

**University of Nevada, Reno Network Meeting**  
**Joe Crowley Student Union Room 402**  
**February 6, 2008**  
**9:00 a.m. - 10:30 a.m.**

**MINUTES**

1. Introduction: Erika Waday introduced Melody Gander as their new administrative assistant in the Makay School of Earth & Engr.

Carole Anderson with Professional Development & Training welcomed everyone to the meeting.

2. TLT Smart classrooms: Greg Gardella, Classroom Services:

Greg and his staff support 130 classrooms on campus, smart classrooms with video, projectors, and visual display. In the past most of these smart classrooms and the computers provided have been open accesses for log on. Over the winter break TLT switched over the log on to be UNR NET ID access only. The conversion has been very smooth. If you know you will be teaching in one of these rooms be sure to have your UNR NET ID ready. Call the UNR help desk and have your UNR NET ID activated. 682-5000. Also call TLT for portable technology for classrooms that do not have an AV carts or don't have smart classroom technology. Please give them 48 hours to ensure what you order is available. That number is 784-6085. Or email Greg with any questions at [greg@unr.edu](mailto:greg@unr.edu)

It was asked if there will be more smart classrooms on campus. Greg said, about 8 -12 rooms a year are turned into smart classrooms. Their office also refreshes the technology every 5 years. When the Knowledge center opens there will be more smart classrooms and computer labs for use. A list of locations for smart classrooms and labs can be located at [www.It.unr.edu](http://www.It.unr.edu) this is the main page and then click on classrooms.

3. Benefits Program: Michelle Kelley, BCN-Human Resources

BCN –Human Resources have new seminars for spring 2008. You may have seen the emails that went out recently for these Benefits and Retirement seminars and the “one on one” counseling. To register for these seminars and counseling please go to the Professional Development and Training website at: [www.unr.edu/vpaf/hr/development/training.html](http://www.unr.edu/vpaf/hr/development/training.html) Please register soon as they do fill up quite fast, especially the PERS and Social Security seminars. For more information on retirement go the UNR/HR website.

We are introducing a new voluntary benefit, the “Metlaw Legal Program”. Whether you are buying a new home, drawing up a will or just need some legal advice, MetLaw<sup>®</sup> can give you easy access to experienced, participating attorneys, plus you will receive a wide range of covered legal services at an affordable price.

Some of the services provided include:

- Purchase, Sale or Refinancing of a Primary Residence
- Wills and Estate Planning
- Deed Preparation and Immigration Assistance
- Debt Matters and Identity Theft Defense
- Civil Litigation Defense
- Telephone and office consultations for an unlimited number of matters.

This program will cost \$15.75 a month payroll deduction after tax.

The program will not cover Employer and Employee disputes or DUI’s. All information with your attorney will be confidential. The program will be available to all benefits eligible employees. For more information on the services of the program and any limitations come along to one of the campus information session that will be announced soon.

#### 4. Purchasing, Copier Program, Copy Center, Receiving and Mail Services:

Purchasing director Garth Kwiecien attended with managers of the departments he oversees to explain their functions and new changes to their areas.

**Anne Stewart, Copier Program:** For service, toner and staples, please call Konica Minolta directly at **1-800-456-5664.**

\*There is **no charge** for service or supplies.

\*Beware of “toner phoners” who ask for model numbers or serial numbers or try to sell you something. Neither the Copier Program nor Konica Minolta will call you to try to sell you anything.

For questions about accessories or billing, please call Anne Stewart at 784-6941.

Training is available at any time. Please call Anne to schedule.

Paper may be ordered through the Copier Program. Paper costs vary. Purchasing also has pricing agreements with STAPLES, Office MAX, Corporate Express and Office Depot, so feel free to check prices before ordering.

**The big news on campus.....**

*Your copier can now be used as a scanner and a printer at no additional monthly cost!*

Anne Stewart

784-6941/ [pstewart@unr.edu](mailto:pstewart@unr.edu)

**Sheryl Hunnewell, Mail Services:** Mail services are integrating with receiving. This is the first week they have tried this new approach. Mail services are offering Fed EX ground without fees for pick up, you will have to pay for shipping. Mail services do not know the duty rates of other countries. There is no way to find out this information until the bill comes back to the department.

Departments cannot sign up for reoccurring shipments. There will be a cheat sheet on the mail services web site March 1, 2008. This will include new rates and updated forms. Feel free to call Sheryl with any questions you may have at 682-9037.

**Celia Culver, Copy Center:** Copy center is still here on campus in the Central Services building. Prices are 35 cents for color copies and 4.25 cents for black and white. They have fast turn around and can meet all of your digital copy needs. You can use the copy center for personal use but not for profit. Non-profit organizations can have flyers made and checks must be made out to "Board of Regents". For departmental use, you need to fill out and send in an IPO. They do not laminate but the data works department in the library does. Contacts for poster printing and laminating are: Steve Young 682-7238 and Tod Colegrave 682-5644.

For copy center questions contact Celia Culver or Andrew Merlo at 784-6810. You can also email the copy center at: [copycenter@unr.edu](mailto:copycenter@unr.edu)

Celia also reminded us that if you change departments, please go into ESS and make your new changes there. Department and mail stop. Or else, your mail will continue to go to your old department.

**Travis Hamrick, Inventory and Surplus Sales:** The mission for surplus sales is to reutilize furniture and equipment on campus. Every Tuesday and Thursday the surplus is open to departments from 1:30pm to 3:30 pm. You will need to show UNR ID, give your department name and information. Before you spend money come and see if there is something you can use. This is free for departmental use. The last Friday of every month is a public sale. Flyers are sent out to campus. This is not free to University Employees. But for a small fee you could buy a used computer, desk, chairs, phone, monitor, etc. Everything that is not sold is donated to non-profit organizations. Surplus will pick up all equipment working or not. This is FREE pick up. The only thing they will not accept is actual garbage in a garbage can. The sale is located at 425 Church Lane, (Nelson Building) Second Street and Ralston. For inventory pick up forms please go to the BCN Purchasing website at: [www.unr.edu/bcnpurchasing](http://www.unr.edu/bcnpurchasing) or call Travis for any questions you may have. 784-6552.

5. Women's Resource Center, Geri Mosey

Geri Mosey brought a survey for participants to fill out. The survey asked what services women would be interested in. There will be a series of speakers coming to campus.

6. PD&T Announcements, Carole Anderson

New trainings to our calendar that Carole pointed out are:

2008 Administrative Faculty Performance Criteria Training Session

2/14/08 1:00pm to 2:30pm

2/20/08 3:00pm to 4:30pm

3/4/08 1:00pm to 2:30pm

3/11/08 1:00pm to 2:30pm

These trainings will be in the Artemesia Building, Glazner Training Room.

Instructor: Gena Jones

Getting to Know your Fixed Assets/Equipment Inventory

3/5/08 9:00am to 11:00am

3/12/08 1:00pm to 3:00pm

These trainings will be in the Artemesia Building, Glazner Training Room.

Instructors: Kathy Shultz and Philomenia McCaffrey.

Look for our supervisor brown bags too!

7. HR Reminders, Donnie Andrews- Faculty Human Resources

When is cut-off for faculty, PD and LOA contracts? February 5 & March 5. What does that mean? Faculty HR will guarantee data entry if paperwork is received prior to those dates...unless, of course, there are problems with paperwork.

What is the deadline for new hire paperwork? Two week prior to start.

Why is that? Faculty HR will guarantee that your new employees will have access to their EIN so they can access their Net ID and email on the day they start. What does the department need to do on the Personal Data Form?

Complete the gray section at the bottom. What if the department forgets?

It will hold up processing. HR can no longer assume that the work address is the department's main address.

**Announcement**

The 2008-2009 Faculty Salary Schedules are now available on the Salary Schedule page of the HR web site and you can now see both "A" and "B" faculty on the one page.

8. Placement and PDQ'S, Marsha Miller, Faculty-Human Resources

Marsha Miller from Faculty HR presented a new tool for staff to use in finding a current Position Description Questionnaire (PDQ) for Administrative Faculty from their own department or other departments. Under Compensation/Placement Committee-PDQs on the HR web site, the "Search PDQ" web site currently has 804 PDQs with approximately 550 downloadable Word documents for use in comparing, updating, or writing new PDQs. The headings are "sortable" (alphabetically or numerically). PDQs can be found by using a Key Word or specific Range. If you leave the "Key Word" and "Range" blank and hit "search", it will bring up all of the documents. Those with "download" indicate that there is an electronic copy of the PDQ. If it says "N/A", there is no electronic copy

available and you'll need to contact Marsha Miller in Faculty HR at 682-6224 for a copy to be faxed or sent in campus mail.

This is the link for Placement Committee:

<http://www.unr.edu/vpaf/hr/compensation/placement.html> and this is the link for the "PDQ Search: <http://www.unr.edu/vpaf/hr/pdqs/search.asp?all=no>. If you find any broken links, please let Marsha know so they can be repaired right away.

HR will be reviewing the older PDQs over the next year and requesting that they be updated and submitted to Placement Committee for review and approval. Any position being posted through e-Search must have the PDQ updated if the effective date is three years or older. PDQs should be sent electronically to Marsha for review and analysis before routing for signatures.

Two Reminders from NV Chapter of CUPA-HR:

Webinar - "FMLA Alert! How the new regulations affect you" - Thursday February 7<sup>th</sup> in Palmer Engineering at UNR, Room 205 – 12 Noon to 1:00 p.m. – All are welcome.

7<sup>th</sup> Annual NV CUPA-HR Conference – "Today's Workforce... Tomorrow's Legacy" - Tuesday, February 26, 2008 from 8:00 a.m. – 4:00 p.m. – Grand Sierra Resort and Casino - registration flyers can be requested from Marsha Miller at [Marshag@unr.edu](mailto:Marshag@unr.edu) or Leslie Nady at [lnady@unr.edu](mailto:lnady@unr.edu). Conference is \$85 and is open to anyone involved in HR work.

9. TTFS-NPOD, Carole Anderson: PD&T

New feature in NPOD, when you pick a course there are buttons, one for play, or download. There is a new button called "Evaluation". Please hit that button and evaluate a course!

Meeting ended 10:40am