STAFF EMPLOYEES’ COUNCIL
January 19, 2010
Reynolds School of Journalism, Room 304
2:00 p.m. ~ 4:00 p.m.

MINUTES

Executive Officers Present:
Ida Roberts (Chair), Janita Jerup (Vice Chair), Jane Gardner (Secretary), Joe Dawes (Treasurer), and David Lenzner (Public Relations Coordinator).

Representatives Present:
Emily Brown, Meg Crowley, Marilyn Daughhetee, Jenn Donald, Angela Dulaney, Scott Geib, Linda Goar, Margo Grubic, Jim Henley, Shelly Lacey, Denise Madole, Karla Narcesse, Stephanie Neill, Kenneth Palm, Chet Payne, Chris Rust, Chas Stricker, Pamela Terango, Lester Thomas, Kathleen Thomson, and Erik Williams.

Representatives Absent:
Kim Bonnenfant (excused), Julie Bradt (excused, proxy Melody Richards), Angela Brasil (excused), Lee Brockmeier (excused, proxy Virginia Montblanc), Jodie Helman, and John Kreiger (excused).

I. Call to Order:
The meeting was called to order at 2:00 pm.

II. Approval of Minutes
Minutes for December 15, 2009 were approved.

III. Committee Reports

A. Administrative Manual Committee
The following were approved at the December meeting:
- Affirmative Action Sections – Sections 2,520 – 2,523; 1,900; 1,920
- Policies Relating to Student Activities – Section 3,525
- Employee Identification Cards – Section 2,177

B. Arboretum Board
Did not meet in December.

C. ASUN
No report.

D. Athletics Advisory Committee
No report.

E. Balloon Race Committee
No report.

F. Benefits and Compensation Committee
No report.

G. Classified Employee Recognition Committee
One application for EOM has been received. Currently working on the updated Distinguished Classified Employee.

H. **Classified Staff Development Fund/Education Leave**  
The committee plan to attend a Network Meeting and promote the program campus-wide. Emily Brown presented an overview on the CSDF presentation she made at the 12/2/09 Network meeting as well as the meeting she had regarding the committee with Georgianna Trexler at Administration & Finance. Several campus contacts were recommended for follow-up who might have more information on the committee’s history and goals. The committee discussed ways to promote both knowledge of and donation to the fund. Two of these included notices in the Nevada News email notice as well as a presentation or handout at new hire orientations for classified staff.

I. **Committee on the Status of Women**  
No report.

J. **Elections Committee**  
The Elections committee is working on a list to fill all of the SEC vacancies.

K. **Emergency Planning Advisory Committee (EPAC)**  
The committee did meet and reported that a replacement chair has been ordered for the evacuation chair stolen from the Ansari Business Building. The Police Services report noted that there has been an increase in personal items being stolen on campus, including vehicles being broken into and valuables stolen. It is a good idea not to leave valuables in your car in view. There were no significant events at the home football games this last fall. The EH&S report included a fire drill that went well at the Davidson Academy. CPR/AED classes are being offered at the following link: http://www.ehs.unr.edu/website/ProgramAreas/Training/TrainingCalendar/tabid/175/Default.aspx

L. **Facilities Resource Committee**  
The committee met and a request from Latino Research for storage space. A suggestion was made for the using the Nelson Bldg. basement. Melisa Choroszy requested change in usage to the lobby in the Fitzgerald Student Services building suggesting this space be utilized for a space for campus tours to wait in and a wall be erected between the Northside Café and this area. Cooperative Extension is moving its office from the Mill Street location to a building on Energy Way next to Channel 2. TLT is moving to the MIKC since KUNR is expanding. A drawing was presented for an ADA ramp for the meat lab at the UNR Farm. More research is needed before it can be approved.

M. **Faculty Senate**  
The committee will meet next Thursday and the minutes can be accessed at: http://www.unr.edu/facultysenate/meetings/09-10/index.html

N. **Occupational Safety Committee**  
The OSC will not meet again until March 2010.

O. **Parking and Traffic Board**  
Committee member will email information.

P. **Police Advisory Board**  
No report.

Q. **Police Services Board of Professional Standards**  
No report.

R. **Red Tape Committee- No longer meets**

S. **SEC Bylaws**
Met last Tuesday and updated College and Division information. The members of the committee will be reviewing the changes to the by-laws from last year for resubmission. If anyone notes any other by-law changes that should be made please contact Janita Jerrup.

**T. SEC Luncheon Committee**
First meeting is being held on Friday on the second floor of the Joe Crowley Student Union.

**U. SEC Open House**
Committee met on January 14, 2010. The date of the open house is April 7, 2010. Themes were discussed and letters of invitation are going out on February 9th along with letters to gift donors.

**V. SEC Web Page**
Fred Connery resigned from the committee and the SEC but Linda Kuchenbecker from the Faculty Senate has volunteered to help David Lenzner with the web page.

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

**X. Student Advisory Board**
No meeting in December.

**Y. Sustainability Committee**
Committee did not meet.

**Z. University Disabilities Coalition**
Committee did not meet.

**AA. Video Surveillance Committee**
Committee did not meet. However, Chas learned that the video is the camera’s is overridden after 30 days. Checking on policy on-line to see if this could be extended to 90 days.

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

**IV. Open Discussion**
Provost Johnson addressed the SEC regarding the uncertainty with the state budget. The Governor is going to call a special session but is asking for 6-10% budget cut scenarios from all state agencies prior to the special session. Chancellor Klaich asked for 8% budget cut scenario. This Friday the Economic Forum (at the Governor’s request) will meet to determine the budget short fall for the current biennium. On February 2, 2010, the Board of Regents will meet and we will see what instructions they give the NSHE institutions. The Governor may call a special session. The first cuts were more administrative than academic and we were able to protect the academic units. The next cuts will probably be more academic than administrative this time around. We would like to restore more of a balance. We don’t want to make across the board cuts and erode quality programs. The Provost then answered questions from the SEC members with notable comments “that there is no real savings to the state to close an educational institution” and “if there is a process to eliminate academic programs, SEC will be represented in the process.”

Sue Dunt from BCN Risk Management presented an overview of the process of workman’s compensation claims and campus vehicle claims.

Chair Ida Roberts announced that Leah Gorbett is retiring and that Lynda Ward has been selected to serve on the Search Committee as a Classified Representative and she will stay in touch with SEC regarding the process. Additionally, Chair Roberts has been asked to serve on an ad-hoc committee that
is working on the pros and cons of the classified employees remaining as state employees vs. NSHE employees.

Scott Geib announced that they are conducting CERT training for those who are interested in being an emergency responder for our community. An email will be sent with this information.

V. **Next Meeting**
February 16, 2010
2:00-4:00 p.m.
RSJ, Room 304

The meeting adjourned at 3:00 p.m.