

2014

2014-15 UNOPA Annual Report

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2014-15 UNOPA Annual Report

“Finding the Leader Within”

2014-15 UNOPA Annual Report: Reports of Elected Officers

President – Jane Schneider

It has been a great honor to be your president for 2014-2015. It was a fun and wonderful year of professional development and getting to know you better as UNOPA members -- it went by much too quickly!

There were many special events that took place this year such as our annual awards and professional development opportunities; they are noted further along in the report. Two things that I want to bring to your attention are the 50/50 drawing charity and the affirmation of accreditation session held in October.

We shared proceeds of the 50/50 drawings from our general meetings with the **HearU** program through the department of special education and communication disorders at UNL. The director of the program, Dr. Stacey Ray spoke at our September 2014 general meeting to provide a detailed description of how the program assists families with hard of hearing children obtain hearing aids.

We were then asked by members of the Higher Learning Commission (HLC) Leadership Team (Renee Batman and Laurie Bellows) to let them come speak and share information with us at one of our general meetings and we made room for them at the October 2014 meeting. The purpose of the session was two-fold: 1) to give UNOPA members an overview of the 2016-2017 reaffirmation of accreditation process and 2) to collect UNOPA members' perceptions related to their contributions to UNL's three primary missions (teaching, research, and service). I am very proud that we had been selected to provide feedback and I know it was a very important part of their data collection process across campus.

If you have questions about any of the activities that UNOPA had during 2014-15 or about this report, please don't hesitate to contact me, jane.schneider@unl.edu or 402-472-8670.

President-Elect – Roddy Spangler

My activities during 2014-15 included:

- During the Summer/Fall of 2014 (in the absence of a Professional Development Committee) I worked with President Jane Schneider on a workshop featuring Dr. Helen

Fagan. Dr. Fagan's presentation was on diversity in the workplace and was titled "Who You Are is the Best Part of What YOU Do!"

- I presided over the March 3, 2015 UNOPA Board meeting in President Jane Schneider's absence.
- March and April 2015 I worked on arrangements for the May General Meeting/Installation Program for the incoming 2015-2016 UNOPA Board, with Chris Cary presenting the official installation ceremony.
- In April 2015 – I ordered a plaque from Awards Unlimited for our outgoing president Jane Schneider. The plaque as well as a silver gavel pin was presented to Jane at the May General Meeting and Installation Ceremony.
- March – June I made contacts with UNOPA members to find committee chairs for the 2015-2016 UNOPA Board.

The Outgoing President plaque was paid from my budget (\$38.52). My NAEOP (\$50.00) and NEOPA (\$20.00) membership was paid from my budget.

Recording Secretary – Marsha Yelden

During the 2014-2015 year, I prepared and presented the minutes for the Executive Board Meeting. I also prepared and presented minutes for the General Membership Meetings.

Corresponding Secretary – Mikayla Tegler; Becca Mathis-Committee Member

Correspondence:

A total of 11 cards were sent to UNOPA members and their families – seven sympathy, three get-well and one retirement. Two \$25 donations were made on behalf of past presidents who passed away this year and the local chapter of NAEOP donated a brick to the Jacki Evans Memorial Garden in Wichita, Kansas to honor Gretchen Walker.

Photos and Scrapbook:

Photos were taken at general meetings and brownbag lunches and submitted for publishing in the newsletter and on the website. The photos will be compiled into a scrapbook and stored by Rhonda Zugmierz at the Business Services Complex.

Holiday Giving Tree:

This year UNOPA supported St. Monica's Behavioral Health Services for Women. St. Monica's provided a list of desired items which was printed along with contact and other information on half-sheets and distributed to members at the November general meeting. The tree was donated to UNOPA by Mary Klucas and the paper ornaments were mostly symbolic. UNOPA members and their colleagues collected over 370 items and also made a monetary contribution to St. Monica's.

Past Presidents and Retirees Luncheon:

The annual Rose Frolik luncheon recognizing past presidents and retirees was held at the East Campus Union on April 14th, 2015. Sandy Lineberry presented the Rose Frolik award to Mari Greer. Twenty-three past presidents and retirees attended and each received a small flower arrangement to take home. Seven parking permits were provided for honored guests who requested them.

Budget:

The projected budget for the year was \$475. I've spent \$536.48 as of June 9th, 2015 and anticipate spending approximately \$20 more on the scrapbook.

Report of the Treasurer – Alycia Libolt; Jaime Long, Mary Klucas, Donnelle Moormeier-Committee Members

| UNOPA Annual Report - Treasurer | | | | | | |
|---|-------------------------------------|--|--|-------------|------------------------|---------------|
| 2014-2015 | | | | | | |
| By Alycia Libolt | | | | | | |
| Balance Sheet | | | | | | |
| As of June 30, 2015 | | | | | | |
| Great Western Bank - Checking Account | | | | | | \$ 5,645.45 |
| Great Western Bank - Savings Account | | | | | | \$ 11,498.18 |
| Cost Center Balance | | | | | | \$ - |
| | | | | | Total Funds Available: | \$ 17,143.63 |
| Income/Expense Statement by Committee | | | | | | |
| July 1, 2014 thru June 30, 2015 | | | | | | |
| Officers: | | | | Income | Expenses | Total |
| | President | | | \$ 292.00 | \$ 481.20 | \$ (189.20) |
| | President Elect | | | \$ - | \$ 343.27 | \$ (343.27) |
| | Recording Secretary | | | \$ - | \$ - | \$ - |
| | Corresponding Secretary | | | \$ - | \$ 536.48 | \$ (536.48) |
| | Treasurer | | | \$ - | \$ 36.36 | \$ (36.36) |
| | Immediate Past President | | | \$ - | \$ 69.95 | \$ (69.95) |
| Standing Committees: | | | | | | |
| | Awards | | | \$ 1,570.10 | \$ 2,310.78 | \$ (740.68) |
| | Bylaws | | | \$ - | \$ - | \$ - |
| | Career Development | | | \$ - | \$ 569.64 | \$ (569.64) |
| | Communication Technology | | | \$ - | \$ 20.00 | \$ (20.00) |
| | Employee Concerns | | | \$ - | \$ - | \$ - |
| | Hospitality | | | \$ 2,872.00 | \$ 3,602.98 | \$ (730.98) |
| | Membership | | | \$ 1,280.00 | \$ 230.00 | \$ 1,050.00 |
| | Nominating | | | \$ - | \$ - | \$ - |
| | Outreach | | | \$ 135.00 | \$ 104.83 | \$ 30.17 |
| | Programs | | | \$ - | \$ 112.06 | \$ (112.06) |
| | UNOPA Notes | | | \$ - | \$ 20.00 | \$ (20.00) |
| | Ways & Means | | | \$ 3,754.00 | \$ 143.95 | \$ 3,610.05 |
| Ad-Hoc Committees | | | | | | |
| | Digital Commons | | | \$ - | \$ - | \$ - |
| | Marketing | | | \$ - | \$ - | \$ - |
| | | | | \$ 9,903.10 | \$ 8,581.50 | \$ 1,321.60 |
| Great Western Bank - Checking Account as of 7/1/2014 | | | | | | \$ 4,305.75 |
| | Interest Income | | | | | \$ 3.10 |
| | Deposits | | | | | \$ 9,903.10 |
| | Expenses | | | | | \$ (8,581.50) |
| | Adjustment - Membership for FY15-16 | | | | | \$ 15.00 |
| Great Western Bank - Checking Account as of 6/30/2015 | | | | | | \$ 5,645.45 |
| Great Western Bank - Savings Account as of 7/1/2014 | | | | | | \$ 11,487.82 |
| | Interest Income | | | | | \$ 10.36 |
| Great Western Bank - Savings Account as of 6/30/2015 | | | | | | \$ 11,498.18 |
| Cost Center Balance | | | | | | \$ - |
| | | | | | Total Funds Available: | \$ 17,143.63 |

2014-15 UNOPA Annual Report: Reports of Standing Committees

Awards Committee – Tricia Liedle, Director; Jan Wassenberg and Barbara Homer-Committee Members

The Floyd S. Oldt Silver Pen Award was presented to Diane Carson, Office Assistant, Child, Youth and Family Studies.

Diane Carson was nominated by Cheryl Wemhoff. The nominator and other letters of support commented that “The nominee is a role model for what other University employees should strive to be. This individual is the most conscientious person I have ever been blessed to work with. The nominee’s work ethic is above and beyond anything out there. I know the rest of our department would say the same, because they’ve said it before. In the office, or in life, you will want this nominee on your team!” Congratulations to Diane Carson.

UNOPA also announced Steven Waller as the 2014 Floyd S. Oldt Boss of the Year winner.

Steven Waller, Dean, College of Agriculture and Natural Resources (CASNR), was presented the UNOPA Boss of the Year Award at the 34th annual boss's luncheon on November 11, 2014. He was nominated by Karen Jackson, Diane Wasser and Carol Wusk. Some comments made by the nominators and letters of support were: “Dedicated, driven, and optimistic are just a few words used to describe the nominee. The nominee is genuine and is extremely passionate about how they can make an impact and leave the world just a little bit better than the way they found it. He believes that “team work” is the best leadership policy. Starting the Program “Caring Attitudes and Respect for Every Student” is just one of the many things this nominee has done for the students” in CASNR.” Dr. Waller was presented a \$500 cash award, an engraved plaque, and one-year UNOPA membership. Judges were: Mr. Monte Dickson, UN Federal Credit Union; Assistant Chief Brian Jackson, Lincoln Police Department; and Ms. Kim Roberts, Home Real Estate.

Other nominees for this award were: Michael Zeleny, Office of Research and Economic Development.

Barb Homer and Jane Schneider also were presented with plaques for receiving their PSP and Dean Marjorie Kostelnik of the College of Education and Human Sciences received the NEOPA Administrator of the Year award.

On April 14, UNOPA hosted the Rose Frolik Award luncheon with presentation of the 2015 Rose Frolik Award and recognition of past presidents and retirees.

Mari Greer, Administrative Coordinator in the Office of Research and Economic Development was the recipient of this year’s Rose Frolik Award. Mari was presented with a certificate, a

plaque, one-year membership in UNOPA, a \$600 cash award and also received the commemorative Rose Frolik necklace, all of which Sandy Lineberry presented to Mari.

Other nominees were Andrea Peterson, Administrative Tech 1 in the College of Arts and Sciences Academic and Career Advising Center; Marcy Tintera, Staff Assistant in the College of Law; and Debra Predmore, Accounting Associate from the Bureau of Sociological Research.

Judges for the Frolik award were Rev. Don Coleman, KFOR Radio; Molly Coke from Firespring Marketing Agency; and Ann Usher from Lincoln Public Schools at Irving Middle School.

A few comments made on behalf of Mari's nomination were: Mari leads by example, whether it be while working with colleagues or contributing as an active member of local and national professional organizations. She has been a UNOPA advocate within our unit and helped refresh our leadership team's perspective about the importance of the organization to our staff and our campus. Always provides seamless diplomacy in a way that is unnoticeable to the average person. Finally, she is viewed as "everyone's friend", and it is through that friendship that so many individuals are encouraged to participate in and contribute to UNOPA and the University.

Past President/Bradley Munn Professional Growth Committee – Mary Klucas, Director; Alycia Libolt, Cathy Robertson, Jaime Long and Jane Schneider-Committee Members

Per UNOPA Bylaws: The Immediate Past President shall serve as a member of the Executive Board from the time the new President assumes office on July 1 until the following June 30; shall serve as the Director of the Bradley Munn Professional Growth Fund (see University of Nebraska Foundation Guidelines for UNOPA Fund CD 2484); shall coordinate activities with the UNOPA membership relating to the state and national conferences to include planning a reception for UNOPA members to be held during the NAEOP Annual Conference; and shall compile and submit the Louise Henderson Nelson Award packet for NAEOP competition.

Report of the Bradley Munn Professional Growth Fund Committee

According to the committee guidelines, the committee members are the Immediate Past President, Mary Klucas; Career Development Director, Jane Schneider; Treasurer, Alycia Libolt; and two at-large UNOPA members, Jaime Long and Cathy Robertson.

The Bradley Munn Professional Growth Fund Committee monitors the Foundation account, which is dedicated to professional growth. Members may request reimbursement for out-of-pocket expenses for professional growth activities. Reimbursements must be approved by the committee according to printed guidelines. The reimbursement form, available from the director or on the UNOPA's website, was updated to reflect the new director. The deadlines for reimbursement are usually October 15, January 15 and April 15. This year we had a May 15 deadline instead of April 15.

In October we received three requests for reimbursement: Kathy Bennetch (\$100), Paige Glasshoff (\$100), and Mari Greer (\$100). In January we received a single request for reimbursement from Linda Luedtke (\$94.35). In May we received three requests for reimbursements: Barbara Homer (\$100), Jane Schneider (\$75), and Lindsay Augustyn (\$52.38).

All reimbursement requests were submitted to Payroll (401 Canfield Administration) using the University of Nebraska Foundation Request for Payment from Foundation Funds Forms.

It has been several years since there was a push for UNOPA members to donate to the Bradley Munn Professional Growth Fund. As a result, the donations have reduced. At the end of FY 2010 monthly payroll deductions were \$70 per month. For FY 2015, the donations were only \$35 per month.

I did not do a raffle fund raiser for the Bradley Munn Professional Growth Fund. The past few years the expenses have been fairly equal to the revenues. The last time a fund raiser was done was FY 2012.

Donations were made to the NAEOP Foundation Educational Fund and NAEOP Marion T. Wood Student Scholarship Fund.

Budget 2014-2015

Beginning balance, July 1, 2015 \$7,545.08

Income received:

Through payroll July 14-July 15 (\$35/month) \$455.00

UNOPA Donation in memorial of Sheila Perry \$25.00

Fund Raiser \$0.00

From Career Development \$0.00

Total Income \$480.00

Subtotal \$8,025.08

Expenses Incurred:

1/21/2015 (October 2014 Request) \$100.00

1/30/2015 (October 2014 Request) \$100.00

1/30/2015 (January 2015 Request) \$94.35

2/09/2015 (1 October 2014 Request) \$100.00

6/30/2015 (May 2015 Request) \$100.00

7/1/2015 (May 2015 Request) \$75.00

7/21/2015 (May 2015 Request) \$52.38

Total expenses from Foundation Fund -\$621.73

Ending Balance, July 31, 2015 \$7,403.35

NOTE: Used through July 2015 to be able to balance. The timing of things at the Foundation is off but was able to make expenses and revenues balance using monthly balance June 2014 through July 2015

NEOPA/NAEOP Liaison

I did not attend the 2014 National Conference. A corsage was purchased on my behalf and presented to Barbara Homer for receiving her PSP.

Louise Henderson Nelson Award

This was not submitted for the 2015 National Conference in July for a variety of reasons. There have been several discussions regarding the value and benefits of this submission. It is likely that UNOPA will discontinue the submission but will continue to track year to year how UNOPA members have been involved at the local, state and national levels.

Bylaws Committee – Cheryl Wemhoff, Director; Marilyn Johnson-Committee Member

The UNOPA bylaws and standing rules were not updated this year.

Career Development Committee/Professional Standards Program – Jane Schneider, Director;

Roddy Spangler-Committee Member

PSP:

There were three people interested in information about obtaining their PSP awards. They were sent the application packet and forms for submission but were not yet ready to submit their applications at this time.

Professional Development:

A Professional Development Workshop presented by Sheila Kepler was scheduled was held Wednesday, Sept. 24, 1:30 p.m. to 3:30 p.m. in the Nebraska City Union. The workshop gave us some helpful ideas about building team synergy and practical ideas about how to work with our colleagues on campus.

Two brown bag lunches were held Spring 2015:

Wednesday, February 18, Noon - 1 p.m. at the Jackie Gaughan Multicultural Center. Our guest speaker was Mark Robertson, Emergency Preparedness Coordinator for UNL, Mark showed us one of the “Really Obvious” videos he created about emergency preparedness and talked to us about how we can be prepared for any emergency on the job.

Wednesday, April 22, Noon - 1 p.m. at the Nebraska Union. The guest speaker for the session was Dr. Helen Fagan, Leadership and Diversity Scholar and Practitioner. She helped us look at the uniqueness each person brings into the workplace, and how the diversity of differences is the best part of creating synergy.

Communications Technology – Diane Wasser, Director

I updated website as needed with current information about meetings, speakers, and awards presented. As of this report all minutes to the general membership and the executive committee are current and under “Meetings” on the website. The site is up-to-date with the most current template of the University.

The UNOPA website received first place recognition at the National Association of Educational Office Professionals Annual Conference in July 2014 for the second year in a row. We have been entered again this year for the same competition and hopefully the same results.

Employee Concerns Committee – Karen Jackson, Director

Campus Recreation Advisory Council – no representation

Chancellor’s Campus Safety Committee – Mari Greer

The committee met five times during the 2014 – 2015 academic year: September and November, 2014 and, January, March and May, 2015. Below is a sampling of what the committee discussed/worked on during this year.

The CUSC Goal:

*To help foster UNL employee awareness of the individual’s role in their own personal safety, that of their co-workers, and safety/injury prevention in general at UNL. To foster completion of safety training by UNL employees, using the Environmental Health and Safety (EHS) **Employee Training Needs Assessment**, as a first step.*

Committee member, Mark Robertson worked in collaboration with University Communications to develop a series of “Really Obvious” video clips, reinforcing a variety of emergency preparedness and safety topics that students, faculty and staff should be familiar with. Mark is also working on developing safety posters that include basic information on handling various emergency situations. The posters will also include vital building and room information (ie: Room 200 - Nebraska Union) that is needed when reporting an emergency situation. These posters will be placed in classrooms and other key areas on campus.

The “blue phones” that are located across campus and connect the caller to the UNL police department dispatch office, will remain at their various locations, for now.

All students, faculty and staff will automatically be signed up to receive an email from UNL Alert when an emergency notification is issued. To receive text notifications, people will need to login and add their phone numbers. People may remove their name, or opt-out, if they do not wish to receive such notification.

Faculty member(s) attended the meeting(s) to discuss their concerns with laboratory safety. The EHS office is working with the Office of Research and Economic Development to improve communication with Principal Investigators (PI's) and enhance the laboratory safety culture at UNL.

Safety audits are conducted of all spaces at UNL on a schedule, based on identified hazards and regulatory requirements. After those audits are completed, a quarterly safety audit overview is compiled and shared with the committee and appropriate campus administrators.

Injury Incident Reports are prepared quarterly and distributed to the committee and the appropriate administrator. Some incidents are classified as OSHA-Recordable and considered potentially more serious.

Discussion on the responsibility for sidewalk snow removal for areas in front of fraternities and sororities. It was reported that these groups have routinely been shoveling only their steps and their own walkway leading to the sidewalk. This results in treacherous walking conditions for UNL faculty, staff and students in front of sororities and fraternities. Eileen Bergt contacted Greek Affairs, since these areas are not the responsibility of UNL. Clearing sidewalks is a city ordinance and complaints can be directed to the City.

Plans are underway to provide access to the American Automobile Association's (AAA) defensive driving training videos. Once set up, Patrick Barrett, Transportation Services Director, will convey information on how to access the training. Such training is designed to be a resource to the campus community, not a requirement.

October 21, Supplier's Showcase – members distributed “Speak Out for Safety” stickers and a handout that highlighted the “Report An Accident or Near-Miss” section of the EHS website.

October 29, Research Safety Colloquium - Mark Robertson's presentation, “DIASTER! Protect Yourself and Your Research” highlighted a number of scenarios, inspiring attendees to think about how to protect their individual research components, including data, in addition to personal safety considerations.

November, Three major emergency preparedness exercises were held. These drills tested the readiness of the UNL Emergency Operations Center, UNL Family Assistance Center and the UNL Joint Information Center. The exercises simulated the response to an anhydrous ammonia release in a research laboratory.

April 15, Safety Colloquium – Sean Kaufman, national/international educator, consultant, and behavioral solutions expert makes presentation “Safety Culture: Perspectives and Practices.” The information included best practices for improving and sustaining safety cultures.

Chancellor's Commission on Environmental Sustainability – Sara Luther

Not active this year.

Chancellor's Commission on the Status of Women – Edie Schleiger

The Staff Council has worked hard this year to make UNL a more woman friendly campus.

We continued working on the lactation situation on campus. Over the last couple of years, this situation has been given the attention it deserves; however, there seems to be additional work that is necessary. We worked with Bill Nunez to make sure the University continues to upgrade spaces/rooms across the campus to be compliant with the law.

Also, the Staff Council hosted an Open Forum over the lunch hour on Tuesday, March 18, which was during Women's Week. We had a good turnout and some very good conversation about various issues women face in assorted situations. Some ideas were exchanged and suggestions were offered.

The Full Commission has addressed many issues, such as the lack of access to Children's Center for many lower paid employees, the need for an Advocate position to ensure consistent implementation of family and female-friendly policies and practices at UNL, the plans for the blue lights on campus, how decisions are made that impact women without input from CCSW, and asking "What does a women-friendly UNL look like?"

Child Care Committee – Tricia Liedle

There were no meetings scheduled for the Child Care Committee this year.

Employee Benefits/U-Wide Employee Fringe Benefits – Diane Wasser

The U-Wide Benefits Committee meets twice a year once at the beginning of the fall semester usually in September and then again in April. Here are summaries of what happened at those meetings.

September 25, 2014

Items discussed were retirement, BlueCross/Blue Shield negotiation with Catholic Health Initiatives, Top Health Newsletter, and the Annual NUFlex enrollment.

The university is negotiating with Blue Cross and Blue Shield and the Catholic Health Initiative for solutions since it is self-insured there are avenues that can be taken. The newsletter "Top Health" which was up for renewal was decided by the committee that we should continue to provide employees with this newsletter.

Other good news is it looks like there will be minimal increases in our health insurance premiums and dental plans this year. Vision Care and Long Term Disability will not increase. Flexible Spending Account will remain the same also. Again there are some added benefits in taking the Health Risk Assessment which will remain voluntary. Retirees should receive a post card the first of October to verify their email addresses. Communication for all employees will be like it was last year with several reminder to enroll starting November 3rd.

April 16th

Items discussed included Affordable Care Act, Long Term Care Insurance, New Employee Benefit enrollment process, NUFlex Enrollment, and CHI/Blue Cross Negotiations.

Affordable Care Act: The Bronze Plan is being used by mostly graduate assistants and a few employees. This plan is needed for compliance with the ACA. Starting in January 2016 all employees will receive a 1095C Tax Reporting statement which will indicate that your employer is providing health insurance. This is similar to your W-2 and is a required tax form.

The current CNA has informed the University that they will no longer accept applications starting in February 2016 so the University is looking at alternative providers.

NUFlex enrollment will be moving up a couple of weeks this year. The enrollment dates will be November 2nd through November 20th this is being done so that it will not interfere with the new SAP upgrade scheduled for December. The hope is that we will get 100% participation this year. For the 2015 enrollment 91% of the employees completed the enrollment process compared to 89% the year before. We discussed the survey that was sent out and changes that might be needed in the Robo calls and emails.

Negotiations continue with CHI and Blue Cross. The university continues to express the importance of a resolution to this negotiation.

Our next meeting will be September 24th.

Employee Emergency Loan Fund Advisory – Shelley Everett, Jan Wassenberg and Marcy Tintera

The Employee Assistance Program (EAP) administers a loan fund designed to assist non-probationary, regular UNL employees in financial crisis who have exhausted all means of obtaining financial assistance in an emergency. The Employee Emergency Loan Fund (ELF) was established and funded by donations from UNL employees, employee groups, and friends. No State or other UNL moneys are used by this fund. Up to \$750 can be borrowed. All money borrowed is interest free and is paid back into the fund by payroll deduction.

Four applications were approved for funding the full amount of \$750 during this past year. Three members of the ELF committee plus a representative of EAP office review each application via a conference telephone call and decide whether or not we should approve the loan. The majority of the time the applicant has exhausted all other viable means and fortunately we usually approve the loan.

The ELF committee, which consists of around fifteen staff members of the University, normally meet once a year with an EAP representative to review rules and regulations, and to welcome new members to our group. This year, however, due to the loss of their support staff person, that meeting was not held.

Faculty Senate – Sara Luther

No report submitted.

James V. Griesen Exemplary Service to Students Award – Jane Schneider

The nominations for 2015 were posted on Blackboard and the Awards Selection Committee met in February to make our selection. The Committee is made up of a UNL Dean serving on a rotating basis, a UNOPA representative, a UAAD representative, two undergraduate students, an international student, the Student Affairs graduate assistant, an Academic Senate Representative and Vice Chancellor Franco.

Dr. Jake Kirkland was selected for the 2015 James V. Griesen Exemplary Service to Students Award.

Parking Advisory Committee – Marilyn Johnson

Had no report to give other than the parking fees increased for 2015-16 academic year.

Parking Appeals Committee – Diane Wasser, Belva Harris and Marsha Yelden

There were no meetings scheduled for the Parking Appeals Committee this year.

Wellness Committee – Alycia Libolt

UNL Campus Recreation offered the following events throughout the year:

- Wellness on Wheels – an event geared toward learning more about your personal wellness
- Fit @ Work – 1.5 mile course with stations testing strength, balance, agility, and endurance
- LiveWell Challenge – a calorie burn challenge
- Fresh Perspective Fridays – a safe and fun weekly weight loss series broken in to three 4-week sections
- Well on Your Weigh – a weight loss program broken into three sections of 3.5 weeks each
- A Man’s Guide to Wellness – event provided in response to topic identified on the 2014 Heath Risk Assessment
- Women: Empower Yourself to be Well - event provided in response to topic identified on the 2014 Heath Risk Assessment
- Eating Well for your Heart & Soul - event provided in response to topic identified on the 2014 Heath Risk Assessment
- Time Management: Key to Wellness - event provided in response to topic identified on the 2014 Heath Risk Assessment
- EveryMove.Org – Challenge to move for 30 minutes, 3 days per week with prizes on a monthly basis for those who achieved 750 points or more. Weekly tips about wellness were also provided.

Wellness Committee meetings focused on the following:

- Budget for UNL’s Wellness Initiative
- Status of the System-wide Wellness Program
- Goals from the Committee’s perspective to present to the President
 - Areas of Universal Need
 - Collections through surveys and focus groups?
 - Beneficial areas for each of the separate campuses to control
 - Data tracking

Incentives and Disincentives

Hospitality Committee – Breana Garretson and Carissa Martin, Co-Directors; Kara Danforth, Pat DeStefano, Rosann Kevil, Susan Thomas, and Marcy Tintera-Committee Members

The Hospitality Committee started the year on a great note with scheduling almost all of the meals and themes well in advance of the meetings. Due to illness and work related issues there was some struggles along the way but we overcame them quite well.

Mid-year we implemented an electronic RSVP system through Eventbrite for our meetings which streamlined the process. The entire committee felt that was very well received! We hope to improve upon that in the upcoming year.

The committee requested a vote from the board to subsidize the Rose Frolik meal by \$3 per meal to aide in covering the cost of a nicer meal for one of our biggest venues. In the upcoming year it might be wise to subsidize only the meals of UNOPA members and not just everyone but that can be discussed at a later date.

Our theme of the year was Mason Jars—each month we made table décor and giveaways centered on that theme. While it cost a bit more in supplies and time of the committee, they were a very nice touch to the look and feel of our monthly meetings. Between the subsidy for the Rose Frolik meal and extra costs in décor we did go over budget for the year. A substantial increase in budget was submitted to the board and approved. The \$250 budget was increased to \$650. While the tentative plan is to rotate out table centerpieces we would also like to be able to seek out other venues to hold the meetings so we aren't tied to the meal choices of the venues we've currently been using. The increase in budget will allow for that possibility.

Overall, I would say 2014-2015 Hospitality Committee worked well together and put together some great meetings for our membership. We hope to do even better things in the upcoming year!

Membership Committee – Jane Schneider and Belva Harris

There are currently 93 members: 67 Active, 9 New, 4 Associate, 1 Honorary, and 12 Retired. On a sad note, two active members passed away this year, Gretchen Walker and Carol Nau. Belva Harris sent out letters to new employees of the University of Nebraska-Lincoln and Jane Schneider sent out membership information and letters, kept track of the email listserv and membership list. Jane also sent the membership list to the Web master, and eligible members for nomination for the Floyd S. Oldt Silver Pen, Floyd S. Oldt Outstanding Staff and Rose Frolik awards.

Nominating Committee – Donelle Moormeier and Donette Petersen, Directors; Kathy Thorne-Committee Member

The Nominating Committee met on January 6, 2015. An itinerary was planned for the 2015-2016 nominations/elections. No budget was used since everything was sent electronically.

On January 14th, an email request for nominations was sent to UNOPA membership for 2015-2016 officer positions. President Jane Schneider sent out the email on the UNOPA listserv. Only active and retired members may vote so a listserv should be created by the President of those members. Attached to the email were the UNOPA officer descriptions and the nomination form. A reminder was again sent out January 26th by the President. Nomination forms were to be received by the committee on January 30, 2015. The Committee met on February 3rd to go over the names of the members nominated. Committee received six nomination forms back.

Forty five names (some duplication) were submitted. Each person nominated was contacted by the Committee either by email, phone, or both asking them for permission to be placed on the ballot. A thank you letter was emailed and a short bibliography was requested. Bio's were requested to be returned to us by February 25th. The slate of nominees was presented at the March General Meeting. As required by the Bylaws, the President called for nominations from the floor. Judy Anderson and Barb Homer were nominated from the floor for Recording Secretary. They both accepted the nomination; however Barb pulled her nomination a couple of days later. The slate of candidates:

| | |
|--------------------------|-----------------------------------|
| President-Elect: | Lisa King and Tricia Liedle |
| Recording Secretary: | Judy Anderson |
| Corresponding Secretary: | Marsha Yelden |
| Treasurer: | Alycia Libolt and Marilyn Johnson |

Survey Monkey was used for the 2015-2016 officer election. Bio's for the nominees were sent to membership on March 16th so that they could review before the voting went live. On March 24th each candidate's bio was uploaded to survey monkey and members were sent a link to vote electronically. Votes were due back by April 1, 2015. This year we added an "abstain" option for each office on the ballot. Of the 89 possible voters, 72 voted. (80%) This was an uptick from last year and we believe the "abstain" option and sending out the bio's a week prior to actual voting had something to do with this.

2015-2016 UNOPA elected officers were presented at the April General Meeting. They are:

| | |
|--------------------------|---------------|
| President-Elect: | Tricia Liedle |
| Recording Secretary: | Judy Anderson |
| Corresponding Secretary: | Marsha Yelden |
| Treasure: | Alycia Libolt |

At the May General Meeting, the Nominating Committee moved to delete the electronic and paper ballots. The motion carried, and the registered Survey Monkey site was deleted by Donelle Moormeier.

The fact that we only received nominations from six members out of 89 still concerns the nominating committee. Any ideas for increasing members input on nominations would be greatly appreciated.

Outreach Committee – No Official Outreach Committee existed for 2014-15

We had three special volunteers that performed some important jobs: Diane Wasser and Mari Greer coordinated Secret Friends and Marcy Tintera took care of collecting box tops and labels for education.

Secret Friends:

During 2014 – 2015, 17 people signed up to be a secret friend. Every month (approx. October – May) they are asked to send a little something to their secret friend (guidelines state spending no more than \$10 per month), but people don't have to spend a lot, it could be a "thinking of you" card with a chocolate bar enclosed, or, whatever. An information section of the sign-up sheet is provided--people tell about things they like, dislike, favorite color, etc. so it gives some clues about the secret friend. The committee chairs took all of the forms from those who wanted to participate and assigned people to someone else. All got a copy of the information, and then the fun started!

Our secret friend "reveal party" was held on Tuesday, June 9 at 5:30 p.m. in the party room at Panera Bread on N. 66th Street. This is when people bring the final gift for their secret friend and they finally find out who's been sending things during the year.

Diane Wasser and Mari Greer were excited to be the co-chairs for 2014-15 and they had a fabulous time doing it! Here's a statement received from one of this year's secret friends after the reveal party. "... it always amazes me that even though I may have known somebody for years, you really see a different side of them as a secret friend. I think if more people realized all the benefits of doing secret friends, the participation would be much higher."

We hope you'll sign up and participate in the Secret Friends program in 2015 - 2016!

Labels for Education Program:

UNOPA participated in the "Labels for Education" program by collecting UPC labels located on box tops, soup can labels and many other products at our general meetings. After the box tops are turned into the school and the school turns them in, they receive a check twice a year. We received a report from the Department of Education with an assessment of the poverty levels within Lincoln Public Schools. Although there are many schools with that distinction, Elliot School was found to have the highest poverty level among Lincoln Public Schools so the labels went to them.

Program Committee – Roddy Spangler, Director; Jane Schneider, Barb Homer, Carissa Martin and Susan Thomas-Committee Members

A schedule of the monthly General Meeting Programs is below.

| Program Date | Speaker/Program | Meeting Location |
|---------------------|--|---|
| 9/9/14 | Stacie Ray / Charity Rep | Cottonwood Room – East Campus |
| 10/14/14 | Laurie Bellows of the Higher Learning Commission (HLC) Leadership Team | Unity Room/212 – Jackie Gaughan Multicultural Center |
| 11/11/14 | Awards / Tricia Liedle | Great Plains Room – East Campus (Oldt/Boss's Awards) |
| 12/09/14 | Lindsay Hastings/NHRI and entertainment by the Lincoln Continentals | Unity Room/212 - Jackie Gaughan Multicultural Center |
| 1/13/15 | Backyard Farmer / Hospitality | Unity Room/212 - Jackie Gaughan Multicultural Center |
| 2/10/15 | Anne Hobbs / Rural Justice | Cottonwood Room – East Campus |
| 3/10/15 | Susan Cook / Homestead Natl Monument | NU - Heritage |
| 4/14/15 | Frolik | Arbor Suite – East Campus (Frolik) |
| 5/12/15 | Installation / Jane and me. | Unity Room/212 – Jackie Gaughan Multicultural Center (Installation) |

UNOPA Notes Committee – Lindsay Augustyn

There were nine issues of *UNOPA Notes* distributed to UNOPA members and all are posted on the UNOPA.unl.edu website as well as in the UNOPA section of Digital Commons. A new online format was developed and used this year. The newsletter information is compiled and distributed as an e-newsletter via HTML, using the Announce system, which sends out the University of Nebraska-Lincoln’s e-newsletter *UNL Today*. The editors use their My.UNL login and password information to access the *UNOPA Notes* newsroom and submit and edit stories.

Ways and Means Committee – Diane Carson

The major fund-raiser for 2014-15 was staffing the Whittier parking lot for Husker home football Games and the Spring game

Here are the Statistics:

After seven home games and the spring game, here are our stats:

- UNL vs Florida Atlantic - 82 spots sold
- UNL vs McNeese State – 96 spots sold
- UNL vs Miami – 84 spots sold
- UNL vs Illinois – 104 spots sold – completely sold out including back lot
- UNL vs Rutgers – 74 spots sold

UNL vs Purdue – 84 spots sold
UNL. Vs Minnesota – 75 spots sold

- Total of 597 spots sold @\$6 each (UNOPA's share) = \$3,582.00. We actually received \$3,594.00
- 2015 Spring Game – 80 parking spots sold – UNOPA - Received \$2.00 each for a total of \$160.00
- 152 people hours have been worked
- 31 UNOPA members have volunteered
- 5 spouses or friends have volunteered
- 14 UNOPA members have volunteered for one of the eight games
- 7 UNOPA members have volunteered for two of the eight games
- 6 UNOPA members have volunteered for three of the eight games
- 2 UNOPA members have volunteered for four of the eight games
- 1 UNOPA member has volunteered for five of the eight games
- 1 UNOPA member has volunteered for six of the eight games.

A very successful fund raiser! A big thank you goes to all who volunteered their time to make this a success.

We had the drawing for two \$25 gift certificates at the December general meeting. The winners were Mary Klucas and Linda Arnold. Linda Arnold generously donated her \$25 back to the fund raiser.

2014-15 UNOPA Annual Report: Reports of Adhoc Committees

Digital Commons – Paige Glasshoff, Director

During 2014-2015, I continued the process of posting UNOPA historical records to Digital Commons. Tonda Humphress and Kathy Bennetch were extremely helpful in this transition. The following items were submitted and posted accordingly: UNOPA Notes, Parking Lot Agreement, List of Officers & Committee Members, List of Current Members, Website and Newsletter Awards (judge's sheets), General Meeting Minutes, and Executive Board Meeting Minutes. Members wanting to view the UNOPA documents on Digital Commons may do so by visiting <http://digitalcommons.unl.edu/unopa>.

Marketing – No Marketing for 2014-15