Student Affairs

New Employee Handbook

2010-2011
University of Nebraska-Lincoln

Division of Student Affairs

MISSION

The Division of Student Affairs creates a supportive environment for student learning and achievement by providing essential campus services, innovative programs, and state-of-the-art facilities that complement the University’s academic mission. We foster personal growth, skill development, and broad-based experiential learning in a diverse community which contributes significantly to students’ overall success at the University of Nebraska-Lincoln and prepares them for life-long personal and professional enrichment.

VISION

The UNL Division of Student Affairs aspires to be a national leader in serving both current and future generations of students through:

- collaboration with other university entities
- establishment of quality programs and services for students
- construction and maintenance of facilities that support and enhance the student learning experience
- utilization of state-of-the-art technology
- recruitment and retention of outstanding student affairs professionals

CORE VALUES

The UNL Division of Student Affairs embraces the University of Nebraska-Lincoln Core Values of:

Learning that prepares students for lifetime success and leadership;
Excellence pursued without compromise;
Achievement supported by a climate that celebrates each person's success;
Diversity of ideas and people;
Engagement with academic, business, and civic communities throughout Nebraska and the world;
Research and creative activity that informs teaching, fosters discovery, and contributes to the economic prosperity and our quality of life;
Stewardship of the human, financial, and physical resources committed to our care.
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<tr>
<th>Division of Student Affairs</th>
<th>Person and/or Units Responsible</th>
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<tbody>
<tr>
<td><strong>2010-2011 Priority Goals</strong></td>
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<tr>
<td><strong>Goal 1:</strong> Continue project management of multiple objectives necessary to the successful implementation of the new Student Information System (PeopleSoft).</td>
<td>OVCSA – Juan N. Franco Registration and Records – Earl Hawkey</td>
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<td><strong>Goal 2:</strong> Engage campus-wide support to develop and implement recruitment strategies to achieve the annual 1.5% enrollment increase established by the Board of Regents.</td>
<td>Office of Admissions – Alan Cerveny</td>
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| **Goal 3:** Achieve a 1.5% increase in the undergraduate student enrollment for the 2010-2011 academic year.  
  a. Establish a universal “new student” enrollment deposit inclusive of transfer students. | Office of Admissions – Alan Cerveny |
| **Goal 4:** Continue project management of major new construction/renovation projects in such a manner to insure successful completion on time and within budgets. The projects include:  
  a. Continue to work with the ASUN appointed Wellness Ad Hoc committee to improve Campus Recreation and University Health Center facilities via a successful student referendum.  
  b. Complete the following projects (Campus Recreation):  
    1. W Street Recreation Area site study.  
    2. Renovation of the Mabel Lee Hall Swimming Pool to meet industry standards.  
    3. Assess code requirements and cost analysis for enhancements to the house and maintenance/storage facility at the Leadership Training Facility.  
  c. Continue to work with the city of Lincoln, 2015 Vision group and the University of Nebraska Foundation to proceed with the development of the Breslow Ice Center.  
  d. Complete the following projects (NE Unions):  
    1. City Campus – Refurbish the Centennial room, repaint the walls and coved ceiling in the Ballroom  
    2. East Campus – Upgrade performance lighting in the NEU Great Plains room; increase outdoor seating at the NEU; renovate the former Health Center space in the NEU; develop a master plan for Lanes ‘N Games.  
  e. Complete the following projects (Housing):  
    1. Initiate planning to assess continued viability of East Campus residences.  
  f. Investigate opportunities to consolidate academic support services into new academic classroom facilities.  
  g. Investigate residential housing options as a replacement for the aging Cather/Pound Complex including the construction of a new residence hall similar to the apartment style living offered in Knoll Hall. | Auxiliary Directors OVCSA |
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| **Goal 5:** In collaboration with academic and student affairs partners, develop and implement curricular and co-curricular programs that foster student growth in personal and social responsibility.  
  a. Create a certificate enabling students to connect what they learn from their general education program with key experiences that will develop a life-long habit of civic engagement.  
  b. Engage student life directors in the development of character programming that provides opportunities to teach, display, demand, practice and reflect upon character. | OVCSA – Linda Major |
| **Goal 6:** Develop and implement, within the parameters required by state and federal law, a comprehensive diversity plan that prepares our students to compete in a global economy.  
  a. Collect and analyze data on the gender, race and/or ethnicity of Student Affairs’ employees to determine whether or not the division employee base is representative of the student population.  
  b. Review report findings with CSAD Directors and initiate action planning designed to address deficiencies noted in the report. | OVCSA – Tim Alvarez |
| **Goal 7:** Collaborate with Academic Affairs and other university partners to develop programming congruent with the vision for globalizing the campus.  
  a. Explore the feasibility of creating a campus service center designed to address the needs of international students.  
  b. Investigate unique housing options that both meet the needs of a growing international student population and allow for meaningful interaction with domestic students interested in global issues. | Office of Admissions – Alan Cerveny |
| **Goal 8:** In cooperation with the Office of Undergraduate Studies, develop and implement retention initiatives designed to enhance the sophomore experience. | OVCSA – Juan N. Franco |
| **Goal 9:** Explore creative new sources of revenue while protecting existing budgets to aggressively pursue excellence. Strategies to be explored include, but are not limited to the following:  
  a. Implement coordinating committee for division-wide fund-raising and corporate sponsorship.  
  b. Investigate opportunities to centralize programs and/or support services benefiting multiple units. Calculate the total amount of tuition dollars generated by student affairs’ staff teaching academic courses at the request of academic departments.  
  c. Communicate, as necessary, funding concerns/issues to students to help them understand potential implications for their annual fees. | OVCSA – Stan Campbell |
| **Goal 10:** Coordinate the implementation of the comprehensive response to student alcohol use and other high risk behaviors developed during the 2009/2010 academic year. | OVCSA – Linda Major |
| **Goal 11:** In cooperation with Extended Education and Outreach, investigate strategies for continuing service to distance education students and/or expanding services depending upon resource allocation. | Office of Admissions – Alan Cerveny |
| **Goal 12:** Continue the work of revising the student code of conduct. | Dean of Students – Matt Hecker |
Division of Student Affairs Statement on
Diversity

As the University of Nebraska-Lincoln community becomes more diverse, we can expect individual and group needs to change. Student Affairs departments must stand ready to address these changing needs. Our commitment is to be proactive in our support of diversity and to effectively address any issues and concerns that might arise as we become a more pluralistic community. All Student Affairs staff members must help create an environment in which all members of the university community will find support for their individual growth and development.

To achieve this goal, the Vice Chancellor for Student Affairs expects that significant leadership will be provided by Student Affairs Directors to ensure that all forms of intolerance are challenged and appropriate changes enacted. Throughout the Division, critical inquiry of existing programs and policies, alternative administrative structures and hiring models, continuing educational programs, and viable support systems for all staff and students must become pervasive if true diversity is to be realized. As a formal part of the annual performance evaluation process, each Student Affairs Director will compile a report presenting the efforts and results of departmental activities that support and enhance this goal.

We can help to achieve this goal by becoming actively involved in our support of every individual and by increasing our own and others’ appreciation for all cultures and beliefs. Among the ways in which this goal may be accomplished are:

- participating in programs and performances which illuminate the cultural heritage, traditions, and contributions of minority groups;
- becoming involved in university, community, state, and national minority organizations;
- critically reviewing and generating policies and procedures which are sensitive to the needs of all populations;
- confronting all forms of intolerance in the workplace;
- developing working relationships with people of diverse background and life experiences;
- serving as mentors, internship supervisors and supportive employers;
- acting to address minority under-representation in the Student Affairs staff;
- proactively supporting the application of minority associates for university positions; and
- serving as strong advocates for minority employment and promotion.

Juan N. Franco
Vice Chancellor for Student Affairs
September 2009
Division of Student Affairs Statement on
Staff/Student Sexual Harassment/Sexual Involvement

As employees of the State of Nebraska and the University of Nebraska-Lincoln, all personnel under the auspices of the Division of Student Affairs, including student employees, are in a position of “public trust.” It is expected that conduct while on the job (and while off the job, if such conduct can be construed to be carried back to the workplace as part of one’s job) will be such that all staff will be above reproach with respect to sexual harassment and sexual involvement.

Staff should recognize that those working in the Student Affairs Division are often placed in positions of unique affiliation with students – as advisors to individuals and groups, as traveling companions to professional and student events, as supervisors of residential living units, and as employees who are called upon to exercise their best professional judgments with students who may be vulnerable, confused, and/or acting out. Staff conduct should, therefore, be guided by the following principles:

• The central guiding principle in all student-staff relationships must be to avoid the abuse of power and/or trust.

• All staff must ensure that students are provided access to services on a fair and equitable basis. This is difficult, at best, to accomplish if a sexual encounter, real or perceived, has occurred or is in process, simultaneous with evaluative or supervisory responsibilities.

• All staff must avoid any personal conflict of interest so that they can deal objectively and impartially with persons within and outside the institution. Staff must be aware that, in many instances, the appearance of a conflict of interest can be as damaging as an actual conflict.

• Staff must recognize that they exercise considerable influence over students and that sexual encounters with students can be considered suspect given the symmetric and often dependent nature of the student/staff relationship.

It is the policy of the University of Nebraska-Lincoln that sexual harassment by an employee of a student or another employee, including members of the same or opposite gender is prohibited and is subject to the procedures and sanctions contained in the UNL Discrimination and Harassment Policy, http://www.unl.edu/equity/dhpolicies.shtml. UNL policy requires the relinquishment of the supervisory or evaluative role when relationships exist between members of the university community who share sexual, romantic, or domestic relationships including, but not limited to, graduate assistants and students; supervisors and the employees they supervise; and student or employee and administrator, advisor, counselor, or residential staff member who has supervisory responsibility for that student or employee. By adhering to the above principles and policies, Student Affairs staff can be instrumental in the creation and maintenance of a positive campus environment. In an atmosphere of fair and equitable treatment, all members of the UNL community benefit.

Juan N. Franco
Vice Chancellor for Student Affairs
September 2009
Office of the Vice Chancellor for Student Affairs

Administrative Staff

Dr. Juan N. Franco
Vice Chancellor of Student Affairs

Stan Campbell
Associate Vice Chancellor for Student Affairs

Dr. Timothy A. Alvarez
Assistant Vice Chancellor for Student Affairs

Linda Major
Assistant to the Vice Chancellor
Student Affairs Directors

Alan Cerveny
Admissions

Stan Campbell
Campus Recreation

Larry Routh
Career Services

Matt Hecker
Dean of Students Office

Linda Schwartzkopf
Greek Affairs

Charlie Francis
Nebraska Unions
Earl Hawkey
Registration and Records

Craig Munier
Scholarships and Financial Aid

Veva Cheney
Services for Students with Disabilities

Timothy A. Alvarez
Office of Student Assistance

Veronica Riepe
Student Involvement

Cay Yamamoto
TRiO Programs

James Guest
University Health Center

Doug Zatechka
University Housing
Mission Statement

Our mission in the Office of Admissions is to identify, recruit, and admit qualified undergraduate students from across the State of Nebraska, throughout the nation, and around the world to the University of Nebraska-Lincoln.

We seek to enroll first year and transfer students who will:

I. Enhance the quality of our student body and the University’s academic reputation;

II. Increase student diversity on campus;

III. Bring unique talents and special abilities to the University; and

IV. Benefit from, and contribute to, the University's wide range of academic and co-curricular programs.

We will present accurate and timely information about our academic programs, student services, and University policies and procedures to prospective students and the general public in a friendly and helpful manner. Our goal is to personalize our services whenever possible by providing the types of information, guidance, encouragement and/or support appropriate for each individual student.

We understand that our success depends upon the active support of faculty and staff throughout the University. Through our interaction with our campus colleagues, we seek to foster a strong sense of collaboration and teamwork in order to attract and retain students to the University of Nebraska-Lincoln.

Admissions URL: http://admissions.unl.edu/
Campus Recreation
Director: Stan Campbell

**Mission Statement:**

Campus Recreation’s commitment to holistic wellness enhances the educational experience and improves the quality of life in the State of Nebraska.

**Vision Statement:**

A steadfast commitment to excellence in recreation guides Campus Recreation’s mission as we aspire to fulfill our unique role at the University of Nebraska-Lincoln. Campus Recreation supports the missions of the University of Nebraska-Lincoln and the Division of Student Affairs by providing superior recreation facilities, programs, and services that enhance the educational environment. We strive to enrich the quality of campus life by aggressively promoting the benefits of physical activity, leadership development, and social interaction in healthy surroundings. Campus Recreation’s innovative co-curricular offerings serve to provide a connecting link between students and the University, thus advancing the institution’s recruitment and retention efforts. We are essential to the ongoing development of the University community and serve as a valuable resource for the citizens of Nebraska. Campus Recreation resolves to be a leader within the collegiate recreational sports profession and an advocate for the lifelong enjoyment of recreation. This vision can only be accomplished by being responsive to the diverse needs of our patrons.

**Campus Recreation URL:** http://crec.unl.edu/
Mission Statement:

University of Nebraska-Lincoln Career Services is a centralized, comprehensive career center for students, alumni, faculty, and employers. Through career counseling and career exploration services, students and alumni develop job-search and career decision-making skills and strategies. Working with academic colleges, Career Services offers students self-knowledge and employment options to prepare them for the workforce, professional or graduate school, or alternative employment.

Description of Services

Prospective Students
- Presentations, career counseling and web resources

Students & Alumni
- Career counseling and assessments to support decision making
- Career information in the Career Resource Center and the Career Services website
- Services and resources to develop job hunting skills
- Systems listing part-time jobs, internships/co-ops, & full-time employment
- Special events including Career Fairs
- Services to help students make decisions regarding graduate and professional school
- Graduate & Professional School admissions testing services

Employers (UNL Departments & Off Campus Organizations)
- Campus interviewing services
- Resume access via Internet and through resume referral
- Career Fairs and special events
- Job listing services

Career Services URL: http://www.unl.edu/careers/
Dean of Students Office  
Director: Matt Hecker

Mission Statement:

The Dean of Students Office addresses the needs of the institution for: developing, disseminating, interpreting, and enforcing campus regulations for students; dealing with student behavioral problems in a fair, effective manner; and protecting relevant legal rights for students. This program is committed to providing learning experiences for students that facilitate and encourage respect for campus and community governance as well as the conventions and expectations of adulthood in American culture. Further, we seek to impart an understanding of the importance of promoting a dignified environment for teaching and learning. Through the services provided to resolve student behavioral problems or interpersonal conflict on campus, we strive to educate students on the values of personal integrity, civility, tolerance and respect for the diversity found within humanity.

Description of Services:

The Dean of Students Office at University of Nebraska, Lincoln administers the student disciplinary system, responding to allegations of student misconduct. Protecting the learning environment, preventing educational interference while upholding the values of academic integrity, and fostering civil respect are among its main objectives. The Dean of Students Office, in conjunction with other members of the UNL campus community, recognizes the reality of human fallibility as well as the stresses associated with collegiate life. Thus the service is used as a means to redirect inappropriate behaviors through sanctions focused on educational opportunities, student development and personal accountability. Increasingly, the emphasis of the service is to target proactive strategies designed to prevent problematic behavior rather than respond ex post facto.

Dean of Students URL: [http://stuafs.unl.edu/ja/](http://stuafs.unl.edu/ja/)
Office of Greek Affairs
Director: Linda Schwartzkopf

Mission Statement

Our Greek system is a dynamic community with a continued heritage of developing character and success through the ideals of scholarship, leadership, service and maturity in a system that binds men and women together in lifelong excellence.

Description of Services

Greek organizations are comprehensive and developmental in nature. They strive to better the individual member through his/her affiliation with the chapter. The basic mission of Greek Affairs is to:

- Communicate with collegiate, alumni and the University on a continual basis
- Provide programs and services which will enhance the academic endeavors of all members
- Encourage and stimulate positive development in group living situations
- Provide support and advice in the judicial process when Greek chapters/members are involved

The responsibilities of the Greek Affairs Office are exceptionally diverse because of the number of students involved, and the wide variety of expectations and programs. The staff at the Greek Affairs office provides the following:

- Advisory to the Interfraternity, Multicultural, National Pan-Hellenic, and Panhellenic Association Councils as well as to Order of Omega, and Greek Ambassadors
- Support to the Office of Admissions in recruiting new students to the University
- Assistance to University Housing with the distribution and collection of the on-campus residency requirement forms for all new students joining fraternity chapters
- The collection and monitoring of all forms relating to the recognition of Greek living units
- Maintenance of all chapter membership cards and rosters
- Provide scholarship information to each chapter every semester
- The Monitoring of chapter progress in relation to the Interfraternity/Panhellenic by-laws, especially scholastically.
- Provide information on issues relating to risk management
- Coordination of all recruitment activities
- Communication with advisory boards, corporation boards, and house directors

Greek Affairs URL: http://www.unl.edu/greek/index.shtml
Nebraska Unions
Director: Charlie Francis

Mission Statement:

The Nebraska Unions foster a social and learning environment that enhances the lives of students, faculty, staff and guests of University of Nebraska-Lincoln (UNL) through facilities, services and programs.

Vision Statement:

The Nebraska Unions will be a dynamic, engaging and service-oriented environment that:

• protects physical, emotional and intellectual safety,
• supports integrated learning through meaningful interactions,
• reflects the traditions and rich history of the university,
• evolves with the changing needs and interests of the campus community, and
• encourages innovative problem-solving without boundaries.

Description of Services

Service to the University of Nebraska-Lincoln and Lincoln communities continues to be the main focus of the programs and services provided by the Nebraska Unions. Significant contributions are made on a daily basis through meeting and conference services, technology and financial services, and service provided to the Recognized Student Organizations (RSO), as well as through the programs and offerings of the variety of the tenants and stakeholders in the Nebraska Unions.

Nebraska Unions URL: http://unions.unl.edu/
Registration and Records
Director: Earl Hawkey

Mission Statement

1. Provide registration and records services in support of the academic mission of the University. In this goal we strive to provide high quality and responsive service to students, faculty and staff.
2. Maintain and safeguard the academic records of individuals who have matriculated at UNL.
3. Interpret NCAA regulations related to academic eligibility and to apply them to student athletes and prospective student athletes to ensure that the University operates within NCAA and Big XII regulations.
4. Provide certification information to the Athletic Department, coaches, NCAA Faculty Athletic Representative and the Academic Senate Intercollegiate Athletics Oversight Committee in support of their missions.
5. Interpret and apply the academic policies of the institution regarding course registrations, grades and the student academic record (transcript) in a fair and equitable manner.
6. Provide timely and important information to members of the University community in the development of academic, admissions and advising policies.
7. Act as the central repository for student contact information including name, address and phone number.
8. Work on behalf of the Administration and the Faculty Commencement Committee to plan, coordinate and execute commencement ceremonies at the University of Nebraska-Lincoln.

Registration and Records URL: http://www.unl.edu/regrec/index.shtml
Scholarships and Financial Aid
Director: Craig Munier

The Office of Scholarships and Financial Aid (OSFA) is a service-oriented administrative office. In 2008-09 OSFA administered or coordinated over $191,000,000 of federal, state, university and private financial aid and scholarships to over 17,000 undergraduate, graduate and professional students. The office also awards University-wide scholarships to new students on a rolling basis as students are admitted to the University and monitors continuing student eligibility for scholarship renewals. Approximately 75% of all students will have some contact with OSFA during their college career at the University of Nebraska.

OSFA is a leader on campus in the use of information technology including the high-volume exchange of data and information, electronic imaging, telephone call handling, student self-service and e-mail communications. With a student and prospective student to staff ratio of over 1,000 to 1, the Office receives, in a typical year, over 32,000 telephone calls with an average wait time of less than one minute, greets over 28,000 walk-in and appointment visits to the office, and receives and answers over 6,500 e-mails from students, parents, prospective students, and others.

In May 2006 as part of a regularly scheduled departmental review, an external review team observed, “The Office of Scholarships and Financial Aid at UNL is an outstanding operation and a model of efficiency and good practice…”

Quick Facts:

- 59.1% of May 2009 graduating undergraduates borrowed an average of $17,551 in student loans while enrolled at UNL; this compares favorably with other national, public, research intensive universities.
- In 2008-09 student, parent, graduate and professional borrowing of federal loans exceeded $100,000,000 for the year for the first time in the history of the University.
- In 2006, the most recent year for which data is available, UNL had the lowest cohort default rate for student loan repayment of any school in the Big 12 athletic conference; 1.3%.
- In 2008-09 over 3,200 undergraduate students received Federal Pell Grants for over $9,700,000.
- In 2008-09, 51% of new freshmen received a scholarship from the University, excluding athletic scholarships, Reserve Officers’ Training Corp (ROTC) assistance and scholarships from external, non-university sources.
- 73% of UNL’s new freshmen receive scholarships or gift aid from any source, toward payment of their tuition.
- 25% of full-time UNL undergraduate students receive gift aid equal to or greater than the cost of their tuition.

Scholarships and Financial Aid URL: http://www.unl.edu/scholfa/
Services for Students with Disabilities
Director: Veva Cheney

Mission Statement:

The University of Nebraska – Lincoln is committed to providing all students the opportunity to take full advantage of its programs and facilities. We believe that every member of society has the right to an education commensurate with his or her ability and interests. Services are offered to promote and facilitate the integration of students with disabilities into the mainstream of University academic life. The accountability and responsibility of accommodations is shared among faculty, students, administrators, and employees. The Office of Services for Students with Disabilities is designated with the responsibility of assisting the University community with reasonable accommodations to students with a documented disability.

Description of Services

Academic Accommodations: These specifically address course substitutions, supported by appropriate diagnostic documentation. Also included in this category is priority registration.

Classroom Accommodations: Accommodations may include one or a combination of the following: a classroom notetaker, a sign language interpreter, a captionist, a tape recorder in the classroom, and assistance in a laboratory setting.

Housing Accommodations: These services are coordinated with the Housing Office. These may include access issues such as a single room accommodation, TDD access and a flashing fire alarm.

Materials Accommodations: All materials, textbooks, handouts, etc, required for classes are prepared in alternative media formats such as braille, e-text, and taped texts.

Testing Accommodations: Extended time on tests and a quiet, distraction-reduced area are provided in the SSD office and coordinated with the individual instructors. Other testing accommodations include use of a reader, a scribe a sign language interpreter, taped exams, braille or large print exams, spelling assistance and use of a computer or other adaptive equipment for exams.

Other services provided include accessible classroom identification, intercampus transportation coordination and advocacy assistance.

Services for Students with Disabilities URL: http://www.unl.edu/ssd/
Office of Student Assistance
Director: Timothy A. Alvarez

What does the Office of Student Assistance do?
The Office of Student Assistance Director is located within the Vice Chancellor for Student Affairs Office, 106 Canfield Administration Building, and is designated by the university to assist student members of the campus community:

A. To resolve issues or questions of concern or dissatisfaction regarding their rights;
B. To understand and follow the policies and procedures of the university; and
C. To function effectively within the university system.

The Director may assist in the resolution of academic, administrative, or personal problems that cannot otherwise be resolved equitably within existing mechanisms.

The Director also assists the university in monitoring, evaluating, and formulating policies and procedures regarding the rights and responsibilities of the individual and of the institution.

In the fulfillment of these responsibilities the Director:

1. Remains impartial and independent of pressure or control, but responsible to do all in her/his power to resolve problems in an equitable manner.
2. Is an advocate of no particular person or group.
3. May listen to, investigate, and seek to mediate and resolve complaints and grievances brought to her/his attention.
4. May recommend appropriate changes or solutions.
5. Shall have no authority to overturn, reverse, or modify such policies, procedures, practices, or decisions.

No person shall suffer any penalty because of seeking help from the Office of Student Assistance. All information presented to the office shall be considered confidential unless a complainant authorizes release of such information.

Student of Assistance URL: http://stuafs.unl.edu/osa/
Mission Statement

As an essential partner in the educational experience, Student Involvement provides co-curricular opportunities that complete the academic process, foster student development, and prepare all students for life beyond the university.

Additional Services

- East Campus Programs and Services
- Gender-Related Development/Women’s Center
- Gay, Lesbian, Bisexual, Transgender (GLBT) and Ally Programs and Services
- Leadership Development
- Student Involvement Information Strategies
- Student Organization Activity Resources
- Volunteer Services/Service Learning
- University Program Council
- Grant Funded Program
Mission Statement:

Our mission is to promote the academic, social, and cultural development necessary for TRiO students to be successful in baccalaureate education and beyond.

Department Services:

Pre-College Programs
- Educational Talent Search (ETS)
- Upward Bound (UB)
- Upward Bound Math/Science (UBMS)

College Programs
- Student Support Services (SSS)

TRiO Programs URL: http://www.unl.edu/trioprog/index.shtml
Mission Statement

The University Health Center promotes the health and well being of the University of Nebraska through quality care and education.

Vision Statement

We envision a contemporary Health Center, focused on excellence, connected with students, supportive of the academic mission, and committed to the health and wellness of the entire University community.

Core Values

- Excellence
- Respect
- Integrity
- Teamwork
- Compassion
- Accountability

Description of Services

- Primary Care Clinic
- Specialty Care Clinic
- Laboratory
- Radiology
- Physical Therapy
- Immunization/International Travel
- Pharmacy
- Dental
- Health Education

University Health Center URL: http://health.unl.edu/
Mission Statement

The Division of University Housing at the University of Nebraska – Lincoln exists as one of the twelve major divisions operating under the auspices of the Vice Chancellor of Student Affairs. The programs, services, and facilities reflect a continuous concern and sense of responsibility for addressing the physical, social, and cultural needs, as well as the academic development of each student resident.

The division is administered through five major departments to affect a positive impact on the students’ environment: Dining Services, Residence Life, Business and Fiscal Operations, Facilities and Operations, and Administration. The activities and services of these departments are interrelated and are managed in a manner which facilities appropriate departmental interface characterized by planning, organization, coordination and evaluation.

University Housing URL: http://housing.unl.edu/
“The mission of Student Affairs Staff Council (SASC) is to enhance communication with the Vice Chancellor for Student Affairs, and to give the Student Affairs staff a voice to help enhance leadership support, promote a sense of community, and recognize successes in the Division, both individually and collectively.” Student Affairs Staff Council Mission Statement, Adopted January 2009

The Student Affairs Staff Council was formed in early December of 2008. Members from a variety of departments across the Student Affairs division are charged with representing their department, and reporting back on University & Student Affairs updates.

The Staff Council will continue to work towards the goals set by each subcommittee. As we push further into the year 2010, the Council anticipates exciting changes & new opportunities for Student Affairs.

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<th>Subcommittee</th>
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<td>Admissions</td>
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<td>Paula Allen</td>
<td>ASUN</td>
<td>Community</td>
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<td>Bill Conkling</td>
<td>Custodial Supervision</td>
<td>Recognition</td>
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<td>Diann Daniels</td>
<td>Health Center</td>
<td>Community</td>
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<td>Dave DeLashmutt</td>
<td>AS Facilities Operations</td>
<td>Leadership Support</td>
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<td>Dr. Juan N. Franco</td>
<td>Student Affairs</td>
<td>Vice Chancellor for Student Affairs</td>
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<td>Mary Guest</td>
<td>Student Affairs</td>
<td>Leadership Support</td>
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<td>Beth Jacobson</td>
<td>TRIO Programs</td>
<td>Leadership Support</td>
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<td>Nicole Leafy</td>
<td>Greek Affairs</td>
<td>Council Facilitator</td>
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<td>Linda Major</td>
<td>Student Affairs</td>
<td>Council Advisor</td>
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<td>Kareon Miles</td>
<td>Registration &amp; Records</td>
<td>Community</td>
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<tr>
<td>Matt Petr</td>
<td>Financial Aid</td>
<td>Leadership Support</td>
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<td>Kim Schafers</td>
<td>Career Services</td>
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<td>Pat Tetreault</td>
<td>Student Involvement</td>
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<td>Sharles Watermeier</td>
<td>Campus Rec</td>
<td>Community</td>
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<td>Melissa Wulf</td>
<td>Students w/Disabilities</td>
<td>Secretary/ Community</td>
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<td>Date</td>
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<td>September 16</td>
<td>Accountability—Part 2</td>
<td>Nancy Myers, Ph.D.</td>
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<tr>
<td>October 21</td>
<td>Creating Team Cohesiveness through Communication and Contribution</td>
<td>Vicki D. Highstreet</td>
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<td>November 18</td>
<td>Social Networking</td>
<td>Craig Lennon</td>
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<td>December 9</td>
<td>Holiday Entertaining</td>
<td>Catering Class—East Campus, location TBA</td>
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<tr>
<td>January 20</td>
<td>Understanding/Relating to Others – Culturally and Generationally</td>
<td>Gina Matkin, Ph.D.</td>
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<td>February 17</td>
<td>Matching Your Skills and Interests to Your Career</td>
<td>Larry Routh, Ph.D.</td>
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<td>March 17</td>
<td>Performance Reviews—How to Make the Most of Them</td>
<td>Nanda Ramanathan</td>
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<td>April 21</td>
<td>Goal Setting—Personal and Professional</td>
<td>Timothy Alvarez, Ph.D.</td>
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Employee Benefits:

➢ HEALTH CENTER
  o Allergy – available to administer allergy injections on regular basis
  o Health Education – help create a healthy lifestyle
  o Dental – cleanings, check-ups, fillings, root canals, and crowns
  o Immunization & International travel
  o Laboratory – Wellness profiles
  o Optometry – eye exams, lenses, prescriptions for glasses and glaucoma
  o Pharmacy – prescriptions and over-the-counter medications
  o Physical Therapy – treatment and rehabilitation for muscles, bones, and joints
  o Podiatry
  o Radiology – X-rays
  o Other Services – checking blood pressure, temperature, and use of scales

➢ CAMPUS RECREATION
  o MEMBERSHIPS for UNL faculty & staff
    $30.50 per month (2009/2010 rate via payroll deduction)
    Options for spouse/partner and dependent children
  o CAMPUS REC CENTER (city campus) & the ACTIVITIES BUILDING (east campus)
    o Cardio workout equipment: treadmills, ellipticals, cycles
    o Weight training room: free weights & machines
    o Supper Circuit weight training
    o Indoor swimming pool
    o Indoor walking/jogging track
    o Basketball, volleyball, badminton, racquetball, squash courts
    o Indoor rock climbing wall
    o Locker rooms, showers, and saunas
  o ACTIVITIES AND SERVICES
    o Group Fitness & Mind•Body Classes
    o Personal Trainers
    o Nutrition & Wellness Assessments
    o Injury Prevention & Care
    o Massage Therapy: 30/45/60/90 minute sessions
    o The Bike Shop & Gear Rentals
    o Outdoor Adventure Trips
    o Adventure Challenge Course
    o Youth & Adult Swim Lessons
    o Youth Sports & Activities
    o Youth Summer Camps
- Intramural Sports: faculty/staff leagues in basketball, racquetball, & golf
- Rec & Leisure Classes: martial arts, dance lessons, sports, & safety

- **OUTSIDE FACILITIES & GREEN SPACES**
  - Fleming Fields (32nd & Leighton Ave): softball complex
  - 17th & Vine Rec Area: flag football, soccer, tennis, sand volleyball
  - Selleck Rec Area: sand volleyball
  - 14th & Avery Rec Area: tennis, sand volleyball, basketball, golf putting
  - Mabel Lee Rec Fields: flag football, soccer, lacrosse, kickball
  - East Campus Rec Area: tennis, basketball, soccer, sand volleyball

- **UNIVERSITY BOOKSTORE**
  - UNL Bookstore offers employees with UNL ID a 10% discount on purchases in the general, textbook and supply areas. The discount does not apply to software, items on sale or marked down prices and purchases at the Convenience Store. The University Bookstore is located in the lower level of the Nebraska Union.

- **NEBRASKA BOOKSTORE**
  - UNL employees with UNL ID get a 20% discount at the Nebraska Bookstore located at 1300 Q St. The discount does not apply to textbooks.

- **UNIVERSITY THEATRE**
  - UNL employees receive discounted rate (10-17%) for admission to University Theatre and Nebraska Repertory Theatre productions. Information on their productions and employee admission rates can be accessed by logging on to their websites: Visit: [http://www.unl.edu/rep](http://www.unl.edu/rep) OR [http://www.unl.edu/TheatreArts](http://www.unl.edu/TheatreArts)

- **PASSPORTS (NCARD OFFICE)**
  - The NCard Office is now an Authorized Passport Application Center. UNL employees and family members/domestic partners can get their photos taken and apply for their passport in Room 121 of the Nebraska Union.

- **UNIVERSITY OF NEBRASKA FEDERAL CREDIT UNION**
  - University of Nebraska employees, students and their families are all eligible to join and receive access to many financial services such as free financial education seminars, loans, free checking accounts, savings accounts, credit cards, notary services and more. To join, simply call or stop by the credit union at 1630 Q Street or 301 N. 52nd Street and fill out a membership application to open a Share Savings Account with a minimum opening balance of $5.00. Once you join, you can remain a member as you keep your
account open, even if you leave the University. The advantage of using a not-for-profit credit union is that earnings are returned to the members in the form of higher savings rates, lower loan rates and lower / less fees. For more information about the proud tradition of the University of Nebraska Credit Union please call 402-472-2087 or visit their website:  http://www.nufcu.org

➢ UNIVERSITY TRAVEL SERVICES
  o The university travel contract allows employees, spouse and children to take discounts from 10% to 25% on domestic air travel. These discounts apply whether you are traveling for university business or vacation. Contact the University Travel Services for all University of Nebraska speakers, consultants and/or applicants. You can access any of these discounts by going on line at http://www.tandt.com/ts/unl/ or by calling UNL Travel Services at (402) 486-4111.

For a complete listing of employee services and discounts provided by UNL departments/programs, as well as outside vendors, please visit the following website: http://hr.unl.edu/employment/employeeservices.shtml