University of Nevada, Reno  
Staff Employees Council (SEC)  
Meeting Minutes  
February 19, 2013  
Reynolds School of Journalism, Room 304

Representatives Present: Ashley Andrews, Anette Christensen, Katherine Dirk (Secretary), Melodie Gander, Lee Green (Public Relations Coordinator), Nancy Horowitz, Kristen Kabrin (Chair), Nancy Kelly, Linda Kuchenbecker (Vice-Chair), David Lockyer, Cheyenne Magpantay, Lynda McLellan, Maureen Morton, Cynthia Olivo, Asta Ratliff, Phyllis Snedeker (Treasurer), Barbara Wiley, and Erik Williams (Ex-Officio Chair).

Representatives Absent: Jacob Cann, Bonnie Coker, Peter Dieringer, Rebecca Hess, Steven Hollingsworth, Chris Mikulich-Cook, and Barbara Wiley (absence excused, proxy attended).

Guests: Livi Sullivan, proxy for Barbara Wiley.

Guest Speakers: Provost Kevin Carman and Michelle Kelly, Benefits Manager, Business Center North – HR.

I. Call to Order: The meeting was called to order at 2:00 pm

II. Approval of minutes: the January minutes were approved.

III. Chair’s updates from meeting with President Johnson and Vice-President Ron Zurek:
   a. Administrative leave for the Open House. It cannot be granted, but they do encourage employees to go. It was announced to the President’s Council and email was sent to the supervisor email listserv, that while administrative leave has only been granted for attendance at the Classified Retiree and Recognition Receptions in June, the University is asking supervisors to be flexible that day and work with those employees who wish to spend time at the Open House event.
   b. Awards. The Annual Distinguished Classified Employee in 1986 was awarded $1000. The Annual Distinguished Classified Employee in 2012 was awarded $1000. The amount has not
changed in 26 years. The two other University awards that are also $1000. The amount may be reconsidered next year.

c. Fee waiver. It had been asked if the Classified Staff Grants-in-Aid Benefit was applicable for Extended Studies classes, and it is not covered because the Grant-in-Aid is not for courses that are non-credit. It will need to be changed in the University’s Administrative Manual. However, the SEC’s Classified Staff Development Fund is for partial or full funding to attend workshops, seminars, and/or classes in order to enhance their professional development at the University.

d. Announcements from the state Personnel Office. There are regular announcements emailed to state employees, but non-NSHE employees do not receive these emails because it is a different email system. It has been suggested that NSHE classified employees receive these announcements since they are state employees.

e. Charge for communication. Chair Kristen Kabrin had been charged by the President to better communication about SEC to the campus. It has been easy for Kristen as she has access to a listserv for her college that goes to everyone in the College of Liberal Arts. However, constituency is not always clear to the representative as they may represent more than one department or college that are lumped together. Vice-President Zurek suggested using Nevada Today, but it is not meant to be a regular form of communication for classified staff. Kristen will bring a sample summary that briefly reviews up SEC news/meetings that could be emailed to classified staff as a way to advocate the email route.

IV. Announcements

a. Christopher Chadwick took a professional position, so while he is still on campus he can no longer serve on SEC. A representative is needed for the University’s Administrative Manual Committee and the SEC Elections Committee.

b. Elections – Vice-Chair Linda Kuchenbecker proposes that SEC picks a date to pull data from Human Resources each year for elections. The date discussed was early March. This date is not when elections will be held. It is a date that would be used each year to pull classified employees in each division. Pulling it early in the year gives the Elections committee time to work with the data to prepare for elections. It could be put into the bylaws, so Linda will work on the wording. There was some discussion about picking a date versus a day – it was decided to pick a day, like the last Friday in March, rather than a specific date like 3/15. It
was called to a vote if this should be put into the bylaws. There was a verbal vote, with the majority ayes and one nay.

c. Jorge Farinacci has resigned from the council due to work commitments.
d. Steven Hollingsworth is the new representative for Extended Studies, South. He was unable to attend the meeting at short notice.

V. New Business

a. Treasurer Phyllis Snedeker is unable to continue as the Work and Family Taskforce (WFTF) representative due to scheduling conflicts. Bonnie Coker is the alternate, but the main spot is open if anyone can be the SEC representative to WFTF.

b. Ashley Andrews asked who to contact if there is a typo in the Employee of the Month feature in the Nevada Today. Contact Kristen Kabrin or Melodie Gander who can contact Nevada Today.

c. Lee Green brought up the campus emergency notification system that he reported on in the February agenda packet for the Facilities Resource Committee. It may have to be discussed with the local neighborhood advisory board.

d. Melodie Gander mentioned that there is proposal at the State Legislature that would allow individuals to carry guns on campus.

VI. Guest Speaker: Provost Kevin Carman

a. This was Provost Carman’s first meeting with SEC, so all the SEC representatives introduced themselves with their name and the divisions they represent. Provost Carman introduced himself and shared some of his background. He comes from Western Kansas, has a background in oceanography, was the dean of the College of Science for 9 years at Louisiana State University (LSU), is excited to be here.

b. Provost Carman began on February 1st, and there are a lot of things going on. On his first day he received the report for new leadership for the College of Agriculture, Biotechnology and Natural Resources (CABNR) and the University of Nevada Cooperative Extension (UNCE). He has talked to a lot of people and submitted his recommendation to Faculty Senate. The report has been tendered to the Chair of Faculty Senate and will be made public. This is a challenging situation with a lot of history. Has met with all faculty, and will be meeting with Southern Extension.
c. Another substantial change on the horizon is the change to the core curriculum. There were some creative ideas, and some scary ideas in terms of resources. There will be a lot of discussion ahead in deciding the direction. The Faculty Senate’s Commission on the Future of the University Report addresses a lot of the same issues and intersects.

d. Has been on a listening tour with departments and distinct entities since arrival. It’s been very good. He has gotten to know people, meet people, know where the University stands, what the University has been through – there is a lot of angst, anxiety, concern; there are morale issues. But there is a great group of faculty and staff, and hopeful we can move forward. The budget is not negative, hopefully no more cuts. Getting back some merit and change furlough. Invest in the University – presumes the enrollment stays up, approximately project 2% growth per year. Stress on the infrastructure but brings revenue.

e. Has met with local officials and groups: Governor, Clark County Commissions, Mayor of Reno, Board of Directors for the University Foundation and prominent donors. There is community investment. He recently attended a Downtown Rotary Club event, and was amazed at the people who recognized him from the newspaper and cared enough to say hello.

f. There is so much to learn, don’t want to minimize that, so it will continue as it is a process. One of the first things on his to-do list is to implement an academic boot camp. Results have shown that their students are two times more likely to continue. Jeff Thompson, Dean of the College of Science, will pilot a program this fall.

g. Provost Carman then opened the floor for questions. Linda Kuchenbecker asked if the boot camp will be mandatory? Provost Carman answered that it is not mandatory. The students will start a week early to attend.

h. Linda Kuchenbecker also noted that the Faculty Senate’s Commission on the Future of the University Report and the core curriculum is more interdisciplinary, and asked some follow-up questions: how do you make it more effective since it is not now on campus? Provost Carman has been on listening tour – what multidiscipline are you involved in now? What are incentives? Need to do more how credit is assigned – misperceptions on this? Provost Carman said he thinks about how it is assigned, budget impact, proper credit, visibility. Knows credit and visibility important, incentives.
i. Regarding incentives – what are your thoughts? An example is that if teaching courses, been
given graduate assistantships. Know that it’s been cut in the past; so it is one possibility.
This is one thing Provost Carman hopes to hear from you, ideas from the people.

j. It was asked that since staff aren’t technically under your purview, how do you get buy-in?
Provost Carman responded that he really does want to hear from us. What are the issues,
what can be done, dialogue.

k. Kristen Kabrin asked: on the listening tour, have staff been invited? Provost Carman
responded that everyone is invited, but maybe he should be more explicit. It was noted that
David Zeh was at the last SEC meeting and said it, so to say it again, need staff to make it
happen.

l. Lee Green asked if LSU has a Staff Employees’ Council or something similar. Provost Carman
responded that the staff structure was a little different. There is a Staff Senate. It is active,
engaged, has a voice in governance. There was a committee that has been disbanded, that
was for faculty and staff together to talk about policy and procedure, how the University is
run, change rules.

VII. Guest Speaker: Michelle Kelly, Benefits Manager, Business Center North – HR

a. Michelle began by saying she will address three topics: PERS, Open Enrollment, and NVision.
If anyone has any questions, please ask.

b. PERS is the Public Employees' Retirement System of Nevada. The last three biennium, the
rate has increased. The actuaries do an evaluation each year. The law has a formula that
PERS must meet. Future liabilities won’t cover what is currently in the PERS accounts. Rate
increase to 13.25% effective on July 1, 2013. PERS shared liability, so shared match is also
going in. Only way that can be changed is to change the law. The rate increase is to ensure
that money will be there when we retire. PERS is a well-run program, and Nevada State
Senator Bill Raggio in the 80s worked to ensure its longevity.

c. There have some changes over time. For people hired prior to July 1, 2001 the formula to
determine a person’s defined benefits (DB) is Service Credit (years, months, days of service)
x Average Monthly Compensation x 2.5% multiplier. For people hired after July 1, 2001 their
multiplier is 2.67%. The years of service and the age of retirement has changed.
d. Governor Sandoval wants to create a hybrid program offering shared DB and a 401A or 401B. Everyone already hired would be a voluntary choice. That would make the DB unstable – rates could go up and up.

e. PERS is actuarially funded up to 70%. Over years, some agencies not funded appropriately. The goal is to be 100% funded by 2025.

f. Rates are going up because state payroll has shrunk, it is 9000 less people. Rates based on that number (of current + 9000), but the 9000 are no longer contributing although some could be retiring now.

g. So the rates for Employee/Employer paid: 13.25% and Employer paid: 25.75%.

h. Once you vest at 5 years, you are encouraged to switch to Employer Paid because of the pretax money. It is better to take tax reduction now, versus than at retirement.

i. Governor on health insurance – allowed to be stable this year, it is the same size, which is a good thing, but doesn’t count for inflation in healthcare. PERBP used Ayon for the actuary group. Ayon was conservative in predicting, so this year there are reserves. Last year we got bonus money. May get more bonus money this year depending on this last upcoming quarter.

j. Open enrollment - there will be minimal plan changes. More coverage for contraception per the national health reform. Will still have the high deductible and HMO plans. NSHE petitioned for a third tier, but did not get it. HMO Hometown Health determine costs.

k. Something that might come out in this legislature – low in Southern Nevada and high in Northern Nevada. PEBP blended the rate of both bids, and took the average. Bill in legislation on whether PEBP could continue to blend the rates. Won’t likely affect this year’s open enrollment but could in the future. In Southern Nevada, there is a more competitive health market. In Northern Nevada, we are sort of a captive audience.

l. With inflation not sure if will take into account or just give bonus money. Do the best they can with a flat budget.

m. New NVision program. Wellness program – no incentives in the past, no one enrolled. 2 years ago, there were rebates but only for PPO participants, so about 25% enrolled, which in good in healthcare. Last year the wellness program changed and there were a lot of hoops, requirements raised high, website was difficult to navigate, not sure of points earned, so people were very vocal. Thus the new program.
n. NVision started today and is available to all HMO and PPO participants. It lays out a three year program and tell you what to do it you want to earn premium credit. For the first year, if you complete the following you can earn $25-$50 off your monthly premium.
   • Register, complete questionnaire, do biometric blood work
   • Wellness visit with doctor (will accept any time since July 1, 2012)
   • Dental exam and cleaning (will accept any time since July 1, 2012)
   • Benefits 101 tutorial

o. All info collected on you is confidential, although there is shared group info i.e. how many smokers in the group.

p. Next year, there is a biometric screening and action program based on this year. The program provides clarity of coming year.

q. Michelle then opened the floor for questions. Linda Kuchenbecker said that she is currently using the Prevention Plan website, and asked if the points will roll over. Michelle answered that unfortunately they won’t. This is essentially a reboot and you will need to do the new steps. The website is supposed to be easier and the steps simpler. Prevention Plan users will need to reregister.

r. Asta Ratliff noted that it was mentioned during the Human Resources Network Meeting that they are forms – could Michelle talk about that? Michelle shared that there are forms we can use to self-certify wellness visit or dental visits through December 31, 2012. After January 1, 2013, the doctor or dentist must certify those visits to NVision. The forms can be found at NVision.PEBP.state.nv.us. Can also register at that address, it is meant to be much easier this year than in the past.

s. Biometric screenings – dates have been scheduled for on campus, so you can sign up and won’t have to go to a lab.

t. Asta Ratliff mentioned that in the Prevention Plan website, a lot of charity runs weren’t listed, and Michelle said that they have worked to get more activities listed, but we can also drive that by letting the program know. If it qualifies, the program will list it.

u. Anette Christensen asked when everything needs to be in, and Michelle said by May 17. That is the date they will upload info for the premium credit.
v. Linda Kuchenbecker asked if you had a wellness visit in September, could another one be done, to which Michelle answered that the PPO is not done on the calendar year like the HMO is done.

VIII. SEC Open House

a. Lynda McLellan spoke on behalf of the committee and explained that in the past, guidelines were not really lined out on paper, although basic decorum and etiquette was expected. At last year’s Open House, a vendor selling spa products and adult products was told that only spa products could be displayed. At the Open House the vendor brought both, and was asked repeatedly to put the adult products away. Some attendees were offended by the products, and it was disrespectful of the vendor to not heed the repeated requests.

b. SEC discussed the issue and implications of inviting vendors with such products and if a guideline or rules would be necessary or appropriate. This issue will have to be brought to Vice-President Ron Zurek.

c. The SEC Open House committee asked for volunteers, and will put a spreadsheet on SharePoint for people to sign up.

IX. Committee Reports

a. There were no comments or questions.

X. Adjournment