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2005-06 UNOPA Executive Board Minutes, March

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

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

Roll call was taken by Valerie Egger.

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

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

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

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

OFFICERS' REPORTS

Recording Secretary: Valerie Egger

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

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

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

Treasurer: Lois Erickson

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

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

Corresponding Secretary: Jeanette Fisher

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

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

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

President-elect: Becky Hastings

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

President: Sandy Watmore

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

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

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

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

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

STANDING COMMITTEES

Awards: Sandy Watmore for Helen Sexton

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

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

Employee Concerns: Gretchen Walker

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

Foundation: Carol Bom

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

Hospitality: Deb Hendricks

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

Membership: Donelle Moormeier

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

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

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

Nominating: Jan Edwards

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

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

Professional Growth/PSP: Judy Anderson
No PSP report.

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

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

Ways and Means: Debbie Burns (Absent)
No report.

Bylaws Revisions: Dora Dill (Absent)
No report.

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

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

NEOPA/NAEOP Liaison: Edie Schleiger

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

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

Presidential Advisor: Lola Young (Absent)

No report.

UNFINISHED BUSINESS

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

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

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

NEW BUSINESS

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

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

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

Reports at the March 8 general meeting will be:

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

Next Meeting:

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

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

Respectfully submitted,

Valerie Egger
Recording Secretary