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## 1997-98 UNOPA Annual Report

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**University Of Nebraska Office  
Personnel Association**

**Annual Report 1997-1998**

**Marcia Rowley, CEOE**


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**President**

## **PRESIDENT'S COMMENTS:**

This report is comprised of the various directors' reports and those serving on the sub-committees of Employees Concerns. I would like to thank my directors and elected officers for serving with me. It has been a growing experience and a challenging effort. The position has taught me to be humble, have more patience, and be more assertive. Thank you for allowing me to be UNOPA's President.

Sincerely,

  
Marcia Rowley, CEOE  
1997-98 President

## **AWARDS COMMITTEE**

Director: Diane Wasser

Members: Jan Shamburg and Cheryl Ross

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

This award was presented at the November 1<sup>st</sup> General meeting. Nominees included:

Dr. Sam M. Cordes, Director of the Center for Rural Community Revitalization and Development  
Mr. Bruce Currin, Director of Human Resources;  
Dr. Merlin P. Lawson, Dean of Graduate Studies and Dean of International Affairs  
Ms. Shelly R. Sorensen, Administrative Assistant to the Dean in the College of Arts and Sciences  
Dr. Michael S. Turner, Professor at the Department of Agricultural Economics

Last year's recipient of the Floyd S. Oldt Boss of the Year Award, Dr. Birdie Holder, announced Mr. Bruce Currin as UNOPA's 1997 Floyd S. Oldt boss of the Year. Mr. Currin received \$500, a framed certificate, and a one year membership to UNOPA.

### **Floyd S. Oldt Silver Pen Award**

This year there was only one nomination for this award. Dora A. Dill, Administrative Technician, Agricultural Research Division. Ms. Dill received a certificate, engraved coss silver pen, a check for \$600 and a one-year membership.

### **Floyd S. Oldt Outstanding Staff**

Nominations included:

Dora A. Dill, Administrative Technician, Agricultural Research Division  
Cathy Paus, Staff Secretary II, South Central Research & Extension Center

Recipient Dora A. Dill received \$1,000, a plaque, and a one-year membership.

### **Rose Frolik Award**

The lone nominee, Shirley Horstman, Compliance Coordinator for the Research Compliance Services, was presented by Rose Frolik an engraved plaque, a check for \$300 and a one-year membership.

### **Comments**

I would like to add a few comments to this year's report to be considered for next year. I believe that we should rethink the non-gender nominations. Some of the other University awards are not non-gender. We might get more response/nominations. I would also suggest that a job description be added to the criteria so that judges have a better

understanding of what they should be looking at for these awards.

#### **Budget**

October 31	Certificates for Boss of the Year	\$ 6.00
November	Meals for nominees	42.75
November	Certificate frame	14.90
February	Flyers for inserts in UNOPA Notes	13.03
April	Certificates for Outstanding Staff and Silver Pen	2.00
	UNOPA Awards Programs (100 copies)	7.22
	Awards Unlimited, Inc.	103.31
	Meals for Judges and nominees	27.30
	Misc. Copies	<u>17.05</u>
	Total	\$233.56

Rose Frolik Award is covered by UNOPA's general funds.

Floyd S. Oldt Awards are covered through a fund through the Human Resources Dept.

#### **EMPLOYEES CONCERNS**

Co-Directors, Lorraine Moon and Edie Schleiger

The UNOPA Employee Concerns Chairs, Lorraine Moon and Edie Schleiger, Lola Young (President-Elect) and Marcia Rowley (President) met three times during the 1997-98 year with Bruce Currin, Faye Moulton, and Jim Yankech to discuss forthcoming changes within Human Resources and concerns of office/service staff. Items discussed included:

1. A new Classification/Compensation plan, which could possibly go into effect July, 1999
2. The proposed changes as listed on Human Resource's Home Page under What's New
3. Diversity training

Concerning the above three issues, many UNOPA members attended the Classification/Compensation Meeting in November. The plans were unveiled and a time provided for questions and answers.

Meetings were also held with Human Resources to discuss salary issues. An outgrowth of the meetings was a survey submitted to both UNOPA (at a meeting) and UAAD members. Issues included, separation of pool of money, employee increases for performance, merging of funds for office/service and managerial/professional, and split appointment increases.

The 1997-98 year ended with a presentation at our meeting with Human Resources by Eureka Daye (Director, Organizational Development) on diversity training. Ms. Daye's proposal was mailed to the members of the Employee Concerns Committee for comment. Lorraine Moon attended a Chancellor's Cabinet meeting to show support for Ms. Daye's proposal. The Cabinet recommended Eureka work on lowering the budget and incorporate the proposal with other diversity group planning.

#### **Sub-Committees of Employees Concerns**

Academic Senate, Debbie Hendricks, Representative

Serving as the representative to the Academic Senate has been a most interesting experience for me, and I would encourage all UNOPA members to take advantage of any chance they might have to visit an Academic Senate meeting. While it is true that these meetings can be long and dry, they have also been known to exemplify the complexities of Roberts Rules of Order. It is important that UNOPA continue to have a representative at these meetings to keep our membership informed as to what is happening on campus. It was interesting to me that two faculty members called me to find out what had transpired at an Academic Senate meeting, rather than asking their own representative.

Many of the issues and topics at the Academic Senate meetings are the same issues and concerns that UNOPA deals with: communication and input. I believe that the key topics discussed during the 1997-98 academic year were: the Post Tenure Review Policy, the "Florida Bank" method of budget allocation, the Martin Luther King Birthday observance, and extension of the Employee Tuition Remission Program to include spouses and dependents. The input of the faculty is an important part of the governance on this campus, and I appreciate being given the opportunity to witness this process.

### **Campus Recreation Advisory Council**

Nelvie Lienemann, Representative

I have served my first year of a 2-year term, representing UNOPA on the Campus Recreation Advisory Council (CRAC). CRAC meets every first and third Tuesday of the month, August through April. All meetings are held at the City Campus Recreation Center Conference Room. The committee is made up of six students elected from the division they represent (i.e., Greek, Off Campus, Residence Hall); plus three at-large students (i.e., Fraternity or Sorority, Off Campus and Residence Halls) appointed by ASUN; plus 3 faculty and staff representatives; and the Associate Directors and Director of Campus Recreation.

This is a very active advisory council with many student representatives. The students are very professional and dedicated in their work on this council. Each council member is assigned to two committees. The committees are: Administration, Business Services and CRAC Member Development; East Campus Programs and Facilities, and Special Events; Executive Committee; Facilities Management and Development; Facilities Operations; Instructional Programming; Informal Recreational and Equipment Rental & Check-out; Injury Prevention and Care, and Massage Therapy; Intramural Sports; Marketing, Promotion and Publication; Outdoor Recreation; Sport Clubs and Special Programs; and Wellness Services.

Some of the business discussions and activities throughout the year included:

Committee reports at each meeting

Toured the Campus Rec facility and the Climbing Wall

Made decisions on appeals brought before the CRAC

Discussed the proposed new tennis court development and repairs of existing tennis courts

Reviewed and discussed the Budget Requests for all areas of Campus Recreation

Discussed fee charges of various activities and facilities rental rates

Made suggestions or comments for Campus Rec guidebook and calendar

Discussed the possibility of converting one or more racquetball courts into squash courts

Made decisions on which intramural sports to add or drop

Held an end of year picnic with outgoing council members preparing the meal.

### **Campus Safety Committee**

Alyson Dreyer, Representative

This committee met four times this past year. Many University departments and organizations have representation. There are many topics discussed at each meeting with most of the subjects being on going and will continue to be.

IIPP (Injury and Illness Prevention Program), centralized safety training employee defense in liability cases, first aid and CPR, safety audits, resources or safety programs, respiratory protection, agriculture safety, ergonomics, allergies, training documentation, and core safety training are all valid concerns for the safety of our employees.

Accidents and workers compensation figures are reported at each meeting. Compensation accident expenditures project over a \$200,000 increase over last year. The Health Center reported more than 1,200 visits and physicals related to workers compensation. The October storm resulted in more than 3,000 hours for the landscape Services department. The campus safety walk was held April 4 at 4:00 a.m. Veterinary Science and Housing have incorporated an excellent safety plan and program based off of UNL's policies. These would be a great reference.

## **Chancellor's Committee for the Status of Women**

Kathryn Gabig, Representative

The Chancellor's Commission for the Status of Women is a dedicated group of women who have been working for the equity issues that affect all cultures on the campuses of the University of Nebraska. The CCSW looks at many concerns some are of more direct importance to women faculty than office/service staff but the climate of the University is enhanced for everyone by the implementation of changes affecting female faculty members. By ridding the campuses of a "chilly climate" as it relates to gender/equity issues - all employees of the system benefit. The issues have been identified for several years and in 1991 the Regents put forth their goals to try to address equity concerns. In 1996 the CCSW published a list of goals and strategies that reflected the Regents goals. The chart listed the areas of need according to the surveyed UNL, UNO, UNK, and UNMC populations. In February 1997, President Dennis Smith appointed a Gender Equity Task Force to review the original goals and to develop strategies to address them. These strategies were the focus of most of the year's meetings. We worked as a group and in smaller groups, including one with Bruce Currin (who was the administrative appointee to the issues involving staff). The specific needs of staff are sometimes different than faculty members and not all needs can be addressed at one time or in one year. There were many opportunities for dialogue and it is clear that there are specific needs on all campuses relating to gender equity issues.

The compensation system is one area that is in need of revamping and this is something that is under way. Many ideas are being looked at, including "broad banding" and looking at systems that sister universities are using. An outside consulting firm has been hired to look into these issues. There was hope that some progress would be made this year. Recently, however, we were told this whole process is on hold.

Child and family issues seem to lead the list of concerns across cultures in the University. A survey was sent out from Human Resources to learn just what numbers there are. Maternity leave is another issue that has drawn attention due to the lack of a University-wide policy.

The task force is ongoing as are the issues affecting women and men throughout the university system. The climate for women in particular is changing as more women are hired in faculty and administrative jobs (women have always outnumbered men in office staff positions). The need for training has been emphasized and there is an effort underway to train department heads in gender-equity issues.

## **Employee Assistance Program**

Jan Harris, Representative

Trust is the key word for this report. EAP has earned the trust of UNL personnel and is utilized more fully each year.

Education and awareness training continue to be a large part of the ongoing services of EAP. The focus of these services includes such topics as child care, elder care, as well as physical and mental health wellness issues.

It is my privilege to serve as the Chair of this Advisory Committee, as well as UNOPA's representative to this program.

## **Employee Benefits Committee**

Kathy Bennetch, Representative

The UNL Benefits Committee members include faculty, managerial/professional and staff representatives. We study all matters relating to the following: retirement plans, insurance plans, employee assistance plans, recreation programs and any benefits that might aid in the recruitment and morale. Recruitment and retention of quality faculty and staff are looked at through the type of benefits we presently have or should have.

We make continuing appraisal of the foregoing, including study of any changes in present programs which, may be or should be proposed. Recommendations concerning them are presented to the Academic Senate. If approved by the Academic Senate, the proposal is forwarded to the University-Wide Employee Fringe Benefits Committee for consideration.

Some of the matters reviewed by this committee included:

Parental Leave for Academic Employees  
Disability Leave Policy  
University Health Center -preferred provider status for BCBS  
Employee Scholarship and Dependent Tuition Remission  
Employee Health Promotion Program - Hollie Hudson presented  
Proposed Revisions to Human Resources Policies and Procedures

### **Employee Emergency Loan Fund**

Shelley Everett, Sandy Lineberry, Janet Holtzhauser, and Linda Thelen; Representatives

The Employee Emergency Loan fund (EELF) exists to help regular UNL employees who are experiencing a personal financial emergency and have exhausted all other avenues for obtaining money. This is not simply a loan fund but exists to help employees who have no other way to pay for financial emergencies.

Up to \$750 may be borrowed. All money borrowed is interest-free and is paid back by payroll deduction. A decision on each request is reached within three (30 working days after the submission of an application. It is possible an applicant may apply more than once for an emergency loan; however, all previous loan(s) must be paid in full and a true emergency has occurred. Funds will not be given a second time for the same type of emergency. Approval of a second loan is rare.

A variety of situations may occur for which the EELF may be an option. Some of these include:

- \*Medical procedures. Physician will not proceed with treatment without payment of uninsured portion up-front.
- \*Funeral expenses. Pay the down payment to funeral home for the death of a spouse, child or other dependent.
- \*Lawyer retainer fee for divorce or other civil procedure. Especially helpful for spousal abuse situations.
- \*Employee whose only car needs repair. Without a car the employee cannot come to work.
- \*Parent dies unexpectedly out-of-state. Money needed for airline ticket to attend funeral.
- \*Overdue rent, funds to stop the shut-off of utilities, furnace replacement, theft and other personal crises as defined by the Advisory Council of the EELF.

An Employee Assistance Program counselor receives and screens all requests before presenting the case, without using names, to three EELF Advisory Council members. (The EELF is composed of faculty members, managerial/professional, office, and service employees selected by their respective representative bodies.) Approval by a consensus of the selected council members is needed for a final disposition of a loan request. It is possible that an applicant receive a conditional approval is contingent upon seeking additional help (i.e. Consumer Credit Counseling Service, Lincoln Food Bank, Friendship Home, etc.). If a request is turned down, the applicant may submit additional evidence to support need.

When an application has been approved the check is made payable to the vendor (physician, landlord, travel agency, auto repair company, utility company, etc.). A check cannot be written directly to the individual.

No names are presented by the Employee Assistance program counselor to the EELF Advisory Council member so that confidentiality is ensured. Information regarding the specifics of an application that might identify the applicant remains confidential.

### **Human Rights**

Patti Hust, Representative

The Human Rights Committee met in April, 1998. This committee experienced some organizational difficulties in past years. New leadership in 1998-99 recognizes the importance of this forum to address Human Rights on campus, and we anticipate that the committee will be much more vocal and active than in the past. The issue we are investigating is the apparent lack of information for reporting sexual harassment/violence among students. The second

issue centers on education for faculty, staff and students on valuing diversity.

### **Parking Advisory**

Betty Stukenholtz, Representative

UNL's Parking Advisory Committee met eight times during the 1997-98 academic year. A Spring Campus Safety Walk was held on April 4, 1998, at 4:00 a.m. This walk was coordinated by the Parking Advisory Committee with involvement from the Campus Police Department and the Safety Committee.

The Parking Advisory Committee serves as an advisory committee to the Vice Chancellor for Business and Finance and is responsible for reviewing and recommending changes in the budget, policies and regulations for UNL Parking Facilities and Capital Improvement Projects. It also serves as a public forum for parking matters, reviews due process appeal cases for decisions of the Parking Appeals Committee and coordinates campus safety walks. Appeals for due process of PAC have been minimal and there have been few requests to address the committee during the Open Forum portion of the monthly meetings. The Parking Manager has reported to the committee on a monthly basis and has reflected minor problems during the past year. As a result, the committee has been able to concentrate on a select number of more significant issues. The Bylaws were reviewed and amended.

The construction of the parking garage west of the stadium was completed the Fall of 1997. The garage houses the parking & Transit Services' office, Quick Kick (a snack food vendor), Police Substation, ticket office, observatory, and an athletic clothing and gift store.

The Parking and Transit Services Department is currently working on efforts to alleviate future problems related to various construction project on campus and in Lincoln. The future Visitor's Center slated to be built at 13<sup>th</sup> and Q Streets, the Antelope Valley Project, and the Holdrege Street Extension all pose concerns and create planning issues that must be addressed. The University of Nebraska-Lincoln is constantly changing and most departmental or building changes have an effect upon parking. The physical environment of the campus will continue to change over the next several years and the University must be ready to accept these challenges to parking in a pro-active manner. For this reason, planning strategies will be a primary focus for this department over the next several months and years. As part of this future planning, parking fees were increased for the 98-99 year.

Serving on this Committee for the past three years has certainly increased my awareness of parking issues and maintaining a safe campus at all times.

### **Parking Appeals**

Lynn Beideck-Porn and Joyce Ore, Representatives

The 1997-98 Parking Appeals Committee met the first Thursday of each month. The committee was comprised of representatives from the faculty, UAAD, and UNOPA. Doug Wagner, Parking Enforcement Supervisor, attended our meetings as a non-voting member and served to clarify policies and answer questions as well as to receive suggestions and concerns from appellants and the committee. The member's assignment was to listen to the appeal, either in the form of a written letter or by a personal appearance, from any person who felt that they unjustly received a parking ticket by UNL Parking Services.

The appeals were a combination of employee, student and visitor concerns dealing with a variety of issues, the most prevalent of which were proper tags and display, structure of parking lots, restricted zones and construction. The 10 and 17 lot west of Westbrook Music Building was an area of particular concern as were several areas with unclear parking lines on both campuses. Doug Wagner duly noted such areas and promised to look into issues that his crew could clarify for all. As in the past, parking seems to be an issue of growing concern. Construction on and around our campuses exacerbates worries of accessibility and amount of parking available.

### **Recycling Advisory Committee Report**

Janice Nelsen, Representative



The Recycling Consultant Committee meets the last Thursday of the month with Dale Ekart, Recycling Coordinator. There is actually no Recycling Advisory Committee, so I was asked if I would like to sit in on the Consultant Committee. I have been attending these meetings as regularly as possible and receive all reports sent to the committee.

During the past year we have heard reports and discussed collection, volume, and income generated from collection of cardboard, aluminum, office paper, newspaper, plastic fluorescent tubes, phone books and several other potential collection items. Presentations have been made to the committee by companies interested in selling products to the University Facilities Management in the interest of environmental conservation. The committee was asked for input on making a decision for purchasing a new collection vehicle.

#### **Sue Tidball Award for Creative Humanity**

Jan Sammet, Linda Olson, and Jan Wassenberg, Representatives

Sue Tidball was a counselor and resource consultant with the United Ministries in Higher Education at UNL. Aware for the last 20 years of her life that she had an incurable, debilitating disease, she turned that reality into creative and caring sensitivity to others. Those others, including four generations of her family and many friends, have chosen to remember her rare qualities by celebrating them, and by encouraging them in others, through the support of "The Sue Tidball Award for Creative Humanity" here on the UNL campus. This annual award presented to individuals from among the students, faculty and staff of the University of Nebraska who make significant contributions beyond normal job and role expectations to the development of humane, educational creative and caring community within UNL.

The award is sponsored by the United Ministries in Higher Education at UNL. The award committee, an independent group of faculty, staff, students, and community persons, administers the nominating process and selected the award recipient(s) each year. All nominees are publicly honored at the Annual Award and Celebration. This is the 17<sup>th</sup> year.

The committee met once a month beginning in October 1997. The agenda for the fall meetings included reviewing and revising our nomination materials, flyers, nomination forms and posters. We set nomination and celebration dates. The celebration was scheduled for March 15, 1998, at 7:00 p.m.

In February we met to review the nomination forms for the nominees. The nominees included:

Kirby Baird, Manager, Landscape & Botanical Services - City Campus  
Keith Bartles, Coordinator & Manager Communications & Information Technology - IANR  
Cheryl C. Card, Food Service manager, CPN Residence Complex  
Carol Danielson, Staff Secretary III, School of Accountancy  
Sue A. Eckerson, Staff Secretary III, Office of Student Affairs  
Gina Matkin, Training Coordinator Nebraska Unions  
Webster Robbins, (posthumous) Assistant Professor, Curriculum & Instruction  
Kim Schellpepper, Coordinator, Learning & Development Programs Athletic Department  
Karen S. Schurr, Lecture, Civil Engineering Department

At the celebration on March 15, 1998, all nominees were recognized for their contributions to the UNL community at the St. Mark's on the Campus Episcopal Church & Student Center. Cheryl C. Card and Webster Robbins were selected as the recipients of this award.

It has been a pleasure to serve on this worthwhile committee and contribute to the recognition of these worth individuals in our UNL community. UNOPA committee members are the only members serving on the committee on a rotating basis and are appointed by a designated organization.

#### **UN-L Campus Police Committee**

Betty James and Sharon Beachell, Representatives

The committee was inactive during the latter part of 1997. Meetings were held beginning in January 1998. At each meeting Chief Ken Cauble and/or Sgt. Bill Manning gave a report on UNL police activity. Campus dialing procedures are being examined to alleviate the 911 problem. Outgoing calls require 91 and police responses are required for the numerous miss-dialing of the next numeral. The Police Chief provides an annual report to UNL on September 1 of

each year, and it is printed in the Class Schedule. Also, the UNL Police Department has a web site that contains a great deal of good information. This committee has established good communication and cooperation with the Chief and staff of the Police Department.

It was clarified that the main role of the committee is to be advisory to the Vice chancellor for Business and Finance, Melvin Jones. A secondary mission is to coordinate with other appropriate committees of the University.

The following recommendations for action were developed:

- 1) The Regents bylaws should be updated based on the Committee document.
- 2) A more formal procedure should be devised, with the Vice Chancellor for Business and Finance and the Police Chief, for the Committee to provide input on program, evaluations and budgets.
- 3) It should be noted that Committee members are available for liaison or representation on campus issues pertaining to police activity.
- 4) A Campus Safety Walk Committee should be constituted by the vice Chancellor with membership from the parking, Police and Safety Advisory Committees.
- 5) A procedure should be devised to allow compilation and relative comparison of campus crime statistics indicating the differing formats of compilation.

UN-L Campus Police Advisory Committee Internal Rules and Operating Procedures were adopted and submitted to Vice Chancellor Melvin Jones in April 1998. These procedures are intended as an expression of the scope and responsibilities of the committee, and should be distributed to all constituent groups prior to their selection of representatives to the committee.

#### **University-Wide Employee Fringe Benefits Committee**

Kathy Bennetch, Representative

This committee functions in an advisory capacity to the Vice President for Business and Finance, University of Nebraska. It shall create and maintain an open line of communication between the administration and employees and shall ensure employee input in administrative decisions regarding employee benefits, while recognizing the many other factors involved in such decisions.

This year the committee reviewed many issues and only a few are listed below:

TIAA-CREF Non-Profit Status  
Blue Cross Blue Shield MBA Reimbursement  
Prescription Drug Coverage  
Retirement Plan Access  
Blue Cross Blue Shield Health Insurance Survey  
Employee Scholarship & Dependent Tuition Remission  
Crisis Leave Policy (approved by Regents)  
Basic Life Insurance Coverage  
Health Care Reimbursement Account  
Martin Luther King Holiday (approved by Regents)

#### **FOUNDATIONS COMMITTEE**

Michele Strickler, Director

Kim Freeman & Shirley Horstman committee members

No report submitted.

#### **HOSPITALITY COMMITTEE**

Carol Bom, Director

The Hospitality Committee had a total of eight members including the director. Committee members were Doris Jaworski, Sharon Griess, Polly Nilson, Amy Stewart, Jeanette Fisher, Tricia Liedle, and Joyce Ore. All were enthusiastic members and a great group to work with throughout the year.

General Meetings were held on the second tuesday of each month. We hosted nine meetings throughout the calendar year. At some meetings, we had door prize drawings, and at other meetings, we had favors at each place setting. At the holiday meeting in December, we had a door prize drawing and one UNOPA member donated a wreath in addition to gifts we purchased.

We decided we would try to make members and guests feel "at home" and welcome at UNOPA's meetings. We added having a centerpiece at the sign-in table to warm it up. We added having a couple of our committee members say hello and welcome to the members as they came in.

We did bring back a "mixer" at the holiday luncheon in December. We thought this would encourage members to sit with other people and get to know someone else on campus. We had quite a few positive comments about mixing people up. A past president suggested that we do that at more meetings. She mentioned, that in the past, Board members were encouraged to sit one to a table to meet others and encourage them to meet other people. This would be a topic for further discussions with another Board.

#### Summary of attendance at general meeting.

September 9, 1997	77 members, 8 guests	85 present
October 14, 1997	46 members, 1 guest	47 present
November 11, 1997	73 members, 45 guests	118 present
December 9, 1997	108 members, 18 guests	126 present
January 21, 1998	26 members, 2 guests	28 present
February 10, 1998	51 members, 6 guests	57 present
March 10, 1998	62 members, 5 guests	67 present
April 14, 1998	64 members, 4 guests	68 present
May 12, 1998	64 members, 10 past presidents, 1 retiree	75 present

#### MEMBERSHIP COMMITTEE

Carol Wusk, Director

On June 2, 1998 the committee met to mail out recruitment information for the 1998-99 membership. A total of 1,048 letters including (243 UNOPA members from last year) were sent to the university office personnel. Other recruitment efforts throughout the year included: 277 letters mailed to newly hired office/service personnel and 30 letters mailed to guests at UNOPA's monthly general meetings.

UNOPA membership at the end of the 1997-98 year is 243. This total exceeds last year by 25 members. The current membership is comprised of:

11	Associate Members
61	New Members
138	Renewal Members
17	Retired Members
15	Honorary Members
1	Lifetime Member

Appreciation is extended to the many UNOPA members for their personal contacts and efforts in recruiting new members. Of the 61 new members, 32 were recruited by UNOPA members and 12 joined to attend the Ian Percy Seminar held in the Spring of 1997.

A reminder notice was sent to 75 members in October. Nineteen renewed and five said they were unable to because of time constraints. Membership index cards were updated with new information in December.

We have 17 NEOPA (state) members and 15 NAEOP (national) members. The total membership dues collected were \$1,853 which were sent to Kim Freeman, UNOPA Treasurer.

It has been a good experience to have served under President Marcia Rowley and to have worked with the rest of the Executive Board members.

Special thanks and appreciation is extended to my committee: Betty James, Judy Janssen, and Sandy Jorgensen. Besides the recruitment mailing in June and letters to new employees throughout the year, all three volunteered to help with parking for the Nov. 1 Nebraska vs. Oklahoma football game.

### **NOMINATING COMMITTEE**

Carrie Meeske Holloway, Director

Patricia Lacquement, Barbara L'Heureux, and Carrie Meeske Holloway served on the Nominating Committee for the 1997-98 year.

In September, our committee staffed the parking lot during an NU football game, in conjunction with the Hospitality Committee.

In December, each committee member received a letter in with the proposed schedule for the nomination process for the upcoming year, as well as a draft of the letter going out to the general membership calling for nominees for the 1998-99 UNOPA elected officers.

The letter calling for nominees to the general membership and the letter sent to each board member encouraging them to run for an elected office were sent to President March Rowley for her information and review.

UNOPA Board members were given a nomination form at the January 6, 1998, Board Meeting with the request to consider running for an elected office. The letter that went to the UNOPA general membership asking all members to consider running for elected office was sent out on January 19, 1998. These forms were sent with a deadline of February 6, 1998.

Beginning February 9, 1998, the committee made a phone call to each active member asking them to put their name on the ballot. Unfortunately, after this effort the committee was still unable to secure a full ballot.

The Nominating Committee present the following slate of officers to the Executive Board on March 3, 1998:

President Elect:	Diane Wasser
Treasurer:	Sheryl Burbach, Nelvie Lienemann, Jan Sammet
Recording Secretary:	Lona Kramer
Corresponding Secretary:	Lenora Hanna

Additionally, Debbie Hendricks was nominated as a candidate for the office of Corresponding Secretary at the General Membership Meeting on March 10, 1998.

The ballots and biographical information on each candidate was sent out on March 23, 1998, with a return deadline of April 3. Of the 208 ballots sent, 107 ballots were returned (51.4%). Newly elected officers for the 1998-99 year were announced at the April 7, 1998, Board Meeting:

President Elect:	Diane Wasser
Treasurer:	Nelvie Lienemann
Recording Secretary:	Lona Kramer
Corresponding Secretary:	Debbie Hendricks

Letters were sent to each of the candidates informing them of the outcome of the election and thanking them for running for an office.

The Nominating Committee did a great job this year and their efforts were much appreciated.

## **PROFESSIONAL GROWTH**

Shirley Horstman, Director

Committee members include Karen Green, Patti Hust, Barb L'Heureux, Nelvie Lienemann, Bev Ludden, and Norma Wever. We held planning meetings once a month during the first semester and midway through the second semester and divided up the responsibility for the workshops and Brown Bag Seminars early in the fall. Everyone participated in the planning of events and assisted, if needed, the day of the event. One person was responsible for being in charge of each event.

Bev Ludden was responsible for our first Brown Bag Seminar, "Ergonomics" presented by Samuel Shafer, Facilities/Operations/Safety Coordinator from Agronomy. There were 21 participants at the Brown Bag Seminar. This seminar was free of charge to those attend. Individuals received 1/6 of an In-Service Point for PSP, if requested.

Shirley Horstman organized the second event which included two workshops presented by Nancy Myers, Director, Employee Assistance Program, UNL. "Dealing With Change in the Workplace" was presented on October 23, 1997, with 32 in attendance. "The Respectful Workplace" was presented on October 29, 1997, with 37 in attendance. UNOPA members attended these workshops free of charge. Others in attendance paid \$5,000 each session. Individuals received 1/4 of an In-Service Point for PSP for each workshop attended, if requested.

Our second Brown Bag Seminar was organized by Patti Hust. Greg Clayton, Director, UNL Risk management and Benefits, presented an "Overview for Retirement Planning" on November 18, 1997. There were 21 individuals in attendance and those requesting PSP received 1/4 of an In-Service Point. This seminar was free of charge to those attending.

The Spring events began in February with Nelvie Lienemann planning a Brown Bag Seminar on February 16, 1998. Bob Fritschen presented an interesting session on "Change--Will I "NO" It When I See It." This session was attended by 24 individuals. Individuals received 1/4 of an In-Service Point for PSP, if requested. This seminar was free of charge to those attending.

Karen Green organized our second workshop for March 4, 1998. Frank D. Greene III presented two sessions (a morning and after session) on Assertive Communication: The Best Way to Get Things Done!." By presenting the same material in two sessions, it was hope that more individuals could attend the workshop. UNOPA members paid \$10.00 for this workshop, others paid \$15.00 to attend the workshop. Participants received 1/2 of an In-Service Point for PSP, if requested.

The final Brown Bag Seminar was organized by Barb L'Heureux. On April 14, 1998, Karen Janovy, Curator of Education, Sheldon Memorial Art Gallery, gave a tour of Sheldon and shared information with us about "Getting to Know Sheldon." This seminar was free of charge to those attending. It was attended by 14 individuals. Participants received 1/6 of an In-Service Point for PSP, if requested.

Special thanks goes out to the Professional Growth Committee members for their commitment and organizational efforts. I would also like to thank all of those who supported the professional growth activities this year by attending the workshops and seminars. One individual, Marcia Rowley, received notification from national that she had earned the Advanced III, Option I, PSP and CEOE certification and received a plaque from UNOPA.

## **PRESIDENT-ELECT and PROGRAM COMMITTEE**

Lola Young, Director

I would like to thank Debbie Hendricks and Linda Pence for graciously agreeing to serve on the program committee. They were always there when I needed them.

Our goals were to line up a variety of speakers and to keep food costs as low as possible. Due to the construction

project at the city campus union, we reserved the Selleck continental room for our city campus meetings.

The following is a listing of programs for the 1997-98 year.

September 9, 1997	Ed Paquette, Executive Director of the Alumni Association - Selleck Continental Room
October 14, 1997	Beadle Center tour - Beadle Center
November 11, 1997	Bosses Luncheon - Dr. Mary Bruning, Dean, College of Continuing Studies at UNO - East Campus Union
December 9, 1997	Christmas meeting at Valentino's with entertainment by a local barbershop quartet led by UNOPA member Beth Krohm's husband, Ken
January 13, 1998	Joint UNOPA/UAAD Meeting (UAAD hosted) - Professor Jim Estes, Director of Museum - East Campus Union
February 10, 1998	Ken Cauble, Chief, UNL Police - East Campus Union
March 10, 1998	UNL Chancellor James Moeser - Selleck Continental Room
April 14, 1998	Awards Recognition Luncheon - Selleck Continental Room - The Floyd S. Oldt Silver Pen Award winner was Dora Dill. The winner of the Floyd S. Oldt Outstanding Staff Award was also Dora Dill
May 12, 1998	Installation of Officers, Past Presidents/Retiree's Recognition, Rose Frolik Award luncheon - East Campus Union. The Rose Frolik Award winner was Shirley Horstman.

#### **SUMMER SOCIAL**

Lynn DeShon, Director

The UNOPA 1997 Summer Ice Cream Social was held Tuesday, July 8. Lynn DeShon, Nelvie Lienemann and Cynthia Roth made up this year's committee. This year's Summer Social was located on East Campus in the Home Economics Building. Around 80 people enjoyed ice cream with all the trimmings. Also, attendees were able to see some of the James Collection Quilts as they were being cleaned and catalogued, and tour the Exhibit Gallery that displayed "Kente Rice Women: Talk Our Connection." We would like to thank the Home Economics staff and Dr. Pat Crews for graciously allowing us to host this year's Social in their building. Their facility was excellent and the staff were very knowledgeable and answered many questions regarding the quilts. Amy Patt, Massage Therapist of Campus Recreation, gave nine lucky recipients a free chair massage. We think Amy made some new friends! Chris Oelling, Injury Prevention and Care of Campus Recreation, was on hand to answer questions regarding injuries (sport or non-sport related, back problems, etc.). Many people took advantage of Chris' expertise. We would like to thank all of you who helped make this year's Ice Cream Social a success.

#### **UNOPA NOTES**

Joan Frederick, Director

The 1997-98 UNOPA Notes, Volume 36, was published ten times - August 1997 through May 1998. All issues were printed at the East Campus Copy Center. The copies were folded, labeled, taped, and mailed to all current members, including honorary, retirees, associated members and others. The membership chair provided an updated mailing list on labels each month for the mailing.

My committee members were Dorothy Stoner, Pam Holmes and Mary Stevens. Marilyn McDonald also assisted with the distribution of the newsletters.

Dorothy (Dottie) designed the masthead and format of the newsletter and assisted with the editing and final copy.

Pam Holmes was responsible for the article each month "Inquiring Minds". She asked members to submit questions about University policy and then she contacted the appropriate person for the response. The articles were very informative, but the response from the membership was minimal.

Mary Stevens was responsible for the "Spotlight On" articles. She sent a form requesting information from current and new members about themselves and their job, so that the readers could become acquainted with some of the members on a more personal level. She also gathered information from supervisors of some of our members. Her response from members and supervisors were very low, and she spent quite a bit of time trying to get information from various people.

Articles were submitted by officers in UNOPA, plus other organizations that had timely information. Flyers were inserted about upcoming events by the respective organizers. The issues were approved by the President before printing.

The January issue of UNOPA Notes was submitted to the National Association for competition in the Rachel Maynard Award for excellence in Communication.

I wish to thank my committee and colleagues for their excellent input and time spent making the publication come together each month. I enjoyed working with all the members and officers of UNOPA, and making new friends along the way.

**UNOPA NOTES Expenses:**

	Copy Center	Postage
August	\$ 58.28	\$ 10.88
September	79.88	10.88
October	86.98	9.92
November	70.86	9.92
December	70.86	9.92
January	77.04	9.92
February	88.31	9.92
March	125.24	9.92
April	67.52	9.92
June (May Notes)	<u>78.22</u>	<u>10.56</u>
	\$810.77	\$101.76

Proposed budget: 692.00 Actual costs \$912.52

The budget was over the proposed cost because of increased cost of printing and also determined by the number of flyers and inserts included in the monthly publication.

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## **CORRESPONDING SECRETARY**

**Diane Sullivan**

Throughout the year, I sent out a total of four sympathy cards.

April was the Past Presidents and Honored Retirees Recognition Luncheon. It is the Corresponding Secretary's responsibility to coordinate this luncheon, which includes, sending letters to invite the past president's and honored retirees, and introducing them at the luncheon. This year 11 attended.

I coordinated travel arrangements for UNOPA and sent the travel authorizations on to the Chancellor's Office to get processed.

I enjoyed being Corresponding Secretary very much. I look forward to continuing my involvement in UNOPA next year.

## **IMMEDIATE PAST PRESIDENT**

Michele Strickler

No report submitted.

**RECORDING SECRETARY**

Barbara Homer

No report submitted.

**TREASURER**

Kim Freeman

No report submitted.