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2008-09 UNOPA Executive Board Minutes

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Minutes of the
UNOPA EXECUTIVE BOARD MEETING
Tuesday, June 10, 2008
1155 Q Street, 6th Floor

Approved with corrections.
6-10-08
TH

President Mary Guest called the meeting to order at 4:00 p.m.
Roll Call was taken by Tonda Humphress, Recording Secretary.

Members Present: Julie Brebner, Jan Edwards, Mary Guest, Debbie Hendricks, Tonda Humphress, Betty Jacobs, Peg Johnson, Cindy Knight, Beth Krohn, Grace Li, Sandy Lineberry, Gretchen Walker, Diane Wasser, Lola Young, Beth Zager

Members Absent: Donna Boone, Karen Jackson, Mary Klucas, Doreen Wagenaar, Martha Young

Ad-Hoc Members Present: Sandy Lineberry, Lola Young

President, Mary Guest

General Procedures were reviewed including: all Board members need to remember to renew their memberships and should plan to attend all Board meetings. To send a message via the ListServ, please send the message to Mary Guest or Peg Johnson in Mary's absence. Prior to the 2008-2009 budget being approved, please contact Mary Guest or Grace Li if it is necessary to incur any large expense. The UNOPA Board and General Membership Meeting Schedule was presented. *After discussion, the Board decided to change the date of the November 4 (Tuesday) Board Meeting to November 5 (Wednesday).* Furthermore, complex motions should be written up on a Motion Form, which was distributed, using the final motion wording. The motion form will then be given to the Recording Secretary for the minutes of the meeting.

President-Elect, Peg Johnson

No report.

Recording Secretary, Tonda Humphress

No report.

Corresponding Secretary, Cindy Knight

She will send a card to Becky Hastings. (aunt passed away)

Treasurer, Grace Li

No report.

Awards, Beth Zager

No report.

Bradley Munn Professional Growth Fund, Gretchen Walker

Sixteen UNOPA members are contributing regularly via payroll deductions. The Committee's goal will be to increase that number.

Bylaws, Martha Young.
No report.

Career Development, Jan Edwards

The committee membership is currently being developed. UAAD is interested in working with UNOPA in presenting a development workshop. If the two groups work together on a development workshop, the Chancellor's Office may contribute financially. A half-day workshop with long-time, successful University staff presenters is also under consideration.

Career Development – PSP, Debbie Hendricks

Members of the PSP Endowment Committee have been recruited to this committee to help promote the program. Their goal is to have roundtable meetings throughout the year where UNOPA members can meet one-on-one with a committee member regarding obtaining PSP certification.

Communication Technology, Mary Guest on behalf of Karen Jackson

A UNL class has expressed an interest in working on the UNOPA web site, and Karen would be interested in following up on this.

Employee Concerns, Doreen Wagenaar/Donna Boone

No report.

Hospitality, Diane Wasser

Developing the committee, which currently includes: Cindy Knight, Belva Harris, Donna Boone and Jan Kohler.

Membership, Julie Brebner

Julie is gathering information on membership. She is looking for two to three factors to focus on and implement.

Mentoring, Sandy Lineberry

This year mentoring will be a one-on-one program. New employees will be contacted to: 1) get them into UNOPA and 2) connect them with a mentor. Workshops will not be offered this year by this committee.

Nominating, Mary Klucas

No report.

Outreach, Beth Krohn

No report

Program, Peg Johnson

Program ideas and suggestions are currently being sought.

UNOPA Notes, Betty Jacobs

The committee members are: Director Betty Jacobs, Barb Homer, Tonda Humphress, Lorraine Moon, Deb Rosenau, and Jan Shamburg.

Ways and Means, Mary Guest

Currently we have no director for this committee. We have eight football games this year. *The suggestion was made that two Board Members could be responsible for each game, including staffing. The general consensus of the Board Members was that two Board Members per game was agreeable, but that a Director for this committee would continue to be sought.*

Historian, Sandy Lineberry

Sandy reported that her goal this year would be to apply on behalf of UNOPA for the Louise Henderson Nelson Award through NAEOP.

→ **New Business, Mary Guest**

-After some discuss^{ion}, the Board Member consensus was that the NEOPA Spring 2009 Conference will be moved to April 16 and 17.

-Planning for the UNOPA 50th Anniversary fundraiser will begin.

Meeting adjourned at 4:55 p.m.

Tonda Humphress
Tonda Humphress
Recording Secretary

NEOPA/NAEOP Liaison, Lola Young
No report.

Minutes of the
UNOPA EXECUTIVE BOARD MEETING
Tuesday, August 5, 2008, 3:00-5:00 p.m.
Gray Parlor, Neihardt Hall

President Mary Guest called the meeting to order at 3:00 p.m.
Roll Call was taken by Tonda Humphress, Recording Secretary.

Members Present: Kathy Bennetch, Julie Brebner, Donna Boone, Mary Guest, Debbie Hendricks, Tonda Humphress, Karen Jackson, Betty Jacobs, Peg Johnson, Mary Klucas, Beth Krohn, Grace Li, Sandy Lineberry, Gretchen Walker, Diane Wasser, Lola Young, Martha Young

Members Absent: Jan Edwards, Cindy Knight, Doreen Wagenaar, Beth Zager

Ad-Hoc Members Present: Sandy Lineberry, Lola Young

The minutes from the June 10, 2008 had been emailed to the board members prior to the meeting. The minutes were discussed and *approved as corrected by unanimous consent.*

President, Mary Guest

The UNOPA 2008-2009 Proposed Budget was distributed and discussed. A revised Budget will be emailed to the board members within the next few weeks.

President-Elect, Peg Johnson

She is currently scheduling speakers for the upcoming year. Ken Dewey has been confirmed as a speaker in March.

Recording Secretary, Tonda Humphress

No report.

Corresponding Secretary, Cindy Knight

No report.

Treasurer, Grace Li

The UNOPA Treasurer's Report for July 31, 2008 was distributed and discussed. Income for the month totaled \$2.06. Expenses paid out for the month totaled \$475.68. The final balance is \$3,275.43.

Awards, Beth Zager

No report.

Bradley Munn Professional Growth Fund, Gretchen Walker

A financial summary report was verbally shared with the board. Currently, the fund receives approximately \$47 per month from member payroll deductions. This is not enough to keep up with the expenses requested from this fund. *A motion was made by Kathy Bennetch that the Bradley Munn Foundation Fund is not to be used by the Career Development Committee for their workshops/programs. Discussion followed.* Due to the financial situation of this foundation fund, the executive board consensus was to try to raise the balance level while reducing the expenses of this account. The Committee will consider ways to encourage UNOPA members to contribute more through payroll deduction or one-time contributions as a way of increasing funds. Ways to decrease expenses included re-evaluating the amount provided for PSP reimbursement costs and other non-covered development activities as well as by allowing the Career Development Committee to cover their

program costs without reliance on the Bradley Munn Professional Development Growth Fund as an automatic financial resource. An historical summary of the Bradley Munn Foundation Fund dated January 3, 2007 was distributed (see attachment). *The motion was temporarily disposed of (postponed) until the next executive board meeting.*

Bylaws, Martha Young.

No report.

Career Development, Debbie Hendricks on behalf of Jan Edwards

The Fall Workshop will be in the afternoon of October 28, 2008 on East Campus. The topic of the workshop will be presented by successful administrative professionals and a panel of bosses. Vicki Highstreet will facilitate. Debbie Hendricks expressed Jan's strong displeasure if the Career Development committee will not be able to count on financial support from the Bradley Munn Professional Growth Fund.

Career Development – PSP, Debbie Hendricks

The first Brown Bag Session for the Career Development-PSP Committee will be Tuesday, August 12, in the City Campus Union.

Communication Technology, Karen Jackson

The UNOPA website will be moved to the UNL templates. *A motion was made by Debbie Hendricks for UNOPA to hire Bryan Becker to move our website into the UNL templates for the monetary amount of \$300.00 or less. Deadline: December 1, 2008. The motion was seconded and passed unanimously.*

Employee Concerns, Doreen Wagenaar/Donna Boone

Donna reported that the Employee Concerns Co-Directors will meet with all Committee Members to discuss each committee's goals.

Hospitality, Diane Wasser

The September General meeting will have a patriotic theme which will tie into the President's 50/50 recipient selection, the Veterans Memorial Garden.

Membership, Julie Brebner

She is studying the marketing class recommendations from last year as well as member comments regarding UNOPA in considering ways to increase membership. She plans to put an ad in the *Scarlet* regarding UNOPA, and distributed a sample ad. Please send Julie any feedback on the distributed ad. Additional ideas for increasing membership were discussed.

Mentoring, Sandy Lineberry

As new office staff come to the University, she is contacting them and inviting them to attend a meeting with her. If they show an interest, she pairs them with a past president.

Nominating, Mary Klucas

No report.

Outreach, Beth Krohn

No report

Program, Peg Johnson

Executive board members were asked to send any speaker ideas to Peg Johnson.

UNOPA Notes, Betty Jacobs

She is in the process of re-designing *UNOPA Notes*. A sample "front page" mock-up was passed around the room for members to review. She expects a report from each Committee for each month's *UNOPA Notes*; if the committee does not have a report, a statement is requested instead. Also, she has requested an electronic photo of each director and perhaps one or more of their committee once they have met. Directors are encouraged to send photos on a regular basis as they have meetings or other committee activities.

Ways and Means, Kathy Bennetch

UNOPA has the parking lot this year, but may not have it next year. Volunteers are needed to sign up for parking lot duty (8 games). Board members are expected to sign up in pairs for each game and will be responsible for finding staffing for their game day parking lot. Kathy will provide guidelines for the parking lot procedures and will email the sign-up list to board members.

Historian, Sandy Lineberry

Sandy reported that she has already begun collecting the lists she needs for the NAEOP Louise Henderson Nelson Award.

New Business, Mary Guest

- Directors need to send their committee member lists to her.
- Mary met with Susan Poser, who did not realize that staff could use Administrative Leave to attend UNOPA meetings/events. She is working with Susan on a letter to Deans and Directors encouraging them to allow their staff to participate in UNOPA activities.
- Board members were reminded that they must renew their membership in order to continue with their roles as officers and directors.
- Each officer and director should have received Committee Guidelines and Timelines from the previous officer or director. Anyone not receiving this material should contact Mary to receive these materials. When Committee Guidelines and Timelines are updated, a copy of the updated materials should be sent to the UNOPA President for the President's binder.

Meeting adjourned at 5:00 p.m.

Tonda Humphress
Recording Secretary

NEOPA/NAEOP Liaison, Lola Young

Lola reported that planning for next summer's NAEOP National Conference is underway. We want to encourage members to get their PSP so they can be recognized at this event.

Approved as corrected.

Tonda Humphress
9-2-2008

Minutes of the
UNOPA EXECUTIVE BOARD MEETING
Tuesday, September 2, 2008, 3:00-5:00 p.m.
Nebraska East Union

President Mary Guest called the meeting to order at 3:05 p.m.

Roll Call was taken by Tonda Humphress, Recording Secretary.

Members Present: Kathy Bennetch, Julie Brebner, Jan Edwards, Mary Guest, Debbie Hendricks, Tonda Humphress, Karen Jackson, Betty Jacobs, Peg Johnson, Cindy Knight, Grace Li, Doreen Wagenaar, Gretchen Walker, Diane Wasser, Lola Young, Martha Young, Beth Zager

Members Absent: Donna Boone, Mary Klucas, Beth Krohn, Sandy Lineberry

Ad-Hoc Members Present: Lola Young

Ad-Hoc Members Absent: Sandy Lineberry

The minutes from the August 5, 2008 meeting had been emailed to the board members prior to this meeting. The minutes were discussed and *approved as corrected by unanimous consent.*

President Elect, Peg Johnson

No report.

Recording Secretary, Tonda Humphress

No report.

Corresponding Secretary, Cindy Knight

A card was sent to Lynette Windhorst (new baby). A card will be sent to Linda Thelen (son's pending surgery). The Giving Tree recipient will be Cedars Home for Children.

Treasurer, Grace Li

The August, 2008 UNOPA Treasurer's report was distributed. Once the current account interest amount has been received, a revised Treasurer's report will be emailed to board members.

Awards, Beth Zager

The Boss of the Year Award will be presented in November. The deadline for that award is usually October 15.

Bradley Munn Professional Growth Fund, Gretchen Walker

The account balance as of July 31, 2008 is \$3,589.35. Payroll Deduction Forms for Contributions to the Bradley Munn Professional Growth Fund were distributed. One-time donation forms were also available. Gretchen has both forms available for members who would like to have them.

Bylaws, Martha Young

No report.

Career Development, Jan Edwards

The first Career Development workshop is scheduled for October 28, 1:00-4:30 pm, in the East Campus Union and will consist of one panel of support staff and one panel of bosses. Vicki Highstreet will facilitate the discussion. The current working title for the workshop is "The Spoke, Not the Wheel."

Career Development – PSP, Debbie Hendricks

While no one attended the August PSP Brownbag, the committee will offer another Brownbag opportunity in September for anyone interested in obtaining their PSP certification.

Communication Technology, Karen Jackson

No report.

Employee Concerns, Doreen Wagenaar/Donna Boone

No report.

Hospitality, Diane Wasser

Thirty-two people have signed up for the September General meeting as of today. The Hospitality Committee will not be giving door prizes at every meeting as has been done in the past. At some meetings, names will be drawn for a free UNOPA lunch certificate to be used at future General meetings during the academic year. The schedule, menus, and decorations have been selected for this year's General meetings. Nametags for guests attending UNOPA General meetings will be printed in red; first-time (new member) attendees will have blue-printed nametags. Discussion was held regarding whether to have a head table for the five elected officers and speakers or to have those officers seated in the dining area with other UNOPA members to help promote a friendly and welcoming atmosphere. Mary will consider the ideas suggested and will make a decision at a later date.

Membership, Julie Brebner

An ad was placed in the *Scarlet* for recruitment purposes. Letters have been sent to new employees for June and July 2008. Julie met with Sandy Lineberry and Mary Guest regarding how to approach new employees. Currently she is working on putting together a packet of donated items (a folder with items such as the N-pin, a campus map, and the business card of the UNOPA member contacting the new employee). She is also hoping to include a sheet of "Words of Wisdom" from current UNOPA members. This packet is still under consideration. The membership list needs to be updated. If board members know of someone who has left the University or who has retired or has had any other change in employment, please notify Julie so she can update the membership list accordingly. Julie distributed a "UNOPA Welcomer" handout to all board members present as she challenged each member to be a "UNOPA Welcomer." Board members were encouraged to ensure that no table is without either a board member or a long-time UNOPA member to act as table host at the UNOPA General meetings.

Mentoring, Mary Guest on behalf of Sandy Lineberry

Sandy is currently tracking 22 new employees. She is calling each of them and is asking current UNOPA members who work in the same buildings as the new employees to contact them as well. She is considering ways in which UNOPA may be able to receive some financial assistance from the Chancellor's Office to help with some type of welcome for new employees; this would be open to all office staff and not just UNOPA members.

Nominating, Mary Klucas

No report.

Outreach, Beth Krohn

No report.

Program, Peg Johnson

Meeting dates and locations have been set. Speakers are still being scheduled. Once finalized, the program information will be posted to the UNOPA web site.

UNOPA Notes, Betty Jacobs

The deadline for the September *UNOPA Notes* issue is September 12. Several articles have been received but additional articles will be accepted.

Ways and Means, Kathy Bennetch

UNOPA Parking Lot Co-Chairs are still needed. A sign-up sheet was passed around to the board members. The board members agreed that serving as a Co-Chair for one of the game days was a responsibility of each board member. A Parking Lot aerial view is available. Diane Wasser will modify it to clearly show where cars may be parked. The modified document will be emailed to board members. A "Chair and Co-Chair Parking Lot Notes" document was distributed; board members should read this document prior to their selected game day.

Historian, Mary Guest on behalf of Sandy Lineberry

The amount of historical information collected is growing. She continues to assemble the materials needed for the Louise Henderson Nelson award.

NEOPA/NAEOP Liaison, Lola Young

The NEOPA Fall Workshop at Wayne State College will be October 17, 2008. The NAEOP Central Area Conference will be March 27-29 in Urbana, IL. The NAEOP National Conference next summer will be July 20-24 in Minneapolis, MN; we want as many people to attend this conference as possible because the following year Central Area will host it in 2010 in Kansas City. UNOPA will host the NEOPA Spring 2009 Conference on April 16-17 at Southeast Community College.

Old Business, Mary Guest

- Motion from the August 5, 2008 UNOPA Executive Board meeting: *A motion was made by Kathy Bennetch that the Bradley Munn Foundation Fund is not to be used by the Career Development Committee for their workshops/programs.* The motion was discussed (see notes below), and after discussion, Kathy Bennetch withdrew the motion.
Notes: Mary Guest and Jan Edwards have met to discuss the Career Development budget and funding for the Career Development workshops, and the budget has been revised. The new proposed budget does not rely on the Bradley Munn Fund to cover workshop expenses. The Career Development Committee will consider options for covering workshop expenses through other funding sources such as increased registration fees and/or fundraising activities. The board agreed with this approach and held the consensus that the Career Development Committee would not expect the Bradley Munn Professional Growth Fund to cover these expenses. In addition, the board held that any proceeds from the Career Development workshops will go to the Bradley Munn Professional Growth Fund.

New Business, Mary Guest

- Revised proposed UNOPA 2008-09 budget, and revised individual budgets for specific committees had been emailed to board members prior to this meeting. *Diane Wasser made a motion to approve the budgets; Debbie Hendricks seconded. The motion was unanimously approved.*
- Board members who have not yet submitted their Committee Guidelines/Timelines should submit them to Mary.
- Martha Young and Kathy Bennetch will research the options/prices for obtaining UNOPA promotional items such as coffee or travel mugs to be given to UNOPA guests.
- Collaboration with UAAD on future activities/events is on hold at this time.

- Mary Guest met with Susan Poser.
 - They discussed the potential for having a Crisis Prevention Workshop in January. Susan would prefer to have campus speakers and that the workshop be open to the campus-wide community.
 - A letter based on the Marketing Class recommendations from the Chancellor to the Deans and Directors has been approved by Susan and has been presented to the Chancellor who wants to modify the letter to have a different focus. Meanwhile, Mary will go ahead and send out a letter on behalf of UNOPA to the Deans and Directors encouraging them to allow their staff to attend UNOPA meetings and events and informing them of the University's Administrative Leave policy regarding attendance at such events.
 - Susan Poser will speak at the September General meeting.
 - Susan suggested UNOPA find out which committee is making decisions regarding parking lots for next year and then make sure to either have a representative serve on that committee or be able to present to the board.
 - An update from the SAT/Vice Chancellors meeting was provided. Items included:
 - Innovation Campus at State Fair Park has received a lot of interest. Nine responses to the request for information were received from across the country.
 - The Chancellor created the Commission on Environmental Sustainability. Tricia Liedle was chosen to represent UNOPA.
 - Although no official announcements have been made, it appears the Connorly petition will be on the ballot. UNL employees will receive "education" on this. The information provided to employees cannot be presented as either "for" or "against" the ballot item.
 - The arena is being discussed and may be a ballot initiative.
 - Dr. Daniel Veneciano is the new Director of the Sheldon Museum of Art. A reception welcoming Dr. Veneciano will be held on September 5.
 - Ann Chang-Barnes has been appointed to a 2-year term as Interim Director of the Lied Center.
 - Information Services will be sending out a survey soliciting opinions as to what is needed for that position – possibly a Chief Information Officer – and types of strategies.
 - The process for implementation of a new student information system is moving ahead.
 - The UNL Alumni Association has been restructured with the old board acting as an advisory board for programming for Alums. Susan Poser sits on the new board on behalf of the Chancellor. All money and fundraising has been moved to the Foundation.
 - Several dedications will happen on September 26 in conjunction with the Virginia Tech game.
 - Athletics has proposed developing a New Academic Center, updating the Wall of Fame and HuskerVision. Ten-year leases have expired on the Skyboxes and new leases have all been signed.
- Board members were reminded to renew their UNOPA memberships if they have not already done so.

Meeting adjourned at 4:56 p.m.

Tonda Humphress

Tonda Humphress
Recording Secretary

Approved as written. 10-7-2008

TH

Minutes of the
UNOPA EXECUTIVE BOARD MEETING
Tuesday, October 7, 2008, 3:00-5:00 p.m.
Neihardt Gray Parlor

President Mary Guest called the meeting to order at 3:00 p.m.

Roll Call was taken by Tonda Humphress, Recording Secretary.

Members Present: Kathy Bennetch, Donna Boone, Jan Edwards, Mary Guest, Debbie Hendricks, Tonda Humphress, Peg Johnson, Cindy Knight, Beth Krohn, Sandy Lineberry, Diane Wasser, Lola Young, Martha Young, Beth Zager

Members Absent: Julie Brebner, Karen Jackson, Betty Jacobs, Mary Klucas, Grace Li, Doreen Wagenaar, Gretchen Walker

Ad-Hoc Members Present: Sandy Lineberry, Lola Young

The minutes from the September 2, 2008 meeting had been emailed to the board members prior to this meeting. The minutes were discussed and *approved as printed by unanimous consent*.

President Elect, Peg Johnson

No report.

Recording Secretary, Tonda Humphress

No report.

Corresponding Secretary, Cindy Knight

A card was sent to: Connie Johnson (illness – serious eye infection)
Judy Anderson (death in the family – sister)
JoAnn Berry (retirement)

Treasurer, Peg Johnson on behalf of Grace Li

The September, 2008 UNOPA Treasurer's report was distributed. Checking Beginning Balance as of 9/1/2008 was \$3,908.43, Revenue was \$494.08 and Expenses Paid Out was \$105.21 which left a Checking Account Balance of \$4,297.30. The Cost Center Account Beginning Balance was -\$261.00 with Revenue of \$45.00 and Expenses of \$401.39, leaving a balance of -\$617.39.

Awards, Diane Wasser and Mary Guest on behalf of Beth Zager

Three judges have been selected for the Boss of the Year Award: Cathy Blythe, KFOR; Courteney Wichman, Executive Assistant at NEBCO; Senator Tony Fulton, Nebraska Legislature, District 29. No nominations had been received as of yet, but the deadline is still pending.

Bradley Munn Professional Growth Fund, Mary Guest on behalf of Gretchen Walker

The Bradley Munn Professional Growth Fund Report was distributed. As of September 25, twenty three (23) people were contributing via payroll deduction. At the September meeting, \$14.10 was collected in the donation box. The next deadline for the Bradley Munn Professional Growth Fund is October 15. The Ending Balance in the account as of October 7, 2008 is \$3,690.10. Gretchen is working on the Annual Report for 2007-08 and will have it finished by the end of October.

Bylaws, Martha Young

No report.

Career Development, Jan Edwards

They currently have 24 reservations for the workshop. She has submitted an announcement in the *E-News* and will prepare an announcement for the *Scarlet*.

Career Development – PSP, Debbie Hendricks

No report.

Communication Technology, Mary Guest on behalf of Karen Jackson

Bryan Becker has begun the transition of the UNOPA web site to the University-approved templates. Some of the information on the web site will be behind schedule as we are transitioning it. Karen needs more people to serve on her committee.

Employee Concerns, Doreen Wagenaar/Donna Boone

Donna reported on various committees.

- Parking and Advisory Committee met on September 22 and elected a Vice Chairperson and set the meeting dates for the rest of the semester. Director Dan Carpenter reviewed the upcoming closing of lots and reported that bus ridership was up by 15% and there is a 9% decrease in perimeter sales. The next meeting is October 27.
- Parking Appeals Committee continues to meet every month, but due to a change in procedure at the parking office the number of appeals they actually hear is down.
- Career Development Committee is working on a workshop. PSP Brownbag lunches were held in August and September. They will be held monthly to help members work on their PSP.
- The University-wide Fringe Benefits Committee met in September. On-line enrollment for NUFlex will be November 17-December 5.
- The UNL Faculty Senate met in September. The Convocations Committee reported on changes to Commencement due to space restrictions. Chancellor Perlman addressed TOEFL scores, Innovation Campus developments, and a Campus Information Officer position.

Kathy Bennetch reminded the Board that the Employee Concerns Committee has worked on tuition remission for part-time employees and recommended that we keep working on that project. She suggested that UNOPA host brownbag sessions for people to discuss what is happening at the University and issues of concern to UNOPA members.

Hospitality, Diane Wasser

The Nebraska Union will furnish most of the decorations for the General Meeting and the Hospitality Committee will once again give away three meal tickets.

Membership, Mary Guest on behalf of Julie Brebner

Information on 15 new members was circulated and Board Members were each encouraged to sign up to meet one or two of the new members if they are signed up for the General Meeting. A “Be a UNOPA Welcomer!!!” handout was distributed.

Discussion was held on membership renewal and it was suggested to “bill” UNOPA members in May in addition to the current practice of emailing reminders, sending the membership form by email, and posting it on the web site.

Mentoring, Sandy Lineberry

Sandy has been calling people – which is very time consuming. She has not yet received a new list of new employees.

Nominating, Mary Klucas

No report.

Outreach, Beth Krohn

No report.

Program, Peg Johnson

They are still looking for a November speaker. Would consider Senator Tony Fulton as a speaker – but we would want to make sure that it is not a political presentation. Beth will contact him about being the speaker for that luncheon.

UNOPA Notes, Mary Guest on behalf of Betty Jacobs

The newsletter will be out next week; it will be the October issue.

Ways and Means, Kathy Bennetch

Julie and Donna are still seeking volunteers. Parking Services has said that next year they will raise the game day parking rates to \$15/parking spot. Ron Fuller stressed that as a volunteer, your job is not to argue with the public; you are representing the University. If you have an issue, contact Parking Services.

UNOPA will print a large sign with the UNOPA seal which we could put on a “realtor’s” sign to designate the lot as the UNOPA lot.

Due to safety concerns, we do not encourage children under the age of 12 to be in the UNOPA parking lot while parents volunteer.

Historian, Sandy Lineberry

She is continuing to work on gathering materials.

NEOPA/NAEOPLiaison, Lola Young

Lola would like to compile a list of members who plan to attend the Conference in Wayne and requested that those attending the conference contact her. Mary will send out an email with that request.

New Business, Mary Guest

- A Revised Ways and Means Budget and 2008-2009 UNOPA Proposed Budget had been emailed to Board members. The Revised Budget was based on the current number of parking stalls that UNOPA has. *A motion was made by Grace Li to approve the Proposed 2008-2009 Budget as presented. Diane Wasser seconded. The Proposed Budget was unanimously approved.*
- Board members who have not yet submitted their Committee Guidelines/Timelines should submit them to Mary.
- Martha distributed a handout with promotional items listed (from Printing Services) and had some samples of items available for Board members to see. UNOPA could get one item to sell for a profit (i.e. hot/cold tumblers), and/or could get one or two items to give to speakers and new office employees.

A motion was made by Sandy Lineberry to purchase the Budget Mug Cup, a minimum of 72, with the UNOPA seal which will be given as gifts to new office staff and speakers. Donna Boone seconded. The motion was unanimously approved.

A motion was made by Cindy Knight to purchase #45065 Colored Acrylic Tumbler, 16 oz., blue with UNOPA identifier, 75 or 96 (quantity) to Martha’s digression with Mary Guest’s approval. Sandy Lineberry seconded. The motion was unanimously approved.

- Mary met with Susan Poser:
 - Lack of professional development opportunities for staff – Referred to Human Resources
 - Request for N pins for new employees – Request denied (referred to Office Depot)
 - Crisis Prevention Workshop – She is supportive of this and we may be able to get some assistance (This is separate from the Career Development Workshops)
 - What was formerly Bison Books will be annexed by Sheldon
 - Student information system – PeopleSoft has been selected with a goal of implementation by 2010
 - Connerly initiative – The administration wants us to proceed as we have been, and they will notify us if anything changes if the initiative passes
 - Information Services survey has been sent out
 - Developing a job description for a Chief Information Officer
 - UNL is participating ~~the~~ in the voluntary system of accountability (**National Association of State Universities and Land-Grant Colleges, also known as NASULGC**)
 - ADA compliance issues with the web site that is being worked on
 - Mary Anne Holmes will be the Project Director for the ADVANCE Grant
- Funding ideas in case we lose the Parking Lot. An ad hoc committee will be formed to look at funding options
 - We may need to consider raising our membership dues (dues were last raised in the 1980s); this would require a Bylaws change. We will request the Bylaws Committee to look at the membership fee rate.

Meeting adjourned at 4:47 p.m.

Tonda Humphress

Tonda Humphress
Recording Secretary

*Approved as corrected
TH 11-5-08*

Minutes of the
UNOPA EXECUTIVE BOARD MEETING
Wednesday, November 5, 2008, 3:00-5:00 p.m.
Neihardt Gray Parlor

President Mary Guest called the meeting to order at 3:03 p.m. Copies of the "Simplified Parliamentary Procedure" handbooks from Iowa State were distributed.

Roll Call was taken by Tonda Humphress, Recording Secretary.

Members Present: Kathy Bennetch, Julie Brebner, Jan Edwards, Mary Guest, Debbie Hendricks, Tonda Humphress, Betty Jacobs, Peg Johnson, Cindy Knight, Beth Krohn, Grace Li, Doreen Wagenaar, Gretchen Walker, Diane Wasser, Lola Young, Martha Young

Members Absent: Donna Boone, Karen Jackson, Mary Klucas, Sandy Lineberry, Beth Zager

Ad-Hoc Members Present: Lola Young

Ad-Hoc Members Absent: Sandy Lineberry

The minutes from the October 7, 2008 meeting had been emailed to the board members prior to this meeting. The minutes were discussed and *approved as corrected by unanimous consent.*

Treasurer, Grace Li

The October, 2008 UNOPA Treasurer's report had been emailed to the board members prior to this meeting. Checking Beginning Balance as of 10/1/2008 was \$4,297.30, Revenue was \$942.34 which left a Checking Account Balance of \$5,239.64. The Cost Center Account Beginning Balance was -\$617.39 with Revenue of \$27.00 and Expenses of \$433.79, leaving a balance of -\$1,024.18. The Treasurer's report was discussed. Members were asked to send the treasurer a note whenever they had expenses that have been incurred, such as postage, so that she would know that these expenses would be coming. *A motion was made by Kathy Bennetch that UNOPA renew for 12-15 months the CD which matures on November 16. Jan Edwards seconded. Motion was unanimously approved.*

President Elect, Peg Johnson

No report.

Recording Secretary, Tonda Humphress

No report.

Corresponding Secretary, Cindy Knight

A card was sent to: Marlene Focher (thinking of you – mother's illness)

A suggestion was made that UNOPA send cards to members who were leaving the University when we learn of such events.

Awards, Mary Guest on behalf of Beth Zager

Judging results are in for the Boss of the Year Award and the plaques have been ordered. Both nominees and two of the judges will attend the luncheon.

Bradley Munn Professional Growth Fund, Gretchen Walker

The Bradley Munn Professional Growth Fund Report was distributed. The Ending Balance in the account as of October 31, 2008 is \$3,758.60. Members are encouraged to contribute to the Bradley Munn Professional Growth Fund through payroll deduction or do a one-time donation if they preferred.

Gretchen also distributed a copy of the UNOPA 2007-2008 Annual Report and noted that the report is also available on the UNOPA website.

Bylaws, Martha Young

No report.

Career Development, Jan Edwards and Debbie Hendricks

At the October 28 workshop, "A Spoke, Not the Wheel," there were 62 registrants; 57 of those were UNOPA members and 5 were non-members. The registration cost was free to UNOPA members and \$10 for non-members; \$50 was raised in registration fees. The ten theme baskets raised \$233. Approximate expenses were \$6 for parking and \$230 to the Union for refreshments. \$46.90 was gained from the workshop. Feedback was positive for the event.

Career Development – PSP, Debbie Hendricks

While no one attended the PSP Brownbag in October, another PSP Brown Bag is scheduled for November 24 at noon on East Campus. At the UNOPA Bosses' Luncheon on November 11, she will recognize the three UNOPA members who earned their PSP and/or CEOE designation within the last calendar year.

Communication Technology, Mary Guest on behalf of Karen Jackson

No report.

Employee Concerns, Doreen Wagenaar

Doreen and Donna Boone have met with Kathy Bennetch and Pat Hust regarding pursuing tuition remission for part-time employees. In addition, they are planning to have an Employee Concerns brown bag open forum for UNOPA members. The forum will give them a chance to update and educate members on the various committees and to brainstorm regarding any problems or concerns that members may have and have people's voices be heard. Tentatively they are considering January 14 or January 21. Regarding the Chancellor's Commission on Environmental Sustainability, Lisa King has been appointed to this commission because Patricia Liedle had to step down. Doreen spoke with Suzanne Drew regarding women's rooms for nursing mothers. Suzanne recommended that UNOPA pursue this with the Chancellor via having a UNOPA member serve on the Chancellor's Commission on the Status of Women.

Hospitality, Diane Wasser

If a department needs a reserved table for the Bosses' Luncheon, they should contact Diane Wasser.

Membership, Julie Brebner

An update on membership totals, entitled "UNOPA Census 2004-2009," was distributed. Julie would like to do a potluck lunch on City Campus and one on East Campus for new members. The goal will be to help new members meet other new members as well as some continuing members. Any board members who are interested in helping with either of these potlucks should contact Julie.

Mentoring, Sandy Lineberry

No report.

Nominating, Mary Guest on behalf of Mary Klucas

Mary Klucas will have what she needs by December and will get that information to Mary Guest who will present it to the Board. Her committee is all new. Each board member is asked to contact a past president or long-term UNOPA member and ask them to serve on the committee – not to be the Chairperson, but to help them make the contacts.

Outreach, Beth Krohn

No report.

Program, Peg Johnson

The Bosses' Luncheon Program was distributed. Members were asked to notify Peg with any edits.

UNOPA Notes, Betty Jacobs

Proofreading drafts have been sent to the *UNOPA Notes* Committee. Betty plans to send the current issue to Printing Services tomorrow.

Ways and Means, Kathy Bennetch

- November 8 Parking Lot: Gretchen has people signed up.
- November 28 Parking Lot: Members available to help with the parking lot should contact Betty Jacobs or Tonda Humphress.
- We have a UNOPA logo sign to identify the parking lot as a UNOPA lot.
- Kathy will work on creating a “thank you for supporting UNOPA” card for volunteers to give out.

Historian, Sandy Lineberry

No report.

NEOPA/NAEOPLiaison, Lola Young

- Last week she attended Missouri's state meeting in Branson, which has given her some ideas that she will be working on.
- NEOPA is hosting Central Area Professional Day in 2010 and UNOPA may be asked to help.
- NAEOP 2010 – the Planning meeting in Kansas City will be next week and she may bring back state assignments.

New Business, Mary Guest

- Martha Young passed around a sample of the white mugs UNOPA ordered. She has a box of 36 on hand now and another box of 36 will be arriving. Tumblers have been ordered and should be arriving soon. The tumblers will be available for sale.
- NEOPA will be selling cookbooks for \$10. Information on purchasing a cookbook will be available at the Bosses' Luncheon.
- Board members were asked if UNOPA wanted to try filling a table of 10 at the Martin Luther King (MLK) Breakfast. The event would be at Embassy Suites and would cost each attending member \$10. Ten people signed up and will send their checks made payable to UNOPA to Mary Guest who will then get them to Grace Li.
- Mary met with Susan Poser. The Chancellor's Office will develop a Crisis Management Program for office staff. Mary will serve on the committee. The program being developed by the Chancellor's Office will be an institutional training program.
- *Gretechen Walker made a motion that UNOPA allocate \$100 to the NAEOP Disaster Relief Fund. Kathy Bennetch seconded. Discussion was held and then a vote was taken. The motion failed.*

- The next Executive Board meeting will be Wednesday, December 3. The Board decided to have a gift exchange as has been done in the past for those who wish to participate. For those who participate in the gift exchange, the gifts should be wrapped, not labeled and cost \$10 or less. Members may bring potluck food items.
- Any members needing to report at the next General meeting should contact Mary Guest.

Meeting adjourned at 4:28 p.m.

Tonda Humphress

Tonda Humphress
Recording Secretary

Approved as written. 12-3-2008

TH

Minutes of the
UNOPA EXECUTIVE BOARD MEETING
Wednesday, December 3, 2008, 3:00-5:00 p.m.
Schorr Suite, 6th Floor, Hewitt Place, 1155 Q Street

President Mary Guest called the meeting to order at 3:00 p.m.

Roll Call was taken by Tonda Humphress, Recording Secretary.

Members Present: Kathy Bennetch, Julie Brebner, Donna Boone, Jan Edwards, Mary Guest, Tonda Humphress, Peg Johnson, Cindy Knight, Sandy Lineberry, Doreen Wagenaar, Gretchen Walker, Diane Wasser, Lola Young, and Beth Zager

Members Absent: Debbie Hendricks, Karen Jackson, Betty Jacobs, Mary Klucas, Beth Krohn, Grace Li, and Martha Young

Ad-Hoc Members Present: Lola Young and Sandy Lineberry

The minutes from the November 5, 2008 meeting had been emailed to the board members prior to this meeting. The minutes were *approved as written by unanimous consent*.

President Elect, Peg Johnson

No report.

Recording Secretary, Tonda Humphress

No report.

Corresponding Secretary, Cindy Knight

A card was sent to: Shirley Horstman, Congratulations (new job)
Ann Reese, Thinking of you (medical)
Betty Tutt, Thinking of you (medical)

Treasurer, Grace Li

No report. Once the report is received, Mary will email it to the Board members.

Awards, Beth Zager

No report.

Bradley Munn Professional Growth Fund, Gretchen Walker

The Bradley Munn Professional Growth Fund Beginning Balance as of November 1, 2008 was \$3,758.60. \$195 was spent on two reimbursements. The Ending Balance as of November 30, 2008 is \$3,563.60.

Bylaws, Martha Young

No report.

Career Development, Jan Edwards

The committee has met and is working on scheduling the spring conference in the last half of February or the beginning of March. They have an adjustment in the fall workshop billing from the East Campus Union, which was originally \$230. They have made an adjustment due to skirting some tables that had not been requested; their bill will now be \$207.

Career Development – PSP, Debbie Hendricks

No report.

Communication Technology, Mary Guest on behalf of Karen Jackson

The website transition is slightly behind schedule. The templates have been created, now the content needs to be copied over.

Employee Concerns, Doreen Wagenaar

A room has been reserved for 12:00 noon – 1:00 pm on January 21, 2009 at the Nebraska City Union for the Employee Concerns Brownbag Open Forum.

Hospitality, Diane Wasser

At last check, 70 people had registered for the December General Meeting. Individuals are not indicating on their forms whether or not they are first-time members, so if anyone knows someone who is attending who is a first-time member they should let Diane know. Diane will enter the names of first-time members into a drawing for special door prizes, but she cannot enter their names in this drawing if she doesn't know who is a new member.

Membership, Julie Brebner

Julie and Mary will work on assembling new office employee welcome packets.

Mentoring, Sandy Lineberry

She just received the November New Office Employee list, which contained five names. She has contacted each of them via email to welcome them and to give them some information on UNOPA. She let them know that someone from UNOPA will be stopping by their office to visit with them. She also provided contact information to them should they have any questions. The goal is to have a current UNOPA member, who is in the same building as the new employee, take a welcome mug to the new employee. Sample welcome mugs were shared showing what items were included. UNOPA members who agree to take a mug to a new employee are encouraged to put one of their business cards in the mug as well. New members will also receive a welcome packet of information.

Nominating, Mary Guest on behalf of Mary Klucas

A sample of the Nominating Committee timeline and nomination form were distributed. Due to changes in the Bylaws, we will need to update the description of duties for the President and Recording Secretary. Members were encouraged to nominate people that they think would be interested in serving on the UNOPA Executive Board.

Outreach, Beth Krohn

No report.

Program, Peg Johnson

Peg has invited Jennifer Dam, Campus Planning and Space Management, to speak at the January meeting. Jennifer will talk about the new and planned construction and the master plan overview. Since UNOPA is hosting the combined UNOPA/UAADD meeting this year, UNOPA will generate the flyer and will send it to the UAAD President and/or Membership Director for them to distribute to their members. UNOPA will also be responsible for the registrations and programs. The flyer will invite participants of the January meeting to bring a jar of peanut butter to contribute to UAAD's Social Conscience Committee service (backpack program focus item) for January.

UNOPA Notes, Betty Jacobs

No report.

Ways and Means, Kathy Bennetch

The last parking lot fundraiser went well. UNOPA has not yet received any money for the Parking Lot efforts but are expecting to receive it in the near future. Kathy has purchased two new "hands" for future parking lot duties. The UNOPA sign and box will be stored at Hewit Place courtesy of Gretchen Walker.

Historian, Sandy Lineberry

Data is still being collected for the Louise Henderson Nelson Award (NAEOP). She needs data for the last five years of UNOPA member service activities such as the Presidents 50/50 projects, Giving Tree, Making Strides Against Breast Cancer, Light the Night (to support blood cancer research), etc. If anyone has information on service activities, please contact Sandy Lineberry. Discussion was held regarding possible future community service project ideas.

Discussion was held regarding UNOPA document archive status.

NEOPA/NAEOPLiaison, Lola Young

The expected registration fee for the Central Area Professional Development Day in Urbana IL, is \$60 for NAEOP members and \$80 for non-members. Cost includes a breakfast and a lunch. Attendees may also sign up for a banquet that will cost \$19. The event is scheduled for March 27-29, 2009. Additional information will be forthcoming.

New Business, Mary Guest

- A cost breakout for the UNOPA Tumblers and Coffee Mugs was distributed. Cost for the tumblers will be \$11 which will include tax. A separate savings account will be setup for the revenue generated from the sale of the tumblers; this money will go toward the UNOPA 50th Anniversary recognition expenses. Currently the tumblers will be available for sale, but the mugs will not be for sale at this time.
- We currently have 14 UNOPA members scheduled to attend the MLK Breakfast.
- UNOPA and UAAD will send out a survey to their members regarding the Support Staff Crisis Prevention Training that is in the planning stage. Members were encouraged to review the survey and reply promptly as this information is needed in order for this effort to proceed.
- Anyone needing to report at the December General meeting should contact Mary Guest.

Meeting adjourned at 4:07 p.m.



Tonda Humphress
Recording Secretary

Approved as written. 1-6-2009



Minutes of the
UNOPA EXECUTIVE BOARD MEETING
Tuesday, January 6, 2009, 3:00-5:00 p.m.
East Campus Union

President Mary Guest called the meeting to order at 3:11 p.m.

Roll Call was taken by Tonda Humphress, Recording Secretary.

Members Present: Jan Edwards, Mary Guest, Debbie Hendricks, Tonda Humphress, Betty Jacobs, Mary Klucas, Cindy Knight, Beth Krohn, Sandy Lineberry, Gretchen Walker, Lola Young, Martha Young, Beth Zager

Members Absent: Kathy Bennetch, Julie Brebner, Donna Boone, Karen Jackson, Peg Johnson, Grace Li, Doreen Wagenaar, Diane Wasser

Ad-Hoc Members Present: Sandy Lineberry, Lola Young

The minutes from the December 3, 2008 meeting had been emailed to the board members prior to this meeting. The minutes were *approved as written by unanimous consent*.

President Elect, Mary Guest on behalf of Peg Johnson
No report.

Recording Secretary, Tonda Humphress
No report.

Corresponding Secretary, Cindy Knight
In December, cards were sent to Mary Klucas and Barb Homer.

Treasurer, Mary Guest on behalf of Grace Li
The December 2008 Treasurer's Report was emailed to board members prior to this meeting. *The Treasurer's Report will be presented to the general membership.*

Awards, Beth Zager
One Outstanding Staff Award packet has been received; one more Outstanding Staff Award packet is expected and one Silver Pen Award packet is expected. The deadline is Friday, January 9. Five of the six judges have been selected; one faculty judge is still needed.

Bradley Munn Professional Growth Fund, Gretchen Walker
The Beginning Balance in the account as of December 1, 2008 was \$3,563.60. Income received through payroll on November 26, 2008 was \$72.50. Ending Balance was \$3,636.10. The next deadline for reimbursement is January 15.

Bylaws, Martha Young
Membership dues for area office professional organizations are being researched. More information will be shared at a future meeting once more information has been received. The board will then consider whether UNOPA should increase its membership dues. Discussion was held regarding the wording of the Bylaws. Board members will review the current wording and will suggest possible revisions for discussion at a future board meeting.

Career Development, Jan Edwards

Dates and speakers for the Spring Workshop are currently being considered. Possible dates include February 17, 19, 24, 25 or March 3 or 5.

Career Development – PSP, Debbie Hendricks

The next PSP brownbag session is scheduled for January 27 at the East Campus Union. An email reminder has been sent to UNOPA members who Debbie knows need to re-certify according to NEOPA's list.

Communication Technology, Mary Guest on behalf of Karen Jackson

No report.

Employee Concerns, Mary Guest on behalf of Donna Boone and Doreen Wagenaar

The Employee Concerns Committee still plans to have a brownbag session on Wednesday, January 21, at 12:00 noon – 1:00 p.m. in the Nebraska City Union. Mary will send out more information to the listserv once she receives it.

Hospitality, Mary Guest on behalf of Diane Wasser

If anyone needs any tables other than the registration table for next week's meeting, they should contact Diane Wasser. The minutes from the last general meeting and the current financial report will be sent to the UNOPA listserv but will not be provided in hardcopy form at the January joint UNOPA/UADD meeting.

Membership, Mary Guest on behalf of Julie Brebner

No report.

Mentoring, Sandy Lineberry

New office professional packets have been put together. While we have not yet received the most current new employee list, we are now caught up and can keep up with future new employee lists. A positive response has been received from the employees who have received the welcome mugs and information packets.

Nominating, Mary Klucas

Nomination materials will be sent out in the near future. Members are encouraged to consider appropriate individuals to nominate and return their completed nomination materials promptly.

Outreach, Beth Krohn

Beth is working on building a committee and is still developing Summer Social ideas. Anyone interested in serving on the committee should contact Beth Krohn.

Program, Beth Krohn on behalf of Peg Johnson

Speakers for the February through April General Meetings are: Ed Zimmer and Mike Zeleny (February), Ken Dewey (March) and Lorene Bartos (April).

UNOPA Notes, Betty Jacobs

Samples of the January issue of *UNOPA Notes* were circulated. Discussion was held regarding issue content and layout. The January issue will be on-line, and the February issue will be printed and submitted for competition. However, if enough articles for the February issue are not received, the January issue will be the one submitted for competition.

Ways and Means, Mary Guest on behalf of Kathy Bennetch

While a transfer has not gone through yet, UNOPA earned approximately \$4,700 from the Football Game Day Parking Lot Fundraiser this year. The parking lot box and sign are in Gretchen's office area.

Historian, Sandy Lineberry

Work continues on putting together the historical information for UNOPA for the last five years. In the future, this function should be the responsibility of the immediate past president.

NEOPA/NAEOP Liaison, Lola Young

- March 17 is the registration deadline for the Central Area Professional Development Day hosted by Illinois. Anyone needing additional information should contact Lola Young.
- March 31 is the registration deadline for the NEOPA Spring Conference hosted by UNOPA (April 16 and 17) at Southeast Community College. Anyone needing more information should contact Debbie Hendricks or Diane Wasser.

New Business, Mary Guest

- A brief update on the January UNOPA/UAAD combined meeting was provided.
- UNOPA Service Project ideas for this spring (outreach) were discussed. Beth Krohn will research possible ideas. UNOPA will consider asking someone from the different service groups to speak briefly at different UNOPA meetings. Anyone with service project ideas should contact Beth Krohn.
- Signed photo release forms are being required for any photos of speakers or guests which will be used in any publications or on the website. Members can sign a photo release form with their new membership or renewal membership forms. For any guests or speakers, we will need to get a separate signed photo release form signed. Before photos are used in any publication or on the website, we will need to verify that we are authorized to publish the photo by checking the signed forms. Individuals need to complete a form indicating whether they agree that their photo may be published or that they do not want their photo to be published. The completed photo release forms will be retained by the Corresponding Secretary.
- The status of the UNOPA/UAAD Safety Survey was given. Mary will send out the survey response summary to the UNOPA membership via email.
- Anyone needing to report at the January meeting should contact Mary Guest.

Meeting adjourned at 4:40 p.m.

Tonda Humphress

Tonda Humphress
Recording Secretary

Approved as written. 2-3-2009. *TH*

Minutes of the
UNOPA EXECUTIVE BOARD MEETING
Tuesday, February 3, 2009, 3:00-5:00 p.m.
Neihardt Residence Hall, Gray Parlor Room

President Mary Guest called the meeting to order at 3:00 p.m.

Roll Call was taken by Tonda Humphress, Recording Secretary.

Members Present: Kathy Bennetch, Donna Boone, Jan Edwards, Mary Guest, Debbie Hendricks, Tonda Humphress, Peg Johnson, Mary Klucas, Cindy Knight, Beth Krohn, Grace Li, Doreen Wagenaar, Gretchen Walker, Diane Wasser, Lola Young, Martha Young, Beth Zager

Members Absent: Julie Brebner, Karen Jackson, Betty Jacobs, Sandy Lineberry

Ad-Hoc Members Present: Lola Young

Ad-Hoc Members Absent: Sandy Lineberry

The minutes from the January 6, 2009 meeting had been emailed to the board members prior to this meeting. The minutes were *approved as written by unanimous consent*.

President Elect, Peg Johnson
No report.

Recording Secretary, Tonda Humphress
No report.

Corresponding Secretary, Cindy Knight
Two cards were sent: one to Sandy Jergenson's family and Mary sent one to Cindy.

Treasurer, Grace Li
The January, 2009 Treasurer's Report was emailed to board members prior to this meeting. *The Treasurer's Report will be presented to the general membership.* Attendees were reminded that they must notify the Treasurer when they have expenses that will be charged to UNOPA's cost center number. Mary distributed a revised UNOPA Monthly Expense Report prepared by Peg Johnson for members to use when they have expenses to be charged to UNOPA. This form will be available on the UNOPA website.

Hospitality, Diane Wasser
At least 71 people have signed up for the General Meeting in the Nebraska Union. Anyone needing a table or other space or equipment should contact Diane. There will not be a head table for this General meeting, but there will be one at the April meeting.

Awards, Beth Zager
A discussion was held regarding the need to increase the number of nominations made for UNOPA awards. Anyone with ideas on how to promote these nominations in the future should contact Beth Zager. The Awards Committee will discuss options and will make a proposal at a future meeting.

Bradley Munn Professional Growth Fund, Gretchen Walker

The Beginning Balance in the account as of January 1, 2009 was \$3,636.10. Income received through through December 31, 2008 was \$61.50. Ending Balance was \$3,697.60. The next deadline for reimbursement is April 15.

Bylaws, Martha Young

No report.

Career Development, Jan Edwards

Information was shared regarding the Spring Workshop scheduled for February 17 and on the March brownbag sessions on the topic of the Caregiver Organizer (see "Report for Career Development Committee dated February 3, 2009). A Caregiver Organizer was circulated for attendees to glance through.

Career Development – PSP, Mary Guest on behalf of Debbie Hendricks

Another PSP brownbag session will be held in February.

Communication Technology, Mary Guest on behalf of Karen Jackson

We are behind schedule on updating the UNOPA website. The website updates have been started, but it will not be ready in time for the website competition this year. We are still working on getting it updated.

Employee Concerns, Donna Boone and Doreen Wagenaar

The Employee Concerns Committee held a brownbag session on Wednesday, January 21. The attendees had a good discussion and everyone seemed to learn something. Mary will send out highlights from the brownbag session to the UNOPA listserv when she receives it from Doreen.

Membership and Mentoring, Mary Guest on behalf of Julie Brebner and Sandy Lineberry.

Julie and Sandy have been working together to welcome new office professionals to UNL. Both the materials given and the personal contact has had a positive impact when new employees are contacted by UNOPA members. We are considering having another function for new members this spring, perhaps after work to give them a chance to meet others in a small group setting and to engage them.

Nominating, Mary Klucas

A list of nominations for the 2009-2010 UNOPA Officers was distributed.

Outreach, Beth Krohn

Beth has been researching possible service projects in which UNOPA members could participate as a group. Several different possibilities were discussed. The goals and reasons for the service project research was also discussed. A flyer for the opportunity for UNOPA members to volunteer with UNL's Free Community Tax Preparation and Filing of Federal and State of Nebraska Returns was distributed. Offering the opportunity for members to work together and give their time as well as an opportunity for members to donate items or time would meet the variety of needs of members in allowing them to participate. Tracking participation of UNOPA members was also discussed. Beth will put together some options to share with members at a future date. Donna Boone will send the information she has on the Special Olympics to Mary.

Program, Peg Johnson

The February UNOPA General Meeting will go in a different order than we usually have. The Program will be first, followed by the business meeting and then the Awards presentation which will start no later than 12:40 p.m.

UNOPA Notes, Mary Guest on behalf of Betty Jacobs
The February issue will be the competition issue.

Ways and Means, Kathy Bennetch

The proceeds amount from the Fall 2008 Football Game Day Parking lot fundraising is posted in the January, 2009 Treasurer's report.

Historian, Mary Guest on behalf of Sandy Lineberry

UNOPA will enter the competition for the Louise Henderson Nelson award this year.

NEOPA/NAEOP Liaison, Lola Young

- Anyone planning to attend the Central Area Professional Development Day hosted by Illinois or the NAEOP Conference, should please contact Lola so she can let them know what to expect, particularly for the new attendees.
- The NAEOP 2010 Conference will be in Kansas City. One of the Keynote Speakers will be Aaron Davis. The conference hotel will be in Crown Center. Mary Guest and Gretchen Walker will be asking for volunteers, and we will be doing more fundraising because we will need to pay for such features as the PSP Banquet and a hospitality suite. Nebraska and Missouri have the two biggest registration dates.

New Business, Mary Guest

- Discussion was held regarding the feasibility of allowing NEOPA to sell cookbooks at the February, April and May UNOPA meetings. ***A motion was made by Beth Krohn that UNOPA invite NEOPA to sell cookbooks at our March General meeting and submit an "ad" to be placed in our UNOPA Notes newsletter and suggest they use the NEOPA listserv. Diane Wasser seconded. Motion was unanimously approved.***
- Mary gave an update on the UNOPA/UAAD Safety Survey.
- Mary shared information on a NAEOP fundraiser in which affiliate organizations can purchase ad space or birthday/event notices in their 75th Anniversary Calendar. ***A motion was made by Gretchen Walker that UNOPA purchase a business card size ad for \$50 for the NAEOP calendar as well as spending \$1 to put Rose Frolik's birthday on the calendar. Mary Klucas seconded. Motion was unanimously approved.***
- Anyone wanting to report at the February General Meeting should contact Mary Guest.

Meeting adjourned at 4:41 p.m.

Tonda Humphress

Tonda Humphress
Recording Secretary

Approved as written 3-3-2009

TH

ATTACHMENT I

Report for Career Development Committee
February 3, 2009

- 1) Spring Workshop will be held from 1:00 to 4:30 PM at the East Campus Union on Tuesday, February 17, 2009.
- 2) The presenter will be Sandra Stockall, professor emeritus, University of Nebraska Extension. She was a 4-H and Youth Specialist. (see letter)
She will present the "FISH! Philosophy" as presented in the 1998 film: FISH! Catch the Energy, Release th4e Potential." We will see the video and then she will present and divide us into discussion groups. There will also be time for questions and answers. Sandra is with the UNL Speaker's Bureau, which means we do not pay her anything and the Bureau will cover mileage.
- 3) Cost of the workshop will be \$15.00. We should have probably had it a little more expensive for non-members, but no one thought of that ahead and it has been out on our website as \$15.00. We will note in our yearly report that this was a one-time event where non-members can come for the same price as members.
- 4) Do any of your departments have pencils, pens, other small give aways that we might have for the workshop? These would be for each attendee.
- 5) Also, coming up in March 3 & 5th, our committee is hosting a brown bag luncheon with the topic of the Caregiver Organizer. This will be presented to both campuses at their Unions from noon to 1:00 PM on both days. The book will be gone through, so all have an idea what it entails and then will have the opportunity to "purchase" one or more for a set donation. These ladies were asked by Donna Washburn to put something together. The cost of the notebook covers the cost of printing and their gas to and from their presentations.
**We will need to purchase visitor's parking permits for each day which could run us about \$42.00 total (Permits are \$6.00 each.). Pat Jarecke was going to check with the ladies to see how many could ride with each other to save us on parking.

Minutes of the
UNOPA EXECUTIVE BOARD MEETING
Tuesday, March 3, 2009, 3:00-5:00 p.m.
Nebraska East Union

President Mary Guest called the meeting to order at 3:04 p.m.

Roll Call was taken by Tonda Humphress, Recording Secretary.

Members Present: Kathy Bennetch, Julie Brebner, Donna Boone, Jan Edwards, Mary Guest, Debbie Hendricks, Tonda Humphress, Peg Johnson, Mary Klucas, Cindy Knight, Beth Krohn, Sandy Lineberry, Gretchen Walker, Diane Wasser, Lola Young, Martha Young, Beth Zager

Members Absent: Karen Jackson, Betty Jacobs, Grace Li, Doreen Wagenaar

Ad-Hoc Members Present: Sandy Lineberry, Lola Young

The minutes from the February 3, 2009 meeting had been emailed to the board members prior to this meeting. The minutes were discussed and *were approved by unanimous consent.*

President Elect, Peg Johnson

Anyone interested in serving on the UNOPA Board next year should contact Peg Johnson.

Recording Secretary, Tonda Humphress

No report.

Corresponding Secretary, Cindy Knight

A thank you card from Cedars was read. The card was in response to UNOPA's holiday donation.

Treasurer, Mary Guest on behalf of Grace Li

The February, 2009 UNOPA Treasurer's report was emailed prior to this meeting. The Treasurer's Report was discussed. *The Treasurer's Report will be filed for audit with the corrections discussed.* Mary will send out an updated Treasurer's Report for the General Meeting. Members were reminded to send the Treasurer an email when expenses are incurred, including postage expenses.

Awards, Beth Zager

The Awards Committee has decided that this committee should send out an email to the departments regarding the awards. They also decided to move all of the Floyd S. Oldt awards together with the Boss's luncheon. Moving these awards would mean that there would not be a speaker, so a new theme would be needed for the February meeting. The committee will need to do extra advertising for these awards. *A motion was made by Beth Zager to move the Floyd S. Oldt Silver Pen and Floyd S. Oldt Outstanding Staff awards to be presented with the Floyd S. Oldt Boss of the Year Award in November. Donna Boone seconded. Motion passed.* The Awards Committee decided not to update the judging or nominating forms at this time. The Rose Frolik award nominations are due Friday.

Bradley Munn Professional Growth Fund, Gretchen Walker

The Bradley Munn Professional Growth Fund Report balance is \$3,697.60. The next deadline for the Bradley Munn Professional Growth Fund is April 15.

Bylaws, Martha Young

The March 3, 2009 UNOPA Board Meeting Bylaws Committee report was distributed. The report noted possible revisions to the UNOPA Bylaws pertaining to the Treasurer's requirements and the role of the Immediate Past President. After discussion, the decision was made that further research will be

conducted regarding possible revisions to the Treasurer's requirements. *A motion was made by Diane Wasser that UNOPA amend the duties of the Immediate Past President to include the compilation of materials for the NAEOP Louise Henderson Nelson Award competition. Sandy Lineberry seconded. Motion passed.*

Career Development, Jan Edwards

Forty-nine people attended the Spring workshop, and an article will be in a future *UNOPA Notes* regarding the Fish workshop. The Caregiver Organizer brown bag held on March 3 went well; another brown bag will be held on East Campus on Thursday, March 5.

Career Development – PSP, Debbie Hendricks

The next PSP brown bag session will be March 25.

Communication Technology, Mary Guest on behalf of Karen Jackson

Website updates are progressing.

Employee Concerns, Donna Boone

No report.

Hospitality, Diane Wasser

Based on registration forms received for the next General meeting, attendance is expected to be good.

Membership, Julie Brebner

The award recipients of the UNOPA memberships for next year will be added to UNOPA's website membership list now.

Mentoring, Sandy Lineberry

We are waiting on the next new employee list.

Nominating, Mary Klucas

Ballot candidates are: President Elect – Mari Greer

Recording Secretary – Donna Boone, Cathy Robertson

Corresponding Secretary – Jan Edwards, Beth Zager

Treasurer – Marlene Crombie, Paul Guern, Belva Harris

Outreach, Beth Krohn

No report.

Program, Peg Johnson

Lorene Bartos, Extended Education, will speak on the topic of recycling at April's meeting.

UNOPA Notes, Mary Guest on behalf of Betty Jacobs

The February issue of *UNOPA Notes* was submitted for competition. The March issue is in progress.

Ways and Means, Kathy Bennetch

No report.

Historian, Sandy Lineberry

She is continuing to work on gathering materials for the Louise Henderson Nelson Award. The deadline is March 15.

NEOPA/NAEOP Liaison, Lola Young

Anyone planning to attend Central Professional Development Day, the NEOPA Spring Conference at Southeast Community College or the NAEOP Annual Conference should let Lola Young know as soon as possible of their attendance plans.

New Business

- Debbie Hendricks/Diane Wasser: NEOPA Spring Conference registration is going on right now. Since UNOPA is hosting this conference, members are needed to assist with the conference. Anyone willing to help should contact Debbie Hendricks or Diane Wasser.
- Mary Guest: Lisa Morehouse is putting together a Nebraska basket for Central Area Professional Development Days. After discussion, ***a motion was made by Sandy Lineberry that UNOPA donate \$25.00 to the Central Area Professional Development Days basket. Kathy Bennetch seconded. Motion passed.***
- Sandy Lineberry: An update on the recent activity of the Parking Advisory Committee was provided.
- Mary Guest: During Spring Break, she would like to clean up the UNOPA storage area. Anyone interested in helping should contact Mary Guest. An email with more information will be sent to Board members.
- Mary Guest: Anyone needing to speak at Tuesday's meeting should contact Mary Guest.

Meeting adjourned at 4:42 p.m.



Tonda Humphress
Recording Secretary

Approved as written 4-7-2009. 

Minutes of the
UNOPA EXECUTIVE BOARD MEETING
Tuesday, April 7, 2009, 3:00-5:00 p.m.
Nebraska East Union

President Mary Guest called the meeting to order at 3:03 p.m.

Roll Call was taken by Tonda Humphress, Recording Secretary.

Members Present: Kathy Bennetch, Julie Brebner, Donna Boone, Mary Guest, Debbie Hendricks, Tonda Humphress, Peg Johnson, Cindy Knight, Gretchen Walker, Diane Wasser, Lola Young, Martha Young, Beth Zager

Members Absent: Jan Edwards, Karen Jackson, Betty Jacobs, Mary Klucas, Beth Krohn, Grace Li, Sandy Lineberry, Doreen Wagenaar

Ad-Hoc Members Present: Lola Young

Ad-Hoc Members Absent: Sandy Lineberry

The minutes from the March 3, 2009 meeting had been emailed to the board members prior to this meeting. The minutes were discussed and *were approved by unanimous consent.*

President Elect, Peg Johnson

Installation plans and next year's Board were discussed. Anyone interested in serving on next year's Board should contact Peg Johnson.

Recording Secretary, Tonda Humphress

No report.

Corresponding Secretary, Cindy Knight

One sympathy card was sent (Lynn DeShon). Invitations to UNOPA Past Presidents and to UNOPA retirees for the April 14 General Membership meeting have been sent.

Treasurer, Mary Guest on behalf of Grace Li

The March, 2009 UNOPA Treasurer's report was emailed prior to this meeting. The Treasurer's Report was discussed. *The Treasurer's Report will be filed for audit.* Anyone with outstanding expenses or questions regarding the Treasurer's Report should email Grace Li and copy Mary Guest.

Awards, Beth Zager

All three nominees are planning to attend for the Rose Frolik Award. Two of the three judges plan to attend. Discussion was held regarding the selection of judges for the Rose Frolik Award and the program content. After discussion, it was recommended that in the future award requirements, minutes, treasurer's reports, officer/committee guidelines, etc. should be kept on Digital Commons.

Bradley Munn Professional Growth Fund, Gretchen Walker

The Bradley Munn Professional Growth Fund Report beginning balance was \$3,697.60; income from payroll in January and February was \$131.00; and the ending balance is \$3,828.60. The next deadline for the Bradley Munn Professional Growth Fund is April 15. The reimbursement form is currently on the UNOPA website under "Membership".

Bylaws, Martha Young

No report.

Career Development, Mary Guest on behalf of Jan Edwards

No report.

Career Development – PSP, Debbie Hendricks

One person is applying for PSP certification and two people are currently working on completing their paperwork for recertification. Additional people are also working on completing their PSP requirements.

Communication Technology, Mary Guest on behalf of Karen Jackson

No report.

Employee Concerns, Mary Guest on behalf of Donna Boone and Doreen Wagenaar

Nell Inselman has indicated an interest in reviewing the request for Tuition Remission for Part-time Employees again.

Hospitality, Diane Wasser

An update on the current registrations received for the April 14 General Membership meeting was provided. Set-up and table needs for the April General meeting were discussed.

Membership, Julie Brebner

- Discussion was held regarding potential increases in UNOPA membership dues. ***A motion was made by Julie Brebner that UNOPA increase the new active and associate dues to \$10 and the late dues to \$15. Cindy Knight seconded. After further discussion a vote was taken. Motion failed.***
- Discussion was held regarding the process for amending the standing rules. ***A motion was made by Kathy Bennetch, seconded by Donna Boone, that the following statement become a part of UNOPA's standing rules:***
Standing rules are the procedures of the organization, or general policy that are not included in the bylaws. They cannot be in conflict with the bylaws. Standing rules can be changed or amended at any time. With endorsement of the board, standing rules changes must be presented at a general membership meeting (without previous notice) for approval by a majority vote.
Motion passed.

Mentoring, Mary Guest on behalf of Sandy Lineberry

No report.

Nominating, Mary Guest on behalf of Mary Klucas

UNOPA Officer Election Results: President Elect – Mari Greer
 Recording Secretary – Donna Boone
 Corresponding Secretary – Beth Zager
 Treasurer – Belva Harris

Outreach, Mary Guest on behalf of Beth Krohn

A tour of the Quilt Center followed by a social event is being considered for the Summer Social. Dates during the second week in June are being considered for this event.

Program, Peg Johnson

Lorene Bartos, Extended Education, will provide energy tips at the April General Membership meeting.

UNOPA Notes, Mary Guest on behalf of Betty Jacobs

No report.

Ways and Means, Kathy Bennetch

Mary Guest noted that UNOPA has been offered the Parking Lot fundraising opportunity for the Spring Game. Kathy Bennetch shared that the cost next year will increase to \$15.

Historian, Sandy Lineberry

No report.

NEOPA/NAEOP Liaison, Lola Young

- Anyone planning to attend the NEOPA Spring Conference at Southeast Community College or the NAEOP Annual Conference should let Lola Young know of their attendance plans as soon as possible.
- Debbie Hendricks and Diane Wasser gave an update on the NEOPA Spring Conference.
- Mary Guest and Gretchen Walker will Co-Chair the NEOPA 2010 Spring Conference in conjunction with the Central Area Professional Development Day. Different location options are being considered. They will need help with this event.

New Business, Mary Guest

- An update on the last Faculty Senate meeting was provided.
- Annual reports are due by May 31.
- Committee lists for this year were circulated. Changes should be sent to Mary Guest.
- UAAD is interested in partnering with UNOPA and the Wellness Committee in hosting Paul Wesselmann, The Ripple Project, as a professional development opportunity for faculty and staff. He will be here from 3:00-5:00 p.m. on May 15. UNOPA will agree to be a named sponsor.
- The Cornhusker Chapter of the International Association of Administrative Professionals is hosting a luncheon on April 22. Mary Guest will send additional information to the UNOPA listserv for anyone interested in attending.
- Committee guidelines need to be submitted to Mary Guest as soon as possible.
- Anyone needing to report at the General meeting should notify Mary Guest.

Meeting adjourned at 4:33 p.m.



Tonda Humphress
Recording Secretary

Minutes of the
UNOPA EXECUTIVE BOARD MEETING
Tuesday, May 5, 2009, 3:00-5:00 p.m.
Nebraska East Union

President Mary Guest called the meeting to order at 3:08 p.m.

Roll Call was taken by Tonda Humphress, Recording Secretary.

Members Present: Kathy Bennetch, Donna Boone, Mary Guest, Debbie Hendricks, Tonda Humphress, Peg Johnson, Mary Klucas, Beth Krohn, Gretchen Walker, Diane Wasser, Lola Young, Martha Young, Beth Zager

Members Absent: Julie Brebner, Jan Edwards, Karen Jackson, Betty Jacobs, Cindy Knight, Grace Li, Sandy Lineberry, Doreen Wagenaar

Ad-Hoc Members Present: Lola Young

Ad-Hoc Members Absent: Sandy Lineberry

The minutes from the April 7, 2009 meeting had been emailed to the board members prior to this meeting. The minutes *were approved by unanimous consent.*

Treasurer, Peg Johnson on behalf of Grace Li

The April, 2009 UNOPA Treasurer's report was emailed prior to this meeting. The Treasurer's Report was discussed. *The Treasurer's Report will be filed for audit.* Individual committee budget reports were distributed for Director review. Anyone with outstanding expenses or questions regarding the Treasurer's Report or individual committee report should contact Grace Li.

President Elect, Peg Johnson

- Only seven members have volunteered to help with the UNOPA Parking Lot on July 4 for the "Larry the Cable Guy" event. UNOPA will get \$1.50 per car for this event. Peg will follow up with the volunteers to see if they are still willing to help. If the volunteers are willing to help, UNOPA will staff the lot as a fundraiser; without the full support of the volunteers, UNOPA will not participate in this fundraiser.
- A sympathy card for Ron Fuller, UNL Parking Services, was circulated for signatures.
- UNOPA is co-sponsoring with UAAD and the Campus Wellness Committee the "UROCK!" presentation by Paul Wesselman, who will be at UNL as a free goodwill presentation (flyer distributed). Peg is putting together a gift package for him which will include a UNOPA mug and notepad. She is accepting additional donations for this package. Members wishing to contribute items should contact Peg Johnson.
- Installation plans and next year's Board were discussed.
- Still need some officers for next year's Board. Peg will send out a list of positions that still need to be filled.

Recording Secretary, Tonda Humphress

No report.

Corresponding Secretary, Cindy Knight

No report.

Outreach, Beth Krohn

The Summer Social is currently scheduled for Tuesday, June 23, beginning with a guided tour of the International Quilt Study Center and Museum at 3:00-4:00 p.m. Locations for a food/beverage reception are currently being considered as well as the possibility of members being encouraged to bring their own quilt projects that they are working on, have completed or were given to display. More information will be sent once plans are finalized.

Awards, Beth Zager

An update on the reimbursement request for the Floyd S. Oldt Awards was provided. Payment should be processed in the near future.

Bradley Munn Professional Growth Fund, Gretchen Walker

The Bradley Munn Professional Growth Fund Report beginning balance was \$3,828.60; income from payroll through the end of March was \$65.50; and the ending balance is \$3,894.10. Three applications for reimbursement have been received; reimbursement awards will be announced at the next business meeting.

Bylaws, Martha Young

No report.

Career Development, Jan Edwards

No report.

Career Development – PSP, Debbie Hendricks

A PSP Brownbag is scheduled for Thursday, May 14, at noon at the City Campus Union. Three people attended the Brownbag last month. One person has turned in the paperwork for recertification.

Communication Technology, Mary Guest on behalf of Karen Jackson

The website transition is progressing. ***A motion was made by Diane Wasser that UNOPA pay the web developer for work on the website transition that is completed by June 30, 2009 and for which payment is not to exceed \$300. Gretchen Walker seconded. After further discussion a vote was taken. Motion passed unanimously.***

Employee Concerns, Donna Boone and Doreen Wagenaar

The year-end committee reports are currently being collected from each of the Employee Concerns Committees.

Hospitality, Diane Wasser

An update on the current registrations and room setup arrangements for the May Installation meeting was provided. There will be no door prizes at this meeting, but we will have the 50/50 drawing and a drawing will be held from the new members attending to win two journals.

Membership, Julie Brebner

No report.

Mentoring, Sandy Lineberry

No report.

Nominating, Mary Klucas

The motion to destroy the ballots will be made at Tuesday's General Membership meeting.

Program, Peg Johnson

No report.

UNOPA Notes, Betty Jacobs

No report.

Ways and Means, Kathy Bennetch

Mary Guest discussed needed wording regarding young children joining UNOPA volunteers during the parking lot fundraiser activities. Discussion was held regarding the concern for the child's safety and the liability to UNOPA if a car is damaged or if a child is hurt. Policy wording needs to be developed.

Historian, Sandy Lineberry

No report.

NEOPA/NAEOP Liaison, Lola Young

- Lola has a list of the 14 people definitely attending and the one member who may be attending the National Conference this summer. Mary has met with Susan Poser regarding funding and a request has been sent out for people to send their travel authorizations to Mary Guest by May 18. The Chancellor's Office will provide the same amount as last year, a total of \$1,500 which will be divided among the attendees.

New Business, Mary Guest

- Cell phones for soldiers will be collected at next Tuesday's meeting.
- An email has been sent out regarding Nancy Myers', Human Resources, efforts to bring Dr. Steve Albrecht, San Diego, to campus to share his expertise in campus violence training. The Chancellor, Vice Chancellor Christine Jackson and Vice Chancellor Juan Franco will contribute the \$3,000 for the day of his presentation as well as cover his expenses for travel and lodging. They are requesting that UNOPA contribute financially to cover his meals. ***A motion was made by Gretchen Walker that UNOPA contribute \$500 toward the visit of Steve Albrecht in the Fall of 2009. Debbie Hendricks seconded. After further discussion a vote was taken. Motion passed unanimously.***
- The 2010 Central Area Professional Development Day and the NEOPA Spring Conference planning is underway. More information on these events will be forthcoming.
- Debbie Hendricks and Diane Wasser provided an update on the 2009 NEOPA Spring Conference.
- Annual Reports are due to Mary Guest by May 31.
- Updated Committee Guidelines are due to Mary Guest by May 31.
- A recommendation was made to establish an Archives Ad Hoc Committee for next year.
- Anyone needing to speak at the May meeting should contact Mary Guest.

Meeting adjourned at 4:33 p.m.



Tonda Humphress
Recording Secretary

Approved as written 6-2-2009.



Minutes of the
UNOPA EXECUTIVE BOARD MEETING
Tuesday, June 2, 2009, 3:00-5:00 p.m.
Nebraska Union

President Mary Guest called the meeting to order at 3:04 p.m.

Roll Call was taken by Tonda Humphress, Recording Secretary.

Members Present: Kathy Bennetch, Donna Boone, Jan Edwards, Mary Guest, Debbie Hendricks, Tonda Humphress, Peg Johnson, Mary Klucas, Cindy Knight, Beth Krohn, Doreen Wagenaar, Gretchen Walker, Diane Wasser, Lola Young, Martha Young, Beth Zager

Members Absent: Julie Brebner, Karen Jackson, Betty Jacobs, Grace Li, Sandy Lineberry

Ad-Hoc Members Present: Lola Young

Ad-Hoc Members Absent: Sandy Lineberry

Additional Guests Present: Mari Greer, Belva Harris, Donette Petersen, Cathy Robertson, Sharen Simmons, Marcy Tintera

The minutes from the May 5, 2009 meeting had been emailed to the board members prior to this meeting. The minutes were *approved as written by unanimous consent*.

President Elect, Peg Johnson

- 2009-2010 Executive Board: A Career Development Director is still needed.
- July 4 Parking Lot Fundraiser: Six people are signed up to help, which means two people are scheduled for each two hour block from 1:00-7:30 p.m. An email will be sent out asking for more volunteers. While the \$3 charge will be split between Parking Services and UNOPA, the UNOPA funds could be donated to help a good cause.
- 2009-2010 Parking Lot Fundraiser Contract: UNOPA will have the contract again next year. The cost for parking stalls next year will go up from \$10 to \$15; UNOPA will receive \$6 per car, up from \$4 as received last year.
- ***Peg Johnson made a motion that the funds in the amount of \$278 collected from the Spring Game Parking Lot, April 18, 2009, be moved to the 50th Anniversary account. Beth Krohn seconded. Motion passed unanimously.***
- ***Gretchen Walker made a motion to transfer the 50th Anniversary fundraising funds from the UNOPA General Fund to a separate savings account. Kathy Bennetch seconded. Motion passed unanimously.***

Recording Secretary, Tonda Humphress

No report.

Corresponding Secretary, Cindy Knight

No report.

Treasurer, Mary Guest on behalf of Grace Li

Mary Guest or Peg Johnson will send out a detailed report for each committee for review by the respective committee directors within the next week or two.

Awards, Beth Zager

The financial report for Awards will need to be updated as Human Resources credited the wrong account; the money was removed from UNOPA's account rather than deposited into UNOPA's account. This will be corrected.

Bradley Munn Professional Growth Fund, Gretchen Walker

The Beginning Balance in the account as of May 1, 2009 was \$3,894.10. Income received through April 30 was \$65.50. Three reimbursements totaling \$294.00 were paid. Ending Balance as of May 31, 2009 was \$3,665.60.

Bylaws, Martha Young

No report.

Career Development, Jan Edwards

After processing all revenue and expenses, the Bradley Munn Professional Growth Fund should receive a contribution of approximately \$534.11.

Career Development – PSP, Debbie Hendricks

All four members who needed to recertify completed their paperwork and received their notices that they have been approved. One member received her PSP.

Communication Technology, Mary Guest on behalf of Karen Jackson

The UNOPA website is progressing. The conversion should be done by the end of June. Karen may need assistance with resizing pictures from 2008-09 to go into the gallery once the conversion is done. The older pictures will be on the website and will be accessible but will not be added to the photo gallery.

Employee Concerns, Donna Boone and Doreen Wagenaar

The Employee Concerns Committee had followed up once again on the Part-time Tuition Reimbursement proposal. The proposal is currently with Dr. John DeFrain who wants to pursue the matter further.

Hospitality, Diane Wasser

Diane thanked everyone who helped with the May UNOPA General meeting.

Membership, Mary Guest on behalf of Julie Brebner

Membership and Mentoring worked collaboratively this year to distribute welcome mugs and folders for new staff employees to welcome them to the University. Mary Guest made sure that new staff on City Campus (26 employees) and Sandy Lineberry made sure that new staff on East Campus (6 employees) received a filled mug and folder. The total cost for the mugs was \$84.16; all other items were donated. The cost will be split between the Membership and Mentoring Committess. This effort was successful in welcoming staff to the University as most people were pleased to receive the packets. In addition, several of them attended at least one meeting and some of them have joined UNOPA.

Mentoring, Mary Guest on behalf of Sandy Lineberry
(See Membership report.)

Nominating, Mary Klucas

No report.

Outreach, Beth Krohn

Reservations are coming in for the Summer Social.

Program, Peg Johnson

No report.

UNOPA Notes, Betty Jacobs

No report.

Ways and Means, Kathy Bennetch

No report.

Historian, Sandy Lineberry

No report.

NEOPA/NAEOP Liaison, Lola Young

No report.

New Business, Mary Guest

- The majority of the annual reports have been received.
- Committee members should send electronic copies of their committee guidelines to Peg Johnson.
- **Jan Edwards made a motion to transfer funds in the amount of \$500.00 to the PSP Endowment Fund. Mary Klucas seconded. Motion passed unanimously.**
- Kathy Bennetch went on the record that she recommends that UNOPA develop a UNOPA ad-hoc committee to work on archiving UNOPA records.

Meeting adjourned at 3:43 p.m.

Tonda Humphress

Tonda Humphress
Recording Secretary

Approved as written 6-10-2009.

TH