

**STAFF EMPLOYEES' COUNCIL**

**Tuesday, July 17, 2007  
RSJ Reading Room, 102  
2:00 ~ 4:00 p.m.**

**MINUTES**

**Executive Officers Present:**

Melanie England (Vice Chair), William Oberding (Chair), Erin McGarvey (Public Relations), Lisa Taylor (Secretary)

**Representatives Present:**

Christine Arritt, Jennifer Booth, Anette Christensen, Scott Brown, Lisa Dutra, Theron Flavin, Tatiana Gouem, Iris Hochschild, Jennifer Laslo, Michael Leonhard, Betty Osborne, Andrea Pearson, Jeanie Pratt, Jimmie Ralls, Christina Rust, Joanne Tully, Beth Wood

**Executive Officers and Representatives Absent:**

Donnie Andrews (excused. Proxy: Lisa Taylor), Bill Borges, Peter Brown (excused), Lana Caddel (excused), Robin Collins (excused), Cathy Fischer (excused. proxy: Ida Roberts), Brent McCarty, Sherry Olson, Valerie Pedroza (excused. Proxy: Anette Christensen)

**I. Call to order.**

The meeting was called to order at 2:05 pm

**II. Approval of June Minutes**

Minutes for June 2007 are approved with revisions.

**III. Committee Reports**

**A. Administrative Manual Committee**

The committee met on June 28, 2007.

**Policies approved by the President and updated in the Administrative Manual:**

- The Annual Leave Policy for Faculty
- Responsibilities When Absent Concerning Academic Faculty
- Sick, Family Sick, Child Rearing, and Family Medical Leave Policy
- President Delegated Signature Authority Policy
- Policy Concerning the Depositing of Cash Receipts
- New Facilities and Administrative Rate
- University Policy on Compensatory Time for Overtime Worked

### New Business:

The Administrative Stipends for Residents will be included in the manual as a new section.

### **B. Affirmative Action Committee**

This committee did not meet.

### **C. Arboretum Board**

This committee met on June 26, 2007.

- The detailed planning for the Faculty/Staff/Student Memorial is ongoing and has been a project for the last six years.
- Planting has been approved for the south side of the Planetarium.
- The tree walks are being updated.

### **D. ASUN**

This committee is generally not scheduled to meet in the summer months. However, a special meeting has been planned for July 20, 2007 to discuss the new Campus Escort Building. The ASUN Senate will review a proposal for capital funding for the design fees associated with the construction of a building for Campus Escort. The amount requested is \$15,000. **The new Parking Services kiosk will be built at the Fifteenth Street entrance (by Lawlor) and Campus Escort will be located in the kiosk with Parking.**

### **E. Athletics Advisory Committee**

No report given.

### **F. Balloon Race Committee**

This committee met on July 10, 2007. Balloon pins, blue tickets, and white tickets are on sale now. The pins are on sale for \$5, blue tickets for athletic events are on sale for \$5, and white tickets for the drawing are on sale for \$1 each.

For more information regarding the drawings and a list of the employees who are selling the pins and tickets, visit the 2007 Balloon Race Scholarship Committee Website at: <http://www.unr.edu/balloonrace/Football07.htm>

### **G. Benefits & Compensation Committee**

This committee did not meet.

### **H. Classified Employee Recognition Program**

This committee met on Wednesday, July 11, 2007. Two employees were selected for employee of the month.

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

This committee did not meet.

**J. Committee in the Status of Women**

This committee did not meet, however it was reported that adequate spacing will be offered for the development of a women's center. The committee is waiting to see if Getchell Library will be an option for space and feels confident that they have the support from administration in moving forward with this project.

**K. Elections Committee**

This committee did not meet.

**L. Facilities Resources Committee**

This committee met on July 10, 2007. The topics of discussion included:

- New workstations have been approved for Room 300 of Fleishmann Agriculture
- The remodel of room 1D in Palmer Engineering has been approved
- The sound system upgrade in Mackey Stadium has been approved
- The Intensive English-Language Center requests for the placement of a classroom trailer (which would be funded by a grant) has received approval to explore and identify a site
- ARF 205 will not be returned to the classroom pool until January 2008 or fall of 2008
- Any use of the Getchell Library is on hold until the future of the building is determined

**M. Faculty Senate**

The Faculty Senate met on June 7, 2007. For full details of the meeting, minutes are available online at: <http://www.unr.edu/facultysenate/Meetings/06-07/Minutes/05.10.06.pdf>

**N. Parking and Traffic Board**

This committee did not meet.

**O. Police Advisory Board**

This committee did not meet.

**P. Police Services Board of Professional Standards**

This committee did not meet.

**Q. SEC Bylaws**

This committee did not meet, however a report was given that the current SEC bylaws are in the President's Office awaiting signature.

**R. SEC Luncheon Committee**

This committee did not meet.

**S. SEC Open House**

This committee did not meet.

**T. SEC Web Page**

This committee did not meet, however a report was given that photos from SEC events are added to the website and any current photos that are sent to Erin McGarvey will also be added to the SEC Website which can be viewed at: <http://www.unr.edu/sec/>

**U. Student Services Food / Retail Dining & Catering Committee**

This committee did not meet.

**V. Student Union Advisory Board**

This committee did not meet.

**W. Work and Family Taskforce**

This committee did not meet.

**X. University Disabilities Resource Coalition**

The Nevada Disabilities Advocacy Law Center will be on campus to evaluate access to specific buildings with a focus on sports events and campus events. Buildings such as Lawlor Events Center and the Virginia Street Gym will be evaluated. Various downtown Reno facilities will also be evaluated.

**Y. Emergency Planning Advisory Committee (EPAC)**

This committee did not meet.

## **Z. Occupational Safety Committee**

This committee did not meet.

## **IV. Guest Speakers**

None.

## **VII. Open Discussion**

### New Representatives for SEC

The committee discussed having a welcoming party for the incoming divisional representatives for the Staff Employees' Council. Generally, the new representatives attend their first meeting in August when the new term begins. The August meeting is an opportunity to welcome the new representatives and also to say farewell and thank you to the representatives vacating their seats after a three-year term. The president of the university has traditionally chosen the candidates from the top three nominations for each area that is eligible to fill a seat. The Elections Committee is waiting for the determination.

In preparation for the August 2007 SEC Meeting, Bill Oberding recommended that the chair of each committee should give a small overview of what their committee does so the new representatives will be able to choose which committee they will serve on. Lisa Taylor will prepare a list of the current committees including the names of the committee members and their term dates so the incoming representatives will be able to see which committees need new members.

### Tour of the Joe Crowley Student Union

Melanie England reported that she spoke with the Kyle Zive, the Coordinator, Student Union Transition and confirmed that tours of the Joe Crowley Student Union will be available the last week of August or the first week of September. Melanie will get the exact dates and times that tours are available. There will be more than one tour time scheduled since only 10 people can attend at one time. The Joe Crowley Student Union is scheduled to open October 15, 2007 and the grand opening will be in November. To promote appreciation for Joe Crowley and the new union which has been purchased by the students, emphasis is being placed on calling the union by its full proper name as opposed to using an abbreviation.

### Distribution of Certificates for Employee of the Year Nominees

Lisa Dutra invited the 2006 Nominees for Employee of the Year to attend the SEC Meeting to receive recognition and a certificate. None of the nominees were able to attend so Lisa will mail the certificates to them.

### Employee of the Month Yearly Parking Pass Winner: Retired

Each year at the SEC Luncheon, two winners of the employee of the month from the previous year are chosen (according to the highest scores) to receive a free, personalized parking space for one year. One of the employees chosen at the June 1, 2007 SEC Luncheon has since retired. Although it was determined that there is not a process in place to choose another nominee to receive a free parking place, the retired employee was acknowledged with 2 tickets to Vintage Nevada valued at \$100.00.

#### Q & A for Discontinuation of Winter Closure

President Glick requested that the executive officers of the SEC work with BCN HR to establish questions and answers pertaining to the discontinuation of winter closure. Leslie Nady in BCN HR compiled the questions and answers that were formulated at the May 15, 2007 SEC Meeting when President Glick spoke with the Council. Additional information was included and the Questions and Answers have been published on the Announcements Page of the Human Resources website. A campus announcement directing employees to the Q & As for the discontinuation of winter closure is under construction in the VPAF Office and will be sent out soon.

#### Elections: 2007-2008 Executive Officers

Ballots were prepared with the names of the nominees for the executive officer positions for the new term. The ballots also included space to write in alternate nominees. The council members submitted their ballots at the beginning of the meeting and Christine Arritt tallied the count. According to popular vote, the new executive officers for 2007- 2008 are as follows:

Chair:	Melanie England
Vice Chair:	Theron Flavin
Secretary:	Lisa Taylor
Treasurer:	Michael Leonhard
Public Relations:	Erin McGarvey

### **VIII. Next Meeting**

August 21, 2007  
2:00 p.m. ~ 4:00 p.m.  
RSJ, Room 304

Meeting adjourned at 3:00 pm