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2010

## 2010-11 UNOPA Executive Board Minutes

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Approved as corrected – August 3, 2010

Minutes of the  
UNOPA EXECUTIVE BOARD MEETING  
Tuesday, June 8, 2010, 4:05 PM – 5:00 PM  
Jackie Gaughan Multicultural Center

President, Mari Greer, called the meeting to order at 4:05 PM

**Roll Call** was taken by Cathy Robertson, Recording Secretary.

**Members Present:** Mari Greer, Donna Boone, Cathy Robertson, Jaime Long, Marlee Crombie, Peg Johnson, Edie Schleiger, Mary Klucas, Tonda Humphress, Jan Edwards, Pat DeStefano, Jan Wassenberg, Beth Zager, and Shelly Green

**Members Absent:** Barb Homer, Susan Thomas and Gretchen Walker

**Ad-Hoc Members Present:** Cindy Knight

**Ad-Hoc Members Absent:** Kathy Bennetch

**Reports given:**

**President: Mari Greer**

**Board Positions:**

- Several positions on the board are still unfilled: Communications Technology (2 year commitment), Mentoring, and Ways and Means. If you know of anyone who would be a good candidate for the open positions, please contact Mari Greer who will contact that person directly.
- If no one volunteers to serve as Ways and Means Director, the Board will need to step up and coordinate the parking lot fundraiser.
- Carol Wusk will serve as Employee Concerns Co-Director.

**Review the year:**

- June/July – Mari Greer will work with Jan ~~Wassenburg~~ Wassenberg to send out membership renewal forms by the end of June.
  - The Employee Concerns Committee needs representatives on four or five committees. Mari would like to include the open committee slots with the membership renewal notice in an effort to get interest from our members to serve on the committees.
- Committees:
  - Each of the Board members should recruit committee members to help with their area. The By-Laws reflect each committee should have at least three members.
- September 14 General Membership Meeting :
  - Mari Greer has selected the Lighthouse as the recipient of the monthly 50-50 drawing. A representative of the Lighthouse will speak at the meeting.
  - Debbie Hendricks will make a brief presentation with information from the July National Conference.
  - Members who received their PSP at the July National Conference will be recognized.

- September 17 Professional Development Workshop:
  - Tonda Humphress reported that Kim Ratz will be the speaker at our all-day workshop. His keynote speech from the morning session will carry forward into the afternoon session. The workshop will be held at the Jackie Gaughan Multicultural Center.
  - Funding for the workshop will come from the 2009-2010 Board allocation of \$2,000 and the Bradley Munn Professional Growth Fund allocation of up to \$1,000.
  - The committee is considering a \$35 registration fee for UNOPA and UAAD members. A \$40 registration fee would be charged for all other attendees. UNOPA members would have priority registration, followed by UAAD members, and then the workshop would be open for any other campus or outside attendees as space allows.
  - ***Tonda Humphress moved to include lunch with the registration fee for the September 17 Professional Development Workshop. The cost for lunch is not to exceed \$15 per person. Donna Boone seconded. Discussion was held and motion passed unanimously.***
  
- November meeting:
  - The three Oldt Awards will be presented. Start thinking about your boss(es) and co-workers and get nominations submitted to the Awards Committee.
  
- December Meeting :
  - Jaime Long will coordinate the donations for our annual Giving Tree Event.
  - Mari suggested Jaime Long might enlist the Outreach Committee to assist her with this project.
  - Lighthouse and City Impact were suggested as potential recipients of our donations.
  
- January Meeting:
  - UNOPA will serve as host for the joint UNOPA/UAAD meeting this year.
  - Donna Boone will secure a speaker for the meeting.
  
- March Professional Development:
  - If you have suggestions for a topic for a professional development workshop in the spring, please contact Tonda Humphress.
  
- April Meeting:
  - We will present the Rose Frolik Award, and recognize our retirees and past Presidents.
  - Mari Greer would like suggestions for additional ways to recognize our past presidents and show our appreciation for their service to the organization. Please contact Jaime Long with your ideas.

**New Business:**

**Mari Greer –**

**October 19 Safety and Wellness Fair:**

Mari Greer shared information regarding the Fair to be held at the City Union. Chris Cary, a UNOPA past president, sent an e-mail to UNOPA asking for our consideration of participation in the fair. Discussion was held as to how we would promote UNOPA and still stay in line with theme – safety and wellness. If you are interested in volunteering to look at our options for UNOPA's participation in the Fair, please contact Mari Greer. The consensus from the Board was we should participate if we could find an activity that would fit in.

Board Meetings:

Most board members are on City Campus; therefore, most board meetings will take place on City Campus. Mari Greer took a poll of board members as to the date, time of day and day of week that was most convenient for board meetings. The consensus was the first Tuesday from 3-5 p.m.

Board meetings through the end of 2010 will be August 3, September 7, October 5, November 2, and December 7 from 3-5 p.m. Mari Greer will find a location for each meeting.

Monthly Meeting Flyers:

Mari Greer asked if the monthly flyers for the General Membership Meetings were working. The consensus is yes. Beth Zager suggested the President forward the flyer to the Corresponding Secretary once it has been approved. By doing so, the Corresponding Secretary will be able to start promoting the meeting and not have to wait until the flyer is sent out on the LISTSERV.

It was also suggested that our meetings and awards could be advertised on the UNL Events Calendar, Today@UNL, and the Scarlet (if the new format targets an audience who would benefit from the information).

Tier One Accounts:

Mari Greer reported that all of UNOPA's financial accounts are held at TierOne Bank, who has just been taken over by the FDIC. The question was asked by Mari Greer if we want to look at changing our accounts.

Marlee Crombie indicated she called the University of Nebraska Federal Credit Union and spoke with a New Account representative. The Credit Union is set up to work with individuals, not organizations. Marlee Crombie will contact Sandy Bundy at the Credit Union to determine if there is any option for us to open accounts.

Mari Greer asked Marlee Crombie to research other options on where to have our accounts and CDs and bring that information back to the Board.

**Other Business:**

Mary Klucas asked how soon we will start advertising for nominations for our awards. Mari Greer hopes the Awards Committee will start looking at the nomination information and get it distributed by August 1.

Marlee Crombie asked about the number of home football games we would need to work selling the parking lot. There are seven home football games in 2010.

**Meeting adjourned at 4:58 PM**

**Respectfully Submitted,**

**Cathy Robertson, Recording Secretary**

Minutes of the  
UNOPA EXECUTIVE BOARD MEETING  
Tuesday, August 3, 2010, 3:00 PM – 4:18 PM  
Student Union – Colonial Room - City Campus

President, Mari Greer, called the meeting to order at 4:05 PM

**Roll Call** was taken by Cathy Robertson, Recording Secretary.

**MEMBERS PRESENT:** Mari Greer, Donna Boone, Cathy Robertson, Jaime Long, Peg Johnson, Edie Schleiger, Barb Homer, Mary Klucas, Tonda Humphress, Jan Edwards, Jan Wassenberg, LaRita Lang, and Gretchen Walker

**MEMBERS ABSENT:** Marlee Crombie , Mary Guest, Pat DeStefano , Susan Thomas, Beth Zager, and Shelly Green

**AD-HOC MEMBERS PRESENT:** Kathy Bennetch

**AD-HOC MEMBERS ABSENT:** Cindy Knight

**APPROVAL OF BOARD MEETING MINUTES FROM JUNE 8, 2010 MEETING:**

Corrections were made to the minutes. *Donna Boone moved to accept the minutes as corrected. Jan Wassenberg seconded.* Minutes were approved as corrected.

**APPROVAL OF TREASURER'S REPORT:**

Mari Greer reported that Marlee Crombie was not able to attend the meeting and there would not be a Treasurer's report. Marlee Crombie now has the books. Signature cards for our accounts have not yet been transferred to the new board members.

**REPORTS GIVEN:**

**AWARDS: BARB HOMER**

Barb has just received the notebook and will set up a meeting with Gretchen Walker. Committee members include Chris Cary, Tricia Liedle, and Carol Wusk. Mari Greer added that she hopes to see information out to the membership in August so members will start thinking of nominations.

**BY-LAWS: MARY KLUCAS**

Committee members include Mary Guest, Andrea Peterson, and Ann Reese.

**CAREER DEVELOPMENT: TONDA HUMPHRESS**

Feedback was good on the "Save The Date" notice for the September 17 workshop featuring Kim Ratz. The committee is working on the registration form and, when ready, will send it out and post it on the UNOPA website.

**CAREER DEVELOPMENT/PSP: MARY GUEST**

Absent – No report

**COMMUNICATION TECHNOLOGY: OPEN**

Mari Greer reported that we are still looking for a Director. The website was down due to template changes. It was not known when the changes would be completed. Limited information is available

now on the website, including the new membership form. Mari hopes she has a lead on a Director. Mary Klucas indicated their webmaster would be willing to help in the interim to post items on our site.

#### **EMPLOYEE CONCERNS: JAN EDWARDS**

The Committees under her area are all appointed by others. Four committee appointments will end this year. Jan will check with our members to see if they want to continue on the committees.

- Campus Recreation Advisory
- James V. Griesen Exemplary Service to Students Award – typically the UNOPA President is our committee representative
- Chancellor's Commission on the Status of Women - committee members apply and are then appointed by the Chancellor
- Chancellor's Campus Safety Committee – Jan will check with Chris Cary (our current representative) to determine how appointments are made

The Wellness Committee is currently without a UNOPA representative. The ASUN Committee on Smoking is an open-ended committee appointment.

Jan is still looking for a Co-Director for the Employee Concerns Committee.

#### **HOSPITALITY: PAT DESTEFANO AND SUSAN THOMAS**

Absent. Mari Greer reported for Susan that there was not much to report as the committee would meet this week. Our September meeting will be held on the 14th at the City Campus Student Union. The contract for the caterer is still in the process of being finalized for the City Campus Student Union and the Jackie Gaughan Multicultural Center. If the contract is not complete by our September meeting, we will not be able to bring in catered food. We would be able to bring our brown bag lunch.

#### **MEMBERSHIP: JAN WASSENBERG**

Membership renewal letters have been sent out. As of today, 39 renewals have been returned.

#### **MENTORING: LARITA LANG**

LaRita is looking for the Mentoring Committee notebook. Jan Edwards will check to see if she has anything from her time on this Committee.

Discussion was held as to what focus the Board saw for this committee. Suggestions included Brown Bag Seminars each semester, new member get-togethers after work, older member mentor a new member, career enhancement, mentoring information on UNOPA website, and new member luncheon.

#### **NOMINATING: BETH ZAGER**

Absent. No report

#### **OUTREACH: SHELLY GREEN**

Absent. Mari Greer reported for Shelly that she does have committee members. The committee will start looking at ideas for next summer's social.

#### **PROGRAM: DONNA BOONE**

Committee members include Chris Cary, Mardi Bonner, Doreen Wagenaar, and Peg Johnson. The committee is working on speakers for monthly meetings. The speaker for our September meeting has been set. Kathy Bennetch had a suggestion from a former member that we need to have something younger members would like. Donna reported that the committee had discussed that topic when they looked at the schedule for the year. Details on the September meeting will be available at our September Board meeting.

### **UNOPA NOTES: GRETCHEN WALKER**

Gretchen has just received the notebook. Ideas for the newsletter were received from affiliates submitting their publications at National Conference. Gretchen will also take comments from our newsletter submission at National Conference into account with this year's publication.

All of the issues last year were published on-line except the competition issue. We should mail a hard copy to those members without e-mail access, with an electronic copy sent to those with e-mail access. The preferred length would be 4 pages.

Peg Johnson added that feedback received from National Conference is to focus more on individuals. Perhaps we need to return to articles on new members.

### **WAYS AND MEANS: OPEN**

Mari Greer reported we still need to find a Director. If one is not found, the Board will be in charge of the parking lot fundraiser.

A question was raised by Barb Homer as to why each person who worked the parking lot last year did not receive a certificate. Certificates have been provided to all workers in past years. Peg Johnson reported last year's Director did not submit names for all workers. It was a consensus that the Board should develop a consistent procedure. Mari Greer will look at past notebooks for guidance.

Gretchen Walker has the sign and board for the parking lot. Sign-up sheets will again be used this year to solicit help each week. Jan Edwards and Peg Johnson will coordinate the September 4<sup>th</sup> volunteers. Edie Schleiger and Jan Wassenberg will recruit volunteers for September 11<sup>th</sup>.

### **AD-HOC COMMITTEE REPORTS**

#### **DIGITAL COMMONS: KATHY BENNETCH**

All of the notebooks need to be put in Digital Archives. A list of those items we should put in the archives has been started by the committee. The list is not inclusive and is designed to document our history, not every day events. Perhaps we need to look at someone to coordinate putting the records into archives. A Historian position could be added to the Board.

The process is just beginning. The committee will check to see what is in the UNOPA storage area in Purchasing. The documents/materials will be scanned to a .pdf file. Hard copies would be destroyed after scanning and posting to the archives.

#### **FINANCE FUND: CINDY KNIGHT**

Absent. Mari Greer reported that Cindy would like the Board to submit ideas for how we can use our surplus funds. Please e-mail ideas to Cindy at [cknight1@unl.edu](mailto:cknight1@unl.edu).

### **UNFINISHED BUSINESS**

#### **TierOne**

Mari Greer was not sure if there was any new information on our accounts being transferred to Great Western Bank from Tier One Bank. Marlee Crombie was going to contact a few other institutions for account options. Gretchen Walker raised the question as to why we would need to move our accounts. Mari Greer was not sure the fees/guidelines for our account at Great Western Bank. Our accounts remain fully insured.

### Safety and Wellness Fair

Chris Cary forwarded information to Mari Greer on the Safety and Wellness Fair being held on October 19. Last month, the Board discussed the possibility of having a table at the fair. We were not sure if we had anything that would tie into the theme of the event. There is no deadline for groups participating. Donna Boone suggested we come up with ideas to review at our September Board meeting. If at that time we do not have an action plan, we would not participate in the fair.

### **NEW BUSINESS:**

Mari Greer will be sending each Board member an Estimated Budget Sheet. The sheet for your area should be returned to Mari by September 1 so we may approve them at the September meeting. Please return them to Mari electronically.

New Hire Mugs - Cathy Robertson will contact Human Resources to switch the e-mail notification of new UNL hires to Jan Wassenberg and LaRita Lang. Mugs will be given to all new hires at UNL in the Office classification.

### **OFFICER REPORTS**

#### **PRESIDENT: MARI GREER**

No Report

#### **VICE PRESIDENT: DONNA BOONE**

No Report

#### **RECORDING SECRETARY: CATHY ROBERTSON**

No Report

#### **CORRESPONDING SECRETARY: JAMIE LONG**

Please let Jamie know if you have any ideas for our Past Presidents Luncheon.

#### **TREASURER: MARLEE CROMBIE**

Absent - No Report

#### **PAST PRESIDENT: PEG JOHNSON**

Peg has forms if you would like to make contributions to the Bradley Munn Professional Growth Fund through payroll deduction.

### **OTHER**

Mary Klucas had a question on our By-Laws and Standing Rules. There is not a date on the By-Laws and Standing Rules themselves. A date should be part of the heading. Mari Greer will add the date to our By-Laws. The most current copy was just provided to Mary Klucas.

**The next meeting of the UNOPA Executive Board will be held on September 7<sup>th</sup> at 3:00 p.m. at Hewitt Place, 1155 Q Street, 6<sup>th</sup> Floor.**

**Meeting adjourned at 4:18 PM**



**Respectfully Submitted,**

**Cathy Robertson, Recording Secretary**

Minutes of the  
UNOPA EXECUTIVE BOARD MEETING  
Tuesday, September 7, 2010, 3:00 PM – 5:05 PM  
Hewitt Place, 1155 Q Street, 6<sup>th</sup> Floor

President, Mari Greer, called the meeting to order at 3:00 PM

**Roll Call** was taken by Cathy Robertson, Recording Secretary.

**MEMBERS PRESENT:** Mari Greer, Donna Boone, Cathy Robertson, Marlee Crombie, Mary Klucas, Tonda Humphress, Mary Guest, Jan Edwards, Pat DeStefano, Jan Wassenberg, Beth Zager, Gretchen Walker, Deb Rosenau, Marcy Tintera, and Edie Schleiger

**MEMBERS ABSENT:** Jaime Long, Peg Johnson, Barb Homer, Susan Thomas, LaRita Lang, and Shelly Green

**AD-HOC MEMBERS PRESENT:** none

**AD-HOC MEMBERS ABSENT:** Kathy Bennetch and Cindy Knight

**APPROVAL OF BOARD MEETING MINUTES FROM AUGUST 3, 2010 MEETING:**

Corrections were made to the minutes. *Jan Edwards moved to accept the minutes as corrected. Mary Klucas seconded. Minutes were approved as corrected.*

**APPROVAL OF TREASURER'S REPORT:**

Marlee reported the annual Audit was completed at no charge. No issues were found during the audit. Marlee does not yet have access to the Cost Center for the purpose of preparing a Treasurer's Report. Access will be given soon so a report can be prepared for next week's Membership Meeting.

Our accounts are now held by Great Western Bank. Marlee now has access to on-line statements.

Current balances are:

Checking Account	\$1,357.46
Savings Account	\$5,591.69
Certificate of Deposit	\$3,053.00

**OFFICER/COMMITTEE REPORTS GIVEN:**

**PRESIDENT: MARI GREER**

Mari met with Bill Nunez (Associate to the Chancellor and Director, Institutional Research and Planning) and Nancy Myers (UAAD President). The Faculty/Staff Directory will be available on-line this year. The expense of printing was eliminated through the budget reduction. We will be able to print any section if we need a hard copy. "Go Live" is targeted for October 1 – 15. One concern brought up was access to Directory information for "desk less" workers who do not have on-line availability. The option to print any or all items in a section (i.e. fax numbers, residence hall listings, etc.) should eliminate the concern. The Directory is continually updating as it is dependent on SAP information which changes daily.

The Chancellor would like to change the University e-mail system. There is resistance from Central Administration. A committee has been put together to gather information regarding a new system.

Mari spoke with Dan Carpenter from Parking and Transit Services regarding the status of the parking lot fundraiser. Dan indicated that as long as he is at UNL, we would have access to sell the lot at each football game. However, the long-range plan is to tear down the 1820 building and expand Knoll Residence Hall to the east – eliminating the lot. If funding for the expansion is found, we will probably lose the lot.

The Deans and Directors meeting will be held September 15 at 8:30 a.m. Mari will represent UNOPA at the meeting and report on awards received at the National Conference and the September 17<sup>th</sup> Career Development workshop.

The Chancellor will deliver his State of the University address on Thursday. The focus will be on budget issues and increased enrollment.

There are several new administrators across both campuses. A search firm is being sought for the unfilled Senior Vice President for Academic Affairs position.

**PRESIDENT ELECT: DONNA BOONE**

No Report

**RECORDING SECRETARY: CATHY ROBERTSON**

No Report

**CORRESPONDING SECRETARY: JAIME LONG**

Absent. Mari Greer reported for Jaime that she is looking at options for the Giving Tree project. Jaime will contact Beth Zager regarding the camera for the Corresponding Secretary. A new camera needs to be purchased.

**TREASURER: MARLEE CROMBIE**

No additional report

Mari Greer asked if there were any additional fees with our change to Great Western Bank. Marlee responded the fees should not increase. We now have on-line access to all three of our accounts (checking, savings, and certificate of deposit).

Last year, the Certificate of Deposit was renewed for six months. The interest rate is very low. Marlee hopes the rates will increase before we need to renew again so we can lock into a longer term at a higher rate.

**PAST PRESIDENT: PEG JOHNSON**

Absent. Mary Guest reported for Peg. The balance sheet for the Bradley Munn Professional Growth Fund was distributed. The balance on July 1, 2010 was \$5,226.41. Peg will have forms at the next meeting if you would like to make contributions to the Bradley Munn Professional Growth Fund through payroll deduction.

**AWARDS: BARB HOMER**

Absent. Mari Greer reported for Barb. Committee members include Chris Cary, Tricia Liedle, and Edie Schleiger. Carol Wusk asked to be removed from the committee. An article will be in the September issue of the UNOPA NOTES requesting nominations for the Floyd S. Oldt Silver Pen Award, Floyd S. Oldt Outstanding Staff Award, and the Floyd S. Oldt Boss of the Year Award. Notification will also be sent to The Scarlet and UNL Today to solicit nominations. Gretchen Walker suggested that Barb Homer's name and the deadline for nomination submission be put on the UNOPA website.

### **BYLAWS: MARY KLUCAS**

Mary presented a proposal for a Bylaws/Standing Rules change to clean up the wording with regard to the duties of the Immediate Past President, the removal of the Bradley Munn Professional Growth Fund as a Committee, and clarification on where to find guidelines at the University of Nebraska Foundation for the Bradley Munn Professional Growth Fund. If the Board approves the proposed changes, the changes would be presented to the Membership next week and a vote taken by paper ballot.

***Cathy Robertson moved to accept the Bylaws and Standing Rules changes presented by Mary Klucas for the Bradley Munn Professional Growth Fund and Immediate Past President duties. The motion was seconded by Gretchen Walker. After discussion, the motion passed unanimously.***

Mary will have the proposal ready to present to the membership at the meeting next week.

### **CAREER DEVELOPMENT: TONDA HUMPHRESS**

Plans for the Fall Workshop are coming along well. The new catering contract at the City Campus Student Union will most likely increase the cost of the meal by 20% from what we had originally planned. The Board had previously agreed to cover \$15 per person for lunch.

***Tonda Humphress moved to approve an additional \$5 per person for the luncheon at the September 17, 2010 UNOPA Fall Workshop. NOTE: Adjustment has to be made based on prices provided by the new caterer and assuming 40 people attending. Price will be adjusted according to the actual number of participants. The motion was seconded by Jan Wassenberg. After discussion, the motion passed unanimously.***

Tonda has requested a check for the speaker's fee so we may present that to him after the workshop has been completed.

Mari Greer will send a reminder about the workshop deadline (September 10) to the Membership via e-mail.

### **CAREER DEVELOPMENT/PSP: MARY GUEST**

No members have indicated their intentions to submit the paperwork for their Professional Standards Program (PSP) certification or recertification at the September 15 deadline. Mary will conduct a workshop in November in anticipation of the next submission deadline. A committee will be assembled to assist Mary.

### **COMMUNICATION TECHNOLOGY: DEB ROSENAU**

Mari Greer introduced Deb Rosenau as our new Communications Technology Director. Deb will receive training from Karen Jackson on September 15 and ensure she has access to everything needed for the website.

### **EMPLOYEE CONCERNS: JAN EDWARDS**

Jan reported that Marcy Tintera has agreed to be Co-Chair for the Employee Concerns Committee.

Several Committee appointments (and term length) have been confirmed:

- Chancellor's Committee on Wellness – Debra Lawrence, 2 years
- UNL Parking Appeals Committee – Diane Wasser, 3 years
- Chancellor's Commission on the Status of Women – Mary Guest, 3 years
- Chancellor's University Safety Committee– Edie Schleiger, 2 years

The Employee Concerns Committee guidelines state there is a two term limit for the length of time our members can represent UNOPA on any committee. Jan and Marcy will be verifying how long each of

our members has served on each committee. Several committee members have exceeded two terms. Jan and Marcy will encourage those in their first term of service to serve again if they would like, and to have those completing their second term be a mentor to the member who will replace them. An exception to the two term limit would be for those members selected to be committee chairs, which would extend their term past two terms. Suggestions on how to communicate the term limit to current committee members were discussed.

#### **HOSPITALITY: PAT DESTEFANO AND SUSAN THOMAS**

Susan Thomas - Absent. Pat reported the new catering contract at the City Campus Student Union and Jackie Gaughan Multicultural Center has posed a few more challenges in coordinating our monthly membership meetings. UNOPA will need to provide tablecloths for the tables or pay rental of \$5 per table. The Committee will most likely use plastic table cloths on the.

Mari Greer asked if the monthly registration form could be sent to herself, Donna Boone, Pat DeStefano and Susan Thomas to be proofed before sending it to the membership or posting it on the UNOPA website. There was a little miscommunication regarding information on the September form.

#### **MEMBERSHIP: JAN WASSENBERG**

To date, 72 renewals have been received. Mari Greer will send an e-mail reminder to the membership to encourage renewals by September 30.

#### **MENTORING: LARITA LANG**

Absent. Mari Greer reported that LaRita will meet with Jan Edwards, who has the Mentoring Committee notebook. LaRita will work on getting members to serve on her committee.

#### **NOMINATING: BETH ZAGER**

Beth is looking for committee members.

#### **OUTREACH: SHELLY GREEN**

Absent. No Report

#### **PROGRAM: DONNA BOONE**

Donna reported on the programs for the monthly membership meetings. The September, October, November, December, and January speakers/programs have been confirmed. Chancellor Harvey Perlman will speak at our September meeting.

Jan Wassenberg suggested that we allow time at the Past Presidents luncheon for the past presidents to be able to visit with members. Donna will pass that suggestion on to Jaime Long, who is responsible for the luncheon.

#### **UNOPA NOTES: GRETCHEN WALKER**

Gretchen has one committee member and is looking for more. The September issue was sent via e-mail to the membership, and appears to work well. Hard copies were sent to ten members who have not provided an e-mail address. Gretchen's office has donated the printing and postage for the hard copies to be sent each month. The deadline for articles/information to be included in the October issue is September 17.

#### **WAYS AND MEANS: OPEN**

Mari Greer reported we are still looking for a Director. The parking lot fundraiser on September 4 went fairly well. However, we were a little short on the money. Please watch how the tickets are distributed. It is prudent for one person to be responsible for tickets on each shift. The cost per space is \$15 and all

spaces were sold for the September 4 game. There is a form in the envelope for each game. We keep the carbon copy for our records.

Marlee Crombie asked how we get the money. Gretchen Walker thought the Cost Center was credited at the end of each month with the profits for games that month. All of the money should be deposited to the Cost Center by January 1 at the latest.

### **AD-HOC COMMITTEE REPORTS**

#### **DIGITAL COMMONS: KATHY BENNETCH**

Absent. No Report

#### **FINANCE FUND: CINDY KNIGHT**

Absent. Gretchen Walker reported for the Committee. Members of the committee are Cindy Knight, Peg Johnson, Belva Harris, Gretchen Walker and Marlee Crombie. The committee met last week to discuss options for what we should or might do with the “excess funds” in our Savings Account. The first response was to do nothing until we determine the status of our parking lot fundraiser. The committee’s response from Parking is that this may be the last year based on the State Auditor’s stance that we use the proceeds for fundraising.

Several suggestions for use of the “excess funds” were brought up:

- Provide stress balls and information about UNOPA at the Wellness and Safety Fair to be held on October 19
  - The cost of 150 stress balls in the shape of a water drop is \$436 for wording on both sides and \$356 for wording on one side.
  - Information regarding UNOPA and membership would be distributed along with the stress ball.
  - The Fair runs from 9 am – 3 pm. It would require at least 12 members to staff the table. The event is during Fall Break and is targeting UNL Faculty and Staff (not students).
- Provide three UNOPA Professional Growth Awards at the Spring Conference for UNOPA members to use toward a conference registration(s) in the following year
  - Guidelines would be similar to NEOPA Professional Growth Awards.
  - All current paid active members would be eligible to win one time every three years. A drawing would be held to determine the three recipients. Winners would be asked to submit an article for UNOPA Notes describing the conference they attended.
  - A question of whether this would be duplicating the Bradley Munn Professional Growth Fund was brought up. There are very few submissions for reimbursement from the Bradley Munn Fund.
- Establish a Becky Hastings Scholarship – The committee is researching options for the scholarship.

***After two amendments, Gretchen Walker moved to establish UNOPA Professional Growth Awards in the amounts of \$100, \$75 and \$50 (total \$225) to be awarded in the Spring 2011, and continue annually if funds are available. Jan Edwards seconded the amendment. After discussion, the motion passed unanimously.***

### **UNFINISHED BUSINESS**

#### **Safety and Wellness Fair**

Jan Edwards discussed the opportunity for UNOPA to have a table at the Safety and Wellness Fair on Tuesday, October 19. The event is for UNL faculty and staff and falls during Fall Break. UNOPA does fit two of the Safety and Wellness Committee’s objectives. Our members would need to provide

manpower at our table from 9 am – 3 pm. Several members have already volunteered their time if the Board approves UNOPA's participation at the Fair.

***Jan Edwards moved that UNOPA sponsor a table/booth at the Safety and Wellness Fair on October 19, 2010 from 9 am – 3pm. Mary Klucas seconded the motion. After discussion, the motion passed unanimously.***

***Gretchen Walker moved that we purchase 150 water droplet stress balls, single sided print for \$356, to distribute at the October 19 Safety and Wellness Fair. This will be a one-time allocation. Donna Boone seconded motion. After discussion, the motion passed unanimously.***

Jan will work with Jan Wassenberg to get UNOPA brochures and membership forms to distribute with the stress balls. Jan will also get members to work the necessary shifts and place an article in UNOPA Notes. Cindy Knight will order the stress balls.

### **NEW BUSINESS:**

Mari Greer would like the Bylaws Committee to review the Career Development Director's duties as the Professional Standards Program (PSP) portion of the duties is not clearly defined. A PSP Committee could be added to the Bylaws and Standing Rules or clarify the duties under the Standing Rules. Mari will look to the Bylaws Committee to review and come up with options.

Mari Greer recently met with Ryan Pierce and Heather , owners of Nebraska Home Sales. They would like to sponsor a yearly award for UNOPA. No guidelines were set yet. The annual amount of \$200-\$250 was suggested. The firm is looking to expand their awareness in the community. Discussion on the offer included concerns about awarding funds outside the University of Nebraska Foundation and the option to look at it for funding down the road if we do lose our parking lot fundraiser income. The consensus was for Mari Greer to speak with Chris Jackson (Vice Chancellor, Business and Finance) to discuss fundraising options available with the potential loss of income from the parking lot. Also, to ask if the proposal from Nebraska Home Sales Real Estate was viable.

**The next meeting of the UNOPA Executive Board will be held on October 5<sup>th</sup> at 3:00 p.m. at East Campus Student Union (room to be posted).**

**Meeting adjourned at 5:05 PM**

**Respectfully Submitted,**

**Cathy Robertson, Recording Secretary**

**Approved as Presented**  
Minutes of the  
UNOPA EXECUTIVE BOARD MEETING  
Tuesday, October 5, 2010, 3:00 PM – 5:05 PM  
East Campus Student Union

President, Mari Greer, called the meeting to order at 3:00 PM

**Roll Call** was taken by Cathy Robertson, Recording Secretary.

**MEMBERS PRESENT:** Mari Greer, Donna Boone, Cathy Robertson, Jaime Long, Marlee Crombie, Peg Johnson, Tonda Humphress, Mary Guest, Jan Edwards, Pat DeStefano, Jan Wassenberg, Beth Zager, Gretchen Walker, Deb Rosenau, Marcy Tintera, and Edie Schleiger

**MEMBERS ABSENT:** Barbara Homer, Mary Klucas, Susan Thomas, LaRita Lang, and Shelly Green

**AD-HOC MEMBERS PRESENT:** Kathy Bennetch

**AD-HOC MEMBERS ABSENT:** Cindy Knight

**APPROVAL OF BOARD MEETING MINUTES FROM SEPTEMBER 5, 2010 MEETING:**

The minutes from the September 5, 2010 Board meeting were e-mailed to the Board. *The minutes will stand as presented.*

**APPROVAL OF TREASURER'S REPORT:**

Marlee Crombie presented the September Treasurer's report. With input from the Board, a few changes will be made to the report and it will be sent to the membership for approval next week.

**OFFICER/COMMITTEE REPORTS GIVEN:**

**PRESIDENT: MARI GREER**

No Report

**PRESIDENT ELECT: DONNA BOONE**

No Report

**RECORDING SECRETARY: CATHY ROBERTSON**

No Report

**CORRESPONDING SECRETARY: JAIME LONG**

The recipient of this year's Giving Tree collection will be City Impact and Child Advocacy Center. A new digital camera is needed. Jaime suggested two models for consideration. Marlee Crombie will see if we can get a discount through the Computer Store. Jaime hopes to have a camera purchased before the November General Membership meeting. Two cards were sent out this month: one retirement and one sympathy.

**TREASURER: MARLEE CROMBIE**

Marlee asked about other fundraising options. Manning a concession stand at Athletic functions is an option. Groups are paid by the stand and we would have to commit to having the stand covered each game. Cathy Robertson will follow up with Janelle Hall in Athletics.



## Approved as Presented

### **PAST PRESIDENT: PEG JOHNSON**

No report

### **AWARDS: BARB HOMER**

We are still accepting nominations for the Floyd S. Oldt Silver Pen Award, Floyd S. Oldt Outstanding Staff Award, and the Floyd S. Oldt Boss of the Year Award. The deadline for submission is October 15.

### **BYLAWS: MARY KLUCAS**

Absent. Mari Greer reported that ballots are coming in on our vote to change the Bylaws/Standing Rules to clean up the wording with regard to the duties of the Immediate Past President, the removal of the Bradley Munn Professional Growth Fund as a Committee, and clarification on where to find guidelines at the University of Nebraska Foundation for the Bradley Munn Professional Growth Fund. October 7 is the deadline to cast your vote.

### **CAREER DEVELOPMENT: TONDA HUMPHRESS**

An article has been submitted to *UNOPA Notes* on the Fall Workshop. We will only need to use \$247.71 from the Bradley Munn Professional Growth Fund to cover expenses of the workshop.

The committee will begin looking at dates and topics for the spring workshop, which is at no cost to the members. A silent auction may be considered to raise money for the Bradley Munn Professional Growth Fund. Mari Greer suggested the committee look at delivering flowers for Valentine's Day or some other holiday in the spring as a fundraiser.

### **CAREER DEVELOPMENT/PSP: MARY GUEST**

A PSP workshop will be held in November, and another held in the spring. An article will be submitted to *UNOPA Notes*.

### **COMMUNICATION TECHNOLOGY: DEB ROSENAU**

Deb is still learning. Soon we will see minutes and UNOPA Notes issues with the current and prior year listed and all prior items archived. Deb also asked the Board if we need to include any money in the budget for future template changes required by the University. The consensus was 'yes'. Marlee Crombie will check to see if we have paid for the most recent template changes.

### **EMPLOYEE CONCERNS: JAN EDWARDS**

A representative is still needed on the Faculty Senate.

### **HOSPITALITY: PAT DESTEFANO AND SUSAN THOMAS**

Susan Thomas - Absent. No Report

### **MEMBERSHIP: JAN WASSENBERG**

To date, 113 renewals have been received and 1 new member has joined.

### **MENTORING: LARITA LANG**

Absent. Mari Greer reported she will meet with LaRita next week to transfer the notebook.

### **NOMINATING: BETH ZAGER**

No report

### **OUTREACH: SHELLY GREEN**

No Report

## **Approved as Presented**

### **PROGRAM: DONNA BOONE**

Donna reported on the programs for the monthly membership meetings. Most of the speakers have been confirmed.

### **UNOPA NOTES: GRETCHEN WALKER**

The deadline for articles/information to be included in the November issue is October 15.

### **WAYS AND MEANS: OPEN**

Mari Greer reported we are still looking for a Director. The October 16 game is set for workers.

Kathy Bennetch asked if there were any other parking lot options if we lose our lot. Mari Greer indicated no. She has been told we will probably have our lot until Knoll Residence Hall expands and takes the land on which our parking lot sits. Perhaps 3 to 5 years.

Gretchen Walker asked that we try to clarify the University's position with Bill Nunez. Parking Services' audit did not like that we used the proceeds as a fundraiser. Only one other group sells a lot and keeps the profits. Parking Service employees staff the other lots.

### **AD-HOC COMMITTEE REPORTS**

#### **DIGITAL COMMONS: KATHY BENNETCH**

Any rumors about the Digital Commons being gone are false. There was a loss of some student help, but the Digital Commons are still here.

The Committee looked at the NEOPA guidelines for records retention which indicate materials over 5 years old should be archived. One question is do we want to wait that long. Another question is exactly what do we want to include in the archives. The board provided input from their areas as to items they felt should be archived.

Other questions that arose were: Can we print items once they have been archived? Is access available to everyone? Is that what we want? And can we include past photos as we don't have photo releases on all those pictures.

The committee will look at our questions, and develop archiving guidelines for the Board to review.

#### **FINANCE FUND: CINDY KNIGHT**

Absent. Jan Edwards reported for the stress balls for the Safety and Wellness Fair have been ordered. The Committee has not met again since last month.

### **UNFINISHED BUSINESS**

#### **Bylaw Changes**

Mari Greer reported that Mary Klucas is accepting ballots until October 7 for the Bylaw changes.

#### **Safety and Wellness Fair**

Jan Edwards discussed UNOPA's involvement in the Safety and Wellness Fair on Tuesday, October 19. Volunteers are needed for several shifts. We will hand out the UNOPA brochure, membership forms and blue stress water drops. The UNOPA banner will be displayed.

**Approved as Presented**

Nebraska Home Sales

Mari Greer met with Chris Jackson about Nebraska Home Sales request to sponsor an award for UNOPA. Chris indicated the award was fine and there were no restrictions. UNOPA would need to establish a University of Nebraska Foundation account to deposit the funds into so the award would be able to go through payroll and tax reporting will be completed.

Katie and Ryan, from Nebraska Home Sales, would like to sponsor an annual award but have set no criteria. Mari thought awarding something new at the November general membership meeting was not feasible as the timeframe to establish guidelines, gather nominees and select a recipient was too short. Suggestions from the Board for how to structure the award included:

- A scholarship award that would not require such a lengthy nomination process
- A newcomer award
- Sponsorship of the Professional Growth Awards we approved at our last meeting.

Concern was expressed about overloading the Awards Committee at this time since the deadline for the three Oldt Awards is next week. Mari will speak with Nebraska Home Sales and see if they would consider sponsoring the Professional Growth Awards. Mari will also contact the University of Nebraska Foundation regarding guidelines for a new account.

**NEW BUSINESS:**

Mary Guest reported the Chancellor's Committee on the Status of Women suggested their committee sponsor several meetings next spring. The chancellor does not feel there has been enough contact with support staff on the budget and would like more input. Watch for more details after the first of the year.

**The next meeting of the UNOPA Executive Board will be held on November 2<sup>nd</sup> at 3:00 p.m. at Extended Outreach Offices, 900 N 22<sup>nd</sup> Street.**

**Meeting adjourned at 4:26 PM**

**Respectfully Submitted,**

**Cathy Robertson, Recording Secretary**

**Approved as presented – November 2, 2010**

**Jaime Long – Corresponding Secretary**

**Approved as Corrected**  
Minutes of the  
UNOPA EXECUTIVE BOARD MEETING  
Tuesday, November 2, 2010, 3:00 PM – 4:45 PM  
EEO Office Far North Conference Room

President, Mari Greer, called the meeting to order at 3:00 PM

**Roll Call** was taken by Jaime Long, Corresponding Secretary.

**MEMBERS PRESENT:** Mari Greer, Donna Boone, Jaime Long, Marlee Crombie, Barb Homer, Mary Klucas, Tonda Humphress, Jan Edwards, Pat DeStefano, LaRita Lang, Beth Zager, Shelly Green, Gretchen Walker, and Edie Schleiger

**MEMBERS ABSENT:** Cathy Robertson, Peg Johnson, Mary Guest, Susan Thomas, Jan Wassenberg, Deb Rosenau and Marcy Tintera

**AD-HOC MEMBERS PRESENT:** none

**AD-HOC MEMBERS ABSENT:** Kathy Bennetch and Cindy Knight

**APPROVAL OF BOARD MEETING MINUTES FROM OCTOBER 5, 2010 MEETING:**

The minutes from the October 5, 2010 Board meeting were e-mailed to the Board. *Jaime Long, on behalf of Cathy Robertson, presented an addendum to the minutes in regards to the vote that was taken by email to move the General Membership meeting to November 16, 2010.* Mari Greer will have Cathy Robertson add the addendum to the minutes and will email them to the Board.

**APPROVAL OF TREASURER'S REPORT:**

Marlee Crombie presented the October Treasurer's report. Marlee had a purchase to the cost center in the amount of \$22.13 to Office Depot that was unaccounted for. Pat DeStefano thought it was probably for labels that Belva Harris purchased for the Hospitality Committee. Marlee mentioned that she is having trouble getting through to the Alumni Center to give them our cost center to put down a deposit for the room reservation for our January general meeting. She contacted Telecomm to report the issue. Marlee transferred \$11.00 for a mug to the 50<sup>th</sup> Anniversary Account. Discussion was held on whether the interest earned should be transferred from the checking account to the savings account. The consensus was to leave it as is. No changes will be made the report at this time.

**OFFICER/COMMITTEE REPORTS GIVEN:**

**PRESIDENT: MARI GREER**

No Report

**PRESIDENT ELECT: DONNA BOONE**

No Report

**RECORDING SECRETARY: CATHY ROBERTSON**

Absent. No Report

**CORRESPONDING SECRETARY: JAIME LONG**

Jaime Long is working on the Giving Tree items. A table will be needed at the November general meeting inside the room for the Giving Tree. One sympathy card was sent out this month.

**Approved as Corrected**

**TREASURER: MARLEE CROMBIE**

No Report

**PAST PRESIDENT: PEG JOHNSON**

Absent. Peg Johnson emailed Mari Greer the Bradley Munn Report. Mari shared the information to the Board.

**AWARDS: BARB HOMER**

Barb Homer had questions regarding the order of the November general meeting. Barb reported that there were two nominees for the Boss of the Year Award, four nominees for the Outstanding Staff Award and one nominee for the Silver Pen Award. She didn't have the judges look at the Silver Pen Award nominee since there was only one. The Awards committee verified that the nominee met the criteria established for the award. Discussion was held on what to do if a recipient couldn't attend the awards ceremony. It was also brought up that one department had trouble accessing the award forms from our website. Discussion was also held about parking permits for judges and guests for the November general meeting. Barb will get letters out to judges and guests this week to see how many permits are needed.

**BYLAWS: MARY KLUCAS**

Mary Klucas reported that she finished edits, but have not sent them to Deb Rosenau yet to put on the website. She hopes to get it to her this week.

**CAREER DEVELOPMENT: TONDA HUMPHRESS**

Tonda Humphress reminded everyone to be thinking of ideas for fundraisers and speakers for the spring workshop. The committee would like there to be a small profit at the spring workshop that would be donated to the Bradley Munn Professional Growth Fund.

**CAREER DEVELOPMENT/PSP: MARY GUEST**

Absent. Mari Greer reminded everyone that a PSP Brownbag Workshop will be held from 12:00 pm to 1:00 pm on November 9, 2010.

**COMMUNICATION TECHNOLOGY: DEB ROSENAU**

Absent. Discussion was held regarding trouble navigating the webpage through Firefox.

**EMPLOYEE CONCERNS: JAN EDWARDS**

Jan Edwards reported that the Health Fair went well. There were 34 stress balls left. She offered them to LaRita Lang to use alongside the mugs. UNOPA still does not have a representative for the Faculty Senate.

**HOSPITALITY: PAT DESTEFANO AND SUSAN THOMAS**

Susan Thomas - Absent. Pat DeStefano said the buffet will be open around 11:30 for the November general meeting to try and avoid congestion. Reminded everyone to get their forms turned in.

**MEMBERSHIP: JAN WASSENBERG**

Absent. Mari Greer reported that as of October 31<sup>st</sup>, 115 renewals have been received, down from last year.

**MENTORING: LARITA LANG**

LaRita Lang invited five people to the PSP Brownbag Workshop on November 9, 2010. Mentoring will provide cookies at the workshop. Sandy Lineberry gave LaRita a box, however, there was only one mug left in it, so she placed an order for some more. Tonda Humphress suggested putting a business card in the mug, so potential new members have a contact person.

**NOMINATING: BETH ZAGER**

No report

**OUTREACH: SHELLY GREEN**

No Report

**UNOPA NOTES: GRETCHEN WALKER**

The deadline for articles/information to be included in the December issue is November 12<sup>th</sup>.

**PROGRAM: DONNA BOONE**

Donna Boone updated us on the upcoming general meetings. She expressed concern about the March general meeting, because Chris Cary was putting the meeting together. Donna will contact her and see if she still plans to. If not, she will get Chris's contacts.

**WAYS AND MEANS: OPEN**

Mari Greer reported that volunteers are needed for the November 13<sup>th</sup> and November 26<sup>th</sup> games. Marlee indicated that we have only been paid for the spring game and that she thought that we only get one lump sum at the end of the year. Discussion was held regarding procedures when manning the lot.

**AD-HOC COMMITTEE REPORTS**

**DIGITAL COMMONS: KATHY BENNETCH**

Absent. Mari Greer reported that the Digital Commons Committee is starting to go through the notebooks. She also said that Kathy Bennetch suggested that we have a Historian. Discussion was held to see if this was something we needed. Tonda Humphress thought the Past-President's job description fits that description. Gretchen Walker suggested that the Bylaws Committee research it. Mari Greer asked if we can use a jump drive rather than scan the papers.

**FINANCE FUND: CINDY KNIGHT**

Absent. Jan Edwards reported that money has been allocated for the Spring Professional Growth Awards. All active members present are eligible to win. Tonda Humphress expressed concern about how we are going to fund the awards if we lose the parking lot. Gretchen Walker stated that the Finance Committee took that into consideration and that the funding is contingent on this year alone.

**UNFINISHED BUSINESS**

Digital Camera Purchase

Marlee Crombie will double-check the price and have the Computer Shop order the camera. She will have their Marketing person contact Gretchen Walker regarding the write-up in UNOPA Notes. Marlee will also extend an invitation to Tom from the Computer Shop to our November general meeting where we will acknowledge him for the generous discount.

Nebraska Home Sales

Mari Greer talked to Katie from Nebraska Home Sales and she thought doing two \$100 Professional Growth scholarships was a great idea. They will be drawn at the spring workshop by Katie or Ryan from Nebraska Home Sales. All active members will be eligible. Mari indicated that they didn't discuss a name for the scholarships, but we can work with it as we go. Discussion was held regarding what kind of criteria would be set-up for these scholarships and who was going to monitor the use of the scholarships. Gretchen Walker is going to send Mari Greer the guidelines that have been established for the Professional Growth awards. Mari Greer will follow-up with the University of Nebraska Foundation.

**Approved as Corrected**

**NEW BUSINESS:**

Proposed Budget

Mari Greer asked if anyone had questions regarding the proposed budget for 2010-2011. Gretchen Walker had questions about the Central Area Basket and the gift for Kathy Bennetch under the President's budget. Mari Greer answered them. Gretchen also noticed that the programs for the April luncheon were under the Corresponding Secretary and Program Committee's budget. It was decided that they should remain under the Corresponding Secretary's budget. She also noticed that the programs for the November luncheon were under the Program Committee's budget and it should actually be under the Awards Committee's budget. Jan Edwards will have Cindy Knight add shipping costs for the Stress Droplets to the Ad-hoc Finance Committee's budget. She will also have her add the \$225.00 for the Spring Professional Growth Awards to their budget.

**The next meeting of the UNOPA Executive Board will be held on December 7<sup>th</sup> at 3:00 p.m. at the Nebraska City Union. There will be a gift exchange (\$10 limit) for those who want to participate. Gretchen Walker will see if Schorr Suite is available at Hewit and Mary Klucas will check to see if 103 Manter is available for our December Executive Board Meeting. Mari will email the Board to let us know if the meeting location is going to be moved.**

**Meeting adjourned at 4:43 PM**

**Respectfully Submitted,**

**Jaime Long, Corresponding Secretary**

**Approved as Corrected – December 2, 2010  
Cathy Robertson**

**Approved as Corrected – January 4, 2011**

Minutes of the  
UNOPA EXECUTIVE BOARD MEETING  
Tuesday, December 7, 2010, 3:00 PM – 5:00 PM  
1155 Q Street, Hewit Place, 6th floor Schorr Suite

President, Mari Greer, called the meeting to order at 3:00 pm.

**Roll Call** was taken by Cathy Robertson, Recording Secretary.

**MEMBERS PRESENT:** Mari Greer, Donna Boone, Cathy Robertson, Jaime Long, Marlee Crombie, Barb Homer, , Tonda Humphress, Mary Guest , Jan Edwards, Jan Wassenberg , LaRita Lang, Beth Zager, Shelly Green, Gretchen Walker, **Marcy Tintera**, and Edie Schleiger

**MEMBERS ABSENT:** Peg Johnson, Mary Klucas, Pat DeStefano, Susan Thomas, **and** Deb Rosenau **and** **Marcy Tintera**

**AD-HOC MEMBERS PRESENT:** none

**AD-HOC MEMBERS ABSENT:** Kathy Bennetch and Cindy Knight

**APPROVAL OF BOARD MEETING MINUTES FROM NOVEMBER 2, 2010 MEETING:**

The minutes from the November 2, 2010 Board meeting were e-mailed to the Board. *The minutes were approved as presented.*

**APPROVAL OF TREASURER'S REPORT:**

Marlee Crombie presented the November Treasurer's report. *The treasurer's report will be sent to the membership for approval at the membership meeting next week.*

**OFFICER/COMMITTEE REPORTS GIVEN:**

**PRESIDENT: MARI GREER**

Mari will meet with Bill Nunez in December after the membership meeting. Topics for discussion will more than likely include potential budget cuts, and the parking lot fundraiser. Parking Services continues to indicate we will have the parking lot as a fundraiser in fall 2011.

**PRESIDENT ELECT: DONNA BOONE**

No Report

**RECORDING SECRETARY: CATHY ROBERTSON**

No Report

**CORRESPONDING SECRETARY: JAIME LONG**

Three cards were sent out this month: one for sympathy, two for surgery.

Giving Tree items will be collected at the December general membership meeting. If members aren't able to attend the meeting, they should contact Jaime to make arrangements to deliver their presents to her office. Jaime will be working with City Impact and Child Guidance to make arrangements for delivery of the presents to them.

**TREASURER: MARLEE CROMBIE**

No Report



**Approved as Corrected – January 4, 2011**

**PAST PRESIDENT: PEG JOHNSON**

Absent. Mari Greer reported for Peg Johnson that there is still time to purchase a raffle ticket for the fleece blanket. The drawing will be held at the December membership meeting. Proceeds will go toward the Bradley Munn Professional Growth Fund.

The next deadline for requesting reimbursement from the Bradley Munn Fund is January 15.

**AWARDS: BARB HOMER**

The final bills from the November Awards program will soon be submitted. A press release will be sent to the "Scarlet" with the award winners.

**BYLAWS: MARY KLUCAS**

Absent. No Report.

**CAREER DEVELOPMENT: TONDA HUMPHRESS**

No Report.

**CAREER DEVELOPMENT/PSP: MARY GUEST**

There was a good turnout for the Professional Standards Program (PSP) Brownbag Workshop held in November. Another workshop will be held in February on East Campus. Hopefully one or two members will be ready to submit paperwork for their PSP by the January deadline.

**COMMUNICATION TECHNOLOGY: DEB ROSENAU**

Absent. No report.

**EMPLOYEE CONCERNS: JAN EDWARDS**

UNOPA still does not have a representative for the Faculty Senate.

**HOSPITALITY: PAT DESTEFANO AND SUSAN THOMAS**

Absent. No Report.

Mari Greer let the Board know that Valentino's will be billing us by those in attendance, rather than by those who eat, for the December membership meeting lunch.

**MEMBERSHIP: JAN WASSENBERG**

Current membership is at 119. There are more Honorary and Life members than are included in this number. Jan will review last year's list and update Mari Greer.

Mary Guest expressed concern about the drop in membership numbers. Jan will try to determine the status of those who did not renew this year.

**MENTORING: LARITA LANG**

We have received the new supply of mugs, and have started to deliver them to new UNL employees. The next Brown Bag seminar will be February 24. The seminar will be free and cover several topics from a representative of the University of Nebraska Federal Credit Union.

**NOMINATING: BETH ZAGER**

Letters will be sent to the membership in January soliciting nominations for the 2011-2012 Board of Directors. The timeline for nominations was presented.

**OUTREACH: SHELLY GREEN**

No Report

**Approved as Corrected – January 4, 2011**

**PROGRAM: DONNA BOONE**

The December membership meeting will feature holiday music and will be held at Valentino's on Holdrege Street. The January membership meeting will be a joint meeting with UAAD and will be held at the Wick Alumni Center. Michelle Waite and Ron Withem will present a Legislative update.

**UNOPA NOTES: GRETCHEN WALKER**

The deadline for articles/information to be included in the January issue is December 17th.

**WAYS AND MEANS: OPEN**

Mari Greer reported that the parking lot sales for the last football game went well. Mari and Donna Boone were thankful for the members who stepped up to fill the needed time slots.

**AD-HOC COMMITTEE REPORTS**

**DIGITAL COMMONS: KATHY BENNETCH**

Absent. Mari Greer reported the committee is trying to get through the notebooks.

**FINANCE FUND: CINDY KNIGHT**

Absent. No Report.

**UNFINISHED BUSINESS**

Nebraska Home Sales Scholarship

Mari Greer distributed proposed guidelines/criteria for the Scholarship. The Board provided input on the guidelines/criteria. The guidelines will be reviewed and approved by Nebraska Home Sales. Mari will also meet with the University of Nebraska Foundation to determine if we can use a Foundation account for the funds for the Scholarship.

**NEW BUSINESS:**

None

**The next meeting of the UNOPA Executive Board will be held on January 4, 2011 at 3:00 p.m. at the Jackie Gaughn Multicultural Center.**

**Meeting adjourned at 4:28 PM**

**Respectfully Submitted,**

**Cathy Robertson, Recording Secretary**

**Approved as Corrected – January 4, 2011**

**Cathy Robertson, Recording Secretary**

**Approved as Presented – February 1, 2011**

Minutes of the  
UNOPA EXECUTIVE BOARD MEETING  
Tuesday, January 4, 2011, 3:00 PM – 5:00 PM  
Jackie Gaughan Multicultural Center

President, Mari Greer, called the meeting to order at 3:00 pm.

**Roll Call** was taken by Jaime Long, Corresponding Secretary.

**MEMBERS PRESENT:** Mari Greer, Donna Boone, Cathy Robertson, Jaime Long, Marlee Crombie, Tonda Humphress, Mary Guest, Pat DeStefano, Jan Wassenberg, LaRita Lang, Beth Zager, Deb Rosenau, Marcy Tintera and Edie Schleiger

**MEMBERS ABSENT:** Peg Johnson, Barb Homer, Mary Klucas, Jan Edwards, Susan Thomas, Shelly Green, and Gretchen Walker,

**AD-HOC MEMBERS PRESENT:** none

**AD-HOC MEMBERS ABSENT:** Kathy Bennetch and Cindy Knight

**APPROVAL OF BOARD MEETING MINUTES FROM DECEMBER 7, 2010 MEETING:**

The minutes from the December 7, 2010 Board meeting were e-mailed to the Board. *The minutes were approved as corrected.*

**APPROVAL OF TREASURER'S REPORT:**

Marlee Crombie presented the November Treasurer's report. *The treasurer's report will be sent to the membership for approval at the membership meeting next week.*

**OFFICER/COMMITTEE REPORTS GIVEN:**

**PRESIDENT: MARI GREER**

No Report

**PRESIDENT ELECT: DONNA BOONE**

No Report

**RECORDING SECRETARY: CATHY ROBERTSON**

No Report

**CORRESPONDING SECRETARY: JAIME LONG**

Two cards were sent out this month: one for baby congratulations and one for retirement. We are still waiting to get an address to send a sympathy card for Rose Frolik. Mari Greer reported flowers were sent on behalf of UNOPA for Rose Frolik's funeral.

Giving Tree presents were delivered to City Impact and Guidance after our December meeting.

**TREASURER: MARLEE CROMBIE**

The deposit for the December luncheon will show up on the January treasurer's report. Marlee will forward a check to the University of Nebraska Foundation for proceeds from the quilt raffle to benefit the Bradley Munn Professional Growth Fund. The deposit for the January membership meeting has been paid to the Wick Alumni Center.

**Approved as Presented – February 1, 2011**

**PAST PRESIDENT: PEG JOHNSON**

Absent. Mari Greer will be asking Peg for assistance in contacting the University of Nebraska Foundation staff to determine account needs for the Nebraska Home Sales Professional Development Scholarship.

**AWARDS: BARB HOMER**

Edie Schleiger reported for Barb that the stipend requests have been made for the Floyd S. Oldt award winners. A press release has been submitted to THE SCARLET announcing the Floyd S. Oldt winners. In the January UNOPA NOTES, nominees will be solicited for the Rose Frolik Award which will be presented at the April membership meeting. Nominees must have been a UNOPA member for at least 5 years to be eligible. The criteria and application is on the UNOPA website. Any questions can be directed to Barbara Homer.

Mari Greer asked if we have updated the UNOPA website with the Floyd S. Oldt winners. Deb Rosenau will check with Barb Homer and make sure the winners are posted on our website.

**BYLAWS: MARY KLUCAS**

Absent. No Report.

**CAREER DEVELOPMENT: TONDA HUMPHRESS**

The committee will be focusing now on the Spring Workshop, which will be in late March or early April. To raise money for the workshop, baskets will be raffled. The committee will put one basket together. The committee asked the Board if they would contribute a basket. The consensus was that the Board will contribute a basket with a cooking theme. Board members are asked to bring their items to the March Board meeting.

**CAREER DEVELOPMENT/PSP: MARY GUEST**

The next PSP Brown Bag workshop will be held on Thursday February 17 in the East Campus Union from 12- 1 pm, as long as a room is available.

**COMMUNICATION TECHNOLOGY: DEB ROSENAU**

A question was raised to Deb on listing the themes for the past presidents on the 'President's Page' on the UNOPA website. A consensus of the board is that it would be nice to have the theme information listed. An e-mail could be sent to past presidents who are current members requesting their theme. If the past presidents are not available via e-mail, the theme should be included in the UNOPA NOTES or membership meeting minutes from their installation. The information could be added at Deb's convenience.

**EMPLOYEE CONCERNS: JAN EDWARDS AND MARCY TINTERA**

Jan Edwards - Absent. No Report from Marcy

**HOSPITALITY: PAT DESTEFANO AND SUSAN THOMAS**

Susan Thomas - Absent. Pat reported the membership meeting is set for the Wick Alumni Center next week. There have been some comments from members regarding the requirement to purchase a meal if they want to attend the meeting. The meal policy is that of the Wick Alumni Center, not UNOPA, and was the same we dealt with at Valentinos. We only have this issue a couple of times of year as we try to hold meetings on both campuses and run into space availability problems. The hope is that members will understand the constraints of setting up the monthly meetings.

**MEMBERSHIP: JAN WASSENBERG**

Current membership is at 140. Jan and Mari Greer have reviewed the membership records and report the following breakdown: 110 Active, 20 Honorary, 5 Associate, 3 Retired, and 2 Lifetime. The numbers

### **Approved as Presented – February 1, 2011**

are still down from last year. Mary Guest was concerned with the drop in membership which reflects what is also happening on the state and national level. Mary Guest asked if we could follow-up with those members who did not renew. It would be important to determine who we are losing and why. Are we not meeting members' needs in certain areas? Are we not attracting new members? Jan will contact those individuals who did not renew their membership this year.

#### **MENTORING: LARITA LANG**

The Brown Bag seminar is set for February 24 at the City Campus Union from 11:45 am – 1:00 pm. Angela White, from the University of Nebraska Federal Credit Union, will speak on 'Steps to Financial Freedom'.

Donna Boone thanked LaRita for her article in UNOPA NOTES highlighting the new members.

#### **NOMINATING: BETH ZAGER**

Letters will be sent to the membership soliciting nominations for the 2011-2012 Board of Directors. It was determined that the LISTSERV will be used to send the letter, with hard copies sent to those for whom we don't have a current e-mail.

#### **OUTREACH: SHELLY GREEN**

No Report. Any ideas for the summer social can be forwarded to Shelly.

#### **PROGRAM: DONNA BOONE**

The January membership meeting will feature Michelle Waite and Ron Withem, who will provide a Legislative Update. The January meeting will be held in conjunction with UAAD and will be held at the Wick Alumni Center. The theme for the February membership meeting is Technology. Heath Tuttle, from Information Services, will discuss the different types of technology that the University deals with in classrooms and offices. The March membership meeting theme is still being finalized. Suggestions were given to Donna for the March meeting speaker. The April membership meeting will feature a tribute to Rose Frolik.

#### **UNOPA NOTES: GRETCHEN WALKER**

Absent. Mari Greer reported the deadline for articles/information to be included in the February issue is January 14. Gretchen asked that the Board look at past UNOPA NOTES issues to see if there were any issues we would like to submit for state/national competition. If no other issue is picked, Gretchen will use the March issue as our submission.

Mary Guest indicated we should include more information on the state and national as the judging criteria includes both as part of what they look for in the submission. Mari Greer will ask Gretchen to add information from the NES CONNECTOR on the national conference, the NEOPA state spring conference, and a tribute to Rose Frolik as a prelude to the annual Rose Frolik Award.

#### **WAYS AND MEANS: OPEN**

Mari Greer reported there is no new news regarding whether or not we will be able to continue selling the parking lot during football games. Mari will follow up with Dan Carpenter. Mari will also follow-up on getting our payment from Parking Services for the fall 2010 football season.

Cathy Robertson shared information on the possibility of working concession stands at Husker football games. We would need to provide 8-10 people to work each game. The shift starts 2-1/2 hours before kickoff and averages around 6 hours. Payment is \$375 per game. The consensus of the Board was to put our name on the list to get a stand assignment when one becomes available. We can always say no if we don't think we can get enough members to commit to working each game. While the money is not nearly what we make on the parking lot fundraiser, it was the consensus it would at least be a viable

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alternative to consider should we lose the parking lot. Cathy will contact Athletic Marketing to put our name on the waiting list.

**AD-HOC COMMITTEE REPORTS**

**DIGITAL COMMONS: KATHY BENNETCH**

Absent. No Report.

**FINANCE FUND: CINDY KNIGHT**

Absent. No Report.

**UNFINISHED BUSINESS**

Nebraska Home Sales Scholarship

Mari Greer reported she was having difficulty getting the University of Nebraska Foundation to return her calls regarding the set-up of an account. Nebraska Home Sales has not yet responded on the guidelines we sent to them.

**NEW BUSINESS:**

Mari Greer shared that UNOPA had approximately 13 members attend Rose Frolik's funeral.

Deb Rosenau asked the Board how long we should keep Board meeting and membership meeting minutes on the website. It was determined we should keep minutes on our website as long as possible as it is much harder to research if we have to rely on hard copy. Deb will post the current year plus the past two years and have prior years' minutes in the archive file which can be linked to from the website. Once the digital common transition has been completed, the issue can be re-addressed.

NAOEP sent our Certificate of Affiliation.

**The next meeting of the UNOPA Executive Board will be held on February 1, 2011 at 3:00 p.m. at 202 Mussehl Hall, East Campus.**

**Meeting adjourned at 4:30 PM**

**Respectfully Submitted,**

**Cathy Robertson, Recording Secretary**

**Approved as presented – February 1, 2011**

**Cathy Robertson, Recording Secretary**

**Approved as presented – March 1, 2011**

Minutes of the  
UNOPA EXECUTIVE BOARD MEETING  
Wednesday, February 2, 2011, 3:00 PM – 5:00 PM  
202 Mussehl Hall, East Campus

President, Mari Greer, called the meeting to order at 3:14 pm.

**Roll Call** was taken by Cathy Robertson, Corresponding Secretary. A quorum was not present.

**MEMBERS PRESENT:** Mari Greer, Donna Boone, Cathy Robertson, Peg Johnson, Tonda Humphress, Mary Guest, Marcy Tintera, Jan Wassenberg, Beth Zager, Shelly Green, and Edie Schleiger

**MEMBERS ABSENT:** Jaime Long, Marlee Crombie, Barb Homer, Mary Klucas, Deb Rosenau, Jan Edwards, Pat DeStefano, Susan Thomas, LaRita Lang, and Gretchen Walker

**AD-HOC MEMBERS PRESENT:** Cindy Knight

**AD-HOC MEMBERS ABSENT:** Kathy Bennetch

**APPROVAL OF BOARD MEETING MINUTES FROM JANUARY 4, 2011 MEETING:**

The minutes from the January 4, 2011 Board meeting were e-mailed to the Board. *The minutes were approved as presented.*

**APPROVAL OF TREASURER'S REPORT:**

Marlee Crombie just received the bank statement today. A Treasurer's report will be e-mailed to the membership before next week's meeting.

Mari Greer reported that our Certificate of Deposit (CD) is up for renewal by the end of the week. We can automatically renew for 6 months with a .30% interest rate. Other options for renewal are: 1 year (.40%), 18 months (.70%), 2 years (.90%), and 3 years (1.10%). If we select the 2 or 3 year option, we have an option to raise the interest rate once during the term of the CD. It was recommended to renew at the 2 year rate. An e-mail vote will be sent to the Board tomorrow as a quorum was not present.

**OFFICER/COMMITTEE REPORTS GIVEN:**

**PRESIDENT: MARI GREER**

All University employees should have received a letter regarding the Health Insurance Dependent verification program. The Chancellor is concerned that staff will think the University is trying to pry. As the University is self-insured, it is simply a way to make sure we are being as accurate and cost-conscious as possible. The amnesty portion of the program runs through the end of February for staff to remove ineligible dependents on the plan.

The Chancellor is optimistic the Legislature will keep the Governor's recommendation for the UNL budget. Staff is encouraged to contact their senator to express support for the Governor's recommendation. Be cautious that you don't use UNL property to communicate with your senator.

**PRESIDENT ELECT: DONNA BOONE**

No Report

**RECORDING SECRETARY: CATHY ROBERTSON**

No Report

**CORRESPONDING SECRETARY: JAIME LONG**

Absent. Mari Greer reported that Jaime sent out 2 cards this month – 1 sympathy and 1 retirement. Jaime will start working on the April meeting.

**TREASURER: MARLEE CROMBIE**

Absent. No Report.

**PAST PRESIDENT: PEG JOHNSON**

As of 11/30, the balance in the Bradley Munn Fund is \$5128.70. Recent transactions include two professional development payments and the speaker fee for Kim Raatz. There are only 23 members donating right now at approximately \$68/month. We need to encourage more members to contribute.

Peg suggested that we contribute funds to the NEOPA and NAEOP scholarship funds. A motion will be made at next month's meeting.

**AWARDS: BARB HOMER**

Absent. No Report.

**BYLAWS: MARY KLUCAS**

Absent. No Report.

**CAREER DEVELOPMENT: TONDA HUMPHRESS**

The Spring Workshop will be April 7 or 14. John Goldrich will speak about great customer service keeping safety in mind. Dialogue and questions are encouraged at the workshop.

**CAREER DEVELOPMENT/PSP: MARY GUEST**

The next PSP Brown Bag workshop will be held on Tuesday, February 15.

Kim Raatz will present another workshop on March 22 from 1 – 4:30 pm at the City Campus Union. His presentation will include Open Space Technology as a forum for UNOPA including discussions on how to secure new members, marketing, retention, etc. The workshop is free for UNOPA members and \$10 for non-members.

**COMMUNICATION TECHNOLOGY: DEB ROSENAU**

Absent. No Report

**EMPLOYEE CONCERNS: JAN EDWARDS AND MARCY TINTERA**

Jan Edwards - Absent. Marcy reported that their committee is putting together a basket for the Spring Workshop with a "Tea for Two" theme.

**HOSPITALITY: PAT DESTEFANO AND SUSAN THOMAS**

Absent. Mari Greer reported we may need to add an additional charge for meals at our monthly meetings to account for the new Arena Tax. Mari was not sure if the committee will try to recoup the extra tax from the January and February meals.

**MEMBERSHIP: JAN WASSENBERG**

We have one new member. In reviewing the membership list, there are 4 members who are deceased. Jan will update at the end of the year. Members who have retired this year will be contacted so we can see how to continue our communication with them.



**Approved as presented – March 1, 2011**

**MENTORING: LARITA LANG**

Absent. Mari Greer reported that there are still a couple of mugs to distribute to new UNL employees.

**NOMINATING: BETH ZAGER**

A list of those members who were nominated for the Executive Board was distributed. The next step is to contact these members to see if they will agree to have their name put on the ballot. The committee will verify they are an active, paid member. If a Nominating Committee member accepts a nomination, they will step down from the committee. The committee will also verify any requirements listed in the By-Laws for each office.

**OUTREACH: SHELLY GREEN**

Any ideas for the summer social can be forwarded to Shelly. Committee members are also needed.

**PROGRAM: DONNA BOONE**

The theme for the February membership meeting is Technology. Heath Tuttle, from Information Services, will discuss the different types of technology that the University deals with in classrooms and offices. Justin Solomon, ASUN President, will speak at the March membership meeting. The April membership meeting will feature a tribute to Rose Frolik. Installation of the new Board will highlight the May membership meeting.

**UNOPA NOTES: GRETCHEN WALKER**

Absent. Mari Greer reported the deadline for articles/information to be included in the March issue is February 11. The March issue will be submitted for competition at the summer NAEOP competition. An article will be included on Rose Frolik.

**WAYS AND MEANS: OPEN**

Mari Greer reported we have not yet received a check from Parking Services for the parking lot fundraiser. We are still waiting to hear if we can sell the parking lot for the football Spring Game on April 16. No answer yet on the parking lot status for the long term.

**AD-HOC COMMITTEE REPORTS**

**DIGITAL COMMONS: KATHY BENNETCH**

Absent. No Report.

**FINANCE FUND: CINDY KNIGHT**

Mari Greer needs another copy of the Nebraska Home Sales Scholarship forms and guidelines criteria.

**UNFINISHED BUSINESS**

Nebraska Home Sales Scholarship

Mari Greer reported the University of Nebraska Foundation has indicated we can combine the Nebraska Home Sales Scholarship funds with our existing Foundation account. The Board discussed questions posed by Mary Guest regarding the scholarship. Once the process/forms for the scholarship are completed, the Board will vote on both.

Spring Workshop basket

If members have items for the Spring Workshop basket, please give them to Tonda Humphress or Mari Greer.

**Approved as presented – March 1, 2011**

**NEW BUSINESS:**

Kathy Bennetch will be installed as NEOPA State President at the spring NEOPA conference. UNOPA will present Kathy with a gift at her installation. Suggestions were given to Mari Greer.

It is customary for the home chapter (UNOPA) to host a reception (cake, nuts, etc.) for the incoming State President (Kathy Bennetch) at the spring NEOPA conference following installation. Peg Johnson will check on her budget to see where we can cover the costs. UNOPA members will be needed to assist with serving.

Mari Greer reported that we need to submit our delegate for the NEOPA conference this summer. The President Elect is typically our delegate. Donna Boone is planning to attend and will serve as our delegate. Anyone who thinks they may attend the conference should contact Mari Greer.

**The next meeting of the UNOPA Executive Board will be held on March 1, 2011 at 3:00 p.m. at 344 Whittier Building.**

**Meeting adjourned at 5:04 pm.**

**Respectfully Submitted,**

**Cathy Robertson, Recording Secretary**

**Approved as Presented – March 1, 2011**

**Cathy Robertson, Recording Secretary**

**Approved as Corrected – April 5, 2011**  
Minutes of the  
UNOPA EXECUTIVE BOARD MEETING  
Tuesday, March 1, 2011, 3:00 PM – 5:00 PM  
344A Whittier

President, Mari Greer, called the meeting to order at 3:04 pm.

**Roll Call** was taken by Cathy Robertson, Corresponding Secretary. A quorum was present.

**MEMBERS PRESENT:** Mari Greer, Cathy Robertson, Jaime Long, Marlee Crombie, Peg Johnson, Mary Klucas, Tonda Humphress, Mary Guest, Jan Edwards, Jan Wassenberg, LaRita Lang, Beth Zager, Gretchen Walker, Deb Rosenau, Marcy Tintera, and Edie Schleiger

**MEMBERS ABSENT:** Donna Boone, Barb Homer, Pat DeStefano, Susan Thomas, and Shelly Green

**AD-HOC MEMBERS PRESENT:** None

**AD-HOC MEMBERS ABSENT:** Kathy Bennetch and Cindy Knight

**APPROVAL OF BOARD MEETING MINUTES FROM FEBRUARY 2, 2011 MEETING:**

The minutes from the February 2, 2011 Board meeting were e-mailed to the Board. *The minutes were approved as presented.*

**APPROVAL OF TREASURER'S REPORT:**

Marlee Crombie just received the bank statement today. Statements don't arrive as soon with our new bank. The January report and a preliminary February report were distributed. A Treasurer's report will be e-mailed to the membership before next week's meeting.

Marlee is working with Barbara Homer and Human Resources to get funds reimbursed to UNOPA's Cost Center. The funds were for the Floyd S. Oldt Award stipends. We received payment in February from the fall Parking Lot fundraiser. The Cost Center balance will be added to the Treasurer's report.

**OFFICER/COMMITTEE REPORTS GIVEN:**

**PRESIDENT: MARI GREER**

Mari has not met with Bill Nunez since our last board meeting. There also has not been a Deans and Directors meeting since our last board meeting.

**PRESIDENT ELECT: DONNA BOONE**

Absent. Mari Greer reported for Donna on the upcoming meetings. March meeting will feature ASUN President, Justin Solomon, as the speaker. The April meeting will include a tribute to Rose Frolik, recognition of our past presidents, and presentation of the Rose Frolik Award. Donna Boone and her new Board will be installed at the May meeting. Donna is looking for members willing to serve on her Board next year.

**RECORDING SECRETARY: CATHY ROBERTSON**

No Report

**CORRESPONDING SECRETARY: JAIME LONG**

Cards sent this month – 3 sympathy. Jaime is working with the Awards Committee and Donna Boone on the April meeting program.

Approved as Corrected – April 5, 2011

**TREASURER: MARLEE CROMBIE**

No Report.

**PAST PRESIDENT: PEG JOHNSON**

The balance in the Bradley Munn Fund is \$5195.70. Current donations are ~~\$63~~ \$67/month. We need to encourage more members to contribute.

*Peg Johnson moved that UNOPA contribute \$25 to the NAEOP Educational Foundation. Gretchen Walker seconded the motion. After discussion, the motion passed.*

*Peg Johnson moved that UNOPA contribute \$25 to the NAEOP Marion T Wood Student Scholarship. Cathy Robertson seconded the motion. After discussion, the motion passed.*

Mary Klucas asked if we could build these two donations into our budget as we make the donations annually to earn points toward the Louise Henderson Nelson Award. It was determined that we could add the donations to our budget beginning with the 2011-2012 year. Board members should be made aware of the addition when the budget is approved.

**AWARDS: BARB HOMER**

Absent. Edie Schleiger reported the Awards Committee met with Jaime Long and Donna Boone on February 14 regarding the Rose Frolik Award. The supervisor of each eligible member will be notified to encourage submissions. A student worker in Barb Homer's office will prepare the invitation and program. Tricia Liedle will announce each of the past presidents. Sandy Lineberry will present the Rose Frolik Award.

As of today, no submissions have been received. However, based on inquiries, we should receive several nominations before the March 4 deadline. Jan Wassenburg will run a list of members who meet the 5 year membership requirement and send to Barb Homer. Mari Greer will send an e-mail to the membership with the eligible members to encourage submissions. Deb Rosenau will post the list on the website.

**BYLAWS: MARY KLUCAS**

No Report.

**CAREER DEVELOPMENT: TONDA HUMPHRESS**

The Spring Workshop will be April 14 from 2:30 – 5:00 pm at the East Campus Union. John Goldrich will speak on "Training for the Front Line" - about great customer service keeping safety in mind. Dialogue and questions are encouraged at the workshop. There is no cost for UNOPA members. Non-members are \$10.

**CAREER DEVELOPMENT/PSP: MARY GUEST**

Two members attended the February PSP Brown Bag workshop. Mary distributed registration forms for the Kim Raatz presentation on March 22 from 1 – 4:30 pm at the City Campus Union. His presentation will include Open Space Technology as a forum for UNOPA including discussions on how to secure new members, marketing, retention, etc. The workshop is free for UNOPA members and \$10 for non-members.

**COMMUNICATION TECHNOLOGY: DEB ROSENAU**

Deb will look at changes to our website to make it more readable. Any updates need to be finished by March 15<sup>th</sup> for competition judging.

**Approved as Corrected – April 5, 2011**

**EMPLOYEE CONCERNS: JAN EDWARDS AND MARCY TINTERA**

No Report. The Employee Concerns committee will be preparing a basket for the Spring Workshop with a “Tea for Two” theme.

**HOSPITALITY: PAT DESTEFANO AND SUSAN THOMAS**

Absent. Mari Greer reported she has not heard if Chey Hay will try to recoup the new Arena Tax from our January and February meals.

**MEMBERSHIP: JAN WASSENBERG**

No Report.

**MENTORING: LARITA LANG**

Board members will assist LaRita by distributing UNOPA mugs to new UNL employees.

**NOMINATING: BETH ZAGER**

A slate of <del>office-officers</del> was announced:	President <b>Elect</b>	Cathy Robertson
	Recording Secretary	Mary Klucas
		Shawn Sheets
	Corresponding Secretary	Lainey Bomberger
	Treasurer	Roddy Spangler
		Jennifer Arnold

The committee has verified eligibility for everyone who accepted the nomination. The slate will be presented at the March general membership meeting and the floor will be opened for additional nominations at that time. The names of members who declined a nomination but would be interested in serving on next year’s board will be passed on to Donna Boone.

**OUTREACH: SHELLY GREEN**

Absent. Any ideas for the summer social can be forwarded to Shelly. Committee members are also needed.

**PROGRAM: DONNA BOONE**

Absent. No additional report.

**UNOPA NOTES: GRETCHEN WALKER**

Gretchen distributed copies of the March *UNOPA Notes*. The March issue will be submitted for the ~~national-convention~~ **NEOPA** competition. The deadline for articles/information to be included in the April issue is March 11.

**WAYS AND MEANS: OPEN**

Mari Greer reported on her conversation with Dan Carpenter at Parking Services. We will be able to sell the parking lot for the April 16 spring football game. She is looking for volunteers to coordinate members to sell the lot that day. Dan indicated that FMP has not yet finalized a construction schedule for the Knoll expansion. He anticipates we would have the parking lot through December. However, he has not yet received a demolition schedule for the 1820 R Street building. Mary Guest added that residents of the 1820 R Street Building have been told they need to be out of the building by July 1.

Cathy Robertson will contact Janelle Hall in Athletic Concessions to see where we are on the waiting list for football concession stands.

**AD-HOC COMMITTEE REPORTS**

**DIGITAL COMMONS: KATHY BENNETCH**

Absent. Mari Greer reported the committee has started to scan. Edie Schleiger's president's notebook is missing.

**FINANCE FUND: CINDY KNIGHT**

Absent. Peg Johnson reported for the committee.

***Peg Johnson moved to rescind the \$225 for UNOPA Professional Growth Awards that was allocated by the September 2010 Board. Cathy Robertson seconded the motion. After discussion, the motion passed.***

**UNFINISHED BUSINESS**

Nebraska Home Sales Scholarship

The Finance Committee has prepared Guidelines and Criteria, a letter for recipients, and a Reimbursement Form to be used for the Nebraska Home Sales Scholarship. Mari Greer asked the Board for input on the forms. It was the consensus of the Board that the scholarship be used for reimbursement of conventions or workshops on the state, local, national and Central Area level.

After discussion on the forms, ***Mary Klucas moved an Ad Hoc committee be formed of Board members familiar with the Bradley Munn fund specifics regarding reimbursements to make recommendations to the rest of the Board regarding wording for the Nebraska Home Sales paperwork. Marlee Crombie seconded the motion. After discussion, the motion failed.***

Mari Greer and Peg Johnson will determine if we can run the scholarship through our checking account. The Finance Committee will revise the forms to reflect the method and process for reimbursement, and then present again to the Board for approval.

**NEW BUSINESS:**

Mari Greer indicated a suggestion was made for the By-Law Committee to review the wording of Article 4, Section 2 with respect to length of terms. Our By-Laws have traditionally been in line with the NAEOP and NEOPA By-Laws. Both NAEOP and NEOPA allow elected officers to be elected to 'no more than two consecutive terms'. Mary Klucas will take the suggestion to her committee.

**The next meeting of the UNOPA Executive Board will be held on April 5, 2011 at 3:00 p.m. at the Jackie Gaughn Multicultural Center.**

Meeting adjourned at 5:17 pm.

Respectfully Submitted,

Cathy Robertson, Recording Secretary

**Approved as Corrected – May 3, 2011**  
Minutes of the  
UNOPA EXECUTIVE BOARD MEETING  
Tuesday, April 5, 2011, 3:00 PM – 5:00 PM  
~~Jackie Gaughn Multi-Cultural Center City Campus Student Union~~

President, Mari Greer, called the meeting to order at 3:02 pm.

**Roll Call** was taken by Cathy Robertson, **Corresponding Recording** Secretary. A quorum was present.

**MEMBERS PRESENT:** Mari Greer, Donna Boone, Cathy Robertson, Jaime Long, Marlee Crombie, Peg Johnson, Barbara Homer, Tonda Humphress, Mary Guest, Pat DeStefano, Beth Zager, Shelly Green, Gretchen Walker, and Edie Schleiger

**MEMBERS ABSENT:** Mary Klucas, Jan Edwards, Susan Thomas, Jan Wassenberg, LaRita Lang, Deb Rosenau and Marcy Tintera

**AD-HOC MEMBERS PRESENT:** Kathy Bennetch

**AD-HOC MEMBERS ABSENT:** Cindy Knight

**APPROVAL OF BOARD MEETING MINUTES FROM MARCH 1, 2011 MEETING:**

The minutes from the March 1, 2011 Board meeting were e-mailed to the Board. *The minutes were approved as corrected.*

**APPROVAL OF TREASURER'S REPORT:**

A Treasurer's report was distributed. The catering bill for January was received late. A question was raised about receipt of the disbursement for the Oldt Awards.

**OFFICER/COMMITTEE REPORTS GIVEN:**

**PRESIDENT: MARI GREER**

Mari will be attending the Chancellor's Budget meeting tomorrow morning. UNOPA, UAAD, and ASUN should be included. APC meeting will be tomorrow afternoon. Mari has not met with Bill Nunez since our last board meeting. Mari is trying to confirm the parking lot for the spring football game.

**PRESIDENT ELECT: DONNA BOONE**

Donna is looking for board members for her board. Please contact Donna if you or someone else would be interested in serving next year.

**RECORDING SECRETARY: CATHY ROBERTSON**

No Report

**CORRESPONDING SECRETARY: JAIME LONG**

Cards sent this month – 1 for surgery. There will be 21 Past Presidents and 3 Retirees attending the April meeting program.

**TREASURER: MARLEE CROMBIE**

No Report.

**Approved as Corrected – May 3, 2011**

**PAST PRESIDENT: PEG JOHNSON**

The balance in the Bradley Munn Fund is \$5495.70. Donations in December were \$62. We need to encourage more members to contribute. We will withdraw \$800 to pay Kim Ratz's fee.

If members are attending the National Conference in Charleston this summer, they should contact Peg. We will submit names and responsibilities to the Chancellor's Office for consideration of funding.

***Peg Johnson moved that UNOPA pays for up to \$100 for refreshments at Kathy Bennetch's installation at the NEOPA Spring Conference, April 29, 2011. Cathy Robertson seconded the motion. After discussion, the motion passed.***

**AWARDS: BARB HOMER**

The Awards Committee received more nominations due to solicitations to supervisors. Judges for the Rose Frolik Award are: Dr. Nancy Biggs (Lincoln Public Schools), Kathy Herrell (BryanLGH), and Captain Jon Sundermeier (Lincoln Police Department).

We received 7 nominations. One was ineligible as the member did not meet the continuous membership requirement. Several issues regarding this year's process was discussed including the ineligible member, comments on the submission being gender neutral and the list of eligible members not being updated.

**BYLAWS: MARY KLUCAS**

Absent. No Report. Mari Greer indicated the committee will try to get together after the Nebraska Home Sales scholarship guidelines have been set.

**CAREER DEVELOPMENT: TONDA HUMPHRESS**

The Spring Workshop will be April 14 from 2:30 – 5:00 pm at the East Campus Union. John Goldrich will speak on "Training for the Front Line" - about great customer service keeping safety in mind. Dialogue and questions are encouraged at the workshop. There is no cost for UNOPA members. Non-members are \$10. We currently have 40 registrations.

Baskets to be raffled at the workshop will be on display at the membership meeting next week. The winner of the raffle must be present to win on the day of the workshop.

Tonda inquired if anyone had a supply of UNOPA notepads to use at the workshop. Mari Greer and Barb **Home Homer** will donate pens. Marlee Crombie has pencils.

***Gretchen Walker moved to purchase UNOPA notepads (25 sheets/each pad) up to \$500. Size is 8 x 5-1/2". Cathy Robertson seconded the motion. After discussion, the motion passed.***

**CAREER DEVELOPMENT/PSP: MARY GUEST**

One member is close to submitting the paperwork to receive their PSP.

The Brown Bag forum yesterday had a good turnout to discuss fundraising. Four more forums will be held.

**COMMUNICATION TECHNOLOGY: DEB ROSENAU**

Absent. No Report.

**EMPLOYEE CONCERNS: JAN EDWARDS AND MARCY TINTERA**

Absent. No Report.



**HOSPITALITY: PAT DESTEFANO AND SUSAN THOMAS**

We will meet in the Great Plains room next week for our membership meeting. There will be a stage in the room in preparation for an evening event. A curtain will hide the stage.

**MEMBERSHIP: JAN WASSENBERG**

Absent. Mari Greer reported we have one new member who works with Mary Klucas.

**MENTORING: LARITA LANG**

Absent. No report.

**NOMINATING: BETH ZAGER**

The ballots were counted yesterday. We received 73 ballots back from 115 that were sent. The new elected officers are:

President Elect	Cathy Robertson
Recording Secretary	Mary Klucas
Corresponding Secretary	Lainey Bomberger
Treasurer	Jennifer Arnold

The results will be announced at the membership meeting next week.

**OUTREACH: SHELLY GREEN**

The Committee has met and proposes a tour of the Dairy Store with ice cream/games afterwards as our Summer Social. Possible dates are June 14 or 15, with a time later in the day. Tours will last approximately 15-20 minutes.

**PROGRAM: DONNA BOONE**

The April meeting will not have a speaker as we focus on Past Presidents and the Rose Frolik Award winner. Work on the May Installation continues.

**UNOPA NOTES: GRETCHEN WALKER**

The deadline for articles/information to be included in the May issue is April 15. Gretchen had a big thank-you to those whose articles were requested for this issue. The Committee is not sure if they will do a June issue.

**WAYS AND MEANS: OPEN**

Mari Greer is looking for Board members to volunteer to get workers set for the spring football game parking lot sales.

**AD-HOC COMMITTEE REPORTS**

**DIGITAL COMMONS: KATHY BENNETCH**

The Committee is starting to scan documents and has a few questions.

- Do we want items listed by year rather than specific month? The consensus was yes. Kathy indicated there would be one document per year in some categories.
- Do we want items listed by calendar year or UNOPA year? UNOPA year

There are some issues in sorting. Membership listings will include names only and not personal information. An Excel spreadsheet would be sufficient for a master membership list.

### Approved as Corrected – May 3, 2011

What guidelines do we want for posting on the website? How long? Any max on the website?

- The consensus was to have a couple of years and then link to the digital commons. We would need to check with Deb Rosenau or Karen Jackson on any maximums.

The committee won't begin anything new until they are up-to-date with what had been done so far. Storage will eventually disappear. The committee will need to continue. Perhaps a Historian position needs to be created. The creation of the Historian position has been previously passed onto the Bylaws committee.

#### **FINANCE FUND: CINDY KNIGHT**

Absent. No Report.

#### **UNFINISHED BUSINESS**

##### Board Basket for Workshop

We have most everything for our basket. Mari Greer will assemble the basket.

##### Bylaws Changes

The committee has not met.

##### Spring Game Parking

Volunteers are needed.

##### Kathy Bennetch installation

Mari Greer will not be able to attend. Peg will need volunteers to help at the reception. Mari Greer will get a gift for us to present to Kathy.

##### Nebraska Home Sales (NHS) Scholarship

Mari Greer spoke with NHS regarding the scholarship as a tax deduction. NHS wants to be able to be able to write it off as a business expense. Based on their response, Mari Greer recommends we put their scholarship funds into our account instead of the University of Nebraska Foundation. If NHS needs a letter stating we are tax exempt, we would need to use the Foundation account.

A couple of questions were raised concerning implementation:

- Who will monitor? It was suggested that Career Development oversee the scholarship if the funds are run through our account, and the Past President would oversee if the funds are with the Foundation.
- Tonda Humphress and Mary Guest will incorporate the wording into the Career Development Guidelines and no Bylaws changes would be needed.
- Tonda Humphress asked if we could present the scholarships at the May meeting not the spring workshop for purposes of consistency in presentation – especially if NHS would like to attend.

Mari Greer will ask Cindy Knight to make any necessary changes to the forms. The Board will vote on the scholarship at the next meeting and present it to the membership at the May membership meeting. If a scholarship is to be presented this year, the winners will be drawn at the May membership meeting.

#### **NEW BUSINESS:**

Lola Young has requested the Board consider financial donations to help cover expenses during her year as NAEOP National President in 2012-2013. The request is \$500 for 2012 and \$200 for 2013. The request was discussed and the Board will forward it to Donna Boone's Board as the funds will first be

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spent during Donna's term. It was requested that Lola should estimate some expenditures for consideration by Donna's Board.

**The next meeting of the UNOPA Executive Board will be held on May 3, 2011 at 3:00 p.m. at the East Campus Student Union.**

**Meeting adjourned at 4:54 pm.**

**Respectfully Submitted,**

**Cathy Robertson, Recording Secretary**

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