

**University of Nevada, Reno Network Meeting
Mathewson-IGT Knowledge Center, Auditorium Room 124
March 4, 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 March.

There are several different retirement classes.

The job search classes are being offered once again.

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. e-Search updates, Kim Beers, UNR Faculty HR

Search Waiver Training on e-SEARCH- Join Kim and Jennifer in an informative session on how to input a Search Waiver, LOA Exception or a Temporary Hire in e-SEARCH for approval. We will offer this class in person, as well as, through WIMBA, which is “a virtual classroom environment with features that include audio, video, application sharing and content display”.

When: Wednesday, April 1, 2009
Where: Mathewson – IGT Knowledge Center, Room 104
Tim: 10:30-11:30

More information coming regarding instructions to log on to Wimba.

4. 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>

5. HR Reminders- Donnie Andrews, Human Resources

Donnie made the following four announcements.

1. Cutoff is tomorrow, Thursday, March 5. In April the 5th falls on Sunday so cutoff will be Friday, April 3.
2. Campus wide Web HRMS training is almost completed. The last college will be trained early in April. Still have openings for the general sessions on March 9th, 10th and 12th or March 25th, 26th and 30th. Call me at 2-6116 to sign up.
3. About 85% of the I-9 corrections have been received. This means 15% are still outstanding. Let's get those in without further delay.
4. If you are hiring or changing someone to a letter of appointment with benefits please put that person in touch with the Benefits office as soon as possible.

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

6. Open Enrollment for Metlaw – Sherry Olson, BCN HR- Benefits

Sherry Olson announced that the open enrollment for the Metlaw legal plan is going on right now. The open enrollment period will run from March 1st-17th. For payroll deduction purposes it is important that you have all your paperwork in to the BCN Human Resources office by March 17th. Also if you wish to cancel your enrollment you will need to turn in the Enrollment form by the 17th with the "I wish to CANCEL my enrollment in the legal plan" option checked. If you or your department would like information Sherry has posters and flyers available to be posted in your department.

Please see the attached flyer at the end of these meeting minutes for more information about the Metlaw program. Also attached is a copy of the open enrollment form. For more information please email Sherry Olson at sherry@unr.edu.

7. Administrative Manual Updates- Alissa Mortensen, Office of the Provost

Alissa handed out the following update to the Administrative Manual.

<i>Classified Leave Without Pay</i>	<i>2,305</i>
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Revised: February 2009

Employees who are not at work during normal business hours must be in a formal leave status. All departments should maintain a working environment in which classified employees are held accountable for management of their annual and sick leave accruals to support all absences from work. Absences without the benefit of a formal leave status are normally considered unauthorized and may be subject to disciplinary action. There are certain formal leave statuses that will authorize an employee to be away from work without leave accruals such as leave under the Family Medical Leave Act and Military Leave.

If an appointing authority wishes to place an employee on a formal “Leave without Pay” status which authorizes the employee to be away from work without leave accruals, the appointing authority must contact BCN Human Resources before “Leave without Pay” is granted. The placing of an employee on “Leave without Pay” status should be a rare occurrence because it is essential for an organization to have a regular and predictable workforce. Authorizing frequent and/or intermittent “Leave without Pay” does not support effective attendance principles.

Being in “Leave without Pay” status affects an employee’s pay and benefits. Appointing authorities should be aware that they are setting precedent in their area of managerial responsibility when they authorize an employee to be in a “Leave without Pay” status. Departments must consult with BCN Human Resources when such questions arise.

“Leave without Pay” approved at the discretion of the appointing authority must be carried out in accordance with NAC 284.578. “Leave without Pay” for 30 working days or less may be approved by the appointing authority using the leave request form and a payroll correction form. A leave of absence without pay for more than 30 working days may be approved by the appointing authority using the leave request form and a payroll action form (PAF). Both payroll correction forms and payroll action forms (PAFs) must be submitted to BCN Human Resources. For further clarification and assistance with “Classified Leave without Pay” please contact BCN Human Resources.

8. Insurance Requirements for Guest Speakers & Independent Contractors-SJ Yoon, Controller’s office and Sue Dunt, BCN Risk Management

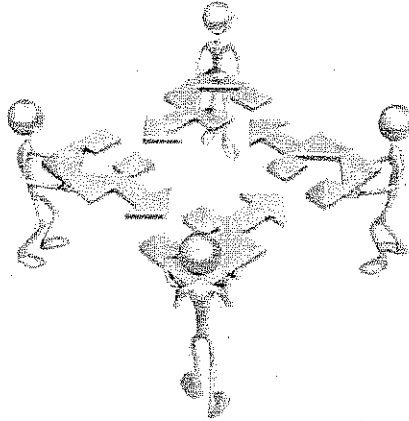
SJ and Sue announce that there will be an upcoming change to the guest speaker and independent contractors’ forms. The upcoming changes should make the process more user friendly. At this time for more information please contact SJ Yoon at 784-6662 or BCN Risk Management at 784-6844.

9. and 10. Overview of Mathewson-IGT Knowledge Center, Tour of the Knowledge Center, Carol Parkhurst, Libraries

Carol Parkhurst offered a tour and overview of the Mathewson-IGT Knowledge Center to anyone who wanted to participate.

*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

UNLIMITED ACCESS TO MORE THAN 10,000 EXPERIENCED ATTORNEYS

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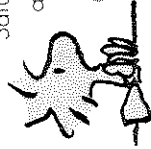
- Covered legal services
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- Document preparation
- Representation for many frequently needed personal legal matters

Plus, if you stay within the network, covered legal services are provided with no additional attorney fees.

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LEGAL ADVICE IS JUST A PHONE CALL AWAY

When you face a situation that you think has legal implications, simply pick up the phone. A knowledgeable Client Service Representative will be available to assist you with locating a Plan Attorney near your home or workplace. And, many Plan Attorneys are available to meet with you on weekdays, evenings and even Saturdays. You can also access our e-panel of attorneys 24 hours a day, 7 days a week.



CONVENIENT ONLINE ACCESS

More information about the program is instantly at your fingertips when you visit the Hyatt Legal Plans web site. **Just log on to www.legalplans.com, Click on "Thinking about Enrolling?" and enter the password MerLaw for details.** Where available, you may also visit us at www.metlife.com/mybenefits. You can even locate available Plan Attorneys in your area while you're online.

*You will be responsible to pay the difference, if any, between the Plan's payment

Exclusions

Please see your plan description for complete details. No service (including consultations) will be provided for: 1) employment-related matters, including company or statutory benefits; 2) matters involving the employer, MetLife® and affiliates, and plan attorneys; 3) matters in which there is a conflict of interest between the employee and spouse or dependents, in which case services are excluded for the spouse and dependents; 4) appeals and class actions; 5) farm and business matters, including rental issues when the participant is the landlord; 6) patent, trademark and copyright matters; 7) costs and fines; 8) frivolous or unethical matters; 9) matters for which an attorney-client relationship exists prior to the participant becoming eligible for plan benefits. For all other personal legal matters, an advice and consultation benefit is provided. Additional representation is also included for certain matters listed specifically in this brochure.

For more information

Visit Hyatt Legal Plans online anytime at

www.legalplans.com

click on "Thinking about Enrolling?" and enter password: **MerLaw** or call 1-800-821-6400

Where available, you may also visit us at www.metlife.com/mybenefits

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Hyatt Legal Plans

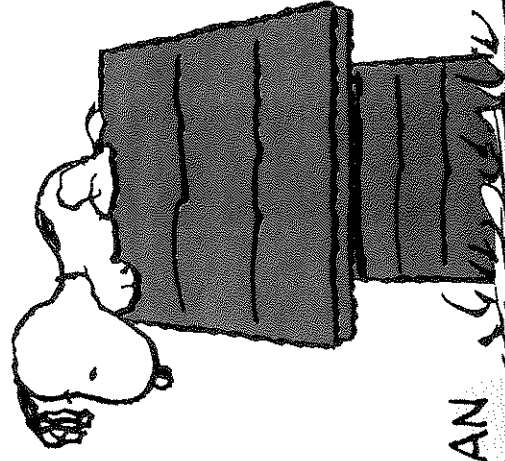
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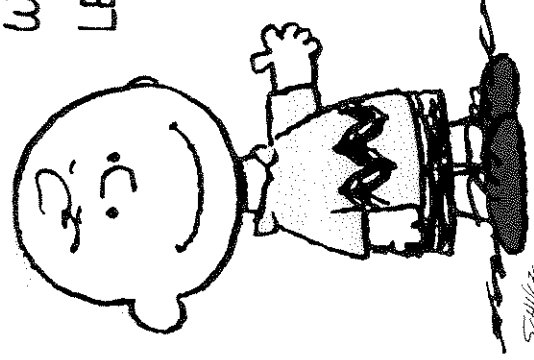


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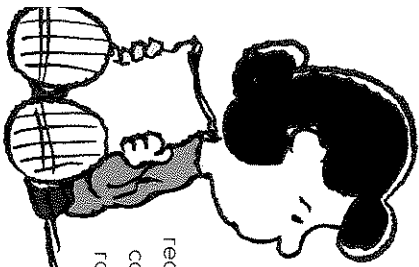
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...FOR JUST PENNIES A DAY



Finding an affordably priced lawyer to represent you when you have trouble with creditors, buy or sell your home, or even prepare your will can be a challenge. Now there's a smart, simple, affordable solution — Metlaw[®], administered by Hyatt Legal Plans. Metlaw is a legal services plan that provides legal representation for you, your spouse and dependents at a price that won't break your budget.



Now you have a resource at your fingertips for important, everyday legal services. What's more, you'll also have someone to turn to for unexpected legal matters. With Metlaw, you can receive legal advice and fully covered legal services for a wide range of personal legal matters, including:

COURT APPEARANCES

Helps protect your rights.

- Civil Litigation Defense
- Consumer Protection
- Restoration of Driver's License
- Traffic Ticket Defense (Except DUI)
- Juvenile Court Defense
- Administrative Hearings
- Incompetency Defense

DOCUMENT REVIEW & PREPARATION

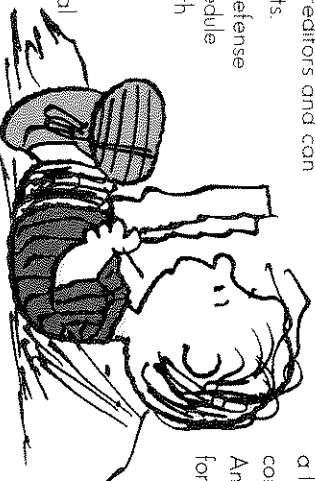
Provides you with legal advice before you sign on the dotted line.

- Mortgages
- Deeds Notes
- Demand Letters, Affidavits
- Review of Personal Legal Documents
- Immigration Assistance

DEBT COLLECTION DEFENSE

Helps you work with creditors and can help enforce your rights.

- Identity Theft Defense
- Repayment Schedule
- Negotiation with Creditors
- Pre-bankruptcy planning and filing of Personal Bankruptcy Petition
- Tax Audits



WILLS

Helps you set forth your decision about how and to whom your property will be divided.

- Wills and Codicils
- Living Wills and Powers of Attorney
- Living Trusts

FAMILY MATTERS

Helps you address issues that may be important to you and your family.

- Premarital Agreement
- Protection from Domestic Violence
- Uncontested Adoption
- Uncontested Guardianship
- Name Change

REAL ESTATE MATTERS

Helps you avoid potential problems and costly surprises associated with one of your most important assets.

- Sale, Purchase or Refinancing of your primary residence
- Eviction and Tenant Problems (where you are the tenant)
- Zoning Applications
- Security Deposit Assistance - for Tenant
- Boundary or Title Disputes
- Property Tax Assessment
- Home Equity Loans

DISCOVER HOW AFFORDABLE AND CONVENIENT IT CAN BE TO GET LEGAL REPRESENTATION

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- No claim forms
- No limits on usage

ENROLL NOW. HERE'S HOW:

- Select Metlaw on your enrollment materials for whatever enrollment response method you will use during your benefit enrollment period.
- Your cost for the Plan will be automatically deducted from your paychecks.
- Once you enroll, you must remain in the Plan for the entire Plan year.

For access to affordable, convenient, covered legal services, turn to Metlaw, available through your company. Join today!

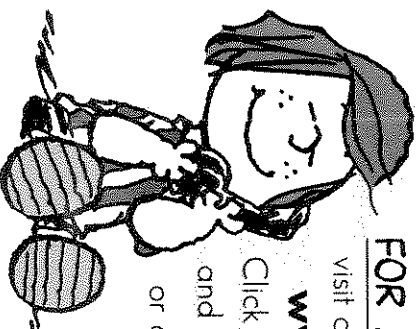
Get out and retain for Plan access

FOR MORE INFORMATION

visit our web site:

www.legalplans.com

Click on "Thinking about Enrolling?" and enter Password: **Metlaw** or call: **1-800-821-6400**



Monday - Thursday: 8:00 a.m. - 7:00 p.m.
Friday: 8:00 a.m. - 6:00 p.m. (Eastern Time)
Where available, you may also visit us at
www.metlaw.com/mybenefits



Nevada System of Higher Education
Group Legal Plan

MetLaw®

Enrollment Form

Enrollment Period: March 1, 2009 – March 27, 2009
Plan Year Period: April 1, 2009 to March 31, 2010

Name: _____
Employee ID: _____
Institution: _____
Zip Code: _____
Work Telephone: _____

Authorization: (check the appropriate box)

I hereby elect to enroll in MetLaw® effective: APRIL 1, 2009

I wish to ~~CANCEL~~ my enrollment in the legal plan effective: MARCH 31, 2009

I understand that my election **will remain in effect for the entire plan year**, or until I am no longer an eligible employee or I terminate employment with the NSHE. I authorize the NSHE to take the appropriate after-tax payroll deductions needed to maintain this election.

Signature

Date

Group Legal Services plans are offered by Hyatt Legal Plans, Inc., Cleveland, Ohio. In certain states, the Plan is provided through insurance coverage underwritten by Metropolitan Property and Casualty Insurance Company and Affiliates, Warwick, RI.

Please return or fax this form to:

BCN-HR Benefits Dept.
70 Artemesia Way, Room 2 MS-240
Reno, NV 89557

FAX: (775) 784-1146

Print Form