

2003

## 2003-04 UNOPA Annual Report

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2003-2004

# UNOPA

## Annual Report

University of Nebraska Office Personnel Association

“UNOPA is For YOU!”

### UNOPA Board of Directors

President, Carol Bom  
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President-elect, Sandy Watmore  
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Treasurer, Jerry Schluckebier  
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Recording Secretary, Joan Frederick  
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Corresponding Secretary, Amy Stewart  
472-8172 astewart2@unl.edu

Immediate Past President, Christine Cary  
472-8624 ccary2@unl.edu

Awards Director, Becky Hastings  
472-2085 rhastings1@unl.edu

Employee Concerns Director, Betty James  
472-8738 bjames1@unl.edu

Employee Concerns Co-Director, Barb Andersen  
472-8687 bandersen1@unl.edu

Hospitality Director, Susan Thomas  
472-8617 sthomas1@unl.edu

Membership Director, Jeanette Fisher  
472-0182 jfisher1@unl.edu

Nominating Director, Betty Tutt  
472-2064 btutt1@unl.edu

Professional Growth Director, Tricia Liedle  
472-3305 pliedle2@unl.edu

UNOPA Notes Director, Judy Anderson  
472-7021 janderson5@unl.edu

UNOPA Notes Co-Director, Barb Carley  
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Ways & Means Director, Jan Edwards  
472-2097 jedwards1@unl.edu

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## Report of the President by Carol Bom

I am thankful for the opportunity to serve as UNOPA's president this year. It has been a great learning experience and a great life experience!

The President's duties are to preside at all meetings of the Association and the Executive Board, appoint directors for the standing committees with the assistance of the other elected officers, be given the opportunity to represent UNOPA at the NAEOP Advisory Council at the annual conference, be a member of the state and national associations, review all correspondence prior to printing, serve as liaison for UNOPA between the state and national associations, represent UNOPA at the UNL Dean's and Director's meetings and at the meetings with Herb Howe and UAAD, and become the Past President and foundation director during the following year.

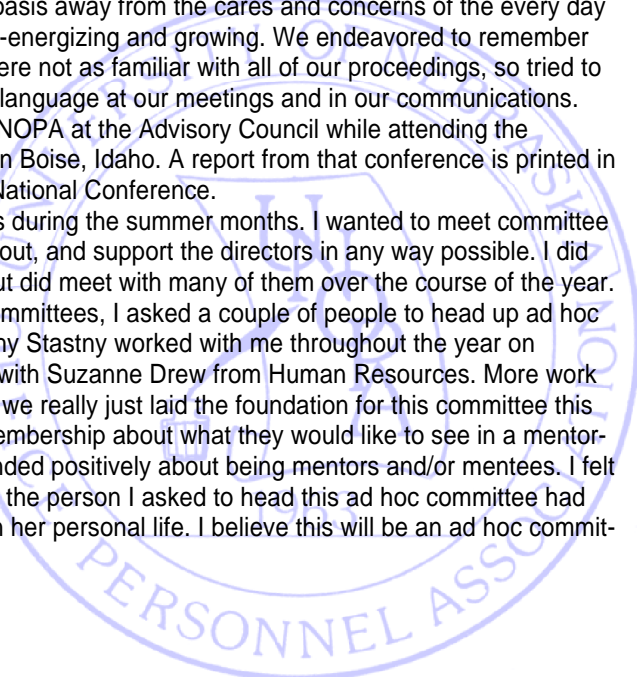
We began our year together with a special Board meeting held on July 8. The purpose of this meeting was to encourage UNOPA members to attend, and to primarily "brainstorm" ideas about how to work with UNOPA members this year. Most of the Board attended, as well as three other interested UNOPA members. We shared ideas about how to make our meetings more receptive to guests and members and ways to recruit more members. Each committee worked out details on how to implement these shared ideas throughout the year.

My theme for this year was "UNOPA is For You". I encouraged members to look at it in two ways, either that UNOPA was *For* you, with emphasis on the word "for", or UNOPA was for *You*, with emphasis on the word "you." We are *For* members when we represent them on UNL committees, or speak before the legislature, or attend a session with our Human Resources personnel, or speak encouraging words to another member. We are for *You*, when we provide activities for professional growth and personal development. Both are important to the quality of our work lives, and our personal lives. Our goal was to make the UNOPA monthly meeting an oasis away from the cares and concerns of the every day office tasks, and an avenue for re-energizing and growing. We endeavored to remember that we had new members that were not as familiar with all of our proceedings, so tried to communicate in plain and simple language at our meetings and in our communications.

I was pleased to represent UNOPA at the Advisory Council while attending the National Conference for NAEOP in Boise, Idaho. A report from that conference is printed in this report. This was my second National Conference.

I met with several committees during the summer months. I wanted to meet committee members, thank them for helping out, and support the directors in any way possible. I did not meet with every committee, but did meet with many of them over the course of the year.

In addition to our standing committees, I asked a couple of people to head up ad hoc committees. Mary Guest and Kathy Stastny worked with me throughout the year on developing a mentoring program with Suzanne Drew from Human Resources. More work will continue this coming year, as we really just laid the foundation for this committee this year. A survey was sent to our membership about what they would like to see in a mentoring program. A few people responded positively about being mentors and/or mentees. I felt our By Laws needed revision, but the person I asked to head this ad hoc committee had some health issues to deal with in her personal life. I believe this will be an ad hoc committee this upcoming year.



## 2003-2004 ANNUAL REPORT: Report of the President

We also sent out a survey about service projects. We felt there was some interest in our members helping out in the Lincoln community or within the UNL community. UNOPA members responded positively and we added a couple of service projects to our regular items that we handle each year. We agreed upon adding the Giving Tree project to the Corresponding Secretary's duties, and will consider any necessary additions elsewhere if other projects are continued on an annual basis.

In the fall of 2003, the Presidents and Presidents-elect from UAAD, UNOPA and the Academic Senate began meeting every two months. This was the first time that meetings such as these took place. John Wunder, President of the Academic Senate, initiated these meetings. He felt that it was important for the leaders of these groups to get together and discuss common issues, and increase communication amongst the groups. We met throughout the year. In November, we also met with the ASUN representatives. We felt that unions such as this can only benefit our groups, as we work together to make the climate of the university a better one for all of us.

The meetings I attended regularly also included sessions with Human Resources staff, UAAD and UNOPA representatives. We met four times throughout the year. We discussed pertinent concerns or issues brought up by members or at our Board meetings. An issue on the forefront is that NU Values is coming soon for office/administrative staff. I believe this will affect us in our departments in many ways, and look forward to hearing more about it from the HR staff.

I also attended monthly meetings with Herb Howe and Randy Leach, UAAD president. Herb informs us of information from the Senior Administrative Team meetings, which usually occur weekly. This meeting takes the place of meeting with the Chancellor's cabinet. Many times, there are items that Herb asks us to wait to share with our members. He often asks for our opinions on items pertaining to our respective groups. This is a nice line of communication for the President, and we're thankful for the opportunity to attend.

In November, the Board of Directors worked on a resolution to ask the Chancellor for a seat on the Academic Planning Committee (APC). I researched the UNL Bylaws, and we asked that the bylaws be amended to grant a seat for both UNOPA and UAAD on the Academic Planning Committee. UAAD also sent a resolution in support of this proposal. In the spring of 2004, the Academic Senate also sent their support for this resolution to the Chancellor. While the Chancellor did not agree with our resolution, he responded quickly to our efforts.

I was pleased to be invited to a Graduate Studies luncheon, where they implemented a new award for office staff. I followed up with a personal letter to each recipient, and an invitation to join UNOPA. I also spoke a few words at the luncheon on behalf of UNOPA.



2003-04 UNOPA Board

In an effort to recruit members, I presented our UNOPA PowerPoint presentation a number of times to staff members on campus. Rhonda Zugmier updated the presentation for us. I did the presentations at staff meetings in March, April and May. Departments included the School of Natural Resources, the Beadle Center business staff, and the Human Resources department.

Some memberships were gained in the process. I felt it was important to get the word out to office staff, as well as their supervisors. Each time I spoke at the Deans and Directors meeting, I mentioned that we were happy to come to their departments and give a presentation. I also mentioned that I felt that it was important for them to encourage their office staff to join UNOPA. In times of budget constraints, and doing more with less, it is important for office staff to be able to attend professional growth activities and feel like a part of something on campus.

Our main goals this year were to increase our membership and to make our current and new members feel welcome at each meeting. We set professional growth as a high item of priority, and offered many excellent workshops and opportunities for our members. We increased our membership by 53 new members this year. This was great—but I believe we can continue to build. What a fitting theme for next year, as our new President will continue to build on our strong foundation of 41 years! My challenge to our members is still to double our membership. In speaking with Herb Howe at a meeting, I told him that I thought our membership should be 500 office staff. He agreed. We need to continue to work together to make UNOPA a vital, vibrant organization on our campus.

My 50/50 recipient this year was the Chancellor's Impact Fund. I felt strongly that we should continue to help those staff laid off from budget cuts this year. In June, the donation to the fund was \$300.00 on our behalf.

Expenses for the year were as follows:

Tent cards, Board	\$ 13.22
NEOPA membership	\$ 15.00
Birthday cards, Board	\$ 27.68
NAEOP conference	\$234.16
Organizers, frames	\$ 8.82
Annual Report printing	\$ 62.63
NAEOP dues	\$ 40.00
Stationery	\$ 19.50
Photos	\$ 12.00
Certificates	\$ 7.96
Catering-May Board mtg	\$ 24.60
Chancellor's Impact Fund	\$ 5.05
Total spent:	\$512.02

The President's budget was \$521.56. I recommend that the unused portion be put back into the UNOPA fund.

Records of the President's activities are located in a binder marked "UNOPA President 2003-2004" which will be passed on to the incoming President at our transition meeting in June, 2004. The 2002-03 binder will also be passed on. Records of the previous years' activities will be archived in the storage area at 1700 Y Street.

The president has the following recommendations for next year's president:

Continue to meet with the Academic Senate, UAAD, and ASUN and develop those lines of communication and interest.

Encourage the Human Resources department to be forthcoming with information regarding NU Values and how it will affect office staff.

Meet with officers separately at the beginning of the year. Continue with the mentoring program and help it to develop.

Continue to increase membership and retain members.

Thanks to Christine Cary for all of her support this year, and all of my Board of Directors. We had a busy year, and accomplished many things together. I look forward to Sandy Watmore's year as President, and am confident she will do a great job leading this wonderful organization.

Thank you again for the opportunity to serve you! As you read through everyone's reports that follow, you will see that we have had a busy and successful year working together.

### President-elect – Sandy Watmore



The responsibility of the President-elect involves supporting the President as needed.

I represented UNOPA at several meetings throughout the year either with the President or as a requested substitute for the President. These meetings included:

Faculty Senate/UAAD/UNOPA/Student Association Meeting

Human Resources/UAAD/UNOPA Meetings

UAAD/UNOPA Meeting with Herb Howe concerning Chancellor's issues

Due to an extended absence, it was necessary for me to fill-in for the President at our December General Meeting. This gave me a chance to rehearse for the upcoming year.

The year has been one of learning and anticipating the upcoming year. Thank you to this year's Board of Directors for completing their duties as requested and to Carol Bom for being a great role model.

### Recording Secretary – Joan Frederick



As Recording Secretary, my duties are to keep an accurate record of the proceedings of the Association and Executive Board meetings, keep an up-to-date record of the current

Constitution and Bylaws, including Standing Rules, and send to the Executive Board a copy of minutes of each meeting within five (5) days after the meeting.

The process I used for the Executive Board meeting was to email the first draft to the Executive Board for review. I made corrections that were suggested and then presented the final draft to the Board before the next Executive meeting. The final copy was then approved at the meeting.

The General Meeting notes were drafted and sent to the President for review. The final copy was then sent to the UNOPA Notes chair for publication in the newsletter.

The notebook I kept included copies of the following and was passed on to Kathy Schindler, the next recording secretary, at the transition meeting on June 15, 2004.

Executive Board minutes

General Meeting minutes

Meeting notices and agendas

Other pertinent information as to the history of the current year's activities

The Constitution and Bylaws were put on a disk to be passed on to the current Ad Hoc Committee for Bylaws: (Dora Dill).

Recording Secretary Budget for 2003-2004	\$25.00
Balance Remaining	\$25.00

I recommend that these unused funds be returned to the operating budget.

I am pleased to have served with the current Executive Board this year and have had an opportunity to work with many talented colleagues. I wish Kathy a rewarding experience as I pass the responsibility to her.

### Corresponding Secretary – Amy Stewart



UNOPA's Corresponding Secretary's duties are to: conduct correspondence as directed by the President/Executive Board, assist in organizing the annual past-presidents/retiree's luncheon, assume the duties of the Recording Secretary in her absence, coordinate travel arrangements to state, regional and national association meetings, provide publicity, take photographs and maintain a scrapbook.

As of May 21, 2004 the following numbers of cards have been sent out.

Get Well Cards	21
Sympathy Cards	14
Thank You	3
Congratulations	23
(includes new baby, kudos, retirements, etc.)	
Total Cards	61

This year I purchased the Hallmark .99 cards. They were nice and simple and not too cheesy like many of the other companies. I used my own judgment as to either send it to their home or to their work address. It was suggested at the last board meeting that all the cards be sent to the person's home address.

Notices were sent to the E-News and Scarlet for meeting announcements. When submitting to the Scarlet to have it included in the calendar portion of it you need to make an additional comment to please include that. Notices of the new officers are being submitted to the Scarlet and the Neighborhood Extra.



Past Presidents attending the annual luncheon in their honor.

The annual Past Presidents/Retiree's award luncheon was held at the East Union on April 13, 2004. One retiree and 15 past presidents were able to attend, including our founder Rose Frolik. This year only one parking pass was ordered for a member that was coming from a different campus. Past Presidents and the retiree's lunches were paid for out of my budget. To try and make it more special for the past presidents, I hand made all the invitations and response cards. Instead of corsages, this year I ordered several stalks of flowers put together with a ribbon for the ladies. At each of their places I had purchased a vase for them to put the flowers in to take home. It was a bit more money than the corsages but I thought worth it. I felt that everyone enjoyed this event.

#### Giving Tree

The Giving Tree was added to the corresponding secretary's duties this year. I purchased two trees that we located at the City Union and the East Union. Lights and ribbon were also purchased to put on the trees. We did a combination of working with the children from Cedars and the Victorian Home that serves lower-income senior citizens. We had 30 seniors from the home and the rest of the tags were chil-



dren. We helped a total of a 105 people for Christmas. I bought card stock to cut out ornaments and some glitter glue to decorate them. Each star had the individual's information along with their wishes. The children originally had five wishes but we only included the top three. Tricia Liedle was a big help in organizing this drive. We first introduced the trees to our members at the November meeting. After that, it was open to the general population to pick out ornaments. There is only one remaining tree for next year. I only turned in one receipt for the tree, lights and ribbon. I will keep the tree in storage until the next person is ready to use it.

#### Scrapbook

I purchased a 12x12 scrapbook on sale for \$8.00 and some page protectors for the year. Instead of using the camera designated by UNOPA, I used my own digital camera. The cost of film developing won't show on any budget because I used our wonderful color laser printer at the Unions to print out the pictures. However, I did use that money to purchase supplies such as decorative paper for the scrapbook. All the pictures for the year are on a CD including the ones that Printing and Publications took which have been scanned and included.

I wrote an article for the NEON this year highlighting things happening now and future events. Carol Bom wrote the second article of the year because I was swamped with work and it was on a short deadline. I did send in photos to correspond with the article.

#### Recommendations for next year

For the collaboration for the Past President's luncheon I would suggest having a meeting for all of those helping to put it together. This year we had some miscommunication regarding plans that I believe could have been avoided such as music, cost of meals and location.

The service projects that UNOPA does should have a permanent spot either on the Corresponding Secretary's duties or on a separate committee altogether. Currently only the Giving Tree is on the Corresponding Secretary's list of duties, but I also believe that there needs to be at least another couple of people helping with that event. For the scrapbook, I would recommend actually figuring some money into the budget. Depending on what kind you do and your resources, they will need to spend some money and that is not currently figured in. It's called film developing.

Thank you for the opportunity to serve as UNOPA's Corresponding Secretary. I have thoroughly enjoyed this year and made many new contacts and friends.



Education is the birthright of every person. We as members of the University of Nebraska Office Personnel Association pledge ourselves to safeguard that right. We acknowledge the unique role of educational office personnel and the importance of their contributions to the university and the community.

The purpose of UNOPA is to provide professional growth and promote high professional standards for education office personnel with the University of Nebraska, as partners upholding the quality of service to the university educational system and the community.

## Financial Statement

OFFICERS	Budget		Net Budget	Actual		Net Actual	Under/(Over) Budget
	Income	Expense		Income	Expense		
President	\$200.00	\$726.51	(\$526.51)		\$512.02	(\$512.02)	\$14.49
President-elect		\$434.00	(\$434.00)		\$544.96	(\$478.96)	(\$44.96)
Recording Secretary		\$25.00	(\$25.00)			\$0.00	\$25.00
Corresponding Secretary		\$450.00	(\$450.00)		\$381.16	(\$381.16)	\$68.84
Treasurer		\$27.40	(\$27.40)		\$40.43	(\$40.43)	(\$13.03)

### STANDING COMMITTEES

Awards	\$3,350.00	\$3,950.00	(\$600.00)	\$2,700.00	\$3,905.15	(\$1,205.15)	(\$605.15)
Employee Concerns		\$25.00	(\$25.00)			\$0.00	\$25.00
Foundation	\$4,779.00	\$4,770.00	\$0.00	\$2,345.25	\$2,364.67	(\$19.42)	(\$19.42)
Hospitality		\$500.00	(\$500.00)	\$4,209.25	\$4,667.26	(\$458.01)	\$41.99
Membership	\$1,600.00	\$185.00	\$1,415.00	\$1,518.50	\$81.91	\$1,436.59	\$21.59
Nominating		\$150.00	(\$150.00)		\$51.94	(\$51.94)	\$98.06
Professional Growth	\$3,315.00	\$3,315.00	\$0.00	\$3,979.58	\$3,983.83	(\$4.25)	(\$4.25)
Program		\$410.00	(\$410.00)	\$175.00	\$555.65	(\$380.65)	\$29.35
UNOPA Notes		\$1,053.25	(\$1,053.00)		\$1,330.22	(\$1,330.22)	(\$276.97)
Ways & Means	\$3,618.00	\$138.00	\$3,480.00	\$4,195.00	\$79.45	\$4,115.55	(\$635.55)

### AD HOC COMMITTEES

Summer Social		\$253.34	(\$253.34)	\$792.00	\$1,131.97	(\$339.97)	(\$86.63)
Bylaws Revision		\$50.00	(\$50.00)			\$0.00	\$50.00
Web Page Technician		\$202.00	(\$202.00)		\$185.95	(\$185.95)	\$16.05

### MISCELLANEOUS EXPENSES

Miscellaneous*		\$775.00	(\$755.00)		\$1,141.18	(\$1,141.18)	(\$366.18)
Interest Earned			\$0.00	\$6.43		\$6.43	(\$6.43)
50-50 Drawing			\$0.00	\$294.95	\$294.95	\$0.00	\$0.00

<b>TOTALS</b>	<b>\$16,862.00</b>	<b>\$17,448.50</b>	<b>(\$586.50)</b>	<b>\$20,215.96</b>	<b>\$21,353.70</b>	<b>(\$970.74)</b>	<b>\$384.24</b>
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Certificate of Deposit @ Tier One .....\$3,928.25  
 (7/01/04 maturity date)  
 Beginning Checking Balance 7/1/03 .....\$2,339.70  
 Actual Net ..... (\$970.74)  
 Total UNOPA Funds.....\$1,368.96  
 SAP UNOPA Total..... (\$572.92)  
 Ending Checking Balance ..... \$796.04

\* Includes \$500 donation to the PSP Endowment Fund and \$275 for the gift presented to Lola Young on being awarded National Office Professional of the Year.

This statement is for informational purposes only. A complete financial report and audit will be conducted in July, 2004, in accordance with Article V Section 2 of the UNOPA Bylaws. This statement has not been audited.

– Jerry Schluckebier

## STANDING COMMITTEE REPORTS

### Awards Committee

– **Becky Hastings**

#### Duties of the Committee

The Awards Committee facilitates the presentation of the Floyd S. Oldt Boss of the Year Award in the fall and the presentation of the Floyd S. Oldt Outstanding Staff Award, Floyd S. Oldt Silver Pen Awards, and the Rose Frolik Award in the spring.

#### Committee Members

Barb Carley, Purchasing; Kathy Schindler, Center Children Family & the Law; Jan Wassenberg, Research Compliance Services.

#### Floyd S. Oldt Boss of the Year Award

The committee meets once or twice before each award presentation, and then communicates by phone or email. Announcements were placed in *UNOPA Notes*, the *Scarlet*, *E-news*, and announced at each UNOPA general meeting until the submission deadline, which was October 10, 2003. Flyers were mailed to the “Please Post” list of on-campus departments that Mail and Distribution uses.

Judges must be selected from outside the University.

This year, the judges were: Ann User, Staff Assistant at Pershing Elementary School; Gail Lorenzen, Retired Assistant Principal from Elliott School; and SMSgt Jeff Mach, Material Management Aircraft Parts Supervisor at the Air National Guard.



*Boss of the Year nominees*

Seven nominations were received:

Sara Bindrum	University Health Center
Kathleen Glenn	Mid-American Transportation Center
Linda Major	Student Involvement & NU Directions
Brenda Osthus	Environmental Health & Safety
Anthony “Tony” Schkade	Registration & Records
Gordon Scholz	Community & Regional Planning
William Seiler	Communication Studies



*Jim Cotter presenting to William Seiler.*

Each nominee was introduced and given a certificate of nomination. At the Annual UNOPA Bosses’ Luncheon, November 11, 2003, the Boss of the Year award was presented to William Seiler by last year’s recipient, James Cotter.

Articles reporting the event were sent to the *Scarlet* and *NEOPA NEON*.

#### Floyd S. Oldt Silver Pen and Floyd S. Oldt Outstanding Staff Award Luncheon

Announcements for the Floyd S. Oldt Silver Pen Awards, and the Floyd S. Oldt Outstanding Staff award were printed on pastel paper and distributed at the combined UAAD/UNOPA meeting on January 21<sup>st</sup>. Announcements were placed in *UNOPA Notes*, the *Scarlet*, *E-news*, and announced at each UNOPA general meeting until the submission deadline, which was January 9, 2004. Flyers were mailed to the “Please Post” list of on-campus departments that Mail and Distribution uses.



*Becky Freeman and Pam Royal, Silver Pen recipients.*

Judges for the Floyd S. Oldt awards are to be from the University community—one person per classification—set of six per award. This year they were as follows:

Silver Pen Award Judges:

Not needed as there were only two nominees.

Nominees for the Silver Pen Awards were:

Becky Freeman	Research Compliance Services
Pam Royal	Department of Economics

Each nominee was introduced and given a certificate of nomination.

Outstanding Staff Award Judges:

*Administrator:* Dale Vanderholm – withdrew at the last minute with a conflict of interest

*Manager or Supervisor:* Pete Maslowski

*Faculty:* Norm Braaten

*Director:* Marla Rohrke

*Office:* Chris Wicklund

*Service:* Richard Wahl

Nominations for the Outstanding Staff Award were:

Gretchen Walker	Center for Great Plains Studies
Nelvie Lienemann	Agricultural Research Division
Bruce Berg	Printing Services
Donelle Moormeier	Communication Studies
Cathy Leazer	Facilities Management and Planning

Each nominee was introduced and given a certificate of nomination. The winner of the 2003-2004 Floyd S. Oldt Outstanding Staff Award was Cathy Leazer. She was mighty surprised!!!



*Outstanding Staff awardee, Cathy Leazer.*

## 2003-2004 ANNUAL REPORT: Standing Committees

### Rose Frolik Award Luncheon

Announcements for the Rose Frolik Award luncheon were printed on pastel pink paper and mailed to the members of UNOPA. Included in this mailing, was a list of UNOPA members meeting the eligibility requirements for the award. Announcements were made at each UNOPA general meeting through March 9, 2004. Submission deadline was March 17, 2004.

The Rose Frolik Award must have three judges from outside the University community. Rose wanted a head of personnel from local industry or the State Personnel Director; a local media personality; and a humanitarian (clergy, judge, etc.). This year, the judges were: Margaret Reist, Lincoln Journal Star; Reverend Renae Odell, Second Baptist Church; and Major Wendy Johnson, Mission Support Flight Commander at the Air National Guard.

Three nominations were received:

Doreen Wagenaar	Art & Art History	
Susan Nichols	Extended Education & Outreach	
Jeanette Fisher	Fiscal Affairs	

Each nominee was introduced and given a certificate of nomination. Rose Frolik has requested that Sandy Lineberry, Nebraska Forest Service, present this award each year. Sandy announced Susan Nichols as this year's recipient of the award.



*Susan Nichols was awarded the 2004 Rose Frolik Award.*

### Committee Actions

\*\*\*Standing Rule #10 was changed to read: The Awards Committee shall organize and implement all UNOPA special awards. In the best interest of the Association, members of the Awards Committee (including Director) and elected officers shall not be eligible for an award sponsored by the Association. An individual cannot be nominated for both the Floyd S. Oldt Outstanding Staff Award and the Floyd S. Oldt Silver Pen Award within the same membership year. \*\*\***Rationale**\*\*\* In the last few years, we have seen the same person nominated for and receiving both the Silver Pen and Outstanding Staff awards. As UNOPA has many individuals deserving of these awards and, not wanting to take anything away from the previous Silver Pen/Outstanding Staff recipients, we would like to see more people have the opportunity to be recognized.

\*\*\*The committee also removed the prohibition of using the "he/she gender neutral" requirement. It was thought to compromise the integrity of the written process of the nomination and accompanying letters of recommendation. Feedback regarding this removal was very positive—it certainly made composing easier!

### Suggestions for next year's committee

Continue to allow nominations to have "he/she gender neutral" included in them. We feel this makes it much easier for nominators and individuals writing letters of recommendation.

Try to improve on the ways that we "advertise" the awards.

We did feel that the Floyd S. Oldt Silver Pen and Floyd S. Oldt Outstanding Staff awards being presented separately from the Rose Frolik Award worked well this year. By doing this, the Rose Frolik Award is given the "special attention" it deserves!

### EXPENSES

#### Boss of Year

Printing & Mailing for flyers .....	\$69.84
Photography.....	\$114.00
Lunches for nominees, judges & past winner (8 X \$6.25 ea) .....	\$50.00
Monetary award for William Seiler .....	\$500.00
Plaque.....	\$40.35
One-year UNOPA membership for William Seiler .....	\$9.00
Office Depot – certificates & certificate holders .....	\$12.77

#### Silver Pen

2 silver pens and engraving for awards .....	\$51.00
One-year UNOPA memberships for Becky Freeman & Pamela Royal (2 @ \$9.00 ea).....	\$18.00
Monetary awards for Becky Freeman & Pamela Royal (2 x \$600 ea).....	\$1,200.00

#### Outstanding Staff

Plaque & engraving.....	\$52.00
One-year UNOPA membership for Cathy Leazer.....	\$9.00
Monetary award for Cathy Leazer.....	\$1,000.00
Mailing expenses for Silver Pen & Outstanding Staff flyers .....	\$40.88
Office Depot – certificate holders .....	\$5.39
Photography for Silver Pen & Outstanding Staff .....	\$68.00
Printing for Silver Pen & Outstanding Staff flyers .....	\$103.55
Lunches for photographer, judges & nominees for Silver Pen & Outstanding Staff (12 x \$5.75 ea.).	\$69.00

#### Rose Frolik

Plaque & engraving.....	\$37.90
One year UNOPA membership for Susan Nichols .....	\$9.00
Monetary award for Susan Nichols .....	\$300.00
Lunches for photographer, judges & nominees (6 X \$6.75 ea) .....	\$40.50
Photography.....	\$102.00
Office Depot – pink paper .....	\$2.97

### TOTALS

Award Expenses .....	\$3,905.15
Expenses to be reimbursed by Floyd S. Oldt Foundation.....	-\$3,412.78
Remaining Award Expenses (Rose Frolik Award) .....	\$492.37
Approved Budget .....	\$600.00
Remaining Budget Balance .....	\$107.63





## Employee Concerns

– Betty James, Director

One of UNOPA's objectives is to identify employee concerns, especially those that affect the Office/Service classification, and work within the university

system to meet those concerns. The Employee Concerns Committee actively pursues this objective by maintaining UNOPA contacts on the committees listed below.

Employee Concerns Committee members:

Director – Betty James

Co-Director – Barbara Andersen

Representatives:

Academic Senate – Lorraine Moon

Campus Grievance Committee – Shelley Everett, Connie Paxton

Campus Parking Advisory – Sandy Lineberry

Campus Police Advisory – Diane Sullivan

Campus Recreation Advisory – Linda Cowdin

Chancellor's Award for Exemplary Service to Students – Debbie Burns

Chancellor's Impact Fund – Marcia Rowley

Chancellor's University Safety Committee – Leslie Brooks

Child Care Committee – Tricia Liedle

Emergency Employee Loan Fund Advisory – Amy Fisher, Doreen Wagenaar, Linda Thelen

Employee Assistance Program Advisory Committee – Shirley Horstman

Employee Benefits & U-Wide Employee Benefits – Lola Young

Human Rights Committee – Marilyn Turbush

Parking Appeals Committee – Judy Anderson, Amy Stewart, Diane Wasser

Sue Tidball Award for Creative Humanity – Debbie Hendricks

University Ambassadors – Edie Schleiger

I attended the meetings that the Department of Human Resources regularly scheduled with representatives from UNOPA and UAAD. The purpose is to keep UNOPA and UAAD updated on employee issues. We asked questions about items of employee concern and brought issues to the attention of staff from Human Resources.

On March 2, I participated in University Day at the State Capitol and talked to at least three senators. We asked them to support the University of Nebraska with no more budget cuts. I worked with Kathy Schindler to make sure the Employee Concerns Committee information on UNOPA's Website was correct and up-to-date.

## Employee Concerns Subcommittee Reports

ACADEMIC SENATE – Lorraine Moon

Over the years, the Academic Senate, University Association for Administrative Development (UAAD), and the University of Nebraska Office Personnel Association (UNOPA) have worked together to promote items of interest

to all three groups. This year the item of interest was an Employee Benefits concern. Kathy Bennetch and her UNOPA Employee Concerns Committee worked together last Spring on a proposal that would allow part-time regular employees with a full-time equivalent of 0.5 or greater eligibility to participate in the employee tuition remission program. This proposal was submitted to the Board of Regents, Human Resources, the Chancellor, University-Wide Benefits Committee, UNL Benefits Committee, UAAD and other groups. Due to budget concerns, the Board of Regents did not wish to consider the proposal at that time. The UNL Benefits Committee approved the proposal and forwarded it on.

Next, the proposal was taken to the Employee Benefits Committee of the Academic the Senate where it was reviewed and voted upon. At the March meeting, a motion was made to approve the proposal. The proposal was then voted upon at the April meeting and approved unanimously. This proposal will now advance to the system level for their approval or rejection.

Some of the other items discussed at Academic Senate that one may find interesting are: Graduate student enrollment statistics, Dead Week and Exam Week Policy Change (this item is under discussion and has not been voted on), and the controversial issue of Essential Studies/Integrative Studies (known as ES/IS). If you are interested in these issues, Academic Senate prints their minutes on their Web page. Go to the Faculty/Staff page and click on Academic Senate.

CAMPUS GRIEVANCE COMMITTEE – Connie Paxton

The role of the grievance committee is to investigate the facts surrounding a grievance and to write a report addressed to the Chancellor (through the Vice Chancellor for Business and Finance) with the committee's recommendation about granting or denying the grievance. A grievance is defined as any difference arising between the individual and UNL as to the interpretation or application of written UNL policies, rules, or procedures relating to terms and conditions of employment. For issues of harassment and/or discrimination, the difference may be between two individuals. The UNL grievance panel is composed of at least 12 members, with representation from each employment category (academic/administrative, managerial/professional, and office/service). Panel members serve three-year terms. Grievance panel members serve as needed on three-member grievance hearing committees. Grievance committee meetings are closed to the public. No one may attend grievance meetings except at the invitation of the grievance hearing committee.

In September 2003, I chaired one of the three-member grievance hearing committees. Due to the strict level of confidentiality associated with this committee, no details of the committee actions can be shared.

**Note:** The members of this committee are appointed by the Chancellor, and Human Resources usually asks UNOPA for suggestions on the office/service appointees. This committee now has eight office/service members and two are currently UNOPA members.

PARKING ADVISORY COMMITTEE (PAC) – Sandy Lineberry, PAC Chair

The following is a summary of PAC meetings and recommendations made during the 2003-2004 year.

September 12, 2003

Tad McDowell, director of Parking and Transit Services, presented a list of topics the committee needed to address this year. These included future garages and permit availability, citation fee levels, bus passes, appeal processing, levels of parking at the 17<sup>th</sup> & R Garage, wheel locks, conference and departmental permits, and other various parking issues.

October 3, 2003

Chairman Lineberry expressed concern that lower levels of parking at 17<sup>th</sup> & R were being used by students, and that faculty/staff could not find parking on lower levels. Consensus was to leave as is at that time. Discussion was held on parking fees based on salary related to office/support employees. This has been an area of discussion numerous times over the last five years. Due to the various problems associated with this approach, both administration and Parking and Transit Services do not see it as a workable solution.

Permit Replacement Fee

*Recommendation:* Increase the cost of replacing a lost or stolen parking permit from \$25 to \$30.

*Reason:* Cost of replacement is now well below the monthly cost of a parking permit.

Recommendation was approved by Vice Chancellor Jackson.

November 7, 2003

Survey results from Student Opinion Day, October 1, 2003 “in regard to parking issues” were presented by Seckman. A stacked parking concept at UCLA was reviewed.

December 5, 2003

Transit Committee Formation

*Recommendation:* Form a Transit Advisory Board in cooperation with CFA, provided that the Director of Parking and Transit Service report to PAC.

*Reason:* As a result of the current transit fee, the Committee for Student Fees requested a committee be established to assist in the transit planning.

Recommendation was approved by Vice Chancellor Jackson.

Conference Permit Costs

*Recommendation:* Charge \$1 per sheet of three conference permits to offset printing costs.

*Reason:* Due to cost and labor expenses to process unused permits, it was deemed appropriate to establish a small charge for those returned to cover costs.

Recommendation not approved by Vice Chancellor Jackson. Costs to administer outweigh the \$1 charge itself.

Parking Meter Enforcement Hours

*Recommendation:* Extend meter enforcement hours from 7:30 p.m. to 8:30 p.m. on City Campus.

*Reason:* Creates more open stalls for visitors and eliminates the possibility of free parking at night when most people are paying through permit fees.

Recommendation not approved by Vice Chancellor Jackson. Once meters are fed at 7:00 p.m., the original concern returns—no adjacent parking space for campus visitors. Extending hours won't eliminate the problem.

Implementation of Wheel Locks

*Recommendation:* Approve wheel locks during the day for vehicles with unpaid fines and other issues where the vehicle does not need to be removed and to assess a \$40 fee for any vehicle requiring a wheel lock. (Establishing a \$40 fee was set at the January 16, 2004 meeting.)

*Reason:* Reduce cost to individuals and save trip to Capitol Towing. Proposed a fee of \$40; current towing fee paid by each person is now \$53 plus storage.

Recommendation not approved. Towed cars open up vacant spaces that can be used.

January 16, 2004

Car Pool Link on the Web

*Recommendation:* Implement a car pool program on the Web.

*Reason:* Having a link from UNL PTS would allow those wishing to share information about car pooling to do so.

Recommendation delayed by Vice Chancellor Jackson. Suggest Parking consider a low-tech alternative to address the committee's recommendation to identify campus interest.

February 20, 2004

Tad McDowell and Kim Phelps gave a presentation on parking for the coming year, which included a menu option for permit fees and possible scenarios that could be used for a solution to future stall deficits. This presentation was taken to all groups on campus in addition to having open houses on East and City Campus. Feedback was obtained and presented to PAC at their next meeting.

April 6, 2004

Proposed Parking Scenarios

*Recommendation:* Support Scenario 3 - Garage + Demolition (+1293).

The committee was unanimous in their support of Scenario 3. Even though costs of permit fees will continue to increase through 2006-2007, the feedback received from UNL faculty/staff and students overwhelmingly supported this scenario. The general consensus of most employees is to move forward and put the issue of parking behind us.

In closing, it was a busy year and all meetings had a great deal of discussion with varying opinions and solutions to problems. We had a unique group of PAC members who took their job seriously and represented their association in a very professional manner. We did not make official recommendations on each and every topic we had been asked to review, but I feel we made significant progress and the committee had a very productive year.

CAMPUS POLICE ADVISORY – Diane Sullivan  
No report. This committee did not meet this year.

CAMPUS RECREATION ADVISORY  
COUNCIL – Linda Cowdin

Campus Recreation Advisory Council (CRAC) members met on Tuesday afternoons at 4:30 p.m. Again this year, CRAC encountered many challenging topics and helped resolve issues that greatly impact the operation of Campus Recreation. The most challenging endeavor (as always) was the Operating Budget. CFA and ASUN approved operating budget allocations for Campus Rec that had a shortfall of \$5,459. This shortfall is much more manageable than the \$50,000+ shortage from last year.

In other budget matters: The students will pay a \$2 per student per semester increase for the Repair and Improvement Budget. This budget is used for replacement of and improvement to equipment on both campuses.

The Advisory Council reviewed and approved house-keeping amendments to the Constitution.

The new Northeast Community Park located at 32<sup>nd</sup> and Leighton (field replacement for those areas affected by the Antelope Valley Project) opened for play on March 29th. The park will be renamed “Fleming Fields Recreational Sports Park.” The name has a historical significance related to the hibiscus flowers once grown on this site. The naming of each of the four individual fields is under consideration with recommendation by CRAC to name the individual fields after the four Nebraska-born Hall of Fame inductees (Richie Ashburn, Wahoo Sam Crawford, Bob Gibson and Pete Alexander.) This naming has not been approved (only recommended) as this writing.

Locker Deposit Policy Change: Currently – “The lock and towel deposit must be claimed by June 8, 2004 (academic year) or by September 7, 2004 (summer and annual year). No refunds can be issued after these dates.” New Policy – “The lock and towel deposit must be claimed by the first business day after your locker is set to expire. No refunds will be issued after these dates.”

Locker Cleaning Policy Change: Currently – “Lockers are cleared 15 days after the renewal deadlines and contents are held on-site for an additional 30 days.” New Policy – “Lockers may be cleared starting on the second business day after lockers are set to expire. A cleared locker’s deposit will not be refunded.”

The first policy is intended to encourage people to come in before their locker expires and either renew or clean out their locker and return it to the office for their refund.

The second policy would allow Campus Rec to clean out lockers sooner, thus a quicker turn around for those who want to rent a locker.



Massage Therapy Rate Changes for 2004-2006  
The proposed change will combine the Swedish and Therapeutic categories and prices into one fee structure. The current rates separate a pay difference between a Swedish massage and a Therapeutic massage. Combining the rates will still allow for both styles of treatments, but offers simplicity and efficiency in explanation of fees and scheduling. The style of massage will be titled “Therapeutic Massage,” including all the styles of treatments currently offered.

Replacement of LifeFitness Bikes and Treadmills  
All LifeFitness bikes will be replaced on City and East Campus as well as two new Woodway Treadmills being added.

CREC will receive five (5) 95Ci Life Fitness Bikes (upright) and five (5) 95Ri LifeFitness Bikes (recumbent)  
ECAB will receive four (4) 95Ci Life Fitness Bikes (upright) and two (2) 95Ri LifeFitness Bikes (recumbent) and two (2) Woodway treadmills.

CHANCELLOR’S AWARD FOR  
EXEMPLARY SERVICE TO STUDENTS  
– Debbie Burns

I had the honor of serving on the “2004 Chancellor’s Award for Exemplary Service to Students” Committee. Selection for the award was made by a committee composed of students, staff and faculty. The purpose of the committee was to select/honor staff members who have a record of sustained and exemplary service to students. This year, there were 11 nominees who made noteworthy contributions in their service to students. They have given anywhere from 3 years of service to 34 years of service to UNL. The decision was a very difficult one. The recipient, Dennis LeBlanc, was honored at the UNL Honors Convocation. The award was accompanied by a \$1,000 cash stipend that is provided from private funds and made available by the University of Nebraska Foundation.

I want to personally praise all of the nominees for their professionalism, hard work, and dedication to UNL’s students. All the nominees are an important asset, and their enthusiastic involvement is crucial to the success of UNL’s programs. Each were deserving of recognition. I am confident that their continued service will encourage past, present, and future students to succeed in their endeavors.

Thank you for the opportunity to serve!!



CHANCELLOR’S COMMISSION ON THE STATUS OF  
WOMEN – Diane Wasser

This commission was reorganized in the fall of 2003 and members of the commission are now appointed by the Chancellor. Currently UNOPA is pleased to have one of our members, Diane Wasser, on the commission. More information is available at [www.unl.edu/ccsw/](http://www.unl.edu/ccsw/).

**CHANCELLOR'S IMPACT FUND – Marcia Rowley**

This committee met only once during this last year. This is a very good thing for that means the need for assistance is down. Hopefully, next year the need will be low again.

**CHANCELLOR'S UNIVERSITY SAFETY COMMITTEE – Leslie Brooks**

The Chancellor's University Safety Committee (CUSC) was established to assist the Chancellor with ensuring the campus environment is a safe and healthy place for people to come. The CUSC may make recommendations regarding safety and health programs and hazards throughout the university. It is the responsibility of the CUSC to adopt and maintain an effective written Injury and Illness Prevention Program (IIPP). All recordable employee injuries/illnesses may be reviewed by the CUSC.

The committee meets quarterly. Each meeting consists of a report of Environmental Health and Safety Department activity and a review of the accident reports at UNL for the previous quarter. We are also given the opportunity to examine a sample of those accidents more closely. We are given a report describing the accident, how it happened and steps that were taken to avoid having it happen again. Other discussion topics vary each time.

A Safety Fair was scheduled for October 23, 2004, and the committee gave input on things they would like to see happen at the fair. A new subcommittee was formed to work on getting Safety Awards presented to employees who are instrumental in seeing that the campus is always a safe place to work. We have also been discussing the policy on allowing animals in university buildings. Lab animals are allowed in buildings on campus, but other animals (pets) have no definitive guidelines written about them. We are collecting policy guidelines from other institutions and hope to recommend a policy to the University.

**CHILD CARE COMMITTEE – Tricia Liedle**

This committee met a total of four times. The first meeting was a brainstorming session. I was unable to attend the second meeting and was not sent any minutes as to progress. The third meeting consisted of a presentation by a representative of Bright Lights Agency. A fourth meeting was scheduled and I attended, however, no one else could make it. At that time we were to put together a report for Academic Senate. It turns out that our committee had just learned that UNL was working on a child care facility and had a location in mind through Vice Chancellor Christine Jackson's office. Since that time I have been appointed to the Chancellor's Child Care Task Force to represent UNOPA. We will begin working on May 17 with a deadline of October to submit our recommendations to Chancellor Perlman.



**EMERGENCY LOAN FUND ADVISORY – Amy Fisher, Doreen Wagenaar, Linda Thelen**

No report. This committee did not meet this year.

**Task Force Created to Study Child Care**  
(Scarlet – April 22, 2004)

Chancellor Harvey Perlman has appointed a task force of faculty, staff and student representatives to review the possibility of expanding childcare options at UNL.

UNL's University Child Care provides licensed childcare services for about 90 children. The current program is in leased space at the YWCA building at 1432 N Street. It operates year-round and serves children ages six weeks to six years. The task force will conduct a review of the current childcare program and discuss expansion of the program so more faculty, staff and students with young children could participate.

This task force will also solicit requests for proposals for other childcare options in August, evaluate bidder responses and interview selected bidders in September and October, and make recommendations to Perlman in October.

The options of where to house a childcare center on City Campus are under review. The former swimming pool adjacent to the Abel-Sandoz residential hall complex may become a site for this program. UNL staff is gathering cost estimates for retrofitting this structure.

The task force members are Bruce Currin, chair, assistant vice president for human resources; Gayle Buck, Academic Senate representative; Tad McDowell, UAAD representative; Patricia Liedle, UNOPA representative; Michelle Rupiper, Ruth Staples Child Development Laboratory; Marjorie Kostelnik, dean, College of Education and Human Sciences; Alisson Letheby, student representative; and Christine Jackson, vice chancellor of business and finance.

**EMPLOYEE ASSISTANCE PROGRAM ADVISORY COMMITTEE – Shirley Horstman**

The Employee Assistance Program (EAP) Advisory Committee met in December 2003 and again in May 2004. There are continued concerns regarding the Syford House. It was reported in December that there had been renewed interest in the property from the State Historical Society. It was hoped that an attempt would be made to straighten the carriage house in an effort to preserve it. Unfortunately, the \$220,000 that is needed to restore the house to safety has not come through and EAP will have to move to another location.

The major issues contributing to employees seeking assistance from EAP for this year included reduction in force, budget cuts, and individuals wanting help in dealing with their supervisor. The number of clients seeking services for career issues doubled. It seems the level of hostility and profanity in the workplace are increasing with employees experiencing more job stress. Employees regularly seek help for anxiety, depression, environmental issues, and marital conflict. The number of applications for the Emer-

gency Loan Fund (ELF) decreased. In some instances applicants needed larger dollar amounts than what the ELF can provide.

It was reported in December that the Chancellor's Impact Fund had grown to \$25,000. The EAP accepts the applications and sends them to Ed Paquette who, along with his committee, approves or denies the loans. Four people had taken advantage of the fund requesting assistance for mortgage payment, Cobra premiums, and moving expenses.

Nancy Myers and Bob Portnoy (Health Center) are called whenever there is a crisis on campus and asked to talk with students and employees. It was also reported that students have concerns about the war and seek assistance in dealing with it.

**UNL EMPLOYEE BENEFITS COMMITTEE – Lola Young**  
Membership of the Committee. The Employee Benefits Committee consists of ten members: six faculty members appointed by the President of the Academic Senate, at least one of whom must hold an appointment of 50% or more in the Cooperative Extension Division; one member of the managerial-professional staff, appointed by the Chancellor; one member of the office/service staff, appointed by the Chancellor; the UNL Director of Personnel; and the UNL Director of Insured Benefits and Retirement. The current members of the Committee are Al Arth (faculty), Steve Bradford (faculty-chair), Del Harnisch (faculty), Paul Savory (faculty), Wayne Woldt (faculty), Darlene Pohlman (faculty-Extension), Greg Clayton (Benefits and Retirement), Bruce Currin (Director, Human Resources), Jana Hafer (managerial-professional), and Lola Young (UNOPA).

Responsibilities of the Committee. The responsibilities of the Employee Benefits Committee are to study any and all matters relating to the following:

- (a) retirement plans
- (b) health and accident insurance
- (c) life insurance
- (d) disability insurance
- (e) other insurance of general employee interest
- (f) employee assistance programs
- (g) recreation programs
- (h) any benefits which might aid in increasing faculty and staff efficiency and morale, and which would aid in the recruitment and retention of superior faculty and staff.

In addition, the Committee is to "make a continuing appraisal of the foregoing, including study of any changes in present programs which may be or should be proposed, and shall make recommendation from time to time concerning them to the Academic Senate."

Committee's Limited Role. Most employee benefit decisions are made at the system level, with input from the University-wide Benefits Committee, so the role of the UNL Employee Benefits Committee is quite limited. We can suggest changes, but we have no direct input into the ultimate decisions. Our primary roles are information-gathering and advocacy. Our Committee syllabus requires

that the Chair of the UNL Committee be appointed to the University-wide committee. It appears that the University-wide committee has no similar rule and the requirement has been overlooked at times in the past. However, with the cooperation of Academic Senate President John Wunder and Chancellor Harvey Perlman, the Chair of our Committee has now been appointed to the University-wide committee.

Committee's Activities. The Committee has met four times this academic year. Due to significant turnover on the Committee, a belief that some existing benefits are underpublicized, and the reduced likelihood of new benefits given the current budget crisis, the Committee has devoted most of its time to examining existing benefits and the information provided to faculty about those benefits. At our final meeting this year, we began to examine some possible additional benefits that members of the Executive Committee suggested we consider. We also considered and forwarded one item to the Academic Senate: a recommendation that the Senate endorse a UNOPA proposal to give part-time employees (.5 FTE equivalent or higher) tuition remission benefits. This recommendation was passed by Academic Senate and forwarded onto the Chancellor.

Additional Information. In the course of its work, the Committee came across some information that might be of interest to UNOPA members. First, some of this year's health insurance changes result from the work of an advisory committee on health care appointed by the President of the University. If you are interested, that Committee's report is available on the University of Nebraska Web site at [www.nebraska.edu/hr/phacu.pdf](http://www.nebraska.edu/hr/phacu.pdf). In addition, the Committee was provided access to a study prepared by Ohio State University for the Association of American Universities Data Exchange (AAUDE). AAUDE members agree not to share the information outside the institution, so we concluded we could not post the study on the UNL Web site. We do believe we can make it available to members of UNOPA, provided that you agree not to share the information outside of UNL. If you would like a copy of this report in pdf format, please send an e-mail request to me at [lyoung5@unl.edu](mailto:lyoung5@unl.edu). Because of the size of the report, paper copies are not available.

If you want to suggest an issue for the Committee to consider, please contact a member of the Committee.

**U-WIDE EMPLOYEE FRINGE BENEFITS COMMITTEE – Lola Young**

This committee has been inactive this year. We were scheduled to have a meeting in September that was cancelled due to the fact that decisions were made by Central Administration strictly based on budget. Central Administration was very good about sending out a year-end report to all faculty and staff informing each of us of the recent trends. While it is unfortunate that prices continue to increase, it is understandable considering we are self-insured and medical/prescription costs continue to escalate.

I feel very fortunate to be serving on this committee. I recognize exactly why our rates rise and I have a great deal of compassion for the administrators who are required to

make some of the difficult decisions related to our premiums as well as for the lower paid employees who are affected immensely by those same decisions. If you would like to discuss any of the benefit issues with me, I would encourage you to call me. I'm here to represent you and am more than willing to represent any valid points to the committee and the administration.

**HUMAN RIGHTS COMMITTEE – Marilyn Turbush**

No report. This committee did not meet this year, and we are not sure who the chair of the committee is.

**PARKING APPEALS – Judy Anderson, Amy Stewart and Diane Wasser**

The parking appeals committee meets at the City Union on the first Thursday of every month throughout the year. The committee is made up of three representatives from each of the employee groups on campus: the Academic Senate, UAAD and UNOPA. Members of the Parking staff are also present to assist and answer questions.

This committee handles appeals that concern faculty and staff as well as the non-university community. There is another appeals committee dealing with student appeals. We hear approximately five to thirty appeals each month with an average of one to three people showing up in person to state their case. If they do not appear in person we read their written appeal and make a decision based on the facts at hand. Meetings last about one and a half hours.



*UNOPA members enjoying the September General Meeting.*

**SUE TIDBALL AWARD FOR CREATIVE HUMANITY**

– Debbie Hendricks

It has been a joy to serve on the 2003-04 Sue Tidball Awards Committee. The Tidball Award is the only award on this campus that recognizes the very traits that we as humans value most highly, and that is the development of a humane, educationally creative and caring community.

On March 28, 2004, Dan Ladely was recognized as the 2004 Sue Tidball Award recipient. Dan is the Director at the Mary Riepma Ross Film Theatre. Within his work and his life, he has exemplified many of the traits which belong to a Tidball Award recipient. He has built bridges to bring peoples together, he strives to make a better living environment, and he exhibits caring attitudes that affect individual lives.

In addition to honoring Dan Ladely at the March award ceremony, the Committee this year recognized and thanked those individuals who have been award recipients over the past 23 years. Each of these individuals have made our campus a better place to be because of their presence. We are most appreciative.

**UNIVERSITY AMBASSADORS (also known as Legislative Liaison) – Edie Schleiger, Chair**

This year brought more discussion regarding budget cuts from the Legislature. Deb Thomas from Central Administration contacted me multiple times to inform and to request contact with my state senator. When requested I contacted my committee, consisting of Lola Young, Mari Greer, Debbie Hendricks, Jeanette Fisher and Ruth Ulrich, and asked them to contact their senators and lobby for the University's position.

University Day was held on March 2. Deb Thomas and Ron Withem asked their network to come to Lincoln and speak to their senators in person. We gathered in a meeting room and Deb and Ron went over our "talking points" and answered any questions. Then we went to the rotunda and requested an audience with our senators. We were also encouraged to speak with the senator's staff in his/her office. UNOPA had six members participate in University Day, which was an improvement over last year's participation level.

**Foundation Committee**

– Christine Cary

Members: Jerry Schluckebier, Tricia Liedle, Lois Erickson, Theresa Sis, Debbie Burns

As president last year, I suggested in my annual report that the guidelines for the UNOPA Fund be reevaluated, with the aim of making the funds more readily available. As director of the Foundation Committee this year, I found that we were able to accomplish that aim within the existing guidelines.

The Foundation Committee, referred to as the Review Board in the guidelines, met October 23, 2003, January 23, 2004 and April 29, 2004.

Following is a list of actions taken by the Committee:

The budget included reimbursements for professional growth expenses, up to \$100 each, for up to 12 members. The committee disbursed \$1,003.39 to 11 members.

Four hundred dollars were earmarked for reimbursements of PSP application fees. The committee distributed \$420 to five PSP applicants.

The budget included \$2,600 for Professional Growth events. The Fund was used to cover \$2,345.25 in expenses for events planned by the Professional Growth Committee.

An article, "The UNOPA Fund is for You!" was published in the October *UNOPA Notes*.

Members who received reimbursements were congratulated at the November Bosses' Luncheon for continuing their professional education. They were Angela Blomquist, Lynn DeShon, Katherine Gulland, Sandy

Lineberry, Stacey Payne, Diane Wasser, Sandy Watmore, and Lola Young. At that meeting, we also announced the PSP application fee reimbursement program and encouraged members to submit their applications this year. Tricia Liedle was recognized for earning her PSP certificate.

A message from the Foundation Committee was sent on January 7 to the UNOPA Listserv encouraging members to apply for reimbursements and attend the PSP workshop on January 14.

A "Foundation Committee Report" was published in the March *UNOPA Notes*.

A verbal report was given, including information about ways to contribute to the Fund, at the April General Meeting. Contributors to the UNOPA Fund in Fiscal Year 2004 were recognized in a flyer at the tables. The contributors were: Carol Bom, Mrs. Dora Dill, Mrs. Edie Schleiger, Mrs. LaRita Lang, Mrs. Linda Pence, Mrs. Lola Young, Mrs. Patricia Hust, Mrs. Ruth Bohmont, Mrs. Theresa Sis, Mrs. Nelvadine Lienemann, Ms. Patricia Liedle, Ms. Rosemary Sieck, Christine Cary. Barbara Homer became a contributor after the April meeting.

Thank-you letters were sent from the director to Theresa Sis and Barbara Homer for authorizing payroll deductions to contribute to the Fund.

Thank-you letters were sent from the director to all contributors in April, 2004.

At the May General Meeting, recipients of reimbursements were congratulated for continuing their professional education. The recipients were: Kathy Schindler, Cynthia Knight, Margaret (Peg) Johnson, and Pat Hust. Linda Luedtke, Carol Wusk and Christine Cary were also congratulated for achieving PSP certification.

A major change in University of Nebraska Foundation procedures will affect this committee. The foundation has implemented an online reporting system and will no longer provide monthly and quarterly printed reports. The Foundation Committee director is given password-protected access to the UNOPA Fund report, but will not be able to download or print anything. Transactions remain online for 12 months. An annual printed report will be provided by the foundation at the end of the fiscal year.

The Foundation Committee has one suggestion for next year's committee. It may be worthwhile to explore the possibility of depositing the UNOPA Fund to a different type of account. A commercial account might offer advantages compared to the foundation account such as: payment of interest on our deposits; monthly, as well as annual, printed statements of transactions; faster service; and more flexibility with regard to how disbursements are made.

Serving as Director of the Foundation Committee has truly been a pleasure! It was fun to give money away, and our committee worked together so well that our meetings almost ran themselves. Every committee member attended meetings and contributed to the group; their ideas were

great, they were patient teachers (which was helpful to me since I didn't have experience with foundation funds), and their sharp eyes prevented many mistakes. I am very grateful to them! I also want to thank Carol Bom, who supported our goals and encouraged me at all times. The UNOPA Fund will be in good hands when she takes over the director position next year.

## Hospitality Committee

– Susan Thomas, Director

Committee members: Pat DeStefano, Debbie Hendricks, Donelle Moormeier, Carol Nau, Donette Petersen, Kathy Thompson, and Marcy Tintera



The Hospitality Committee had another fun year and we hope that we established a pleasant and enjoyable environment at each general meeting.

To start off our year, an organized summer meeting was held for our committee members to make arrangements for monthly meeting locations and meal planning. Again this year, we moved the meetings across the two campuses, to hopefully give everyone a variety of locations. We worked with Jessie Brophy of Dining Services to choose some menus and she also gave us another year of great prices. Committee members took turns designing the monthly flyer/reservation forms and made name tags for members and guests attending each meeting. Our members sold and collected the 50/50 drawing money that was available at each meeting. The committee met every Thursday before the general meeting, discussing the next meeting and working on centerpieces and door prizes. This is a great committee that met new people, worked well together and had a great time!

- September 9 General Meeting @ City Union  
88 attendees—59 catered lunches  
Lunch menu—\$5.95, Valentino's pizza and salad buffet, Italian bread sticks, fudge brownies, tea and coffee  
50/50 drawing—\$25.50 to Peg Johnson
- October 14 General meeting @ Devaney Sports Center  
87 attendees—catered lunches  
Lunch menu—Brown Baggers for \$5.00; half sandwich, pickle, baby carrots, chips and cookie. Everyone brought their own drink.  
50/50 drawing—\$23.00 to Cindy Hornung
- November 11 Bosses' Luncheon @ East Campus Union  
139 attendees—102 catered lunches  
Lunch menu—\$6.25, club sandwich, pasta salad, cheese cake, tea and coffee  
50/50 drawing—\$44.00 to Jan Wassenberg
- December 9 Holiday Luncheon @ Champions Club  
94 attendees—All catered lunches  
Lunch menu—\$10.00, buffet of Swiss steak, mashed potatoes and gravy, buttered

## 2003-2004 ANNUAL REPORT: Standing Committees

- corn, strawberry fluff, rolls and butter, tea and coffee  
50/50 drawing—\$31.00 to Debbie Hendricks
- January 21 General Meeting @ East Campus Union  
Sponsored by UAAD  
Lunch menu—\$9.25, soup and salad buffet, coleslaw, fruit salad and a cup of soup  
50/50 drawing—\$34.00 to Judy Anderson
- February 10 General Meeting @ East Campus Union  
135 attendees—110 catered lunches  
Lunch menu—\$5.75, pasta bar, mixed green salad, Italian bread sticks, fudge brownies, tea and coffee  
50/50 drawing—\$41.50 to JoAnn Barry
- March 9 General Meeting @ Abel Hall North  
98 attendees—77 catered lunches  
Lunch menu—\$5.75, build your own taco bowl with all the toppings, refried beans, mixed green salad, cookies, tea and coffee  
50/50 drawing—\$31.50 to Carol Bom
- April 13 Awards Luncheon @ East Campus Union  
93 attendees—75 catered lunches  
Lunch menu—\$6.75, buffet of grilled chicken breast, au gratin potatoes, mixed green salad, California vegetables, dinner rolls, tea bar cookies, tea and coffee  
50/50—\$33.50 to Judith Yeck
- May 11 Annual Meeting and Officer Installation @ Kauffman Center  
78 attendees—56 catered lunches  
Lunch menu—\$6.50, Italian paninna buffet, pasta salad, relish, apple pie, tea and coffee  
50/50—\$27.00 to Diane Wasser

### Membership Committee — Jeanette Fisher, Director

Committee members: Katherine Gulland, Donette Petersen, Deb Rosenau, Margaret Skean, Kathy Stastny

The membership committee met for the first time over the lunch hour the first part of July 2003. We discussed the following ideas:

- Get a list of all office employees to send a membership application to with the first edition of UNOPA Notes. I talked with Mail Services about getting names printed for office employees. This was not within their abilities, so I talked with Data Entry and was able to obtain an Excel listing of all regular office/service employees. This list was workable after service employees were eliminated.
- Redo the membership application form so it would fit on one page.
- Have a membership table at the first few UNOPA monthly meetings.

Be visible. Sit around people at UNOPA meetings that you did not usually have contact with and introduce yourself.

Call previous UNOPA members that had not joined in the last couple of years. Each committee member took a few names and contacted these people.

Provide a gift certificate to the person that recruited the most members.

With the members of this committee being scattered over the campus, it was easier to e-mail messages back and forth than to meet on a regular basis. Membership information is on Microsoft Access and not set up so more than one person is able to have access to update information.

The biggest help in recruiting new members was the professional growth workshop that was offered free to members. For the announcement flyers, the large campus mailing list used for the first edition of UNOPA Notes was used again, and with great success.

Breakdown of membership for 2003-04 is as follows:

New	53
Renewal	111
Retirees	13
Lifetime	2
Associate members	8
Honorary	10
Award winners (Free)	<u>5</u>
<b>Total</b>	<b>202</b>

Award winners receiving free UNOPA memberships for 2004-2005 are: Becky Freeman, Cathy Leazer, Susan Nichols and Pam Royal. The Boss of the Year recipient receives membership for the current year in which the award was received.

Expenses for this committee are mainly envelopes, labels, letterhead, membership application paper, membership cards and UNOPA pins for new members. I had an ample supply of membership cards, pins, application paper and letterhead from last year. The membership director for 2004-2005 may wish to figure out how to print membership cards on computer, rather than write each name and date on a card. Also, instead of ordering letterhead, have a template set up for membership letters.

Keeping the UNOPA E-mail Listserv is a responsibility of this committee. Directions for this process are included in the membership notebook. Any name and address additions or deletions should be sent to the Web technician to be updated on UNOPA's Website.

The membership director is responsible for coordinating UNOPA members to give a short presentation at Human Resources' New Employee Orientation held once a month. A monthly schedule can be found on the Website for Human Resources. A sign-up sheet was passed around at two of the UNOPA board meetings and I sent an E-mail reminder and the sample script to the volunteer the first of the week before the scheduled orientation. The sample script for this presentation is included in the membership notebook. I also sent a couple of UNOPA brochures through campus mail to the



*FUN with FRIENDS!*



*HONOREES*



*SPEAKERS  
& WORKSHOPS*



*COMMUNITY SERVICE*



## HOSPITALITY



## GREAT LEADERSHIP



## A BRIGHT and SOLID FUTURE



volunteer to pass out. Volunteers are set up through the June 17<sup>th</sup> orientation. The next scheduled orientation is July 15, 2004. The new membership director should let Human Resources know who they are. Human Resources has been sending out monthly reminders.

A gift certificate from the University Bookstore will be given out at the UNOPA installation meeting in May.

## Nominating Committee

### – Betty Tutt, Director

Committee members: Linda Luedtke, Karen Randall and Mary Klucas

Requests for nominations were mailed out to the membership on January 22, 2004. This mailing included a memo asking for nominations, the nomination form and a listing of the duties of UNOPA's elected officers. We were pleased to have some good candidates nominated to get us started on our search for next year's officers. We checked with each nominee to be sure they were willing to serve the UNOPA organization as an elected officer.

The following people accepted nominations to run for UNOPA elected offices:

President-elect: Becky Hastings

Recording Secretary: Kathy Schindler, Helen Sexton

Corresponding Secretary: Jeanette Fisher, Marcy Tintera

Treasurer: Lois Erickson, Donelle Moormeier

On March 23, 2004 ballots were sent out along with biographical information for each nominee. We were pleased with the number of ballots that were marked and returned for counting.

The elected officers for 2004-2005 were announced at the April 13, 2004 General Meeting. The following officers were elected: President-elect Becky Hastings, Recording Secretary Kathy Schindler, Corresponding Secretary Jeanette Fisher, and Treasurer Lois Erickson.

This year's nominating committee made a special effort to be sure that we had well qualified and highly motivated candidates for elected office for 2004-2005. We want to thank all of the members who helped us with nominations or gave suggestions for possible candidates. Most especially we thank the candidates themselves for allowing their names to be placed on the ballot.

Records of the Nominating Committee activity for 2003-2004 will be added to the Nominating Committee notebook and the notebook will be passed on to next year's committee director.

## Professional Growth Committee

### – Patricia Liedle, Director

Committee Members: Donelle Moormeier,

Jan Shamburg and Diane Sullivan

Additional Helpers: Linda Luedtke and

Barbara Homer

The Professional Growth Committee's duties are: organize and implement two UNOPA-sponsored workshops per year



and have the workshops approved by NAEOP for In-service Training Points (one workshop should be free to membership and the other should have a registration fee), and provide certificates verifying attendance at workshops; provide information and assistance regarding the Professional Standards Program (PSP) to membership; keep current records of members holding PSP certificates and those working toward their certificates; obtain PSP plaques for those members receiving their PSP and make arrangements for awarding the plaques at a general meeting; work with the Past President in disbursing Foundation Funds.

### Workshops/Conferences

UNOPA held an all day workshop/conference on November 4, 2003 at the Country Inn and Suites on North 27<sup>th</sup> Street.

"Discover and Celebrate – YOU!" was the theme chosen. An overwhelming attendance of 104 enjoyed the speakers with 26 being non-members of UNOPA. A letter was sent out by Carol Bom after the event inviting those non-members to join UNOPA for free. Expenses were paid out of the Foundation Fund. A full PSP point was awarded from NAEOP for six hours of sessions.



*November workshop leaders demonstrating a point.*

On January 15, 2004 a mini seminar was held at the East Campus Union for those interested in learning about the Professional Standards Program (PSP). Carol Packard, NEOPA PSP chair, gave a PowerPoint presentation representing the state level chairmanship, Deb Hendricks spoke about the PSP Endowment Committee and Tricia Liedle spoke about what is in store for the upcoming months. Ten members attended to gather information. If interested, they were paired up with a mentor who has obtained their PSP previously. One-sixth PSP point was earned.

February 18th and 23rd brought those interested on working towards their PSP together to look at their packet and work directly with their mentor. We had about six members who were actively working on their paperwork in attendance. One-sixth PSP point was earned.

Our second workshop took place on March 31st at the East Campus Union. The registration fee for this workshop was \$10 for members and \$15 for non-members. Jeanne Baer, from Creative Training Solutions, presented a wonderful workshop dealing with "Projecting a Professional Presence:

## 2003-2004 ANNUAL REPORT: Standing Committees

The Power of Non-Verbals” to a group of 76 in attendance. Of those, 17 were non-members of UNOPA. Carol Bom sent the non-members a letter inviting them to join UNOPA at a 50% discounted rate for the remainder of the year. **NOTE:** I would seriously think twice about having a workshop or conference at the East Campus Union. The food is usually mediocre and the temperature of the room is either extremely hot or freezing. We also were not warned about the tornado drill alarm and how it works in the building that took place during our workshop. See comments from the survey taken in the binder under reports. Three-sixth PSP point was earned.

UNOPA was contacted by UAAD to advertise their April 21st workshop at the Champions Club to hear Aaron Davis speak about “Performing Like a Champion” as their attendance numbers were low and they felt opening it up to UNOPA would help. I am not sure how many attended from UNOPA. Cost was the \$10 lunch fee. PSP points will be pursued and certificates granted to those who request one.

Vicki Highstreet from Campus Rec contacted UNOPA and UAAD to see if we would be interested in co-hosting a speaker on the afternoon of May 3rd. Both organizations agreed to host Jep Enck who spoke on “Humor and Health” at the City Campus Union. Refreshment expense was split between UNOPA and UAAD. Approximately 75 were in attendance. Two-sixth PSP point was earned.



*New PSP recipients, Linda Luedtke, Carol Wusk, Chris Cary and Carol Bom.*

### Professional Standards Program

Under the standing committee duties it states that the professional growth director is to work with membership to help them achieve their personal PSP goals. As mentioned above this was done through mini seminars and by setting up a mentoring program. Some discussion came up regarding who should sign the PSP forms locally. The following statement was created and approved for future professional growth directors to abide by when working with individuals pursuing their PSP application.

**“PSP Certification:** When applying for a Professional Standards Program PSP Certificate, the National Association of Educational Office Professionals (NAEOP) requires the **“signature of PSP Chairman (local or state) or President (local or state)”** on application forms (forms IIIa, IIIb, and VI). The Professional Growth Director may sign these forms if she has earned a PSP Certificate and therefore is familiar with the PSP requirements. If the

director has not earned a PSP certificate, then the forms should be signed by the UNOPA President or the PSP Endowment Committee Chair.”

I suggest this wording be updated in our bylaws next year.

### **BUDGET**

#### UNOPA General Fund

Approved Budget: \$715.00  
Total Expenses Paid: \$316.42  
Budget Balance Remaining: \$398.58

(These expenses were used for speaker gifts, copying, refreshments and PSP plaques from Awards Unlimited.)

The committee’s recommendation for the remaining budget balance in the UNOPA General Fund is to return unused funds to the operating budget for UNOPA.

#### UNOPA Foundation Fund

Approved Budget: \$2,600.00  
Total Expenses Paid: \$3,451.50  
Income Received: \$1,515.00  
Budget Balance Remaining: \$663.50

(These expenses were used for the November and March workshop expenses.)

Records of the committee’s activities are located in the “very large” white binder and will be passed on to the next director at the transition meeting on June 15, 2004. Records of the previous years’ activities will be given to the President for archiving.

#### Recommendations for next year:

Early in the year, work with the President and Past President in setting up a special workshop with Roshan Pajnigar from Human Resources to educate all staff regarding the NU Values system and how it may affect our positions.

It is recommended that you continue the PSP mentoring program with cooperation from the PSP Endowment Committee members as several of our members are still in progress (see notebook for a list).

Refer to the workshop evaluation comments for their comments on what they would like to see in the future for workshops.

**Note:** It is recommended that some funds be requested from the UNOPA Foundation Fund to help bring in good speakers for workshops and off set some of the expenses.

### **Program Committee**

#### **– Sandy Watmore, Director**

Committee members: Pat Hust, Faye Massa, Edie Schleiger, Jan Shamburg, Carol Wusk, Lola Young and Sandy Watmore.

The UNOPA Board received a memo from a concerned member early in the year that mentioned she was tired of seeing the same people “up front” each month at the UNOPA meetings. In response to that memo and to help assure the members a variety of interesting programs and speakers, I asked individual members of the Program Committee to arrange one month’s program. My goal was to

## 2003-2004 ANNUAL REPORT: Standing Committees

rely upon each member's interests, personalities and acquaintances to assure a large variety of monthly programs. Also, by asking the member who arranged the program to perform the introduction at the meeting, we would have the opportunity to see a variety of members "up front" during the year.



I worked with the Nebraska Humanities Council to arrange the September program. UNL employee, Bill Behmer and his wife, Gwen Meister, performed American Folk Music on the mountain

dulcimer at the City Campus Union. Between musical numbers, they explained the history of this music and several traditional instruments.

I arranged the October program because of a time conflict for the other members of the committee. Connie Yori, UNL Women's Basketball Coach, spoke at the Devaney Sports Center on "Positivity!" She shared her positive philosophy of coaching and life.



November's meeting was a combined celebration of Veteran's Day and the Bosses' Luncheon at the Nebraska East Union. Matthew Jones spoke about the Native American's role in the US Military. Program Committee member, Faye Mass, arranged this very moving speaker. The Boss of the Year Award was presented at this meeting. The Program Committee is responsible for preparing the printed programs for this meeting.



December's Holiday Luncheon program was arranged by Carol Wusk. Since she was unable to introduce the musical entertainers, another Program Committee member, Pat Hust, introduced Adrienne Dickson, UNL graduate student, and her accompanist, Jack Rinke. They shared a

medley of traditional and moving holiday music in a snowy setting at the beautiful Champions Club.



The East Campus Union was the setting for January's meeting which was arranged by UAAD. The speaker was Nebraska Senator, Dave Landis.

Lola Young arranged the February meeting. The Month of Love was celebrated at the East Campus Union as all attending enjoyed complimentary chocolate from Christopher Elbow, a UNL graduate and entrepreneur. We learned about chocolate from Marilyn Schlep, Professor and Chair of the UNL Department of Nutrition and Health Sciences.



Jim McKee spoke at our March meeting at Abel Hall about the history of the Nebraska

State Fair. The topic was newsworthy because of the recent financial woes of the Nebraska State Fair and the impending decision about whether or not the Fair should be continued.

Jan Shamburg helped arrange some musical entertainment at April's meeting at the East Campus Union.



The corresponding secretary is in charge of this annual recognition of the past presidents and retirees. Entertainment was added this year as a trial. We felt we needed to provide something special for our very special guests.

May's meeting has arranged in tandem by the current and next year's Presidents. The current President used the time to thank all those who helped make the year a success and next year's President arranged for the installation of the elected officers and announced the theme for 2004-2005.

Each of the Program Committee members did as requested by arranging a monthly program or helping as needed. However the goal to get more members "up front" did not work out because frequent conflicts restricted many members from attending the meetings they arranged and completing the introductions. The second goal of providing a large variety of programs was successful. Each Program Committee member who arranged one of the programs used personal interests and acquaintances to showcase a unique program.

### Program Committee Expenses

September	Speaker's fee	\$50.00
October	Speaker's gift	\$18.84
November	Printing of Programs	\$21.75
	Speaker's gift	\$15.75
December	Speaker's fee	\$140.00
January	UAAD Sponsored	\$0.00
February	Speaker's lunch	\$11.50
	Speaker's gift	\$11.06
March	Speaker's gift	\$11.75
April	Speaker's fee	\$100.00
May	Installation only	\$0.00
<b>TOTAL</b>		<b>\$380.65</b>

### UNOPA Notes Committee

– Judy Anderson & Barb Carley, Co-directors

Committee members: Becky Hastings, Kathy Schindler and Rhonda Zugmier



The UNOPA Notes Committee consisted of co-directors this year which worked out beautifully. Since doing the layout last year, Judy continued to design and edit the newsletter while Barb gathered information, collected quotes and support articles, obtained publishing rights, and submitted clip art. It was a great working partnership!

We implemented two other new things this year also, both of which affected our budget, but both with positive

outcomes. First, the membership committee decided to send the first month's newsletter and membership application to all UNL office employees, which added nearly 800 to our mailing list. In March, we decided to treat our members to a bright colored cover on the newsletter. This issue is also the one we decided to enter in the newsletter contest at the National Conference in Boston.

We again used the 15th of every month as the deadline for articles and this year's board members were very good at submitting their articles on time. We tried to include photos of the previous month's meeting whenever we could and clip art was used as often as possible to enhance the overall look and to bring out special highlighted stories and events.

After the newsletter was designed and edited, it was reviewed by the president and the co-director. Judy then sent the electronic newsletter file to Copy Services, followed up by a requisition and the hard copy mock-up of the completed newsletter. Since Barb was in the same building as Copy Services, she checked and approved the proof for printing. When the newsletters were printed and folded, Barb got the rest of the committee together and applied the mailing labels (which were obtained from the Membership Committee) and then delivered the completed newsletters to the mail room for delivery. This was all very convenient since it is all contained in the same building.

It was great fun doing the UNOPA Notes for a second year and I'm very glad Barb was able to join me in the process. I got some things accomplished I didn't get done last year and we had a lot of laughs getting there. Any recommendation I would have for the coming year would be: don't hesitate to ask for help. Even though the design and editing of the newsletter is mostly a one-person job, have your committee members ready to jump in when you need them for filler articles, proofing and mailing. And always encourage your board members to get their articles in by the deadline.

Thanks for the opportunity! I learned a lot and met a great bunch of ladies along the way!

Financial accounting:

month	# pages	# copies	mailing chrgs	printing chrgs
September	12	950	\$8.51	\$489.25
October	9	200	\$8.51	\$73.95
November	7	200	\$8.51	\$65.56
December	9	200	\$8.51	\$72.00
January	9	205	\$8.51	\$64.99
February	4	210	\$8.51	\$34.23
March	9	220	\$8.51	\$350.28
April	6	210	\$8.14	\$53.34
May	6	210	<u>\$8.51</u>	<u>\$50.40</u>
TOTALS			\$76.22	\$1254.00

BUDGET AMOUNT	\$1053.25
ACTUAL EXPENSE	<u>\$1330.22</u>
Overage	(\$276.97)

## Ways & Means Committee

– Jan K. Edwards, Director

Committee Members: Marlene Focher, Donelle Moormeier, Helen Sexton, Margaret Skean and Carol Wusk

I really enjoyed this committee as I got to meet so many UNOPA members. It has been a great networking experience. I also am very appreciative of the ladies on my committee. They all worked hard at getting volunteers, working at the lot, counting the money, etc.

We only had one meeting on August 4, 2003, as a kickoff and to divide the games up. However, there were many E-mails and phone calls as the season got under way. There were seven games this year and we brought in a total of \$4,118.00 while parking 1,037 vehicles. There was an additional \$62.00 overage bringing it to a total of \$4,180.00. The expenses we incurred were \$65.75 to redo the UNOPA Parking signs to say FOOTBALL Parking. (Some people were confused and thought that it was parking restricted to UNOPA members.) Also, we spent \$13.70 in printing costs for printing and cutting "Thank You" notes (sample on next page) to give to our patrons. I do think this would be a good idea in the future to do the first several games. It gives our patrons an idea of where their money is going and what it supports.

I took the first two games and the other five ladies each took a game to be responsible for gathering volunteers for the lot. Following this report is a breakdown of each game's parking statistics. Mostly it went well, but often we didn't know how many volunteers we were going to need until a few days before the game. That led to last minute digging and begging. In past years when the game didn't start until later in the day or in the evening, only one person has been working during the first several shifts. Campus police want two persons at all times for protection (for the money and the people). I kept to this double duty as we are off by ourselves and have generally \$200.00 in cash to start the day with. I felt more comfortable having at least two people there. However, that uses up volunteers quickly, especially when it is not busy. Sometimes spouses helped in the early hours to make sure there were two people there.

*Possibilities:* There were suggestions by Marlene Focher and Jan Kendall that deeper pocketed aprons would be safer to hold money and tickets in. (I did step on a couple of twenty dollar bills as they sailed past on one windy Saturday!) They had some ideas on making them. If they were willing to make them, costs for materials might be all they would need. This could be pursued by the next Ways and Means chair.

I also thought there might be a way to entice people to park with us if we had each game day a random drawing for free parking of one vehicle for the next game day OR at least our \$4.00 off so that they would only have to pay the University's \$6.00. I don't know if that is viable, but it might be worth investigating.

We have also sold some UNOPA bags for a total of \$15.00, at the time of this report. These are the bags that were originally printed as attendance gifts for the 40<sup>th</sup> Anniversary celebration of UNOPA.

*Drawbacks:* The only sour note concerning the parking lot this year, was regarding the Penn State game where we parked 199 vehicles. Those parking in the back on the northeast part had trouble getting out as there wasn't enough room to maneuver from their parking spots easily. Therefore, we do have to watch that. If we have access to all the space we had this year, our maximum should be about 185 cars.

**Thank You Postcard**

**UNOPA – University of Nebraska Office Personnel Association** is a University sponsored organization representing the office employees of the University of Nebraska–Lincoln. Our main purpose is to provide opportunities for professional growth and to promote high professional standards for our membership.

UNOPA's portion of the parking lot funds earned is our only fund-raising activity that supports our yearly monetary awards to our members who have achieved excellence, reimbursements to members who have sought professional growth through attending classes, seminars or workshops, as well as the monies needed for our newsletter and other operating expenses.

We appreciate your patronage and welcome any suggestions that would help us serve you better. Please let us know if you have any concerns or problems regarding your time in our parking lot.

And, again, many thanks.

Carol Bom, UNOPA President, (402) 472-9131, cbom1@unl.edu  
Jan K. Edwards, Ways & Means Committee Chair

**SPECIAL COMMITTEE REPORTS**



**Summer Social  
– Linda Luedtke, Director**

Committee members: Barb Carley, Kathy Schindler, Betty Tutt, Judy Yeck, Tricia Liedle and Nelvie Lienemann

The committee's duties were to coordinate all aspects of the annual Summer Social, which included choosing a location, selecting a theme, obtaining prizes and coordinating the registration.

Our committee met several times and visited several locations before deciding where to hold the social. We corresponded by phone and E-mail to arrange other aspects of the social.

This year's Summer Social was held on Wednesday, July 30, 2003 at Hewit Place, 1155 'Q' Street (corner of 12<sup>th</sup> and 'Q'). At 5:30 pm, members and guests were to sign in and view the "Lives of Tradition, Impressions in Silver" photographs by Chick Guildner and "At the Crossing, Midwestern Amish Crib Quilts and The Intersection of Cultures" in the Great Plains Art Collection. They were also encouraged to visit the Lentz Center for Asian Culture on the lower level of the Christlieb Gallery.

After viewing the exhibits and socializing, the ladies went to the Schoor Presidential Suite on 6<sup>th</sup> floor to enjoy a salad dinner. Each person attending was asked to bring their favorite salad and some copies of the recipe to share. Salads were arranged on long tables with their recipes.



*Some of the many salads offered at the Summer Social!*

All tables were decorated with a summer picnic theme of sailboats, sand toys and brightly colored linens and tableware. The committee provided beverages. A membership table provided information for guests who were interested in joining UNOPA.

After eating, some pencil and paper games were played and 16 people went home with door prizes. Some excitement ended the party with the security alarms going off as someone tried to reenter through the back door after going out.

There were a total of 30 in attendance and I received numerous E-mails and responses complementing the committee on the great job we had done with the social and how much fun they had enjoying the food, fun, prizes and networking.

Expenses were as follows:

Schoor Presidential Suite	\$100.00
Prizes & Table Decorations	\$153.34
Sub Total	\$253.34
Budget Submitted	\$253.34
Late decoration expense	\$ 16.20
Total Expenses	\$269.54

**Web Committee  
– Kathy Schindler, Director**

The web committee's duties are to update and maintain UNOPA's Web page and members need to have a working knowledge of html, pdf and ftp. The 2003-04 committee members were Amy Stewart, Rhonda Zugmier and myself.

Our committee didn't meet as a full group but kept in communication by E-mail, telephone and in person. Last year, we won first place in the National Association of Educational Office Professional's (NAEOP) Web site contest. Naturally, our goal is to do well in the contest again. The

results will be announced at the NAEOP conference in July. Another goal is to keep our web site current and usable.

In preparation for the NAEOP Web site nomination, I created a Web page template so pages would be uniform. The judges last year recommended that we “jazz” up the site, so we used a color background and created an animated gif for the front page. The gif features pictures that rotate every two seconds. I created the animated gif using Macromedia Fireworks, which UNOPA purchased.

We conducted two online surveys with SurveySuite this year. The first asked UNOPA members if they wanted to participate in a community service project and the second asked members about university Parking Options. Following the community service survey, Amy Stewart (corresponding secretary) and I coordinated a needs drive for Friendship Home, a shelter for battered women and their children. In addition to household and personal products, UNOPA members also donated \$30.

Next year, I'd like to recommend that the Web/Technology Committee be a regular standing committee instead of an ad hoc committee. It's my feeling that technology will

continue to expand and UNOPA will need to have a Web presence for the foreseeable future.

Balance Sheet

Total Income Collected, if applicable.....	\$ 0.00
Total Expenses Paid .....	\$116.00
	(\$96 for Fireworks, \$20 for award)
Approved Budget.....	\$202.00
Budget Balance Remaining.....	\$36.05
	(not including SurveySuite)
\$49.95 has been budgeted for SurveySuite's annual fee but has not been used yet.	

The committee recommends that the remaining budget balance be returned to the operating budget.

Records of the committee's activities are located in a binder marked “Web Committee 2001-2003.” I will forward this to Diane Wasser, who will be Web technician next year.

It's been a great experience working on UNOPA's Web page. I've also enjoyed getting to know Rhonda and Amy better. Thanks for this wonderful opportunity!

## Resolution November, 2003

Whereas, One of the University of Nebraska Office Personnel Association's (UNOPA) objectives is to identify employee concerns, especially those that affect the office/service classification, and work within the university system to meet those concerns;

Whereas, Budget cuts have caused significant stress and uncertainty among the UNL office/service staff, whether it be through loss of employment, reassignment, loss of resources, increased workloads, or pay cuts and increased cost of benefits due to reduced FTE's;

Whereas, Budget cuts have directly eliminated approximately 136 office/service staff, with 51 of these being rehired into different positions, and reduced FTE bringing great personal hardship into the lives of these individuals and added burdens to their co-workers;

Whereas, 33% of UNL employees are office/service, yet have no direct interaction with the Academic Planning Committee (APC);

Whereas, Most, if not all, recommendations made by the APC, whether they be budget-related or not, directly affect office/service employees;

Whereas, Office/service employees and the APC would both benefit from direct interaction;

Whereas, Office/service employees are stakeholders in the university, just as the students and faculty are stakeholders, and they have a seat on the APC;

Whereas, The President and President-elect of the Academic Senate support this request for a seat on the APC;

Resolved, that the UNL Bylaws, section 1.10.1.1 be amended to read as follows: “Membership: The Academic Planning Committee shall consist of eighteen members as follows: (a) six faculty members elected as provided by the Academic Senate to staggered three-year terms. These members shall represent biological sciences, social sciences, physical sciences, and humanities with no more than two from a single college; (b) one faculty member at large selected by the UNL Graduate Council to serve a three-year term; (c) two academic deans selected by the Chancellor to serve three-year terms; (d) the President of the Academic Senate (or designee); (e) one undergraduate student and one graduate/professional student as selected by the President of ASUN; (f) the Director of Institutional Research and Planning for UNL who shall serve as secretary; (g) the Senior Vice Chancellor for Academic Affairs; (h) the Vice Chancellor of Agriculture and Natural Resources; (i) one office/service representative selected by the President of UNOPA; (j) one managerial/professional representative selected by the President of UAAD; and (k) the Vice Chancellor for Research as an ex officio non-voting member. The committee shall select its chair from among its faculty members.”



**Report from Advisory Council**  
**National Association of Educational Office Professionals (NAEOP)**  
**July 14-18, 2003**  
**by Carol Bom**

The University of Nebraska Office Personnel Association is affiliated with a national organization, the National Association of Educational Office Professionals (NAEOP). Affiliation promotes professional unity from the local through the national levels. It serves as a medium for recognition of the profession, the association and the member. Affiliates are able to participate in national projects and programs that benefit office professionals in education, like us.

The Advisory Council is an important part of our national organization. The council is made up of delegates from each affiliate in attendance at the national conference. The Advisory Council meets annually immediately preceding the conference. This year, there were 197 affiliates to NAEOP; 116 were represented at the Advisory Council meeting on July 16 during the conference.

The purpose of the Advisory Council is to make recommendations for programs for the promotion of the Association, to advise the Board of Directors on matters concerning the Association, and to elect two members to each of the standing committees of the Association.

All recommendations of the Advisory Council are presented to the membership at the next annual meeting of the Association, (Thursday of the conference).

UNOPA's representative is usually the current president, with the alternate delegate being the immediate past president. If neither of these people is able to attend the national conference, then the Board of Directors chooses someone to attend on our behalf.

This year, there were ten different topics to be discussed at the Advisory Council. Once the roll call is taken and a quorum established, members are randomly assigned to discuss each topic. The topics to be covered are sent in by the affiliates, us. These are items that they feel should be changed for the betterment of our group.

The topic I was assigned to discuss was submitted by the Over-the-Hill Gang (a retiree group). It read, "Participants in Advisory Council discussion groups should be authorized delegates only. The discussion leader should be a member of the discussion group, preferably the delegate who represents the affiliate that sent in the agenda item. Resource persons, whether board members or NAEOP employees, should be available in the observer's section for information assistance, and should be permitted in the delegate reserved section only if requested by a discussion group." A rationale for the change is also included in the Advisory Council materials.

A member of the Over-the-Hill Gang was present and addressed the issue. She certainly felt strongly about it. A motion was made by our group, but not passed by the Advisory Council.

There were some motions passed, one to streamline the Advisory Council process and one to eliminate the roll call at the Advisory Council. Both of these items being passed will allow more time for the delegates to work on the agenda items.

Once these agenda items either had motions or were not forwarded, each item was discussed at the annual business meeting.

It was fun to see your work move forward after being a part of the Advisory Council. Being in a smaller group also enabled me to meet people from other states on a more personal basis.

Thank you for the opportunity to represent UNOPA at the National Conference, and for the monetary support. This year, the UNOPA Board of Directors agreed to support both the president and president-elect with \$300 to help cover expenses.

As you recall, in February, we changed Standing Rule 7 to allow UNOPA to give financial support to both the delegate to the Advisory Council and the president-elect.



*The Nebraska delegation attending the NAEOP Conference in Boise, Idaho. Can you pick out our UNOPA members?*



*Kathy Bennetch (why is she wearing a crown?) is busy selling raffle tickets at the NAEOP Conference in July 2003.*

## Annual Conference 2003 Report

### – Carol Bom

This year, UNOPA had nine members attend the National Association of Educational Office Professionals conference in Boise, Idaho. Jeanne Andelt, Kathy Bennetch, Carol Bom, Chris Cary, Debbie Hendricks, Sandy Lineberry, Diane Wasser, Sandy Watmore and Lola Young were the attendees. It was our distinct honor to have Lola Young receive the Olive T. Ritchie Office Professional of the Year Award at the Awards Luncheon on Friday, July 18. This award is given to only one office professional throughout the country.

The last time a Nebraskan won the award was ten years ago, when state member Joyce Graybill, won the award. Both the state organization, Nebraska Educational Office Professionals Association (NEOPA) and UNOPA contributed funds to purchase Lola a gift of a diamond necklace and earrings. The necklace had three stones in it. We were excited when she said the same thing to us about it—past, present and future involvement—that we discussed when we were shopping. It could also represent her “3-D” membership—membership in the local, state and national organizations. (Sandy Watmore contributed that thought.) We hope it will always hold special memories for Lola.

Another prestigious award was won by UNOPA—that of the first ever Past President’s Web Page award! There was a contest for both local level and state level Web sites. We were so honored to receive the first one ever! Congratulations to Kathy Schindler, Carol Bom and Rhonda Zugmier and to the others who have helped make the site what it is today. Chris Cary received the plaque on our behalf, from Diane Callaway, then president of NAEOP.



The first ever Past President's Web Page Award was awarded to UNOPA!

## UNL Employee wins National Award



As a youngster growing up in McCool Junction, Lola (West) Young wanted to be a florist. But it is her second career that has given her a sense of accomplishment, provided growth, and won her national recognition.

Her second career is an educational office professional and for her skill in that arena, Young won the 2003

Olive T. Ritchie Educational Office Professional of the Year award. This recognition is given by the National Association of Educational Office Professionals (NAEOP).

Young was nominated for the national award after she won the state 2002 Educational Professional of the Year, given by the Nebraska Educational Office Professionals Association (NEOPA). People who win Nebraska’s state awards are automatically entered into the national contest and Young competed against entries from state and local organizations across the nation. She was sponsored in the national contest by her state association, NEOPA.

Young’s award was presented at the National Conference in Boise, Idaho on July 18, 2003, where she was also presented gifts from her local and state chapters, UNOPA and NEOPA.

In a nomination letter, NEOPA president Lisa Morehouse, CEOE, wrote, “From her work experience, to her personal activities, to association involvement, Lola exemplifies what a true professional is in every sense of the word. Serving on all three levels of the Educational Office Professionals Associations, she has over 15 years of experience and has taken every opportunity to contribute her services, skills and knowledge. She takes the time to lead, mentor and advise her fellow office professionals to enable the associations to move forward and grow professionally.”

In 1988, Young joined the University of Nebraska Office Personnel Association (UNOPA). She served on several committees and also as corresponding secretary. In 1996, she was persuaded to run for president-elect. At the same time, she was asked by someone from the Nebraska Educational Office Professionals Association (NEOPA) to run for president-elect of the state organization.

Young regularly takes education and in-service courses to increase her knowledge and skills. She has also earned her Certified Educational Office Employee (CEOE) designation.

Young currently works at the University of Nebraska–Lincoln where she is the Residence Life Services Supervisor in the Cather-Pound-Neihardt-Husker Residence Halls. Her two biggest duties are to hire and oversee the desk functions for Cather, Pound and Neihardt halls and the occupancy of the residence halls.

The McCool Junction native has been an employee of UNL for 22 years starting as a clerical assistant and working her way to becoming a supervisor of residence services. Prior to starting at UNL, she went through floral school and had a couple of other jobs in Lincoln.

**University Of Nebraska Office Personnel Association  
Description of UNOPA Officer Duties**

**UNOPA's PRESIDENT shall:**

- preside at all meetings of the Association and the Executive Board.
- appoint directors for the standing committees with the assistance of the other elected officers.
- be given the opportunity to represent UNOPA at the NAEOP Advisory Council at their annual National Conference.
- be a member of the state and national associations (dues will be paid or reimbursed by UNOPA).
- review all correspondence, UNOPA Notes drafts, etc. prior to printing.
- serve as liaison for UNOPA between the Nebraska State (NEOPA) and the National (NAEOP) Associations.
- represent UNOPA at the UNL Dean's and Director's meetings and at the Chancellor's Cabinet meetings.
- become the Past-President and Foundation director during the following year.
- write and sign checks in the Treasurer's absence.

**UNOPA's PRESIDENT-ELECT shall:**

- preside at all meetings of the Association and of the Executive Board in the absence of the President.
- fill a vacancy in the Presidency in the event the President cannot fulfill the term.
- act as Director of the Program Committee.
- submit the proposed year's program and speakers for approval as soon as tentatively arranged.
- provide information about each monthly meeting to the UNOPA Notes Editor and the Hospitality Committee.
- be a member of the state and national associations.
- become the President during the following year.

**UNOPA's TREASURER shall:**

- receive all money and disburse funds as directed by the President and the Executive Board.
- present monthly reports to the Executive Board and the Association and prepare a written report for publication in the UNOPA Notes.
- study the financial needs of the Association for the year, work with the other elected officers and present a proposed budget for approval to the general membership by the October meeting.
- provide the Executive Board with an annual financial report.
- arrange for an audit of the records at the end of UNOPA's year.
- have a working knowledge of and access to the UNL SAP financial system.

**UNOPA's RECORDING SECRETARY shall:**

- keep an accurate record of the proceedings of the Association and Executive Board meetings.
- send a copy of the minutes of each Executive Board meeting to all Board members within five (5) days of the meeting.
- send a copy of the General Meetings minutes to the Executive Board for review and then to the UNOPA Notes Editor for publication or distribution to the membership.
- preside as President in the absence of the President and President-elect while allowing the Corresponding Secretary to take notes of the proceedings.
- collect pertinent records to be made part of the UNOPA history at Love Library Archives.
- keep an up-to-date record of the current Constitution and Bylaws, including all Standing Rules.

**UNOPA's CORRESPONDING SECRETARY shall:**

- conduct the correspondence of the Association as directed by the President and/or Executive Board.
- send courtesy cards to UNOPA members upon reports of births, weddings, extended illnesses, death, etc., and report such contacts to the editor of the UNOPA Notes so the pertinent information may be passed along to the membership.
- correspond with the state (NEOPA) newsletter editor and report UNOPA activities for publication.
- organize the annual past-president's/retiree's recognition luncheon with those involved concerning the details of this recognition.
- serve as Recording Secretary in his/her absence or as needed because of President/President-elect absences.
- coordinate and make registration and travel arrangements to state, regional and national association meetings.
- provide publicity for UNOPA including sending notices of meetings and information to the Scarlet, and the weekly E-news.
- take photographs at monthly meetings and maintain the scrapbook.
- coordinate the holiday charitable project in October/November/December.

**UNIVERSITY OF NEBRASKA OFFICE PERSONNEL ASSOCIATION (UNOPA)  
Constitution, Bylaws & Standing Rules**

**Preamble**

Education is the birthright of every person. We as members of the University of Nebraska Office Personnel Association pledge ourselves to safeguard that right. We acknowledge the unique role of educational office personnel and the importance of their contributions to the university and the community.

**Article I - Name and Purpose**

Section 1

The name of this organization shall be the UNIVERSITY OF NEBRASKA OFFICE PERSONNEL ASSOCIATION (UNOPA).

Section 2

The purpose of UNOPA is to provide professional growth and promote high professional standards for education office personnel within the University of Nebraska, as partners upholding the quality of service to the university educational system and the community.

**Article II - Objectives**

Section 1

Encouraging educational personnel to continue in their professional growth through the National Professional Standards Program (PSP), sponsoring workshops for both members and nonmembers, and promoting participation in the Nebraska Educational Office Personnel Association (NEOPA) and the National Association of Education Office Professionals (NAEOP).

Section 2

Identifying employee concerns, especially those that affect the Office/Service classification, and working within the university system to meet those concerns.

Section 3

Encouraging all members to interact and learn from one another through mentoring programs, classes, workshops and serving on various University or UNOPA committees. To develop leadership skills by leading committees and serving as officers of the Association.

Section 4

Encouraging all members to broaden their understanding of the University of Nebraska, its goals and functions, and the relationship between the university and the community.

**Article III - Membership**

Section 1

Membership shall be open to persons interested in promoting the objectives of the Association.

Section 2

There shall be five (5) classifications of membership: Active, Associate, Retired, Life, and Honorary.

Section 3

Rights and privileges, services, and obligations of each classification of membership shall be determined by the Executive Board except as noted in subsequent sections.

Section 4

Active membership in the Association shall be open to all office personnel in the educational system of the University of Nebraska. Active members shall be entitled to vote, hold office, and participate in all activities of the Association. Withdrawal from employment at the University of Nebraska shall constitute a change from active to associate membership.

Section 5

Associate membership in the Association shall be open to persons who are interested in advancing the objectives of the organization but who are not eligible to be Active members, and who have paid annual dues (e.g., other university employees or students). Associate members shall have the rights and privileges of Active members except that of voting and holding office.

Section 6

Retired membership in the Association shall be open to members who desire to keep in touch with the Association and the university community. They shall have the right to vote and may serve on committees.

Section 7

Life members are Active members of the Association who have paid life membership dues. Life members shall have all the rights and privileges of Active members, except upon withdrawal from the university system, then refer to Article III, Section 4.

Section 8

Honorary membership in the Association shall be conferred with the approval and majority vote of the Executive Board. Honorary members are individuals who have made significant contributions to the growth of UNOPA, its members, and office/service employees. They shall be entitled to all the privileges of Active members with the exceptions of the right to vote, hold office, and shall be exempt from paying dues.

**Article IV - Officers**

Section 1

The elected officers of UNOPA shall be President, President-elect, Recording Secretary, Corresponding Secretary, and Treasurer; all of whom shall be members in good standing, be installed at the annual meeting, and assume office on July 1.

Section 2

The officers shall be elected, by ballot, prior to the annual meeting and shall hold office for a term of one year beginning July 1. No member shall hold the same office for two consecutive terms (except as per Article III, Section 1 of the Bylaws).

**Article V - Executive Board**

Section 1

The Executive Board shall consist of the elected officers of the Association and the approved directors for each of the standing committees listed in Article VI - Section 1. The President Emeritus shall serve as ex-officio member. With the exclusion of the Immediate Past President and President Emeritus, there shall be no more than two past presidents serving on the Executive Board.

Section 2

The financial records of the Association shall be audited in July of each year by an outside individual or group approved by the Executive Board.

**Article VI - Committees**

Section 1

The Association shall have standing committees as follows: Awards, Employee Concerns, Foundation, Hospitality, Membership, Nominating, Professional Growth, Program, UNOPA Notes and Ways and Means.

Section 2

The newly installed elected officers shall annually appoint the Directors and Co-Directors of the standing committees prior to July 1, and shall appoint other committees as deemed beneficial to the general membership and function of the Association.

**Article VII - Meetings**

Section 1

General membership meetings of the Association will be held the second Tuesday of each month, September through May, unless otherwise stipulated by a majority vote of the Executive Board. Special meetings of the membership may be called by a two-thirds vote of the Executive Board.

Section 2

Monthly meetings of the Executive Board will be held August through June. Special meetings of the Executive Board may be called by the President.

Section 3

The annual meeting of the Association shall be held in May of each year.

**Article VIII - Affiliation**

Section 1

This Association shall annually affiliate with NEOPA and NAEOP.

Section 2

The Association shall appoint a delegate to the NAEOP Advisory Council at the National Convention.

**Article IX - Quorum**

Section 1

A majority of the members of the Executive Board shall constitute a quorum for the transaction of business at Board meetings.

Section 2

Membership present shall constitute a quorum for the transaction of business at all meetings of the Association.

**Article X - Amendments**

Section 1

Amendments to the Constitution and Bylaws shall be submitted in writing to the President, for review by the Executive Board, fifteen (15) days prior to presentation at a regular meeting of the Association. Amendments shall be voted on by members within one month following presentation. A majority vote of ballots returned shall be required and the amendments shall become effective immediately.

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**BYLAWS**

**Article I – Meetings**

Section 1

The suggested order of business for general membership meetings of the Association is as follows: Call to Order, Approval of the Minutes, Report of Treasurer, Communications/Announcements, Reports of Committees, Unfinished Business, New Business, Adjournment.

Section 2

All proceedings of this Association shall be conducted according to parliamentary procedures as set forth in the current Robert's Rules of Order, newly Revised.

**Article II - Duties of Officers**

Section 1

The President shall preside at all meetings of the Association and of the Executive Board; shall assist in appointing committee directors as indicated in Article VI of the Constitution. The President shall be an ex-officio member of all appointed committees, except the Nominating Committee.

Section 2

The President-elect shall perform the duties of the President in the event of the President's absence, fill a vacancy in the Presidency, and be director of the Program Committee.

Section 3

The Recording Secretary shall keep an accurate record of the proceedings of the Association and Executive Board meetings, keep an up-to-date record of the current Constitution and Bylaws, including Standing Rules, and shall send to the Executive Board a copy of minutes of each meeting within five (5) days after the meeting.

Section 4

The Corresponding Secretary shall conduct the correspondence of the Association as directed by the President/Executive Board, including extending courtesies to Association members, and corresponding with NAEOP and NEOPA. The Corresponding Secretary, in the absence of the Recording Secretary, shall assume the duties of the Recording Secretary (See Section 3).

Section 5

The Treasurer shall receive all monies, disburse funds as directed by the President and the Executive Board, present monthly reports, and prepare materials for an annual audit. The Treasurer and other elected officers shall study the financial needs of the Association for the year and present a proposed budget to the general membership by October. A majority vote of the general membership present at October's general meeting is needed to approve this proposed budget.

Section 6

The immediate Past President shall serve as director of the Foundation Committee.

Section 7

The elected officers shall perform the duties described in these Bylaws and shall conduct the affairs of the Association as determined by the membership.

**Article III – Vacancies**

Section 1

A vacancy in the office of the President shall be filled by the President-elect whose term of office shall extend for the unexpired term of their predecessor, plus one year. If there is a vacancy in the office of President-elect, the Nominating Committee shall submit to the Executive Board names of candidates for this office. Elections shall be conducted as in Article IV, Section 2 of the Constitution.

Section 2

The Executive Board shall have the power to fill any vacancy occurring among the officers, except the President and President-elect, until the next annual election of officers.

**Article IV - Elections**

Section 1

Nominations shall be submitted by the membership to the Nominating Committee for the suggested slate of officers. The Nominating Committee shall then present the suggested slate of officers at the March general meeting. Additional nominations may be submitted by the membership when the slate of officers is presented.

Section 2

The Nominating Committee shall ensure that there are at least two people nominated for each office.

**Article V - Committees**

Section 1

The Director of each committee shall be an ex-officio of the Executive Board with all the responsibilities and duties of a Board member.

Section 2

Guidelines, duties, and responsibilities for each standing and each special committee shall be specified.

Section 3

The Employee Concerns Committee shall be responsible for policy statements and report to the membership on results, comments or actions on issues. Any major policy statements must be approved by the Executive Board.

Adopted 1/22/92

Revised 4/11/95

## STANDING RULES

1. The dues for each fiscal year, from July to June 30, shall be nine dollars (\$9.00) for active and associate members and two dollars (\$2.00) for retired membership. Life membership shall be \$200.00. Renewal membership will be delinquent if dues are not paid by October 31 of each year. After that date, renewal membership dues will be \$12.00 for that year. All new membership will remain at \$9.00 throughout the year.
2. Full membership privileges in this Association shall terminate upon failure to pay dues by the date specified.
3. All Executive Board meetings are open to any members, unless stipulated by the President.
4. The President will not vote on issues during the Executive Board meetings unless there is a tie vote.
5. The President shall be a member of state and national associations; dues will be paid or reimbursed by the Association.
6. The Association will present a gavel guard and chain to the retiring President at the Annual May meeting. The incoming President will present the gavel guard to the retiring President immediately after the retiring President has presented the gavel to the incoming President. The President's plaque will also be presented at this time.
7. The President is given the option to represent the Association at the NAEOP Advisory Council at the National Conference. If the option is declined, another delegate is to be selected and voted upon by the Executive Board. The Association will contribute funds to assist the attendance of the Delegate and President Elect at the NAEOP National Conference.
8. It is strongly recommended that candidates for office of President-elect shall have served at least one year on the Executive Board.
9. At the end of the fiscal year the Recording Secretary shall duplicate all records and send to University Archives, 308 Love Library, 0410, to be placed on file for permanent record.
10. The Awards Committee shall organize and implement all UNOPA special awards. In the best interest of the Association, members of the Awards Committee (including Director) and elected officers shall not be eligible for an award sponsored by the Association. An individual cannot be nominated for both the Floyd S. Oldt Outstanding Staff Award and the Floyd S. Oldt Silver Pen Award within the same membership year.
11. The Professional Growth Committee shall be responsible for organizing and implementing at least one Association sponsored workshop per year.
12. There shall be a Co-Director of the Employee Concerns Committee who will move to the Director's position the following year.
13. Each committee shall have a minimum of three members.
14. Each member of the Executive Board shall submit an annual written report to the President in May for inclusion in the Annual Report to the Association.
15. All elections shall be conducted by mail ballot.
16. Nominees of the Rose Frolik, Floyd S. Oldt Outstanding Staff, Floyd S. Oldt Silver Pen, and Floyd S. Oldt Boss of the Year Awards shall not be notified of the selection results prior to the official awards ceremony.

Adopted 1/22/92

Revised 9/7/94

Revised 9/4/97

Revised 2/11/02 (Standing Rule #7)

Revised 10/13/04 (Standing Rule #10)





## UNOPA 2003-04 Annual Report

Designed by Judy J. Anderson  
Edited by Carol Bom  
printed August 2004

UNIVERSITY OF  
**Nebraska**  
Lincoln