

**University of Nevada, Reno Network Meeting
Joe Crowley Student Union Ballroom A (4th Floor)
January 7, 2009
9:00 a.m. - 10:30 a.m.**

MINUTES

1. Introduction:

There were no new introductions.

2. Professional Development & Training Updates, Carole Anderson, PD&T

Carole highlighted the follow classes that are available in November.

There are some of the Mandatory Supervisory Training sessions given by the BCN available this month.

Remember to sign up and take a free online training course through the Professional Online Development (N-POD) system. N-Pod can be located at <http://www.unr.edu/vpaf/hr/development/npod.html>

For information or registration regarding training classes please visit the Professional Development and Training web site at <http://www.unr.edu/vpaf/hr/development/training.html>

3. CUPA-HR-Conference-Marsha Miller, UNR Faculty HR

Marsha wanted to remind everyone about the CUPA-HR Conference in Reno on March 26 or Las Vegas on February 26. For more information please see the flyer at the bottom of these minutes.

There is an updated Nevada Chapter CUPA-HR website located at: <http://chapters.cupahr.org/nv/index.html>

4. e-SEARCH- Jennifer Grogan, UNR Faculty HR

Updates

- This month our e-SEARCH vendor has added two enhancements to improve the experience of our applicants:
 - Applicants are now able to reset their own passwords
 - Applicants are able to review and make changes to an application summary before finalizing their submittal

Reminders/Tips

- When should I put an LOA in e-SEARCH?
Anytime there is an exception for an LOA, the hiring request must be entered into e-SEARCH for Provost Office approval. Examples of exceptions include: No degree, salary over Q2 and if a letter of appointment with benefits will exceed 11 months. Exceptions should be entered prior to the start date so that it can be approved by all parties involved while allowing for timely entry for payroll purposes.

For more information contact Human Resources at 784-6082 or visit <http://www.unr.edu/vpaf/hr/>

5. **HR Reminders- Donnie Andrews, Human Resources**

Donnie wanted to remind everyone that cut off for this month was January 5 and will be Thursday February 5th next month.

Donnie is and will continue to be doing training on Faculty Contracts and Web HRMS training. For more information please email Donnie at donnie@unr.edu

Contract & Web HRMS Training:

Open Dates are:

2/10 & 11/2009 1:00 PM & 2/13/2008 2:00 PM

3/9 & 10/2009 1:00 PM 3/12/2009 2:00 PM

3/25 & 26/2009 9:00 AM 3/30/2009 2:00 PM

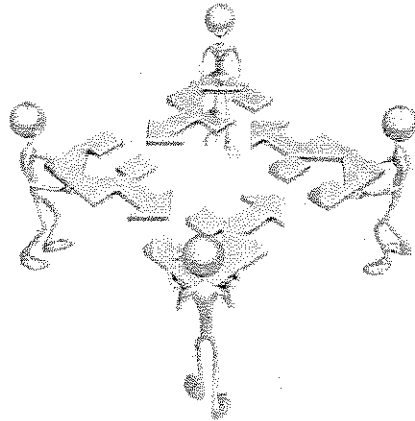
For more information contact the Human Resource department at 784-6082 or visit <http://www.unr.edu/vpaf/hr/index.html>

6. **TTFS: Networking Exercise; Wimba breakout rooms**

For a networking opportunity Carole Anderson had everyone in the room break up into smaller groups and get to know what department each person is in and that person's major job functions. For those that joined the meeting online Carole placed them in online groups to do the same thing.

*The Nevada Chapter of the College and University
Professional Association for Human Resources invites you
to attend its Professional Development Session*

Working Together - How HR Can Enhance Any Team



Las Vegas

Thursday, February 26, 2009
8:00 a.m. - 1:00 p.m.
Cooperative Extension Office
8050 Paradise Road

Reno

Thursday, March 26, 2009
8:00 a.m. - 1:00 p.m.
University of Nevada, Reno
Joe Crowley Student Union, Ballroom A

Guest Speakers

Mary Beth Hartleb and Karen Thoreson

COST

\$25 (\$15 for Students)

Registration fee includes continental breakfast, lunch, and refreshments. CEU credits are pending.

QUESTIONS

Contact Sandy Bean at (702) 257-5502 for Las Vegas or Marsha Miller at (775) 682-6114 for Reno

REGISTRATION FORM

Name: _____ Title: _____

Department: _____ Address: _____

City: _____ State: ____ Zip: _____ Phone: _____

Email: _____

Please mail check or purchase order, made payable to

Board of Regents (Credit cards are not accepted) and
registration form to:

Sandra Bean
Cooperative Extension-Southern Area
8050 Paradise Road
Las Vegas, NV 89123

- I will attend the Las Vegas conference
 I will attend the Reno conference