University of Nevada Reno

Staff Employees Council (SEC)

Meeting Minutes

October 18, 2016

Rita Laden Senate Chambers, Joe Crowley Student Union

Representatives Present: Alyssa Bennett, Betsy Brownfield (Ex-Officio Chair), Michelle Bruce, Christina Carver (Chair), Rachael Clarke, Jordan DeWeerd, Meghan Ezekiel (Secretary), Margo Grubic (Public Relations), Donna Healy, Diann Jones, Lori Leas, Mark Lucas, Kerrie Medeiros, Mary Merry, Triny Otero, Victoria Plants, Lana Reeves, Amy Simonds (Treasurer), Kathie Stanfield, Jared Volk (proxy for Dawna Snyder), Adria White, Kelly Whitesell, Julie Woodard and Jodi Yocum.

Representatives Absent: Karen Enslin, Harold Miller, Elicia Rollins and Dawna Snyder.

I. Announcements/Action Items
   a. Approval of September minutes moved by Lana Reeves and seconded by Mark Lucas. All were in favor.
   b. Chris Carver discussed the removal of the Student Union Advisory Board and ASUN Senate from the committee lists. Their removal is pending.
   c. The Classified Employee Recognition Program needs more employee of the month nominations each month.

II. Provost Carman
   a. The university can’t join Amazon Prime as an institution, only as individuals. We are in the process of joining Amazon as a business account. The Amazon business account won’t result in significant discounts, but will allow for free shipping and a broader range of suppliers. A contract with the purchasing department is still required when using the Amazon business account.
   b. The accreditation process is going well. There were many positive interactions that were complementary of the university. Provost Carman mentioned that the university needs to work on staff support and that the university is looking for constructive criticism during the accreditation process.
c. Budget updates will come in early January. The university will finalize investment plans in early spring once the budget is complete.

d. Enrollment is up with 21,353 students. There is a smaller freshman class this year, but grad enrollment is up.

e. 971 students participated in NevadaFit this year. 430 students participated last year and a little over 300 students participated in 2014. The university is continually improving the NevadaFit program. In 2015, the retention rate for the students who participated in the NevadaFit program is a little over 87%. The retention rate for students who don’t participate in the NevadaFit program is about 80%. The NevadaFit program has a strong influence on first generation students and Hispanic students. The program also has a bigger impact on males over females. The university is anticipating 1,750 to 2,000 students for the NevadaFit program next year. This will be more of a logistical challenge with food and dorms. The NevadaFit survey results from students and mentors are positive, indicating increased confidence levels and more success.

III. Dr. Lyle Castle and Dr. Paula Gubrud-Howe – Accreditation Evaluation Committee

a. The committee acknowledged UNR’s rapid growth and asked how the growth has impacted classified staff’s workload. Work load impacts are seen in the expansion of job duties requiring staff to wear multiple hats, often resulting in high burn out in one position when multiple positions are really needed. Departmental resources are also becoming increasingly smaller.

b. The committee asked how the communication of staff issues are conveyed to the university as a whole. Staff issues are conveyed to the university as a whole through the Staff Employees Council and their constituents.

c. In regards to policy issues, classified staff are concerned about secure data and the inconsistencies of policies. Policies are vague and not always clear.

d. In regards to the annual review process, classified staff are concerned the review is not an accurate representation of the entire year. The review tends to only be recent accomplishments and the person doing the review may not even know the person’s actual job duties. Some classified staff do self-reviews, while other’s do not.

e. In regards to strengths, or opportunities for improvement, classified staff are looking for active support from the administration.
IV. New Business
   a. No new business.

Meeting adjourned at 4:05 pm.