University of Nevada, Reno
Staff Employees Council (SEC)
Meeting Minutes
May 20, 2014
Reynolds’ School of Journalism, Room 304

Representatives Present: Ashley Andrews (Public Relations Coordinator), Albert Bonk, Betsy Brownfield, Jacob Cann (Vice-Chair), Katherine Dirk (Secretary), Jodi Fraser, Debra Glogovac, Robert Hernandez, Steven Hollingsworth, Nancy Horowitz, Kristen Kabrin (Ex-Officio Chair), Lindsey Klaes, Linda Kuchenbecker (Chair), Harley LaRoche, David Lockyer, Cheyenne Magpantay, Mary Miller, Pamela Terango, and Linda Ward (Treasurer).

Representatives Absent: Anette Christensen, Carla Geib, Natsumi Housley, Chris Mikulich-Cook, Cynthia Olivo, and Asta Ratliff.

Guests: Lynna Lewis.

Guest speakers: Executive Vice President and Provost Kevin Carman; Kim Beers, Director Human Resources Systems; Denise Cordova, Director, Equal Opportunity & Title IX; Mike Cutler, Ponderosa Village Graduate Student Housing.

I. Announcements/Action Items

a. Meeting minutes for the April 15, 2014 meeting could not be approved due to an emergency absence of the SEC Secretary. Minutes for the April 15th meeting will be approved at the June 17, 2014 meeting.

b. Elections. The Elections process has changed to include a nomination period. This is to reduce the number of staff members who decline to serve on the SEC. Nominations closed on May 23, 2014 and election ballots have been sent out to the divisions needing representatives. Elections close June 2nd.

II. Open House Committee Final Report Summary
a. Open House Committee Report. Open House occurred on March 20, 2014 and had an attendance of over 500 faculty and staff. This is an increase of about 100 over the event in 2013. This year’s theme was “Under Construction” and almost 80 vendors attended, including some SEC committees. This was the first year that donations were distributed between the Open House and SEC Reception at the discretion of a joint sub-committee. Recommendations included keeping the event scheduled during the University’s Spring Break, allowing participants to purchase additional tickets for door prizes, moving the most popular vendors to the back of the ballrooms, taking photos of the event, and asking more SEC Committees to staff a booth to promote their committees.

b. Questions: Debra Glogovac asked if a department could obtain the list of vendors who attended the event. Her supervisor was concerned that a conflict of interest may have occurred if non-approved vendors were in attendance. Betsy Brownfield from Purchasing sits on the Open House Committee and informed Debra that only University approved vendors were in attendance.

III. Executive Vice President and Provost Kevin Carman

a. Status of the University’s Master and Strategic Plans.

- The University is obligated by NSHE to update the Strategic Plan every 6 years and the Master Plan every 10 years. The Strategic Plan outlines the University’s long term goals while the Master Plan outlines plans for the University’s existing and planned facilities. Both plans have as similar timeline for completion and the Strategic Plan is intended to guide the Master Plan. The University is coordinating efforts with the Regional Transportation Commission and the City of Reno on the Strategic Plan to see what each agency can do to create a University Town. The Strategic Plan has already gone through one draft and forum discussion and is currently in its second revision. Another forum will be held in Fall of 2014 and the final document will be submitted to the Board of Regents in December of 2014.

- The Master Plan will help determine how the University can meet its goal of instructing 22,000 students by 2021. It appears as though there is enough instructional space on campus to serve that many students, but that the University will have to adjust course times and add additional faculty and staff support. The current student to faculty ratio at the University is 22/1 and should be closer to 18/1 to align with other Land Grant
institutions. The University must add 272 faculty within the next 7 to 10 years to meet this goal. The first draft of the Master Plan will be completed in June of 2014 and will then be available for public comment. The Master Plan will also look at the “Gateway Project” between downtown Reno and the University. According to the Provost, the University owns much of the land between the University and I-80. This area will be used as a gateway to Reno and the University. The Master Plan will be submitted to the Board of Regents with the Strategic Plan in December of 2014.

- Questions:
  - Will the Mater and Strategic Plan forums occur during or after business hours? Will staff be allowed to take administrative leave or would they be required to take annual leave? The Provost informed the SEC that he will speak with the Dean’s to allow administrative leave, but that the decision will be up to the individual colleges and divisions.
  - Ex-Officio Kristin Kabrin asked what course changes need to occur to meet the goal of teaching 22,000 students. The Provost indicated that the University can increase the number of classes taught per day by limiting 1.5 hour classes and 1 hour classes to different days. They will also have to start offering classes outside of the “prime” teaching time.
  - Is the 22,000 student figure a goal for undergraduate students only? No, that number includes graduate students as well.
  - Chair Linda Kuchenbecker was under the impression that the student to faculty ratio was closer to 29/1. The Provost responded that the calculation used in the past was not accurate and that it has since been adjusted to meet national standards.

IV. Kim Beers, Director Human Resources Systems

a. iNtegrate 2. NSHE submitted a Request for Proposals (RFP) in March of 2014. This is a system-wide effort and will affect HR and Financial systems used across NSHE. The RFP generated 5 responses from 3 separate vendors and their “implementation partners.” The software is intended to be housed off campus in the cloud, which means that no additional staff will be needed to maintain or implement these new services. The five RFP responses have been whittled down to three vendors and their implementation partners: SAP and LSI, Oracle and Ciber, and Workday and CedarCrestone. May 20, 2014 is the first day of the
vendor demonstrations and the demonstrations will last three days each. The vendors will make presentations in Reno and in Las Vegas. The meetings are open for all employee of NSHE to attend. The first day of demonstrations will be used to showcase the software’s financial capabilities, the second day human resources functions, and the third day will cover technology implementation and upkeep.

b. Questions:
   
   • How long will the vendor presentations last? Through the first week of June.
   
   • The name indicates that this service will integrate with existing software. What will this integrate? The services are intended to integrate UNR’s financial and HR software with existing software on campus.
   
   • Kristin Kabrin asked how implementation will work. She noted there have been issues with the last software change to PeopleSoft/MyNeavda. Kim hopes that there will be more communication with this implementation. There have been issues in the past with PeopleSoft and granting accesses and they hope to avoid that as much as possible with this implementation.
   
   • What is the time frame for implementation? Will the new system and existing system be used in tandem? Demonstrations will last through June and the institutions will get together and make an initial recommendation to the Board of Regents in July. The final recommendation will be made by September for final approval by the Board in December. After approval has been granted the software will be purchased and implemented in 2015. The system is anticipated to go live in 2016 and it is expected that there will be period where both systems are used in tandem.
   
   • What programs is this new system intended to take the place of? HRMS, Advantage, CAIS, and WebContracts. This is intended to improve workflow across the university.
   
   • Will this replace NOLIJ? This may replace NOLIJ. The iNtegrate user group is looking into an optional add-on similar to NOLIJ called “Perspective.”
   
   • What about iLeave? Will leave keeping be included as part of the new system? If so, why are we implementing iLeave now? Implementation of iLeave was initiated by SEC. Currently, it is being used by the Provost’s and President’s Offices, Libraries and IT, and Human Resources. iLeave will roll out on July 1, 2014 and will be implemented college
by college to help iron out any issues. The new system will have a leave keeping system, but it may not include time and attendance software.

- Representative Cheyenne Magpantay asked the representatives from the units currently using iLeave if they liked the system. General consensus is that yes we do like it, and it does save time for the employee, supervisor, and leave keeper.

- It was discussed how to share information as the project moves forward. Kristen Kabrin and Cheyenne Magpantay will work with Kim to disseminate information to SEC.

V. Denise Cordova, Director, Equal Opportunity & Title IX
   a. Most people may remember Denise of from New Employee training. The Office of Equal Opportunity & Title IX handles issues of discrimination regarding race, color, religion, sex, age, creed, national origin, veteran status, physical or mental disability, sexual orientation, genetic information, gender identity, or gender expression.
   b. Some recent developments are the Violence Against Women Act and the Campus Save Act. The Campus Save Act covers violence, sexual assault, and stalking.
   c. The Office of Equal Opportunity & Title IX wants to make sure our campus is as safe as possible. Please encourage people to contact the office, because they can’t do anything if they don’t know. They can contact the office anonymously.
   d. The Office of Equal Opportunity & Title IX also handles ADA Compliance (Americans With Disabilities Act). They work to provide reasonable accommodations to ensure equal access.
   e. Complaints process – an employee has 300 days to file a complaint. Complaints are taken in confidence but confidentiality cannot be guaranteed through the investigative process.
   f. One issue that is often confusing in whether it should by the Human Resources Department or The Office of Equal Opportunity & Title IX is bullying. It is a slippery slope because although it is workplace bullying, the bullying could be because of discrimination. Irregardless, it is important to report these issues.
   g. Hostile work environment vs. an unpleasant work environment or toxic work environment: a hostile work environment is always tied to sexual harassment or discrimination.
   h. Everybody has a right to a safe and comfortable work place.
   i. One’s cultural background and upbringing are not valid defenses to behavior.
j. Title IX prohibits discrimination on the basis of sex in any federally funded education program or activity. This is applicable on and off campus. A timely complaint must be filed within 180 days.

k. Consensual Relationship Policy. This policy is that one cannot date subordinates or a supervisor.

l. Retaliation against an individual for filing a complaint or participating in an investigation is not okay.

m. Computer Use. There is no privacy; employees are not actively monitored, but your history and information can be downloaded if there is reason to believe harassment or abuse.

n. Denise encourages anyone with a concern to contact her office. If someone has a concern about speaking to a coworker about an issue, please contact her and she can talk to that person.

o. A question was asked about service dogs on campus. Dogs must be trained and licensed as service dogs. Under ADA, therapy dogs are not covered, but if you live on campus, you can request therapy dogs and they will be covered under ADA.

VI. Mike Cutler, Ponderosa Village Graduate Student Housing

a. Ponderosa Village is available to all graduate students, faculty, and staff.

b. It is located behind Lombardi. It has 133 units comprised of 6 3-story buildings (227 beds). There are 37 1-bedroom units, which have all been leased. There are 95 2-bedroom units.

c. It opens August 1.

d. Ponderosa Village is managed by the University. Campus Police patrols it. Facilities maintains the buildings. Balfour Beatty Campus Solutions is the project manager.

e. It is pet-friendly and family-friendly. Amenities are included (water, sewer, garbage), but it is not furnished. High-efficiency appliances are included. All units have laundry in the units.

f. Can lease by the room, and their office can provide roommate connections. Current May special is $549 a month. A 2-bedroom is $1099.

g. Lease is on a 12-month lease term.

h. For more information can visit the Residential Life and Housing Office or visit www.unrgraduatehousing.com. There is an online application form that one can fill out if interested; it doesn’t commit one to anything.
i. A site tour will be taking place on May 28 at 4:30 pm, for those interested in seeing the units.

j. Guest Lynna Lewis asked if there was going to be a grand opening event. There will be a ribbon cutting ceremony and an event for the residents. Mr. Cutler will share information with her on the date and time.

k. A question was asked about community features. There is no retail and there is no gym, because they are located right next to Lombardi Gym. However, there is a clubhouse that residents can reserve to use.

l. Non-students and non-faculty can live in the units if the primary leaseholder if a graduate student, faculty, or staff. So someone can have a roommate that is non-student or faculty.

m. Treasurer Linda Ward asked if the units get full and more space is needed for students, if that affects non-students. No, leasing is on a first-come, first-serve basis. There is no preference. Once someone has their lease, they can renew it on a yearly basis for long-term living. There will be a renewal period so that current leasers have the option to renew.

n. Parking on-site for the area. Leasers have to go through Parking Services. They will have to pay for it.

o. Vice Chair Jacob Cann asked how the pricing was set. It was based on surveys polling the students. Also took into consideration the market. If one compares the old with the new, it seems as if there is a big increase, but there is an increase in product and square footage.

VII. New Business

VIII. Meeting adjourned at 4:05 pm.

Minutes submitted by Katherine Dirk, with special thanks to Jacob Cann.