**UAAD Board Meeting**

**Thursday, October 04, 2012**

**Nebraska Union Regency B & C**

**Members Present**

Patrick Barrett, Michele Deaton, Jason Farber, Kate Engel, Jim Fischer, Charlotte Frank, Vicki Highstreet, Amy Lanham, Randy Leach, Duane Mohlman, Sara Weixelman, and Karen Wills

**Call the Meeting to Order** (Vicki Highstreet)

2012-2013 UAAD President Vicki Highstreet called the meeting to order at 12:00pm.

**Approval of Meeting Agenda** (Vicki Highstreet)

Jim “Ficsher” is incorrectly spelled and should be Jim “Fischer.”

Sara Weixelman made a motion to approve the UAAD Board Meeting Agenda for October 4th.

Charlotte Frank seconded the motion. The agenda was unanimously approved.

**Approval of May Minutes** (Karen Wills)

Amy Lanham made a motion to approve the UAAD Board Meeting May Minutes.

Sara Weixelman seconded the motion. The agenda was unanimously approved.

**Approval of August Minutes** (Karen Wills)

Jim Fischer made a motion to approve the UAAD Board Meeting August Minutes.

Charlotte Frank seconded the motion. The agenda was unanimously approved.

**Treasurer’s Report** (Jason Farber)

Checking Account: $3,962

\*Revenue (Donation): $60.00

Foundation Account: $3,845

Cost Center Account: $1,002

Expenses: $12 from first meeting

Sara Weixelman made a motion to approve the UAAD Balance Sheet for September.

Mohlman seconded the motion. The agenda was unanimously approved.

Jason is an Auditor and doesn’t have access to SAP so Sara Weixelman will assist him with input of information.

**President’s Report** (Vicki Highstreet)

**Faculty Senate Report – Julie Thomsen (absent)**

* No report

**Program Committee – Michelle Deaton**

* Kate Engel – Innovation Campus – City Campus Union
* There will be a Smart Cart and Kate will bring presentation on a jump drive
* The program should last around 40 minutes, including Q&A
* Kate will send description of her presentation to Sara Weixelman
* Amy would like assistance with the Check-In table during UAAD meetings

**Founders Day – Erin Wirth/Sally Buckholz (absent)**

* Dr. Ellen Weissinger has agreed to be the guest speaker
* Kate has hard copies of all Founders Day documents, but everything is also on the UAAD shared drive from last year
* Kate contact John Donaldson

**Awards – Jim Fischer/Randy Leach**

* Request for approval of form changes (Michele will help with changes)
* Jim updated the Floyd S. Oldt Award and is requesting the following changes:

Providing service to faculty, staff and students.

Communicating effectively. ~~and resolving conflict skillfully.~~

* Please tap someone on the shoulder or call Jim with suggestions of nominees
* Vicki will take printed versions to take to the Deans & Directors meeting
* Next Board meeting, Vicki suggests we all bring in lists of possible nominees
* Jim said there is a list of past winners and nominees listed in past newsletters

**Bylaws – Michele Deaton**

**Professional Development – Charlotte Frank**

* Need confirmation on registration fee for non-UAAD or non-UNOPA members
* Charlotte is going on vacation on October 15, so the flyer is ready, but it still needs a final location and cost
* Vicki is comfortable with not charging UAAD members and charge non-members
* Amy suggests including a Membership Form along with the Registration Form
* Patrick suggested it only be open to UAAD members, so anyone interested in attending would need to complete a membership form and pay the dues
* Charlotte reminded us we need to follow up with UNOPA on their contribution
* Amy questioned if UNOPA is included, will they promote it as a UAAD only event
* Vicki said we are trying to encourage membership in both organizations, so we will include it as a UAAD/UNOPA only event
* Sara will send out the flyers and update in the various media outlets
* Charlotte agrees no charge for UAAD members and Amy suggests it would be $20 for non-members or they can pay $18 for two years of membership

Patrick Barrett made a motion to approve the registration fee is $20 for non-members or they can pay $18 for two years of membership.

Randy Leach seconded the motion. The registration fee was unanimously approved.

**Community Outreach – TBD**

* No report

**Employee Liaison – Patrick Barrett**

* When Patrick was the Chair in 1995, he was responsible to get all of the chairs, so he thanked Vicki for getting everyone appointed
* Include roster of the different organizations
	1. Campus Recreation Advisory Council – Karen Kassebaum
	2. Chancellor’s Commission on the Status of Women – Melissa Townsen
	3. Employee Fringe Benefits Committee University-wide – Kimberly Barrett
	4. Parking Advisory Committee – Dan Shattil
	5. Parking Appeals Committee – Gene Hogan, Ken Reining & Phil Berlie
	6. Safety Committee – Allan Specht
	7. Chancellor’s Committee on Wellness – Cathy Jewell
	8. Chancellor’s Commission on Environmental Sustainability – Rod Chambers
	9. Emergency Employee Loan Fund Advisory – Sally Buchholtz
	10. University of Nebraska Ambassadors University-wide – Kate Engel?
	11. University Child Care Committee – Roshan Pajnigar

**Communications – Sara Weixelman**

* Kate Engel should be listed as kengel3@unl.edu and needs to be included in the UAAD Board listserv
* Sara will work with Michael to come up with a plan to start a UAAD Facebook

**Membership – Amy Lanham**

* Current Membership Numbers: 114
* Renewals: 28
* New: 3

New members for approval (background check and driver authorization completed):

* Tony Lazarowicz – Academic Advisor in College of Arts & Sciences Advising Center – Deans Office
* Mandi Mollring – Aquatics, Youth Activities & Sports Clubs Coordinator in Campus Recreation
* Alli Raymond – Admissions Counselor in Animal Science

Motion: Patrick Barrett / Second: Jim Fischer

Michele looked at the Bylaws and it does not state that we need to vote for new members, but we need to send them an invitation and recognize them at the next UAAD Board meeting

Sara realized this is the first time since she joined that we have voted on membership

Request for member list to be published in newsletter

* Many members didn’t realize they are current
* Amy suggested listing all current UAAD members on a page in the newsletter
* At the October meeting, any current members that bring someone new would be entered into a drawing for some type of trinket as an incentive
* There is an Associate member that wants to renew and claims to be grandfathered on voting rights
* Honorary Membership can be given to speakers for a free year membership
* We will table this discussion until the next Board meeting
* Duane Mohlman suggested offering new employees their first year free
* Randy Leach suggested offering new employees a two-year membership for the price of a one year membership

**Nominating – Angi McAndrews (absent)**

* No report

**Mentoring – Kate Engel**

* Make similar announcement at the next UAAD meeting
* Survey will be sent to all UAAD members
* Amy receives an email with all the Managerial/Professional new hires from HR
* UAAD members from 2011-2012 have been included in the UAAD listserv for this year, but will be removed next year
* Kate will send information to Sara for the UAAD newsletter
* Early November will be the deadline to sign-up to be a mentor or mentee
* Kate will work with Michael to include a page on the UAAD website
* Requirements: Meet 3 times throughout the year
* Would like two minutes during a UAAD meeting to have mentor/mentee groups introduce themselves to the membership
* Sara offered to revamp the Member Spotlight section in the UAAD newsletter to highlight the mentors and mentees
* Have mentor/mentees sit together at tables with people they don’t know

**Other Items/New Business**

* Vicki passed out a sheet titled, “Creating a Socially Just and Inclusive Environment,” which is being utilized by Student Affairs