University of Nevada Reno

Staff Employees Council (SEC)

Meeting Minutes

December 20, 2016

Rita Laden Senate Chambers, Joe Crowley Student Union

Representatives Present: Alyssa Bennett, Karen Braun, Betsy Brownfield (Ex-Officio Chair), Christina Carver (Chair), Karen Enslin, Meghan Ezekiel (Secretary), Margo Grubic (Public Relations), Donna Healy, Diann Jones, Lori Leas, Eric Ledbetter, Kerrie Medeiros, Mary Merry, Harold Miller, Triny Otero, Victoria Plants, Lana Reeves, Elicia Rollins, Amy Simonds (Treasurer), Kathie Stanfield, Adria White and Julie Woodard, Jodi Yocum.

Representatives Absent: Michelle Bruce, Mark Lucas, Dawna Snyder, and Kelly Whitesell.

I. Announcements/Action Items

   a. Approval of November minutes moved by Amy Simonds and seconded by Lana Reeves. All were in favor.

   b. The parking department has hired a consultant to review the ingress and egress in the Brian Whalen Parking Garage. A report will be provided in January.

II. Provost Carman

   a. The university has partnered with Pearson/Embanet to launch an online master’s program in Social Work and Public Health.

   b. The Pearson team has returned to campus to discuss the possibility of online undergraduate and graduate degree programs for each college and school. There’s a high possibility of moving forward with more online programs. These online programs will be targeted towards adults who can’t take courses under a traditional schedule due to careers, childcare, etc. Online programs will help generate more revenue to the university.

   c. The university is looking to recruit more international students. The percentage of international students on campus is 2.5%. Out of state tuition generates more revenue for the university.
d. The Board of Regents approved the sale of the Nelson Building for $7 million at their December meeting. The university has received a $700,000 down payment and the buyer has until May 15, 2017 to pay the remaining balance. UNR will have 120 days to vacate the entire building at the conclusion of the sale.

e. The current occupants of the Nelson Building will move to buildings suitable for their needs with no decrease to the programs housed in the building. Early Head Start will be re-located to a campus facility. Re-locations are to be determined. The university is looking at an office complex near campus to potentially re-locate the programs.

f. The surplus location is part of the Nelson Building sale. It is still uncertain where surplus will go.

g. A request for quotes has been submitted to potentially collaborate with private entities to expand child care options on campus. This is a broad request for the private entities to build on campus, or private property near campus, or to use existing state buildings near campus.

h. The Child and Family Research Center will likely be re-located, but not removed entirely. The university is looking at short term opportunities and expanded hours. The model will be different, but will fundamentally be the same program.

III. Kelley Downs – Workday Communications & Training Specialist

a. Workday is going live October 2017.

b. Workday is currently in prototype 2 phase which includes building prototypes of what the system will look like when live (about 80% in) and starting to assign roles to people using real data.

c. The prototype 3 phase will begin in March. This phase will look at end to end testing and how everything will fit together. Phase 3 will run from March to June.

d. In June, user acceptance testing will begin and will involve people from campus (different users from different departments). User acceptance testing will run from June to August.

e. Workday information sessions will be available in January. Registration is available on the Workday training calendar.

f. Hands on training won’t begin until around early fall. The training approach will demonstrate what workday is, HR & finance fundamentals, general navigation and end user training by role. Videos and job aides will be available for people to refer to when working with personal information.
g. Workday Wednesdays will be provided as open labs to assist with Workday transactions in real time.

h. Anyone who receives a paycheck will be in Workday. Employees will use Workday to request time off, access advices, etc.

i. Workday will show all employees’ time off allowing managers to see all of their employee’s scheduled time off in one location. Notifications will be available in Workday. Managers will need to go into Workday every day and every couple of days for employees to access notifications. Notifications will not be sent via email.

j. Supervisors will be listed as managers in the Workday system. The admin assistant role will also be able to do the same things as managers, depending on department preference. Built in workflows will automatically route to the appropriate approval. Reports and notifications will also be available.

k. Purchasing will be done through Workday. All employees will be able to create a purchasing requisition. Budget info will be available too. All vendors will already be in the registration system including the Staples catalog. The Staples account will remain the same.

l. Departments will still have the ability to make purchases using a Pcard.

m. The IT help desk system for Workday will be called Team Dynamics. Users can submit a help desk ticket for all aspects of Workday.

IV. Raymond Needham – Scheduling Services Coordinator

a. Effective fall 2017, the university is implementing a new instructional space scheduling policy. The policy is intended to ensure that colleges are scheduling a broad range of course offerings, giving students better timetabling options and improving space utilization. The policy is effective for fall and spring semesters only. Summer and Wintermester are not affected by the policy.

b. Departments are required to adhere to standard meeting patterns for all undergraduate and graduate classes scheduled in centrally scheduled space. Staying within standard meeting patterns serves two key purposes: it allows the university to maximize classroom use and it gives students maximal registration options, making it easier for students to create schedules, get needed classes and therefore graduate sooner. Standard meeting pattern scheduling also helps to reduce space conflicts.
c. The new policy will require each college to offer 3% of their total lectures at 7:30am and 7:30pm. Adding these two additional time slots allows for an additional 136 classes that will accommodate an additional 1,680 students. A new building to accommodate 1,600 students would cost about $43 million.

d. At this time, Deans are responsible for determining who unlocks the classrooms in the morning. Discussions of other unlocking possibilities are in the works such as not locking the classrooms at all, or having custodial, Buildings & Grounds, or staff that’s already at work at 7:30am to unlock the classrooms.

e. Because of the new 7:30am time slot, other campus service providers are looking at expanding shuttle options, parking and other student services.

f. The new buildings will have little to no classroom space. These buildings will mainly be used for office space and research facilities.

g. Classroom space is also limited during the summer due to summer programs and student enrollment growth.

V. New Business

a. No new business.

Meeting adjourned at 3:27pm.