

1994

1993-94 UNOPA Annual Report

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Volume 32, Issue 11

August 1994

ANNUAL REPORT

University of Nebraska Office Personnel Association (UNOPA)

1993-94

Executive Officers and Directors

Michelle Sieber, President
Rhonda Zugmier, President-elect
LaRita Lang, Recording Secretary
Shirley Horstman, Corresponding Secretary
Rosemary Sieck, Treasurer
Kathy Bennetch, Immediate Past President
Sandy Watmore, Awards Director
Jeanette Fisher, Employee Concerns Director
DaLene Wiess, Employee Concerns Co-director
[June 1993 to April 1994]
Patti Lutter, Employee Concerns Co-director
[May 1994 to June 1994]

Michele Strickler, Hospitality Director
Nelvie Lienemann, Membership Director
Jeanne Andelt, Nominating Director
Jo VanPatten, Professional Growth Director
Roddy Spangler, Publicity Director
Ronda Vietz, Salary Issues Director
Jacque Virts, UNOPA Notes Director
Bette Schernikau, Ways & Means Director
[July 1993 to December 1993]
Jan Wassenberg, Ways & Means Director
[January 1994 to June 1994]



Message from the President

The 1993-94 year has been a busy one. "There will always be more followers than leaders, always more players than captains, but it is the quality of membership which in the end will determine the success of a team." With the quality of this team, we achieved great success. Some of the highlights of this year included:

- ▶ Eight members attended the National Conference in Tucson, AZ, in July, 1993
- ▶ Enjoyed a wonderful evening of making crafts and renewing acquaintances at the summer social in July, 1993
- ▶ Hosted the NEOPA Fall Conference in October, 1993
- ▶ Participated in the EELF fund-raising activities
- ▶ Donated Christmas gifts to the Friendship Home
- ▶ Several members attended the Central Area Professional Development Day in Lincoln
- ▶ Sponsored several brown baggers and workshops
- ▶ Representation on several University employee concerns committees
- ▶ Conducted and disseminated results of employee concerns survey
- ▶ Representation at Deans/Directors meetings
- ▶ Kathy Bennetch and Michele Strickler received their PSP and CEOE
- ▶ A walking team participated in the Havelock Bank Charity Challenge. As a result of our participation, Havelock Bank made a donation to our Foundation Funds account.
- ▶ Development of proposals regarding University recognition of PSP certification

I thank each of you for giving me the opportunity to lead this team. Nothing would have been possible without the dedication and team spirit each of you brought to this team. Whenever I needed your help, you were there.

My congratulations to Jacque Virts and the UNOPA Notes Committee for 3rd place in the Rachel Maynard Excellence in Communication Award Competition.

Also congratulations to Sandy Lineberry who will be serving as the NAEOP

Higher Education Director for the coming year.

My best wishes to President Zugnier and the new Executive Board.

Michelle Sieber

Awards Committee Sandy Watmore, Director

The most important aspect of successfully meeting the goals of UNOPA's Awards Committee is to surround yourself with a wonderful group of committee members. I recruited the Awards Committee members from the list of recipients and/or nominators of one or more of our awards in the past. They were all great sources for helpful hints about the nominations and administration of the awards. Also, they were all an inspiration to me and very supportive of our objectives. I sent each committee member an update before each major award so they knew what was happening at all times. Every committee member got involved by doing one or more specific task as assigned which helped the year go quickly. One advantage of having a large committee, is no one's time was abused by UNOPA committee work. The Awards Committee consisted of: Jeannine Moore, Esther Ortiz, Linda Pence, Pat Smith, Theodora Walker, and Sandy Watmore (Director).

Before any of the awards were presented this year, a group of representative UNOPA members; past & current presidents, past Awards Committee Directors, and the newly established Awards Committee, met to review and update the guidelines for all the awards administered and presented by UNOPA. At this same time a tentative presentation schedule and how (and to whom) each award should be revealed was established. The complete set of updated guidelines are enclosed in the Awards Director's notebook which will be transferred to the 1994/95 director. Reports were given at each meeting so the Board was aware of each award as it was being prepared.

I sincerely enjoyed the challenge of Chairing this Committee and found it relatively easy to accomplish everything on time by making and following a schedule of when to have nominations copied & sent, judges packets prepared, certificates prepared, awards ordered, and present awards. Oftentimes the first phases of the next award were in progress before the previous award was completed. I've also enjoyed working with this year's board and President

Sieber.

1993 FLOYD S. OLDT BOSS OF THE YEAR AWARD: The University of Nebraska Office Personnel Association (UNOPA) established this annual award in 1982 to recognize UNL employees who demonstrate outstanding skills in employee supervision and interpersonal relations. The Boss of the Year Award was presented at the November 1993, General Meeting & Bosses Luncheon. Linda Pence, Awards Committee Member, presented each of these nine nominees with a Certificate of Nomination:

Susan Budler, Landscape Supervisor, East Campus Landscape Services.
Dr. Donald Gregory, Director of General Studies.

Hanna Hess, Manager of Selleck Food Service & Hewitt Training Table.
Bill Manning, Sergeant, UNL Police Department.

Linda L. Murphy, Managing Editor, Burros Institute of Mental Measurements.
Daniel Olsen, Haz Mat Specialist, UNL Hazardous Materials Program.

John A. Schmitz, DVM, PhD, Dept Head of Veterinary & Biomedical Sciences.

John M. Yohe, Program Director, INTISORMIL.

Dr. Douglas Zatechka, Interim Asst VC for Student Affairs & Director of Housing.

The recipient who was selected by a panel of three judges from an off campus organization (from the Sertoma Governor's Presidential Council) received a framed certificate, a one year membership to UNOPA (for 1993/94 year), and a monetary award of \$500. Dr. Eric Jolly, Affirmative Action, presented the 1993 Boss of the Year Award to Dr. Douglas S. Zatechka from UNL Housing/Student Affairs who gave a wonderful acceptance speech and sent a written thank-you to UNOPA President Sieber.

1993/94 FLOYD S. OLDT SILVER PEN AWARD: The University of Nebraska Office Personnel Association (UNOPA) established the Silver Pen Award in the 1987-88 academic year to honor a University of Nebraska-Lincoln C-line employee who has demonstrated superior performance while employed at UNL, and who has made significant contributions to the University community. Established in the year of UNOPA's Silver Anniversary, and the Pen being an instrument common to all office personnel eligible for this award, the award was appropriately named the Silver Pen Award. There were 11 nominees for the Silver Pen Award this

year. Esther Ortiz, Awards Committee Member, presented each of the following nominees a Certificate of Nomination: Roxann Albrecht, Vet & Biomedical Sciences
Ardis Burkholder, FIPSE Program/Teaching & Learning Center
Jeanette Fitzgerald, Panhandle Rsch & Extension Center
Mrs. Lilo (Lee) Johnson, Vet & Biomedical Sciences
Rose Johnson, UNL Bands
Maggie A. Kahler, English
Dean Arnold Molzer, Harper/Schramm/Smith Maintenance
Joyce L. Richter, Economics
Janice Schaal, Harper/Schramm/Smith Dining Services
Darla Rae Schmidt, University Services/Purchasing
Carol Stephens, NE East Campus Union

The judging for this year's Silver Pen Award was by a panel of University of Nebraska employees/staff that followed the criteria set up for this award: Irv Omtvedt, Mary Beck, Patrice Berger, Roshan Pajinigar, Pat Smith, and Dan Schweitzer. The two winners each received an early Christmas gift by being presented a check for \$600, a certificate, a Cross silver pen engraved "UNOPA 1993/94", and a one year membership in UNOPA at the December, 1993 UNOPA luncheon/meeting. As Director of this committee, I announced this year's two recipients: Ms. Ardis Burkholder and Ms. Rose Johnson. Both were genuinely thrilled to have been honored with this award and gave nice acceptance speeches. The very close runner-up was Maggie Kahler.

FLOYD S. OLDT OUTSTANDING STAFF AWARD: This annual award was created to recognize an outstanding University of Nebraska-Lincoln office/service hourly employee who demonstrates distinguished service and contributions to the University community. Five individuals were nominated for this year's award. They include:

Charlene M. Warneke, West Central Rsch & Extension Center
Janet Holtzhauser, Registration & Records
Janelle Jones, Chemistry
Debra Koch, Architecture
Corrine Jacox, Schmid Law Library
All the nominees were presented a Certificate of Nomination by Jeannine Moore, Awards Committee member, at the February, 1994 General Meeting/Luncheon. The judging panel was six UNL employees/staff set up

according to the pre-set criteria for this award: Peg Blake, Jim Michel, Larry Walkin, Marvin Anderson, Theodora Walker, and Liz Connolly. This year's winner, Ms. Charlene Warneke, was presented a check for \$1,000, an engraved plaque, and a one year membership in UNOPA by me, Director of the Awards Committee. She came to the meeting from her North Platte office despite the terrible weather that day. The very close runner-up was Janelle Jones.

UNIVERSITY OF NEBRASKA OFFICE PERSONNEL ROSE FROLIK AWARD: This annual award recognizes a UNOPA member who demonstrates the attributes of UNOPA's founder and first president, Rose Frolik. The four very deserving nominees were: Debbie Hendricks, Student Affairs
Joey Kramer, Housing
Sandy Lineberry, Forestry, Fisheries, & Wildlife
Sheila Perry, College of Journalism
Each nominee was presented a Certificate of Nomination by Linda Pence at the April General Meeting and Past Presidents and Retirees Recognition Luncheon. We successfully kept the recipient's identity from everyone until the presentation. The award was presented to a very surprised Ms. Debbie Hendricks by our special guest, Ms. Rose Frolik. She received a check for \$300, a one year membership in UNOPA, and an engraved plaque. The runner-up was Sheila Perry.

Corresponding Secretary Shirley Horstman

Throughout the academic year, the following cards were sent out: Get Well/Thinking of You-8, Retirement-1, Congratulations - 3, Sympathy - 8, Thank you - 2.

Articles for three issues of the NEON newsletter for the Nebraska Educational Office Personnel Association were submitted to the NEON newsletter editor.

April was the Past Presidents and Honored Retirees Recognition Luncheon. As Corresponding Secretary, I coordinated guest invitations, ordered corsages for guests attending the luncheon, communicated with Hospitality Committee on meal arrangements, introduced guests at the luncheon, and presented a short program. Hazardous weather the day of the luncheon caused a decline in attendance. There were eleven Past Presidents who attended the

luncheon and four current Retirees.

Travel arrangements were initiated for eight UNOPA members who attended the NAEOP Annual conference in Atlanta, Georgia on July 11-16. The Chancellor's office will be providing funds towards registration fees for this conference for those attending.

Employee Concerns Committee Director, Jeanette Fisher Co-Director, DaLene Wiess (6/93 - 4/94) Co-Director, Patti Lutter (5/94 - 6/94)

This past year the Employee Concerns Committee started by meeting monthly. After the December meeting, monthly meetings were canceled due to lack of attendance by committee members. A meeting would be arranged if items were brought up to be discussed with the committee members.

A survey was developed by the Employee Concerns Committee to send to all office and service employees of the UNL campus. Approximately 1,800 surveys were sent and 461 replies received. The results of these surveys were tabulated by Jeanette Fisher, DaLene Wiess, Rhonda Zugnier and Linda Arnold. A summary was sent to all UNOPA members, Deans and Directors, Vice Chancellors and the Chancellor. Detailed responses pertaining to their individual departments were sent to Directors of Human Resources, Facilities Management and University Services.

Annual reports for committees within the Employee Concerns Committee are as follows:

Academic Senate
Representative: Susan Nichols

Issues discussed during the year were of an academic nature and did not involve issues concerning UNOPA.

Campus Parking Advisory
Representative: Linda Arnold

A lot of things over the past year brought the Campus Parking Advisory Committee to the forefront of the University community. We got the flack from the Chancellor's decision to convert a centralized lot used by faculty and staff to a green space, necessitating a shift in the current parking arrangements. An uproar was created by discussing the possibility of changing the current parking arrangements to utilize sector

parking. This idea was tabled. Another uproar was created with the decision to increase parking rates, with the most substantial burden on those purchasing the regular parking permit. The idea for building a parking garage to primarily utilize short-term parking is under discussion. We worked with East Union staff to provide limited Parking Office functions for the purchase of temporary permits or guest permits. We heard complaints and watched the completion of the 10th Street development. A Parking Policy Statement was finalized to provide guidance over the next few years. Recommendations were made to the Vice Chancellor for Business and Finance on which parking lot projects should be undertaken depending on the funds available to accomplish them. The handbook and parking maps were reviewed to make the information more accessible and user friendly. Bicycle policies currently in place at Colorado addressing alternate routes and dismount zones was looked at. A feasibility study was done as a class project by a Technical Writing student, but no action was taken. Two walking tours were conducted of the campus to ensure lighting and safety concerns were being addressed by the campus community.

Campus Policy Advisory

Representatives: Patti Lutter & Alta Phillips

This year a second UNOPA representative was added to the committee to insure continuity. Two versions of formal Committee Rules and Procedures were delivered to Vice Chancellor Goebel. The committee asked that version two be placed on the Regents schedule for final approval. Members of the committee attended the campus safety walk in November. Initial problems with the Emergency Telephone (Code Blue) System have been corrected. Fourteen Community Service Officers have been hired and trained and are presently serving in security positions in housing, academic buildings and outside events held on campus. The position of Assistant Chief will not be filled and money reallocated to create the position of Administrative Sergeant.

Campus Recreation Advisory (new in 1993/94)

Representative: LaRita Lang

This is a new committee set up for the purpose of providing an opportunity for student, faculty and staff involvement and program control of Campus Recreation. The committee heard cases appealed to Campus Recreation, advised CRec staff on changes and interpretation of rules

and policies, served as sounding board for CRec programs and services and advised CRec staff of additions/improvements to facilities.

During the past year locker rooms were tiled, four cross aerobics machines, a treadmill and a SuperCircuit weight training system were purchased.

Campus Safety

Representative: Jo Dierking

Campus safety walks were held to identify problem safety areas. A Workers' Compensation Pilot Safety Program was set up to disseminate safety information to all departments, focusing on problems and remedial work for employees returning to work after an injury. The Chancellor has provided funding to start a program joining forces of the Industrial & Management Systems Engineering Dept. and Environmental Health & Safety to look at stressors and how they relate to cumulative trauma.

Chancellor's Commission on the Status of Women

Representative: Jeanette Fisher

CCSW distributed a brochure entitled "Toward a Warmer Climate for Women" to all employees on the UNL campus. A salary equity study was developed and distributed to all campuses. To insure education codes are correct on the database, a letter with the current database information was distributed to each employee for any corrections. This salary equity study is now in the process of being tabulated. The commission put together guidelines and handed out their first award for Outstanding Contribution to the Status of Women Award.

Child Care Task Force (new in 1993/94)

Representative: Laura Rife

The activities of the Child Care Task Force Committee included setting up possible guidelines that would result in a decrease in the University's cost associated with joining in the Child Development Venture project formed by the Lincoln/Lancaster County Health Department and other businesses in Lincoln. The Committee submitted suggestions to Chancellor Spanier as he had requested and at that point their mission was finished. This committee is no longer active.

Employee Assistance Advisory

Representative: Jan Harris

No report.

Ergonomics

Representative: Linda Olson

No report.

Grievance Committee

Representatives: Dora Dill & Jean Willis

Grievance committee members were appointed to grievances during the year but are unable to discuss contents of these meetings.

Human Rights

Representative: Joey Kramer

The Human Rights Committee for 1993/94 was without any actions or decisions that involved UNOPA. All the committee's business centered around faculty issues this past year.

Parking Appeals

Representative: Tammi Herrington

No report.

Quality Improvement Action Council (new in 1993/94)

Representative: Linda Pence

This new committee is set up to look into ways UNL can enhance the service provided to all clientele.

Rape Awareness

Representative: Diane Cihal

No report.

Recycling Advisory

Representative: Tammi Herrington

No report.

Sue Tidball Award for Creative Humanity

Representatives: Linda Olson & Esther Ortiz

No report.

UNL Benefits Committee

Representative: Jeanette Fisher

The Benefits Committee wanted to do a survey about benefits employees have or would like to see, but decided to hold off on this since UAAD and UNOPA were in the process of surveys. This area was also covered in the campus-wide survey sent by Hewitt & Associates. Issues of concern given to the Academic Senate Executive Committee and University-Wide Employee Benefits are: Expansion of options for investment funds, tuition remission for part-time employees and dependents of employees, benefits for same sex partners (committee suggested this not be proceeded with at this time), reassess basic life insurance coverage, and make a university life product available as part of NUFlex option. Other issues to consider are adding an option of

CODE: A - Associate,
H - Honorary, R - Retired
F - Free Membership
L - Lifetime

1993-94 UNOPA MEMBERSHIP ROSTER

Code	Name	Address	Zip	CEOE/ Phone	PSP
	Andelt, Jeanne L.	110 PI	East Campus 0814	2-6625	CEOE/PSP
	Arnold, Darlene J.	MS02 Telc	East Campus 0747	2-2007 x 295	
	Arnold, Linda M.	202 AgH	East Campus 0708	2-3802	
	Atkinson, Mary J	332 Adm	City Campus 0435	2-2097	
	Augustyn, Marilyn	Ferguson Hall 116	City Campus 0115	2-7763	
	Barber, Mary E.	401 Adm	City Campus 0439	2-8790	
	Barry, JoAnn	401 Adm	City Campus 0439	2-881	
	Bartek, Kathi	202 And	City Campus 0333	2-3191	
H	Bathel, Harold W.		Lincoln, NE 68510		
	Beachell, Sharon K.	313 AgH	East Campus 0705	2-5233	
	Beachler, Joyce K.	220 NU	City Campus 0452	2-8172	
F	Beebe, Sharon	218 VBS	East Campus 0905	2-3359	
	Beery, Cheryl	Lied Center Box Office	City Campus 0157	2-4725	
	Beetley, V. Ethel	32 Adm	City Campus 0438	2-8042	
	Bennetch, Kathy	327 NH	City Campus 0520	2-7707	PSP
H	Bennett, Richard				
	Berner, Luise	1204 SeH	City Campus 0638	2-3726	CEOE/PSP
R	Bibow, Vi		Lincoln, NE 68507		
	Blacketer, L. Joy	FdS - 1100 N. 17	City Campus 0607	2-2668	
	Bohmont, Ruth L.	1820 R	City Campus 0698	2-2134	
	Bom, Carol	FacM - 1901 "Y"	City Campus 0605	2-3175	
	Bonner, Mardi	303 Adm	City Campus 0430	2-3171	
	Brooks, Leslie J	278 PS	East Campus 0915	2-1522	
	Borman, Kathryn S.	122 Henz Hall	City Campus 0363	2-6764	
	Brown, Nancy	202 Barkley Memorial Center	East Campus 0732	2-3956	
	Brownson, E. Ramona "Monie"	407 Adm	City Campus 0438	2-3101	CEOE/PSP
	Brunkon, Barbara	112 Univ. Services Bldg	City Campus 0645	2-3629	
F	Burkholder, Ardis	217 BenH	City Campus 0623	2-5849	
R	Busboom, Helen		Pleasant Dale, NE 68423		
	Cajka, Barb	32 Administration	City Campus 0438	2-8076	
	Caston, Betty	207 ACB	East Campus 0918	2-3035	
	Caton, Ruby E.	600 N. 15, #8005	City Campus 0621	2-1084	
H	Chisholm, Jean F.		Gig Harbor, WA 98335		
	Cihal, Diane	420 NH	City Campus 0524	2-3415	
H	Coffey, Ray		Hickman, NE 68372		
H	Copple, R. Neale		Lincoln, NE 68510		
H	Cords, William M	211 AgH	East Campus 0703		
	Craig, M. Jane	421 NH	City Campus 0552	2-2570	
R	Cripe, Marie		Lincoln, NE 68507		
A	Currin, Bruce	407 Adm	City Campus 0438	2-3105	
H	Davis, Wanza		Kings Mountain, NC 28086		
	DeRyke, Cindy	122 Henzlik	City Campus 0363	2-6764	
	DeVries, Doris R.	210 Arch	City Campus 0106	2-9212	
	Dierking, Jo	116 Brace	City Campus 0111	2-9220	
	Dill, Dora	207 AgH	East Campus 0704	2-7082	
	Eckman, Daisymae	07 Admin.	City Campus 0438	2-8030	
	Espenshade, Carolyn	236 AvH	City Campus 0126	2-2750	
	Everett, Rachelle (Shelley)	121 BenH	City Campus 0623	2-3079	
	Fangman, Mary Jo	209N WSEC	City Campus 0511	2-1975	
	Ficken, Arlene	253 BkC	East Campus 0731	2-2071	
	Fields, Nancy	205 NCCCE	East Campus 0929	2-2844	
	Fisher, Jeanette	407 Adm	City Campus 0438	2-8033	

<u>Code</u>	<u>Name</u>	<u>Address</u>	<u>Zip</u>	<u>Phone</u>	<u>CEOE/ PSP</u>
H	Fleming, Patricia K.		Cockeysville, MD 21030		
	Focher, Marlene	220 NU	City Campus 0452	2-8174	
	Fogerty, Phyllis	233 Mabl	City Campus 0234	2-5400	
A	Foster, John E.	202 PI	East Campus 0816		
	Frederick, Joan	54 NCCE	East Campus 0948	2-7058	
	Freeman, Kim	271 NCCE	East Campus 0900	2-2175	
	Frenzel, Joan	101 MilH	East Campus 0713	2-5561	
L	Frolik, Rose Marie		Lincoln, NE 68503-2134		PSP
H	Fuller, Jackie		Boise, ID 83712		
H	Fulton, Virginia		Denver, CO 8022		
	Gebhardt, Connie	302 Arch	City Campus 0105	2-9280	
A	Gersib, Linda		Olympia, WA 98503		CEOE/PSP
	Gilson, Janet M.	E421 NH	City Campus 0551	2-3339	
	Gochnour, Peggy	1237 R Street	City Campus 0221	2-5358	
	Gooding, Marilyn	135 Mabl	City Campus 0229	2-3882	
	Goodman, Margaret	131 Mabel Lee Hall	City Campus 0229	2-3884	
	Grammer, Sue	209N LL	City Campus 0410	2-3545	
	Hajek, Ann	101 PI	East Campus 0814	2-6624	
	Harris, Jan	115 Ferguson	City Campus 0115	2-3200	
	Hart, Rojane	209N LL	City Campus 0410	2-3545	
A	Hartung, Ted	201 Ag Hall	East Campus 0708		
	Hayes, Sherrill	279 PS	East Campus 0915	2-6238	
	Heckens, Deb	115 Ferguson	City Campus 0115	2-7760	
	Hellwege, Kathleen	1140 N. 14th, Rm. 121	City Campus 0616	2-8862	
	Hendricks, Debbie	124 Adm	City Campus 0423	2-9685	CEOE/PSP
A	Hendrickson, Kent	106 LL	City Campus 0410	2-2526	
	Henning, Donna J.	151 VDC	East Campus 0907	2-8452	
	Herrington, Tammie	W348 Nebr Hall	City Campus, 0531	2-2371	
	Hess, Bonnie	1800 N. 33 St.	East Campus 0747	2-3611 x393	
	Hoffman, Elizabeth	111 Burnett Hall	City Campus 0311	2-2351	
	Holland, Mildred "Murd"	202 AgH	East Campus 0708	2-2871	
	Holmes, Pam	207 FyH	East Campus 0922	2-1913	
	Holtzhauser, Janet	17 Adm	City Campus 0416	2-8006	
	Honvlez, Shirley	313 AgH	East Campus 0707	2-2467	
	Hopper, Robin	A224 AnS	East Campus 0908	2-6440	
	Hornung, Cindy	332 Adm	City Campus 0435	2-2097	
	Horstman, Shirley	103 Whittier Bldg.	City Campus 0849	2-9417	CEOE/PSP
	Hraban, Annette	Clinic -UHC	City Campus 0618	2-7479	
R	Hughes, Dolores "Dee"		Lincoln, NE 68506		PSP
	Humphress, Tonda	124 Adm	City Campus 0423	2-3756	
	Huntington, Judith	120 501 Bldg.	City Campus 0203	2-9050	
R	Jackson, Charlotte		Lincoln, NE 68503		
	James, Betty	313 AgH	East Campus 0703	2-3989	CEOE/PSP
	Janssen, Judy	114 AgH	East Campus 0700	2-2805	
	Jaworski, Doris	FacM - 1901 "Y"	City Campus 0605	2-4841	
A	Joekel, Ron	1204 SeH	City Campus 0638	2-3726	
F	Johnson, Kimberly	408 Admin	City Campus 0478	2-1120	
	Johnson, Lee	120 VBS	East Campus 0905	2-8537	
	Johnson-Shaw, Martha	318 Nebr Hall	City Campus 0520	2-7717	
	Johnson, Peg	107 BenH	City Campus 0623	2-2611	
	Johnson, Rosanna	104 ACB	East Campus 0918	2-2821	
F	Johnson, Rosemary A.	113 WMB	City Campus 0102	2-2505	
R	Jones, Metta K.		Lincoln, NE 68506		
	Jorgensen, Sandra E.	300 AgH	East Campus 0709	2-2807	
	Kahler, Maggie	202A And	City Campus 0333	2-3191	
	Kalkowski, Judith	107 Admin.	City Campus 0416	2-3763	

<u>Code</u>	<u>Name</u>	<u>Address</u>	<u>Zip</u>	<u>Phone</u>	<u>CEOE/ PSP</u>
	Kapke, Jayne	21B Adm	City Campus 0411	2-3736	
	Kava, Mary V.	114 Ag Hall	East Campus 0700	2-9015	
	Keller, LaVonne	103 NCCE	East Campus 9700	2-3821	
	Klein, Pat	220 Nebr. Union	City Campus 0452	2-8097	
	Klundt, Kathryn M.	211 MusH	East Campus 0714	2-3868	
	Knight, Cindy	109 BenH	City Campus 0623	2-9763	
	Kramer, Joey	1100 SeH	City Campus 0622	2-3561	
	Kramer, Lona	W348 N H	City Campus 0531	2-1677	
	Kreiter, Susie	104 Henz	City Campus 0371	2-8620	
	Krohn, Mary E. (Beth)	1006 SeH	City Campus 0622	2-1498	
	Krupicka, Shelli	111 BL	City Campus 0113	2-7886	
	Laird, Brenda Kay	151 VDC	East Campus 0907	2-8454	
	Lang, LaRita	407 Adm	City Campus 0438	2-8032	CEOE/PSP
	Larson, Carolyn	222 NU	City Campus 0455	2-5667	
	Lehecka, Patricia	203 AvH	City Campus 0131	2-3051	
R	Lesoing, Doris		Lincoln, NE 68502		PSP
	Lienemann, Nelvie	207 AgH	East Campus 0704	2-7080	
	Lineberry, Sandy	101 PI	East Campus 0814	2-6623	PSP
R	Liska, Dorothy M.		Lincoln, NE 68521		
	Little, Eloise	1237 R Street	City Campus, 0221	2-5358	
H	Loudon, Roy V.		Lincoln, NE 68510		
	Lovitt, Marie	120 Westbrook Music Bldg.	City Campus 0100	2-6840	
	Ludden, Bev	362 PS	East Campus 0915	2-1547	
	Lutter, Patricia E. "Patti"	222 CBA	City Campus 0405	2-9494	
A	Main, James E.	BSC - 1700 "Y"	City Campus 0646	2-3322	
	Manns, Lee	254 NCCE	East Campus 9102	2-1930	
	Martin, Lora	401 Adm	City Campus 0439	2-8788	
	Mason, Linda	1010 SeH	City Campus 0622	2-3591	
A	Massengale, Martin A.	135 VarH	East Campus 0745	2-2111	
	McAvoy, Charlotte L.	1120 SeH	City Campus 0622	2-9046	
	McCandless, Mary	327 NH	City Campus 0520	2-3581	PSP
	McCarthy, Donna M.	213C Ferg	City Campus 0156	2-3185	
	McDonald, Marilyn P.	54 Nebr. Ctr.	East Campus 0948	2-6032	
H	Meyer, Katherine		Bloomington, DE 19809		
	Michel, Jane Kathryn	105 Varner Hall	East Campus 0743	2-2861	
	Michael, Kay	BSC - 1700 "Y"	City Campus 0645	2-6029	
	Moon, Lorraine	29 HaH	City Campus 0304	2-3507	PSP
	Moore, Jeannine M.	303 Adm	City Campus 0430	2-3171	
R	Morton, Maxine		Richardson, TX 75081-3965		
A	Moulton, Faye	407 Adm	City Campus 0438	2-3106	
H	Munn, M. Bradley	119 AvH	City Campus 0132	2-9391	
	Myers, Eileen	211 AgH	East Campus 0703	2-3990	
A	Myers, Jessie	FacM - 1900 "Y":	City Campus 0605	2-3175	
A	Myers, Nancy F.	700 No 16th	City Campus 0444	2-3107	
	Nau, Carol	700 N 16	City Campus 0444	2-3107	
	Nelsen, Janice	135 Ban	City Campus 0348	2-6203	
	Nichols, Susan	258 NCCE	East Campus 0900	2-2058	
	Nilson, Polly A.	FacM - 1901 "Y"	City Campus 0605	2-4822	
	Nolan, Lindy	345 NE Union	East Campus 0495	2-5676	
A	Norton, Will, Jr.	206 Avery Hall	City Campus 0127	2-3044	
A	Omtvedt, Irvin T.	202 AgH	East Campus 0708	2-2871	
	Ortiz, Esther R.	104 ACB	East Campus 0918	2-2821	
	Pence, Linda	107 Adm	City Campus 0416	2-3636	PSP
	Perry, Sheila A.	206 AvH	City Campus 0127	2-3044	PSP
	Peters, Joyce E.	107 Adm	City Campus 0416	2-3641	
	Phillips, Alta B.	220 LWC	East Campus 0726	2-3934	

<u>Code</u>	<u>Name</u>	<u>Address</u>	<u>Zip</u>	<u>Phone</u>	<u>CEOE/ PSP</u>
	Phillips, Tamara J	271 NCCE	East Campus 0900	2-2175	
	Pratt, Betty M.	240 CBA	City Campus 0405	2-5958	
F	Price-Decker, Claudia	209 Burnett	City Campus 0308	2-3721	
	Quinn, Peggy	507E NH	City Campus 0515	2-5906	
	Ratcliffe, Linda	1213 OldH	City Campus 0314	2-3082	
	Retzlaff, Mary Lou	132 Ban	City Campus 0345	2-2210	
R	Riemers, Mildred		Lincoln, NE 68503		
	Robbins, Kim	12 UHC	City Campus 0618	2-7440	
	Rosecrans, Joyce K.	110 Mush	East Campus 0719	2-1399	
R	Rosenberg, Ruth		Lincoln, NE 68510		
	Rosse, Beverly A.	211 NH	City Campus 0522	2-2501	
	Rowley, Marcia	513 NH	City Campus 0515	2-2552	
	Sabatka, Kim	138 CBA	City Campus 0405	2-9835	
	Schaal, Janice	120 Harper Food Service	1140 N. 14 CC 0616	2-1070	
A	Schardt, Audrey		Lincoln, NE 68508		CEOE
	Schernikau, Bette L.	212 Ban	City Campus 0347	2-2477	
	Schinstock, Jan	15 LW Chase H.	East Campus 0725	2-7887	PSP
	Schleiger, Edie	110 Adm	City Campus 0413	2-2887	
R	Schmidt, Ann		Lincoln, NE 68506		
	Schmidt, Sandra K.	600 N. 15, #7124	City Campus 0621	2-1081	
	Schroeder-Pfeifer, Carol	151 VDC	East Campus 0907	2-8456	
	Schwab, Patricia	1010 Seaton Hall	City Campus 0622		
R	Scofield, Nelsine V.		Lincoln, NE 68510		PSP
	Seelmeyer, Mavis	151 VDC	East Campus 0907	2-8453	
	Selvage, Cheryl	205 NCCE	East Campus 9600	2-2844	
A	Shearman, Robert C.	377 PS	East Campus 0724	2-0022	
	Sieber, Michelle	110 PI	East Campus 0814	2-8876	
	Sieck, Rosemary	112 Bancroft	City Campus 0348	2-6209	
	Sis, Tricia	1800 N. 33rd St., 213 ETV	East Campus 0747	2-3611	
A	Smith, Niki	State Dept. of Educ.Rm 601	State Office Bldg. 68509	1-2282	
	Smith, Patricia L.	313 AgH	East Campus 0705	2-1421	
	Solomos, Mary Ann	201 MilH	East Campus 0713	2-5630	
	Sunday, Mary Ann	33 Adm	City Campus 0471	2-3605	
R	Sorensen, Esther L.		Lincoln, NE 68503-3115		
	Spangler, Roddy	1340 N. 17	City Campus 0609	2-9131	
A	Spanier, Graham B.	201 Adm	City Campus 0419	2-2116	
H	Spencer, Carol		Shelbina, MO 63468		
A	Stepanek, Stephen C.	1901 Y Street	City Campus 0605	2-8085	
	Stotz, Nell	254 NCCE	East Campus 9102	2-9148	
	Strautkalns, Rasma	220 Adm	City Campus 0403	2-5424	
	Strickler, Michele R.	220 K	East Campus 0949	2-2056	
	Stukenholtz, Betty	NE Business Development Center	1101 Cornhusker Hwy, Ste 302,CC 0224	2-3358	
R	TenHulzen, Marilyn		Lincoln, NE 68506		
	Tesch, Linda	125 Adm	City Campus 0418	2-2021	
	Thelen, Linda	107 Adm	City Campus 0416	2-3680	
	Tintera, Marcy	101 PI	East Campus 0814	2-6622	
	Tutt, Betty	101 ACB	East Campus 0918	2-8526	
	Ulmer, Ruth	C203 AnS	East Campus 0908	2-6484	
R	Unger, Helen E.		Lincoln, NE 68505		PSP
	Urban, Ruby		Mead, NE 68041		
	Urwiler, Jill	32 Adm	City Campus 0438	2-8040	
H	Valentine, Vivian		Meridian, MS 39301		
A	Vanderholm, Dale	207 Ag Hall	East Campus 0704	2-2046	
F	Van Patten, Jo	120 VBS	East Campus 0905	2-8538	
	Vietz, Ronda	248 WSEC	City Campus 0511	2-3091	
	Virts, Jacque R.	237 And	City Campus 0337	2-2460	

<u>Code</u>	<u>Name</u>	<u>Address</u>	<u>Zip</u>	<u>Phone</u>	<u>CEOE/ PSP</u>
	Vosta, Sandra E.	Abel-Sandoz Food Service	City Campus 0602	2-1019	
	Voss, Susan	103 Ag Hall	East Campus 0702	2-2541	
R	Wacker, Jan		Lincoln, NE 68512		PSP
R	Wagner, Norma D.		Lincoln, NE 68506		
	Walbridge, Karen K.	300 AgH	East Campus 0709	2-8738	
F	Walker, Theodora	135 Varner Hall	East Campus 0745	2-2111	
A	Steve Waller	207 Ag Hall	East Campus 0704	2-7081	
	Warneke, Charlene		North Platte, NE 69101		
	Warner, Peggy A.	107 Adm	City Campus 0416	2-3681	
	Warren, Sharon "Sherry"	17A Adm	City Campus 0416	2-3635	
	Wassenberg, Jan	103 Whittier	0849	2-6965	
	Watmore, Sandy	US - 1820 "R"	City Campus 0644	2-2252	CEOE/PSP
	Weidner, Marilyn	202 PI	East Campus 0816	2-8679	
	Werner, Carla	104 ACB	East Campus 0918	2-7895	
	West, Brenda E.	205 Brace Lab	City Campus 0111	2-9193	
	Westwood, Kathryn L.	Room A13 Activities Bldg.	East Campus 0701	2-7081	
	Weygint, Jean	BSC - 1700 "Y"	City Campus 0645	2-3629	
	Wiess, DaLene	324 AvH	City Campus 0135	2-2865	
	Williss, Jean	106 LL	City Campus 0410	2-2526	PSP
	Wiseman, Pat	1100 No. 17th St	City Campus 0607	2-4912	
	Wolfe, Marjorie A.	105 HE	East Campus 0800	2-2913	
	Wood, Linda L.	110 Adm	City Campus 0413	2-2887	
H	Wood, Marian		Kenne, NH 03431		
R	Wurster, Betty		Lincoln, NE 68502		
	Wusk, Carol J.	211 AgH	East Campus 0703	2-3991	
	Yeck, Judith	206 AvH	City Campus 0127	2-3043	
	Yelden, Marsha A.	28 NH	City Campus 0513	2-3211	
	Young, Lola	1111 SeH	City Campus 0622	2-7173	PSP
AF	Zatechka, Douglas	1100 SeH	City Campus 0622		
	Zugmier, Rhonda	BSC - 1700 "Y"	City Campus 0646	2-7907	

Totals:

194 Active Members
 16 Honorary Members
 21 Associate Members
19 Retired Members

250 Members

insurance that would prefund long-term care insurance and reinstate previous partial retirement policy for those who have partially retired.

U-Wide Fringe Benefits

Representative: DaLene Wiess

No report.

WP Anniversary (new in 1993/94)

Representative: Martha Johnson-Shaw

No report.

Employee Emergency Loan Fund (EELF)

Kathy Bennetch, Volunteer

"As employees, we have all been aware of situations where a colleague or co-worker has met with bad luck or misfortune. An unexpected accident, illness or family crisis can sometimes plummet employees and their families into a financial nightmare with no options. Because these crises continue to occur, UNOPA, UAAD, and the Academic Senate in partnership with the Employee Assistance Program (EAP) are joining together to create an Emergency Loan fund for regular UNL employees. This fund would provide interest free loans of up to \$750 to employees in emergency situations. The fund is not to be used as a substitute for traditional lending sources, but will only be available for verifiable financial and personal crisis situations. The loans will be administered through the EAP and repaid through payroll deductions."

This paragraph came from a letter mailed to all UNL employees in January 1994 to help raise money for the new Employee Assistance Emergency Loan Fund. This was only a part of the combined efforts of UNOPA, UAAD, and the Academic Senate to raise money for this fund.

During the football season we sold parking stalls, had a fund-raiser with Raising Dough products, and collected individual donations for the EELF fund. A check for \$2,621.22 was donated to the University of Nebraska Foundation #4985.0 for the Employee Emergency Loan Fund.

Our goal has been reached because of a combined effort of all UNL employees. Hopefully soon, after the guidelines are finally approved, the employees of UNL will be able to benefit from this fund.

Foundation Committee

Kathy Bennetch, Director

The UNOPA Foundation Fund CD #8484 is for professional development for UNOPA members. The expenditure of this fund is to our discretion, the only stipulation being the "expenditure of the fund benefit the professional growth of the University of Nebraska Lincoln Office Personnel and the University as a whole."

- 1) Workshops and seminars presented by UNOPA (with Executive Board approval).
- 2) Stipends for attendance at workshops and seminars other than those presented by UNOPA (\$50 total).
- 3) Stipends for expenses incurred for professional growth activity not reimbursed through other means (\$50 total).

Any UNOPA member who is a full or part-time UNL employee is eligible to apply; however, to allow maximum sharing in the benefits of this fund, stipends are not granted to the same individual for two consecutive years.

The Foundation Committee consisted of five members. Kathy Bennetch, Immediate Past President (chair); Jo Van Patten, UNOPA Professional Growth Director; Rosemary Sieck, UNOPA Treasurer; Sandy Lineberry, Past President; and Carol Nau. The decision was made to award ten \$50 stipends. Deadline February 1 and June 1.

We had only three stipends awarded this year. Recipients were LaRita Lang, Linda Pence, and Michelle Sieber.

Donations by UNOPA members and friends of UNOPA support this Foundation Fund. The following members donated monthly to this account: Jeanne Andelt, Linda Arnold, Kathy Bennetch, Luise Berner, Ruth Bohmont, Debbie Hendricks, Murd Holland, Joey Kramer, LaRita Lang, Sandy Lineberry, Brad Munn, Linda Pence, Sheila Perry, Edie Schleiger, Michelle Sieber, Rosemary Sieck, Michele Strickler, Sharon Warren, Carla Werner, and Lola Young.

Thank you for your contributions and your continued support.

Since 1987 I've been on the UNOPA board. It's time to move on. Being on the UNOPA Executive Board has been an honor and I thank you.

Hospitality Committee

Michele R. Strickler, Director

Members of this committee were Murd Holland, Pat Klein, Susie Kreiter, Bev Ludden, Mavis Seelmeyer, and Carla Werner. Our responsibilities involved receiving the monthly general meeting reservations and payments, arranging the meeting room, and providing name tags. This year we designed and created new name and place cards for the head table and greeting table. Committee members had the opportunity to welcome members and guests attending the meetings as well as taking turns in creating and furnishing meeting favors to each person and/or centerpieces and decorations for each table to create a hospitable atmosphere.

The Hospitality Committee along with the support of Mr. Dick Williams, Director of Food Service, arranged to have water available to brown baggers at no cost for our general monthly meetings.

Due to the commitment and dedication of this team, we had a wonderful time making UNOPA members and guests feel welcome.

Membership Committee

Nelvie Lienemann, Director

UNOPA membership count for 1993-94 is 251 members. This total membership consist of the following:

- 195 Active Members
- 16 Honorary Members
- 21 Associate Members
- 19 Retired Members

Our Membership Committee was very busy at the beginning of the UNOPA membership year. We met during lunch hours and took work home in order to send to all, approximately 2,000, office/service staff at UNL, a brochure and letter describing UNOPA and asking them to join our organization. All 1992-93 members received a special invitation to renew their membership. Membership fee for 93-94 is \$9.00 for active or associate members and \$2.00 for retired members. Each month letters of invitation were sent to new UNL office/service employees. Also each month, a letter of invitation was sent to the guests of UNOPA members who attend the monthly luncheon.

After the initial membership drive, the committee members made follow-up calls to previous members who did not renew their membership. Some had forgotten to renew and others had acceptable reasons for not renewing.

It has been an interesting experience to have served as membership committee director. I have learned to recognize many names and when I attend meetings or am about campus, it is much easier to put names with faces.

A special thanks to my committee members who were most willing to help wherever needed. Committee members were: Sharon Beachell, Debbie Hendricks, Peg Johnson, Pat Klein, Susie Kreiter, Jan Schaal, Carol Wusk.

Nominating Committee

Jeanne Andelt, Director

Serving on the Nominating Committee for 1993-94 were Marlene Focher, Sandy Lineberry, Michelle Sieber, Pat Smith, and myself.

In early January, the committee met to establish a time schedule for the nominations process. In late January, a mailing was sent to the membership requesting nominations for candidates for offices. Only two nominations were received. Several names were suggested for nomination. Those persons suggested were contacted along with many other members who were encouraged to run for office. The slate of candidates was presented to the Executive Board at the March board meeting and to the general membership at the March general meeting. Biographical information was obtained from the candidates and included with the ballots which were sent out March 11 with a return date of March 25, 1994.

The ballot was as follows: President-elect — LaRita Lang; Treasurer — Marcia Rowley, Roddy Spangler; Recording Secretary — Daisymae Brayton, Jacque Virts; Corresponding Secretary — Lee Johnson, Maggie Kahler.

We had a 56% return of ballots. Newly elected officers were announced at the April executive board and general meetings: President-elect, LaRita Lang; Treasurer, Roddy Spangler; Recording Secretary, Jacque Virts; Corresponding Secretary, Maggie Kahler.

A copy of the current job descriptions was sent to each officer/director and each was asked to make comments on any suggested changes that might be

appropriate. The suggested changes were sent to 1994 President Rhonda Zugmier for further consideration.

My committee members were outstanding and tried desperately to recruit a full slate of candidates. I sincerely thank them for their efforts and commend them for their perseverance.

Professional Growth Committee

Jo VanPatten, Director

I would like to thank the following individuals who agreed to serve on the Professional Growth Committee for 1993-94: Donna Henning, Mildred Holland, Joey Kramer, and Susan Ray.

The Professional Growth Committee sponsored two workshops and four brown bag sessions. The Committee met several times at noon to coordinate responsibilities for the meetings. We also depended on phone calls and the fax machine to complete details. Flyers were sent to members and time and attendance clerks for each program. Advertisements were also sent to C-Vis and the *Scarlet*.

The Fall Professional Growth Workshop was "The Sexual Harassment Assault Rape Prevention Course for Women" presented by Officer Joe Scott from the UNL Campus Police. Attendance for the November 3, 1993, workshop was 36 and for the November 4, 1993, workshop was 25.

The Spring Workshop was presented by Dr. Deanna Eversoll, Director, UNL Evening Program and Lifelong Learning Services. The morning workshop "Keys to Understanding Ethical Decision Making" had 27 participants. "Career Dedication Transformations" was the afternoon workshop with 16 participants.

The Committee held brown bag sessions with Bruce Currin, Human Resources, in the fall and spring. The sessions were held on both City Campus and East Campus. Bruce met with University members on October 14 and 19 and again on April 11 and 18. Bruce answered questions and concerns about employee benefits, leave policies, evaluations, and basic employee rights.

Two other brown bag sessions were held in the spring. Ronald Ross gave an overview of the function of the Affirmative Action and Diversity Office on March 3, 1994, on City Campus. Gregg Cichy talked about Toastmasters and how becoming involved in the organization can benefit our personal and professional growth on March 10, 1994,

on East Campus.

My committee members did an outstanding job, and I would like to thank them for all their help.

Program Committee

Rhonda Zugmier, Director

I would like to thank Darla Schmidt and Marcia Rowley for serving on the 1993-1994 program committee. We met in early June to discuss possible speakers and plan the menu for the general meetings. We had hoped to keep the meals under \$7.00, but that was not possible. We tried to get as close as we could.

We did not schedule speakers for the April Past President's and Retirees Recognition Luncheon or the May Installation Ceremony luncheon. We thought it would be nice to forego speakers on these two occasions to give our members a chance to "chat" with the past presidents and retirees as well as the new officers for the coming year.

Following is the program for the 1993-1994 UNOPA year:

September 14, 1993:

Dr. LaBeau, University Health Center, discussed the University Health Center facility and the upcoming Health Fair.

October 12, 1993:

Joe Scott, UNL Police Department, spoke on the SHARP Program and upcoming workshop.

November 9, 1993:

Dr. Eric Jolly, Assistant to the Chancellor, Director of Affirmative Action and Diversity Office. Boss of the Year Award presented to Dr. Douglas Zatechka.

December 14, 1993:

Dr. Ruth Lavin, Department of Vocational and Adult Education. The Floyd S. Oldt Silver Pen awards were presented to Rose Johnson and Ardis Burkholder.

January 26, 1994:

Meeting was hosted by UAAD. A panel presentation was presented regarding Parking at UNL.

February 8, 1994:

Ronald Ross, Associate Director for Affirmative Action and Diversity Office, was scheduled to speak at this meeting, but due to an ice storm he was unable to travel to Lincoln from Omaha. The Floyd S. Oldt Outstanding Staff award was presented to Charlene Warneke.

March 8, 1994:

Stan Campbell, Director of Campus Recreation, discussed the Campus Recreation Center and the benefits of being physically fit.

April 12, 1994:

Past President's and Retiree's Recognition Luncheon. Rose Frolik, Past President 1963-1964 presented the Rose Frolik Award to Debbie Hendricks.

May 10, 1994:

Installation of Officers

Publicity Committee

Roddy Spangler, Director

Members of the 1992-93 Committee were Roddy Spangler, Michele Strickler, and Lola Young.

The Publicity Committee produced, duplicated, and submitted the monthly reservation flyers to the *UNOPA Notes* Editor. We also announced the monthly meetings in *The Scarlet* and on the C-Vis Broadcast System.

This year we purchased a new camera, with a zoom lens, for UNOPA. It should make it easier to get pictures of speakers and special guests. We took pictures at each award presentation, at monthly meetings, and at the summer social. We will add these photos to the scrapbook started by the previous Publicity Committee. The past years scrapbooks were brought to the monthly meetings and were available for members to browse through.

The Publicity Committee was also responsible for writing the stories that were submitted to *The Scarlet*, announcing our various award winners. Each time an award was to be presented we requested that *The Scarlet* send someone out to cover the presentation. They were only able to make it to the Boss-of-the-Year Award presentation, but did publish the stories of other awards we submitted at a later date.

A suggestion to the future Publicity Committee Director is to ask the Awards Committee Director for a list of all awards that will be presented for the year and the specific dates they will be presented. Be sure the editor of *The Scarlet* gets that schedule well in advance and that the editor understands we would like coverage of the presentations. The awards are presented to very deserving, outstanding employees and their

accomplishments should be recognized and made known to other members of the university community.

Recording Secretary

LaRita Lang, Director

Serving as Recording Secretary, under the wonderful leadership of Michelle Sieber, has been an exciting and learning experience. I appreciate UNOPA for allowing me to serve in this capacity.

As Recording Secretary for 1993-94, I took minutes at ten executive board meetings and eight general membership meetings.

Currently I am preparing materials for archives.

Salary Issues Committee

Ronda Vietz, Director

Our committee met several times; however, there was never a lot to discuss. I did save several articles from the *Daily Nebraskan* during the year concerning raises, etc.

UNOPA Notes Committee

Jacque Virts, Director

The *UNOPA Notes* Committee published ten issues of Volume 32 as well as the Annual Report. The following members served on the committee: Kathi Bartek, Tonda Humphreys, Maggie Kahler, Charlotte McAvoy, Edie Schleiger, and Liz Youroukos.

A tentative schedule was sent to committee members for their input. Once the schedule for producing the newsletter was approved, copies were provided to the Executive Board. The committee met once a month from August to March. Prior to the monthly committee meeting, a copy of the Notes was faxed to each Member and the president. The committee was very good about identifying typographical errors as well as grammatical and structural problems.

All issues were copied by the Burnett Copy Center but not folded (in order to save \$9.00 a month). White paper was used due to restricted finances. Committee members took turns preparing the mailings, which included

inserting reservation forms or other handouts, affixing mailing labels, and preparing a postage billing form for copies mailed off-campus. Labels were provided each month by Nelvie Lienemann, Membership Director.

"Filler" was received from various UNOPA members and even some non-members. Efforts were made to include articles beneficial to the professional growth of the membership.

The February issue was submitted to the Rachel Maynard Award competition. A special thank you to Maggie Kahler, who helped me "above and beyond the call of duty" on the February issue! We are happy to announce that this issue placed 3rd in the national competition. Maggie's editorial skills were most helpful throughout the entire year. A special thanks also to Charlotte McAvoy who helped with more than her share of mailings and editing!

Ways and Means Committee

Jan Wassenberg, Director

The Ways and Means Committee members were: Diane Ghal, Jane Craig, Marlene Focher and Janice Nelsen. Jan Wassenberg was chair from January to June, 1994; Bette Schernikau was chair from July to December, 1993.

During my term we had two fund raisers.

The first was Raising Dough, held in March. 172 units were sold and a profit of \$346.50 was made from that project.

The second fund raiser was a raffle. A first prize of a television set was offered. Other prizes were an autographed UNL football, two pictures, a photosetting and meals for two at several restaurants in and around Lincoln. The three expenses for this fund raiser were the TV (\$200), one picture (\$18.25) and printing of tickets (\$213.90). After these expenses, our profit for the raffle was \$569.85.

We sold four cookbooks at \$6.00 each for a total of \$24.00. I have a total of 55 books left, but have been told from past reports that a few copies may be "floating" around campus.

From our 50/50 fund raiser we added to our treasury \$16 in February, \$14 in March, \$21.50 in April and \$21.50 in May for a total of \$73.00. A drawing was not held in January because a replacement chair had not been appointed at that time.

Treasurer
Rosemary Sieck

The 1993-94 year was exceptionally busy as funds were collected and disbursed to establish the Employee Emergency Loan Fund (EELF). In addition to the regular treasurer's duties, UNOPA hosted the NEOPA Fall Conference. All moneys for this conference were handled through the UNOPA treasury.

A special thanks is extended to President Michelle Sieber for her patience and support this year, and to the Executive Board for their cooperation and assistance.

Once again, I express my thanks to Dr. Jane Conoley, Dr. Barbara Plake, Dr. Ellen Weissinger, and Linda Murphy for their continued encouragement and support.

1993-94 Year End Budget Report
as of June 30, 1994

Committee Name	Actual Income	Actual Expenses	Actual Total	1993-94 Budget	+/- Budget
EXECUTIVE BOARD					
General Executive Board Account	+69.75	-50.00	+19.75	0.00	+19.75
President	0.00	-166.54	-166.54	+180.00	+13.46
Recording Secretary	0.00	-40.32	-40.32	+70.00	+29.68
Corresponding Secretary	0.00	-79.77	-79.77	+120.00	+40.23
Treasurer	0.00	-24.71	-24.71	+25.00	+.29
NAEOP/NEOPA Conference/Dues	0.00	-331.30	-331.30	+343.00	+11.70
TOTAL EXECUTIVE BOARD	+69.75	-692.64	-622.89	+738.00	+115.11
COMMITTEES					
Awards	+868.84	-1,095.04	-226.20	+300.00	+73.80
EELF Fund	+4,511.32	-4,720.40	-209.08	0.00	-209.08
Employee Concerns	0.00	-270.55	-270.55	+200.00	-70.55
Hospitality	+1,364.87	-1,503.62	-138.75	+242.00	+103.25
Membership Receipts	+1,914.84	0.00	+1,914.84	+2,475.00	+4,389.84
Expenses	0.00	-522.89	-522.89	+848.00	+325.11
NEOPA Fall Conference	+1,443.00	-1,433.00	0.00	0.00	0.00
Nominating	0.00	-56.15	-56.15	+150.00	+93.85
Professional Growth	+498.00	-546.46	-48.46	+100.00	+51.54
Program	0.00	-198.50	-198.50	+263.00	+64.50
Publicity	0.00	-363.99	-363.99	+450.00	+86.01
Salary Issues	0.00	0.00	0.00	+100.00	+100.00
Summer Social	+111.69	-127.37	-15.68	+100.00	+84.32
UNOPA Notes	0.00	-494.13	-494.13	+650.00	+155.87
Ways and Means Receipts	+2,793.00	0.00	+2,793.00	+1,891.00	+4,684.00
Expenses	0.00	-1,422.45	-1,422.45	+225.00	-1,197.45
TOTAL COMMITTEES	+13,505.56	* -12,764.55	* +741.01	+7,944.00	+8,735.01
Executive Board	+69.75	-692.64	-622.89	+738.00	+115.11
Committees	+13,505.56	* -12,764.55	* +741.01	+7,944.00	+8,735.01
GRAND TOTALS	+13,575.31	-13,457.19	* +118.12	* 8,732.00	+8,850.12

* Includes \$209.08 income for EELF fund collected in prior 1992-93 budget. Also includes \$8.01 expenses incurred by Ways and Means in prior 1992-93 budget.

Ending Check Book Balance	3,734.96
Beginning Check Book Balance	<u>3,616.84</u>
Total	+118.12