**UAAD Board Meeting**

**Thursday, December 5, 2012**

**Nebraska Union Colonial Room**

**Members Present**

Patrick Barrett, Michele Deaton, Kate Engel, Jason Farber, Jim Fischer, Charlotte Frank, Vicki Highstreet, Amy Lanham, Duane Mohlman, Michael O’Connor, Al Stark, Julie Thomsen, 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 again and should be Jim “Fischer.”

Jim Fischer made a motion to approve the UAAD Board Meeting Agenda for Dec 5th.

Patrick Barrett seconded the motion. The agenda was unanimously approved.

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

Patrick Barrett made a motion to approve the UAAD Board Meeting October Minutes.

Al Stark seconded the motion. The agenda was unanimously approved.

**Treasurer’s Report** (Jason Farber)

**November 2012**

**Revenue:**

Membership Deposits Cash, Check $86.00

Journal Entry for Membership Fee $242.00

Journal Entry for Fall Prof. Dev. (Wesselman) $380.00

Foundation Contribution (Nov 30) $15.00

**TOTAL REVENUE $723.00**

**Expense:**  $0.00

**TOTAL EXPENSES $0.00**

**Assets:**

Cash – Wells Fargo Checking Account $4,324

Foundation Account $3,875

Accts Receivable – UNL Cost Center $1,600

**TOTAL ASSETS** **$9,799**

**NAME** made a motion to approve the UAAD Balance Sheet as of November 30, 2012.

**NAME** seconded the motion. The agenda was unanimously approved.

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

* Met with Bill Nunez along with UNOPA President: Beneficial to have Chinese classes, so based on recommendations, it will continue
* Invited Bill to Graze & Mingle so he can see what we do first hand
* Bill will include a little blurb in December Deans & Directors meeting to support our awards (not easy to get on agenda since they are project oriented meetings)

**Faculty Senate Report – Julie Thomsen**

* Harvey Perlman provided background on the selection of new Athletic Director
* Importance of recruitment by faculty for other faculty, staff and students helps to get and retain good people
* Kim Barrett provided a presentation on Health Screenings and impact on benefits
* There is a heightened awareness of health on campus
* Top five issues for employees:
	+ Nutrition
	+ Health Eating
	+ Fitness
	+ Age Appropriate Screenings
	+ **WHAT IS #5?**

**Program Committee – Michelle Deaton**

* Graze & Mingle will be on the Kimball Hall Stage
* It will be low key and Kate encouraged the mentors/mentees to attend together
* There will be hot hors d’oeuvres, desserts and drinks
* You can also bring your own lunch

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

* Dr. Ellen Weissinger is secured as the guest speaker

**Awards – Jim Fischer/Randy Leach (absent)**

* There are no nominees yet
* Getting in touch with UNL Communications folks
* Please tap colleagues on the shoulder to nominate
* Would be nice to have half a dozen to choose from in each category
* Vicki suggests each of us nominate someone in each category

**Bylaws – Michele Deaton**

* Will make recommendations to include Mentor Program in the bylaws

**Professional Development – Charlotte Frank**

* Summary of November Professional Development with Paul Wesselmann
* Thanks to Vicki for making the arrangements
* Del Ray Ballroom was a wonderful venue and we had a great turnout
* 106 registered and 89 attended (56 UAAD, 3 UAAD/UNOPA, 30 UNOPA)
* UNOPA members can sign up for PSA credit hours
* We picked up two new UAAD members (They are members of the University of Nebraska Foundation which makes them Associate Members)
* Great turnout from NET and Campus Recreation
* Julie stated NET staff really appreciate professional development opportunities

**Community Outreach – Erin Wirth (absent)**

* December Outreach for Seniors – Amy mentioned Erin has everything taken care of but all gifts must be delivered to Erin by the Graze & Mingle event

**Website – Michael O’Connor, Al Stark**

* Sara asked to mention (met last month) about starting a Facebook page
* Website is easier to navigate with the Content Management System (CMS)
* Newsletter content included on website to make it a destination
* Website helps to get word out about UAAD and increase membership
* Blog format within website to keep information and evens current
* Newsletter archives can be timeless instead of timely due to specific dates
* Facebook will begin in January along with website updates
* Twitter account set up a while ago, but no record of sign in name or password
* Al Stark has been very timely with updates
* **How do UAAD Board members get access to the website to upload docs?**

**Employee Liaison – Patrick Barrett**

* Employee Plus One Benefits effective January 2013
* This Friday is the deadline for benefits and health assessments
* The Benefits Committee will meet again in April
	1. Campus Recreation Advisory Council – Karen Kassebaum
	2. Chancellor’s Commission on the Status of Women – Melissa Townsend
		+ Current issues of interest: maternity/family leave policies, lactation rooms on campus, and RIF policies
		+ Two openings on CCSW: one (1) managerial/professional, one (1) office/service. Interested people should contact Melissa Townsend
	3. Employee Fringe Benefits Committee University-wide – Kimberly Barrett
	4. Parking Advisory Committee – Dan Shattil
		+ Meets this Friday, December 7, 2012
	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 – **TBD**
	11. University Child Care Committee – Roshan Pajnigar

**Communications – Sara Weixelman (absent)**

* Report given by Michelle Deaton
* Please send any other newsletter items to Sara ASAP
* Social media to launch with the new year

**Membership – Amy Lanham**

* Current Membership Numbers: 139
* Renewals: 19
* New: 6
* 39 members did not renew from 2011-12 to 2012-13
* Amy will email a list of these members for us to encourage their renewal
* Most of these “non-renewers” had received a free membership for speaking
* Vicki requested we ask the question about who pays for their memberships
* Michael wondered if they are not renewing due to costs or lack of interest in the presentations/professional development
* Request for member list to be published in newsletter
* Amy explained that many people just forget to renew
* Michael said many new and current employees have never heard of UAAD
* Consideration for all new employees to receive a free one year membership
* Amy suggested if new members bring the email sent by her to a UAAD meeting or event, they would get the reminder of their membership for the year for free
* Patrick suggested instead of an email, make a phone call or include information in the New Employee orientation packet
* Michael also suggested a card given with a letter and a UAAD trinket
* Kate reminded us that we can use the UAAD mugs as a bribe
* Michele said it takes at least six months to get comfortable in a new job, so we need to send reminders about joining
* For archival and history purposes, motions for voting should be generic

**Amy Lanham made a motion that all new hires will receive a card in the mail to present at any UAAD meeting or event to receive a complimentary membership through the end of the fiscal year from their start date.**

Patrick Barrett seconded the motion. The motion was unanimously approved.

* At the Graze & Mingle: All current members will receive one coupon for each UAAD meeting and event they attended this fall to put into a container for prizes

**Nominating – Angi McAndrews (absent)**

* No report

**Mentoring – Kate Engel**

* 20 members (10 pairs) submitted to be Mentors/Mentees
* They have been asked to meet at least three times in the next three months
* A survey will be given to them in February for their feedback on their experiences
* Please contact Kate if anyone still wants to participate
* There will be quarterly surveys emailed to everyone
* Some of the mentors have more than 20 years of experience with UAAD

**Other Items/New Business**

* None