



UPDATE

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Successes and challenges in new year

President's Message

Dear UAAD Members,

From Good to Great, Great Work, Great Life; Paul Wesselman's theme for our January professional development. Paul came with great enthusiasm and enthralled those in attendance.

Paul knows how to teach and inspire, and in the process, gave us much networking, laughing, learning, and thinking. GREAT: Goal Setting, Role Modeling, Esteem Building, Attitude Adjusting, and Time and Stress Management; he reminded us of these tools and gave us simple tips to incorporate them into our daily lives. Take little steps, challenge yourself with one or two areas at a time, and help yourself transform your life from good to great, at home and at work!

Many thanks to Vicki Highstreet and the Steinhart Lecture series for January's Professional Development and for our UAAD/UN-OPA Joint Meeting!

The nominations are in for the Oldt and



Donaldson awards. Join us to recognize the nominees and congratulate the winners at our February 17th Founder's Day 48 year celebration.

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Upcoming events

Founders' Day 2010
February 17, 11:45-1:00 p.m.
Nebraska Union, City Campus
NU Vice President and IANR Harlan Vice Chancellor John Owens will speak and present the 2010 Carl A. Donaldson and Floyd S. Oldt Awards.

General Membership Meeting
March 17, 11:45-1:00 p.m.
Nebraska Union, City Campus
Monte Dickson,
Nebraska Federal Credit Union
"Financial Fitness," a talk on money management in tough times.

See page 3 for a full UAAD program listing!

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President's Message (continued from pg. 1)

In Fall 2009, the UNL Faculty Senate appointed a committee, which included representation from UAAD and UNOPA, to consider changes to the Procedures Document.

Although the Faculty Senate has not yet had the opportunity to approve the committee's proposed revisions, the committee has requested that for this round of budget reductions, the Chancellor honor two of their suggestions. First, the Chancellor has agreed to encourage administrators tasked with proposing budget reductions to their units to interpret their responsibility to consult with affected parties broadly. Thus, they should provide ample opportunity for the potentially affected parties in their units to have discussions and to offer advice, input, and alternatives. Second, the Chancellor recommended that the APC expand its membership to include the Presidents of UNOPA and UAAD who will serve on the APC only during Phases One, Two, and Three of the budget reallocation and reduction process. The committee recommended this so there is staff representation on the APC during hearings and deliberations, particularly since reductions in force typically fall on staff positions. The APC agreed to include the presi-

dents of UNOPA and UAAD as non-voting members, pending official adoption of a new Procedures Document. Find the full document at: <http://www.unl.edu/ucomm/chancellor/2010budget/budgetframework03.shtml>

Check it out. Thanks to David Sockrider, we now have a link to NU Foundation on our UAAD homepage. As a non-profit, 100% of donations will benefit professional development and leadership opportunities for UAAD members.

We have had approx. 90 responses to the survey regarding meeting attendance. Thank you for your help to determine what we can do to improve!! Two of the items we will work on immediately are prior Lotus Notes reminders for the monthly meetings and scheduling the April meeting on East Campus.

Amy Ossian has a great spring lineup. Monte Dickson from the Nebraska Federal Credit Union will speak on the topic of "Financial Fitness" Wednesday, March 17 at the City Campus Union. Suzan Lund will speak on the topic of Environmental Wellness "Go Green" Wednesday, April 21.

~Helen Fankhauser
UAAD President

Program Primer: Benefits of workplace recognition

This month in our Founders' Day Meeting, UAAD will be awarding the Carl A. Donaldson and Floyd S. Oldt awards to two outstanding individuals. However, it's important to remember, especially during difficult times, that everyone could use a little recognition once in awhile. This month's program primer, by business advisor Mark Bergman (source: <http://bit.ly/b8I6Pr>), helps us understand how far something as simple as recognition can go:

Everyone wants to be recognized, by their peers, their colleagues and their loved ones. It's part of the human condition, part of our makeup. We crave recognition because it validates our being there. Who does not want to be recognized publicly? Recognition gives the recipient a great feel-

ing of well being and does help build up self esteem.

So why would this need for recognition be any different for your employees or people that you work with? Recognition has an amazing effect on the person who receives it.

Recognition of employees does make for a better work place. Recognition can really build up morale and productivity. If you are a manager or employer, it soon becomes pretty clear that using a carrot is far better than using a stick to motivate the people under you. Recognition goes a long way in providing the carrot.

However, recognition must be earned. Often one sees signs at retail stores where the employee of the month is honored.

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Social Consciousness February 2010

Something new in beginning February!

I have a shiny new gift card to Misty's Restaurant just waiting for someone to buy the winning ticket at the February meeting so they can take it home with them! Each month I'll have something new to raffle off and after the meeting in May we'll donate the proceeds to the camp of your choice.

But first we have to make an important decision! Which of these children's camps would you all like to adopt? Watch your email for a link to the ballot or you can vote at the February meeting.

Camp Quality USA - Heartland
(<http://hl.campqualityusa.com/Home/tabid/793/Default.aspx>)

Camp Kindle
(<http://www.campkindle.org/>)

Trust me - it WILL get warm enough again for summer camp!

~ Sara Weixelman
Social Consciousness Chair

Don't forget to complete your interest inventory form!

Take the opportunity to nominate officers for the coming year and express your interest in participating in UAAD through committee work. Contact Jennifer Hellwege, 2-9004, for more information.

2010 UAAD Program

Founders' Day 2010

February 17, 11:45-1:00 p.m.
Nebraska Union, City Campus



Our annual Founders Day Program is Wednesday, February 17, 11:45-1:00 at the Nebraska Union, City Campus. NU Vice President

and IANR Harlan Vice Chancellor John Owens will be the speaker and he will also present the 2010 Carl A. Donaldson and Floyd S. Oldt Awards. Registration required.

March 17, 11:45-1:00 p.m.
Nebraska Union, City Campus
Monte Dickson,

Nebraska Federal Credit Union
Dickson will present "Financial Fitness," a talk on understanding credit reports and managing money in tough times.

April 21, 11:45-1:00 p.m.
East Campus Union
Suzan Lund,

Chancellor's Commission on Environmental Sustainability
Lund will speak on the topic of Environmental Wellness, just in time for Earth Day 2010 on April 22!

Annual UAAD Picnic
Wednesday, May 19, Time TBA
Tour the newly renovated Temple Building and picnic outside Woods Hall!

NEW @ UAAD MEETINGS:



DAIRY STORE ICE CREAM!
Bring a non-UAAD member and get a coupon for buy one, get one free!

Chancellor's University Safety Committee (CUSC) Meeting Notes

October 2009

For the First Quarter FY 2010 injury reports, the majority of injuries are falls (38%) and material handling (30%). The Fall Campus Safety Walk was reviewed.

Issues presented in the Open Forum:

1. Personal images on UNL web sites – Any employee may opt out of having their images used on departmental or UNL web pages.
2. Snow clearing – Anyone having concerns should contact Landscape Services.
3. Lack of information about campus construction – Facilities coordinates with contractors to notify the UNL community through the Scarlet and e-news.
4. Late night worker security – Reminder to lock doors, posting "Knock for Entry" signs, review Core Emergency Preparedness information and communicating with UNLPD dispatch when working after hours.
5. Different buildings have different emergency alerting systems – Supervisors and departments are the primary contact for your workplace; Telecommunications is a source for other locations. As buildings are updated, systems are upgraded.

Any UNL faculty, staff or student that observes area lighting that is not working should call the Facilities Service Desk at 472-1550.

January 2010

The 2nd Quarter injury reports showing a higher than normal in the caught in or under category; due to the bad weather, falls were slightly higher than usual. The good news is that UNL lost time injuries are less than 50% of the national average for universities.

The Committee voted to sponsor a Safety and Wellness Fair for UNL faculty and staff on the 19th of October, 2010. This is also the date of the CUSC Open Forum meeting. Christine Cary will be the CUSC coordinator. The Chancellor's Wellness Committee will partner with CUSC for this event.

*Want to volunteer for the Safety and Wellness Fair in October 2010?
Contact Dave Morgan (2-2442)*

UNL Police Department Assistant Chief informed the Committee that the Department is developing a standard operating procedure for assisting people with people with disabilities during emergency evacuations.

Please find a copy of the complete CUSC meeting notes posted at:
<http://ehs.unl.edu/committees/#cusc>

Interested in Web design and management? Know someone who is?

UAAD is currently looking for a dedicated volunteer to manage UAAD's online communications, including the UAAD Web site and the UAAD Twitter account, among other duties. This volunteer would also be a member of the UAAD board of directors. Help us to promote UNL employee administrative development! Interested parties should contact Helen Fankhauser at 2-6160 or hfankhauser1@unl.edu.

February 2010 Attendance Survey Results

2010-02 Attendance Survey

What keeps you from attending UAAD meetings?

1. **59/80** Too Busy at Work
2. **24/80** Other
3. **19/80** Programs Do Not Interest Me
4. **17/80** I Forget
5. **17/80** Noon on Wednesday No Longer Works for Me
6. **8/80** Do Not Receive Notification Reminder Early Enough
7. **3/80** I Miss the Lotus Notes Calendar Reminder
8. **1/80** Supervisor No Longer Allows Me Time Out of the Office

What Would Encourage You to Attend Meetings?

1. **19/80** Lotus Notes Reminder
2. **18/80** Other
3. **18/80** Different Program Topic
4. **13/80** Different Time
5. **13/80** Different Day
6. **11/80** Different Location
7. **4/80** Door Prizes

Reasons why people aren't attending:

East Campus to City Campus commute, Parking issues, Extended time away at lunch, PeopleSoft (SIS+) implementation, As staff is held to minimum levels, we are really busy just trying to get the work done, Short staffed over lunch hour, Would be hard to ask for an afternoon to attend a seminar unless the topic DIRECTLY relates to what they do.

Suggestions to encourage attendance:

Early morning or evening meetings, Combine UAAD/UNOPA, A little bit more promotion, maybe by reminding people more than once, Meet over the summer and not during the three coldest months of the year, Reach out to new faces, More networking activities/time, Changing the days the programs are offered throughout a semester might allow different people to take advantage of them, More outside speakers, At meetings, discuss ways that being a member of UAAD assists managerial/professionals in the University community and ways that UAAD is making an impact, Set up meetings to be more of a forum to discuss problems/problem solving and to discuss starting a union with attorney advice (this is how it was in the 80's)

Program topic ideas: Work/Family Balance, Something based on the book 'Getting Things Done', How to incorporate a healthy lifestyle into a busy life, Supervising Student Employees, General Supervisor Training, Ergonomics in the workplace, Devise programs that are more about UNL Goals & Priorities, more of a business orientation, College of Business in their management series.

We cannot meet everyone's expectations, but will do our best to achieve what works best for the majority. We will begin by sending out Lotus Notes reminders 1 1/2 to 2 weeks prior to each meeting and by re-scheduling our April meeting on East Campus. We will discuss suggestions for meeting times and days, and program scheduling. We know that with budget cuts that work efforts are most important, but we also know UAAD can effect change and plan to address the Dean's and Director's and request their encouragement and support for their employees to attend UAAD and provide input where necessary. Thank you again for taking the time to help us, help you!

~Helen Fankhauser

Workplace recognition (continued from Page 2)

I believe programs of this sort have very limited appeal. If someone must be chosen once a month or whatever the time period, every month, then the program forces someone to be chosen every month. This does not mean that the person necessarily did actually make such a difference during the month. This type of program also forces the time period in which people's efforts are evaluated to be finite. I believe that this fixed period recognition program soon becomes something of a joke to employees and they soon ignore them. They lose their meaning really fast.

A better route to take is to reward really well for work and effort that is exceptional. This cannot be at any fixed period, but should be periodic. This does mean that the recognition comes as somewhat of a surprise to all employees and not the once a month yawn. Also the reward should be exceptional too. This makes the recognition seem that much more worthwhile to even those who do not receive it.

Of course the form that the recognition takes also makes it that much more special for the recipient. Journals, newspapers, industry bodies, newsletters and other forms of public recognition are great vehicles to announce to the industry or area of the person's exceptional achievements.

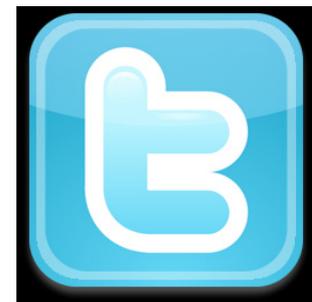
Naturally to be able to recognize a person that person's efforts have to be monitored constantly. This requires a different set of metrics than a once a month, "chosen out of a hat" approach. This requires constantly being aware of what each person is doing and determining whether their efforts are exceeding requirements consistently and the results they produce are exceptional.

For more on motivation and recognition, visit this article on how motivation works and what are the best ways to compliment and reward coworkers and employees:
<http://bit.ly/bkSr8H>

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