



University of Nebraska–Lincoln
University Association for Administrative Development

<http://uaad.unl.edu>

UAAD Board Meeting Minutes

Wednesday, January 7, 2015

12:00 p.m. – Nebraska Union (Regency A - City Campus)

Please Double Check the Directory for the Room

(Brown Bag Lunch)

Attendees: Kate Engel, Charlotte Frank, Amy Lanham, Pam Peters, Rene Mayo-Rajai, Shannon Perry, Dodie Eveleth, Carlos Lopez, Suzanne Reinke, Tony Lazarowicz

1. Call the Meeting to Order/Introductions
2. Approval of Meeting Agenda Motion: Amy Lanham Second: Pam Peters
3. Approval of December Minutes Motion: Suzanne Reinke Second: Charlotte Frank
4. Treasurer's Report – Jenny Schnase Motion: Rene Mayo-Rajai Second: Tony Lazarowicz
 - a. Checks for Events – Please make sure the promotional materials say to make checks out to UAAD, not the committee member(s) in charge of the event.
5. President's Report- Kate Engel
 - a. Discuss policy for “no shows” for professional development
 - i. Discuss/vote wording of official policy at next meeting
 - ii. Discussion: No shows should be responsible to pay as materials are created for them and a space is reserved for them. We need to make sure that all of our materials need to clearly state that registrations are not refundable/you will be expected to pay if you are a no show. Cancellations (participants that contact the UAAD representative in charge of the event to cancel prior to the event will not be charged). Do we need to set a time frame for cancellations?
 - b. Please remember to keep Jenny Schnase in the loop if you are planning an event/program that requires people to registers and/or if there will be expenses for the event/program.
 - c. Thank you to Sara, Mike and Charlotte for creating the “In Memory of...” section on the UAAD website. A lovely tribute to three fantastic ladies.
 - d. Reminder: The Joint UAAD/UNOPA meeting is next Tuesday, January 13, from 11:45 a.m.-1 p.m. @ the East Campus Union, Great Plains Room. A panel from Backyard Farmer will be featured as the program. 40 UNOPA members are registered and 17 UAAD members are registered to attend. Please contact Breana Garretson (bgarretson2@unl.edu) if you would like to register.

6. President Elect Report – Becky Carter
 - a. Faculty Senate Meeting update
 - i. No Report

7. Committee Reports/Updates
 - a. Professional Development – Lindsay Augustyn & Deb Eisloeffel
 - i. A reminder that the upcoming UAAD Professional Development session with Nancy Myers will be February 3 from 3-4:30 p.m. at NET. Spots are filling up, with only 9 or 10 spots left.
 - b. Founders’ Day - Dodie Eveleth & Shannon Parry
 - i. Specific speaking topic for Dr. Green?
 1. Kate will contact Dr. Green and ask him to speak about his 2015 visions for IANR and the university as a whole.
 2. Pam/Rene will create a PowerPoint for the awards part of Founders’ Day that will include information about each award.
 - c. Awards – Rene Mayo & Pam Peters
 - i. The selection committee has been selected and will receive the nominee information soon.
 - ii. 8 people were nominated for the awards.
 - iii. Winners receive a free UAAD membership. Pam/Rene will make sure to give them the membership form and will fill it out with as much detail as they can provide.
 - iv. Suggestion for future: Provide free membership to everyone that is nominated, not just the winners. Something to discuss before next year’s event.
 - d. Nominating – Karen Wills
 - i. No Report
 - ii. Suggestion: Provide information about the Interest Survey that will be sent out in March on tables at Founders’ Day. This might be a way to let people know that they will be receiving the Interest Survey, what the interest survey is and encourage them to fill it out.
 - iii. Elections for new offices will be in April and announced at the UAAD Spring Picnic.
 - e. Membership – Amy Lanham
 - i. Current membership: 143
 - ii. 2 people that joined were recent new hires
 - f. UAAD Connect – Heather Stalling & Shelley Harrold
 - i. 13 people are currently signed up for the next round of UAAD Connect. There is still time to sign up.
 - g. Programs – Carlos Lopez
 - i. Graze & Mingle went well! 54 people attended.

- h. Employee Liaison – Becki Barnes
 - i. No Report
 - i. Publicity/Public Relations – Erin Wirth & David Hartline
 - i. No Report
 - j. Webmasters & Social Media – Sara Weixelman & Mike O’Connor
 - i. No Report
 - k. Community Outreach – Tony Lazarowicz & Stephanie Vendetti
 - i. Volunteer opportunities at People’s City Mission
 - 1. February 12, 2015, 4:30-7:30 p.m.
 - 2. March 12, 2015, 4:30-7:30 p.m.
 - 3. Sign up at go.unl.edu/pcmvolunteer
 - l. Bylaws – Charlotte Frank
 - i. No Report
8. Other items/new business
- a. UAAD Shared Drive – Need more server space
 - i. Kate will connect with Helen to see if there is a way to increase our storage space on the drive
9. Questions?
10. Adjourn

Mark your calendar:

1. **UAAD Monthly General Meeting** – TUESDAY, January 13, 11:45 a.m.-1 p.m. @ East Campus Union, Great Plains Room
 - a. Speaker: Panel from Backyard Farmer
2. **Professional Development:** Appreciative Inquiry & Humble Inquiry, February 3, 3-4:30 p.m. @ NET
 - a. Presenter: Nancy Myers, Director of Organizational Development, UNL
3. **Founders’ Day** - FRIDAY, February 20, 11:45 a.m.-1 p.m. @ NET
 - a. Speaker: Dr. Ronnie Green
4. **Volunteer at the People’s City Mission** (register at go.unl.edu/pcmvolunteer)
 - a. February 12, 4:30-7:30 p.m.
 - b. March 12, 4:30-7:30 p.m.