UAAD University Association for Administrative Development

UPDATE

Official publication of the University Association for Administrative Development

Volume 24, Issue 7 March/April 2010

Board of Directors

Elected Officers

President
Helen Fankhauser

President Elect
Nancy Myers

Secretary
Yoko Smith

Treasurer
Jenny Gilmore

Executive Members

Historian
Jeanne Wicks

Member-at-Large
Rick Haugerud

Standing Committees

Professional Development Coordinator
Vicki Highstreet

Founder's Day Coordinator
Alfred Stark

Nominating Chair
Jennifer Hellwege

Awards Chair
Julie Thomsen

Membership Chair
Linda Ratcliffe

Program Chair
Amy Ossian

Employee Liason Chair
Deb Dahlke

Communications Chair
Joel Gehringer

Webmaster
David Sockrider

Social Consciousness
Sara Weixelman

Bylaws Review Chair
Tasha Ward Armbruster

http://uaad.unl.edu

Spring sneaks up, brings great UAAD programs

President's Message

Dear UAAD Members,

I don't know about you, but April snuck up so fast I didn't even pull one April Fool's joke. The 2010 election of officers is upon us. We have a great slate of candidates and know those up for office will do a fantastic job. The ballot will be out soon. Please take the time to vote for your desired candidate!

Founder's Day was an overwhelming success with over 60 people in attendance. It was wonderful to see so many past president's and guests in attendance. Thanks to Al Stark for organizing Founder's Day and asking Dr. Owen's to deliver the presentation. I overheard several people stating his historical accounts of Abraham Lincoln and Justin Smith Morrill was inspiring! Also, thanks to Julie Thomsen and the awards committee for their hard work. Congratulations again to the winner's of the Oldt and Donaldson awards! They are prestigious awards. I encourage you to take the time to congratulate Debra Arent from Sponsored Programs, winner of the Carl A. Donaldson Award and Linda Arnold from the Office of Vice President/IANR Vice Chancellor, winner of the Floyd S. Oldt Award. Am sharing the thank you note from Linda Arnold, so you can hear what it meant to her to receive the award.

I just wanted to say thank you to all of you who had a part in making Wednesday, February 17, 2010, so very special for me. Being nominated for the Floyd S. Oldt Award for Exceptional Service & Dedication by my co-workers was a thrill and special in and of itself. Receiving the award was something that will put me on a cloud for a long time. Allowing me to bring my husband as a guest was kind of like frosting on the cake. Having my "boss" present the award was neat too. Thank you all so much!
Linda Arnold

Amy Ossian got us in 'in shape' for Spring! Monte Dickson, Vice President of Member

Continued on Page 2

Upcoming events

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, 11:30 a.m.
Tour the newly renovated Temple Building and picnic outside Woods Hall!

See page 3 for a full UAAD program listing!

President's Message (continued from pg. 1)

Services gave an insightful presentation Wednesday, March 17, 2010 on the topic of Financial Fitness. He revealed the truth behind the Free Credit Score ads, told us where to go to get a copy of our credit score for free and how often we can do so. He shared what factors go into a credit score, how to raise your score and how the credit score can affect you. The group was pleased to learn simple and immediate ways that they could start improving their credit score. The University Credit Union provides us with free Financial information! https://www.nufcu.org/Financial_Education.asp Debt in focus: http://www.nufcu.org/leavingsite2.asp?url=http://www.debtinfocus.com/?refer=UNebraska

Mark your calendars for April 21st and May 19th! Amy has lined up 'Going Green' in April, to be held on East Campus, and our annual year end picnic and Temple Tour.

~Helen Fankhauser
UAAD President

Program Primer: Going green in the office

This month, Suzan Lund from the Chancellor's Commission on Environmental Sustainability will speak on the topic of Environmental Wellness, just in time for Earth Day 2010 on April 22, and we take a look at ways to stay green in and around the office, courtesy of Brandi Cummings at http://bit.ly/argRe5.

Many of us want to be responsible citizens of the Earth. We think about the effects our lifestyles have on the environment. We are concerned about global warming. We want to ensure our children's future on this planet is one that still has clean air to breathe, an abundance of trees and wildlife, and clean water to drink. However, many of us also think that the sacrifices might be too great to "go green" in our own office. Good news. It's not as difficult as you think.

The average American office worker throws out about 150 pounds of paper per year. Paper manufacturing contributes to the deforestation of the planet and in America is responsible for 35 million tons of CO2 a year. So what can you do? Buy recycled paper. Make full use of that paper by printing on both sides and/or using paper that is only printed on one side for scratch paper. Do your proofreading and edits on your computer before printing to reduce the number of prints you make. Reuse file folders by placing new labels over the old ones. All of these changes are easy to make but have a big impact.

Another way you can go green in your office is as easy as changing a light bulb. In fact, it is changing a light bulb. Incandescent bulbs use 4 times more energy than is necessary to produce light. Halogen lights can get as hot as 1,100 degrees Fahrenheit. That's hot enough to cook an egg! Alternately, Energy Star certified compact fluorescent lights (CFLs) use 75% less energy to produce the same amount of light, last 10 times longer and produce less heat. If you feel like you need even more reason to switch to CFLs, consider that you will also save money over the lifetime of the bulb. Once you have made the switch to energy efficient bulbs, make sure lights are turned off when they are not needed. A great way to ensure that this happens is with motion sensors that will turn the lights off when everyone has left the room.

38% of all of the carbon dioxide emissions come from the electricity we generate. That electricity is used to power all sorts of things. A major drain on our electricity is all of our office equipment such as computers, copiers, printers, and fax machines. When going green with your electronics, you need to look at 3 factors. You need to consider the waste that is created in the manufacturing of the products, the effects on the environment when you use the products, and the waste that is created when you are done with the products. That may seem like a lot to think about but if you follow these simple guidelines,

Continued on Page 4

Social Consciousness March/April 2010

Our drive to accumulate donations for Camp Quality Heartland continues. Last month we raffled off a $30 gift card to the UNL Rec Center - Amy Ossian was the lucky winner! Be sure to plan on buying some tickets at the April meeting. Our prize this month is a pair of tickets to the Golden Dragon Acrobats at the Lied Center for Performing Arts!

~ Sara Weixelman
Social Consciousness Chair

Congrats to Tony Schkade!

Dr. Anthony Schkade will retire on Friday, May 14th, after 33-plus years as Assistant Director Registration and Records. He was in charge of the Registration side of the Registration and Records Office for his whole career at UNL.

A retirement 'open-house' reception will be held at the City Campus Union's Regency Suite, on Friday, May 7th, from 1-4 p.m. For those who cannot attend the reception, cards and letters can be sent in care of the Registration Office, 109 ADMS, campus zip 0416. Emails can be sent to 'aschkade@unl.edu'.

The University of Nebraska–Lincoln does not discriminate based on gender, age, disability, race, color, religion, marital status, veteran's status, national or ethnic origin, or sexual orientation.

2010 UAAD Program

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
11:30am FREE picnic (subs, chips and cookies) west of Woods Hall
12:30pm Tour the renovated Temple Building/ Media Center
**Please RSVP by Wednesday, May 12 to AOssian2@unl.edu.
Indicate whether you will be attending PICNIC ONLY/ PICNIC & TOUR/ TOUR ONLY

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

NEW @ UAAD MEETINGS:

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

THE FACULTY SENATE AND THE APC (Academic Planning Committee)

By Nancy F. Myers, UAAD representative to the Faculty Senate

The Faculty Senate is an elected governance body . The University of Nebraska-Lincoln participates in shared governance between the faculty and administration through the Faculty Senate. Established in 1974, the Faculty Senate is a representative body of 87 members elected by the faculty of the various departments and units of UNL. The Faculty Senate supports faculty governance and believes that shared governance is essential to creating a productive and rewarding academic environment for faculty and students as well as protecting faculty to pursue independent, scholarly research.

As per the University of Nebraska, Board of Regents' Bylaws the Faculty Senate is the governing agency for dealing with matters of interest to more than one college and acts as the official voice of the faculty of UNL. The Faculty Senate also advises and consults with student, staff, and administrative groups on matters of general concern which include, but are not necessarily limited to, the budget, institutional planning, library and computer operations, student academic conduct in the classroom, and the selection of academic-administrative personnel.

The Faculty Senate provides protection of academic freedom through the Academic Rights and Responsibilities Committee. The Faculty Senate has also established committees to deal with academic standards, curriculum, computing services on campus, commencement and honors convocations, employee benefits, honorary degrees and intercollegiate athletics.

The Academic Planning Committee is an advisory committee which can recommend changes in the areas of education, research and service. Before a change or elimination of a program is recommended, all persons connected to, or affected by, the program shall have access to all relevant information (including detailed budget data) and shall have an opportunity and a reasonable time to present data and opinions for the Committee to consider. In addition, the APC shall recommend an effective date for implementation of program changes or elimination which will permit a reasonable period of time for persons to prepare for changes in or elimination of programs which affect them

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.

The University of Nebraska–Lincoln does not discriminate based on gender, age, disability, race, color, religion, marital status, veteran's status, national or ethnic origin, or sexual orientation.

UAAD Announces 2010 Oldt and Donaldson Awards

Congratulations to the 2010 Carl A. Donaldson Award recipient, **Debra Arent**. She is an Assistant Director in the Office of Sponsored Programs with primary responsibility in the grant post award area. She came to UNL in October 1997 with Finance and Personnel IANR, and moved to Sponsored Programs in 1999. Prior to coming to UNL, Deb worked for the State of Nebraska. She served as a housing consultant for the Dept. of Economic Development, Community and Rural Development. Prior to her State employment, Deb worked for Brunswick Corporation, a defense contractor, where she was a quality analyst. Deb has an undergraduate degree in Business Administration with a minor in the Social Sciences and Management, from the College of St. Mary and obtained her Certified Research Administrator certification in 2007.

Also nominated for the Donaldson Award were **Cindy Roine**- Curriculum Coordinator Instructional Design & Development Office of Extended Education and Outreach and **Amber Mohr**- Museum Administrator/Curator of the Great Plains Art Museum.

Vice Chancellor John Owens and Debra Arent

Congratulations to the 2010 Floyd S. Oldt Award recipient, **Linda Arnold.** She is an Administrative Associate in the Office of the NU Vice President and Vice Chancellor of the Institute of Agriculture and Natural Resources. Linda has worked in administrative areas at the University including – Personnel, Accounting, Comptroller's Office, Chancellor's Office, and within IANR since 1981 in the Agricultural Research Division/Agricultural Experiment Station, and the IANR Vice Chancellor's Office. Linda completed her courses at Lincoln School of Commerce at 10 am on May 24, 1967, and started at the University of Nebraska-Lincoln in the Personnel Department (now called Human Resources) at 11 am the same day.

Vice Chancellor John Owens and Linda Arnold

Going green (continued from Page 2)

you will be able to minimize the negative impact your office equipment has on the environment.

The manufacturing of electronics uses a lot of resources. Electronics also account for billions of pounds of municipal waste each year. Just a few of the contaminants that electronics create are toxic heavy metals, lead, PCBs, mercury, and various acids. To lessen your office's affect on the number of new pieces of equipment that are manufactured, as well as end up in land fills, buy all-in-one machines that combine multiple functions into one. Whenever possible, get rid of machines completely by using services such as Internet fax. With an Internet fax service you get rid of the fax machine completely, as well as reduce the amount of paper and ink that gets consumed. Another way to decrease waste is to recycle machines that are no longer working and donate those that do to charities where they will stay in use.

25% of the total electricity used by all commercial buildings in the US is consumed by office buildings. When buying any new office equipment, look for Energy Star certified machines. This will make a huge difference in the amount of electricity that is used to run your office. For example, an Energy Star certified computer is going to be 52% more efficient than a standard one. Laptops also use a lot less energy than desktops, so consider whether this is a viable option for your office. Energy efficient machines are also going to have stand by options that will power down or go into sleep mode to conserve energy when not in use. Once the office is closing for the day, make sure that all equipment is powered off.

Taking these steps will get you on your way to going green in your office. And as I promised, they will help you make a significant impact without significant cost or inconvenience to you and your employees. And you thought going green was going to be hard.

KEEP UP WITH THE LATEST UAAD NEWS BY FOLLOWING US ON OUR WEBSITE and TWITTER!

uaad.unl.edu

www.twitter.com/unl_uaad

The University of Nebraska–Lincoln does not discriminate based on gender, age, disability, race, color, religion, marital status, veteran's status, national or ethnic origin, or sexual orientation.

UAAD Officer Election Information

For elected officer terms that begin **July 1, 2010**

How Elected

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.

Candidates for 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 Immediate Past President, and the fourth (optional) as Historian.

Responsibilities:

Understudy the President in conducting meetings and official business.
Assume the duties of the President when the President is absent.
When requested, work with the UNL administration to provide input to the Legislature concerning budget requests.
Serve as liaison to the Academic Senate.
Represent UAAD at campus meetings when President is unavailable.

Deb Dahlke

Current Position: Interim Director, Operation Analysis
Years with UNL: 3 years
Years with UAAD: 3 years

Currently, I am the Interim Director for Operations Analysis, and I am completing my second year as Employee Liaison Committee Chair for UAAD. I joined UAAD because of the networking opportunities with departments across the UNL campus. Through UAAD I have developed many working relationships, which have enhanced not only the performance of my job duties, but these relationships have also increased my enjoyment in being a part of UNL, by connecting with individuals from a multitude of areas. In addition, UAAD also provides many opportunities for professional development, which is essential in the growth of individuals and in the pursuit of excellence at UNL. Because of the significant changes presented by a decrease in available funding, it becomes critical that UAAD continue to offer quality, yet inexpensive, opportunities for development and networking at UNL. Serving in UAAD is not only an opportunity to work and interact with many quality people, but an opportunity to provide UNL employees an invaluable resource, as UNL continues to engage (as stated in the UNL Core Values) "academic, business and civic communities throughout Nebraska and the world."

(continued on page 2)

UAAD Officer Election Information (cont.)

For elected officer terms that begin **July 1, 2010**

Candidates for Secretary

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

Responsibilities:

- Records and distributes minutes of the Executive Board meetings to Board Members.
- Records (and distributes to Board members) minutes of the General Membership meetings which are electronically provided to general membership via the Update.

Kimberly Barrett

Current Position: Wellness Coordinator, UNL Campus Recreation
Years with UNL: 1.5
Years with UAAD: In my first year

Although relatively new to the University and UAAD, I am excited to be a part of an organization that can positively impact the personal and professional development of administrative professionals at UNL. Working in the health and wellness industry for the past 12 years, I have experienced first- hand the importance of continued education/development and collaboration. If elected as secretary, I believe I can contribute to membership recruitment and retention, community collaboration, and development of our organization.

Charlotte Frank

Current Position: Sr Human Resource Facilitator, Human Resources
Years with UNL: 6.2 years
Years with UAAD: 6 years

I have previously served on the Program Committee in 2005 and was UAAD Secretary in 2006. I would like to again have the opportunity to work with the Board in the continued effort to encourage membership and participation in this organization. During my membership in UAAD, I have had the opportunity to participate in surveys to determine what needs to be done to increase participation and in activities meant to market the organization for increased membership. I believe we are at a point in time when we need to make this a priority to ensure the future of this important organization which is needed to help us promote professional development and inclusiveness for our employees and is the foundation of our mission statement. If elected, I will make this my personal priority as Secretary of UAAD.

(continued on page 3)

UAAD Officer Election Information (cont.)

For elected officer terms that begin July 1, 2010

Candidates for Treasurer

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

Responsibilities:

Maintain financial records; receive and disperse funds.
Record payment of dues.
Prepare monthly Treasurer's Report for Executive Board review.
Corresponds with Membership Chair regarding dues payment, so the membership roster can be updated in a timely manner.
Answer questions the auditor may have regarding the review of UAAD's financial records.

Nicki Evans

Current Position: Financial Systems Training Specialist, Financial Services
Years with UNL: 2.5 years
Years with UAAD: 2.5 years

I am currently employed as the Financial Systems Training Specialist in Financial Services. I came to UNL in August 2007 from Nebraska Book Company where I worked for five years as Training and Support Specialist for an inventory control system used in college bookstores in the US and Canada. Since coming to UNL I have immensely enjoyed working in an academic environment full of progressive thoughts and ideas. I was encouraged to join UAAD right away and have since benefited from my membership in numerous ways. I soon found out that UAAD not only provides a good avenue for networking with other professionals at UNL but also provides fantastic opportunities for personal as well as professional development. I am interested in the UAAD Treasurer position because I want to help support and promote UAAD as being a very valuable asset to the managerial-professional staff at UNL. My experience as treasurer of various organizations has shown me the importance of this position in the continued growth of any group. As the Financial Systems Training Specialist at UNL, I appreciate the importance of accurate data and complete reporting which can only be achieved by a well organized treasurer.

Wanda J Wood

Current Position: Business Manager, Campus Recreation
Years with UNL: 8 years
Years with UAAD: 8 years

I have over 26 years of experience in the accounting field, the past 8 years at Campus Recreation. Serving as treasurer of UAAD will be a way for me to utilize my experiences to give back to the organization. I believe UAAD is prime for better things in the future, and I want to be a part of that. If elected, I promise to fulfill the duties of this office to the best of my abilities.