University of Nevada, Reno  
Staff Employees Council (SEC)  
Meeting Minutes  
April 15, 2014  
Reynolds’ School of Journalism, Room 304

Representatives Present: Ashley Andrews (Public Relations Coordinator), Betsy Brownfield, Jacob Cann (Vice-Chair), Anette Christensen, Katherine Dirk (Secretary), Jodi Fraser, Melodie Gander, Carla Geib, Robert Hernandez, Nancy Horowitz, Natumi Housley, Kathy Johnson (proxy for Albert Bonk), Kristen Kabrin (Ex-Officio Chair), Lindsey Klaes, Harley LaRoche, Linda Little (proxy for Debra Glogovac), David Lockyer, Cheyenne Magpantay, Chris Mikulich-Cook, Mary Miller, Cynthia Olivo, Asta Ratliff, Pamela Terango, and Linda Ward (Treasurer).

Representatives Absent: Steven Hollingsworth, and Linda Kuchenbecker (Chair).

Guest speakers: President Marc Johnson; Dr. Thomas Schwenk, Vice-President of Health Sciences and Dean, School of Medicine.

I. Meeting called to order at 2:02 pm by Vice-Chair Jacob Cann, standing in for Chair Linda Kuchenbecker.

II. Announcements/Action Items:
   a. Approve March 2014 Meeting Minutes: Melodie Gander moved, Pamela Terango seconded, all were in favor.
   b. SEC Elections.
   c. July will be a regular meeting and a pot luck. Guests will be Provost Carman and Parking Services.
   d. UAM - University Committee Service.
   e. Employee Recognition Committee. There is a new award for new employees. The committee hopes that is it helping to retain new employees and reward their service. Nominations end on May 2nd.
   f. Congratulations to Melodie Gander. Melodie has been offered a job with OSPA as administrative faculty. She will be missed here at SEC but we wish her the best!

III. Guest speaker: President Marc Johnson
• Fifteen to finish. This is a new policy to encourage students to move through their programs and get into the workforce by completing their 120-credit degree in four years. On average it has taken students four and a half to five years in the past. This policy is representative in what students are signed up for; 99% or more are signed up for 12 credits or more, while 75% are signed up for 15 credits or more. Want the students to be motivated to take more credits and graduate, since the less they take means it takes longer to graduate. There will need to be a change to financial aid to make 15 credits be considered full time. They are also working to make that change to the Millennium scholarship. President Johnson is working through the Board of Regents to keep the limit the same but allow for 15 credits a semester. The Board of Regents have a policy that if you take more than 150 credits you will have to pay. The idea is to try and push students to graduate.

• Vice Chair Jacob Cann asked how it will affect students that can't afford 15 credits. Heard of a student was told by his employers that they can't keep him past four years. That is not policy of the University.

• Chair Ex Officio Kristen Kabrin noted that the University doesn't offer summer work study, and asked if it would be offered since it can help. President Johnson said that summer school is a different enterprise, and would actually like to see a university with trimesters, that has 3 terms in a school year.

• Construction on campus. Last year there was a lot of planning, and now we are seeing the construction.
  o The Graduate and Family housing is going up and is due to open in July.
  o Construction will be starting on a new dorm on Sierra Street, it is to be ready in Fall 2015 and provide 400 new beds. The most recent new hall, Argenta, is full and many rooms have 3 beds to a room instead of just 2.
  o Tonight will be a dedication for the Church Fine Arts entrance and Gallery; there has been construction on it and the Redfield Theatre.
  o At the site of the new Student Achievement Center (SAC), the old Getchell Library is completely down and they've stripped away the debris. Digging is to start in June; the SAC is due to open in January 2016. One feature of the SAC is a Veteran's and Military Center. This will leave some spaces on campus free,
such as in Thompson Hall, where others can move to. There is a committee on
campus that is working on the domino of spaces.

- Also just got word that the University will hire a building space designer to look
at what to do with science and engineering. There are some funds set aside
from taxes on slots.
- Currently working on a financing plan for Mackay.
- There is a design for a field house which will house an indoor practice facility for
athletics, intermurals, and club sports.
- Fitness center - will select a contractor in May, approval by the Board of Regents
in June. Need to raise $6 million.
- Second arts building. Enrollment is up and there is discussion of a recital hall
and art museum space.
- So as discussed, there is a lot of design and construction currently going on.
  This is something that a comprehensive capital campaign will address.
- Vice Chair Jacob Cann asked about the concrete that is remaining at the site of
the SAC. President Johnson did not know what it is for, but shared that when
the designers came back with the design, they proposed digging a little deeper
in order to fit 2 classrooms in the SAC. There will be electronics for the
classrooms in order to make them usable for distance classes. Noted that we
need bigger distance classrooms on campus; there are some in the Mathewson-
IGT Knowledge Center, but they are small.
- Representative Asta Ratliff asked if there would be meeting space in the SAC for
workshops, etc. President Johnson acknowledged that meeting space is needed
but will not be in the SAC or the Fitness Center; however, the University recently
bought space downtown on Sinclair. Have also talked about using the Redfield
campus for workshops. It is hard to do that here because of classes.

- Tobacco-free Campus.
  - It was announced on March 31st. It will take place in August 2015. There will
be lots of education, want to talk to people. In regards to enforcement, other
campuses have been successful with telling people that we are tobacco-free.
There will be resources and cessation products. We want to encourage a healthy lifestyle.

- Vice Chair Jacob Cann asked about ASUN. President Johnson noted that they have passed a resolution in support, and there is support from SEC, Faculty Senate, Graduate Student Association, and the Residence Hall Association (RHA). Working with RHA to offer cessation and make sure that community areas are safe.

- Questions
  - Treasurer Linda Ward asked about the future of classified staff hiring and space for them to sit. President Johnson said they are currently doing a capacity study. The University is investing in support staff along with faculty hiring. There was a request for proposals, and an opportunity to tell us what they need. Departments have to justify their needs; all grow as long as the University grows.
  - Chair Ex Officio Kristen Kabrin asked if there will be an occupational study to make sure the administrative assistants are doing what their performance standards say, or if they have had additional duties. President Johnson noted that was important.
  - Treasurer Linda Ward asked about the capacity study. For example in terms of classrooms, we have enough space but need different times. We are sort on offices for faculty and their support staff, as well as research labs. Determined that we may have to convert existing spaces but will have some spaces that are vacated for the SAC. Have talked about converting older dormitories. Offices are the most critical space situation.

- There are a lot of studies. Yesterday received a draft of the strategic plan from the Provost, also received building design plans.

- President Johnson wanted to quell any rumors – there is discussion and research being done regarding NSHE classified employees being treated differently from state employees. However this would not affect benefits. It is an efficiency move, but not detrimental to benefits. Representative Carla Geib asked if education benefits would be
part of this. It is under active conversation. Even without the state vs NSHE placement of classified employees, it is being considered.

- With the floor open for questions, Representative Carla Geib said that she had heard that one suggestion for classroom scheduling is 7:30 am classes, but because some buildings are not electronic, people have to be there to physically unlock and open them. Is there a chance of making some buildings electronic? President Johnson had not heard of 7:30 am classes, but noted that we do have 8:00 am classes. However, it is likely that over time we will see updates.

IV. Brainstorming Session: How do we get Classified Staff more involved in SEC?

a. One representative noted that she never received information or updates from the previous representative, so for her communication is huge.

b. Another representative noted that communication amongst ourselves was important too.

c. Vice Chair Jacob Cann asked if it would be helpful if someone on the Executive Board wrote up a blurb that all the representatives could send out. Perhaps the Public Relations Coordinator could do it.

d. Representative Melodie Gander shared that she forwards the meeting minutes to her constituents so they can read about the meetings.

e. Representative Pamela Terango shared that in her department, Development and Alumni Relations, they have classified staff employee meetings so she presents a report. She also shared that perhaps there is some reluctance to get involved with SEC because of the challenge of extra work and/or the case load of committee work.

f. Chair Ex Officio Kristen Kabrin noted that is a reason why they worked to get letter from the President’s Office thanking SEC members for their service. The letters are sent to the supervisors so they are made aware of our service. This year, Chair Linda Kuchenbecker is working on getting our service on SEC worked into our evaluations.

g. Representative Asta Ratliff shared that she liked the idea of writing and sending a blurb, and that it should be something concise. Sometimes people don’t have time to read the minutes, and the blurb should be short, just a couple of sentences. Also, we should ask people what they want to hear.

h. It was noted by Facilities representatives that all of them are supervisors. There are many staff in Facilities that don’t use computers in their everyday work, and there could be
reluctance to get involved because of the emails and reports they may have to submit. It was discussed at large that we want Facilities staff to feel like they can be involved and maybe we can offer alternatives to the emails or reports. Perhaps the current representatives can talk to staff to see if or what barriers exist, and how SEC can work with them to be involved.

i. Also discussed at large how to get support in general and how to reach constituents. Representative Robert Hernandez suggested including information about SEC at New Hire Orientation. Representative Jodi Fraser suggested that all representatives put in their email signature that they are an SEC representative.

V. Guest speakers: Dr. Thomas Schwenk, Vice-President of Health Sciences and Dean, School of Medicine.

- The School of Medicine (SOM) was established about 40 years ago. There was some conflict about Reno vs. Las Vegas, but Reno was the more established university. The SOM is oriented to training physicians and rural outreach. We have reasonable relationships with local hospitals; currently expanding faculty. The program is a 2+2 school; students receive great clinical teaching for two years in Reno, and then go to Las Vegas for two years of clinical rotations. It is difficult to have the two campuses so far apart. Another challenge is that people leave the state for residencies and don’t come back. Nevada is at the bottom of every healthcare measure, so how do we grow the whole enterprise? This is how the Memo of Understanding came to be – there was recognition that we need to grow – grow out the campus in Reno, and grow out in Las Vegas. Need to increase the class size in both, expand faculty, and expand residencies. It is possible that eventually sometime in the future down the road it can become its own school.

- Meanwhile, we continue to see ourselves as a statewide institution, and we are the only sponsoring institution. We’ve added some specialties, but continue to need to grow and add faculty, while continuing to be helpful and collaborative. We are the only public school in the state; there are 2 private schools, Touro University Nevada and Roseman University of Health Sciences. We have been establishing connections to develop our teaching. Partnered with Renown Regional Medical Center, and working with St. Mary’s Regional Medical Center. Have also gotten word for affiliation with
Mountain View in Las Vegas. As the class size grows, so does the need for medical and clinical research. Established a partnership with the Children’s Hospital and the Chair of Pediatrics. There are so many opportunities, and there has been a convergence of vision with the governor’s office, legislature, and the University.

- Vice Chair Jacob Cann asked how they plan to beef up residency. Dr. Schwenk said that not only are they adding more opportunities, but also adding better quality. They are all based in the hospital, so they’ve worked hard to overhaul the relationship with them. It is a huge payoff to get residents to stay.
- Representative Nancy Horowitz asked if UNLV has the facilities to have a medical school. They need what we have, but there are plans for the future. They are taking the lead and will work to address that.
- Representative Harley La Roche noted that Dr. Schwenk had mentioned Carson City, and wondered if they would be working there in the future. Dr. Schwenk said that just yesterday, they met with the Carson City Hospital to build a relationship and work to train primary care doctors. There is a need.
- Representative Asta Ratliff asked about faculty members in Las Vegas, and if it will create competition if there is a medical school there. We will continue to have faculty there. We suspect that they will try to recruit, but should keep in mind the idea of growing the whole enterprise. It is possible that a physician will switch from one to another hospital, but will still be affiliated. Another question asked is if it is possible that in the future their students could come here. It is possible, but we were serving them, the underserved. They need to build their own school.
- How do you grow specialties? There is a demand of training resources, and also take into consideration what Nevada needs. Right now, primary care is in short supply, and that puts all specialties on short supply.
- What kind of outreach programs are there for rural areas? There is the telemedicine program, which reaches out to guide physicians in rural areas. We have rural residencies where the residents train in Winnemucca. Have also been exploring loan repayment for physicians that serve in rural areas. We really consider our program to have three campuses – Reno, Las Vegas, and rural.
- Do we work with the VA? We do with the Veterans Affairs (VA) hospital in Las Vegas, they are very energetic, new and have funding. The VA in Reno is just now taking off and becoming a good partner.

VI. New Business:
   a. Keep thinking about ways to engage classified staff.
   b. EB will create a sign-up sheet for the July potluck.
   c. Raffle tickets for the Reception is now available from the committee and are $1 a ticket.
      The big ticket raffle prize is a $450 gift card for Southwest Airlines.

VII. Meeting adjourned at 3:55 pm.

Minutes submitted by Katherine Dirk.