2014-15 UNOPA Executive Board Minutes

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CALL TO ORDER
President Jane Schneider called the meeting to order at 3:02 p.m.

Roll Call was taken by Marsha Yelden, Recording Secretary.

MEMBERS PRESENT
Jane Schneider, Roddy Spangler, Marsha Yelden, Mikayla Tegler, Alycia Libolt, Cheryl Wemhoff, Diane Wasser, Breana Garretson, Lindsay Augustyn, Diane Carson

MEMBERS ABSENT
Mary Klucas, Tricia Liedle, Deb Berens-Hoy, Karen Jackson, Carissa Martin

AD-HOC COMMITTEE MEMBERS PRESENT
None

AD-HOC COMMITTEE MEMBERS ABSENT
Paige Glasshoff

APPROVAL OF MINUTES
The minutes from the June 3, 2014 Transition Meeting (2013-2014 Board) were approved as submitted.

The minutes from the June 3, 2014 Transition Meeting (2014-2015 Board) were approved as submitted.

OFFICER/COMMITTEE REPORTS
President.  Report Attached.  The location for the UAAD joint meeting will be the East Union, Great Plains Room.

President-elect/Program.  Entertainment is still needed for the December Membership meeting.  Suggestions were given.

Recording Secretary.  No report.

Corresponding Secretary.  No report.

UNOPA Executive Board Meeting Minutes

August 13, 2014

Pat President/Bradley Munn. No report.

UNOPA Notes. The online UNOPA newsletter was demonstrated. Articles for the newsletter can be sent to Lindsay Augustyn or President Schneider. There can be one image per article. The need for a signed image release was discussed. President Schneider will send a sample of the online newsletter to the Board before it is made public.

Awards. No report.

Bylaws. No report. The revised date will be added to the Bylaws.

Career Development. No report. The Fall workshop will be September 24, 2014. The flier will be revised to indicate that the workshop is free to everyone.

Career Development PSP. No report.

Communication Technology. Report attached. An image release statement and signature line will be added to the membership form on the website.

Employee Concerns. Report attached.

Hospitality. No report. Information about the first general membership meeting and the general membership meeting schedule for 2014-2015 will be put in UNLToday.

Membership. No Report. Secret Friends information will be sent out.

Nominating. No report. Donelle Moormeier and Donette Peterson have agreed to serve again if no one else is interested. They did request that they will want nominations from the Board.

Outreach. No report.

Program. No report.

Ways and Means. Report attached. The sign-up sheet for parking lot coordinators was passed around. President Schneider offered to take the money back from the parking lot for the two late games in September. Water for those working the parking lot will be provided dependent upon the weather forecast.

Digital Commons. A link to the Digital Commons website will be put on our website.

OLD BUSINESS
NEW BUSINESS
The board discussed ways to spend the money raised this year.

The next Executive Board meeting will be September 2, 2014.

The meeting adjourned at 3:56 p.m.

Submitted by Marsha Yelden, Recording Secretary
UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
UNOPA Board meeting
August, 2014

TO: UNOPA Board
FROM: Jane Schneider
COMMITTEE: President
DATE: August 5, 2014

Current committee report

We have been asked by the UAAD Outreach Committee to join them in their outreach project at the January joint meeting. UAAD coordinators are Stephanie Vendetti and Tony Lazarowicz. Their project this year is the Campus Food Pantry. When it is time to advertise, they’ll let us know what items are needed to help supply the pantry.

Motions
(This is a motion you know you will be making at the meeting)

"I move to: ____________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Motion Maker: _________________________________________________________

Seconded by: ___________________________________________________________
TO:  Jane Schneider
FROM: Alycia Libolt
COMMITTEE: Treasurer
DATE:  August 8, 2014

Current committee report
I am currently still waiting on the 2013-2014 audit to be completed. I anticipate receiving the feedback in a couple weeks.

Motions
(This is a motion you know you will be making at the meeting)

"I move to: _______________________________________

__________________________________________________

__________________________________________________

__________________________________________________

Motion Maker: ______________________________________

Seconded by: _______________________________________
### UNOPA Treasurer's Report -- July 2014

<table>
<thead>
<tr>
<th>Income:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>July Interest:</td>
<td>$ 0.20</td>
</tr>
<tr>
<td>Membership Dues</td>
<td>$ 242.00</td>
</tr>
<tr>
<td>Membership Dues</td>
<td>$ 130.00</td>
</tr>
</tbody>
</table>

Total Income: $ 372.20

<table>
<thead>
<tr>
<th>Expenses:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>217 - Susan Thomas (Outreach) Summer Social Door Prizes</td>
<td>$ 31.53</td>
</tr>
<tr>
<td>218 - Pat DeStefano (Outreach) Summer Social Game Prizes</td>
<td>$ 30.00</td>
</tr>
</tbody>
</table>

Total Expenses: $ 61.53

| Ending Checking Account Balance - 7/31/14 | $ 4,616.42 |

### Beginning Cost Center Balance - 7/01/14

<table>
<thead>
<tr>
<th>Income:</th>
<th></th>
</tr>
</thead>
</table>

Total Income: $ -

<table>
<thead>
<tr>
<th>Expenses:</th>
<th></th>
</tr>
</thead>
</table>

Total Expenses: $ -

| Ending Cost Center Balance - 7/31/14 | $ - |

| Ending Checking Account Balance - 7/31/14 | $ 4,616.42 |
| Ending Cost Center Balance - 7/31/14 | $ - |
| Total Funds Available: | $ 4,616.42 |

| Savings Account Balance - 7/31/14 | $ 11,487.82 |

55th Anniversary Balance: $93.00
TO: Jane Schneider
FROM: Diane Wasser
COMMITTEE: Information Technology
DATE: August 4, 2014

Current committee report
I have one Committee member so far, Marci Tintera and I am looking for a couple more to help.

UNOPA’s website received first place at the local level at the National Association of Educational Office Professionals Annual Meetings in Portland OR. I have been trying to get updated information on the web as time permits. The meeting schedule and the membership form are both on the web. Meeting schedule is under the meetings tab and the membership form is under Membership.

I am still working on making things more logical and easy to find all though that was one of the comments that it was easy to navigate our website. Always open to suggestions and if you find any errors or omissions, please let me know.

Motions
(This is a motion you know you will be making at the meeting)

"I move to: ________________________________

______________________________

______________________________

______________________________

Motion Maker: ________________________________

Seconded by: ________________________________
TO: Jane Schneider  
FROM: Karen Jackson, Debra Behrens-Hoy and Katherine Schwartman  
COMMITTEE: Employee Concerns  
DATE: 8/6/14

Current committee report  
We are pleased to announce that Katherine Schwartman from the College of Education & Human Sciences has agreed to be a member of the Employee Concerns Committee.

We have a number of open positions for the various UNL committees this year. The open positions range from 2-3 year terms. The attached spreadsheet shows the positions in red that are open. An email was sent to members, whom we had not previously heard from, as to whether or not they wished to continue on in their positions. To date the positions in yellow are members we have not heard from, so there is a possibility of even more positions to fill.

The next step would now be to send an email to the general membership for any interest in serving in these positions.

Motions  
(This is a motion you know you will be making at the meeting)

"I move to: ________________________________

______________________________

______________________________

Motion Maker: ____________________________

Seconded by: ____________________________
A new sign has been purchased from Sign Pro. It is 2 sided bright yellow with blue writing – “UNOPA NEBRASKA OFFICE PROFESSIONALS ASSOCIATION” enclosed in a heavy black metal frame. New wires were also purchased for the white UNOPA parking lot signs with the price. This came to a total of $93.95.

Football season is fast approaching. We have only a few weeks until the first game. Coordinators are needed for the following games:

- Miami on September 20 – kick-off at 7:00 p.m.
- Illinois on September 27 – kick-off at 8:00 p.m.
- Minnesota on November 22 – TBA
- Spring game - TBA

At least two or more volunteers are to be stationed at the lot from 6:30 a.m. until 15 minutes after game kick-off.

The sheet will be passed around at the UNOPA Board meeting. Please be aware that each members of the Board is asked to coordinate one of the games. You do not necessarily have to be there if it is not possible but you must arrange for people to work 1 ¼ hour shifts on early start games and 2 hour shifts on late start games. One person needs to be responsible for picking up the signs, money, and tickets from Parking and Transit services around 6:15 – 6:30 in the morning and another person is responsible for taking the money and tickets back to parking services after the game starts. I will provide sign in sheets for the coordinators for each game and make arrangements with you for the picking up the signs and the box with the materials.

What are the feelings about having water at the earlier games again while the weather is still pretty hot? A budget has been provided for this. It will just mean coolers of bottled water to bring to the parking lot. I can try to coordinate when possible.

Questions – contact Diane Carson at 472-2957 or dcarson2@unl.edu

Motions
(This is a motion you know you will be making at the meeting)
UNOPA Executive Board Meeting Minutes  
September 2, 2014  
3:00 p.m. – 5:00 p.m.  
Whittier Building, 3rd Floor Conference Room

CALL TO ORDER  
President Jane Schneider called the meeting to order at 3:01 p.m.

Roll Call was taken by Marsha Yelden, Recording Secretary.

MEMBERS PRESENT  
Jane Schneider, Roddy Spangler, Marsha Yelden, Mikayla Tegler, Alycia Libolt,  
Mary Klucas, Tricia Liedle, Cheryl Wemhoff, Diane Wasser, Karen Jackson

MEMBERS ABSENT  
Deb Berens-Hoy, Carissa Martin, Breana Garretson, Donelle Moormeier,  
Donette Petersen, Lindsay Augustyn, Diane Carson

AD-HOC COMMITTEE MEMBERS PRESENT  
Paige Glasshoff

AD-HOC COMMITTEE MEMBERS ABSENT

APPROVAL OF MINUTES  
The minutes from the August 13, 2014 Executive Board Meeting were approved as submitted.

OFFICER/COMMITTEE REPORTS  
President. Report Attached.

President-elect/Program. Entertainment has been found and arrangements are being made for the December Membership meeting. There will be a change in speaker for the January UAAD/UNOPA joint meeting.

Recording Secretary. No report.

Corresponding Secretary. No report.

Treasurer. No report.

Past President/Bradley Munn. Report attached.
Awards. No report. Nominations for the Floyd S. Oldt Awards are now open and available on the website. Members are encouraged to join the committee to help select judges for the awards.

Bylaws. No report. The bylaws will be checked for consistency of wording using ‘University of Nebraska’ and ‘University of Nebraska-Lincoln.’ The Awards Committee should check the fund agreement with Foundations to make sure the wording is consistent also.

Career Development. No report.

Career Development PSP. No report.

Communication Technology. No report. The parking lot volunteer sign-up sheet for each home game will be added to the website.

Employee Concerns. Report attached. There are still six committees that need to be filled. A request for people to serve will be announced at the General Membership meeting.

Hospitality. No report.

Membership. No report.

Nominating. No report.

Outreach. No report.

Program. No report.

UNOPA Notes. No report. The deadline for inclusion in UNOPA Notes is the Friday after the General Meeting.

Ways and Means. Report attached. The parking lot fundraiser was discussed. It was suggested having people work three hour blocks rather than two hours blocks on game days with late starts. The sign-up sheets for volunteering at the parking lot will be available at the General Membership meeting. The new parking lot signs will be corrected.

Digital Commons. No report. UNOPA Notes will be converted into a pdf for Digital Commons. It was suggested to have UNOPA Notes available as a pdf each month. This will be done by the UNOPA Notes Committee. There was discussion about what information should be submitted to Digital Commons. It was suggested to have a link to Digital Commons on the UNOPA website.
UNOPA Executive Board Meeting Minutes

OLD BUSINESS
None

NEW BUSINESS
Completed image release forms should be given to the Membership Committee.

The next Executive Board meeting will be October 7, 2014.

The meeting adjourned at 4:02 p.m.

Submitted by Marsha Yelden, Recording Secretary
TO: UNOPA Board  
FROM: Jane Schneider  
COMMITTEE: President  
DATE: August 29, 2014

Current committee report

I’ve talked with Deb Eisloeffel from UAAD about the program committee’s idea of a Book Club. It isn’t fully developed yet, but she is happy to invite UNOPA members to join in.

Could we provide some cookies, iced tea and water for September 24 workshop? Right now there are only 20 people registered, but I’m hoping for more. I would also like to present the speaker for the 24th a UNOPA mug and also to the speakers for our general meetings.

Mary Guest, President of NEOPA will be on hand to talk to us on September 9 about the upcoming Fall Workshop in Wayne, Nebraska and possibly an idea about building community culminating with an activity at the Spring Conference.

Please let me know if you want to be on the agenda to announce something at the September 9 general meeting.

Motions
(This is a motion you know you will be making at the meeting)

"I move to: ____________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Motion Maker: ______________________________

Seconded by: ______________________________
TO: Jane Schneider  
FROM: Mary Klucas  
COMMITTEE: Past President/Bradley Munn  
DATE: August 29, 2014

**Current committee report**

My committee is Alycia Libolt, Jaime Long, and Cathy Robertson. The Career Development Director is also on my committee.

I haven’t gotten the notebooks from Linda Luedtke yet so don’t have a fund balance but hope to have that up and going to be included with the UNOPA Treasurer’s report by next month.

The first deadline for requests for reimbursement is October 15. I already have one request.

I hope to do a fund raiser this year for the Bradley Munn Professional Growth Fund. If anyone has any good ideas let me know OR if you have something that you’d like to donate for a raffle let me know as well. I will do this in the spring.

I also plan to revive donating to the Bradley Munn fund by means of payroll deduction.

**Motions**

(This is a motion you know you will be making at the meeting)

"I move to: ________________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

Motion Maker: __________________________________________

Seconded by: ________________________________________
TO: Jane Schneider  
FROM: Karen Jackson, Debra Berens-Hoy and Katherine Schwartman  
COMMITTEE: Employee Concerns  
DATE: 8/28/14

Current committee report  
An email was sent out on Monday, August 25, by President Jane Schneider on behalf of the Employee Concerns Committee to UNOPA membership requesting volunteers for the open positions for the UNL-wide committees that have UNOPA representation. We have received a few responses. Edie Schleiger notified us that she is a member of the Chancellor’s Commission on the Status of Women and her term will end at the end of the 2014-15 year. Lindsay Augustyn has expressed interest in this committee also. This position is appointed by the Chancellor. Marcy Tintera expressed interest to be the 3rd UNOPA representative on the Employee Emergency Loan Fund Advisory Committee. We have not received any responses for the following committees:

Campus Recreation Advisory Council – 2 year term (must be a member of Campus Rec)  
Chancellor’s Campus Safety Committee – 2 year term  
Chancellor’s Commission on Environmental Sustainability – 3 year term  
Child Care Committee – 2 year term  
Parking Advisory Committee – 3 year term  
Wellness Committee – 2 year term (must be a member of Campus Rec)

Motions  
(This is a motion you know you will be making at the meeting)

"I move to: ________________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

Motion Maker: ________________________________________________

Seconded by: ________________________________________________
Current committee report
A few spots are still needed to be filled for the McNeese State game. Sign-up sheets for the Miami game have been sent out to the coordinators to start getting volunteers.

Following the last Executive Board meeting, I sent out a request asking for Board members to volunteer for the remaining games. I received no response. After discussion with the President, it was decided to assign members of the board to the remaining games. This was done on Friday, the 29th. Please remember that coordinators may change games with another coordinator but please let me know if you choose to do this. Games absolutely have to be covered by two or more coordinators. You need not be at the parking lot if it is not possible but you have to be responsible for getting volunteers to work it. A board member must pick up the signs, money and tickets at 6:00 a.m. on game day and one must return the money and tickets after kick-off.

Question for coordinators for late start days – after 6:00 p.m.:

You will probably feel safer having two people from 6:30 to 8:30 but it is probably not necessary to have more than one volunteer from 8:30 to 10:30. What are your feelings about this?

Remember to send a copy of the Parking Lot Summary Sheet to me on the Monday following the home games at dcarson2@unl.edu or CYAF, 135 Mabl Lee 0236. Any questions, call me at 472-2957.

Motions
(This is a motion you know you will be making at the meeting)

"I move to: '________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

Motion Maker: __________________________________________

Seconded by: _________________________________________
UNOPA Executive Board Meeting Minutes
October 7, 2014
3:00 p.m. – 5:00 p.m.
Whittier Building, 3rd Floor Conference Room

CALL TO ORDER
President Jane Schneider called the meeting to order at 3:03 p.m.

Roll Call was taken by Marsha Yelden, Recording Secretary.

MEMBERS PRESENT
Jane Schneider, Roddy Spangler, Marsha Yelden, Mikayla Tegler, Alycia Libolt, Cheryl Wemhoff, Diane Wasser, Breana Garretson, Lindsay Augustyn, Diane Carson

MEMBERS ABSENT
Mary Klucas, Tricia Liedle, Karen Jackson, Carissa Martin, Donelle Moormeier, Donette Petersen, Lindsay Augustyn, Diane Carson

AD-HOC COMMITTEE MEMBERS PRESENT

AD-HOC COMMITTEE MEMBERS ABSENT
Paige Glasshoff

APPROVAL OF MINUTES
The minutes from the September 2, 2014 Executive Board Meeting were approved as corrected.

TREASURER’S REPORT
The Treasurer’s report for August 2014 and September 2014 were accepted as presented.

OFFICER/COMMITTEE REPORTS
President. Report attached. The “Labels for Education” program was discussed. It was decided that Lincoln Public Schools (LPS) will be selected as the beneficiary. LPS can distribute the money as they see the need. Members are encouraged to make a collection box and put it in their building. Due to the topic for the next general membership, it will begin promptly at 11:45 a.m. The questions to be discussed at the meeting will be sent to the members again.

President-elect. No report.

Recording Secretary. No report.
Approved as corrected by UNOPA Board on November 4, 2014

UNOPA Executive Board Meeting Minutes

October 7, 2014

Corresponding Secretary. No report.

Treasurer. Reports attached. The audit is in process.

Past President/Bradley Munn. No report.

Awards. No report. There was discussion of continuing the blind format for submissions. Committee directors are currently not eligible for awards. This was discussed. Also discussed was the fact that awards are not open to UNO, UNK or UNMC employees.

Bylaws. No report.

Career Development. No report.

Career Development PSP. No report.

Communication Technology. No report.

Employee Concerns. Report attached. One of the co-directors has resigned.

Hospitality. No report. The Giving Tree will be ready by the November meeting. St. Monica’s will be the recipient.

Membership. No report.

Nominating. No report.

Outreach. No report.

Program. No report. The January meeting program is in the works. The entertainment for the December meeting has been confirmed. The entertainment does not charge but would be willing accept a donation. It was decided to use UNOPA’s share of the 50/50 drawing that month to give to the entertainment. Roddy should get a confirmation soon on the speaker for the awards program.

UNOPA Notes. No report. There will be a short newsletter sent out next week with some information that was missed in the most recent mailing.


Digital Commons. No report. UNOPA Notes is now available in pdf on Digital Commons.
OLD BUSINESS
None

NEW BUSINESS
The NEOPA Board will be raffling a tailgating themed bag at the workshop in Wayne. It was decided to purchase a $30.00 VISA gift card to contribute.

A member suggested offering one of the home football parking lot days to other groups or organizations as a fundraiser for them. UNOPA would still manage it but the other groups would be responsible for finding people to work the lot. There was discussion about how this would be handled. It was suggested that if we did this, it would be best to limit this to groups within the UNL system.

The Steppin’ for Gretchen team will be walking as part of the Making Strides Against Breast Cancer Walk on October 26th at Holmes Lake. The team is in honor of Gretchen Walker.

The next Executive Board meeting will be November 4, 2014.

The meeting adjourned at 4:04 p.m.

Submitted by Marsha Yelden, Recording Secretary
### UNOPA Treasurer’s Report -- August 2014

#### Balances:

**Beginning Checking Account Balance - 8/01/14**

$4,616.42

**Income:**

- **August Interest:** $0.19
- **Deposit:** $152.00
- **Membership Dues:** $152.00

**Total Income:** $152.19

**Expenses:**

- **219 - Edie Schleiger (President-Elect) Advisory Council Alternate:** $239.75
- **220 - Diane Carson (Ways & Means) Parking Lot Signage:** $93.95
- **221 - Jane Schneider (Hospitality) NAEOP Basket Gift Card:** $30.00
- **222 - Debbie Hendricks (Past President) PSP Boutonniere:** $19.95
- **223 - NEOPA (President-Elect) NEOPA Membership:** $15.00

**Total Expenses:** $398.65

**Ending Checking Account Balance - 8/31/14**

$4,369.96

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**Beginning Cost Center Balance - 8/01/14**

$-

**Income:**

- **Membership Dues:** $270.00
- **Summer Social Dues:** $5.00

**Total Income:** $275.00

**Expenses:**

- **Summer Social Catering (Outreach):** $43.30

**Total Expenses:** $43.30

**Ending Cost Center Balance - 8/31/14**

$231.70

---

**Ending Checking Account Balance - 8/31/14**

$4,369.96

**Ending Cost Center Balance - 8/31/14**

$231.70

**Total Funds Available:**

$4,601.66

**Savings Account Balance - 8/31/14**

$11,487.82

**55th Anniversary Balance:** $93.00
# UNOPA Treasurer’s Report -- September 2014

<table>
<thead>
<tr>
<th>Balances:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Checking Account Balance - 9/01/14</td>
<td>$4,369.96</td>
</tr>
<tr>
<td><strong>Income:</strong></td>
<td></td>
</tr>
<tr>
<td>September Interest</td>
<td>$0.19</td>
</tr>
<tr>
<td>Deposit - 9/16/14</td>
<td>$422.45</td>
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<tr>
<td>Membership Dues - $180.00</td>
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</tr>
<tr>
<td>Hospitality - September Luncheon - $212.95</td>
<td></td>
</tr>
<tr>
<td>President Misc - 50/50 - $29.50</td>
<td></td>
</tr>
<tr>
<td><strong>Total Income:</strong></td>
<td>$422.64</td>
</tr>
<tr>
<td><strong>Expenses:</strong></td>
<td></td>
</tr>
<tr>
<td>224 - Sheila Kepler - Speaker (Career Development)</td>
<td>$300.00</td>
</tr>
<tr>
<td>22 - NAEOP - Roddy Spangler Membership (Pres-Elect)</td>
<td>$50.00</td>
</tr>
<tr>
<td><strong>Total Expenses:</strong></td>
<td>$350.00</td>
</tr>
<tr>
<td>Ending Checking Account Balance - 9/30/14</td>
<td>$4,442.60</td>
</tr>
</tbody>
</table>

| Beginning Cost Center Balance - 9/01/14       | $231.70  |
| **Income:**                                   |          |
| **Total Income:**                             | $-       |
| **Expenses:**                                 |          |
| Nebraska Union - September Luncheon Catering (Hospitality) | $250.86  |
| Office Depot - Badge Holders (Hospitality)    | $31.12   |
| **Total Expenses:**                           | $281.98  |
| Ending Cost Center Balance - 9/30/14         | $(50.28) |

| Ending Checking Account Balance -9/30/14      | $4,442.60|
| Ending Cost Center Balance - 9/30/14         | $(50.28)  |
| **Total Funds Available:**                   | $4,392.32 |

| Savings Account Balance - 9/30/14            | $11,490.72|
| 55th Anniversary Balance: $93.00             |          |
TO: Jane Schneider
FROM: Diane Carson
COMMITTEE: Ways and Means
DATE: October 2, 2014

Current committee report

Husker Football Game-day Parking Lot Statistics

After four home games, here are our stats:
- UNL vs Florida Atlantic - 82 spots sold
- UNL vs McNeese State - 96 spots sold
- UNL vs Miami - 84 spots sold
- UNL vs Illinois - 104 spots sold – complete sell out including back lot

Total of 366 parking spots sold @ $6 each (UNOPA’s share) = $2,196.00

85 man-hours have been worked (appr. $25.84/man-hour earned)
20 UNOPA members have volunteered
1 UNOPA member has volunteered all four games
3 UNOPA members have volunteered for three of the four games
6 UNOPA members have volunteered for two of the four games

We are not allowed to sell any of the handicapped parking spots unless the person has a handicapped parking tag.

We have three more games and it would be nice to get more people to volunteer. If anyone would wish to volunteer for any of the remaining games, please contact me at dcarson2@unl.edu or 472-2957 and let me know which game/date you are available. I will connect you with the coordinators for the game.

Do we want to have a drawing again for the UNOPA members who volunteered to work for the parking lot? Names would be entered into the drawing for each time that person worked. The winner would receive a $25 gift certificate. The drawing would be held after the last game.

Motions (This is a motion you know you will be making at the meeting)
"I move to: ________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
Motion Maker: ____________________________________________________________
Seconded by: _____________________________________________________________
UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
UNOPA Board meeting
October, 2014

TO: UNOPA Board
FROM: Jane Schneider
COMMITTEE: President
DATE: 10/1/14

Current committee report

Marcy Tintera will collect “Labels for Education” at our general meetings. We need to discuss what schools will be the recipients, she is suggesting Elliott because they have a 92% rate of students that live in poverty that attend the school.

Please be prepared to speak up at the general meeting during the forum discussing our participation in the University’s mission.

Motions
(This is a motion you know you will be making at the meeting)

"I move to: ____________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________

Motion Maker: ______________________________________

Seconded by: ______________________________________
TO: Jane Schneider  
FROM: Karen Jackson and Katherine Schwartman  
COMMITTEE: Employee Concerns  
DATE: 10/3/14

**Current committee report**

Received an email from President Jane Schneider on Wednesday, September 9, that Debra Behrens-Hoy resigned her position as co-director of the Employee Concerns Committee. The position is vacant. An email was sent out on Wednesday, September 3 and 17, by President Jane Schneider on behalf of the Employee Concerns Committee to UNOPA membership requesting volunteers for the open positions for the UNL-wide committees that have UNOPA representation. We now have all but one committee filled. Here is the list of committees with UNOPA representation:

- **Campus Recreation Advisory Council:** Vacant, 2-year term, must be member of Campus Rec  
- **Chancellor’s Campus Safety Committee:** Mari Greer  
- **Chancellor’s Commission on Environmental Sustainability:** Sara Luther  
- **Chancellor’s Commission on the Status of Women:** Edie Schleiger  
- **Child Care Committee:** Tricia Liedle  
- **Employee Benefits/U-Wide Employee Fringe Benefits:** Diane Wasser  
- **Employee Emergency Loan Fund Advisory Committee:** Shelley Everett, Jan Wassenberg, Marcy Tintera  
- **Faculty Senate:** Sara Luther  
- **James V. Griesen Exemplary Service to Students Award:** Jane Schneider  
- **Parking Advisory Committee:** Marilyn Johnson  
- **Parking Appeals Committee:** Diane Wasser, Belva Harris, Marsha Yelden  
- **Wellness Committee:** Alycia Libolt

Below are a few committee reports:

- **Employee Benefits/U-Wide Employee Fringe Benefits – Diane Wasser** (report attached)
- **Chancellor’s Campus Safety Committee – Mari Greer**

**In this issue of the Environmental Health and Safety (EHS) Listserv, September 22, 2014:**

1. Promoting an Academic Safety Culture, Recommendation #1  
2. Is it “Really Obvious?”  
3. Fall Research Safety Colloquium 10/29/2014  
4. Abrasive Wheels/Grinders – Bench, Floor and Hand  
5. Safety at the Supplier Showcase 10/21/2014

-----------------------------------------------
1. Promoting an Academic Safety Culture, Recommendation #1

Recently the National Research Council (NRC), the principal operating arm of the National Academy of Sciences and the National Academy of Engineering, completed work on a publication titled “Safe Science: Promoting a Culture of Safety in Academic Chemical Research.” The recommendations within this report apply beyond chemical laboratories/research.

Chemical hazards can be found in many academic fields and settings, including the biological sciences, engineering disciplines, and art studios. Recent serious and some fatal accidents in research laboratories at U.S. universities have prompted government agencies, professional societies, industries, and universities themselves to re-examine the issue of safety in research involving chemicals.

The shift away from mere compliance and toward promoting a strong, positive safety culture has already yielded benefits in other industries. The hope is that the NRC recommendations help move academic research in a similar fashion -- toward the adoption of a culture of safety in laboratories that goes beyond inspections, standard operating procedures, and chemical safety plans, all with the ultimate goal of protecting the lives and health of those who work at the institution.

Recommendations from this report will be reviewed one-by-one over the coming months. The first recommendation is:

*The president and other institutional leaders must actively demonstrate that safety is a core value of the institution and show an ongoing commitment to it.*

Everyone involved in the academic chemical research enterprise - from researchers and principal investigators to university leadership - has an important role to play in establishing and promoting a strong, positive safety culture. Pamphlets written specifically for various groups within a University community that describe actions/roles/responsibilities are available on the National Academies Press website.

The government and public demand the utmost priority be given to safety in all laboratories operating in the United States. Safety is a priority at UNL. Make sure it is a priority in your individual work location, laboratory or otherwise. To this end, consider adopting the following as your personal ethic:

- **Value safety:** Safety is an integral part of what one does, its automatic, and it does not change its priorities - it is never questioned and never compromised.
- **Work safely:** One continues to learn about safety, learns to recognize hazards, assesses the risks of hazards, manages the risks of hazards, and prepares to handle emergencies.
- **Prevent at-risk behavior:** One does not cut corners or bypass safety measures and shares this information with others, as needed.
- **Promote safety:** One encourages and acknowledges others for working safely.
- **Accept responsibility for safety:** One takes steps to work safely, setting a positive example for others, and being accountable for safety.

**Resources**
2. Is it “Really Obvious?”

Now online is an award-winning series of video clips, all one minute or less in length, covering a variety of emergency preparedness and safety topics that faculty, staff and students should be familiar with. The clips use humor as a means to reinforce basic information that might be “really obvious,” or might not. Further clips are being developed. Submit ideas for future video topics to Mark Robertson, UNL Preparedness Coordinator, at preparedness@unl.edu.

Resources
Ø UNL Emergency Preparedness “Really Obvious” http://w.on24.com/r.htm?e=837158&s=1&k=58573B709838B573CE8E247C7F4097E8
Ø UNL Emergency Preparedness web site http://emergency.unl.edu

3. Fall Research Safety Colloquium

Mark your calendars now for the next in the series of colloquia sponsored by Environmental Health & Safety and the Office of Research and Economic Development. DISASTER! Protect Yourself & Your Research,“ presented by Mark Robertson, UNL Emergency Preparedness Coordinator is appropriate for those who conduct ANY type of research at UNL. Natural and man-made disasters can result in loss of
property, life, data, and access to critical research facilities. Learn new skills to help you pre-plan and mitigate adverse consequences, both short- and long-term, of such disasters.

There will be two interactive sessions on Wednesday, **October 29, 2014**. The 10:00 a.m. – noon session will be at East Campus Union and the 3:30 – 5:30 p.m. session will be at Hamilton Hall, Room 102. Pre-registration is not required. As with most other colloquia, this session is being recorded and will be available online a few weeks after the event. Plan to attend in October and in the meantime review previous colloquia relevant to your work.

**Resources**

Ø Laboratory Safety Colloquium Series
- EHS web site  [http://ehs.unl.edu/training/Colloquium](http://ehs.unl.edu/training/Colloquium)
- Office of Research & Economic Development web site  [http://research.unl.edu/laboratorysafetycolloquium/](http://research.unl.edu/laboratorysafetycolloquium/)

4. **Abrasive Wheels/Grinders – Bench, Floor, and Hand**

Oftentimes uncovered during shop audits are deficiencies related to use & maintenance of abrasive wheels/grinders. There are two basic types of grinders: stationary grinders such as bench or pedestal grinders and portable hand grinders. Here are a few general safety recommendations:

- Before working with a grinder, secure or remove loose clothing and confine long hair, scarves, ties, and dangling jewelry that can get snagged and wrapped around the shaft quickly.
- Always wear eye protection. At a minimum, goggles are required. Safety glasses with side shields are acceptable when combined with a face shield.
- Avoid using grinders near flammable materials.
- Keep hands, fingers, and other body parts from coming into contact with the revolving wheel.
- Follow manufacturer instructions when setting up, operating and adjusting the grinder.
- Never grind on the side of the wheel.
- Use vise-grip pliers or a clamp to handle/secure work pieces.

For bench and pedestal grinders follow these recommendations and others as outlined in the relevant EHS SOP:

- Position grinder by height and location to eliminate the need to overreach while grinding and make sure the grinder is securely anchored.
- NEVER adjust the wheel while in motion. The tongue guard on the top side should be within ¼ inch of the wheel and the tool rest at the bottom within 1/8 inch of the grinding wheel.
- Prior to use inspect the wheel, flanges and cord/plug for integrity and to ensure proper set-up and adjustment. Follow manufacturer’s instructions for use and maintenance.

Some of the guidelines for portable hand grinders are:

- Ensure guards are in place and properly position the grinder so sparks fly away from the operator. Inspect the electrical cord/plug and case for integrity.
- Before using the tool on a work piece, let it run several minutes and observe for proper operation. Do not stand in the plane of the rotation of the wheel as it accelerates to full operating speed.
- Never clamp a hand-held grinder in a vise.
- Always engage the OFF switch and wait for the wheel to come to a complete stop before adjusting or removing the wheel or changing its work position or angle.
- Keep the power cord away from the grinding surface and material being worked.
- Follow manufacturer instructions for use and maintenance.
Injuries related to improper use of grinders can vary from relatively minor “scrapes” to fatal. Workers have died after being struck by fragments or pieces of a broken grinding wheel. Lacerations of varying degree and amputations are relatively common injuries. Take care that you do not become an injury statistic!

**Resources:**

Ø EHS Abrasive Wheels/Grinders – Bench, Floor, and Hand SOP [http://ehs.unl.edu/sop/s-grinders.pdf](http://ehs.unl.edu/sop/s-grinders.pdf)
Ø EHS Personal Protective Equipment web-based training [http://ehs.unl.edu/web-based-training#PPE](http://ehs.unl.edu/web-based-training#PPE)

5. **Safety at the Supplier Showcase**

During the UNL Procurement Supplier Showcase to be held at Nebraska City Union on October 21, 2014, visit the Chancellor’s University Safety Committee (CUSC) booth and get a sticker indicating you will “Speak Out for Safety.”

On the Union Plaza that day the Nebraska State Patrol will have their Seat Belt Conviner and Rollover Simulator thanks to the efforts of Patrick Barrett, Transportation Services Director, in collaboration with the EHS and the CUSC. The Seat Belt Conviner is an interactive tool used to demonstrate the importance of seat belt use. The participant rides the Seat Belt Conviner to experience a low impact crash. Through this low impact crash the participant is shown how the seat belt, when worn properly, prevents serious injury. The Rollover Simulator vividly depicts what happens when you don’t wear your seat belt and are involved in a rollover collision. The Simulator rolls at up to 30 miles per hour. Inside the cab of the pickup are a life-size adult mannequin and a child-size mannequin.

**Resources:**

Ø Nebraska State Patrol Safety Program [https://statepatrol.nebraska.gov/safetyprograminformation.aspx](https://statepatrol.nebraska.gov/safetyprograminformation.aspx)

**Remember...SAFETY IS AN ATTITUDE!**

**Wellness Committee – Alycia Libolt**

**Wellness on Wheels** will be hosted on Tuesdays & Thursdays throughout October. Registration is strongly suggested to ensure that Campus Rec has enough volunteers and materials. Below are the dates/locations of the events. Additional information can be found at [http://wellness.unl.edu/know-your-numbers](http://wellness.unl.edu/know-your-numbers).

**October events open to the UNL City Campus Community in October:**

1. **Tuesday Oct. 7** Location: College of Business Administration (CBA) Register: [http://www.eventbrite.com/e/wellness-on-wheels-college-of-business-administration-tickets-12194543207](http://www.eventbrite.com/e/wellness-on-wheels-college-of-business-administration-tickets-12194543207)
2. **Thursday Oct. 9** Location: UNL City Campus Recreation Center Register: [https://www.eventbrite.com/e/wellness-on-wheels-campus-recreation-tickets-12194976503](https://www.eventbrite.com/e/wellness-on-wheels-campus-recreation-tickets-12194976503)
3. **Tuesday Oct. 14** Location: Nebraska Union Register: [https://www.eventbrite.com/e/wellness-on-wheels-nebraska-union-tickets-12437289267](https://www.eventbrite.com/e/wellness-on-wheels-nebraska-union-tickets-12437289267)

October events open to the UNL East Campus Community in October:

1. Thursday Oct. 16  Location: Nebraska East Union  Register: https://www.eventbrite.com/e/wellness-on-wheels-nebraska-east-union-tickets-12463355231
2. Thursday Oct. 30  Location: NETV  Register: https://www.eventbrite.com/e/wellness-on-wheels-netv-tickets-12196495045

The **Fit @ Work Challenge** is a 1.5 mile course with stations to test strength, balance, agility, and endurance. The Challenge is being offered Thursday, October 30th, and Thursday, November 20th on City Campus and Friday, October 31st on East Campus from 11:30 – 12:30. Workout attire is not required. You are encourage to complete the challenge on your own time in between offerings.

The **LiveWell Challenge** for the Fall semester is a calorie burn challenge. The challenge will begin on October 6th and run through November 17th. Wellness Services is encouraging everyone to focus on the types of exercises that you enjoy and to get out there and move. All you have to log your activity and the program calculates the rest. To Sign Up:

1. Go to http://livewellchallenge.com/UNLINCOLN
2. Click on Register Today and Create an account
3. Use the Discount Code: CPR-NGB and the Chancellor’s Wellness Initiative will put in $10.
4. Membership to LiveWell is 365 days from the day you sign up and will only cost you $5!

Please let Alycia know if anyone is interested so I can create a UNOPA team.

**Motions**

(This is a motion you know you will be making at the meeting)

"I move to: __________________________________________________________

_______________________________________________________________

_______________________________________________________________

_______________________________________________________________

Motion Maker: ____________________________________________

Seconded by: ____________________________________________
University Wide Employee Benefits Advisory Committee

Diane Wasser -- UNOPA Representative

The Advisory committee met on September 25 in Varner Hall. Items discussed were retirement, BlueCross/Blue Shield negotiation with Catholic Health Initiatives, Top Health Newsletter, and the Annual NUFlex enrollment.

The university is negotiating with Blue Cross and Blue Shield and the Catholic Health Initiative for solutions that will benefit University employees. It seems there are some avenues that we can take since the University is self-insured. Those results should be announced shortly. It looks to be good news for the short run.

The newsletter "Top Health" that we all receive electronically is up for renewal, we discussed if this should be renewed or cancelled. The consensus of the committee was that we should renew it. We felt the benefits out weighted the costs even if only a small amount read the letter.

Other good news is it looks like there will be minimal increases in our health insurance premiums and dental plans this year. Vision Care and Long Term Disability will not increase. Flexible Spending Account will remain the same also. Again there are some added benefits in taking the Health Risk Assessment which will remain voluntary. November 17 the annual enrollment will begin with the deadline for changes being December 5th. You will again access the enrollment though "Firefly". Every employee will need to enroll even if no changes are being made. There are questions that need to be answered every year such as the tobacco use.

Retirees should receive a post card the first of October to verify their email addresses. Communication for all employees will be like it was last year with several reminder to enroll starting November 3rd.
UNOPA Executive Board Meeting Minutes
November 4, 2014
3:00 p.m. – 5:00 p.m.
Whittier Building, 3rd Floor Conference Room

CALL TO ORDER
President Jane Schneider called the meeting to order at 3:02 p.m.

Roll Call was taken by Marsha Yelden, Recording Secretary.

MEMBERS PRESENT
Jane Schneider, Roddy Spangler, Marsha Yelden, Mikayla Tegler, Alycia Libolt, Mary Klucas, Tricia Liedle, Diane Wasser, Breana Garretson, Donelle Moormeier

MEMBERS ABSENT
Cheryl Wemhoff, Karen Jackson, Carissa Martin, Donette Petersen, Lindsay Augustyn, Diane Carson

AD-HOC COMMITTEE MEMBERS PRESENT
Paige Glasshoff

AD-HOC COMMITTEE MEMBERS ABSENT

OTHER PRESENT
Mary Guest

APPROVAL OF MINUTES
The minutes from the October 7, 2014 Executive Board Meeting were approved as corrected.

TREASURER’S REPORT
The Treasurer’s report for October 2014 was accepted as presented.

OFFICER/COMMITTEE REPORTS
President.  Report attached.  There was discussion about the UNOPA brochures.  A member suggested getting pricing from a private vendor.  There was a suggestion to ask Printing Services if they could offer a discount.  Jaime Long would be a good person to ask.  A motion was made by Mary Klucas:  “I move we spend up to $250.00 on printing new membership brochures.” Seconded by Diane Wasser.  Motion passed.  It was decided to pay for Marjorie Kostelnik’s lunch at the November General Membership meeting.  The funds will come out of the President’s miscellaneous budget.  Mary Guest will present Dr. Kostelnik’s plaque at the meeting.  It was decided to pay for Katie Kerr’s lunch also with the funds from the Programs budget.  Tricia Liedle will introduce
Katie Kerr. There was discussion about possible changes to the eligibility requirements of UNOPA awards. It was decided that there should be an ad-hoc committee formed to look into this. Roddy Spangler will be in charge of coordinating this. A memorial to the Bradley Munn Professional Growth Fund will be made and a card will be sent to the family in honor of Sheila Perry. A card will be sent to Carol Nau’s family.

President-elect. No report. The January meeting with UAAD is finalized. It is not decided who will do the introductions.

Recording Secretary. No report.

Corresponding Secretary. Report attached. Volunteers are needed to help take donated Giving Tree items to St. Monica’s. Volunteers are also needed to help take donated items to her office after the December General Membership meeting. Information about upcoming UNOPA meetings will be submitted to UNL Today.

Treasurer. Report attached. Jaime Long got the audit back. There were only a few items of note from the auditor. The audit indicated that sales tax should be reported for the flat vases that were sold. Also, the names of recipients of the 50/50 and any door prizes at meetings should be listed in the minutes. The Treasurer’s books should include the General Membership meeting minutes to verify 50/50 amounts deposited.

Past President/Bradley Munn. No report. Mary Klucas asked how she should handle the missing Career Development Committee chair as this affects the Bradley Munn. Jane Schneider will be the representative for the Career Development Committee.

Presidential Adviser. Mary Guest said everyone is doing a wonderful job.

Awards. No report. The awards have been ordered. There are currently eight tables reserved for the meeting. The stipend forms are ready to be signed as well as the membership forms for next year. Tricia Liedle will create invoices for departments that request one. There was discussion about how many programs to have printed.

Bylaws. No report.

Career Development. No report. Jane Schneider is looking into setting up a professional development program on human trafficking or diversity training.

Career Development PSP. No report. The PSP Endowment Committee was discussed. It was recommended that the President-elect should request in writing that a member of the PSP Endowment Committee agree to be chair of the UNOPA PSP Standing Committee.
Communication Technology. No report. There will need to be a table at the November General Meeting for Secret Friends gifts.

Employee Concerns. Report attached.

Hospitality. No report.

Membership. No report.

Nominating. No report.

Outreach. No report.

Program. No report.

UNOPA Notes. No report. The November edition will be coming out soon.

Ways and Means. Report attached. There was discussion about the drawing of a parking lot volunteer’s name for a gift card at the end of the football season. It was mentioned to possibly increase the amount of the gift card or lower the amount and give out more gift cards. A member suggested that instead of a gift card, each member who works a shift would be able to reduce their next year’s UNOPA membership dues. There was discussion about how that would affect the members who use cost object numbers to pay for their membership. A member brought up the possibly offering a game day parking lot to another organization next year. Discussion about this included the concern that if we do this it may violate our contract with UNL Parking Services.

Digital Commons. No report.

OLD BUSINESS
None

NEW BUSINESS
None

The next Executive Board meeting will be December 2, 2014.

The meeting adjourned at 4:29 p.m.

Submitted by Marsha Yelden, Recording Secretary
TO: UNOPA Board
FROM: Jane Schneider
COMMITTEE: President
DATE: 11/4/14

Current committee report
I would like to request printing 500 UNOPA Brochures. The cost is .46/copy plus .04 for folding = $250.00.

Shall we pay for Marjorie Kostelnik’s lunch during our awards luncheon as she will be celebrated as the 2014-2015 Administrator of the Year.

Memorials for Sheila Perry and Carol Nau.

Motions
(This is a motion you know you will be making at the meeting)

"I move to: ___________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Motion Maker: __________________________
Seconded by: __________________________
Hi Jane,

Here are a couple items for tomorrow:

**Giving Tree**
- Organization is St. Monica’s
- Borrow Christmas tree(s) from Breana and maybe Mary Klucas?
- Delivery date (afternoon of Friday, December 12th) and volunteers
- I’ll make ornaments for the tree and quarter sheets for the tables. I’m planning to include the full list of desired items on the quarter sheets and maybe just a link to the list on the ornaments, drop-off sites on city and east campus and my contact info if people have questions or want to volunteer to help deliver items to St. Monica’s.
- Please put Giving Tree on agenda for general meeting
- I’ll send another article reminding people to bring gifts to December meeting (or drop them off with me/Jan/Diane) and volunteering for delivery to Lindsey after the general meeting so it can be included in the newsletter/UNL Today

**Sympathy Cards**
- Carol Nau – brick and $25 donation to Bradley Munn?
- Sheila Perry – brick and $25 donation to Bradley Munn?
- Shelley Everett – sent sympathy card (loss of father)

Should I be sending notices to the Scarlett and/or UNL Today re: general meetings?

Thanks,

Mikayla

Mikayla Tegler
Administrative Coordinator
Exploratory & Pre-Professional Advising Center
University of Nebraska-Lincoln
127 Love Library South
Lincoln, NE 68588-4108
(402) 472-3605
mtegler2@unl.edu
Jane Schneider

From: Karen Jackson
Sent: Monday, November 03, 2014 9:33 AM
To: Jane Schneider
Subject: RE: Tuesday, November 4 Board Meeting

Not a big deal. Hope you are feeling better. I told Diane about the web not having my name.

Karen L. Jackson
Transfer Credit Associate
College of Agricultural Sciences and Natural Resources
103 Agricultural Hall
Lincoln, NE 68583-0702
(402) 472-7903
Kjackson2@unl.edu
Fax: (402) 472-7911

From: Jane Schneider
Sent: Monday, November 03, 2014 9:29 AM
To: Karen Jackson
Subject: RE: Tuesday, November 4 Board Meeting

Sorry Karen – I was at home sick and I didn’t pull your name off the web to send to. You are on my email list here.

Jane

From: Karen Jackson
Sent: Monday, November 03, 2014 9:25 AM
To: Jane Schneider
Subject: FW: Tuesday, November 4 Board Meeting

Jane:

I received this from Diane Wasser. Could you please make sure I am in your list for future reporting? No big deal!

I do not have a report for the meeting. The only thing is that we still do not have a rep for the Campus Recreation Advisory Council (2 year term, need to be a Campus Rec member). I am sorry I will not be at the meeting tomorrow because I have a meeting with Doug Smith from NCTA at 3:00. Let me know if you need anything more from me. Thank you!

Karen

Karen L. Jackson
Transfer Credit Associate
College of Agricultural Sciences and Natural Resources
103 Agricultural Hall
TO: Jane Schneider
FROM: Diane Carson
COMMITTEE: Ways and Means
DATE: November 3, 2014

Current committee report
We have just one more home game – November 22 – Nebraska vs. Minnesota. Time has not yet been released.

After the last home game, we will have a drawing for the people who have staffed the parking lot. The names will be put in for each time worked.

We sold 74 spots for the Rutgers game and 82 for the Purdue game. We are having great success this year! A big thank you to all who have helped!

I will have a complete list of stats after the Minnesota game.

Motions
(This is a motion you know you will be making at the meeting)

"I move to: ______________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Motion Maker: ______________________________________
Seconded by: ______________________________________
## UNOPA Treasurer’s Report -- October 2014

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td><strong>Beginning Checking Account Balance - 10/01/14</strong></td>
<td>$4,442.60</td>
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<tr>
<td><strong>Income</strong></td>
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<td>October Interest</td>
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<td>Deposit - 10/6/14</td>
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<td>Membership Dues - $100.00</td>
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<td>Deposit - 10/15/14</td>
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<tr>
<td>Membership Dues - $111.00</td>
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<tr>
<td>President Misc - 50/50 - $27.50</td>
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<tr>
<td><strong>Total Income</strong></td>
<td>$238.69</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
</tr>
<tr>
<td>226 - NAEOP - UNOPA Affiliation (President)</td>
<td>$48.50</td>
</tr>
<tr>
<td>227 - Chez Hay Catering - Workshop Refreshments (Career Dev'l)</td>
<td>$142.54</td>
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<td>228 - Chez Hay Catering - Meeting Refreshments (Hospitality)</td>
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<td>229 - Breana Garretson - Meeting Décor (Hospitality)</td>
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<td><strong>Total Expenses</strong></td>
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<td><strong>Ending Checking Account Balance - 10/31/14</strong></td>
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<td><strong>Beginning Cost Center Balance - 10/01/14</strong></td>
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<tr>
<td><strong>Income</strong></td>
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<td>Membership Dues - 10/7/14</td>
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<tr>
<td><strong>Total Income</strong></td>
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<td><strong>Expenses</strong></td>
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<td>UNL Mail Services - 2 pieces</td>
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<td><strong>Total Expenses</strong></td>
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<td><strong>Total Funds Available</strong></td>
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<td><strong>Savings Account Balance - 10/31/14</strong></td>
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<td><strong>55th Anniversary Balance</strong></td>
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UNOPA Executive Board Meeting Minutes  
December 2, 2014  
3:00 p.m. – 5:00 p.m.  
Whittier Building, 3rd Floor Conference Room

CALL TO ORDER
President Jane Schneider called the meeting to order at 3:05 p.m.

Roll Call was taken by Marsha Yelden, Recording Secretary.

MEMBERS PRESENT
Jane Schneider, Roddy Spangler, Marsha Yelden, Mikayla Tegler, Alycia Libolt, Tricia Liedle, Cheryl Wemhoff, Diane Wasser, Karen Jackson, Breana Garretson, Diane Carson

MEMBERS ABSENT
Mary Klucas, Carissa Martin, Donelle Moormeier, Donette Petersen, Lindsay Augustyn

AD-HOC COMMITTEE MEMBERS PRESENT

AD-HOC COMMITTEE MEMBERS ABSENT
Paige Glasshoff

APPROVAL OF MINUTES
The minutes from the November 4, 2014 Executive Board Meeting were approved as corrected.

TREASURER’S REPORT
The Treasurer’s report for November 2014 was accepted as presented.

OFFICER/COMMITTEE REPORTS
President. No report

President-elect. No report. There was discussion about how to find the UNOPA Notes pdf on the website. Diane Wasser will make them available. The title and description for the April meeting will need to be changed on the website.

Recording Secretary. No report. Mikayla Tegler will prepare the minutes for the January 2015 General Membership meeting.

Corresponding Secretary. Report attached. The Giving Tree will be brought to the December General Membership meeting.
Treasurer. Report attached. There was discussion to require the signature of the committee chair when submitted requests for reimbursement. The Alycia Libolt will modify the form to require the signature of the committee chair.

Past President/Bradley Munn. No report.

Presidential Adviser. No report.

Awards. No report. Tricia Liedle reported she is working on the Rose Frolik award eligibility and finishing up paperwork with the Oldt awards.

Bylaws. No report. Discussed the idea of providing a free lunch for invited guests to a General Membership meeting. Different ways to promote membership were discussed. It was suggested to recognize UNOPA members who are receiving UNL service awards at the General Membership meeting.

Career Development. No report.

Career Development PSP. No report.

Communication Technology. No report.

Employee Concerns. No report.

Hospitality. No report.

Membership. No report.

Nominating. No report. Nominations are being accepted for next year. Everyone is encouraged to nominate.

Outreach. No report.

Program. No report.

UNOPA Notes. No report.

Ways and Means. Report attached. Diane Wasser moved to “Draw two names for those who worked the parking lot and each will receive a $25 gift card.” The motion was seconded by Tricia Liedle. Motion passed.

Digital Commons. No report.
UNOPA Executive Board Meeting Minutes

December 2, 2014

OLD BUSINESS
None

NEW BUSINESS
None

The next Executive Board meeting will be January 6, 2015.

The meeting adjourned at 3:48 p.m.

Submitted by Marsha Yelden, Recording Secretary
### UNOPA Treasurer's Report -- November 2014

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<td>230 - Mikayla Tegler - Sympathy Cards (Corr. Secretary)</td>
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TO: Jane Schneider  
FROM: Alycia Libolt  
COMMITTEE: Treasurer  
DATE: 11/25/14

Current committee report  
Recently I had a reimbursement submitted by a committee member without the committee chair’s knowledge. In my opinion, it would be the responsibility of the chair and myself to manage each committee’s budget. What is everyone’s thoughts about requiring the chair of the committee to sign the expense report along with the president when it is someone other than the chair asking for reimbursement?

Motions  
(This is a motion you know you will be making at the meeting)

"I move to: ___________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
Motion Maker: ________________________________
Seconded by: ________________________________
TO: Jane Schneider, President  
FROM: Mikayla Tegler, Corresponding Secretary  
COMMITTEE: Corresponding Secretary  
DATE: November 26th

**Current committee report**
I’ll bring the tree and the remaining handouts to the general meeting. Can you please put me on the agenda?

Can we send a couple email reminders to encourage people to bring their gift items to the general meeting and to let me know if they’d like to help deliver the items to St. Monica’s on December 12th (including a PDF of the handout)?

Thanks to those who have offered to help bring items to Love Library after the general meeting. I’ll bring a cart and a few boxes for this and others are welcome to do that too.

**Motions**
(This is a motion you know you will be making at the meeting)

"I move to: ____________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

Motion Maker: ____________________________________________

Seconded by: ____________________________________________
Current committee report

Husker Football Game-day Parking Lot Statistics after regular season

After four home games, here are our stats:
  - UNL vs Florida Atlantic - 82 spots sold
  - UNL vs McNeese State - 96 spots sold
  - UNL vs Miami - 84 spots sold
  - UNL vs Illinois - 104 spots sold – complete sell out including back lot
  - UNL vs Rutgers – 74 spots sold
  - UNL vs Purdue - 82 sport sold
  - UNL vs Minnesota – 75 spots sold

Total of 597 parking spots sold @ $6 each (UNOPA’s share) = $3,582.00
140 man-hours have been worked (appr. $25.59/man-hour earned)
37 UNOPA members have volunteered.
5 spouse or friends have volunteered.
16 UNOPA members have volunteered for one of the seven games.
8 UNOPA members have volunteered for two of the seven games.
6 UNOPA members have volunteered for three of the seven games.
2 UNOPA members have volunteered for five of the seven games (GO Jane Schneider and Marcy Tintera!)

A very successful fund raiser! A big thank you to all who volunteered their time to make this a success. A list of the volunteers who have helped with the parking lot is attached.

We will have the drawing for the $25 gift certificate at the December Executive Board meeting.

Remember we will have another chance to earn more funds at the Spring game.

Motions
(This is a motion you know you will be making at the meeting)

"I move to: _____________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
Motion Maker: ____________________________

Seconded by: ____________________________
### Volunteers who have helped with parking lot in 2014 season

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UNOPA Executive Board Meeting Minutes  
March 3, 2015  
3:00 p.m. – 5:00 p.m.  
Whittier Building, 3rd Floor Conference Room  

CALL TO ORDER  
President-Elect Roddy Spangler called the meeting to order at 3:03 p.m.  

Roll Call was taken by Marsha Yelden, Recording Secretary.  

MEMBERS PRESENT  
Roddy Spangler, Marsha Yelden, Mikayla Tegler, Alycia Libolt, Tricia Liedle, Diane Wasser, Breana Garretson, Donelle Moormeier, Lindsay Augustyn  

MEMBERS ABSENT  
Jane Schneider, Mary Klucas, Cheryl Wemhoff, Karen Jackson, Carissa Martin, Donette Petersen, Diane Carson  

AD-HOC COMMITTEE MEMBERS PRESENT  
Paige Glasshoff  

AD-HOC COMMITTEE MEMBERS ABSENT  

APPROVAL OF MINUTES  
The minutes from the December 2, 2014 Executive Board Meeting were approved as corrected.  

TREASURER’S REPORT  
The Treasurer’s report for February 2015 was accepted as presented.  

OFFICER/COMMITTEE REPORTS  
President. Report attached. There was discussion about reducing the membership dues for the 2015-2016 year. Other ways to offer an incentive to join and attend the meetings were discussed. The consensus was to table the item for the next board meeting.  

President-elect. No report.  

Recording Secretary. No report.  

Corresponding Secretary. Report attached. The invitations for the Rose Frolik Award meeting will be sent out soon. There was a question about Charter Members. Tricia Liedle will talk to Sandy Lineberry about presenting the Rose Frolik Award.
Treasurer. Report attached. Alycia provided a mid-term budget for people to plan for the next year.

Past President/Bradley Munn. No report.

Presidential Adviser. No report.

Awards. No report. Tricia has received one nomination for the Rose Frolik Award. The judges have been selected. Still working on getting expenses paid for the Oldt Awards.

Bylaws. No report.

Career Development. No report.

Career Development PSP. No report.

Communication Technology. No report. Diane will be submitting the UNOPA website for an award. The UNL directory still shows last year’s board members. Roddy will check into it.

Employee Concerns. Report attached.

Hospitality. No report. A meal subsidy for the April meeting was discussed. Breana Garretson moved “I motion to subsidize the Rose Frolik meal by $3 per meal making each member’s cost $10 per meal.” The motion was seconded by Diane Wasser. Motion passed.

Membership. No report.

Nominating. Report attached. There was discussion that the Treasurer’s position is a one-year term. Do not have any nominations for the Recording Secretary position.

Outreach. No report.

Program. No report.

UNOPA Notes. No report. The next UNOPA Notes will be out the end of this week.


Digital Commons. No report.
UNOPA Executive Board Meeting Minutes

March 3, 2015

OLD BUSINESS
None

NEW BUSINESS
None

The next Executive Board meeting will be April 7, 2015.

The meeting adjourned at 4:09 p.m.

Submitted by Marsha Yelden, Recording Secretary
### UNOPA Treasurer's Report -- February 2015

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<thead>
<tr>
<th></th>
<th>Balances</th>
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<tr>
<td><strong>Beginning Checking Account Balance - 2/1/15</strong></td>
<td>$ 5,472.26</td>
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<tr>
<td><strong>Income:</strong></td>
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<tr>
<td>February Interest</td>
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<tr>
<td>Deposit - 2/13/15</td>
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<tr>
<td>Hospitality - January Luncheon</td>
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<tr>
<td>Hospitality - February Luncheon</td>
<td>$117.70</td>
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<td>50/50 - $33.50</td>
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<tr>
<td><strong>Total Income:</strong></td>
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<tr>
<td><strong>Expenses:</strong></td>
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<tr>
<td>242 - NE Dept of Revenue - Sales Tax</td>
<td>$ 6.36</td>
<td></td>
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<tr>
<td>243 - Susan Thomas - Speaker Gifts (Program)</td>
<td>$ 52.62</td>
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<tr>
<td>244 - Jane Schneider - Speaker Gifts (Career Dev')</td>
<td>$ 25.00</td>
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<tr>
<td>245 - Pat DeStefano - February Décor (Hospitality)</td>
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<tr>
<td><strong>Total Expenses:</strong></td>
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<tr>
<td><strong>Ending Checking Account Balance - 2/28/15</strong></td>
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<td></td>
</tr>
<tr>
<td><strong>Beginning Cost Center Balance - 2/1/15</strong></td>
<td>$(3,039.29)</td>
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<tr>
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<td><strong>Total Income:</strong></td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td><strong>Expenses:</strong></td>
<td></td>
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<tr>
<td>Nebraska East Union - February Luncheon (Hospitality)</td>
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<tr>
<td><strong>Total Expenses:</strong></td>
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<tr>
<td><strong>Ending Cost Center Balance - 2/28/15</strong></td>
<td>$(3,178.30)</td>
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<td><strong>Ending Checking Account Balance - 2/28/15</strong></td>
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<td><strong>Ending Cost Center Balance - 2/28/15</strong></td>
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<td><strong>Total Funds Available:</strong></td>
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<td><strong>Savings Account Balance - 2/28/15</strong></td>
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<td><strong>55th Anniversary Balance:</strong></td>
<td>$93.00 - $6.36</td>
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</table>
TO: Jane Schneider, President
FROM: Mikayla Tegler
COMMITTEE: Corresponding Secretary
DATE: 3/2/15

Current committee report
The Rose Frolik luncheon is April 14\textsuperscript{th}. We have 42 past presidents and retirees. Invitations will be going out this week. I’ll share the list of attendees with the Hospitality Committee and order parking permits when the RSVPs are in.

Motions
(This is a motion you know you will be making at the meeting)

"I move to: ________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Motion Maker: ____________________________
Seconded by: ____________________________
Current committee report
A drawing was held at the December meeting to choose two names from the list of those members who worked the parking lot. Mary Klucas and Linda Arnold were both chosen to receive a $25 gift certificate for the place of their choice. Linda Arnold generously asked that her $25 be donated toward the St. Monica’s Christmas fund raiser.

We still have one more time to earn money from the parking lot. The Spring game will be held on April 11 at 1:00 p.m. I will have the sign-up sheet at the Executive Board meeting and the General meeting. Jane Schneider and Diane Carson will be the coordinators for the game.

Motions
(This is a motion you know you will be making at the meeting)

"I move to: ___________________________________________
_____________________________________________________
_____________________________________________________
_____________________________________________________
_____________________________________________________

Motion Maker: _______________________________________
Secended by: _______________________________________
UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
UNOPA Board meeting
March, 2015

TO: Jane Schneider
FROM: Karen Jackson and Katherine Schwartman
COMMITTEE: Employee Concerns
DATE: 2/26/15

Current committee report
Below are reports from some of the committees:

Wellness Committee – Alycia Libolt
These are all events that Wellness Services is promoting. Anyone can contact me with questions.

Wellness on Wheels will be hosted on Tuesdays & Thursdays throughout October. Registration is strongly suggested to ensure that Campus Rec has enough volunteers and materials. Below are the dates/locations of the events. Additional information can be found at http://wellness.unl.edu/know-your-numbers.

October events open to the UNL City Campus Community in October:

1. Tuesday Oct. 7 Location: College of Business Administration (CBA) Register: http://www.eventbrite.com/e/wellness-on-wheels-college-of-business-administration-tickets-12194543207
2. Thursday Oct. 9 Location: UNL City Campus Recreation Center Register: https://www.eventbrite.com/e/wellness-on-wheels-campus-recreation-tickets-12194976503
3. Tuesday Oct. 14 Location: Nebraska Union Register: https://www.eventbrite.com/e/wellness-on-wheels-nebraska-union-tickets-12437289267

October events open to the UNL East Campus Community in October:

1. Thursday Oct. 16 Location: Nebraska East Union Register: https://www.eventbrite.com/e/wellness-on-wheels-nebraska-east-union-tickets-12463355231
2. Thursday Oct. 30 Location: NETV Register: https://www.eventbrite.com/e/wellness-on-wheels-netv-tickets-12196495045

The Fit @ Work Challenge is a 1.5 mile course with stations to test strength, balance, agility, and endurance. The Challenge is being offered Thursday, October 30th, and Thursday, November 20th on City Campus and Friday, October 31st on East Campus from 11:30 – 12:30. Workout attire is not required. You are encourage to complete the challenge on your own time in between offerings.

The LiveWell Challenge for the Fall semester is a calorie burn challenge. The challenge will begin on October 6th and run through November 17th. Wellness Services is encouraging everyone to focus on the types of exercises that you enjoy and to get out there and move. All you have to log your activity and the program calculates the rest. To Sign Up:
2. Click on Register Today and Create an account
3. Use the Discount Code: CPR-NGB and the Chancellor’s Wellness Initiative will put in $10.
4. Membership to LiveWell is 365 days from the day you sign up and will only cost you $5!

Please let me know if anyone is interested so I can create a UNOPA team.

**Chancellor’s Commission on the Status of Women – Edie Schleiger**

We have been working with Owen Yardley, Chief of UNL Police about the Blue Lights issue. After research and discussion, we have agreed that UNLPD will allow blue lights to age out and not be replaced once they are inoperable. I’ll attach the letter that explains this decision. A few things that aren’t included: the cost of replacing them was almost prohibitive. The number of calls (legitimate) they get is minimal. Over two years they received 19 calls….2 that were actually considered valid. One person got locked out of her building and someone else needed help getting their car started. The rest were people (usually at the time the bars close) that just hit the button as they are walking by...and the police are required to dispatch someone to go investigate the call. These were some of the compelling parts of the discussion.

Additionally, we are looking to see if there are any specific issues that staff feel need our focus. If you hear of some, please let me know and I’ll pass them on to the Staff Council. Also, we are still in need of three people to join/serve the Staff Council (2 Office Service and 1 MP). My term is coming to an end at the end of this academic year.....but, I’d like to continue to serve with another term. If that happens, I’m happy to serve as a general member and let someone else come in as the UNOPA representative, if anyone would be interested. It would be great to have a couple of our members on the Council/Commission.

**Motions**

(This is a motion you know you will be making at the meeting)

"I move to: ___________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Motion Maker: ______________________________________________________________

Seconded by: __________________________________________________________________
February 10, 2015

Dear Chief Yardley,

Thank you for meeting with the Chancellor’s Commission on the Status of Women on January 14, 2015. We are writing in support of the plan we discussed about the future of the UNL Campus Blue Lights.

The Commission agrees that UNLPD should allow the blue lights to age out and not replace them once inoperable. We recommend that UNL police take the lead in educational campaigns about the Blue Lights aging out and the replacement safety plan, with support from the Campus High Risk Behaviors Task Force. Support should also be found with ASUN, Residence Hall Association, and Greek Affairs (Panhellenic, Interfraternity Council, Multicultural Greek Council, National Panhellenic Council) for the educational awareness campaign to reach the maximum amount of students. Outreach to staff and faculty beyond the usual UNL communications options should include UNOPA and UAAD as well as the Faculty Senate.

The educational campaigns should be offered each semester and should encourage UNL community members to use the “Dial 2 for Blue” emergency plan. For those students, staff, and faculty who do not own a cell phone, the Commission commends the UNLPD for providing free emergency phones when requested. This policy should also be included in the educational campaigns. Additional emergency-only cell phones could be obtained with a campus donation drive at the beginning of each semester, providing additional public awareness of the safety plan.

On behalf of the Chancellor’s Commission on the Status of Women, we appreciate your consideration of our recommendations when implementing new campus safety plans. Thank you for including us in this process and we look forward to future collaborations.

Sam Lunde, CCSW Student Council Chair
Jan Deeds, CCSW Interim Chair
UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
UNOPA Board meeting
March, 2015

TO: UNOPA Board
FROM: Donelle Moormeier & Donette Peterson
COMMITTEE: Nominating Committee
DATE: March 2, 2015

Current committee report
Call for nominations from the UNOPA membership was put out on January 26, 2015. Nominations were due back to the Nominating Committee by Friday, January 30th, 2015. We received 45 names from 6 members.

The committee began contacting nominees on February 3rd. They were asked to respond to us by Monday, February 13th. Nominees were asked to send us their bios by February 25th.

The slate at this time is
President-Elect: Lisa King and Tricia Liedle
Recording Secretary: No one
Corresponding Secretary: Marsha Yeldon
Treasurer: Marilyn Johnson & Alycia Libolt

Nominees will be requested from the floor at the general membership meeting on March 10th. We will need to find a nominee for Recording Secretary. We will need the bio’s from those nominees by March 13th. March 16th bio’s for nominees will be sent out to the membership. On March 24th we will send out ballot via ballotbin.com. They will be due back to the nominating committee by April 1st.

Motions
(This is a motion you know you will be making at the meeting)

"I move to: __________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

Motion Maker: ___________________________________

Seconded by: ___________________________________
Current committee report

I’d like to discuss changing the yearly membership dues to $12.00 for active members (just for 15-16 so that the bylaws won’t need to be changed) and how we’ll have the membership vote.

Discuss support for attendance at the NAEOP annual conference by the Chancellor’s office.

Motions
(This is a motion you know you will be making at the meeting)

I will ask someone if they want to move to: Change the active UNOPA membership dues to $12.00 for just the 15-16 year.

Motion Maker: ___________________________________

Seconded by: ____________________________________
Hi Karen,
This Spring the Campus Rec Center is offering a variety of programs to assist in meeting everyone’s wellness goals. They are as follows:

- **Fresh Perspective Fridays** – A safe and fun weekly weight loss series that is broken into three 4-week sections
  - Series will provide motivation, healthy eating tips, goal setting, and how to make daily choices to support weight loss. A pre-, mid-, and post-nutrition assessment will also be offered.
  - Sign up at go.unl.edu/weigh
  - January 23rd – April 24th from 12:10 – 1:00 pm in Room 230 of the city Campus Rec or online
  - Cost is $50

- **Well on Your Weigh** – A weight loss program broken into three steps each lasting approximately 3.5 weeks. You may participate in step one, two, three or all steps depending on your emphasis.
  - Sign up at go.unl.edu/weigh
  - All Sessions meet at the following times and locations
    - Tuesdays, 7:00 – 7:40 am in Campus Rec Combative Arts Room
    - Wednesdays, 7:00 – 7:40 am in Mabel Lee Pool
    - Wednesdays, 7:00 – 7:40 am in Campus Rec Studio
    - Fridays, 12:10 – 12:50 pm in Campus Rec Room 230
  - Get Started (the basics) – January 20th – February 13th
    - Includes group exercise, access to a dietician and exercise specialist, personalized meal plan, free pedometer and access to an online tracking site, and personalized attention to meet your goals
    - Cost is $79 plus a Campus Rec membership if not already a member
  - Step It Up (advanced tools) – February 17th – March 13th
    - Includes group exercise, access to a dietician and exercise specialist, personalized physical activity plan and techniques for healthy eating, networking to empower continuation toward goals, and personalized attention to meet your goals
    - Cost is $69 plus Campus Rec membership if not already a member
  - Take Charge (continue the journey) – March 31st – April 24th
    - Includes group exercise, access to a dietician and exercise specialist, advanced weight management skills, networking to empower continuation toward goals, and personalized attention to meet your goals
    - Cost is $69 plus Campus Rec membership if not already a member

- **Fit @ Work** – A 1.5 mile course involving strength, balance, agility, and endurance stations.
  - Workout attire is not required.
  - All Challenges are from 11:30 – 12:30 pm, but will only take 30-45 minutes.
  - East Campus
    - Friday, April 17th, North side of East Union
  - City Campus
- Thursday, February 12th, Cook Pavilion
- Thursday, March 12th, Cook Pavilion
- Thursday, April 16th, Campus Rec Southwest Entrance

- FREE EVENTS – Topics identified as important in UNL’s 2014 Health Risk Assessment
  - A Man’s Guide to Wellness
    - Thursday, February 26th from 7:30 – 9:00 am in the City Campus Union
    - Breakfast is provided
    - Register at go.unl.edu/springinto
  - Women: Empower Yourself to be Well
    - Friday, February 27th from 7:30 – 9:00 am in the City Campus Union
    - Breakfast is provided
    - Register at go.unl.edu/springinto
  - Eating Well for your Heart & Soul
    - Tuesday, March 17th from 12:10 – 1:00 pm in the City Campus Union
    - Thursday, March 19th from 12:10 – 1:00 pm in the East campus Union
    - Please bring your lunch
    - Register at go.unl.edu/springinto
  - Time Management: Key to Wellness
    - Tuesday, April 21st from 12:10 – 1:00 pm in the City Campus Union
    - Thursday, April 23rd from 12:10 – 1:00 pm in the East campus Union
    - Please bring your lunch
    - Register at go.unl.edu/springinto
<table>
<thead>
<tr>
<th>Committee</th>
<th>Description of Expense</th>
<th>Month/Year of Expense</th>
<th>Amount of Expense</th>
<th>Totals</th>
<th>Actual</th>
<th>Totals</th>
<th>Month/Year of Income</th>
<th>Amount of Income</th>
<th>Totals</th>
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<td>President</td>
<td>NAEOP Affiliation Fee</td>
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<td>$50.00</td>
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<tr>
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<td>MLK Freedom breakfast (two tickets for Pres/Pres Elect)</td>
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<td>50/50 drawing proceeds</td>
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<td>President</td>
<td>NEOPA State Basket for National conference</td>
<td>May-15</td>
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<tr>
<td>President</td>
<td>NEOPA Basket for State Conference</td>
<td>April-15</td>
<td>$30.00</td>
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<td>President</td>
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<td>NEOPA membership</td>
<td>July-14</td>
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<td>President-elect</td>
<td>Gift for outgoing President (clock and plaque)</td>
<td>May-15</td>
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<td>Recording Secretary</td>
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<td>Holiday / Giving Tree</td>
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<td>Past President's luncheon - lunch for retirees and past presidents</td>
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<td>Amount of Expense</td>
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<tr>
<td>Flowers - April luncheon - to be used as centerpieces at lunch - given to retirees/past presidents</td>
<td>April-15</td>
<td>$ 50.00</td>
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<td>Programs</td>
<td>April-15</td>
<td>$ 50.00</td>
<td></td>
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<td>Income from Floyd S Oldt fund - through Human Resources / UNL Foundation</td>
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<td>Frolik Award - Judges meals &amp; plaque</td>
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<td>FICA, Health, Life &amp; Retirement for Rose Frolik Award</td>
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<td>Gift Card Drawing for Volunteers</td>
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## UNOPA BUDGET 2014 - 2015

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Total Expenses: $9,340.00
Total Revenue: $9,340.00
UNOPA Executive Board Meeting Minutes
April 7, 2015
3:00 p.m. – 5:00 p.m.
Whittier Building, 3rd Floor Conference Room

CALL TO ORDER
President Jane Schneider called the meeting to order at 3:02 p.m.

Roll Call was taken by Marsha Yelden, Recording Secretary.

MEMBERS PRESENT
Jane Schneider, Roddy Spangler, Marsha Yelden, Mikayla Tegler, Alycia Libolt, Tricia Liedle, Cheryl Wemhoff, Diane Wasser, Breana Garretson, Donelle Moormeier, Lindsay Augustyn, Diane Carson

MEMBERS ABSENT
Mary Klucas, Karen Jackson, Carissa Martin, Donette Petersen

AD-HOC COMMITTEE MEMBERS PRESENT

AD-HOC COMMITTEE MEMBERS ABSENT
Paige Glasshoff

APPROVAL OF MINUTES
The minutes from the March 3, 2015 Executive Board Meeting were approved as corrected.

TREASURER’S REPORT
The Treasurer’s report for March 2015 was accepted as presented.

OFFICER/COMMITTEE REPORTS
President. Report attached. There was discussion about how to work with the Chancellor’s office to provide funding for NAEOP. The 2015 NAEOP conference funding was discussed. Diane Wasser moved: “I move to increase the NAEOP budget under President Elect by $1,000 for July 2015.” Seconded by Cheryl Wemhoff. Motion passed. President Schneider reported that UAAD has requested that they be able to help with one home game parking lot as a way to raise funds for their organization. There was discussion about the impact this could have on UNOPA and our relationship with Parking Services. There was a suggestion to let UAAD members help throughout the season and then give a donation to UAAD based on the number of workers and times worked. It was decided to get feedback from the General Membership about this. President Schneider will prepare a draft electronic survey and present it to the Board before sending it to the General Membership.
President-elect. No report.

Recording Secretary. No report.

Corresponding Secretary. Report attached. Working on the RSVPs from the past presidents and retirees. The programs have been approved. Mikayla may need help transporting the flowers the day of the meeting.

Treasurer. Report attached. Alycia will get more information about transferring our accounts to Union Bank and Trust. There was discussion about how to get checks to people to avoid lost checks and a need for a stop payment in the future. One option suggested was to only disperse checks in person in the future. Another option was sending checks through USPS.

Past President/Bradley Munn. No report.

Presidential Adviser. No report.

Awards. Report attached. The planning for the Rose Frolik award is going well.

Bylaws. No report.

Career Development. No report.

Career Development PSP. No report.

Communication Technology. No report.

Employee Concerns. No report. There will be a University-wide benefits meeting coming up. Any concerns should be forwarded to Diane Wasser. President Schneider discussed the crisis leave bank information she received.

Hospitality. No report. There are 86 people signed up for the Rose Frolik Award meeting.

Membership. No report.


Outreach. No report.

Program. No report. Roddy will be contacting everyone who has served on committees to consider serving again next year. How to fill the committee chairs for next year were
discussed. The next Brown Bag series will feature a speaker who will present on diversity. It will be April 22\textsuperscript{nd}.

UNOPA Notes. No report. The next UNOPA Notes will be out in two weeks. Send any information to Lindsey by the 15\textsuperscript{th}.


Digital Commons. No report.

OLD BUSINESS
There was discussion about providing a gift to renewing members for the 2015-2016 year. The agreement was that this would be an incentive to encourage new members and renewals from current members. Tricia will research pricing and options for an umbrella.

NEW BUSINESS
The 2014-2015 UNOPA budget and current expenses/revenue were discussed. President Schneider asked everyone to look at the budget in preparation for planning for the 2015-2016 year. There was a suggestion to add to the budget to pay for entertainment at the December General Membership meeting. Any budget recommendations should be sent to President Schneider. Annual reports are due to President Schneider by June 30\textsuperscript{th}.

The next Executive Board meeting will be May 5, 2015.

The meeting adjourned at 4:12 p.m.

Submitted by Marsha Yelden, Recording Secretary
### UNOPA Treasurer's Report -- March 2015

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<td>Deposit - 3/13/15</td>
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<td>Membership Dues - $15.00</td>
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<td>Parking Lot - $3,594.00</td>
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<td>March Luncheon - $192.60</td>
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<td>50/50 - $28.50</td>
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<td><strong>Total Income:</strong></td>
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<td>Expenses:</td>
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<td>246 - NAEOP - Website Contest (Communication Tech)</td>
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<td>247 - NAEOP - Maynard Contest (UNOPA Notes)</td>
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<td>248 - NAEOP - Educational Fund Donation (Past President)</td>
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<td>249 - NAEOP - Wood Scholarship Fund Donation (Past President)</td>
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<td>250 - Breana Garretson - March/April Giveaways (Hospitality)</td>
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<td>251 - Mikayla Tegler - Frolik Invitations (Corresponding Secretary)</td>
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<td>Income:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Income:</strong></td>
<td>(3,178.30)</td>
</tr>
<tr>
<td>Expenses:</td>
<td></td>
</tr>
<tr>
<td>Office Depot - Parchment Paper (Corresponding Secretary)</td>
<td>$ 26.99</td>
</tr>
<tr>
<td>Nebraska East Union - March Luncheon (Hospitality)</td>
<td>$ 197.80</td>
</tr>
<tr>
<td>UNL Mail Services - 25 pieces (Corresponding Secretary)</td>
<td>$ 12.00</td>
</tr>
<tr>
<td><strong>Total Expenses:</strong></td>
<td>236.79</td>
</tr>
<tr>
<td>Ending Cost Center Balance - 3/31/15</td>
<td>(3,415.09)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ending Checking Account Balance - 3/31/15</td>
<td>$ 9,207.01</td>
</tr>
<tr>
<td>Ending Cost Center Balance - 3/31/15</td>
<td>(3,415.09)</td>
</tr>
<tr>
<td>Total Funds Available</td>
<td>$ 5,791.92</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Savings Account Balance - 3/31/15</td>
<td>$ 11,496.45</td>
</tr>
</tbody>
</table>

55th Anniversary Balance: $93.00 - $6.36 = $86.64
Current committee report

I’m currently working on a proposal for the Chancellor’s office regarding funding for UNOPA members to attend the NAEOP conference, July 2015. The proposal includes partnership with UNOPA for funding.

The assist with our planning for funding for the coming year, I checked with Ron Fuller about home game football parking. He says that we will have the parking lot next year and the removal of a parking lot at 14th & Vine won’t affect our location.

UAAD has asked if we could spare one home game to help them with their funding issues, there will be seven home games fall 2015.

Motions
(This is a motion you know you will be making at the meeting)

"I move to: __________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________

Motion Maker: ________________________________

Seconded by: ________________________________
<table>
<thead>
<tr>
<th>Name</th>
<th>Personal Funding</th>
<th>Conference role</th>
<th>Proposed from Chancellor</th>
<th>Proposed from UNOPA</th>
<th>Delegate Cost UNOPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greer, Mari</td>
<td>Not sure she can attend unless office can cover some costs.</td>
<td>NAEOP Awards Committee, PSP Awardee</td>
<td>125</td>
<td>125</td>
<td></td>
</tr>
<tr>
<td>Guest, Mary</td>
<td>I will receive funding from my office this year for the majority of my expenses (registration, travel, hotel) because of my NEOPA board responsibilities. I always cover most of my own meals, taxi's, etc.</td>
<td>NAEOP North Central Area Director, and Chair of the NAEOP Special Projects committee. I will attend the NAEOP Board meeting and oversee the Special Projects activities.</td>
<td>125</td>
<td>125</td>
<td></td>
</tr>
<tr>
<td>Hendricks, Debbie</td>
<td>Most of my funding is coming from my department.</td>
<td>NAEOP Role - on Higher Education Council and Special Projects Committee Member. NEOPA Role - NEOPA/NAEOP Liaison</td>
<td>125</td>
<td>125</td>
<td></td>
</tr>
<tr>
<td>Homer, Barbara</td>
<td>My school is paying for my registration and airline ticket. I receive $1000 a year to attend workshops/conferences for professional growth. When attending local and state workshops/conferences throughout the year, I pay for all expenses unless there is any money remaining for that year.</td>
<td>Nominee for the Olive T. Ritchie Educational Office Professional of the Year Award; First-Timer Mentor</td>
<td>125</td>
<td>125</td>
<td></td>
</tr>
<tr>
<td>Schleiger, Edie</td>
<td>My funding is coming in large part (airfare, registration, hotel) from my department and the remainder (meals, miscellaneous expenses) I’m covering personally.</td>
<td>Froliker’s Alternate Delegate for Advisory Council</td>
<td>125</td>
<td>125</td>
<td></td>
</tr>
<tr>
<td>Schneider, Jane</td>
<td>My office is willing to match the Chancellor's and UNOPA's contribution</td>
<td>Will attend Speaker's Bureau for professional development</td>
<td>125</td>
<td>125</td>
<td></td>
</tr>
<tr>
<td>Spangler, Roddy</td>
<td>My department will cover most of what is not covered by UNOPA &amp; Chancellor</td>
<td>UNOPA Delegate</td>
<td>125</td>
<td>300</td>
<td>300</td>
</tr>
</tbody>
</table>
### 2015 NAEOP Conference Funding

<table>
<thead>
<tr>
<th>Name</th>
<th>Personal Funding</th>
<th>Conference role</th>
<th>Proposed from Chancellor</th>
<th>Proposed from UNOPA</th>
<th>Delegate Cost UNOPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wasser, Diane</td>
<td>IANR Vice Chancellor’s office will provide $200. CASNR Dean's Office has agreed to support whatever is not covered by the Chancellor and IANR</td>
<td>NEOPA Past President Delegate, Advisory Council and Affiliations Committee, Special Projects Committee, and I will be attending the Speaker's Bureau</td>
<td></td>
<td>125</td>
<td>125</td>
</tr>
<tr>
<td>Young, Lola</td>
<td>Hopefully IANR will cover $200, NAEOP will cover $300, NFS will cover most of the rest and I will pick up what is left (unless the Chancellor and UNOPA will cover part).</td>
<td>Having served as NAEOP’s 2012-13 President, attending NAEOP Past President’s Council Meeting, Attending Partners Reaching Out Meeting as a member of the Governing Board, Attending 2014-15 Board Meeting as an appointed member of the board, Serving as advisor to six 2014-15 NAEOP Board Members, Serving as FROLIKer’s Delegate to NAEOP Advisory Council</td>
<td></td>
<td>125</td>
<td>125</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>1125</td>
<td>1300</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2nd Delegate 300</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1600</td>
</tr>
</tbody>
</table>
Current committee report
I am not sure what it would all entail, but what is everyone’s thoughts on switching banks to Union Bank and Trust? Now that Union Bank is located in the City Campus Union there is a convenience factor as well as offerings they have on checking accounts associated with University employees.

It is likely that I am going to have to process a $30 stop payment on a $35 check that quite possibly got lost in the mail. If this person hasn’t receive the check by the General Meeting, I am going to hand deliver a new check and cancel the previous.

Motions
(This is a motion you know you will be making at the meeting)

"I move to: ___________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Motion Maker: ________________________________
Seconded by: ________________________________
T0: UNOPA Board
FROM: Donelle Moormeier & Donette Petersen, Co-Directors
COMMITTEE: Nominating Committee
DATE: April 6, 2015

Current committee report
Nominations were opened at the general membership meeting on March 10, 2015. Nominations from the floor were made for Recording Secretary. Judy Anderson and Barb Homer accepted nominations for Recording Secretary. Later Barb Homer rescinded her acceptance and Judy Anderson accepted to run the slate as the only nomination. The slate of nominees for 2015/2016 UNOPA officers is as follows:

- President-Elect – Lisa King and Tricia Liedle
- Recording Secretary – Judy Anderson
- Corresponding Secretary – Marsha Yeldon
- Treasurer – Alycia Libolt and Marilyn Johnson

Bios for all nominees were sent to the membership by President Jane Schneider on March 17, 2015 for their review. Ballots were done on Survey Monkey, sent to the membership by the Nominating Co-chair, Donelle Moormeier, on Monday, March 23, 2015. Voting closed at 5:00 p.m. on Wednesday, April 1, 2015.

The new slate of officers for 2015/16 is:
- President-Elect – Tricia Liedle
- Recording Secretary – Judy Anderson
- Corresponding Secretary – Marsha Yeldon
- Treasurer – Alycia Libolt

We had 88 members eligible to vote, we had 72 members vote, making that almost 82% participation. We incorporated the feedback from last year, which included sending along a hard copy of the candidate bios a week early for members to review and including an abstain voting option for each office. We received no new suggestions for this year.
TO: UNOPA Board
FROM: Mikayla Tegler, Corresponding Secretary
COMMITTEE: Corresponding Secretary
DATE: 4/3/15

Current committee report
RSVPs for the Rose Frolik luncheon are due April 7th. As of April 3rd, 17 past presidents and retirees have let me know they’re planning to attend and I’m waiting to hear back from 19 more (some of them may have RSVPd through Eventbrite). The programs have been approved and will be printed this week. I will also be looking into flowers this week.

I am proposing an increase for the corresponding secretary’s budget.

Motions
(This is a motion you know you will be making at the meeting)

"I move to: ___________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________  
Motion Maker: _____________________________________________
Seconded by: _____________________________________________
TO: UNOPA Board
FROM: Tricia Liedle
COMMITTEE: Awards
DATE: 4/2/15

Current committee report:

We have four nominees for Rose Frolik.
Three judges from outside UNL agreed to participate.
All nominees and possibly all three judges will attend.
I know of 5 tables that will be reserved and awaiting to hear back from Arts and Sciences.
Sandy Lineberry will make the official presentation to the winner.

Motions
(This is a motion you know you will be making at the meeting)

"I move to: __________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Motion Maker: __________________________________________
Seconded by: ________________________________________
TO: UNOPA Board  
FROM: Diane Carson  
COMMITTEE: Ways and Means Committee  
DATE: April 3, 2015  

Current committee report

We still have one more time to earn money from the parking lot. The Spring game will be held on April 11 at 1:00 p.m. At this printing, we still had one spot left to fill during the 10:30 to 1:00 time frame. Encourage friends and family to park in our lot! Again, a big thanks to all who have helped out with the parking lot this year!

Jane Schneider and Diane Carson are coordinators for the game.

Motions  
(This is a motion you know you will be making at the meeting)

"I move to: ___________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Motion Maker: ________________________________

Seconded by: ________________________________
UNOPA Executive Board Meeting Minutes  
May 6, 2015  
3:00 p.m. – 5:00 p.m.  
Whittier Building, 3rd Floor Conference Room

CALL TO ORDER  
President Jane Schneider called the meeting to order at 3:02 p.m.

Roll Call was taken by Marsha Yelden, Recording Secretary.

MEMBERS PRESENT  
Jane Schneider, Roddy Spangler, Marsha Yelden, Mikayla Tegler, Alycia Libolt, Mary Klucas, Tricia Liedle, Cheryl Wemhoff, Diane Wasser, Karen Jackson, Breana Garretson, Donelle Moormeier, Lindsay Augustyn

MEMBERS ABSENT  
Donette Petersen, Diane Carson

AD-HOC COMMITTEE MEMBERS PRESENT  
Paige Glasshoff

AD-HOC COMMITTEE MEMBERS ABSENT  

APPROVAL OF MINUTES  
The minutes from the April 7, 2015 Executive Board Meeting were approved as presented.

TREASURER’S REPORT  
The Treasurer’s report for April 2015 was accepted as presented.

OFFICER/COMMITTEE REPORTS  
President. Report attached. The results of the parking lot survey were discussed. A question was raised if the results of the survey indicate that this should be done. A member asked how funds distribution would be handled if people have joint membership in both UNOPA and UAAD and they work more than two games or slots. The Ways and Means Chair will be responsible for keeping track of those who have dual membership in UNOPA and UAAD. It was suggested to use Google doc to create sign-up sheets for all the home games at one time to allow people to sign up early. Because we do not know the kick off time for some games, all sign-up sheets could be set up from 6:00 a.m. to 6:00 p.m. or later. The actual times would be adjusted once the start time is announced. It was suggested that the Google doc be available to UAAD members only a couple of days before the game to encourage UNOPA members to sign up and use UAAD members only as needed. UAAD will be contacted to confirm that they are still
interested in this possibility. If they are, it was decided that there will be a vote about this at the June 2015 Board meeting. President Schneider will send out an email with details in advance of the June meeting.

President-elect. No report. Roddy is working on filling the committee director positions. Three are filled and she is waiting to hear on others.

Recording Secretary. No report.

Corresponding Secretary. No report. Mikayla thanked everyone for their help with the April 14th program. Mikayla will give President Schneider a list of people who were sent cards.

Treasurer. Report attached. There was discussion about switching banks for the checking and savings accounts. Discussion about debit cards and how they would be use and who would have authority to use them followed. Mary Klucas moved: “I move that UNOPA change banks to Union Bank.” Seconded by Roddy Spangler. Motion passed. It was suggested to develop a protocol or agreement if we do get debit card(s) to decide who can use and for what purpose. A member suggested limiting the number of debit cards to one or two cards. There was concern if the debit cards would have a person’s name on it or if it would read “UNOPA.” If they are issued with a person’s name on it, that will not be useful.

Past President/Bradley Munn. No report. May 15th is the last date for Bradley Munn reimbursement.

Presidential Adviser. No report.

Awards. No report.

Bylaws. No report.

Career Development. No report.

Career Development PSP. No report.

Communication Technology. No report.

Employee Concerns. Report attached. The Chancellor’s Committee on Wellness will be generating a survey to see what people want out of a wellness program. They may offer an incentives program.

Hospitality. Report attached. It was decided to not offer water or iced tea at the May General Membership meeting.
Membership. No report.

Nominating. Report attached. Donelle reported that the election went well and they did not receive any comments or suggestions for changes.

Outreach. No report.

Program. No report.

UNOPA Notes. No report.

Ways and Means. No report. $160.00 will be deposited from the Spring Game parking lot.

Digital Commons. No report. Will continue using Digital Commons for next year. Will need to submit the Annual Report, agendas and minutes for this year.

OLD BUSINESS
Parking Lot Survey Results: The parking lot survey results were discussed during the President’s report.
UNOPA Budget Plan for 2015: The proposed budget was presented. The board discussed the following: President: It was suggested to add a line under Miscellaneous titled NAEOP Professional Development Funds in the amount of $1,600.00. This would be for UNOPA members attending National. President-Elect: It was discussed to increase the guest speaker amount and move it to Program rather than President-Elect. Corresponding Secretary: It was suggested to remove the words “as centerpieces” from the Corresponding Secretary’s section. There was discussion about using a website to create and print a scrapbook for the year rather than developing/printing pictures. The scrapbook would then go to the University Archives. It was decided to change the “Photo developing” line to read “Scrapbook” and double the amount to $40.00. Treasurer, change the “Stamps” line to “Postage.” Increase the “Checks” line from $10.00 to $30.00. Immediate Past President: The Louise Henderson Nelson award submission line was discussed. There is concern if we want to continue submitting. Awards: Separate the “Plaques & Programs” line from the “Nominee & Judges meals” line for both the Oldt Awards and Frolik Awards. Hospitality: There was discussion about the door prizes and centerpieces. Ways and Means: Increase the parking lot income to reflect an increase to $8 per spot versus $6 per spot. Alycia will make the changes and forward the proposed budget to Roddy. Roddy will email the proposed budget to the Board on Thursday or Friday. The Board will vote by email to approve the proposed budget. The approved proposed budget will be added to the May General Membership meeting agenda.
NEW BUSINESS
Summer Social: Diane Wasser will check on getting a tour of the new St. Thomas Aquinas Catholic Church for the Summer Social.
Duties of Committees: There are some things in the Duties of Committees pages that need to corrected. It was recommended to remove the last sentence in the Career Development Committee description. The description of the Outreach Committee was discussed. The purpose of the Bylaws Committee was discussed.
Alternate Delegate to NAEOP: President Schneider will be the NAEOP delegate.

The next Executive Board meeting will be the Transition Meeting on June 9, 2015.

The meeting adjourned at 4:30 p.m.

Submitted by Marsha Yelden, Recording Secretary
## UNOPA Treasurer's Report -- April 2015

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning Checking Account Balance - 4/1/15</strong></td>
<td>$9,207.01</td>
</tr>
<tr>
<td><strong>Income:</strong></td>
<td></td>
</tr>
<tr>
<td>April Interest</td>
<td>$0.38</td>
</tr>
<tr>
<td>Deposit - 4/28/15</td>
<td>$551.50</td>
</tr>
<tr>
<td>Spring Game Parking Lot - $160.00</td>
<td></td>
</tr>
<tr>
<td>Membership Dues - $15.00</td>
<td></td>
</tr>
<tr>
<td>April Luncheon - $320.00</td>
<td></td>
</tr>
<tr>
<td>50/50 - $56.50</td>
<td></td>
</tr>
<tr>
<td>Cancelled Check</td>
<td>$35.00</td>
</tr>
<tr>
<td><strong>Total Income:</strong></td>
<td>$586.88</td>
</tr>
<tr>
<td><strong>Expenses:</strong></td>
<td></td>
</tr>
<tr>
<td>252 - Pat DeStefano - February Decor (Hospitality)</td>
<td>$35.00</td>
</tr>
<tr>
<td>253 - Awards Unlimited - Frolik plaque (Awards)</td>
<td>$43.00</td>
</tr>
<tr>
<td>254 - Carissa Martin - April Giveaways (Hospitality)</td>
<td>$15.00</td>
</tr>
<tr>
<td>Stop Payment Fee - Check #245</td>
<td>$30.00</td>
</tr>
<tr>
<td><strong>Total Expenses:</strong></td>
<td>$123.00</td>
</tr>
<tr>
<td><strong>Ending Checking Account Balance - 4/30/15</strong></td>
<td>$9,670.89</td>
</tr>
<tr>
<td><strong>Beginning Cost Center Balance - 4/1/15</strong></td>
<td>$(3,415.09)</td>
</tr>
<tr>
<td><strong>Income:</strong></td>
<td></td>
</tr>
<tr>
<td>Floyd S. Oldt &amp; Boss's Awards Reimbursement</td>
<td>$1,570.10</td>
</tr>
<tr>
<td><strong>Total Income:</strong></td>
<td>$1,570.10</td>
</tr>
<tr>
<td><strong>Expenses:</strong></td>
<td></td>
</tr>
<tr>
<td>Nebraska East Union - April Luncheon (Hospitality)</td>
<td>$1,039.03</td>
</tr>
<tr>
<td>Oak Creek - Past President &amp; Retiree Flowers (Corresponding Secretary)</td>
<td>$102.72</td>
</tr>
<tr>
<td>Mail Services - 9 Pieces (Corresponding Secretary)</td>
<td>$5.03</td>
</tr>
<tr>
<td>2014-2015 Rose Frolik Award Payout (Awards)</td>
<td>$682.68</td>
</tr>
<tr>
<td><strong>Total Expenses:</strong></td>
<td>$1,829.46</td>
</tr>
<tr>
<td><strong>Ending Cost Center Balance - 4/30/15</strong></td>
<td>$(3,674.45)</td>
</tr>
<tr>
<td><strong>Ending Checking Account Balance - 4/30/15</strong></td>
<td>$9,670.89</td>
</tr>
<tr>
<td><strong>Ending Cost Center Balance - 4/30/15</strong></td>
<td>$(3,674.45)</td>
</tr>
<tr>
<td><strong>Total Funds Available:</strong></td>
<td>$5,996.44</td>
</tr>
<tr>
<td><strong>Savings Account Balance - 4/30/15</strong></td>
<td>$11,496.45</td>
</tr>
<tr>
<td><strong>55th Anniversary Balance:</strong></td>
<td>$86.64</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
</tr>
</tbody>
</table>

Current committee report: Results of Parking Lot survey to date 67 respondents out of possible 94:

**Share with UAAD?**

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Total Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Series2</td>
<td>67.69%</td>
<td>32.31%</td>
<td></td>
</tr>
<tr>
<td>Series1</td>
<td>44</td>
<td>21</td>
<td>65</td>
</tr>
</tbody>
</table>

**Able to Work Lot?**

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Total Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Series2</td>
<td>54.55%</td>
<td>45.45%</td>
<td></td>
</tr>
<tr>
<td>Series1</td>
<td>36</td>
<td>30</td>
<td>66</td>
</tr>
</tbody>
</table>
Motions
(This is a motion you know you will be making at the meeting)

"I move to: ________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Motion Maker: _______________________________________

Seconded by: _______________________________________


DUTIES OF COMMITTEES

(The job descriptions of the committees should not be kept in the Bylaws. The Executive Board should have the flexibility to adjust the duties and not require a change in the Bylaws. The Secretary should have complete job descriptions for each committee that should be reviewed by the Executive Board each year). (Each Committee shall have at least three (3) members participating on the Committee).

STANDING COMMITTEES

The Awards Committee shall organize and implement all UNOPA special awards. In the best interest of the Association, members of the Awards Committee (including Director) shall not be eligible for an award sponsored by the Association. An individual cannot be nominated for both the Floyd S. Oldt Outstanding Staff Award and the Floyd S. Oldt Silver Pen Award within the same membership year. Nominees of the Rose Frolik, Floyd S. Oldt Outstanding Staff, Floyd S. Oldt Silver Pen, and Floyd S. Oldt Boss of the Year Awards shall not be notified of the selection results prior to the official awards ceremony.

The Bylaws Committee shall review the Bylaws and Standing Rules each year and present their recommendations to the Executive Board.

The Career Development Committee shall be encouraged to organize and implement at least two workshops a year, but at least offer one workshop that will be free for UNOPA members. The committee shall encourage participation in the Professional Standards Program (PSP) of the National Association of Educational Office Professionals (NAEOP) and offer information and assistance to UNOPA members in their procurement of this certification. The committee shall offer at least one workshop per year to provide information on the Professional Standards Program. The committee shall administer the Nebraska Home Sales Professional Development Scholarships.

The Communication Technology Committee will update and maintain UNOPA’s web page. It is strongly recommended that the Committee Director have working knowledge of html, pdf, and ftp. Commitment is for two years.

The Employee Concerns Committee shall be responsible for policy statements and report to the membership on results, comments or actions on issues. Any major policy statements must be approved by the Executive Board. There shall be a Co-Director of the Employee Concerns Committee who will move into the Director’s position the following year. This is a two year commitment: 1 year as Co-Director, 1 year as Director.

The Hospitality Committee shall be responsible for establishing a pleasant and conductive environment at each general meeting by greeting attendees and encouraging fellowship. Shall arrange for room reservations and menus for each meeting.
The Membership Committee shall be responsible for sending out renewal forms, welcome letters, and membership cards once a year. They shall keep an updated database of all members on an Access database, update the listserv and provide updates to the Communication Technology Committee for the website. The Committee will obtain names of new office/service employees from HR, send UNOPA information, and make personal contact to see if new employees are interested in becoming an UNOPA member. The committee will also supply labels to other standing committees as requested.

The Nominating Committee shall be responsible for assuring the future of our organization by establishing and submitting a complete slate of officers for the upcoming year and governing the election process.

The Outreach Committee shall be responsible for developing a mentoring program for UNOPA. This may include, but is not limited to, workshops, individual mentoring partnerships, web page information or online information. The Committee shall also be responsible for organizing and coordinating the annual summer social, Secret Friends programs, and collecting Box Tops and Campbell Soup labels.

The Program Committee shall be responsible for submitting the proposed year’s program and speakers for approval as soon as tentatively arranged to the Executive Board and provide information about each monthly meeting to the UNOPA Notes Editor.

The UNOPA Notes Committee shall be responsible for collecting information for, setting up, editing, and distributing UNOPA’s monthly newsletter.

The Ways and Means Committee shall be responsible for coordinating the workers for the Fall parking lot. This committee may also develop other fund raisers throughout the year.
TO: Jane Schneider
FROM: Alycia Libolt
COMMITTEE: Treasurer
DATE: 5/1/15

Current committee report
Union Bank offers the equivalent checking and savings options that Great Western offers. At both locations, checking and savings accounts are both earning .05% interest. Checks would be around $30 seems to be a bit more than Great Western since my budget has $10 for checks. Union Bank does offer a business debit card if we would like use that feature. It may cut back on some of the checks that we have to write. What are everyone’s thoughts? Having a bank on campus definitely has a convenience factor, but I know there isn’t a location on East Campus.

Motions
(This is a motion you know you will be making at the meeting)

"I move to: ___________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Motion Maker: ________________________________

Seconded by: ________________________________
<table>
<thead>
<tr>
<th>Committee</th>
<th>Description of Expense</th>
<th>Month/Year of Expense</th>
<th>Amount of Expense</th>
<th>Totals</th>
<th>Month/Year of Income</th>
<th>Amount of Income</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
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## PROPOSED UNOPA BUDGET

### 2015 - 2016

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<td>Ad-hoc Digital Commons</td>
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<td>Ad-hoc Marketing</td>
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Total Expenses        | $ 9,080.00
Total Revenue         | $ 8,840.00
TO: President Jane Schneider
FROM: Donelle Moormeier
COMMITTEE: Nominating Committee
DATE: April 30, 2015

Current committee report
We will need to ask members for permission to delete the Survey Monkey ballot registration website.

Motions
(This is a motion you know you will be making at the meeting)

"I move to: destroy the electronic ballots on Survey Monkey for the UNOPA 2015/15 officers election.

Motion Maker: _Donelle Moormeier______________________________

Seconded by: ____________________________
TO: Jane Schneider
FROM: Breana Garretson
COMMITTEE: Hospitality
DATE: April 30, 2015

Current committee report

The April meeting yielded 98 registered attendees and 80 meals were purchased. Of those attending and having lunch—24 of which were past presidents and 3 were nominees.

Currently there are 37 people registered for the May General Meeting

Motions
(This is a motion you know you will be making at the meeting)

"I move to: _____________________________________________________________

___________________________________________________________

___________________________________________________________

___________________________________________________________

Motion Maker: __________________________________________

Seconded by: ____________________________________________
TO: Jane Schneider  
FROM: Karen Jackson and committee member Katherine Schwartman  
COMMITTEE: Employee Concerns  
DATE: 05/01/2015

Current committee report
Below are reports from some of the committees:

U-Wide Benefits Committee

Diane Wasser – UNOPA Representative

The U-Wide Benefits committee met on April 16\textsuperscript{th} at Varner Hall. Items discussed included Affordable Care Act, Long Term Care Insurance, New Employee Benefit enrollment process, NUFlex Enrollment, and CHI/Blue Cross Negotiations.

Affordable Care Act: The Bronze Plan is being used by mostly graduate assistants and a few employees. This plan is needed for compliance with the ACA. Starting in January 2016 all employees will receive a 1095C Tax Reporting statement which will indicate that your employer is providing health insurance. This is similar to your W-2 and is a required tax form.

The current CNA has informed the University that they will no longer accept applications starting in February 2016 so the University is looking at alternative providers.

New employees starting April 1\textsuperscript{st} will sign up for benefits through an online process similar to NUFlex.

NUFlex enrollment will be moving up a couple of weeks this year. The enrollment dates will be November 2\textsuperscript{nd} through November 20\textsuperscript{th} this is being done so that it will not interfere with the new SAP upgrade scheduled for December. The hope is that we will get 100% participation this year. For the 2015 enrollment 91% of the employees completed the enrollment process compared to 89% the year before. We discussed the survey that was sent out and changes that might be needed in the Robo calls and emails.

Negotiations continue with CHI and Blue Cross. The university continues to express the importance of a resolution to this negotiation.

Our next meeting will be September 24\textsuperscript{th}.

Chancellor’s Commission on the Status of Women

Edie Schleiger – UNOPA Representative

I don’t really have any report, but we (the Staff Council) are still looking for additional members. I have requested to be renewed for another term, but I certainly don’t need to be UNOPA’s rep, so if someone else expresses interest in this position, I’m happy to be just a member of the Commission with no
organizational tie. The Staff Council is still in need of three to four new members....we only have three right now. Please promote this.....we are trying to improve the application process to make it a little easier. Thanks

Edie

**Employee Emergency Loan Fund Advisory Committee**

Marcy Tintera, Jan Wassenberg, Shelley Everett – UNOPA Representatives

Members have never been called for a meeting.

**Parking Appeals Committee**

Diane Wasser, Belva Harris, Marsha Yelden – UNOPA Representatives

Members have never been called for a meeting.

**Child Care Committee**

Tricia Liedle – UNOPA Representative

Members have never been called for a meeting.

**Motions**

(This is a motion you know you will be making at the meeting)

"I move to: ____________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Motion Maker: ____________________________

Seconded by: ____________________________
CALL TO ORDER
President Jane Schneider called the meeting to order at 4:19 p.m.

Roll Call was taken by Marsha Yelden, Recording Secretary.

MEMBERS PRESENT
Jane Schneider, Roddy Spangler, Marsha Yelden, Mikayla Tegler, Alycia Libolt, Mary Klucas, Diane Wasser, Karen Jackson, Deb Berens-Hoy, Breana Garretson, Lindsay Augustyn, Diane Carson, Cheryl Wemhoff

MEMBERS ABSENT
Tricia Liedle, Carissa Martin

AD-HOC COMMITTEE MEMBERS PRESENT
None

AD-HOC COMMITTEE MEMBERS ABSENT
Paige Glasshoff

OFFICER/COMMITTEE REPORTS
No reports were given.

AD-HOC COMMITTEE REPORTS
No reports were given.

UNFINISHED BUSINESS
None

NEW BUSINESS
The President will request reports from each board member to be used for each upcoming executive board meeting.

The August Executive Board meeting will be scheduled based on results from a Doodle poll. September through June meetings will be held on the first Tuesday of the month at 3:00 p.m., in the 3rd floor conference room, Whittier Building if available. The next Executive Board Transition meeting will be the first Tuesday of June, 2015.
A sign up sheet for football game parking lot coordinator was passed around. Each member of the Executive Board is expected to be a coordinator for one game. Jane Schneider and Mary Klucas will coordinate for the first game.

There are still openings in the Standing Committees. It was suggested to make the Nominating Committee either an Ad-Hoc Committee or part of the Membership Committee. This will be discussed at the August Executive Board meeting.

The summer social flier will be sent out soon. The social will be on Tuesday, July 22, 2014.

The director list and contact information is on the website.

The budget will be sent to the Executive Board.

Changes to UNOPA Notes were discussed. There is a way to set up the newsletter similar to UNL Today. Story submission would be similar to UNL Today. There was a question about how that would work with Digital Commons. A concern was raised about how the newsletter would be submitted for awards. This will be further discussed at the August meeting.

The next meeting of the Executive Board will be in August, 2014. The date, time and location are to be determined.

The meeting adjourned at 4:50 p.m.

Submitted by Marsha Yelden, Recording Secretary