



UPDATE

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Joint UAAD/UNOPA Meeting

Legislative Update

Wick Alumni Center
Tuesday, January 11
11:45 am – 1:00 pm

The annual joint meeting of the University of Nebraska Office Professionals Association and the University Association for Administrative Development features speakers Michelle Waite, Assistant to Chancellor Perlman for Community Relations and Ron Withem, Associate Vice President and Director of Governmental Relations for the University of Nebraska.

Lunch begins at 11:45 am and each group will conduct brief business meet-

ings beginning at 12:00 pm. Following that, our speakers will provide an update regarding budget issues and current activity in the Nebraska Legislature.

This year's meeting is hosted by UNOPA and takes place at the Wick Alumni Center. Pre-registration with lunch purchase is required to attend.

Flyers were previously sent out to the membership and the registration deadline is TODAY, Thursday, January 6th. Contact Belva Harris at bharris2@unl.edu.

Nominations for the Carl A. Donaldson Award & Floyd S. Oldt Award due February 1, 2011

These awards are presented annually to managerial / professional staff at the UAAD Annual Founder's Day meeting, which will be held on February 16, 2011. The award recipients each receive a plaque, a \$1,000 stipend and a one-year membership to UAAD.

All nominees are recognized at the Founder's Day luncheon on February

16th. Nomination forms and criteria are available on the UAAD web site at <http://uaad.unl.edu/awards.shtml>.

If you have any questions, contact Julie Thomsen, Awards Committee Chair, at 472-9333 or jthomsen2@unl.edu. Nomination materials are due by Tuesday, February 1, 2011.

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Serving the Managerial/Professional Staff at UNL since 1962

President's Message

Is there a business case for being kind in the workplace?

More and more, we hear and see situations on and off campus which are, at best, described as people behaving badly. Whether it is someone yakking loudly on a cell phone in the middle of a busy office, an angry demand to drop everything to meet a non-crisis need, or a snide and insensitive remark about a colleague, concern about bullying and ill-mannered behavior is increasing.

A recent article in *Business Officer* (July/August 2010) examined the increase towards incivility on campus. P.M. Forni, a professor of civility at Johns Hopkins, was interviewed stating that when American workers were asked about the #1 cause of stress at work, in the past, excessive workload was at the top. Now, one of the greatest stressors at work is other people. According to Forni, incivility in the workplace involves anything that lacks respect for a coworker's time and space. It could be sitting on someone's desk and looking at their computer screen or entering an office without knocking. Or it might mean not saying good morning or good night, or treating those with whom you work daily differently from the way you greet others from another department or college.

Forni states that there are at least three major arguments for making civility part of our individual cognitive and emotional being. The first is the connection between civility and ethics. In the workplace, this may mean giving credit where credit is due, welcoming a new colleague to the university or abstaining from negative gossip. "Whenever we engage in these acts of civility, in small but significant ways we are acting as ethical agents and exhibiting that kind of ethical behavior that strengthens relationships and society in general."

Forni's second reason for civil behavior is the connection between incivility and violence. Rudeness can escalate into physical violence. Over 1.8 million acts of physical violence are reported each year in the workplace. So, modeling and encouraging civil behavior is of great benefit because it can help reduce the level of rudeness that leads to violence.

Forni's final point is that there is a connection between civility and human health and well-being. We survive and thrive when we have social support and are a part of 'circles of acquaintance and care,' whether that comes from a nurturing family or an accepting workplace. A little respect goes a long way in ensuring employee wellness and productivity.

Today's work environment is much more complex to manage and requires a progressive set of relational skills and awareness to fairness, work-life balance and inclusivity. It requires us to develop a campus culture where courtesy and tolerance are the norm. Anything we can do to promote a harmonious work environment is likely to have a ripple effect on campus. And don't forget the good resources we do have to help us work through conflict, such as the Employee Assistance Program and the Mediation Center (through the Office of Equity, Access and Diversity).



<http://uaad.unl.edu>

2010-11 Program At-A-Glance



Monthly Meetings

Tuesday, January 11

Joint UAAD-UNOPA meeting featuring a Legislative Update from Michelle Waite and Ron Withem.

Wednesday, February 16

Founder's Day Celebration
Speaker - William Nunez
Carl A. Donaldson & Floyd S. Oldt awards will be presented.

Upcoming Professional Development

March 2011

Management of Continuous Process Improvement, presented by Paula Wells.

This workshop will present the concepts of process improvement and the toolbox that puts the concepts into action.

Learn to look objectively at the way work is currently being carried out and to evaluate current processes to achieve better utilization of resources.

5Bucks4Books Campaign



Be a part of developing English literacy in the Lincoln area!

In February support UAAD's 5Bucks4Books campaign to help the local Lincoln Literacy office.

Established in 1972, Lincoln Literacy provides English language and literacy instruction to adults and families living in Lancaster County.

Cash donations accepted (\$5 suggested), as well as any gently used children's books.

If you wish:
www.lincolnliteracy.org

UAAD Social Consciousness Committee - Angie McAndrew and Beth Hartman.

UAAD Founder's Day Celebration "Past, Present, & Future"

William Nunez, Associate to the Chancellor and Institutional Research & Planning Director will present the Carl A. Donaldson Award for Excellence in Management and the Floyd S. Oldt Award for Exceptional Service to the 2010 recipients.

In keeping with this year's theme a presentation showing UAAD's evolution since its inception in 1963 is part of the program.

This year's celebration takes place on Wednesday, February 16 in the Nebraska Union from 11:45 am to 1:00 pm. A Build Your Own Sandwich / Salad Bar will be available.

See the flyer included with this newsletter and be sure to register by Wednesday, February 9th.

Questions? Contact Al Stark at astark1@unl.edu or 472-5615.

100 Day Live Healthy Challenge January 20 - April 29, 2011

I am very excited to announce the next fitness challenge for UNL. Visit the Live Healthy Nebraska site to see where the "excitement" is coming from then organize your team and SIGN UP NOW!

The cost is \$20 per person but not for you! Receive \$15 in discounts by entering the following discount codes:

Group Registration I.D. LHNUNL = \$10 discount/per person.
HyVee Coupon Code LH242732 = \$5 discount/per person.
ACTUAL COST TO UNL TEAMS: \$5 per person!

The Live Healthy 100 Day Wellness Challenge is a team centered-weight loss and physical activity program that will assist you and your teammates in making positive changes that lead to a healthier lifestyle. By competing in Live

Healthy you will begin to form healthy habits through physical activity and improved nutrition.

Sign up for the 100-day challenge and be eligible to participate in other UNL Fitness / Nutrition and Weight Management Programs.

This is a super program and a great deal! Please see the flyer included with this newsletter for details!

Kim Barrett

Assistant Director for Wellness,
University of Nebraska - Lincoln



<http://wellness.unl.edu/>



Member Spotlight



Karen Freimund Wills has been with the University for 11 years and a member of UAAD the entire time. She finds her membership provides a “wonderful way to network and connect with colleagues from across campus.”

Karen received both her Bachelor’s in Community Health Education and Master’s in Student Affairs Administration at UNL. She works for Student Involvement as the Program Coordinator for the University Program Council (UPC) and Manager of the Nebraska Union Rotunda Gallery.

While at UNL, Karen has served on the Academic Senate Convocations Committee, Big Red Welcome Planning Committee, Jazz in June Planning Committee, Martin Luther King, Jr. Day Planning Committee, NU Directions Campus/Community Coalition, Recognized Student Organization (RSO) Oversight Committee, and as a Campus Recreation Fitness Instructor Sub.

She married her high school sweetheart, Matt Wills in 1994 and they have a son, Talley and a daughter, Liem. Karen teaches and practices yoga, and loves performing (singing, dancing, acting) and choreographing. She has served on the Board of Directors for the Girl Scouts Homestead Council and was a member of Lincoln Downtown Rotary Club #14. She is currently on the Board of Directors of the Lincoln Community Playhouse and serves as the Vice President of the Prescott Elementary Parent Teacher Organization (PTO). Karen’s family bikes everywhere, when the weather permits and they recycle everything!

Words of wisdom from Karen, “It’s not what you know, or who you know – it’s how well you know them that really counts.”

Successful Project Management Seminar Well Attended On December 14

Over 80 UNL employees attended this seminar, presented by Beth Giesbrecht, from UNO’s Nebraska Business Development Center.

Beth’s key ideas?

- Every project needs a charter, even if it’s on the back of an envelope
- One hour in planning saves 3 hours in executing
- 90% of a project manager’s time is spent communicating
- If it isn’t written down, it wasn’t said

A project charter is composed of a project background, objectives, pre-scope, planning team, planning

time estimate and the signature of the project sponsor (who is paying for the project) and the project manager. Utilizing the PMBOK standard of project management, Beth took us from the initiation phase to the closing phase of project management.

We thank Valerie Lefler, UAAD chair of professional development, for organizing a very successful seminar.

Our next Professional Development seminar (March, 2011) features Dr. Paula Wells, who will present on “Management of Continuous Process Improvement”.

Resources...



Leave the Office Earlier
(2004) Laura Stack

Leave the Office Earlier explores the ten key factors that improve results, lower stress, and save time in today’s workplace. Fun, interactive quizzes speed you to exactly the advice and techniques you need the most.

Soup: A Recipe to Nourish Your Team and Culture
(2010) Jon Gordon

Soup delivers the powerful message that the quality of your career, business, and team is determined by the quality of your relationships. People are hungry for positive change and a fresh sense of purpose and passion. If you are ready to stir the pot and lead by example, *Soup* is a fun and engaging story.

Managing the Unexpected: Resilient Performance
(2007) Karl Weick and Kathleen M. Sutcliffe

Why are some organizations better able than others to maintain function and structure in the face of unanticipated change? Weick and Sutcliffe examine high reliability organizations (HRO) such as emergency rooms and firefighting teams that create a collective state of mindfulness and high reliability.