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Update on Web site only

This is the first issue in which the UAAD newsletter will appear on the UAAD Web site only, <http://uaad.unl.edu>.

Each month, an e-mail will be sent to UAAD members as a reminder to look for the newsletter on the Web. Questions? Contact Connie Walter at 472-8309 or cwalter3@unl.edu

Mark your calendars

UAAD General Membership meeting

Wed., March 20
11:45 a.m.

Great Hall, Esther L. Kauffman Center
Topic: J.D. Edwards Honors Program
Speakers: Gordon V. Karels, past interim director of the J.D. Edwards Honors Program; and David Keck, associate dean, College of Business Administration.

Chat with the Chancellor

Thu., April 18, Noon-1 p.m.
East Campus union

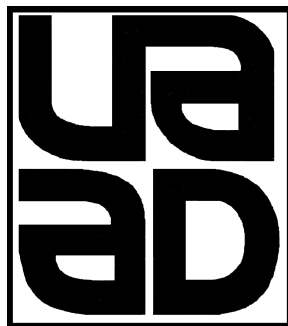
UAAD 2001-02 meeting dates

Feb. 20
Mar. 20
Apr. 17
May 15



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

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



Update

March 2002
Volume 14, Issue 6

Buchholz, Schroeder win Oldt, Donaldson awards

The University Association for Administrative Development conferred awards on two of its members at its Annual Founder's Day Awards Luncheon on Feb. 20, 2002. Sally Buchholz received the Floyd S. Oldt Award for Exceptional Service to the University and Mark Schroeder received the Carl A. Donaldson Award for Excellence in Management.

The Oldt Award is given to a person who devotes significant time and energy in service to the university, shows creativity and innovation, and who unselfishly serves UAAD, his or her department and the community at large.

Buchholz is the Annual Fund Director at the University Foundation. She previously served as publications coordinator, assistant director of publications, manager of publications and photography, and interim director of public relations.

One of her nominator's said, "I couldn't have asked for a better employee – hard working, dependable, committed, articulate, fair – she always went the extra mile."

Other finalists for the Oldt Award were Pat Amedeo, Director of Data Entry; Mark Davis, Academic Adviser for the College of Business Administration; Mark Powell, Assistant Director of Intramural Sports at Campus Recreation; Pat Smith, Payroll/Data Entry Coordinator, IANR Finance and Personnel; Al Stark, Manager of Clientele Services for IANR Communication & Information Technology; and Pat Tetreault, Sexuality Education Coordinator, University Health Center.

The Donaldson Award recognizes excellence in management. Selection criteria include communication and conflict resolution

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J.D. Edwards Honors Program topic of meeting

Gordon V. Karels, past interim director of the J.D. Edwards Honor Program, and David Keck, associate dean of the College of Business Administration, will speak at the March UAAD general meeting. Keck recently was named director of the program. Karels and Keck will discuss the program – its past, present and future – as well as the facility in which it is housed, the Esther L. Kauffman Academic Residential Center. The meeting will be held in the Great Hall (first floor) of the Esther L. Kauffman Academic Residential Center, located directly north of the City Union, 11:45 a.m., Wed. March 20. A brief tour of the facility will follow the program.

On May 7, 1998, a Denver couple made

the largest gift any individual had ever made to the University of Nebraska. C. Edward and Carole L. McVane's five-year gift commitment of \$32 million made it possible to develop the J.D. Edwards Honors Program in Computer Science and Management – a joint program between the College of Business Administration and the Department of Computer Science.

The program provides students with a living and learning environment, housed in a high-tech residential center where they could draw on expertise and mentoring. The program, now in its third academic year, is an innovative education program that

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UAAD General Membership Meeting

UAAD General Membership Meeting
Wednesday, February 20, 2002
Founders Day Celebration – Nebraska City Union

President Jim Main called the UAAD General Membership meeting to order at 11:57 a.m.

Approval of Minutes: Minutes from the Jan. 16, 2002, General Membership meeting were approved as written.

Committee and Officer Reports:

President's Report - Jim Main: Jim began by thanking everyone for joining UAAD for its 40th Anniversary/Founders Day celebration. Jim encouraged UAAD members to access the UAAD Web site to view the results of the managerial/professional survey that was conducted last year. During the March general membership meeting we will vote on proposed bylaws changes regarding the approval process of new members. This change and other minor changes are on the UAAD website for members to review before we vote.

Publicity/Public Relations - Connie Walter: The UAAD Update will now be available only electronically. UAAD members will get an email reminder indicating when it is available on the web. The UAAD web address is <http://uaad.unl.edu>.

Professional Development - Vicki Highstreet: UAAD will sponsor a financial freedom workshop on March 12 and 13. The workshop is free to UAAD members, but advanced registration is required. Non-members may attend at a cost of \$10.

Acknowledgements - Jim Main: Jim thanked the chairs of Founders Day (Rick Haugerud) and Awards (Rachelle Setsodi) and their committee members for all of their hard work.

Awards Committee - Rachelle Setsodi: Rachelle thanked her committee for their efforts. She also thanked those who nominated individuals for the Oldt and Donaldson awards and those who wrote letters of support. She then acknowledged past winners of the Oldt and Donaldson awards.

Speaker Introduction: Jim Main introduced Chancellor Harvey Perlman.

Chancellor Perlman said the awards were very important because we don't recognize our outstanding employees nearly enough. He thanked the Awards Committee then introduced and congratulated the winner of the Donaldson Award, Mark Schroeder, Farm Operations Manager, Agricultural Research and Development Center. Mark thanked UAAD, his staff, colleagues, superiors, and family. Chancellor Perlman then recognized the other nominees for the Donaldson Award.

Chancellor Perlman introduced and congratulated the winner of the Oldt Award, Sally Buchholz, Director Annual Fund, University of Nebraska Foundation. Sally thanked the Awards Committee, her colleagues from Public Relations & Photography as well as her new colleagues from the Foundation. She gave a special thanks to Vi Schroeder who first hired her to UNL and introduced her to UAAD. Chancellor Perlman then recognized the other nominees for the Oldt Award.

Before taking questions, Chancellor Perlman briefly addressed the budget reduction process. He said the university is in a very

tough time economically, but we are lucky to have an open process for handling the reductions. He vowed to listen and carefully consider all recommendations given to him regarding budget reduction. He went on to state that this will be a very odd time for UNL as we simultaneously reduce budgets in some areas and invest in our academic priorities. Chancellor Perlman then opened the floor for questions.

In answer to a question about how he "gets the pulse" of managerial/professional staff, Perlman said partly through the e-mails he receives and from the UAAD leadership. He also hopes that the budget reduction process will make employee views clear.

Chancellor Perlman reviewed the prioritization process a bit and explained that around 100 programs were submitted for the prioritization process. Of those 100, 55 submitted pre-proposals. The Academic Planning Committee reviewed those 55 pre-proposals and recommended that ten submit full proposals. Perlman kept nine of their ten proposals, and added six of his own. His best guess is that the Regents will mandate that \$6 million system-wide go to Programs of Excellence. Likely \$3 million will go to UNL. He also pointed out that while all of the priorities are academic programs, there are many nonacademic programs that remain priorities and thus far have been spared in the budget reduction process.

When asked if UNL was looking at nontraditional ways of raising revenues, Perlman said we have begun doing this. One example is the pouring rights given to Pepsi. We have one of the best contracts of this kind in the country. We may look at more creative ways to raise money and we are always looking for private funds.

In addition to the budget reductions, we must keep in mind that we have increases in expenditures to deal with as well. Insurance and utilities have risen tremendously.

Perlman said there is much good news for UNL. We have hired some very gifted new faculty members. The Office of Admissions is experiencing very positive changes which will lead to stronger classes of incoming students. Additionally, all of the little things happening at the departmental level make UNL a really good place.

When asked about domestic partner benefits, Perlman said it makes sense to extend these benefits. However, we are in an election year and this is a very political and emotional issue, which may make it difficult to pass.

Perlman was asked what his feelings are regarding distance learning. He said he is for it and we are researching ways we can best make it work for our campus.

Finally, Perlman was asked if consideration was being given to staff buy-outs similar to faculty buy-outs that have been used in the past. He relayed concerns about losing our best and most experienced employees and stated that he was not sure UNL would be better off in doing this.

The meeting adjourned at 12:57p.m.

Respectfully submitted,
Vicki Fisher

UAAD BUDGET ACTIVITY for FY 2001-2002 – Year-to-Date Activity Monthly Report –March, 2002

Category	Budget approved 10-2-01		
Revenues —	Budget	Actual	Actual % Budget
110 Foundation	\$180.00	\$ 105.00	58.33 %
120 VCBF Donation	500.00	500.00	100.00
130 Membership Dues	2,130.00	2,122.00	99.62
140 Workshop Fees	250.00	0.00	0.00
150 Luncheon Fees	300.00	370.00	123.33
160 Oldt Reimbursement	250.00	485.21	194.08
170 Interest	20.00	3.10	15.50
180 Misc. (Mugs, etc.)	15.00		
Total Revenues	\$3,630.00	\$3,600.31	\$99.18
Expenses —	Budget	Actual	Actual% Budget
210 Prior year expenses	\$0.00	\$0.00	-----
220 Administrative	200.00	64.40	32.20 %
230 Publicity/Newsletter	850.00	670.26	78.85
240 Employee Liaison	50.00	200.00	400.00
250 Historian	80.00	0.00	0.00
260 Professional Development	900.00	2.47	0.27
270 Programs	800.00	0.00	0.00
280 Nominations/Elections	200.00	0.00	0.00
290 Membership	100.00	21.60	21.60
300 Awards	250.00	0.00	0.00
305 Founders Day	200.00	327.78	186.39
310 Service Charges	0.00	0.00	0.00
Total Expenses	\$3,630.00	\$1,331.51	36.68
Revenue Less Expenses	\$2,268.54		

UAAD ACCOUNT BALANCES Monthly Report — March, 2002

Account	Beginning Balance	Credits/Debits	Ending Balance
UN Foundation	\$1,370.00	\$ 00.00	\$1,370.00
Checking	\$2,975.99	\$430.26 credit 742.78 debit	\$2,663.47
Cost Center Acct	\$324.65	\$57.55 debit	\$ 267.10
Net assets	\$4670.64	\$4,300.57	

Expenses for Founders Day (as of 3-1-02): \$742.78

Catered meals revenue: \$380.00 (40 meals) Net expenses: \$372.78

Questions: contact M. Carlson, Treasurer at 2-8459 or e-mail to mcarlson3@unl.edu.

Bylaws change eliminates need to have exec board OK new UAAD members

Last fall, Jim Main, President, asked Duane Mohlman, Past President, to review UAAD bylaws.

This review was precipitated by a member's request to eliminate the Executive Board's need to "approve" new members. Over the past few months, the Executive Board has reviewed and approved the necessary proposed bylaw changes in order to make this request possible.

In addition, the Board also approved two other minor changes: moving the deadline for paying dues from November 30

up to October 31 (Article IV, Section 2); and eliminating the requirement that the Secretary keep a current record of membership (Article V, Section 2c).

The final step is to bring the proposed bylaw changes to the UAAD membership. Members present at our March general membership meeting will be asked to vote on these three proposed changes.

Please note that the proposed bylaw changes are currently available for your review on the UAAD web site (<http://uaad.unl.edu>).

Awards _____

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skills, promotion of teamwork, and skills in planning, delegating and decision-making as well as commitment to professional development.

Schroeder is the Operations Manager for biological systems engineering activities at the Agricultural Research and Development Center near Ithaca and the Rogers Memorial Farm. He is responsible for overall management of all agricultural duties at the 3,500-acre ARDC, a job that requires much coordination, planning and timing among a variety of individuals.

One of his references stated, "Mark is an innovative manager, a remarkable professional, and a notable contributor to the UNL community."

Other finalists for the Donaldson Award were Pat Amedeo, Director of Data Entry, and Kim Phelps, Assistant Vice Chancellor for Fiscal Affairs.

- Rachele Setsodi

Kauffman Center _____

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prepares graduates to use computing foundations, information technology and business principles to meet the challenges of industry.

One of the newest buildings on the UNL campus, the 82,500-square foot Kauffman Center opened in the spring of 2001, and is unlike any other facility on the University of Nebraska campus. It is both a residential hall and classroom building – a unique combination that expands the traditional boundaries of education and provides increased opportunities for informal discussion, networking, and group problem solving.

The meeting and discussion will be both interesting and informative for members of UAAD. Please allow time to tour the Kauffman Center.

- Pam Murray

New members

Welcome two new members:

- Kathryn Notter, Computer Support, C.I.T
- Douglas Beals, Facilities Planner, Facilities Planning & Construction.

Human Resources offers professional development opportunities

The Department of Human Resources will be offering the following schedule of professional development opportunities. Reservations may be made by contacting Nanda Ramanathan at 472-8031 or rramanat@unlnote.unl.edu. Please contact Suzanne Drew, 472-3106 or sdrew2@unl.edu, to discuss these or other programs available for pre-existing work groups.

NU Leadership Development Series - Based on concepts and materials developed by Development Dimensions International (DDI), this leadership training is used by thousands of organizations worldwide to strengthen leadership talent. Many of these sessions are designed specifically for those with supervisory responsibilities; some sessions are also open to non-supervisors participating in the NU Professional Development Series.

Leadership Foundations: An Introduction to the NU Leadership Development Series (prerequisite for subsequent sessions)

June 19 (8am to 5 p.m. and June 26, 8:30 a.m.-12:30 p.m.; Sept. 11, 8 a.m.-5 p.m. and Sept. 12, 8:30 am - 12:30 p.m.; Dec. 4, 8am - 5 p.m.; and Dec. 11, 8:30am - 12:30 p.m.

Adapting to Change : July 10 (8:30am - 12:30 p.m.

Working Through Conflict: October 2 (8:30am - 12:30 p.m.

Managing @ UNL Development Series - Focuses on specific management actions, policies and issues at UNL

Addressing Absenteeism Issues - NEW !

June 5, 8:30am - 12:30 p.m.; July 1, 8:30am - 12:30 p.m.; Sept. 4, 8:30am - 12:30 p.m.; Nov. 13, 8:30am - 12:30 p.m.

Effective Workplace Communications for Supervisors (Employee Assistance Program)

April 4, 1- 5 p.m.; May 16, 1- 5 p.m.; Aug. 7, 1-5 p.m.); Sept. 20, 1-5 p.m.

The Employee Assistance Program (EAP) as a Management Resource

March 21, 8am - 12 p.m.; June 20, 1-5 p.m.; Sept. 19, 8 a.m.-noon; Nov. 7, 1-5 p.m.

Environmental Health & Safety Supervisory Training

April 16, 9 a.m.- noon; Sept. 18, 9 a.m.-noon; Dec. 5, 9 a.m.-noon

Equity, Access and Diversity: Building Awareness

March 21, 1-5 p.m.; Nov. 13, 1- 5 p.m.

Performance Evaluations

June 12, 8:30 a.m.- 2:30 p.m.; Sept. 25, 8:30 a.m.-12:30 p.m.; Oct. 9, 8:30 a.m.-12:30 p.m.

Recruiting the Right Person

July 18, 1:30-4:30 p.m.; Oct. 22, 9 a.m.- noon

Taking and Documenting Corrective Action

Aug. 14, 8:30 a.m.-12:30 p.m.; Oct. 16, 8:30 a.m.-12:30 p.m.; Nov. 6. 8:30 a.m.-12:30 p.m.

NU Professional Development Series - Designed for nonsupervisors and based on the DDI concepts and materials. The overall goal is to provide participants a theoretical framework and specific, actionable suggestions to help increase the effectiveness of communications and increase productivity especially in difficult or uncomfortable situations.

Foundations: An Introduction to NU Professional Development Series (prerequisite for subsequent sessions)

April 10, 8 a.m.-5 p.m.; Oct. 23, 8 a.m.-5 p.m.

Adapting to Change

July 10 (8:30am - 12:30pm)

Working Through Conflict

October 2 (8:30am - 12:30pm)

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