



NEBRASKA
Administrative Services

Annual Report
2012

Director's Message



Dear AS Team,

What a year 2012 has been. It was packed full of new projects, initiatives and ideas. Some of our successes include:

- Successfully acquired the former Assurity Building, adjacent to the State Capitol, to further consolidate State agencies into state-owned space, thereby reducing commercial rental payments.
- Implemented the new Employee Development Center, which provides all state employees integrated learning and professional development opportunities.
- UNMC Central Plant Utilities Efficiency Upgrades – The Task Force worked with the Medical Center upgrading utilities systems, resulting in a 4.4 Mega Watt reduction. UNMC received a check for \$1.7 million from their electrical provider in 2012 as the first incentive payment for making such a large reduction in electricity demand. This is an exceptional return on the investment of Task Force funds!
- Compressed Natural Gas: An existing TSB fleet vehicle was converted to operate exclusively on compressed natural gas and a CNG dispensing system was installed on-site.

These changes are significant and have taken a substantial amount of hard work and dedication by all of us. We could not achieve these great accomplishments without our number one resource, our people. Our people make us successful. Our people can take good ideas and make them great and they can take great ideas and expand them. We will continue to aspire to make Administrative Services the best State agency to work for.

Thank you for sharing your talents, ideas and leadership as a member of the Administrative Services team.

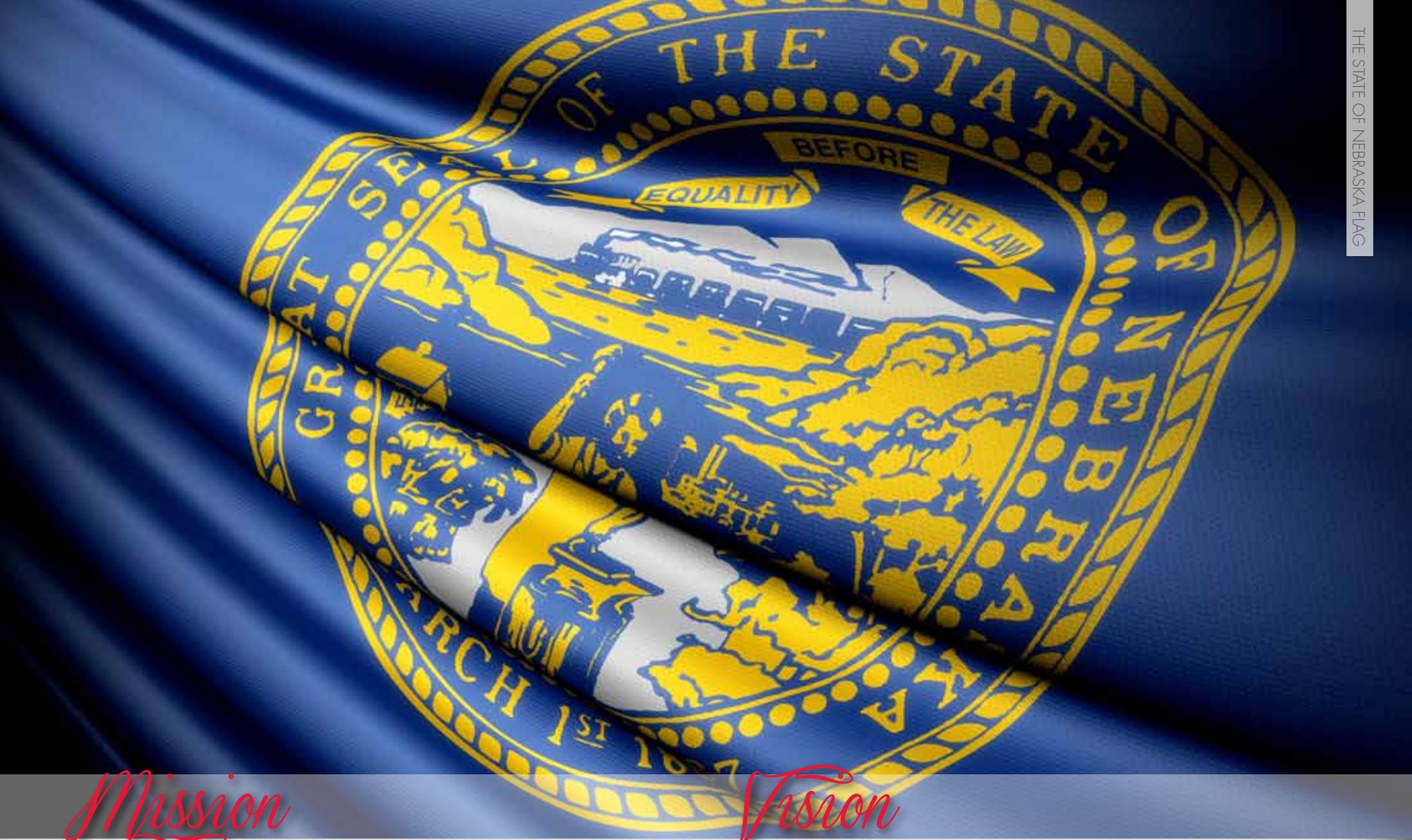
Sincerely,

Carlos Castillo Jr.

**ASPIRE BIG.
BEGIN SMALL.**

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Mission

Through innovative people, processes and technology, Administrative Services continuously sets the standard for excellence and accountability.

Vision

Administrative Services employees work cooperatively to provide quality services to our customers and support the effective, efficient operation of state government.



Values

ACCOUNTABILITY

We honor our commitments and stand behind our work. If it isn't done right, we will earn your trust by working to make it right.

QUALITY

We take pride in the jobs we do and the quality of services we provide.

EFFICIENCY

We seek cost effective solutions that are responsive to the challenges facing government.

CUSTOMER SERVICE

We treat our customers with courtesy and respect and strive to understand their needs.

COMMUNICATION

We believe that open and honest communication is critical to the success of our employees, customers, and the State of Nebraska.



Strategic Goals

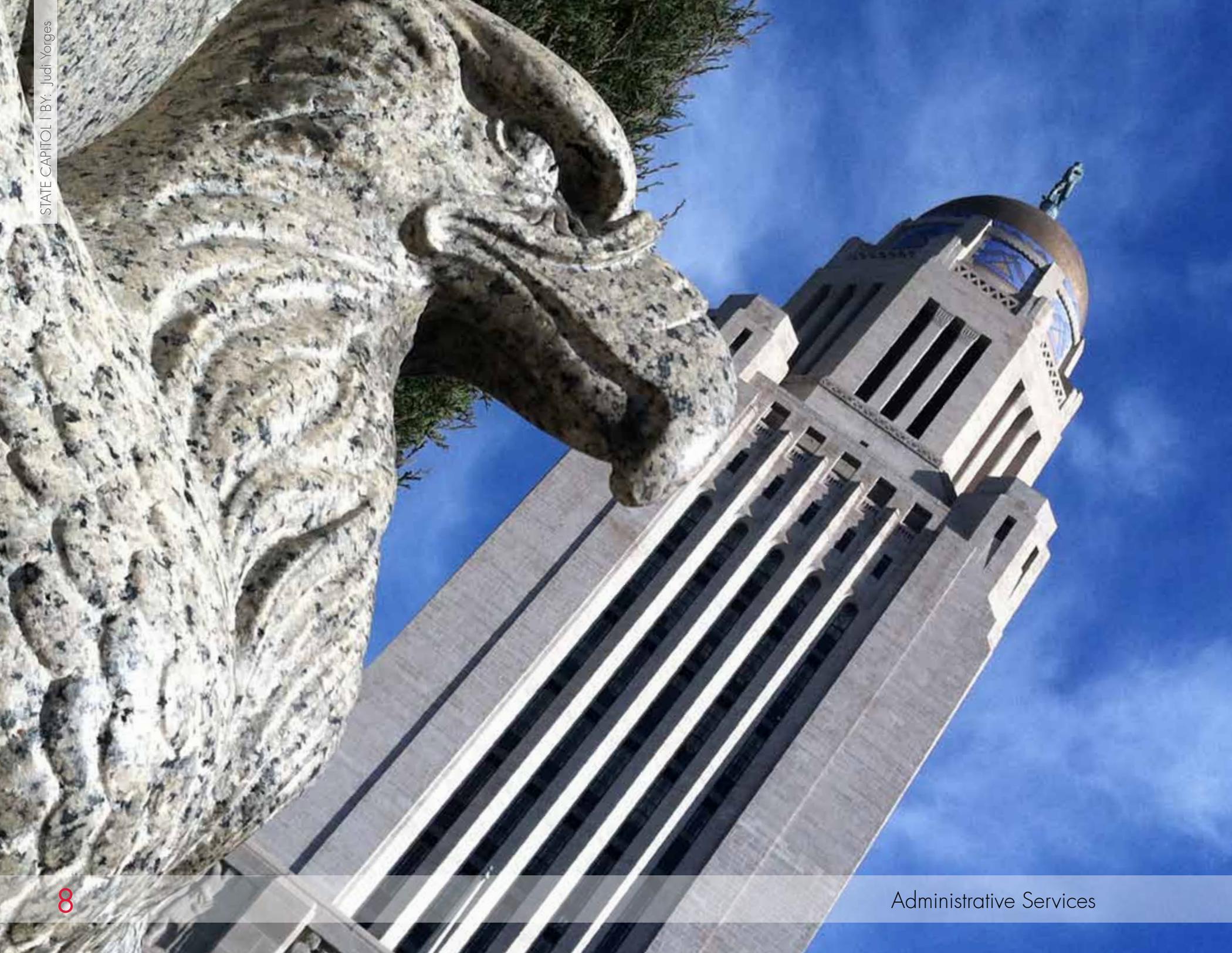
INTEGRITY

We strive for honesty, credibility and ethical conduct.

INNOVATION

We must continuously seek improved ways of doing business and adapt to changing circumstances.

- Align Resources with Priorities
- Produce Results and Customer Satisfaction
- Attract and Retain a Quality Workforce
- Enhance Internal and External Communications



2013 Agency Goals

1. With a cross-divisional team of management and staff coordinated by Human Resources, Administrative Services will develop and implement a stress management plan by Apr. 15, 2013.
2. With a cross-divisional team of management and staff coordinated by Human Resources, Administrative Services will develop and implement a communication plan by Apr. 15, 2013.
3. Legal division will create statute reference notebooks for each AS division that include an action table with reference to the statutory requirement for such action; a table of contents of all statutes pertinent to that division; copies of the statutes themselves; and any applicable Attorney General Opinions and/or rules and regulations pertaining to such division by Aug., 2013.
4. The Communications Coordinator will complete and implement the redesign of the Agency website by Dec. 31, 2013.
5. State Accounting will complete EnterpriseOne Tools update by Dec. 31, 2013.
6. The AS-Human Resources Department will provide 12 internal training sessions for AS Managers and Supervisors about HR processes and issues during the year 2013.
7. Employee Relations will develop and provide two external training sessions for HR Managers on case law, appeal decision updates, labor contracts, discipline, and/or FMLA by the end of 2013.
8. The Building Division will be smoothly transitioning multiple agencies and hundreds of staff workers into the 1526 Building and back filling other buildings on the Lincoln Campus in the process, including multiple contractors and third party vendors by year-end 2013.
9. Materiel will implement a new procurement technology solution (Workday) by Sep. 30, 2013.
10. State Personnel will implement a statewide Employee Onboarding program utilizing a cross-functional team of HR Partners, by Sep. 30, 2013.
11. Surplus Property will develop and implement electronic version of Certificates of Destruction and Fixed Asset Administrative Adjustments by Jun. 30, 2013.
12. State Personnel, with an inter-agency, cross-functional team, develop strategy to optimize usage for Employee Development Center software, by Dec. 31, 2013.

Satisfaction Survey - AGENCY WIDE

EMPLOYEE RESULTS

	NEW 2012 Score	Old 2012 Score	2011 Score	Change	2010 Score	2009 Score
I take pride in what I do	4.61	90	89	1	87	88
I thank people for what they do	4.36	84	83	1	81	82
I am open and honest at work	4.31	83	80	3	79	80
I care about the people I work with	4.29	82	85	(3)	82	83
I believe the people I work with take pride in what they do	4.12	78	81	(3)	80	80
I am challenged at work	4.12	78	79	(1)	76	79
I share with others what they need in order to do their work	4.11	78	79	(1)	78	79
I feel the work I do makes a difference	4.09	77	83	(6)	84	83
I give the people I work with caring and helpful feedback	4.08	77	76	1	77	74
I enjoy my job	4.02	75		NA		
I know what is expected of me at work	4.00	75	73	2	77	77
I feel accepted at work	3.97	74	77	(3)	76	79
I know that people at work care about me	3.84	71	70	1	74	70
I am thanked for what I do at work	3.83	71	69	2	70	69
I laugh frequently and have fun	3.83	71	71	0)	72	71

	NEW 2012 Score	Old 2012 Score	2011 Score	Change	2010 Score	2009 Score
I am not micro-managed	3.74	69	69	0	72	70
I am allowed to make mistakes at work without having them held against me	3.73	68	72	(4)	73	71
I am encouraged to learn and grow	3.72	68	70	(2)	68	70
I can voice my opinions at work	3.69	67	72	(5)	71	76
I look forward to going to work	3.66	66	71	(5)	69	71
I receive training and the tools I need to do my job well	3.59	65	65	0	66	66
I believe my workload is reasonable	3.58	64	67	(3)	65	67
I think the feedback I receive at work is caring, helpful and frequent	3.57	64	64	0	65	63
I am provided opportunities to understand why decisions are made	3.50	63	60	3	60	63
I think we are headed in the right direction	3.49	62	65	(3)	67	66
I think projects get done very efficiently at work	3.49	62	61	1	62	61
I believe communication at work is open and honest	3.43	61	64	(3)	62	61
I see good things in my future	3.43	61	64	(3)	63	63
I am kept in the information loop	3.33	58	59	(1)	59	60
I see positive change taking place in response to this survey process	2.94	48	51	(3)	55	55
Agency Average	3.82	70	71	(1)	71	72

Satisfaction Survey - AGENCY WIDE

CUSTOMER RESULTS

	NEW 2012 Score	Old 2012 Score	2011 Score	Change
The staff's ability to be courteous and professional	4.30	82	78	4
The staff's work ethic	4.26	82	77	5
The staff's ability and/or willingness to help you or guide you to someone who could help you	4.26	81	74	8
The staff's ability to help you work through policies and processes in order to better serve you	4.09	77	72	6
The staff's timeliness in returning phone calls and/or responding to e-mail	4.03	76	72	3
The division's quality of work performed	4.03	76	73	3
Your overall customer experience with this division was	3.99	75	71	4
The staff's ability to provide services correctly the first time	3.92	73	71	3
The staff's ability to remove roadblocks and focus on solutions	3.89	72	67	6
The staff's timeliness in producing final work products	3.78	70	67	3
The division's ability to use technology in various ways in order to communicate information	3.74	69	64	4
The divisions' willingness to provide training or demonstrations on new programs, processes or services	3.71	68	62	6
The division's timely announcements of new programs, processes, or services	3.67	67	61	6
The division offers new programs or services to meet your needs	3.59	65	62	3
The division's ability to provide user-friendly material that can guide you through processes	3.58	65	60	5
Information on the division's website is current and informative	3.56	64	56	8
Division Average	3.90	73	68	5



Agency Comparisons

EMPLOYEE RESULTS

	NEW 2012 Score	Old 2012 Score	2011
State Accounting	3.66	66	67
State Building Division	3.69	67	69
Central Services	3.61	65	65
Employee Relations	3.73	68	71
Materiel	3.71	68	68
State Personnel	3.74	69	78
Risk Management	4.30	83	86
309 Task Force	4.35	84	100
Transportation Services Bureau	4.52	88	89

CUSTOMER SERVICE RESULTS

	NEW 2012 Score	Old 2012 Score	2011
State Accounting	3.77	70	68
State Building Division	3.51	63	54
Central Services	3.76	69	66
Employee Relations	4.23	81	74
Materiel	3.74	68	71
State Personnel	3.58	64	65
Risk Management	3.89	72	63
309 Task Force	4.68	92	85
Transportation Services Bureau	3.88	72	74



Division Overview

ADMINISTRATIVE SERVICES DIVISIONS

- State Accounting
- State Building Division
- Central Services
- Employee Relations
- State Materiel Division
- State Personnel
- Risk Management Division
- 309 Task Force for Building Renewal
- Transportation Services Bureau

ADMINISTRATIVE SERVICES DIVISIONS

Reporting directly to the Governor

- State Budget Division
- Office of the Capitol Commission
- Office of the Chief Information Officer



Hari Kadavath
Administrator

reporting functions for the State's ERP system. The staff also oversees the Employee Self-Service functionality, development, and enhancement of functionality of the system. The system provides current and real-time information about the State's resources and obligations.

OVERVIEW

The State Accounting Division performs the duties & functions as the State's Comptroller for all State agencies. This includes, but is not limited to, statewide payroll processing, expense disbursement processing, Federal Grant payments, accounting policies, the daily cash position, internal control policies, & the master lease program.

State Accounting Division is also responsible for overseeing the State's financial Enterprise Resource Planning (ERP) system. The ERP is the State's primary system used to manage & coordinate all resources, information, & functions of the State's business. Division staff maintains employees' security rights to all processing &

2012 SUCCESSES

- Implemented workday HCM & its integrations to the State's Financial System.
- Assisted Department of Labor in designing policies & procedures to comply with federal requirements.
- Completed Request for Information to explore the needs of the Financial System.
- Received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association.
- Successful conversion of PCard program from UMB to US Bank.

State Accounting

EMPLOYEE SATISFACTION RESULTS

TOP 5 AREAS OF SUCCESS:

I take pride in what I do	4.46
I care about the people I work with	4.29
I am open and honest at work	4.21
I know what is expected of me at work	4.21
I thank people for what they do	4.17

TOP 5 AREAS OF OPPORTUNITY:

I see positive change taking place in response to this survey process	2.48
I see good things in my future	2.83
I am kept in the information loop	2.92
I think we are headed in the right direction	2.92
I am provided opportunities to understand why decisions are made	3.08

CUSTOMER SERVICE RESULTS

TOP 5 AREAS OF SUCCESS:

The staff's work ethic	4.26
The staff's ability to be courteous and professional	4.22
The staff's ability and/or willingness to help you or guide you to someone who could help you	4.17
The staff's ability to help you work through policies and processes in order to better serve you	4.06
The staff's timeliness in returning phone calls and/or responding to e-mail	4.00

TOP 5 AREAS OF OPPORTUNITY:

The division's ability to provide user-friendly material that can guide you through processes	3.24
The division offers new programs or services to meet your needs	3.39
The division's timely announcements of new programs, processes, or services	3.43
Information on the division's website is current and informative	3.50
The divisions' willingness to provide training or demonstrations on new programs, processes or services	3.52



2013 Goals

1. State Accounting will complete EnterpriseOne Tools update by Dec. 31, 2013.
2. Complete RFP for an ERP hosted environment once approved by executive management and the legislature by Dec. 31, 2013.
3. Establish a committee to receive and prioritize requests for new or changes to business technology platforms.
4. Reestablish the BUG meetings, presenting at least two during 2013, for all agency staff.
5. Establish a employee suggestion process.



Rodney Anderson
Administrator

OVERVIEW

The purpose of the State Building Division is to provide centralized procurement, operation, and maintenance of state-owned buildings. In addition, we provide the management and leasing of office space in state-owned and commercial buildings on behalf of the other State agencies. The division also provides independent review, analysis, and oversight of capital construction projects. This is done in an effort to insure that the most appropriate facilities are provided for the efficient functioning of state government. The responsibility for most state facilities is centralized within the division at its main offices located in the Executive Building adjacent to the State Capitol Building.

2012 SUCCESSES

- Qualified a second state-owned facility for certification as an Energy Star facility
- Consolidated the operations of nine agencies into one centralized location in Scottsbluff
- Successfully acquired the former Assurity Building, adjacent to the State Capitol, to further consolidate State agencies into state-owned space, thereby reducing commercial rental payments.
- Requested and received American Recovery & Reinvestment Act funds to complete energy efficiency projects involving 12 of our state-owned facilities.
- Upgraded parking facility hardware and software to efficiently manage, monitor and track downtown Lincoln parking.
- Completed the construction of the Alliance Veterans Cemetery.

State Building Division

EMPLOYEE SATISFACTION RESULTS

TOP 5 AREAS OF SUCCESS:

I take pride in what I do	4.54
I thank people for what they do	4.37
I am open and honest at work	4.31
I care about the people I work with	4.09
I am challenged at work	4.06

TOP 5 AREAS OF OPPORTUNITY:

I see positive change taking place in response to this survey process	2.91
I am kept in the information loop	3.00
I think we are headed in the right direction	3.14
I am not micro-managed	3.20
I believe communication at work is open and honest	3.23

CUSTOMER SERVICE RESULTS

TOP 5 AREAS OF SUCCESS:

The staff's ability to be courteous and professional	4.03
The staff's ability and/or willingness to help you or guide you to someone who could help you	4.03
The staff's work ethic	3.75
The staff's timeliness in returning phone calls and/or responding to e-mail	3.66
The division's quality of work performed	3.65

TOP 5 AREAS OF OPPORTUNITY:

Information on the division's website is current and informative	3.09
The division's ability to provide user-friendly material that can guide you through processes	3.16
The divisions' willingness to provide training or demonstrations on new programs, processes or services	3.17
The division offers new programs or services to meet your needs	3.27
The staff's ability to provide services correctly the first time	3.39

2013 Goals

1. The Building Division will be smoothly transitioning multiple agencies and hundreds of staff workers into the 1526 Building and back filling other buildings on the Lincoln Campus in the process. This will involve multiple contractors and third party vendors. The successful relocation should be completed by Dec. 31, 2013.
2. The Building Division will provide quarterly training sessions in our service areas of Parking, Leasing, Space Planning and Work Orders to our customer base throughout the State of Nebraska. (SBD will be holding at least 4 training sessions by Dec. 31, 2013).
3. The Building Division will review the content of our website for user-friendliness and keep its info current and informative to our customers and employee by the first Tue of every month through Dec. 31, 2013.
4. The Building Division's Management's goal is to improve External and Internal Communication with its customers and its staff by getting out and talking to the people in a town hall forum. SBD will work to improve the morale of its employees by asking Management Team Anderson to participate in these open forum discussions on suggestions in a concerted effort to improve morale by listening to its staff. We will also make ourselves available to meet with employees individually upon request. By Dec. 31, 2013.
5. The Building Division will work with the coursework available in EDC Talent management to help our staff receive the training and tools they need to perform their jobs well by having meetings with their managers in groups and then one on one as necessary by Dec. 31, 2013.



Roger Wilson
Administrator

OVERVIEW

Central Services Division provides finance, human resources, and legal services for the AS divisions. The services provided to the divisions include, but are not limited to: monthly invoices and bill paying; overseeing finances and coordinating division's budget rate setting; coordinating hiring, on-boarding, and issues related to AS personnel; legal services for areas such as personnel, contracts, collections, coordinating litigation, and claims against AS; and biweekly payroll. This division also oversees the statewide Wellness and Health Benefits plans for all State employees.

Employee Wellness and Benefits is responsible for

the administration of the voluntary, health-related benefit programs for all active State employees, COBRA participants, and the State of Nebraska early retirees. This includes a self-funded health plan; fully insured dental, vision, life and long-term disability programs and two flexible spending accounts. In administering the benefit plans in a fair and equitable manner, the staff must adhere to contract provisions between the State and insurance vendors, State statutes regulating the insurance industry and the benefits offered to State employees, the IRS Section 125, and federal HIPAA rules and regulations.

2012 SUCCESSES

- Implemented ECM in Central Finance to improve the accounting process.
- Restructured the Human Resources Department to increase efficiency and productivity.

Central Services

EMPLOYEE SATISFACTION RESULTS

TOP 5 AREAS OF SUCCESS:

I take pride in what I do	4.50
I thank people for what they do	4.25
I care about the people I work with	4.19
I am open and honest at work	4.06
I am challenged at work	4.06

TOP 5 AREAS OF OPPORTUNITY:

I see positive change taking place in response to this survey process	2.75
I think projects get done very efficiently at work	2.94
I see good things in my future	3.06
I believe my workload is reasonable	3.13
I am provided opportunities to understand why decisions are made	3.25

CUSTOMER SERVICE RESULTS

TOP 5 AREAS OF SUCCESS:

The staff's ability to be courteous and professional	4.16
The staff's ability and/or willingness to help you or guide you to someone who could help you	4.16
The staff's work ethic	4.14
The staff's ability to help you work through policies and processes in order to better serve you	3.95
The staff's timeliness in returning phone calls and/or responding to e-mail	3.88

TOP 5 AREAS OF OPPORTUNITY:

The division's ability to provide user-friendly material that can guide you through processes	3.35
Information on the division's website is current and informative	3.42
The divisions' willingness to provide training or demonstrations on new programs, processes or services	3.47
The division offers new programs or services to meet your needs	3.52
The division's timely announcements of new programs, processes, or services	3.58



2013 Goals

1. The Communications Coordinator will complete and implement the redesign of the Agency website by Dec. 31, 2013.
2. The HR Department will provide 12 training sessions for AS Managers and Supervisors about HR processes and issues during the year 2013.
3. Central Finance will create a rough draft of their internal AP and AR procedures and work instructions by Dec. 31, 2013.
4. Wellness and Benefits will create a rough draft of an Internal Policy and Procedure Manual for internal staff and the external Insurance Manual to be used by Agency HR groups by Dec. 31, 2013.
5. Each sub-division within Central Services (Finance, HR & Benefits) will schedule bimonthly staff meetings during 2013.



Amy Archuleta
Coordinator

OVERVIEW

The EQPI Coordinator works closely with the Administrative Services Director and Division Administrators to coordinate quality performance measurements for Administrative Services. Also provides technical expertise and process consultation to the Director and Division Administrators and other management to support efficiency, quality and performance improvement in the services provided by Administrative Services to other State Agencies, including consulting with the State Agencies to coordinate services between the agencies and the divisions of Administrative Services.

2012 SUCCESSES

Top Accomplishments for EQPI for 2012:

- Enterprise Content Management rollout for Accounts Payable to Administrative Services.
- Participated in a major role for a State Agency project resulting in the resolution to a variety of Federal Audit points and the Agency being removed from a High Risk Auditee Status at the Federal level.
- Improved Accounts Payable process to involve consistent procedures for the divisions of Administrative Services.

Efficiency, Quality & Performance Improvement

CUSTOMER SERVICE RESULTS

TOP 5 AREAS OF SUCCESS:

The staff's ability and/or willingness to help you or guide you to someone who could help you	4.40
The staff's ability to remove roadblocks and focus on solutions	4.20
The division's quality of work performed	4.08
The staff's ability to help you work through policies and processes in order to better	4.07
The staff's work ethic	4.07

TOP 5 AREAS OF OPPORTUNITY:

Information on the division's website is current and informative	3.11
The division's timely announcements of new programs, processes, or services	3.54
The staff's timeliness in producing final work products	3.77
The division's ability to use technology in various ways in order to communicate information	3.86
The divisions' willingness to provide training or demonstrations on new programs, processes or services	3.92



2013 Goals

1. The EQPI Division will develop a Six Sigma Presentation for new employee orientation and be prepared to present it by Sep. 30, 2013.
2. Coordinate the process of transitioning the Certificate of Destruction and Administrative Adjustment process for the asset area for Surplus Property into ECM by Jun. 30, 2013.
3. Assist in the evaluation of solutions for electronic travel log submittal for leased vehicles by Dec. 31, 2013. Look at the possibilities of ECM or some other software package.



William Wood
Administrator

comparable states and compile this information to use in negotiations and litigation. We provide labor contract interpretations for all agencies in the Classified System to achieve consistent application of contract provisions.

OVERVIEW

The AS - Employee Relations Division represents the State of Nebraska in negotiating the NAPE, SLEBC, and SCATA Labor Contracts, and we administer those contracts. We process Labor Contract and Rules grievance appeals and conduct formal and informal hearings on grievances. We advise and assist agencies concerning the proper administration of discipline. We review layoff and furlough plans submitted under labor contracts, along with reviewing agency policies, procedures and work rules for continuity with applicable labor contracts, employment law or personnel rules. We research salaries and benefits of employees in similar classifications in

2012 SUCCESSES

- Successfully negotiated three Labor Contracts, which will be effective 7-1-13 through 6-30-15.
- Presented two training sessions to HR Managers on: 1) FMLA Review and Updates; and 2) Changes to the State Employees Collective Bargaining Act and the CIR.
- Received and processed 64 third step grievance appeals.
- Reviewed and processed 8 agency layoff plans involving 12 employees.
- Researched and finalized the annual Personnel Almanac in June, 2012.

Employee Relations

EMPLOYEE SATISFACTION RESULTS

TOP 5 AREAS OF SUCCESS:

I take pride in what I do	5.00
I am thanked for what I do at work	4.33
I know what is expected of me at work	4.33
I feel accepted at work	4.33
I thank people for what they do	4.33

TOP 5 AREAS OF OPPORTUNITY:

I see positive change taking place in response to this survey process	3.00
I see good things in my future	3.00
I laugh frequently and have fun	3.00
I look forward to going to work	3.00
I am not micro-managed	3.00

CUSTOMER SERVICE RESULTS

TOP 5 AREAS OF SUCCESS:

The staff's ability and/or willingness to help you or guide you to someone who could help you	4.65
The staff's work ethic	4.60
The staff's timeliness in returning phone calls and/or responding to e-mail	4.58
The staff's ability to be courteous and professional	4.58
The staff's ability to help you work through policies and processes in order to better serve you	4.56

TOP 5 AREAS OF OPPORTUNITY:

The division offers new programs or services to meet your needs	3.76
Information on the division's website is current and informative	3.82
The division's timely announcements of new programs, processes, or services	3.83
The division's ability to use technology in various ways in order to communicate information	3.95
The divisions' willingness to provide training or demonstrations on new programs, processes or services	3.97

A photograph of a cyclist riding through tall grass at sunset. The sun is low on the horizon, creating a warm, golden glow. The cyclist is in the center of the frame, leaning forward on the handlebars. The grass is tall and dense, and the sky is a clear, pale blue.

2013 Goals

1. Employee Relations will develop and provide two training sessions for HR Managers on case law, appeal decision updates, labor contracts, discipline, and/or FMLA by the end of 2013.
2. Improve Employee Relations growth and development for each staff member by having each staff member attend at least two training classes during 2013.
3. Staff will update the Division's website on a quarterly basis regarding appeal decisions, Board agendas, contract interpretations.
4. Staff will begin the process of scheduling grievance mini-hearings within 20 work days of receiving a Step 3 appeal in order to move appeals through the process.
5. Staff will compile statistical information and finalize the Personnel Almanac by Jun. 30, 2013.
6. Look forward to going to work – Plan quarterly division events and celebrate accomplishments, by having a food/snack day or a casual day; and on a quarterly basis, be more cognizant of using "kudos" forms on employees who have gone the extra mile.



Bo Botelho
Legal Counsel

Department; and reviewing and approving all requests related to Public Records Statutes. The General Counsel also serves as the Legislative Liaison for the Department.

2012 SUCCESSES

In 2012, to better serve our customers, the Legal Division:

- Established a systematic process for responding to public records requests, agency wide
- Established an amendment process for Materiel Division
- Expanded the legal team with the addition of a paralegal

OVERVIEW

The Legal Division provides legal support, advice, consultation and representation to all divisions of the Department, by performing a multitude of tasks including reviewing and/or writing and promulgating rules and regulations; reviewing and approving all contracts, leases, agreements and other documents in place for the Department; recommending language to protect the State of Nebraska; working with the State Purchasing Bureau regarding protests; representing the Department at administrative hearings; being responsible for all cases before the NEOC and EEOC on behalf of the Department; assisting in pretrial preparation in suits involving the

Legal Division

CUSTOMER SERVICE RESULTS

TOP 5 AREAS OF SUCCESS:

The staff's work ethic	4.60
The staff's ability to be courteous and professional	4.48
The staff's ability to help you work through policies and processes in order to better serve you	4.47
The staff's timeliness in returning phone calls and/or responding to e-mail	4.45
The staff's ability and/or willingness to help you or guide you to someone who could help you	4.38

TOP 5 AREAS OF OPPORTUNITY:

Information on the division's website is current and informative	3.40
The division's ability to provide user-friendly material that can guide you through processes	3.50
The division's ability to use technology in various ways in order to communicate information	3.67
The division's timely announcements of new programs, processes, or services	3.79
The division offers new programs or services to meet your needs	3.86



2013 Goals

1. Legal division will create statutes reference notebook for each AS division that includes an action table with reference to the statutory requirement of such action; a table of contents of all pertinent statutes to that division; the statutes themselves; any Attorney General Opinions pertaining to such division; and any rules or regulations pertaining to such division by Aug. 30, 2013.
2. Legal division will update the Record Retention Schedule including public records request protocol, standard response, and attorney-client privilege protocol used by DAS by Dec. 31, 2013.
3. Legal division will work with Materiel division in reviewing and updating/developing a boilerplate glossary and standard 'terms and conditions' clauses for use in procurement documents by Dec. 31, 2013.
4. Legal division will create a filing system for legal files that: 1) assesses the various categories of files regularly maintained by the legal division; 2) that relates an easy identifiable trait (such as a color) to each category; and 3) that has consistent naming internal file organization; together with control sheets for each determined category for the purpose of searching and locating information/files, by Jan. 31, 2013.
5. Administration and staff will begin to meet weekly to update and review ongoing activities and status of projects and to discuss the priority of same for that week on an ongoing basis beginning Dec. 10, 2012.



Bo Botelho
Administrator

OVERVIEW

The Materiel Division provides centralized services for purchasing, mail, office supplies, printing, copiers, surplus property and recycling. This includes, but is not limited to: overseeing statewide commodity contracts; establishing policies & assisting agencies in the bidding and contracting for outside services; providing a direct source for office supplies, through single-vendor contracts; centralized mail distribution services for internal and external mail; low cost production capabilities for printed material; services for all copy machine leases; overseeing and coordinating the disposition of the State surplus property; statutory annual reporting of fixed

assets; and recycling program.

2012 SUCCESSES

- Successfully bid large, high profile RFP's with statewide impact
- Developed Standard Operating Procedures and a restructured filing system
- Increased outreach and collaboration with the DHHS and the Department of Corrections
- During 2012, Surplus Property conducted 13 public auctions with total gross receipts in excess of \$3 million; Recycling tracked that the State of Nebraska recycled over 2,700,000 pounds
- Updated technology in Mail Centers with eight mail machines & two UPS shipping stations.
- Upgraded digital color press and copiers to increase speed and consistent color control.



EMPLOYEE SATISFACTION RESULTS

TOP 5 AREAS OF SUCCESS:

I take pride in what I do	4.61
I am open and honest at work	4.30
I care about the people I work with	4.26
I thank people for what they do	4.26
I am challenged at work	4.22

TOP 5 AREAS OF OPPORTUNITY:

I see positive change taking place in response to this survey process	3.00
I am kept in the information loop	3.00
I believe communication at work is open and honest	3.04
I think the feedback I receive at work is caring, helpful and frequent	3.13
I am provided opportunities to understand why decisions are made	3.22

CUSTOMER SERVICE RESULTS

TOP 5 AREAS OF SUCCESS:

The staff's ability to be courteous and professional	4.25
The staff's work ethic	4.05
The staff's ability and/or willingness to help you or guide you to someone who could help you	4.05
The division's quality of work performed	3.97
The staff's ability to help you work through policies and processes in order to better serve you	3.92

TOP 5 AREAS OF OPPORTUNITY:

The division's timely announcements of new programs, processes, or services	3.40
The division's ability to provide user-friendly material that can guide you through processes	3.46
The division offers new programs or services to meet your needs	3.47
Information on the division's website is current and informative	3.51
The divisions' willingness to provide training or demonstrations on new programs, processes or services	3.56

2013 Goals

1. The Materiel Division will implement a new procurement technology solution (Workday) by Sep. 30, 2013.
2. The Materiel Division will develop plan for providing Mail, Receiving and OSB Services for 1526 Building by Jul. 31, 2013 or sooner if required and implement in coordination with State Building Division efforts.
3. Transition Copy Services billing process to EnterpriseOne CAMS by Sep. 1, 2013
4. Establish Procurement Users Group and begin conducting quarterly meetings by Aug. 1, 2013
5. Review and update printing services job/position Information to accurately reflect current technology by Dec. 31, 2013.



Shannon Anderson
Administrator

OVERVIEW

The Office of Risk Management is responsible for the management of the State Claims Board; oversight of the state employees' workers compensation program; and procurement of insurance and risk management services for the State.

The State Claims Board is the starting point for certain claims filed against the State. We manage and maintain a database of claims and coordinate their adjudication with state agencies.

We develop a data base of inventories and insurance coverage preferences for agencies and then coordinate with brokers to purchase appropriate commercial coverage. The Division

also selects appropriate insurance for autos, employee crime, and foster parents.

While the State of Nebraska retains a third party administrator to manage our workers compensation program, the Risk Manager is responsible for specific fund management, settlement authority and determining denials of benefits. Besides the state employee workers compensation program, our Office coordinates workers compensation coverage for participants in various state programs.

2012 SUCCESSES

- Development of an on-line workers' compensation first report system for client use
- Access and training for agency clients to the workers compensation analytical report store
- Increased efficiencies for the un-cashed warrant process
- Greater detail and timeliness regarding the insurance inventories

Risk Management

EMPLOYEE SATISFACTION RESULTS

TOP 5 AREAS OF SUCCESS:

I believe communication at work is open and honest	5.00
I see good things in my future	5.00
I can voice my opinions at work	5.00
I look forward to going to work	5.00
I know that people at work care about me	5.00

TOP 5 AREAS OF OPPORTUNITY:

I think projects get done very efficiently at work	3.00
I am allowed to make mistakes at work without having them held against me	3.00
I am not micro-managed	3.00
I see positive change taking place in response to this survey process	4.00
I am kept in the information loop	4.00

CUSTOMER SERVICE RESULTS

TOP 5 AREAS OF SUCCESS:

The staff's work ethic	4.18
The staff's ability to be courteous and professional	4.17
The staff's timeliness in returning phone calls and/or responding to e-mail	4.13
Your overall customer experience with this division was	4.09
The staff's ability and/or willingness to help you or guide you to someone who could help you	4.04

TOP 5 AREAS OF OPPORTUNITY:

Information on the division's website is current and informative	3.44
The division's ability to provide user-friendly material that can guide you through processes	3.58
The division's timely announcements of new programs, processes, or services	3.67
The division offers new programs or services to meet your needs	3.67
The division's ability to use technology in various ways in order to communicate information	3.73

A photograph of two sandhill cranes standing in a field of tall, golden-brown grass. The crane in the foreground is slightly lower and has a dark brown patch on its forehead. The crane behind it is taller and has a bright red patch on its forehead. Both cranes have long, pointed beaks and are looking towards the right. The background is a soft-focus field of similar grass.

2013 Goals

1. Risk Management will maintain a project management calendar for the office through twice monthly all staff meetings wherein staff incorporating currently tracking systems collaborate in the assessment and assignment of resources in order to complete projects over and above daily operations, by Dec. 31, 2013.
2. To achieve division-wide expertise in widely used software specifically Excel and Word by obtaining at least two certificates of professional training for each Risk Management employee by December 31, 2013.
3. Risk Management will coordinate a year-long initiative of meetings with key internal and external stakeholders focused on expanding and improving services with NRMA.



Ruth Jones
Administrator

OVERVIEW

The State Personnel Division is responsible for: administering the State Classified Personnel System for code & non-code agencies staffed by both classified & non-classified employees; providing a web-based recruiting platform that streamlines the referral of qualified job applicants; promulgating and administering the Classified System Personnel Rules and Regulations; promoting equal opportunity and diversity in employment; providing training and professional development; and administering & coordinating statewide drives, & recognition events.

2012 SUCCESSES

- Optimize the attraction of job

- seekers to the State. Job applicants increased by 18%. Incorporating job-related supplemental questions in the selection process grew by 167%.
- Implemented a new Human Resources System of Record for the State, to include a new Benefit Open Enrollment process.
- Implemented the new Employee Development Center that provides state employees integrated learning and professional development opportunities.
- Donations through the Nebraska State Employee Charitable Giving program increased by over 20%. This was the largest single year dollar increase for the campaign to date.
- Co-Sponsored 15th Annual World Day on the Mall, a grant-funded celebration of Diversity and Wellness.

State Personnel

EMPLOYEE SATISFACTION RESULTS

TOP 5 AREAS OF SUCCESS:

I take pride in what I do	4.67
I thank people for what they do	4.39
I care about the people I work with	4.39
I am open and honest at work	4.33
I know that people at work care about me	4.33

TOP 5 AREAS OF OPPORTUNITY:

I see positive change taking place in response to this survey process	2.89
I believe communication at work is open and honest	3.17
I think the feedback I receive at work is caring, helpful and frequent	3.22
I believe my workload is reasonable	3.28
I think projects get done very efficiently at work	3.33

CUSTOMER SERVICE RESULTS

TOP 5 AREAS OF SUCCESS:

The staff's work ethic	4.11
The staff's ability to be courteous and professional	4.09
The staff's ability and/or willingness to help you or guide you to someone who could help you	3.89
The staff's ability to help you work through policies and processes in order to better serve you	3.83
The division's quality of work performed	3.66

TOP 5 AREAS OF OPPORTUNITY:

The staff's timeliness in producing final work products	3.20
The division offers new programs or services to meet your needs	3.24
The division's timely announcements of new programs, processes, or services	3.31
Information on the division's website is current and informative	3.36
The division's ability to provide user-friendly material that can guide you through processes	3.36



2013 Goals

1. State Personnel will implement a statewide Employee Onboarding program utilizing a cross-functional team of HR Partners, by Sep. 30, 2013.
2. State Personnel, with an inter-agency, cross-functional team, develop strategy to optimize usage for Employee Development Center software, by Dec. 31, 2013.
3. The Employee Services Unit will create an action plan that re-evaluates our current employee discount program and reviews potential employee discount vendor opportunities, by Jun. 28, 2013.
4. State Personnel will implement the automated Employee Work Center E-verify program for new hires, by Dec. 31, 2013.
5. State Personnel will review and draft sections of the State Personnel Rules needing modifications to conform to processes of TMS, by Sep. 30, 2013.
6. State Personnel will develop, conduct, and evaluate internal quarterly team building exercises that focus on enhancing trust and increasing communication, throughout 2013.



Steve Hotovy
Administrator

OVERVIEW

The 309 Task Force Division was created to address the State's significant deferred building renewal needs in State-owned facilities by providing funding and oversight of building upgrades. The Task Force reviews building renewal proposed projects, as requested by state agencies, and makes recommendations for funding to the Governor. They evaluate deferred building renewal needs based on: deferred repair; fire and life safety; Americans with Disabilities Act; and energy conservation. Their main responsibility is to determine the highest priority projects on a statewide basis to receive allocated funds.

2012 SUCCESSES

- Managed over 340 project allocations, paying out over \$30 million for these projects.
- UNMC Central Plant Utilities Efficiency Upgrades, upgrading utilities systems, resulting in a 4.4 Mega Watt reduction. UNMC received an incentive check for \$1.7 million from their electrical provider for reducing their usage.
- Wayne State College Hahn Administration HVAC Upgrades, Geothermal System, designed to utilize 53 geothermal wells for heating & cooling the building. The \$3.6 million project is complete & is already saving energy costs.
- Nebraska Law Enforcement Training Center HVAC/ Energy Upgrades, a \$4 million project, utilizes geothermal wells for heating & cooling. The campus will save over \$100,000 a year in energy costs.

309 Task Force

EMPLOYEE SATISFACTION RESULTS

TOP 5 AREAS OF SUCCESS:

I believe communication at work is open and honest	4.50
I think the feedback I receive at work is caring, helpful and frequent	4.50
I think projects get done very efficiently at work	4.50
I am allowed to make mistakes at work without having them held against me	4.50
I see good things in my future	4.50

TOP 5 AREAS OF OPPORTUNITY:

I see positive change taking place in response to this survey process	3.00
I believe my workload is reasonable	4.00
I am kept in the information loop	4.00
I look forward to going to work	4.00
I enjoy my job	4.00

CUSTOMER SERVICE RESULTS

TOP 5 AREAS OF SUCCESS:

The staff's ability and/or willingness to help you or guide you to someone who could help you	4.93
The staff's ability to be courteous and professional	4.93
The staff's work ethic	4.90
The staff's ability to help you work through policies and processes in order to better serve you	4.89
The staff's timeliness in returning phone calls and/or responding to e-mail	4.80

TOP 5 AREAS OF OPPORTUNITY:

Information on the division's website is current and informative	4.25
The division offers new programs or services to meet your needs	4.38
The division's ability to use technology in various ways in order to communicate information	4.49
The division's ability to provide user-friendly material that can guide you through processes	4.51
The division's timely announcements of new programs, processes, or services	4.59



2013 Goals

1. Increase Task Force customer service survey scores by obtaining agency input on necessary revisions to the Task Force Handbook by Dec. 31, 2013. To do so, the Task Force will maintain a list of possible revisions and provide a proposed revised Handbook Draft to agencies by Oct. 1, 2013.
2. The Task Force will enhance communications and customer service by visiting construction sites of "Focus" projects, for a total of seventy-two (72) visits, by Dec. 31, 2013.
3. In 2013, the Task Force will review and report on improving the operations of the Task Force through possible updates to outdated statutes. Necessary research will be completed by May 31, 2013, and the report and recommendations by Jun. 30, 2013.
4. Increase Task Force employee satisfaction, as measured by the annual survey, by allowing them to become more active in decision-making through two (2) division planning days. There will be one staff planning/retreat day by May 31, 2013, and the second will occur by Sep. 30, 2013.



Steve Sulek
Administrator

OVERVIEW

TSB is responsible for providing long-term lease and short-term rental vehicles, vehicle maintenance, repair, and fuel services for all State Agencies, Boards, and Commissions. TSB provides Rental Pool services for State employees to use in their official duties in various locations throughout the State: Lincoln, Omaha, North Platte, Scottsbluff, Kearney, and Norfolk.

2012 SUCCESSES

- TSB has continued to strengthen its commitment to alternative fueled vehicles.
- Ethanol: 133 Flex Fuel E85 vehicles were purchased for the fleet.

- Compressed Natural Gas: An existing TSB fleet vehicle was converted to operate exclusively on compressed natural gas and a CNG dispensing system was installed on-site.
- Hybrid: A 2012 Chevy Volt, Plug-in Hybrid Electric Vehicle was added to the fleet.
- The Scottsbluff Motor Pool was reconfigured to operate as an unmanned satellite location with vehicle dispatch via a Global Position Satellite System.
- TSB completed an RFP for a Third Party Rental Agreement which will allow TSB to augment the fleet during times of peak usage and demand.

Transportation Service Bureau

EMPLOYEE SATISFACTION RESULTS

TOP 5 AREAS OF SUCCESS:

I take pride in what I do	4.90
I know what is expected of me at work	4.80
I feel accepted at work	4.80
I am open and honest at work	4.80
I care about the people I work with	4.80

TOP 5 AREAS OF OPPORTUNITY:

I see positive change taking place in response to this survey process	3.90
I believe my workload is reasonable	4.20
I receive training and the tools I need to do my job well	4.20
I look forward to going to work	4.30
I think projects get done very efficiently at work	4.30

CUSTOMER SERVICE RESULTS

TOP 5 AREAS OF SUCCESS:

The staff's ability to be courteous and professional	4.30
The staff's ability and/or willingness to help you or guide you to someone who could help you	4.24
The staff's work ethic	4.21
The staff's timeliness in returning phone calls and/or responding to e-mail	4.18
The division's quality of work performed	4.08

TOP 5 AREAS OF OPPORTUNITY:

The division offers new programs or services to meet your needs	3.39
The divisions' willingness to provide training or demonstrations on new programs, processes or services	3.50
Information on the division's website is current and informative	3.59
The division's ability to provide user-friendly material that can guide you through processes	3.59
The division's ability to use technology in various ways in order to communicate information	3.72



2013 Goals

1. Transportation Service Bureau, in a cooperative effort with Surplus Property, conduct a pilot on-line vehicle auction for select TSB fleet vehicles by Dec. 31, 2013.
2. Implement additional scheduling resources to the existing preventive maintenance scheduling system by Nov. 30, 2013.
3. Develop driver safety campaign and roll-out by Jul. 01, 2013 to all ABC's.
4. Electronic travel log submittal for lease vehicles by Dec. 31, 2013.
5. Provide motor pool vehicle-specific information via the TSB web-site by Jul. 01, 2013.
6. Develop internal communication team by Oct. 01, 2013.
7. Develop and implement electronic version of Certificates of Destruction and Fixed Asset Administrative Adjustments by Jun. 30, 2013.
8. Develop and implement a plan to increase Agency awareness of Surplus Property services and items available for sale by Sep. 1, 2013.

Employee Recognition

JULY 1, 2011 - JUNE 30, 2012



PROJECT OF MERIT

To qualify as a Project of Merit, the project is assigned to an individual or as part of a team and is not part of their normal job duties. The project must be complete or their role on the project has ended. Successful projects have enhanced the agency's ability to provide quality services; met the clients needs and requirements; and was completed on-time.

2011-2012 Winners include:

Paula Fankhauser	Janet Hansen	Susie Samuelson
Terri Wilson	Kris Bourke	Deb Tatro
Cindy Cameron	Carmen Cochran	Cindy Kelley
Ruth Mattson	Irene May	Kathy Link
Shawn Zimmerman	Fred Zarate	Kevin Smith
Donna Ruhl	Mike Whisler	

PIONEERING SPIRIT

An individual or team that leads an effort to find innovative solutions that improve and streamline processes, services, products and/or procedures. They successfully undertake the challenges in pursuing and enhancing changes in processes, services, products and/or procedures. They understand customer needs to facilitate improvements and seek alternative ways to reduce expenditures through innovative processes or procedures.

2011-2012 Winners include:

Mary Lanning	Bo Botelho	Dianna Gilliland
Tom Rolfes	Rick Becker	



HELPING HAND

The Helping Hand award is given to individual(s) who help coworkers with whatever needs to be done. They are willing to accept new assignments, even when busy. They promote a positive team environment and place others interests before personal interests.

2011-2012 Winners include:

- | | | |
|------------------------|-------------------------|------------------------|
| Charla Peterson | Kim Johanns | Matt Kuta |
| Joann Largent | Gardenia Sanchez | Dan Schilke |
| Judy Berggren | Alyssa Morrow | Dick Schumacher |

CLIMBING MT. EVEREST

The Climbing Mt. Everest award recognizes an individual or a team who leads a project from implementation to completion successfully. They establish goals and objectives to meet the client's needs as well as communicate the progress of the project to all interested parties.

2011-2012 Winners include:

- | | | |
|------------------------|-------------------------|------------------------|
| John Canfield | Connie Heinrichs | Joel Spomer |
| Susie Samuelson | Paula Fankhauser | Loraine Epperly |
| Dovi Mueller | Kirk Bintz | Julie Perez |
| Steve Lortz | Dwane Rauscher | Lacey Pentland |



RELATIONSHIP ARCHITECT

The Relationship Architect Award is awarded to individual(s) who work to create a positive work environment. They can quickly mediate and resolve problems for the good of all involved parties. They demonstrate a high-level of courtesy, sensitivity, and politeness when dealing with co-workers and shows appreciation for others contributions.

2011-2012 Winners include:

Judy Davidson-Whitehead

AT YOUR SERVICE

The At Your Service Award is presented to those individual(s) who provide exceptional customer service and work to enhance the reputation of the agency/division with customers. They understand the customer's needs and actively seeks to meet these needs. They demonstrates a high-level of courtesy, sensitivity, and politeness when dealing with customers, even in the most difficult of times and place customer first for a win-win solution.

2011-2012 Winners include:

Sam Fifer

Jen Wolf

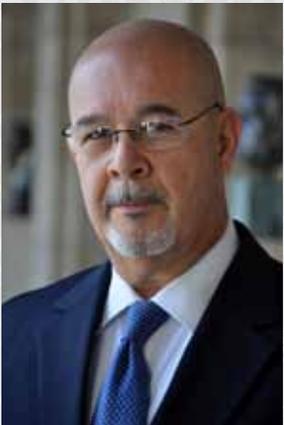
Bitsy Longan

Governor's Employees & Supervisors of the Year



JENNIFER CROUSE - EMPLOYEE OF THE YEAR

Jennifer works with our customers in a friendly and positive manner. She asks questions so she has an understanding of our customers needs and responds accordingly. Our customers find Jennifer to be helpful and courteous. Jennifer not only works to assist the department, but she serves on the second level help desk for EnterpriseOne. Jennifer provides training to our customers and her ability to provide assistance during training is second to none.



FRED ZARATE - EMPLOYEE OF THE YEAR

Fred served as the project manager for the State Lab HVAC project. This challenging project involved the complete replacement of the HVAC system in the State Lab while continuing to keep each and every laboratory open for operation throughout the project. Through innovative design, this \$6.6 M project was designed and successfully bid at \$700,000 below estimated cost. The favorable pricing allowed additional work to be done including a roof replacement and heat exchanger, saving additional energy use while still coming in below the project budget. This project involved extensive cooperation between the tenants, design team and contractors. Fred successfully led this project while keeping everyone informed and updated. Due to his leadership, the two year project was completed on time and under budget.



DOVI MUELLER - SUPERVISOR OF THE YEAR

Dovi was charged with the challenging project of implementing a new system, known as the Employee Work Center (EWC) which also included a new benefits open enrollment experience for State Employees. With Dovi's top-notch leadership skills, she was able to manage a multi-disciplinary team, made up of personnel, benefits, accounting and technology specialists. She coordinated the overall project while paying close attention to the details to make this project successful and creating a positive end-user experience. While the immediate and most obvious result is the employee-friendly open enrollment process, the larger benefit is derived with the creation of a new cloud-based

HR System of Record that is integrated with our Employee Finance Center and Employee Development Center.



PAULA FANKHAUSER - SUPERVISOR OF THE YEAR

The State was beginning the implementation of a very major initiative, Talent Management System, which will impact our Agency, all State Agencies, Boards, and Commissions and all State Employees. Paula was asked to take on a major leadership role on the project team to create a fully integrated system not yet accomplished in any other State. Paula's proven track record and her abilities in directing a successful wellness and benefits program were the right combination to be included in this critical project. She was able to manage her duties with the Benefits Team and still work full-time on this major initiative. Paula was designated the lead role for several weeks during a critical

time and performed exceptionally. The successful roll out of the system has demonstrated a job well done.



Carlos'

CARNIVAL

Every year, Administrative Services celebrates all their hard work with two events: the Director's Picnic in the summer and the Holiday Lunch in the winter.

At the Carlos' Carnival Director's Picnic, employees enjoyed a complimentary lunch provided by agency director Carlos Castillo. They also enjoyed games and chances to win great prizes donated by the administrators.

Eat ~ Drink & be

Merry

This year's Director's Holiday Lunch was the best one yet. AS team members enjoyed a complimentary lunch provided by Carlos Castillo and fabulous desserts by Dacia Kruse. Team members also made donations to the Lincoln Food Bank to get a shot at winning some amazing door prizes courtesy of the agency administrators. This year our group generously donated 446 pounds of food.



Charitable Giving

This year, Administrative Services was part of Team Three, coached by Director of the Department of Banking & Finance John Munn, for the 2012 Charitable Giving Challenge. Other participants on the team included the Department of Banking and Finance, Administrative Services, Department of Aeronautics, Department of Education, Coordinating Commission for Post Secondary Education, Governor/Lt. Governor, Governor's Policy Research Office, Department of Motor Vehicles, Nebraska Energy Office, Nebraska State Patrol, Retirement Systems, State Fire Marshal. Together, Team Three raised \$85,159.07 and was recognized for its efforts with the Champion of Dollars trophy.

THE BALL PIT

As part of the Charitable Giving Campaign, Administrative Services used the security desk to create a beach ball pit. It was filled with 381 beach balls. Employees and passersby could purchase a chance at guessing how many beach balls were inside the ball pit. The four closest guesses to the actual number won prizes. We raised \$443 for the Campaign.

BAKE SALE

The Administrative Services team held a bake sale to benefit the Charitable Giving Campaign. The bake sale had a record-breaking year with sales totalling \$872.35.



FLOAT VS. SNOWCONE THROWDOWN

Which is better? A float or a Snowcone? The ASAC committee held three Throwdowns to let people purchase their favorite and raise money for the Charitable Giving Campaign. The floats ran away with the contest and \$524.44 were raised for the Campaign.



FLOAT vs SNOWCONE THROWDOWN



Food Drive

Each year, Administrative Services participates in the statewide Campaign Against Hunger Campaign to benefit the local Lincoln Food Bank. Employees voluntarily bring in non-perishable food items and cash donations to benefit hungry families in Lincoln.

Because of the generosity and dedications state employees demonstrate, the State of Nebraska holds the largest food drive for the food bank. Last year alone, the state raised **\$42,595.64** in monetary donations and **11,539** pounds of non-perishable food items. With this extraordinary effort, the State of Nebraska was able to give **106,489** meals to hungry children and families.

The State of Nebraska was recognized as the number one monetary contributor to the Food Bank's annual campaign.





ASPIRE **BIG.**
BEGIN SMALL.