In this issue:

Welcome from the Chair
SEC Elections
SEC Employee of the Month
Professional Development Assistance and Opportunities

DID YOU KNOW?
You can attend our monthly meetings? We meet on the third Tuesday of every month.
Interested in a particular guest speaker? Our guest speakers start at 2:45 p.m. each meeting and are listed at www.unr.edu/sec under the calendar.
Have a suggestion for a meeting topic or guest speaker? Click on HOT TOPICS at www.unr.edu/sec.

SEC Executive Board
• Kristen Kabrin, Chair
• Linda Kuchenbecker, Vice Chair
• Katherine Dirk, Secretary
• Phyllis Snedeker, Treasurer
• Lee Green, Public Relations Coordinator
• Erik Williams, Past Chair

Welcome from the Chair
My how the time has flown since the last newsletter! The Staff Employees’ Council has had amazing guest speakers that have ranged from legislative updates to services provided by the Library, and everything in between. We asked the classified staff to let us know what they think about current issues impacting the campus, such as weapons on campus, and we were able to pass along that information to campus Administration. We had a very successful Open House and I would like to thank those involved in the set up and the vendors who participated!

While that has kept us very busy, we still have so much ahead of us. The SEC Elections for new council members takes place the first part of June. If you are interested in becoming a part of the SEC, or have questions regarding what would be required of your involvement, please let me know. I would be happy to chat with you.

The Annual Classified Recognition Reception takes place June 12 at 3:00 p.m. in the JCSU Ballrooms. Everyone is invited to attend and I encourage you all to join us in recognizing those with service awards, those who received employee of the month awards in 2012 and the Distinguished Classified Employee of the Year. Two hours of administrative leave has been granted to attend the reception.

In closing, I would like to mention an email I received in January regarding the snow removal efforts on campus. The efforts made by those in Facilities to make sure we had a clear path from our cars to our office did not go unnoticed, and while it seems so long ago that we had to deal with the snow, we extend our gratitude to those who were here early and stayed late in the chilly temperatures to clear those paths. THANK YOU!

The SEC Wants YOU!
That’s right! It is almost election time for the Staff Employees’ Council. Who is available for election? What is the time commitment? Why should you get involved? Where are the elections taking place? When can you vote?

All very good questions! There are several Colleges and Divisions that will have vacancies this upcoming election: Business and Finance (2), Facilities (4), College of Education (2), College of Liberal Arts (1), Provost’s Office (1), School of Medicine (1), Development and Alumni Relations (1), Library/IT (1), College of Science (1) and the President’s Office (1). (The number after each area represents the number of vacancies.) If you are a classified employee, you are eligible. We try to keep it simple.

There is a three year time commitment to the Council. Once on the Council you are required to attend the monthly meeting and serve on at least two committees. In total, the time commitment can range from 4-8 hours per month depending upon committee activity.

The SEC is an amazing network opportunity, but more importantly, you should get involved to be a part of the change, or to be a part of the voice on campus. We address issues that have an impact on classified staff and, while we do not make policies, we do serve as an advisory role to campus administration.

The elections will be administered online via Survey Monkey. Those employees that do not have access to email will be mailed a paper ballot. A flyer is forthcoming with the necessary link and instructions.

The elections take place June 3 and close June 14. Once the votes are tallied, the nominee(s) from each area will be forwarded to the President’s office where invitations will be sent.

We look forward to seeing all the new faces!
Employee of the Month

Submitted by: Jacob Cann

The Employee Recognition Committee (ERC) is a body within the Staff Employees’ Council that reviews nominations for outstanding classified employees on a monthly and yearly basis.

Classified staff members can be nominated Employee of the Month by a co-worker or supervisor who completes and submits the “Classified Employee of the Month Nomination” form located at [http://www.unr.edu/sec/forms-and-resources/forms](http://www.unr.edu/sec/forms-and-resources/forms). The ERC encourages those who complete letters of recommendation to be thorough and specific when following the established criteria and nominating others. Completed forms should be submitted directly to Denise Madole in Human Resources, who will verify that the employee is eligible to receive the award and then forward the qualified applicants to the ERC for review and determination. Eligible employees must be full or part-time, employed for at least one year at any of UNR’s physical locations, and not selected as Employee of the Month within the past 12 months. Up to two employees can be awarded each month.

Recipients of the Employee of the Month award will have coffee with President Johnson, their name listed on the University marquee, a story in Nevada Today, 20% discount at the Nevada Wolf Shop, two complimentary tickets to the Fleischmann Planetarium, one month free use of Lombardi Recreation, discounts at the Outlook Café, two complimentary tickets to an athletic event and two tickets to a Theater or Dance Performance.

NOMINATE SOMEONE TODAY!

Broaden Your Horizons With a Little Assistance

Submitted by: Chris Mikulich-Cook

Do you need help paying for books, lab fees, courses, seminars or something else relating to your educational or professional growth? The Classified Staff Development Fund (CSDF) offers up to $100 per fiscal year, July 1st-June30th, to Classified staff (.53 FTE). You can find the application and details at [www.unr.edu/sec](http://www.unr.edu/sec) under the Educational Assistance link.

Before submitting your application for reimbursement, you must request assistance from your department. Be sure to fill out the application completely, attach the original receipt(s) and send your application via interoffice mail to Chris Cook at MS 0048. Since funds are limited, you should seek support through the Classified Grants-In-Aid Benefits program first.

Funding for this program comes from employee donations and fundraisers. If you are interested, donations may be made through monthly payroll deductions or with a one-time check.

Looking for Professional Development Opportunities?

Extended Studies offers professional development short courses and certificates for immediate, real-world application that help you improve in the workplace and in your career. Noncredit professional development certificates and individual courses require no formal admission to the University and include topics ranging from supervisory management skills to HR rules and regulations. These courses provide industry-specific information, skills to stay on the leading edge of change, strategies to effectively manage a staff, a team or a business, and are a focused and comprehensive educational experience.

Any one- or two-day courses can be taken independently, or applied to a custom management certificate in Human Resources or Supervisory Management. Topics include critical skills for supervisors, facilitating the perfect meeting, social media tools, situational leadership, problem solving and more.

Extended Studies also offers customized, contract training throughout the year, extending the University’s resources to companies locally and nationally designed to meet individual training and scheduling needs.

Although grant-in-aid is not available for noncredit courses through Extended Studies, departments may reimburse individuals for certain classes, and payment plans and discounts may be available for some classes. Contact Extended Studies at [www.extendedstudies.unr.edu](http://www.extendedstudies.unr.edu) or (775) 784-4046 for more information.

We’re on the web!
Www.unr.edu/sec