



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

<http://uaad.unl.edu>

**UAAD Board Meeting Minutes**  
Wednesday, November 2, 2016, 12:00-1:00 p.m.  
Gaughan Center, City Union-Ubuntu, Room 202  
(Brown Bag Lunch)

**Members Present:** Andrea Balkus, Lori Bennett Baumli, Becky Carter, Valerie Crook, Jeremiah Doyle, Kate Engel, Jason Farber, Charlotte Frank, Shelley Harrold, David Hartline, Vicki Highstreet, Amy Lanham, Mike O'Connor, Pamela Peters, Jennifer Rutt, Jenny Schnase, Jeffrey Sherrill, Rachel Szelag, Karen Wills

**Members Absent:** Stan Campbell, Deborah Eisloeffel, Meg Kester, Keith McGuffey, Kacey Nelkin Pedersen, Shannon Parry, Douglas Pellatz Jr, Stephanie Vendetti

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

Approval of Meeting Agenda

Motion: Becky Carter / Second: Pam Peters / Vote: Passed

Approval of Minutes-October 5, 2016

Motion: Jennifer Rutt / Second: Andrea Balkus / Vote: Passed

**Treasurer's Report: Pam Peters**

October Financials:

Cash: \$3,974, an increase of \$292 from Sept.

Foundation: \$3,950, no change

UNL Receivable: \$2,315, an increase of \$180 from Sept.

Total Assets: \$10,239

Revenues: \$480 – memberships

Expenses: \$8.04 – reimbursement for supplies for Prof. Dev. Comm.

**President's Report: Charlotte Frank**

Summary of Meetings:

**Bill Nunez-Non-Smoking Policy Summit**

I have had two meetings with Bill Nunez; one to summarize the activities of UAAD thus far this year and the second to provide him with a synopsis of the Tobacco-Free Campus Policy Summit attended on Oct 20th. In meeting about UAAD, he indicated that if we are going to invite President Bounds to speak, in some capacity with UAAD Board or membership this year that we also invite Chancellor Green. I sent a note to President Bounds' assistant after our last Board meeting and although he is unable to speak at Founder's Day, she was checking his schedule for the spring. Bill also indicated we have a specific topic/purpose in our invites to both. \*Discuss options with Board. He has agreed to be our speaker at Graze & Mingle in December. The Chancellor is fully supportive of a 100% non-smoking policy at UNL and has made that announcement to the Chancellor's leadership team.

The Tobacco-Free Campus Policy Summit was well-attended. UAAD was the only organization of staff, faculty or student to attend from UNL. Jennifer Dam, Dir of Campus Planning & Space Management and a grad student (Olivia Monaghan) who has a strong interest in this policy were there from UNL. Individuals from UNO and UNK; both of whom were students when policy was implemented at both campuses, were members of the panel and shared the process of developing and implementing policy; involving all three constituencies at each campus (students, faculty and staff). A core group (Bill Nunez refers to it as Brain Trust) comprised of Jennifer, Olivia, Stan Campbell, Kimberly Barrett and myself will begin meeting and starting

dialogue with first meeting scheduled Nov 16th.

The HLC Reaccreditation Team were at UNL the week of Oct 24th and I attended the Criterion 5: Resources, Planning and Institutional Effectiveness Open session and had an opportunity to address UAAD's role in providing professional development to staff at UNL. The focus of the questions at this and the other sessions was on the lack of a comprehensive and current strategic plan for UNL.

### **Chancellor's Town Hall Leadership (President Bounds & Chancellor Green)**

The Chancellor's first Town Hall Leadership meeting on Oct 31st was held at NIC. Ronnie discussed "UNL to 2025" and the institutionalizing of the town hall concept going forward. He began with the vision of UNL to become one of the top 25 research university's in concert with UNMC. Although he has projected enrollment growth to 35,000 students, he also said this was not "hard and fast" but directional. He talked about the uniqueness of UNL within the state u-wide system. Tagging onto the HLC Reaccreditation Team indicating need for a strategic plan, he sees this as a 14 month minimum process with 4 initial task forces to work in the background and reporting back to the leadership group in the spring. He mentioned "student success" as his primary focus. He gave many examples of "directional targets" with current numbers to 2025. He gave his thoughts on the current budget cycle and indicated he is not worried about our next cycle of funding. His goal for UNL is "Education-Research-Translation".

### **All About You Wellness Booth**

When All About You Wellness on Wheels ends with this Thursday's session, UAAD will have participated at each of the 4 days with a booth. Thank you Amy and Jerry for manning the booth 2 of those days.

Karen Kassebaum, Director of Staff Diversity has asked to come speak to us at our Dec Board 7th meeting. She is in the process of proposing a Diversity & Inclusion Advisory Board at UNL and wants to share how UAAD might be able to participate now and in the future.

I will reach out to Elijah Luebbe to see if he wants to join us at the next Board meeting to share his thoughts on TIAA presentations and what he heard at the Fringe Benefits meeting a month ago.

### ***POST MEETING EMAIL:***

I wanted to let all of the UAAD Board members know that I worked with the Chancellor's office yesterday after the meeting in scheduling a meeting with Chancellor Green. He is available to present to UAAD and UNOPA members in a special meeting which has been scheduled for Feb 8<sup>th</sup> from 12:30-1:30 in the Unity Room in the Gaughan Center. His available dates were limited but his assistant felt that this would be a good date since the 4 task forces are expected to have their recommendations nearly wrapped up by then with a March 1<sup>st</sup> deadline. I explained our purpose in wanting to have him meet and present to us as well as be available for questions from both staff organizations at UNL. I am meeting with Tricia Liedle, UNOPA President today and will fill her in on our intentions in having the Chancellor meet with us.

We also talked about sending out a survey to UAAD members and with the Feb 8<sup>th</sup> presentation, we should plan on having our survey sent, completed and tallied for this meeting. I would like volunteers to for a sub-committee that can begin working on development of the survey and have information ready to present at our Dec 7<sup>th</sup> Board meeting.

Please let me know if you are interested in being on this committee.

### ***POST MEETING EMAIL #2:***

After our Board meeting last week, I contacted individuals who were in the approval chain for sending a mass email to all M/P employees at UNL for the purpose of informing them about UAAD and the benefits of membership. In that process, a master list was developed from SAP, complete with email addresses for everyone at UNL in this classification category. Lori has deleted the current members from that spreadsheet. I have gathered approval from all of the individuals who have protection/interest in the list coming from SAP (Bruce Currin, Chris Jackson, Bill Nunez and Teresa Paulsen). Teresa has provided her approval in having University Communication be the sender of the emails.

Thank you, Lori, for composing the email content. That information, along with the email addresses have been sent to UComm. When I last heard from their office yesterday, the plan was to send the emails today. As you are aware, their office was busy yesterday with a flurry of communication regarding the messages we received from President Bounds and Chancellor Green and the budget issues we are currently facing.

I wanted to let you know about progress having been made in working toward a mass communication to potential UAAD

members. We will hope that this reaches employees who either were not aware of our association or have been on the fence in joining. This is a great step toward reaching the masses!

### **Vice President/President Elect: Amy Lanham**

Faculty Senate meeting was held Tuesday, November 1 at East Campus Union. Chancellor Green was in attendance to speak to the senate. Chancellor Green focused on the roll out for the University of Nebraska strategic planning process. He announced four tasks forces and those staff/faculty members who would be serving as co-chairs.

A student member of ASUN also addressed the group in regards to the Green Fund that was initiated by students. Professors wishing to access funding from the Green Fund can submit proposals to ASUN for sustainable projects.

### **Committee Reports:**

#### **Standing Committees**

##### **Community Outreach (Jenny Schnase and Meg Kester)**

Let's spread harvest blessings to others by donating non-perishable food items during the month of November to help feed the hungry. Collections benefit OpeN Shelf and Matt Talbot. Collection sites include 1901 Y, 314 Canfield, NIC Ste 2220, 103 Ag Hall and 151 Whittier. Please see the following links for some donation ideas for these organizations.

[http://www.mtkserver.org/you\\_can\\_help/donation\\_items.html](http://www.mtkserver.org/you_can_help/donation_items.html)

<http://www.lutherancenterunl.com/open-shelf/>

The cold season is approaching and so is our effort to ensure the community stays warm. Gently-used or new winter wear such as hats, mittens, scarves, gloves, and coats, for all ages, are being collected, now through January 31, 2017, benefitting the People's City Mission, <http://pcmlincoln.org/donate/goods-services/current-needs/>. Collection sites include 1901 Y, 314 Canfield, NIC Ste 2220, 103 Ag Hall and 151 Whittier.

##### **Employee Liaison (Rachel Szelag)**

Campus Recreation Advisory Council – Margo Young

Deb Johnson (senior associate director) has accepted a job at UC-Davis that begins January 2. / Badminton Club has been reactivated as a sport club at Campus Rec, which gives members access to formal practice space. / Attendance at Husker Kids (during football games) has dropped this year. / Campus Rec has drafted (but not circulated with senior administrators) a preliminary strategic plan. Cost of the entire plan would be roughly equal to four new business college buildings. / Vice Chancellor Franco attended the October 25 meeting and presented a larger picture of student activities, funding and the balance of education, recreation and budgetary concerns

Safety Committee Liaison – Casadi Johnson

No Report

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

The Chancellor's Commission on the Status of Women met with Chancellor Green on October 13th. This meeting was to discuss the role of commission on campus, and to discuss Chancellor Green's vision for the commission moving forward. The student council recently held an open forum to gather information on issues concerning women (primarily students). The Staff Council of the Commission also met with Chancellor Green on October 24th to discuss issues specific to staff. A primary focus this year for the commission, as a whole, will be Title IX and safety.

Parking Advisory Committee Liaison – Daniel Shattil

There's an increase of almost 300 parking permits sold this year with faculty/staff buying 80 more, mostly for the garages. The garages have excess capacity so the increased number of permits hasn't made finding an empty parking spot worse. The parking lot near the Beadle Center will close later this month because of construction of the new Health Center and College of Nursing.

Deans and Directors – Charlotte Frank

No Report

Employee Fringe Benefits Committee-University Wide – Elijah Luebbe  
No Report

Chancellor's Committee on Wellness – Suzanne Reinke  
No Report

Chancellor's Commission on Sustainability – Rachel Garver  
Currently, our Environmental Sustainability Commission is on revamp. We are restructuring it with Chancellor Green's Office.

Chancellor's Committee on Child Care – Jason Farber  
No Report

Emergency Employee Loan Fund Advisory – Stephanie Welch  
No Report

### **Membership (Lori Bennett Baumli and Keith McGuffey)**

As of November 2, 2016, we have 126 member, with "new" members totaling 26. It should be noted that these may be returning members from years prior to the 15-16 membership year and not necessarily all new to the organization.

In order to increase membership among staff that are not new to UNL, we are seeking permission from Bruce Currin, Asst VC for HR, to send a recruitment email to all m/p staff as these staff members have not received a communication directly from UAAD most likely for many years.

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

We have 14 registered for next week's workshop as of today's meeting.  
Can we advertise the upcoming workshop in Nebraska Today and published on University Calendar?  
David would be happy to make sure these happen.  
Is it the four hours or the cost of the workshop that is attributing to the low number of attendees?

### **Programs (Mike O'Connor and Kacey Nelkin Pedersen)**

November – Molly Nance from Water for Food Institute on Nov 16, 11:45-1:00pm, JGMC Ubuntu Room 202  
December – Graze & Mingle will be in The Hub next to the Pixel Lab in Henzlik Hall. Bill Nunez has agreed to speak. We will order pizza and include food for those with special dietary needs.

### **Publicity/Public Relations (David Hartline)**

Announcements are going out well. If you are interested in having something announced, please reach out with me and we can come up with something. The way I see it, I can't have too many things to consider announcing!

### **UAAD Connect (Shelley Harrold and Stephanie Vendetti)**

We have 9 Ambassadors signed up and assigned to the 14 new members of UAAD.  
Ambassadors have been sent the outline of the committee's new direction so they understand their role.  
Shelley has sent each new member a hand-written note of welcome.  
The Committee is looking at a date in late November to gather at the UNL Dairy Store on East Campus to bring membership together and highlight/introduce new members in a social setting. Possible date is November 30, yet to be finalized.

### **Special Committees**

#### **Bylaws & Guidelines (Jason Farber)**

Will review bylaws to see if there is a reference to the UAAD President needing to attend Deans and Directors meetings.

#### **Founders' Day (Kate Engel and Stan Campbell)**

Founders' Day will be held on February 15, 2017 at the Nebraska Union (Colonial A). We will be celebrating the

55th year of UAAD. The event takes place the day after Valentine's Day, so attendees should be prepared to show their love for UAAD! Look for a Save the Date in the near future.

### **Awards (Jerry Doyle and Jeff Sherrill)**

- Awards announcement was published in Nebraska Today and has been posted to all social media outlets. In addition, an email about the announcement went out to all UAAD Members. Thank you to Shannon, David, and Jenn for your help.
- We will be working on award nomination next steps.
- Jerry asked if it would be a good idea to send out the announcement via email to a listserv that included all professional/managerial members who are eligible for this award and asked if there were other ideas on how best to publicize/market this opportunity.
- It was recommended that Jerry try to identify individual staff council meetings in each unit to see if they would be willing to have UAAD rep(s) come and give a brief presentation on the two awards available.

### **Nominations (Doug Pellatz)**

No report.

### **Webmaster & Social Media (Shannon Parry and Jenn Rutt)**

We have HootSuite to manage all three social media platforms (Instagram, Facebook, and Twitter)

We are at 91% compliance for our UAAD website. Shannon only needs to fix some back end code that has even the web developers a little perplexed. Her goal of 100% is on the horizon.

### **Other Business:**

None

### **Questions:**

None

### **Adjourn:** (1:10pm)

### **Important Upcoming Dates:**

1. UAAD Board Meeting – Dec 7, 12:00-1:00pm, Gaughan Center-Ubuntu Room 202
2. Professional Development/Strength Finder Workshop – Nov 10, 8:30-12:30pm, NET
3. November Monthly Meeting-Water for Food Institute-Molly Nance (Presenter) – Nov 16, 11:45-1:00pm, Gaughan Center-Ubuntu Room 202