

2010

2010-11 UNOPA General Meeting Minutes

Follow this and additional works at: <http://digitalcommons.unl.edu/unopaminutes>



Part of the [Higher Education Administration Commons](#)

"2010-11 UNOPA General Meeting Minutes" (2010). *UNOPA Minutes*. 7.
<http://digitalcommons.unl.edu/unopaminutes/7>

This Article is brought to you for free and open access by the UNOPA-University of Nebraska Office Professionals Association at DigitalCommons@University of Nebraska - Lincoln. It has been accepted for inclusion in UNOPA Minutes by an authorized administrator of DigitalCommons@University of Nebraska - Lincoln.

Minutes
University of Nebraska Office Professionals Association (UNOPA)
General Membership Meeting
Tuesday, September 14, 2010, 11:45 am – 1:00 pm
Nebraska Student Union, City Campus

President Mari Greer called the meeting to order at 12:00 pm. Mari Greer welcomed everyone and introduced Kristi Lawrence, Lighthouse Program Director, who will speak later in our meeting.

The 2010-2011 Elected Officers and Committee Directors were introduced by President Mari Greer.

The minutes of the May 11, 2010, General Membership Meeting had been e-mailed to the membership prior to the meeting. ***The minutes will stand approved as corrected.***

Officer Reports

Treasurer - The July and August Treasurer's Reports were e-mailed to the membership prior to the meeting. There were no corrections. ***The report will be filed for audit.***

Immediate Past President – Peg Johnson thanked Debbie Hendricks for representing UNOPA as our delegate to the annual conference of National Association of Educational Office Professionals (NAEOP) held in Kansas City, MO in July. Awards from the conference were presented to:

- **Diane Wasser, CEOE, UNOPA Notes Editor:** Rachel Maynard Communication Awards, Local Newsletter, Category 2 (101 members or more) - 2nd place
- **Karen Jackson, webmaster:** Website Awards, Professional, Local Association - 1st place
- **Mary Guest, CEOE:** Louise Henderson Nelson Award: Local Association - 2nd place

Lola Young was elected as Vice President of NAEOP for 2010-2011. The 2011 Annual Conference will be held in Charleston, South Carolina from July 18 – 22, 2011.

The workshop being held Friday is sponsored by UNOPA and the Bradley Munn Professional Growth Fund. Peg Johnson encouraged members to make donations to the Bradley Munn Fund through payroll deduction or one-time gifts. Forms are available at the meeting.

The annual Breast Cancer Making Strides Walk will be held October 17. If you are interested in participating on the UNOPA team, see Peg Johnson. Donations can also be made on-line.

Standing Committee Reports

Awards – Barbara Homer introduced the Awards Committee. The Floyd S. Oldt Silver Pen Award, Floyd S. Oldt Outstanding Staff Award, and the Floyd S. Oldt Outstanding Boss Award will be presented at the November General Membership Meeting. The guidelines and application process for each are available on the UNOPA website. The deadline for submissions is October 15.

Bylaws - Mary Klucas presented Bylaw and Standing Rule changes to clean up the wording with regard to the duties of the Immediate Past President, removing the Bradley Munn Professional Growth Fund as

a Committee, and clarification on where to find guidelines at the University of Nebraska Foundation for the Bradley Munn Professional Growth Fund.

Mary Klucas moved that the changes presented – to amend the Past President duties description, remove the Bradley Munn Professional Growth Fund from the list of Committees, and remove the Bradley Munn Professional Growth Fund Committee – be approved to go to a ballot vote by the membership. The motion was seconded by Jan Edwards. The motion passed unanimously.

Employee Concerns – Jan Edwards reported we now have representatives on the Campus Recreation, Parking, Wellness and Safety Committees. A representative is needed for the Faculty Senate Committee, which meets monthly. The Emergency Employee Loan Committee has three members representing UNOPA, however we can add more members. Contact Jan Edwards or Marcy Tintera if you are interested in serving on either committee.

The Safety and Wellness Fair will be held at the Nebraska Union - City Campus on Tuesday, October 19 from 9 am to 3 pm. UNOPA will share a table with UAAD and will distribute information on the benefits of group membership. Volunteers to work at the fair are needed.

Nominating – Beth Zager is looking for committee members. In addition, Beth is co-chairing the September 25 parking lot fundraiser. Volunteers to work that date are still needed.

UNOPA Notes – Gretchen Walker is looking for additional committee members. The monthly issue will be e-mailed to members. Hard copies will be sent to those members without e-mail addresses. The monthly deadline for articles will be the Friday after the General Membership Meeting.

Gretchen reminded the membership of the City Campus Toastmasters group, NU Toasters, which is co-sponsored by UNOPA and UAAD. NU Toasters meets Thursdays at noon. All are welcome.

Hospitality – Susan Thomas thanked this year's Hospitality Committee for their work with the first meeting. Door prize winners were: Michaela Olson (black insulated lunch bag and mug), Doreen Wagenaar (cookbook and UNL Dairy Store gift card) and Janice Harris (UNL Dairy Store gift card). One member/guest at each table received the bag which served as the table decoration.

President Mari Greer has designated Lighthouse as this year's charity recipient. The 50/50 Drawing collected \$60. Jaime Long received \$30 and \$30 will go to Lighthouse.

Announcements

President Mari Greer reminded members of the UNOPA workshop to be held Friday, September 17 from 9 am to 4 pm at the Jackie Gaughan Multicultural Center. Kim Ratz will be the featured speaker.

Certificates for Professional Standards Program (PSP) points are on the table outside the meeting room.

Membership renewals should be sent to Jan Wassenberg. Dues are \$9 if renewed by September 30 and \$12 if renewed after September 30.

Guest Speaker

Donna Boone introduced our speaker, University of Nebraska – Lincoln Chancellor Harvey Perlman. Chancellor Perlman thanked UNOPA for the contributions we make to the success of the University. The move to the Big Ten, Innovation Campus and the Budget were topics Chancellor Perlman addressed for our group. Questions for Chancellor Perlman included topics on the Voluntary Incentive Separation Program, the availability of larger classrooms, how Health Care Reform will affect UNL, and whether travel will be limited to reduce expenses. Donna Boone thanked Chancellor Perlman for his time today and sharing information pertinent to our group and the University. Chancellor Perlman was presented with a token of our appreciation from UNOPA.

50/50 Charity Representative

President Mari Greer introduced Kristi Lawrence, Lighthouse Program Director. Kristi gave a short presentation about Lighthouse. An after-school program for teens, Lighthouse works to increase the likelihood teens will receive their GED or high school diploma. All services are free and include evening meals, academic support and enrichment programs.

President Mari Greer adjourned the meeting at 1:09 pm.

**Respectfully Submitted,
Cathy Robertson, Recording Secretary**

Approved as Presented

**Minutes
University of Nebraska Office Professionals Association (UNOPA)
General Membership Meeting
Tuesday, October 12, 2010, 11:45 am – 1:00 pm
Coaches Club, Devaney Sports Center**

President Mari Greer called the meeting to order at 12:00 pm. Mari Greer welcomed everyone.

The minutes of the September 14, 2010, General Membership Meeting had been e-mailed to the membership prior to the meeting. ***The minutes will stand approved as presented.***

Officer Reports

Treasurer / Marlee Crombie

The September Treasurer's Report was e-mailed to the membership prior to the meeting. There were no corrections. ***The report will be filed for audit.***

Corresponding Secretary / Jaime Long

The recipient of our Giving Tree campaign this year will be City Impact and Child Advocacy Center. We will collect items at the November and December meetings. More information will follow in the November issue of *UNOPA Notes*.

Immediate Past President / Peg Johnson – Cindy Knight reported for Peg Johnson. The deadline for reimbursement from the Bradley Munn Professional Growth Fund is October 15. At our December membership meeting, a snuggle quilt will be raffled with proceeds going to the Bradley Munn Professional Growth Fund. Tickets are 1 for \$1 or 6 for \$5.

The annual Breast Cancer Making Strides Walk will be held October 17. If you are interested in participating on the UNOPA team, contact Peg Johnson or pick up a flyer from Cindy Knight. Donations can also be made on-line.

Standing Committee Reports

Awards / Barbara Homer – The Floyd S. Oldt Silver Pen Award, Floyd S. Oldt Outstanding Staff Award, and the Floyd S. Oldt Outstanding Boss Award will be presented at the November General Membership Meeting. The deadline for submissions is October 15.

Bylaws / Mary Klucas - Mary reported on the results of the vote to clean up the wording with regard to the duties of the Immediate Past President, removing the Bradley Munn Professional Growth Fund as a Committee, and clarification on where to find guidelines at the University of Nebraska Foundation for the Bradley Munn Professional Growth Fund. Of the 133 ballots mailed, 72 ballots were returned before the October 7, 2010 deadline. The ballots were returned with 71 in favor of the change and 1 opposed. The proposed changes will stand approved. Mary will have the Bylaws and Standing Rules updated to reflect the changes.

Mary Klucas moved that the Bylaws Committee destroy the returned ballots. The motion was seconded by Jan Wassenberg. The motion passed unanimously.

Approved as Presented

Career Development/PSP / Mary Guest - Mary briefly explained the Professional Standards Program (PSP). A PSP workshop will be held on November 9 from 12-1 pm at the City Campus Student Union. Anyone interested in learning more about the PSP program, wanting to get started or needing help with their submissions should attend.

The Chancellor's Committee on the Status of Women and Human Resources will present two workshops next week at the City Campus Student Union. Topics will include understanding leave benefits, including sick leave, maternity leave, UNL's lactation policy, and child care services. Workshop dates are October 19 from 12 – 1:30 pm and October 20 from 3 – 4:30 pm.

Employee Concerns / Jan Edwards – A UNOPA representative is still needed for the Faculty Senate Committee, which meets monthly during the school year. The Safety and Wellness Fair will be held at the City Campus Student Union on Tuesday, October 19 from 9 am to 3 pm. UNOPA will share a table with UAAD and will distribute information on the benefits of group membership.

Hospitality / Susan Thomas / Pat DeStefano – The 50/50 Drawing collected \$70. Jayne Schneider received \$35 and \$35 will go to Lighthouse. Three door prizes were awarded. Rhonda Zugmier received a Nebraska tote bag with a Nebraska night light, t-shirt, memo cube and socks. Dora Dill received an adidas string bag with a Nebraska night light, t-shirt, memo cube and socks. Phyllis Bachmann received a small red bag with a Nebraska night light and University Bookstore gift card. Centerpieces on the table were a Nebraska tote bag and Halloween ghost. One person at each table took home the centerpiece from their table.

Announcements

The deadline for UNOPA Notes is Friday, October 15. Please forward articles to Gretchen Walker.

The November UNOPA General Membership meeting has been moved to the third Tuesday. Meeting space was not available on the second Tuesday.

Certificates for Professional Standards Program (PSP) points are on the table outside the meeting room.

The proposed UNOPA budget for 2010-2011 will be e-mailed to members by the end of October.

Marlee Crombie encouraged members to sign up to help at the Parking Lot fundraiser. It is a great way to meet new people and the parking lot is our only fundraiser of the year.

Sandy Lineberry expressed concern that many of the University committee meetings were being held on City campus rather than splitting time between City and East campuses. She asked our representatives work toward a more equitable split on the meeting locations.

Guest Speaker

Donna Boone introduced our speaker, University of Nebraska Head Men's Basketball Coach Doc Sadler. Coach Sadler spoke about the need to learn how to deal with people as everything in our lives deals with our ability to react, socialize and interact with people. Each of us should have goals and be ready to revise our goals as they will need to be changed as time goes on. A total commitment is needed from all of us as people around us are looking at our commitment. Cooperation is another cornerstone of how we work with others and determines how successful we are in our dealings with others. Coach Sadler

Approved as Presented

firmly believes that nothing can be done without enthusiasm. It is also important for each of us to be consistent regardless of the outcome or circumstances. Others need to know what to expect from us. Coach Sadler responded to questions from UNOPA members and was presented with a token of our appreciation.

President Mari Greer adjourned the meeting at 12:54 pm.

**Respectfully Submitted,
Cathy Robertson, Recording Secretary**

**Approved as Presented – November 16, 2010
Cathy Robertson**

Approved as Corrected

Minutes
University of Nebraska Office Professionals Association (UNOPA)
General Membership Meeting
Tuesday, November 16, 2010, 11:45 am – 1:00 pm
East Campus Student Union

President Mari Greer called the meeting to order at 12:00 pm. Mari Greer welcomed all visitors and new members.

The minutes of the October 12, 2010, General Membership Meeting had been e-mailed to the membership prior to the meeting. *The minutes will stand approved as presented.*

The October Treasurer's Report was e-mailed to the membership prior to the meeting. There were no corrections. *The report will be filed for audit.*

Officer Reports

Corresponding Secretary / Jaime Long

The recipient of our Giving Tree campaign this year will be City Impact and Child Advocacy Center. Ornaments can be picked out today with the age and requested item. Gifts should be returned, unwrapped, to the December membership meeting. If you will not be at the December meeting, contact Jaime to arrange a time to drop off your gift at her office.

A big thank-you to Tom Hansen and Marlee Crombie from Information Services for the nice discount we received on our purchase of a new digital camera.

Immediate Past President / Peg Johnson

Two reimbursements were processed in October from the Bradley Munn Professional Growth Fund. Members can contribute to the fund through payroll deduction or a one-time gift. See Peg for the form.

A quilt blanket will be raffled at the December meeting with proceeds going to the Bradley Munn Professional Growth Fund. Tickets can be purchased after the meeting today and at the December meeting.

Standing Committee Reports

Career Development/PSP / Mary Guest

The next deadline for the Professional Growth Program (PSP) submissions is January 15. A workshop was held last week to assist members with their submission. Another workshop will be held in the spring on East Campus. The PSP certification fee can be submitted to the Bradley Munn Professional Growth Fund for reimbursement.

Employee Concerns / Jan Edwards

A UNOPA representative is still needed for the Faculty Senate Committee, which meets monthly during the school year.

UNOPA Notes / Gretchen Walker

Submit articles for the December *UNOPA Notes* issue to Gretchen by this Friday. Toastmasters on City Campus is held every Thursday and co-sponsored by UNOPA. All are welcome.

Ways and Means/Mari Greer

Volunteers are still needed to help work the parking lot on Friday November 26. Please see Mari or Donna Boone for available time slots.

PSP certificates on the table as you leave today.

Hospitality / Susan Thomas / Pat DeStefano –Three door prizes were awarded – Nebraska bag with notepads, pen and gift certificate to *Barnes & Noble*. Recipients were: Elizabeth Theiss-Morse, Barry Shull, and Linda Ratcliffe.

The 50/50 Drawing collected \$124. Diane Wasser received \$62 and \$62 will go to President Mari's designated charity - Lighthouse.

Guest Speaker

Donna Boone introduced our guest speaker, Dr. Timothy Alvarez, Assistant Vice Chancellor for Student Affairs. Dr. Alvarez addressed the importance of awards and how they help both us and our institution. Awards are an extension of what we are about – our core values. There is great value in those who nominate. Nominations allow recognition for those who make the University a quality institution, provide accountability and are part of something bigger than ourselves. Many more can be described as outstanding, superior and distinguished even though we can't provide an award to everyone. Dr. Alvarez offered congratulations to those who nominated and those who were nominated for our awards today.

Awards Committee/ Program/Barbara Homer

Barbara welcomed everyone to our annual Bosses Luncheon and Floyd S. Oldt Awards program. The Awards Committee was introduced and thanked for their work. The committee members are Tricia Liedle, Edie Schleiger, and Christine Cary. Barbara also thanked her student assistant, Kristin Bauer, for all her work in designing the program.

A big thank you to Dr. Jack Oliva, who provided piano background music during lunch.

Judges for the Boss of the Year and Outstanding Staff Award were introduced and thanked for their hard work.

Boss of the Year Judges

Randy Bretz, Senior Vice President, Nelnet

Joseph Yocum, Seward County Sheriff

Gail Perry, Attorney, Baylor, Evnen, Curtiss, Grimit & Witt, LLP

Outstanding Staff Award Judges

Tadd Barrow, Assistant Extension Educator, School of Natural Resources

Nathan Fuerst, Associate Director of Operations, Admissions; International Recruitment and Finance Director of Customer Service at EE&O

Joyce Hurst, Office Associate, Geography, School of Natural Resources

Approved as Corrected

Brenda Peters, Custodial Services, Facilities Management & Planning
Ron Roeber, Associate Vice Chancellor of Academic Affairs, Director of Research Computing & Data Management, Information Services
Connie Rohloff: Mailroom Supervisor, Mail & Distribution Services

Barbara wanted to give the recognition each nominee deserved by introducing them and sharing some comments made by their nominator(s) and letters of support.

The winner of the 2010-2011 Floyd S. Oldt Silver Pen Award was Lisa King (Staff Assistant, Child, Youth, and Family Studies). Lisa was nominated by Dr. Julie Johnson (Child, Youth, and Family Studies).

Nominees for the 2010-2011 Floyd S. Oldt Outstanding Staff Award were Linda Luedtke (Administrative Assistant to the Dean, Hixson-Lied College of Fine and Performing Arts), Helen Sexton (Staff Assistant, Department of Political Science), Holly Terrell (Customer Service Associate, Extended Education and Outreach), and Gretchen Walker (Administrative Technician, Center for Great Plains Studies).

The winner of the 2010-2011 Floyd S. Oldt Outstanding Staff Award was Gretchen Walker. Gretchen was nominated by Linda Ratcliffe (Center for Great Plains Studies).

Nominees for the 2010 Floyd S. Oldt Boss of the Year Award were: Julie Johnson (Chairperson, Child, Youth, and Family Studies), and Alan Moeller (Assistant Vice Chancellor for Finance and Personnel, Institute of Agriculture and Natural Resources).

The winner of the 2010 Floyd S. Oldt Boss of the Year Award was Julie Johnson. Dr. Johnson was nominated by Helen Raikes (Child, Youth, and Family Studies).

Announcements

Mari Greer thanked Barbara Homer and her committee for their work on the Awards program.

The next membership meeting will be held on December 14th at Valentino's at 35th and Holdrege. Giving Tree gifts will be collected at the meeting.

President Mari Greer adjourned the meeting at 12:40 pm.

**Respectfully Submitted,
Cathy Robertson, Recording Secretary**

**Approved as Corrected – 12/14/2010
Cathy Robertson**

Minutes Approved as Presented

Minutes University of Nebraska Office Professionals Association (UNOPA) General Membership Meeting Tuesday, December 14, 2010, 11:45 am – 1:00 pm Valentino's Restaurant – 3457 Holdrege Street

President Mari Greer called the meeting to order at 12:04 pm. Mari Greer welcomed all visitors and new members. A special welcome to Mike Zeleny and Nancy Kenny, who will provide our holiday entertainment.

The minutes of the November 16, 2010, General Membership Meeting had been e-mailed to the membership prior to the meeting. ***The minutes will stand approved as corrected.***

The November Treasurer's Report was e-mailed to the membership prior to the meeting. There were no corrections. ***The report will be filed for audit.***

Officer Reports

Corresponding Secretary / Jaime Long

The recipient of our Giving Tree campaign this year will be City Impact and Child Advocacy Center. If you did not bring your gift(s) today, they need to be delivered to Jaime by Thursday. Gifts will be taken to the agencies on Friday. Jaime thanked the membership for their generosity.

Immediate Past President / Peg Johnson

The next deadline for submitted requests for reimbursement from the Bradley Munn Professional Growth Fund is January 15.

Standing Committee Reports

Nominations / Beth Zager

Letters will be sent to the membership in January asking for nominations for the 2011-2012 Board of Directors. Please consider the opportunity to serve on the Board. Committee members are needed to assist with the nominating process. See Beth if you are interested.

UNOPA Notes / Gretchen Walker

Submit articles for the January *UNOPA Notes* issue to Gretchen by this Friday. Gretchen also encouraged each of us to nominate a member for next year's Board of Directors and to say 'yes' if nominated ourselves.

Hospitality / Susan Thomas / Pat DeStefano – Today's theme is "Pamper Yourself". The centerpiece bags include personal care items such as lotions, Mary Kay, etc. One person at each table received the centerpiece. Four door prizes were awarded – stockings with lotions and a gift card to Bath and Body Works. Recipients were: Donelle Moormeier, Linda Mahloch, Nancy Hoffman, and Judy Anderson.

The 50/50 Drawing collected \$104. Faye Kopke received \$52 and \$52 will go to President Mari's designated charity - Lighthouse.

Minutes Approved as Presented

Announcements

PSP Certificates will be on the registration table as you leave.

Get your Giving Tree gifts to Jaime by Thursday.

The drawing for the blanket to benefit the Bradley Munn Professional Growth Fund was held. The winner was Dick Johnson.

Special Entertainment

Donna Boone introduced Nancy Kenny (Assistant Vice Chancellor for Academic Affairs) and Mike Zeleney (Assistant Vice Chancellor, Research). Nancy and Mike provided a wonderful program of singing and piano excerpts of Christmas music and carols. The membership joined in at the end to sing our favorite carols. Donna Boone presented Nancy and Mike with a thank you gift for their time, talent and getting us into the holiday spirit.

Announcements

The next membership meeting will be held on January 11 at the Wick Alumni Center (16th & R Streets). Michelle Waite (Assistant to Chancellor Perlman for Community Relations) and Ron Withem (Associate Vice President and Director of Governmental Relations) will present a Legislative Update.

President Mari Greer adjourned the meeting at 12:58 pm.

**Respectfully Submitted,
Cathy Robertson, Recording Secretary**

**Minutes approved as presented – January 11, 2011
Cathy Robertson, Recording Secretary**

Minutes
University of Nebraska Office Professionals Association (UNOPA)
General Membership Meeting
Tuesday, January 11, 2011, 11:45 am – 1:00 pm
Wick Alumni Center

President Mari Greer called the meeting to order at ~~12:00~~ 12:04 pm. Mari Greer welcomed all visitors, new members, and especially to the UAAD members as we host them with our annual joint meeting.

The minutes of the December 14, 2010, General Membership Meeting had been e-mailed to the membership prior to the meeting. ***The minutes will stand approved as presented.***

The November Treasurer's Report was e-mailed to the membership prior to the meeting. There were no corrections. ***The report will be filed for audit.***

Officer Reports

Immediate Past President / Peg Johnson

The next deadline for submitted requests for reimbursement from the Bradley Munn Professional Growth Fund is January 17.

Standing Committee Reports

Awards / Barbara Homer

Edie Schleiger reported for Barbara that the Committee is now accepting nominations for the Rose Frolik Award. Nominees must have been a UNOPA member for at least five years. Award criteria and application are on the UNOPA website. Questions should be directed to Barbara Homer.

UNOPA Notes / Gretchen Walker

Submit articles for the February *UNOPA Notes* issue to Gretchen by this Friday. Thank you to everyone who has submitted articles throughout the year.

Hospitality / Susan Thomas / Pat DeStefano – Three door prizes were awarded. A bag with a yoga mat and HyVee gift card went to Trish Fenster. A back pack, t-shirt, water bottle and HyVee gift card went to Lorraine Moon. ~~Jean~~ Jeanne Bonnett received a bag with a yoga tape and HyVee gift card.

The 50/50 Drawing collected \$52. Jan Edwards received \$26 and \$26 will go to President Mari's designated charity - Lighthouse.

Announcements

PSP Certificates will be on the registration table as you leave.

Approved as Corrected – February 8, 2011

Nancy Myers, UAAD President

Nancy echoed Mari Greer's comments on how nice it was to have the annual joint meeting with UNOPA. Al Stark, from UAAD, reported UAAD's next meeting is the annual Founders Day event to be held February 16. Bill Nunez will be the speaker. The deadline for the Oldt and Donaldson Awards is February 1.

Speakers

Donna Boone introduced our guest speakers: Michelle Waite and Ron Withem. Michelle is a former legislative aide, and currently serves as Unicameral liaison for UNL in her position as Assistant to the Chancellor for Community Relation. Ron is a former State Senator and currently serves as Associate Vice President for University Affairs and Director of Governmental Relations. Michelle and Ron provided information regarding the current Nebraska Legislative session and topics of interest to UNL. The budget process for all University campuses will be a top priority this session. Michelle outlined the general budget process and timeline the Legislature will follow. Handouts covering the Legislative calendar, Legislative Committee assignment and cards for the University Ambassadors program were distributed. Both Michelle and Ron emphasized how important our voices are to all of the State Senators. Senators really do listen to their constituents and we are encouraged to let them know our opinion. Questions from the audience were taken at the end of the presentation. Donna Boone presented Michelle and Ron with a gift card for taking time to educate our groups on the very important topics that will be in front of the Legislature and University system this session.

Announcements

The next membership meeting will be held on February 8 at the East Campus Union. Heath Tuttle, Information Services, will discuss Technology as it affects our everyday lives.

President Mari Greer adjourned the meeting at 12:50 pm.

**Respectfully Submitted,
Cathy Robertson, Recording Secretary**

**Approved as Corrected – February 8, 2011
Cathy Robertson, Recording Secretary**

Approved as Presented – March 8, 2011

Minutes
University of Nebraska Office Professionals Association (UNOPA)
General Membership Meeting
Tuesday, February 8, 2011, 11:45 am – 1:00 pm
East Campus Student Union

President Mari Greer called the meeting to order at 12:00 pm. Mari Greer welcomed all visitors and new members.

The minutes of the January 11, 2011, General Membership Meeting had been e-mailed to the membership prior to the meeting. *The minutes will stand approved as corrected.*

The January Treasurer's Report was e-mailed to the membership prior to the meeting. There were no corrections. *The report will be filed for audit.*

Officer Reports

Immediate Past President / Peg Johnson

Members are encouraged to donate to the Bradley Munn Professional Growth Fund. If you are planning to attend the NAEOP national convention, please let Peg know.

Standing Committee Reports

Awards / Barbara Homer

The deadline for the Rose Frolik Award is March 4th. The criteria and application are on the UNOPA website.

Career Development / Mary Guest

The next PSP workshop is Tuesday, February 15 at noon on East Campus.

Kim Raatz will present a workshop on March 22. The topics will be 'Open Space Technology' and 'Men, Women, Generational Styles'. The workshop is free to UNOPA members and \$10 for non-members.

Mentoring/ LaRita Lang

Mari Greer reported for LaRita that a free Brown Bag Lunch will be held on Thursday, February 24 from 12 – 1 pm at the City Campus Student Union. Angela White from the Credit Union will speak on 'Steps to Financial Freedom'.

Nominating / Beth Zager

We are looking for members to accept nominations to run for a position on next year's Executive Board. Please consider running, and please consider nominating others.

UNOPA Notes / Gretchen Walker

Submit articles for the March *UNOPA Notes* issue to Gretchen by this Friday. The March issue will be submitted for the NAEOP national convention competition.

Approved as Presented – March 8, 2011

Hospitality / Susan Thomas / Pat DeStefano – The popcorn containers with candy on each table were awarded to someone at each table. Two door prizes were awarded. A red purse with picture frame, candles, candy and a notepad went to Deb Predmore. A large popcorn bucket with candy and a Blockbuster Video gift card went to Jaime Long.

The 50/50 Drawing collected \$77. Roshan Pajnigar received \$38.50 and \$38.50 will go to President Mari's designated charity - Lighthouse.

Announcements

PSP Certificates will be on the registration table as you leave.

The annual PSP Luncheon brochures are on the tables and are available on the UNOPA website. This year's speaker will be Michael Hoff, speaking on 'Ancient Roman Religion and Nebraska Football'. The luncheon will be held on Saturday, April 2.

Speaker

Donna Boone introduced our guest speaker: Heath Tuttle. Heath is Coordinator of Technology from UNL Instructional Technology Group. Topics were geared toward how technology is transforming teaching. We learned how to use Skype through a demonstration call to Heath's wife, Rebecca. Facebook was explained and various uses were discussed. We also learned about Twitter as a technology option. Mobile devices are very important to students as they can do anything on them – email, Facebook, Twitter, etc. Heath was very helpful as he answered questions from the membership throughout the presentation. A gift card to El Potrero was presented to Heath as a token of appreciation for his presentation.

Announcements

The next membership meeting will be held on March 8 at the Jackie Gaughn Multicultural Center on City Campus. ASUN President, Justin Solomon, will be our speaker.

President Mari Greer adjourned the meeting at 1:00 pm.

**Respectfully Submitted,
Cathy Robertson, Recording Secretary**

Approved as Presented – March 8, 2011

Cathy Robertson, Recording Secretary

Minutes
University of Nebraska Office Professionals Association (UNOPA)
General Membership Meeting
Tuesday, March 8, 2011, 11:45 am – 1:00 pm
Jackie Gaughn Multicultural Center

President Mari Greer called the meeting to order at 12:00 pm. Mari Greer welcomed all visitors and new members.

The minutes of the February 8, 2011, General Membership Meeting had been e-mailed to the membership prior to the meeting. ***The minutes will stand approved as presented.***

The January Treasurer's Report was e-mailed to the membership prior to the meeting. There were no corrections. ***The report will be filed for audit.***

Officer Reports

Immediate Past President / Peg Johnson

We are gathering documentation for our submission of the Louise Henderson Nelson award. Please get applicable documentation to Peg by Friday, March 11.

Standing Committee Reports

Career Development / Mary Guest

We have two professional growth opportunities in the next two months, which are both free for UNOPA members.

- Kim Raatz will present a workshop on March 22. The topics will be 'Open Space Technology' and 'Men, Women, Generational Styles'. The workshop is \$10 for non-members and will be held at the City Campus Student Union.
- John Goldrich will present at the Spring Workshop on April 13. The topic is 'Training for the Front Lines – How to Handle Challenging Situations with Safety in Mind'. The workshop is \$10 for non-members and will be held at the East Campus Student Union. Contact Tonda Humphress if you have specific topics you would like discussed.

The Chancellor's Commission on the Status of Women will sponsor two workshops on 'Money 101'. The March 29th session will be from 12-2 pm at the East Campus Student Union. The March 30th session will be from 3-5 pm at the City Campus Student Union. Contact Mary if you have questions.

The next PSP application deadline is May 15. If you submit by April 15, you will be able to request reimbursement of your application fees from the Bradley Munn Professional Growth Fund.

Special Recognition/Sandy Lineberry

UNOPA currently has two plaques in the UNL Hall of Honor – one for the Rose Frolik Award winners and one for the Silver Pen Award winners. Sandy would like to have a plaque added to honor our founder, Rose Frolik, who recently passed away. Donations will be collected as this expenditure would not come from UNOPA general funds. The University has guidelines as to the specifications for the plaque. The

Approved as Corrected – April 12, 2011

estimated cost is \$300. Sandy will circulate a rough sketch of the plaque. If you are interested in donating, please see Sandy.

Nominating / Beth Zager

The slate of officers for 2011-2012 was presented:

Treasurer	Jennifer Arnold and Roddy Spangler
Corresponding Secretary	Lainey Bomberger
Recording Secretary	Mary Klucas and Shawn Sheets
President Elect	Cathy Robertson

Mari Greer Guest opened the floor for nominations for each of the offices. There were no other nominations for any of the four offices. Nominations were closed for all offices.

Beth thanked the nominees and her committee for their work. Ballots will be mailed on March 18 and must be returned by March 31.

UNOPA Notes / Gretchen Walker

Mari Greer reported the next deadline to submit articles for *UNOPA Notes* is this Friday. Mari thanked Gretchen and her committee for their superb job on *UNOPA NOTES* this year. The March issue will be submitted for competition at this summer's national convention.

Ways and Means/Mari Greer

UNOPA will be able to park cars at 18th & R Streets for the Spring football game on April 16. We have not heard from Ron Fuller at Parking Services regarding the contract. In the past, the charge was \$5/car and we received \$2/car. Volunteers will be needed the day of the game. More information will be sent out from the Board members who will coordinate the event.

PSP Luncheon/Lorraine Moon

The annual PSP Luncheon will be held on Saturday, April 2. The registration form is on the UNOPA website. Jeanne Andelt has a limited number of discount coupons for the luncheon.

Hospitality / Susan Thomas / Pat DeStefano – Everyone in attendance received a Nebraska Book Company tote bag. Cindy Hornung won a beach bag with a towel, alarm clock, and game. Cindy Knight won the travel bag with Nebraska State Park brochures and a Nebraska State Park permit.

The 50/50 Drawing collected \$51. Lola Young received \$25.50 and \$25.50 will go to President Mari's designated charity - Lighthouse.

Announcements

PSP Certificates will be on the registration table as you leave.

Speaker

Donna Boone introduced our guest speaker: Justin Solomon, President of ASUN. Justin is a senior from Omaha, majoring in Family Science, and a member of Innocents and Phi Delta Theta. As Student Body President, Justin also serves as a Student Regent on the University Of Nebraska Board Of Regents. Our contributions for the student body were recognized and are appreciated by Justin. The structure of ASUN was described. ASUN tackles projects such as lobbying and advocacy efforts at the Nebraska State Capitol, sponsoring Big Ten on the Hill with the other Big Ten schools, passing legislation that decreased

Approved as Corrected – April 12, 2011

student fees, and increasing the amount students pay for their parking permits. With the recent security events on East Campus, ASUN hopes to have the UNL Alert system as an 'opt-out' system instead of an 'opt-in' system. A student bereavement policy is being created. ASUN is working on Career Development tools, which is an area Justin sees that we may be able to assist. There are four office staff positions in the ASUN office. Justin would like to see a representative from UNOPA and UAAD added to the Academic Planning committee during any Budget Reduction process. Many questions were taken from the membership and Justin provided additional insight as to the workings of ASUN. If we have additional questions, we can check on-line at asun.unl.edu. Justin encouraged us to invite the ASUN President to one of our meetings each year. Donna Boone presented Justin with a gift card from Nebraska Bookstore for taking the time to be with us today.

Announcements

The next membership meeting will be held on April 12 at the East Campus Student Union. The program for April includes recognition of our past presidents and presentation of the Rose Frolik Award.

President Mari Greer adjourned the meeting at 12:40 pm.

**Respectfully Submitted,
Cathy Robertson, Recording Secretary**

**Approved as corrected – April 12, 2011
Cathy Robertson, Recording Secretary**

Minutes
University of Nebraska Office Professionals Association (UNOPA)
General Membership Meeting
Tuesday, April 12, 2011, 11:45 am – 1:00 pm
East Campus Student Union

President Mari Greer called the meeting to order at 12:00 pm. Mari Greer welcomed all visitors and new members.

The minutes of the March 8, 2011, General Membership Meeting had been e-mailed to the membership prior to the meeting. ***The minutes will stand approved as amended.***

The January Treasurer's Report was e-mailed to the membership prior to the meeting. There were no corrections. ***The report will be filed for audit.***

Officer Reports

Immediate Past President / Peg Johnson

The deadline for submission for reimbursement from the Bradley Munn Fund is April 15.

The Spring NEOPA conference will be held April 28-29. Kathy Bennetch will be installed as State President. Registration deadline is April 14.

If you will be attending the National Conference in July, please let Peg know.

Standing Committee Reports

Career Development / Mary Guest

Mari Greer reported for Mary Guest. John Goldrich will present at the Spring Workshop on April 13. The topic is 'Training for the Front Lines – How to Handle Challenging Situations with Safety in Mind'. The workshop is \$10 for non-members and will be held at the East Campus Student Union. Baskets displayed today will be raffled at the workshop.

Nominating / Beth Zager

The slate of officers for 2011-2012 was presented:

President	Donna Boone
President Elect	Cathy Robertson
Recording Secretary	Mary Klucas
Corresponding Secretary	Lainey Bomberger
Treasurer	Jennifer Arnold

Beth thanked all those who accepted the nomination to be placed on the ballot and to all who took the time to cast their vote. Also thanked the Nominating Committee for their hard work.

Beth Zager moved that the Teller Committee shred the ballots that were cast in the election of UNOPA's officers for 2011-2012. The motion was seconded by Kathy Bennetch. After discussion, the motion passed.

Outreach/Shelley Green

Mari Greer reported the summer social is being planned. More details will follow.

UNOPA Notes / Gretchen Walker

Mari Greer reported the next deadline to submit articles for *UNOPA Notes* is this Friday.

Program/Donna Boone

Donna introduced Lola Young who will be installed as National President-Elect at the July National Conference in Charleston, SC. Lola will be the first National President from Nebraska and we are excited that she is one of our members. Lola discussed and promoted the National organization and encouraged membership.

Ways and Means/Mari Greer

Volunteers are needed to assist in parking cars at 18th & R Streets for the Spring football game on April 16. Please contact Mari if you can help.

Hospitality / Susan Thomas / Pat DeStefano

Four baskets were given away. Kathy Bennetch won the Pasta 101 basket. Sandy Lineberry won the basket with a colander and sauces. Martha Young won the wine (non-alcoholic) and cheese basket. Rose Ann Kevin won the cheesecake dessert basket.

Doilies on the table were door prizes. Winners were: Shelley Green, Linda Ratcliffe, Jaime Long, Karen Randall, Marcy Tintera, Sara Luther, Lois Brinton, Carol Nau, Linda Cowdin, Beth Zager, Tricia Liedle, Christine Weitzel, and Deb Rosenau.

The 50/50 Drawing collected \$115. Cathy Robertson received \$57.50 and \$57.50 will go to President Mari's designated charity - Lighthouse.

Announcements

PSP Certificates will be on the registration table as you leave.

Easter Bonnet judging was held. Judy Anderson won for the traditional bonnet and Jan Wacker won for the non-traditional bonnet. Judges were Jaime Long, Edie Schleiger, and Cathy Robertson.

Mary Guest reported that a brick will be dedicated at 10:00 am in Antelope Park in Becky Hastings honor on June 11th.

Program

Jaime Long welcomed us all to the Rose Frolik Award Program and Past President Recognition Luncheon. A big thank you to Barbara Homer's student worker for the program and invitations. Jaime read the names of all of UNOPA's past presidents, recognizing those in attendance and reading comments from some who could not make it today. This year's retirees were also introduced. Flowers centerpieces on the tables are for the Past Presidents and Retirees in attendance.

Approved as Corrected – May 10, 2011

Sandy Lineberry recognized our Past Presidents who are deceased. A few words were said about each and a bouquet of flowers was placed in a vase in honor of each. Sandy also said a few words about our founding President, Rose Frolik. The wording on the Rose Frolik Award plaque was read and Sandy shared the poem, "The Rose Behind the Wall". A memorial plaque will be placed on the UNL Wall of Honor in Rose's honor. The plaque was unveiled.

Barbara Homer recognized the Awards Committee members for their hard work with the Rose Frolik Award: Edie Schleiger, Tricia Liedle and Chris Cary. Barbara also acknowledged the work of the judges who were not able to be with us today. The judges were Dr. Nancy Biggs (Lincoln Public Schools), Kathy Herrell (BryanLGH), and Captain Jon Sundermeier (Lincoln Police Department).

The Rose Frolik Award was created to honor a UNOPA member who exemplified Rose's beliefs. Barbara reviewed the criteria for the award. The recipient will receive a plaque, \$600 stipend and a one year UNOPA membership. Seven members were nominated with one ineligible. Each of the nominees was recognized with a certificate of nomination. Barbara thanked each for their service to UNOPA. They are truly an inspiration to us all.

Nominees:

Jeanette Fisher

Joan Frederick

Mary Guest, CEOE

Linda Luedtke, CEOE

Donelle Moormeier

Janice Wassenberg

Sandy Lineberry presented the 2011 Rose Frolik Award to Mary Guest. Mary thanked her nominators, those who wrote nominations and the other nominees. Sandy presented Mary with the vase of flowers representing UNOPA's past presidents who are deceased.

Announcements

The next membership meeting will be held on May 10 at Hardin Hall. The program for May includes installation of our new officers.

President Mari Greer adjourned the meeting at 1:10 pm.

**Respectfully Submitted,
Cathy Robertson, Recording Secretary**

**Approved as Corrected – May 10, 2011
Cathy Robertson, Recording Secretary**