

1989

## 1989-90 UNOPA Executive Board Minutes

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**MINUTES OF UNOPA JOINT EXECUTIVE BOARD MEETING  
TUESDAY, JUNE 12, 1990**

**DATE & PLACE:**

UNOPA's Joint Executive Board met Tuesday, June 12, 1990, 12 Noon, in the Conference Room at the Reunion on City Campus.

**MEMBERS PRESENT:**

Jeanne Andelt	Shirley Howell	Sheila Perry	Rhonda Zugmier
Luise Berner	Sandy Lineberry	Kathy Ryan	
Dora Dill	Nelvie Lienemann	Anna Simmons	
Don Freed	Michelle Miller	Christine Steggs	
Brenda Gibson	Doug Neemann	Debra Van Alstine	
Debbie Hendricks	Linda Pence	Lola Young	

Absent: Linda Arnold                      Sue Drammeh  
          MaryAnn Holland                 Esther Sorensen

**CALL TO ORDER:**

The meeting was called to order by President Sheila Perry.

**APPROVAL OF MINUTES:**

A correction was noted by Sandy Lineberry, that the January 6, 1990 and February 6, 1990 Executive Board Minutes needed to be corrected. It needed to be added that Shirley Howell and Sandy Watmore were appointed as co-chairs for the 1990 Summer Social. A motion was made by Luise Berner and seconded by Don Freed to approve the minutes as corrected. The motion carried.

The May 8, 1990, minutes were approved as published.

**TREASURER'S REPORT:**

(Esther Sorensen absent) President Sheila Perry received a note from Esther stating that she still has the Treasurers books and will reconcile the Foundation Account when she returns from vacation. All workshop profits will be deposited into that account.

Jeanne Andelt reported the Professional Growth Committee showed a profit this year. With the profits from the Spring Workshop, the committee was able to cover all expenses for the Fall Workshop, Spring Workshop, and the Professional Standards Program and still have approximately \$100 left. That money will be deposited into the Foundation Fund. The Professional Growth Committee did not use any of the \$475 given to them from the budget. The Professional Growth Committee has recently deposited \$600 from the workshop into the Treasury.

**STANDING COMMITTEE REPORTS:**

**Awards:**

No report. Michelle Miller (past director), Lola Young (new director.)

**Hospitality:**

Dora Dill (outgoing director) and Michelle Miller (new director.) Dora felt UNOPA had a good year and her committee had an 85% good response from both East and City campuses as far as getting to them what they had asked for in regard to set up and food.

**Membership:**

Luise Berner (outgoing director) and Brenda Gibson (incoming director.) Final membership for the year was 304. Luise brought up the question of who has the camera-ready form for the Membership brochure. It needs to be redone to change the membership fee. Sheila Perry will check with Immediate Past President Sue Drammeh. Luise has gotten price quotes on printing brochures, envelopes, letterhead and membership cards, and she will pass them on to Brenda.

Discussion was held whether or not the University Archives has a complete set of all past UNOPA NOTES. Rhonda Zugmier, as Publicity Director, had been given a set of UNOPA NOTES from 1968-1988. She will pass these on to the UNOPA NOTES committee. Doug Neemann will check on what is currently stored in the UNL archives.

**Nominating:**

MaryAnn Holland (outgoing director) and Debbie Hendricks (incoming director.)

**Professional Growth:**

Jeanne Andelt (outgoing director) and Dora Dill (incoming director.) The number of attendees at the Spring Workshop was 94.

**Publicity:**

Rhonda Zugmier (outgoing director) and Nelvie Lienemann (incoming director.)

**Program:**

Sheila Perry (outgoing director) and Sandy Lineberry (incoming director.)

**Salary Issues:**

Linda Arnold (outgoing director) and Don Freed (incoming director.) Don Freed informed us the active period for his committee will come in the fall and on up to the legislative session .

**UNOPA NOTES:**

Linda Pence (outgoing director); Doug Neemann, Editor; and Anna Simmons, Assistant Editor. Linda checked on prices with Cornhusker Printing for next year. The price may go up 2% and they will not be able to guarantee the quick turnaround time we got this year. Last years price was approximately \$57.00 per month.

Linda also noted that in the file of 1989-90 UNOPA NOTES there is no record of an Annual Report for 1988-1989. Sheila Perry will check on this with Jan Harris, 1988-89 President.

**Ways and Means:**

Shirley Howell (outgoing director), Debra Van Alstine (incoming director.) No report.

**Employee Concerns:**

Kathy Ryan will stay on as director with DaLene Wiess as co-director. Kathy submitted the following names to the Board for approval as UNOPA representatives to various Campus Committees.

Joey Kramer (1990-1992) Campus Security

Jean Williss (1990-1991) Sue Tidball

Retha Smith (1990-1991) Emergency Preparedness Committee

A motion was made by Kathy for approval of these appointments and seconded by Dora Dill. The motion carried.

**Sick Leave Bank:** Kathy has asked Anna Simmons to be the director of this committee. They have received responses from several businesses, universities, colleges, hospitals, etc. regarding the sick leave bank concept. Six so far have this type of program and they are reviewing their policies and writing a proposal. At the same time, they are studying what type of disability insurance these institutions have and recommending to Benefits that the present University disability policy needs to be ungraded.

**Educational Incentive:** Norma Wever has agreed to chair this committee. Kathy and Norma met with Faye Moulton this summer to discuss the present evaluation process and forms. They strongly encouraged Faye that the forms need a place for "Professional Growth" on them so the employee can document what accomplishments (classes, workshops, certificates, etc.) they have obtained. This information also would be used by the Department during merit/raise appropriations. This summer the committee will be working on a proposal for a campus-wide educational incentive program.

**Employee Concerns Correspondence:** Sue Drammeh forwarded a letter from Martha Leach, NAEOP President, asking for information about merit pay, salary schedules, PSP increments and other monetary benefits for the Boise State University Association. Kathy responded with a copy of our classification system and salary schedule. Since we have no merit pay policy she could not forward anything about that. Kathy did update them about our present sick leave/educational incentive concerns however.

Sandy Lineberry reported a total of 14 members will be attending the national Convention in Denver this July. Brad Munn will process the Travel Authorization for this trip after July 1, 1990.

**UNFINISHED BUSINESS:**

**SALARY ISSUES:** At the last Executive Board Meeting Linda Arnold and Sue Drammeh stated we need to draft a letter to Chancellor Massengale asking for two representatives on the Staff Salary Increase Ad Hoc Committee. Sheila will ask Sue to give reasons why she felt this was necessary. Don Freed will then draft a letter so it can be submitted to the Chancellor after the first of the fiscal year. Around the first part of September the Chancellor will be asking the Deans to begin preparing their ideas and budgets for this Biennium. Meetings will start in October to get ready for 1991-1993.

**Foundation Funds:** Discussion was held on the Foundation account monies and their distribution. President Perry will appoint an Ad Hoc Committee to review this procedures at the August Executive Board Meeting.

**Summer Social:** Shirley Howell stated the location of the Summer Social was left off the last flyer that was recently distributed. The Summer Social will be July 25, 1990 at the Sapp Recreation Center.

**NEW BUSINESS:**

**Membership Packet:** Sheila Perry brought to everyone's attention a flyer that is included in our Membership packet, "Member Obligation and Responsibilities." Following discussion, President Perry asked the Membership committee to review the flier and report back to the board with their comments, changes, etc.

**RUN (Retirees of the University Nebraska):** Sandy Lineberry and Sheila Perry meet with Clarice Orr, Engineering and Technology, to discuss RUN. RUN is an organization for all retired lines of the University (A, B, & C-Line). The RUN office will be located in the basement of the Wicks Alumni Building. Ms. Orr wanted UNOPA to be aware of this organization so if we are approached by a member of the Administration we can say we have heard of the organization.

**Program Schedule for 1990-1991:** Sandy Lineberry distributed the UNOPA General Meeting dates/places for 1990-91 UNOPA Year. All meetings are scheduled for the 2nd Tuesday of each month, 11:45a.m. - 1:00p.m. There is a possibility of moving the Bosses Luncheon from March to November. Having the Bosses Luncheon in November would help reduce the campus from being hit with so many nomination forms and expensive luncheons all in a row in the spring. Kathy Ryan expressed concern there might not be enough funds in our account to pay for this luncheon in November. Michelle Miller, Awards, reported the only expenses they had was minimal for the plaque and Dora Dill, Hospitality, had a minimal charge for the pens. These pens could be used again this year if the luncheon is held in November. The Joint UAAD/UNOPA meeting will be January 8, 1991, at the East Campus Union. A motion was made by Luise Berner to accept the Luncheon Schedule as presented and seconded by Linda Pence. The motion carried.

**COMMENTS:**

Linda Pence suggested that when we have a tour for a monthly meeting we need to let members know to wear comfortable shoes. This should be added to the reservation notice when it is sent out.

Dora Dill thanked Sheila Perry for the letters she sent to our supervisors to notify them of our involvement. Sheila feels if our supervisors are aware of what we are doing, they will give us the time we need for this organization.

If you cannot make it to a meeting, please let either Sheila Perry or Rhonda Zugmier know ahead of time.

Rhonda Zugmier gave us her new campus address. It is as follows: 1700 Y Street, CC 0646. The phone number will remain the same (2-3322).

Don Freed invited everyone to attend his Classical Performance he will be giving on Sunday, June 24, 1990, 8:00p.m. at Kimball Hall.

The next meeting will be August 7, 1990, 4:30p.m. - 6:30p.m, in Avery Hall.

**ADJOURNMENT:**

Meeting adjourned at 1:25p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Rhonda Zugmier". The signature is written in black ink and is positioned above the typed name.

Rhonda Zugmier  
Recording Secretary

**MINUTES OF UNOPA EXECUTIVE BOARD MEETING  
AUGUST 7, 1990**

**DATE & PLACE:**

UNOPA's Executive Board met Tuesday, August 7, 1990 at 4:30p.m., in 217 Avery Hall.

**MEMBERS PRESENT:**

Luise Berner	Sue Drammeh	Don Freed	Brenda Gibson
Debbie Hendricks	Nelvie Lienemann	Sandy Lineberry	Michelle Miller
Doug Neemann	Sheila Perry	Kathy Ryan	Debra Van Alstine
DaLene Wiess	Lola Young	Rhonda Zugmier	

Absent: Dora Dill      Linda Pence      Christine Steggs

**CALL TO ORDER:**

The meeting was called to order by President Sheila Perry.

**APPROVAL OF MINUTES:**

The minutes of the June 12, 1990 were approved as published.

**TREASURER'S REPORT:**

Luise Berner reported a balance of \$91.00 in the checkbook and a credit at the Bursar's Office of \$434.95. (Total of \$526.72.) Luise Berner reminded everyone to make sure we pay sales tax where applicable. Luise informed everyone that she works half-time and will not be in her office on Tuesdays and Thursdays.

All committee budgets proposals are due so Luise and President Perry can meet at a later date to discuss them. They will try to have the final budget ready to present at the September general meeting.

**COMMUNICATIONS:**

President Perry has received communications requesting times to visit with Executive Board or the general Membership from political candidates. An invitation will be extended to them to attend an Executive Board meeting. After some discussion it was decided not to invite candidates to the general meetings. We don't want to give the impression we are endorsing any one candidate.

**STANDING COMMITTEE REPORTS:**

**Program:**

Sandy Lineberry, President-Elect, presented the program schedule for the coming year. Currently, there is no speaker for the February 9th general meeting. Sandy will be checking to see if Ozzie Gilbertson, Ombudsman and EAP Director, Nancy Meyers are available for February. Four of the meetings will be held on East Campus, 2 - City Union, 1 - Lied Center, and 1-Morrill Hall. All meals have the option of being brown bag.

Sandy presented Sue Drammeh, Past-President with her past presidents pin for a job well done!!

Sandy was contacted by a member of the American Association of University Women asking for monetary support to bring Gloria Steinam to Lincoln in February, 1991. After some discussion Sue Drammeh made a motion that the Executive Board ask members during the September meeting for a vote on contributing \$50.00 to AAUW. Second by Don Freed. Motion carried.

**Membership:**

Brenda Gibson has set up her committee. She would appreciate receiving a list of all committees and their members by September 7, 1990. This information will be included in the membership packets. The letter for prospective members is almost completed. Renewal packets are being put together. Sue Drammeh made a motion to drop the Member Responsibility and Obligation List from the membership packet. Second by Kathy Ryan. Motion carried. There are approximately 500 membership forms left over from last year that has the annual dues printed as \$5.00. They have decided to use these forms again this year except correct the dues to read \$9.00. To have them reprinted would cost \$126.00 for 1,000 copies.

**Publicity:**

Nelvie Lienemann has a small committee organized. An article will be placed in the Scarlet regarding the Summer Hoe Down that was held July 25, 1990. Also, an announcement of the date and time of the general meeting in September.

**Nominating:**

Each officer needs to look at their "Job Description" and get back to Debbie any deletions and/or additions that need to be made.

**Hospitality:**

The Hospitality Committee has met. They will meet again towards the end of August. Michelle has contacted Sergeant Gambel regarding using the E-Z Ride van to and from City and East Campus. He will be getting back to her about the \$.60 per rider fee. He seemed to think it would be fine, but she wanted to get this fee in writing after the problems that occurred in the past.

**Professional Growth**

No report.

**Ways and Means:**

There are now six members on this committee. Three of which are new members. Debra presented several money raising projects to the board.

- Sale of Pizza and other Raisin Dough products
- 50-50 Chance
- Auction
- Bake Sale.

The committee recommends doing the sale of pizzas and the 50-50. The sale of pizza will not cost UNOPA anything out of the bank account. UNOPA would earn a certain percentage on each pizza sold with no minimum order. The company recommends selling the pizzas at \$2.00 above cost. They have a 12-inch pizza, Mini pizzas and lasagna. The company will furnish a refrigerated truck for two to three hours at a pre-designated time and location for pick up. All UNOPA members have to do is take the orders, collect the money, turn in the orders, and pick-up pizzas. Luise will check to see if we need to charge sales tax on the orders.



**Salary Issues:**

Don Freed is setting up a committee of 6. (Three from East Campus and three from City Campus.) These representatives will be from Staff Secretary I up to Administrative Assistant so we can have the best representation as can be. The bulk of their work will be between October and January.

**UNOPA NOTES:**

President Perry got a price of \$49.80 from KINKOS to print UNOPA NOTES with a turnaround time of 24 hours. This price does not include the cost of the Profiles that were done in the past. Norma Wever has volunteered to be the historian to investigate UNOPA's archives.

**Employee Concerns:****SICK LEAVE AND DISABILITY INSURANCE:**

Kathy Ryan discovered that she needs to have a proposal ready for the Benefits Office sometime in September. Kathy Ryan and Sheila Perry sent a letter to the three campus's benefits offices University wide to inform them that UNOPA is concerned about these two issues and that UNOPA is working on proposals. She received letters back from Chancellor Massengale and John Russell.

Kathy Ryan asked the Board for guidance as to how she needs to move forward with this proposal. According to the constitution she needs to do the following: "any recommendations, or statements of the position pertaining to University policies or issues must be approved by the Executive Board before being submitted to the membership for a vote." Kathy and her committee has been working on the sick leave bank and the disability insurance proposal and it has not gone to the UNOPA membership yet. Kathy would like to change the constitution, but according to the constitution she needs to present the constitution change 15 days before the next board meeting to the president.

According to the current constitution Kathy now needs to present a proposal to the executive board and discuss these issues with the general membership and get their okay that she work on these two issues. She then needs to do a written ballot and get their vote before she goes any further with this.

Kathy Ryan made the following amendment proposal "The Directors of Standing Committees will be responsible for their committees duties including proposals recommendations statement of position official request for opinions on a given topic from UNOPA. These functions shall be approved by the Executive Board of the UNOPA organization." Seconded by Debbie Van Alstine. Motion denied.

Kathy Ryan made the following amendment proposal to change Article V, Section III, Paragraph III of the Bylaws to read: "The Director of the Employee Concerns Committee will be responsible for their committees duties including proposals, recommendations statement of position official request for opinions on a given topic from UNOPA. These functions shall be approved by the Executive Board of the UNOPA organization." Seconded by Debbie Van Alstine. Discussion followed. Sue Drammeh made a motion that an addition be added to the amendment stating: with majority voice vote of the General Membership Final Statements." Second by Don Freed. President Perry called for DaLene Wiess to read amendment proposed by Kathy Ryan. Second by Luise Berner. Motion carried. (See attached proposed UNOPA BYLAW change.)

**SICK LEAVE BANK**

Kathy has heard back from several organizations that have a sick leave bank. The Employee Concerns Committee now needs to get further information in order to pursue this topic. Sick Leave Bank is a voluntary program that would allow an employee who is enrolled in the program to use leave from the bank when they need the sick leave and don't have the time built up.

**Awards:**

The Boss of the Year award deadline has been set and the forms have been printed, folded and are read to be distributed. The committee has also set up the judges for the award. Lola is working on a letter to send to Chancellor Massengale to ask for two Silver Pen Awards. Sue Drammeh made a motion to accept changing the judges from UAAD to some other organization for the Silver Pen Award. Seconded by Michelle Miller. Motion carried.

**UNFINISHED BUSINESS:**

Sue Drammeh will Chair a committee to look into the Foundation Account. Jeanne Andelt will be on the committee as well.

**NEW BUSINESS:**

Sue Drammeh made a motion that "President Perry appoint an Ad-Hoc committee to review in depth the Constitution and By-Laws of the UNOPA organization." Second by DaLene Wiess. Motion carried.

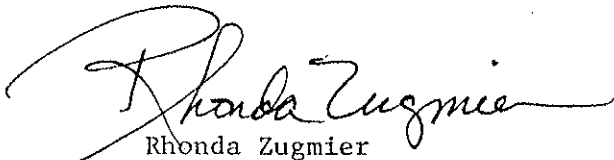
**COMMENTS:**

Sheila Perry will check with Jan Harris as to the status of the 1988-89 Annual Report.

**ADJOURNMENT:**

Meeting adjourned at 6:30p.m.

Respectfully submitted,

  
Rhonda Zugmire  
Recording Secretary

Proposed UNOPA BYLAW change:

Present Bylaw  
Article V - Committees  
Section G  
Paragraph #3

The following procedures will be followed for adopting recommendations: 1) any recommendation or statement of the position pertaining to University policies or issues must be approved by the UNOPA Executive Board before being submitted to the membership for a vote, 2) time for discussion of the issue/s by the membership must be scheduled prior to the vote of the membership on the recommendation; such time may be scheduled before, during or after a regular meeting of the Association or a special meeting may be scheduled for this purpose, 3) membership votes on any recommendations or statements of position to be forwarded to the UNL administration shall be conducted by a mail ballot sent to all current members of the Association, and 4) a two-thirds majority vote of all members who return ballots by the stipulated deadline is required for adoption of such recommendations or statements by UNOPA.

\*\*\*\*\*

Recommended Bylaw Change  
Article V - Committees  
Section G  
Paragraph #3

The Director of the Employee Concerns Committee will be responsible for the committee duties, including proposals, recommendations, statement of positions, official requests for opinions on a given topic from UNOPA. These functions shall be approved by the Executive Board of the UNOPA Organization. A majority membership voice vote at the general meeting will be required on final major statement decisions.

**MINUTES OF UNOPA EXECUTIVE BOARD MEETING  
SEPTEMBER 4, 1990**

**DATE & PLACE:**

UNOPA's Executive Board met Tuesday, September 4, 1990 at 3:30p.m., in the Reunion on City Campus.

**MEMBERS PRESENT:**

Luise Berner	Dora Dill	Sue Drammeh	Don Freed
Brenda Gibson	Debbie Hendricks	Sandy Lineberry	Doug Neemann
Linda Pence	Sheila Perry	Kathy Ryan	Michelle Sieber
Debra Van Alstine	Lola Young	Rhonda Zugmier	

Absent: Nelvie Lienemann    Christine Steggs    DaLene Wiess

**CALL TO ORDER:**

The meeting was called to order by President Perry.

**APPROVAL OF MINUTES:**

Kathy Ryan made a motion that approval of the August 7, 1990, Executive Board meeting be moved to the next Executive Board meeting on October 2, 1990. Second by Linda Pence. Motion carried.

**TREASURER'S REPORT:**

Luise Berner reported the current balance is \$524.50 with outstanding expenses of \$480.26. However, she is receiving checks from September luncheons and membership dues. Luise Berner will present the proposed budget at the September General meeting and will publish the Treasurer's Report in UNOPA NOTES.

Postage Billing Records

Luise Berner distributed a Postage Billing Record form to all present. This form is to be attached to any mailing going out that needs to be billed to UNOPA. Please make sure the correct committee name is placed on this form so that it will be posted to the correct committee budget. Campus Postal Services has more forms if needed.

**STANDING COMMITTEE REPORTS:**

**Awards:**

Lola Young reported that Chancellor Massengale will not be able to present the Boss of the Year Award. It was suggested that the Awards committee look into the possibility of having Bill Splinter or last year's recipient, Ron Joekel, present this award. The committee will pursue this further. Chancellor Massengale did approve two (2) Silver Pen Awards again this year.

**Employee Concerns:**

See attached proposal. Linda Pence will receive and count the ballots for the proposed BYLAW change.

Kathy reported on the following employee concerns:

Education Incentive

Norma Wever, Chair, will be calling a meeting shortly to start again on this project.

Sick Leave Bank/Disability Insurance

Anna Simmons called a meeting last week. Jo Van Patten was asked to attend since she is the U-Wide Fringe Benefits representative. Several items were reviewed and Jo will be kept abreast of the committee's progress. A draft is being worked on for the Sick Leave Bank. Kathy will make a chart of schools that reported they have Sick Leave and Disability Insurance to help as a visual aid to present at U-Wide meetings.

Kathy Ryan talked to Greg Clayton about the disability insurance and what is happening to get another policy added. Greg reported they are looking into disability policies that are shorter. However, the cost factor and participation in the current disability package is going to be a strong factor. Kathy encourages our members to consider the disability insurance when the NUFLEX package comes out.

President Perry reported that she received a call from Herb Howe, Assistant to the Chancellor, asking UNOPA to submit two names for nomination to a newly formed committee called the "Advisory Board to the Chancellor for the EAP". The Chancellor's office would like to see Jan Harris, Past President, be a member of this committee since she was one of the key people to help get this program started. Jan Harris has accepted so there is no need to submit a second name. Term is for one year.

**Hospitality:**

Michelle Sieber reported we currently have 85 registrations for the September General meeting. There are 19 paid and 55 brown bags. Last year, Dick Williams, Food Manager, placed a minimum of 25 lunches that had to be ordered before they would set-up; President Perry said that someone should probably check about the number required for this year's luncheons. Sheila needs to know those who will be sitting at the head table whether or not they will be brown bagging or having a paid luncheon.

**Membership:**

On Tuesday and Wednesday, the committee mailed out 746 letters to perspective members. Brenda Gibson has received some of the committee members lists. She urged everyone to get their list to her as soon as possible so she can send the list out in the paid membership packets. Brenda has had some calls stating that some previous UNOPA members are no longer with the University. If they have retired she will pursue them and ask them to join as a Retired Member.

**Nominating:**

No report.

**Professional Growth:**

Dora Dill is working on organizing her committee. A gentleman, who recently joined her office has in the past done many seminars, volunteered to possibly presenting some workshops. The committee plans to send out a listing of topics for possible workshops to the membership to see which ones they are interested in. She has reviewed the material from last year and the evaluations showed that the membership liked the idea of having a morning session on City Campus and an afternoon session on East Campus. Dora thanked everyone who sent her cards and letters while she was ill.

**Publicity:**

No report.

**Program:**

There has been no changes to the previously submitted list. Maxine Moul has accepted our invitation to speak at the January joint UNOPA/UAAD luncheon. Sandy Lineberry has received confirmations from Nancy Meyers, EAP Director, Jimmi Smith, and Ozzie Gilbertson, Ombudsman, to speak at our February meeting. Kathy Ryan suggested Sandy send letters to the Counseling Center and Psychology Clinic to invite them to the February meeting since they also are all involved in counseling.

**Salary Issues:**

Don Freed has not heard anything back on UNOPA's request for an additional member on the U-Wide Salary Committee. He has received a letter from the Friends of the Faculty Senate soliciting our contribution to help with their lobbying efforts. He will hold this until more is known about ~~LB 1059~~. Don would appreciate receiving any articles dealing with ~~LB 1059~~. President Perry received an offer of assistance from George Tuck, President-Elect of the Faculty Senate to help in the explanation of this proposal.

**UNOPA NOTES:**

Doug Neemann is currently getting WordPerfect installed on his PC. Deadline for the next issue is September 14, 1990. He would appreciate getting all information by the 14th so UNOPA NOTES can go out on September 21, 1990. If you have anything to include in UNOPA NOTES and you have WordPerfect (5 1/4 disk), please send a disk to Doug rather than hard copy. It is much faster for him to copy the information from the diskette rather than having to retype everything. Kinkos will be publishing UNOPA NOTES this year.

**Ways and Means:**

The committee will announce the 1990-1991 fund raiser in UNOPA NOTES and will be mailing out order forms to UNOPA members to begin taking orders for pizza. The committee will be at the September meeting to answer any questions the members might have.

**UNFINISHED BUSINESS:**Computer Listing:

Lorraine Moon contacted Sheila regarding the computer listing she has been working on. The project is now completed and wanted to know what plans the Executive Board has for the list. The list was compiled from a survey that was included on the membership form. the original intent was to help UNOPA members have a contact person from within our organization. Lola Young made a motion to drop the project. Second by Don Freed. Motion carried with one opposed.

Sandy Lineberry would like to see a note placed in UNOPA NOTES that there is a listing available of who has what software and hardware. If anyone is interested in obtaining a copy, they should contact Lorraine Moon. Sheila will send a thank you letter to Lorraine.

#### Visits by Political Candidates

President Perry has been contacted by two political candidates. Dick Powell, who is running for the Board of Regents, will be attending the September general meeting as a guest. When Sheila asks UNOPA members to introduce their guest, she will introduce Dick Powell and state members can ask him questions after the meeting. She has also been contacted by Chuck Wilson, and he may attend the October general meeting. At the September general meeting Sheila will announce that there will be a meeting with them at a later date and the general membership will be invited to attend. The dates are:

Sept. 20, 4:00pm-5:00pm, Dick Powell

Sept. 27, 4:00pm-5:00pm, Chuck Wilson

#### **NEW BUSINESS:**

##### NEOPA FALL CONFERENCE

Linda Pence reported that the NEOPA Fall Conference will be October 27, 1990, in Bradshaw, Nebraska. Brad Munn has agreed, once again, to provide transportation and pay for registration fee. Information will be coming out in UNOPA NOTES. Registration fee is \$12.50 (\$15.00 after October 12).

##### IOWA STATE MEETING

Iowa has invited UNOPA to attend their State meeting to be held on October 11 and October 12, 1990, in Des Moines, Iowa. She will not approach Brad Munn to ask for help for this meeting since it is not an association that we belong to.

Debra Van Alstine, Director, Ways & Means, submitted her resignation to the UNOPA Executive Board effective September 14, 1990. A replacement needs to be found. Debra will go to her committee ask if anyone is interested serving as chair or co-chairs.

##### 1990-1991 BUDGET

Luisse Berner presented the 1990-1991 Budget.

AWARDS: Discussion occurred regarding the possibility of making an announcement in the Scarlet that nomination forms for certain awards can be attained from Lola, thus reducing the number of forms that need to be copied. In the past a copy of the nomination form has been sent to each employee of the University. Kathy Ryan made a motion that we advertise in the Scarlet for people to receive a nomination form for the Silver Pen award to contact whoever will be in charge of that particular award. Second by Sandy Lineberry. Motion carried.

Linda Pence made a motion that UNOPA does not mail to 4800 employees fliers regarding the Rose Frolik award, that we advertise in the Scarlet, UNOPA NOTES, CVIS, that the nomination form can be attained from whoever will be in charge of that particular award and that the money be stricken from the budget. Second by Kathy Ryan. Motion carried.

Sandy Lineberry made a motion to approve the 1990-1991 Budget as changed. Second by Dora Dill. Motion carried.

#### **ADJOURNMENT:**

**Meeting adjourned at 5:10pm.**

Respectfully submitted,

A handwritten signature in cursive script that reads "Rhonda Zugmier". The signature is fluid and elegant, with a large initial "R" and a long, sweeping tail on the "m".

Rhonda Zugmier  
Recording Secretary





UNIVERSITY OF NEBRASKA  
OFFICE PERSONNEL  
ASSOCIATION (UNOPA)  
University of Nebraska-Lincoln

MEMO TO: UNOPA MEMBERS *Kathy*

FROM: Kathy Ryan, Director  
DaLene Wiess, Co-Director  
UNOPA Employee Concerns

SUBJECT: Proposed UNOPA BYLAW change Article V - Committees,  
Section G, Paragraph #3

DATE: September 12, 1990

The attached proposal has been introduced to the Executive Board (9/4/90) and then must be presented to the general membership (9/11/90) for discussion and then mailed to the membership for a written vote. Please review the proposed changes.

**Currently reads:**

The following procedures will be followed for adopting recommendations: 1) any recommendation or statement of the position pertaining to University policies or issues must be approved by the UNOPA Executive Board before being submitted to the membership for a vote, 2) time for discussion of the issue/s by the membership must be scheduled prior to the vote of the membership on the recommendation; such time may be scheduled before, during or after a regular meeting of the Association or a special meeting may be scheduled for this purpose, 3) membership votes on any recommendations or statements of position to be forwarded to the UNL administration shall be conducted by a mail ballot sent to all current members of the Association, and 4) a two-thirds majority vote of all members who return ballots by the stipulated deadline is required for adoption of such recommendations or statements by UNOPA.

**Change to read:**

The Director of the Employee Concerns Committee will be responsible for the committee duties, including proposals, recommendations, statement of positions, official requests for opinions on a given topic from UNOPA. These functions shall be approved by the Executive Board of the UNOPA organization. A majority membership voice vote at the general meeting will be required on final major statement decisions.

**Reasons for Change:**

The present ByLaws have good intentions regarding the Employee Concerns committee guidelines. However, the present Bylaws have hindered the Employee Concerns committee from being

effective. On several occasions UNOPA has been asked to make a statement regarding an issue (e.x. Mammogram, Employee Assistance Director, Disability Insurance...) however, by the time I have presented it to the Board, then to the membership, then a written vote had been taken of all the membership...the statement had lost its effect. Using this process several months would have expired and UNOPA has been considered slow in responding. What type of image are we giving the Administration?

The following proposal is allowing the Employee Concerns Committee to follow through on issues that affect C-line employees, obtain UNOPA Board approval to act on an issue, then when the final statement is ready, have the membership at a general meeting vote on the final statement. This allows the Director authority to be the UNOPA representative. However, the Director still must obtain the Board approval before acting on an issue.

=====  
Please mark the following ballot and return to:

Linda Pence  
107 Adm (0416)

Deadline September 21

Proposed UNOPA BYLAW change Article V - Committees, Section G, Paragraph #3

The proposed changes must be voted upon as they are written. Do you accept the proposed Bylaw change?

\_\_\_\_\_ YES

\_\_\_\_\_ NO

MINUTES OF UNOPA EXECUTIVE BOARD MEETING  
OCTOBER 2, 1990

DATE & PLACE:

UNOPA's Executive Board met Tuesday, October 2, 1990 at 3:30p.m.,  
in the East Union's Goldenrod Room, on East Campus.

MEMBERS PRESENT:

Luise Berner	Don Freed	✓ Brenda Gibson
Debbie Hendricks	Nelvie Lienemann	Sandy Lineberry
Doug Neemann	Linda Pence	Sheila Perry
Kathy Ryan	Michelle Sieber	Christine Steggs
DaLene Wiess	Lola Young	Rhonda Zugmier

Absent: Dora Dill Sue Drammeh

CALL TO ORDER:

The meeting was called to order by President Perry.

APPROVAL OF MINUTES:

The August 7, 1990 executive board minutes were approved with the following corrections:

1. Under Employee Concerns, change paragraph four (4) to read "Kathy Ryan and DaLene Wiess made the following amendment. ."

The September 4, 1990 executive board minutes were approved with the following corrections:

1. Under Employee Concerns, Sick Leave Bank/Disability Insurance, change spelling of stated to started.
2. Under Salary Issues, change LB 1059 to IPM 405.

TREASURER'S REPORT:

Treasurer, Luise Berner presented the following treasurer's report.

Beginning balance:	\$ 591.32
Income:	1,393.65
Expenses:	481.46
Balance October 1:	1,503.51

Luise Berner reported that she is in the process of filling out an application to get UNOPA a Federal Identification Number. This will get UNOPA away from using the Bursars Office as a clearing account and let UNOPA use Quick Order/Quick Pay.

Luise Berner has received the report on the audit done by Operations Analysis. No major problems to report. Operations Analysis did suggest UNOPA keep a list of donations and their value, submit a budget of projected receipts, and remit sales tax where applicable.

Luise Berner reported that the E-Z Ride Shuttle between East and City Campus will be provided to UNOPA free of charge. Approximately \$42 was collected from members who used the shuttle last month. This money will be refunded to Michelle Sieber, Hospitality Director, who will then return it to the members who used the shuttle.

Luise Berner and Sheila Perry have talked to several individuals regarding the sales tax issue. Currently, UNOPA is not part of the University of Nebraska-Lincoln, and if UNOPA wants to become tax exempt, major changes to the UNOPA Bylaws will need to be made.

#### STANDING COMMITTEE REPORTS:

##### Awards:

Lola Young reported that she has received 4 nominations for Boss of the Year and last year's recipient, Ron Joekel has agreed to present this year's award. Janet Wagner has been selected to introduce Dr. Joekel. The Awards committee is in the process of lining up the judges for the Rose Frolik Award.

##### Employee Concerns:

Kathy Ryan reported that UNL will be getting a Short-term Disability policy. Information will be coming out in the NU-Flex packets. She encourages all employees to take a close look at this policy.

##### Hospitality:

Michelle Sieber wanted to clarify that the E-Z Ride Shuttle is being provided free from UNL Parking Administrative Services and not the UNL Police Department. To date, she has received 118 reservations for the November 9, 1990 General Meeting.

##### Membership:

Brenda Gibson reported a total membership of 156 (23 new members, 9 associates, 13 retired and 111 renewals). The Membership committee will be sending out a second renewal statement to those members who have not renewed their membership.

##### Nominating:

No report.

##### Professional Growth:

Dora Dill absent, no report.

##### Publicity:

No report.

##### Program:

Sandy Lineberry reported that the November 9, 1990, general meeting will be held in the Steinhart Room, Lied Center. She received a "Report Card" from the Nebraska City Union asking for feedback on the September 11, 1990, general meeting. If there were no complaints she will return the "Report Card" marking that everything was satisfactory.

#### Salary Issues:

Don Freed reported that his committee is still on hold waiting on the result of this year's election on IPM 405.

#### UNOPA NOTES:

Doug Neemann reported that the deadline for the next UNOPA NOTES issue will be Monday, October 22, 1990.

#### Ways and Means:

Linda Pence, Corresponding Secretary, attended a meeting of this committee because Debra Van Alstine had resigned earlier. Linda reported that the pizza sales are not doing as well as expected and that the committee is thinking of doing a raffle again later in the year.

#### OLD BUSINESS:

##### Chair for Ways and Means

President Perry submitted two names, Patty Lutter and Brenda West, as candidates to become the Chair of Ways and Means. Sandy Lineberry made the motion to name Patty Lutter and Brenda West as Co-Chairs of the Ways & Means Committee. Seconded by Lola Young, none opposed. Motion carried.

Sandy Lineberry reported on the sessions with the candidates for Board of Regents. UNOPA members were allowed to ask the candidates questions and express any concerns they had. The sessions with Dick Powell and Chuck Wilson proved to be very informative.

##### Fall NEOPA Meeting

Linda Pence reported that in the future, members of UNOPA, who are not members of NEOPA, who wish to attend the NEOPA meetings will have to pay the difference between the member and the non-member fee. To date Linda has received 23 registrations for the October meeting and 17 are members of NEOPA.

##### By-Law Change

Kathy Ryan reported that 118 ballots were returned, 115 yes and 3 no. The By-Law change will be going out in the new membership packets.

Luise Berner made a motion to destroy the ballots. Second by Don Freed. None opposed. Motion carried.

#### NEW BUSINESS:

##### Comprehensive Facilities Plan

All UNOPA Executive Board members will be receiving a packet of information detailing the UNL's Comprehensive Facilities Plan. The UNOPA Board and the UAAD Executive Committee have been scheduled to meet jointly with a team of physical planners on Wednesday, October 11, 1990, from 3:30-5:00p.m., to discuss physical planning issues that have a bearing on UNL's strategic plans, as well as current issues connected with our physical environments. Sheila Perry suggested that all members show the letter to their supervisors and if they have any questions, please have them contact either John Benson or Chancellor Massengale.

Deans/Directors Meeting

President Perry gave the following report on the last Deans/Directors Meeting.

-There is to be no lobbying on state property.

-By Jan./Feb. 1991, the University hopes to have the new President hired.

-It is legal for a department to hire an employee above the minimum hiring rate if that department can afford it.

-If a C-Line employee goes to a meeting representing the University, that employee should get paid for the time away from work. Kathy Ryan, Employee Concerns Director will look into this matter with Paul Carlson.

-Nancy Meyers, the new EAP Director, will begin conducting 1/2 hour workshops beginning in November, 1990, to explain her program.

Note from Judy Winkler

Kathy Ryan received a note from Judy Winkler suggesting that UNOPA hold a "Business Only" meeting at some other time during the day. She is suggesting this because not everyone can get away from their office at noon. Linda Pence suggested we offer her the opportunity to attend a Board Meeting since it is not held over the lunch hour. Kathy will contact Judy Winkler to discuss this further.

Letter from Shelley Everett

President Perry received a letter from Shelley Everett regarding the direction UNOPA has taken in the last few years. Kathy Ryan suggested that UNOPA come up with a policy statement for the current year; and later long term goals and objectives need to be made. If anyone has any helpful ideas as to how Sheila should respond to this letter, please contact her.

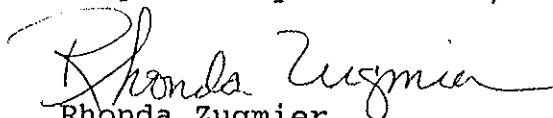
COMMENTS:

Next Executive Board meeting will be November 1, 1990, 3:30-5:00p.m., Reunion conference room, City Campus.

ADJOURNMENT:

Meeting adjourned at 5:10p.m.

Respectfully submitted,



Rhonda Zugmier  
Recording Secretary

**MINUTES OF UNOPA EXECUTIVE BOARD MEETING  
NOVEMBER 1, 1990**

**DATE & PLACE:**

UNOPA'S Executive Board met Thursday, November 1, 1990, at 3:30p.m., in the Conference Room at the Reunion, on City Campus.

**MEMBERS PRESENT:**

Luise Berner	Sue Drammeh	Brenda Gibson	Debbie Hendricks
Nelvie Lienemann	Sandy Lineberry	Patti Lutter	Linda Pence
Sheila Perry	Kathy Ryan	Michelle Sieber	Christine Steggs
Brenda West	DaLene Weiss	Lola Young	Rhonda Zugmier

**ABSENT:**

Dora Dill                      Don Freed                      Doug Neemann

**CALL TO ORDER:**

The meeting was called to order by President Perry. She welcomed the new co-chairs for the Ways and Means committee, Patti Lutter and Brenda West.

**APPROVAL OF MINUTES:**

The October 2, 1990 executive board minutes were approved with the following corrections:

1. Under Treasurer's Report, change spelling of us to use.
2. Under Program, change November 9, 1990, to October 9, 1990.

**TREASURER'S REPORT:**

Treasurer, Luise Berner, presented the following report.

Beginning balance:	\$1,503.51
Income:	1,911.10
Expenses:	<u>2,070.11</u>
Ending balance:	1,344.50

Luise reported UNOPA has an account with KINKOS. Everyone is urged to use KINKOS on any printing they need done and Luise will pay the bill at the end of each month.

Several months ago, Luise distributed a Postage Log. She has found these Postage Logs hard to track and request everyone keep track of their postage and get reimbursed from Luise. If a large mailing needs to go out, see Luise and she will write a check.

Luise discovered UNOPA has always had a Federal ID number.

**AWARDS:**

Lola has received the awards for Boss of the Year. She has lined up two (2) judges for the Rose Frolick Award and is trying to get a third. Lola is trying to get another group to judge the Silver Pen Award. She informed the rest of the Board that Mary Byrd is no longer the Editor for the Scarlet. The new Editor is Kerry Shepherd, 208 Admin.

**EMPLOYEE CONCERNS:** (See Attached)

All groups met last week to discuss having a forum to let UNOPA members know what each committee is involved in. It was decided to have two (2) sessions (one on city campus and one on east campus.) This forum will be open to all C-Line employees of the University not just UNOPA members.

**Educational Incentive**

**Sick Leave Bank:** The proposal will be presented to the board at the next Executive meeting and then presented to the General membership at their meeting in December. This proposal needs UNOPA'S approval in order to further investigate the concept of the Sick Leave Bank.  
**NOTE:** This is not the final document.

Sandy Lineberry made the motion to move forward with the C-Line Sick Leave Bank Guidelines and the Employee Concerns Committee will report back to the Board at a later date. Second by Michelle Sieber. Motion carried.

In order for the Sick Leave Bank Committee to present this proposal in December, please send your comments to Anna Simmons, 107 Admin, CC-0416, by November 15, 1990.

**Travel Time:** If you volunteer to attend a workshop during work hours, you are to use Administrative Leave.

**HOSPITALITY:**

To date, Michelle has received 208 reservations (181 paid, 27 brown bag).

Kathy Ryan stated the executive board needs to be more sociable to the general membership. All board members are encouraged to make an extra effort to be more sociable.

Sandy Lineberry made the motion that at the January 1991 general meeting, the Hospitality committee make the tables color coded to match with name tags, thus mixing up the general membership. Second by Linda Pence. Motion carried.

Sue Drammeh made the motion that at the January 1991 meeting, placing the brown bag tables at the front of the room. It was discovered that the Union will not allow this. Sue withdrew her motion.

At the November General meeting, DaLene W. and Christine S. will be door greeters.

**MEMBERSHIP:**

Brenda Gibson reported a total membership of 248 (172 renewals, 34 new members, 16 retired and 10 associates.) UNOPA is 16 short of the total membership at this time last year.

**NOMINATING:**

Debbie Hendricks reported the nomination process will be beginning soon.

**PROFESSIONAL GROWTH:**

Dora will be sending a list to the membership asking what topics they would like to have presented at this year's workshops. She is also planning on having a brownbag special on how to obtain your PSP.



**PUBLICITY:**

Nelvie has sent a letter to the Scarlet Editor to put an announcement in the Scarlet about the Bosses Luncheon.

**PROGRAM:**

Sandy Lineberry distributed a rough draft of the program for the Bosses Luncheon for the board to edit and check for errors. Send any comments/changes to Sandy.

**SALARY ISSUES:**

No report.

**UNOPA NOTES:**

Deadline is November 16, 1990. Sue Drammeh encouraged everyone to send any information they might have to Doug for UNOPA Notes. Everyone congratulated Doug on becoming a new father.

**WAYS AND MEANS:**

No report.

**OLD BUSINESS:**

No report.


**NEW BUSINESS:**

1. President Perry distributed a memo she had written explaining the increase in the annual membership dues. The board decided there was no need for this letter, so it was withdrawn.

2. President Perry read a letter she had received from Naomi Robinson, NEOPA, regarding the Professional of the Year. The deadline is January 15, 1991. Tabled until December, 1990 board meeting.

Meeting adjourned at 5:20p.m.

Respectfully submitted,



Rhonda Zugmieri  
Recording Secretary

Employee Concerns

11/1/90

FORUM

Several of the Employee Concerns Committee met on 10/29 to discuss the FORUM concept. After discussion it was agreed to schedule Tuesday, November 27 - 10:30-12:00 City Union and Wednesday, November 28 - 3:30-5:00 at East Union for a FORUM on Employee Concerns.

I would like the Board to consider having this FORUM open to all C-line employees. We will be discussing issues that affect all C-line employees and not just UNOPA members. Many representatives are C-line and not just UNOPA on the many committees we stand for. This would be a double standard if we only had UNOPA members attending. This would also be a good avenue for future members to come and discuss. I want to stress that this is an opportunity to share your concerns and suggestions to help UNOPA 's future.

A flyer will be developed to be sent to C-line employee's (if approved by the Board) and a notice in the Scarlet.

EDUCATIONAL INCENTIVE - A letter was sent to Faye Moulton (10/12) (See attachment) to recommend that the evaluation form include documentation of professional growth.

Faye did respond (10/29). (See attachment) .....

What next? The committee has lost three members and now looking ahead at what next. They would like to wait until after the FORUM to decide how to organize our goals depending on the outcome of members concerns.

SICK LEAVE BANK - A copy of the Sick Leave Bank (Draft #2) is being submitted for the Boards consideration. If approved by the Board it will then go the general membership for a voice vote at the December meeting. Anna Simmons is the Chair of this committee and will lead discussion on this issue. → # 3609

107 Admn 0416

TRAVEL TIME/TRAINING - (See attachment) Sheila sent me a copy of the documents Paul Carlson was referring to. Basically if you go to a conference on a voluntary basis it is not considered compensable time outside normal working hours. If you are going on a voluntary basis during normal working hours it shall be considered as administrative leave.

If you are required to attend a conference, the travel time is also considered as time worked. (#8)

If you believe you have been unfairly treated about this type of event, I recommend you work with Faye Moulton to resolve the problem.

October 29, 1990

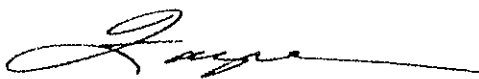
Ms. Kathy Ryan, Chair  
UNOPA Employee Concerns  
Educational Incentives Committee  
227 Administration (0499)

Dear Kathy:

Thank you for your letter of October 12. I applaud UNOPA's efforts to call attention to professional development activities of office staff on the campus and to gain recognition of those through the performance appraisal process.

As I mentioned earlier, revision of the performance evaluation form for office/service staff is not expected in the near future. I know that we will look to UNOPA for input when that time comes. In the meantime, I encourage your members to act individually to have input into their performance evaluations by making sure their supervisors are aware of their professional development activities and any other facts that demonstrate effective job performance. If I can brainstorm with you about ways to do that, I'll be happy to do so.

Sincerely,



Faye Moulton  
Employee Relations Coordinator

FM/dl