



# UPDATE

Official publication of the University Association for Administrative Development

Volume 25, Issue 2

October 2010

## Board of Directors

### Elected Officers

President  
Nancy Myers

President Elect  
Deb Dahlke

Secretary  
Charlotte Frank

Treasurer  
Nicki Evans

### Executive Members

Historian  
Helen Fankhauser

Member-at-Large  
Kim Barrett

### Standing Committees

Professional Development  
Coordinator  
Valerie Lefler

Founder's Day  
Coordinator  
Alfred Stark

Nominating Chair  
TBA

Awards Chair  
Julie Thomsen

Membership Chair  
Jennifer Hellwege

Program Chair  
Vicki Highstreet

Employee Liaison Chair  
Deb Dahlke

Communications Chair  
Sara Weixelman

Webmaster  
David Sockrider

Social Consciousness  
Beth Hartman  
Angi McAndrew

Bylaws Review Chair  
TBA



<http://uaad.unl.edu>

## The Challenge of Innovation

*How to Expand Your Usage Capabilities With MyRED*

**Wednesday, October 20**

**12:00 - 1:00**

**Nebraska Union (City Campus)**

**K**eith Dawson, Assistant Director for Registration Services will speak at the October UAAD meeting.

Keith is originally from Cleveland, Ohio. He received his MBA from Notre Dame, worked as Registrar and Director of Admission at Willistown College in North Dakota, joined the University of Kansas, working in IT with the Department of Arts & Sciences, moved on to UNK as the Assistant Director/Assistant Registrar

where he gained experience working with PeopleSoft, and came to UNL in July of this year.



Change brings about challenges. Keith will offer some insight as to how we use our networking opportunities to increase our comfort with the use of MyRED.

Whether you are on the academic side or the administrative side of this new system, MyRED has something to increase your access to information.

## *Academic Affairs, "The inmates were handed the keys"*

For those who missed the September general meeting, Ellen Weissinger, Interim Senior Vice Chancellor, led a distinguished panel which included, Lance C. Pérez, Associate Vice Chancellor for Faculty Scholarship and Associate Professor of Electrical Engineering; Dave Wilson, Associate Vice Chancellor for Curricu-

lum and Teaching in Academic Affairs and Professor of Teaching, Learning, and Teacher Education; and Nancy Kenny, Assistant Vice Chancellor for Academic Affairs Business Operations.

*Read the article on page 4*

UNIVERSITY OF  
**Nebraska**  
Lincoln | University  
Association for  
Administrative  
Development

*Serving the Managerial/Professional Staff at UNL since 1962*

## President's Message Getting Our MOJO In Line

I was so impressed last month to hear Dr. Ellen's Weissing-er's positive messages of hope and vision for the future at UNL. We are very lucky to have her and her team at UNL.

As I was thinking about last month's presentation, I wondered how everyone can keep the energy going to juggle all the demands and responsibilities we have, not only at UNL but in our personal lives. One way might be gleaned from a presentation I heard last week by Marshall Goldsmith, author of *What Got You Here Won't Get You There* and most recently *MOJO: How to Get It, How to Keep It, and How to Get It Back If You Lose It* (2009). Goldsmith defines Mojo as "that positive spirit toward what we are doing now that starts from the inside and radiates to the outside". In other words, there is no gap between the positive way we perceive ourselves -what we are doing - and how we are perceived by others. According to Goldsmith, there are four vital ingredients to great Mojo. The first is Identity. Who do you think you are? (your self-image, independent of what others think of you). We must know who we are as an employee, parent, or partner. The second is Achievement. What have you done lately -that you feel has meaning and impact? Your Reputation is the third element, which is based on what other

people think of you – do people recognize or reject your identity and achievement? Finally, Acceptance is the final ingredient – what can you change and what is beyond your control? Ask yourself, are these four ingredients present and in balance with each other?

Goldsmith states that there are a number of Mojo Killers: (1) over-committing (how many of us do that?), (2) Waiting for the facts to change instead of dealing with the facts as they are. This is also called denial. (3) Looking for logic in all the wrong places. Life and human behavior is often illogical, not fair and logical so we need to make some peace with it. (4) Bashing the Boss – it depletes our energy if nothing else, (5) Refusing to change because of "sunk costs" – not admitting an error, making excuses for poor behavior or becoming invested in defending our dysfunction rather than changing. If you find yourself killing your Mojo, you might want to use some of Goldsmith's tools – Establishing criteria that matter to you, Making it easier to get things done, Taking control of your reputation and Changing what you can or letting go of what you can't.

Hopefully, we can all get some new, positive Mojo this year.

Nancy Myers, UAAD President



[www.twitter.com/unl\\_uaad](http://www.twitter.com/unl_uaad)



[uaad.unl.edu](http://uaad.unl.edu)

## Program at-a-Glance

November 17 - 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 15

Annual "Graze & Mingle"

January

Joint UAAD-UNOPA meeting

February

Founder's Day Celebration

*UAAD general meetings are on the 3rd Wednesday of each month.*



**UAAD  
Wants  
YOU!**

UNL's richest resource is its people.

Participation in UAAD puts us in touch with a remarkable variety of talent and experience.

Ask a colleague to join you at a meeting, post meeting notices in your department, promote UAAD to others.

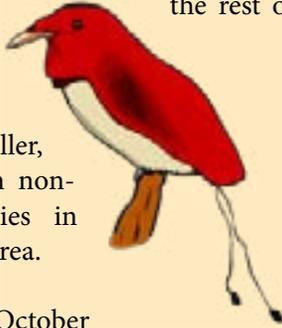
We'll all reap the rewards in the form of expanded networking opportunities and fresh new viewpoints.

YOU can make a difference!

## Social Consciousness Project - October

### Feed the Birds-Squirrels are Optional

Thanks to all who donated to the Lincoln Food Bank at the September UAAD meeting! As your 2010-11 co-chairs, it is our vision that UAAD use the rest of this academic year helping smaller, lesser known non-profit agencies in the Lincoln area.



For UAAD's October donation drive, join us in supporting the Nebraska Wildlife Federation (NEWF). Their work involves educating Nebraskans about natural resources and conserving wildlife habitat. NEWF promotes common-sense public policies that are good for family farmers, rural communities and natural resources.

We hope you will join us in purchasing a raffle ticket(s) to win a bird feeder and seed during the Oct. 20 UAAD meeting. If NEWF's work interests you, plan to attend their fourth annual fundraising event to be held Oct. 14 at Mahoney State Park. Call Kim at 477-1008; you can pay at the door.

**Raffle tickets are \$1 each or five for \$3 and can be purchased at the October 20 UAAD meeting**

Beth Hartman and Angi McAndrew

P.S. Instead of our creating a "UAAD Interest Survey", if you know of a small non-profit you would like UAAD to support, email Angi at [amcandrew3@unl.edu](mailto:amcandrew3@unl.edu)

## The 12 Elements of Great Managing

Gallup conducted thousands of interviews with employees and managers and identified these 12 statements – the Gallup Q12 – as the best predictors of employee performance and sustained workplace excellence:

1. I know what is expected of me at work.
2. I have the materials and equipment I need to do my work right.
3. At work, I have the opportunity to do what I do best every day.
4. In the last seven days, I have received recognition or praise for doing good work.
5. My supervisor, or someone at work, seems to care about me as a person.
6. There is someone at work who encourages my development.
7. At work, my opinions seem to count.
8. The mission or purpose of my company makes me feel my job is important.
9. My associates or fellow employees are committed to doing quality work.
10. I have a best friend at work.
11. In the last six months, someone at work has talked to me about my progress.
12. This last year, I have had opportunities at work to learn and grow.

## Read More About It



*First, Break All the Rules: What the World's Greatest Managers Do Differently* by Marcus Buckingham and Curt Coffman. (1999)

Presents the findings of the Gallup Organization's massive study of great managers, across a variety of situations. From top leadership to front-line supervisors, in Fortune 500 companies and in small entrepreneurships the managers who became the focus of this research were those who excelled at turning each employee's talent into performance.

*12: The Elements of Great Managing* by Rodd Wagner and Ph.D. James K. Harter. (2006)

This sequel to *First, Break All the Rules* is written for managers and employees of companies large and small. It explains what every company needs to know about creating and sustaining employee engagement.



## Member Spotlight

Howard Parker will be retiring from the University in November, 2010 after 19 years of service. He and his wife Natalie look forward to spending more time with their children and grandchildren, yoga, art and jewelry projects, visiting the national parks, reading, kayaking, biking and sailing, and volunteering. They will most likely migrate south during the coldest months of the winter.

During his career at UNL, Howard served as Manager of Architectural and Engineering services, Director of Facilities Planning and Construction and University Architect. He also served on the University of Nebraska Project Review Board and chaired the UNL Aesthetic Review Committee. He and his staff successfully implemented innovative ways to streamline the



construction process on campus including Construction Management with a Guaranteed Maximum Price, Design Build and Unit Price project delivery methods.

Howard has been the recipient of the Floyd S. Oldt Award for Exceptional Service, Creativity, Innovation and Dedication conferred by UAAD in 2000, and the Board of Regents Commendation for meritorious service and dedication to improving the quality of the University.

Regarding his affiliation with UAAD Mr. Parker says, "I am very proud of my association of UAAD. Particularly meaningful to me is the recognition of my peers and the Oldt Award which UAAD conferred on me."

His words of wisdom for us, "Whenever possible, park in the shade."

## Academic Affairs, "The inmates were handed the keys!"

The leadership change at Academic Affairs was sudden and the mission was clear: Create a situation in which a world class Senior Vice Chancellor for Academic Affairs can be hired. Within a relatively short time three deans were in place and the office's relationship with other Vice Chancellors on campus was repositioned. With deans who are "influential in and influenced by activities on campus" the office is truly in a position to attract the next Senior Vice Chancellor for Academic Affairs.

For those who missed the September general meeting, Ellen Weisinger, Interim Senior Vice Chancellor, led a distinguished panel which included, Lance C. Pérez, Associate

Vice Chancellor for Faculty Scholarship and Associate Professor of Electrical Engineering; Dave Wilson, Associate Vice Chancellor for Curriculum and Teaching in Academic Affairs and Professor of Teaching, Learning, and Teacher Education; and Nancy Kenny, Assistant Vice Chancellor for Academic Affairs Business Operations.

*"It is nice to hear administrators speak so positively. Sometimes we ... forget what a great place this really is and what amazing colleagues we have!"*

JoAnn Moseman M.A.

The University is at an unusual historical moment on campus and we are "lucky to be here" now. The campus community is just beginning to see dividends from the hard work and investment of the last four to five decades with upward movement on most metrics. This culminated in an unexpected benefit when the invitation to join the Big Ten arrived virtually "out of the blue." Credit must be given to Dr. Tom Osborne for a program of solid student athletes but the Big Ten is not "all about athletics." Our academics, research and campus values of "excellence and honor" were key factors and will also reap the benefits of this new alignment.

While the Big 12 has no formalized

## Academic Affairs, continued...

collaboration mechanism, the Big Ten has the Committee on Institutional Cooperation (CIC). Membership includes the 12 Big Ten universities plus the University of Chicago. Visit the CIC website for a complete picture of the opportunities offered by this collaboration: <http://www.cic.net/Home.aspx>. In response to a question asking what we can do to be part of this we are urged to “be generous contributors,” in short “be Nebraskans.”

“All changes bring a degree of stress” but we must not be “driven by

negatives.” Our budget situation is a constant concern but we are in a relatively better financial position than many universities and have strong leadership managing it.

While we are all familiar with the mantra “doing more with less” in most cases this is no longer enough. Creativity is the answer and we must all have the willingness to work from a “blank sheet” and when necessary re-design jobs, offices, and processes.

The message is clear: Determine what is consistent with your mission and keep your focus there!

## The Last Word...

**D**o you have a best friend at work? Many of us who participated in a Gallup survey at UNL were not quite sure what to make of that question. Just what was Gallup thinking?

Top executives were not pleased when Gallup began to use friendship as a key measure in its Q-12 surveys. The question was considered “childish” but Gallup continued to use it and after interviewing some 4.5 million employees a correlation was proven between “having a best friend at work” and employee satisfaction, productivity, and retention: the Tenth Element of great managing.

Senior executives have the most trouble with the question. They don’t like to answer it and many question the appropriateness of having a best friend at work.

According to the authors of *12: The Elements of Great Managing*, (see page 2, this issue) business leaders who don’t think friendship is any

of their business do not understand human nature.

Workplace friendships are valuable, especially during a new employee’s first few months. Without a friend at work the chances of being fully engaged in your job are 1 in 12. Friends motivate, energize, collaborate, provide companionship and networking, and give us a boost when we need one. It may not be a concept we associate with work but that might be worth re-thinking!

### On Line Resources

<http://blog.timesjobs.com/2009/02/best-friend-at-work/>

<http://gmj.gallup.com/content/25402/Book-Center.aspx>

<http://www.gallup.com/consulting/126806/q12-meta-analysis.aspx>

## UNOPA is seeking nominations for Floyd S. Oldt Awards

The University of Nebraska Office Professionals Association (UNOPA) is now accepting nominations for the Floyd S. Oldt Boss of the Year, Floyd S. Oldt Outstanding Staff Award, and Floyd S. Oldt Silver Pen awards.

The award recipients will receive a monetary stipend. The nomination deadline is Friday, October 15.

Nomination forms and the award criteria are found on the UNOPA website at <http://unopa.unl.edu>

For questions, please contact Barbara Homer, Awards Committee Director, by phone, 472-3677 or email, [bhomer@unomaha.edu](mailto:bhomer@unomaha.edu).

## Tips To Green Up Your Office

Save printer ink by choosing your typeface wisely when creating documents for printing. Choose a small, narrow font and avoid bold. Reducing your font size from 12 to 11 will hardly be noticed and using italics instead of bold will still provide emphasis when needed.

Find and download “Eco Fonts” - many are available for free on the internet and are designed to use less ink per character.

Finally - think before you print - do I really need hard copy?