

March 8, 2022

UNIVERSITY OF
Nebraska
Omaha



STAFF ADVISORY COUNCIL
GENERAL ASSEMBLY MEETING



UNIVERSITY OF NEBRASKA AT OMAHA
STAFF ADVISORY COUNCIL

General Assembly Meeting Agenda

March 8, 2022

9:00 am

CEC room 205, Zoom

This meeting will be held under Chatham House Rule. Topics and decisions will be fully and accurately represented but not individual speakers.

Consent Agenda

These are unusual times, and the Staff Advisory Council is dealing with a significant number of topics that affect staff and require discussion. To create a space for dialogue, I propose a consent agenda. If any items require discussion, they can be removed from the consent agenda and discussed separately. The consent agenda can be found on the second page and includes the regular officer reports.

I. Call to Order

II. Presentation of a SAC Award to SVC Sacha Kopp

III. Guest Speaker – Assistant Vice Chancellor Steve Kerrigan

A. Summer Flexibility

B. Gender/Ethnicity Pay Equity Study

IV. Officer Reports - Consent Agenda

VI. New Business

VII. Old Business

A. SAC/AAC partnerships (part of the consent agenda)

VIII. Discussion

A. Mask policy

IX. Announcements

A. HR is sending out communication regarding state withholdings for non-Nebraska staff residents.

X. Adjourn

Consent Agenda in Lieu of Officer Reports

- A. President's Report
 - a. The new Chief Diversity Officer, AT Miller, has started work, and we will invite him to a future meeting.
 - b. We have a document formalizing partnerships between SAC and AAC ready for approval.
 - c. Elections will be coming up in May. We'll be sending out a call for nominations soon. If you have nominations, please make sure to enter them.
 - d. Banquet planning is underway.
- B. Treasurer's Report
 - a. Available Balance = \$13,301.05.
- B. Community Engagement Chair
 - a. We are working to connect with the Lutheran Family Services and UNO's Center for Afghanistan Studies to identify ways we can support new Afghani refugees. We hope to have a drive for needed materials and/or provide other needed services/resources. More to come.
 - b. There will also be a volunteer experience later this spring for trash pickup at UNO/surrounding area (TBD) in partnership with Keep Omaha Beautiful.
- C. Event's Committee Chair
 - a. Originally had planned for a virtual pancake event, but now that restrictions have changed, we'll be hosting the Pancake Man on April 5, at 9am. We will need volunteers to help with this event. Let Kaitlin Carlson know if you're interested in helping.
- D. Professional Development Chair
 - a. The Committee has approved 43 grants for a total of \$37,976.55.
 - b. Updated guidelines and application information are attached.
- E. Strategic Planning and Culture Chair
 - a. The Committee has been focused on updating the bylaws.
 - b. Discussion of staff scholarship fees will require further research and planning and will resume later in the year.



STAFF PROFESSIONAL DEVELOPMENT FUND

FUND GUIDELINES

I. **Funding Purpose**

The SAC Professional Development Fund is a program to support in-depth, job-specific, and domain-specific professional development opportunities for UNO staff not available through other programs (Re-Imagining U, Employee Tuition Scholarship) or departmental funds. Applications will be considered from eligible staff in the amount of up to \$2,000 each academic year. Each employee can only be awarded one professional development grant per academic year.

Types of Professional Development Opportunities Funded

Professional development activities are not required to be related to the employee's current job responsibilities and duties. The goal is to increase the employee's job skills and productivity, or in another way enhance the employee's value or contribution to the department or campus community.

Examples include, but are not limited to, the following, where the opportunity is not available at UNO or via NU distance education class offerings:

- Conference costs (registration fee, lodging, transportation to out-of-town conference locations)
- Professional certification exam costs, including test preparation classes
- Continuing education class requirements (post-certification)
- Nebraska Business Development Center (NBDC) courses
- CPR/AED first aid training
- Tuition for courses at local community colleges for a specific job skill (e.g., creating dashboards, data analysis, etc.)
- Other job-related or domain-specific opportunities

Note: Individuals may submit requests for multiple trainings in a single application if they are related to the same activity (e.g., multiple courses for a single certification). Each employee can only be awarded one professional development grant per academic year. If application is denied, a new application may be submitted for a different opportunity.

Types of Opportunities NOT Funded

- Duplications of trainings already offered through other UNO initiatives (e.g., Re-Imagining U, tuition for NU institution courses in a degreed program (NU employee scholarship)).
- Compliance training for staff that can be reasonably covered by applicant's department.



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- Books, equipment, and non-tuition costs for NU institution courses or community college courses.
- Books, equipment, and supplies for conferences.
- Costs for travel to training that can be reasonably obtained locally or online.
- Meals, local ground transportation, parking fees for conferences and training events.
- Training or travel already completed before the award date.

II. Funding Cycle

Funding cycle runs July 1 to June 30.

III. Eligibility

- 50% FTE or benefits-eligible employees classified as Office/Service, Managerial/Professional, or Non-academic Administrators. This includes NU employees housed at UNO who spend over 50% of their work time for UNO.
- Employee must be past the initial UNO probationary period (first 180 days) in their employment with the University and in current good standing with the University (i.e not under any written disciplinary action within the last 12 months).
- Past awardees applying for funds must have completed the past award's final reporting requirement.
- Each employee can only be awarded one professional development grant per academic year.

IV. Procedures

- Applications are accepted as long as funds are available. Applications are reviewed monthly. The program seeks to provide funding to a mix of staff by department, position, and job classification.
- Award procedures are reviewed annually, including award amount levels and limits.
- Employees must fully complete the online application to be considered for funding. The employee's supervisor must indicate approval of the request and verify that the staff member meets the program eligibility requirements as listed under Section III.
- Awardees are required to abide by all University policies, travel procedures and guidelines.
- Expense processing will be the responsibility of the awardee's department. Expenses will be charged directly to the SAC **WBS (Cost Center)** whenever possible.
- Only individual applications will be accepted. Group requests (e.g., 2+ employees in a department attending the same training) will not be accepted as a single request.
- Awardees are required to complete a program survey to SAC within 30 days of the funded training activity.

V. Funding Amounts Awarded

- Applications will be funded up to \$2,000 per year, based on the amount of funds available for the program each year.
 - Funds will be awarded before the training activity when necessary.
 - Travel funds will be reimbursed after travel has occurred and documentation is entered in the NU Concur system and approved. Any travel expenses over the awarded amount will need to be reimbursed by the staff member's department or paid by the individual.



- Each employee can only be awarded one professional development grant per academic year.
- Funds awarded are available until the end of the fiscal year the application is approved.
- Funds awarded may impact an individual's current/future tax situation. If awardee has questions about the tax ramifications of their award, the awardee should consult their accountant or financial planning representative.

VI. Selection of Awardees

- Applications will be reviewed on a monthly basis by the Selection Committee.
- The Selection Committee will consist of:
 - SAC PD Committee members
 - One UNO Human Resources representative in a non-voting, advisory role
 - One UNO Business and Finance representative in a non-voting, advisory role
- The Selection Committee must have a minimum of five voting members present to review applications at the meeting.
- Selection Committee members will abstain from voting on their own funding applications.
- All employees and their immediate supervisor will be notified by e-mail of the committee's decision.
- All award decisions are final; there is no appeal process on unfunded applications.
- The Selection Committee will provide feedback to applicants that are not funded.
- Employees with unfunded applications can re-apply for funding at subsequent award cycles.
- Applications will be reviewed based on 1) adherence to eligibility criteria; 2) how it increases the employee's job skills and productivity, or in another way enhance the employee's value or contribution to the department or campus community.
- The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, relation, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.
- Program guidelines and award terms may be subject to change. If any changes do occur, they will be posted on the SAC PD Fund webpage, with a timestamp included. Applications must abide by the terms most recently listed on the webpage at the time the application is submitted.

VII. Reporting/Outcomes

- Awardees are required to complete a program survey to SAC within 30 days of the funded training activity.
- Metrics to measure program success
 - All available funds awarded by the end of the fiscal year.
 - All funded awards will align with one or more UNO Strategic Planning areas (Student-Centeredness, Academic Excellence, Community Engagement, Institutional Quality) and strategies (e.g., 2.6, 3.3, 4.1, 4.4, 4.8) under the strategic framework of Access & Affordability, Quality, Statewide Engagement, Workforce & Economic Development.
- Data collection for outcomes
 - Qualitative metrics include:



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- Awardee: skills/knowledge learned; actionable benefits to the awardee, their department, UNO, and students; how the awardee found out about the PD Fund opportunity, and how knowledge obtained from the PD activity will be shared.
- Supervisor: value added/ROI to the awardee and the department; alignment of PD activity to UNO Core Values and strategic plan.
- Quantitative metrics include the number of funding requests submitted, number of requests funded, average amount of funded requests, number of awards not used, an aggregate list of requests funded by department and by funding type. Additional awardee demographic metrics (e.g., average number of University years of service, job classification) may be collected.
- Additional metrics from UCOMM (e.g., number of MavDaily runs, page views, time on page) may be collected.
- Collect based on fiscal year.
- Aggregate program outcomes will be disseminated to the UNO community and NU leadership annually.



Professional Development Fund Application

For detailed guidelines go to **BLANK**.

The application will take approximately 20 minutes to complete. All professional development activities must be completed during the fiscal year (July 1 to June 30) it was funded. If you have an activity that bridges the fiscal year please contact us at sacpd@unomaha.edu For consideration, please request funds as soon as possible.

Personal Information

- Name - Field
- Email - Field
- Application ID - Field
- Job Title
- Department, College, and/or Business Unit

Supervisor Information

Please provide your immediate supervisor's contact information. Your application will be reviewed and approved by your supervisor prior to review by the Professional Development review committee.

- Supervisor Name
- Supervisor Email

Professional Development Opportunity - Information

- Professional Development Title:
- Website, if available:
- Description (100-200 words):
- Please select the type of professional development training: *Please note:* This opportunity may fit under multiple categories. Please select the one that fits best.
 - Conference
 - Webinar
 - Certification
 - Community College Course
 - Workshop

Professional Development Training - Time

- Please select the date(s) of the (including any travel time):
- Please select the start time of the (including any travel time):
- Please select the end time of the (including any travel time):



Professional Development Training - Travel Information

- Does the $\{\text{Im://Field/1}\}$ require travel outside of the Omaha area? Yes/No

If the answer is yes,

- Please enter the $\{\text{Im://Field/1}\}$ destination and your desired mode of travel:
- Destination:
- Mode of Travel:

Professional Development Training - Budget

The university encourages individual departments or units to support their employees' professional development whenever possible. To better support all UNO staff, the SAC PD Fund is a need-based fund and was developed to support individuals when their department is under budget constraints.

Instructions: On the left, please enter a line-item expense per row (e.g., registration, course fee, flight, hotel). Next, enter the contribution each payment source will pay towards the total cost of that expense. Finally, enter the total cost of the line item in the far-right column.

Note: A payment source can contribute fully, partially, or not at all towards an expense. Please round up to the nearest dollar and leave any unused cells blank.

Example:

- FILL IN BLANK CELLS FOR COST
- Have you consulted with your supervisor regarding funding for this professional development opportunity? If you answer "No" please consider consulting your supervisor before submitting your PD Fund application.
 - Yes/No
- If no, please explain why you have not consulted your supervisor.

Benefits to you and UNO

- Please provide a 100–200-word summary of how this opportunity will impact your job skills and productivity, or in any other way strengthen your contributions to your department/unit and the campus community.
- Please describe how this opportunity differs from training offered through other UNO initiatives (e.g., Re-Imagining U, tuition for NU institution courses in a degreed program (NU employee scholarship)).

Data Collection

The answers to the following questions will not be considered when evaluating your application. This will be used for measuring application metrics and outcomes. The following questions are optional but highly recommended to help develop a better program over time.

- Where did you learn about the Professional Development Fund? (select all that apply)
 - Coworker



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- Email
- MavDaily
- SAC member
- SAC website
- Supervisor
- Other
- How many years have you been a benefits-eligible employee at the University of Nebraska (e.g., full-time employee)?
- ~~● Have you had the opportunity, in the last three years, for professional development while working for the University of Nebraska outside of this program?~~
- ~~● What professional development opportunities have you received while working for the University of Nebraska?~~
- If you have any feedback about the application process, please enter it here:
- If there is anything you would like to note to the selection committee for this part of the application, please enter it below:

Submission Confirmation

By clicking submit you affirm that:

- The information you provided is accurate to the best of your knowledge and ability
- You have read, understood, and agreed to all terms of the Professional Development Fund guidelines and application

Professional Development Fund Application - Supervisor

For detailed guidelines go to **BLANK**

This will take approximately 10 minutes to complete

Supervisor Information

- Name - Field
- Email - Field
- Application ID - Field
- Job Title
- Department, College, and/or Business Unit

Employee Information

Please select whether your employee, $\{e://Field/AName\}$, has or has not met the following requirements of the Professional Development Fund:

- Benefits eligible (Yes, No, Unsure)
- Completed their initial 180-day probationary period (Yes, No, Unsure)
- In good standing (Yes, No, Unsure)



Application Review

Employee Name: \${e://Field/AName}

Professional Development Title: \${e://Field/PDTitle}

Type: \${e://Field/PDType}

URL: \${e://Field/PDURL}

Description: \${e://Field/PDDescription}

Justification: \${e://Field/PDBenefits}

Dates & Times: \${e://Field/EventInfo}

- If \${e://Field/AName} may need to use work time to complete \${e://Field/PDTitle}:
 - I support the employee's use of work time to complete all this professional development
 - I support the employee's use of work time to complete some of this professional development
 - I cannot contribute work time for the employee to complete this professional development
- When \${e://Field/AName} filled out their application they indicated their department/unit/or college could pay: \${e://Field/WorkPay}
 - I confirm that I am able to fund this request
 - I am able to fund only part of this request
 - I am unable to fund this request
- Please enter the amount you are able to fund (rounded up to the nearest dollar):
- If there is anything you would like to note to the selection committee for this part of the application, please enter it below:

Submission Confirmation

By clicking submit you affirm that:

- You are aware the Professional Development Fund is a needs-based fund and that you do not have the funds to fully pay for this professional development of your employee
- The information you provided is accurate to the best of your knowledge and ability
- You have read, understood, and agreed to all terms of the Professional Development Fund guidelines and application

Professional Development Post Award Survey - Awardee

This will take approximately 10 minutes to complete.

Awardee Information

- Name - Field
- Email - Field
- Application ID - Field
- Job Title
- Department, College, and/or Business Unit



- What specific skills or new knowledge did you obtain from \${e://Field/PDTitle}?
- How will you share knowledge gained from \${e://Field/PDTitle} with others?
- Please provide a specific example of how the skills or knowledge you gained from \${e://Field/PDTitle} will help you in your daily work or long-term career goals.
- Please provide a specific example of how the skills or knowledge you gained from \${e://Field/PDTitle} will help your department.
- Would you recommend \${e://Field/PDTitle} for other staff at UNO?

Professional Development Post Award Survey - Supervisor

This will take approximately 5 minutes to complete.

Supervisor Information

- Name - Field
- Email - Field
- Application ID - Field
- Job Title
- Department, College, and/or Business Unit

- Please describe the value-added or return-on-investment (ROI) to \${e://Field/AName} and/or the department gained from \${e://Field/PDTitle}. Use specific examples if possible.
- If you have any feedback about the grant process, please enter it here:

SAC & AAC Partnership

WHEREAS, the missions of the Staff Advisory Council (hereafter: SAC) and the Academic Advising Council (hereafter: AAC) will remain distinct in their support to the University.

WHEREAS, the mission of the Staff Advisory Council is to facilitate communication between administration and all staff; advocate on behalf of staff; and function as the staff branch of the shared governance system of UNO.

WHEREAS, the mission of the Academic Advising Council is to provide a collective voice on campus for academic advisors charged with supporting student success and retention.

WHEREAS, a formalized partnership between SAC and AAC will allow each organization to more effectively pursue their distinct missions.

WHEREAS, a formalized partnership between SAC and AAC will improve communication and transparency on campus.

WHEREAS, a formalized partnership between SAC and AAC will provide a platform to elevate the voices and positions of both councils.

WHEREAS, the leadership of SAC and AAC will have two regular meetings per semester and meet ad hoc when deemed necessary.

WHEREAS, the leadership will consist of each organizations president, vice-president, past-president, and president-elect.

THEREFORE, the formal partnership between the Staff Advisory Council (SAC) and the Academic Advising Council (AAC) is hereby established.



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General Assembly Meeting Minutes

February 8, 2022

9:00 am

Zoom

This meeting was held under Chatham House Rule. Topics and decisions are fully and accurately represented but not individual speakers.

Present: Tracie Anderson, Rachel Redwyn, Paola Briones, Kaitlin Carlson, Angela Collins, Marlina Davidson, Keristiena Dodge, Yuriko Doku, Nadira Ford-Robbins, Traci Fullerton, Kim Harkins, Nikki Hecht, Sarah Heimerman, Bethany Hughes, Mindy Hunke, Rachael Jensen, Victoria Kohout, Heather Leas, Gloria Marchio, Lisa Medina, Geri Murphy, Rachel Radel, Lenae Reeves, Ellen Rice, Kevin Roy, Chris Scott, Mike Smith, Chelsea Sullivan, Katie Sup Rezac, Andrea Talbot, Hanna Wazenried-Solberg

Absent: Andrew Armatys, Thomas Martinez, Stephanie Neuman, Josh Nicol-Caddy, Lolita Schumacher

Guests: Mary Hoylman, Charley Steed, Mira Norman

- I. Call to Order - 9:00am.
- II. Approval of Minutes - Approved
- III. Officer Reports
 - A. President's Report
 - a. Monthly meetings with HR
 1. President-Elect to begin attending next month
 - b. Working with UComm on banquet date.
 - c. Website Updates are ongoing
 - B. Treasurer's Report – no report
 - C. Community Engagement Chair
 - a. Team meets today to discuss changes due to covid restrictions
 - D. Events Committee Chair
 - a. Moving forward with virtual pancake event, more details to come!
 - E. Professional Development Chair
 - a. Many have signed up for Strengths Finders for Staff session. They're full now, but sign up for the waitlist, so CFE knows people want to attend.
 - b. 35 grants funded- \$29,500; Still have funds available
 - c. Awards- nominations due 3/11. Only 5 nominations thus far.
 - F. Strategic Planning and Culture Chair
 - a. Bylaw review is this month. Send recommendations for updates/changes to Chair.
- IV. Other Reports - None
- V. New Business



A. One Hour of Wellness

- a. 1 hour on the first Friday of the month dedicated to wellness.
- b. Questions: Is this supposed to be a team building time, or separate from work?
 1. From the email from Chancellor Li:
 - i. I would like all faculty and staff to reserve one hour to invest in your own wellness and personal development.

You could use this hour to meditate, work on a personal creative project, exercise, catch up on that book you have been meaning to read, or anything that would serve as a time to foster personal wellness and spark creativity. The goal of this hour is to build a community that embraces curiosity, discovery, and innovation. We achieve this when we allow ourselves to take a moment to seek out things that inspire us, promote our personal wellbeing, and tap into the creative side of our mind.

2. Discussion of other types of flexibility; shorter work weeks; 4 10-hour days; early closures.
 - a. Shared info: <https://www.instagram.com/p/CZhdW9WFRW3/>

B. Transparency in Communication Discussion

- a. Fragmented communication on campus
 1. Breakout question: From SAC perspective, what recommendations can sac provide for improving campus communicate?
 - a. Please email any recommendations/comments to Strategic Planning and Culture Chair or SAC President

C. SAC member orientation Discussion

- a. Topics recommended:
 1. SAC Accomplishments
 - a. Highlight and how we did it
 - b. Role of SAC representative and collaborative processes
 2. Org Structure
 3. By-Laws understanding
 - a. Roberts rules 101 Introduction
 4. Participation requirements
 5. Introductions to sub-committees and their importance
 - a. How to get involved
 - b. How your voice and ideas matter
 6. SAC Partnerships
 - a. AAC
 - b. NU Staff Advisory Board
 - c. Faculty Senate
 - d. Student Government
 7. How to communicate SAC topics to your co-workers and peers



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- a. Asking for feedback (Check with Laura Wakefield (HR)– development perspective on how to receive and provide feedback more effectively)
 - b. Who are your staff networks & how to communicate with them?
 - c. How to bring topics to SAC (without negativity)
 - i. Advocacy training
 - d. SAC as a networking resource for problems
- VI. Group Photo for New Employee Orientation
- VII. Discussion
- A. Flexibility and Pay
 - a. Flexibility is important. Our pay isn't great, benefits don't pay the bills.
- VIII. Tabled for next month
- A. Admin Professionals Day
 - B. Kopp Gift
 - C. Chief Diversity Officer
- IX. Adjourn 10:28 A.M.