University of Nevada Reno

Staff Employees Council (SEC)

Meeting Minutes

March 21, 2017

Rita Laden Senate Chambers, Joe Crowley Student Union

Representatives Present: Karen Braun, Betsy Brownfield (Ex-Officio Chair), Michelle Bruce, Karen Enslin, Meghan Ezekiel (Secretary), Margo Grubic (Public Relations), Donna Healy, Diann Jones, Lori Leas, Mark Lucas, Kerrie Medeiros, Mary Merry, Triny Otero, Victoria Plants, Lana Reeves, Elicia Rollins, Amy Simonds (Treasurer), Dawna Snyder, Kathie Stanfield, Alyssa Thom, Adria White (Seresa Greer as proxy), Kelly Whitesell, Julie Woodard and Jodi Yocum

Representatives Absent: Christina Carver (Chair), Eric Ledbetter and Harold Miller

I. Announcements/Action Items

   a. Approval of February minutes moved by Dawna Snyder and seconded by Margo Grubic. All were in favor.
   b. Need Employee of the Month nominations.
   c. The Employee of the Year submission deadline is April 21st. The nominated employee doesn’t have to be a previous employee of the month.

II. Provost Carmen

   a. Assembly Bill 16 revises provisions relating to agricultural extension programs. The bill would change the wording on how UNR funds Cooperative Extension and will require additional funding from UNR. The goal of the bill is to generate more money for Cooperative Extension. UNR is concerned about the budget implications. Student fees would need to increase in order to provide additional funding.
   b. Assembly Bill 407 proposes splitting University of Nevada Cooperative Extension into two separately administered units – one in Southern Nevada, managed by UNLV and one including the remaining counties in Northern Nevada, managed by UNR. The bill has significant implications for Cooperative Extension by disrupting the Extension’s ability to
address the critical needs of citizens across the state and would damage the programming efforts focused on high priority statewide issues.

c. CABNR, the City of Reno and the Reno Rodeo Association is proposing to add an outdoor arena to the Valley Road location. The foundation would build the facility and have rights to use it one month of the year. UNR will have access to the facility for the rest of the year. With the addition of the facility, UNR may add an equine and rodeo studies program. This won’t be a major. It would be more like a community program, or outreach mission.

d. Fall to spring retention is over 93%. The College of Science retention rate is at 96%. The College of Science requires all incoming freshman to attend the NVFit program. This is the highest ever retention rate for both.

e. The NVFit program is in its fourth year and is having a positive impact on retention.

f. UNR is implementing the ACUE program next year. The Association of College and University Educators partners with universities to train and credential faculty in evidence based teaching practices necessary for student success. The training will be formal. The course is online and includes 25 modules. The training will be an expectation for new faculty going forward. Trainings will begin spring 2018. Faculty will need to complete the training within their first two years of appointment. The training is $1,250 per faculty. Dean’s will cover less than half. The Provost office will cover the rest.

g. CFRC Update: A request for qualifications went out and UNR received one response. The company submitted a proposal to UNR. A UNR committee reviewed the proposal and constructed follow up questions. The company is preparing a response to the questions. UNR expects a response around mid-April.

h. Nelson Building Update: A new surplus location is TBD. UNR is actively searching for alternative sites to house the current Nelson Building occupants. We don’t currently have any signed agreements, be have identified good locations. Early Head Start may have their own location. The buyer has already paid a $700,000 down payment and has until May 15th to pay the remaining $7 million. UNR has 21 days after the sale to vacate the premise.

III. Michelle Briggs – HR Manager, Recruitment

a. All recruitment will be done through Workday. There will only be one internal site for all of NSHE. Internal staff will be able to see both internal and external job postings.
External jobs will only be posted externally. The system will automatically recognize the type of candidate (internal, or external) and will adjust accordingly.

b. The recruitment system is compatible on mobile devices.

c. Once a candidate profile is entered, it will carry the profile over to all applications. Candidates can also add certifications, degrees, trainings, languages, etc. and track changes to their profile.

d. There’s also an option to refer a candidate. Here, candidates can upload a copy of their resume and HR will review. If qualified, HR will send the candidate an application. This applies to both internal and external positions.

e. A department organizational chart will be available for all job applications.

IV. Denise Cordova – Director, Equal Opportunity & Title IX

a. Employees are covered under Title VII. Everyone is covered under Title IX including contractors, members of the community, etc.

b. Employees have 300 days to file a formal complaint under Title VII.

c. Title IX allows 180 days to report misconduct.

d. All UNR employees have an obligation to report any reported sexual misconduct.

e. Employees can’t have a romantic, or dating relationship with their supervisor, or supervisees.

f. Unlawful harassment involves misconduct for race, gender, religion, color, nation origin, sexual orientation and age.

g. Sexual harassment must be unwelcome, offensive to recipient and alter the environment. One time occurrences aren’t considered sexual harassment.

h. Consent is saying “yes,” clearly and loud and proud. Consent has to happen at each interval and the initiator has to receive consent. Incapacitated individuals can’t provide consent.

i. Bystander Intervention: intervene when needed. Direct, delegate and distract. Supervisors must report and intervene. Employees must only report.

j. Faculty and staff in need of ADA accommodations should contact Equal Opportunity.

k. Students in need of ADA accommodations should contact the Disability Resource Center.

l. Service animals and emotional support animals are allowed on campus. Dogs and mini horses are considered service animals. Service animals are not allowed in labs, if dangerous to the lab. Service animals are allowed in classrooms and anywhere else on
Emotional support animals must be approved by the Disability Resource Center, or Equal Opportunity. Emotional support animals are only allowed in the residence halls. All animals must be clean, well-behaved and leashed. The only questions you may ask a person is if their animal is a service animal and what task they provide. The service animal policy can be found here:  

V. New Business
a. No new business.

Meeting adjourned at 4:01pm.