

December General Meeting

Please join us for our annual "Graze and Mingle" holiday gathering on Dec. 10, at 11:50 a.m. in the Atrium of Othmer Hall. We will be serenaded by Lincoln Southeast's Bel Canto group. Bring some food to share and enjoy the music with your campus friends. Happy Holidays!



UAAD Needs Your Help!

What types of programs interest you?

What professional development opportunities are you looking for?

What issues would you like UAAD to address?

At future UAAD meetings, idea cards will be provided at each table so you can help us make UAAD work for YOU.

Please take a few minutes at the next meeting to jot down ideas, comments, issues, etc. Thanks.

UAAD Update is an official publication of the University Association for Administrative Development

Visit the UAAD Web site at:
<http://uaad.unl.edu>



Update

December 2003 :: Volume 18 :: Issue 4

A note from the president

The end of the semester is just around the corner and before you know it, the university holiday break will be here and then 2004 is upon us. But before all this happens I'd like to take this opportunity to encourage you to do a couple things.

In many departments across campus, 2003 has probably provided more than the usual number of challenges, such as budget cuts, layoffs or being asked to do or accomplish more in less time and with fewer resources. It can be too easy to hunker down and not take part in activities that are also really worthwhile, such as recognizing the important contributions of fellow workers. Information has recently been sent out requesting nominations for the UAAD Oldt and Donaldson Awards and I'd like you use this opportunity to provide recognition for some of the OUTSTANDING staff that you know on this campus.

Whether its someone that has been nominated before (but wasn't selected), or you've seen the excellent managerial and service qualities exhibited by someone whose never been considered for one of these awards, please take the time now to nominate someone who you know is deserving of such consideration. Recognition by your peers is

something I'm sure past all past nominees will say is both humbling and greatly appreciated. If you like more information on these awards you can find it on the UAAD web site home page (PDF forms) or you can contact this year's Awards Chair, Constance Walter, myself, or any of the other members of the UAAD Executive Board.

I would also like to encourage you t to come to this year's upcoming programs, including this month's Graze & Mingle that is being held on Dec. 10 in the Othmer Hall atrium. (More information about this fellowship opportunity is contained in this UPDATE.) Your active participation and attendance at monthly programs is important—please make the effort to attend and you'll find that the time invested is both enjoyable and enlightening.

HAVE A GREAT HOLIDAY SEASON!!!!



UAAD General Membership Meeting

November 19, 2003, City Campus Union

President Randy Leach called the meeting to order at 12:05 p.m.

The business portion of the meeting was moved until after the program.

Two guests were introduced.

Randy pointed out the yellow "UAAD Idea Cards" on the tables requesting ideas for programs, professional development activities, issues for UAAD to address and other comments. Members were asked to fill these out and submit them to any Executive Board member.

Randy also mentioned that the Chancellor sent a preliminary response to our resolution for a UAAD member to represent UAAD on the Academic Planning Committee. The preliminary response was not favorable, although he will take our request to the senior administration. UAAD will eventually receive a final response. The Academic Senate is still supportive of the resolution.

Randy introduced Mary LaGrange, Program Committee Chair, who reminded everyone about the Dec. 10 Graze and Mingle to be held in the Othmer Hall lobby. No business meeting will be held and everyone is welcome to bring a dish to share. Mary also noted the Jan. 21, 2004 UAAD/UNOPA joint meeting. Dave Landis will be the speaker and the meeting will be held at the East Campus Union.

Mary LaGrange, Program Committee Chair introduced Professor David Harwood, Geosciences, who talked about the ANDRILL (Antarctica Drilling) Program.

A short business meeting was held at the conclusion of Professor Harwood's presentation.

Officer and Committee Reports:

President, Randy Leach:

Randy reminded everyone to get their nomination in for the Donaldson and Oldt Awards to be presented at the annual Founder's Day meeting in February.

Amy Lanham will be the new UAAD representative to the Employee Assistance Advisory Program.

Treasurer, Al Stark:

Check the Update for the latest financial report.

Employee Liaison Committee, Dave Morgan:

Members will be receiving an e-mail shortly with a short survey regarding domestic partner benefits.

Membership Committee, Marilyn Fenton:

Marilyn reminded everyone to renew your membership if you haven't already done so. Please remind others and recruit new members as well.

Approval of Minutes: Minutes from the October 15, 2003 general membership meeting were approved as written.

The meeting was adjourned at 1:04 p.m.

Respectfully submitted,

Cindy Bell, UAAD Secretary

Videos Available

In April 2003, UAAD and UNOPA held a joint panel discussion to inform our members about the issue of domestic partners benefits. This panel discussion was videotaped and is now available for viewing. If you would like to check out a tape, please contact Kathy Notter at 472-5560 or knotter2@unl.edu.

Recognize Your Peers

Now is the time to think about nominating your favorite boss or co-worker for the Carl A. Donaldson Award for Excellence in Management or the Floyd S. Oldt Award for Exceptional Service and Dedication to UNL. You can find forms for both on the front page of the UAAD Web site: <http://uaad.unl.edu>. Information about each award is included with the nomination forms. You can also read about the awards and see a list of past winners at <http://uaad.unl.edu/committees/awards.htm>.



General Membership Meetings

11:50 a.m.

December 10, 2003

UAAD Monthly Treasurer's Report

Alfred Stark, Treasurer

Current Account Balances —12/01/03

University of Nebraska Foundation - Cash Balance Activity

Beginning Balance	\$1,685.00
Gifts	<u>15.00</u>
Ending Balance	\$1,700.00

US Bank - Demand Deposit Account

Beginning Balance	\$4,012.69
Dues	576.00
Interest Earned	<u>.04</u>
Ending Balance	\$4,588.73

Bursar Account

No Activity or Balance

Total Assets

UN Foundation	\$1,700.00
US Bank	<u>4,588.73</u>
Total	\$6,288.73

New Employee Orientation

Human Resources recently revamped and improved the New Employee Orientation program.

The purpose is to provide a warm and enthusiastic welcome to new employees; share information on services, benefits and programs; and help employees understand that everyone contributes to making UNL a quality place to work and learn. Research also indicates that an NEO program reduces employee turnover and helps employees reach full productivity faster than those organizations without an introduction.

The goal is to have new employees attend a session during their first 30 days of employment. The sessions take place on Thursdays at 1:30 p.m. Upcoming dates are:

- Jan. 15

All sessions are at the Nebraska Union, City Campus. Employees attending New Employee Orientation may park at the 17 and R streets parking garage. Employees may use a temporary parking permit. Free shuttles will take them from the garage to the Union at 14 and R streets. Employees may bring their own snacks and beverages.

To make a reservation, arrange for accommodation assistance, or for information, contact Nanda Ramanathan, Department of Human Resources, 472-3106 or 472-3101, or email rramanat@unlnotes.unl.edu. Employees also may refer to the online information at <http://busfin.unl.edu/hr/neo.htm>.

UAAD Executive Board

Randy Leach
President/President
rleach1@unl.edu

Phyllis Geary-Tomkiewicz
Professional Development
pgeary2@unl.edu

Tad McDowell
Vice President/President Elect
mcdowell1@unl.edu

Marilyn Fenton
Membership Chair
mfenton1@unl.edu

Cindy Bell
Secretary
cbell1@unl.edu

Roxane Gay
Publicity Chair
rgay2@unl.edu

Alfred Stark
Treasurer
astark1@unl.edu

Julie Hagemeyer
Past President
jhagemeyer1@unl.edu

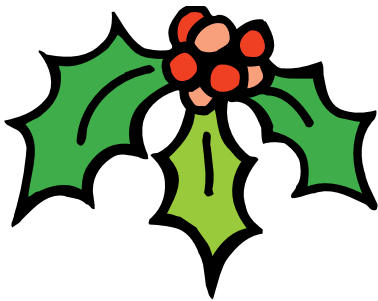
Dave Morgan
dmorgan1@unl.edu
Kathy Notter
knotter2@unl.edu
Employee Liaison Chairs

Jim Main
Historian
jmain1@unl.edu

Mary LaGrange
Program Chair
mlagrange1@unl.edu

Duane Mohlman
Member at Large
dmohlman@unl.edu

Making the Most of the Office Holiday Party



Your company's holiday party is just around the corner—time to let loose and party hearty with your coworkers after a long year, right? Wrong.

According to Hilka Klinkenberg, founder of Etiquette International, a firm specializing in business etiquette, the cardinal rule is to remember that no matter how festive the occasion, it's still about business. Don't fall off the fast track to success or risk damaging your professional reputation in one night of inadvertent blunders. Klinkenberg offers the following advice to ensure a smooth and enjoyable evening.

Eat drink and be merry—in moderation. Where else but the office party can you find the CEO and the mailroom clerk bellied up to the bar together? Beware of the spiked eggnog, though. Alcohol plus you and your boss can equal Monday morning's "I can't believe I said that." If you do choose to drink, do so minimally.

Dress appropriately for the occasion. Klinkenberg says this rule especially applies to women who sometimes use company parties for strutting their stuff. Anything short, tight or revealing should stay in the closet; you've worked hard to create a professional image and revealing clothes can alter your coworkers' and boss's perception of you as a competent professional. Unless you want to be the subject of post-party gossip, leave the party dress at home.

Your company party may be the only time you see the president, CEO or VPs in person. Introduce yourself. This is a great opportunity to become visible to your organization's higher-ups. At the very least, don't spend the entire evening with your regular office buddies. Get in the holiday spirit and mingle with people from other departments.

Clarify exactly who is invited to the event with the party coordinator. Spouses, boyfriends and girlfriends are not necessarily always on the guest list. Find out beforehand to avoid a potentially uncomfortable evening.

If you've been a star performer in your organization this year, you may be honored with a toast. Accept the honor gracefully, but don't drink to yourself or clap when others are applauding you. Also, make a toast to the person who toasted you, thanking him for the recognition.



Pay attention to the time you arrive and the time you leave the event. Even if you don't really want to attend, avoid arriving 20 minutes before it ends just to make an appearance. On the flip side, don't party until the wee hours of the morning either. Both errors in judgment will be noticed.

Be sure to thank the person who coordinated the party. He or she likely put in a great deal of effort hoping you would have a good time. Not only is saying thank you the nice thing to do, it also makes you stand out from all those employees who don't.