University of Nevada Reno

Staff Employees Council (SEC)

Meeting Minutes

April 21, 2015

Rita Laden Senate Chambers, 3rd Floor, JCU

Representatives Present: Albert Bonk (Chair), Betsy Brownfield (Vice-Chair), Michelle Bruce, Jodi Fraser, Carla Geib (Treasurer), Debra Glogovac, Margo Grubic, Robert Hernandez, Nancy Horowitz, Natsumi Housely, Kathy Johnson (Secretary), Linda Kuchenbecker (Ex-Officio Chair), Scott Geib (proxy for Harley LaRoche, David Lockyer, Karin Sayon (proxy for Cheyenne Magpantay), Alicia Seefeldt, Jared Volk (proxy for Dawna Synder), Pamela Terango, Mona Watts, Adria White.

Representatives Absent: Ashley Andrews (Public Relations Coordinator), Steven Hollingsworth, Lindsarae Klaes, Jennifer Laslo, Mary Miller, Jodi Yocum.

Guest Speakers: President Johnson, Greg Price.

I. Announcements/Action Items

   a. March meeting minutes approved. Moved by Betsy and seconded by Jodi Fraser.

   b. Wolf Cub Call for nominations – Albert reminded us of the Wolf Cub Nominations which are for outstanding full-time and part-time classified staff members who have two or less years of service to the University. The deadline for nominations was May 2, 2015.

   c. Albert read the email received from Christopher Partridge in the ASUN Center for Student Engagement regarding the University Food Pantry. The Pantry can issue non-perishable items, gift cards to grocery stores and possibly food credit at the Down Under Café. Christopher said that there are no income requirements, and up until now only students were able to access these benefits, but now they are changing the requirements so that classified staff and faculty can access them as well. The link to the University Food Pantry is http://www.nevadaasun.com/asun-services/food-pantry/.
d. Albert said that Pei, the CIO of Library/IT, has left but that we will receive the same level of service.

e. Jacque Ewing-Taylor is scheduled for 3:15 on June 16.

II. President Johnson

a. The Tobacco Free Campus bill is going well in the legislature. We have permission by NSHE to control tobacco; it is the same permission given to public schools.

b. The Governor’s business fee proposal which will raise $450-460 million to spend on state government functions passed the Senate. This would generate more revenue for the state. Have to wait for the Assembly to hear it.

c. He heard from the Chancellor this morning that it will take longer than expected for a GIA for classified dependents to be approved. The reason stated was that if we apply the GIA for an education benefit for our classified employees’, dependents and spouse, we have to apply it to every classified employee in the state. Once we get our HR model (Integrate 2), up to speed, then NSHE will have the opportunity to make NSHE classified employees a separate group out of the state classified system. It will be a year or two until the HR system is implemented.

d. Nancy asked about the elimination of NVision – and how can two legislators control our health insurance? Linda asked if it began in IFC? He didn’t know if they met. Alicia said that the two women pushed for this because they think it is not providing a big enough benefit for state since only 30% of state employees participated.

e. Betsy asked if the longevity bill was axed. The President doesn’t know if it’s gone through yet. Alicia asked who is behind the longevity bill; the President said that it wasn’t proposed by the governor, but he’ll check into it.

f. Debra – any idea on how the LV Medical School funding is going. He hears that there is a lot of support in the south, but there is also support for Touro so some are opposed to another medical school in the south. Trying to make sure that when LV SOM gets started, UNSOM gets expansion of clinical education. If we don’t get the $5 mil for UNSOM, then we’ll do our clinical education down south and be competitors.

g. Linda asked if we are pushing enrollment this year and next year because of formula funding, and will it taper off after that? The President said that for enrollment in even numbered fiscal years, the weighted student credit hours will determine how much
money we’ll get the next year. We’ll continue to grow this year so that we have enough money for next FY. Scholarships will be cut in the fall of 2016.

h. Betsy asked the President to comment on the concealed weapons bill. President Johnson said weapons bill AB2 (possession of a weapon in a vehicle that is on the property of certain educational entities or child care facilities in certain circumstances) is a dead bill. AB148 (concealed carry bill) may possibly die in the Senate.

III. Janine Nelson

a. Janine began with discussing the NPD19 form which is the Nevada Personnel Document Job Description form which is a petition to upgrade a position. When this document arrives in her department a desk audit occurs. They talk to the employee and the supervisor about the employee’s work. They look for 50% or more significant change in the position, but that doesn’t include volume. The duties have to be more complicated and outside of current classification. Increased volume means that additional staffing is needed.

b. Margo asked how a position in the College of Science differs from the same position in Liberal Arts. Janine said it depends on how the departments are run, or how the Dean or chair chooses to delegate.

c. Betsy asked about what percentage of employees apply for a title change and get it approved. She said that there are more ‘yes’es’ than ‘no’s’.

d. Linda asked what the minimum time limit is to petition again for an upgrade. Janine said there is not a set time frame, but a year is recommended.

e. Linda asked if NSHE was separated from the state. Janine said it would be an incredible amount of work. We would probably adopt the classified methodology as it is and take the problem areas and carve away at them. It would be a huge task.

f. Margo asked –per Janine- about the perception that we are losing people to other institutions such as TMCC because of classification problems. Janine stated the numbers are quite low but what we have acquired from the other institutions is greater and we have hired wonderful people from other institutions.
IV. Greg Price - Humanscale
   a. Employees take problems to them and they bring solutions back to their work.
   b. He has asked various companies how many workers compensation claims are filed. Very little, he said, but when his company asked about how many people are uncomfortable at their desk, the result was about 53%.
   c. Discomfort indicators are pillows on the chair, wrist rests. Pillows indicate that your chair is too large or uncomfortable. Wrist rests can lead to carpal tunnel syndrome.
   d. A solution is a ‘Freedom Chair’ that senses your weight and automatically adjusts the back tension based on your weight. There are very few buttons on the chair so it is not as confusing as most chairs. This means that a lot of people can use the same chair.
   e. Another source of discomfort is that the keyboard is too far away or too high.
   f. The third source is the little arms that raise the keyboard up. The solution is a negative tilt to the keyboard.
   g. Another source is the height and/or distance of the monitor. The top of the screen should be at eye level.
   h. Poor lighting is another source of discomfort as is having to move your head back and forth from the monitor to documents.

V. Open House
   a. Nancy said that there are additional charges. The parking fee waiver – per Parking we get one subsidized event per year. The best use for that is for retirees and off campus people for the reception. With the Open House as a free event, the only cost to them is a parking pass. Typically they are happy to pay.
   b. Last year the event was held on Spring Break, and this year there were 100 more people.
   c. There were a lot of people who found out about SEC from the SEC table.
   d. Decided that tickets will not be sold for the drawing.

Meeting adjourned at 3:53