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, Anette Christensen, Katherine Dirk, Melodie Gander, Scott Geib, Kristen Kabrin, Nancy Kelly, John Kreiger, Linda Kuchenbecker, Mike Maskaly, Lynda McLellean, Karla Narcesse, Gary Price, and Barbara Wiley

Representatives Absent:
Chris Mikulich-Cook, Jennifer Nelson, Chet Payne and Asta Ratliff

Guest Speaker: We were happy to have Mr. Robert Gander, Chair, UNR Theatre and Dance Program as our guest speaker. He encouraged us all to get the word out that the theatre and dance programs are alive and thriving at UNR. Current production of “Anything Goes” will run April 13-22, at the Redfield Theatre within the Church Fine Arts Building. He talked to the challenges of keeping the department funded and the importance and benefits of being able to draw new students to our campus through offering a successful Arts program. The department had a very tough time through the budget cuts of the last few years but happy to still have the caliber of staff and students and productions, producing many talented performances, not only in theatre but in dance as well.

Call to Order: The meeting was called to order at 2:30 pm.

I. Minutes for February were approved with changes.

II. Committee Reports

A. UNR Administrative Manual Committee
The University of Nevada, Reno, Administrative Manual Committee met on February 23, 2012 and Christopher Chadwick submitted the minutes from their meeting.
Minutes:
   a. President Delegated Signature Authority – Section 505 – Submitted by Provost’s Office
   b. Temporary Employment Program – Section 2,257 – Submitted by Tim McFarling
   c. Classified Fee Benefit Program – Section 2,361 – Submitted by Tim McFarling

The above sections have been approved by the President and the UAM has been updated
d. Marketing Policy – New Section – Submitted by Patricia Richard
   
   The above section is pending review by ASUN

e. Faculty HR Background Check – New Section – Submitted by Tim McFarling
f. Support of Breastfeeding Employees – New Section – Submitted by Tim McFarling
g. Core Research Facilities – New Section – Submitted by the Provost’s Office

   The above sections are pending approval by Faculty Senate, Provost and President

Pending

a. Telephone Charges/Electronic Devices – Section 1,066 – Tom Judy
   No Action Taken – Remain on Pending

b. Student Services Section / Student Bill of Rights – Jerry Marczynski
   Student Services has reviewed the Student Bill of Rights. Committee made revisions based on their recommendations. Jerry is to take policies to the ASUN for review. Committee recommends approval once ASUN reviews – Forward to President

c. Committees – Various Sections – Submitted by Elliott Parker
   Committee recommends deleting section 49 dealing with public members of advisory boards and committees. The reference to the BOR Handbook does not exist. Committee recommends approval of minor revisions to sections 12 and 52. Forward to President

d. State Vehicle Policies – Submitted by Sue Dunt / Tim McFarling
   Committee recommended adding language to include all 501c3 vehicles to the policy. Tim is to revise language to clarify to whom employees report accidents to and how long they have to report. Jannet is to review BOR Handbook and Policies and Procedures Manual to compare the overnight storage policies. Stephanie to meet with Adam Garcia to review permitting rules and regulations for golf carts on campus. Revisions to policy may be needed to update current policy. Remain on Pending

e. Postdoctoral Fellows – Section 2,636 – Submitted by Tim McFarling
   Minor revisions were made to clarify who approves hiring salaries and the approved amount for salary increases for post docs. Committee recommends approval – Forward to President

f. Faculty Workload Policy – New Section – Submitted by Provost’s Office
   No Action Taken – Remain on Pending

New Business

a. Guidelines for Faculty Promotion – Section 2,515 – Submitted by Tim McFarling
Language was added to codify the policy and procedure for hiring through internal searches for academic and administrative faculty. Tim is to add language per committee recommendations. Move to Pending

b. Annual Leave Policy for Faculty – Section 2,670 – Submitted by Tim McFarling
Language was added to clarify the annual leave accrual rate for faculty who do not work a “standard” work week. Proposed revisions address faculty who take less than ½ day of annual leave and giving the supervisor the authority to approve or disapprove the policy and deduct leave from their accrued annual leave. Jannet to send policy to President’s Council and the Academic Leadership Council. No Action Taken – Move to Pending

c. Sick, Family Sick, Child-Rearing and Family Medical Leave – Section 2,673 – Submitted by Tim McFarling
Proposed revisions address faculty who take less than ½ day of sick leave and giving the supervisor the authority to approve or disapprove the policy and deduct leave from their accrued sick leave. Jannet to send policy to President’s Council and the Academic Leadership Council. No Action Taken – Move to Pending

d. Children in the Workplace – New Section – Submitted by Tim McFarling
A new policy was created to address employees bringing their children to work other than in emergency situations or programs for career exploration/development programs. Committee recommended adding language to include spouses or other family members. Tim will update policy and send to the Work and Family Task Force for review. No Action Taken – Move to Pending

e. Laboratory Supervisor Safety Responsibilities – New Section – Submitted by Stephanie Woolf
A policy is needed to bring the University in compliance with environmental health and safety regulations in which all laboratory activities must be conducted under the supervision of a designated laboratory supervisor. Stephanie is to write an introductory paragraph for the UAM and Alissa to link to the entire policy on the EH&S website. Committee recommends approval – Forward to President

f. Reproductive Health – New Section – Submitted by Stephanie Woolf
Jannet and Tim will review the policy and provide feedback to Stephanie. No Action Taken – Move to Pending

g. Faculty Holidays – New Section – Submitted by Tim McFarling
Clarification was needed to address holidays for part-time faculty who work flexible schedules. Committee recommends approval – Forward to President

B. Arboretum Board
The Arboretum Board met on March 27, 2012 and Erik Williams reported the following: We discussed the Earth Day event that was planned for April 22nd. However plans for the Earth Day event at UNR have fallen through. So, the Arboretum Board is going to be giving out
information and plants in front of the Knowledge Center from 11:00 to 1:00 on Thursday the 26th.

C. ASUN
ASUN did meet and Jacob Cann reported the following summary at our last meeting regarding the ASUN committee meetings:

- Chartwells has a new dining option at the Overlook called “Tossed” in response to people asking for healthier food alternatives.
- President Johnson stopped by the Senate meeting to give the University’s side of the Main Station Farm rezoning controversy. He informed the ASUN senators that the University will only be rezoning 10% of the farm to protect the value of the land. A portion of the University Farm will be purchased by the Truckee River Flood Project as well as RTC (for the southeast connector) and those changes to the landscape will affect the value of the land. If the University changes the zoning this would lock in the value of the property owned by UNR. It does not mean that the University will sell or develop the property, but it does leave the option open in the future.
- There is a new manager of the Wolf Shop (formerly the ASUN Bookstore) and is asking students, faculty and staff members what they would like to see in the store.
- Mike Collopy stopped by to ask the Senate if they would consider partnering with VPR to pool money to fund additional undergraduate research projects. This is a great way for students to gain experience and knowledge in a field they may or may not be studying in.
- Jane Bessette stopped by to promote activities for this semester that pertain to the career services department. They will be having a job fair and are now offering several free on-demand webinars for students to use as they search for a career.
- ASUN discussed a possible change in name for their “Student Activity Center.” They would like to call it the “Center for Student Engagement” seeing as how their mission is to engage students in campus activities, not just provide entertainment.
- The Senate also discussed the possibility of increasing the MIKC Library operating hours during finals so that it would be open 24 hours.

D. University Athletics Committee
Did not meet.

E. Balloon Race Committee

Balloon Race Scholarship Committee met on March 15, 2012 and Melodie Gander submitted the following report:

Attending: Pat Amato, Carole Anderson, Chris Mikulich-Cook, Melodie Gander, Margo Grubic, Chris Rust, Garnett Overby

☑ Approve previous minutes – Chris Cook approved Feb. 16 minutes with changing the following from the GRBR update. This was removing #5, 6 & 8 it was duplicate information. Carol Anderson 2nd.
Treasurer’s report – Same as last month $5411.30 in account

Old Business – none at this time

New Business
  o The committee agreed to set up a table at the SEC Open house on Thursday March 22 from 10:00 am to 1:00 pm (set up begins at 9:00 am). Ida will set up and coordinate with other members for this event and report at next month’s meeting.
  o Jill Berner is working a pin design.
  o The committee will hold elections of committee members next month. The list is Chair, Vice Chair, Secretary, Treasurer, and Pilot Party coordinator, Hospitality Tent coordinator, Donor list and Raffle coordinator, and Scholarship coordinator.
  o GRBR update: 1) More shape balloons are coming, for example, Raley’s will have a strawberry, Pepsi – pepsi can, and Darth Vader plus more storm troopers. 2) There will be a new VIP tent and VIP parking will start selling March 26. 3) GRBR has moved to a new location on Greg St in Sparks which is in the same building as Hot August Nights. 4) Great Basin Brewery will make a beer just for the Balloon Races with a special name and it will be sold in 6 pack and 20 oz. 5) Friday night there will be a Glow Night with the balloons weather permitting.
  o Idea for committee to consider at next month’s meeting is possibly purchasing a new banner for hot air balloon before the race in September.

Raffle/Publicity
  o Carole Anderson, Chris Rust, and Margo Grubic will start sending letters out for raffle prizes.
  o Garnett suggested getting publicity through Alumni Relations. This led to placing an ad in Silver & Blue for recognition of the races as a whole and to sell our pins. Once a pin design has been established the committee will approach Silver & Blue.

Scholarship
  o Chris Rust was elected chair of this and she will contact the scholarship office for qualified nominations. Melodie Gander, Chris Cook and Garnett Overby are also on this committee.

Miscellaneous - Balloon riders to consider for this year are Bill Cathy and Bruce Shively

Next Meeting: April 26, ABB 508 at 12 noon.

F. Benefits and Compensation Committee
No report.

G. Classified Employee Recognition Committee
Classified Employee Recognition Committee met March 14, 2012, and John Kreiger reported
that the committee selected two classified employees to be Co-Employees of the Month for April. They voted to request that the cut-off date for Distinguished Classified Employee be extended. Next meeting will be Wednesday, April 11.

H. Classified Staff Development Fund/Education Leave
The CSDF/Educational Leave Committee did not meet as no new applications were submitted. Committee members finalized materials and staffed a table at the SEC Open House. The committee is awaiting approval of the updated CSDF Instructions & Application and Educational Leave Policy & Application. Once approved, these documents will be posted to the SEC website.

I. Committee on the Status of Women
No meeting. Katherine Dirk is the new representative.

J. Elections Committee
Did not meet.

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

L. Facilities Resource Committee
Facilities Resource Committee met March 13, 2012; Patti Bussio submitted the following report:

ABB – LAB EXPANSION PROJECT ROOMS 312 AND 320: The committee reviewed and approved a proposal from Sue Moore to remove a wall between 312 and 320 in Ansari Business Building to enlarge a class laboratory.

AAB – ELECTRONIC DIRECTORIES – FLOORS 1 THRU 6: The committee reviewed and approved a request from Sue Moore to install electronic directories in Ansari Business Building lobbies on floors 1 thru 6. The committee suggested that IT be contacted to ensure that the directories are connected to the campus emergency system.

LP – PHYSICS DEPARTMENT REQUEST FOR CRIMINAL JUSTICE SPACE: The committee reviewed and approved a request from David Bennum for the assignment of the old Criminal Justice space in Leifson Physics for the Physics department.

LME/LMR – MINING ENGINEERING CONSOLIDATION MOVES: The committee reviewed and approved a proposal, pending agreement from all involved parties, from Catherine McCall to consolidate Mining Engineering in the Laxalt Mineral Engineering and Laxalt Mineral Research buildings.

CEE – REQUEST FOR SPACE AT STEAD FOR COE TEAMS: The committee reviewed and approved the assignment of space in building number 34 on the Stead campus for use by the College of Engineering academic teams. The committee suggested COE work with EH&S and Facilities Services regarding electrical service and use of welding equipment.
MSS – REQUEST FROM PSYCHOLOGY TO RENOVATE MSS 421: The committee reviewed and approved a request from Victoria Follette for Psychology to renovate Mack Social Science room 421 to expand as a research laboratory.

ABB - REQUEST FROM COMMUNICATION STUDIES TO RENOVATE ABB 622, 625: The committee reviewed and approved a request from Gwen Hullman for the Communications Studies department to renovate Ansari Business Building rooms 622 and 625 to reconfigure departmental offices

EH&S – REQUEST TO ASSIGN ARF 204: The committee reviewed and approved a request from Stephanie Woolf to assign Applied Research Facility, room 204 to Environmental Health and Safety

M. Faculty Senate
Did not meet.

N. Occupational Safety Committee
No meeting. Katherine Dirk is the new representative.

O. Parking and Traffic Board
Did not meet.

P. Police Advisory Board
Did not meet. This committee needs a new SEC Representative.

Q. SEC Bylaws
Did not meet.

R. SEC Luncheon Committee
The Luncheon Committee did not meet, however the committee members were able to announce that President Johnson and Ron Zurek, Vice President of Finance, have given their approval to change the annual retiree and classified luncheon to a reception format. This format will be very similar to “Honor the Best”. The reception will be held June 6th, 2:00pm to 5:30pm in The Joe Crowley Student Union, Ballroom. They will meet in April to move forward with invitations and menu selections. Meanwhile they are working on obtaining raffle items.

S. SEC Open House
Open House Meeting March 8th 2012
Attending committee members were: Scott Geib, Gary Price and Barb Wiley. Barb Wiley submitted the following final preparation for this year’s SEC Open House:
- Table situation:
  - 83 tables have been spoken for.(Barb talked to John Platt and got spaces for 5 more tables. 3 provided by the Student Union and two places that will be reserved for vendors that will be bringing their own tables.)
• Because of the large number of vendors at this event, Barb suggested that we change the set up time from 9:00 to 10:00 to 8:30 to 10:00. This was agreed upon by the other members present.
• Decoration – This year the decoration will be 4 large posters.
• Volunteers for the event:
  o Erik Williams sent out a call for volunteers for the Open House. The signup sheet is on the Open House SharePoint site and it seems to be filling up.
  o Gary will be at the event from 12 – 2. He might be able to get there soon.
• Barb is planning to put either number or the vendor’s names on the tables to help with table locations.
• Scott is going to assign the table spaces. Barb will send him a copy of vendor list, including any special instruction about setting preferences.
• Barb will create the signup sheets for the vendors.
• Barb will call Michelle Horton to let her know that the Open House is happening on March 22nd.
• Barb mentioned that she is encouraging Erik to talk about the SEC every hour to promote the SEC.
• Things we will need the day of the event:
  o Table covers (Barb and Erik will pick those up Monday)
  o Numbers for the tables
  o Sign in sheets for the vendors (we will need extra copies of these as we might try two sign in points)
  o Clip boards (if available)
  o Pens, lots of pens
  o Paper to write the vendor table assignments on
  o Raffle Tickets (Gary mentioned we needed more. Joanne Hoskins picked them up for us and will bring them to the event.
  o Bowl for the raffle tickets
  o Log for the door prizes
  o Clear Tape
  o 5580Duct Tape
  o Electric surge protectors (Student Union supplies these)
  o Information on how to sign onto the internet at the Student Union

Note: Since the SEC Open House committee met March 8th, the event had taken place when the SEC Committee met on March 23rd. Barbara Wiley, Chair of this year’s SEC Open House, reported that the Open House-held March 22, 2012 was a huge success! If you were able to attend you would agree! For great photos of the event submitted by Nancy Kelly, please go to: http://www.unr.edu/sec/events/open-house

T. SEC Web Page
The SEC Web Page committee did not meet however as a committee member, Lee Green held an ad hoc committee meeting to work on the “new members” section of the SEC web site. Katherine Dirk responded to the call for volunteers. We then met on March 13 and reviewed the draft put together by Kristen. We made revisions and added information. Based on this meeting
Lee wrote up an almost-final draft to be approved and edited by the Chair of the SEC web committee, Nancy Kelly.

**U. Student Services Food/Retail/Dining/Catering/Committee**
Food Service Committee met March 14, 2012. Katherine Dirk attended as proxy for Barbara Wiley, and submitted the following report:

**Chris – High Desert Farming Initiative** – will buy produce, adapt menus. They will be asked if they can come as a speaker at the next Food Services Meeting.

**Chuck – Overlook** – Tossed Salads is now open, has been well-received.  
  - **North Side** – Godfather Pizza is now open and has been well-received. Overall campus pizza sales are up.  
  - **Elements** – is becoming more and more popular.  
  - **Bytes** – Sales are good when the Library is busy.  
  - **Pathways** – is doing great.
  - **BoDawgs** – will continue sales thru the end of the Summer Semester and will be back in the fall.

**Beau - $5 – 12: Mondo Subs** – Special at Overlook
  - **Northside Hot Dog Giveaway** – Few weeks ago – gave away 1200 hot dogs
  - **Overlook Hot Dog Giveaway** – Thinking of doing it after Spring Break
  - **Coffee Tasting** – To help make people aware of Seattle Best in Northside & Starbucks in Overlook

**Bike Giveaway/FaceBook** – Promotion asking students to post pictures in NV Gear on Facebook.
  - Picture with most likes and comments will win a new bike.
  - **FaceBook Key tags** – Allows you to get unique deals at certain times of the year.
  - **SEC Open House** – Pastry Chef is putting together samples.
  - There will be games and they hope to spread the word about putting money of the WolfCard.
  - **Spring Break Hours** – Only Overlook & Bytes will be open.
  - **Summer Hours** – Some places will be closed.

**Gift Money for WolfCards** – The committee will ask Penny Leathley to talk regarding putting gift money on a WolfCard. Seems like a matter of getting someone to manage it – several things to consider: how money is put on a card (in person, online, at office), notifying the recipient of the “gift,” etc.

**Are food inspections conducted?** Yes. Graded state inspection reports are always in the 98-99 range. Chartwell’s is always willing to show anybody who asks to see the reports. Chartwell’s also pays for a 3rd party audit that is tougher than the state standards and got all “greens.” Both inspections are on a once-a-year basis. Internal inspections are done on a quarterly basis. Since our campus is considered a “Center of excellence” for Compass (Chartwell’s parent company), we are held to even higher company standards.
Nevada Dining Facebook - Go to the Nevada Dining Facebook page (http://www.facebook.com/NevadaDining) and find discount coupons under the coupon tab.

Virginia Street Road Work The road work on Virginia Street will be moving up to in Front of the Church Fine Arts building. When it does, Food Services will need to address different routes for the food delivery trucks.

V. Student Union Advisory Board
The SUAB did meet on March 28, 2012 and Christopher Chadwick reported the following:
- Wells Fargo will be moving into the union this summer or fall. The new bookstore director, Steve Dubey, officially began at the beginning of March.
- Ideas for use of the space vacated by the optometrist were sought from the SUAB members.
- Earth Week is April 17-19.
- Survey questions for feedback on the union were sought from the members.
The next meeting will be April 25, 2012 at 1:30pm.

W. Sustainability Committee
No report.

X. University Disabilities Coalition
University Disabilities Coalition met March 13, 2012 and Lee Green submitted the following report:

1. There were new members and a guest present at the meeting so the Chair opened the meeting with introductions.

2. Christy Hartman from the Nevada State Public Health Lab was the first guest on the agenda. They are updating the evacuation plan at the health lab and Christy wanted to confirm that they had up to date information on incorporating the needs of the disabled on their evacuation plan. Her concerns were discussed and she was given contact information to ensure she had the updated paperwork.

3. Lyle Woodward presented the facilities update:
   - Signage at the CMM building for the BSL-3 labs
   - Working on updating alarm systems for ADA compliance
   - Working on updating all elevator phones from door type to push button
   - New dorm will open third week in May.

4. No athletics updates

5. No IT updates

6. SEC Open House good to go. Put out a request for set up help at 9am.
7. Discussion of Initiative for the year. The topic was getting all new AV technology ADA compatible. There is going to be a meeting IT to try and make ADA compliance standard operating procedure when installing new AV technology.

8. Topic of long range planning was attempting to get grants for future ADA improvements on campus. The new member of the committee Rafik Beekun said he would be able to enlist some grad students to grant writing process.

Y. Video Surveillance Committee
No Report.

Z. Work and Family Taskforce
The Work and Family Taskforce committee met and Phyllis Snedeker reported the following. This committee continued to discuss amending the Faculty/Staff, Children in the Workplace statute which will be submitted to the Administrative Manual Committee for approval. Also discussed was an upcoming course offered by extended studies and Sanford Center on caregiver/care giving essentials.
https://www.cisweb1.unr.edu/cxs/CourseListing.asp?master_id=1711&course_area=CEC&course_number=101&course_subtitle=00

They will meet again April 30, 2012.

Open Discussion:

The meeting was adjourned at 4:00 P.M.

Next Meeting:
April 17, 2012 -- 2:00PM – 4:00PM
Reynolds School of Journalism, Room 304

Respectfully submitted by:
Phyllis Snedeker
SEC Secretary -2012