

7-29-1997

## 1997-98 UNOPA Executive Board Minutes, July

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**UNOPA 96/97 Executive Board Minutes**  
**July 29, 1997**  
**East Campus Union**

**Call to Order:**

President Marcia Rowley called the meeting to order at 12:16pm.

**Members Present:**

|                |                        |                |            |
|----------------|------------------------|----------------|------------|
| Carol Bom      | Shirley Horstman       | Edie Schleiger | Lola Young |
| Joan Frederick | Carrie Meeske Holloway | Diane Sullivan |            |
| Kim Freeman    | Lorraine Moon          | Diane Wasser   |            |
| Barbara Homer  | Marcia Rowley          | Carol Wusk     |            |

**Members Absent:**

Michele Strickler

**Approval of Minutes:**

Diane Sullivan moved and Theodora Walker seconded a motion to approve the minutes of the May 28, 1997 Executive Board meeting. Motion carried.

**Communication/Announcements:**

1. It was decided that the date of the board meetings be held on the first Tuesday of each month, and would alternate times during the lunch hour and in the afternoon. A schedule of the meeting dates and times will be given to each member.

Marcia Rowley will be contacting several people who would be interested in hosting a board meeting.

2. Marcia Rowley handed out a Director Information Sheet asking the board members to indicate their e-mail address, campus phone number, fax number, your department name, and supervisor's name.
3. Marcia Rowley handed out the proposed 1997-98 volunteers for committees.
4. A report of the 1997 Summer Social was not given due to the director of the committee being on vacation. A report will go into the UNOPA Notes.
5. Marcia Rowley distributed the 1996-97 Budget Requests & Approvals. The board members are to look them over and get them back to her by August 20, 1997 as the elected officers will vote on them at the September board meeting.

6. Marcia Rowley handed out copies of the Constitution, By-laws & Standing Rules to all the new board members. Rhonda Zugmier will be working closely with her in updating the items on the web page. It was also mentioned that any upcoming meetings be put on the web page.

*Shirley Horstman mentioned the Awards standing rule not on this handout.*

Shirley Horstman reported that the standing rule regarding the award candidates needs to be approved. Marcia Rowley will get the updated version of the Standing Rules to all members and will be voted on at the September General meeting.

7. Human Resources will be holding a breakfast on August 26, 1997 at 8:00 - 9:30am in the Selleck Private Dining Room. The meeting will be with the Human Resources Department, President, President-Elect, Director and Co-Director of Employee Concerns. The other board members are welcome to attend if they wish but need to let Marcia Rowley know right away. A second meeting will be with UAAD and Human Resources on September 11, 1997 at 2:00pm - 3:00pm in the City Union.
8. Football Schedule. Each committee area takes care of the parking lot located at Campus Postal Services, 18th & R Street, on home football games. The kick-off time is 12:30pm unless notified differently. The time to start is 6:00am and you need to stay 15 minutes after the game starts.

Carrie Meeske Holloway and Carol Bom has offered to take the 1st game on August 30, and Lorriane Moon and Edie Schleiger will take September 13 game.

9. Marcia Rowley was contacted by Human Resources to submit six names for a Grievance Committee. These individuals have been called and the names have been submitted to Human Resources. The Chancellor will decide on two individuals and they will sit on any cases that may come up.

#### Officer/Committee Reports:

- *President-Elect & Program Director:* Lola Young reported that Linda Pence and Debbie Hendricks will be assisting her. The scheduled events for the upcoming UNOPA meetings are as follows:

|           |   |                                |
|-----------|---|--------------------------------|
| September | - | TBA                            |
| October   | - | Beadle Center, tour            |
| November  | - | Bosses Luncheon                |
| December  | - | Holiday Luncheon, Valentino's  |
| January   | - | Joint UNOPA/UAAD Meeting       |
| February  | - | Still looking for a speaker    |
| March     | - | Chancellor Moeser, tentatively |
| April     | - | Awards Luncheon, no speaker    |
| May       | - | Installation, no speaker       |
- Lola Young wanted to stay with Marcia Rowley's theme for this year, and that is, Tie It All Together (TIAT). The T stands for Training, I for Information, A for Achievement, and T for Technology.
- *Treasurer:* No Report.

**Officer/Committee Reports (cont.):**

- *Recording Secretary:* No report.
- *Corresponding Secretary:* No report.
- *Immediate Past President & Foundation Funds Director:* No report.
- *Awards Director:* No report.
- *Employee Concerns:* Lorraine Moon circulated the list of Employee Concerns Committees and Office/Service Representatives-Standing Committee for Fiscal Year 1997-98. Letters will go out to those who volunteered. Shirley Horstman moved and Diane Sullivan seconded a motion to accept the committee members. Motion carried. If you have any concerns, you may call either Edie Schleiger, 472-2887 or Lorraine Moon, 472-7558.
- *Employee Concerns Co-Director:* No report.
- *Hospitality Director:* No report.
- *Membership Director:* Carol Wusk reported that there are 79 memberships to date.
- *Nominating Director:* No report.
- *Professional Growth Director:* No report.
- *UNOPA Notes Director:* Joan Frederick reported that a target date needs to be set of any articles that need to be submitted in the August UNOPA Notes. Get any articles to her by August 8, 1997.

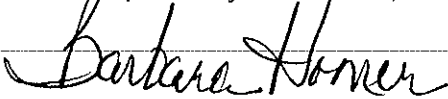
**Next Meeting:**

The next board meeting will be Tuesday, September 2, 1997. Time and place will be announced at a later time.

**Adjournment:**

Meeting adjourned at 12:55pm.

Respectfully submitted,



Barbara Homer  
Recording Secretary

