

10-4-2007

2007 UNOPA Representatives, "Constructing Partnerships with Service"

Follow this and additional works at: <http://digitalcommons.unl.edu/unopadocs>

"2007 UNOPA Representatives, "Constructing Partnerships with Service"" (2007). *UNOPA Documents and Publications*. 247.
<http://digitalcommons.unl.edu/unopadocs/247>

This Article is brought to you for free and open access by the UNOPA-University of Nebraska Office Professionals Association at DigitalCommons@University of Nebraska - Lincoln. It has been accepted for inclusion in UNOPA Documents and Publications by an authorized administrator of DigitalCommons@University of Nebraska - Lincoln.



University of Nebraska Office Professionals Association (UNOPA)



UNOPA Representatives

"Constructing Partnerships with Service"

[Home](#)

[NEOPA](#)

[NAEOP](#)

[UNL Home](#)

- [What is UNOPA?](#)
- [Annual Awards](#)
- [Calendar of Events](#)
- [Bylaws & Standing Rules](#)
- [Forms](#)
- [Meeting & Program Schedule](#)
- [Membership Information](#)
- [Mentoring](#)
- [Officers and Directors](#)
- [President's Theme & Statements](#)
- [PSP Information](#)
- [Photo Gallery](#)
- [UNOPA/Professional Growth](#)
- [UNOPA Notes & Annual Reports](#)

Education is the birthright of every person. We as members of the University of Nebraska Office Professionals Association pledge ourselves to safeguard that right. We acknowledge the unique role of educational office professionals and the importance of their contributions to the university and the community. The purpose of UNOPA is to provide professional growth and promote high professional standards for educational office professionals with the University of Nebraska, as partners upholding the quality of service to the university educational system and the community.

Karen Jackson, Webmaster
Phone: 402-472-7903

There are many opportunities to serve UNOPA. Following is a brief description of the UNL committees which UNOPA has representatives. If you have further questions, please contact the Employee Concerns Co-Directors, [Jane Schneider](#), 472-8670 and/or [Doreen Wagenaar](#), 472-2632. Thanks for your interest!

Committee	Committee Member(s)	Phone #	E-mail	Term expires
Employee Concerns Co-Director				
	Jane Schneider	2-8670	nschneider2@unl.edu	2008
Employee Concerns Co-Director				
	Doreen Wagenaar	2-2632	dwagenaar2@unl.edu	2009
Academic Senate (1-year term)				
	Pat Hust	2-6976	phust1@unl.edu	2008
Campus Grievance Committee ** Appointed by the Chancellor (3-year term)				
	Shelly Everett	2-2477	reverett1@unl.edu	Aug. 2006
	Connie Paxton	2-8474	cpaxton1@uninotes.unl.edu	Aug. 2006
	Amy Stewart	2-8172	astewart2@unl.edu	Aug. 2007
	Tricia Liedle	2-3305	pliedle2@unl.edu	Aug. 2007
Campus Police Advisory				
	Shelley Everett	2-2477	reverett1@unl.edu	2008
Campus Recreation Advisory * Campus Rec membership required(2-year term)				
	Tracy Helmink	2-3726	thelmink2@unl.edu	2009
Chancellor's Award for Exemplary Service to Students				
	Donella Moormeier	2-2069	dmoormeier1@unl.edu	2007
Chancellor's University Safety Committee (3-year term)				
	Christine Cary	2-5836	ccary2@unl.edu	2009
Child Care Committee (2-year term)				
	Donna Boone	2-1967	dboone2@unl.edu	2010
Emergency Loan Fund Advisory -- 3-year term - 3 reps/staggered terms				
	Linda Thelen	2-8008	lthelen1@uninotes.unl.edu	2009
	Doreen Wagenaar	2-2632	dwagenaar2@unl.edu	2008
	Mary Guest	2-3755	mguest2@unl.edu	2008
Employee Assistance Advisory -- (3-year term)				
	Shirley Horstman	2-9417	shorstman1@unl.edu	Sept. 2008
Employee Benefits & U-Wide Benefits--(2 committees - 3-year terms each)				
	Lola Young	2-1047	lyoung5@unl.edu	2009
Human Rights Committee(1-year term)				
Parking Advisory(3-year term)				
	Sandy Lineberry	2-6623	slineberry1@unl.edu	2008
Parking Appeals -- (3-year term)				
	Linda Thelen	2-8008	lthelen1@unl.edu	2010
	Judy Anderson	2-7021	janderson5@unl.edu	2010
	Debbie Hendricks	2-3755	dhendricks1@unl.edu	2008
Sue Tidball Award for Creative Humanity -- (2-year term)				
	Connie Johnson	2-2030	cjohnson5@unl.edu	2007

**** CHANCELLOR'S COMMISSION ON THE STATUS OF WOMEN****UNL ACADEMIC SENATE**

Purpose and Responsibilities: The UNL Academic Senate exercises campus wide responsibilities of faculty, governing agencies, including among others the responsibility (1) to act as the official voice of the faculty, (2) to act on academic matters that affect more than one college and, (3) to advise and consult with student, staff, and administrative groups on matters of general concern. Also, committee reports are presented at monthly meetings.

Academic Senate members are required to attend monthly meetings, regularly scheduled for the first Tuesday of each month. The meetings will begin at 2:30 and usually last until 5:00.

Top of Page

CAMPUS GRIEVANCE COMMITTEE

The UNL grievance panel will be composed of at least 12 members, with representation from each employment category (academic/administrative, managerial/professional, and office/service). Panel members will serve three-year terms, and membership will be maintained with an equal number from each employment category. The process for nominating, selecting, and appointing panel members will be established by the Chancellor.

Grievance panel members will serve as needed on three-member grievance hearing committees. Human Resources will provide instruction to grievance panel members regarding grievance procedures.

The responsibilities of the grievance hearing committee will include conducting a grievance meeting, obtaining relevant facts, and making advisory recommendations to the Chancellor about the disposition of the grievance. The committee may decide to interview the complainant and the respondent (at the same time or separately) and other persons considered by the committee, the complainant, or the respondent to have relevant information.

The grievance hearing committee will conduct business according to written guidelines that will be provided by Human Resources to the committee, the complainant, and the respondent.

Top of Page

CAMPUS PARKING ADVISORY COMMITTEE

January 13, 1995

Name and Membership

The Parking Advisory Committee shall consist of those members selected for participation as follows: three student members appointed by ASUN: one Graduate Teaching or Research Assistant appointed by the Dean of Graduate Studies in consultation with GSA; three faculty members appointed by the President of the Faculty Senate; three non-faculty employees, one appointed by the President of the University Association for Administrative Development, one appointed by the President of the University of Nebraska Office Personnel Association, and one appointed by the Chancellor.

City and East Campuses must be represented among student and faculty appointees. Terms of office shall be two years for students and three years for faculty members and non-faculty members.

Responsibilities

The Parking Advisory Committee shall review all policies and regulations for UNL parking facilities and make recommendations to the Vice Chancellor for Business and Finance and to the Chancellor.

The Committee shall:

- a. conduct an annual review of parking and traffic rules and regulations including parking permit fees and refunds;
- b. review proposed changes in parking policies, regulations, and parking lot classifications;
- c. review and recommend Capital Improvement Projects;
- d. review the parking operating budget and monthly operating reports;
- e. act in an advisory capacity to the Vice Chancellor for Business and Finance;
- f. serve as a public forum;
- g. inform the University community on parking matters; and
- h. review appeal decisions of the Parking Appeals Committee

Top of Page

UNL CAMPUS POLICE COMMITTEE

January 13, 1995

Name and Membership

The UNL Campus Police Committee shall consist of two faculty members appointed by the President of the Faculty Senate, two students appointed by ASUN, one administrator appointed by the Chancellor, and two employee selected by the office and service staff of UNL. Terms of faculty members shall be two years.

Responsibilities

The Committee shall assist (1) in the determination of codes of ethics in the enforcement of campus security regulations and policies on violations thereof; and (2) in an advisory role in the selection and review of the chief police officer analogous to the faculty input on administrative evaluation and review.

*Source: UNL Bylaws, Section 5.4

Top of Page

CAMPUS RECREATION ADVISORY

ARTICLE I

Name

The name of the organization shall be the Campus Recreation Advisory Council of the University of Nebraska - Lincoln.

ARTICLE II

Purpose

The purpose of the Campus Recreation Advisory Council is to provide an opportunity for student, faculty and staff involvement and program control. The Council is charged with the responsibility to: 1) hear cases, judge the validity, and decide on the appropriate action to be taken on all decisions appealed to it from the Director of Campus Recreation; 2) advise the Campus Recreation staff as to changes in the interpretation of rules and policies governing specific recreational sports programs; 3) assist in developing the Office of Campus Recreation's fiscal year budget request; 4) serve as sounding board for all Campus Recreation programs and services; 5) advise the Campus Recreation staff of needed additions/improvements to recreational sports facilities; and 6) perform other duties as assigned by the Director of Campus Recreation.

ARTICLE III

Membership

Sec. I Eligibility

- a. This organization does not discriminate in the selection of members or appointments when discrimination is defined as denying individual membership or appointment on the basis of a person's age, race, national origin, color, gender, sexual orientation, creed, or disability.
- b. All regularly enrolled University of Nebraska - Lincoln students (taking a minimum of one credit hour, provided they have paid the Campus Recreation portion of the University Programs and Facilities Fees) are eligible for election/appointment.
- c. In order to be eligible for appointment, faculty/staff members must have paid their Campus Recreation Programs and Facilities Fee.

Sec. II Method of Selecting Members

The Campus Recreation Advisory Council is made up of nine students elected from the division they represent (i.e., Greek, Off Campus, Residence Hall); and three at-large students (one must be from a Fraternity or Sorority, one from Off Campus and one from the Residence Halls). Each of the at-large members must have prior participation and involvement in the programs and services of the Office of Campus Recreation. At-large members are appointed by ASUN (Association of Students of the University of Nebraska). Off Campus and Residence Hall student members must reside in the the division they represent during the academic year. Greek members must retain active membership status during the academic year. In addition to the student members, one member will be appointed to represent each of the following faculty/staff employment classifications: academic/administrative, managerial/professional, and office/service.

Sec. III Types of Members

The twelve students and three faculty/staff members on the Advisory Council are all active members.

Sec. IV Methods of Revoking Membership

- a. If a member's place of residence changes so he/she no longer lives in the unit h/she represents, he/she must resign from the Advisory Council.
- b. If a member has two consecutive unexcused absences the Executive Committee will review his/her status. Membership may be revoked only upon a 2/3 vote of the Advisory Council.

ARTICLE IV**Officers****Sec. I Listing of Officers**

The Officers of the Campus Recreation Advisory Council shall be: President, Vice President/Treasurer, and Secretary.

Sec. II Powers and Duties of Officers

The President is responsible for chairing Advisory Council meetings and shall represent the Advisory Council at functions and meetings of the University Administration and/or other campus organizations when requested. The president shall serve as the Chair of all appeals hearings.

The Vice President/Treasurer will fill in for the President at official Advisory Council functions in the absence of the President. He/she will make all committee assignments and supervise all committee work. He/she will keep permanent financial records, approve all expenditures, and initiate all fund raising projects.

The Secretary will be responsible for the minutes of each meeting, keeping records of each member's attendance, and recording business as it is reported or provided at the Executive Committee meetings.

Sec. III Election

- a. Qualifications of Officers - All officers shall be active members of the Campus Recreation Advisory Council.
- b. Nominating Procedure - Candidates may self-nominate or be nominated from the floor.
- c. Election of officers shall be done by secret ballot.
- d. Term of Office - An officer shall serve a one-year term. Election of officers shall occur at the Advisory Council's Second regularly scheduled meeting.

Sec. IV Procedures to Fill Vacancies

Vacancies in office shall be filled by Executive Committee appointment.

Sec. V Impeachment Proceedings

A call for impeachment of an officer requires a formal hearing of the charges. Following the hearing an officer may be removed from office by a 2/3 vote of the Advisory Council.

ARTICLE V**Organizational Structure****Sec. I Executive Committee and Duties**

The Executive Committee shall be comprised of the President, Vice President/Treasurer, Secretary and the Advisory Council Advisors.

Sec. II Other Committees and Duties

Standing committees are: Administration, Business Operations and Technology; Informal and East Campus Recreation; Facilities Management and Operations; Fitness and Wellness

Services; Injury Prevention and Care; Instructional Programming and Staff Development; Intramural and Extramural Sports; Marketing and Development; Special Events and C.R.A.C. Member Development; Outdoor Recreation; and Sport Clubs and Special Programs. The President may appoint ad Hoc committees.

ARTICLE VI

Advisor(s)

The Advisor(s) to the Campus Recreation Advisory Council shall be appointed annually by the Director of Campus Recreation from the Office of Campus Recreation's managerial/professional staff. The Director of Campus Recreation may appoint one or two advisors. The Advisor(s) will have the responsibility of assisting the Advisory Council, and will be available on a day-to-day basis for consultation. The Advisor(s) will be at all Advisory Council Meetings (in the event he/she is unable to attend, the Director of Campus Recreation may appoint another member of the Campus Recreation's managerial/professional staff to represent the office at the meeting). The Advisor(s) will have a vote on the Executive Committee only.

ARTICLE VII

Ex Officio

The Director of Campus Recreation will serve the Advisory Council as a nonvoting ex officio member.

ARTICLE VIII

Rules of Procedure

Sec. I Attendance and Absences Policy

If a member has two consecutive unexcused absences the Executive Committee will review his/her status. Membership may be revoked only upon a 2/3 vote.

Sec. II Frequency of Meeting

Meetings shall be held biweekly. Meeting days and times will be established based on the avoidance of schedule conflicts of the members. Any member of the Executive Committee or any three members may call special meetings.

Sec. III Quorum

One over fifty percent of the membership shall constitute a quorum. A quorum is necessary to conduct official business of the Advisory Council.

Sec. IV Minutes

Official minutes will be kept by the Secretary, copies will be distributed to Advisory Council members and all Campus Recreation administrative and managerial/professional staff members. A copy of the minutes will also be posted in the Campus Recreation Advisory Council display cases at the Campus Recreation Center and at the Activities Building.

Sec. V Use of Recognized Authority

Advisory Council members speak for themselves unless a statement of decision is approved by a vote of the Advisory Council.

ARTICLE IX

Finance

Sec. I Dues, Membership Fees

No dues or membership fees shall be collected from the members.

Sec. II Alternate Funding

The funding for the Campus Recreation Advisory Council shall be provided by the Office of Campus Recreation or by authorized fund raising projects.

Sec. III Organizational Moneys

Organizational moneys will be handled by Student Organization Financial Services, regardless of source.

ARTICLE X**Amendments**

This constitution may be amended by a 2/3 vote of the Advisory Council at any regular meeting constituting a quorum. The proposed amendments shall be submitted in writing and read to the Advisory Council at a regularly scheduled meeting; the vote will be taken at the next meeting following the reading. All amendments must be approved by ASUN.

ARTICLE XI**Distribution of Finances/Proper Business Activity**

No part of the net earnings of the Advisory Council shall inure to the benefit of, or be distributed to, its members, trustees, officers or other private person, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the proposed set forth in Article II hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal Income Tax under section 501(c) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Top of Page

CHANCELLOR'S AWARD FOR EXEMPLARY SERVICE TO STUDENTS

The Chancellor's Award for Exemplary Service to Students was established in 1986 to acknowledge extraordinary and sustained performance by individuals serving UNL students. All UNL employees are eligible for nomination. Call Barbara Wright-Chollet at 472-3755 for more information.

Top of Page

CHANCELLOR'S COMMISSION ON THE STATUS OF WOMEN

This commission was reorganized in the fall of 2003 and members of the commission are appointed by the Chancellor. More information is available at www.unl.edu/ccsw/.

Top of Page

GUIDELINES FOR THE CHANCELLOR'S UNIVERSITY SAFETY COMMITTEE**I. RESPONSIBILITIES**

The Chancellor's University Safety Committee (CUSC) is established to assist the Chancellor with ensuring the campus environment is a safe and healthy place for people to come. The CUSC may make recommendations regarding safety and health programs and hazards throughout the University. It is the responsibility of the CUSC to adopt and maintain an effective written Injury and Illness Prevention Program (IIPP). All recordable employee injuries/illnesses may be reviewed by the CUSC.

II. VICE CHANCELLOR

The CUSC reports to the Vice Chancellor for Business and Finance (VCBF). The Assistant VCBF/Director of University Services is responsible for serving as an ex-officio of the CUSC.

COMMITTEE ORGANIZATION/MEMBERSHIP

The CUSC will be comprised of representatives from management, faculty, and staff. All University employees shall have the right to serve as members of the committee. There are, throughout the University, departments which - because of the nature and risk of the work conducted by their employees - are considered for continuous representation on the CUSC. Representation by the departments on a continuous basis is as follows:

Agricultural Research and Extension Centers (includes USMARC and NSTA):	One representative each
Campus Police:	One representative
Facilities Management and Planning:	Two representatives, one each from either Custodial, Utilities, or Maintenance
Housing:	Two representatives, one each from either Food Service, Maintenance, or Custodial
Landscape Services:	One representative
University Health Center:	One representative (the OH doctor or OH nurse)
Agronomy:	One representative
Animal Science:	One representative
Campus Recreation/Athletics:	One representative
UAAD:	One representative
UNOPA:	One representative
ASUN:	One representative

Additional representation - as a result of employees desiring to serve on the committee - will be accepted as long as the committee does not exceed 25 members.

All appointed representatives, except ASUN representatives, are expected to complete a 3-year term. The ASUN representative will serve for one year.

The committee chair shall be selected from within the committee and is expected to serve for 1 year. The chair may serve additional terms, if selected by the CUSC.

Representatives from units outside of Lincoln are expected to attend meetings at their convenience. These representatives will be contacted before each meeting regarding agenda items.

Ex-officio members will include the Assistant Vice Chancellor Business and Finance/Director of University Services, the Director of Benefits from Human Resources, the Manager of Environmental Health & Safety, the Occupational Health Specialist, and the Assistant General Counsel/Director of Institutional Regulatory Compliance (Central Administration).

The committee shall meet at least quarterly, and maintain written minutes of their meetings. Environmental Health & Safety (EHS) will provide administrative support to record and distribute minutes of all meetings and any other duties as requested by the CUSC chair.

IV. DEPARTMENTAL SAFETY COMMITTEES/UNIT SAFETY PLANS

The CUSC and EHS will assist UNL departments in organizing departmental Safety Committees and departmental Safety Plans. Minutes of quarterly CUSC meetings may be sent to department heads/chairs, if requested.

February, 1996

Top of Page

CHILD CARE COMMITTEE

A new committee is being formed by the Academic Senate in Fall 2003 to work on the issue of child care for UNL employees. The plan is to deal with concerns about the lack of child care options on campus and work towards positive solutions.

Top of Page

EMERGENCY LOAN FUND ADVISORY

The Employee Emergency Loan Fund (ELF), administered by the Employee Assistance Program, is designed to assist non-probationary, regular employees in financial crisis who have no other means of obtaining financial assistance in an emergency. The ELF was established and funded by UNL employees and employee groups. No state or other UNL moneys are used by this fund.

The EAP staff screen all ELF applications to determine that all qualifications for the loan are met. The application is then taken to the ELF Committee for approval or denial of the loan.

The ELF Committee consists of 15 employees representing UNOPA, UAAD, Academic Senate and service areas of the University. Three members of the committee are involved in a conference call with an EAP staff member for each loan application. EAP staff provides the committee members with information anonymously regarding the request. These committee members determine whether the loan should be approved or denied.

Committee members serve a three-year term and can be re-appointed. In addition to the conference calls, the committee meets annually to review ELF activities and procedures. EAP staff provides an orientation each year for new committee members.

Top of Page

EMPLOYEE ASSISTANCE ADVISORY COMMITTEE

The Employee Assistance Program Advisory Committee consists of seven to nine representatives from the diverse categories of employees covered by the Assistance Program. The Advisory Committee's responsibilities involve evaluating the strengths and weaknesses of the Employee Assistance Program and supporting the program in any way that is needed.

Top of Page

EMPLOYEE BENEFITS & UNIVERSITY-WIDE BENEFITS COMMITTEE

January 13, 1995

NAME AND MEMBERSHIP

The Employee Benefits Committee shall consist of 10 members:

1. six (6) faculty members appointed by the President of the Academic Senate, at least one of whom must hold an appointment of 50 percent or more in the Cooperative Extension Division
2. one member of the Managerial-Professional staff, appointed by the Chancellor;
3. one member of the Office and Service staff, appointed by the Chancellor;
4. the UNL Director of Personnel; and
5. the UNL Director of Insured Benefits and Retirement.

TERM OF OFFICE

Faculty members shall serve three-year terms. The terms will begin with the academic year, and will be staggered with two members appointed annually.

RESPONSIBILITIES

1. The Employee Benefits Committee shall study any and all matters relating to the following:
 - a. retirement plans
 - b. health and accident insurance
 - c. life insurance
 - d. disability insurance
 - e. other insurance of general employee interest
 - f. employee assistance programs
 - g. recreation programs
 - h. any benefits which might aid in increasing faculty and staff efficiency and morale, and which would aid in the recruitment and retention of superior faculty and staff.

2. The committee shall make a continuing appraisal of the foregoing, including study of any changes in present programs which may be or should be proposed, and shall make recommendations from time to time concerning them to the Academic Senate.

PROCEDURAL REQUIREMENTS

The Chair of the Committee shall be selected from among the faculty members of the Committee.

The Chair may call a meeting of a subcommittee consisting of the faculty who are members of the Committee in order to discuss issues which concern only faculty members e.g., tenure buy out, partial retirement, etc.

One or more UNL faculty representatives to the University-Wide Fringe Benefits Committee shall be selected from the faculty members of the Employee Benefits Committee. One representative shall be the Employee Benefits Committee Chair or designee.

OPERATING PROCEDURES AND GUIDELINES ADOPTED BY COMMITTEE

The committee shall file in the Academic Senate office (a) minutes of its meetings, and (b) a current statement of operating procedures and guidelines adopted by the committee itself. For more information on this committee and general Academic Senate rules governing its operations see the Preface.

Top of Page

HUMAN RIGHTS COMMITTEE

January 13, 1995

NAME AND MEMBERSHIP

The Human Rights Committee shall consist of seven (7) members:

1. four (4) faculty members are appointed by the President of the Academic Senate (one from the Senate itself);
2. one student appointed by the President of ASUN;
3. one person appointed by the President of UNOPA; and
4. one person appointed by the President of UAAD.

TERM OF OFFICE

The faculty persons, except the senate member, shall be appointed for three-year staggered terms; all others shall be appointed annually. Their terms will begin with the academic year.

RESPONSIBILITIES

1. The Human Rights Committee shall work to create an environment in which all persons in the UNL community/faculty, student, and nonacademic staff are able to conduct their activities on campus and in the broader community with proper guarantees that they will enjoy legally established and commonly accepted human rights.
2. The Committee shall review the formulation of existing human rights policies and, where it seems appropriate, monitor their implementation.
3. The Committee may offer recommendations to persons and agencies within the University on the implementation of existing policies, or, where warranted by changing conditions, recommend new policies in the area.
4. The Committee shall collect and keep available for reference generally accepted statements on human rights (e.g. the UN Declaration on the subject, the US Bill of Rights, etc.) and all policy statements adopted by NU Regents, administration, faculty, student or other university authorities.
5. The committee shall work with persons or other groups interested in policy development in the area of its jurisdiction, but not serve as a forum to adjudicate any individual complaint or allegation of human rights infringement. The Chair of the Committee is charged to serve as a referring officer, advising persons alleging such infringement of where they may receive a proper hearing.
6. The Committee will assist in coordination of other standing or ad hoc committees dealing with issues in the area.
7. The Committee shall report on its activities annually to the Senate and indicate the extent to which its recommendations are being implemented. Copies of this report shall be filed with the Chancellor, ASUN, UNOPA, and the Offices of Multicultural Affairs and Affirmative Action/Equal Opportunity.

OPERATING PROCEDURES AND GUIDELINES ADOPTED BY COMMITTEE

The committee shall file in the Academic Senate Office (a) minutes of its meetings, and (b) a current statement of operating procedures and guidelines adopted by the committee itself. For more information on this committee and general Academic Senate rules governing its operations, see the Preface.

UNL PARKING APPEALS COMMITTEES

February 1, 1995

Procedural Guidelines

Any person receiving an official UNL parking violation who feels the issuance of the citation is not in accordance with UNL Parking Rules and Regulations has the right to appeal the citation, in person or in writing, to the appropriate UNL Parking Appeals Committee. Committee discussion will be held prior to taking action on a written appeal only if the appeal form states the person is unable to attend the appeals hearing.

Committee Structure

Student Parking Appeals Committee

The Association of Students of the University of Nebraska (ASUN) is responsible for (a) selecting a pool of students to serve on one or more Student Parking Appeals Committees as needed each semester and (b) assuring committee members attendance at meetings to provide timely review of student parking appeals. Each committee will consist of three (3) students. All three students are required to be present to take action on student parking appeals.

Faculty/Staff Parking Appeals Committee

The Faculty/Staff Parking Appeals Committee is comprised of one representative from each of three recognized faculty/employee organizations: the Academic Senate, the University Association for Administrative Development (UAAD), and the University of Nebraska Office Personnel Association (UNOPA). Committee members are responsible for assuring meeting attendance (by the member or an alternate), to provide timely review of faculty/staff parking appeals. All three (3) committee members are required to be present to take action on faculty/staff parking appeals.

Committee Support From UNL Parking Services

Members of the UNL Parking Services staff will provide the following support for UNL Parking Appeals Committees:

1. Conduct an orientation session for committee members at the beginning of each academic year (or semester as needed). The orientation consists of thorough review of UNL Parking Rules and Regulations and an explanation of UNL enforcement methodology. The orientation should be completed prior to the first meeting of each Parking Appeals Committee.
2. Notify each person desiring to appeal the receipt of a parking violation of their right of appeal to the appropriate committee, of the processes involved in filing an appeal either in person or in writing, and of the date of the appeal hearing.
3. Organize the appeal hearing appearances and appropriate documentation required to review the oral and written parking appeals before the appropriate committee.
4. Attend each committee meeting in an advisory capacity.

Appeal Hearing Procedures

Each person appealing a parking violation to a UNL Parking Appeals Committee is informed at the beginning of the hearing that the committee is allowed to determine facts and make a decision of appeals where the evidence does not support a violation of the UNL Parking Rules and Regulations. The committee members are not to judge the necessity of parking regulations, but to make their decision on the basis of whether the alleged violations actually occurred. Each hearing before a UNL Parking Appeals Committee will be conducted in the following manner:

1. Prior to the hearing, the appellant has the right to examine all UNL Parking Services information materials relative to the alleged violation.
2. The appellant is entitled to the aid of counsel or an advisor at the hearing if so desired.
3. The hearing is conducted in such a manner as to do substantial justice and shall not be unduly restricted by the rules of evidence.
4. The appellant and UNL Parking Services staff are entitled to a reasonable cross examination. Committee members may question the appellant and call witnesses on their own motion.
5. The appellant is not present during the deliberation of the committee.
6. The committee renders its opinion in writing, including a finding of facts and the disposition.

Disposition of Appeals

The UNL Parking Appeals Committee, after conducting hearing in compliance with the above procedures, has the power to: 1) sustain the parking violation, 2) modify the parking violation, or 3) set aside the parking violation. All committee decisions are by majority vote. A tie vote (in case of an abstention) will be found in favor of the appellant. An appeal of the decision made by a UNL Parking Appeals Committee may be made to the UNL Parking Advisory Committee in accordance with the guidelines for such procedure. An appeal only may be made if the appellant has concerns regarding due process procedures.

Top of Page

SUE TIDBALL AWARD FOR CREATIVE HUMANITY

Sue Tidball (1925-1976) invested her life, energy, and spirit in human beings. She enriched the community with volunteer work in her church and in many social service agencies. In 1966 she became a counselor and resource consultant with the UMHE campus ministry at UNL. In her work with individuals and groups on the campus she was well know for her joyous, positive, adventurous and hopeful way of life. Aware for the last 20 years of her life that she had an incurable, debilitating disease, she turned that reality into creative and caring sensitivity to others.

CREATIVE HUMANITY AWARD

This annual award, presented to individuals from the campus community, is a way of recognizing significant contribution to the development of a humane, educationally creative, and caring community within UNL. The award is also a symbolic recognition of everyone associated with the University who daily makes such contributions. You are encouraged to nominate a person for the Sue Tidball Award for Creative Humanity.

The Award Committee is made up of an independent group of faculty, staff, students, and community persons. They administer the nomination process and select the recipient(s) each year. Currently there are five students, five faculty, six staff members, and five community members.

There is one UNOPA member on this committee. The Sue Tidball Award Program is sponsored by United Ministries in Higher Education at UNL, in cooperation with an independent committee of faculty, staff, students, and community friends.

Help is available by calling 476-0355 or e-mail uc3@unl.edu.

Top of Page

[Return to Representing UNOPA page.](#)

Updated 08/07

UNOPA, University of Nebraska - Lincoln, P.O. Box 880541, Lincoln, NE 68588-0541, Fax #: 402-472-6921
