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1985

## 1985-86 UNOPA Annual Report

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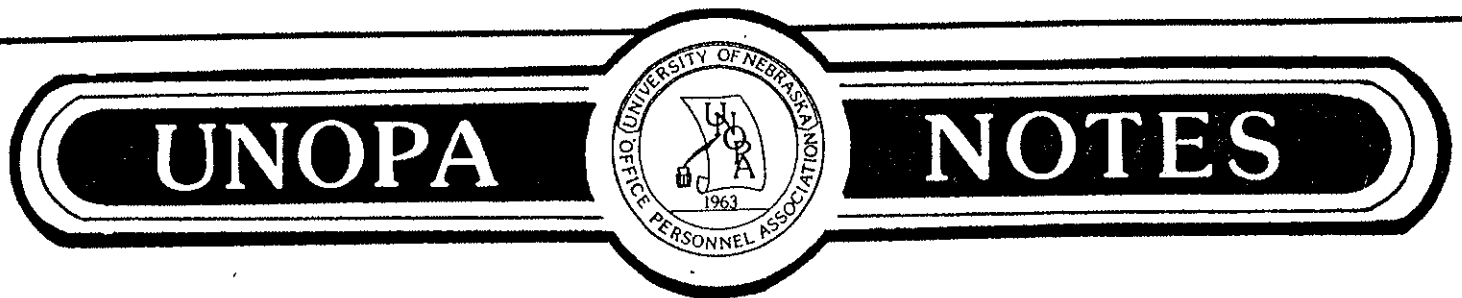
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University of Nebraska  
Office Personnel  
Association—(UNOPA)

ANNUAL REPORT  
1985—86



August 1986  
Volume 24, Issue 7

## UNOPA—Purpose

The University of Nebraska Office Personnel Association (UNOPA) is a University-sponsored organization at the University of Nebraska-Lincoln.

The purpose of the Association shall be to elevate the standards of the educational office personnel within the University of Nebraska-Lincoln to provide a finer

understanding of the relationship between the University and the community so that ever increasingly efficient service may be rendered to our educational system.

UNOPA is affiliated with the National Association of Educational Office Personnel (NAEOP) and with the Nebraska Educational Office Personnel Association (NEOPA).

## Programs & Events

The president-elect is responsible for scheduling the speakers and programs for the year. Well-deserved credit is given Sue Gilleland for scheduling the programs before she resigned from employment at UNL. Upon Sue's resignation, president Mary Ann Robertus and newly-elected president-elect, Jan Wassenberg, followed up on the scheduled programming.

### Speakers/Programs

- June 11** - Night Social/Meeting attended by 62 members who brought salads (UNOPA furnished meat trays), program given by color consultants "Beauty for All Seasons"
- September 10** - Dress for Success on a Budget, Casual Corner
- October 8** - Eating for the Health of It, Harriet Kohn, Human Nutrition and Food Mgt
- November 20** - Ten Essential Principles of Management, Hess Dyas, SRI (joint meeting with UAAD)
- December 10** - Christmas Music, Northeast High School
- January 14** - Financial Planning on a Limited Budget, Robert Frey, Union Bank & Trust
- February 11** - Employee Concerns Panel Discussion. Panel Members: Mary Buell, Lorraine Moon, Rosanna Johnson, Rosalind Fisher
- March 11** - Bosses Luncheon; Job Motivation, Jerry McGinn, Lincoln Fire Department
- April 8** - Honor Past Presidents; Teamwork, Sara Boatman, CAP
- May 13** - Installation of Officers; Tour of Wick Alumni Center

Publicity for the above events was handled by the Publicity Committee. They sent out monthly meeting announcements and workshop announcements and took pictures of the associations activities for placement in the UNOPA scrapbook.

Publicity Committee Members:  
Shelley Everett, Director; Kathy Caldwell, Connie Husa, Cindy Knight, Ruth Rosenberg.

## Professional Growth

### Committee Members:

Janet Wagner, Director;  
Leslie Brooks, Anita Abele, Gail Littrell, Jan Schinstock, Audrey Schardt, Pat Lehecka, Marlene Starr, Norma Wever.

The Professional Growth Committee is concerned with members participation in the national professional standards certification program, scholarships and awards, continuing education, and workshops.

### Professional Standards Program (PSP)

The PSP is a nationally-sponsored voluntary certification program. Achievement in the program is recognized by certificates issued to members who meet required educational objectives, acquire stated amounts of experience and participate in professional activities.

A PSP informational brownbag luncheon was held in March to assist members interested in achieving a certificate. Conducting the meeting were **Patricia Lehecka** (College of Journalism) and **Audrey Schardt** (Conservation and Survey), both PSP certificate holders. Audrey also served as the State organization's (NEOPA) PSP chairman for the 1985-86 year. Qualifying this year for an Advanced III PSP Certificate was **Alice Torwirt** (Registration and Records). Her name will be added to the list of UNOPA members holding PSP certificates: **Patricia Lehecka** (College of Journalism), **Kathryn Martin** (Publications Services), **Carma Lea McPherson** (Nebr. Poultry Industries), **Lorraine Moon** (Dept. of Chemistry), **Audrey Schardt** (Conservation & Survey), **Jan Schinstock** (Ag Research Division), **Helen Unger** (Construction Mgt.), and **Jan Wacker** (Registration). Retired members holding certificates include: **Luella Diekhoff**, **Rose Frolik**, **Dee Hughes**, **Doris Lesoing**, **Ina Probasco**, and **Nelsine Scofield**.

### Awards and Scholarships

The Boss of the Year Award was presented to Lyle E. Young, Associate Dean of the College of Engineering and Technology. Dean Young's nomination was submitted by **Doris Lesoing**, Admin. Assistant in the Engineering dean's office. The award is based on various supervisory and interpersonal relationship skills and the nominations were judged by a committee of members from the Horizon Chapter of the American Business Womens Association.

**Kathy Ryan** (Curriculum & Instruction) and **Diane Cihal** (Campus Postal Services) each received a \$50 scholarship to be used for tuition and/or books in their continuing education. Alternate chosen was **Esther Ortiz** (Ag Communications). Scholarships were awarded for financial need and also performance in service to UNOPA and other professional organizations and community activities.

When the scholarship program was established in 1983, it was to be evaluated after three years as to its benefit and expenditure. As this was the third year of the program, a survey was sent to all members and a vote by ballot was taken to determine members feelings. Out of 150 total votes received, 104 opted to discontinue while only 46 opted to continue the scholarship program as it was originally designed. The 1986-87 Board will take this vote into consideration in their planning for the new year.

Awards received by members include:

**Regents Kudo Award:**

**Julie Lee** (Speech Communications)  
**Kathryn Martin** (Publications Services)

**IANR Employee of the Month:**

**Maxine Morton** (Ag Biochemistry)

**Awards Received**

## Employee Concerns

### Workshops

In November, UNOPA held a workshop with 100 members attending. The presentors were Robert J. Glenn speaking about "Stress and Time Management-Your Salvation" and Dona Vasa speaking on "Written Communciations." This workshop was free for members only with funds made availabel through UNOPA funds at the Foundation and from monies raised in last year's fundraiser.

UNL's Employment Manager, Queen Foreman, conducted a training session in January during morning and afternoon sessions. Her topic: Career Path of the C-line Employee. The two sessions were attended by 63 members.

The Fifth Annual UNOPA Spring Workshop was held in March with 96 people attending. Dr. Frank S. Forbes, chairperson/professor of the Dept. of Law & Society, UNO, was the morning presenter. His topic, "There's a Law for Us, Somewhere a Law for Us...or IS THERE?," was a practical look at how the law affects the office worker as a consumer, citizen, and worker. At the afternoon session, Dr. Melissa L. Beall, an deducator in the Lincoln Public Schools, presented the topic, "Everything You Ever Wanted to Know about Communicating in Public and More!"

### Director: Mary Buell

New ideas, changes, and procedures have been initiated after employee concerns were discussed at monthly meetings held with Personnel Director Bruce Currin, Employee Relations Manager Rosalind Fisher, employees from Maintenance and Custodial, and a UAAD member.

Along with new ideas, various proposals that have been presented to the administration over the past years were reviewed for follow up. The proposals:

### Incentive for PSP and CPS Certificate Holders:

After meeting with Currin and Fisher, it was determined that the University is not in a position to grant extra dollars to those holding these certificates. It was suggested that UNOPA begin some type of incentive program for the members who receive these certificates.

### Tuition Remission/Taking Classes

#### During Work Hours/Making up Time:

Personnel has recently published and distributed University procedures concerning participation in the tuition remission program.

**Salary Proposal:** This proposal was submitted to the administration in October 1984. In review of the very interesting and observant report, it was noted that UNL ranks very low in salaries compared to peer institutions. No action was taken.

**Tabled until next year:** A recommendation on policy issues has been prepared and distributed to UNOPA Board members for review by them and then by members.

## Membership

### Committee Members:

**Debbie Ruthsatz**, Director;  
**Diane Cihal**, **Bernice Goemann**,  
**LaRita Lang**, **Renae Schmidt**.

The Membership Committee sent membership packets to 238 members, including 15 retirees.

During the year, ten "friendship" cards were sent to members (including wedding, baby, get well, retirement, sympathy).

## Hospitality

### Committee Members:

**Betty Castan**, Director;  
**Caroline Blum**, **Jan Burch**, **Marie Lovitt**, **Pat Wiseman**, **Judy Yeck**.

The goal of the Hospitality Committee is to provide a pleasant environment in which to meet. Resonsibilities include preparing the meeting attendance list, guest nametags, preparing special decorations, and assisting wherever needed.

Special activities provided by this committee included: pumpkin and corn decoration at the speakers stand for the October meeting; poinsettias as door prizes at the December meeting along with candy canes for all attending; special programs prepared for the March Bosses Luncheon and the May installation of officers. The December meeting also included the collection of canned goods and/or cash which were donated to the Lincoln Food Bank.

## Finances



### 1985-86 Year-end Financial Report

Beginning balance	\$	379.21
Fall workshop funds held over from 1984-85		169.86
	\$	<u>549.07</u>

#### Receipts:

Foundation funds:	
Fall workshop	\$ 98.80
Foundation funds:	
members skill improvement	108.75
Membership dues	1168.00
Ways & Means:	
Weight in Gold	4.00
Raffle	661.00
Payment of returned checks	29.00
Spring workshop	493.50
Luncheons	4573.25
	<u>\$ 7136.30</u>

**Total Cash Available**                      \$ **7685.37**

The Ways & Means Committee organized a Holiday Raffle and members sold tickets at \$1 each to bring in a total profit of \$502 to supplement the budget. Prizes given were: \$100 cash, \$25 dinner certificate at Jax's Shack, a ham and two turkeys from HyVee.

#### Committee Members:

Susie Kreiter, Director;  
Marge Kennedy, Alice Torwirt,  
Ruth Ulmer.

#### Disbursements:

NAEOP affiliation dues	\$ 35.00
NAEOP president dues	25.00
NEOPA president dues	10.00
NAEOP delegate expenses	200.00
NEOPA delegate expenses	21.50
Speakers/entertainment	25.00
Courtesy luncheons:	
Speakers/guests	17.14
Retirees/past presidents	85.50
Scholarships	150.00
Members skill improvement	108.75
Committee expenses:	
Program	3.00
Hospitality	125.82
Membership	70.50
Publicity	62.38
Ways & Means	159.00
Nominating	24.63
Professional Growth	43.86
Workshops: Fall	267.41
Spring	520.07
Officer expenses:	
Miscel. (postage, cards, budget, service rec.)	141.05
Installation	21.00
President's plaque	13.70
UNOPA NOTES newsletter	289.97
Returned checks	24.50
Stop payment charge	10.00
Cab service	3.00
Luncheons	4570.75

**Total Disbursements**                      \$ **7029.03**

**Balance at end of 1985-86**                      \$ **656.34**

**Checkbook balance**                      \$ **656.34**

**Funds reserved for fall, 1986 workshop**                      **250.00**

**Available funds in checking account**                      \$ **406.34**

#### Available funds within Foundation accounts:

Account # 2344	\$ 920.84
Account # 2484	\$ 145.70

Officers  
Board of Directors

Mary Ann Robertus, President  
Jan Wassenberg, President-elect  
(as of Febr 1986) and  
Corresponding Secretary  
Shirley Horstman, Treasurer  
Dorothy Liska, Recording Secretary  
Mary Buell, Past President/Employee Concerns  
Betty Castan, Director, Hospitality  
Debbie Ruthsatz, Director, Membership  
Janet Wagner, Director, Professional Growth  
Susie Kreiter, Director, Ways & Means  
Sherryl Wallman, Director, Nominating  
Kathryn Martin, UNOPA Notes Editor

## Election/Nominations

### Committee Members:

Sherryl Wallman, Director;  
Linda Arnold, past president;  
Connie Wesslund, member at large.

The Nominating Committee had mid-year duties when they held a special election in February to replace Sue Gilleland as president-elect. (Due to UNL budget cuts, Sue resigned her position to attend school full time.) Jan Wassenberg won that election and will remain as president for the 1986-87 year.

In March, ballots went out to all members and votes were returned. New officers presented to the membership in April are:

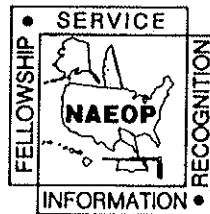
**Presidents:** Jan Wassenberg,  
**President-elect:** Kay Hartman

**Treasurer:** Velma Roberts

**Recording Secretary:** Sheryl Wallman

**Corresponding Secretary:** Marcy Tintera.

## NAEOP & NEOPA



UNOPA is an affiliate of the National Association of Educational Office Personnel (NAEOP).

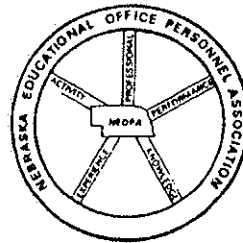
At the 51st Annual Meeting and Institute of NAEOP, held July 15-19, 1985, in Boise, Idaho, UNOPA was awarded a certificate for having the largest membership of a local affiliated organization and

UNOPA Notes was chosen first place as the Local Newsletter Award Winner.

The Nebraska Educational Office Personnel Association (NEOPA) is the state organization that individual UNOPA members can join. The UNOPA corresponding secretary sends quarterly reports about UNOPA activities for inclusion in the NEOPA newsletter.

This organization holds a fall and a spring conference at various sites around the state of Nebraska. The fall conference, hosted by the Concordia College Office Personnel Association, was held October 19, 1985, in Seward with the theme of "The Total Woman-Staying Alive and Well." UNOPA members attending were Leslie Brooks, Sue Gilleland, Patricia Lehecka, Audrey Schardt, Alice Torwirt, and Betty Wurster.

The spring conference was held at the Lincoln Hilton Hotel on May 2-3, 1986. The theme was "Reality--Our Vision, Our Action" and speakers topics centered around that theme: a judge speaking about the court system and the decisions that must be dealt with; a Better Business Bureau representative discussing what the BBB does and how we can make better use of its services; a talk about sleep...why we need it, how we achieve it, and specific events that take place during sleep; positive mental attitude; setting goals and bringing them into reality; and personality types through use of the Myers-Briggs testing. The highlight was listening to Dr. Robert Manley, state historian, talk and sing about the issues that affected women in 1886 and through the years. **Helen Unger** (Construction Mgt.) attended as the UNOPA delegate. Also attending was Caroline Blum, Shirley Howell, Connie Husa, Kathryn Martin, Audrey Schardt, Alice Torwirt, Jan Wacker, Janet Wagner, and Sherryl Wallman.



## Campus Representation

### Campus Safety Committee

#### UNOPA Representative:

Linda Maser (Personnel, Div. of Environmental Health & Safety)

This committee meets every other month during the academic year to discuss safety concerns and make recommendations to the Vice Chancellor for Business and Finance.

During the past year, the focus was on the progress of UNL's campus-wide "Fire Safety Plan." The plan was developed to establish orderly evacuation procedures for each building in the event of such life-threatening emergencies as fires or tornados and to enhance awareness of the location of building exits/shelters. This is being accomplished by appointing and training "Building Safety Managers" for each building, having them develop specific plans and procedures for their buildings, and reviewing/approving these plans. The final step will be to implement and test these plans/procedures on a regular basis.

In addition, the committee was asked to review and make recommendations on bomb threat procedures and improvement of UNL's tornado warning system and to provide input/endorsement of various departmental recommendations to the administration regarding the use of fire and life safety funds.

### Parking Appeals Committee

#### UNOPA Representative:

Annie Mulligan  
(Telecommunications)

Meeting twice a month during the academic year, this committee hears appeals on parking violations of students, faculty, and staff. The committee can uphold, dismiss, or change the violation according to the UNL Parking and Traffic Regulations. Representatives serve a three-year term.

### Chancellor's Commission on the Status of Women (CCSW)

#### UNOPA Representative:

Lynn Pester (Center for Business & Vocational Teacher Education)

The purpose of the Commission is to advise the Chancellor and other administrators on general issues or specific concerns of women faculty, staff, and students at UNL. The Commission plans programs and activities designed to recognize the achievements and contributions of women; secures information from appropriate UNL offices concerning the status of women at UNL; conducts opinion/attitude surveys to ascertain the perceived status and specific concerns of all groups of women at UNL; and provides opportunities for women on campus to exchange ideas and offer support to other women.

A TABLE TALK luncheon was held in December to get C-line staff input into the Commission activities. With this input, the C-line Commission member's efforts focused on achieving better liaison with the Personnel Department. Questions regarding promotions, reclassification, salaries, and job security were of prime importance.

After reviewing the current Employee Handbook and noting the absence of answers to some questions that were raised, it was decided that the CCSW should publish a brochure with the cooperation of UNOPA and the Personnel Department explaining pay grades and hiring policies as well as trying to establish the publishing of pay grades when job opportunities are listed in the Bulletin Board.

Upon receiving approval of the brochure draft from the Personnel Department, and revision of the salary schedule updated to June 20, 1986, it is hopeful that the brochure will be printed and distributed to C-line employees at the beginning of the 1986-87 year.

### Credit Union Board of Directors

#### UNOPA Representative:

Linda Arnold (ARO/IANR)

The Board of Directors of the University of Nebraska Federal Credit Union meets monthly to oversee the activities of the Credit Union by reviewing the policies; investment, loan, and interest rates; and the management staff as well as the budget for the Credit Union office.

Representatives are elected by Credit Union members at their annual meeting for a two-year term. This is the UNOPA representative's last year of a two-year term which will complete a seven-year commitment to the Board of Directors. Arnold has served as secretary to the Board, recording and distributing minutes.

Highlights of Credit Union activities for the 1985-86 year include:

- remaining competitive by paying market interest rates to savers and charging at or below market interest rates to borrowers.

- recording an almost 11 percent growth over last year in loans to members.

- recording an increase in savings of 42 percent over last year.

- recording an increase in membership of 10 percent over last year (a total of 376 new members).

- purchasing and moving into a new facility which serves as a symbol of past achievements and confidence in the future, offering better service to the members.

UNOPA members represent the UNL office/clerical staff on numerous University committees. These committees have various functions in the operation of the University, its policies and regulations.

This report provides an opportunity to let you, the members, become acquainted with the functions and accomplishments of the committees during 1985-86.

**Parking Advisory Committee**  
**UNOPA Representative:**  
**Mary Tintera (Ag Economics)**

This committee meets monthly to review and make recommendations for UNL parking facilities. Members include representatives from ASUN, Faculty Senate, Graduate Students Association or Dean of Graduate Studies office, UAAD, UNOPA, and an employee-at-large.

Actions during the past year included:

--Parking on the east side of the East Campus Loop was approved.

--A survey was sent to determine when and if revamping of parking and the permits issued should be done. This issue will not proceed further until a more comprehensive study can be done.

**U-Wide Fringe Benefits Committee**  
**UNOPA Representative:**  
**Cheryl Selvage (Instructional Media Center, Div. of Cont. Studies)**

**U-Wide:** As an advisory committee to the Executive Vice President for Administration, this committee creates and maintains an open line of communication between the University of Nebraska administration and employees. Representatives from all three campuses (UNL, UNMC, UNO) meet one a month to discuss problems and to recommend changes or additions to the benefits package.

This year a recommended change in the dental program was instituted, new options in the retirement program will be announced, and a fringe benefits package is being evaluated by the committee.

**UNL:** The function of this committee is to represent UNL faculty and staff on the U-Wide Fringe Benefits Committee, to present questions and recommend changes or additions to the benefits package.

**Sue Tidball Award for Creative Humanity Committee**  
**UNOPA Representative:**  
**Renae Schmidt (Modern Languages & Literatures)**

The Sue Tidball Award honors persons in the University community who make significant contributions to the development of a humane, open, caring, educationally creative and just community on the UNL campus. This annual award is sponsored by United Ministries in Higher Education (UMHE) at UNL, in cooperation with an independent committee of faculty, staff, and students. The award honors Sue Tidball, who worked for the UMHE as a counselor and resource consultant at UNL for 20 years. Sue Tidball was known for her positive and caring sensitivity to others.

Anyone associated with the UNL community may be nominated for this award. This year's ten nominees included five students, two administrators, one professor, one manager, and one instructor. The 13 member selection committee had a difficult time choosing the award recipients from such an outstanding group of nominees.

The annual Award Event and Celebration was held April 13 at St. Mark's on-the-Campus. All nominees were recognized for their contributions to the UNL community. Three individuals, all students, were presented with a cash award and plaque. The individuals selected for 1986 were: Rodney Bell, cited for his work as president of the Gay/Lesbian Student Association which built bridges between campus people and a group not always given understanding; Lisa Ann Dzyban, who founded the "People Who Need People" organization which develops an orientation program for handicapped persons in campus social activities; and Michael Morosin, cited for his work with Special Olympics and campus recreation. He is trying to develop sports programs that cater to mentally handicapped youngsters.

Following the program, all nominees and guests were invited to an informal wine and cheese reception in the Fellowship hall at St. Mark's.

**University Child Care Project**  
**Affiliation Committee**  
**UNOPA Representative:**  
**Sandy Wolfe (4-H & Youth Development)**

Being a newly established committee, this group was concerned with the loss of the Child Care Project on campus because of reallocation of space. The Child Care Project provides child care services to students, staff, and faculty.

The Committee's task was twofold: 1) identify a broad base of support in the University community for the eventual permanent establishment of child care on campus (UNOPA played a key role in this by providing a representative), and 2) locate a facility that is on or near campus with adequate space in which to house the Child Care Project by the end of the 1985-86 academic year at which time the Project loses its present facilities.

The Committee focused the majority of its efforts on the immediate need of finding new housing, finding a suitable space in the Prince of Peace Lutheran Church located just north of campus. To help finance some renovation needs to satisfy city ordinances for child care facilities, the committee helped expand the Project's annual raffle ticket fundraiser through greater exposure to the campus community. Approximately 40 tickets were sold at the April UNOPA meeting. Other fundraising activities are now in full swing.

The committee's other ongoing concern to establish support for the position that provision of child care is a University role and responsibility and deserving of University support has, as yet, not been met.





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