Executive Officers Present: Debbie Keck (Chair); Bill Oberding (Vice-Chair); Pat McDonnell (Co-Public Relations); Vicki Paul (Co-Public Relations); Valerie Pedroza (Treasurer); and Christine Arritt (Secretary)

Representatives Present: Bill Borges; Anette Christensen; Melanie England; Catherine Fischer; Marti Fricano; Iris Hochschild; Darley Jeppson; Michael Leonhard; Pam Moore; Theresa Moser; Sherry Olson; Betty Osborne; Phillip Pert; Jeannie Pratt; Michelle Rachal; Jewell Radcliffe; Lisa Taylor; Renee Warren, Beth Wood

Representatives Absent: Nicole Aiazzi; Donnie Andrews; Peter Brown (excused); Scott Brown (excused); Erin McGarvey; Joanne Tully (excused);

I. Call to order. Pledge of Allegiance.

The meeting was called to order at 2:06 p.m.

II. Minutes from April, 2006

The March, 2006, minutes were approved with corrections.

III. Committee Reports

A. Administrative Action Manual Review

Did not meet.

B. Arboretum Board

They met on April 25. They are planning a faculty / staff memorial. The cost is going to be around $100,000. Trees were planted on Arbor Day. For the graduation celebration, 150 trees will be purchased and distributed. Some plants were purchased and planted for Jimmie’s Garden. Climbing vines are being planted with trellises near the Fleishmann Agriculture building.

C. ASUN

Pat McDonnell reported that they will be meeting tomorrow (May 17). They will be voting on the public forum policy at that time.

D. Athletics Advisory Committee

Pat McDonnell reported that Dr. Crowley wants an SEC member on the board. Pat’s name was suggested, but his SEC term ends soon.
E. Balloon Race Committee

Pat McDonnell reported that the scholarship recipient is being chosen. They are organizing the scholarship benefit drawing. This year is the 20th anniversary for this committee.

F. Classified Staff Employee of the Month and Year

Betty Osborne reported that two recipients were chosen for June and the recipient for the Employee of the Year has also been chosen. The awardees must be chosen before the upcoming luncheon so that they can be put in the program. Debbie suggested that the committee be called the Classified Awards committee. The Employee of the Month award nomination form has been modified to drop the “scope of work” section. The list of nominees is getting short again—we still need to get the word out to department heads about the award. Bill Oberding said that he would bring it up at the next Faculty Senate meeting. If there is not enough information on the nomination form, the nominee cannot be considered. Jeannie Pratt reported that Joe Crowley supports the creation of a new award called the President’s Award for Outstanding Committee Service. It will have similar requirements as the same award for Faculty Service.

G. Classified Staff Development Fund / Educational Leave Stipend

They met on Monday, May, 15. It was suggested that the word “stipend” be dropped from the name of this committee. There was one educational leave request and it was approved. Southwest Airlines donated two round trip tickets for the drawing which will be held at the luncheon. They need volunteers to sell drawing tickets.

H. Committee on the Status of Women

This committee did not meet. They will meet next Friday (May 19).

I. Elections Committee

Valerie Pedroza reported that ballots have been sent to the schools which need new SEC representatives. The deadline for the ballots is May 31.

J. Facilities Resources Committee

Betty Osborne reported that the redecoration of the lounge in the Ansari Business building has been approved. The Center for Bone Health has requested four new signs. The remodeling of Scrugham Engineering and Mines building room 349 is approved and money is available.

K. Faculty Senate

Meets later this week.
L. Institute for Innovation and Informatics Steering Committee
   No report given.

M. Parking and Traffic Board
   Minutes to be obtained from Scott Brown.

N. Police Services Board of Professional Standards
   This committee did not meet.

O. SEC Bylaws
   This committee did not meet.

P. SEC Luncheon Committee
   Tickets for the luncheon are ready and the location is set (Silver and Blue room in Lawlor). The invitations have gone out. The committee meets tomorrow.

Q. SEC Open House
   The committee had a wrap-up meeting. The event was $673 under budget.

R. SEC Web Page
   The new SEC group picture is now online at the home page.

S. Special Interests Committee
   Jeanie Pratt reported that the committee met and they are considering renaming the committee. It was suggested that the committee be renamed Benefits and Compensation committee and it was approved. Some new information about insurance has been put out by SNEA and was distributed to SEC. The SNEA chapter meeting is May 17.

T. Student Services Food/Retail Dining & Catering Committee
   Phil reported they are looking into a voucher system for students who lack funds. It will be tied in with the local food pantries. The under $3 menu is in the Overlook. It contains things like baked potatoes. Their next meeting is in September.

U. Student Union Advisory Board
   Christine Arritt reported that at their last meeting for the year, they were searching for a new chair. The current chair has served longer than her prescribed term and it is time for a change. The chair must be faculty or staff, not a student. They will meet again in the Fall.
V. Work and Family Taskforce

Marti Fricano reported that they met on April 26. They are in the RFI stage for a new child care facility.

W. University Disabilities Resource Coalition

No report was given.

Guest Speaker: Dr. Mark Brenner, V.P. of Research

Dr. Brenner has been on campus for nine months. Marsha Read served as interim V.P. and she made his transition into the position easy. A new rate for F & A (Facility & Administration, aka indirect) costs is being negotiated and will probably go down since funding has increased without adding new space. The current rate is 45%. The new rate will probably be around 41%. It was asked when the F & A rate will increase again, Dr. Brenner replied that the new negotiation will begin in September. When the rate goes down, it applies to all grants. When it goes up, it only applies to new grants and it is a three year rate. He stated that they had not been consistent about recovering F & A, but they are better about it now.

Dr. Brenner would like to have an integrated research administration program. He would also like the application process to go electronic like the Federal government has done. The federal program is at grants.gov. An applicant develops their proposal online on a server that is available to many people. It will have an application module and a C.V. can be attached electronically. Then it can be routed electronically and electronic signatures can be added. Forms for human subjects and animal subjects can be filled out electronically also. He would also like an expanded internal grants program.

Dick Simmonds is retiring and Dr. Brenner is looking for his replacement as the Director of Lab Animal Medicine. Dr. Brenner has been talking to the Deans of the lab-oriented schools about funding core labs. There are new positions in the Office of Human Research Protection and the Office of Sponsored Projects Administration. Cindy Kiel will be overseeing Personnel Activity Reports.

Last year, there were $129 million in grants, of which, $79 million was in research. When asked how to increase undergraduate research, he said that they are trying to get a pilot program in engineering from NSA. Also, he will be working with the new President to do this. When asked if the graduate student stipends will be raised from $14k, he said that he has applied for a grant to raise it to $30k. He would also like to update the misconduct policy.

Guest Speaker: Robin Freestone, BCN Personnel

Robin came to tell us that there will now be background checks on final candidates for classified positions if they are new to the classified system. Police and child care workers have been checked for a long time. NRS and NAC provides for these checks. The new hire will submit fingerprints, but they are scanned now instead of the old ink method. DMV and credit histories are not checked—only criminal. The check should come back negative. If it comes
back positive, a discussion will ensue. Job announcements now say that there may be a
background check. The $45 charge is billed to the hiring department. The candidate is not
expected to pay for the check. A candidate is first hired and then the check is run. The offer
can be withdrawn if the check comes back positive.

Current employees will not be subject to the checks unless they are transferred. If you are
already in the classified system and you are being transferred, then it’s optional by the hiring
department. The offer can be withdrawn if the check comes back positive. 

**Guest Speaker: Carol Parkhurst, IT Management**

Carol came to talk to us about changes in the phone services on campus. There are currently
105 different departmental telephone systems. There are about 5000 live telephones on
campus. There is no central administration of telephones. There was a feasibility study done in
2001 to go to one system for the entire campus. In 2004, the University began working with a
consultant. They received information from five different vendors. They negotiated with two
final vendors: NEC and Avia. Some off campus locations will be included in the new system.

If an employee has an extension, they will get a new seven digit number—no more extensions.
Fax numbers will not change. Employees do not have to publish their individual numbers. The
University will supply phones so old phone systems will be sold on the secondary market.
Costs for the new system will be about the same for departments where each phone has a seven
digit number. The new system will cost more for those with extensions.

**IV. Open Discussion**

No discussion

Meeting adjourned at 4:08 p.m.