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2006-07 UNOPA General Meeting Minutes

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AGENDA
UNOPA General Membership Meeting
Tuesday, September 12, 2006 11:45 am – 1:00 pm
East Campus Union

Welcome & Call to Order

Donelle

- *Approval of May, 2006 general meeting minutes
- *Treasurer Report on tables

Reports

President

Donelle

- *50/50 Charity CenterPointe
- *SOS Constitutional Amendment
- *NAEOP/NEOPA Liaison
- *NEOPA President
- Membership – Renewal of Membership
- PSP – Contact Lorraine Moon if interested in learning more
- UNOPA Notes – September 15th deadline
- Group photos for contest
- Ways & Means – Sign up for remaining games

Topher Hansen
Ron Withem
Chris Cary
Carol Bom
Donelle
Donelle
Donelle

Bradley Munn Professional Growth

Becky

- *Fund Raising & Deadline

Mentoring

Dora Dill

- *September Brown Bag

Professional Growth Committee

Betty Jacobs

- *October Workshop

Hospitality

Karen Randall

- *Door prizes

Program

Gretchen Walker

- *Introduce program speaker, David Corbin

Adjournment

Donelle

UNOPA General Membership Meeting Minutes
September 12, 2006
East Campus Union

President Donelle Moormeier called the meeting to order at 12:00 noon.

The minutes from the May 9, 2006 General Membership meeting were distributed. Motion was made by Becky Hastings and seconded to approve the minutes as presented. Motion passed unanimously.

The treasurer's report was distributed. (Attachment A)

This year's 50/50 recipient is CenterPointe. Topher Hansen, Executive Director, spoke on the services provided by CenterPointe and distributed handouts. (Attachment B)

Ron Withem, Associate Vice President for University Affairs/Director of Government Relations, distributed information regarding the Impact of a State Spending Limit on the University of Nebraska, and information on how to become a University of Nebraska Ambassador. (Attachment C)

Chris Cary, NAEOP/NEOPA Liaison, presented an update from the NAEOP annual conference held in Dallas, Texas, in July, 2006. UNOPA members were recognized for their achievements and positions held in NAEOP and NEOPA.

Carol Bom, NEOPA President, addressed the membership and encouraged them to join NEOPA. Judith Yeck was the recipient of a free one year NEOPA membership.

The program speaker was Dr. David Corbin, Professor of Health, Physical Education and Recreation, at the University of Nebraska-Omaha. His presentation was on stress management.

Reports

Bradley Munn Professional Growth Committee: Becky Hastings reminded the membership that requests for reimbursement are due to Becky by October 15. Becky also asked the members to consider contributing to the fund, and if interested, they should contact Becky for the appropriate forms.

Mentoring: This year's first mentoring brownbag will be on September 28 at the Nebraska Union, at 12:00 noon. Dawn Braithwaite, Professor of Communication Studies, will be the presenter. "Keys to Professionalism" is the theme for this year's series.

Professional Growth Committee: The Fall Workshop will be held on October 31, 2006, 1:30-4:00 p.m. at the Nebraska Union. "Understanding Where We Are – Acting to Get Ahead" will be presented by Bonnie Coffey, Director, Lincoln-Lancaster Women's Commission. Registration deadline is Tuesday, October 17, 2006.

Reminders from Donelle:

- Membership renewal for this year is \$9 until October 31, after which time, the cost is \$12.
- If interested in obtaining information on the PSP program, contact Lorraine Moon.
- Deadline for the UNOPA notes October issue is Friday, September 15.
- There is no director for the Ways and Means committee; therefore, the UNOPA board is taking responsibility of the UNOPA parking lot.
- The PSP Committee is hosting "An Afternoon with Cathie Fife" on Saturday, November 11, 2006, 1:30-4:00 p.m. at the Denton Community Center. All proceeds will go to the PSP Endowment Fund. Contact Sandy Lineberry for more information.

The Hospitality Committee drew for the 50/50 and Debbie Hendricks was the winner and received \$29.00. Lorraine Moon won the door prize.

Meeting adjourned at 1:10 p.m.

Mary Guest CEOE

Mary Guest, CEOE
Recording Secretary

AGENDA
UNOPA General Membership Meeting
Tuesday, October 10, 2006 11:45 am – 1:00 pm
Lied Center

Welcome & Call to Order	Donelle
*Approval of September, 2006 general meeting minutes	
*Treasurer Report on tables	
*Proposed Budget for 06/07 on tables	
Announcements	
*Passing of UNOPA Members	Donelle
*NEOPA Fall Workshop	Donelle
*Academic Senate Representative	Lorraine Moon
*Parking Issues	Sandy Lineberry
*UNOPA Web Site Survey	Deb Rosenau
Reports	
Awards	Nelvie Lienemann
*Boss of the Year Award	
Bradley Munn Professional Growth	Becky Hastings
*Fund Raising & Deadline	
Membership	Donette Petersen
*Deadline October 31 st	
Mentoring	Donelle
*October brown bag	
Professional Growth Committee	Betty Jacobs
*October Workshop	
Hospitality	Cathy Leazer
*Door prizes	
UNOPA Notes	Barb Homer
*October 15 th deadline	
*Contest, group photos, board member photos	
Ways & Means	Donelle
*Three games left	
Program	Gretchen Walker
*Introduce program speaker	
Adjournment	Donelle

UNOPA General Membership Meeting Minutes
October 10, 2006
Lied Center

President Donelle Moormeier called the meeting to order at 12:00 noon.

The minutes from the September 12, 2006 General Membership meeting were distributed. *Motion was made by Cathy Leazer to approve the minutes as presented. Motion was seconded and passed unanimously.*

Treasurer's Report—The treasurer's report was not available for this meeting, and will be presented at the November 14 meeting.

Proposed budget for 2006/2007—The proposed budget for 2006/2007 was presented and discussed. Request was made for the board to adjust the budget so that it is balanced. A revised budget will be presented at the November 14 meeting.

Announcements

--Two past members of UNOPA passed away recently. Marie Cripe, a charter member of UNOPA passed away on September 21, 2006. Leslie Brooks passed away on October 4, 2006 and a memorial will be held on Wednesday, October 18, 2006, at 10:30 a.m. in the east campus union.

--NEOPA Fall workshop will be held on Friday, October 13, 2006, at Wayne State College in Wayne, Nebraska. WEOPA has chosen Haven House to be the recipient of donations and they have asked people to donate school supplies for children.

--A UNOPA representative is need for the Academic Senate. Lorraine Moon explained what is required of this position and described the purpose of the Academic Senate. If anyone is interested in serving in this capacity, please contact Donelle Moormeier.

--Sandy Lineberry read the following statement regarding the discontinuation of free parking permits for retired faculty or staff:

Effective July 1, 2006, no free parking permits will be issued to retired non-Emeriti faculty or staff. Retired faculty or staff that received a free parking 2005-06 permit will be grandfathered for 10 years and will continue to receive a regular non-reserved parking permit at no charge for a maximum of 10 years after the date of their retirement. The retiree must be on a non-active status with regards to employment at the University. Failure to renew the permit in any one year will invalidate their eligibility.

Please send Sandy your comments regarding this change in policy.

--Deb Rosenau presented a survey for members to share their opinion and give suggestions for the UNOPA website. Please return your survey to Deb Rosenau.

--The PSP Endowment Committee is hosting a Fall Tea on November 11, 2006 beginning at 1:30 p.m. at the Denton Community Center. Cathie Fife will be the speaker, and there will be a silent auction and door prizes. Please contact Sandy Lineberry or any PSP committee member if you are interested in attending.

Reports

Awards—Nelvie Lienemann

The deadline for nominations for the Boss of the Year Award has been extended to October 16, 2006.

Bradley Munn Professional Growth—Becky Hastings

October 15 is the deadline to apply for re-imbusement. The first raffle drawing will be held at the end of the November meeting for two Christmas wreaths. Tickets are available for \$1 a piece or 6 for \$5. If anyone is interested in contributing to the Bradley Munn Professional Growth fund, please contact Becky for the appropriate forms.

Membership—Donette Petersen

October 31 is the deadline to renew memberships for \$9. After October 31, the amount will be \$12. Currently, we have 105 total members: 4 retirees, 5 associates, 81 renewals, and 15 new memberships. Chie Hicks has recruited 7 new members!

Mentoring—Donelle Moormeier

The next mentoring brownbag will be October 24 at the city campus union and October 25 at the east campus union. The speaker will be Gail Sutter from EAP.

Professional Growth—Betty Jacobs

There will be a reduced rate offered to nonmembers for the Professional Growth workshop on October 31. Flyers are available on the tables today and on the web. Registration deadline is October 17, 2006.

Hospitality—Cathy Leazer

Barbara Homer was the recipient of the 50/50 for \$24.50. Door prizes were given.

UNOPA Notes—Barbara Homer

October 16 is the deadline for submission of articles to UNOPA notes. There will be a group photo contest in each issue. Pictures will be taken at each general meeting, placed in UNOPA notes, and everyone who correctly identifies the people in the photo and sends them to Barb, will be entered in a drawing for a free lunch at the next UNOPA meeting.

Ways and Means—Donelle Moormeier

There are three more home games for which we will need members to staff the parking lot. To this point, only 15% of UNOPA's membership has volunteered for the parking lot for the first 4 games. Members are encouraged to volunteer for a 2 hour shift as this is UNOPA's only fundraiser!

Program—Gretchen Walker

Gretchen introduced the speakers and tour guides, Laura Sweet, Douglas Smith, and Charles Bethea, for their introduction to the Lied Center and tours of the facility.

Meeting was adjourned at 1:15 p.m.

Mary Guest CEOE

Mary Guest, CEOE
Recording Secretary

UNOPA General Membership Meeting Minutes
Tuesday, November 13, 2007
East Campus Union

President-Elect, Mary Guest introduced Nicholas Reynolds, who gave musical entertainment with a piano arrangement before the meeting.

Bosses, nominees and guests were introduced and recognized.

President, Gretchen Walker called the meeting to order at 12:10 pm.

Gretchen informed the members:

- * 2007-2008 Proposed Budget was voted on and passed.

- * New UNOPA brochures will be printed

- * November 14 "There's Wild Life out there

- * November 16 deadline for UNOPA Notes

- * UNOPA Notes will not be mailed out; they will be posted on the website. - **CORRECTION**

"UNOPA General Membership Meeting Minutes will not be included in UNOPA Notes, but will be posted on the UNOPA website."

The minutes from the October 9, 2007 General Membership meeting were distributed by Jan Kohler. Minutes stand – approved as written.

Treasurer: Peg Johnson presented the treasurer's report dated October 1, 2007.

The beginning checking balance as of October 1, 2007 was \$3,923.00, and the ending balance was \$4,510.90.

The cost object balance was \$(832.53). The total fund available in these two accounts was \$3,678.37.

The CD balance was \$3,201.75, with a maturity date of November 16, 2007.

Corresponding Secretary: Helen Sexton announced to pick a star on the Christmas Giving Tree for the Cedars children, and to bring items to the next meeting December 11, 2007.

Standing Committee Reports:

Bradley Munn Professional Growth: Donelle Moormeier reported there was one request for reimbursement.

Career Development: Betty Jacobs reminded UNOPA members, Dr Colleen Jones will be the Spring Workshop speaker on February 28, 2008 at East Campus Union.

Mentoring: Jan Edwards reported 46 attended the Mini-Workshop on Retirement. The next one will be Kathy Prochaska-Cue, "Pay Down Debt" A Plan to help you control of your Finances, on Tuesday, November 27 at City Campus and Thursday, November 29 at East Campus.

Hospitality: Cindy Knight and Dora Dill drew for the 50/50; this year's 50/50 recipients are City Impact and Habitat for Humanity. Mari Greer was the winner and received \$48.00.

Ed Forde received the door prize of an autumn wreath. A lucky person at each table received the table decoration.

Mary Guest introduced guest speaker, Dean Giacomo Oliva, Hixon-Lied College of Fine and Performing Arts, recipient of the 2007 National Association of Educational Office Professionals Administrator of the Year Award.

Lorraine Moon presented Edie Schleiger with an upgrade bar for her UNOPA PSP Plaque in recognition of achieving her PSP Masters Certificate.

Awards: Diane Wasser read excerpts from the four nominations for the 2007 Annual Boss of the Year award.

Richard Hoffman, 2006 Boss of the Year, announced the winner to be Dean Marjorie Kostelnik, College of Education and Human Sciences.

Gretchen Walker adjourned the meeting at 12:50 pm.

Jan Kohler
Recording Secretary

AGENDA
UNOPA General Membership Meeting
Tuesday, November 14, 2006 11:45 am – 1:00 pm
East Campus Union, Room posted on Kiosk

Program *Introduction prior to meeting	Gretchen Walker
Welcome & Call to Order *Approval of October, 2006 general meeting minutes *Treasurer Report on tables *Table Approval of Budget for December meeting	Donelle
Announcements *Academic Senate Representative-still looking *UNOPA Notes Contest Winner *UNOPA Notes November 17 th deadline *EAP Program – Calling All Parents flyer on table *Volunteers for Star City Parade *Giving Tree	Donelle Donelle Donelle Donelle Donelle
Reports:	
Bradley Munn Professional Growth *Foundation Fund Reimbursements *Drawing for Wreaths	Becky Hastings
Membership	Donette Petersen Margaret Skean
Mentoring *November 28 th Brown Bag	Kathy Bennetch Dora Dill
Professional Growth Committee *Report on October 31 st workshop	Betty Jacobs
Hospitality *Door prizes	Cathy Leazer Karen Randall
UNOPA Notes	Barb Homer
Ways & Means *Last game – November 24 th – need volunteers	Donelle
PSP Recognition *Barbara Homer and Doreen Wagenaar *Lorraine Moon	Lorraine Moon Deb Hendricks
Awards *Read Nominations for Boss of the Year and Announce Winner	Nelvie Lienemann
Adjournment	Donelle

UNOPA General Membership Meeting Minutes
November 14, 2006
East Campus Union

Gretchen Walker introduced Peter Bouffard, faculty member of the UNL School of Music, member of the Lincoln Public Schools instrumental music faculty, and member of the UNL Faculty Jazz Trio. Mr. Bouffard provided background music before and during lunch.

President Donelle Moormeier called the meeting to order at 12:15 p.m.

The minutes from the October 10, 2006 General Membership meeting were presented. *Motion was made by Sara Weixelman to approve the minutes as presented. Motion was seconded and passed unanimously.*

Treasurer's Report—The Treasurer's Report, dated October 31, 2006, was presented. The beginning checking balance as of October 1, 2006 was \$2,245.83, and the ending balance was \$2,590.99. The cost object balance was \$720.80. The total funds available in these two accounts was \$3,311.79. The CD balance was \$3201.75. The report will be filed for audit.

Proposed budget for 2006/2007—The proposed budget for 2006/2007 has been tabled until December while the board researches some questions on the budget.

Announcements

--A UNOPA representative is still needed for the Academic Senate. If anyone is interested in serving in this capacity, please contact Donelle Moormeier, as soon as possible.

--Carol Wusk was the recipient of October's UNOPA Notes photo contest free meeting lunch.

--The December UNOPA Notes deadline is November 17.

--The UNL Employee Assistance Program is presenting a Lunch and Learn Program to discuss parenting issues on November 16 at the city campus union and November 20 at the east campus union, 12:00 noon to 1:00 p.m. Flyers were available on the table.

--UNOPA has been asked if we would like to participate as marshals for the Star City Holiday Parade on December 2. Donelle invited UNOPA members who would like to serve their community in this way to let her know by Friday, November 17.

--Cedars and Lincoln Action Program will be the recipients of this year's Giving Tree. Members were encouraged to select an ornament from the tree and donate the requested item(s).

Reports

Bradley Munn Professional Growth—Becky Hastings

The committee met on October 17 and reviewed 4 applications for reimbursement, and all were approved.

Winners of the drawings for the two Christmas wreaths were Mari Greer and Betty James.

Mentoring—Dora Dill

The next mentoring brownbag will be November 28 at the city campus union. The speaker will be Nancy Myers, Director of Organization Development. She will be speaking about the Gallup results and how they can be applied in your work area.

Professional Growth—Betty Jacobs

Betty presented a report on the October 31, 2006 workshop given by Bonnie Coffey.

Hospitality—Cathy Leazer and Karen Randall

The drawing for the 50/50 was held and door prizes were given.

Ways and Means—Donelle Moormeier

There is one more home game—November 24 at 2:30 p.m. Volunteers are still needed. Contact Donelle Moormeier if you can help.

PSP Recognition—Lorraine Moon and Debbie Hendricks

Lorraine presented two UNOPA members with their PSP plaques:

- Barbara Homer received her Associates I, Option 1, in May 2006
- Doreen Wagenaar received her Bachelor's Degree, Option 2, and CEOE in September 2006

Debbie Hendricks presented Lorraine Moon with a plaque for receiving her CEOE. Lorraine had received her PSP Masters, Option 2, in 1982.

Awards—Nelvie Lienemann

There were three nominees for the UNOPA Floyd S. Oldt Boss of the Year. Each nominee was introduced and excerpts were read from their nominations. The nominees were:

Richard Hoffmann, Dean, College of Arts and Sciences
Linda Major, Director, Student Involvement
William Nunez, Director, Institutional Research and Planning

The recipient was Richard Hoffmann. Dave Hansen accepted the award for Dean Hoffmann.

Meeting was adjourned at 12:55 p.m.

Mary Guest CEOE

Mary Guest, CEOE
Recording Secretary

AGENDA
UNOPA General Membership Meeting
Tuesday, December 12, 2006 11:45 am – 1:00 pm
Valentino's 35th & Holdrege

Welcome & Call to Order

Donelle

- *Approval of November, 2006 general meeting minutes
- *Treasurer Report on tables
- *Proposed Budget for 06/07 on tables

Announcements

- *Nominations for Awards due January 12, 2007
- *Application for PSP reimbursement due January 15th
- *Academic Senate Representative appointed
- *UNOPA Notes deadline, Contest winner
- *Ways and Means – total income
- *Star City Parade
- *Giving Tree
- *Use or lose vacation policy
- *Staff Salary Increase Letter

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Reports

Hospitality

Cathy Leazer

- *Door prizes

Program

Martha Young

- *Introduce program speaker

Adjournment

Donelle

UNOPA General Membership Meeting Minutes
December 12, 2006
Valentino's Restaurant

President Donelle Moormeier called the meeting to order at 12:00 noon.

The minutes from the November 14, 2006 General Membership meeting were presented. *Motion was made by Diane Sullivan to approve the minutes as presented. Motion was seconded by Becky Hastings and passed unanimously.*

Treasurer's Report—The Treasurer's Report, dated November 30, 2006, was presented. The beginning checking balance as of November 1, 2006 was \$2,590.99, and the ending balance was \$7,075.45. The cost object balance was \$40.27. The total funds available in these two accounts was \$7,115.72. The CD balance was \$3170.80. The proceeds from the Bradley Munn Professional Growth Fund raffle of wreathes will be deposited in the Foundation Fund.

Proposed budget for 2006/2007—The proposed budget for 2006/2007 was presented. *Motion was made by Sandy Lineberry to approve the budget as presented. Motion was seconded by Gretchen Walker and passed unanimously.*

Announcements

-- Nominations are being sought for the Floyd S. Oldt Outstanding Staff Award and the Floyd S. Oldt Silver Pen Award. The deadline is January 12, 2007. Contact Nelvie Lienemann if you have questions.

--The next deadline to apply for re-imbusement from the Bradley Munn Professional Growth Fund is January 15, 2007. Applications should be submitted to Becky Hastings.

--Pat Hust has agreed to be the UNOPA representative to the Academic Senate Committee as a voting member. Beth Krohn will attend these meetings when Pat is unavailable; however, Beth will not be able to vote.

--Doreen Wagenaar was this month's winner of the UNOPA notes picture contest, and will receive a free lunch at the next UNOPA general meeting.

--Please submit articles to Barbara Homer by December 15 for UNOPA notes.

--The Ways and Means Committee thanks all the members who volunteered and helped with the parking lot fundraiser. UNOPA received over \$4,000 for our efforts.

--Several UNOPA members volunteered to be Marshalls at the Star City Parade on December 2. Possibly, UNOPA will consider volunteering to help out at the parade in the future as a community service event.

--Our Giving Tree recipients for this year are Lincoln Action Program and Cedars Home. Please get your items to Peg Johnson as soon as possible.

--Due to a Nebraska Supreme Court ruling, employees will no longer "lose" vacation time that they have earned. Varner Hall, along with legal counsel, are in the process of revising the University's vacation policy system-wide.

--The Academic Senate Committee will be addressing the disparity in the percentages between Office/Service and Faculty salary increases. An ad hoc committee is being formed to present a statement to the Academic Senate Committee on behalf of UNOPA.

Reports

Hospitality—Cathy Leazer and Karen Randall

The drawing for the 50/50 was held, and door prizes and centerpieces were given.

Program

Martha Young introduced Dr. Jack Oliva, Dean of the Hixson-Lied College of Fine and Performing Arts. Dr. Oliva gave a presentation on Ragtime music—it's history and origins.

The next UNOPA general meeting will be a joint meeting with UAAD on January 9, at the Devaney Center.

Meeting was adjourned at 1:00 p.m.

Mary Guest CEOE

Mary Guest, CEOE
Recording Secretary

AGENDA

**UNOPA General Membership Meeting
Tuesday, January 9, 2007 11:45 am – 1:00 pm
Devaney Center**

Enter on South Side, meeting in Northwest Concourse (changed)

UAAD will have there business meeting first starting at 12:00 noon

Welcome & Call to Order

Donelle

- *Approval of December, 2006 general meeting minutes
- *Treasurer Report on tables

Announcements

- *Nominations for Awards due January 12, 2007
- *Application for PSP reimbursement due January 15th
- *UNOPA Notes deadline January 15th
- *Employee Concerns Committee Karen Shriner resigning, Jane Schneider replacing her
- *Employee Assistance Program Lunch and Learn
- *Keys to Professionalism Brown Bag January 23, 2007

Donelle

Donelle

Donelle

Donelle

Donelle

Donelle

Reports

Nomination Committee

Carol Wusk

- *Nominations due

Hospitality

Cathy Leazer

- *Door prizes

Program

Gretchen Walker

- *Introduce program speaker

Adjournment

Donelle

General Membership Meeting Minutes
January 9, 2007
Bob Devaney Sports Center

This was UAAD and UNOPA [†]joined_(joint) general meeting.

President Donelle Moormeier called the meeting to order at 12:05pm.

The minutes from the December 12, 2006 General Membership meeting were presented. Motion was made by Becky Hastings to approve the minutes as presented. Motion was seconded by Sandy Watmore and passed unanimously.

Treasurer's Report - The Treasurer's Report, dated December 31, 2006 was presented. The beginning checking balance as of December 1, 2006 was \$7,075.45, and the ending balance was \$8,142.03. The cost object balance was (\$241.62). The total funds available in these two accounts were \$7,900.41. The report will be filed for audit.

Announcements

--Upcoming awards, Floyd S Oldt Outstanding Staff Award and Floyd S. Oldt Silver Pen Award. Due date for the awards is January 12, 2006. For more information, please check our web site.

--January UNOPA Notes will be out by the end of the week due to the break

--The February UNOPA Notes deadline is January 15.

--Flyers on the tables:

Employee Assistant Program Lunch and Learn, "*Sleep, As Important as Diet and Exercise, Only Easier*", will be presented January 24th at noon in the City Union by Leigh Heithoff, a Clinician Specialist at BryanLGH Center for Sleep Medicine.

Key to Professionalism, "*Community Outreach Building Bridges Partnerships*", will be presented by Amy Boren, Leadership Studies and Janice Harris, Community Outreach, on January 23, 2007 at noon in the East Union.

Continuing Education, "*3rd Annual Family Caregiver Resource Fair*", April 12, 2007 from 6-8:30pm at Southeast Community College, Continuing Education Center, located at 301 South 68th Street Place. This event is free.

Reports:

Nominating Committee, Carol Wusk

The Committee will be sending out nomination notices with a due date of February 9.

Hospitality, Cathy Leaser and Karen Randall

The \$47 we collected was split between CenterPointe, a non profit organization, that helps youth with substance and mental health issues, and Lois Britton. She will receive \$23.50.

Gretchen Walker introduced our speaker, Richard Kimbrough, "*Why We Laugh*".

Donelle reminded everyone the Floyd S Oldt Outstanding Staff and Floyd S Oldt Silver Pen Awards will be presented at the February 13th General Membership meeting.

Meeting was adjourned at 12:50pm

Peg Johnson
Corresponding Secretary

AGENDA
UNOPA General Membership Meeting
Tuesday, February 13, 2007 11:45 am – 1:00 pm
Champions Club

Welcome & Call to Order

Donelle

- *Approval of January 2007 general meeting minutes
- *Treasurer Report on tables

Announcements

- *Nomination deadline extended
- *UNOPA Notes deadline February 16th, competition, photo contest
- *Website Competition, corrections, suggestions, additions
- *EAP Session “Using Neuro & Bio Feedback” March 1
- *IS Training – Office 2007 & Windows Vista – Febr 22
- *Keys to Professionalism Brown Bag February 20 & 21, 2007
- *UNOPA Spring Workshop – March 22nd
- *PSP meeting – Thursday, February 15th
- *Central Area Professional Development Day Febr 23&24th
- *NEOPA Spring Conference – March 29 & 30th
- *Rose Frolik Award stipend and update on Rose

Donelle
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Deb Hendricks
Carol Bom
Donelle

Reports

Bradley Munn Professional Growth Fund

Becky Hastings

- *Raffle announcement

Hospitality

Cathy Leazer
Karen Randall

- *Door prizes

Awards

- *Kudo Awards
- *Floyd S. Oldt Silver Pen Award
- *Floyd S. Oldt Outstanding Staff Award

Donelle Moormeier
Nelvie Lienemann

Program

- *Introduce program speaker, Peggy Thompson

Martha Young

Adjournment

Donelle

UNOPA General Membership Meeting Minutes
February 13, 2007
Champions Club

President Donelle Moormeier called the meeting to order at 12 noon.

The minutes from the January 9, 2007 General Membership meeting were presented. *Motion was made by Becky Hastings to approve the minutes as corrected. The motion passed.*

Treasurer's Report—The Treasurer's Report, dated January 31, 2007, was presented. The beginning checking balance as of January 1, 2007 was \$8,142.03, and the ending balance was \$7,615.46. The cost object balance was (-\$328.19). The total amount of funds available in these two accounts was \$7,287.27. The CD balance was \$3201.75.

Announcements

*The deadline for nominations for the UNOPA ballot has been extended to Friday, February 16, 2007. At the current time, there are two nominees for Corresponding Secretary and Treasurer, and one nominee each for President-Elect and Recording Secretary.

*The UNOPA Notes deadline is Friday, February 16, 2007. This edition will be entered in competition for the NAEOP Rachel Maynard Communication Award to be presented at the NAEOP Annual Conference in Seattle in July 2007.

*Jeanette Fisher was the winner of the February photo contest, and will receive a free lunch at March UNOPA General Membership Meeting.

*Karen Jackson is preparing the UNOPA website to be entered in competition for the NAEOP Past Presidents' Web Site award. Please send Karen any corrections, suggestions or additions by Monday, March 5, 2007.

*EAP is offering a brownbag on March 1, "Using Neuro & Bio Feedback", 12 noon to 1:00 p.m., in the city campus union. This has been approved for 1/6 PSP point.

*Information Services is offering a free preview of Microsoft Office 2007 and Windows Vista on Thursday, February 22, 2007, in the City Union Auditorium. If interested in attending, please register at: training.unl.edu

*The next Keys to Professionalism Brown Bag sessions will be February 20, 2007 at the city campus union and February 21, 2007 at the east campus union, both beginning at 12 noon.

*The UNOPA Spring Workshop will be held on Thursday, March 22, 2007. Ali Moeller will be the speaker. More information will be available soon.

*Lorraine Moon is offering a brownbag workshop for those interested in learning about PSP on Thursday, February 15, 2007, at 12 noon, in the Alexander West building.

*Carol Bom, NEOPA President, provided information on the NEOPA Spring Conference to be held 3/29-3/30/2007 at Southeast Community College. Information is available either from Carol at this meeting or on the NEOPA website.

*Debbie Hendricks provided information on the Central Area Professional Development Day in Olathe, Kansas, February 23 and 24. The deadline for registration is Friday, February 16, 2007.

*Donelle reported that Rose Frolik is now living at Eastmont Towers.

*The Executive Board, on February 6, 2007, increased the stipend for the Rose Frolik Award to \$600. This will be effective for this year's award to be presented at the April General Membership meeting. Nominations for the Rose Frolik Award are due Friday, March 9, 2007.

Committee Reports

Bradley Munn Professional Growth Fund Committee—Becky Hastings reported the next deadline for applying for reimbursement is April 15. The committee is putting together a one or two items that will be raffled at the April General Membership meeting. Check the website for details.

Hospitality Committee—The 50/50 winner was Becky Hastings for the amount of \$31.00. Donelle Moormeier and Grace Li were recipients of the two door prizes.

Awards Committee

Donelle Moormeier announced that two UNOPA members have been recipients of the Board of Regents KUDOS awards—Chris Cary in November and Carol Wusk in January.

Floyd S. Oldt Silver Pen Award—Nelvie Lienemann announced the recipients of the this award—Deanna Lubken, Staff Assistant, College of Law, and Bethanie Nemechek, Project Assistant, Distance Education Service. Both recipients will receive \$600, an engraved pen, a framed certificate, and a one-year UNOPA membership.

Floyd S. Oldt Outstanding Staff Awards—Nelvie Lienemann announced there were four nominees for this award: Barbara Homer, Secretary Specialist, School of Criminology and Criminal Justice; Mary Klucas, Administrative Tech II, College of Arts and Sciences; Roberta Sandhorst, Administrative Assistant, Extended Education and Outreach; and Carol Wusk, Secretary Specialist, College of Agricultural Sciences and Natural Resources. For the first time in presenting this award, there was a tie. Recipients of the 2006-2007 Floyd S. Oldt Outstanding Staff awards were Carol Wusk and Mary Klucas. Both recipients will receive \$1,000, a plaque, a certificate, and a one-year UNOPA membership.

Program

Martha Young introduced Peggy Thompson, Licensed Massage Therapist, who gave a presentation on the benefits of massage.

Meeting was adjourned at 1:00 p.m.

Mary Guest, CEOE
Mary Guest, CEOE
Recording Secretary

AGENDA
UNOPA General Membership Meeting
Tuesday, March 13, 2007 11:45 am – 1:00 pm
East Campus Union

Welcome & Call to Order

Donelle

- *Approval of February 2007 general meeting minutes
- *Treasurer Report on tables

Announcements

- *UNOPA Notes deadline March 16th
- *NEOPA Spring Conference – March 29 & 30th
- *Scholarship opportunity from First Plymouth Church – on table
- *Chancellor's Commission on the Status of Women
- *Rose Frolik Award Nominations/Tribute

Donelle
Donelle
Donelle
Donelle
Donelle

Reports

Bradley Munn Professional Growth Fund

Becky Hastings

- *Raffle of wreath
- *Next reimbursement application deadline

Nominations

Carol Wusk/Donelle

- *Announce nominations/take nominations from floor
- *Appoint Nomination committee as Teller Committee

Donelle

Hospitality

Cathy Leazer
Karen Randall

- *Door prizes

Professional Growth Committee

Lorraine Moon

- *UNOPA Spring Workshop – March 22nd

Program

Gretchen Walker

- *Introduce program speaker, Deborah Smith-Howell

Adjournment

Donelle

UNOPA General Membership Meeting Minutes
March 13, 2007
East campus Union

President Donelle Moormeier called the meeting to order at 12 noon.

The minutes from the February 13, 2007 General Membership meeting were presented. *Motion was made by Peg Johnson to approve the minutes as presented. Motion was seconded and passed unanimously.*

Treasurer's Report—The Treasurer's report was not available at this time. Donelle will e-mail the report to the members.

Announcements

*The UNOPA Notes deadline is Friday, March 16, 2007.

*Judy Anderson was the winner of the March photo contest, and will receive a free lunch at the April UNOPA General Membership Meeting.

*The NEOPA Spring Conference will be held on March 29 and 30 in Lincoln.

*Information for a scholarship opportunity from First-Plymouth Congregational Church was available on the tables. The scholarship is for a non-traditional female student continuing their education in a Nebraska educational institution. Deadline is March 31 for all application materials.

*The Chancellor's Commission on the Status of Women needs to fill two office/service vacancies for three-year terms. Interested parties may access the application form on-line, and it is due March 21.

*The Awards Director, Nelvie Lienemann, received no nominations for the Rose Frolik award; therefore, no award will be presented this year. A tribute to Rose is being prepared and will be presented at the April 10 meeting.

Committee Reports

Bradley Munn Professional Growth Fund Committee—Becky Hastings reported the next deadline for applying for reimbursement is April 15. The committee is raffling a wreath as a fundraiser. Tickets will be available at the March and April General Membership meetings, and the drawing will be held at the end of the April meeting.

Nominating Committee—Carol Wusk, Chair of the Nominating Committee, reported its nominees as follows: For recording secretary, Janice Edwards and Janice Kohler; for corresponding secretary, Helen Sexton and Doreen Wagenaar; for treasurer, Peg Johnson and Marlene Pyatt; for president-elect, Mary Guest.

Donelle then opened up the ballot for nominations from the floor for each office individually. After receiving no further nominations, the nominations were declared closed. Upon receiving no objections, Donelle appointed the Nominating Committee as the Teller Committee after the ballots were sent out and returned.

Hospitality Committee—The 50/50 winner was Susan Thomas. A drawing was held for two door prizes, \$20 gift certificates to the Nebraska Bookstore, and Deborah Smith-Howell and Sandy Watmore were the recipients.

Professional Growth Committee—Lorraine Moon reported UNOPA is hosting a workshop on March 22, 2007, 1:00-4:00 p.m. in the East Campus Union. Ali Moeller, Professor in the Department of Teaching, Learning, and Teacher Education in the College of Education and Human Sciences, will be the presenter. Her workshop is titled “Creating a Quality Workplace Through Team Building.” Registration forms are available on the UNOPA website and are due by March 15.

On April 11, from 12:00 noon to 1:00 p.m., EAP will present another workshop in their “Lunch and Learn” series titled: “The Irritable Male.”

Program

Gretchen Walker introduced Deborah Smith-Howell, Associate Vice Chancellor for Academic Affairs, who gave a presentation on “Effective Public Speaking.”

Meeting was adjourned at 1:05 p.m.

Mary Guest CEOE

Mary Guest, CEOE
Recording Secretary

AGENDA
UNOPA General Membership Meeting
Tuesday, April 10, 2007 11:45 am – 1:00 pm
City Campus Union

Welcome *Welcome Past Presidents & retirees – direct to buffet	Donelle
Call to Order *Approval of March 2007 general meeting minutes *Treasurer Report on tables	Donelle
Announcements *UNOPA Notes deadline Friday, April 13 th *April Photo Contest *Chancellor’s Commission on the Status of Women *EAP Lunch & Learn, April 11 th *May Day at Fairview, April 21st *Thank you notes from Deanna Lubkin and Chris Cary	Donelle
Reports	
Bradley Munn Professional Growth Fund *Next reimbursement application deadline *Raffle	Becky Hastings
Nominations *Announce new Board of Directors	Betty James
Hospitality *Door prizes	Cathy Leazer Karen Randall
Recognition of Past Presidents & Retirees	Peg Johnson
Tribute to Rose Frolik	Donelle Moormeier Jan Harris Lola Young Nelvie Lienemann Rhonda Zugmier Dora Dill Sandy Lineberry
Program *Introduce entertainment	Gretchen Walker
Adjournment	Donelle

UNOPA General Membership Meeting Minutes
April 10, 2007
Nebraska Union

President Donelle Moormeier called the meeting to order at 12:10 p.m.

The minutes from the March 13, 2007 General Membership meeting were presented. *Motion was made by Becky Hastings to approve the minutes as presented. Motion was seconded by Jan Wassenberg and passed unanimously.*

Treasurer's Report—Marie Dvorak

The treasurer's report, dated March 31, 2007, was presented. The beginning checking balance as of March 1, 2007 was \$7,679.02, and the ending balance was \$7,882.58. The cost object balance was (-\$5,174.45). The total funds available in these two accounts was \$2,708.13. The CD balance was \$3201.75. There were two postage expense reports missing. Marie reminded all directors to submit expense reports for all expenses as soon as possible.

Announcements

*The UNOPA Notes deadline is Friday, April 13, 2007.

*There were no entries for the photo contest in the April edition of UNOPA Notes. That was the last contest of this year.

*Office/Service representatives are still needed for the Chancellor's Commission on the Status of Women. Members were encouraged to apply. Applications materials can be accessed at the following website: <http://www.unl.edu/ccsw/>

*EAP is offering a Lunch and Learn on April 11, 2007, "The Irritable Male," at the Nebraska Union. This has been approved for 1/6 PSP point.

*Handouts were available on the tables for May Day at Fairview, Saturday, April 21, 2007, 10:00 a.m. to 4:00 p.m. Proceeds from this fundraising event will be used to purchase courtesy items for pediatric patients at BryanLGH Medical Center.

*Thank you notes were read from Deanna Lubkin and Chris Cary.

Committee Reports

Bradley Munn Professional Growth Fund Committee—Becky Hastings

Becky Hastings reported the next deadline for applying for reimbursement is April 13. The drawing for the wreath (donated by the ladies in the Purchasing Department) was held, and Mari Greer was the winner.

Nominating Committee—Betty James for Carol Wusk

Betty James announced the newly elected UNOPA board of directors for 2007-2008 as follows:

President-Elect: Mary Guest

Recording Secretary: Janice Kohler

Corresponding Secretary: Helen Sexton

Treasurer: Peg Johnson

Hospitality Committee—Karen Randall

The centerpieces were given away, and the 50/50 winner was Kim Pappas.

Recognition of Past Presidents and Retirees—Peg Johnson

The UNOPA Past Presidents and Retirees who were present were recognized.

Tribute to Rose Frolik

Donelle Moormeier read a tribute to Rose Frolik based on an interview of Rose by Sandy Lineberry. Several past Rose Frolik Award recipients also paid tribute to Rose. The tribute was videotaped for Rose who was unable to attend.

Program

Gretchen Walker introduced the Scarlet and Cream Singers.

Meeting was adjourned at 1:15 p.m.

Mary Guest, CEOE

Mary Guest, CEOE
Recording Secretary

AGENDA
UNOPA General Membership Meeting
Tuesday, May 8, 2007 11:45 am – 1:00 pm
Kauffmann Center

Welcome *Welcome special guest – Herb Howe (& possibly Susan Poser)	Donelle
Call to Order *Approval of April 2007 general meeting minutes *Treasurer Report on tables	Donelle
Announcements *Thanks to Herb	Donelle
Reports Nomination Committee *Motion to destroy ballots	Carol Wusk
Hospitality *Door prizes	Cathy Leazer Karen Randall
Recognition of Outgoing Board & Committees	Donelle
Outgoing President Remarks	Donelle
Installation of 2007-2008 Officers	Lorraine Moon
Recognition of 2007-2008 Directors	Gretchen Walker
Presidential Address *Constructing Partnerships with Service	Gretchen Walker
Adjournment	Donelle Moormeier & Gretchen Walker

UNOPA General Membership Meeting Minutes
May 8, 2007
Kauffman Center

President Donelle Moormeier recognized the guests in attendance and called the meeting to order at 12:10 p.m.

The minutes from the April 10, 2007 General Membership meeting were presented. *Motion was made by Judy Anderson to approve the minutes as presented. Motion was seconded by Helen Sexton and passed unanimously.*

Treasurer's Report—Marie Dvorak

The treasurer's report, dated April 30, 2007, was presented. The beginning checking balance as of April 1, 2007 was \$7,882.58, and the ending balance was \$7,771.31. The cost object balance was (-\$2,666.68). The total funds available in these two accounts was \$5,104.63. The CD balance was \$3201.75.

Announcements

Donelle recognized Herb Howe, Associate to the Chancellor, and thanked him for his years of support of UNOPA.

Committee Reports

Nominating Committee—Carol Wusk

Motion was made by Carol Wusk to destroy the ballots from the 2006-2007 UNOPA election. Motion was seconded and passed unanimously.

Hospitality Committee—Karen Randall

Karen announced that UNOPA raised \$306.50 for Center Point this year. The centerpieces were given away, and the 50/50 winner was Peg Johnson.

Recognition of Outgoing Board and Committees/Outgoing Remarks—Donelle Moormeier

Donelle thanked the outgoing board, committee directors and committee members for their work this past year. Certificates were distributed. Donelle addressed the members with her outgoing remarks.

Installation of 2007-2008 Officer/Recognition of 2007-2008 Directors—Lorraine Moon/Gretchen Walker

Lorraine Moon conducted the installation ceremony for the 2007-2008 officers:

Treasurer:	Peg Johnson
Corresponding Secretary:	Helen Sexton
Recording Secretary:	Janice Kohler
President-Elect:	Mary Guest, CEOE
President:	Gretchen Walker, CEOE

Gretchen Walker introduced the 2007-2008 Directors:

Awards	Kimberly Pappas
Employee Concerns Co-Directors	Jane Schneider and Doreen Wagenaar, CEOE
Bradley Munn Professional Growth Fund	Donelle Moormeier
Communication Technology	Karen Jackson
Hospitality Co-Directors	Cynthia Knight and Dora Dill
Membership Co-Directors	Cathy Leazer and Karen Randall
Nominating Co-Directors	Donette Petersen and Marlene Pyatt

Outreach Co-Directors
Professional Growth Co-Directors
Program Director
UNOPA Notes Co-Directors
Ways and Means Director
Mentoring Ad-Hoc Director
NEOPA/NAEOP Liaison

Barb Homer and Linda Luedtke, CEOE
Betty Jacobs and Lorraine Moon, CEOE
Mary Guest, CEOE
Tonda Humphress and Deb Rosenau
Kathy Thompson
Jan Edwards
Diane Wasser, CEOE

Presidential Address—Gretchen Walker

Gretchen's theme for this year is "Constructing Partnerships with Service" and presented the "Blueprint Challenges" to all members:

Membership:	Join UNOPA
Recruitment:	All active UNOPA members should: Recruit one NEW member or Bring a guest to a general membership meeting
Partnership:	Join one or all organizations listed below: UAAD - \$9/yr NEOPA - \$15/yr NAEOP - \$45/hr
Professional Development:	Attend either one or both of UNOPA's workshops Attend the NEOPA Fall workshop Attend the NEOPA Central Area Conference Attend a mentoring workshop Attend a brown bag session each semester Professional Standards certification—don't let it intimidate you- Go for it!
Service:	Give 2 hours of your time per semester to the following: UNOPA fall parking lot fundraiser Sign up for a UNOPA committee Help Habitat for Humanity or City Impact Fund

On behalf of UNOPA, Gretchen presented Donelle with the Presidential plaque and gavel, and gift from the membership.

Donelle and Gretchen adjourned the meeting at 1:00 p.m.

Mary Guest, CEOE

Mary Guest, CEOE
Recording Secretary