



UPDATE

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<http://uaad.unl.edu>

UAAD Kicks off the 2010-11 Year

Change & Innovation at UNL - Academic Affairs

Wednesday, September 15

12:00 - 1:00

Nebraska Union (City Campus)



Ellen Weissinger, Interim Senior Vice Chancellor of the University of Nebraska. Appearing with a panel from Academic Affairs.

David Wilson, Associate Vice Chancellor for Curriculum and Teaching in Academic Affairs and Professor of Teaching, Learning, and Teacher Education.

Nancy Kenny, Assistant Vice Chancellor for Academic Affairs for Business Operations.

Lance C. Pérez, Associate Vice Chancellor for Faculty Scholarship and Associate Professor of Electrical Engineering.

Learn how Academic Affairs has changed and what lies ahead. The panel will address changes with new deans and new directions in many colleges, efforts to create best practice collaboration on the business side of academics, the current SVCAA search and what it will mean to UNL to have a new Senior Vice Chancellor of Academic Affairs. Budget issues will also be addressed. The panel welcomes questions and discussion.

Open to all Faculty and staff.

Renew Your UAAD Membership Today!

Membership renewal notices have been sent out to those members that are up for renewal this fall. The membership application is available online at:

<http://uaad.unl.edu/membership.shtml>

Don't let your membership lapse. Renew today!

QUESTIONS? Contact Jennifer Hellwege, Membership Chair, 472-9004 or jhellwege@unl.edu

UNIVERSITY OF
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Serving the Managerial/Professional Staff at UNL since 1962

President's Message Innovation and Connection at UAAD!

Dear New, Prospective, and Returning UAAD members,

Welcome to a new academic year. After an active summer, with Special Olympics, Thespians and endless summer events, campus is now on the go with students, My.Red, Innovation Campus, new deans and inspiring programs. It is a lively time.

At UAAD this year, we will be embracing new directions while creating and strengthening the links we have with each other. Our theme is Innovation and Connection at UAAD. We are challenged more than ever to be creative and innovative, even when faced with declining resources. There are clearly bright spots – research dollars have increased, student enrollment is the highest in years and we continue to grow and prosper as a campus. But we cannot be complacent. Budget declines and tough decisions await us this year. How will we move forward? It is not an easy question. Each employee will be challenged to define the value we bring to the university, identify functions that have lost their usefulness and create efficiencies that make us better. How does UAAD fit in? We have talented members with much strength. Through dialogue and learning opportunities, we can get through the tough times and emerge as better people and a thriving university. In each of our departments, we face similar challenges. Why not learn best practices from other UAAD members? And, for the first time, we have a UAAD seat on the Academic

Planning Committee, the group that makes recommendations on university budget issues. Membership in UAAD means that you have a voice that can be heard.

If you are a returning UAAD member, re-energize yourself through UAAD activities and networking. For new members, we welcome and recognize you. For those of you who are not members yet, I challenge you to join. It's not much effort to participate and the benefits will far outweigh the undertaking. This is a great way to be a part of the university community, as well participating in a learning and growing experience.

We have a dedicated board and executive committee committed to serving you and UAAD. We invite you to contact us with any ideas or thoughts that you might have.

We look forward to seeing you at our first meeting on Wed., September 15, City Campus Nebraska Union. We will feature Dr. Ellen Weissinger, Interim Vice Chancellor for Academic Affairs, Dr. David Wilson, Associate Vice Chancellor, Dr. Lance Perez, Associate Vice Chancellor and Nancy Kenney, Assistant Vice Chancellor. They will speak to the changes and innovations this year at Academic Affairs.

See you soon!

Nancy Myers
UAAD President



www.twitter.com/unl_uaad



uaad.unl.edu

Program at-a-glance

October - City Campus Union

Keith Dawson, Assistant Director of Registration & Records will speak.

November - East Campus Union

Dr. Ronnie Green, University of Nebraska Vice President and Harlan Vice Chancellor for the Institute of Agriculture and Natural Resources at the University of Nebraska-Lincoln.

December

Annual "Graze & Mingle"

January

Joint UAAD-UNOPA meeting

February

Founder's Day Celebration



2010-11
Open Chairs

Nominating Chair

Seek nominations and committee interests of the UAAD membership by preparing/ distributing a "UAAD Interest Inventory" to the membership. Prepare and mail official ballot of officers to voting members.

Bylaws Review Chair

Review UAAD Bylaws and make appropriate changes as directed by the UAAD President and Executive Board

Details at <http://uaad.unl.edu/committee-guidelines.shtml#byguide>

Contact Nancy Myers for more info
472-8033
nmyers1@unl.edu

Social Consciousness Project - September

This morning, most of us took a warm shower, ate breakfast and brushed our teeth before rushing off to work. How many personal care items did you use before 8:00 a.m. today?

Imagine not having a bottle of shampoo, a toothbrush or toothpaste. Unfortunately, to many families a new bar of soap is considered a luxury.

At the September 15, 2010 UAAD meeting, we will be collecting personal care items for delivery to the Lincoln Food Bank. Please bring and donate new:

Bath/hand soap
Shampoo/rinse
Deodorant
Diapers/Baby wipes
Toothbrush
Toothpaste
Personal hygiene item

Items can also be hand delivered on city campus to Beth at 214 Canfield Admin Bldg, (2-5757) or on east campus to Angi at 318 BioChem Hall (2-6810).

Deadline: September 17, 2010.

Thank you...we each used nine items before 8:00 a.m. today!



Thank you! from Camp Quality Heartland!



Drawings at last year's monthly meetings generated a \$137 donation to Camp Quality - Heartland. Part of Camp Quality USA, this camp provides summer camp for

children with cancer and ongoing support programs for the families. To read more about it: <http://hl.campqualityusa.com/AboutUs/tabid/289/Default.aspx>

Have you read lately?



The Way We're Working Isn't Working, (2010) Tony Schwartz.

People at work are expected to run continuously, like machines, but unlike machines or computers, people do not function well when forced to work and process information on a continual basis. Instead, they require a balance of activities that allow for both expending and recovering energy. Schwartz addresses the four forgotten needs that energize great performance: Sustainability/Physical, Security/Emotional, Self-Expression/Mental, and Significance/Spiritual.

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.



Member Spotlight



Karen Randall is the Personnel Generalist for the Assist Business Center on East Campus. She has worked at UNL since July of 1991 when she was

hired as a temporary worker at the University Bookstore.

In 1994 she was transferred to the Accounting office within the Bookstore and transferred to IANR in March of 1999 to work in Payroll.

In July of 2003, Karen officially moved into the ASSIST Business Center, housed in Ag Hall on East Campus, where she began to specialize in the area of Human Resources. She cur-

rently works with the Business Manager and the Unit Heads, to facilitate personnel processing and employee relations for the departments served by ASSIST Business Center. She is responsible for monthly and bi-weekly payroll and provides administrative support to the Personnel Coordinator in the Finance and Personnel Office.

Karen's hometown is Lincoln, where she graduated from Pius X High School. She has two children, Angeline and Jay.

Karen is currently co-director of the Lincolnaire Chorus of Sweet Adelines International and has performed with them for nineteen years. She has been an active member of UNOPA in the past and is fairly new to UAAD. Glad to meet you, Karen!

The Last Word...

Listening is one of the most important skills you can have. How well you listen has a major impact on your job effectiveness, and on the quality of your relationships with others.

We listen to obtain information.
We listen to understand.
We listen for enjoyment.
We listen to learn.

Given all this listening we do, you would think we'd be good at it! In fact we're not. Depending on the study being quoted, we remember a dismal 25-50% of what we hear. That means that when you talk to your boss, colleagues, customers or spouse for 10 minutes, they only hear 2.5 to 5 minutes of the conversation.

By becoming a better listener, you will improve your productivity, as well as your ability to influence, persuade, and

negotiate. What's more, you'll avoid conflict and misunderstanding - all necessary to workplace success.

The way to become a better listener is to practice "active listening". This is where you make a conscious effort to hear not only the words that another person is saying but, more importantly, to try and understand the total message being sent.

You can't allow yourself to become distracted by what else may be going on around you or by forming counter arguments that you'll make when the other person stops speaking. Nor can you allow yourself to lose focus on what the other person is saying.

From: <http://www.mindtools.com>

Visit the site to read more like this and find some great tips!

Tips to Green Up Your Office

Optimizing the energy settings for computers and other devices can be more than a modest energy saver. Set computers to energy-saving settings and make sure to shut them down when you leave for the day.

The greenest paper is no paper at all, so keep things digital and dematerialized whenever possible. The more you do online, the less you need paper. Keep files on computers instead of in file cabinets and review documents onscreen rather than printing them out.

Use recycled paper and envelopes that have been processed and colored using eco-friendly methods. Pens and pencils can also be made of recycled materials, and refillable pens and markers are preferable to disposable ones.

Bringing lunch to work in reusable containers is likely the greenest (and healthiest) way to eat at work.

American workers spend an average of 47 hours per year commuting through rush hour traffic. This adds up to 3.7 billion hours and 23 billion gallons of gas wasted in traffic each year. We can ease some of this strain by carpooling, taking public transit, biking, or walking.

From: <http://planetgreen.discovery.com/>

Have some innovative ideas of your own? Send your ideas to uaad@unl.edu and we'll share them here.