MINUTES

STAFF EMPLOYEES COUNCIL

June 19, 2012
Reynolds School of Journalism, Room 304

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

Representatives Present: Julie Bradt, Anette Christensen, Katherine Dirk, Lee Green, Nancy Kelly, John Kreiger, Kristen Kabrin, Nancy Kelly, Shelly Madalinski, Michael Maskaly, Lynda McLellan, Chris Mikulich-Cook, Karla Narcesse, Gary Price, Asta Ratliff, and Barbara Wiley

Representatives Absent: Jacob Cann, Melodie Gander, Scott Geib, Linda Kuchenbecker, and Chet Payne

Call to Order: The meeting was called to order at 2:08 pm.

I. Minutes for May were approved.

Guest Speaker: Provost Heather Hardy was kind enough to visit again. She joked about how difficult getting anywhere on campus via Virginia St. due to never ending construction! She talked again to what can be improved on campus due to the unanticipated revenue from last year’s student fee increase. Now that the funds are a reality, the President’s Council will have a retreat to discuss capital projects, short and long term projects and the potential for new construction and growth on campus.

II. Committee Reports

A. UNR Administrative Manual Committee
Did not meet

B. Arboretum Board
Did not meet.

C. ASUN
No Report.

D. University Athletics Committee
No Report

E. Balloon Race Committee
No report
F. Benefits and Compensation Committee
Did not meet

G. Classified Employee Recognition Committee
We met on June 6 and discussed operational rules and guidelines and we selected an Employee of the Month for July.

H. Classified Staff Development Fund/Education Leave
   • The CSDF Committee met on 06/19/12 and approved a CSDF application.
   • The updated CSDF and Educational Leave instructions and applications have been posted to the SEC website under Educational Assistance, along with a link to Classified Grants-in-Aid.
   • Now that CSDF and Educational Leave are posted on the SEC website, the committee discussed ways to market these benefits to staff. The first outreach will be an email sent to all classified staff from the SEC Chair highlighting these benefits and directing staff to the website for detailed information.

I. Committee on the Status of Women
Did not meet

J. Elections Committee -
This committee did meet and Christopher Chadwick reported the following: We met to establish the election process and identify problems. During the general SEC meeting we discussed election schedule, terms and apportionment of SEC.

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

L. Facilities Resource Committee
Facilities Resource Committee met on June 15, 2012 and Patti Bussio reported the following:

Facilities Resource Committee: June 15, 2012
   Writing Center – Renovation and painting in MS 105, 108 & 109 (Maureen McBride). This was approved by the committee.
   Chemistry – Shared Instrument Lab expansion proposal for CB 108 (Sean Casey). This was approved by the committee.
   ARF – EH&S request to renovate room 202 into grad/undergrad office space (Stephanie Woolf). This was approved by the committee.
   IT – Request for space on 4th floor of MSS for network distribution room (Shawn Franklin). This was approved by the committee.
   Mathematics Center – Proposed signage and advertising (Deborah Fisher). Committee approved the signage and they will work with the facilities department.

M. Faculty Senate
No report

N. Occupational Safety Committee
Did not meet

O. Parking and Traffic Board -
This committee did not meet.

P. Police Advisory Board –
This committee did not meet.

Q. SEC Bylaws – This committee did not meet.

R. SEC Annual Recognition Reception Committee
This committee did meet in June to finalize all the last minute details needed for the First Annual Staff Employee’s Annual Recognition Reception. Certificates were made, script was written, raffle items gathered, checklist re-checked, awards picked up, program was made and catering finalized! The event was held June 6th and deemed a great success, with praise coming from President Johnson, Ron Zurek and many, many staff members!

S. SEC Open House
Did not meet

T. SEC Web Page
Did not meet

U. Student Services Food/Retail/Dining/Catering/Committee
Did not meet

V. Student Union Advisory Board
Did not meet

W. Sustainability Committee.
Did not meet

X. University Disabilities Coalition
Did not meet

Y. Video Surveillance Committee
Did not meet

Z. Work and Family Taskforce
Did not meet

Open Discussion:
The meeting adjourned at 3:40 P.M.
Next Meeting: July 17th 2:00PM to 4:00 PM
Location: The Honor Court (located just south of the Quad and to the side of Morrill Hall)
REMEMBER WE ARE HAVING OUR FIRST ANNUAL SEC POTLUCK!
Bring whatever you’d like to share!
Respectfully submitted by: Phyllis Snedeker SEC Secretary -2012