University of Nevada, Reno
Staff Employees Council (SEC)
Meeting Minutes
June 18, 2013
Reynolds School of Journalism, Room 304

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

Representatives Absent: Ashley Andrews, Bonnie Coker, Steven Hollingsworth, and David Lockyer.

Guests: Mark Lattin.

Guest speakers: Provost Kevin Carman.

I.  Call to Order: The meeting was called to order at 2:04 pm.

II.  Announcements:
   a.  Motion made to approve May minutes, seconded – minutes approved.
   b.  SEC Bylaws – during the last meeting Vice-Chair Linda Kuchenbecker presented changes to the bylaws, but there was not enough representatives for a quorum, so we did an online vote and it passed unanimously. There were some minor typos that people submitted, but since they were typos and not changes to content, those were fixed.
   c.  Reports – there were no questions. There were a lot of “Did not report.” Please get your minutes to the Secretary so it can be updated. Reports that were submitted the day before or day of will go into the next agenda packet.
   d.  SEC Elections – Elections for new representatives just wrapped up and there was one college that was given an extension, so there will be results at the next meeting.
e. Executive Board Elections – need to start thinking about who would like to be on the board next year.
   - September – Public Relations Coordinator, Secretary, and Treasurer elected.
   - August – Chair and vice chairs elected.
   - According to bylaws, the Vice-Chair is the Chair Elect, so we can endorse our current Vice Chair or if someone is interested in being a new Chair can have a ballot for candidates.
   - Send endorsements and nominations to Cynthia Olivo, chair of Elections Committee.
     - Endorsements and nominations for Chair and Vice-Chair by the July meeting.
     - Nominations for Public Relations Coordinator, Secretary, and Treasurer by the August meeting.
   - Current members will be able to vote for Chair and Vice-Chair in August, but they won’t vote on Public Relations Coordinator, Secretary, and Treasurer since those elections will take place in September when new terms start.

f. Processes for the Provost on a sheet – At the 4/16/13 meeting, Provost Carman had asked SEC members to come up ideas for streamlining. SEC members discussed ideas at the 5/21/13 meeting. Chair Kristen Kabrin summarized the ideas into a list (see attachment).

III. Provost Kevin Carman:

a. Process Recommendations – Chair Kristen Kabrin asked the members who came up with the idea to talk about their idea in the order on the list.
   - Secretary Katherine Dirk – an automated leave system that eliminates the need for paper leave slips that are easily get lost, expedites the approval of leave, decreases time spent by leave-keepers on data-entry, and reduces data-entry mistakes. There is an in-house online system used by Libraries and IT that expedites that process, 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. Provost agreed that it is inefficient, slips are easily lost, and that leave sometimes isn’t processed in a timely manner.
   - Chair Kristen Kabrin – an automated system or form for a change of grade. There are 3 possible forms: change of grade, change from incomplete to grade, and an incomplete report. There are also a number of signatures that are needed. Faculty initiates the form, administrative assistant completes form, instructor signs in, department chair
signs it, dean signs it, if it is a graduate student the graduate school signs it, then it goes to Admissions and Records. The timing is last minute so it affects students’ financial aid. It takes a lot of time because so many people have to sign it. It seems like with MyNevada that there could be some kind of automation. The proposal is to consolidate the forms and eliminate some signatures. The Provost agreed that there is a lot of bureaucracy and asked Kristen to draft a consolidated form. Also briefly mentioned was the suggestion of an electronic form perhaps in PeopleSoft (the MyNevada system) to expedite and automate the process.

- Chair Ex-Officio Erik Williams – adopt digital signatures. In a former position with the state, he used a financial system that allowed digital signatures or approvals by logging in and completing every day. The University uses the same financial system but we back everything up with paper forms and signatures. Consider an integrated approval system that would forward the forms to the next person required to sign the document. Provost Carman wondered if this is a formal process to not use digital signatures, or if it is just a local practice to not do it. Discussion continued that there would always be an electronic copy that can be printed out and it won’t get lost because there is a digital footprint. It may be possible that the reason could be because of privacy issues, authentication issues, etc. Provost Carman noted that an example of a form of digital signatures is using emails as permission, and inquired if there similar systems of logging in that are already in use. Discussed that we do use a similar system of digital verification for HR Searches and the new OSPA (Office of Sponsored Projects) that is based on NetID logins.

- Representative Cynthia Olivo – a system that automates timesheets for student assistants. Cynthia has up to 30 students that works for the Office of Prospective Students. Students and supervisors can mistakenly log times, so when timesheets are processed there are corrections to be made. There is a vendor that offers software and a biometric system that requires a thumbprint scan to clock in, so a student can’t have their friend use their WolfCard to sign them in. It was noted that IT has a system in beta. The vendor software would also allow supervisors to block out times when the students are supposed to be in class or on their way to class. There is a quote for $800 for the software and two biometric scanners, and then different levels of pricing that
goes up. This could be used for both student assistants and casual laborers, all hourly employees. Provost Carman inquired about pricing and asked about how it would cost for a campus-wide adoption. It seems like the cost would be borne on a department level so costs may be difficult to bear. Provost Carman asked Cynthia to follow up with the vendor and seek more information and possibly get some quotes for prices. It was discussed that perhaps it could be integrated with the HR system so that data isn’t entered twice, and could be automated when hourly employees need timesheets.

- Representative Rebecca Hess - casual labor hiring process. There are occasions where they need short-term labor for projects that sometimes take as little as a day or two. These jobs can be done by casual laborers, and it would be nice to use student employees who’ve just graduated as casual labor, but can’t work as student employees anymore. The application and HR process takes so long that the project can be completed before the forms are even processed. Casual labor doesn’t take away from classified positions as they are temporary workers for specific projects, but the process for hiring is the same, so perhaps it could be sped up. It was noted Kim Beers, Director of Human Resources, has been working on the casual labor process. Provost Carman noted that perhaps something can be facilitated to speed up the process and will inquire about what is currently being worked on.

b. Updates from the Provost

- Provost planning to review and distill notes from listening tour. He met with 46 different units over the Spring. He plans to distill back to the community what he has learned.

- Hired a new Dean of Education, Ken Coll, who will start July 15.

- Hired a Vice President for Research and Innovation, Mridul Gautam, who will start October 1. He is very much engaged already and thinking about UNR and making connections at the Washington level.

- There was a request for proposals for new faculty positions. Recently reviewed those and are going through the process of determining how much money is available and what possible hires can be made. Expect to make an announcement in the next week.
• In the early process of forming a search process for the Dean of CABNR, with a goal of a new dean by January. They are in the process of electing a representative according to their bylaws.

• Postponed the combination of leadership for CABNR and Cooperative Extension. It was quite a baptism for the Provost and was a very emotional topic for the University, and the Provost and President felt it best to postpone it and go ahead with the CABNR Dean search. They are also appointing a two-year interim Dean for Cooperative Extension, and hope to have that individual identified by July 1st.

• They are moving ahead with the Student Achievement Center. Provost shared that he can’t give specifics but there was a gift made that allows the University to move forward with the Student Achievement Center. Demolition will likely take place in December. There will be likely impact on some parking and they are mindful of that.

• There are a number of new construction projects going forward, like the new dorms on the other side of Virginia St. It will impact some programs like the daycare facility and Nevada Humanities, so they are finding accommodations for those programs that will be displaced. There is also Graduate Student and Family Housing going up at the north end of campus. The contractors are behaving badly and there may be a slight delay while things are straightened out.

• Legislature approved restoration of the 2.5% salary cuts, instead of removing the furloughs. Generally seems that people agree that it is a better choice that if we are forced to take a day without pay that we can take the off. Merit pay is supposed to be restored next year. Haven’t been given a precise amount but likely will be 2.5% and are already having discussions with NSHE about how it will be implemented. Unfortunately there is no indication that furloughs will be removed over the next two years and will likely be dealt with in the next biennium. At least it is a non-negative year for salaries. The retirement contribution is going up but it will be matched, and while it reduces your take home pay, it is your money, and it is tax-sheltered money.

• The provost then opened the floor for the questions. First was when the demolition for the dorms across Virginia St. It may be possible that December was on tap but it seems very soon as there must accommodations for daycare, Nevada Humanities, and Performing Arts. This also affects parking for Cooperative Extension.
• Representative Rebecca Hess brought up that there are parking issues. At the north end of campus, a green parking area has been turned to a silver area, which is more expensive. She inquired if staff were consulted? These changes affect staff, and some people can’t afford the higher charges. Chair Kristen Kabrin asked if it would be useful to have the Parking department come to an SEC meeting. It was discussed if there could be a sliding scale for staff and faculty. Provost Carman thought it is a legitimate comment and perspective, but suggested that we have someone from Parking come and discuss with parking in general with SEC, so start with Parking and follow up. Representative Lynda McClellan suggested that Parking has more communication with whole groups rather than specialty groups. The issue with parking at the School of Medicine where green turned into silver, perhaps should have been designated parking for physicians.

• Treasurer Phyllis Snedeker inquired about the possibility of another overpass or pedestrian bridge over Virginia, particularly with all the new dorms going up. It is dangerous with the number of students that cross the street daily. The flashing lights do seem to help but not all the students use the lights.

• Representative Chris Mikulick-Cook inquired about expanding parking on existing garages, especially with the new dorms being built which means that there will be more students.

• Representative Jacob Cann noted that when Facilities spoke to SEC in December, Sean McGoldrick was asked about the overpass. It was discussed that the existing overpass was built in the 1970s, and is not ADA compliant. It is very expensive to build one that is ADA compliant and would likely require an elevator, so that is not being considered.

IV. Action item: SEC Website Committee

a. Representative Nancy Kelly of the Website Committee demonstrated that currently the pictures slideshows for the SEC Open House and the Recognition Reception is at the bottom of their pages. She asked the council if we want them to remain there, or be moved to the top (right below the title)? This would push the language down, but it seems that pictures are much more visually interesting. It was also discussed that perhaps we could create an archives page for the previous years. A motion was made to move the slideshow to the top, motion seconded, and discussion was held. An amendment was made to the motion that
Nancy asks for it to be moved to the top on a trial basis, and we can discuss it again at the next meeting. The amended motion was seconded, a verbal vote was held, and motion passed unanimously.

b. **SEC Standing Committee Reports Presentations** (following are summaries for each committee; please see full reports for further details)

- **Classified Employee Recognition Program**
  - Representative Melodie Gander reported: The committee has gone paperless and uploaded documents to SharePoint; developed a promotional plan (reinstated NEVADA TODAY articles; redesigned EOM certificates; redesigned the Distinguished Classified Award); revamped the program (updated the “Blue Card” given to EOMs; sent letters to nominators of EOM; instituted the “Coffee with the President”); investigated other additional awards for classified staff (service award, Rookie/Newcomer/Cub of the Year, “Employee Appreciation Day”); and created Certificates of Appreciation for outgoing SEC members. Nominations have improved marginally.

- **SEC Annual Classified Recognition Reception**
  - Representative Lynda McLellan reported: Placed all procedures and documentation on SharePoint; created a promotional plan (had a table at the Open House, had posters, used Survey Monkey for RSVPs, email blast to all employees); and held the event. It took place in the Joe Crowley Student Union; about 300 classified staff and faculty attended (higher attendance this year); door prize tickets presold $275 and sales at the event was $662; came in under budget.
  - Recommendations include changing the cutoff date for Retirees and Awardees with HR; purchasing Survey Monkey software to benefit all SEC committees; separating door prize tickets for the Southwest Airline Voucher; and move parking pass expenses to Classified Employee Recognition Committee.
  - Discussion arose that perhaps Google Docs may be a free alternative rather than purchasing Survey Monkey. This is something that can be considered in the future.
Treasurer Phyllis Snedeker noted that the raffle money total was $926, which is slightly down from last year. However, last year we raffled off a parking pass which we did not do this year. Also, for those that made purchases for the events, need to give receipts to Treasurer Phyllis Snedeker, or make copies and give the original to Georgianna Trexler in the office of the Vice-President of Administration and Finance when you return the credit card.

- SEC Open House
  - Representative Nancy Horowitz reported: Planned and held the Open House on March 14, 2013 (80 vendors, SEC committees, University programs and departments attended as vendors; 400 staff and faculty attended; and developed SEC Open House Guidelines to avoid vendors bring inappropriate materials); 3 committee members were also on the Recognition Reception Committee as bylaws state; donations are supposed to be divided equally between the Open House and Recognition Reception but only 8 donated for both events because most wanted their prize be given out at the Open House when they are present so this charge will need to be looked at next year; Representative Barb Wiley had placed all documentation and procedures on SharePoint in October. The budget was $500, and they spent $272 on the Ballroom and student help, and $6 for poster printing; will request the same to cover a projected increase in the Ballroom rental and an increase in promotional material such as posters.
  - Recommendations include: Amend Bylaws to change SEC Awards Luncheon to SEC Annual Employee Recognition Reception, remove Donations should be divided equally between the two events; Each attendee is given one ticket for the drawing, consider making available for purchase additional tickets at the door with proceeds to fund the SEC Development Fund; divide the prizes into three groups for drawing at 11am, 12pm and 1pm which will encourage people to come throughout the event; use the reconfiguration of donation tables near the podium and reconfiguration of vendor tables.

- Elections
Representative Cynthia Olivo reported: After reviewing charges, Cynthia emphasized that it was important to note that the two previous members with all the experience unexpectedly had to leave, so two new committee members joined and stepped up, Shannon Sisco and Linda Kuchenbecker, and they all took on new work and roles. The committee placed all documentation on SharePoint; reviewed which groups needed representation; pulled lists from HR for staff to vote; used Sympa Lists to email staff for online voting; and used paper votes for Facilities as many of them do not have email. One college has an extension so will have updates after it is closed.

Recommend working on getting votes; review status of representation earlier; continue development of promotional plan; define a hard timeline vs. a soft timeline; purchase Survey Monkey.

Classified Staff Development Fund/Educational Leave

Representative Chris Mikulich-Cook reported: Approve or disapproved applications; put all documentation and procedures on SharePoint; created a promotional plan.

Recommend rather than meeting face-to-face every month, continue meeting and approving applications electronically, which expedited the process rather than waiting an entire month to approve applications.

SEC Web Site

Representative Nancy Kelly reported: worked with Integrated Marketing to use the content management system; provided new content and information; made monthly updates of representatives, officers, bylaws, minutes, calendar, pictures, Open House and Recognition Reception pages, awards pages for EOM and Annual Distinguished Employee; created a Yahoo online account in order to establish a Flickr account (for storing pictures and creating slideshows). Currently they have no assigned budget, was going to pursue and expanded account, but got 1 terabyte of free space. Maintain training with Integrated Marketing for website features.
Recommendations include the need for updates for the calendar (since the one on SharePoint is separate from the Google calendar used on the website), SEC membership lists, minutes, events, Employee of the Month.

Representative Shannon Sisco inquired about using group Google account for members to list the events to go on the calendar. Secretary Katherine Dirk noted that automated alerts can be set in SharePoint that will email you a notification if something has been updated in the SharePoint calendar.

- Benefits and Compensation
  - The report is not ready as the committee only has one member on it and was unable to complete.
  - Thank you all for work on the annual reports. This will be helpful for the council’s future and for future committee members. Committee charges are on the website, but the reports are helpful for others to see what we are doing.

V. Action items
   a. Submit the annual reports to Secretary Katherine Dirk via email.
   b. Reports will be placed in SharePoint.
   c. Executive Board will be submitting their report in August.

VI. Adjournment: The meeting was adjourned at 4:05 pm.

Minutes submitted by Katherine Dirk.
Process Streamline Recommendations for Provost Carman

Submitted by Staff Employees Council

June 18, 2013

1. Automated Leave system
   a. Eliminates the need for paper leave slips (see attached) which are easily lost
   b. Expedites the approval process
   c. Decrease time spent by leave-keepers on data entry
   d. Reduce data entry mistakes

2. Change of Grade Form
   a. Currently there are three forms to change a grade/incomplete (see attached)
   b. Time consuming process
      i. Form imitated by faculty
      ii. Admin completes form
      iii. Form signed by instructor
      iv. Form signed by department chair
      v. Form signed by Dean
      1. If graduate student, form then signed by Graduate Dean
      vi. Form submitted to Admission and Records
   c. Reduce the number of signatures
   d. Reduce paper form and move to online

3. Adopt digital signatures

4. Automate timesheets for hourly employees
   a. Decrease time spent by time keeper
   b. Reduce errors made
   c. Could create rules that would not allow student to work during their class hours
   d. Libraries and IT have an internal timekeeping system, PAT

5. Update casual labor hiring process
   a. Currently if a casual laborer is needed for a short 2 or 3 day job, max 2 weeks, and basic muscle, we need to complete a full NV State application and many other forms.
      i. By the time the request asking permission for the temporary help and the forms sent through the system, the project requiring the help has long past.