University of Nebraska - Lincoln
DigitalCommons@University of Nebraska - Lincoln

UNOPA Minutes

UNOPA-University of Nebraska Office Professionals Association

1999

1999-00 UNOPA Executive Board Minutes

Follow this and additional works at: http://digitalcommons.unl.edu/unopaminutes

Part of the Higher Education Administration Commons, and the Other Teacher Education and Professional Development Commons

"1999-00 UNOPA Executive Board Minutes" (1999). *UNOPA Minutes.* Paper 39.
http://digitalcommons.unl.edu/unopaminutes/39

This Article is brought to you for free and open access by the UNOPA-University of Nebraska Office Professionals Association at DigitalCommons@University of Nebraska - Lincoln. It has been accepted for inclusion in UNOPA Minutes by an authorized administrator of DigitalCommons@University of Nebraska - Lincoln.

UNOPA 1999/2000 Executive Board
Minutes
June 29, 1999
Neihardt Hall - Courtyard Parlor

President Diane Wasser called the meeting to order at 3:10 p.m.

Members present:

Judy Anderson	Barbara Homer	Sue Ostrander	Diane Wasser
Jeanne Andelt	Sandy Lineberry	Cheryl Ross	Lola Young
Carol Bom	Carrie Meeske-Holloway	Jan Sammet	
Amy Fisher	Joyce Ore	Jan Wassenberg	

Members absent:
Margaret Goodman Edie Schleiger

There were no minutes to approve as this was the first meeting of the new Board.

A folder, with files labeled for each officer, was passed around to share handouts and pertinent information from the president and other board members.

Treasurer's Report
Carrie Meeske-Holloway reported as of 6/22/99 the checkbook balance was $2177.66 and the certificate balance was $3247.67.

Committee Reports
President Wasser requested written reports each month from all committee chairs having something to report. They are to be turned in to her for future reference. Due to this being the first meeting, the following committees had no report: recording secretary, awards, employee concerns co-director, hospitality, nominating, and UNOPA Notes.

- Immediate Past President: Lola Young reported she had received the past president books from Marcia Rowley and that there are 10 Foundation Stipends available. Forms are available from her.
- Employee Concerns: Jan Sammet reported she had received the committee books from Edie Schleiger.
- Membership: Carol Bom reported that the fall membership letter will be changed this year and sent out in July, rather than June as in the past.
- Professional Growth: Sandy Lineberry reported she currently has two committee members and is especially looking for members that have never been on a committee before.
- Ways & Means: Jeanne Andelt reported she had received the committee files from LaRita Lang. She will be checking with Ron Fuller, Parking Services, to see if UNOPA is still selling parking lot space before home football games.
- Summer Social: Barb Homer brought up two ideas for the Summer Social. The first being root beer floats at the City Union Plaza and the second being bowling at the East Union. Both ideas were discussed and Barb was directed to look into combining them into one activity at the East Union. This way, tables, chairs and air conditioning are already available and those who wish to bowl may, but it will not be mandatory. Prizes for bowling were discussed as well as possible dates. It was decided to look at an early August date if Barb finds the bowling alleys available at that time. Prices for bowling would be $1.20 per

game and $.47 for shoes. It was decided to send out final information on the Summer Social in the July membership letter.

Old Business

- Parking Petition: President Wasser reported she was to have a meeting with Dr. Melvin Jones, Vice Chancellor for Business and Finance, following this meeting, to present our views. It was suggested that she ask Dr. Jones what the status of parking renewals is; considering that some regular permit holders may be renewing but opting to change their renewal to a less-expensive perimeter area permit. The possibility of buying permits by the month was also discussed.

New Business

- Next Meeting: August 3, 1999 at 11:45 a.m. in 206 Filley Hall.
- It was decided to continue meeting on the first Tuesday of the month at alternate campuses: 11:45 a.m. (over lunch) in Filley Hall and 3:30 p.m. at the Whittier Building.
- Handouts: If officers have informational handouts they want distributed to other officers, they need to have them to President Wasser the day before the meeting so they can be placed in the appropriate folders before the meeting.
- Director Information Sheets: Need to be filled out by officers and submitted to President Wasser.
- Budgets: Need to submit individual committee/officer budgets by the end of July.
- New Membership Incentives: Carol Bom presented the idea of resurrecting the UNOPA membership pins of the past to give to all members. Long-term members recalled the pins being made by Awards Unlimited. Jeanne Andelt suggested checking with another vendor for pricing, also. Carol is to investigate pricing and availability and report back to the Board.
- UNOPA Brochure: Existing brochure from 11/95 needs updating. Board members were asked to submit changes/corrections they see needed.

The meeting was adjourned by President Wasser at 4:00 p.m.

Judy Anderson, Recording Secretary

UNOPA 1999/2000
Executive Board Minutes
August 3, 1999
206 Filley Hall

President Diane Wasser called the meeting to order at 12:08 p.m.

Members present:

Judy Anderson	Edie Schleiger
Margaret Goodman	Diane Sullivan
Carrie Meeske-Holloway	Jan Wassenberg
Jan Sammet	Diane Wasser

Members absent:

Jeanne Andelt	Joyce Ore
Carol Bom	Sue Ostrander
Amy Fisher	Cheryl Ross
Barbara Homer	Lola Young

Minutes were approved as corrected.

Treasurer's Report
Carrie Meeske-Holloway reported she had just received the books after the audit had been done and therefore she had no report on balances at this time. She also mentioned that UNOPA had a new cost object number and reminded us of our zip code. She requested that everyone put their name and committee on any charges or billings so that she can keep track of them better.

Committee Reports

- Program Committee: Edie Schleiger reported that the year's program schedule was full and had the printed schedule available for board members. The meetings were balanced well between City and East campuses.
- Corresponding Secretary: Margaret Goodman reported she had not yet received any calls or requests. There will be a note put in UNOPA Notes every month with her name and phone number so people can contact her with requests.
- Employee Concerns Director: Jan Sammet reported she participated in a meeting at the University of Nebraska at Kearney concerning the Job Family Task Force. The task force, consisting of support staff and administrators from all four campuses in the University system and Central Administration, discussed NU Values and attempted to define Job Family Behaviors. There are many system-wide changes being discussed concerning employee titles and job descriptions which Jan touched on lightly. A final report will be coming out soon.
- Nominating Committee: Jan Wassenberg had no report.
- Professional Growth: Diane Sullivan was introduced as the new chair for this committee as Sandy Lineberry was transferred to the Parking Appeals Committee. Diane reported she has two committee members but is still searching for a couple more. Ideas they have for future brown bags and workshops include: elder care/retirement planning, vacation planning, living within your budget, investing and speakers like Mary Pipher.

- Ways & Means: Jeanne Andelt was absent but turned in a report stating she had contacted Ron Fuller at Parking Services and he confirmed that UNOPA will have the same parking lot assignment as before for football Saturdays. Details concerning signing the contract, etc. will take place soon. She also reported she had two members on her committee: Betty James and Virginia Baird.
- Membership: Carol Bom was also absent but submitted a report on the new UNOPA pins being considered for the membership. **Jan Wassenberg moved that we purchase such pins to give to all new and renewing members**. **Jan Sammet seconded the motion and it was carried. Carrie Meeske-Holloway moved we purchase 500 such pins from Awards Unlimited. It was seconded by Edie Schleiger and carried.**

Old Business

- Parking Update: President Wasser will attend another meeting August 4th. She reported she had a copy of Parking Services' budget, which someone had broken down by areas. It made the report much easier to understand.
- Information Sheets: Some board members still need to get them in to President Wasser.
- Budget Sheets: Board members need to get them in to President Wasser.
- UNOPA Brochure: Changes to the existing brochure were submitted. Carrie Meeske-Holloway volunteered to do the actual updating of the brochure.
- National Convention Report: Eight UNOPA members attended the convention, July 18-23, 1999, in Wichita, KS. There will be a complete convention report in the UNOPA Notes.

New Business

- President Wasser reported she had started to attend the Chancellor's Cabinet meetings.
- Next Executive Board Meeting: September 7, 1999 at 3:30 p.m. in 103 Whittier Building.
- Next General Meeting: September 14, 1999 at City Campus Union.

The meeting was adjourned by President Wasser at 12:57 p.m.

Judy Anderson, Recording Secretary

UNOPA 1999/2000
Executive Board Minutes
September 7, 1999
103 Whittier Building

President Diane Wasser called the meeting to order at 3:35 p.m.

Members present:

Jeanne Andelt	Margaret Goodman	Edie Schleiger
Judy Anderson	Carrie Meeske-Holloway	Diane Sullivan
Carol Bom	Joyce Ore	Diane Wasser
Amy Fisher	Jan Sammet	Lola Young
		Jan Wassenberg

Members absent:

Barbara Homer	Cheryl Ross
Sue Ostrander	

Minutes were approved as corrected.

Treasurer's Report
Carrie Meeske-Holloway reported a beginning checkbook balance of $2,180.53, with income of $1773.07, expenses of $1795.90, and a final balance of $2157.70 as of 8/31/99. The certificate of deposit balance is $3,247.67. She also requested copies of the budgets.

Committee Reports

- Program Committee: Edie Schleiger reported on price changes to the program schedule.
- Corresponding Secretary: Margaret Goodman reported she had sent sympathy cards to Monie Brownson on the death of her husband, August 8, 1999, and to Kim Freeman whose mother passed away on August 19, 1999. Monie is a retired UNOPA member and Kim is the office supervisor for the Division of Continuing Studies. Margaret also wrote an article for the NEOPA newsletter, which included information on the new UNOPA officers, the program schedule for this year, and the Summer Social. She met with Deb Hendricks and received the UNOPA scrapbook, which she hopes to display at the general meetings.
- Foundation Funds Committee: Lola Young reported that October 15, 1999, was the deadline for requesting funds for reimbursement of professional growth/educational activities.
- Awards Committee: Joyce Ore reported that the Boss of the Year Award was coming up in November and her committee would be meeting to finalize plans.
- Employee Concerns Director: Jan Sammet handed out the complete list of Employee Concerns Committees, which included the UNOPA representative's names and addresses.
- Membership: Carol Bom reported receiving 96 membership applications so far: 9 new members, 55 active renewals, 11 retired, 12 honorary, 7 associate and 2 lifetime. The new membership pins have been ordered and should arrive at the end of September. At that time, she and her committee will process the renewal letters and include a new pin. The membership cards have been printed and the brochure has been updated and will soon be printed. Carol noted a lack of interest in the membership to serve on committees. Her committee requested a table at the general meetings to take renewals and new memberships. Carol also wants to do a mailing to promote managerial/professional support for employees to attend UNOPA meetings. She is hoping to set up a list serve and was given some ideas from other board members as to whom to contact to help her with that.
- Nominating Committee: Jan Wassenberg had nothing to report.

- Professional Growth: Diane Sullivan reported having to rebuild her committee and welcomed LaRita Lang as a new member. They were going to meet soon to make plans.
- UNOPA Notes: Editor Amy Fisher suggested archiving some of the old UNOPA boxes so there weren't so many to keep passing around. UNOPA Notes will be on the web. She also suggested that UNOPA purchase a software program such as PageMaker that could be passed on each year to the Notes editor. After some discussion, Diane Sullivan moved that **UNOPA purchase the most recent PageMaker software for the UNOPA Notes editor.** Jan Wassenberg seconded it. Amy Fisher **amended the motion to include the software Quicken for use by the treasurer**. Jan Sammet seconded the amendment. The motion passed as amended.
- Ways & Means: Jeanne Andelt reported that the contract had been signed for UNOPA to sell football parking at the home games. The September 11 game was filled up, but she still needed people to work all other games. Jeanne noted that a majority of the workers were PSP members and thus suggested that the percentage given to the PSP fund should reflect the percentage of those doing the work rather than the straight 50/50 split. It was proposed to divide the proceeds from the football parking lot with the PSP Committee according to the percentage of people staffing the time slots; for a minimum of a 50/50 split to a maximum of a 75/25 split, with 75% going to the Endowment Fund and 25% to the General Fund, for the period of one year. After some discussion, the board decided it should be up to the membership to decide. Jeanne will present the proposal and a motion to the General Membership on September 14, 1999.

There was no old business to discuss.

New Business

- President Wasser reported she wants to correspond with supervisors concerning UNOPA meetings and activities.
- Jeanne Andelt asked about the possibility of selling UNOPA name badges as a PSP fundraiser. The bylaws were checked for rules on using the UNOPA name.
- Next Executive Board Meeting: October 5, 1999 at 11:45 a.m. in 206 Filley Hall.
- Next General Meeting: October 12, 1999 at East Campus Union.

President Wasser adjourned the meeting at 4:30 p.m.

Judy Anderson, Recording Secretary

UNOPA 1999/2000
Executive Board Minutes
October 5, 1999
206 Filley Hall

President Diane Wasser called the meeting to order at 12:00 p.m.

Members present:

Judy Anderson	Nelvie Lienemann	Edie Schleiger
Jeanne Andelt	Carrie Meeske-Holloway	Diane Sullivan
Carol Bom	Joyce Ore	Jan Wassenberg
Amy Fisher	Cheryl Ross	Diane Wasser
Deb Hendricks (for Lola Young)		

Members absent:
Margaret Goodman
Jan Sammet
Lola Young

Minutes were approved as corrected.

ANNOUNCEMENTS
President Wasser received a letter from the Civil Rights office from Central Administration looking for a liaison from UNOPA. The Employee Concerns Committee will look into finding a volunteer.

The Memorial Service for Dr. Melvin Jones was mentioned. President Wasser contacted Herb Howe about getting a shuttle bus from East Campus for people wanting to attend.

A NAEOP Newsletter was made available to those interested.

TREASURER'S REPORT
Carrie Meeske-Holloway reported a beginning balance of $2,157.70. Income totaled $311.98, expenses came to $87.42, leaving a checkbook balance of $2,382.26. The Certificate of Deposit balance is $3,247.67.

COMMITTEE REPORTS
- Program Committee: Edie Schleiger had no report.
- Foundations Funds: Deb Hendricks, representing Lola Young, had no report.
- Employee Concerns Co-director: Cheryl Ross had no report.
- Hospitality Committee: Nelvie Lienemann reported that she had just sent out flyers.
- Membership: Carol Bom reported 134 members: 9 new members, 88 active renewals, 13 retired, 12 honorary, 10 associate and 2 lifetime. Renewal letters were sent out complete with the new membership pins. Carol has received calls from some members saying they really liked the pins. A reminder letter will go out in the next week or so for those who haven't yet renewed and a table will be set up at the General Meeting for those wanting to renew at that time.
- Nominating Committee: Jan Wassenberg had no report.
- Professional Growth: Diane Sullivan reported the UNOPA Workshop will be held November 11, 1999, with both sessions being held at the East Union due to Math Day being held on City Campus. Kathy Prochaska-Cue will be presenting "How To Live On A Budget", with tips on how to save, investing with small amounts of money, etc. Times are 8:30 to 11:30

a.m. and 1:00 to 4:00 p.m., with snacks provided at the breaks. The committee will be sending out a survey with a list of ideas for brown bags that they hope to get some feedback on. In the Spring they are looking at a workshop on elder care done by the Department of Aging.

- UNOPA Notes: Amy Fisher had no report.
- Ways & Means: Jeanne Andelt had a couple of openings left for people to work at the football parking lots.
- Awards Committee: Joyce Ore handed out information on the Boss of the Year Award. Announcements will be in the Scarlet for two weeks and via campus-wide email. Nominations are due by October 25 and judges have been selected. It was noted that the deadline should be listed on the poster. Colored posters will be distributed at the General Meeting.

OLD BUSINESS

- Parking Update: President Wasser reported that the new parking garage was voted in, but the funding was voted down. It was proposed to find outside funding, possibly through the University Foundation.

NEW BUSINESS

- President Wasser reported she attended a benefits meeting for Kathy Bennetch and reiterated the fact that our insurance costs will be going up from 9% to 15% for both health and dental. There is continuing discussion on raising the NUCredits.
- President Wasser was contacted by a member suggesting that the 50/50 Drawing be a Ways & Means Committee function. This is a misunderstanding on what the purpose of this activity is, so it will be announced at the General Meeting that this is not a fund raiser for UNOPA but for a charity of the president's choice. President Wasser will be donating these funds to the Cedars Home for Children this year.
- A suggestion for UNOPA to start a support group for web masters was brought up, but it was found that there already was such a support group known as the UNL Providers, <www.unl.edu/provider>.
- Carol Bom and Daisy Brayton are putting together a distribution list rather than a list serve, which should work better for our purposes. Special announcements may be distributed in this manner, but they must be approved by President Wasser.
- Jim Yankech contacted UNOPA for partial financial support for a diversity theater group to perform on campus, November 16. The total fee would be $4,000 with $2,000 being covered by a grant through Vice Chancellor Edwards and the rest coming from UAAD, Human Resources, University Health Center and UNOPA. Discussion ensued about the fact that office/service personnel were not invited to attend the last performance so why support it this time. The request for funds was denied.
- **It was moved by Jan Wassenberg and seconded by Jeanne Andelt to donate $50 to the Dr. Melvin Jones Memorial Fund through the University Foundation. It was carried.** Carrie Meeske-Holloway will process the check and send with a card.
- Joyce Ore requested time at the General Meeting for Boss of the Year announcements and Jeanne Andelt and Carol Bom both requested tables for the General Meeting.
- Next Executive Board Meeting: November 2, 1999 at 3:30 p.m. in 103 Whittier Building.
- Next General Meeting: November 9, 1999 at City Campus Union.

The meeting was adjourned by President Wasser at 12:45 p.m.

Judy Anderson, Recording Secretary

UNOPA 1999/2000
Executive Board Minutes
November 2, 1999
103 Whittier Building

President Diane Wasser called the meeting to order at 3:36 p.m.

Members present:

Jeanne Andelt	Nelvie Lienemann	Diane Sullivan
Judy Anderson	Joyce Ore	Diane Wasser
Carol Bom	Jan Sammet	Lola Young
Margaret Goodman	Edie Schleiger	Jan Wassenberg

Members absent:
Amy Fisher
Carrie Meeske-Holloway
Cheryl Ross

Minutes of the last meeting were approved.

COMMUNICATIONS/ANNOUNCEMENTS
President Wasser offered the newsletter from Olsen Center for Women's Health for anyone interested. She received a letter from William Olubodun, Assistant Director of Student Involvement, requesting information on any cultural affairs activities that we may be doing so as to include in a calendar they are preparing.

TREASURER'S REPORT
Carrie Meeske-Holloway was absent from the meeting, but submitted a written treasurers report stating the beginning checkbook balance of $2,382.26, with income of $417.47, expenses of $700.00, and a final balance of $2,099.73 as of 10/19/99. The certificate of deposit balance is $3,247.67.

COMMITTEE REPORTS
- Program Committee: No report.
- Corresponding Secretary: Margaret Goodman reported she had sent a sympathy card to Cheryl Ross in the loss of her mother.
- Foundation Funds Committee: Lola Young reported that they had no applications for foundation funds by the October deadline. She will be working on better advertising of this opportunity, possibly in the UNOPA Notes and on the new email distribution list.
- Employee Concerns Director: Jan Sammet reported on her correspondence with Chancellor Moeser concerning the lack of a c-line person on the search committee for Vice Chancellor of IANR. Chancellor Moeser's response stated that Board of Regents policy restricts the number of persons that can serve on a vice chancellor search committee and many other constituencies had to be included, thus leaving no room for an office/service representative. President Wasser also spoke to Herb Howe on this matter and he stated that since this was an academic area rather than a business area, they were not required to include an office/service person on the search committee. Jan also mentioned that Daisy Brayton volunteered for the Civil Rights Committee and the length of term was discussed. Jan was going to check with the committee to see if they already had guidelines for this.

Hospitality Committee: Nelvie Lienemann reported they had received 31 reservations for dinner and 30 brown bag reservations for the Bosses Luncheon. There was discussion on how to sit brown baggers with guests that have purchased the meal.

- Membership: Carol Bom reported a total of 187 members with 44 not renewing. She will be contacting the members who have not renewed. A list of these 44 will be emailed to the board members in case they know them and wish to contact them personally. Carol also shared a note from Nelsine Scofield thanking us for the membership card and the nice pin.
- Nominating Committee: No report.
- Professional Growth: Diane Sullivan reported 58 surveys had been returned so they now have some ideas for upcoming brown bags. The most requested topics were: stress, can't stand the people they work with, office burnout, dealing with difficult people, time management, pre-retirement, and conflict resolution. Fall workshop is November 11 on East Campus. The Spring workshop will be on retirement, April 20, on both campuses.
- Ways & Means: Jeanne Andelt reported that the time of the game was changed again, but they had a full schedule of people working, including some new people.
- Awards Committee: Joyce Ore reported that there were four nominations for Boss of the Year: Mike Zeleny, ZB Mayo, Larry Dlugosh and Steven Waller and all will be able to attend the luncheon. Judges Brenda Baker, Randy Cash and Eric Free noted that the competition was very close. Blaine Blad, last year's Boss of the Year, will present this year's award. UNOPA will pay for the meals of all nominees and last year's recipient. Certificates were purchased for $3.29 and a frame for $9.99. Programs are being printed. Joyce will bring a digital camera for pictures for the Scarlet and will also take pictures of the PSP recipients. Judy mentioned that the university photographers should also be there.

OLD BUSINESS - None

NEW BUSINESS

- Time at the meeting will be needed by Joyce Ore for the Awards Ceremony and Sheila Perry for the announcement of the 17 PSP Monetary Stipends.
- UNOPA received a thank you note from Mrs. Colleen Jones for the $50 memorial given in honor of her husband, Dr. Melvin Jones.
- President Wasser attended the Chancellor's Cabinet meeting where she found out that the parking garage question will not be on the next Board of Regent's agenda due to the lack of a funding decision.
- Notice was received by Human Resources that the Employment Office will remain open.
- The new Benefits Package should be out by the end of the week. UNOPA, UAAD and the Academic Senate will be requesting a copy of the budget for the last ten years to see where and how the $25 million dollars in the bond was spent.
- Jeanne Andelt announced that PSP is selling new Christmas ornaments, but won't be having a table at the November meeting. They will be selling them at the Northeast Band Craft Show, November 15, or you can make arrangements with her to see them.
- Next Executive Board Meeting: December 7, 1999 at 11:45 a.m. in 206 Filley Hall.
- Next General Meeting: December 14, 1999 at Wick Alumni Center.

The meeting was adjourned by President Wasser at 4:25 p.m.

Judy Anderson, Recording Secretary

UNOPA 1999/2000
Executive Board Minutes
December 7, 1999
NCCE-Luncheon

The December meeting was held at the Nebraska Center for Continuing Education and started with a buffet lunch and a gift exchange. Lunch was provided by William Murphy, Margaret Goodman's boss.

President Diane Wasser called the meeting to order at 12:25 p.m.

Members present:

Judy Anderson	Nelvie Lienemann	Edie Schleiger
Jeanne Andelt	Carrie Meeske-Holloway	Diane Sullivan
Amy Fisher	Joyce Ore	Jan Wassenberg
Margaret Goodman	Cheryl Ross	Diane Wasser
Barb Homer	Jan Sammet	Lola Young

Members absent:
Carol Bom

Minutes of the last meeting were approved.

ANNOUNCEMENTS
President Wasser reported on concerns we had with the lack of an office/service person being on the Vice Chancellor for Business and Finance Search Committee. She was informed that Margaret Knapp would be our representative. Even though she is an executive secretary, Margaret would be considerate of our concerns. We will not be included in the initial search process, but will have a say in the final selection process. Members of the search committee include David Brinkerhoff, Associate Vice Chancellor for Academic Affairs; Bob Burton, Associate Athletic Director; Bruce Currin, Human Resources; Les Digman, U.S. Bank; Linda Enck, Operations Analysis; Joan Giesecke, Libraries; Glen Hoffman, Biological Systems Engineering; Margaret Knapp, executive secretary, Vice Chancellor for Business and Finance office; Alan Moeller, Vice Chancellor for IANR; Ryan Combs, ASUN representative; Jan Thayer, Riverside Lodge; and Ed Weins, Experian.

A letter was drafted by President Wasser, Rosalee Swartz, UAAD president, and Gail Latta, Academic Senate president, and sent to David Lechner, Vice President for Business and Finance, requesting a copy of the benefits budget for the last five years in hopes it can help explain what happened to the money in the trust fund. They had requested the information for the last 10 years, but can only get the last five years due to the change from Mutual of Omaha to Blue Cross/Blue Shield.

President Wasser reported on a letter written by Rosalee Swartz to Herb Howe concerning the lack of representation of both B- and C-line personnel on the Vice Chancellor search and the fact that not all departments are needing to follow the hiring guidelines as strictly as others. Examples given were the Human Resources department moving personnel from C-line to B-line and the fact that David Lechner, Vice President of Business and Finance, only holds a bachelors degree.

Chancellor Moeser is asking for nominations for Layman Awards and Chancellor's Awards for Exemplary Service. An Alumni Achievement Award is also available.

A thank you letter was received from Larry Dlugosh, recipient of the 1999 Boss of the Year Award, stating his gratitude for the award and the support of our organization. A letter was

also received from Bill Orr, who spoke about the TeamMates organization at the last general meeting. He shared a copy of the "Bill Gates vs. General Motors" story and again encouraged our members to think about becoming TeamMates.

Vice Chancellor James Griesen requested our input for two UNOPA awards for the Hall of Fame that will be displayed in the newly remodeled first floor of the Canfield Administration Building. Each award will have a plaque stating the name and description of the award with a list of recipient's names from 1980 to the present. After some discussion and a motion by Jan Wassenberg, seconded by Jan Sammet, **it was decided to include the Rose Frolik and the Silver Pen Awards for the Hall of Fame plaques.**

TREASURERS REPORT

Carrie Meeske-Holloway reported a beginning balance of $2,099.73. Income totaled $947.65, expenses came to $633.88, leaving a checkbook balance of $2,413.50 as of November 16. The Certificate of Deposit balance is $3,247.67. Carrie requested expenses from committee chairs.

COMMITTEE REPORTS

- Program Committee: No report.
- Corresponding Secretary: No report.
- Foundation Funds: Lola Young noted the next deadline for reimbursement requests is January 15, 2000. Forms are available from Lola. There will be a professional development workshop in Omaha, February 18-19, sponsored by the Nebraska Educational Office Personnel. Margaret was asked to do announcements for UNOPA Notes concerning this opportunity.
- Awards Committee: Joyce Ore apologized for missing the Boss of the Year Award presentation due to illness. The certificates have been signed and sent out to the recipients. The news article for the Scarlet was postponed due to lack of space, but should be included before the break. Nominees will be contacted for pictures since the Scarlet doesn't accept group shots. Joyce mentioned the next awards being presented in April. President Wasser requested Joyce have Daisy Brayton add award information to the UNOPA web site.
- Employee Concerns: Jan Sammet reported that Daisy Brayton is our liaison to the Office of Civil Rights of the U.S. Department of Education for a term of one year. She will eventually need input from the membership.
- Employee Concerns Co-director: Cheryl Ross reported that President Wasser, Edie Schleiger, and Jan Sammet met with Bruce Currin and Suzanne Drew concerning tuition remission for part-time employees, which is still under discussion. She noted that temporary employees with appointments that last longer than six months are now eligible for benefits, due to new SAP program issues. NU Values issues concerning job families were also discussed, but no new details were available. The Human Resources survey received only a 10% response.
- Hospitality Committee: Nelvie Lienemann reported 50 reservations for the Christmas meeting at the Wick Center. There was a mix up on the reservation form concerning brown bags, which will not be allowed. The deadline for reservations is December 8.
- Membership: Carol Bom was absent, but submitted a written report stating we currently have 194 members. The committee is still discussing ways to bring in new members.
- Nominating Committee: No report.
- Professional Growth: Diane Sullivan reported approval of 1/2 point continuing education credit for PSP. With Suzanne Drew, she has decided on five brown bag workshops from the survey responses. Suzanne is now working with Nancy Myers from the EAP to set the dates. The next UNOPA Workshop will be April 20, covering the topic of Elder Care. Reservation forms will be available and it will be presented on both campuses.
- UNOPA Notes: Amy Fisher reported that the UNOPA Notes would not be out until January, after the break.

- Ways & Means: Jeanne Andelt reported excellent help with the parking lots. Out of 46 slots available, 30 were filled by PSP (65%) and 16 by non-PSP (35%). Money has not yet been received, but approximately $2200 should be coming into UNOPA; $1400 going to PSP and $800 to the General Fund, per previous agreement. It was also agreed that the great weather had a lot to do with the great participation and fun. It was requested that the pins and ornaments be brought to the general meeting for sale.

OLD BUSINESS

- Nelvie Lienemann asked about an old proposal to look at the awards and possibly rewrite to make them easier to submit and understand. She remembered an ad hoc committee being appointed to look into it.

NEW BUSINESS

- Thanks to William Murphy, Margaret Goodman's boss, for treating the board to lunch today.
- Next Executive Board Meeting: January 4, 2000, at 3:30 p.m., 103 Whittier Building.
- Next General Meeting: UNOPA/UAAD combined meeting, January 19, 2000.

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

Judy Anderson, Recording Secretary

UNOPA 1999/2000
Executive Board Minutes
January 4, 2000
103 Whittier Building

President Diane Wasser called the meeting to order at 3:40 p.m.

Members present:

Jeanne Andelt	Cheryl Ross
Judy Anderson	Edie Schleiger
Carol Bom	Diane Sullivan
Nelvie Lienemann	Jan Wassenberg
Carrie Meeske-Holloway	Diane Wasser

Members absent:

Amy Fisher	Joyce Ore
Margaret Goodman	Lola Young
Jan Sammet	

Minutes of the last meeting were approved with a motion by Diane Sullivan, seconded by Jan Wassenberg.

COMMUNICATIONS/ANNOUNCEMENTS

The Foundation Funds deadline for reimbursement for educational expenses is January 15, 2000. So far Lola has not received any requests. It was discussed that this opportunity should be more widely advertised to the membership. It was suggested that a short article and an application form be placed in UNOPA Notes.

The spring schedule for Search Committee Certification briefings is available.

A Professional Development Day will be held in Omaha, February 18 and 19. This is for the Central organization, including Nebraska, Iowa, Kansas, Illinois, Missouri, and Indiana.

TREASURER'S REPORT

Carrie Meeske-Holloway reported that as of 12/21/99, the beginning checkbook balance was $2,413.50, with income of $2242.81, expenses of $1893.22, and a final balance of $2,763.09. The certificate of deposit balance totals $3,322.16. Due to the early UNOPA Notes deadline, the treasurer's report won't be available until the February issue. Carrie also handed out a table showing all expenses by each committee per month. She received a maturity notice on the certificate of deposit and it was decided to let it roll over.

COMMITTEE REPORTS

- Program Committee: Edie Schleiger reported that the March program had fallen through. Suggestions for possible other programs were Bruce Currin speaking on the new job families or Colleen Jones.
- Hospitality Committee: Nelvie Lienemann reported that flyers for the combined UNOPA/UAAD meeting were being done by UAAD and should be out next week. There will be a choice of three meals or you may bring a brown bag lunch.
- Employee Concerns Director: No report.
- Membership: Carol Bom handed out new membership lists, which include 193 members; 131 active, 18 new, 16 associate, 14 retired, 12 honorary, and 2 lifetime. Her committee was considering suggestions for recruiting such as getting lists of new employees, making

personal "welcome wagon-type" visits to new employees, inviting/hosting new employees to their first meeting, and including a gift magnet with the introductory letter. A future project is a large campus map with pins designating where UNOPA members are located.

- Nominating Committee: Jan Wassenberg reported that the letter requesting nominations and copies of the job descriptions would be going in the mail next week. The committee will have a slate of officers for the March meeting.
- Professional Growth: Diane Sullivan reported there would be Brown Bag discussions in February and March. The campus wide April 20 personal development workshop will be on Elder Care with Donna Kilburn. She is planning a lot of promotion including announcements via email, in the Scarlet, and at a UAAD meeting. Registration forms will be used this time.
- Ways & Means: Jeanne Andelt reported that the football parking efforts netted us $2,231. With the agreed upon percentage split of 65/35, the PSP fund will receive $1,450.15 and the general fund will receive $780.85.

OLD BUSINESS - None

NEW BUSINESS

- Next General Meeting: January 19, 2000 at the City Union, which is the annual UNOPA/UAAD Combined Meeting.
- Next Executive Board Meeting: February 1, 2000 at 11:45 a.m. in 206 Filley Hall.

President Wasser adjourned the meeting at 4:29 p.m.

Judy Anderson, Recording Secretary

UNOPA 1999/2000
Executive Board Minutes
February 1, 2000
206 Filley Hall

President Diane Wasser called the meeting to order at 12:00 p.m.

Members present:

Judy Anderson	Nelvie Lienemann	Edie Schleiger
Jeanne Andelt	Carrie Meeske-Holloway	Diane Sullivan
Carol Bom	Joyce Ore	Jan Wassenberg
Daisy Brayton	Jan Sammet	Diane Wasser
		Lola Young

Members absent:
Margaret Goodman
Cheryl Ross

Minutes were approved after Diane Sullivan reported the dates of the Brown Bags needed to be changed from April to March.

ANNOUNCEMENTS

President Wasser welcomed Daisy Brayton to the board as the new UNOPA Notes co-editor with Carol Bom.

A copy of the Institute Marketing Report draft is available to look at.

Applications were made available for Student Leadership Awards.

President Wasser shared an invitation to the first Black Graduate Student Association Winter Ball.

The National Conference schedule was made available.

President Wasser requested that she receive a copy of all UNOPA email messages.

TREASURER'S REPORT

Carrie Meeske-Holloway reported a beginning balance of $2,763.09. Income totaled $3,074.82, expenses came to $3,248.44, leaving a checkbook balance of $2,589.47. The Certificate of Deposit balance is $3,322.16. Jan Sammet questioned carrying such a large sum in the checking account. After some discussion, Carrie agreed to check on the interest rates for different accounts. Edie suggested looking at a second CD at a rotating time compared with the one we have. It was decided to wait until the end of year, after all expenses for the next awards presentation and the President's Luncheon have been deducted, to evaluate what to do with the checking account balance.

COMMITTEE REPORTS

- Program Committee: Edie Schleiger announced the new speaker for March, who is Patricia Kennedy from the College of Business Administration, speaking on the role of women on campus.
- Foundation Funds: Lola Young has not received any reimbursement requests. There was some discussion on how to promote this opportunity and how to encourage members to use it. The next deadline is March 15, 2000.
- Awards Committee: Joyce Ore reported her committee was busy getting judges for the next awards presentation. Information on these awards will be available at the General Meeting and on the web site. Discussion followed concerning when to award the Rose Frolik Award and possibly moving the Past President's Luncheon to the Installation Meeting. **Jeanne Andelt moved, and Jan Wassenberg seconded, to move the Past President's**

Luncheon and the presentation of the Rose Frolik Award to the May Installation Meeting. It carried. Joyce will correct the presentation dates on the award notices. Lola Young brought up the fact that there may be a state election on the same day as our May meeting, thus a few key members would be absent from the meeting. Jeanne will check with Sandy Lineberry on election dates and report back to Diane.

- Employee Concern: Jan Sammet reported that Kathy Bennetch resigned from the UNL Benefits Committee.
- Hospitality Committee: Nelvie Lienemann reported that flyers were out for the next meeting.
- Membership: Carol Bom reported three new members, bringing our membership up to 196 members.
- Nominating Committee: Jan Wassenberg reported that her committee had a few suggestions, including four for president-elect and approximately two each for the other offices.
- UNOPA Notes: Daisy Brayton announced that the UNOPA Notes deadline is being moved up to the Friday after the General Meeting. It was decided that each board member should write a paragraph about themselves by February 5, to be included in the UNOPA Notes sometime during the year. There was also discussion on putting the minutes of the meetings on the web site and not including them in the Notes.
- Professional Growth: Diane Sullivan handed out information on the UNOPA Brown Bags on February 10, February 28, and March 23. April 25 is the personal development workshop on Eldercare, which will be advertised in the Scarlet, with UAAD, and announced at the General Meeting.
- Ways & Means: Jeanne Andelt had no report.
- Jan Sammet brought up discussion on possibly doing something special for our membership, since our treasury was so solid. Social functions and free drawings for gifts were mentioned. It was decided to have the Summer Social committee look at this possibility for the coming year.

OLD BUSINESS

- President Wasser reported that from the survey of board members concerning changing the job descriptions of officers, it was agreed to add "attend the Chancellor's Cabinet meetings" to the President's description. The idea of mandating all officers to be members of the state organization was not approved.

NEW BUSINESS

- Next Executive Board Meeting: March 7, 2000, at 3:30 p.m. in 103 Whittier Building.
- Next General Meeting: March 14, 2000 at East Campus Union.

President Wasser adjourned the meeting at 1:04 p.m.

Judy Anderson, Recording Secretary

UNOPA 1999/2000
Executive Board Minutes
March 7, 2000
103 Whittier Building

President Diane Wasser called the meeting to order at 3:35 p.m.

Members present:

Jeanne Andelt	Carrie Meeske-Holloway	Edie Schleiger
Judy Anderson	Joyce Ore	Diane Sullivan
Carol Bom	Cheryl Ross	Jan Wassenberg
Margaret Goodman	Jan Sammet	Diane Wasser
Nelvie Lienemann		

Members absent:
Daisy Brayton
Lola Young

Minutes of the last meeting were approved with the corrections of dropping the word co-director from the Employee Concerns Committee report and changing the date of the Eldercare Workshop from April 20 to April 25.

COMMUNICATIONS/ANNOUNCEMENTS
Due to additional conflicts, President Wasser reported that the Past President's Luncheon has to be moved back to its original date. **Jeanne Andelt moved, and Diane Sullivan seconded, to revoke the motion made at the February Board Meeting to move the Past President's Luncheon and the presentation of the Rose Frolik Award to the May Installation Meeting. The motion carried; thus moving those stated items back to the April meeting.**

Committee job descriptions are not being found in the files and are needed to pass on to the next committee chairs. If one isn't located, current chairs are asked to write one for their committee.

It was agreed to accept a request from the Women's Caucus to advertise on our listserve that Barbara Burr, from Washington, DC, would be campaigning at the City Union, March 10, for insurance coverage for birth control.

The question of charging for one personal development workshop during the year was discussed. Since it was not actually addressed in the bylaws, there are no speaker expenses for the upcoming workshop, the treasury is in good shape, and since the workshop is covering a University benefit, it was decided there was no need to charge for the upcoming Personal Development Workshop.

TREASURER'S REPORT
Carrie Meeske-Holloway reported that the beginning checkbook balance from January was $2,589.47, with income of $444.95, expenses of $325.25, and a final February balance of $2,709.17. The certificate of deposit balance is $3,322.16. Carrie also checked on the interest rates from other banking institutions, finding a range of 1%-2.25% requiring various minimum balances. We are currently earning 1.5% on our checking account and 4.9% on our certificate of deposit.

COMMITTEE REPORTS

- Program Committee: No report.
- Corresponding Secretary: Margaret Goodman reported that she had mailed the invitations to the past presidents and retirees, asking for a 3/24/2000 response. Her department will pay for the printing charges.
- Foundations Committee: Reimbursement requests are due April 15.
- Awards Committee: Joyce Ore reported receiving very few nominations and it was decided to extend the deadline from March 10 to March 17. Joyce will check with Dave Spanel on what happened to the all-University announcement she requested to be emailed and no one received. She will also have Daisy send out another notice on our listserve.
- Employee Concern: Jan Sammet reported that Lola Young has agreed to be our representative on the UNL Benefits Committee for the next three years. Cheryl Ross reported that she, Diane Wasser, Edie Schleiger, and Jan Sammet met with Bruce Currin and Suzanne Drew on NU Values. Human Resources will begin implementing this program with three pilot units and she stressed the need for all employees to update their position descriptions in order to be placed in the correct Job Family. It is hoped that the NU Value System will bring more equitable pay, enhanced growth and advancement opportunities, a more rewarding work environment, and enhanced flexibility within positions.
- Hospitality Committee: Nelvie Lienemann reported that only 36 responses had been received for the next meeting. This is probably due to the fact it is only a brown-bag lunch.
- Membership: Carol Bom reported 199 members.
- UNOPA Notes: Carol Bom thanked everyone for sending in their bios and announced March 17 as the next UNOPA Notes deadline.
- Nominating Committee: Jan Wassenberg reported the following slate of officers for the upcoming elections:

  President-elect: Pat Hust, Cooperative Extension; Diane Sullivan, Entomology
  Recording Secretary: Chris Cary, Industrial Agricultural Products; Heidi Menard, Facilities Management
  Corresponding Secretary: Carol Bom, Landscape Services; Jeanette Fisher, University Services
  Treasurer: JoAnn Barry, Accounting; Barb L'Heureux, Alumni Association

Jan Sammet moved to accept the slate of officers and Edie Schleiger seconded. The motion carried.

- Professional Growth: Diane Sullivan reported a brown bag for March 23 entitled "What's Your Perspective" on East Campus. She will also talk to Bruce Currin about presenting something on NU Values to our group.
- Ways & Means: No report

OLD BUSINESS - None

NEW BUSINESS

- Time at the next meeting: Jan Wassenberg and Joyce Ore.
- Next General Meeting: March 14, 2000, at the East Union.
- Next Executive Board Meeting: April 4, 2000 at 11:45 a.m. in 206 Filley Hall.

President Wasser adjourned the meeting at 4:27 p.m.

Judy Anderson, Recording Secretary

UNOPA 1999/2000
Executive Board Minutes
April 4, 2000
206 Filley Hall

President Diane Wasser called the meeting to order at 12:03 p.m.

Members present:

Judy Anderson	Carrie Meeske-Holloway	Diane Sullivan
Jeanne Andelt	Joyce Ore	Jan Wassenberg
Carol Bom	Cheryl Ross	Diane Wasser
Nelvie Lienemann	Edie Schleiger	Lola Young

Members absent:
Daisy Brayton
Margaret Goodman
Jan Sammet

Minutes were approved after the deadline for the Foundations Committee Stipends was corrected to April 15.

ANNOUNCEMENTS
President Wasser reported that the Governor vetoed the University's request for funds to cover the $15 million Trust Fund debt. Jeanne Andelt suggested that Diane check with Operations Analysis to get copies of past NU budgets.

A good response was received for President Wasser's request for representatives for the Downtown Marketing Focus Group. Our representatives are Doni Boyd, Lona Kramer, Linda Thelen, and Jean Willis.

TREASURER'S REPORT
Carrie Meeske-Holloway reported an ending February balance of $2,709.17. Income for March totaled $1,095.69, expenses came to $1,253.78, leaving a checkbook balance for March of $2,551.08. The Certificate of Deposit balance is $3,322.16.

COMMITTEE REPORTS

- President-elect: Edie reported on attending the Chancellor's Cabinet meeting for Diane. They discussed a new mediation service that they were looking at for possible future implementation. This would not take place of the current grievance procedure, but be an alternative of using off-campus resources. There are six mediation centers in Nebraska, which would make it easier for the University's off-campus centers to use. The centers currently show a 70-80% completion rate.
- Program Committee: No report.
- Corresponding Secretary: President Wasser reported that Margaret has ordered the corsages and is expecting 15 past presidents to attend the General Meeting honoring them. She has also received notes from those who won't be able to attend and plans on reading them at the meeting. Margaret's department has agreed to pick up the printing charges for the programs.
- Foundation Funds: Lola Young reported receiving three reimbursement requests. The next deadline is April 15, 2000.
- Awards Committee: Joyce Ore reported the judging is complete for the Awards Program. She is in the process of getting the certificates and plaques and contacting Accounting for the checks. The winners are Connie Paxton, Silver Pen; Jeanette Fisher, Outstanding Staff;

and Sandy Lineberry, Rose Frolik. Since Sandy always presents the Rose Frolik Award, it was decided to place all of the winner's names in sealed envelopes so that she wouldn't know she was reading her own award.

- Employee Concern: No report.

- Hospitality Committee: Nelvie Lienemann reported that reservations were coming in for the April 11th Annual Awards and Past Presidents Luncheon. She will get lists from Margaret and Joyce for the final count of past presidents and awardees attending the lunch.
- Membership: Carol Bom reported reaching 201 members. She is currently planning an appreciation breakfast for the membership at the end of the year. **It was moved by Judy Anderson and seconded by Lola Young, for Carol Bom to go ahead and plan a membership breakfast as a recruiting tool. Members who bring non-members to the breakfast will eat for free; others will pay a nominal fee to be decided after costs are determined. The Executive Board and the Membership Committee will host. Carol will decide on the date, time, and place. Motion carried.**
- UNOPA Notes: Carol Bom announced that the UNOPA Notes deadline is April 14, the Friday after the General Meeting. She also requested that any message for the listserve be sent earlier, if possible, because sometimes it takes quite awhile to load them.
- Nominating Committee: Jan Wassenberg reported that ballots are due tomorrow, but she had already received 52%. The results are: Pat Hust, president-elect; Chris Cary, recording secretary; JoAnn Berry, treasurer; and Carol Bom, corresponding secretary. Out of 166 ballots, she received 87 ballots back, which was a great response.
- Professional Growth: Diane Sullivan reported receiving 78 reservations for the personal development workshop on Eldercare. She received a call from the Benefits Office concerned about referencing this as a benefit of the University of Nebraska. Diane also reported 21 people attending the last Brown Bag and reminded everyone of the final Brown Bag on NU Values, May 17.
- Ways & Means: No report.

OLD BUSINESS–None

NEW BUSINESS

- Time at the next meeting: Joyce Ore for Awards, Jan Shinstock for professional standards.
- Tables for angel pins will be needed. Advised sending an email to remind people to buy pins for Mother's Day, graduations, confirmations, birthdays, etc.
- Next Executive Board Meeting: May 2, 2000, at 3:30 p.m. in 103 Whittier Building.
- Next General Meeting: May 9, 2000 at City Campus Union.

President Wasser adjourned the meeting at 12:49 p.m.

Judy Anderson, Recording Secretary

UNOPA 1999/2000
Executive Board Minutes
May 2, 2000
103 Whittier Building

President Diane Wasser called the meeting to order at 3:35 p.m.

Members present:

Jeanne Andelt	Carrie Meeske-Holloway	Edie Schleiger
Judy Anderson	Joyce Ore	Diane Sullivan
Carol Bom	Cheryl Ross	Jan Wassenberg
Margaret Goodman	Jan Sammet	Diane Wasser
		Lola Young

Members absent:
Daisy Brayton
Nelvie Lienemann

Minutes of the last meeting were approved.

COMMUNICATIONS/ANNOUNCEMENTS
President Wasser received a letter from Doris Lesoing thanking UNOPA for the rosebud corsage, the meal and the monetary gift for the PSP recognition. She felt very proud of the organization and honored to be a past president.

President Wasser was invited to sit in on the interviews of the three candidates for Vice Chancellor for Business and Finance.

TREASURER'S REPORT
Carrie Meeske-Holloway reported that the beginning checkbook balance from March was $2,551.08, with income of $116.78, expenses of $1156.60, and a final April balance of $1,511.26. The certificate of deposit balance is $3,322.16. She will be setting up the annual audit and will be sending out final committee budgets to the officers and directors.

It was noted that the Floyd S. Oldt Award expenses should be paid by the foundation so Carrie was going to check on that.

Carrie also asked the price of the cookbooks and it was decided they were $5.00.

COMMITTEE REPORTS
- Program Committee: No report.
- Corresponding Secretary: No report.
- Foundations Committee: Lola Young submitted two requests for funds to the Foundation.
- Awards Committee: Joyce Ore reported they were all done with the awards and thanked whoever put the announcement of her Arts and Sciences Applause Award in the UNOPA Notes.
- Employee Concerns: No report.
- Hospitality Committee: No report.
- Membership: Carol Bom reported flyers being sent out for the membership drive breakfast being held Friday, May 19, from 7:00 to 9:00 a.m. at the Arboretum on East Campus. HyVee will supply the juice, coffee and rolls. They are calling it a Spring Roundup and encouraging members to "lasso" a non-member to bring as a guest. If you bring a guest, you both eat for

free. Otherwise, there will be a $2.00 charge. Board members will wear red bandanas and there will be membership information available consisting of a large poster stating our activities, scrapbooks showing past activities, and UNOPA brochures. Door prizes will also be available. The rain site will be the Dairy Store.

- Nominating Committee: No report.
- Professional Growth: Diane Sullivan reported that 100 people attended the Elder Care workshop and 63 turned in evaluations. The speaker reported that she received over 15 phone calls after her presentation and was very pleased with the response.
- UNOPA Notes: Carol Bom announced Friday, May 12, as the next UNOPA Notes deadline.
- Ways & Means: No report.

OLD BUSINESS

President Wasser noted the packets she handed out listing all the committee members and the job descriptions for the committee directors. She instructed everyone to double-check the lists to make sure all names are there so she can make out certificates for everyone.

NEW BUSINESS

- Final reports are due before May 26.
- Next General Meeting: May 9, 2000, at the City Union.
- Next Executive Board Meeting: TBA. Will be the transfer of books (and software) from old to new officers and directors.
- Certificates will be given to all committee members
- Shuttle service to UNOPA meetings: Carol Bom reported on rental prices for a shuttle: $50 per day or $16.75/hr for the driver and $1.05 per mile. Bus capacities are 36/34/32/28/26. Jeanne Andelt suggested renting a 15-passenger van, which may be less expensive and fit our needs better. There was discussion on charging a minimal fee (possibly $1.00) for using the shuttle; finding the need for a shuttle by marking on the meeting reservation form; and on forming a Transportation Committee. Will be considered by next year's board to possibly boost attendance at the meetings.

President Wasser adjourned the meeting at 4:14 p.m.

Judy Anderson, Recording Secretary

UNOPA 1999/2000
Final Executive Board Minutes
June 14, 2000
Green Gateau Restaurant

President Diane Wasser called the final 1999-2000 Executive Board Meeting to order at 8:00 a.m. for the breakfast meeting at the Green Gateau Restaurant.

Members present:

Jeanne Andelt	Nelvie Lienemann	Diane Sullivan
Judy Anderson	Carrie Meeske-Holloway	Jan Wassenberg
Carol Bom	Cheryl Ross	Diane Wasser
Barb Homer	Edie Schleiger	

New board member present:
Sheryl Augstums

Members absent:
Daisy Brayton
Margaret Goodman
Joyce Ore
Jan Sammet
Lola Young

Minutes of the last meeting were approved.

ANNOUNCEMENTS - None

TREASURER'S REPORT
Carrie Meeske-Holloway reported that the beginning checkbook balance from April was $1,511.26, with income of $942.76, expenses of $1521.12, and a final May balance of $932.90. The certificate of deposit balance is $3,322.16. JoAnne Lahm will do the annual audit and **Carrie moved to present JoAnne with a $20 gift certificate for her work. The motion was seconded by Jeanne Andelt and carried.**

Carrie handed out copies of the final Treasury Record of income and expenses by committee. Jeanne Andelt suggested having an inclusive PSP fund rather than individual listings.

COMMITTEE REPORTS - None

OLD BUSINESS - None

NEW BUSINESS
A request was received from a former UNL employee for reimbursement of dues since she was only with the University for a short time. **Cheryl Ross moved to refund dues of $6.00 to said employee because they were terminated from the University after only two months. Jan Wassenberg seconded the motion and it carried.**

President Wasser adjourned the meeting at 8:14 p.m.

Judy Anderson, Recording Secretary