



University of Nebraska–Lincoln
University Association for Administrative Development

<http://uaad.unl.edu>

UAAD Board Meeting Minutes

Wednesday, October 7, 2015, 12:00 p.m. – 1:00 p.m.

Gaughan Center (City Campus) – Ubuntu, Room 202

Members Present: Lindsay Augustyn, Lori Bennett Baumli, Jeremy Caldwell, Becky Carter, Jerry Doyle, Kate Engel, Charlotte Frank, Shelley Harrold, Vicki Highstreet, Amy Lanham, Rene Mayo Rejai, Mike O'Connor, Shannon Parry, Pam Peters, Jenny Schnase, Andrea Schreiber, Virginia Uzendoski, Stephanie Vendetti, Karen Wills

Members Absent: Ashley Bjornsen, Deb Eisloeffel, David Hartline, Tony Lazarowicz, Carlos Lopez, Doug Pellatz, Heather Reed, Jenn Rutt, Julie Thomsen, Erin Wirth, Margo Young

1. Call the Meeting to Order (12:15pm) / Introductions
2. Approval of Meeting Agenda Motion: Amy Lanham / Second: Andrea Schreiber / Vote: Passed
3. Approval of Minutes Motion: Lori Bennett Baumli / Second: Charlotte Frank / Vote: Passed
4. Financial Report – Pam Peters
 - Bring art supplies to the October meeting
5. President's Report – Becky Carter
 - a. Nominations for UNOPA annual awards are due October 16. Floyd S. Oldt: Boss of the Year Award; Outstanding Staff Award (O/S); Oldt Silver Pen Award (O/S) Awards will be presented at the November 10 Bosses Luncheon. Information on UNOPA website
 - President Hank Bounds will not be available to speak, so we need ideas
 - UNL Speakers Bureau website suggestion was made
 - What is the criteria to be a speaker or ideal candidate?
 - The importance of staff appreciation on campus and something outside of the box
 - Any chance Ronnie Green would be available again?
 - Dean Joseph Francisco from College of Arts & Sciences was suggested
 - Are there any inspirational staff that could share their stories?
 - Look at past award winners and maybe have two work together as co-speakers
6. Vice President/President Elect Report – Charlotte Frank
 - a. Deans & Directors Meeting Update (September 15, 2015)

- Chancellor Perlman gave updates on the Chancellor's search, NIC Open House (Oct 9th), Alumni Association and Foundation partnership and UNL offboarding efforts/changes (i.e. email access when leaving the university).
- Laurie Bellows, Associate Dean of Graduate Studies, gave an update on the accreditation process. It has been in process for 3 years and has stepped up efforts this past year; putting the university on schedule with established deadlines.
- Amber Williams, Director of Admissions reported that although overall enrollment was at an all-time high since 1982, UNL was down 30 in freshman class and down 50 in transfer students. Freshman class has 17% students of color (up from 11%). "Self-reporting application process" implemented last year is not user-friendly and many potential students did not complete online application process due to the format. It has been revamped and as of Sept 2015, 200 more students completed their applications than this time last year.
- Susan Foster, Director of Institutional Equity and Compliance (formerly known as EAD), reported on Title IX efforts at UNL and the role her office will play in investigating complaints and policy issues. IEC website has all of the information related to Title IX. She talked about "responsible employees" and who comprised this group (faculty not included). The takeaway for the deans and directors were not to try to conduct an investigation but to call IEC.

b. Faculty Senate Meeting Update (October 6, 2015)

- Chancellor Perlman spoke about topics he discussed in State of the University speech last week, specifically about things that he felt were most important issues for university this next year: 1) major diversity initiative with a current search for an auditor to determine how university is doing in this area; 2) food innovation with creation of a task force that will assist in engaging more disciplines in area of food production; 3) international engagement with changes in leadership; 4) innovation curriculum to support NIC efforts; 5) consolidation of ITS positions with CSN and UNL; 6) NIC open house; and 6) NSF grant competition in Food, Water & Energy (pending funding) where USDA was only primary source of funding in these areas before (will create a "new pot: of resources for UNL faculty to apply for grants).
- Jan Deeds, Women's Center Director gave a presentation on Victim Advocate and Prevent programs and asked for support from faculty in ensuring students are aware of services offered by the center in these programs.
- Motion to support faculty senate of University of Iowa comprised majority of the meeting with discussion. As part of CIC/Big 10, this motion was put before faculty senates of all schools and originated from concerns Iowa Senate had regarding appointment of new president of University. This was done without support of faculty and with support of Board of Regents. His resume and background have been called into question and motion essentially notes a lack of confidence in Regents and their ability to govern their institution. UNL faculty senate moved to support motion with minor changes in wording; in essence to show their support for Iowan faculty senate on this issue.

7. Committee Reports/Updates

a. Standing Committees

- Community Outreach (Tony Lazarowicz and Stephanie Vendetti)
 - Art Drive donations will be accepted until October 21
 - People's City Mission on Thursday, October 29 (4:30-7:30pm)
 - Sign Up: Go.unl.edu/pcmvolunteer
- Employee Liaison (Jenny Schnase and Margo Young)
 - Increasing lack of traffic awareness when pedestrians cross street on or near campus streets is very concerning. Will forward to Chancellor's office a recommendation to establish a task force to initiate a pedestrian safety awareness campaign.
 - October 15: Shake Out is an annual earthquake awareness event (www.shakeout.org). Lincoln is in a moderate earthquake zone. The Police Department will participate with informational messages through Twitter and other avenues. At 10:15am on that date, those who wish to participate are requested to hold a drill or at least personally "DROP (down on your hands and knees), COVER (your head and neck), and HOLD ON (until the shaking stops)" for 60 seconds as if an earthquake were actually occurring. Next year, this will take place at 10:16am on October 16, then 10:17am on October 17, etc.
 - October 20: Annual Supplier Showcase sponsored by UNL Procurement
- Chancellor's Commission on the Status of Women (Jenn Rutt)
 - Meeting with Chancellor today to discuss priorities before end of his tenure. Major topic to be discussed that impacts Managerial/Professionals and Office Staff is discussion of health insurance and our grandfathered in plan. Additional topics are transportation access/safety and Title IX responsibility. If anyone in UAAD has any topics/concerns to bring up in, please contact Jenn.
- Membership (Amy Lanham and Lori Bennett Baumli)
 - Current membership # is 163
 - We have 62 members who need to renew their membership status by the October general meeting so that they are not removed from the roster.
 - Moving to the online form has created some issues with needing to send electronic receipt for those paying with department cost center and those renewing via check but not sending the check in a timely fashion.
 - Lori has reached out to all new hires offering them a complimentary membership.
- Professional Development (Deb Eisloeffel, Vicki Highstreet and Andrea Schreiber)
 - Tech Connect Roundtable (Oct 20) Nebraska Union: Free for members, \$15 for non-members; snacks provided; compensate non UAAD speakers with small gift card
 - Leadership Workshop with Amber Messersmith from CBA (Nov 16) Nebraska East Union: \$10 for members, \$30 for non-members with option for free membership voucher; continental breakfast provided; compensate Amber for time
 - We will be meeting to plan spring events soon
 - We have decided not to pursue the book club since it is time consuming and interest fell off last year, but we are looking into the reading articles instead

- We will assess interest in cohort groups via our program evaluations after the fall seminars
- Will change email reply in Event Brite to say “Would you like to join UAAD?”
- Programs/Joint Meeting (Carlos Lopez and Ashley Bjornsen)
 - Ashley was married last week and is now on her honeymoon
 - October: Tour of the NIMBUS lab in the Schorr Center
 - November: Nebraska East Union Ed Zimmer (virtual tour of Wyuka Cemetery)
 - December: Graze & Mingle (Quilt Center and still working on speaker ideas)
- Publicity/Public Relations (Erin Wirth and David Hartline)
 - Check your Junk Mail as emails are sent by Erin Wirth via Mail Chimp and a second email is sent by David Hartline via the UAAD listserv
- UAAD Connect (Heather Reed and Shelley Harrold)
 - The UAAD Connect Brown Bag Luncheon was held on September 10. This quarter we had 10 partners sign up.
 - We will be coordinating another partnering effort in December for the months of January-February-March 2016.

b. Special Committees

- Bylaws & Guidelines (Jeremy Caldwell) No Report
- Founders’ Day (Shannon Parry and Virginia Uzendoski)
 - 54th Annual Founder’s Day planning is underway with four recommendations for caterers that came from NET directly, and we are still deciding on which one
 - We also need to be sensitive to food restrictions in our choices given time of year
- Awards (Rene Mayo Rejai and Lindsay Augustyn)
 - October: Call for Nominations
 - December 17: Deadline for Nominations
 - Looking for three person panel
- Nominations (Doug Pellatz) No Report
- Webmaster & Social Media (Mike O’Connor and Jenn Rutt)
 - UAAD website is “alive and lovely” but we still need to update committee descriptions and membership list; made home page look like a message board
 - Google Analytics is tied to the UAAD webpage and will check progress soon
 - Social Media: Instagram account is uaad_unl and we are still trying to disable old Twitter account since nobody knows the password
 - Everyone please LIKE us on Facebook:
The University Association for Administrative Development – UAAD
 - Send information to Jenn that you would like posted to the social media accounts
 - We need to add all of our social media links to our website and PR materials
 - Looking into a generic UAAD email account so that all the social media isn’t

connected to personal email addresses

8. Other items/new business
9. Questions
10. Adjourn

Important Upcoming Dates:

1. UAAD Professional Development, Technology Roundtable, October 20, 1:30-4:30, Gaughan, Unity
2. UAAD Monthly General Meeting – October 21, 11:45 a.m.-1 p.m., Schorr Center, 2nd floor
3. UAAD Community Outreach, Serve at People City Mission
4. UAAD Board Meeting – November 4, 12-1 p.m.