



University of Nebraska–Lincoln  
University Association for Administrative Development

<http://uaad.unl.edu>

**UAAD Board Meeting Minutes**  
**Wednesday, January 6, 2016, 12:00 p.m. – 1:00 p.m.**  
**Jackie Gaughan Multicultural Center, Ubuntu 202**

**Members Present:** Lindsay Augustyn, Lori Bennett Baumli, Ashley Bjornsen, Jeremy Caldwell, Becky Carter, Jerry Doyle, Kate Engel, Charlotte Frank, Shelley Harrold, Vicki Highstreet, Amy Lanham, Tony Lazarowicz, Carlos Lopez, Rene Mayo Rejai, Shannon Parry, Doug Pellatz, Pam Peters, Jenn Rutt, Jenny Schnase, Andrea Schreiber, Julie Thomsen, Virginia Uzendoski, Stephanie Vendetti, Karen Wills, Margo Young

**Members Absent:** Deb Eisloeffel, David Hartline, Mike O'Connor, Heather Reed, Erin Wirth

1. Call the Meeting to Order (12:03pm) / Introductions (What we did over Winter Break.)
2. Approval of Meeting Agenda Motion: Margo Young / Second: Amy Lanham / Vote: Passed
3. Approval of Minutes: Karen Wills / Second: Charlotte Frank / Vote: Passed
4. Financial Report – Pam Peters
  - a. December Revenue: Memberships \$40; Graze & Mingle \$250
  - b. Total Revenues for December 2015: \$290
  - c. December Expenses: Professional Development \$173.20 East Union Charge for “Being the Leader Your Followers... 11/16/15; \$16.21 Reimbursement Check to Ashley K. for \$10 Gift Card for Speaker Ed Zimmer and Lunch; \$457.22 Payment to Premier Catering/Val’s for Graze & Mingle; and \$15 for Gift Card for Olive Oil Shop Given Away at Graze & Mingle
  - d. Cash – Wells Fargo Checking Account: Increase of \$219 from November
  - e. Foundation Account Balance: No Change from November
  - f. Accounts Receivable with UNL: Decrease of \$154 from November
  - g. Other: Outstanding check #1122 to Lincoln Arts Council for \$113 donation written on 10/23/15 (Tony L. is following up) and have not yet been charged for the space/rental at the Quilt Center for Graze & Mingle, \$160 (Becky C. is following up)
  - h. Pam would like to be transparent and all UAAD financials are in a notebook on her desk.
5. President’s Report – Becky Carter
  - i. Joint Meeting – UAAD & UNOPA on January 20. There will Special Recognition for Roshan Pajnigar who is retiring from Human Resources after 37+ years. Roshan has been a long-time supporter of both organizations.

- b. Heather Reed is stepping down from the Board
  - c. Becky sent a thank you to Dean Young at the Quilt Center.
6. Vice President/President Elect Report – Charlotte Frank
- a. Faculty Senate Meeting Update (NO REPORT)
7. Committee Reports/Updates
- a. Standing Committees
    - Community Outreach (Tony Lazarowicz and Stephanie Vendetti)
      1. We are awaiting for a check to clear that was a donation to Lincoln Arts Council.
      2. We had great participation in Santa for a Senior, but need to work with HomeInstead Senior Care to talk about the cost of some of the items that were requested.
      3. We will be doing a joint UAAD / UNOPA drive for OpenShelf at UNL. Stephanie will provide a flyer to our publicity/PR people for posting and it will go out in the EventBrite reminders as well.
      4. We do not currently have an event planned for February, but we may look into something.
      5. We will be serving at the People City Mission on March 29 and participate in the Big Event on April 9th.
    - Employee Liaison (Jenny Schnase and Margo Young)
      1. **Employee Fringe Benefits Committee: (Kimberly Barrett):** The committee will not meet again until April.
      2. **Chancellor’s Commission on the Status of Women (Jennifer N. Rutt):** After the success of getting coverage for breast pumps added to our health coverage, the Chancellor’s Commission on the Status of Women will be focusing on additional coverage for women under our healthcare policies.
      3. **Safety Committee (Allen Specht):** The committee reviewed first quarter injury incident reports. Betsy Howe noted that stairs and terrain and lacerations were factors in several of the incidents and urged committee members to share suggestions to prevent such incidents within members’ spheres of influence. Safety audit results were distributed.  
  
Betsy Howe also reported that CUSC book at the October Supplier Showcase was staffed and that forms for near-miss/close calls and student injuries incidents were distributed.  
  
Mark Robertson, UNL Emergency Preparedness Coordinator, has received more Emergency Plans from various campus units. He introduced Shannon McVaney, who specializes in Emergency Planning and Continuity of Operations Outreach. Both Mark and Shannon are available to help with drills.  
  
The group will meet again on January 19 and will hear results from the fall Safety Walk.
      4. **Campus Rec Advisory Council (CRAC) (Rene Mayo):** Did not meet in

December.

5. **Parking Appeals Committee (Jeanne Wicks):** This group meets only when complaints are filed. No items have been presented to the group so far this year.
- Membership (Amy Lanham and Lori Bennett Baumli)
    1. 158 current UAAD members. We are in need of eight additional paid memberships to meet our budget projection.
    2. December list of new hires was just received and there are only 15.
    3. Put a Bylaw Amendment forward to the General membership in February to be voted on during the March 16, 2016 meeting: Strike the language “are non-voting and” from the Affiliate and Associate descriptions, so they will become full voting UAAD members effective immediately. Motion: Kate Engel / Second: Vicki Highstreet / Vote: Passed
  - Professional Development (Deb Eisloeffel, Vicki Highstreet and Andrea Schreiber)
    1. Meeting this week
  - Programs/Joint Meeting (Carlos Lopez and Ashley Bjornsen)
    1. The Backyard Farmer panel is taking shape for our January program. We will be getting each of the four panel members gift cards to the Dairy Store; boxed lunches from Union Premier Catering will be available for \$11 and registrants must let us know by Thursday, January 14th if they want lunch. The Eventbrite will be sent out on Thursday, January 7th.
    2. Carlos Lopez has accepted a new position at UCSD. His last day at UNL will be January 15.
  - Publicity/Public Relations (Erin Wirth and David Hartline)
    1. No Report
  - UAAD Connect (Heather Reed and Shelley Harrold)
    1. Survey going out this week for UAAD members to participate in the “Connect” program during Jan-Feb-March
    2. Survey due January 14
    3. Connect brown-bag lunch will be held Jan 28, 12-1pm at CBA Room 222
- b. Special Committees
- Bylaws & Guidelines (Jeremy Caldwell)
    1. The email to the membership with the proposed Bylaw change will be sent to the membership in early February and will be voted on at the March 16, 2016 general meeting.
  - Founders’ Day (Shannon Parry and Virginia Uzendoski)
    1. February 17, 2016 at the Nebraska Education Television Building, located at 1800 North 33rd Street. Dean Marjorie Kostelnik will be the guest speaker, and Becky Carter will work with her on the speech topic and will also contact UNL dignitaries to invite them to the event

2. We will be setting up an Event Brite for the event to go out after the January joint meeting
  3. The fee will be \$12 to cover a baked potato bar with chili and salad from Hy-Vee and will include drink along with assorted cookies for dessert
  4. The Awards Committee and the Founders' Day Committee met prior to the Board Meeting to finalize the program/agenda for the event
- Awards (Rene Mayo Rejai and Lindsay Augustyn)
    1. Deadline extended to January 8, 2016
    2. We should have two nominees for Donaldson coming in and five for Oldt
    3. Check for award winners are cut from Human Resources office
  - Nominations (Doug Pellatz)
    1. No Report
  - Webmaster & Social Media (Mike O'Connor and Jenn Rutt)
    1. The website with the 4.1 update should be enabled/live by Friday, if not tomorrow. Mike thinks he has completed all the updates asked for; if not, please let him know.
    2. Please continue to like posts on Facebook and Instagram. Please send Jenn any items you would like posted.
8. Other items/new business
    - a. Will need assistance with Programs Committee and May Picnic.
  9. Questions
  10. Adjourn (12:53pm)

Important Upcoming Dates:

1. UAAD/UNOPA Joint Meeting – January 20, 11:45 a.m.-1 p.m.
2. UAAD Board Meeting – February 3, 12-1 p.m.