

2008

2008-09 UNOPA General Meeting Minutes

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Minutes of the
UNOPA GENERAL MEMBERSHIP MEETING
Tuesday, September 9, 2008, 11:45-1:00 p.m.
Nebraska Union

President Mary Guest welcomed everyone and called the meeting to order at 12:00 noon. Guests and new members were recognized. Elected Officers and Committee Directors were introduced. Members were invited to share their skills by serving on a committee. They were encouraged to grow professionally at UNL by taking the opportunities provided by UNOPA to serve on committees and by obtaining their PSP (Professional Standards Program) certificates.

The minutes from the May 13, 2008 meeting had been posted on the UNOPA website prior to the meeting and were available at the registration table. The minutes were discussed and *approved as written by unanimous consent.*

Treasurer, Grace Li

The combined July, 2008 and August, 2008 UNOPA Treasurer's report was available at the registration table. The Treasurer's report was reviewed. The checking account balance as of July 1, 2008 was \$3,749.05. With revenue of \$2.06 in July and \$339.00 in August and expenditures of \$151.68 in July and \$30.00 in August, the checking account balance as of August 31, 2008 was \$3,908.43. Expenditures applied to the cost center totaled \$324.00 in July and revenue of \$63.00 was applied to the cost center in August, leaving the cost center with a (\$261.00) balance. The combined ending balance as of August 31, 2008 was \$3,647.43. The CD balance as of July 31, 2008 was \$3,393.31 with no change as of August 31, 2008. The Treasurer's Report will be filed for audit.

Awards, Mary Guest on behalf of Beth Zager

The Floyd S. Oldt Boss of the Year Award will be presented in November. The nomination deadline for that award is October 15. The nomination form and directions can be found on the UNOPA website. Members are encouraged to recognize their outstanding bosses for this award. For two years in a row, the National Administrators of the Year have come from UNL: Dean Jack Oliva in 2007 and Dr. Z B Mayo in 2008.

Bradley Munn Professional Growth Fund, Gretchen Walker

The Bradley Munn Professional Growth Fund promotes the professional growth of UNOPA members. Members may request reimbursement for up to \$100 for such expenses as conference or workshop registration fees that are not otherwise covered or travel expenses for out-of-town events. In order to continue to have these funds available, we need to raise money for this account – which is funded entirely through donations. The balance of this account as of July 31, 2008 was \$3,589.35. Members can contribute to this fund through payroll donations or via a one-time donation, whichever they prefer. Donation forms were made available at the meeting. Members may also contact Gretchen for donation forms. In addition, a donation box will be available at future UNOPA General Meetings; members can donate their loose change or any amount in this donation box. The deadline for applying for reimbursement from the Bradley Munn Professional Growth Fund is October 15.

Career Development-Program, Jan Edwards

The fall Career Development workshop, "A Spoke, Not The Wheel," is scheduled for October 28 at 1:00-4:30 pm in the East Campus Union and will consist of a "spoke panel" composed of support staff and a "wheel panel" composed of bosses. Vicki Highstreet will facilitate the discussion. This will be an opportunity for members to "listen to panel members as they share ideas and information that will assist UNOPA members in developing skills as part of a professional team." Flyers and registration forms were available on the registration table, and the registration form will be available on the UNOPA website. This workshop is free to UNOPA members and is \$10 for non-UNOPA members. If members

have questions for the panel, please email them to Marcy Tintera prior to the workshop. In addition, as a fundraiser to help provide these professional development opportunities to members, attendees will be able to purchase the chance to win a basket put together by the committee for \$1 per ticket; the committee will have 10 baskets available.

Career Development – PSP, Debbie Hendricks

The PSP Committee wants to encourage UNOPA members to move forward on obtaining their PSP certificates. To help facilitate this goal, they will offer monthly brown bag workshops. The next brown bag workshop will be September 24 at the East Campus Union. Members can just show up with their PSP materials and can speak with a member who has received their PSP certificate to help with completing this application process.

Ways and Means, Kathy Bennetch

Debbie Hendricks, Parking Lot Co-Chair for the September 13 game, asked for five-six volunteers for the afternoon to help with the parking lot. The lot must be staffed from 6:30 a.m. – 6:00 p.m. that day, and volunteers are particularly needed in the afternoon. Fees from selling parking during home game days are UNOPA's only major fundraiser and all UNOPA members are encouraged to help. Members were reminded that each hour worked is one less pie they would have to sell. It is a good time to network, make new friends and meet with old friends. Members were encouraged to contact Debbie Hendricks if they can help with the parking lot on September 13.

Members may contact Kathy Bennetch regarding signing up for other game dates or for more information on UNOPA's role in staffing the parking lot.

Member Announcements

Betty Jacobs provided information on "Making Strides Against Breast Cancer," a 5K walk scheduled for Sunday, October 19, 2008 at Holmes Park. Brochures were available on the registration table. Twelve participants are needed in order to get special t-shirts made for the group. Betty encouraged members to support this worthwhile cause by registering for this year's walk. She shared that participants, who see the people in various stages of breast cancer who are participating, know that their participation is something about which to be proud. Members who wish to participate may register using the information in the brochures that were provided or by signing up at the registration table on the day of the walk; however, it would be helpful to Betty if you would let her know prior to the event that you are planning to participate. For more information, please contact Betty Jacobs.

New Business, Mary Guest

- National Association of Educational Office Professional (NAEOP) Annual Conference in Broomfield, CO, this past July.
 - NEOPA was well represented with the largest delegation (43 members) attending; 18 of those members were from UNOPA.
 - Dr. Z B Mayo was presented with the 2008 National Administrator of the Year Award.
 - Lola Young was installed as Central Area Director.
 - Tricia Liedle received her CEOE designation.
 - Cindy Knight and Carol Wusk received their PSP awards at the PSP Banquet.
 - *UNOPA Notes* received the 3rd place Rachel Maynard Communication Award in the local newsletter category (co-editors, Tonda Humphress and Deb Rosenau)
 - Nebraska won the 1st place Website Award (webmaster, Karen Jackson)
 - Becky Hastings, Sandy Lineberry and Carol Bom were elected to serve on NAEOP committees.
- Members were reminded to renew their membership by the September 30 deadline, a change from the October 31 renewal deadline used in the past. Membership forms were available at the registration table and are also on the UNOPA website.

- The NEOPA Fall workshop will be Friday, October 17, at Wayne State College. Emergency and Crisis Management will be the focus.

Guest Speakers

- Mary Guest introduced Professor Susan Poser, Chief of Staff and Associate to the Chancellor.
 - As the Associate to the Chancellor, Susan Poser works with the leaders of UNOPA and UAAD. She did not need convincing that the work that UNOPA does is crucial. Office personnel keep things running.
 - She realizes the impact of office professionals on two primary focuses of the University
 - Undergraduate education – These are going well and enrollment is up. Office professionals are who these students and their family contact first if they have a question or a concern.
 - Undergraduate research – Office professionals help faculty meet crucial deadlines.
 - The University has produced a family friendly brochure which has been distributed to faculty but is relevant to staff as well. The University is also working on a web site to promote this information as well.
 - She is currently working on resolving the problem of the lack of lactation rooms on campus. This is important to graduate students and staff who do not have a room to use for this purpose.
 - She would like to help UNOPA with recruitment of members and with encouraging their participation in events. She encouraged UNOPA to let her know if we had any questions or needed her to help.
- Mary Guest introduced Keith Fickenscher, Chair of the Veteran’s Memorial Garden Advisory Council. UNOPA’s 50/50 recipient this year is the Veteran’s Memorial Garden.
 - He is a proud U.S. Army veteran.
 - The Garden is located in Antelope Park, adjacent to the Auld Recreation Center.
 - The public is welcome to visit and learn about the sacrifices made by our veterans. There is even a K-9 Corps memorial area.
 - In June 1989, about 80,000 people visited the Garden to view the traveling Vietnam Memorial “Wall”. The Vietnam Veterans Memorial is now located in the same area where the traveling wall had been placed. The Vietnam Veterans Memorial has the engraved names of 405 individuals with Nebraska ties who died or are listed as missing in action for this conflict.
 - Meetings of the council are open to the public and are held in the shelter near the garden.
 - Funding: They use interest from their foundation account and they sell memorial bricks. Volunteers place the bricks for them. You can also have a wedding in the Garden for \$100. Money raised goes toward expenses such as the following:
 - The Liberty Bell structure. They ring the Liberty Bell at the start of each event in the Garden.
 - Brick holders, which do deteriorate and must be replaced periodically.
 - Bricks, which also deteriorate so that you cannot read the names. They are also replaced with no additional request from the purchaser to pay for the replacement.
 - Garden maintenance. Examples of needed maintenance are the Red Cross Memorial which had a laminate which began to peel; they got a new granite memorial, and the arch in the Garden for which they had to purchase materials.
 - Creation of a locator so that visitors can locate the memorial honoring their loved ones.
 - \$500/year is needed to keep all the lights on in the Garden in order to deter vandalism.

- They would like to install security cameras – possibly a web cam – to help with security.
- The need:
 - a new sound system to help with events in the Garden
 - a new master landscape plan so they can add about 155 bricks per year
 - volunteers to help with planting and weeding in the floral star, planting flags, event planning, and brick installation.
- Brick order forms are available on the Lincoln Parks and Recreation website.
- Upcoming Events:
 - June Celebration; new bricks and memorials are dedicated
 - Council Meetings are posted
 - Patriot Day Program
 - Veteran’s Day Program
- The Veterans Memorial Garden seeks to restore pride, faith and love in their country by U.S. families. It offers quality, family-friendly activities. Families and the community are encouraged to visit the Veteran’s Memorial Garden.

Hospitality, Diane Wasser

The Hospitality Committee will not be giving away traditional door prizes at every meeting as has been done in the past. At some meetings, names will be drawn for a free UNOPA lunch certificate to be used at future General meetings during the academic year. Three names were drawn for free future UNOPA lunches; the recipients were Cindy Knight, Lola Young and Connie Johnson. The 50/50 drawing raised \$75 of which half went to the Veterans Memorial Garden and the remaining \$37.50 went to Mary Klucas who held the prize winning ticket.

Program, Peg Johnson

Peg introduced Lola Young, NEOPA/NAEOP Liaison., who spoke about the benefits of membership in both NEOPA (Nebraska Educational Office Professionals Association) and NAEOP (National Association of Educational Office Professionals).

- NEOPA offers the *NEON* Newsletter three times per year.
- NAEOP offers:
 - *NES Connector* Newsletter four times per year.
 - *Keeping Affiliates Active*, an e-newsletter, four times per year.
 - Group term life insurance at no cost for six months for qualifying new members.
 - Group insurance discounts.
 - Rental car discounts.
 - Identity Theft Protection.
 - Professional Standards Program (PSP) which recognizes members based on what they are doing and what they are involved in (i.e. classes, committees, involvement, and meeting attendance).
 - An opportunity to help each other, such as the Emergency Relief Fund originally established to help colleagues affected by Hurricane Katrina.
- Travel opportunities are available with all three groups (NEOPA, NAEOP, UNOPA):
 - The NEOPA Fall Workshop at Wayne State College will be October 17, 2008.
 - The NAEOP Central Area Conference will be in Urbana, Illinois on March 27-29.
 - Other states also host conferences, including one in Branson, Missouri. Members who are interested should contact Lola for more information.
 - The NAEOP National Conference this past year was in Broomfield, Colorado and will be in Minneapolis, Minnesota next summer; we want as many people to attend this conference as possible because the following year it will be in Kansas City, Missouri and Nebraska will be co-hosting the conference; members will be needed to help with the conference in Kansas City, Missouri.

- UNOPA will host the NEOPA Spring 2009 Conference on April 17 at Southeast Community College. Members were asked to volunteer to help with this conference.
- Fellowship and networking with other office professionals from other schools. This is a good way to get new ideas as well as to share your ideas with others.
- All three groups offer ListServe Access to facilitate communication between members.
- The Secretary for NAEOP sends out a question each month such as “Our university is exploring database software. If you use this software or similar software, please advise us as to what you do or do not like about the system you use.” or “What book did you recently read?” This gives members an opportunity to learn more about their colleagues and encouragement to try new things such as using a new software or reading a book they might not have otherwise considered. This can also be a good discussion starter opportunity as you can then discuss common projects or books, etc.
- NAEOP provides resources available to assist members, including: time management, goal setting, human relations, etc.
- All three organizations provide a “voice with clout,” being endorsed by several other professional affiliations.
- All three organizations offer Awards to members, including
 - Rose Frolik Award (UNOPA).
 - Floyd S. Oldt Outstanding Staff Award (UNOPA).
 - Floyd S. Oldt Silver Pen Award (UNOPA).
 - Floyd S. Oldt Boss of the Year Award (UNOPA).
 - Office Professional of the Year Award (NEOPA).
 - PSP recognition (NEOPA).
 - Student scholarship (NEOPA).
 - NEOPA Past Presidents – Eva Sheaff Memorial Scholarship.
 - Nebraska Educational Administrator of the Year (NEOPA).
 - Marion T. Wood Member Scholarship (NAEOP).
 - Olive T. Ritchie Educational Office Professional of the Year Award (NAEOP).
 - National Educational Administrator of the Year Award (NAEOP).
 - Rachel Maynard Communication Award (NAEOP).
 - Louise Henderson Nelson Award (NAEOP).
 - Website Award (NAEOP).
- All three organizations provide ample opportunities to lead and to serve on committees.
- Field Service Program provides resources for speakers to help members grow professionally.
 - NEOPA’s immediate Past President who will go out and speak to various groups
 - NAEOP has speakers that can speak to affiliate groups for the cost of a donation and travel expenses.

Members may contact Lola for membership information on NEOPA and/or NAEOP.

Meeting adjourned at 1:10 p.m.



Tonda Humphress
Recording Secretary

Minutes of the
UNOPA GENERAL MEMBERSHIP MEETING
Tuesday, October 14, 2008, 11:45-1:00 p.m.
Nebraska Union

President Mary Guest welcomed everyone and called the meeting to order at 12:00 noon. The minutes from the September 9, 2008 general membership meeting had been emailed to members prior to this meeting and copies were available at the registration table. *The September 29, 2008 minutes were approved as written by unanimous consent.*

Treasurer, Mary Guest on behalf of Grace Li

The September 2008 Treasurer's report was emailed to members prior to this meeting. The Treasurer's Report will be filed for audit. The 2008-2009 Proposed Budget was emailed to members prior to this meeting. *Motion was made by Grace Li to approve the 2008-2009 Budget as presented. Motion was seconded by Diane Wasser. The 2008-2009 Proposed Budget was approved.*

Career Development, Jan Edwards

Two PSP Brownbag luncheons have been scheduled:

October 29, 2008 at noon at the Nebraska City Union.

November 24, 2008 at the East Campus Union

A Career Development Workshop is scheduled for October 28, 1:00-4:30 pm at the East Campus Union. The registration deadline is October 21. Members can receive 3/6 of a PSP point for attending. This is a free workshop for UNOPA members and is available for non-members for \$10.

Awards, Mary Guest on behalf of Beth Zager

The deadline for nominating someone for the Boss of the Year Award is October 15.

Bradley Munn Professional Growth Fund, Mary Guest on behalf of Gretchen Walker

The deadline for applying for reimbursement from the Bradley Munn Professional Growth Fund is October 15. Gretchen also has donation forms available for those who would like to contribute to this fund.

Communication Technology, Mary Guest on behalf of Karen Jackson

UNOPA is in the process of transitioning the website to the UNL template. During this transition, the photo gallery will not be updated. We expect to have the website updated and ready by January. Karen needs committee members to help with proofreading and layout ideas. Members interested in serving on this committee should contact Karen Jackson.

UNOPA Notes, Mary Guest on behalf of Betty Jacobs

Every other issue of *UNOPA Notes* will be published electronically only; for those who do not have email, a printed copy will be mailed. The deadline for submission of articles for the November issue is October 17. Please contact Betty if you have information for *UNOPA Notes*.

Ways and Means, Mary Guest on behalf of Kathy Bennetch

Mary thanked those who have already helped with the UNOPA Parking lot fundraiser. There are three games left. Sign-up sheets were available. Members were encouraged to help where they can.

New Business, Mary Guest

- An ad hoc committee is being formed to explore alternative fundraising opportunities, since it is likely that UNOPA will lose the parking lot fundraiser. Anyone interested in helping with this committee should contact Mary.

- The Empowerment Forum is scheduled for October 31. Flyers were available on the registration table. UNOPA members can receive 1 PSP point for attending and can register online. Contact Mary with any questions.

Member Announcements

- The Making Strides Against Breast Cancer Walk is October 19 beginning at 1:00 pm.
- Flyers were available regarding the Clint Coonrod Family Fundraiser.
- Sandy Lineberry is involved with a group which is collecting shoes for children in Afghanistan. If you have shoes that you can donate, or know of an organization which could help, please contact Sandy.

Hospitality, Diane Wasser

Sixty dollars was collected for the 50/50 drawing. Lisa King held the winning ticket and received \$30. The three names drawn for a free lunch were: Shelly Green, IRP; Mari Greer, Office of Research; and Kathy Schindler, Academic Affairs.

Guest Speakers

Peg Johnson introduced Linda Crump, Assistant to the Chancellor for Equity, Access and Diversity Programs. Linda spoke about the services provided by the Equity, Access and Diversity Programs Office and how their office can help employees.

Meeting adjourned at 12:38 p.m.

Tonda Humphress
Recording Secretary

Minutes of the
UNOPA GENERAL MEMBERSHIP MEETING
Tuesday, November 11, 2008, 11:45-1:00 p.m.
Nebraska Union

President Mary Guest welcomed everyone, recognized new members in attendance and read a poem by Joanna Fuchs entitled "Take A Minute to Thank a Veteran" in honor of the veterans. The meeting was called to order at 12:07 p.m. The minutes from the October 14, 2008 general membership meeting had been emailed to members prior to this meeting and copies were available at the registration table. *The October 14, 2008 minutes were approved as written by unanimous consent.*

Treasurer, Mary Guest on behalf of Grace Li

The October 2008 Treasurer's report was emailed to members prior to this meeting. The Treasurer's Report will be filed for audit.

Announcements, Mary Guest

- The MLK Freedom Breakfast will be held on Friday, January 16, at 7:30 p.m. at Embassy Suites. UNOPA members are invited to purchase tickets at \$10 per person to fill tables of 10. Interested members should contact Mary Guest by Monday, November 17.
- NEOPA has a fundraiser this year. Barb Homer and Linda Luedtke are the NEOPA Ways and Means Directors this year. Anyone interested were encouraged to visit with Barb and/or Linda.

Corresponding Secretary, Cindy Knight

This year's Giving Tree Recipient is Teenagers at CEDARS. The donation process was explained and members were encouraged to take a colored star from the Giving Tree and sign up on the coordinating sign-up sheet. Gifts are due to Cindy Knight by no later than 4:00 p.m. on December 10. Gifts can be dropped off at the December 9 UNOPA General Meeting or delivered to Cindy's office. Gift bags are also requested. Members should contact Cindy Knight with any questions.

Ways and Means Committee, Mary Guest on behalf of Kathy Bennetch

Volunteers who have helped with the UNOPA Parking Lot Fundraiser this year were thanked. Members were encouraged to contact Tonda Humphress or Betty Jacobs to sign up for the last Parking Lot Fundraiser for this year on November 28.

UNOPA Notes, Betty Jacobs

Betty thanked everyone who helped make the December issue of *UNOPA Notes* possible. Tina Ahrens and Melissa Mosier are new members who received complimentary lunches for December for themselves and for a non-member guest. Please submit articles for the January *UNOPA Notes* during the week of December 5-12.

Bradley Munn Professional Growth Fund, Gretchen Walker

The Bradley Munn Professional Growth Fund and the Director's responsibilities were briefly explained. This month, Sandy Lineberry and Doreen Wagenaar were awarded reimbursement from this fund for professional development activities. The next deadline for applying for reimbursement from the Bradley Munn Professional Growth Fund is January 15. Donation options were explained; the form is available on the website. The fund balance as of October 31 was \$3,758.60.

Hospitality, Diane Wasser

Diane Wasser asked Senator Fulton to draw out the winning ticket for the 50-50 drawing. \$134 was collected. Jessica Coope, Arts and Sciences, held the winning ticket and collect \$67. Dr. Mayo was asked to draw names for the winners of the Cornucopia Centerpieces. Those winners were: Greg Snow, Arts and Sciences; Tonda Humphress, Vice Chancellor for Student Affairs; Jan Shamburg, Grassland Studies, Karen Fulton, School of Criminology; Deb Rosenau, Purchasing; Bill Watts, Arts and Sciences; Judy Joy, Institutional Research and Planning (IRP); Jodie Barnes, UNL Police; and Phyllis Bachmann, Scholarships and Financial Aid.

Awards, Mary Guest, Debbie Hendricks, Peg Johnson, Beth Zager

Mary Guest acknowledged that the *UNOPA Notes* newsletter received 3rd place in the Rachel Maynard Award for Excellence in Communication competition at the National Association of Educational Office Professionals (NAEOP) Conference held this past summer in Broomfield, CO. Mary accepted the award on behalf of Tonda Humphress and Deb Rosenau, Co-Editors at the time, at the conference. She presented Tonda and Deb with an award for this achievement at today's meeting.

Debbie Hendricks presented plaques to recipients of their Professional Standards Program (PSP) certification during this calendar year to: Cindy Knight-earned Bachelor Degree Option II, CE and CEOE, Catherine Robertson-earned Bachelor Degree Option II, and Tricia Liedle-CEOE designation. All three recipients received their certifications in January 2008.

Peg Johnson introduced Dr. Z B Mayo, the 2007 NEOPA (state) Educational Administrator of the Year Award recipient and the 2008 NAOPA (national) Educational Administrator of the Year Award recipient. Dr. Mayo spoke briefly on the significance and honor of being nominated for this award, on the professionalism, education and development that he witnessed at the national conference and the value of UNOPA to the University and its members.

Beth Zager, Director of the UNOPA Awards Committee, introduced her committee members for this year: Diane Wasser and Connie Johnson. A brief history and introduction of the Floyd S. Oldt Boss of the Year award was given. The two judges in attendance were recognized. The two nominees were introduced: Tami Phillips, Registrar of Customer Service at Extended Education and Outreach, and Beverly Russell, Assistant Director of Instructional Design and Development at Extended Education and Outreach. The recipient will receive a plaque, a one-year membership to UNOPA, and a \$500 stipend. Dean Marjorie Kostelnik was introduced. Dean Kostelnik spoke of the nature of this award and announced this year's Boss of the Year award recipient as Beverly Russell. Beverly expressed her appreciation to everyone involved in the award process.

Peg Johnson introduced Senator Tony Fulton, Founder of the Guardian Angels Homecare Program. Senator Fulton shared how he began helping with eldercare and how he got the idea to start this program. He shared how he is connected with UNOPA via Rose Froli~~e~~^k, one of his early Guardian Angels Homecare clients. A significant theory he holds is that we are all interconnected and things we do today will affect others in our world community in the future and that we must give back to others who have given to us. He shared that the current state of medical care today has given indicators that home care will be essential in the future, and this is a way to give back to those who paved the way before us.

Mary gave closing remarks. The next General Meeting will be on December 9 at the Nebraska Union.

Meeting adjourned at 12:53 p.m.



Tonda Humphress
Recording Secretary

Approved as corrected. 12-9-2008



Minutes of the
UNOPA GENERAL MEMBERSHIP MEETING
Tuesday, December 9, 2008, 11:45-1:00 p.m.
Nebraska Union

President Mary Guest welcomed everyone and called the meeting to order at 12:08 p.m. The minutes from the November 11, 2008 general membership meeting had been emailed to members prior to this meeting and copies were available at the registration table. *The November 11, 2008 minutes were approved as corrected by unanimous consent.*

Treasurer, Mary Guest on behalf of Grace Li

The November 2008 Treasurer's report was emailed to members prior to this meeting. The Treasurer's Report will be filed for audit.

Announcements, Mary Guest

- Safety Survey – Members who have responded were thanked for doing so; members who have not yet responded were encouraged to respond by the end of the day today. Chancellor Perlman and Vice Chancellor Franco are supportive of providing training to frontline staff, and the survey results will help.
- UNOPA is selling UNOPA tumblers to help raise funds for UNOPA's 50th Anniversary activities. Money from the sale of these tumblers will go into a separate account designated specifically for these activities. Anyone interested in purchasing a UNOPA tumbler may contact Diane Wasser, Mary Guest or Debbie Hendricks.

Corresponding Secretary, Cindy Knight

An update on the Giving Tree donations for Teenagers for CEDARS was provided. The deadline for submitting donations is 4:00 p.m. on December 10. Donated gifts may be dropped off to Cindy Knight in 336 Canfield Administration Building.

Awards, Beth Zager

Brief descriptions of the next two UNOPA awards, the Outstanding Staff and the Silver Pen Awards, was provided. The deadline for nominations for these awards is January 9 and the awards presentation will be in February. Attendees were encouraged to nominate their co-workers. Judges are also needed. Members who are interested in serving as a judge or know someone else who would be interested in serving as a judge for these awards should contact Beth Zager.

UNOPA Notes, Betty Jacobs

The January, February and March *UNOPA Notes* issues will transition from the initial focus on membership to a member development focus, including articles from Information Services and other skilled people on campus. The January issue deadline for articles will be December 15. The February issue will be the competition issue.

Career Development, Mary Guest on behalf of Debbie Hendricks

The next PSP Brownbag on Thursday, December 18, from noon – 1:00 p.m. in the Nebraska City Union.

Nominating, Mary Guest on behalf of Mary Klucas

Early in January, members will receive a nomination form for the 2009-2010 Officers and a description of the duties of each office. Members are encouraged to review the descriptions, consider their strengths and the strengths of UNOPA colleagues and fill out the nomination form. Members may nominate one or more UNOPA members for each office. Nominations are due by January 29 and will be presented at the March 10 General Meeting with additional nominations being accepted from the floor. Following the General Meeting, ballots will be mailed to all members.

Hospitality, Diane Wasser

One hundred two dollars was collected for the 50/50 drawing. Elaine Dvorak held the winning ticket and received \$51. One name was drawn from the list of people who had indicated this was their first year as a UNOPA member attending the meeting; the winner was Lynda Clause, Filley Hall Business Center. Three names were drawn for door prizes: Kathy Thompson, Facilities Management; Gretchen Walker, Great Plains Museum; and Carol Wusk, College of Agricultural Sciences and Natural Resources (CASNR).

Program, Peg Johnson

Peg Johnson introduced the guest entertainers: Judy Anderson, Dave Claus and Julie Felzine. The three entertained with holiday songs, including sing-a-longs, and humor.

Meeting adjourned at 12:59 p.m.

A handwritten signature in cursive script that reads "Tonda Humphress".

Tonda Humphress
Recording Secretary

Minutes of the
UNOPA GENERAL MEMBERSHIP MEETING
COMBINED UNOPA/UAAD PROGRAM
Tuesday, January 13, 2009, 11:45-1:00 p.m.
Nebraska East Union

President Mary Guest welcomed everyone. She called the meeting to order at 12:05 p.m.

- Kathy Prochaska-Cue shared information on a new program, "Small Steps to Health and Wealth"
- The minutes from the December 9, 2008 general membership meeting had been emailed to members prior to this meeting. *The December 9, 2008 minutes were approved as written by unanimous consent.*
- **Awards Committee** – The Outstanding Staff and Silver Pen Awards deadlines have been extended to January 20, 2009. Members planning to nominate someone should contact Beth Zager. Nomination materials are available on the UNOPA website.
- **Bradley Munn Professional Development Fund** – The next reimbursement deadline is January 15, 2009. Members needing to request a reimbursement from this fund should contact Gretchen Walker.
- **PSP Committee (Career Development)** – The next PSP brownbag session is scheduled for January 27 at the Nebraska East Union. Members interested in getting their certification(s) may contact Debbie Hendricks for more information.
- **Employee Concerns Committee** – An open forum brownbag is scheduled on January 21, 2009 at noon at the Nebraska Union.
- **Nominating Committee** – Nomination forms will be sent to members next week. Members are encouraged to read the materials and to nominate qualified members for the 2009-2010 UNOPA Elected Officers. Nominations are due by January 29, 2009.
- **Announcements**
 - Peg Johnson is forming an N-Lighten Nebraska Team which will run February 1-May 1. Registration Fee is \$17. Members will receive a free Campus Recreation membership for the month of February. Members interested in joining the UNOPA N-Lighten Team should contact Peg Johnson.
 - Lisa King, UNOPA representative on the Chancellor's Commission on Environmental Sustainability, reported the commission is considering
 - a change in the UNL Smoking Policy to be no closer than 25 feet to a building or possibly making the campus smoke-free and
 - reversing staff and custodial roles in taking out the trash versus the recycling.A survey will be sent to UNOPA members in the near future regarding these two decisions.
 - UNOPA members were invited to contribute a jar of peanut butter or make a cash donation to the UAAD collection for the Backpack Program which provides food on Fridays for the weekend for children in need.
- **Hospitality** – Diane Wasser reported that \$81 was collected for the 50/50 Drawing. She asked Linda Pope to draw the winning ticket, and Shelly Green won \$40.50. Three names were drawn for University calendars as door prizes: Karen Randall, Business Center; Jan Edwards, Exam Services; and Chris Gardner, Printing Services.
- The next UNOPA meeting will be on February 10, 2009.

Meeting adjourned at 12:14 p.m.

Program – Peg Jonson introduced Jennifer Dam, Campus Planning and Space Management. Jennifer gave a presentation on construction and facilities planning on campus and in the Antelope Valley area.

Program ended at 12:48 p.m.

Tonda Humphress

Tonda Humphress
Recording Secretary

Approved as written. 2-10-2009

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Minutes of the
UNOPA GENERAL MEMBERSHIP MEETING
Tuesday, February 10, 2009, 11:45-1:00 p.m.
Nebraska East Union

Peg Johnson, Program Committee Director, introduced Ed Zimmer, Lincoln's Historic Preservation Planner, and Mike Zeleny, Assistant Vice Chancellor for Research. Ed Zimmer began the program by sharing the history of UNL's Whittier Building with the attendees. Mike Zeleny then spoke about the current and planned use of the Whittier Building.

Mary Guest, UNOPA President, then called the February 2009 UNOPA General Membership Business Meeting to order at 12:27 p.m.

The minutes from the January 13, 2009 General Membership meeting had been emailed to members prior to this meeting. Members were given the opportunity to note any questions or comments regarding the minutes. *The minutes will stand approved as written.*

The Treasurer's Reports from December 2008 and January 2009 were emailed to members prior to this meeting. Members were given the opportunity to note any questions or comments regarding the Treasurer's Reports. *The Treasurer's Reports will be filed for audit.*

Announcements:

- Sandy Lineberry was collecting socks for children in Afghanistan. Members who wish to donate additional socks for this effort should contact Sandy Lineberry.

- Kelly Payne shared information regarding the Chancellor's Commission on the Status of Women at UNL and encouraged members to consider serving on this commission.

Officer and Standing Committee Reports

NEOPA/NAEOP Liaison, Mary Guest on behalf of Lola Young

Members interested in attending any of the following conferences should contact Lola Young.

- Central Area Professional Development Days in Illinois, March 27-29
- NEOPA Spring Conference hosted by UNOPA, April 16-17
- National Annual Conference in Bloomington, MN, July 20-24

Lola can help coordinate travel plans, roommates, and activities.

Career Development - Workshops, Jan Edwards

Members were reminded about the workshop entitled "WOW, That Felt Great" presented by Sandra Stockall. The workshop is based on the Fish Philosophy. Registration forms were available or members can use the form available on the UNOPA website. The registration deadline is Thursday, February 12. The registration fee is \$15.

The Career Development Committee will also be hosting mini workshops on March 3 on City Campus and March 5 on East Campus regarding a "Caregiver Organizer." More information will be provided in *UNOPA Notes*.

Career Development -PSP, Debbie Hendricks

A PSP Brownbag Workshop will be held at noon on February 26 in the Nebraska City Union for those members interested in receiving their PSP certification.

Nominating, Mary Klucas

Mary thanked everyone who gave thoughtful nominations for next year's UNOPA Officers. Everyone who was nominated should have received an email notification of their nomination. Nominees were encouraged to give consideration to accepting their nominations. In considering whether to accept the nominations, nominees may want to contact current officers to learn more about what each position involves. The deadline for responding to the request to be on the ballot for an officer position is next Tuesday, February 17.

NAEOP 2010 Annual Conference Planning, Gretchen Walker

The NAEOP 2010 Annual Conference will be held in Kansas City, MO, on July 5-9, 2010. In conjunction with the other Central Area states, Nebraska will be responsible for hosting the PSP banquet to be held on Wednesday of that week as well as working the Sunday registration desk and the Monday hospitality room activities. Members interested in helping with this event should contact Mary Guest or Gretchen Walker, Nebraska State Leaders.

UNOPA Notes, Betty Jacobs

Betty thanked everyone who has helped with the *UNOPA Notes* articles. She encouraged members to particularly look at the "Computer Corner," a new feature with a lot of interesting and helpful information. She encouraged everyone to email her at bjacobs1@unl.edu with any technology questions for this feature. She noted that Marlene Pyatt won a free lunch for giving the first question to be used in this feature.

Hospitality, Diane Wasser

Ed Zimmer and Mike Zeleny were asked to draw four names for a free lunch. Recipients were:

- Peg Johnson, Institutional Research and Planning
- Rose Plasek, Technology Development
- Beverly Russell, Extended Education and Outreach
- Cathy Leazer, Facilities Management and Planning

The 50/50 drawing raised \$102.00. Andrea Peterson won \$51.

Awards, Beth Zager

Beth noted that Committee members were: Beth Zager, Diane Wasser and Connie Johnson. She congratulated those who were nominated for the Floyd S. Oldt Silver Pen and Outstanding Staff Awards and thanked those individuals who took the time to make the nominations and those individuals attending in support of the nominees. After sharing information about the award and information on the recipients, Beth announced the names of the recipients:

- Floyd S. Oldt Silver Pen Award
 - Donna Boone, Technology Development
 - Sandy Jones, Instructional Design and Development
- Floyd S. Oldt Outstanding Staff Award
 - Pamela Hanks, Marketing Department in Extended Education and Outreach

Mary Guest congratulated the award recipients, reminded everyone that the next General Membership Meeting will be on March 10 at the Hardin Center.

Meeting adjourned at 12:50 p.m.

Tonda Humphress

Tonda Humphress
Recording Secretary

Approved as corrected. 3-10-2009 *TH*

Minutes of the
UNOPA GENERAL MEMBERSHIP MEETING
Tuesday, March 10, 2009, 11:45-1:00 p.m.
Hardin Hall, East Campus

President Mary Guest welcomed everyone. She called the meeting to order at 12:00 noon.

The minutes from the February 10, 2009 General Membership Meeting had been emailed to members prior to this meeting. The minutes were discussed and *were approved as corrected*.

The treasurer's report from February 2009 was emailed to members prior to this meeting. *The report will be filed for audit.*

- **Announcements**, Mary Guest

- Sandy Lineberry received over 550 pairs of socks that will be sent to Afghanistan.
- Anyone planning to attend Central Area Professional Development Days, the NEOPA Spring Conference hosted by UNOPA, or the NAEOP Annual Conference should contact Lola Young by April 10.
- A PSP Brown bag will be offered on March 25 at the Nebraska East Union for anyone interested in obtaining their PSP certification.

- **Nominating Committee**, Mary Klucas

Nominees for the 2009-2010 Officers were introduced.

- Treasurer:Marlene Crombie, Paul Guern, Belva Harris
- Corresponding Secretary:.....Jan Edwards, Beth Zager
- Recording Secretary:.....Donna Boone, Cathy Robertson
- President Elect:Mari Greer

Nominations from the floor were called for each position. Ballots will be mailed the week of March 23 and will be due by April 1. By consensus, the Nominating Committee was appointed as the Teller Committee.

- **NEOPA Spring Conference**, Debbie Hendricks and Diane Wasser

- Information on the NEOPA Spring Conference being hosted by UNOPA on April 16 and 17 at Southeast Community College was provided. Registration information is available on the UNOPA website. Members were reminded that they must call the person noted on the registration form in order to register.

- **Hospitality**, Diane Wasser

- Dr. Ken Dewey was asked to draw the winning 50/50 ticket number. UNOPA collected \$100 from the 50/50 raffle, so Brenda West won \$50.
- The free lunch winners had a large cow sticker on their placemats. Winners were:
 - Judy Phelps
 - Jan Shamburg
 - Kathy Thompson

- **Program**, Peg Johnson

- Dr. Ken Dewey, Professor in the School of Natural Resources and a member of the Applied Climate Sciences Group, was introduced.
- Dr. Dewey then gave a presentation on UNL's storm chasing activities. At the end of the presentation, he shared two weather-related websites that members may be interested in visiting:
 - www.nebraskaweatherphotos.org/
 - www.lincolnweather.org

Meeting adjourned at 12:51 p.m.



Tonda Humphress
Recording Secretary

Approved as written 4-14-2009. 

UNOPA General Membership Meeting Minutes
Tuesday, April 14, 2009: 11:45-1:00p pm
Nebraska East Union

President: Mary Guest welcomed everyone and thanked the Past Presidents for their contributions to UNOPA. She welcomed back the retirees and recognized this year's new members. The UNOPA General Membership meeting was called to order at 12:00 noon.

The minutes of the March 10 General Membership Meeting had been emailed to members prior to this meeting. *Minutes were approved as written.*

The March 2009 Treasurer's report was emailed to members prior to this meeting. *The report will be filed for audit.*

Announcements, Mary Guest

- *UNOPA Notes* had a booth offering an opportunity for two prize drawings at the March 24 Wellness Workshop: Deb Haas won a free lunch and Vicki Highstreet won a UNOPA Tumbler.
- A PSP Brownbag will be offered on April 27 at the Nebraska Union on City Campus. Anyone interested may contact Debbie Hendricks. The next PSP certification application deadline is May 15. For members who need to recertify, that deadline is also May 15.
- UNOPA still needs members to help with the parking lot for Spring Game on April 18. Members should contact Mary Guest to help with this fundraising event.
- UNOPA will be hosting the 2010 Central Area Professional Development Day in conjunction with the NEOPA Spring Conference. Members interested in helping with this event should contact Gretchen Walker or Mary Guest, Conference Co-Chairs.

Announcements, Peg Johnson

- Wellness Report – April 22 Earth Day Walk schedule and route map were provided.
- Fundraiser packets for NEOPA's part of the NAEOP 2010 Conference in Kansas City, MO were available. Anyone wanting a packet should contact Cindy Knight or Peg Johnson.

Standing Committee Reports

Bylaws, Mary Guest on behalf of Martha Young

The proposed change to the Standing Rules, which had previously been approved by the UNOPA Board, was read (see attached) and a vote of the membership was taken. *The proposed change to the Standing Rules passed unanimously.*

Nominating, Mary Klucas

The 2009-2010 UNOPA Officers were announced.

President: Peg Johnson
President-Elect: Mari Greer
Recording Secretary: Donna Boone
Corresponding Secretary: Beth Zager
Treasurer: Belva Harris

Hospitality, Diane Wasser

The 50/50 drawing raised \$106.00. Lorene Bartos drew the winning ticket belonging to Diane Wasser. Diane received \$53.00 and the remaining \$53.00 will be donated to the Veteran's Memorial Garden on behalf of UNOPA.

Recognition of Past Presidents and Retirees, Cindy Knight

The names of UNOPA Past Presidents along with their years of presidency were read. Past Presidents and retirees in attendance were recognized.

Rose Frolik Award Presentation, Beth Zager and Sandy Lineberry

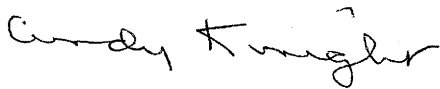
Beth Zager introduced the three nominees: Karen Jackson, Marcy Tintera, Doreen Wagenaar. Sandy Lineberry gave an update on Rose, who will be 100 years old in June. Sandy then presented the Rose Frolik Award to Karen Jackson.

Program, Peg Johnson

Peg Johnson introduced, Lorene Bartos, Extension Educator, Southeast Research & Extension Center. Lorene's presentation was titled "Easy on Energy: Tips for Conserving Energy" and provided 10 tips on conserving energy.

Mary Guest announced that the next General Meeting would be at the Culture Center on May 12, 2009 when the 2009-2010 Officers will be installed.

Meeting adjourned at 1:00 p.m.



Cindy Knight
Corresponding Secretary

Approved as written 5-12-2009. *TH*

Standing Rule Change
Presented at UNOPA General Membership Meeting
April 14, 2009

The UNOPA Board approved adding the attached statement to UNOPA's Standing Rules:

Standing rules are the procedures of the organization, or general policy that are not included in the bylaws. They cannot be in conflict with the bylaws. Standing rules can be changed or amended at any time. With endorsement of the board, standing rules changes must be presented at a general membership meeting (without previous notice) for approval by a majority vote.

UNOPA General Membership Meeting Minutes
Tuesday, May 12, 2009: 11:45-1:00 pm
Culture Center

President: Mary Guest called the UNOPA General Membership meeting to order at 12:01 p.m.

The minutes of the April 14 General Membership Meeting had been emailed to members prior to this meeting. *Minutes were approved as written.*

The April 2009 Treasurer's report was emailed to members prior to this meeting. *The report will be filed for audit.*

Announcements, Mary Guest

- Dr. Steven Albrecht will offer "diffusing potentially hostile situations" training. This faculty/staff development opportunity is being co-sponsored by UNOPA, UAAD, the Faculty Senate, Student Affairs, Business and Finance and the Chancellor's Office.
- Members were given the opportunity to donate cell phones for soldiers.
- Order forms were available for attendees to purchase candles (orders due today) and plants (orders due on Friday). Funds from these sales will go to support the 2010 National Conference which will be held in Kansas City.
- UNOPA, UAAD, and the Campus Wellness Committee will be co-sponsoring a "UROCK" event on May 15, at 3:00-4:00 p.m. in the Nebraska Union. Motivational speaker, Paul Wesselman, will speak on the importance of positivity during difficult times.
- Debbie Hendricks will host a PSP Brownbag on May 14 in the Nebraska Union. The postmark deadline for filing for PSP certification is May 15.
- Tonda Humphress is helping Betty Jacobs with the May *UNOPA Notes* newsletter. Anyone wishing to submit items for the May newsletter should contact Tonda by May 15.

Standing Committee Reports:

- **Awards :** Beth Zager, Director, announced that the decision has been made to move the Floyd S. Oldt Silver Pen and Outstanding Staff Awards presentation to November to coincide with the Floyd S. Oldt Boss of the Year Award. The goal is to increase the number of nominations and to present all of these awards at the same time so bosses can see the outstanding staff who have been nominated.
- **Bradley Munn Professional Growth Fund:** Gretchen Walker explained the purpose of, and the eligibility for, the Bradley Munn Professional Growth Fund. The balance in this fund as of April 30, 2009 was \$3,894.10. This month, three members were awarded reimbursements from this fund: Kathy Bennetch, Mary Guest and Diane Wasser. The next deadline to apply for reimbursement is October 15; forms are available on the UNOPA website.

Gretchen then reminded everyone that the Central Area Professional Development Day and Nebraska Educational Office Professionals Association (NEOPA) Workshop will be on April 23-24, 2010 at the Holiday Inn Downtown. Volunteers are needed. Anyone interested should contact the co-chairs, Gretchen Walker or Mary Guest.

Gretchen announced that help was also needed for Nebraska's efforts with the National Association of Educational Office Professionals (NAEOP) Annual Conference, July 5-9, 2010 in Kansas City, MO. Help is needed at the conference beginning July 4, but is also needed prior to the conference. A planning meeting will be held on May 28 at 5:30 p.m. at the Lincoln Public

Schools District Office on O Street. Anyone interested in helping should contact the co-chairs, Gretchen Walker or Mary Guest.

- **Nominating:** Mary Klucas *made the motion that the Teller Committee destroy all ballots submitted for the 2009-2010 election. Helen Sexton seconded. Motion passed.*
- **Outreach:** Beth Krohn gave an update on the Summer Social to be held on June 23. Members were reminded to bring their NU ID Card to get into the International Quilt Studies and Museum at no cost. The reception will be at the Burr Hall Dirt Room on East Campus. Members were invited to bring craft projects that they wish to share with attendees. A flyer will be sent via email. Anyone planning to attend should RSVP to Beth Krohn.
- **Hospitality:** Belva Harris conducted the 50/50 drawing; \$70.00 was collected. Beth Krohn won \$35.00.

Recognition of Outgoing Board and Committees, Mary Guest

2008-2009 Board Members and Committee Members were recognized and appreciation certificates were distributed. Mary shared a few closing words of appreciation for the outgoing board and committee members. She encouraged all UNOPA members to be active in their organization.

Peg Johnson thanked Mary Guest for her leadership of UNOPA this past year and presented her with a plaque, clock and a gift on behalf of UNOPA.

Installation of the 2009-2010 UNOPA Executive Board, Sandy Lineberry

The 2009-2010 UNOPA Officers were installed, receiving colorful flowers in honor of their respective roles:

Mary Guest, Past President – white flower in appreciation

Donna Boone, Recording Secretary – red flower for vigilance to duty and constancy of purpose

Beth Zager, Corresponding Secretary – yellow flower for sunshine, warmth, empathy and understanding.

Belva Harris, Treasurer – green for growth and prosperity

Mari Greer, President Elect – blue for loyalty, wisdom and a steadfast course

Peg Johnson, President – purple for leadership, administration, loyalty and support

Sandy administered the Oath of Office to the new officers.

Peg Johnson has selected the theme for her presidency as “Set the Example.”

Presidential Address, Peg Johnson

Peg Johnson welcomed and thanked attendees. A special thank you to her supervisor, William Nunez, and her husband, Dick, for their support. She shared how members can “Set the Example” this next year by helping others by:

- donating canned items for the Food Bank and additional items for the Backpack program at meetings; more information will be available on the September meeting flyer.
- conserving energy at home and at work.
- exercising for overall better health, potentially using the walk path maps developed by the Wellness Committee.
- helping double the number of new members next year compared to the past year.
- sharing member concerns and workshop ideas.
- helping with the parking lot fundraiser, whether staffing the parking lot or helping behind the scenes to make this fundraiser successful.

- improving communication, particularly having the Employee Concerns Committees give regular updates to the UNOPA membership.
- being accountable for goals set this year, such as her goal of meeting every UNOPA member on campus who she does not know.
- All 2009-2010 Committee Directors were introduced and received a daisy. Two directors are still needed: Career Development and *UNOPA Notes*.

Mary Guest passed the presidential gavel to Peg Johnson.

Adjournment of general meeting by Past President Mary Guest and President Peg Johnson at 12:41 p.m.



Tonda Humphress
Recording Secretary