

University of Nebraska - Lincoln

DigitalCommons@University of Nebraska - Lincoln

UNOPA Annual Reports

UNOPA-University of Nebraska Office
Professionals Association

1990

1990-91 UNOPA Annual Report

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



Part of the [Other Education Commons](#)

"1990-91 UNOPA Annual Report" (1990). *UNOPA Annual Reports*. 42.
<http://digitalcommons.unl.edu/unopaannrpts/42>

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.

ANNUAL REPORT

1990-1991

**UNIVERSITY OF NEBRASKA OFFICE PERSONNEL ASSOCIATION
(UNOPA)**



Executive Officers and Directors

Sheila Perry, President
Sandy Lineberry, President-elect & Program Director
Sue Drammeh, Immediate Past President
Rhonda Zugmier, Recording Secretary
Linda Pence, Corresponding Secretary
Luise Berner, Treasurer
Lola Young, Awards Director
Kathy Ryan, Employee Concerns Director
Michelle Sieber, Hospitality Director
Brenda Gibson, Membership Director
Debbie Hendricks, Nominating Director
Dora Dill, Professional Growth Director
Nelvie Lienemann, Publicity Director
Donald Freed, Salary Issues Director
Christine Steggs, Salary Issues Co-Director
Doug Neemann, UNOPA Notes Editor
Anna Simmons, UNOPA Notes Assistant Editor
Patti Lutter, Ways and Means Co-Director
Brenda West, Ways and Means Co-Director

MESSAGE FROM THE PRESIDENT

by Sheila Perry

The 1990-1991 UNOPA year was history in the making. Whether it will go down as history we want to remember will be determined later. **Participation Is The Key To A Strong Organization** was my theme for the year. And participate everyone did when called upon to help whenever and wherever needed. It was truly a great year for me. I made many new friends and got reacquainted with some I had not seen for a long time. It was an honor for me to become your president. It meant so much to me because I was the first person of color to serve as president. It showed me what a strong and professional organization UNOPA is. The reason I am so proud is that this organization has made strides in race relations that several overall campus organizations has not yet achieved. For that I say thank you to all my supporters and the great board members who got me through the year.

All committees were busy this year representing UNOPA members and non-members. They accomplished many tasks put before them with such professionalism. Please take time to read their reports.

As my year ends as president, and a board member of several years, it makes me proud to say that I am a member of the University of Nebraska Office Personnel Association.

RECORDING SECRETARY

by Rhonda Zugmier

Serving as UNOPA's Recording Secretary has been a great challenge as well as exciting this year. UNOPA has been involved in so many things that will benefit all employees of the University, not only it's members. That is why it is so extremely important that all discussion at the Executive Board meetings and the General meetings be as accurate as possible.

By serving UNOPA as a Board Member I had the opportunity to see what UNOPA really does. It is so much more than just a "social" gathering. I encourage anyone who really want to "make a difference" in UNOPA, as well as the University, to come forth and be on the Executive Board. Help make things happen;

Don't wait for someone else to come up with the same idea.

Being a board member was a continual learning experience, and I'm glad I had the opportunity to serve this year.

CORRESPONDING SECRETARY

by Linda Pence

Serving as Corresponding Secretary has been a new experience for me. It has been rewarding and at times a little frustrating. However, the final result is well worth the little bit of frustration.

I sent news to the NEOPA Newsletter on three occasions, detailing UNOPA activities. One of my duties this year was to coordinate the Recognition Luncheon in April for the Past Presidents and Retirees. The past presidents were presented with a corsage. This program was completed with the help of Don Freed and Catherine Herberner providing the entertainment.

Trips for the state meetings to Bradshaw, NE, in the fall and Lincoln, NE, in the spring were coordinated by me. The Central States Area Professional Development Day meeting held in Des Moines, Iowa and also the NAEOP Institute and Conference held in Winston-Salem, NC were part of duties to make sure that everyone got to their destinations.

The Affirmative Action office has been very supportive of our travels this year and past years. This year Dr. Herb Howe in the Chancellor's office gave funds toward our trip to Des Moines and to our national meeting.

I sent out approximately 34 cards: 5-Sympathy; 10-Get Well; 4-Thinking of You; 5-Congratulations; 2-Wedding; 3-New Baby; 5-Thank You.

I look forward to serving as Director of Professional Growth in the 1991-92 year.

AWARDS COMMITTEE

by Lola Young

The 1990-91 UNOPA elected officers asked me if I would be will to serve as the Director of the Awards Committee. I was honored and pleased with this opportunity and agreed to do so. I formed my committee which began with myself and six other people. Later I added three others who contacted me asking

if they could serve on my committee. The Awards Committee consisted of: Sandra Ballas, Beth Krohn, Marlene Focher, Pat Schwab, Jan Harris, Janet Wagner, Janet Holtzhauser, Pat Wiseman. Our first meeting was held on July 11, 1990. The primary topic was the Boss of the Year Award. I contacted Lorraine Moon who agreed to form a judging committee through the American Business Women's Association for this award. On August 21, 1990, 288 nomination forms were sent out on August 21, 1990. Chancellor Massengale was asked to present the award. However, he had a previous commitment, and Dr. Ron Joekel agreed to make the presentation.

The October 26th meeting was to discuss the progress of the Boss of the Year Award and to start planning for the Rose Frolik Award. Framed certificates were made for each of the Boss of the Year nominees. A certificate mounted on a wood base was prepared for the winner of this award. The Boss of the Year award went to William E. Splinter, Interim Vice Chancellor for Research and Dean of Graduate Studies.

The next award for discussion was the Rose Frolik. Nomination forms were sent out by request only. Advertising was done through The Scarlet and C-VIS. Rose Frolik was contacted to present this award. This was the first time in history there was a tie for this award. The winners were Luise Berner and Lola Young.

The final award for the year was the Silver Pen Awards. A letter was sent to the Chancellor and he agreed to fund two such awards this year. Nomination forms were sent out by request only. Advertising was done again by The Scarlet and C-VIS. The winners for this award were Kathi Bartek and Linda Pence. Each recipient received a framed plaque, a check for \$300.00, an engraved Silver Pen and one year paid UNOPA membership. James Griesen, Vice Chancellor for Student Affairs presented the awards.

EMPLOYEE CONCERNS

By Kathy Bennett, Director

Some of this years highlights include:

- Reviewing the New Employee Handbook for Human Resources.
- Obtaining a shorter Long Term Disability package
- Adding UNOPA representatives on two new committees (Recycling and Human Rights)
- Working with the Academic Senate Benefits Committee
- Starting a FORUM to hear employees concerns/suggestions
- Researching a Sick Leave Bank
- Reviewing a proposed Family Leave policy for Human Resources

As you read the following committee reports you can tell this has been a very busy year for UNOPA and we all can be proud of our organization's accomplishments.

University-Wide Fringe Benefits

by Jo Van Patten

A C-line representative is appointed by the Chancellor with suggestions from the UNOPA Employee Concerns Director for a three year term. The University-Wide Fringe Benefits Committee makes recommendations to Central Administration and the Board of Regents. The monthly meetings are rotated between UNO, UNMC, UNL, and CA. After July 1, 1991 meetings will also be held at UNK.

During the past year the Committee discussed the following items:

1. Health Insurance - Mutually Preferred Medical Plan was added this year. Under Mutually Preferred, the employee does not submit the claim, the provider automatically submits the claim to the insurance company. If the employee chooses a provider not a member of the Mutually Preferred network, benefits will be reimbursed on the same basis as the plan currently provides. The discount rate is negotiated between Mutual of Omaha and the provider; all of the charges are between 15-18% lower. The health insurance plan is going out for bids this spring. The entire process will be finalized before the NUFLEX materials are sent out in the

fall.

2. Retirement - the Committee discussed new options available with TIAA/CREF and other annuities and access to retirement accumulations.
3. The Long-Term Disability Insurance Plan was revised. In 1991, a 90-day wait period (rather than six months before the LTD plan would begin) was added to NUFLEX. The cap was also changed from \$3,500 to \$5,000 per month.
4. A survey was sent to UN faculty and staff with the NUFLEX materials. This survey will probably be done every year and will help the Committee decide on priority items.
5. Family Leave Policy - Donna Stroud from the UNO Chancellor's Committee on the Status of women discussed the family leave policy with the members. The Committee agreed that it should endorse this policy. Final approval will be made by the Campus Resource Directors.
6. We also discussed tuition remission benefits for dependents and for part-time staff members. The 50% tuition remission benefits for dependents did not make it past the review process to complete with the other items put before the legislature. Both items were tabled until the Committee decides on what items should be priority. These two items will be discussed at future meetings. With budget cuts it will probably be a question of what cannot be done rather than what can be done.

Parking Advisory Committee

by Jan Wassenberg

The Parking Advisory Committee (PAC) serves in an advisory capacity to the administration in working to solve parking problems on the campus. We meet approximately once a month, more often when the need arises. 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.

The Walker/Chance Parking Consultants started their visits late in August. Throughout the next few months they met with University planners and architects, the Administration, PAC and other specified groups; they also took surveys of students, faculty and staff. They have submitted a preliminary report. The University had several questions that still need to be answered by the consultants and as of the filing of this report, the consultant's final report has yet to be submitted.

The shuttle bus system continues to thrive on campus. It is the belief of the parking committee that this system is working and will continue to be used on campus. With possible changes that may come about with changes in parking on campus and suggestions being made by the consultants, it is believed that the shuttle system will be used increasingly over the next several years.

Lighting projects completed during this year were the Harper, Schramm, Smith north and Memorial Stadium west lots. There are other lighting projects being designed and discussed to be completed at future dates. These lighting projects are one more way to make the campus a safer place to walk at night. The committee addressed the problem of bicycles on campus. There have been several complaints of bicyclists nearly hitting pedestrians. We suggested to the Campus Safety Committee that they might wish to ban the riding of bicycles on the interior of campus (10th to 16th street, R to W street) during peak hours of activity (8:00 a.m. to 5:00 p.m.). This suggested ban would mean they would have to walk their bicycles once inside a specified area. Since this would be the responsibility of the Campus Safety Committee, our ideas were offered as suggestions, and we have not had a response to our suggestion from the Campus Safety Committee.

The committee made changes in the status and location of 18 and 17 area reserved parking for the coming year. Starting in August with the 1991-92 permits, the reserved parking will consist of 7-day (24 hour) and 5-day (10 hour) permits.

Rather than have these reserved spots at random all over the campus, the parking office will, whenever feasible, combine the reserved areas into specific lots which will be gated. Some "on the street" areas will still be reserved parking. The parking office feels that by putting most of the reserved spots in a lot, the lot can be equipped with a gate and enforcement will be much more efficient. Details of the sights of these lots and areas will be coming in August.

The committee made another important change this year. As of 1991-92 all cars parking on campus must have a permit. One of the few exceptions would be the visitor areas, which will be metered. The lot on R Street (next to St. Mark's) will be a visitor's lot (no campus permits will be allowed to park in visitor's lot) and several spaces directly north of Morrill Hall will be metered and designated for visitor's only. Another exception will be departmental visitors or groups (conferences, large meetings, etc.). The hosts for these people should contact the parking office for special permits prior to the event.

Parking Appeals Committee

by Janelle Jones

The Parking Appeals Committee meets every other week on Tuesday during the school year. Our assignment is to listen to the appeal of anyone who feels they have been unfairly given a parking ticket by the UNL Police. At our meeting we listen to the complaint of the person involved, then dismiss the person and talk over the situation. All of us have tried to listen carefully, be objective and knowledgeable and make a fair decision. Members of the Parking Appeals Committee are taken from the faculty, UAAD, UNOPA and the student body. There are five students appointed by ASUN who serve on the committee.

We have considered 282 appeals as of May 6, 1991. We denied 187 and approved 95. This year the appeals are screened by Ron Fuller of the Police Department before they come to us, so the number of appeals have lessened tremendously. Ron also has this year included information about the parking record of each individual with their ticket, which has helped us many times.

UNL Police Advisory Committee

by DaLene Wiess

The restructuring of the Police Department consumed a great deal of time and effort during the past year and half. The Committee discussed this in detail and devoted several extra meetings to this subject. We forwarded our recommendation to Vice Chancellor Goebel. The Vice Chancellor formed an ad hoc committee to continue this work. To end of the year the Vice Chancellor brought together the Police Advisory Committee and the ad hoc committee for group discussions and a consensus of our work. At the conclusion of these meetings the Vice Chancellor presented these recommendations to the Chancellor's committee for final discussion and recommendations.

January 1991 the end result was announced. When the announcement was made pertaining to the Chief of Police, the entire Committee was extremely pleased with the selection of Ken Cauble as the new UNL Police Chief. The entire staff at the Police Department is always willing to explain any functions of the department and are always there to answer our many questions.

Human Rights Committee

by Jackie Schmidt

The Human Rights Committee is a sub-committee of the Academic Senate. This committee is charged with:

1. Act as a clearinghouse for human rights issues.
2. Review and monitor existing human rights policies.
3. Develop policy recommendations regarding human rights.
4. Advise and assist on human rights policy matters.

Many issues were brought to the committee this year and investigated. After investigation and review, the committee drafted the following resolutions for presentation (and hopefully, approval) by academic senate.

Resolution 1:

- Raise the undergraduate minority student population at UNL to levels that reflect the demography of those minority groups of Nebraska.
- Raise recruitment of minority and female faculty members including an inventory of recruitment devices that have worked well.

- Develop a program of visiting professors targeted to increasing cultural diversity.

- Endorse and applaud efforts of the graduate faculty in recruitment of minority graduate students at UNL.

Resolution 2:

- Recommends public release of the Chancellor's Commission on the Status of Minorities report.

- The Human Rights Committee compile a substantial report using the above document with recommendations.

Resolution 3:

- That the Chancellor, as a first step in developing a campus-wide security plan, undertake a campus-wide audit to determine what changes UNL must take to comply with the law.

- Implement the Auditor's final recommendations for making UNL safe and secure environment.

Resolution 4:

- Protests the discriminatory regulations of the Department of Defense that excludes homosexuals from the military and ROTC programs.

- Recommends that the Chancellor call upon the President of the United States and other national leaders to end this discriminatory policy.

- If the policy is not rescinded by January 1, 1993, the Chancellor will renegotiate the contracts of the three branches of the ROTC at UNL in order to:

- eliminate credit for all ROTC courses.

- withdraw faculty status from ROTC instructors until the programs are nondiscriminatory.

The Human Rights Committee is presently investigating faculty evaluations (by students) and this work will be completed in the next academic year. The Human Rights Committee agreed to form the Chancellor's Commission on the Status of Women, a Security Committee to investigate safety concerns. I have been chair of that committee and the above Resolution #3 is a result of our work. I really hope that this resolution will in some way assist in making the campus safer for all of us!

Campus Safety Committee

by Joey Kramer

No report.

HOSPITALITY COMMITTEE

by Michelle Sieber

This committee has been extremely busy over the past year. The following individuals have helped me tremendously by serving on the hospitality committee: Beth Franz, Linda Gersib, Murd Holland, Shirley Horstman, Bonnie Reese, Jan Wassenberg and Sandy Watmore. The president-elect set up all the meeting dates, places and times.

Following tradition, I received all of the meeting reservations. The reservation forms were prepared by the Publicity Committee, and sent to the UNOPA Notes Editor so they could be mailed with the UNOPA Notes. This past year UNL Parking Services offered the UNOPA Express free of charge.

MEMBERSHIP COMMITTEE

by Sheila Perry

This was a committee I took on after Brenda Gibson decided to stay home upon the arrival of her twins. The majority of duties for membership had been completed by Brenda before she left the university. However, I did send out membership applications to new employees at UNL. The 1990-91 year ended on a happy note of 259 members for the year.

NOMINATING COMMITTEE

by Debbie Hendricks

The first scheduled meeting of this committee was in December 1990. At that meeting solicitation of nominations from the general membership was discussed and a timetable was determined. A request for nominations was sent out to the membership on January 30, 1992. Deadline for return of nominations was February 15th.

At the March board and general meetings the slate of candidates was announced: President-elect: Kathy Bennetch, Debra Ruthsatz; Corresponding Secretary: Bonnie Reese; Jacque Virts; Lola Young; Treasurer: Jeanne Andelt; Larita Lang; Jan Severa; Recording Secretary: Luise Berner, Patti Lutter. The motion was made and approved by both the executive board and the general membership to accept the

slate of candidates.

On March 12, 1991, 210 ballots were mailed out to membership. By the March 28th deadline 171 ballots (81%) were received back. During the April board and general meetings the newly elected officers were announced: President-elect: Kathy Bennetch; Corresponding Secretary: Lola Young; Treasurer: Jeanne Andelt; Recording Secretary: Luise Berner.

PROFESSIONAL GROWTH

by Dora Dill

The UNOPA Membership were surveyed in the fall to receive input on topics for various workshops. The two that were high on the list were: Effective Listening - Positive Uncertainty and Managing Conflicting Priorities and Demands.

The winter workshop, "Effective Listening - Positive Uncertainty" was held on February 28, 1991 at the Wick Center in the morning and at the East Campus Union in the afternoon. Terese Lux who is a seminar leader, facilitator and adult educator conducted the seminar. There were 71 UNOPA members who attended, plus 46 non-UNOPA members. Charges for the workshop were \$10.00 for UNOPA members and \$15.00 for non-UNOPA members.

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

The PSP Committee presented plaques to those recipients who completed their requirements for PSP certificates last July 1990. There were 11 that received these certificates. We held a brown-bag meeting on both City and East Campus. This seemed to be of great help to those wishing to try for the certificates. Information was also sent out to those interested in obtaining their certificates.

This has been a very busy and productive year for the Professional Growth Committee. Both improving on our professional growth with workshops as well as attempting to get members interested in obtaining the PSP certificates were both a

challenge. I hope that we have made the members more aware of this program and become enthused about participating in this program.

My committee was terrific! They worked hard and helped out so well during the workshop phase and because of their efforts our year was a success and rewarding. The committee consisted of: Murd Holland, Lee Johnson, Jacque Virts and Kathy Westwood.

PUBLICITY COMMITTEE

by Nelvie Lienemann

The Publicity Committee consisted of Doris DeVries and Sonja Gunther. A reservation form for each monthly meeting was done by this committee. The form was sent to the UNOPA Notes editor to be sent out with UNOPA Notes. The upcoming luncheon and program was also announced in **The Scarlet**.

Many snapshots of UNOPA events were taken throughout the year. The pictures are interesting to view. If anyone is in need of a picture or pictures for an event please contact the Publicity Chair.

UNOPA NOTES

by Sue Drammeh, Editor

This year the UNOPA Notes, Volume 29, was published nine times. Kinko's printed six issues and the City Union Copy Center printed the last four issues. Kinko's gave us a good deal and Irene, at the City Union Copy Center, is a great person to work with.

All 275 copies were folded, stuffed, and mailed from the Records Office or Summer Sessions each month with the help of our committee members: Asst. Editor Anna Simmons, Doug Neemann, Joyce Peters and Peggy Warner. I would like to include in this report a "**HUGE Thank You**" to the Records Office STAFF in the Administration Building. They have supported UNOPA Notes for two years now; stuffing, folding, stapling, mailing, giving time, etc.

Copies are sent to all members, including Honorary, retirees, associate members and selected others. The February issue of UNOPA Notes was submitted to the National Association for competition in the Rachel Maynard Award for Excellence in Communication.

WAYS AND MEANS COMMITTEE

by Patti Lutter

The Ways & Means Committee had a successful year. Our primary objectives were met through two major fundraising projects. The first being Pizza Sales. Our income on this endeavor was a net profit of \$347.88. The Raffle was our second winner. With many wonderful prizes being offered, the Raffle met with great success. Our total profit for this venture was \$1,003.62.

As always, our 50/50 drawings are monthly appetizers for the adventurous and made seven people a few dollars richer. UNOPA's net profit was \$195.50. The committee's total net income for the year was \$1,678.38.

The Ways & Means Committee was initially chaired by Debra VanAlstine before she left the university. Brenda West and I replaced her as co-chairs for this committee. A special thank you goes out to our committee members: Doris Crayton, Shirley Howell, Judith Kalkowski, Kay Michael, Darla Schmidt and Jan Wassenberg. We wish to thank Ken Holm at Printing Services for his patience and cooperation.

(Editors Note: The following two reports were omitted in the 1989-90 annual report. I have graciously agreed to insert them for the record.)

Corresponding Secretary and Recording Secretary

by Sandy Lineberry

Serving as both Corresponding Secretary and Recording Secretary for the better part of the 1989-90 year has been a challenging and sometimes all consuming job. I've enjoyed filling both positions, but will admit I'm ready for someone to fill these weary shoes.

Prior to and following the elected Recording Secretary's resignation, I took minutes of 8 of 9 general board minutes and 9 of the 12 executive board minutes. Executive Board minutes were sent to board members promptly and general minutes were sent to UNOPA Notes for publication.

As Corresponding Secretary, I sent out 30 cards: Birthday - 1; Sympathy - 9; Get Well - 12; Encouragement - 5; Congratulations - 1; Retirement - 2.

Fall and spring news articles were submitted to the State NEOPA Newsletter detailing activities of UNOPA.

One of the main duties of this office is to coordinate the Recognition Luncheon in April for Past Presidents and Retirees. This year we had 11 of the past 27 presidents in attendance and we honored one retiree, Betty Wurster. I wrote a special recognition ceremony and did the program for this meeting. Each past president in attendance was presented with a gift from UNOPA of a past president's gavel guard. Those not in attendance were sent their gavel guards by mail.

As more and more members are becoming involved in the State (NEOPA) and National (NAEOP) Associations, coordinating travel/registration arrangements for conference is becoming quite a responsibility for this office. Since Brad Munn's Affirmative Action Office is very supportive of our attendance at these meetings, this means the Corresponding Secretary works very closely with Mr. Munn in seeing that registration/travel arrangements are handled correctly. This year I coordinated arrangements for the following trips: NEOPA Fall Conference, Omaha, NE, 16 members attending; NEOPA Spring Conference, North Platte, NE 14 members attending; and NAEOP Annual Conference, Denver, CO, 16 attending. Mr. Munn's office provided transportation and paid registration fees for all UNOPA members attending these meetings. We owe him our thanks for his support.

Being on the Executive Board is a continual learning experience, and I'm glad I had the opportunity to serve this year. Hopefully, I have benefitted the organization with my experience and dedication. I look forward to serving on the board again next year as President-elect.

Publicity Committee

by Rhonda Zugmierz

I had a fairly small committee this year. This was due to the fact that for the first time the Reservation Forms for the general meetings were to be included in the UNOPA Notes mailing. This combination of effort saved many hours of folding and stapling. My committee helped the preparing UNOPA Notes for distribution. My committee members were: Linda Cowdin, Ann Harding, Lois Mueller, and Norma Wever (Historian).

A big THANK YOU goes out to my committee for the excellent job they did and for helping UNOPA Notes when ever it was necessary.



PROGRAM COMMITTEE

By Sandy Lineberry

The 1990-91 program committee consisted of Jeanne Andelt, Deb Ruthsatz and myself. My thanks to each of these women for their enthusiasm and willingness to serve UNOPA this year. Our goal was to have programs/speakers that would appeal to a diverse membership and thereby increase attendance at our meetings. The committee met in early June with each member giving their input and suggestions for possible programs/speakers/tours. By midsummer the program schedule, which included menus and program confirmations, was completed.

One major change was made in scheduling this year by moving the Boss of the Year Award presentation from March to November. This change made the award more in the time frame of the National Bosses Day (which is in October). It is the committee's recommendation that this change be continued in the 1991-92 program year.

The program for the 1990-91 UNOPA year was as follows:

September 11, 1990 - Ken Siemek, KOLN-KGIN-TV Weather Caster, and Dr. Loyd Young, SREC District Director, Department Speaker.

October 9, 1990 - Tour of the Lied Center, City Campus.

November 13, 1990 - Bosses Luncheon. Mr. Danny Nee, UNL Head Basketball Coach.

December 11, 1990 - Kathy Prochaska-Cue, Ext. Specialist Consumer Science & Education, Department Speaker.

January 8, 1991 - Lieutenant Governor Elect Maxine Moul (Joint UNOPA/UAAD meeting - UNOPA host).

February 12, 1991 - Jimmy Smith, Director, Multi-Cultural Affairs; Nancy Myers, Employee Assistance Director; Dr. Ozzie Gilbertson, Ombudsman.

March 12, 1991 - Tour of Morrill Hall, City Campus.

April 9, 1991 - Past Presidents' Reception/Rose Frolik Award. Rose Frolik Award had joint recipients; Luise Berner and Lola Young.

May 14, 1991 - President's Meeting and Installation of Officers/Silver Pen Award. The Silver Pen was presented to two winners: Linda Pence and Kathi Bartek.

UNOPA FINANCIAL REPORT FOR 1990-91

Beginning Balance, July 1, 1990 \$ 594.02

	<u>Budgeted</u> <u>1990-91</u>	<u>Activity</u> <u>to date</u>	<u>Over/</u> <u>Under</u>	
<u>Income</u>				
Memberships	\$2,250.00	\$2,058.00	\$192.00-	
Ways & Means	1,725.00	1,547.00	178.00-	
Workshops		753.63	753.63+	
Miscellaneous		10.00	10.00+	
Luncheons		<u>24.10</u>	<u>24.10</u>	
	<u>\$3,975.00</u>	<u>\$4,392.73</u>	<u>\$417.73+</u>	\$ 417.73

<u>Expenses</u>				
Committees:				
Awards	\$ 375.00	\$ 342.05	\$ 32.95+	
Employee Concerns	100.00	159.17	59.17-	
Hospitality	250.00	60.71	189.29+	
Membership	450.00	570.05	120.05-	
Nominating	150.00	142.09	7.91+	
Professional Growth	720.00	381.84	338.16+	
Publicity	240.00	234.94	5.06+	
Program	100.00	185.26	85.26-	
UNOPA Notes	540.00	617.57	77.57-	
Ways & Means	150.00	32.58	117.42+	
Salary Issues	275.00	100.00	175.00+	
Executive Officers	300.00	395.93	95.93-	
NAEOP/NEOPA Conf/Dues	250.00	253.80	3.80-	
Summer Social	<u>75.00</u>	<u>107.93</u>	<u>32.93-</u>	
	<u>\$3,975.00</u>	<u>\$3,583.92</u>	<u>\$391.08+</u>	<u>\$ 391.08</u>

Balance, June 30, 1991 \$1,402.83

Submitted by,
Luise Berner, Treasurer, 1990-91

UNOPA NOTES
ANNUAL REPORT 1990-91

by Sue Drammeh, Editor

This year the UNOPA Notes, Volume 29, was published nine times. The 10th issue is the Annual Report. Kinko's printed six issues and the City Union Copy Center printed the last four issues. Kinko's gave us a good deal; however, the current Editor felt we should utilize campus facilities as often as possible. And Irene, at the City Union Copy Center, is a great person to work with. The total cost of printing the nine issues was \$560.52, with our budget being \$540. All issues were folded, stuffed, and mailed from either the Records Office or Summer Sessions each month with the help of our committee members: Asst Editor Anna Simmons, Joyce Peters, Peggy Warner, Doug Neemann, and myself. We printed approximately 275 copies each month, allowing for extra copies for late and new memberships. Also, copies were sent to any Honorary members with known addresses, retirees, associate members, and selected others, i.e. National President, State President, State Newsletter Editor, UNL Chancellor, UN President, and National Past President's Council. The February issue of UNOPA Notes was submitted to the National Association for competition in the Rachel Maynard Award for Excellence in Communication.

Doug Neemann began this year as Editor with Anna Simmons as Assistant Editor. Doug officially resigned as Editor on the 1st of March, but stayed on as a committee member. Doug is currently working on his Master's program and things were getting pretty hairy trying to keep up with all the homework. I gladly assumed the duties as Editor at the Executive Board's request. As I did the format and editing for most of the issues, it was an easy transition. I would like to note that this is a major undertaking and should not be taken on as a hobby. It gives one a great sense of accomplishment; but, there should be a warning on the side of the package stating, "This may be hazardous to your personal life, your work schedule, your schoolwork, and extra time." As with any commitment, you must be dedicated and really "love" the work. And I do. I guess that is why I said "yes" to the State Newsletter Editorship this year.

I would like to include in this report a **"HUGE Thank You" to the Records Office STAFF** in the Administration Building. They have supported UNOPA Notes for two years now; stuffing, folding, stapling, mailing, giving time, etc.

I have updated and enclosed a current listing of all duties for the Editor of UNOPA Notes and the requirements for the competition on the National level. I will pass this on to Michelle Sieber. Good luck, Michelle, pick a large committee!

UNOPA Notes Editor

I. PUBLISH THE ASSOCIATION NEWSLETTER

A. Cost

1. Before planning the publication of the newsletter, it is necessary to know how much money UNOPA has allocated for this purpose. Find the most inexpensive way to print and present a budget to the Executive Board as soon as possible as 1st issue must go out in August or September before budget approval in October.

B. Preparation

1. The most economical way to have the newsletter printed is to use the Quick Copy Center on either campus. Kinko's is also acceptable; but, more than likely the Campus copy centers would be willing to make a deal. The majority of the Editor's work is in the preparation of the newsletter for print. This includes the following:
 - a. Typing the newsletter
 - b. Determining the printing format
 - c. Selecting articles & items of interest to the educational profession
 - d. Writing & editing
 - e. Planning the layout and art design
 - f. Length of each article
 - g. Keep a copy of everything you send to the printers
 - h. Proofread everything
 - i. Keep a copy of any new proposals for printing costs, etc.
 - j. Send all copies of requisitions, billing invoice, etc. to the current UNOPA Treasurer
 - f. Defining your purpose & audience (making the newsletter appealing & interesting)
2. In the past, the newsletter has used the 8 1/2 x 11 inch paper then using the large 11 x 17 inch for print. Possibilities for construction of the publication could be endless. The Editor and committee should decide before hand and be consistent.

C. Requirements

1. Newsletter is to be called "UNOPA NOTES." This is to remain the same unless Executive Board and Association decide to change the name.

2. Newsletter must show proper identifications. This includes:
 - a. The Association's name
 - b. Association's city and state
 - c. Association's name spelled out completely -- "University of Nebraska Office Personnel Association"
 - d. Month and year of publication, Volume and issue number
 - e. Name, campus address, city, state, zip and phone number of the editor.
 - f. The purpose of the Association or mission statement
 - g. Circulation number, i.e., circulation: 250 members
3. Newsletters mailed off campus must meet mailing regulations; check with campus postal services.

D. Articles

1. Articles can be selected by the editor and committee from various magazines, newsletters, etc. or they can be submitted by other members. Permission for reprint should be obtained for articles selected from common and well-known publications; bylines should be used to identify the author of the article.
2. Articles should be informative and related to the goals of the association. Suggestions include:
 - a. News of upcoming UNOPA activities, especially the monthly meeting -- it's time, date, place, cost of lunch, and information about the program.
 - b. News of special events, both on and off campus.
 - c. Information relative to the association's members and faculty, etc. may be included.
 - d. Committee reports
 - e. Information relative to State, National and Central Area meetings, conventions, and workshops, etc.
 - f. General meeting minutes

E. Deadlines for UNOPA Notes

1. To aid the Editor in getting the newsletter mailed out on time, a schedule should be drawn up and followed as closely as possible. Copies should be distributed to all Executive Board members, as these members will be submitting articles & reports most often. This schedule should consist of the following:
 - a. Material to editor
 - b. Material to Printers; let printers know when you need finished copy
 - c. Date of Mailing
 - d. Reservation deadlines
 - e. Meeting dates
 - f. Give yourself plenty of time for editing, proofing, etc.

II. DISTRIBUTION

- A. Newsletters are distributed once a month (August to May), with an Annual Report published in June. They should be in the mail at least 10 days prior to each general meeting; this allows members enough time to return reservation forms for upcoming meeting.
- B. Labels for mailing should be obtained from the Membership Director. These labels are for active members, retired, and associate members. Along with these labels, the Editor should keep a separate label list of names of people selected to receive supplementary copies, i.e., National Association President, State Association President, State Association Newsletter Editor, President of the University of Nebraska, Chancellor of the University of Nebraska-Lincoln, Central Area Director and UNL Archives.

III. RACHEL MAYNARD NEWSLETTER/MAGAZINE CONTEST REGULATIONS AND JUDGING STANDARDS

- A. As a means of recognizing the journalistic abilities of the editors of newsletters and magazines, the NAEOP Past President's Council sponsors the Rachel Maynard Award for Excellence in Communication Newsletter/Magazine Contest.
- B. If the Editor wishes to enter this contest, 3 copies of the publication must be submitted by March 15th of the current year to the NAEOP PAST PRESIDENT'S COUNCIL. This entry must be a current year publication (August to May).
- C. Score sheets are returned after the National Convention to association presidents. It is strongly recommended that the presidents share these with the editor for the following year as first-time and continuing editors will be more aware of the qualifications for scoring and the areas in which they need to improve. Knowing what areas are judged and how their own publication was judged previously will allow them to better design their publication to coincide with the requirements of the contest.
- D. Attached is the point system used by the judges. Editors should keep this in mind while compiling the publication!

DEADLINES FOR UNOPA NOTES

Articles Due to Michelle

Aug. 12, 1991
Sept. 9, 1991
Oct. 14, 1991
Nov. 11, 1991
Dec. 9, 1992
Jan. 13, 1992
Febr. 10, 1992
March 16, 1992
April 13, 1992

UNOPA Notes sent

Aug. 23, 1991
Sept. 20, 1991
Oct. 25, 1991
Nov. 22, 1991
Jan. 2 or 3, 1992
Jan. 24, 1992
Febr. 21, 1992
March 27, 1992
April 24, 1992

*(last 30
of the month)*

Reservations Due to Susan *Ray*

Sept. 4, 1991
Oct. 2, 1991
Nov. 6, 1991
Dec. 4, 1991
Jan. 8, 1992
Febr. 5, 1992-Silver Pen
March 4, 1992
April 8, 1992
May 6, 1992

General Mtg. Dates

Sept. 10, 1991
Oct. 8, 1991
Nov. 12, 1991
Dec. 10, 1991
Jan. 14, 1992
Febr. 11, 1992
March 10, 1992
April 14, 1992
May 12, 1992

Annual Report information due by June 15, 1992.
Report sent out in July or August.

UNOPA Notes will be prepared in WordPerfect 5.1. I would appreciate you submitting articles for the newsletter on a disk in WordPerfect format. Please specify if you'd like me to return the disk.

RACHEL MAYNARD AWARD FOR EXCELLENCE IN COMMUNICATION
NEWSLETTER/MAGAZINE CONTEST
(Under the direction of the NAEOP Past Presidents Council)
System for Judging the Publication

FRONT PAGE, COVER, VITAL INFORMATION (Total of 13 points)

A.	Logo	2 points
B.	Title of Publication	2 points
C.	Address of Publication	1 point
D.	Name/address of editor	2 points
E.	Month/quarter/year of issue	1 point
F.	Purpose	1 point
G.	Circulation Number	1 point
H.	Name of association	1 point
I.	Names of officers	1 point
J.	Addresses of Officers	1 point

FORMAT (no penalty for reproduction) (Total of 8 points)

A.	Typing: neat, clear, spaced headings, margins	4 points
B.	Publication easily read, art work neat	4 points

EDITORSHIP (Total of 12 points)

A.	Spelling, grammar, punctuation	4 points
B.	Orderly	2 points
C.	Interesting arrangement	2 points
D.	Instructive	2 points
E.	Credits (author/publication titles listed for submitted/copied work)	2 points

ARTICLES (Total of 24 points)

A.	Articles of education interest about the profession	5 points
B.	Helpful hits regarding the profession	5 points
C.	Material contributed by officers, committee chairs, members	4 points
D.	Professional, timely articles	5 points
E.	Variety of subjects appealing to all members	5 points

ASSOCIATION NEWS (Total of 33 points)

A.	Calendar of events	3 points
B.	Meeting announcements (including date, time, place)	4 points
C.	Upcoming programs, meetings, conferences (including date, time, place, description)	5 points
D.	Review/report of previous programs/meetings	3 points
E.	Association activities	4 points
F.	Events/programs of interest to office personnel not necessarily related to the education profession	2 points
G.	Personal news/association-related news of members	2 points
H.	News/promotion of NAEOP	5 points
I.	If state, coverage of state news; If local, coverage of local news	5 points

OVERALL APPEAL, INTEREST, OUTSTANDING FEATURES, ORIGINALITY	10 points
TOTAL	100 points