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2005-06 UNOPA Executive Board Minutes

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UNOPA Executive Board Transition Meeting
June 7, 2005
East Campus Union
Part II—Incoming 2005-06 Board

Call to Order: Incoming president Becky Hastings welcomed the 2005-06 board members at 3:50.

Board Members Present: Becky Hastings, Donelle Moormeier, Valerie Egger, Marlene Pyatt, Gretchen Walker, Jan Edwards, Tonda Humphress, Sandy Watmore, Pat DeStefano, Amy Stewart, Chris Cary, Judy Anderson, Mary Guest, Rhonda Zugmier, Mari Greer, Barb Andersen, Diane Wasser

Board Members Absent: Pat Hust, Susan Thomas

Ad Hoc Members Present: Mary Guest, Beth Krohn, Carol Bom

Ad Hoc Members Absent: none

Announcements:

Becky Hastings: as this is the first meeting of the 2005-06 Board, there will be no reports.

For future meetings, Becky will have a folder set out on the table to collect hand-outs. As board members arrive, each should put any hand-outs they brought into the folder. The folder will then be passed around at the beginning of the meeting so that each member can take out copies of each hand-out.

Today's hand-outs included:

Agenda

Officers and Directors Contact List

General Procedures

Board Meeting Schedule

UNOPA Budget Request

UNOPA Notes Deadlines

Valerie requested that officer and committee chairs print their individual reports and give her a copy. This makes it much easier to later compile the minutes.

Becky reported that she had enlisted members to chair all committees except Ways and Means. This is the committee that schedules volunteers to collect parking lot fees during home games.

This is also UNOPA's principle means of raising funds. After some discussion, it was decided that if Becky has no success finding either a chair or two co-chairs, the Board members will take on the responsibility for lining up volunteer help.

Becky gave each board member a budget form. An electronic copy is also available. She needs to present the budget at the October general meeting. So return the forms to Becky at the August board meeting with an estimate of annual expenses needed for your office/committee.

Becky distributed and discussed *General Procedures* for board members. She noted that as the Outreach Committee is now a standing committee, at least one of the co-chairs needs to attend the monthly board meetings. Ad-hoc committees do not need to be present at every meeting but Becky encouraged their attendance.

Location and time of the board meetings was discussed. The meeting time will remain from 3:00 – 5:00. Every attempt will be made to adjourn by 4:30 to accommodate those needing to leave by this time. City Campus meetings will be held in the Purchasing conference room at 1700 Y Street which has parking readily available. East Campus meetings will be held at the East Campus Union. Becky will send out a tentative schedule for the year.

If the January meeting is scheduled on the first Tuesday as usual, this would fall on January 2—the first day back from the holiday break. Therefore, for January *only*, it was agreed that the board will meet on the second Tuesday, with the general meeting to be held on the third Wednesday. All other meetings will be: executive board, first Tuesday; general meeting, second Tuesday.

Becky recommended that board members review the new bylaws for position responsibilities and roles.

Becky has bookmarks left from her installation. If the Membership Committee will let her know about new members, she will personally send them a welcome letter and bookmark.

Becky has several boxes of UNOPA bags (50 to a box) that need to be used. Any board member who would like one should let Becky know. It was also agreed to give a bag to new members and to take bags to the spring conference.

Rhonda Zugmier passed out and discussed deadlines for UNOPA Notes for the year.

Becky recommended the Board consider buying a digital camera for UNOPA use. Rhonda Zugmier made a motion to look into buying a camera. Marlene Pyatt seconded the motion. Motion passed. Rhonda and Marlene will gather information on digital cameras and present it at the August board meeting. Board members agreed that the camera would be held by the corresponding secretary but could be used by others at conferences, etc. At the August board

meeting, there will be further discussion as to who will be authorized to check-out the camera—perhaps board members only.

Becky reminded the Board that there is no board meeting in July

Barb Andersen reported that the Outreach Committee is planning a UNOPA summer social. Although the actual cost will be \$15.00 each, the committee hopes to be able to charge approximately \$7.50 with the balance coming from UNOPA funds.

Thursday, July 28

Champion Fun Complex

6:45 supper (catered—hamburgers, hot dogs, southwestern chicken)

Golf and bowling will be set-up

Door prizes, games

Chris Cary reminded the board that the bylaws revisions changed the organization name from University of Nebraska Office Personnel Association to University of Nebraska Office Professionals Association. Therefore, the Web site, letterhead, etc. will need a new logo. Judy Anderson volunteered UNL Publications to help design a new logo. Jan Edwards also knows someone who could help with a banner.

Diane Wasser changed the sidebar on the Web site and will add a bar for UNOPA forms, including a downloadable logo.

Becky noted that the week of July 11 she, Sandy, and others will be gone for the National Association of Educational Office Professionals Conference and Institute in Tucson, Arizona. Becky will be gone August 5-22.

The meeting was adjourned at 4:40.

The next meeting will be August 2, 2005.

Respectfully submitted,

Valerie Egger

Recording Secretary

UNOPA Executive Board Meeting
August 2, 2005, 3:00 P.M.
1700 Y Street, rm 125A Business Services

Call to Order: President Becky Hastings welcomed everyone at 3:00 pm. After welcoming the board members, folders with the meeting handouts were passed around to each member. Becky asked to start with the *UNOPA Notes* report, rather than the officer's reports.

Board Members Present: Becky Hastings, Donelle Moormeier, Valerie Egger, Marlene Pyatt, Gretchen Walker, Judy Anderson, Chris Cary, Pat DeStefano, Jan Edwards, Mary Guest, Tonda Humphress, Amy Stewart, Diane Wasser, Rhonda Zugmier

Board Members Absent: Barb Andersen, Mari Greer, Pat Hust, Susan Thomas, Sandy Watmore

Ad Hoc Members Present: Carol Bom, Beth Krohn

Ad Hoc Members Absent: none

UNOPA Notes: Rhonda Zugmier

Rhonda noted that no UNOPA funds would be needed for *UNOPA Notes* software. Her department purchased Photo Shop and InDesign (the preferred *Notes* software) came with it as part of the package.

Rhonda prepared a draft newsletter and passed two copies around to the board members for their comments. Comments will be incorporated into the final version which will be mailed around August 15 or 16. The next deadline for newsletter items is August 15.

OFFICERS' REPORTS

President: Becky Hastings

Way and Means. There will not be a separate Ways and Means Committee *this year*. The Executive Board will take care of Way and Means responsibilities for football parking in 2005-06. There are enough chairs and co-chairs for each game. Becky will send a message out on the UNOPA Listserv requesting volunteers to help the chairs and co-chairs with each game. Chairs and co-chairs: please keep track of your volunteer names so they can be thanked in *UNOPA Notes*, probably the December 5 issue. Becky still needs to see Ron Fuller about signing the parking lot contract, find out where to pick-up the money, and other information. She will email this information to the game-day chairs.

Herb Howe. Becky met with Herb Howe in June with Sandy Watmore and Russell Bartholow, and also in July with Russell. She reported on some of the discussion items.

- There will now be ten NU KUDOS awarded per year for UNL. There were twelve in past years.

- The drop in enrollment and tuition dollars was discussed. Tuition remission for UNL employees and family members will be retained.
- The Gallup survey will be conducted every three years with the next to be in 2007.
- The NU Presidents' Council discussed the role of community colleges in state education. There is the perception that community colleges are drawing students away from four-year institutions like UNL and thus creating tuition shortfalls.
- The University of Nebraska-Lincoln is a member of the American Association of Universities (AAU) which currently has sixty-six members (the maximum). There is a waiting list of other universities interested in being part of the association. [The AAU was founded in "1900 to advance the international standing of U.S. research universities."] UNL houses the AAU data-exchange base in Institutional Research and Planning. This is a KUDO for UNL.
- Recently the City of Lincoln sponsored bus tours of the Antelope Valley Roadway project. Dr. Howe said they were very informative and recommended going on any future tours that might be held.

Boss of the Year Program. Usually as part of the program, past awardees are listed. In light of the fact the one of those awardees is recently deceased, the list will now include an asterisk following the name of any past Boss of the Year who has died.

UNOPA PO Box. UNOPA has a generic, campus PO Box. This allows Mail and Distribution to direct bill outgoing mail to UNOPA. Becky will work with M&D to have any mail received at this PO Box forwarded to her.

Parking. Becky received a letter from a UNL staff member (not a UNOPA member) recommending that the Chancellor hear how the rising parking fees impacts staff income. This person suggested holding a forum with the Chancellor—open to all UNL employees—to discuss the impact of parking fees. Becky opened the issue up for discussion. Donelle also has a high level of concern regarding parking fees. She noted that some universities use a rate based on a percentage of salary and this might be an option for UNL to explore. A sliding scale is also an alternative to UNL's flat rate. Diane Wasser made the comment that UNL administrators know that UNL parking fees [\$37/month for UNL in 2005-06] are much lower than downtown parking fees which might run around \$75 per month. This tends to reduce sympathy for fee impacts. Buses are also an option for Lincoln residents but not for those coming from outside of Lincoln. The board generally felt that UNOPA needs to stay involved with this issue and continue to push for some kind of relief or restructuring of parking fees.

UNOPA Web Page. Becky encouraged everyone to give information and updates to Diane Wasser so the UNOPA Web site can stay updated. Diane will also post any workshop flyers that she receives.

Campus Rec Advisory Committee. Becky asked Tonda Humphress if she had been able to find a volunteer to sit on the Campus Rec Advisory Committee. Not at this time. A complicating factor

is that any UNOPA member volunteering to be on the committee must also be a Campus Rec member.

National Conference. Becky reported that the national conference (NAEOP) held July 11-15, 2005 in Tucson was very worthwhile attending. The briefings, sessions, and institutes all had valuable information. Nebraska received the following awards:

- *UNOPA Notes* took first place in the local newsletter competition
- *the NEON* took third place out of eight entries in the state newsletter competition. UNOPA's own Carol Bom was in charge of publishing NEON for 2004-05.
- The UNOPA Website received second place in the local novice competition.

Nebraska had the ~~second~~ third largest state delegation.

Next year's national conference will be in Dallas. The following year it will be in Seattle.

Membership. The Membership Committee maintains the UNOPA Listserv. Becky wanted to make sure the names on the Listserv were current and this appeared to be the case.

Becky's Absence. Becky will be on vacation August 15 - 19, and on military leave October 19 - November 5, 2005.

President-Elect: Donelle Moormeier

In the handouts, Donelle included a draft copy of the upcoming year's programs for the general meetings. She wants to use the meeting programs to promote our knowledge of UNL.

Donelle's department has a graduate student who needs to survey commuting wives—wives who are gone one night or more during the week for their job—for her dissertation. The survey interview pays \$25. Donelle would like to put some flyers regarding the survey on the name badge table at the next general meeting—with the board's permission. As no one had any problem with this plan, Donelle will bring the flyers to the September meeting.

Recording Secretary:

Valerie reported that she received one grammatical correction and one name correction to the June 7 meeting, both on page 2. Diane Wasser made a motion to approve the June 7 minutes, Jan Edwards seconded the motion. The June 7 minutes were approved.

Corresponding Secretary: Marlene Pyatt

In response to a motion at the June 7 board meeting, Marlene did some research on digital cameras for documenting UNOPA events. A minimum of \$200 would buy a camera that would meet UNOPA's needs. Some recommended features that were discussed included: possibly extra memory, a viewfinder for outdoor photos, an extra printer (determined to be unnecessary), all software needed comes with the cameras, Cannons were well-recommended but cost more, five mega pixels was best but for UNOPA's needs four mega pixels would work well. Chris Cary

moved that Marlene buy a digital camera and necessary supplies for a maximum of \$325. Rhonda Zugmier seconded the motion. Motion passed.

Marlene sent seven cards this summer. When contacting her about cards, please be sure to include a home address with the request.

She sent notices to *The Scarlet* and the *Neighborhood Extra* about the new officers but does not know if anything will be printed.

Treasurer: Gretchen Walker

Gretchen reported that the audit of the 2004-05 books was complete and was conducted by Belinda Gillam. A CD matured in July, was cashed, and a new CD was purchased.

The beginning checking balance on June 1, 2005 was \$3,788.60. Income was \$1.00 (interest), and expenses were \$856.21. That leaves the ending checking balance at \$2,933.39 and a cost object balance of zero. The CD balance is \$3,021.92.

Becky reminded the board that she needs our budgets for 2005-06. Becky needs all budgets before the September board meeting in preparation for presenting them at the October general meeting. The budgets can be sent to Becky via email or hard-copy.

STANDING COMMITTEES

Awards: Jan Edwards

The bosses' lunch is in November. Last year it was recommended not having a program. Donelle reported that the planned program was short and would only run around fifteen minutes.

Jan noted that the Awards Committee will meet before classes start.

Diane Wasser would like a copy of the Boss of the Year nomination form for the Web site.

Bradley Munn Professional Growth Fund: Sandy Watmore

Sandy was not able to attend today's meeting but did let Becky know that she did not have anything to report.

Communication Technology (Web Page Technician): Diane Wasser

Diane needs award deadlines and any calendar items for the Web site. She has added the President's Theme for the year.

Employee Concerns: Tonda Humphress and Pat Hust

As noted earlier, Tonda is still in need of a UNOPA member to sit on the Campus Rec Advisory Committee.

Tonda noted that guidelines for the Employee Concerns Committee were not clear. She reported that the various campus committees that UNOPA members sit on have various start times, some meet frequently, some only when necessary. There seemed to be confusion as to the term of each committee member and even committee members themselves do not seem to know the length of their term. In the ensuing discussion it was noted that UNOPA committee members are not keeping UNOPA members up to-date on their respective committees. Becky asked that the various committee members keep the chair of the Employee Concerns Committee updated as to their activities and pass on information as they become aware of it. It was suggested that *UNOPA Notes* might include reports from the various committee members.

The Friday before the general meeting, Becky will email the UNOPA board and ask who wants to be on the agenda. Perhaps committee members, such as the Employee Concerns Committee, might take this opportunity to let UNOPA members know what they are doing.

Hospitality: Pat DeStefano and Susan Thomas

Pat reported that she and Susan have met. They will have a group meeting in a couple of weeks.

Membership: Amy Stewart

No report.

Nominating: Chris Cary

Chris noted that she appreciates the timelines that Jan Edwards passed on to her from last year. They will be very helpful. Chris has invited some of the new members to join UNOPA committees.

Outreach: Mari Greer, Barb Andersen

Becky Hastings reported that about 25 members showed up for the summer social at Champions Fun Center. They had great fun with great food.

Professional Growth: Judy Anderson, Mary Guest

Judy reported that she is finishing UNOPA's annual report. She will send a copy to Diane Wasser when it is finished. She is starting the next edition of *the NEON*. Judy also reported that UNL Publications has been extremely busy and has not had time to develop a new logo for UNOPA.

Program: Donelle Moormeier

The general meeting program has already been covered.

Mentoring: Mary Guest, Beth Krohn

Mary discussed a draft of six proposed brown bag sessions for 2005-06. The sessions were designed so that anyone attending all six sessions will earn one PSP point. The brown bags will feature UNOPA members on the panels as much as possible. The topics came from a survey taken two years ago.

NEOPA/NAEOP Coordinator: Carol Bom

Carol reported that the fall NEOPA workshop is being planned for October 15, 9 a.m. to 4 p.m. to be held at ESU #3 in Omaha (near the Harrison Street exit). The details will be finalized August 10.

Judy Anderson is heading up *the NEON* this year (four issues). Carol wrote an article for the next *UNOPA Notes*.

She also noted that the state colleges are monetarily recognizing PSP certification and that, hopefully, UNL will be next.

The meeting was adjourned at 4:40 p.m.

The next meeting will be September 6, 2005 at 3 p.m. at the East Campus Union.

Respectfully submitted,

Valerie Egger
Recording Secretary

UNOPA Executive Board Meeting

September 6, 2005, 3:00 p.m.
Nebraska East Union

Call to Order: President Becky Hastings called the meeting to order at 3:00.

Roll Call was taken by Recording Secretary Valerie Egger.

Board Members Present: Becky Hastings, Donelle Moormeier, Valerie Egger, Marlene Pyatt, Gretchen Walker, Pat DeStefano, Mari Greer, Pat Hust, Diane Wasser, Sandy Watmore, Rhonda Zugmier

Board Members Absent: Barb Andersen, Judy Anderson, Chris Cary, Jan Edwards, Mary Guest, Tonda Humphress, Amy Stewart
(per prior arrangement, Susan Thomas will not be attending Executive Board meetings)

Ad Hoc Members Present: Carol Bom

Ad Hoc Members Absent: Mary Guest, Beth Krohn

OFFICERS REPORTS

President, Becky Hastings

2005-2006 Budget Requests. The elected officers met September 1 to review the officer budget requests. Various questions all received responses from the committee directors. Becky asked if the board had any additional questions or comments. It was noted that the Outreach Committee budget form is missing income of \$232. This should be added. At the October general meeting, the budget will be submitted for approval. This will be part of the Treasurer's report.

Committee Members. Give your committee members' names to Becky if you haven't done so.

Awards Committee. Jan Edwards had agreed to be director of the Awards Committee, but does not feel she can give the position the time it needs, given some unexpected events. Becky has looked for a replacement with no luck. She will ask for a volunteer at the general meeting. Linda Wood and Dee Cummins are the committee members. Pat Hust suggested Linda Luedtke for director—Linda has worked with that committee before and enjoyed it. Others noted that Linda already has numerous commitments. Jan Wassenberg was suggested but would make the fifth past-president on the board. Bylaws limit past presidents to four; changing this would require a bylaws change.

Gift to Sandy Watmore. Sandy Watmore was honored with the Olive T. Ritchie Education Office Professional of the Year Award at the National (NAEOP) Conference this past summer. In recognition of this award, NEOPA and UNOPA purchased a congratulatory gift for Sandy: a pearl pendant, gold chain and pearl earrings.

General Meeting Reports. Becky asked which officers and committee directors wished to report at next week's general meeting. She will ~~mail~~ e-mail the agenda Tuesday morning, September 13.

Herb Howe Thank-You. Becky sent a thank-you note to Herb Howe, on behalf of UNOPA, for funds that supported UNOPA members' attendance at the national conference. She also noted in her letter to Herb Howe the award received by Sandy Watmore as well as other awards UNOPA received.

Affiliation Paperwork. Becky needs to send in affiliation paperwork to the national association and will work with Donelle Moormeier on the information. Membership dues are \$25 for the organization and \$.10 for each member based on the prior year membership on June 30, 2005.

UNOPA Football Parking Lot. Last Saturday was UNL's first home game and the first day for operating the UNOPA parking lot this season. UNOPA's share of the proceeds was \$640. More slips are needed to hand out to the parkers. The slips say "Thank-you" and briefly explain what UNOPA is. When picking up the money bag, go to the 14th & Avery Parking Garage: pull in, go left and take a quick right. Just before exiting, take another right. The money bag MUST be signed for when picked up *and* when returned. Count the money against the number of tickets sold. UNOPA will be charged for all tickets. Pick up the money bag at 6:30 a.m. Return the bag 15-30 minutes after kick-off. Regarding the lot, a pile of sand and a trailer on the NE corner took up some parking room. It was suggested that a sketch be drawn of where and how to park vehicles that each group could use. Sandy Watmore has some parking maps that she can bring to be put with the parking materials. In the past, UNOPA has also received some donations. Keep this separate from the ticket income. FYI—Deb Rosenau has volunteered to work regularly.

UNOPA Communications. Just a reminder that UNOPA communications, correspondence, programs, e-news, etc. need to go through President, Becky Hastings, first.

Hurricane Katrina. Becky received a message from Doug Zatechka. UNL will be assisting students unable to continue their college education because of Hurricane Katrina (some institutions have closed for the semester). UNL will offer those students the resident-student tuition rate and is currently exploring housing options.

Diane Wasser noted that the National Association of Educational Office Professionals (NAEOP) has set up a way to donate funds that will support association members affected by Katrina. Diane will forward the message to Becky. It was suggested that the message be brought forward to members at the general meeting to explore their interest in participating with a donation in the same amount as was donated to victims of the Hallam tornado. This way, donated funds would support members of NAEOP or its affiliates. Gretchen Walker will find out how much was donated to the Hallam cause. It was also suggested that membership funds match membership donations up to \$200. It was decided that a message will be sent via the UNOPA Listserv, prior to the general meeting, explaining NAEOP's hurricane fund opportunity as a way for members to donate to the victims. Matching funds will not be mentioned in the email. At the next executive board meeting, board members will vote on whether to match individual donations.

NU Values. Becky sent an email to Bruce Currin inquiring as to when NU Values would be starting. He replied that UNL will implement NU Values October 1, 2005 but not all at once. When depends on the job. It was suggested that Roshan Pajniagar could explain NU Values to UNOPA members at the September general meeting. The Web site seems to be the best source of information; therefore UNOPA members will be encouraged to visit the NU Values Web site. The Web address will be distributed at September's general meeting.

President-Elect, Donelle Moormeier

No report

Program, Donelle Moormeier

Donelle discussed the FY 05-06 program with the board members. The committee is trying to create an awareness of what is available on campus. Some highlights:

- The Christmas program will be at the City Campus Union this year, not the Champions Club as in the past few years.
- The Bosses Lunch and Award Program will be held at the Champions Club. As building rent is included in the cost of the catered lunch, all lunches must be purchased for events held at the club. No brown bag.
- The location of the new board installation in May is TBA. It was held the past few years at the Kauffman Center.

Diane Wasser motioned to approve the 2005-06 program. Rhonda Zugmier seconded the motion. Motion carried.

Recording Secretary, Valerie Egger

Valerie noted that she had received a correction to the August board minutes: Nebraska's delegation to the national conference in Tucson was the third largest, not the second as reported. The change will be made to the minutes. Donelle Moormeier motioned that the minutes be approved with the correction. Marlene Pyatt seconded the motion. Motion passed.

Corresponding Secretary, Marlene Pyatt

Cards were sent to UNOPA members Anne Mulligan (knee surgery) and retiree Donna McCarthy (brother-in-law passed away). Please contact Marlene if you know of any UNOPA member who should have a card sent to them. Home addresses are very helpful.

Marlene purchased a Kodak digital camera for UNOPA to be used by the Corresponding Secretary to record and document various UNOPA events. A memory card and batteries were also purchased for a total cost of \$273.89. She will apply for a \$10 rebate.

Marlene has the memory/picture book assembled by Jeanette Fisher, last year's Corresponding Secretary. She will bring it to the next couple of general meetings for members to look over.

The August 13, 2005 issue of *Neighborhood Extra* included an article about this year's officers. The *UNL Scarlet* has also had several articles about UNOPA in recent issues.

Treasurer, Gretchen Walker

Gretchen reported that the beginning checking balance on August 1, 2005 was \$2,934.09. Income was \$232.64, and expenses were \$624.28. That leaves the ending checking balance at \$2,432.45. The cost object balance is -\$405.67. The CD balance is \$3,021.92.

STANDING COMMITTEES

Awards, Jan Edwards

Becky reported for Jan that next week the committee will begin working on the Boss of the Year Award process and materials. Barb Carley will help.

Bradley Munn Profession Growth Fund, Sandy Watmore

Just a side note, Judy Anderson is the workshop person for UNOPA professional growth.

This year the Professional Growth Committee will reimburse members for up to four PSP and four professional development expenses. The committee is looking at more ways to raise the level of funds available for reimbursements.

Sandy discussed NEOPA's Community Service Project which involved donating blood. A social security card was required to donate and this offended a number of people. A mobile blood donor facility on campus would have been good but there was not enough time to plan for one.

NEOPA is also conducting a clothing drive to assist low-income women who don't have the clothing they need for interviews, etc. as they try to enter or re-enter the workforce. The drive begins September 1 and ends with the October 15 Fall NEOPA Workshop in Omaha. The board members received a flyer with additional information.

Communications Technology, Diane Wasser

The UNOPA Web site is almost updated; however, computer problems have slowed progress.

Last year we paid \$70 for a survey software program one-year license. Diane asked if the board wanted the license renewed for this year. After some discussion, it was agreed that there was no expected need for the software this fiscal year. The license will not be renewed. If a need arises, other options will be explored.

UNL has developed new publication guidelines. UNOPA might need to abide by those guidelines—if more than 50% of UNOPA's funding comes from UNL.

Employee Concerns, Tonda Humphress/Pat Hust

Pat noted that committee positions were filled and the committee plans to meet soon.

Hospitality, Pat DeStefano and Susan Thomas

Pat reported that the committee is working on holding the May general at the Kauffman Center. However, after students have gone for the summer, the Kauffman Center cleans its kitchen and is opposed to re-opening the kitchen when classes are not in session. The Wick Center was suggested, however, Pat noted that the rent is quite expensive.

UNL catering has offered UNOPA several new menus: a baked potato bar with all the fixings, and beef tips with rice.

Membership, Amy Stewart

Amy was not able to attend the meeting but emailed Becky a brief report. Thus far, 74 membership renewals have been received. Some of the memberships are free to certain individuals—Amy needs those returned as well. She wants to get 2005-06 membership cards mailed out by September 30.

Nominating, Chris Cary

Carol Bom reported for Chris Cary with an update on a UNOPA logo. Chris checked with a graphic designer in her office about updating the UNOPA logo. This person could help and estimated a cost of \$40-\$100. Thus far, Judy Anderson had said that UNL Publications was too busy to look into designing a new logo. The logo colors are navy and white.

Carol checked with Fast Signs on a banner. A two-color (navy blue and white), 24x36, in-house, vinyl banner would run around \$72. If they have it done outside (vinyl or nylon), a banner would cost around \$85 with shipping. The new logo would be used on the new banner.

Sandy Watmore made a motion that UNOPA pursue Chris Cary's graphic designer to develop a logo. Gretchen Walker seconded the motion. Motion passed. Carol Bom will advise Judy Anderson that UNL Publications does not need to look at designing a logo.

UNOPA Notes, Rhonda Zugmier

Rhonda reported that we should receive the next issue of *UNOPA Notes* tomorrow. The next deadline is September 15; the targeted distribution date is October 3.

UNOPA Notes will be submitted to NAEOP for the award competition again this year, so Rhonda would appreciate any suggestions we might have.

Outreach, Mari Greer and Barb Andersen

Mari submitted the Outreach Committee's Summer Social report. The summer social was held July 28, 2005 at Champions Fun Center with 29 members attending. Registrations totaled \$232.00. Expenses totaled \$388.11 and consisted of the catered meals @ \$289.71 and miniature golf @ \$98.40. The balance of \$156.11 will be paid from the UNOPA general fund.

Professional Growth, Judy Anderson and Mary Guest

No report

AD HOC COMMITTEES

Mentoring, Mary Guest and Beth Krohn

No report

NAEOP/NEOPA Coordinator, Carol Bom

Carol will talk about NEOPA membership at the general meeting and will discuss the NEOPA Fall Workshop and clothing drive.

She has brochures for the breast cancer walk coming up on Sunday, Oct 30. In the past, UNOPA has had a group participate in the walk. It was discussed last year that the Outreach Committee might take this over. Carol will meet with Mari Greer about coordinating the walk. Teams need to be at least twelve people. Carol will also discuss this at the general meeting.

As an aside, it was noted that the Outreach Committee will also help with the holiday giving tree.

Next Board meeting: October 4, 2005, 3:00 pm - 5:00 pm, 1700 "Y" St - Rm 125A

Meeting adjourned at 4:50.

Respectfully submitted,

Valerie Egger, Recording Secretary

UNOPA EXECUTIVE BOARD MEETING

October 4, 2005, 3:00 p.m.

1700 Y Street

[Amended Nov. 10, 2005 as requested at the November 1, 2005 Board meeting: Hospitality section, 2nd paragraph]

Call to Order: President Becky Hastings called the meeting to order at 3:00.

Roll Call was taken by Recording Secretary, Valerie Egger.

Board Members Present: Becky Hastings, Donelle Moormeier, Valerie Egger, Gretchen Walker, Judy Anderson, Pat Destefano, Jan Edwards, Pat Hust, Amy Stewart, Diane Wasser, Sandy Watmore, Rhonda Zugmier

Board Members Absent: Marlene Pyatt, Barb Anderson, Chris Cary, Mari Greer, Mary Guest, Tonda Humpress

Ad Hoc Members Present: Lola Young (replacing Carol Bom for the rest of the year)

Ad Hoc Members Absent: Beth Krohn

September Minutes. Becky asked if there were any changes to the September minutes. Valerie Egger reported that she had received one change: first page, second to the last paragraph, "She will ~~mail~~ email the agenda Tuesday morning . . ." The minutes stand approved as revised.

OFFICERS REPORTS

President, Becky Hastings

Hurricane Katrina. \$50 in donations were received for victims of Hurricane Katrina. At the last board meeting, we discussed possibly matching individual donations with UNOPA general funds but chose to table this idea until today. Records show that UNOPA donated \$250 for the Hallam tornado disaster. Pat Hust made a motion to match the \$50 in personal donations with \$50 from the UNOPA general fund for a total donation of \$100 to Hurricane Katrina relief. Sandy Watmore seconded the motion. Motion carried. *The total donation will be sent to NAEOP to disperse to educational office personnel who are victims of the hurricane.*

2005-06 Budget Requests. The board needs to approve the officer and committee budgets today, so they can be presented at the general meeting next week. There was discussion on some of the budgets resulting in some revisions. The budget included the Bradley Munn Professional Foundation Fund #2484. Board members found it confusing to have it included with the proposed officer/committee budgets and felt it should be removed. It was also suggested to elaborate on the Miscellaneous heading by adding "*(Special Projects)*" after the heading since this budget line has included items such as year's donation to Hallam Disaster Relief. Further discussion was followed by a motion made by Diane Wasser to approve the budget as revised,

with a second from Jan Edwards. Motion carried. Gretchen will make the changes and send board members a revised budget.

Committee Members. Becky still needs some committee member names.

UNOPA Logo. We now have a new UNOPA logo thanks to Melissa Dunn in UNL Publications. The logo reflects the UNOPA name change from University Office Personnel Association to University Office Professionals Association. Diane Wasser asked if we can get a transparent background as this would look nicer on the Web site. Becky has a supply of old stationary and requested that it be used up before using any with the new logo. Jan Edwards and Amy Stewart both need stationary which Becky will send to them. Sandy needs old stickers from Becky which Becky will get to her. New stationary is budgeted in the corresponding secretary's budget. We still need a new banner. Becky has some information from Carol Bom for getting a banner from Fastsigns. Sandy Watmore will take this over and get more information, maybe even some sample fabrics (vinyl vs. nylon) and color samples. The upper half of the old logo has a red outline the upper half of the circle which many felt was a good recognition of our association with UNL and was, therefore, very appropriate to keep when adding color to the logo.

Cards. Becky sent a card to Marlene Pyatt, our corresponding secretary who was temporarily on sick leave due to a broken leg, and to Connie Johnson whose husband had surgery.

Affiliation Forms. The affiliation paperwork is almost ready to submit.

Board Christmas Party/Meeting. Becky suggested adding a Christmas party to the December board meeting which would follow the business meeting. She suggested a gift exchange with a \$5 limit. Everyone thought this sounded like a great idea. *The Board agreed.* Each member will also bring something to eat and share. Becky will take care of drinks.

Becky's Schedule. Becky will be on vacation this Thursday and Friday (October 6 and 7). From October 18 through November 5 she will be on military duty. Donelle will lead the November board meeting.

Herb Howe. Becky and Russell Bartholow met with Herb Howe on September 13. UNL administration wants UNOPA members to focus on student recruitment, promoting the University whenever we have a chance. Administration is also in the process of writing a Request for Proposals (RFP) to operate a child care facility in the Whittier North Building. Amy Stewart noted that the Chancellor is not interested in having the University in the business of operating a child care facility as it currently does at the YWCA. Therefore, the current child care plan at the YWCA is being cancelled. Students and parents are involved with this issue and trying to keep the YWCA facility going. The new child care facility at Whittier would be operated by an outside organization, thus the need for an RFP.

General Meeting. Becky asked who would report at general meeting. She will email the agenda on Monday.

President-Elect, Donelle Moormeier

Donelle asked if anyone was going to NEOPA workshop later this month. Donelle has a large vehicle and will drive if anyone is interested in riding with her.

Donelle will be going to the Arts and Sciences Business Center support meeting next month where she will talk about UNOPA. She needs UNOPA fliers to take with her. Amy Stewart will give her some fliers.

Recording Secretary, Valerie Egger

Valerie will probably miss the December 6 meeting due to an important meeting at work. She will notify Marlene Pyatt to see if she can take minutes that day.

Corresponding Secretary, Marlene Pyatt

Becky reported for Marlene. Marlene is back at work but is still healing. She was unable to come today. Cards were sent to Doreen Wagenaar (death of her father), Leslie Brooks who is back in the hospital, Donette Peterson (death of mother-in-law).

Marlene contacted Fresh Start Home for the holiday Giving Tree and they are very interested. She also contacted St. Monica's but is waiting for a call back. It was suggested that the Lincoln City Mission might also be a Giving Tree possibility to help Katrina victims that the Mission is working with.

Treasurer, Gretchen Walker

Gretchen reported that the beginning checking balance on September 1, 2005 was \$2,542.45. Income was \$1,230.65, and expenses were \$333.09. That leaves the ending checking balance at \$3,440.01. The cost object balance is -\$896.06. The CD balance is \$3,053.42.

It was noted that the Bradley Munn Fund will be part of Sandy Watmore's Foundation report rather than Gretchen's Treasurer report.

STANDING COMMITTEES

Awards, Jan Edwards

To date, Jan has received no nominations for the Boss of the Year Award and does not have judges. She is confident that one nomination will be coming however. Judges must be from outside the university. Sandy Watmore may know someone that would be willing to be a judge. Judges get a free lunch if they choose to attend the November General Meeting and Award Presentation.

Bradley Munn Profession Growth Fund, Sandy Watmore

Sandy is looking for contributions from the board members for the Bradley Munn Fund, #2484. She would like to say that 100% of the board is contributing to the fund which can be done through a payroll deduction. No one has applied yet for the \$100 reimbursement; applications are due October 15. The donation forms used for the CD #2482 fund need to be reprinted. Sandy is almost out. The consensus was that the form reprints could not be paid for from Foundation Fund, therefore, this should be paid from UNOPA general funds. Donelle moved to pay for reprinting the forms with UNOPA funds. Pat Hust seconded the motion. Discussion: Sandy will have the forms updated to use the UNL personnel number instead of a social security number. Motion carried.

Communication Technology, Diane Wasser

Diane is working on changing the Web site to reflect UNOPA's change in name from "personnel" to "professionals." There are many pages that need changing. The UN logo is now on the Web site in compliance of the new graphics standards UNL is implementing. So far, this is the only change required of UNOPA. We have not been required to change to a UNL template. We do not need to use the UN logo on *UNOPA Notes* as this is an internal publication. Because the Web site is external, it is required to have the UN logo. Electronic forms have been taken off of the Web site. The expense reimbursement form, however, is still available on the Membership Information page.

Employee Concerns, Tonda Humphress and Pat Hust

Pat reported that she and Tonda have met with their committee. They are recommending that one of the committee members speak at each general meeting addressing employee concerns. Judy Anderson will speak at the October general meeting about parking appeals as she is on that committee.

Hospitality, Pat DeStefano and Susan Thomas

Pat noted that their committee will meet tomorrow. She asked if the PSP Committee needs a boutique table at the general meetings like they had last year. Gretchen Walker responded. Yes, PSP does need a table.

The PSP Endowment Committee wants to sell holiday wares at the November and December general meetings, and also have a table at the March and April meetings. They would sell handcrafted items. Funds raised will be used to continue building an endowment fund that supports stipends for recognizing PSP Certification. Donelle moved that the committee should be allowed to have these "holiday" tables. Jan Edwards seconded the motion. Motion carried.

Professional Growth, Judy Anderson and Mary Guest

Judy reported the professional growth/workshop committee had not met yet but will very soon.

Membership, Amy Stewart

Membership cards are not done. Amy needs the new logo. Judy Anderson will send her the logo in a .tif file. She hopes to pull things together and have membership cards out in a week or so.

The data base still needs to have some information added to it—information that members sent in with their membership form. Amy had a question. A retired UNOPA member is now back working part-time. Is she still considered retired? The board members concluded that in this situation, members could still get the retiree benefit if they want it.

Nominating, Chris Cary

Becky reported for Chris that her committee is getting ready to have their first meeting.

Outreach, Mari Greer/Barb Andersen

Becky reported that Mari is still trying to get a team together for the breast cancer walk on October 30. It begins at 1:00 with registration at 12:00. Contact Mari for details.

Program, Donelle Moormeier

The May 9, 2006 general meeting is finalized and will be held at the Kaufmann Center. At the past-presidents' luncheon on April 11, 2006, Pat Shoney from Red Hat Society will give a short presentation.

Donelle made a motion that the ballots from last year's bylaws vote need to be destroyed. Gretchen Walker seconded the motion. Motion carried.

UNOPA Notes, Rhonda Zugmier

She will send the most recent issue to Diane Wasser for the Web site. Diane noted that she would also like to receive the general meeting invitations to post on the Web site also.

Parking Notes. Becky received a note from Mary Guest that this past Saturday, parking went well—172 cars were parked. Everyone showed up, even a couple of extras. Regarding the \$50 award certificate for parking volunteers, Becky found out from Karen Randall that WalMart will donate the certificate. There have been some problems filling time slots. Diane Wasser recalled that in the past the PSP Committee would get a percentage of parking receipts if they helped park and that we might propose something similar to them for next year. Pat Hust opposed the idea as PSP members should be volunteering anyhow, just like all UNOPA members

AD HOC COMMITTEES

Mentoring, Mary Guest and Beth Krohn

Becky reported for Mary Guest. The first UNOPA Mentoring Brownbag was held on Tuesday, September 27. The panelists were Tom Workman, Vicki Hightstreet, Deb Mullen, and Nancy Myers. The Department Spotlight was presented by Christopher Dulak from Campus Recreation. Thirty people attended. The workshop was approved for 1/6 PSP point. Mary is optimistic that the remaining sessions will also be approved for PSP points. Many favorable comments were received. The next Brownbag will be Tuesday, October 25. The topic is “Surviving UNL Resources/Software.” The Department Spotlight will be UNL Computer Stores.

NAEOP/NEOPA Coordinator, Lola Young

Lola has replaced Carol Bom as the NAEOP/NEOPA Coordinator. She reported that only forty people are registered for the October NEOPA workshop. They need fifty or it will be cancelled.

Lola is checking on a statewide pin that can be used by all Nebraska affiliates for the NAEOP pin exchange at the national convention. She is working on a design. The cost will probably be around \$1.50 each.

Lola reminded us of the NEOPA clothing drive. Becky will email reminders on both the clothing drive and workshop.

Additional Parking Note. Amy Stewart had a parking lot suggestion—possibly holding a tail gate or providing coffee when it gets cold. It was also suggested that the “No Parking” sign be covered as it is misleading. NOTE: the Bookstore has parking (free) that must be saved for them: two stalls for free vehicles and one spot for a truck. Occasionally tailgaters set up a tent in the empty stall next to their vehicle, but they are asked to take it down when the lot starts filling up. Or they could have the option of leaving it up and paying an additional \$10 for the stall.

Next Board meeting: November 1, 2005

3:00 pm - 5:00 pm, East Campus Union, room TBA

The meeting was adjourned at 4:30.

Respectfully submitted,

Valerie Egger

AGENDA
UNOPA Executive Board Meeting
November 1, 2005
East Campus Union - Goldenrod Room

Call to Order: President-elect, Donelle Moormeier called the meeting to order at 3:08.

Roll Call was taken by Recording Secretary, Valerie Egger.

Board Members Present: Donelle Moormeier, Valerie Egger, Marlene Pyatt, Judy Anderson Jan Edwards, Amy Stewart, Gretchen Walker

Board Members Absent: Becky Hastings, Barb Andersen, Chris Cary, Pat DeStefano, Mari Greer, Mary Guest, Tonda Humphress, Pat Hust, Diane Wasser, Sandy Watmore, Rhonda Zugmier

Ad Hoc Members Present: Lola Young

Ad Hoc Members Absent: Beth Krohn

For the Record: Many board members not attending were all participating in the same workshop.

OFFICERS REPORTS

President, Becky Hastings.

In Becky Hastings' absence, president-elect Donelle Moormeier presided over the meeting and reported for Becky Hastings.

Donelle noted that the seven board members in attendance were not enough to make a quorum. Therefore, there would be no voting at today's meeting. Any items needing approval would be tabled for the December board meeting. Nine members are needed to make a quorum.

October Board Meeting Minutes. Valerie brought copies of the most recent draft of the minutes and noted two changes since they were last posted via email:

Page 1, Hurricane Katrina. A sentence was added about the distribution of the donations, "The total donation will be sent to NAEOP to disperse to educational office personnel who are victims of the hurricane."

Page 2, Board Christmas Party/Meeting. The sentence "The Board agreed" was inserted after "Everyone thought this sounded like a great idea."

Donelle noted that there was an item needing clarification in the October board meeting minutes—the reference on page 4 about the PSP fund-raising holiday wares table that was approved for the November, December, March and April meetings. There was some confusion

over who is actually operating the table. Lola Young explained that this table will not be operated by the PSP sub-committee that falls under the UNOPA Professional Development Committee. It will be operated by the PSP Endowment Committee, a free-standing committee composed of UNOPA members who earned their PSP certificate and are interested in raising additional funds to support PSP stipends. For clarification, the committee is not part of the Professional Development Committee, and is not an official UNOPA committee. Proceeds from the holiday craft table will go to the PSP endowment fund which exists to support stipends for UNOPA members who have earned their PSP Certificate in lieu of university recognition. The minutes will be amended to reflect this correction prior to meeting again in December. At the December meeting both the October and November minutes will need to be approved.

Chris Cary—2005 NEOPA Educational Professional of the Year Award. Donelle noted that Chris was nominated for and received the 2005 NEOPA Educational Professional of the Year Award at the fall NEOPA workshop. This is the same award that Sandy Watmore received last year. Chris is now eligible to receive the national (NAEOP) award. Chris has been involved in both NEOPA and NAEOP participating in various capacities. At the December board meeting we will discuss purchasing a gift to recognize Chris' award at a future UNOPA general meeting.

Martin Luther King Breakfast Sponsor. Donelle received information regarding sponsorship of the Martin Luther King Freedom Breakfast in January, 2006. To be a sponsor, a minimum of two breakfast tickets must be purchased. UNOPA was a sponsor in 2005. Because the deadline of November 25 is before our next board meeting, the board recommended that a vote be taken via email as to whether or not UNOPA should be a sponsor of the 2006 Martin Luther King Freedom Breakfast. Donelle will coordinate the vote with Becky Hastings.

UNOPA Football Parking Lot. The last football game is November 12th and starts at 1 p.m. Five people are still needed to staff the parking lot. This is the last home game. Donelle will take the schedule to the November 8 general meeting and will encourage people to sign up.

Gretchen Walker noted that nearly 200 cars were parked at the last home game and they had good help. UNL Parking has given UNOPA our share of parking proceeds up through the Texas Tech game. However, it was done through a journal entry which was done incorrectly. Gretchen will look into having it corrected. Also she questioned if perhaps UNOPA should have been paid by check rather than an internal transfer as the monies should not go into the UNOPA cost object. Gretchen will also check into this.

UNOPA Listserv. In Becky's absence, Donelle tried to send an email to the UNOPA membership about the Mentoring Brownbag. She was unsuccessful. Amy Stewart reported that Becky, Amy, Donelle and Diane Wasser (President, President-Elect, Membership Chair and Communication Technology Chair, respectively) should all be listed as authorized users of the UNOPA Listserv. However, Amy also mentioned that there have been some unresolved problems with the Listserv. It does not always work. Donelle had authorization to send the message, so apparently there was another glitch in the Listserv.

Presentation to Arts and Sciences Business Support Group. Donelle reported that she made a presentation about UNOPA the College of Arts and Science Business Support Group. She handed out brochures and invited them to attend meetings as guests.

Who wants/needs to report at the general meeting? Those wanting to report at the November 8 general meeting included Judy Anderson (Professional Growth Committee), Marlene Pyatt (holiday giving tree), Tonda Humphress/Pat Hust (Employee Concerns Committee).

President-Elect, Donelle Moormeier

No further report.

Recording Secretary, Valerie Egger

No additional report

Corresponding Secretary, Marlene Pyatt

Marlene received a general list of needed items from St. Monica's. She will have copies available on tables at the general meeting for members to take home and look over. It includes kitchen items and tablecloths. Marlene will get more specifics on the kind/sizes of tablecloths needed. Gifts for St. Monica's should not be wrapped. Fresh Start Home sent her a list of needs for specific women. These will hang on the Holiday Giving Tree at the November general meeting. Fresh Start Home gifts should not be wrapped; however, a gift bag will work.

Treasurer, Gretchen Walker

Gretchen gave the Treasurer's report. Due to the lack of a quorum, it will be approved at the December board meeting.

The beginning checking balance on October 1, 2005 was \$3,440.01. Income was \$3,847.72, and expenses were \$252.17. That leaves an ending checking balance at \$3,595.55. The cost object balance is \$3,595.55 (reflecting the UNL Parking transfer in question, noted earlier). The CD balance is \$3,053.42.

STANDING COMMITTEES

Awards, Jan Edwards

Jan requested that we be conscientious of time during the bosses' lunch so that the meeting does not run past 1 p.m. The board members agreed that the business meeting needs to be short and efficient. Jan reported that pictures will be taken before the program, not after.

Donelle shared copies of the draft program and asked for suggestions. Recommendations included: adding a Thank-You to the judges (Jan will provide Donelle the names), removing "All Nominees please remain after the meeting for a picture, and adding the location (Champion's Club).

Tom Slocum from UNL Publications and Photography will take pictures. As time is tight, the board recommended starting five minutes early. The board also recommended no presentation from the Employee Concerns as was planned but instead to have two presentations at the December general meeting.

Bradley Munn Professional Growth Fund, Sandy Watmore

Donelle reported for Sandy. Sandy is trying to recruit one more committee member to review and approve the reimbursement applications. The current committee members are Sandy and Debbie Hendricks plus the Professional Growth Director, Judy Anderson, and the Treasurer, Gretchen Walker. (The Professional Growth Director and the Treasurer are automatically on this committee.)

No requests for reimbursement were received by the October 15, 2005 deadline. The next deadline is January 15, 2006.

Several payroll-deduction donation cards have been received from members of the current UNOPA board and a few from the general membership. They are sincerely appreciated. Sandy is continuing to promote payroll deductions as a method of donating to the fund. A 25¢ per paycheck donation from half the members amounts to over \$500 per year. A donation of 50¢ would double that and at \$1.00 per paycheck UNOPA would receive \$2000 per year. Sandy is still trying to meet her goal of having a 100% donation rate from the current board and at least doubling the total number of member's donations.

Sandy will have the donated sun catcher at the November general meeting and will be selling chances for 25¢ each or 5 for a \$1.00. All monies earned from this mini-raffle will go to the Bradley Munn Professional Growth Fund. She proposes having the drawing at the January 2006 general meeting.

Communications Technology, Diane Wasser

No report

Employee Concerns, Tonda Humphress and Pat Hust

No report

Hospitality, Pat DeStefano and Susan Thomas

No report

Membership, Amy Stewart

Amy is still working on getting out the 2005-06 membership cards. If people need mailing labels, please email her. This is more efficient for her than a phone call.

Nominating, Chris Cary

Donelle reported for Chris that her committee has met and has developed a Plan of Action.

Outreach, Mari Greer and Barb Andersen

No report

Professional Growth, Judy Anderson and Mary Guest

Judy reported that on December 1, 2005, from 1-5 p.m., the first UNOPA workshop will be held at the City Campus Union. The program will include:

- Roshan Pajnigar, UNL Human Resources: NU Values
- Diane Sullivan: organization in the home and the office
- Chris Cary: how to efficiently pack our suitcases

The workshop will include a snack. It will be free to UNOPA members with a charge for non-members. The board recommended adding an option: free to non-members with purchase of a one-year membership.

Program, Donelle Moormeier

Suggestions on program were discussed earlier.

UNOPA Notes, Rhonda Zugmier

Donelle reported for Rhonda that the next deadline is November 15 for the December issue. Members who have not yet renewed their membership will have a sticker on their newsletter reminding them this is their last issue. It was suggested to announce at the general meeting that ideas for the newsletter should be sent to Rhonda.

AD HOC COMMITTEES

Mentoring, Mary Guest and Beth Krohn

Amy Stewart reported that there was a really good turn-out at the October Mentoring Brownbag. Extra chairs were needed.

NAEOP/NEOPA Coordinator, Lola Young

Lola reported the NAEOP Workshop was interesting, had good presenters, and made for a good learning experience.

She is getting ready to order pins for the national conference. They will be in the shape of the state of Nebraska, in red with a green tree, and say "Home of Arbor Day." The cost will be about \$1.60 each, depending on how many are ordered. As a reminder for those new to UNOPA, the pins will be traded with other participants at the National Association of Educational Office Professionals (NAEOP) conference which will be held in Dallas this summer, 2006.

Next Board meeting: December 6, 2005, 3:00 - 5:00, at 1700 Y Street, room 125A.

Reminder: There will be a gift exchange, \$5 limit. Board members should bring a snack, beverages will be provided.

The meeting was adjourned at 4:15.

Respectfully submitted,

Valerie Egger

AGENDA
UNOPA Executive Board Meeting
December 6, 2005
Purchasing, 1700 Y Street – RM 125A

Call to Order: President Becky Hastings called the meeting to order at 3:00.

Roll Call was taken by Corresponding Secretary Marlene Pyatt. Valerie Egger, Recording Secretary would attend the meeting later.

Board Members Present: Becky Hastings, Donelle Moormeier, Marlene Pyatt, Gretchen Walker, Jan Edwards, Tonda Humphress, Pat DeStefano, Chris Cary, Judy Anderson, Mary Guest, Rhonda Zugmier, Diane Wasser. Valerie Egger and Sandy Watmore came in towards the end of our meeting.

Board Members Absent: Pat Hust, Amy Stewart, Mari Greer, Barb Andersen

Ad Hoc Members Present: Beth Krohn

Ad Hoc Members Absent: Lola Young

OFFICERS REPORTS

President, Becky Hastings

October and November Board Meeting Minutes. Becky reminded us that since there were not enough members present to make a quorum at the November meeting we would need to approve the October and November minutes today. The minutes had been sent to everyone and no corrections needed to be made. Diane Wasser made a motion to approve October minutes and was seconded by Gretchen Walker. The minutes stand as approved. November minutes did not need any corrections made. Motion made by Donnelle Moormeier and seconded by Diane Wasser to approve November minutes. The minutes stand approved.

\$50.00 Wal-Mart Gift Card – Becky explained to us that we had been turned down for the gift card to be donated to us by Wal-Mart. It will be noted with the paperwork that Becky will pass on, what type of information was missing so that next year we could try again. Since it had been previously approved to take this amount from our budget, it did not have to be voted on. The drawing will take place at the December General Meeting.

Chancellors Child Care Task Force Meeting – Becky encouraged people to attend the meetings that would be held on Dec. 12 & 13.

Deans and Directors Meeting Dec. 16 – Becky talked to this group with some of the following concerns of UNOPA. Commission on the Status of Women, didn't think that we were well represented and that we were not fully represented by office personnel, most of the committee members were from

management. She also talked about the lack of support office personnel received from management in being able to join or participate in UNOPA activities. Becky announced the UNOPA Boss of the Year award was presented to Prem Paul and also told them the names of all the nominees. She told the deans and directors about the NEOPA award that was won by Chris Cary. We all discussed some items that she should take to next months meeting, such as; the upcoming awards to be presented in February, supporting their employees to be on the upcoming ballot for officer or on a committee for the next year.

Old UNOPA Minutes – We had a discussion about how to preserve our history such as old UNOPA minutes as there isn't enough room on the server. A suggestion was given to have this information copied to CD's but who was to do this? Something for everyone to think about and let Becky know if they have ideas.

PSP Survey from NAEOP – Chris Cary explained the reason for the survey. A copy should be given to Bruce Currin in HR with a cover letter stating that Nebraska State Colleges do pay an additional salary for those PSP employees and would be something for us to use to get the University to do the same thing. A copy should also be given to Judy Anderson.

2005/06 Student Leadership Awards – Becky handed out paperwork for nominations for the 2005-06 Student Leadership Awards that are given to one male and one female student. Nomination deadline is Dec. 19, 2005.

Paperwork from Chancellor's Office for Two Awards – Becky handed out the information she received for two awards – The Chancellor's Award for Exemplary Service to Students and Student Foundation/Builders Award for Outstanding Academic Advising. Nomination deadline for both is Jan. 20, 2006.

Form from Sande Ash – This is something that would list all the conferences and workshops that are being done by the different associations throughout the country. It would be a great reference when looking for ideas to be used by other organizations. Also, it would give you the information if you wanted to attend something put on elsewhere. The form was given to Judy Anderson.

NAEOP Forms - Becky handed out information about the National Educational Administrator of the Year and the Olive T. Ritchie Educational Office Professional of the Year. Chris Cary is automatically entered for the Educational Office Professional of the Year award as the State winner. One suggestion for the Educational Administrator was Dr. Griesen. Was someone going to pursue this?

NAEOP Foundation Scholarships – Becky also had information and applications for several different types of scholarships that she handed out to everyone.

President-Elect, Donelle Moormeier
No additional report

Recording Secretary, Valerie Egger

Marlene stated that Valerie would be here later but didn't have anything to report.

Corresponding Secretary, Marlene Pyatt

Marlene reported that there was still time to deliver items to her for St. Monica's. She didn't have a lot so far. Hopefully people will deliver everything to the General Meeting. Items will be delivered either Dec. 15 or 16 depending on when it would work out best for St. Monica's and Fresh Start Home.

Treasurer, Gretchen Walker

Gretchen handed out copies of the report for our review. Beginning balance on November 1, 2005 was \$3,596.05. Income was \$5,092.25 and expenses were \$166.12. Ending checking balance as of November 30, 2005 is \$8,522.18. Cost Object balance is \$(2,041.03) and CD balance is \$3,053.42. She noted that Parking had credited the cost center and sent a check for the first three football games, so that has been straightened out. The check has been deposited into the UNOPA checking account. That would explain the larger than normal deficit in the cost center.

STANDING COMMITTEES

Awards, Jan Edwards

She had nothing to report. As a side note, she had seen Prem Paul recently and he was still excited about receiving the Boss of the Year award.

Bradley Munn Professional Growth Fund, Sandy Watmore

No report on Growth Fund.

Sandy did come later and had samples of vinyl and nylon banners for us to see for our new banner. They both came in unlimited colors and pricing was about the same. Wrinkles would be hard to get out of the vinyl and the design would not be exact. The design on the nylon would be exact and the bottom could be weighted. Gretchen made a motion that we would have it made in the nylon material with three colors and gave Sandy a price range of up to \$150.00 to spend on the banner. Seconded by Chris Cary, motion carried.

Communications Technology, Diane Wasser

Diane would like anyone to send her items that should be put on our web site.

Employee Concerns, Tonda Humphress and Pat Hust

Tonda requested feedback from whoever attends the Child Care Task Force meetings on Dec. 12 & 13 be sent to Tricia Liedle.

Hospitality, Pat DeStefano and Susan Thomas

No report

Membership, Amy Stewart

Letters and membership cards were sent out. We are down approximately 21 people from last year and we have been going down in numbers each year. Talked in general about why this was and what could

be done about it. A couple of ideas were to have the August newsletter be sent to all Office Professionals at the University, not just members. This has been done in the past. Also sending out a notice that in January or February that there is discount pricing for new memberships for the rest of this year.

Nominating, Chris Cary

She handed out a timeline that she was going to follow and had gotten this idea from Jan Edwards from last year. Since she hadn't done this before, she was open for ideas to use.

Outreach, Mari Greer/Barb Andersen

No report

Professional Growth, Judy Anderson/Mary Guest

Judy reported that they had approximately 50 attendees at the fall workshop. Everyone really enjoyed the presentations that were given by Roshan Pajnigar – NU Values; Diane Sullivan – Organizing your office and home; Chris Cary – Packing for business – how to pack a lot in a small suitcase! Refreshments were also a big hit! She was going to give each presenter something and would talk to Gretchen about that.

UNOPA Notes, Rhonda Zugmier

Deadline for January issue is Dec. 15th. If you can't make that date, let her know. She also said she received a letter from Mary Cripes' daughter thanking UNOPA for all the cards that Mary received for her 100th birthday. She especially enjoyed the page that was dedicated to her in the UNOPA Notes. Mary's daughter was amazed at the number of cards from UNOPA members that wouldn't even have known Mary. What a great organization we have.

AD HOC COMMITTEES

Mentoring, Mary Guest/Beth Krohn

Mary said in the three brownbag luncheons that were held this fall 52 people came to two or more. There would be three more in the spring. They are thinking about doing a survey when done with all of them.

NAEOP/NEOPA Coordinator, Lola Young

Becky reported for Lola. The National Convention will be next July in Dallas. People should start thinking about going. Donelle as President will get \$300.00 for expenses from UNOPA. Lola works on the roommate list so if you would like to room with someone specific let her know. The winter issue of the NES Connector (the National newsletter) will have all the information about the convention. Some people are thinking about renting a van and sharing the cost as that would probably be cheaper than air fare since Dallas is fairly close.

Next Board Meeting: January 5th, East Campus, 3:00 – 5:00.

The meeting was adjourned at 3:50 so that we could enjoy all the treats brought by everyone and have our gift exchange.

Respectfully submitted,
Marlene Pyatt

UNOPA EXECUTIVE BOARD MEETING

January 5, 2006, 3:00 p.m.

East Campus Union

Call to Order: President Becky Hastings called the meeting to order at 3:04.

Roll Call was taken by Recording Secretary, Valerie Egger.

Board Members Present: Becky Hastings, Donelle Moormeier, Valerie Egger, Marlene Pyatt, Gretchen Walker, Judy Anderson, Jan Edwards, Mary Guest, Pat Hust, Amy Stewart, Diane Wasser, Sandy Watmore, Rhonda Zugmier

Board Members Absent: Barb Andersen, Chris Cary, Pat DeStefano, Mari Greer, Tonda Humphress (per prior arrangement, Susan Thomas will not attend Executive Board meetings)

Ad Hoc Members Present: Beth Krohn

Ad Hoc Members Absent: Lola Young

OFFICERS REPORTS

President, Becky Hastings

Approval of December Executive Board Minutes. Becky received no response when she requested comments or changes to the minutes. Marlene Pyatt made a motion to approve the December Executive Board meeting minutes; it was seconded by Jan Edwards. Motion was carried.

Recruiting New Members. Becky received a suggestion to add membership recruitment to the responsibilities of the Outreach Committee. UNOPA is no longer able to participate in UNL's New Employee Orientation which makes it more difficult to reach new employees. Contacting new employees about UNOPA is currently a responsibility of the Membership Committee (see Standing Rules). After some discussion, it seemed that contacting new employees fits best under the role of the Membership Committee. There was agreement that a personal phone call can have a greater impact than either an email or written letter, and that phone calls could be a shared responsibility. Given that, it was suggested that other Board members, or the Outreach Committee, might assist the Membership Committee with calling new employees. The Membership Committee chair could get names of new employees from HR and bring them to the monthly Board meetings to be distributed to Board members for calling.

Because the Outreach Committee's only current responsibility is to arrange the summer social, which occurs at the beginning of their term, most board members felt that it would be reasonable to ask that Outreach be available to help during the year with other UNOPA activities *if needed*, such as helping to collect and distribute gifts for the Giving Tree, or helping to mail out annual membership cards. The suggestion was to add verbiage to the Standing Rules under Outreach Committee similar to: "The Outreach Committee may be asked, as needed, to assist the UNOPA officers or other UNOPA committees in promoting UNOPA activities during the year." Becky Hastings will take this addition to the current Outreach Committee for their thoughts. This addition needs to be settled on prior to 2006-07 committees being formed.

When recruiting members for the 2006-07 committees, Becky encouraged the Board to emphasize that there will be meetings that *require* their attendance. There may not be many meetings, but attending them is critical to fulfilling their role on the committee.

Deans and Directors Meeting. Becky asked if the Board had any items they would like her to bring up at the next Deans and Directors meeting to be held on January 11. A few suggestions were:

- Announce the upcoming Silver Pen and Outstanding Staff awards and encourage the inclusion of letters of recommendation in nomination packages.
- Announce that new employees will be contacted by members of the UNOPA Board. Becky will provide her name to facilitate contacts.
- Note that the period for nominating UNOPA officers is coming. Encourage the deans and directors to support any staff that may choose to run for an office.

General Meeting Reports. Becky asked who would need to report at next week's general meeting: Marlene Pyatt, Sandy Watmore. She also asked who would like her to report on their behalf. Because UAAD is hosting this joint UAAD/UNOPA meeting, Becky was encouraged to make sure program time had been allotted for conducting a brief UNOPA business meeting.

President-Elect, Donelle Moormeier

No report

Recording Secretary, Valerie Egger

Valerie thanked Marlene Pyatt for taking the minutes of December's Executive Board Meeting during Valerie's absence.

She also inquired about comments made at the December board meeting regarding electronic archiving of general meeting minutes. Board members responded that this regarded posting the minutes on the Web site only. Diane Wasser commented that recent minutes are available on UNOPA's Web site as part of *UNOPA Notes*. There did not appear to be any demand that would justify storing minutes on electronic media (e.g., diskettes); paper copies are sufficient. Valerie mentioned that she still had the 2004-05 minutes and would get those down to 1700 Y Street at some point to be stored with other UNOPA archives.

Corresponding Secretary, Marlene Pyatt

Marlene reported that Mari Greer (Outreach Committee) had graciously offered to help collect, sort and deliver the items that were donated to Friendship Home and St. Monica's through the UNOPA Giving Tree. The women at St. Monica's who received items were very, very grateful. Even something as basic as shampoo and spatulas were enthusiastically received. She received thank-you notes from Friendship Home and St. Monica's that she will share at the general meeting.

Friendship Home is raising building funds and asked if this information could be made available to UNOPA members. The board felt this was not appropriate, but did agree to consider the home as a possible 50/50 charity for 2006-07, and/or possibly invite someone from Friendship Home to speak at a future meeting.

Treasurer, Gretchen Walker

Gretchen distributed the treasurer's report for review. She will also distribute copies at the general meeting on the tables in lieu of a verbal report as she has been doing. Beginning balance on December 1, 2005 was \$8,522.18. Income was \$816.03 and expenses were \$327.10. Ending checking balance as of December 31, 2005 is \$9,011.11. Cost Object balance is \$(4,153.92) and CD balance is \$3,053.42.

She requested documentation from board members for some UNOPA expenses, and also distributed individual officer and committee budget reports.

Gretchen received UNOPA's share of funds earned from football parking. The most vehicles parked at any one game was 192. UNOPA's total earnings were \$4689.00. She cautioned us that next year's earnings might be very different as currently there are only five home games scheduled versus seven home games this year.

Gretchen is helping UAAD with next Tuesday's joint UAAD/UNOPA meeting. She encouraged us to conduct the business meeting in a way that would reflect well on UNOPA, and also encouraged members to get their reservations in for the meeting.

STANDING COMMITTEES

Awards, Jan Edwards

Nominations are being sent to Becky Hastings in order to help Jan. Jan commented that, in the past, nominations received without letters of support were not as well reviewed as those with letters of support. The current application guidelines state that no more than three letters of recommendation should be included, but do not specifically request including letters of recommendation with the nomination. This will be changed: at least one letter of recommendation (but no more than three) should be included with the nomination.

Bradley Munn Profession Growth Fund, Sandy Watmore

Sandy reminded everyone that the next deadline to apply for PSP reimbursement is January 15.

Sandy will discuss UNOPA's banner at the next general meeting. She will be getting a proof and cost estimate very soon. She expects the banner to be done for the February general meeting.

Communication Technology, Diane Wasser

No report

Employee Concerns, Tonda Humphress and Pat Hust

Pat noted that, as the next general meeting is a joint UAAD/UNOPA meeting, there will not be a presentation by the Employee Concerns Committee.

Hospitality, Pat DeStefano/Susan Thomas

Becky reported for the committee that this is the annual joint UAAD/UNOPA meeting; therefore, no centerpieces will be given away. However, the Hospitality Committee is still planning a 50/50 drawing as usual.

Sandy Watmore reminded the board that the drawing for the suncatcher is also scheduled for the January meeting, and UAAD will raffle off a bicycle to raise funds for the City Mission.

Membership, Amy Stewart

Membership cards were mailed out in December.

Nominating, Becky Hastings for Chris Cary

Becky distributed *draft* copies of the 2006-07, officer-nomination letter for comments. Chris needed to know if the letters should be sent via mail or email. The board generally felt that a hard copy on colored paper creates better awareness and serves as a stronger reminder to fill out and return the form. The recommendation was to mail the nomination letter, and then follow-up with an email. To make it easier to nominate members, it was agreed that the letter and email would include the URL for the UNOPA Web page that includes the membership list. Amy Stewart will send Diane Wasser the most current membership list for posting on the Web site.

Outreach, Mari Greer/Barb Andersen

No report.

Professional Growth, Judy Anderson and Mary Guest

Mary announced that the committee would meet later this month to plan the spring professional development program. A date has not yet been set. Please send any suggestions for the program to Judy or Mary. There will also be a PSP workshop toward the end of January.

Program, Donelle Moormeier

No report

UNOPA Notes, Rhonda Zugmier

The next *UNOPA Notes* deadline is January 16.

AD HOC COMMITTEES

Mentoring, Mary Guest and Beth Krohn

No report

NAEOP/NEOPA Coordinator, Lola Young

No report.

EXTRA ITEM

NAEOP Award. Sandy Watmore shared details of the Louise Henderson Nelson Award offered through the National Association of Educational Office Professionals (NAEOP). This is not an individual award but a NAEOP affiliate award—UNOPA as a whole would be the applicant. Sandy feels strongly that UNOPA would have a good chance at winning the award because of all the activities we participate in and have completed during the last five years. However, since the application requests information about UNOPA activities and professional development for the past five years, completing the application the first time will be a challenge. In subsequent years, information from only the most recent year would be added. She could offer some help with the application but the bulk of the effort would require assistance

from other members. Rhonda Zugmier, Donelle Moormeier, Pat Hust, and several other board members offered to help research past minutes for substantiating materials. Past presidents and very active members would also be a source of advice and historical information. The form is due in March, so it may be too late to submit a 2006 nomination but the board will try. Contact Rhonda if you are interested in helping.

Next Board meeting: Tuesday, February 7, 2006, 3:00 pm - 5:00 pm, 1700 Y Street.

The meeting was adjourned at 4:30.

Respectfully submitted,
Valerie Egger

AGENDA

UNOPA Executive Board Meeting

February 7, 2006

Purchasing, 1700 "Y" St

Call to Order. President Becky Hastings called the meeting to order at 3 p.m.

Roll Call was taken by Recording Secretary Valerie Egger.

Board Members Present: Becky Hastings, Donelle Moormeier, Valerie Egger, Marlene Pyatt, Gretchen Walker, Chris Cary, Pat DeStefano, Jan Edwards, Mary Guest, Tonda Humphress, Amy Stewart, Diane Wasser, Sandy Watmore, Rhonda Zugmier

Board Members Absent: Judy Anderson, Mari Greer, Pat Hust
(per prior arrangement, Susan Thomas will not attend Executive Board meetings)

Ad Hoc Members Present: none

Ad Hoc Members Absent: Beth Krohn, Lola Young

OFFICERS REPORTS

President, Becky Hastings

Approval of January Board Meeting Minutes. Becky asked if there were any changes or corrections to the January executive board minutes. As none were made, Jan Edwards motioned to approve the January minutes as they stand. Chris Cary seconded the motion. Motion carried.

Deans and Directors Meeting. The January 11, 2006 meeting was rescheduled for February 15, 2006.

Meeting with Herb Howe. Becky and Marilyn Fenton (UAAD) met with Herb Howe on January 31. One item discussed was monetary assistance for UNOPA members attending the NAEOP national conference in July. Herb mentioned there might be \$1000 available in support. But before committing any funds, he requested that those going be active participants in the conference, rather than simply going for a good time. Therefore, Becky needs the names of those members going and their role/involvement at the conference in the next one or two weeks. Diane Wasser noted that Lola Young has quite a bit of this information.

Tuition remission for part-time staff was another item of discussion. Herb noted that this was not going to happen. Many of the board members felt that, in consideration of the current budget shortfall, UNOPA should table the issue—for a while. But it should be brought up again next year. Pat DeStefano noted that the Employee Concerns Committee developed a report on the issue last year. Tonda has the report. Chris Cary recommended following-up on the report with Herb Howe—i.e., was it read, what was the response? Becky or Tonda will follow-up on the report.

Delegate at NAEOP Conference. Donelle, as incoming UNOPA president, would normally represent UNOPA at the July national conference as the delegate to the NAEOP Advisory Council; however she is unable to attend. Becky asked how we would like to proceed. It was noted that this happened in another year. The solution was to draw a name from those who were going. It was recommended to draw a name this year as well. Becky will get the names of those going from Lola Young, have one name drawn to represent UNOPA, and notify the board of the result.

Membership Change. Barb Andersen, co-chair of the Outreach Committee, has not renewed her membership in UNOPA. Therefore, her name needs to be removed from the executive board list.

State NEOPA Conference Information. Becky asked Sandy Watmore and Diane Wasser when the agenda for the Nebraska Educational Office Professionals Association spring conference would be available. Diane distributed some draft copies of the program. The final version will be mailed around the end of February or early March. Registrations (members \$35, non-members \$50) will be due by March 15.

Support Our Troops. Becky received an email message from NEOPA president Deb Ryan about a service project to help support our Troops. NEOPA is collecting donations to purchase phone cards to be given to troops stationed overseas. As many UNOPA members are not NEOPA members and might be interested in donating to the program, Becky asked for the board's approval to send Deb's message to UNOPA members. The board approved. The message will be forwarded to the UNOPA membership.

The February General Meeting. If you need to report at the February general meeting, or need to have Becky report on your behalf, please let her know via email.

Sandy Watmore recommended going back to regular, full business meetings as much as possible. We've streamlined some meetings in an effort to stay on schedule. We don't want to forget that this is UNOPA's business meeting for the month, and not simply a social luncheon. Others noted that one of UNOPA's goals is professional development, and speaking at the monthly meeting is certainly a professional growth experience. We don't want to lose that. It was also suggested that once or twice a year to have a head table for the officers as had been done in the past, but not recently.

President-Elect, Donelle Moormeier

Donelle reported on the Academic Senate, UAAD, and UNOPA meeting which she attended on January 30, 2006. In addition to Donelle, attendees included: Academic Senate President Ali Moeller; Academic Senate Secretary Pat Shea; and UAAD VP/President-Elect Marilyn Fenton.

- Two bids were received for operating a UNL child care facility and were higher than current costs, possibly because the bid required 24-hour availability. The group wondered if 24-hour service is necessary. Their concern was that a higher cost would give higher paid administrators and faculty a day care option, but preclude office/service staff from affording the day care.
- The high cost of parking was discussed. Donelle feels strongly, as did others, that the current system is less than fair to part-time or lower paid staff. Someone making \$20,000/year is paying the same for Lot 10 or Lot 17 parking as is someone making \$100,000/yr with the result that the \$20,000/yr staff person has a higher percentage of salary going to parking. Everyone agreed that fees based on a sliding scale would be more appropriate. Marilyn explained that parking is not part of the UNL infrastructure. It is a stand alone entity and needs the fees to pay for new parking structures. Several questions were then asked, "What are peer institutions doing?" and "Did

UNOPA once develop a report with this information?" Several participants felt the fees were an ethical issue that should continue to be pursued.

- Rising health care costs were also discussed. The basic health care plan (the most cost-efficient plan, recommended by UNL) costs employees \$150/mo for a 70/30 PPO, \$400 deductible, and \$1500 stop loss. This is very costly for the coverage received. Everyone felt this was a concern to *all* employees.

All the meeting participants agreed these issues were important and affect both climate and loyalty at UNL. Ali Moeller indicated the Academic Senate would keep these issues high on the list of employee concerns.

Recording Secretary, Valerie Egger

Valerie reported that she is researching the UNOPA archives and making a list of past officers. She asked if it could be housed on the UNOPA Web site Officers page. Diane Wasser had received a number of requests for this information. It was generally agreed that this would be a helpful addition to the Web site. Valerie will forward the information to Diane when completed. It could easily be updated year-by-year.

Corresponding Secretary, Marlene Pyatt

Marlene has some pictures for the Web site. She is starting to work on invitations to the past-presidents luncheon that will be held in April.

It was noted at this time that two more home games have been added to the UNL football schedule for 2006. There are now eight home games scheduled—the same as for 2005.

Treasurer, Gretchen Walker

Gretchen distributed the treasurer's report for review. Beginning balance on January 1, 2006 was \$9,011.11. Income was \$1,539.34 and expenses were \$4,388.83. Ending checking balance as of January 31, 2006 is \$6,161.62. Cost Object balance is \$0 and CD balance is \$3,053.42.

Gretchen was asked if UNOPA still owed for the January luncheon, as the balance seemed unexpectedly high. She replied that the January luncheon was paid for.

STANDING COMMITTEES

Awards, Jan Edwards Becky Hastings

Becky reported five nominations were received for the Floyd S. Oldt Silver Pen and the Floyd S. Oldt Outstanding Staff Awards. Normally, two Silver Pen Awards are given and one Outstanding Staff Award.

The Rose Frolik Award will be given at the April general meeting. The deadline will be coming up soon. Sandy Watmore suggested to Donelle that next year's board consider increasing the amount of money that the recipient of the Rose Frolik Award receives, if the budget would allow for an increase. Since the award is named after the founder and first president, it is the most prestigious of the three awards, yet offers the smallest monetary award.

Bradley Munn Profession Growth Fund, Sandy Watmore

Sandy's committee received several reimbursement applications. Three were approved.

The funds raised by the suncatcher raffle were given to Gretchen Walker. The funds will be deposited to the Bradley Munn account at the end of the year with any other funds, as requested by the UN Foundation.

The new banner was just received by the printer and will be looked over for any errors and mounted on a rod. It should be ready to use at next week's general meeting. It cost \$95.77.

Sandy distributed some copies of the FY 2004-05 Annual Report. She has extras if anyone needs one.

Communications Technology, Diane Wasser

Slight changes have been made to UNOPA's Web template and are currently being tested. Remember that the Web site is up for national competition at the NAEOP meeting in July.

Employee Concerns, Tonda Humphress and Pat Hust

No report.

Hospitality, Pat DeStefano and Susan Thomas

Pat reported that about 82 people have registered for next week's general meeting.

Membership, Amy Stewart

Amy questioned the membership renewal time frame. The membership year runs from July through June. Dues are due by October 31. Feedback from the board explained that the July-June year was setup to coincide with the UNL fiscal year. The October 31 deadline is set in the By Laws and a membership vote is required to change it.

This led to a discussion on the summer social. The social was originally planned as a recruitment event but has gradually become a social event for members. Some board members felt that if the social is truly a recruitment event, it should be marketed as such. Some members also saw a benefit to having a membership-only social event where we can get to know each other better. Various ideas were tossed around for true recruitment events—coffees, ice cream socials—events that might cost UNOPA members but would be free for non-members. There was enthusiasm for a possible ice cream social on East Campus, and a coffee on City Campus in early to mid-August. It was felt the Outreach Committee should help with any recruitment event(s), flyers should be mailed to all UNL office/service staff, guests should be free, and there should still be a summer social for UNOPA members.

Nominating, Chris Cary

Chris has received some nominations for the election ballot. In contacting these people, responses have run from, "No," to "Yes," to "Maybe." A minimum of two nominations for each office is ideal, but not required. Nominations are due by February 15. At this time, Chris has the following:

- President-Elect, 1 maybe
- Recording Secretary, 1 maybe
- Corresponding Secretary, 1 yes, 1 maybe
- Treasurer, 1 maybe

Outreach, Mari Greer

No report

Professional Growth, Judy Anderson and Mary Guest

No report

Program, Donelle Moormeier

No report

UNOPA Notes, Rhonda Zugmier

The deadline for the March issue is February 15.

AD HOC COMMITTEES

Mentoring, Mary Guest and Beth Krohn

Announcements have gone out for a February 21 UNOPA Brown Bag to discuss the national conference.

NAEOP/NEOPA Coordinator, Lola Young

On Lola's behalf, Becky asked if UNOPA was interested in contributing any funds for Carol Bom's installation as NEOPA president at the spring Nebraska Educational Office Professionals Association conference, perhaps \$100.00? Carol was a long-time UNOPA member and UNOPA is sponsor of the spring conference. Even though Carol is no longer with UNL, she is still an associate member of UNOPA. Some members wondered if, as a sponsor, UNOPA should already be supporting the conference financially? Sandy Watmore and Diane Wasser both explained that the conference is intended to be self-supporting. If, however, the conference registrations are less than the cost, NEOPA will cover the difference. Likewise, if conference registrations exceed the cost, any extra funds raised will go to NEOPA. So, no. As a sponsor UNOPA is not expected to contribute funds to the conference. UNOPA's role is to plan and organize the conference. However, because of Carol's long-standing membership in and service to UNOPA, the board generally felt

contributing funds to her installation would be one way of recognizing her commitment. Chris Cary made a motion that UNOPA contribute \$100 for Carol Bom's installation. Jan Edwards seconded it. After further discussion, a vote was taken and the motion carried.

Becky then asked if UNOPA would like to give Carol Bom a gift to honor her achievement in becoming NEOPA president. Sandy Watmore made a motion to honor Carol with a gift of \$50. Diane Wasser seconded the motion. The motion was carried. The type of gift will be decided later.

NEW BUSINESS

Celebrating UNL. In light of last month's presentation by NU President, J. B. Milliken, and ViAnn Schroeder's presentation of promotional items available through UNL Publications, Valerie Egger suggested that UNOPA board members and committee chairs are all in a position to be celebrating the university. As an item for discussion, she suggested that UNOPA consider purchasing "N" pins (\$2/ea) or "N" mugs (\$3/ea) for the incoming officers and chairs, and possibly for the current officers and chairs. Discussion was limited but very favorable to the idea. Some suggested the items might be considered as part of the officer installation.

Next Board Meeting:

March 7, 2006

3:00 pm - 5:00 pm, East Campus Union

Respectfully submitted,

Valerie Egger

UNOPA Executive Board Meeting

March 7, 2006
East Campus Union

AGENDA

President Becky Hastings called the meeting to order at 3:00 p.m.

Roll Call was taken by Recording Secretary, Valerie Egger.

Members Present: Becky Hastings, Donelle Moormier, Gretchen Walker, Valerie Egger, Judy Anderson, Chris Cary, Jan Edwards, Mary Guest, Pat Hust, Diane Wasser, Sandy Watmore

Members Absent: Pat DeStefano, Mari Greer, Tonda Humphress, Marlene Pyatt, Amy Stewart, Rhonda Zugmier

Ad-Hoc Members Present: Beth Krohn, Lola Young

Ad-Hoc Members Absent: none

OFFICERS REPORTS

President, Becky Hastings

February Minutes. Becky asked if there was any discussion or corrections to the February board meeting minutes. As none were brought forward, the minutes stand approved as printed.

Delegate for NAEOP National Conference. Normally the UNOPA president serves as UNOPA's voting delegate at the NAEOP national conference. The FY 2006-05 president, Donelle Moormier, is not able to attend; therefore, last month the board discussed designating an alternate. The names of UNOPA members who will be going to the conference were put into a drawing. Jeanne Andelt's name was drawn but unfortunately is not able to represent UNOPA. Linda Luedtke's name was then drawn and Linda is able to represent UNOPA at the conference. Donelle made a motion to have Linda act as the UNOPA delegate at the NAEOP meeting this summer. Gretchen Walker seconded the motion. Motion was carried.

Deans and Directors Meeting. Becky attended the UNL Deans and Directors Meeting on February 15, 2006. One discussion item was the first UNL Big Event to be held April 8, 2006. At the Big Event, students, faculty and staff will address community neighborhood issues and how UNL can respond to them. The program is aiming for participation from 1200 students. Beth Krohn noted that community service teams will be assembled during the event and that additional information can be found on the UNL Student Involvement Web site, <http://si.unl.edu>.

One big day of service, one big opportunity to bring UNL together, one big impact on our community, one big Thanks to Lincoln. . . . This event is . . . the largest, one-day, student run, service event in the country.

Chancellor Perlman gave a legislative update. Several bills of importance to UNL concerned deferred building maintenance, clean-up of contaminated soil at the Mead Agriculture Research and Development Center, and the impact of the rising cost of utilities on budgets.

Becky discussed the 2006/2007 UNOPA officer nominations and encouraged both deans and department chairs to support any of their staff who may be interested in running for office.

Becky also discussed the National Association of Educational Office Professionals (NAEOP) national conference to be held this coming July in Dallas. She explained that the conference will include meetings, installation of officers, and briefing sessions. Becky asked that supervisors authorize administrative leave for staff attending the conference, and perhaps consider some financial assistance to offset expenses. It will cost individuals approximately \$800 each to attend.

UAAD Founders Day Meeting. Becky was invited to attend UAAD's Founders Day meeting on February 23. During the meeting, two awards were presented: the Carl A. Donaldson Award for Excellence in Management to Vicki Highstreet, assistant director for instruction and staff development in the recreation center; and the Floyd S. Oldt Award for Exceptional Service to the University to Linda Major, director of student involvement.

Chancellor's Award for Exemplary Service to Students. Becky is a member of the selection committee which met on February 27. The committee has received ten nominations for the award (which can be awarded to any UNL employee).

Herb Howe. Becky reported that Herb Howe has generously offered to provide UNOPA with \$1200 to help offset national conference expenses for UNOPA members who have an active role in the conference. This is more than was received last year.

Nebraska Gift Baskets. Items are needed from UNOPA members to make a Nebraska basket to be raffled off at the Central Area Conference which will be held in Indiana on April 15. Please send your items to Lola Young no later than April 13.

Similarly, items are also needed for a Nebraska basket to be raffled at the national (NAEOP) conference in Dallas this summer.

General Meeting Reports. Please let Becky know via email if you will need to report at next week's general meeting, or if you want Becky to report on your behalf at the meeting.

President-elect, Donelle Moormeier
No report

Recording Secretary, Valerie Egger
Valerie mentioned that she will be gone the week of April 24.

Corresponding Secretary, Marlene Pyatt
Becky inquired on Marlene's behalf about retiree invitations to the April 11 general meeting—the Past Presidents and Retirees Recognition Luncheon/Rose Frolik Award Presentation. Does UNOPA traditionally invite all retirees, or only those who retired in the past year? Several board members noted that only those who retired in the past year should receive invitations.

Treasurer, Gretchen Walker
The balance on February 1 was \$6,161.62. Income for February was \$624.65 and expenses were \$129.61 leaving a balance on February 28 of \$6,656.66. The cost object balance is \$(1,662.45) and the CD balance is \$3,053.42.

STANDING COMMITTEES

Awards, Jan Edwards and Becky Hastings

Jan noted that the Floyd S. Oldt Silver Pen and Floyd S. Oldt Outstanding Staff cash awards have been paid out to Karen Shriner and Sandy Sterkel respectively.

No nominations have been received for the Rose Frolik Award, however, one is known to be on its way to the committee. Two of the three judges have been selected. The committee still needs suggestions for the third judge which needs to be from the local media. Some suggestions brought forth were: Kathy Blythe with KFOR radio (Lola Young), Cathy Fife formerly with WOW radio or Dick Janda with Channel 8 TV (Sandy Watmore). At the general meeting, Becky will remind members to send in nominations for the award.

Bradley Munn Profession Growth Fund, Sandy Watmore

No report on the fund.

Sandy shared news on the new UNOPA banner. She received the new banner, however it needs to have a correction made. The banner will be redone and redelivered to Sandy. The time frame is not known at this time.

Communication Technology, Diane Wasser

Diane has recently checked over the Web site and it is current. She does need new pictures, however. Marlene will be asked to send Diane some photos.

Employee Concerns, Tonda Humphress and Pat Hust

Pat noted that Diane Wasser will report for Employee Concerns at the general meeting. Diane will discuss the Chancellor's Committee on the Status of Women of which she is a member.

Hospitality, Pat DeStefano and Susan Thomas

No report.

Membership, Amy Stewart

No report.

Diane Wasser mentioned that she received a list of those eligible to be nominated for the Rose Frolik award and has put those names out on the Web site. She has also put a list of past officers from the past fifteen years on the Web site.

Nominating, Chris Cary

Chris reported that the committee has nominees for each office. At the general meeting, Becky will also accept nominations from the floor.

Outreach, Mari Greer

No report.

Professional Growth, Judy Anderson and Mary Guest

Judy shared initial details of the spring UNOPA workshop, *Bringing Out the Best in People*. The speaker will be Jeanne Baer with Creative Training Solutions. The half-day workshop will be held at the Lincoln Women's Club, 407 S. 14th Street in Lincoln (14th & L Sts.). The committee has estimated costs and feels that a \$20 registration fee would be needed to break even.

There was further discussion by board regarding the fee. Some members felt it would be important to keep the workshop affordable by charging \$15 and covering the difference from the

UNOPA budget since one of UNOPA's goals is to encourage professional development. It was suggested that non-UNOPA members might be charged a higher rate—this would help reflect that one of the benefits to UNOPA members is professional development opportunities. However, charging two different fees complicates the registration process and ultimately is not likely to bring a significant amount of extra funding.

Program, Donelle Moormeier

Donelle announced that Carolyn Ducey with the International Quilt Study Center will be the guest speaker at the March general meeting.

UNOPA Notes, Rhonda Zugmier

Becky announced that the next due date is March 15 for the April issue of *UNOPA Notes*.

AD HOC COMMITTEES

Mentoring, Mary Guest and Beth Krohn

Mary reported that a survey has been sent to UNOPA members to evaluate the mentoring brown-bag programs. The results of the survey will be reported at the April board meeting. The next brown-bag will feature Nanda Ramanathan with UNL Human Resources who will discuss the ins and outs of UNL's family medical leave policy on March 28.

NAEOP/NEOPA Coordinator, Lola Young

Three UNOPA members are planning to attend the Central Area Conference in Indiana. Please let Lola know if you are interested in attending.

OLD BUSINESS

Sandy Watmore and Diane Wasser reported that 36 registrations have been received for the spring NEAOP conference which UNOPA is hosting. They were fortunate to have received a few donations that will help defray conference expenses.

The next Executive Board meeting will be April 4, 2006, 3:00 – 5:00 p.m. at 1700 Y Street.

The meeting was adjourned at 4:05.

Respectfully Submitted,

Valerie Egger

UNOPA Executive Board Meeting
April 4, 2006
1700 Y Street

President Becky Hastings opened the meeting at 3:00 p.m.

Roll Call was taken by Recording Secretary Valerie Egger.

Members Present: Becky Hastings, Donelle Moormier, Gretchen Walker, Valerie Egger, Marlene Pyatt, Judy Anderson, Pat DeStefano, Mary Guest, Tonda Humphress, Amy Stewart, Diane Wasser, Sandy Watmore, Rhonda Zugmier

Members Absent: Chris Cary, Jan Edwards, Mari Greer, Pat Hust

Ad-Hoc Members Present: Beth Krohn, Lola Young

Ad-Hoc Members Absent: none

OFFICERS REPORTS

President, Becky Hastings

March Board Meeting Minutes. Becky asked if there were any changes or corrections to the March Executive Board minutes. Valerie noted that she corrected one spelling error. In the section for the Bradley Munn Professional Growth Fund, “professional” in the committee heading was originally misspelled. Rhonda Zugmier made a motion to approve the minutes as corrected. Donelle Moormeier seconded the motion. Motion carried.

Nebraska Gift Baskets. Items for the Nebraska basket for National Conference in Dallas should be given to Lola Young by July 1. Items for the Central Area Conference basket need to be given to Lola by this Thursday, April 6.

UNOPA Annual Report. The annual UNOPA report will be coming up and items are due to Rhonda Zugmier by the end of June—the end of May is preferred. The Treasurer’s report will need to wait until June, but everyone should be able to have theirs done by the end of May.

Report at April General Meeting. Please let Becky know by email if you need to report at next week’s general meeting, or if you wish Becky to report on your behalf.

Selection Committee for the College of Engineering Awards. Becky is a member of this award committee (as is Sandy Watmore). There were two award categories and a total of six nominations to evaluate:

- Deans Award for Exemplary Service to Students by a Staff Member – four nominations
- College Staff Award for Outstanding Service - two nominations

Items Sent to Membership. Make sure any written correspondence to UNOPA’s general membership is on letterhead, etc. that is updated to reflect the change in UNOPA’s name from “Personnel” to “Professionals.” There is still some old stationary out there that could be used up but

has the wrong verbiage. Diane Wasser volunteered to add the new UNOPA logo to UNOPA's Web site to facilitate correct correspondence.

Letter from Mary Hannah. Becky received a letter from Mary Hannah, president of the South Carolina Association of Educational Office Professionals (SCAEO). SCAEO member Gloria Tisdale will be installed as the national president of NAEOP in Dallas this summer. The South Carolina state association is collecting memory items to be given to Gloria in honor of her achievement. If you know Gloria and would like to contribute a memory item, contact Mary Hannah. UNOPA was also asked if we would like to send a gift to Gloria. It was agreed that no gift would be given, however, Becky will write a letter of congratulations on behalf of UNOPA and send it to Gloria.

President-elect, Donelle Moormeier

Donelle sent out the committee forms for next year. Please indicate your committee interest(s) and return the form to Donelle.

Recording Secretary, Valerie Egger

No report.

Corresponding Secretary, Marlene Pyatt

Marlene has ordered corsages for next week's general meeting. Coming are 23 past presidents with two guests, and six retirees. She is currently working on the program.

Treasurer, Gretchen Walker

The checking balance on March 1, 2006 was \$6,656.66. Income for March was \$571.70 and expenses were \$1,458.48 leaving a checking balance on March 31 of \$5,769.88. The cost object balance is \$(2,756.34) and the CD balance is \$3,053.42.

The report includes some of the expenses for hosting the spring NEOPA conference, but there are more expenses still to pay. Diane Wasser and Sandy Watmore reported that they will prepare a final report about the conference. If the report is completed in time, it was recommended that it be included in the next *UNOPA Notes*.

STANDING COMMITTEES

Awards, Becky Hastings for Jan Edwards

Two nominations were received for the Rose Frolik Award. If at all possible, Rose Frolik wants to come to the April meeting for the award presentation. She is 96 ½ years old and still enthusiastic about UNOPA!

Bradley Munn Professional Growth Fund, Sandy Watmore

No report. The next due date for professional development reimbursements is April 15. [Note: the due date was originally reported as May 15 but was later corrected to April 15.]

Communications Technology, Diane Wasser

No report.

Employee Concerns, Tonda Humphress and Pat Hust

No report.

Hospitality, Pat DeStefano and Susan Thomas

Pat reported that about 90 people have registered for the April general meeting.

Membership, Amy Stewart

Amy presented a To Call list of six new UNL employees. Amy asked for volunteers from the Board to contact the new employees and invite them to participate in UNOPA. One person had already been contacted, and other board members volunteered to contact the remaining five.

Nominating, Becky Hastings for Chris Cary

Becky reported that Chris and her committee still need to count ballots for the 2006-07 officers. The new officers will be announced at next week's general meeting.

Outreach, Mari Greer

No report.

Professional Growth, Judy Anderson and Mary Guest

Judy reported that they are finalizing the April 26 UNOPA workshop. Workshop flyers will be at the Tuesday meeting. Registration will be \$15. The workshop will be advertised on UNL's E-News.

Program, Donelle Moormeier

No report.

UNOPA Notes, Rhonda Zugmier

Items for the next—and last 2005-06 issue—of UNOPA Notes are due to Rhonda by April 17.

AD HOC COMMITTEES

Mentoring, Mary Guest and Beth Krohn

Mary handed out and discussed a report on responses to the Mentoring survey that was sent out to UNOPA members. Only twenty surveys were returned. There were six mentoring brown bags this year, all on City Campus. A total of 65 people attended for an average of 25 people per session. The general consensus was to continue the program with a few requests to hold brown bags on East Campus as well. A few of those who returned surveys volunteered to help with brown bags next year.

Where do we go now? Based on the surveys, the committee recommends continuing the program. Is it time for Mentoring to become a full-fledged committee? Should it be continued? It could fall under Professional Growth as a sub-committee. Because this will be a 2006-07 activity, board members felt this is an issue for the new board to decide.

NAEOP/NEOPA Coordinator, Lola Young

Lola reported that fourteen UNOPA members are going to the summer NAEOP conference in Dallas. Not all are going to fill a specific role in the conference. However, all will benefit from professional growth. Can these members be allotted some of the funds contributed by Herb Howe—given his preference to have the funds support members with specific roles in the conference? Becky noted that she will meet with Herb this Thursday (April 6) and she will discuss this with him. It was noted that members new to the conference would not have supporting roles, but their involvement this year might motivate them to be involved in following years. Lola will send a list of those going to Becky.

OTHER BUSINESS

Spring Conference Report, Diane Wasser and Sandy Watmore

Diane and Sandy reported that overall the conference went well. There was a very good turnout, with 108 people attending the conference and 72 the evening banquet. It was almost more than the facility at the Campus Union could handle—what a nice problem! The program and various workshops were well received and the installation was nicely done. Bills are still coming in that will need to be paid. Evaluation forms have been reviewed. As noted earlier, Diane and Sandy will prepare a final report.

The one disappointment for Diane and Sandy was the pool noise that carried into the pool-side conference room the night of the installation banquet, which was beyond their control.

NAEOP Office Installation, Becky Hastings

Becky announced that gifts from UNOPA were presented to Carol Bom in recognition of her installment as NEOPA president for 2006-07. The gifts included two books of quotes, and a Snow Babies figurine that says *Girl Friends*.

Future Board Meetings:

Board Meeting: May 2, 3:00 pm - 5:00 p.m., East Campus Union

Transition Meeting: TBA

The meeting was adjourned at 4:10.

Respectfully Submitted,

Valerie Egger

UNOPA Executive Board Meeting

May 2, 2006

Nebraska East Union

President Becky Hastings called the meeting to order at 3:00 p.m.

Roll Call was taken by Recording Secretary Valerie Egger.

Members Present: Becky Hastings, Donelle Moormeier, Gretchen Walker, Valerie Egger, Marlene Pyatt, Mary Guest, Tonda Humphress, Amy Stewart, Diane Wasser, Rhonda Zugmier

Members Absent: Judy Anderson, Chris Cary, Pat DeStefano, Jan Edwards, Pat Hust, Mari Greer, Sandy Watmore

Ad-Hoc Members Present: Beth Krohn

Ad-Hoc Member Absent: Lola Young

SPECIAL REPORT

Bus Route Changes, Dan Carpenter, Director of UNL Parking

Dan spoke to the board about upcoming changes in bus routes and parking that will take effect in fall 2006.

Bus Routes. Dan explained that the number of student riders has decreased in the past few years. To help increase student use, and decrease wait-time between buses, bus routes will change. Dan handed out copies of the new routes and explained the reasoning behind the changes. He reminded the board that bus passes are no longer free—unless you purchase a parking permit which includes a free bus pass if requested.

Parking. Starting in fall 2006, lot and hang tag designations will change (below). The former “Departmental” hang tag will become a “Service Delivery Parking Permit” usable in any administrative services stall.

Dan might consider holding parking meetings once a semester. The UNOPA board recommended having Dan give a general meeting presentation some time.

	Faculty/Staff		Student Resident		Student Commuter	
	Current	Fall 2006	Current	Fall 2006	Current	Fall 2006
Reserved	17A, 17B	F1, F2	8A, 8B	R1, R2	28, 28V	C1, C2
Non-reserved	10	A	3, 6, 7	R, E, M	20	C
Garage	17GF, 14GF	17F, 14F	17GR, 14GR	17R, 14R	17GC, 14GC	17C, 14C
Perimeter	Perimeter	P	Perimeter	P	Perimeter	P

OFFICERS REPORTS

President, Becky Hastings

Approval of April Board Minutes. Becky asked the board members if there were any changes or corrections to the April Executive Board minutes. None were noted. Diane Wasser moved to approve the minutes as they stand. Rhonda Zugmier seconded the motion. The motion was carried.

Annual Report. Annual UNOPA officer reports need to be given to Rhonda Zugmier as soon as possible.

Funding Assistance from Herb Howe. Herb Howe agreed to increase the amount of travel funds to support additional members attending the July NAEOP conference. He increased the amount to \$1,400 which is \$100 per member. All members going to the conference need to get their travel authorizations to Lola Young as soon as possible. Lola will take them to Herb for his signature.

National Conference: Advisory Council Agenda. Becky asked if UNOPA had any issues to add to the Advisory Council agenda for the national conference. Members who had attended past national conferences noted that concerns from local affiliates (such as UNOPA) would typically be submitted as part of the state—NEOPA—agenda items.

National Conference: Items for Nebraska Basket. Anyone having items for the Nebraska basket for the NAEOP conference needs to get the items to Lola Young by July 1.

2008 National Conference. The Colorado affiliate will host the 2008 NAEOP conference but does not have enough members for planning and hosting the conference. State affiliates from Wyoming, Nebraska, Utah and New Mexico are being asked to help host the event. Nebraska has been specifically asked to assist with two banquets—the PSP banquet, and the installation-of-officers banquet.

Friendship Home Letter. Becky received a letter from Friendship Home requesting a donation from UNOPA. Board members noted that UNOPA is on the Home's donor list as a result of our Giving Tree donation. For UNOPA to donate directly to Friendship Home could be problematic. The request can be disregarded. However, Becky will give the letter to Donelle in the event that Donelle might consider Friendship Home as the 2006-07 charity recipient of the UNOPA 50/50 drawing.

General Meeting Reports. Because the May general meeting will include the installation of officers, the business meeting will be kept to a minimum. Becky asked that anyone who needs to report at the meeting, or would like Becky to report on their behalf, to please email her.

President-elect, Donelle Moormeier
No report.

Recording Secretary, Valerie Egger
No report.

Corresponding Secretary, Marlene Pyatt
No report.

Treasurer, Gretchen Walker

Becky reminded Gretchen that both the March and April treasurer reports would need to be reported at the May general meeting.

Gretchen reported the beginning checking balance on April 1, 2006 was \$5,769.88. Income was \$5,087.99, and expenses were \$2,457.25. That leaves an ending checking balance on April 30 of \$8,400.62 and a cost object balance of \$(4,359.64). The CD balance is \$3,053.42.

STANDING COMMITTEES

Awards, Becky Hastings

No report. Awards are done for the year.

Bradley Munn Professional Growth Fund, Sandy Watmore

No report.

Communication Technology, Diane Wasser

Diane reported that Marlene Pyatt has sent her lots of pictures which are in the process of being posted to UNOPA's Web site. The purchase of the digital camera for UNOPA really helped.

Employee Concerns, Tonda Humphress and Pat Hust

No report.

Hospitality, Pat DeStefano and Susan Thomas

No report.

Membership, Amy Stewart

No report.

Nominating, Chris Cary

No report.

Outreach, Mari Greer

No report.

Professional Growth, Judy Anderson and Mary Guest

Mary reported that about 48–49 people attended the UNOPA spring workshop, *Bringing Out the Best vs. the Beast in People*, on April 26, 2006.

Program, Donelle Moormeier

Donelle reported that she is working on the program for the May general meeting.

UNOPA Notes, Rhonda Zugmier

The May issue of *UNOPA Notes* was the final issue for the year.

AD HOC COMMITTEES

Mentoring, Mary Guest and Beth Krohn

Mary and Beth reported that about 13–15 people attended the April 25 Mentoring Brownbag at the City Campus Union which was an open discussion on NU Values.

NAEOP/NEOPA Coordinator, Lola Young

Becky reported for Lola that the Central Area Conference in Indianapolis was enjoyable. Next year's Central Area Professional Development Day will be in Olathe, KS, February 23-24, 2007.

OLD BUSINESS

Diane Wasser distributed a report for the NEOPA spring conference which is also included in the May issue of *UNOPA Notes*. The conference made some money for NEOPA which will be used as start-up funding the fall 2006 NEOPA conference.

NEW BUSINESS

Donelle reported that most of next year's chair and co-chair positions have been filled. Ways and Means is one committee that does not yet have a chair. The board members really felt that this year's system worked out well where two board members volunteered for each home football game to schedule parking lot help rather than having a Ways and Means chair. One change was recommended. This past year, the board president provided oversight for Ways and Means, organizing the board member volunteers. This put an extra burden on the president. Many board members recommended the following:

- Appoint a chair to have oversight of Ways and Means, and to organize the board member volunteers, and
- Assign two board members to each home game for the purpose of lining up help for each game.

It is too much to ask one person to organize the help for all the games.

Next Board meeting: June 6, 2006, City Campus Union, 3:00 p.m. – 5:00 p.m. This will be the transition board meeting.

Respectfully submitted,

Valerie Egger