1991


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"Enthusiasm Makes the Difference"

Executive Officers and Directors

Sandy Lineberry, President
Kathy Bennetch, President-elect & Program Director
Sheila Perry, Immediate Past President
Luise Berner, Recording Secretary
Lola Young, Corresponding Secretary
Jeanne Andelt, Treasurer
Deb Ruthsatz, Awards Director
Jan Harris, Employee Concerns Director
Anna Simmons, Employee Concerns Co-director
Susan Ray, Hospitality Director
Montie Brownson, Membership Director
Dora Dill, Nominating Director
Linda Pence, Professional Growth Director
Ronda Vietz, Publicity Director
Lorraine Moon, Salary Issues Director
Ruth Bohmont, Salary Issues Co-director
Judy Winkler, Salary Issues Co-director (7/91 to 2/92)
Michelle Sieber, UNOPA Notes Editor
Nelvie Lienemann, Ways & Means Director
Bonnie Reese, Ways & Means Director (7/91 to 1/92)
1991-92 was a very busy year, not only for me, but for members of the Executive Board. It is my hope when future UNOPA historians look back on this year, they will find it was one of many achievements and a year where UNOPA laid some strong foundations for the years ahead. They included:

- Elected Executive Board’s involvement in UNL/Chancellor interviews.
- President’s participation in Chancellor Spanier’s Installation.
- Implementation of the Floyd S. Oldt memorial award structure, which included the Floyd S. Oldt Rose Award ($500 stipend); Floyd S. Oldt Silver Pen Awards (2) ($600 stipend each); Floyd S. Oldt Outstanding Staff Award ($800 stipend).
- President’s presentation to Budget Reduction Review Committee report prepared by Jan Harris, Employee Concerns Director, and Larraine Moon, Salary Issues Director.
- Implementation of the Foundation Reimbursement Fund.
- Revision of Constitution and Bylaws (which was approved).
- Host to Past National Association of Office Professionals President Pat Fleming, Cockeysville, MD, who presented a professional growth workshop.
- UNL Corrective Procedures Roundtables.
- Professional Standards Program Workshop presented by Jeanne Andelt, philosopher project of monthly donations to Lincoln Food Bank.
- Salary Issues Survey.

Other items of interest:

- Included all Executive Board and General Board meetings; wrote president’s messages for each of the nine UNOPA Notes and had two articles printed in the National Educational Secretary Magazine.
- Served on four national committees (Awards, Credentials, Higher Education, Special Projects). UNOPA had an impressive gain of 51 members (I personally sponsored 11), but a disappointing net growth of 3. My thanks to each of the 22 members who acted on my theme for the year. Enthusiastic personnel association members who acted on my theme for the year. Enthusiastic personnel association members.

1991-92 annual report. She helped me achieve my goal of getting the report to you before the beginning of the new 92-93 year.

In closing, writing this annual report has been one of the most difficult tasks I’ve faced during my term as president. Probably it’s because with this position comes a down year on a year that has given me numerous opportunities to grow both professionally and personally. It has been both an exciting and challenging time serving as your president, and I thank you for allowing me to represent you and our profession. I’ve accumulated many special memories to treasure in the years ahead. My best wishes to President Benedict and the new Executive Board. May it be as exciting for them as it was for all of us!

Program - Kathy Benedict

Committee members: Linda Arnold, Margaret Goodman, Esther Ortiz and Susan Voss.

Speaker Programs:

September 10 - "Your UNL Police: What We Are All About!" Ken Cudle, UNL Police Chief

October 9 - "How Will the Proposed Budget Reduction Affect You?" Dr. Tom Zem, Chairman of both Academic Planning Committee (APC) and the Budget Reduction Review Committee (BRRC) and Dr. John Benson, Secretary of ALC and BRRC

November 12 - "Town and Gown Relationship Between the City and the University" - Mayor Mike Johanns; Floyd S. Oldt, Boss of the Year Award recipient - Linda Arnold, IANR Vice Chancellor’s Office; Past Presidents / Retiree Recognition Coordinator, Sandy Spanier’s (UNOPA "Boss of the Year" Award recipient - Patricia Smith, IANR Finance and Personnel; Installation of Officers

Recording Secretary - Luise Berner

Serving as recording secretary this past year has been an extremely rewarding experience. Those on the UNOPA Board of Directors are truly outstanding representatives of the University. I appreciated the opportunity to work with these talented and dedicated individuals.

UNOPA’s involvement within the University is becoming more and more widespread. Our Executive Board was asked to be part of the interview process and our input was requested in selecting the new Chancellor, Floyd S. Oldt. Our Board also adopted Chancellor Spanier’s installation. Our president, Sandy Linberry, did an excellent job in carrying our greetings to the new Chancellor during this prestigious ceremony.

Several major issues were undertaken and/or resolved this past year. UNOPA was involved in developing and implementing a new service award fund for funds provided by the Floyd S. Oldt Memorial Fund. Several other awards were reorganized to include funding from this same source ($Silver Pen and Boss of the Year). The revision of the Constitution and Bylaws also reached this past year with those revisions being effective in January. Sue Dranum and her committee are to be commended for seeing this monumental task through to its finish.

Under President Linberry’s able leadership, our organization has grown and strived to reach new horizons. Hopefully, we will continue her example of professionalism and enthusiasm in the future.

Corresponding Secretary - Lola Young

I would like to thank UNOPA for giving me the opportunity to serve as Corresponding Secretary. This has been a very buoyant year for me and all others I didn’t think I would nor grow. I have had numerous opportunities to grow both professionally and personally. It has been both an exciting and challenging time serving as your president, and I thank you for allowing me to represent you and our profession. I’ve accumulated many special memories to treasure in the years ahead. My best wishes to President Benedict and the new Executive Board. May it be as exciting for them as it was for all of us!
Due to a bequest from a substantial life insurance trust to UNL from Floyd Olds, the UNOFA Executive Board chose this opportunity to honor our predecessor, and in recognition of that history, it had a challenging year. It encompassed restructuring of UNOFA's entire award structure, which was no easy task. Special thanks to Deb and her committee members, Margaret Goodman, Mardi Holland, Shirley Horstman, and Sheila Rosenblatt, and to the Board for the many additional hours devoted to this process. Recipients of the Floyd Olds Award during the presented 1991-92 included:

Floyd Olds Award: John B., “Jack” Campbell, Professor of Environmental Health, College of Engineering, North Plains. Dr. Campbell received a plaque and $500 stipend.

Floyd Olds Silver Pen Awards (2): Charlotte McAfee, Staff Secretary, Food Service, Housing Office; Esther Otto, Staff Secretary, IANR Computer Services. Each recipient received a Silver Pen, framed certificate, and $600 stipend.

Rose Friel Award: Linda Arnold, Administrative Secretary, IANR Vice Chancellor's Office. Linda Arnold received an award plaque and $400 stipend.

Floyd Olds Outstanding Staff Award: Pat Smith, Staff Accountant, IANR Finance and Personnel. Pat received a plaque and $100 stipend.

One of my major concerns this year as president, was the time being taken away from our professional development activities at our meetings. I am a strong supporter of awards, but felt there had to be a better way of recognizing these important committee members to the Board, and it was approved, that one representative (April) be set aside at the end of the year for an Awards Recognition Luncheon. The Floyd Olds Boss of the Year Award presentation would remain in November. At this Recognition Luncheon, the following awards would be presented:

- Floyd Olds Silver Pen Awards
- Floyd Olds Outstanding Staff Award
- Floyd Olds Award

The application timeline would stay the same, and recipients would be notified in advance of the presentation and an announcement would be made of the winner. Award recipients and plaques would be presented at the annual luncheon.

Employee Concerns Committee (ECC) - Jan Harris (Director) & Anna Simmons (Co-director)

The Employee Concerns Committee undertook major restructuring this year. Because of the size of this committee, the task given to the director was to organize the representative committees into one cohesive unit. The representative committees meet once each month - the week prior to the Board meeting to present and discuss business that may need to be taken to the Board. This gives the Director the latest information regarding each committee to present to the Board. A major benefit of this style of leadership is to organize the representative committees into one cohesive unit. The committee implemented a policy in April to the Board to present and discuss business that may need to be taken to the Board. This gives the Director the latest information regarding each committee to present to the Board. A major benefit of this style of leadership is to organize the representative committees into one cohesive unit. The committee implemented a policy in April to the Board to present and discuss business that may need to be taken to the Board.

E-Z Ride service continues to accommodate many for conferences and meetings./Bob Goebel, UNOPA's Personnel Manager, has displayed an interest in the addition of a “zoned” shuttle bus system to the campus. This would be supported by the University Administration and would be a significant improvement for the campus. This “zoned” shuttle bus system would be supported by the University Administration and would be a significant improvement for the campus.

In March, 1992, we were asked to revisit the recycling/waste reduction plan we had submitted earlier and identify what points we felt the campus could actively participate in without expending great sums of money. After reviewing this program with the Dean of Students and his assistants, we decided to implement a small program of recycling for students in the dormitories. The plan is currently underway on campus, the committee believes our original report is complete in its analysis of the scope and potential for recycling activities on campus, and the university administration has initiated new recycling programs to be established. We give high priority to the establishment of a position of Coordinator of Waste Reduction and Recycling UNL. Knowing the costs associated with establishment of a new position, we offered our services to discuss further funding sources, if requested. As a group we believe leadership is crucial to development of an established recycling program. Eventually, we would expect to see a savings, but recycling is a program we need to initiate now, we can't wait for a time when it will support itself.

SUE TIDBALL AWARD FOR CREATIVE HUMANITY Shirley Horstman/Janillet Jones: The SUE TIDBALL AWARD FOR CREATIVE HUMANITY is presented to individuals from the campus community as a way of recognizing significant contributions to the development of a humane, educationally creative, and caring community within UNL. The award is also a symbolic recognition of everyone associated with the program.

Parking Appeals Committee - Janelle Jones: The Parking Appeals Committee meets every other weekday during the school year. Our assignment is to listen to the appeal of anyone who feels they have been unfairly given a parking ticket by the UNL Parking Office. At our meetings, we listen to the complaint of the person involved, dismiss this person, and talk over the situation. We then vote to either grant or deny the request for an appeal. If we grant the appeal, the person does not have to pay the ticket/towing charge. We have had some very challenging decisions, some easy ones, and some that were quite entertaining. All of us have tried to listen carefully and make fair decisions about the merits of each case.

Members of the Parking Appeals Committee are faculty, UNA, UNOPA, and the student body. There are five students appointed by ASUN who serve alternate weeks on the committee. Each one has been outstanding in their faithful attendance and seriousness about making the right decision. Our representatives from the Faculty Senate and UNA and are so fair and helpful - Professor Roger Pakish and Colleen Daniels. We can count on their presence at all times. The committee met January 12, 1992, in Room 315 and numbered 335 and graduated 157. From September 1, to January 31, 517 parking tickets were issued. This year there does seem to be an increasingly feeling bad toward our parking programs on campus. This has not been such a positive year for the committee. We feel very good about our qualifications, and if possible, help them to understand how they can avoid the same problem in the future. We also make suggestions to the Parking Office on problems that repeatedly come up in the appeals hearings. It has been my privilege to serve on this committee this year.

RECYCLING ADVISORY COMMITTEE - Debbie Hendrickson: The UNL Recycling Advisory Committee was reconstituted as a group in March, 1992. We had not met for some time because we had submitted our report September 2, 1991. The project was turned over to another group. In March, 1992, we were asked to revisit the recycling/waste reduction plan we had submitted earlier and identify what points we felt the campus could actively participate in without expending great sums of money. After reviewing the program with the Dean of Students and his assistants, we agreed to implement this small program of recycling for students in the dormitories. The plan is currently underway on campus, the committee believes our original report is complete in its analysis of the scope and potential for recycling activities on campus, and the university administration has initiated new recycling programs to be established. We give high priority to the establishment of a position of Coordinator of Waste Reduction and Recycling UNL. Knowing the costs associated with establishment of a new position, we offered our services to discuss further funding sources, if requested. As a group we believe leadership is crucial to development of an established recycling program. Eventually, we would expect to see a savings, but recycling is a program we need to initiate now, we can't wait for a time when it will support itself.

SEXUAL HARASSMENT (Ad Hoc) - Jan Wasserburg/Sandy Linemeyer: UNOPA received an invitation to attend a special legislative hearing on time in Lincoln during the month of March. Our assignment is to listen to the appeal of anyone who feels they have been unfairly given a parking ticket by the UNL Parking Office. At our meetings, we listen to the complaint of the person involved, dismiss this person, and talk over the situation. We then vote to either grant or deny the request for an appeal. If we grant the appeal, the person does not have to pay the ticket/towing charge. We have had some very challenging decisions, some easy ones, and some that were quite entertaining. All of us have tried to listen carefully and make fair decisions about the merits of each case.

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CAMPUS SAFETY COMMITTEE - Joe Kramer: The Campus Safety Committee met several times during the academic year to discuss specific concerns and make recommendations regarding these concerns to the Division of Environmental Health and Safety.

Representatives from faculty, staff, and students. The chair of this committee is Richard Kadluk, Associate Professor & Chairman of Construction Management, College of Engineering & Technology. A sampling of topics discussed this year included:

1. Employees Compensation Task Force Committee - effectiveness of this committee has been a challenge for the last year. It is being restructured and developing a program to help turn costs around. Driver defensive driving courses were scheduled through Transportation Services and presented by the Nebraska Department of Transportation. Windows for the stormy conditions. Windshield replacement and the cost of Environmental Health & Safety will be an ongoing project; 2. More emphasis was placed on safety posters - several different ones were distributed. The Division of Environmental Health & Safety presented safety posters at the Academic Senate meeting (April) beside the end of the year for an Awards Recognition Luncheon. This gives the Director the latest information regarding each committee to present to the Board. A major benefit of this style of leadership is to organize the representative committees into one cohesive unit.

The committee has been exciting as well as a challenge for the last year. It is being restructured and developing a program to help turn costs around. Defensive driving courses were scheduled through Transportation Services and presented by the Nebraska Department of Transportation. Windows for the stormy conditions. Windshield replacement and the cost of Environmental Health & Safety will be an ongoing project. 2. More emphasis was placed on safety posters - several different ones were distributed. The Division of Environmental Health & Safety presented safety posters at the Academic Senate meeting (April) beside the end of the year for an Awards Recognition Luncheon. This gives the Director the latest information regarding each committee to present to the Board. A major benefit of this style of leadership is to organize the representative committees into one cohesive unit. The committee has been exciting as well as a challenge for the last year. It is being restructured and developing a program to help turn costs around.
There is a continued need for an additional Crime Prevention Specialist. This task force and the need for it This task force completed its work very well and we made some new recommendations. The position of Membership Director has been a real learning experience. I became acquainted with numerous UNL employees and became more knowledgeable about the university system. Last, but not least, I thank my boss, Dr. Ozzie Gilbertson, for his encouragement and support during my tenure as UNOPA Membership Director. It was very cooperative in giving me administrative leave to attend UNOPA General and Monthly Board meetings.

Nominating - Don Dill

The first meeting of the Nominating Committee was in December. My committee consisted of Pat Smith from East Campus and Judy Wrinkler from City Campus. A timetable was established and responsibilities assigned.

January 24 - sent nomination forms to UNOPA members with description of each officer's duties.

February 14 - deadline for return of nomination forms. Telephone calls were made by the committee.

March 13 - the following slate of officers was presented to and approved by the UNOPA Board:

- President: Pat Litter, Michelle Sieber, DaLene Wiss
- Recording Secretary: Linda Pence
- Corresponding Secretary: LaRita Lang & Alta Phillips
- Treasurer: Mordi Holland & Rosemary Steck

March 13 - presented the plan to UNOPA - sent ballots on March 13 to be returned by March 27.

April 7 - presented UNOPA Board the 1992-93 officers:

- President: Michelle Sieber
- Recording Secretary: Linda Pence
- Corresponding Secretary: LaRita Lang
- Treasurer: Mordi Holland

April 14 - presented UNOPA membership the 1992-93 officers.

After receiving candidate narratives, 230 ballots were mailed to the membership. (Be sure that you use the narrative and do not alter in any way, shape or form. This is what I did in order to make narratives fit and accommodate those who received late. Regardless of how it looks, etc., there is no need to "touch-up" the narratives - just print as is.) A retraction notice and other ballots had to be sent to order to count ballots for everyone who was first ballots. There were received and included in the March 23 deadline. Letters were sent to both successful and unsuccessful candidates. Included with the ballot was a form for members to return if they were interested in serving on a committee.

The cost for printing ballots and narratives was $811.32 ($32.04 & $49.29).

The cost of the mailing ballots was at no charge to UNOPA as the officer picked up the cost. My office also covered the envelopes and postage. At our April 14 meeting, we repeated the proposal to all those using their names on the ballot - this was no charge as I made those from "leftover" flowers from my daughter's wedding!

I had an excellent committee including: Peggy Goushauc, Sue Grammer, Carol Bossard and Lena Pleiss. I would like to thank each of them for their excellent help throughout the year.
It has been a lot of fun creating the UNOPA flyers for the monthly meetings. We have had fun finding graphics, choosing colors, etc. It was a delight to work with Susan Ray, Hospitality Committee, in making arrangements for meeting reservations and the UNOPA shuttle. Michelle Sieber was also excellent in communicating the deadlines and sending the flyers with UNOPA Notes.

We reserved a display case in front of the Nebraska Union on City Campus and advertised UNOPA - "Enthusiasm Makes a Difference" during the week of October 20 - 26. We had fun working together and creating a nice display. We made displays for many of the General meetings with photographs taken at past meetings. We tried to photograph as many of the members as possible so everyone would have a chance to see themselves "on display." It was enjoyable trying to capture new faces at most all the meetings.

We are continuing to work on getting the scrapbooks updated. We would like to have a way to display several of the other scrapbooks to see how everyone has changed throughout their years in UNOPA. We placed some of the photos from former years in a scrapbook and hope to continue "cleaning house."

Salary Issues - Lorraine Moon (Director) & Ruth Bohmont (Co-director)

The Salary Issues Committee (Judy Winkler, Janelle Jones, Rasna Strautkalns and the directors) decided the project for the 1991-92 year would be a salary survey. The committee formulated their questions and submitted them to the UNOPA Board for approval. During April, 1,990 copies of the survey were mailed to all Lincoln office/service employees. Return was expected by the first week in May. There was a great response from the office/service community; 960 responses.

The committee will be busy tallying results and comparing the data to government poverty levels, food stamp program qualifications, reduced school lunch programs, etc. The report will be sent to the President, Chancellor, all Deans and Directors and other interested individuals during September. During that month, the university community will be preparing for the upcoming fiscal year.

The Salary Issues Committee is hoping results of the survey, as well as the respondent's comments, will serve to better the university community.

UNOPA Notes - Michelle Sieber

The UNOPA Notes Committee was very busy this year. Ten issues of UNOPA Notes, Volume 30, were published as well as the Annual Report. The following individuals served on the UNOPA Notes Committee: Betty Castan, Gail Coil, Linda Gersib, Ann Hajek, Diana Kirkendoll, Alta Phillips, Mary Ann Solomos, Marcy Tintera and Jacque Virts. I would recommend choosing several people to serve on the committee. It is helpful to have "several eyes" proofread the newsletter. I would also recommend all committee members be on the same campus as the editor. This proved to be helpful in scheduling meetings every month.

In August I scheduled a planning meeting. We discussed topics to be covered in the newsletter. It's helpful to decide which issue will be submitted to the Rachel Maynard Award competition. A time schedule for distribution of the newsletter is necessary. A copy should be given to Board members to make them aware of deadlines.

I distributed a sheet and asked each member to sign up to assemble, affix mailing labels, and mail the newsletter. I also made arrangements with Irene at the Copy Center to order five reams of blue paper. This made the cost of the Notes cheaper to print every month.

After the original was ready, I sent a copy to my committee and President Lineberry for proofing. We then met and went over any changes, corrections, etc. I made the changes and sent the original to the copy center. I used a folding machine to save money on folding the newsletter. We always sent the reservation form for the next General meeting with UNOPA Notes.

I would suggest you start gathering graphics, clip art, articles and short anecdotes to use for "filler" in the newsletter. I rarely had room for graphics, but it's nice to have a few on hand if you need them. It was recommended to indicate somewhere on the newsletter UNOPA Notes is published monthly. At your first meeting, make a decision regarding the capitalization policy you will follow. (For example, will first letters of Ways & Means Committee, Corresponding Secretary, Board, etc. be capitalized?) It helps if a decision is made and you follow the same format throughout the year.

I would like to thank my committee for being so willing to serve UNOPA. Also, special thanks to Forestry, Fisheries and Wildlife for allowing us to meet in their conference room every month.

Ways & Means - Nelya Lienemann

The committee started the year directed by Bonnie Reese. Bonnie resigned, and I was appointed Director. Committee members included: Carol Bom, Diane Chal, Rojane Hart, LaRita Lang, Connie Mathine, Bonnie Reese, Kim Robbins and Jan Schaal.

The Ways & Means Committee had a good year. Committee members fueled their enthusiasm by selling husker sun visors and balloons on street corners near the UNL Stadium on football Saturdays. It got very hot out there a few Saturdays, but we were all having a good time and didn't notice the heat. We asked UNOPA members to participate in this fund raiser. Each member received three visors to sell. Several visors were sold, but a large quantity of them were returned.

Our next fund raiser was a raffle. Each member received twelve tickets to sell for $1.00 each or six for $5.00. We had a list of 14 prizes with top prize being a 13" color t.v., and second top prize was dinner for two on the Fremont Dinner Train. The raffle was a big success raising a total of $1,404. We appreciated the enthusiastic response of all UNOPA members. We had almost total membership participation in this raffle.

UNOPA members look forward to participating in our monthly fund raiser, the 50/50 drawing, which takes place at each General meeting. This drawing has added $25 - $30 to our treasury each month.

I would like to say a Big Thank You! to the enthusiastic committee members. They very willingly helped make this a successful year.

I wish the print was larger. I wish Michelle and I hadn't had to edit. I wish reports had been turned in on time. I wish, I wish, I wish ... but here it is as promised - before the beginning of the 1992-93 UNOPA year. It was an eventful year, and yes, ENTHUSIASM MADE THE DIFFERENCE.

Special thanks to Chancellor Spanier, Deans & Directors, and all supervisors who through their support allowed UNOPA members to serve on the Executive Board and/or committees, and attend general meetings throughout the year. We could not be an effective organization if we did not have their support.