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2000-01 UNOPA Executive Board Minutes

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UNIVERSITY OF NEBRASKA OFFICE PERSONNEL ASSOCIATION

Executive Board Meeting
Wednesday, August 2, 2000
Alexander Building East
1410 Q Street

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Communications/Announcements
 - Exchange of Newsletters
 - Reorganization
- V. Treasurer's Report
- VI. Committee Reports
 - Pat Hust, Program
 - Carol Bom, Corresponding Secretary
 - Diane Wasser, Foundation Funds
 - Sandy Watmore, Awards
 - Cheryl Ross, Employee Concerns Director
 - Barb L'Heureux, Employee Concerns Co-Dir
 - Mari Greer, Hospitality
 - Judy Anderson, Membership
 - Diane Sullivan, Nominating
 - Barbara Homer, Professional Growth
 - LaRita Lang, UNOPA Notes
 - Jeanette Fisher, Ways & Means
 - Sheryl Augstums, Summer Social
- VII. Old Business
- VIII. New Business
 - Transportation to meetings
- IX. Adjournment

Minutes
UNOPA Executive Board Meeting
August 2, 2000

Call to Order

President Edie Schleiger called the August 2, 2000 meeting to order at 3:04 p.m. in the conference room of the Alexander Building, 1410 Q Street.

Roll Call

Members present

Pat Hust	Carol Bom	Diane Wasser
Sandy Watmore	Barb L. Heureux	Mari Greer
Judy Anderson	Diane Sullivan	Barbara Homer
LaRita Lang	Jeanette Fisher	Sheryl Augstums
Chris Cary	Edie Schleiger	JoAnn Barry

Members absent

Cheryl Ross

Minutes

Minutes of the last meeting were approved as revised.

Communications & Announcements

A letter from Duane Mohlman of UAAD, suggesting that the newsletters of our two organizations be mailed to all the board members in order to increase communication, was discussed. The consensus was that this is a fine idea, and UNOPA will put the UAAD board on our mailing list.

Edie Schleiger reported on a meeting she attended with Jim Main and other UAAD members. Jim is interested in possibly reorganizing UAAD and UNOPA. Discussion revolved around the potential advantages and disadvantages of accepting funding from UNL, and making all office personnel automatic members of UNOPA. Edie concluded that the board has many more questions than answers at this time, and she will tell Jim Main that our members need more information about UAAD's proposal before the board makes any comment.

Treasurer's Report

JoAnn Barry reported that the beginning checkbook balance in July was \$934.40. JoAnn explained the difference of \$1.50 between the final balance reported in June and the beginning balance in July resulted from interest income accrued in the meantime. Expenses totaling \$28.00 were incurred, leaving a final balance of \$906.40 to date. The certificate of deposit matured July 6, 2000. The balance is \$3397.53 with a new maturity date of January 4, 2001.

Committee Reports

Pat Hust reported that the **Program Committee** will continue to alternate city and east campus locations for general meetings. The first program, in September, will be about the new UNL travel policy. Pat invited suggestions for entertainment during the December meeting.

Corresponding Secretary Carol Bom reported that the scrapbooks are missing; if anyone has an idea where they might be, let her know. She asked members to notify her of events such as awards received and births, weddings, and deaths in the immediate family.

Sandy Watmore passed out a timeline of deadlines and events for the **Awards Committee**.

Diane Sullivan asked the board to help the **Nominating Committee** by encouraging other members to seek a place on next year's board. A suggestion was made to feature job descriptions in the UNOPA Notes; to let members know what each of the director's and officer's responsibilities are.

Mari Greer reported that the **Hospitality Committee** will meet August 14th.

LaRita Lang passed out a **UNOPA Notes** timeline of deadlines and events. She mentioned that it may be convenient to send material to her for the Notes via e-mail attachments.

Jeannette Fisher reported for the **Ways and Means Committee** that she contacted Ron Fuller about the game day parking lot. She asked for volunteers to work the lot during the first game. There was some discussion about whether the board should reauthorize dividing the proceeds with PSP participants based on the percentage of time they work the lot. That issue was tabled.

Sheryl Augstums reported that there are 12 reservations so far for the **Summer Social**.

Judy Anderson reported that the **Membership Committee** needs a member who uses Access software to maintain the database. Board members suggested several people for her to contact.

Old Business

None

New Business

The board discussed renting a shuttle bus to provide transportation to and from general meetings. The issue will be put on the agenda at the next general meeting so the members can discuss the various options, and assess their cost effectiveness.

Adjournment

President Schleiger adjourned the meeting at 4:25 p.m.

Christine Cary, Recording Secretary

UNIVERSITY OF NEBRASKA OFFICE PERSONNEL ASSOCIATION

Executive Board Meeting
Wednesday, September 6, 2000
East Campus Union
11:45 A.M.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Communications/Announcements
 - Supervisors names
 - Interim Chancellor's challenge
- V. Treasurer's Report
- VI. Committee Reports
 - Pat Hust, Program
 - Carol Born, Corresponding Secretary
 - Diane Wasser, Foundation Funds
 - Sandy Watmore, Awards
 - Cheryl Ross, Employee Concerns Director
 - Barb L'Heureux, Employee Concerns Co-Dir
 - Mari Greer, Hospitality
 - Judy Anderson, Membership
 - Diane Sullivan, Nominating
 - Barbara Homer, Professional Growth
 - LaRita Lang, UNOPA Notes
 - Jeanette Fisher, Ways & Means
 - Sheryl Augstums, Summer Social
- VII. Old Business
 - Reorganization
- VIII. New Business
 - Budgets
 - Transportation to meetings
 - Parking revenue—PSP split
 - Membership recruitment
- IX. Adjournment

Minutes
UNOPA Executive Board Meeting
September 6, 2000

Call to Order

President Edie Schleiger called the September 6, 2000 meeting to order at 11:50 p.m. in the Garden Room of the East Campus Union.

Roll Call

Members present

Pat Hust	Carol Bom	Diane Wasser	Jeanette Fisher
Sandy Watmore	Barb L'Heureux	Mari Greer	Chris Cary
Judy Anderson	Diane Sullivan	Barbara Homer	Edie Schleiger
Sheryl Augstums	Cheryl Ross		

Members absent

LaRita Lang, JoAnn Barry

Minutes

Minutes of the last meeting were approved as read.

Communications & Announcements

Edie requested the names of board members' supervisors; she will send the supervisors a letter.

Edie reported that Interim Chancellor Perlman, in his address on August 18th, emphasized the role employees play in helping students to succeed. He asked us to focus on making students feel welcome.

Treasurer's Report

The beginning checkbook balance in August was \$906.40. Income totaled \$2338.29 and expenses totaled \$1765.80, leaving a final balance of \$572.79 to date.

Committee Reports

Program Committee: Pat Hust distributed a schedule of programs and meals for the entire year.

Corresponding Secretary Carol Bom reported that two sympathy, one get-well, and one congratulatory cards were mailed to members. She responded to a survey by a Minnesota Educational Professionals organization, and has asked for a summary of their findings.

Sandy Watmore, **Awards Committee:** no report.

Diane Wasser, **Foundation Funds:** no report.

Cheryl Ross reported the **Employee Concerns Committee** has filled most of the committee assignments. They still need representatives for Academic Senate and Parking Appeals.

Mari Greer distributed a memo from the **Hospitality Committee** estimating expenses for providing transportation for general meetings: a shuttle bus at \$80-90 or a 15-passenger van at \$20 per day. Carol Bom will send an e-mail survey to members, asking whether transportation and/or parking problems prevent them from attending meetings and if they would use a shuttle.

Judy Anderson reported the **Membership Committee** added three people and they're learning to use the database. Renewal forms and membership letters will be mailed soon, and a membership table will be set up at the next two general meetings.

Diane Sullivan, **Nominating Committee**: no report.

Barbara Homer, **Professional Growth Committee**: no report.

Eddie reminded members that the **UNOPA Notes** deadline is September 15th.

Jeanette Fisher reported for the **Ways and Means Committee** that volunteers are booked for the first four games and she anticipates no problems getting enough volunteers for the rest. Tad McDowell will provide 2-way radios and more change for the volunteers. A suggestion was made to provide carpenter's aprons or fanny-packs to hold money; Jeanette will purchase something appropriate. Diane Wasser requested for the Professional Standards Program committee that some of the proceeds be earmarked for PSP, as they were last year.

MOTION PASSED: A motion was made by Pat Hust and seconded by Carol Bom that the parking lot proceeds all go to UNOPA and, at the end of the year, UNOPA will make a donation to the PSP stipend fund. The motion carried with 13 yes votes and one abstention.

Sheryl Augstums reported the **Summer Social** was a success, with door prizes for everyone and a good time had by all.

Old Business

A committee was formed to explore ways of increasing institutional support for UNOPA and UAAD at UNL. Members of this committee are: Eddie Schleiger, Cheryl Ross, Pat Hust, and Sandy Watmore.

New Business

Committee chairs submitted their budget requests to the President.

Eddie asked everyone to work on recruiting new members.

Adjournment

President Schleiger adjourned the meeting at 1:00 p.m.

Christine Cary, Recording Secretary

UNIVERSITY OF NEBRASKA OFFICE PERSONNEL ASSOCIATION

Executive Board Meeting
Wednesday, October 4, 2000
Alexander Building, 1410 Q St
3:00 P.M.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Communications/Announcements
 - Supervisors names
 - Pat's absence
 - "Hall of Honor"
 - NEOPA Fall Conference
 - ID Card revision
 - Mediation centers
- V. Treasurer's Report
- VI. Committee Reports
 - Pat Hust, Program
 - Carol Bom, Corresponding Secretary
 - Diane Wasser, Foundation Funds
 - Sandy Watmore, Awards
 - Cheryl Ross, Employee Concerns Director
 - Barb L'Heureux, Employee Concerns Co-Dir
 - Mari Greer, Hospitality
 - Judy Anderson, Membership
 - Diane Sullivan, Nominating
 - Barbara Homer, Professional Growth
 - LaRita Lang, UNOPA Notes
 - Jeanette Fisher, Ways & Means
 - Sheryl Augstums, Summer Social
- VII. Old Business
 - Transportation survey
- VIII. New Business
 - Budgets
 - "Soft benefits"
- IX. Adjournment

Minutes
UNOPA Executive Board Meeting
October 4, 2000

Call to Order

President Edie Schleiger called the October 4, 2000 meeting to order at 3:04 p.m. in the Conference Room of the Alexander Building.

Roll Call

Members present

Carol Bom	JoAnn Barry	LaRita Lang	Barbara Homer
Mari Greer	Chris Cary	Edie Schleiger	

Members absent

Pat Hust	Diane Wasser	Sandy Watmore	Sheryl Augsturns
Cheryl Ross	Barb L'Heureux	Judy Anderson	Jeanette Fisher
Diane Sullivan			

Minutes

The board lacked a quorum to approve the minutes of the last meeting.

Communications & Announcements

Edie will send supervisors of the board members a letter, thanking them for their support.

Pat Hust recently had surgery, and she expects to return to work after Thanksgiving. Her committee members will fulfill the duties of the Program chair in her absence.

The Hall of Honor, which includes two UNOPA awards, was dedicated in September. Several UNOPA members attended, including Rose Frolik.

The NEOPA Fall Conference will be October 13-14. Debbie Hendricks is one of the presenters.

The University is considering upgrading employee ID cards to access more services with them.

The University has a two-year contract with mediation centers across the state, to provide free services to employees. Employees can make an appointment for work-related or personal problems. The Lincoln-Lancaster Mediation Center is at 1120 K Street. Their phone number is 441-5740.

Treasurer's Report

The beginning checkbook balance in September was \$572.79. Income totaled \$1418.90 and expenses totaled \$939.04, with a final balance of \$1052.65. The savings balance was \$3397.53.

Committee Reports

Program Committee: The December meeting will be at the Holiday Inn Downtown, with entertainment by the Lincoln High Jazz Choir. The choir will be given \$30 instead of a gift certificate. Colleen Jones will speak at the November Boss's Luncheon; we will donate \$50 to the Melvin Jones Memorial Fund.

Corresponding Secretary: Carol will send a card to Pat Hust. She will also e-mail the Boss of the Year nomination form and information about the award to all members this month.

Awards Committee: The committee met, and is planning the Boss of the Year Award presentation.

Foundation Funds: no report.

Employee Concerns: no report.

Mari Greer reported the **Hospitality** committee is collecting data, such as the number of people who order lunch for general meetings, the number who plan to attend compared to the number who attend, etc.

Membership Committee: Each person on the committee has accepted tasks based on her interests and skills. So far, 67 members have renewed and two new members joined.

Nominating Committee: no report.

Barbara Homer reported the **Professional Growth Committee** discussed topics for two workshops and several brown-bag presentations. Debbie Hendricks's state conference presentation, "Making PSP Fun" will be offered on both the City and East campuses. Other topics under consideration are time management, True Colors, eldercare, nutrition and healthy lifestyle.

LaRita Lang asked for feedback on the **UNOPA Notes** mailing, whether it's arriving in our mailboxes at the best time. The consensus was that the timing has been fine. The deadline is October 13th.

Ways and Means Committee: There are only three time slots left to fill at the parking lot on game days. Jeanette Fisher is very satisfied with the response from members who volunteered to help.

Summer Social: no report.

Old Business

Transportation Survey: Carol Bom reported 58 members have responded to the e-mail survey. She will allow time for more responses, then summarize the results at the next board meeting.

New Business

Eddie reported University administrators are looking for ways to offer so-called "soft benefits" to employees, to mitigate the burden of parking fee and insurance premium increases. An example would be offering oil changes for employees' cars at Transportation Services. Members are encouraged to brainstorm and suggest other possibilities to Eddie.

Eddie asked the board whether they would be willing to change the meeting schedule, in order to meet at the City campus union in December. She would like to have lunch together and perhaps do a gift exchange or dessert potluck. The idea was accepted enthusiastically by the board.

Adjournment

President Schleifer adjourned the meeting at 4:25 p.m.

Christine Cary, Recording Secretary

UNIVERSITY OF NEBRASKA OFFICE PERSONNEL ASSOCIATION

Executive Board Meeting
Wednesday, November 1, 2000
East Campus Union
11:45 A.M.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Communications/Announcements
 - Freedom Breakfast
 - Sheryl leaving UNL
 - Chancellor's Cabinet
- V. Treasurer's Report
- VI. Committee Reports
 - Pat Hust, Program
 - Carol Bom, Corresponding Secretary
 - Diane Wasser, Foundation Funds
 - Sandy Watmore, Awards
 - Cheryl Ross, Employee Concerns Director
 - Barb L'Heureux, Employee Concerns Co-Dir
 - Mari Greer, Hospitality
 - Judy Anderson, Membership
 - Diane Sullivan, Nominating
 - Barbara Homer, Professional Growth
 - LaRita Lang, UNOPA Notes
 - Jeanette Fisher, Ways & Means
 - Sheryl Augstums, Summer Social
- VII. Old Business
 - "Soft benefits"
 - December Board meeting
- VIII. New Business
 - Time at meeting
- IX. Adjournment

Minutes
UNOPA Executive Board Meeting
November 1, 2000

Call to Order

President Edie Schleiger called the November 1, 2000 meeting to order at 12:00 Noon, in the Sunflower Room of the East Campus Union.

Roll Call

Members present

Carol Bom	JoAnn Barry	Barbara Homer	Indy Anderson
Chris Cary	Edie Schleiger	Sandy Watmore	
Cheryl Ross	Barb L'Heureux	Jeanette Fisher	Diane Sullivan

Members absent

Pat Hust	Diane Wasser	Sheryl Augstums	LaRita Lang
Mari Greer			

Minutes

The minutes of the September and October meetings were approved.

Communications & Announcements

Edie reminded the board of the Freedom Breakfast, which is held in January, 2001. Several members commented that this is a great event, and they recommend attending. Edie will ask her department to sponsor a table for UNOPA.

Sheryl Augstum's last day at UNL is tomorrow. She took a position as an office supervisor at a private health care company.

Interim Chancellor Perlman reorganized the Chancellor's Cabinet. He will hold meetings with the Vice Chancellors weekly, and Herb Howe will meet with smaller groups monthly. Edie, Herb, and UAAD president Duane Mohlman met October 31st. Edie believes this is a better arrangement, because it allows more effective communication. The entire Cabinet will be called to meet if the subject matter warrants, such as with health insurance and parking. UNOPA will continue to be represented at Deans and Directors meetings.

Correspondence was received from Friendship Home, asking for a donation to their Annual Campaign.

Treasurer's Report

The beginning checkbook balance in October was \$1052.65. Income totaled \$454.00 and expenses totaled \$186.33, leaving a final balance of \$1320.32. The savings balance was \$3397.53. JoAnn reported that she believes there was a error on the bursar's bill for meetings. She will call the bursar's office to clarify that. There was also an incorrect charge for postage, which was reconciled.

Committee Reports

Program: No report.

Corresponding Secretary: Carol Bom reported she sent a card to Pat Hust. She received 67 responses to the transportation survey; the results will be mailed to all members so it can be discussed at the next meeting.

Foundation Funds: Edie reported for Diane Wasser the deadline for stipend requests is January 15, 2001.

Awards: Sandy Watmore reported there were two nominations for Boss of the Year: Ken Holm and Roch Gaussoin. The judges' deadline is today. Dr. Larry Dlugosh, last year's recipient, will present the award.

Employee Concerns: Cheryl Ross reported she will contact all the representatives and ask for reports.

Hospitality: No report.

Membership: Judy Anderson reported there are 140 members, including five new memberships, and she's expecting four renewals shortly. There was discussion about whether departments may pay for their employee's memberships. The consensus was that this is not up to the board to decide.

Nominating: Diane Sullivan reported she has not been able to recruit a committee. Carol will send a request for volunteers through the e-mail list.

Professional Growth: Barbara Homer circulated a flyer for the December 5th "Real Colors Workshop" which was distributed in the *UNOPA Notes*. The PSP brown bag presentation is scheduled for November 8th on city campus.

UNOPA Notes: The next deadline is November 17th.

Ways and Means: Jeanette Fisher reported she was contacted by two people about volunteering for parking lot duty, after *UNOPA Notes* was sent. She still needs at least one more.

Summer Social: No report.

Old Business

The Human Resources department wants input regarding soft benefits that employees might appreciate. The first meeting, which will include three UNOPA representatives, will be November 30th.

New Business

The December board meeting is December 6th, 11:45 a.m., at 1700 Y Street. The board decided to make it a potluck lunch, with an optional blind gift exchange. Those who wish to exchange a gift should spend no more than \$7.50.

Adjournment

President Schleiger adjourned the meeting at 1:15 p.m.

Christine Cary, Recording Secretary

UNIVERSITY OF NEBRASKA OFFICE PERSONNEL ASSOCIATION

Executive Board Meeting
Wednesday, December 6, 2000
1700 Y Street
11:45 A.M.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Communications/Announcements
Chancellor's Awards
Bursar's request
- V. Treasurer's Report
- VI. Committee Reports
Pat Hust, Program
Carol Bom, Corresponding Secretary
Diane Wasser, Foundation Funds
Sandy Watmore, Awards
Cheryl Ross, Employee Concerns Director
Barb L'Heureux, Employee Concerns Co-Dir
Mari Greer, Hospitality
Judy Anderson, Membership
Diane Sullivan, Nominating
Barbara Homer, Professional Growth
LaRita Lang, UNOPA Notes
Jeanette Fisher, Ways & Means
Sheryl Augstums, Summer Social
- VII. Old Business
"Soft benefits" mtg
- VIII. New Business
Time at meeting
- IX. Adjournment

Minutes
UNOPA Executive Board Meeting
December 6, 2000

Call to Order

President Edie Schleiger called the Wednesday, December 6, 2000 meeting to order at 11:45 A.M., in the Conference Room at 1700 Y St.

Roll Call

Members present

Carol Bom	JoAnn Barry	Barbara Homer	Judy Anderson
Chris Cary	Edie Schleiger	Sandy Watmore	Diane Wasser
Cheryl Ross	Barb L. Heureux	Jeanette Fisher	Diane Sullivan
LaRita Lang	Mari Greer	Tricia Liedle	

Members absent

Pat Hust Sheryl Augstums

Minutes

The minutes of the November meeting could not be approved because the Recording Secretary forgot to bring the final draft to the meeting. Approval of those minutes was tabled until the next board meeting.

Communications & Announcements

Edie reminded the board the nomination deadline for Chancellor's Awards (Foundation Builders and Service to Students) is January 12, 2001.

The Bursar's Office requested advance notification of cash awards, because new procedures take longer to process through the payroll system.

Treasurer's Report

The beginning checkbook balance in November was \$1320.32. Income totaled \$745.41 and expenses totaled \$89.88, leaving a final balance of \$1975.85. The savings balance is \$3397.53, with a maturity date of January 4, 2001.

Committee Reports

Program: Tricia Liedle reported plans are complete for the holiday meeting on December 12th. Gifts from the giving trees are arriving steadily; they will be accepted until December 15th.

Corresponding Secretary: Carol Bom reported she sent a get-well card to Betty Wurster. Discussion of the transportation survey results was tabled until next month. Correspondence was received from Betty Jacobs with a suggestion to include UNOPA membership information in the "My UNL" section of the *CourseInfo* web site. Carol pointed out that web site editing and listserv duties should be added to someone's job description. There was some discussion about that until the topic was tabled.

Foundation Funds: Diane Wasser reported the deadline for stipend requests is January 15, 2001. She mentioned that original receipts (not copies) must be included with the request.

Awards: Sandy Watmore reported there were problems getting Ken Holm's award paid, but Dale Wolfgram was a great help in overcoming them. Information and a photo were sent to the *Scarlet*. Sandy expects an article about the awards in next week's issue.

Employee Concerns: No report.

Hospitality: Mari Greer reported there are 73 reservations for the December general meeting. Flyers about the combined UAAD/UNOPA meeting in January were mailed this week.

Membership: Judy Anderson reported there are 158 members. She will send letters to new employees, which may bring in more.

Nominating: Diane Sullivan reported Kim Jones and Diane Wasser joined the committee.

Professional Growth: Barbara Homer reported there was a good turnout for the *Real Colors* workshops with 34 people attending on city campus, and 31 on east campus. About half of those who came are not yet members of UNOPA.

UNOPA Notes: LaRita Lang reported the deadline for the next issue is December 15th.

Ways and Means: Jeanette Fisher reported the parking lot project is complete. She doesn't know what the income was and may not find out for several weeks, or even months.

Summer Social: No report.

Old Business

The first meeting about soft benefits was held November 30th. Several UNOPA board members attended, and reported that many interesting ideas were mentioned. The committee will make suggestions to Chancellor Perlman, who will ultimately decide what to offer.

New Business

UNL's Vice-Chancellor of Business and Finance, Christine Jackson, wants to meet the UNOPA board. Edie will invite her to a meeting.

Adjournment

President Schleiher adjourned the meeting at 12:40 P.M., allowing time to enjoy the potluck lunch which was waiting for us.

Christine Cary, Recording Secretary

UNIVERSITY OF NEBRASKA OFFICE PERSONNEL ASSOCIATION

Executive Board Meeting
Wednesday, January 3, 2001
East Campus Union
11:45 A.M.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Communications/Announcements
Vice Chancellor Jackson
OWH story, Jan 7-10
- V. Treasurer's Report
- VI. Committee Reports
Pat Hust, Program
Carol Bom, Corresponding Secretary
Diane Wasser, Foundation Funds
Sandy Watmore, Awards
Cheryl Ross, Employee Concerns Director
Barb L'Heureux, Employee Concerns Co-Dir
Mari Greer, Hospitality
Judy Anderson, Membership
Diane Sullivan, Nominating
Barbara Homer, Professional Growth
LaRita Lang, UNOPA Notes
Jeanette Fisher, Ways & Means
Sheryl Augstums, Summer Social
- VII. Old Business
- VIII. New Business
Time at meeting
- IX. Adjournment

Minutes

UNOPA Executive Board Meeting

January 3, 2001

Call to Order

President Edie Schleiger called the Wednesday, January 3, 2001 meeting to order at 11:50 A.M., in the Goldenrod Room of the East Campus Union.

Roll Call

Members present

Carol Bom	JoAnn Barry	Barb L'Heureux	Judy Anderson
Chris Cary	Edie Schleiger	Sandy Watmore	Mari Greer
Cheryl Ross	Pat Hust	Jeanette Fisher	Diane Wasser

Members absent

Diane Sullivan	LaRita Lang	Barbara Homer
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Minutes

The minutes of the November meeting were approved and the minutes of the December meeting were approved as revised.

Special Meeting with Christine Jackson

Vice Chancellor of Business and Finance, Christine Jackson, opened with fifteen minutes of background information about herself and her priorities for the Business and Finance division. The priorities she mentioned were: Vision 2020, with an emphasis on research; resurrecting the University-wide Benefits Committee; an SAP Train the Trainer program. She informed the group that the vehicle mileage reimbursement rate will increase to 34.5 cents per mile for state employees (not an IRS change). The next hour was spent in a lively discussion, with Dr. Jackson taking questions. The answers she gave included:

- We can expect to see more commercial contracts similar to the Pepsi contract.
- Dr. Jackson has little tolerance for nonperformance on the job, but also recognizes that the low pay offered here limits the number and quality of applicants UNL is able to attract for many of the service jobs. She also pointed out that she believes UNL employees are "incredibly dedicated."
- The NU Values salary project is in a holding pattern until she is satisfied that all the Vice Chancellors agree with the underlying philosophy of the program. She knows that most salaries are too low, and believes her job is to "keep the issue on the table" with central administration.
- When services are cut, she believes that the cuts need to be campus-wide, with no special treatment for anyone. An example she gave was the President of her former campus vacuuming his own office. Dr. Jackson explained that UNL still maintains many services that were cut long ago at other universities.
- She emphasized the need for strong employee groups like UNOPA and UAAD, and suggests that the way to increase visibility and clout is to 1) know your goals and objectives, 2) deliver a consistent message, and 3) sponsor small-group "chats and visits" with individual administrators.
- Union vs. Non-union campus? She has worked in both environments and believes that neither one is necessarily better than the other. The most important thing is to understand a union's proposal thoroughly before committing to it.

Dr. Jackson was an engaging speaker, and she welcomes e-mail at cjackson3@unl.edu.

Communications & Announcements

Eddie reported the NAEOP Central Area Development Conference will be held in Indianapolis on February 16-17, 2001. The registration deadline is February 5th.

Treasurer's Report

The beginning checkbook balance in December was \$1975.85. Income totaled \$1563.11 and expenses totaled \$1772.26, leaving a final balance of \$1766.70. The savings balance is \$3481.21, with a maturity date of January 4, 2001.

Committee Reports

Program: No report.

Corresponding Secretary: No report.

Foundation Funds: No report.

Awards: No report.

Employee Concerns: No report.

Hospitality: No report.

Membership: Judy Anderson distributed an updated membership list.

Nominating: No report.

Professional Growth: No report.

UNOPA Notes: No report.

Ways and Means: No report.

Summer Social: No report.

Old Business

None.

New Business

None.

Adjournment

President Schleiger adjourned the meeting at 1:45 P.M.

Christine Cary, Recording Secretary

UNIVERSITY OF NEBRASKA OFFICE PERSONNEL ASSOCIATION

Executive Board Meeting
Tuesday, February 6, 2001
Alexander Bldg, City Campus
3:00 P.M.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Communications/Announcements
Salary Distribution -Roshan
- V. Treasurer's Report
- VI. Committee Reports
Pat Hust, Program
Carol Bom, Corresponding Secretary
Diane Wasser, Foundation Funds
Sandy Watmore, Awards
Cheryl Ross, Employee Concerns Director
Barb L'Heureux, Employee Concerns Co-Dir
Mari Greer, Hospitality
Judy Anderson, Membership
Diane Sullivan, Nominating
Barbara Homer, Professional Growth
LaRita Lang, UNOPA Notes
Jeanette Fisher, Ways & Means
- VII. Old Business
Web position
- VIII. New Business
Tuition Assistance
Brown Bagger with administrator
Time at meeting
- IX. Adjournment

Minutes
UNOPA Executive Board Meeting
February 6, 2001

Call to Order

President Edie Schleiger called the Tuesday, February 6, 2001 meeting to order at 3:00 P.M., in the conference room of the Alexander Building.

Roll Call

Members present

Judy Anderson	JoAnn Barry	Chris Cary	Jeanette Fisher
Mari Greer	Barbara Homer	Pat Hust	Barb L. Heurreux
LaRita Lang	Edie Schleiger	Diane Sullivan	Sandy Watmore

Members absent

Carol Bom	Cheryl Ross	Diane Wasser
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Minutes

The minutes of the January meeting were approved.

Communications & Announcements

The salary increase guidelines were discussed briefly.

Treasurer's Report

The beginning checkbook balance in January was \$1766.70. Income totaled \$3945.30 and expenses totaled \$2027.39, leaving a final balance of \$3684.61. The savings balance is \$3583.79, with a maturity date of July 5, 2001.

Committee Reports

Program: Pat Hust reported that a UNL Bookstore gift certificate was given to Terry Pettit for his presentation in January, and the same will be given to Suzy Brown for her presentation in March.

Corresponding Secretary: Edie reported for Carol Bom that a congratulations card was sent to Theresa Dolezal in recognition of receiving the KUDO Award.

Foundation Funds: Edie reported for Diane Wasser that three people applied for awards this year.

Awards: Sandy Watmore reported UNOPA will receive \$588.64 from the Floyd S. Oldt foundation account this month. It took some time to figure out a new procedure for transferring these funds. Sandy will do the same for the two other awards which come from foundation accounts. The Rose Frolik Award comes from UNOPA's general funds. Sandy is working with Carol Bom to update the online award applications.

Employee Concerns: No report.

Hospitality: No report.

Membership: Judy Anderson reported the committee will soon be planning a member appreciation event, perhaps similar to last year's Spring Roundup.

Nominating: Diane Sullivan reported there are 16 nominations submitted so far.

Professional Growth: Barb Homer reported the committee will meet next week to plan the free seminar to be held during Spring Break on March 15. The presenters will be Karen Miller and Sarah Emmanuel, from the Campus Recreation department. The topic will be "Healthy Lifestyles."

UNOPA Notes: LaRita Lang reported the next newsletter will be submitted to the national competition, so she would appreciate extra input on this one, to help make it special. The next deadline is February 16.

Ways and Means: Jeanette Fisher reported the parking lot fundraiser contributed a record \$3,025 to the UNOPA general fund. This year's contribution to the PSP committee will be on the March agenda.

Summer Social: No report.

Old Business

The board discussed how to manage the UNOPA web site and E-mail listserv. A consensus was reached, to establish an "Information Technology" position on the board, appointed by the President, for maintaining and updating the web site. The listserv will be updated and maintained by the membership committee.

New Business

President Smith's memo regarding establishing a tuition benefit for dependents of employees was discussed. UNOPA, UAAD, and Academic Senate leaders will send a letter of support for this benefit to President Smith and the Board of Regents.

The board discussed whether or not to sponsor a "Chat with the Chancellor" or "Visit with a Vice Chancellor." After talking about the pros and cons of following the UAAD chat, the board decided to ask VC Jackson to participate in a brown-bag "visit." Barb Homer will discuss it with her committee.

Adjournment

President Schleiger adjourned the meeting at 4:20 P.M.

Christine Cary, Recording Secretary

UNIVERSITY OF NEBRASKA OFFICE PERSONNEL ASSOCIATION

Executive Board Meeting
Tuesday, March 6, 2001
East Campus Union
11:45 A.M.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Communications/Announcements
Chancellor's Reception/Interview
- V. Treasurer's Report
- VI. Committee Reports
Pat Hust, Program
Carol Bom, Corresponding Secretary
Diane Wasser, Foundation Funds
Sandy Watmore, Awards
Cheryl Ross, Employee Concerns Director
Barb L'Heureux, Employee Concerns Co-Dir
Mari Greer, Hospitality
Judy Anderson, Membership
Diane Sullivan, Nominating
Barbara Homer, Professional Growth
LaRita Lang, UNOPA Notes
Jeanette Fisher, Ways & Means
- VII. Old Business
Web position
Add list serve to Membership duties
- VIII. New Business
PSP funding
Time at meeting
- IX. Adjournment

Minutes
UNOPA Executive Board Meeting
March 6, 2001

Call to Order

President Edie Schleger called the Tuesday, March 6, 2001 meeting to order at 12:00 Noon, in the Sunflower room of the East Union.

Roll Call

Members present

Judy Anderson	JoAnn Barry	Chris Cary	Jeanette Fisher
Cheryl Ross	Pat Hust	Barb L'Heureux	Edie Schleger
Diane Sullivan	Barb Andersen for Mari Greer		

Members absent

Carol Bonn	LaRita Lang	Diane Wasser	Mari Greer
Barbara Homer	Sandy Watmore		

Minutes

The minutes of the February meeting were approved.

Communications & Announcements

--Edie has nomination forms for the 2001-02 Speakers Bureau.

--Candidates for UNL Chancellor: Edie attended receptions for both candidates. The interview team met with William Hogan this morning, and they will meet with Harvey Perlman tomorrow morning.

Treasurer's Report

The beginning checkbook balance in February was \$3684.61. Income totaled \$405.50 and expenses totaled \$358.24, leaving a final balance of \$3731.87. The savings balance is \$3583.79, with a maturity date of July 5, 2001.

Committee Reports

Program: Pat Hust reported that in her view the cost of meals for general meetings is a non-issue, for two reasons: 1) the cost is not within UNOPA's control, and 2) the meeting room is free of charge so it doesn't matter whether members order meals or not. Pat also suggested that tablecloths be paid for out of operating funds instead of added to the price of the meals.

Corresponding Secretary: No report.

Foundation Funds: No report.

Awards: No report.

Employee Concerns: Cheryl Ross was asked whether the Human Rights Committee is still active. She didn't know, but will find out. Diane Sullivan mentioned that the Police Advisory Committee has been disbanded.

Hospitality: Barb Andersen distributed a report showing attendance statistics for the November, 2000 general meeting. 54 people pre-registered for the meeting, 45 signed in, and nine purchased catered meals. Of those who attended that meeting, 32 work on City campus, 22 work on East campus.

Membership: Judy Anderson asked the board how much she should charge for membership pins. The consensus was to charge \$1.50, which is our cost.

Nominating: Diane Sullivan distributed a list of the nominees for next year's offices.

Professional Growth: Edie reported for Barb Homer that flyers are going out in today's mail for the next seminar, which will be March 15. A brown-bag presentation by Nancy Myers on "Dealing With Anger" is scheduled April 11, 2001.

UNOPA Notes: No report.

Ways and Means: No report.

Summer Social: No report.

Old Business

A suggestion from Carol Bom and Diane Wasser, to change the bylaws to make Web Editor a standing committee, was discussed. There were questions about whether we need a committee, which must consist of at least three people, or just an individual for this job, and what kind of software and/or skills the web editor would need. The question of whether the Web Editor should maintain the member's listserve or if the Membership Committee should do it was also discussed. The issues were tabled until Carol and Diane can be present to contribute to the discussion.

Jeanette Fisher proposed giving a set amount of money, not to exceed half the proceeds from the parking lot fundraiser, to the PSP committee for the stipend fund. A suggestion was made to give \$1,000, but a motion was not made.

New Business

None

Adjournment

President Schleiger adjourned the meeting at 1:10 P.M.

Christine Cary, Recording Secretary

UNIVERSITY OF NEBRASKA OFFICE PERSONNEL ASSOCIATION

Executive Board Meeting
Tuesday, April 3, 2001
Alexander Building
3:00 P.M.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Communications/Announcements
 - Diversity Climate on Campus
 - Inactive Committees—i.e. Human Rights
- V. Treasurer's Report
- VI. Committee Reports
 - Pat Hust, Program
 - Carol Bom, Corresponding Secretary
 - Diane Wasser, Foundation Funds
 - Sandy Watmore, Awards
 - Cheryl Ross, Employee Concerns Director
 - Barb L'Heureux, Employee Concerns Co-Dir
 - Mari Greer, Hospitality
 - Judy Anderson, Membership
 - Diane Sullivan, Nominating
 - Barbara Homer, Professional Growth
 - LaRita Lang, UNOPA Notes
 - Jeanette Fisher, Ways & Means
- VII. Old Business
 - Web position
 - Add list serve to Membership duties
 - PSP funding
- VIII. New Business
 - Committee members-certificates
 - Time at meeting
- IX. Adjournment

Minutes
UNOPA Executive Board Meeting
April 3, 2001

Call to Order

President Edie Schleiger called the Tuesday, April 3, 2001 meeting to order at 3:00 P.M., in the conference room of the Alexander Building.

Roll Call

Members present

Carol Bom	JoAnn Barry	Chris Cary	Jeanette Fisher
Mari Greer	Pat Hust	Barb L'Heureux	Edie Schleiger
Diane Wasser	Diane Sullivan	Sandy Watmore	

Members absent

Judy Anderson	Cheryl Ross	LaRita Lang	Barbara Homer
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Minutes

The minutes of the March meeting were approved as revised.

Communications & Announcements

--Edie attended the forum on campus climate. A survey will be administered campus-wide next fall to establish baseline data; selected groups will be re-surveyed every three years after that.

--An e-mail from Sandy Jorgensen was forwarded by Cheryl Ross. Sandy was on the Human Rights Committee, which never met. Sandy contacted the committee chair by e-mail, but never received a response. She is disappointed that there was no communication of any kind, and doesn't want to be recognized for serving on the committee since they didn't do anything. Pat Hust reminded the board that Human Rights is an Academic Senate committee, and we should have representation on it even if it doesn't need to meet. Diane Sullivan pointed out that there are several Employee Concerns committees that don't meet every year, and we should remember to tell people that their committee may not meet.

Treasurer's Report

The beginning checkbook balance in March was \$3731.87. Income totaled \$172.06 and expenses totaled \$9.84, leaving a final balance of \$3894.09. The savings balance is \$3583.79, with a maturity date of July 5, 2001.

Committee Reports

Program: No report.

Corresponding Secretary: Carol Bom sent invitations to the April general meeting to the past presidents and retirees. So far, 16 have responded that they will come. Carol passed around a draft of the program brochure, which the board approved. She will have corsages for the past presidents and retirees who come to the meeting.

Foundation Funds: No report.

Awards: Sandy Watmore reported that seven judges are planning to attend the meeting, which is a welcome change from past years. All four awards will be presented at the April general meeting.

Discussion followed the report about how more nominations might be encouraged. Suggestions included a nomination-writing workshop for members, and a general meeting program about the awards.

Employee Concerns: Edie reported for Cheryl Ross during the Communications and Announcements portion of the meeting.

Hospitality: No report.

Membership: Judy Andersen provided a written report to Edie in her absence. Edie reported two more people joined UNOPA for the first time, and one late renewal was received this month. There was discussion about having a roundup/membership drive in the fall. Also, Edie will ask Chancellor Perlman to write a letter to UNL supervisors, asking them to encourage their office staff to participate in UNOPA.

Nominating: Diane Sullivan reported the election results. Next year's officers will be: President, Patricia Hust; President-elect, Christine Cary; Recording Secretary, Carol Wusk; Treasurer, Barb Andersen; Corresponding Secretary, Judy Anderson. Diane Sullivan moved to destroy the ballots and Diane Wasser seconded the motion. The motion passed.

Professional Growth: Barb Homer provided a written report in her absence. The workshop which was originally scheduled on April 11 has been rescheduled for May 3, 2001. Nancy Myers will present "Dealing With Anger in the Workplace."

UNOPA Notes: No report.

Ways and Means: Jeanette Fisher distributed a "UNOPA Parking Lot" report. Proceeds were \$3,025. Jeanette moved that the board recommend to the membership that \$1,000 from the proceeds be donated to the PSP fund; Pat Hust seconded the motion. An amendment by Diane Wasser to increase the amount to \$1,500 failed for lack of a second. The original motion was approved.

Summer Social: No report.

Old Business

The board decided to attach the web site position to the Membership Committee next year, and evaluate how that worked at the end of the year. Carol Bom volunteered to continue maintaining the web site in that capacity, and also to seek input from the members about how they would like to use the site and what they would like to see on it. The listserv will be maintained by the Membership Committee.

New Business

Edie passed out committee information forms for the chairs to complete and return to her.

Adjournment

President Schleiger adjourned the meeting at 4:30 P.M.

Christine Cary, Recording Secretary

UNIVERSITY OF NEBRASKA OFFICE PERSONNEL ASSOCIATION

Executive Board Meeting
Tuesday, May 1, 2001
East Campus Union
11:45 P.M.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Communications/Announcements
- V. Treasurer's Report
- VI. Committee Reports
 - Pat Hust, Program
 - Carol Bom, Corresponding Secretary
 - Diane Wasser, Foundation Funds
 - Sandy Watmore, Awards
 - Cheryl Ross, Employee Concerns Director
 - Barb L'Heureux, Employee Concerns Co-Dir
 - Mari Greer, Hospitality
 - Judy Anderson, Membership
 - Diane Sullivan, Nominating
 - Barbara Homer, Professional Growth
 - LaRita Lang, UNOPA Notes
 - Jeanette Fisher, Ways & Means
- VII. Old Business
- VIII. New Business
 - Awards process
 - Possible Workshop
 - Survey
 - Time at meeting
- IX. Adjournment

Minutes
UNOPA Executive Board Meeting
May 1, 2001

Call to Order

President Edie Schleiger called the Tuesday, May 1, 2001 meeting to order at Noon, in the Columbine Room of the East Union.

Roll Call

Members present

Barbara Homer	JoAnn Barry	Chris Cary	Jeanette Fisher
Mari Greer	Pat Hust	Barb L'Heureux	Edie Schleiger
Diane Wasser	Diane Sullivan	Sandy Watmore	Judy Anderson
Cheryl Ross			

Members absent

LaRita Lang Carol Bom

Minutes

The minutes of the April meeting were approved.

Communications & Announcements

--Proposed guidelines for the new dependent tuition benefit are being reviewed. Edie will forward a copy of the letter she received to the board members, so they can give her their feedback.

Treasurer's Report

The beginning checkbook balance in April was \$3894.09. Income totaled \$114.51 and expenses totaled \$1451.04, leaving a final balance of \$2557.56. The savings balance is \$3853.79, with a maturity date of July 5, 2001.

Committee Reports

Program: No report.

Corresponding Secretary: No report.

Foundation Funds: No report.

Awards: Sandy Watmore distributed a written report, including her suggestions for improving the nomination process.

Employee Concerns: Cheryl Ross reported she sent a letter to central administration, requesting clarification of the summer hours policy and letting them know that office personnel value that "soft benefit" highly. She also distributed a written report.

Hospitality: Mari Greer reported 38 people ordered lunches, and there was a great turnout for the April general meeting and Awards Presentations.

Membership: Judy Andersen reported the committee is busy updating membership cards and files.

Nominating: No report.

Professional Growth: Barb Homer reported the next workshop will be May 3, 2001. Nancy Myers will present "Dealing With Anger in the Workplace." A suggestion was made to request permission from workshop speakers to videotape their presentations, and start a resource library.

UNOPA Notes: No report.

Ways and Means: No report.

Summer Social: No report.

Old Business

None.

New Business

Pat Hust would like to organize a UNOPA-sponsored office staff retreat next year, with concurrent sessions in the morning and afternoon, and perhaps an entertaining or motivational speaker at lunch. She invites members to send their ideas to her. Discussion followed regarding possible workshop programs and general meeting programs.

Pat is also planning an e-mail survey of UNOPA members about their length of service at the university and years of membership in UNOPA. She hopes to establish a correlation between membership in UNOPA and employee retention.

A personalized desk clock was presented to Edie as a thank-you gift from the board for her leadership and friendship this year.

Adjournment

President Schleiger adjourned the meeting at 1:05 P.M.

Christine Cary, Recording Secretary

Minutes
UNOPA Executive Board Meeting
June 20, 2001

Call to Order

President Edie Schleiger called the Wednesday, June 20, 2001 meeting to order at 7:30 am, in the Dining Room of Selleck Hall.

Roll Call

Members present

Barbara Horner	JoAnn Barry	Chris Cary	Pat Hust
Edie Schleiger	Diane Wasser	Diane Sullivan	Judy Anderson
Carol Bom	Carol Wusk	Marcia Rowley	Marlene Focher
Jan Wassenberg	Kim Jones		

Members absent

LaRita Lang	Cheryl Ross	Sandy Watmore	Barb L'Heureux
Mari Greer	Jeanette Fisher	Barb Andersen	Lola Young
Dora Dill	Nelvie Lienemann	Tricia Liedle	

Minutes

The minutes of the May meeting were approved.

Communications & Announcements

- Edie received raffle tickets for a week-long Royal Caribbean cruise, including airfare, from NAEOP. They are requesting \$10 per ticket, as a fundraiser for the NAEOP Special Programs budget.
- Chancellor Perlman's official installation will be August 23rd, 2001, at 3:00 p.m.

Treasurer's Report

JoAnn Barry reported the checkbook balance is \$1,802.80. The financial records were audited June 19, 2001.

Committee Reports

Program: Chris Cary reported the Boss's Luncheon in November is scheduled to be held at the Wick Center, with a program by the Alumni Association and entertainment by the Scarlet and Cream singers.

Corresponding Secretary: A get-well card was sent to Kathy Bennetch, and a sympathy card was sent to Marlene Focher.

Foundation Funds: No report.

Awards: No report.

Employee Concerns: No report.

Hospitality: No report.

Membership: No report.

Nominating: No report.

Professional Growth: Diane Wasser reported for Lola Young that UNOPA is co-sponsoring a Stone Soup seminar with the Human Resources Department and UAAD. The seminar is scheduled August 22, 2001, from 1:00 – 4:30 p.m. in the Great Plains Room at the East Union. If there is a large turnout for the seminar, they may have to move it to the City Union. Diane distributed copies of information from the Stone Soup Seminars web site.

UNOPA Notes: No report.

Ways and Means: No report.

Summer Social: Jan Wassenberg reported Barb Andersen and Mari Greer are on the committee with her. Jan distributed a flyer for the Summer Social, scheduled Monday, July 23, 2001, from 6:30 – 8:30 p.m. at Antelope Park Enclosed Shelter, 29th & A St. The social will be a salad and dessert potluck. The committee is soliciting donations for prizes. Jan also reminded the board to get our baby pictures to someone on the committee as soon as possible.

Old Business

None.

New Business

--Eddie informed the board that UNL staff may buy their medical prescriptions at the University Health Center, and that this could reduce costs to both the employee and the university trust fund. She found that some prescriptions cost less at the Health Center. She encouraged everyone to compare the out-of-pocket price of the prescriptions we're buying to the Health Center's prices.

--The e-mail survey showed that employees who are members of UNOPA have an average length of service of 15.6 years, compared to a UNL-wide average of 9.3 years for office/service staff. These results were shared in a letter to Chancellor Perlman.

--Eddie attended a meeting with Duane Mohlman of UAAD and Mark Shkolniok of the University of Nebraska Alumni Association. The purpose of the meeting was to discuss partnerships between the organizations. Mark would like to address UAAD and UNOPA at a general meeting. The Alumni Association funds the Scarlet and Cream singers. Mark also suggested that member testimonials be included in informative brochures about our organizations.

--Eddie turned the meeting over to Pat Hust at 8:20 a.m. Pat announced next year's board meetings will be held the first Tuesday of the month at Noon. Locations will alternate between City and East campuses, beginning with City Campus in September. Board members should bring three things to the September meeting: 1) a list of their committee members, 2) a budget request, and 3) their supervisor's name.

Adjournment

President Hust adjourned the meeting at 8:30 a.m. Former board members then passed on materials to their counterparts on the new board.

Christine Cary, Recording Secretary