Executive officers present: Bill Oberding (Chair), Melanie England (Vice-Chair), Christine Arritt (Secretary), Michelle Rachal (Public Relations)

Representatives present: Donnie Andrews, Jennifer Booth, Bill Borges, Scott Brown, Lana Caddel, Anette Christensen, Robin Collins, Lisa Dutra, Catherine Fischer, Theron Flavin, Catherine Fischer, Iris Hochschild, Michael Leonhard, Brent McCarty, Erin McGarvey, Sherry Olson, Betty Osborne, Jeanie Pratt, Jimmie Ralls, Chris Rust, Lisa Taylor, Beth Wood

Executive officers and representatives absent: Nicole Aiazzi, Peter Brown (proxy: Bill Borges), Marti Fricano, Tatiana Gouem, Jennifer Laslo, Andrea Pearson, Valerie Pedroza (Treasurer, excused), Joanne Tully (proxy: Iris Hochschild)

I. Call to order. Pledge of Allegiance.

The meeting was called to order at 2:07 p.m.

II. Approval of August minutes

Minutes from August, 2006, were approved with corrections.

III. Committee Reports

A. Administrative Action Manual Review
   - No report.

B. Arboretum Board
   - Jimmie Ralls reported that they met on 8/22
   - They are deciding on design and materials for faculty-staff-student memorial.
   - They will make a presentation to facilities for approval.
   - Regarding Fleischmann Ag, they approved funding for supports for wisteria.
   - The first will be installed tomorrow.
   - Go to Arboretum Board website to view video-Jean Dixon.
   - The horticulture degree program should be up in two years.

C. ASUN
   - Melanie England reported that they have had 3 meetings so far.
   - They meet on Wednesdays at 5:30 p.m.
   - Tomorrow is the State of the ASUN address from 5:30 to 6 in the Ingersoll Senate chambers.
   - Some of the discussions they have had so far are with Dr. Jerry Marczynski, Associate Vice President for Student Life Services; Cary Groth, Director of Athletics, Dr. Melisa Choroszy Associate Vice President of Enrollment and Committee Chair for Standard 3, “students”, on the accreditation.
   - They talked about having a dress code for their meetings.
   - Business casual was suggested but the issue was postponed indefinitely.
   - There is a chartered bus for the UNR-UNLV game.
   - Cost is $50 for travel, hotel and ticket.
The bus is sold out.  
The club fair was last week.  
Someone from ASUN may come speak about the need for club advisors.  
Any staff member can serve as a club advisor.

D. Affirmative Action Committee  
- This committee has been reenacted.  
- They have not met yet.

E. Athletics Advisory Committee  
- Brent is new SEC representative.  
- They have not met yet.

F. Balloon Race Committee  
- Christina Rust and Annette Christiansen reported.  
- This is the 20th year for committee.  
- The 2006 balloon race was huge success.  
- Almost $5000 was raised.  
- They sold all their t-shirts.  
- Carol Anderson is the chair.  
- They will be having two closing meetings in October but they are not scheduled yet.

G. Benefits & Compensation Committee  
- Jeanie Pratt reported that they did not meet.  
- SNEA (the union) is working on some insurance issues.  
- They will be meeting at Marie Calendars.  
- Dina Titus, candidate for governor, has promised state employees collective bargaining rights if elected.

H. Classified Employee Recognition Program  
- Betty Osborne reported that they met on September 6th.  
- They chose one recipient for Employee of the Month because that was all the applications they had.

I. Classified Staff Development Fund / Education Leave  
- Valerie Pedroza is absent but Bill Oberding said the first football game fundraiser was good.  
- Debbie Keck (former SEC chair) helped at halftime.  
- They did $4000 in gross sales.  
- >$100 in tips.  
- He mentioned that they were shorthanded at the game.

J. Committee on the Status of Women  
- Jeanie Pratt reported that they will meet on 25th.

K. Elections committee  
- Donnie Andrews is not here at this time.  
- They have no meeting planned.

L. Facilities Resources Committee  
- Betty Osborne reported that they met Sep. 12.
• There were some requests for space but more information is needed for those requests prior to approval.
• After the Joe Crowley Student Union is built, the JTSU will be allocated as follows:
  o The Davidson Academy will get upper floor of the JTSU, including the Pine Lounge and the Alumni Room, but excluding rooms 217-234.
  o Student Services will be allocated rooms 217-234 until growth of the Davidson Academy necessitates use of the rooms.
  o The Pine Lounge and the Alumni Room will be available for University events after the Academy’s normal school hours.
  o The food service facilities and offices presently located on the south and southeast end of the JTSU will retain their current usage and function.
  o The Manzanita Lake room and the food service kitchen areas on the southeast corner shall retain their current usage and function.
  o The lower level space shall be allocated for the use of various units within Student Services.

M. Faculty Senate
• Bill Oberding reported that they met on Aug. 30.
• Dr. Glick was their guest.
• He talked about making a college town out of the area.
• He talked about growth and research.
• He’d like a 60% graduation rate for freshmen.
• He talked about diversity.
• The Senate minutes are online.

N. Institute for Innovation and Informatics Steering Committee
• Michelle Rachal reported that they have not met.

O. Parking and Traffic Board
• They did not meet.

P. Police Services Board of Professional Standards
• They did not meet.
• They only meet as needed.

Q. SEC Bylaws
• Melanie England reported that there are changes to where reps come from.

R. SEC Luncheon Committee
• They did not meet.

S. SEC Open House
• They did not meet.
• They will meet in November or December.

T. SEC Web Page
• Michelle Rachal reported that they met.
• Hire dates are current for everyone, but we need pictures.
• The site will be redesigned.
• Michelle writes for employee newsletter so she takes a lot of pictures.
• We need a new group photo.
• Maybe next month we can take one.
U. **Student Services Food / Retail Dining & Catering Committee**
- Lisa Dutra reported that they meet next month.

V. **Student Union Advisory Board**
- They did not meet.

W. **Work and Family Taskforce**
- Marti Fricano is not here, so Chris Rust reported.
- They want to have a survey to find child care needs.
- They hope to have it by the end of September.
- The questionnaire will go to the entire campus.
- They want a new licensed child care facility.
- They are trying to plan out 5 years.

X. **University Disabilities Resource Coalition**
- Erin McGarvey reported that they met in August.
- They discussed who is on the UDRC and what role they play and what responsibility they have.
- They discussed their goals and objectives.
- They want to hold a series of brown bag luncheons to stimulate conversations that need to occur on campus (one possible topic is “What does it take to be a campus community?”).
- ASUN and GSA need representation on all committees.
- October is Disability Awareness Month.
- There is a need for better seating in Lawlor.
- They want to modify the Virginia Street gym for handicapped bathrooms on the main floor.
- They deal with long-term access issues.
- Their next meeting was scheduled for September 12 at 12:15.

V. **Guest Speakers**

A. **Robin Freestone - BCN Human Resources**
- A new regulation has been proposed by the Dept. of Personnel.
- The changes will affect discipline and hiring.
- The changes are regarding reporting arrest and conviction.
- The changes will be in the Nevada Administrative Code.
- The discipline could include dismissal.
- The legislative committee met yesterday.
- They reviewed the proposed policy changes and refused it all.
- Bill O. commented: If this policy is for classified staff, it should apply to faculty.
- Unlike classified staff, faculty is governed by Board of Regents.
- If the policy is approved, it will be announced to the entire staff.
- The issue is off the table for now, but may be resurrected.
- A report could be made to anyone up the hiring chain—even HR.
- If something is reported, it may not result in any consequences.
- Jeanie P. commented: More faculty drive state vehicles than classified staff.
- We have different employee types and they are governed by different rules.
- Bill. O. commented: It was not clear that it could be reported to someone other than the immediate supervisor.
- Robin said will mention this to the legislative committee.
• Jeanie P. commented: The regulation could apply to state vehicles or rented vehicles on state time, not private vehicles.
• Robin thinks traffic tickets will be removed.
• Sherry O. commented: It doesn't specify what HR's role is.
• Robin will mention it to the committee.
• She thinks it is intentionally vague.
• Scott B. commented: The regulations should specify appeal rights.
• Robin will mention it to the committee, but she said that all regular appeal rights apply.
• She believes that no serious discipline would happen before a thorough investigation.
• Bill 0: Can SEC have approval privileges?
• Robin will talk to the committee about this.
• There was a lot of negative feedback about the proposed changes at the Commission meeting.
• Robin changed the subject at this point.
• There is a new applicant tracking system.
• Applicants can apply online—no more paper applications.
• The University now runs its own job announcements.
• New software replaces old web postings.
• Nevada Apps
  Paper applications will be accepted for the foreseeable future but they are hard to get hold of.
  The online applications can be used for any job or reclassification.
  There is a computer in the BCN office and BCN personnel can help computer illiterate people.
• Robin is supervisor of recruitment and hiring.
  We may contact her at robinf@unr.edu or call her directly.
• Jennifer B. asked: Will each application be reviewed by a person?
• Yes, but there is same minimal electronic screening.
• You can create a profile without applying for an actual posting.
• Bill B. commented: There is a digital divide. He is concerned that there will be some who won't see an opening or will not feel comfortable applying.
• Robin believes that since the world is becoming computer literate, people will have to adapt.
• The system is very simple.
• She would like to have a computer in the facilities department to help facilities people search for new positions.

B. Mike Leonhard - SEC Representative
• He is here to talk to us about SEC shirts.
• He brought samples of two options:
  The $30 shirt is wrinkle-free but only comes in men's sizes.
  The $16 shirt comes in women's or men's cuts.
• They will take 4—6 weeks.
• Most representatives agree that we would like to pursue this but there was no decision today.
• Perhaps we can get matching caps for the football game workers.

VII. Open Discussion
Bill Oberding said that we need representatives for the Regent's Academic Advisory Award committee and the Regent's Graduate Academic Advisory Award committee.
  - Donnie Andrews volunteered for RAAA.
  - Iris Hochschild volunteered for the RGAAA.
Bill brought up a retiree who did not receive recognition at the luncheon this year.
  - We will add the retiree to next year's list to get her clock.
  - This has happened to two other people.
  - The cutoff date is March 31.
The Secretary needs to make name cards for Sherry Olson, Donnie Andrews and Chris Rust.

Meeting adjourned at 3:58 p.m.