

2011

2011-12 UNOPA General Meeting Minutes

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Minutes
University of Nebraska Office Professionals Association (UNOPA)
General Membership Meeting
Tuesday, September 13, 2011, 11:45 am – 1:00 pm
Nebraska East Union – Arbor Suite

President Cathy Robertson called the meeting to order at 12:00 pm. She replaces Donna Boone, as Donna has taken a position outside of the University and no longer able to participate as a board member. We are excited for Donna, but sad to see her leave. Cathy Robertson welcomed new members and guests. Due to a snafu with the delayed delivery system, May minutes will be approved at our next month's meeting.

Officers Reports:

Treasurer – Marlee Crombie absent due to work conflict. No questions, **July and August will be filed for Audit.**

Standing Committee Reports:

Awards – Edie Schleiger reminded us that Monday, October 17, 2011, is the deadline for the 2011 Floyd S. Oldt Boss of the Year, Floyd S. Oldt Silver Pen and Floyd S. Oldt Outstanding Staff Awards. She encourages all to check out the UNOPA website, review criteria and forward names of those deserving!

Bylaws – Pat Hust. Cathy Robertson reminded the membership that we will have changes to our Bylaws that will be presented at our October meeting. If membership has change suggestions, please forward these suggestions to Pat Hust at her email address.

Employee Concerns – Marcy Tintera and Roddy Spangler stated that there are several committees, university wide, that still need people. Anyone interested in any committee, please contact either one of them. Cathy Robertson stated that those interested to please check out the website, as there are several great committees throughout the university that are wonderful to participate in that are open to UNOPA membership. She encouraged us to check out the many different committees available.

Membership – Gretchen Walker stated that UNOPA has 96 members. Of this number: 2 are New; 69 Renewals; 4 Associate Members; 4 Retired; 16 Honorary Members; 1 Lifetime Member. Membership cards will be sent out next week. Of the 96 members, 71 are eligible for the Nebraska Home Sales Scholarship Drawing, to be drawn later in this meeting. Reminder to the membership that dues will increase to \$12.00 beginning October 1, 2011, if you have not gotten your renewal in, or know someone who would like to become a member, do so by September 30, 2011, before the dues increase.

Things the committee is working on:

A New Member Luncheon is planned for October, more information to follow.

Keep Your Eyes Open Technology is coming, Facebook is coming, more information to follow.

NEOPA will be hosting their Fall Workshop, "Staying Connected in a Changing World!" on Friday, October 21, 2011 at the Central Community College in Columbus, NE. You can register on-line, if you choose, and the deadline for registering for this workshop is Friday, October 14, 2011. They offer some wonderful speakers and presentations.

Gretchen Walker wishes to put in her annual plug regarding the Toastmasters organization here at UNL. It's not just about learning how to speak at the podium, there is a leadership tract and growth potential. If interested in Toastmasters, East Campus's EC Speakers meet on Wednesdays at 12:00 in the East Campus Union and the NU Toasters, which is sponsored by UNOPA and charter organizations, meets Thursdays at 12:00 pm at the City Campus Union.

Nominating – Nelvie Lienemann. As Cathy Robertson has stepped into the President's position, we now have a President-elect position to fill. They have sent out notices for nominations and are waiting for responses. They have

Approved as Corrected – October 11, 2011

been receiving several responses and will be contacting people soon. If you have been nominated, please consider saying YES to put your name on the ballot! The plan is to have the nominations for the President-Elect position for the October meeting and a paper ballot will be sent out after that.

UNOPA Notes – Linda Ratcliffe is doing a fabulous job! UNOPA Notes looks great! If you are not receiving UNOPA Notes in a format you can read, please let an officer know or email Linda as soon as possible. Also, if you have any information that you would like to see in UNOPA Notes, the deadline for October's newsletter is Friday, September 16, 2011. If committee chairs have dates or anything for the newsletter, please contact Linda by the deadline.

Ways and Means – Marlee Crombie and Jane Schneider. The board is taking on the Ways and Means project with our Parking Lot fundraiser this year. For those that do not know, we have a parking lot for Football Saturdays on 1820 R Street, fee to park is \$15.00. This is a great way to support UNOPA! We've had two football games so far this year and we greatly appreciate the volunteers that help work this lot. There are openings yet to be filled for this Saturday's game, please contact Marlee or Jane to sign up, or sign up on the sign-up sheets before you leave today. You need only to volunteer once and the time commitment is for 2 hours. This is a huge fund raiser for UNOPA as we usually bring in \$4,000 to \$5,000, without this money, UNOPA would be at a loss and need to find other means to bring in dollars. We thank all those volunteers! Many hands make small work!

Hospitality – 50/50 Drawing – **Jamie Jaime** Long and Sara Luther thanked those that assisted in the preparations for today's meeting. The apples in the centerpieces will be donated to **UNOPA's LPS'S** Backpack Program. The 50/50 Drawing total collected today was \$76.00 (\$38.00 split) and the winner was Cindy Knight. Door prize winners: Roddy Spangler won Picture Frames and Beth Zager won a \$5.00 Dairy Store Gift Card, Peg Johnson received the Scented Candle. Thanks to the Hospitality Committee, we have applesauce, apple cider and apples as our donation to the backpack program for this meeting. They will let us know what is planned for the next meeting. This program helps our elementary school programs for food. Cash is accepted as well as food.

Announcements:

Beth Zager, Career Development Committee Chair ~~was~~ introduced ~~to introduce~~ Ryan Pierce and Katie ~~Coeckran~~ **Halperin** of Nebraska Home Sales, a locally owned and operated full service real estate service, to provide assistance in the drawing of two scholarships available. UNOPA is working in conjunction with Nebraska Home Sales to develop two Professional Development Scholarships. They have graciously donated \$200.00 each year for this and UNOPA will provide two scholarships, in the amount of \$100.00 each, for two UNOPA members to utilize for professional development. This scholarship can be used for conference membership to attend the Columbus Conference, or a state, regional, or national workshop, anything UNOPA would charge for. Winners have until the end of July 2012 to use these scholarships with everything turned in by August 2012. There will be a packet for each winner to look through. Membership thanked Ryan and Katie for being at the meeting today, drawing the winners and making these scholarships possible. Winner #1 is **Jean Jeanne** Bonnett; and winner #2 is Tonda **Humpfress** Humphress.

Guest Speaker:

Cathy Robertson introduced our next speaker, Jose Soto, Southeast Community College. He is the Vice President of Access, Equity and Diversity; he's been with Access in that capacity since 1992. He's been plan developer for Access, Equity and Diversity for Southeast Community College, Martin Luther King, Jr. Freedom Breakfast Planning Committee and has chaired this committee for the last 2 years. He's received his BA from the Inter-American University of Puerto Rico and majored in Psychology and Social Sciences. He's received his Doctorate from the University of Nebraska Law College in 1984. His areas of interest over the past 25 years expands from fair employment, affirmative action, equal opportunity, cultural issues and education, behavioral health, policy analysis, and development of mental health administration and education, consultation and training on cultural competence in a population. Donna Boone chose for her 50/50 Drawing charity the Martin Luther King, Jr. Scholarship program.

Jose Soto thanked membership for the warm welcome and for choosing the Martin Luther King, Jr. Scholarship program as the recipient of this money. It will be used for student learning within Nebraska's higher learning institutes.

What Jose discussed today was the Freedom Breakfast and the Martin Luther King, Jr. Scholarship Program. His office utilizes the Freedom Breakfast as a vehicle in collecting these funds for this effort. He gave us a bit of history of the program and how it works to help us understand where our support is going. The Planning Committee consists of three additional partners, the University of Nebraska, the Lincoln Public School system, and the University of Nebraska system. He's attended the Breakfast for the last 18 years (its beginning) and has been actively planning the event for the last 10 years. It is a partnership that has benefitted from the foresight of an individual who was a professor at the UNL-Lincoln, African- American Studies Department, Dr. Keith Parker, approximately 20 years ago. As there was not much happening in Lincoln Nebraska with focus on the Martin Luther King, Jr. celebration and national holiday, so the folks got together and decided to have a breakfast and the planning started and that planning has led to 18 years of successful breakfast activity ranging from 400 to 800 participants, typically at the Cornhusker Hotel and Embassy Suites. It's just been a great vehicle for doing a couple of things: 1) it focuses the community's attention on the life and contributions of Reverend Martin Luther King; and, 2) it also serves as an opportunity for folks who care about social justice, who care about young people, who care about education to come together during the breakfast to hear good speakers and to remind ourselves that every little bit helps and that we all contribute to helping young people reach their educational objectives.

Not only does the revenue from profits of the breakfast targeted for the scholarships, there are a lot of generous donors and supporters who give money because they like the activity and that's where UNOPA comes in. Whether it's 100 dollars or a 1000 dollars it is very helpful. When they started there was only 1 scholarship, \$500.00, for a graduate from the Lincoln Public School system, to use towards a public entity – a public institution within Lincoln. It limited recipients to UNL or Southeast Community College. Over the years the number of scholarships has grown to 6. The goal is to have available 1 scholarship to each deserving student in each high school within Lincoln. Students are able to utilize this scholarship money to go to any public institution in the state of Nebraska. The amount has grown from \$250 to \$500 to \$1000. They've been able to offer a student a \$1500 scholarship. They do not restrict use for books or livings expenses, it goes towards their education. Requirements for the program: submit an application. They receive anywhere from 2 to 30 applications, a committee gets together to review the applications. There is a financial statement, as it is also based on financial need and merit. They look at GPA, and note the type of activities a student has been involved in. They could give a lot of \$100 scholarships, but the thought is that a \$1000 to \$1500 dollar scholarship would make a greater impact on a young persons' life and they would like to keep it at that level. This is a one-time only scholarship, it does not renew. They work as fiscal agent and the effort is through the Lincoln Public School Foundation, who manages all the money. When a check is written, it goes to the foundation and is targeted to the Martin Luther King Scholarship fund. They've made an effort over the years to have an endowment. The thought is that if they can put a little bit into it every year that might grow to the point where they are not so reliant on the revenue from the breakfast. The operation is quite modest and the only beneficiaries, financially, are the students. Our community benefits greatly from this activity. Jose thanked UNOPA membership for the invitation and for choosing the MLK Scholarship fund to be the recipient of the 50/50 Charity.

Cathy Robertson thanked Jose Soto for coming and also stated that we are looking for members who might want to attend the MLK Freedom Breakfast, we will send information out to the membership. UNOPA will have a couple of seats from the board to represent our board as a donation to this charity.

National Conference Recap:

Mari Greer, arrived at the National Conference in Charleston, SC on July 17, 2011, served as UNOPA's delegate this year at conference. Mari expressed sadness that Donna Boone was not able to serve as delegate this year due to Donna no longer being at UNL. Mari attended, on Donnas' behalf, the conference representing, UNOPA, NEOPA and NAEOP, wearing many different hats. The first few days of the conference were called Institute. This comprises of a few days of workshops for Office Professionals. It's broken down to individual sessions throughout the day. For those of us that are working on our PSP certification, the Institute is a great way to earn these PSP credits. It's also a great way to network, she's had correspondence from others outside of Nebraska requesting information that she is able to forward onto them.

July 19, 2011 was the first general meeting. This is the night Mari called the "Magic Night". Every state flag was paraded throughout the conference and members were dressed in their state uniforms. The Nebraska state uniform

Approved as Corrected – October 11, 2011

is navy with a yellow gold. So you could wear navy slacks and gold blouse with a navy blazer. Those that carried the state flags were able to announce that states attendance. As our Nebraska state president, Kathy Bennetch announced our attendance – this was something the conference did different this year. If there is a state with no attendance, it is usual practice for the host state to carry in the flag for parade. So, all 50 states were represented, everyone in their state uniform colors – it was just gorgeous!

Carl Wells, director of Access and Equity at the University of South Carolina was the keynote speaker for the session. His topic was on stereotyping. Discussion was throughout with end resulting in how we really do not know one another without getting to know one another. He was a real motivator.

July 20, 2011, Mari attended the Advisory Council as UNOPA delegate. There were 6 or 7 issues that members from either the NAEOP or other affiliates had brought forward to the attention of the NAEOP committee. A representative from that affiliate came to explain their position and why the change was needed with the group.

The issue our group was presented with was with regard to Registration Fees. Issue: A member was escorted to the conference by a visitor, due to medical reasons this member needed assistance and could not drive to the conference. Registration requirements required this visitor to pay the registration fee, somewhere between \$200 and \$300, even though this visitor did not participate in any workshop, meeting or session. We looked at the rationale, we heard what NAEOP's rationale was and why they did this, and we made recommendations for the change to have in the future, effective next year 2012. The recommendation was that if you are not eligible to be an active member, regular member or retired member, you do not need to pay the whole registration fee. There would be a nominal fee just to be able to get the registration credential. We learned a lot during this exercise.

Our General Session was the Foundation Meeting which started with lunch. During this lunch, Mary Guest was awarded a \$1000.00 Member Scholarship. Mary can use this money for books, tuition or whatever she is working on.

The PSP Banquet was later that night, recognizing those that earned their PSP certificates during the previous year. After the banquet, UNOPA and NAEOP members got together to celebrate those Nebraska PSP recipients and those that were re-certified during the year July 21, 2011, Mari met with other areas of Central Area. Members included those from Nebraska, Kansas, Missouri, Iowa, Illinois and Indiana. Local affiliate activity was discussed. As you are aware, a number of affiliates are struggling with membership numbers, they continue to go down. They also elected members, from our central area, to be on NAEOP committees for next year. On the national committee, we have representation from our area. Lisa Moorehouse, our Central Area Director, will be following up with us regarding ideas discussed. There was also an award function that day. Recognized were the National Educational Administrator of the Year and the National Office Service Member of the Year. This is the award that Jack **Aleva Oliva** and **Phebe Z.B.** Mayo have received in the past. There was no representation from Nebraska this year, hopefully next year our administrator and office professional can be recognized. Nominations are forwarded onto the state level, then they go onto the national level.

Awards - We received 2nd place, at the local level, for the Louise Henderson Nelson Award. Peg Johnson was the person who put together the packet information, even though Mari's name, as president, was on the paperwork, Peg did all the work. On behalf of UNOPA, CONGRATUATIONS PEG! If members get their PSP certificates, we get more points!

We received 2nd place for the local newsletter category for UNOPA Notes. As you know, Gretchen Walker was our editor last year for our UNOPA Notes. Gretchen Walker was also installed as Higher Education Chair as well.

Deb Rosenau – 1st Place for an award designed for a non-professional Webmaster! Great Job!

Lola Young was installed as our President Elect at the national level. She will be installed as President in California next year.

July 22, 2011, the last day of the conference, Mari attended **Advisory Higher Ed** Council. All members from higher education, universities, colleges, etc. discussed why we are here, what's our focus – how can we be more effective? Again, we broke down into small groups to discuss this topic. Gretchen Walker is in the process of breaking down these notes for us to review in the near future.

Approved as Corrected – October 11, 2011

There was a presentation from the Planning Committee regarding 2012 conference with members from the state of California and other committee members doing a skit on what to expect from the conference in California next year. It would be great to have many UNOPA members at this conference to see Lola Young installed as President. It sounds like it will be a great conference to attend!

Kathy Bennetch discussed the importance of continuing our education! The importance not only to ourselves, but to our university, committees, membership! Going to workshops, conferences – these things help to enrich us, our lives. Make time to enrich and grow within ourselves and the jobs we do. The state association is very important to Kathy, as she is the current state president. It's important for membership to go to these conferences, workshops and classes, get involved, and get the PSP certification. The Journey in Education has shaped her life in such a positive way – she wants everyone to experience this enriching experience!

Mary Guest showed a short slide show about conference, because she wanted all to see what goes on at conference and what to expect at conference. There were slides that showed awards being given, banquets, sessions. She would like to see a bunch of us there to fill a picture!

National Conference is July 9, 2012 in Costa Mesa, California.

A survey will be sent to membership on survey monkey, please take time to complete this very short survey.

May's Agenda Minutes will be sent out to membership later today.

October meeting is at the Devaney Center and ~~Constance Monroe~~ Rhonda Revelle will be speaking to us. Cathy Robertson adjourned the meeting at 1:10 pm.

Respectfully Submitted,
Lainey Bomberger, Corresponding Secretary

Minutes
University of Nebraska Office Professionals Association (UNOPA)
Tuesday, October 11, 2011, 11:45 a.m. – 1:00 p.m.
Coaches Corner, Devaney Sports Center

President, Cathy Robertson, called the meeting to order at 12:02 p.m.

The minutes of the May 10, 2011, General Membership Meeting had been emailed to the membership prior to the meeting. **The minutes will stand approved as amended.**

The minutes of the September 13, 2011, General Membership Meeting had been emailed to the membership prior to the meeting. **The minutes will stand approved as amended.**

The October Treasurer's report was emailed to the membership prior to the meeting. There were no corrections. **The report will be filed for audit.**

Officer Reports

President: Cathy Robertson

The proposed budget for 2011-2012 was emailed to the membership prior to the meeting. Cathy gave a brief explanation about where the budget funds come from and how the budget had been trimmed for the upcoming year.

Diane Wasser moved that the 2011-2012 budget be approved as presented. The motion was seconded by Kathy Bennetch. The motion passed unanimously.

Immediate Past President: Mari Greer

October 15, 2011 is the next deadline for submission for reimbursement from the Bradley Munn Professional Growth Fund.

Contact Mari Greer if interested in car-pooling to the Fall NEOPA Conference in Columbus, NE on Friday, October 21, 2011.

Standing Committee Reports

Awards: Edie Schleiger

Monday, October 17, 2011, is the deadline for nominations for the Oldt Awards – Boss of the Year, Silver Pen, and Outstanding Staff.

Bylaws: Pat Hust

Pat spoke briefly on how UNOPA is governed by our Bylaws, Standing Rules and Duties of Committees. On September 6, 2011, the Executive Board approved revisions to the Duties of Committees. Those revisions included updating the Career Development Committee duties to include the administration of the Nebraska Home Sales Professional Development Scholarships, and updating the duties of the Membership Committee to remove outdated language about providing mailing labels to specific committees.

On September 6, 2011, the Executive Board also approved a motion to revise the Bylaws as recommended by the 2010-11 Bylaws Committee that were reviewed and amended by the 2011-12 committee. The revisions include:

- **Article III - Membership.** Restructuring and adding a section to more clearly delineate membership year, types of membership and adds information on restoring membership.
- **Article IV - Officers/Duties.** Add the option of electronic balloting, give clear time line for the Annual Report, removing specific reference to means of distributing information university-wide, and change when the budget is proposed and approved.
- **Article V - Meetings.** This provides options for the Executive Board or Committees to conduct business other than face to face.
- **Article VI - Executive Board.** Clean up typo.
- **Article VIII - Affiliation.** Clean up misinformation about serving on the NAEOP Advisory Council.
- **Article IX - Amendments.** Add the option of electronic balloting.

Ballots will be mailed at the end of the week. The change information will be on the UNOPA website. The mailing will include the ballot for the Nominating Committee as well.

Career Development: Beth Zager

The first workshop will be on Tuesday, October 25, 2011. Multi-Tasking in the Electronic Society will be presented by Ranelle Maltas. The deadline for registering is Tuesday, October 18, 2011.

Employee Concerns: Marcy Tintera and Roddy Spangler

All the open positions have been filled except for the Chancellors Commission on Environmental Sustainability which is a three year appointment. Please let Marcy know if you are interested.

Membership: Gretchen Walker

There are 149 members as of today, with 112 are active (new/renewal/awardees). The breakdown is 112 active, 7 retired, 9 associate, 1 life time, 20 honorary.

Surveys are done. Some are interested in more interaction than just the meetings. Secret Friends has been started. Information regarding Secret Friends is on the tables. It will also be sent out by email to the membership.

Nominating: Nelvie Lienemann

Because of Donna Boone resignation from UNL, Cathy Robertson moved into the office of President. This necessitated soliciting nominations for the position of President-Elect. Linda Luedtke has agreed to be on the ballot.

President Cathy Robertson made the call for nominations from the floor. There were none. Ballots will be sent to the voting membership.

UNOPA Notes: Linda Ratcliffe

Articles are due by Friday, October 14, 2011. Please let Linda know if you see any corrections needed in UNOPA Notes. The web post can be modified to include corrections.

Ways and Means: UNOPA Board

October 29, 2011, is the next game for football parking. Debbie Hendricks is looking for workers for the lot. Currently, the game time has not been announced.

For the November 5, 2011, game, Gretchen Walker, Linda Ratcliffe, Anne Reese and Roddy Spangler are working together to coordinate volunteers for the parking lot. The game time has yet to be announced.

Hospitality: Jaime Long and Sara Luther

The 50/50 drawing collected \$74. Debbie Hendricks received \$34 \$37 and \$34 \$37 will go to President Cathy's designated charity - Martin Luther King, Jr. Scholarship program.

Two T-shirts were donated by the Husker Softball Program to give away as door prizes. Recipients were: Barbara Homer and Sally Wegner.

Guest Speaker

Cathy Robertson introduced our guest speaker, University of Nebraska Head Softball Coach, Rhonda Revelle. Coach Revelle shared excerpts from a 1997 letter written to her team about the secrets to sustain success: mastery over self

- Be yourself – Too much time is spent trying to be someone we're not. The key is knowing your gifts and then set out to give your gifts away. Meaning and purpose come from giving away. Be true to self and give generously without regard.
- Be authentic – Clear reflection of who we are and how we are perceived. Surround self with people of high character.
- Pride in authorship – Do things thoughtfully. "Are you proud of the name on the paper?"
- Heed the call – The call to our talents. Taking the time to prepare takes discipline but grows self-esteem. Find it in yourself to love it, then you'll like it better. Review the day—what are the takeaways? Did you honor your gifts.
- Embrace your fears – Get the first step through the door. Education comes through doing.

She closed with suggesting the two biggest influences on growth and learning are the books we read and the people we interact with.

Announcements

The Supplier Showcase is Tuesday, October 18, 2011, 10:00 a.m. – 3:00 p.m. in the Nebraska Union.

The Making Strides Breast Cancer Walk is Sunday, October 24, 2011, 1:00 p.m. at Holmes Lake Park. Betty Jacobs is coordinating a team. Those interested in walking as a group should meet Betty on the West side of the registration tent at noon.

Donations are still being accepted for the tailgate themed basket for the NEOPA Fall Conference.

The next meeting is November 8, 2011 on East Campus.

Meeting adjourned at 12:48 p.m.

Respectfully Submitted,

Mary Klucas, Recording Secretary

Minutes
University of Nebraska Office Professionals Association (UNOPA)
Tuesday, November 8, 2011, 11:45 a.m. – 1:00 p.m.
East Campus Student Union

President, Cathy Robertson, called the meeting to order at 12:04 p.m.

The minutes of the October 11, 2011, General Membership Meeting had been emailed to the membership prior to the meeting. **The minutes will stand approved as amended.**

Officer Reports

Corresponding Secretary: Lainey Bomberger

The recipient of our Giving Tree campaign this year will be the Clyde Malone Center. Ornaments can be picked out today. Unwrapped gifts should be returned to the December membership meeting. Monetary donations can be made in the form of Wal-Mart gift cards. If you will not be at the December meeting, contact Lainey to arrange a time to drop off your gift at her office. A Malone Center representative will be present at the December membership meeting.

Treasurer: Marlee Crombie

The October Treasurer's report was emailed to the membership prior to the meeting. There were no corrections. **The report will be filed for audit.**

Standing Committee Reports

Bylaws: Pat Hust

There were 55 ballots received for the proposed Bylaw changes. The changes were approved by a majority vote. The committee will now turn to a review of the Standing Rules. Please contact Pat if you know of any possible changes to be made.

Employee Concerns: Marcy Tintera and Roddy Spangler

We still need a representative to serve on the Chancellor's Commission on Environmental Sustainability which is a three year appointment. Please let Marcy or Roddy know if you are interested.

Membership: Gretchen Walker

There are 153 members as of today, with 116 are active (new/renewal/awardees). The breakdown is 116 active, 7 retired, 10 associate, and 20 honorary.

Facebook has started. Twitter will start soon.

The new members' luncheon is tomorrow, November, 9, 2011.

There are 36 participating in Secret Friends.

The Membership, Mentoring and Outreach Committees will be meeting to plan brown bag lunches.

Nominating: Nelvie Lienemann

Because of Donna Boone resignation from UNL, Cathy Robertson moved into the office of President. This necessitated soliciting nominations for the position of President-Elect. The vote was unanimous. Linda Luedtke will be the President-Elect for 2011-2012. President Cathy Robertson presented Linda with a journal to start her journey as President-Elect.

UNOPA Notes: Linda Ratcliffe

Any materials to be included in the December issue of UNOPA Notes are due November 11, 2011. If any members would like a printed copy of UNOPA Notes please contact Linda at 472-3965 or by email.

Ways and Means: UNOPA Board

We parked 163 cars for the October 29, 2011, football game. Mari Greer and Nelvie Lienemann are looking for workers for the parking lot for the November 25, 2011 game.

Hospitality: Jaime Long and Sara Luther

Cris Peterson, owner of It's All Roses, was introduced by Sara Luther. It's All Roses provided the center pieces for the tables today. Two items from ~~Its~~ It's All Roses were given as door prizes. The winners were Dora Dill and Jan Edwards.

The 50/50 drawing collected \$119. Candice Batton received \$59.50 and \$59.50 will go to President Cathy's designated charity - Martin Luther King, Jr. Scholarship program.

PSP Recognition: Debbie Hendricks

Debbie gave a brief explanation about the Professional Standard Program. Lisa King from Children, Youth and Family Studies is being recognized today as receiving Bachelor's Degree, Option II PSP Certification, and Certified Educational Office Employee (CEOE) as well.

There will be a brown bag lunch on December ~~15~~ 14, 2011, at noon to provide more information about PSP.

Guest Speaker

Diane Wasser introduced our guest speaker, Julie Johnson, Professor Emeritus, Child, Youth and Family Studies and the 2010 Floyd S. ~~Old~~ Oldt Boss of the Year. Dr. Johnson spoke on "Making Beautiful Music in a Working Environment: ideas about being a good employee and good boss. She compared UNL to an orchestra or band. No one plays by themselves. We all need to pay attention to the conductors to make "beautiful music" and offer good service. Even though there is a lot of variety in the groups we all have one thing in common – cell phones. Most of us send text messages. Text messages are like short hand. Some are tried and true, some are made up. Using that "short hand" she offered the following qualities in the work place.

- TBR: The Big "R" – Respect. Respect those you work with each day which includes diverse ideas, thought and peoples. Some "short hand" includes:
 - TGR: The Golden Rule. Treat others as you would like to be treated
 - NB: No bullying. Bullying cannot be tolerated in the workplace.
 - KUTGW: Keep up the good work
- TBK: The Big "K" – Knowledge. Knowledge comes in many ways. Some "short hand" includes:
 - I 1-D-R: I wonder.
 - TTTTL: Take the time to Learn
 - BAOOC: Be ahead of change.
 - RTSM: Read the silly manual.
- CCC: Communication, Communication, Communication. Some "short hand" includes:
 - T= ½; L= ½: Talk ½ the time; Listen ½ the time.
 - TTTT: To tell the truth. Lends to creditability.
 - WMMOWS: Wash my mouth out with soap. Keep communication clean and non-violent.
 - P&C: Private and confidential.
- SA: Show Appreciation. Some "short hand" includes:
 - VBS: Very Big Smile.
 - POAHF: Put on a happy face.
 - PLZ: Please. Always say please.
- TBH: The Big "H" – Humor. Have a sense of humor. See the humor in your day. Some "short hand" includes:
 - LOL: Laugh out loud.

- INUCOSM: It's no use crying over spilled milk.
- TAP: Take a pill.
- BYOA: Bring your own Advil.
- TCOY: Take Care of Yourself. Some "short hand" includes:
 - BFF: Best friends forever.
 - HP: Higher power.
 - EYV: Eat your veggies.

Awards Committee: Edie Schleiger

Edie Schleiger welcomed everyone to the 31st Annual Floyd S Oldt Awards program. The Awards committee was introduced and ~~thinks~~ thanked for their work. The committee members are Lisa Albers, Barb Carley, Barbara Homer, Linda Luedtke, and Rhonda Zugmeier.

The judges for the awards were introduced and thanked for their hard work.

Boss of the Year Judges

Caroline Chamberlin, Active in Nebraska Special Olympics
Thom Klassen, Manager, Distribution Services, Ameritas Life Insurance Corporation
Elliot Rea, Inventory Manager, All Makes Office Equipment Corporation

Silver Pen and Outstanding Staff Judges

Dr. John Bailey, Associate Dean, Fine and Performing Arts
Bruce Berg, Bindery Worker III, Printing Services
Michelle Deaton, Business Manager, School of Music
Deb Berens-Hoy, Recruitment Assistant, Office of Admissions
Craig Munier, Director, Office of Scholarships and Financial Aid
Dr. Sam Nelson, Lecturer, Department of Management

Edie introduced the nominees and recognized each one by reading a few comments made by their nominator(s) and letters of support.

The nominees for the 2011-2012 Floyd S. Oldt Silver Pen Awards were

- Doreen Wagenaar, Administrative Technician II, Department of Art & Art History;
- Murd Holland, Administrative Support, Office of Vice President/Vice Chancellor of the Institute of Agriculture and Natural Resources; and
- Jan Harris, Office Associate, Department of Child, Youth and Family Studies.

The recipients of the 2011-2012 Floyd S. Oldt Silver Pen Awards were Murd Holland nominated by Alan Moeller (Institute of Agriculture and Natural Resources) and Jan Harris nominated by Sheree Moser (Department of Child, Youth and Family Studies).

The nominees for the 2011-2012 Floyd S. Oldt Outstanding Staff Award were

- Julie Lanxon, Office Supervisor, Department of Child, Youth and Family Studies and
- Leah Huber, Administrative Assistant, Hewitt Academic Center and Abbott Life Skills Center.

The recipient of the 2011-2012 Floyd S. Oldt Outstanding Staff Award is Julie Lanxon (Department of Child, Youth and Family Studies) nominated by Dr. Richard Bischoff, Professor and Interim Chair of the Department of Child, Youth and Family Studies.

The nominees for the 2011 Floyd S. Oldt Boss of the Year Award were

- Alan Moeller, Assistant Vice Chancellor for Finance and Personnel, Institute of Agriculture and Natural Resources;
- William "Bill" Watts, Assistant Dean for Advising Services, College of Arts & Sciences;
- Kaylene Sorensen, Administrative Associate, Department of Agriculture Economics; and

- Candice Batton, Director, School of Criminology and Criminal Justice.

The recipient of the 2011 Floyd S. Oldt Boss of the Year was Candice Batton (School of Criminology and Criminal Justice) nominated by Barbara Homer, Secretarial Specialist, School of Criminology and Criminal Justice.

Edie also thanked Kristen Bauer, student assistant in the School of Criminology and Criminal Justice, who designed and produced the program for today.

Announcements

There was information on the tables regarding the Gerontology Fall Colloquium on November 15, 2011.

The Martin Luther King, Jr. Breakfast is in January. Registration is due to Cathy by the end of the week.

The next meeting is December 12, 2011, at Spaghetti Works.

Meeting adjourned at 1:03 p.m.

Respectfully submitted,

Mary Klucas, Recording Secretary

Minutes

University of Nebraska Office Professionals Association (UNOPA)

Tuesday, December 13, 2011, 11:45 a.m. – 1:00 p.m.

Spaghetti Works, ~~Downtown Lincoln~~ 228 N 12th St.

President, Cathy Robertson, called the meeting to order at 11:56 a.m.

Cathy Robertson introduced the Southwest High School Chamber Choir. They performed a selection of holiday songs for us while we finished our lunches.

President, Cathy Robertson, called the business meeting to order at 12:27 p.m.

The minutes of the November 8, 2011, General Membership Meeting had been emailed to the membership prior to the meeting. **The minutes will stand approved as amended.**

Officer Reports

Corresponding Secretary: Lainey Bomberger

Lainey introduced Larry Williams and Nate Woods from the Clyde Malone Center which is the recipient of UNOPA's Giving Tree this year. Larry Williams expressed his thanks for our generosity. Nate Woods provided some information about the program(s) that will be using the gifts provided to them.

Donated items can be delivered to Lainey through Wednesday, December 21, 2011, or call her and she will make arrangements to do a pick up.

Treasurer: Marlee Crombie

The November Treasurer's report was emailed to the membership prior to the meeting. There were no corrections. **The report will be filed for audit.**

Standing Committee Reports

Bylaws: Pat Hust

On behalf of Pat Hust, Sandy Lineberry noted that the ballots received for the proposed Bylaw changes need to be destroyed.

Sandy Lineberry moved that the Bylaws ballots be destroyed. The motion was seconded by Peg Johnson. The motion passed unanimously.

Career Development-PSP: Debbie Hendricks

Cathy reminded everyone of the PSP Brown Bag, on Wednesday, December 14, 2011, at noon.

Employee Concerns: Marcy Tintera and Roddy Spangler

We still need a representative to serve on the Chancellor's Commission on Environmental Sustainability which is a three year appointment. The committee meets monthly at the City Campus Union or by conference call. Please let Marcy or Roddy know if you are interested.

Membership: Gretchen Walker

Membership as of today are 156 total. The break down is 119 Active, 10 Associate, 7 Retired, and 20 Honorary.

Gretchen also noted the following upcoming activities this spring:

Approved as Corrected – January 18, 2012

- The PSP Luncheon is on Saturday, March 31, 2011. Jim McKee will be providing a talk entitled, “Why is Lincoln the State Capital and not Yankee Hill?” The registration form will be available on the UNOPA website after the holidays.
- The Membership, Mentoring, and Outreach Committees have been collectively coordinating Brown Bag sessions in response to the member survey. The Brown Bags will be held in January, March and May.

The first Brown Bag session will be offered 12:00 p.m.-1:00 p.m. on either Monday, January 23, 2012, on city campus or Wednesday, January 25, 2012, on East campus. Kimberly Barrett will be the speaker.

- There are three professional growth opportunities in April to think about
 - NEOPA Spring Conference, April 13, 2012, in Wayne, NE.
 - NAEOP Spring Institute, April 20-22, 2012, in Rogers, Arkansas (15 PSP hours)
 - NAEOP Central Area Professional Development Day, April 26-28, 2012, in Olathe, Kansas.

Gretchen also reminded us about the NAEOP conference in July.

Nominating: Nelvie Lienemann

Nelvie Lienemann moved that the election ballots for President-Elect be destroyed. The motion was seconded by Lainey Bomberger. The motion passed unanimously.

UNOPA Notes: Linda Ratcliffe

Cathy Robertson reminded everyone that the deadline for the next issue is Friday, December 16, 2011.

Ways and Means: UNOPA Board

All parking lot workers will have their name in a drawing. Each person will have their name included one time for each game worked. The drawing is for a \$25 gift card drawing. The winner will get to choice where the gift card is from.

Hospitality: Jaime Long and Sara Luther

The 50/50 drawing collected \$77. Andrea Peterson received \$38.50 ~~and \$38.50~~ and \$38.50 will go to President Cathy's designated charity – Martin Luther King, Jr. Scholarship program.

Announcements

Cathy Robertson mentioned that there was information regarding Nebraska Homes Sales available on the tables if anyone was interested. She noted that UNOPA is not promoting ~~anyone~~ any one realty company over another.

Meeting adjourned at 12:49 p.m.

Respectfully submitted,

Mary Klucas, Recording Secretary

Approved As Presented – February 14, 2012

Minutes

Joint Meeting of University Association for Administrative Development (UAAD) and University of Nebraska Office Professionals Association (UNOPA) General Membership
Wednesday, January 18, 2012, 11:45 a.m. – 1:00 p.m.
Nebraska Union, City Campus

UAAD President, Deb Dahlke, called the joint January meeting of UAAD/UNOPA to order at 11:57 a.m.

UAAD conducted a short business meeting that included some changes to their Bylaws and announcements regarding committee openings and upcoming events.

Following the UAAD business meeting, UNOPA President, Cathy Robertson, was given the floor. Cathy noted that announcements were emailed to the membership prior to the meeting.

A special invitation was extended to UAAD members to attend the March UNOPA meeting with Kacey from Victims' Advocates.

The minutes of the December 13, 2011, General Membership Meeting had been emailed to the membership prior to the meeting. **The minutes will stand approved as amended.**

Officer Reports

Treasurer: Marlee Crombie

The December Treasurer's report was emailed to the membership prior to the meeting. There were no corrections. **The report will be filed for audit.**

Standing Committee Reports

Hospitality: Jaime Long and Sara Luther

Cathy Robertson briefly explained about UNOPA's 50/50 drawing each month and the Martin Luther King, Jr. Scholarship as the selected charity for 2011-2012. The 50/50 drawing collected \$95. Rachel Garver received \$47.50 and \$47.50 will go to President Cathy's designated charity – Martin Luther King, Jr. Scholarship program.

Guest Speaker

Vicki Highstreet introduced our guest speaker, Meg Lauerman, Director, University Communications. The title of the presentation was "Recruitment and Research in the BIG 10." Dr. Lauerman noted that everyone is deputized as official communicators for the University regardless of job title. She invited everyone to go to communicators.unl.edu and take note of the upcoming events that are open to anyone interested. She also extended an invitation to the annual Think Tank that University Communications is hosting on June 11 at Champions Club. The focus will be on digital and social media.

Some highlights of Dr. Lauerman's presentation include:

- Goals – How We're Going to Get there
- Review of Core Priorities:
 - Undergraduate Education
 - Research
- New Boxes on UNL Home Page with Move to BIG 10
 - BIG Potential (Students)
 - BIG Ideas (Research)
 - BIG Impact (Alumni)
- Goals by 2017 (4 Rs)

Approved As Presented – February 14, 2012

- Reputation
- Recruitment – 30K by 2017
- Research – Double to 300 M
- Retention – 70% by 2017
- Branding Platform Strategy: GO BIG RED – Academic Spirit
 - GO – Pursuing new knowledge, striving toward achieving dreams
 - BIG – Connecting to a wider world and academic opportunities
 - RED – Reflecting the positive, collaborative spirit of Nebraska
- UNL Meets the BIG 10 in Mini Campaigns
- New Photo Gallery
- A Video Partners with New Print Pieces
- Innovation Campus Themes
 - Food
 - Fuel
 - Water
- Your Goals
 - Help Recruit
 - Help Retain
 - Help Research
 - Help Boost Reputation
- See “Go BIG Red” Differently

Meeting adjourned at 12:40 p.m.

Respectfully submitted,

Mary Klucas, Recording Secretary

Minutes
University of Nebraska Office Professionals Association (UNOPA)
General Membership Meeting
Tuesday, February 7, 2012, 11:45 a.m. – 1:00 p.m.
East Campus Student Union

President, Cathy Robertson, called the meeting to order at 12:01 p.m.

The minutes of the January 18, 2012, General Membership Meeting had been emailed to the membership prior to the meeting. **The minutes will stand approved as presented.**

Officer Reports

Treasurer: Marlee Crombie

The January Treasurer's report was emailed to the membership prior to the meeting and a revised report was provided at the meeting. There were no further corrections. **The report will be filed for audit.**

Past President: Mari Greer

The NEOPA Spring Conference is Friday, April 13, 2012, in Wayne, NE. Be sure to register early. Mari will help coordinate carpooling to the conference.

Lola Young will be installed **as at** NAEOP Conference in July, 2012. We would like to have as many people as possible attend to support Lola.

The Bradley Munn Professional Growth Fund is selling raffle tickets for a Color Nook. Raffle tickets are \$5 for one ticket and \$20 for five tickets. The drawing will be at the May meeting. Contact Mari Greer, Lainey Bomberger, Marlee Crombie, Mary Klucas, Jane Schneider, or Beth Zager to purchase raffle tickets.

Standing Committee Reports

Awards: Edie Schleiger

Nominations are being accepted for the Rose Frolik Award to be presented at the April meeting. Rose's motto was "How you do your work is more important than what you do." Forms are on the UNOPA website as well as a list of eligible members.

Bylaws: Pat Hust

Recommended changes in the Standing Rules were presented. Those changes include:

- Raising annual membership dues to \$15 per year with a renewal deadline of September 15 or be removed from the active member list and lose full member privileges. Dues will be \$15 regardless of when paid.
- Removal of Rule 2 regarding break in service from the University as it is longer necessary due to change to Bylaws Article II, new section 3. This will cause a renumbering of the Standing Rules
- Updating information regarding closed sessions of the Executive Board.
- More clearly defining UNOPA support for the President/Delegate and the President-Elect to attend the NAEOP National Conference.
- Removal of rule regarding the storage of Director Notebooks due to the use of Digital Commons.
- Adding new rule regarding use of telephone or electronic meetings to provide more documentation for the approved changes to Bylaws Article V, Section 4.
- New rule regarding electronic voting methods for Bylaw changes and elections to provide clarification of the procedures to be followed.

Pat Hust moved that the changes to the Standing Rules 1, 2, 3, 6, 7, 8, 10, and 11 as presented and recommended by the Bylaws Committee, and approved by the Executive Board on January 10 be adopted by UNOPA. Janice Wassenberg seconded the motion. After discussion, the motion passed by majority vote.

Career Development: Beth Zager

The UNOPA Spring workshop will be on 1:30 p.m. – 4:30 p.m. on Tuesday, March 20, 2012, in Hardin Hall. The speaker is MaryAnn Hollingsworth, the South Central director of NAEOP. The cost is \$15 for UNOPA members. Registration deadline is March 14, 2012. There will be baskets raffled off. The proceeds go to support the Bradley Munn Professional Growth Fund.

Nominating: Nelvie Lienemann

Nominations have been requested for officers for next year. Nominations are still being accepted. Those nominated will be notified in the next week or so. The slate of nominees will be presented at the March 13, 2012 meeting.

UNOPA Notes: Linda Ratcliffe

The deadline for the next issue of UNOPA Notes is Friday, March 16, 2012.

Ways and Means: Cathy Robertson

UNOPA received \$6100 from the University for the parking lot last fall. We still don't know if there are options for next year or not. There were 41 members who worked the lot, 20 of which worked more than once. Sharen Simmon's name was drawn for the \$25 VISA gift card.

Hospitality: Jaime Long and Sara Luther

The 50/50 drawing collected \$70. Tricia Liedle received \$35 and \$35 will go to President Cathy's designated charity – Martin Luther King, Jr. Scholarship program. Door prizes went to Cathy Robertson and Beth Zager.

Lynn DeShon was presented with a gift certificate for an overnight stay at Staybridge Suites. Rosanna Kevil, a representative from Staybridge Suites, did the drawing and presented the gift certificate to Lynn.

Guest Speaker

Susan Thomas introduced our guest speaker, Dr. Paul Read, Horticulture and Viticulture, and Steve Gamet, Viticulture Technologist. The title of the presentation was "Grape Expectations: Nebraska's developing grape and wine industry." Dr. Read discussed the grape and wine industry in Nebraska from the pre-Prohibition era where there were 1000s of acres in grapes, to the decline with Prohibition, to its slow re-emergence after The Nebraska Farm Wineries Act in 1985. Today there are 27 wineries in Nebraska which help to stimulate economic growth especially in small towns. Nebraska wineries are nationally recognized and competition winning.

UNL's Viticulture program was initiated in June 1997. The program focuses on high quality grapes, cold hardiness, weed management, disease control, potential for organic production, root stock studies, fertilizer and nutrient studies, vineyard management, cultivar (variety) evaluation, other education resources, wine school, and Nebraska's Wine and Grape Grower Forum featuring seminars, vendors, and an annual banquet.

Meeting adjourned at 1:04 p.m.

Respectfully submitted,

Mary Klucas, Recording Secretary

Approved As Presented – April 10, 2012

Minutes

University of Nebraska Office Professionals Association (UNOPA)

General Membership Meeting

Tuesday, March 13, 2012, 11:45 a.m. – 1:00 p.m.

Jackie Gaughan Multicultural Center

President, Cathy Robertson, called the meeting to order at 12:02 p.m.

The minutes of the February 7, 2012, General Membership Meeting had been emailed to the membership prior to the meeting. **The minutes will stand approved as corrected.**

Officer Reports

Treasurer: Marlee Crombie

The February Treasurer's report was emailed to the membership prior to the meeting. **The report will be filed for audit.**

Past President: Mari Greer

The Bradley Munn Professional Growth Fund is selling raffle tickets for a Nook Color. Raffle tickets are \$5 for one ticket and \$20 for six tickets. The drawing will be at the May meeting. Contact Mari Greer, Lainey Bomberger, Marlee Crombie, Mary Klucas, Jane Schneider, or Beth Zager to purchase raffle tickets.

Mari needs to know who plans to attend the national conference in July in California. This will aid in making a funding request.

Mari is coordinating car-pooling for the NEOPA conference in April. The keynote speaker is the national president.

The information for both the NEOPA conference in April and the national conference in July is on the UNOPA website.

Standing Committee Reports

Bylaws: Pat Hust

At the March 6, 2012, the Executive Board approved changes in the Duties of Committees to combine the duties of the Mentoring and Outreach Committees into the Outreach Committee and remove the Mentoring Committee.

The Board also approved two Bylaw changes.

1. Append to the end of Article IV, Section 6, Corresponding Secretary, "and shall, upon notification, be responsible for arranging a \$25.00 contribution to the UNOPA Bradley Munn Professional Growth Fund (UNOPA CD 2484)."
2. Removal of Mentoring Committee from Article VII, Section 1, Committees.

These changes will be sent out for a ballot vote later.

Career Development: Beth Zager

The UNOPA Spring workshop will be on 1:30 p.m. – 4:30 p.m. on Tuesday, March 20, 2012, in Hardin Hall. The speaker is MaryAnn Hollingsworth, the South Central director of NAEOP. The cost is \$15 for UNOPA members. Registration deadline is March 14, 2012. There will be baskets raffled off. You do not need to be present to win. The proceeds go to support the Bradley Munn Professional Growth Fund. Raffle tickets are for sale today.

Approved As Presented – April 10, 2012

Nominating: Nelvie Lienemann

The slate of officers for 2012-2013 was presented:

Treasurer	Jaime Long
Corresponding Secretary	Lisa King
Recording Secretary	Shawn Sheets
President-Elect	None

Cathy Roberts opened the floor for nominations for each of the offices. Mary Klucas was nominated for President-Elect and she accepted this nomination. There were no further nominations.

Ballots will go out electronically. Those eligible to vote are active members, retired members, and lifetime members.

UNOPA Notes: Linda Ratcliffe

The deadline for the next issue of UNOPA Notes has been extended to Monday, March 19, 2012.

Hospitality: Jaime Long and Sara Luther

The 50/50 drawing collected \$60. Jan Edwards received \$30 and \$30 will go to President Cathy's designated charity – Martin Luther King, Jr. Scholarship program.

Guest Speaker

Linda Luedtke introduced our guest speaker, Kacey Barrow from Voices of Hope and UNL Victim Advocate. The title of the presentation was "Bystander Intervention: Sexual Assault and Relationship Violence." Kacey shared information regarding common misconceptions, how perceived gender roles play into this, public perception, and dating violence. She noted that the primary prevention is to become educated and aware. There are five steps toward taking action as a bystander:

1. Notice the event along a continuum of actions.
2. Consider whether the situation demands your action.
3. Decide if you have a responsibility to act.
4. Choose what form of intervention.
5. Understand how to implement.

There are several ways to intervene:

- "I" statements -- state feelings, name behavior, and state how you want the person to respond.
- A silent stare or disapproving look can sometimes be more powerful than words.
- Humor can diffuse the situation and help to reduce tension.
- Group intervention offers safety in numbers
- Bring it home.
- Distraction.

If someone discloses sensitivity is essential!

- Offer support and reassurance.
- Don't ask for details.
- Don't ask questions that are accusatory.
- Stay with the victim.

When responding:

- Believe
- Listen
- Support

Approved As Presented – April 10, 2012

- Assist
- Remember that recover takes time.

Key steps for campus in ending violence against women:

- Victims Support
- Offender Accountability
- Educational Awareness

Announcements:

Reminder: There is a Premier Jewelry fundraiser for NEOPA currently taking place. One half of the proceeds will go to aid Lola Young with expenses for her installation as NAEOP President at the national conference in July.

Meeting adjourned at 12:58 p.m.

Respectfully submitted,

Mary Klucas, Recording Secretary

Approved As Presented – May 8, 2012

Minutes

University of Nebraska Office Professionals Association (UNOPA)

General Membership Meeting

Tuesday, April 10, 2012, 11:45 a.m. – 1:00 p.m.

East Campus Student Union

President, Cathy Robertson, called the meeting to order at 12:03 p.m.

The minutes of the March 13, 2012, General Membership Meeting had been emailed to the membership prior to the meeting. **The minutes will stand approved as presented.**

Officer Reports

Treasurer: Marlee Crombie

The March Treasurer's report was emailed to the membership prior to the meeting. **The report will be filed for audit.**

Past President: Mari Greer

The Bradley Munn Professional Growth Fund is selling raffle tickets for a Nook Color. Raffle tickets are \$5 for one ticket and \$20 for six tickets. The drawing will be at the May meeting. Contact Mari Greer, Lainey Bomberger, Marlee Crombie, Mary Klucas, Jane Schneider, or Beth Zager to purchase raffle tickets.

April 15 is the next deadline for submitting a reimbursement request to the Bradley Munn Professional Growth Fund.

Mari is coordinating car-pooling for the NEOPA conference in next week. Please let Mari know if anyone needs help with carpooling. NOTE: The location has changed to the Methodist Church. Watch for an email regarding the change if you are registered to go.

There will be a request made for additional funding for those planning to attend national conference. Please let Mari know if you are planning to attend.

Standing Committee Reports

Career Development: Debbie Hendricks

The next deadline to submit materials for the Professional Standards Program is May 15.

Membership: Gretchen Walker

There will be a Brown Bag Lunch event on May 22, 2012, in the East Campus Student Union. Dr. Dawn O. Braithwaite will present a session titled *Communicating Credibility for Professionals*.

Nominating: Nelvie Lienemann

We used electronic balloting for the first time with this election with a lot of positive feedback.

The slate of officers for 2012-2013 was presented:

President	Linda Luedtke
President-Elect	Mary Klucas
Recording Secretary	Shawn Sheets
Corresponding Secretary	Lisa King
Treasurer	Jaime Long

Approved As Presented – May 8, 2012

Installation for the 2012-2013 officers will be at the May 2012 meeting.

Outreach: Mary Klucas

The Summer Social will be 3:45 p.m. – 5:30 p.m. on June 7, 2012, in the East Campus Student Union. The cost will be \$5 per person. Fliers with registration information will be available in late April or early May.

UNOPA Notes: Linda Ratcliffe

The deadline for the next issue of UNOPA Notes will be April 13, 2012.

Hospitality: Jaime Long and Sara Luther

The 50/50 drawing collected \$84. Cathy Robertson received \$42 and \$42 will go to President Cathy's designated charity – Martin Luther King, Jr. Scholarship program. Two T-shirts were donated by the University Bookstore for door-prizes. The T-shirts went to Tricia Liedle and Damien Pfister.

Program

Lainey Bomberger welcomed us all to the Rose Frolik Awards Program and Past President Recognition Luncheon. We paused for a moment of silence in memory of Past Presidents who have gone before us. Lainey read the name of each Past President in attendance. They were presented with a wooden rose and thanked for their service to UNOPA. The retiree members were recognized as well though none were able to attend.

Linda Luedtke recognized the Awards Committee members for their hard work. She thanked the judges and introduced, Sherri Wimes, Vice President, Human Resources Talent Team, Ameritas Life Insurance Company, who was able to attend the luncheon. The other judges were Reverend Bill Chamberlain, Presbyter, Nebraska District UPC, and Gina Sherwood-Klein, Morning Host, B107.3 Radio.

The Rose Frolik Award was created to honor a UNOPA member who exemplified Rose's beliefs. Linda reviewed the criteria for the award. The recipient will receive a plaque, \$600 stipend and a one year UNOPA membership. Four members were nominated. Each of the nominees was recognized with a certificate of nomination. Linda thanked each for their service to UNOPA. They are truly an inspiration to us all.

Nominees:

Joan Frederick, INTSORMIL Program

Lisa King, Department of Child, Youth, and Family Studies

Donelle Moormeier, Department of Communication Studies

Susan Thomas, Institute of Agriculture and Natural Resources, Department of Agronomy and Horticulture

Sandy Lineberry presented the 2012 Rose Frolik Award to Lisa King. Lisa expressed her thanks for the award and to her nominators. Sandy noted that in addition to plaque, stipend and membership, all Rose Frolik Awardees receive a pendant with a picture of Rose Frolik on it.

Announcements:

The next meeting is May 8, 2012, the East Campus Union. The new officers will be installed.

Meeting adjourned at 12:34 p.m.

Respectfully submitted,

Mary Klucas, Recording Secretary

Minutes
University of Nebraska Office Professionals Association (UNOPA)
General Membership Meeting
Tuesday, May 8, 2012, 11:45 a.m. – 1:00 p.m.
East Campus Student Union

President, Cathy Robertson, called the meeting to order at 12:02 p.m.

The minutes of the April 11, 2012, General Membership Meeting had been emailed to the membership prior to the meeting. **The minutes will stand approved as presented.**

Officer Reports

President-Elect: Linda Luedtke

The change in the Bylaws requires approval of the proposed budget by the general membership at the May meeting. The proposed budget for 2012-2013 was emailed to the membership prior to the meeting.

Linda Luedtke moved that we approve the proposed budget for 2012-2013. The motion was seconded by Mary Klucas. After a brief discussion about where the budget funds were coming from and the announcement that UNOPA will have the Whittier Building parking lot for this fall for home football games as a fund raiser the motion was passed unanimously.

Treasurer: Marlee Crombie

The April Treasurer's report was emailed to the membership prior to the meeting. **The report will be filed for audit.**

Past President: Mari Greer

The Bradley Munn Professional Growth Fund is still selling raffle tickets for a Nook Color. Raffle tickets are \$5 for one ticket and \$20 for six tickets. The drawing will be at the end of the meeting today.

Standing Committee Reports

Bylaws: Pat Hust

There were 49 ballots cast regarding the changes to the Bylaws, 48 of which were positive. The Bylaws have been updated to reflect the newly approved changes.

Pat Hust moved that the electronic files be deleted. The motion was seconded by Lola Young. The motion passed unanimously.

Mentoring: Jane Schneider

There will be a Brown Bag Lunch event on May 22, 2012, in the East Campus Student Union. Dr. Dawn O. Braithwaite will present a session titled *Communicating Credibility for Professionals*.

Nominating: Nelvie Lienemann

Since voting was done electronically this year, *Nelvie Lienemann moved that the electronic files be deleted. The motion was seconded by Judy Anderson. The motion passed unanimously.*

Outreach: Mary Klucas

The Summer Social will be 3:45 p.m. – 5:30 p.m. on June 7, 2012, in the East Campus Student Union. We will be playing Bunco. It is a very easy game to play and hopefully will allow us to get to know one another even better. The cost will be \$5 per person. Registration information is on the tables. It will also be sent by email and posted to the website.

UNOPA Notes: Linda Ratcliffe

The deadline for the next issue of UNOPA Notes will be May 11, 2012.

Hospitality: Jaime Long and Sara Luther

The 50/50 drawing collected \$67. Pat Hust received \$33.50 and \$33.50 will go to President Cathy’s designated charity – Martin Luther King, Jr. Scholarship program.

Program – Installation of New Board

Cathy Robertson made a few closing comments thanking everyone for their time and support this year.

Gretchen Walker welcomed everyone to the Installation of the 2012-2013 Board. President Linda Luedtke has chosen “Positive Attitudes Require Positive Thinking” as her theme. Gretchen installed the 2012-2013 elected officers and presented them with an insulated glass from Linda Luedtke.

President	Linda Luedtke
President-Elect	Mary Klucas
Recording Secretary	Shawn Sheets
Corresponding Secretary	Lisa King
Treasurer	Jaime Long

The Directors for the 2012-2013 Board were introduced.

President Linda Luedtke thanked Gretchen Walker for presiding over her installation and for agreeing to serve as her Presidential Advisor. Those who accepted Committee assignments for the upcoming year were also thanked.

Using her love of giraffes and large wild animals and her theme –“Positive Attitudes Require Positive Thinking”— Linda Luedtke described the safari we will be on in the upcoming year. She talked about how working together as a team with positive attitudes we can tackle the obstacles in our paths. Stress levels can be reduced if we can overcome the negativity and find the positives in each situation. Linda had a luggage tag with a positive though on it to start us out on our journey. She challenged us to write down at least one positive thought or action each day.

Linda reminded us that we will be celebrating UNOPA’s 50th Anniversary during 2012-2013.

Linda Luedtke called Cathy Robertson to the podium. Cathy was presented with a Past President’s plaque for her year of service as well as a desk clock.

Mari Greer did the drawing for the Nook Color. Mary Klucas won the raffle.

Cathy Robertson had over the gavel to Linda Luedtke as President, 2012-13.

President Linda Luedtke adjourned the business portion of the meeting at 12:48 p.m.

A reception was hosted in honor of Lola Young and Gretchen Walker. Lola Young will be installed as the first National President from UNOPA. UNOPA presented Lola with a suitcase to aid in her travels as she represents NAEOP as President. Her theme will be “**Caring Enough to Share**”.

Gretchen Walker will be installed as Higher Education Council National Chair. She will also be installed as President-Elect of NEOPA. Gretchen received children’s books for the NAEOP Higher Ed service project and was also given a small gift from the Board.

Respectfully submitted,

Mary Klucas, Recording Secretary