MINUTES

Executive Officers Present:
Erik Williams (Chair); Christopher Chadwick, (Vice Chair); Phyllis Snedeker, (Secretary); Patti Bussio, (Treasurer); Lee Green, (Public Relations Coordinator)

Representatives Present:
Julie Bradt, Jacob Cann, Christensen, Anette, Katherine Dirk, Melodie Gander, Scott Geib, Melissa Glenn, Kristen Kabrin, Nancy Kelly, John Kreiger, Shelly Madalinski, Lynda McLellan, Chris Mikulich- Cook, Jennifer Nelson, Gary Price, Asta Ratliff, Erinn Thomas, Barbara Wiley and Linda Kuchenbecker, Faculty Senate Representative

Representatives Absent:
Tara Acquafondata, Karla Narcesse, Chet Payne, JoAnn Hoskins, Kathleen Thomas

Guest Speakers: We were happy to have the following speakers visit:

Provost, Heather Hardy visited SEC again and spoke to us about the Board of Regents decision to raise tuition and that President Johnson has wrapped up his plans on where he’d like to see the funds spent on campus and the Regents will then make the final decisions. She stated that student retention the last two years has done well and the graduation rate continues to rise. We will have a new Dean for the School of Journalism. XXX. She shared insight into her recent trip to India and how impressed she was with the USAC Study’s abroad program. She had five days to experience what the students do in four months. It was a very informative experience and she could not be any prouder of the good works of the students there that represent our university. She felt this kind of experience will change the lives of those they help and the students themselves. She concluded that the President is encouraging the Provost to have better communications and if we have any suggestion on any level of topic, don’t hesitate to contact her.

Beau Wootten, Marketing Director, Campus Dining at UNR brought us samples of cookies, brownies and breads that are baked daily on campus by campus catering. He also brought us Starbucks pumpkin coffee for us to try. He brought with him the autumn holiday menu for Thanksgiving dinner that the students and staff could order as well a schedule of the winter break hours for the Overlook, Down Under Café, Elements and the five other restaurants that he supervises. He mentioned that Pathways is now open at the School of Medicine.

Brad Johnson from IT came to talk to us about upgrading to the newest version of SharePoint. He introduced Philip Emmanuel who will be the new SharePoint guy and that he will handle it for the entire university. Eventually they would like to replace of the pdf forms on the UNR web
and use SharePoint and Info Path instead. This would allow greater compatibility and a similar workflow for communication.

**Call to Order:**
The meeting was called to order at 2:09 pm.

I. **Approval of Minutes**
Minutes for October were approved

II. **Committee Reports**

A. **Administrative Manual Committee**
   Did not meet.

B. **Arboretum Board**
   The committee met but Erik was unable to attend. He will try to get the minutes.

C. **ASUN**
   This committee did meet and Jacob Cann reported the following: Lombardi Recreation sent a representative over to discuss their proposal for a fee increase they propose to occur in July of 2012. They are planning on raising rates for students and classified staff by $10/semester and Faculty members by $15/semester. If this is broken down over the course of the semester that would equate to approximately $1.70/month extra in fees for classified staff. Lombardi is asking the student government to approve their fee increase.

   - A representative from Student Life stopped by to discuss a project his department is working on with CASAT. They wanted to reinstate a student assistance program for students who are at risk of such things as dropping out, attempting suicide and becoming addicted to alcohol. They mentioned to me that they may be willing to work with the HR department to also reinstate an employee assistance program. However, after talking with Tim McFarling, the HR department has already made a decision to reinstate this program and has already chosen a vendor.

   - The ABNR department sent over a representative to discuss the University’s plans for rezoning the campus farm off of Mill and McCarran and asked for support from the UNR community to help save the farm. They are afraid that if the rezoning occurs it may open the property up to more development and may make the farm harder to manage.

D. **University Athletics Committee**
The Athletics Advisory Committee has changed their name to the University Athletics Committee and SEC member Linda Kuchenbecker will represent SEC at their meeting.

E. **Balloon Race Committee**
   Did not meet.

F. **Benefits and Compensation Committee**
   Did not meet.
G. **Classified Employee Recognition Committee**
No report submitted.

H. **Classified Staff Development Fund/Education Leave**
This committee did meet and Julie Bradt submitted the following report. The Classified Development Fund/ Education Leave Committee met on November 15, 2011 to review an Education Leave request. The committee approved the leave request pending the employee’s correction of one item.

I. **Committee on the Status of Women**
Did not meet.

J. **Elections Committee**
Did not meet.

K. **Emergency Planning Advisory Committee (EPAC)**
Did not meet.

L. **Facilities Resource Committee**
Patti Bussio reported the following: Nevada Small Business, located in the Ansari Buildings’s request for new signage was approved but they need to have more approval on the size of the signage.

Financial Aid – Front counter Renovation was given the ok for the remodel and Psychology’s request for space at the Nelson Building was given the ok to move in only if they police their people on the security of the building.

Food Service is asking to put up exterior signage around campus to direct people to the different campus dining areas. This need more research before it is approved.

M. **Faculty Senate**
Did not meet and their next meeting is scheduled for September 13, 2011.

N. **Occupational Safety Committee**
Did not meet.

O. **Parking and Traffic Board**
Lynda McLellan attended and reported the following: Ms. Bayfield took a few minutes to give an update on the project to improve student safety on East Stadium Way in front of JCSU and the Knowledge Center. Engineers are looking at plans and this project is now in the planning phase.

Ms. Bayfield also stated that the permit sales have leveled out which is the first time in three years. Of the permit sales this year 34% of enrolled students have purchased permits. Out of the faculty and staff 78% have purchased permits.
Mr. Peak then handed out an email he received from a student proposing a change to the permit costs. Mr. Peak turned the time over to Ms. Bayfield who explained that because Parking & Transportation Services is self funded the permit money goes back to the department. At this time there is a bond on the garages on campus and the money from the permit sales goes toward the bond. She also informed that the price increase was voted on by the previous Parking and Traffic Board members.

The Parking and Traffic Board does not meet during the winter break. The next Board meeting will be scheduled once the spring semester starts.

**P. Police Advisory Board**

Met October 20th -- Melissa Glenn submitted the following:

- Campus Escort reported their highest volume of service calls ever at 33,500. They recently acquired some new vans through various donations. They also have a new dispatch service which allows callers to remain on hold rather than calling back when the line is busy. They plan to hire new dispatch positions in the near future. Also, with the ASUN New Data Initiative, iPads were purchased to log calls, locations, number of riders. This will allow them to gather and record statistics including feedback from riders.
- Emergency Operations reported on “The Great Shakeout.” They utilized the text, email and phone system for notification. Everyone is encouraged to sign up for the notification system if they haven’t already.
- Director Garcia stated that they completed the hiring of two permanent/part time officers who will be used to back-fill where needed to help alleviate excess overtime and to help cover sick/annual days. UNR Police will be working with ASUN for additional safety presentations in 2012. They will hold “Pizza with the Police” on a semi-regular basis each semester staring in spring 2012. ASUN students approached the police with this idea.

**Q. SEC Bylaws**

Did not meet.

**R. SEC Luncheon Committee**

Did not meet, however Budget needs to be submitted for the 2012 luncheon, now.

**S. SEC Open House**

Did not meet.

**T. SEC Web Page**

Lee Green has submitted the following:

The Web Committee did not formally meet. However work continued on the redesign of the web page. The chairwoman worked on sending content to the design team and each member of the committee took a section of content to
update and rewrite for the web page. We scheduled another meeting for December.

U. Student Services Food/Retail/Dining/Catering/Committee
Meeting was held Nov 9th, 2011 and Barbara Wiley reported the following:
  Retail update – new menu items (Cheese sandwiches are big at the moment)
  • Extended hours for BoDawgs might be coming soon
  • Marketing the different locations
    o Facebook site called “Nevada Dining” offer coupons and specials for folks that “friend” the site
    o Specific marketing for each location
  • Signage

V. Student Union Advisory Board
Did not meet.

W. Sustainability Committee
Did not meet.

X. University Disabilities Coalition
This committee met and Lee Green reported the following:
1. The meeting began with a discussion of the events for disability awareness month. The schedule and nature of events for the assistive technology fair was discussed. The Temple Grandin appearance was talked about and a call was put out for volunteers.
2. There was no facilities update.
3. There was no athletics update.
4. There was no IT update.
5. The chairman began a discussion on incorporating life with a disability in academic teaching, challenging stereotypes & perceptions. Some of the ideas put forth include disability memoirs in English, wheelchair and sports equipment design in engineering and including disability training in social work aspect of Humanities. The suggestion of awareness training for the facilities staff was also discussed.
6. The coalition will meet again in February.

Y. Video Surveillance Committee
Did not meet.

Z. Work and Family Taskforce
Did not meet.

Open Discussion:
III.  Next Meeting
December 20, 2011   2:00PM – 4:00PM
Rita Laden Senate Room
Joe Crowley Student Union

The meeting adjourned at 3:50

Respectfully submitted by:
Phyllis Snedeker, SEC Secretary