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)
President - Sandy Lineberry

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’s Office.
• President’s participation in Chancellor Spinnier’s Installation.
• Implementation of the Floyd S. Oldt memorial award structure, which included the Floyd S. Oldt Rose of the Year Award ($500 stipended); Floyd S. Oldt Silver Pen Awards (2) ($600 stipended) each; Floyd S. Oldt Outstanding Student Award ($800 stipended).
• President’s presentation to Budget Reduction Review Committee (report prepared by Jan Harris, Employee Concours 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, Philathropic project of monthly donations to Lincoln Food Bank.
• Salary Issues Survey.

Other items of interest:

• Chairled 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).
• 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 “Each One Reach One” membership challenge.
• The treasury is left with a healthy balance of $1484.15, with an additional $2,250.00 ($500 to the Chancellor’s Office; $1,750 to the new Executive Board. May it be as exciting for them as it was for all of us!

Program - Kathy Benneth

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

Speaker/Programs

September 10 - “Your UNL Police: What We Are All About!” Ken Cudde, 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 AGC and BRRC

November 12 - “Town and Gown Relationship Between the City and the University” - Mayee Mike Johnson; Floyd S. Oldt Rose of the Year Award recipient - Dr. John Campbell, West Central Research & Extension Center

December 10 - No speaker - Christmas entertainment by Anne Moore, IANR Communications and Computing Services

January 22 - “The Importance of Equal Opportunity and Diversity at the University of Nebraska” - Regent Charles Wilson (UAUH hosted meeting)

February 11 - “Choices . . . Nothing is Permanent” - Dr. Birdie Holker, Chair & Professor, Vocational and Adult Education; Floyd S. Oldt Silver Pen Award recipient - Esther Ortiz, IANR Communications and Charlotte McAvery, Housing

March 10 - “Anchors of Nebraska Travel” - Mary Ethel Emler, Nebraska Tourism Department

April 14 - “Serving the Disabled Students of UNL” - Christy Horn, Coordinator, Services to Students with Disabilities; Rose Frohli Award recipient - Linda Arnold, IANR Vice Chancellor’s Office; Past President/Retirement Recognition

May 12 - Floyd S. Oldt Outstanding Student 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 those 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. The search committee was co-chaired by Chancellor Spinnier’s installation. Our president, Sandy Lineberry, 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 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 Box of the Year). The revision of the Constitution and Bylaws also reached this past year with those revisions becoming effective in January. Sue Drumheller and her committee are to be commended for seeing this monumental task through to its finish.

Under President Lineberry’s able leadership, our organization has grown and moved 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 busy year for me and at times I didn’t think I was going to make it. However, I have been blessed to have many people around me who have been very supportive and encouraging. The end is near and I realize I can do more than I thought was possible.

Throughout this academic year, I have taken minutes at two Executive Meetings and one General Meeting. The Executive Board minutes were given Louise Berrr (Recording Secretary) for distribution to the Executive Board and for her records; the General Meeting minutes were submitted to Sandy Lineberry (President) and Michelle Sieber (UNOPA Notes editor) for publication in UNOPA Notes.

News articles, detailing UNOPA’s activities throughout the year, were submitted to the NEOPA Newsletter on three different occasions.

My next recent duty this year has been to coordinate the April Recognition Luncheon for UNOPA’s Past Presidents and Retirees. This year 10 of the past 29 presidents and one of the two retirees from 1991-92 attended the luncheon. All Past Presidents were presented with a corsage that I made. I presented the Past Presidents and Retiree portion of the program and arranged for entertainment performed by Mark Mason and Julie Ziminerman.

Conference coordination has become a very big portion of the duties for the Corresponding Secretary. This year I coordinated registration and travel arrangements for the following: Fall NEOPA Meeting, Lincoln, NE (17 UNOPA members attended); Central States Area Professional Day, Jefferson City, MO (12 UNOPA members attended); SPNEOPA Conference, Waynesboro, VA (12 UNOPA members attended); annual NAEP Conference, Bloomington, IL (8 UNOPA members attended).

Special thanks to UNL’s Affirmative Action Office for providing registration fees and transportation for many events away from campus. We owe them a great deal of support. Also, the Chancellor’s Office has made a great contribution to UNOPA. The Chancellor’s Office provided funds toward our trip to J. Sterling Morton and for those attending the annual NAEP Conference in Bloomington, IL.

Cords sent on UNOPA’s behalf: 2-Thinking of You; 6-Get well; 1-Thank You; 12-Sympathy; 2-Baby Congratulations; and 1-Wedding.

Treasurer - Jeanne Andelt

Beginning Balance, July 1, 1992 $1,402.83

Income

Begun 1991-92 Activity to Date

Membership $2,250.00 $2,088.00

Ways & Means 2,030.00 1,558.33

Lunches 10.21 10.21

$4,280.00 $3,577.12

Expenses

Committees:

Awards - $600.00 $358.99

Employee Concerns 200.00 14.32

Hospitality 375.00 56.57

Membership 475.00 57.41

Nominating 150.00 81.51

Professional Growth 150.00 27.32

Program 240.00 197.58

Publicity 270.00 143.17

Salary Issues 100.00 81.81

UNOPA 620.00 399.89

Ways & Means 150.00 175.95

Executive Officers 500.00 337.83

NAEOP/NEOPA Dues 330.00 334.90

Summer Social 75.00 53.86

General (90-91 expenses) 500.00 450.85

Wspkts Foundation to Profits 587.00 258.80

Wspkts Speaker Airfare $4,280.00 $3,450.85

Balance June 30, 1992 $1,484.15

* Reimbursement of $150 from the Chancellor’s Foundation Fund will be added to this account.

Immediate Past President & Foundation Director - Sheila A. Perry

This has been an exciting year. It was a pleasure to work on this committee, which was dormant many years. The committee members and I worked hard to revive the Foundation Program.

It was a great feeling to know the reimbursement account was used to help the UNOPA members, but it made me extremely happy that 11 members signed up for payola deduction. Edie Schlieger was the first recipient of the reimbursement account for the year. Because Edie applied by the February 1992 deadline, she was allowed to pay for the purchase of books needed for her class here at UNL.

The 11 active UNOPA members who signed up for payola deduction during the year were: Jeanne Andelt, Kathy Benneth, Louise Berner, Sue Drumheller, Deb Hendricks, Sandy Lineberry, Linda Pence, Shella Perry, Edie Schlieger, Michelle Sieber and Lola Young. Congratulations to all who jumped on the bandwagon with such enthusiasm.

Of course, my special thanks to the Foundation Committee members who were there when needed: Jeanne Andelt, Kathy Benneth, Louise Berner, Sue Drumheller, Deb Hendricks, Sandy Lineberry, Linda Pence, Shella Perry and Sue Drumheller who served as consultant.
Due to a boost from a substantial life interest trust to UNL, from Floyd Olds, the UNOPOA Executive Board met with the CAMPUS SAFETY COMMITTEE and their representatives, had a challenging year. It encompassed restructuring of UNOPOA’s entire award structure, which was no easy task. Special thanks to Deb and her committee members, Margaret Goodman, Murl Hullard, Shirley Horstman, Linda Biele, Jean Alcorn, and Shelly Rapeel, and to the Board for the many additional hours devoted to this process. Recipients of the Floyd S. Olds Awards presented during the 1991-1992 included:

Floyd S. Olds Buss of the Year Award: Dr. John B. "Jack" Campbell, Professor of Biostatistics/Environmental Science and Technology, University of Nebraska, North Platte. Dr. Campbell received a plaque and $500 stipend.

Floyd S. Olds Silver Pen Awards (2): Charlotte McAfee, Staff Secretary, Food Services; Esther Ott, Staff Secretary, IANR Communications & Computer Services. Each recipient received a Silver Pen, framed certificate, and $600 stipend.

Rose Frolik Award: Linda Arnold, Administrative Secretary, LINK Vice Chancellor’s Office. Linda was congratulated by Deb Ruthsatz, Awards Director.

Floyd S. Olds Outstanding Staff Award: Pat Smith, Assistant, IANR Finance & 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 speakers at our meetings. I am a strong supporter of awards, but felt that there had to be a better way of recognizing them. As a result, the Board and I agreed that one meeting (April) be set aside at the end of the year for an Awards Recognition Luncheon. The Floyd S. Olds Buss of the Year Award presentation would remain in November. At this Recognition Luncheon, the following awards would be presented: Floyd S. Olds Award (2), Floyd S. Olds Outstanding Staff Award. The application timeline would stay the same, and recipients would be notified in advance of the presentation and an article would be written for UNOPOA Notes. Presentation of the plaques, certificates, stipends would be presented at the annual luncheon.

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

The Employee Concerns Committee underwent 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 a month — the week prior to the Board meeting and present their concerns 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 the ability of the committee members to present their concerns and ideas to the Board. This gives us the opportunity to address issues of immediate concern to the organization, and we all benefit by the shared knowledge and expertise of each representative. We believe this method produces decisions made in a sound, procedural manner. It provides the membership with a path to follow whenever concerns arise and answers the question — where do I direct my questions or concerns? CAMPUS SAFETY COMMITTEE - Joan Kramer: The Campus Safety Committee met several times during the academic year to discuss safety concerns and make recommendations regarding these concerns to the Director of Environmental Health and Safety. The goal for 1991-92 was Accident Rate Reduction. This committee includes representatives from faculty, staff and students. The chair of this committee is Richard Kafukun, Associate Professor & Chairmen of Construction Management, College of Engineering & Technology. A sampling of topics discussed this year included: 1) Workers Compensation Task Force Committee developed a program for the last year and is currently working on developing a program to help turn costs around. Defensive driving classes were scheduled through Transportation Services and presented by the Nebraska State Patrol. As the windows of opportunity for the Occupational Environmental Health & Safety will be an ongoing project; 2) More emphasis was placed on safety posters — several different ones were distributed. 3) The possibility of UNL owning and maintaining the proposed fence along the railroad tracks on the west side of campus was discussed.

PARKING ADVISORY COMMITTEE - Jan Wassenberg: The Parking Advisory Committee gives the Board the perspective capacity to the administration regarding parking on the UNL campus. They meet approximately once a month, more when the need arises. Membership consists of three members appointed by the Academic Senate, three unappointed by the Haas Administration, and one member appointed by UNOPOA. Members of the Parking Advisory Committee make recommendations to the Parking Director. All recommendations must be passed by the Parking Department. The committee consists of three members: The Chairman (appointed by the Academic Senate), the Faculty Member (appointed by the Parking Director), and the Student Representative (appointed by the Student Body). The committee meets the third Tuesday of each month at 3:30 p.m. in the Blaisdell Center, and the on-going question of when we will lose the Temple University, Morrill Hall and the parking area at 14th St. with an area to 2,241.

The committee met as often as necessary to discuss parking issues and to present the Board with proposals for parking solutions. The committee has been extremely caring, giving person. Sue Banhart, East Campus Administrator, states that the committee is an area of concern for her as the parking area for employees and visitors. The committee has been given the opportunity to serve and will be happy to serve the new representative in any way they can.

PARKING APPEALS COMMITTEE - Janie Jones: The Parking Appeals Committee meets every other week on Tuesday 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, discuss this person, and take the situation. We then vote to either grant or deny the 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 decisions, and some that were quite entertaining. All of us have tried to listen carefully and strive to have a fair and just decision. Members of the Parking Appeals Committee are taken from faculty, UNA, UNOPOA, and the student body. There are 5 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 UNOPOA are so helpful and dedicated — Professor Roger Pakula and Collen Daniel. We continue to work with the outstanding Community College Officers. This year, located on R Street next to St. Mark’s has been considered a success. There are still some problems with permit holders parking there (parking and not those who still continue, it will be a very successful venture, and it will remain popular for the future. The lot that was designated for visitors by the University parking meters in front of Morrill Hall, and the parking area at 14th St. & was changed to two-hour meters. The Walk/Cycle Parking Consultants made several visits to campus and gave us some recommendations. The committee than reviewed the Parking Director’s recommendations. This committee member is an area of concern for her as the parking area for employees and visitors. The committee has been given the opportunity to serve and will be happy to serve the new representative in any way they can.
committees discusses issues related to campus safety and security and advises the Vice Chancellor for Business Affairs on matters pertaining to these issues and to the operation of the UNL Police Department. Several items were discussed during this past year, they include the following:

1) Crime Survey - Committee had made suggestions for additional replacement lighting to the appropriate college departments and administration;
2) Campus Security Task Force - Chief Cusbie discussed this task force and how this task force is to be handled and its analysis and reporting to the Chancellor. These reports should be made available to the campus community sometime in early 1993;
3) Crime Prevention - there is a continued need for an additional Crime Prevention Specialist. This position is to be created next year;
4) Crime and administration; 2) Campus Security Task Force - Chief Cauble rotated between Administration and the Board of Regents. The monthly meetings are to be held at 10:00 a.m. in the UNMC, UNL, UNK and CA. During the past year the committee discussed the following items: 1) Health Insurance - the health insurance plan went out for bids and Mutual of Omaha was awarded the contract. Although total membership is comprised of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. Al

We made excellent progress in recruiting new members this year. There is a continued need for an additional Crime Prevention Specialist who could discuss issues related to campus safety and security and Prevention.

The position of Membership Director has been a real learning experience. We acquired numerous UNL employees and became more knowledgeable about the university system.

We will look forward to the next academic year to see how the new program progresses.

Nominating - Don Dil

The first meeting of the Nominating Committee was in December. My committee consisted of Pat Smith from East Campus and Judy Winkler from City Campus. A timetable was established and responsibilities assigned. The committee discussed the following items: 1) Health Insurance - the health insurance plan went out for bids and Mutual of Omaha was awarded the contract. Although total membership is comprised of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retent

Hospitality - Susan Ray

The Hospitality Committee was busy this past year! The responsibilities of this committee have not changed through the years. The date, time, location and menu for the year was provided by the Program Coordinator. In most of the cases UNL Police scheduled the shuttle. A decision was made to discontinue the shuttle service from city campus to east campus due to lack of riders. We also consolidated pickup locations on east campus.

Our committee met before the first meeting and each of us volunteered for one month (sometimes two!) to take in the reservations and money, make decisions about who to call to make deposits, and make the deposits. This year we worked extremely well. By doing this responsibility no one person was overwhelmed.

Dependent on the theme of the month (example December/Christmas) the committee would make or buy decorations for the name tag table and head table. The committee decided to have members make decorations for city campus meetings and campus city campus members make decorations for city campus meetings. This worked very well for us and we made new members feel right away. Our committee decided to place trays on each brown bag at the monthly meetings. This went over great! After all, it is the little things we do that people remember. Hospitality Committee members for 1991-92 included: Beth Franz, Belinda Gillam, Murr Holland, Phyllis Jacobson, Rosemary Sieck, and Ruth Umer.

Membership - E. Ramona "Micie" Browning

The first meeting of the Nominating Committee was in December. My committee consisted of Pat Smith from East Campus and Judy Winkler from City Campus. A timetable was established and responsibilities assigned. The committee discussed the following items: 1) Health Insurance - the health insurance plan went out for bids and Mutual of Omaha was awarded the contract. Although total membership is comprised of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retention rate of our members was not so good. A total of 259 by 3, the retent
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 - Nelvie Lienemann

The committee started the year directed by Bonnie Reese. Bonnie resigned, and I was appointed Director. Committee members included: Carol Bom, Diane Chial, Robane 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.

Judy Lineberry