



University of Nebraska–Lincoln
University Association for Administrative Development

<http://uaad.unl.edu>

UAAD Board Meeting Minutes

Wednesday, February 4, 2015

12:00 p.m. – Nebraska Union (Heritage Room)

**Please Double Check the Directory for the Room
(Brown Bag Lunch)**

Attendees: Dodie Eveleth, Shannon Parry, Stephanie Vendetti, David Hartline, Suzanne Reinke, Charlotte Frank, Deb Eisloeffel, Erin Wirth, Pam Peters, Carlos Lopez, Kate Engel, Jenny Schnase, Rene Mayo

1. Call the Meeting to Order/Introductions – Kate Engel called the meeting to order at 12:03 p.m.
2. Approval of Meeting Agenda Motion: Jenny Schnase Second: Pam Peters
3. Approval of January Minutes Motion: Suzanne Reinke Second: Deb Eisloeffel
4. Treasurer’s Report – Jenny Schnase Motion: Davide Hartline Second: Charlotte Frank
 - a. Checks for Events – Please make sure the promotional materials say to make checks out to UAAD, not the committee member(s) in charge of the event.
5. President’s Report- Kate Engel
 - a. Finalize policy for “no shows” for professional development – **This discussion was tabled until we have a quorum at a meeting**
 - i. No shows will be expected to pay fees to cover costs of room rental, materials, etc.
 - ii. Those that cancel prior to the event will not be charged.
 1. Parameters? Cancel a week before? Cancel the day of?
 - b. Please remember to keep Jenny Schnase in the loop if you are planning an event/program that requires people to registers and/or if there will be expenses for the event/program.
 - c. Deans & Directors Meeting Update
 - i. University & Campus update (Chancellor Perlman)
 1. Salary pool for next year looks promising for faculty/staff wage increases.
 2. Dr. Hank Bounds will start April 13 as NU’s new president.
 3. Linda Crump’s position was restructured and a search is in place for director for Institutional Equity and Compliance.
 - a. UNL Today announced Susan M. Foster has been hired to fill this position - <http://news.unl.edu/newsrooms/unltoday/article/foster-named-director-for-institutional-equity-and-compliance/>.

4. Funding for CBA has been identified. Bids will go out soon.
 5. Renovation of Manter – bids are back and renovation will start soon.
 6. Love Library – renovation construction has started.
 7. University Budget Request
 - a. Governor recommended a 3% increase
 - b. 18 new senators
 - c. Multiple bills involving UNL
 - ii. Bystander Intervention Training
 1. Bystander Intervention training is available to help students, staff and faculty learn to reduce the incidence of sexual misconduct. Trainings are offered by PREVENT peer educators in conjunction with the Women’s Center and can be scheduled at: involve.unl.edu/outreach.
 2. For more information, please see the handout or contact Jan Deeds: jdeeds1@unl.edu, 472-2598.
 3. Might be a good program for a future UAAD monthly meeting.
 - iii. Campus sustainability / Chancellor’s Sustainability Commission
 1. Chancellors Commission on Environmental Sustainability - <http://www.unl.edu/chancellor/sustainability/>
 2. Sustainability efforts at UNL - <http://sustainability.unl.edu/>
 3. Prabhakar “Prabs” Shrestha has been hired at UNL’s first sustainability coordinator - <http://news.unl.edu/newsrooms/unltoday/article/shrestha-is-unls-first-sustainability-coordinator/>
 - iv. International Travel (Chris Jackson)
 1. At some point, all international travel arrangement will need to go through Travel & Transport.
 2. Medical Evacuation/National Disaster Evacuation insurance has been purchased by UNL and will cover all international business travelers. Travelers will no longer have to opt in to this option – it’s automatic.
 - v. TIPS System
 1. Found in footer of all UNL webpages.
 2. Incident reporting system.
6. President Elect Report – Becky Carter
- a. Faculty Senate Meeting update – **Nothing to report**
7. Committee Reports/Updates
- a. Professional Development – Lindsay Augustyn & Deb Eisloeffel
 - i. **25 Attendees at Nancy Myer’s session on appreciative inquiry and humble inquiry. Attendees mentioned that they liked the format of the session and that the topic was interesting.**
 - ii. **The next professional development opportunity will be on April 9 from 2-4 p.m., location TBD. Shane Farritor will give a presentation on Tools for Innovation & Creativity.**
 - b. Founders’ Day - Dodie Eveleth & Shannon Parry
 - i. Event Update
 1. **Caterer secured.**

2. The EventBrite initiation link will be sent out on Friday, Feb. 6.
- ii. Dr. Green will show a PowerPoint as part of his presentation
- c. Awards – Rene Mayo & Pam Peters
 - i. How do we inform non-winners discussion
 1. Non-award winners will receive a phone call from someone on the awards committee. Then call again congratulate the person on being nominated, let them know they did not win, and encourage them to attend Founders' Day as they will be recognized for being nominated and receive a certificate. A follow-up email will be sent to the nominee, with their supervisor cc'd on the email, to encourage them to attend the Founders' Day event as they will be recognized.
 2. All nominees will receive a framed certificate and a UAAD mug filled with candy at Founders' Day.
 3. Photos will be taken of all nominees and winners.
 4. Winners will also receive a call so they are aware they have won ahead of time. This will allow winners time to invite people to attend the event with them (family, supervisors, co-workers, etc.).
 - ii. Photographer?
- d. Nominating – Karen Wills
 - i. The interest inventory should be sent out in March. Voting should take place in April. New officers will be announced at the May picnic.
- e. Membership – Amy Lanham
 - i. We have gained 2 new members.
- f. UAAD Connect – Heather Stalling & Shelley Harrold
 - i. We had a great brown bag lunch for UAAD Connect and partners are already meeting for the spring semester. We have a great group of folks and are looking forward to all of the networking.
- g. Programs – Carlos Lopez
- h. Employee Liaison – Becki Barnes
 - i. Campus Rec Advisory Council (Rene Mayo): The East Campus Rec is scheduled to open in the summer of 2015. The committee will be taking a hard hat tour of the new space in the near future. The East Campus Rec will include a coffee shop area and informal meeting spaces.
 - ii. Chancellor's University Safety Committee (Allen Specht): The committee met on January 20, 2015. Discussion included an emergency planning update, progress toward CUSC goals, a welcome to SC representatives and information about the Spring Safety Colloquium (4/15/2015). Full minutes from the January meeting can be found at: http://ehs.unl.edu/CUSC_Minutes_2015-01.pdf
- i. Publicity/Public Relations – Erin Wirth & David Hartline
 - i. Thanks to everyone that has contributed UAAD accomplishments.

- j. Webmasters & Social Media – Sara Weixelman & Mike O’Connor
 - k. Community Outreach – Tony Lazarowicz & Stephanie Vendetti
 - i. For the March UAAD meeting, please bring donations for OpeN Shelf, UNL’s campus pantry. Suggested donations items include: shampoo, deodorant, toothbrushes, toothpaste, feminine products and laundry detergent. For more information visit <http://openshelf.unl.edu/>.
 - ii. There are opportunities to volunteer at the People’s City Mission on February 12 and March 12 from 4:30-7:30 p.m. Please go to go.unl.edu/pcmvolunteer to register.
 - l. Bylaws – Charlotte Frank
8. Other items/new business
9. Questions?
10. Adjourn – The meeting was adjourned at 12:44 p.m.

Mark your calendar:

1. **Emergency Preparedness Brown Bag Lunch** – February 18, 12-1 p.m. @ the Jackie Gaughan Multicultural Center
 - a. UNOPA Event – UAAD Members are invited to attend
 - b. Register at: <https://www.eventbrite.com/e/emergency-preparedness-brown-bag-lunch-tickets-15555616267>
2. **UAAD Monthly General Meeting** – FRIDAY, February 20, 11:45 a.m.-1 p.m. @ NET
 - a. Founders’ Day
3. **Volunteer at the People’s City Mission** (register at go.unl.edu/pcmvolunteer)
 - a. February 12, 4:30-7:30 p.m.
 - b. March 12, 4:30-7:30 p.m.