2001-02 UNOPA Annual Report

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PRESIDENT'S COMMENTS:

This report is comprised of the various directors’ reports and those serving on the sub-committees of the Employee Concerns Committee.

Serving as President this past year has been an honor. The amount of time necessary to fulfill the position is immense and I’m particularly grateful to my supervisor, David Howe, and the College of Arts & Sciences for their support. It was a privilege to represent UNOPA members at Chancellor Perlman’s installation, at the Deans and Directors meetings, the Human Resource meetings, and at the monthly update meetings with Assistant to the Chancellor Herb Howe. But mostly it was a pleasure to get to know some of our UNOPA members better as we worked to solve problems and come to consensus. It’s really difficult and a bit scary to speak for all of the membership and I depended heavily on the Board of Directors for insight and direction. I am so grateful to the board that served and to all the committees for their help in making this a good year for UNOPA.

I presided over all nine General meetings, 11 board meetings, and one special meeting of elected officers. I met with UAAD President Jim Main and Assistant to the Chancellor Herb Howe monthly for updates from the Chancellor’s Advisory Council. I represented UNOPA at Deans and Directors meetings at five meetings and also met with Department of Human Resources several times to discuss salary guidelines. I was pleased to represent UNOPA at budget hearings, at Climate Survey presentations, Martin Luther King Jr. Freedom Breakfast, and the UAAD Awards Luncheon and 40th Anniversary.

I served as the UNOPA delegate to the 2001 NAEOP Conference in Salt Lake City, Utah and served as liaison to the 2001 NEOPA Fall Conference in Lincoln and the 2002 NEOPA Spring Conference in Wayne.

The UNOPA Professional Growth Committee presented two workshops and I attended both of them.

This year we again financed our organization through working a parking lot at football games. Because there was an extra game this year, our income was higher than expected. We were able to donate proceeds from one game in response to the tragedy of September 11. We voted to make an annual donation to the PSP Foundation.
It’s exciting to have 24 new members this year. We appreciate the Alumni Association donation of annual memberships to reward UNOPA members who recruited new members. Our Membership Director will serve again next year and has several promotional ideas. The new membership listserv has been successful and a new membership brochure will be ready next year.

We supported an ad hoc position on the board for a web page technician. Our presence on the web provides a good communication tool and highlights our activities. This site will continue to be expanded and more dynamic.

A greater number of award nominations than in the recent past was exciting. The Chancellor is reviewing the criteria and selection process for the Floyd S. Oldt Silver Pen Award and the Floyd S. Oldt Outstanding Staff Award. In addition the Awards Directors from the past two years have suggested changes. Hopefully these suggestions can be reviewed and implemented next year.

The UNOPA Foundation Fund, designed to encourage professional growth is underutilized. The criteria and reimbursement processes will be reviewed next year.

The most pressing issue of the year was and continues to be budget reductions. Many members were pleased to receive our lobbyist’s updates on our new listserv and it seems greater awareness reduced anxiety for our members. The Chancellor needs to be commended for his openness and fairness through the budget reduction process. It was painful, but morale hasn’t fallen as it could have. At this writing, we may be faced with additional reductions as the legislature adjusts to Nebraska’s continuing economic downturn.

Thank you everyone, for allowing me to serve as UNOPA’s President. It has been a year of growth for me as I’ve learned to be humble, have more patience, and become more assertive. Thank you.

Pat Hust, CEOE
UNOPA President, 2001-2002
Chris Cary, President-elect

Board Meetings Attended:
August 14                     September 4
October 2                     November 6
November 27 (Special Committee, Donation) December 4
February 6                    March 1 (Special Committee, State Conf.)
March 5                      April 2
April 25 (Planning with President) April 30 (Planning with Pres-elect)
May 7                                           June 13 (Transition)

General Meetings Attended:
September 11                  November 13
December 11                   January 16
February 12                   March 12
April 9                                           May 14

Conferences Attended:
October 25-26 NEOPA State Conference
February 22-23 Central Area Professional Development Conference

UNOPA Overview Presented:
December 13 Facilities Management December 19 Career Services
January 23 A&S Business Support Group February 12 UNOPA Members

Represented UNOPA at Other Meetings:
August 10 UAAD/HR Salary Guidelines September 18 Campus Climate
September 20 UAAD/HR Salary Guidelines October 5 UAAD/HR Salary Guidelines
October 12 Grassroots Advocacy Group October 18 Herb Howe/UAAD
October 18 Campus Communicators Guidelines November 16 UAAD/HR Salary Guidelines
January 17 UAAD/HR Salary Guidelines January 18 MLK Freedom Breakfast
February 20 UAAD Awards Luncheon May 23 Herb Howe/UAAD

UNOPA Workshops Attended:
August 22 Paul Wesselmann November 29 Tammy Heflebower

Other Professional/Leadership Development:
May 10 Parliamentary Procedure Seminar, Nebraska Assn. of Parliamentarians
June 11 Microsoft Access, UNL College of Business Administration
Carol J. Wusk, Recording Secretary

I recorded the minutes for all nine UNOPA general meetings and ten executive board meetings held from August 2001 through May 2002. When I completed a first draft of meeting minutes, I e-mailed them to the Executive Board members present at the meeting. After the Executive Board reviewed the minutes for additions or corrections, the minutes were e-mailed to the entire UNOPA Board. Copies of the minutes are also sent to other UNOPA members if they so request. This year copies were sent to Kathy Bennetch, Sandy Lineberry and Diane Wasser. General meeting minutes were e-mailed to the UNOPA Notes Director for inclusion in the newsletter. Copies of the minutes are on a labeled disk in the Recording Secretary’s notebook.

I received the notebook of minutes from the 2000-2001 UNOPA meetings from past recording secretary, Chris Cary. This notebook and my notebook of the 2001-2002 minutes will be passed on to the recording secretary for 2002-2003, Linda Luedtke. Best wishes to Linda as she fulfills the duties of Recording Secretary.

I didn’t use a tape recorder or purchase any supplies so I had no expenses.

It was a pleasure to serve on the 2001-2002 UNOPA Board!

Judy Anderson, Corresponding Secretary

There were only three requests for cards to be sent this year; one get-well card and two sympathy cards. I think we need to try and advertise this service more in UNOPA Notes with a running header or something to constantly remind our members of this service.

Two news articles were submitted to the Scarlet; one announcing the Bosses Luncheon and one reporting on the Boss of the Year recipient. I wrote three articles for the NEON, which is the state organization’s newsletter. I also attended the spring state conference in Wayne, NE, and had a great time meeting new people and getting to know other people better.

The Annual Past-President and Retiree Recognition Luncheon was held at the Selleck dining room on April 9, 2002, and was a huge success. Our biggest thrill was that our founder, Rose Frolik, was able to join us this year for the festivities. We were also honored with the presence of 14 past presidents and five retirees (of which two were also past presidents). Each honored guest and our current president received a corsage of colored carnations with matching ribbon. I designed a program for the day’s activities, which was printed in-office to lower expenses. I also had four parking meters in the east lot of the City Union hooded and designated for our older honorees. Personal invitations were sent to all the past presidents (36) and retirees (11), complete with a reservation form with comment space. I received responses from 37 out of the 47 invitations sent.
I am still hoping to get reprints made of the past president group picture to send to all the past presidents; including those who did not make it to the luncheon. I think this will be a nice memento of the day and a way to thank those attending for coming and to encourage others to attend next year.

Coordinating travel for members to attend the state and national meetings is relatively useless. Attempting to plan combined travel to Wayne, NE, I was encouraged to rent one large van, then another large van leaving at an earlier time, and eventually learned that everyone was driving or riding in personal vehicles. Similar circumstances surrounded the attempt to coordinate travel to the national conference, so I mostly just listed who was going and how. They all made their own individual travel plans. I think this duty has changed a lot since UNOPA (or the Chancellor's office) is not picking up the expense of renting vans or other transportation any more. It could possibly be looked at in the future to drop this responsibility.

Photographs from some of the meetings were taken and will be compiled in a simple scrapbook.

It was a fun year and I enjoyed working with and getting to know all the ladies on the board. Thanks for the opportunity!

**Barbara Andersen, Treasurer**

No report.

**FOUNDATION FUND COMMITTEE**

Edie Schleiger, Director

Committee Members: Jeanne Andelt, Debbie Hendricks, Lola Young, Barbara Andersen

The Foundation Committee received two requests for stipends. They were both approved and awarded. The recipients were:

- Pat Hust
- Sandy Lineberry

The beginning balance (June 30, 2001) was $5,328.98. The balance on March 31, 2002 was $5,623.48.

An article about the Foundation Fund was scheduled to appear in the UNOPA Notes at the end of the 2001-2002 academic year, however, due to extenuating circumstances it did not appear. I would like to suggest that a big push be implemented in the fall, including publishing the article in the newsletter and maybe provide a verbal report at the first meeting to include the core ideas behind the account and how it is managed. If I can assist in this, please let me know.
AWARDS COMMITTEE
Jeanette Fisher, Director
Committee Members: Linda Arnold, IANR Vice Chancellor’s office; Barb Carley, Purchasing; Becky Hastings, Inventory; and Linda Luedtke, Dean’s Office, College of Arts and Sciences

Floyd S. Oldt Boss of the Year Award
The committee met in September and started working on strategies for advertising the Floyd S. Oldt Boss of the Year Award. Announcements were placed in UNOPA Notes, The Scarlet, distributed through e-mail announcements, and announced at each UNOPA general meeting until the due date of November 13, 2001. Flyers were sent to all UNOPA members, IANR Deans and IANR Department Heads/Chairs/District Directors, and to all departments on a mailing list at Purchasing.

Thirteen nominations were received:
- Alan Baquet, IANR South Central Research and Extension Center
- Arnold Bateman, Office of Extended Education & Outreach
- Jean Cahan, Political Science Department, Judiac Studies
- Thomas Crawford, INTSORMIL
- Phyllis Geary, Payroll Office
- Milford Hanna, Industrial Agricultural Products Center
- Kyle Hoagland, Water Center and School of Natural Resource Sciences
- Gregg Jablonski, Nebraska Union
- Robert Klucas, Department of Biochemistry
- Nancy Myers, Employee Assistance Program
- Michael Riley, Industrial & Management Systems Engineering
- Anthony Schkade, Registration and Records
- Viann Schroeder, Publications & Photography

At the Annual UNOPA Bosses’ Luncheon, November 13, 2001, the Boss of the Year award was presented to Viann Schroeder of Publications & Photography by last year’s recipient, Ken Holm. Judges for the nominations were: Lucy and Bill Carley, retired owners of Lincoln Tour and Travel; Erny Von Bargen, retired former employee of UNL; and Robert Torrell, President of University Credit Union.

Annual Award Luncheon - April 9, 2002
Announcements and flyers for the Rose Frolik Award, the Floyd S. Oldt Silver Pen Awards, and the Floyd S. Oldt Outstanding Staff award were printed and distributed in the same manner as the Boss of the Year Award. All nominations were due March 1, 2002.
Judges for the awards are as follows:

*Silver Pen Award Judges*
Administrator - Dave Howe
Manager or Supervisor - Theresa Krepel
Faculty - Phyllis Larsen
Director - Mary LaGrange
Office - Carol Nau
Service - Donna Martin

*Outstanding Staff Award Judges*
Administrator - Arnold Bateman
Manager or Supervisor - Amy Dodson
Faculty - Glenn Hoffman
Director - Bruce Currin
Office - Marcia Rowley
Service - Lillian Halada

**Rose Frolik Award**
Rose Frolik has requested that Sandy Lineberry present this award each year.
One nomination was received. Sandy Lineberry presented the Floyd S. Oldt Rose Frolik Award to Sandy Watmore.

**Silver Pen Awards**
Four nominations were received: Nancy Knapp, Institute of Ethnic Studies; Sandy Lineberry, Nebraska Forest Service; Carol Neal, Data Entry Office; and Amy Stewart, Nebraska Unions. One of last year’s recipients, Carol Nau, presented the two awards to Nancy Knapp and Sandy Lineberry.

**Outstanding Staff Award**
Seven nominations were received:
Carol Neal, Data Entry
Susan Budler, Landscape Services
Sandy Sterkel, South Central Research & Extension Center
Nancy Knapp, Institute for Ethnic Studies
Gladys Kozisek, Natural Resources Business Center
Kimberly Reynolds, Nebraska Alumni Association
Sandy Lineberry, Nebraska Forest Service

Marcia Rowley, last year’s recipient, presented the Floyd S. Oldt Outstanding Staff Award to Sandy Lineberry.
Sandy Lineberry made a recommendation that the rules for the awards be changed so that each year a person is eligible to win only one award. This year, and some years past, the same person won two awards in the same year.
EMPLOYEE CONCERNS COMMITTEE
Barbara L’Heureux, and Cheryl Ross, Co-Directors

In 2001-2002 UNOPA’s Employee Concerns Committee Director and Co-Chair, Barb L’Heureux and Cheryl A. Ross, composed a nine-question survey that was distributed to UNOPA’s members either electronically or by hard copy. Cheryl A. Ross compiled the 71 survey responses.

The survey questions were:

1. a. Do you receive an annual performance evaluation?
   b. If yes, are you evaluated by someone who knows what you do?

2. Do you have any input into your evaluation? (For example, are you given the opportunity to provide information about your activities over the past year such as special training, committees on which you served, offices you held, or professional growth events you attended?)

3. Do you feel the evaluation process in your department is fair and equitable? What changes would you recommend for your evaluation process?

4. Do you favor (circle one):
   a. A standard "across the board" increase for all employees?
   b. Awarding increases based totally on performance (merit)?
   c. A combination of minimum "across the board" plus merit?

5. If you answered (c) above, using 5% as the "raise pool," assign percentages for the following (the two lines should total 5)

6. Should office/service and managerial/professional salary pools be merged to provide for increased flexibility on how raises are distributed?

7. If UNL were impacted by the current state budget shortfall, would you recommend we give salary increases or ensure there are no layoffs?

8. Did you know that an incentive program exists at UNL?

9. Do you have any additional comments you would like to make?

The majority of respondents indicated that they receive an annual performance evaluation by someone who knows what they do, and that they have input into their evaluation. Forty-one of the 71 respondents felt that the evaluation process in their department was fair and equitable. Question 4 (salary increases) clearly reflected that employees felt raises should be a combination of minimum "across the board" plus merit. Thirty-eight percent of the respondents indicated they favored a 3.0% salary increase "across the
board," and 21% indicated the "across the board" increases should be 2.0%. The question of merging office/service and managerial/professional salary pools was close, but the majority of the responses supported merging the salary pools. UNOPA and UAAD talked with administration about this issue and, as a result, recommended the salary pools were merged for a trial period beginning in 2002-2003. Opinions on giving salary increases or ensuring there are no layoffs varied. Almost 41% of the survey responses felt salary increases should be given, while 38% felt no layoffs should be the priority. An issue UNOPA needs to address is the lack of awareness of the incentive program at UNL. Sixty six percent of UNOPA's members don't know about UNL's incentive program, so some time during 2002-2003 UNOPA's current President and Employee Concerns Director will address this issue.

**Chancellor's University Safety Committee**

Amy Fisher, Representative

Quarterly Meeting
March 12, 2002; 1:30 pm
City Campus Union
Present: Paul Harmon (College of Engineering), Greg Maguire (Housing), Harry Hale (Libraries), Chris Oelling (Campus Rec), Clarice Martin (Housing), Yoko Smith (Environmental Health and Safety), Amy Fisher (UNOPA), Kay Schupbach (Community and Regional Planning), John Branson (Transportation), Greg Clayton (Risk Management and Benefits), Clyde Burkholder (Maintenance), Ken Walvoord (Custodial), Mark Blackford (Animal Science), Brenda Osthus (Environmental Health and Safety) Nick Huser (Environmental Health and Safety), Judy Prochaska (City Campus Utilities), Mark Schroeder (ARDC), Judy Roots (General Council), Steve DiMagno (Chemistry), Anita Sisco (SNRS), Daniel Snow (Agronomy), Daryl Kinnan (Chemistry) Jill Hyslop-Bohling (Environmental Health and Safety).

**Introductions** The meeting was called to order by Paul Harmon at 1:30. Paul welcomed attendees and asked them to introduce themselves.

**Slip Resistant Footwear** Greg Maguire from Housing introduced Clarice Martin and asked her to share her findings on slip resistant footwear with the committee. Clarice said that employees in Dining Services had been wearing different types of footwear to determine which type gave the most protection against slips, trips and falls. Her group was also interested in the comfort level of the shoes. Five people from different areas of the kitchen tried the “Shoes for Crews” overshoe for 2 1/2 months. Results: 1) The overshoe went on and off easily, 2) employees were happy with the comfort level, 3) the overshoe fit over a variety of shoe types, 4) the overshoe was very durable, and finally, 5) the overshoe provided great slip resistance. Following this test, twenty to twenty five employees who work in high slip hazard areas have chosen to wear the overshoe. Paul Harmon suggested that information on this and other slip resistant shoes be posted on the EHS web site. Information will also be sent to high risk work areas.

**EHS Activity Report** Brenda Osthus presented the EHS activity report. The Occupational Safety group recently assisted in the transfer of Occupational Medicine
Services from Heartland COMP to St. Elizabeth’s Company Care. Safety audits and training were provided to many Research and Extension Centers. The Biosafety Guidelines have been updated and posted to the EHS website, the Respiratory Protection Program is up and running, and many employees have been fit tested for respirator use. The Confined Space Program is being updated and will include guidance for entry into grain bins. Currently, the Hazardous Communication and Chemical Hygiene web based training components are being revised. Updates are continuing on the Lead and Asbestos programs.

The Radiation Safety Group has given their annual refresher training to approximately 600 people. The security review and updates are nearly complete.

**Emergency Loan Fund Advisory Committee**
Representative #1: Did not meet this year.
Representative #2: New to the committee, only participated in one meeting.
Representative #3:

<table>
<thead>
<tr>
<th>Number of Loan Applications</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Applications Approved</td>
<td>8</td>
</tr>
<tr>
<td>Number of Applications Denied</td>
<td>1</td>
</tr>
<tr>
<td>Not qualified/other assistance</td>
<td>1</td>
</tr>
<tr>
<td>Total amount of loans</td>
<td>$5,239.93</td>
</tr>
<tr>
<td>Loan Range</td>
<td>$250-$750</td>
</tr>
<tr>
<td>Average Loan</td>
<td>$654.99</td>
</tr>
</tbody>
</table>

Loans were requested for: housing (4), People’s Natural Gas (2), Lincoln Electric System, Vehicle payments (2) and medical/dental (4). Some recipients received payments to more than one vendor.

Employees continue to inquire about the ELF but did not proceed with the application process due to being on original probation, needing more than the maximum loan allowance, requesting funds for payment of credit cards, declined to apply for a loan at their financial institution, one received assistance from their financial institution or other agency.

Five employees continue to contribute through payroll deduction to the fund in the amount of $12 per month.

**Campus Police Advisory Committee**
Representative #1: Did not meet this year.
Representative #2: Did not meet this year.
Human Rights Committee
Did not meet this year.

Academic Senate
Linda Thelen, Representative

The UNOPA Representative was rendered a late start because she was not notified of the time and place for the meeting of the Academic Senate Committee Meetings. I was able to attend those meetings that were deemed to be the most important for this semester. These crucial meetings dealt with the budget/staff cuts. Chancellor Perlman’s email report to all staff after each meeting was informative as what was disclosed at each meeting.

The Executive Committee Members 2000-2001
Miles Bryant, President
Sheila Scheideler, Past-President
Steve DiMaggio
Kay Logan-Peters
Kathy Prochaska Cue
Tom Spann
George Wolf
Tice Miller, President-Elect
James King, Secretary
Shelley Fuller
Marc Sawyer
Darrel Siekman
Hugh Whitt
Karen Griffin, Coordinator

Senate Resolutions Approved:
• Changes to the University Appeals and Judicial Board syllabi
• Additional language to the policy regarding scheduling of Summer Session Classes
• Resolution expressing appreciation to the UNL Emeriti Association
• Resolution recognizing work and contribution of Provost Lee Jones

Administrative Activities:
• Met with Chancellor Perlman 11 times
• Met with Senior Vice Chancellor Edwards 10 times
• Met with Vice Chancellor Owens 7 times

The President –Elect participated in the following activities:
• Chaired the Faculty Compensation Advisory Committee
• Attended Board of Regents meeting for the President
• Attended the ASUN 2002-2003 Inauguration

The Executive Committee (met weekly during the academic year)
• Met with Vice Chancellor Hendrickson to discuss email policies on campus and generic email messages
• Met with Jim Guest and Jim Yankech from the University Health Center and discussed services that the center provides to the campus, including benefits to the employees.
• Met with Nathan Fuerst, President and Jessica Lopez, First Vice President, twice. Discussed parking, dead week policy, buy back of books, minimum class attendance policy, new grading system, student unions, and required library course.
• Met with Terry Riordan, co-chair of the UNL Employee Benefits Committee. Discussed concerns of the committee which included benefits for part time employees, inclusion of graduate courses in dependents tuition remission, domestic partner benefits, retirement contributions, on campus child care, and parking benefits for staff.
• Met with Richard Fleming, President of Emeriti Association and discussed concerns they have with health insurance for retirees, parking permits and fees, and treatment of emeriti professors by home departments.
• Met with Vice Chancellor Jackson and discussed the building and funding of the 14th and Avery street parking garage and the Pepsi fund.
• Met with Earl Hawkey, Director of Registration and Records, to discuss the distribution of grades and the impact of the new grading system.
• Met with Stan Campbell, Director of Campus Recreation, and discussed the future plans of Campus Recreation and the impacts they will have on campus parking.
• Met with Michelle Waite, Assistant to the Chancellor for Community Relations, and Ron Withem, Associate Vice President for External Affairs, and discussed the budget cuts for the university and the state budget crisis.
• Met with Charity Martin, Chair of the Honors Convocation Committee, and discussed the changes made to the Honors Convocation ceremony.
• Met with Ryan Wilkins, new ASUN President and Michelle Schrage, new ASUN First-Vice President, and discussed tuition increases, the dead week policy, and a job shadowing program.
• Met with Nancy Myers, Director of Employee Assistance Program, and discussed the services they provide and the kinds of problems that faculty are experiencing.
• Various members of the committee met and interviewed all of the candidates for the following positions: Dean of the College of Engineering and Technology, College of Agricultural Sciences and Natural Resources.
• Attended Retreat to form Strategic Goals for the Academic Senate.

2001-02 Sue Tidball Award Committee
Debbie Hendricks, CEOE, Representative

On March 10, 2002, five individuals were recognized at a ceremony and reception hosted by the Sue Tidball Committee, for their efforts in creating a more humane environment on the UNL campus. Barb Burns (University Housing), Liz Carranza-Rodriguez (Multi-Cultural Affairs), Lola Lorenza (Modern Languages), Melanie McQuatters (University
Housing), and Rosalee Swartz (Agricultural Sciences and Natural Resources) were all most deserving of the Sue Tidball Award Nomination they received. Liz Carranza-Rodriguez and Rosalee Swartz were named recipients of the 2002 Award.

2002 marks the 21st year that the Sue Tidball awards have been awarded on the UNL campus. As the only award given in recognition of individuals who work to create a humane environment, the awards are highly respected and admired. Unfortunately, the original money used to create this lasting memorial has now been almost totally expended. Although greatly supported by the United Ministry in Higher Education, the time has come that the Committee must have an infusion of funds, or the awards will no longer be possible. Therefore, the Sue Tidball Awards Committee has established a fund at the University of Nebraska Foundation and has begun a major fund-raising effort. It is the hope of the committee to raise enough funds that the annual awards celebration might continue.

I am pleased to have served as the UNOPA representative on the Sue Tidball Awards Committee. This is an award that I truly believe in. I strongly urge UNOPA members to consider making a donation to this most worth-while project that awards the very values we treasure most in our working relationships. Donations should be sent directly to the University Foundation at 1111 Lincoln Mall, Suite 200, with a notation that it is for the Sue Tidball Awards Fund. If you know somebody who is deserving of this award, please consider nominating them for the 2003 award. Those applications will be available in January 2003.

**Chancellor’s Commission on the Status of Women 2001-2002**
Lois Erickson, Representative

*September 12, 2001*
- Ann Mari May and Kathy Borg are our co-chairs appointed by the Chancellor
- Members of the committee in attendance introduced themselves and new members were welcomed
- The committees for the 2001-2002 year were decided they are:
  - Benefits (Parking, Health, Child Care, Domestic Partner)
  - Website
  - Awards
  - Faculty Recruitment/Retention
  - Climate
  - Salary Equity

*October 10, 2001*
- Report on the climate survey was given and asked for responses to it. Will forward the climate report to Chancellor Perlman with a cover letter. The Commission will ask for a response to the report during his visit at the November 14th meeting.
Discussed several topics to include in the Chancellor’s letter of invitation for the November 14th meeting. These topics include the budget cuts, domestic partner benefits, student discrimination issues, job equality, and the issue of professorships.

The CCSW report will be presented to the Board of Regents at their June 1, 2002 meeting

Attending members signed up for committees.

November 14, 2001

- A group picture of CCSW members along with the Chancellor was taken.
- Chancellor Perlman was in attendance in answer to our invitation. The topics that were discussed are:
  - Budget update: The budget will be reduced by 2% this year and by 2.5% next year. The exact dollar amount of the reductions is not yet known. The 2nd phase of the budget reduction should be finalized by March 15, 2002.
  - Climate survey: Chancellor Perlman shared his views and thoughts on the survey conducted last year. He has been considering a survey to measure workplace contentment, but does agree that this is an issue that is difficult.
  - A mentoring program for graduate students would be a useful project for CCSW.
  - Evaluation of the administration.
  - The Chancellor at the chair retreat will deal with gender and race issues system-wide.
  - What does the Chancellor want from CCSW?

December 12, 2001

- Salary equity studies: Ann Mari and Kathy spoke with the Chancellor on this issue. The last salary equity study was done a couple of months ago. A requested committee to review the study was set up.
- Many concerns about the proposal for faculty to give back part of their salary increases were discussed.
- The Chancellor will put a link to CCSW on his Welcome page.
- Chris Jackson will attend the February 13, 2002 meeting and talk about campus child care.

January 9, 2002

- The Chancellor’s Outstanding Contribution to the Status of Women Award will meet March 7, 2002
- The open forums are scheduled for March. The Chancellor will attend the first half hour of each forum to discuss his response to our report and give an update on the survey process and other actions being planned to improve the climate for women.
February 13, 2002

• The letter to President Smith regarding domestic partner and spousal benefits was approved.
• It was announced that Dr. Anne Parkhurst from the Biometry Department will receive the Chancellor’s Award. The actual presentation is scheduled to 10:00 am on March 7, 2002.
• The link to the CCSW website is on the Chancellor’s Welcome page. The committee is gathering any information, photos, articles, etc. to be posted on the website.
• Kevin Myer from the University Foundation was our speaker, this topic was “How The Foundation Relates to Women”.

March 13, 2002

• Chris Jackson, Vice Chancellor for Business & Finance spoke about a new childcare center at the University. Is there a better solution? The University is looking to refine its current financial models, identify rate structures and get campus approvals. The committee in charge of this project should know by the end of the semester if it will be possible to build a new facility.
• Gender Equity: Linda Croup and Nancy Lewis need any feedback we can provide.

April 10, 2002

• Gallup survey: CCSW needs to decide whether the survey will give enough information to create changes. Some of the concerns/questions the Commission has are: What is the goal of the survey? If the goal is to educate people, who will do the teaching? The questions are too general.
• The Commission will send Chancellor Perlman a letter regarding the University budget cuts.
• Rosemary Blum, of the Judicial Affairs Board was a guest. Her topic was “Problems with recruiting women students to serve on the board”. Rosemary has asked for our help in recruiting students.
• Mary Lou Pritchard was also a guest. She is being presented with an Honorary Doctor of Science degree on May 11, 2002. She was denied the opportunity to get her Ph.D. in the 1940s and 1950s, but completed equivalent work in her years as curator and professor.

May 8, 2002

• Domestic Partners Benefits update: future goal to work with other groups on campus and to educate other groups toward an affirmative stand.
• Discuss CCSW writing of the report to the President
• NSF grant report on the study of faculty roles of women in the Geosciences.
• Dr. May Anne Holes, Asst. Research Professor in the Geosciences was our speaker.
• The Board of Regents meeting is set for June 1, 2002 at Varner Hall.
Parking Advisory Committee Annual Report
Sandy Lineberry, Representative

May 15, 2002
The University of Nebraska – Lincoln Parking Advisory Committee (UNL PAC) serves as an advisory committee to the Vice Chancellor for Business and Finance (VCBF) and is responsible for reviewing the budget and policies of Parking and Transit Services. UNL Parking Facilities, capital improvement projects involving UNL Parking and Transit Services, and providing the VCBF with its recommendations regarding same. The UNL PAC also serves as a public forum for UNL Parking matters, reviews and acts on appeals (due process issues only) of decisions made by the UNL Parking Appeals Committee. The committee meets once a month during the academic year.

Below is an executive brief of UNL PAC actions and recommendations made during the year by meeting date.

August 13, 2001
Members of the UNL PAC toured the new parking facility at 17th and R for a meeting with various members of the UNL Parking and Transit Services staff for a briefing. Future policies and procedures concerning usage of the garage were discussed.

September 19, 2001
An informal meeting with members of the UNL PAC and Christine Jackson, Vice Chancellor for Business and Finance was held. The Vice Chancellor shared her vision for the committee in its advisory role for the coming year. More specifically, she asked us to review in the coming year:

1. The Guiding Principles used in making decisions relative to parking and transit issues on campus.
2. Best way to communicate to our constituents on campus.
3. Simplification of Policies and Procedures
4. Appeals Process

September 28, 2001
This meeting was primarily an organizational meeting. The committee nominated and confirmed Deanna Meyler, Graduate Student Appointee, as Vice-Chair for the coming year. The committee reviewed a proposal to reduce the rates for parking facilities for hang tag holders on football Saturdays during the coming year. Proposal was tabled pending a study of the financial impact on fees generated. Other topics included reviewing current revenue generating approaches by UNL Parking and Transit services and a plan to revisit alternative sources for raising revenue to fund parking.
October 19, 2001
John Benson & Dave Peterson made a presentation on the Antelope Valley Project & Master Plan. The Antelope Valley Project covers 50 University acres, which will include: community revitalization centers, plans to lessen traffic congestion around campus; elimination of railroad crossing problems; finalization of the perimeter roadway system; and the transfer of various land segments by the Board of Regents. It will have a direct impact on a number of surface parking lots that will go away when the project is completed.

The committee also discussed the charge given to the committee by the VCBF in regards to the meeting with her on September 19. The committee was asked to submit individual ideas for discussion on each of these items at the November meeting.

November 30, 2001
Parking Regulations and Policies were topics of discussion for this meeting. Much time was spent on the hang tag pricing policies. Alternatives to existing policies were discussed including ways in which they could be improved by possibly reducing the number of lot designations, e.g., 17’s, 15’s, 10’s, etc., but still accomplish revenue goals.

Other policies for discussion included those related to parking appeals, transit fees, intercampus bus schedules and routes, event parking fees, and UNL PAC membership representation. After much discussion, it seemed apparent (compared to our peer Universities), that the parking and regulations and policies in place presently at UNL are quite comprehensive, and serve the parking community well and we as a committee find no reason to simplify or change these rules or procedures in any dramatic way.

How to communicate more effectively and efficiently with the parking community will continue to be a topic discussed at future meetings.

A report on Parking revenues generated to date was presented, which was consistent with present revenue goals. Committee members were asked to submit “Guiding Principle” suggestions prior to the December meeting.

December 14, 2001
This meeting focused on parking fees. A thorough discussion of how the University got to this point with escalating parking fees was discussed. It is clear that as the Antelope Valley Project & Master Plan is implemented that additional parking will be needed. However, how additional parking is funded, the committee is adamant about it not coming directly from faculty, staff, and students in the form of additional parking fees that are simply getting out of hand. The committee is under the impression that the Chancellor too, is looking for alternatives to funding or increasing parking fees. Because of the potential impact on future fee increases, the committee strongly discussed a guiding principle which resulted in the motion as follows (taken from the minutes):
Butterfield moved, seconded by Bell that the committee’s idea for guiding principles for parking on this campus should be: 1) to be reimbursed for any stall lost in construction due to displacement including Antelope Valley Project; 2) before any building construction can take place in the future on this campus there should be a plan in place to replace the parking affected by the structure, to satisfy parking for any additional personnel added to that area based on standards that are set regarding the number of parking stalls including a sufficient number of visitor stalls adjacent to or within reasonable distance from the new construction project. Any discussion of something other than those guidelines or pertaining to those guidelines would be communicated to the Parking Advisory Committee to keep them informed so they can take it up with their constituents and discuss it for future input. Motion carried.

Additional guiding principles were discussed and were to be brought forward again in the January meeting.

January 25, 2002
Further discussion of guiding principles took place. The committee was asked by Director McDowell to review the towing policies on campus, especially after a certain time at night. A discussion of the bicycle racks on campus transpired. A review of these racks including placement, number and type will take place to see if bikers needs are being met. A more defined schedule of the Antelope Valley Project will be forthcoming with additional information to actually parking stall losses.

February 22, 2002
The Chair reported that he met with Main, McDowell, and Vice Chancellor Jackson. They discussed three major goals for Parking and Transit Services. They are: 1. To have a Letter of Principles to support reimbursement on new construction projects, 2. Parking needs to maintain a strong set of rules and regulations, 3. Transit needs an advocate to represent the PAC Committee’s stance.

The coming year 2002-2003 will be the fourth year of the four year increase for the 17th and R Parking Garage. Several revenue generating ideas were discussed. Due to the budget cuts, McDowell was asked to report back at the next meeting on some potential budget cuts Parking and Transit Services could make. A possible survey was discussed to find out how individuals would rank Parking and Transit Services.

March 15, 2002
After further discussion on the Guiding Principles Document, it was suggested that this document focus on three things. 1. All parking that is lost due to construction is to be replaced before the construction is underway, 2. A commitment to provide transit services, 3. To continue to meet the parking demands of our customers. Following the development of the Guiding Principles, a motion was made and approved to approve them. The chair is to move forward and submit to committee for approval. Revenue
generating ideas were again discussed, which includes a transit fee to use the transit system.

April 19, 2002
Discussion was held on rising cost of shuttle services and the affects of budget cuts. The motion was made and passed to implement a bus pass fee beginning in academic year 2002-2003 of $20 a month for only those who ride the StarTran and UNL buses and who are not going to buy a parking permit. This proposal will be sent to Vice Chancellor Jackson for final approval. Permit rates were approved following the four year plan. Employee permits will increase to $30/month or annual $360.

Other Information
A new security camera system has been purchased and put into operation to monitor surface and garage parking. This was based on a recommendation by the committee last year. The Chair commends the parking committee for the review, discussion and action taken this year on the issues of fees, appeals, guiding principles and future parking needs. No one is happy with fee increases and trying to find alternative funding for parking is difficult at best. It is important, however, to continue to be proactive in creatively addressing these future parking needs.

Campus Grievance Committee
Representative #1: I am on the UNL Grievance Committee and my term is due to expire in August 2002. This year I have worked on two panels -- one was last fall and the other one is currently in process.

Representative #2:

Campus Recreation Advisory Council
Linda Cowdin, Representative

Campus Recreation Advisory Council (CRAC) meets at the Campus Rec facility on Tuesday afternoons at 4:30. Meetings held during the 2001-2002 session are as follows:

- August 28
- September 11
- September 25
- October 2
- October 16
- October 30
- November 13
- November 27
- December 11

- January 15
- January 22
- January 29
- February 26
- March 12
- March 26
- April 2
- April 16
- April 30
Once again this year CRAC encountered many challenging topics, and helped resolve issues which greatly impact the operation of the "well oiled-wheel" of Campus Recreation.

Negotiations for the Northwest Community Park agreement between the University and City for field replacement for those areas affected by the Antelope Valley Project continues.

City Campus facility - the vacant space north of the atrium was created into a new treadmill area.

Much of the weight training equipment (both campuses) will be/has been replaced by Nautilus equipment.

The gravel road (access to the Challenge Course at 6900 West Superior) is in need of work and additional gravel so the road is accessible at all times. Currently if it rains the road is impassable. The University is working with Lancaster County on accomplishing this project.

I would have to say the budget reduction process was the most challenging endeavor CRAC encountered in 2001-2002.

**Employee Assistance Advisory Committee**
Lola Young, Representative

The Employee Assistance Program Advisory Committee meets twice each year. We are presented with statistical reports on the activities of the EAP. The EAP continues to be a major support for staff as well as family members of the staff here at UNL. This support is comprised of direct client services as well as management consultations.

This year the EAP staff spent time concentrating on the affects of 9-11 as well as the negative affects on the campus as a result of the budget reductions. They are to be commended for their efforts toward helping our staff through these difficult times.

The EAP staff would like our assistance in encouraging UNL staff (as well as the staff’s family members) to utilize (or continue to utilize) their services. We can also help the EAP staff by informing them of "things" that come up that either are affecting or may affect staff members.
UNL Benefits Committee
Lola Young, Representative

The UNL Benefits Committee has been active again this year. We were very pleased to see the tuition remission for dependents/spouses implemented this year. As well, the oral contraceptive benefit appears to be a success.

Four members of the UNL Fringe Benefits Committee represent UNL on the U-Wide Fringe Benefits Committee. While we bring topics forward, the limitations that are put on the system overall have a great affect on the outcome. In other words, even though we dislike seeing the costs of our benefits (health insurance and prescription drug costs) spiraling upward, there is really nothing that can be done. Discussion took place regarding the cost differences between being self-funded (such as we are) and paying for a policy like the State employees do. After examining all of the pros and cons, we are far better off, at this point anyway, staying just as we are.

I am pleased to serve as UNOPA’s representative on this committee and look forward to continuing in this position next year. Please feel free to forward any concerns you have my way so I can adequately represent YOU.

U-Wide Employee Fringe Benefits Committee
Lola Young, Representative

Once again this year, this committee is one of your least favorite committees (as we have been for the past few years). Unfortunately, much of what we recommend is recommended by necessity, not according to what we personally want. In other words, our insurance rates continue to increase and will continue to increase into the future. As of January 1, University employee’s contribution is where the legislature wants it to be (we are now comparable to the State of Nebraska employees who contribute 21% toward an initially higher rate). The State of Nebraska’s policy continues to decline while ours has remained pretty steady other than the cost increases. The State didn’t have a cost increase (although their rates were already higher than ours were) but they did have an increase in their deductible and stop-loss as well as a decrease in the services covered under their policy. Meanwhile, our trust fund continues to decrease and we must now cover expenses with premiums. Central Administration continues to plead our case to the legislature attempting to gain assistance from them. Budget cuts obviously affect the outcome of this endeavor.

This year President L. Dennis Smith appointed a Health Care Advisory Committee to examine the university’s health plan. This group came up with some recommendations
that are currently being considered that could affect our staff. I hope you had an opportunity to attend the information sessions held this June.

At our last meeting we addressed “wish list” items. We categorized those we felt were truly realistic and have the wheels in motion researching them. Among those issues is the extension of the tuition remission for dependents of part-time employees. Hopefully we will have some positive outcomes from our discussions to share in the coming year.

I feel very fortunate to be serving on this committee, as I now understand exactly why our rates are rising so rapidly. I have a great deal of compassion for the administrators who are required to make some of these difficult decisions as well as for the lower paid employees who are affected immensely by those same decisions. If ever you would like to discuss any of the benefits issues with me, I would encourage you to call me. I’m here to represent you and am more than willing to represent any valid points to the committee and the administration.

**Parking Appeals Committee**
No report.

**HOSPITALITY COMMITTEE**
Barbara Homer, Director
Committee Members: JoAnn Barry, Lynn DeShon, Susan Thomas, Joyce Ore

First of all, a **huge thank you** goes out to my committee members: JoAnn Barry, Campus Recreation; Lynn DeShon, Campus Recreation; and Susan Thomas, Plant Science. Also, to Joyce Ore, Chemistry, who was on the committee until December. Susan Thomas was her replacement. They did an extraordinary job; very creative. I couldn’t have done it without their help. We all had a great and enjoyable time decorating the tables for the meetings.

Listed below are the general meeting dates and the number in attendance:

- **September 11** Geeks to the Rescue; Computer Technology
  East Union – decorated tables with all kinds of computer paraphernalia
  56 in attendance; 14 paid lunches.

- **October 9** State Budget Cuts
  City Union – did not decorate for this meeting
  70 in attendance; 5 paid lunches.

- **November 13** Boss’s Luncheon
  Wick Alumni Center – did not decorate for this meeting
Approximately 100+ in attendance.

December 11  The Gift of Music – Holidays & Giving
Valentino’s 35th & Holdrege – decorated tables with poinsettias & ribbons
81 in attendance; 75 paid lunches

January 23  Joint Meeting with UAAD
John Cook, UNL Volleyball Coach
East Union – decorating was not done due to UAAD hosting the meeting

February 12  Women at Work, Construction Zone
City Union – decorated tables with signs & hard hats
55 in attendance; 6 paid lunches

March 12  Backyard Farmer Live!, Gardening
East Union – decorated tables in St. Patrick’s Day theme
79 in attendance; 12 paid lunches

April 9  UNOPA Awards
Selleck Private Dining Rm. – clay pots with flowers as centerpieces on tables
97 in attendance; paid for lunch on site

May 14  Officer Installation
East Union – decorated tables with jewelry & treasure boxes
50 in attendance, 7 paid lunches

MEMBERSHIP COMMITTEE
Marlene Focher, Director
Committee Members: Amy Stewart, Jan Kendall, Joan Frederick and Carol Bom

Membership letters were mailed out in September to previous UNOPA members, Associate members and retirees.

A reminder letter was sent out in early October urging members to renew before the October 31 renewal deadline, when membership fees are increased to $12.00 a year.

The Microsoft Access database of current members was updated. All current email addresses were sent to Carol Bom to put on the UNOPA website. The database also had columns added to show who were NEOPA, NAEOP and PSP members this year. This information was taken off the membership renewal forms.

UNOPA set up a Listserv in January for all UNOPA members email addresses on Lotus Notes List serve. The Listserv helps send out quick email messages to the UNOPA members to keep them informed on events and other messages. The owners will have to
be updated each year as officers and directors change. This year the owners are: President Pat Hust, President-elect Chris Cary, Membership Director Marlene Focher, and Membership Committee member Amy Stewart.

The Alumni Association’s Marc Shkolnick offered free membership to the Alumni Association for UNOPA members who recruited new UNOPA members throughout the year. The member’s names were drawn monthly and were: Doris Jaworski, Sandy Lineberry, Theresa Sis, Connie Paxton, Carol Bom, Sherri Augustums, and Marlene Focher. A couple of members recruited three new members each.

Increasing membership fees was brought up by this committee at the General meeting in February and after much discussion was voted down by the membership. The membership fees will remain at $9.00 for renewals, new members and associates, and $12.00 after October 31 for renewals. Retirees dues will remain at $2.00 a year as stated in the Bylaws.

In 2001-2002 UNOPA membership consists of 171 active members. This includes the following numbers for each category: 113 renewals, 24 new members, 10 honorary, 9 associate, 13 retired, and 2 lifetime members.

**NOMINATING COMMITTEE**
Kimberly Jones, Director
Committee members: Diane Sullivan, Diane Wasser and Jan Schinstock

A call for nominations, along with a description of the offices was sent to the general membership in February. Once nominations were received committee members contacted the membership to find those willing to run for officer positions. The following individuals agreed to have their names placed on the ballot:

President-Elect: Carol Bom and Cheryl Ross
Recording Secretary: Linda Luedtke and Shirley Vetter
Corresponding Secretary: Barb Carley and Kathy Schindler
Treasurer: Jerry Schluckebier and Betty Tutt

The ballots were sent out in March and the final results were:

President-Elect: Carol Bom
Recording Secretary: Linda Luedtke
Corresponding Secretary: Kathy Schindler
Treasurer: Betty Tutt

The officers were installed at the May general meeting.
PROFESSIONAL GROWTH COMMITTEE
Lola Young, Director
Committee Members: Debbie Hendricks, CEOE; Diane Wasser, CEOE, Sandy Lineberry, Sandy Watmore, CEOE, and LaRita Lang, CEOE.

As a committee we decided we would like to bring a top-notch speaker to UNL. After discovering the cost of such a speaker, we solicited financial assistance from UAAD and Human Resources. Both areas were eager to help us bring Paul Wesselmann from Stone Soup Seminars to present to all staff on campus. With the generous support of Human Resources, this seminar titled, “Snacks for Your Soul: Treats to Survive in a Crazy World” was presented free of charge on August 22, 2001, and was a huge success.

Our paid workshop for the year was presented by Tammy Heffelbower and titled “Stress Management . . . Manage This!!” This excellent workshop was held on November 29, 2001 in two one-half day sessions. We were a bit disappointed in the low attendance although those who did attend were quite pleased with Tammy’s enthusiastic presentation.

The final duty of our year consisted of presenting plaques to those individuals who achieved Professional Standards Program goals this year. It was a pleasure to sign off on the paperwork going to the National Association of Educational Office Professionals and I look forward to watching as the following ladies are also recognized at our National conference this summer in Greenville, SC: Lynn DeShon, Advanced III, Option I; Pat Hust, Masters Degree, Option II, CEOE; Tricia Liedle, Advanced III, Option I; and Edie Schleiger, Bachelors Degree, Option II, CEOE.

Special thanks to President Hust for giving me the opportunity to serve on this year’s board. Once again, I gained a few new friends.

PROGRAM COMMITTEE
Christine Cary, Director
Committee Members: Carol Bom, Jan Schinstock, Sheryl Augstums

Committee Meetings Held:
November 21, 2001 February 25, 2002

Programs Planned:
September, Geeks to the Rescue; UNL Technology Specialists Panel
November, Boss’s Luncheon; Alumni Assn, Scarlet & Cream
December, Music Program; Bret Howsden, UNL Grad Student
February, Members at Work; UNOPA Overview & Member Recognition
March, Backyard Farmer Live; UNL Gardening Experts Panel
May, Installation; Guest - Lisa Morehouse & Music Program by Lincoln East High FSO
Special Projects:
1) Developed "UNOPA Overview," a 7-minute Powerpoint presentation suitable for recruiting.
2) Planned and conducted (Jan) the Installation Ceremony, May 14, 2002.

Major Decisions and Proposals:
Brought motion to Executive Board in April, 2002, to change duties of Program Committee, proposing that the Hospitality Committee make room and meal reservations for general meetings instead of the Program Committee. Motion passed.

Financial Report:
Initial Budget $485.00
Expenses by Category:
- Photocopies 89.32
- Speakers Gifts & Fees 180.00
- Refreshments for Overviews 21.71
- Office Supplies 14.67
- Installation Ceremony 106.50
Total Expenses $412.20
Balance Returned to Operating Budget $72.80

UNOPA NOTES COMMITTEE
Dora Dill and Nelvie Lienemann, Co-Editors
Committee Member: Jan Sammet

A total of 10 issues of the UNOPA Notes were produced during the period of August, 2001 through May, 2002. A 4-page monthly newsletter was compiled, printed, and mailed to all UNOPA members and a complimentary copy sent to the members of the UAAD Executive Committee. We set the 15th of each month as a deadline date for newsletter articles. News articles were received electronically from UNOPA members. Mailing labels were received each month from the Membership Committee Chair. The monthly general meeting luncheon flyer was received from the Hospitality Committee and inserted into the newsletter. Our committee met each month to fold, label, and mail the UNOPA Notes.

The February issue was submitted to the NAEOP Past Presidents Council for entry to the Rachel Maynard Award for Excellence in Communication - newsletter/magazine contest. Results of the competition will be announced at the National Conference in July.

Average per month expenses were:
As Director of Ways and Means, I contacted Ron Fuller at Parking & Transit Services to inform him I was the contact person for the UNOPA football parking this year. We agreed to take a driving tour of the parking lot to iron out some concerns regarding all the driveway entrances into this particular parking lot. On August 22, 2001, Ron Fuller faxed me a “2001 Parking Lot Usage Agreement” to be signed. It was my responsibility to coordinate members to work at the parking lot each football game day.

Our committee met once to discuss the September 20 parking lot earnings and to determine where the money should be donated. The committee’s recommendation was taken to the December Board meeting.

Fall of 2001 found Parking & Transit Services raising the parking price to $10.00. Parking blames the increase on the Athletics Department. Out of the $10.00 collected, UNOPA earned $4.00 per car and our proceeds were $3,071.00. It was determined by the Board members at the December meeting to donate the earnings from the September 20, 2001 football parking lot. This was done in large part due to the tragedy of the terrorist attacks on the World Trade Center in New York. Of the $356.00 earned on September 20th, $178.00 was donated to the Lancaster County local chapter of the American Red Cross and $178.00 was donated to the University of Nebraska Emergency Loan Fund (ELF).

The Board of Directors is still trying to determine how much will be contributed each year to the PSP Endowment Fund. It is hoped that this will become a standing rule to avoid addressing this issue each year.

The following UNOPA members helped staff the parking lot on football game days:

- Jennifer Allen
- Jeanne Andelt
- Barb Andersen
- Linda Arnold
- Sheryl Augstums
- Virginia Baird
- Ethel Beetley
- Carol Bom
- Debbie Hendricks
- Shirley Horstman
- Pat Hust
- Betty James
- Sandy Jorgensen
- Lona Kramer
- Charlotte Kyriss
- Tricia Liedle
- Karen Randall
- Cheryl Ross
- Marcia Rowley
- Jan Schinstock
- Edie Schleiger
- Jerry Schluckebier
- Jan Shamburg
- Theresa Sis
- Lola Young
- Carol Wusk
- Sandy Jorgensen
Recommendations: Use the west entrance to parking lot. No refunds should be given under any circumstance. Refunds create a problem and possible shortage when money is turned in.

SUMMER SOCIAL 2001 REPORT
Jan Wassenberg, Chair
Committee Members: Mary Greer, Barb Andersen

The 2001 UNOPA Summer Social was held on Monday, July 23, 2001 at Antelope Park Shelter, at 6:30 p.m.

It was a salad/dessert pot luck. We charged a $1 registration for members (to help cover rental costs of the shelter). UNOPA provided the drinks, plates, napkins, and plastic ware. Twenty-five people were in attendance, which included four guests. We played two games: Matching Baby Pictures of Board Members; and a Slogan Game. Prizes for the winners were gift certificates from the UNL Dairy Store. We provided many doorprizes which were contributed by Campus Rec, Landscape Services, Business Services and by individual members Marcy Tintera, Barb Andersen, and Mary Greer.

$100 was requested as our budget for this year.

Income and Expenses were as follows:

Income

<table>
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<th>Budget</th>
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</thead>
<tbody>
<tr>
<td>Registrations</td>
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</tr>
<tr>
<td><strong>TOTAL INCOME</strong></td>
<td><strong>$125.00</strong></td>
</tr>
</tbody>
</table>

Expenses

| Rental of shelter | $60.00 |
| Dairy Store certificates | $12.00 |
| Table settings (Mari Greer) | $23.21 |
| Ice (Barb Andersen) | $4.40 |
| **TOTAL EXPENSES** | **$99.61** |

Return to Treasury | **$25.39** |
WEB PAGE TECHNICIAN
Carol Bom

This was the first official year that we had an ad hoc person on the UNOPA Board representing the UNOPA web pages. Initially, I found that most of my time was spent updating information. The new listing of officers, Board of Directors, members, programs, etc. must be kept up to date with the beginning of the fiscal year. UNOPA Notes needs to be updated each month.

I added some features this year to help our membership understand how UNOPA works and how they can become more involved. Job descriptions of each officer were added, as well as what the responsibilities of each committee involve. Employee Concerns committees were listed as well as committees that UNOPA has representatives on, including job descriptions and current representatives.

We have links to our state organization and national organization on our web page. Information was added about the professional standards program and how to attain this distinction. A photo gallery was started, but has great room for expansion. I tried to take digital photos at each meeting and add them to the web page for each meeting. I also included photos contributed by members on their trips to state, regional and national meetings. I would like to add some history of UNOPA on the web page and interesting facts and figures, especially with our 40th anniversary celebration coming up.

The UNOPA board agreed to purchase Adobe Acrobat 5.0 and a site license for the web page editor to have it at home as well as at work in order to work on web pages from both places. I put up some PDF’s and see this capacity growing and making the utilization of forms easier and easier for our members. This can be a great tool for educating our members as well as a great way to communicate with them.