



UPDATE

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<http://uaad.unl.edu>

UAAD/UNOPA Program

Whats Happening Around Campus

presented by Jennifer Dam, Campus Planner

Wednesday, January 13

@ 11:45-1:00

Nebraska East Union

Help UAAD support the childrens backpack program. The backpack program, sponsored by the Food Bank of Lincoln, fills childrens backpacks at school on Friday so that they have enough food to eat for the weekend. -- If you would like to contribute, please bring one jar of peanut butter to the program. ☎



President's Message

Dear UAAD Members,

Happy New Year! It's hard to believe 2008 is already over. Where does the time go? With a new year comes new opportunities and challenges.

Please join us on Tuesday, January 13, 2008, at 11:30 at the East Union for the Joint UAAD and UNOPA program where we will learn about the new opportunities UNL has ahead for 2009. It's always so exciting to hear about the future of UNL and see the plans for growth on campus. It is so easy to get wrapped up in the daily grind, it's a breath of fresh air to see the big picture. I hope to see you there!

With the financial challenges 2009 brings, please don't forget to turn off the lights when you leave your office and shut down your computer when you leave for the day. It's amazing the difference this makes in our utility costs and every little bit helps. Don't hesitate to remind your colleagues as well.

I wish everyone a wonderful, successful, and amazing 2009.

Valerie Lefler

UAAD President ☎

UNIVERSITY OF
Nebraska
Lincoln

University
Association for
Administrative
Development

Serving the Managerial/Professional Staff at UNL since 1962

Get Ready for Founders' Day 2009

Founders' Day Program

Tuesday, February 24

@ 11:30-1:00

Nebraska Union, 14th & R

This year's speaker will be Dr. Prem Paul, Vice Chancellor for Research & Economic Development. The potential topic will be "Innovation Campus." More details will be available soon. ☎

Carl A. Donaldson Award

The Carl A. Donaldson Award for excellence in management, given annually since 1972, honors UAAD Charter Member, Carl A. Donaldson. A graduate of the University of Nebraska, Donaldson devoted his entire 43-year professional career to University service. This award promotes the purposes of UAAD and recognizes UNL employees, in non-faculty positions, who demonstrate outstanding skills in management.

Previous recipients

1972-1973 Ronald W. Wright-Business and Finance
1973-1974 Ruth Michalecki-Telecommunications
1974-1975 Roy Rasmussen-Grounds
1975-1976 Terry Tallon-Payroll
1976-1977 Charles Koopman-IANR
1977-1978 Ray Coffey-Business Manager
1978-1979 Joseph Pospichal-Support Services
1979-1980 James Van Horn-Arts and Sciences
1980-1981 Elvis A. Dickason-Entomology
1981-1982 Daryl Swanson-Nebraska Union
1982-1983 Harley Schrader-Physical Plant
1983-1984 Douglas Zatechka-Housing
1984-1985 Theodore E. Pfeifer-Registration and Records
1985-1986 James Knisely-Comptroller
1986-1987 Bud Dasenbrook-Grounds
1987-1988 Richard Mills-Agronomy
1988-1989 Viann Schroeder-Publications Services
1989-1990 Alan Moeller-IANR
1990-1991 Glen Schumann-Housing
1991-1992 Stan Campbell-Campus Recreation
1992-1993 D'Vee Buss-College of Business Administration
1993-1994 Bruce Currin-Human Resources
1994-1995 Al Papik-Athletics
1995-1996 Del Dearborn-4-H Youth Development
1996-1997 Dan Duncan-Agricultural Research & Development Center
1997-1998 Marilyn Bugenhagen-Student Involvement
1998-1999 C.W. "Butch" Hug-Athletics
1999-2000 James Main-Business and Finance
2000-2001 Kenda Scheele-Campus Recreation
2001-2002 Mark Schroeder-Agricultural Research & Development Center
2002-2003 Tad McDowell-Parking and Transit Services
2004-2005 David DeFruiter-Business Administration
2006-2007 Vicki Highstreet-Campus Recreation
2007-2008 Jeffrey Bassford-IANR

Nominate a Super Star

Do you know an awesomely fantastic super staff member? Have you been trying to find a way to acknowledge them for all they do?

UAAD is accepting nominations for the 2009 Carl A. Donaldson Award for Excellence in Management and the Floyd S. Oldt Award for Exceptional Service to the University. These awards are presented annually to managerial/professional staff at the UAAD Annual Founders' Day Program. The award recipients each receive a plaque, a \$1,000 stipend and a one-year membership to UAAD. Nomination forms and criteria are available on the UAAD web site at <http://uaad.unl.edu>.

Nominations are due February 1, 2009. ☎

Floyd S. Oldt Award

The Floyd S. Oldt Award was established in 1992 from a bequest by University of Nebraska alumnus Floyd S. Oldt who graduated in 1920. Oldt was a superintendent of Abel Construction Co. in Lincoln before moving to Dallas, Texas, where he became a prominent general contractor. Oldt was a generous contributor to many humanitarian and civic organizations. This award honors UNL employees in a managerial/professional position for exceptional service and dedication to UNL.

Previous recipients

1991-1992 Kim Todd-Landscape Services
1992-1993 Roshan Pajnigar-Human Resources
1993-1994 Lisa Schmidt-Admissions
1994-1995 Jim Peterson-West Central Research & Extension Center
1995-1996 Linda Rossiter-English
1996-1997 Linda Roos-Information Services
1997-1998 Rosalee Swartz-Agricultural Economics
1998-1999 Faye Moulton-Human Resources
1999-2000 Howard Parker-Facilities Management and Planning
2000-2001 Polly Putney-Human Resources
2001-2002 Sally Buchholz-Public Relations / University Foundation
2002-2003 Bill Bode-Purchasing and Materials Management
2004-2005 Mark Powell-Campus Recreation
2006-2007 Linda Major-Student Involvement
2007-2008 James Fischer-Human Resources, Benefits

UAAD/UNOPA Safety Sensitive Survey Summary

Dear Members,

In December, a University committee met for the purpose of determining what campus security/safety training or information needs might be helpful to employees. UAAD and UNOPA were represented at the meeting, along with UNL Police, Student Affairs, HR and other campus representatives. We all want a campus that is as safe as possible and alert to any concerns or conditions that might jeopardize our well-being. There are many campus resources available to address and remedy most safety issues; however, it is always in our best interest to examine ways we can improve.

The committee asked Mary Guest and I to survey our respective memberships. This survey was electronically sent to all members and completed at the end of December. We have attached a summary of the survey results. When you read the responses to the survey questions, please keep in mind that the statistics represent a broad range of concerns. Issues from

slippery sidewalks to the possibility of a serious threat on campus were expressed as safety concerns.

When we sent the survey out, we stated that the responses to the questions would be confidential and used as a barometer for the level of safety concerns some employees have on campus. All of the comments, (except one in which a person was named) were forwarded to the safety sensitive committee. None of the comments can be identified or traced to a particular respondent.

For those of you who completed the survey, we thank you for your time and effort. The results are in the hands of the committee now to use for campus safety improvement.

Mary Guest, UNOPA President

Nancy F. Myers, UAAD Executive Board Representative

Safety Sensitive Survey—December, 2008

In early December, all UAAD and UNOPA members were e-mailed a brief survey requesting information regarding their views about safety on campus. The following are the results of the survey.

UAAD		UNOPA	
# of surveys sent:	141	# of surveys sent:	143
# of surveys returned:	71	# of surveys returned:	36
% response =	50%	% response =	25%

1. What kinds of safety concerns or hostile situations have you experienced in your work at UNL? If none, please indicate.

	UAAD	UNOPA
Yes, have experienced safety concerns	32 (45%)	23 (64%)
No, have not experienced safety concerns	39 (55%)	12 (33%)

2. Do you have any safety concerns presently in your work at UNL?

	UAAD	UNOPA
Yes, have present safety concerns	24 (34%)	18 (50%)
No, do not have any present safety concerns	47 (66%)	18 (50%)

3. What kind of training or safety-related materials (brochures, pamphlets, etc.) would be helpful if a hostile/threatening situation were to occur in your work area at UNL?

	UAAD	UNOPA
Yes, # of respondents who indicated suggestions for safety materials	61 (86%)	29 (81%)
No, # of respondents who do not need safety materials	3 (4%)	3 (8%)
# of respondents who answered “Don’t Know” or had no response	7 (10%)	4 (11%)

New Year's Resolutions vs. New Year's Goals

By F. John Reh, *About.com Guide to Management since 1997*

So what is it going to be? Same old resolutions to:

- Lose Weight
- Pay off Debts
- Save More Money
- Provide Better Income for Family
- Spend More Quality Time with Family

Or maybe some business-related resolutions:

- Cut Expenses
- Increase Sales
- Improve Product Quality
- Build Partnerships with Suppliers
- Reduce Short-term and Long-term Debt

Well, they really aren't all that different, are they? We all vow each year to try harder to do the things we know we should do - get in better shape, physically, financially, emotionally.

Those of us who also are responsible for business units make similar promises to ourselves to do what we already know has to be done to improve the business.

I will leave the personal improvement resolutions to you to handle, but I want to give you some ideas on how to make this year's new year's resolutions for your business come true.

First, the easy part - Decide what you want to achieve; what you want to make happen; what most needs to be done. Then, the hard part - Set your GOALS.

Set Specific Goals

Setting goals is important. That is how you convert good, but ephemeral, IDEAS (cut expenses, increase sales) into specific, measurable TARGETS (reduce G&A expenses by 5% before the stockholder meeting in May; increase sales of the retail brands by at least \$60,000 per quarter).

This is not the time to worry about whether or not you can reach these goals. You will have plenty of time for that later. This is the time to "draw the line in the sand" and publicly announce "this is what we are going to do, and this is when we will do it."

If you set easy goals - keep expenses at this year's levels; increase sales of our flagship product by 2% this year - you will fail. Oh, you won't fail to meet those goals, but you will fail to satisfy yourself. And you will fail to keep the business alive, because your competitors will set, and reach, more aggressive goals.

If you set difficult, yet reasonable, goals it won't really matter if you reach them. The effort to reach them will force you to push yourself. It will make you use the

resources you have to the best of your ability. It will teach you what you really can do when you focus on specific goals.

However, I suspect you will get pretty close to those goals. Who knows? You may even reach and surpass them. And your reward for doing that? Self-satisfaction in knowing that you really are 'the best' and the privilege of competing again next year in the cut-throat world of business.

Set Measurable Goals

In setting your goals, it is important to be as specific as you can. Nobody knows your business like you do. Nobody knows what your people are capable of as well as you do. And only you know what is really important to you. So you have to be the one to set the goals and communicate them to everyone else.

The more specific and more measurable your goals, the easier it will be to tell when you reach them.

For instance, if you set a goal "to increase sales" how do you know if you have succeeded? If your month on month sales figures for January exceed last year's January sales figures have you met your goal? What about the fact that you have four more stores this January than last January? Were sales really hot last January, because of that freak storm? If you've met your goal by the end of January, what will you use to test yourself for the rest of the year.

If, on the other hand, your goal is "to increase net sales for each region by at least 5% per quarter and 7% by year end", you have something you can measure, track progress against, and use to push yourself to new successes.

If you decide to "reduce turnover of full-time staff to under two percent for the entire year, and cut the drop out rate of help-desk staff by half" you are better off than simply deciding "to increase employee morale".

Rewards

Don't wait for this time next year to sit back and look at this list and see how you did. Post your goals where you, and everyone else, can see them. Measure how you are doing against your goals, and adjust as necessary. Do this at all the measurement points you built into the plan (monthly, quarterly, whatever intervals you selected).

That way, when this time next year does get here you can sit back and reflect again. Rejoice in your successes. Learn from your misses. And then set tougher goals for the following year. 📧