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UNOPA Minutes

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2012

2012-13 UNOPA General Meeting Minutes

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UNOPA Monthly Meeting Minutes

Sept. 19, 2012
11:45 a.m.-1 p.m.
East Campus Union Prairie Suite
Joint meeting with UAAD

12:09 p.m. President Linda Luedtke announced that UNOPA business would be handled at the next member's meeting due to the short time allotted her at the joint meeting with UAAD.

Announcements:

Oct. 16 is the deadline for Floyd S. Oldt Awards nominations. Please direct those inquiries to Diane Carson. Nominate your boss for the Boss of the Year award or co-worker for either the Silver Pen or Outstanding Staff award.

Oct. 5 is the State NEOPA Workshop to be held at Southeast Community College.

Don't forget to renew your UNOPA Membership. Membership renew must be to Barbara Homer by Sept. 30, 2012.

Please sign up to help with the Football Parking Lot.

Nebraska Home Sales' Katie Helperin and Ryan Pierce drew two names for $100 scholarships for professional development. The winners were Debra Lawrence and Diane Carson.

50/50 Drawing collected $46.00. Michele Deaton was the winner and donated her portion ($23) to Lincoln Literacy.

Linda Luedtke adjourned.

Respectfully submitted,
Shawn Sheets

Approved as submitted: 10/9/12

University of Nebraska Office Professionals Association
Member Meeting Minutes

October 9, 2012
11:45-1 p.m.
East Campus Union

Linda Luedtke called the meeting to order at 12:02 p.m.

Minutes were approved as corrected.

Treasurer's report was filed for audit.

Bradley Munn Fund (Cathy Robertson) is available to help cover costs for professional development of up to $100 every two years. There is a form on UNOPA's website to fill out and submit with original receipts.

Awards (Diane Carson) October 15 is the deadline for the Oldt Outstanding Staff, Oldt Silver Pen and Oldt Boss of the Year awards. The winners will be announced at next month's meeting.

Membership (Barbara Homer) reported we currently have 114 members. She encouraged members to renew.

2 new
80 Active
1 Lifetime
7 Retired

Employee Concerns (Roddy Spangler) reported the Chancellor's Campus Safety Committee still needs a representative.

Outreach (Tricia Liedle) is in looking for committee members to help with the brown bag sessions and the summer social.

UNOPA Notes (Kathy Schindler) would like articles submitted for the next UNOPA Notes by October 19, 2012

Technology Committee (Deb Rosenau) is looking for another job at UNL since her position has been rifted. UNOPA will need another web master if Deb does not find other UNL employment.

Bylaws (Jane Schneider) made a motion to update Standing Rule #1's renewal date to correspond with the current Bylaws for Article III – Membership, Sect. 3. Cathy Robertson seconded the motion.

Standing Rules #1: Membership shall be for the fiscal year July 1 to June 30. Membership fees are due July 1 each year. The membership fees are $15.00 for active members, $15.00 for associate members and $2.00 for retired members. A life membership fee is $200.00. Members who have not renewed their membership by **September 30** will be removed from the active member list and lose full membership privileges.

Motion carried.

Career Development (Linda Luedtke) announced that Paul Wesselmann (The Ripples Guy) will be presenting a workshop "Best Work/Best Self: Time and Stress Management for Busy People" on November 8. This will be a free workshop for UNOPA members. Registration deadline is Nov. 1, 2012.

Ways and Means (UNOPA board) needs volunteers to work the parking lot before football games, as this is our organization's fundraiser. As an incentive, there will be a drawing for a $25 gift card at the end of the football season. Members will receive one entry for every shift they work.

Nominating needs a director by January 2013 as a new slate of officers need to be found for the coming year.

50th Anniversary Committee (Marcy Tintera) has set February 21, 2013 as the date of our 50th Anniversary celebration.

University-wide Benefits (Diane Wasser) reported that Open Enrollment will be Nov. 19-Dec. 7, 2012.

Premiums for the upcoming year have not been determined, but will most likely go up due to the addition of the Employee Plus One benefit.

Health Risk Assessment (HRA) survey will start Nov. 19 through the ESS system. If you complete this survey you will receive enhanced wellness and preventive services benefit in 2013.

Employee Plus One will be offered for the first time and will become effective Jan. 1, 2013.

Healthcare reimbursement account contributions will be reduced from $5000 to $2500 per employee starting in 2013.

As part of the Uniform Coverage Documents a Summary of Benefits and Coverage (SBC) will be provided to all benefit eligible employees.

The prescription drug plan has several changes. Caremark is encouraging you to use generic drugs whenever possible.

EyeMed Vision Care has gone paperless. You will no longer receive your Explanation of Benefits in the mail. You will have access to them electronically through the website. You can change delivery to paper on the website.

Life Insurance will be able to be increased by completing a proof of insurability form online through the Assurity Life Insurance security website.

More information will be in the next issue of UNOPA Notes.

50/50 Drawing collected $62. Mary Klucas (ticket # 758396) received $31 as the winner.

Door Prizes were two handmade journals made by Brenda Gibson. They were won by Christine Weitzel and Cathy Leazer. A $10 gift certificate to the Dairy Store was won by Roddy Spangler.

November 13, 2012 will the next members meeting at the WICK Center. The Oldt Awards will be presented for Boss of the Year, Outstanding Staff and the Silver Pen.

Mary Klucas introduced our speaker, Dr. Donald Costello.

Linda Luedtke adjourned at 1:04 p.m.

Respectively Submitted

Shawn Sheets
Recording Secretary

UNOPA Member Meeting Minutes

November 13, 2012
Wick Alumni Center

Linda Luedtke welcomed those in attendance at 12:05 p.m.

A moment of silence was observed for Herb Howe.

Skeeter Barnes was thanked for the food and service for the luncheon.

The October 2012 Member meeting minutes were approved as presented.

The treasurer's report will be filed for audit.

Cathy Robertson introduced Karen Lacey from Skeeter Barnes and explained that they are an approved caterer for university events.

Lisa King explained about this year's Giving Tree recipient: Barnabas Project. She asked that donations be brought to the December member meeting.

Fundraisers for UNOPA. Currently we have the football parking lot. Please help with the last game. There is a sign-up sheet at the table by the entrance. Don't forget the $25 gift card drawing for everyone who has worked a shift of the football parking.

We need to brainstorm new ideas for additional fundraisers.

Linda Luedtke reminded that election of new officers in UNOPA was coming up in the spring. If you are interested in being the committee leader, let Linda know. If you are interested in running for office for next year, let Linda know that too.

Don't forget to save the date for the 50th Anniversary celebration, Feb. 21, 2013.

Awards Presented:

Gretchen Walker received the State Outstanding Office Professional of the Year.

Lola Young was installed as the NAEOP (National Association of Educational Office Professionals) President. She shared about this organization.

Linda Ratcliff received second place for UNOPA Notes, for organizations with 101+ members.

Deb Rosenau received first place for the UNOPA website, for a Non-professional webmaster designed site – Local.

Deb Rosenau was also presented her PSP by Debbie Hendricks.

Alica Arnold conducted the 50/50 and pie drawings. Kathy Schindler won the 50/50. Deb Rosenau, Cindy Knight and Dan Hussmann each won a pie.

Speaker:

Dr. Candice Batton, 2011 Boss of the Year, was the guest speaker and talked about the importance of professional development and lifelong learning.

Floyd S. Oldt Awards Presentation:

Silver Pen award candidates were Karen Jackson and Cheryl Wenhoff. Since two Silver Pen awards are given out each year, both Karen and Cheryl received awards.

Outstanding Staff award candidates were Tamera Brennan and Jan Harris. Tamera Brennan was the recipient of this award.

Boss of the Year candidates were Tim Alvarez, Richard Bischoff, David Jackson and Alan Moeller. Tim Alvarez was the recipient of the Boss of the Year award.

Linda Luedtke reminded everyone of the next member meeting on December 11, 2012. This will be at the Nebraska East Union and the Pius X choir will perform.

The meeting was adjourned at 1:00 p.m.

Respectfully submitted,
Shawn Sheets

UNOPA Member Meeting Minutes
Dec. 11, 2012
East Campus Union – Prairie Suite

Linda Luetdke welcomed everyone to the December meeting at noon.

Minutes were approved as corrected.

Treasurer's report will be filed for audit.

The next Bradley Munn deadline is Jan. 15, 2013.

Dec. 21, 2012 is the next deadline for submission to the UNOPA Notes newsletter.

Save the date: Thurs. Feb. 21, 2013 at 5:30 p.m is the 50th Anniversary Celebration.

Diane Wasser is our new Technology Coordinator.

Nelvie Linemann is our new Nominating Director. Jaime Jong and Diane Carson will help on this committee.

This year's football parking revenue was much lower this year. UNOPA parked 299 cars for the season, which is about 40 cars per game and $1794.00.

The $25 Parking Gift Card Drawing winner was Linda Arnold.

The 50/50 brought in $80.00. Alicia Libolt won the drawing and received $40.00.

Door Prizes:
Staybridge Suites Package: Beth Zager
Bowl with Goodies: Debbie Hendricks
Bowl with Goodies: Sandi Lineberry
Mug with Goodies: Sara Luther
Mug with Goodies: Belva Harris

Lisa King introduced Cheryl Stubbendieck, director for the Barnabas Project. Cheryl was our guest speaker and talked about how the Barnabas Community benefited the working poor. She was very appreciative of the donations from our members. The Barnabas Community was our Giving Tree project recipient.

Mary Klucas introduced the Pius X Choral Group who performed a variety of Christmas songs.

Our next meeting on Jan. 15, 2013 is a joint meeting with UAAD. It will be held at the Jackie Gaughan Center.

Linda Luedtke adjourned the meeting at 12:51 p.m.

Respectfully submitted,
Shawn Sheets

UNOPA/UAAD Joint Membership Meeting
Tuesday, January 15, 2013
Jackie Gaughan Center, 11:45 a.m.-1:00 p.m.

Linda Luedtke called the meeting to order at noon.

The minutes for the Dec. 11, 2012 meeting are approved as corrected.

The Treasurer's report will be filed for audit.

Announcements:

The next UNOPA Notes deadline is Jan. 25, 2013.

Rose Frolik nominations are due in March.

March 9, 2013 will be the PSP Luncheon "Decades of Beauty".

Please "like" UNOPA on Facebook.

We will be selling pasta as a fundraiser. Linda is looking for someone to coordinate this project. More information can be found online at: funpastafundraising.com

The 50th Anniversary celebration is Feb. 21, 2013.

Nelvie Lienemann is coordinating the Nominations committee. Please consider running for the next UNOPA Board. There are three positions to be filled: President Elect, Corresponding Secretary and Recording Secretary.

This month's 50/50 drawing collected $45. Debbie Hendricks won and received $22.50.

Three door prizes were given away. Each door prize was a bag with assorted items inside. The winners were Michelle Deaton, Pam Peters and Cheryl Wemhoff.

Julie Thomsen made announcements for UAAD.

Amy Goodburn gave a presentation on "Student Success Initiatives".

Linda reminded us that the next meeting is Feb. 12, 2013 at the East Campus Union. Our speaker will be Tom Field the director of the Engler Agribusiness Entrepreneurship Program.

The meeting adjourned at 12:46 p.m.

Respectfully submitted,
Shawn Sheets

UNOPA Member Meeting Minutes
Feb. 12, 2013
East Campus Union, 11:45 a.m.-1:00 p.m.

Linda Luedtke welcomed everyone to the February meeting at 12:06 p.m.

January 2013 minutes were approved as submitted.

The Treasurer's report will be filed for audit.

Linda Luedtke discussed her meeting with Bill Nunez and gave an update on how the Student Services applications were being utilized.

Diane Wasser introduced Tom Field, director for the Engler Agribusiness Entrepreneurship Program.

Each officer made a brief explanation of what their office duties entailed.

Correspondence Secretary/Marketing (Lisa King) reported about the three interns UNOPA has for the semester.

Past President – Cathy Robertson reminded everyone that Bradley Munn Funds are available to help cover costs for professional development, not covered by your department, of up to $100 every two years. The next deadline is May 15, 2013.

Awards – Diane Carson. The Rose Frolik nominations are due by March 4, 2013 and more information is online (unopa.unl.edu).

Communication Technology – Diane Wasser updated information on the website.

Bylaws – Jane Schneider announced the details of the Pasta Fundraiser. We will sell pasta until March 15, 2013.

Nominating – Nelvie Lienemann announced the three positions to be filled on the UNOPA Executive Board for next year. They are Recording Secretary, Corresponding Secretary and President Elect.

UNOPA Notes – Kathy Schindler announced the next deadline for submissions would be Feb. 22, 2013. She also announced her intent to send the March issue in for competition at national.

50th Anniversary – Marcy Tintera reminded everyone Feb. 21, 2013 was the anniversary dinner. Rick Alloway would have a presentation at the dinner. Currently there were about 40 reservations. Send your RSVPs to Jan Wassenberg.

Outreach – Tricia Liedle announced the Brown Bags with Diane Siefkes on LinkedIn and Renelle Maltas on Outlook.

PSP - Registrations are due by March 1, 2013 for the PSP Luncheon. The cost is $15.00.

PSP Luncheon Drawing, for a free ticket, winners were Judy Anderson and Alycia Libolt.

50/50 Drawing – $46.00 was collected. Tricia Liedle (ticket #531540) received $23.00 as the winner.

Door Prizes – Valentine Mugs filled with candy were won by Nelvie Lienemann, Tricia Liedle, Judy Anderson and Shawn Sheets.

President Elect – Mary Klucas announced next month's speaker would be Dr. Dennis Molfese. He will be speaking about CB3, the Center for Brain, Biology and Behavior.

Linda Luedtke reminded everyone that a Career Development director is still needed.

Linda adjourned the meeting at 1:06 p.m.

Respectfully submitted,
Shawn Sheets

UNOPA Member Meeting Minutes

March 12, 2013
11:45 a.m.-1 p.m.
Jackie Gaughan Multicultural Center

Linda Luedtke called the meeting to order at 12:02 p.m.

The February 2013 minutes were approved as corrected.

The Treasurer's report will be filed for audit.

STANDING COMMITTEE REPORTS

Pasta Fundraiser – Linda Luedtke reminded us that the deadline for orders for the fundraiser is March 15, 2013.

Nominating – Nelvie Lieneman has received the following names for open positions for next year's Executive Board:

President Elect – Jane Schneider
Recording Secretary – Alycia Libolt
Corresponding Secretary – Breana Garretson

Linda asked for nominations from the floor. There were no nominations from the floor.

Electronic ballets will be sent.

Rose Frolik Award – Diane Carson reported that the award will be presented next month, April 9, 2013. We will be honoring past presidents at the meeting also.

Past Presidents Meeting/interns/PSP – Lisa King reported that about 50 people attended the PSP luncheon, and that there was an article in the Daily Nebraskan.

Two interns are helping with Facebook.

For new attendee (if it's your fist time attending a UNOPA meeting) – Ness Vance received a cookbook.

50th Anniversary – Jan Wassenberg gave an update on the 50th Anniversary dinner that was cancelled due to the weather. The alternate date has not been set, but it will be sometime in May.

Cathy Robertson stated the date for the NEOPA conference would be April 19, 2013 at Southeast Community College. The cost is $50 for NEOPA members and $65 for non-members.

The National Conference will be in Washington, D.C. in July.

Outreach – Tricia Liedle reminded everyone of the upcoming Brown Bags.

LinkedIn with Diane Siefkes at the City Union on March 20.

Outlook for Mac with Renelle Maltas at the East Campus Union on April 23, and at the City Union on April 25.

Outlook for PC with Renelle Maltas at the East Campus Union and City Campus in May.

Mary Klucas announced **"Communication is a Contact Sport"** workshop with Sandra Stockall will be April 2, from 1:30-2:30 p.m. in room 228 Andrews. There are 25 spots for UNOPA members.

Linda Luedtke announced **"Secure Your Own Mast, FIRST"** workshop with Dr. JoAnne Owens-Nauslar will be April 18, from 1-4 p.m. in the Unity room at the Gaughan Center. UNOPA has partnered with UAAD for this workshop, and will be free for UNOPA members.

Hospitality – Alicia Arnold announced that $56 dollars was collected for the 50/50 drawing. Cathy Robertson received $28 as the recipient.

Door prizes:
Bath Set was won by Lorraine Moon

Shamrock Plant was won by Gretchen Walker

Linda Luedtke announced that the PSP certificates for February's meeting would be available after the meeting. They are pink.

Donelle Moormeier introduced Dr. Dennis Molfese with the Center for Brain, Biology and Behavior.

Linda Luedtke adjourned the meeting at 1:05 p.m.

Respectfully submitted,
Shawn Sheets

UNOPA Member Meeting Minutes

April 9, 2013
11:45 a.m.-1 p.m.
Nebraska East Union

Linda Luedtke welcomed everyone and called the meeting to order at 12:03 p.m.

The March 2013 minutes were approved as corrected.

The Treasurer's report will be filed for audit.

STANDING COMMITTEE REPORTS

Pasta Fundraiser – Linda Luedtke reported we brought in $2080, thus earning $832 in profit.

Membership – Barbara Homer reported our total membership is at 129, consisting of 94 active, 8 associate, 7 retired, 1 lifetime and 19 honorary.

Our new UNOPA brochures are available.

Nominating – Nelvie Lieneman thanked her committee members, Diane Carson and Jaime Long, for their help soliciting nominees for next year's officers.

The electronic voting system, BallotBin, was used for the election. There were 99 eligible voters, 65 members voted, making a participation rate of 66%. Results of the vote were 100% in favor of each candidate.

UNOPA officers for 2013-14 are as follows:

President-elect: Jane Schneider
Recording Secretary: Alycia Libolt
Corresponding Secretary: Breana Garretson

50th Anniversary – Jan Wassenberg gave an update on the new date for the celebration. May 21, 2013 at 5:30 p.m. in the East Campus Union. People who would still like to attend and have not registered should contact Jan. For those who are unable to attend but had paid for the original date should also contact Jan for a refund.

NEOPA/NAEOP Conferences – Cathy Robertson reminded everyone that April19, 2013 is the NEOPA conference. Gretchen Walker will be installed as President, and there is a $50 registration for members.

The NAEOP conference will be in Alexandria, VA, July 23-26, 2013.

April 15, 2013 is the deadline for submission to the Bradley Munn Fund for any reimbursements.

Brown Bag Sessions – Tricia Liedle

Outlook for MAC Users:

April 23, 2013 at the East Campus Union
April 25, 2013 on City Campus

These will be eligible for 1 PSP hour.

"Secure Your Own Mast, FIRST" – Linda Luedtke reported the workshop will be April 18, 2013 from 1-4 p.m. at the Gaughan Multicultural Center. Dr. Nausler will be the presenter. This is in conjunction with UAAD, and will be free to members of UNOPA ($20 for non-members).

Hospitality – Alicia Arnold announced that $73 was collected for the 50/50 drawing. Cathy Robertson received $36.50 as the recipient.

Door Prizes: Umbrellas with Earl May gift cards went to Beth Zager and Kathy Thorne.

Sandy Lineberry was in charge of the Past Presidents program. Sandy had each Past President tell what their theme was and a little about why they chose it or what happened the year they were president. Each Past President placed a carnation in a vase which was then given to the Rose Frolik winner.

Diane Carson introduced the two nominees (Donelle Moormeier, and Barbara Homer) for the Rose Frolik Award and read some from their nominations. Diane then presented Barbara Homer with the Rose Frolik award, a plaque, $600 and a necklace.

Linda Luedtke adjourned the meeting at 1:18 p.m.

Respectfully submitted,
Shawn Sheets