

March General Meeting

The world-renowned International Quilt Study Center (IQSC) is right here at UNL. Begun in 1997 after a donation to UNL of more than 900 quilts by Ardis and Robert James, the Center studies all aspects of quilting—from the people who made the quilts and the materials they used to how to collect and preserve quilts. The Center works hand-in-hand with the graduate program in Textile History with an emphasis in Quilt Studies offered by the Department of Textiles, Clothing and Design.

UAAD's March meeting will feature Carolyn Ducey, curator of the Center, who will present highlights of the IQSC, including the history of the center, it's mission and programs. The presentation will be followed by a tour of the quilt storage facility where you'll get an up close look at how quilts are preserved and displayed.

The meeting will be on Wed., March 17 at 11:45 a.m. in Room 11 of the Home Ec building on East Campus. We hope to see you there!

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.



Update

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A note from the president

The Founder's Day meeting is personally a very enjoyable meeting because you have the opportunity to recognize the accomplishments of your managerial/professional peers. Last month, the 2004 Founder's Day meeting functioned so smoothly because of the efforts of Dan Duncan and Constance Walter, chairs of the Founder's Day and Awards committees, respectively. Having talked to both Dan and Constance, they both attribute the success of the day to the efforts of their committee members—thanks to ALL of you who helped.

Also, please take the time to congratulate the Oldt Award winner, Ardis Holland, and the Donaldson Award winner, Rich McDermott, as well as the others that were nominated for these awards. This year's nominees included: Vicki Highstreet, Monica Norby, Mike Zeleny, Tony Schkade, Jan Brown and David DeFruiter. Congratulations to all of you, and a special thank you to the staff that nominated them.

March 17 Meeting – Please make a special effort to attend this month's meeting at the Quilt Study Center, Room 11, Home Economic Building on the East Campus. Not only will we have an excellent program, but we'll also be discussing and voting on the UAAD Bylaw proposed changes that were emailed to all members last month. Your input and vote on the Bylaws is very important. I hope to see you at the meeting.



UAAD Update is an official
publication
of the University Association for
Administrative Development
Visit the UAAD Web site at:
<http://uaad.unl.edu>



UAAD General Membership Meeting

February 11, 2004, Founder's Day Banquet

President Randy Leach called the meeting to order at 12:14 p.m.

Approval of Minutes – January was the joint UNOPA/UAAD meeting which featured Senator Dave Landis as the speaker. No actual meeting was held.

Officer and Committee Reports:

President, Randy Leach: Randy introduced and thanked the Founder's Day Committee – Dan Duncan, Duane Mohlman, Cindy Cammack and Sally Buchholtz for their efforts in organizing the day's luncheon.

Randy notified the group that the Bylaws Committee had been working on changes to the Bylaws and that members should review these changes (document can be found on the UAAD website) and be prepared to discuss/approve these changes at the March general membership meeting.

President Leach introduced the Awards Committee – Constance Walter, Russell Bartholow, Tad McDowell, Bill Bode, Jeff Wilson and Amy Hensley and recognized those past awards winners present at the banquet. He then introduced Vice Chancellor John Owens who introduced the nominees and announced the winners.

Carl A. Donaldson Award: Nominees: Rich McDermott - winner
Jan Brown
David Defruiter
Anthony Schkade
Michael Zeleny

Floyd S. Oldt Award: Nominees: Ardis Holland – winner
Vicki Highstreet
Monica Norby

Vice President, Tad McDowell: No report

Treasurer, Al Stark: No report

Employee Liaison Committee, Kathy Notter/Dave Morgan: No report

Membership Committee, Marilyn Fenton: No report

Professional Development Committee, Phyllis Geary-Tomkiewicz: No report

Publicity/PR Committee, Roxane Gay: No report

Historian, Jim Main: No report

Program Committee, Mary LaGrange: No report

The meeting was adjourned at 12:51 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.



Chat With the Chancellor

Mark your calendars. The next **Chat with the Chancellor** and been set up from noon to 1 p.m. at the East Union on Thurs. April 8.

UAAD Monthly Treasurer's Report

Alfred Stark, Treasurer
Current Account Balances —3/01/04

University of Nebraska Foundation - Cash Balance Activity

Beginning Balance	\$1,730.00
Gifts	<u>15.00</u>
Ending Balance	\$1,745.00

US Bank - Demand Deposit Account

Beginning Balance	\$5,015.87
Less: Expenses	
Graze & Mingle Room Rental	(57.50)
Joint UNOPA Program	(250.00)
Joint UNOPA Meals	(829.73)
Founders Day Meals	(537.66)
Founders Day Photos	(52.50)
Spring Prof. Develop. Deposit	(200.00)
Plus: Income	
Dues	120.00
Joint UNOPA Meals	129.50
Interest	<u>0.04</u>
Ending Balance	\$3,338.02

Bursar Account

No Activity or Balance

Total Assets

UN Foundation	\$1,730.00
US Bank	<u>3,338.02</u>
Total	\$5,083.02

General Membership Meeting

11:45 a.m.

March 17, 2004

UAAD Executive Board

Randy Leach
President/President
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Tad McDowell
Vice President/President Elect
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Cindy Bell
Secretary
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Alfred Stark
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Mary LaGrange
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Phyllis Geary-Tomkiewicz
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Membership Chair
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Roxane Gay
Publicity Chair
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Julie Hagemeyer
Past President
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Jim Main
Historian
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Member at Large
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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:

- ◆ March 18
- ◆ April 15
- ◆ May 20
- ◆ June 17
- ◆ July 15
- ◆ August 19
- ◆ September 16
- ◆ October 21
- ◆ November 18

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>.



HR Brown Bags

Tuesdays with H.R., the Brown Bag Lunch series from Human Resources returns with new topics! These interactive discussions will continue to address your Human Resources related questions, and seek to exchange ideas. Please join us for the following one hour sessions held from 12:00 PM to 1:00 PM on the following days:

Understanding Family Medical Leave
March 16 City Campus Union
March 23 East Campus Union

Human Factor in Good Business Practices
April 20 City Campus Union
April 27 East Campus Union

Behavioral Interviewing
May 18 City Campus Union
May 25 East Campus Union

Communications Corner

Beating writer's block*

When you suffer from writers block, try one of these techniques to loosen your gears:

- Begin in the middle. Write the sentence or paragraph you're thinking of, even if you don't know where it belongs. Seeing it could help you think of other segments that should precede or follow it.

- Start at the end. You know how you want to end the piece but aren't sure how to get readers there. Try to phrase the ending in one sentence. Example: "As a result, we'll need to switch suppliers next month." Once you say that, you just need to fill in the "why" and "how" blanks.

- Write a memo that explains why you have to write. Example: "I have to persuade the boss that we need to revise the attendance policy. My reasons are ..." Listing the reasons will give you most of the material you'll need for your proposal, letter or memo.

- Try the scattershot approach. As they occur to you, write the points you need to cover and a few words on each one. Keep jumping from point to point until you have enough to start adding flesh to the skeleton. Then, expand each brief version into a sentence.

*Taken from Communication Briefings