



UPDATE

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October Program: Ways to Become More Proactive

Are you tired of waiting for things to happen? Would you like to be happier and more effective in the workplace? What if you could realize your wildest dreams? When you become proactive, anything is possible.

It isn't always easy to take action on your own behalf, but doing so can dramatically change your outlook and help you reach higher levels of success.

And that's the goal of

"Proactive With Self,"

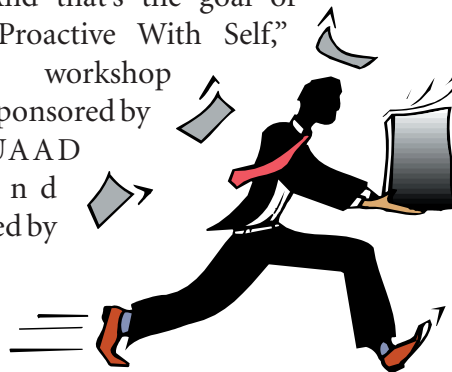
a workshop

sponsored by

UAAD

and

led by



Suzanne Drew, Director of Staff Development and Management for Facilities Management. The program focuses on determining the values of your workplace and how they apply to you, building relationships, becoming involved and improving interaction with others in the work place, and beyond.

The professional development program is Wednesday, October 12, from 12:30 to 2:30 p.m. in the East Campus Union. Cost to attend is \$10 for non-UAAD members and is free to all UAAD members. The cost to become a member of UAAD is \$10 and is automatic when paying to attend the event.

To register, contact Paul Marsolek at 472-1104 or pmarsolek2@unl.edu.



Tips for Managing Better

In a survey conducted by Denver-based corporate coaching firm Delta Road, eight out of ten employees categorized their bosses as "lousy" managers.

If you suspect that employees in your organization are feeling less than satisfied with management, take these steps:

- Ask your employees what they would like to see change about the company culture—then make as many of the changes as possible.
- Make sure your actions match your rhetoric. Don't tell your staffers that "employees are our most important asset," then treat them as expendable commodities.
- Focus on employee retention. Employees hate it when they see talented colleagues leave.

Taken from *Communications Briefings*, February 2005,
Adapted from "If Your Boss Is a Bad Manager..." www.techies.com

Dear University Professionals and Managers,

As a member of the University Association of Administrative Development (UAAD), you can network within the University and the local community, develop yourself professionally, and have your concerns heard by UNL administration. Our unique blend of opportunities and development is available only to UAAD members.

You will access special events, such as our discussion with Mayor Colleen Seng in September and the upcoming meeting with President Millikan in January. These events offer the chance to enjoy yourselves and network with other managers and professionals on campus, in local government leaders and within the community.

You will also enjoy opportunities for professional development. This includes seminars and certification that will enhance your marketability and professional knowledge. In fact, you can take advantage of the next professional development seminar "Become Pro-Active with Yourself" Wednesday, October 12, at the East Campus Union from 12:30 to 2:30 p.m.

Along with our networking and self-developing opportunities, you will also have the opportunity to be heard by the University's upper administration. UAAD is respected by the University's leaders; each month a UAAD representative meets with Herb Howe, the Academic Senate, the Commission on the Status of Women and other groups.

If you are not a member, you can become a member of UAAD by filling out the enclosed membership form. We look forward to seeing you at our next event.

Sincerely,

Russell Bartholow
President, UAAD
1700 Y St.
Lincoln NE 68588-0641

Sign on as an ALLY

On behalf of the University Health Center Sexuality Education eXchange and its supporting partners—the Women's Center, the Assistant Director of GLBTA Programs & Services, the Committee on GLBT Concerns, the Queer Student Alliance, Amnesty International, and others—you are invited, as an individual or organization, program, or department, to sign on as an ALLY to the GLBT community. There will be a giant replica of the ALLY card to sign, along with some historical highlights of GLBT and ALLY history at UNL on display during the week.



- What: 10-year anniversary of ALLY/safe space/safe person cards at UNL
- When: October 10–14, 2005 (Monday–Friday), 11 a.m.–1 p.m.
- Where: Nebraska Union Alcove, 14th & R Street
- Why: To demonstrate a "Commitment to Diversity, Mutual Respect & Personal Safety" and to celebrate 10 years of ALLY development at UNL!
- RSVP: Pat Tetreault at 472-7447 or ptetreault1@unl.edu; Please identify which day you will be attending to sign the card.

For a calendar of GLBT History month events, go to www.unl.edu/involved. For more information about ALLY and other issues regarding mutual respect and personal safety, go to www.unl.edu/health/outreach/persunl. ☎

Mark Your Calendar

Polly McMullin

President of DownTown
Lincoln Association

Wednesday, November 9

11:45 a.m. - 1:00 p.m.

Regency Suites, Nebraska City Union
Lunch is a catered buffet with pre-paid
reservations (brown bag welcome)



Of all canned fruits and vegetables, pumpkin is the best source of vitamin A. Just a half-cup of the orange stuff has more than three times the recommended daily requirement.

Candy corn, anyone? With an estimated \$ 1.93 billion in candy sales, Halloween is the sweetest holiday of the year, beating out Easter, Valentine's Day, and Christmas. In fact, one quarter of all the candy sold each year is purchased between September 15 and November 10.





UAAD University Association for Administrative Development

Opportunities & Benefits

WOULD YOU LIKE TO:

- Meet other UNL employees?
- Learn more about UNL and campus issues?
- Serve on UAAD committees?
- Develop professional skills?
- Discuss common interests with fellow professionals?

IF YOUR ANSWER IS YES...

Consider joining more than 225 members of the University Association for Administrative Development, an organization formed by employees for employees of the University of Nebraska-Lincoln.

WHAT UAAD DOES FOR YOU:

- Stimulates the improvement of operations in administrative and managerial areas of UNL.
- Promotes professional development among participating members through the exchange of ideas and techniques.
- Provides communications between UNL administration and managerial/professional staff.
- Serves as a source for UNL administrators to call upon for representation on appropriate committees or campus processes.

General Information

FOR JUST \$10* IN ANNUAL DUES, MEMBERS RECEIVE:

- Access to seminars & workshops that enhance professional development and growth.
- Monthly meetings with speakers who provide stimulating programs of mutual interest to the membership.
- UAAD Update, a monthly electronic newsletter about UAAD members, activities, and issues of interest.

*Or \$18 for two years

MEETINGS:

Usually the third Wednesday of the month from September through May, on alternating campuses, generally during the noon hour.

HOW DO YOU JOIN?

- Be an employee of UNL or an affiliate agency in which you have managerial/professional responsibilities.
- Possess an interest in expanding knowledge of University operations and the University community.

Apply for membership by filling out the application at right, detaching and returning to the membership committee chair OR bring the form to the next UAAD meeting.

UAAD Membership Application

Name _____

Title _____

Department _____

Campus Address _____

Phone Number _____

E-Mail _____

Please check one:

- Managerial/Professional staff
- Academic/Administrative staff
- Office/Service Staff
(with managerial/supervisory responsibilities)

Make check for payable to UAAD \$10 for one year or \$18 for two years

Would you like to serve on a UAAD committee? YES NO

(Refer to the UAAD website at www.unl.edu.uaad for committee descriptions)

How did you learn about UAAD?

- Website
- Flyer
- Current UAAD Member

Name _____
 Dean/Director or Dept. Head/Chair
 Name _____