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2008

2008-09 UNOPA Annual Report

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2008-09 UNOPA Annual Report

“Make a Ripple, Make a Wave”

Report of the President

By Mary Guest

UNOPA Members—Thank you for the opportunity to serve as your President for the 2008-2009 year. It has been my honor to represent you! This year has been a year of growth, both personally and professionally.

According to UNOPA’s Bylaws, the President shall preside at all meetings of the Association and of the Executive Board; shall, with the assistance of other elected officers, appoint committee directors; shall be an ex-officio member of all appointed committees, except the Nominating Committee; shall be a member of NEOPA and NAEOP; shall serve as contact for UNOPA with the University Association for Administrative Development (UAAD), the Nebraska Educational Office Professional Association (NEOPA), and the National Association of Educational Office Professionals (NAEOP); shall represent UNOPA on the NAEOP Advisory Council, at the UNL Deans and Directors meetings, and at any official meetings with university administrators. The Annual Report of the Association shall be compiled and distributed to the members before the end of term in office. The President shall sign checks in the absence of the Treasurer. The President shall become the Bradley Mumm Professional Growth Fund Director the following year.

As stated above, my first duty after taking office was to represent UNOPA at the NAEOP Advisory Council at the Annual Meeting held in July, 2008, in Broomfield, Colorado. This was a great opportunity to observe the inside workings of the national association. In addition, Nebraska, along with Colorado, Utah, New Mexico, Kansas, and Wyoming, co-hosted the annual conference and Nebraska had the largest delegation present! Nebraska’s responsibilities included hosting the First-Timers Orientation, the PSP Banquet, and one day of the Hospitality Room. We were honored that Dr. ZB Mayo, from UNL, was present to accept the 2008 NAEOP Administrator of the Year Award. UNOPA Notes was awarded third place for the Rachel Maynard Communication Award (Tonda Humphress and Deb Rosenau, Editors), and Karen Jackson received the first place award as

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2008-2009 UNOPA Executive Board Officers



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Peg Johnson
President Elect
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472-0533



Tonda Humphress
Recording Secretary
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Cindy Knight
Corresponding Secretary
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Yunling 'Grace' Li
Treasurer
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UNOPA MISSION STATEMENT: Education is the birthright of every person. We, as members of the University of Nebraska Office Professionals Association, pledge ourselves to safeguard that right. We acknowledge the unique role of educational office professionals and the importance of their contributions to the university and the community. The purpose of UNOPA is to provide professional growth and promote high professional standards for educational office professionals with the University of Nebraska, as partners, upholding the quality of service to the university educational systems and the community.

UNOPA Standing Committee Directors

Beth Zager, Awards
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Martha Young, Bylaws
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Donna Boone, Employee Concerns
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Peg Johnson, Program
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Betty Jacobs, *UNOPA Notes*
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Kathy Bennetch, Ways and Means
kbennetch1@unl.edu, 472-2807

Ad-Hoc Committee Directors

Sandy Lineberry, Historian
slineberry1@unl.edu, 472-6623

Lola Young, NEOPA/NAEOP Liaison
lyoung5@unl.edu, 472-1047

2008-2009 ANNUAL REPORT: Report of the President

editor of the NEOPA website. Nebraska will again be co-hosting the national conference in July 2010 in Kansas City, along with the other Central Area states.

My theme for this year was "Make a Ripple, Make a Wave". I wanted UNOPA members to realize that whatever involvement they could afford to invest in UNOPA was valuable, as it takes all of us working together to make a difference. I chose the Veterans Memorial Garden, located in Antelope Park, as my 50/50 recipient, and was able to present them with a check for \$415 in May.

During this year, I attended monthly meetings with Susan Poser, Chief of Staff and Associate to the Chancellor, along with Valerie Lefler, President of UAAD. Susan kept us apprised of what was going on campus-wide, and she also was instrumental in helping us arrange a workshop on campus for all employees on the topic of Campus Violence Prevention, presented by Dr. Steven Albrecht. These monthly meetings provide a valuable line of communication for UNOPA to UNL administration.

I also attended the Deans and Directors meetings twice each semester. This is UNOPA's opportunity to keep administrators informed of UNOPA activities. This was also my chance to encourage them to support their office professionals to be active in UNOPA and attend professional growth activities.

At the local and state levels, UNOPA members had several opportunities to attend professional growth workshops during this year including:

UNOPA Workshops

Fall workshop: "A Spoke, Not the Wheel", presenters included Beth Griffin, Linda Arnold, Debbie Hendricks, Dean Jack Oliva, Dean Ellen Weissinger, and Dr. ZB Mayo

Spring workshop: "Wow, That Felt Great" based on the FISH Philosophy, presented by Sandra Stockall

NEOPA Workshops

Fall workshop hosted by Wayne State Educational Office Professionals Association: "Crisis/Emergency Management Basics" presented by Dr. Jason Karsky, "Stress and the Working Woman" presented by Dr. Mark McCorkindale, and "Stress Relief Through Massage, Yoga, and Breathing Techniques" presented by Connie Hassler

Spring 2009 Conference, "Make a Ripple, Make a Wave, Let Your Talents Shine Through": Keynote Speaker, Kris Thaller, Certified Life Coach; "Moving Onward and Upward" presented by Dr. Chris Timm; "Putting Your Best Foot Forward" presented by Gina Larson; "Writing of Minutes and E-Mail Courtesies" presented by Sheryl Piening Keller; "Shining Through the Occasional Cloud" presented by Suzanne Drew.

UNOPA hosted the NEOPA Spring 2009 Conference under the leadership of Debbie Hendricks and Diane Wasser. UNOPA was also asked to host the NEOPA Spring 2010 Conference that will be held in conjunction with the 2010 Central Area Professional Development Day with Gretchen Walker and myself co-chairing this event.

UNOPA hosted the annual Boss's Luncheon in November. Beverly Russell, Assistant Director of Extended Education and Outreach, received the 2008 Floyd S. Oldt Boss of the Year award. In February, the Floyd S. Oldt Silver Pen and the Outstanding Staff awards were presented. Recipients of the Silver Pen Awards were Donna Boone, Office of Technology Development, and Sandi Jones, Extended Education and Outreach. Recipient of the Outstanding Staff Award was Pamela Hanks, Extended Education and Outreach. In April, Karen Jackson, College of Agricultural Sciences and Natural Resources, received the Rose Frolik Award.

In preparation for UNOPA's upcoming 50th Anniversary Celebration in 2013, we began selling UNOPA tumblers with the proceeds going to a separate savings account to help with funding the celebration activities in 2013.

This year, Julia Brebner, Membership Director, and Sandy Lineberry, Mentoring Director, joined forces to welcome new office professionals to the university. Each new office employee has been greeted by a UNOPA member and presented a UNOPA mug filled with logo items provided by various UNL departments and a packet of useful information to help them learn about university resources and policies. This was a very successful venture and it helped to involve current members in welcoming the new employees to the university community.

UNOPA and its members do wonderful things over the years, and are involved at the local, state, and national levels, as well as with the Lincoln community. UNOPA members were involved with several community projects this year. Some of these projects include donating socks to be sent to children at the hospital on the U.S. Air Force base in Afghanistan, collecting Cell Phones for Soldiers, volunteering with the Special Olympics, and collecting food for the local back pack program. With all the activities, I felt that it was time to once again apply for the NAEOP Louise Henderson Nelson Award. This award recognizes outstanding affiliate associations. The associations are judged on their members' involvement with the national association, the programs and opportunities we provide our members for professional development, and for our members' involvement in community activities for a five-year time period. Many thanks to Sandy Lineberry, who spent countless hours compiling UNOPA's information for the last five years, in order to submit UNOPA for the Louise Henderson Nelson Award. To insure UNOPA continues to submit annually for this award, the duties of the past president were changed to include the submission of the Louise Henderson Nelson Award.

2008-2009 ANNUAL REPORT: Reports of Elected Officers

Report of the President-Elect

By Peg Johnson

The President-Elect responsibilities include performing the duties of the President in the event of the President's absence, fill the vacancy of the Presidency and to be the director of the Program Committee. Fortunately for me, Mary Guest was available to attend all of the meetings as scheduled.

I attended several meetings with Mary which included a Faculty Senate meeting, the April's Deans and Directors meeting and a meeting with Susan Poser in May.

Mary has been very diligent in keeping me informed on issues as they arise. With Mary's knowledge of Robert's Rules, UNOPA's bylaws and history, she has been an outstanding mentor.

*L-R: Mary Guest
and Peg Johnson*



My installation was held May 12, 2009 at the Culture Center with the Dairy Store catering our meal. According to my wishes Sandy Lineberry preformed my installation and I thought she was outstanding.

The 2009-2010 Directors were introduced. My theme for the upcoming year is "Set The Example". My 50/50 recipient will be announced at the September, 2009 general meeting.

My budget for the year was \$500. Expenditures totaled \$535.31. Last minute expense for the linen was more costly than planned.

Report of the Recording Secretary

By Tonda Humphress

Committee description/duties/responsibilities:

The Recording Secretary is responsible for taking roll call at Executive Board meetings; maintaining an accurate record of the proceedings of Executive Board and General Membership meetings; ensuring that copies of the minutes are made available to the Executive Board or General Membership, as appropriate, in a timely manner; and keeping up-to-date records of the current Bylaws, including Standing Rules. The Recording Secretary is also responsible for collecting pertinent records to be archived. If needed, the Recording Secretary assists other elected officers in appointing committee directors and is expected to preside at meetings in the absence of the President and President-elect.

Report of what was accomplished:

I was able to attend all Executive Board and General Membership meetings, except for the April 14, 2009 General Membership meeting, in order to make a record of the proceedings. Cindy Knight, Corresponding Secretary, attended and took minutes for the April 14 General Membership meeting. Once approved by the President, the minutes were made available to the appropriate membership group as soon as possible before

the next meeting. The minutes were then approved as written or approved with corrections at which point they were filed in the Recording Secretary binder and sent to the Communication Technology Director for posting to the UNOPA website. A record was kept of attendees at each of the Executive Board meetings and is filed in the Recording Secretary binder. It was not necessary to help appoint committee directors or preside at meetings this year.

Report of income/expenses:

Recording Secretary

Approved Budget Amount	\$35.00
Actual Expenses	0.00
Balance	<hr/> \$35.00

By using recycled (binder) and donated items (dividers, pocket sheet), no expenses were incurred. I recommend that the balance remaining be returned to the operating budget.

Report of the Corresponding Secretary

By Cindy Knight

Committee description/duties/responsibilities:

The Corresponding Secretary shall conduct the correspondence of the Association as directed by the President and the Executive Board, including extending courtesies to Association members, and corresponding with NAEOP and NEOPA and reporting UNOPA Activities for publication; shall in the absence of the Recording Secretary, assume the duties of the Recording Secretary; shall assist the other elected officers in appointing committee directors; shall assist, as needed, with registration and travel arrangements to meetings; shall collect photos for scrapbook; shall be responsible for the past-presidents luncheon; shall be responsible for the holiday collection, and shall provide publicity for UNOPA including sending notices of meetings and information to the Scarlet, E-news, and other media outlets as appropriate.

Report of what was accomplished:

As of May 31, 2009 a total of 19 cards were sent this past year to UNOPA members— 1 birthday, 3 congratulations, 7 sympathy, 6 thinking of you and 2 get well. I used cards from the card file and purchased Hallmark .99 cards. Also I bought a musical birthday card for Rose Frolik since she can't see very well and this way she could hear the birthday greeting. All the cards were sent to members' home addresses.

Notices were sent each month to E-News and the Scarlet for meeting announcements, except May's which got by me.

I am planning to put this year's pictures of General meetings and Workshops on a CD. Also I will be doing a scrapbook.

Budget: Projected Budget [\$650.00], Amount Spent [\$510.32] and Amount Remaining [\$139.98]

Detailed spread sheet available.

The Giving Tree

This year's Giving Tree was for the teenagers at CEDARS Home for Children. I decided on this group because sometimes they are forgotten.

A list of wishes for this age group was emailed to me and I setup a list on colored cardstock paper.

Cardstock paper stars had a code on them and were color coordinated with each sign-up sheet. The stars were hung on a tree for the November UNOPA General Meeting in which members choose a star or two.

CEDARS couldn't of been more appreciative for the generosity of UNOPA members— even when I forgot one gift certificate – they were more the happy to come back even in bad weather to get the gift. CEDARS thanked UNOPA for thinking of the children (teenagers).



Past Presidents/Retirees Recognition Luncheon

The annual Past Presidents/Retirees recognition luncheon was held at the Nebraska East Union on April 9th. The Rose Frolik Award was presented by Sandy Lineberry to

Karen Jackson. Twenty four past presidents responded with a yes to attend the luncheon but one had to back out at the last minute. One retiree and one of the first members of UNOPA attended the luncheon. Eight regular and two handicapped hang tag parking passes were provided to our visitors as requested. The lunches and parking hang tags for our special guests were provided for by the corresponding secretary's budget. This year I gave each Past President and retiree an artificial spring bouquet of flowers with a navy ribbon attached. They will last forever as will the hard work each of the Past Presidents has given to UNOPA. Guests of the Honorees paid for their own luncheons.

Recommendations:

New camera – I used my camera to take pictures. The UNOPA camera has problems when taking pictures especially at Nebraska East Union. The pictures come out dark and I had to do some editing and ask for help from someone who knows Photo Shop.

I will be passing on a CD with the template for the invitation, return card, program for the Past Presidents/ Retirees Luncheon.

Picture Taking – Take pictures of the speaker before the meeting starts. This way you can get a clear picture of speaker. You can also take pictures during the meeting.



L-R: Donna Boone, Rose Plasek (visitor) and Lorraine Moon at the September General Meeting.



L-R: Karen Jackson is presented with the Rose Frolik Award plaque by Sandy Lineberry..



Sandra Stockall presented "Wow, That Felt Great!" at the Spring Workshop.

Report of the Treasurer

By Grace Li

Report:

The UNOPA Financial Overview for the 2008-2009 Fiscal Year (on the following page) is provided as the report from the Treasurer.

UNOPA Financial Overview
2008 / 2009
June 30, 2009

Officers	Budget		Net Budget	Actual		Net Actual	Under/ (Over) Budget	Transfers		Under/ (Over) Budget
	Income	Expense		Income	Expense			Income	Expense	
President		\$507.00	(\$507.00)	\$ 120.00	\$ 729.57	\$ (609.57)			\$ 38.38	(\$140.95)
President Elect		\$500.00	(\$500.00)		\$ 535.31	\$ (535.31)				(\$35.31)
Recording Secretary		\$35.00	(\$35.00)							\$35.00
Corresponding Secretary		\$650.00	(\$650.00)		\$ 370.53	\$ (370.53)			\$ 201.50	\$77.97
Treasurer		\$20.00	(\$20.00)		\$ 5.50	\$ (5.50)				\$14.50
Standing Committees										
Awards	\$3,175.00	\$3,815.00	(\$640.00)		\$ 549.13	\$ (549.13)			\$ 126.25	(\$35.38)
Bylaws		\$30.00	(\$30.00)							\$30.00
Career Development	\$1,200.00	\$895.00	\$305.00	\$ 1,027.00	\$ 1,005.96	\$ 21.04			\$ 21.04	\$305.00
Communication Tech		\$325.00	(\$325.00)		\$293.60	\$ (293.60)				\$31.40
Employee Concerns		\$0.00	\$0.00							\$0.00
Historian		\$20.00	(\$20.00)		\$ 25.00	\$ (25.00)				(\$5.00)
Hospitality		\$450.00	(\$450.00)	\$ 4,598.75	\$ 5,219.73	\$ (620.98)		\$ 511.75	\$ 72.75	\$268.02
Membership	\$1,440.00	\$440.00	\$1,000.00	\$ 1,315.00	\$ 257.92	\$ 1,057.08		\$ 45.00	\$ 42.08	\$60.00
Mentoring		\$0.00	\$0.00					\$0.00	\$ 42.08	(\$42.08)
Miscellaneous (Special Projects)		\$745.00	(\$745.00)		\$ 600.00	\$ (600.00)				\$145.00
Nominating		\$50.00	(\$50.00)		\$ 10.08	\$ (10.08)				\$39.92
Outreach	\$200.00	\$200.00	\$0.00	\$ 200.00	\$ 29.56	\$ 170.44				\$170.44
Program		\$560.00	(\$560.00)		\$ 308.74	\$ (308.74)			\$ 121.44	\$129.82
UNOPA Notes		\$671.80	(\$671.80)		\$ 406.61	\$ (406.61)			\$ 44.25	\$220.94
Ways & Means	\$4,604.00	\$0.00	\$4,604.00	\$ 5,034.00	\$ 278.00	\$ 4,756.00				\$152.00
Ad Hoc Committees										
NEOPANA/EOP Liaison		\$105.00	(\$105.00)		\$ 101.68	\$ (101.68)				\$3.32
Miscellaneous Expenses										
Interest Earned				\$ 24.10		\$ 24.10				
50-50 Drawing				\$ 415.00	\$ 415.00	\$ -				
Donation				\$ 20.00		\$ 20.00				
Mugs					\$ 189.51	\$ (189.51)		\$ 142.02		(\$47.49)
Tumblers				\$ 627.00	\$ 625.68	\$ 1.32		\$ 11.00		\$12.32
Totals	\$10,619.00	\$10,018.80	\$600.20	\$ 13,380.85	\$ 11,957.11	\$ 1,423.74	\$ 1,389.44	\$ 709.77	\$ 709.77	\$1,389.44
Checking Account										
Beginning Checking Balance 7/1/08	\$3,749.05									
Actual Net Checking	\$9,091.53		\$9,091.53	\$ 12,740.85	\$ (3,649.32)					
Ending Checking Balance 6/30/09	\$12,840.58									
Cost Center Balance 6/30/09	(\$7,667.79)		(\$7,667.79)	\$ 640.00	\$ (8,307.79)					
Total Funds Available 6/30/09	\$5,172.79		\$1,423.74	\$ 13,380.85	(\$11,957.11)					
CD Tier One										
CD Tier One	\$3,547.68									
50th Anniv Savings	\$ 409.99									
*\$500 Speaker Cost in Oct										

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Report of the Awards Committee

By Beth Zager, Director

Committee Members:

Diane Wasser and Connie Johnson



L-R: Diane Wasser and Beth Zager

Duties of the Committee:

The Awards Committee facilitates the presentation of the Floyd S. Oldt Boss of the Year Award in the fall and the presentation of the Floyd S. Oldt Outstanding Staff Award, Floyd S. Oldt Silver Pen Award, and the Rose Frolik Award in the spring.

The committee did all work via email and phone conversations.

Announcements for all the awards were published in the UNOPA Notes, Scarlet, and E-News. Announcements were also made at UNOPA general meetings prior to the nomination deadline. Nomination forms and guidelines were made available on the UNOPA Website.

Invitations were sent to all judges and nominees for them to be guests at the luncheon where the respective award was presented.

After each award, announcements of the winners were published in the UNOPA Notes, Scarlet and the UNOPA Website.

Changes for next year:

After discussion within the Awards Committee and the UNOPA Board, the decision was made to change the Floyd S. Oldt Outstanding Staff Award and Floyd S. Oldt Silver Pen Award presentations to coincide with the Floyd S. Oldt Boss of the Year Award. There will be no award presented at the February general meeting. Reasons for this change included combining all Floyd S. Oldt Awards presentations into one luncheon and avoiding the end of semester/start of semester rush that seemed to cause problems with the January nomination deadlines.

This change will take place for the 2009-2010 year. The UNOPA Awards Committee Calendar of Duties and Responsibilities has been modified to reflect this change. An announcement of the new award deadlines will need to be sent to all University staff at the beginning of the fall semester.

Floyd S. Oldt Boss of the Year Award and Luncheon

The nomination deadline was October 15, 2008 with the award presented at the luncheon on November 11th.

Judges for this award were three individuals from the community. They were:

- Cathy Blythe, KFOR Morning Show and Problems and Solutions Host
- Senator Tony Fulton, Nebraska Legislature, District 29, and
- Courteney Wichman, Executive Assistant at NEBCO.

Two nominations were received:

- Tami Phillips, Registrar, Customer Service, Extended Education & Outreach, and
- Beverly Russell, Assistant Director, Instructional Design & Development, Extended Education & Outreach.



L-R: Beverly Russell and Tami Phillips

Two judges and both nominees attended the November 11th general meeting. Judges were recognized and each nominee received a certificate of nomination. The award recipient was Beverly Russell. Russell received a \$500 stipend, an engraved plaque, and a one-year membership to UNOPA. Dean Marjorie Kostelnik, the 2007-2008 Floyd S. Oldt Boss of the Year presented the award.

Floyd S. Oldt Silver Pen and Floyd S. Oldt Outstanding Staff Award and Luncheon

The nomination deadline was January 9, 2009 with the awards presented at the luncheon on February 10th.

These two awards are judged by six people from across the University representing the six different classification levels: Administrator, Manager/Supervisor, Faculty, Director, Office, and Service. The same judges are used for both awards. Due to the number of awards received, we did not need the service of judges. Instead, the awards committee read through each nomination to see if the nominee met the qualifications.

Floyd S. Oldt Silver Pen Nominees were:

- Donna Boone, Administrative Support Secretary, Office of Technology Development, and
- Sandi Jones, Project Assistant, Instructional Design & Development, Extended Education & Outreach.

Donna Boone and Sandi Jones received this award. Each received a framed certificate, a \$600 stipend, an A.T. Cross Silver Pen, and a one-year membership to UNOPA.

Floyd S. Oldt Outstanding Staff Nominee was:

□ Pamela Hanks, Project Assistant, Marketing & Customer Service, Extended Education & Outreach
Pamela Hanks was named the recipient and received personalized plaque, \$1000 stipend, and a one-year membership to UNOPA.

Rose Frolik Award Luncheon

The nomination deadline was March 6, 2009 with the award presented at the luncheon on April 14th. Nominations for this award are restricted to UNOPA members meeting eligibility requirements. There is a list of eligible members on the UNOPA web site.

This award is judged by community members outside of the University. The judges this year were:

- Molly Brummond, Director of Development at Village Gardens & Co-Chair of Lincoln's Young Professional Group's Philanthropic Committee
- Heather Bullock, Marketing and Events Coordinator for the Nebraska Hospital Association, and
- Debra Dean, Administrative Assistant for the American Red Cross - Cornhusker Regional Chapter.

Rose Frolik Award Nominees were:

- Karen Jackson, Programming Assistant and Transfer Credit Evaluation Specialist with the College of Agricultural Sciences & Natural Resources and Agricultural Research Division
- Marcy Tintera, Staff Assistant with the College of Law, and
- Doreen Wagenaar, Administrative Technician II with the Department of Art and Art History.

Nominees were introduced and presented with a certificate of nomination. The award is presented each year by Sandy Lineberry representing Rose Frolik. The Rose Frolik Award was presented to Karen Jackson. She received an engraved plaque, \$600 stipend, and a one-year

Report of the Bradley Munn Professional Growth Committee

By Gretchen Walker, Director

According to the committee guidelines, the committee members are: the Immediate Past President as Chair, Gretchen Walker; Career Development Director, Jan Edwards; Treasurer, Grace Li; and two additional at-large UNOPA members, Cathy Robertson and Lisa King.

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 deadlines for reimbursements are October 15, January 15, and April 15. The committee decided to budget for four professional growth reimbursements (\$400) and four PSP reimbursements (\$400). Income from current donations was projected at \$564 and new donations projected at \$250.

The reimbursement form, available from the director or on the UNOPA's website, was updated to reflect the new director. The form was available at all UNOPA general membership meetings and verbal reports were given, including information about ways to contribute to the fund.

In October we received two requests for professional growth reimbursements. The two members who received reimbursements were congratulated at the November Bosses' luncheon for continuing their professional growth. They were Sandy Lineberry (\$100) and Doreen Wagenaar (\$95). No applications were received in January. In April we received three requests for professional growth reimbursements. The three members were congratulated at the April

Rose Frolik Award luncheon for continuing their professional growth. They were Mary Guest (\$94), Kathy Bennetch (\$100), and Diane Wasser (\$100). Since no applications were received for PSP reimbursements the committee decided to award a fifth professional growth reimbursement. All committee meetings were conducted via email after the application deadline.

In order to assure we continue to have funds available to our members for expenses and to promote ownership by every UNOPA member, we continue to encourage donations to the Bradley Munn Fund. One easy way to donate is through a minimal payroll deduction. We currently have 24 members contributing (this is up from 19 on July 1). Another way to contribute is to make a one-time donation. At the September and October meetings we had a donation box where members could drop in their loose change. This campaign was unsuccessful as only the committee members were contributing, so we did not continue with this method of raising funds. Total funds for the two months equaled \$18.00. In the past this committee held fund raisers but we did not undertake this activity this year. We did receive \$490.08 from the Career Development committee as they made a profit on workshops.

We must continue to encourage members to apply for reimbursement for their professional growth activities AND to help replenish this fund so we can continue to offer these monetary awards to our members.

Budget:

Beginning balance, June 1, 2009:	\$3,538.35
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Income received:

thru payroll as of May 31, 2009	\$ 681.75
projected thru payroll for June, 2009	\$ 65.50
from donation box Sept/Oct 2009	\$ 18.00
from Career Development FY09	<u>\$ 490.08</u>

Total Income	<u>\$1,255.33</u>
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Subtotal	\$4,793.68
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Expenses incurred:

October 2008 reimbursements	\$ 195.00
April 2009 reimbursements	<u>\$ 294.00</u>

Total Expenses	<u>\$ 489.00</u>
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Ending balance, June 30, 2009	<u>\$4,304.68</u>
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Report of the Bylaws Committee

By Martha Young, Director

Committee Members:

Barb Carley, Chris Gardner & Rhonda Zugmier

Expenses:

No funds were spent for the 2008 -2009 year.

Bylaws Revision:

The following revision was made to the Bylaws this year and was voted on by the General Membership.

Duties of the Committees

Standing Committees

B. The Immediate Past President shall serve as Director of the Bradley Munn Professional Growth Fund Committee. This Committee administers UNOPA's Foundation account with the primary intent being to encourage Professional Development in multiple areas among the membership. The review board consists of the Immediate Past President, the current Career Development Director, the current Treasurer and two additional UNOPA members. The Board will meet quarterly to review the status of the fund, review applications and select recipients, and actively recruit monetary pledges to replenish the fund. **The Immediate Past President shall be responsible for compiling the application packet for UNOPA to be submitted to the National Association of Educational Office Professionals Louise Henderson Nelson Award competition.**

Report of the Career Development Committee

By Jan Edwards, Co-Director

Committee Members:

The 2008-2009 Career Development Committee consisted of Deb Carlson, Jeanette Fisher, Cindy Hornung, Peggy Jeffries, Carol Nau, Marci Tintera, and Carol Wusk. The Co-Chairs were Debbie Hendricks, who handled all things PSP (note: *\$60.95 for PSP plaques*), and Jan Edwards, who coordinated the workshops.

Our committee's goal was to provide two workshops for UNOPA members, one free to members and the other as inexpensive as possible for our members. We were to contact NAEOP for In-service Training points and provide PSP certificates verifying attendance to those who wanted them. Anyone else from the university community who wanted to attend was invited to do so at a minimal cost. In preparing for those two workshops, we encountered one group that had a vital, but short topic. So we also coordinated a Mini-Workshop over the lunch hour on each campus.

Our first workshop, held on Tuesday, October 28, 2009, at the East Campus Union, was "A Spoke, not the Wheel," and consisted of two panels, three members each.

The 'spoke' panel consisted of support staff and the representatives were Linda Arnold, Administrative Secretary, IANR; Beth Griffin, retired Executive Secretary, Chancellor's Office; and Deb Hendricks, Executive Secretary, Student Affairs. Our 'wheel' panel had Giacomo (Jack) Oliva, Dean of the Hixon-Lied Fine and Performing Arts College; Z B Mayo, Associate Dean and Director, Agriculture Research Division; and Ellen Weissinger, Executive Associate Dean for Graduate Studies. Our Facilitator was Vicki Highstreet, Assistant Director, Campus Recreation.



L-R: Debbie Hendricks, Linda Arnold and Beth Griffin

This was the first workshop of its kind for UNOPA and that is why we made it the free workshop as we were unsure as to its reception. We needn't have worried as it was very

well received and the feedback was exceptionally high. *[Please note for future reference, it would be better to have the free workshop as the second workshop.]* We charged \$10.00 each for non-members attending.

Also, to help defray expenses, several of our committee members and Mary Guest, UNOPA President, prepared baskets, which we sold tickets for members and attendees to place in a bag identified with each basket. We pulled the winners names from each bag at the end of the workshop. This was well received and enjoyed by all.

Statistics for this workshop: 57 Attended (67 registered, 3 cancelled, 7 no shows); 10 baskets for raffle

Revenue:	\$283.00
Expenses:	\$287.89
Loss:	(\$4.89)

The second workshop, “Wow, That Felt Great!” the Fish Philosophy, was presented by Sandra Stockall, UNL Professor Emeritus on February 17th. Professor Stockall was with the UNL Speaker’s Bureau. Her goal was to help us build stronger relationships to help us face challenges more effectively and to make a difference in the lives of people around us (ie. Colleagues & customers/clients). She aimed to have us understand how to have fun, make peoples’ day, how to “be there” and how to choose our attitudes. We watched videos, listened to examples and

stories, broke into discussion groups and had an enjoyable, fruitful afternoon.

Statistics for this workshop: 48 attended (51 registered, 2 no shows and one cancellation)

Revenue:	\$750.00
Expenses:	\$160.76
Profit:	\$589.24

Our Mini-Workshop: The Care Giver Organizer was presented March 3 & March 5, by five of the six Caregiver Chicks. They were Virdalia Yazzie, Marilynn Shaw, Janet Henderson, with Suzy Campbell as the main speaker and Pat Jarecke supplementing her. This group of full-time caregivers was asked by Donna Washburn, Eldercare Specialist with the Lancaster County Agency on Aging, to put together some kind of a notebook that would aide other caregivers in organizing and maintaining the necessary records of those for whom they care. Notebooks were available for purchase at both.

Costs	\$33.32
Total Revenue:	\$1033.00
Total Expenses:	\$542.92
Profit Contributed to the Bradley Munn Fund:	\$490.08

Report of the Career Development—PSP Committee

By Debbie Hendricks, Co-Director

The Career Development – PSP Co-Chair is responsible for promoting the Professional Standards Program to UNOPA members, and working with members to achieve their own PSP certification.

Monthly brownbag sessions were held through the lunch hour, August through May, rotating between City and East Campus, to offer a time for UNOPA members to go over their PSP materials, or just learn more about the program. Members of the PSP Endowment Committee (Jeanne Andelt, Mary Guest, Tricia Liedle, Gretchen Walker, Diane Wasser, and Lola Young) were recruited to assist with these programs. Attendance was very poor, with oftentimes nobody but the presenters showing up, sometimes 1-3 others.

At their request, I also presented three different lunch hour programs at the Nebraska State Office Building to the Nebraska Department of Education Office Professionals Association, encouraging them to work towards their PSP recognition.

At the November 2008 UNOPA meeting, plaques were presented to the UNOPA members who had earned PSP recognition during the January, May or September 2008 deadlines. Tricia Liedle, Cindy Knight, and Cathy Robertson were recognized. The only 2008-09 expense incurred by this committee is the \$60.95 for the award plaques presented.

In November 2008, I sent personal notes to the UNOPA members who had earned their PSP certification in 2003-04, reminding them they needed to apply for recertification in order to remain current. All four of those members (Carol Bom, Chris Cary, Linda Luedtke and Carol Wusk) qualified for recertification on May 15, 2009.

Tonda Humphress turned in her PSP paperwork and qualified on May 15, 2009 for a Bachelor's Degree, Option II certificate.

Requests were turned in to NAEOP and the programs listed below were approved for PSP in-service training hours:

- UNL Empowerment Forum – 6 hours – October 31, 2008
program sponsored by the Vice Chancellor for Student Affairs
- UNOPA Fall Workshop – 3.5 hours – October 28, 2008
“A Spoke, Not the Wheel”
- UNOPA Workshop – 1 Hour – September 29, 2008
“How to Write a Nomination Letter”
- UNOPA Spring Workshop – 3.5 hours – February 17, 2009
“Wow, That Felt Great” (Fish Philosophy)
- UNOPA Workshop – 1 Hour – March 3 or March 5, 2009
“Being Proactive - - The Caregiver Organizer”
- NEOPA Spring Conference – 7 hours – April 17, 2009
program hosted by UNOPA
“Make a Ripple . . . Make a Wave, Let Your Talents Shine Through”

It's been a busy, but rewarding PSP year!

Report of the Communication Technology Committee

By Karen Jackson, Director

Members: Deb Rosenau

According to the UNOPA Bylaws & Standing Rules, the Communication Technology Committee will update and maintain UNOPA's webpage. It is strongly recommended that the Committee Director have working knowledge of html, pdf, and ftp. Commitment is for two years.

The goal for the Committee this year was to continue enhancing the website in meeting our goal of making the website user-friendly and informational to all our

members and for those thinking about becoming members. We also started the conversion of the website into the UNL website templates. Bryan Becker, a past student worker for Student Affairs, was asked to help convert the current website into the UNL templates. Bryan completed his portion of conversion in June, and payment was made to him in the amount of \$293.60. The goal is to have the new website active by the Fall of 2009. A decision was also made to not enter the current website in the NAEOP website competition.

Report of the Employee Concerns Committee

By Doreen Wagenaar and Donna Boone, Co-Directors

Members: Deb Rosenau

- A. UNL Benefits Committee
Lola Young, Representative

The Membership of the Committee. The Employee Benefits Committee consists of ten members: six faculty members appointed by the President of the Academic Senate, at least one of whom must hold an appointment of 50% or more in the Cooperative Extension Division; one

member of the Managerial-Professional staff, appointed by the Chancellor; one member of the Office/Service staff, appointed by the Chancellor; the UNL Director of Personnel; and the UNL Director of Insured Benefits and Retirement.

The Responsibilities of the Committee. The responsibilities of the Employee Benefits Committee are to “study any and all matters relating to the following:

- (a) retirement plans
- (b) health and accident insurance
- (c) life insurance
- (d) disability insurance
- (e) other insurance of general employee interest
- (f) employee assistance programs
- (g) recreation programs
- (h) any benefits which might aid in increasing faculty and staff efficiency and morale, and which would aid in the recruitment and retention of superior faculty and staff.”

In addition, the Committee is to “make a continuing appraisal of the foregoing, including study of any changes in present programs which may be or should be proposed, and shall make recommendation from time to time concerning them to the Academic Senate.”

The Committee’s Limited Role. Most employee benefit decisions are made at the system level, with input from the University-wide Benefits Committee, so the role of the UNL Employee Benefits Committee is quite limited. We can suggest changes, but we have no direct input into the ultimate decisions. Our primary roles are information-gathering and advocacy. Our Committee syllabus requires that the Chair of the UNL Committee be appointed to the University-wide committee.

The Committee’s Activities. The Committee was inactive this year. The Committee Chair who is a Faculty Senate member, didn’t call us together for any meetings.

B. U-Wide Employee Fringe Benefits Committee Lola Young, Representative

The U-Wide Fringe Benefits committee met twice during the 2008-09 year. At the fall meeting we were apprised of the condition of the trust fund and changes/prices for the 2009 benefits package. This will be the last year both online and paper enrollment will be offered; 2010 will be strictly an online process. Caremark began an annual iBenefit Report to qualifying insureds. It is a consumer report that generates a personalized summary of the employee and dependent’s (if applicable) prescription history and associated recommendations for future purchases. We were pleased, once again, with the minimal changes in the plans and prices.

We were also given a Wellness Committee Update at this meeting. The Wellness Committee made a recommendation to provide a Health Risk Assessment (HRA) to employees on a voluntary completion basis. Those employees completing the HRA would be eligible

for the following benefits for employee, spouse, and dependent children:

- ☐ Annual adult preventative allowance increased from \$250 to \$300
- ☐ Annual child (under age 2) preventative allowance increased from \$500 to \$600
- ☐ First dollar coverage for a routine preventative colonoscopy every 10 years beginning at age 50
- ☐ \$0 generic prescription drug copay at mail service only.

They plan to roll out the HRA in fall 2009. The above benefits (Enhanced Wellness Benefit) would be offered to employees in January 2010. Employees electing to not complete an HRA will continue to receive the same preventative wellness benefits that are currently being offered.

At the spring meeting we were, again, apprised of the condition of the trust fund. As well, we were informed about the changes to the University’s Basic 401 (a) Retirement Plan addressed by Keith Dietze in the April 29, 2009 e-mail to UN Faculty and Staff.

Another topic was comprised of the effects of the government’s stimulus package on Cobra benefits. If you have questions on this benefit for involuntarily terminated employees, please contact the UNL Benefits Office and they will be happy to provide the necessary information.

LB551 was also discussed although the outcome and effects are uncertain at this time. In the beginning of this discussion I was excited that this could be a great benefit as unmarried dependents could be included in our plan up to age 30. After more discussion, I am concerned that this could affect us adversely by increasing our rates to cover those who are 30 or below but also dependents who are college age. As more information is obtained, I’ll be certain to keep you informed.

There are two topics that I would like to remind you of. First, employees need to realize the importance of the “smoking declarations.” There have been people who declared themselves “non-smokers” on these forms and then their employers find out they, or their family members, really are smokers. In some cases people at some businesses are actually losing their jobs. At the University, while you wouldn’t lose your job under current policies, your benefits can be impacted. In other words, if a smoker were to pass away and had “declared” him/herself a non-smoker, when, in fact, he/she was, their

life insurance would be voided. In such a case the premiums would be refunded but there would be no payment of the face value of the policy. This would not be a pleasant surprise for the survivors on top of dealing with their grief

Second, I want to reiterate that we can purchase our prescriptions and over-the-counter medications at the University Health Center Pharmacy. Utilizing this service is a win-win for everyone! We as employees get better rates and the benefits plan (which consists of our premiums) doesn't take as large of a hit. As a bonus, the Health Center will even deliver our prescriptions to city campus offices and for east campus they can deliver them to the east campus union where the patient can pick them up.

I feel very fortunate to be serving on this committee. If ever you would like to discuss any of the benefits issues with me, I would encourage you to call me. I'm here to represent you and am more than willing to represent any valid points to the committee and the administration.

C. Employee Emergency Loan Fund Committee Debbie Hendricks, Representative

The Emergency Loan Fund (ELF) Committee consists of 15 members representing UNOPA, UAAD, Academic Senate, the service sector and members at large. Three committee members serve on each ELF conference call. The loan funds, all donated by UNL employees, are available via an application process to assist non-probationary, regular employees in financial crisis who have no other means of obtaining financial assistance in an emergency.

Current members of the Committee:

Marcia Baughman
Dana Boden
Sally Buckholz
Shelley Everett
Jeanette Fisher
Debbie Hendricks
Beverly Jensen
Linda Mahloch
Connie Paxton
Kathy Prochaska-Cue
Dan Snow
Linda Thelen
Rhonda Zugmier

In March of 2009, the Employee Assistance Program held a training session for all members of the ELF Committee. It was very informative and helped us to better understand our role in this loan process. To date, I have not been called to consider a loan applicant.

D. Faculty Senate Report Pat Hust, Representative

The UNL Faculty Senate, composed of 87 members elected by colleges and department, meets monthly during the academic year, alternating between East and City Campus locations. This is the governing agency for matters of interest to more than one college and is the voice of the UNL Faculty. The 2008-2009 President was Dr. Kathy Prochaska-Cue, Cooperative Extension specialist and Associate Professor with Child, Youth and Family Studies. Chancellor Perlman or a Vice Chancellor regularly address the Faculty Senate. President Milliken spoke at the February meeting. Budget issues, including stimulus money, budget cutting process, and working with the legislature are ongoing topics.

The UNL Faculty Senate provides protection of academic freedom and researches, addresses and advises the president, student, staff, and administrative groups on UNL Policies and Procedures such as Responding to Allegations of Research Misconduct, changes to Commencement and Honors Convocations, Investigation into the Cancellation of Dr. Ayers' Visit, changes to Blackboard, University Calendar, Lactation Support Program, and Academic Rights.

I attended seven of the nine monthly meetings and I continue to be impressed by how orderly and organized the Senate is. The agenda is sent out a week before the meeting. It is rewarding and exciting to observe the discussion and resolution of topics addressed by the Faculty Senate. The most controversial discussions and resolutions are often reported in the newspaper. Each committee gives an annual report during the year, with two or three committees reporting at each meeting. Sometimes there is no discussion, but sometimes recommendations are made and the entire Senate responds at the following meeting. Although none of the topics seemed to affect UNOPA directly, I must say that the assembly was welcoming and I would have felt comfortable addressing them should the need have arisen.

E. Parking Advisory Committee (PAC) Report Sandy Lineberry, Representative

Responsibilities:

The Parking Advisory Committee (PAC) shall review all policies and regulations for UNL parking facilities and make recommendations to the Vice Chancellor for Business and Finance and to the Chancellor. The Committee shall:

- ☐ Conduct an annual review of parking and traffic rules and regulations including parking permit fees and refunds;
- ☐ Review proposed changes in parking policies, regulations, and parking lot classifications;
- ☐ Review and recommend capital improvement projects;
- ☐ Review the parking operating budget and monthly operating reports;
- ☐ Act in an advisory capacity to the Vice Chancellor for Business and Finance;
- ☐ Serve as a public forum;
- ☐ Inform the University community on parking matters; and
- ☐ Review appeal decisions of the Parking Appeals Committee.

Recommendations for Action by the PAC:

- ☐ Mandatory vehicle registration upon use of parking service (approved)
- ☐ Processing fee for exchanging permits (approved)
- ☐ Amendment to the PAC Bylaws, Section V. H., designates responsibility to execute motions. (approved)
- ☐ Recommendation to the Vice Chancellor for Business and Finance that parking fees be raised by \$2.50 per month for 2009-2010 (approved)
- ☐ Discussed emeriti faculty as member of PAC
- ☐ Bylaw change requiring PAC Chair to submit an annual report to Vice Chancellor for Business Affairs.

The committee again made a recommendation to the Vice Chancellor for Business and Finance that parking fees be raised by \$2.50 per month for 2009-2010. Work should begin on the 19th & Vine Garage in August or September 2009 with a possible finish date for the garage of mid fall semester 2010. As mentioned last year, the PAC Committee decided to begin saving for garages on a yearly basis rather than have a really large increase at one time. A portion of the additional fees you are going to pay next year will be set aside in a special fund, and PAC will continue to monitor this fund.

The coming year will be the first time there will be two office/service members on the PAC. This additional appointment has been a long time coming, and I'm thrilled to see it become reality. All these years, UNOPA has had more employees than any other group (except students), and has had the least representation. Effective this coming year, the Chancellor's 3-year appointee will be on rotation with the managerial appointment. This does not mean that the office/service appointment will be a UNOPA member, but I hope it is.

This next year, for the second time in my tenure on the PAC, I will be serving as PAC Chair. Through the years, this position has typically been held by a Faculty Senate representative. We have made strides in this mind set on the committee, and although it was not a position I pursued this coming year, I agreed to serve. If you have questions, please call me. If I don't know the answer, I'll find someone who does. And remember, all PAC does is make recommendations. Final decisions are made by Dr. Jackson and the Chancellor.

F. Parking Appeals Committee Judy Anderson, Carol Nelson, and Linda Thelen, Representatives

The Parking Appeals Committee usually meets the first Thursday of every month (all year) at the City Union. We hear the appeals of faculty, staff, and the general public who feel their parking and/or towing tickets were not fair. There is another appeals committee made up of students who hear the student appeals.

The committee consists of nine members—three members from each of the professional groups on campus: UNOPA, UAAD, and the Faculty Senate. There was a good group this year as there was usually at least one person from each group in attendance, which is one of the rules. I am proud to say UNOPA is usually the best represented of the three groups.

The committee hears between fifteen and thirty appeals every month with an average of one to three people coming in person to state their case. After hearing the appeal, there is discussion among the committee and then a vote on whether to grant or deny the appeal. There is always a representative from Parking Services present to help with questions or inquiries we may have.

This is a very cohesive group and we have a pretty good time together while seriously considering people's appeals.

G. Child Care Advisory Board 2008-2009 Annual Report
Donna Boone, Representative

The Child Care Advisory Board met on March 13, from 3:30-4:30. There were two main reasons for the meeting. First, Tish Roland, Director UNL Children's Center, gave an update on the building of the center and gave time lines as to when it will be finished. The second item on the agenda was the bigger of the two as rates were discussed.

The main thing about the new center is that it will be done on time for the opening, August 24. That is the first day of classes. Tish is working to fill the center with children therefore she has been meeting with families and telling them about the center.

As stated previously, the main topic was the rates. The big item that came from the meeting was that the committee added the lower pricing for the students. Much discussion centered around the pricing, which is high. The budget was discussed and then the committee understood more as to why the pricing was the way it is.

Once the center is open it has to stand on its own feet. There will not be any funds given to the center to finance its operation. We are an auxiliary and will pay administrative overhead, utilities, snow removal and many other costs that occur for people that are on campus, thus the rationale behind the rates being so high. Plus our lead teachers will have a Bachelors degree in Early Childhood Education or a very closely related field. The assistant teachers will have an Associates degree in Early Childhood Education and will need to make a plan to complete their Bachelors. There will be two full time teachers in each classroom.

The meeting was an hour long with most of the discussion focused on the rates.

H. Chancellor's Commission on Environmental Sustainability
Lisa King, Representative

During it's first year, the Commission has developed a website:

<http://www.unl.edu/ucomm/chancldr/sustainability/>
On the website, there is also an energy usage calculator. The Chancellor's Commission on Sustainability and the Office of University Communications have built this tool to help add up your current usage, figure out where you can reduce your energy use, and help you let your office

friends know what you are doing to help the Big Red go green. The Commission will continue to explore environmentally responsible policies and practices, and will be seeking input.

I. James V. Griesen Exemplary Service to Students Award Selection Committee
Mary Guest, Representative

As UNOPA President, I was invited to sit on the selection committee for the James V. Griesen Exemplary Service to Students Award. This was previously known as the Chancellor's Exemplary Service to Students Award, and the name was changed in honor of Dr. Griesen on his retirement as Vice Chancellor for Student Affairs. The award is administered through the Office of the Vice Chancellor for Student Affairs by Dr. Timothy Alvarez.

Members of this year's committee included: Dean David Manderscheid (committee chair for this year), Dr. Timothy Alvarez (Assistant Vice Chancellor for Student Affairs), Barbara LaCost (Faculty Senate), Mary Guest (UNOPA), Karen Wills (UAAD), Jennifer Mostek (Student Affairs Graduate Student), Megan Collins and Melissa Gattis (undergraduate students representing ASUN), and Kevin Loh (International Student Organization President).

In late January I was notified that seven nomination packets were posted on the Award Blackboard site and ready to be reviewed. All UNL employees are eligible for nomination. This award was established to acknowledge extraordinary and sustained performance by individuals serving UNL's students, and is accompanied by a \$1,500 stipend provided by private funds made available through the University of Nebraska Foundation.

The selection committee met in early March to review the nominations. All of those nominated were truly deserving of this award, and the selection was difficult. It was the decision of the selection committee to award the James V. Griesen Exemplary Service to Students Award to Dr. Charles Riedesel, Assistant Professor of Practice, Computer Science and Engineering, for his sustained efforts in devoting time and energy above and beyond his assigned responsibilities to serve students here at UNL.

J. Annual Report on the Chancellor's University Safety Committee (CUSC)
Christine Cary, CEOE, UNOPA representative,
2009-10 CUSC Chair

Committee Members:

Category	Department -Function	Member Name
Administration	Environmental Health & Safety	Osthus, Brenda
Administration	Facilities Management & Planning	Jackson, Jim
Administration	Human Resources	Clayton, Greg
Administration	Office of Research	Beermann, Dr. Don
Administration	University Police	Evans, Charlotte
Faculty/Staff	Agronomy & Horticulture	Shafer, Sam
Faculty/Staff	Animal Science	Marotz, Erin
Faculty/Staff	ARDC	Schroeder, Mark
Faculty/Staff	ARDC	Sieber, Lew
Faculty/Staff	ASUN	McClure, Scott
Faculty/Staff	Athletics	Ingram, John
Faculty/Staff	Campus Rec	Whisman, Robin
Faculty/Staff	Custodial Services	Schmid, Larry--Chair
Faculty/Staff	Dining Services	Wemhoff, Jane
Faculty/Staff	Facilities Operations	Maguire, Greg
	Information Services	
Faculty/Staff	Telecommunications	Huls, Coleen
Faculty/Staff	Landscape Services	Bergt, Eileen
Faculty/Staff	NEREC	Dana, Logan
Faculty/Staff	PHREC	Schultz, Karen
Faculty/Staff	UAAD	Morgan, Dave
Faculty/Staff	University Health Services	Quiring, Dr. Roger
Faculty/Staff	UNOPA	Cary, Chris--Vice Chair
Faculty/Staff	USMARC	Madson, Terry
Faculty/Staff	Utilities	Prochaska, Judy
Faculty/Staff	WCREC	Skates, Bob
Administrative Coordinator	Environmental Health & Safety (EHS)	Howe, Betsy
Ex Officio	Asst VC for Business & Finance	

Committee description/duties/responsibilities:

The overall charge of the committee is to advise UNL administration on methods and means of minimizing safety and health hazards at UNL to the extent feasible. In pursuit of this goal, the committee is charged with the following:

- ☐ Adopting an effective written injury prevention program;
- ☐ Reviewing occupational injuries and/or illnesses for the purpose of formulating recommendations regarding future prevention;
- ☐ Reviewing or conducting worksite safety inspections for the purpose of formulating recommendations on accident prevention;
- ☐ Reviewing reports of safety and health concerns expressed by the general campus population for the purpose of formulating recommendations on hazard abatement;

- Enhancing awareness of campus safety programs, identifying best practices, and encouraging the sharing of information throughout the campus community.

Report of what was accomplished:

The committee met in July, October, January and April. Quarterly Accident and Incident reports were reviewed and discussed at every meeting. The committee requested more information and followed up on some incidents.

--UNL's quarterly OSHA recordable accident rates varied by unit, from a low of 0.00 for the Student Union to a high of 5.31 for Animal Science. "OSHA recordable" means treatment of the injury requires more than first aid, i.e. follow-up care or prescription medicine.

The CUSC had a charge but no charter or guidelines. The committee established guidelines which were approved in September and posted on the Environmental Health and Safety (EHS) web site at <http://ehs.unl.edu/policystatements/cuscguidelines.pdf>.

The October and April meetings included an Open Forum, during which the campus community was invited to express concerns and ask questions. The Open Forums were announced on E-News and posted on the UNL calendar online and in the Scarlet.

An employee safety training checklist, was posted on the EHS web site at <http://ehs.unl.edu/pamphlets/EmployeeTrainingNeedsAssessment.pdf>. I sent a message to the UNOPA listserv on February 11, informing our members of the requirement for all UNL employees to take Safety Core Training, and where they can find this checklist.

My Activities on Behalf of the Committee (in addition to attending CUSC Meetings):

- Attended the UNOPA Employee Concerns Brown-Bag Session on January 21 and provided handouts, an oral report, and written report on the committee's activities.
- January 27, surveyed UNOPA members about the topics and vendors they would like to see at the employee safety fair, and shared that information with the committee.
- Attended the Chancellor's Commission on the Status of Women-Students annual open meeting on February 10, because the topic was campus safety. CUSC has followed up on concerns expressed at that meeting. I invited the chair, April Schueths, to attend the next CUSC Open Forum, which she did.

- Provided a "Safety Committee Update" for *UNOPA Notes* on February 11.
- Attended women's self defense class sponsored by Pi Beta Phi at east union April 8. Excellent training is available from the TAKE Foundation <http://www.takedefense.org/>
- Met with Larry Schmid, 2008-09 chair, on April 29, to transition notebooks and information needed by the chair. I will be the chair of this committee in 2009-10. Dave Morgan will be the vice chair.

K. Campus Recreation Advisory Council LaRita Lang, Representative

The Campus Recreation Advisory Council meets every other Tuesday at 4:45 PM during the academic year. At the meetings each committee reports on their respective areas. The major item for the past academic year was the referendum on the new East Campus facility and renovations to the City Campus facility. The Council was disappointed that the referendum did not pass. It is hoped that it can be voted on by the students again in the future.

L. UNL Chancellors Wellness Committee Peg Johnson, Representative

This has been an exciting year for the Wellness Committee. In April, Mark Fenton, a nationally known humorist and two-time race walking Olympian, was here for a day speaking on the benefits of walking, pointing out the benefits of exercising and eating healthy. Mark mentioned that you should work yourself up to 10,000 steps daily and to lose weight, you should increase your steps to 12,000/15,000 steps a day.

On May 15, 2009, Paul Wesselman, stopped on his trip to Denver, to share "smiles" with who ever could attend his meeting. In addition UAAD and UNOPA were co-sponsors.

Our goal is to share opportunities for improving one's self:

N-Lighten Nebraska Program

- Walking sessions were scheduled in April
- Walking maps are available with distance marking on the campus wellness webpage
- Yoga on the Green: May, June, July & October, November, December

Report of the Hospitality Committee

By Diane Wasser, Director

Members: Donna Boone, Belva Harris, Pat DeStefano, Susan Thomas, Cindy Knight

This committee was responsible for the entire set up of all the general membership meetings including the joint meeting with UAAD.

The committee met in late summer to discuss meals and decorations. We made a schedule with the date of the meeting, theme, speaker, decorations, and door prizes. This year we decided rather than giving specific door prizes we would give free UNOPA lunches. We gave three lunches away at every meeting except the November meeting when we gave nine cornucopias away and in January when we gave three calendars away. We did not have door prizes in April and May.

Our committee only met a couple of times this year. We met originally in late summer to organize and pick out menus, and then we met in November to put together the door prizes for the general meeting. Otherwise we kept in touch by e-mail and everyone had their specific job they did at the meetings.

Budget for the Year:

Projected budget was \$450.00 Actual Budget \$183.73

This year rather than having the Union cater each of the meetings we tried something different and had the UNL Dairy Store cater two of our meetings. In order to have the Dairy Store cater for us we had to have our meetings in locations where the Union Catering does not serve. The March meeting was held in Hardin Hall and the May installation meeting was held in the Cultural Center. Both proved to be nice locations for box lunches and provided a little different setting and meal. Brian Scherbarth, UNL Dairy Store Manager, tried to give us a good price which was comparable to what we pay at the Unions.

Meeting attendance was great this year with almost every meeting having 100+ in attendance. All meetings had 50/50 drawings and the final amount collected for the charity this year was \$377.50. Below is summary of the year.

Suggestions for future Hospitality Directors: You need at least four committee members on the committee with you. Day of meeting always make sure you have people for registration and 50/50 – two for each works really well.

Date	Decorations	Transfers	Income/Meals	50/50	Actual Meal Cost
September	16.94	Hospitality-7.50 Program-7.50	377.00	37.50	385.39
October	Name Tags-18.04 Misc.-5.50	Program-7.25	384.25	30.00	378.26
November	Cornucopias-43.11	Hospitality-42.50 Awards-34.00 Program-17.00	841.50	67.00	921.96
December		Hospitality-7.50 Program-22.50 Notes-22.50	645.00	51.00	694.00

Date	Decorations	Transfers	Income/Meals	50/50	Actual Meal Cost
January	Calendars-21.00	Program-7.50 Notes-7.50	532.50	40.50	513.85
February	Name Tags & Tent Cards-21.48	Hospitality-7.25 Program-7.25 Awards-21.75	580.50	51.00	606.64
March		Hospitality-13.00 Program-6.50 Notes-6.50	507.00	50.00	533.00
April		Hospitality-15.50 Corr. Sec.-201.50 Program-7.75 Awards-15.50 Notes-7.75	325.50	53.00	592.18
May		Hospitality-7.50	405.50	35.00	427.50
Totals	Above-\$82.96 Meals-100.77	Hospitality-100.77 Program-83.25 Awards-71.25 Corr. Sec.-201.50	4598.75	415.00	5052.78

Year's Schedule

Date	Place	# Attending # Meals	Theme/Speaker	Decorations/Meal	50/50 & Door Prizes
Sep 9	Nebraska Union	84 54	Welcome, Veterans Memorial, UNOPA-NEOPA- NAEOP	Confetti/Flags/star garland with red napkins/BBQ Beef (7.14)	Mary Klucas (37.50), Lola Young, Cindy Knight, Connie Johnson
Oct 14	Nebraska Union	72 54	Linda Crump- Equity, Access & Diversity	Union provided center pieces/ Pasta Bar (7.25)	Lisa King (30.00), Mari Greer, Kathy Schindler, Shelly Green
Nov 11	East Union	118 111	Tony Fulton- Guardian Angels of the Boss Year Award	Cornucopias/ gourds/ Grilled Chicken Buffet (8.50)	Ann Coope (67.00), Judy Joy, Bill Wats, Deb Rosenau, Karen Fulton, Jan Shamburg, Tonda Humphress, Greg Snow, Phyllis Bachman, Jodie Barnes
Dec 9	Nebraska Union	113 93	Music- Judy Ander- son, Dave Claus, and Julie Felzien	Small vases with cinnamon votive candles and poin- settias/Pizza and Salad Buffet (7.50)	Elaine Dvorak (51.00), Kathy Thompson, Gretchen Walker, Carol Wusk

Date	Place	# Attending # Meals	Theme/Speaker	Decorations/Meal	50/50 & Door Prizes
Jan 13	East Union	112 72	Jennifer Dam-Campus Planner	Union provided centerpieces/Soup and Sandwich Buffet (7.50)	Mechelle Green (40.50), Calendars: Chris Gardner, Jan Edwards, Karen Randall
Feb 10	Nebraska Union	132 85	Floyd S. Oldt Silver pen and Outstanding Staff Awards; Ed Zimmer & Mike Zeleny on Whittier Bldg.	Placemat with information on the Whittier Building/ Taco Bar (7.25)	Andrea Peterson (51.00), Peg Johnson, Rose Plasek, Beverly Russell, Cathy Leazer
Mar 10	Hardin Hall	101 92	Storm Chasing with Nebraska Vortex Intercept Team-Ken Dewey	Place mats with tornado facts on them/Dairy Store Sandwiches (6.50)	Brenda West (50.00), Judy Phelps, Jan Shamburg, Kathy Thompson
Apr 14	East Union	92 77	Lorene Bartoes-Easy on Energy; Rose Frolik Award	Recycling bags and earth erasers/ Sante Fe Chicken Salad (7.75)	Diane Wasser (53.00)
May 12	Culture Center	75 55	Installation of 2009-10 Officers	Spring Flower Garland/Dairy Store Sandwiches (7.50)	Mary Beth Krohn (35.00)

Hospitality Committee Important Information and Timeline:

- ☐ Carla Bryant – Food and count (2-8097) reviewed the menu and how many lunches would be needed.
- ☐ Nancy Bulin – East Campus (2-1778) Room set up, media equipment and number attending—this included head table, center pieces etc.
- ☐ Carrie Jackson – Nebraska Union (2-8167) Room set up, media equipment and number attending—this included head table, center pieces etc.
- ☐ Hardin Auditorium contact: Jackie Loomis (2-7550) Pat DeStefano helped with arrangements.
- ☐ Culture Center was arranged by Peg Johnson.

Time Line for Each Month:

- ☐ Third week (week after general meeting) – get flyer approved and on the web and distributed via list serve to members – make reservation deadline the Thursday before the meeting
- ☐ Friday before meeting call Carla Bryant with food count, Call either Nancy or Carrie with number attending and room set up.
- ☐ Monday before meeting – get center pieces ready if having them and make name tags
- ☐ Tuesday of Meeting – gather items for meeting: 50/50 tickets, basket for drawing, center pieces, banner, name tags, etc.

Report of the Membership Committee

By Julia Brebner, Director

I received the supplies and records for the committee from the previous co-director at her workplace. I entered the membership renewals and new memberships in the database and mailed the membership cards, letters and new member pins.

I periodically prepared labels for UNOPA Notes.

I discussed with the board the need for orientation and forging connections with new members. We discussed the fact that no new members from the previous year had renewed their memberships, various reasons that that might be. We discussed being a "Welcomer". The Board agreed to divide up the list of new members so as to be sure that each new member had someone looking out for them.

My committee members were Edie Schleiger, Cathy Roberston, Karen Randall, and Diane Carson. Karen took care of the listserv all year very wonderfully. The committee had the goal of greeting members at the

general meeting in order to be sure that everyone had someone to sit down with for lunch.

In January the committee hosted a New Member Luncheon in the Dean's Conference Room at Mabel Lee Hall. The committee members provided the food. The new members were invited by email using the database list of new members. A certain number of Board Members attended also, but the goal was that new members would be the majority so they would not feel outnumbered. The luncheon was a soup and salad luncheon. We went around the table and talked a little bit about a few UNOPA themes, and then I asked the attendees to share about their jobs or a personal story. It was fun.

The committee felt this was worthwhile and would have liked to have another new member activity during the year but this desire was precluded by events of the year. The materials were prepared for the new director and transferred.

Report of the Mentoring Committee

By Sandy Lineberry, Director

Mentoring was another "hat" I wore this year, and in my opinion, the mentoring process we developed worked. It has always been my belief that more individual, personal contact was needed with prospective members and it appears the "promotional" cup project was well received. By working together—East Campus and City Campus—new office employees were presented "UNOPA's Cup of Hospitality" (wording copied from St. Mark's Church) that was delivered to them by a UNOPA member. The cup was imprinted with the UNOPA logo along with our Web site address. It was filled with a key chain, pen, high-lighter etc., that had been donated by university departments, and the cup was decorated with filler paper and curly ribbon. Along with the "cup," a welcome letter and new membership packet was given to the new employee.

The process went like this:

1. A new employee list was sent monthly to me and the membership chair by Carol Curran, Human Resources. I sorted through this list and eliminated all those in the service area.

2. This newly revised list of prospective UNOPA members was sent to membership chair, Julia Brebner and committee member, Cathy Robertson. Cathy then prepared a membership letter and packet, which was delivered along with the "UNOPA Cup of Hospitality."
3. Once it was determined where the new employee was located (East Campus/City Campus), a UNOPA member who was close was asked to deliver the "cup" to the employee, extend their welcome and issue an invitation for them to attend a UNOPA meeting.
4. The UNOPA representative was asked to follow up periodically with this new employee and not let them be forgotten.

It is a simple process, but well received, and I think the cost of the cups is well worth the money expended by the organization. President Mary Guest was instrumental in this project by maintaining a supply of cups at her office "ready to be delivered" on City Campus, just as I did on

East Campus. And by the way, there are a whole lot more new office employees on City Campus than on East Campus.

Such a small thing, but I guarantee this new employee will remember the “UNOPA Cup of Hospitality” and the person who delivered it. In this way, we hopefully will erase the comment from office employees who say they never heard of UNOPA—or at least I sure hope so!

Report of the Nominating Committee

By Mary Klucas, Director

Members: Andrea Peterson, Ann Reese, Helen Sexton

The Committee requested and was granted a budget of \$50. Cost of copying of the nomination packets and ballots were donated. The postage for the two mailings to off-campus members cost \$10.08. Labels were requested from Membership Director for Active and Retired members.

Requests for nominations were mailed out to the membership on January 20, 2009. This mailing included a memo asking for nominations, the nomination form and a listing of the duties of UNOPA’s elected officers. There were 48 people nominated, some for more than one position. The Director and Committee Members emailed every nominee to ask her/him to run. Most members responded by e-mail quickly. Those who hadn’t responded after a few days were contacted by phone. We were fortunate to have at least two members accept the nomination for each position with the exception of the President-Elect position, where there was only one. The slate of nominees was presented at the March General Meeting. As required by the Bylaws, the President called for nominations from the floor and there were none.

The slate of candidates included:

- ☐ President-elect: Mari Greer
- ☐ Recording Secretary: Donna Boone and Cathy Robertson
- ☐ Corresponding Secretary: Jan Edwards and Beth Zager
- ☐ Treasurer: Marlene Crombie, Paul Guern, and Belva Harris

The Nominating Committee was appointed at the March General Meeting to act as the Teller Committee. On March 23, 2009, ballots were sent to the membership

along with biographical sketch information for each candidate. There were 97 ballots returned for counting.

The Committee met to count the ballots and presented the elected officers for 2009-2010 to the UNOPA Board at its meeting on April 7, 2009 and at the General Meeting on April 14, 2009. The Tellers’ Report was not read aloud, but was given to the President and the Recording Secretary for their files. A copy is also contained in the Nominating Committee’s notebook.

The 2009-2010 officers were elected by members having voting rights, via mailed ballots as required by the Bylaws. The 2009-2010 officers are:

- ☐ President-elect: Mari Greer
- ☐ Recording Secretary: Donna Boone
- ☐ Corresponding Secretary: Beth Zager
- ☐ Treasurer: Belva Harris

At the May General Meeting, the Nominating Committee moved to destroy the ballots. The motion passed, and the ballots have been shredded by the Director.

The Nominating Committee’s notebook contains a timeline of activities, samples and copies of the documents produced by the Committee. The notebook will be passed on to the incoming Nominating Director at the transition meeting in June.

I want to thank my committee members for their work! They were a pleasure to work with and instrumental in completing the work of the committee. It was an honor and a rewarding experience to serve as UNOPA’s Nominating Director and to be part of the 2008-2009 UNOPA Board!

Report of the Outreach Committee

By Beth Krohn, Director

Committee Members: Mary Guest, Debbie Hendricks, Lola Young

The UNOPA Outreach Committee is responsible for all aspects of the annual summer social event. This year, the Executive Committee decided to investigate potential service projects for UNOPA members in order to connect and give back to the Lincoln community. There were several potential service projects mentioned, however, there wasn't enough time left in our year to plan and execute a successful event this year.

The Outreach Committee met May 1 to discuss plans for the annual UNOPA Summer Social. It was unanimously agreed that The International Quilt Center and Museum would be an excellent location for our social. The new

museum has a beautiful new building that stores quilts from many countries, with some being centuries old. The staff there took us on a tour of the facility and shared information on the care of and styles of quilt design on June 23, 2009, at 3:00 p.m. Following the tour, attendees were encouraged to gather in the Burr Residence Hall Dirt Room to share their craft projects and enjoy refreshments. In order to offset the cost of food and drinks, we charged \$5.00 per person, receiving \$200. The Outreach Committee Budget is \$200.00. A breakdown of expenses is:

Food	\$108.11
Drinks	\$ free
Door prizes	\$ 29.56
Total expenses	\$137.67
Profit	\$ 62.33

Report of the Program Committee

By Peg Johnson, Director

We had a great time bouncing ideas back and forth among our committee members which included Shelly Green, Cindy Knight and Betty Tutt. An important fact that I would like to share, we received several suggestions from our members and the ones we didn't utilize, we passed on to other directors for their possible use. Our goal this year was to broaden and enlighten our members' horizons.

September – 50/50 Recipient announced

Susan Poser, Greetings & Welcome to a New Year
Keith Fickenschier, Director, Veterans Memorial Garden, President's Charity
Lola Young, NAEOP/NEOPA Liaison, gave us an overview of these organizations

October – Diversity

Linda Crump, Assistant to the Chancellor, gave us an overview of the responsibilities that Access, Equity and Diversity Programs include.

November – Boss of the Year, Floyd S. Olt Award

ZB Mayo, the NAEOP Administrator of the Year Award shared what this award meant to him
Marjorie Kostelnik, last year's Boss of the Year introduced this year recipient
Senator Tony Fulton spoke on the "Guardian Angels Homecare Program"

December – Holiday Music

Judy Anderson, a UNOPA member, and her cohorts, Dave Claus and Julie Felzein entertained us with Holiday music.

January – UNOPA/UAAD – What's Happening on Campus

Jennifer Dam, Campus Director, gave us an updated overview of city and east campuses

February – Whittier Building

Ed Zimmer gave us the historical view
Mike Zeleny presented what is happening now and what's in the future

March – Tornado Weather

Ken Dewey shared pictures and talked about tornadoes and emergency preparedness

April – Conserving Energy Tips

Lorene Bartos, Extension Office touched on ten tips for conserving energy

May – Installation

I had a great time planning these events. We have fantastic members who have supported me throughout the year and on this special day. I thought the Culture Center was a great location.

Our expenditures were kept under budget by \$129.82.

Our budget was \$560 and our expenditures totaled \$430.18.

Report of the UNOPA Notes Committee

By Betty Jacobs, Director

No report.

Report of the Ways and Means Committee

By Kathy Bennetch, Director

At the beginning of this term a suggestion was presented to the UNOPA Board to have two Board Members (Co-Chairs) be responsible for each game, including the staffing. The Board agreed. This seemed to work rather well and it allowed all the Board to be involved and see first hand how important this parking lot fundraiser is to UNOPA.

When I went to sign the contract with Parking Services, Ron Fuller informed me that there was no guarantee that UNOPA will have the lot the next year. They had not worked out all the particulars but he wanted us to be aware of the possibility that this may be our last year.

This football season we had 8 home games. We had confusing information about where in our lot we can actually park cars. I asked for clarification from Parking Services about a couple of things – “We have two docks in the UNOPA lot. Can we park cars across the docks or not? Do service trucks need access on game days or not? Or, is this old information and now we can park cars in front of the docks.” I received the following response from Ron Fuller, “East docks must stay clear, this is a safety issue, if filled they do not give enough required space for a vehicle to maneuver properly, if an accident was to occur UNOPA and the University could be held responsible and negligent in the manner we parked these

vehicles. The road leading from the west side to the east side on the north side of the building must stay clear allowing the bookstores truck maneuverability and access to the east docks.” Basically, we only can park the cars between the newly painted yellow lines (legal parking spaces).

We now have a maximum of 142 spaces to park cars. Occasionally a customer has left early and we have reused the spaces, hence, more profits. We get \$4.00 per car parked and received \$4,756.00 for our efforts. We also were asked to help with the Spring Game this year which also helped our profits, however, this game we only received \$2.00 per car for a total of \$278. At the June 2, 2008 board meeting, a motion was made and approved to transfer the \$278 raised at the Spring Game to the 50th Anniversary fund.

Over 55 members (spouses and a few non members) contributed to help park cars this year. Many helped for several games. Thanks to all of you who helped with this fundraising effort!

At this time, President Guest informed me we do get to have the lot again next year. This is a great opportunity for UNOPA!

Report of the Historian

By Sandy Lineberry, Director

First, let me say how great it was serving on the Executive Board this year with Mary Guest as president. Mary is one of the hardest workers I have ever worked with and she was always there for each member of the Board during the year—no matter what assistance they needed. This is the first time in many years, other than being presidential advisor, that I've served on the Board, and I had forgotten the work and commitment involved. My thanks to each person who served this year—whether elected or appointed. You did a great job!

This year went by rather easily until it came time to begin putting the Louise Henderson Nelson Award (LHN) together in January (it is due March 15th). Since this was

the first time for us to apply for this award in years and years, it was a matter of rebuilding history and that is not an easy task. Thanks to Mary, Lola Young, Diane Wasser, and many other UNOPA members, I was able to recreate 5 years of UNOPA history and set the foundation. There is something to be said for “learning as you go” because that is what I did. But now, because of my learning experience, this should be much easier for Mary, and she won't have to reinvent the wheel next year. Now we wait to see how our nomination packet for this award does...but whether we receive any award or not, it is good to have this history completed and on file, and I'm glad to have played a part in getting it established.

Report of the NEOPA/NAEOP Liaison

By Lola Young, CEOE, Chair

Committee Members: Jeanne Andelt, Sandy Lineberry and Martha Young

The Responsibilities of the Committee. The responsibilities of the NEOPA/NAEOP Liaison include coordinating activities with the UNOPA membership relating to the state and national conferences. The liaison is also to plan a reception for UNOPA members, to be held during the NAEOP Annual Conference, prior to the PSP banquet to honor those who have attained PSP goals.

Committee Accomplishments: Articles were written for numerous issues of UNOPA Notes and announcements were made at UNOPA General meetings pertaining to the upcoming NEOPA and NAEOP events.

UNOPA members were very active in attending conferences during 2008-09. Those who attended the Fall 2008 NEOPA Workshop in Wayne, NE were Kathy Bennetch, Carol Bom, Diane Wasser, Barb Homer, Sandy Lineberry, Mary Guest, Linda Luedtke, Becky Hastings, Judy Anderson, Gretchen Walker, and Lola Young.

In March Mary Guest, Gretchen Walker, and Lola Young represented Nebraska at the Central Area Professional Development Day in Urbana Illinois.

NEOPA's Spring Conference was held in Lincoln and was hosted by UNOPA and chaired by Debbie Hendricks and Diane Wasser. Those who attended this conference

were Judy Anderson, Kathy Bennetch, Donna Boone, Chris Cary, Mari Greer, Mary Guest, Becky Hastings, Debbie Hendricks, Barb Homer, Tonda Humphress, Cindy Knight, Sandy Lineberry, Linda Luedtke, Edie Schlieger, Vicki Schroeder, Karen Spath, Doreen Wagenaar, Gretchen Walker, Diane Wasser, Christine Weitzel, and Lola Young. We were all pleased to see our own Diane Wasser installed at President-elect and Mary Guest installed as Vice President.

Those planning to attend the NAEOP Annual Conference in Bloomington, MN this July are Donna Boone, Mari Greer, Mary Guest, Debbie Hendricks, Barb Homer, Pat Hust, Peg Johnson, Sandy Lineberry, Linda Luedtke, Edie Schlieger, Doreen Wagenaar, Gretchen Walker, Diane Wasser, and Lola Young. While none of these individuals will be receiving PSP honors this year, we are very happy to have a large delegation from which to glean information to be utilized when Nebraska, along with the other Central Area states, will be hosting the 2010 National Conference in Kansas City, MO.

The only expenses reflected on this year's budget were those incurred last July by last year's liaison for the reception she prepared for PSP recipients. Likewise, there was no income attributed to this committee.

It has been my honor to serve as the NEOPA/NAEOP Liaison and I thank President Mary for asking me to do so.

**UNIVERSITY OF NEBRASKA
OFFICE PROFESSIONALS ASSOCIATION (UNOPA)
Bylaws**

Article I - Name

The name of this organization shall be the University of Nebraska Office Professionals Association (UNOPA).

Article II - Purpose and Objectives

The purpose of UNOPA is to provide professional growth and promote high professional standards for educational office personnel within the University of Nebraska, as partners upholding the quality of service to the university educational system and the community.

Education is the birthright of every person. We as members of the University of Nebraska Office Professionals Association pledge ourselves to safeguard that right. We acknowledge the unique role of educational office personnel and the importance of their contributions to the university and the community.

UNOPA fulfills its purpose through the following actions:

Section 1.

Encouraging educational personnel to continue in their professional growth through the National Professional Standards Program (PSP), sponsoring workshops for both members and non-members, and promoting participation in the Nebraska Educational Office Professionals Association (NEOPA) and the National Association of Educational Office Professionals (NAEOP).

Section 2.

Identifying employee concerns, especially those that affect the Office/Service classification, and working within the university system to meet those concerns.

Section 3.

Encouraging all members to interact and learn from one another through mentoring programs, classes, workshops and serving on various University or UNOPA committees. To develop leadership skills by leading committees and serving as officers of the Association.

Section 4.

Encouraging all members to broaden their understanding of the University of Nebraska, its goals and functions, and the relationship between the university and the community.

Article III - Membership

Section 1.

Membership shall be open to persons interested in promoting the objectives of the Association. There shall be five (5) classifications of membership: Active, Associate, Retired, Life, and Honorary.

- A. **Active** membership in the Association shall be open to all office personnel in the educational system of the University of Nebraska. Active members shall be entitled to vote, hold an elected or appointed office, and participate in all activities of the Association. Withdrawal from employment at the University of Nebraska shall constitute a change from Active to Retired or Associate membership.
- B. **Associate** membership in the Association shall be open to persons who are interested in advancing the objectives of the organization but who are not eligible to be Active members, and

who have paid annual dues (e.g., other university employees, former employees, or students). Associate members shall have the rights and privileges of Active members except those of voting and holding an elected or appointed office.

- C. **Retired** membership in the Association shall be open to former Active members who are retired from the University and desire to keep in touch with the Association and the university community. They shall have the right to vote and may hold an appointed office and serve on committees.
- D. **Life** members are Active members of the Association who have paid life membership dues. Life members shall have all the rights and privileges of Active members, except upon withdrawal from the university system, at which time they shall become Associate or Retired members.
- E. **Honorary** membership in the Association shall be conferred by a majority vote of the Executive Board. Honorary members are individuals who have made significant contributions to the growth of UNOPA, its members, and office/service employees. They shall be entitled to all the privileges of Active members with the exceptions of the right to vote, and hold an elected or appointed office, and shall be exempt from paying dues.

Section 2.

Rights and privileges, services, and obligations of each classification of membership shall be determined by the Executive Board except as noted in subsequent sections. The UNOPA membership year is July 1 through June 30. Full membership privileges in this Association shall terminate upon failure to pay dues by September 30 of the current fiscal year, or upon resignation or retirement from the University of Nebraska-Lincoln.

Article IV - Officers/Duties

Section 1.

The elected officers of UNOPA shall be President, President-elect, Recording Secretary, Corresponding Secretary and Treasurer; all of whom shall be Active member in good standing as defined in Article III to be installed at the annual meeting and assume office on July 1.

Section 2.

Nominations of candidates for the offices of President-elect, Recording Secretary, Corresponding Secretary, and Treasurer shall be submitted by the membership to the Nominating Committee. The Nominating Committee shall present the nominations at the March general meeting. Additional nominations may be submitted by the membership when the slate of officers are presented. The officers shall be elected, by mailed ballot, prior to the annual meeting and shall hold office for a term of one year or until their successors are elected, beginning July 1. No member shall hold the same elected office for two consecutive terms.

Section 3.

The President shall preside at all meetings of the Association and of the Executive Board; shall, with the assistance of other elected officers, appoint committee directors; shall be an ex-officio member of all appointed committees, except the Nominating Committee; shall be a member of NEOPA and NAEOP; shall serve as contact for UNOPA with the University Association for Administrative Development (UAAD), the Nebraska Educational Office Professional Association (NEOPA), and the National Association of Educational Office Professionals (NAEOP); shall represent UNOPA on the NAEOP Advisory Council, at the UNL Deans and Directors meetings, and at any official meetings with university administrators. The Annual Report of the Association shall be compiled and distributed to the members before the end of term in office. The President shall sign checks in the absence of the Treasurer. The President shall become the Bradley Munn Professional Growth Fund Director the following year.

Section 4.

The President-elect shall perform the duties of President in the event of the President's absence; shall fill a vacancy in the Presidency; shall assist the other elected officers in appointing committee directors; shall act as Director of the Program Committee, and provide information about each monthly meeting to the UNOPA Notes Director and Hospitality Director; shall be a member of NEOPA and NAEOP; shall become the President during the following year.

Section 5.

The Recording Secretary shall keep an accurate record of the proceedings of the Association and Executive Board meetings, keep an up-to-date record of the current Bylaws, including Standing Rules; and shall send to the Executive Board a copy of minutes of each meeting within five (5) days after the meeting; shall assist other elected officers in appointing committee directors; shall distribute the General Membership Meeting minutes to the membership via UNOPA Notes, e-mail, or posting on the UNOPA website; and shall collect pertinent records to be archived. Shall preside at meetings in the absence of the President and President-elect.

Section 6.

The Corresponding Secretary shall conduct the correspondence of the Association as directed by the President and the Executive Board, including extending courtesies to Association members, and corresponding with NAEOP and NEOPA and reporting UNOPA activities for publication; shall in the absence of the Recording Secretary, assume the duties of the Recording Secretary; shall assist the other elected officers in appointing committee directors; shall assist, as needed, with registration and travel arrangements to meetings; shall collect photos for scrapbook; shall be responsible for the past-presidents luncheon; shall be responsible for the holiday collection, and shall provide publicity for UNOPA including sending notices of meetings and information to the Scarlet, E-news, and other media outlets as appropriate.

Section 7.

The Treasurer shall receive all monies, disburse funds as directed by the President and the Executive Board, present monthly reports, and prepare materials for an annual audit; shall assist the other elected officers in appointing committee directors; shall study the financial needs of the Association for the year working with the other elected officers and present a proposed budget to the general membership by October; provide the executive board with an annual financial report, have a working knowledge of Excel and have access to the UNL financial system, and shall arrange for an audit of the records at the end of UNOPA's fiscal year. A majority vote of the members present at October's general meeting is required to approve the budget.

Section 8.

A vacancy in the office of President shall be filled by the President-elect whose term of office shall extend for the unexpired term of their predecessor, plus one year. If there is a vacancy in the office of President-elect, notice of filling a vacancy shall be given to the members at least 15 days before candidates are nominated at a general meeting. The Nominating Committee shall accept nominations from the members and nominate candidates as soon as possible, following notification. A special election for President-elect shall be conducted by mailed ballot within one month of nomination, the term of office to be determined by the circumstances.

Section 9.

The Executive Board shall appoint any vacancy occurring among the officers, except the President and President-elect, until the next annual election of officers.

Article V - Meetings

Section 1.

General membership meetings of the Association will be held the second Tuesday of each month, September through May, unless otherwise stipulated by a majority vote of the Executive Board. Special meetings of the membership may be called by a two-thirds vote of the Executive Board. Membership present shall constitute a quorum for the transaction of business at all general membership meetings of the Association.

Section 2.

Monthly meetings of the Executive Board will be held August through June. Special meetings of the Executive Board may be called by the President. A majority of the members of the Executive Board shall constitute a quorum for the transaction of business at Board meetings.

Section 3.

The annual meeting of the Association shall be held in May of each year. Newly elected officers shall be installed at the annual meeting.

Article VI B Executive Board

Section 1.

The Executive Board shall consist of the elected officers of the Association and the directors for each of the committees. The President Emeritus shall serve as ex-officio member. With the exclusion of the immediate Past-president and President Emeritus, there shall be no more than four past presidents serving on the Executive Board.

Section 2.

The newly installed officers shall annually appoint the Directors and Co-Directors of the standing committees prior to July 1, and shall appoint other committees as deemed beneficial to the general membership and function of the Association.

The Director of each standing committee shall be an ex-officio member of the Executive Board with all the rights, responsibilities and duties of a Board member. The Director of each special or ad hoc committee shall be an ex-officio of the Executive Board with all the rights, responsibilities and duties, except the right to vote. Co-directors are expected to attend Executive Board meetings and will have all the rights, responsibilities and duties except the right to vote (only one vote per standing committee).

Section 3.

Each member of the Executive Board shall submit a written annual report to the President in May for inclusion in the Annual Report of the Association.

Article VII - Committees

Section 1.

The Association shall have standing committees as follows: Awards, Bradley Munn Professional Growth Fund, Bylaws, Career Development, Communication Technology, Employee Concerns, Hospitality, Membership, Mentoring, Nominating, Outreach, Program, UNOPA Notes, and Ways and Means.

Section 2.

Guidelines, duties, and responsibilities for each standing and each special committee shall be specified by the Executive Board, and may change from time to time, according to the needs and goals of the Association.

Article VIII - Affiliation

Section 1.

This Association shall annually affiliate with NAEOP and support NEOPA.

Section 2.

This Association shall appoint the President to the NAEOP Advisory Council.

Article IX - Amendments

Section 1.

Amendments to the Bylaws shall be submitted in writing to the President, for review by the Executive Board, fifteen (15) days prior to presentation at a regular meeting of the Association. Amendments shall be voted on by members using mailed paper ballot, within one month following presentation. A majority vote of ballots returned, shall be required for passage, and the amendment(s) shall become effective immediately.

Article X - Parliamentary Authority

The rules contained in the current edition of Roberts Rules of Order, Newly Revised, shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

Standing rules are the procedures of the organization, or general policy that are not included in the bylaws. They cannot be in conflict with the bylaws. Standing rules can be changed or amended at any time. With endorsement of the board, standing rules changes must be presented at a general membership meeting (without previous notice) for approval by a majority vote.

STANDING RULES

1. The dues for each fiscal year, from July 1 to June 30, shall be nine dollars (\$9.00) for active and associate members and two dollars (\$2.00) for retired membership. Life membership shall be \$200.00. If a renewing member's dues are not paid by September 30, a \$3.00 fee will be assessed in addition to the \$9.00 annual dues B for a total cost of \$12.00 to reinstate membership.
2. Dues for former members who have had a break in service from the university (who join later in the year) will be \$9.00 through March 31. Individuals initially joining UNOPA after March 31 will not be required to pay any dues until the next UNOPA fiscal year.
3. All Executive Board meetings are open to any members, unless stipulated by the President.
4. The President will not vote on issues unless there is a tie vote in accordance with Roberts Rules of Order Newly Revised.
5. The President and President-elect shall be a member of NEOPA and NAEOP Associations; dues will be paid or reimbursed by UNOPA.
6. The Association will purchase a gavel guard and chain. The incoming President will present the gavel guard to the retiring President immediately after the retiring President has presented the gavel to the incoming President. The President's plaque will also be presented at the annual meeting in May by the incoming President.
7. The President is given the option to represent the Association at the NAEOP Advisory Council at the Annual Conference. If the option is declined, another delegate will be selected by majority vote of the Executive Board. The Association will contribute funds to assist the attendance of the Delegate and the President-elect at the NAEOP Annual Conference.
8. It is strongly recommended that candidates for office of President-elect shall have served at least one year on the Executive Board and have at least three years of active UNOPA membership.
9. At the end of the fiscal year, all outgoing directors will give their current year's notebook to the incoming directors. The incoming directors will then take the previous year's notebook to 1700 Y Street to be kept as permanent records.
10. A listing of the Duties of the Standing Committees shall be included as an attachment to the Bylaws and Standing Rules. Duties shall be updated by the Executive Board as deemed necessary.

Adopted 12/92

Revised 9/7/94

Revised 9/4/97

Revised 2/11/02 (Standing Rule #7)

Revised 10/13/04 (Standing Rule #10)

Revised 11/12/04

Revised 5/12/05 (Bylaws/Standing Rules/Revision)

Revised 10/9/07

Revised 3/11/08

Revised 4/14/09 (Standing Rules)

Duties of the Committees:

(The job descriptions of the committees should not be kept in the Bylaws. The Executive Board should have the flexibility to adjust the duties and not require a change in the Bylaws. The Secretary should have complete job descriptions for each committee that should be reviewed by the Executive Board each year). (Each Committee shall have at least three (3) members participating on the Committee).

Standing Committees

The Awards Committee shall organize and implement all UNOPA special awards. In the best interest of the Association, members of the Awards Committee (including Director) shall not be eligible for an award sponsored by the Association. An individual cannot be nominated for both the Floyd S. Oldt Outstanding Staff Award and the Floyd S. Oldt Silver Pen Award within the same membership year. Nominees of the Rose Frolik, Floyd S. Oldt Outstanding Staff, Floyd S. Oldt Silver Pen, and Floyd S. Oldt Boss of the Year Awards shall **not** be notified of the selection results prior to the official awards ceremony.

The Immediate Past President shall serve as Director of the Bradley Munn Professional Growth Fund Committee. This Committee administers UNOPA's Foundation account with the primary intent being to encourage Professional Development in multiple areas among the membership. The review board consists of the Immediate Past President, the current Career Development Director, the current Treasurer and two additional UNOPA members. The Board will meet quarterly to review the status of the fund, review applications and select recipients, and actively recruit monetary pledges to replenish the fund. The Immediate Past President shall also be responsible for compiling and submitting the materials for the NAEOP Louise Henderson Nelson Award competition.

The Bylaws Committee shall review the Bylaws and Standing Rules each year and present their recommendations to the Executive Board.

The Career Development Committee shall be encouraged to organize and implement at least two workshops a year, but at least offer one workshop that will be free for UNOPA members. The committee shall encourage participation in the Professional Standards Program (PSP) of the National Association of Educational Office Professionals (NAEOP) and offer information and assistance to UNOPA members in their procurement of this certification. The committee shall offer at least one workshop per year to provide information on the Professional Standards Program.

The Communication Technology Committee will update and maintain UNOPA's web page. It is strongly recommended that the Committee Director have working knowledge of html, pdf, and ftp. Commitment is for two years.

The Employee Concerns Committee shall be responsible for policy statements and report to the membership on results, comments or actions on issues. Any major policy statements must be approved by the Executive Board. There shall be a Co-Director of the Employee Concerns Committee who will move into the Director's position the following year. This is a two year commitment: 1 year as Co-Director, 1 year as Director.

The Hospitality Committee shall be responsible for establishing a pleasant and conducive environment at each general meeting by greeting attendees and encouraging fellowship. Shall arrange for room reservations and menus for each meeting.

The Membership Committee shall be responsible for sending out renewal forms, welcome letters, and membership cards once a year. They shall keep an updated database of all members on an Access database, update the listserv and provide updates to the Communication Technology Committee for

the website. The Committee will obtain names of new office/service employees from HR, send UNOPA information, and make personal contact to see if new employees are interested in becoming an UNOPA member. The committee will also supply labels to the Hospitality Committee and UNOPA Notes Committee for monthly mailings and supply the Committee Form at the May meeting.

The Mentoring Committee shall be responsible for developing a mentoring program for UNOPA. This may include noon workshops, providing assistance to members in developing individual mentoring partnerships, and/or providing information for their page on the UNOPA website.

The Nominating Committee shall be responsible for assuring the future of our organization by establishing and submitting a complete slate of officers for the upcoming year and governing the election process.

The Outreach Committee shall be responsible for coordinating all aspects of the annual summer social, which includes choosing a location, and working with the committee to select a theme, prizes, and coordinate registration.

The Program Committee shall be responsible for submitting the proposed year's program and speakers for approval as soon as tentatively arranged to the Executive Board and provide information about each monthly meeting to the UNOPA Notes Editor.

The UNOPA Notes Committee shall be responsible for collecting information for, setting up, editing, and distributing UNOPA's monthly newsletter.

The Ways and Means Committee shall be responsible for coordinating the workers for the Fall parking lot. This committee may also develop other fund raisers throughout the year.

Ad Hoc Committee:

(These committees along with any others can be established at the discretion of the incoming Board).

If a NEOPA/NAEOP Liaison is appointed by the UNOPA President, the general duty of this position is to coordinate activities with the UNOPA membership relating to the state and national conferences. The liaison must be a 3-D member (membership in the local, state and national organizations). The liaison will personally congratulate and welcome UNOPA members at UNOPA meetings who join NEOPA and/or NAEOP for the first time. Thank UNOPA members who renew their memberships in NEOPA and/or NAEOP. The liaison will plan a reception for UNOPA members, to be held during the NAEOP Annual Conference, prior to the PSP banquet. Submit the plan at a regularly scheduled board meeting for approval. The purpose of the reception is to promote fellowship between UNOPA members and honor members who will be recognized at the PSP banquet. If the liaison is not attending the National conference, the liaison will designate another UNOPA member attending the National conference to host the reception. The liaison will be required to submit a yearly budget to cover the cost of the reception and corsage(s) for each UNOPA member being recognized at the PSP banquet.



UNOPA 2008-2009 Annual Report

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