1990

1990-91 UNOPA Executive Board Minutes

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1990-91 UNOPA Executive Board Minutes

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

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

Absent: Linda Arnold  Sue Drammeh
MaryAnn Holland  Esther Sorensen

CALL TO ORDER:
The meeting was called to order by President Sheila Perry.

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

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

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

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

STANDING COMMITTEE REPORTS:

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

Hospitality:
Dora Dill (outgoing director) and Michelle Miller (new director.) Dora felt UNOPA had a good year and her committee had an 85% good response from both East and City campuses as far as getting to them what they had asked for in regard to set up and food.
Membership:
Luise Berner (outgoing director) and Brenda Gibson (incoming director.) Final membership for the year was 304. Luise brought up the question of who has the camera-ready form for the Membership brochure. It needs to be redone to change the membership fee. Sheila Perry will check with Immediate Past President Sue Drammeh. Luise has gotten price quotes on printing brochures, envelopes, letterhead and membership cards, and she will pass them on to Brenda.

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

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

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

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

Program:
Shaila Perry (outgoing director) and Sandy Lineberry (incoming director.)

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

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

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

Ways and Means:
Shirley Howell (outgoing director), Debra Van Alstine (incoming director.) No report.
Employee Concerns:
Kathy Ryan will stay on as director with DaLene Wiess as co-director.
Kathy submitted the following names to the Board for approval as UNOPA representatives to various Campus Committees.
   Joey Kramer (1990-1992) Campus Security
   Jean Williss (1990-1991) Sue Tidball
A motion was made by Kathy for approval of these appointments and seconded by Dora Dill. The motion carried.

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

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

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

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

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

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

**NEW BUSINESS:**

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

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

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

**COMMENTS:**

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

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

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

Rhonda Zugmier gave us her new campus address. It is as follows: 1700 Y Street, CC 0646. The phone number will remain the same (2-3322).
Don Freed invited everyone to attend his Classical Performance he will be giving on Sunday, June 24, 1990, 8:00p.m. at Kimball Hall.

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

**ADJOURNMENT:**

Meeting adjourned at 1:25p.m.

Respectfully submitted,

Rhonda Zugmier  
Recording Secretary
MINUTES OF UNOPA EXECUTIVE BOARD MEETING
AUGUST 7, 1990

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

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

Absent: Dora Dill    Linda Pence          Christine Steggs

CALL TO ORDER:
The meeting was called to order by President Sheila Perry.

APPROVAL OF MINUTES:
The minutes of the June 12, 1990 were approved as published.

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

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

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

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

Sandy presented Sue Drammeh, Past-President with her past presidents pin for a job well done!!
Sandy was contacted by a member of the American Association of University Women asking for monetary support to bring Gloria Steinam to Lincoln in February, 1991. After some discussion Sue Drammeh made a motion that the Executive Board ask members during the September meeting for a vote on contributing $50.00 to AAUW. Second by Don Freed. Motion carried.

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

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

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

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

Professional Growth
No report.

Ways and Means:
There are now six members on this committee. Three of which are new members. Debra presented several money raising projects to the board.
- Sale of Pizza and other Raisin Dough products
- 50-50 Chance
- Auction
- Bake Sale.

The committee recommends doing the sale of pizzas and the 50-50. The sale of pizza will not cost UNOPA anything out of the bank account. UNOPA would earn a certain percentage on each pizza sold with no minimum order. The company recommends selling the pizzas at $2.00 above cost. The have a 12-inch pizza, Mini pizzas and lasagna. The company will furnish a refrigerated truck for two to three hours at a pre-designated time and location for pick up. All UNOPA members have to do is take the orders, collect the money, turn in the orders, and pick-up pizzas. Luise will check to see if we need to charge sales tax on the orders.
Salary Issues:
Don Freed is setting up a committee of 6. (Three from East Campus and three from City Campus.) These representatives will be from Staff Secretary I up to Administrative Assistant so we can have the best representation as can be. The bulk of their work will be between October and January.

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

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

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

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

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

Kathy Ryan made the following amendment proposal to change Article V, Section III, Paragraph III of the Bylaws to read: "The Director of the Employee Concerns Committee will be responsible for their committees duties including proposals recommendations statement of position official request for opinions on a given topic from UNOPA. These functions shall be approved by the Executive Board of the UNOPA organization." Seconded by Debbie Van Alstine. Discussion followed. Sue Drammeh made a motion that an addition be added to the amendment stating: with majority voice vote of the General Membership Final Statements." Second by Don Freed. President Perry called for DaLene Wiess to read amendment proposed by Kathy Ryan. Second by Luise Berner. Motion carried. (See attached proposed UNOPA BYLAW change.)
SICK LEAVE BANK
Kathy has heard back from several organizations that have a sick leave bank. The Employee Concerns Committee now needs to get further information in order to pursue this topic. Sick Leave Bank is a voluntary program that would allow an employee who is enrolled in the program to use leave from the bank when they need the sick leave and don't have the time built up.

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

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

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

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

ADJOURNMENT:
Meeting adjourned at 6:30 p.m.

Respectfully submitted,

[Signature]
Rhonda Zugmier
Recording Secretary
DATE & PLACE:
UNOPA’s Executive Board met Tuesday, October 2, 1990 at 3:30 p.m.,
in the East Union’s Goldenrod Room, on East Campus.

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

Absent: Dora Dill  Sue Drammeh

CALL TO ORDER:
The meeting was called to order by President Perry.

APPROVAL OF MINUTES:
The August 7, 1990 executive board minutes were approved with the
following corrections:
1. Under Employee Concerns, change paragraph four (4) to read
"Kathy Ryan and DaLene Wiess made the following amendment. ."

The September 4, 1990 executive board minutes were approved with
the following corrections:
1. Under Employee Concerns, Sick Leave Bank/Disability Insurance,
change spelling of stated to started.

TREASURER’S REPORT:
Treasurer, Luise Berner presented the following treasurer’s report.

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

Luise Berner has received the report on the audit done by
Operations Analysis. No major problems to report. Operations
Analysis did suggest UNOPA keep a list of donations and their
value, submit a budget of projected receipts, and remit sales tax
where applicable.
Luise Berner reported that the E-Z Ride Shuttle between East and City Campus will be provided to UNOPA free of charge. Approximately $42 was collected from members who used the shuttle last month. This money will be refunded to Michelle Sieber, Hospitality Director, who will then return it to the members who used the shuttle.

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

STANDING COMMITTEE REPORTS:

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

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

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

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

Nominating:
No report.

Professional Growth:
Dora Dill absent, no report.

Publicity:
No report.

Program:
Sandy Lineberry reported that the October 9, 1990, general meeting will be held in the Steinhart Room, Lied Center. She received a "Report Card" from the Nebraska City Union asking for feedback on the September 11, 1990, general meeting. If there were no complaints she will return the "Report Card" marking that everything was satisfactory.
Salary Issues:
Don Freed reported that his committee is still on hold waiting on the result of this year’s election on IPM 405.

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

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

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

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

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

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

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

NEW BUSINESS:
Comprehensive Facilities Plan
All UNOPA Executive Board members will be receiving a packet of information detailing the UNL’s Comprehensive Facilities Plan. The UNOPA Board and the UAAD Executive Committee have been scheduled to meet jointly with a team of physical planners on Wednesday, October 11, 1990, from 3:30-5:00p.m., to discuss physical planning issues that have a bearing on UNL’s strategic plans, as well as current issues connected with our physical environments. Sheila Perry suggested that all members show the letter to their supervisors and if they have any questions, please have them contact either John Benson or Chancellor Massengale.
Deans/Directors Meeting
President Perry gave the following report on the last Deans/Directors Meeting.
- There is to be no lobbying on state property.
- By Jan./Feb. 1991, the University hopes to have the new President hired.
- It is legal for a department to hire an employee above the minimum hiring rate if that department can afford it.
- If a C-Line employee goes to a meeting representing the University, that employee should get paid for the time away from work. Kathy Ryan, Employee Concerns Director will look into this matter with Paul Carlson.
- Nancy Meyers, the new EAP Director, will begin conducting 1/2 hour workshops beginning in November, 1990, to explain her program.

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

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

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

ADJOURNMENT:
Meeting adjourned at 5:10p.m.

Respectfully submitted,

Rhonda Zugmier
Recording Secretary
DATE & PLACE:
UNOPA’S Executive Board met Thursday, November 1, 1990, at 3:30 p.m., in the Conference Room at the Reunion, on City Campus.

MEMBERS PRESENT:
- Luise Berner
- Nelvie Lienemann
- Sheila Perry
- Brenda West
- Anna Simmons
- Sue Drammeh
- Sandy Lineberry
- Kathy Ryan
- DaLene Weiss
- Patti Lutter
- Michelle Sieber
- Lola Young
- Rhonda Zugmier

ABSENT:
- Dora Dill
- Don Freed
- Doug Neemann

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

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

1. Under Treasurer’s Report, change spelling of us to use.

TREASURER’S REPORT:
Treasurer, Luise Berner, presented the following report.

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

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

Luise discovered UNOPA has always had a Federal ID number.

AWARDS:
Lola has received the awards for Boss of the Year. She has lined up two (2) judges for the Rose Frolick Award and is trying to get a third. Lola is trying to get another group to judge the Silver Pen Award. She informed the rest of the Board that Mary Byrd is no longer the Editor for the Scarlet. The new Editor is Kerry Shepherd, 208 Admin.
EMPLOYEE CONCERNS: (See Attached)
All groups met last week to discuss having a forum to let UNOPA members know what each committee is involved in. It was decided to have two (2) sessions (one on city campus and one on east campus.) This forum will be open to all C-Line employees of the University not just UNOPA members.

Educational Incentive
Sick Leave Bank: The proposal will be presented to the board at the next Executive meeting and then presented to the General membership at their meeting in December. This proposal needs UNOPA’S approval in order to further investigate the concept of the Sick Leave Bank.

NOTE: This is not the final document.

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

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

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

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

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

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

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

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

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

NOMINATING:
Debbie Hendricks reported the nomination process will be beginning soon.

PROFESSIONAL GROWTH:
Dora will be sending a list to the membership asking what topics they would like to have presented at this year’s workshops. She is also planning on having a brownbag special on how to obtain your PSP.
PUBLICITY:
Nelvie has sent a letter to the Scarlet Editor to put an announcement in the Scarlet about the Bosses Luncheon.

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

SALARY ISSUES:
No report.

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

WAYS AND MEANS:
No report.

OLD BUSINESS:
No report.

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

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

Meeting adjourned at 5:20p.m.

Respectfully submitted,

Rhonda Zugmier
Recording Secretary
DATE & PLACE:
UNOPA'S Executive Board met Tuesday, December 4, 1990, at 3:00 p.m.,
at the East Campus Union.

MEMBERS PRESENT:
Luise Berner  Dora Dill  Sue Drammeh  Don Freed
Brenda Gibson  Sandy Lineberry  Patti Lutter  Doug Neemann
Linda Pence  Sheila Perry  Kathy Ryan  Michelle Sieber
Brenda West  Lola Young  Rhonda Zugmier

ABSENT:
Debbie Hendricks  Nelvie Lienemann  Christine Steggs  DaLene Weiss

CALL TO ORDER:
The meeting was called to order by President Perry.

APPROVAL OF MINUTES:
The November 1, 1990 executive board minutes were approved with the
following corrections:
1. Under Members present, add Anna Simmons, UNOPA NOTES Co-chair.
2. Under Treasurer's Report, change request to requested.
3. Under Awards correct the spelling of Frolick to Frolik.

Luise Berner made the motion that the November 1, 1990 minutes be
approved as corrected. Second by Patti Lutter. Motion carried.

TREASURER’S REPORT:
Treasurer, Luise Berner, presented the following report.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning balance</td>
<td>$1,344.50</td>
</tr>
<tr>
<td>Income</td>
<td>2,067.90</td>
</tr>
<tr>
<td>Expenses</td>
<td>1,772.06</td>
</tr>
<tr>
<td>Ending balance</td>
<td>1,640.34</td>
</tr>
</tbody>
</table>

Linda Pence made the motion to approve the Treasurer’s Report as
printed. Second by Don Freed. Motion carried.

SPECIAL GUEST:
President Perry introduced Roshan Pajnigar, Employment Manager. Roshan
is a member of the Chancellor’s Commission on the Status of Women (CCSW)
and they have been working with a Mentoring Program. This program
pairs A, B, & C-Line faculty and staff, as well as graduate and
undergraduate students with others to serve as Mentors and Mentees. The
CCSW is looking for another association to take over the work involved
in this process. The CCSW can no longer continue with this program for
they have many other issues they need to address. Roshan would like
UNOPA to think about becoming the association to continue their work.
Kathy Ryan, Employee Concerns Director, will look over the materials and
get back to Roshan at a later date. If any board member has any further
questions, please contact Roshan at 2-5250. Discussion was tabled until
the February Executive Board meeting.
AWARDS:
Lola Young announced that she has a third judge, Deb Collins, for the Rose Frolik Award. She has talked to Daryl Swanson about last year's judging of the Silver Pen Award. Daryl will discuss this with UAAD members to see if they feel that they can do a better job this year. If so, she will give them another chance. If any of the Board members knows of any groups that would be willing to be judges for any award, please contact Lola.

EMPLOYEE CONCERNS: (See Attached)
Kathy Ryan reported that the Forums were a success and that the Employee Concerns Committee will be brainstorming to decide how and which concerns, that were brought up at the forum, to tackle. She is hoping to have another forum sometime this spring. Kathy requested that the board read through the concerns because there is something for everyone.

Sick Leave Bank: Kathy will present this proposal at the December general meeting and ask for a voice vote. If approval is given, her committee will pursue this matter.

HOSPITALITY:
To date, Michelle has received 34 paid reservations and 35 brown bag luncheon reservations for the December general meeting. At the January general meeting the tables will be color coded to help "mingle" the group.

MEMBERSHIP:
Total membership stands at 249 members. If you need labels or any other information, please contact Sheila. The doctor has restricted Brenda's activities beginning after the holidays.

NOMINATING:
No report.

PROFESSIONAL GROWTH:
The workshop topics committee will get together next week to work on the upcoming workshops. The plan is to have a workshop in January or early February and another workshop sometime in the spring.

PUBLICITY:
Nelvie has resubmitted a listing of the UNOPA general meeting dates. Hopefully this will help get the meetings placed in the Scarlet.

PROGRAM:
The Christmas "Informal" meeting is all set. This year all members will be asked to bring an unwrapped gift for the Friendship Home.

SALARY ISSUES:
The original goal was for UNOPA to have two representatives on the University Salary Distribution Committee. This goal is on hold until the President and Chancellor positions are resolved. Until then, Don will direct all information to Vice Chancellor Goebel.

UNOPA NOTES:
The deadline is December 10, 1990. Linda Pence read a letter submitted by Janet Holthauzer that will be printed in the next issue of UNOPA NOTES.
WAYS AND MEANS:
The Co-chairs of this committee would like to have a raffle, with a sweetheart theme, for the February general meeting. Kathy Ryan made the motion that they go ahead with the raffle and be responsible for the rest of the actions necessary. Second by Sandy Lineberry. Motion carried.

OLD BUSINESS:
NEOPA Reimbursement: Linda Pence, Corresponding Secretary, in regard to the State meeting held in October, brought up the question of what should we do to the registered individuals who did not attend the State meeting? Affirmative Action had prepaid all registration fees and were not reimbursed. If this continues, Brad Munn will reconsider donating the registration fees in the future. Patti Lutter made the motion that individuals who cancel/no shows, after the deadline, reimburse Brad Munn's office. Second by Luise Berner. Motion carried.

Linda also presented information regarding a scholarship that is available through the National association. She will discuss this further at the January Executive Board Meeting.

NEW BUSINESS:
Foundation Accounts: Sue Drammeh reported she is still looking into these two accounts. UNOPA should be able to combine them into one account.

PSP Plaques: The expenses for the PSP Plaques will come out of the general budget and the expenses for the workshops will be taken out of the foundation account and the profits returned to that same account. Sue Drammeh made the motion that Dora Dill purchase the PSP Plaques with funds from the general budget. Second by Lola Young. Motion carried.

ByLaws and Constitution Changes: Please send any comments regarding the changing of the ByLaws and the Constitution to Sue Drammeh.

NEOPA Professional of the Year: The deadline is January 15, 1991. Kathy Ryan made the motion that UNOPA submit Audrey Schardt as our candidate for NEOPA Professional of the Year. Second by Sandy Lineberry. Motion carried.

Meeting adjourned at 5:40 p.m.

Respectfully submitted,

Rhonda Zugmier
Recording Secretary