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University of Nebraska Office Personnel Association

1991-92 Annual Report



"Enthusiasm Makes the Difference"

Executive Officers and Directors

- Sandy Lineberry, President*
Kathy Bennetch, President-elect & Program Director
Sheila Perry, Immediate Past President
Luise Berner, Recording Secretary
Lola Young, Corresponding Secretary
Jeanne Andelt, Treasurer
Deb Ruthsatz, Awards Director
Jan Harris, Employee Concerns Director
Anna Simmons, Employee Concerns Co-director
Susan Ray, Hospitality Director
Monie Brownson, Membership Director
Dora Dill, Nominating Director
Linda Pence, Professional Growth Director
Ronda Vietz, Publicity Director
Lorraine Moon, Salary Issues Director
Ruth Bohmont, Salary Issues Co-director
Judy Winkler, Salary Issues Co-director (7/91 to 2/92)
Michelle Sieber, UNOPA Notes Editor
Nelvie Lienemann, Ways & Means Director
Bonnie Reese, Ways & Means Director (7/91 to 1/92)

President - Sandy Lineberry

1991-92 was a very busy year, not only for me, but for members of the Executive Board. It is my hope when future UNOPA historians look back on this year, they will find it was one of many achievements and a year where UNOPA laid some strong foundations for the years ahead. They included:

- Elected Executive Board's involvement in UNL Chancellor interviews.
- President's participation in Chancellor Spanier's Installation.
- Implementation of the Floyd S. Oldt memorial award structure, which included the Floyd S. Oldt Boss of the Year Award (\$500 stipend); Floyd S. Oldt Silver Pen Awards (2) (\$600 stipend each); Floyd S. Oldt Outstanding Staff Award (\$800 stipend).
- President's presentation to Budget Reduction Review Committee (report prepared by Jan Harris, Employee Concerns Director, and Lorraine Moon, Salary Issues Director).
- Implementation of the Foundation Reimbursement Fund.
- Revision of Constitution and Bylaws (which was approved).
- Host to Past National Association of Office Professionals President Pat Fleming, Cockeysville, MD, who presented a professional growth workshop.
- UNL Corrective Procedures Roundtables.
- Professional Standards Program Workshop presented by Jeanne Andelt.
- Philanthropic project of monthly donations to Lincoln Food Bank.
- Salary Issues Survey

Other items of interest:

- I chaired all Executive Board and General Board meetings; wrote president's messages for each of the nine UNOPA Notes and had two articles printed in the National Educational Secretary Magazine.
- Served on four national committees (Awards, Credentials, Higher Education, Special Projects).
- UNOPA had an impressive gain of 51 members (I personally sponsored 11), but a disappointing net growth of 3. My thanks to each of the 22 members who acted on my "Each One-Reach One" membership challenge.
- The treasury is left with a healthy balance of \$1484.15, with an additional \$150 remaining to be reimbursed from the Chancellor's Foundation Account to cover their portion of the Rose Frolik Award stipend.
- UNOPA extended an invitation to the Nebraska Educational Office Personnel Association (NEOPA) to host Fall 1993 state meeting.
- Six UNOPA members attended National Meeting in Winston-Salem, NC.
- President's Awards to outstanding committee members: Linda Gersib, Murd Holland and Sheila Spanel.
- Four UNOPA members served on the NEOPA Executive Board: Sandy Lineberry, Vice President; Sue Drammeh, Editor; Audrey Schardt, Professional Growth Director; Jan Harris, Ways & Means Co-chair.

"Enthusiasm Makes the Difference" was my theme for the year. Enthusiasm to me means belief and commitment in a cause, and it was my hope this contagious ingredient would infect all UNOPA members. For most of you, I believe it did. It was contagious on the Board as each director worked diligently, striving to do their best and do it in a positive, enthusiastic manner. In an Executive Board consisting of 18 members, each member needs to be a team player, and thank goodness each member was. Each one always looked out for the good of the whole . . . not the individual. My thanks to each of them for their dedication and loyalty -- they were the best! Special thanks to Michelle Sieber, UNOPA Notes Editor, for her outstanding

work on the 1991-92 annual report. She helped me achieve my deadline of getting the report to you before the beginning of the new '92-93 year.

In closing, writing this annual report has been one of the most difficult tasks I've faced during my term as president. Probably it's because with this report the final curtain comes down on a year I've really enjoyed and one that has given me numerous opportunities to grow both professionally and personally. It has been both an exciting and challenging time serving as your president, and I thank you for allowing me to represent you and our profession. I've accumulated many special memories to treasure in the years ahead. My best wishes to President Bennetch and the new Executive Board. May it be as exciting for them as it was for all of us!

Program - Kathy Bennetch

Committee members: Linda Arnold, Margaret Goodman, Esther Ortiz and Susan Voss.

Speakers/Programs

September 10 - "Your UNL Police: What We Are All About!" Ken Cauble, UNL Police Chief

October 9 - "How Will the Proposed Budget Reductions Affect You?" - Dr. Tom Zorn, Chairman of both Academic Planning Committee (APC) and the Budget Reduction Review Committee (BRRC) and Dr. John Benson, Secretary of ATC and BRRC

November 12 - "Town and Gown Relationship Between the City and the University" - Mayor Mike Johanns; Floyd S. Oldt Boss of the Year Award recipient - Dr. John Campbell, West Central Research & Extension Center

December 10 - No speaker - Christmas entertainment by Anne Moore, IANR Communications and Computing Services

January 22 - "The Importance of Equal Opportunity and Diversity at the University of Nebraska"-Regent Charles Wilson (UAAD hosted meeting)

February 11 - "Choices . . . Nothing is Permanent" - Dr. Birdie Holder, Chair & Professor, Vocational and Adult Education; Floyd S. Oldt Silver Pen Award recipients - Esther Ortiz, IANR Communications and Charlotte McAvoy, Housing

March 10 - "Assets of Nebraska Travel" - Mary Ethel Emanuel, Nebraska Tourism Department

April 14 - "Serving the Disabled Students of UNL" - Christy Horn, Coordinator, Services for Students with Disabilities; Rose Frolik Award recipient - Linda Arnold, IANR Vice Chancellor's Office; Past Presidents/Retiree Recognition

May 12 - Floyd S. Oldt Outstanding Staff Award recipient - Patricia Smith, IANR Finance and Personnel; Installation of Officers

Recording Secretary - Luise Berner

Serving as recording secretary this past year has been an extremely rewarding experience. Those on the UNOPA Board of Directors are truly outstanding representatives of the University. I appreciated the opportunity to work with these talented and dedicated individuals.

UNOPA's involvement within the University is becoming more and more widespread. Our Executive Board was asked to be part of the interview process and our input was requested in selecting the new Chancellor. UNOPA again was included at Chancellor Spanier's installation. Our president, Sandy Lineberry, did an excellent job in carrying our greetings to the new Chancellor during this prestigious ceremony.

Several major issues were undertaken and/or resolved this past year. UNOPA was involved in developing and implementing a new service award from funds provided by the Floyd S. Oldt Memorial Fund. Several other awards were reorganized to include funding from this same source (Silver Pen and Boss of the Year). The revision of the Constitution and By-Laws also reached closure this past year with those revisions becoming effective in January. Sue Drammeh and her committee are to be commended for seeing this monumental task through to its finish.

Under President Lineberry's able leadership, our organization has grown and strived to reach new horizons. Hopefully, we will continue to follow her example of professionalism and enthusiasm in the future.

Corresponding Secretary - Lola Young

I would like to thank UNOPA for giving me the opportunity to serve as Corresponding Secretary. This has been a very busy year for me and at times I didn't think I was going to make it. However, I have been blessed to have many people around me who have been very supportive and encouraging. The end is now near and I realize I can do more than I thought was possible.

Throughout this academic year, I have taken minutes at two Executive meetings and one General meeting. The Executive Board minutes were given to Luise Berner (Recording Secretary) for distribution to the Executive Board and for her records; the General meeting minutes were submitted to Sandy Lineberry (President) and Michelle Sieber (UNOPA Notes Editor) for printing in the monthly *UNOPA Notes*.

News articles, detailing UNOPA's activities throughout the year, were submitted to the NEOPA Newsletter on three different occasions.

My most recent duty this year has been to coordinate the April Recognition Luncheon for UNOPA's Past Presidents and Retirees. This year 10 of the past 29 presidents and one of the two retirees from 1991-92 attended the luncheon. All Past Presidents were presented with a corsage that I made. I presented the Past Presidents and Retiree portion of the program and arranged for entertainment performed by Mark Mason and Julie Zimmerman.

Conference coordination has become a very big portion of the duties for the Corresponding Secretary. This year I coordinated registration and travel arrangements for the following: Fall NEOPA Meeting, Lincoln, NE (17 UNOPA members attended); Central States Area Professional Day, Jefferson City, MO (12 UNOPA members attended); Spring NEOPA Meeting, Wayne, NE (12 UNOPA members attended); annual NAEOP Conference, Biloxi, MS (8 UNOPA members attended).

Special thanks to UNL's Affirmative Action Office for providing registration fees and transportation for many events away from campus. We owe them a great deal for their support. Also, the Chancellor's Office has made a great contribution to UNOPA. The Chancellor's Office provided funds toward our trip to Jefferson City and for those attending the annual NAEOP Conference in Biloxi, MS.

Cards sent on UNOPA's behalf: 2-Thinking of You; 6-Get well; 1-Thank You; 12-Sympathy; 2-Baby Congratulations; and 1-Wedding.

Treasurer - Jeanne Andelt

Beginning Balance, July 1, 1992 \$1,402.83

Income	Budgeted 1991-92	Activity to Date
Membership	\$2,250.00	\$2,088.00
Ways & Means	2,030.00	1,558.33
Lunches		69.21
	\$4,280.00	\$3,577.12

Expenses

Committees:		
Awards	\$ 600.00	\$ 358.89*
Employee Concerns	200.00	14.32
Hospitality	375.00	66.57
Membership	475.00	357.41
Nominating	150.00	81.51
Professional Growth	150.00	27.32
Program	285.00	197.58
Publicity	270.00	143.17
Salary Issues	100.00	81.61
UNOPA Notes	620.00	399.89
Ways & Means	150.00	175.95
Executive Officers	500.00	357.82
NAEOP/NEOPA/ Dues	330.00	334.90
Summer Social	75.00	
General (90-91 expenses)		53.86
Wkshp Profits to Foundation	587.00	
Wkshp Speaker Airfare		258.00
	\$4,280.00	\$3,495.80

Balance June 30, 1992 \$1,484.15

* Reimbursement of \$150 from the Chancellor's Foundation Fund will be added to this account.

Immediate Past President & Foundation Director -
Sheila A. Perry

This has been an exciting year. It was a pleasure to work on this committee, which was dormant many years. The committee members and I worked hard to revive the Foundation Program.

It was a great feeling to know the reimbursement account was used to help our UNOPA members, but it made me extremely happy that 11 members signed up for payroll deduction. Edie Schleiger was the first recipient of the reimbursement account for the year. Because Edie applied by the February 1, 1992, deadline, she was award \$50.00. The money was used toward the purchase of books needed for her class here at UNL.

The 11 active UNOPA members who signed up for payroll deduction during the year were: Jeanne Andelt, Kathy Bennetch, Luise Berner, Sue Drammeh, Deb Hendricks, Sandy Lineberry, Linda Pence, Sheila Perry, Edie Schleiger, Michelle Sieber and Lola Young. Congratulations to all who jumped on the bandwagon with such enthusiasm.

Of course, my special thanks to the Foundation Committee members who were there when needed: Jeanne Andelt, Deb Hendricks, Patti Lutter, Linda Pence and Sue Drammeh who served as consultant.

Awards - Deb Ruthsatz; submitted by Sandy Lineberry

Due to a bequest from a substantial life insurance trust to UNL from Floyd S. Oldt, the UNOPA Executive Board, Deb Ruthsatz, Awards Director, and her committee, had a challenging year. It encompassed restructuring of UNOPA's entire award structure, which was no easy task. Special thanks to Deb and her committee members, Margaret Goodman, Murd Holland, Shirley Horstman, Jan Schinstock, and Sheila Spanel, and to the Board for the many additional hours devoted to this process. Recipients of the Floyd S. Oldt Awards presented during the 1991-92 year included:

Floyd S. Oldt Boss of the Year Award: Dr. John B. "Jack" Campbell, Professor of Entomology & Extension Specialist, West Central REC, North Platte. Dr. Campbell received a plaque and \$500 stipend.

Floyd S. Oldt Silver Pen Awards (2): Charlotte McAvoy, Staff Secretary, Food Service, Housing Office; **Esther Ortiz**, Staff Secretary, IANR Communications & Computer Services. Each recipient received a Silver Pen, framed certificate, and \$600 stipend.

Rose Frolik Award: Linda Arnold, Administrative Secretary, IANR Vice Chancellor's Office. Linda received a plaque and \$300 stipend.

Floyd S. Oldt Outstanding Staff Award: Pat Smith, Staff Assistant, IANR Finance & Personnel. Pat received a plaque and \$800 stipend.

One of my major concerns this year as president, was the time being taken away from our professional development speakers at our meetings. I am a strong supporter of awards, but felt there had to be a better way of presenting them. I recommended to the Board, and it was approved, that one meeting (April) be set aside at the end of the year for an Awards Recognition Luncheon. The Floyd S. Oldt Boss of the Year Award presentation would remain in November. At this Recognition Luncheon, the following awards would be presented: Rose Frolik Award, Floyd S. Oldt Silver Pen Awards (2), Floyd S. Oldt Outstanding Staff Award. The application timetable would stay the same, and recipients would be notified in advance of the presentation and an article would be published in *UNOPA Notes*. Presentation of the plaques, certificates, stipends would be presented at the special luncheon.

Employee Concerns Committee (ECC) - Jan Harris (Director) & Anna Simmons (Co-director)

The Employee Concerns Committee underwent major restructuring this year. Because of the size of this committee, the task given to the director was to organize the representative committees into one cohesive unit. The committee representatives meet once each month — the week prior to the Board meeting to present and discuss business that may need to be taken to the Board. This gives the Director the latest information regarding each committee to present to the Board. A major benefit of this style of leadership is all university committee representatives have input into decisions prior to presentation to the Board. We believe this is in the best interest of the organization, and we all benefit by the shared knowledge and expertise of each representative. We believe this method produces decisions made in a sound, procedural manner. It provides the membership with a path to follow whenever concerns arise and answers the question — where do I direct my questions or concerns?

CAMPUS SAFETY COMMITTEE **Joey Kramer**: The Campus Safety Committee met several times during the academic year to discuss safety concerns and make recommendations regarding these concerns to the Division of Environmental Health & Safety and UNL administration. The goal for 1991-92 was Accident Rate Reduction. This committee includes

representatives from faculty, staff and students. The chair of this committee is Richard Kafonek, Associate Professor & Chairman of Construction Management, College of Engineering & Technology. A sampling of topics discussed this year follows: 1) A Workers Compensation Task Force Committee was formed within the last year and is presently working on developing a program to help turn costs around. Defensive driving classes were scheduled through Transportation Services and presented by the Safety Council of Nebraska. Safety Training by the Division of Environmental Health & Safety will be an ongoing project; 2) More emphasis was placed on safety posters — several different ones were distributed. 3) The possibility of UNL owning and maintaining the proposed fence along the Burlington Northern Right-of-Way and the liability associated with ownership. The committee passed a motion in support of the proposal, along with an amendment to it. 4) The Emergency Preparedness Exercise - Tornado Drill on March 18, in which both campuses participated. Ms. Shannon Bradley discussed a safety pamphlet being designed for UNL students. The pamphlet would show the safest routes (best-lit), emergency phones, and provide safety tips for avoiding assaults.

EMPLOYEE ASSISTANCE PROGRAM **Jan Harris**: The EAP moved their offices into the Lewis-Syford House in 1991. Interim Chancellor John Goebel reappointed all members of the Advisory Committee to a second term in order to facilitate the completion of critical policies regarding the use of the EAP. The UNOPA representative chaired the Ad-Hoc committee to address the EAP Leave Policy. The committee implemented a policy in time to have it placed in the new employee handbooks. The EAP successfully facilitated an "Advanced EAP Symposium . . . An Interactive Conference" at the Nebraska Union, May 15 and 16, 1992. This program brought professionals to Lincoln from other areas of the United States. The committee completed the first annual report to the Chancellor from the EAP. It has been a privilege to serve as your first representative to this very important UNL committee.

GRIEVANCE COMMITTEE **Sheila Perry**: This committee member is appointed by the Chancellor. The Director of Human Resources, Bruce Currin, confirmed my appointment, and I attended the training session for grievance committee members in August, 1991. Nearing completion of one year, I have now sat on two grievance committees, one in which I served as chairperson. The majority of grievances being heard have to do with Reduction in Force (RIF). This committee has been exciting as well as educational.

PARKING ADVISORY COMMITTEE **Jan Wassenberg**: The Parking Advisory Committee (PAC) serves in an advisory capacity to the administration regarding parking on the UNL campus. They meet approximately once a month, more when the need arises. Membership consists of three members appointed by the Academic Senate, three undergraduate students, a graduate student, one staff member appointed by UAAD, one staff member appointed by UNOPA and one administrative member appointed by the Chancellor. The remote lot shuttle bus system has become permanent on campus. These buses transport those with campus "remote" lot permits from the outlying areas to the inner campus. Ridership is about 4,000 per week. Six shelters were installed at the highest use locations. E-Z Ride service continues to accommodate many for conferences and visitors to campus. The permit rate stayed the same as the previous year. We increased the number of faculty/staff and student reserved spaces, due to spaces increased from 350 to 578. The PAC recommended against placing a limit on the number of reserved spaces. The payroll deduction plan continued, and the number utilizing payroll deduction increased from 1,727 to 2,241. In April, 1992, the PAC was asked to consider adding a one-year,

supplemental fee to permit holders for improvement of safety on campus (lighting, sidewalks, emergency phones, more patrolling). After much controversy, it was decided to add the supplemental fee at the rate of \$2 for \$20 permits; \$3 for \$30 permits; \$4 for \$40 permits and \$5 for \$50 permits and up. Funds for these safety improvements will come within the next 1 - 1 1/2 years, and projects will start as early as this summer. It was also recommended for next year, permit holders have hang tags and will no longer be required to have the sticker on the windows. Those with convertibles and anyone who requests a sticker in addition to the hang tag, may have one upon request. The committee continues to work with the constant problem of providing convenient parking for permit holders. The addition of the College of Business Administration, the building of the Beadle Center, and the on-going question of when we will lose the Temple Lot to the Madden Garden are topics that remain a high priority on the PAC's agenda. Some changes made this year to accommodate permit holders are: Area 18A (7-day, 24-hour), west of Selleck, the east row, both sides, was changed to part meters and part Area 10; Lot 17's (5-day, 10-hour) now have their gates lifted at 4:00 p.m. each weekday so University permit holders can park there — this was very well received by those attending evening classes and custodial personnel; 18 meters were installed at the East Campus Union to accommodate visitors; and Area 10 at 14th and W streets was moved to the Loop so the entire Loop is Area 10, except for the few visitor meters in front of Morrill Hall, and the parking area at 14th & W was changed to two-hour meters. The Walker/Chance Parking Consultants made several visits to campus and gave us their recommendations. After several groups, including the PAC, had reviewed their report, our report was they had not adequately answered many of our questions and problems, and they were asked to revisit and do a revision. This report was received in April, and the committee will start reviewing it at their first meeting next fall. The lot that was designated for visitors by the PAC last year, located on R Street next to St. Mark's has been considered a success. Although there are still some problems with permit holders parking there (permit holders cannot park in visitor's parking), we still consider this lot a successful venture, and it will remain a visitor's lot. This concludes my three years on the Parking Advisory Committee. I would like to thank UNOPA for giving me the opportunity to serve and will be happy to assist the new representative in any way I can.

PARKING APPEALS COMMITTEE **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 Parking Office. At our meetings, we listen to the complaint of the person involved, dismiss this person, and talk over the situation. We then vote to either grant or deny the appeal. If we grant the appeal, the person does not have to pay the ticket/towing charge. We have had some very challenging decisions, some easy ones and some that were quite entertaining. 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 faculty, UAAD, UNOPA, and the student body. There are five students appointed by ASUN who serve alternate weeks on the committee. Each one has been outstanding in their faithful attendance and seriousness about making the right decision. Our representatives from the Faculty Senate and UAAD are so faithful and helpful — Professor Roger Pabian and Colleen Daniels. We considered 492 appeals from September 1, 1991, to January 31, 1992. We denied 335 and granted 157. From September 1, to January 31, 5,172 parking tickets were issued. This year there does seem to be an increasingly bad feeling toward our parking problems on campus. This has not been such a problem in the years previous. We try to give the complaints sympathy and understanding, and if possible, help them to understand how they can avoid

the same problem in the future. We also make suggestions to the Parking Office on problem areas that repeatedly come up in the appeals hearings. It has been my privilege to serve on this committee this year.

RECYCLING ADVISORY COMMITTEE **Debbie Hendricks**: The UNL Recycling Advisory Committee was reconvened as a group in March, 1992. We had not met for some time because we had submitted our report to the university administration and were waiting further direction. In March, 1992, we were asked to revisit the recycling/waste reduction plan we had submitted earlier and identify what points we felt the campus could actively participate in without expending great sums of money. After meeting several times and listening to various reports of recycling efforts currently underway on campus, the committee believes our original report is complete in its analysis of the scope and potential for recycling activities on campus. We firmly believe organized, pilot programs need to be established. We give high priority to the establishment of a position of Coordinator of Waste Reduction and Recycling UNL. Knowing the costs associated with establishment of a new position, we offered our services to discuss further funding sources, if requested. As a group we believe leadership is crucial to development of an established recycling program. Eventually, we would expect to see a savings, but recycling is a program we need to initiate now, we can't wait for a time when it will support itself.

SEXUAL HARASSMENT (Ad Hoc) **Jan Wassenburg/Sandy Lineberry**: UNOPA received an invitation to attend a special legislative hearing on sexual harassment on January 15, sponsored by the nine women members of the Nebraska Legislature. Governor Nelson, UNL Chancellor Spanier, and eight women who said they had been sexually harassed addressed the committee. Chancellor Spanier stated he planned to work to increase accountability and sensitivity regarding sexual discrimination at UNL. Beginning next year, a program will be given by the Affirmative Action/Equal Opportunity/Compliance Office addressing issues such as sexual harassment and gender. All new UNL employees will be required to attend this program. We are fortunate at UNL to have a policy in place to deal with this issue. If you feel you are being sexually harassed in your job, there are avenues for you to pursue at the university. After listening to the women who spoke to the legislative committee, it was evident there are many businesses that have no policy.

SUE TIDBALL AWARD FOR CREATIVE HUMANITY **Shirley Horstman/Jean Willis**: Sue Tidball was a counselor and resource consultant with United Ministries in Higher Education at UNL. She was an extremely caring, giving person. In her memory the "Sue Tidball Award for Creative Humanity" is presented to individuals from the campus community as a way of recognizing significant contributions to the development of a humane, educationally creative, and caring community within UNL. The award is also a symbolic recognition of everyone associated with the university who daily make such contributions. The 11th annual celebration and reception for the Sue Tidball Award was held on Sunday, March 15, 1992, at St. Mark's-on-the-Campus Episcopal Church. For the second consecutive year, a student and a member of the Custodial staff were the award recipients: Paul Cantu, a junior in Electrical Engineering and Richard Banhart, East Campus Union Custodial Supervisor. Ten other nominees were honored for their contributions to the UNL community: Dewaine Alcorn, Debra Sue Bacon, Marilyn Chmelka, Susan Gildersleeve, Janet Kauffman, Darrel Kinnan, Marilyn McDowell, Hilda Raz, Lori Lopez-Urdiales, and Norma Wilson.

UNL POLICE ADVISORY COMMITTEE **DaLene Wiess**: The UNL Police Advisory Committee meets every third Thursday of each month. The

committee discusses issues related to campus safety and security and advises the Vice Chancellor for Business Affairs on matters pertaining to these issues and to the operation of the UNL Police Department. Several items were discussed during this past year, they include the following: 1)Lighting Survey — the police advisory committee has made suggestions for additional replacement lighting to the appropriate college departments and administration; 2)Campus Security Task Force — Chief Cauble discussed this task force and the need for it. This task force completed its analysis and reporting to the Chancellor. These reports should be made available to the campus community sometime in early 1993; 3)Crime Prevention — there is a continued need for an additional Crime Prevention Specialist. The Police Department is convinced its efforts in that area do not reach all the faculty, staff and students who would like instruction in crime prevention. The department continues to promote crime prevention as much as possible; 4)Student Right to Know Act — a report is currently being prepared by the Campus Security Task Force.

U-WIDE FRINGE BENEFITS Jo Van Patten: An office/service 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, UNK and CA. During the past year the committee discussed the following items: 1)Health Insurance — the health insurance plan went out for bids and Mutual of Omaha was awarded the bid. The Mutally Preferred Prescription Drug Program was implemented this year; 2)Family Leave Policy — the family leave policy came before the committee again this year and was endorsed for the second time; 3)Wellness Plans — wellness programs were discussed by the committee and will be an ongoing project. There is currently a task force with representatives from all four campuses to develop a workable proposal. The U-Wide Fringe Benefits Committee will be involved with the final proposal; 4)Tuition Remission — we also discussed tuition remission benefits for dependents and for part-time staff members. These two items are ongoing concerns and will be discussed at future meetings.

SICK LEAVE BANK SPECIAL AD-HOC Phyllis Fogerty: The Sick Leave Bank AdHoc Committee task was to develop a model of how the sick leave bank would operate. Because of the way the UNL budget is arranged into salary lines of 2080 hours for each full-time employee with no special pool of funds for either sick or vacation leaves, there does not seem to be a way to operate a sick leave bank at this university. In December, this committee sent letters to our ten peer institutions asking if they had a sick leave bank, what type of disability insurance they provided their employees, and if they had any special provisions for employees not accepted for coverage under disability insurance. We received responses from five of the universities, but none of them have sick leave banks. The disability insurance and sick leave benefits vary. In some cases more generous than UNL and in some cases less. On May 7, several members of the committee met with Bruce Currin, Director of Human Resources, to discuss options available in lieu of a sick leave bank. These options are under investigation.

Hospitality - Susan Ray

The Hospitality Committee was busy this past year! The responsibilities of this committee haven't changed through the years. The date, time, location and menu for the year was provided by the Program Committee. One of the first things our committee did was decide UNOPA shuttle pickup times and locations for both east and city campus meetings. We worked with UNL Police to schedule the shuttle. A decision was made to discontinue the

shuttle service from city campus to east campus due to lack of riders. We also consolidated pickup locations on east campus.

Our committee met before the first meeting and each of us volunteered for one month (sometimes two!) to take in the reservations and money, make name tags, and man the name tag table at the monthly meetings. This system worked extremely well. By dividing the responsibility no one person was overwhelmed.

Depending on the theme of the month (example December/Christmas) the committee would make or buy decorations for the name tag table and head table. Our committee decided to have east campus members make decorations for east campus meetings and city campus members make decorations for city campus meetings. This worked very well for us and we made new friends along the way! Our committee decided to place treats on each brown bag table at the monthly meetings. This went over great! After all, it is the little things we do that people remember.

Hospitality Committee members for 1991-92 included: Beth Franz, Belinda Gillam, Murd Holland, Phyllis Jacobsen, Rosemary Sieck, and Ruth Ulmer.

Membership - E. Ramona "Monie" Brownson

We made excellent progress in recruiting new members this year. There is a combined total of 51 new UNOPA members - 36 new active and 15 new associate members. The recruiters are to be commended.

Although total UNOPA membership of 262 exceeds the 1990-91 year end total of 259 by 3, the retention rate of our members was not so good. A considerable number of former UNOPA members did not renew their membership during 1991-92. We did a follow-up to determine why memberships had not been renewed. There were a variety of reasons expressed, such as: could not afford the dues; do not have time to attend the functions; taking classes - no spare time; want to focus on other things; not enough help in the office; terminated or left the University; retired; ill or on maternity leave and several said they weren't getting anything out of UNOPA or didn't enjoy it. Had we been able to keep all 259 members plus the new 51, it would have been a tremendous increase.

In addition to renewals, the majority of new members joined during October and early November. After that time, there were few new memberships.

Perhaps recruiting could be more active right after the holidays. Our total UNOPA membership is comprised of 201 active, 27 associate, 17 retired and 17 honorary members. We also have 29 State (NEOPA) members and 40 National (NAEOP) members, and there are 25 CEOE/PSP Certificate Holders (10 CEOE and 15 PSP). Much of the new growth in membership can be attributed to the University-wide mass mailing which was done in mid-August. Over 700 people, who were not members of UNOPA, received this mailing. However, the personal contacts and efforts made by UNOPA members were the biggest contributors to the success of our membership.

I wish to extend a "Special Thank You" to the following persons who served on my committee: Doris Crayton, Arlene Ficken, Joey Kramer, Susie Kreiter, Donna McCarthy, Kay Michael, Margene Wessel and Rhonda Zugmier - for their wonderful cooperation, enthusiasm, and time given to performing our committee's duties and meeting our goals. Lori Gourama and Jeanne Holdren were also original members of our committee; Lori moved out of state and Jeanne resigned because of classes and a busy office schedule.

I also extend "Special Thanks of Appreciation" to the following: Pat Amadeo for her prompt responses to our request for the list of eligible UNL

employees and mailing labels; Sherine Miller for sending me the monthly list of new UNL employees and their addresses; Susan Ray for her monthly list of guests attending UNOPA General meetings; Rhonda Zugmier who kept the UNOPA roster and printed mailing labels for UNOPA committees.

I'm pleased to have served under an excellent president, Sandy Lineberry, and with an outstanding group of Board members, who graciously assisted me in many ways. Luise Berner and Sheila Perry were a tremendous help during my term as Membership Director.

The position of Membership Director has been a real learning experience. I became acquainted with numerous UNL employees and became more knowledgeable about the university system.

Last, but not least, I thank my boss, Dr. Ozzie Gilbertson, for his encouragement and support during my term as UNOPA Membership Director. He has been very cooperative in giving me administrative leave to attend UNOPA General and monthly Board meetings.

Nominating - Dora Dill

The first meeting of the Nominating Committee was in December, 1991. My committee consisted of Pat Smith from East Campus and Judy Winkler from City Campus. A timetable was established and responsibilities assigned.

January 24 - sent nomination forms to UNOPA members with description of officer's duties and membership roster.

February 14 - deadline for return of the nomination forms. Telephone calls were made by the committee.

March 3 - the following slate of officers was presented to and approved by the UNOPA Board:

President-elect: Patti Lutter, Michelle Sieber, DaLene Wiess
Recording Secretary: Lee Johnson & Linda Pence
Corresponding Secretary: LaRita Lang & Alta Phillips
Treasurer: Murd Holland & Rosemary Sieck

March 10 - presented the slate to UNOPA members - sent ballots on March 13 to be returned by March 27.

April 7 - presented UNOPA Board the 1992-93 officers:
President-elect: Michelle Sieber
Recording Secretary: Linda Pence
Corresponding Secretary: LaRita Lang
Treasurer: Murd Holland

April 14 - presented UNOPA membership the 1992-93 officers.

After receiving candidate narratives, 230 ballots were mailed to the membership. (Be sure that you use the narrative as is and do not alter it in any way, shape or form. This is what I did in order to make narratives fit and/or accommodate those received late. Regardless of how it looks, etc., there is no need to "touch-up" the narratives - just print as is. A retraction note and other ballots had to be sent in order to comply with everyone's wishes.) There were 130 ballots received by the March 31 deadline. Letters were sent to both successful and unsuccessful candidates. Included with the ballot was a form for members to return if they were interested in serving on a committee.

The cost for printing ballots and narratives was \$81.51 (\$32.04 & \$49.47). The cost of the second mailing was at no charge to UNOPA as my office picked up the cost. My office also covered the envelopes and postage used. At the UNOPA meeting, I presented flowers to all those placing their names on the ballot - this was no charge as I made these from "left-over" flowers from my daughter's wedding!

Throughout the year I had information in *UNOPA Notes* pertaining to the duties of each office. I felt if we kept this information before the member-

ship it would make our job a little easier when it came time to obtain names for the ballot.

It has been a pleasure and a "challenge" serving on the Nominating Committee this past year. My committee is to be congratulated as they did go that "extra" mile. We were never able to meet at the same time but did manage to complete the tasks at hand.

My committee assisted me in making telephone calls to acquire names for the ballot. This is the best way to obtain names. "We Want You" note cards, made by the committee, were placed on luncheon tables urging members to place their name on the ballot. One person responded. Committee members also assisted in making an "Uncle Sam" to be at the meeting in December to draw everyone's attention to the fact that new officer time was soon approaching. We worked together on all of the mailings. They assisted in counting, verifying, and destroying the ballots. My committee members were a tremendous help; would highly recommend them for any committee. We all enjoyed working together and want to wish the new officers the best of luck in the coming year.

Professional Growth - Linda Pence

The following individuals served on the committee: Leslie Brooks, Debbie Hendricks, Shirley Horstman, Beverly Ludden, Joyce Peters, Theodora Walker, Peggy Warner, Sherry Warren and Rhonda Zugmier.

The committee worked hard and was very pleased to have Patricia Fleming, CEOE, from Cockeysville, MD, present our Fall UNOPA Workshop titled "*Be Responsible for the Quality of Your Life.*" Patricia presented a workshop in the morning with a continuance in the afternoon. There was an excellent turnout for both the morning and afternoon sessions. The income for the fall conference was \$760; expenses were \$514.62. The costs to hold this workshop, including travel costs for Patricia Fleming, were taken out of the Foundation Funds account. UNOPA members were charged \$15 for both workshops; \$10 for one workshop. Non-members were charged \$25 for both workshops; \$15 for one workshop.

In January, Jeanne Andelt presented a Professional Standards Program (PSP) Workshop to approximately 25 UNOPA members. Jeanne explained the details of the program and how easy it is to receive a PSP or CEOE. Jeanne and other PSP recipients were available to help members fill out the necessary paperwork to apply for their PSP. Since this workshop, Linda Gersib and Betty James have received their PSP and CEOE, and Anna Simmons has qualified and is ready to submit her material. This workshop was free to UNOPA members. Sandy Lineberry, Debbie Hendricks and myself provided the refreshments.

Judith Winkler received her PSP Advanced III, Option I and CEOE in May, 1991, and was presented her plaque at the May, 1992, General meeting.

All in all, we had a very good year. We met a lot of great people and had fun doing the work involved. My special thanks goes to Debbie Hendricks. She was my right hand during the year. I really appreciate her help and understanding. She took charge in October, 1991, when I had no choice but to turn things over to her. She handled everything like a true professional. I hope we can continue to offer an outstanding speaker at least once during the year. We had good responses from Patricia Fleming. I would like to see more speakers from the National Association join us for workshops.

Publicity - Ronda Vietz

I had an excellent committee including: Peggy Gouchnour, Sue Grammer, Carol Bossaller and Lorna Pleasant. I would like to thank each of them for their excellent help throughout the semester.

It has been a lot of fun creating the UNOPA flyers for the monthly meetings. We have had fun finding graphics, choosing colors, etc. It was a delight to work with Susan Ray, Hospitality Committee, in making arrangements for meeting reservations and the UNOPA shuttle. Michelle Sieber was also excellent in communicating the deadlines and sending the flyers with *UNOPA Notes*.

We reserved a display case in front of the Nebraska Union on City Campus and advertised UNOPA - "Enthusiasm Makes a Difference" during the week of October 20 - 26. We had fun working together and creating a nice display. We made displays for many of the General meetings with photographs taken at past meetings. We tried to photograph as many of the members as possible so everyone would have a chance to see themselves "on display." It was enjoyable trying to capture new faces at most all the meetings.

We are continuing to work on getting the scrapbooks updated. We would like to have a way to display several of the other scrapbooks to see how everyone has changed throughout their years in UNOPA. We placed some of the photos from former years in a scrapbook and hope to continue "cleaning house."

Salary Issues - Lorraine Moon (Director) & Ruth Bohmont (Co-director)

The Salary Issues Committee (Judy Winkler, Janelle Jones, Rasma Strautkalns and the directors) decided the project for the 1991-92 year would be a salary survey. The committee formulated their questions and submitted them to the UNOPA Board for approval. During April, 1,990 copies of the survey were mailed to all Lincoln office/service employees. Return was expected by the first week in May. There was a great response from the office/service community; 960 responses.

The committee will be busy tallying results and comparing the data to government poverty levels, food stamp program qualifications, reduced school lunch programs, etc. The report will be sent to the President, Chancellor, all Deans and Directors and other interested individuals during September. During that month, the university community will be preparing for the upcoming fiscal year.

The Salary Issues Committee is hoping results of the survey, as well as the respondent's comments, will serve to better the university community.

UNOPA Notes - Michelle Sieber

The UNOPA Notes Committee was very busy this year. Ten issues of *UNOPA Notes*, Volume 30, were published as well as the Annual Report. The following individuals served on the UNOPA Notes Committee: Betty Castan, Gail Coil, Linda Gersib, Ann Hajek, Diana Kirkendoll, Alta Phillips, Mary Ann Solomos, Marcy Tintera and Jacque Virts. I would recommend choosing several people to serve on the committee. It is helpful to have "several eyes" proofread the newsletter. I would also recommend all committee members be on the same campus as the editor. This proved to be helpful in scheduling meetings every month.

In August I scheduled a planning meeting. We discussed topics to be covered in the newsletter. It's helpful to decide which issue will be submitted to the Rachel Maynard Award competition. A time schedule for distribution of the newsletter is necessary. A copy should be given to Board members to make them aware of deadlines.

I distributed a sheet and asked each member to sign up to assemble, affix mailing labels, and mail the newsletter. I also made arrangements with Irene at the Copy Center to order five reams of blue paper. This made the cost of

the *Notes* cheaper to print every month.

After the original was ready, I sent a copy to my committee and President Lineberry for proofing. We then met and went over any changes, corrections, etc. I made the changes and sent the original to the copy center. I used a folding machine to save money on folding the newsletter. We always sent the reservation form for the next General meeting with *UNOPA Notes*.

I would suggest you start gathering graphics, clip art, articles and short anecdotes to use for "filler" in the newsletter. I rarely had room for graphics, but it's nice to have a few on hand if you need them. It was recommended to indicate somewhere on the newsletter *UNOPA Notes* is published monthly. At your first meeting, make a decision regarding the capitalization policy you will follow. (For example, will first letters of Ways & Means Committee, Corresponding Secretary, Board, etc. be capitalized?) It helps if a decision is made and you follow the same format throughout the year.

I would like to thank my committee for being so willing to serve UNOPA. Also, special thanks to Forestry, Fisheries and Wildlife for allowing us to meet in their conference room every month.

Ways & Means - Nelvie Lienemann

The committee started the year directed by Bonnie Reese. Bonnie resigned, and I was appointed Director. Committee members included: Carol Bom, Diane Cihal, Rojane Hart, LaRita Lang, Connie Mathine, Bonnie Reese, Kim Robbins and Jan Schaal.

The Ways & Means Committee had a good year. Committee members fueled their enthusiasm by selling husker sun visors and balloons on street corners near the UNL Stadium on football Saturdays. It got very hot out there a few Saturdays, but we were all having a good time and didn't notice the heat. We asked UNOPA members to participate in this fundraiser. Each member received three visors to sell. Several visors were sold, but a large quantity of them were returned.

Our next fund raiser was a raffle. Each member received twelve tickets to sell for \$1.00 each or six for \$5.00. We had a list of 14 prizes with top prize being a 13" color t.v., and second top prize was dinner for two on the Fremont Dinner Train. The raffle was a big success raising a total of \$1,404. We appreciated the enthusiastic response of all UNOPA members. We had almost total membership participation in this raffle.

UNOPA members look forward to participating in our monthly fund raiser, the 50/50 drawing, which takes place at each General meeting. This drawing has added \$25 - \$30 to our treasury each month.

I would like to say a Big Thank You! to the enthusiastic committee members. They very willingly helped make this a successful year.

I wish the print was larger. I wish Michelle and I hadn't had to edit. I wish reports had been turned in on time. I wish, I wish, I wish . . . but here it is as promised - before the beginning of the 1992-93 UNOPA year. It was an eventful year, and yes, ENTHUSIASM MADE THE DIFFERENCE.

Special thanks to Chancellor Spanier, Deans & Directors, and all supervisors who through their support allowed UNOPA members to serve on the Executive Board and/or committees, and attend general meetings throughout the year. We could not be an effective organization if we did not have their support.

Judy Lineberry