

Keeping track of your career

Have you ever wanted to learn how to keep track of your professional career so you have the needed information at your fingertips?

The University Association for Administrative Development and the University Of Nebraska Office Personnel Association are sponsoring a workshop, Professional Documentation of YOUR Career.

Workshop dates:

- Jan. 22, 9-10:30 a.m., East Campus Union
- Jan. 29, 9-10:30 a.m., Nebraska Union, City Campus
- Speaker: Kelli Kapustka Smith, Career Services
- Cost: Free to All!

Pre-register to Tish Roland (proland1@unl.edu) or just join us.

Graze and Mingle Dec. 11

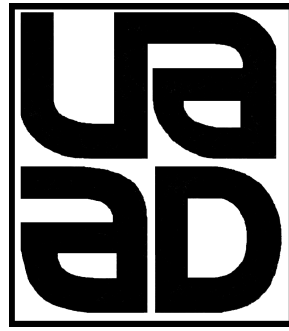
Graze and Mingle, UAAD's annual holiday get-together, is Dec. 11 at noon in the the Nebraska Center for Continuing Education on East Campus. Those attending are asked to bring food to share with others. There will be a brief meeting, but the focus is on grazing and mingling. Please bring a friend; it's a great way to introduce them to UAAD.

General Membership Meetings, 11:50 a.m.

Dec. 11 (Graze and Mingle), Nebraska Center for Continuing Education
Jan. 14, joint meeting with UNOPA, Champions Club
Feb. 19, TBA
March 19, TBA
April 16, TBA
May 21, TBA



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



Update

December 2002-January 2003
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Resolve to Give Yourself a Gift Second Semester

By Julie Hagemeyer
UAAD President

'Tis the Season to give gifts and make resolutions! UNL's two campuses are rich with possibilities if you are looking for gifts to give colleagues, loved ones, or perhaps even yourself! Make a resolution right now to give the gift of UNL.

Here are some possibilities:

- Be among the first to see a film in the Mary Riepma Ross Film Theater in the Ross Media Arts Center.
- Treat yourself to an evening with UNL's performing arts entities performing in the Lied Center for Performing Arts, Kimball Recital Hall, Johnny Carson Theater, Howell Theatre, or Studio Theatre.
- Spend time strolling through the Great Plains Art Collection/Christlieb Gallery or Lentz Center for Asian Culture both at Hewit Place or Sheldon Art Gallery and Sculpture Garden or the Eisentrager Howard Gallery in Richards Hall or the Rotunda Gallery in the Nebraska Union.
- Indulge in a host of treats at UNL's Dairy Store (you can go on a diet in January).
- Surround yourself with the creativity of the Robert Hillestad Textiles Gallery and the International Quilt Study Center in the Home Economics Building.
- Spend some quiet time at Love Library. You will always find something interesting in the Archives, Special Collections or Gardens.
- If you love coffee, spend a half-hour

getting your caffeine fix for the day and watch the students go about their daily activities. It's an excellent study in human nature.

- If giant mammoths are more your speed, visit Archie and friends at the University of Nebraska State Museum.
- Ever wonder what happened to those great alumni? Check out the lobby display and the library at the Wick Alumni Center. They have great gift ideas as well.
- Treat yourself and a friend to workout time at Campus Rec. Ask for a list of the many and varied programs they have to offer.
- Cheer on the Huskers at the men and women's basketball games and later in the season the baseball and softball Teams in their fabulous new venue.
- For something a little out of the ordinary, check out the Larsen Tractor Museum.
- Lectures and special readings abound. Wouldn't that be a welcome lunch hour break? You'd be feeding your mind as well as your stomach.
- Take a walk around a section of campus. Absorb both the building and the landscape architecture that makes our campuses so unique. Besides the exercise always does one good.

Remember that giving a gift to someone doesn't have to include a "purchase". Give them some of your time, energy and enthusiasm. Hope you will take a suggestion or two and "resolve" to give yourself and your friends the "gift" of UNL.

Happy Holidays!

UAAD General Membership Meeting

UAAD General Membership Meeting

November 20, 2002

Nebraska Union, City Campus

Vice President Randy Leach called the meeting to order at noon.

Approval of Minutes: Minutes from the October general membership meeting were approved as amended.

Officer and Committee Reports:

Russell Bartholow, Awards Committee – Russell presented posters announcing the Oldt and Donaldson Awards and passed around applications for each. The deadline for applications is January 17. He encouraged UAAD members to nominate people for both awards.

Anne Mulligan, Membership Committee – Anne announced three new members: Doni Boyd, Institutional Research & Planning; T.J. Kripal, Custodial; and Walter O'Farrell, Technology Transfer. Guests Judy Montgomery, Matt Leonard and Connie Johnson were introduced.

NU Values Update: Roshan Pajnigar from Human Resources gave an update on NU Values, the University's new compensation system that is replacing the existing 20-year-old system. Five job families, which were chosen because they were focused in only a few departments, have been rolled out – Healthcare, Public Safety, Materials Management/Print Production, Information Technology and Library Services. 600+ employees are now covered by NU Values. Human Resources is running three training sessions – Orientation, Job Analysis and Performance Management – for employees and supervisors in the roll out families.

Program Committee, Rick Haugerud – Rick read over the list of programs for the rest of the year and reminded people of the earlier date for the Graze and Mingle – the pot luck meeting Dec. 11 at noon at the Nebraska Center. He then introduced the speaker, Arnold Bateman, Associate Vice Chancellor for Extended Education.

Vice Chancellor Bateman discussed the future of distance education and how the elimination of the Division of Continuing Studies will impact it. Some

DCS employees have been transferred to Extended Education but close, working relationships will have to be developed with the academic colleges to replace services that DCS provided in the past. A transition team – Randy Leach, Elmer Smith and Carol Ash – has been formed to address this. Extended Ed will also work more closely with county extension offices.

Also, all four NU campuses will be creating a strategic plan for distance education. They will be looking at how to serve distance education students better and hope to improve services to both distance ed and on-campus students in the process.

There are currently 16 graduate programs delivered via distance ed – 14 master's and two Ph.D. programs. Teachers College has the largest percentage of distance ed students. The Master's in Entomology was highlighted as an innovative and highly successful program delivered via distance education.

After concluding his presentation, Vice Chancellor Bateman answered questions from UAAD members.

President, Julie Hagemeyer – Julie thanked members for attending the Chat with the Chancellor last month. She said we should check the UNL website for more information on the budget reduction e-mail Chancellor Perlman sent out, warning that we may want to prepare ourselves for another round of cuts in January. Julie encouraged members to get to know their state senators and talk to them about concerns over further budget cuts. Five UAAD members are currently serving on the University Ambassadors Committee, which does informal lobbying on behalf of the university. If anyone has concerns about their department's response to the Gallup survey, please let Julie know. Julie and Chris Carey, the UNOPA President, recently met with Human Resources. Lastly, the Employee Liaison Committee still has no chair but the committee will meet immediately after the meeting.

The meeting was adjourned at 1:05 p.m.

Respectfully submitted,
Marilyn Fenton, UAAD Secretary

UAAD seeks nominations for Oldt, Donaldson awards

The University Association for Administrative Development is seeking nominations for the Carl A. Donaldson Award for Excellence in Management and the Floyd S. Oldt Award.

The Donaldson Award is given to employees who exemplify superior organizational skills, promote teamwork, communicate effectively, pursue professional growth and support subordinates' growth in professional development. The award is given annually in honor of Carl A. Donaldson, a graduate of NU who founded UAAD in 1961.

The Oldt Award honors employees in managerial/professional positions who display exceptional service and dedication to UNL and are creative, innovative and active in the University community. Oldt, a former superintendent of Abel Construction Company in Lincoln, was a generous contributor to many humanitarian and civic organizations.

Recipients receive praise from peers, a plaque and a \$1,000 stipend. Any non-faculty permanent employee who has been at UNL for five years or more with a 50 percent or greater FTE and holds management responsibilities is eligible. Members of the UAAD awards committee, the chancellor's cabinet and past recipients are ineligible.

Upon receipt of a completed form, the UAAD Awards Committee will promptly send a cover letter and supplemental questionnaire to the immediate supervisor and two references. The Awards Committee will contact the nominee as to whom the nominee wishes to use as their two references. When nominating an individual, please allow time for the supervisor and two references to complete their supplemental questionnaires by the January 17, 2003, deadline.

Past award recipients

Donaldson Award

2002 Mark Schroeder
2001 Kenda Scheele
2000 James Mai
1999 C.W. "Butch" Hug
1998 Marilyn Bugenhagen
1997 Dan Duncan
1996 Delwyn Dearborn
1995 Al Papik
1994 Bruce Currin
1993 D'veen Buss
1992 Stan Campbell
1991 Glen Schumann
1990 Alan Moeller
1989 Viann Schroeder
1988 Richard Mills
1987 Bud Dasenbrock
1986 James Knisely
1985 Theodore Pfeifer
1984 Douglas Zatechka
1983 Harley Schrader
1982 Daryl Swanson
1981 Elvis Dickason
1980 James Van Horn
1979 Joseph Pospichal
1978 Ray Coffey
1977 Charles Koopmann
1976 Terry Tallon
1975 Roy Rasmussen
1974 Ruth Michalecki
1973 Ronald Wright

Oldt Award

2002 Sally Buchholz
2001 Polly Putney
2000 Howard Parker
1999 Raye Moulton
1998 Rosalee Swartz
1997 Linda Roos
1996 Linda Rossiter
1995 James Peterson
1994 Lisa Schmidt
1993 Roshan Pajnigar
1992 Kim Todd

For more information, visit <http://uaad.unl.edu/committees/awards.htm> or contact Russell Bartholow at 472-7806 or rbartholow2@unl.edu.

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New Members:

Thomas "TJ" Kripal, Facilities
Management, Custodial
Walter O'Farrell, Office of Technology
Transfer

Mentoring Program returns

The Department of Human Resources is pleased to announce that the UNL Mentoring Program will begin again in January, 2003. The Mentoring Program promotes professional development and a sense of community across campus, and more than 1,000 people have participated since 1992.

The 2003 Mentoring Program will continue with the "Branching Out" component, which was developed in 2001. This model allows individuals to participate in the traditional two-person mentoring relationships or small group partnerships based on shared interests. It also recognizes that everyone at UNL has something to contribute and something to learn.

The program is designed to be flexible, which allows participants to structure their own partnerships. This includes setting their own goals, determining meeting times/location and agreeing on a time commitment that is acceptable to all partners. Individuals are matched with others

from the campus community based on the information provided on the mentoring questionnaire, which is currently being sent to UNL office/service and managerial/professional staff. Several topics of interest are suggested, but if there are others that are not listed, please identify those on the questionnaire. HR will sponsor two-three events during the year.

The events/presentations are based on suggestions from the group and are held at different venues on or near the campus.

If you are interested in participating in the Mentoring Program, please complete the questionnaire, which you will receive via campus mail. The questionnaire also is available at <http://busfin.unl.edu/hr/mentoring/index.html>.

Please return the questionnaire by Dec. 16 to Polly Putney, Human Resources, 32 Canfield Administration Building, 0442. If you have questions, contact Human Resources at 472-8036 or 472-3101.

New Employee Orientation

New Employee Orientation (NEO) for managerial/professional and office/service staff is coming "alive" Thursday, Dec. 12, from 1:30 to 4:30 p.m. For the past three years, new employees accessed the NEO website for information regarding UNL. Based on suggestions from campus to reinstate an interactive and informational session for new employees, HR has revamped and improved the New Employee Orientation program.

The purpose of the program 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 such an introduction.

The goal is to have new employees attend a session during their first 30 days of employment. The dates are:

- Thur., Dec. 12, 1:30 – 4:30 pm
- Thur., Jan. 16, 1:30 – 4:30 pm
- Thur., Feb. 13, 1:30 – 4:30 pm
- Thur., March 13, 1:30 – 4:30 pm
- Thur., April 17, 1:30 – 4:30 pm
- Thur., May 15, 1:30 – 4:30 pm
- Thur., June 19, 1:30 – 4:30 pm
- Thur., July 17, 1:30 – 4:30 pm
- Thur., Aug. 14, 1:30 – 4:30 pm
- Thur., Sep. 18, 1:30 – 4:30 pm
- Thur., Oct. 16, 1:30 – 4:30 pm

All sessions will be held at the Nebraska Union on City Campus. Employees attending New Employee Orientation may park at the 17th and "R" Streets parking garage.

Employees may use the temporary parking permit. Free shuttles that will take them from the garage to the Union at 14th and "R" Streets. Because of budget concerns, HR will no longer provide beverages or snacks, so employees may bring their own.

To make a reservation, arrange for accommodation assistance, or for information, contact Nanda Ramanathan, Department of Human Resources, at 472-3106 or 472-3101 or email ramanat@unlnotes.unl.edu.

Employees may also refer to the online information at <http://busfin.unl.edu/hr/neo.htm>.

UAAD Monthly Treasurer's Report

Current Account Balances: 12/1/02

University of Nebraska Foundation - Cash Balance Activity

Beginning Balance	1505.00
Gifts	15.00
Ending Balance	1520.00

First Bank - Demand Deposit Account

Beginning Balance	3,729.39
Training Seminar	100.00
Refreshments	17.20
Update printing	650.14
Dues Deposited	170.00
Ending Balance	3,132.05

Total Assets:

Foundation	1,520.00
Checking Account	3,132.05
Total	4,652.05