



**University of Nebraska–Lincoln
University Association for Administrative Development**

<http://uaad.unl.edu>

UAAD Board Meeting Minutes
Wednesday, September 7, 2016, 12:00-1:00 p.m.
Ubuntu Room/202 – Gaughan Center
(Brown Bag Lunch)

Members Present: Stan Campbell, Becky Carter, Valerie Crook, Jeremiah Doyle, Kate Engel, Deborah Eisloeffel, Jason Farber, Charlotte Frank, Shelley Harrold, David Hartline, Vicki Highstreet, Meg Kester, Amy Lanham, Keith McGuffey, Mike O'Connor, Shannon Parry, Douglas Pellatz Jr, Pamela Peters, Jennifer Rutt, Jenny Schnase, Jeffrey Sherrill, Rachel Szelag, Karen Wills

Members Absent: Andrea Balkus, Lori Bennett Baumli, Kacey Nelkin Pedersen, Stephanie Vendetti

Call the Meeting to Order/Introductions: (12:01pm)

Name/Title/Position

Approval of Meeting Agenda Motion: David Hartline / Second: Becky Carter / Vote: Passed

Approval of Minutes-May 4, 2016 Motion: Jeremiah Doyle / Second: Kate Engel / Vote: Passed

Approval of Minutes-August 3, 2016 Motion: Vicki Highstreet / Second: Pam Peters / Vote: Passed

Treasurer's Report: Pam Peter

Preliminary UAAD Budget for 2016-2017 and August Financials

Preliminary Budget: Budgeted \$5,525 in total revenues and \$4,860 in total expenses, with a net profit of \$665. The Preliminary Budget is on UNL Box. Our Annual Budget needs to be approved by Sept.30th. Should anyone have questions, or request for adjustments to the budget – please contact Pam and Charlotte by next week. Charlotte will send out an email for approval of Annual Budget.

August Financials:

Cash \$3,062

Foundation Acct. \$3,950

A/R \$1,075

Total Assets \$8,086

Revenues \$0

Expenses \$0

No change from July 2016

President's Report: Charlotte Frank

President Bounds, Board of Regents Chair Kent Schroeder and Board of Regents Vice Chair Bob Whitehouse have invited Faculty Senate Presidents and Staff Constituency Presidents from all 4 campuses to a breakfast they are

hosting prior to the Sept 16 Board of Regents meeting. I will be representing UNL and UAAD along with David Woodman, Prof of Practice, School of Biological Sciences.

I will be representing UAAD at a Tobacco-Free Campus Policy Summit for Colleges and Businesses at Lincoln-Lancaster County Health Department on Oct 20th. There will be a panel of representatives from colleges, universities and business discussing their experiences with a tobacco-free policy. Those in attendance will learn how to implement policy and enhance compliance as well as being provided with resources and samples of tobacco-free campus policies. This was initiated by Jill Brown, External Relations IANR, Michelle Waite, UNL Community Relations, Chancellor' Office and Chris Jackson, VC B&F. The original email from Tobacco Free Nebraska-DHHS-Public Health Office notes that UNK, UNO and UNMC have all made policy moves towards tobacco-free campuses.

The U-wide Staff Presidents group that started meeting last spring will resume their teleconferences this fall. Received an email indicating efforts to attempt to convene the group in September. We had discussed meeting every 2-3 months throughout the academic year. Will keep you posted.

I received an email from Dr. Franco 9-6-16 in which he stated that a group of students, working with Owen Yardley, decided last spring to establish a Police Department Advisory Board. He went on to state that the bylaws called for one representative from UAAD and that the first meeting would be next Monday, Sept 12th. I spoke with Owen and he indicated this was still in process of forming/not forming. It is a concept that he stated has surfaced several times over the past 6 years and never sustains itself. He was going to talk to Dr. Franco and if the Sept 12th meeting is held, he wanted it be with students only to determine interest and accountability in forming this Advisory Board. I will be in contact if we need to have someone serve from UAAD.

Vice President/President Elect: Amy Lanham

Faculty Senate Meeting

Amy provided what she felt were the highlights from the Sept. 6 Faculty Senate Meeting. Minutes for the meetings may be found at <http://www.unl.edu/facultysenate/senate/> if you would like to review. (Patrice Berger is retiring from the Honors Program.)

Committee Reports:

Standing Committees

Community Outreach (Jenny Schnase and Meg Kester)

- Charlotte: Unused holiday cards would be a great contribution to area nursing homes
- Shannon: Post Office is always looking for volunteers to help write back Santa letters to children
- Jenny: Shoe boxes are needed at the Capital Humane Society
- Meg: The Bay (skate park/concert venue/coffee bar/outreach to youth) is a great local organization that also houses Skate for Change to help the homeless

POST MEETING EMAIL:

To determine a Community Outreach plan for this upcoming year, Meg and Jenny are excited to hear from you. Would you please review ideas presented below and share your thoughts along with anything different you would like to have considered? A response on or before Sept 19th would be greatly appreciated!

Donation/Service	Recipient
Books/notepads/writing utensils	Elderly
Books/Art & Craft Supplies	Lincoln City Libraries
Holiday cards	Elderly (i.e., Lancaster Manor, Eastmont, Legacy, Clark Jeary)
Canned goods	UNL's Open Shelf – campus youth

Youth and/or Adult gently used or new gloves, coats, blankets	The Bay? TBD Local Youth
Empty shoe boxes	Capital Humane Society cats
Holiday cards/Thank you cards	Military overseas/Veterans
Trash pick-up over lunch hour/recycle	Campus community

Employee Liaison (Rachel Szlag)

Campus Recreation Advisory Council – Margo Young

1. CRAC members helped to staff Husker Mania on Friday night before the semester began. Students met vendors and club reps and explored Campus Rec. Students created tie dye t-shirts.
2. Big Red Welcome also included a welcome festival on Memorial Mall on Sunday. August 21. Campus Rec hosted a booth, and CRAC members helped to distribute free giveaways.
3. First official meeting of the council was last week. The group played dodge ball as a team building activity (and student members obey when you tell them not to hit you because you are as old as their parents).
4. Stan Campbell circulated a draft of the Campus Rec master plan.

Safety Committee Liaison – Casadi Johnson

1. The UNL Emergency Planning and Preparedness web site contains a template (“Faculty, Staff & Depts.” tab, “Have a Plan” section). Assistance is available upon request from Mark Robertson, UNL Emergency Preparedness Coordinator (preparedness@unl.edu). While the template is designed for developing a Building Emergency Action Plan, it can readily be modified to develop a facility or specific area action plan. Does your department/area/facility already have an Emergency Action Plan? Emergency action plans should be reviewed at least once a year and more often if necessary to reflect changes in personnel, or other specific attributes of the area/facility.
2. One area of increasing concern is the danger of distracted walking, driving or bicycle riding. There have been a number of near misses reported to and by members of the Chancellor’s University Safety Committee (CUSC) and other UNL safety committees. To address the need for increased awareness the CUSC is undertaking a “Heads Up” awareness campaign in conjunction with Campus Rec’s Bike Fest on September 14, 2016. While talking on a phone, texting, emailing, etc., there are three main types of distraction:
 - a. Manual – taking your hands off the wheel of a bike/vehicle, not using handrails where provided, e.g. near steps
 - b. Visual – taking your eyes off the path/road and/or focusing on your phone which restricts your field of vision
 - c. Cognitive – while talking on phones/with others while biking or in a vehicle, texting, looking for Pokeman, etc., your brain is engaged in a task not of relevance to your walking/riding/driving

Chancellor's Commission on the Status of Women Liaison – Jennifer Rutt

- Plan to meet with Chancellor Green in mid-October.

Parking Advisory Committee Liaison – Daniel Shattil

- The Parking Advisory Board has not met yet this semester.

Deans and Directors – Charlotte Frank

Employee Fringe Benefits Committee-University Wide – Elijah Luebbe

Chancellor's Committee on Wellness – Suzanne Reinke

Chancellor's Commission on Sustainability – Rachel Garver

Chancellor's Committee on Child Care – Jason Farber

Emergency Employee Loan Fund Advisory – Stephanie Welch

Membership (Lori Bennett Baumli and Keith McGuffey)

- Of 173 members last year, we have 30 who have paid their membership fee and 16 pending. Reminder email was sent 9/1/2016
- Working with UAAD Connect – will be providing names of new members for their ambassador program

Professional Development (Andrea Balkus, Becky Carter and Deb Eisloeffel)

- The Professional Development Committee's upcoming events are posted on the UAAD Prof Dev web page (<http://uaad.unl.edu/professional-development>).
- Committee members have developed a Strengths Workshop, coming up on September 15
- Vicki Highstreet is organizing an event featuring Paul Wesselmann, the Ripples Guy, on October 14.
- If you have questions after you review the web page, Becky, Andrea or Deb would be happy to answer questions about the Strengths workshop, and Vicki can tell you more about the Wesselmann event. Paul will also incorporate the Strengths themes in his presentation.
- We would like to schedule (30-60 minute meet ups) based around Strengths. Would members attend if they were brown bag lunches or at a restaurant after work hours. This would be a great networking opportunity and have a more informal feeling than the workshops.

POST MEETING EMAIL: Although we announced in today's board meeting that the "Building on a Foundation of Strength" professional development workshop was scheduled for September 15, we are writing to let you know the session will be moved to November 10. Location and time will remain the same. This decision was not made lightly, but became a necessity after several conflicts became apparent. Please delay sharing publicity about the event until we get our flier and web site updated. We'll get that done as quickly as possible and send out a notification to all members. Please contact any one of us if you have questions. Sorry for the muddle – we appreciate your understanding.

Programs (Valerie Crook, Mike O'Connor and Kacey Nelkin Pedersen)

- Sept 21 – Tour of Athletics
- Oct 19 – University Communications at the Union (We are too large a group for a tour)
- Nov 16 – Molly Nance from Water for Food
- March – Matt Waite, College of Journalism
- April – Mike has a panel arranged, details later

POST MEETING EMAIL: April – Kimberly Barrett of Campus Rec will be talking to the group about a health/wellness topic that we can choose.

Publicity/Public Relations (David Hartline)

- 22 tickets (as of 9:34am) picked up for Paul Wesselman workshop
- Updated newsletter format with new branding and updated "N"
- Good feedback
- Including more photos in newsletters that are in UAAD Box
- Becky suggested we have another push for our professional development to remind about registrations.

UAAD Connect (Shelley Harrold and Stephanie Vendetti)

New direction for UAAD CONNECT.

To build community in UAAD, we propose to eliminate the "partnering" process, and hope to build upon a more welcoming concept to include one-on-one as well as group interaction with new members.

We want to recruit volunteer "ambassadors" to include all UAAD members:

- CONNECT Co-chairs
- Past Connect members
- Board members
- Past Presidents
- Volunteers from Membership

A team of Ambassadors will be assigned to each new member.

Ambassadors will be asked to help welcome new members one-on-one by email or phone and when the new member attends any UAAD event. We feel that a small group of 2 or 3 Ambassadors will help open communications with new members, while also allowing the new member to get a broader scope of UAAD and UNL by interacting and sharing information amongst them.

- Offer to meet and attend a UAAD event
- Ambassador could give a quick introduction of the new member at a meeting
- Invite new member to lunch or coffee – just a quick get together
- Provide information about Committees and opportunities; and UNL in general
- Cookie or small plant delivered to new members (subsidized)

CONNECT Committee Co-chairs will have a mid-semester “event” for all UAAD members and newest members as our featured guests. (This would replace the original plan of quarterly meetings and incentivize attendance).

Ideas for events:

- Morning donuts and coffee at Love Library
- Afternoon Dairy Store and Arboretum (east campus)
- After work event / dinner
- Afternoon coffee or tea

Ambassadors please remember to email Shelley or Stephanie.

Special Committees

Bylaws & Guidelines (Jason Farber)

- NO changes or no discussion on changes

Founders’ Day (Kate Engel and Stan Campbell)

- Meeting after our Board meeting today

Awards (Jerry Doyle and Jeff Sherrill)

- Jeff and Jerry met a couple weeks ago to begin discussing their plan on the Awards Committee for 2016-2017. Jerry also met with Pam Peters to discuss her previous work on the Awards Committee so that he could get a better idea of the work she did while on the committee.

Nominations (Doug Pellatz)

- No Report

Webmaster & Social Media (Shannon Parry and Jenn Rutt)

- Shannon has making updates to meetings, UAAD Officers and Committee Listings, as well as the professional development page. She also made contact with UNL IS to update the “yellow pages” listing. Two things she would like to get to very soon is to reconfigure the membership form and update the pictures that sit at the top of the home page. She is out of her element where this is concerned and is working to gain more information. If anyone has ideas about the website and things that can be updated, please let Shannon know.
- Jenn tries not to post all our items at the same time on social media.

Other Business:

Discussion and recommendation for Owen Yardley/University Police re: blue lights on UNL campus

-Jenn Rutt is the representative of the Chancellor’s Commission for the Status of Women.

-Jan Deeds from the Women’s Center stated that they will not support unless there is education provided, but Owen has stated that they will not broadcast, so the CCSW will meet with him.

-A blue light was not replaced after a construction project at Campus Rec, but nothing was brought up about it

-External Blue Lights should be looked at differently than the lights in the parking garage.

- Parking Advisory Committee should
- People don't usually care about things until concerns are brought up by others.
- The phasing out of the blue lights would be a slow roll out and the lights would be hooded.
- Charlotte will draft wording for the Recommendation by the UAAD Board that will be reviewed but not voted on by the General membership, and an announcement will be made at the next General meeting.

POST MEETING EMAIL: Jason Farber brought UAAD Bylaws language to my attention after yesterday's Board meeting and specifically as it relates to Article VII, Making Recommendations on Policy Issues, Section 1 and 2; Conditions and Procedures for Adopting Recommendations. In seeking the opinion of several UAAD past presidents and other long-time members of the organization, the consensus was that we did not see our recommendations/affirmation on the proposal that Owen Yardley shared with us regarding phasing out the Emergency Blue Phones as requiring voting by membership. In order to be certain, I decided to have Christine Jackson, Vice Chancellor of Business & Finance review and provide an opinion. Initially, she did not see this as meeting a policy or issue definition but the way our Bylaws are written, she determined we would need to have the membership vote on this.

Since we have our regular meeting scheduled for Sept 21st, I will be addressing this in our business meeting ahead of the tour of Athletics and asking for a vote of the membership. Following that vote, I will make a formal recommendation on behalf of the UAAD Board and its members.

I wanted to let all of you know that this has transpired today, after many conversations to confirm that the Bylaws, as stated, do address this as part of our procedures for adopting recommendations on issues; not policies, since the Blue Lights are not a policy but a personal safety issue at UNL.

Questions:

None

Adjourn:

1:00pm

Important Upcoming Dates:

1. UAAD Board Meeting – Oct 5, 12:00-1:00pm, Nebraska East Union Cottonwood Room
2. Professional Development: Strengths Finder Workshop – Sept 15, 8:30-12:30pm, NET
3. UAAD General Meeting – Sept 21, 11:45-1:00pm, Tour of Athletics Department (Meet inside Osborne Complex for short business meeting at 11:45am with tour to begin at noon)
4. Professional Development: Paul Wesselmann "Fresh & Fierce" Workshop – Oct 14, 12:00-2:00pm, NIC Banquet Hall