STAFF EMPLOYEES’ COUNCIL  
September 16, 2008  
Journalism Building, Room 304  
2:00 p.m. ~ 4:00 p.m.  

MINUTES  

Executive Officers Present:  
Theron Flavin (Chair), Annie Abinanti (Vice Chair), Joe Dawes (Treasurer), Marie Tully (Secretary)  

Representatives Present:  
Dorothy Barry, Angela Brasil, Lee Brockmeier, Emily Brown, Robin Collins, Xanthea Elsbree (late,) Tatiana Gouem, Margo Grubic, Linda Goar, Jodie Helman, Jim Henley, Janita Jerup, David Lenzner, Jamie Leonard, Stephanie Neill, Kenneth Palm, Andrea Pearson, Cassandra Potts, Ida Roberts, Pamela Terango, Marie Tully  

Executive Officers and Representatives Absent:  
Marilyn Daughhetee (excused,) Jane Gardner, Jennifer Laslo, Denise Madole (excused,) Jessie Payne (proxy: Cassandra Potts,) Chas Stricker.  

I.  
Call to Order:  
The meeting was called to order at 2:02pm.  

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

III.  
Committee Reports  

A.  
Administrative Manual Committee  
Will meet next Thursday  

B.  
Arboretum Board  
No report  

C.  
ASUN  
No report  

D.  
Athletics Advisory Committee  
Did not meet  

E.  
Balloon Race Committee  
This committee met quite a lot since the last meeting and will meet again next Friday. The University balloon placed first in the field event awards and the launch from the quad was a big success. The committee sold a lot of pins but less raffle tickets than normally. The raffle winners and information on obtaining prizes are on the balloon race website. The committee will continue to meet monthly.
F. Benefits & Compensation Committee
Did not meet

G. Classified Employee Recognition Committee
Did not meet

H. Classified Staff Development Fund/ Education Leave
Met the morning of September 16 to approve one application and they have 4 pending. They are looking for additional fundraising ideas.

I. Committee on the Status of Women
This committee will meet September 17.

J. Elections Committee
Did not meet

K. Emergency Planning Advisory Committee
Emergency response guides have been distributed around campus and all employees should have one. If you do not, there are quite a few left. John Sagebiel is preparing an emergency preparedness plan which will include general information on buildings, the number of people typically in them, hazardous materials that are stored and more. These will be distributed to emergency responders. The University has a number that fans can send text messages at games in case of an emergency or disturbance. The number has gotten a lot of prank texts, but they found many of them were from the opposing team’s fans. The blue emergency lights are working around campus and they are looking to get brackets so AED boxes can be attached to the blue light poles.

L. Facilities Resources Committee
In compliance with ADA regulations, there are plans to install an elevator in the south end of the east bleachers in Mackey Stadium. There is some confusion as to whether the Jot Travis Building is still a university building as many of the signs simply say “Davidson Academy.” There are plans to put up a block N sign to help. They also hope to put up signs on the first floor that better designate the offices and programs that have moved in. The second floor of the KNPB Channel 5 building is open and both he Davidson Institute and KUNR would like the space. The governor’s Sage Commission was given space at the Redfield building.

M. Faculty Senate
No report

N. Occupational Safety Committee
No report

O. Parking and Traffic Board
No report

P. Police Advisory Board
No report

Q. Police Services Board of Professional Standards
No report

R. Red Tape Committee
No report

S. SEC Bylaws
Have not met

T.  **SEC Luncheon Committee**
The committee has not met, however the luncheon is planned for the first Friday in June.

U.  **SEC Open House**
This committee could use a few more people. Meetings will start in January and the date has been set for the first Wednesday in April.

V.  **SEC Web Page**
No report

W.  **Student Services Food/Retail Dining and Catering Committee**
This committee met on September 12 and had some news about new dining opportunities on campus. First, there is a hot dog cart on the East side of the old gym which is run by a veteran. It is open Monday-Thursday, 10-3. An Italian restaurant plans to be opening in the CSU in either October or January. The Knowledge Center will have a coffee stand that serves Peet’s coffee. There have also been changes in the food offerings at a few locations. The Downunder now serves fresh greens from the University’s hydroponic garden and asks patrons to not toss their food as they plan to use organic materials for composting. The Overlook has new hamburgers that have had rave reviews and they plan to open the Wolf Den as an overflow seating area.

X.  **Student Union Advisory Board**
No report

Y.  **Sustainability Committee**
The group has three major time markers. 1) Last September, initial commitment made by President Glick and accounting for current campus efforts. 2) September 15, 2008, greenhouse gas inventory to be submitted. 3) September 2009, Sustainability plan to be submitted. Will define goals, procedures for completing goals, and a timetable for completion. Four working groups created include Commuting, Energy, Campus Life, and Curriculum. I am on Campus Life. Working groups are to work within the scope of their title to 1st work on plans this year toward the elimination of carbon emissions from the University. October 27-29 will be the UNR Fall Festival which is a sustainability festival to be held at the CSU. The next meeting will be the first week in November.

Z.  **University Disabilities Coalition**
Did not meet

AA. **Video Surveillance Committee**
No report

BB. **Work and Family Taskforce**
No report

IV.  **Guest Speakers**
a.  **Dr. John Burnett, Director of Equal Opportunity and Affirmative Action 2:30-3:00.**
Dr. Burnett came to speak with us about the University’s Affirmative Action Plan (AAP) and the events in his office.

- Affirmative Action (ADA) passed in 1990 and helps to get rid of stereotypes.
- The disabilities Resource Center is in the Thompson Center.
Accessibility for disabled people is a big issue on campus.
  o Service animals are allowed in all campus buildings.
People with disabilities need jobs, and it is required that you make reasonable accommodations for employees.
  • The Disabilities Resource Center will send forms to the employee’s doctor to determine the accommodations that are needed.
  • It has been shown that people with disabilities show up to work more often and do a better job.
Dr. Burnett passed out the University’s Affirmative Action Plan.
  • The University must show outreach to minorities.
  • The plan does not require the hiring of under qualified people.
  • We are currently meeting our goals for female and minority employees overall.
Dr. Burnett has been very active this year in working with HR and admissions to reach out to more minority groups in recruitment.
  • People running a search can contact Kim Beers or Jennifer Grogan in HR for help in posting the job to diverse sites.
Please contact Dr. Burnett with questions or if you are concerned about the fairness of a search.

V. Open Discussion
  • Theron asked that anyone interested in being on the Regent’s Academic Advisor Award Committee please contact him. He needs two members to attend one meeting.
  • Theron also has information about the Work and Family Task force Meetings.
  • If you cannot make a committee meeting, contact the alternate and make sure they can. If they are also unable to make it, email all SEC representatives to see if someone else can fill in.
  • It was asked if representatives could get the names and contact information for the people they serve so they can send notices.
  • Certificates for retirees and anniversary awards from the last luncheon are still in the works. Theron will send them out as soon as available.

VI. Next Meeting
October 21, 2008
2:00 p.m. ~ 4:00 p.m.
RSJ, Room 304

Meeting adjourned at 3:30pm