

**University of Nevada, Reno Network Meeting
Joe Crowley Student Union, Theatre
March 5, 2008**

MINUTES

1. Introductions: Virginia Montblanc- Library Acquisitions Department.
2. Carole Anderson- PD&T: Training calendar/newsletter from the PD&T office has been emailed and on the web. Carole high-lighted new training offered:
 - Gena Jones is teaching, 2008 Administrative Faculty Performance Criteria Training session.
 - Kathy Schultz from Purchasing is teaching, Getting to Know Your Fixed Assets/Equipment Inventory.
 - Self Supporting Budget trainings out of the office of PBA will be taught in the EL Cord lab by budget officers.
 - Preparing Student Hiring Documents, Jannine Haggard.
3. Carol Parkhurst-Knowledge Center: Carol updated us about the “Knowledge Center”. It’s back on schedule and will be turned over to the University on May 22, and will open to the public on Monday August 11, 2008. Check out the website (www.knowledgecenter.unr.edu.) It will house an auditorium, video conference rooms and group study rooms (15 or 16) which will have high end technology; students will be able to hook into a monitor in these rooms. The Knowledge center is approx. 300,000 square feet. Please go to the web cam or web site for details or to watch it being built.....or just walk on by. A small part of the Getchell library will be open for business. The help desk will move to the front of the building, and over the summer if you need to check out a book they will look it up and retrieve it for you.

Q. What will the University do with the Getchell library?

A. No formal decision has been made. Maybe turn it into classrooms.

Q. How many students can fit into a group study room?

A. 6-10

Q. Computer labs, will they be bigger?

A. Yes. And there will be digital video and web throughout the building.

Q. Will the fences around the KC be taking down?

A. Yes.

Q. Will the computer labs in the Getchell library still be used?

A. No, we are making arrangements for other lab use in different locations for when the library closes and we make our move into the KC.

4. Nancy Durano, CIS: Rewriting CAIS. A heads up to inform everyone that there will be 5 changes on March 17, 2008. These changes have been tested by the top users. All changes will be under CAIS financial lookup. They include:
- Accounts by signature/authority name
 - Grants by award/account number
 - Grants by investigator name
 - Expense budget/line inquiry
- For questions email Nancy at: ndurano@unr.edu

5. Peggy Bohn- PBA: Peggy gave us information on upcoming workshops and the content.

CPLs (Comprehensive Position Lists)

- a. Due back to PBA NLT Monday, March 17th.
- b. Email any changes to PBA Budget Officer.

FY09 CPLs with salary data to include merit and cola

- c. Should be available on CAIS after April 4, 2008.
- d. Once this is posted, people may begin configuring their self supporting budgets.
- e. Self Supporting budgets are due to PBA NLT May 2nd. CPLs will be locked on May 2nd and no more changes will be allowed.
- f. College offices may have an earlier deadline.

Classified PAFs & the CPLs

- g. If you are budgeting a classified position in the CPLs either on a different account than the one they are paid on in June 2008 **OR** with different account FTE splits, be sure to submit a PAF to BCN HR **DURING JUNE** for the new Fiscal year.
- h. We hope that State Personnel will post the July 1, 2008 compensation (salary) schedules at <http://dop.nv.gov/compschedules.htm> or <http://www.unr.edu/vpaf/hr/compensation/schedules/html> in May. Check both locations to accurately complete the PAF prior to sending to BCN. Any questions, contact your College or PBA Budget Officers.

6. Donnie Andrews-HR Faculty- Donnie could not attend this morning but wanted to remind everyone that cut off's on the 5th of every month!
7. Sherry Olson, BCN-HR: As you might be aware we cannot send out campus announcements via email anymore. Therefore, our office is trying to get out information in other ways, this Network meeting being one of them. BCN wants to inform as many people as possible about the catastrophic leave donations and forms. Contact their office for information on who needs donations and how you can donate. METLAW is a new voluntary benefit to UNR employees. Its open enrollment is Feb 25, 2008 until March 21, 2008. BCN is offering several seminars currently and over spring break. Check the PD&T web site and register for one.

www.cis.unr.edu/Training/Events.aspx Look for Pers, METLAW, and Retirement-State of the Market. There are different seminars for retirement, some for employees that will retire within 5 years or others for employees who will retire in 10 to 20 years. With the new METLAW you can do payroll deduction for \$15.75 each month for a full year of law services.

Q. Why is enrollment at a different time frame for METLAW than for the rest of our benefits?

A. It is “Voluntary” so they can offer it sooner.

Q. If a couple who were both participants of the plan decided to divorce, would they be able to use the METLAW providers to attain an attorney for their divorce?

A. No, under the NSHE Plan, a divorce is not a covered service. But if both were participants of the plan then they both could seek attorney consultations for the divorce. If one of the spouses were covered on the plan as a dependent, then only the primary participant could seek the attorney consultation for the divorce.

Q. Does this plan cover custody issues?

A. No, under the NSHE plan, custody situations are not covered services. But a participant could seek attorney consultation.

Q. What if we don't like the service/attorney we are assigned to?

A. Complain right away and have a new one selected for you.

Q. Are the plan attorney's pre paid?

A. No, the plan attorneys do not receive payment until a participant seeks the attorney for services. (Just like a medical plan physician.)

Q. What services are covered?

- Wills, living wills and living trusts
- Powers of attorney and demand letters
- Uncontested adoptions and uncontested guardianship
- Name changes
- Consumer protection matters
- Document preparation and review
- Sale, purchase or refinancing of primary residence
- And much MORE!

8. Carole Anderson, PD&T: Carole showed us the “Emergency Information” site on the UNR home page. It has every contact needed in case of an emergency. Police services, campus escort, campus closure, and training. This is the exact web address, <http://www.unr.edu/emergency/> but you can also go to the home page and click on the emergency button at the bottom of the page. It looks like this.