University of Nevada Reno

Staff Employees Council (SEC)

Meeting Minutes

May 19, 2015

Rita Laden Senate Chambers, 3rd Floor, JCU

Representatives Present: Albert Bonk (Chair), Betsy Brownfield (Vice-Chair), Michelle Bruce, Carla Geib (Treasurer), Debra Glogovac, Proxy for Margo Grubic, Robert Hernandez, Nancy Horowitz, Natsumi Housely, Kathy Johnson (Secretary), Lindsarae Klaes, Harley LaRoche, David Lockyer, Lana Reeves (proxy for Cheyenne Magpantay), Mary Miller, Alicia Seefeldt, proxy for Dawna Synder, Adria White.

Representatives Absent: Ashley Andrews (Public Relations Coordinator), Jodi Fraser, Steven Hollingsworth, Linda Kuchenbecker (Ex-Officio Chair), Jennifer Laslo, Pamela Terango, Mona Watts, Jodi Yocum.

Guest Speakers: Provost Carman, Heidi Gansert, Michelle Hughes.

I. Announcements/Action Items
   a. April meeting minutes not approved because although email was sent, it did not go through due to its size.

II. Provost Carman
   a. Debra commented about the new Parking shuttle bus routes. Some of her constituents had concerns because the new route meant some people had to walk longer.
   b. He will go back and look at the new routes and will speak to Ron Zurek about the concerns.
   c. David said that there is also a new bus stop at the north blue parking lot. Debra said that some people don’t like the new changes.
   d. Provost Carman mentioned that this year was a record graduation class. The ceremonies were moved from the Quad to Lawlor due to the weather, and they turned out well. There is a different aspect to the ceremonies, which is that the undergrads
don’t get to see the graduate students graduate since they are in a separate ceremony, and this hinders some of them and their families from knowing about the grad school and all of the good graduate programs. The positive to that is that academic faculty don’t have to walk two ceremonies. There are discussions to change the commencement to four ceremonies. Next year should be the same, but in two years there should be changes. Betsy asked if the quad can fit as much as Lawlor. The Provost has been told that can hold more than Lawlor. Betsy mentioned that the streaming of the ceremonies was appreciated.

e. Manzanita Hall will be open for one more year to give the University time for the new dorm to be built. This year we have 1,600 more students than last year. The enrollment for this fall is 21,000.

f. They are looking for a way to slow down the growth to a pace that allows us to build dorms and hire faculty. This is done by how we incentivize out of state students to participate. Right now they take up about 1/3 of our tuition. Western University Exchange students come to UNR and pay 150% of in-state tuition. We receive state formulated funding per resident students, and we don’t get that from out of state students. From a revenue perspective, out of state students bring in less money because of the state formula funding. We need to remain accessible to Nevada residents and scale back on the West University Exchange program. Nothing has been decided but this is an area in which we could throttle back on growth.

g. We’re not finalizing anything in this coming year, but we will have some growth because of enrollment and tuition increases. There will be additional positions and we have proposals for new academic faculty positions. We’ll hear more about that in July. This is the first year of the 4 year fee increase which, of course, provides additional revenue.

h. Debra asked why enrollment is increasing. Provost Carman said that a lot of growth is from out of state students. California has really scaled back course availability, so students are looking elsewhere and we’re being discovered. He’s read articles that state universities are limiting in-state students so that they can get the out of state money, but that isn’t true for Nevada. We’re not turning away in-state students. The only limiting factor at this time is dorm space.

i. Debra mentioned that people are talking about how faculty are not receiving merit but classified are. From the last Faculty senate meeting, it seemed that neither classified or
faculty are for sure per President Johnson. Provost Carman said that a staff increase is fairly sure, but we have to wait from Assembly and Senate. The classified raise was in the Governor’s budget, but not the Faculty raise. Provost Carman asked if we’ve seen the emails from Chuck Price. He’d like citizens to contact the legislature and petition for faculty raises. He’d like Chuck to send the email to Albert.

j. Debra asked at what point should the SEC make a case for wage increases. There are perks, but our wages are low. Provost Carman asked it’s low relative to what? She said relative to city and county. Robert said that people come to the state for job security. Debra asked at what point do we speak up for it. Provost Carman said that maybe the first of the year we can have info on how we stand in comparison to other states. Alicia can send him info on city or county for Nevada.

k. Betsy said that she read in the Appeal that the legislature thinks it can find the $19 mil for a med school. So they can find this money but they cut our wellness plan? Provost Carman said there is tremendous pressure to have a med school in Las Vegas. The med school funding can be seen as eating Faculty merit as well. Betsy - how can we afford two medical schools? There is a compelling case that Nevada needs more medical instruction and that we need more residency programs so that our graduates stay in Nevada. A lot of our medical graduates go out of state for their residencies, and most doctors stay where they do their residencies. Nevada is on the bottom of having accessible health care for residents. He is convinced that we need more healthcare providers and residencies.

l. Debra asked if there has there been a campus conversation about the medical school. Provost Carman said that there was one last fall. Debra asked if there should be another one. He said that $19 mil is a modest amount comparatively around the nation; this amount is contingent upon UNLV raising $200 million to build and support the medical school. Debra – the lack of doctors in Nevada is significant; many residents have to go out of state to get seen, since so many doctors are not accepting new patients.

III. Heidi Gansert

a. Heidi passed out a hand out that discusses the status of the budget (attached). The Senate Finance Ways and Means closed last Friday (May 15) and their information is on....
the handout. The Budget is closed with classified step increases, not merit increases. Furloughs were restored.

b. Bridge funding for DRI is under consideration. The Law School received bridge funding.

c. Medical school – building for the UNLV Med School will begin in FY18.

d. AB148 – passed in Assembly but not heard in Senate. AB 148 was amended to allow guns on campus and in locked containers in a vehicle. This was amended to SB175 – bill that was in Senate was passed in the Assembly. If the Senate agrees with the amendment then it goes to the Governor, if they don’t concur, then it goes to a conference committee. If the committee doesn’t agree, then the bill dies.

e. SB128 – allow Millennium scholarship students to have 15 credits per semester instead of 12. The $10,000 limit isn’t changing, but students can get done faster.

f. Research of cats and dogs – there is a bill requiring that these animals be adopted out when the research is completed.

g. Eligibility for the Millenium – there is a bill that reads that students can get a 25 on their SAT instead of a set GPA.

h. Tobacco Bill died on May 15. We can still prohibit smoking in buildings.

i. Nancy – mentioned the Faculty merit raise didn’t get approved, and wondered why-did NSHE put the budget in, and if so, do we write our legislator. Does our legislator have a choice, or is it totally gone. Heidi said that the governor puts out the executive budget with the State of the State. The legislature can add or subtract from what the governor said in the State of the State.

j. There is a week and a half left in the legislature. If they don’t settle on a revenue package, then there will be a special session. Betsy asked what will happen, but Heidi can’t say.

k. Alicia asked how many people are in the Assembly ways and means committee. Heidi said she wasn’t sure but that there were about five people on the fence. She’s not sure how many people signed the tax pledge.

IV. Michelle Hughes – BCN Human Resources

a. She spoke about recruitment and how people are hired through BCN. The first thing is that classified goes to recruitment and an e-search is established. Classification and recruitment are separate processes.
b. One of the first things that they look at is if there are layoff rights. If yes, then HR searches the layoff eligible bank for potential hires.

c. They also look at the 700 list, which is the disability list and they pre-screen candidates.

d. There is also a LCB transfer list. This is administrative support for the legislative session. When the session is over, they go back on the LCB list.

e. Employees can also be transferred. These candidates are put on a list for one title for one year. Departments can ask for it. Robert asked if it’s only for NSHE, and Michelle said yes.

f. There is also a state bank that departments can request when searching for applicants.

g. There are several appointment types. There are new hire, promotional transfer, lateral transfer, comparable transfer which may be a different title but comparable position, voluntary demotion, provisional appointment, re-employment from the layoff list, and reinstatement. If an employee has held a permanent position, they can be reinstated at same level or beyond with approval.

h. Non-competitive process – this includes positions that are not promotions, a lateral transfer, or re-employment. The applications are sent to the department and the department doesn’t have to conduct interviews. There are five candidates in a non-competitive process.

i. Application to agency – these are not posted and candidates remain on list for six months.

j. Open competitive – departments can request to accelerate search only und Open recruitment.

k. Continuous recruitment – could be custodial or child care.

l. Promotional recruitment – usually lasts seven days. This is appealing to the department because they can get a good feel of who is applying, then if needed they can extend the search for a longer period of time.

m. Michelle posed the question, “How does a department know when to post a classified or faculty position?” There are several reasons which include qualifications, whether a license is required, work hours, travel requirements, wage, or if it’s seasonal.

n. Betsy asked how to study for the tests that you sometimes have to take after you apply. Michelle said that there really isn’t a study guide, but that the library may have some general exams to take and other resources. Michelle said that some positions are
applications and some of the tests are pass or fail tests. Some tests you can take within 60 days if you want to improve your score. But the application will give you the areas of the exam, such as arithmetic or office procedures.

o. Robert asked that if you receive a certified list, does HR contact the ones who aren’t considered for an interview? Yes, but it is a professional courtesy to inform the ones you didn’t choose after interviewing that they aren’t chosen. Robert asked if there is another position in the department, is the person automatically put on that list or do they reapply. Michelle said that if they are running their own recruitment and they’re running a list on that recruitment, then they won’t automatically roll over. But the department can also choose from the state pool. If the applicant pool is too large, HR can go through and select the ones with skills that the department is looking for. An applicant will be in the state pool for a year. Kathy asked why a position might change from a faculty position to a classified position. Michelle said that it could be that employees change their duties and their range may change from a range 2 to a range 1.

p. Debra asked if there were crossovers; if one person is leaving their position in a week, but their replacement starts that last week. Sometimes there are crossovers per Michelle. Debra was thinking that it would cost more money to train this person and have the other person still there.

Meeting adjourned at 4:00