

**University of Nevada, Reno Network Meeting**  
**Matewson – IGT Knowledge Center, Wells Fargo Auditorium**  
**September 10, 2008**  
**9:00 a.m. - 10:30 a.m.**

**MINUTES**

1. Introductions:

There were no new introductions made.

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

Carole highlighted the following classes coming up in September.

**Being your Own Best Advocate:** September 18, 2008 from 9:00a.m. to 11:30 a.m.  
In order to move ahead professionally and be in control of your life, taking care of yourself must take priority! Being Your Own Best Advocate will teach you strategies for focusing on what's important to you and ways to use those strategies to promote yourself in the best light. Learn how to bring solutions to those in higher level positions. Being your own best advocate also means becoming a life long learner, being ready for change when it happens as well as embracing it and building relationships of mutual respect.  
Objectives: Define an advocate Learn strategies for being your own best advocate Learn the benefits of networking. Determine an action plan for being your own best advocate.

**Retirement-State of the Market:** September 18, 2008 from 12:00-12:45  
An update on market conditions for the year, where the market is headed and a look back at historical conditions.

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. New EAP Program, Michelle Kelley, BCN-HR

Michelle wanted to introduce everyone to the new Employee Assistance Program. It is the policy of the Nevada System of Higher Education to provide an Employee Assistance Program (EAP) that allows employees to access a referral service designed to help NSHE employees and their families through personal difficulties.

The EAP is designed to treat many types of problems and is accessible by phone twenty-four hours a day, seven days a week. The EAP program is a confidential assessment and referral service specifically designed to assist employees and families in handling personal and work-related issues.

The LifeWorks program allows up to three sessions of EAP counseling services per year and *unlimited telephone and online services* at no cost to the employee.

Introducing LifeWorks, your free Employee Assistance Program.

The University of Nevada, Reno wants to create a healthy, supportive work environment for all of its employees. The LifeWorks program is designed to give employees free, confidential assistance with personal issues, including:

Parenting; Work; Older Adults; Midlife and retirement; Disability; International issues; Managing People; Health; Emotional well-being; Addiction and recovery

When you call the LifeWorks program, a professional consultant can listen to your questions and concerns, provide a confidential sounding board, and help find solutions and resources to help. LifeWorks consultants are available 24 hours a day, 7 days a week, 365 days a year. You can also visit the web site at [www.lifeworks.com](http://www.lifeworks.com) to watch short educational videos, read or download articles, take interactive self-assessments, e-mail consultants, find online resources, and much more. The LifeWorks service is brought to employees free by the University of Nevada, Reno and it's completely confidential.

In addition to the support that LifeWorks offers employees, the program has extra tools and resources to help our managers and supervisors.

LifeWorks can help you:

- Develop your skills as a manager
- Resolve interpersonal conflicts
- Manage difficult employees
- Deal with drug or alcohol abuse
- Promote a safe, low-stress workplace
- Help employees balance work and life

Call or visit the web site today to find out how LifeWorks can help you.

LifeWorks Online: [www.lifeworks.com](http://www.lifeworks.com)

**(User id: NSHE password: EAP)**

Or call anytime: 877-234-5151

En español, llame al 888-732-9020

TTY/TDD: 800-999-3004

If you have any questions or require any additional information about the Employee Assistance Program (EAP) contact the 784-6844 or visit their web site at <http://www.unr.edu/vpaf/hr/benefits/index.html> for more information.

Michelle also wanted to remind everyone to post or pass out the catastrophic leave donation flyer that is located on the last page of these notes.

4. e-SEARCH- Kim Beers, UNR Faculty HR

Kim Beers was unable to attend the meeting

5. HR Reminders- Jo Ann Zurek, Human Resources

Jo Ann was unable to attend the meeting

6. CAIS 8.0 Update- LeRoy Palinsky, Computing & Telecommunications

LeRoy announced that his department is hoping to release the final changes to the CAIS system by the end of September. The original CAIS system was developed in a computer language that is now obsolete so the update to a new language was necessary. This has been a three year process to update the CAIS system into the new language. LeRoy would like CAIS users to go to the test web site listed below and test the Look up information-Documents; Expense Document Images; Custom Inquires; and Favorites sections. Please let LeRoy and his team know if there is anything that might need to be changed.

Also a tip that if your reports are not printing correctly it could be that your computer is not configured correctly to view the images properly. If this is happening to you please contact Desktop Services to have them help you.

784-1798.

CAIS TEST SITE <https://cistestnode1.unr.edu/caisloginvs8/CAISLoginvrs2.aspx>

If you have questions please email LeRoy Palinsky at [palinsky@unr.edu](mailto:palinsky@unr.edu)

7. TTFS: N-POD Reminder- Carole Anderson, PD&T

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>

Professional Online Development (N-POD) is a two year (7/1/07 - 6/15/09) partnership with Skillsoft to provide free online professional development courses for University of Nevada, Reno faculty and staff. The courses can be accessed from any computer using your unr.edu email. For instructions on how to set up registration and begin, go to the N-POD Quick Start document. For questions contact Carole Anderson, Professional Development & Training at 784-4239 or [andersoc@unr.edu](mailto:andersoc@unr.edu). If you having trouble accessing courses, etc., you may want to check the minimum requirements for a computer.



## Catastrophic Leave Donations

**TO:** All Classified Employees  
**FROM:** Michelle Kelley, Benefits Manager BCN HR  
**DATE:** September 10, 2008  
**SUBJECT:** *Catastrophic Leave Donations*

The purpose of this memo is to solicit individual donations to the catastrophic leave bank. There are two ways you can donate catastrophic leave; you may donate to the cat leave pool and/or you may donate to employees that have been approved to receive Catastrophic Leave Donations.

The following employees are approved to receive catastrophic leave donations and have authorized the release of their name to solicit individual catastrophic leave donations on their behalf:

**James Butterfield**  
**Shawn Cromwell**  
**Sandra Frybarger-Moore**  
**Delia Llanas**  
**Tina Vidovcich**

You may post this flyer in your department or distribute to Classified Employees.

**Eligibility:** A ***Classified Employee*** may donate a minimum of 8 hours and up to a maximum of 120 hours of annual leave and/or sick leave **each calendar year**. *Note: Donations must be in increments of 8 hours.* Your sick leave balance may not fall below 240 hours as a result of such donation; there is no minimum balance requirement for annual leave.

Effective January 2005 the UNR Catastrophic Leave Procedures manual was developed to allow an employee approved to receive Catastrophic Leave Donations to receive a maximum of 240 hours from the UNR general catastrophic leave pool per occurrence in a calendar year. The maximum total number of hours an employee may receive is 1,040 hours in a calendar year (NRS 284.3622) from individual and pool donations.

To donate, please complete the following forms:

- Request to Transfer Catastrophic Leave; and
- Authorization to Release Employee Name for Cat Leave

which are available for printing at the following link: <http://www.unr.edu/vpaf/hr/forms/> or you may call the Benefits Department at 784-6263 to request a form.