University of Nevada, Reno
Staff Employees Council (SEC)
Meeting Minutes
May 21, 2013
Reynolds School of Journalism, Room 304

Representatives Present: Jacob Cann, Anette Christensen, Katherine Dirk (Secretary), Melodie Gander, Lee Green (Public Relations Coordinator), Steven Hollingsworth, Nancy Horowitz, Kristen Kabrin (Chair), Nancy Kelly, Linda Kuchenbecker (Vice-Chair), Cheyenne Magpantay, Lynda McLellan, Chris Mikulich-Cook, Asta Ratliff, Shannon Sisco, and Erik Williams (Ex-Officio Chair).

Guest: Gina Akao


Guest speakers: Jim Fitzsimmons, Director of Campus Recreation and Wellness.

I. Call to Order: The meeting was called to order at 2:10 pm.

II. Announcements:
   a. Approve March and April minutes – motion made by Vice-Chair Linda Kuchenbecker, seconded by Public Relations Coordinator Lee Green.
   b. Budget Reports (July) – Every standing SEC committee has to have a budget report with their annual report in July of purchases or expenditure of money needs to be reported for your committees. For example our Website Committee spent money on a Flickr account for the website.
   c. Budget Projections (July) – budget projections for the year are due. This will help future councils; last year the budget was produced with little information. A spreadsheet of what money was spent this year or what will spent.
   d. SEC Standing Committees Reports – the template is online in SharePoint. The standing charges are the charges that are listed in the bylaws. For example the Open House charge is
to run the Open House. Any existing charges that Kristen gave this year are additional charges. They are due at next month’s meeting. Include a brief bio of who you are. Questions – let Kristen know. The reports can be emailed Kristen.

e. Committee assignments – this year we’ve had several open slots, which can be seen in the agenda packet. Kristen has been receiving and forwarding the Administrative Manual information since no one is on that committee. Although we are close to end of the year, please take a look especially if you are continuing next year. Remember that each member is supposed to be on at least two committees. There are some committees that require a certain amount of members.

f. Minute-taking – Secretary Katherine Dirk is using a LiveScribe pen, purchased by the Executive Board, that will record audio in conjunction with note-taking. This will allow her to participate more in the meeting and decrease the time it takes for transcription to prepare the minutes.

g. SEC Newsletter – it was spottily missed. One newsletter per classified staff was sent out, but some departments or staff members did not receive them. The newsletter highlighted the upcoming SEC elections. Also included all classified staff that are graduating this semester.

h. President Johnson is unable to attend today.

III. SEC Bylaws: Report and Recommendations:

   a. There were not enough council members present as required by the bylaws (three-fourths majority vote of the entire voting membership of the Council) to complete a vote of bylaw changes during the meeting, so the vote will be done via email.

IV. Discussion: Suggestions for Provost Carman re: streamlining processes

   a. Secretary Katherine Dirk – an automated leave system that could be done online. It would eliminate the need for paper leave slips (which can easily get lost), expedite the approval of leave, decrease time spent by leave-keepers on data-entry, and reduce data-entry mistakes. There is an in-house online system used by Libraries and IT that expedites that process somewhat, but the rest of campus still uses paper slips. Wondered if there is a possibility that it may be part of the new proposed Human Resources system. Erik noted that when he worked for the state, there was an online system that they used. There are other
companies that use online leave systems. It could also help HR when they need to audit leave slips.

b. Chair Kristen Kabrin – on the academic side of the house, some kind of automated system or form for a change of grade. Faculty brings to administrative assistant who fills it out, the instructor signs in, the chair signs it, the dean signs it, it goes to Admissions and Records. If they are a graduate student, in between the dean and A&R it goes to the Graduate School to be signed. It can get lost easily because so many people have to sign it. It seems like with MyNevada that there could be some kind of automation. It holds up the student’s financial aid if not processed.

c. Chair Ex-Officio Erik Williams – get rid of original signatures and adopt digital signatures. Consider an integrated approval system that would forward the forms to the next person required to sign the document. Log in every day to see what needs to be approved. Always have an electronic copy that can be printed out and it won’t get lost because there is a digital footprint. The environmental impact would be lessened in getting rid of paper and digitizing.

d. Representative Nancy Kelly – BCN just sent out an email that classified employees requisition can be scanned and sent to the Budget office. Jacob Cann noted that there are still some issues with scans because of legacy issues with unique identifiers not being unique. HR was told that Board of Regents has to approve digital signatures, and they haven’t because of security concerns.

e. Representative Jacob Cann – there are difficulties with the desired HR system: add-ons, lack of support, difficult for IT manpower to maintain in-house add-ons for this system. The entire HRMS system is used by NSHE, so they have to figure out what is best for the whole system.

f. Representative Cynthia Olivo – a system that saves time for student timesheets and preparing payroll. It would save hours of man time to have a person that has to fill in, calculate, and audit 25-30 timesheets for each payroll. If there was some kind of biometric sign-in or sign in on the computer it would save time. There are a lot of rules about signing in, like working during class. Their office is going to have a presentation by a software for a system. Representatives Shannon Sisco and Katherine Dirk talked about an internal timekeeping system called PAT that is being beta-tested in Libraries and IT. It lets students
clock in and out with their WolfCard or NetID, automatically calculates their shifts on their timesheets, and creates reports for supervisors. It uses a designated computer that is located near a staff member.

V. **Guest Speaker:** Jim Fitzsimmons, Director of Campus Recreation and Wellness.

a. Campus Recreation and Wellness is located in Lombardi Recreation.

b. Their programs take place in Lombardi and on the fields, and include intermural sports. It includes the fitness center and group fitness classes. There are 79 drop-in group fitness classes.

c. It is $90 a semester, includes use of the entire scope of facilities and programs.

d. They are entirely self-funded.

e. Last semester there were 13,000 passes.

f. They are open from 6 am to 11 pm, Monday through Thursday. Closes at 5 pm on Friday. 8 am to 8 pm on Saturdays and Sundays. Closed during weekend during the summer.

g. There is aquatics, basketball, volleyball, badminton, etc. Lockers, showers, saunas.

h. Offer programs and equipment for all works of life. Want to broad, inclusive, general programming.

i. Was very interested to hear what SEC had to say - feedback, thoughts, questions.

- Passes are activated the week before classes start. The fall semester pass extends through winter break. It is better to do a year-round pass, which is $242 for classified staff. Can do payroll deduction.

- Family members ages 18-24, spouses, domestic partners can get a family pass with full access to facilities. There are family hours for children.

- Renovations update – Locker rooms for women being considered for renovations. Just worked up a budget to renovations. They are collecting estimates to relocker and reconfigure the area. Representative Anette Christensen shared some suggestions, such as adding more electrical outlets, getting a centrifuge for swimmers’ suits because it drips and ruins the lockers and benches. Jim confirmed that swimsuit spinners for the men’s and women’s lockers are being estimated.

- Representative Jacob Cann suggested expanding staff lockers. Jim noted that there are currently some odd shaped lockers that could be replaced and easily doubled.
- Vice-Chair Linda Kuchenbecker inquired about the staff/faculty locker assignments. Jim explained that lockers are assigned for people that are on payroll deduction. They do an audit every year to see who is still a member or not, and they are re-assigned. Plans are afoot to

- Representative Shannon Sisco – is there a waiting list for the lockers? Yes. There is turnover from people that let their membership lapse or retire. In the past people would give their lockers to others, or Campus Rec staff wouldn’t know who was still using their locker, so they switched to members on payroll deduction so they could track assignments.

- Representative Shannon Sisco also asked for verification that morning swim was Tuesdays and Thursdays only. Jim confirmed that, and said that the swim team uses the pool on Monday, Wednesdays, and Fridays, even in the summer. He noted that they have had that schedule historically since the 1970s. The pool is booked around the clock from 6 am to 9 pm every hour.

- Public Relations Coordinator Lee Green inquired about a potential new athletics center and wondered if Lombardi was involved with it. Jim said that it is just in discussion right now, so going ahead with plans for Lombardi. There is a potential donor and the lot between Whalen Parking Garage and Lawlor Events Center is being considered. Lee asked if it would replace Lombardi or be an addition. Jim said it would be both. Some programs would be maintained at Lombardi, the pool would still operate, but some could be moved to a new facility.

- Representative Jacob Cann asked how they get information out about the facility. Some have told him that they didn’t know about the facility. Another example is that he didn’t know classified staff could participate in intramural sports. Jim said that they had a booth at the SEC Open House, they have Facebook, Twitter, a website, fliers, word-of-mouth. Jacob suggested fliers through campus mail since we don’t see a lot through them.

- Representative Asta Ratliff noted that she didn’t know what they offered, what kind of equipment, or programming they had. She suggested a promotion on the UNR main webpage.
• Representative Anette Christensen noted that a lot of people don’t know about rental equipment, like kayaks. Jim also said they have snowshoes, cross-country skis, and life jackets.

• Vice-Chair Linda Kuchenbecker noted that there has been a lot of talk in some areas of campus about promoting a healthier campus, and there’s the Prevention Plan. Is there a way that Lombardi Rec could tie in with those? Jim said the deal is that it has to be equitable state-wide, so if it’s something that is done here and is tied in to benefits, it has to be delivered state-wide so it is a stumbling. There used to be a $250 benefit and wished that could be applied towards Campus Recreation.

• Representative Melodie Gander suggested that Nevada Today could be an option for visibility. Jim said they do use Integrated Marketing for their website, so it’s more about getting the word out.

• Representative Asta Ratliff noted that she doesn’t know what amenities they offer at Lombardi. Jim said they have everything, full-line of equipment. Asta asked how crowded it is. Jim said honestly it is very crowded, they are completely slammed, especially from 5 pm on. 6 am to 8 am is good with a couple hundred people there, there is a lull from 8-11, 11-1 is busy again, 1-3:30 it slows down, 3:30 on it builds, and 5-8 is busy. During the summer is not as busy, but during Spring and Fall it is very busy. The discussion they have had with the University is that they know that as a self-supporting entity they are as big as they can get. They are people that are turned off by that and are losing memberships. So they need to expand, whether it’s a new building or adding on to Lombardi or doing expansion within.

• Representative Cheyenne Magpantay asked what would go into a new facility. Jim said that all surveys they’ve done has been not that they need new things, just more of what they already have. Greatly increased fitness areas both for strength training and aerobic training, double the number of multi-use rooms (space for yoga, Pilates, TRX, tai-chi) – a fitness oriented building. Three basketball courts that are multi-use courts that could be set up for volleyball, tennis, basketball – ability to offer sports. Would probably not go into a new building is a new pool since they are very expensive to build and operate, saunas. Greatly expanded fitness and sports area.
Chair Kristen Kabrin asked if there is someone to show you how to properly use the equipment. Jim said that all the students can do a basic gym orientation and show you how everything works. They used to do personal training years ago but it wasn’t something that people used on a regular basis or charge enough. The best way to introduce people to fitness and teach them to use the equipment is the Cub Corps program. It is offered at 6:30 am and 4:30 pm. Representative Chris Mikulich-Cook said it is a great program. Jim said unfortunately there is not space to expand, and they turn away as many people as they accommodate, so they know they could double the program but there’s no space.

Jim said that whether it is pilates, weight-training, or yoga they have the best instructors in town. Representative Chris Mikulich-Cook said that you can tell they enjoy what they are doing, she’s done different classes and none of the instructors have made her uncomfortable or awkward, they are super helpful and willing – they wanted her to be there and have fun. Jim was glad to hear that as that is their goal – to be broad, general, and inclusive. Chair Kristen Kabrin asked if there was an extra fee for Cub Corps, and Jim said no – they don’t nickel and dime you. If you pay your fee, then the drop-in classes are available to you.

Chair Kristen Kabrin asked if there was a calendar online, and Jim confirmed yes.

Would a new building ease congestion? Jim said that yes, the new building is about 118,000 square feet, and they are currently working in 40,000 square feet. When asked what Jim’s biggest issue it, it is space for programming and classes. Classes are full and for example, when registration opens for a 10 person class they have 50 people sign-up.

Alpha Omega is a new project where they mixed TRX, Crossfit, rowing, in a fitness program.

Explanation of classes is on the website.

Jim was very happy to hear people’s questions and suggestions, it is very helpful.

Representative Shannon Sisco noted that we can’t use our health benefits, so can we use our Classified Fee waiver for Campus Recreation? Chair Kristen Kabrin answered that we can’t because it has to be for-credit. Ran into that problem with professional classes.

Enrolled in 1 credit is considered a student.
VI.  SEC Bylaws: Report and Recommendations (discussion):
   a. Since we don't have enough to vote, are there any questions?
   b. Linda Kuchenbecker noted that in the proposed bylaws draft, text that is underlined and
      bold are additions. Strike-through is deletion.
   c. A corrected copy will be sent out via email by Friday. The SEC Luncheon will be changed to
      SEC Reception.

VII. Committee Reports Comments/Questions:
   a. No comments or questions about the reports.

VIII. Adjournment: The meeting was adjourned at 3:18 pm.

IX. Announcement: Linda McLellan announced that there were some issues with the Survey
    Monkey RSVP for the SEC Reception, but it will be sent out. There are raffle tickets for sale. The
    posters are out.

Minutes submitted by Katherine Dirk.