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1986-87 UNOPA Annual Report

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UNIVERSITY OF NEBRASKA OFFICE PERSONNEL ASSOCIATION

PROGRAM COMMITTEE

1986-87 Annual Report

Members serving on the UNOPA Program Committee for the 1986-87 year were Kay Hartmann, Chair, Betty Castan, and Jean Williss. All meetings were catered luncheons with the exception of two brown bag luncheons (one in October, the other in January). A wide variety of topics were presented by eight speakers. It should be noted that Lois Jean Hartmann, Sara Bentley, and 1st Lt. Linda Wittman traveled from Hooper, Fremont, and Omaha, Nebraska, respectively, specifically to speak to UNOPA. 1986-87 Programs and speakers were as follows:

September: **Past, Present & Future Computing At UNL**
Doug Gale, Director, UNL Computing Resource Center

October: **Meat, Diet & Health**
Lois Jean Hartmann, Director, National Livestock and Meat Board

November: **If Someone Close To You Drinks Too Much**
Otto Schultz, Chaplain, Lincoln General Independence Center

December: **Boxes & Bows**
Twyla Lidolph, Lancaster County Extension Agent

January: **Higher Education In Nebraska Through The Year 2000**
Cynthia H. Milligan, Attorney, Rembolt Ludtke Parker Milligan & Berger

February: **The Role Of The Media In Today's Society**
Sara M. Bentley, President and Publisher, Fremont Tribune

March: **The Power Of The Personal**
Dr. Otis Young, Senior Minister, First Plymouth Congregational Church

April: **Realizing Your Ambitions**
1st Lt. Linda Wittman, Co-Pilot, Strategic Air Command

Shortly after Cynthia Milligan addressed the membership in January, Governor Kay Orr appointed her Director of the Department of Banking and Finance for the state of Nebraska.

February's program drew attention from the College of Journalism as Dean Neale Copple, Associate Dean Wilma Crumley, and Emily Trickey were special guests. At the conclusion of Ms. Bentley's presentation, she presented a \$30,000 stock certificate from the Gannett Foundation to the College of Journalism to fund continuing research being conducted in cooperation with the Nebraska Press Association.

Other highlights of the year were the UAAD/UNOPA Joint Meeting in November (1986-87 being UNOPA's turn to host), and the annual Bosses Luncheon in March.

Respectfully submitted,



Kay A. Hartmann
President-Elect & Program Committee Chair

5/8/87



UNIVERSITY OF NEBRASKA
OFFICE PERSONNEL ASSOCIATION

May 8, 1987

Janice S. Wassenberg, President
University of Nebraska Office
Personnel Association (UNOPA)
Office of the Chancellor
201 Administration Building
City Campus 0419

Dear Jan,

This letter is to serve as the annual report. The information provided will inform you as to the various tasks that were performed by the Publicity Committee for the academic year 1986-87.

The Publicity Committee never had to meet formally to get the jobs done. The telephone was the best source of communication. However, when I called for their expertise, Judith Yeck and DaLene Wiess were there to help. (Of course, having a committee with one member in the same office and the other upstairs was very helpful.)

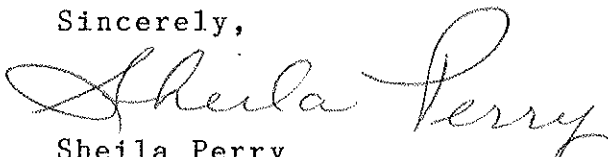
Our responsibilities were to prepare the monthly UNOPA meeting notices and get them sent to the members. The information concerning monthly meetings comes from the president-elect and the mailing labels were sent to us by the Membership Committee Chair. At the meetings, the committee was responsible for taking pictures for the UNOPA scrapbook.

An added responsibility this year was that of publishing the UNOPA NOTES. This publication was to be sent out at least three or four times during the academic year. However, that was not the case. Not enough information was received to comply with the number of publications that were to be issued. So, only two publications were sent out--one in April and one in May.

The Annual Report was added to the responsibility of the Publicity Committee also, but it will not be ready for publication until late July or early August pending the audit of the treasurer's report.

This concludes the report of the Publicity Committee.

Sincerely,


Sheila Perry
Publicity Committee, Chair

UNIVERSITY OF NEBRASKA
OFFICE PERSONNEL
ASSOCIATION (UNOPA)
University of Nebraska--Lincoln



May 5, 1987

Jan Wassenberg
UNOPA President
Chancellors Office
306 Administration
CC 0419

Dear President Jan:

During this year (1986/1987), 209 women joined the ranks of UNOPA members. Of the 209 members, 149 were renewal memberships, 39 were new memberships, 7 were Associate memberships, 13 were retired memberships, and 1 life membership.

Carol Nelson assisted me with compiling membership packets, updating information on memberships cards and sending letters to guests and prospective members. From September 1986 through February 1987, 42 letters were sent to guests who attended UNOPA general meetings. Eight women responded to our invitation and joined UNOPA. We also sent 88 letters to new employees of UN-L including information about UNOPA and an announcement of the upcoming meeting. Only three followed with attending a meeting and joining the organization.

I would like to propose that with the anniversary year just ahead of us, that we have membership directories printed and distributed to all members.

There is a need for restructuring the membership records, however, it must be a form that will address the needs of the organization and be easy to access the information. But most of all, it needs to be easy to input the information and one that can be kept up. Since this is a position that is reassigned from year to year, I feel therein lies the challenge--for it to be completely adaptable.

It has been an enjoyable year and although we did not have as many members as we would have liked, more information about our organization went to new individuals who may be able to become members next year. Perhaps a few seeds were planted.

Sincerely,

Shirley Horstman
Membership Chair



University of
Nebraska
Lincoln



Institute of Agriculture and Natural Resources

DEPARTMENT OF AGRONOMY
Crop, Range, Soil, and Weed Sciences
Lincoln, NE 68583-
(402) 472-2811

May 5, 1987

Jan Wassenberg
Office of the Chancellor
201 Adm 0419

Dear Jan,

Please accept this letter as the annual report of the Nominating Committee. We first met in January to update the UNOPA Nominating Committee Deadlines, the Nominating Forms, and the Description of UNOPA Officer and Committee Duties. In February these were brought to the Executive Committee for approval. With minor changes these were mailed to the membership on February 6, 1987 with a deadline of February 18, 1987.

The Committee met again in late February to go over the nominating forms and discuss possible candidates for office. There were only two volunteers and one nomination for office. We prepared a list of possible candidates and spent some time contacting possible candidates. In March a full slate of officer candidates was presented to the Executive Board.

Ballots were prepared including a short write up on each candidate. They were mailed on March 19, 1987 with a deadline of March 30, 1987. The committee met early in April to count the ballots. The 1987-88 UNOPA Officers elected were: Jan Harris, President-Elect; Jeanette Theer, Recording Secretary; Janet Wagner, Corresponding Secretary; and Norma Wever, Treasurer. The new officers were introduced at the April General Meeting.

This concludes the report of the Nominating Committee. We would like to wish the new officers a very successful year, and thank the current officers for their work this past year.

Sincerely,

UNOPA Nominating Committee 1986-87
Leslie Brooks
Mary Ann Holland
Alice Torwirt

1986-87 Hospitality Committee Annual Report

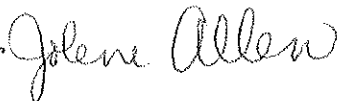
Jolene Allen, Chair

Cathy Miller

Anita Abele

Brenda Allacher

Bernice Goemann



The goal of the Hospitality Committee is to provide a pleasant environment in which to meet. The major responsibilities of this committee include: preparing an attendance check-off list for each meeting, providing name tags, arranging table assignments for the Bosses Luncheon, making the Christmas meeting extra special in any way deemed appropriate and any other duties requested by the President or the Board.

During 1986-87, it was decided that the plastic holders for the UNOPA membership cards not be ordered or used as name tags. Members usually did not remember to wear them or the item had been misplaced. It was decided by this committee to use computer peel-off labels at each meeting instead of the UNOPA membership card in the plastic holder. This way everyone would have a name tag.

October - Fuzzy pumpkins were made and placed on each name tag. These were well received by the membership.

December - This year we tried a new approach in collecting needed items for Christmas. Instead of the Food Bank drive, we opted to collect toys, hats and mittens for children. The support for donating these items was tremendous. We collected four large garbage sacks full of items. These items were donated to the Salvation Army. We received cash donations totaling approximately \$10.00. We also placed candy canes at each place setting and gave out door prizes of Christmas candles.

Also, a flyer was sent out as a reminder to members to bring their donations to the December meeting. The cost of printing the flyer came out of the Publicity budget.

January and February - A special thanks goes out to the members of the Hospitality Committee for filling in for the Chair while on maternity leave. It was by their cooperation and willingness to help that kept things running smoothly.

March - Bosses Luncheon. Name tags were prepared and returned to members with table assignments. We placed green shamrock stickers on the name tags and also had green programs printed for the luncheon.

Expenses:

Candy canes & paper	5.95
Door prizes	26.00
General stores (labels)	3.50
Stickers	1.00
Programs (approximate)	15.00
	<u>51.45</u>

\$130 was budgeted for 1986-87

May 5, 1987

ANNUAL REPORT
CORRESPONDING SECRETARY
1986-87

As Corresponding Secretary, I sent the following cards: 2 sympathy 2 baby, and 1 retirement.

Four reports were sent to the NEOPA newsletter reporters who included UNOPA's report in their quarterly newsletter.

Twenty-three Past Presidents were invited to the annual Past President's lunch which was held on April 14, and in the process the mailing list was updated. The only address for Darlene Loewenstein was "California". No one seems to know where she can be reached. Seventeen were able to attend: Rose Frolik, Jan Wacker, Doris Lesoing, Carma Lea McPheron, Dee Hughes, Mollie Tintera, Loah Bennett, Jan Schinstock, Lucille Rolfes, Alice Torwirt, Helen Busboom, Linda Arnold, Lorraine Moon, Kathy Martin, Jan Meisenbach, Mary Buell, and Mary Ann Robertus.

This was a fun office to hold. I received many nice compliments following the Past Presidents lunch - everyone was so appreciative.

Thanks to Jan Wassenberg for her support.

Marcy Tintera
Corresponding Secretary

The purpose of this association is 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.

Within that scope, the Professional Growth area of UNOPA is concerned with memberships participation in the national professional standards certification program, scholarships and awards, continuing education and workshops. The following events in these areas took place in 1985-86:

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 brown bag informational luncheon meeting was held on March 18th in Nebraska Hall. Patricia Lehecka and Audrey Schardt, both PSP certificate holders and members of Professional Growth Committee conducted this meeting to help anyone interested in getting started or those already working on their certificates. Audrey Schardt, also served as the state chairman for PSP for 1985-86.

Alice Torwint, Records Office, has qualified for her Advanced III PSP Certificate.

UNOPA members holding PSP certificates are: Luella Diekhoff (retired), Rose Frolik (retired & life member), Dee Hughes (retired), Patricia Lehecka (College of Journalism), Doris Lesoing (retired, College of Engineering & Technology), Kathryn Martin (Publications Services), Carma Lea McPherson (Nebraska Poultry Industries), Lorraine Moon (Dept. of Chemistry), Ina Probasco (retired), Audrey Schardt (Conservation and Survey Division), Jan Schinstock (Ag Research Division), Nelsine Scofield (retired), Helen Unger (Dept. of Construction Management), and Jan Wacker (Div. of Cont. Studies).

AWARDS AND SCHOLARSHIPS

The Boss of the Year Award was presented by Chancellor Martin Massengale to Lyle E. Young, Associate Dean of the College of Engineering and Technology. Dean Young's name was submitted by Doris Lesoing, Admin. Asst. in the Deans' Office in the College of Engineering & Technology.

The award is based on various supervisory and interpersonal relationship skills and the nominations this year were judged by a committee from the American Business Womens, Horizons Chapter.

Two \$50 scholarships to be used for tuition and/or books were given to Kathy Ryan and Diane Cihal. Esther Ortiz was chosen as an alternate. When this Scholarship Program was established in 1983, it was to be evaluated after three years as to the benefit of such a program and expenditure. This was the third year so a survey was sent to all the members in November and in May a ballot and the outcome of this ballot for consideration by the 86-87 board is the following results: Total received 150. 46 votes to continue the UNOPA Scholarship Program and 104 votes to discontinue the UNOPA Scholarship Program.

WORKSHOPS

On November 5, 1985, UNOPA held a fall workshop for UNOPA members only at ETV Board Room. Our presentors were Robert J. Glenn on the topic of "Stress and Time Management - Your Salvation" and Dona Vasa on "Written Communications." The two sessions were attended by 100 UNOPA members. This was a free workshop for our members with funds made available through the Foundation and from the money raised last year on the fund raiser by Ways & Means.

On January 22, 1986, Queen E. Foreman, UNL's Employment Manager did a training session for UNOPA at a morning and afternoon session on "Career Path of the 'C' Line Employee." The two sessions were attended by 63 members.

The Fifth Annual UNOPA Spring Workshop was held March 6. Dr. Frank S. Forbes, Chairperson/Professor of the Department of Law & Society at UNO was our morning presentor. He presented the topic "Theres a Law For US" which 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 educator in the Lincoln Public Schools presented the topic "Everything You Ever Wanted To Know About Communicating In Public and More!" This was the first workshop where we had different presentors for each session and a total of 96 persons attended the 2 sessions.

Professional Growth Committee:

Director: Janet M. Wagner

Committee Members: Leslie Brooks, Anita Abel

Gail Littrell, Jan Schinstock, Audrey Scha

Pat Lehecka, Marlene Starr, Norma Wever

APR 14 1986



University of Nebraska

Telecommunications Center
211 Nebraska Hall
Lincoln, NE 68588-0522

Mary Buell,

Here is the committee report for the Parking
Appeals Committee:

Meeting twice a month during the academic year
and once a month during the summer, 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.

If you have any questions concerning this
report please call me at 472-2001.

Thanks,

Anne Mulligan

PUBLICITY COMMITTEE

As Director of the Publicity Committee, it was my job to oversee the activities of this committee. My committee met once a month to send out the announcement for the next meeting. Also a member of my committee attended each UNOPA meeting to take pictures of the activities.

The members of my committee include the following:

Kathy Caldwell
Connie Husa
Cindy Knight
Ruth Rosenberg

I also served as Chair of the Publicity Committees for the UNOPA workshop and the UNOPA evening social.

N/O → Attached are copies of each UNOPA monthly notice as well as the flyer for the UNOPA workshop and the UNOPA evening social. Additional work is still needed on the evening social and will be completed in June.

Shelley Everett
Publicity Director
1985-86

WAYS & MEANS COMMITTEE -- 1985-86

The Ways & Means Committee decided on a Holiday Raffle. Prizes were \$100.00 in cash; \$25.00 dinner certificate at Jax's Shack; a ham from Hy-Vee; two turkey's from Hy-Vee.

The board was very supportive of the project. Some of the membership requested not to be involved, but overall membership sold many tickets. The total profit was \$502.00. The cost was \$1.00 per ticket.

The Ways & Means committee included: Marge Kennedy, Alice Torwirt and Ruth Ulmer.

Respectfully submitted,

Susie Kreiter, Chair

April 30, 1986

UNIVERSITY OF NEBRASKA
OFFICE PERSONNEL
ASSOCIATION (UNOPA)
University of Nebraska--Lincoln



Mary Ann Robertus
Women's Athletics
125 SpC 0613

Dear Mary Ann:

Please accept this letter as the annual report of the Nominating Committee. We met in December to draft a letter to be sent to the membership requesting volunteers for the ballot. We tried to create a letter that was both positive in nature and one that would generate the enthusiasm needed to get members involved with UNOPA.

The Nominating Committee was asked to hold a special election in February to replace Sue Gilleland as President-Elect. Sue resigned this position due to recent budget cuts at UNL. Jan Wassenberg and Kay Hartmann were candidates for this election. Jan was announced as the new President-Elect at the February general meeting.

In January the Nomination Forms were brought before the Board for approval. Three candidates agreed to have their names placed on the ballot for Treasurer, Recording Secretary, and Corresponding Secretary. There was one candidate for the office of President-Elect. This slate of officers was presented to the general membership at the Bosses Luncheon on March 11.

Ballots were mailed to the membership on March 17; individual information on the candidates accompanied the ballots. The deadline for the ballots to be returned was March 28. The votes were tallied by Linda Arnold, and the individuals were informed of the results of the election by telephone as soon as they were known and reported to the Board. At the April general meeting, the new officers were presented to the membership. They are: President-Elect--Kay Hartmann; Treasurer--Velma Roberts, Recording Secretary--Sherryl Wallman, Corresponding Secretary--Marcy Tintera, with Jan Wassenberg as President next year.

This concludes the report of the Nominating Committee. It has been a pleasure to serve UNOPA this year, and we hope the organization continues to grow both in number and in professional growth.

Sincerely,

Sherryl Wallman
Sherryl Wallman

Connie Wesslund
Connie Wesslund

Linda Arnold
Linda Arnold

HOSPITALITY COMMITTEE

Committee Members: Jan Burch, Marie Lovitt, Pat Wiseman, Caroline Blum and Judy Yeck

The goal of the Hospitality Committee is to provide a pleasant environment in which to meet. Responsibilities include preparing the meeting attendance list, guest name tags, checking people in at meetings, preparing special decorations, and being there to help.

Special Activities---

October...This was a brown bag luncheon, to brighten the meeting room the committee provided pumpkins and corn to decorate the speakers stand.

December...Twelve poinsettias were purchased and given as door prizes. Each member also received a candy cane. Members were asked to bring canned or boxed food items which were donated to the Lincoln Food Bank. Several members donated money which was given to the Lincoln Food Bank.

March....Bosses Luncheon. Name tags were prepared and returned to members with table assignments. A program was prepared and placed at each place setting. (A special thanks to the Department of Ag Communications for helping with designing and printing of the programs.)

May...Programs were prepared.

Betty Castan

Expenses

Christmas meeting	\$ 62.30
Bosses Luncheon	29.64
May Luncheon	14.96
	<hr/>
	106.90

APR 29 1986



Division of Continuing Studies

Department of Mediated Instruction
Instructional Media Center
Nebraska Hall Room 421
901 North 17th Street
Lincoln, Nebraska 68583-0900
(402) 472-



April 28, 1986

Mary Buell
Director, Employees Concerns
UNOPA
217 Filley Hall
East Campus (0922)

Dear Mary,

Below, please find my 1985-86 annual report.

U-Wide Fringe Benefits Committee

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, UNO, UNMC) meet once 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 begun; new options in the retirement program will be announced; and a fringe benefits package is being evaluated by the committee.

UNL Fringe Benefits Committee

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.

If you have any further questions please contact me.

Sincerely,

A handwritten signature in cursive script that reads 'Cheryl Selvage'.

Cheryl Selvage
UNL/W-Wide Fringe Benefits Committee Representative

SUE TIDBALL AWARD COMMITTEE REPORT

Submitted by Renae J. Schmidt

April 24, 1986

The Sue Tidball Award honors persons in the University of Nebraska-Lincoln 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 twenty 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 thirteen member selection committee had a difficult time choosing the award winners from such an outstanding group of nominees.

The annual Award Event and Celebration was held on April 13 at St. Mark's on-the-Campus. All nominees were recognized for their contributions to the UNL community. The three individuals (all students) were presented with a cash award and plaque. The individuals selected for 1986 were: RODNEY BELL who was 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 who was 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 of Nebraska Federal Credit Union
Board of Directors**

UNOPA Representative
Linda Arnold (ARD/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 my last year of a two-year term which will complete a seven-year commitment to the Board of Directors and according to the policy manual completes my ability to serve as a member of the Board of Directors. I am serving as Secretary to the Board and am responsible for recording the minutes at the Board meetings and distributing them to the members of the Board prior to our next meeting for their review.

Some highlights of the Credit Union for 1985-86 include:

- remained competitive by paying market interest rates to savers and charging at or below market interest rates to borrowers;

- recorded a 41 percent growth in assets (which consist primarily of loans to members and investment).

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

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

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

- purchased and moved into a new Credit Union facility at 1630 "Q" Street which serves as a symbol of past achievements and confidence in the future. By accomplishing this move, we have provided a substantial investment in the future of the Credit Union and offer better service to its members.

Respectively submitted,



Linda Arnold

Annual Report - Employee Concerns Director, Mary Buell

This year as UNOPA's Past President and Director of Employee Concerns Committee has been very rewarding and challenging.

I have been lucky enough, along with the President of UNOPA, Mary Ann Robertus, to setup a monthly meeting with the Personnel Department, Bruce Currin, and Roslind Fisher; and employees from Maintenance and Custodial; along with a B-Line representative to visit about various Employee Concerns throughout the University Campus. These meetings have brought about new ideas, changes, and procedures.

Various proposals have been presented to administration over the past years. The Personnel Director, Bruce Currin, has allow UNOPA to be heard. The following are the various committee proposals:

- (1) Incentive for the PSP, CPS Certificate Holders: After meeting with Bruce and Roslind, it was determined the University would not be in a position to grant extra dollars to those holding these certificates. It was suggested that the organization think about giving some type of incentive to their members. Since the scholarship fund is being done away with, maybe this would be area to move into.
- (2) Tuition Remission - Taking of Classes During Work Hours - Making up Time vs. No Time Made up. Personnel has recently published the University procedures in those participating in Tuition Remission.
- (3) Salary Proposal - Too date, nothing has come out of this report. This was a very interesting and observant report. The UNOPA members were very much surprised that Nebraska ranked so low compared with other Big Ten Schools.

An Employee Concerns Recommendation on Policy Issues was prepared and distributed to the Board members. This Policy Issue has been Tabled until the next term. Hopefully, Mary Ann will be able to get this recommendation passed by the UNOPA members.

Thanks for all your help Mary Ann. I hope we will be able to continue to work together next year. I would still like to see the Past Presidents organization of UNOPA take off! You did a great job this past year as UNOPA's President. Keep up the good work!

UNIVERSITY OF NEBRASKA
OFFICE PERSONNEL
ASSOCIATION (UNOPA)
University of Nebraska-Lincoln



ANNUAL REPORT
CORRESPONDING SECRETARY
1985-86

As Corresponding Secretary, I sent one wedding card, one baby card, one get-well, four retirement cards, one congratulatory card and two sympathy cards.

In this capacity I also sent four reports to NEOPA for inclusion in their quarterly newsletter. I also regularly reported our updated membership count.

For the April 8 meeting I invited twenty-two Past-Presidents (the twenty-third Past-President, Darlene Loewenstein, I was unable to locate) to be UNOPA's guests for lunch. Fifteen were able to attend: Rose Frolik, Jan Wacker, Doris Lesoing, Dee Hughes, Mollie Tintera, Loah Bennett, Jan Schinstock, Lucille Rolfes, Catherine Barrett, Alice Torwirt, Helen Busboom, Linda Arnold, Lorraine Moon, Kathy Martin and Mary Buell. Also for this meeting we invited four recent retirees from the University. Two of the retirees, Norma Wagner and Marge Yohn, were able to be present.

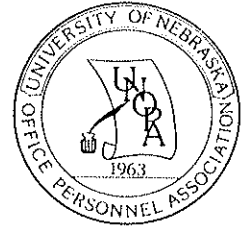
I have enjoyed my year as corresponding secretary and thank Mary Ann and UNOPA for the opportunity to serve.

Respectfully submitted,

Jan Wassenberg

Jan Wassenberg
Corresponding Secretary
May 6, 1986

UNIVERSITY OF NEBRASKA
OFFICE PERSONNEL
ASSOCIATION (UNOPA)
University of Nebraska-Lincoln



ANNUAL REPORT
PRESIDENT-ELECT
1985-86

I replaced Sue Gilliland as President-Elect in February, 1986, due to Sue's resignation from employment at the University of Nebraska-Lincoln. I feel we had very enjoyable and informative speakers and entertainment during the year, and since Sue had scheduled the programs and entertainment before she left, she should receive well-deserved credit for her excellent job in choosing our speakers and entertainment. The speakers and entertainment were as follows:

- September 10 - Lisa--Casual Corner
"Dress For Success on a Budget"
- October 8 - Harriet Kohn
Human Nutrition & Food Management
"Eating for the Health of It"
- November 20 - Join Meeting UAAD
- December 10 - Christmas Music
Northeast High School
- January 14 - Robert Frey
Union Bank & Trust
"Financial Planning - On a Limited Budget"
- February 11 - Panel Discussion
Mary Buell, Lorraine Moon, Rosanna Johnson,
Rosalind Fisher
"Employee Concerns"
- March 11 - Bosses Luncheon
Jerry McGinn
Lincoln Fire Department
"Job Motivation"
- April 8 - Honor Past Presidents
Sara Boatman
Campus Activities & Programs
"Teamwork"
- May 13 - Installation of Officers
Tour of Wick Center

Sue was also responsible for setting up the menus for our meetings through April. Our President, Mary Ann Robertus, was responsible for the May meeting.

President-Elect
May 6, 1986
Page two

Our March meeting continues to be our Bosses Luncheon. As in the past, we had a very favorable attendance and the Chancellor presented our annual "Boss of the Year Award" to Associate Dean Lyle Young of the College of Engineering and Technology. During 1985-86 we continued to honor our Past-Presidents and retirees at the April luncheon. We received many written notes and verbal appreciation for this practice and I definitely feel we should continue this annually.

After each meeting I sent thank you letters when we had a guest speaker or entertainment expressing UNOPA's appreciation.

Respectfully submitted,

Jan Wassenberg

Jan Wassenberg
President-Elect
May 6, 1986

Schedule of UNOPA Meetings for 1985/86

September 10, 1985; City Campus "Dress For Success on a Budget" Lisa--Casual Corner Laurie Bellows--Continuing Studies	Buffet
October 8, 1985; City Campus "Eating for the Health of It" Harriet Kohn Human Nutrition & Food Management	Bring or Buy lunch
November 20, 1985; City Campus Joint Meeting UAAD UAAD in Charge	Hot turkey croissant sandwich with cheddar cheese sauce; fresh fruit; cookies; beverage
December 10, 1985; Nebraska Center Christmas Music Northeast High School	Buffet
January 14, 1986; East Campus "Financial Planning-On a Limited Budget" Mr. Robert Frey--Union Bank and Trust Laurie Bellows--Continuing Studies	Waldorf salad; Sliced Turkey broccoli au gratin Blueberry muffins Cherry parfait
February 11, 1986; City Campus Panel Discussion "Employee Concerns" Mary Buell	Plantation Shortcake
March 11, 1986; East Campus Bosses Luncheon "Job Motivation" Jerry McGinn--Lincoln Fire Department	Mixed green salad; Chicken Marco Polo; Steamed Irish Potatoes; Green beans; Rolls Chocolate Mousse
April 8, 1986; East Campus Honor Past Presidents "Teamwork" Sara Boatman Director of Campus Activities & Programs	Taco salad with guacamole and salsa; bread sticks; Lemon Lemon chantilly cream puff
May 13, 1986; Wicks Center Installation of Officers Tour of Center	Croissant Sandwich Relish Dessert

ANNUAL REPORT

University Child Care Project Affiliation Committee
May, 1986

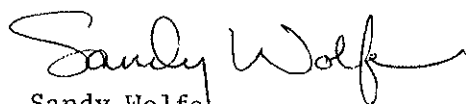
Being a newly established committee, this group was concerned with the loss of the Child Care Project on campus because of reallocation of space. The Child Care Project provides child care services to students, staff and faculty.

The Committee's task was two-fold: 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 85-86 academic year at which time the Project loses its present facilities.

As finding new housing for the Child Care Project was the immediate need, that is where the committee focused the majority of its efforts. After many months of investigating numerous possibilities, a suitable space was found in the Prince of Peace Lutheran Church, located just north of campus. Because the church is in need of some renovating to satisfy city ordinances for child care facilities the committee helped expand the Child Care Project's annual raffle ticket fundraiser through greater exposure to the campus community. UNOPA allowed us to offer the tickets at the April meeting. Approximately 40 tickets were sold at that time. The raffle was very successful and the Project is now in full swing with a variety of other fundraising activities to finance the renovations.

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

Submitted by,



Sandy Wolfe
UNOPA Representative

UNOPA ANNUAL REPORT

Dorothy Liska, Recording Secretary, 1985-86

UNOPA President Mary Ann Robertus, chose to continue the goals set forth by previous presidents, to "wake up the sleeping giant," and to try to follow through to their completion. This was reinforced with meetings with the Personnel Department and establishing a dialogue with hope to come up with solutions for the concerns of UNOPA.

Some of the highlights of the past year include:

The success of the night meeting in June which was planned by members of the 84-85 Professional Growth Committee. It was so well received that another evening social is being held July 23, 1986.

UNOPA received two awards at the NAEOP convention, one for having the largest membership for a local organization that is affiliated with National in Higher Education and for the UNOPA Notes.

UNOPA sponsored a free workshop for paid up members on November 11, 1985. Presentors were: For the morning session, Robert J. Glenn, Southeast Community College, spoke on "Stress and Time Management." For the afternoon session, Donna Vasa, instructor in Business Education, spoke on "Written Communication."

UNOPA sponsored a Mini Workshop given by Queen Foreman, Employment Manager for Personnel, entitled "Career Path of C-Line Employees" on January 22, 1986.

Sue Gilliland resigned as President-Elect. Ballots were sent to the UNOPA membership to vote for a new President-Elect. Jan Wassenberg was elected.

The Fifth Annual UNOPA Workshop was held on March 6, 1986. Dr. Frank S. Forbes, Chairperson/Professor of the Department of Law and Society at UNO, held the morning session. He spoke on "There's A Law For Us Somewhere A Law for Us or (Is There?). For the afternoon session Dr. Melissa L. Beall, an educator in the Lincoln Public Schools, spoke on "Everything You Ever Wanted To Know About Communicating in Public, and More!"

The UNOPA Boss-of-the-Year Award was presented to Lyle E. Young, Associate Dean of Engineering and Technology. Dean Young was nominated by Doris Lesoing.

The UNOPA Scholarship Awards (\$50.00 each) were presented to Kathy Caldwell, Curriculum Instruction and Diane Cihal, Publication Services. Runner-up is Esther Ortiz, Ag. Communications. Alice Torwirt, Registration & Records, received the Advanced Professional Standard Certificate Level 3. Pat Lehecka, College of Journalism, and June Crockett, Ag. Communications, received funds from the Foundation in the amount of \$60.00 and \$48.75 respectively, for classes they were enrolled in during this year.

The election of officers for 1986-87 was held in March. Those elected to serve on the Board of Directors for 1986-87 include:

President-Elect	Kay Hartmann
Recording Secretary	Sherryl Wallman
Corresponding Secretary	Marcy Tintera
Treasurer	Velma Roberts

I have enjoyed this past year as an officer having learned much about our organization and to grow professionally. One of the most rewarding experiences for me in belonging to UNOPA, is meeting new people, a great aid in networking.

May 20, 1986

TO: Mary Ann Robertus

FROM: Marcy Tintera *Marcy Tintera*

The following is my report for the UNOPA Annual Report on the Parking Advisory Committee 1985-86.

PARKING ADVISORY COMMITTEE

This committee meets monthly to review and make recommendations for UNL parking facilities. Members include representatives from ASUN (3), Faculty Senate (3), Graduate Students Association or Dean of Graduate Studies (1), UAAD (1), UNOPA (1), and an employee-at-large.

Actions during the past year included:

- 1) Parking on the east side of the East Campus Loop was approved.
- 2) A survey was sent to every 10th permit holder and was available to others at various meetings for the purpose of determining if revamping of parking and the permits issued should be tackled this year.

It was decided that this was an issue which should not be rushed into and that until a more comprehensive study could be done, no action should be taken.

xc: Mary Buell


Annual Report
C-line Commissioner
Chancellor's Commission on the Status of Women
for UNOPA
May 14, 1986

Due to the budget problems with the State the pay equity/comparable worth issue was tabled indefinitely until the Legislature is ready to focus more attention on this matter.

It was determined that C-line CCSW efforts could be focused in the direction of achieving better liaison with the Personnel Department. Questions regarding promotions, reclassification, salaries and job security were of prime importance to C-line staff. The Table Talk held in December, 1985 gave the C-line commissioners direction in which to focus their activities.

After reviewing the Employee Handbook and noting the absence of answers to most of the questions raised at the recent meeting, 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. The draft of this project has been approved by the Personnel Department and is in the process of being revised showing the new salary schedule to be available June 20, 1986. It is hopeful that the brochure will be published and distributed to C-line employees at an early date.

Submitted by,


Lynn Pester, CCSW
UNOPA Representative