



Information Services Offers Free "Introduction to Lotus Notes" Workshop

At the beginning of the Spring Semester, Information Services began offering a free introductory workshop to Lotus Notes e-mail. The workshop is offered monthly on a schedule to follow HR's New Employee Orientation sessions. Each workshop is a 2-hour session held in Teachers College Hall, room 142.

Workshop participants learn how to manage

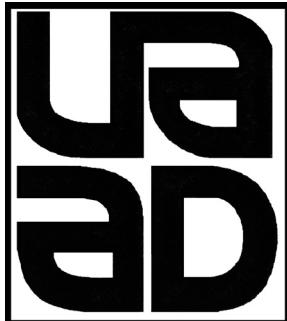
- the Lotus Notes environment (customize toolbars and other settings, change passwords, etc.);
- e-mail with folders, rules, and spamJam; and
- the personal Address Book.

Summer schedule:

- Wed., May 26, 2-4 p.m.
- Tues., June 22, 1-3 p.m.
- Tues., July 27, 10 a.m.- noon

Space is limited and reservations are required. To register, contact IS at 472-9050, training@unl.edu, or the 501 Building, Room 118.

UAAD Update is an official publication of the University Association for Administrative Development
Visit the UAAD Web site at:
<http://uaad.unl.edu>



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A note from the president

I hope you were able to attend at least one of the two professional development sessions that were held recently. I've heard a number of positive comments about those events and several people also made a point of saying they thought the food was excellent at the Champion's Club meeting. A special thanks goes to Mary LaGrange and Marilyn Fenton for coordinating the whole Champion's Club event and really making it a success.

Several people commented that we should try to have at least one of our meetings a year at the Champion's Club. If you have an opinion on this, please share it with our Program Chair, Mary LaGrange; Vice President, Tad McDowell; or myself, so we can use this feedback in planning programs for next year. At the end of the next business meeting (May 26) Tad will take the reins as president of UAAD for the next year. At that meeting, we will also announce the results of our election for next years vice-president, secretary and treasurer, and we will conduct a vote on the UAAD Bylaws that were proposed and modified at our March meeting. I urge you to make a point of attending the May meeting.

On a final note, I would like to thank all of the members of UAAD for allowing me to serve as your president this last year. It has been a valuable experience that was both pleasurable and enlightening. I want to specially thank the members of the Executive Board and the members of the various committees. The success of the organization, its ability to present professional development opportunities, hold informative monthly business meetings, present a newsletter and Web site, and provide a managerial/professional perspective on a variety of issues that come before UNL is dependent upon the continuing voluntary active participation of such UAAD members.

Thank you and have a great summer. Plan on attending some of the upcoming summer UAAD fun events that will be announced and we will reconnect formally in September.

UAAD General Membership Meeting

April 21, 2004, Champions Club

President Randy Leach called the meeting to order at 12:04 pm

Approval of Minutes: Minutes from the March 17, 2004 general membership meeting stand as submitted.

Officer and Committee Reports:

President, Randy Leach –

Randy welcomed UAAD members, UNOPA members and their guests.

Reminded UAAD members to review the changes made to the proposed Bylaws as there would be a vote on the changes at the May general membership meeting.

Randy announced the slate of officers for FY04-05 and thanked the Nominating Committee members for their efforts in preparing the slate. A request for nominations from the floor was made. There were none given.

Vice President/President Elect – Allan Hinrichs and Russel Bartholow

Treasurer – Al Stark and Anne Mulligan

Secretary – Amy Hensley and Brenda Ladd

Treasurer, Al Stark –

Please see the next issue of the Update for all the current account balances.

Program Committee, Mary LaGrange –

Mary LaGrange and Marilyn Fenton handed out numerous door prizes prior to the introduction of Tim Cassidy. Mary introduced Tim Cassidy, the new Associate Athletic Director for Football Operations who talked about the future of Nebraska football and many of the things the Athletic Department has planned.

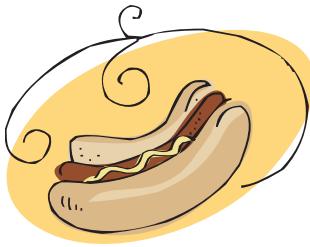
Following Mr. Cassidy's presentation, Mary and Marilyn drew names for more door prizes.

Mary introduced Aaron Davis – “The Husker You Never Heard of With a Message You Have to Hear”, who gave a lively motivational presentation.

The general membership meeting was adjourned at 12:20 p.m.

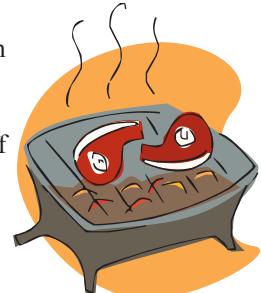
Respectfully submitted,

Cindy Bell, UAAD Secretary



UAAD End of the Year Cook Out

On Wed., May 26 11:45-1 at the Torn Notebook (between Temple and the Visitors Center), City Campus, please join your UAAD friends for a celebration marking the end of another academic year. We'll be hosting a weenie roast for all members and prospective members to pass the gavel to our new president and introduce next year's officers. Come join the fun and start your summer off with a bang (or at least a hot dog). We hope to see you there!



UAAD Monthly Treasurer's Report

Alfred Stark, Treasurer
Current Account Balances —5/01/04

University of Nebraska Foundation - Cash Balance Activity

Beginning Balance	\$1,760.00
Gifts	<u>15.00</u>
Ending Balance	\$1,775.00

US Bank - Demand Deposit Account

Beginning Balance	\$2,998.19
Expenses	
Spring Prof. Develop Speaker	(600.00)
Income	
Dues	168.00
Spring Prof. Develop Registration	780.00
Interest	<u>0.02</u>
Ending Balance	\$3,346.21

Bursar Account

Beginning Balance	-----
Expenses	
Spring Prof. Develop Mailing	(64.58)
Income	
VCBF Support	500.00
Spring Prof. Develop from Cost Centers	<u>200.00</u>
Ending Balance	\$635.42

Total Assets

UN Foundation	\$1,775.00
US Bank	3,346.21
Bursar	<u>635.42</u>
Total	\$5,756.63

HR Brown Bags

Tuesdays with H.R., the Brown Bag Lunch series from Human Resources returns with new topics! These interactive discussions will continue to address your Human Resources related questions, and seek to exchange ideas. Please join us for the following one hour sessions held from noon to 1 p.m. on the following days:

Behavioral Interviewing

May 18 City Campus Union
May 25 East Campus Union

New Employee Orientation

Human Resources recently revamped and improved the New Employee Orientation program.

The purpose is to provide a warm and enthusiastic welcome to new employees; share information on services, benefits and programs; and help employees understand that everyone contributes to making UNL a quality place to work and learn. Research also indicates that an NEO program reduces employee turnover and helps employees reach full productivity faster than those organizations without an introduction.

The goal is to have new employees attend a session during their first 30 days of employment. The sessions take place on Thursdays at 1:30 p.m. Upcoming dates are:

- May 20
- June 17
- July 15
- August 19
- September 16

General Membership Meeting

11:45 a.m.

May 26, 2004

UAAD Executive Board

Randy Leach President/President rleach1@unl.edu	Phyllis Geary-Tomkiewicz Professional Development pgeary2@unl.edu
Tad McDowell Vice President/President Elect mcdowell1@unl.edu	Marilyn Fenton Membership Chair mfenton1@unl.edu
Cindy Bell Secretary cbell1@unl.edu	Roxane Gay Publicity Chair rgay2@unl.edu
Alfred Stark Treasurer astark1@unl.edu	Julie Hagemeier Past President jhagemeier1@unl.edu
Dave Morgan dmorgan1@unl.edu Kathy Notter knotter2@unl.edu Employee Liaison Chairs	Jim Main Historian jmain1@unl.edu
Mary LaGrange Program Chair mlagrange1@unl.edu	Duane Mohlman Member at Large dmohlman@uni.edu

Advice on Speaking & Presentation

Ways to soothe a presenting pain

Sometimes, one person in your audience becomes a “presenting pain” by constantly suggesting that he or she has more experience than everyone else. To soothe this person and have everyone else benefit:

- Turn to the person often to add to or confirm the points you make.
- Refer to the person’s experience at the end of your session. Ask him or her to share some of that experience with the group in a brief presentation.

Source: Meeting & Conference Executives Alert, P.O. Box 990024, Prudential Station, Boston, MA 02199.

Here's the visual evidence

You think presenting with visuals is more effective than just talk alone, but you'd like some hard evidence. Here it is, from a test of both methods done at the Wharton School of Business:

- Audience members perceived presenters who used visuals as more effective than those who did not. Some audience comments: clearer, more concise, better prepared, more professional, credible and interesting.
- 79% of the audience who saw the visual presentation reached consensus, compared to only 58% of people in the non-visuals group.
- 67% of the visuals group members found the presenter convincing, versus 50% in the other group.
- 64% of those in the visuals group were able to make decisions right after the presentation. Those in the non-visuals group lagged in decision making.

And if that's not enough evidence for you, consider this time-saving point: The study also concluded that using visuals cut meeting time by 24%.

Source: pr reporter, PR Publishing Co. Inc., P.O. Box 600, Exeter, NH 03833.

Words to use in speeches

Your speech will be more “listenable” for your audience if you follow these guidelines when you write it:

- Choose simple sentences over those that contain dependent clauses. Original: The reorganization plan, on which I have worked for two months, is almost complete. Revised: I've worked on the reorganization plan for two months. And it's almost complete.
- Get rid of “that” whenever you can. Original: “It's possible that we'll be in the black by April.” Revised: “I predict we'll be in the black by April.”
- Don't bury verbs in nouns. Original: “There's a belief among many managers ...” Revised: “Many managers believe ...”
- Shrink long connecting words. Use “still” or “but” for “nevertheless” and “also” or “and” for “furthermore.”
- Stress your ideas by repeating words. Example: “Why should we adopt this plan? Because it's fair. Because it's feasible. And because it will give us a competitive edge for at least the next four years.”
- Use contractions such as “you're,” “you'll” and “we're” as much as possible.
- Insert “I” when appropriate and “you” every chance you get.

Source: Presentations for Decision Makers, by Marya Holcombe and Judy Stein, Van Nostrand Reinhold, 115 5th Ave., New York, NY 10003.