



# UPDATE

Official publication of the University Association for Administrative Development

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Volume 24, Issue 3

November 2009

## Autumn: Time for career advancement!

### President's Message

Dear UAAD Members,

I am thankful for the love of my family, my faith, my warm, more than cozy home, co-workers that ask for help (YES, I do like this!!), phone calls from my kiddos when they just want to chat, a song that reminds me of loved ones, the sunshine, the cool, crisp, clear nights when you feel the stars envelope you, and smooth, fresh smelling sheets off of the clothesline. November is the time of year when the windows are closed up, the sun sets earlier, and gives us time to reflect and be thankful for the bountiful fruits in our lives. It is the special things in each of our lives that we can reflect on to get us through the day, make us happy, and remind what is truly important in our lives. We need to remember these as the recess-

sion is again knocking at our door with imminent midterm budget reductions/reallocations due to the Governor calling the special session regarding Nebraska's 'out of balance' budget.

Career Services Dr. Chris Timm's October presentation couldn't have been timelier as she spoke about ways to enhance our job skills description as well as teach us the ropes of navigating job websites. For job applications, she highly suggested we identify our strengths, elaborate the times we used our strengths, and make sure we describe the beginning, middle, and end of the success story. She also stated we should use keywords in our resumes as several employers perform keyword searches when reviewing on-line applications. Chris reminded us that to be prepared we need to

**Continued on Page 2**

### Upcoming events

**Getting Better With Age: How to keep from turning sour in your career**

Kevin Shinn  
Owner, bread&cup  
**Wednesday, November 18, 2009**  
City Campus Union (room tbd)  
11:45AM-1:00PM  
(see page 3 for more details)

**Contemporary Techniques for Career Advancement**

Christine Timm, Associate Director, Career Services  
**Wednesday, October 21, 2009**  
City Campus Union (room tbd)  
11:45AM-1:00PM  
(see page 3 for more details)

**See page 3 for a full UAAD program listing!**



<http://uaad.unl.edu>

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## President's Message (continued from pg. 1)

keep our resume current, maintain professional relationships, and continue to develop our skills. For more information, visit <http://www.unl.edu/careers/faculty.shtml>

Dr. Albrecht's Violence Prevention workshop was very well attended. His best tip was to listen to your intuition in any violent situation, as it usually takes you where you need to go.

We look forward to seeing you on

Wed November 18, 2009. Kevin Shinn, Owner of Bread & Cup, will present 'Getting Better With Age'. No matter your age, this promises to be an enticing topic!

Happy Thanksgiving . . . remember to be thankful for the simple things in life and MAKE time for what is important to you!

~Helen Fankhauser

## Program primer: How to Achieve Happiness Even During A Recession

*Written by Rochelsan, is a California-based freelance health, wellness and travel writer. Article is based on an article written by Zak Stambor on Monitor on Psychology, Volume 38, No. 11.*

Remember that movie, Pursuit of Happiness? It's a movie based on a true story of how one individual chose to pursue happiness despite of all the shortcomings and short-changes he encountered in his personal life. It happens everyday around us, each one of us has struggles we must go through.

According to happiness researchers, such as Andrew Oswald, PhD, of the University of Warwick in UK, each one of us responds differently to the challenges in our daily lives. Everyone has some form of happiness in our lives, such as a nice car, a healthy child, a big house and a high-paying job to name a few. When the going gets tough and "our happiness" is taken away from us, we respond accordingly, depending on the level of happiness that particular object or situation brings us.

Another researcher, Sonja Lyubomirsky, PhD, a psychology professor at University of California, Riverside, believes that it takes an effort on one's emotional well-being to be happy. Simply by changing your frame of mind, giving back and having positive thoughts can all influence the happiness you bring into your personal life. She also observed that people who expressed more gratitude and exhibit optimism in their lives have more lasting effects of happiness which lasted up to nine months after the study.

As a wellness believer, I believe that being consistently happy is not far from possible. Both researchers made a point on how your own happiness can be manipulated by what you see as happiness in your own life. In this day and age, unfortunately, people have viewed material things as synonymous to being happy. Truth is, material things do not make one happy, it is, but, a short-lived pleasure.

Here is a short list of things that will bring long-lasting happiness in your life:

1. Being in a healthy relationship.
2. Volunteering your time.
3. Spending time with your loved ones.
4. Reading to your kids.
5. Having dinner with your family.
6. Establishing a spiritual relationship with God.
7. Living a healthy life.
8. Appreciating simple things in life.
9. Thanking the people around you more often; Criticizing less.
10. Being thankful for having a wonderful support around you.

Always remember the happiness formula is 1% the situation you are currently in and 99% how you handle it. So no matter what life gives you, choose to be happy and positive.



## Social Consciousness Project — November

### Holiday Gift Drive for Cedars

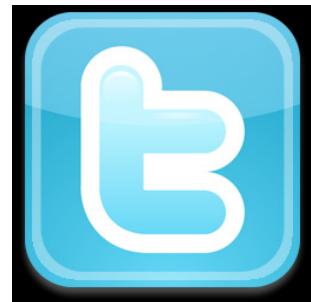
Donations of unwrapped gifts will be accepted at the November 18th meeting - watch your email for details. Cedars has provided us with a Wish List of teen gifts. Donations of gift bags, tissue paper and other wrapping supplies would be appreciated as well.

For those who miss this opportunity gifts can be dropped off at my office on East Campus until Monday, December 7th:

Sara Weixelman  
221 Chase Hall  
472-3432

Cedars has sent their thanks for supporting the children in their care - your kindness and generosity are very much appreciated!

~ Sara Weixelman  
*Social Consciousness Chair*



**KEEP UP WITH THE LATEST  
UAAD NEWS BY FOLLOWING  
US ON TWITTER!**

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

## 2009 UAAD Program

### Getting Better With Age: How to keep from turning sour in your career

Kevin Shinn

Owner, bread&cup

**Wednesday, November 18, 2009**

City Campus Union (room tbd)

11:45AM-1:00PM

*A good career is like a good wine; we all want it to get better with age. So how do we know if we are on the path toward enjoyable maturity or toward an unpleasant finish? The answer is probably already set in motion, and Kevin will share how he came to realize what he needed to do to ensure he was on the right track.*



### Graze and Mingle at the Lied



Pot Luck Luncheon and Entertainment with guest speaker Bill Stephan, Executive Director of the Lied Center  
**Wednesday, December 16, 2009**

Steinhart Room, Lied Center for Performing Arts (12th and Q streets)  
11:45am-1:00pm

Food, Entertainment & Info about the Arts!

\*Bring your favorite dish to share.

### NEW @ UAAD MEETINGS:



### DAIRY STORE ICE CREAM!

Bring a non-UAAD member and buy one, get one free!

## Dealing with Difficult, Hostile, or Even Dangerous People

Submitted by Nancy F. Myers  
President Elect, UAAD

"Campus safety and security is everybody's responsibility", said Dr. Steve Albrecht, threat assessment expert, who spoke to over 400 faculty and staff on October 20 at the City Union. "It is important that we try to prevent violent incidents, not just react to them". Albrecht defined workplace violence as any incident that could:

- involve threats or assaults to or from an employee, ex-employee, student, faculty, vendor, visitor, stranger or criminal;
- make any employee feel afraid to come here or do his/her work;
- cause damage to campus or personal property;
- involve domestic violence or stalking.

Albrecht suggested employees can become "First Preventers" by being aware of :

- people loitering in our work areas or watching our buildings
- cars parked nearby for too long
- people driving by, taking notes, videotaping, or asking questions about us
- "vendors" who are not known to us

He suggested that if we notice a stranger loitering in our work area, we can approach them and ask if we can help them. Albrecht stated that some questionable people try to "blend in" and act as if they belong there. Once "discovered", they will often leave. Of course, we can also always call UNL Police if we are concerned about our safety or the presence of anyone suspicious on campus.

Albrecht suggested that every UNL employee use a "Security Tool Kit". The tool kit includes being assertive, always wearing good walking/running shoes, and carrying a cell phone and/or whistle. He suggested using a 'buddy system' where there is more than one helping person present in any potentially harmful situation. He especially recommended always having a "Condition Yellow" mind, where we remain aware and alert for anything unusual or suspicious in our work areas.

Never try to outshout or verbally escalate with an upset person. Albrecht recommended the 'Assertive Whisper', where you gently lower your voice as a way of trying to

help someone calm down. Stay calm, practice deep breathing and create adequate space between you and the angry person. Albrecht demonstrated the technique of "secret service" hands, where you place your hands, gently touching the fingertips together in front of your abdomen, as a way of protecting yourself. He recommended each department or office have a code word that is recognized as a signal for help. In addition, identify potential safe rooms within a work area, where people may wait for the police if a dangerous person has trapped people in the building. Albrecht suggested that people working together talk about safety plans in advance so that anything potentially dangerous can be communicated with each other quickly and subtly.

Albrecht praised UNL for its Threat Assessment Team, which is a group of trained campus professionals coordinate by UNL's Police Department. If an individual on campus is afraid or concerned with someone's behavior, anyone can access the team by calling 2-2222. The Threat Assessment Team can evaluate the situation to see if potential harm might occur and develop a plan to deal with the threatening individual. In some cases, the Threat Assessment Team has been able to convince a person to accept help, which can result in improved behavior and prevent further escalation.

Finally, Albrecht suggested using the Top Ten Tips for preserving one's safety:

1. Trust your intuition.
2. Be "assertively polite." (Firm but not angry when dealing with a difficult person)
3. Try a lighter touch first (Trying to help a person calm down).
4. Know when to change the ratios of confrontation. (When to get someone else to help you).
5. Stay in Condition Yellow in the work area or when dealing with the public.
6. Change your position; use space and barriers. (When you feel threatened by another person).
7. Practice "If-Then" thinking. (Thinking ahead – If this situation escalates, then I will do X,Y,Z..)
8. Report every incident where you or others felt afraid.
9. Work as a team.
10. Be a shepherd. (Shepherds take care of themselves first, and then each other ).

## UAAD Representatives on UNL- and UN-Wide Committees Report

Hello, my name is Deb Dahlke, and I am the currently the Employee Liaison Committee Chair. The committee is composed of the various UAAD representatives on committees across campus, and it reports on any identified areas of concerns brought forward by the general UAAD membership. In an effort to keep the general membership informed, summary reports from selected committees will be included in the UAAD Newsletter in the upcoming months, and these summaries are listed below.

A complete list of the committees with UAAD representatives is on the website. This list includes some new updates; so, please congratulate the newest representatives below.

- ❖ Anne Embree, serving on the Parking Appeals Committee
- ❖ Cheryl Hessler, serving on the Parking Appeals Committee
- ❖ Tish Roland, serving on the Chancellor's Commission on the Status of Women

For any immediate update, watch the latest blog on the UAAD website, and if you have any concerns or questions, please give me (2-6923) or your UAAD representative a call!

### Chancellor's Commission on Environmental Sustainability

The Chancellor's Commission on Environmental Sustainability has worked hard over the last year to come up with a list of initial policy and practice areas on which the campus could focus, from energy usage to transportation and recycling, to organizational and government partnerships. We also provided recommendations to the Chancellor on how each might best be put into practice at UNL. Our website is up and running (<http://www.unl.edu/ucomm/chancllr/sustainability/>) with links to useful resources for all. This website continues to be updated and enhanced. Once the Chancellor makes decisions on the recommendations, the policy and practice document will become part of the website.

### Chancellor's University Safety Committee

This committee meets quarterly and for the meetings held in January, April and July of 2009, the following items were discussed. To be updated on current EHS issues, employees can subscribe to the EHS listserv to receive semi-monthly e-mails. EHS offers Safety Audit Guidelines of Safe Operating Procedures. See the EHS website.

In April's Open Forum the concerns regarding dormitory safety and background checks on the taxi drivers for NU on Wheels were discussed. The next Open Forum will be held on October 13, 2009. Because often high cost incidents involve back injuries or ladder accidents, the committee was reminded that EHS offers Back Safety and Ladder Safety courses. OSHA recordable incidents are those that require more than first aid, for example, a prescription or return doctor visit.

The Bi-Annual employee Safety Fair to be held in October 2009 has been postponed and a sub committee formed to commence planning.

### Faculty Senate

Nancy Myers, UAAD Rep to the Faculty Senate, attended the Sept. 1 mtg. The following major issues were discussed:

John Fech, President, announced the joint sponsorship of the Campus Violence Prevention workshops, presented by Dr. Steve Albrecht, on October 20

Chancellor Perlman underwent a 5 year review last summer. An external consultant was utilized for his review. The Chancellor announced that he will use a similar process for the 5 year reviews of Vice-Chancellors and Deans. UNL has hired a consultant to conduct the 5 year reviews.

Professor Isernhagen of the Commencement and Honors Convocation Committee, requested endorsement of the use of gonfalons (banners) for use in academic ceremonies. She stated that it is important to increase the percentage of faculty participation in graduation ceremonies. Several faculty members stated that they would like to see an increase in faculty interaction opportunities with the graduates and their parents.

Professor Prochaska-Cue announced that there will be a review of the APC/budget reduction process. In particular, issues of decision-making and transparency will be addressed. Feedback from other employee groups, such as UAAD and UNOPA will be sought.

The issue of shrinking parking slots, increased parking fees and increased distance to park will be addressed.

The next Faculty Senate mtg. will be held on October 6.

**Do you know a fantastic super staff member?  
Have you been trying to find a way to acknowledge them for all they do?**

UAAD is accepting nominations for the 2010 Carl A. Donaldson Award for Excellence in Management and the Floyd S. Oldt Award for Exceptional Service to the University. These awards are presented annually to managerial/professional staff at the UAAD Annual Founders' Day Program. The award recipients each receive a plaque, a \$1,000 stipend and a one-year membership to UAAD. Nomination forms and criteria are available on the UAAD web site at <http://uaad.unl.edu>.

**Hurry! Nominations are due February 1, 2010.**

### **University of Nebraska Ambassadors**

University of Nebraska Ambassadors are volunteers across the state and beyond who share a commitment to higher education and to the University of Nebraska. If you would like to receive information about issues we are facing and learn how you can help the university remain successful in building academic excellence, this is the place.

The network keeps alumni, parents, donors and friends informed of important issues, including budget and legislative issues. You'll also find information and updates on this web site. You can be as involved as you wish. We'll provide information in simple language that you can share with others as your time and interest permit. The program is informal, with mailings or contact as needed and occasional gatherings to share progress and hear your concerns and ideas.

In order for our voice to be heard, we need your voice:  
<http://www.ciclt.net/sn/sec/join.aspx?ClientCode=ungr>

## **Wellness and Preventative Services**

Below is a list of Preventative Services available through the university's Blue Cross Blue Shield medical plan. Enhanced services are available to all employees receiving benefits from the university who participate in the 2009 Health Risk Assessment. These enhanced benefits are indicated in red below.

### **Preventative and Routine Care:**

Preventative and routine care of insureds age two and above is available for routine physical exams and associated radiology, laboratory testing and cardiac stress tests, routine pap smears, and routine hearing examinations, up to a calendar year benefit payment maximum of \$250 for each covered person. Benefits are subject to the deductible and/or coinsurance. Once you have reached the \$250 maximum, no further benefits will be payable for the above listed well care.

**2009 Health Risk Assessment Participant, enhanced services:** Additional \$50 in annual adult preventative allowance, from \$250 to \$300.

### **Mammography Screening:**

Screening mammograms and corresponding fees for technical and professional interpretation of mammograms are provided at 100%. Benefits are not subject to the deductible and/or coinsurance.

### **Well-Child Care:**

Routine well-child care is provided to dependent children under 2 years of age. Benefits are available for periodic exams to

determine physical developments and well-care office visits, and associated radiology (x-ray) and pathology (laboratory) testing, up to a calendar year benefit payment maximum of \$500 for each covered person. Office visits may be billed separately. Benefits are not subject to deductible and/or coinsurance. Once you have reached the \$500 maximum, no further benefits will be payable for the above listed well care.

**2009 Health Risk Assessment Participant, enhanced services:** Additional \$100 in annual preventative allowance from \$500 to \$600 for dependent child(ren) under the age of 2.

### **Immunization:**

Pediatric immunizations for dependent children under age 6 are provided at 100%, not subject to the deductible and/or coinsurance.

Immunizations for insureds age 6 and older are subject to the deductible and coinsurance amounts, once the routine care coverage maximum has been reached.

### **Additional Preventative Services available only to those completing the 2009 Health Risk Assessment**

#### **Colonoscopy:**

100% coverage for routine preventative colonoscopy once every 10 years beginning at age 50.

#### **Generic Prescription Drugs:**

\$0 copay for generic prescription drugs (from CVS Caremark) at mail service only.

## **Mark your calendars! Paul Wesselmann is next UAAD Professional Development Workshop**



**Paul Wesselman**

**January 20, 2010, 1:15 - 4:15 p.m.**

**Nebraska Union, City Campus**

**UAAD Members \$20 / UAAD Guests \$40**

Paul Wesselmann makes his home in Madison, Wis., where he operates a speaking and training company. Every week, Paul distributes an inspirational email, Ripples, that offers inspiration and practical motivation to over 20,000 subscribers around the country. Paul holds degrees in psychology and higher education, and his adventures include having been a support group facilitator, volunteer coordinator, radio talk show host, and his college mascot. Learn more at [www.paulwesselmann.com](http://www.paulwesselmann.com).



# Health Risk Assessment (HRA)

**Available Online:**

**November 9 - December 4, 2009**



- Assess and monitor your health status with **FREE** customized personal health report for University employees!
- **Completely confidential**, only you have access to your health information.
- On-line survey. Log on to:  
**[www.wellstreamonline.com](http://www.wellstreamonline.com)**  
**Username** is UNL plus your NU ID.  
**Password** is **wellness**.
- An aggregate 'trend' report will be used to guide wellness programming at UNL.

## Know your numbers!

In support of the 2009 □2010 Health Risk Assessment, the University Health Center has extended Wellness Wednesdays in November. The Wellness blood profile includes total cholesterol (both LDL and HDL), triglycerides, hemoglobin, and glucose. It is recommended you fast 8-10 hours prior to the test in order to have a more accurate reading.

**Additional dates:** Thursdays, November 5 & 12 from 8:00am to 12:00pm at East Campus Union and Fridays, November 6 & 13 from 8:00am to 12:00pm at City Campus Union. This is a good opportunity to know your numbers.

**Cost:** \$20. BCBS insured will have the cost submitted to Preventative care. *Price valid during dates above only.*

*Wellness encourages a balanced lifestyle. HRA (Health Risk Assessment) supports multiple elements of wellness.*

**Physical Wellness:** the maintenance of healthy body through good nutrition, regular exercise and avoidance of harmful habits.

**Occupational Wellness:** the ability to enjoy a chosen career and/or contribute to society through volunteer activities

**Intellectual Wellness:** the openness to a new concept and idea.

