STAFF EMPLOYEES’ COUNCIL
February 13, 2007
JOURNALISM BLDG., ROOM 304
1:00-3:00 PM

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

Representatives present: Jennifer Booth, Bill Borges, Scott Brown, Lana Caddel, Anette Christensen, Robin Collins, Lisa Dutra, Catherine Fischer, Marti Fricano, Michelle Hoyt, Tatiana Gouem, Jennifer Laslo, Brent McCarty, Erin McGarvey, Betty Osborne, Andrea Pearson, Jeanie Pratt, Chris Rust, Lisa Taylor, Joanne Tully, Beth Wood

Executive officers and representatives absent: Donnie Andrews, Peter Brown (excused), Theron Flavin, Iris Hochschild (excused), Michael Leonhard (excused, Proxy: Kathy Warman), Sherry Olson, Jimmie Ralls (excused)

I. Call to order. Pledge of Allegiance.

The meeting was called to order at 1:09 p.m.

II. Approval of January minutes

Minutes from January, 2007, were approved.

III. Committee Reports

A. Administrative Manual Committee
- Peter Brown reported that they met on Jan. 25.
- They heard updates about the following:
  - Motor Pool policy.
  - Safeguarding confidential information in records.
  - Faculty providing consulting services.
- These issues are pending:
  - Leave policy for faculty
  - Academic faculty—Responsibilities when absent
  - Sick, family sick, child-rearing and family medical leave.
  - Leave records
  - Conflict of interest policy—new section
  - Employment policies
  - Recruitment expenses for faculty positions
  - Drug & alcohol policies
  - Charitable lotteries or raffles
  - Student services section / student fees and financial aid sections
  - LOAs exceeding 100%
  - Continuing contracts and 3-year lecturer appointments
  - Policy for reassignment of administrators
  - Course buyout policy
  - Departmental bylaw review process
B. Affirmative Action Committee
- Iris Hochschild is not here so no report was given.

C. Arboretum Board
- Bill Borges reported that they met last month.
- They have discussed what will eventually replace the elms that are on the Quad.
- They are considering the Princeton American elms.
  - They are resistant to Dutch Elm disease.

D. ASUN
- Melanie England reported that they met.
- They have proposed that the President and Vice President positions be elected, but all other positions be appointed.
- There are 9 ASUN scholarships available.
- The deadline for the scholarship applications is March 1.
- Melanie distributed ASUN calendars to the SEC members.

E. Athletics Advisory Committee
- Brent McCarty reported that they did not meet.

F. Balloon Race Committee
- Chris Rust reported that they met this year already.
- They want to get a jump on things.
- Not many people attended.

G. Benefits & Compensation Committee
- Jeanie Pratt reported that they did not meet.
- SNEA (the union) is working on several issues in the legislature.
- There is a big Democrat caucus in Carson City coming up.

H. Classified Employee Recognition Program
- Betty Osborne reported that they met on January 7th.
- Two employees were chosen for March.
- They will be distributing Employee of the Year forms soon.
- Bill Oberding reported that this is a separate selection process from the monthly program.
- The Employee of the Year will be announced at the Honor the Best ceremony on May 16.
- Valerie Pedroza asked if most people know that the awards are separate.
- Betty said most people do realize they are different.

I. Classified Staff Development Fund / Education Leave
- Valerie Pedroza reported that they have not met.
- They have 9 applications so far.
- They earned $3094.57 from the football fundraiser.
- They gave $2705.41 last semester.
- They need to have some guidelines in writing.

J. Committee on the Status of Women
- Jeanie Pratt reported that they met on Jan. 29th.
- The Campus Safety Sub-committee has tackled several topics lately.
- The Student Sub-committee hasn’t been very active.
• The Faculty Sub-committee has finished focus groups on morale and they are drafting a report.
• They lost Heidi Hurst as co-chair.

K. Elections committee
• Donnie Andrews arrived late and no report was given.

L. Facilities Resources Committee
• Betty Osborne reported that the meeting was cancelled this month.

M. Faculty Senate
• Bill Oberding reported that they have not met.

N. Institute for Innovation and Informatics Steering Committee
• They did not meet.

O. Parking and Traffic Board
• They will meet Feb. 15 at 1.
• They met in January but there were not enough people to vote so the meeting was rescheduled.
• Lana Caddel volunteered to serve on this committee.
• Brent McCarty is the alternate.

P. Police Advisory Board
• Bill Oberding reported that they did not meet.

Q. Police Services Board of Professional Standards
• Theron Flavin reported that they did not meet.

R. SEC Bylaws
• Melanie England reported that Janet Vreeland has returned the SEC by-laws to her.
• There were minor changes
• The Master's of Judicial Studies is now part of the College of Liberal Arts.
• They still need some signatures before it is official.
• Jeanie questioned why veteran status is in the by-laws.
• Theron says that it is to prevent discrimination against veterans that may be called up for service.
• Bill Oberding says that discharge status can't be considered.
• Lisa Dutra asked if page 8, sections E & G conflict.
• The issue is attendance and proxies.
• Melanie wondered if we can vote on this here.
• We probably cannot vote on it here—it needs to be resubmitted

S. SEC Luncheon Committee
• Theron Flavin is the co-chair.
• They met last Thursday.
• They will meet again on the 26th.
• The theme will include the Roaring 20’s, but the theme is not firm yet.
• The list of honorees comes from HR.
• There are 77 honorees and 23 retirees.
• They are working to keep the cost below $15.
• They will personally invite President Glick to do the welcome.
T. SEC Open House
- Melanie England reported that they have been meeting weekly.
- They have been receiving donations for the raffle.
- There is room for 64 vendor tables.
- The date is April 4 from 10 to 2.
- About half of the vendors are from the campus.

U. SEC Web Page
- Michelle Rachal reported that they did not meet.
- When all the new phone numbers are collected, they will be posted on the website.

V. Student Services Food / Retail Dining & Catering Committee
- Lisa Dutra reported that they met last Friday, but she missed the meeting.

W. Student Union Advisory Board
- Christine Arritt reported that they met recently.
- Starbucks and Jamba Juice are confirmed to be opening in the JCSU.
- They will be scheduling a walk-through of the JCSU when the weather permits.

X. Work and Family Taskforce
- Marti Fricano reported that they met on January 24th.
- They discussed the Request For Proposals for the new child care center.
- They talked about the needs for the “sandwich generation” and graduate students.

Y. University Disabilities Resource Coalition
- Erin McGarvey reported that a handicapped restroom in the Virginia Street Gym is being built.
- There will be a demo of the evacuation chairs on Feb. 5
- The evac chairs will be installed in new construction, but may also be installed in the Raggio and Ansari Business buildings.
- They chairs cost around $2000 each.

IV. Guest Speakers
No guest speakers were scheduled

VII. Open Discussion
- Bill Oberding met with Leslie Nady recently.
  - If you are on annual leave and you are injured, after 3 days, FMLA kicks in and you go on sick leave anyway.
- As for leave keepers, some handle many employees (one has 250 employees).
- Bill was concerned that there was no written policy.
- Georgianna Trexler (a guest at the meeting) said that the policy will now be included in the training.
- The point Georgianna made is how can you get sick pay while you are on annual leave and are not expected to be at work?
- Jeanie believes that this should be a statewide policy that applies to all state employees.
- Michelle commented that each agency may have different needs.
• Valerie pointed out that we already get different grant-in-aid benefits than other agencies.
• Bill Borges asked where the policy goes now that it has been made code.
• Bill Oberding said that he is not sure, but he knows that it needs to be signed by President Glick.
• Robin commented that it does not need to go through the President or be in the University Administrative Manual.
• Georgianna commented that it should be in the UAM.
• Beth said that this is a BCN policy.
• There was discussion about passing a resolution by SEC regarding this issue, but several members talked about how this may not be necessary.
• Betty brought up the need to order new SEC stationery with the new UNR logo and new phone number.
• Brent asked if anything was decided regarding the policy of having to report traffic citations to supervisors.
  o Bill O. said he would look into this.
• Beth asked if there would be winter closure. What does President Glick say?
  o Bill O. will see President Glick tomorrow and will ask him then.

Meeting adjourned at 2:30 p.m.