

2016

## 2015-16 UNOPA Annual Report

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

---

"2015-16 UNOPA Annual Report" (2016). *UNOPA Annual Reports*. 47.  
<http://digitalcommons.unl.edu/unopaannrpts/47>

This Article is brought to you for free and open access by the UNOPA-University of Nebraska Office Professionals Association at DigitalCommons@University of Nebraska - Lincoln. It has been accepted for inclusion in UNOPA Annual Reports by an authorized administrator of DigitalCommons@University of Nebraska - Lincoln.



## 2015-2016 UNOPA Annual Report

### *“Run to the Roar”*

#### **PRESIDENT** ★

As I have mentioned on numerous occasions it was an honor to serve the UNOPA membership in this capacity and I look forward to serving as your immediate past president and Director of the Bradley Munn Fund during the 2016-2017 Academic Year.

We started out the year hearing from Joy Blythe of Matt Talbot Kitchen and Outreach. MTKO was the UNOPA President’s Charity for 2015-2016. Throughout the year members donated \$302.50 in proceeds from the 50/50 drawings at our general meetings, as well as non-perishable food items to stock their pantry. The UNOPA membership was very generous – thank you. Our membership also shared the January 50/50 proceeds of \$20.00 with UAAD’s charity Open Shelf.

At the UNOPA/UAAD Joint meeting in January both organizations honored our friend Roshan Pajnigar upon her retirement with a plaque, thanking her for her long-time support of the two organizations.

UNOPA helped support our State and National organizations with donations of \$30/each. The donations went toward the Central Area Professional Development Workshop raffle basket; the NEOPA State Basket for the National Conference; and the NEOPA Basket for State Conference.

UNOPA Executive Board budgeted up to \$1,000.00 in 2015-2016 to help cover expenses of our members attending the National Conference (distributed at \$125.00 each). That amount was matched by the UNL Chancellor’s Office.

The Executive Board rounded up the year hearing from Owen Yardley, Chief of UNL Campus Police, speak about the phasing out of the “Blue Safety Lights/Phones” all across campus.

***Submitted by Roddy Spangler***

**PRESIDENT ELECT / PROGRAM COMMITTEE** 

2015-2016 Schedule of Monthly General Meeting Programs:

<b>Program Date</b>	<b>Program Location</b>	<b>Program/Speaker</b>
9/8/15	Great Plains Room – East Campus	Matt Talbot Kitchen – 50/50
10/13/15	Georgian Suite – City Union	Courtney Smith – UNL Wellness on Wheels
11/10/15	Great Plains Room – East Campus	Awards/Sara Luther
12/8/15	Ballroom – City Union	Pius X Men’s Acapella Group “Spontaneous Chordbustin”
1/20/16	East Campus Union - - UAAD host	Backyard Farmer
2/9/16	NET on East Campus	UNOPA Committee Director’s
3/8/16	East Campus Recreation Facility	Tour New Rec Center
4/19/16	Great Plains Room - East Campus	Rose Frolik Award
5/10/16	Hardin Hall Auditorium East Campus	Installation

Committee members: Tricia Liedle and Roddy Spangler

***Submitted by Tricia Liedle***

## **CORRESPONDING SECRETARY**

Following is a list of the activities of the Corresponding Secretary for the 2015-2016 year:

- Entire year: Send cards to members and others as directed by UNOPA board.
- Entire year: Take pictures at general membership meetings and of award recipients. Forward pictures as appropriate.
- Entire year: Attend Board meetings and General Membership meetings
- October-December: Coordinate, collect and deliver Giving Tree items to the Matt Talbot Kitchen and Outreach.
- February –April: Prepare and send invitations for Rose Frolik Awards Luncheon. Coordinate parking permit requests for Past Presidents and recent retirees. Prepare gifts for Past Presidents and recent retirees. Prepare program. Work with Awards Committee and Hospitality Committee to coordinate the luncheon.

Committee Members: Donna Bode, Mari Greer & Marsha Yelden

***Submitted by Marsha Yelden***

UNOPA Annual Report - Treasurer						
2015-2016						
By Alycia Libolt						
Balance Sheet						
As of June 30, 2016						
Great Western Bank - Checking Account						\$ -
Great Western Bank - Savings Account						\$ -
Union Bank & Trust - Checking Account						\$ 3,825.09
Union Bank & Trust- Savings Account						\$ 11,503.92
Cost Center Balance						\$ -
				Total Funds Available:		\$ 15,329.01
Income/Expense Statement by Committee						
July 1, 2015 thru June 30, 2016						
Officers:				<u>Income</u>	<u>Expenses</u>	<u>Total</u>
President				\$ 322.50	\$ 1,404.61	\$ (1,082.11)
President Elect				\$ -	\$ 433.61	\$ (433.61)
Recording Secretary				\$ -	\$ -	\$ -
Corresponding Secretary				\$ -	\$ 426.11	\$ (426.11)
Treasurer				\$ -	\$ 62.92	\$ (62.92)
Immediate Past President				\$ -	\$ 169.57	\$ (169.57)
Standing Committees:						
Awards				\$ 3,771.09	\$ 4,474.90	\$ (703.81)
Bylaws				\$ -	\$ -	\$ -
Career Development				\$ -	\$ 71.10	\$ (71.10)
Communication Technology				\$ -	\$ 670.66	\$ (670.66)
Employee Concerns				\$ -	\$ -	\$ -
Hospitality				\$ 2,030.00	\$ 2,859.90	\$ (829.90)
Membership				\$ 1,222.00	\$ 1,990.33	\$ (768.33)
Nominating				\$ -	\$ -	\$ -
Outreach				\$ -	\$ -	\$ -
Programs				\$ -	\$ 174.00	\$ (174.00)
UNOPA Notes				\$ -	\$ 20.00	\$ (20.00)
Ways & Means				\$ 3,743.00	\$ 163.38	\$ 3,579.62
Ad-Hoc Committees						
Digital Commons				\$ -	\$ -	\$ -
Marketing				\$ -	\$ -	\$ -
				\$ 11,088.59	\$ 12,921.09	\$ (1,832.50)
**Cost Center now has a balance of -\$ .46 due to a late mailings charge after books were closed. Balance will carryforward to FY17.						

See separate document for details / Excel spreadsheet.

**Submitted by Alycia (Libolt) Harden**

## PAST PRESIDENT/BRADLEY MUNN PROFESSIONAL GROWTH COMMITTEE

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

### **Report of the Bradley Munn Professional Growth Fund Committee**

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

At the end of February, we received one request for reimbursement: Gretchen Mills (\$100) for textbooks, but she was not awarded because there were no receipts.

Donations were made to the NAEOP Foundation Educational Fund and NAEOP Marion T. Wood Student Scholarship Fund in the amount of \$25 each.

### **Budget 2015-2016**

<i>Beginning balance, July 1, 2015</i>			\$7,403.08	
<i>Income received:</i>				
Through payroll July 15-June 16 (\$31.02/month for 11 months)	\$341.27			
Total Income			\$341.27	
Subtotal			\$7,744.35	<b>NEOPA/NAEOP Liaison</b>
<i>Expenses Incurred:</i>				
None for 2015-16				If members of UNOPA have received their PSP during 2015-16,
Total expenses from Foundation Fund	-\$0.00		-\$0.00	
<i>Ending Balance, June 30, 2016</i>			\$7,744.35	

corsages will be purchased on behalf of UNOPA to present to recipients.

### **Louise Henderson Nelson Award**

This is not being submitted for the 2016 National Conference. There have been several discussions regarding the value and benefits of this submission. NAEOP is currently working on updating the submission for the award.

Committee Members: Jane Schneider, Director; Alycia Libolt, Mary Klucas and Roddy Spangler

**Submitted by Jane Schneider**

## **CAREER DEVELOPMENT AND PSP**

We held a PSP brown bag meeting at the Whittier Research Center on October 7, 2015. Four UNOPA members expressed an interest in obtaining a PSP certificate. Debbie gave an introduction to the Professional Standards Program and answered many questions. The attendees were encouraged to contact either Debbie or Lorraine if they had any questions.

A PSP presentation was made to Mari Greer at the November UNOP Boss of the Year Luncheon. Lorraine Moon presented Mari with her Basic, Option 1, PSP plaque and certificate.

Committee members: Debbie Hendricks and Lorraine Moon

***Submitted by Lorraine Moon***

## EMPLOYEE CONCERNS COMMITTEE

### **Chancellor's Campus Safety Committee**

2016 Annual Report

Mari Greer

The committee met six times during the 2015 – 2016 year: July, September and November, 2015 and, January, March and May, 2016. Below is a sampling of what the committee discussed/worked on during this year.

#### ***The CUSC Goal FY 2015 - 16:***

*Develop, review, maintain lines of safety communication with the purpose of engaging the campus community, in particular by encouraging all to recognize and report "near misses."*

On September 29, Student Involvement held the annual *Ready Campus* event to raise awareness of resources related to emergency situations of all types.

October 15 was the nationwide annual *Shake Out* event that talks about earthquake awareness. Lincoln is in a moderate earthquake zone. The **drop, cover** and **hold on** exercise was held as if an earthquake was really happening.

The Fall Safety Colloquium sessions were held on November 11 at the Nebraska Union and the Nebraska East Union.

Every 18 months a Safety Walk is conducted on both UNL campuses. This year the Walk was held the evening of November 17, there were approximately 30 items determined to need attention, some as simple as lightbulb replacement or shrub trimming. Some items were more costly, for example, installation of a new light in a dark area, and such items would be included on a prioritization list. Since it was raining hard the evening of the Walk, there were a number of water-related issues also observed.

Several emergency exercises were held during the year on campus, they included live animals used for research, lasers and other special equipment.

The defensive driving training module was made available to all UNL employees by Transportation Services. "*Do You Drive Defensively?*" is available as online training to teach enrollees about safety features of standard vehicles and educate UNL drivers on how to improve common driving tasks. The training consists of a pre-test, 47 videos developed by AAA that are approx. 1 -2 minutes each, and a post-test. A certificate may be printed upon successful completion of the course.

Discussion on the Near Miss reporting system be used to report instances of pedestrians not watching where they are walking and stepping out in front of vehicles. The increasing lack of traffic awareness when pedestrians cross streets on or near campus streets is very concerning. Several near misses were reported by meeting attendees who experienced students stepping out directly in front of their vehicle. Brenda suggested that this concern might be a good topic to forward to the Chancellor's office with a recommendation to establish a task force to initiate a pedestrian safety awareness campaign. UNL police officers periodically talk to jaywalkers on campus letting them know jaywalking is a citable offense carrying a fine.



At the March meeting, Jennifer Dam (Campus Planning) and Emily Casper (Landscape Services) attended to tell the committee what their areas were planning that might be of relevance to safety concerns on Pedestrians/Bicycles/Motorists. There are planned bike routes and possibly some sidewalks to be designated as bike/pedestrian travel with lanes. There is discussion about dismount zones, areas where bicyclists may not ride their bikes.

The Spring Safety Colloquium was held on March 30.

Environmental Health and Safety (EHS) held numerous workshops and training sessions throughout the year for faculty/staff/students, explaining what their office looks for when they do safety and compliance audits of all UNL laboratories. Part or all of UNL's buildings were audited during the year.

Departments/areas/facilities encouraged to review and update their Emergency Action Plan at least once per year.

### **Chancellor's Commission on Environmental Sustainability**

2015-2016 Annual Report

Sara Luther

The Chancellor's Commission on Environmental Sustainability did not meet this academic year.

### **Chancellor's Commission on the Status of Women**

2015-16 Annual Report

Edie Schleiger

The Chancellor's Commission on the Status of Women began the year having a retreat to get to know all the new members of the Councils and discuss what topics each Council will focus on. Then in September, President Bounds invited members of the Commission to participate in a meeting with the search consultants from Isaacson Miller who will be assisting with the recruitment of the next Chancellor at UNL. At the September meeting we discussed recommendations that would be forwarded to the President regarding qualities for the new Chancellor.

Later in the fall, Chancellor Perlman and Susan Foster attended our meeting to discuss initiatives and/or projects coming up this year, decision-making process regarding the Affordable Care Act provisions that are/not being adopted. Additionally, we will discuss issues related to Title IX.

In the Spring, we continued the discussion regarding Affordable Care Act provisions that impact women and we'd like to have added to our current coverage. Lance Perez came to a later meeting to give an update on where the campus stands in respect to diversity and inclusion. We ended the year continuing the discussion on health coverage with Human Resources Director Bruce Currin and the new Benefits Director, Gayle Schanou. They provided a few suggestions on how to get information, given the run-around we'd gotten the previous year. They suggested that we attend the University-wide Benefits Committee meeting in September, suggested that we provide information and suggestions to Chancellor Green, and write directly to the chair of the University-wide Benefits Committee. It was very helpful to us as a commission.

### **Employee Benefits/U-Wide Employee Fringe Benefits**

2015-2016 Annual Report

Diane Wasser

No report submitted

## **Employee Emergency Loan Fund Advisory Committee**

2015-2016 Annual Report

Shelley Everett, Jan Wassenberg, Marcy Tintera

There was only one call all year. All decisions are confidential and not to be shared with anyone.

## **Faculty Senate**

2015-2016 Annual Report

Donnelle Moormeier

September meeting:

I had not received any information about this meeting as I was appointed rather late so I did not attend this meeting.

October meeting:

1. Perlman updated Senate on Innovation Campus, Grand Opening held on Thursday October 8<sup>th</sup>.
2. Jan Deeds with Women's Center spoke on the Victim Advocate training and the online training that all 1<sup>st</sup> year students are required to take before coming to campus to report any type of violence. (Title IX)

November meeting:

1. A resolution concerning guns on campus was brought to Faculty Senate.
2. Susan Foster, Director of Institutional Equity and Compliance, spoke regarding the Title IX. Responsible Employees would be those that must report anything that was told to them. There are confidential resources on campus. All employees should take the training online.
3. A professional ethics statement was drafted and presented to Faculty Senate. It will continue to be revised per discussion.

December meeting:

I was unable to attend

January meeting:

1. The Professional Ethics Statement was again presented to the Faculty Senate and it was voted to accept the draft.
2. Associate Vice Chancellor Amy Goodburn and Director Amber Williams presented the UNL Efforts & Plans for Student Recruitment and Retention.
  - a. Enrollment projection growth to 30,000 by Fall 2020. Fall 2015 enrollment was at 25,260. 20,182 undergrads, 4,517 graduates, 510 professional.
  - b. They are extending the Big Red Welcome to 6 weeks of welcome. They will have activities for first year undergraduate students to attend so that they will get better acquainted with the campus and the opportunities.
  - c. They will have a Military/Vet Success center which will focus on helping the military and veterans succeed in accomplishing a four year degree.
  - d. There will be more academic progress tracking to help students.

February Meeting cancelled due to University being closed for a snow day.

March Meeting:

1. Presentation of Louise Pound-George Howard Distinguished Career Award to Chancellor Perlman
2. Emergency Motion to Approve the Ballot for Elections to the Academic Planning Committee, Academic Rights & Responsibilities Committee, and Academic Rights & Responsibilities Panel.
3. Review of the Extension Educator Resolution document
4. Review of the Revise the University Curriculum Committee Syllabus Name & Membership document

April 5<sup>th</sup> Meeting:

1. Recognition of Outgoing Senators
2. Annual Committee reports were given –
  - a. Graduate Council
  - b. Convocations Committee
  - c. University Curriculum Committee
  - d. Committee on Committees
  - e. Information Technologies & Services Committee
  - f. Parking Advisory Committee
3. Motion to accept the Resolution on Extension Educators was voted on and passed
4. Motion to accept the Revise University Curriculum Committee Syllabus was voted on and passed.
5. Report on ACE Five-Year Review

April 26<sup>th</sup> Meeting:

1. Recognition of New Senators
2. Elections to Executive Committee
  - a. President-Elect – Sarah Effken Purcell
  - b. Secretary Election – Allison Reisburg
  - c. Executive Committee Members ( 4 members ran/3 voted on) – Kevin Hanrahan, Richard Leiter, Hamid Vakilzadian
3. Extension Educator Executive Committee Member – John Fech
4. Presentation of Louise Pound-George Howard Award for Distinguished Service to Professor Fran Kaye.

Minutes for the Meetings may be found at <http://www.unl.edu/facultysenate/>

**James V. Griesen Exemplary Service to Students Award**

2015-2016 Annual Report

Roddy Spangler

No report submitted

**Parking Advisory Committee**

2015-2016 Annual Report

Marilyn Johnson

No report submitted

**Parking Appeals Committee**

2015-2016 Annual Report

Belva Harris, Marsha Yelden

The Parking Appeals Committee did not meet this academic year.

**Chancellor's Wellness Committee**

2015-2016 Annual Report

Alycia Libolt

UNL Campus Recreation offered the following events throughout the year:

- Wellness on Wheels – an event geared toward learning more about your personal wellness
- Fit @ Work – 1.5 mile course with stations testing strength, balance, agility, and endurance
- LiveWell Challenge – a calorie burn challenge
- Wellness Wednesdays – Pre-/post-workout snacks in the atrium
- Fit & Well Lunch & Learn – a lunch session focusing on personal health and wellness topics
- Guest Demo/Guest-Led/Specialty Cooking Classes – classes led by individuals from the UNL and Lincoln community that showcases different foods/recipes and techniques
- Spring into - Mindful Eating, Occupational Wellness with Organizational Communication, and An Active Office
- National Walk at Lunch
- Well on Your Weigh – a weight loss program broken into three sections of 3.5 weeks each
- EveryMove.Org – Challenge to move for 30 minutes, 3 days per week with prizes on a monthly basis for those who achieved 750 points or more. Weekly tips about wellness were also provided.

Wellness Committee meetings focused on the following:

- State of U-Wide Wellness Program
- Updates on UNL Programs

**Child Care Committee**

2015-2016 Annual Report

Tricia Liedle

The Child Care Committee did not meet this academic year

***Submitted by Edie Schleiger***

## **MEMBERSHIP**

UNOPA had a total of 113 memberships this year. The breakdown is as follows:

- Active Members – 68
- Associate Members – 5
- Honorary Members – 16
- Lifetime Members – 1
- New Members – 11
- Retired Members – 12

Our budget was \$395.00. Here is a breakdown of our expenses:

- \$15.00 – Jill Schurr membership
- \$69.74 – New member luncheon
- \$20.25 – Candy for new member mugs
- \$1,885.34 – Umbrellas to be used as gifts for current members and future new members

Total expenses - \$1,990.33

\*\*Our expenses were higher than what was budgeted, because the umbrellas cost more money than originally planned.

Our projected revenue was \$1,800.00. Here is a breakdown of revenue received:

- Cash & Checks - \$810.00
- Cost Center Charges - \$405.00
- Award Winners - \$47.00 (should be charged to the Awards committee as award winners receive a free UNOPA membership)

Total revenue - \$1,277.00

\*\*Actual monies received is \$1,215.00.

\*\*Louise Berner paid for 5 years of her membership (Retired).

\*\*Jill Schurr membership was charged to the Membership Committee per a decision made at the January 2016 Board meeting (reflected as an in/out on Treasurer's report)

\*\*That being said our total for the 2015-2016 year should = \$1,222.00.

Committee Co-Directors: Jaime Long & Marilyn Johnson

***Submitted by Jaime Long***

## NOMINATING COMMITTEE

The Nominating Committee met on December 9, 2015. An itinerary was planned for the 2016-2017 nominations/elections.

No budget used since everything was sent electronically.

On January 14th, an email request for nominations was sent to UNOPA membership for 2016-2017 officer positions. President Roddy Spangler sent out the email on the UNOPA listserv. Only active and retired members may vote so a listserv should be created by the President of those members. Attached to the email was the UNOPA officer descriptions and the nomination form. A reminder was again sent out January 26 by the President. Nomination forms were to be received by the committee on January 29, 2016. Committee met on February 2 to go over the names of the members nominated. Committee received six nomination forms back (3 of the 6 were from the members of the Nominating Committee and only one from the boards members). Each person nominated was contacted by the Committee either by email, phone, or both asking them for permission to be placed on the ballot. Only Jill Schurr agreed to have her name placed on the ballot for Corresponding Secretary. Nominating Committee was in contact with President Spangler and President Elect Liedle to let them know we needed three more people to serve. After receiving many more names that the board nominated, Barbara Homer agreed to have her name placed on the ballot for Recording Secretary. At the March 7th general meeting, the President called for nominations from the floor. Renae Oestmann agreed to have her name placed on the ballot for Treasurer. After a lengthy discussion and the future of the UNOPA organization, it was decided to put out an email to all members asking them to step up and put their name on the ballot. After no one volunteered, Barbara Homer then agreed to be President Elect. Judy Anderson agreed to run for Recording Secretary a second term. A thank you letter was emailed and a short bibliography was requested. Bios were requested to be returned to us by March 11th. The slate of candidates were:

President-Elect:	Barbara Homer
Recording Secretary:	Judy Anderson
Corresponding Secretary:	Jill Schurr
Treasurer:	Renae Oestmann

Survey Monkey was used for the 2015-2016 officer election. On March 17th each candidate's bio was uploaded to survey monkey and members were sent a link to vote electronically. Votes were due back by noon on April 1, 2016. Again this year we added an "abstain" option for each office on the ballot. Of the 88 members eligible to vote, 63 voted. (69%)

2016-2017 UNOPA elected officers are:

President:	Tricia Liedle
President-Elect:	Barbara Homer
Recording Secretary:	Judy Anderson
Corresponding Secretary:	Jill Schurr
Treasurer:	Renae Oestmann

The fact that we only received nominations from six members still concerns the nominating committee. Any ideas for increasing members input on nominations would be greatly appreciated. The Nominating Committee contacted over half of the members to put their name on the ballot. We need members to step up and serve as an officers. Most of the comments on not running for officer were too busy at work and home life and getting ready to retire.

The nominating committee would like to suggest that during the President-Elect's term he/she should be contacting and talking to potential officers and directors to form their team for the following year. Members will then had a chance to think about holding office or becoming a director prior to nominations in January. This also gives members a chance to actually serve on a committee or observe what each officer or director does throughout the year.

Directors: Donelle Moormeier and Donette Petersen  
Committee Members: Kathy Thorne

***Submitted by Donelle Moormeier***

## **UNOPA NOTES**

I want to thank my committee member, Lindsay Augustyn. I could not have done it without her help, guidance and support. I really have enjoyed the learning experience and appreciated the feedback we received from the UNOPA membership.

We published ten issues of *UNOPA Notes* entirely online and was sent to the UNOPA listserv each month. However, there was one time where we sent out two issues in a month due to not receiving the articles on time. I never received any requests to mail a printed copy of the issues. The online issues included active links to registration forms, email addresses, and/or reference materials. The newsletter information is compiled and distributed as an e-newsletter via HTML using the Announce system, which sends out the UNL e-newsletter UNL Today.

February was our special issue which was forwarded to NAEOP for consideration for the Rachel Maynard Award for Excellence in Communication Newsletter/Magazine contest. We will receive those results at the annual conference in St. Louis, Missouri in July 2016.

It was with great pleasure to have had the opportunity to serve in this capacity as it was truly a rewarding experience. Our hope was that we produced a newsworthy newsletter the UNOPA members enjoyed reading.

I want to wish the very best to the new editor for 2016-2017.

Committee Members: Barbara Homer and Lindsay Augustyn

***Submitted by Barbara Homer***



## **WAYS AND MEANS COMMITTEE**

We parked cars during seven regular football games plus the Spring Game in April. A total of 42 members, along with a few spouses, helped with the parking duties.

In December the Board moved to provide LeAnn Frobom with a gift certificate of \$20 to her choice of businesses for volunteering six of the seven regular games.

Our total receipts from the Parking Office for the year totaled \$3,743.00.

Committee Members: Linda Arnold and Jan Wassenberg.

***Submitted by Jan Wassenberg***

**DIGITAL COMMONS** 

I am learning the process of posting UNOPA historical records to Digital Commons as Paige Glasshoff moved to new employment away from UNL and was unable to complete her year as director. I am working toward posting items from 2015-2016: UNOPA Notes, Parking Lot Agreement, List of Officers & Committee Members, List of Current Members, Website and Newsletter Awards (judge's sheets), General Meeting Minutes, and Executive Board Meeting Minutes. Members wanting to view the UNOPA documents on Digital Commons may do so by visiting <http://digitalcommons.unl.edu/unopa>.

***Submitted by Jane Schneider***