



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

<http://uaad.unl.edu>

**UAAD Board Meeting Minutes**  
Wednesday, January 4, 2017, 12:00-1:00 p.m.  
Gaughan Center, City Union-Ubuntu, Room 202  
(Brown Bag Lunch)

**Members Present:** Andrea Balkus, Stan Campbell, Becky Carter, Jeremiah Doyle, Deborah Eisloeffel, Kate Engel, Jason Farber, Charlotte Frank, Vicki Highstreet, Amy Lanham, Keith McGuffey, Kacey Nelkin Pedersen, Mike O'Connor, Douglas Pellatz Jr, Pamela Peters, Jenny Schnase, Stephanie Vendetti, Karen Wills

**Members Absent:** Lori Bennett Baumli, Shelley Harrold, David Hartline, Meg Kester, Shannon Parry, Jennifer Rutt, Jeffrey Sherrill, Rachel Szlag

**Call the Meeting to Order/Introductions:** (12:03pm)

Approval of Meeting Agenda

Motion: Kate Engel / Second: Becky Carter / Vote: Passed

Approval of Minutes – December 7, 2016

Motion: Jerry Doyle / Second: Pam Peters / Vote: Passed

**Treasurer's Report: Pam Peters**

December Financials:

Revenues \$270 – (\$80 memberships; \$190 Graze & Mingle)

Expenses \$0

December vs November:

Cash: \$4,101, an increase of \$250 from November

Foundation Fund: \$3,183, no change from November

A/R Balance: \$2,935, an increase of \$20 from November

Total Fund Balance: \$10,219

**President's Report: Charlotte Frank**

UNOPA/UAAD Joint Meeting Registration Deadline

Chancellor's Presentation Wednesday, February 8th – Please think of questions since we have his undivided attention for an hour. He will be reporting on the budget as well.

Non-Smoking Policy meeting next Tuesday, January 10th – Renee from Lincoln Lancaster Health Department will be helping with writing the policy.

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

Faculty Senate Meeting – Meets next Tuesday, January 10, 2017

Will include Donde Plowman, Executive Vice Chancellor and Chief Academic Officer

Only one-third of our membership completed the survey (54 out of 144).

Let's have one more push to complete survey, but include a shorter deadline.

Post Meeting Note: We are closing the survey on Tuesday, Jan 10; decided after via email with Jen and David.

## **Committee Reports:**

### **Standing Committees**

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

Still Accepting Winter Gear Donations at same drop offs. Collection sites include 1901 Y, 314 Canfield, NIC Suite 2220, 103 Ag Hall and 151 Whittier. We will also be accepting donations at the UNOPA/UAAD Joint Meeting at NET on January 10th.

Holiday Cards – completed and delivered about 50 holiday cards to residents of Waterford Assisted Living (near 48th & Pioneers)

The Bay – planning an on-site presentation; waiting until it is warmer (March-April)

Bennett Martin Library – contacted and provided list of art supplies to donate (Feb)

#### **Lincoln Public Libraries (supporting art & Makerspace programs):**

fabric

colored hot glue sticks

iPads to use with Ozobots

a second LegoMindstorms

cutting pads and rotary cutters for sewing machines

wonder clips for sewing

an iron and ironing board

4 portable sewing machine cases, wheels/telescoping handles

4 small secure "tackle boxes" for sewing machine parts etc.

rotary cutters and replacement blades

self-healing mat to use with Rotary cutter

plastic grid rulers to use with self-healing mat and rotary cutter

dash and dot robots

Ozobots

thread

Origami paper

paint brushes (1/4 to 1/2 inch)

Connectagons or Zoobs (building kits)

Makey Makey kits

yarn

sidewalk chalk

Tempera paints

oil pastels

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

Campus Recreation Advisory Council – Margo Young

At the last meeting of CRAC, Amy Lanham previewed the master plan for Campus Recreation. There are many areas to be determined. We also received this report this morning from Stan Campbell: Advisory Council members, Our RWC Wellness Kitchen received a nice write-up in today's faculty and staff newsletter, Nebraska Today. I've attached our Spring Semester meeting schedule; our next meeting is Tuesday, Jan. 10, 4:30 p.m. in Suite 230, Conf. Rm. C at the Campus Recreation Center. Vicki will be here to serve in her advisor role as I will be out of town. Rod Chambers and Amy Lanham will present the Fiscal Year 2018 Budget Request at the Jan. 10th meeting. We have a Jan. 5 deadline to submit the request to the Committee for Fee Allocation (CFA); therefore, the presentation to CRAC is after the CFA submittal deadline - which is not ideal. The CFA timeline is dictated by the Board of Regents meeting schedule.

Safety Committee Liaison – Casadi Johnson

No report.

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

No report.

Parking Advisory Committee Liaison – Daniel Shattil

The Parking Advisory Committee voted in December to raise university parking meter and garage hourly rates \$0.25 and the

daily maximum from \$5 to \$7. It also voted to not request a change in next year's student fees for bus service as UNL's contract with Star Tran should be lower next year as capital costs should decrease. It anticipates not changing the cost of next year's parking permits when it votes later this spring.

**Parking Appeals Committee Liaison – Jeanne Wicks**

No appeals meetings. Everyone was trying to get on the "nice" list.

**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**

No report.

**Chancellor's Committee on Child Care – Jason Farber**

No report.

**Emergency Employee Loan Fund Advisory – Stephanie Welch**

No report.

**UNL Police Advisory Board – Jeffrey Sherrill**

No report.

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

An email invite was sent out to current employees that are not UAAD members by University Communications. From that, there are 14 new members... our membership is at 144 with 40 total new members.

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

Meeting tomorrow or next week.

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

2016 UAAD Graze and Mingle

"Thank you" to everyone who supported and attended the 2016 Graze and Mingle event. Many helping hands were available to support me and Mike, as the remaining members of the program committee, in setting up and cleaning the space. With the support of fellow Board members in this endeavor and the generous support of our UAAD members we feel this a successful event. Thank you to Charlotte for arranging to have Bill Nunez come and spend time sharing his insight for the coming year with all of us.

Next UAAD Program Committee Event – March 15, 2017

- Matt Waite – College of Journalism and Mass Communication
- Present on new Drone Journalism Lab
- Location: TBD

Following UAAD Program Committee Event – April 19, 2017

- Kimberly Barrett from Campus Rec
- Present on health/wellness topic TBD – We'd like to solicit ideas from the Board for a topic for this presentation or is this something we should/could pose to the great UAAD membership? Dieting... exercise resolutions... new activities/events available at UNL this spring...
  - Explaining HRA process and information CRec receives from it, as well as impact on employee benefits
  - Promoting a healthy workforce
  - Each building/department chooses their Health Ambassadors
- Location: TBD

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

No report.

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

No report, but maybe coffee and donuts in a month or two.

### **Special Committees**

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

No report.

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

Mike Boehm, new VC IANR / VP Ag and Natural Resources will be the speaker

Please encourage members to attend (they can either order a meal or bring own brown bag lunch)

Soup & Sandwich Bar will be \$10 (UAAD will cover the extra \$2.50 per person)

Budget includes room rental, food, decorations and awards expenses

We need a photographer for the event

Members sharing what they love about UAAD using a chalk board (social media)

Kate will set up the EventBrite

Letter will be sent to Dr. Donaldson even though his health has been declining

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

Only received two nominations, but one of the nominees does not have the necessary number of years.

Nomination process needs to be streamlined.

Can previous nominees be moved to next year if not selected?

We should have Past Presidents and award winners listed on the UAAD website.

Still need to select a review committee.

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

No report.

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

No report.

### **Other Business:**

None

### **Questions:**

None

### **Adjourn:** (12:47pm)

### **Important Upcoming Dates:**

1. UNOPA/UAAD Joint Meeting – Jan 10, 2017 – NET – Jeff Maul, VP and Exec Dir – Lincoln Convention and Visitors Bureau – Presentation Topic: “Lincoln Events and Tourism Growth”
2. UAAD Board Meeting – Feb 1, 2017 – Goldenrod/Sunflower (East Union) – 12:00-1:00pm