University of Nevada Reno  
Staff Employee’s Council (SEC)  
Meeting Minutes  
October 15, 2013  
Reynolds School of Journalism Room 304

1. The meeting was called to order at 2:05 pm.
2. There were no minutes to approve from the September meeting as Kristin Kabrin (acting Secretary) for Katherine Dirk (on maternity leave) was absent.
3. Announcements:
   A. President Linda Kuchenbecker commented on the results of the poll sent regarding the Family Resource Center (FRC). The FRC will have a “temporary” home in William Raggio Building (WRB).
   B. Noted the passing of longtime University employee, Georgianna Trexler, as a great loss to the University.
   C. Commented on President Johnson’s State of the University address. He said “this is a time of regrowth and rebalance.”
4. Guest Speaker Provost Kevin Carman:
   A. Provost Carman mentioned the relocation of the Child Care Center displaced by Cooper Court to the WRB first floor.
   B. The accreditation process is ongoing and is conducted by the Northwest Commission on Colleges and Universities (NWCCU). UNR has been fully accredited since 1938. Joe Cline (with assistance from Katie?) has been instrumental in this effort. The first report of 134 pages with 1900 pages of appendices has been submitted. The University was in the process of the third year review of a seven year process.
   I. The University needs to document that the community is aware of its Mission Statement, where we are and what we are trying to achieve and how we are making progress and how we assess the progress.
   II. He feels we are in “good shape” and most vulnerable in the assessment of academic progress. The Office of Assessment was eliminated at UNR due to the
budget cuts. There will always be room for improvement and the University accepts comments and critiques from other Universities.

C. Provost Carman updated us on the allocation of funds that the University received from two sources.

I. The first fund source, and a one-time fund, is from investment earnings. The Board of Regents assigned a certain percentage to each NSHE institution. UNR’s share was 3.015 million dollars and must be spent over the biennium. This money has been allocated for deferred maintenance ($1 million), academic boot camps ($300,000-$600/student), Faculty development and training for teaching online courses ($200,000), Chemistry Lab, Anatomy and Physiology course/lab, College of Liberal Arts computer lab, photography lab, College of Engineering Lab upgrades ($1 million). Upgrade the Disability Resource Center. The Vice President of Research will be allocated $600,000 to implement some new initiatives to enhance research and grant writing workshops.

II. The second funding source came from student enrollment and tuition. This amount is not exact but conservatively estimated to be 2.7 million dollars. This is a new model of funding for the University and will be used for ongoing commitments including salaries.

These monies will be spent on:
- Reestablish the Office of Assessment- report to Joe Cline
- Disability Resource Center- to improve delivery of courses for hearing and visually impaired
- Information Technology Office- 2 positions: one immediate and one for new CIO to decide
- Library- 2 tenure track positions
- Teaching and Learning Technology Center- 2 positions for online education
- Title 9 Specialists- support for Denise Cordoba

There has been an increase in reporting of student on student sexual harassment. Work on mitigating these incidences.

- Graduate /Teaching Assistants – 20 positions for 1-2 years
- Academic Advisors- 3 positions
- Office Assistants or Support Staff- 5 new positions
Veteran’s Service Specialist- 1 FT position

Police Officers - 2 positions for FY15, UNR has a much smaller police force than other universities of a similar size.

Invest in a single vendor to handle credit card payments across campus

Merit pay restoration- the legislature did not fully fund this and $500,000 is needed to fully fund.

Additional Faculty- to be determined. We can’t hire faculty without the needed infrastructure.

UNR’s student/faculty ratio is 27 and is the largest ratio of all the Land Grant Institutions. The ratio was actually shown to be lower but needs to be improved. This will require additional technical and administrative support.

There is a tremendous need for investment everywhere at the University and the good news is that if the need does not get filled this time, next time should be better.

D. Questions for Provost Carman

How much does retention increase if a student attends a boot camp?

From Provost Carman’s experience at LSU with the Biology boot camp (90 students applied and 60 accepted), it helps students get off to a better start. Does not have statistics about retention but if a student took Biology boot camp, 4 years later they were 2 times more likely to graduate in Biology. Without boot camp, many students changed their major and/or took longer to graduate. The greatest affect was seen in financial aid students that did significantly better if they took boot camp. Provost Carman presented to the Board of Regents regarding boot camp this past December. Thirty Universities are doing all biology/science boot camps. UNR is the first University with a non-science boot camp.

There is/was a strong push to change the funding formula so that the University keeps its tuition. Now UNR will have to cover cost-of-living and merit pay increases.

Provost Carman also commented on the “push to go paperless” and requested that the SEC members become more aware as they handle paper and ask themselves “does this paper have to be printed?” Could it be done electronically? SEC is asked to compile a list of forms and form numbers that could be done electronically to send to Linda K for submission to the Provost.
5. Guest Speaker Jason Ching from Integrated Marketing (IM)

A. Presented the work IM is doing on the website redesign. Why redesign? The technology has changed from where most people accessed websites from their desktop computers. Now, due to the dramatic increase in smartphone and tablet use, most people access websites via smartphone which requires a different website design that needs to be flexible and viewed in different orientations (horizontal or vertical). New web design must also be responsive and serve varied audiences. The University website must serve prospective students, parents, current students, alumni, faculty, staff, and the community. IM is trying a tailored approach with strategic points to make a good first impression make a prospective student want to look further. Also make it scrollable. The second page would be more for campus audiences and would be geared to students, faculty, and staff with quick links. The redesign will have more space for quick links which is now full. Jason asked if the SEC members have any suggestions or what would make our lives better?

B. Questions asked of Jason Ching:

How does the School of Medicine/DHS website fit with the University’s and should all units have the same look?

A suggestion was made to add a search by building for occupants because people often leave messages with just a first name and building.

What about “rogue” websites?

How soon is the redesign expected? Jason hopes/expects 8-12 weeks for the internal homepage.

If there are any questions or comments please contact Jason Ching (jching@unr.edu). The link to his presentation is:

http://prezi.com/wvgw3bvvoorq/why-redesign/?utm_campaign=share&utm_medium=copy

6. Guest Speaker Janine Nelson from Human Resource Services

A. Janine Nelson spoke regarding the policy changes that we have or will sign that we have seen especially the Drug and Alcohol policy changes. Now there is a tangible document with consistent practices system wide and incorporating NRS's into the policy.
She introduced Michelle Hughes, classified recruiter and John Sealy, employee relations new employees in HR.

B. Questions asked of Janine Nelson:

Clarify if we are NHSE employees or State of Nevada employees?

We are a little of both, State of Nevada employees working at an NHSE site. BCN covers Purchasing, Payroll and HR for all classified staff at NSHE North campuses. The HR department serves faculty, graduate assistants and student employees.

BCS serves all campuses in the south.

Can a college or department change a position from classified to administrative faculty?

Yes, depending on if certain “thresholds” are met.

A comment was made that university classified don’t fit State classified positions. There are 1600 classified employees in BCN. If there is a policy to give UNR classified staff a benefit, such as a fee waiver, then the same benefit must be given to all State of Nevada classified staff.

Janine gave her telephone number (784-7706) and email jgnelson@unr.edu if there are any further questions or clarification.

7. SharePoint refresher by Albert Bonk of Information Technology

Albert briefly reviewed how to upload documents. There are certain browsers that work better than others. If using Firefox, you can upload but can’t edit.

You can set SharePoint to alert you that a change has been made. There is a caveat, that you will be notified if someone is editing and saving a document each time a save or change is made.

You can password protect certain documents.

8. No Committee reports

Food Services report will be included.

Meeting adjourned.

Minutes submitted by Nancy Horowitz, volunteer.