



# STAFF ADVISORY COUNCIL

## Minutes

**Tuesday, September 12<sup>th</sup> 2017**  
**9:00 am, MBSC Chancellor's Room**

### **Present Members:**

Melissa Boseman, Deb Brozak, Anthony Flott (P.P.), Eric Hager (P.E.), Kim Harter, Sarah Kole, Steve Lendt, Melissa Malmberg, Beau Malnack, Katie Martikainen (S), Patti Martin, Megan Nelson (V.P.), Lindsey Parde, Jill Russell, Matt Shields, Jim Sinclair, Steve Summers, Jill Sutton, Kevin Thibodeau, Linda Value, Jennifer Walcutt, Thomas Walker (P), Suzanne Withem (T)

### **Absent Members:**

Barb Harvey, Laura Sherwin, Chandra Gustafson,

### **Guest Speakers: (9:00 - 9:30 am)**

#### **Harold Sargus, Nebraska Business Development Center**

Harold began by asking who had not heard of NBDC? –Most seemed at least familiar with the title, which is good. Nebraska Business Development Center provides 2 main services:

1. Courses for working professional (non credit)
2. Customized trainings for groups. Topics typically focus on organizational effectiveness and leadership training

Harold passed out catalogue of courses, and noted the services are for UNO departments and employees, too. Any challenge your department is facing, NBDC can help with that.

It was noted that Executive MBA/Executive Education is geared toward Executive employees; NBDC is more focused on more entry-level positions. The University's newly launched Re-Imagining U, unfortunately, could not work out a partnership with NBDC. Although part of UNO, NBDC is separate and needs to self-fund. While some areas on NBDC are grant-funded, Professional Organization Development (POD) is not. While training topics for Re-Imagining U and NBDC offerings are similar, they are different in approach and provide different instructors. While the NBDC courses will cost you/your department money, they can be more specialized and the typical session is longer, so can go more in-depth to the topics.

Harold then opened the floor for questions.

Regarding Institutional Accreditation, there was a question asked about Data interpretation / continuous process improvement offerings through NBDC? Answer: Yes. Not as detailed as Predictive Analytics, but process and daily operations.

Patti Martin shared that she is signed up for a course next week (Requirements Gathering). She stated that it is easy to sign up and a reminder that UNO employees get 25% discount.

The Issue of being understaffed and employee morale being low because of the current environment was introduced. Question: What classes/suggestions do you have for employee engagement? Answer: The NBDC trainings are typically ideas (e.g., resiliency). This may be less of a training solution, but perhaps organization development – see how to better structure and re-evaluate processes. Note: NBDC is big promoter of LEAN processing. They are skilled in providing ways to be more efficient and operate with less.

“You can't train morale or attitude.”

Harold encouraged everyone to test out and support Re-Imagining U. If you enjoy those, maybe NBDC offerings will be next step. They dig deeper and allow time for testing things out. Harold then passed out Employee Development Worksheet + Goal Planning Worksheet for references. Trainings are great, but do you have the right mindset going in and what do you do in the office when you get back?

### **Call to Order**

#### **Approval of Minutes**

- No discussion of the minutes or changes.
- Motion to approve: Melissa Boseman, with second from Jill Russell

#### **President's Report – Thomas Walker**

- Thomas discussed the recent release of the Budget Reduction Team (BRT) recommendations.
  - o Highlights include a lowering of the vacation maximum accrual (currently at 280 hours). He is not sure what the new number will be or how/when the change will happen.
  - o There is a proposed consolidation of Custodian/Landscaping/Maintenance departments. This will affect those in Leadership positions and how the subgroups will be combined
  - o Per diem reimbursement models have been suggested. This would alleviate Administrative duties and time spent on verifying receipts.
  - o Consolidation of Business & Finance for UNO and UNMC. Thomas noted he doesn't think this will affect day to day operations, but again will change leadership structure. He does not think this will affect job cuts, but will streamline operations.
  - o PLEASE NOTE: these are only highlights. There was a statement in MavDaily today linking to all of the recommendations. It is highly recommended you visit the posting and familiarize yourself with all proposed changes.
- Question: Was there a change in employee benefits?
  - o Answer: the BRT is working with a consultant to find out what areas can be streamlined
- Note: President Bounds and the Board of Regents will visit UNO Campus September 22.
- Thomas will meet with the Chancellor tomorrow. Will update him on the meeting today.

#### **Treasurer's Report – Suzanne Withem**

- Current balance of \$1,219.57

### **Committee Chair Reports**

- **Professional Development Committee – Eric Hager**
  - o Eric announced he will be leaving UNO this spring (2018). The motivation is that he will be starting his own business. He will remain dedicated to the Bookstore; they have recently joined with UNMC to help their bookstore (which has been running in red for past 3 decades or so). So, Eric will stay to help transition and support that store. With focus of budget, helping UNMC is important otherwise it would be easy to put them on the cutting board, but is an important part of the campus. Eric has also focused on getting solid foundation for employees in the bookstore. He really wants to have smooth transition out and set up full-timers to be comfortable. More updates later in the year.
  - o Thomas noted that with Eric's departure, he will be invited to meetings the rest of the year, but we now have a vacancy to fill. The By-Laws state that we can hold an open election for that position. Although Thomas motioned to vote today, and was seconded by Jim Sinclair, the committee decided to postpone. (6 voted to vote today; majority to delay).
  - o Linda Value noted that the position is of such importance, it would be nice to have time to consider good nominees

- Anthony Flott asked if first year members were eligible? Answer: yes
- Eric spoke a bit to the role of President Elect. He noted that the primary goal is to prepare for the next year. There needs to be a unified vision between the President and President Elect so there is a smooth transition and momentum can build. Part of the job is also about interweaving personal passions. This role is responsible for co-chairing the picnic and leading the Professional Development Committee. As preparation for the President role, this President Elect will also attend meeting with the Chancellor, HR Department, perhaps Regents meeting.
- Nominations and voting will take place at the October meeting.
- Professional Development/Re-Imagining U: Thomas attended the first session and said it was a positive experience. Most sessions are 1.5-2 hours and are free to employees. Table tents were passed out to place in your work areas.
- United Way campaign is coming up
- **Elections Committee – Megan Nelson**
  - Nothing to report
- **Resolutions Committee – Megan Nelson**
  - **Brought** Thomas introduced the resolution as Megan passed out copies for review. The focus was increasing the number of SAC members. We have had 25 since the start of SAC, but think that 40 would be better for representation and staff engagement. We would also be able to spread out volunteering and committee work, so hopefully could remove any burnout members are experiencing
  - Question for Beau Malnack: Will we add more committees? Answer: as of now, no. That will be up to next year's group if they want to re-structure the format.
  - Question from Melissa Malmberg: Will the increase be for all areas of campus? Answer: The additions will be on area – most all will receive 1 or 2 more spaces, but depends. The goal will be balanced representation based on department size.
  - Question from Jennifer Walcutt: Do we need to consider the structure change now? Answer: the resolution at the moment is only voting for the total number to increase. We will wait to see how to allocate the seats after we vote on the increase.
  - In addition, the vote is to alter the “wait” period before a member could be on SAC again. Currently there is a 3 year wait time; the recommendation is to shorten that to 1 year. Suzanne Withem spoke in support of this change, noting that we have committed, engaged individuals, it is not best serving people or the university to turn them away. One year makes it more manageable to ensure fresh ideas, but also stay connected to those who are engaged.
  - Motion to vote: Thomas; Seconded by Jill Sutton; unanimous approval
  - Jill Russell noted that the addition of membership numbers will help to “raise staff voice” as we will “have more ambassadors now”
- **Communications & Publications Committee – Katie Martikainen**
  - Nothing to report
- **Activities Committee – Suzanne Withem**
  - Picnic (Suzanne and Eric)
    - Ther
  - 797 raffle tickets were handed out at the picnic. We can assume some did not get returned to the bowl, but this gives us a good idea of attendance.
  - We also raised \$63.00 for the backpack program
  - There is a link to the photobooth photos. Thank you Patti for the email follow-up after the event. The picnic was a true collaboration effort; very successful event.
  - Upcoming – ideas for service projects in the future: Inviting Mav Food Pantry to come speak to us and have a small project for donations.
  - Eric asked about the ticket box. Thomas said he will get it to him.
  - The tote with photobooth props is in Jennifer's office.

### **Updates on the following committees**

- **UNO Athletics Committee Meeting – Thomas Walker**
  - Will meet September 28
  - Note, there is also an Open House that day from 1:30pm-3:00pm

\*Steve Lendt asked about updating the committee list. Katie will re-send the list via email. It was noted that the agenda only lists the chairs of each committee, so is not a reflection of all involved. Thomas noted that he will temporarily step into the Professional Development role to continue the discussion of Digital Measures

- **UNO Parking Committee – Kim Harter**
  - The first meeting will be in a week or two
- **UNO Wellness Stampede Advisory Committee – Steve Lendt**
  - Has not met yet; should meet soon.
- **UNO Sustainability Committee – Steve Summers**
  - Met last Thursday. UNMC gave an update on their collaboration. Looking to be more proactive in areas we can (e.g. trash/recycle pick up). Check out the website on Sustainability page. Encouraged to offer other ideas of how we can personally improve our efforts
- **Mav Communications Committee – Thomas Walker**
  - Meet next week. Updating the website and looking for better ways to update Research efforts. They are looking to add a button on the website to include this information.

#### **New Business/Good of the Order**

- Next month's meeting at Baxter Arena will also include photo day. PLEASE SHOW UP EARLY

#### **Adjourn – 9:54am**

#### **Next Meeting:**

October 10<sup>th</sup> – 9:00am-10:00am, Baxter Arena

Guest Speaker –Michael Smith, Director of Event Services, Baxter Arena