



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

<http://uaad.unl.edu>

**UAAD Board Meeting Minutes**  
Wednesday, February 1, 2017, 12:00-1:00 p.m.  
East City Union-Goldenrod/Sunflower Room  
(Brown Bag Lunch)

**Members Present:** Lori Bennett Baumli, Stan Campbell, Becky Carter, Jeremiah Doyle, Kate Engel, Jason Farber, Charlotte Frank, David Hartline, Vicki Highstreet, Amy Lanham, Mike O'Connor, Shannon Parry, Douglas Pellatz Jr, Jennifer Rutt, Jenny Schnase, Jeffrey Sherrill, Rachel Szelag, Karen Wills

**Members Absent:** Andrea Balkus, Deborah Eisloeffel, Shelley Harrold, Meg Kester, Keith McGuffey, Kacey Nelkin Pedersen, Pamela Peters, Stephanie Vendetti

**Call the Meeting to Order/Introductions:** (12:04pm)

Approval of Meeting Agenda

Motion: Amy Lanham / Second: David Hartline / Vote: Passed

Approval of Minutes – January 4, 2017

Motion: Jenn Rutt / Second: Jerry Doyle / Vote: Passed

**Treasurer's Report: Pam Peters**

January Financials:

Revenues: \$5 – Graze & Mingle lunch (submitted late)

Expenses: \$327.50 – \$312.22 bill from Val's (Premier Catering) for Graze & Mingle and \$15.28 reimbursement to Kate E. for Founders' Day supplies

January Balances:

Cash: \$3,779 – decrease of \$322 from Dec.

Foundation Fund: \$3,183 – no change from Dec.

A/R Balance: \$2,935 – no change from Dec.

Total Fund Balance as of January 31, 2017: \$9,897 – a decrease of \$322 from Dec.

**President's Report: Charlotte Frank**

Chancellor's Presentation

UAAD/UNOPA Joint Meeting with Chancellor Green on Wed, Feb 8 at 12:30pm in JGMC Unity Room

President Bounds called a conference call with all U-wide staff presidents in November, at which time he indicated the budget situation was going to require forming task forces to address the issues. This process would also include a steering committee to work on the recommendations for the task forces prior to presenting to the President. At that time, one staff president was asked to volunteer to be on the steering committee with the remaining three campuses to volunteer to be on one of the task forces. I was selected to be on the Human Resources/Payroll Budget Response Team due to content expertise in HR but also there because the President views staff, faculty and student senate presidents as leadership across the University system. My group is meeting throughout February and will be presenting our recommendations via our chair, Bruce Currin, in March.

**Post Meeting Email:**

I informed all of you of my role on one of the Budget Response Teams during our Board meeting last week. I have just received an email from Phil Bakken from Central Administration with a link to a Q&A document that I wanted to share with you. It may answer some questions you have regarding the teams. I will also share the link for the latest budget-related updates.  
*Budget Response Team:* [https://nebraska.edu/docs/president/Budget\\_Response\\_Team\\_20170126.pdf](https://nebraska.edu/docs/president/Budget_Response_Team_20170126.pdf)  
*Budget Updates:* <https://nebraska.edu/president/budget-info-2017-19.html>

#### President Bounds Breakfast

We should wait to invite the President to UAAD until after we see the direction Chancellor Green takes us.

#### Smoking Policy Committee

We need this to be student driven since the current student is a senior and will be graduating.  
WE should contact the ASUN Sustainability Committee and consider including in ASUN Election debates.

### **Vice President/President Elect: Amy Lanham**

#### Faculty Senate Meeting

UAAD Board schedule and Faculty Senate meetings are off a week this year.

Next meeting for the Faculty Senate is Tuesday.

Main topic of conversation at January's Faculty Senate meeting was budget cuts.

#### Faculty Senate Executive Committee

They will be meeting with VC Boehm and EVC Plowman

The dialogue will include:

- Agenda Items for VC Boehm and EVC Plowman
- The Executive Committee identified the following agenda items to discuss with the Vice Chancellors:
  - Budget cut issues
  - Interim appointment concerns
  - Timeline for the hiring of Vice Chancellor of Research
  - Timeline for the hiring of a Dean of Graduate Studies
  - Update on the Honors Program
  - Are any changes planned in the Office of Student Affairs
  - Budget cuts on research activities at the university
  - Update on the Higher Learning Commission Accreditation
  - Impacts on academic and the campus during a Friday night football game

### **Committee Reports:**

#### **Standing Committees**

##### **Community Outreach (Jenny Schnase and Meg Kester)**

Coat Drive has ended and we are collecting art items for the Makerspace Program at Lincoln Public Libraries.

The Bay (20th & Y) owner is available on the following days (Friday, March 24 and Friday, April 7) to host us for a talk, video and tour. We will ask for March 24 (Spring Break) and they need a head count of UAAD members.

##### **Serving Meals at the People City Mission**

Campus' Young Professionals Network and UAAD are joining forces for an upcoming volunteer opportunity to serve meals at the People City Mission. The activity will be on Tuesday, February 7, 2017 from 4:30pm-7:30pm. We are looking for a total of 8-10 volunteers. Members interested should sign up at <http://go.unl.edu/ypnvolunteer>. Please contact Tony Lazarowicz at [TLazarowicz2@unl.edu](mailto:TLazarowicz2@unl.edu) if you have questions.

##### **Employee Liaison (Rachel Szelag)**

###### **Campus Recreation Advisory Council – Margo Young**

The Campus Rec Advisory Council has met twice this semester. Two major items have dominated the agenda: CRec's appearance before the Committee for Fee Allocation and the Campus Rec Campus Master Plan. CFA did approve the budget request, where the total is just under \$8 million for the operating budget. Fees for students will drop less than \$2 because of

increased enrollment. The repair and improvement of recreation facilities budget will stay at \$20 per student per semester. Amy Lanham has detailed projects in progress (restrooms at Whittier, 18th and S replacement courts, lights at 17th and Vine) as well as future changes to the Textron property, redubbed the 21st and Vine Recreation Complex. There have been personnel changes at Campus Rec, as Deb Johnson accepted a position in California at the end of 2016. Applications now are available around campus for students who wish to serve on the Campus Rec Advisory Council next year.

Safety Committee Liaison – Casadi Johnson  
No Report

Chancellor's Commission on the Status of Women Liaison – Jennifer Rutt  
The CCSW reviewed membership applications and forwarded membership recommendations to the Chancellor for consideration and he has approved them.

Parking Advisory Committee Liaison – Daniel Shattil  
There were 600 (4%) more parking permits sold for spring semester than last year with faculty/staff buying 148 more permits. On their own, the additional sales have caused more of a shortage of parking as more permits have shifted to the garages, which have more available and open spaces. Please let me know of any parking concerns that I may convey to the committee

Parking Appeals Committee Liaison – Jeanne Wicks  
Didn't have appeals, so no meeting.

Employee Fringe Benefits Committee-University Wide – Elijah Luebbe  
No Report

Chancellor's Committee on Wellness – Suzanne Reinke  
The Wellness Committee has not met since the last UAAD board meeting. Here are a few events that people might be interested in attending. We are meeting later in February. I will let you know about any items to share then.

Also, if there are any items that UAAD would like to have the put on the UNL Wellness page, please let me know.

Chancellor's Commission on Sustainability – Rachel Garver  
No Report

Chancellor's Committee on Child Care – Jason Farber  
No Report

Emergency Employee Loan Fund Advisory – Stephanie Welch  
No Report

UNL Police Advisory Board – Jeffrey Sherrill  
No Report

**Membership (Lori Bennett Baumli and Keith McGuffey)**  
We have 146 members and 2 new members joined since the last our Board meeting.

**Professional Development (Andrea Balkus, Becky Carter and Deb Eisloeffel)**  
After seeking approval from the UAAD Executive Board, the Professional Development committee will be bringing in Josh Erickson from Team Concepts in Kearney, Nebraska to present on “Using Strengths to Manage Engagement.” The workshop will be Wednesday, March 29, 8:30-11:30am at NET. Light refreshments provided. The cost of the workshop to UAAD will be \$1,500; this includes all costs, including travel. The cost to members to attend will be \$20.00 and non-members \$40.00. The committee will work with publicity to get the word out. Becky will give Charlotte the contract to sign.

**Programs (Mike O'Connor and Kacey Nelkin Pedersen)**

March – Kacey is following up with Matt Waite on whether we will visit Drone Lab or he will come to us.

April – Kimberly Barrett will be presenting

May – Kacey and Mike are working on planning the End of Year Picnic and more details are TBA

### **Publicity/Public Relations (David Hartline)**

No Report

### **UAAD Connect (Shelley Harrold and Stephanie Vendetti)**

No Report

### **Special Committees**

#### **Bylaws & Guidelines (Jason Farber)**

Discussion of Review of Bills by the Board

There was some questions, after our last Board meeting, raised by Pam Peters, regarding Board approval needed for bills incurred in the current fiscal year prior approval of the annual budget. After reviewing the by-laws with Jason, the Board agreed this was not an issue, as costs are not incurred between the development and approval of a budget (July to September timeline).

#### **Founders' Day (Kate Engel and Stan Campbell)**

We currently have 42 members signed up and including award winners, we have reached our goal of 50.

We reached out to Mr. Donaldson and he cannot attend, but always appreciates the invitation.

Thank you Amy and Stan for providing your Campus Rec photographer for the event.

We will give UAAD cups with candies to the winners and nominees.

We need to turn in the food order by February 7, so we pushed the event on social media this morning.

#### **Awards (Jerry Doyle and Jeff Sherrill)**

We have six nominees total for both awards.

We contacted all of the nominees and asked for their biographies.

We will provide lunch for the following:

- Winner + guest
- Winner + guest
- Nominee (non-winner)
- Nominee (non-winner)
- Nominee (non-winner)
- Nominee (non-winner)

We are waiting for proofs from Awards Unlimited.

#### **Nominations (Doug Pellatz)**

No Report

#### **Webmaster & Social Media (Shannon Parry and Jenn Rutt)**

Making updates to the website as they come my way.

Pictures are very helpful if you want anything posted on the website.

If you have old documents or photos, please send to Shannon to post into BOX.

Members can also add to BOX on their own OR just send to Shannon.

#### **Other Business:**

UAAD Member Survey

We had 60 respondents. The Survey Committee (Amy, Jenn & David) reviewed the raw data. The premise of the survey included having some talking points for the Chancellor's visit on February 8 as well as gauging the temperature of our organization.

Since there has not been further statistical analysis of the survey the committee is not sharing the raw data results with the full Board as responses to the qualitative questions could potentially eliminate anonymity of the survey.

There was some data that the committee felt needed further analysis and made a recommendation to Charlotte that we bring a proposal to the Board to seek funding to pay for such an analysis.

The committee did use the review of the raw data to synthesize four categories of questions to give to the Chancellor's office. We have asked Chancellor Green to frame his opening time with us around those four areas.

The survey committee and Charlotte met to discuss the data from the member survey and it was decided that we should consider the possibility of pursuing having a professional analysis completed, which would incorporate cross-tabulations and an interpretive report. Mindy Anderson-Knott, Director of Evaluation and Development, Social and Behavioral Sciences Research Consortium was contacted to find out what options we might have available to us. She provided the following:

OPTION A: \$400 Analysis of Data including... (Output provided in figure/graph form)

OPTION B: \$750 Analysis of Data including... (Official report)

Turnaround time may be around a month

Given the climate, we are in and the need for the validity of what we do, as well as our President and Chancellor being very connected with staff, we should consider extensive analysis.

Approval of a \$750 payment for the advanced analysis of the UAAD Member Survey raw data.

Motion: Vicki Highstreet / Second: Shannon Parry / Vote: Passed (one abstention\*)

\*Jenn Rutt abstained since she works in the department that will be providing the data analysis.

### **Questions:**

None

**Adjourn:** (1:08pm)

### **Important Upcoming Dates:**

1. Chancellor Green's Presentation, Feb 8, 12:30-1:30pm, JGMC Unity Room
2. Founders' Day, Feb 15, 11:45-1:00pm, Nebraska Union Colonial A and B
3. UAAD Board Meeting, March 1, 12:00-1:00pm, JGMC Ubuntu: Room 202