



University of Nebraska–Lincoln
University Association for Administrative Development

<http://uaad.unl.edu>

UAAD Board Meeting Minutes

Wednesday, September 2, 2015, 12:00-1:00 p.m.

Ubuntu Room/202 – Gaughan Center

(Brown Bag Lunch)

Members Present: Lindsay Augustyn, Lori Bennett Baumli, Jeremy Caldwell, Becky Carter, Jerry Doyle, Deb Eisloeffel, Kate Engel, Charlotte Frank, David Hartline, Vicki Highstreet, Ashley Kiekhoefer, Amy Lanham, Tony Lazarowicz, Rene Mayo Rejai, Shannon Parry, Doug Pellatz, Pam Peters, Jenn Rutt, Andrea Schreiber, Karen Wills, Margo Young

Members Absent: Shelley Harrold, Carlos Lopez, Mike O’Connor, Heather Reed, Jenny Schnase, Julie Thomsen, Virginia Uzendoski, Stephanie Vendetti, Erin Wirth

1. Call the Meeting to Order (12:00noon) / Introductions
2. Approval of Meeting Agenda Motion: Charlotte Frank / Second: Vicki Highstreet / Vote: Passed
3. Approval of Minutes Motion: Kate Engel / Second: Pam Peters / Vote: Passed
4. Financial Report – Pam Peters
5. President’s Report – Becky Carter
 - a. UAAD General Meetings – Speakers confirmed for meetings
 - b. Proposed Budget 2015-2016 Motion: Kate Engel / Second: Jenn Rutt / Vote: Passed
 - Membership and Professional Development both reduced
 - All agreed to change the Membership revenue back to \$2K – which is already done!
 - Social Consciousness changed to Community Outreach
 - c. Updated Committee Descriptions Motion: Tony L. / Second: David Hartline / Vote: Passed
 - d. Check Request, Reimbursement, Deposit and Fund Transfer Forms
 - The form is an Excel document that you can fill out and email to Pam Peters
 - e. Two opportunities meeting with Chancellor Search Consultants
 - UNOPA/UAAD, Wed., Sept. 9, 1:30-2:15 Ubuntu Room 202, Multicultural Center or
 - Open Forum, Thurs., Sept. 10, 10:00 a.m., Auditorium, City Campus Union

- Lindsay Augustyn, a member of both UNOPA and UAAD will be the staff representative on the committee. Karen Wills, Charlotte Frank and Becky Carter are planning to attend the UNOPA/UAAD forum. Send your questions/concerns to them, if you are unable to make it.

Among the questions that will be explored in the meeting are:

- What do you hope the next UNL chancellor will accomplish?
- How would you know in the next three to five years that the right person was hired?
- What are the key issues, challenges and opportunities facing UNL?
- What experiences, skills and personal attributes should the next chancellor have?

f. UNOPA Parking Lot Offer has been taken off of the table. They will be covering the lot themselves.

6. Vice President/President Elect Report – Charlotte Frank

a. Faculty Senate Meeting Update

President Bounds

- Update on search committee (public search brings some difficulties and committee of 24 is large); hopes to have a hire to announce in the Feb-March timeline
- Goals to consolidate some campus-wide services vs. centralize
- Another goal to develop “a robust enrollment plan” and asked the question “Do we really need to grow our enrollment numbers or focus on retention of students we do enroll.” Will look at opportunities to recruit more vets returning from active service and increasing distance learning

Chancellor Perlman

- Farewell address on April 1st
- Based on enrollment this year (did not announce numbers, as he is waiting until his State of the University address on 9-30-15), we will not have to consider budget reductions this fiscal year.
- Obligations of Title IX regulations will comprise a lot of time and commitment this year
- Revision of UNL By-Laws will be the focus of the Senate this year

7. Committee Reports/Updates

a. Standing Committees

- Community Outreach (Tony Lazarowicz and Stephanie Vendetti)
 - Lincoln Arts Council: Art Makes Me Smart
 - September 16th meeting - Lincoln Arts Council supply drive. See e-mail that will be coming out for details on supplies needed and more information.
 - October 29th - Serving Dinner at People City Mission
 - November - Santa for a Senior again
 - December - TBA

- Employee Liaison (Jenny Schnase and Margo Young)
 - FY 2014-2015 (4th Quarter) INJURY INCIDENT REPORT
 - Had previous near misses/student reporting occurred, a number of the hazards could have been mitigated prior to an injury incident subsequently occurring.
 - The primary causal factor of the OSHA-recordable incidents was engineering controls, which were available but not used.
 - FY 2014-2015 (4th Quarter) SAFETY AUDIT OVERVIEW
 - Focus on outliers.
 - OLD BUSINESS
 - *Emergency Procedures* posters are now available.
 - CUSC suggestion submitted to Owen Yardley regarding reduction of the Holdrege Street speed limit to address specific safety. Yardley has forwarded the concern to LPD.
 - NEW BUSINESS
 - Safety Committee Resources--Defensive driving training has been made available free to all UNL employees by Transportation Services.
 - Review/Revision of CUSC Goal--*Develop, review, maintain lines of safety communication with the purpose of engaging the campus community, in particular by encouraging all to recognize and report "near misses."*
- Membership (Amy Lanham and Lori Bennett Baumli)
 - We currently have 164 members in the database. We have an active membership of 155 as some individuals have left UNL or no longer wish to be on the active directory.
 - There are 91 current members who need to renew membership by the October meeting or be removed from our active roster. There are 64 people whose membership is current through next May 2016.
 - A recruitment letter is going out to all new hires with a card for a free membership. An email will go out to the 155 members informing them of their membership status.
 - Membership Committee will plan to be at all monthly meetings to greet attendees and provide name tags if needed. All board members are encouraged to help recruit.
- Professional Development (Deb Eisloeffel, Vicki Highstreet and Andrea Schreiber)
 - For the fall: a roundtable session or panel to share Productivity, Time Management, and Technology tips (using UAAD members and UNL talent), also a session or workshop on leadership.
 - For the spring – a session on Gallup Strengths. There appears to be interest in continuing the book club and cohorts – the committee will explore how best to do that
- Programs/Joint Meeting (Carlos Lopez and Ashley Kiekhoefer)

- September 16th General meeting is all set for the East Campus Recreation and Wellness Center tour – we will meet at the East Campus Union (room will be posted) and eat lunch, then head over for the tour.
 - November: South Stadium Tour of NIMBUS Lab (Schorr Center for lunch)
 - We are continuing to work on finalizing details for the other programs – stay tuned. We did secure the Backyard Farmer Panel for our January joint meeting with UNOPA.
 - Publicity/Public Relations (Erin Wirth and David Hartline)
 - Hope everyone liked the new emails for Save the Date and UAAD Connect that was sent out via Mail Chimp (check your SPAM/JUNK folder)
 - If you have not received it: 1. Make sure your membership is current and 2. We have your most current email address
 - Lindsay suggested using the UNL Announce
 - UAAD Connect (Heather Reed and Shelley Harrold)
 - Revamped mentor program that is now a way to connect and have lunch with the same member up to three times per semester
 - You have to register for the first lunch meeting
- b. Special Committees
- Bylaws & Guidelines (Jeremy Caldwell)
 - Founders' Day (Shannon Parry and Virginia Uzendoski)
 - Awards (Rene Mayo Rejai and Lindsay Augustyn) NO REPORT
 - Nominations (Doug Pellatz) NO REPORT
 - Webmaster & Social Media (Mike O'Connor and Jenn Rutt)
 - Please LIKE UAAD on Facebook and LIKE every UAAD post so that it stays in the Newsfeed for others to see
 - Jenn will look into getting both Twitter and Instagram accounts for UAAD

8. Other items/new business

9. Questions

10. Adjourn

Important Upcoming Dates:

1. UAAD Monthly General Meeting – September 16, 11:45 a.m.-1 p.m.
Campus Recreation & Wellness Center
2. UAAD Board Meeting – October 7, 12-1 p.m.