

University of Nevada, Reno Network Meeting
J. C. S. U. , Ballroom A
May 7, 2008
9:00 am to 10:30 am

MINUTES

1. Introductions: There were no new introductions.
2. Jill Wallace - TLT WebCampus Support Manager: Jill set up the meeting with Wimba Classroom, an online synchronous conferencing tool. This enabled 27 users to log into the meeting from their own computers. At their desks they can view a powerpoint presentation from our meeting and listen to our voices. We can hear them talk and they can hear us. We didn't use a web cam because we didn't set up that feature, but we could if we chose to. If we did, they could see us and we could see them. This new conferencing tool is like being a part of a webinar. You can enter this classroom by way of an internet browser such as Internet Explorer or Firefox. A headphone/microphone combination is recommended, which can be obtained rather reasonably from any office supply store. You can call in to hear by dialing 1-646-367-1174 and entering a pin number. This is not a toll free number. Wimba will allow you to share your desktop with all the participants, which was the feature used to share the Websites that were highlighted during the Network meeting. Our meeting was archived and saved for later viewing. All of the meeting has been archived and saved so you can view.

As Jill did an overview of Wimba Classroom's interface, she also provided some suggestions about how to successfully facilitate a meeting. These suggestions included: Set up guidelines so you don't talk over each other. Use the "raise hand" by clicking the control key. Presenter should always repeat the questions with the microphone so the person's on line can hear. (Microphone driven) You can read more about live classroom by logging onto www.wimba.com

There is no fee to use this. UNR has already paid for the licensing and Jill Wallace can you set you up. Email Jill for information on how to set up your own Wimba Classroom at jwallace@unr.edu. This is available anywhere that you have access to the internet, but you need to contact Jill for help setting it up.

TLT offers many workshops, including workshops on using Wimba Classroom but will not be teaching over the summer. They will be moving to the Knowledge Center the last week of July and will again offer a variety of workshops beginning in September. www.knowledgecenter.unr.edu

3. Sherry Olson-BCN-HR: MAY is open enrollment. Anthem contract will be going away as of May 30, 2008. New contract will be with Hometown Health. Hometown Health providers are available at www.hometownhealth.com. If you are with PPO low or high deductible, and you don't want to change your plan you don't need to

do anything but if you are adding or deleting dependents then please complete the open enrollment form and indicate your **changes** only. The health assessment questionnaire is still available on line. The incentive is to cut the deductible in half for the PPO. The dental allotment is increased, 4 cleanings per year. If you can't find the health assessment questionnaire call the BCN-HR office and they will walk you through it. 784-6844. "Succeed" is the only one you need to fill out. It may seem confusing. There are people who need catastrophic leave hours donated. Please contact BCN –HR again at, 784-6844 to help those inquiring.

4. Carole Anderson-PD&T: Carole pointed out a couple of new seminars coming up; PERS: Planning ahead for retirement and Ready to Retire. Check the PD&T calendar for times and dates. Register on line too!
www.cis.unr.edu/Training/Events.aspx The Getchell **Library labs** will be closed starting May 13, and all PD&T trainings that require a lab will be in the **Ansari Business Bldg.**

Next Network meeting on June 4, 2008 will be in the New Auditorium, the old Jot Travis Student Union bldg.

5. Kim Beers-HR Faculty- As a result of the efforts of Gena Jones and a large group of HR folks, compensation information for all employee types is now available in one location-it's on the HR website with detailed information. For the sake of readability, topics are summarized with links to sources for more information. The compensation philosophy developed by a committee for the University leads off the topic list. Followed by Classification and Leave and Placement/PDQ's. Salary Increases and Decreases is a new section detailing all of the ways employees compensation may be changed - Faculty/Staff/students. Lastly is the section on Salary Schedules including Salary schedules 08-09 posted. Placement into rank, range or step; New hire salary setting guidelines and other new information is available. Classified 08-09 not posted yet. Will update as soon as possible. New stipend PDQ forms, for new requests.
6. Tina Lundstrom, User Services Manager and Maggie Resell Director of Information Services: Tina and Maggie represented desktop services, computing help services, system admin. Support and library services. They will begin moving everything May 8, 2008 and will be in the Knowledge center August 11, 2008. (8/11/08 KC will open officially) All labs will be closed in Getchell. Please contact scheduling services if you need to reserve a lab on campus.

Monday May 19th, 2008 Getchell will be closed for the entire day. Phones will be working. To prepare for this move many of the libraries' collections and resources will not be available during certain times between May 17 until August 11, 2008 when the knowledge center opens. Books, journals, and multimedia will be available on a limited basis. Complete information about services and hours is available on the libraries' summer 2008 web site:

<http://www.library.unr.edu/summer2008.html>

7. Peggy Bohn-Planning, Budget & Analysis:
FY09 CPL's with salary data to include merit and cola.
a. Self supporting budgets are due to PBA NLT May 9th. CPL's will be locked on May 9th and no more changes will be allowed.

Classified PAF's and the CPL's

- a. If you are budgeting a classified position in the CPL's either on a different account than the one they are paid on in June 2008 OR with different 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 officers.

8. Kim Beers-Faculty-HR: e-Search: New advertising options, www.workreno.com is changing to www.renoTahoejobs.com. All administrative faculty and classified promotional opportunities will be posted to this site by HR. Other new sites where HR will be posting jobs and the respective job groups are:

www.postdocscholars.net	All postdocs & research scientists
www.minorityfacultyapplicantdatabase.com	All faculty openings
www.norcalherc.com	All faculty openings and classified, when requested

9. Donnie Andrews-HR Faculty: Click on the HR Liaison audience link (Since all of you are HR Liaisons) and click on Employment Contract in the Faculty Blue box. You will then notice you have another Faculty blue box with several links. This is the same blue box that has the contract amt counter shown at the last meeting. The last two links are for July 1 processing. 2008-2009 Sample terms/salary worksheet contains just what the name implies. The last link is the Power of Attorney for those who need it.

Next go to forms page by clicking on forms in the gray subject box on the left hand side of the HR web pages. Type in keyword "Personal Data Form" Click on PDF for the second Personal Data Form. Please note the there is a gray box at the bottom of the page. This box is completed by HR Liaisons. I know it is confusing because it is gray you expect it to be for Human Resources use but it isn't, it is to be completed by the department.

Now we are going back to the forms page and enter the keyword "PAF". In this instance we are looking for the PAF used for Faculty, etc. Click on the PDF link for the PAF. Now go to the group of boxes below the count lines. The box in the

middle of the first line says "Cert Method". That is where you enter the search number for new hires.

Last we are going to return to the forms page and enter the keyword "Terms". In the description box for the Faculty Terms of Employment there is a link for "Contract Remarks Terms of Employment". This link will give you a list of all contract remarks that are acceptable for faculty terms of employment. The terms will be returned if other remarks are used.

10. SJ Yoon- Controller's Office: Insurance requirements are mandatory from all independent contractors including guest speakers per NSHE policy. Guest speakers need to provide a notarized affidavit prior to coming to Nevada. It will be enforced starting today, May 7, 2008. The affidavit of rejection of workers' compensation insurance coverage form will be added as page 4 of our guest speaker form. Please call Lisa Schaller at Risk Management, (775) 682-6105, with any questions. Correct payment forms are required before the Controller's office can review and process. Incorrect forms will be returned to initiating departments.
11. Alissa Mortensen-Office of the Provost: UAM Manual Updates: All updates are as a result of NSHE policy revisions. All changes have been made in the NSHE Procedures Manual but have not been updated in the UAM. All revisions are in effect as UNR policy.

Section 1,403- In State Travel

For trips of 24 hours or less, employees must have more than 75 miles from their duty station to receive reimbursement for meals.

Section 1, 415-Airlines and Travel Arrangements

Only coach airfare will be reimbursed by the University. The traveler will bear the cost of any upgrade to a different class of service.

Section 1,526-Equipment Inventory

Departments are now required to track two inventory lists. Equipment that is sensitive in nature or subject to theft that is valued \$2000-\$5000 must be separately tracked by the institution. Some equipment will need to be tracked regardless of acquisition cost, desktops, servers, PDA's, cell phones, two-way radios, and personal communication devices. All sensitive equipment listed in policy needs to be tracked regardless of when it was acquired. The tracking of such a list was effective March 1, 2008.