1990-1991 UNOPA Annual Report

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Sue Drammeh, Immediate Past President
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Linda Pence, Corresponding Secretary
Luise Berner, Treasurer
Lola Young, Awards Director
Kathy Ryan, Employee Concerns Director
Michelle Sieber, Hospitality Director
Brenda Gibson, Membership Director
Debbie Hendricks, Nominating Director
Dora Dill, Professional Growth Director
Nelvie Lienemann, Publicity Director
Donald Freed, Salary Issues Director
Christine Steggs, Salary Issues Co-Director
Doug Neemann, UNOPA Notes Editor
Anna Simmons, UNOPA Notes Assistant Editor
Patti Lutter, Ways and Means Co-Director
Brenda West, Ways and Means Co-Director
EMPLOYEE CONCERNS
By Kathy Bennett, Director

Some of this year's highlights include:
- Reviewing the New Employee Handbook and Personnel Resources.
- Obtaining a shorter Long Term Disability package.
- Working with the Academic Senate's Benefits Committee.
- Starting a PIRSUM to hear employee concerns/suggestions.
- Researching a Sick Leave Bank.

As you read the following committees reports you can tell that this has been a very busy year for UNO and we can all be proud of our organization's accomplishments.

University-Wide Fringe Benefits A.C.E. representation is appointed by the Chancellor with suggestions from the UNO Employee Compensation Committee for a three year term. The University-Wide Fringe Benefits Committee makes recommendations to the Chancellor regarding fringe benefits. The committee, along with the UNO Personnel Committee, decides on what items should be discussed at future meetings.

During the past year the committee discussed the following items:
- Health Insurance Plan.
- Revised the Employee Fringe Benefits Plan.
- Unemployment insurance.
- Personnel relations.
- Gaps in job classification.
- The committee recommended that the Board of Regents and the UNO Personnel Committee decide on priority items.

Family Leave Policy - Donna Strobel from the UNO Chancellor's Committee on the Status of Women discussed the family leave policy for faculty and staff. The committee agreed that it should endorse this policy. Final approval will be made by the Campus Resource Council and then to the chancellor.

We also discussed tuition remission benefits for dependents of retirees. The committee decided to recommend that the University give more tuition remission benefits to dependents.

There were several complaints of bicyclists nearly being run over by a campus shuttle. We suggested to the Campus Safety Committee that they might wish to ban bicycling from the interior of campus (10th to 16th street, R to W street) during peak hours of activity (8:00 A.M. to 5:00 P.M.).

Parking Advisory Committee

By Jan Wauseberg

The Parking Advisory Committee (PAC) serves its function in an advisory capacity to the administration in working to solve parking problems on the campus. We meet approximately once a month, more often when the need arises. Membership consists of three members appointed by the Faculty Senate, three undergraduate student members, one graduate student member, one staff member appointed by UAAAD, one staff member appointed by UNO and one administrator member appointed by the Chancellor.

The Walker/Chance Parking Committee met in August. Throughout the next few months they met with University planners and Administration, PAC and other specified groups; they also took surveys of students and staff. They have submitted a preliminary report. The members of the committee have answered several questions that still need to be answered by the consultants and as of the time of this writing the consultant's final report has yet to be submitted.

The shuttle bus system continues to thrive on campus. It is the belief of the parking committee that this system is working and will continue to be used on campus. With possible changes that may come about with changes in parking on campus and suggestions being made by the consultants, it is believed that the shuttle system will be used increasingly over the next several years.

Lighting projects completed during this year include the University North Smith North and Memorial Stadium were done. There are other lighting projects that are planned for the future to be discussed at future dates. These lighting projects are one more way to try and make the campus a safer place to walk at night.

The committee also discussed the possibility of creating a bicycle parking area on campus. There has been several complaints of bicyclists nearly being run over by campus shuttles.

The committee decided that the Interior of campus (10th to 16th street, R to W street) during peak hours of activity (8:00 A.M. to 5:00 P.M.). This suggested ban would mean that they would not be able to ride bicycles once inside a specified area. Since this would be the responsibility of the Campus Safety, the committee's ideas were offered as suggestions, and we have not had a response to our request from the Campus Safety Committee.

The committee made changes in the status and location of 18 and 17 area reserved parking for the coming year. Starting in August, the 1991-92 permits, the reserved parking will consist of 7-day (24 hour) and 5-day (10 hour) permits.
Raise the undergraduate minority recruitment of minority and female faculty members including an inventory of recruitment devices that have worked well.

UNL Police Advisory Committee by DaLene Wins

The restructuring of the Police Department consummated a great deal of time and effort during the past year and a half. The Committee discussed this in detail and devoted several extra meetings to this subject. We forwarded our recommendations to Vice Chancellor Goebel. The Vice Chancellor formed as an hoc committee to continue this work. To end of the year the Vice Chancellor brought together the Police Advisory Committee and the ad hoc committee for group discussions and a consensus of our work. At the conclusion of these meetings the Vice Chancellor presented these recommendations to the Chancellor's committee for final discussion and recommendations. January 1991 the end result was announced. When the announcement was made pertaining to the Chief of Police, the entire Council was extremely pleased with the selection of Ken Casio as the new UNL Police Chief. The entire staff at the Police Department is always willing to explain any functions of the department and are always there to answer our many questions.

Human Rights Committee by Jackie Schmidt The Human Rights Committee is a sub-committee of the Academic Senate. This committee is charged with:
1. Act as a clearinghouse for human rights issues.
2. Review and monitor existing human rights policies.
3. Develop policy recommendations regarding human rights.

Many issues were brought to the committee this year and investigated. After investigation and review, the committee drafted the following resolutions for presentation (and hopefully, approval) by academic senate.

Resolution 1:
Raise the undergraduate minority student population at UNL to levels comparable those that reflect the demographics of those minority groups in Nebraska.

Resolution 2:
Develop a program of visiting professors targeted to increasing cultural diversity.

Resolution 3:
Endure and applied effort of the graduate faculty in recruitment of minority graduate students at UNL.

HOSPITALITY COMMITTEE by Michelle Sieber

This committee has been extremely busy over the past year. The following individual members have been extremely effective by serving on the hospitality committee: Beth Frese, Lindy Henningson, Shirley Hornstein, Romme Rose, Jan Wassenberg and Sandy Watten. The president set up all the meeting dates, places and times. Following tradition, I received all of the meeting reservations. The reservation forms were prepared by the Publicity Committee, and sent to the UNOPA Notes Editor so they could be mailed with the UNOPA Notes. This past year UNL Parking Services offered the UNOPA Express free of charge.

MEMBERSHIP COMMITTEE by Shella Pony

This was a committee I took on after Brenda Gibson decided to step home upon the arrival of her twins. The majority of duties for membership had been completed by Brenda before she left the university. However, I did send out membership application information and employment opportunities at UNL. The 1990-91 year ended on a happy note of 259 members for the year.

NOMINATING COMMITTEE by Debbie Heinrichs
The first scheduled meeting of this committee was in December 1990. At this meeting selection of all nominations from the general membership was determined. A request for nominations was sent out to the membership. The nominations were mailed to UNOPA membership. The deadline for return of nominations was February 15th.

The Publicity Committee consisted of: Murd Holland, Lee Johnson, Jacque Virts and Brenda before she left the university. The pictures are interesting to view. If anyone is in need of a picture or pictures for an event please contact the Publicity Chair.

UNOPA NOTES by Sue Dannenhoff, Editor Bunche, Volume 20, was published nine times. Kinker's prison as issued the City Union Copy Center printed the last four issues. Kinker's gave us a good deal in the spring. The City Union Copy Center, is a great person to work with.

All 275 we were folded, stuffed, and mailed from the Records Office or Summer Sessions each month with the help of our committee members: Asst. Editor Anna Simmons, Doug Neumann, and Linny Reece. We also sent out the monthly newsletter. The February issue of UNOPA Newsletter published three telegrams to UNOPA members, plus the first meeting. We mailed out to membership. By March 12, 1991, 210 ballots were mailed out to membership. By the last day of voting, 1,246 (83%) were received back. During the April board and general meetings the newly elected officers were announced: President-elect: Kathy Bremend, Secretary: Linda Gershib, Treasurer: Jeanne Henningson, Corresponding Secretary: Romme Rose, Vice President: Lila Young, Assistant Secretary: Bonnie Reese, Recording Secretary: Lupe Rosen. The committee presented the following resolutions for presentation (and hopefully, approval) by academic senate.

Resolution 2:
Endure and applied effort of the graduate faculty in recruitment of minority graduate students at UNL.

At the March board and general meetings the slate of candidates was announced: President-elect: Kathy Bremend, Secretary: Linda Gershib, Treasurer: Jeanne Henningson, Corresponding Secretary: Romme Rose, Vice President: Lila Young, Assistant Secretary: Bonnie Reese, Recording Secretary: Lupe Rosen. The committee presented the following resolutions for presentation (and hopefully, approval) by academic senate.
Enjoyed filling both positions, but the Recording Secretary’s resignation, I sometimes all-consuming job. I’ve taken minutes of 8 of 9 general board meetings and 9 of the 12 executive board meetings. I hope the minutes were omitted in the annual report. I have graciously agreed to insert them for the record.

As Corresponding Secretary, I sent out 30 cards: Birthdays - 1; Sympathy - 9; Get Well - 12; Encouragement - 5; Congratulations - 1; Retirement - 2.

Fall and spring news articles were submitted to the State NEOPA Newsletter detailing activities of UNOPA. One of the main duties of this office is to coordinate the Recognition Luncheon in April for Past Presidents and Retirees. This year we had 11 of the past 27 presidents in attendance and we honored one retiree, Betty Wanser. I wrote a special recognition ceremony and did the program for this meeting. Each past president in attendance was presented with a gift from UNOPA of a past president’s gavel guarded. Those not in attendance were sent their gavel guards by mail.

At more and more members are becoming involved in the State (NEOPA) and National (NAEOP) Associations, coordinating travel/registration arrangements for conferences in becoming quite a responsibility for this office. Brad Munn’s Affirmative Action Office is very supportive of our attendance at these meetings, this means the Corresponding Secretary works very closely with Mr. Munn in seeing that registration/travel arrangements are handled correctly. This year I coordinated arrangements for the following trips: NEOPA Fall Conference, Omaha, NE, 16 members attending; NEOPA Spring Conference, North Platte, NE 14 members attending; NAEOP Annual Conference, Denver, CO, 16 attending. Mr. Munn’s office provided transportation and paid registration fees for all UNOPA members attending these meetings. We owe him our thanks for his support.

Prior to and following the elected Recording Secretary’s resignation, I took minutes of 8 of 9 general board meetings and 9 of the 12 executive board meetings. Executive Board minutes were sent to board members promptly and general minutes were sent to UNOPA Notes for publication.

The 1990-91 program committee consisted of Jeanne Andelt, Deb Ruthsatz and myself. My thanks to each of these women for their enthusiasm and willingness to serve UNOPA this year. Our goal was to have programs/speakers that would appeal to a diverse membership and thereby increase attendance at our meetings. The committee met in early June with each member giving their input and suggestions for possible programs/speakers/tours. By midsummer the program schedule, which included menus and program confirmations, was completed.

One major change was made in scheduling this year by moving the Boss of the Year Award presentation from March to November. This change made the award more in the time frame of the National Bosses Day (which is in October). It is the committee’s recommendation that this change be continued in the 1991-92 program year.

The program for the 1990-91 UNOPA year was as follows:
- October 9, 1990 - Tour of the Lied Center, City Campus.
- November 13, 1990 - Bosses Luncheon. Mr. Danny Nee, UNL Head Basketball Coach.
- January 8, 1991 - Lieutenant Governor Elect Maxine Maul (Joint UNOPA/UAAD meeting - UNOPA host).
- February 12, 1991 - Jimmy Smith, Director, Multi-Cultural Affairs; Nancy Myers, Employee Assistance Director; Dr. Ozzie Gilbertson, Ombudsman.
- March 12, 1991 - Tour of Morrill Hall, City Campus.
- April 9, 1991 - Past Presidents' Reception/Rose Frolik Award.

This year the Rose Frolik Award had joint recipients; Luise Berner and Lola Young.

The Silver Pen award was presented to two winners: Linda Pence and Kathi Bartek.
**UNOPA FINANCIAL REPORT FOR 1990-91**

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**Balance, June 30, 1991**

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<td>Luise Berner, Treasurer, 1990-91</td>
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This year the UNOPA Notes, Volume 29, was published nine times. The 10th issue is the Annual Report. Kinko's printed six issues and the City Union Copy Center printed the last four issues. Kinko's gave us a good deal; however, the current Editor felt we should utilize campus facilities as often as possible. And Irene, at the City Union Copy Center, is a great person to work with. The total cost of printing the nine issues was $560.52, with our budget being $540. All issues were folded, stuffed, and mailed from either the Records Office or Summer Sessions each month with the help of our committee members: Asst Editor Anna Simmons, Joyce Peters, Peggy Warner, Doug Neemann, and myself. We printed approximately 275 copies each month, allowing for extra copies for late and new memberships. Also, copies were sent to any Honorary members with known addresses, retirees, associate members, and selected others, i.e. National President, State President, State Newsletter Editor, UNL Chancellor, UN President, and National Past President's Council. The February issue of UNOPA Notes was submitted to the National Association for competition in the Rachel Maynard Award for Excellence in Communication.

Doug Neemann began this year as Editor with Anna Simmons as Assistant Editor. Doug officially resigned as Editor on the 1st of March, but stayed on as a committee member. Doug is currently working on his Master's program and things were getting pretty hairy trying to keep up with all the homework. I gladly assumed the duties as Editor at the Executive Board's request. As I did the format and editing for most of the issues, it was an easy transition. I would like to note that this is a major undertaking and should not be taken on as a hobby. It gives one a great sense of accomplishment; but, there should be a warning on the side of the package stating, "This may be hazardous to your personal life, your work schedule, your schoolwork, and extra time." As with any commitment, you must be dedicated and really "love" the work. And I do. I guess that is why I said "yes" to the State Newsletter Editorship this year.

I would like to include in this report a "HUGE Thank You" to the Records Office STAFF in the Administration Building. They have supported UNOPA Notes for two years now; stuffing, folding, stapling, mailing, giving time, etc.

I have updated and enclosed a current listing of all duties for the Editor of UNOPA Notes and the requirements for the competition on the National level. I will pass this on to Michelle Sieber. Good luck, Michelle, pick a large committee!
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I. PUBLISH THE ASSOCIATION NEWSLETTER

A. Cost

1. Before planning the publication of the newsletter, it is necessary to know how much money UNOPA has allocated for this purpose. Find the most inexpensive way to print and present a budget to the Executive Board as soon as possible as 1st issue must go out in August or September before budget approval in October.

B. Preparation

1. The most economical way to have the newsletter printed is to use the Quick Copy Center on either campus. Kinko’s is also acceptable; but, more than likely the Campus copy centers would be willing to make a deal. The majority of the Editor’s work is in the preparation of the newsletter for print. This includes the following:

   a. Typing the newsletter
   b. Determining the printing format
   c. Selecting articles & items of interest to the educational profession
   d. Writing & editing
   e. Planning the layout and art design
   f. Length of each article
   g. Keep a copy of everything you send to the printers
   h. Proofread everything
   i. Keep a copy of any new proposals for printing costs, etc.
   j. Send all copies of requisitions, billing invoice, etc. to the current UNOPA Treasurer
   f. Defining your purpose & audience (making the newsletter appealing & interesting)

2. In the past, the newsletter has used the 8 1/2 x 11 inch paper then using the large 11 x 17 inch for print. Possibilities for construction of the publication could be endless. The Editor and committee should decide before hand and be consistent.

C. Requirements

1. Newsletter is to be called "UNOPA NOTES." This is to remain the same unless Executive Board and Association decide to change the name.
2. Newsletter must show proper identifications. This includes:
   a. The Association's name
   b. Association's city and state
   c. Association's name spelled out completely -- "University of Nebraska Office Personnel Association"
   d. Month and year of publication, Volume and issue number
   e. Name, campus address, city, state, zip and phone number of the editor.
   f. The purpose of the Association or mission statement
   g. Circulation number, i.e., circulation: 250 members

3. Newsletters mailed off campus must meet mailing regulations; check with campus postal services.

D. Articles

1. Articles can be selected by the editor and committee from various magazines, newsletters, etc. or they can be submitted by other members. Permission for reprint should be obtained for articles selected from common and well-known publications; bylines should be used to identify the author of the article.

2. Articles should be informative and related to the goals of the association. Suggestions include:
   a. News of upcoming UNOPA activities, especially the monthly meeting -- it's time, date, place, cost of lunch, and information about the program.
   b. News of special events, both on and off campus.
   c. Information relative to the association's members and faculty, etc. may be included.
   d. Committee reports
   e. Information relative to State, National and Central Area meetings, conventions, and workshops, etc.
   f. General meeting minutes

E. Deadlines for UNOPA Notes

1. To aid the Editor in getting the newsletter mailed out on time, a schedule should be drawn up and followed as closely as possible. Copies should be distributed to all Executive Board members, as these members will be submitting articles & reports most often. This schedule should consist of the following:
   a. Material to editor
   b. Material to Printers; let printers know when you need finished copy
   c. Date of Mailing
   d. Reservation deadlines
   e. Meeting dates
   f. Give yourself plenty of time for editing, proofing, etc.
II. DISTRIBUTION

A. Newsletter are distributed once a month (August to May), with an Annual Report published in June. They should be in the mail at least 10 days prior to each general meeting; this allows members enough time to return reservation forms for upcoming meeting.

B. Labels for mailing should be obtained from the Membership Director. These labels are the active members, retired, and associate members. Along with these labels, the Editor should keep a separate label list of names of people selected to receive supplementary copies, i.e., National Association President, State Association President, State Association Newsletter Editor, President of the University of Nebraska, Chancellor of the University of Nebraska-Lincoln, Central Area Director and UNL Archives.

III. RACHEL MAYNARD NEWSLETTER/MAGAZINE CONTEST
REGULATIONS AND JUDGING STANDARDS

A. As a means of recognizing the journalistic abilities of the editors of newsletters and magazines, the NAEOP Past President’s Council sponsors the Rachel Maynard Award for Excellence in Communication Newsletter/Magazine Contest.

B. If the Editor wishes to enter this contest, 3 copies of the publication must be submitted by March 15th of the current year to the NAEOP PAST PRESIDENT’S COUNCIL. This entry must be a current year publication (August to May).

C. Score sheets are returned after the National Convention to association presidents. It is strongly recommended that the presidents share these with the editor for the following year as first-time and continuing editors will be more aware of the qualifications for scoring and the areas in which they need to improve. Knowing what areas are judged and how their own publication was judged previously will allow them to better design their publication to coincide with the requirements of the contest.

D. Attached is the point system used by the judges. Editors should keep this in mind while compiling the publication!