



**University of Nebraska–Lincoln
University Association for Administrative Development**

<http://uaad.unl.edu>

UAAD Board Meeting Minutes
Wednesday, August 3, 2016, 12:00-1:00 p.m.
Ubuntu Room/202 – Gaughan Center
(Brown Bag Lunch)

Members Present: Andrea Balkus, Lori Bennett Baumli, Becky Carter, Valerie Crook, Jeremiah Doyle, Deborah Eisloeffel, Jason Farber, Charlotte Frank, David Hartline, Vicki Highstreet, Amy Lanham, Kacey Nelkin Pedersen, Mike O'Connor, Shannon Parry, Douglas Pellatz Jr, Pamela Peters, Jennifer Rutt, Jenny Schnase, Jeffrey Sherrill, Rachel Szlag, Stephanie Vendetti, Karen Wills

Members Absent: Stan Campbell, Kate Engel, Shelley Harrold, Meg Kester, Keith McGuffey

Welcome and Introductions: (12:01pm)

Name/Position/Something good that happened this summer

Roster & Schedule:

Let Charlotte know if there are any corrections to the roster.
Permanent committee contacts have been added to the roster.

Financial/Preliminary Budget: Pam Peters

Closed our Wells Fargo account and opened a new Union Bank & Trust account.
We receive free checks, deposits slips, endorsement stamp, and 2% interest.
Moved \$1,500 from UNL Accounts Receivable Account to UAAD Checking Account.

July Financials:

Revenues \$ 0

Expenses \$ 25

July vs June: with July being the start of the fiscal year, I did not do a comparison

Cash: \$ 3,062

Foundation Fund – \$ 3,950

A/R Balance – \$ 1,075

Also, made mention of our Preliminary Budget – it is available on UNL Box. We still need to obtain budget figures for Professional Development, UAAD Connect, and programs for Founder's Day. When these figures have been determined, I will then revise our Preliminary Budget and prepare an Annual Budget. The Annual Budget will need to be approved by the Board by Sept. 30th.

President's Report: Charlotte Frank

(Meetings with NU Campus Staff Presidents, Bill Nunez, and Deans and Directors)

U-wide staff presidents have started meeting regularly, via teleconferencing (UNL, UNK and UNO represented), and will continue these meetings as we share initiatives on each campus. UNO staff presidents have been attending

the Board of Regents meetings as directed by Chancellor Christensen. I have been in communication with Bill Nunez about this and will have further conversations about this when we meet Oct 19th for our fall semester meeting. President Bounds is hosting a breakfast for staff presidents and faculty senate presidents prior to the September 16th Board meeting. Bill has indicated that Chancellor Green has not yet decided if he will continue having Deans and Directors meetings. Attendance at these meetings has been an expectation of the UAAD President in the past. He expects a decision within the near future.

Vice President/President Elect: Amy Lanham

As the Vice President/President Elect one of my duties is to attend the Faculty Senate meetings. I have been receiving the Executive Committee meeting minutes and they can be found here for all to review <http://www.unl.edu/facultysenate/faculty-senate-exeuctive-committee-minutes-2015-2016>

The executive team meeting guest on July 5 was Chancellor Green. I found the response to questions interesting due to the reconfiguration of reporting structure and being in the Division of Student Affairs, those in Research & Economic Development may also find it of interest. July 19 guest was Susan Foster. They had another meeting August 2.

Other Business: Owen Yardley

(Discussion of blue lights on UNL campus)

Blue Phones have been operated by Telecommunications and UNLPD has been putting together information and details for the past three years.

Historically, the blue phones came onto campus back in the early 90's. Studies showed that 94-99% of students and staff have a device. Two-thirds of students don't know about or the location of the blue phones. Most also said they wouldn't use the phones and wait for help out in the open.

1. Between 12-4am needing a ride to detox or are lost
2. Summertime 10pm-4pm... mostly by students attending camps

There are 50 outdoor phones and 35 were not used
6 calls made on emergency phones that were not actual emergencies

Garage phones: 52 (32 had no use at all, 11 were activated with no caller)
Indoor phones: Most located by labs (22 had no use and only 8 used)

Purchase and installation is \$15,000 and \$1,200 for annual maintenance, get refurbished every 8 years. NO established replacement period. It would cost half million dollars to replace the phones.

ASUN Legislation

Chancellor's Commission on the Status of Women

Talking to UNOPA and Faculty Senate

It is not cost effective and there will be no cost savings since there is no current budget line item for it.

If there is any interests or questions about the blue phones, please direct them to Owen Yardley.

What are other campuses doing?

Minnesota is putting in new phones since they are located downtown

Mentioned Cal-Davis

Most of the Big 10 schools are not growing their programs unless they are in an urban area.

What have been alternatives at other institutions?

Mobile apps (ASUN piloted one spring 2015... 40 students volunteered and there were only 3 uses but none were emergencies. 26 of the students forgot the app was on their devices.)

UNLPD doesn't want to be involved in receiving the 911 calls from the mobile apps, since students may be out of Lincoln or abroad. The emergencies would get routed back to UNL instead of to the local police where the student is located during the call.

Repurpose the phones and add cameras. Most of the phone lines are copper and the poles all need to be replaced. It is not feasible to put cameras on them. There are currently 1,400 cameras on campus (indoors and outdoors).

For those that don't have access to devices, UNLPD has worked with Telecommunications about providing a phone that doesn't need a plan in order to call 911.

Keeping the blue phones outside of both Nebraska Unions.

24th & W was an area with higher use of the blue phone, but mostly from kids playing in the neighborhood.

There are no payphones left on campus. Windstream completed that process five years ago.

There has not been a cost analysis done on how much it would cost to remove all of the blue phones.

Most sexual assaults occur with someone the victim knows and rarely from a stranger.

UNLPD doesn't announce their security measures and don't plan to.

Timeline is a couple of months to have a recommendation from UAAD.

Committee Reports:

For those committees that met during the summer, please share any updates you may have.

Standing Committees

Community Outreach (Jenny Schnase and Meg Kester)

No Report

Employee Liaison (Rachel Szelag)

- Campus Recreation Advisory Council (Margo Young) Over the summer, the Campus Recreation Council has met only via email. CRec staffers report that massage rates are increasing in the fall and that Campus Rec guides no longer are being printed. The print guides are being replaced with the guidebook app that is used for new student enrollment and for housing. Campus Rec fitness class members did bring requests to me that summer classes (yoga and Pilates at noon) be held in the lower level fitness room instead of Room 230. I forwarded this query to Stan Campbell who approved the room change.
- Chancellor's Commission on the Status of Women Liaison (Jennifer Rutt) No response.
- Deans and Directors (Charlotte Frank)
- Employee Fringe Benefits Committee-University Wide (Elijah Luebbe) Has not met yet.
- Parking Advisory Committee Liaison (Dan Shattil) First meeting in September
- Parking Appeals Committee Liaison (David Hartline)
- Parking Appeals Committee Liaison (Ken Reining)
- Parking Appeals Committee Liaison (Jeanne Wicks) Met once in July to consider one appeal.
- Safety Committee Liaison (Casadi Johnson) No response.
- Chancellor's Committee on Wellness (Suzanne Reinke) The first wellness meeting is August 17.
- Chancellor's Commission on Sustainability (Rachel Garver) No response.
- Chancellor's Committee on Child Care (Jason Farber) No response (group does not meet regularly).

- Emergency Employee Loan Fund Advisory (Stephanie Welch) No response.

Membership (Lori Bennett Baumli and Keith McGuffey)

Will be sending out emails to previous members to return.

Will get the new employee reports for April-July to invite them to UAAD.

Professional Development (Andrea Balkus, Becky Carter and Deb Eisloeffel)

It will be HUGE (one big fall event, one big spring event, one bonus fall event, and smaller informal ones)

STRENGTHS is our theme this year, based on the Gallup Strengths

Programs (Valerie Crook, Mike O'Connor and Kacey Nelkin Pedersen)

No Report

Publicity/Public Relations (David Hartline)

No Report

UAAD Connect (Shelley Harrold and Stephanie Vendetti)

New direction for the UAAD CONNECT

Proposal

- To redirect the focus of UAAD Connect to best serve the entire UAAD Community

Why?

- There are needs within the group that this committee is not currently addressing
- Subset of the population “New Members” who need more information about UAAD opportunities
- To Connect “New Members” with existing members to encourage involvement
- To Offer existing members more opportunities to interact with each other in a relaxed group setting

Goal

- Gain involvement from the entire UAAD membership
 1. Outreach to new members through “Ambassadors” program
 - Welcoming them and informing of the opportunities in UAAD (Professional Development, Community Outreach, Connect activities, etc.)
 - Encouraging active engagement in the group (Join Standing/Special Committee/Board)
 2. Outreach to existing members through continued networking opportunities

Plan Part 1

1. Consult Membership Committee to obtain New Members list
2. Recruit Ambassadors
 - Connect Co-Chairs
 - Past CONNECT members
 - Board Members
 - Past Presidents
 - Volunteers from Membership
3. Team of Ambassadors assigned to each New Member
4. Ambassadors contact New Member by email and/or phone
 - Offer to meet at next meeting
 - Introduce to the group during the meeting
 - Invite to lunch
 - Provide information about Committees and Opportunities
5. Follow up with Ambassadors to see how Connect is going

Plan Part 2

1. Schedule Quarterly meetings for all members (non-subsidized)
 - Moring Donuts and Coffee at Love Library (City Campus)
 - Lunch at area restaurant (City or East Campus)
 - Afternoon Dairy Store and Arboretum (East Campus)
 - Afternoon Coffee/Tea (City or East Campus)
 - After work events/dinner
2. Incentivize attendance at quarterly meetings
 - Punch card or Poster Board to track attendance
 - End of year drawing at picnic for prizes/gift cards
 - Levels of drawing based on attended quarterly events and participation as ambassador
 - Grand prize drawing entry for those with most punches
 - Solicit donation of smaller denomination gift cards/prizes
 - Purchase larger denomination grand prize gift card/prize

Ask- Do we feel like this is a good direction for the committee?

Ask- Can we have \$150 budgeted to help with purchase of gift card/prize?

Special Committees

Bylaws & Guidelines (Jason Farber)

No Report

Founders' Day (Kate Engel and Stan Campbell)

No Report

Awards (Jerry Doyle and Jeff Sherrill)

No Report

Nominations (Doug Pellatz)

No Report

Webmaster & Social Media (Shannon Parry and Jenn Rutt)

No Report

Questions/Issues for the Coming Year:

None

Adjourn:

(Forgot to look at the clock, but it was after 1:00pm)

Important Upcoming Dates:

UAAD Board Meeting-Sept 7, 12-1 pm

September Monthly Meeting-Sept 21, 11:45-1:00 (Topic TBD; tentative room scheduled)