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

Representatives Present:
Kim Bonnenfant, Julie Bradt, Emily Brown, Christopher Chadwick, Jenn Donald, Angela Dulaney, Scott Geib, Margo Grubic, Jodie Helman, Jim Henley, John Kreiger, Shelly Lacey, Denise Madole, Karla Narcesse, Stephanie Neill, Kenneth Palm, Chet Payne, Chris Rust, Chas Stricker, Pamela Terango, Lester Thomas, Kathleen Thomson.

Representatives Absent:
Lee Brockmeier, Marilyn Daughettee (proxy Sherry Patterson), Angela Dulaney, Linda Goar (excused), Virginia Montblanc (excused proxy Joe Dawes), Angelina Shaw, and Erik Williams.

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

II. Approval of Minutes
Minutes for January 19, 2010 and February 16, 2010 were approved.

III. Committee Reports
A. Administrative Manual Committee
   No report until minutes approved.

B. Arboretum Board
   • A lot of branches were broken on the elm trees on the quad due to the snow storms.
   • Arbor Day is Friday, April 30. Campus event will be on April 29, 11am-2pm.

C. ASUN
   The campus elections were held in March and the ASUN President is Charlie Jose and Vice President is Leissan Sadykova. The other names of elected senators are listed on the UNR ASUN website. S.B. 77 passed and is an Act providing for environmental programming and accountability within ASUN and amending Public Law 75-50. Public Law 75-50 is a committee that will represent ASUN in an Environmental Policy dealing with water, energy conservation, transportation, etc. It is a policy designed to be cost-effective and energy efficient.

D. Athletics Advisory Committee
   No report.

E. Balloon Race Committee
   The committee met and selected the pin design with a balloon and cloud and “N” in block letters. There will be a total of five colors used for the pin. The scholarship committee will be meeting to
decide on scholarship winners as soon as they receive the applicant’s information. Chris Rust, Margo Grubic and Verla Jackson will chair the scholarship selection group. Additionally, rides are being set up for Media Day and other so that Classified staff can ride during the races.

F. **Benefits and Compensation Committee**
   No report. However, Chair Ida Roberts discussed the ad-hoc committee on campus that is reviewing the status of UNR classified employees vs. state employee’s benefits for NSHE. Since the committee has recently lost two members of this committee, John Kreiger and Julie Bradt volunteered to fill those vacancies.

G. **Classified Employee Recognition Committee**
   The committee did not receive any nominations and plans on re-evaluating the monthly award program and the marketing of it since there appears to be limited interest in nominating employees for it. The committee is continuing to receive nominations for the Distinguished Employee award.

H. **Classified Staff Development Fund/Education Leave**
   The committee met on March 16, 2010 and approved two applications for book refunds and worked on planning for a booth at the Open House. They discussed sending thank you letters to donors alongside the Foundations’ letters and are talking with payroll and the Foundation about online payroll deductions.

I. **Committee on the Status of Women**
   The request for the lactation room was approved for a six month trial in Cain Hall. Also the committee has been discussing the re-opening of the Women’s Center.

J. **Elections Committee**
   The committee did not meet. Denise Madole will email the SEC Chair with possible candidate names for the most recent vacancies on the SEC.

K. **Emergency Planning Advisory Committee (EPAC)**
   The committee will meet on Thursday, March 25, 2010.

L. **Facilities Resource Committee**
   - The committee met and discussed the Bridge lab extension in HREL that has been requested by Ian Buckle. Only 2 million of the 20 million dollars needed has been raised thus far. This has been tabled until Vice Provost Jannet Vreeland meets with the Provost.
   - There is a request from the RTC to install two bus stop shelters on Valley Road and Sadler Way and Wells Avenue. The Board of Regents will have to approve lease before this can go into effect.
   - Dana Penrod got approval for 10 new/updated signs of information to be installed on campus by the Parking and Transportation Dept.
   - The President’s Council approved the request to limit organized use of the quad and to require approval from the President’s office.
   - LMR class rooms were not approved for upgrades to smart class rooms.
   - A new guard rail in front of Church Fine Arts was approved to prevent people from walking in front of buses during special events.
   - Main Station Farm project has been put on hold.
   - The Haskell Taylor Bldg. occupants are going to be relocated to campus buildings so the building lease can be cancelled. This will mean moving the employees of CASAT and the Sanford Center for Aging. This will save money for the rent that is currently paid.
M. Faculty Senate  
The meeting information can be accessed at: http://www.unr.edu/facultysenate/meetings/09-10/index.html

N. Occupational Safety Committee  
The OSC met on Monday, March 15, 2010. The meeting discussion included the responsibilities of the committee members, review of policies, and review of the quarterly campus employee accidents reported to Risk Management.

O. Parking and Traffic Board  
The committee met and heard one appeal that was denied.

P. Police Advisory Board  
No report.

Q. Police Services Board of Professional Standards  
Next meeting scheduled for the end of the semester.

R. Red Tape Committee- No longer meets

S. SEC Bylaws  
No report.

T. SEC Luncheon Committee  
The budget for our luncheon has been approved!!!! (See attachment). The retirement gifts have been ordered from Things Remembered and are being engraved. Good news regarding the clocks – I got them on sale and I also received a 15% discount instead of 10%. Pamela has contacted the photographer and she has agreed to do the photos again this year. The menu and order has been confirmed with Chartwell’s. Good news regarding lunch – the lunch will most likely cost staff $1.50 less than previous years! I received the list of retirees and honorees. Jenn Donald is working on our flyer for the luncheon and Joe Dawes is working on the luncheon program.

U. SEC Open House  
The committee met on March 4, 2010.

- David will be submitting an itemized budget breakdown to Ron Zurek today, for expenditures toward the Open House event. Costs include $238 for the venue and JCSU staff, $162 for printing and postage, and $100 for decorations. The budget was approved.
- RSVP’s from vendors on and off campus are steadily rolling in. We currently have a total of somewhere around 40. Pamela’s letter of confirmation to on-campus vendors who have RSVP’d for the event will be emailed on March 10th. A follow-up phone call will be made to the offices or departments that have not responded yet.
- Scott will be visiting the Legends shopping center this weekend to circulate SEC Open House event flyers to businesses there, and seek donations for raffle prizes.
- Scott will produce the vendor appreciation poster that will be placed by the reservation table on an easel.
- Pamela will print up the vendor table number cards.
- Pamela will forward to David an updated list of on-campus vendors, including number of tables, chairs and requests for electrical access, late next week.

V. SEC Web Page  
David Lenzner is working on updating the web page with more current information on the committees and minutes of the meetings. Chris Rust has been working on a rough draft of the page.
W. Student Services Food/Retail/Dining/Catering/Committee
The committee met on February 26, 2010. The new compost machine is up and running. Chartwells has contracted with a new produce company with more locally produced items. There is now a Sunday Brunch at the Down Under with music.

X. Student Union Advisory Board
- The Union has some remaining funds from the construction budget that they are going to use to glass in the corner area near the food court on the second floor to make another meeting room space that can be reserved.
- The empty space on the first floor, that used to be post office boxes, is going to be converted into a Welcome Center. This would be used mostly as a welcoming spot for people visiting campus as well as the launching location for campus tours.
- A vision center, College Optical Express, is now open in the location behind the information center. They are currently working with HR & Benefits to become an approved provider for staff. They are also interested in partnering with any programming events (i.e. eyeglasses donations).
- The Union is offering late night programming for student group activities during the spring 2010 semester. Groups would have to meet several requirements to receive subsidized CSU Student Staffing fees. Contact Jeannette Smith at 775-784-6505 for more information.

Y. Sustainability Committee
No report.

Z. University Disabilities Coalition
No report.

AA. Video Surveillance Committee
Committee did not meet.

AB. Work and Family Taskforce
No report.

IV. Open Discussion
President Glick addressed the SEC Committee stating that the “Legislature treated us as well as they could given the economic issues facing the state.” The administration will not be able to continue to protect the colleges as was done during the first round of budget cuts. It appears that this will be a long-term problem. Several academic programs that have the fewest students enrolled in degree programs are being reviewed for possible elimination. It is estimated that 5% of students are affected. The Faculty Senate and President will study the reviews and then make recommendations to the Board of Regents in June. This is a painful process but we want to make sure it is the best for the state and the university. Some staff will be released as well as tenured and un-tenured faculty. We are trying to do this in a way that will provide a foundation to build a better university in five years. All information will be on the Provost’s web page. President answered questions from the SEC members regarding buy-outs and the Fire Science Academy. The President concluded by stating that “Education is still our number one goal.”

The Associate Director of the UNR Planetarium, Dan Ruby discussed the new things at the planetarium such as the new projector that is completely up-to-date with the newest technology and the current show now playing called “Extreme Planets” about the Kepler telescope. Each of the shows run 45 minutes and 50,000 people a year attend the shows and other events at the planetarium. Of those who attend, 15,000 are school children on field trips. There is a discount of $2.00 per ticket for UNR faculty and...
staff. The planetarium is self-supporting and has a membership program along with ticket sales keep it going. They do science themed birthday parties for children 4-12 years of age. A monthly program for members will host Astronomer Tony Berendsen who will talk about the Milky Way on Wednesday, April 14, 2010. The membership program includes access to other museums in the United States. UNR is building an observatory at the Redfield campus. Dan encouraged everyone to come to visit and see the new projector and shows at the Planetarium.

Discussion ensued among the SEC regarding the ad-hoc committees reviewing the NSHE vs. State classified status. Chair Ida Roberts suggested that SEC may want to form its own ad-hoc committee and discuss the pros and cons.

Human Resources has provided information on the UNR HR website regarding potential classified layoffs. The information is located at http://www.bcn-nshe.org/hr/layoff/. If you have further questions call Shelly Lacey or Leslie Nady at BCN.

V. Next Meeting
April 20, 2010
2:00-4:00 p.m.
RSJ, Room 304

The meeting adjourned at 4:00 p.m.