

University of Nevada, Reno Network Meeting
Joe Crowley Student Union Ballroom C (4th Floor)
April 9, 2008
9:00 a.m. - 10:30 a.m.

MINUTES

1. Introduction:

Kim Bonnenfant with Professional development & Training welcomed everyone to the meeting and there were no new employee introductions.

2. Professional Development & Training Updates, Kim Bonnenfant

Kim Bonnenfant handed out the current training calendar. Kim highlighted the following class.

Getting to Know Your Fixed Assets/Equipment Inventory on 05/01/2008 from 1:00pm to 3:00pm. This class is an introduction to fixed assets/equipment cycle. Learn what a fixed asset is, what makes up the cost, and what types of fixed assets there are. Find out why your equipment was not considered an asset for inventory. Learn about NSHEs rules and regulations regarding equipment: find out why assets must have asset tags and how purchase requests should be coded. Get the details on equipment fabrications, betterments and lease purchases. See how you can make reconciling your Yearly Fixed Asset Report easier. Understand the inventory process and some of the issues auditors have. Finally, learn about property disposal and how to properly dispose of your old, unwanted equipment.

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 this class and others please visit the Professional Development and Training web site at <http://www.unr.edu/vpaf/hr/development/training.html>

3. On-line Sexual Harassment Training-John Burnett, Affirmative Action

John wanted to remind everyone that all University of Nevada, Reno employees are required to attend Sexual Harassment and Discrimination Prevention Training. The current NSHE policy was amended in May 2003, if your training occurred before that date; you are overdue to and required to take the training again. The training is required

every two years. If you have already taken the training class in person you can log into WebCampus/WebCT with your Net ID and take the online training. Once you have completed the online training be sure to answer the questions at the end. This will notify John's office that you have completed the required training. New employees should attend the in person training that is part of the new hire orientation that is required for them to attend. John's office is currently also working on a way for all university volunteers to also be included in the sexual harassment training.

For more information regarding sexual harassment training you can contact John's office at 784-1547.

4. Phone Billing- Jane Patterson, Controller's Office

Jane wanted to make sure everyone was aware that funds for the phone billing for the rest of this fiscal year were encumbered in the accounts the charges are assigned to. When the billing occurs for the current month the funds will be unencumbered so the money can be taken out and then the funds will be re-encumbered. This will ensure there are enough funds in the account at all times to cover the phone equipment charges. After July 1, 2008 funds will be encumbered for this again for the 2008-2009 fiscal year. Be sure all accounts that are being charged are correct and that your accounts are budgeted to cover the phone expenses. Phone bills can be viewed on-line. If you have changes to the accounts currently being charged, billing questions, or problems accessing the billing statements you can contact Amanda Espinosa Evans at 682-5683 or aeevans@unr.edu.

Jan Patterson can be contacted at janep@unr.edu

5. Year End Processes- Jane Patterson, Controller's Office

Jane wanted to make sure everyone was aware of some of the fiscal year end cut off dates that Ron's Zurek's office sent out in email announcements as follows:

As you are aware, the university's fiscal year closes on June 30, 2008. In order to facilitate an orderly close to the fiscal year, deadlines have been established for completing certain transactions against state accounts. Deadlines for the deans' offices are given below. Departments should check with their dean to determine if the colleges have imposed earlier deadlines.

Transfers of Expense

Per Board of Regents' policy, all transfers of expense from non-state to state accounts (journal vouchers or PR45 payroll transfers) must be completed by **April 30, 2008**. Transfers from non-state to state accounts after this date must be approved by the President and reported to the Regents. Typically, the only transfers processed after April 30, 2008 involve payroll clearing accounts or corrections of errors. Please submit journal

vouchers and payroll transfers to the Controller's Office by [April 24, 2008](#) to allow sufficient time to process the documents by April 30, 2008.

[Travel \(in-state or out-of-state\)](#)

A trip that begins in June and ends in July must be charged in its entirety to the fiscal year in which the greater portion of the travel occurs. All claims for travel reimbursement chargeable to FY08 state funds must be submitted to the Controller's Office by [July 14, 2008](#). Funds should be set aside in travel for any current fiscal year charges not billed or assessed until July (i.e., purchasing card air fare or rental car charges, state motor pool billings).

[Purchasing Card Purchases](#)

Departments are asked to maintain close control over purchases made by the use of the purchasing card to assure the availability of current fiscal year funds since purchasing card purchases are not encumbered. Purchasing card purchases may not be made against state-appropriated funds after May 31, 2008 unless approved by the appropriate vice president or designated representative. Purchases of goods made using purchasing cards must be charged to the fiscal year in which the goods are received. Services purchased through use of a purchasing card must be received [on or before June 30, 2008](#) in order to be charged to FY08 state-appropriated funds.

[Purchase Orders](#)

The Purchasing Department has established deadlines for purchases in excess of \$2,000

<u>Purchase Order Amount</u>	<u>Deadline</u>
\$2,000 – \$25,000(direct buy, requires 1 quote)	Friday May 16, 2008
\$25,000- \$50,000 (informal bid; requires 2 competitive quotes)	Friday May 16, 2008
Over \$50,000 (requires formal bid)	Friday, April 11, 2008

[Purchases made on state funds after June 1, 2008 must be approved and signed off by the appropriate Vice President.](#)

Encumbrances remaining for blanket purchase orders should be reviewed to ensure that they represent an accurate estimate of the cost of additional goods and services to be provided prior to [July 1, 2008](#). All other encumbrances on purchase orders should be reviewed for validity. Contact the Purchasing Department (784-6552) or the Controller's Office (784-7776 or janep@unr.edu) for corrections of encumbrances.

As part of the year-end closing process, budget managers need to ensure sufficient funds remain in state accounts to cover June phone, postage and copying charges, as well as the July 10 classified and hourly wages payroll and any other expenses that will be charged to the FY08 state accounts during June and July (during the 13th accounting period). Negative balances in state accounts may be cleared by transferring expenses to non-state accounts any time prior to the close of the 13th accounting period on July 24, 2008.

Please remember that even if transactions relating to FY08 state-appropriated funds are submitted to the Controller's Office by the specified cut-off date, transactions will not necessarily be processed unless a sufficient budget balance exists. Every attempt will be made to resolve and process any rejected transactions, however, we cannot assure that rejected transactions get processed prior to the specified cut-off date.

Again, these deadlines apply only to state accounts. Self-supporting, grant, foundation, or other non-state accounts are not subject to these deadlines.

If you have any questions, please call the Controller's office at 784-7776.

6. Inventory- Garth Kwiecien & Kathy Schultz, Purchasing

Garth Kwiecien and Kathy Schultz were unable to make it to the meeting.

7. Update- Celia Culver, Copy Center

Celia wanted to remind everyone that the campus Copy Center is still available to do your campus print jobs. They can also do work for any non-profit organizations or copies for employee private needs. The Copy Center services include:

- Color copies any size up to 12"x18" on several types of stock all \$0.35 each
- Black copies on white, pastel, or bright paper up to 11"x17"
- Bound book with color inserts, tabs, and color covers
- Booklets (collated, and stitched in center) from 5.5"x8.5" to 11"x17", color and black
- Posters, brochures, flyers, reports
- Shrink wrapping
- Folding
- Trimming
- Binding (plastic coil and spiral)

For more information please contact Celia Culver at 784-6810 or email copycenter@unr.edu

8. Classified Hiring Packets- Janine Nelson, BCN-HR

Janine Nelson announced that there is now a new hire documents packet available on the Human Resources web site under HR Liaison in the Classified section click on Hiring

Packets and it will take you to

<http://www.unr.edu/hr/employment/recruitment.html#packet>

Please remember to always pull the latest forms from the web site instead of saving one version to your desktop. This will help ensure you are always using the most up-to-date forms.

For more information contact Janine Nelson at 784-7706 or email her at

jgnelson@unr.edu

9. Budget Updates- Peggy Bohn, Planning, Budgets & Analysis

Peggy Bohn gave the following reminders:

1. FY09 CPLs with salary data to include merit and cola
 - a. Should be available in CAIS on April 14, 2008.
 - b. Self Supporting budgets are underway!
 - c. Self Supporting budgets are due to PBA NLT May 2nd. CPLs will be locked on May 2nd and no more changes will be allowed.
 - d. College offices may have an earlier deadline.

2. Classified PAFs & the CPLs
 - a. 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.
 - b. 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.

10. e-SEARCH - Kim Beers, Human Resources

Updates

Effective May 1, 2008, UNR will begin entering letter of appointments (LOA, LBC, LOB, etc.) that require Provost approval into e-SEARCH. We will use a similar process to that for Search Waivers and Temporary Faculty Hires. The search type will be "LOA Exception" instead of "Standard." Look for instructions on the Professional/Faculty Search Process section of the HR website in April. This does not apply to all LOA hires, only those that require Provost approval.

LOA Exceptions which require Provost approval include: 1) Longer than 90 days at 100% FTE, 2) Longer than 11 months as an LBC, 3) Over Q2 salary, and 4). Doesn't meet minimum qualifications

Reminders/Tips

Scan and attach the required documentation for your search. Required documentation includes: all ads, interview questions, testing, blank rating sheet, pre-employment certification forms, references letters, and paper approval documents. If you don't have access to scanning equipment, purge the file of documents you don't need to retain and send the remaining items to Denise Madole at MS 238 and she will upload the documents for you. Only send the required documents-HR will not purge the file.

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

11. HR Reminders- Donnie Andrews, Human Resources

Separation - Donnie reminded everyone of the importance of using the Separation Notification and showed where it is located on the HR website and use of the drop down boxes. She then reminded everyone that when an employee separates although BCN requires the entire leave folder for auditing, Faculty HR only needs copies of the leave records or cards for 1 year prior to separation. Faculty HR does not want leave request slips or originals of anything. The leave keeper may shred the record 3 years after separation.

Overload - Donnie showed everyone that the Academic Calendar for 2008-2009 is now available on the Salary Schedule web page

Checklists/Hiring Packets – Donnie shared the new search capability of the HR Forms web page, the new Letter of Appointment Hiring Packet and the updated Faculty New Hire Checklist.

Contract Amount Calculator – Lastly Donnie demonstrated the new Contract Amount Calculator that can be found by clicking on the HR Liaison button, then the Employment Contract link in the Faculty box and Contract Amt Calculator in the Faculty box. Everyone was extremely impressed and excited to see this wonderful time saving feature to the HR website.

For more information contact Donnie Andrews at 682-6116 or visit <http://www.unr.edu/vpaf/hr/index.html>

12. TTFS: WebCampus/WebCT for Word, Excel & Access Classes-Rita Heuser, Computing & Telecommunications

Rita Heuser with Computing and Telecommunications and Kim Bonnenfant with Professional Training and Development announced that training material for the computer trainings of Microsoft Word, Excel, and Access will be available to the employee prior to the class date on WebCampus/WebCT. Once the employee has logged into WebCampus/WebCT with their Net ID the employee can print or download

the information and manuals needed for the class. Kim Bonenfant let everyone know that the CDs that used to be mailed to the employee before the class will still be available upon request.

For more information please contact Rita Heuser at 682-6797 or via email at rita@unr.edu or Kim Bonenfant at 784-4233 or via email at kimb@unr.edu

Meeting ended at 10:30