STAFF EMPLOYEES’ COUNCIL
November 18, 2008
Journalism Building, Room 304
2:00 p.m. ~ 4:00 p.m.

MINUTES

Executive Officers Present:
Theron Flavin (Chair), Annie Abinanti (Vice Chair), Marie Tully (Secretary), Joe Dawes (treasurer), Jessie Payne (Public Relations)

Representatives Present:

Executive Officers and Representatives Absent:
Angela Brasil (excused), Jodie Helman, Jennifer Laslo, Denise Madole (excused), Stephanie Neill (excused), Andrea Pearson.

I. Call to Order:
The meeting was called to order at 2:26 pm.

II. Approval of Minutes
Minutes for October 2008 are approved as is.

III. Committee Reports

A. Administrative Manual Committee
a. Gift Processing – Section 1,630 – Submitted by Tom Judy
b. Faculty Search Rules – Submitted by Jennifer Grogan
c. Food Service – Section 5,312 – Submitted by Alissa Mortensen
d. Revisions – Section 12 – Submitted by Tom Judy
e. Application for Travel Support to Attend Scholarly Meetings – Section 1,495 – Submitted by Mark Brenner
f. Leave of Absence without Salary – Section 2,678 – Submitted by Alissa Mortensen
The above sections have been approved by the President and the UAM has been updated
g. President Delegated Signature Authority – Section 505 – Tim McFarling
h. Guidelines for Hosting Purchases of Meals, Refreshments, and Gifts – Section 1,069 – Submitted by Tom Judy
i. Approving Department, College, and ‘Super-User’ Access to SIS Data in CAIS – New Section – Christine Casey
j. Sabbatical Leave Policy and Procedures – Section 2,680 – Tim McFarling
k. Curriculum – Definition of Minor Programs of Study – Section 6,051 – Submitted by University Courses & Curriculum Committee (UCCC) – Jannet Vreeland
l. Guidelines for Establishing the Lecture/Lab Ratio for a Course – New Section – Submitted by UCCC – Jannet Vreeland

m. Faculty Development Leave Program – Section 2,681 – Submitted by Alissa Mortensen

B. Arboretum Board
   Still trying to find an appropriate Bill Mize tree. The Honoree wants some type of white pine due to that being the county of his birth. There have been pictures taken of examples for potential Harvey Lambert tree. The Honoree will be sent these pictures for his consideration. Next meeting is on Nov. 24th.

C. ASUN
   There has not been a lot of news worthy info to report on from the ASUN Senate. It has been rather quite just the usual reports from ASUN Officers and Senate Committees. For the past month they have had a motion to fast track legislation expressing the Vote of No Confidence in the Governor of Nevada but it has not been voted on yet. The new InSight is out.

D. Athletics Advisory Committee
   No report

E. Balloon Race Committee
   No report

F. Benefits & Compensation Committee
   No report

G. Classified Employee Recognition Committee
   The committee re-did the nomination form in hopes of getting more complete applications. It was sent to SEC members in hopes that it can be distributed around offices. Please contact Lee at lee@unr.edu for a copy.

H. Classified Staff Development Fund/ Education Leave
   Did not meet. Still waiting on the approval from Ron Zurek’s office regarding our big fundraiser for the Spring.

I. Committee on the Status of Women
   No report

J. Elections Committee
   No report

K. Emergency Planning Advisory Committee
   Did not Meet

L. Facilities Resources Committee
   Report to come at December meeting

M. Faculty Senate
   The minutes of all faculty senate meetings are located on their website: http://www.unr.edu/facultysenate/

N. Occupational Safety Committee
   Did not meet
O. Parking and Traffic Board
   The committee is voting to discontinue the Evans street evening shuttle service due to lack of use. It was discussed that people may not use it as they are unaware of the route and it is a bit slow.

P. Police Advisory Board
   Did not meet

Q. Police Services Board of Professional Standards
   No report

R. Red Tape Committee
   No report

S. SEC Bylaws
   Met on 11/12, and reviewed the Bylaws. We made changes to the Elections procedure, regarding electing new representatives to the Council. Waiting on approval from Ron Zurek’s office.

T. SEC Luncheon Committee
   No report

U. SEC Open House
   Did not meet

V. SEC Web Page
   No report

W. Student Services Food/Retail Dining and Catering Committee
   No report

X. Student Union Advisory Board
   Facility Usage Guideline Discussion Major Points
   a. Brithaney handed out copies of her letter to Heather about suggested use of the Grad Student Lounge. Consensus to try reserving the lounge for 24 hour quiet study specifically around midterms and finals. Suggestion to put up huge signs that say “all students welcome.”
   b. Definition of Special Event Staff, AV Techs, and General Staff
   c. Discussion on allowing any student to reserve a room to study.
      i. Concern over accommodating 17,000 students’ requests
      ii. Concern over what the students would actually be doing, i.e.: reserving a space to have a social instead of study session
      iii. Concern over access for everyone else and really adhering to our mission
      iv. Debate about there being many places to study, the knowledge center next door especially with study rooms specifically for this purpose.
      v. Discussion over compiling a list of places on campus that students can reserve to study
      vi. Discussion over time frame or small window so students can sign up 3 days in advance for a room
vii. Clarification that any student can use a room the day of by asking the staff to let them in.

Jeri announced she would be leaving
Set next meeting for November 20 @ 4pm, room 420.

Y. **Sustainability Committee**
   No report

Z. **University Disabilities Coalition**
   No report

AA. **Video Surveillance Committee**
   No report

BB. **Work and Family Taskforce**

IV. **Guest Speakers**
   a. Steve Zink, Vice President of Information Technology and Dean of Libraries 2:30-3:00

   Steve Zink came to talk to the SEC about the Knowledge Center, IT services, and the information boom in general.
   • There is more information available for everyone in a variety of formats.
   • Information is now a commodity
     o Knowledge is the United State’s major export including software, movies, music, etc.
   • Each year, the amount of digital data that is produced is equal to 12 stacks of books, stacked to the sun.
   • IT Division - 15 years old
     o Campus computing, TLT, libraries, phones, CIS, public broadcasting
   • Knowledge Center
     o Designed by UNR and information technology professionals
     o $110 million total cost, 300,000 square feet
     o Combines all digital and information services
     o Includes: Group workspaces, no predominant information format, social spaces, highly synergistic environment
     o @One Services include self-help graphics, imaging, video/audio editing, production/presentation software
   • MARS Retrieval System
     o Will store 2 million books, about half of the collection
     o Has 6 robots to get materials for patrons
   • Art in the building comes from a variety of sources such as special collections, Stremmel Gallery, and more.

V. **Open Discussion**

SAGE Commission Discussion
• State budget committee
• Recommendations about state spending, including retirement and insurance to be submitted to the governor in January
• Legislature must approve budget proposal before it goes into affect
• Questions:
  o Where did the statistics come from that say state workers are making more money than those in the private sector?
  o Will these suggestions be separate or all come together
  o If salaries are cut, will that go towards the percentage that UNR already has to cut?
  o Can we see the entire SAGE report so we know what the other proposed cuts are?
• If a department closes, they try to find other positions for people
  o In July, these people would be officially laid off and then have bumping rights within the University
• SEC’s role
  o SEC can pass resolutions, but it’s not sure that we can take action within the state.
  o SEC can represent classified employees and be a voice for them to the President
  o Sec could create an informational packet as well as a letter to send to legislators
    ▪ Include contact information for questions about layoffs
    ▪ The e-board will meet in early December to discuss forming a committee to work on this packet.

VI. Next Meeting
November 18, 2008
2:00 p.m. ~ 4:00 p.m.
RSJ, Room 304

Meeting adjourned at 4:00pm