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2007-2008

"Constructing Partnerships with Service"

UNOPA
Annual Report

University of Nebraska Office Professionals Association

1963-2008
Celebrating
Forty-Five Years

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Report of the President
by Gretchen Walker

It has been my honor to serve as President of UNOPA during the 2007-2008 year. It has been a fantastic learning experience and one that I will cherish into the future!!

The President's duties are to preside at all meetings of the Association and of the Executive Board; appoint committee directors for the standing committees with the assistance of the other elected officers; be a member of the state (NEOPA) and national (NAEOP) associations; serve as the contact for UNOPA with the University Association for Administrative Development (UAAD), NEOPA and NAEOP; represent UNOPA on the NAEOP Advisory Council at their annual conference, at the UNL Deans and Directors meetings, and at any official meetings with university administrators; become the Past-President and Bradley Munn Professional Growth Fund Director during the following year.

My theme for this year was "Constructing Partnerships with Service." I encouraged members to build on its strong foundation by completing the following blueprint challenge:

Membership:
*Join UNOPA!

Recruitment:
*All active members should:
recruit one NEW member or
bring a guest to a general membership meeting.

Partnership:
*Join one or all organizations:
UAAD, NEOPA, NAEOP.

Professional Development:
*Attend either one or both of UNOPA's workshops
*Attend the NEOPA Fall or Spring workshop
*Attend the NAEOP Central Area conference
*Attend a mentoring workshop or brown bag session each semester
*Begin to work on Professional Standards certification.

Service:
*Give 2 hours of your time per semester to the following:
UNOPA fall parking lot fundraiser
Sign up for a UNOPA committee
Help Habitat for Humanity or City Impact Fund.

With your help, we CAN make a difference!

In completing the challenge, members would not only BE a member of UNOPA but they would be an ACTIVE member. Members would build upon the their professional growth and development, they would become a member of a dedicated management team that focuses on building relationships with existing partners and creating foundations for new partnerships, and they would contribute to a fundraising project to keep UNOPA's many activities rolling.

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http://unopa.unl.edu

My first duty of the year was to represent UNOPA as an Advisory Council Delegate at the National Association of Educational Office Professionals conference in Seattle, Washington, in July 2007. A report from this conference is printed in this report. This was my first National Conference. UNOPA thanks to Chancellor Perlman for providing funding for UNOPA members to attend the conference and for his support in the growth and advancement of many UNL professional staff members.

After returning from the national conference our construction project began. Highlights are as follows:

The Executive Board began to meet monthly starting in August 2007, and the general membership meetings were held from September 2008 through May 2009. These meetings were informative and/or entertaining. Each meeting allowed all attending an opportunity to meet and interact with other members. Our goal was to provide as much information to the membership as possible and still end our meeting by 1:00 pm. With the help of my fantastic board we were able to achieve this goal.

In August the proposed budget was developed, tweaked in September, and put before the general membership in October.

I attended monthly meetings with Susan Poser, Assistant to the Chancellor, and Jeanne Wicks, UAAD President. Susan informed us of information from the Senior Administrative Team meetings, which usually occur weekly. This meeting takes the place of meeting with the Chancellor's cabinet. This was a great line of communication for the president, and I am thankful for the opportunity to attend.

I also attended the Deans & Directors meetings twice a semester. I encouraged them to support their professional staff by allowing them to join UNOPA and attend meetings, to allow them to serve on committees and to be able to attend professional growth activities. They were also reminded of the various activities that UNOPA conducted throughout the year.

To honor UNOPA's founder, Rose Frolik, a brick was purchased and placed in the Jackie Evans Memorial Garden located at the National Association of Educational Office Professionals office in Wichita, Kansas.

I selected both the City Impact Fund and Habitat for Humanity as the recipient of UNOPA's donation from the monthly 50/50 drawings. The amount of $200 was sent to City Impact and $100 was sent to Habitat for Humanity in June 2008.

City Impact is a faith-based non-profit organization whose vision is to see urban families and communities transformed from the inside out. To inform members how their donation will be used, I invited Todd Bowman, Children and Youth Program Director, to speak at the general meeting in September. Some of the programs City Impact is involved in are: The Prom Closet, the Gifts of Love Community Christmas Store, weekly Bible Club, Impact Learning Center, and the Reading with Meaning Center. UNOPA members were encouraged to volunteer their time at City Impact or to Habitat for Humanity as part of "Constructing Partnerships with Service."

Many professional growth opportunities were presented to the membership. Within UNOPA, we held a spring workshop, "Let's Talk Business! Finding One's Voice During Life Transitions," presented by M. Colleen Jones, Assistant to the Chancellor for Organizational Development and Assistant Professor of Management. No fall workshop was held due to complications with the speaker.

The PSP Endowment Committee held their annual fall luncheon on October 6, 2007, at the Lied Center. Gary Meers, presented "Aspire to Inspire Before You Expire." Dean Oliva played the piano, and there was also a silent auction and door prizes.

Also Mentoring Mini-workshops were held monthly on both city and east campuses. Special thanks to Jan Edwards and her committee for providing the membership additional opportunities.

At the state level (NEOPA) there were two professional development opportunities: the fall workshop, "Take the Lead and Change Your World," held October 12 in partnership with Southeast Community College Continuing Education Center and the spring workshop, "April Showers Bring a Rainbow of Opportunities," held April 11 at the Cornhusker Hotel. Keynote presenter, Doug McCallum, aka "The Waffleman" gave a presentation on the "Magic of Understanding People." I learned ways to work and communicate with my colleagues who may have differing personalities or interests than mine. The key in any situation is good communication. The afternoon was filled with selected mini-workshops including: Internet Savvy, Common Writing Errors, Making a Good First Impression, and Business Writing. Z B Mayo, Associate Dean, Agricultural Research Division, UNL, was awarded the Nebraska Administrator of the Year. At the spring workshop, participants were entertained by speakers, Dr. Schlichtemeier-Nutzman who spoke on "The Strength of Four Generations," and Lori Balke, who presented "Colors." UNOPA's Becky Hastings was installed as the NEOPA president during the Friday night banquet.

There were also opportunities presented for professional growth and networking with higher education colleagues by the NAEOP Central Area and at the upcoming national conference in Broomfield, Colorado, in July 2008. Nebraska will be one of six states co-hosting the conference, "Crossing the Continental Divide."

All individuals attending professional development activities received certificates to apply towards their application for the Professional Standards Program. Starting in October 2007 everyone that attended a UNOPA general membership meeting received a Certificate of Attendance for 1 clock hour or 1/6 participation point. This item was approved by the NAEOP Board at its meeting on July 15, 2007.

Changes were made to the duties of the Standing Committee and Bylaw changes were approved by the membership. See their report.

Due to increased paper and printing costs, it was decided to not print the Executive Board minutes and the General Membership meeting minutes in *UNOPA Notes*. These are now being posted to the UNOPA website.

The website address changed half-way through the year from http://www.unl.edu/unopa to http://unopa.unl.edu. This now makes it much easier to locate.

UNOPA members participated in the Health Risk Assessment and Winning With Wellness programs that were endorsed by the Chancellor in his State of the University address during the month of October. This program was open to all UNL employees and their families for a $1.00 registration fee per participant and included a free membership to Campus Rec or the YMCA for the month.

Speaking of health, fourteen UNOPA members participated in the N-lighten Nebraska wellness program sponsored by the Nebraska Sports Council. The three month endeavor (February 1-May 1) encouraged Nebraskans to develop sustainable healthy physical activity and eating habits. The team set a goal of walking their way to the national conference in Denver. We came close to a round-trip in miles walked!

Other activities included: Light the Night walk on September 14 in support of blood cancer research at Holmes Park and the American Cancer Society walk, "Making Strides Against Breast Cancer," held on October 14 at Holmes Park. Seventeen UNOPA members participated in the Breast Cancer walk and submitted donations in the amount of $385! Thanks to Tricia Liedle and Betty Jacobs for organizing these activities.

L-R (Back): Donna Boone, Doreen Wagenaar, Val Bender, Betty Jacobs; (Front) Jan Edwards.

Four members from UNOPA partnered up with the Modern Woodmen of America groups (adults and youths) for Join Hands Day, May 3, 2008. These four ladies helped put together 500 bags of "goodies" (kleenex, pencils, popcorn, frisbees, keychains, etc.) to give to students at UNL during "mid-term crisis time."

Thanks Marcy Tintera, Mari Greer, Doona Boone and Jan Wassenberg!

I also attended the retirement receptions of UNOPA's Sandy Watmore, Marie Dvorak and Lois Brinton. I hope these ladies will continue to enjoy UNOPA's programming and that we will see them at future UNOPA meetings.

On January 18, 2008, Mary Guest and I attended the Martin Luther King, Jr., Freedom breakfast. Thank you to UNOPA for sponsoring our registration. I found this a very inspirational time and a time for reflection. I actually developed my presidential theme while sitting at the table listening to the presenters.

Many awards were presented: the boss of the year (Dean Marjorie Kostelnik, College of Human Resources and Family Sciences); the Floyd S. Oldt Silver Pens (Linda Thelen, Room Assignment Clerk for Registration and Records, and Debra Underhill, Staff Secretary for the Panhandle Research and Extension Center); the Floyd S. Oldt Outstanding Staff (Barbara Homer, Secretary Specialist, School of Criminology and Criminal Justice); and the Rose Frolik Award (Jeanne Andelt, Coordinator, Nebraska Forest Service). Congratulations to all the nominees and award winners! I also want to thank the many office professionals for taking the time to fill out the nomination applications. Without you there would be no awards!

UNOPA is 45! It was brought to my attention that we needed to celebrate the 45th Anniversary of UNOPA, and it was late in the year. We chose to combine the celebration with the presentation of the Rose Frolik Award and the recognition of the past presidents at the April general meeting. In celebration, Mary Guest and Tonda Humphress created a special booklet with excerpts from past *UNOPA Notes* and presented everyone in attendance with a copy. Special thanks also to Sandy Lineberry and Diane Wasser for updating the powerpoint presentation. A celebration cake was served by the FROLIKERS.

UNOPA worked with Michael Goff's marketing class, who had agreed to take UNOPA as a client in the spring semester, on ways to recruit, retain and recognize members. The students broke down into smaller groups and conducted research. Final presentations were held in March. It was noted that the UNOPA brochure should be redone, as it was too wordy. And when recruiting members we needed to use more human contact (not just sending letters of invitation or hoping they receive the information from new employee orientation). Special welcome packets should be created and hand delivered. Maybe even paying for your guest at meetings or paying for their membership were ideas presented. A press release to all faculty and administrations was suggested for promotion of UNOPA.

May brought the installation of Mary Guest and the new board of directors. Mary received the University of Nebraska Kudos Award at the March 7th Board of Regents meeting. I know UNOPA will be in good hands.

This brings me back to the beginning. I attended my second national conference in Broomfield, Colorado, in July 2008, where I took institute and briefing classes, helped with the First Timers orientation and PSP banquet, helped honor fellow UNOPA members and the National Administrator of the Year (ZB Mayo) with a special reception, and met with colleagues and friends from across the country. I know I have expanded my horizons tremendously and look forward to attending regularly.

UNOPA Board members at December Executive Board meeting. Pictured L-R: Back Row: Doreen Wagenaar, Donelle Moormeier, Row 3: Donette Petersen, Lorraine Moon, Gretchen Walker, Row 2: Jan Kohler, Cindy Knight, Peg Johnson, Row 1: Jan Edwards, Marlene Pyatt, Betty Jacobs, and Mary Guest.

What a busy year UNOPA had! What a wonderful experience I had. Thank you to the UNOPA membership for allowing me the opportunity to guide and get to know this organization and how IT is truly constructed. Once again, this organization is not built on leadership alone but the collaboration (or partnership) of many. It takes TEAMWORK.

From the local diner to the corporate office, success comes from the collaboration of teams. When we work together, we learn from each other, support one another and accomplish more. You bring a value to our team that no one else could, and for that I'm thankful.

We're a better team because of you.

Report of the President-Elect
by Mary Guest

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 the director of the Program Committee.

President Gretchen Walker presided over all the General Membership meetings and the Executive Board meetings in 2007-2008. Gretchen was unable to attend the December General Membership meeting; however, this meeting was cancelled because of bad weather. I attended the Deans and Directors meeting with Gretchen in April, and met with Susan Poser in April and May.

This year was UNOPA's 45th Anniversary. In recognition of this event, I went back through all of the UNOPA Notes and pulled out excerpts from over the years. Tonda Humphress and I put this information into a booklet that was given to members at the Past President's luncheon in April. Sandy Lineberry and Diane Wasser updated the power point presentation that was originally created for UNOPA's 40th Anniversary celebration.

The estimated budget was $500. To date, $449.15 has been spent with the potential of spending $18.00 more, as two free 2008-2009 memberships were offered at the May General Membership meeting. If both people submit their membership forms, this would leave a balance of approximately $32.85.

The newly elected officers and board were installed in May 13, 2008. My theme for the upcoming year is "Make a Ripple, Make a Wave," and the recipient of the 50/50 will be the Veterans Memorial Garden located in Antelope Park.

Report of the Corresponding Secretary
by Helen Sexton

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 the 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 29 cards were sent to members. These were sent for congratulations, sympathy, get well and thinking of you. All cards were mailed to the member's home address. I must say that having access to SAP helps since many home addresses are not listed in the UNL Faculty/Staff Directory.

Giving Tree

I selected the same organization that we used last year, Cedars Home, "Helping Kids in Crisis and Fostering Strong Familiies."

We had many donations but because of a winter storm and the cancellation of our general meeting I made several trips out to Cedars. They were very appreciative but my last trip which was just before Christmas, they (the staff) were just tossing donations and I heard the comment that they weren't sure where they were going to put all this "expletive."

I would suggest that UNOPA try a different organization for 2008-2009. My thought would be a retirement facility since our elderly do not receive the same attention as young people especially during the holidays.

Past Presidents/Retirees Recognition Luncheon

The annual Past Presidents/Retirees recognition luncheon was held at the East Campus Union on April 8th. The Rose Frolik Award was presented by Sandy Lineberry to Jeanne Andelt. Nineteen past presidents and 2 retirees were able to attend. We had twenty-one scheduled but Jan Wacker hurt herself in physical therapy and Donelle Moormeier had the flu. Five parking passes were provided to our visitors as requested. Each retiree and past president received a single long stem orange rose with a red tip. President Gretchen Walker received a basket of red roses at the end of our luncheon. The lunches for our special guests were paid for out of the corresponding secretary's budget. The five parking passes were provided by the Department of Political Science. I believe the everyone had a wonderful time visiting and catching up with old friends. The only negative comment I received was that we needed a larger room. I also want to point out that Lois Brinton, retiree, invited two guests to the luncheon. I was later told that she did this last year as did Kay Hartmann (she invited her mother). I was worried that we would not have enough food with the addition of three non-registered luncheon guests but it was not a problem.

UNOPA Past Presidents in attendance at the UNOPA General Meeting on April 8, 2008.

Recommendations

Cindy, I would recommend that you consider buying a battery charger for the camera so that you can use rechargeable batteries. I was lucky in that Dr. Comer let me purchase batteries on our department account. I also used our home digital camera.

Cindy, I know that you will do a wonderful job. Have a great year!

Financial Statement

Officers	Budget Income	Budget Expense	Net Budget	Actual Income	Actual Expense	Net Actual	Under/ (Over) Budget	Transfers	Under/ (Over) Budget
President		$529.00	($529.00)		$ 411.41	($411.41)	$117.59	$ (23.00)	$94.59
President Elect		$500.00	($500.00)		$449.15	($449.15)	$50.85	$ (18.00)	$32.85
Recording Secretary		$35.00	($35.00)		$22.86	($22.86)	$12.14		$12.14
Corresponding Secretary		$650.00	($650.00)		$271.32	($271.32)	$378.68	$ (161.00)	$217.68
Treasurer		$15.00	($15.00)		$14.97	($14.97)	$0.03		$0.03
Standing Committees									
Awards	$3,070.00	$3,670.00	($600.00)	$3,057.04	$3,565.18	($508.14)	$91.86	($126.70)	($34.84)
Career Development	$716.00	$880.00	($164.00)	$610.00	$635.48	($25.48)	$138.52		$138.52
Communication Tech		$25.00	($25.00)		$20.00	($20.00)	$5.00		$5.00
Employee Concerns		$0.00	$0.00			$0.00	$0.00		$0.00
Hospitality		$575.00	($575.00)	$3,217.95	$3,942.98	($725.03)	($150.03)	$ 377.70	$227.67
Membership	$1,425.00	$135.00	$1,290.00	$1,181.00	$60.16	$1,120.84	($169.16)	$ 27.00	($142.16)
Mentoring		$160.00	($160.00)		$147.90	($147.90)	$12.10		$12.10
Nominating		$100.00	($100.00)		$3.69	($3.69)	$96.31		$96.31
Outreach	$200.00	$400.00	($200.00)	$183.00	$397.71	($214.71)	($14.71)		($14.71)
Program		$524.00	($524.00)		$480.12	($480.12)	$43.88	($28.90)	$14.98
UNOPA Notes		$965.00	**($965.00)**		$705.96	($705.96)	$259.04	($33.50)	$225.54
Ways & Means	$4,763.00	$0.00	$4,763.00	$4,724.00		$4,724.00	($39.00)		($39.00)
Ad Hoc Committees									
NEOPA/NAEOP Liaison		$100.00	($100.00)		$51.10	($51.10)	$48.90		$48.90
Miscellaneous Expenses									
Miscellaneous		$745.00	($745.00)		$1,434.58	($1,434.58)	($689.58)	($13.60)	($703.18)
Interest Earned			$0.00	$30.61		$30.61	($30.61)		($30.61)
50-50 Drawing			$0.00	$289.00	$289.00	$0.00	$0.00		$0.00
Donation				$15.50		$15.50	($15.50)		($15.50)
Totals	$10,174.00	$10,008.00	$166.00	$13,308.10 *	$ 12,903.57 **	$404.53	($238.53)	$0.00	($238.53)

		Total	Deposits	Expenses	
Beginning Checking Balance 7/1/	$ 3,344.52				
Actual Net Checking	$ 6,309.87	$ 6,309.87	$ 9,353.56	$ (3,043.69)	Checking Account
Ending Checking Balance 6/30/0	$ 9,654.39				
Cost Center Balance 6/30/08	$ (5,905.34)	$ (5,905.34)	$ 897.50	$ (6,802.84)	Cost Center
Total Funds Available 6/30/08	$ 3,749.05	$ 404.53	$ 10,251.06 *	$ (9,846.53) **	

CD Tier One $ 3,393.31 (11/16/08 maturity)

The reason the Actual Income/Expenses total differs from the Deposit & Expense Total is because the revenue listed above $3,057.04 in shown on the expenditure side of the cost center. We show the $3,057.04 on the revenue side for our records.

Totals Listed Above	$13,308.10	$ 12,903.57
CC shows on exp side:		
Awards	($3,057.04)	$ (3,057.04)
Total	$10,251.06	$ 9,846.53

A complete financial report and audit was conducted by July, 2008, in accordance with Article IV Section 7 of the UNOPA Bylaws.

Thank you for giving me the opportunity to serve as your Treasurer this past year. Unfortunately, now that I'm more comfortable with the financial records, it's time to pass this on to the new treasurer, Grace Li.

I'm looking forward to serving as your President-Elect.

Peg Johnson

Report of the Awards Committee

by Diane Wasser, Director

Committee Members:

Connie Johnson, Sandy Lineberry, and Sara Wiexelmann

Duties of the Committee:

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

The committee did not meet face to face but did all the work via e-mail and phone conversations. This system worked very well with this committee. Each member was responsible for certain tasks.

Announcements for all the awards were published in *UNOPA Notes* and E-news. Announcements were also made at UNOPA General Meetings prior to the nomination deadline. Nomination forms and guidelines were made available on the UNOPA Website also.

Invitations were sent to all judges and nominees for them to be guests at the luncheon where the respective award was presented.

Floyd S. Oldt Boss of the Year Award and Luncheon

(nomination deadline was October 15)

Judges for this award were three individuals from the community. This year the judges were: Dave Hinkley, an insurance agent with Zimmer Insurance; Barb Hoppe with Bright Lights Summer Camp program; and Marian Price, a former State Senator.

Four nominations were received:

Kelly Bartling
Manager of News
University Communications

Z B Mayo
Interim Associate Dean and Director
Agricultural Research Division

Marjorie Kostelnik
Dean
College of Education and Human Services

Lucinda (Cindy) Roine
High School Curriculum Coordinator
EE & O Instructional Design and Development

Two judges and three of the nominees attended the November 13th General Meeting. Judges were recognized and each nominee was given a certificate of nomination. The award recipient this year was Marjorie Kostelnick, who was unable to attend the luncheon but her nominator, Lisa King, received the award on her behalf. Dean Kostelnik received a $500 stipend, an engraved plaque, and a one year membership to UNOPA. Richard Hoffmann the UNOPA 2006-07 Boss of the Year presented the award. Articles announcing the award were published in the *Scarlet* and *UNOPA Notes*.

Dean Marjorie Kostelnick

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

(nomination deadline was January 23)

These two awards were judged by six judges from across the university representing the six different classification levels: Administrator, Manager/Supervisor, Faculty, Director, Office, and Service. This year because of the number of nominees, we used the same judges for both awards. Nominees can only be nominated for one of the two awards.

Judges this year are:

Service: Bill Stevens — NRH Dining Service
Office: Mary Weidner — Entomology
Manager: Keith Zaborowski — Director of Housing
Faculty: Karina Schoengold —
Professor of Agricultural Economics & Natural Resource Science
Director: Larry Routh — Career Services
Administrator: Tim Alvarez — Vice Chancellor for Student Affairs

Silver Pen Nominees were:

Lori Drake — Extended Education & Outreach
Juanita Jackson-Stoner — Academic Affairs
Linda Thelen — Registration & Records
Betty Tutt — Budget Department
Deb Underhill — Panhandle Research & Extension Center

All nominees were presented a certificate of nomination. The two award recipients this year were Linda Thelen and Deb Underhill. Each received a $600 stipend, an engraved A.T. Cross Pen, a framed certificate and a one year membership to UNOPA.

THE WINNERS WERE:

Linda Thelen

Deb Underhill

Outstanding Staff Nominees were:

Kimberly Christiansen — INTSORMIL
Barbara Homer — School of Criminology & Criminal Justice

Both nominees were presented with certificates of nomination. Barbara Homer was named the recipient and received a personalized plaque, $1000 stipend, and a one year membership to UNOPA.

Barbara Homer

Rose Frolik Award Luncheon
(nomination deadline was March 10)

The Rose Frolik award was established in 1988 to recognize a member who demonstrates the attributes of UNOPA's founder and first president, Rose Frolik.

Rose Frolik, April 2002

Rose Frolik is an enthusiastic, energetic person who challenges life and feels that how you work may be a lot more important than what you do.

The awards luncheon was held on April 8. This award nomination is restricted to UNOPA members meeting eligibility requirements. There is a list of eligible members on the UNOPA website. This award is judged by community members usually representing clergy, office service and management.

The judges this year were:

Sister Karen Marie — Marian Sister at Blessed Sacrament School
Sandy Wolf — Director of the Mediation Center
Lyn Folmer — Office Supervisor at a local business

Nominations were:

Jeanne Andelt — Nebraska Forest Service
Marlene Pyatt — Accounting
Carol Wusk — College of Agriculture Sciences & Natural Resource Dean's Office

Sandy Lineberry presents Jeanne Andelt with the Rose Frolik Award

Nominees were introduced and presented a certificate of nomination. This year the award went to Jeanne Andelt who received an engraved plaque, $600 stipend, a one year membership to UNOPA. This award is presented each year by Sandy Lineberry representing Rose Frolik, who in the past has presented the award.

UNOPA Awards Committee Expenses 2007-2008

Boss of the Year:		
Postage	3.97	
Awards Unlimited (plaque)	45.15	
Award Stipend	500.00	
Photographer	37.30	
Lunches (7@7.60)	53.20	
UNOPA Membership	9.00	
		648.62
Silver Pen Award:		
Awards Unlimited (plaque)	62.11	
Awards Stipends (2@600)	1,200.00	
Lunches (5@6.50)	32.50	
UNOPA Memberships (2)	18.00	
Frames for Certificates	10.25	
		1,322.86
Outstanding Staff Award:		
Awards Unlimited (plaque)	63.56	
Award Stipend	1,000.00	
Lunches (2@6.50)	13.00	
UNOPA Membership	9.00	
		1,085.56
Rose Frolik Award:		
Awards Unlimited (plaque)	42.43	
Lunches (3@7.00)	21.00	
Award Stipend	600.00	
UNOPA Membership	9.00	
		672.43
Total Awards Expenses		3,729.47
Reimbursement by Floyd S. Old Foundation		3,057.04
UNOPA Awards Budget		3,670.00
Over budget by		(59.47)

Report of the Bradley Munn Professional Growth Committee

by Donelle Moormeier, Director

Committee Members:
Peg Johnson, Treasurer; Lorraine Moon, and Betty Jacobs

Reimbursements to UNOPA members for professional development were as follows:

October	Rebecca Hastings	$ 95.00
January	Cynthia Knight	$ 95.00
January	Patricia Liedle	$ 55.00
January	Lola Young	$100.00

A foundation transfer to the UNOPA Career Development Committee for $500.00 will be made in June 2008. This covers $250.00 for the 2006/2007 and $250.00 for 2007/2008 which was requested by the Career Development Committee to support the workshops that were offered to UNOPA and UNL staff.

The Bradley Munn Professional Growth Fund contributions totaled $507.00 from July 1, 2007, through June 2, 2008. Total expenses were $845.00, however, only $595.00 were actual 2007/2008 expenses.

Report of the Bylaws Committee

by Gretchen Walker

The Bylaws Committee started out as an Ad-Hoc Committee this year under the guidance of the Executive Board. In September 2007 the Executive Board approved the following changes to the Bylaws and mailed a paper ballot to the eligible membership:

Article VII—Committees
Section 1.

Currently reads:

The Association shall have standing committees as follows: Awards, Employee Concerns, Bradley Munn Professional Growth Fund, Hospitality, Membership, Nominating, Professional Growth, Program, *UNOPA Notes*, Ways and Means, Outreach, and Communication Technology.

Changes to read:

The Association shall have standing committees as follows: Awards, Bradley Munn Professional Growth Fund, **Bylaws, Career Development**, Communication Technology, Employee Concerns, Hospitality, Membership, **Mentoring**, Nominating, Outreach, Program, *UNOPA Notes*, and Ways and Means.

The Rationale was that both Bylaws and Mentoring have been ad-hoc committees for the last five years and should now become Standing Committees. There has been a lot of confusion between the names of the Professional Growth Committee and the Bradley Munn Professional Growth Fund. Frequently the latter has been referred to as just the Professional Growth Committee and this has caused budget confusion as well as general confusion. Committees should also be listed in alphabetical order.

The proposed changes were approved by the eligible membership and the revisions were entered.

Report of the Career Development Committee

by Betty Jacobs & Lorraine Moon, Co-Directors

Committee Members:
Shirley Horstman, Doreen Wagenaar, Grace Li, Jan Shamburg, Barbara Homer

Workshop Report (Betty Jacobs)

Fall 2008 workshop

Background: Our Fall 2007 speaker, Dr. Toni Santmire, retired UNL faculty, developed a schedule conflict. We agreed to allow a later date. To further complicate matters, when she was finally able to contact us, she explained her husband had been seriously injured in a car accident (he is improving). Her fee, as a retired UNL faculty, would have been $400. Outside speaker fees vary ($300-$2,000+). Since our bylaws specify that at least one workshop has to be free to members, we were unable to arrange a Fall speaker. Fortunately a UNL faculty member in Administration consented to conduct a workshop in February 2008.

Spring 2008 workshop:

"Let's Talk Business! Finding One's Voice During Life's Transitions," was presented by Dr. M. Colleen Jones in February. There were 54 attendees (11 nonmembers at $10/ea.) who, according to the evaluations, had favorable experiences. At the close of the workshop she was presented a decorative African mask honorarium (donated); also the participants received a UNOPA notepad, as well as donated items such as pens and candy and an electronic copy of the Powerpoint presentation. Kudos are due committee members who obtained the donations and for conscientiously following up with thank you acknowledgements.

Dr. Colleen Jones with the mask presented by Betty Jacobs

Budget deficit from 2005-06

The budget reflected a deficit because funds inadvertently were not transferred from the Bradley Munn fund to cover a preapproved deficit in 2005-06. So the entire amount was transferred at the close of 2007-08.

Notepad printing project 2008

Printing notepads as a gift for workshop participants and attendees was adopted by the Executive Board. Betty Jacobs spearheaded the project for the Board, and the expense was covered by monies from the General Fund. This was transferred at the close of 2007-08.

PSP Report (Lorraine Moon)

PSP Recipients:

Tricia Liedle — CEOE
Cindy Knight — Bachelor's, Option II and CEOE
Cathy Robertson — Bachelor's, Option II and CEOE

UNOPA welcomed Cathy Robertson. Cathy came to UNL from the Lincoln Public Schools. She has earned her Bachelor's, Option II and CEOE. Cathy plans on receiving her recognition at the National Conference in Broomfield, Colorado, as does Cindy Knight.

A number of UNOPA members gathered to learn more about the Professional Standards Program. Those leading the discussion were Debbie Hendricks and Lorraine Moon. Attendees were Beth Zager, Grace Li, Tonda Humphress, and Betty Jacobs.

Approval from NAEOP was given for 3/6's of a point for the UNOPA Spring Workshop and 3/6's of a point for those who attended UAAD's "What's Up with Wellness?" workshop.

It has been a pleasure serving on the Career Development committee (formerly Professional Development Committee) the past two year, and we look forward to equally enjoyable years in the future!

Report of the Communication Technology Committee

by Karen Jackson, Director

Committee Members:
Carol Bom, CEOE, and Deb Rosenau

This year's committee has enjoyed keeping the website up-to-date with information to benefit the membership. Our "Home" page always contained the latest news for our members, including form-field ready versions of each month's General Meeting registration forms. New features added to the website this year were the addition of the "Mentoring" and the "General Meeting Minutes" tabs. We were also kept busy keeping the "Photo Gallery" and the "*UNOPA Notes*" page updated. I would like to thank Carol Bom, CEOE, and Deb Rosenau for all their hard work and keeping me on my toes.

UNOPA members were wonderful in providing information, suggestions, problems, and/or feedback in regards to the website. Our website wouldn't be what it is today without the help of our membership. Thank you!

Once again, our website was entered into the NAEOP Website Competition in March 2008. Winners of the competition will be announced at the NAEOP National Conference in Broomfield, Colorado, July 7-11, 2008. Keep your fingers crossed!

Report of the Employee Concerns Committee

by Jane Schneider and Doreen Wagenaar, Co-Directors

***Duties of the Committee*:**

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.

The Employee Concerns Committee actively pursues this objective by maintaining UNOPA contacts on several committees reporting below.

Employee Concerns Subcommittees Reports:

Academic Senate
Pat Hust, representative

I attended seven of eight monthly Academic Senate meetings, which alternate between City and East Campus. Although the information was interesting, most of the activities had to do with faculty interests.

September—Announcements included the 3.9% increase in enrollment and welcoming Dr. Wasker Ari, History, for whom the University applied a visa that was a two-year application process. Committee Reports were from the Commencement and Honors Convocations Committee, Faculty Compensation Advisory Committee, and Executive Committee Summer Report.

October—Chancellor Perlman addressed the assembly and noted that the enrollment is the largest since 1982. Committee Reports were from the Academic Standards Committee and the Academic Rights and Responsibilities Committee. Discussion centered on the ACE Draft Proposals regarding general education requirements.

November—Announcements included a positive response on the ACE proposal. Chancellor Perlman reported that the Windstream contract will be expiring and telecommunications has changed dramatically. A consultant has been hired to determine what the best communications would be. UNO is interested in a 12 month calendar, and it could become a system-wide calendar. Committee Reports were from Grading and Examination, Research Council and Chancellor's Commission on the Status of Women. New Business topics were guidelines for research faculty ranks and the Peace Corps.

December—Announcements included President Bradford stating that it's time for the state to back education as much as it does football. He will also send a copy of the proposal amendment on affirmative action. Chancellor Perlman reported that there are a number of committees working on upcoming changes. One is the Student Information System, the telephone system contract, changes in UNL Bylaws pertaining to the Graduate Dean's role, and State Fair Park. President Bradford urged Senate members to review the UNL Strategic Compass as some terminology is used that could be found troubling. Committee Reports were given by the Academic Planning Committee and the University Judicial Board and Appeals Board.

January—Chancellor Perlman alerted faculty to the Board of Regents meeting which will review the budget. Tuition increases will allow for additional investments in the University. Funds have been authorized to increase tenure and tenure-track faculty positions in departments that are experiencing increased enrollment. There is some fear of the transition to the new Student Information System and in managing the system as a state-wide system. Committee Reports included the Curriculum Committee and the Intercollegiate Athletics Committee.

February—Announcements included a donation from the Nebraska Cooperative Extension Association and the Graduate Student Association. Vice Chancellor Owen stated that the spring semester enrollment is up 3.7% over last spring. The funding request for the new SIS is moving through the State Legislature appropriations process. Additional funds were requested to clean up the Mead facility and there are bills dealing with the State Fair issue. Committee Reports were given by the Convocations Committee, Committee on Committees and Honorary Degrees Committee with faculty voting on the Pound Howard Award.

March—The changes to Employee Self Service were announced. Other announcements included the upcoming senate elections and the Diversity Committee report. Chancellor Perlman reported that next year's budget is still undetermined and he reported again that the increased enrollment over the last three years is a success story. He want to build up the numbers of tenure and tenure-track positions. He is creating a Sustainability Commission to advise him on sustainability issues. He also stated that he is not happy with the Diversity Committees report as it is not a plan and has no recommendations. He has asked the Senate to create a diversity plan.

April—President Bradford state that faculty salaries are falling behind peers and are lower than other university's salaries. The two NU campuses that are union, are staying at the average of their peers. The Regents and Legislature need to be made more responsive and if they refuse, President Bradford suggested a union could be formed. Senate office elections were held: President Elect is John Fech and Secretary is David Rapkin. Four Executive Committee Members were elected: Tom Franti, David Jackson, Martha McCollough, and Matthais Huller. Michael Jess was elected to the Committee on Committees. Chancellor Perlman responded to the concern of faculty salaries. A wine and cheese reception was held to welcome new senators and celebrate the end of the academic year.

UNL Campus Grievance Committee

Amy Stewart, Shelley Everett, Connie Paxton, and Tricia Liedle, representatives

The representative was not asked to serve on any grievance committees during the past year.

UNL Campus Police Advisory Committee

Shelley Everett, representative

The Campus Police Advisory Committee did not meet during 07-08.

UNL Campus Recreation Advisory Committee

LaRita Lang, representative

No report.

James V. Griesen Award for Exemplary Service to Students

Gretchen Walker, representative

The award was established in 1986 to acknowledge extraordinary and sustained performance by individuals who go beyond their assigned responsibilities in serving UNL's students.

The committee met on February 8, 2008 to review the five nominations for the award. All applicants were outstanding nominees and the committee wished it could offer more than one award. The winner of the award was Reshell Ray, Student Involvement.

UNL Chancellor's University Safety Committee

Christine Cary, representative

The Chancellor's University Safety Committee, http://ehs.unl.edu/committees/#cusc, meets quarterly to go over incident reports, discuss issues brought to the attention of the committee members, develop recommendations for the administration, and plan a biannual Safety Fair. Its official mission is "...to assist the Chancellor with ensuring the campus environment is a safe and healthy place for people to come."

I participated in the UNL Safety Fair, which has held at the Nebraska Union on October 23, 2007. The fair included training sessions by vendors and campus experts, exhibits, and demonstrations. This event went very smoothly and was well attended, although a larger crowd would be welcome at the next Safety Fair in 2010.

An incident that occurred on November 12, 2007, in which a gas line was cracked during construction in the area around the Devaney Center, was investigated by the committee. This was the first real incident involving activation of the UNL Alert System. The police department and the committee are concerned that only about 25% of the campus population is signed up for the alert system.

I participated in the Spring Safety Walk on May 1, from 9:00-11:30 pm. Several areas on both city and east campus were identified for action by facilities management and landscape services, primarily replacing burned out lights and trimming shrubbery to improve visibility.

Good news: the OSHA recordable accident rate for UNL is well below the national average for colleges and universities, according to the latest Bureau of Labor Statistics.

During a meeting that I missed, I was elected Vice-Chair of the committee. I accepted the position, providing UNOPA wishes to re-appoint me as your representative for another term.

UNL Child Care Committee

Donna Boone, representative

The UNL Child Care Committee is a committee comprised of graduate students, staff and faculty. The purpose of the committee is to serve as an advisory board regarding child care for students, staff and faculty of the University.

The committee met in September and February. Dr. Juan Franco, Vice Chancellor, Student Affairs, served as chairman.

As the September meeting, topics of discussion were the proposed location, NAEYC Accreditation and the budget. The child care center will be housed in the Whittier Building at 22nd & Vine. NAEYC, which stands for National Association for the Education of Young Children, is the goal since this is the most respected accreditation process for early childhood education programs. This shows in its strict guidelines. One example would be the "Square Footage per child". NAEYC requires 45 sq. ft. per child while Nebraska Licensing requires 35 sq. ft. per child.

There will be some hurdles to overcome and, as in most cases, budget will be a deciding factor. There are major impacting items for the Operating Budget such as; labor, which is approx. 70%, administrative overhead, cleaning, utilities, food supplies, etc.

In February a PowerPoint was presented showing the blueprints and visuals which gave us an idea of what was being planned for the center. There were pictures of the activity rooms and how each would function for the benefit of the children and to the advantage of the staff.

This is a very important project since it can impact our students, staff and faculty. Having child care you trust and are confident it is beneficial for your child are important factors when you are a parent. It also helps when the child care is economical.

If you have any concerns or questions for the committee, please let me know. I will be able to bring them to the next meeting. As stated previously, budget will be a huge factor in the success of this project. I am sure the committee would appreciate any advice or suggestions regarding attaining funds.

I thoroughly enjoyed serving on this committee. It was another facet of the University I did not know existed. Thank you for the opportunity to be the UNOPA representative and serve the University in a positive way.

UNL Emergency Load Fund Committee

Linda Thelen, Doreen Wagenaar, and Mary Guest, representatives

Ten UNL employees contacted the Employee Assistance Program during the reporting period January 1, 2007 through December 31, 2007 indicating a need for financial assistance in the form of an Emergency Loan Fund loan. Of those inquiries five employees applied for and were granted a loan. The other five employees either chose not to proceed with the loan process, obtained financial assistance through some other means or did not qualify. No loan applications were denied.

Loans were requested for rent and mortgage payments, utility payments and medical expenses in amounts ranging from $508 to $695. Total amount of loans granted during this reporting period was $3,043.67.

The Employee Assistance Program is very thankful for the continued support of UNOPA and to the UNOPA members who are serving on the Emergency Loan Fund Committee.

UNL Employee Assistance Program Advisory Committee

Shirley Horstman, representative

The Employee Assistance Program Advisory Committee was not active this year.

UNL Benefits Committee

Lola Young, representative

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.

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 by the University-wide committee.

The Committee's Activities. The Committee was inactive this year. The Committee Chair who is a Faculty Senate member, didn't call us together for any meetings.

University Wide Employee Fringe Benefits Committee

Lola Young, representative

The U-Wide Fringe Benefits committee met twice during the 2007-08 year. At the fall meeting we were apprise of the condition of the trust fund and changes/ prices for the 2008 benefits package. We were pleased with the minimal changes in the plans and prices.

We were also given a Wellness Committee Update at this meeting. The Wellness Committee made a recommendation to tie an employee's monthly NUCredit allowance to the completion of a Health Risk Assessment (HRA) to assure successful participation in the assessment. The U-Wide Fringe Benefits Committee felt this would not be popular with the employees since they feel entitled to NUCredits. The committee voted 9-0 to not use NUCredits as a form of incentive or payment to employees upon completion of a HRA.

A meeting was then set with the U-Wide Fringe Benefits Committee, the Wellness Committee, and members of the University Administration. The Wellness Committee again talked about tying the NUCredits, which they want to re-name "Wellness Credits" to the completion of the HRA. After much discussion a vote was called and everyone in the room was allowed to vote. The vote passed. Of course, I surmise it passed because the deck was stacked in the Wellness Committee's favor since they and the University Administrators present were all in favor of this. Quite honestly, I came extremely close to resigning from the committee as a result of the frustration I felt following this meeting. Then I decided that because there are so few people on the committee who feel the necessity to speak up on the behalf of the lower paid employees, I'd best stay so I can continue to do so.

At the spring meeting we were, again, apprised of the condition of the trust fund. Blue Cross Blue Shield of Nebraska gave us a short update on the Disease Management Program and we had wellness presentation from UNO and UNL.

There are two topics that I feel we all need to be more aware of. First, employees need to realize the importance of the "smoking declarations." On the news lately I've seen stories about people who have declared themselves "non-smokers" on these forms and then their employers find out they, or their family members, really are smokers. In some cases people at some businesses are actually losing their jobs. At the University, while you wouldn't lose your job under current policies, your benefits can be impacted. In other words, if a smoker were to pass away and had "declared" him/herself a non-smoker, when, in fact, he/she was, their life insurance would be voided. In such a case the premiums would be refunded but there would be no payment of the face value of the policy. This would not be a pleasant surprise for the survivors on top of dealing with their grief.

Second, I want to reiterate that we can purchase our prescriptions and over-the-counter medications at the University Health Center Pharmacy. Utilizing this service is a win-win for everyone! We as employees get better rates and the benefits plan doesn't take as large of a hit. As a bonus, the Health Center will even deliver our prescriptions to city campus offices and for east campus they can deliver them to the east campus union where the patient can pick them up.

I feel very fortunate to be serving on this committee. If every 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 willing to represent any valid points to the committee and the administration.

UNL Parking Advisory Committee

Sandy Lineberry, representative

The Parking Advisory Committee (PAC) shall review all policies and regulations for UNL parking facilities and make **recommendations to the Vice Chancellor for Business and Finance and to the Chancellor.** The Committee shall:

a) Conduct an annual review of parking and traffic rules and regulations including parking permit fees and refunds;
b) Review proposed changes in parking policies, regulations, and parking lot classifications;
c) Review and recommend capital improvement projects;
d) Review the parking operating budget and monthly operating reports:
e) Act in an advisory capacity to the Vice Chancellor for Business and Finance;
f) Serve as a public forum;
g) Inform the University community on parking matters; and
h) Review appeal decisions of the Parking Appeals Committee.

This year was not as busy as past years for PAC. Also, members were not as diligent in attendance as in the past and the first meeting in September began without a quorum. This was the least number we have had since I've been on the committee.

In my opinion, the most important item was the approval of a proposal I had made earlier in the year regarding UNOPA not being represented on the committee as the other employee groups (Faculty Senate, Managerial/ Professional) are. UNOPA has more employees than any other group (except students), yet we have the least representation. I've been concerned about this for a long time, but until this year, no one seemed willing to listen. I proposed to the committee to add another office/service person to bring us up to the number managerial had and it was approved by PAC to go forward with this to Dr. Christine Jackson, Vice Chancellor of Business and Finance. However, she had a concern about changing the balance of the membership between students and faculty/staff. She proposed the alternative of rotating the Chancellor's 3-year appointee between managerial and office/service, and I was in agreement to do that. Keith Zaborowski has been the managerial Chancellor's appointment since I have been on this committee. His appointment has one more year and then he will be replaced by a Chancellor's office/service three-year appointment. The appointment will then be on rotation. This does not mean that the office/service will be a UNOPA member, but I hope it is.

Parking rates have continued to rise over the years and PAC has discussed many times the suggestion that fees be based on employee salary. Years ago, I looked into this thinking it could be done on classification (A,B,C), but that simply did not work because there are B's that make more than A's and C's that make more than B's. I finally threw my hands up in frustration. This year we did another extensive research on the possibility of salaries. The final report is available from Parking and Transit if requested. After reviewing this report, PAC agreed it was simply not feasible. Until the university administration is willing to help finance the garages, rates will probably continue to rise. Where they will plateau, if ever, I do not know.

The committee did make a recommendation to the Vice Chancellor for Business and Finance that parking fees be raised by $2.50 per month for 2008-09. As you know, a new garage is in the works and will have to be financed. The committee decided to begin saving for this garage on a yearly basis rather than have a really large increase at one time. In the late 90's when our rate increases skyrocketed, I questioned why money had never been set aside for future planning and was told it couldn't be done. Now, all of a sudden, it can be. So, the additional fees you are going to pay next year are going to be set aside in a special fund. And PAC fully intends to monitor this fund.

I'm sure many of you wonder why I have continued to serve on this committee for so many years. In a few short words, it is the historical perspective that I bring to PAC. This committee has been like a revolving door for students and faculty senate, and each year everyone wants to reinvent the wheel. The Chancellor's managerial representative, Keith Zaborowski, has, like me, been on the committee for many years. He and I so many times have had to give a background lesson on many issues that face this committee. My goal when I began on this committee was to look out for the best interest of this organization and I will continue to do so.

If you have questions, please call. me. If I don't know the answer; I'll find someone who does. And remember, all PAC does is make recommendations. We do our best for you, but final decisions are made by Dr. Jackson and the Chancellor.

UNL Parking Appeals Committee
Linda Thelen, Judy Anderson, and Debbie Hendricks, representatives

No report.

Report of the Hospitality Committee
by Cindy Knight and Dora Dill, Co-Directors

Committee Members:
Donna Boone, Nancy Shoemaker, and Lynette Windhorst

This committee made all arrangements for monthly meeting locations and menus. For Food Reservations we worked with Carla Bryant in the Union Dining Services and for Room Reservations we worked with Carrie Jackson on City Campus and on East Campus worked with Rebecca Christensen. We tried to alternate between East and City Campus and because of the overcrowding of Residence Halls we stayed with the Unions for meetings.

In addition, our committee was in charge of the flyers, nametags, and centerpieces. Committee members tried to meet one week before General Meetings to work on centerpieces and last minute things needed for the meetings. Not all members could meet at one time so we kept in contact by email. Each member was in charge of a certain task.

The meeting flyer was put on the web about 2 to 3 weeks before the General Meeting. Meeting flyers were mailed to members who were not on the UNL email system at the same time the flyer was put on the website.

We sold tickets for the 50/50 drawing, half of the money going to a lucky winner and the other half going to the President's charity. Something was given away at each meeting — centerpieces and/or door prizes. All attendees received a piece of candy, usually in the form of chocolate.

The Hospitality Committee scheduled to meet each month the week before the general UNOPA meeting to finalize and discuss plans for the month's meeting, and do planning for next month's meeting. If we didn't meet, we emailed questions/answers back and forth. It was fun coming up with a theme for the centerpieces each month

September 11, 2007 11:45 a.m.	Kick-Off Meeting for a New Year 2007-08! General Meeting @ East Union President's 50/50 Charity announced: City Impact & Habitat for Humanity Centerpiece: colored sand art bottle with sea shells and candy chocolate kisses—a piece for everyone. Giveaways: name drawn out won a large Sand Art Bottle, table sand art bottles—shell with yellow dot won the centerpiece 69 attendees—57 catered lunches, 9 tables Lunch:$6.80 Deli Buffet, build your own Deli sandwich, salad, assorted cookies 50/50 drawing — Judy Douthit — $41.00
October 9, 2007 11:45 a.m.	Lincoln Ghost Story Teller—Dale Bacon General Meeting @ City Union Centerpieces: collapsible pumpkin basket with scarecrow and Tootsie Pop Lollipop ghost Giveaways: name drawn out won a pumpkin basket filled with candy for head start on Halloween, table pumpkin basket went to the person who had orange dot on ghost lollipop won the centerpiece. 82 attendees — 64 catered lunches, 10 tables Lunch: $6.70 Valentino's Pizza, salad, bread sticks, brownies 50/50 drawing — Nancy Pritchett — $35.00
November 13, 2007 11:45 a.m.	Bosses Lunch/Award General Meeting @ East Campus Union Musical entertainment by Nicholas Reynolds, Junior in the School of Music Dean Jack Oliva—NAEOP Administrator of Year Centerpiece: hanging mini gourd grapevine wreath Giveaways: name drawn out won a large gourd grapevine wreath, Hershey candy bar with blue dot won the mini gourd grapevine centerpiece at each table 130 atendees — 122 catered lunches, 16-17 tables Lunch: $7.60 Grilled chicken, au gratin potatoes, California vegetables, salad, dinner roll, assorted cookies 50/50 drawing — Mari Greer — $48.00
December 11, 2007 11:45 a.m.	Holiday Party General Meeting @ City Union CANCELLED because of winter weather
January 16, 2008 11:45 a.m.	Joint meeting UAAD/UNOPA Hosted by UAAD Held @ Nebraska Champions Club "Leadership Styles" presented by Dr. Jim King and Kathy Notter Lunch: $10.00 Carved roasted pork loin or vegetable stir fry with au gratin potatoes, baby carrots and green beans, salad, roll, and brownie or carrot cake 50/50 — $25.00 to the winner

February 12, 2008 11:45 a.m.	Silver Pen & Outstanding Staff Awards General Meeting @ City Union Musical Entertainment: Bryan Becker, Guitarist Centerpiece: pink wax hearts Giveaways: heart shaped candy with a red dot won the wax heart centerpiece at each table, also name was drawn for a picture frame 109 attendees — 92 catered lunches, 14 tables Lunch: $6.50 Buffet—make your own sandwich, soup and assorted cookies 50/50 — Rhonda Zugmier — $34.00
March 11, 2008 11:45 a.m.	Education Assessment Presentation by Jan K. Hoegh, Assessment Coordinator with Statewide Assessment, Nebraska Department of Education General Meeting @ City Union Centerpieces: Flower pot with seed package Giveaways: shamrock cupcake holder with mint in it—the one had a sticker on the bottom of it won the flower pot and seed centerpiece at each table, also names were drawn for notecards and flower pot/seed package 74 attendees — 53 catered lunches, 9 tables Lunch: $7.00 croissant club sandwich buffet with pasta salad and dessert 50/50 — Judith Yeck — $27.50
April 8, 2008 11:45 a.m.	Past Presidents Recognition Rose Frolik Award General Meeting @ East Union *UNOPA Celebrating 45 years* Entertainment by Lincoln Christian High School singing group Centerpiece: basket with notecards and balloons, friendship rose card, chocolate vanilla cream candy kisses Giveaways: small red color of ribbon tied on the balloons won the basket and notecards centerpiece at each table, also name was drawn for the basket of fruit from Journalism Marketing class 89 attendees — 77 catered lunches, 11 tables with 2 head tables Lunch: $7.00 Santa Fe Fiesta chicken buffet, roll and Anniversary cake for dessert served by the Frolikers 50/50 — Carol Bom — $41.00
May 13, 2008 11:45 a.m.	New Board Installation General Meeting @ East Union Centerpieces: balloon glass vase with flowers inside, 2 small vases with candles in each, also a Garden Angel hanging from gold hanger and of course candy Giveaways: the piece of candy with a blue sticker on bottom won the Garden Angel centerpiece at each table, also name drawn for 4 picture coasters 65 attendees — 55 catered lunches, 8 tables Lunch: $6.50 Taco bar buffet—build your own taco, refried beans, mixed green salad and assorted cookies 50/50 — Tina Ahrens — $36.50

Report of the Membership Committee

by Cathy Leazer and Karen Randall, Co-Directors

Committee members: just the Co-Directors

Membership in UNOPA runs from July 1 through June 30 of each year. Renewal notices were sent out in August and September by listserv notification for members to go to the UNOPA website to download printable forms. Renewal forms were mailed to retirees and other members without email accounts. A reminder letter was sent to members who had not renewed their membership in October.

The Committee suggested changing the membership renewal to an earlier date. The board voted to change the Membership Renewal date to September 30th of the current fiscal year. Forms will need to be changed for the next membership year.

The Membership database was passed to this committee in an Excel database. This committee has transferred the information back to the past Access database.

The Membership Committee maintains the listserv. The President and President-elect distribute email announcements.

The UNOPA flyer was updated and reprinted this year. The new flyer and a letter from the President were sent to all new employees at UNL. The new employee list was provided by Human Resources.

Members for 2007-2008 are as follows:

New	18
Renewal	114
Associate	5
Retirees	7
Lifetime	2
Free Award winners	4
TOTAL Membership	**150**

Report of the Mentoring Committee

by Jan Edwards, Director

During this year the UNOPA Mentoring Committee, formerly an ad-hoc committee, achieved the status of a standing committee. A webpage was also created for us. Thank you Karen Jackson!

The Mentoring Committee offered six mini-workshops during 2007-2008 academic year. Each workshop was presented both on city and east campus.

This year, 87 people attended at least one brownbag session, with 23 of those attending two, 12 attending three, 6 attending four, 5 attending five and only 1 person that attended all six (plus 2 committee members). It is our recommendation that the UNOPA Mentoring Committee be continued as well as the brownbag lunches. We have learned that folks are becoming aware of some of the marvelous opportunities that are provided by UNL. We do hope that the “brown bags” will continue, especially on both campuses.

Blueprint to Your Professional Development Series
Workshop time: 12:00 noon—1:00 p.m.
Bring your own lunch.

Date/Location	Subject
September 18, 2007 City Union **September 20, 2007 East Union**	**"Work shouldn't be a pain in the neck," an introduction to Office Ergonomics** Presented by: Shannon Poppe, Specialist, Environmental Health and Safety
October 25, 2007 East Union **October 30, 2007 City Union**	**Retire and Benefits** Presented by: Greg Clayton, Director, Benefits and Risk Management, Human Resources
November 27, 2007 City Union **November 29, 2007 East Union**	**Pay Down Debts** Presented by: Kathy Prochaska-Cue, Board Member-UNL Federal Credit Union, Associate Professor, Department of Children, Youth and Family Services
January 22, 2008 City Union **January 24, 2008 East Union**	**Wills & Trusts** Presented by: William Lyons, Law Professor, UNL College of Law
February 19, 2008 City Union **February 21, 2008 East Union**	**Heart Attacks and Strokes/Signs and Prevention/Men and Women** Presented by: Marilyn Baalhorn, Health Aide Coordinator, University Health Center
April 24, 2008 East Union **April 29, 2008 City Union**	**General Wellness, Stress Management, HRA Survey results and future** Presented by: Angie H. Frederick, MS, ACSM H/FI, Assistant Director Fitness and Wellness Services, Campus Recreation

I was tremendously delighted by the speakers and attendance we had at our brown bags this year. I hope all who attended were satisfied and educated. I give thanks to the speakers for their willingness to present on both campuses. It was greatly appreciated. And I would publicly like to thank my committee who really came through this year: Cindy Hornung, Peggy Jeffries, and Carol Wusk.

Report of the Nominating Committee

by Donette Petersen and Marlene Pyatt, Co-Directors

Committee Members: Nancy Hoffman and Mary Klucas

The Committee requested and was granted a budget of $100. Cost of copying of the nomination packets and ballots were donated. The postage for the mailing of the ballots to off-campus members cost $3.69. The other mailings postage charges were donated. Labels were requested from the Membership Director for Active and Retired members.

All members were invited by a mailed letter to nominate members for offices. The Co-Director's and Committee members emailed every nominee to ask him/her to run. Most members responded by email and others were called after a couple of days. We were fortunate to have two members accept the nomination for each position except for Corresponding Secretary and Treasurer as they both had three nominations. The slate of nominees was presented at the March General Meeting. As required by the Bylaws, the President called for nominations from the floor and there were none.

The slate of candidates included:

- President-elect:
  Mari Greer and Peg Johnson
- Recording Secretary:
  Tonda Humphress and Beth Zager
- Corresponding Secretary:
  Cindy Knight, Marcy Tintera, and Diane Wasser
- Treasurer:
  Julie Brebner, Sarah Hansen, and Grace Li

The Nominating Committee was appointed at the March General Meeting to act as the Teller Committee. The Committee met to count the ballots and presented the successful candidates at the April General Meeting.

Officers were elected by members having voting rights, via mailed ballots as required by the Bylaws:

- President-elect — Peg Johnson
- Recording Secretary — Tonda Humphress
- Corresponding Secretary — Cindy Knight
- Treasurer — Grace Li

The Teller's Report was given to the Recording Secretary for their file. A copy is also contained in the Nominating Committee's notebook.

At the May General Meeting, the Nominating Committee moved to destroy the ballots. The motion passed, and the ballots have been shredded by Co-Director Donette Petersen.

The Nominating Committee's notebook contains a timeline of activities, samples and copies of documents produced by the Committee. The notebook will be passed onto the incoming Nominating Director at the transition meeting in June.

We want to thank our committee members, Nancy Hoffman and Mary Klucas for their work! It was an honor to serve as UNOPA's Nominating Directors and to be a part of the 2007-2008 UNOPA Board.

Report of the Outreach Committee

by Barbara Homer and Linda Luedtke, Co-Directors

Committee Member: Carol Wusk

UNOPA's Summer Social was held on June 5, 2008 at the Johnny Carson Theatre and Film Department (Temple Building). There were 53 ladies and gentlemen in attendance, including some faculty members. The event started in the Johnny Carson School of Theatre and Film in the Temple Building and ended in the Mary Riepma Ross Theatre. The guests were divided into two groups. One group participated in a tour of the newly renovated Temple building where they learned about the history of the building. The second group was shown a DVD by Todd Cuddy, Theatre department, which was a tribute to Johnny Carson. The DVD was created by two students from Journalism and two students from Film and News Media who

traveled to Omaha, Norfolk, New York and California interviewing people who knew or had worked with Johnny Carson during his lifetime. These interviews were caught on film and made into a DVD that was first shown to the Carson family last October, 2007, during the dedication of the Temple building and the Johnny Carson School of Theatre and Film. The groups switched so everyone could take part in both the tour and the film.

Refreshments of sandwiches, fruit and desserts were served in the beautiful newly decorated lobby of the Temple building. Several door prizes were given out, and the winners of two season passes to the Nebraska Repertory Theatre were Lisa King and Connie Hansen. It was then onto the Ross Theatre to watch a movie, *Then She Found Me*, starring Helen Hunt and Bette Midler.

We received many complimentary remarks from the guests and everyone seemed to have a good time. Several guests were making plans to attend the Nebraska Repertory Theatre productions later this summer as well as wanting to catch more movies at the Mary Riepma Ross Theatre.

We would like to take this time to thank the sponsors who helped make this event a success: Johnny Carson School of Theatre and Film, The Nebraska Repertory Theatre, Campus Recreation Intramural Sports, Environmental Health and Safety, and The Water Center. We would also like to thank Jan Kohler and Linda's daughter, Jennifer Ripp, for helping out.

We charged $3.50/per person to help offset our cost. Our expenses were as follows:

$ 50.75	Copy Services: printing of Summer Social flyer
$ 175.00	Mary Riepma Ross Theatre movie (50 x $3.50)
$ 5.37	1st class postage: mailing Summer Social flyer
$ 171.55	Food and Supplies, Summer Social event
$402.67	**TOTAL**

We made $192.50 (55 guests x $3.50); paid $175 for cost of movie tickets. $192.50 less $175 = $17.50 profit.

Outreach Committee Budget = $200

Breakdown:

$ 50.75
$ 5.37
$171.55
$227.67 - $17.50 = $210.17 (went $10.17 over budget)

Report of the Program Committee
by Mary Guest, Director

Committee Members: Donna Boone, Barbara Homer, Peg Johnson, Beth Krohn, Diane Wasser and Martha Young

The length of the UNOPA meetings was beginning to be a concern, as many members needed to be back to their offices by 1:00. It was our intention this year, to keep the meetings to one hour. In order to accomplish this, we decided not to have additional programming at the meetings that already had scheduled events.

The following is the schedule for this year's programs at the General Membership meetings:

September 2007: As this is the first meeting of the year, we decided this should be an informational meeting. One of Gretchen's 50/50 recipients attended the meeting and gave a brief presentation. Diane Wasser gave a presentation on UNOPA/NEOPA/NAEOP and how the three organziations "fit together."

October 2007: Dale Bacon, Ghost-storyteller, was the speaker.

November 2007: Boss's luncheon. Dean Olivia said a few words, and Nicholas Reynolds played the piano before and during lunch. The Boss of the Year was awarded.

December 2007: Had scheduled the Waverly singers to perform, however, the meeting was canceled because of the weather.

January 2008: Joint meeting with UAAD, program provided by UAAD.

February 2008: Awards luncheon, Bryan Becker played the guitar before and during lunch.

March 2008: Jan Hoegh, Assessment Coordinator from the Nebraska State Department of Education, was the speaker.

April 2008: Past President's Luncheon. Singers from Lincoln Christian performed. Celebrated UNOPA's 45th anniversary. Provided a booklet with excerpts from *UNOPA Notes* over the years.

May 2008: Installation.

The estimated budget for the Program Committee was $524; the amount spent to date is $432.60 (including $222 for the UNOPA 45th Anniversary booklet) leaving a balance of approximately $91.40.

Report of the *UNOPA Notes* Committee
by Tonda Humphress and Deb Rosenau, Co-Directors

We want to thank this year's *UNOPA Notes* Committe: Barbara Homer, Beth Krohn, Judy Phelps and Lola Young. While not officially on this committee, Gretchen Walker and Mary Guest both took time to review each issue and to provide feedback before publication. Your proof reading and design skills were invaluable! Thanks to them, we have learned a lot, and the membership has benefited from a better quality newsletter than we would have otherwise been able to provide. We could not have done

this without your help, guidance, and support. We have enjoyed the learning process and appreciate the feedback we received from both our committee members and our general UNOPA membership which has helped us progress.

We also want to thank those who graciously put up with our requests for articles and our little reminders; so, special thanks to Gretchen Walker, Mary Guest, Jan Edwards, and Helen Sexton as well as others who contributed informative articles to *UNOPA Notes* this year. We particularly want to thank Diane Wasser, who we constantly contacted for a variety of articles throughout the year. You all did a fantastic job, and we are grateful to you for taking the time to put together and send in the information for our readers.

We cannot forget the readers who were kind enought to contact us with ideas and compliments (thank you). We enjoyed hearing from you for the *UNOPA Notes* contest and hope you enjoyed playing the game with us. We looked forward to the phone calls and emails which cam in almost as soon as the month's issue was out. How you could find some of those names and department so quickly (and so early in the morning), we do not know!

Finally, while everyone was very good about getting us articles and proofing for us, it was not uncommon for us to be pushed getting the issues to Copy Services in order to get them copied and mailed as soon as possible. Our deadline for articles was the Friday after the General meeting which was the second Tuesday of the month. Our team had to work quickly to receive the articles, get them formatted appropriately and placed into the newsletter layout, sent out for proofing and, finally, updated. Our goal was to try to get each month's issue out so members would be informed of events coming up in the following month. Copy Services really came through and made sure that the *UNOPA Notes* issues went out almost as soon as we got the electronic copy to them for copying.

Working as Co-Directors of *UNOPA Notes* has given us the opportunity to work with and get to know each other, but it has also given us the opportunity to meet and get to know other UNOPA members. This has been a great experience. Having a Co-Director made the experience a little less stressful because you always had someone else you could count on to help you out and get an issue out every other month. All the positives — less of any negatives = A positive experience!

We are pleased to have had this opportunity and hope that we have produced a newsletter that the UNOPA membership could appreciate. We are looking forward to receiving next year's *UNOPA Notes* published by Betty Jacobs, Editor, and her committee.

Report of the Ways and Means Committee

by Kathy Thompson, Director

Duties of Committee: The Ways and Means Committee shall be responsible for coordinating the workers for the Fall parking lot. This committee may also develop other fund raisers throughout the year.

I had a wonderful experience being the Ways and 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. This serves as UNOPA's only fundraiser for the entire year and everyone's help is needed.

We earned a total of $4,724 that will go into UNOPA's general fund. This amounts to 1,181 cars parked at $4.00/car. Here is the breakdown by game:

SEPTEMBER 1 — Nevada **Parked 172 cars, total funds received $688**
SEPTEMBER 15 — USC **Parked 199 cars, total funds received $806**
SEPTEMBER 22 — Ball State **Parked 149 cars, total funds received $606**
SEPTEMBER 29 — Iowa State **Parked 177 cars, total funds received $698**
OCTOBER 13 — Oklahoma State (Homecoming) **Parked 141 cars, total funds received $554**
OCTOBER 20 — Texas A&M **Parked 172 cars, total funds received $688**
NOVEMBER 10 — Kansas State **Parked 171 cars, total funds received $684**

Special thanks to the following individuals for their time in working the UNOPA parking lot this year:

Jeanne Andelt
Ethel Beetley (2)
Kathy Bennetch (2)
Donna Boone (2)
Chris Cary
Dora Dill
Judy Douthit (2)
Jan Edwards (2)
Jeannette Fisher
Marlene Focher
Joan Frederick
Mary Guest
Becky Hastings (+)
Tracy Helmink
Debbie Hendricks
Tonda Humphress (+)
Pat Hust
Peg Johnson (2)
Lisa King
Cathy Leazer
Nelvie Lienemann
Donelle Moormeier (2)
Linda Ratcliffe
Deb Rosenau
Edie Schleiger
Jane Schneider
Helen Sexton
Margaret Skean
Pat Smith
Kathy Thompson (3)
Marcy Tintera (3)(+)
Lola Young
Janice Wassenberg (2)
Diane Wasser
Sandy Watmore

NOTE: Numbers in parentheses indicate individuals who volunteered more than one time. (+) indicates husband or friend worked with them.

National Association of Educational Office Professionals(NAEOP) Annual Conference, "*Capture the Sound*"
July 16-20, 2007
Seattle, Washington
by Chris Cary, CEOE

The first-ever UNOPA Reception went very well. In the hustle and bustle of a very busy conference schedule, this was the only opportunity for UNOPA members to get together, celebrate our award winners, and enjoy a bit of food and fellowship. Our PSP recipients looked extra-lovely at the banquet in their corsages given by UNOPA to honor their achievements. Thank you, UNOPA, for supporting your delegation at the national conference.

UNOPA PSP Recipients - Doreen Wagenaar, Gretchen Walker and Edie Schleiger, attending the Professional Standards Program banquet.

It was great to be a Nebraskan, especially from UNOPA, at this conference! We excelled in the following fields:

2007 National Educational Administrator of the Year:

Dr. Giacomo (Jack) Oliva (UNOPA), was the administrator of the year! There were 19 other nominees, so there was plenty of competition, and we are bursting with pride over him. I think that he and wife, Dottie, will not forget this particular Awards Luncheon. He didn't know it before he came to the conference, but Dr. Oliva will be part of NAEOP's world forever. Three former administrators of the year were at this conference, and one will be running the 2-day institute next year. We love them, and we never let them go.

La Oeltjenbruns, Awards Committee Chair and Dr. Jack Oliva receiving the Administrator of the Year Award.

Student Scholarships:

Kayla L. Neuhalfen from Laurel, Nebraska, won a $1000 Student Scholarship.

Rachel Maynard Award for Excellence in Communications:

State Newsletter Category:

The *NEON*, member newsletter of the Nebraska Educational Office Professionals Association, editor Judy Anderson (UNOPA), won 1st Place.

Local Newsletter Category:

UNOPA Notes, member newsletter of the University of Nebraska Office Professionals Association, editor Barbara Homer (UNOPA), won 3rd Place.

Past President's Council Website Awards:

Skilled Professional Designed Category:

Lincoln Public Schools Association of Educational Office Professionals, won 1st Place and the Nebraska Educational Office Professionals Association, webmaster Karen Jackson (UNOPA), won 3rd Place.

Membership Awards:

Nebraska took 4th place in State Affiliates with increase in NAEOP membership.

Leadership:

UNOPA and NEOPA together submitted a recommendation, initiated by UNOPA, for discussion by the national advisory council. Of the four recommendations submitted, ours was the only one on which the advisory council passed a motion to take action. The motion passed by the members in the general session, as well.

The Central Area includes Nebraska and five other states. At the Central Area meeting, a motion was adopted to donate $250 to the NAEOP scholarship fund, for a scholarship program for special education students that was approved at the last annual meeting. A motion to challenge the other seven areas to match or exceed our donation was adopted. A donation of $500 from Washington was pledged within a day of our challenge.

Members of the 11 national committees are elected, four per committee. Delegates to the advisory council may run during their meeting, and I was elected by the advisory council to the Public Relations/Publications committee. Two other Nebraskans won seats at the advisory council meeting. The others are nominated by their areas, and elected by the membership in the general sessions. Three more Nebraskans, including UNOPA member Carol Bom, won seats in the general sessions, insuring excellent representation from Nebraska.

The Central Area director and Administrative Council chairman are from Nebraska.

Professional Development:

Seven Nebraskans received awards at the PSP Banquet for becoming certified in the Professional Standards Program. Three of them are UNOPA members: Gretchen Walker, Bachelor's Degree Option II and CEOE; Doreen Wagenaar, Bachelor's Degree Opton II and CEOE; and Edie Schleiger, Masters Degree Option II. Congratulations ladies!!

Other Highlights:

- The retirees association voted to double their student scholarship to $1000 because the recipient is so deserving, and because they raised a whopping $4000 at the conference.
- Marilyn Grey, a psychologist and one of our keynote speakers, was especially interesting. She said that the #1 cause of stress cited in today's surveys did not show up on surveys 25 years ago. That is "dealing with change." She explained the reasons why change is more of a factor now than it used to be, and how to deal with it. Hint: it's not diet, exercise and meditation.
- Singing in the NAEOP choir is a blast. We rehearse for about three hours, and sing at two events.
- The Installation Banquet was impressive. Three of Linda Sockwell's bosses, her son, and a student from her school came from Dallas. The Governor of Texas signed a proclamation in her honor. The banquet is similar to NEOPA's, but much bigger.
- The Higher Education Council meeting included a seminar on "Making the Most of Your Benefits" that was really outstanding. The teacher, Cliff Robinson, showed us how to do a paycheck analysis and maximize our income and savings through tax-deferred savings instruments and flexible spending accounts. A lot of the people who attended this session are in a position, and now have the knowledge, to help other people make the most of their benefits. I'm very excited about it.

Lola Young with President Elect Linda Sockwell

Historic Pike's Place Market

I mentioned just a few of the memorable things about the NAEOP conference. Everything went great, and I learned a lot. Thank you for giving me the opportunity to represent our university and state at the national conference.

Entertainment before a General Session

Pictured from left to right: 1st row: Cheryl Wood, Gloria Moorhead, Debbie Doolittle, Carol Bom, Christine Cary, Linda Luedtke, Lola Young, Julie Kleager; 2nd row: Phyliis Rabe, Amy Chandler, Kathy Janda, Lisa Morehouse, Nancy Summers, Susan Bell, Jeanne Andelt; 3rd row: Jeane Wenz, Carol Reed, Deb Ryan, Becky Hastings, Mari Greer, Judy Cunningham, Diane Wasser; 4th row: Sandy Lineberry, Mary Guest, Michelle Lemke, Pat Lundahl, Debbie Hendricks, Kathy Bennetch, Barbara Homer; 5th row: Edie Schleiger, Gretchen Walker, Carol Packard, Jane Rumbaugh, Kitten Slezak, Pat Podjenski; back row: Doreen Wagenaar and Jan Skoog.

Beautiful Seattle skyline!

University of Nebraska
Office Professionals Association (UNOPA)
Bylaws

Article I — Name

The name of this organization shall be the University of Nebraska Office Professionals Association (UNOPA).

Article II — Purpose and Objectives

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

Education is the birthright of every person. We as members of the University of Nebraska Office Professionals 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.

UNOPA fulfills its purpose through the following actions:

Section 1.
Encouraging educational personnel to continue in their professional growth through the National Professional Standards Program (PSP), sponsoring workshops for both members and non-members, and promoting participation in the Nebraska Educational Office Professionals Association (NEOPA) and the National Association of Educational 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. There shall be five (5) classifications of membership: Active, Associate, Retired, Life, and Honorary.

A. **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 an elected or appointed office, and participate in all activities of the Association. Withdrawal from employment at the University of Nebraska shall constitute a change from Active to Retired or Associate membership.

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

C. **Retired** membership in the Association shall be open to former Active members who are retired from the University and desire to keep in touch with the Association and the university community. They shall have the right to vote and may hold an appointed office and serve on committees.

D. **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, at which time they shall become Associate or Retired members.

E. **Honorary** membership in the Association shall be conferred by a 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 exception of the right to vote, and hold an elected or appointed office, and shall be exempt from paying dues.

Section 2.
Rights and privileges, services, and obligations of each classification of membership shall be determined by the Executive Board except as noted in subsequent sections. The UNOPA membership year is July 1 through June 30. Full membership privileges in this Association shall terminate upon failure to pay dues by September 30 of the current fiscal year, or upon resignation or retirement from the University of Nebaska-Lincoln.

Article IV — Officers/Duties

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

Section 2.
Nominations of candidates for the offices of President-elect, Recording Secretary, Corresponding Secretary, and Treasurer shall be submitted by the membership to the Nominating Committee. The Nominating Committee shall present the nominations at the March general meeting. Additional nominations may be submitted by the membership when the slate of officers are presented. The officers shall be elected, by mailed ballot, prior to the annual meeting and shall hold office for a term of one year or until their successors are elected, beginning July 1. No member shall hold the same elected office for two consecutive terms.

Section 3.
The President shall preside at all meetings of the Association and of the Executive Board; shall, with the assistance of other elected officers, appoint committee directors; shall be an ex-officio member of all appointed committees, except the Nominating Committee; shall be a member of NEOPA and NAEOP; shall serve as contact for UNOPA with the University Association for Administrative Development (UAAD), the Nebraska Educational Office Professionals Association (NEOPA), and the National Association of Educational Office Professionals (NAEOP); shall represent UNOPA on the NAEOP Advisory Council, at the UNL Deans and Directors meetings, and at any official meetings with university administrators. The Annual Report of the Association shall be compiled and distributed to the members before the end of term in office. The President shall sign checks in the absence of the Treasurer. The President shall become the Bradley Munn Professional Growth Fund Director the following year.

Section 4.
The President-elect shall perform the duties of President in the event of the President's absence; shall fill a vacancy in the Presidency; shall assist the other elected officers in appointing committee directors; shall act as Director of the Program Committee, and provide information about each monthly meeting to the *UNOPA Notes* Director and Hospitality Director; shall be a member of NEOPA and NAEOP; shall become the President during the following year.

Section 5.
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 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; shall assist the other elected officers in appointing committee directors; shall distribute the General Membership Meeting minutes to the membership via *UNOPA Notes*, e-mail, or posting on the UNOPA website; and shall collect pertinent records to be archived. Shall preside at meetings in the absence of the President and President-elect.

Section 6.
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.

Section 7.
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; shall assist the other elected officers in appointing committee directors; shall study the financial needs of the Association for the year working with the other elected officers and present a proposed budget to the general membership by October; provide the Executive Board with an annual financial report, have a working knowledge of Excel and have access to the UNL financial system, and shall arrange for an audit of the records at the end of UNOPA's fiscal year. A majority vote of the members present at October's general meeting is required to approve the budget.

Section 8.
A vacancy in the office of President shall be filled by the President-elect whose terms 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, notice of filling a vacancy shall be given to the members at least 15 days before candidates are nominated at a general meeting. The Nominating Committee shall accept nominations from the members and nominate candidates as soon as possible, following notification. A special election for President-elect shall be conducted by mailed ballot within one month of nomination, the term of office to be determined by the circumstances.

Section 9.
The Executive Board shall appoint any vacancy occurring among the officers, except the President and President-elect, until the next annual election of officers.

Article V — 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. Membership present shall constitute a quorum for the transaction of business at all general membership meetings of the Association.

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

Section 3.
The annual meeting of the Association shall be held in May of each year. Newly elected officers shall be installed at the annual meeting.

Article VI — Executive Board

Section 1.
The Executive Board shall consist of the elected officers of the Association and the directors for each of the committees. 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 four past presidents serving on the Executive Board.

Section 2.
The newly installed 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.

The Director of each standing committee shall be an ex-officio member of the Executive Board with all the rights, responsibilities and duties of a Board member. The Director of each special or ad hoc committee shall be an ex-officio of the Executive Board with all the rights, responsibilities and duties, except the right to vote. Co-directors are expected to attend Executive Board meetings and will have all the rights, responsibilities and duties except the right to vote (only one vote per standing committee).

Section 3.
Each member of the Executive Board shall submit a written annual report to the President in May for inclusion in the Annual Report of the Association.

Article VII — Committees

Section 1.
The Association shall have standing committees as follows: Awards, Bradley Munn Professional Growth Fund, Bylaws, Career Development, Communication Technology, Employee Concerns, Hospitality, Membership, Mentoring, Nominating, Outreach, Program, UNOPA Notes, and Ways and Means.

Section 2.
Guidelines, duties, and responsibilities for each standing and each special committee shall be specified by the Executive Board, and may change from time to time, according to the needs and goals of the Association.

Article VIII — Affiliation

Section 1.
This Association shall annually affiliate with NAEOP and support NEOPA.

Section 2.
This Association shall appoint the President to the NAEOP Advisory Council.

Article IX — Amendments

Section 1.
Amendments to the 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 using mailed paper ballot, within on month following presentation. A majority vote of the ballots returned, shall be required for passage, and the amendment(s) shall become effective immediately.

Article X — Parliamentary Authority

The rules contained in the current edition of Roberts Rules of Order, Newly Revised, shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

2007-2008 ANNUAL REPORT: Standing Rules

1. The dues for each fiscal year, from July 1 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. If a renewing member's dues are not paid by September 30, a $3.00 fee will be assessed in addition to the $9.00 annual dues — for a total cost of $12.00 to reinstate membership.

2. Dues for former members who have had a break in service from the university (who join later in the year) will be $9.00 through March 31. Individuals initially joining UNOPA after March 31 will not be required to pay any dues until the next UNOPA fiscal year.

3. All Executive Board meetings are open to any members, unless stipulated by the President.

4. The President will not vote on issues unless there is a tie vote in accordance with Roberts Rules of Order Newly Revised.

5. The President and President-elect shall be a member of NEOPA and NAEOP Associations; dues will be paid or reimbursed by UNOPA.

6. The Association will purchase a gavel guard and chain. 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 the annual meeting in May by the incoming President.

7. The President is given the option to represent the Association at the NAEOP Advisory Council at the Annual Conference. If the option is declined, another delegate will be selected by majority vote of the Executive Board. The Association will contribute funds to assist the attendance of the Delegate and the President-elect at the NAEOP Annual Conference.

8. It is strongly recommended that candidates for office of President-elect shall have served at least one year on the Executive Board and have at least three years of active UNOPA membership.

9. At the end of the fiscal year, all outgoing directors will give their current year's notebook to the incoming directors. The incoming directors will then take the previous year's notebook to 1700 Y Street to be kept as permanent records.

10. A listing of the Duties of the Standing Committees shall be included as an attachment to the Bylaws and Standing Rules. Duties shall be updated by the Executive Board as deemed necessary.

Adopted 12/92
Revised 9/7/94
Revised 9/4/97
Revised 2/11/02 (Standing Rule #7)
Revised 10/13/04 (Standing Rule #10)
Revised 11/12/04
Revised 5/12/05 (Bylaws/Standing Rules/Revision)
Revised 10/9/07
Revised 3/11/08

Duties of the Committees:
(The job descriptions of the committees should not be kept in the Bylaws. The Executive Board should have the flexibility to adjust the duties and not require a change in the Bylaws. The Secretary should have complete job descriptions for each committee that should be reviewed by the Executive Board each year). (Each Committee shall have at least three (3) members participating on the Committee).

Standing Committees:

A. 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) 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. Nominees of the Rose Frolik, Floyd S. Oldt Outstanding Staff, Floyd S. Oldt Sliver Pen, and Floyd S. Oldt Boss of the Year Awards shall **not** be notified of the selection results prior to the official awards ceremony.

B. The Immediate Past President shall serve as Director of the Bradley Munn Professional Growth Fund Committee. This Committee administers UNOPA's Foundation account with the primary intent being to encourage Professional Development in multiple areas among the membership. The review board consists of the Immediate Past President, the current Career Development Director, the current Treasurer and two additional UNOPA members. The Board will meet quarterly to review the status of the fund, review applications and select recipients, and actively recruit monetary pledges to replenish the fund.

C. The Bylaws Committee shall review the Bylaws and Standing Rules each year and present their recommendations to the Executive Board.

D. The Career Development Committee shall be encouraged to organize and implement at least two workshops a year, but at least offer one workshop that will be free for UNOPA members. The committee shall encourage participation in the Professional Standards Program (PSP) of the National Association of Educational Office Professionals (NAEOP) and offer information and assistance to UNOPA members in their procurement of this certification. The committee shall offer at least one workshop per year to provide information on the Professional Standards Program.

E. The Communication Technology Committee will update and maintain UNOPA's web page. It is strongly recommended that the Committee Director have working knowledge of html, pdf, and ftp. Commitment is for two years.

F. 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. There shall be a Co-Director of the Employee Concerns Committee who will move into the Director's position the following year. This is a two year commitment: 1 year as Co-Director, 1 year as Director.

G. The Hospitality Committee shall be responsible for establishing a pleasant and conductive environment at each general meeting by greeting attendees and encouraging fellowship. Shall arrange for room reservations and menus for each meeting.

H. The Membership Committee shall be responsible for sending out renewal forms, welcome letters, and membership cards once a year. They shall keep an updated database of all members on an Access database, update the listserv and provide updates to the Communication Technology Committee for the website. The Committee will obtain names of new office/service employees from HR, send UNOPA information, and make personal contact to see if new employees are interested in becoming an UNOPA member. The committee will also supply labels to the Hospitality Committee and UNOPA Notes Committee for monthly mailings and supply the Committee Form at the May meeting.

I. The Mentoring Committee shall be responsible for developing a mentoring program for UNOPA. This may include noon workshops, providing assistance to members in developing individual mentoring partnerships, and/or providing information for their page on the UNOPA website.

J. The Nominating Committee shall be responsible for assuring the future of our organization by establishing and submitting a complete slate of officers for the upcoming year and governing the election process.

K. The Outreach Committee shall be responsible for coordinating all aspects of the annual summer social, which includes choosing a location, and working with the committee to select a theme, prizes, and coordinate registration.

L. The Program Committee shall be responsible for submitting the proposed year's program and speakers for approval as soon as tentatively arranged to the Executive Board and provide information about each monthly meeting to the UNOPA Notes Editor.

M. The UNOPA Notes Committee shall be responsible for collecting information for, setting up, editing, and distributing UNOPA's monthly newsletter.

N. The Ways and Means Committee shall be responsible for coordinating the workers for the Fall parking lot. This committee may also develop other fund raisers throughout the year.

Ad Hoc Committee:
(These committees along with any others can be established at the discretion of the incoming Board).

A. If a NEOPA/NAEOP Liaison is appointed by the UNOPA President, the general duty of this position is to coordinate activities with the UNOPA membership relating to the state and national conferences. The liaison must be a 3-D member (membership in the local, state, and national organizations). The liaison will personally congratulate and welcome UNOPA members at UNOPA meetings who join NEOPA and/or NAEOP for the first time, and thank UNOPA members who renew their memberships in NEOPA and/or NAEOP. The liaison will plan a reception for UNOPA members, to be held during the NAEOP Annual Conference, prior to the PSP banquet, and submit the plan at a regularly scheduled board meeting for approval. The purpose of the reception is to promote fellowship between UNOPA members and honor members who will be recognized at the PSP banquet. If the liaison is not attending the National conference, the liaison will designate another UNOPA member attending the National conference to host the reception. The liaison will be required to submit a yearly budget to cover the cost of the reception and corsage(s) for each UNOPA member being recognized at the PSP banquet.

UNOPA 2007-08 Annual Report

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