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2009

## 2009-10 UNOPA Annual Report

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**University of Nebraska Office Professionals  
Association**

**UNOPA**

**2009 / 2010 Annual Report**



**Officers:**

**President:** Peg Johnson  
[mjohnson4@unl.edu](mailto:mjohnson4@unl.edu)  
**President-Elect:** Mari Greer  
[mgreer1@unl.edu](mailto:mgreer1@unl.edu)  
**Recording Secretary:** Donna Boone  
[dboone@NUtech-Ventures.org](mailto:dboone@NUtech-Ventures.org)  
**Corresponding Secretary:** Beth Zager  
[bzager1@unl.edu](mailto:bzager1@unl.edu)  
**Treasurer:** Belva Harris  
[bharris1@unl.edu](mailto:bharris1@unl.edu)  
**Past President:** Mary Guest  
[mquest1@unl.edu](mailto:mquest1@unl.edu)

**Standing Committees:**

**Awards:** Gretchen Walker  
[gwalker1@unl.edu](mailto:gwalker1@unl.edu)  
**Bradley Munn Professional Growth Fund:**  
Mary Guest, [mquest1@unl.edu](mailto:mquest1@unl.edu)  
**Bylaws:** Cindy Knight  
[cknight1@unl.edu](mailto:cknight1@unl.edu)  
**Career Development:** UNOPA Board  
**Career Development Co-Chair, PSP:** Lola Young  
[lyoung5@unl.edu](mailto:lyoung5@unl.edu)  
**Communication Technology:** Karen Jackson  
[kjackson1@unl.edu](mailto:kjackson1@unl.edu)  
**Employee Concerns Co-Chairs:**  
Debbie Hendricks, [dhendricks1@unl.edu](mailto:dhendricks1@unl.edu)  
Jan Edwards, [jedwards1@unl.edu](mailto:jedwards1@unl.edu)  
**Hospitality:** Donette Peterson  
[dpetersen1@unl.edu](mailto:dpetersen1@unl.edu)  
**Membership:** Cathy Robertson  
[crobertson@huskers.com](mailto:crobertson@huskers.com)  
**Mentoring:** Sarah Hansen  
[shansen7@unl.edu](mailto:shansen7@unl.edu)  
**Nominating:** Mary Klucas  
[mklucas1@unl.edu](mailto:mklucas1@unl.edu)  
**Outreach Co-Chairs:**  
Marcy Tintera, [mtintera@unl.edu](mailto:mtintera@unl.edu)  
Sharen Simmons, [ssimmons1@unl.edu](mailto:ssimmons1@unl.edu)  
**Program:** Mari Greer  
[mgreer1@unl.edu](mailto:mgreer1@unl.edu)  
**UNOPA Notes:** Diane Wasser  
[dwasser1@unl.edu](mailto:dwasser1@unl.edu)  
**Ways and Means:** Nelvie Lienemann  
[nlienemann1@unl.edu](mailto:nlienemann1@unl.edu)  
**President's Advisor:** Kathy Bennetch  
[kbennetch1@unl.edu](mailto:kbennetch1@unl.edu)

**Ad Hoc Committees:**

**Digital Commons:** Kathy Bennetch  
[kbennetch1@unl.edu](mailto:kbennetch1@unl.edu)  
**Finance:** Cindy Knight  
[cknight1@unl.edu](mailto:cknight1@unl.edu)

**President's Annual Report**

Peg Johnson

The President's duties are to preside at all meetings of the Association and the Executive Board; with the assistance of other elected officers, appoint committee directors for the standing committees; shall be a member of NEOPA and NAEOP; shall serve as contact for UNOPA with the University Association for Administrative Development (UAAD), the Nebraska Educational Office Professional Association (NEOPA) and the National Association of Educational Office Professionals (NAEOP); shall represent UNOPA on the NAEOP Advisory Council, at the Deans and Directors meetings, and any official meetings with university administrators. The Annual Report of the Association shall be compiled and distributed to the members before the end of the term in office. The President shall sign checks in the absence of the Treasurer. The President shall become the Bradley Munn Professional Growth Fund Director the following year.

My presidential theme was "Set the Example", and we did! We had an opportunity to support areas such as the Backpack Program and the Food Bank (\$123.50 in cash and 304 lbs of can/carton items). Through our 50/50 program we donated \$386 to the Child Advocacy Center. Several members participated in the Breast Cancer Walk in October and in June volunteered their time at the 2010 Special Olympics. Thank you for taking the initiative to help "set the example".

As your president, I was invited to attend the Deans and Directors meetings throughout the year. At the September meeting there was an opportunity to share the awards UNOPA received at the July 2009 NAEOP conference in Minnesota. The Deans and Directors meetings were also an avenue to announce the upcoming awards that UNOPA would be presenting in November at their business meeting. This allowed ample time for the administrators to view our criteria and decide whether or not to move forward. The April meeting was so taken up with budget issues that we had to delay until another time the introduction of Mari Greer as your new president for 2010-2011.

UNOPA and UAAD presidents were asked to be a part of the committee to review the Budget Reallocation/Reduction Revision Committee (BRRRC). After several meetings between September and November, this committee decided to include a representative of UNOPA and UAAD in the guidelines for the BRRRC. These representatives would be a part of the Academic Planning Committee (APC) only during phases of the budget reduction process and would vote only on budget reduction matters. This was approved by the Faculty Senate, the APC, the Association of Students of the University of Nebraska (ASUN) and the Chancellor - pending approval by the Board of Regents. As approval was pending, we were not able to vote during the few APC hearings and deliberations towards the end of the fiscal year.

UNOPA MISSION STATEMENT: Education is the birthright of every person. We as members of the University of Nebraska Office Professionals Association pledge ourselves to safeguard that right. We acknowledge the unique role of educational office professionals 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 educational office professionals with the University of Nebraska, as partners upholding the quality of service to the university educational system and the community.

## UNOPA ANNUAL REPORT FOR 2009-2010

### President's Annual Report 2009-2010 *(Continued)*

In January 2010, our organization was stunned when we learned of Becky Hastings passing (1968-2010). The February 2010 newsletter featured an article titled "Remembering Becky Hastings, Past President and Friend" which was written by Debbie Hendricks and reminded us all of Becky's impact on our lives. During her 2005-2006 presidency, Becky spoke at the Deans and Directors meeting about the upcoming National Association of Educational Office Professionals (NAEOP) conference. Her presentation was so compelling; my supervisor returned to the office and asked me to see if this was something I would be interested in attending. Becky was inimitable.

UNOPA presents honorary memberships to individuals within the University community who have made significant contributions to the growth of UNOPA, its members, and office/service employees. At its January business meeting, UNOPA presented Roshan Pajnigar with an honorary membership. She was selected for her countless workshops for UNOPA, providing support letters for our various awards, and serving as a judge for an award committee. She continues to attend our meetings. A number of our members feel that she serves as a valuable mentor both professionally and personally.

As your UNOPA president, I had several meetings with Susan Poser, the Associate to the Chancellor. She kept us updated on the Chancellor's Senior Administrative Team (SAT) meetings and what was happening on campus. In May 2010, Susan was named Dean of the Law College. Her replacement as Associate to the Chancellor was William Nunez, my supervisor. I had only one meeting with Bill in his new official role.

The Chancellor financially supported thirteen UNOPA members who chose to attend the NAEOP conference in July 2010. The conference was hosted in Kansas City, Missouri, by the Central Area States which included Kansas, Missouri, Iowa, Illinois, Indiana and Nebraska. Nebraska's responsibilities included hosting the registration table for a day, the hospitality room for a morning and the PSP banquet. We were not only busy at the conference but in the preparation, beforehand which included fundraising. This was a great conference. I sincerely hope you will have a chance to attend the next one in Charlotte, South Carolina.

I was very excited when UNOPA/UAAD joined together to co-sponsor Toastmasters on city campus, called NU Toasters. They meet Thursdays from Noon-1:00 pm at the city union. If you are in the area and would like to check them out, please stop by. It is a fun relaxed atmosphere to help you feel comfortable about getting up and speaking in front of people.

In addition to the several workshops that the Career Development and Outreach committees put together for our members, in April, 2010, two UNOPA members, Mary Guest, CEOE and Gretchen Walker, CEOE co-chaired as members of the Nebraska Educational Office Professionals Association (NEOPA) and National Association of Educational Office Professional (NAEOP), the 2010 Central Area Professional Development Day/NEOPA Spring Conference, "Piecing Together Your Professional Career". Three UNOPA members were installed as elected board members: Diane Wasser, CEOE as President; Kathy Bennetch, CEOE as President-Elect and Membership Committee; and Jane Schneider as Secretary for 2010-2011. Five additional UNOPA members will be serving on the NEOPA board.

Usually the Board meetings were held on the first Tuesday of the month from 3:00-5:00pm. This year, we had a few meetings over an extended noon hour. Statistically our attendance was better over the noon hour; however, parking was an issue when trying to return to work in a timely manner. The Board favored the afternoon meetings for convenience.

I would like to thank my supervisor, William Nunez, for his support over the past few years as I served in various elected positions: corresponding secretary, treasurer, and president elect and president. In addition, I would like to thank my co-workers for their support as I served in different capacities on the UNOPA board of directors. My husband has been a trooper and I really appreciate having him as a sounding board.

**President's Annual Report 2009-2010** *(Continued)*

Wow! This was an unbelievable opportunity to serve as your president. What an incredible year and very exciting!! The first and foremost barrier that I had to deal with was being up front and center at our meetings. Because I am an extreme introvert and prefer to be behind the scene, this forced me to take a *GIANT* step forward in my personal growth. This was very scary for me but on the positive side, it gave me an opportunity to interact with so many of our members and others whose paths I would not have crossed. I would like to say thank you for giving me this opportunity.

Thank you,



Peg Johnson  
UNOPA President 2009-2010

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**President-Elect Report 2009-2010**

By Mari Greer

During this year, President Peg Johnson was available to preside over all of our meetings but one and that was the March 9, 2010 meeting. Peg was representing UNOPA at an APC budget hearing meeting that day. I did attend a couple of meetings with Peg. One was a deans and directors meeting that turned in to the chancellor talking about the budget cuts that were going to happen on campus. I also attended a meeting with Bill Nunez, Associate to the Chancellor in May.

On March 9, 2010 I conducted our general meeting at Hardin Hall in Peg's absence.

Installation was held on May 11, 2010 at the Jackie Gaughan Multicultural Center. We enjoyed the catered lunch by the Nebraska Union staff and we had individual servings of UNL Dairy Store's ice cream for part of our dessert. My thanks to Edie Schleiger who agreed to perform the installation ceremony, she did a fabulous job! My theme for the year will be MAGIC (Make A Greater Individual Commitment.) The Directors for 2010/2011 were announced at the meeting. The 50/50 recipient for the next year will be Lighthouse.

My budget for the year was \$525.00. My expenditures for the year were \$672.15. When I compiled the budget, I was unaware that we only had one UNOPA past president's gavel pin left (the one that was presented to Peg Johnson on May 11, 2010) so I ordered more from Awards Unlimited to keep on hand for the future. We had to order the minimum quantity which was 42 and that total came to \$177.51. The good news is we have lots of the gavel pins for the future to present to our outgoing presidents!

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**Recording Secretary Report 2009-2010**

By Donna Boone

Committee description/duties/responsibilities:

The Recording Secretary is responsible for taking roll call at Executive Board meetings; maintaining an accurate record of the proceedings of Executive Board and General Membership meetings; ensuring that copies of the minutes are made available to the Executive Board or General Membership, as appropriate, in a timely manner; and keeping up-to-date records of the current Bylaws, including Standing Rules. The Recording Secretary is also responsible for collecting pertinent records to be archived. If needed, the Recording Secretary assists other elected officers in appointing committee directors and is expected to preside at meetings in the absence of the President and President-Elect.

Report of what was accomplished:

I attended all Executive Board and General Membership meetings, except for the February 9, 2010, General

**Recording Secretary Report 2009-2010** *(Continued)*

Membership meeting and the April 6, 2010, Executive Board meeting, in order to make a record of the proceedings. Beth Zager, Corresponding Secretary, attended and took minutes for the February 9, 2010, General Membership meeting and the April 6, 2010, Executive Board meeting. Once approved by the President, the minutes were made available to the appropriate membership group as soon as possible for the next meeting. A record was kept of attendees at each of the Executive Board meetings and is filed in the Recording Secretary binder.

**Approved Budget for 2009-2010:**

An approved budget of \$35.00 was available for the Recording Secretary. Actual expenses were \$0.00 which left a balance of \$35.00. By using recycled binder and donated items, no expenses were incurred. It is recommended the balance remaining be returned to the operating budget.

My year as Recording Secretary was challenging for me. When assistance was asked for it was graciously given. I will pass on the notebook to the 2010-2011 Recording Secretary, Cathy Robertson, at the transition meeting.

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**Corresponding Secretary Report 2009-2010**

By Beth Zager

**Description of duties/responsibilities:**

The Corresponding Secretary shall conduct the correspondence of the Association as directed by the President and the Executive Board, including extending courtesies to Association members, and corresponding with NAEOP and NEOPA and reporting UNOPA activities for publication; shall in the absence of the Recording Secretary, assume the duties of the Recording Secretary; shall assist the other elected officers in appointing committee directors; shall collect photos for scrapbook; shall be responsible for the past-presidents luncheon; shall be responsible for the holiday collection, and shall provide publicity for UNOPA including sending notices of meetings and information to the Scarlet, E-news, and other media outlets as appropriate.

**Correspondence:**

As of May 31, 2010 a total of 25 cards were sent this past year to UNOPA members and friends of UNOPA – 1 birthday, 4 congratulations, 11 sympathy, and 9 get well. All cards were sent to home addresses. Notices were sent each month to E-News and the Scarlet for meeting announcements, except for the May meeting which was only sent to the E-News.

**Photos and Scrapbook:**

Photos were taken at each of the meetings and submitted to UNOPA Notes and the UNOPA Website for publishing. The photos are also being compiled into a scrapbook for the year.

**Holiday Giving Tree:**

This year we supported two groups with the Giving Tree, Bright Lights and CEDARS. Wishes for both groups were placed on construction paper ornaments and hung on the tree at the November UNOPA General Meeting. Members were asked to choose an ornament and bring that gift to our December meeting. The December meeting was canceled due to weather, but UNOPA members stepped up and made the extra effort to make sure that the gifts were turned in. We collected 57 items for CEDARS and 22 items for Bright Lights.

**Past Presidents and Retirees Luncheon:**

The annual Past Presidents/Retirees recognition luncheon was held at the Nebraska East Union on April 13th. The Rose Frolik Award was presented by Sandy Lineberry to Mary Klucas. Twenty-one past presidents and retirees responded with a yes to attend the luncheon but a few had to cancel. We ended up with 14 Past Presidents and 2 retirees at the luncheon. Each received a Gerber daisy to take home. Seven parking permit passes were provided to those who requested them.

**Budget:**

The projected budget for the year was \$690. I've spent \$467.73 as of April 2010. I still have some more postage and the scrapbook expenses, but I expect my final actual expenses to fall just under \$500.

**UNOPA ANNUAL REPORT FOR 2009-2010**

**Treasurer Report 2009-2010**

By Belva Harris

UNOPA  
Balance Sheet  
As of June 30, 2010

<b>ASSETS</b>		
Cash - TierOne Checking Account (Check Register)		\$ 1,775.21
Accounts Receivable - UNL		\$ -0-
CD - 13 months		\$ 3,706.91
Savings for 50th Anniversary Celebration		<u>\$ 5,590.98</u>
<b>TOTAL ASSETS</b>		<u>\$ 11,073.10</u>
<b>FUND BALANCE</b>		<u>\$ 11,073.10</u>
 <b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		 <u>\$ 11,073.10</u>

UNOPA Income / Expense Statement by Committee  
July 1, 2009 through June 30, 2010

	<u>Income</u>	<u>Expenses</u>	<u>Total</u>
<b>Officers</b>			
President	\$ 90.00	(\$ 560.40)	(\$ 470.40)
President-Elect		(\$ 847.15)	(\$ 847.15)
Recording Secretary			\$ 0.00
Corresponding Secretary		(\$ 493.01)	(\$ 493.01)
Treasurer		(\$ 150.46)	(\$ 150.46)
 <b>Standing Committees</b>			
Awards	\$ 3,136.65	(\$ 3,969.26)	(\$ 832.61)
Career Development	\$ 305.00	(\$ 847.39)	(\$ 542.39)
Bylaws Committee		(\$ 20.56)	(\$ 20.56)
Communication Tech		(\$ 20.00)	(\$ 20.00)
Employee Concerns			\$ 0.00
Historian			\$ 0.00
Hospitality	\$ 4,329.00	(\$ 4,383.83)	(\$ 54.83)
Membership	\$ 1,190.00	(\$ 9.00)	\$ 1,181.00
Misc (President's Fund)		(\$ 896.80)	(\$ 896.80)
Nominating		(\$ .88)	(\$ .88)
Outreach	\$ 179.89	(\$ 419.78)	(\$ 239.89)
Program		(\$ 308.44)	(\$ 308.44)
UNOPA Notes		(\$ 32.00)	(\$ 32.00)
Ways & Means	\$ 5,651.00		\$ 5,651.00
 <b>Ad Hoc Committees</b>			
NEOPA / NAEOP Liaison		(\$ 122.44)	(\$ 122.44)
 <b>Miscellaneous Expenses</b>			
Past President	\$ 111.00	(\$ 194.55)	(\$ 83.55)
Interest Earned	\$ 24.06		\$ 24.06
50-50 Drawing	\$ 782.00	(\$ 773.00)	\$ 9.00
Donations	\$ 22.00		\$ 22.00
Tumblers & Mugs	<u>\$ 154.00</u>		<u>\$ 154.00</u>
 <b>Totals</b>	 <u>\$ 15,974.60</u>	 <u>(\$ 14,048.95)</u>	 <u>\$ 1,925.65</u>

**Awards Committee Annual Report 2009-2010**

Gretchen Walker, CEOE, Director

Committee Members: Paul Guern, Jane Schneider, Carol Wusk, CEOE, and Grace Li

**Duties of the Committee:**

The Awards Committee facilitates the presentation of the Floyd S. Oldt Boss of the Year, the Floyd S. Oldt Outstanding Staff Award and the Floyd S. Oldt Silver Pen Awards in the fall and the Rose Frolik Award in the spring.

The committee did all work via email and phone conversations.

Announcements for all the awards were published in the UNOPA Notes, Scarlet, and E-news. Announcements were also made at UNOPA general meetings prior to the nomination deadline. Nomination forms and guidelines were made available on the UNOPA website.

Invitations were sent to all judges and nominees for them to be guests at the luncheon where the respective awards were presented.

After each award, announcements of the winners were published in the UNOPA Notes, Scarlet, and the UNOPA website. Articles were also published in the NEON.

**Floyd S. Oldt Boss of the Year Award and Luncheon**

The nomination deadline was October 16, 2009 with the award presented at the luncheon on November 10, 2009.

Judges for this award were four individuals from the community. They were Larry Baus, co-owner of Village Market and Wagner's Food Pride; Ted Larson, Nebraska NAEP Coordinator, Nebraska Department of Education; Terry Wagner, Lancaster County Sheriff; and Alan Gless, District Court Judge, Fifth Judicial District, Seward.

**Seven nominations were received:**

Karen Bell-Dancy, Director, Undergraduate & Graduate Distance Program, Extended Education & Outreach

David W. Conrad, Associate Vice Chancellor for Technology Development, Office of Technology Development

Julie Johnson, Chairperson, Child, Youth & Family Services

Alan R. Moeller, Assistant Vice Chancellor for Finance & Personnel, Institute for Agriculture & Natural Resources

James Stubbendieck, Director, Center for Great Plains Studies

Steven Taege, Business Center Manager, University Services Business Center

William (Bill) Watts, Assistant Dean, College of Arts & Sciences Advising Center

Two judges and all nominees attended the November 10th general meeting. Judges were recognized and each nominee received a certificate of nomination.

The award recipient was Karen Bell-Dancy. Karen received a \$500 stipend, an engraved plaque, and a one-year membership to UNOPA. Beverly Russell, the 2008-2009 Floyd S. Oldt Boss of the Year presented the award.

**Floyd S. Oldt Outstanding Staff Award and Floyd S. Oldt Silver Pen Awards**

The nomination deadline was October 16, 2009 with these awards presented at the luncheon on November 10, 2009.

These two awards are judged by six people from across the University representing the six different classification levels: Administrator, Manager/Supervisor, Faculty, Director, Office, and Service. The same judges are used for both awards.

## UNOPA ANNUAL REPORT FOR 2009-2010

### **Awards Committee Annual Report 2009-2010** *(Continued)*

Gretchen Walker, CEOE, Director

Judges for these awards were Marjorie Kostelnik, Dean, College of Education & Health Science; Radha Balasubramanian, Associate Professor, Modern Languages & Literature, Barbara Caron, Assistant Director, International Quilt Study Center & Museum; Janet Crawford, Coordinator, Alcohol & Drug Services, University Health Center; Betty James, Office Assistant, Ag Leadership Education & Communication; and Patricia Mueller, Office Associate, FM&P Landscape Services

#### **Floyd S. Oldt Outstanding Staff nominees were:**

Debra Adams, Customer Service Associate, Extended Education & Outreach  
Mary Elizabeth (Beth) Krohn, Office Manager, Student Involvement  
Billie Lefholtz, Office Manager, College of Agricultural Science & Natural Resources  
Barbara Trail, Administrative Technician, Department of Anthropology

Billie Lefholtz was named the recipient and received a personalized plaque, \$1000 stipend, and a one-year membership to UNOPA.

#### **Floyd S. Oldt Silver Pen nominees were:**

Michelle (Shelly) Green, Office Associate, Institutional Research & Planning  
Karen Jackson, Transfer Credit Specialist, College of Agricultural Science & Natural Resources  
Lee Manns, Office Supervisor, Extended Education & Outreach  
Kimberly Pappas, Office Associate, Naval ROTC  
Sherryl Wallman, Administrative Technician, Academic Affairs-Summer Sessions

Shelly Green and Sherryl Wallman both received this award. Each received a framed certificate, a \$600 stipend, an A.T. Cross Silver Pen, and a one-year membership to UNOPA.

#### **Rose Frolik Award Luncheon**

The nominations deadline was March 5, 2010 with the award presentation at the luncheon on April 13, 2010. Nominations for this award are restricted to UNOPA members meeting eligibility requirements. There is a list of eligible members on the UNOPA website.

This award is judged by community members outside of the University. The judges this year were Dick Janda, 10/11 Assignment Editor; Rev. Jerry Thompson, St. Mark's on the Campus Episcopal Church; and Lisa Morehouse, Office Manager, Human Resources, Lincoln Public Schools.

#### **Rose Frolik Award Nominees were:**

Judy Anderson, Editorial Associate, Office of University Communications  
Patricia (Pat) DeStefano, Accounting Associate, Natural Resources Business Center  
Mary Klucas, Administrative Tech I, College of Arts & Sciences Dean's Office  
Linda Luedtke, Administrative Assistant, Hixson-Lied College of Fine & Performing Arts Dean's Office  
Donelle Moormeier, Office Manager, Department of Communication Studies  
Connie Paxton, Administrative Assistant, Nebraska Statewide Arboretum and Nebraska Forest Service  
Janice (Jan) Wassenberg, Staff Secretary III, Institutional Animal Care Program, Office of Research Responsibility

One judge and all nominees attended the April 13th general meeting and luncheon. Judges were recognized and each nominee was presented with a certificate of nomination. The award is presented each year by Sandy Lineberry representing Rose Frolik.

The Rose Frolik Award was presented to Mary Klucas. She received an engraved plaque, \$600 stipend, and a one-year membership to UNOPA.



**UNOPA ANNUAL REPORT FOR 2009-2010**

**Awards Committee Annual Report 2009-2010 (Continued)**

Gretchen Walker, CEOE, Director

**UNOPA Awards Committee Expenses 2009-2010**

<b>Boss of the Year:</b>	Actual	Projected
Lunches (10 @ \$9.00)	\$90.00	
Awards Unlimited (plaque)	\$45.15	
Award Stipend	\$500.00	
UNOPA Membership	\$9.00	
Parking passes (3 @ \$5.00)	\$15.00	
Programs (paper)	<u>\$21.40</u>	
	\$680.55	\$650.00
<b>Outstanding Staff Award:</b>		
Lunches (7 @ \$9.00)	\$63.00	
Awards Unlimited (plaque)	\$55.05	
Award Stipend	\$1,000.00	
UNOPA Membership-K. Bell-Dancy	<u>\$9.00</u>	
	\$1,127.05	\$1,100.00
<b>Silver Pen Award:</b>		
Lunches (6 @ \$9.00)	\$54.00	
Frames for certificates	\$6.00	
Awards Unlimited (2 pens)	\$61.32	
Award Stipends (2 @ \$600)	\$1,200.00	
UNOPA Memberships (2)-Lefholtz & Green	<u>\$18.00</u>	
	\$1,339.32	\$1,350.00
<b>Awards Committee Annual Rose Frolik Award:</b>		
Lunch (9 @ \$9.00; 2 @ \$4.50)	\$90.00	
Award Stipend	\$600.00	
Awards Unlimited (plaque)	\$41.90	
Tom Slocum (photography)	\$40.00	
Tom Slocum (to mail check)	\$0.44	
Courier (split w/Corr. Secy.)	\$3.00	
Parking (4 @ \$5.00)	\$20.00	
UNOPA Membership-M. Klucas	<u>\$9.00</u>	
	\$804.34	\$680.00
Karen Jackson (09/10 winner)	\$9.00	
Donna Boone (09/10 winner)	\$9.00	
<b>Total Awards Expenses</b>		\$3,969.26
<b>Total expenses reimbursed to UNOPA from the Floyd S. Oldt Fund:</b>		<u>\$3,136.65</u>
		\$832.61
<b>UNOPA Awards Budget:</b>		\$3,780.00
<b>Budgeted reimbursement from the Floyd S. Old Fund</b>		<u>\$3,100.00</u>
		\$680.00
<b>Over Budget by:</b>		<b>\$152.61</b>

**Bylaws Committee Report 2009-2010**

By Cindy Knight, CEOE, Director

Committee Members: Lorraine Moon, CEOE, Mary Klucas

**Expenses 2009-2010:**

Used \$20.56 for Stamps, envelopes, and Robert's Rules of Order: Simplified & Applied 2001 ed. Book

Executive Board discussed the possibility of electronic voting but tabled for future discussion.

**Bylaws Revision:**

The following revisions were made to the Bylaws this year and were approved by eligible membership.

**Article IX** -- The spelling of amendment was corrected.

**Rationale for changes:** The Immediate Past President has several responsibilities that have recently been added to this office, but are not clearly stated in the Bylaws. These changes will also discontinue the need to have a NEOPA/NAEOP liaison.

**Article IV – Officers/Duties**

**Section 3.**

**As Amended:**

The President shall preside at all meetings of the Association and of the Executive Board; shall, with the assistance of other elected officers, appoint committee directors; shall be an ex-officio member of all appointed committees, except the Nominating Committee; shall be a member of NEOPA and NAEOP; shall serve as contact for UNOPA with the University Association for Administrative Development (UAAD), the Nebraska Educational Office Professional Association (NEOPA), and the National Association of Educational Office Professionals (NAEOP); shall represent UNOPA on the NAEOP Advisory Council, at the UNL Deans and Directors meetings, and at any official meetings with university administrators. The Annual Report of the Association shall be compiled and distributed to the members before the end of term in office. The President shall sign checks in the absence of the Treasurer. The following year, the President shall serve as Immediate Past President on the board and become the Bradley Munn Professional Growth Fund Director. ~~the following year.~~

**Rationale:** This change clearly identifies the position of Immediate Past-President.

**Section 6.**

**As Amended:**

The Corresponding Secretary shall conduct the correspondence of the Association as directed by the President and the Executive Board, including extending courtesies to Association members, and corresponding with NAEOP and NEOPA and reporting UNOPA activities for publication; shall in the absence of the Recording Secretary, assume the duties of the Recording Secretary; shall assist the other elected officers in appointing committee directors; ~~shall assist, as needed, with registration and travel arrangements to meetings;~~ shall collect photos for scrapbook; shall be responsible for the past-presidents luncheon; shall be responsible for the holiday collection, and shall provide publicity for UNOPA including sending notices of meetings and information to the Scarlet, E-news, and other media outlets as appropriate.

**Rationale:** Remove this responsibility from the Corresponding Secretary and add to the Immediate Past-President.

**Section 8. (new addition to Bylaws)**

**The Immediate Past President shall serve as a member of the Executive Board from the time the new President assumes office on July 1 until the following June 30; shall serve as the Director of the Bradley Munn Professional Growth Fund; shall coordinate activities with the UNOPA membership relating to the state and national conferences to include planning a reception for UNOPA members to be held during the NAEOP Annual Conference; and shall compile and submit the Louise Henderson Nelson Award packet for NAEOP competition.**

**Rationale:** Adding this section establishes the office of Immediate Past President and defines the responsibilities of this office. The NEOPA/NAEOP Liaison duties seem to fall more naturally with the Immediate

**Bylaws Committee Report 2009-2010 (Continued)**

By Cindy Knight, CEOE, Director

**Section 8. Rationale (Continued)**

Past President since they would have been a member of NEOPA and NAEOP for at least the past two years and would have current working knowledge of the activities/responsibilities associated with NEOPA and NAEOP.

**Change current Section "8" to Section "9" and change current Section "9" to Section "10".**

**Rationale:** Consistency in numbering.

**Article VI - Executive Board**

**Section 1.**

**As Amended:**

The Executive Board shall consist of the elected officers of the Association, **the Immediate Past President**, and the directors for each of the committees. The President Emeritus shall serve as ex-officio member. With the exclusion of the immediate Past-president and President Emeritus, there shall be no more than four past presidents serving on the Executive Board.

**Rationale:** This addition clearly identifies the Immediate Past President as a member of the Executive Board.

**Duties of the Committees:**

**Standing Committees**

**As Amended:**

B. ~~The Immediate Past President shall serve as Director of~~ The Bradley Munn Professional Growth Fund Committee **shall be under the direction of the Immediate Past President**. This Committee administers UNOPA's Foundation account with the primary intent being to encourage Professional Development in multiple areas among the membership. The review board consists of the Immediate Past President, the current Career Development Director, the current Treasurer and two additional UNOPA members. The Board will meet quarterly to review the status of the fund, review applications and select recipients, and actively recruit monetary pledges to replenish the fund. ~~The Immediate Past President shall also be responsible for compiling and submitting the materials for the NAEOP Louise Henderson Nelson Award competition.~~

**Rationale:** The rewording of the first sentence makes it consistent with the listings and descriptions of the other Standing Committees. The last sentence should be deleted, as this has been incorporated in the description of the Immediate Past President, Article IV, Section 8.

**Standing Rules**

**Currently reads:**

1. The dues for each fiscal year, from July 1 to June 30, shall be nine dollars (\$9.00) for active and associate members and two dollars (\$2.00) for retired membership. Life membership shall be \$200.00. If a renewing member's dues are not paid by September 30, a \$3.00 fee will be assessed in addition to the \$9.00 annual dues for a total cost of \$12.00 to reinstate membership.

**Proposed revision:**

1. **Membership shall be for the fiscal year July 1 to June 30. The dues are 9.00 for active renewing members if paid on or before September 30. Beginning October 1, active renewing member dues are \$12.00. Dues for New members joining prior to March 31 are \$9.00. Associate members dues are \$9.00. Retired members dues are \$2.00. Life membership dues are \$200.00.**

## UNOPA ANNUAL REPORT FOR 2009-2010

### **Bylaws Committee Report 2009-2010 (Continued)**

By Cindy Knight, CEOE, Director

#### **Standing Rules, #1 Proposed revision (Continued)**

**Rationale:** More clearly defines the payment of dues by dates.

**Ad Hoc Committee:** NEOPA/NAEOP Liaison was deleted because adding Section 8 establishes the office of Immediate Past President and defines the responsibilities of this office. The NEOPA/NAEOP Liaison duties seem to fall more naturally with the Immediate Past President since they would have been a member of NEOPA and NAEOP for at least the past two years and would have current working knowledge of the activities/responsibilities associated with NEOPA and NAEOP.

These two Ad Hoc Committees were added to the Bylaws, Standing Committees and Standing Rules document.

**Ad Hoc Committee:** (These committees along with any others can be established at the discretion of the incoming Board).

- A. The Ad Hoc Finance Committee shall develop proposals on ways to use a portion of UNOPA undesignated funds. The proposals would be presented to the Executive Board and UNOPA members for approval.
- B. The Digital Commons Committee shall work on moving all archived UNOPA photos/documents to digital commons.

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### **CAREER DEVELOPMENT – PSP REPORT 2009-2010**

Lola Young, Co-Director, PSP  
Career Development Committee

The Career Development – PSP Co-Chair is responsible for promoting the Professional Standards Program to UNOPA members, and working with members to achieve their own PSP certification.

This year I was pleased to work with the following people on their PSP application packets: Martha Young, Gretchen Walker and Belva Harris. Mary Guest and Gretchen Walker turned in their re-certification materials for the May 15, 2010 deadline.

Special thanks to the Career Development Committee members: Debbie Hendricks, CEOE; Mary Guest, CEOE; Gretchen Walker, CEOE; Diane Wasser, CEOE; Martha Young

At the November, 2009, UNOPA meeting, plaques were presented to the UNOPA members who had earned PSP recognition during the January, May, or September, 2009 deadlines. Cathy Robertson, CEOE and Tonda Humphress were recognized. The only 2009-10 expense incurred by this committee is the \$39.20 for the award plaques presented.

Requests were turned in to NAEOP and programs listed below were approved for PSP in-service training hours: *Campus Violence Prevention Workshop with Dr. Steve Albrecht* – two hours – October 20, 2009 - Program sponsored by the Chancellor's Office, Student Affairs, Faculty Senate, UAAD, UNOPA, Business and Finance, and the UNL Police Department; *GREAT Work, GREAT Life: Five Actions to Make 2010 More Effective, and More Fun, Too! With Paul Wesselman* – three hours – January 20, 2010 - Program sponsored by UAAD and UNOPA; *"Communication Skills for Everyone"* – UNOPA Fall Workshop – three hours – December 9, 2009 –

POSTPONED DUE TO WEATHER; *"Communication Skills for Everyone"* - UNOPA Spring Workshop – 3.0 hours – February 19, 2010

**Communication Technology Committee 2009-2010**

Karen Jackson, Director

**Standing Rules:**

The Communication Technology Committee will update and maintain UNOPA's web page. It would be helpful to have working knowledge of html, pdf and ftp. Commitment is for two years.

The Committee was established in 2004-05. Guidelines are still being developed and will continue to be enhanced over years.

**Guidelines Specific to the Communication Technology Committee:**

At the beginning of each year, change the password that connects you to the UNOPA site on the server. This is done for security reasons.

Update web pages frequently. Make sure information is current and timely.

Make sure the President has reviewed any new information that is going to be placed on the website before it goes live.

The Director(s) of the Membership Committee will send you new member information as she/he receives it. Make sure the information is updated on the website in a timely manner.

Submit a budget for expenses to the President.

**Guidelines for General Director Responsibilities:**

Recruit UNOPA members to participate on the committee. Be adventurous and reach out to new members or those you do not know.

Maintain a chronological listing of Committee Directors and members by year for your committee. It needs to be updated each year before you turn over the books.

Submit reimbursement request with original receipts and reimbursements form to President. Keep records of anything involving expenses/finances. All expenses need to be submitted within 30 days of an event or expenditure.

Date all committee documents.

If you are able, place all documents on a disk to be passed on the next year. Please label the disk as to contents year

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**Employee Concerns Committee 2009 - 2010**

Debbie Hendricks, Jan Edwards, Co-Chairs

Attached are reports from UNOPA members who served on various University committees during the 2009-2010 year. Many committees on campus have office/service representatives and may even come to UNOPA looking for representatives, but that doesn't make the representatives UNOPA representatives.

Also, many committees do not have a reliable mechanism for rotating new people onto the committee. Some committees expect UNOPA to make appointments and keep track of individual length of service, while other committees appoint their own representatives, and have no term limits. One of my 2009-2010 goals was to organize some of the Employee Concerns Committee records, in order to give more new people a chance to serve on a committee, and easily tell from the Chair's notebook how the individual committees are organized. While this goal was partially accomplished, I learned that it is hard to get individuals to serve on committees. Getting new committee members to step forward and serve was very difficult, much harder than I had expected.

## UNOPA ANNUAL REPORT FOR 2009-2010

Chancellor's Campus Safety Committee  
Annual Report to UNOPA – 2009-10 Year  
Chris Cary, Representative

I was chair of the Chancellor's University Safety Committee (CUSC) this year. The committee meets quarterly to review quarterly injury incident reports and address safety issues that affect our campus. Every other meeting includes time on the agenda for an "Open Forum," to which the campus community is invited.

In addition to meetings, we attended the Fall Campus Safety Walk, and responded to concerns brought to the committee's attention at open forums. Some of the issues included: clarifying employees' rights not to be photographed or have personal information published on the internet, snow removal, road construction, campus pet policy, background checks for taxi drivers in the Safe Ride Home program, and employee work breaks. The Daily Nebraskan ran an article about the committee's work on 10/14/09. We recruited two new at-large members.

The traditional safety fair hasn't been well-attended for the past few years, but the committee still wanted to do something for the campus community. We decided to include a broader audience and range of topics in a different kind of fair. The committee has been working on this project all year, and I am the coordinator.

Please mark your calendars and plan to attend SURVIVOR: 2010 Safety and Wellness Fair! The fair will be held Tuesday, October 19, 2010, from 9 am to 3 pm, in the Nebraska Union. Designed to meet the concerns of staff, faculty, and affiliated personnel (students are welcome too), there will be something for everyone among a variety of interactive exhibits, programs and seminars, along with a healthy snack--all free of charge! Certificates of attendance will be available.

SURVIVOR: 2010 Safety and Wellness Fair is a collaboration between the CUSC and the Chancellor's Wellness Committee. Scheduled topics include: Office Ergonomics, Employee Assistance Programs, Recycling, Suicide Prevention, Chair Massages, Financial Health, Environmental Wellness, Adult Immunizations, Garden Tours, Burn Remedies and Prevention, Healthy Snacks, Pet Therapy, Relationship Violence and Sexual Assault Prevention, Exercise for Everyone, Food Safety, Making the Most of Your Benefits, Staying Warm and Safe in Winter Weather. There will also be lots of Health Screenings by medical professionals and UNMC Nursing students. Please help us promote this event to everyone in your office, and make sure you come at least for a little while that day. It will be well worth your time!

### CHANCELLOR'S COMMISSION ON ENVIRONMENTAL SUSTAINABILITY ANNUAL REPORT TO UNOPA – 2009-2010 YEAR

Lisa King, Representative

The Chancellor's Commission on Environmental Sustainability has made several policy recommendations in the areas of conservation, recycling, transportation, communications, educational programs and research to name just a few. For more information, a website has been created: <http://www.unl.edu/ucomm/chancellor/sustainability/>. We have just completed the second year of a three-year appointment.

### EMPLOYEE EMERGENCY LOAN FUND (ELF) ANNUAL REPORT TO UNOPA – 2009-2010 YEAR

UNOPA Representatives:

Shelley Everett, Jeanette Fisher, Debbie Hendricks, Connie Paxton, Rhonda Zugmier

Nine applications were received for an emergency loan during this reporting period and all nine applications were approved by the ELF Loan Committee. The total amount of loans was about \$5,891. The loans ranged from \$233 to \$750 with an average of \$654.

The majority of loan requests during this reporting period were for payment of rent in order to avoid eviction. Reasons for other loans were travel for a family emergency, utilities and car payment. One loan default occurred during this reporting period in the amount of \$535.

Employees continued to inquire about the Emergency Loan Fund but did not proceed with the application process or did not meet the loan requirements. Reasons for not proceeding included being on probation, being granted a loan at a financial institution, requested a larger amount of money than the loan can provide, vendor did not qualify or loan request was for cash. The Employee Assistance Program staff assisted these individuals in locating other resources which might be helpful to them in resolving their financial crisis.

## UNOPA ANNUAL REPORT FOR 2009-2010

### FACULTY SENATE ANNUAL REPORT TO UNOPA Jan Shamburg, Representative

It was interesting to attend and listen at the Faculty Senate meetings I was able to attend. From the meetings I attended, and from reviewing the minutes of the meetings I was unable to attend, I didn't notice anything that affected UNOPA, other than the budget-cutting process, and there was a UNOPA representative who attended those meetings.

### PARKING ADVISORY COMMITTEE ANNUAL REPORT TO UNOPA – 2009-2010 YEAR Sandy Lineberry, Chair

#### **Responsibilities:**

- A. The Parking Advisory Committee (PAC) has general responsibility for reviewing and making recommendations on all policies and regulations for University of Nebraska Lincoln parking facilities to the Vice Chancellor for Business and Finance.
- B. With respect to these responsibilities, the Committee shall:
  - 1. Conduct an annual review of the official UNL Parking and Transit Services Information & Regulations including parking permit fees and refunds, and make appropriate recommendations.
  - 2. Review and recommend proposed changes in parking policies, regulations and parking lot classifications before implementation.
  - 3. Review and recommend parking Capital Improvement Projects.
  - 4. Review the parking operating budget and monthly operating reports presented to the Committee by the Director of Parking and Transit Services.
  - 5. Act in an advisory capacity to the Vice Chancellor for Business and Finance.
  - 6. Serve as a forum for public input concerning parking.
  - 7. Inform the University community on parking matters.
- C. Review appealed decisions of the UNL Parking and Traffic Appeals Committee.

#### **Summary of Meetings (8 total) and Major Items Discussed**

- 1. Director's report
- 2. Faculty/Staff 2 Year Permit Option
- 3. Game Day Parking
- 4. Parking Philosophy/Mission Statement presented by Director
- 5. Background of Parking 1997 – 2009 presented by Director
- 6. Recommendation to VC Business and Finance that parking fees remain the same for 2010-11.
- 7. Parking & Unloading at Selleck
- 8. Permit Issues

#### **Recommendations for the Committee for the Next Year: None**

### PARKING APPEALS COMMITTEE ANNUAL REPORT TO UNOPA FOR 2009-10 UNOPA Representatives: Judy Anderson, Linda Thelen, Carol Nelson

The Parking Appeals Committee usually meets the first Thursday of every month (all year) at the City Union. We hear the appeals of faculty, staff, and the general public who feel their parking and/or towing tickets were not fair. A separate committee of students hears student appeals.

The committee consists of nine members – three members from each of the professional groups on campus: UNOPA, UAAD, and the Faculty Senate.

Parking Services has been granting and denying most of the appeals, so the number of appeals we actually

**UNOPA ANNUAL REPORT FOR 2009-2010**

hear has gone down tremendously. We still hear some appeals from people coming in person to state their case. After hearing the appeal, there is discussion among the committee and then a vote is taken on whether to grant or deny the appeal. There is always a representative from Parking Services present to facilitate the meeting and help with questions or inquiries we may have.

This is a very cohesive group and we have a pretty good time together while seriously considering people's appeals.

UNIVERSITY Wide employee Benefits Committee  
Annual Report to UNOPA – 2009-2010 year  
Diane Wasser, Representative

The committee meets in the fall and spring. Last fall it was a get to know and touch base kind of meeting. This was my first meeting with the committee. Our spring meeting we spent a lot of time discussing the new health care reform act. If the need arose we might need to call special meetings to discuss certain issues that will affect NU. One of the main issues we discussed was the way employees are notified of changes and how that could be better. Keith Dietze, the Committee Chair, has put together a task force of UNL members from the Communications Department along with members from the Benefits Committee to discuss and brainstorm on how to make communication more effective to employees. Some of those ideas will be implemented this fall when the enrollment time is near. Some include: sending post cards; mass emails; and information as it becomes available rather than all at once.

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**Hospitality Report 2009-2010**

Donette Petersen

**Guidelines:**

June – Attend the transitional meeting and recruit members to serve on this committee.

July – Collect menu prices and work with the president-elect for the monthly speakers/program/meeting location/dates. Meet with your committee to decide everyone's responsibilities: centerpieces, menus, door prizes, name tags, and flyer.

August through May – Plan to attend each board meeting and business meeting. Once the flyer is designed, submit to the President and President-Elect for their approval. Collect registrations for the meetings and 50/50 drawings. Turn all funds over to the treasurer.

May – At the end of the month, submit your report and guidelines to the President.

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**Membership Annual Report 2009-2010**

Director, Cathy Robertson

Active:	134
Associates:	003
Retire:	003
LifeTime:	<u>002</u>
Memberships	<u>142</u>
Honorary Membership	<u>019</u>
Total Memberships	<u>161</u>



**Nominating Committee Annual Report 2009-2010**

Director: Mary Klucas

Members: Andrea Peterson, Ann Reese, Helen Sexton

The Committee requested and was granted a budget of \$50. Cost of copying of the nomination packets and ballots were donated. The postage for the two mailings to off-campus members cost \$6.60. Labels were requested from Membership Director for Active and Retired members. (NOTE: For whatever reason, UNOPA wasn't billed for the postage for the January mailing so the Treasurers Reports only reflects the \$0.88 that was the postage for the March mailing.)

Requests for nominations were mailed out to the membership on January 15, 2010, with a due date of January 28, 2010. This mailing included a memo asking for nominations, the nomination form and a listing of the duties of UNOPA's elected officers. There were 31 people nominated, some for more than one position. The Director and Committee Members emailed every nominee to ask her/him to run. Most members responded by e-mail quickly. Those who hadn't responded after a few days were contacted by phone. We were able to get two members accept the nomination for both the Recording Secretary position and the Corresponding Secretary position. We were only able to get one nominee for both the President-Elect position and the Treasurer position. The slate of nominees was presented at the March General Meeting. As required by the Bylaws, in the absence of the President the President-Elect called for nominations from the floor and there were none.

The slate of candidates included:

- \* President-elect: Donna Boone
- \* Recording Secretary: Sara Luther and Cathy Robertson
- \* Corresponding Secretary: Jaime Long and Marcy Tintera
- \* Treasurer: Marlene Crombie

The Nominating Committee was appointed at the March General Meeting to act as the Teller Committee. On March 22, 2010, ballots were sent to the membership along with biographical sketch information for each candidate. Of the 135 ballots mailed out there were 80 ballots returned for counting.

The Committee met to count the ballots and presented the elected officers for 2010-2011 to the UNOPA Board at its meeting on April 6, 2010 and at the General Meeting on April 13, 2010. The Tellers' Report was not read aloud, but was given to the President and the Recording Secretary for their files. A copy is also contained in the Nominating Committee's notebook.

The 2010-2011 officers were elected by members having voting rights, via mailed ballots as required by the Bylaws. The 2010-2011 officers are:

- \* President-elect: Donna Boone
- \* Recording Secretary: Cathy Robertson
- \* Corresponding Secretary: Jaime Long
- \* Treasurer: Marlene Crombie

At the May General Meeting, the Nominating Committee moved to destroy the ballots. The motion passed, and the ballots have been shredded by the Director.

The Nominating Committee's notebook contains a timeline of activities, samples and copies of the documents produced by the Committee. The notebook will be passed on to the incoming Nominating Director at the transition meeting in June.

**Nominating Committee Annual Report 2009-2010 (Continued)**

I want to thank my committee members for their work! They were a pleasure to work with again and instrumental in completing the work of the committee. It was an honor and a rewarding experience to serve as UNOPA's Nominating Director and to be part of the 2009-2010 UNOPA Board!



Mary Klucas

## UNOPA ANNUAL REPORT FOR 2009-2010

### **Outreach Committee 2009-2010**

Marcy Tintera & Sharen Simmons, Co-Chairs

Members: Jan Wassenberg & Sandy Podany

Jan Wassenberg was asked to join our committee. Sandy Podany's name was given to us by UNOPA President Peg Johnson. Both agreed and had wonderful ideas.

Our committee had several meetings: Thursday, 2/18/10 - Braeda Bread (initial planning meeting); Monday, 3/29/10 - Village Inn (planning meeting); Wednesday, 4/7/10 - Tea Room (to have lunch & check out their desserts); Thursday, 5/20/10 - Village Inn (more planning) and Monday, 6/14/10 - Mussehl Hall (put together favors). Thursday, 6/17/10 - Aloha Tea Room (Summer Social).

Announcement of the Summer Social was made at the May meeting and flyers were distributed. An email to the entire UNOPA membership should have been sent right after that meeting but wasn't.

Several email reminders of the event date/time/location (plus the purse exchange) should have been sent out to the membership during the last two weeks before the Social. (A number of people said they forgot about the purse exchange). Those that did though had fun!

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### **Program Committee 2009-2010**

Mari Greer, Director

The committee worked very hard to incorporate our President's theme of "Set the Example" into the programs that we presented this year. We picked a similar theme of "Community Involvement". Members serving on this committee were: Donna Boone, Sandy Lineberry and Jan Wassenberg.

September 8, 2009 - Dr. Tom Osborne joined our meeting to talk about the TeamMates mentoring program.

October 13, 2009 - Lancaster County Sheriff Terry Wagner showed us examples of how their department works with the University of Nebraska-Lincoln police department, City of Lincoln police department and other law enforcement units around Nebraska.

November 10, 2009 - Dr. Giacomo (Jack) Oliva, Dean of Hixon-Lied Fine & Performing Arts College shared his experience of receiving the NEOPA Educator of the Year and the NAEOP Administrator of the Year awards.

December 8, 2009 - Our meeting was cancelled due to inclement weather. We were going to have musical entertainment by two UNL staff members, Nancy Kenny and Mike Zeleny. And, Rhonda Saunders of CEDARS was going to talk about their program since that's one of the programs that our annual "Holiday Giving Tree" was supporting that year.

January 20, 2010 - UAAD hosted this meeting. Paul Wesselmann held a brief professional development information session. Then, for those who had registered ahead of time, Paul held an afternoon professional development workshop.

February 9, 2010 - Joyce Halvorsen a representative from the Community Blood Bank gave a presentation on how donating blood can save lives in our community.

March 9, 2010 - Jennifer Brinkman of RichtersBrinkman, LLC shared information about the new downtown arena bond issue that will appear on the May 11 ballot here in Lincoln. Katie Clear, President of the UNL Environmental Resource Center also joined us to encourage everyone to participate in the nationwide recycling contest that UNL's a part of. The recycling contest runs January 17, 2010 to March 27, 2010.

April 13, 2010 - Debra Stroh, Director of Volunteer Services, 2010 Special Olympics USA National Games, presented information on the national games that will take place here in Lincoln, July 18-23. Also joining Debra was

## UNOPA ANNUAL REPORT FOR 2009-2010

### **Program Committee 2009-2010** *(Continued)*

Mari Greer, Director

Nick Duncan, a Special Olympics athlete from here in Lincoln, who competes on the Northridge Bulldogs team and one of his coaches, Linda Fischer. If you're interested in volunteering for the national games, please visit the website, [www.2010specialolympics.org](http://www.2010specialolympics.org) and complete the volunteer information.

May 11, 2010 – Installation of the 2010/2011 officers was performed by Edie Schleiger, CEOE.

For the year, I budgeted \$520 and ended up spending \$338.44. I don't believe the program committee was charged for some of the speaker's lunches. Most of the expenses came from purchasing UNOPA insulated mugs and gift cards to present to our monthly speakers.

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### **UNOPA Notes Final Report 2009-2010**

Diane Wasser, Director

Committee Members: Tina Ahrens, Donna Boone, Debbie Hendricks, Tonda Humphress

This year we produced 10 issues of UNOPA Notes. Every issue included Board of Directors listing, a Note from the President, Support Our Community Project and a calendar of events.

The August Issue: Summer Social recap of the Quilt Center, Historical 50/50 information, National Conference Highlights, Central Area announcement of hosting the National Conference, and Call for Nominations for UNOPA Awards.

September Issue: Articles on UNOPA's donation of socks to Afghanistan, Dates for a Violence Prevention Workshop, History about Bradley Munn Fund and quilt raffle, and parking lot signup information.

October Issue: Child Advocacy Center, Membership drive, Women Focus group forming, Professional Standards Program, Giving Tree and NEOPA Fall Workshop.

November Issue: Giving Tree recipient announced, recipients of UNOPA Awards article, UNOPA Walks for Breast Cancer, NAEOP Scholarship announcement and Member in the Spotlight.

December and January Issue was combined and included: Last chance for quilt raffle, Nominations needed for 2010-2011 board, UNL Empowerment forum, UNOPA Spring Workshop announced, Thank you for the Giving Tree and Nebraska/UNOPA members elected to NAEOP Board.

February Issue was our special issue that was forwarded to NAEOP for the award competition. It was also special as we paid tribute to a special friend and past president. The issue included: History on Ground Hog Day, Tips to Keep Us Safe, UNOPA Recognizes a special friend, Rose Frolik Award nominations sought, Remembering Becky Hastings, Central Area Professional Development Day flyer and registration.

March issue had lots of interesting facts. We had facts about Community Blood Bank donations and short cuts on our computer key board. The issue also featured an award received by a member, summary of the spring workshop and information on an upcoming Professional Development Day.

April had facts about "What I Owe My Mother" along with short stories on different activities from the PSP Committee and pictures from the March meeting.

May was the Past President's Luncheon and the Rose Frolik Award. It also featured an article about the NAEOP President, Pam Posey and National Director, Angela Meyer attending the Central Area Professional Development Day which UNOPA Hosted. An article about the Special Olympics and how to relieve eye strain.

## UNOPA ANNUAL REPORT FOR 2009-2010

### UNOPA Notes Final Report 2009-2010 *(Continued)*

Diane Wasser, Director

The last issue of the year was our Summer issue which covered the installation of the new officers, invitation to the Summer Social and some fun articles.

Our efforts this year were rewarded at the National Conference where the UNOPA Notes February Issue received a Second place award tying with Lincoln Public Schools in our Division.

I wish Gretchen Walker the best of Luck as she takes the reins as Editor in the next year.

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### Ways and Means Annual Report 2009 - 2010

Nelvie Lienemann, Director

Committee Members are the current UNOPA Board who served as crew leaders (two leaders per game) for a specific game.

The Board Members who served as Crew Leader this year were:

Peg Johnson (3 games)	Debbie Hendricks
Cindy Knight	Diane Wasser
Karen Jackson	Belva Harris
Gretchen Walker	Beth Zager
Mari Greer	Nelvie Lienemann (3 games)
Donna Boone	

Out of the list of 172 members and a season of seven regular games and one Spring game:

- 33 members helped for one game
- 12 members helped for two games
- 3 members helped for three games
- 5 members helped for four games
- 1 member helped for five games
- 2 members helped for six games

Regular game charge for parking was \$15.00 with UNOPA retaining \$6.00.

Spring game charge for parking was \$5.00 with UNOPA retaining \$2.00.

### Timeline and Guide

Spring or Summer – Go to Parking Service and sign the contract for the year. (UNOPA President may do this, please coordinate).

Summer/Fall: Secure the football schedule dates. Times are usually not available until closer to the game date.

First Fall Board Meeting: If approved by the Board again, have each director sign up for a game to serve as Crew Leader. You will need two directors for each game.

Make up or revise the list of instructions (duties and information about helping to park cars at a UNL football game) for Crew Leaders, and UNOPA member helpers. Add your contact information.

Keep a record of each person who helped work. Usually done by securing a membership list from the Membership Director. This list also is a help when needing to call a person who hasn't worked before.

Develop an article for the UNOPA Notes newsletter to advertise the parking lot schedule and help recruiting

**Ways and Means Annual Report 2009-2010 (Continued)**

Nelvie Lienemann, Director

volunteers. List the Crew Leaders for each game and contact information.

Keep members informed about the games and parking lot needs by creating an e-mail message for the President to distribute.

The parking tote and UNOPA sign was given to Gretchen Walker for storage during the summer. Follow up after each game to get tally of income, who has the tote and sign, etc.

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**Immediate Past President Report 2009-2010**

By Mary Guest, CEOE

This year, the Bylaws were changed to clarify the duties of the Immediate Past President as stated below:

**Section 8:**

The Immediate Past President shall serve as a member of the executive Board from the time the new President assumes office on July 1 until the following June 30; shall serve as the Director of the Bradley Munn Professional Growth Fund; shall coordinate activities with the UNOPA membership relating to the state and national conferences to include planning a reception for UNOPA members to be held during the NAEOP Annual Conference; and shall comply and submit the Louise Henderson Nelson Award packet for NAEOP competition.

In accordance with this change, I will include the reports for the Bradley Munn Professional Development Committee and the NEOPA/NAEOP Liaison in this report.

**Report of the Bradley Munn Professional Growth Fund Committee**

According to the committee guidelines, the committee members are: the Immediate Past President as Chair, Mary Guest; Career Development Director, Lola Young; Treasurer, Belva Harris; and two additional at-large UNOPA members, Mary Klucas and Martha Young.

The Bradley Munn Professional Growth Fund 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 committee according to printed guidelines.

The deadlines for reimbursements are October 15, January 15, and April 15. The committee decided to budget for four professional growth reimbursements (\$400) and four PSP reimbursements (\$400). Income from current donations was projected at \$564 and new donations projected at \$600 (\$300 from fundraising, and \$300 from Career Development Committee).

The reimbursement form, available from the director or on the UNOPA's website, was updated to reflect the new director. The form was available at UNOPA board meetings and general membership meetings and verbal reports were given, including information about ways to contribute to the fund.

In October we received one request for professional growth reimbursements from Grace Li in the amount of \$65.00, which was approved. It was at this time we encountered problems getting reimbursed from the Foundation because of the change in guidelines that occurred in May 2009. The reimbursement must come from the Foundation and go through Payroll. It was necessary to set up a WBS for UNOPA, and the reimbursement procedures needed to be changed. In addition to our reimbursement form, the applicant must also submit an Employee Non-Travel Expense voucher. We received one application in January from Lola Young in the amount of \$100, and this was approved. We did not receive any reimbursement requests in April. All committee meetings were conducted via email after the application deadline.

## UNOPA ANNUAL REPORT FOR 2009-2010

### Immediate Past President Report 2009-2010 (Continued)

By Mary Guest, CEOE

Our fundraiser this year was a quilt raffle. The quilt was donated by Debbie Hendricks and Lynn DeShon. We raised \$176. We also received \$84.98 from the Career Development committee from the February workshop. Overall, the fund had \$921.73 in profit this year. As the Career Development Committee did not have a Co-Chair for providing workshops, this hurt not only the members, in general, but also the fundraising for our Foundation Fund.

We must continue to encourage members to apply for reimbursement for their professional growth activities AND to help replenish this fund so we can continue to offer these monetary awards to our members.

### Budget 2009-2010

Beginning balance, July 1, 2009		\$4,304.68
Income received:		
Through payroll 4/30/2010	\$685.75	
projected payroll thru 5/31/2010	\$70.00	
projected payroll thru 6/30/2010	\$70.00	
Quilt raffle**	\$111.00	
from Career Development	\$84.98	
Total Income		<u>\$1,021.73</u>
Subtotal		<u>\$5,326.41</u>
Expenses incurred:		
(October 2009 reimbursements**	\$65.00**)	
January 2010 reimbursement	\$100.00	
Total expenses from foundation fund		<u>\$100.00</u>
Ending balance, June 30, 2010		<u>\$5,226.41</u>

(\*\*Because of the changes in procedure for reimbursements through the Foundation and to facilitate the reimbursement requested in October, \$65 was taken from the cash received from the quilt raffle. Therefore, only \$111 was deposited into the Foundation account.)

### NEOPA/NAEOP Liaison

The NEOPA/NAEOP Liaison Ad Hoc Committee was dissolved this year, and the duties incorporated into the duties of the Immediate Past President.

Committee members included: Debbie Hendricks, Diane Wasser, Lola Young, Gretchen Walker, Peg Johnson, Cindy Knight

Diane Wasser, CEOE, was installed as NEOPA Vice President at the CAPDD/NEOPA Spring Conference, April 24, 2010, in Lincoln, Nebraska. UNOPA hosted the Installation Reception with Debbie Hendricks coordinating this event. Expenses totaled \$67.44.

Part of the duties also involve coordinating a UNOPA reception at the NAEOP Annual Conference and to especially recognize members receiving their PSP and/or CEOE at the PSP Banquet. At this time, UNOPA does not have anyone attending the annual conference to receive their PSP/CEOE. However, a UNOPA reception is being planned

## UNOPA ANNUAL REPORT FOR 2009-2010

### **Immediate Past President Report 2009-2010** *(Continued)*

By Mary Guest, CEOE

for Tuesday evening following the opening session. This will provide an opportunity for UNOPA members to connect at the conference. As the funds for this activity actually come out of next year's budget, it is a little confusing as to who is in charge of organizing this event.

*Recommendation: In the future, I would recommend that the person who is the Immediate Past President as of July 1 should be in charge of this activity. This would then become one of their first responsibilities and would actually need to begin planning this event prior to actually being in this office. However, it would make the budget issues more clear.*

### **Louise Henderson Nelson Award**

A huge "thank you" goes out to Sandy Lineberry who compiled all the information for UNOPA to be able to submit an application for the Louise Henderson Nelson Award in 2009. In order to not let this go by the wayside in the future, this has now become a responsibility of the Immediate Past President. I was able to collect and compile the information for all of UNOPA's activities for the 2009-2010 year, and submitted our application for the Louise Henderson Nelson Award in March, 2010.



***Thank you!***

UNIVERSITY OF NEBRASKA  
OFFICE PROFESSIONALS ASSOCIATION (UNOPA)  
Bylaws

**Article I - Name**

The name of this organization shall be the University of Nebraska Office Professionals Association (UNOPA).

**Article II - Purpose and Objectives**

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

Education is the birthright of every person. We as members of the University of Nebraska Office Professionals 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.

UNOPA fulfills its purpose through the following actions:

**Section 1.**

Encouraging educational personnel to continue in their professional growth through the National Professional Standards Program (PSP), sponsoring workshops for both members and non-members, and promoting participation in the Nebraska Educational Office Professionals Association (NEOPA) and the National Association of Educational Office Professionals (NAEOP).

**Section 2.**

Identifying employee concerns, especially those that affect the Office/Service classification, and working within the university system to meet those concerns.

**Section 3.**

Encouraging all members to interact and learn from one another through mentoring programs, classes, workshops and serving on various University or UNOPA committees. To develop leadership skills by leading committees and serving as officers of the Association.

**Section 4.**

Encouraging all members to broaden their understanding of the University of Nebraska, its goals and functions, and the relationship between the university and the community.



## **Article III - Membership**

### **Section 1.**

Membership shall be open to persons interested in promoting the objectives of the Association. There shall be five (5) classifications of membership: Active, Associate, Retired, Life, and Honorary.

- A. **Active** membership in the Association shall be open to all office personnel in the educational system of the University of Nebraska. Active members shall be entitled to vote, hold an elected or appointed office, and participate in all activities of the Association. Withdrawal from employment at the University of Nebraska shall constitute a change from Active to Retired or Associate membership.
- B. **Associate** membership in the Association shall be open to persons who are interested in advancing the objectives of the organization but who are not eligible to be Active members, and who have paid annual dues (e.g., other university employees, former employees, or students). Associate members shall have the rights and privileges of Active members except those of voting and holding an elected or appointed office.
- C. **Retired** membership in the Association shall be open to former Active members who are retired from the University and desire to keep in touch with the Association and the university community. They shall have the right to vote and may hold an appointed office and serve on committees.
- D. **Life** members are Active members of the Association who have paid life membership dues. Life members shall have all the rights and privileges of Active members, except upon withdrawal from the university system, at which time they shall become Associate or Retired members.
- E. **Honorary** membership in the Association shall be conferred by a majority vote of the Executive Board. Honorary members are individuals who have made significant contributions to the growth of UNOPA, its members, and office/service employees. They shall be entitled to all the privileges of Active members with the exceptions of the right to vote, and hold an elected or appointed office, and shall be exempt from paying dues.

### **Section 2.**

Rights and privileges, services, and obligations of each classification of membership shall be determined by the Executive Board except as noted in subsequent sections. The UNOPA membership year is July 1 through June 30. Full membership privileges in this Association shall terminate upon failure to pay dues by September 30 of the current fiscal year, or upon resignation or retirement from the University of Nebraska-Lincoln.

## **Article IV - Officers/Duties**

### **Section 1.**

The elected officers of UNOPA shall be President, President-elect, Recording Secretary, Corresponding Secretary and Treasurer; all of whom shall be Active member in good standing as defined in Article III to be installed at the annual meeting and assume office on July 1.

### **Section 2.**

Nominations of candidates for the offices of President-elect, Recording Secretary, Corresponding Secretary, and Treasurer shall be submitted by the membership to the Nominating Committee. The Nominating Committee shall present the nominations at the March general meeting. Additional nominations may be submitted by the membership when the slate of officers are presented. The officers shall be elected, by mailed ballot, prior to the annual meeting and shall hold office for a term of one year or until their successors are elected, beginning July 1. No member shall hold the same elected office for two consecutive terms.

### **Section 3.**

The President shall preside at all meetings of the Association and of the Executive Board; shall, with the assistance of other elected officers, appoint committee directors; shall be an ex-officio member of all appointed committees, except the Nominating Committee; shall be a member of NEOPA and NAEOP; shall serve as contact for UNOPA with the University Association for Administrative Development (UAAD), the Nebraska Educational Office Professionals Association (NEOPA), and the National Association of Educational Office Professionals (NAEOP); shall represent UNOPA on the NAEOP Advisory Council, at the UNL Deans and Directors meetings, and at any official meetings with university administrators. The Annual Report of the Association shall be compiled and distributed to the members before the end of term in office. The President shall sign checks in the absence of the Treasurer. The following year, the President shall serve as Immediate Past President on the board and become the Bradley Munn Professional Growth Fund Director.

### **Section 4.**

The President-elect shall perform the duties of President in the event of the President's absence; shall fill a vacancy in the Presidency; shall assist the other elected officers in appointing committee directors; shall act as Director of the Program Committee, and provide information about each monthly meeting to the UNOPA Notes Director and Hospitality Director; shall be a member of NEOPA and NAEOP; shall become the President during the following year.

### **Section 5.**

The Recording Secretary shall keep an accurate record of the proceedings of the Association and Executive Board meetings, keep an up-to-date record of the current Bylaws, including Standing Rules; and shall send to the Executive Board a copy of minutes of each meeting within five (5) days after the meeting; shall assist other elected officers in appointing committee directors; shall distribute the General Membership Meeting minutes to the membership via UNOPA Notes, e-mail, or posting on the UNOPA website; and shall collect pertinent records to be archived. Shall preside at meetings in the absence of the President and President-elect.

#### **Section 6.**

The Corresponding Secretary shall conduct the correspondence of the Association as directed by the President and the Executive Board, including extending courtesies to Association members, and corresponding with NAEOP and NEOPA and reporting UNOPA activities for publication; shall in the absence of the Recording Secretary, assume the duties of the Recording Secretary; shall assist the other elected officers in appointing committee directors; shall collect photos for scrapbook; shall be responsible for the past-presidents luncheon; shall be responsible for the holiday collection, and shall provide publicity for UNOPA including sending notices of meetings and information to the Scarlet, E-news, and other media outlets as appropriate.

#### **Section 7.**

The Treasurer shall receive all monies, disburse funds as directed by the President and the Executive Board, present monthly reports, and prepare materials for an annual audit; shall assist the other elected officers in appointing committee directors; shall study the financial needs of the Association for the year working with the other elected officers and present a proposed budget to the general membership by October; provide the executive board with an annual financial report, have a working knowledge of Excel and have access to the UNL financial system, and shall arrange for an audit of the records at the end of UNOPA's fiscal year. A majority vote of the members present at October's general meeting is required to approve the budget.

#### **Section 8.**

The Immediate Past President shall serve as a member of the Executive Board from the time the new President assumes office on July 1 until the following June 30; shall serve as the Director of the Bradley Munn Professional Growth Fund; shall coordinate activities with the UNOPA membership relating to the state and national conferences to include planning a reception for UNOPA members to be held during the NAEOP Annual Conference; and shall compile and submit the Louise Henderson Nelson Award packet for NAEOP competition.

#### **Section 9.**

A vacancy in the office of President shall be filled by the President-elect whose term of office shall extend for the unexpired term of their predecessor, plus one year. If there is a vacancy in the office of President-elect, notice of filling a vacancy shall be given to the members at least 15 days before candidates are nominated at a general meeting. The Nominating Committee shall accept nominations from the members and nominate candidates as soon as possible, following notification. A special election for President-elect shall be conducted by mailed ballot within one month of nomination, the term of office to be determined by the circumstances.

#### **Section 10.**

The Executive Board shall appoint any vacancy occurring among the officers, except the President and President-elect, until the next annual election of officers.

### **Article V - Meetings**

#### **Section 1.**

General membership meetings of the Association will be held the second Tuesday of each month, September through May, unless otherwise stipulated by a majority vote of the Executive Board.

Special meetings of the membership may be called by a two-thirds vote of the Executive Board. Membership present shall constitute a quorum for the transaction of business at all general membership meetings of the Association.

**Section 2.**

Monthly meetings of the Executive Board will be held August through June. Special meetings of the Executive Board may be called by the President. A majority of the members of the Executive Board shall constitute a quorum for the transaction of business at Board meetings.

**Section 3.**

The annual meeting of the Association shall be held in May of each year. Newly elected officers shall be installed at the annual meeting.

**Article VI - Executive Board**

**Section 1.**

The Executive Board shall consist of the elected officers of the Association, the Immediate Past President, and the directors for each of the committees. The President Emeritus shall serve as ex-officio member. With the exclusion of the immediate Past-president and President Emeritus, there shall be no more than four past presidents serving on the Executive Board.

**Section 2.**

The newly installed officers shall annually appoint the Directors and Co-Directors of the standing committees prior to July 1, and shall appoint other committees as deemed beneficial to the general membership and function of the Association.

The Director of each standing committee shall be an ex-officio member of the Executive Board with all the rights, responsibilities and duties of a Board member. The Director of each special or ad hoc committee shall be an ex-officio of the Executive Board with all the rights, responsibilities and duties, except the right to vote. Co-directors are expected to attend Executive Board meetings and will have all the rights, responsibilities and duties except the right to vote (only one vote per standing committee).

**Section 3.**

Each member of the Executive Board shall submit a written annual report to the President in May for inclusion in the Annual Report of the Association.

**Article VII - Committees**

**Section 1.**

The Association shall have standing committees as follows: Awards, Bradley Munn Professional Growth Fund, Bylaws, Career Development, Communication Technology, Employee Concerns, Hospitality, Membership, Mentoring, Nominating, Outreach, Program, UNOPA Notes, and Ways and Means.

**Section 2.**

Guidelines, duties, and responsibilities for each standing and each special committee shall be specified by the Executive Board, and may change from time to time, according to the needs and goals of the Association.

**Article VIII - Affiliation**

**Section 1.**

This Association shall annually affiliate with NAEOP and support NEOPA.

**Section 2.**

This Association shall appoint the President to the NAEOP Advisory Council.

**Article IX - Amendments**

**Section 1.**

Amendments to the Bylaws shall be submitted in writing to the President, for review by the Executive Board, fifteen (15) days prior to presentation at a regular meeting of the Association. Amendments shall be voted on by members using mailed paper ballot, within one month following presentation. A majority vote of ballots returned, shall be required for passage, and the amendment(s) shall become effective immediately.

**Article X - Parliamentary Authority**

The rules contained in the current edition of Roberts Rules of Order, Newly Revised, shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

*Standing rules are the procedures of the organization, or general policy that are not included in the bylaws. They cannot be in conflict with the bylaws. Standing rules can be changed or amended at any time. With endorsement of the board, standing rules changes must be presented at a general membership meeting (without previous notice) for approval by a majority vote.*

## STANDING RULES

1. Membership shall be for the fiscal year July 1 to June 30. The dues are \$9.00 for active renewing members if paid on or before September 30. Beginning October 1, active renewing member dues are \$12.00. Dues for New members joining prior to March 31 are \$9.00. Associate members dues are \$9.00. Retired members dues are \$2.00. Life membership dues are \$200.00.
2. Dues for former members who have had a break in service from the university (who join later in the year) will be \$9.00 through March 31. Individuals initially joining UNOPA after March 31 will not be required to pay any dues until the next UNOPA fiscal year.
3. All Executive Board meetings are open to any members, unless stipulated by the President.
4. The President will not vote on issues unless there is a tie vote in accordance with Roberts Rules of Order Newly Revised.
5. The President and President-elect shall be a member of NEOPA and NAEOP Associations; dues will be paid or reimbursed by UNOPA.
6. The Association will purchase a gavel guard and chain. The incoming President will present the gavel guard to the retiring President immediately after the retiring President has presented the gavel to the incoming President. The President's plaque will also be presented at the annual meeting in May by the incoming President.
7. The President is given the option to represent the Association at the NAEOP Advisory Council at the Annual Conference. If the option is declined, another delegate will be selected by majority vote of the Executive Board. The Association will contribute funds to assist the attendance of the Delegate and the President-elect at the NAEOP Annual Conference.
8. It is strongly recommended that candidates for office of President-elect shall have served at least one year on the Executive Board and have at least three years of active UNOPA membership.
9. At the end of the fiscal year, all outgoing directors will give their current year's notebook to the incoming directors. The incoming directors will then take the previous year's notebook to 1700 Y Street to be kept as permanent records.
10. A listing of the Duties of the Standing Committees shall be included as an attachment to the Bylaws and Standing Rules. Duties shall be updated by the Executive Board as deemed necessary.

Revised 11/12/04  
Revised 5/12/05 (Bylaws/Standing Rules/Revision)  
Revised 10/9/07  
Revised 3/11/08  
Revised 4/14/09 (Standing Rules)  
Revised 3/17/10 (Bylaws/Standing Rules/Standing Committees/Revisions)  
Revised 6/8/10 (Ad Hoc Committees)

**Duties of the Committees:**

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

**Standing Committees**

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

The Bradley Munn Professional Growth Fund Committee shall be under the direction of the Immediate Past President. This Committee administers UNOPA's Foundation account with the primary intent being to encourage Professional Development in multiple areas among the membership. The review board consists of the Immediate Past President, the current Career Development Director, the current Treasurer and two additional UNOPA members. The Board will meet quarterly to review the status of the fund, review applications and select recipients, and actively recruit monetary pledges to replenish the fund.

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

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

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

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



The Hospitality Committee shall be responsible for establishing a pleasant and conductive environment at each general meeting by greeting attendees and encouraging fellowship. Shall arrange for room reservations and menus for each meeting.

The Membership Committee shall be responsible for sending out renewal forms, welcome letters, and membership cards once a year. They shall keep an updated database of all members on an Access database, update the listserv and provide updates to the Communication Technology Committee for the website. The Committee will obtain names of new office/service employees from HR, send UNOPA information, and make personal contact to see if new employees are interested in becoming an UNOPA member. The committee will also supply labels to the Hospitality Committee and UNOPA Notes Committee for monthly mailings and supply the Committee Form at the May meeting.

The Mentoring Committee shall be responsible for developing a mentoring program for UNOPA. This may include noon workshops, providing assistance to members in developing individual mentoring partnerships, and/or providing information for their page on the UNOPA website.

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

The Outreach Committee shall be responsible for coordinating all aspects of the annual summer social, which includes choosing a location, and working with the committee to select a theme, prizes, and coordinate registration.

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

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

The Ways and Means Committee shall be responsible for coordinating the workers for the Fall parking lot. This committee may also develop other fund raisers throughout the year.

**Ad Hoc Committees:**

(These committees along with any others can be established at the discretion of the incoming Board).

- A. The Ad Hoc Finance Committee shall develop proposals on ways to use a portion of UNOPA undesignated funds. The proposals would be presented to the Executive Board and UNOPA members for approval.
- B. The Digital Commons Committee shall work on moving all archived UNOPA photos/documents to digital commons.