



University of Nebraska–Lincoln
University Association for Administrative Development

<http://uaad.unl.edu>

UAAD Board Meeting Minutes
Wednesday, December 2, 2015, 12:00 p.m. – 1:00 p.m.
Nebraska Union (City Campus) – Colonial B

Attendees: Stephanie Vendetti, Becky Carter, Margo Young, Amy Lanham, Jenn Rutt, Pam Peters, Rene Mayo, Shannon Perry, Mike O’Connor, David Hartline; Deb Eisloeffel, Kate Engel, Charlotte Frank, Vicki Highstreet, Ashley Kiekhoefer, Doug Pellatz, Lindsay Augustyn, Carlos Lopez, Erin Wirth

1. Call the Meeting to Order/Introductions
2. Approval of Meeting Agenda: Motion: Margo Young / Second: David Hartline / Vote: Passed
3. Approval of Minutes: Motion: Shannon Parry / Second: Jenn Rutt /Vote: Passed
4. Financial Report – Pam Peters
 - a. November Revenue: \$440 from Memberships; \$550 from Professional Development
 - b. November Expenses: \$331.48
 - c. Cash – Wells Fargo Checking Account: \$3,065, an increase of \$89 from October
 - d. Foundation Account Balance: \$3,950
 - e. Accounts Receivable with UNL: \$2,505
 - f. Total Liabilities/Fund Balance: \$9,520
 - g. Forms on UNL Box of being reimbursed. Please use these. If you have questions, please contact Pam. Please include detailed documentation. Please turn in all deposits/ expenditures to Pam by December 17.
5. President’s Report – Becky Carter
 - a. Bill Nunez – would like UAAD to be part of the push for scholarships. More details to come.
6. Vice President/President Elect Report – Charlotte Frank
 - a. December 1 Faculty Senate Meeting Update
 - i. Chancellor Perlman Announcements:
 1. Black Lives Matter event on 11-19-15 was well attended and many suggestions stemmed from discussions among campus leaders and there is a strong commitment to work with the students to address the issues.
 2. Plans are moving forward to have UNL work with a consulting firm in what is termed “Diversity Mapping Exercise”. Harvey mentioned this initiative earlier this fall and now a firm has been identified that will begin

intermittent steps prior to actually coming on board in the spring of 2017. UNL will be benchmarked against other Big 10 universities and best practices in the area of diversity among students, staff and faculty.

3. With recent events in Paris and other international cities, UNL has had to look closely at the job we are doing tracking students, staff and faculty that are traveling on university business. Harvey noted that with the events in Paris unfolded, we knew which students were there but did not find out until later that there were at least 2 faculty members there. Beginning Jan 1, 2016, all faculty will be required to file an electronic authorization request (should be doing this already) and purchase their tickets from only Travel & Transport in order to get reimbursed. This will hopefully allow for a tracking system to know who is where and when. In conjunction with this, federal regulations on export control is a hot topic due to the limits it puts on information taken into other countries by faculty and what can and cannot be disclosed. Cited faculty member from a U.S. university being imprisoned for 2 years for information he disclosed.
4. Matt Hecker, Dean of Students, reported on recent activity of the Student Conduct Board with increasing numbers of cases being reported/heard (currently 8 in process). He indicated there is a trend at UNL and other universities of increased numbers of mental health issues, differences in international cultures leading to unacceptable conduct/behavior, and the prevalence of misuse of technology (i.e. plagiarism and paying other students to write papers for classes and in some cases computer code).
5. The senate passed, with almost unanimous vote (2 abstentions), the resolution concerning weapons on campus. It basically states that the UNL faculty senate opposes any legislation that would curtail university authorities to appropriately restrict the presence of weapons on campus and further supports the current UNL policy posted on the UNL Police website.

7. Committee Reports/Updates

a. Standing Committees

- Community Outreach (Tony Lazarowicz and Stephanie Vendetti)
 1. Please turn in your Santa for a Senior gift by December 11. Please get gifts to Stephanie Vendetti (Avery 251, City Campus) or Nicole Smith (Ag Hall 103; East Campus)
- Employee Liaison (Jenny Schnase and Margo Young)
 1. **Parking Advisory Committee (Dan Shattil):** The Parking Advisory Board recommended (1) increasing student fees next year by \$1.15/semester to pay for increased bus fees and (2) eliminating options for purchasing parking permits for just one semester. Permits can be sold back/returned for unused portions; new permit fees are pro-rated.
 2. **Employee Fringe Benefits Committee (Kimberly Barrett):**
 - a. Employees with University health or dental insurance will receive new insurance cards from Blue Cross effective for 2016. The insurance isn't changing, but Blue Cross is implementing some coding changes that need to be reflected on ID cards.

- b. On January 1, 2016 the frame/contact lenses allowance will increase to \$130 from the existing \$120.
- c. Breast Pump, Supplies and Lactation Consulting
 - i. One breast pump covered per birth
 - ii. Some lactation consulting services from a board certified consultant will be covered
 - iii. An allowance for supplies will be established
- d. Starting January 1, 2016 Vision Care Rates will Increase:
 - a. These premium rates will be good for four years.

Monthly Rate	Current Rate	Projected Rate (1/16 -12/19)
Subscriber	\$7.76	\$8.88
Subscriber + 1	\$17.04	\$19.51
Subscriber + Family	\$21.38	\$24.46

- e. There will be no increase in active employee health insurance premiums this year. This will be 9 out of 10 years that employees will not see an increase.
- f. There will be no changes or premium increases to the following benefits programs:
 - i. Long Term Disability
 - ii. Voluntary and Dependent Life Insurance
 - iii. Accidental Death & Dismemberment
 - iv. Flexible Spending Accounts (Healthcare or Dependent Care)
- g. Reminders:
 - i. Tobacco/Nicotine Designation needs to be done each year (can result in higher life insurance rates if not completed)
 - ii. Need to sign up for Healthcare and Dependent Care FSA each year
 - iii. Need to complete the Health Risk Assessment Survey to receive enhanced wellness and preventive services

3. **Chancellor’s Commission on the Status of Women (Jenn Rutt):** The Chancellor’s Commission on the Status of Women met with Chancellor Perlman in October to discuss items of priority before his Chancellorship is finished. The top priority was healthcare coverage for women. UNL’s current healthcare plan is a “grandfathered” plan that does not need to follow new ACA coverage; thus, many services covered by ACA are not currently covered by UNL’s healthcare plans, including MANY women’s services. The grandfathered system is to prevent cost increases per individual. Chancellor Perlman is not sure how Varner makes the healthcare plan decisions. With a new president, he’s not sure how the process will change. Breast pumps are now covered by insurance. The CCSW is asking

how this happened and what else is covered, as the committee previously had been told that if the University adopted any part of the ACA provisions, we had to adopt all of them. An additional point of conversation was Title IX, focusing on the safety/protection of women and students. Title IX requires we address and provide services to pregnant women, help with being successful in class, equal treatment, etc. Child care issues are also addressed by Title IX. IEC should be notified of any parenting/pregnancy issues on campus. Pregnancy is listed in UNL's non-discrimination statement. Also, UNL has a policy regarding accommodation for pregnancy/birth, but it needs to be audited. Current policies don't address financial support, only job protection.

4. **Safety Committee (Allen Specht):** The committee heard the results of a safety audit for the third quarter. Deficiencies include: 1. Lack of emergency shower or eyewash, 2. Power strips being used for microwaves, refrigerators, freezers, coffeepots and other items with heating elements and 3. Equipment and machinery not secured in place. The committee received a list of safety incidents by causal factor that were OSHA recordable—two were due to engineering controls, ten were due to environment, six were due to material or equipment, four were due to personal reasons, five were due to personal protective equipment, and five incidents had causes that could not be identified. A similar report was presented for non-OSHA incidents. In many cases, protocol was not followed. All departments, from Classics and Religious Studies to Campus Rec to Nebraska Unions, were impacted by safety incidents. Fifty-five workers compensation injuries occurred through September 30. Twenty-three were minor, while 32 were OSHA reportable and more serious in nature.
 5. **Campus Rec Advisory Council (CRAC) (Rene Mayo):** Campus Rec is exploring options to replace outdoor facilities that were displaced due to construction. (Lost facilities include the removal of tennis and sand volleyball courts for the construction of a dining hall on city campus and the future loss of tennis courts on east campus for a parking facility near the new dorm.) There is supposed to be a like-for-like replacement when construction displaces facilities; options are being identified and costs finalized.
 6. How do we share the reports with the general membership?
 - a. Post the updates on the website
 - b. Feature parts in the newsletter/teasers to encourage to connect people to visit the website
- **Membership (Amy Lanham and Lori Bennett Baumli)**
 1. 153 current members
 2. November list of new hires was just received. New hires will receive a note about UAAD encouraging them to attend a UAAD meeting/event and join UAAD.
 - **Professional Development (Deb Eisloeffel, Vicki Highstreet and Andrea Schreiber)**
 1. Report from November 16, 2015 Professional Development Workshop

- a. Being the Leader Your Followers Need
 - i. Determine your leadership and communication styles and how they compare to others'
 - ii. Learn to read the situation to decide what kind of leadership is best
 - iii. Learn effective leadership practices to use in your work right now
 - b. Presenter: Amber Messersmith, Ph.D.
 - i. Amber Messersmith is a Lecturer in the UNL Department of Management. She earned her M.A. and Ph.D. from the University of Kansas, where she studied Organizational Communication and Inter-personal Communication. Prior to joining CBA, she was on the faculty of James Madison University, and, most recently, the University of Nebraska-Kearney. Her courses focus on issues of leadership and communication.
 - c. Workshop Date: November 16, 2015
 - d. Location: Cottonwood Room, Nebraska East Union
 - e. Time: 8:30-11:30 a.m.
 - f. Event Details: Continental Breakfast; \$10 Members; \$30 Non-members
 - g. Leadership Workshop Revenue/Expense Summary

\$640	Total Registrations collected (35 attendees)
(\$80)	Less membership fees (4 new/returning members)
(\$134)	Less refreshments cost
<u>(\$200)</u>	<u>Less speaker honorarium</u>
\$226	Gross Revenue
 2. Professional development feedback form was put online. 17 people responded out of 35 attendees. Positive feedback about the speaker and the event was received.
 - Programs/Joint Meeting (Carlos Lopez and Ashley Bjornsen)
 1. December Graze & Mingle: Dec. 16 at The Quilt Center
 2. Premier Catering will provide the meal. There will be a \$5 charge for UAAD members to attend. UAAD will subsidize the additional cost for the meal.
 3. A gluten free option will be available.
 - Publicity/Public Relations (Erin Wirth and David Hartline)
 1. Blank newsletter went out today. This has been corrected.
 - UAAD Connect (Heather Reed and Shelley Harrold)
- b. Special Committees

- Bylaws & Guidelines (Jeremy Caldwell)
 - Founders' Day (Shannon Parry and Virginia Uzendoski)
 1. February 17, 2016
 2. Speaker: Dr. Marjorie Kostelnik
 - Awards (Rene Mayo Rejai and Lindsay Augustyn)
 1. A reminder will go out to encourage people to nominate individuals for the Oldt & Donaldson awards.
 - Nominations (Doug Pellatz)
 1. No report
 - Webmaster & Social Media (Mike O'Connor and Jenn Rutt)
 1. Please send Jenn Rutt information to post on UAAD's social media sites.
 2. Slight change to the UNL website template in January.
8. Members-at-Large (Kate Engel, Jerry Doyle, Julie Thomsen)
 - a. No report
 9. Other items/new business
 10. Questions
 11. Adjourned @ 12:41 p.m.

Important Upcoming Dates:

1. UAAD Monthly General Meeting Graze and Mingle – December 16, 11:45 a.m.-1 p.m., Quilt Center
2. UAAD Board Meeting – January 6, 12-1 p.m.