

**Questions for Provost**
- Asta: More students, less space, no rooms on campus for workshops or other meetings.
  Provost: We have no immediate answer. Looking at room usage and how classrooms are scheduled and when classes are offered to make better use of rooms currently underused.
- Melodie: Can one time funds be used to find software for digitizing signatures.
  Provost: This is not just a software issue, but a code issue with NSHE.

**b. Mary Dugan, General Counsel**
- Discussed the advisory role of SEC
  - When working on resolutions, use wording such as
• “This resolution passed by a vote of...”
• “of those who responded...”
  o Important to ask the right question to get the right answers.
  o Survey Monkey is an acceptable tool to use for surveying staff.
• When receiving a public records request or subpoena, note when and how it arrived.
  Forward immediately to Mary Dugan’s office.
  o Request for public records
    • Have legal aspects
    • Can be made either written or orally
    • Must respond in 5 working days
• Questions for Mary Dugan
  o Nancy: Can you provide an example of public records?
    MD: Personnel documents are not public record.
  o Asta: Salaries are public record?
  o MD: Salary and contracts are different. Salary is public record; details of the contract are a personnel document.

V. Open issues:

VI. New business:
  a. Executive Board Elections
    • Public Relations: Ashley Andrews
    • Secretary: Katherine Dirk
    • Treasurer: Linda Ward
    • Motion to approve-unanimous
  b. SEC Goals for new year?
    • Parking and sliding scale
    • Best practices committee

VII. Adjournment: 4:00 p.m.