



University of Nebraska–Lincoln
University Association for Administrative Development

<http://uaad.unl.edu>

UAAD Board Meeting Minutes

Wednesday, March 4, 2015

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

**Please Double Check the Directory for the Room
(Brown Bag Lunch)**

Attendees: Kate Engel, Becky Carter, Dodie Eveleth, Shannon Parry, Stephanie Vendetti, David Hartline, Charlotte Frank, Pam Peters, Jenny Schnase, Rene Mayo, Vicki Highstreet, Tony Lazarowicz, and Amy Lanham

1. Call the Meeting to Order/Introductions 12:01pm by Kate Engel
2. Approval of Meeting Agenda Motion: David Second: Vicky H.
3. Approval of February Minutes Motion: Shannon Second: Charlotte
4. Treasurer's Report – Jenny Schnase Motion: Tony Second: David
5. President's Report- Kate Engel
 - a. Finalize policy for “no shows” for professional development
 - i. No shows will be expected to pay fees to cover costs of room rental, materials, etc.
 - ii. Those that cancel prior to the event will not be charged.
 1. Parameters? Cancel a week before? Cancel the day of?
DISCUSSION: People were initially frustrated due to no policy in place. We have been in discussion for past few meetings. We've mentioned that no-shows should pay for costs incurred (i.e. materials, catering). The discussion included when the date should be established. Some recommended that we consider the catering deadline. Others discussed the date associated with when materials are ordered. Some mentioned that RSVP date should be the cancellation date unless otherwise noted. Otherwise would typically be associated with no-cost events.
DECISION: We will include wording about events being nonrefundable due to costs for materials/space rental on each event flyer/notice. The person who accepts registrations for the event is responsible for tracking down no-shows and making reasonable attempts to soliciting the funds.
6. President Elect Report – Becky Carter
 - a. Faculty Senate Meeting update
Last meeting had discussion on teaching awards and pushing for nominations; TIPS presentation highlighted 57 incident reports (some of these could be followed up on while others did not have identifying information). Of the 57, about 10-15 were acts of kindness.

Some discussion related to the re-accreditation process and the preliminary process has begun. A lot of construction is going on (Union Bank; Manter Hall; Libraries). Union Bank yearly fee is being used to fund UCARE and student programming. Governor has presented a 3% increase in funding for all agencies. Reportedly submitted budget request to legislature in three parts. Discussion also occurred about bus transportation with regard to innovation campus. They will eliminate international student housing on East Campus and they are looking into options for other international student housing.

7. Committee Reports/Updates

a. Professional Development – Lindsay Augustyn & Deb Eisloffel

- i. There is an upcoming presentation “Tools for Creation and Creativity” on April 9th that will be from 2-4pm. Dr. Shane Farritor will be conducting this.

b. Founders’ Day - Dodie Eveleth & Shannon Parry

i. Event Recap

1. **DISCUSSION:** Overall event was awesome. Mention of ensuring that personal invites are going to all vice chancellors, which Kate indicates that they did. We sent out e-mails to all past presidents, but only 2 responded. 76 People attended. Executive team was pleased with attendance and location. Kudos was given to Erin Wirth for taking pictures.
2. **Future recommendations:** We could switch the speaker and award ceremony so that awards are first and focus is placed more on the awards than the speaker. Question was posed if we should invite and comp the meal of the selection committee members, at which discussion occurred that we don’t have as much funds as UNOPA does because we do not do fundraising options.

c. Awards – Rene Mayo & Pam Peters

i. Event Recap

1. **DISCUSSION:** We had more nominees than ever before; they spent a lot of time on the phone trying to get in touch with nominees and this proved to be a challenge. The selection committee was all UAAD members this year from various levels across campus. Have submitted information to both UNL Today and Scarlet, but neither has ran a story as of yet. There is concern that the plaques in Canfield on the 1st floor have not been updated in 2 years. Need to work with Kasey Tegtmeier (who took over for Mary Guest) to get these updated. Kate intends to respond via most recent e-mail.
2. **Future recommendations:** We currently pay for all nominees and one guest for each awardee. It is suggested that we pay for all nominees and one guest (regardless of if they win or not). Possibly make the award winner unknown until that day (this was met with mixed reaction). Include other executive team members in the notification process to alleviate the amount of time and stress it takes the awards committee members. We should give the winners enough time to publicly accept their award and give a brief statement. Give more time for photos.

d. Nominating – Karen Wills

i. Need nominations for:

1. Vice-President/President Elect
2. Secretary – one-year term
3. Treasurer – one-year term

a. The secretary and treasurer may be reelected for a second term but may not serve more than two consecutive terms.

ii. **Nominations:** In March of each year, the Nominating committee shall solicit nominations for the above mentioned offices by polling the membership. Members may nominate themselves or another member; however, no member's name shall be listed on the official ballot without that person's consent. The Nominating Committee shall make every effort to insure that there are at least two people nominated for each office. In the event two candidates are not available, a nominee will be allowed to run unopposed.

iii. **Balloting:** In April of each year, the Nominating Committee will distribute to the membership an official ballot containing all of the approved nominations for each of the offices to be filled. Officers shall be elected by a majority vote of the members who submit ballots by the stipulated date. The vote tabulation process will be managed by the Nominating Committee.

iv. Interest Survey

DISCUSSION: Karen was unable to be present but Kate indicated that there are some steps we need to take soon. Need to update the interest survey, which includes a nomination.

1. Interest inventory needs to be sent out by next week by March 13. At the Wednesday, March 18th meeting, we can give out paper copies for people to fill out. Should be completed by March 23rd.
2. Karen (with possible help from executive committee members) will notify the nominees and determine if they accept their nominations.
3. Send ballots out on April 6th. Voting done by April 17th. Can be reminded at April 15th meeting.
4. Announced on May 20th. (May 20th is the UAAD Picnic).
5. NOTE: Officers must be regular UAAD members. Associate members can be on committees, but not hold offices. Affiliates and Associates do not vote.

e. Membership – Amy Lanham

i. We have four more members. Three are brand new members and one has been absent for some time.

f. UAAD Connect – Heather Stalling & Shelley Harrold

i. Not present for report, but indicated that UAAD Connect is going well.

g. Programs – Carlos Lopez

i. Dr. Roberto Lenton with Water for Food Institute will be the speaker for the March 18th meeting.

- h. Employee Liaison – Becki Barnes
 - i. Not present for the report, but Rene reported that the East Campus Rec Center will be opening on Monday, July 13th. Tours will be available around the opening.
 - i. Publicity/Public Relations – Erin Wirth & David Hartline
 - i. Thanks to Erin Wirth for taking pictures. If anyone wants something sent out to the team or UAAD membership, get those to Erin/David. They also indicated they are willing to help with creating surveys if needed.
 - j. Webmasters & Social Media – Sara Weixelman & Mike O’Connor
 - i. No report
 - k. Community Outreach – Tony Lazarowicz & Stephanie Vendetti
 - i. People City Mission serving meals March 12th. Currently have 6 people signed up. Need to fix link on website.
 - ii. March 18th – Collecting items (non-food related) for Open Shelf. Checks made out to UAAD
 - iii. April 18th – Big Event. Sign up under UAAD. Kate is the leader for the group. Volunteering occurs in the morning.
 - l. Bylaws – Charlotte Frank
 - i. No report
8. Other items/new business
- a. Charlotte Frank wanted to let the board know that the College of Fine and Performing Arts will be conducting a memorial concert for Michelle Deaton on Sunday, March 15th, 7:30 p.m. in Kimball Hall. The concert will be 60-90 minutes and will be followed by a reception. FPA indicated that they are sending a post-card mailing to faculty and staff. As we see that information, request that David/Erin also send out a reminder from UAAD.
9. Questions?
10. Adjourn at 12:54pm by Kate Engel

Mark your calendar:

1. **UAAD Monthly General Meeting** – Wednesday, March 18, 11:45 a.m.-1 p.m. @ City Campus Union
 - a. Speaker: Dr. Roberto Lenton, Water for Food Institute
 - b. Community Outreach: Open Shelf Donations
2. **Volunteer at the People’s City Mission** (register at go.unl.edu/pcmvolunteer)
 - a. March 12, 4:30-7:30 p.m.
3. **UAAD Professional Development** – *Tools for Innovation and Creativity*, presented by Shane Farritor, April 9, 2-4 p.m., Location TBD
4. **The Big Event 2015** – Saturday, April 18, 9 a.m.-3 p.m., register at <http://involved-apps.unl.edu/a/bigevent/>. Select UAAD under the organization drop down if you would like to volunteer with other UAAD members.