**UAAD Board Meeting Minutes**

**Wednesday, April 6, 2016, 12:00 p.m. – 1:00 p.m.**

 **Nebraska Union (City Campus) – Heritage Room**

**Members Present:** Lindsay Augustyn, Andrea Balkus, Lori Bennett Baumli, Ashley Bjornsen, Becky Carter, Kate Engel, Charlotte Frank, Shelley Harrold, David Hartline, Tony Lazarowicz, Rene Mayo, Doug Pellatz, Pam Peters, Jenny Schnase, Stephanie Vendetti, Karen Wills, Margo Young

**Members Absent:** Jeremy Caldwell, Deb Eisloeffel, Vicki Highstreet, Jerry Doyle, Amy Lanham, Mike O’Connor, Shannon Parry, Jenn Rutt, Julie Thomsen, Virginia Uzendoski,

1. Introductions: What are you grateful for in the last 24 hours?
2. Call the Meeting to Order (12:13pm)
3. Approval of Meeting Agenda Motion: Margo Young / Second: Jenny Schnase / Vote: Passed
4. Approval of Minutes Motion: Lori Bennett Baumli / Second: Andrea Balkus / Vote: Passed
5. Financial Report – Pam Peters

**March Financials:**

Revenues $60 – Memberships

Expenses $15 – re-issued check to The Olive Oil Shop (original check was lost) and adj’d checkbook

**March vs February:**

Cash – Increase of $20

Foundation Fund – No Change

A/R Balance – Increase of $40

**Foundation Fund:**

Attached is the information I had requested from the Foundation.

**Recap:**

* Established in 1981 with beginning balance of $2,720
* Payroll deductions (see detailed list of $5 & $10) – this was either straight contributions  or membership dues (I’m thinking it was membership dues – it was unclear) – this was occurring July 2009 – June 2013
* No additional contributions since June 2013
* One Request for disbursement of $285 in 2012
* Current balance $3,950 (this balance has not changed for over 2 years)
* Not an interest bearing account

The Foundation Summary Memorandum will be put on UNL Box.

1. President’s Report – Becky Carter
	1. Bylaw Proposed Change approved on March 16, 2016: (Passed favorably 20 to 2)

The proposed bylaw revision is to Article III: Membership, Section 1: Membership Categories. The proposal is to strike the language “are non-voting and” from the Affiliate and Associate membership descriptions, so Affiliate and Associate members will become full voting UAAD members effective immediately.

* 1. James V. Griesen Award: Linda Schwatzkopf
1. Vice President/President Elect Report – Charlotte Frank
	1. Faculty Senate Meeting Update

 **Information Technologies and Services Committee** (Rich Leiter, Chair from Law College with Lance Perez, Heath Tuttle and Jeremy Van Hoff) most discussion

* Migration of Blackboard to Canvas and the pilot program of participants which started this spring. UNL is in the process of finalizing the contract and there will be 2 years to transfer all content from Blackboard before that contract expires. When asked about the benefits, the primary one noted was the modern interface with mobile devices and the average time to download each faculty’s course content is only 3 hours.

 **Parking Advisory Committee** (Dan Carpenter & Dan Shattil) significant discussion

* Activity of the last year and the key recommendation was to not increase parking fees for next year. There will be a $1.15 additional fee for students each semester to fund the bus transit system.
* There were many concerns voiced about the brick loop parking area south of the Coliseum. With the construction of the east stadium and heavy equipment in and out of that area, there has been major damage to the bricks and it is a rough ride. Total cost to resurface is estimated at $4 million so the university is looking at patching in the future with no long-term goals to resurface.
* Senate President Bender: He indicated that President Bounds is working on faculty representation at Regents meetings. He plans to alternate representation of two faculty from each of the four campuses on the Academic Affairs Committee and Business Affairs Committee.
1. Committee Reports/Updates
	1. Standing Committees
		* Community Outreach (Tony Lazarowicz and Stephanie Vendetti)
			1. The UNL Big Event will be this Saturday, April 9. We have four people signed up to help.
			2. Peoples City Mission was last week. We had eight people help.
		* Employee Liaison (Jenny Schnase and Margo Young)

 **Sustainability (Rod Chambers):** No response

 **Parking Advisory (Daniel Shattil):** Lighting is being replaced in the parking garages using more energy efficient bulbs.

 **Safety Committee (Allen Specht)**: Met Tuesday, March 15, 2016.In the open forum segment of the meeting**,** Beth Whitaker asked whether there were any university policies addressing graduate students going barefoot within buildings. Departments can set standards.

***Safety Awareness: Pedestrians/Bicycles/Motorists Safety Awareness*--**Jennifer Dam (Campus Planning) and Emily Casper (Landscape Services) told the committee what their areas were planning that might be of relevance to safety concerns. There are planned bike routes and possibly some sidewalks to be designated as bike/pedestrian travel with lanes. There is discussion about dismount zones, areas where bicyclists may not ride their bikes.

***Progress toward the 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’)--*Brenda reported that the only “near miss” recently reported was one student was operating a forklift with another student riding on the tines. Both students need to take additional training before being certified to operate a forklift again.

***Safety Walk November 17, 2015*--**Eileen Bergt reviewed safety concerns, recommended action and action(s) completed, broken down by campus. There were more identified concerns on East Campus than on City Campus this time. The majority of the concerns related to lighting. Mark Robertson reported that these findings, along with reoccurring efforts to ensure lighting across campus is working, led to a “Lamp Post” project. This project involved development of an app that all police officers now have. When they encounter a non-functioning light it is a one-step process to report the light which then initiates work flow to resolve the concern.

***Emergency Planning & Preparedness Update*--**Mark Robertson, UNL Emergency Preparedness Coordinator, applauded Environmental Health & Safety for including within a recent listserv the recommendation to have and regularly review/update an Emergency Action Plan.

***Spring Safety Colloquium*--**Betsy Howe reviewed a publicity poster for the upcoming Safety Colloquium which will occur on March 30, 2016. This colloquium is broadly applicable.

***Safety Committee Resources*--**Kyle Hansen suggested that CUSC membership and Safety Committee chairs/contacts take turns briefly presenting what they do in their staff/student/departmental interactions to promote safety. Examples might be: Landscape Services policy on work attire, Manter Hall lab and office safety plans, and other day-to-day safety practices/hints/policies.

**Chancellor’s Commission on the Status of Women (Jennifer N. Rutt):** This group has not met since the last UAAD meeting, but is scheduled to convene in April.

**Campus Rec Advisory Council (CRAC)** **(Rene Mayo):** No new news from CRAC.

**Parking Appeals Committee (Jeanne Wicks, David Hartline, Ken Reining):** Jeanne is out of the office with limited email access. Radio silence from Hartline and Reining.

**Academic Senate Liaison (Charlotte Frank): Usually reports at board meetings.**

**Employee Fringe Benefits Committee (Kimberly Barrett):** This group will not meet until April.

**Emergency Employee Loan Fund Advisory (Stephanie Welch): No response.**

**Chancellor's Commission on Wellness (Laviania Thandayithabani): No response.**

**University Child Care Committee (Robin Bowman):** Robin reported in November that Juan Franco informed her that the group did not meet regularly. He will contact her if the group convenes.

* + - Membership (Amy Lanham and Lori Bennett Baumli)
			1. Membership has two outstanding balances yet to be paid—one that is writing a personal check and another funded from a cost center. With these two memberships, we meet our goal for the 2015-2016 academic year
			2. March hires list received: There are around 9-10 people
		- Professional Development (Deb Eisloeffel, Vicki Highstreet and Andrea Balkus)
			1. Discover & Use Your Strengths workshop is next Wednesday, April 13 from 8:30-10:00 am in the City Union.

Registrations: 39 (31 member, 8 non-member)

Need to verify those who identified as members are indeed active members

Need to determine if non-members would like to join UAAD or just pay the session fee (depending on their eligibility/desire to join)

Asked for another email/social media push in the next few days to see if we get any more registrations

Need to determine refreshments – can we use some of the foundation money for this event?

* + - Programs/Joint Meeting (Ashley Bjornsen)
			1. April Meeting at Sheldon Art Museum (lunch in The Great Room), meet new director and docents will take us on a tour
			2. Year End Picnic at the Wick Alumni Center in the newly remodeled garden and the inside is on hold for a rain location (sandwiches for lunch)
		- Publicity/Public Relations (David Hartline)
			1. Email was sent out yesterday via UAAD News to vote for new officers
		- UAAD Connect (Shelley Harrold)
			1. We do not have a budget and could we get some of the Foundation funds?
	1. Special Committees
		+ Bylaws & Guidelines (Jeremy Caldwell) DONE
		+ Founders’ Day (Shannon Parry and Virginia Uzendoski) DONE
		+ Awards (Rene Mayo Rejai and Lindsay Augustyn) DONE
		+ Nominations (Doug Pellatz)
			1. Everyone responded quickly and more nominees than were expected

**Vice President/President Elect:**

**Andrea (Schreiber) Balkus**

Current Position: Grants Coordinator II

Years with UNL: 2

Years with UAAD: 1

While I have only been involved in UAAD for a short time, I have enjoyed the relationships I’ve built and want to give back by serving in an officer position. Networking is not something that comes naturally for me, but being involved in UAAD has helped me meet great people on campus I would not have met otherwise. I want to help UAAD continue to thrive and grow to give others the opportunities I’ve enjoyed.

**David Hartline**

Current Position: CBA Director of Information Technology & Facilities Operations

Years with UNL: 9

Years with UAAD: 2

In his position as Director of Information Technology & Facilities Operations in CBA, David has gained leadership and outreach skills that he wishes to offer to help continue to grow UAAD and increase its membership and stance in the UNL community. David's has a skill for statistics and analysis, and hopes that he can help identify new areas were UAAD can be involved and where potential members might be interested in joining the organization.

**Amy Lanham**

Current Position: Associate Director for Facilities Planning & Operations

Years with UNL: 16

Years with UAAD: 6

Four years ago I accepted a position with the UAAD Membership Committee. While I had joined UAAD when I was a new employee back in 1999, I attended the meetings infrequently and did not take full advantage of everything that UAAD has to offer.

By serving on a committee within UAAD my networking and knowledge of UNL has grown exponentially. This personal experience with UAAD and impact on my professional growth is the primary reason why I am interested in serving as the Vice President/President Elect for our organization.

During the staff forums, as part of the search for the new Chancellor, there were several questions directed to the field of candidates on how they would include or acknowledge the staff category on campus. I feel UAAD is this voice for managerial/professional. If I was fortunate to serve the organization in the Vice President/President-Elect position, a goal would be to promote all of the benefits of UAAD to eligible staff members. Another focus would be to continue to work with senior level administrators, asking for them to present or be involved with monthly UAAD meetings in order to provide face to face dialogue for our members.

**Secretary:**

**Karen Wills**

Current Position: Student Involvement UPC Program Coordinator

Years with UNL: 16 ½ years (September 1999)

Years with UAAD: 16 ½ years (October 1999)

I am honored to have been nominated to run another time for UAAD Secretary. The past year I have enjoyed serving as the UAAD Secretary and previously as the UAAD Nominations Committee Chair and as the UAAD Secretary two years prior to that. This position continues to provide me the opportunity to gain hands-on experience and in-depth look at how our organization provides personal and professional growth, as well as keep our members informed. As professionals we must continue to learning just as we encourage our students to do, therefore modeling what we teach. I have also served as a UAAD “Birds of a Feather” Moderator for Mentors and Advisors and was selected as the UAAD Member Spotlight for January 2011. If elected as Secretary, I will continue to provide accurate and timely meeting minutes. I will also assist with outreach efforts through social media for membership recruitment/retention and promotion of our motivational and educational workshops.

**Treasurer:**

**Pam Peters**

Current Position: Senior Auditor

Years with UNL: 4

Years with UAAD: 4

I am honored to have been nominated for a second year as Treasurer for UAAD, for the 2016-2017 fiscal year. I will continue to report on UAAD’s finances, provide suggestions for improvement, and continue to provide transparency in this position.

* + - Webmaster & Social Media (Mike O’Connor and Jenn Rutt) NO REPORT
1. Members-at-Large (Kate Engel, Julie Thomson, Jerry Doyle) NO REPORT
2. Other Items/New Business
3. Questions
4. Adjourn (12:53pm)

Important Upcoming Dates:

1. UAAD General Meeting – April 20, 11:45 a.m.-1 p.m.
2. UAAD Board Meeting – May 4, 12-1 p.m.