

2004

2004-05 UNOPA Annual Report

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2004-2005

**“Building UNOPA’s Future
on the Foundation
of Our Past”**

UNOPA

Annual Report

University of Nebraska Office Personnel Association

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Report of the President

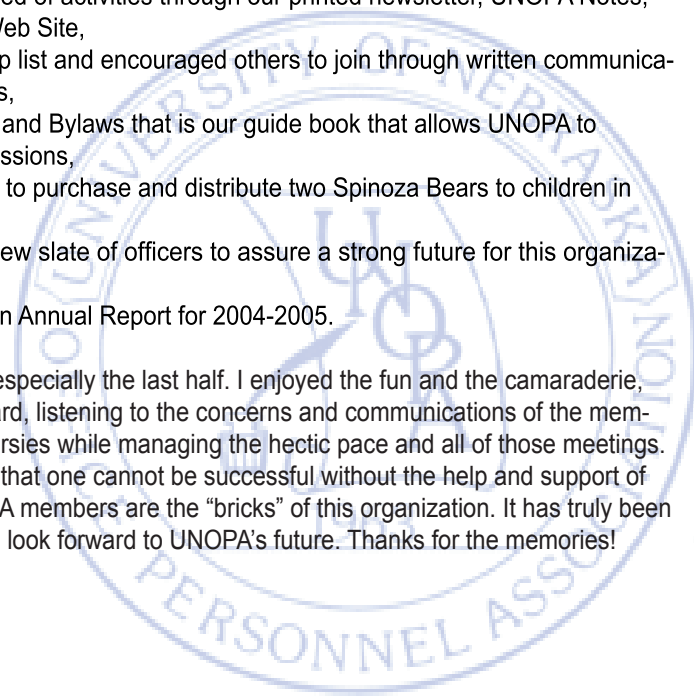
by Sandy Watmore

It has been my honor to serve as President of UNOPA during the 2004-2005 year. Thanks to a wonderful Board and our dedicated members, the task was not insurmountable. The past presidents along with all of current and past members have built a strong foundation for this organization. Everything that was accomplished and everything we did as an organization during this past year helped us “Build UNOPA on the Foundation of our Past.”

During 2004-2005 UNOPA:

- held monthly meetings from September 2004 through May 2005 that were informative and/or entertaining. The meetings were inviting and friendly due to the work of the Hospitality Committee. Each meeting allowed all attending an opportunity to meet and interact with other members,
- presented five awards to various UNL employees and UNOPA members for their continuing activities that benefit the University and our organization,
- offered several workshops to promote Professional Growth for all that attended and encouraged members to work toward attaining a PSP certificate,
- kept historical records to inform the members and to document the year,
- maintained financial solvency by continuing our parking lot fund-raiser and by monitoring expenses,
- communicated condolences and congratulations to members when life changing events touched their lives,
- honored our retirees and past presidents at our annual recognition meeting,
- kept the members informed of activities through our printed newsletter, UNOPA Notes, and an ever changing Web Site,
- maintained a membership list and encouraged others to join through written communications and social activities,
- updated the Constitution and Bylaws that is our guide book that allows UNOPA to achieve its goals and missions,
- created a charitable fund to purchase and distribute two Spinoza Bears to children in crisis,
- elected and installed a new slate of officers to assure a strong future for this organization and,
- collected and prepared an Annual Report for 2004-2005.

The year went quickly...especially the last half. I enjoyed the fun and the camaraderie, working with an amazing board, listening to the concerns and communications of the members, evaluating the controversies while managing the hectic pace and all of those meetings. This year enforced my belief that one cannot be successful without the help and support of many others. You, the UNOPA members are the “bricks” of this organization. It has truly been a wonderful experience and I look forward to UNOPA's future. Thanks for the memories!



**President-elect
– Becky Hastings**

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

Fortunately, Sandy didn't miss a meeting this year, so I got to observe Sandy in action! I did attend, with Sandy, a Faculty Senate/UAAD/UNOPA/Student Association meeting, a Deans and Directors meeting, and a UAAD/UNOPA meeting with Herb Howe concerning Chancellor's issues.

I've enjoyed working with Sandy and the Board of Directors this past year. I am looking forward to serving as President of UNOPA this next year and working with the Board of Directors, Standing Committees, and Ad-Hoc Committees. I think we'll have a great year.

President-elect Expenses:

| | |
|---------------------|-----------------|
| May (Installation) | |
| Paper for program | \$17.10 |
| Thank-you gifts | \$9.63 |
| July | |
| National Conference | <u>\$300.00</u> |
| TOTAL | \$326.73 |

**Recording Secretary
– Valerie Egger**

This was an interesting year as I took over the role of Recording Secretary from Kathy Schindler just in time for the February 1, 2005 Executive Board Meeting. Getting off to a late start, it seemed I was constantly asking for clarification of discussion items. But everything quickly fell into place for the remaining months of the 2004-05 year.

As recording secretary, I kept accurate records of proceedings at both the executive meetings and general meetings. Because I started mid-year and needed to build my comfort level, the minutes of the executive meetings were first sent to the president for additional clarification or information. Minutes were then sent out to the officers, standing committee chairs, and ad hoc committee chairs for review and corrections. The final draft was presented to the board at the next executive board meeting for final approval. Minutes of the general meeting were sent to the president for review and corrections with the final copy sent to the UNOPA Notes chair in time for publication in the next newsletter.

Both the 2003-04 and 2004-05 secretary notebooks were passed on to me. I passed the 2003-04 notebook to the president-elect, Becky Hastings, to be archived with other UNOPA materials at 1700 Y Street. The 2004-05 notebook contains the executive and general meeting minutes, agendas, programs and other hand-outs which are indexed by month. It also contains the role call sheet, budget notes, expectation and procedures section, and meeting procedures section.

Because I started mid-year, I was eligible to run for, and was elected to, the office of 2005-06 recording secretary. Therefore, I have retained the 2004-05 notebook which will be archived later this summer.

| | |
|----------|--|
| Budget | \$25.00 |
| Expended | <u>\$ 8.64</u> (for month-by-month index dividers) |
| Balance | \$16.36 |

I recommend the remaining funds be returned to the operating budget.

**Corresponding Secretary
– Jeanette Fisher**

The Corresponding Secretary shall conduct the correspondence of the Association as directed by the President and the Executive Board, including extending courtesies to Association members, and corresponding with NAEOP and NEOPA and reporting UNOPA activities for publication; shall in the absence of the Recording Secretary, assume the duties of the Recording Secretary; shall assist the other elected officers in appointing committee directors; shall assist, as needed, with registration and travel arrangements to meetings; shall collect photos for scrapbook; shall be responsible for the past-presidents luncheon; shall be responsible for the holiday collection, and shall provide publicity for UNOPA, including sending notices of meetings and information to the Scarlet, E-news, and other media outlets as appropriate.

A total of thirty cards were sent this past year for birthdays, congratulations, sympathy, thinking of you, and get well.

Notices of monthly meetings were sent to the Scarlet and E-news. There were times when the notices I sent were not published, and nothing was received as to the reason.

Holiday Collection (Giving Tree)

This year I chose two organizations for the holiday collection; St. Monica's and Fresh Start.

St. Monica's supplies substance abuse and mental health services for women and adolescent girls. A list of general needed items and toys for children was given to me. Decorated paper ornaments were made with the items requested and hung on the tree at the October and November meetings.

Fresh Start provides a safe, structured, alcohol and drug free environment for homeless women trying to attain self-sufficient living. A list of sixteen names was submitted for the giving tree. Decorated paper stars were made with each individual's name and request and hung on the tree at two meetings.

Both St. Monica's and Fresh Start were very grateful for UNOPA's generosity. I would recommend these organizations for consideration each year when the holiday collection is organized.

Past-President/Retiree Recognition

The Past-Presidents' and Retirees' recognition luncheon was held April 12, 2005, at the East Campus Union. At this luncheon, the Rose Frolik Award was presented to Diane Wasser. In attendance were nineteen past presidents and two retirees. The founder of UNOPA, Rose Frolik, was able to attend this year. Another special guest was Rose's son, Richard.

2004-2005 ANNUAL REPORT: Financial Statement

Recommendations

The current 35mm camera used for taking pictures at the monthly meetings is not reliable and sometimes does not function. It is my recommendation for UNOPA to purchase a digital camera. This would enable pictures to be downloaded

and shared with the UNOPA Notes editor and the Web Technician without scanning the picture.

Thank you UNOPA members for electing me to be your Corresponding Secretary. I have enjoyed serving this past year on the UNOPA Executive Board.

Financial Statement

| OFFICERS | Budget | | Net Budget | Actual | | Net Actual | Under/(Over) Budget |
|-------------------------------|--------------------|--------------------|-------------------|--------------------|--------------------|-------------------|---------------------|
| | Income | Expense | | Income | Expense | | |
| President | | \$489.00 | (\$489.00) | | \$546.69 | (\$546.69) | (\$57.69) |
| President-elect | | \$450.00 | (\$450.00) | | \$344.90 | (\$344.90) | \$105.10 |
| Recording Secretary | | \$25.00 | (\$25.00) | | \$8.64 | (\$8.64) | \$16.36 |
| Corresponding Secretary | | \$450.00 | (\$450.00) | | \$495.16 | (\$495.16) | (\$45.16) |
| Treasurer | | \$120.00 | (\$120.00) | | \$38.49 | (\$38.49) | \$81.51 |
| STANDING COMMITTEES | | | | | | | |
| Awards | \$3,350.00 | \$3,950.00 | (\$600.00) | \$3,192.75 | \$3,623.40 | (\$430.65) | \$169.35 |
| Employee Concerns | | \$0.00 | \$0.00 | | | \$0.00 | \$0.00 |
| Foundation #2484 | \$600.00 | \$1,250.00 | (\$650.00) | | | \$0.00 | \$650.00 |
| Hospitality | | \$450.00 | (\$450.00) | \$5,081.95 | \$5,430.62 | (\$348.67) | \$101.33 |
| Membership | \$1,500.00 | \$145.95 | \$1,354.05 | \$1,468.00 | \$108.52 | \$1,359.48 | \$5.43 |
| Nominating | | \$50.00 | (\$50.00) | | \$58.86 | (\$58.86) | (\$8.86) |
| Professional Growth #2484 | \$1,000.00 | \$1,665.00 | (\$665.00) | \$548.26 | \$588.56 | (\$40.30) | \$624.70 |
| Professional Growth | | \$250.00 | (\$250.00) | | \$250.00 | (\$250.00) | \$0.00 |
| Program | | \$235.00 | (\$235.00) | | \$304.85 | (\$304.85) | (\$69.85) |
| UNOPA Notes | | \$790.00 | (\$790.00) | | \$609.03 | (\$609.03) | \$180.97 |
| Ways & Means | \$4,082.40 | \$35.68 | \$4,046.72 | \$3,775.00 | \$16.15 | \$3,758.85 | \$287.87 |
| AD HOC COMMITTEES | | | | | | | |
| Summer Social | | \$140.33 | (\$140.33) | | \$36.00 | (\$36.00) | \$104.33 |
| Bylaws Revision | | \$50.00 | (\$50.00) | | | \$0.00 | \$50.00 |
| Web Page Technician | | \$89.95 | (\$89.95) | | \$20.00 | (\$20.00) | \$69.95 |
| MISCELLANEOUS EXPENSES | | | | | | | |
| Miscellaneous | | \$500.00 | (\$500.00) | \$2,107.18 | \$1,485.33 | \$621.85 | \$1,121.85 |
| Interest Earned | | | \$0.00 | \$9.87 | | \$9.87 | (\$9.87) |
| 50-50 Drawing | | | \$0.00 | \$295.79 | \$280.00 | \$15.79 | (\$15.79) |
| TOTALS | \$10,532.40 | \$11,135.91 | (\$603.51) | \$16,478.80 | \$14,245.20 | \$2,233.60 | (\$2,837.11) |

Certificate of Deposit @ Tier One.....\$3,021.92
 (7/08/05 maturity date)
 Beginning Checking Balance 7/1/04\$699.79
 Actual Net.....\$2,233.60
 Total UNOPA Funds.....\$2,933.39
 SAP UNOPA Total\$0.00
 Ending Checking Balance\$2,933.39

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.

- Lois Erickson, Treasurer

STANDING COMMITTEE REPORTS

Awards Committee

– Helen Sexton, Director

The Awards Committee consisted of three members, they were: Pat Hust, Linda Luedtke and myself.

Our first award was the Boss of the Year which was presented at the UNOPA luncheon held on Tuesday, November 9, 2004. This was the 23rd annual presentation of the UNOPA Boss of the Year. The nominees were: Karen Fulton, James Griesen, David Hansen, Mary LaGrange, Darrell Nelson, Linda Pratt and Anthony Schkade. Dr. David Hansen was the person selected for the 2004-2005 Boss of the Year by the following judges: Mr. Dale Dvorak, Sister Maria Meza and Ms. Ruthelen Sittler.

I heard from several individuals that at the Bosses Luncheon we should not have a speaker and deal only with the individuals being recognized as outstanding bosses as the meeting tends to run extremely long.

Next up was the Floyd S. Oldt Outstanding Staff and the Floyd S. Oldt Silver Pen Award. These awards were presented by Linda Luedtke at the Tuesday, February 8, 2005 luncheon. The nominees for the Floyd S. Oldt Outstanding Staff Award were: Mary Klucas, Linda Schreiner, Sandra Sterkel, and Lori Straatmann. The recipient was Linda Schreiner. The nominees for the Floyd S. Oldt Silver Pen Award were: Kimberly Christiansen, Nelvadine Lienemann and Ruth Ulrich. The recipients were Kimberly Christiansen and Nelvadine Lienemann. The judges for the Floyd S. Oldt Outstanding Staff Award were: Herbert Howe, John Hibbing, Ginny Gross, Jelena Gude, Nancy Knapp and Barb McGill. The judges for the Floyd S. Oldt Silver Pen Award were: Bruce Currin, Peter Maslowski, Juan Carlos Gutierrez, Linda Rossiter, Mary Timblin and Emily Levine. This was very challenging time for me because I was recovering from surgery but because of my wonderful committee and the help of my daughter, Erin, everything went off without a glitch.

Finally the most enjoyable award for me personally, was the Rose Frolik Award. The award was presented at the Tuesday, April 12, 2005 luncheon meeting. The nominees for the Rose Frolik Award were: Dora Dill and Diane Wasser. The award was presented by Sandy Lineberry, Rose's designated presenter, to Diane Wasser.

I regret that I was not able to attend more of the board meetings, but with only Carrie and I in the office and Carrie taking a class on Tuesday and Thursday and then having group on Tuesdays, it made it nearly impossible for me to attend.

I thank you for this opportunity to serve UNOPA.

Employee Concerns Committee

– Gretchen Walker, Director

Employee Concerns Subcommittee Reports

ACADEMIC SENATE – Lorraine Moon

The majority of information at this year's Academic Senate meetings related to faculty information rather than those of UAAD and UNOPA. To access the Academic Senate Minutes, please go to the following website: <http://www.unl.edu/asenate/welcome.htm> Last year, the items relating to UNOPA were the Child Care Issue and Tuition Remission for Part-Time Employees. This year, these items were not discussed at the monthly Academic Senate meetings but were discussed jointly by the leaders of the Academic Senate and UNOPA. The Child Care Issue is still under discussion and the Tuition Remission issue has been tabled.

CAMPUS GRIEVANCE COMMITTEE – Connie Paxton

I am currently serving on the Chancellor's Grievance Committee. 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 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 a 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 2004, I served as the office/service representative of a three-member grievance hearing committee. Due to the strict level of confidentiality associated with this committee, no details of the committees actions can be shared.

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

If you take the time, and I hope you do, to read through the following summary of PAC meetings and recommenda-

**A VERY SPECIAL THANK YOU TO DIANE WASSER,
COMMUNICATIONS TECHNOLOGY DIRECTOR**

Diane did any excellent job of keeping this ever changing medium up to date as events and communications changed. I inadvertently forgot to thank her in my final President's Letter that was printed in the May UNOPA Notes. – Sandy Watmore

tions made during the 2004-2005 academic year, you can see we have dealt with many issues. Some controversial—others not. I always feel a sense of satisfaction on the completion of a PAC year, since we do accomplish a great deal and always have such a dedicated group of members. It's a pleasure to serve UNOPA on this committee.

When Director Tad McDowell resigned in October, it was a privilege for me to serve on the Search Committee for his replacement. We had some good candidates in the pool, and think we made the right selection with Dan Carpenter. Dan has been around for quite awhile, serving as Interim Director a number of years ago. He knows the history of UNL Transit Services/PAC, and his managing style is much like his predecessor Tad McDowell. He is going to be a great asset to UNL in this position.

September 27, 2004: Director of Parking Services Tad McDowell discussed permit sales. The new garage permits and commuter student permit sales had sold out. New commuter student requests were not being filled due to Antelope Valley construction. Construction of the addition to the 14 & Avery garage is scheduled for May 2005 with completion in July 2006. McDowell announced his resignation as Director, effective October 19, 2004. October 11, 2004: Interim Parking Services Director Manning gave updates on the construction around campus and its impact on parking. The lot north of Harper Schramm Smith will close October 18, 2004, due to the big T construction involving a loss of 340 parking stalls. Signs indicating the closing date have been placed on the lot. Other area lots were discussed and impact discussed. PAC member Donna Harler-Smith reported a concern that the lot by Westbrook is full on the evenings during Lied Center and Kimball Hall events and that many of the vehicles don't have parking permits displayed. Manning agreed to collect data on citations in that lot.

November 8, 2004: Vice Chancellor for Business and Finance Christine Jackson met with the Committee. She requested a review of the Master Plan for Parking to see how UNL is doing with regards to meeting campus goals and objectives. Manning reported that during the past year there were at most 10 citations issued for the Westbrook lot on a given evening and the lot capacity is 101 stalls. Manning also reported on Antelope Valley Progress, and that Parking has very little say in Antelope Valley decisions, even though such decisions can seriously affect campus parking.

December 6, 2004: Kim Phelps did a presentation on the Parking Master Plan. It showed that city campus is now land locked. This included an historical idea of what has happened in the past seven to eight years. The plan included building four garages. The Antelope Valley Project has impacted the Master Plan. The plan includes 4,751 stall displacements from 1994-2008. East Campus may lose 403 stalls in the future with a garage slated for 2007, which is optimistic, if a garage will even be needed. The committee voted parking is meeting the goals and objectives of the Parking Master Plan and also recommended Parking update the Parking Master plan to reflect recent changes. Manning also reported he

had a study done of the Westbrook parking lot during various times every night, Monday through Friday, when there were events and when there weren't events. The lot was never full. The lot is not sold for the events at the Lied Center. PAC member Trevor Fitzgerald was directed by the PAC to draw up a change to the PAC bylaws to include the Transit Advisory Committee as a permanent subcommittee. The committee recommended that the new signs for parking lot closures have contrasting colors.

January 24, 2005: Dan Carpenter was introduced as the new Director of Parking and Transit Services. Carpenter discussed the parking situation at Whittier, due to the UNL occupancy of the Textron Building. The property at Whittier currently is not being enforced and parking permits are not required. Plans for the future include port-a-curbs, signs, lighting, enforcement and permit requirements. PAC Member Harriet McLeod brought to the attention of the committee a discussion from the January 12, 2005, Academic Senate meeting regarding an agreement on the garage usage and fees. Carpenter agreed to look for documentation on such an agreement.

February 18, 2005: Director Carpenter gave the committee information regarding receipts from permit sales and violations, and gave a comparison with similar periods in previous years. He has not yet found documentation on any garage fee agreements. Kim Phelps described the needs for visitor parking on East Campus, particularly due to late-afternoon events. In order to meet demands for visitor parking, Campus Administration has proposed the addition of 10 parking meters to the 23 existing meters in the lot north of the East Campus Union, and to dedicate all 33 of these meters to "visitor-only" parking. The PAC had concerns about the proposal and therefore recommended modifications to Vice Chancellor Jackson. The PAC recommendations were the following: 1) Event planners should be required to use existing procedures for obtaining visitor parking permits and should distribute the permits along with parking instructions to event participants in a timely way; 2) Add 4 new parking meters to the 23 existing meters in the lot north of the East Campus Union, for a total of 27 meters; 3) Eight of the 27 meters should be dedicated to "visitor-only" parking. During FY 2003-2004, the PAC recommended to the Vice Chancellor a proposal for a web-based car-pool program be developed and implemented. Vice Chancellor Jackson neither approved nor denied this recommendation. Rather she suggested that a campus survey be done to determine whether there is sufficient interest in such a program. The PAC has had this issue on its agenda for several months, but has not yet found sufficient time and energy to design and implement such a survey. It should be noted; however, that incentives and education about car-pooling are part of the Guiding Principles for the PAC.

March 11, 2005: Director Carpenter distributed copies for review of the Permit Increase Table from the 2003-2004 Parking Planning Demonstration. It was recommended to follow the permit schedule that was previously proposed.

2004-2005 ANNUAL REPORT: Standing Committees

The 14 & Avery Garage Addition was discussed. Concerns were expressed over the Stadium Drive Parking Garage and problems with nonpayment, overnight parking, patrons leaving after operating hours, and hiding identification numbers. The committee recommended a policy be drafted to address these problems. The committee also recommended that one week before implementing the new policy that Parking develop signage stating the hours and post flyers on vehicles to alert the change. Other topics discussed included: East Campus perimeter parking; car pool survey; trees on parking lots on EC; trash receptacles in garages; Safety Walk scheduled for 4/21/05 at 9:00 p.m.; Transit Services excellent approval rating by students on shuttle bus service; e-mail approval vote on the revised Transit Committee - PAC Bylaws Addendum Proposal.

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 meet on Tuesday afternoons at 4:30. Meetings held during the 2004-2005 session are as follows:

| | |
|--------------|-------------|
| August 31 | January 11 |
| September 14 | January 18 |
| September 28 | January 25 |
| October 12 | February 8 |
| October 26 | February 22 |
| November | 9 March 8 |
| November 30 | March 22 |
| December 7 | April 12 |
| | April 26 |

The most challenging endeavor (as always) is the Operating Budget. The Budget is currently being presented to CFA and ASUN for approval. If the budget is approved, student fees will increase \$3/per student/per semester to pay for the construction and new configuration of Harper-Schramm-Smith recreation area. The new area will include tennis courts, sand volleyball and basketball courts. Currently the existing tennis courts are being used as construction staging during the Schramm and Smith Hall renovation.

Other budget related news.....at the time of this report I have not received word as to how much faculty/staff fees will increase, but have been told there is an increase pending.

Other CRAC news.....the FitCard fee will be the same for City and East Campus effective Fall 2005. In the past, an East Campus FitCard cost slightly less than one on City Campus. The FitCard allows the card holder to take fitness classes on either campus. FitCard fees will be as follows:

| | |
|----------|-------|
| Semester | \$50 |
| Academic | \$88 |
| Annual | \$135 |

Synthetic Turf was placed on the 17th & Vine recreation field. This will expand usage of this recreation area. Antelope Valley has displaced many of the rec fields on City Campus with Abel-Sandoz Recreation area being the next

affected site. The basketball/volleyball/horseshoe courts will need to be moved from their current location this Spring to a site further south [approximately 19th and Vine]. The Campus Master Plan shows a parking structure is to be built at this location, thus this recreation area relocation will most likely be temporary (6-8 years).

A project to build a shelter with storage and rest rooms at the Leadership Training Center (challenge course) is under way. Weather has hindered the progress of this project, but should be completed this spring for use by those using the course. This building and facilities provided within will be a great enhancement to the site.

With several weeks left in the Campus Rec Advisory calendar year, I respectfully submit my report of activities as of this date.

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

Once again, I have the honor of serving on the 2005 Chancellor's Award for Exemplary Service to Students Committee. The Selection Committee is a committee composed of students, staff, and faculty. Our task is to select an individual from all those who have been nominated, and each of these nominees has a record of sustained and exemplary service to students. Again this year, there are 11 individuals nominated who have made noteworthy contributions in their service to students, and they have given anywhere from 27 years of service to 1+ years of service to UNL. The decision will be a very difficult one. The recipient of this award will be honored at the UNL Honors Convocation. The award is 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 the nominees for their professionalism, hard work, and dedication to UNL's students. Some of them, as you might well expect, have been nominated before for this prestigious award. This confirms how dedicated these employees are because they are being nominated over and over again by their peers. All of the nominees are an important asset. However, I am sure that there are others who, perhaps did not get nominated this time, but also deserve some recognition for their hard work and dedication. As I stated last year, all of the nominees and their (our) enthusiastic involvement is crucial to the success of UNL's programs. Each are deserving of this recognition. I am confident that their (our) continued service will encourage past, present, and future students to succeed in their endeavors.

Thank you, once again, for the opportunity to serve!

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

The Commission was reorganized over the last two years and no longer has an official UNOPA Representative on the commission. The Council of Staff consists of eight women from the office/service and the managerial/professional employment areas. Prior to the reorganization, there was one representative from UNOPA and one from UAAD. The staff

2004-2005 ANNUAL REPORT: Standing Committees

meets one half hour before the regular commission meetings to discuss areas affecting the staff. We also meet with the Chancellor to discuss our concerns usually once a semester. The Council of Staff is appointed by the Chancellor with input from UNOPA and UAAD. Persons wanting to serve on this Commission write a letter of nomination with their interest on why they would like to serve on the Commission. The letters are reviewed by a committee and then discussed with the Chancellor who makes the final decision.

The Commission is an advisory committee to the Chancellor on women's issues. To learn more about the Chancellor's Commission on the Status of Women view the Website at: <http://www.unl.edu/ccsw/>.

CHANCELLOR'S IMPACT FUND – Appointed by the Chancellor

No report.

CHANCELLOR'S UNIVERSITY SAFETY COMMITTEE

– Leslie Brooks

No report.

CHILD CARE COMMITTEE – Tricia Liedle

The childcare committee was dissolved of by the Chancellor and all members were transferred to the Chancellor's Child Care Task Force as of April 5, 2004.

Here is a breakdown of the new Task Force on Child Care:

UNL's University Child Care provides licensed child care services for approximately 90 children. The current program is located in leased space at the YWCA building at 1432 "N" Street, operating a year-round childcare center for children ages 6 weeks to 6 years.

The campus is interested in expanding UNL's child care program and program options for delivery of this critical campus service for our faculty, staff, and students. Chancellor Perlman is appointing a task force with faculty, staff and student representation to review the needs of expanding this program and its delivery through the issuing of a request for proposal, to solicit options and costs for the program. A review of the current childcare program will also be a part of this review.

This task force will be responsible for soliciting a request for proposal (RFP), evaluating bidder responses, interviewing selected bidders, and making recommendations to the Chancellor.

UNL is also currently reviewing facility options on the City Campus to house a childcare center. Current indications are that the abandoned swimming pool adjacent to the Abel-Sandoz residential hall complex may serve as a future site for this program. UNL staff are currently working on cost estimates for the retrofitting of this structure.

An estimated time frame for the task force reviewing options is as follows:

| | |
|-------------------|--|
| April | Initiate Task Force |
| August | Issue RFP |
| September/October | Evaluate RFPs |
| October | Submit recommendations to Chancellor Perlman |

The task force met several times to work on the RFP with Diane Schulz who was hired as a consultant from the BryanLGH Medical Center Child Development Centers. An RFP was sent forward. However, to this day nothing has been done with this RFP. The task force was told in late June that there were two other locations being considered and that we would be allowed to visit these locations and give our opinion. Once again nothing happened. In August, the task force learned via an article in the Daily Nebraskan that the Child Care Facility at UNL was still undecided and hence the Child Care Task Force has not met. I believe it was determined that expenses were too high to justify renovating locations.

No further information to report as of now.

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

No report. This committee did not meet this year.

EMPLOYEE ASSISTANCE PROGRAM ADVISORY COMMITTEE – Shirley Horstman

The Employee Assistance Program (EAP) Advisory Committee met in November 2004 and again in May 2005. The roof of the Syford House was repaired and no additional problems have surfaced. Unfortunately, no options became available for preserving the House to make it safe for the EAP program to be housed there permanently. Efforts are being made to find a location to relocate the EAP program. The EAP staff saw an increase in the number of new clients, extended campus clients and males. An increase was seen in the number of clients seeking EAP assistance regarding their workplace supervisor. In addition, there was an increase in family conflicts, issues with teens and extended families. EAP staff has also received requests for presentations regarding workplace conflict.

The Impact Loan Fund is scheduled to expire at the end of 2005. Those funds will be folded into the Employee Emergency Loan Fund. The Impact Fund was established by the Chancellor's office to help meet the emergency needs of faculty and staff following the May 2004 tornado. Emergency loan funds are of interest to many other universities, however, most do not have them. Of those that do, our default rate is half of what other universities have experienced.

Nancy Myers reported that she is moving to a position in Human Resources but will not leave EAP until a new director is hired.

EMPLOYEE BENEFITS COMMITTEE – Lola Young

The 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 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."

The 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.

The Committee's Activities. The Committee met on a day that I was on vacation and unable to attend. The minutes reflect that those present discussed the changes in benefits that occurred this past January. Also discussed was the future exploration of additional benefits as well as some that are currently available but not widely known.

U-WIDE EMPLOYEE FRINGE BENEFITS COMMITTEE
– Lola Young

The U-Wide Fringe Benefits committee was inactive until May 26th. At that meeting we were informed that President Milliken has requested that the committee be utilized more in the future. Dave Lechner, Vice President for Business and Finance, presented a power point about the university's health trust fund. This presentation was sent to the members of the committee and I hope to share it with UNOPA members in the near future. Pending approval at the June Board of Regent's meeting, the University's retirement contribution will raise 0.5% effective July 1, 2005. This would increase the University's contribution to 6.5% or 8% (depending on level of employee's participation). We look forward to hearing from experts in a variety of areas at future meetings. Our next meeting is scheduled for this coming September.

I feel very fortunate to be serving on this committee. If ever you would like to discuss any of the benefits 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.

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.

SUE TIDBALL AWARD FOR CREATIVE HUMANITY – Debbie Hendricks

No award will be given in 2005. Discussion will take place at a later date to determine the future of this award.

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

This year provided less stress regarding looming budget cuts, but there still were budget issues to resolve with the legislature. Deb Thomas from Central Administration contacted me multiple times with legislative information to be shared with the University Community. She also requested that my committee (Lola Young, Mari Greer, Debbie Hendricks, Ruth Ulrich, and Jeanette Fisher) be activated to contact specific state officials. I contacted committee members asking them to make contact per Deb's request. Some of the major contacts that were requested include:

- 1) Contact Education Committee members promoting LB 47 (Nebraska Distinguished Professor Act).
- 2) E-mail the Governor to express our appreciation regarding his willingness to support the University.
- 3) E-mail or call the Governor encouraging him not to reduce the University's appropriation.
- 4) Contact Senators over a four day weekend to indicate our desire that the appropriation bill not be reduced.
- 5) E-mail the Appropriation Committee to thank them for their support.
- 6) E-mail or call the Governor asking him to not veto support for the University.
- 7) E-mail or call the Governor thanking him for his continued support.

The committee performed admirably and I'd like to thank them for their continued support and dedication to the University.

Foundation Committee

– Carol Bom

My committee members this year were Treasurer Lois Erickson, Professional Growth Director Shirley Horstman for two months, then Judy Anderson as Professional Growth Director, and members JoAnn Barry and Lisa King. We met four times during the course of our fiscal year. We met once in August to decide how many reimbursement requests we were going to pay out, and then once after each reimbursement deadline throughout the year.

The deadlines for professional growth fund reimbursements are October 15, January 15 and April 15. We agreed to reimburse up to four requests for tuition, books, conference attendance, etc, and up to four reimbursements for PSP application fees.

The reimbursement form, available from the director or on UNOPA's Web site, was updated to reflect the new director. I also updated it for the incoming director, as the name of our committee was changed through the course of the year. With Bradley Munn's passing this year, and due to his strong support of UNOPA throughout his term at the university, the Board of Directors agreed to honor his support by changing the name of our fund from "Foundation Fund 2484" to the "Bradley Munn Professional Growth Fund."

We worked with the Ways and Means Committee on one project. Lois Brinton, a long time UNOPA member, donated an afghan for us to raffle. We sold tickets at a couple of meetings and made \$135.00 on raffle sales. Sandy Watmore, CEOE, was the winner of the afghan.

We awarded two PSP reimbursements for \$95.00 each. One award went to Mary Guest and one to Carol Bom. We also awarded two other requests for professional growth expenses for our members. Doreen Wagenaar and Diane Sullivan. We had agreed to give up to \$250 for our Professional Growth Committee. Due to the success of the Professional Growth Committee in holding down their expenses, we were able to get the \$250 back into the fund, and also turned in some profit. UNOPA ended up donating \$551.54 to the Bradley Munn Professional Growth Fund.

Last year's Foundation Committee suggested that we look into the possibility of changing the fund operation to a bank. They felt it might be easier for our members to get reimbursed, as it often takes up to a month to get reimbursed once the form is turned in by our deadline. Lois Erickson and I met with the UNL Credit Union to check the feasibility of switching our account there. We felt our members could easily make a payroll deduction there, also. It was found that we could not switch any funds out of the Foundation. There-

fore, we did not recommend switching the account. It would be confusing to have two funds available for donations and deductions.

The Foundation no longer prints reports of our fund. The reports are available on-line only. A form is available to the incoming Past President to fill out and get a password and have authorization changed for looking at the fund on-line.

Currently, there are 14 UNOPA members that have bi-weekly or monthly donations taken out of their pay checks. One person increased their donation level, and one person initiated donations this year. There were two people who gave one time donations at the November meeting.

This fall, we had a table at the general meetings through November with forms asking that people donate to the fund. We also wanted to increase knowledge about the fund so that more people would apply for reimbursement. There were forms at the November Bosses' Luncheon. It was suggested that our bosses might be encouraged to make a one-time donation to support our professional growth. While no one did this, I think it is a good idea to continue this practice, as it brings our professional growth efforts to the fore front and increases our member knowledge.

Using this fund is a great opportunity for UNOPA members. I recommend that we continue to publicize the fund and its use and encourage our members to take advantage of this fund to help supplement their professional growth activities.

Hospitality Committee

– Debbie Hendricks & Marci Tintera, Co-Directors

Committee members were Pat DeStefano, Judy Douthit, Cathy Leazer, Donelle Moormeier, Carol Nau, Donette Petersen, Susan Thomas

The Hospitality Committee worked well as a team to follow our mandate to "establish a pleasant and conducive environment at each general meeting by greeting attendees and encouraging fellowship."

Our committee made all arrangements for meeting locations and menus. For variety, we tried to alternate meeting locations between campuses. Special arrangements were made with University Dining Services to continue the greatly reduced prices they have given UNOPA the last couple of years. Rather than having all meetings at the Unions, we also met at the Champions Club, Abel Sandoz Residence Hall, and the Kauffman Center. We had a theme at each meeting, centered around the topic of that month's speaker. The flyers, name tags and centerpieces were focused on that designated theme. As done last year, we continued to have the meeting flyer sent out about 14-16 days before the meeting. At

For the President's charity, I chose KIDS UNLIMITED INC'S Spinoza Bear project. The money collected from our monthly 50/50 was collected throughout the year. With those funds, we were able to purchase two of the Spinoza Bears, dress them in UNOPA t-shirts, and distribute them to deserving children in UNOPA's name. Thank you to everyone who participated in this project.

Sandy Watmore, President

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each month's meeting, in addition to selling and collecting the 50/50 drawing money, we encouraged each attendee to interact with others at their table.

The Hospitality Committee met each month about five days before the general UNOPA meeting to finalize our plans for that month's meeting, and do the coordinating and planning for the next month's meeting. This committee worked hard, yet had a great time, in giving each UNOPA meeting a pleasant atmosphere.

- | | | | |
|---------------------|--|-------------------|--|
| <p>September 14</p> | <p>General Meeting @ City Union Bear Theme (bears inside of balloons for centerpieces) 83 attendees - 69 catered lunches Lunch Menu - \$5.75, Taco Bar with refried beans, mixed green salad, assorted cookies 50/50 drawing - \$25.50 to Karen Randall</p> | <p>February 8</p> | <p>Awards Luncheon @ Abel-Sandoz North Study Lounge Come see the Stars theme (popcorn, DVD centerpieces) 96 attendees - 81 catered lunches Lunch Menu - \$6.50, Buffet w/BBQ Beef on Onion Kaiser, potato salad, fruit salad, baked beans, corn, cookies 50/50 drawing - \$28 to Kathy Bennetch</p> |
| <p>October 12</p> | <p>General Meeting @ East Campus Union Fashion Show - Hats were the theme (gloves/accessories were centerpieces) 83 attendees - 83 catered lunches Lunch Menu - \$5.95, Valentino's pizza and salad buffet, Italian bread sticks, fudge brownies 50/50 drawing - \$35 to Brenda Cain</p> | <p>March 8</p> | <p>General Meeting @ East Campus Union Garden theme (flower pots as centerpieces) 79 attendees - 67 catered lunches Lunch Menu - \$5.75, Pasta Bar Buffet with two types of pasta and choice of three sauces, mixed green salad, Italian bread sticks, fudge brownies 50/50 drawing - \$24 split between Susan Thomas & Debbie Hendricks</p> |
| <p>November 9</p> | <p>Bosses' Luncheon @ City Union Patriotic theme (Red, white, blue sparklers were centerpieces) 159 attendees - 148 catered lunches Lunch Menu - \$6.75, Buffet w/chicken breasts, hash brown casserole, California vegetables, mixed green salad, dinner roll, assorted tea bar cookies 50/50 drawing - \$71.50 to Peg Johnson</p> | <p>April 12</p> | <p>Past Presidents and Retirees Recognition @ East Campus Union Hawaiian Luau theme (pineapples & coconuts as centerpieces) 96 attendees - all catered lunches (brown bag was not an option) Lunch Menu - \$6.25, Oriental chicken salad, dinner roll, carrot cake 50/50 drawing - \$30 to Sandy Watmore</p> |
| <p>December 14</p> | <p>Holiday Luncheon @ Champions Club Holiday theme (Club's poinsettias were the centerpieces), candle votive favors 75 attendees - all catered lunch (brown bag was not an option) Lunch Menu - \$10.00, Buffet of Virginia baked ham w/pineapple sauce, scalloped potatoes, baby carrots & green beans, sour-dough rolls 50/50 drawing - \$37.50 to Linda Pence</p> | <p>May 10</p> | <p>Annual Meeting and Officer Installation @ Kauffman Center Share the light was the theme (candles in stemmed glasses for centerpieces) 85 attendees - 72 catered lunches Lunch Menu - \$6.00, Build your own deli sandwich, mixed green salad, assorted cookies and brownies 50/50 drawing - \$28.50 to Cathy Leazer</p> |
| <p>January 11</p> | <p>General Meeting (Hosted UAAD) @ East Campus Snowman theme (Purchased snowmen were centerpieces) 112 attendees - 87 catered lunches Lunch Menu - \$5.75, Soup & sandwich buffet - make your own deli sandwich with soup of the day and a plate of assorted cookies 50/50 drawing - \$31.50 to Helen Dukes</p> | | |

Membership Committee

– Donelle Moormeier, Director

Committee members were Donette Petersen and Margaret Skean.

The Membership Committee met in early July 2004 to discuss their responsibilities and had short informal meetings throughout the year. The following ideas were discussed:

- Membership in UNOPA runs from July 1 through June 30, with renewal notices normally not sent out until August or September each year. We suggested to the Board that the membership renewal be sent out in May or June each year. This was not implemented this year but it might be something for the new Membership Committee to consider.

– It was suggested that a committee list be sent out in April or May for members to indicate which committee they would like to serve on in the up coming year. This would allow the new directors of the committees to have current interests of the members. Because the by-Laws were being revised to include the Communication Technology Committee and the Outreach Committee, we did not send out the committee list in May. The committee list has however been updated and is ready for use in 2005-2006.

– Membership forms were changed to have a new form for “renewal” memberships. It was suggested that the “renewal” form have all the information already filled out and members could correct the information that was on file. This suggestion is something that the new Membership Committee may like to complete. The new membership form would be sent to all people are currently not members. It could be given to guests that are interested in joining and also sent to new office/service employees.

After we used all the pre-printed membership cards, we redesigned and ran membership cards on regular business size cards. They can be done on the computer which will make printing costs minimal.

Breakdown of membership for 2004-05 is as follows:

| | |
|----------------------|-----|
| New | 19 |
| Renewal | 120 |
| Retirees | 12 |
| Lifetime | 2 |
| Associate members | 9 |
| Award winners (Free) | 5 |
| Total | 167 |

Award winners receiving free UNOPA memberships for 2005-2006 are: Kim Christiansen, Nelvie Lienemann, Linda Schreiner, and Diane Wasser. The Boss of the Year recipient receives membership for the current year in which the award was received.

Expenses for this committee were for envelopes, labels, letterhead, and membership cards. We had an ample supply of envelopes, but did order labels and letterhead. We also used up the entire supply of membership cards that had been printed and started to use the new cards that were developed on business cards to be printed from the computer. It was suggested that instead of ordering letterhead that we have a template set up for membership letters. This should be done with the new logo. The membership cards that were designed on the computer should also have the old logo replaced with the new logo when it becomes available.

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 was responsible for coordinating UNOPA members to give a short presentation at Human Resources’ New Employee Orientation held once a month.

Debbie Hendricks gave the first presentation in September and Donelle Moormeier gave the presentations in October, November, and December. After the first of the year, Human Resources discontinued having the presentations at the orientation and asked that UNOPA send flyers to hand out to new employees. In May 2005, we asked that Human Resources send the Membership Director a list of all new office service employees so that the membership committee could call these employees personally to invite them to a UNOPA meeting. This is an important step in recruiting new members for UNOPA, making them feel welcome.

Nominating Committee

– Jan K. Edwards, Director

Committee members were Mary Greer, Mary Guest and Linda Wood.

Requests for nominations were mailed out to the membership on January 27, 2005. This mailing included a memo asking for nominations, the nomination form and a listing of the duties of UNOPA’s elected officers. We were please to have a few 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. Some were unable to run because of conflicts. Through several other suggestions from various people the committee spoke with at least 77 UNOPA members regarding possible candidacy.

The following people accepted nominations to run for UNOPA elected offices for 2005-2006:

President Elect: Donelle Moormeier

Recording Secretary: JoAnn Barry and Valerie Egger

Corresponding Secretary: Tricia Liedle, Marlene Pyatt and Jan Wassenberg

Treasurer: Tonda Humphress and Gretchen Walker

On March 14, 2005 ballots were sent out along with biographical information for each candidate. We were pleased that 111 ballots were returned for counting.

The elected officers for 2005-2006 were announced to the UNOPA Board at its meeting on April 5, 2005 and at the UNOPA General Meeting on April 12, 2005. The following officers were elected: President Elect, Donnelle Moormeier; Recording Secretary, Valerie Egger; Corresponding Secretary, Marlene Pyatt; and Treasurer, Gretchen Walker.

I want to thank my committee members for their hard work. I also thank those members willing to run for office. I encourage all members who said “maybe next year” to really try and make the time. You understand UNOPA and its goals in a much richer way once you have served on the Board.

Records of the Nominating Committee activity for 2004-2005 will be added to the Nominating Committee notebook and the notebook will be passed on to next year’s committee director.

Professional Growth Committee **– Judy Anderson & Shirley Horstman,** **Co-Directors**

Committee members were Carol Bom, Mary Guest, Pat Hust, Peg Johnson, Tricia Liedle, Linda Luedtke and Jerry Schluckebier.

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.

This year, co-chairs headed each function of the committee. Judy Anderson oversaw the workshops and conferences and Shirley Horstman was in charge of the PSP training and certification.

Our first workshop was Wednesday morning, November 17, 2005, at the Nebraska Union. There was a \$10 fee to attend for both members and nonmembers. The topic was "Successful Elder Caregivers are Informed Caregivers" and the presenters were associated with ElderCare Connection: Donna Washburn, Aging Services ElderCare Specialist; Houston Doan, Aging Services Financial Advisor; and John Frey, Attorney at Law. There were 54 in attendance and everyone really appreciated the timely information—for both themselves and their aging parents. We received 28 completed evaluations that were all very positive in nature: "Very essential topic"; "Extremely helpful"; "Very practical and informative"; ".....cleared up some questions"; "It was sure worth the \$10. It was helpful not only if you are a caregiver, but for your own future!"; "Wealth of information and hope for some relief in the days ahead"; "Wonderful—you can tell she (Donna Washburn) really cares about what she talks about"; "Have a refresher on this in a couple years as we all will be in a different setting than we are today"; "I just need to take advantage of the information offered in the LIFE program."

Our second workshop was Thursday afternoon, March 3, at the East Union. We were excited that Vicki Highstreet from Campus Recreation could present this workshop on the very popular "7 Habits of Highly Effective People". She covered only the first three Habits that focused on the "person". This workshop was free to UNOPA members and \$10 for nonmembers.

Mary Guest had been working with Human Resources on doing some Brown Bag workshops, but due to personnel changes in the H.R. department, that did not work out this year.

There were also a couple of PSP Refresher workshops done by Shirley, Carol and Tricia. They were planned to provide information about the Professional Standards Program and to answer questions for those wanting to get started as well as those who are already working on their program.

I was asked in late fall to take over this committee and the only reason I agreed to do this was because of the committee members already in place. A couple of members were old friends whom I had worked with before and a couple were new acquaintances that really impressed me and who I now call friends. It was a very experienced and hard working committee with great ideas and follow through. I thank them for all their hard work and cohesiveness.

Program Committee **– Becky Hastings, Director**

Committee members were Judy Janssen and Jan Wassenberg.

The committee met in July to put together the tentative program schedule for the year.

The September meeting was held at the City Union. We had two speakers, Faye Massa and Setareh Makinejad. Faye gave a brief talk on her local non-profit charity called Kids Unlimited (founded on April 15, 2004) and talked about how it supports the national Spinoza Bear project. She also passed around a Spinoza Bear along with some cassette tapes that fit into the bear. The tapes cover topics like building self-esteem, building support, surviving illness, grief, etc. Kids Unlimited is the recipient of this year's 50/50 drawing. The second speaker, Setareh Makinejad, was born in Tehran, Iran and works at Shared Services at UNL. She has lived in the United States all her adult life. Iran used to be called Persia so Setareh passed around three books for everyone to see: one on Persian poems, one on Persian sites, and one on Iranian homes. Setareh said the news media doesn't always reflect the true events of the world. She encouraged everyone to explore, read and find out additional information to become informed citizens of the world. A question and answer session followed her talk.

East Campus Union was the setting for the October meeting. The theme for the meeting was "Fall into Fashion" and what better way to do that than with a mini-fashion show put on by the Vickeridge, which is located in Havelock. Tammy Spence, owner, talked about the store celebrating its 35th anniversary and about the outfits that the ladies modeled. UNOPA models included Debbie Burns, Kathy Ben-netch, Jeanette Fisher and Lois Erickson.

November's meeting, which was the annual Bosses Luncheon, was held at the City Union. This meeting coincided with celebrating Veteran's Day. The guest speaker was Tech Sergeant Jason Schroeder from the Nebraska Air National Guard. He is a member of the 155th Security Squadron. He gave a power point presentation about terrorism. It reviewed the description of terrorism, and terrorists' objectives, motivation, structures, and methods. He explained that the key to mitigating terrorism is education, communication to the public, and having and practicing contingency plans. He encouraged everyone to be a sensor and be alert to unusual occurrences at their homes or offices.

December's meeting was held at the Champion's Club. The holiday entertainment for this was provided by Judy Anderson. Judy is a long-time UNOPA member and a three-

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year member of NEOPA, currently serving her fifth year on the UNOPA board and her second on the NEOPA board. She has been with the University for 21 years and LOVES her job in the Publications and Photography office. She sang a few solos and did a few group songs. A jolly time was had by all!

The joint UNOPA/UAAD meeting was held in January at the East Campus Union. This year was UNOPA's turn to arrange the meeting setting, menu, and speaker. The speaker for this was Jim McKee. He is the owner of Lee Booksellers, the J & L Lee Company (a publisher of regional books), and the Coinery (a coin and stamp dealership). Jim has written over 800 articles and books on Lincoln and Nebraska History. He presents about 50 talks per year to various churches and civic groups in the area.

February's meeting was at Abel-Sandoz North and was the presentation of the Floyd S. Oldt Silver Pen and the Floyd S. Oldt Outstanding Staff awards. Because of the time to present these awards there was no program at the meeting.

The program for the March meeting, which was held at the East Campus Union, was presented by Matt O'Connell of Campbell's Nursery. His presentation was about landscape clean-up, plants, and design elements.

The April meeting, held at the East Campus Union, was the presentation of the Rose Frolik Award, which was awarded to Diane Wasser. The entertainment for the meeting was provided by Rave Review, a barber shop quartet that has been singing together for five years. The quartet was made up of Karen Randall, a member of UNOPA, her mother and sister, and a friend.

May's meeting was at the Kauffman Center. This meeting was the installation of officers for the 2005-2006 year and was arranged by the current President, Sandy Watmore, and President-elect, Becky Hastings. Sandy recognized the outgoing board members and thanked them and the directors of the different committees and their committee members. Becky had Carol Bom, Past President, do the installation ceremony for the officers for 2005-2006.

Program Committee Expenses:

| | | |
|-----------|--------------------------------|---------|
| August | Courier charge | \$4.50 |
| September | Speaker lunch | \$5.75 |
| | Speaker honorarium | \$15.00 |
| October | Speaker honorarium | \$15.00 |
| November | Printing of programs | \$26.35 |
| | Speaker lunch | \$6.75 |
| December | Speaker honorarium | \$15.00 |
| | Speaker lunch | \$10.00 |
| | Speaker honorarium | \$15.00 |
| January | A/V tape cassette for music | \$25.00 |
| | Speaker lunch | \$5.75 |
| February | Speaker honorarium | \$15.00 |
| | NO SPEAKER | |
| March | Speaker lunch | \$5.75 |
| | Speaker honorarium | \$15.00 |

| | | |
|-------|-------------------------------|---------------|
| April | Speaker lunch (\$6.75 X 4) | \$25.00 |
| | Speaker fee | \$100.00 |
| May | Installation | <u>\$0.00</u> |
| TOTAL | | \$304.85 |

UNOPA Notes Committee

– Barb L'Heureux, Editor

Committee members were Marilyn Turbush and Barb Homer.

It does not seem possible that my term as UNOPA Notes editor is over. I want to thank my committee members, Marilyn Turbush and Barb Homer; also Sandy Watmore for her patience and understanding. Although it did not always go as I had hoped, I am happy that I volunteered as editor. Putting together a newsletter was something that I had never done and was completely out of my comfort zone; I challenge each of you to try something that is completely out of your comfort zone. You may be surprised what you learn. This year I have learned a lot about UNOPA, printing a newsletter and about myself.

At the beginning of the year we added several new items to the newsletter; "Getting to know your Board" was used to introduce the new board to the general membership. We also learned whose birthday was each month and searched for Sandy's hammer.

Sandy's Hammer Search winners:

| | |
|----------------|--|
| September (2): | Susan Thomas Rhonda Zugmier |
| November (4): | Kathleen Bennetch Leslie Brooks Marcy Tintera Pat DeStefano |
| December (2): | Catherine Leazer Jan Kohler |
| January (2): | Faye Massa LaVonne Keller |
| February (2): | Cheryl Kruid Julie Keys |
| March (2): | Kay Haley Diane Wasser |
| April (4): | Sandy Lineberry Tricia Liedle No winner No winner |
| May (4): | Mary Guest Theresa Sis Dee Cummins JoAnn Barry |

Expenses for 2004/2005:

| | |
|----------------|-----------------|
| Postage: | \$ 36.95 |
| Printing: | \$486.94 |
| Prizes | \$ 65.09 |
| Miscellaneous: | <u>\$ 20.00</u> |
| Total Expense | \$608.98 |
| Budget | <u>\$700.00</u> |
| Surplus | \$ 91.02 |

Ways & Means Committee

– Debbie Burns, Director

I had a wonderful experience being the Ways & Means Director. Working the parking lot was/is an opportunity to meet and work with several UNOPA members, their families, and friends. It's an excellent opportunity for new members to "get their feet wet" by serving as a coordinator or as a parking lot attendant/volunteer. In fact, I would recommend that new members volunteer for this because they will get to know members in a more informal, fun setting. The camaraderie was fantastic!! (The donuts weren't too shabby either!!)

Once I was "elected" the Director, I met/talked with Ron Fuller of Parking Services with regard to the "contract" UNOPA must sign. Then I sent out an e-mail to all UNOPA members, via the President, requesting volunteers to be on the committee. Several members responded; Deb Rosenau, Helen Sexton, Marlene Focher, and Chris Cary. This worked out great since we only had 6 home games last year. Each person was responsible for one game of their choosing, except for one person who had two game-day responsibilities. The more you can get on the committee, the less responsibility each individual will assume.

After the original committee meeting, we never had a "structured" meeting again. I left it up to each coordinator to secure volunteers for their chosen game day. If, for whatever reason, a coordinator could not meet their obligation, this was/is when the Director steps in to see that it gets done. There were no circumstances in which my committee could not meet their responsibility, so I didn't have to "step in" ever. I had an EXCELLENT committee!! I would like to, once again, thank/commend each and every one of the committee members for their efforts and a job well done!! I'll never be able to fully express to them how much I appreciated each and every one of them. They made my job easy!!

Once the coordinator had all the volunteers they needed for their chosen day, she e-mailed the crew's schedule to me for my records. I chose to work every home game day by: 1) retrieving/returning the money pouch, walkie talkies, hand outs, etc. from/to Parking Services; and 2) by setting up and tearing down the parking lot (posting/unposting the UNOPA signs, etc). This worked well for me, and I hope the rest of the committee as well, because we always knew who would be responsible for the money, etc!! For the most part, I worked the lot all day for every home game. I did this because I enjoyed it so much!! (Oh, the stories my committee and the volunteers could tell!!)

Once the football season is over, there really aren't any other responsibilities to fulfill other than creating a notebook to document the Ways & Means Committee's activities, the monthly meetings, and, maybe, some additional fund raising

activities. The monies we get from the parking lot is our primary source of income, if not the only source of income. The likelihood of other fund raising activities will be minor, if not nil.

The meetings are another opportunity to meet and work with several UNOPA members. I did find it difficult at times to attend the once-a-month meetings, which was my loss. The Board of Directors were a great bunch, too!! We had a lot of fun in our meetings, and we accomplished our "mission" as well.

| | |
|---|--------------|
| Earnings: | |
| November | \$1,964.00 |
| December | \$1,806.00 |
| Tip | 5.00 |
| Expenses | <u>16.15</u> |
| <i>(printing UNOPA "Thank You's" to hand out)</i> | |
| Total Income | \$3,758.85 |

| |
|--|
| Count: 1550 SEPTEMBER 4 – Western Illinois - 6:00 p.m. kickoff with Deb Rosenau as coordinator. (\$620) |
| Count: 1711 SEPTEMBER 11 – Southern Mississippi - 11:00 a.m. kickoff with Helen Sexton as coordinator. (\$684) |
| Count: 1650 OCTOBER 2 – Kansas - TBA kickoff with Marlene Focher as coordinator. (\$660) |
| Count: 1200 OCTOBER 16 – Baylor - TBA kickoff with Chris Cary as coordinator. (\$480) |
| Count: 1780 OCTOBER 30 – Missouri - (HOMECOMING) TBA kickoff with Marlene Focher as coordinator. (\$662) |
| Count: 1660 NOVEMBER 26 – Colorado - 11:00 a.m. kickoff with Debbie Burns as coordinator. (\$664) |

According to my count on October 2, the count should have been 1780 with a deposit of \$712. Ron went by the ticket count. Obviously, we sold more than the tickets reflected. Volunteers forgot to hand the patrons their ticket to put in their cars. This is a discrepancy of \$130, which, in my opinion, should be ours. More attention needs to be made with regard to giving the tickets out.

According to my count on October 30, the count should have been 1730 with a deposit of \$692. It was very windy that day and, apparently, we lost 5 tickets, making the official count to be 1780. The \$50 shortage was deducted from the total before we got our 40 percent. Again, more attention needs to be made with regard to the tickets.

We lost a total of \$52 from October 2 and \$20 from October 30. I also believe there was an accounting error because the deposit in December was \$10 short. If I can add correctly, this means that UNOPA lost \$82. I set a high goal for earnings for the year and even with the lost tickets and the accounting error, UNOPA made \$3,758.85 from this fund-raiser.

AD HOC COMMITTEE REPORTS

Communication Technology Committee

(formally Technology Committee)

– Diane Wasser, Director

Committee Members were Sandy Lineberry, Carol Bom and Jan Sammet.

In August, the Board approved the changing of the name of this committee from UNOPA Technology Committee to Communication Technology.

In September, discussion was held on creating an E-mail address for UNOPA. It was decided that it would be difficult to remember to check the e-mail account and that the system we currently use is sufficient for the number of inquiries we receive.

A new template was created making all major pages uniform. UNOPA Notes and the General Meeting Minutes were scanned and put on the web for viewing every month. We tried to change the main page every month with the new flyer and theme for that month. Current news was also reported on the main page.

In March, the application was sent to National for entry into their web competition. We will know results in July when the annual conference is held in Tucson, AZ.

I want to thank everyone, especially my committee, for their help in keeping our site current and looking nice. Several UNOPA members e-mailed me with suggestions and problems they encountered when surfing our site.

I hope to improve the site even more this next year as I continue on as director and the committee is now formally a Standing Committee.

Mentoring Committee

– Mary Guest

Kathy Stastny and I co-chaired the Mentoring Ad Hoc Committee. We both took Blackboard classes during the summer in preparation for developing the Mentoring Blackboard site. We developed the Blackboard site and it was ready for use in November and announced in the November issue of UNOPA Notes, along with instructions on how to access and self-enroll to the site. The site was announced at the February 2005 general meeting and instruction cards were distributed. Twenty-six people have enrolled onto the site.

The UNOPA Web page also has a link to the site. There is also information included there for non-UNL employees to self-enroll.

Meetings were held with Human Resources in the fall to see if they were still willing to help with this mentoring project. Suzanne Drew left her position in Human Resources and her replacement, Nanda, did not feel she was ready to help with the program during the first semester. We had hoped to

develop some brown-bags with the assistance of Human Resources. Without the promised help from HR, the brown-bags were not possible this year. The intention is to offer brown-bags that will also tie into the information on the Blackboard site.

We would like to see new employees be given information about the site as there are a lot of University forms, policies, and procedures available in one area. This could be a very useful resource for employees, and gives new employees a quick reference site.

Kathy retired in April 2005 and Beth Krohn agreed to be co-chair for the 2005-2006 year. We plan to offer six brown-bags (three each semester) and have information posted on the Blackboard site related to the brown-bags. We also plan to send out a questionnaire again to see what interest there is now in either individual or small group mentoring relationships.

Bylaws Revision Committee

– Dora Dill, Chair

Committee members were Carol Bom and Chris Cary.

This committee was a continuation of the 2003-2004 committee that was formed to update the current UNOPA Bylaws. The committee gathered bylaws from different organizations that depicted new ideas. They decided to change the format of the Constitution and the Bylaws according to the format set forth by Roberts Rules of Order. This meant that the two separate documents would be combined into one document called The University of Nebraska Office Professionals Association Bylaws.

A round-table discussion was held at the East Campus Union with an open invitation to all UNOPA members. Even though only 12 members attended this meeting, some good ideas came out of it that were discussed and instituted in the new document.

The revised Bylaws were presented to the UNOPA executive board for their review/comment. The comments received were also included in the bylaws and then presented to the membership for their approval. (These were put on UNOPA's Website for everyone to review.) The current active membership voted by ballot and approved the bylaws as presented: 75 in favor and 1 against.

In addition to the combining of the Constitution and the Bylaws, the Standing Rules and the list of committees were updated. Two committees had name changes and were moved from ad hoc committees to standing committees; The Web Page Technician is now the Communication Technology Committee and the Summer Social Committee is now the Outreach Committee.

The committee is very confident these changes will take UNOPA The committee is very confident that these changes will assist UNOPA members in running the organization smoothly and more efficiently in the years ahead.

NEOPA/NAEOP Liaison

– Edie Schleiger

This year I spoke to the membership at several general meetings encouraging them to attend the NEOPA Fall Conference and the Central Area/NEOPA Spring Conference.

Also, there I coordinated a meeting for those members that expressed an interest in attending the National Conference this summer in Tucson, AZ.

Since our NEOPA State Liaison is also part of UNOPA, our efforts would be duplicated, so I deferred to the State Liaison (Lola Young) regarding the other duties.

Summer Social

– Faye Massa & Kathy Thompson, Co-chairs

The committee's duties are to coordinate all aspects of the annual Summer Social; choose a location, select the theme, prizes and coordinate registrations.

Faye and I work in the same office space. It made it very convenient to just talk back and forth as things happened. We had no formal meetings. We took an e-mail survey to see if anyone was interested in attending a Salt Dogs game. We had a wonderful response from members. Rose Frolik even responded and thought it was the best idea since sliced bread. Faye and I visited Haymarket Park. We worked with Kendal Christensen at the stadium. Kendal was very nice and took care of everything for us once we picked the date. He made the whole experience pleasant and easy. We prepared the flyers to be mailed out to UNOPA members. Gretchen Walker helped us with the graphics and setting up the flyer. Thank you Gretchen.

We had 44 people buy tickets for the game and tailgate party. Two game tickets were bought the day of the game making 46 for the social. A picnic lunch was served at the stadium and prizes were given out. When we moved to our seating area we got to sit in the wind and rain but had a good time laughing. The game was great even though we lost by one point. The sun did shine briefly at the top of the 8th inning. Marcy Tintera was lucky and won a \$50 gift card prize. We had two members graciously volunteer to help the day of the game handing out the tickets for our prize drawing. Thank you to Donelle Moormeier and Donette Petersen for helping out when Faye had a family emergency and was unable to attend.

Expenses were as follows:

| | |
|-------------------------|---------------------------|
| Postage: | \$ 5.18 |
| Deposit: | \$225.00 |
| Game tickets: | \$486.90 |
| 2 late tickets: | \$33.90 |
| Prizes: | \$145.35 |
| Total Expenditures: | \$896.33 |
| Total money collected: | \$792.00 |
| Cost after collections: | \$104.33 |
| Refund for tickets | <u>\$-36.00</u> |
| | <i>(Lost in the mail)</i> |
| Total Cost | \$140.33 |

Sandy Watmore Awarded Nebraska Educational Office Professional of the Year Award

Congratulations to Sandy Watmore, UNOPA president, on receiving the 2004 Nebraska Educational Office Professional of the Year Award at the NEOPA conference in Wayne, Nebraska on October 22, 2004. This award is given annually to one deserving office professional from our state. We are so excited that Sandy has won this! Sandy has been a NEOPA member since 1989 and a UNOPA member for over 20 years. She has also been active at the national level with the National Association of Office Professionals Association (NAEOP) since at least 1990. She has served on many committees and boards for all three organizations. Sandy has been employed at UNL for 28 years.

Recipients of Nebraska's state award are automatically entered into the national (NAEOP) contest in March of the following year. There, the nomination will compete against office professionals from across the country. We will look forward to hearing if she wins in Tucson, Arizona! Sandy was nominated by Lola Young, another UNOPA member.

(Editor's note: Sandy did go on to win the national award. That report will be in next year's Annual Report.)

National Association of Educational Office Professionals (NAEOP) Conference

July 19 – 23, 2004

By Sandy Watmore, UNOPA President & Advisory Delegate

I, along with 10 other UNOPA members and another 22 from other associations within Nebraska arrived in Boston, Massachusetts during a week when the city was preparing for the Democratic National Convention. The town was buzzing about the upcoming DNC and it was exciting to see some of the preparations for that major event as we toured the city and visited the many wonderful restaurants and historical sites.

The conference theme, "Where Old Meets New and Tradition Blends With Change" very accurately describes Boston. I was amazed to see major historical sites, like Paul Revere's home, the Old North Church, the South Church, and others as they sat nestled in the shadows of the new, high-rise buildings that were bustling with modern commerce. A bus tour allowed a chance to see the Kennedy compound, the posh "summer homes" of the Newport area, the JFK Monument, Bunker Hill, the USS Constitution, and many other historical sites.

These historical and scenic visits were worked into empty minutes between General Business Sessions, the Advisory Council, the Central Area Breakfast, the Higher Education Council Brunch, and Briefings. The NAEOP President, Anne Bomar, led all of the General Sessions. Her example of dignity and professionalism is my role model for the year ahead.

Thank you to UNOPA for allowing me to represent our organization as delegate to the Advisory Council. The duty of this Council is to research and evaluate all proposals that had been submitted by any of the affiliated organizations (of which UNOPA is one) throughout the year. Any of these proposals that needed attention and a vote of the entire membership were forwarded to the General Session.

One highlight of the conference was witnessing three of our members receive their PSP/CEO certificates at the formal and elegant PSP dinner. They all looked beautiful and we were very proud of their accomplishment. Several of our members were nominated for national committees for next year and after some tight elections, we had a few winners. I, along with many of the other UNOPA attendees, helped in various ways during the week's activities and business sessions.

Another highlight of the conference was the announcement that our newsletter, UNOPA Notes, won second place in the Local Newsletter, Category 2 competition. Considering how many hundreds of local newsletters there are from the many local associations throughout the United States, this was a wonderful honor! I was very proud to accept the certificate for our very worthy co-Editors, Judy Anderson and Barb Carley. I'll have the certificate at the September General Meeting so everyone can see both it. Because of a recommendation at a past NAEOP business meeting, the judge's critique sheets were made available after the meeting so we can review the judges' comments about both the newsletter and our web site and make them even better in the future.

I want to personally invite you to consider attending next year's national conference in Tucson. Not only do we have a business meeting, briefing sessions, luncheons, projects, etc., we also use the minutes between events to meet some of the nicest people anywhere...others who are using their lives to work as Educational Office Professionals in all levels throughout the United States. We find we have lots in common. We are a group who truly believe our life's calling is to do our small part to assure our future generations enjoy the birthright of education and to be there to support all of the residents of the United States as they continue life-long learning!

Again, congratulations to Barb and Judy on the award and to Chris, Carol, and Linda on receiving their PSP certificates and a sincere thank you for allowing me the honor of representing UNOPA on the Advisory Council! I hope we have even more UNOPA members attend future conferences.

**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.

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



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.

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

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