



UPDATE

Official publication of the University Association for Administrative Development

Volume 22, Issue 9

May 2008

Executive Board

President

Jeanne Wicks
jwicks2@unl.edu

President Elect

Valerie Lefler
vlefler2@unl.edu

Secretary

Ashley Washburn
awashburn2@unl.edu

Treasurer

Cheryl Hassler
chassler2@unl.edu

Membership

Doni Boyd
dboyd1@unl.edu

Program

Helen Fankhauser
hfankhauser1@unl.edu
Suzan Manthey
smanthey1@unl.edu

Communications

Ranelle Maltas
rmaltas2@unl.edu

Professional Development

Yoko Smith
ysmith1@unl.edu

Historian

Mary LaGrange
mlagrange1@unl.edu

Member-at-Large

Anne Mulligan
amulligan@nebraska.edu

Social Consciousness

Dodie Eveleth
develeth2@unl.edu



<http://uaad.unl.edu>

Annual Picnic

Announcement of UAAD Officers

Meet to the south of the Schorr Center (South Stadium), City Campus, for a celebration marking the end of another academic year! We'll be hosting a picnic for all members and prospective members to pass the gavel to our new president and introduce next year's officers. Come join the fun and start your summer off right. Hope to see you there. We will be serving Quizno's Sammies and will need a head count for the order. Please RSVP to Helen hfankhauser@unl.edu by **Friday, May 10** if you are planning to eat with us.

Following the picnic, around 12:30, join us for a tour of the Schorr Center, UNL's state of the art Research Computing Center, home to Merritt and Prairefire. <http://rcf.unl.edu>

Wednesday, May 14
11:45 am – 1:00 PM

Schorr Center
(South Stadium)

RSVP by May 10
hfankhauser@unl.edu

President's Message

Dear UAAD Members,

This will be my last letter as President of UAAD. I think we had a pretty good year and I know that it would not have been possible without the hard work and dedication of the officers and committees. I would like to thank each of them for their service to this organization. UAAD has a strong history of making a difference to the managerial professional employees at UNL. I would like to think that, while we didn't face any ground-breaking issues this year, we did make a difference in your life. Whether it be in the

excellent speakers at our meetings or professional development, the networking opportunities provided, or the ideas and information provided in the newsletter, I hope you found something that resonated with you and will keep you coming back next year. Hey - why not invite a friend to join?

See President on page 2

UNIVERSITY OF
Nebraska
Lincoln
University
Association for
Administrative
Development

Serving the Managerial/Professional Staff at UNL since 1962

President from page 1

As I write this, the final vote tally is not complete on officers for next year. The slate of candidates is very good and I know that whoever is selected, the chapter will be in good hands. Please take the time to thank every candidate for being willing to serve! Valerie Lefler brings a new perspective and great ideas! Won't you consider helping her out next year? Give her a call or send her an email and offer to help out in an area that interests you.

Thank you all. Good luck next year! Please join me at the picnic on May 14th to celebrate the year.

Jeanne Wicks
UAAD President ☎

Doni Boyd Reception May 12

A retirement reception will be held for Doni Boyd in the Office of Institutional Research and Planning at 2:30 p.m. May 12 in the IRP Office, Room 332 Canfield Administration Building. Boyd and her husband are moving to Oregon. Stop by for cake, punch and celebration.



Doni Boyd
Membership Chair

Research Participants Invited

Your fellow UAAD member, Brian Keiser, is assisting with research here at UNL and needs your help. Read below for more information or email me at bkeiser2@unl.edu

Three- to six-year-old children are invited to participate in a research study investigating children's memory for locations conducted at the Spatial Memory Laboratory, part of the Department of Psychology at the University of Nebraska-Lincoln. The study consists of one session, which lasts approximately an hour and 15 minutes. Children receive a small gift and you will \$15 for participating in each session.

For more information, contact the Spatial Memory Laboratory at 472-7503. ☎

Thank You!

UAAD members donated \$45 and 36 cans of food for the Cat House in April.

The headline memo: And how it stops time wasters

Posted on April 17, 2008, to the No Bull business blog (<http://pbp.typepad.com/nobull>) by Julie Power, editor, Internet Marketing Report

What can you do get people to come to the point and stop wasting time? Your time, my time, the company's time.

Try limiting all internal communication to a one-page memo, with a headline that conveys the benefits.

That's how they do it at Semco, the company run by Ricardo Semler that has inspired innovators like 37signals.

In Semler's book, he writes: "If you really want someone to evaluate a project's chances, give them but a single page to do it — and make them write a headline that gets to the point, as in a newspaper. There's no mistaking the conclusion of a memo that begins: "New Toaster Will Sell 20,000 Units for \$2 Million Profit."

This philosophy's been adapted by 37signals. They say it has reduced unnecessary paperwork, and helped avoid

meetings that were often needed to clarify ambiguous memos. "Concision is worth the investment. The longer the message, the greater the chance of misinterpretation."

One-page memos take some practise. Employees at 37signals sometimes had to rewrite them five or ten times before managing to synthesize their thoughts. This wouldn't have surprised Mark Twain, who once apologized for writing a long letter because he didn't have time to write a short one. ☎



Nominees for Office

For elected terms of office that begin July 1, 2008

Officers, all of whom shall be UAAD members as defined in Article III of UAAD's Bylaws, are elected according to the nominating/balloting process outlined in Article V of the Bylaws. Election to office is determined by plurality vote of the members who returned ballots by the stipulated date.

Vice President / President Elect

This is a 4-year commitment. The first year will be served as Vice President, the second as President, the third as Past President, and the fourth (optional) as Historian.



Helen Fankhauser

Current Position: Computer Systems Analyst, Information Services-EIS
Years with UNL: 11 years
Years with UAAD: 4 years

I started at UNL in 1997, and in late 1997, I moved to the Enterprise Information Solutions branch of IS as an Application Developer. In 2006, I was promoted to Computer Systems Analyst. UAAD service: 2 years on the board: 1 yr member at large, 1 yr program co-chair. Professional and personal growth is the main focus of UAAD. To promote those areas of our lives, I believe knowing more about the UNL campus, the politics, the people, and what makes it tick will help us achieve that growth as UAAD members in 2009-2010. All of the great things about UAAD come from the board and the members. As the UAAD President, that tradition will continue. I am passionate at what I enjoy doing and know this area would be part of it!

Brian Keiser Return to ballot

Current Position: Library Associate, Engineering Library
Years with UNL: 2 years
Years with UAAD: 2 years

Currently I am employed as the circulation supervisor at the Engineering Library. My duties include hiring all of the students, training and teaching Library 110 orientations and Refworks workshops. I also volunteer for Red Letter Days and Big Red Welcome. UAAD service: I have been a member of the UAAD Awards and Nominating committees and have been a Birds of a Feather mentor. Outside of UNL I am a volunteer with Clinic with a Heart, and City Impact during the Christmas season. Other activities include serving as a Youth Group sponsor at my church and raising funds for mission work. I see the chance to be UAAD's Vice President/President Elect as an opportunity to work with the President, the UAAD community, and the rest of UNL and its distinguished employees to make the University the best possible place to be and work. I believe in higher education and UNL, and I believe that UAAD plays an important role in this process.

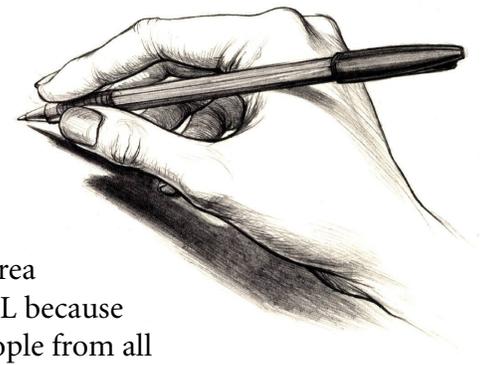
Secretary

This is a one-year term; incumbents may be reelected for a 2nd term.

John Dillingham

Current Position: Personnel Generalist, HAPPI Business Center
Years with UNL: 2 Years
Years with UAAD: 0 Years (Though I have been to several events)

I am a member of the HAPPI(Horticulture, Agronomy, Plant Pathology, and INTSORMIL) Business Center on East Campus. I have been in the personnel area for about 6 years and at UNL for two of them. I really enjoy my position at UNL because of the variety it offers and the opportunity to meet and work with different people from all



over the world. I would like to serve as the secretary because it would be an opportunity to serve UNL in a different capacity and it would allow me to participate with other professionals in advancing our knowledge, skills, and abilities.

Lorraine Moon

Current Position: Clerical Assistant III, Office of Sponsored Programs
Years with UNL: 33 Years
Years with UAAD: 23 Years

Since coming to UNL, I have served in a variety of supervisory and fiscal services positions and am currently employed in the Office of Sponsored Programs. UAAD service: I have previously served on the Professional Development Committee. Other past volunteer activities include serving as President of the Horizons Chapter of the American Business Women and President of UNOPA, as well as work with numerous committees in both groups. After having attended and benefited from most of the UAAD meetings and workshops. I feel it is the time for me to give back to UAAD. If elected I would be honored to serve as Secretary for UAAD.

Ashley Washburn

Current Position: Research Communications Specialist, Office of Vice Chancellor for Research
Years with UNL: 2.5 years
Years with UAAD: 2.5 years

In January, I joined the Office of Research communications staff after serving the College of Engineering for two years. I joined UAAD when I started working at UNL and have served as secretary for one year. I would appreciate the opportunity to continue serving in a leadership role. I have contributed new ideas during executive board meetings and am dedicated to helping my colleagues with their projects in addition to fulfilling my duties.

Treasurer

This is a one-year term; incumbents may be reelected for a 2nd term.

Jennie Gilmore

Current Position: Financial Accountant, University Accounting
Years with UNL: 3 years
Years with UAAD: 3 years

UAAD service: served on Program Committee in 06/07 and chaired Joint Meeting Committee in 07/08. UAAD is a great organization that makes it easy to network with others and learn more about the University. By getting involved with UAAD, first as a committee member and this year as the Joint Meeting Committee Chair, I've learned how UAAD functions, plus have met so many great people. As a CPA and Financial Accountant in Accounting, I have the ideal background to serve as treasurer. If elected, I will use my experience and love of numbers to accurately perform the functions of treasurer in the best interest of UAAD.

Yoko Smith

Current Position: Safety Specialist, Environmental, Health and Safety Department
Years with UNL: 7 years
Years with UAAD: 6 years

UAAD service: I have been a member of UAAD executive board for the last two years, first as the chair of the Program Committee, and second as the chair of Professional Development. Being a UAAD member helped me get to know so many wonderful UNL colleagues with whom I otherwise would not have had the privilege to become acquainted. I was honored to be nominated as a treasurer candidate. I have served two years as the Treasurer for the Parent Teacher Organization at North American Martyrs Catholic School. Because of my two years on the UAAD executive board, I am quite familiar with UAAD activities. I believe I will be an effective treasurer. Thank you so much for your support. 🙏

