SEC Website Committee
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Submitted By Nancy Kelly (Chair)

Date
For Year (2012-13)

Content

- Purpose of committee
  - As listed in SEC Bylaws: A committee of at least three (3), including the Public Relations Coordinator shall review and update the SEC website on an ongoing basis. The committee shall also make recommendations for major website revisions or improvements to the Council for review.

- Annual and standing charges
  - Develops and maintains the Staff Employees' Council Web site.

- Charges
  - Maintain and update the website.
  - Investigate the addition of an anonymous suggestion box for hot topic submissions from classified staff.

- Action taken on charges
  - Working in conjunction with Integrated Marketing (IM), provided new content and provided information on transferring existing content to new, completely revamped website. Received training from IM on using Content Management System (CMS) to maintain website. Made necessary changes to website to be in compliance with University of Nevada, Reno website content and accessibility policies.
  - Updated monthly: “Next SEC Meeting” link on website under Announcements.
  - Updated monthly: SEC minutes on “About SEC” page.
  - List of Committee members updated on regular basis to reflect any changes.
  - Representatives page updated on regular basis to reflect changes in SEC membership.
  - Updated annually: “Past Officers” page at beginning of new term.
  - SEC website calendar updated to reflect any changes on the SEC SharePoint calendar so both provide the same information.
  - Updated annually: “SEC Open House” page, including
- Current dates, time, location
- FLYER information
- After completion of event, uploaded current pictures with links to Flickr account or similar.
  - Updated annually: “SEC Classified Recognition Reception” page, including
    - Current dates, time, location
    - FLYER information
    - After completion of event, uploaded current pictures with links to Flickr account or similar.
  - Updated monthly: “Awards Page” to reflect new Classified Employee(s) of the month (EOM) and transferred previous EOM to “Former Monthly Awardees” page.
  - Updated annually: “Awards Page” to reflect new Annual Distinguished Classified Employee and transferred previous year’s awardee to “Former Annual Awardees” page.
  - Updated “Forms” page as needed to reflect updates or deletions.
  - Updated links on “Resources” page as needed to reflect updates or deletions.
  - Updated other pages as needed.
  - Meet with committee members as necessary.
  - Created Yahoo account specific to SEC to access Flickr account.
  - Created Flickr account specific to SEC to upload pictures for:
    - Open House
    - Reception
    - Special Events

- Other activities
  - Budgets: currently no budget assigned to this committee.
  - Pursued purchase of expansion of Flickr account to provide more space to maintain current photos of SEC events. Changes in Flickr provided additional space which made this purchase unnecessary.
  - Trained 2 new SEC Website committee members to maintain website when current member term ends.
  - Maintain training with Integrated Marketing (IM) to keep informed of new features or software so maintenance of website is efficient and up to date.

- Timeline
- Maintain pages on a monthly, annual, or as necessary basis to keep website up to date so that the most current information is available to Classified employees.

- **Recommendations**
  - In order to keep the website information as current and up to date as possible, web committee chair should be informed immediately upon any changes to the following:
    - **SharePoint**
      - Calendar
      - SEC Membership/Representatives
      - SEC Committee Members List
      - Meeting Minutes (monthly)
      - Bylaws (annually)
    - **SEC Newsletter**
    - **Events**
      - Calendar
      - Open House (date, time, location, flyer)
      - Annual Classified Recognition Reception (date, time, location, flyer)
    - **Awards**
      - Annual Distinguished Classified Employee
      - Classified Employee of the month (EOM)
    - **Educational Assistance**
      - Classified Staff Development Fund (CSDF)
      - Classified Staff Educational Leave Terms and Conditions
    - **Forms**
      - Classified EOM
      - CSDF
      - Distinguished Classified Employee of the Year Nomination
      - Distinguished Classified Flyer
      - Educational Leave Application