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2005-06 UNOPA General Meeting Minutes

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UNOPA Annual Meeting and Installation of Officers

Tuesday, May 10, 2005

Great Hall, Kauffman Residential Center

WELCOME and CALL TO ORDER: President Sandy Watmore welcomed everyone and called the meeting to order at noon.

OFFICERS' REPORTS

Recording Secretary: Valerie Egger

The March minutes were approved as they stood.

Valerie received one correction to the April minutes which was made prior to today's meeting.

The April minutes were approved as revised.

Treasurer: Lois Erickson

Lois reported the beginning checking balance on April 13, 2005 was \$4,621.15. Income for the period was \$474.35 and expenses were \$156.67 leaving a checking balance of \$4,938.93 as of May 9. The cost object balance was \$0. The CD balance was \$3,032.92.

In response to a question, Lois reported that the cost object is somewhat ahead of where it was this time last year. She thanked ~~the~~ UNOPA for giving her the opportunity to serve as Treasurer the past year.

Corresponding Secretary: Jeanette Fisher

No report

Sandy Watmore noted that she received one note from retiree Monie Brownson retiree thanking everyone for the nice lunch at the April general meeting.

COMMITTEE REPORTS

Awards: Helen Sexton, no report

Foundation: Carol Bom, no report

Membership: Donelle Moormeier, no report

Nominating: Jan Edwards, no report

Professional Growth/PSP: Shirley Horseman

Shirley briefly described the Professional Standards Program (PSP)—a multilevel certification program founded by the National Association of Educational Office Professionals (NAEOP) to encourage professional development. Through the PSP program, members who have attained accomplishments based on education, experience, and professional activity are recognized. It is open to active and retired members. The Certified Educational Office Employee (CEOE) distinction may be applied for after completing requirements for certain level certificates. Two members achieved PSP/CEOE certification in 2004-05. Mary Guest received the Advanced 3 Option I PSP and CEOE award, and Gretchen Walker received her Bachelors Degree Option II PSP and CEOE award. Mary and Gretchen will also be recognized at the upcoming national convention which they may choose to attend. At Sandy Watmore's request, all UNOPA

members who had achieved PSP/CEOE certification stood and were recognized.

Professional Growth/Workshops: Judy Anderson, no report

UNOPA NOTES: Barb L'Heureux, no report

Ways and Means: Debbie Burns, no report

ADHOC COMMITTEES

Communications and Technology: Diane Wasser.

Diane has activity photos that will be posted on the UNOPA Web site. Please let her know if you do not want your picture on the Web site.

Mentoring: Kathy Statsny and Mary Guest, no report

As Kathy is now retired, Sandy W. thanked her for her help this past year.

Bylaws: Dora Dill

Dora thanked all the UNOPA members who helped with suggestions and comments in revising the bylaws. She provided a few copies on the tables for members to refer to, and then went through each of the changes as noted below. The italicized words below indicate a change or addition to the Bylaws and Standing Rules.

BYLAWS

Article III - Membership

Section 1, paragraph C. "**Retired** membership . . . shall have the right to vote and may hold an appointed office *and serve on committees.*" [addition]

Article IV - Officers

Changed to: *Article IV - Officers/Duties* [title changed to reflect that officers and duties were combined into one section]

Section 2 (Nomination section). "*Additional nominations may be submitted by the membership when the slate of officers is presented.*" [addition]

Section 3 (President's duties). First sentence: "The President shall preside . . . , shall serve as ~~liaison~~ *contact* for UNOPA . . ." [changed "liaison" to "contact"]

Section 6 (Corresponding Secretary's duties) ". . . ; shall be responsible for the *holiday collection*, and shall . . ." [deleted specific responsibility, added "holiday collection," not specifying an exact holiday-giving program]

Article VI – Executive Board

Section 2 (Appointment of Standing Committees) "Co- directors are expected to attend Executive Board meetings and will have all the rights, responsibilities and duties except the right to vote (*only one per standing committee.*) [addition]

Article VIII - Affiliation

Section 2. “The Association shall appoint *the president* to the NAEOP Advisory Council.”
[addition]

STANDING RULES

Combined Standing Rules 2 and 3 to read, “Dues for former members who have had a break in service from the university (who join later in the year) will be \$9.00 through March 1.
Individuals initially joining UNOPA after March 31 will not be required to pay any dues until the next UNOPA fiscal year. [addition]

Standing Rule 6. “The Association will *purchase* a gavel guard and chain.” [addition]
“The President's plaque will be presented *at this time at the annual meeting in May.*” [addition]

Standing Committees

C. Professional Growth

Spelling correction: changed “last” to “least.”

F. Membership

Entire paragraph added.

I. UNOPA Notes

“The UNOPA Notes Committee shall be responsible for collecting information for, *setting up, editing, and distributing* UNOPA’s monthly newsletter. [changed wording for clarification]

L. Outreach

“ . . . all aspects of the Summer Social, *which includes choosing a location, and working with the committee to select theme, prizes, and coordinates registration.*” [addition]

Dora opened the floor for corrections and deletions. As a result, an addition to Standing Rule 9 was made:

Standing Rule 9. “*Scrapbooks will be kept at 1700 Y.*” There was also a suggestion to establish UNOPA data-base of what is taken to archives and 1700 Y street.

Dora moved to accept the bylaws as read and revised and to prepare for ballot vote for approval by UNOPA members. The motion was approved. Both documents (existing and proposed revisions) will be on the UNOPA Web site for comparison.

NEW BUSINESS

Sandy Watmore announced that the UNOPA Board approved hosting the 2006 NEOPA conference. Carol Bom will be installed as president during the conference.

Becky Hastings announced that Sandy Watmore won the 2004-2005 NEOPA Office Professional of the Year award at the fall conference. As the winner of the NEOPA Educational Office Professional of the Year, Sandy ~~will be~~ **became** a candidate for the NAEOP Olive T. Ritchie Education Office Professional of the Year, which will be awarded at the National Conference in

Tucson, July of 2005. Becky found out on May 3rd that Sandy won. Congratulation, Sandy!

OLD BUSINESS

Sandy Watmore reported that the Spinoza Bears will be distributed this week.

Hospitality: Marcy Tintera and Debbie Hendricks

Marcy thanked all the committee members for their hard work this past year. At today's meeting, \$57.00 was collected for the 50/50 drawing. Kathy Leazer was the lucky recipient of \$28.50 with the other half going to the Spinoza Bear sponsorship. One member at each table received a goblet with a candle that was part of the centerpieces.

PROGRAM

Before installing the new officers, Sandy W. recognized this past year's Board of Directors.

The committee directors received symbols with their certificates. Each symbol represented the service given to UNOPA over the past year. The directors received their own certificates and also those for their committee members.

Symbols were:

Awards: Helen Sexton: a trophy!

Employee Concerns: Barb Anderson and Gretchen Walker: guardian angels

Foundation: Carol Bom: a money tree

Hospitality: Marcy Tintera & Debbie Hendricks. Southern Bells signifying Southern Hospitality

Membership: Donelle Moormeier a shovel and a pail of sand (symbolizing counting our members like the grains of sand)

Nominating: Jan Edwards: an anchor

Professional Growth: Shirley Horstman & Judy Anderson: a tall tree (symbolizing growth)

Program: Becky Hastings a microphone

UNOPA NOTES: Barb L'Heureux: a shovel (for digging up information)

Ways & Means: Debbie Burns: a money bag

Bylaw Review & Revision Ad Hoc Committee, Dora Dill: legal scale

Communication Technology Committee Director, Diane Wasser: a computer

Mentoring Committee: Kathy Stastny & Mary Guest: helping hands

NAEOP Liaison: Edie Schleiger: an airplane

Summer Social Committee co-chairs: Faye Massa & Kathy Thompson: ball and glove (symbolizing "taking us out to a ballgame")

Presidential Advisor, Lola Young: an ear

Treasurer: Lois Erickson: a calculator

Recording Secretary: Valerie Egger (& Kathy Schindler): an ink pen

Corresponding Secretary: Jeanette Fisher: a camera

Becky Hastings: a crown (to symbolize her upcoming "reign" as President)

Following receipt of the certificates, committee members stood for recognition.

Sandy handed the podium over to Becky Hastings for installation of the 2005-06 officers. Becky turned the microphone over to Carol Bom who conducted the installation ceremony for Becky.

Carol B. noted she was honored to install the officers. Candles were used to represent the officers

being installed. Becky's theme for the 2005-06 year is "Keep the Candle Burning." Candles have a small flame that illuminates a whole area. Candle wicks illuminate; candle wax sustains the light. Each member is the wax (or glue) making up UNOPA. The different talents of each member are needed to keep UNOPA going. The 2005-06 full Board of Directors was introduced: officers, committee directors, ad-hoc committee directors.

The 2005-06 officers and directors are:

Officers:

President-Elect	Donelle Moormeier
Recording Secretary	Valerie Egger
Corresponding Secretary	Marlene Pyatt
Treasurer	Gretchen Walker

Committee Directors:

Awards: Jan Edwards
Employee Concerns: Pat Hust; co-chair, Tonda Humphress
Foundation: Sandy Watmore
Hospitality: Pat Destafano; co-chair, Susan Thomas
Membership: Amy Stewart
Nominating: Chris Cary
Professional Growth: Judy Anderson; co-chair, Mary Guest
Program: Donelle Moormeier
UNOPA Notes: Rhonda Zugmier
Ways and Means: not filled yet
Bylaw Review and Revision: Dora Dill
Communication Technology: Diane Wasser
Mentoring: Mary Guest; co-chair, Beth Krohn
NAEOP/NEOPA: Coordinator, Carol Bom
Summer Social: Mary Greer; co-chair, Barb Anderson

Congratulations to the 2005-06 officers!

Sandy W. discussed the history of the gavel and meaning ~~being~~ of the different number of taps. She presented the gavel to the new President, Becky Hastings.

The meeting was adjourned at 1:00.

Respectfully submitted,

Valerie Egger, Recording Secretary

UNOPA General Meeting
East Campus Union
September 13, 2005

President Becky Hastings called the meeting to order at 12:00 noon with a welcome. New members and guests were recognized.

OFFICERS REPORTS

President, Becky Hastings

The first item of business was to approve the May 2005 general meeting minutes which were published in the August issue of *UNOPA Notes*. After asking for any corrections, recording secretary, Valerie Egger, noted two changes:

1) The spelling of Shirley Horstman's name was corrected under Professional Growth/PSP

2) Also under Professional Growth/PSP, the following change will be made:

Was: "Mary [Guest] and Gretchen [Walker] will also be recognized at the upcoming national convention which they may choose to attend."

Correction: "Mary and Gretchen will be recognized at any future national convention that they choose to attend."

Becky noted an additional correction regarding the 2006 NEOPA conference that UNOPA will be hosting: that conference will be the 2006 *SPRING* conference.

Becky stated that the minutes would stand approved as corrected.

Treasurer, Gretchen Walker

Gretchen reported that the beginning checking balance on July 1, 2005 was \$2,933.39. Income was \$233.34; expenses \$624.28. This leaves an ending checking balance August 31, 2005 of \$2,542.45. The cost object balance is -\$405.67. The CD balance is \$3,053.42

Corresponding Secretary, Marlene Pyatt

Becky noted that Marlene is the one who sends cards to UNOPA members. Marlene is now the one who needs a card sent to her as she has a broken leg. Becky will take care of sending a card.

STANDING REPORTS

Awards, Jan Edwards

Jan noted that the Boss of the Year award will be presented at the November 8 general meeting. Guidelines regarding who is eligible and how to make a nomination are on the UNOPA Web site. Nominations are due October 10.

Due to unexpected changes that are placing great demands on her time and energy, Jan feels she can no longer give the Awards Committee the time it needs and is looking for a volunteer to step forward and assume the role of director of the Awards Committee. If you are interested or can make a recommendation, please contact Jan or Becky Hastings.

Bradley Munn Professional Growth Fund, Sandy Watmore

One of UNOPA's prime objectives is to promote professional development for its members. These opportunities frequently result in personal expenses (e.g. registration fees, lodging, class fees and books, PSP certification fees). If you are a member of UNOPA and have not been reimbursed by the Bradley Munn Professional Growth Fund in the past two years, you can apply for reimbursement of up to \$100. Information for applying for a reimbursement is on the UNOPA Web site and/or reimbursement forms are available by contacting Sandy. The next deadline is October 15.

Along those lines, the foundation that reimbursements are paid from is in constant need of replenishment. One way UNOPA members can contribute is through an automatic payroll deduction. A commonly deducted amount is \$.50 per bi-weekly pay period. If you are interested in supporting the fund, contribution forms are available by contacting Sandy.

Employee Concerns, Lola Young

Pat Hust and Tonda Humphress are co-directors of the Employee Concerns Committee and invited Lola Young to speak about NU Fringe Benefits.

Lola is on the U-Wide Fringe Benefits committee. NU President J. B. Milliken has asked that the committee meet more frequently as he is interested in the opinions and feedback from faculty and staff. They will meet later this week. Please feel free to contact Lola about any concerns you have and she will be happy to submit items for the agenda. Lola explained that the University of Nebraska system is self-insured. All insurance premiums are deposited into a trust fund from which claims are paid. Blue Cross is paid to administer the fund. This has proven to be a very cost effective method of providing insurance. She also noted that aging Baby Boomers will tax the current system as health costs, particularly prescriptions, are rapidly rising.

Outreach, Mari Greer

Mari reported on the summer social. It was held July 28, 2005 at Champions Fun Center with 29 members registering. A good time was had by all.

Mari and her committee heard many members say they could not get off work for a daytime event, so the Champion's social was scheduled in the evening. Registrations of \$8.00 each totaled \$232.00. Expenses totaled \$388.11 and consisted of meals at \$289.71 and miniature golf at \$98.40. The balance of \$156.11 will be paid from the UNOPA general fund.

Mentoring, Mary Guest and Beth Krohn, co-directors

Beth introduced Dr. Tom Workman from Student Involvement who spoke about the upcoming UNOPA Mentoring brownbag series.

Dr. Workman noted that mentoring should be an informal sharing of information and wisdom. Frequently we have let it become too rigid and formal. As an example, we each probably experienced some informal mentoring at our tables during the luncheon, taking away some nugget of information that we did not come with.

The mentoring brownbag sessions will provide an informal opportunity to share UNL wisdom while learning about different services and departments on campus. He invited everyone to attend the kick-off brownbag Tuesday, September 27, noon – 1:00, at the Nebraska Union on City Campus. Panelists will be: Deb Mullen, Vicki Highstreet, Nancy Myers, and Tom Workman.

Membership, Amy Stewart

Amy reported that so far she had received 89 membership fees (renewals and new). She is designing a system whereby members will receive an email notifying them that their membership fee has been received. However, she is experiencing some frustrations with the Listserv. Please be patient as the problems are resolved.

NAEOP/NEOPA Coordinator, Carol Bom

NEOPA is partnering with the YWCA in conducting a clothing drive to assist low-income women who don't have the clothing they need for interviews, etc. as they try to enter or re-enter the workforce. The drive begins September 1 and ends with the October 15 Fall NEOPA Workshop in Omaha. Contact Carol if you are interested in donating and would like to arrange for a pick-up.

NEOPA is sponsoring a fall workshop near Omaha. This is a workshop, not a conference, and will include tips and tricks about Microsoft Word and Microsoft Excel as well as a sentence savvy workshop with grammar and writing tips. The cost is modest, \$35 for NEOPA members (non-members \$50). The cost includes a continental breakfast and lunch.

Carol also announced that she would be leaving UNL in the very near future. Best wishes to you on your new venture, Carol.

OLD BUSINESS

As this is the first meeting of the 2005-06 year, there is no old business.

NEW BUSINESS

Becky has a correction to the *President's Corner* which appeared in the August *UNOPA Notes*: Carol Bom will be installed as 2006 president [not president-elect as reported] of NEOPA at the spring NEOPA conference.

The next deadline for UNOPA Notes is Thursday, September 15. Please get your information to Rhonda Zugmier by this date. If you can't have it to her by then, contact her directly to make other arrangements.

A fund has been set up through NAEOP for those NAEOP members affected by Hurricane Katrina. If you want to contribute but didn't have a chance to do so today, you may send contributions to Gretchen Walker. She will be accepting contributions until the 16th of September. More information can be found on the NAEOP website.

Sandy Watmore received the Olive T. Ritchie Educational Office Professional of the Year award at the National Conference in Tucson, Arizona this past July. Sandy was presented with a pearl pendant on a gold chain and a pair of pearl earrings from UNOPA and NEOPA in Tucson. President Hastings read a Thank You note received from Sandy to the Membership.

Other awards received at the National Conference in Tucson this past July were:

- 1) *UNOPA Notes* received the Rachel Maynard Award for Excellence in Communication, First Place—Local Newsletter Category 2. Barbara L'Heureux was the 2004-05 editor.
- 2) Diane Wasser is the Communications Technology director and accepted the award for second place for the UNOPA Web site at the national conference.
- 3) NEOPA *NEON* – newsletter for the state organization received third place. The editor was Carol Bom.

Becky explained that there are problems filling the time slots for individuals to work the football parking lot. There have been some no shows, slots not filled, husbands working one and two shifts, and UNOPA members working two and three shifts. One member even worked a shift alone. So, a few people brainstormed and came up with the following idea of trying to get people to sign up to work. For each two-hour shift any individual works at the parking lot (members and non-members), their name will be put in for a drawing to be held in December. The prize will be a \$50.00 gift card to Wal-Mart. Those who worked the first two games would have their name put into the drawing also. While some members felt they could work fine alone, the contract that UNOPA signs stipulates that a minimum of two people must be working at all time for security purposes. Several members came forward and stated how much fun they have working the parking lot and encouraged others to give it a try.

UNOPA is the last organization managing a parking lot for football games. UNL Parking would like to have it back. If we give it up, we won't get it back. Last year's proceeds netted UNOPA over \$4,000. UNOPA receives \$4.00 out of every \$10.00 parking fee. These funds cannot easily be replaced by other means such as raffles and pie sales.

Becky introduced Roshan Pajnigar, Director of Compensation and Employment, UNL Human Resources, who spoke briefly about NU Values. Roshan explained that NU Values is a new compensation system that is being put into effect now. IANR will be completely moved to NU Values by October 1, 2005. Others will follow very soon after. NU Values will give office/service positions a broad band of salary ranges. Current working titles will be retained. Pay will not decrease. If need be, pay may increase to bring it in line with like positions. When applying for positions on campus, there may be a pay range offered, such as \$12.00-\$14.00. There will no longer be an automatic 10% increase when current UNL employees assume a new position in a higher pay scale. Applicants need to take responsibility for negotiating their salary. More information is available on the NU Values Web page.

Hospitality, Pat DeStefano and Susan Thomas

The committee decorated in a beach theme. The recipient for the 50/50 drawing was Mary Klucas. Beach towel centerpieces were given to the one person at each table who had a blue mint. Beach-themed gift bags were given to those holding a unique playing card (e.g. Queen of

clubs). The cards were handed out earlier when members first arrived.

Program, Donelle Moormeier

President elect, Donelle Moormeier, introduced the speaker, Diane Sullivan. Diane is a long time UNL employee who works for INTSORMIL and also owns a small business, The Organization Station. Diane showed us how, and why, our homes and offices should be better organized and shared a few tips with everyone. A few bits of her wisdom:

- “Clutter is a deferred decision.” How true!
- Mirror hard files, computer files and email files so items of important are saved in the same folders regardless of location.
- Ask, “Where can I *find* it?” Not, “Where can I *file* it.”

Much to everyone’s regret, time was running short and Diane gave a briefer presentation than planned. We all agreed we could benefit from a lengthier presentation if there would be a future opportunity.

The meeting was adjourned at 1:05.

Respectfully submitted,

Valerie Egger

**UNOPA General Meeting
October 11, 2005, 11:45 A.M.
East Campus Union**

CALL TO ORDER: President Becky Hastings welcomed everyone at 11:57. She recognized those members who were new since the September general meeting as well as guests.

OFFICERS' REPORTS

Recording Secretary: Becky Hastings noted that the minutes from the September general meeting needed to be approved and asked for any corrections or amendments. As none were offered, the minutes stand approved as printed in the October *UNOPA Notes*.

Corresponding Secretary: Marlene Pyatt

Marlene announced that donations to the Holiday Giving Tree would once again go to St. Monica's and Fresh Start Home. Both were thrilled with UNOPA's response to their needs last year and are excited to be part of our holiday giving once again. Marlene discussed the goals and mission of each. As part of St. Monica's is moving to a new building, they will especially need kitchen items. Fresh Start will provide Marlene with some names of women using their services and their specific needs. These names will be on the Giving Tree at the November general meeting.

Treasurer: Gretchen Walker

Gretchen noted that copies of the 2005-06 budget were on the table and that the budget needs to be approved. She requested that members take a few minutes to look over the budget and then opened up the floor for questions. One member asked why the Bradley Munn Professional Development Funds was not included in the budget. Sandy Watmore replied that what is used by the funds depends on the monies coming in to the fund, and that she would discuss it further in her report. Barb Carley moved that the 2005-06 be approved as printed. Tricia Liedle seconded the motion. Motion carried.

The beginning checking balance on September 1, 2005 was \$2542.45. Income was \$1230.65 and expenses were \$ 333.09. That leaves the ending checking balance at \$3,440.01 with -\$896.06 in the cost object. The CD balance is \$3053.42

STANDING COMMITTEES

Awards, Jan Edwards

Five nominations have been received for the Boss of the Year Award. The award will be presented at the November 8, 2005 general meeting to be held at the Champion's Club. The nominations will go the judges this week. Jan encouraged all members to invite their bosses to the luncheon. Not only could you have an enjoyable lunch with your boss, but the experience might help them get a better understanding of UNOPA.

Bradley Munn Professional Growth Funds, Sandy Watmore

The next deadline for applying for professional growth reimbursements is Saturday, October 15. Sandy has the applications with her. Sandy adds to the fund in a variety of ways. One way that UNOPA members can add to the fund is through payroll deductions. Even \$.25 per pay check can make a difference. If interested, contact Sandy for the payroll deduction form. To also help increase the fund, there will be a mini-affle for a stained-glass sun catcher made of amber and brown glass. The sun catcher was donated by UNOPA member Cathy Leazer. Sandy will have more information on the affle in the near future.

Spring NEOPA Conference: Diane Wasser and Sandy Watmore

Diane and Sandy reminded members that UNOPA will sponsor the Spring Nebraska Educational Office Professionals Association (NEOPA) Conference which will be held March 30-April 1, 2006. They invited members to help out by serving on a conference committee (e.g. program, hospitality, registration). The committees will be organized soon. The conference theme is: Daffodils, Daisies and Dandelions. It will explore the differences and similarities between educational office professionals across the state.

Employee Concerns: Judy Anderson

The Employee Concerns Committee felt it would be helpful for UNOPA members to hear from individual committee members about their roles as members of various campus employee concerns committees. Members of these campus committees are also members of the UNOPA Employee Concerns Committee.

Today, Judy Anderson is the first member of the UNOPA Employee Concerns Committee to speak to the UNOPA membership. Judy is a member of the UNL Parking Appeals Committee. The committee meets monthly to review appeals and is comprised of three members each from: UNOPA, UAAD, and the Faculty Senate. If you dispute a parking ticket, your appeal goes to the Parking Appeals Committee. It is more effective if you personally show-up to discuss your appeal rather than simply relying on a written appeal. They average twenty appeals a month for faculty and staff. Student appeals are heard by a student parking appeals committee. The other UNOPA members on the Parking Appeals Committee are: Deb Hendricks and Linda Thelen.

Outreach: Mari Greer

The *Strides Against Breast Cancer Walk* will be October 30. It begins at 1:00 with registration at 12:00. Pre-registration is not necessary. Brochures are on the tables if you are interested in participating. There is no minimum contribution. Right now, about ten people are signed up for the UNL team. Contact Mari for further details or to sign up. Mari also has t-shirts for \$12 each. One member also noted that Office Depot carries *Making Strides* sticky notes.

UNOPA Notes, Becky Hastings

Becky spoke on behalf of Rhonda Zugmier reminding everyone that the next deadline for

UNOPA Notes is October 14 (for the November issue)

OLD BUSINESS

Becky Hastings gave us a brief football parking update. As discussed at the September general meeting, the names of parking lot volunteers will be added to a drawing for a \$50 Wal-Mart gift certificate. Karen Randall contacted Becky after the September general meeting to let her know that Wal-Mart would possibly donate the gift card to UNOPA. The required forms have been filled out requesting the donation of a gift card and will be submitted to Wal-Mart. Volunteers are still needed for the October 29 and November 12 games. Please see the co-chairs for those days, or sign-up as you leave today. Co-chairs are: October 29, Sandy Watmore and Gretchen Walker; November 12, Donelle Moormeier and Valerie Egger.

This year's 50/50 contributions will be donated to Camp COHOLO which stands for Courage, Hope and Love. The camp is for children diagnosed with cancer. It is an opportunity for them to spend a week with children in similar situations in a camp environment. To help UNOPA members better understand what this camp is all about, Becky read a letter from her colleague, John Lohmeier, about his daughter's experience with leukemia and Camp COHOLO. In brief, John's daughter Tiffany was three years old when she was diagnosed with acute lymphoblast leukemia. During her years of treatment, she attended Camp COHOLO from age five through seventeen. During the one-week camp experience, she and other children were "normal" kids. They smiled and laughed—something that was rare during their normal routines. They were supported at camp by a host of health care providers operating a well organized system for dispensing on-going treatments and medications. One of the difficulties of returning to camp each year was knowing that there would be faces missing from the prior year. Tiffany was one of the more fortunate participants of Camp COHOLO. She is now a healthy, married, very involved, 21-year old who is also a Camp COHOLO counselor.

NEW BUSINESS

UNOPA members are invited to attend a UAAD professional development program on Wednesday, Oct. 12, from 12:30 to 2:30 p.m. in the East Campus Union. As an update to the email she sent out earlier, Becky explained that UNOPA members can attend for free. The program, *Proactive with Self*, looks at ways to become more proactive in the workplace. It will be led by Suzanne Drew, director of Staff Development.

Becky received a thank-you card from Donna McCarthy for the sympathy card received from UNOPA after the passing of Tom Miner Holland.

Hospitality: Pat DeStefano and Susan Thomas

Susan briefly reminded members that late meeting registrations make it very difficult to plan the luncheon meeting. For the October meeting, 40% of the registrations were received late.

The 50/50 drawing collected \$57.00. Half of that amount, \$28.50 was won by Karen Shriner. The lovely wine-theme centerpieces were given to the first person at each table who found nail clippers. (If only I had brought my purse!)

Door prizes donated by today's speaker, Jim Ballard of James Arthur Vineyards, were won by JoAnn Barry, Belva Harris (a guest) and Jan Sammet. Door prizes provided by the Hospitality Committee were won by Gretchen Walker, Lois Erickson, Marcy Tintera, Linda Thelen and Sandy Jones. Congratulations, ladies!

PROGRAM:

Donelle Moormeier introduced today's speaker, Jim Ballard, from James Arthur Vineyards. Jim gave us some history of James Arthur Vineyards (e.g., how it came to be, opened in September 1997, size of vineyard), discussed wine-making in Nebraska, some of the caretaking involved with grapevines (e.g., pruning, canopy management), and the grape varieties that grow best in Nebraska's weather. His very interesting presentation was followed by time for questions and answers.

Following Jim Ballard's presentation, Judy Anderson quickly mentioned that she had gifts for NEOPA members. Please see her to pick up yours.

Becky Hastings pointed out the flyers on the tables announcing a craft/gift boutique table that would be at the November and December general meetings. This is sponsored by the PSP Committee as a fund raiser.

The meeting was adjourned at 1:05.

The next meeting will be November 8, 2005

Respectfully submitted,

Valerie Egger
Recording Secretary

UNOPA General Meeting
Annual Bosses= Lunch
November 8, 2005, Champion=s Club

President Becky Hastings called the meeting to order at 12:02 p.m. with a welcome. New members since October and guests were recognized.

OFFICERS REPORTS

President, Becky Hastings

October General Meeting Minutes. The first item of business was to approve the October 2005 general meeting minutes which were published in the October issue of *UNOPA Notes*. Becky asked the membership if there were any corrections or changes to be made. As there were none, Becky stated that the October general meeting minutes would stand approved as printed.

Treasurer's Report. Becky noted that copies of the Treasurer's report were on the tables. The report will be entered into the records of the meeting as printed. Any corrections or questions should be addressed to Gretchen Walker. Gretchen will then advise the Recording Secretary of any changes. For the record, the beginning balance on October 1, 2005 was \$3,440.01 with income of \$407.71 and expenses of \$252.17, leaving an ending balance on October 31, 2005 of \$3,595.55. The cost object balance was \$1,843.11 and the CD balance was \$3,053.42.

UNOPA Notes. Reminder: the next *UNOPA Notes* deadline is November 15. Contact Rhonda Zugmier if you have any items for the newsletter.

Football Parking Lot. Five people are still needed to work the football parking lot for the November 12 game. This is the last home game. Contact Donelle Moormeier to sign-up.

Membership Dues. The membership early registration deadline has passed. Annual dues are now \$12. Contact Amy Stewart if you are interested in joining or renewing your membership.

Pins for National Conference. Lola Young is getting ready to order pins for the national conference. They will be in the shape of the state of Nebraska and say "Home of Arbor Day." The cost will be about \$1.60 each. As a reminder for those new to UNOPA, the pins will be traded with other participants at the National Association of Educational Office Professionals (NAEOP) conference which will be held in Dallas, July of 2006.

FYI. Becky also noted that UNL NU Flex materials will be sent November 14, 2005.

Raffle Tickets. See Sandy Watmore to purchase your raffle tickets for the stained glass sun catcher which was donated by Cathy Leazer. Proceeds will go to the Bradley Munn Professional Development Fund. Tickets are 25¢ each or 5 for \$1.00. The drawing will be held at the January 2006 general meeting.

NEOPA Award. Becky announced that Chris Cary was awarded the 2005 NEOPA Educational Professional of the Year award at the October 14 Fall NEOPA Workshop.

Chris is an employment-recruitment staff assistant with UNL Graduate Studies. She has been a UNOPA member since 1999, a NEOPA member since 2001, and a NAEOP member since 2001. She has held several offices and has served on numerous committees at all three levels. Chris attained her PSP certification of Associate Degree, Option II and CEOE in 2004. Congratulations, Chris!

Hurricane Relief Donation. Becky received a thank-you letter from the National Association of Educational Office Professionals (NAEOP) for UNOPA's donation to the NAEOP disaster relief fund. These funds will aid educational office professionals impacted by hurricane Katrina.

Corresponding Secretary, Marlene Pyatt

Marlene received a general list of items needed by St. Monica's Behavioral Health Services for Women. Copies were on the tables for members to take with them. On the Holiday Giving Tree were names of women receiving assistance from Fresh Start Home and a list items they each need. Please deliver your items for St. Monica's or Fresh Start Home to Marlene *prior* to the December 13 general meeting if at all possible. Contact Marlene with any questions.

STANDING REPORTS

Employee Concerns, Tonda Humphress

Tonda took a moment to explain that University office professionals, along with administrators, faculty and students, have a strong interest in the success of the University. In response to this interest, UNOPA established the Employee Concerns Committee. The Committee and its 16 subcommittees help the University deal with various concerns.

Tonda encouraged those who have a university-related concern which they would like shared with UNOPA members, or a concern for which they would like to receive input from UNOPA office professionals, to contact any of the committee members.

Business cards with the UNOPA Web site information were on each table. Information about each UNOPA committee and contact information are listed on the Web site.

Professional Growth, Judy Anderson

Judy announced the first UNOPA professional development workshop of the year will be held Thursday, December 1, 2005, from 1:00 p.m. – 4:30 p.m., at the City Campus Union. Workshop announcements for *Value It. . . Organize It. . . Pack It* were on the tables. The workshop is free to UNOPA members and \$10 for non-members. Call Judy at 472-7021 to register.

The three-part program will include:

- Roshan Pajnigar, UNL Human Resources: NU Values explained
- Diane Sullivan: Organize your home, your office, and your life
- Chris Cary: Pack your suitcases with room to spare

Hospitality, Pat DeStefano and Susan Thomas

The 50/50 drawing was won by guest Rod Chambers in the amount of \$66.50.

Centerpieces were provided by the Champion's Club and *not* given away. But wonderful baskets of assorted goodies were! Each basket was a different theme and was designed/assembled by a Hospitality Committee member. Basket winners included three UNOPA members and six guests. Congratulations to all!

Wine—Judy Douthit	Coffee—Ken Svoboda	Popcorn—Melissa Phifer
Hawaii—Mary Werner	Thanksgiving—Deana Unger	Italian—Connie Johnson
Chocolate—Brenda West	Romantic—Nancy Hoffman	Barbeque—Joan Mendoza-Gorham

Program, Donelle Moormeier

Donelle introduced today's speaker, Janice Driesbach, Director of Sheldon Memorial Art Gallery and Sculpture Garden. Just a couple of highlights from her presentation:

- Sheldon has one of the finest collections of American art in the United States
- There are over 13,000 items in Sheldon's art collection, in all types of media
- Some pieces travel internationally as part of traveling exhibitions (e.g. London)
- Each year, fourth, fifth and sixth grade students from Lincoln schools tour the art gallery

Boss of the Year Award, Jan Edwards

Jan introduced and thanked her committee for their hard work. Two of the three judges attended the luncheon and were recognized: Susan Danekas from Another Home and Ken Svoboda from Ray's Lawn and Home Care. The third judge, Rick Wallace with Community Development Resources, was not able to join us.

Jan then introduced the five nominees for the 2005 Floyd S. Oldt Boss of the Year Award.

- James V. Griesen, Vice Chancellor for Office of Student Affairs
- Sang M. Lee, Professor, Chair, and Eminent Scholar, Department of Management (was not able to attend)
- Giocoma M. Oliva, Dean, Hixson-Lied College of Fine and Performing Arts
- Prem S. Paul, Vice Chancellor for Research and Dean of Graduate Studies
- Anthony "Tony" R. Schkade, Assistant Director, Registration and Records

David Hansen, chairperson of the Psychology Department and 2004 Boss of the Year, spoke briefly about what an honor it was to have received the award. Excerpts from the letters of nomination for this year's winner were read by Jan. Following this, David announced that the recipient of the UNOPA 2005 Floyd S. Oldt Boss of the Year Award was Prem S. Paul, Office of Research and Graduate Studies. Congratulations Dr. Paul!

The next general meeting will be December 13.

The meeting was adjourned at 12:58 p.m..

Respectfully submitted,
Valerie Egger

UNOPA General Meeting
December 13, 2005
Nebraska Union

President, Becky Hastings, called the meeting to order at 11:58 with a special welcome for guests.

OFFICERS REPORTS

[It was agreed earlier that Becky would report on behalf of the officers in order to save time.]

Secretary's Report

Becky asked if there were any additions or corrections to the minutes of the November 8, 2005, general meeting which were published in the December issue of *UNOPA Notes*. As no one came forth with any corrections or additions, Becky declared the minutes would stand approved as printed.

Treasurer's Report

Becky announced that Gretchen Walker had placed copies of the treasurer's report on each table. The Treasurer's report will be entered into the records of this meeting as printed. Any questions should be directed to Gretchen; she will let the Recording Secretary know of any changes.

For the record, the beginning balance on November 1, 2005 was \$3,596.05 with income of \$5,092.25 and expenses of \$166.12 leaving an ending checking balance on November 31, 2005 of \$8,522.18. The cost object balance was \$(2,041.03) and the CD balance was \$3,053.42.

Bradley Munn Professional Growth Fund

Sandy Watmore is selling raffle tickets for \$.25 each or 5/\$1.00 for the stained glass sun catcher that was donated by Cathy Leazer. The drawing for the sun catcher will be held during the joint UAAD/UNOPA general meeting in January, and will support the **Bradley Munn Professional Growth Fund**.

Ways and Means: Wal-Mart Giftcard

Names of the volunteers who helped with the football parking lot this fall were added to a drawing for a \$50 giftcard to Wal-Mart. Their name was added once for each 2-hour shift worked. The winning name drawn was Tonya Wasser. Becky thanked all the volunteers for their help.

PSP Certification

Becky asked that those UNOPA members who have received their PSP certification to stand and be recognized for their achievement. If others are thinking of obtaining their PSP certification, these individuals would be glad to help with any questions.

Awards

Becky shared information that she received on several awards offered at UNL:

- **2005-2006 Outstanding Student Leadership Awards.** Nomination forms are due no later than Monday, December 19, 2005.
- **Chancellor's Award for Exemplary Service to Students** and the **Student Foundation/Builders Award for Outstanding Academic Advising.** Deadline for nominations is January 20, 2006. Contact Becky if you have questions about either.

As was announced earlier, Chris Cary was named the Nebraska Educational Office Professional of the Year. Chris will advance as Nebraska's nominee for the Olive T. Ricthie National Educational Professional of the Year award which will be presented in July at the national conference in Dallas. On behalf of UNOPA, Becky presented Chris with congratulatory gift for her achievement and then wished her best of luck in Dallas.

STANDING COMMITTEE REPORTS

Awards. Jan Edwards

Becky reported for Jan Edwards. Upcoming UNOPA awards are the Floyd S. Oldt Silver Pen and the Outstanding Staff awards which will be presented at the February general meeting. The nomination deadline is January 13. Visit the UNOPA Website for more details.

Employee Concerns. Co-chairs Pat Hust & Tonda Humphress

On behalf of Pat and Tonda, Becky introduced Carol Nau who gave a brief overview of the Emergency Loan Fund Advisory Committee. Carol interacts with the committee and loan fund as part of her responsibilities working at the Employee Assistance Program, but is not an actual member of the Advisory Committee.

The Emergency Loan Fund is available to UNL non-probationary employees in financial crisis who have exhausted all other means of obtaining emergency financial assistance. The Emergency Loan Fund is administered through the UNL Employee Assistance Program. Loans have been used for utilities, mortgage payments, repairs, rent and other expenses. Since being established in 1994 with a beginning balance of \$6000, the Emergency Loan Fund has provided seventy-eight loans. Loans approved in 2005 totaled \$4,502.60. Once a loan application is submitted to and screened by the Employee Assistance Program, the Employee Emergency Fund Advisory Committee approves or denies the application. Carol thanked the UNOPA members who are on the Advisory Committee for their work.

Professional Growth. Judy Anderson

Becky reported for Judy that the UNOPA workshop, *Value It, Organize It, Pack It*, was held Thursday, December 1 and was well attended by about fifty people. NU Values was explained by Roshan Pajnigar, Diane Sullivan described different ways of organizing our homes and offices, and Christine Cary demonstrated the art of packing a suitcase. Becky thanked the presenters. Refreshments were also a hit!

UNOPA Notes. Rhonda Zugmier

Becky announced that the deadline for the January issue of *UNOPA Notes* is December 15th. Please give your information to Rhonda Zugmier.

Hospitality. Pat DeStefano and Susan Thomas

Susan announced that \$67 was collected for the 50/50 drawing [which is raising funds to support Camp COHOLO]. The winner of drawing was Jane Schneider who won \$33.50.

We each received an office angel hand-made by the committee members. Members with specially designed angels also received a door prize.

In addition, we were all very entertained by Susan's reading of the left/right story which ultimately led to one person at each table winning the gift-bag centerpiece.

Program. Donelle Moormeier

Becky turned the program over to Donelle Moormeier, president elect, who introduced the program for the day: *A Plains Fiddle Style*, with David Fowler and Carolyn Johnsen. Donelle explained that the Nebraska Humanities Council (NHC) provides major funding for this program. Some information on the Humanities Council was on our tables.

David and Carolyn (husband and wife) played a delightful mix of traditional and contemporary tunes using fiddle, drum and piano. This was a shortened version of their 50-minute program which gave us time for a few questions.

Besides being wonderfully entertained, we learned a few things. David and Carolyn will play for any non-profit with most of the cost picked up by the Humanities Council. The difference between a violin and a fiddle is the music, not the instrument. David explained that classical violin music is played by reading music. Fiddling, however, is done mostly by ear which lends itself to variations among performers. The violin family has four main instruments ranging from small to large: violin, viola, violincello and double bass. Carolyn used a hand-held Irish drum which was open on the back side. For some selections, she muted the sound by putting her hand or fingers against the back on the drum.

Corresponding Secretary. Marlene Pyatt

Marlene reminded people that tomorrow, December 14, is the absolute last day that she can accept gifts for St. Monica's and for the Fresh Start Home Giving Tree as they will be delivered this week. Please get your donation over to Marlene at 401 Administration Building promptly.

Becky reminded us that the next general meeting will be a joint UNOPA/UAAD meeting at the East Campus Union on January 10.

The meeting was adjourned at 12:50.

Respectfully submitted,

Valerie Egger

Joint UAAD/UNOPA General Meeting
Tuesday, January 10, 2006
East Campus Union

The January UNOPA general meeting was a joint UAAD/UNOPA meeting, hosted by UAAD. UAAD president, Russell Bartholow, called the meeting to order at 12:07 p.m.

Following a brief UAAD business meeting, Russell turned the meeting over to UNOPA President, Becky Hastings. Becky opened the UNOPA business meeting by first thanking UAAD for hosting the meeting.

OFFICER REPORTS

December General Meeting Minutes

Becky asked if there were any additions or corrections to the minutes of the December 13, 2005, general meeting which were published in the January 2006 issue of *UNOPA Notes* and also sent out via email to the UNOPA Listserv. As no one came forth with any changes, Becky stated that the minutes would stand approved as printed.

Treasurer, Becky Hastings for Gretchen Walker

Becky reported that the beginning balance on December 1, 2005 was \$8,522.18. Income was \$816.03 and expenses were \$327.10. Ending checking balance as of December 31, 2005 is \$9,011.11. Cost Object balance is \$(4,857.19) and the CD balance is \$3,053.42.

Corresponding Secretary, Marlene Pyatt

Marlene shared several thank-you cards from Friendship Home and residents of St. Monica's for items donated by UNOPA members in December for the Giving Tree. Even such basic items as shampoo and spatulas were enthusiastically received. She thanked Mari Greer for her help in delivering the many items.

President, Becky Hastings

NAEOP 2006-2007 Board. Becky announced that UNOPA member Lola Young was elected as the 2006-07 Central Area Director of the National Association of Education Office Professionals.

NEOPA Spring Conference. Becky reminded members that UNOPA is sponsoring the Nebraska Educational Office Professionals Association Spring Conference which will be held March 30 - 31, 2006. More information will be coming. Contact co-chairs Sandy Watmore or Diane Wasser for details.

STANDING REPORTS

Awards, Becky Hastings for Jan Edwards

The Floyd S. Oldt Silver Pen and Outstanding Staff Awards will be presented at the February general meeting. The nomination deadline is January 13. Please see the UNOPA Web site for guidelines for submitting nominations. Or, you can contact Jan Edwards or Becky Hastings.

Bradley Munn Professional Growth Fund, Becky Hastings for Sandy Watmore

The Bradley Munn Professional Growth Fund was established in 1981 through the UNL Foundation. It provides financial support to UNOPA members for professional growth activities which are not reimbursed through any other means. All active UNOPA members are eligible to apply for reimbursement of up to \$100.00 every 2 years. The fund is financed through payroll contributions by UNOPA members, by other concerned UNL employees, and through various fund raising efforts by each

year's Fund Committee.

For several months, UNOPA has been selling raffle tickets to raise additional monies for the Fund. UNOPA member, Cathy Leazer, made and donated a stained glass suncatcher for the raffle. The winning name drawn was UNOPA member Nelvie Lienemann.

UNOPA Notes, Becky Hastings for Rhonda Zugmier

The next *UNOPA Notes* deadline is January 16, 2006. Contact Rhonda with items to include in the February issue.

Hospitality, Becky Hastings for Pat DeStefano and Susan Thomas

Becky announced that the 50/50 drawing raised \$80.00, half of which will be donated to Camp COHOLO. The other half, \$40.00, was won by UNOPA member Donelle Moormeier.

In closing, Becky announced that next UNOPA general meeting will be February 14, 2006, and then turned the meeting back over to Russell Bartholow.

PROGRAM

Russell introduced the speaker J. B. Milliken, president of the University Nebraska.

A few highlights:

- While one of President Milliken's roles is that of chief spokesperson for the University of Nebraska, he reminded us that NU staff are also important advocates for the university. We are highly visible, often the first point-of-contact, and have many contacts with the UN constituency. People often form their opinions of the University based on their interactions with university staff, so it is important that we *all* be university advocates and celebrate the University of Nebraska.
- Dr. Milliken has been involved in developing a strategic framework for the University that will guide future planning. The six overarching goals of the Strategic Planning Framework can be found at www.nebraska.edu. While he discussed all six goals, of particular interest to Dr. Milliken is the first goal: "The University of Nebraska will provide the opportunity for Nebraskans to enjoy a better life through access to high quality, affordable undergraduate, graduate and professional education." As part of that goal, President Milliken is especially interested increasing in Nebraskans' participation in higher education by increasing access to, and affordability of, education.
- He discussed budget items such as deficits resulting from unexpected costs (e.g., the significant rise in utility costs), and the cost of maintaining state buildings, 70% of which are owned by the University of Nebraska.

Before adjourning at 1:00, UAAD raffled off a bicycle as a fund raiser for the People's City Mission, and also gave away the attractive, red "N" coffee mugs that decorated our tables.

Respectfully submitted,

Valerie Egger

UNOPA GENERAL MEETING

February 14, 2006

Abel Hall, North Study Lounge

President-elect Donelle Moormeier welcomed everyone at 12 noon and introduced the bell ringers who entertained us as we dined on pizza and salad from Valentino's. The bell ringers were from the Piedmont Park Bell Choir which is composed of 26 members and 10 families. Today's group was a small segment of the choir from the Hawkins and Hornby families.

Following the introduction of the choir, President Becky Hastings called the meeting to order.

Approval of Minutes

Becky asked if there were any changes or corrections to the January general meeting minutes. Recording Secretary Valerie Egger noted that the treasurer's report needed a correction. The cost object balance should have read \$(4,153.92), not \$(4,857.19) as reported. Becky stated that the minutes would stand approved as corrected.

OFFICERS REPORTS

Treasurer's Report, Gretchen Walker

Gretchen reported that the beginning balance on January 1, 2006 was \$9,011.11. Income was \$1,539.34 and expenses were \$4,388.83. Ending checking balance as of January 31, 2006 is \$6,161.62. The cost Object balance is \$0, and the CD balance is \$3,053.42.

President, Becky Hastings

NEOPA Ways and Means Committee

Becky shared an announcement from Lisa Morehouse, Ways and Means Director for the Nebraska Educational Office Professionals Association (NEOPA). Lisa is looking for NEOPA members to assist her in putting together a NEOPA auction which will be held during the spring NEOPA conference. NEOPA members should contact Lisa if they are interested in helping.

NEOPA Spring Conference

This year, the spring NEOPA conference is sponsored by UNOPA and will be held March 30 – 31. Co-chairs are Sandy Watmore and Diane Wasser.

STANDING REPORTS

Awards, Becky Hastings for Jan Edwards

Becky reminded everyone that the Rose Frolik Award will be presented April 11, 2006. Be thinking about names of office/service staff who you might wish to nominate for the award.

Bradley Munn Professional Growth Fund, Becky Hastings for Sandy Watmore

Three applications for reimbursement were received and approved, all for professional development activities: Lola Young (\$100), Diane Wasser (\$100), and Sandy Watmore (\$100).

Employee Assistance, co-chairs Pat Hust and Tonda Humphress

Shirley Horstman gave a presentation on the UNL Employee Assistance Advisory Committee. The committee's role is to bring issues to the Employee Assistance Program that merit attention.

UNOPA Notes, Becky Hastings for Rhonda Zugmier

The next deadline is February 15. Please send any newsletter items to Rhonda Zugmier.

PSP, Lola Young

Lola explained that funds are being raised for a PSP Endowment Fund that will support PSP stipends for UNOPA members who have earned their PSP certificate. To help raise funds for the endowment, Lola announced that a raffle will be held for a fleece blanket—which was made by Lola. The raffle drawing will be in April. Tickets will be 1/\$1.00 or 6/\$5.00. Contact Lola if you are interested in buying raffle tickets.

Another fund raiser for the endowment fund will be ceramic canisters fill with assorted muffin mixes. The price has not been set but will probably be around \$5.00 or so. The canisters will be available at the PSP table during the March and April general meetings.

Chancellor's Commission on the Status of Women, Becky Hastings for Diane Wasser

Becky announced that two office/service positions will open up in the fall 2006 on the Chancellor's Commission of the Status of Women. Contact current committee member Diane Wasser if you are interested in serving on the committee or wish to nominate someone. Nomination forms are also on the Commission's Web site.

NEOPA Spring Conference, co-chairs Sandy Watmore and Diane Wasser

Sandy and Diane announced that they are looking for volunteers to help with the NEOPA spring conference. Needs range from manning the registration table Friday morning, helping with centerpieces and arrangements to coordinating evaluations (e.g., typing/copying the evaluation form, collecting comments) and setting up Thursday night for Friday's activities. Please support UNOPA in hosting this event by contacting Sandy or Diane if you can help.

Hospitality, Pat DeStefano and Susan Thomas

Pat and Susan conducted the drawing for half of the 50/50 proceeds. The winner of \$31.00 was Valerie Egger. The other \$31.00 will be donated to Camp COHOLO.

Table centerpieces were awarded to one person at each table. Door prizes were also awarded: three little heart boxes and a UNOPA bag.

Program, Becky Hastings and Jan Edwards

Becky thanked those who submitted nominations for the Floyd S. Oldt Silver Pen and Floyd S. Oldt Outstanding Staff Awards and each of the nominees for their high level of commitment to UNL. She also thanked the judges—Ted Weidner, Nancy Mitchell, Brenda Ladd, Julie Hagemeyer, Shannon Poppe, and Pam Johnson (all from UNL)—for their time and efforts.

The Floyd S. Oldt Silver Pen Award was presented to Karen Shriner with Aerospace Studies. Karen received a certificate, \$600, an engraved pen and a one-year membership to UNOPA. The Floyd S. Oldt Outstanding Staff Award was presented to Sandy Sterkel with Agricultural Economics. Sandy received a plaque, \$1000, and a one-year UNOPA membership. Other nominees for the Floyd S. Oldt Outstanding Staff Award were: Leonard Akert, Barb Carley, and Nelvie Lienemann.

UNOPA General Meeting
Nebraska East Union
March 14, 2006

President Becky Hastings welcomed the UNOPA members and their guests, and called the meeting to order at 12 noon.

OFFICERS REPORTS

President, Becky Hastings

Approval of February General Meeting Minutes

The minutes of the February 14, 2006, general meeting were e-mailed to everyone for review on March 13. Becky asked if there were any additions or corrections to the minutes. As there were none, the minutes stand approved as emailed/printed.

NEOPA Ways and Means Committee

Please contact Lisa Morehouse, NEOPA Ways and Means Director, if you have any items to donate for the silent auction to be held at the NEOPA Spring Conference.

NEOPA Spring Conference

Becky reminded the membership that the NEOPA spring conference will be held March 30 – 31, 2006 and is being sponsored by UNOPA this year. The registration deadline is tomorrow, March 15th. Your registration should be sent to Diane Wasser. Diane reported that over sixty people have registered for the conference. Sandy Watmore announced that she, Diane and others would be making centerpieces on Saturday morning, April 18, around 10:00 a.m. If you can help for an hour or two, please let Sandy know.

Treasurer, Gretchen Walker

Gretchen reported that the balance on February 1, 2006 was \$6,161.62. Income for February was \$624.65 and expenses were \$129.61 leaving a balance on February 28 of \$6,656.66. The cost object balance is \$(1,662.45) and the CD balance is \$3,053.42.

STANDING REPORTS

Awards, Becky Hastings for Jan Edwards

Becky reminded everyone that the Rose Frolik Award will be presented April 11, 2006 at the general meeting which will be held at the East Campus Union.

Bradley Munn Professional Growth Fund, Becky Hastings for Sandy Watmore

The next reimbursement application due date is April 15, 2006.

Employee Concerns, Becky for Pat Hust and Tonda Humphress

Becky introduced Diane Wasser who is a member of the Chancellors Commission on the Status of Women. Diane gave a brief overview of the Commission.

The Commission was created to enhance the status of women at UNL by serving as advisers to the chancellor. The Commission has three councils: faculty, staff and student. The staff council is 50% office/service and 50% managerial/professional. Commission members serve a three-year term. After receiving recommendations from organizations such as UNOPA, the chancellor then appoints members to the Commission. The councils meet monthly; twice a semester they meet with the chancellor. Currently new members are needed for the council. You can nominate someone or nominate yourself to serve on the Commission. See the Commission's Web site for details, <http://www.unl.edu/ccsw/>

Nominating, Chris Cary and Becky Hastings

Chair of the Nominating Committee, Chris Cary, presented President Becky Hastings with the Committee's report of 2006-07 nominees. The following UNOPA members were nominated for 2006-07 ballot:

President-Elect, Gretchen Walker

Recording Secretary, Mary Guest

Corresponding Secretary, Peg Johnson

Treasurer, Marie Dvorak

Becky then opened up the ballot for nominations from the floor, but reminded the members that anyone they nominate for an office must be present to accept the nomination. If they are not present, their name can not be added to the ballot.

One-by-one nominations were opened up for president-elect, recording secretary, corresponding secretary and treasurer. After hearing no further nominations for any of the offices, one-by-one the nominations were declared closed.

Becky declared that if there were no objections—and there were none—she would appoint the Nominating Committee as the Teller Committee once the ballots have been sent out and returned.

Professional Growth, Judy Anderson

Judy shared initial details of the spring UNOPA workshop, *Bringing Out the Best (vs. the Beast) in People*. The speaker will be Jeanne Baer with Creative Training Solutions. The half-day workshop will be held April 26, 1:00 – 5:00, at the Lincoln Women's Club, 407 S. 14th Street in Lincoln (14th & L Sts.). Please note: this is also Administrative Professionals Day.

UNOPA Notes, Becky Hastings for Rhonda Zugmier

Becky announced that the deadline for the April *UNOPA Notes* is March 15th. Please send your news items to Rhonda Zugmier.

Hospitality, Pat DeStefano and Susan Thomas

Pat and Susan held the 50/50 drawing for \$31.00 which was won by Amy Stewart. The remaining \$31.00 will benefit Camp COHOLO.

Spring table centerpieces with fresh and, oh so cheery, yellow daffodils were given to one person

at each table. The final door prizes given away were two UNOPA bags, each containing two candles.

Program, Donelle Moormeier

Program Chair Donelle Moormeier introduced Carolyn Ducey, curator with the International Quilt Study Center (IQSC) at UNL.

Carolyn announced that the IQSC will soon break ground for a new building at 33rd and Holdrege Streets in Lincoln. The new building will have room for 4,000 quilts! The IQSC was established in 1997 with a single donation of about 950 quilts. The collection has quickly grown to around 1,900 quilts making it the largest collection in the world. The IQSC goals include:

- Preservation and conservation of quilts;
- Exhibition of quilts; and
- Education.

To reduce damage to the textiles, quilts are refolded about every two years. They are never washed but are vacuumed. Any stained items are sent away for professional treatment. Exhibitions range from the Nebraska State Historical Society right, here in Lincoln, to statewide and international exhibits. The Center recently concluded an exhibition of Amish quilts in South Korea. Whenever the quilts travel, one the Center's staff accompanies the quilts to ensure they are handled and displayed correctly. The IQSC has a graduate program in quilt studies in addition to public education programs (such as today's presentation).

Carolyn discussed the Center's efforts to track down the original quilter and/or family members, and to gather historical information about the quilts. She also showed and discussed several quilt motifs, quilt culture, and the art of quilting. Lunch participants let out an audible gasp as Carolyn described the fine detail used by Amish women in their quilts—18 – 20 hand stitches per inch!

Unfortunately, work beckoned us all to return leaving many wanting to hear still more.

In closing, Becky thanked Carolyn for her fascinating presentation. She also announced that the UNOPA banner hanging from the speaker's podium was the new banner which reflected UNOPA's change from the University Office Personnel Association to the University Office *Professionals* Association. Sandy Watmore was recognized for her work in having the new banner designed.

The next general meeting will be April 11, 2006, at the East Campus Union. This will be the Past Presidents Recognition and Rose Frolik Award Luncheon. In addition, UNOPA members who retired in the past year will also be recognized.

Respectfully submitted,

Valerie Egger

UNOPA General Meeting

April 11, 2006

East Campus Union

Becky opened the meeting at noon. She recognized and welcomed the many guests.

OFFICERS REPORTS

President, Becky Hastings

Approval of March General Meeting Minutes

Becky asked if there were any changes or corrections to the March general meeting minutes which were printed in the April issue of *UNOPA Notes*. One correction was noted: In the section about the spring conference, NAEOP should be changed to NEOPA. Becky declared the minutes will stand approved as corrected. [NOTE: the error could not be located and the correction was later retracted as an error. The minutes stand approved as printed in the April *UNOPA Notes*.]

Thank You from Carol Bom

Becky shared a note from Carol Bom. Carol thanked UNOPA for the gifts presented to her in honor of her installation as the 2006-2007 President of the Nebraska Educational Office Professionals Association (NEOPA) on March 31. The gifts included two books of quotes, and a Snow Babies figurine called *Girl Friends*.

Committee Forms

Donelle Moormeier placed extra 2006-2007 committee forms on the tables for those who may not have received one in the mail. Please sign up for the committee(s) of your choice and return to her by April 14.

Treasurer, Becky for Gretchen Walker

Becky noted Treasurer Gretchen Walker was not able to attend today's meeting and, as a result, there was no Treasurer's report to review. The March Treasurer's report will be shared at the May general meeting.

STANDING REPORTS

Bradley Munn Professional Growth, Becky Hastings for Sandy Watmore

Becky announced that the next reimbursement application due date is April 15, 2006. Please send your forms to Sandy Watmore.

Employee Concerns, Becky Hastings for Pat Hust and Tonda Humphress

Becky introduced Lorraine Moon who reported on the Academic Senate.

There are 95 elected faculty in the Senate serving three-year terms. Anyone—administrators, faculty, staff, and students—can place an item on the agenda and participate in the discussion. The Senate works with UNOPA and UAAD on a variety of issues such as day care and parking. You can review meeting minutes anytime by going to the UNL Web site (> Faculty Staff >

Academic Senate > Minutes).

Nominating, Becky Hastings for Chris Cary

Becky received the results of the 2006-2007 UNOPA officers election from Chris Cary and her committee. The election results are:

President-elect, Gretchen Walker

Treasurer, Marie Dvorak

Corresponding Secretary, Peg Johnson

Recording Secretary, Mary Guest

Professional Growth, Judy Anderson and Mary Guest

Judy announced the UNOPA spring workshop will be held on Administrative Professionals Day, April 26. *Bringing Out the Best vs. the Beast in People* will feature speaker Jeanne Baer with Creative Training Solutions and will be held 1:00 – 5:00, at the Lincoln Women’s Club, 407 S. 14th Street in Lincoln (14th & L Sts.). Registration is \$15 and can be paid using a UNL cost object if desired. Fliers were on the tables. Everyone is invited—bring a friend! There is parking available in a garage across the street.

UNOPA Notes, Becky Hastings for Rhonda Zugmier

The deadline for the May issue of *UNOPA Notes* is April 14. Please send your news items to Rhonda Zugmier.

Hospitality, Pat DeStefano and Susan Thomas

The 50/50 drawing netted \$68. Rhonda Zugmier won \$34 and \$34 will be donated to Camp COHOLO. Door prizes and table centerpieces were in a “pamper yourself” theme. Door prize winners were Cary Jackson, JoAnn Barry, and Karen Shriner. We were all entertained by the reading of the Mr. and Mrs. Right Easter story which ultimately lead to one person at each table winning a table centerpiece.

Recognition of Past Presidents and Retirees, Marlene Pyatt

Marlene recognized six UNOPA retirees and UNOPA’s past presidents. Their names were listed on the program. She also shared notes from a few past presidents who were unable to attend. Pictures were taken as well.

Program, Donelle Moormeier

Donelle introduced the speaker, Pat Shorney, with the Red Hat Society which is a social organization for women over 50. April is Red Hat Society Month and the Society will hold a regional convention next week in Ontario, Canada. Pat shared some history of the society which is a relatively new association. Members are readily noticed by the red hats on their heads and purple on their shoulders. There is now a Pink Hat Society for women under 50.

Rose Frolik Award, Becky Hastings

The Rose Frolik Award is an annual award that was established in 1988 to recognize a UNOPA member demonstrating the attributes of UNOPA’s founder and first president, Rose Frolik. Rose espouses the philosophy that *how* you do your work may be a lot more important than *what* you

do. Recipients of this award will receive a personalized plaque commemorating their recognition, a one year membership to UNOPA and a \$300 cash award.

The three judges were from outside of UNL: Maggie McPherson, personnel training coordinator at Wal-Mart; Jason Thacker, pastor for Country Bible Church in Bennet; and Dick Janda, news anchor for Channel 8 Eyewitness News. Jason and Dick joined us for the luncheon and award presentation, and Becky asked that they stand and be recognized.

Rose has designated Sandy Lineberry, from the UNL Department of the Nebraska Forest Service, to serve as her “official” spokesperson. Becky introduced Sandy and turned the award program over to her.

Sandy explained the requirements for earning this prestigious award. Nominees must have at least five years of active membership in UNOPA and are rated on their leadership characteristics, professional growth characteristics and quest for personal growth, involvement in UNOPA, and personal characteristics. As stated earlier, Rose Frolik feels that *how* you do your work may be a lot more important than *what* you do.

Sandy announced the two nominees and recognized them with certificates of nomination: Dora Dill from the Agricultural Research Division, and Jeanne Andelt from the Nebraska Forest Service. The 2006 winner of the Rose Frolik Award was Dora Dill. Congratulations, Dora!

Becky reminded everyone that the next general meeting will be May 9, 2006. This meeting will include the installation of the 2006-2007 officers and will be held on City Campus at the Kauffman Academic Residential Center. The meeting was closed at 12:57 p.m.

Respectfully submitted,

Valerie Egger

UNOPA General Meeting

Kauffman Center

May 9, 2006

President Becky Hastings welcomed everyone at 12 noon and recognized the guests. She turned the program over to president-elect, Donelle Moormeier.

Prior to and during lunch, professional pianist April Teet provided members and guests with lovely, relaxing music. Donelle explained that April was from Cortland, Nebraska and has played piano since she was four years old. In addition to playing professionally, April also teaches piano, continues to study piano, and owns a small shop in Cortland called Ebony and Ivy. April received a big round of applause from the audience.

OFFICERS REPORTS

President, Becky Hastings

Becky called the meeting to order and asked if there were any changes to the April general meeting minutes that were published in *UNOPA Notes*. As none were noted, Becky stated that the minutes would stand approved as printed.

Treasurer, Gretchen Walker

Gretchen presented both the March and April Treasurer's report.

The checking balance on March 1, 2006 was \$6,656.66. Income for March was \$571.70 and expenses were \$1,458.48 leaving a checking balance on March 31 of \$5,769.88. The cost object balance is \$(2,756.34) and the CD balance is \$3,053.42.

The beginning checking balance on April 1, 2006 was \$5,769.88. Income was \$5,087.99, and expenses were \$2,457.25. That leaves an ending checking balance on April 30 of \$8,400.62 and a cost object balance of \$(4,359.64). The CD balance is \$3,053.42.

STANDING REPORTS

Nominating, Becky Hastings

Becky announced that the Nominating Committee had moved to destroy election ballots. Barb Carley seconded the motion. The motion was carried. The ballots will be destroyed.

Professional Growth, Judy Anderson and Mary Guest

Judy reported that nearly fifty people attended the UNOPA spring workshop, *Bringing Out the Best vs. the Beast in People*, on April 26, 2006. It was held at the Lincoln Women's Club which turned out to be a very nice facility. Participants learned about introverts and extroverts, analyzers, relaters, and other personality characteristics. They took a test which rated their personality type and then learned how their personality type can best relate to other types.

Judy recognized the Professional Growth Committee for their hard work this past year and thanked those who helped to set-up and take down tables and chairs for the workshop.

PSP, Diane Wasser

Lola Young made a blanket for a raffle to raise funds for the PSP Endowment Fund. Tickets had been sold for the past several months. The winning ticket was pulled and the lucky recipient of the fleece blanket was Kitty Slezak, a member of NEOPA who lives in Omaha.

Hospitality, Pat DeStefano and Susan Thomas

The winning number was picked for half of the 50/50 drawing. Barb Homer was the lucky recipient of \$22.00. Table centerpieces (fresh flowers) were given to one person at each table.

INSTALLATION OF OFFICERS

Becky Hastings thanked the out-going board for their work during the past year and also for their help running the parking lot for Ways and Means. She gave each committee chair certificates for their entire committee and asked the chairs to distribute them to committee members. Becky distributed certificates to the officers. After sharing a few words about her experiences and growth during her year as president, Becky turned to the installation program over to Chris Cary.

Chris conducted the Ceremony for the Installation of Officers for the 2006-07 UNOPA Board. The in-coming officers were asked to come forward. One by one, each officer received flowers in recognition of their office, were reminded of their respective responsibilities, asked if they would accept those responsibilities, and agreed to those responsibilities. UNOPA members were asked to put their trust in their new officers and support them. All members recited the UNOPA pledge, which was on the back of the program.

Treasurer, Marie Dvorak: Lilies, representing wealth and prosperity

Corresponding Secretary, Peg Johnson: Chrysanthemums which mean, "You're a wonderful friend"

Recording Secretary, Mary Guest: Hyacinths, representing constancy

President-Elect, Gretchen Walker: Irises which represent faith, wisdom, valor, hope and promise

President, Donelle Moormeier: A bouquet including gladioli (strength of character), bells of Ireland (good luck), freesia (trust), and ivy (friendship and affection)

After Chris congratulated the newly installed officers, she turned the program over to in-coming president, Donelle Moormeier.

Donelle recognized each of her new directors with a pink rose and ivy, representing "thank you" and friendship/affection respectively. She announced her theme for next year: ***Professionals with a Purpose***. On behalf of the current UNOPA board, Donelle thanked Becky Hastings for serving as UNOPA president for the past year and presented Becky with a commemorative plaque and engraved desk clock. After sharing a few parting words, Becky passed the gavel over to Donelle.

The next general meeting will be in September, TBA.

The meeting was adjourned at slightly before 1:00.

Respectfully submitted,

Valerie Egger

The next general meeting will be Tuesday, March 14, 2006, at the East Campus Union.
The meeting was adjourned at 12:30.

Respectfully submitted,
Valerie Egger