

1984

## 1984-85 UNOPA Annual Report

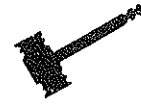
Follow this and additional works at: <http://digitalcommons.unl.edu/unopaannrpts>

---

"1984-85 UNOPA Annual Report" (1984). *UNOPA Annual Reports*. 28.  
<http://digitalcommons.unl.edu/unopaannrpts/28>

This Article is brought to you for free and open access by the UNOPA-University of Nebraska Office Professionals Association at DigitalCommons@University of Nebraska - Lincoln. It has been accepted for inclusion in UNOPA Annual Reports by an authorized administrator of DigitalCommons@University of Nebraska - Lincoln.

**Message  
from the President**



The theme for the 1984-85 year has been **"To Communicate is to Participate."** What better place is there to be able to communicate and participate than here at the University of Nebraska-Lincoln.

The officers were elected by you, the membership, to guide the organization. As leaders, we used your communication, participation and concerns to make UNOPA run smoothly.

Communication is essential for us to do our jobs well. It is a fact that rumors increase when communication is reduced or cut off entirely. So often we think communication only comes down from the top. It is also true that communication needs to move upward through the hierarchy (we call it the "chain of command"). If we are to do a good job as employees, we need to keep our supervisors and administrators informed of problem areas and the needs we have. Sometimes we see alternatives or solutions which need to be pointed out to those people who have the authority to make changes.

I have learned many things this year as president and have achieved many personal goals. I hope each UNOPA member can say that they also met goals. As an organiza-

tion, goals were met but there are goals that still need attention and need to be met. Hopefully, these goals will be achieved in 1985-86.

The role of president is demanding of time and talents. I am pleased to be joining the ranks of "past president" and director of the Employee Concerns Committee.

A big thank you to the 1984-85 Executive Board and their hard work and support during my term of president. As president, a person must have support and I certainly did. Thank you all very much. Let's all work for another really good year with Mary Ann, her fellow officers and directors. Let's continue to **communicate and participate.**

**Mary Buell**  
UNOPA President 1984-85

**Programs & Events**

**To Communicate is to Participate** presented a good theme to begin the process of finding speakers and programs for this past year's meetings. Membership input was gained from the questionnaires completed the previous spring and from meeting evaluation forms. Assistance was also received from the Board of Directors and others, including my supervisor Dr. Barbara A. Hibner. Members ideas, suggestions, and constructive criticism were welcomed.

**SPEAKERS/PROGRAMS**

**September** - Craig Agneberg, The Communciation Process

**October** - Dave Okerlund, Facing Challenges as Individuals and as Groups

**November** - Wes Sime, Stress Management (UAAD joint meeting)

**December** - Jim McKee, Lincoln Historian, Early Years at UNL

**January** - Bruce Currin, Personnel Department Services

**February** -Craig Agneberg, Professionalism; and Joyce Graybill, Professional Standards Program (PSP) Certificate

**March** -Susan Scott, Maximizing Teamwork

**April** - Vice Chancellor Robert Furgason, Professional and Successful Attitudes

**May** - Ada Munson, Why You Should Become Involved; and Installation of 1985-86 Officers

**Mary Ann Robertus**  
President-elect  
and Program Director

**Hospitality**

Although the Hospitality Committee's main duties were to prepare the meeting attendance list, guest nametags, and checking in members and guests at meetings, many other activities were also done. The goal was to create a pleasing atmosphere in which the group could meet, discuss items of business and enjoy programs and friendships together.

**SPECIAL ACTIVITIES:**

**October** - small gourds and pumpkins were purchased to create fall centerpieces, later sold to members for a profit.

**December** - a booklet, "Holiday Recipes and Traditions," was compiled from members' favorite holiday events and given as gifts to all attending the meeting. The remaining booklets, \$1 each, were sold to members after the meeting for a profit of \$112. Canned or boxed food items were collected from members for donation to the Lincoln Pantry. Two potted pine trees were given as doorprize Christmas gifts. Special thanks to **Betty Castan** and **Bonnie Ward** for their "extra" participation in these events.

**January** - table decorations were paper snowmen with a base holding mint candies. These decorations were later taken to and enjoyed by Tabitha Home.

**February** - three members names were drawn to receive Valentines Day gifts--coffee mugs with dried flower arrangements in them.

**March** - each member and guest attending this Bosses Luncheon received a ring of UNOPA paper clips as a gift from the organization.

**April** - one person at each table was the lucky recipient of the meeting centerpieces, baby carnation flower arrangements.

Director: **Shirley Horstman**  
Committee Members: **Betty Castan, Debbie Hendricks, Susie Kreiter, Julie Lee, Dorothy Liska, Pat McCoy, Bonnie Ward, and Betty Wurster**

University of Nebraska Office Personnel  
Association— (UNOPA)

**ANNUAL REPORT**  
**1984-85**

UNOPA



NOTES

Volume 23, Issue 6  
August 1985

University of Nebraska  
Office Personnel  
Association— (UNOPA)

# ANNUAL REPORT

1984-85

## Officers and Directors 1984-85

Mary Buell, President  
Mary Ann Robertus, President-elect  
and Program Director  
Shelley Everett, Recording Secretary  
Ruth Ulmer, Treasurer  
Cindy Hornung, Corresponding Secretary  
Jan Meisenbach, Past President  
and Employee Concerns Director

Janet Wagner, Professional Growth Director  
Gail Littrell, Publicity Director  
Diana Kirkendoll, Membership Director  
Shirley Horstman, Hospitality Director  
Norma Wever, Ways and Means Director  
Rena Schmidt and Sandy Watmore,  
Nominating Committee  
Kathryn Martin, Newsletter Editor



University of Nebraska—Lincoln  
209 Nebraska Hall  
Kathryn Martin-Editor (472-3415)  
Lincoln, NE 68588-0524

Wallman, Sherryl  
125 SpC  
0613



University of Nebraska Office Personnel Association—Lincoln, Nebraska

## Membership

Membership for the year 1984-85 totaled 200, including 11 retirees. For the first time, membership packets were sent to all members. The packet included: membership card/nametag, list of obligations and responsibilities of members, list of board of directors, bylaws/constitution, guidelines for use of the development funds held with the University Foundation, scholarship guidelines, list of campus committee representatives, list of available items for purchase (jewelry, stationery, etc.), list of programs for the year, and a membership brochure from the national organization.

During the year, UNOPA was officially promoted through various activities that included: 167 letters to new employees/transfers, luncheon guests, and referrals; 11 cards of friendship (illness, birth, sympathy, retirement, wedding, etc.); letters to all past presidents and retirees; and taking pictures and updating the UNOPA scrapbook.

Membership Committee  
 Director: **Diana Kirkendoll**  
 Publicity Committee  
 Director: **Gail Littrell**  
 Committee Members: **Susan Craig, Mary Timblin, and Marge Yohn**  
 Corresponding Secretary:  
**Cindy Hornung**

## Campus Representation

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 1984-85.

## Election/Nominations

The Nominating Committee updated the written duties of all officers and directors due to current revisions of the Bylaws and Constitution. Due to an earlier omission, an addition of the Ways and Means Committee description was added and voted on by the membership. This committee also had the charge to develop a ballot of candidates for 1985-86 officers.

The new slate of officers for 1985-86 is: President- **Mary Ann Robertus**, President-elect- **Sue Gilleland**, Treasurer- **Shirley Horstman**, Corresponding Secretary- **Jan Wassenberg**, and Recording Secretary- **Dorothy Liska**.

Nominating Committee:  
**Renee Schmidt** and  
**Sandy Watmore**

## Ways & Means Finances



After presenting a survey/questionnaire to the membership for input on what type of fundraiser to have, the "weight in gold" fundraiser was held totaling \$171.86 in profit. These funds will be used for future workshops sponsored by UNOPA.

Ways and Means Director:  
**Norma Wever**  
 Treasurer: **Ruth Ulmer**

### TREASURER'S REPORT

<b>Beginning Balances:</b>	<b>\$ 626.59</b>
<u>Credits:</u>	
Membership Dues	993.00
Fundraiser, Weight-in-gold	169.86
Sales (charms, notepads, cookbooks, etc.)	132.00
Workshop income	1,039.50
Luncheon income	3,399.75
<b>Total Credits:</b>	<b>5,734.11</b>
<u>Debits:</u>	
NAEOP convention delegate, 1984	200.00
NAEOP affiliation dues, 1984-85	35.00
NEOPA convention delegate Univ. Foundation (transfer of workshop income)	12.50
	350.00

Committee expenses:	
Membership Program	25.00
Professional Growth	20.00
Publicity	36.40
Hospitality	53.32*
Nominating	39.41*
Installation expense	2.61
President's plaque	47.75*
Workshop expense	13.25
Newsletter expense	411.41
Printing expenses (other than newsletter)	281.84
Past presidents luncheon expense	601.93
Cab service	37.26
Luncheon expenses	21.00
NAEOP Memberships:	3,405.58
Institutional	25.00
UNOPA President	25.00
NEOPA Membership, UNOPA president	10.00
UAAD workshop, joint sponsorship	50.00
Member Scholarship	50.00
Postage	2.38
Returned check	4.50
Car rental, NEOPA convention	24.78
NAEOP convention expense	16.00

**Total Debits: \$ 5,801.92\***

**Balance forward to 1985-86: \$ 558.78\*\***

\*As yet unpaid additional expenses totaling \$190.59 belong to and will be debited to these expense areas.

\*\*After remaining expenses of \$190.59 are paid, the balance carried forward will be \$ 368.19.

## Parking Advisory Committee

UNOPA Representative:  
**Bernice Goemann**, (Conservation and Survey Division)

This committee reviews and makes recommendations for the UNL parking facilities. Meeting once a month, each representative serves a three-year term.

Some of the accomplishments for 1984-85 included:

- establishing a subcommittee to review the Parking Appeals System
- reviewing the UNL parking bond issue as presented and approved by the Board of Regents
- reviewing the preliminary report on automation of parking permits and parking management
- recommending an addition to the regulations to cite vehicles which are not properly registered, despite having a valid permit
- recommending that no action be taken on the Guaranteed Parking proposal and that it be tabled until later.

## Parking Appeals Committee

UNOPA Representative:  
**Anne 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.

## Campus Safety Committee

UNOPA Representative:  
**Linda Maser**, (Personnel, Division 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 & Finance.

During the 1984-85 academic year, the following topics were discussed:

- UNL Fire Safety Plan: special fire drills are conducted in various buildings on a regular basis to improve evacuation time
- Bicycle Safety: recommendations have been submitted for a bicycle safety/regulations pamphlet to be distributed to those who ride bicycles on campus
- Loss Control Activities: there has been concern about and an effort to improve safety practices at certain units at the Mead Field Lab, research and extension centers outstate, and on UNL East Campus.
- Campus Lighting: Physical Plant/Grounds are experimenting with various types of lighting around campus with the goal of providing enough light for safety while still providing aesthetically pleasing surroundings.
- Tenth Street Crossing(s): recommendation to the city traffic engineer to monitor 10th street traffic to see if a walk light should be installed.

## UNL Campus Police Committee

UNOPA Representative:  
**Jan Wacker**, (Division of Continuing Studies)

The UNL Campus Police Committee consists of two faculty members appointed by the Faculty Senate president; two students appointed by ASUN; one administrator, one UAAD member, and one UNOPA member appointed by the Chancellor.

The committee assists (1) in the determination of codes of ethics in the enforcement of campus security regulations and policies on violations thereof; and (2) in an advisory role in the selection and review of the chief police officer analogous to the faculty input on administrative evaluations and reviews.

Meeting during the months of September through May, the members of the committee serve two- or three-year terms. During this past year, questionnaires were sent to staff members on campus asking for their concerns and suggestions for UNL campus security.

## Campus Representation

### Chancellor's Commission on the Status of Women

UNOPA Representative:  
**Kathryn Martin**, (Publications Services)

The purpose of the Commission is to advise the Chancellor and other administrators on general issues pertaining to sex equity and on 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; secure 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.

The activities this past year included: a faculty tenure/salary study; sex equity in the classroom seminars; pay equity informational programs; Tables for Six (for administrative women) and TABLE TALK (for C-line women) to network and discuss concerns.

C-line committee members included: Angela Grajeda, Susie Kreiter, June Osborne, Lynn Pester, Mary Shoner, and Grace Sobotka. The newly appointed C-line representatives to the Commission are: Lynn Pester, Linda Rossiter, and Mary Shoner.

### U-Wide Fringe Benefits Committee UNL 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 once a month to discuss problems, and to recommend changes or additions to the benefits package. This year a number of options are being evaluated on health and retirement benefits.

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

### University Child Care Project Affiliation Committee

UNOPA Representative:  
**Sandy Wolfe**, (4-H Youth Development)

Being a newly established committee, this group is concerned with the pending loss of the Child Care Project on campus because of reallocation of space. The UNL administration, at present, has no plans to relocate the project so that it remains a part of the campus community.

The Committee takes the position that the provision of child care is a University role and responsibility and deserving of University support. It is the committee's intent to present this position to the UNL administration as the one they, too, should take.

The committee's task is twofold: 1) identify a broad base of support in the University community, including faculty, staff, students, and administrators, in order to present this issue as credible and worthy of serious consideration and action to the administration; and 2) locate a facility that is on or near campus with adequate space in which to house the Child Care Project.

### Sue Tidball Award for Creative Humanity Committee

UNOPA Representative:  
**Kathryn Martin** (Publications Services)

The purpose of this committee is to recognize individuals who have made significant contributions to the development of a more humane, open, educationally creative, just, and caring community on the UNL campus. An annual award, this honor is named after Sue Tidball (1925-1976), who invested her life, energy, and spirit in human beings.

People are encouraged to nominate persons from all walks of life. This year's six nominees included two students, a professor, two administrators, and an instructor. Their caring contributions to the UNL campus were read during the Sunday evening presentation and a wine and cheese reception followed. Committee members organize the nomination proceedings, plan, organize, and carry out the awards presentation and the reception.

Two individuals were presented this award for 1985: Mary Marcy, a student who has worked extensively with the Union Board, especially on the Culture Center project; and M. Bradley Munn, UNL Affirmative Action/EEO Officer and Handicapped Services Coordinator, for his work with the handicapped on campus.

The purpose of this association shall be to elevate the standards of the educational secretaries and 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 systems.

The Professional Growth area of UNOPA is concerned with member participation in the national professional standards certificate program, scholarships and awards, continuing education, and workshops. The following events in these areas took place in 1984-85.

### 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.

Joyce Graybill, president-elect of the state organization of NEOPA, guest speaker at the February meeting, informed the membership about the PSP program and how to get started. UNOPA member **Audrey Schardt**, served as the state chairman for PSP for 1984-85. Receiving her PSP certificate at the national institute and meeting in Boise, Idaho, July 17, 1985, was UNOPA member **Patricia Lehecka**, secretary in the College of Journalism.

### National (NAEOP) Annual Meeting and Institute

UNOPA is an affiliate of the National Association of Educational Office Personnel (NAEOP). The 51st Annual Meeting and Institute of NAEOP was held July 15-19, 1985 in Boise, Idaho. UNOPA's delegate was president-elect **Sue Gilleland**.

At this national meeting, attendees took part in the annual meeting and had the opportunity to attend such classes as: Remembering; Facing the Pressures of Two Full-time Jobs; Meeting Management; Righting Writing; and Public Delivery. They also could tour Idaho City, an old mining town of 300 people; attend the Snake River Stampede; take a one-and-one-half day tour to Sun Valley; and take a river float trip.

Also attending was **Pat Lehecka** (Journalism) who received her CEOE PSP certificate (certified educational office employee), at the Thursday night PSP banquet.

UNOPA members holding PSP certificates are: **Luella Diekhoff** (retired, Div. of Cont. Studies), **Rose Frolik** (retired and life member), **Patricia Lehecka** (College of Journalism), **Doris Lesoing** (College of Engineering and Technology), **Kathryn Martin** (Publications Services), **Carma Lea McPheron**, **Lorraine Childers Moon** (Dept. of Chemistry), **Jan Radenslaben** (Ag Research Division), **Audrey Schardt** (Div. of Conservation and Survey), **Helen Unger** (Dept. of Construction Management), and **Jan Wacker** (Div. of Cont. Studies).

### AWARDS AND SCHOLARSHIPS

The **Boss of the Year Award** was presented to Emily Trickey, Assistant to the Dean of the College of Journalism. **Pat Lehecka**, (College of Journalism), nominated her supervisor for this award.

Two **\$50 scholarships** were given to be used for tuition and/or books at an educational institution of choice. These awards are given to applicants not only for financial need but also for performance in service to UNOPA and other professional organizations and community activities. Receiving the scholarships were **Mary Buell** (Agricultural Economics) and **Jan Meisenbach** (4-H Youth Development). **Kay Smith Stephens** (Dept. of Admin., Curriculum and Instruction) was chosen as alternate.

### State (NEOPA) Meetings

The Nebraska Educational Office Personnel Association (NEOPA), an organization that individual UNOPA members can join, held a fall conference in Lincoln at the Hilton Hotel in November, 1984, and a spring conference at UNO in April 1985. UNOPA sent **Shelley Everett** to the spring conference as a delegate. All UNOPA members that attended were able to ride in a University stationwagon provided by UNOPA.

Highlights of the April meeting included workshops entitled "Rape Awareness and Methods of Prevention" and "Feeling Comfortable with the Disabled." The keynote speaker talked about how the law affects us in 1985. The conference also included a business meeting and awards presentations.

## Professional Growth

The fourth annual **UNOPA-sponsored workshop** was held March 7. Dr. Gordon Culver, Professor and Head of Business Education, presented the topic "Improving Communication in the Workplace." The two sessions were attended by 241 office personnel. A profit of \$350 was deposited in the UNOPA Foundation fund to be used for future workshops and training seminars for professional development activities.

Other awards were received by individual UNOPA members. **Board of Regents Kudos** were given to: **Charlotte Jackson** (Human Development and the Family), **Ruth Rosenberg** (Teaching and Learning Center), **Marilyn Tenhulzen**, (Budget Office), and **Alice Torwirt**, (Records Office).

Professional Growth Committee: Director: **Janet Wagner**  
Committee Members: **Charlotte Jackson, Janie Nelson, Audrey Schardt, Kay Stephens, Alice Torwirt, and Linda Williams**

## NAEOP & NEOPA

