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## 2002-03 UNOPA Annual Report

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2002-2003

The 4 C's of Membership:

Acting in Concert  
with Confidence  
Coordination  
and Cooperation

# UNOPA

## Annual Report

University of Nebraska Office Personnel Association

1963-2003  
Celebrating Forty  
Years

### UNOPA Board of Directors

President, Christine Cary  
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President-elect, Carol Bom  
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Treasurer, Betty Tutt  
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Recording Secretary, Linda Luedtke  
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Corresponding Secretary, Kathy Schindler  
472-9827 kschindler1@unl.edu

Immediate Past President, Pat Hust  
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Employee Concerns Director, Kathy Bennetch  
472-8616 kbennetch1@unl.edu

Employee Concerns Co-Director, Betty James  
472-8738 bjames1@unl.edu

Hospitality Director, Susan Thomas  
472-8617 sthomas1@unl.edu

Membership Director, Marlene Focher  
472-8174 mfocher1@unl.edu

Nominating Director, Faye Massa  
472-2423 fmassa1@unl.edu

Professional Growth Director, Jan Shamburg  
472-4101 jshamburg1@unl.edu

UNOPA Notes Director, Judy Anderson  
472-7021 janderson5@unl.edu

Ways & Means Director, Jerry Schluckebier  
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## Report of the President

by Christine Cary

The President's duties are to preside at all meetings of the Association and the Executive Board; appoint directors for the standing committees with the assistance of the other elected officers; be given the opportunity to represent UNOPA at the NAEOP Advisory Council at their annual National Convention; be a member of the state and national associations; review all correspondence, UNOPA Notes drafts, etc. prior to printing; serve as liaison for UNOPA between the Nebraska State (NEOPA) and the National (NAEOP) Associations; represent UNOPA at the UNL Dean's and Director's meetings and at the Chancellor's Cabinet meetings; become the Past-president and Foundation director during the following year.

For the 2002-2003 year, my main goals were to 1) provide more detailed information and open up more communication within the organization, and 2) develop higher levels of confidence and trust among the membership. The officers met July 10, 2002 in my home to get to know each other and approve the proposed board of directors. I think this initial meeting of the executive committee was time well spent, because the officers began the year knowing what to do and how they were going to do it. Their leadership was crucial to UNOPA's success.

We began the year without an Employee Concerns director, because of an unusual arrangement in that committee the previous year which left the organization without a co-director who was prepared to move into the position. A director and co-director were eventually found who did fine work this year, and we are back on the right track in this extremely important part of the organization.

The greatest challenge for me was dealing with political and economic events which were outside our control, but which nevertheless affected our members. The United States went to war, along with our ally Great Britain, against the government of Iraq. This controversial action required tremendous resources and deployed hundreds of Nebraskans, including UNL employees, to military missions. Fortunately, the war was won quickly and with relatively few casualties. "Homeland security" became one of the highest priorities of the federal government, and new laws requiring greater accountability of foreign visitors and international students added to UNL's workload even as staff reductions continued campus-wide. Other events having a more direct effect on our members began when, for the first time since the state began taxing income, the state of Nebraska received less tax revenue than it had the previous year. Legislators were in a quandary about how to adjust to the unforeseen loss of revenue, as senators from the Lincoln area explained at a Town Hall Meeting which our University Ambassadors representative and I attended at State Fair Park. Governor Johanns suggested a cut to the university budget which would have reduced UNL's state funding by \$21 million.

UNOPA officers and the Employee Concerns director testified at two hearings of the Academic Planning Committee to reiterate our support for vertical budget cuts rather than across-the-board cuts or further cuts in campus-wide services. As the debate about the University's future heated up and stakeholders began to take sides, I felt UNOPA needed to take a stand. The Executive Board discussed the issue in a special meeting, approving a Statement of Support on February 25, 2003, supporting Chancellor Perlman's budget reduction strategy. This statement was printed in full in the Lincoln Journal editorial section under "A Local View," and was also the text of my testimony to the state legislature appropriations committee. (See page 23 of this document for the reprint.) UNOPA's representative in the University Ambassadors kept the membership informed about the process as it went along, and encouraged our members to be in touch with their elected representatives.

In March 2003, Chancellor Perlman announced \$7.5 million of planned cuts to UNL, including program cuts affecting tenured faculty. The response from the UNL Academic Senate was to enter a motion for a vote of no confidence in the chancellor at its May meeting, to be debated and voted

upon in September 2003. The UNOPA Executive Board was very concerned about the effect of that action on Chancellor Perlman's ability to lead the campus and negotiate with Central Administration, as well as the negative publicity generated by the motion. The board passed a resolution in support of Chancellor Perlman and called upon Hugh Genoways to withdraw his motion for a vote of no confidence. The chancellor conducted a survey of all UNL faculty through the county election commissioner, in order to determine whether he had enough support to continue in his position. UNOPA, UAAD and the Alumni Association conducted surveys of their own memberships. Support for Chancellor Perlman was overwhelmingly high among all the groups polled, including the faculty, and he has continued to make the hard decisions that must be made.

The officers and directors spent many hours responding to announcements and advocating for the chancellor's budget reduction plan. This was not one of my original goals, and it reduced the time and attention we were able to give to our own priorities.



Rose Frolik, UNOPA's first president, enjoying a laugh at the 40th Anniversary Celebration.

However, those issues didn't prevent UNOPA from continuing our mission. We celebrated 40 years of success in a variety of ways, from a special monthly feature in the UNOPA Notes; to a dinner party attended by, among many special guests, several founding members. Lola Young was selected the National Educational Office Professional of the Year, and we nominated Herb Howe for National Educational Administrator of the Year. We

hosted a very successful NEOPA Spring Conference on campus. These were in addition to all our normal activities! This was clearly an extraordinary year for UNOPA.

I selected the Lincoln Medical Education Foundation (LMEF) as the recipient of UNOPA's donation from the monthly 50/50 drawings. The amount of \$256.50 was sent to the foundation in June, 2003. The LMEF's purpose is to provide continuing education to health professionals, by providing services to the Lincoln community and collaborating with the University of Nebraska Medical Center. Its programs include a health clinic for low-income patients, a young mothers health and education program, a cancer resource center, programs for discouraging drug and alcohol abuse, a "pathways to self sufficiency" program to help people move off of welfare, domestic violence intervention and more. Doctors and nurses come to LMEF to train in a family practice residency program, or to meet annual training requirements to maintain their licences.

To inform the members how their donation will be used, I invited Marj McKinty, Development Director for the LMEF, to speak at the general meeting in February. Her presentation was well received and she entertained many questions from members after that meeting about the work of the foundation. Members who would like to donate more to the LMEF may do so through payroll deduction, by selecting LMEF on their United Way Combined Campaign forms.

A special donation of \$500 was made to the "UNL Faculty and Staff Budget Reduction Impact Fund," started by Chancellor Perlman and his wife, Susan. The fund will be managed by an independent committee made up of UNOPA, Academic Senate and UAAD representatives, and headed by Ed Paquette. The committee is charged with using the money to assist people who need help due to reduction-in-force actions. UAAD also donated \$500 to this fund. I'm gratified that UNOPA's financial strength allowed us to help our fellow staff in this way.

Attending Deans and Director's meetings, meetings with the Human Resources staff, and monthly meetings with Herb Howe and UAAD president, Julie Hagemeyer, was informative and enjoyable. I tried to use the information from those meetings to guide UNOPA with a larger view in mind. I hope I succeeded in that effort, but I can say for certain that I learned a great deal about UNL and I'm grateful for that opportunity. I enjoyed several social activities as UNOPA's representative, such as the Martin Luther King Freedom Breakfast, Gary Moulton's book signing party, and lunches with the UAAD president and administrators.

Membership in NEOPA and NAEOP is also a good learning experience. I attended my first national conference as UNOPA's delegate to the advisory council, and learned about the scope of the national association, which is impressive. I attended both NEOPA conferences during my term, and attended the Central Area Professional Development Day. All the events were fun and educational. Participation in NEOPA and NAEOP is a very positive benefit of being the president. I believe our affiliation with both organizations is an important thing to maintain, and involvement of our members in NEOPA, NAEOP, and the Professional Standards Program should be strongly encouraged. A standing rule change enacted this year allows the executive board to provide travel funds for the president-elect to attend the national conference, as well as the delegate. I think this was a good change; we should do everything we can to encourage participation. These affiliations make UNOPA much stronger than it would be if we stood alone.

To focus on the goals I had, we increased the number of communication channels and reported more specific information this year:

The member listserve was used extensively as a two-way communication method. We surveyed members eight times on issues of concern to the office-service staff. Nearly all the active members responded to at least one survey.

A board report was given at every general meeting, which included all motions passed and actions taken by the board (i.e., statements, testimony at hearings, resolution).

Reports of officers were also on the agenda at executive board and general meetings.

The treasurer's report to the executive board included transactions for each committee, so directors could easily track their financial activity and ask questions about financial transactions. Election results were filed with meeting minutes.

Parliamentary rules of debate on motions were followed to encourage all members to speak up in discussions on motions. The UNOPA Web site was expanded and updated.

Meeting notices and special events were published in the UNL E-News and Scarlet.

## 2002-2003 ANNUAL REPORT: Report of the President-elect

The Annual Report will include a financial statement and will be distributed to all members.

My first goal of increasing the flow of information was accomplished, mainly by the actions noted above. One motion that might have increased the sharing of information even more, a motion to make board meeting minutes available to non-board members, failed to pass at a general meeting. I don't think this was a vote against openness, but rather a show of confidence in the executive board. It also seemed to affirm the board reports, which many members have said they appreciate.

Some of the things I tried which did not work out well were: asking directors to provide written reports for board meetings, and using some of the more advanced parliamentary procedures. The best rule for running a UNOPA meeting seems to be, "Keep it simple."

I believe the second goal of increasing confidence and trust was accomplished, largely by focusing on the first one. This is what I've learned about UNOPA members.

Our members appreciate being kept informed, and they like to know their concerns and opinions are taken into account when decisions are made.

They don't need every detail; they trust committee chairs and officers to do their best.

Still, they feel comfortable when they know how the money they've paid in dues and raised by working in the parking lot is being used.

They like to know what the board is up to.

They enjoy reading UNOPA Notes.

### President's Financial Report

#### Itemized Expenses

8/12/02	NEOPA Membership	15.00
8/12/02	Supplies for Meetings	17.75
9/3/02	Photos from NAEOP Conference	40.00
9/3/02	NAEOP Membership	40.00
10/1/02	Affiliation of UNOPA with NAEOP	42.10
12/4/02	Tickets to MLK Freedom Breakfast	30.00
1/7/03	Photocopies for Executive Board	24.97
3/5/03	Howe nomination application fee	20.00
6/10/03	Donation to LMEF	<u>256.50</u>
Total Expenses Paid		\$486.32
Total Income Collected from 50/50 Drawings		\$256.50
Approved Budget		\$525.00
Budget Balance Remaining		\$38.68

The president recommends returning the balance to operating funds.

Records of the President's activities are located in a binder marked "UNOPA President 2002-2003" which will be passed on to the President-elect at the transition meeting in June, 2003. The 2001-2002 binder will also be passed on. Records of the previous years' activities will be archived in the storage area at 1700 Y St.

The president has the following recommendations for next year's president:

Meet with the NEOPA president and other affiliate presidents to learn your role in the state organization.

Meet with the officers at the beginning of the year.

Include the Foundation Committee in the UNOPA budget. Foundation is a standing committee and must report to the executive board and to the membership, the same as any other standing committee. Reevaluate the guidelines for the UNOPA Fund, with the aim of making the funds more readily available. Keep the current communication channels open (including printing and mailing UNOPA Notes) and look for ways to improve and expand upon them.

Thank you to all the members, for electing me to this position and supporting me while I served. I enjoyed it very much, and this was a great personal and professional growth experience. Your trust in the board was rewarded by a lot of hard work. I hope you feel as proud of your leaders as I do. I encourage any member who has not yet volunteered for a leadership position, to do that soon. It's an excellent avenue for developing and improving your leadership skills.

I want to thank my predecessor, Pat Hust, for getting me off to a good start and supporting this board. My best wishes go with Carol Bom next year as she leads UNOPA to even more success!

## Report of the President-elect

by Carol Bom

President-elect Activities: Attended most of the board meetings, two were missed due to illness. Attended all but two of the general meetings, two were missed due to illness. I attended special meetings with the Hospitality Director and Nominating Director. I attended a meeting at the Gallup organization in the fall. I attended the Martin Luther King Freedom Breakfast. I attended the UNOPA workshop on January 22<sup>nd</sup> entitled "Keeping Track of Your Career." In the spring, I attended a legislative hearing and an APC meeting, Domestic Partners Panel, attended some Tuesdays with HR lunch meetings, and attended committee meetings for the 40<sup>th</sup> Anniversary Committee and scrapbook subcommittee. I helped present the UNOPA presentation to the department of Environmental Health and Safety. I attended the April NEOPA Spring Conference held on the UNL campus. I helped deliver flowers on May 10<sup>th</sup> as a fund-raiser for UNOPA. I worked three football games in the parking lot for the Ways and Means Committee, representing the Program Committee and Web Page Committee. The Human Resources Department reinstated the New Employee Orientation and UNOPA members were asked to attend each "Boardwalk" session during this orientation. I scheduled two members to be at each meeting. Next year, I suggest that this be passed on to the Membership Director.



President Cary presents President-elect Carol Bom with a copy of Gary Moulton's book on Lewis & Clark.

## 2002-2003 ANNUAL REPORT: Financial Statement

At the January board meeting, I introduced a motion to change Standing Rule 6. The purpose was to have UNOPA support the UNOPA delegate and President-elect at the National Conference of NAEOP in July. I felt strongly that the President-elect would benefit greatly by attending the conference the year before they were the official UNOPA delegate. The Board agreed, and this Standing Rule change was approved by the UNOPA membership at the February 11<sup>th</sup> meeting.

The President-elect's budget was:	\$428.00
Expenses included:	
Plaque for outgoing president	\$28.65
Robert's Rules of Order	\$18.63
Conference expense	\$250.00
(\$300.00 was donated by Board in May)	
Monies remaining equal	\$130.72

### Financial Statement

Officer or Committee	Budget Expenses	Budget Income	Actual Expenses	Actual Income
Funds Carried Over from 2001-2002		2,158.00		2,158.00
President	(525.00)	175.00	(486.32)	256.50
President-elect	(428.00)		(347.28)	
Secretary	(25.00)		0.00	
Corresponding Secretary	(438.55)		(429.25)	
Treasurer	(30.00)		(20.00)	
Awards	(3,850.00)	3,350.00	(3,673.45)	3,318.05
Hospitality	(400.00)		(361.63)	
Membership	(213.00)	1,340.00	(123.25)	1,169.00
Nominating	(125.00)		0.00	
Professional Growth	(250.00)	50.00	(4.35)	0.00
Program	(440.00)		(246.63)	
UNOPA Notes	(554.00)		(601.16)	
Ways & Means	(250.00)	3,600.00	(159.84)	3,080.00
40th Anniversary	(2,228.00)	1,000.00	(2,340.66)	1685.00
State Conference	(1,750.00)	1,750.00	(326.78)	1,070.00
Summer Social	(137.00)		(136.88)	
Web Page Technician	(212.00)		(161.95)	
Donation to PSP Committee	(500.00)		(500.00)	
Donation to UNL Faculty & Staff Budget Reduction Impact Fund			(500.00)	
<b>Total Expenses</b>	<b>(\$12,355.55)</b>		<b>(\$10,419.43)</b>	
<b>Total Income</b>		<b>\$13,423.00</b>		<b>\$12,736.55</b>
<b>UNOPA Foundation Account</b>	<b>(300.00)</b>	<b>300.00</b>	<b>(252.25)</b>	<b>291.00</b>
Funds Carried Over from 2001-2002		6070.98		6070.98
<b>Total Foundation Expenses</b>	<b>(\$300.00)</b>		<b>(\$252.25)</b>	
<b>Total Foundation Income</b>		<b>\$6,370.98</b>		<b>\$6,361.98</b>

This statement is for informational purposes only. A complete financial report and audit will be conducted in July, 2003, in accordance with Article V Section 2 of the UNOPA Bylaws. This statement has not been audited.



### Report of the Recording Secretary

by Linda Luedtke

As Recording Secretary it was my duty to record the decisions and activities at all UNOPA Executive Board Meetings and General Meetings held from August 2002 through June 2003. This consisted of one officer meeting in July, eleven Executive Board Meetings and nine UNOPA General Meetings.

The procedure I followed was to email the first draft of each meeting minutes to the UNOPA Executive Board for review. Corrections were emailed back to me. The final copy of the Executive Board minutes was then emailed to the board prior to the next meeting. The final copy of the General Meeting minutes was emailed to the UNOPA Notes Director, Judy Anderson, for inclusion in the newsletter.

I assembled a notebook of copies of all Executive Board minutes, General Meeting minutes, agendas, meeting notices and other pertinent information. This will be passed on to Joan Frederick, the next Recording Secretary, at the transition meeting on June 5, 2003. I will also pass on notebooks of minutes from 2000-2001 and 2001-2002 and a box containing the tape recorder, backup tapes, disks and letterhead. I did not use the tape recorder or purchase any supplies.

#### Balance Sheet

Approved Budget \$25

Budget Balance Remaining \$25

I recommend that my unused funds be returned to the operating budget.

I have enjoyed my job as Recording Secretary this past year. Best wishes to Joan as I pass this job on to her.

### Report of the Corresponding Secretary

by Kathy Schindler

UNOPA's Corresponding Secretary's duties are to: conduct correspondence as directed by the President/Executive Board; assist in organizing the annual Past-President's and Retiree's Luncheon; assume the duties of the Recording Secretary in her absence; coordinate travel arrangements to state, regional and national association meetings; provide publicity; take photographs; and maintain the scrapbook. I'm mentioning these responsibilities because I have two recommendations at the end of my report that deal with these duties.

This year UNOPA was able to increase the number of cards sent to its members. I attribute this to the fact that UNOPA members and board members kept me informed and also to the announcement we frequently ran in the UNOPA Notes asking people to let me know when someone needed a card. Next year's Corresponding Secretary will need to buy more cards because I sent so many out this year! As of June 6, the total number of cards I sent out was:

Get Well Cards – 13

Sympathy Cards – 8

Congratulations Cards – 10 (including retirements, new baby, awards, etc.)

Thank You Cards – 4



Some of the past-presidents attending the Annual Past-president and Retiree Recognition and Awards Luncheon in April.

I also sent notices or press releases to the Scarlet and E-news about our regular meetings and special events like our 40<sup>th</sup> Anniversary Celebration, Bosses Luncheon and Awards Luncheon.

The annual Past-Presidents and Retirees Recognition Luncheon was held at Abel Hall in the North Study Lounge on April 8, 2003. There were 13 past presidents and four retirees who attended. I was happy with this number because many of them also attended the 40<sup>th</sup> Anniversary Celebration in February and a few worked at the primary election the same day as our luncheon. I ordered corsages for these honored guests and paid for their lunches out of my budget. I created a floppy disk with this information for next year's corresponding secretary. I also arranged to have three parking meters hooded for UNOPA outside Abel Hall and visitor parking permits for four honorees.

#### Recommendations for Next Year:

Last year's Corresponding Secretary suggested that coordinating registration and travel to state, regional and national meetings be dropped from the Corresponding Secretary's duties. I am also making this recommendation. What we found was that everyone made their own travel arrangements and we just kept a list of the people attending. I rented a van for the fall conference but when everyone arranged their own transportation, I cancelled the van. Because I didn't cancel it soon enough, the Transportation Department charged me \$23. The Corresponding Secretary's description reads: "coordinate and make registration and travel arrangements to state, regional and national association meetings." If we don't want to drop it altogether, I recommend that this be changed to "assist as needed with registration and travel arrangements to state, regional and national association meetings." That way if anyone needs travel assistance, there would still be an executive officer available to help our members.

My second recommendation is to update the wording on the "publicity" part of the Corresponding Secretary's job description. It currently reads: "provide publicity for UNOPA including sending notices of meetings and information to the Scarlet, C-Vis Broadcast, etc." There was no information on what the C-VIS was, so I focused my notices to the Scarlet and the E-news—an electronic newsletter at UNL. My recommendation is to reword that description to read: "provide publicity for UNOPA including sending notices of meetings and information to the Scarlet, E-news, etc."

## 2002-2003 ANNUAL REPORT: Standing Committees

### Financial Report

Total Income Collected, if applicable: \$0

#### Expenses

Itemized Expenses (list)	
Letterhead & Envelopes	\$97.97
2 books of stamps, film & film processing	\$43.52
Van/car reservation to fall conference	\$23.00
Film & card	\$5.48
Film & film processing	\$10.36
Courier to Barb Carley (awards director)	\$5.50
Past Presidents & Awards Luncheon	\$206.00
(lunches-\$92, parking-\$46, corsages-\$68)	
April meeting program at Kinkos	\$26.96
Film & photo processing	<u>\$10.46</u>
TOTAL Expenses	\$429.25
Approved Budget	<u>\$438.35</u>
Budget Balance Remaining	\$9.10

I recommend that the remaining budget balance be returned to the operating budget.

Records of the committee's activities are located in a binder marked "UNOPA" which will be passed on to the next director at the Transition Meeting in June, 2003. Records of the previous years' activities have been given to the President for archiving.

Thank you for the opportunity to serve as UNOPA's corresponding secretary. I enjoyed working with everyone and getting to know UNOPA members better. I also found that many UNOPA members exude the four C's that Chris Cary had in her president's theme: Acting in Concert with Confidence, Coordination and Cooperation. It was truly a growth experience for me. Thank you again.

## STANDING COMMITTEE REPORTS

### Report of the Awards Committee

by Barb Carley, Director

The Awards Committee facilitates the presentation of Floyd S. Oldt Boss of the Year Award in the fall and the presentation of the Floyd S. Oldt Outstanding Staff Award, Floyd S. Oldt Silver Pen Award, and Rose Frolik Award in the spring. Members of the committee were Becky Hastings, Inventory; Linda Luedtke, Dean's Office, College of Arts and Sciences; and Trisha Liedle, Water Center.

#### Floyd S. Oldt Boss of the Year Award

The committee meets once or twice before each award presentation, then communicates by phone or email. We began by pondering avenues of publicity for the Floyd S. Oldt Boss of the Year Award. Announcements were placed in UNOPA Notes, The Scarlet, E-news, and announced at each UNOPA general meeting through October, 2002. Submission deadline was October 11, 2002. Flyers were mailed to all UNOPA members, IANR Deans and IANR Department Heads/Chairs/District Directors, and to all departments on a mailing list at Purchasing. (We thought of a more thorough way for mailings in the future—see Spring Awards!)

Seven nominations were received for the Boss of the Year Award:

Jim Cotter	Teachers College Student Services Center
Tom Crawford	INTSORMIL
Jesse Hock	Printing Services
Greg Maguire	Housing
Bill Seiler	Communications Studies
Dan Shattil	Daily Nebraskan
Cheryl Wiese	Bureau of Sociological Research

At the Annual UNOPA Bosses' Luncheon, November 12, 2002, the Boss of the Year award was presented to Jim Cotter by last year's recipient, Vi Schroeder. Judges must be selected from outside the University. This year, the judges were: Gary Timm, State Department of Insurance; Mary Jo Yates, business owner of Dollar Emporium, Seward; and Patty Bailey, Independent Sales Director, Mary Kay.

Articles reporting the event were sent to The Scarlet and the NEOPA NEON Newsletter.



Last year's Boss of the Year, Viann Schroeder, presents Jim Cotter with this year's award.

#### Annual Spring Award Luncheon

Announcements for the Rose Frolik Award, the Floyd S. Oldt Silver Pen Awards, and the Floyd S. Oldt Outstanding Staff award were printed on pastel paper and distributed at the combined UAAD/UNOPA meeting on January 14<sup>th</sup>. Our thinking was that this was the audience that would be submitting nominations, after all! Request for nominations were published in UNOPA Notes, E-news and the Scarlet. Corresponding Secretary, Kathy Schindler, spearheaded this effort. We then tried something new for getting nomination information to campus departments. Mailing and Distribution has a "Please Post" list of all departments on campus (a total of 400). For a small fee, the taped and folded brochures, printed in Printing Services, were mailed to each department. All nominations were due February 28, 2003.

## 2002-2003 ANNUAL REPORT: Standing Committees

Judges for the Floyd S. Oldt awards are to be from the University community—one person per classification—a set of six per award. This year the judges were as follows:

### Silver Pen Award Judges:

Administrator	Kim Phelps
Manager or Supervisor	Pat Klein
Faculty	Michael Hayes
Director	Mike Cacak
Office	Susan Vosler
Service	Bob Gier

### Outstanding Staff Award Judges:

Administrator	Dave Howe
Manager or Supervisor	Anne Mulligan
Faculty	DeLynn Hay
Director	Rod Moore
Office	Dale Wicks
Service	Susan Budler

### Rose Frolik Award

The Rose Frolik Award must have three judges from outside the University community. Rose wanted a head of personnel from local industry or the State Personnel Director; a local media personality; and a humanitarian (clergy, judge, etc.). We had secured Peggy Wolfe, Pfizer; Carol Turner, KZKX; and Mike Neidow, Messiah Lutheran, as judges.

Rose Frolik has requested that Sandy Lineberry, Nebraska Forest Service, present this award each year. One nomination was received. Sandy Lineberry presented the Rose Frolik Award to Lois Brinton, who was surprised and delighted to receive it!



Lois Brinton, Publications & Photography

### Silver Pen Awards

Six nominations were received:

Judy Anderson	Publications & Photography
Diana Buchholz	University Services Business Center
Glenda Moore	Women's Studies
Carol Neal	Data Entry
Cathy Watson	Management Department, CBA
Judith Yeck	College of Journalism & Mass Communication

The Awards Committee Director introduced each nominee, each was given a certificate of nomination, and the two recipients of the Floyd S. Oldt Silver Pen Award, Judy Anderson and Judith Yeck, were announced.



Judy Anderson,  
Publications & Photography



Judith Yeck, College of  
Journalism & Mass  
Communication

### Outstanding Staff Award

Eight nominations were received:

Judy Anderson	Publications & Photography
Joan Frederick	INTSORMIL
Michelle Jacobs	Marketing Department, CBA
Heather Kuhl	University Services Business Center
Carol Neal	Data Entry
Cathy Watson	Management Department, CBA
Judith Yeck	College of Journalism & Mass Communication
Lola Young	Cather-Pound-Neihardt-Husker Residence Halls

Each nominee was introduced and given a certificate of nomination. The Awards Committee Director then announced Joan Frederick as the 2003 Floyd S. Oldt Outstanding Staff recipient.



Joan Frederick, INTSORMIL

### Recommendations

The committee recommends that:

A person be eligible to receive only one award in the Spring Awards

A person be nominated for either the Silver Pen Award or the Outstanding Staff, but not both

Using Mailing & Distribution to mail award brochures to departments on campus works well!

### Awards Committee Financial Report

#### Boss of Year

Printing expense for Boss of Year Award flyer	\$32.70
Photography expense	\$59.60
Lunches for Boss of Year Nominees, judges, past winner	\$63.50
Monetary award to Jim Cotter for Boss of Year	\$500.00
Plaque for Boss of Year	\$40.35
One-year UNOPA membership for Jim Cotter	\$9.00

#### Silver Pen

2 silver pens and engraving for Silver Pen Awards	\$51.00
Frames for 2 Silver Pen certificates	\$8.50
Printing expense for Silver Pen flyers	\$43.60
2 one-year UNOPA memberships	\$18.00
Monetary awards for Silver Pen 2 x \$600 ea.	\$1,200.00

#### Outstanding Staff

Plaque & engraving for Outstanding Staff Award	\$52.00
Printing expense for Outstanding staff flyers	\$43.60
One-year UNOPA membership for Joan Frederick	\$9.00
Monetary award for Outstanding Staff	\$1,000.00
Lunches (14 x \$5.75 ea.)	\$80.50

(for photographer, judges & nominees for Silver Pen & Outstanding Staff)

#### Rose Frolik

Plaque & engraving for Rose Frolik Award	\$34.90
One year UNOPA membership for Lois Brinton	\$9.00
Monetary award for Rose Frolik (Lois Brinton)	\$300.00
Lunch for Nominee (Lois Brinton)	\$5.75
Mailing & Distribution brochure mailings to departments	\$31.00
Photography expense for Awards Luncheon	\$75.70



## 2002-2003 ANNUAL REPORT: Standing Committees

### Totals

Award Expenses	\$3673.45
To be reimbursed by Floyd S. Oldt Foundation	\$3318.05
Total UNOPA Award Expenses	\$355.40
Approved Budget	\$3850.00
Remaining Budget Balance	\$144.60

### Report of the Employee Concerns Committee

by Kathy Bennetch, Director

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.

Employee Concerns Committee Members are:

Kathy Bennetch, Chair  
Betty James, Co-Chair

Representatives:

Academic Senate – Linda Thelen  
Campus Grievance Committee – Shelly Everett  
Campus Parking Advisory – Sandy Lineberry  
Campus Police Advisory – Diane Sullivan and Kim Reynolds  
Campus Recreation Advisory – Linda Cowdin  
Chancellor's Award for Exemplary Service to Students –  
Edie Schleiger  
Chancellor's Campus Safety Committee – Leslie Brooks  
Chancellor's Commission on the Status of Women – Lois  
Erickson and Diane Wasser  
Employee Assistance Advisory – Shirley Horstman  
Emergency Employee Loan Fund Advisory – Amy Fisher,  
Linda Thelen and Doreen Wagenaar  
Human Rights Committee – Marilyn Turbush  
Parking Appeals Committee – Judy Anderson, Amy Stewart  
and Diane Wasser  
Sue Tidball Award for Creative Humanity – Debbie Hendricks  
UNL Employee Benefits – Lola Young  
U-Wide Employee Fringe Benefits – Lola Young

Records of the committee's activities are located in a binder marked "Employee Concerns Committee 2002-2003" which will be passed on to the next director at the Transition Meeting in June, 2003. Records of the previous years' activities have been given to the President for archiving.

The committee has the following recommendations for next year:

Continue to work with the administration to get the Employee Scholarship Proposal established  
Continue to be supportive of the employees affected by Reduction in Force (RIF)  
Work with the past president on achieve records especially those records affecting Employee Concerns committee  
Research the history and prepare a proposal regarding the Educational Incentives. We need to keep reminding the administration several employees continue their education through workshops or classes. An incentive program should be considered.

What a year! Budget cuts have impacted all of us in some way this year. Either we have read about the process or have been directly affected by the Reduction in Force. Chancellor Perlman had the unwelcome task of imposing budget reductions which the legislature mandated during the 2003-2005 biennium, and several items were addressed by the UNOPA Employee Concerns Committee as a result of the budget situation.

Reduction-in-Force – Bruce Currin, Human Resources, asked both UNOPA and UAAD to respond to a proposal regarding the Reduction-in-Force policy. One of the changes proposed was to require a probationary period for employees who are rehired after they have been RIF'd. The rationale for this change is that lack of a probationary period has been an obstacle to reemployment, and this change will encourage hiring officers to hire RIF'd employees. The issue was referred to the Employee Concerns Committee, which discussed the proposal and raised several issues of concern. The following response was approved by the UNOPA board and forwarded to HR: "The UNOPA Executive Board would prefer that RIF'd employees would not have to serve a new probationary period if offered reemployment, however, if serving a new probationary period expedites and facilitates the rehiring of RIF'd employees, then we support the changes recommended by Human Resources."

Budget Cuts – Chris Cary, Carol Bom and I attended the Academic Planning sessions and endorsed the vertical cuts made by the Chancellor. We attended the Appropriations Hearings at the capital and Chris presented our endorsement of Chancellor Perlman's vertical cuts.

How can we increase revenue? – UNOPA members were surveyed by e-mail asking for suggestions on how to increase revenue. Those suggestions were forwarded to the Chancellor and the Academic Planning Committee for consideration.

Vote of Confidence/No Confidence – At an Academic Senate meeting in April, Professor Hugh Genoways stated that his constituents in the Museum wanted him to bring forth a motion for a vote of no confidence in the Chancellor. He stated that in his judgment, it may be premature to do this right now. He stated that the issue is tenure, not budget cuts. A few days later Chancellor Perlman e-mailed the faculty and asked for a vote instead of waiting until the fall when the Academic Senate reconvened. UNOPA did an e-mail survey of the membership asking if they had confidence in Chancellor Perlman's ability to continue leading the university. UNOPA members unanimously supported the Chancellor's ability and we developed the following resolutions which were forwarded to the media, Academic Senate and the Chancellor.

Resolved, That UNOPA endorses Chancellor Perlman's actions and desires that he gives consideration to the support he is given by UNL office personnel; and urges him to continue to provide his strong leadership to UNL; and

Resolved, That UNOPA calls upon Hugh Genoways to withdraw his motion to the Academic Senate regarding the vote of "Confidence/ No Confidence."

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Employee Scholarship for Part-time Employees Proposal – Part-time regular employees presently are not eligible for the Employee Scholarship Program. Though many part-time staff work annual hours equal to or greater than those classified as full-time, they receive no Employee Scholarship benefits. A UNOPA ad hoc committee developed a proposal highlighting what our peer institutions offer and compared Human Resources classifications by the annual work hours. Benefits should be applied equally within work classifications.

Domestic Partner Benefits – UNOPA and UAAD were asked by the Academic Senate to take a position on the domestic partner benefits. The UNOPA Board decided not to take a position on this issue and encouraged individuals to express their opinion to the Board of Regents. Both organizations cosponsored a panel discussion on domestic partner benefits as an opportunity for our members to become more educated about the issue. A video tape of this discussion will be available to all members.

### Employee Concerns Subcommittee Reports

#### UNL ACADEMIC SENATE – Linda Thelen

The Academic Senate minutes are posted on the Web at: <http://www.unl.edu/asenate/welcome.htm>. The Budget Reduction Process was the main focus for this committee this year. Much discussion focused on the vertical cuts, the decision process, tenure faculty being cut, the Academic Planning Committee recommendations, the motion of "No confidence", and the general uncertainty of how the cuts will affect the university.

#### CAMPUS GRIEVANCE COMMITTEE – Shelly Everett

This committee did not meet this year. No report.

#### CAMPUS POLICE ADVISORY COMMITTEE – Diane Sullivan

The committee met two times this year. We discussed what the University Police were working on and what types of crimes were being committed on campus. UNL Police have updated their Website, <http://police.unl.edu/>, with very valuable information. We are going to continue to meet once every semester for updates.

CAMPUS RECREATION ADVISORY COUNCIL – Linda Cowdin  
Campus Recreation Advisory Council (CRAC) members meet at the Campus Rec facility (Room 230) on Tuesday afternoons at 4:30. Once again this year CRAC encountered many challenging topics, and helped resolve issues that greatly impact the operation of Campus Recreation. The most challenging endeavor was the Operating Budget. CFA and ASUN approved operating budget allocations for Campus Rec that had a shortfall of \$50,626. Therefore, to make up the shortfall, Campus Rec will be implementing the following:

1. Locker rental rates will increase by \$1.50, \$1, \$.50/month (Fall 2003)
2. The Southwest ID entrance will be closed on weekends (July 2003)
3. Faculty/staff membership rates will increase to \$20 per month (Fall 2003)
4. Repay NE Community Park Loan over a 10-year period instead of 8-year period
5. Child care service hours will be reduced (Fall 2003)

Proposed membership policy changes for 2003-2004 (beginning Fall 2003 semester) are as follows:

Guest passes for a onetime access (nonrefundable) will increase from \$5 to \$6

Increase rates for all secondary memberships from 70% to 80% of the student fee

Change the age at which dependents are charged for a membership from 9-23 years of age to 16-23 years of age

All dependents between 16-23 years of age will be charged for membership (per above), however, an unlimited number of dependents 15 years of age and under would be free.

The new Northeast Community Park located at 32<sup>nd</sup> and Leighton (field replacement for those areas affected by the Antelope Valley Project) continues to be under construction. Although the contractors are somewhat behind schedule, hope is the area will be ready for use by Campus Rec Fall of 2003. The fields that will be lost due to the Antelope Valley project cannot be taken by the project until the Northeast Community Park is completed and in shape for occupancy.

The state's economy has put the Department of Roads activities on hold regarding new gravel for the access road to the Challenge Course at 6900 West Superior. New gravel is needed because when it rains the road continues to be next to impassable.



Past presidents Lorraine Moon (l) and Jan Harris (r) enjoy themselves at the Past-Presidents/Retiree luncheon.

#### CHANCELLOR'S AWARD TO EXEMPLARY SERVICE TO STUDENTS – Edie Schleiger

The committee was supplied with the nomination materials for around thirty staff members. We were asked to review the documentation and be prepared to discuss why we selected our top candidates. We met in March and compared our individual choices, discussed the attributes of each and came to a unanimous decision - William Lyons, College of Law.

#### CHANCELLOR'S COMMISSION OF THE STATUS OF WOMEN – Lois Erickson Ex-Officio UNOPA member

The Chancellor's Commission on the Status of Women and Chancellor Perlman have agreed to restructure the Commission in order to provide more effective dialogue between the Chancellor and women students, faculty and staff and to develop strategies to improve conditions for women on campus. Some of the changes that have been submitted to Chancellor Perlman are as follows:

The Council of Faculty shall consist of 8 members

The Council of Staff shall consist of 8 members also. The UNOPA and UAAD representatives are included in this 8-member council with voting privilege.

The Council of Students shall consist of 8 members.

Another recommendation to the Chancellor will be that the Commission as a whole will meet on a bimonthly basis, and Councils will meet at least on the alternate months and as frequently as needed to function effectively as a Council.

Each Council will meet with the Chancellor at least once a semester. Regular agenda items for Commission meetings will include discussion of issues that cross faculty, staff and students.

Some of the items the CCSW continue to work on are: 1) Gallup Survey itself and whether its findings and the process established to address them can promote improvement in climate; 2) evaluation of administrators, the CCSW will propose revision of the system of administrator evaluation; 3) determining the climate and the status of women at UNL. The CCSW will work with the Office of Equity Access and Diversity and the Chancellor to conduct exit interviews with departing faculty about their experiences at UNL. We recommend that anecdotal information from CCSW forums and other sources should be followed up in conjunction with other assessments of climate and of the status of women.

**CHANCELLOR'S UNIVERSITY SAFETY COMMITTEE** – Leslie Brooks  
This was my first year on the Safety Committee. We meet every quarter and I have to date attended three meetings. The next one is scheduled for July.

**Responsibilities:** The Chancellor's University Safety Committee (CUSC) is established to assist the Chancellor with ensuring the campus environment is a safe and healthy place for people to come. The CUSC may make recommendations regarding safety and health programs as well as hazards throughout the University. It is the responsibility of the CUSC to adopt and maintain an effective written Injury and Illness Prevention Program (IIPP). All recordable employee injuries/illnesses may be reviewed by the CUSC.

Each meeting consists of a report of the Environmental Health and Safety Department activity and a review of the accident reports at UNL for the previous quarter. We are also given the opportunity to examine just a sample of those accidents more closely, when we are given a report describing the accident, how it happened and steps that were taken to avoid having it happen again. Other discussion topics vary each time.

One of the most interesting discussions as far as I was concerned was when a member of the committee reported that employees in his building were bringing their pets to work. A member of the University Police was on the committee and reported that unless those pets were causing a disturbance there was really nothing they could do. I thought I had been told when I started at the University that only lab animals were permitted, but I could not find it in the regulations on the University Web site. Someone finally came up with a rule published in the research area of the UNL Web site that said "Pets or animals, other than for research or teaching, will not be permitted in any campus facility without approval from the Institutional Animal Care and Use Committee (IACUC), Research Compliance Services."

**EMERGENCY LOAN FUND ADVISORY** – Doreen D. Wagenaar  
The Employee Emergency Loan Fund exists to help regular UNL employees who are experiencing a personal financial emergency and have exhausted all other avenues for obtaining money. The



The 40th Anniversary Celebration attracted over 90 current and former members and their guests in February at the East Union.

Employee Emergency Loan Fund has been established and funded by UNL employees, employee groups and friends and is totally confidential. All moneys are contributed by UNL employees. No state or other UNL moneys are used by this fund.

Types of situations where loans have been granted include medical procedures, funeral expenses, lawyer retainer fees, car repairs, overdue rent, funds to stop the shut-off of utilities, furnace replacement, theft and other personal crises. Up to \$750 can be borrowed and all money borrowed is interest-free and is paid back by payroll deduction.

In order to apply, an appointment with the Employee Assistance Program (EAP) has to be made. Second, evidence of pursuit of other avenues of assistance needs to be provided. Thirdly, a complete loan application form that asks for the amount requested and the reason for the request needs to be filled out. An EAP counselor receives and screens all requests before presenting the case, without using names, to three EELF Advisory Council members. (The EELF is composed of faculty members, managerial/professional, office, and service employees selected by their respective representative bodies).

We continue to have quite a few inquiries about the loan fund, but very few we grant each year. Many of the employees either do not qualify due to being on original probation, prefer not to apply for a loan at a financial institution, need more money than we can loan, or find assistance elsewhere. In the event the ELF is not appropriate, we always identify other sources for them such as Lincoln Action Program, Lincoln Housing Authority and Consumer Credit as possible resources. Through those calls we can also identify people who may need assistance in other areas which may be causing some of their financial difficulties and we attempt to get them into the Employee Assistance Program (EAP) for counseling. An ELF Committee meeting is held annually to review the program and obtain feedback from committee members.

**EMPLOYEE ASSISTANCE PROGRAM ADVISORY COMMITTEE** – Shirley Horstman

The Employee Assistance Program Advisory Committee consists of seven to nine representatives from the diverse categories of employees covered by the Assistance Program. The Advisory Committee's responsibilities involve evaluating the strengths and

weaknesses of the Employee Assistance Program and support the program in any way that is needed.

The committee met on November 11, 2002. Repairs to the Syford House are needed, however, money has dried up in the private sector that could be used for repairs. Applicable grants will be identified and applied for. Approximately \$200,000 is needed; \$100,000 for repairs to the house and \$100,000 for renovation of the carriage house which could be used for retreats and meeting rooms.

The EAP is seeing an increase of clients reporting concerns of anxiety and depression, and issues of addiction. There have been fewer supervisory and employee orientations due to increased workload regarding layoffs and clinical issues.

The Mediation Center is providing mediation services for UNL. It was reported that usage was low but Human Resources and EAP have been making referrals to the Center.

### HUMAN RIGHTS COMMITTEE – Marilyn Turbush

This committee did not meet this year. No report.

### PARKING ADVISORY COMMITTEE - Sandy Lineberry

The 2002-03 Parking Advisory Committee (PAC) year was a year spent in establishing guiding principles for the committee at the request of Christine Jackson, Vice Chancellor for Business and Finance. By the end of the year, PAC had established the following guiding principles to be used in making recommendations in the planning processes related to parking and transit issues. Each area was thoroughly debated by the committee "at length."

Parking and Transit Services' revenues are to remain in parking operations.

Parking is to be reimbursed for any parking stall lost in construction due to displacement including the Antelope Valley Project. Before any building construction can take place in the future on this campus there should be a plan in place to replace the parking affected by the structure, to satisfy parking for any additional personnel added to that area based on standards that are set regarding the number of parking stalls including a sufficient number of visitor stalls adjacent to or within reasonable distance from the new construction project.

Any discussion of something other than the above two displacement guidelines or pertaining to these guidelines should be communicated to the Parking Advisory Committee to keep them informed so they can take it up with their constituents and discuss it for future input.

Parking and transit operating budgets must be balanced at the end of the accounting period and meet the required debt service payments. Although parking rates are considered the primary source of bond repayment and major repair and renovation projects, the committee will continue to pursue commitments to develop new revenue-generating options for Parking and Transit Services to redistribute parking and transit costs to all beneficiaries.

Parking rate issues will be discussed in the overall context of parking and transportation.

Parking regulations, handicap accessibility, and/or policies will undergo an annual review process by the committee.

It is important for Parking and Transit Services to maximize communication with other departments through media such as KRNU, e-mail newsletters for faculty, staff and students, the Daily Nebraskan and the Scarlet, on issues relating to construction and events which will impact parking on campus. Permit parking lots should not be temporarily taken out of use in part or total, when there is not a close available alternative, without suitable prior notice to permit holders except in emergency situations.

Rate increases should apply fairly to all faculty, staff, students, visitors and vendors and be consistent with preexisting contracts and policies.

Commitment to encourage alternative modes of transportation particularly transit.

Incentives and education about carpooling.

In addition, financing was received as a result of the Antelope Valley Project to build the 14<sup>th</sup> & Avery garage, which will be completed within the next few years. This will be a great addition to City Campus and will help alleviate the parking crunch.

We continue to pursue alternative funding to keep parking fees down for all employees, and were successful this year with a minimal rate increase.

### PARKING APPEALS COMMITTEE – Judy Anderson, Amy Stewart and Diane Wasser

The Parking Appeals Committee meets the first Thursday of every month throughout the year. We hear the appeals that concern faculty and staff as well as the non-university community. If they do not appear in person we read their written appeal and make a decision based on the facts at hand. We usually hear anywhere from 1 to 5 in person and act on 6 to 15 per month. Representatives from the Academic Senate, UAAD and UNOPA make up the committee. Members of the Parking staff are also present to assist and answer questions.

### SUE TIDBALL AWARD COMMITTEE – Debbie Hendricks

Once again, it has been my pleasure to have served on the Sue Tidball Award Committee for 2002-03. I honestly believe that the Tidball Award is one of the most heartwarming recognitions that is given on this campus. It is an award that recognizes those very qualities that we claim to value most as compassionate human beings. The Sue Tidball Award is sponsored by the campus ministry of United Ministries in Higher Education at UNL, by the UNL Office of Student Affairs, and by the Tidball family, working with an independent committee of faculty, staff, students and community representatives.

This year nine individuals were recognized as award nominees at the Tidball celebration held on March 30th. Jan Sammet, UNOPA member, was one of the award nominees. Award recipients were Stephanie Adams and Chuck van Rossum. The Tidball Celebration is always a lovely event, held at St. Mark's on the Campus. Each nominee receives special recognition and is thanked for their efforts in making our campus a more humane place to live and work.

### UNL BENEFITS COMMITTEE – Lola Young

The UNL Benefits Committee has not been as active this year. The committee met in the fall. Given the budget cuts already made at that time and the likelihood, now realized, of additional budget cuts, the Committee concluded that this academic year was not an appropriate time to suggest any additional benefits.



## 2002-2003 ANNUAL REPORT: Standing Committees

We did take a closer look at some benefits now available to faculty and staff. Our findings are as follows:

The Committee looked into the services available through the University Health Center and how well those services are publicized. We found that staff and faculty, in general, have access to all pharmacy, radiology, laboratory and physical therapy services at the Center, as well as the Travel and Immunization Clinic and some educational services available through Community Health. Faculty and staff are not eligible to use the general medical clinic or the Counseling and Psychological Services unit of the Center, primarily because many of the services are funded by student fees and the Board of Regents has a policy against competition with the private sector. A Health Center brochure is distributed to new faculty and staff during their orientation session and the Center may participate in an orientation for new employees that Human Resources is developing.

We are seeking information concerning utilization on the contraceptive benefit added to the Blue Cross/Blue Shield insurance plan, but we have not yet received a full report. It appears that, in many cases, the insurance co-payment exceeds the cost of the pills, so the contraceptive feature provides little benefit.

We also looked into the utilization of the tuition remission plan since its extension to dependents. The following chart indicates the number of people from each campus who use the tuition benefit for themselves or their spouses or dependents.

<u>Campus</u>	<u>Person Using</u>	<u>Number</u>
UNCA	Employee	13
	Spouse/Dependent	16
UNK	Employee	48
	Spouse/Dependent	67
UNL	Employee	354
	Spouse/Dependent	386
UNMC	Employee	207
	Spouse/Dependent	177
UNO	Employee	143
	Spouse/Dependent	108

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

**U-WIDE EMPLOYEE FRINGE BENEFITS COMMITTEE** – Lola Young  
Hopefully you all feel that the outcomes from this committee were a little better than they have been in recent years. Unfortunately, much of what we recommend is due to the high medical/prescription drug costs and the requirement that we have enough money in the trust fund (which is where our premiums go) to pay the bills. Changes that were suggested for this year are as follows:

- \$ Eye Med premiums increased approximately 7% (the first increase since inception)
- \$ Long-term disability – no increase
- \$ Retirement plan for disabled employees changed from pre-tax dollars to after-tax dollars
- \$ LTD benefits change – The monthly maximum payout increased from \$7,500 to \$10,000 per employee (having no impact on the base rate). This doesn't affect lower paid employees.

- \$ Health Care Reimbursement Account – Recommended that the maximum contribution be increased from \$3,600 to \$5,000.
- \$ ADD and Dependent Life – It was suggested that the amounts be rounded up to the nearest dollar. (The majority of employees to end up with a slight decrease in premium.) This move was to make communication with employees easier.
- \$ ADD policy rider indicating that if an employee is riding in a private car and wearing their seat belt, they receive extra benefit.

Our annual April "wish list" meeting was cancelled due to the budget cuts and probability that we would not have liberty to implement new benefits at this time.

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

### Report of the Foundation Committee

by Pat Hust, Director

The Foundation Committee monitors the Foundation account, which is dedicated to professional growth. Members may request reimbursement for out of pocket expenses for professional growth activities. Reimbursements must be approved by the Foundation committee according to printed guidelines.

According to the guidelines, the committee members are: the Immediate Past President as Chair, Pat Hust; Professional Growth Director, Cheryl Ross; Treasurer, Betty Tutt and two additional at-large UNOPA members, Sandy Watmore and Jan Sammet.

The committee met in September and decided to approve up to six reimbursements during this year based on past experience and funding available. The Committee recommended to the Executive Board that the stipend amount be increased from \$50 to \$100 to better meet the needs of our membership. The recommendation was approved at the October meeting.

Three requests for reimbursement have been approved as of this date. One more was submitted and approved for \$100.00, but it has not yet been paid and is not reflected in the balance below. One person is added to the donor list this year.

#### Balance Sheet

Beginning Balance (6/30/02)	\$6,070.98
Income from donations	291.00
Reimbursements (3)	<u>252.25</u>
Ending Balance (4/30/03)	\$6,109.73

#### Recommendations:

The Foundation account is underutilized and it is recommended that the Professional Growth Committee be alerted to the possibility of using the Foundation funds as they plan for next year's activities.

Adding the Foundation reimbursement and donation forms to the Web page has made them available to all members at any time. However there is still some confusion about the relationship

## 2002-2003 ANNUAL REPORT: Standing Committees

between the Foundation and PSP. Including the guidelines for reimbursement might make it clearer that there is no connection between the two, except that both promote professional growth.

### Report of the Hospitality Committee

by Susan Thomas, Director

Committee members: JoAnn Barry, Pat DeStefano, Debbie Hendricks, Barb Homer

The original main duty of the Hospitality Committee was to establish a pleasant environment at each General Meeting by greeting attendees and encouraging fellowship. We hope we accomplished that duty, but our job went beyond that guideline. An organized summer meeting was held for our committee members to make arrangements for monthly meeting locations and meal planning. We decided this year to move the meetings across the two campuses and looked at various buildings and rooms. Ron Burke of Dining Services gave us some great prices on meals and Jessie Brophy of Dining Services set up some menus for us to choose from. Committee members took turns designing the monthly flyer/reservation forms and made name tags for members and guests attending each meeting. Our members sold and collected the 50/50 drawing money that was available at each meeting. The committee met every Thursday before the general meeting, discussing and working on centerpieces and door prizes. We seemed to work well together and had a great time!



Members of the Hospitality Committee at work: Barb Homer, Joan Barry and Pat DeStefano.

#### September 10

"Round-Up Some Fun in UNOPA" – Bob Devaney Sports Center  
74 attendees (12 were guests)—48 catered lunches  
Lunch menu—Brown Baggers for \$6.70; consisted of sandwich, dill spear, baby carrots, chips, & two chocolate chip cookies. Committee supplied iced tea.  
Decorations—Western theme, consisted of sunflowers, lanterns, cowboys, and fences  
Door prizes—Sunflowers, lanterns, & Gary Moulton's Journal of Lewis & Clark, Vol. 2  
50/50 drawing—\$22.00  
Expenses—\$35.91

#### October 8

"Sea" theme for Thai Association of UNL – UNL Culture Center  
67 attendees (3 were guests)—39 catered lunches  
Lunch menu—Jimmy John's for \$6.50; consisted of sandwich, pickle, chips, and cookie. Everyone brought their own drink.  
Decorations—Sea theme, consisted of shells, sea beanie babies, & fish net  
Door prizes—14 squid & scorpion beanie babies, koozies, sea horse ice cube tray, and shells for everyone  
50/50 drawing—\$24.50  
Expenses—\$40.90

#### November 12

UNOPA Bosses' Luncheon – East Campus Union  
139 attendees (49 were guests)—89 catered lunches  
Lunch menu—\$6.35, consisted of pot roast stew, corn bread muffins, dessert, tea and coffee  
Decorations—patriotic theme, consisted of ten star centerpieces, six candy bouquets, and flags  
Door prizes—ten centerpieces, six candy bouquets and four frames  
50/50 drawing—\$36.50  
Expenses—\$76.76

#### December 20

Holiday Luncheon – City Union Ballroom  
76 attendees (3 were guests)—52 catered lunches  
Lunch menu—\$5.75, consisted of a taco bar with refried beans, mixed green salad, cookies, tea, and coffee  
Decorations—Christmas theme, consisted of tabletop trees, aprons, and bears  
Door prizes—12 Christmas trees, 5 hand decorated aprons made by our committee members, and two stuffed bears  
50/50 drawing—\$29.00  
Expenses—\$36.81

#### January 14

"Thermostats and Thermometers" – Champions Club with UAAD  
122 attendees—all catered meals  
Lunch menu—Chances R restaurant for \$10.00, consisted of oven baked steak, mashed potatoes, carrots & green beans, strawberry fluff, rolls & butter, tea and coffee  
Decorations—Snow/snowflake theme, consisted of candles  
Door prizes—candle centerpieces & UNL hats, mugs and bears  
50/50 drawing—\$36.00  
Expenses—\$56.07

#### February 11

"Attitude is Everything" – City Union  
60 attendees (3 were guests)—everyone brought their own lunch  
Decorations—Valentine theme, consisted of heart bags with candy  
Door prizes—10 heart bags w/candy, frames, mugs, popcorn and heart boxes  
50/50 drawing—\$23.00  
Expenses—\$27.84

#### March 11

"Birds in Your Backyard" – East Campus Union  
79 attendees—36 catered lunches  
Lunch menu—\$6.25, consisted of oriental chicken salad, dinner roll, carrot cake, tea and coffee

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Decorations—birdseed centerpieces and candy eggs  
Door prizes—12 birdseed jars, a birdhouse, picture, album and cards  
50/50 drawing—\$26.50  
Expenses—\$37.68

April 8

UNOPA Awards Luncheon – Abel North Study Lounge

117 attendees—98 catered lunches  
Lunch menu—\$5.75, consisted of cannelloni, mixed vegetables, Caesar salad, garlic bread, cookies, tea and coffee  
Decorations—Tea party theme, consisted of decorative tea cups  
Door prizes—15 tea cups, Easter basket and list pads  
50/50—\$37.00  
Expenses—\$19.10

May 13

Annual Meeting and Officer Installation – Kauffman Center

71 attendees—51 catered lunches  
Lunch menu—\$5.75, consisted of barbecued beef sandwiches, baked beans, cole slaw, mixed green salad, assorted cookies and brownies, tea and coffee  
Decorations—Painted goblets with candles and mint cups  
Door prizes—goblets and flowers  
50/50—\$22.00  
Expenses—\$30.56

### Report of the Membership Committee

by Marlene Focher, Director

The members of my committee for 2002-2003 were Amy Stewart, Jan Kendall, Pat Hust and Sandy Watmore.

We had a meeting in September and decided that we would award prizes at the meetings to a new member and a member that recruits new members. Mugs, magnets and seasonal prizes were given to names drawn at the meetings. Sandy made wonderful gift bags and other prizes. Most of the committee decisions were conducted via email. The winners were posted in the UNOPA Notes. A free membership for next year was given to a new member and to Jan Kendall for being the best recruiter.

Membership letters were mailed out in September to previous UNOPA members, associate members and retirees. A reminder letter was sent out in early October urging members to renew before the October 31 renewal deadline, when membership fees are increased to \$12.00 a year.

The Microsoft Access Database Membership List of current members was updated. All current email addresses were sent to Kathy Schindler and Carol Bom to update on the UNOPA Website.

The UNOPA Listserve was updated. The Listserv helps the President—Pat Hust, Chris Cary, Amy Stewart and myself as Listserv owners send out quick email messages to the UNOPA members to keep them informed on events and other messages. The owners will have to be updated each year as officers change.

As of April, the membership committee collected \$1169.00 in dues and spent \$123.25 on prizes and supplies. The remaining \$89.75 in the approved budget of \$1169.00 can be used for other UNOPA expenses.

The UNOPA membership consists of 157 active members. This includes the following numbers for each category: 103 renewals, 18 new members, 10 honorary, 12 associate, 13 retired and 2 lifetime

members. We lost several members to RIF and leaving the University. A member who has paid dues and leaves UNL becomes an associate member for the year.

Records of the committee's activities are located in a binder marked "UNOPA Membership 2002-2003" and passed on with the binder 2001-2002 to the next director at the Transition Meeting in June 2003.

### Report of the Nominating Committee

by Faye Massa, Director

The Nominating Committee's duties are to locate qualified members willing to run for office in UNOPA and if elected serve for a one year term. The members of the committee were Faye Massa, Alice J. Barry, Helen Dukes, Doris Jaworski and Carol Wusk. For the 2002-2003 year, we set goals to find the Best of the Crop to run for office and accomplished that with help from some wonderful UNOPA members. The biographies that were submitted by the nominated members were printed along with the names on the ballot. Each member of the committee helped with phone calls to prospective officers and the counting of ballots. We were especially honored to have President-Elect at the time, Carol Bom, help us in numerous ways. The committee was pleased with the number of ballots that were submitted. We all believe that the goals of the Nomination Committee were fully accomplished and with great results. The greatest challenge was starting later than we should have, and we overcame it by a lot of very hard work by the committee members and a group of wonderful UNOPA members very willing to run for office.

#### Balance Sheet

Total Income Collected, if applicable \$ 0  
Total Expenses Paid \$ 0  
Approved Budget \$ 125.00  
Budget Balance Remaining \$ 125.00

Records of the committee's activities are located in a binder marked "Nominating Committee 2002-2003" which will be passed on to the next director at the Transition Meeting in June, 2003. Records of the previous years' activities have been given to the President for archiving.

The committee's recommendation for the remaining budget balance is to donate it to the fund started by Chancellor Perlman, to help RIF'd employees and their families.

The committee has the following recommendations for next year: Start earlier, and ask the nominated members to limit their biography to a paragraph, to conserve space on the ballot.

### Report of the Professional Growth Committee

by Jan Shamburg, Director

(replacing Cheryl Ross who resigned in February, 2003 to accept a position of employment outside the University)

The Professional Growth Committee's duties are: to organize and implement at least one UNOPA sponsored workshop per year and have the workshop approved by NAEOP for In-service Training Points, and provide certificates verifying attendance at workshops; provide information and assistance regarding the Professional Standards Program (PSP) to membership; keep current records of members holding PSP certificates and those working toward their certificates;

## 2002-2003 ANNUAL REPORT: Standing Committees

obtain PSP plaques for those members receiving their PSP and make arrangements for awarding the plaques at a general meeting; and work with the Past President in disbursing Foundation Funds.

Members of the 2002-2003 committee were Cheryl Ross, Jan Shamburg and Diane Sullivan. The committee met two times during the year and corresponded through e-mail as necessary.

UAAD and UNOPA cosponsored two identical workshops "Documentation of Your Career," presented by Kelli Kapustka-Smith of Career Services. The one and one-half hour workshops were presented on January 22 on East Campus and January 29 on City Campus. Attendance for the January 22nd workshop was 24 UNOPA members and 3 nonaffiliates, and 29 UNOPA members and 7 nonaffiliates for the January 29th workshop. Seventeen UAAD members attended. Certificates of participation were distributed to all attendees. Evaluations were very positive with 63 evaluations returned. Expenses relating to the workshop were paid by UAAD. Certificates of attendance were mailed to UNOPA members who attended. One-sixth PSP point was earned. There was no fee to attend.

A second workshop was not held in the spring so as to encourage members to attend the NEOPA Spring Conference which was held at the East Union April 10-11, 2003. UNOPA hosted the conference. Certificates of Attendance were provided to all who attended. One-sixth PSP point was earned by attending the Thursday evening speaker and five-sixth PSP point was earned by attending all the Friday workshops.

Total Expenses Paid: \$4.35

Approved Budget: \$250.00

Budget Balance Remaining: \$245.65

Records of the committee's activities are located in a large gray binder and will be passed on to the next director at the Transition Meeting in June, 2003. Records of the previous years' activities have been given to the President for archiving.

The committee's recommendation for the remaining budget balance is to return unused funds to the operating budget.

The committee has the following recommendations for next year: early in the year, Cheryl and Tish Roland (UAAD) did a considerable amount of planning and preparation for a workshop on Opportunities for Advancement at UNL. The workshop did not take place due to panel representatives from Human Resources unable to attend because of their time commitment to the University's budget reduction situation. The committee recommends that this workshop be considered for a future date to be determined by the Professional Growth Committee.

### Report of the Program Committee

by Carol Bom, Director

The Program committee's duties are to submit the year's program and speakers for approval as soon as tentatively arranged to the Board of Directors and provide information about each monthly meeting to the UNOPA Notes editor. The members of the committee this year were Mari Greer, Katherine Gulland, Shirley Horstman, Cathy Leazer, Melinda St. Clair and Amy Stewart. The committee met May 23 and June 13 to set up our programs. The programs were set up by this time, with some confirmation happening in July. Later, we met to work on scrapbooks and display boards for the 40<sup>th</sup>

Anniversary celebration, and in April/May, we met twice to prepare the installation ceremony in May.

This was the first year that the Program committee did not schedule the meeting locations. Last year, the Board of Directors approved the Hospitality Committee making these arrangements. I met with the Director of Hospitality once to discuss the year's programs and spoke with her monthly about room needs for my speakers. I did have a couple of preferences on meeting rooms for meetings, and they were willing to work with me and set those specifics up for me. This process worked very well. We agreed to vary the meeting locations on campus and by the attendance at each meeting, this arrangement seemed to work well for people. We have had very good attendance at our monthly general meetings.

Our goals were to have dynamic programs of interest to many people. We wanted to bring excellent speakers to our group, and also have some entertainment at some meetings as well. We felt that we accomplished our goals. The meetings were very well attended, and we received comments throughout the year that people enjoyed our programs.



Dr. Ron Johnson speaking on "Birds in Your Backyard"

#### Programs:

September 10, 2002 – Gary Moulton – "Editing the Lewis and Clark Journals"

October 8, 2002 – Thai Association of NU – "TANU: Bridging the Gap"

November 12, 2002 – Ed Zimmer – "Lincoln's Diverse Past"

December 10, 2002 – Grupo Folklorico Sangre Azteca performance

January 14, 2003 – Floyd Colon – "Thermostats & Thermometers"

February 11, 2003 – "Attitude is Everything" Business/Informative Meeting with Marj McKinty, Development Director of the Lincoln Medical Education Foundation

March 11, 2003 – Ron Johnson – "Birds in Your Backyard"

April 8, 2003 – Past Presidents and Awards Luncheon

May 13, 2003 – Installation of Officers/Annual Meeting

Financially, no income was collected. Initial Budget for the Program Committee was \$440.00.

#### Expenses included:

UNOPA magnets – made by Frosty's	\$108.31
Lunches for Speakers – (Sept, Nov, Jan, March)	\$ 29.30
Honorariums for 2 groups	\$100.00
Mugs as gifts for 3 speakers	\$ 20.97
Paper for November program	\$ 14.46

Total expenses paid were \$246.63. The approved budget was \$440.00. The total budget remaining to date is \$193.37. There are some expenses not reported yet that will be from the installation ceremony. The committee's recommendation for the remaining budget balance is to return it to the UNOPA general fund.

Special projects that we worked on as a group were the scrapbook project for the 40<sup>th</sup> Anniversary Committee and the three display boards for the 40<sup>th</sup> Anniversary Committee. Most of my committee members worked on these projects. They were ready for



the celebration on February 21, 2003. We also displayed them at the April general meeting.

Records of the committee's activities are located in a binder marked "Program Committee 2002-2003" which will be passed on to the next director at the Transition Meeting in June, 2003.

Records of the previous year's activities have been given to the President for archiving.

The committee has the following recommendations for next year:

- Divide the responsibility among committee members in contacting possible speakers.

- Check out local avenues of speakers; the Nebraska Humanities Council Speakers Bureau Catalog, the UNL Speakers bureau, and contacts that members have in their departments.

- Work closely with the Hospitality Committee on any room requests and set up for the meetings.

Note: We noticed that a couple of our speakers (Ed Zimmer, Gary Moulton) were listed in the Humanities Council catalog, but they did not charge us for speaking. They were happy to come speak to us, and I felt it was because of UNOPA's good reputation and their personal knowledge of UNOPA and our activities.

It was a privilege to serve as President-elect/Program Director, and I thank my outstanding committee for all of their hard work!

## Report of the UNOPA Notes Committee

by Judy Anderson, Director

The UNOPA Notes Committee published nine editions of the newsletter this year. A revised cover design was implemented using shading and a screened UNOPA logo along with the addition of headers on each inside page. Photos and clip art were used as often as possible to enhance the overall look and to bring out special highlighted stories and events.

Due to it being our 40th anniversary year, and by way of Carol Bom's suggestion, we dedicated one entire page to articles from UNOPA Notes of 40 years ago. This was a big hit with the membership and will be continued this next year. I know I really enjoyed reading through all the old newsletters and was thankful that Rose Frolik had preserved them so well.

The 15th of every month was the deadline for articles and this year's board members were very good at submitting their articles on time. The General Meeting flyer was designed and submitted by the Hospitality Committee and was included in the newsletter every month. This year, the newsletter also included the membership application, the election ballots and the registration and conference information for the Spring NEOPA Conference. These all added to the number of pages printed each month.

After the final editing was reviewed by the president, the newsletter file was sent electronically to Copy Services. It was followed up by a requisition, the hard copy original of the monthly meeting flyer to be included, and a hard-copy sample of a completed newsletter. Halfway through the year I discovered it was much more efficient to also have Copy Services fold the newsletters for mailing. When the newsletters were printed and folded, Lois Brinton, newsletter committee member, and I would go to Copy Services, affix the mailing labels right there, which we had received from the Membership Committee, and then walk our finished product to Mail Services, which is in the same building.

All in all, the process worked very smoothly and I think we put out a good newsletter. Next year, in addition to the "40 Years of Memories" page, we have decided to include more news about who our members are and what they are doing. We are also planning to move our actual mailing date up in order to give members more time to respond to the General Meeting registration forms which are in the newsletter. We are certainly open to suggestions as we want to be useful to the membership we serve.

Financial accounting:

month	# pages	# copies	mailing chrgs	printing chrgs
September	9	200	\$8.51 *	\$59.60
October	7	200	\$8.51	\$59.60
November	7	180	\$8.14 *	\$55.26
December	7	155	\$8.14	\$47.58
January	7	160	\$8.14 *	\$47.68
February	8	185	\$8.14 *	\$65.12
March	11	170	\$7.77	\$78.37
April	9	165	\$7.77 *	\$62.70
May	7	170	\$7.77 *	\$52.36
TOTALS			\$72.89	\$528.27

\*approximate/actual amount not recorded

BUDGET AMOUNT	\$554.00
ACTUAL EXPENSE	\$601.16
Overage	(\$47.16)

## Report of the Ways and Means Committee

by Jerry Schluckebier, Director

The first order of business was to contact the members that had indicated a willingness to serve on the committee and confirm their commitment. All of the following responded positively: Katherine Gulland, Becky Hastings, Pat Smith and Sandy Watmore. I also contacted Melinda St. Clair and she rounded out the committee to six members. We had our first meeting on June 21, 2003 at which time we set up our plan for action. All committee members agreed to be responsible for recruiting the volunteers needed for one game. The meeting also gave us a chance to brainstorm ideas for promoting the parking lot to both volunteers and parkers. We set a budget and decided to update the signage used for the parking lot.

In mid-July I emailed Ron Fuller, UNL Parking and Transit Services, to let him know that I was the new contact person for the coming year for the UNOPA parking lot. I asked for the contract to be sent. Since I had not heard from Ron by August 16, I called him to ask that the contract be sent. I should have contacted him earlier, since I didn't think we were going to have a signed contract by the first game. The contract was signed on August 20, 2003.

The price for parking stayed at \$10 this year. UNOPA again received \$4 for each car. We received \$3080.00 for the eight games. There were two games that the number of tickets sold and the number of cars did not reconcile. This is always a concern because it is easy to misplace/lose the small tickets.

Volunteers were recruited at meetings, by email and some phone calls. We tried to really promote volunteering with the idea that it is a lot of fun. The Executive Board really took the lead in volunteering. Of the 19 members on the board, 16 worked the parking lot at least once. The following UNOPA members and the number of times worked is listed below:

## 2002-2003 ANNUAL REPORT: Special Committees

Judy Anderson  
Cheri Beery  
Carol Bom (3)  
Chris Cary (3)  
Judy Douthit (2)  
Katherine Gulland  
Pat Hust  
Jan Kandall  
Lona Kramer

Linda Arnold  
Ethel Beetley  
Leslie Brooks (2)  
Sandy Cook  
Jeanette Fisher (2)  
Debbie Hendricks  
Betty James (2)  
LaVonne Keller  
Cathy Leazer

Virginia Baird  
Kathy Bennetch (2)  
Debbie Burns (2)  
Dora Dill  
Marlene Focher (2)  
Shirley Horstman (2)  
Sandy Jorgensen  
Betty Klawonn  
Nelvie Lienamann (2)

Lee Manns  
Deb Rosenau  
Kathy Schindler  
Jerry Schluckebier (7)  
Melinda St Clair (2)  
Jan Wassenberg (2)  
Carol Wusk

Faye Massa  
Cheryl Ross  
Jan Schinstock  
Pat Smith (3)  
Amy Stewart  
Diane Wasser

Karen Randall (2)  
Marcia Rowley  
Edie Schleiger  
Mary Ann Solomos  
Marcy Tintera  
Sandy Watmore (2)

I greatly appreciate all the help I received on this project, both by my committee and by the UNOPA membership. It is a great money maker that is also fun.

## SPECIAL COMMITTEE REPORTS

### Summer Social Report

by Judy Douthit

Committee Members: Jeanette Fisher, Sandy Watmore, Diane Sullivan and Sheila Hayes

The committee's duties are to coordinate all aspects of the annual Summer Social; choose a location, work with committee to select theme, prizes and coordinate registration.

Our committee met on June 24 during lunch and decided on a date, location, theme and assigned duties. All other communications were either by e-mail or phone.

The 2002 UNOPA Summer Social was held on Wednesday, August 7, 2002 at the Maxwell Arboretum on East Campus from 4-6 o'clock. It was an "ice cream social" with tours of the Maxwell Arboretum and Yeutter Gardens. The ice cream (from the UNL Dairy Store) and various toppings, bowls, cups, spoons, prizes were provided by UNOPA. Cold Pepsi and water were also available. (Thanks to Sandy Watmore for providing the Pepsi products.) Tours of the gardens were given by Landscape Services Staff: Twyla Hansen, Ann McIntosh and Janette Roth. Fifty-eight people were in attendance including 12 guests and 2 associate members, and our 3 tour guides. (We did have a total of 78 that preregistered, 20 of which were guests.) We went with a garden theme for our door prizes. There were several small prizes and a grand prize (a basket filled with garden tools). A membership table was set up to provide information for guests who were interested in joining UNOPA.

Expenses were as follows:

Print flyer – Copy Center	18.00
Ice Cream – Dairy Store	32.50
Prizes	56.22
Toppings	16.09
Bowls, spoons, cups	6.24
Decorations (balloons & streamers)	7.83
Total Expenditures	136.88
Approved Budget	137.00
Return to Treasury	.12

### Report of the Web Committee

by Kathy Schindler

The Web committee's duties are to update and maintain UNOPA's Web page. Members need to have a working knowledge of html, pdf and ftp. The members of the committee were Carol Bom, Rhonda

Zugmier and myself. For the 2002-2003 year, we set goals to keep our Web site as current as possible and to update our Web site so we could apply to the NAEOP past president's council Web site award. The committee met four times during the year. The greatest challenge was getting our Web site ready to apply for the Web site award. Thanks to Carol and Rhonda for their willingness to meet for a couple of two-hour meetings right before we sent our nomination in for the award. Next year, I would like to look into making a Web site template. This will help the site appear more uniform.

#### Balance Sheet

Total Income Collected	\$ 0
Total Expenses Paid	\$161.95
Dreamweaver software	\$92.00
Award	\$20.00
SurveySuite online program	\$49.94
Approved Budget	\$212.00
Budget Balance Remaining	\$50.05

Records of the committee's activities are located in a binder marked "Web Committee 2001-2003." I will keep this binder since the Web technician has a two-year term.

The committee's recommendation for the remaining budget balance is to return unused funds to the operating budget. There are two reasons why I didn't use all the money in my budget: the first is that when I purchased Macromedia Dreamweaver (the Web building program) for my home computer, it didn't have any extension programs like Fireworks. I am still interested in purchasing Fireworks for next year. The second reason is, I thought I would have to pay for two or three training programs. Instead, our offices paid for the training that we took.

We did decide to purchase a one-year subscription to an online survey program called SurveySuite. The benefits of having this program is that we can survey our members online quickly and easily.

It's been a great experience working on the UNOPA Web page. I've enjoyed getting to know Carol and Rhonda better. Next year, Carol will be the UNOPA president so she will not be able to be on the Web team. Amy Stewart, who will be UNOPA's corresponding secretary next year, has agreed to be on the Web committee, and Rhonda has agreed to continue for next year. It's a nice fit to have the corresponding secretary on the Web committee. I look forward to working with these two ladies during the 2003-04 year.

## UNOPA Celebrates 40 Years

by Kathy Schindler

When Nelsine Scofield became a charter member of a University of Nebraska–Lincoln association in 1963, she never dreamed she'd be there for the group's 40th anniversary.

"Not by the greatest stretch of the imagination would I have thought I would be here 40 years later," said Scofield Friday, Feb. 21, at the anniversary celebration of the University of Nebraska Office Personnel Association (UNOPA).

Scofield was the featured speaker at the group's 40th anniversary candlelight dinner and program in Lincoln, Neb. The theme for the evening was, "Celebrating 40 Years of Excellence in Information, Service, Recognition, Fellowship and Professional Growth."

Around 90 people gathered at UNL's East Campus Union to hear about UNOPA's beginnings, eat dinner, see an historical slide presentation, and get reacquainted with old friends. The attendees included past and present members, university administrators, and UNOPA founder Rose Frolik.

Twenty-one past presidents travelled from Beatrice, Lincoln, Omaha and Hooper, Nebraska, to attend this event.

"I received several comments at the conclusion of the program about what a great time the attendees had," said Jan Wassenberg, chair of the 40th Anniversary Committee. "The biggest 'hit' of the evening seemed to be the video of our 40 years of existence. It brought back

some great memories for members." Wassenberg said people also liked the display boards and memorabilia tables.

"Carol Bom and her program committee are to be commended for



Nelsine Scofield, a charter member of UNOPA, served as M.C. for the evening activities.

creating a very attractive and informative display," said Wassenberg. "I personally enjoyed seeing all of the visiting between friends both before and after the program. Thanks to my committee and to all who came to share the evening."

The evening included a trip down memory lane as photographs spanning all 40 years were featured in scrapbooks, display boards and in the slide presentation. Other historical items of interest included Rose Frolik's first typewriter and office equipment used in the 1960s.

Members of the 40th Anniversary Committee included: Jan Wassenberg, chair, Linda Arnold, Carol Bom, Sandy Lineberry and Jan Schinstock.



UNOPA founders, Rose Frolik and Nelsine Scofield, share some memories.



Members of the anniversary committee cut and served cake during the celebration.

UNOPA was organized in January 1963 for the opportunity of all persons engaged in secretarial, clerical, managerial or business work in the educational system of the University of Nebraska–Lincoln

to get better acquainted with coworkers; exchange ideas and job concerns; receive motivation to receive professional certificates; and provide a better understanding of the "educational office worker." The organization was founded after Rose Frolik and Ruth Nuss attended an NAES (National Association of Educational Secretaries) Conference in Emporia, Kansas in the summer of 1962.



Herb Howe speaks to the anniversary attendees as Jan Wassenberg, committee chair, looks on.



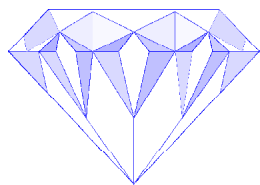
Past Presidents attending the 40th Anniversary Celebration.



Education is the birthright of every person. We as members of the University of Nebraska Office Personnel Association pledge ourselves to safeguard that right. We acknowledge the unique role of educational office personnel and the importance of their contributions to the university and the community.

The purpose of UNOPA is to provide professional growth and promote high professional standards for education office personnel with the University of Nebraska, as partners upholding the quality of service to the university educational system and the community.





## "Sparkle Where You Are" NEOPA Spring Conference

Hosted by UNOPA

What a "sparkling" day we had at NEOPA's Spring "Sparkle Where You Are" Conference in Lincoln on April 11<sup>th</sup>! We laughed a lot, learned a lot, visited a lot, bought a lot, ate a lot and just had a lot of fun. What more could you ask for?

And it wasn't just the members of the Conference Planning Committee who "sparkled" in their sequined jackets and tiaras! All of the conference participants were "sparkling" with enthusiasm and joy in their own way.

Was it the speaker, the location, the nice day, or the fact that there was all-you-could-eat ice cream that brought all the ladies out on Thursday evening to start the conference? Our speaker, Dan Wheeler, explored with us how to discover and develop our leadership skills and abilities and we really devoured his information. Then we devoured a bunch of ice cream sundaes and root beer floats! We apologize to all the ladies who had to search for parking spaces, who had to talk over a loud buzz of resonating chatter, and who had to search for a chair. We were counting on the



T. Marni Vos kept us in stitches as our keynote speaker.

normal 30-50 attendees for this function and were surprised and pleased to have 88! A record number! It was cause for some concern, but everyone was very patient and I think we all survived.

Friday morning dawned with trumpets blaring and flags waving, of which we have UNL students to thank for all the pomp and circumstance of this patriotic opening. After welcoming speeches from Christine Jackson, UNL Vice Chancellor for Business and

Finance, Chris Cary, UNOPA President, and Lisa Morehouse, NEOPA President, we laughed and cried and laughed again with T. Marni Vos. She was wonderful, to say the least, and she started the day off on just the right note.

The morning ended with a panel of experts leaving us with excellent ideas on how to improve our nutrition and overall wellness, improve our appearance through use of proper cosmetics and hair styles, and how to build a sensible and worry-free wardrobe.

Following lunch, the new NEOPA officers were installed with a nice candle-lighting ceremony. Newly elected president, Dianne Dickey, shared her vision and theme for the coming year with "Share the Light."

The NEOPA Business meeting was held right after lunch and moved along nicely. That was followed by the President's Reception complete with a luscious cake decorated with the new president's logo of a lighthouse.

A favorite presenter of NEOPA's, Gary Meers, UNL professor of special education and communication disorders, completed our set of workshops and sent us on our way with words of encouragement, additional coping skills and even more laughter.

Of course, throughout the day there were many, many door prizes awarded, free gifts handed out, and numerous items

purchased at the Honey Bunny Boutique. The theme-basket raffle was again a very big success.

If you can judge the success of a conference by the number of smiling faces, the number of butts in chairs, and the sound of laughter, applause and appreciation, then this conference was there! Thanks to all who attended, enjoyed and supported our efforts.



Jan Sammet won a prize at the Spring Conference!

### Statistical Evaluation:

By all measurements and statistics, this conference was an awesome success! Some of the changes instituted for this conference worked well, while other aspects need to be reevaluated.

We had 125 people registered for the conference and had been planning for about 75. Planning was made more difficult because there was no separate registration for the Thursday session. We planned for about 50 for the Thursday evening session, and were delighted, but cozy, when 88 people arrived at the Southwood Community Clubhouse! Dan Wheeler spoke on leadership and his presentation was followed with an ice cream social.

Even though we were a bit crowded and parking was limited, over 94% of the 71 respondents rated the Thursday program as average or above and Dan Wheeler's presentation was "interesting, educational and enjoyable." On our scale of 1 to 5, the average rating was 3.90. Only four respondents rated the program as less than average. The ice cream social was a "hit." If we were to do it again, we would include diet soda and decaffeinated coffee as beverage choices.

T. Marni Vos was the highlight of the convention as proven by the evaluations! All 94 respondents rated her presentation as average or above, in fact, 99% rated her presentation as above average! The average rating on our scale of 1 to 5 was 4.90! Our conference attendees really appreciated her sense of humor and the food for thought she included. Comments included, "Absolutely the Best, Fantastic, Wonderful, Fabulous, Awesome." T. Marni Vos was worth the cost and effort to schedule.

The Panel of people from cosmetics, hair design, clothing and wellness was the least appreciated of the programs. But even with the average rating of 3.57, over 91% of the participants rated the panel as average or above. Respondents felt the presentations were "helpful, informative, and interesting" although some felt some presenters were a bit too commercial. More handouts would have been welcome.

Gary Meers has spoken to this group before and is always well received. All 90 respondents rated his presentation as average or better, with over 94% rating the presentation as above average. On our scale of 1 to 5, the average rating was 4.57. Comments included, "Great, Funny, Very good, Excellent speaker, Great ideas, Very interesting."

Our conference facilities did not rate as highly as our program. Although nearly 92% rated the Thursday facility as average or

continued on page 22



# NAEOP

## National Association of Educational Office Professionals

### Nomination of Herb Howe for the National Educational Administrator of the Year

February 21, 2003

National Association of Educational Office Professionals  
Selection Committee, National Educational Administrator of the Year  
P.O. Box 12619  
Wichita, KS 67277-2619

Dear Selection Committee,

We, the undersigned president and past presidents of the University of Nebraska Office Personnel Association (UNOPA), are delighted to recommend Dr. Herbert E. Howe for National Educational Administrator of the Year. This high honor would be a fitting tribute to a man who has been a friend and supporter of educational office personnel on the University of Nebraska–Lincoln campus for many years.

Dr. Howe is the Associate to the Chancellor, and serves as the liaison between office professionals and our administration. Throughout the tenure of several different chancellors, Dr. Howe has listened to and communicated with the president of UNOPA. This long-term relationship has been, and continues to be, invaluable to us.

When the president of UNOPA meets privately with Dr. Howe in his office every month, she can count on an honest and enlightening discussion. The meeting is almost never rescheduled, always begins on time, and is never rushed. This shows tremendous respect for our position, as we all know that university administrators are extremely busy with a great many demands that could easily take precedence over a monthly meeting. Dr. Howe's style is completely respectful, yet friendly and relaxed. He's a great listener. We always look forward to discussions with him, and benefit from the information he shares with us.

For many years, Dr. Howe has requested funding from the chancellor's office to support UNOPA members' travel to the annual NAEOP conference. This substantial financial support has empowered our members, some several times over, to participate in national conferences.

Dr. Howe often encourages the administration, faculty and other campus groups to include UNOPA. For example, when the Academic Senate requested permission to address the entire campus on an issue of concern to the university, Dr. Howe suggested that the senate invite UNOPA to cosponsor the message. This may seem like a small courtesy, but we know that it's easy for faculty to forget that the office staff have influence, too. We appreciate Dr. Howe's willingness to remind people of this fact! UNOPA representatives serve on most campus standing committees, attend Deans & Directors meetings, and often participate in task forces and ad hoc committees such as search committees. This is largely due to Dr. Howe's regard for the office personnel, and his prodding of committee chairs to include UNOPA.

We could give many more examples of Dr. Howe's support and encouragement. When a UNOPA member calls on him for help or information, the call is answered immediately. We want the committee to know that without this man, the office personnel at the University of Nebraska–Lincoln would not be able to accomplish nearly as much as we do. Because of his many years of service to our organization and educational office professionals, we enthusiastically recommend selecting Dr. Herbert E. Howe as National Educational Administrator of the Year.



Sincerely,

Christine Cary, President  
and Past Presidents

Linda Arnold  
Kathy Bennetch  
Jan Harris  
Pat Hust  
LaRita Lang  
Lorraine Moon  
Edie Schleiger  
Jan Wassenberg  
Diane Wasser  
Lola Young

## UNL Employee wins National Award



As a youngster growing up in McCool Junction, Lola (West) Young wanted to be a florist. But it is her second career that has given her a sense of accomplishment, provided growth, and won her national recognition.

Her second career is an educational office professional and for her skill in that arena, Young won the 2003 Olive T. Ritchie Educational Office Professional of the Year award. This recognition is given by the National Association

of Educational Office Professionals (NAEOP).

"I'm kind of humbled by it because of some of the other people that were nominated (from UNL and Nebraska) and didn't win it," said Young.

Young was nominated for the national award after she won the state 2002 Educational Professional of the Year, given by the Nebraska Educational Office Professionals Association (NEOPA). People who win Nebraska's state awards are automatically entered into the national contest and Young competed against entries from state and local organizations across the nation. She was sponsored in the national contest by her state association, NEOPA.

In a nomination letter, NEOPA president Lisa Morehouse, CEOE, wrote, "From her work experience, to her personal activities, to association involvement, Lola exemplifies what a true professional is in every sense of the word. Serving on all three levels of the Educational Office Professionals Associations, she has over 15 years of experience and has taken every opportunity to contribute her services, skills and knowledge. She takes the time to lead, mentor and advise her fellow office professionals to enable the associations to move forward and grow professionally."

Her nomination packet also included letters from her immediate supervisor, Sue Kelly Moore, assistant director of residence life, and other supervisors, Dr. Douglas Zatehcka, director of University Housing, and Chris Kaberline, associate director of University Housing.

Young's award will be presented at the national convention in Boise, Idaho on July 18<sup>th</sup>. Her local and state chapters, UNOPA and NEOPA, will also present her with gifts.

"We're just very proud and excited for Lola and we can't wait to honor her at the convention," said Chris Cary, president of UNOPA during the 2002-2003 year.

Young regularly takes education and in-service courses to increase her knowledge and skills. She has also earned her Certified Educational Office Employee (CEOE) designation.

Young currently works at the University of Nebraska-Lincoln where she is the Residence Life Services Supervisor in the Cather-Pound-Neihardt-Husker Residence Halls. Her two biggest duties are to hire and oversee the desk functions for Cather, Pound and Neihardt halls and the occupancy of the residence halls.

"I have usually around 40 kids that work for me in the academic year," said Young. The occupancy fluctuates, she said, but there are approximately 1,050 students in the complex. In 2004, her duties will expand again with the opening of a new 450-bed residence hall at 17<sup>th</sup> and Vine Streets.

Young said her student employees are an extension of her family, which includes her husband, Ralph, and two sons, Ramsey, 17, and Wesley, 7. She said Ralph teases her when she starts talking like the students, but he's also very proud.

"He was really excited," she said when her husband heard about the award. "He's always been very supportive while I participate at conferences and meetings and he keeps everything running smooth at home when I'm away."

"I love working with college students," said Young. "I absolutely love it. They make me feel younger."

"When they graduate, I have a hard time seeing them go," she said. "You just get so close to them. So I love it, but I hate it when they leave."

The McCool Junction native has been an employee of UNL for 22 years starting as a clerical assistant and working her way to becoming a supervisor of residence services. Prior to starting at UNL, she went through floral school and had a couple of other jobs in Lincoln.

"I really had no desire to be a secretary," Young said. "I just kind of fell into (it)."

She still remembers her first day at UNL on May 10, 1981. Her supervisor had forgotten to tell her that the doors were locked after students moved out for the summer. She got there at 7:30 a.m., found the doors locked, and walked all the way around the building to the dock entrance. After passing the basement boilers, she finally found her office and was ready to start work by 8 a.m.

In 1988, Young joined the University of Nebraska Office Personnel Association (UNOPA). She served on several committees and also as corresponding secretary. Then, in 1996, Debbie Hendricks, Sheila Perry, Sandy Watmore and Linda Pence (UNL employees) talked her into running for president-elect. At the same time, she said, Doris Merriman from the Nebraska Educational Office Professionals Association (NEOPA) persuaded her to run for president-elect of the state organization.

Young figured she had no way of winning both elections, but she did. A couple of months into her year as NEOPA president-elect, the president resigned and Young stepped in as president for the remainder of that term plus her own term. She served as NEOPA president from 1997-1999. It was a hectic time for her because her year as president of UNOPA ran from 1998-1999, and in October of 1997, she just started working in her current position.

"One of the most positive outcomes (of those years) is working with the ladies who have molded me into the professional I have become." She said she got through those two years with a lot of help from her friends and family.

Young has been working on a speech she will give at her award presentation. She said she plans to credit her family, friends, coworkers and colleagues who make up her university community and have helped her develop into the professional she is today.

Young still has family in southeast Nebraska. They include: her mother, who lives in Utica, a sister in McCool Junction, a brother east of McCool Junction, a sister in Waverly, a brother in Fairmont, a sister east of York, and two stepsisters—one near Utica and one in David City. Her dad died when she was 13. She said he worked hard and inspired her to always do her best.

"I always attribute my determination to my dad," said Young.

She hasn't totally forgotten her first career. Young still works with silk flowers, but these days she said it's more of a hobby and she'll create flower arrangements for family or friends.

The Lincoln resident has been getting plenty of cards and e-mails from people congratulating her. But one of her favorites was a handwritten letter from Olive T. Ritchie herself.

"She told me to go shopping and buy a new outfit, so I did!" Young said. "That letter was really special."

### National Conference Delegate's Report

by Chris Cary, President

I was pleased to serve as UNOPA's delegate on the Advisory Council of the National Association of Educational Office Professionals (NAEOP). The Advisory Council meeting was held in Greenville, South Carolina, on July 24, 2002. There were 121 delegates present. We considered eight agenda items which were submitted by affiliates from all over the country.

I was assigned to the group which discussed a proposal submitted by the State of Idaho Educational Office Professionals, to add the option of including the cost of providing meals and/or banquet events in the conference registration fee. The rationale for this was that government per diems allow less than the actual cost of banquets, but government regulations allow payment of the total cost if it's included in the registration fee. Our group made a motion to study the feasibility of a dual registration process, with a report to the national board at its January/February, 2003 meeting. The members passed the motion in the Annual Business Meeting on Friday, July 28, 2002.

Other actions by the Advisory Council were a motion to endorse the current Professional Standards Program recertification program and encourage its continued implementation; and a motion to provide more information to Advisory Council delegates prior to the conference. Those motions also passed in the business meeting.

The Advisory Council selects some of the representatives for the national committees. The rest of the representatives are nominated and selected by the entire membership. This was a fascinating process, during which I learned a lot about NAEOP. I also participated in meetings of the Nebraska Educational Office Personnel Association (NEOPA), Central Area, and Higher Ed Council during that busy, exciting week. The highlight for me was seeing our own Pat Hust, Edie Schleiger and Lynn DeShon receive their certificates at the elegant PSP Banquet. Congratulations ladies, you all looked smashing and we're proud of you!

The NAEOP Annual Business Meeting and Conference is an impressive event. The entire week is educational, and it's fun and inspiring, too. Every UNOPA member is welcome to join NAEOP and attend these meetings. The next one will be in Boise, Idaho in July, 2003. If you'd like to know more, please visit the NAEOP Web site at <http://www.naeop.org>. Thank you for supporting me (UNOPA provided \$250 for travel expenses) and for giving me the opportunity to represent you. It was great!



Sandy Lineberry, Jeanne Andelt, Kathy Bennetch, Lynn DeShon, Carol Bom and Chris Cary were some of the UNOPA members attending the 2002 NAEOP National Conference in South Carolina last summer.

#### The NAEOP Mission:

"The mission of the National Association of Educational Office Professionals (NAEOP), the only national professional association for educational office personnel, is to provide professional growth opportunities, leadership, and service for employees in education through a specifically-designed certification program, quality training, a network for sharing information and ideas, recognition of achievements, and fellowship."

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better, the average rating was 3.80 and several people commented that the space was too crowded. The conference and luncheon on Friday was held at the East Campus Union. Only 87% of the 85 respondents rated the facility as better than average, yet the average rating was 4.28. Comments included: too crowded, uncomfortable chairs, and too high a temperature in the afternoon.

The East Campus Union food received an average rating of 3.80 on our evaluation. Over 35% of the 88 respondents felt the food and service was average or below. Complaints included: cold or lukewarm food and low quality food service. We received compliments on the menu choices and food portions. We should have offered more diet soda in the afternoon.

Our hospitality was the greatest! With an average rating of 4.72, nearly 99% of the 88 respondents rated our hospitality as above average! We were perceived as friendly, doing a superb job and planning a great conference. Comments included: Excellent, Well done, Awesome speakers, good conference, Great job, Many thanks, Great door prizes, etc.

#### Recommended changes:

Registration: Include an option to attend each section of the Conference separately. The participants really seemed to enjoy having time to socialize and get reacquainted during breaks in the programming.

Meals: Women want diet soda and decaf coffee. Coffee could be available for the President's reception. Women also appreciate lunches that are not too heavy, attractive, and served at the correct temperature. Good service is essential.

Motels: Several women commented on the need for elevators in the motel. Also several preferred a convention setting with meals, motel and meeting rooms all in one location.

Program: Participants really enjoyed having a "headliner" presenter. NEOPA might want to think about spending some dollars to attract a quality, motivational speaker.

# In Support of the University

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## Resolution Supporting Chancellor Perlman

The University of Nebraska Lincoln Office Personnel Association (further referred to as UNOPA) has prepared the following resolution dated May 8, 2003

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Whereas the Academic Senate introduced a motion of no confidence to be voted on in September

Whereas Chancellor Perlman called for an informal vote of confidence/no confidence by the UNL Assembly

Whereas UNOPA cares about the reputation of our university and is concerned about possible negative consequences of the publicity surrounding this motion

Whereas UNOPA's objectives include "Identifying employee concerns, especially those that affect the Office/Service classification...." and this issue is of concern to the entire UNL community including office/service staff (Article II, Section 2 of Constitution)

Whereas UNOPA members were surveyed to determine if they support the actions of Chancellor Perlman in addressing the budget.

Therefore, be it resolved that UNOPA endorses Chancellor Perlman's actions and furthermore, suggests that he give consideration to the support he receives from office personnel; continue to provide strong leadership to UNL and we call upon Hugh Genoways to withdraw his motion to the Academic Senate regarding the vote of no confidence in Chancellor Perlman.

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## Statement of Support University of Nebraska Office Personnel Association (UNOPA) February 25, 2003

UNOPA strongly supports Chancellor Perlman's decision to reduce UNL's budget by prioritizing programs. We feel, perhaps more keenly than administrators and faculty do, the effects of across-the-board spending cuts. We struggle to keep the quality of service to students and our units high, but this is difficult. Office and service workers' salaries comprise 10% of UNL's total salary expenses. The chancellor could lay off all of us, and it still wouldn't total \$21 million UNL would have to cut under the governor's proposal. The Faculty, whose salaries comprise 44% of UNL's salary expenses, must be cut this time. That means cutting programs.

It's time for Nebraskans to make the hard decisions. We're doing our part by working harder and doing more with less. The citizens of this state must do their part in one of two ways: 1) by letting go of programs they have benefited from and believe in, or 2) by paying higher taxes to keep the programs going. There is no other avenue. There is no more fat to trim at UNL. The University of Nebraska Office Personnel Association is here to say we're doing all we can, and we need the support of our neighbors.

The students who come here deserve an excellent educational experience. If funding for the university is reduced, we must sacrifice some good programs in order to keep the rest of them strong. Are Nebraskans ready to support those decisions? Or will they be angry when the ax of budget reductions chops off a program their children were hoping to come here and study? Will they criticize and condemn our administrators for cutting a program that hit close to home? Or will they understand and support their university through this painful time? When you criticize and condemn "the university" you are talking about us. Your friends and neighbors.

Costs such as heating and cooling our buildings and laboratories, insuring our assets especially since September 11, 2001, and maintaining our property—are continually increasing, which chips away at our resources for teaching and research. Members of our association work with budgets and we see the effect this has on our departments. We know it would take years to recover from a 10% cut in state funding, while costs we can't control continue to rise.

University employees are just like everybody else. We live in your communities, we pay taxes just like you do, and we worry about the same things you're worried about. We want Nebraska to be a place where young people choose to study, work, start their businesses and raise their families. We believe the university is Nebraska's most visible and positive claim-to-fame, and we must protect its reputation.

That's why we're asking you, neighbor to neighbor, to give us your support. If you can't give us the money to keep our programs going, at least give us your trust. Support the tough decisions that must now be made. Don't beat up our chancellor and university administrators with criticism and condemnation. People at the university are going to lose their jobs. Students will have to change their majors or go somewhere else to finish their degrees. Wonderful services that help people in Nebraska and around the world, will be discontinued. It's hard to face that, but with the support of the citizens of Nebraska, we will persevere. Thank you.





## UNOPA 2002-03 Annual Report

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