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2004

## 2004-05 UNOPA Executive Board Minutes

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**UNOPA Executive Board Meeting**  
**August 17, 2004**  
**East Campus Union**

**Call to Order:** President Sandy Watmore called the meeting to order at 3:10 p.m. Sandy presented information on the Red Hat Society. Roll Call followed.

Members Present: Sandy Watmore, Becky Hastings, Jeanette Fisher, Lois Erickson, Kathy Schindler, Helen Sexton, Barb Andersen, Gretchen Walker, Deb Hendricks, Donelle Moormeier, Jan Edwards, Shirley Horstman, Barb L'Heureux, and Debbie Burns.

Members Absent: Carol Bom and Marcy Tintera.

Ad Hoc Members Present: Dora Dill, Kathy Stastny, Edie Schleiger, and Diane Wasser.

Ad Hoc Members Absent: Mary Guest, Lola Young, Faye Massa, and Kathy Thompson.

**OFFICERS' REPORTS**

**Recording Secretary:** Barb L'Heureux moved that the minutes from the June 15 meeting be approved pending any corrections. Motion approved.

**Treasurer:** Lois reported that UNOPA received the auditor's report from the 2003-04 financial records. Connie J. Paxton, an independent auditor who conducted the audit, recommended that UNOPA get "paid" and "void" stamps for paid or void checks.

Diane Wasser made a motion to purchase the stamps for the treasurer's use. Motion approved.

**Corresponding Secretary:** Jeanette Fisher presented guidelines on when UNOPA should send cards to its members. Cards will be sent on the following occasion: "Get Well" for sick/hospitalized members; "Thinking of You" during a serious illness or judgment decision of occasions; "Sympathy" following the death of a spouse/life partner, child, grandchild, parent, mother-in-law or father-in-law, grandparent, and to the family of a past president who has died; "New Baby" after the birth of a new baby, congratulations/kudos cards to UNOPA members who have won an award or recognition; "Birthday Card" for Rose Frolik, "Thank You" when the occasion warrants, and "Wedding Cards" for a member's marriage.

Jeanette also talked about the Giving Tree, a fundraiser for a needy organization, during the holidays. Suggestions include St. Monica's and Fresh Start. More information will be presented at September's meeting.

**President Elect/Program:** Becky Hastings handed out copies of the proposed programs for the year. A motion was made to approve the programs by Jeanette Fisher. Motion approved.

**President:** Sandy Watmore has attended several meetings with Herb Howe. She will also be attending meetings for the president and president-elects of UNOPA, UAAD, and faculty Academic Senate. The Academic Senate is very supportive of UNOPA.

At the national conference in July, Sandy was a delegate to the advisory council. She will write a report on this experience for UNOPA Notes. Also, at the national meeting in Boston, the UNOPA Notes newsletter won second place. Judy Anderson and Barb Carley were the editors last year.

Sandy has chosen Kids Unlimited as the organization that will receive the president's 50/50 award this year. More information will be presented at the general meeting in September.

Sandy reported that the university's Health Center is looking for support for a program on lifelong health.

## **DIRECTORS' REPORTS**

**Awards:** Helen Sexton reported that the Boss of the Year meeting is Nov. 9, the Outstanding Staff and Silver Pen awards meeting is in Feb. 8, 2005, and the Rose Frolik award meeting would be April 12, 2005.

**Employee Concerns:** Barb Andersen said she has filled positions in all her committees except the Human Rights Committee.

**Immediate Past President/Foundation:** Carol Bom wasn't at the meeting, but gave a written report. Her goal this year is to replenish the Foundation Fund. The committee has been brainstorming on ideas on how to earn money for the fund. This fund is earmarked for workshops, reimbursements, etc.

Jeanette Fisher made a motion to raffle an afghan donated by Lois Brinton as a way to bring income into the Foundation Fund. The motion was approved.

Sandy handed out the annual reports for the 2003-04 year.

**Hospitality:** Debbie Hendricks stated that she has 11 people on her committee and the locations for the meetings are mostly set. She plans to send the meeting reservation forms separate from UNOPA Notes. Prices for meals will remain the same.

**Membership:** Donelle Moormeier reminded the board members to renew their memberships. Forms will be sent through the mail soon. She discussed sending out membership renewals in April or May instead of July so Committee Directors can have a better idea of who to ask to serve on the committees. The discussion was tabled until spring.

**Nominating:** Jan Edwards said she is still putting her nomination committee together.

**Professional Growth:** Shirley Horstman requested that her committee meet after the board meeting.

**UNOPA Notes:** Barb L'Heureux said this month's deadline is Aug. 20. She plans to have a "Getting to Know Your Board Members" series. Please fill out the form and return it to Barb. Future UNOPA Notes deadlines will be the 15<sup>th</sup> of each month.

**Ways and Means:** Debbie Burns reported that the parking agreement between UNOPA and Parking Services has been signed. She has her committee set up and presented her estimated income and expenditures for the year. This year, she printed 200 receipts to give to people that park in the UNOPA parking lot on football game days. She also ordered new Styrofoam fingers from the bookstore.

### **SPECIAL COMMITTEES**

**Bylaws:** Please send your updates to Dora Dill. Sandy plans to have one meeting focus on the bylaws. Besides Dora, committee members include Carol Bom & Chris Cary.

**Mentoring:** Kathy Stastny reported that she will be working with Human Resources on this mentoring program. Her goal is to have information about the Mentoring Program posted on various university web sites, including the Health Center, Graduate Studies, and our own UNOPA web site.

**NAEOP Liaison:** Edie Schleiger is the liaison to our national organizations and she is working on a job description for this position.

**Summer Social:** Faye Massa and Kathy Thompson provided a written report about the Summer Social at the Saltdogs Baseball game on June 22. It was a lot of fun even though it rained.

**Web Technician:** Diane Wasser explained that since technology has become a way of life, it's been suggested that this committee become a permanent standing committee. She came up with the title, "Communication Technology" for the committee. From the national conference, the UNOPA web site didn't win any awards this year.

**UNFINISHED BUSINESS**

Chris Cary has written a proposal for Southeast Community College to offer an Associate's Degree in Education Office Administration. The proposal has been forwarded to SECC officials.

**NEW BUSINESS**

Debbie Burns said the question came up about whether UNOPA members who volunteer at the parking lot should get free parking. Discussion followed.

Becky Hastings made a motion that if a UNOPA member volunteers to work the parking lot that during their shift they may park for free; however, during the game, they need to pay the \$10 parking fee. Motion approved.

**ADJOURNMENT**

The meeting adjourned at 5:10 p.m.

The next meeting is Sept. 7 from 3-5 p.m. at the Harper-Schramm-Smith Complex.

Respectfully Submitted,  
Kathy Schindler, Recording Secretary

**Faye E Massa**  
09/02/04 01:50 PM

To: Kathryn L Schindler/TLC/UNL/UNEBr@University of Nebraska  
cc: Sandra J Watmore/HOUS/UNL/UNEBr@University of Nebraska  
Subject: Re: minutes

Kathy,

I want to correct something in the minutes of the meeting. Kids Unlimited, Inc is a nonprofit charity I started April 15, 2004. This is NOT a national charity, and Spinoza is the name of the bear (Spinoza "Buddy" Bear project) that is purchased from the Spinoza company for children in crisis. If the recipient of the 50/50 drawing needs to be a national charity then Sandy will need to pick another charity. I do not know how the rules for the drawing reads, can it be a local charity or does it need to be a national charity? Does the organization need to have a W-9 form? If so, please let me know and I will get one.

Hopefully this clears up any misunderstandings. If you have ANY questions, please do call!

Thanks,  
Faye

2-2423

Kathryn L Schindler

**Kathryn L Schindler**  
09/01/2004 05:22 PM

To: Sandra J Watmore/HOUS/UNL/UNEBr@University of Nebraska, Becky Hastings, Jeanette L Fisher/VCBF/UNL/UNEBr@University of Nebraska, Lois Jean Erickson/NRBC/IANR/UNEBr@University of Nebraska, Helen A Sexton/PolSci/UNL/UNEBr@University of Nebraska, Barbara Andersen/Ento/IANR/UNEBr@University of Nebraska, Gretchen Walker/UNLAS/UNL/UNEBr@University of Nebraska, Carol C Bom/landsrv/UNL/UNEBr@University of Nebraska, Debra J Hendricks/VCSA/UNL/UNEBr@University of Nebraska, Marcy Tintera/Law/UNL/UNEBr@University of Nebraska, Donelle J Moormeier/CBA/UNL/UNEBr@University of Nebraska, Jan K Edwards/IR/UNL/UNEBr@University of Nebraska, Shirley A Horstman/VCRS/UNL/UNEBr@University of Nebraska, biheureux@unlalum.nebraska.edu@University of Nebraska, Debbie M Burns/bioeng/IANR/UNEBr@University of Nebraska, Dora A Dill/ard/IANR/UNEBr@University of Nebraska, Kathryn L Stastny/Printsrv/UNL/UNEBr@University of Nebraska, Mary M Guest/VCSA/UNL/UNEBr@University of Nebraska, Edie Schleiger/ADMIS/UNL/UNEBr@University of Nebraska, Lola J Young/HOUS/UNL/UNEBr@University of Nebraska, Faye E Massa/UNLusrv/UNL/UNEBr@University of Nebraska, Kathy L Thompson/UNLusrv/UNL/UNEBr@University of Nebraska, Diane M Wasser/AgEcon/IANR/UNEBr@University of Nebraska

cc:  
Subject: minutes

Hi all,

Attached are the minutes from the Aug. 17th meeting. Sorry they are so late. Please let me know if you have any corrections or changes by Friday at 5 p.m.

Thanks!  
Kathy

**UNOPA Executive Board Meeting**  
**October 5, 2004**  
**Law College**

**Call to Order:** President Sandy Watmore called the meeting to order at 3:15 p.m. Roll Call followed.

Members Present: Sandy Watmore, Becky Hastings, Jeanette Fisher, Lois Erickson, Kathy Schindler, Carol Bom, Marcy Tintera, Donelle Moormeier, Jan Edwards, Barb L'Heureux, and Debbie Burns.

Members Absent: Helen Sexton, Barb Andersen, Gretchen Walker, Deb Hendricks, and Shirley Horstman.

Ad Hoc Members Present: Kathy Stastny and Mary Guest.

Ad Hoc Members Absent: Dora Dill, Edie Schleiger, Lola Young, Faye Massa, Kathy Thompson and Diane Wasser.

**Recording Secretary:** The minutes from the September Board Meeting will be sent via e-mail. Please let Kathy know if there are any corrections.

**Treasurer:** Lois Erickson reminded everyone to hand in their expenses and to use the forms that Sandy made available to everyone. The expense requests can be sent to Sandy or Lois.

**Corresponding Secretary:** Jeanette Fisher handed out brochures for Fresh Start and St. Monica's. These are the organizations that will be the recipients of our Giving Tree. Fresh Start gave Jeanette a list of 16 residents (names changed) that need help. St. Monica's wouldn't give our specific names but gave Jeanette a list of supplies for women & children.

Jeanette sent a sympathy card to the family of Jan Schinstock following her death. Jan was a UNOPA member at the time of her death and a former president of UNOPA. Her husband, Jack, is a university employee. Sandy said that UNOPA members will have a moment of silence at the October 12<sup>th</sup> general meeting in memory of Jan.

**President Elect/Program:** Becky Hastings said she's gearing up for the Mini Fashion Show at next week's general meeting. She has 3 models lined up. Board members also held a discussion about last month's general meeting speaker. There were many comments – pros and cons - about the speaker.

**President:** Sandy said that Tad McDowell, director of Parking & Transit and president of UAAD has resigned. An interim director has been named and a farewell coffee is scheduled for Tad.

## **STANDING COMMITTEES**

**Awards Committee:** Sandy said Helen Sexton will start working on the Boss of the Year award meeting for November.

**Employee Concerns:** Gretchen Walker and Barb Andersen are communicating by e-mail. Since Gretchen is new to the position, Sandy said she recommended that Gretchen call Betty James (last year's director) for more details of the job.

**Foundation:** Carol Bom said she's willing to help Debbie Burns (Ways & Means) with the afghan raffle. Carol will have a table and forms at the Oct. 12<sup>th</sup> meeting. Carol also reported that the Foundation balance is the same. The next deadline for members to request foundation reimbursement is Oct. 15<sup>th</sup>. Board members also discussed fundraising ideas for the Foundation fund.

Carol is also organizing UNOPA members in the "Making Strides Against Breast Cancer Walk" on Sunday, October 17<sup>th</sup>. Carol will make a banner in honor of Jan Schinstock and UNOPA members are asked to meet at the banner.

**Hospitality:** Marcy Tintera said the committee will meet on Thursday to finalize the centerpieces. She also encouraged everyone to wear their hats. A discussion was held to decide how many registration or form tables will be needed at the general meeting. Marcy also reported that the Champions Club is reserved for the December holiday meeting.

**Membership:** Donelle Moormeier reported that there are four new members. She is sending renewal reminders to E-News and the Scarlet.

**Nominating:** Jan Edwards said she has two new members on her committee, Mary Guest and Linda Wood. She needs one more member.

**Professional Growth:** Sandy reported that Shirley Horstman has had difficulty finding time to fulfill her UNOPA duties. Sandy has asked Judy Anderson to be co-director of the Professional Growth committee with Shirley, and Judy agreed. Shirley will work on PSP (Professional Standards Program) activities and Judy will work on workshops and professional growth activities.

The next PSP workshop is Oct. 14 at 3 p.m. The first part of the workshop will be a PSP refresher for people who have started the program. The second part starting at 4 p.m. will be on jump starting your PSP activities.



Sandy said there are several other professional growth meetings planned: Nov. 16 and March 3rd These will be half day workshops. Possible topics could be "Living with Stress", "Aging Parents", and "Packing for Conferences."

**UNOPA Notes:** Barb said the October UNOPA Notes is ready to be printed and distributed. Please get your information to Barb as a soon as possible. The regular deadline is the 15<sup>th</sup> of each month.

**Ways and Means:** Debbie Burns reported that UNOPA earned \$2,016 through our parking lot for the first three football games. Our association gets \$4 of the \$10 for every car which parks in the lot at 18<sup>th</sup> & R streets.

Debbie will also work with Carol Bom on raffling off the afghan that Lois Brinton made. Proceeds will go to the Foundation Fund. Debbie said she'd start making the raffle tickets. The goal is to sell tickets in October and November and draw the winner's name at the December meeting. The tickets will sell at \$1 each or 6 tickets for \$5.

**Bylaws Revisions:** Sandy said Dora Dill is seeking suggestions and recommendations to revise our Bylaws. Please send your ideas to her.

**Mentoring:** Kathy Stastny and Mary Guest have been working with Human Resources to get this program going. HR may be willing to fund some workshops during the second semester. A web address or URL will be printed in the November UNOPA Notes.

**NAEOP Liaison:** Carol Bom brought NAEOP forms for Edie Schleiger. The information was on the NAEOP fall conference and renewing NAEOP membership.

**Summer Social:** Digital pictures from the social have been developed. Jeanette has more pictures on the UNOPA film camera that need to be developed.

**Communication Technology Committee (Web Page Technician):** Sandy asked everyone to send information to Diane as soon as possible. She said Diane is about halfway through updating our web site.

### **UNFINISHED BUSINESS**

**Budget:** Lois presented two options for the budget this year. Option 1 showed the budget with Professional Growth & Foundation Funds included in the budget. Option 2 showed the Professional Growth and Foundation Funds separate from the budget. Board members agreed to present Option 2 to the general membership at the October 12 general meeting.

### **NEW BUSINESS**

Sandy reminded everyone that Judy Anderson will now be helping with the Professional Growth Committee.

It was reported in E-news that Tad McDowell has resigned. This will make an impact on UAAD since he was the president of that organization and worked closely with the UNOPA president. Russell Bartholomew, vice president of UAAD, will step into the president's position

The Martin Luther King Freedom Breakfast will be January 14. UNOPA usually buys two tickets.

Sandy asked which directors needed to report at the general meeting. The following people will report: Jeanette Fisher on the Giving Tree and getting cards to members; Carol Bom on the Foundation Fund reimbursement deadline; Donelle Moormeier on the Membership deadline; Debbie Hendricks and Marcy Tintera for the Hospitality Committee; and Judy Anderson or Carol Bom on the Professional Growth workshop on October 14<sup>th</sup>.

The meeting was adjourned at 4:45 p.m.

The next meeting will be November 2 at 3 p.m. at the Harper Schramm Smith Study Lounge.

Respectfully submitted,  
Kathy Schindler,  
Recording Secretary

**UNOPA Executive Board Meeting  
December 7, 2004  
Harper Conference Room**

**Call to Order:** President Sandy Watmore called the meeting to order at 3:05 p.m. Roll Call followed.

Members Present: Sandy Watmore, Becky Hastings, Jeanette Fisher, Lois Erickson, Kathy Schindler, Barb Andersen, Gretchen Walker, Carol Bom, Deb Hendricks, Marcy Tintera, Donelle Moormeier, Jan Edwards, Judy Anderson, and Barb L'Heureux,

Members Absent: Helen Sexton, Shirley Horstman, and Debbie Burns.

Ad Hoc Members Present: Dora Dill, Kathy Stastny, Lola Young, and Diane Wasser.

Ad Hoc Members Absent: Mary Guest, Edie Schleiger, Faye Massa and Kathy Thompson.

#### **OFFICERS' REPORTS**

**Recording Secretary:** The minutes from the November Board Meeting were reviewed. Please let Kathy know if there are any corrections.

**Treasurer:** Lois Erickson said the beginning checking balance on Nov. 1 was \$2,405.80. The income was \$2,926.21 and expenses were \$138.96. That leaves the ending checking balance at \$5,193.05. The cost object balance is (\$1,364.06) which leaves a total balance of \$3,828.99. The CD balance is \$3,000.

**Corresponding Secretary:** Jeanette will have the Angel Tree set up at the general meeting. Please remember to bring your gifts for Fresh Start and/or St. Monica's residents to the Dec. 14<sup>th</sup> meeting.

Jeanette said she also sent a sympathy card to Carol Nau following the death of Carol's mother.

**President Elect/Program:** Becky Hastings announced that the speaker for the January meeting on Jan. 11<sup>th</sup> is Jim McKee, a local historian. This is the annual combined UNOPA/UAAD meeting.

**President:** Sandy had no new information.

#### **STANDING COMMITTEES**

**Awards Committee:** Sandy reported for Helen Sexton. David J. Hansen, chairperson from the Psychology Department was the winner of the Floyd S. Oldt Boss Of The Year Award. Other nominees were: Karen J. Fulton, Criminal Justice Department; James V. Griesen, Student Affairs; Mary W. LaGrange, Accounting; Darrell W. Nelson, Agricultural Research Division; Linda Ray Pratt, English; and Anthony "Tony" R. Schkade, Registration & Records.

**Employee Concerns:** No report.

**Foundation:** Carol Bom said the Foundation has a balance of \$2,370.40. The next deadline for people to request reimbursement for professional growth expenses is January 15, 2005.

Carol explained that it takes a long time to get money from the Foundation Fund – usually over a month. A discussion was held on ways to speed up the process. Carol said her committee will discuss this more when they meet in January.

Raffle tickets for the afghan will be sold before the December meeting. The drawing for the afghan will be held during the meeting.

**Hospitality:** Marcy Tintera reported that the committee is getting ready for the December meeting. Please let her know if you want a table prior to the meeting.

**UNOPA Notes:** Barb reported that she's asking readers to find the president's gavel/hammer in the Notes. She'd like to pay for the December lunch of the person who finds the hammer and e-mails her first. Board members liked the idea. Barb also reminded everyone that the deadline for the January issue is December 15.

**Membership:** Donelle Moormeier said we are currently out of membership cards and she and her committee are making new ones. She may make these on the computer instead of through the Printing department. She also said she can't access or make changes to our e-mail listserv because she's not an owner. The suggestion was made to talk to Amy Stewart who is one of the listserv owners.

**Nominating:** Jan Edwards said she will speak at the January general meeting to encourage people to run for offices.

**Professional Growth/PSP:** No report.

**Professional Growth/Workshops:** Judy said we had between 30 and 40 people at the Caregiver workshop and the presenters were very good. She had planned to give a gift certificate to the speaker, Donna Washburn, but Donna said the LIFE office prefers monetary donations to their organization. Board members thought that would be fine. Judy will talk to Lois about getting a check.

**Ways and Means:** Sandy reported for Debbie that a couple of our members got parking tickets at the last game. She has been in contact with the Parking & Transit staff because we were told we could park in those locations. The parking lot was mostly full for the last football game.

**Bylaws Revisions:** Dora reported that she's been working on updates and consulting Robert's Rules of Order for these updates. Board members discussed moving unrelated things from the Constitution to the Bylaws sections, removing repetitive sections, and moving operating details to the Bylaws.

It will take a vote of the membership at a general meeting to approve these updates. Rather than take time during a general meeting, it was decided to hold a special meeting. A motion to forward the updates to the general membership was tabled until after the special meeting.

**Communication Technology Committee (Web Page Technician):** Diane asked everyone to let her know if there are any errors on the web site because she's getting ready to send in our nomination for the national web site award through NAEOP.

**Mentoring:** Kathy Stastny reported that the Mentoring website will launch in January. She said Human Resources has been very supportive. She already has two brochures to add – one for Answers4Families and one for the Block Book.

**NEOPA/NAEOP liaison:** Carol reported for Edie that the Central Area Conference will be March 31, April 1 & April 2 at the Cornhusker Hotel in Lincoln.

We also received our NAEOP affiliation since we are affiliated directly with the national association. We're not affiliated through the state affiliation (NEOPA).

### **UNFINISHED BUSINESS**

**Martin Luther King Jr. Freedom Breakfast:** Sandy reported that she and Becky will attend this breakfast.

**Foundation/Brad Munn Scholarship:** Carol talked about renaming the Foundation Scholarship after Brad Munn, who died earlier this fall. There are two benefits to doing this: 1. Brad was a great supporter of UNOPA and professional growth, and 2. People often get confused by the professional growth part of the Foundation Fund because it has the same name as the Foundation Fund.

Board members decided to include this in the Bylaws Updates.

### **NEW BUSINESS**

Sandy relayed a request that was made by the PSP Committee to have a Bazaar Table at the beginning of the meeting to earn money for their fund. PSP Committee participants would bring in projects and gifts they made and would sell them at a predetermined price. Board members agreed to allow this project beginning with the December meeting. Determinations would be made after that meeting about if they would be interested in doing the same thing at subsequent meetings.

At the end of the meeting, Sandy had gifts for everyone. She made pillows for everyone and each person took home a beautiful handmade pillow.

The meeting was adjourned at 4:15 p.m.

The next meeting will be January 6 at 3 p.m. in room 214 of the Plant Industry Building on East Campus.

Respectfully submitted,  
Kathy Schindler,  
Recording Secretary

**UNOPA Board Meeting**  
**January 6, 2005**  
**214 Plant Industries Building**

**Call to Order:** President Sandy Watmore opened the meeting at 3:10 p.m. Roll Call followed.

**Board Members Present:** Sandy Watmore, Lois Erickson, Kathy Schindler, Barb Andersen, Carol Bom, Deb Hendricks, and Debbie Burns

**Board Members Absent:** Becky Hastings, Jeanette Fisher, Gretchen Walker, Donelle Moormier, Jan Edwards, Barb L'Heureux, Marcy Tintera and Judy Anderson.

**Ad Hoc Members Present:** Dora Dill and Kathy Stastny.

**Ad Hoc Members Absent:** Mary Guest, Edie Schleiger, Lola Young, Faye Massa, Kathy Thompson, and Diane Wasser.

**OFFICERS' REPORTS**

**Recording Secretary:** The minutes from the December board meeting were approved with a correction regarding the new PSP business. The projects and gifts are not all handmade.

**Treasurer:** Lois Erickson said the beginning checking balance on January 3 was \$5,527.14. The December income was \$3,042.50 and expenses were \$1,881.01. That leaves the ending checking balance at \$6,688.63 with \$44.38 in the cost object. The CD balance is \$3,000.

**President:** Sandy and Becky planned to attend the Martin Luther King, Jr. Freedom Breakfast on January 14.

**Awards:** Sandy reported for Helen Sexton, Awards Director. Expenses for the Boss of the Year Award were paid. Regarding the February awards, Sandy said more information will be distributed and published to encourage people to nominate people for Floyd S. Oldt Outstanding Staff and Silver Pen Awards. These will be presented at the February 8 general meeting.

**STANDING COMMITTEES**

**Foundation:** Carol Bom reported that the Foundation earned \$138 from the Afghan Raffle.

**Hospitality:** Debbie Hendricks reported that reservations have been low for the UNOPA/UAAD joint meeting. The committee is in good shape for meeting preparations since UNOPA is the host for this year's joint meeting.

The PSP Committee had a table at the December meeting that was very successful. They earned \$65. They plan to have a table of products for sale at the January and February meetings too and will have Valentine-related products for the February meeting.

**UNOPA Notes:** The deadline for the February UNOPA Notes is January 15. The January issue will be out early next week.

**Ways and Means:** Debbie reported that she didn't make her budget projection, but she had great help and thanked everyone for their help at the football game day parking lot.

**Bylaws Revisions:** Dora said she's ready to start presenting Bylaws and Standing Rules Updates. Sandy set Tuesday, Jan. 25 to tentatively meet and discuss the updates with the general membership. We are still looking for a time and place.

**Communication Technology Committee (Web Page Technician):** No report.

**Mentoring:** Kathy will present a report on the Mentoring web site at the February general meeting. She currently has information about Answers4Families and Neighborhood Inc. The question arose as to how to get this information to new UNL employees since we are no longer giving presentations at New Employee Orientations. Sandy will look into why we're not invited to the new Employee Orientations anymore.

**NEOPA/NAEOP liaison:** Carol Bom reported for Edie Schleiger. She said there will be a combined NEOPA and Central Area Conference on March 31, April 1 & April 2 in Lincoln. The Central Area is a six-state area that includes: Nebraska, Iowa, Illinois, Kansas, Missouri & Indiana. There will be a social on Thursday evening, a humorous speaker and NEOPA installation banquet on Friday, and special speaker Randy Morgan on Saturday night. Registration will be sent to members in mid-January and also placed in the UNOPA Notes.

#### **UNFINISHED BUSINESS**

**Foundation/Brad Munn Scholarship:** Carol's committee will discuss renaming the foundation scholarship after Brad Munn and presenting the information at the Bylaws Update meeting.

#### **NEW BUSINESS**

**Communications Technology:** Sandy said Diane asked everyone to let her know if there are any web questions, concerns or updates. We want to get the web site looking as nice as possible for the NAEOP web page contest.

**Reports at the General Meeting:** The following committees will report at the January general meeting: Awards, Communication Technology, Nominating, Central Area Professional Development Day, Foundation, Hospitality and Program Committee. Sandy said that the UAAD business will go first followed by the UNOPA business meeting. Jim McKee will be the special speaker for the day.

The meeting was adjourned at 4:20 p.m.

The next meeting will be February 1 at 3 p.m. at 1700 Y Street.

Respectfully submitted,  
Kathy Schindler,  
Recording Secretary

2/9/05

**UNOPA Executive Board Meeting  
February 1, 2005  
1700 Y Street, rm 125A Business Services**

**Call to Order:** President-elect Becky Hastings opened the meeting at 3:10 p.m. Roll Call followed with President Sandy Watmore arriving soon after. Valerie Egger was welcomed as the new Recording Secretary replacing Kathy Schindler.

**Board Members Present:** Sandy Watmore, Becky Hastings, Jeanette Fisher, Valerie Egger, Gretchen Walker, Carol Bom, Deb Hendricks, Marcy Tintera, Donelle Moormeier, Jan Edwards, Barb L'Heureux, Judy Anderson

**Board Members Absent:** Lois Erickson, Helen Sexton, Barb Andersen, Shirley Horstman, and Debbie Burns

**Ad Hoc Members Present:** Kathy Stastny, Mary Guest, Edie Schleiger, Lola Young, Faye Massa, and Diane Wasser

**Ad Hoc Members Absent:** Dora Dill and Kathy Thompson

**OFFICERS' REPORTS**

**Recording Secretary:** The minutes from the January board meeting were approved with one correction. Marcy Tintera was added to the list of board members absent in January.

**Treasurer:** Sandy Watmore reported for Lois Erickson by distributing copies of the Treasurer's Report dated February 1, 2005 and UNOPA Budget dated January 27, 2005. The beginning checking balance on January 1, 2005 was \$6,690.08. Income was \$527.50 and expenses were \$755.50. That leaves the ending checking balance at \$6,462.08 with -\$503.14 in the cost object. The CD balance is \$3,021.92.

**Corresponding Secretary:** Jeanette sent out three cards this past month.

It will soon be time to begin working on the April awards and recognition program. She has names of the past UNOPA presidents but needs names of retired members as both groups will be honored during the program. Jeanette will check with the Benefits Office for names of retirees and will check the membership list for recent retirees. It was suggested that she also use the UNOPA Listserv to request names of known retirees. UNOPA honors the past presidents and retirees with flowers and lunch. Discussion followed as to whether the honored retirees are *all* retirees participating in the program, or only those who have retired in the past year. Jeanette will look through past correspondence to see if there is a clear precedent.

**President:** Sandy Watmore received an announcement from the Lincoln Salt Dogs which was sent to those group leaders who organized past group events held at the park. The Salt Dogs are giving the leaders the opportunity to again sign-up for tickets for a group event at the park. This might be considered for another spring UNOPA outing.

The Faculty Senate meets with presidents and president-elects of UAAD and UNOPA about every other month. Faculty Senate president, Wes Peterson is in charge and set the date of the next



meeting for February 11. Sandy reported that these meetings are valuable as UNOPA gains faculty support from them.

Sandy will meet with Herb Howe (Assoc. to the Chancellor) at the end of this week to inform and discuss with him a general decline in administrative support for UNOPA.

Sandy has received a copy of *Women's Health Overview* newsletter which she is making available to anyone who would like to read it.

**President-Elect:** Becky Hastings reported that a colleague had given her information regarding an ASTD (American Society for Training and Development) workshop. She doesn't know much about the organization but noted that ASTD would like to announce an upcoming workshop to UNOPA members. Cost is \$39 for individuals or \$35 each for a group of five or more.

### **STANDING COMMITTEES**

**Awards:** Sandy reported that Helen Sexton had knee surgery and during her "recuperation" she is working on the Floyd S. Oldt Silver Pen and the Floyd S. Oldt Outstanding Staff awards from home. So far she has received about seven nominations and things appear to be on track for the February awards program.

**Employee Concerns:** Gretchen Walker noted that all of the Employee Concerns committees would be contacted to get updates from them.

**Foundation:** Carol Bom reported that the Foundation Committee met on January 21, 2005 to review two applications. One application was for PSP reimbursements totaling \$95.00 to Carol Bom and the other was for a regular reimbursement for Diane Sullivan for \$100.00 for tuition. Both applications were approved and the forms will be forwarded to Payroll and the Foundation.

The committee discussed the name for the reimbursement fund and agreed that the name *Bradley Munn Professional Growth Fund* would be forwarded to the Board for their approval.

The committee agreed to contact the UNL Federal Credit Union about the possibility of moving the UNOPA Foundation account to the Credit Union. Currently, the UNOPA Foundation Fund is held by the University of Nebraska Foundation and, while it is in a spendable account, the fund does not earn interest. Carol and Lois Erickson will set up an appointment to talk with the Credit Union in February. Members could still do a payroll deduction at the Credit Union, and we could speed up the process for reimbursement. They will also review the historical elements and meet with the Foundation to review the positive reasons for keeping the account at the Foundation. They will also check the UNOPA bylaws to see what is said about administering this fund.

**Hospitality:** Marcy Tintera and Deb Hendricks reported that they will meet this Thursday to finalize plans for the February general meeting. As the Silver Pen Awards and Outstanding Staff Awards will be presented, there will be no other program.

**Membership:** Donelle Moormeier reported that she is now printing membership cards from her computer.

**Nominating:** Jan Edwards noted that letters have been sent out requesting nominations for next year's officers. One nomination has been received so far.

**Professional Growth/PSP:** Sandy is concerned that distribution of PSP plaques is current. This appears to be the case, but she will check into it.

Judy Anderson reported that the committee is planning a March professional growth event. The target date is March 3, 1:00-4:30 with a back-up date of March 10. This would be free to UNOPA members as one of the membership benefits but is also open to others for a fee. Vickie Highstreet has been contacted about the possibility of doing a half-day workshop on a portion of *7 Habits of Highly Effective People*. While the entire *7 Habits* training is an excellent program, it is expensive and time consuming. The Professional Growth Committee would like to give UNOPA members a taste of the workshop. They are waiting for Vickie's response to their request.

**UNOPA Notes:** Barb L'Heureux reported that the next *UNOPA Notes* should go out this coming Friday. The March issue (February 15 deadline) will be judged in the NAEOP competition. It was suggested that the cover only might be printed in color and could be printed separately to reduce costs.

**Ways and Means:** No report.

**Bylaws Revisions:** Carol Bom reported for Dora Dill. A workshop was held to discuss the bylaws in January. It was poorly attended. However, interest was strong with excellent comments. Carol passed out a copy of five issues along with some other discussion items. The Committee plans to have the draft of the revised bylaws prepared for presentation at the April meeting.

**Communication Technology (Web Page Technician):** Diane Wasser requested that recommendations for any Web site changes be sent to her.

UNOPA could have a LotusNotes address that could be used on the Web site rather than personal email addresses to provide more secure email communications. However, the email account would need to be checked by someone as it is a separate account and will not be redirected to an individual's email account. Diane does not get a lot of email messages from the Web site. Sandy does, and needs to get them quickly. At this time it does not appear that a UNOPA address will be requested.

**Mentoring:** Mary Guest and Kathy Statsny reported that they are ready to announce the computer-based mentoring site that was started last year. They will give a presentation about the site at the February general meeting and will also distribute cards on tables with the URL. They would like to have the cards given out to new UNL employees.

**NEOPA/NAEOP Liaison:** Edie Schleiger has been working with the NEOPA Liaison, Lola Young, to establish duties for this position.

The Central Area Conference professional development opportunity should be announced at the February general meeting. Carol Bom has registration information for the conference which will be March 31, April 1-2 in Lincoln at the Cornhusker Hotel. Cost will be \$125 for the entire conference. She will collect the registrations.

**Presidential Advisor:** Lola Young had nothing to report but did distribute information about the July 11-15, 2005 NAEOP Conference in Tucson, AZ.

## **UNFINISHED BUSINESS**

- Although poorly attended, the constitutional bylaws meeting was good. Participants shared why some things would or would not work.
- Sandy sent out a new officers and director list as an email attachment to the meeting agenda message. Please give her any changes.
- Sandy reported that both she and Becky Hastings attended the Martin Luther King breakfast. They were amazed at how much information was presented in such a very short time.
- Sandy needs the names of each committee's members. If you haven't already, please forward your list via email.
- There was discussion on having UNOPA purchase Spinoza Bears through Kids Unlimited. One or two bears would be purchased and each given to a child in a crisis situation (family, medical, emotional, etc.). The Spinoza Bear project is the charity chosen as the recipient of the funds generated by the monthly 50/50 drawing. It looks as though there will be enough funds to purchase two bears at \$160 each. Each bear has a built-in tape recorder that will play soothing, friendly tapes that target the child's needs and help them deal with their crisis situation. We have the option of having a vest made for the bear(s) with UNOPA's name on it showing us as a donor. It was agreed that Sandy would send out a UNOPA email seeking recommendations of children to whom bears could be given.

## **NEW BUSINESS**

### **Reports at the General Meeting:**

The following committees will report at the February general meeting: Treasurer, Corresponding Secretary, NAEOP/NEOPA Liaison, Professional Growth, Mentoring, Hospitality, Awards. There will not be a program because of the Floyd S. Oldt awards ceremony.

The meeting was adjourned at 4:25 p.m.

The next meeting will be March 1, 2005 at 3 p.m. at 1700 Y Street.

Respectfully submitted,

Valerie Egger  
Recording Secretary

**UNOPA Executive Board Meeting**  
**March 1, 2005, 3:00 P.M.**  
**1700 Y Street, rm 125A Business Services**

**CALL TO ORDER:** President Sandy Watmore welcomed everyone at 3:10 P.M.

**Roll call** was taken by Valerie Egger.

Members Present: Sandy Watmore, Becky Hastings, Jeanette Fisher, Lois Erickson, Valerie Egger, Gretchen Walker, Carol Bom, Deb Hendricks, Donelle Moormeier, Jan Edwards, Barb L'Heureux, Judy Anderson

Members Absent: Helen Sexton, Barb Andersen, Marcy Tintera, Shirley Horstman, Debbie Burns

Ad Hoc Members Present: Kathy Stastny, Mary Guest, Edie Schleiger, Diane Wasser

Ad Hoc Members Absent: Dora Dill, Lola Young, Faye Massa, Kathy Thompson

**OFFICERS' REPORTS**

**Recording Secretary:** Valerie Egger

The **minutes** from the February 1, 2005 board meeting were approved with no corrections.

Valerie received the 2003-2004 Secretary's notebook from Kathy Schindler and was uncertain as to what to do with it. She noted that in the By-Laws are Standing Rules that state "At the end of the fiscal year the Recording Secretary shall duplicate all records and send to University Archives . . ." Does the 2003-2004 notebook need to be copied?

In the discussion that followed, it was noted that all **archive materials** are now kept in storage at 1700 Y Street. It was difficult to find past records at the Library so photo-copying was discontinued. Valerie will send the 2003-2004 notebook to Becky Hastings who will place it with the UNOPA archives at 1700 Y.

**Treasurer:** Lois Erickson

The beginning checking balance on <sup>Feb</sup> ~~March~~ 1, 2005 was \$6,462.08. Income was \$526.81 and expenses were \$1,264.17. That leaves the ending checking balance at \$ 5,724.72 with -\$284.29 in the cost object. The CD balance is \$3,021.92.

Sandy Watmore took this opportunity to once again address possible concerns about the **cost object deficit**. She explained that funds in the cost object can only be used within the UNL system thereby limiting the ways in which it can be used. So, while having too little in the account is not good, having too much is not good either. The University's Floyd S. Oldt Fund will soon be reimbursing UNOPA approximately \$3000 for awards and award expenses paid from the cost object account. Once received, the reimbursement will put the cost object balance back into the black. The Oldt Fund reimbursement will be deposited directly into the cost object account; no check will be issued. Also, UNOPA has been asked to submit only one invoice per year to the Oldt Fund for reimbursement of award costs. In the past, it was twice a year. That once-a-year is now, near the end of the fiscal year. Further research will be done to find out exactly how this money is deposited.

**Corresponding Secretary:** Jeanette Fisher

Jeanette will be sending sympathy cards to UNOPA members who have recently lost a loved one: Judy Yeck (father), Carol Nau (brother-in-law), Daisy Brayton (mother-in-law).

Regarding the **Retirees/Past President's Luncheon**, Jeanette now has a list of retirees. Next week she will send them, and the past UNOPA presidents, invitations to the April general meeting and

awards/recognition luncheon. The retiree list consists of current UNOPA members who retired from UNL in the past year.

**President-elect:** Becky Hastings

Becky reported that the Backyard Farmer panel was scheduled to give the **March 8 general meeting program**. However, because of a misunderstanding over the meeting date, they are not able to come. Instead, staff from Campbell's Nursery will give the March program. There will be no charge to UNOPA.

**President:** Sandy Watmore

Sandy was invited to the UNL **Graduate Support Appreciation Workshop** but was unable to attend.

Becky Hastings and Sandy attended a meeting of **Faculty Senate/ASUN/UAAD/UNOPA** representatives on February 11. UAAD was the only organization not represented. The ASUN vice president and UNL Faculty Senate president and secretary spoke at length about various topics. Sandy and Becky were asked if they had any issues they needed help with. Sandy and Becky brought up child care. Faculty Senate president, Wes Peterson, said the Chancellor had indicated the child care issue was being handled. The concern was that Tad McDowell chaired the Child Care Committee but has since left UNL. The committee had been quite active and had done significant research, but since McDowell's departure, there has been little news from them. Diane Wasser is on the Chancellor's Committee on the Status of Women and noted that Chancellor Perlman does, in fact, have a committee working on child care and that numerous possible child care sites have been narrowed down to two locations. The Committee is trying to get Chancellor Perlman to have only one campus committee working on the issue. Sandy will contact the Chancellor's Office to see if she can get more information. Another issue that was discussed was the lack of administrative support for participation in UNOPA. Wes indicated he would bring the issue up at the next Faculty Senate meeting and would encourage support from faculty who supervise UNOPA members.

Sandy met with **Herb Howe** February 10 and will meet with him again on March 8. These meetings are between Herb Howe and the UNOPA and UAAD presidents only, no president-elects. The February meeting did not start well as Russell Bartholow (UAAD) did not show and Sandy was unavoidably late. Sandy reinforced how important she felt these meetings were and encouraged Howe to continue them for the benefit of future UNOPA and UAAD presidents. The rescheduled meeting went well and was interesting. Once again, the lack of administrator support for UNOPA was a discussion item.

Sandy will attend the UNL-wide **Deans and Directors Meetings** on March 9. These are normally held every other month. May will be the last one this fiscal year. Although frequently interesting and enlightening, Sandy is discouraged by the fact that UNOPA is always last on the agenda. As she gives her update, administrators are generally packing up and getting ready to leave, although some do stop and thank her for providing the UNOPA update, and compliment UNOPA on its activities, meetings, and programs.

At this time, Sandy reminded the board members that **year-end reports** are due in two months. Sandy asked Judy Anderson if she would help with the report (as she did last year) using last year's format. Judy agreed. Diane Wasser requested a copy of the report to post on UNOPA's Web site.

## **STANDING COMMITTEES**

**Awards:** Sandy Watmore for Helen Sexton

Sandy reminded everyone that the **Rose Frolik Award** nomination deadline is March 18. The application form is on the UNOPA Web site.

Reimbursement for award expenses from the University's Floyd S. Oldt Fund is an issue as noted in the Treasurer's report. Helen Sexton, Sandy Watmore and Becky Hastings will be communicating to get this process completed.

**Employee Concerns:** Gretchen Walker

The Directors of the Employee Concerns Committee requested updates from all the Employee Concerns Committees. Copies of these reports were distributed to the board members. These updates will be used as a starting point for the year end reports.

**Foundation:** Carol Bom

The NU Foundation account balance is \$2278.90. Lois Erickson and Carol met with a representative of the University of Nebraska Federal Credit Union about possibly moving the Foundation-held account to the Credit Union. Carol did some research and it appears that UNOPA cannot move the account. The account is a combination of two accounts that were merged together in 1982 with the understanding that, since these were donated funds, they would stay at the NU Foundation. However, it was noted that a new fund could be started if desired. In this case, UNOPA members donating to the account through directly-deposited payroll deductions would need to make an account change. There was no motion to establish a new account at this time. [It is this account which has been recommended for a name change to the *Bradley Munn Professional Growth Fund*.]

**Hospitality:** Deb Hendricks

On the general meeting agenda, the **50/50 drawing** has been moved to just before the program. This gives the committee more time to count the proceeds prior to announcing the day's winner. The committee is planning around the garden theme initiated by the program committee.

**Membership:** Donelle Moormeier

Last August it was suggested that the **2005-06 membership forms** be sent out in April or May rather than September. The suggestion was tabled last August with the understanding that it would be addressed again in the spring. Therefore, Donelle is now asking how we would like her committee to proceed.

Traditionally, members send in their committee interests with their membership renewals in September. However, by September the committees have already been active for a month or two. Requesting committee preferences in April or May would help committee chairs get their committee together. UNOPA's membership year is July through June; the membership form is due by October 31; committees begin meeting during the summer. Jan Edwards motioned that the membership forms be sent out in April on a trial basis. Deb Hendricks seconded the motion. The motion was approved. After more in depth discussion, board members voted to amend the motion to have the form sent out in May rather than April. Additional discussion followed about the consequences of sending out the membership form early. As a result of the discussion, Donelle will separate the current single form into three: 1) a single *new member* enrollment/committee form, and, for *current members*, 2) a separate membership renewal form and 3) committee preference form. This recognizes the differing needs between new and existing members, and enables current members to request committee assignments separate from renewing memberships. Donelle will send out drafts of the forms prior to the April 5 board meeting to facilitate a board decision during the meeting.

Donelle has the UNOPA Listserv completely updated and will get a copy to Diane Wasser.

**Nominating:** Jan Edwards

Jan needs more names for the **Slate of Officers** as not all offices have two nominees as required in the By-Laws. She absolutely needs them by next week. Getting enough nominees is hampered, in part, because of lack of administrative support. Some members are finding that administrators will not give them the time away from work to meet UNOPA responsibilities. This is especially true for potential president-elect nominees. Becky Hastings motioned that the board approve the slate of 2005-06 nominees as they stand today with possible additions to be approved by an e-mail vote of the Executive Board prior to the March 8 general meeting. Carol Bom seconded the motion. Motion carried. Jan would like the board's suggestions for any changes to the nominee information statement. Copies of the current statement were distributed. It was also suggested that future requests for nominations include a list of

current UNOPA members. Jan will get the current membership list from Donelle Moormeier and send it out in a day or two to the board members to encourage additional recommendations of nominees.

**Professional Growth/PSP:** Judy Anderson

No PSP report.

The *3 of the 7 Habits of Highly Effective People* workshop has 56 people registered. Forty-six are members. The March 3, 1:00-4:30 program will have a mid-afternoon break with refreshments.

**UNOPA Notes:** Barb L'Heureux

The March edition of *UNOPA Notes* is almost done. Barb will send a copy to Sandy Watmore tomorrow. This is the edition that is entered into NAEOP competition.

**Ways and Means:** Debbie Burns (Absent)

No report.

**Bylaws Revisions:** Dora Dill (Absent)

No report.

**Communication Technology (Web Page Technician):** Diane Wasser

The UNOPA Web site is ready. Almost all pages are updated. General meeting minutes, *UNOPA Notes*, and the annual reports can be accessed from the Web site. The application for the National Web Page Competition is ready for submission.

**Mentoring:** Mary Guest and Kathy Statsny

People are logging onto the new **Mentoring Web site**. Mary and Kathy were hoping to have a UNL Human Resources connection for brown bag sessions, however, HR personnel turnover stopped progress for this year. They expect it to happen next year. It was suggested that the site, currently available only to the UNL community through Blackboard, might have a broader audience if it was transferred from Blackboard to something more widely accessible. However, right now it was designed with campus users in mind and will remain on Blackboard, at least for the immediate future.

**NEOPA/NAEOP Liaison:** Edie Schleiger

Edie Schleiger reported on the **NAEOP Conference July 11-15, 2005**. It has been requested that people going to the national meeting get together so that arrangements can be made to travel and/or room together in an effort to enhance the experience and reduce costs. A conference room in Neihardt Hall is available. At Sandy Watmore's suggestion, Edie will pick a date within the next two weeks and send out an announcement to those involved. Sandy knows of nine people from UNOPA who are going. Lola Young also has a list of names. The Chancellor has committed some funds to help offset expenses, however, he is waiting for the number of members going before he commits to a specific amount. Sandy will report these numbers to the Associate to the Chancellor, Herb Howe, next week during their monthly meeting so that funds can be released. Lola is coordinating pins to trade with other NAEOP participants. These pins will be available for members to purchase, take and trade at the cost of \$1.25 each. Lincoln Public Schools has their own pin that they will also bring to add variety to the pins traded and collected. It was suggested that UNOPA participants might want to bring a UNL or similar pin, however, the cost of purchasing additional pins was a concern. Gretchen Walker can get some Nebraska Department of Economic Development pins for free, maybe fifty. Edie will try to procure some free pins as well, perhaps another fifty. Anyone who can acquire such "free or very inexpensive" pins will send them to Sandy for distribution to the UNOPA attendees.

Carol Bom reminded us that early registrations for the **NEOPA Central Area Conference** (March 31-April 2, 2005) are due by March 15. If a UNL department is paying the registration fee, a cost object could be used to transfer funds.

**Presidential Advisor: Lola Young (Absent)**

No report.

### **UNFINISHED BUSINESS**

Sandy Watmore has received names of several children as possible recipients of Spinoza Bears. All names were received from individuals with UNL connections. UNOPA plans to donate two bears and Kids Unlimited plans to donate bears to some of the other children. After the bears have been donated to their new owners, Sandy will announce the donation at the General Meeting, providing only vague information in order to maintain absolute confidentiality.

Sandy is working on **certificates recognizing UNOPA committee membership**. She distributed a list of committee member names for immediate review and correction.

This past fall, the Board approved setting up a **PSP Bazaar Table** at the December, January and February general meetings. The table has raised about \$50 per meeting for stipends. The PSP Committee is interested in continuing the table, if the Board approves it. A motion was made by Lois Erickson, seconded by Jan Edwards, to approve continuing the PSP table at the March and April meetings. Motion approved. It was then noted that the April general meeting program is the luncheon honoring past presidents and retired members. Out of respect for the occasion, it was voted to rescind the original motion. A new motion was made by Becky Hastings, seconded by Jeanette Fisher and approved, to continue the PSP table for the March meeting only. The issue can be reopened in the fall for possible continuation at that time.

### **NEW BUSINESS**

Should the current **NAEOP Liaison Committee** and the **Communication Technology Committee** become Standing Committees? This will be discussed and voted on at the April Board meeting.

Sandy Watmore plans to be on vacation March 23-25 and April 13-18. Concerns and issues during those dates should be forwarded to President-elect, Becky Hastings.

Carol Bom asked if UNOPA will be providing a theme basket for the state conference (NEOPA Central Area Conference) on March 30–April 2. Sandy reported that one was taken to the fall state conference and that past procedure has been to take only one basket per year; but if one is needed, it could be arranged. Carol will contact NEOPA Ways and Means Committee and will forward her findings to Sandy so arrangements can be made to provide one according to the expectations.

Reports at the March 8 general meeting will be:

1. Awards
2. Nominating
3. Professional Growth
4. UNOPA Notes (items are due March 15)
5. Foundation
6. Hospitality (50/50 Drawing)
7. Program—Campbell's Nursery

### **Next Meeting:**

Tuesday, April 5, 3:00-5:00, East Campus, location TBA. The May meeting will be on City Campus.

The meeting was adjourned at 4:50 p.m.

Respectfully submitted,

Valerie Egger  
Recording Secretary



**UNOPA Executive Board Meeting  
Tuesday, April 5  
East Campus Union**

**Call to Order:** President Sandy Watmore called the meeting to order at 3:08 p.m.

**Board Members Present:** Sandy Watmore, Becky Hastings, Jeanette Fisher, Valerie Egger, Lois Erickson, Barb Andersen, Gretchen Walker, Carol Bom, Debbie Hendricks, Marcy Tintera, Donelle Moormeier, Jan Edwards, Barb L'Heureux, Judy Anderson

**Board Members Absent:** Helen Sexton, Shirley Horstman, Debbie Burns

**Ad Hoc Members Present:** Dora Dill, Kathy Stastny, Mary Guest, Edie Schleiger, Faye Massa, Diane Wasser

**Ad Hoc Members Absent:** Lola Young, Kathy Thompson

**OFFICER'S REPORTS**

**Recording Secretary:** Valerie Egger

As Valerie arrived late, the minutes from the March meeting were approved late in the meeting. See the Unfinished Business section.

**Treasurer:** Lois Erickson

The beginning checking balance on ~~April~~<sup>March</sup> 1, 2005 was \$5,724.72. Income was \$1,682.47 and expenses were \$2,579.05. That leaves the ending checking balance at \$4,828.14. The CD balance is \$3,021.92.

Reimbursement for award expenses has not been received at this time. Under miscellaneous, \$825 was received and will be expended for the State NEOPA registration.

**Corresponding Secretary:** Jeanette Fisher

Retirees/Past Presidents/Rose Frolik Award Luncheon: A draft of the program for the April 12, 2005 general meeting/luncheon was passed around to board members for corrections and changes. Twenty-two past presidents and retirees have responded that they will be attending the luncheon.

**President-Elect:** Becky Hastings

Karen Randall and Rave Review will be the entertainment at the April general meeting. Becky is asking for names of individuals that would like to help on committees next year.

**President:** Sandy Watmore

At the Deans and Directors meeting on March 9, Herb Howe announced to the deans and directors that they need to support their staff with administrative leave to attend UAAD and UNOPA meetings.

When Sandy and Russell Bartholow met with Herb Howe on March 8, child care was discussed. There are currently four committees working on child care issues and Herb would like to have these committees working together. Child care expense will not be subsidized by UNL.

Budget cuts have eliminated discussions on providing tuition remission to employees with less than 1.00 FTE. This needs to be brought to the system-wide Benefits Committee. Currently, employees must have 1.00 FTE to qualify for tuition remission.

## **COMMITTEE REPORTS**

### **NEOPA/Central Area Conference:** Judy Anderson

The Nebraska Educational Office Professionals Association (NEOPA) Central Area Conference was well attended March 31–April 2, and many good comments were given about the speakers. The opinion was that UNOPA members joining in Thursday night's karaoke sounded the best!

### **By-Law Update:** Dora Dill

Dora will share the major changes to the bylaws update at the April general meeting. Copies will not be distributed, but a copy can be requested from Dora or viewed on the UNOPA website. All board members were asked to review the changes and send questions, concerns, or corrections by e-mail to Dora. Ballots to approve the changes will go out to all UNOPA members after the May general meeting.

### **Communication Technology:** Diane Wasser

The UNOPA website was submitted to the national (NAEOP) Website competition.

### **Mentoring Website:** Mary Guest and Kathy Stastny

The Mentoring Blackboard site is now accessible to people outside of UNL. A link will be posted on the UNOPA Website along with instructions on how to self-enroll.

Kathy Stastny announced that she is retiring in the next week.

### **Legislative Liaison:** Edie Schleiger

Edie attended the Lincoln Public Schools Legislative Breakfast earlier this morning (Tuesday, April 5) where Chancellor Harvey Perlman was the speaker. [Two legislative meetings per year are sponsored by the Lincoln state senators.]

National Conference NAEOP – Herb Howe has agreed to donate funds for those attending the conference.

## **DIRECTOR'S REPORTS**

### **Awards:**

The Rose Frolik Award will be presented at the April meeting. Rose plans to attend this year. Helen Sexton will announce the award and Sandy Lineberry will present the award to the recipient.

**Foundation:** Carol Bom

The next deadline to submit requests for professional development reimbursement is April 15. Carol received a thank-you card from Diane Sullivan for receiving a Professional Growth Fund reimbursement. There is still reimbursement money available for professional growth in the Bradley Munn Professional Growth Fund. Contact Carol Bom for information.

**Hospitality:** Marcy Tintera and Debbie Hendricks

The Hospitality Committee will take care of the centerpieces for the officer installation ceremonies at the May luncheon meeting.

**Membership:** Donelle Moormeier

Donelle passed around drafts of revised membership forms. Instead of the current single membership form, she separated them into three forms: Membership, New Membership, and Committee. A suggestion was made to add forms to the UNOPA Website and change Membership form to Renewal Membership form. Donelle will investigate the possibility of having current members' information already filled in on the forms so that each person only needs to make corrections. On the Committee form, the Communications Technology and Summer Social committees would be added as well as a Return To address. Forms will be distributed in May and, after approval of the bylaws, changes will be made.

Human Resources has been contacted for names of new office staff at UNL so that UNOPA information can be sent to them. It was suggested that a Membership Committee member follow-up with a personal call.

**Nominating:** Jan Edwards

Requests for nominations were mailed out to UNOPA members on January 27, 2005. Based on the responses received, the committee spoke with at least 77 potential nominees. The final nominees were narrowed down to a list of eight. Ballots were mailed to members on March 14 along with biographical information for each of the eight candidates. 111 ballots were returned to the committee. [UNOPA has 159 voting members.] Results as follows will be announced at the April general meeting.

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

A motion was made by Jan Edwards and seconded by Judy Anderson to destroy the ballots. Motion passed. The final tally will be forwarded to the Recording Secretary.

**Professional Growth/PSP:**

Two people are working on PSP certification.

Judy Anderson asked for and received approval of a \$50 check to be given to Vicki Highstreet for her *Seven Habits* workshop presentation.

**UNOPA Notes:** Barb L'Heureux

A color version of the March issue of *UNOPA NOTES* was submitted to national competition for judging. Not all copies distributed to the members were in color in order to save on printing costs. The results of the competition are not yet known.

Sandy Watmore took a moment to explain that the reason *UNOPA NOTES* is sometimes late being printed is because of computer problems that are beyond anyone's control.

**Ways & Means:** No report

**Unfinished Business**

Faye Massa brought one of the Spinoza bears for the Board to see. Sandy Watmore purchased a t-shirt for each of the two bears UNOPA is donating and embroidered "UNOPA" on the fronts. The bears will be displayed at the April general meeting. The bears will be donated in the near future to children with UNL connections.

Minutes from the March general meeting were corrected with the spelling of Kathy Schindler's last name, approved, and filed as corrected.

**New Business:**

The different NEOPA affiliates take turns hosting the state conferences and UNOPA has been asked to host the Spring, 2006 state NEOPA conference. As Carol Bom will be installed as President during this conference, this is an opportune time for UNOPA to act as host.

The next UNOPA Board Meeting will be May 3, 2005.

The program order for the April 12 general meeting will be: Welcome (introduce Karen Randall who will provide entertainment during lunch), Business Meeting (February and March minutes, treasurer report), Nominating, Membership, bylaws, Hospitality, and Awards. Jeanette will need a corsage table.

The transition board meeting will be in June. Date, time and location will be announced at a later time.

Meeting adjourned at 4:35 p.m.

Respectfully submitted,

Valerie Egger, Recording Secretary

**UNOPA Executive Board Meeting**  
May 3, 2005, 3:00 p.m.  
1700 Y Street, rm 125A Business Services

**Call to Order:** President Sandy Watmore called the meeting to order at 3:00 p.m.

**Board Members Present:** Sandy Watmore, Becky Hastings, Valerie Egger, Lois Erickson, Helen Sexton, Gretchen Walker, Carol Bom, Deb Hendricks, Donelle Moormeier, Jan Edwards, Barb L'Heureux, Judy Anderson

**Board Members Absent:** Jeanette Fisher, Barb Andersen, Marcy Tintera, Shirley Horstman, Debbie Burns

**Ad Hoc Members Present:** Mary Guest, Edie Schleiger, Lola Young, Faye Massa, Kathy Thompson, Diane Wasser

**Ad Hoc Members Absent:** Dora Dill, Kathy Stastny (retired)

**OFFICER'S REPORTS**

**Recording Secretary:** Valerie Egger

Valerie reported that various board members had submitted corrections which had been made to the minutes. No further corrections were noted. The minutes were approved as they stood.

**Treasurer:** Lois Erickson

The beginning checking balance on ~~Mar~~<sup>April</sup> 1, 2005 was \$4,828.14. Income was \$474.50 and expenses were \$266.14. That leaves the ending checking balance at \$5,036.50. The CD balance is \$3,021.92. The cost object balance is -\$957.83 (approximately \$2,200.00 in award expenses is still waiting for reimbursement).

Lois noted that she was missing the paperwork for a mailing charge. It was concluded that the charge was for mailing *UNOPA Notes*. Some individuals received itemized statements of expenses from Lois for the year for their review. Helen finished the bill that needs to be submitted for awards reimbursement: Boss of the Year, Silver Pen, Rose Frolik, and Outstanding Staff. It was noted that the Rose Frolik award is not reimbursable from the Floyd S. Oldt Account. Therefore, Helen will revise the bill omitting the Rose Frolik award expenses, and then submit it to Lois.

Lois has lined up Belinda Gillam to do the annual audit and asked if that was O.K. with the board. The board does not need to approve choice, so Lois will move forward with having Belinda do the audit.

**Corresponding Secretary:** Jeannette Fisher

Sandy Watmore reported for Jeanette who was unable to attend. Jeanette took pictures of the April meeting honoring past-presidents and retirees and gave them to Diane Wasser to post on

the Web site. A get well card was sent to Betty Jacobs

**President-Elect:** Becky Hastings

Becky thanked the current board members for filling 2005-06 positions. All are filled except the Ways and Means committee chair. Becky suggested possibly having co-chairs if two willing individuals could be found. Any recommendations for a Ways and Means chair should be given to Becky.

**President:** Sandy Watmore

Sandy will meet with Herb Howe on May 9. There will be a June meeting as well that will include Becky. On April 27, Sandy and Becky attended the Deans and Directors meeting and Sandy introduced Becky to the participants.

Sandy asked Faye Massa how UNOPA goes about paying for the two Spinoza Bears we are sponsoring. Faye will send Sandy an invoice (or memo) for the cost—approximately \$150 - \$160 each. The bears will be delivered in a week or so.

Sandy modeled a UNOPA t-shirt she had made and planned to present to all of the board members who attended all of the board meetings this year. After checking records, it was concluded that Sandy was the only one able to attend all the meetings. Sandy made and presented certificates to other members with outstanding attendance.

Regarding annual reports, get them to Sandy Watmore by June 15. As the treasurer audit may not be completed until after audit June 30, the treasurer's report should be sent to Sandy ASAP. Sandy will forward the ~~most~~ individual reports to Judy Anderson who will format them in last years' report format.

## **COMMITTEE REPORTS**

**Awards:** Helen Sexton

Reimbursement for award expenses was already mentioned during the treasurer's report. Sandy noted that Helen did much of her work from home while recovering from surgery.

**Employee Concerns:** Barb Andersen, Gretchen Walker

UNL Human Resources requested a recommendation for a UNOPA member who could serve on a search committee. Lorraine Moon was recommended and able to serve on the search committee.

**Foundation:** Carol Bom

Carol received two applications for professional growth reimbursement. One is for conference expenses and one is for PSP expenses. She will meet with her committee May 4 to review these applications. The amount currently available in the Bradley Munn Professional Growth Fund is \$2,708.34. Members can receive professional growth funds once every two years.

**Hospitality:** Deb Hendricks

Deb noted that she was receiving registrations for next Tuesday's general meeting although they are coming in slowly. Becky is preparing programs and needs a reservation count before printing them. Deb wants to send a thank you to Ron Burke with UNL Catering for his staff's hard work and the good deals he has given UNOPA. It was agreed that she would send a thank-you on behalf of the board and all members.

**Membership:** Donelle Moormeier

Regarding the Committee Form, it has been revised as suggested. Once mailed who should completed forms be sent back to? It will probably be Amy Stewart who will be the new membership director. Donelle inquired if she should remove the Outreach Committee from the committee list since this committee is currently called the Summer Social Committee. It was suggested that she stay with the name Summer Social Committee until after the bylaws are voted on to see if the name is changed to the Outreach Committee. She will send a copy of the form to all members via the UNOPA Listserv for feedback.

Donelle has talked to Trish in Human Resources who will send an email list of new office personnel to the new UNOPA membership chair at least once a month. The new personnel will then be contacted about the opportunity to join UNOPA. Donelle will work with next year's membership chair. There are currently about 140 active members.

**Professional Growth/PSP:** Shirley Horstman

Shirley Horstman received and approved two applications for individuals seeking certification from the Professional Standards Program (PSP) sponsored by the National Association of Educational Office Professionals (NAEOP). Shirley will present the two PSP recipients with plaques at the General Meeting next week.

**Professional Growth/Workshops:** Judy Anderson

No report.

**UNOPA NOTES:** Barb L'Heureux

Barb plans to mail the next *UNOPA NOTES* by Friday, May 6.

**Ways and Means:** Debbie Burns

Debbie was not in attendance but Becky Hastings will talk to Debbie about possible suggestions for next year's chair and suggest the possibility of committee co-chairs.

**COMMITTEE REPORTS**

**Bylaws:** Dora Dill

Sandy reported that Dora will do a presentation on the bylaw changes at next week's general meeting. She has received several calls, one correction, and some questions which will be addressed at the meeting.

**Communication Technology:** Diane Wasser

Diane thanked everyone for the email congratulations on receiving the Rose Frolik award in April. Otherwise, she had nothing to report. She did ask if the board was interested in having the officer reimbursement form on the Web site. The board enthusiastically agreed it would be a great idea.

**Mentoring:** Kathy Stastny and Mary Guest

Kathy has retired. Mary will have a new co chair next year.

**NAEOP Liaison:** Edie Schleiger

No report.

**Unfinished Business:** Sandy Watmore

Again, Sandy needs annual reports turned in to her by June 15.

Sandy will be making committee member certificates and needs to have all the directors recheck the list of committee members' names one last time so she doesn't miss anyone. She will be sending the list via e-mail to the directors. Please get back to her as soon as possible

It has been suggested that UNOPA host the NEOPA spring 2006 conference. This usually does not cost sponsors a great deal and the board must vote on hosting the event. Sandy has a couple of people willing to chair a conference sub-committee. Barb L'Heureux motioned that UNOPA host the 2006 spring NEOPA conference. Helen Sexton seconded the motion. Motion passed. Diane Wasser and Sandy Watmore are interested in co-chairing the conference.

Sandy reported she would be gone May 20-27, and hoped to take three days vacation every month for rest of the year.

Sandy presented the board members with parting gifts—charm bracelets with that had a UNOPA insignia charm, and another charm indicative of the office or committee (i.e. pencil for recording secretary, southern bell for hospitality). Becky presented Sandy with a commemorative, engraved clock from all the board members.

Meeting adjourned at 4:00 p.m.

Respectfully submitted,

Valerie Egger, Recording Secretary