



UPDATE

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<http://uaad.unl.edu>

Autumn: Time for career advancement!

President's Message

Dear UAAD Members,

High winds and cooler weather brings crisp, dry leaves crunching under our feet. Welcome Autumn!

Our September meeting brought Kimberly Barratt from Campus Rec to discuss Wellness. The reminder that Wellness is not just physical activity was key to this topic. Wellness is an interactive process of becoming aware of and practicing healthy choices to create a more successful and balanced lifestyle. However, my favorite part of the program was the desk exercise demonstrations. Everyone could FEEL the leg extensions combined with the pulses! Check out the UNL Wellness website at wellness.unl.edu.

We ran our fall professional development workshop, "Inspiring Trust", right

behind our September general member meeting. Vicki Highstreet presented the workshop with her core leadership skills of Integrity, Intent, Capabilities, and Results. UAAD covered ½ the cost of the workshop. We would like to share the opportunity of learning more about these skills, so if there is more interest in this workshop, let me know and we will try to schedule another one!

Save the date for, Tuesday, Oct. 20th 8:30-10:30 or 2-4 for Violence Prevention, presented by Dr. Steven Albrecht. The workshop will focus on dealing with hostile people and handling potentially aggressive situations on campus. Attendees will learn behavioral techniques to defuse angry or upset people and ways to ensure the classroom, lab or office is safe.

Continued on Page 2

Upcoming events

Violence Prevention Workshops

Dr. Steve Albrecht

Tuesday, October 20

City Campus Union Auditorium

8AM, 11AM and 2PM

(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!

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President's Message (continued from pg. 1)

The workshop is co-sponsored by the Chancellors Office, Student Affairs, Faculty Senate, UAAD, UNOPA, Business and Finance and UNL Police and requires registration at <http://uaad.unl.edu/programs.shtml>.

Our general member program with Christine Timm is slated for Wed., Oct. 21. She will discuss ways to enhance our

job skills description as well as teach us the ropes of navigating job websites and online application systems.

Look forward to learning and growing with you this fall. See you at our next meeting!

~Helen Fankhauser
UAAD President



Social Consciousness Project — October

We will continue to collect 15-ounce cans of fruit and vegetables for the Food Bank Backpack Program in October.

Thanks to all who donated in September - let's wrap this one up big a bang in October. Weigh me down with those cans!

I challenge you to make it as difficult as possible for me to get back to my car after the meeting!

~ Sara Weixelman
Social Consciousness Chair

The Backpack Program sends a backpack filled with one of the six menus offered to students each Friday during the school year. The goal of the Backpack Program is to provide four to five meals for the student and his or her family over the weekend. The program served 1500 students during the 2008-2009 school year.

Program primer: Techniques for Career Advancement

This month, Christine Timm, associate director of UNL Career Services, will be providing tips on career advancement at the UAAD general membership meeting. To get a jump start on the topic, check out some of the info we've found on career advancement:

THREE ASPECTS OF DEVELOPING LEADERSHIP SKILLS

by Bill Thomas

Everyone knows that great leaders are made, not born. However good that statement sounds, we still want to know how we "make" or turn people effective leaders. And other questions need to be answered about the process of leadership development.

So how DO you boost your leadership skills? If you want to improve your ability to lead, where should you focus your attention? Why are certain leadership talents more important than others?

Would you want to be a leader with more skills? Yes, especially when you consider the opportunities "more" skills offer you. You could employ different skills to encourage your team to perform beyond their ordinary level, bridge the gaps causing low morale in your followers or coach and counsel people who face difficult circumstances.

With more skills, you would be better prepared to take action with greater confidence, and you would act more decisively.

Having more skills means you have:

- * More options, styles and capabilities to choose from,
- * More approaches to evaluating or solving your "problems",
- * More opportunities to innovate.

In the world of leaders, you must agree that "more is definitely better!"

Read more at <http://tinyurl.com/y8ok4tq>.

GIVING AND RECEIVING FEEDBACK

by BNET Editorial Staff

Most people assume that the experience of giving or receiving feedback will be a negative and uncomfortable one. This doesn't have to be the case. It is good practice to highlight positive achievements or traits in any feedback situation.

Feedback is, in fact, a gift. When providing feedback, the main motivation is typically to effect a behavior change for the better. Feedback is rarely given with ill intent; it helps people understand how they are perceived and how they may make positive changes to influence those perceptions. Of course, perceptions are not always reality—but they are very real in their consequences. Being aware of these perceptions allows a feedback recipient to choose whether or not to perpetuate them.... *Read more at <http://tinyurl.com/y9d7693>.*

NOMINATIONS FOR OLDT AWARD NOW ACCEPTED

The University of Nebraska Office Professional Association is accepting nominations for the Floyd S. Oldt Awards. Award descriptions and nomination guidelines can be found on the UNOPA website (<http://unopa.unl.edu>). Deadline for nominations is October 16, 2009.

2009 UAAD Program

Contemporary Techniques for Career Advancement

Christine Timm, Ph.D.

Associate Director, Career Services

Wednesday, October 21, 2009

City Campus Union (room tbd)

11:45AM-1:00PM



The days of hand delivering your resume and cover letter are disappearing. Whether applying for a different position in the same organization or

considering a change, savvy job seekers should know how to network, navigate job websites and online application systems, and describe their skills in ways that help their application rise to the top.

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 to-

ward 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.



NEW @ UAAD MEETINGS:



DAIRY STORE ICE CREAM!
Bring a non-UAAD member and buy one, get one free!

Violence Prevention Workshops – Mark the Date!

In December, 2008, UAAD and UNOPA were asked by the Threat Assessment Team to survey their respective members to solicit opinions about employee safety on campus and the workplace. 50% of UAAD members (71) responded. Out of that number, 45% expressed concern about a past safety issue on campus and 34% expressed concern about a present safety issue. 86% of the respondents requested additional safety sensitive material.

Your concerns were heard and as a result, an expert on campus safety will visit UNL on Tuesday, October 20.

Dr. Steve Albrecht, San Diego, CA. will be presenting a number of seminars that focus on dealing with hostile people and handling potentially aggressive situations on campus. Attendees will learn behavioral techniques to defuse angry or upset people and ways to ensure the classroom or office is safe. The seminar co-sponsored by the Chancellors Office, Faculty Senate, UAAD, UNOPA, Business and Finance, Student Affairs and UNL Police. Dr Albrecht is a former police officer and internationally recognized expert on violence prevention and campus safety. He has worked extensively with Virginia Tech, Northern Illinois and other

higher education institutions that have experienced tragic events. Author of "Ticking Bombs: Defusing Violence in the Workplace".

The seminars are open to all faculty and staff. There is no charge but advanced registration is required. Registration info will be forthcoming.

Tuesday, October 20

Nebraska Union Auditorium

Session #1: 8:30 - 10:30

All Staff

"Using effective behavioral skills when dealing with hostile or difficult people on campus"

Session #2: 11:00 - 12:30

Faculty

"Diffusing hostile situations and ensuring safety in the classroom"

Session #3*: 2:00 - 4:00

All Staff

"Using effective behavioral skills when dealing with hostile or difficult people on campus" (repeat of Session 1)

For more info, contact Nancy F. Myers, Organization Development, 472-8033, nmyers1@unl.edu

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



Paul Wesselmann

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.

Committee Representative Summary Reports

This month:

University-Wide Fringe Benefits Committee, Wellness Committee, Campus Recreation Advisory Council

University-Wide Fringe Benefits Committee (April 16, 2009)

— Access to Basic Retirement Plan Funds via a Loan

Employees participating in the Basic Retirement Plan may access funds via a loan through TIAA-CREF or Fidelity. Loans will be limited to the IRS Safe Harbor hardship events including certain unreimbursed medical expenses, purchase of a primary residence, payments of certain post-secondary education expenses, eviction or foreclosure of primary residence, burial or funeral expenses, or repair expenses for primary residence as a result of a casualty loss. In addition, loans are limited to the amount of employee funds and corresponding earnings. Loans may not exceed \$50,000 and must be at least \$1,000 and cannot exceed the amount necessary to satisfy the immediate and heavy financial need of the hardship event. An employee may only possess one Basic and one SRA loan at a time, regardless of the vendor.

— COBRA Changes due to ARRA

The American Recovery and Reinvestment Act of 2009 (ARRA) includes significant changes to the COBRA continuation coverage rules. The Recovery Act adopted a broad range of tax and spending incentives designed to promote economic development and provides premium subsidies to help pay for the continuation of health coverage for certain individuals who lose their jobs. Several of the COBRA continuation features include establishing new rights for individuals who were involuntarily terminated from employment between September 1, 2008 and December 1, 2009, providing individuals who qualify a subsidy equal to 65% of the cost paid for COBRA coverage. Individuals who were eligible for COBRA coverage but not enrolled in such coverage will have a one time opportunity to enroll. In addition, the employer is responsible for the 65% subsidy with reimbursement from the federal government by an offset against payroll tax payments.

— Universitywide Wellness Committee Update

President Milliken has approved the University Wide Wellness Committee wellness recommendation to offer Health Risk Assessment (HRA) to employees on a voluntary completion basis. Those employees completing the HRA would be eligible for the following benefits for employee, spouse, and dependent children.

- Annual adult preventative allowance increased from \$250 to \$300.
- Annual child (under age 2) preventative allowance increased from \$500 to \$600.
- First dollar coverage for a routine preventative colonoscopy every 10 years beginning at age 50.
- \$0 generic prescription drug copay at mail service only.

The above benefits (Enhanced Wellness Benefit) would be offered to employees in January 2010. Employees electing to not complete an HRA will continue to receive the same preventative wellness benefits that are currently being offered.

Wellness Committee

— Health Risk Assessment (HRA)

All employees who receive benefits will be informed via e-mail in the upcoming weeks about HRA and encouraged to take part in it.

— Events

• Husker Challenge will be October 4 through December 4, 2009. The cost will be \$12 with three goals to be obtained each week. (One physical goal, one nutritional goal and one environmental goal) Prizes will be awarded.

• Yoga on the Green for a Cause will be held from 12:00 to 12:30, weather permitting, on the green space north of the City Union. In inclement weather these event will be moved indoors to a TBD location. Oct. 13 the Cause is "Breast Cancer Awareness" and Nov. 11 the Cause is "People's City Mission".

- UNL Week without Violence is October 12-16 and is put on by the Women's Center.
- Earth Day Half Birthday is October 22.

Campus Recreation Advisory Council

— It was agreed that the Rec Center would open 15 minutes earlier at 5:45 a.m. during the weekdays. Many faculty and staff members felt the extra 15 minutes would be a bonus for exercise/class plans.

— A reminder for staff who are Rec Center members at the time of their retirement. You can lock in your membership rate charged during the year you retire for as long as you wish to continue membership.

2009-10 **WELLNESS** OPPORTUNITIES

Item

Date

Yoga on the Green **for a Cause**

October 13th, 12:00pm-12:30pm.

November 11th 12:00pm-12:30pm.

Check website for supported entity & location

Earth Day ½ Birthday Walks

October 22nd check website for time/location

Husker Wellness Challenge

October 4 - December 4

Cost is \$12 per person - Prizes and Free t-shirt

Great American Smoke Out

November 19th

Wellness Wednesdays (on-going)

University Health Center (health.unl.edu)

University of Nebraska

November 9th - December 4th

Health Risk Assessment

Weight loss/Management Program

January 25th-April 16th, 2010

2010 UNL Earth Day Walks

April 22nd (40th Anniversary)

National Walk to Work Day

April 2, 2010

National Bike to Work Week

May 17-21, 2010



For more Info,
visit us on the
web at
wellness.unl.edu

Workshops available upon request including topics: Wellness in the Workplace, Stress and Relaxation, Smoking Cessation, and Nutrition and Healthy Eating- To schedule a free workshop for your group or to get more info email: http://wellness@unl.edu

Well-ness |wel-nəs|: an interactive process of becoming aware of and practicing healthy choices to create a more successful and balanced lifestyle.

Membership Update

We currently have 107 members, and 59 members who have yet to renew their membership. An e-mail renewal reminder will be sent the first week of October.

On September 14, I sent a welcome letter from President Helen Fankhauser and myself to new managerial/professional employees with an invitation to join UAAD and a copy of the September program and professional development workshop. UAAD members, please stop by the offices of any new employees in your department and invite them to the next UAAD meeting on October 21 or the "Violence Prevention" workshop on October 20. They may appreciate your personal contact and invitation.

A big thank you to all of the UAAD members who have renewed their membership. And, a big welcome to these UNL employees who are new to UAAD: Zac Brost, William Duly, Scott Ferguson, Christine Gengenbach, Jill Hochstein, Sharon Kerrigan, and Michelle Malchow.

~ Linda Ratcliffe
Membership Chair

*Haven't joined UAAD yet?
See application on next page.*

BRRRC - Affecting Change

An email was sent out the last week of September soliciting feedback regarding the BRRRC (Budget Reallocation/Reduction Revision Committee) charter. If you have not yet responded, the BRRRC is still accepting input from UAAD's membership into affecting possible changes of the current procedures. Visit the link below to learn more and to provide feedback.

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

UAAD

The University Association for Administrative Development



<http://uaad.unl.edu>



Membership Application

Name _____ Title _____

Department _____

Campus address _____ campus zip _____

Phone number _____ E-mail address _____

Please select membership term:

One year\$10

Two years\$18

Make check payable to UAAD.
or Dept. cost obj no. _____

How did you learn about UAAD?

Website

Flyer

Current UAAD member
Name _____

Dean/Director or Dept. Head/Chair
Name _____

I am interested in helping with one of the following Standing Committees:

Employee Liaison

Membership

Professional Development

Programs

Communications/Publicity

I am interesting in helping with one of the following Special Committees:

Awards

Bylaws

Founder's Day

Nominations

Social Consciousness

Mail this form and your check to:
Linda Ratcliffe
UAAD Membership Chair 2009/2010
1155 Q St. Hewit Place
cc 0214

