

2017

2016-17 UNOPA Annual Report

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2016-2017 UNOPA Annual Report
“Finding the MAGIC Within Ourselves”

2016-2017 UNOPA Annual Report: Reports of Elected Officers

President – Patricia Liedle

What an honor it has been to serve as your president for 2016-2017. My year was full of excitement and challenges, but most of all I had the opportunity of getting to know more about the members in UNOPA and how things flow within the University when you are the voice of an organization. I can honestly say it went by extremely fast!

Proceeds from the 50/50 drawings at our general meetings were shared with University of Nebraska Camp Kesem chapter. Camp Kesem (Kesem means “MAGIC”) is a camp hosted by University of Nebraska students each year where children get to come and have fun for one week free of charge. All of these children have been affected by a parent who has or has had cancer. Camp Kesem week gives them a chance to be a “kid” and not have to worry about their parents and how they are feeling. UNOPA raised nearly \$400 which will cover $\frac{3}{4}$ of the fee to send one child to camp for a week. At the September general meeting, we were given a presentation from two members of the Camp Kesem UNL group. UNOPA also collected items to provide at camp for the children attending to help them with crafts and personal hygiene needs as our “Giving Tree” recipient for 2016.

At our December general monthly meeting we were honored to have the “Bathtub Dogs” perform for our entertainment. This a cappella group is made up of University of Nebraska male students, but it is not a recognized UNL student organization.

In March UNOPA had the distinct honor of hosting Chancellor Green to address the UNOPA group as a whole. Many believe this may have been a first for UNOPA to have a Chancellor agree to speak to our association. Chancellor Green is highly respected and he is genuine in how he cares about and treats his employees and students.

One of the biggest events this year was having the opportunity to represent UNOPA in a video segment and participate in the actual installation ceremony of the University of Nebraska’s twentieth Chancellor Ronnie Green, on April 6, 2017.

UNOPA was asked to have a member serve as a representative on the Campus Police Student Advisory committee and also on the Tobacco Free Campus Initiative committee.

President-Elect/Program Director – Barbara Homer

Tricia Liedle and Barbara Homer organized the program. I also worked with the Outreach Committee Director with setting up meetings.

Below is a schedule of the monthly General Meeting programs:

Program Date	Speaker/Program	Meeting Location
9/13/2016	Camp Kesem/Charity Representative	Regency Suite - City Campus
10/11/2016	Dr. Julie Masters, Chair, Dept. of Gerontology	Regency Suite - City Campus
11/8/2016	Floyd S. Oldt Awards / Sara Luther	Great Plains Room - East Campus
12/13/2016	Christmas Luncheon - Entertainment by the Bathtub Dogs	Grand Ballroom - City Campus
1/10/2017	Jeff Maul, Lincoln Chamber of Commerce / UNOPA/UAAD Joint Meeting	NET - East Campus
2/14/2017	Suzanne Merrill & Nicole Hope -MACIES Place	Heritage Room - City Campus
3/14/2017	Chancellor Ronnie Green	NET - East Campus
4/12/2017	Rose Frolik Award / Past Presidents / Recent Retirees	Great Plains Room - East Campus
5/9/2017	2017-18 Installation / Tricia and Barb	Colonial Room - City Campus

Recording Secretary – Judy Anderson

During the 2016-2017 year, I prepared and presented the minutes and kept the record of attendance for the Executive Board Meetings. I also prepared and presented minutes for the General Membership Meetings. I then submitted them to the Technology Committee director to put on UNOPA's website.

Corresponding Secretary – Jill Schurr

Following is a list of the activities of the Corresponding Secretary for the 2016-2017 year:

- Entire year: Sent cards to members and others as directed by UNOPA board.
- Entire year: Took pictures at general membership meetings and of award recipients. Forwarded pictures as appropriate.
- Entire year: Attended Board meetings and General Membership meetings
- October-December: Coordinated, collected and delivered Giving Tree items to Camp Kesem.
- February – April:
 - Prepared and sent invitations for Rose Frolik Awards Luncheon.
 - Coordinated parking permit requests for Past Presidents and recent retirees.
 - Prepared gifts for Past Presidents and recent retirees.
 - Prepared program.
 - Worked with Awards Committee and Hospitality Committee to coordinate the luncheon.

Report of the Treasurer – Renae Oestmann

UNOPA Annual Report - Treasurer				
2016-2017				
By Renae Oestmann				
Balance Sheet				
As of June 30, 2017				
Income/Expense Statement by Committee				
July 1, 2016 thru June 30, 2017				
Officers:		<u>Income</u>	<u>Expenses</u>	<u>Total</u>
	President	\$410.50	\$1,629.89	\$(1,219.39)
	President Elect		\$434.89	\$(434.89)
	Recording Secretary			
	Corresponding Secretary		\$539.31	\$(539.31)
	Treasurer		\$25.47	\$(25.47)
	Immediate Past President		\$50.00	\$(50.00)
Standing Committees:				
	Awards	\$1,302.13	\$2,187.33	\$(885.20)
	Bylaws			
	Career Development	\$100.00	\$831.15	\$(731.15)
	Communication Technology		\$20.00	\$(20.00)
	Employee Concerns			
	Membership	\$1,220.63	\$507.57	\$713.06
	Nominating			
	Outreach	\$2,014.75	\$3,625.44	\$(1,610.69)
	Programs		\$158.00	\$(158.00)
	UNOPA Notes		\$20.00	\$(20.00)
	Ways & Means	\$3,853.00	\$50.00	\$3,803.00
Ad-Hoc Committees				
	Digital Commons			
	Marketing			
TOTALS		\$8,901.01	\$10,079.05	\$(1,178.04)

Banking State Continued				
Union Bank & Trust - Checking Account as of 6/30/2017				
	Account Opening			
	Interest Income			
	Deposits			\$8,901.01
	Expenses			\$(10,079.05)
	Adjustment - Donation			
	Adjustment - Luise Berner membership for next 4 years			
Union Bank & Trust - Checking Account as of 6/30/2017				\$(1,178.04)
Union Bank & Trust - Savings Account as of 6/30/2017				
	Account Opening			
	Interest Income			
Union Bank & Trust - Savings Account as of 6/30/2017				
Cost Center Balance				
			Total Funds Available:	\$(1,178.04)

Past President & Bradley Munn Foundation Fund – Roddy Spangler

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 October 15, January 15 and April 15.

We received one request for reimbursement: Lola Young (\$100) for a NEOPA Fall Workshop.

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

NEOPA/NAEOP Liaison

If members of UNOPA have received their PSP during 2016-17, corsages will be purchased on behalf of UNOPA to present to recipients at the NAEOP National Conference in South Carolina.

Louise Henderson Nelson Award

This is not being submitted for the 2017 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.

Financial Report 2016-2017

On following page.

Committee Members: Roddy Spangler, Director; Lorraine Moon, Debra Hendricks, Renae Oestmann and Jane Schneider.

**2016-2017 UNOPA Annual Report:
Reports of Standing Committees**

Awards Committee – Sara Luther, Director and Alicia Arnold, committee member

Received one nomination for the Floyd S. Oldt Silver Pen Award which was awarded to Gretchen Mills from Social and Behavioral Sciences Research Consortium Department at the University of Nebraska-Lincoln. (November 2016)

Unfortunately, there were no Floyd S. Oldt Outstanding Staff nominees for 2016.

We received three nominees for the Floyd S. Oldt Boss of the Year Award. The recipient was Wendy Smith, Center of Science, Mathematics and Computer Education at the University of Nebraska-Lincoln. (November 2016)

Susan Thomas who works in the Department of Agronomy and Horticulture at the University of Nebraska-Lincoln was the selected recipient of the Rose Frolik Award out of five nominations. Nominations for this award have been steady or increased, as we now email direct supervisors about their eligible co-workers. (April 2017)

Bylaws/Nominating Committee – Cheryl Wemhoff, Director

Committee Members: Marilyn Johnson, Math Dept. City Campus and Kay McClure-Kelly, Horticulture Dept. East Campus

Expenses

None – no ballots were mailed

The committee met several times as they were also the nominating committee for new officers. The general consensus is that if you want more people involved then you get more people on committees and thus a nominating committee needs to be separate from Bylaws.

Bylaws revisions

The following revisions were made to the Bylaws during the 2016-2017 academic years and were approved.

- 1) October 2016 – Standing Rules – changed to state that a standing committee should have at least three members participating on the committee. The Recording Secretary should have completed job descriptions for each standing committee that should be reviewed by the Executive Board each year.
- 2) March 2017 – Career Development – The committee shall not administer the Nebraska Sales Professional Development Scholarship as it was discontinued several years ago.

- 3) July 2017 – Membership Committee – Director and Co-Director. There shall be a Co-Director of the Membership Committee who will move into the Director’s position the following year. This is a two-year commitment: one year as Co-Director, one year as Director.

A copy of the Bylaws is posted on the UNOPA website.

Career Development Committee/Professional Standards Program – Lorraine Moon and Debbie Hendricks, Co-Directors

The Career Development and Professional Standards Program (PSP) Committee held three workshops. On August 11, 2016, Liz Banset from the Office of Research and Economic Development presented a workshop entitled “Active Listening.” This workshop was free to UNOPA members. In February, Julie Masters, Chair of Gerontology, presented a workshop on “The Benefit of a Death Plan.” Those, who had heard Julie speak previously requested this workshop. There was a \$5.00 registration charge to cover the cost of refreshments.

Lisa Morehouse, President-Elect of the National Association of Educational Office Professionals and member of the Lincoln Public Schools Human Resources Department, presented our last workshop on March 29. Her topic was “The Rising of the Phoenix’ which covered people coming together after a disaster and how this applied to both our personal and professional lives and to the organizations to which we belong. Attendees at the workshops received PSP certificates to apply toward certification.

Technology Committee – Mary Klucas, Director

Committee members: Breana Garretson, Jennifer Greenlee, Alycia Harden, and Andrea Peterson.

According to the UNOPA Bylaws, Standing Rules and Duties of Committees, the 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 UNOPA website was updated as new information became available regarding meetings, speakers, reports and awards. As of this report all minutes to the general membership and the executive committee are current and under “Meetings” on the website. The site is up-to-date with the most current template of the University.

The UNOPA website received second place recognition at the National Association of Educational Office Professionals Annual Conference in July 2016. We submitted an entry again this year for the same competition.

Employee Concerns Committee Reports – Carol Wusk and LeAnn Frobom, Co-Directors

Campus Recreation Advisory Council – Kay McClure-Kelly

The purpose of the Campus Recreation Advisory Council is to provide an opportunity for student, faculty and staff involvement and program control. The Council is charged with the responsibility to: 1) hear cases, judge the validity, and decide on the appropriate action to be taken on all decisions appealed to it from the Directory of Campus Recreation; 2) advise the Campus Recreation staff as to changes in the interpretation of rules and policies governing specific campus recreation programs; 3) assist in developing Campus Recreation's fiscal year budget requests; 4) serve as a sounding board for all Campus Recreation programs and services; 5) advise the Campus Recreation staff of needed additions/improvement to recreational sports facilities; and 6) perform other duties as assigned by the Director of Campus Recreation.

Campus Recreation Advisory Council includes 3 representatives from faculty/staff and 13 student representatives: 1 graduate student, 4 Greek Life, 4 off-campus, and 4 residence hall. The group met one or two times per month during academic year 2016-2017. Representatives were assigned sub-committees to report on various aspects of recreation according to their charge of responsibility.

The sub-committees:

Executive
Marketing & Technology
Member Services
Outdoor Adventures
East Campus Recreation
Sports Clubs and Youth Activities
Strength Training & Conditioning
Wellness Services
Business Operations & Human Resources
Development & Communications
Facilities Planning & Operations
Group Fitness
Injury Prevention and Care
Instructional Outreach & Aquatics
Intramural & Extramural Sports

Members resolved issues that came before the Council during the academic year. Various events were held at campus recreation facilities that CRAC members helped facilitate.

Chancellor's Campus Safety Committee – Lisa King

Major take-aways from the committee:

- Keep classrooms, labs, etc. free of clutter
- Custodians should hang up mops in the closet
- Clear out storerooms on a regular basis

Chemistry labs are being updated so students can keep their belongings with them, rather than all being stored by the entry, increasing the possibility of people tripping.

CUSC is working on a campus-wide emergency alert system, to include visitors to campus as well as announcements made in class.

Employees should follow established safety procedures; most accidents and time off from work occur when people take shortcuts instead of using the proper equipment.

Chancellor's Commission on Environmental Sustainability – Sara Luther
NO Report/Inactive

Chancellor's Commission on the Status of Women – 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.

In October, we met with Chancellor Green to discuss how he sees the function of the Commission, whether as an advocacy or an advisory group. We outlined the history of the Commission as well as current issues. Chancellor Green agreed that the Chancellor should be involved in the Commission. He would like the Commission to continue to bring campus issues to him and agreed to bring issues to the CCSW when he needs counsel. He is willing to help identify potential members. He also suggested the CCSW make a short presentation to the University Leadership Team, which meets once a month. This would be a good way to reach many of the directors, department heads, deans, etc. The commission believes that better visibility and clear guidelines will be helpful for recruitment. They would like to focus on Title IX issues.

Later in the year, we discussed filling current vacancies and the spring vacancies now so the councils are full and ready to go in the fall. Each council will decide which applications to recommend to the Chancellor. The Staff Council received 20 applications to fill four seats. We've never had that much interest since I joined the Commission in 2010. In finalizing our selections, we tried to choose members that represented various areas of the campus.

In the spring, the new members joined the full Commission and we broke into small groups to learn about each other and then introduced each other to the larger group. The Chair discussed the purpose of the commission, confidentiality and member responsibilities. Later, we met with Karen Kassebaum, Director of Staff Diversity and Inclusion. They also discussed addressing maternity leave, background checks and equal allocation in all types of leave. Our final full commission meeting focused totally on the equal application of the maternity leave policy. It has been determined that maternity leave policies will be a central issue for the commission next year as it impacts all three constituencies, Faculty, Staff, and Students.

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

The U-wide benefits committee meets twice a year to discuss changes in the health care benefits, life insurance, and other benefits the University offers their employees. I was unable to attend the fall meeting and the spring meeting was an informal independent meeting with each campus.

Our discussion at that meeting focused on: new offerings such as the 3-D Mammograms that are now part of our preventative care plan, information about a new offering called “telehealth” which was being tested by several of the benefit employees. You can visit the website for more information on “telehealth” at <https://www.nebraska.edu/docs/benefits/BlueCrossTelehealthServices.pdf>.

Employees can expect to see a modest increase in healthcare over the next couple of years as the university employee population ages the health care costs rise giving way to increased premiums. This is unfortunate and the university is trying very hard to keep our premiums affordable

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

NO Report for 2016-2017

Faculty Senate – Marcy Tintera

NO report submitted

James V. Griesen Exemplary Service to Students Award – Barbara Homer

I was asked to serve on this committee by President Tricia Liedle, CEOE, in her absence. The award acknowledges extraordinary and sustained performance by an individual who goes beyond their assigned responsibilities in serving the UNL students.

Nine very strong candidates were nominated for this year’s award, which made it difficult for the committee to make a decision on awarding to only one candidate. The committee recommended the award be given to two candidates, and as a result, the recipients of the Griesen Award were presented to Jan Deeds, Associate Director, Gender Programs, and Director, Women’s Center; and Kelly Payne, Lecturer, English Department.

Parking Advisory Committee – Marilyn Johnson

NO report for 2016-2017

Parking Appeals Committee – Belva Harris and Marsha Yelden

Did not meet this year. Recommends making this committee inactive.

Chancellor's Wellness Committee – Alycia Harden

UNL Campus Recreation offered the following events throughout the year:

- All About You – an event geared toward learning more about your personal wellness. This event replaced departmental Wellness on Wheels events.
- Fit and Fueled – Four-week program to build a healthier lifestyle. The program included fitness classes and personalized workouts, nutrition consultations and a community atmosphere of individuals who share a common goal.
- Cooking Classes – Cooking for Two, Tricks and Treats in the Kitchen, Five Ingredient Dinners, Simple Nutrition, Build a Healthy Lunchbox, Simple Fix
- National Diabetes Alert Day – A presentation and the opportunity to complete a risk assessment were given. Participants also received tips for preventing/managing diabetes.
- 7 on the 7th – 7 minutes of exercise on the 7th of the month
- National Walk at Lunch: 1-1.5 mile walk with wellness checkpoints.
- 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.
- Nebraska 150 Challenge – Challenge to accomplish 150 miles or more of physical activity during the year.

Wellness Committee meetings focused on the following:

- Tobacco Free Initiative
- Communication/Website Updates
- Building a Healthier Academic Community

Child Care Committee – Betty James

Did not meet this year.

Membership Committee – Alycia Harden, Director

Committee Members: Mary Klucas and Jaime Long

MEMBERSHIP

UNOPA had 94 memberships this year. The breakdown is as follows:

- Active Members – 64
- Associate Members – 4
- Honorary Members – 1
- Lifetime Members – 1
- New Members – 11
- Retired Members – 13

Our approved budget was \$125.00. Per vote, we were allowed to reorder membership brochures and pins. Here is a breakdown of our expenses:

- \$ 212.63 – Membership Brochures (500)
- \$ (47.63) – Membership Brochures (500) Credit for overcharge
- \$ 294.94 – Membership pins
- \$ 459.94 – Total Expenses

Our projected revenue was \$1,200.00. Here is a breakdown of revenue received:

- \$ 738.00 - Cash & Checks
- \$ 435.00 - Cost Center Charges
- \$ 75.00 – Award Winners (should be charged to the Awards committee as award winners receive a free UNOPA membership)
- \$ 2.00 – Prior Year payments
- \$1,250.00 – Total Revenue

**Actual monies received is \$1,173.00

**Louise Berner paid for five years of her membership in 2015-2016 and therefore has three years of membership remaining (Retired).

Outreach Committee – Donna Bode, Director

General Meetings ---- 2016-2017

Program Date	Speaker/Program	Meeting Location
9/13/2016	Tricia's Charity	Regency Suite City Campus Union
10/11/2016	Dr. Julie Masters, Chair Dept. of Gerontology	Regency Suite City Campus Union
11/8/2016	Floyd S. Oldt Awards	Great Plains Room East Campus Union
12/13/2016	Bathtub Dogs	NU Grand Ballroom City Campus Union
1/10/2017	UNOPA/UAAD Joint Meeting Jeff Maul Lincoln Visitors Bureau	NET East Campus
2/14/2017	Macie's Place	Heritage Room City Campus Union
3/14/2017	Chancellor Ronnie Green	NET East Campus
4/12/2017	Rose Frolik Award Past Pres. & Retirees Luncheon	Great Plains Room East Campus Union
5/9/2017	2017-2018 Exec. Board Installation	Regency Suite City Campus Union

Secret Friends ---- 2016-2017 had 12 members participating this year. The season began in November and ended with the Reveal Party on May 18, 2017 with dinner at Lazlo's in the Haymarket. Seven "friends" attended, while five had other obligations, were ill or were traveling. The friends were revealed with a riddle and the recipient guessing who their friend was.

Participants were:

Jeanne Bonnett	Mari Greer
Debbie Hendricks	Barb Homer
Tonda Humphress	Rosann Kevil
Tricia Liedle	Kay McClure-Kelly
Rena Oestmann	Mikki Sandin
Kelsey Sims	Diane Wasser

Summer Social ---- The 2015-2016 Summer Social was not held due to confusion on who was planning the event. After a late start, a "red cup" contest was planned. The event was canceled due to lack of interest and only five registering for the event. It was decided that the 2016-2017 Summer Social would be a larger event and is now in the final planning stages.

The 2016-2017 Summer Social was held at the East Campus Bowling Lanes on Wednesday, June 21, 2017, from 3:00 pm to 5:00 pm. Along with bowling, there were games, refreshments, prizes and visiting.

Committee Members are: Donna Bode, Marsha Yelden, Rosann Kevil, Mikki Sandin and Gretchen Mills.

Box Tops for Education ---- were collected and donated to Trinity Lutheran Elementary School chosen by President, Tricia Liedle.

UNOPA Notes Committee – Lindsay Augustyn, Director

There were 10 issues of *UNOPA Notes* distributed to UNOPA members and all are posted on the UNOPA.unl.edu website as well as in the UNOPA section of Digital Commons. We continue to do the online format and it is distributed as an e-newsletter via HTML, using the Announce system, which sends out the University of Nebraska-Lincoln's e-newsletter *UNL Today*. The editors use their My.UNL login and password information to access the *UNOPA Notes* newsroom and submit and edit stories. *UNOPA Notes* was also submitted to the National Association of Educational Office Professionals (NAEOP) for the newsletter competition.

Ways and Means Committee – Marla Nissen, Director

This year I served as the director and sole member of the Ways and Means Committee for UNOPA. The UNOPA Board members volunteered to work and manage one game day at the parking lot handling the pick-up and return of monies to Parking Services.

We had great success with parking lot sales this year. A total of 517 parking spaces for 8 football games were sold. We had a total of 73 workers both current or retired UNOPA members and a few guests who volunteered. Of those numbers, below will show a better breakdown.

4 - Members worked 4 times

4 - Members worked 3 times

10 - Members, 1 spouse and 1 retiree worked 2 times

17 - Members, 3 family and 1 retiree worked 1 time

The game which sold the most parking spaces was Oregon with 104 spaces. When the front lot filled, we filled the back lot. A check from Parking Services for a total of \$3,760.00 has been deposited. We also received a donation of \$5.00 from a patron at one of the games. Thank you to all who participated with this fundraiser!

At the end of the year we had two drawings for \$25.00 gift certificates for those who volunteered with parking lot sales.

A special thank you to Jane Schneider who was a ton of help and support to me in serving on this committee this year. I could have not done it without her!

**2016-2017 UNOPA Annual Report:
Reports of Adhoc Committees**

Digital Commons – Jane Schneider, Director

During 2016-2017, I continued the process of posting UNOPA historical records to Digital Commons. Tonda Humphress and Kathy Bennetch kindly trained me. The following items were submitted and posted accordingly: *UNOPA Notes*, Parking Lot Agreement, List of Officers & Committee Members, List of Current Members, Website and Newsletter Awards (judge's sheets), General Meeting Minutes, and Executive Board Meeting Minutes. Members wanting to view the UNOPA documents on Digital Commons may do so by visiting <http://digitalcommons.unl.edu/unopa>.

Marketing – Kelsey Sims, Director

NO report submitted

Respectfully Submitted on 11/27/17



UNOPA President 2016-2017