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2006-07 UNOPA Executive Board Minutes

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UNOPA Executive Board Meeting
August 1, 2006
City Campus Union

President Donelle Moormeier called the meeting to order at 3:05 p.m.

Roll Call was taken by Recording Secretary Mary Guest.

Members Present: Donelle Moormeier, Gretchen Walker, Mary Guest, Peg Johnson, Marie Dvorak, Nelvie Lienemann, Becky Hastings, Karen Jackson, Tonda Humphress, Cathy Leazer, Karen Randall, Donette Petersen, Margaret Skean, Carol Wusk, Kathy Thompson, Lorraine Moon

Members Absent: Karen Shriner, Betty Jacobs, Barbara Homer

Ad-Hoc Members Absent: Dora Dill, Christine Cary

The minutes from the June 6, 2006 meeting were presented. *Motion was made by Becky Hastings to approve the minutes as printed. Motion was seconded and passed unanimously.*

OFFICERS' REPORTS

Treasurer, Marie Dvorak
The treasurer's report was presented. (Attachment A) There was neither income nor expenses for the month of July, 2006.

Corresponding Secretary, Peg Johnson
Three cards were sent: Rose Frolik, Birthday; Karen Shriner, Get Well; and Helen Sexton, Sympathy.

President-elect, Gretchen Walker
The UNOPA Monthly Expense Report has been revised and is available on the UNOPA website. (Attachment B)

STANDING COMMITTEES' REPORTS

Awards Committee, Nelvie Lienemann
No report.

Bradley Munn Professional Growth Fund, Becky Hastings
The next deadline for requests for reimbursement is October 15.

Communications Technology, Karen Jackson
The UNOPA website received 3rd place, novice professional, Past Presidents Council Website Award (Diane Wasser) at the NAEOP National Conference in July in Dallas. Karen is working on updating the website and will check to see if the UNOPA website should conform to the UNL template. Karen will develop a template for the new letterhead, and will have new

letterhead and envelopes printed. The Membership form has been updated and was made form field ready for the website.

Employee Concerns, Tonda Humphress
No report.

Hospitality, Cathy Leazer & Karen Randall
They are considering doing the meeting notices and registrations by e-mail; however, the registration for the September general meeting will be sent by campus mail. For those who don't have e-mail, they will continue to send them a hard copy.

Membership, Donette Petersen & Margaret Skean
The membership form has been updated and sent to Karen Jackson to be placed on the UNOPA website.

Nominating, Carol Wusk
No report.

Outreach, Kathy Thompson
The final report has not been completed. There were 31 UNOPA members for dinner with several drop-in guests during the social time.

Professional Growth, Lorraine Moon
Shirley Horstman and Barbara Homer have agreed to help mentor members working on their PSP certification. The fall workshop has been scheduled for Tuesday, October 31, 1:30-4:00 p.m. Bonnie Coffey will be the speaker.

Program, Gretchen Walker
The program for the 2006-2007 year was presented. (Attachment C) *Motion was made by Carol Wusk to accept the proposed programs as presented. Motion was seconded and passed unanimously.*

UNOPA Notes, Barbara Homer
Barbara has requested In-Design for creation of the newsletter. *Motion was made by Becky Hastings to purchase In-Design, preferably as a site license for UNOPA, but if this is not possible, then specifically for Barbara Homer. Motion was seconded and passed unanimously.*

AD HOC COMMITTEES' REPORTS

Mentoring, Dora Dill
Kathy Bennetch is also working with the committee, and they hope to have the first brownbag in September. Brownbags will be offered on both city and east campus.

NAEOP/NEOPA Liaison, Christine Cary
Christine was not able to be present at the meeting, and asked Peg Johnson to present her proposed additional duties for this position. The board decided to address each proposal individually.

1. Proposed: Personally congratulate and welcome UNOPA members who join NEOPA and/or NAEOP for the first time. Thank UNOPA members who renew their memberships in NEOPA and/or NAEOP.

Amended: Personally congratulate and welcome UNOPA members **at UNOPA meetings** who join NEOPA and/or NAEOP for the first time. Thank UNOPA members who renew their memberships in NEOPA and/or NAEOP.

Motion was made by Karen Randall to approve the above additional duty for the NAEOP/NEOPA Liaison as amended. Motion was seconded and passed unanimously.

2. Proposed: Plan a reception for UNOPA members, to be held during the NAEOP Annual Conference, prior to the PSP banquet. Submit the plan at a regularly scheduled board meeting for approval. The purpose of the reception is to promote fellowship between UNOPA members and honor members who will be recognized at the PSP banquet. If the liaison anticipates any expenses for the reception, the liaison should include a plan for covering the cost.

Amended: Plan a reception for UNOPA members, to be held during the NAEOP Annual Conference, prior to the PSP banquet. Submit the plan at a regularly scheduled board meeting for approval. The purpose of the reception is to promote fellowship between UNOPA members and honor members who will be recognized at the PSP banquet. ~~If the liaison anticipates any expenses for the reception, the liaison should include a plan for covering the cost.~~ **If the liaison is not attending the National conference, the liaison will designate another UNOPA member attending the National conference to host the reception.**

Motion was made by Gretchen Walker to approve the above additional duty for the NAEOP/NEOPA Liaison as amended. Motion was seconded and passed unanimously.

3. Proposed: Purchase a corsage, at UNOPA's expense, for each UNOPA member being recognized at the PSP banquet.

Amended: ~~Purchase a corsage, at UNOPA's expense, for each UNOPA member being recognized at the PSP banquet.~~ **The Liaison will be required to submit a yearly budget to cover the cost of the reception and corsage(s) for each UNOPA member being recognized at the PSP banquet.**

Motion was made by Carol Wusk to approve the above additional duty for the NAEOP/NEOPA Liaison as amended. Motion was seconded and passed unanimously.

UNFINISHED BUSINESS

2006-2007 Budget. Please get these to Donelle as soon as possible, but definitely before the September 5 board meeting.

Ways and Means Directorship. As there has been no volunteer to be the director of the Ways and Means committee, each board member is requested to volunteer to be responsible for the UNOPA parking lot for one football game. Donelle will send an e-mail to the UNOPA listserv asking the general membership to volunteer for 2-hour shifts at the parking lot.

Blackboard site use for Ways and Means. The blackboard site will not be used to sign up for working at the UNOPA parking lot.

50/50 and Community Service. Donelle has received a few suggestions, but has not reached a decision for the recipient of the 50/50 or a community service project.

Nametags for General Membership Meetings. Karen Randall presented several design options. It was decided that the nametags will be white with blue letters and have two lines: The first line will be UNOPA, and the second line will be the position title, e.g. "President". *Motion was made by Cathy Leazer, and amended by Becky Hastings, to order permanent nametags for UNOPA board members, two per committee, and one for each elected officer. Motion was seconded as amended and approved unanimously.*

NEW BUSINESS

Bylaws Article IV-Officer/Duties, Section 5. There is a phrase in this paragraph that is repeated twice. Donelle will check with Dora Dill to see if this error was in the revised Bylaws that was approved in 2005 and was just a typographically error, or if this needs to be a Bylaws change.

Meeting was adjourned at 4:50 p.m.

Mary Guest, CEOE
Recording Secretary

UNOPA Executive Board Meeting
9/5/2006
1700 Y Street

President Donelle Moormeier called the meeting to order at 3:00p.m.

Roll Call was taken by Corresponding Secretary, Peg Johnson.

Members Present: Donelle Moormeier, Gretchen Walker, Peg Johnson, Nelvie Lienemann, Karen Shriner, Becky Hastings, Karen Jackson, Cathy Leazer, Margaret Skean, Carol Wusk, Lorraine Moon,

Members Absent: Mary Guest, Marie Dvorak, Tonda Humphress, Karen Randall, Donette Petersen, Kathy Thompson, Betty Jacobs, Barb Homer

Ad-Hoc Members Absent: Dora Dill and Christine Cary

The minutes from the August 1, 2006 were presented. It was noted that Rose Frolik's name was misspelled. Motion was made by Becky Hastings to approve the minutes as amended. Motion was seconded by Cathy Leazer and passed unanimously.

Treasurer, Gretchen Walker filled in for Marie Dvorak
Only correction noted was the ending balance date should reflect August 31, 2006 not July 31, 2006. Audit went smoothly with a few recommended suggestions.

Corresponding Secretary, Peg Johnson
Two cards will be mailed shortly, one for Donette Peterson, birth of twin grandbabies, and Tonda Humphress' new arrival.

President Elect, Gretchen Walker
No Report

Awards, Nelvie Lienemann
No Report

Bradley Munn Professional Growth Fund, Becky Hastings
Becky suggested asking UNOPA members to contribute $1 a paycheck for the Bradley Munn fund raiser. She reminded those who are eligible to be sure to submit for reimbursement. The committee is looking for donated item(s) to raffle.

Communication Technology, Karen Jackson
UNOPA letterhead, one ream with one color – black, would cost $38.50. Everyone agreed we should go with blue, which will increase the cost slightly. A box of envelopes will cost $36.50. Motion made by Peg Johnson and seconded to approve the purchase of new letterhead. Motion passed unanimously.

UNOPA's website does not need to be on UNL template. However, UNL has affiliate templates, available. The committee will be checking out templates and will report next month.

Employee Concerns, Karen Shriner
No Report.

Hospitality, Cathy Leazer/Karen Randall
The flyer was mailed out for the September meeting. Next month's flyer is in the planning stages to be sent by email. Seven people do not have email and will receive a hard copy; retirees will also receive a hard copy. For off campus mail, a UNL postal billing form will be filled out and the pink copy will be sent to Marie Dvorak, treasurer, for reconciling purposes.

Membership, Margaret Skean
Awards Unlimited gave us a quoted price sheet for the new UNOPA pins with our corrected name. With 161 members, it was suggested to order 300 pins. Delivery will take six to eight weeks. Motion was made by Cathy Leazer and seconded to order and purchase 300 new UNOPA pins. Motion passed unanimously.

With the UNOPA Brochure needing to be updated, we'll need to send out an inquiry for the template.

It was noted that the UNOPA membership form was easily accessible from the web page for members.

Outreach, Donelle Moormeier reported for Kathy Thompson
No report

Nominating, Carol Wusk
No report

Professional Growth, Lorraine Moon
PSP: One application has been sent for PSP certification. CEOE certification has been submitted for Lorraine Moon.

Professional Growth: Bonny Coffey will be the speaker for the October 31st workshop from 1:30 – 4pm. Mentoring brownbag is scheduled for September 28th with Dawn Braithwaite.

Program, Gretchen Walker
Locations for all the general meetings have been confirmed except for April: September-East Union; October-Lied Center; November-East Union; December-Valentino's; January-Devaney; February-Champions Club; March-East Union; May, Kauffman Bldg.

Also, it was mentioned in order to reserve Kauffman Bldg; we need a UNOPA member who is associated with housing to call for the room reservation.

UNOPA Notes, Donelle Moormeier reported for Barb Homer
InDesign license can be transferred unless there is a new version at which time, we'll need to purchase the new version. UNOPA newsletter will be out Thursday.

Ways & Means, Donelle Moormeier
Parking lot was sold out at the Sept 2, 2006 game with 174 tickets. There are 189 spots however; several stalls were filled with sand and dirt.

Unfinished Business, Donelle Moormeier
Discussion on UNOPA Notes was held. It was suggested to print hard copies and mail for half a year and email the other half. Several members do not have email availability and those would need to be a hard copy to mail.

General membership is due in October. All board members should already be members.

50/50 this year will go to CenterPointe - Non Profit organization that helps youth 13 - 18 years with substance / mental health issues. Treatment is usually four to six months. They also work with the juvenile courts. They are located at 2633 P Street. A representative will be at our September meeting.

By Laws, Donelle Moormeier
Donelle spoke with Dora Dill regarding the duplication on a phase. Since it's an editorial change, it can be voted on at the membership.

Meeting with Herb Howe, Donelle Moormeier
Several items were mentioned in this meeting. 1) UNL website is updated and departments will follow suit. It's also available for affiliates. 2) There may be a change in the name of the Student Affairs Office. 3) UNL received a new transportation award. 4) 3D map of campus is a project that will be done by the students over the next few months. 5) FY 07 Budget continues to be a problem with higher health cost, utilities and salaries. The impact of the "SOS" (Stop over spending) constitutional amendment that will be on the November ballet could be 129 million dollars. 6) Microsoft credits will more than likely be returned to the students in the next few months. 7) The city and university will be working on R Street - replacing the water main. 8) A small group of pan handlers have been bothering the staff and students around the Anderson parking lot. 9) Staff Art Exhibition at the City Union is from September 11 - 15th. Glenda Moore, who is a UNOPA member, has some of her work showing.

Meeting adjourned at 4:55 pm.

Peg Johnson
Corresponding Secretary

UNOPA Executive Board Meeting
10/3/2006
1700 Y Street

President Donelle Moormeier called the meeting to order at 3:00 p.m.

Roll Call was taken by Recording Secretary, Mary Guest.

Members Present: Donelle Moormeier, Gretchen Walker, Mary Guest, Peg Johnson, Marie Dvorak, Nelvie Lienemann, Becky Hastings, Cathy Leazer, Karen Randall, Donette Petersen, Margaret Skean, Carol Wusk, Kathy Thompson, Betty Jacobs

Members Absent: Karen Jackson, Tonda Humphress, Karen Shriner, Lorraine Moon, Barbara Homer

Ad-Hoc Members Absent: Chris Cary, Dora Dill

The minutes from the September 5, 2006 meeting were presented. Corrections were noted. *Motion was made by Becky Hastings to approve the minutes as amended. Motion was seconded and passed unanimously.*

Treasurer, Marie Dvorak
The Treasurer's report was presented. As of 9/30/2006 the checking account balance was $2,245.83, cost object balance $1148.28, and CD balance $3170.80. Gretchen Walker indicated that the cost of her NAEOP membership should actually be UNOPA's NAEOP affiliation cost. Marie stated the CD comes due this month. *Carol Wusk moved to renew the CD. Discussion followed. Carol Wusk amended her motion to be read as follows: Renew the CD for either 12 or 18 months at the best interest available at the discretion of the Treasurer.*

Corresponding Secretary, Peg Johnson
Peg is gathering information on agencies being considered recipients of UNOPA's fundraiser for Christmas. Send suggestions to Peg as soon as possible.

President Elect, Gretchen Walker
No report.

Awards, Nelvie Lienemann
The due date for the Boss of the Year Award has been changed to October 16, 2006.

Bradley Munn Professional Growth Fund, Becky Hastings
Deadline for re-imbursement is October 15. The committee will be putting together some raffles for fundraising. The first one will be for a Christmas wreath. Tickets will be sold and the drawing will be at the end of the November meeting.

Communication Technology, Nelvie Lienemann for Karen Jackson
Nelvie presented a survey that Karen will be distributing to UNOPA members. It was recommended that a campus mailing address and fax number be added for returning the survey.

Employee Concerns, Donelle for Tonda Humphress/Karen Shriner
A UNOPA representative is needed for the Academic Senate. Donelle will check with Tonda for a list of members who are interested in serving in this capacity.

Hospitality, Cathy Leazer/Karen Randall
The registration for the October general meeting was sent by e-mail. Members need to be reminded that they still must print and mail their registrations.

Membership, Margaret Skean/Donette Petersen
UNOPA currently has 95 total members: 74 renewals, 15 new members, 1 retiree, and 5 associate members.

Nominating, Carol Wusk
No report.

Outreach, Kathy Thompson
No report.

Professional Growth, Betty Jacobs/Lorraine Moon
There will be a reduced rate offered to nonmembers for the Professional Growth workshop on 10/31. Flyers will be available at the UNOPA October 10 general meeting and on the web.

Program, Gretchen Walker
All locations have now been finalized. There will be a recognition of PSP recipients at the November meeting.

UNOPA Notes, Barbara Homer
The Executive Board meeting minutes will be available on the UNOPA website rather than being printed in UNOPA Notes. After the minutes are approved, the Recording Secretary will send the minutes to the Communication Technology Director to be placed on the web.

Ways & Means, Donelle Moormeier
Marie Dvorak has developed instructions on what needs to be done when managing the UNOPA parking lot. Please send revisions/additions to Marie. Nelvie Lienemann recommended having a Director for this committee next year.

Mentoring, Nelvie Lienemann for Dora Dill
The next mentoring brownbag will be 10/24 at the city campus union and 10/25 at the east campus union.

NAEOP/NEOPA Liaison, Chris Cary
No report.

Unfinished Business, Donelle Moormeier
▪ 2006-2007 Budget
Each Director's proposed budget was discussed. *Motion was made by Karen Randall to approve the proposed budget requests as amended. Motion was seconded and approved unanimously.*
▪ New UNOPA Letterhead
Donelle will check to see if Karen Jackson has ordered the letterhead.

New Business, Donelle Moormeier
▪ The following items were discussed at Donelle's last meeting with Herb Howe:
-disaster emergency training
-retention/graduation rates

-diversity plan—everyone will have the opportunity to respond to the draft
-funding sources for the Culture Center have been obtained and will be presented to the Board of Regents
-childcare is still being discussed
-problems with Burlington Northern and pedestrian crossing
-student Social Security numbers will be not be used after 12/31/2006
-assessing learning of 1st year students

▪ Martin Luther King breakfast

The Martin Luther King breakfast will be on January 12, 2007. Motion was made by Becky Hastings to approve Donelle Moormeier and Gretchen Walker to attend the Martin Luther King breakfast with UNOPA purchasing the tickets at $15 each. Motion was seconded and passed unanimously.

Meeting adjourned at 4:50 p.m.

Mary Guest, CEOE
Recording Secretary

UNOPA Executive Board Meeting
November 7, 2006
Hewit Place, Schorr Presidential Suite

President Donelle Moormeier called the meeting to order at 3:05 p.m.

Roll Call was taken by Mary Guest, Recording Secretary.

Members Present: Donelle Moormeier, Gretchen Walker, Mary Guest, Peg Johnson, Marie Dvorak, Nelvie Lienemann, Karen Jackson, Tonda Humphress, Cathy Leazer, Karen Randall, Carol Wusk, Kathy Thompson, Betty Jacobs

Members Absent: Becky Hastings, Karen Shriner, Donette Petersen, Margaret Skean, Lorraine Moon, Barbara Homer

Ad-Hoc Members Present: None

Ad-Hoc Members Absent: Dora Dill, Chris Cary

The minutes from the October 3, 2006 meeting were presented. Motion was made by Carol Wusk to approve the minutes as presented. Motion was seconded by Marie Dvorak and passed unanimously.

Treasurer, Marie Dvorak
The Treasurer's Report, dated October 31, 2006, was presented. The beginning checking balance as of October 1, 2006 was $2,245.83, and the ending balance was $2,590.99. The cost object balance was $720.80. The total funds available in these two accounts was $3,311.79. The CD balance was $3201.75, and it has been renewed. Marie has not received any income from the parking lot, and will check on this.

Corresponding Secretary, Peg Johnson
Peg presented lists of items needed from the Lincoln Action Program and Cedars for our giving tree. It was decided that the items from Lincoln Action Program will be placed on the giving tree and request gift certificates for teens at Cedars. A card was sent to Betty Tutt who had surgery.

President Elect, Gretchen Walker
No report.

Awards, Nelvie Lienemann
Presentation of the Boss of the Year Award will be made at the November 14, 2006 general meeting. There were three nominees. As there will be no program, selected portions from all three nominations will be read as each nominee is introduced.

Bradley Munn Professional Growth Fund, Becky Hastings
Donelle Moormeier presented in Becky's absence. Four applications for re-imbursement for PSP expenses were received by the October 15 deadline, and all four were approved.

Communication Technology, Karen Jackson
No report.

Employee Concerns, Tonda Humphress/Karen Shriner
No report.

Hospitality, Cathy Leazer/Karen Randall
No report.

Membership, Donette Petersen/Margaret Skean
Donelle reported the new membership pins were received, but were of poor quality and they will be redone.

Nominating, Carol Wusk
No report.

Outreach, Kathy Thompson
No report.

Professional Growth, Betty Jacobs/Lorraine Moon
The October 31 workshop featuring Bonnie Coffey was well attended, and we received 5 new members. Betty distributed copies of the evaluations.

Program, Gretchen Walker
No report.

UNOPA Notes, Barbara Homer
All board members were requested to submit their picture and a bio to Barbara. If this hasn't been done, board members were asked to do this as soon as possible.

It was requested that Barbara complete a Monthly Expense Report for the free lunch for the photo contest winner, and submit this report to the treasurer with a copy to the Hospitality Committee.

Ways & Means, Donelle Moormeier
The last home football game is November 24. Members are still needed to help with the parking lot.

Mentoring, *Kathy Bennetch/Dora Dill*
Nancy Myers will be the speaker at the next mentoring brownbag on Tuesday, 11/28/06, 12:00-1:00 p.m., NE City Union.

NAEOP/NEOPA Liaison, *Chris Cary*
Dr. Jack Oliva was named NEOPA Administrator of the Year, and he will be NEOPA's nominee for the NAEOP Administrator of the Year award to be presented next summer at the annual conference in Seattle.

Unfinished Business, *Donelle Moormeier*

- 2006-2007 Budget

The 2006-2007 budget was discussed. The budget will be tabled until the December meeting. Several questions were raised regarding the Bradley Munn Professional Growth Fund and the budget for the Professional Growth Committee. Mary Guest will obtain clarification regarding the Bradley Munn Professional Growth Fund and the Professional Growth Committee, and bring this back to the board.

▪ UNOPA Academic Senate Representative.

Donelle stated that we still do not have a UNOPA representative to the Academic Senate. Please contact Donelle if you know of anyone interested in filling this role.

***New Business**, Donelle Moormeier*

▪ Larry Mota, an employee in Parking and Transportation Services was seriously injured in an accident, and he has no insurance coverage. Donelle will announce at the general meeting that if anyone is interested in making a donation they should contact Ron Fuller.

▪ Star City Holiday Parade—Donelle received an e-mail from Mike Zeleny who is looking for volunteer marshals for the Star City Parade on Saturday, December 2, 9:30 a.m. to 12:30 p.m. Donelle will send this to the UNOPA listserv and will have a sign-up sheet for those interested in participating in this community service activity.

Meeting adjourned at 4:15 p.m.

Mary Guest, CEOE
Recording Secretary

UNOPA Executive Board Meeting
December 5, 2006
1700 Y Street

President Donelle Moormeier called the meeting to order at 2:05 p.m.

Roll Call was taken by Mary Guest, Recording Secretary.

Members Present: Donelle Moormeier, Gretchen Walker, Mary Guest, Marie Dvorak, Nelvie Lienemann, Becky Hastings, Karen Jackson, Tonda Humphress, Cathy Leazer, Karen Randall, Donette Petersen, Margaret Skean, Carol Wusk, Betty Jacobs, Barbara Homer.

Members Absent: Peg Johnson, Karen Shriner, Kathy Thompson, Lorraine Moon

Ad-Hoc Members Present: None

Ad-Hoc Members Absent: Chris Cary, Dora Dill

The minutes from the November 7, 2006 meeting were presented. Motion was made by Gretchen Walker to approve the minutes as presented. Motion was seconded by Karen Randall and passed unanimously.

Treasurer, Marie Dvorak
The Treasurer's Report, dated November 30, 2006, was presented. The beginning checking balance as of November 1, 2006 was $2,590.99, and the ending balance was $7,075.45. The cost object balance was $40.27. The total funds available in these two accounts was $7,115.72. The CD balance was $3170.80. The proceeds from the Bradley Munn Professional Growth Fund raffle of wreathes will be deposited in the Foundation Fund.

Marie also reminded board members that they need to complete a monthly expense report for all expenses or income. The form is available on line.

Corresponding Secretary, Peg Johnson
No report.

President Elect, Gretchen Walker
No report.

Awards, Nelvie Lienemann
Nominations are being sought for the Floyd S. Oldt Outstanding Staff Award and the Floyd S. Oldt Silver Pen Award. The deadline is January 12, 2007.

Nelvie stated she submitted a picture and article for the Boss of the Year Award to the Scarlet, but they only ran a small paragraph. Donelle has e-mailed Troy Fedderson to request a larger article and picture, but has not yet received a response.

Bradley Munn Professional Growth Fund, Becky Hastings
Becky and Mary Guest are researching the relationship between the Bradley Munn Professional Growth Foundation Fund and the UNOPA Professional Growth Committee budget. This has become a larger project than originally expected. The plan, at this time, is to have a report

prepared for the board by the January meeting. Becky suggested at this time to not include these two items in the budget.

Communication Technology, Karen Jackson
The new letterhead and envelopes have been printed and are now available.

Employee Concerns, Tonda Humphress/Karen Shriner
Pat Hust has agreed to be the UNOPA representative to the Academic Senate Committee. Beth Krohn will attend the meetings when Pat is unavailable.

Hospitality, Cathy Leazer/Karen Randall
Everything is set for the December general meeting, and they are looking ahead to the combined UNOPA/UAAD meeting in January. Donelle will contact Marilyn Fenton to get the e-mail registrations sent to the UAAD members.

Membership, Donette Petersen/Margaret Skean
Currently, there are a total of 158 members. The new membership pins are being re-done, at no cost, by Awards Unlimited, and they may be available by the general meeting.

Nominating, Carol Wusk
Carol presented the Nominating Committee's timeline and a copy of the nomination letter that will be sent to members on January 19. Nominations will be due February 9, 2007.

Outreach, Kathy Thompson
No report.

Professional Growth, Betty Jacobs/Lorraine Moon
Betty reported that the speaker for the spring workshop has not worked out, so they are looking for ideas for a speaker.

Program, Gretchen Walker
No report.

UNOPA Notes, Barbara Homer
Barb still needs bio's from three board members.

Ways & Means, Donelle Moormeier
The parking lot raised over $5,000. If we did not take part in this fundraiser, members would have to contribute a minimum of $30 to make up for this. Becky Hastings stated that the President should not have the responsibility of overseeing this committee, and recommended having a committee chair next year with the board members still being responsible for obtaining volunteers to staff the parking lot.

Mentoring, Kathy Bennetch/Dora Dill
The flyer for the next brown bag should be available next week at the general meeting.

NAEOP/NEOPA Liaison, Chris Cary
No report.

Unfinished Business, Donelle Moormeier
Donelle presented a revised general budget. It was decided to not include the Professional Growth Committee or the Bradley Munn Professional Growth Foundation Fund, and to let the members know that we are researching those funds and will present a report at a future general meeting. Motion was made by Becky Hastings to approve the revised general budget leaving off, for the time being, the Bradley Munn Professional Growth Foundation Fund and the Professional Growth Committee budget. Motion was seconded by Carol Wusk and approved unanimously.

New Business, Donelle Moormeier
UNOPA had 3 members volunteer to be marshalls at the Star City Parade, although one was unable to attend due to illness. Donelle and Mary Guest were in attendance for the parade and felt it was a worthwhile community service project that hopefully UNOPA will be more involved with in the future.

Donelle distributed samples of NEOPA's committee director's guidelines and calendars that are included in each director's notebooks. Donelle asked each committee chair to develop similar calendars and guidelines for their UNOPA notebooks and bring their draft to the March Executive Board meeting.

Donelle presented a letter she received from Ardis Holland regarding the disparity in percentage of staff salary increases compared to faculty where the staff has been receiving a lower percentage. Discussion followed. Donelle will talk about this letter at the general meeting, and consideration will be given to creating an ad hoc committee under the Employee Concerns Committee. Tonda Humphress suggested posting the letter on our website and a place where people can post comments. There could also be an item placed in the E-news to link to this. Karen Jackson will get this set up.

Meeting adjourned at 3:00 p.m.

Mary Guest, CEOE
Recording Secretary

Addendum to the UNOPA Executive Board Meeting Minutes of December 5, 2006
Submitted by Betty Jacobs
12/14/2006

Professional Growth Committee, Betty Jacobs, Lorraine Moon

The speaker had passed the response deadline, but later responded that she was very much interested in the doing the program.

It is possible the committee will look into the schedule and see about scheduling David Corbin, from UNO. There seemed to be a lot of interest in hearing from him again. Gretchen Walker has his contact information.

Mary Guest, CEOE
Recording Secretary

UNOPA Executive Board Meeting
January 4, 2007
1700 Y Street

President Donelle Moormeier called the meeting to order at 3:00 p.m.

Roll Call was taken by Mary Guest, Recording Secretary

Members Present: Donelle Moormeier, Gretchen Walker, Mary Guest, Peg Johnson, Nelvie Lienemann, Becky Hastings, Tonda Humphress, Cathy Leazer, Karen Randall, Donette Petersen, Margaret Skean, Carol Wusk, Kathy Thompson, Betty Jacobs

Members Absent: Marie Dvorak, Karen Jackson, Karen Shriner, Lorraine Moon, Barbara Homer

Ad-Hoc Members Present: None

Ad-Hoc Members Absent: Dora Dill, Chris Cary

The minutes from the December 5, 2006 meeting were presented. An addendum had been added to the minutes. Motion was made by Becky Hastings to approve the minutes as printed with the addendum. Motion was seconded by Carol Wusk and passed unanimously.

Treasurer, Marie Dvorak
Donelle presented the Treasurer's report, dated December 31, 2006, in Marie's absence. The beginning checking balance as of December 1, 2006 was $7,075.45, and the ending balance was $8,142.03. The cost object balance was -$241.62. The total funds available in these two accounts was $7,900.41. The CD balance was $3201.75.

Corresponding Secretary, Peg Johnson
Peg reported that she received a good response in gifts for Cedars and Lincoln Action Program. Sympathy cards were sent to Sandy Lineberry and Debbie Hendricks. Get well cards were sent to Cindy Hornung and Nancy Shoemaker.

President Elect, Gretchen Walker
No report. Gretchen did have an extra ticket for the Martin Luther King breakfast on January 12. Contact Gretchen if you are interested in attending.

Awards, Nelvie Lienemann
Nominations are being sought for the Floyd S. Oldt Outstanding Staff Award and the Floyd S. Oldt Silver Pen Award. The deadline is January 12, 2007.

Bradley Munn Professional Growth Fund, Becky Hastings
The next deadline to request reimbursement is January 15. Martha Young asked Becky for the number of people attending the last two UNOPA general meetings. Karen Randall will forward this information to Martha.

Becky Hastings and Mary Guest presented two documents: Research Findings and Recommendations to the UNOPA Executive Board Regarding UNOPA Foundation Fund #CD 2484—Bradley Munn Foundation Fund (Addendum 1) and Clarification of Money Given to the PSP Endowment Committee from UNOPA's General Budget (Addendum 2). These two documents were discussed. Board members were asked to review the documents for further

discussion and finalization of budget issues at the February board meeting. Mary will send copies of these documents to the board members who were not in attendance today.

Communication Technology, Karen Jackson
No report.

Employee Concerns, Tonda Humphress/Karen Shriner
Tonda reported that Karen Shriner has resigned as co-chair of the Employee Concerns committee. Jane Schneider has agreed to fill this vacancy. Lola Young will take the lead on the salary issue. She has people who are willing to help her, and she will also be in contact with Marilyn Fenton, UAAD President.

Hospitality, Cathy Leazer/Karen Randall
Registrations from UAAD have been slow in coming in.

Membership, Donette Petersen/Margaret Skean
No report.

Nominating, Carol Wusk
The committee will meet on January 17, and mail out letters with the nomination forms to UNOPA members on January 19. Nominations will be due February 9, 2007.

Outreach, Kathy Thompson
No report.

Professional Growth, Betty Jacobs/Lorraine Moon
Betty reported Ali Moeller will be the presenter at the Spring workshop. The workshop is scheduled to be held on east campus, tentatively on March 15.

Program, Gretchen Walker
No report.

UNOPA Notes, Barbara Homer
No report.

Ways & Means, Donelle Moormeier
No report.

Mentoring, *Kathy Bennetch/Dora Dill*
Flyers were distributed for the next brownbag which is scheduled for Tuesday, January 23, 2007 at the east campus union. Amy Boren and Janice Harris will speak on the Community Outreach Partnership Center.

NAEOP/NEOPA Liaison, *Chris Cary*
Donelle reported for Chris Cary. NEOPA will be meeting on January 12 and 13 for long range and strategic planning, and asked for some input from UNOPA on the following topics:

- What should NEOPA be doing for UNOPA?
- Would UNOPA be interested in hosting the social at the NEOPA Spring Conference every other year?
- If UNOPA members aren't NEOPA members—why not?

Unfinished Business, *Donelle Moormeier*
Donelle reminded the board members to be working on the guidelines/calendars for their committee or office, and be prepared to bring a draft to the March board meeting.

New Business*, Donelle Moormeier*
–UNOPA 45th Anniversary

This year is UNOPA's 45th Anniversary. Donelle asked if the board wanted to do something in recognition of this. It was decided to recognize the anniversary at a general meeting and/or possibly throughout the year in UNOPA Notes. A larger celebration should be planned for the 50th anniversary.

–NAEOP Award Deadlines

Applications for NAEOP awards must be postmarked by March 15. The awards include:

-Louise Henderson Nelson award. This is an award for the association. Donelle Moormeier and Becky Hastings will begin pulling the information together for this award so that UNOPA would be ready to submit an application for this award in 2008. The award covers a 5-year span, and once this is initially completed, it would just need to be updated on a yearly basis.

-NAEOP Educational Administrator of the Year Award.

-NAEOP Educational Office Professional of the Year Award.

-Rachel Maynard Communications Awards—newsletters (Barbara Homer will submit).

-Past President Website Awards—website (Karen Jackson will submit).

Donelle has the application materials. Please contact her if you are interested in nominating an Educational Administrator or Office Professional.

–NAEOP Annual Conference

The 2007 NAEOP Annual Conference will be held in Seattle, July 16-20. Information was recently sent out in the NES Connector to NAEOP members, and will be available soon on the NAEOP website: www.naeop.org

–Peg Johnson stated she was contacted by Carol Bom regarding the accuracy of the UNOPA past presidents on the website. Peg will verify this information with the last two UNOPA installation programs and respond to Carol's inquiry.

Meeting adjourned at 4:15 p.m.

Mary Guest, CEOE
Recording Secretary

UNOPA Executive Board Meeting
February 6, 2007
East Campus Union

President Donelle Moormeier called the meeting to order at 3:00 p.m.

Roll Call was taken by Mary Guest, Recording Secretary

Members Present: Donelle Moormeier, Gretchen Walker, Mary Guest, Peg Johnson, Marie Dvorak, Nelvie Lienemann, Becky Hastings, Karen Jackson, Cathy Leazer, Karen Randall, Donette Petersen, Margaret Skean, Carol Wusk, Kathy Thompson, Lorraine Moon, Jane Schneider

Members Absent: Tonda Humphress, Betty Jacobs, Barbara Homer

Ad-Hoc Members Present: None

Ad-Hoc Members Absent: Dora Dill, Chris Cary

The minutes from the January 4, 2007 meeting were presented. *Motion was made by Becky Hastings to approve the minutes as presented. The motion passed.*

Treasurer, Marie Dvorak
The treasurer's report, dated January 31, 2007, was presented. The beginning checking balance as of January 1, 2007 was $8,142.03, and the ending balance was $7,615.46. The cost object balance was (-$328.19). The total funds available in these two accounts was $7,287.27. The CD balance was $3201.75.

Corresponding Secretary, Peg Johnson
Peg reported she has sent a variety of cards to members this past month. She did check the list of the Past Presidents on the UNOPA website as requested by Carol Bom, and reported to Carol Bom that the list is correct. Butch (Elverda) Bender, a member of NAEOP, has been hospitalized and several e-mails have been sent to UNOPA members regarding her condition. Members who know Butch are encouraged to send cards or e-mails, if they wish.

President Elect, Gretchen Walker
No report.

Awards, Nelvie Lienemann
Nelvie reported she received two nominations for the Floyd S. Oldt Silver Pen Award, and two awards will be presented at the February 13, 2007 general meeting. There were four nominations for the Floyd S. Oldt Outstanding Staff Award. There were six judges—Z.B. Mayo, Kathleen Lodl, Douglas Swanson, Scott Minchow, Diane Wasser, Dottie Fearing—and there was a tie. The Awards Committee would like to present this award to both nominees and requested that the monetary award not be split. Discussion followed. It was decided that Donelle will see if it is possible to give both nominees the monetary award. She will first contact Bruce Currin and Rosalinda Ramirez in Human Resources, and then possibly the Foundation.

Nelvie recommended that the guidelines be revised to be more specific and to include a tie-breaker procedure. Donelle asked Nelvie to chair the committee and to bring the suggested revisions to the board in April or May.

It was decided not to use a professional photographer at this year's awards presentations as the pictures were not printed in the Scarlet, even though they were submitted. We will save the expense and use our own digital camera.

The monetary award of the Rose Frolik Award was discussed. *Motion was made by Lorraine Moon to increase the amount of the Rose Frolik Award to $600 beginning this year, 2006-2007. The motion passed.* This will be changed on the website and Donelle will announce this at the general meeting on February 13, 2007.

Clarification was made in the wording of the Boss of the Year award to be less specific regarding the year of their free membership. It will simply state: Free membership for one year.

Bradley Munn Professional Growth Fund, Becky Hastings
The next deadline for reimbursement is April 15. The current balance of the fund is $3,596.35.

The Research Findings and Recommendations regarding UNOPA Foundation Fund #CD 2484—Bradley Munn Foundation Fund were discussed. There were no further questions and the following recommendations will be adopted:

1) The explanation of the UNOPA Fund #CD 2484, dated 9/3/2002, written by Pat Hust, should remain in the Foundation Committee Chair's notebook, along with the Guidelines for Administration of UNOPA Fund #CD 2484 (last updated October 2002). In addition, any guidelines adopted at this time, or in the future, should be kept in the same notebook and passed on to the next committee chair.

2) The Guidelines for Administration of UNOPA Fund #CD 2484 state that the committee will: "Set a specific dollar amount of budget for each fiscal year." This should include the amount of money to be used for stipends <u>and</u> the amount of money the Foundation Fund will give to the Professional Growth Committee (generally in the amount of $250-500).

3) The Professional Growth Committee should have a budget separate from the Foundation Fund and should attempt to cover their costs of workshops by the amount charged for attending the workshop and with help from the UNOPA general budget. If necessary, the Professional Growth Committee could request financial help from the Foundation Fund.

4) As stated in the Guidelines for Administration of UNOPA Fund #CD 2484: "Any profits earned by workshops or seminars will be deposited back into this specific (Foundation) fund unless otherwise directed by the Executive Board."

Another point of clarification related to the amount given by UNOPA to the PSP Endowment Fund, and reference was made to the discussion of the 12/4/2001 Executive Board meeting and the motion made at the 5/7/2002 Executive Board meeting:

"<u>PSP Donation</u> – The Board discussed the PSP fund and their goal to provide stipends to members achieving professional development goals by obtaining certification. Tricia Liedle moved to give $500 a year to the PSP Endowment Fund. Marlene Focher seconded the motion. <u>Motion carried</u>."

Communication Technology, Karen Jackson
Karen is in the final stages of readying the website so that it can be entered into the NAEOP Past Presidents' Web Site award competition by the March 15, 2007 deadline. Please let Karen know if you have any corrections, suggestions or additions to the website.

Employee Concerns, Tonda Humphress/Jane Schneider
Jane Schneider has agreed to complete the term on this committee for Karen Shriner. We are happy to have Jane join us.

Hospitality, Cathy Leazer/Karen Randall
The registration deadline for the February general meeting is February 7, 2007. Donelle will send out one final reminder.

Membership, Donette Petersen/Margaret Skean
No report.

Nominating, Carol Wusk
Carol distributed the list of members who were nominated for an office and their responses. (Attachment 1) There are still some slots open on the ballot, and the deadline is February 9 for nominations.

Outreach, Kathy Thompson
No report.

Professional Growth, Betty Jacobs/Lorraine Moon
Ali Moeller will be the speaker at the Spring workshop on March 22. Lorraine has had 13 members express an interest in PSP and meetings will begin next week. There will also be a recertification meeting. Lorraine is working with Debbie Hendricks, NEOPA PSP Director, and Debbie will also be present at these meetings.

EAP will present a brownbag workshop on March 1 at noon. The topic is "Biofeedback." This workshop has been approved for 1/6 PSP point.

Program, Gretchen Walker
No report.

UNOPA Notes, Barbara Homer
The deadline for the next UNOPA Notes is February 16, 2007. This edition will be submitted for the NAEOP Rachel Maynard Communication Award competition and must be postmarked by March 15. Please send committee reports and other items for the newsletter to Barbara.

Ways & Means, Donelle Moormeier
No report.

Mentoring, *Kathy Bennetch/Dora Dill*
The last mentoring session will be February 20, at noon, on city campus, and February 21, at noon, on east campus. Captain Charlotte Evans of the UNL Police will be the presentor.

NAEOP/NEOPA Liaison, *Chris Cary*
Karen Jackson stated that the NEOPA Spring Conference will be March 29 and 30 at Southeast Community College (the former Gallup building). Registration is being done through SCC and will be limited to the first 125 people. Chris Cary will be installed as NEOPA President at the banquet on Friday evening. Discussion was held in regard to UNOPA hosting the reception for Chris.

Motion was made by Karen Randall for UNOPA to donate $100 for the reception following Chris Cary's installation as President of UNOPA on March 30, 2007. The motion passed.

Motion was made by Nelvie Lienemann for UNOPA to purchase a gift for Chris Cary in the amount of $50 to be presented to her at her installation on March 30, 2007. Motion passed.

Many of the board members will be present at the installation and will serve as hostesses. These members include Becky Hastings, Carol Wusk, Karen Randall, Donelle Moormeier, Mary Guest.

Unfinished Business, *Donelle Moormeier*
-Staff increase letter—The committee that has been organized to address the staff increase letter will be meeting this Friday, February 9, 2007. They have obtained figures comparing the percentage of increases from State employees to University employees.

-Martin Luther King breakfast—The event was well attended.

-Committee Guidelines/Calendar reminder—Donelle reminded board members to have a draft of their committee guidelines/calendar prepared for the March 6, 2007 board meeting. Once the committee chairs have completed their guidelines and calendars, they should be e-mailed to Donelle. The President will keep electronic and paper versions of the guidelines and calendars to be passed on and updated yearly.

***New Business**, Donelle Moormeier*
-Child care notice—The University child care center will close the end of April. The University will not have a resolution to this situation by that time.

-Vacation time notice—There is no longer a "use or lose" policy in regards to vacation time. The Board of Regents is looking at capping vacation time at 280 hours, and will vote on this at their March 9 meeting.

-Meeting with Herb Howe—Highlights from the meeting: There will be some monetary support from the Chancellor's office for UNOPA members attending the NAEOP Annual Conference; the University is looking at developing a policy for criminal background screening for certain positions; this past combined campaign was the most successful ever.

-KUDO Awards to members—Chris Cary received the Board of Regents KUDO Award in November, 2006, and Carol Wusk received the KUDO Award in January, 2007.

-Peg Johnson stated that she has received comments/complaints from some members regarding the price of lunches at the UNOPA general meetings. This has been a recurring problem, but the Hospitality Committee has tried to keep the prices down by having buffets. Cathy Leazer reported that catering will be raising their prices next year. Champions Club did raise their prices this year.

Meeting adjourned at 4:40 p.m.

Mary Guest, CEOE
Recording Secretary

UNOPA Executive Board Meeting
Tuesday, March 6, 2007
17th & Y Streets – Room 125A

President Donelle Moormeier called the meeting to order at 3:00 p.m.

Roll Call was taken by Mary Guest, Recording Secretary.

Members Present: Donelle Moormeier, Gretchen Walker, Mary Guest, Peg Johnson, Marie Dvorak, Nelvie Lienemann, Karen Jackson, Tonda Humphress, Cathy Leazer, Margaret Skean, Carol Wusk, Kathy Thompson, Lorraine Moon

Members Absent: Becky Hastings, Karen Randall, Donette Petersen, Betty Jacobs, Barbara Homer, Jane Schneider

Ad-Hoc Members Present: None

Ad-Hoc Members Absent: Dora Dill, Chris Cary.

The minutes from the February 6, 2007 meeting were presented. *Motion was made by Tonda Humphress to approve the minutes as presented. Motion was seconded by Marie Dvorak and passed unanimously.*

Treasurer, Marie Dvorak
The treasurer's report, dated February 28, 2007, was presented. The beginning checking balance as of February 1, 2007 was $7,615.46, and the ending balance was $7,679.02. The cost object balance was (-$3,576.69). The total funds available in these two accounts was $4,102.33. The CD balance was $3201.75.

Funding of the second Floyd S. Oldt Outstanding Staff award was discussed. *Motion was made by Peg Johnson to approve paying for the additional Floyd S. Oldt Outstanding Staff award from the UNOPA general budget this one time. Motion was seconded by Cathy Leazer and passed unanimously.*

Corresponding Secretary, Peg Johnson
Peg reported that she sent cards of "Congratulations" to Carol Wusk and Mary Klucas. She has started working on the Past Presidents luncheon that will be held in April. There are no new retirees from UNOPA this past year. Peg will contact Sandy Lineberry to verify the Charter members. Peg will get the draft of the program to Donelle for her review.

President Elect, Gretchen Walker
No report.

Awards, Nelvie Lienemann
Nominations for the Rose Frolik award are due to Nelvie by March 9. Donelle will send out a reminder e-mail. Nelvie has had several volunteers to serve on her committee to review and revise the awards criteria, and she plans to hold a meeting in the near future.

Bradley Munn Professional Growth Fund, Becky Hastings
Donelle reported for Becky. The next deadline to request re-imbursement from the Bradley Munn Professional Growth fund is April 15. This committee will have an item to be raffled. Raffle tickets will be available at the March 13 and April 10 General meetings, and the drawing will be on April 10.

Communication Technology, Karen Jackson
Karen reported that according to NAEOP guidelines, UNOPA's website will be submitted in the "Skilled Professional" category this year.

Employee Concerns, Tonda Humphress/Jane Schneider
Tonda reported that the committee to address the disparity between staff and faculty wage increases, chaired by Lola Young, has been meeting. They have requested some information from Human Resources that they have yet to receive.

Hospitality, Cathy Leazer/Karen Randall
The deadline for registering for the March 13 General Membership meeting is March 7. Donelle will send an e-mail reminder to the membership.

Membership, Donette Petersen/Margaret Skean
The new membership pins were received and distributed.

Nominating, Carol Wusk
Carol Wusk presented the nominations for UNOPA officers for 2007-2008, they include:
President-Elect: Mary Guest
Recording Secretary: Jan Edwards and Janice Kohler
Corresponding Secretary: Helen Sexton and Doreen Wagenaar
Treasurer: Peg Johnson and Marlene Pyatt

After the slate of officers has been approved at the General Membership meeting, Donelle will appoint the nominating committee to act as the Teller Committee.

Outreach, Kathy Thompson
No report.

Professional Growth, Betty Jacobs/Lorraine Moon
The EAP workshop that was originally scheduled for March 1 was moved to March 8 due to the snow day on March 1. The UNOPA Spring workshop will be held on March 22, and the registration deadline is March 15. Lorraine will check with Lois Jordan, NAEOP PSP Registrar, to determine why the workshop was approved for 2/6 PSP point rather than 3/6 PSP point.

Program, Gretchen Walker
The speaker has been confirmed for the meeting next week.

UNOPA Notes, Barbara Homer
Donelle reported for Barbara. This month's UNOPA notes will be entered in the NAEOP competition. Members should receive their copy this week.

Ways & Means, Donelle Moormeier
No report.

***Mentoring**, Kathy Bennetch/Dora Dill*
Dora and Kathy will be sending a questionnaire to the membership asking for their input/suggestions for continuing this program.

***NAEOP/NEOPA Liaison,** Chris Cary*
No report.

***Unfinished Business,** Donelle Moormeier*
-E-mail Donelle your committee guidelines/calendars as you complete them.
-The Board of Regents will be addressing the cap on vacation accrual this Friday, March 9. It appears likely that they will put a cap on vacation accrual at 280 hours. They will also be addressing a change in wording for paying a portion of accrued sick leave to retiring employees. It will now be a "supplemental salary payment" to be paid on retirement to equal one-fourth of the hours accrued up to 360 hours to be paid at an equal rate of pay at retirement.
-Donelle reported to the Deans and Directors meeting on February 14.

***New Business**, Donelle Moormeier*
-The Chancellor's Commission on the Status of Women needs to fill two office/service vacancies for three-year terms. Interested parties may access the application form on-line, and it is due March 21.
-UNOPA's delegate and alternate to the NAEOP Annual Conference were discussed. It has been customary to give the delegate $300 to help defray the expenses of attending. Gretchen Walker, as incoming President, will be UNOPA's delegate to the conference. The Chancellor's office also typically contributes some money.
-Donelle has received information regarding scholarships for nontraditional students continuing their education. Donelle will have this information available at the General Membership meeting.

Meeting adjourned at 4:30 p.m.

Mary Guest, CEOE
Recording Secretary

UNOPA Executive Board Meeting
Tuesday, April 3, 2007
East Campus Union

President Donelle Moormeier called the meeting to order at 3:05 p.m.

Roll Call was taken by Mary Guest, Recording Secretary

Members Present: Donelle Moormeier, Gretchen Walker, Mary Guest, Peg Johnson, Marie Dvorak, Nelvie Lienemann, Becky Hastings, Tonda Humphress, Cathy Leazer, Karen Randall, Donette Petersen, Margaret Skean, Carol Wusk, Lorraine Moon, Jane Schneider

Members Absent: Karen Jackson, Kathy Thompson, Betty Jacobs, Barbara Homer

Ad-Hoc Members Present: Chris Cary

Ad-Hoc Members Absent: Dora Dill

The minutes from the March 6, 2007 meeting were presented. *Motion was made by Karen Randall to approve the minutes as corrected. Motion was seconded by Becky Hastings and passed unanimously.*

Treasurer, Marie Dvorak
The treasurer's report, dated March 31, 2007, was presented. The beginning checking balance as of March 1, 2007 was $7,679.02, and the ending balance was $7,882.58. The cost object balance was (-$5,174.45). The total funds available in these two accounts was $2,708.13. The CD balance was $3201.75. There were two postage expense reports missing. Marie reminded all directors to submit expense reports for all expenses as soon as possible.

Corresponding Secretary, Peg Johnson
Cards were sent to three UNOPA members this month for various occasions.

The Past Presidents Luncheon was discussed. At this time, 14 past presidents will be attending. Several needed parking permits, and the parking situation was discussed. It will cost $12/meter to have a parking meter hooded, plus a $6.00 day charge, for a total of $54; or $6.00 per parking permit to park in the 17th & R Streets garage. Peg will make the parking arrangements.

Peg distributed a draft of the program. Donelle is putting together a tribute to Rose, and Peg's husband will video tape the event.

President Elect, Gretchen Walker
Gretchen reported that she has the following openings for committee directors: Employee Concerns (co-director, 2 year term), Hospitality, Nominating, UNOPA Notes, Mentoring, NAEOP/NEOPA Liaison, and Professional Growth. There are several people considering being a director, and Gretchen will keep working on this.

Awards, Nelvie Lienemann
Nelvie reported that her ad hoc committee met last week and will be meeting again this week to clarify/revise the guidelines for each award.

Bradley Munn Professional Growth Fund, Becky Hastings
The next deadline for reimbursement is April 13, 2007. The raffle drawing will be held at the April 10 general membership meeting.

Communication Technology, Karen Jackson
No report.

Employee Concerns, Tonda Humphress/Jane Schneider
No report.

Hospitality, Cathy Leazer/Karen Randall
No report.

Membership, Donette Petersen/Margaret Skean
No report.

Nominating, Carol Wusk
Carol is unable to attend the general membership meeting on April 10; therefore Betty James will announce the newly elected officers for 2007-2008:
President-Elect: Mary Guest
Treasurer: Peg Johnson
Recording Secretary: Jan Kohler
Corresponding Secretary: Helen Sexton

Outreach, Kathy Thompson
No report.

Professional Growth, Betty Jacobs/Lorraine Moon
EAP is sponsoring a brownbag workshop on April 11, "The Irritable Male." This workshop has been approved for 1/6 PSP point.

Lorraine reported 55 people attended the Spring workshop, 14 were nonmembers.

Program, Gretchen Walker
The April general membership meeting will be in the Ballroom of the Nebraska Union and the full group of Scarlet and Cream singers will perform.

UNOPA Notes, Barbara Homer
-Deadline for the May issue of UNOPA Notes is April 13.
-The last photo contest of this year is in the April issue.
-Barbara would like comments/pictures from those who attended the NEOPA Spring Conference.

Ways & Means, Donelle Moormeier
No report.

Mentoring, *Kathy Bennetch/Dora Dill*
No report.

NAEOP/NEOPA Liaison, *Chris Cary*
Chris reported the NEOPA Spring Conference was held March 29-30 at Southeast Community College, and so far, the comments have been very positive. Chris thanked UNOPA for hosting the

President's reception for her. Three UNOPA members were installed to the NEOPA board: Chris Cary-President, Becky Hastings-President-Elect, Judy Anderson-Secretary; and six UNOPA members will be serving as Directors.

Chris has held three meetings for UNOPA members who are attending the NAEOP Annual Conference in Seattle, July 16-20. Currently, there are 15 members who plan to attend the conference, and 3 still considering attending. Travel authorizations are due to Chris by May 1 to request funding from the Chancellor's office. Chris will have a rental van to help UNOPA members get around in Seattle. Chris is planning a reception for UNOPA members after the opening session on July 17 for fellowship and to honor the members who will be recognized at the PSP banquet the following evening. She will also purchase corsages for those receiving their PSP.

Motion was made by Jane Schneider to approve Chris' plans for the reception and purchasing corsages at the NAEOP Annual Conference in Seattle, as outlined above. Motion was seconded by Marie Dvorak and approved unanimously.

Chris stated that NEOPA approved supporting a proposal to be sent to the NAEOP Advisory Council that was presented by Mary Guest. (This item is further addressed in "New Business.")

Unfinished Business, *Donelle Moormeier*
The committee guidelines are due to Donelle by 5/1/2007.

Gretchen Walker will be the UNOPA delegate to the NAEOP Annual Conference, and Mary Guest will be the alternate.

New Business*, Donelle Moormeier*
Mary Guest presented a proposal that will be sent to the NAEOP Advisory Council. The NEOPA board is supporting this proposal. The proposed change involves wording in the NAEOP Professional Standards Program Book and the added words are bolded:

Signed documentation verifying points submitted on Forms IIIa, IIIb, and VI must be attached. The local or state PSP chairman or the president of the local or state association must verify the points, according to the documents attached to Forms IIIa, IIIb, and VI. If the applicant holds any of the offices listed above, it is not permissible to verify his/her own forms. **The person verifying the points and signing the application must have current PSP certification.** In the event there is no local or state association, **or the persons holding those positions are not qualified,** the NAEOP PSP Registrar must verify points.

Motion was made by Becky Hastings that the UNOPA board supports the proposal for the change to the NAEOP Professional Standards Program book as presented by Mary Guest. Motion was seconded by Lorraine Moon and was approved unanimously.

Meeting adjourned at 4:15 p.m.

Mary Guest, CEOE
Recording Secretary

UNOPA Executive Board Meeting
Tuesday, May 1, 2007
17th & Y Streets – Room 125A

President Donelle Moormeier called the meeting to order at 3:05 p.m.

Roll Call was taken by Mary Guest, Recording Secretary

Members Present: Donelle Moormeier, Gretchen Walker, Mary Guest, Peg Johnson, Marie Dvorak, Becky Hastings, Karen Jackson, Tonda Humphress, Cathy Leazer, Karen Randall, Donette Petersen, Margaret Skean, Carol Wusk, Lorraine Moon, Jane Schneider

Members Absent: Nelvie Lienemann, Kathy Thompson, Betty Jacobs, Barbara Homer

Ad-Hoc Members Present: Chris Cary

Ad-Hoc Members Absent: Dora Dill

The minutes from the April 3, 2007 meeting were presented. *Motion was made by Becky Hastings to approve the minutes as printed. Motion was seconded by Carol Wusk and passed unanimously.*

Treasurer, Marie Dvorak
The treasurer's report, dated April 30, 2007, was presented. The beginning checking balance as of April 1, 2007 was $7,882.58, and the ending balance was $7,771.31. The cost object balance was (-$2,666.68). The total funds available in these two accounts was $5,104.63. The CD balance was $3201.75.

Corresponding Secretary, Peg Johnson
No report. Donelle Moormeier read a thank you note from Doris Lesoing.

President Elect, Gretchen Walker
Gretchen presented the program for next week's general membership meeting and installation of officers.

Awards, Nelvie Lienemann
Donelle reported that Nelvie and her ad hoc committee are continuing to meet to clarify/revise the guidelines for each award and will have a report ready by the transition board meeting.

Bradley Munn Professional Growth Fund, Becky Hastings
Becky reported there were no re-imbursement applications for the April deadline.

Communication Technology, Karen Jackson
No report.

Employee Concerns, Tonda Humphress/Jane Schneider
Jane reported they are still looking for a representative for the Campus Recreation Advisory Board, and will announce this at the general membership meeting on May 8.

Hospitality, Cathy Leazer/Karen Randall
Karen reported they are continuing to receive reservations for next week's general membership meeting. Everything is ready for the general membership meeting.

Membership, Donette Petersen/Margaret Skean
No report.

Nominating, Carol Wusk
Carol will need to make a motion at next week's general membership meeting to destroy the ballots.

Outreach, Kathy Thompson
No report.

Professional Growth, Betty Jacobs/Lorraine Moon
To avoid further confusion in the names between this committee and the Bradley Munn Professional Growth Fund, Lorraine proposed changing the name of this committee. Several options were discussed, and the options that most of the board preferred were "Training and Development" or "Education, Training and Development". Changing the name of this committee will require a Bylaws change. Lorraine will present this to the new board at the transition meeting in June. The tentative timeline is to have the new board vote on this at their August meeting and take this to the general membership meeting in September.

Program, Gretchen Walker
The program has been completed.

UNOPA Notes, Barbara Homer
Mary Guest proposed changing the publication schedule of UNOPA Notes from every month to every other month for discussion. Board members were receptive to this proposal and also discussed moving to an electronic format for the newsletter. This item will be presented to the new board at the transition meeting in June for their consideration. It was suggested that we may want to survey the membership regarding the electronic vs. hard copy format of the newsletter. It is the board's intention that each member will receive the newsletter in the format of their preference.

Ways & Means, Donelle Moormeier
No report.

Mentoring, *Kathy Bennetch/Dora Dill*
No report.

NAEOP/NEOPA Liaison, *Chris Cary*
See unfinished business.

Unfinished Business, *Donelle Moormeier*
--NAEOP Conference/monies from Chancellor's office—Donelle referred to an e-mail that she received from Herb Howe indicating his willingness to provide $1200 for UNOPA members to attend the National Conference, and he also provided some ideas in how we might want to set criteria to award this money. Discussion followed. Chris Cary, NAEOP/NEOPA Liaison, presented the following recommendation:

After polling the group who will attend the conference, I respectfully request that the travel grant from the chancellor's office be equally divided among all attendees. There are several reasons why this is best for UNOPA; a major one is that department administrators tend to follow the lead of the chancellor's office, so support from the chancellor's office increases the likelihood that the office professional will receive funding from their departments.

Motion was made by Karen Randall to approve the recommendation set forth by Chris Cary regarding the distribution of the money from the Chancellor's office to the UNOPA members attending the NAEOP National Conference. Motion was seconded by Jane Schneider and passed unanimously.

--Committee Guidelines/Calendar—Board members are asked to electronically send their committee guidelines/calendar to Donelle by May 15, so they are ready for the June transition meeting.

***New Business**, Donelle Moormeier*
--Honorary Membership—In honor of Herb Howe's willingness to support UNOPA over the years, Donelle would like to present him with an Honorary UNOPA membership. The board also discussed doing a presentation at his retirement reception. Donelle will check to see if she can say a few words at the retirement reception. If so, she will present a gift and the honorary membership at that time. If that is not possible, Herb will be attending the general membership meeting on May 8, and Donelle will make the presentation at that time.

--The transition board meeting will be held on Tuesday, June 5, 3:00-5:00 p.m. in the East Campus Union.

Meeting adjourned at 4:20 p.m.

Mary Guest, CEOE
Recording Secretary