

1989

## 1989-90 UNOPA Annual Report

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# ANNUAL REPORT

UNIVERSITY OF NEBRASKA OFFICE PERSONNEL ASSOCIATION

(UNOPA)

1989-1990

## Executive Officers and Directors

Sue Drammeh, President  
Sandy Lineberry, Recording Secretary  
Esther Sorensen, Treasurer  
Michelle Sieber (Miller), Awards Director  
Dora Dill, Hospitality Director  
Mary Ann Holland, Nominating Director  
Rhonda Zugmier, Publicity Director  
Linda Pence, UNOPA Notes Director

Sheila Perry, President-elect & Program Dir  
Sandy Lineberry, Corresponding Sec  
Jan Harris, Immediate Past President  
Kathy Ryan, Employee Concerns Director  
Luise Berner, Membership Director  
Jeanne Andelt, Professional Growth Director  
Shirley Howell, Ways & Means Director  
Linda Arnold, Salary Issues Director  
LaRita Lang, Salary Issues Co-Director



## MESSAGE FROM THE PRESIDENT

An annual report is prepared every year so all members may observe the efforts of member participation and the activities of the organization. I am grateful to the 1989-90 Executive Board for their help in its preparation. Everyone involved in this organization should read the progress of their professional association. This will be a short, brief message from your current Past President. I am in the middle of trying to type this Annual Report and remembering the "good times". Sheila Perry is your current President and if you have any questions regarding this year, don't hesitate to call her.

As I review the preceding months, I wonder how we did all that we did?? I have trouble organizing my time now. I guess when you are really busy, you just juggle better. We did have a pretty good year; we increased membership 40%, we adjusted membership fees to accommodate the increased size of our organization, and we became a unified and overall positive and proud professional organization.

We did see some changes made in the classification system this year. As many of you will already have noticed, your classification on the Hayes Classification system was automatically raised one step, if you fell into that category. This was not widely publicized, so if you have questions regarding your classification or what your exact earning potential is every paycheck, give Personnel a call—let them figure it out for you instead of not knowing or wondering....their number is 2-3101. Do not be afraid to ask, knowing is much better than wondering....

My best wishes to Sheila and the Executive Board this coming year. Please give them as much help as you did the Executive Board and myself this last year.

*Sue Drammeh*

## AWARDS COMMITTEE

By Michelle Miller, Director  
Linda Mason contacted me in November, 1989 and asked me if I would be willing to take over as Director. As I was a current committee member, I agreed. The committee members were: Linda Mason, Caroline Blum, Shelley Everett, Sandy Watmore, Jeanell Nelson, and Linda Gersib. We had our 1st meeting in November. Our budget was set at \$689.60 for the three awards we would be presenting throughout the year: Boss of the Year, Rose Frolik and Silver Pen.

First on the agenda was the Boss of the Year award. The American Business Women's Association, Horizon Chapter, were willing to do the judging. 275 nomination forms were mailed to UNOPA members in early January. In the absence of the Chancellor, Associate Chancellor, Jack Goebel, presented the award.

A certificate was given to each nominee at the March 13, 1990 General meeting and a framed certificate was presented to the Boss of the Year. The nominees were: Richard Fleming (Ag Comm), Roberta Sward (Coop Ext.), Bruce Currin (Personnel), Doug Zatechka (Univ Housing), Tony Schkade (Reg & Records), and Jack Bous (Journalism/News Ed). Ronald Joekel (Ed Admin) was presented the Boss of the Year award.

The Rose Frolik Award was next on the agenda. Three individuals from outside the University community were asked to judge the recipient of this award. They were: Andy Russell (State Office Bldg.), Jane Ellefson (First Plymouth Congregational Church), and Cathy Blythe (KFOR Radio). New judges must be selected in the future, remaining within the criteria for judges, which are: a representative from religion, a media personality and the State of Neb Personnel Director. These were criteria set up by Rose herself. The nomination forms were sent to UNOPA members and Time/Attendance Clerks on both City and East Campus. Nominees for this award were: Jan Harris (Neb Tech Asst Ctr), Sandy Lineberry (SE Res & Ext), Kathy Ryan (Coun Ctr),

Rosanna Johnson (Ag Comm), Luise Berner (Ed Admin), Jeanne Andelt (F/F&Wildlife), and Susie Kreiter (TC Std Serv Ctr). Rose Frolik presented the award to Jan Harris at our April Past President's meeting.

Our final award was the Silver Pen Award. A letter was sent to Chancellor Massengale earlier in the year requesting monetary funds for a second award because of the great number of nominees. He agreed to the second award. Funding for this award comes from the Chancellor and is decided upon yearly. I might add; however, that Chancellor Massengale supports this award with great enthusiasm.

Nomination forms were sent to all UNL employees as this award is open to all C-line employees within the UNL system. Judging for this award is done by the University Association for Administrative Development (UAAD). The 19 nominees were: Christine Grant (Environmental Programs), Sandra Schmidt (Selleck Food Serv), Rose Lee Pfeiffer (C&I), Marilyn Weidner (Entomology), Billie Olson (Journalism/News Ed), Sharon Hartell (NUPAGE), Mary Ann Holland (Greek Affairs), Arlene Hanna (SE Res & Ext), Suzi Gausman (School of Music), Kathi Vohland (Gen Studies), Nancy Brown (Barkley Ctr), Dennis Smith (Business Tech), Joyce Peters (Reg & Records), Jan Harris (Neb Tech Asst Ctr), Roxann Albrecht (Vet Science), Marsha Majors (Campus Rec), and Harvey Gooding (Campus Rec). The winners were: Lola Young (Univ Housing) and Shirley Horstman (Institutional Animal Care Program). The winners received a framed plaque, a check for \$300, an engraved silver pen which read, UNOPA 1990, and a one year paid membership in UNOPA. Dr. James Griesen, Vice Chancellor for Student Affairs, presented the two awards.

## PROGRAM COMMITTEE

By Sheila Perry, President-elect  
The UNOPA program committee consisted of Billie Olson, Doris Moses, Sandy Watmore, Judith Yeck, and myself. We met three times to choose individual speakers at the General meetings throughout the year, 1989-90. Judith and I met with Dick Williams, Director of the Union Food Services, to decide what meals would be served. Prices being what they are and the inclusion of sales tax, I think we did ok; except for one meeting, where there was a miscommunication between the Asst Director and his staff on what was to be served. Mr. Williams extended a sincere apology for this misunderstanding.

Every person on this committee submitted names of various speakers they had heard previously or thought UNOPA members would enjoy hearing. Another miscommunication occurred when our February speaker, Mr. Ken Siemek, failed to appear. We did receive another sincere apology from Mr. Siemek, who, did agree to speak at a future UNOPA meeting. The program for the UNOPA 1989-90 year was as follows:

September 12, 1989 - Dr. Ellen Baird, Assoc VC for Academic Affairs and Director of Summer Sessions, and Neale Copple, Dean of the College of Journalism as Dept. Speaker.

October 10, 1989 - Jeanne Andelt, Director, Professional Growth did a presentation on the Professional Standards Program and annual Budget meeting.

November 14, 1989 - Sgt. Linda Steinman, Lincoln Police Dept. and Carl Hutchinson, Manager of University Stores as Dept. Speaker.

December 20, 1989 - UNOPA/UAAD Joint Meeting - UAAD was host this year.

January 9, 1990 - Mr. Jim McKee, Lincoln Historian. Jim presented a slide show about the Bethany area of Lincoln.

February 13, 1990 - Marybeth Prusa, Asst to the Dean, College of Home Economics as Dept. Speaker.

March 13, 1990 - Robert Spire, Attorney General for Nebraska - Bosses Luncheon. Ron Joekel, Chair of Ed Admin, was named Boss of the Year.

April 10, 1990 - Angela Beck, Coach, UNL Women's Basketball - Past President's meeting. Rose Frolik Award was presented to Jan Harris. Past Presidents were presented with a President's gavel to signify them as Past Presidents.

May 8, 1990 - President's meeting and Installation of new officers. Silver Pen Award was presented to two winners this year; Lola Young and Shirley Horstman.

## UNOPA NOTES COMMITTEE

By Linda Pence, Editor  
This year UNOPA Notes, Volume 28, was published ten times. The 11th issue is the Annual Report. Cornhusker Printing, 301 So. 9th St., did a very nice job, at minimal cost to us. The total cost of printing the ten issues was \$550, with our budget being \$540.00. All issues were folded, stuffed and mailed from the Records Office each month with the help of our committee members: Joyce Peters, Doug Neemann, Anna Simmons, Peggy Warner and myself. We printed 315 copies each month with the few extra copies going to Luise Berner, Membership Director, for distribution to new members. Also, copies were sent to any Honorary members with known addresses and to the National President, Martha Leach.

Alice Torwirt did hold the position of Editor until her departure from UNL in March and at her request I assumed the duties of Editor on March 22, 1990. Alice made it a practice to run a column about one new member and one renewal member each month called, UNOPA Profiles. She did the photography and Sue Drammeh, 1989-90 President, did the actual format and input on her PC for us. She used Word Perfect 5.0. The UNOPA Notes Logo was added before being sent to the printers. Any pictures from the UNOPA Profiles, that I found, were returned to their rightful owners.

The November, 1989, issue of UNOPA Notes was submitted to the National Association for competition in the Rachel Maynard Award for Excellence in Communication. At the National Convention in Denver this summer we received an Honorable Mention for our efforts.

## NOMINATING COMMITTEE

By Mary Ann Holland, Director  
The budget for the Nominating Committee was established at \$50.00 to cover cost of printing for the ballot, with all other Nominating announcements to be channeled through the UNOPA NOTES.

In February the nomination packet (cover letter, nomination form, description of officer's duties) was sent to the general membership. Deadline for return was February 28th. Printing costs for this material alone exceeded the Committee's entire budgeted amount for printing.

A concern was raised regarding the inconsistency of the written material explaining officers' duties and description of offices as detailed in the UNOPA Constitution and Bylaws. A statement was included with the Nomination Form which indicated that this material contained an "in-depth" description of duties of the Board of Directors.

At the March Board and General meetings the slate of candidates was announced: President-elect: Sandy Lineberry, Donald Freed; Corresponding Secretary: Linda Pence, Esther Sorensen; Recording Secretary: Linda Maser, Rhonda Zugmiller; and Treasurer: Luise Berner, Shirley Howell.

176 ballots were received by the March 30th deadline, representing a 63% response rate. At the April General meeting the newly elected officers were announced: President, Sheila Perry; President-elect, Sandy Lineberry; Corresponding Secretary, Linda Pence; Recording Secretary, Rhonda Zugmiller; and Treasurer, Luise Berner.



## WAYS & MEANS COMMITTEE

By Shirley Howell, Director  
Committee members were: Ann Harding, Rosemary Sieck, Shirley Honvalez, Blythe Stickney, Jane Moyer, Debra Van Alstine, Esther Ortiz, Jacque Virtis, Linda Pence, Carol Wusk, and Alta Phillips. Highlights for the year included: the 50/50 Drawing, Raffles Sales, and the Bazaar. The 50/50 Drawing was widely accepted and earned a total of \$257.00 for the year. Our Raffle Sale earned \$1,457.00 with \$174.70 expenses. We didn't start the Bazaar until December, but earned a total of \$151.95. The Ways & Means Committee's earnings totalled \$1,691.25 with a few other small expenses. We also sold a few UNOPA pins, pencils and note pads totalling \$62.00.

It was a very challenging year—hopefully, with the raise in dues this year, it will alleviate any pressing budget crunches this year.

## SALARY ISSUES COMMITTEE

by Linda Arnold, Director  
Committee members were: Bev Martin, Pat Smith, and Marlene Starr. LaRita Lang was my Co-Director; however, LaRita resigned at the end of the year, making it necessary to appoint another Co-Director this year. Our budget began at \$50.00 to cover any copying expenses and postage. However, our committee made a contribution to the Friends of the Faculty last Spring, which put us over our budget limit. UNOPA's contribution was \$1.00 per UNOPA member, for a total of \$290.00.

Since we were in the 2nd year of the biennium and the budget had already been decided upon by the Legislature, there was no necessity for a letter writing campaign to ask for support of the salary increase plan; there would be no need to make a presentation to the Legislature. I did visit with Tom Krepel, Asst. to the Chancellor and Director of University Relations, to see what we could do to help with the legislative process. He replied that presenting a positive image about our University affiliation and being thankful for what we have received in the past would be the best things we could do. Any letters sent to the Appropriations Committee, the Governor, or other State Senators should be brief, thanking them for their support, perhaps identifying a positive action that came from their salary support (i.e., a valuable employee to our area stayed rather than accept a job offered at a different location). Therefore, I did not feel the need to call the committee together.

Our President, Sue Drammeh, attended the Salary Distribution Committee for the Managerial/Professional and Office/Service categories meetings. We did try, as did UAAD, to obtain a second member on this committee, because of the number of employees we represent. We had no success this year—maybe next year.

I did participate in review of the U-Wide Salary Survey that was sent out. It is my hope that Bruce Currin, Director of Personnel, will provide us with a copy of the results as they are finalized.

Next year will be a new year for requesting funds for a biennium. It will also represent a fresh start in seeking salary support. I'll be glad to offer counsel to the incoming director if wanted or needed and I have enjoyed serving on this year's Executive Board.

## MEMBERSHIP COMMITTEE

By Luise Berner, Director  
There were tremendous strides made in expanding our membership during the 1989-90 year. All those who helped recruit new members should be applauded for their efforts. I would also like to thank the following persons who served on my committee for their time and efforts in helping accomplish our tasks: Nadyne Beideck, Vi Bibow, Dorothy Liska, Joann Noonan, Anna Simmons, Kathy Waldman, Jean Willis, and Lola Young.

The following is a comparison of our membership to the previous year;

1989-90	Typ Member	1988-89
159	Renewed	148
102	New	40
16	Retired	16
11	Associate	2
16	Honorary	14
304	Total	220

As can be seen, the largest growth was in new memberships. Some of the growth may be attributed to the University-wide mailing that was done last fall to all office personnel eligible for membership. Over 700 people who were not current members of UNOPA were contacted through this mailing. Most of our gains, however, I think were made through the diligent efforts of our current membership in contacting others to become a part of our organization. Of the 188 active members from 1988-89, 29 persons did not renew their memberships. Follow-up was done to determine why memberships had not been renewed. Of the 29, 13 had left the University and 3 had or would retire shortly; the remaining gave various reasons for not renewing (too busy, belonged to UAAD, etc.).

The efforts to increase membership did not end with the fall campaign. Since the first of November, 40 additional members were added. I believe this indicates that recruitment needs to be a year-round effort and not just centered on renewal of present memberships.

Two honorary memberships were extended to Dean Neale Copple and Chancellor/Interim President Martin Massengale to show recognition for their support of UNOPA.

Again, my thanks to all who helped make this year of tremendous growth for UNOPA.

## HOSPITALITY COMMITTEE

By Dora Dill, Director  
This position is one that takes much enthusiasm—fortitude and "hard work" on the part of everyone involved. I was very fortunate to have six persons obligate themselves to be a part of my committee (3 from city campus and 3 from east campus). They were: Lola Young, Jo Van Patten, Dorothy Liska, Jean Willis, Arlene Whiteley, and Nelvie Lienemann.

This year marked the beginning of a regular schedule for transportation between the two campuses, depending on which campus hosted the General meeting. I arranged for this transportation with the Lincoln Transportation Service. A bus picked up members at designated points on each campus. The cost, round trip, was \$1.00. The 50/50 Drawing was used to pick up the left over balance. We dubbed this service, "The UNOPA EXPRESS." Next year, I believe the Campus Transportation Service will be doing this at a cost of 60 cents, round trip.

Our budget this year was \$500.00. We were close. Our largest expenses were name tags, tablecloth expenses, and the pens we gave at the Bosses Luncheon. We also gave "Warm Fuzzies" to those persons attending General meetings as guests or first timers.

Thanks to all the people involved with this committee for their time and efforts. I wish the new Director a lot of success, as it is a very interesting and exciting chairmanship to have—a great learning experience.

## PROFESSIONAL GROWTH COMMITTEE

By Jeanne Andelt, Director  
This has been a very busy and productive year for the Professional Growth Committee. My committee members were terrific! They all worked hard and diligently throughout the year and because of their efforts, we had a very successful and rewarding year. My committee members included: Carol Born, Patricia Lehecka, Jan Schinstock, Audrey Schardt, and Sue Voss.

The UNOPA membership was surveyed in September to receive input on topics for workshops. Myers-Briggs personality type

indicator and procedures for preparing an office manual were the top two categories requested. Our Winter Workshop, "Creative Use of Personal Diversity", was held January 16, 1990, at the City Campus Union and on January 17, 1990, at the East Campus Union. Dr. Robert Sorensen, Professor of Agronomy, conducted the workshop. 83 people registered for the workshop with 71 actually attending; 35 at City Campus, 36 at East Campus. The workshop was offered free to UNOPA members and non-members were charged \$5.00.

Our Spring Workshop, "Developing a Working Office Procedures Manual", was held May 21 on City Campus and May 22, 1990, on East Campus. Dr. Mildred Davenport, Vocational and Adult Education instructor, conducted the workshop. 103 people registered for the workshop with 94 actually attending; 53 at City, 41 at East. Charges for the workshop were \$5.00 for UNOPA members and \$10.00 for non-members. Both workshops received outstanding evaluations from participants.

The Professional Standards Program (PSP) is a certification program for educational office personnel sponsored by the National Association of Educational Office Personnel. It is a voluntary program established to encourage educational office personnel to grow professionally.

In October, I gave a PSP presentation at the General meeting. This seemed to help members understand the program more clearly and many members indicated an interest in pursuing a certificate.

With a little encouragement and gentle prodding 12 members completed the requirements for PSP certificates this year! These individuals are: Jeanne Andelt, Advanced III-B; Luise Berner, Bachelor's; Debbie Hendricks, Advanced III-B; Janet Holtzhauser, Associate Professional; Sandy Lineberry, Basic-B; Jo Ann Noonan, Advanced III-B; Linda Pence, Basic-B; Shella Perry, Advanced I-B; Jeanette Ther, Advanced III-B; Jean Willis, Advanced I-B; Sandy Watmore, Advanced III-B; and Lola Young, Basic-B. Those names in bold attended the National Conference in Denver in July and received recognition at the National PSP Banquet. Jeanne Andelt, Debbie Hendricks, Jo Ann Noonan, Sandy Watmore, and Norma Wever also earned the Certified Educational Office Employee (CEOE) certification. The Professional Growth Committee, on behalf of UNOPA, continued the tradition of awarding a plaque to members who received their PSP certificates. Norma Wever earned her certificate in May, 1989 and received a plaque at the October General meeting. Jean Willis received her plaque at the January General meeting. All others listed will receive their plaques this fall.

This doubles the number of PSP recipients in our Association. Tremendous! I feel that the members are more aware of the Professional Standards Program and many have enthusiastically begun working on their certificates.

We also sponsored a seminar on AIDS on March 26 (East Campus) and March 27 (City Campus), 1990. Faye Moulton, Employee Relations Coordinator, and Margaret Nellis, University Health Center, were present to lead discussion and answer questions and a video entitled "One of Our Own" was shown. Also, a young man who is living with AIDS in Lincoln was present to share information. This was an excellent seminar; unfortunately, attendance was poor.

No Foundation Funds were awarded this year. As of April, 30, 1990, the balances in the accounts were: Account 2344, \$906.84 and Account 2484, \$145.70.

The attendance at the two workshops indicates a sincere commitment by UNOPA members for self improvement. This professional growth will be beneficial to each individual and the University.



## MONEY CORNER



By Esther Sorensen,  
UNOPA Treasurer  
89-90

Beginning Balance	
9/01/89:	\$ 264.63
Income:	
Memberships	\$1,375.50
Ways & Means	2,010.83
(50/50 Raffle \$	283.50)
(Raffle	1,457.00)
(Misc.	87.38)
(Bazaar	182.95)
Luncheon income	4,659.75
Star Tran income	122.25
Workshop income	500.00
TOTAL	\$8,932.96

Expenses:

NAEOP Delegate	\$ 200.00
NAEOP Affil Dues	37.00
NEOPA/NAEOP Pres Dues	40.00
Summer Social, 1989	75.00
Raffle Expenses	174.70
Luncheons	4,460.41
Sales Tax	198.59
Retirees Luncheon	101.43
Past President's pins	234.00
Installation Expense	58.14
Star Tran Expense	176.00
Committee Expenses:	
Awards	409.22
Employee Concerns	35.00
Hospitality	274.00
Membership	483.58
Nominating	162.85
Professional Growth	350.29
Publicity	200.29
Program	16.00
UNOPA Notes	512.42
Ways & Means	32.77
Salary Issues	290.00
Executive Officers	120.94
TOTAL	\$8,642.63

Balance \$290.33

## EMPLOYEE CONCERNS COMMITTEE

By Kathy Ryan, Director  
This last year has been "incredible" for UNOPA. We are serving on several committees that affect the University community and our reports are listed below. This year two new committees (Human Rights and Recycling Advisory) have UNOPA representation. All committee delegates have done a fantastic job being our "voice". The two committees that your Director is on are:

Faculty Senate Employee Benefits - this committee has expressed many strong recommendations to the U-Wide Fringe Benefits Committee involving retirement cashability, disability and health insurance plans and pre-admission.

Employee Advisory - this advisory group includes Personnel, UAAD, Custodial and UNOPA. We have consulted each other about projects of interest that each organization is working on. This is an excellent way of communication between the various groups. Other projects originated include:

Sick Leave Bank - we are checking on what other institutions have in the form of sick leave transfer and other disability insurance.

Presently, when a C-line employee gets seriously ill and uses up all sick/vacation leave, that person is forced to go off the University payroll for a period of time at exactly the time that their financial needs are the greatest. A short-term disability policy or sick leave transfer policy would help this individual. A committee is working on this concept and developing a proposal.

Educational Incentive - the objective is for employees to have opportunity for professional growth and to be recognized for their efforts. A proposal (similar to the Professional Standards Program offered by the National Association) has been drafted. The Committee is working with Personnel to re-design the evaluation forms presently used across campus to help document the employees accomplishments which help toward further recognition.

(Editor's Note: The following committees are all the University committees included under Employee Concerns. The UNOPA representatives on these committees represent all C-line employees, University wide.)

## University-Wide Fringe Benefits

by Jo Van Patten

This committee rotates the monthly meetings between UNO, UNMC, UNL, and CA. The C-line representative has a three year term and is appointed by the Chancellor with suggestions from UNOPA Employee Concerns Director. Officers for this year were: Dr. Joseph Anderson, Chair; Walter Williams, Co-Chair; and Marilyn Kircher, Secretary.

During the past year the Committee discussed the following items:

1) Health Insurance Plan - ways to cut health care costs were discussed. Some new premium-reducing alterations of insurance plans were implemented after careful study of claims expenses. HMO Nebraska withdrew the plan which had previously been offered to UN employees.

2) The preadmission review program - beginning April 1, 1990, Mutual of Omaha requires employees to have a preadmission review prior to entering the hospital or the employee will be required to pay penalty. In case of emergency, the employee has 48 hours to contact Mutual of Omaha. This review is only required for hospital stays.

3) Retirement - the Committee discussed new options available with TIAA/CRF and access to retirement accumulations.

4) Dependent Tuition Remission - a draft of the Dependent Scholarship Program was given to the Committee and sent on to the budget office. Eligible dependents will be able to apply for scholarships that "shall allow tuition equal to one half the University's resident tuition charge per credit hour." If approved, they will pay all applicable fees and course-related costs such as books and supplies. This program is available only for undergraduate courses. This has not received final approval.

## Faculty Senate Human Rights Committee

by Jacklon Schmidt

The Committee was re-activated in 1989 with seven members. Four faculty members, one student, one representative from UAAD and one representative, myself, from UNOPA.

I find being a member of this committee to be very challenging and exciting, and look forward to representing UNOPA and C-line employees next year. A representative to this committee serves a two year term and is appointed by the Chancellor with suggestions from UNOPA Employee Concerns Director.

We have had many issues to discuss; all of them very important.

1) We investigated ROTC's refusal to allow gays to enroll in classes relating to commissioned officers. After researching the federal DOD (Dept. of Defense) rulings, the Committee will make a recommendation to the Faculty Senate to go no further at this time.

2) We are researching the proposed "fighting words" policy for UNL, and will make a recommendation to the Faculty Senate shortly.

3) We are researching the policies of the Student Health Center and how it handles rape cases on campus. We are hopeful that we will be able to establish a more supportive role of the Health Center towards female students on campus.

4) We are researching UNL policy statements relating to academic freedoms of faculty and staff.

5) Faculty President, Jim McShane, has requested the Committee to review documents relating to a proposed equity policy for UNL. The Committee has not yet reached a decision on whether it has enough time to research this.

## University Police Advisory Committee

by DaLene Wiess

During the past year the Committee was involved in the following:

1) Continued working on the replacement of the Chief of Campus Police.

2) Worked with potential aspects of reorganization elements under Vice Chancellor Goebel. Our committee met with the expanded Police Advisory Committee a few times during the last part of this year. The report of that committee was passed on to the Vice Chancellor for him to present to the Chancellor's committee.

3) Our committee worked on the Police Department's Policies and Procedures Manual. Each member was given a copy of the manual and we went through and made comments or recommendations, etc. This has been interesting and detailed. During the coming year, the Committee will review and make recommendations on the second installment of the Policies and Procedures Manual.

4) I proposed new guidelines for the Police Advisory Committee. These guidelines were reviewed by the Committee and were voted on and motion passed. These new guidelines were given to Lt. Cauble. He will then present them to Vice Chancellor Goebel for his review and implementation. I found the task of writing new guidelines for the Police Advisory Committee an accomplishment I can be proud of for myself as well as UNOPA.

5) I will be working over the summer with the Police Department in making plans for the upcoming new year. The Department has some projects that they would like to see the committee get involved with.

I have found the experience of being on the Police Advisory Committee rewarding and interesting. During the coming year I hope to finally see the changes develop; we worked hard on during the past year and half. These changes, hopefully, will be for the betterment of the University and allow the Police Department to go forward with their plans of growth and achievement.

The experience of serving for an organization, such as UNOPA, is a motivating, professional uplifting experience. I feel I did contribute to the Committee and that I contributed back to UNOPA. It is always nice to know you can produce and handle the situation, and that UNOPA is remembered well and that your representation on any committee is regarded professionally by the other members of those committees. I am a University employee, and UNOPA is part of my professional life. I am proud of that fact, and always will be.

Thank you for the opportunity to serve UNOPA. I look forward to the new year starting! (\*Editor's note: DaLene was named Chair of this committee for 1991-92. Congratulations, DaLene, for your hard work and professionalism!)



### Parking Appeals Committee

by Janelle Jones

The Committee meets every other week on Thursday during the school year. Our assignment is to listen to the appeal of anyone who feels they have been unjustly given a parking ticket by the UNL Police Department. A decision is made by the group whether to grant or deny this appeal. This has been an extremely interesting committee. We have tried to listen carefully, be objective and knowledgeable and make a fair decision. The members of this committee as taken from the faculty, UAAD, UNOPA and the student body. There are seven students appointed by ASUN who serve on this committee. They attend on alternate weeks. We have listened to approximately 600 appeals during the 89-90 school year. We denied around 52% of these and accepted around 48%. It has been a privilege to serve in this capacity.

### Recycling Advisory Committee

by Debbie Hendricks

The Recycling Advisory Committee was formed by the Chancellor in January of 1990. The charge to the Committee is to explore ways in which current recycling activities on campus may be expanded and what new activities should be initiated.

The Committee recognizes that recycling is a "hot topic" for our disposable society of today. But rather than just talking about recycling, UNL must put into action efforts to preserve our environment. Before campus-wide action can be taken we need to research recycling opportunities available to us. Relevant factors include; manpower, cost, health and safety, to name just a few.

The Committee has formed sub-committees to explore different areas of recycling, which include: (1) office paper, (2) alternative uses, (3) Residence Halls, Greek Houses, Nebraska Unions, (4) student involvement, (5) purchasing and use of recycled products, and (6) chemicals.

A survey is being developed so we may assess not only the wastes UNL generates, but the recycling efforts being done and the recycling potential. The Committee has requested the support of the Chancellor in the use of recycled paper products on campus.

Serving on the Recycling Advisory Committee is turning into an educational experience for me. I believe the UNL campus needs to take a leadership role in recycling efforts and I look forward to sharing with you the specific recommendations this committee may make to the Chancellor when we have completed our task.

### Sue Tidball Award for Creative Humanity

by Shirley Horstman & Rhonda Zugmiller

The "Sue Tidball Award for Creative Humanity" is an annual award to one, two or three people who have made significant contributions to the UNL community. These individuals foster a community that is more humane, open, educationally creative, just, and caring. Anyone associated with UNL is eligible for nomination to this award. The Sue Tidball Award Program is sponsored by United Ministries in Higher Education at UNL, in cooperation with an independent committee of faculty, staff, students, and community friends. Sue Tidball, for whom the award holds its name, was a counselor and resource consultant with United Ministries in Higher Education at UNL. Her most outstanding quality was her caring attitude toward others.

The 1990 award celebration was held at St. Mark's on-Campus Episcopal Church and Student Center on March 18, 1990. We were fortunate to have Mary Tidball Zeman, daughter of Sue Tidball, present as our guest speaker and to assist in presenting the awards. All eight nominees were honored for their outstanding contributions to the UNL community. The award recipients were Sara A. Boatman and James H. (Jimmi) Smith. Both

individuals received a certificate and a cash award. Other nominees included; Dorcas Cavett, Robert L. Clark, Geraldine E. Cotter, Janet Connell Ehlers, Karen Kamprath Fritts, and Larry Kalkowski.

### Campus Safety Committee

by Linda L. Maser

The Campus Safety Committee meets several times during the academic year to discuss safety concerns and make recommendations regarding these concerns to the Division of Environmental Health & Safety and UNL administrators. This committee includes representatives from faculty, staff, and students. (This year's Chair was Dr. Norman Schneider, Vet Science.)

A sampling of topics discussed this year follows:

1) Governor's Safety & Health Conference - plans are now being made for the subject conference, which will be held on October 9-11, 1990, at the Nebraska Center for Continuing Education. This conference will focus on "key safety and health issues facing Nebraska." The theme is "Prevention: A Cure We Can All Afford." Several members from the Campus Safety Committee will address the conference.

2) Use of seat belts in UNL vehicles - The University has adopted a "Vehicle Safety Belt Policy" requiring the use of safety belts while driving or riding in University vehicles. Notification to all departments will be forthcoming, pending Board of Regents action.

3) Asbestos - The University is trying to remedy existing asbestos problems before they reach a state of emergency. Goal: Allow no one to be exposed to asbestos from the release of fibers. (Most of the actual asbestos work has to be done by outside contractors, since they have the required training and certification.) UNL's Physical Plant and Environmental Health & Safety are working jointly on this program.

4) Occupational Medicine/Health - Dr. Fleischli, Medical Director for UHC, has submitted a proposal to UNL Administrators recommending an Occupational Health Program which would broaden the scope of medical surveillance currently being done to monitor employees for exposures to hazardous materials. On behalf of the Campus Safety Committee, the Chair wrote a letter of support for and endorsement of Dr. Fleischli's proposal and suggested even further expansion of the program.

5) Worker's Compensation - By the end of 1989, UNL had experienced a reduction in both frequency of claims and severity of injuries, which was an improvement over last year. Since then, although frequency of claims is essentially unchanged, costs have risen remarkably over the past several months. UNL hopes to reduce costs by finding ways to reduce both the frequency of accidents and the severity of injuries. Greater emphasis on safety training may be one way to help accomplish this goal.

### Parking Advisory Committee

by Jan Wassenburg

The Committee (PAC) serves in an advisory capacity to the UNL Administration on the handling of parking problems on campus. The Committee meets approximately once a month, but held extra sessions when the need arose. The membership consists of three members appointed by the Faculty Senate, three undergraduate student members, a graduate student member, one staff member appointed by UAAD, one staff member appointed by UNOPA, and one administrative member appointed by the Chancellor.

A large portion of committee time this year was spent on differentiated parking. We considered rates for staff for a 24-hour, 7-day a week permit, a 10-hour (7am to 5pm), 5-day a week permit and the regular parking permit.

A major reason that we chose to add the 10-hour parking was to alleviate parking at night for those attending night classes. Many of the present 24-hour permit holders would have their basic needs met by having a reserved spot for 10-hours, and that would leave their places open for the evenings. At the time of this report, and after several compromises and revisions going between PAC and the administration, our last suggested annual staff rates were \$300 for the 24-hour, 7-day a week permit; \$200 for the 10-hour, 5-day a week permit; and \$50 (no change) for the regular parking permit. This proposal is being sent to the administration for their approval. (Editor's Note: The first suggested rate of \$300 for 24-hour parking was lowered to \$265 in the final proposal.)

PAC approved several capital construction projects. Our priority was safety on campus for staff and students, which includes lighting of five major parking lots. Several paving projects were put on moratorium for a year because of budget constraints, but these projects will be completed within two to three years.

A shuttle bus was put into service this year as a way to allow and encourage staff and students to park in the peripheral areas on campus and take the bus to the inner campus. The shuttle runs approximately every 15 minutes. While this shuttle has not been entirely accepted, the basis of a shuttle system is still a very real consideration for the future, with more and more cars appearing on campus every year. Those who park in these peripheral lots will be charged \$10 for an annual parking permit.

A multi-level parking garage has been a much discussed topic all year. After studies and consideration, this was deemed unfeasible, mainly because of cost. Estimates start at a minimum of \$600-\$700 a stall to build. To have a parking garage on the inner campus would be unattractive to permit holders because of distance to working areas.

PAC held several open sessions during the year. While these were attended mostly by students, they are advertised in the Daily Nebraskan, and provides an opportunity for staff to air their parking problems or complaints.

PAC did recommend to Vice Chancellor Goebel that a parking consultant be hired to study the parking situation on campus. The consultant will probably be on campus later this year.

At the UNOPA President's request, the committee was asked to consider payroll deduction plans for payment for parking permits. Lt. Burke said this would not be feasible for at least another year, due to the office's computer set-up. It is very likely this service will be available in the 1990-91 academic year. (Editor's Note: Payroll deduction is available for parking permits this year, 1990-91.)

We on this committee feel our work is very important and try to be as fair as possible to faculty, staff and students with regard to the parking situation on the UNL campus. While UNOPA has only one vote on this committee, I feel it is a very important vote for UNOPA members, and will continue to work for our organization in the two years left in my term.





*Thanks to all  
of you that made 1989-90  
a great year!!*

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UNOPA 1989-90 Annual Report  
Published by Sue Drammeh, Immediate Past President

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