FINAL REPORT
UNOPA NOMINATION COMMITTEE
May 9, 2001

The Nomination Committee consisted of Diane Sullivan, Chair; Diane Wasser, Kim Jones, and Jan Schinstock.

A call for nominations, along with a description of the offices, was sent to the general membership in January. Upon receiving nominations, committee members called the membership to see if they would be willing to run for office. The following members consented to have their names placed on the ballot:

President-elect – Christine Cary
Recording Secretary – Carol Wusk and Cindi Woolam
Corresponding Secretary – Kim Jones and Judy Anderson
Treasurer – Barb Andersen and Lynn DeShon

The ballots were sent out in March for voting by the membership. The final results were:

President-elect – Christine Cary
Recording Secretary – Carol Wusk
Corresponding Secretary – Judy Anderson
Treasurer – Barb Andersen

The results were reported to the Board at the April meeting and announced to the general membership at their April meeting.

The officers were installed at the May general meeting.
Christine Cary - Industrial Ag Product Center
I became the Staff Secretary for the Industrial Agricultural Products Center in June, 1999. I’ve also worked in the UNL Landscape Services Department, and the Oral Biology Department of the UNMC College of Dentistry. Soon after I was hired by IAPC, Carol Bom recruited me to UNOPA and I joined the membership committee the first year. As the Recording Secretary this year, I’ve enjoyed learning more about the organization by paying close attention at the board meetings and general meetings! Working the football parking lot and helping with the Spring Roundup last year was fun, too. Other campus organizations/events I support include the Mentoring Program, Spring Affair, and the Fastbreakers (Women's Basketball) Booster Club.

I’m married to Scott Miller, and Mom to Jennifer (15) and Gordon (12) Cary. All of us are in school! Scott is pursuing a bachelor’s degree through Doane College, and I’m working toward an Associate in Arts degree in the academic transfer program at Southeast Community College. Gordon is in 7th grade at Lux, and Jenny is in 9th grade at East.

Most of my leadership experience has occurred in two organizations: a women’s investment club that I organized and led for the first two years, and which continues to run successfully five years later; and in the Army Reserves, where I held leadership positions in the enlisted ranks and spent my last three years teaching leadership courses to soldiers. I’m usually behind the scenes in the volunteer activities I participate in, but it’s an honor to be nominated for a leadership position and if elected, I’ll try to live up to that confidence.

I’m not an expert in parliamentary procedure, and I would certainly be nervous the first time or two that I stood before UNOPA members to call a meeting to order. We are accustomed to high quality, dedicated leadership and well-run meetings, and I’d need to brush up on my skills to carry the torch a year from now.

If I were President-Elect, my goal would be to learn everything I can about UNOPA; especially our history and accomplishments, how the organization operates now, and what the members dream of accomplishing in the future. I was interested in Christine Jackson’s suggestions for increasing the influence and visibility of our organization on campus by getting to know the administrators personally. I would probably spend a lot of time visiting people -- your committee meetings and events, plus any other organizations and events that I could get myself invited to. I would want lots of people to know who I am and who I represent. That way, I’d be more prepared to lead and represent UNOPA as your president the following year.

To those who nominated me, thank you for the honor. To those who will be voting, I think we all know that you won’t go wrong with any of our terrific candidates. UNOPA members care not only about themselves, but about all the UNL employees. Thanks for supporting this wonderful organization!

Carol Wusk - College of Ag Science & Natural Resources
In October of last year I became a Secretary Specialist in the College of Agricultural Sciences and Natural Resources office. My chief responsibilities are providing support to the Dean and the CASNR Curriculum Committee. In December I began my 19th year with the University, working in Campus Activities & Programs; Leadership, Education/Action and Development; and Cooperative Extension.

I have been a member of UNOPA approximately 15 years, serving on the Board as Nominating and Membership Chairs and serving on the Committees of Hospitality, Ways & Means, Membership, and UNOPA Notes.
Recording Secretary - cont’d

Carol Wusk - College of Ag Science & Natural Resources - cont’d
My husband and I live in Sterling, NE. We have two sons, Mark and Brad, and two daughter-in-laws, Carrie and Kelly. I am currently president of the Sterling Cemetery Association Board, co-chair of the altar committee and wedding coordinator at St. John's Lutheran in Sterling. My hobbies include gardening and yard work, reading, and having fun with family and friends!

Cindi Woollam - Registration & Records
Cindi has worked at the university for nine years and has been a member of UNOPA for two years. She is married to a professor at UNL, they have five children, two grandchildren with one on the way. Cindi and her husband love to spend their free time sailing.

Treasurer

Barbara J Andersen - Entomology
Started working at UNL Dec of 1990 as a police dispatcher. Transferred to parking in April on 1992 as a clerical asst. II. Transferred to Entomology in March of 2000 and moved to Accounting Clerk III in November of 2000. My hobbies are crafts, mostly counted cross stitch and helping my husband with rentals.
We have 10 grandchildren we enjoy spending time with. I have been a member of UNOPA for a year and have been a member of the Hospitality committee during that time.

Lynn DeShon - Campus Recreation
Lynn has been with the University for 24 years. Currently Lynn is working in the Office of Campus Recreation as a payroll and accounts payable clerk. She has been with Campus Recreation for 10 plus years and loves it. Besides loving her job at Campus Recreation she enjoys making quilts and cloth dolls, riding her horse Tilly and her mule Sassy. In April she is planning her first trip with Sassy (Tilly is 20 years young) to Land Between the Lakes in Kentucky. Of course all of this fun stuff takes a backseat to her three GRANDSONS. Kyle and Jakob are 5 1/2 and Cheyenne their little brother is 4 1/4 years old. Lynn almost hates going on vacations because she will miss her weekend with them. She is happily married to Leafooard Burnett.

Corresponding Secretary

Judy Anderson - Publication
Judy has been with UNL for 17 1/2 years and works in Publications and Photography. Her main job is editing the Undergraduate and Graduate Bulletins, the Student Directory and the Commencement and Doctoral Hooding programs. The rest of her time is spent on personnel and travel records, payroll, purchasing procedures, and serving as the fourth floor BMR.

She has served UNOPA this past year as membership director and as a member of the Parking Appeals Committee. In 1999-2000 she served the Board as recording secretary and was on the nominating committee the year before. Judy served as a mentor in the UNL Mentoring Program for eight years and is currently involved in one of the new mentoring groups. She also served on the UNL Grievance Committee for three years.

Becoming a new grandmother last year (twice in the same month!) was an exciting time as she served as her daughter’s labor coach during the birth of granddaughter DaNae Jordan, and three weeks later Blaise Thomas Hays Anderson was born to her son, carrying on his great-grandfather’s name.

If Judy had any spare time, she would spend it cross-stitching, antiquing, or spoiling her grandbabies or eight-year-old Shih Tzu puppy, Kaleb. But instead, she keeps busy as House Manager of the Star City Dinner Theatre and by performing in many of the productions. Her theatrical credits at the SCDT include Sunday In The Park With George, A Wonderful Life, How to Succeed in Business Without Really Trying, Sound of Music, Damn Yankees, and Sights and Scenes from Stage and Screen; and State Fair at the Pinewood Bowl.

Judy also keeps busy with church activities by participating in the choir, as the Jubilee Band vocalist, and a Stephen Minister. She is also serving her last year as president of the campus Lutheran Student Center (ELCA) Board of Directors.

Kimberly Jones - INTSORMIL
I am a new member of UNOPA having only worked in the INTSORMIL department for 1 and a half years. I am a Nebraska native and returned here after 10 years living in Utah and working for the University of Utah School of Medicine. I am interested in becoming more involved with UNOPA. I enjoy reading, shopping for bargains and working out.
Group of educational office professionals sends nine to convention in Salt Lake City

The Lincoln Public Schools Association of Office Professionals (LPSAOP), comprised of office professionals and technicians employed by Lincoln Public Schools, sent nine members to the National Association of Educational Office Professionals convention in Salt Lake City, Utah.

LPSAOP's newsletter, The Chronicle, was awarded third place nationally for best local association newsletter. The Nebraska Educational Office Professionals Association submitted the state scholarship winner, Amber Holli, Gibbon High School student and Kenneshaw, Neb., resident. She was recognized as the third-place winner of the NAOP scholarships.

The association also has member participation at the Central Area Association. Lisa Morehouse is currently president-elect; Carol Packard, CEOE, award chair; Dianne Dickey, scholarship chair; and Dee Olman, bylaws chair.

LPSAOP, along with LPS Staff Development Department, will play host to the fall state conference of NEOPA — "Catch the W.E.A.V.E. (Weaving Education Amongst Valuable Employees) at The Cornhusker on Oct. 26, for educational office professionals throughout the state. The program will include.

Dr. Phil Schlo, Lincoln Public Schools superintendent; Dr. Marilyn Moore, LPS associate superintendent for instruction; UNL Chancellor Harvey Perlman; DeEtta Merritt of TeamMates, and Pat Fleming, CEOE, past president of NAOP.

LPSAOP offers continued educational opportunities for all Lincoln Public Schools' office professionals (secretaries) and office technicians. The group will conduct a bike raffle this fall to support its scholarship fund given and donations to local children's charities.

Tim Hiatt, a 2001 graduate of Lincoln Southeast High School and the son of Steve and Roxi Hiatt, received the Lincoln's association's Diane Greiser Memorial Scholarship last spring. LPSAOP recognizes up to two LPS seniors each spring with a scholarship to further their education in the business or education fields.

OFFICERS of the Lincoln Public Schools Association of Office Professionals (LPSAOP) for the 2001-2002 term are: (from left), Carol Reed, president-elect; Debbie Doolittle (CEOE), past-president; Deb Ryan, president; Roxi Hiatt, treasurer; and Sharon Hitzaman, secretary. The LPSAOP is comprised of office professionals and technicians employed by Lincoln Public Schools. Many members are active at the local, state, area and national levels. The association provides a means for education and connection with other people in similar educational positions throughout the country.

See story at left. PHOTO CONTRIBUTED
I recorded the minutes for all nine UNOPA general meetings and ten executive board meetings held from August, 2000 through May, 2001. It was a pleasure to serve with President Edie Schleiger and her board.

Records from the 1997-98, 1998-99, and 1999-2000 years had not been submitted to the archives at Love Library when my term started. Those records were maintained in my office until June, 2001. As I write this report, it's my intention to turn four years of minutes over to the library for safekeeping. If I fail to accomplish that, I will follow my predecessors' lead and pass them on to Carol Wusk, the next recording secretary, at the transition meeting June 20, 2001.

I didn't use a tape recorder or purchase any supplies.

There were no extra duties or research assigned to me. When I completed a first draft of meeting minutes, I e-mailed it to everyone on the executive board. After the board's corrections were made, a final draft of the minutes was e-mailed to the board prior to the next meeting. General meeting minutes were e-mailed to the UNOPA Notes director for inclusion in the newsletter. Board meeting minutes were also e-mailed to Jeanne Andeit and Sandy Lineberry, at Sandy's request.

Electronic copies of these minutes are on a labeled diskette in the Recording Secretary's file.

Best wishes to Carol Wusk, as she fulfills the duties of the Recording Secretary in 2001-2002. I hope she enjoys it as much as I have.

Christine Cary
2000-2001 UNOPA Recording Secretary
UNIVERSITY OF NEBRASKA OFFICE PERSONNEL ASSOCIATION

Executive Board Meeting
Wednesday, August 2, 2000
Alexander Building-East
1410 Q Street

AGENDA

I. Call to Order

II. Roll Call

III. Approval of Minutes

IV. Communications/Announcements
   Exchange of Newsletters
   Reorganization

V. Treasurer's Report

VI. Committee Reports
   Pat Hust, Program
   Carol Bom, Corresponding Secretary
   Diane Wasser, Foundation Funds
   Sandy Watmore, Awards
   Cheryl Ross, Employee Concerns Director
   Barb L'Heureux, Employee Concerns Co-Dir
   Maris Greer, Hospitality
   Judy Anderson, Membership
   Diane Sullivan, Nominating
   Barbara Homer, Professional Growth
   LaRita Lang, UNOPA Notes
   Jeanette Fisher, Ways & Means
   Sheryl Augustus, Summer Social

VII. Old Business:

VIII. New Business:
   Transportation to meetings

IX. Adjournment
Minutes
UNOPA Executive Board Meeting
August 2, 2000

Call to Order
President Edie Schleiger called the August 2, 2000 meeting to order at 3:04 p.m. in the conference room of the Alexander Building, 1410 Q Street.

Roll Call
Members present: Carol Bom, Diane Wasser
Sandy Waltmore, Barb L'Heureux, Mari Greer
Judy Anderson, Diane Sullivan, Barbara Horner
LaRita Lang, Jeannette Fisher, Sheryl Augustus
Chris Cary, Edie Schleiger, JoAnn Barry
Members absent: Cheryl Ross

Minutes
Minutes of the last meeting were approved as revised.

Communications & Announcements
A letter from Duane Mohlman of UAAD, suggesting that the newsletters of our two organizations be mailed to all the board members in order to increase communication, was discussed. The consensus was that this is a fine idea, and UNOPA will put the UAAD board on our mailing list.

Edie Schleiger reported on a meeting she attended with Jim Main and other UAAD members. Jim is interested in possibly reorganizing UAAD and UNOPA. Discussion revolved around the potential advantages and disadvantages of accepting funding from UNL, and making all office personnel automatic members of UNOPA. Edie concluded that the board has many more questions than answers at this time, and she will tell Jim Main that our members need more information about UAAD's proposal before the board makes any comment.

Treasurer's Report
JoAnn Barry reported that the beginning checkbook balance in July was $934.40. JoAnn explained the difference of $1.50 between the final balance reported in June and the beginning balance in July resulted from interest income accrued in the meantime. Expenses totaling $28.00 were incurred, leaving a final balance of $906.40 to date. The certificate of deposit matured July 6, 2000. The balance is $3397.53 with a new maturity date of January 4, 2001.
Committee Reports
Pat Hust reported that the Program Committee will continue to alternate city and east campus locations for general meetings. The first program, in September, will be about the new UNL travel policy. Pat invited suggestions for entertainment during the December meeting.

Corresponding Secretary Carol Bom reported that the scrapbooks are missing; if anyone has an idea where they might be, let her know. She asked members to notify her of events such as awards received and births, weddings, and deaths in the immediate family.

Sandy Watmore passed out a timeline of deadlines and events for the Awards Committee.

Diane Sullivan asked the board to help the Nominating Committee by encouraging other members to seek a place on next year’s board. A suggestion was made to feature job descriptions in the UNOPA Notes, to let members know what each of the director’s and officer’s responsibilities are.

Mart Greer reported that the Hospitality Committee will meet August 14th.

LaRita Lang passed out a UNOPA Notes timeline of deadlines and events. She mentioned that it may be convenient to send material to her for the Notes via e-mail attachments.

Jeanette Fisher reported for the Ways and Means Committee that she contacted Ron Fuller about the game day parking lot. She asked for volunteers to work the lot during the first game. There was some discussion about whether the board should reauthorize dividing the proceeds with PSP participants based on the percentage of time they work the lot. That issue was tabled.

Sheryl Augstums reported that there are 12 reservations so far for the Summer Social.

Judy Anderson reported that the Membership Committee needs a member who uses Access software to maintain the database. Board members suggested several people for her to contact.

Old Business
None.

New Business
The board discussed renting a shuttle bus to provide transportation to and from general meetings. The issue will be put on the agenda at the next general meeting so the members can discuss the various options and assess their cost effectiveness.

Adjournment
President Schleiger adjourned the meeting at 4:25 p.m.

Christine Cary, Recording Secretary
AGENDA

I. Call to Order

II. Roll Call

III. Approval of Minutes

IV. Communications/Announcements
   Supervisors names
   Interim Chancellor's challenge

V. Treasurer's Report

VI. Committee Reports
   Pat Hust, Program
   Carol Bom, Corresponding Secretary
   Diane Wasser, Foundation Funds
   Sandy Watmore, Awards
   Cheryl Ross, Employee Concerns Director
   Barb L'Heureux, Employee Concerns Co-Director
   Mari Greer, Hospitality
   Judy Anderson, Membership
   Diane Sullivan, Nominating
   Barbara Homer, Professional Growth
   LaRita Lang, UNCPA Notes
   Jeanette Fisher, Ways & Means
   Sheryl Augstums, Summer Social

VII. Old Business
    Reorganization

VIII. New Business
    Budgets
    Transportation to meetings
    Parking revenue - PSP split
    Membership recruitment

IX. Adjournment
Minutes
UNOPA Executive Board Meeting
September 6, 2000

Call to Order
President Edie Schleiger called the September 6, 2000 meeting to order at 11:50 a.m. in the
Garden Room of the East Campus Union.

Roll Call
Members present: Pat Hust, Sandy Watmore, Judy Anderson, Cheryl Augstums, Carol Bom, Barb L’Heureux, Diane Sullivan, Cheryl Ross, Diana Wasser, Mari Greer, Barbara Homer, Jeanette Fisher, Chris Cary, Edie Schleiger

Members absent: LaRita Lang, JoAnn Barry

Minutes
Minutes of the last meeting were approved as read.

Communications & Announcements
Edie requested the names of board members’ supervisors; she will send the supervisors a letter.

Edie reported that Interim Chancellor Perlman, in his address on August 18th, emphasized the
role employees play in helping students to succeed. He asked us to focus on making students
feel welcome.

Treasurer’s Report
The beginning checkbook balance in August was $996.40. Income totaled $2338.29 and
expenses totaled $1765.80, leaving a final balance of $522.79 to date.

Committee Reports
Program Committee: Pat Hust distributed a schedule of programs and meals for the entire year.

Corresponding Secretary Carol Bom reported that two sympathy, one get-well, and one
congratulatory cards were mailed to members. She responded to a survey by a Minnesota
Educational Professionals organization, and has asked for a summary of their findings.

Sandy Watmore, Awards Committee: no report.

Diane Wasser, Foundation Funds: no report.

Cheryl Ross reported the Employee Concerns Committee has filled most of the committee
assignments. They still need representatives for Academic Senate and Parking Appeals.
Mari Greer distributed a memo from the Hospitality Committee estimating expenses for providing transportation for general meetings: a shuttle bus at $80-90 or a 15-passenger van at $20 per day. Carol Bom will send an e-mail survey to members, asking whether transportation and/or parking problems prevent them from attending meetings and if they would use a shuttle.

Judy Anderson reported the Membership Committee added three people and they’re learning to use the database. Renewal forms and membership letters will be mailed soon, and a membership table will be set up at the next two general meetings.

Diane Sullivan, Nominating Committee: no report.

Barbara Homer, Professional Growth Committee: no report.

Edie reminded members that the UNOPA Notes deadline is September 15th.

Jeanette Fisher reported for the Ways and Means Committee that volunteers are booked for the first four games and she anticipates no problems getting enough volunteers for the rest. Tad McDowell will provide 2-way radios and more change for the volunteers. A suggestion was made to provide carpenter’s aprons or funny-packs to hold money; Jeanette will purchase something appropriate. Diane Wasser requested for the Professional Standards Program committee that some of the proceeds be earmarked for PSP, as they were last year.

MOTION PASSED: A motion was made by Pat Hust and seconded by Carol Bom that the parking lot proceeds all go to UNOPA and, at the end of the year, UNOPA will make a donation to the PSP stipend fund. The motion carried with 13 yes votes and one abstention.

Sheryl Augustus reported the Summer Social was a success, with door prizes for everyone and a good time had by all.

Old Business:
A committee was formed to explore ways of increasing institutional support for UNOPA and UAAD at UNL. Members of this committee are: Edie Schleiger, Cheryl Ross, Pat Hust, and Sandy Wafmore.

New Business:
Committee chairs submitted their budget requests to the President.

Edie asked everyone to work on recruiting new members.

Adjournment
President Schleiger adjourned the meeting at 1:00 p.m.

Christine Cary, Recording Secretary
UNIVERSITY OF NEBRASKA OFFICE PERSONNEL ASSOCIATION
Executive Board Meeting
Wednesday, October 4, 2000
Alexander Building, 1410 Q St
3:00 P.M.

AGENDA

I. Call to Order

II. Roll Call

III. Approval of Minutes

IV. Communications/Announcements
   Supervisors names
   Pat's absence
   "Hall of Honor"
   NEOPA Fall Conference
   ID Card revision
   Mediation centers

V. Treasurer's Report

VI. Committee Reports
   Pat Hust, Program
   Carol Bom, Corresponding Secretary
   Diane Wasser, Foundation Funds
   Sandy Watmore, Awards
   Cheryl Ross, Employee Concerns Director
   Barb L'Heureux, Employee Concerns Co.Dir
   Mari Greer, Hospitality
   Judy Anderson, Membership
   Diane Sullivan, Nominating
   Barbara Homer, Professional Growth
   LaRita Lang, UNOPA Notes
   Jeanette Fisher, Ways & Means
   Sheryl Augustus, Summer Social

VII. Old Business
    Transportation survey

VIII. New Business
    Budgets
    "Soft benefits"

IX. Adjournment
Minutes
UNOPA Executive Board Meeting
October 4, 2000

Call to Order
President Edie Schleiger called the October 4, 2000 meeting to order at 3:04 p.m. in the Conference Room of the Alexander Building.

Roll Call
Members present: JoAnn Barry, Chris Cary, LaRita Lang, Edie Schleiger, Barbara Horner.


Minutes
The board lacked a quorum to approve the minutes of the last meeting.

Communications & Announcements
Edie will send supervisors of the board members a letter, thanking them for their support.

Pat Hust recently had surgery, and she expects to return to work after Thanksgiving. Her committee members will fulfill the duties of the Program chair in her absence.

The Hall of Honor, which includes two UNOPA awards, was dedicated in September. Several UNOPA members attended, including Rose Prohick.

The NEOPA Fall Conference will be October 13-14. Debbie Hendricks is one of the presenters.

The University is considering upgrading employee ID cards to access more services with them.

The University has a two-year contract with mediation centers across the state, to provide free services to employees. Employees can make an appointment for work related or personal problems. The Lincoln-Lancaster Mediation Center is at 1120 K Street. Their phone number is 441-5740.

Treasurer’s Report
The beginning-checkbook balance in September was $372.39. Income totaled $1412.90 and expenses totaled $939.04, with a final balance of $1052.65. The savings balance was $3397.53.

Committee Reports
Program Committee: The December meeting will be at the Holiday Inn Downtown, with entertainment by the Lincoln High Jazz Choir. The choir will be given $30 instead of a gift certificate. Colleen Jones will speak at the November Boss’s Luncheon; we will donate $50 to the Melvin Jones Memorial Fund.
Corresponding Secretary: Carol will send a card to Pat Furst. She will also e-mail the Boss of the Year nomination form and information about the award to all members this month.

Awards Committee: The committee met, and is planning the Boss of the Year Award presentation.

Foundation Funds: no report.

Employee Concerns: no report.

Mari Greer reported the Hospitality committee is collecting data, such as the number of people who order lunch for general meetings, the number who plan to attend compared to the number who attend, etc.

Membership Committee: Each person on the committee has accepted tasks based on her interests and skills. So far, 67 members have renewed and two new members joined.

Nominating Committee: no report.

Barbara Homer reported the Professional Growth Committee discussed topics for two workshops and several brown-bag presentations. Debbie Hendricks’s state conference presentation, “Making PSP Fun,” will be offered on both the City and East campuses. Other topics under consideration are time management, True Colors, eldercare, nutrition and healthy lifestyle.

LaRita Lang asked for feedback on the UNOPA Notes mailing, whether it’s arriving in our mailboxes at the best time. The consensus was that the timing has been fine. The deadline is October 13th.

Ways and Means Committee: There are only three time slots left to fill at the parking lot on game days. Jeanette Fisher is very satisfied with the response from members who volunteered to help.

Summer Social: no report.

Old Business
Transportation Survey: Carol Bom reported 58 members have responded to the e-mail survey. She will allow time for more responses, then summarize the results at the next board meeting.

New Business
Edie reported University administrators are looking for ways to offer so-called “soft benefits” to employees, to mitigate the burden of parking fees and insurance premium increases. An example would be offering oil changes for employees’ cars at Transportation Services. Members are encouraged to brainstorm and suggest other possibilities to Edie.

Edie asked the board whether they would be willing to change the meeting schedule, in order to meet at the City campus union in December. She would like to have lunch together and perhaps do a gift exchange or dessert potluck. The idea was accepted enthusiastically by the board.

Adjournment
President Schleiger adjourned the meeting at 4:25 p.m.

Christina Cary, Recording Secretary
UNIVERSITY OF NEBRASKA OFFICE PERSONNEL ASSOCIATION

Executive Board Meeting
Wednesday, November 1, 2000
East Campus Union
11:45 A.M.

AGENDA

I. Call to Order

II. Roll Call

III. Approval of Minutes

IV. Communications/Announcements
   Freedom Breakfast
   Sheryl leaving UNL
   Chancellor's Cabinet

V. Treasurer's Report

VI. Committee Reports
   Pat Hust, Program
   Carol Bom, Corresponding Secretary
   Diane Wasser, Foundation Funds
   Sandy Watmore, Awards
   Cheryl Ross, Employee Concerns Director
   Barb L'Heureux, Employee Concerns Co-Dir
   Matt Greer, Hospitality
   Judy Anderson, Membership
   Diane Sullivan, Nominating
   Barbara Homer, Professional Growth
   LaRita Lang, UNOPA Notes
   Jeanette Fisher, Ways & Means
   Sheryl Augstums, Summer Social

VII. Old Business
   “Soft benefits”
   December Board meeting

VIII. New Business
   Time at meeting

IX. Adjournment
Minutes
UNOPA Executive Board Meeting
November 1, 2000

Call to Order
President Edie Schleiger called the November 1, 2000 meeting to order at 12:00 Noon, in the Sunflower Room of the East Campus Union.

Roll Call
Members present: Carol Bom, JoAnn Barry, Barbara Homer, Judy Anderson, Chris Cary, Edie Schleiger, Sandy Watmore, Cheryl Ross, Barb L'Heureux, Jeanette Fisher, Diane Sullivan.

Members absent: Pat Hust, Diane Wasserman, Sheryl Augustinus, LaKita Lang.

Minutes
The minutes of the September and October meetings were approved.

Communications & Announcements
Edie reminded the board of the Freedom Breakfast, which is held in January, 2001. Several members commented that this is a great event and they recommend attending. Edie will ask her department to sponsor a table for UNOPA.

Sheryl Augustinus's last day at UNL is tomorrow. She took a position as an office supervisor at a private health care company.

Interim Chancellor Perlman reorganized the Chancellor's Cabinet. He will hold meetings with the Vice Chancellor's weekly and Herb Hoes will meet with smaller groups monthly. Edie, Herb, and UAAB president Duane Mohlman met October 31st. Edie believes this is a better arrangement, because it allows more effective communication. The entire Cabinet will be called to meet if the subject matter warrants, such as with health insurance and parking. UNOPA will continue to be represented at Deans and Directors meetings.

Correspondence was received from Friendship Home, asking for a donation to their Annual Campaign.

Treasurer's Report
The beginning checkbook balance in October was $1052.65. Income totaled $454.00 and expenses totaled $186.33, leaving a final balance of $1320.32. The savings balance was $3397.53. JoAnn reported that she believes there was an error on the bursar's bill for meetings. She will call the bursar's office to clarify that. There was also an incorrect charge for postage, which was reconciled.

Committee Reports
Program: No report.
Corresponding Secretary: Carol Bom reported she sent a card to Pat Hust. She received 67 responses to the transportation survey; the results will be mailed to all members so it can be discussed at the next meeting.

Foundation Funds: Edie reported for Diane Wasser the deadline for stipend requests is January 15, 2003.

Awards: Sandy Watmore reported there were two nominations for Boss of the Year: Ken Holar and Roch Garsspin. The judges' deadline is today. Dr. Larry Dlugosh, last year's recipient, will present the award.

Employee Concerns: Cheryl Ross reported she will contact all the representatives and ask for reports.

Hospitality: No report.

Membership: Judy Anderson reported there are 140 members, including five new memberships, and she's expecting four renewals shortly. There was discussion about whether departments may pay for their employee's memberships. The consensus was that this is not up to the board to decide.

Nominating: Diane Sullivan reported she has not been able to recruit a committee. Carol will send a request for volunteers through the e-mail list.

Professional Growth: Barbara Holmer circulated a flyer for the December 5th "Real Colors Workshop" which was distributed in the UNOPA Notes. The PSP brown bag presentation is scheduled for November 8th on city campus.

UNOPA Notes: The next deadline is November 17th.

Ways and Means: Jeanette Fisher reported she was contacted by two people about volunteering for parking lot duty, after UNOPA Notes was sent. She still needs at least one more.

Summer Social: No report.

Old Business

The Human Resources department wants input regarding soft benefits that employees might appreciate. The first meeting, which will include three UNOPA representatives, will be November 30th.

New Business

The December board meeting is December 6th, 11:45 a.m., at 1700 Y Street. The board decided to make it a potluck lunch, with an optional blind gift exchange. Those who wish to exchange a gift should spend no more than $7.50.

Adjournment

President Schleiger adjourned the meeting at 1:15 p.m.

Christine Cary, Recording Secretary
UNIVERSITY OF NEBRASKA OFFICE PERSONNEL ASSOCIATION

Executive Board Meeting
Wednesday, December 6, 2000
1700 Y Street
11:45 A.M.

AGENDA

I. Call to Order

II. Roll Call

III. Approval of Minutes

IV. Communications/Announcements
   Chancellor’s Awards
   Bursar’s request

V. Treasurer’s Report

VI. Committee Reports:
    Pat Hust, Program
    Carol Born, Corresponding Secretary
    Diane Wasser, Foundation Funds
    Sandy Watmore, Awards
    Cheryl Ross, Employee Concerns: Director
    Barb L’Heureux, Employee Concerns Co-Director
    Mari Greer, Hospitality
    Judy Anderson, Membership
    Diane Sullivan, Nominating
    Barbara Horner, Professional Growth
    LaRita Lang, UNOPA Notes
    Jeanette Fisher, Ways & Means
    Sheryl Augstums, Summer Social

VII. Old Business
    “Soft benefits” mtg

VIII. New Business
     Time at meeting

IX. Adjournment
Minutes
UNOPA Executive Board Meeting
December 6, 2000

Call to Order
President Edie Schleiger called the Wednesday, December 6, 2000 meeting to order at 11:45 A.M., in the
Conference Room at 1700 Y St.

Roll Call
Members present:  Carol Borm  JoAnn Barry  Barbara Homer  Judy Anderson
  Chris Cary  Edie Schleiger  Sandy Watmore  Diane Wasser
  Cheryl Ross  Barb L'Heureux  Jeannette Fisher  Diane Sullivan
  LaRita Lang  Mari Greer  Tricia Liedle

Members absent: Pat Husk  Sheryl Angstams

Minutes
The minutes of the November meeting could not be approved because the Recording Secretary forgot to bring the final draft to the meeting. Approval of those minutes was tabled until the next board meeting.

Communications & Announcements:
Edie reminded the board the nomination deadline for Chancellor's Awards (Foundation Builders and Service to Students) is January 12, 2001.

The Bursar's Office requested advance notification of cash awards, because new procedures take longer to process through the payroll system.

Treasurer's Report
The beginning checkbook balance in November was $1320.32. Income totaled $745.41 and expenses totaled $89.88, leaving a final balance of $1975.85. The savings balance is $3397.33, with a maturity date of January 4, 2001.

Committee Reports:
Program: Tricia Liedle reported plans are complete for the holiday meeting on December 12th. Gifts from the giving trees are arriving steadily; they will be accepted until December 15th.

Corresponding Secretary: Carol Borm reported she sent a get-well card to Betty Wagner. Discussion of the transportation survey results was tabled until next month. Correspondence was received from Betty Jacobs with a suggestion to include UNOPA membership information in the "My UNL" section of the CourseInfo web site. Carol pointed out that web site editing and hotline duties should be added to someone's job description. There was some discussion about that until the topic was tabled.

Foundation Funds: Diane Wasser reported the deadline for stipend requests is January 15, 2001. She mentioned that original receipts (not copies) must be included with the request.
Awards: Sandy Watmore reported there were problems getting Ken Hofm’s award paid, but Dale Wolfram was a great help in overcoming them. Information and a photo were sent to the *Scarlet*. Sandy expects an article about the awards in next week’s issue.

Employee Concerns: No report.

Hospitality: Marie Green reported there are 73 reservations for the December general meeting. Flyers about the combined UAAD/UNOPA meeting in January were mailed this week.

Membership: Judy Anderson reported there are 158 members. She will send letters to new employees, which may bring in more.

Nominating: Diane Sullivan reported Kim Jones and Diane Wasser joined the committee.

Professional Growth: Barbara Homer reported there was a good turnout for the *Real Colors* workshops with 34 people attending on city campus, and 31 on east campus. About half of those who came are not yet members of UNOPA.

UNOPA Notes: LaRita Lang reported the deadline for the next issue is December 15th.

Ways and Means: Jeanette Fisher reported the parking lot project is complete. She doesn’t know what the income was and may not find out for several weeks, or even months.

Summer Social: No report.

Old Business
The first meeting about soft benefits was held November 30th. Several UNOPA board members attended, and reported that many interesting ideas were mentioned. The committee will make suggestions to Chancellor Perlman, who will ultimately decide what to offer.

New Business
UNL’s Vice Chancellor of Business and Finance, Christine Jackson, wants to meet the UNOPA board, Edie will invite her to a meeting.

Adjournment
President Schleiger adjourned the meeting at 12:40 P.M., allowing time to enjoy the potluck lunch which was waiting for us.

Christine Cary, Recording Secretary
UNIVERSITY OF NEBRASKA OFFICE PERSONNEL ASSOCIATION

Executive Board Meeting
Wednesday, January 3, 2001
East Campus Union
11:45 A.M.

AGENDA

I. Call to Order

II. Roll Call

III. Approval of Minutes

IV. Communications/Announcements
   - Vice Chancellor Jackson
   - OWH story, Jan 7-10

V. Treasurer's Report

VI. Committee Reports
   - Pat Hust, Program
   - Carol Born, Corresponding Secretary
   - Diane Wasser, Foundation Funds
   - Sandy Watmore, Awards
   - Cheryl Ross, Employee Concerns Director
   - Barb L'Heureux, Employee Concerns Co-Director
   - Mari Greer, Hospitality
   - Judy Anderson, Membership
   - Diane Sullivan, Nominating
   - Barbara Homer, Professional Growth
   - LaRita Lang, UNOPA Notes
   - Jeanette Fisher, Ways & Means
   - Sheryl Augstums, Summer Social

VII. Old Business

VIII. New Business
   - Time at meeting

IX. Adjournment
Minutes
UNOPA Executive Board Meeting
January 3, 2001

Call to Order
President Edie Schleiger called the Wednesday, January 3, 2001 meeting to order at 11:50 A.M., in the Goldenrod Room of the East Campus Union.

Roll Call
Members present:
Carol Bom
Chris Cary
Cheryl Rees
JoAnn Barry
Edie Schleiger
Pat Hast
Barb L’Heureux
Sandy Watmou
Jeanette Fishler
Judy Anderson
Marj Greer
Diane Waddell

Members absent:
Diane Sullivan
Leah Lang
Barbara Heimer

Minutes
The minutes of the November meeting were approved and the minutes of the December meeting were approved as revised.

Special Meeting with Christine Jackson:
Vice Chancellor of Business and Finance, Christine Jackson, opened with fifteen minutes of background information about herself and her priorities for the Business and Finance division. The priorities she mentioned were: Vision 2020, with an emphasis on research; resurrecting the University-wide Benefits Committee; an SAP Train the Trainer program. She informed the group that the vehicle mileage reimbursement rate will increase to $4.5 cents per mile for state employees (not an IRS change). The next hour was spent in a lively discussion, with Dr. Jackson taking questions. The answers she gave included:

- We can expect to see more commercial contracts similar to the Pepsi contract.
- Dr. Jackson has little tolerance for nonperformance on the job, but also recognizes that the low pay offered here limits the number and quality of applicants. UNL is able to attract for many of the service jobs. She also pointed out that she believes UNL employees are "incredibly dedicated."
- The NU Values salary project is in a holding pattern until she is satisfied that all the Vice Chancellors agree with the underlying philosophy of the program. She knows that most salaries are too low, and believes her job is to "keep the issue on the table" with central administration.
- When services are cut, she believes that the cuts need to be campus-wide, with no special treatment for anyone. An example she gave was the President of her former campus vacating his own office. Dr. Jackson explained that UNL still maintains many services that were cut long ago at other universities.
- She emphasized the need for strong employee groups like UNOPA and UAAD, and suggests that the way to increase visibility and clout is to 1) know your goals and objectives, 2) deliver a consistent message, and 3) sponsor small-group "chats and visits" with individual administrators.
- "Union vs. Non-union campus? She has worked in both environments and believes that neither one is necessarily better than the other. The most important thing is to understand a union's proposal thoroughly before committing to it.

Dr. Jackson was an engaging speaker, and she welcomed e-mail at cjackson3@unl.edu.
Communications & Announcements.
Eills reported the NAEOP Central Area Development Conference will be held in Indianapolis on February 16-17, 2001. The registration deadline is February 3rd.

Treasurer's Report
The beginning checkbook balance in December was $1975.85. Income totaled $1563.11 and expenses totaled $1772.26, leaving a final balance of $1766.70. The savings balance is $3481.24, with a maturity date of January 4, 2001.

Committee Reports
Program: No report.

Corresponding Secretary: No report.

Foundation Funds: No report.

Awards: No report.

Employee Concerns: No report.

Hospitality: No report.

Membership: Judy Anderson distributed an updated membership list.

Nominating: No report.

Professional Growth: No report.

UNOPA Notes: No report.

Ways and Means: No report.

Summer Social: No report.

Old Business
None.

New Business
None.

Adjournment
President Schleiger adjourned the meeting at 1:45 P.M.
AGENDA

I. Call to Order

II. Roll Call

III. Approval of Minutes

IV. Communications/Announcements
   Salary Distribution - Roshan

V. Treasurer's Report

VI. Committee Reports
   Pat Hust, Program
   Carol Bom, Corresponding Secretary
   Diane Wasser, Foundation Funds
   Sandy Watmore, Awards
   Cheryl Ross, Employee Concerns Director
   Barb L'Heureux, Employee Concerns Co-Director
   Mari Greer, Hospitality
   Judy Anderson, Membership
   Diane Sullivan, Nominating
   Barbara Homer, Professional Growth
   LaRita Lang, UNOPA Notes
   Jeanette Fisher, Ways & Means

VII. Old Business
    Web position

VIII. New Business
     Tuition Assistance
     Brown Bag with administrator
     Time at meeting

IX. Adjournment
Minutes
UNOPA Executive Board Meeting
February 6, 2001

Call to Order
President Edie Schleiger called the Tuesday, February 6, 2001 meeting to order at 3:00 P.M., in the conference room of the Alexander Building.

Roll Call
Members present: Judy Anderson, JoAnn Barry, Chris Cary, Jeanette Fisher, Mari Greer, Barbara Homer, Pat Hust, Barry L'Heureux, LaRita Lang, Edie Schleiger, Diane Sullivan, Sandy Watmore, Carol Bom
Members absent: Cheryl Ross, Diane Wasser

Minutes
The minutes of the January meeting were approved.

Communications & Announcements
The salary increase guidelines were discussed briefly.

Treasurer’s Report
The beginning checkbook balance in January was $1766.70. Income totaled $3945.30 and expenses totaled $2827.39, leaving a final balance of $3984.61. The savings balance is $3583.79, with a maturity date of July 5, 2001.

Committee Reports
Program: Pat Hust reported that a UNL Bookstore gift certificate was given to Terry Petites for his presentation in January, and the same will be given to Suzy Brown for her presentation in March.

Corresponding Secretary: Edie reported for Carol Bom that a congratulations card was sent to Theresa Dolezal in recognition of receiving the KUDO Award.

Foundation Funds: Edie reported for Diane Wasser that three people applied for awards this year.

Awards: Sandy Watmore reported UNOPA will receive $588.64 from the Floyd S. Olds foundation account this month. It took some time to figure out a new procedure for transferring these funds. Sandy will do the same for the two other awards which come from foundation accounts. The Ross Harek Award comes from UNOPA’s general funds. Sandy is working with Carol Bom to update the online award applications.

Employee Concerns: No report.

Hospitality: No report.

Membership: Judy Anderson reported the committee will soon be planning a member appreciation event, perhaps similar to last year’s Spring Roundup.
Nominating: Diane Sullivan reported there are 15 nominations submitted so far.

Professional Growth: Barb Homer reported the committee will meet next week to plan the free seminar to be held during Spring Break on March 15. The presenters will be Karen Miller and Sarah Emmanuel, from the Campus Recreation department. The topic will be “Healthy Lifestyles.”

UNOPA Notes: LaKita Lang reported the next newsletter will be submitted to the national competition, so she would appreciate extra input on this one, to help make it special. The next deadline is February 16.

Ways and Means: Jeanette Fisher reported the parking lot fundraiser contributed a record $3,025 to the UNOPA general fund. This year’s contribution to the PSP Committee will be on the March agenda.

Summer Social: No report.

Old Business
The board discussed how to manage the UNOPA web site and E-mail listserv. A consensus was reached to establish an “Information Technology” position on the board, appointed by the President, for maintaining and updating the web site. The listserv will be updated and maintained by the membership committee.

New Business
President Smith’s memo regarding establishing a tuition benefit for dependents of employees was discussed. UNOPA, UAAD, and Academic Senate leaders will send a letter of support for this benefit to President Smith and the Board of Regents.

The board discussed whether or not to sponsor a “Chat with the Chancellor” or “Visit with a Vice Chancellor.” After talking about the pros and cons of following the UAAD chat, the board decided to ask VC Jackson to participate in a brown-bag “visit.” Barb Homer will discuss it with her committee.

Adjournment
President Schleiger adjourned the meeting at 4:20 P.M.

Christine Cary, Recording Secretary
UNIVERSITY OF NEBRASKA OFFICE PERSONNEL ASSOCIATION

Executive Board Meeting
Tuesday, March 6, 2001
East Campus Union
11:45 A.M.

AGENDA

I. Call to Order

II. Roll Call

III. Approval of Minutes

IV. Communications/Announcements:
   Chancellor's Reception/Interview

V. Treasurer's Report

VI. Committee Reports:
   Pat Hust, Program
   Carol Bom, Corresponding Secretary
   Diane Wasser, Foundation Funds
   Sandy Watmore, Awards
   Chéryl Ross, Employee Concerns Director
   Barb L'Heureux, Employee Concerns Co-Dir
   Mari Greer, Hospitality
   Judy Anderson, Membership
   Diane Sullivan, Nominating
   Barbara Homer, Professional Growth
   LaRita Lang, UNOPA Notes
   Jeanette Fisher, Ways & Means

VII. Old Business
   Web position
   Add list serve to Membership duties

VIII. New Business
   PSP funding
   Time at meeting

IX. Adjournment
Minutes
UNOPA Executive Board Meeting
March 6, 2001

Call to Order
President Edie Schleiger called the Tuesday, March 6, 2001 meeting to order at 12:00 Noon, in the Sunflower room of the East Union.

Roll Call
Members present
Judy Anderson
Cheryl Ross
Diane Sullivan
Members absent
Carol Boin
Barbara Homer
JoAnn Barry Pat Hust Barb L'Heureux LaRita Lang Sandy Watmore Chris Cary Barb Anderson for Mari Greer Diane Wasser Mari Greer

Minutes
The minutes of the February meeting were approved.

Communications & Announcements
—Edie has nomination forms for the 2001-02 Speakers Bureau.
—Candidates for UNL Chancellor: Edie attended receptions for both candidates. The interview team met with William Hogan this morning, and they will meet with Harvey Fedman tomorrow morning.

Treasurer’s Report
The beginning checkbook balance in February was $3684.61. Income totaled $465.50 and expenses totaled $558.24, leaving a final balance of $3741.87. The savings balance is $3583.79, with a maturity date of July 5, 2001.

Committee Reports
Program: Pat Hust reported that in her view the cost of meals for general meetings is a non-issue, for two reasons: 1) the cost is not within UNOPA’s control; and 2) the meeting room is free of charge so it doesn’t matter whether members order meals or not. Pat also suggested that tablecloths be paid for out of operating funds instead of added to the price of the meals.

Corresponding Secretary: No report.

Foundation Funds: No report.

Awards: No report.

Employee Concerns: Cheryl Ross was asked whether the Human Rights Committee is still active. She didn’t know, but will find out. Diane Sullivan mentioned that the Police Advisory Committee has been disbanded.
Hospitality: Barb Andersen distributed a report showing attendance statistics for the November, 2000 general meeting. 54 people pre-registered for the meeting, 45 signed in, and nine purchased catered meals. Of those who attended that meeting, 32 work on City campus, 22 work on East campus.

Membership: Judy Anderson asked the board how much she should charge for membership pins. The consensus was to charge $1.50, which is our cost.

Nominating: Diane Sullivan distributed a list of the nominees for next year's offices.

Professional Growth: Edie reported for Barb Homer that flyers are going out in today's mail for the next seminar, which will be March 15. A brown-bag presentation by Nancy Myers on “Dealing With Anger” is scheduled April 11, 2001.

UNOPA Notes: No report.

Ways and Means: No report.

Summer Social: No report.

Old Business
A suggestion from Carol Bonn and Diane Wasser, to change the bylaws to make Web Editor a standing committee, was discussed. There were questions about whether we need a committee, which must consist of at least three people, or just an individual for this job, and what kind of software and/or skills the web editor would need. The question of whether the Web Editor should maintain the member's listserve or if the Membership Committee should do it was also discussed. The issues were tabled until Carol and Diane can be present to contribute to the discussion.

Jeanette Fisher proposed giving a set amount of money, not to exceed half the proceeds from the parking lot fundraiser, to the PSP committee for the stipend fund. A suggestion was made to give $1,000, but a motion was not made.

New Business
None.

Adjournment
President Schlesiger adjourned the meeting at 1:10 P.M.

Christine Cary, Recording Secretary
UNIVERSITY OF NEBRASKA OFFICE PERSONNEL ASSOCIATION

Executive Board Meeting
Tuesday, April 3, 2001
Alexander Building
3:00 P.M.

AGENDA

I. Call to Order

II. Roll Call

III. Approval of Minutes

IV. Communications/Announcements
   Diversity Climate on Campus
   Inactive Committees—i.e., Human Rights

V. Treasurer's Report

VI. Committee Reports
   Pat Hust, Program
   Carol Bom, Corresponding Secretary
   Diane Wasser, Foundation Funds
   Sandy Watmore, Awards
   Cheryl Ross, Employee Concerns Director
   Barb L’Heureux, Employee Concerns Co-Dir
   Maril Greer, Hospitality
   Judy Anderson, Membership
   Diane Sullivan, Nominating
   Barbara Homer, Professional Growth
   LaRita Lang, UNOPA Notes
   Jeanette Fisher, Ways & Means

VII. Old Business
   Web position
   Add list serve to Membership duties
   PSP funding

VIII. New Business
   Committee members-certiﬁcates
   Time at meeting

IX. Adjournment
Minutes
UNOPA Executive Board Meeting
April 3, 2001

Call to Order
President Edie Schleiger called the Tuesday, April 3, 2001 meeting to order at 3:00 P.M., in the conference room of the Alexander Building.

Roll Call
Members present: Carol Bom, JoAnn Barry, Chris Cary, Jeanette Fisher, Marie Green, Pat Hust, Barb L’Heureux, Edie Schleiger, Diane Wasser, Diane Sullivan, Sandy Watmore, Judy Anderson, Cheryl Ross, LaRita Lang, Barbara Homer

Minutes
The minutes of the March meeting were approved as revised.

Communications & Announcements
-- Edie attended the forum on campus climate. A survey will be administered campus-wide next fall to establish baseline data; selected groups will be re-surveyed every three years after that.
-- An e-mail from Sandy Jorgensen was forwarded by Cheryl Ross. Sandy was on the Human Rights Committee which never met. Sandy contacted the committee chair by e-mail, but never received a response. She is disappointed that there was no communication of any kind, and doesn’t want to be recognized for serving on the committee since they didn’t do anything. Pat Hust reminded the board that Human Rights is an Academic Senate committee, and we should have representation on it even if it doesn’t need to meet. Diane Sullivan pointed out that there are several Employee Concerns committees that don’t meet every year, and we should remember to tell people that their committee may not meet.

Treasurer’s Report
The beginning checkbook balance in March was $3731.87. Income totaled $172.06 and expenses totaled $9.84, leaving a final balance of $3894.09. The savings balance is $3569.79, with a maturity date of July 5, 2001.

Committee Reports:
Program: No report.

Corresponding Secretary: Carol Bom sent invitations to the April general meeting to the past presidents and retirees. So far, 16 have responded that they will come. Carol passed around a draft of the program brochure, which the board approved. She will have corsages for the past presidents and retirees who came to the meeting.

Foundation Funds: No report.

Awards: Sandy Watmore reported that seven judges are planning to attend the meeting, which is a welcome change from past years. All four awards will be presented at the April general meeting.
Discussion followed the report about how more nominations might be encouraged. Suggestions included a nomination-writing workshop for members, and a general meeting program about the awards.

Employee Concerns: Edie reported for Cheryl Ross at the Communications and Announcements portion of the meeting.

Hospitality: No report.

Membership: Judy Anderson provided a written report. Edie reported two more people joined UNOPA for the first time, and one late renewal was received this month. There was discussion about having a roundup/membership drive in the fall. Also, Edie will ask Chancellor Perlman to write a letter to UNL supervisors, asking them to encourage their office staff to participate in UNOPA.

Nominating: Diane Sullivan reported the election results. Next year's officers will be: President, Patricia Hust; President-elect, Christine Cary; Recording Secretary, Carol Wisk; Treasurer, Barb Anderson; Corresponding Secretary, Judy Anderson. Diane Sullivan moved to destroy the ballots and Diane Wasser seconded the motion. The motion passed.

Professional Growth: Barb Homer provided a written report in her absence. The workshop which was originally scheduled for April 11 has been rescheduled for May 3, 2001. Nancy Myers will present "Dealing With Anger in the Workplace."

UNOPA Notes: No report.

Ways and Means: Jeanette Fisher distributed a "UNOPA Parking Lot" report. Proceeds were $3,025. Jeanette moved that the board recommend to the membership that $1,000 from the proceeds be donated to the PSP fund; Pat Hust seconded the motion. An amendment by Diane Wasser to increase the amount to $1,500 failed for lack of a second. The original motion was approved.

Summer Social: No report.

Old Business
The board decided to attach the web site position to the Membership Committee next year, and evaluate how that worked at the end of the year. Carol Bom volunteered to continue maintaining the web site in that capacity, and also to seek input from the members about how they would like to use the site and what they would like to see on it. The listserv will be maintained by the Membership Committee.

New Business
Edie passed out committee information forms for the chairs to complete and return to her.

Adjournment
President Schleiger adjourned the meeting at 4:30 P.M.

Christine Cary, Recording Secretary
UNIVERSITY OF NEBRASKA OFFICE PERSONNEL ASSOCIATION

Executive Board Meeting
Tuesday, May 1, 2001
East Campus Union
11:45 P.M.

AGENDA

I. Call to Order

II. Roll Call

III. Approval of Minutes

IV. Communications/Announcements

V. Treasurer's Report

VI. Committee Reports
   Pat Hust, Program
   Carol Born, Corresponding Secretary
   Diane Wasser, Foundation Funds
   Sandy Watmore, Awards
   Cheryl Ross, Employee Concerns Director
   Barb L'Heureux, Employee Concerns Co-DiR
   Mari Greer, Hospitality
   Judy Anderson, Membership
   Diane Sullivan, Nominating
   Barbara Homer, Professional Growth
   LaRita Lang, UNOPA Notes
   Jeanette Fisher, Ways & Means

VII. Old Business

VIII. New Business
   Awards process
   Possible Workshop
   Survey
   Time at meeting

IX. Adjournment
Minutes
UNOPA Executive Board Meeting
May 1, 2001

Call to Order
President Edie Schleiger called the Tuesday, May 1, 2001 meeting to order at Noon, in the Columbine Room of the East Union.

Roll Call
Members present
Barbara Homer
Mari Greer
Diane Wasser
Cheryl Ross
JoAnn Barry
Pat Hust
Diane Sullivan
Chris Cary
Barb L'Heureux
Sandy Watmore
Jeanette Fisher
Edie Schleiger

Members absent
LaRita Lang
Carol Rom

Minutes
The minutes of the April meeting were approved.

Communications & Announcements
Proposed guidelines for the new dependent tuition benefit are being reviewed. Edie will forward a copy of the letter she received to the board members, so they can give her their feedback.

Treasurer’s Report
The beginning checking balance in April was $3894.09. Income totaled $114.51 and expenses totaled $1471.04, leaving a final balance of $2557.66. The savings balance is $3853.79, with a maturity date of July 5, 2001.

Committee Reports:
Program: No report.

Corresponding Secretary: No report.

Foundation Funds: No report.

Awards: Sandy Watmore distributed a written report, including her suggestions for improving the nomination process.

Employee Concerns: Cheryl Ross reported she sent a letter to central administration, requesting clarification of the summer hours policy and letting them know that office personnel value that “soft benefit” highly. She also distributed a written report.

Hospitality: Mari Greer reported 38 people ordered lunches, and there was a great turnout for the April general meeting and Awards Presentations.

Membership: Judy Andersen reported the committee is busy updating membership cards and files.
Nominating: No report.

Professional Growth: Barb Homer reported the next workshop will be May 3, 2001. Nancy Myers will present "Dealing With Anger in the Workplace." A suggestion was made to request permission from workshop speakers to videotape their presentations, and start a resource library.

UNOPA Notes: No report.

Ways and Means: No report.

Summer Social: No report.

Old Business
None.

New Business
Pat Hust would like to organize a UNOPA-sponsored office staff retreat next year, with concurrent sessions in the morning and afternoon, and perhaps an entertaining or motivational speaker at lunch. She invites members to send their ideas to her. Discussion followed regarding possible workshop programs and general meeting programs.

Pat is also planning an e-mail survey of UNOPA members about their length of service at the university and years of membership in UNOPA. She hopes to establish a correlation between membership in UNOPA and employee retention.

A personalized desk clock was presented to Edie as a thank-you gift from the board for her leadership and friendship this year.

Adjournment
President Schleiger adjourned the meeting at 1:05 P.M.

Christine Cary, Recording Secretary
Minutes
UNOPA Executive Board Meeting
June 20, 2001

Call to Order
President Edie Schleiger called the Wednesday, June 20, 2001 meeting to order at 7:30 am, in the Dining Room of Sellerk Hall.

Roll Call
Members present:
Barbara Homer
Edie Schleiger
Carol Bern
Jan Wassenberg
JoAnn Barry
Diane Wasser
Carol Wusk
Kim Jones
Members absent:
LaRita Lang
Mai Greer
Dora Dill
Cheryl Ross
Jeanette Fisher
Nelvie Lienemann
Minutes
The minutes of the May meeting were approved.

Communications & Announcements:
--Edie received raffle tickets for a week-long Royal Caribbean cruise, including airfare, from NAEOP. They are requesting $10 per ticket, as a fundraiser for the NAEOP Special Programs budget.
--Chancellor Perlman’s official installation will be August 23rd, 2001, at 3:00 p.m.

Treasurer’s Report
JoAnn Barry reported the checkbook balance is $1,802.80. The financial records were audited June 19, 2001.

Committee Reports
Program: Chris Cary reported the Boss’s Luncheon in November is scheduled to be held at the Wick Center, with a program by the Alumni Association and entertainment by the Scarlet and Cream Singers.

Corresponding Secretary: A get-well card was sent to Kathy Beinotch, and a sympathy card was sent to Marlene Fisher.

Foundation Funds: No report.

Awards: No report.

Employee Concerns: No report.

Hospitality: No report.

Membership: No report.
Nominating: No report.

Professional Growth: Diane Wasser reported for Lola Young that UNOPA is co-sponsoring a Stone Soup seminar with the Human Resources Department and UAAD. The seminar is scheduled August 22, 2001, from 1:00 – 4:30 p.m. in the Great Plains Room at the East Union. If there is a large turnout for the seminar, they may have to move it to the City Union. Diane distributed copies of information from the Stone Soup Seminars web site.

UNOPA Notes: No report.

Ways and Means: No report.

Summer Social: Jan Wassenberg reported Barb Andersen and Mark Greer are on the committee with her. Jan distributed a flyer for the Summer Social, scheduled Monday, July 23, 2001, from 6:30 – 9:30 p.m. at Antelope Park Enclosed Shelter, 29th & A St. The social will be a salad and dessert potluck. The committee is soliciting donations for prizes. Jan also reminded the board to get our baby pictures to someone on the committee as soon as possible.

Old Business
None.

New Business
-- Edie informed the board that UNL staff may buy their medical prescriptions at the University Health Center, and that this could reduce costs to both the employee and the university trust fund. She found that some prescriptions cost less at the Health Center. She encouraged everyone to compare the out-of-pocket price of the prescriptions we’re buying to the Health Center’s prices.
-- The e-mail survey showed that employees who are members of UNOPA have an average length of service of 13.6 years, compared to a UNL-wide average of 9.3 years for office/service staff. These results were shared in a letter to Chancellor Perlman.
-- Edie attended a meeting with Duane Mohlman of UAAD and Mark Shkolnick of the University of Nebraska Alumni Association. The purpose of the meeting was to discuss partnerships between the organizations. Mark would like to address UAAD and UNOPA at a general meeting. The Alumni Association funds the Scarlet and Cream singers. Mark also suggested that member testimonials be included in informative brochures about our organizations.
-- Edie turned the meeting over to Pat Hust at 8:20 a.m. Pat announced next year’s board meetings will be held the first Tuesday of the month at Noon. Locations will alternate between City and East campuses, beginning with City Campus in September. Board members should bring three things to the September meeting: 1) a list of their committee members, 2) a budget request, and 3) their supervisor’s name.

Adjournment
President Hust adjourned the meeting at 8:30 a.m. Former board members then passed on materials to their counterparts on the new board.

Christine Cary, Recording Secretary
Minutes
UNOPA General Meeting
September 12, 2000

Call to Order
President Edie Schleiger called the September 12, 2000, meeting to order at 12:00 Noon, in the Great Plains Room of the East Campus Union.

Edie welcomed guests and new members, then introduced the head table, including program speakers Jim Vogel, Penny Watermeier, Bernice Reiser, and Dick Wilcox.

Minutes
Minutes of the last meeting were approved as read.

Treasurer's Report
JoAnn Barry reported the beginning checkbook balance in August was $906.40. Income totaled $2,338.29 and expenses totaled $1,763.80, leaving a final balance of $572.79 to date. The balance in savings is $3397.53.

Communications & Announcements
The deadline for articles to be included in the next issue of UNOPA Notes is September 15th.

This week is Good Housekeeping Week; it's a good time to acknowledge the custodial staff.

The Boss's Luncheon will be November 14th. All members are encouraged to consider nominating a supervisor for "Boss of the Year." Nomination forms will be included with the October UNOPA Notes.

Committee Reports
Judy Anderson reported the Membership Committee has received nine membership renewals to date, and their goal is to exceed 200 this year. She reminded members to contact her by phone or e-mail if their address has changed since last year.

Old Business:
None

New Business
Edie Schleiger spoke briefly about the forthcoming rise in health insurance premiums. A letter from President Smith will be mailed to employees soon, and meetings will be scheduled to explain the changes. Edie encouraged everyone to attend the meetings.

$33.00 was collected in the 50/50 Drawing; Dottie Stuver won $16.50.
Program
Pat Hust introduced the speakers for the program on the new UNL travel policy. Jim Vogel, Bernice Reiser, and Penny Watermeier gave an informative presentation the new contract with Travel and Transport. Dick Wilcox spoke briefly about the contract with National Car Rental.

Next Meeting
The next meeting will be held October 10th at the Nebraska Union on City Campus. The program speaker will be Jim Main, on the topic of UNL's Parking policies.

Adjournment
President Schleiger adjourned the meeting at 1:00 p.m.

Christine Cary, Recording Secretary
Minutes
UNOPA General Meeting
October 10, 2000

Call to Order
President Edie Schleiger called the October 10, 2000, meeting to order at 12:00 Noon, in the Regency Suite of the City Campus Union.

Edie welcomed guests and new members, then introduced the head table, including program speaker James Main.

Minutes
Minutes of the last meeting were approved as read.

Treasurer's Report
JoAnn Barry reported the beginning checkbook balance in September was $572.79. Income totaled $1418.90 and expenses totaled $939.04, with a final balance of $1032.65. The balance in savings is $3397.53.

Committee Reports
Judy Anderson reported the Membership Committee received 71 membership renewals and two new memberships. Membership cards and letters to retirees will be mailed this week.

Jeanette Fisher reported the Ways and Means Committee needs more volunteers to work the UNOPA parking lot on game days. Because this is the organization's main fundraiser, Jeanette asked all members, especially those who have not done it before, to consider volunteering.

Sandy Watmore reminded members the deadline for Boss of the Year nominations is October 25th.

Communications & Announcements
The UNL Hall of Honor in the Canfield Administration Building was dedicated September 19th. Recipients of UNOPA's Rose Frolik Award and Silver Pen Award are honored in the display.

Debbie Hendricks will be a presenter at the NEOPA Fall Conference this weekend. Good luck, Debbie!

Old Business
None

New Business
Edie Schleiger reported that UNL has made a contract with mediation centers around the state, to offer free services to all employees. After a two-year pilot program, the administration will decide whether to continue this benefit. Information about the program will be mailed soon.
$47.60 was collected in the 50/50 Drawing; Becky Hastings won $23.50.

Program
Jim Main, Director of University Services, gave an "Update on Parking at UNL." Mr. Main congratulated UNOPA's representative, Sandy Lineberry, for being the most "outspoken and aggressive" individual on the Parking Advisory Committee, for which she received a round of applause from the members. Highlights of the update are:

- The 17th & R parking garage will contain 1,760 stalls. Building is ahead of schedule and on budget. Entrances to the five-story structure will be on Q and R Streets. About 85% of the stalls will be designated Area 10's and 20's.
- The most-requested amenities for the garage as noted in employee and student surveys were: convenience store with grocery staples, dry-cleaning drop-off, technology bar with online computers, coffee shop, automatic teller machine, photo film drop-off, and pizza.
- The parking garage at 14th & Avery is slated to contain 1,200 stalls and a daycare center.
- A third garage at 19th & Vine is planned for construction in five to seven years.
- 30-year bonds were sold to finance construction at 5.65% which is a great rate.
- Eventually, two garages will be built on east campus; one north of the union and one between Continuing Ed and ETV.
- Jim is UNL's representative on the Star Tran board. None of the other five members are interested in improving routes to UNL's campuses. The system is designed to serve the outer neighborhoods, and there are no plans to increase service in the inner city.
- Properties at 10th and Q will be developed for Fine Arts programming.

Next Meeting
The next meeting and annual Boss's Luncheon will be held November 14th at the East Campus Union. The program speaker will be Colleen Jones, on the topic of Teamwork.

Adjournment
President Schleiger adjourned the meeting at 12:55 p.m.

Christine Cary, Recording Secretary
Minutes
UNOPA General Meeting
November 14, 2000

Call to Order
President Edie Schleiger called the November 14, 2000, meeting to order at 12:00 Noon, in the Regency Suite of the City Campus Union.

Edie welcomed guests and new members, and introduced the head table.

Minutes
Minutes of the last meeting were approved as read.

Treasurer's Report
Edie reported for JoAnn Barry, the beginning checkbook balance in October was $1052.65. Income totaled $454.00 and expenses totaled $186.33, leaving a final balance of $1320.32. The savings balance was $3397.53.

Communications & Announcements
On November 30th, three UNOPA members will join representatives from other UNL groups to discuss "soft benefits" which might be offered to employees. Soft benefits are those that can be implemented with a minimal investment by the University.

Debbie Hendricks explained that the PSP informational meeting she planned to present did not take place because of a scheduling mix-up in the room reservations.

The next UNOPA Notes deadline is this Friday, November 17th.

Committee Reports
Tricia Liedtke explained the Program Committee's Christmas tree display. Members and guests were asked to select a star from a tree, and purchase a gift for the child described on the star. Gifts should be brought, unwrapped, to the December meeting or Tricia's office.

Edie reported that the future of UNOPA is at stake! Members are still needed to serve on the Nominating Committee.

Barbara Homer reminded members to attend the Professional Growth Committee's workshop, "Real Colors," on December 5th. Registration sheets are in the current UNOPA Notes. She also mentioned the UAAD's "Motivational Sources Inventory" workshop on November 30th.

Diane Wasser reported the Foundation Committee has $50 stipends available to help defray the cost of continuing education. They can be used to reimburse educational expenses such as textbooks and registration fees. E-mail Diane to apply for a stipend.

Old Business
None
New Business

Annual Professional Standards Program (PSP) Awards
Luise Benner and Sheila Perry explained the PSP is sanctioned by the National Association of Educational Office Professionals, and includes a certification program. Over 150 educational institution systems offer financial support for the program, but UNL does not. The PSP Committee raises funds in order to recognize our members' achievements in this program. The stipends are quite modest compared to other institutions, but they represent a big step for UNOPA. The following members were recognized in 2000:
- Associate Professional: Sandy Lineberry, Linda Pence
- Advanced I: Lola Young
- Advanced III: Jan Schinostock
- Advanced III and CEOE: Jeanne Andelt, Kathy Beanetch, Jeanette Fisher, Shirley Horstman, Betty James, LaRita Lang, Marsha Rowley, Diane Wasser, Sandy Watmore
- Bachelor's Degree, CEOE: Debbie Hendricks
- Master's Degree: Lorraine Moon

Special honors were given to Jeanne Andelt for her leadership in promoting the PSP. She was presented with a Christmas ornament decorated with the birthstones of each PSP member. Jeanne thanked her committee for making the program successful and promised to keep-up the fight for recognition of office professionals at UNL.

Floyd S. Oldf Boss of the Year Award
Sandy Watmore explained this annual award, which recognizes outstanding supervisors at UNL. The winner receives a one-year associate membership in UNOPA, a UNOPA pin, a certificate of award, and a $500 cash award. The nominees for the year 2000 were Mr. Kenneth L. Holm of Printing and Copy Services, nominated by Katherine Oulland; and Dr. Roch Gauvin of Agronomy and Horticulture Dept., nominated by Donna Michel. Last year's recipient, Dr. Larry Dlugosch, presented the Boss of the Year Award to Mr. Kenneth L. Holm. Mr. Holm accepted his award with thanks to Katherine, and a few words about the crucial role of office employees, who must constantly adapt to changing policies and procedures.

Drawing & Raffle
$77.00 was collected in the 50/50 Drawing; Betty James won $38.50. Lorraine Moon won the raffle for Potpourri and an Angel Pin.

Program
Barb Ryan introduced the speaker, Dr. Colleen Jones, recipient of the College of Business Administration's Distinguished Professor Award in 1999. Dr. Jones gave a dynamic presentation on "The Empowered Workplace."

Next Meeting
The next meeting will be December 12, 2000, at the Holiday Inn Downtown.

Adjournment
President Schlueger adjourned the meeting at 1:00 p.m.

Christine Cary, Recording Secretary
Minutes
UNOPA General Meeting
December 12, 2000

Call to Order
President Edie Schleiger called the Tuesday, December 12, 2000, meeting to order at 12:00 Noon, in the Holiday Inn Downtown Ballroom.

Edie welcomed guests and new members, and introduced the head table.

Minutes
Minutes of the last meeting were approved as revised.

Treasurer’s Report
JoAnn Barry reported the beginning checking balance in November was $1320.32. Income totaled $745.41 and expenses totaled $389.88, leaving a final balance of $1975.85. The savings balance is $3397.58, with a maturity date of January 4, 2001.

Communications & Announcements
Edie thanked Diane Wasser, Pat Hust, and Carol Bom for representing UNOPA on the self benefits committee, and thanked Barb Homer and the Professional Growth Committee for organizing the Real Colors workshop.

The next UNOPA Notes deadline is December 15th.

Committee Reports
For the Program Committee, Tricia Liedle thanked all the donors for the giving tree donations. Donations can still be made at her office, 103 NRH, or at KLIN’s offices at 44th & O St. Tricia also mentioned that the decorated candy treats at the tables were made by Sharon Sykes off Ceresco.

Diane Wasser reported the Foundation Committee’s application deadline for educational stipends is January 15th.

Sandy Lineberry reported from the Employee Concerns/Parking Advisory Committee the Temple Building parking lot will close in May, to make way for a new visitor’s center.

Old Business:
None

New Business:
Drawing & Raffle: $47.00 was collected in the 50/50 Drawing; Doreen Wagenaar won $23.50. Barb Anderson won an angel necklace, and three handmade ornaments were given as door prizes.
Program

Emily Burkholder, UNL's sales representative at Holiday Inn, and Arlene Buresh, Director of sales, introduced themselves and asked for our business when arranging conferences and guest accommodations.

The Lincoln High School Jazz Choir entertained the group with a lively program of jazz standards and holiday tunes.

Next Meeting

The next meeting will be January 9, 2001, at the East Campus union.

Adjournment

President Schleiger adjourned the meeting at 12:35 p.m.

Christine Cary, Recording Secretary
Minutes
UNOPA General Meeting
January 9, 2001

Call to Order
President Edie Schleiger called the Tuesday, January 9, 2001 meeting to order at 12:00 noon, in the East Campus Union.

Edie welcomed guests and new members, and introduced the head table.

Minutes
Minutes of the last meeting were approved.

Treasurer's Report
JoAnn Barry reported the checkbook balance is $1766.70. She recognized the fundraising efforts of the Ways & Means Committee, chaired by Jeanette Fisher.

Communications & Announcements
--The next UNOPA Notes deadline is January 12th.
--Applications for education stipends are due by January 15th.
--The PSP committee is selling certificates for Village Inn pies.

Committee Reports
No report.

Old Business
None

New Business
Drawing & Raffle: $51.00 was collected in the 50/50 Drawing; Nancy Lind-Olsen won $25.50.

UAAD Meeting
President Duane Mobilman conducted a brief UAAD meeting.

Program
UNL's Director of Coaching Enhancement, Terry Petit, spoke about his new position, and principles of team building.

Next Meeting
The next UNOPA meeting will be February 13, 2001, at the City Campus Union.

Adjournment
President Schleiger adjourned the meeting at 12:50 p.m.

Christine Cary, Recording Secretary
Minutes
UNOPA General Meeting
February 13, 2001

Call to Order
President Edie Schiefer called the Tuesday, February 13, 2001 meeting to order at 12:00 Noon, in the Heritage Room of the Nebraska Union.

Edie welcomed guests and new members, and introduced the head table.

Minutes:
Minutes of the last meeting were approved.

Treasurer's Report
JoAnn Barry reported the beginning checkbook balance in January was $17,666.70. Income totaled $3657.05 and expenses totaled $2027.39, leaving a final balance of $3396.36. The savings balance is $3589.79, with a maturity date of July 5, 2001. She recognized the fundraising efforts of the Ways & Means Committee, chaired by Jeannette Fishar.

Communications & Announcements:
--The next UNOPA Notes deadline is February 16th. That issue will be entered into a national competition.
--Applications for education stipends are due by April 15th.
--It is time to start thinking about and collecting information about someone you might want to introduce for the awards UNOPA presents in the spring.
--UAAD, UNOPA, and Academic Senate sent a joint letter to President Smith, supporting the proposed tuition reimbursement transfer benefit.
--Edie thanked Kathy Bemtech, Lola Young, Sandy Lineberry, Diane Wasser, and Debbie Hendricks for representing UNOPA in the Legislative Grassroots group.

Committee Reports
PSP: The PSP committee has $10 certificates for Village Inn pies for sale. The certificates don't expire until 2004.

No other reports.

Old Business
None

New Business
Drawing & Raffle: $31.00 was collected in the 50/50 Drawing; Betty James won $15.50.

Program
Pat Hest introduced Dr. Gary Meers, who gave an entertaining presentation called "Using Today to Create a Tomorrow." He recommends that we as University employees set a good example.
provide nurture, and focus on our direction. The result will be an encouraging workplace and a positive influence on the next generation.

Next Meeting
The next UNOPA meeting will be March 15, 2001, at the East Campus union.

Adjournment
President Schleiger adjourned the meeting at 12:40 p.m.

Christine Cary, Recording Secretary
Minutes
UNOPA General Meeting
March 13, 2001

Call to Order
President Edie Schleiger called the Tuesday, March 13, 2001 meeting to order at 12:00 Noon, in the Great Plains Room of the East Campus Union.

Minutes
Minutes of the last meeting were approved.

Treasurer's Report
JoAnn Barry reported the beginning checkbook balance in February was $3684.61. Income totaled $405.50 and expenses totaled $358.24, leaving a final balance of $3731.87. The savings balance is $3583.79, with a maturity date of July 5, 2001.

Communications & Announcements
Edie thanked Diane Wasser for representing UNOPA on the Search Committee for the UNL Chancellor position; she also thanked Pat Hust, Cheryl Rose, Chris Cary, and Sandy Watmore for serving with her on the team that met and interviewed the Chancellor candidates. Based on his responses during the interview, UNOPA endorsed Bill Hogan for the position. However, the interview team agreed both candidates are highly qualified, and that UNOPA can work well with either one.

Committee Reports
Professional Growth: Barb Homer reported a few more people can register for the workshop on Thursday, which is free for UNOPA members. A brown-bag presentation on “Dealing With Anger” is scheduled for April 11th at the City Campus Union.

Foundation: Diane Wasser reported the Foundation committee awarded three $50 stipends last month; the next deadline for applications is April 15th.

Nominating: Diane Wasser reported the Nominating committee’s nominations for next year’s officers are:
- Corresponding Secretary, Kim Jones and Judy Anderson
- Treasurer, Barb Andersen and Lynn DeShon
- Recording Secretary, Cindy Woollam and Carol Wusk
- President-elect: Chris Cary
There were no nominations from the floor. A motion to accept the slate as presented was made by Diane Wasser and seconded by Carol Bonn. The motion passed.

Awards: Sandy Watmore reported the Floyd S. Oldt Silver Pen, Floyd S. Oldt Outstanding Staff, and Rose Priflik Award nominations are due now.

Parking Advisory: Sandy Lineberry reported this year’s committee meetings have been calmer than last year’s were. Rates for Area 18 parking will increase to $25 per month next year. More
than $200,000 in soft money was carried to help pay for the garages, but permit sales were lower than normal this year. Sandy is Chair of the committee, and will report to the Academic Senate at their next meeting.

PSP: The committee is still selling $10 certificates for Village Inn pies for sale. The certificates don’t expire until 2004.

Old Business
None

New Business
Drawing & Raffle: $22.00 was collected in the 50/50 Drawing; Sandy Jorgensen won $11.00; Sandy Watmore won an Angel Pin in the PSP raffle.

Program
Pat Hust introduced Suzy Brown, a UNL extension educator and owner of a quilt shop in Hastings, Nebraska. Ms. Brown gave a memorable presentation on “Women Entrepreneurs,” which included the following advice for entrepreneurs:

1. Register your business name with the secretary of state, which allows you to protect it from duplication throughout Nebraska.
2. Be nice to the leaders in your customers’ community.
3. Paid advertising is worth the expense.
4. Location is important—when her business moved two blocks to Main Street, sales soared.
5. Find out the salespeople’s regular route and try to position your business on it for better service.
6. Visit competitors’ businesses; find out what the “hot sellers” are.
7. Keep giving your customers new reasons to come in.
8. Let people know you’re still there through newsletters, business cards, classes, tours, etc.
9. Learn to say NO to opportunities you don’t have time for, so you don’t burn out.
10. Be prepared to support your business for at least three years without taking any profit.

Next Meeting
The next UNOPA meeting will be April 10, 2001, at the City Campus union.

Adjournment
President Schleiger adjourned the meeting at 12:55 p.m.

Christine Cary, Recording Secretary
Minutes
UNOPA General Meeting
April 10, 2001

Call to Order
President Edie Schleiger called the Tuesday, April 10, 2001 meeting to order at 12:00 Noon, in the Heritage Room of the Nebraska Union.

Minutes
Minutes of the last meeting were approved.

Treasurer's Report
JoAnn Barry reported the beginning checkbook balance in March was $3,731.87. Income totaled $172.66 and expenses totaled $9,84, leaving a final balance of $3,894.09. The savings balance is $3,583.79, with a maturity date of July 5, 2001.

Communications & Announcements
- Debbie Hendricks reported on the Nebraska Educational Office Personnel Association (NEOPA) conference held in Milford, Nebraska. Diane Wassar was installed as Secretary of the Nebraska chapter, and Kathy Beannetah will chair an ad hoc committee tasked with increasing membership in NEOPA. Debbie mentioned that many UNOPA members have served the state organization. The Fall conference will be October 26, 2001, at the Cornhusker Hotel in Lincoln. It will be hosted by the Lincoln Public Schools, which is an active in NEOPA. Debbie encouraged all UNOPA members to attend the Fall conference. The current president of Nebraska's chapter is strongly promoting the Professional Standards Program (PSP); Debbie recognized Lola Young for her strong commitment to PSP within UNOPA. She also recognized Sandy Lineberry for being selected the NEOPA Professional of the Year. Congratulations, Diane, Kathy, and Sandy!
- Edie reported the tuition remission transfer program was approved by the Board of Regents. UNOPA representatives will contribute to planning of the new program.

Committee Reports
UNOPA Notes: The deadline for submissions for the next issue is Friday, April 13, 2001.

Ways & Means: Jeanette Fisher reported 31 members worked in the UNOPA parking lot on football Saturdays, and $3,025 was earned from our major fundraiser. Since our goal of UNOPA is to promote professional development, the board recommends giving $1,000 of the parking lot proceeds to the PSP in support of the endowment fund which recognizes UNOPA members who attain certification. Carol Bronn moved to accept the board's recommendation, and Jan Wassenberg seconded. The motion passed.

Foundation: Diane Wassar reported the next deadline for stipend applications is April 15th.
Old Business:
Diane Sullivan announced the election results. Next year's officers will be: President, Patricia Hust; President-elect, Christine Cary; Recording Secretary, Carol Wusk; Treasurer, Barb Anderson; Corresponding Secretary, Judy Anderson.

New Business
Drawing & Raffle: $46.00 was collected in the 50/50 Drawing; Pat Hust won $23.00. Several handmade potpourri bags were given as door prizes.

Program
Awards & Recognition
- In recognition of UNOPA's history and past accomplishments, Carol Born introduced the past presidents and retirees in attendance and thanked them for coming. She also read messages from past presidents and retirees who could not attend.
- Sandy Watmore introduced "UNOPA's equivalent to the Academy Awards." She thanked the judges for their help in selecting the recipients, then introduced Sandy Lineberry. Sandy presented the Rose Prolik award, including a personalized plaque and $300 award, to Kathy Berneltsi. Connie Paxton presented the Floyd S. Oldt Silver Pen Award, which includes a personalized silver Cross pen, UNOPA membership for next year, and $600, to Carol Nau and Marcia Rowley. Jeanette Fisher presented the Floyd S. Oldt Outstanding Staff Award, including a plaque and $1,000, to Marcia Rowley. Congratulations to all the nominees and recipients of these prestigious awards!
- Last but not least, members in the Professional Standards Program (PSP) were recognized for their achievements in professional growth and development.

Next Meeting
The next UNOPA meeting will be May 8, 2001, at the East Campus union.

Adjournment
President Schleifinger adjourned the meeting at 12:45 p.m.

Christine Cary, Recording Secretary
Minutes
UNOPA General Meeting
May 8, 2001

Call to Order
President Edie Schleiger called the Tuesday, May 8, 2001 meeting to order at 12:00 Noon in the Great Plains Room of the East Union.

Minutes
Minutes of the last meeting were approved as corrected.

Treasurer's Report
JoAnn Barry reported the beginning checkbook balance in March was $3884.09. Income totaled $114.51 and expenses totaled $1451.04, leaving a final balance of $2557.56. The savings balance is $3853.79, with a maturity date of July 5, 2001.

Communications & Announcements
The deadline for the last issue of UNOPA Notes is Friday, May 11.

Committee Reports
None

Old Business
None

New Business
Drawing & Raffle: $31.00 was collected in the 50/50 Drawing; Leslie Brooks won $15.50. Seven potted plants were given as door prizes.

Program
Presentation to Directors
Certificates of Appreciation were presented to each Director (committee chair) and every member who served on a committee.

Installation Ceremony
Linda Arnold conducted the ceremony, in which the five elected officers took their oaths of office. The transition will take place in June at a joint outgoing/incoming board meeting, and the new officers' term will begin July 1, 2001. The officers are: Patricia Hint, President; Christine Cary, President-Elect; Carol Wuk, Recording Secretary; Judy Anderson, Corresponding Secretary; Barb Andersen, Treasurer.

Professional Standards Program Awards
Jeannie Andelt presented awards to three members who achieved the next level in the Professional Standards Program (PSP) during the past UNOPA year. Diane Wasser earned the Advanced III and CEOE in 2000 and received recognition at the National Conference last year. Lola Young earned the Advanced III and CEOE in 2001; she will receive recognition at this
year's National conference. Debbie Hendricks received her Bachelor's Degree in 2000, and was recognized at last year's National conference.

**Passing of the Gavel**
Edie presented the meeting gavel to Pat Hust. As her first official order of business, Pat presented a plaque to Edie, along with the thanks of every UNOPA member, for her leadership in 2000-2001. Duanie Molchman, President of UAAD, presented Edie with a certificate and an official UAAD coffee mug. Great work, Edie!

**Introduction of the New Board and Theme**
Pat introduced the Directors of the incoming board, and encourages members to volunteer for committees next year. Pat also announced the theme for next year:

"**You Are the One in 2001**"
In the coming year, Pat would like to celebrate who we are and the contributions we make throughout UNL, and let everyone know about UNOPA. It is Pat's belief that personal and professional growth starts with individuals taking positive action. We depend on you to help our community grow, and you can depend on us to support you in UNOPA. Pat is calling on each member to show up with an idea, a plan, or simply a willingness to help. Remember... it starts with you.

**Frolikers**
As a past president, Edie was invited to join the Frolikers at their next meeting.

**Next Meeting**
The next UNOPA meeting will be in September, 2001. Date, time and place will be announced. Watch your mail for information about the SUMMER SOCIAL!

**Adjournment**
The meeting was adjourned at 12:40 p.m.

Christine Cary, Recording Secretary