

1985

1985-86 UNOPA General Meeting Minutes

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UNOPA

Time and Place The May 14, 1985 general meeting was held in the Great Plains Room of the East Campus Union.

Call to Order The meeting was called to order by President Mary Buell.

Minutes A motion was made and seconded to approve the Revised UNOPA Minutes for the April 9, 1985 general meeting. The motion was passed.

Announcements President Mary Buell introduced the 1984-85 Board of Directors and Officers as well as our 1985-86 elected Officers. She also introduced our guest speaker, Ada Munson.

UNOPA members introduced their guests.

Mary Buell stated that our UNOPA membership is now 200 members. She thanked everyone for all their efforts in recruiting new members. Her goal for the year was 200 members.

Mary Buell reported that the Ways and Means Committee raised \$169.86 for the "Weight-in-Gold" fund raiser. This money will be placed in the general budget.

Shelley Everett gave a short report on the NEOPA State Conference. The other UNOPA members that attended were: Janet Wagner, Sue Gilleland, Betty Wurster, Alice Torwirt, Charlotte Jackson, and Audrey Schardt. The Fall NEOPA Conference will be held at Concordia College, Seward, Nebraska.

Mary Buell reported that Marie Most from Personnel is retiring. Anyone wishing to send a personal note should send it to Marge Heibel by May 17, 1985. Marge will place these notes into a large notebook for Marie Most.

The NAEOP Conference will be held in Boise, Idaho on July 15-19, 1985. Anyone wishing to attend the national conference should also plan to attend the meeting on May 23rd from 11:45-1:00 in the East Campus Union (room will be posted). This meeting will be held to help coordinate transportation, etc. to the national meeting. A reminder will be sent to UNOPA members.

Mary Buell announced that Sue Gilleland will represent UNOPA at the NAEOP Conference.

It was announced that Administrative Leave has been granted by Bruce Currin, Director of Personnel, for UNOPA members attending the national conference. This leave is granted only with permission by the immediate supervisor.

Mary Buell stated that she had chosen the theme "To Communicate is to Participate" for her theme as President. She thanked everyone in UNOPA who has supported her throughout her year. Mary Buell especially recognized Brad Munn, an honorary UNOPA member; Dr. Bill Miller, her boss; and her husband and two sons for all their help and support during this past year.

UNOPA members who served on committees this past year were thanked. These members included:

Membership Committee: Diana Kirkendoll, Chair; Margaret Goodman, Corine Authur, Jan Mowrey, Donna Gilroy, and DaLene Wiess.

Hospitality Committee: Shirley Horstman, Chair; Julie Lee, Dorothy Liska, Debbie Hendricks, Betty Wurster, Betty Castan, Bonnie Ward, Susie Kreiter, and Pat McCoy.

Ways & Means Committee: Norma Wever, Chair; Sheila Finney, Deb Ruthsatz, Shirley Howell, and Rosalee Schwartz.

Publicity Committee: Gail Littrell, Chair; Marge Yohn, Susan Craig, and Mary Timblin.

Professional Growth Committee: Janet Wagner, Chair; Audrey Schardt, Alice Torwirt, Kay Stephens, Linda Williams, Janie Nelson, and Charlotte Jackson.

Nominating Committee: Sandy Watmore and Renae Schmidt, Chairs.

UNOPA Notes: Kathy Martin, Editor; Sue Gilleland, and Pat McCoy.

UNOPA members who have served this past year on University Committees were thanked for their time and support. These members included:

Parking Advisory Committee -- Bernice Goemann

Parking Appeals Committee -- Ann Mulligan

UNL Campus Police Committee -- Jan Wacker

Campus Safety Committee -- Linda Maser

UNL & U-Wide Fringe Benefits Committee -- Cheryl Selvage

UNL Credit Union Board of Directors -- Linda Arnold

Human Rights Committee -- Renae Schmidt

Chancellor's Commission on the Status of Women -- Kathy Martin

Installation
Ceremonies

Mary Buell presented her closing remarks, installed the new officers and presented the gavel to Mary Ann Robertus.

Mary Ann Robertus stated that her theme for 1985-86 will be "Teamwork."

Mary Ann Robertus announced that the Board of Directors for 1985-86 will be announced shortly. She plans to have a training session for the new Board in July.

Program

Guest speaker, Ada Munson was introduced. Ms. Munson was a 1984 YWCA Tribute to Women recipient. She spoke to UNOPA on "The Reasons Why You Should Become Involved."

Next Meeting

The next UNOPA meeting is scheduled for Tuesday, June 11th in the ETV Meeting Room, 1800 North 33rd Street. This will be a potluck salad supper which will begin at 6:00 pm.

Adjournment

The meeting was adjourned at 1:00 pm.

Shelley Everett
Recording Secretary, 1984-85

UNOPA

- Time and Place** The September 10, 1985 general meeting was held in the Centennial Room of the City Campus Union.
- Call to Order** The meeting was called to order by President Mary Ann Robertus.
- Minutes** A motion was made and seconded to approve the UNOPA minutes of May 14, 1985 general meeting. Motion carried.
- President Mary Ann Robertus announced that the membership will receive only one copy of the minutes. This will be through the mail.
- Announcements** President Mary Ann Robertus introduced the head table and her chairpersons for the 1986-86 year.
- Laurie Bellows, Assistant Coordinator from Continuing Studies, gave a background of the Office Support Staff Certificate Program. This program is a quality learning experience in continuing adult education.
- Debbie Ruthsatz, Membership Chairperson spoke on the goal of 300 members for UNOPA in 1985-86. She asked for teamwork, for members to encourage fellow workers to join and the workshop in November will be free to all paid-up members.
- Mary Ann Robertus welcomed our guests and gave a synopsis of what her Committees have been doing during the summer months. The date of the Workshop has been set for November 5, 1985.
- Mary Buell and Janet Wagner, UNOPA Past President and Professional Growth Chairperson, respectively, met to review a request for reimbursement of funds presented to the Foundation from Sue Gilleland for her trip to the NAEOP meeting in July, 1985.
- During the process of determining the amount to be awarded to Sue, it was discovered that no previous stipulation had been made regarding monetary support of attendance at workshops/seminars other than presented by UNOPA for travel and/or lodging expenses. In discussion with past presidents it was learned that this situation, where a large amount had been requested, was never addressed. It was also discussed that, although the requests for funds from the Foundation this year were minimal, future years could be a different story and the fund would be depleted rapidly. Therefore, the UNOPA Professional Growth Chairperson and UNOPA Past President recommended to the board that a limit be placed on these amounts. It was suggested

that a motion be entertained to change the GUIDELINES for administration of UNL OFFICE/SERVICE STAFF DEVELOPMENT FUNDS: Number 2b) portion of travel expenses (dollar amount at the discretion of the Executive Board) and 2c) portion of lodging expenses (dollar amount at the discretion of the Executive Board).

The suggested amounts were 50% for travel up to \$30 and 50% for lodging up to \$30.

Jan Wassenberg made the motion that 2b and c of the GUIDELINES FOR THE ADMINISTRATION OF UNL OFFICE/SERVICE STAFF DEVELOPMENT FUNDS be changed to read: b) portion of travel expenses 50% up to \$30 and c) portion of lodging expenses 50% up to \$30. Second by Debbie Ruthsatz. Motion carried.

The Treasurers Report was in the Annual Report.

Sue Gilleland reported on the NAEOP Conference and the awards UNOPA received: First place for our UNOPA Notes Newsletter and an award for having largest membership for a local organization being affiliated with National in Higher Education.

Sue Gilleland presented a plaque to Pat Lehecka that she had won in a drawing at NAEOP and read a letter from Bruce Currin, Director of Personnel.

Program

Guest speaker, Lisa Pozehl from Casual Corner, was introduced. Ms. Pozehl gave a presentation on "Dress for Success on a Budget".

Next Meeting

Next UNOPA meeting is scheduled for Tuesday, October 8th, at City Campus Union.

Adjournment

Meeting adjourned at 1:00 p.m.

Dorothy Liska
Recording Secretary 1985-86

UNOPA

- Time and Place:** The October 7, 1985 general meeting was held in the Centennial Room of the City Campus Union.
- Call to Order:** The meeting was called to order by President Mary Ann Robertus.
- Minutes:** A motion was made by Janet Wagner to approve the minutes of the September 10, 1985 general meeting as corrected and seconded by Shelley Everett. Motion Carried
- Treasurers Report:** Shirley Horstman, UNOPA Treasurer, presented the 1985-86 budget. Jan Wassenberg made a motion to approve the 85-86 budget, Alice Torwirt seconded the motion. After discussion, the assembly voted approval. Shirley announced UNOPA has 116 members to date.
- Announcements:** President Mary Ann Robertus introduced the head table, welcomed 13 guests, and made the following announcements:
- The Campus Committee representative for the Sue Tidball Award is Renae Schmidt.
- UAAD will have several seminars in the near future, and UNOPA is invited to attend these seminars.
- Alice Torwirt and Betty Wurster have met to discuss the Evening Social. You will be hearing from them as their plans become finalized.
- Betty Wurster has been selected the UNOPA representative to attend the NEOPA meeting scheduled for Saturday, October 19, 1985.
- Alice Torwirt announced that the Ways and Means Committee will hold a raffle to raise funds. Tickets will be sent to members by October 21, 1985. They will receive five tickets to sell at a charge of \$1.00 per ticket. Anyone can buy the tickets. If a member does not wish to sell the tickets, please return them to Alice. Drawing will be held at the December meeting. First prize: \$100.00; second prize: A \$25.00 gift certificate to restaurant; third prize: a turkey or ham.
- Mary Buell, Chairperson of the Employee Concerns Committee, made an announcement of concern to all members. She has been contacted by several employees from East Campus regarding the phase out of their positions by November 1st. Mary asked that if any member knows of anyone in this situation to please get in touch with her or Mary Ann Robertus. Mary has been in contact with Bruce Currin, and he stated, "that anyone who stands to lose their position will have top priority in the Hiring Division".

Janet Wagner, Professional Growth Chairperson, announced a free Workshop scheduled on November 5, 1985 at the ETV Board Room. There will be a morning session, and an afternoon session so all paid up UNOPA members can attend one time or the other. Notice of this Workshop will be sent out in about 10 days. Plans are also being made for a Spring Workshop.

The Nominating Committee provided a short questionnaire to evaluate the meeting. Additional handouts were: a list of board and committee members, and the update on the Guidelines for the Foundation Funds.

The next UNOPA meeting is a joint meeting with UAAD.
Change of Date - to Wednesday, November 20, 1985, at City Campus Union.

Kathy Martin announced the invitation to the Lincoln 9 to 5 Fall Social on October 10, 1985 at the YWCA, Stuart Room, at 7:00 p.m.

Senator Wesely is holding a hearing on use of Video Display Terminals on October 11, 1985. The Lincoln 9 to 5 organization is asking anyone using a VDT to become involved and testify to the harmful effects of using one. The Lincoln 9 to 5 organization is also sending a questionnaire regarding VDT use to UNOPA members. They are asking that the questionnaires be filled out, and returned. Information received will be kept confidential.

Program:

Sue Gilleland introduced the guest speaker, Harriet Kohn, Associate Professor and Extension Specialist, Human Nutrition and Food Management at UN-L. Professor Kohn spoke on human nutrition during our lifetime - eat a well-balanced diet to keep your health. She also supplied the membership with several interesting handouts.

Next Meeting:

Joint meeting with UAAD as host on Wednesday, November 20th, at the City Campus Union. Donald Clifton will be the speaker.

Adjournment:

Meeting adjourned at 1:00 p.m.

Dorothy Liska
Recording Secretary 1985-86

UNOPA

- Time and Place:** The November general meeting was held in the Centennial Room, City Campus Union, on November 20, 1985. This was the annual joint UAAD/UNOPA meeting.
- Call to Order:** The meeting was called to order by Barbara Hibner, President of UAAD, our host.
- UAAD:** Barbara Hibner, President of UAAD, conducted a short business meeting.
- Joyce Wagner, Director of the Child Care Project gave a presentation of the services they have to offer. The Child Care Project is a year-round day care service to the University Campus. They take 3-4 year old children, infant care and a school age recreation program through the summer for Kindergarten through 6th grade children.
- UNOPA:** Mary Ann Robertus, UNOPA President, conducted a short business meeting and made the following announcements: Please return the Scholarship and Evening Social questionnaires and raffle tickets are still available.
- The President asked Supervisors to encourage their employees to join and become active in UNOPA.
- Minutes:** Jan Wassenberg made a motion to approve the October minutes, seconded by Shelley Everett. Motion carried.
- Program:** Lonnie Honeycutt introduced the guest speaker, Hess Dyas, Executive Director of Selection Research Inc. Seminars. His presentation was on "Ten Principles of Management." They are:
- 1) Belief in Talent
 - 2) Study Success-Study the Best
 - 3) Focus on Excellence
 - 4) Move from Strength
 - 5) Invest in Talent-Build One-to-One Relationships
 - 6) Have the Right Expectations
 - 7) Encourage Decisions to be Made as Close to the Action as Possible.
 - 8) Systems Improve Performance
 - 9) Measurement Improves Performance
 - 10) Team Building-Match Talents
- Next Meeting:** The next UNOPA meeting is scheduled for Tuesday, December 10 at the Nebraska Center, East Campus
- Adjournment:** The meeting was adjourned at 1:00 p.m.

Dorothy Liska
Recording Secretary, 1985-86

NOVEMBER, 1985 UNOPA TREASURER'S REPORT

Balance Forward from October, 1985	\$ 769.22
Funds set aside for fall workshop	<u>169.86</u>
	\$ 939.08

INCOME:

Raffle	\$ 105.00	
November lunches (93 meals)	418.50	
UN Foundation-fall wkshp reimburse	98.80	
30 memberships	<u>152.50</u>	
Total income		<u>774.80</u>
TOTAL		\$ 1,713.88

EXPENSES:

The Cookie Company-fall wkshp	\$ 33.60	
Betty Wurster-delegate to State Conf	10.00	
Bursar-envelopes, labels, printing	38.22	
Bob Glenn-fall workshop	50.00	
Dona Vasa-fall workshop	50.00	
Dean Walker-printing raffle tickets	<u>34.00</u>	
Total expenses		<u>215.82</u>

Checkbook balance	\$ 1,498.06
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Encumbered but unpaid expenses:

November lunches (93 meals)	\$ 418.50	
Workshop expenses	125.76	
Printing expenses	<u>31.40</u>	
Total unpaid expenses		<u>575.66</u>

Balance of available funds	\$ 922.40
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Submitted by Shirley Horstman
UNOPA Treasurer, 1985/86

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UNOPA

- Time and Place:** The December general meeting was held in the Omaha Room of the Nebraska Center, East Campus.
- Call to Order:** The meeting was called to order by President Mary Robertus.
- Minutes:** Jan Wassenberg made a motion to approve the minutes, seconded by Janet Wagner. Motion carried.
- Announcements:** The President announced the resignation of Sue Gilleland as President-Elect. The Board accepted Sue's resignation with regret.
- Sherryl Wallman, Chairperson of the Nominating Committee asked for names of persons for the President-Elect position. Please call her, Linda Arnold or Connie Wessland if you know of any persons interested.
- Betty Castan, Hospitality Chairperson, introduced her committee: Pat Wiseman, Judy Yeck, Caroline Blum, Jan Burch and Marie Lovitt. Names were drawn for poinsettias that were given as gifts.
- Betty thanked the UNOPA members for bringing the canned goods. These goods will be given to the Lincoln Pantry. Brochures describing the Lincoln Pantry were placed at each table.
- Susie Kreiter, Chairman, Ways and Means introduced her committee and drew names for the raffle. Winners were: Ray Kobza, \$100.00; LaVonna Evans, Ham; Charles Godwin and Bonnie Ward Turkeys. Suzie reported that Mildred Reimers sold 75 tickets.
- Mary Ann thanked everyone for a job well done and wished all a happy holiday season.
- Program:** Mary Ann Robertus introduced Kay Eastman from Northeast High School and her singers. They sang Christmas songs that were enjoyed by all.
- Next Meeting:** The next meeting is scheduled for January 14, 1986 in the East Campus Union.
- Adjournment:** Meeting was adjourned at 1:00 p.m.

Dorothy Liska
Recording Secretary

UNOPA

Time and Place: The January general meeting was held in the Great Plains Room at East Campus Union.

Call to Order: The meeting was called to order by President Mary Ann Robertus.

Minutes: Motion made by Debbie Ruthsatz to approve the minutes, seconded by Jan Wassenberg. Motion carried.

Announcements: The President greeted the membership with a Happy New Year wish and asked the students serving the meal to be acknowledged by a round of applause. The guests and head table were also acknowledged.

The Professional Growth Committee has sent a mailing to the membership on PSP Certification, Boss of the Year and the Scholarship Application. The Committee will be meeting to finalize the March 6th Workshop.

Mary Ann also reminded us of the January 22nd UNOPA Training Session.

Shirley Horstman, UNOPA Treasurer had the Financial Report on the tables for each member.

Rena Schmidt is the UNOPA representative on the Sue Tidball Committee. She gave a short history on Sue Tidball and the award that is given in her honor. This award recognizes those who are making significant contributions toward a more humane and creative campus community. This past week flyers have been sent out to the UN-L Community asking for nominations. Those eligible are persons in the secretarial and maintenance areas, and students, as well as faculty and administrative staff. The Annual Award Event is scheduled for April 13, when the 1986 award recipients will be announced, and also publicly honor all the nominees

The Nominating Committee has not been able to find a replacement candidate for the President-elect position. The President asked for members to become interested in becoming candidates for the position.

Jan Wassenberg announced that at the end of this week UNOPA members should be getting a brochure from the Cornhusker Chapter, Professional Secretaries International and the Dept. of Conferences and Institutes on their 32nd Annual Seminar for Secretaries and Office Personnel, which will be held on Saturday, February 22, 1986. The Chancellor's office will provide funds for one half of the registration cost.

The February Meeting will be a little different from the other UNOPA Meetings. A Panel consisting of Rosalind Fisher, Employee Relations Manager from Personnel, and three members from UNOPA. Ms. Fisher will report from Personnel on their viewpoints of our proposals to date; Lorraine Moon, PSP Survey - brief background, proposal and request; Rosanna Johnson - salary survey; and Mary Buell, Employee Concerns Chairman, - Administrative Leave concerns.

- Program:** Jan Wassenberg introduced Robert Frey, Senior Vice President and Trust Officer, Union Bank in Lincoln. He spoke on managing finances. People are earning more and spending more, the more affluence, the more problems, so financial planning is essential.
- Next Meeting:** The next meeting is scheduled for February 11, 1986 in the City Campus Union.
- Adjournment:** Meeting was adjourned at 1:00 p.m.

Dorothy Liska
Recording Secretary

Concise

UNOPA

- Time and Place:** The February general meeting was held in the Regency Suite at the City Campus Union.
- Call to Order:** The meeting was called to order by President Mary Ann Robertus.
- Minutes:** Motion made by Alice Torwirt to approve the minutes, seconded by Susie Kreiter.
- Announcements:** The President welcomed the membership and acknowledged the head table and guests.

Sherryl Wallman, Chairperson of the Nominating Committee introduced the new President-Elect Jan Wassenberg and Kay Hartman, the other candidate who was a contender for the President-Elect office.

Connie Wessland of the Nominating Committee appealed to the membership to fill out the papers that were placed at each table for names to be considered as candidates for the UNOPA Board for the 1986-87 year.

President Mary Ann Robertus received a phone call from Vice Chancellor John W. Goebel requesting names of UNOPA members to be on an Ad Hoc Committee for the Budget Hearing that is to be held on February 5 in the Great Plains Room on East Campus.

The names submitted were: Mary Buell, Ag. Econ.; Rosanna Johnson, Ag. Comm.; Anne Mulligan, Telecomm.; Linda Maser, Env. Health; Linda Olson, Records, Betty Wurster, Summer Sessions and President Mary Ann Robertus.

Rena Schmidt, UNOPA Representative on the Sue Tidball Award for Creative Humanity, gave a report on the Award, its function and who can receive the award. She asked for more nominations from the membership. The deadline is March 3rd.

Linda Olson from the 9 to 5 Organization invited the UNOPA members their meeting on Thursday, February 6 at the YWCA.

Clarice Orr handed out the Extension Newsletter. The President asked the membership to let Clarice know that her efforts for us to receive the Newsletter were greatly appreciated.

UNOPA Membership to date is 230 members.

Announcement of the 5th Annual UNOPA Workshop to be held March 6, 1986 at the City Campus Union. Dr. Frank S. Forbes will be the speaker for them morning session and Dr. Melissa L. Beall will be the speaker for the afternoon session. Deadline for registration is February 28.

P.S.P. will hold an informal meeting over the lunch hour for anyone who is interested in starting on their P.S.P. on March 18th at Nebraska Hall. More information will be forth coming.

The Evening Social is tentatively set for July 23 or 24. The committee is busy with plans for a grand evening.

UAAD will have a workshop on February 9 and the NEOPA State Meeting will be held in Lincoln on May 2-3, 1986. At the March meeting the President will be asking for members who would be interested in being a delegate from UNOPA to attend the NEOPA State Meeting. A name will be drawn for a delegate to attend.

Program:

The Program featured four speakers, Rosalind Fisher, Employee Relations/Training Manager, - Solving problems; Mary Buell, Past President of UNOPA/Employee Concerns - Tuition Remission and Administrative Leave; Lorraine Moon, Past President - Professional Standards; and Rosanna Johnson, Ag Comm. - Salary Survey.

Rosalind Fisher explained her position with the University and showed the different forms and steps used in filing a grievance, termination and other problems an employee might have. She encouraged employees to contact her if there are any problems and to take advantage of the Tuition Remission the University offers.

Mary Buell explained some of the problems with the Tuition Remission and the inconsistencies throughout the University in handling the Tuition Remission and Administrative Leave. Efforts need to be made to work toward more consistent use of Tuition Remission and Administrative Leave.

Lorraine Moon explained the Professional Growth concerns since 1980 when she started investigating the concerns. A proposal was made hoping the University will honor P.S.P. recipients and offer monetary recognition of persons holding the Certificate.

Rosanna Johnson presented a comparison study of salary schedules from different Universities showing UN-L as being at the bottom of the salary schedule and a compressed study of a few of the different job categories within the University.

Questions were put on the Overhead Projector for input from members. Since we were short of time we were not able to have group discussions as were originally planned.

Next Meeting:

The next meeting is the Bosses Luncheon March 11, 1986 at the East Campus Union.

Adjournment:

Meeting was adjourned at 1:00 p.m.

Dorothy Liska
Recording Secretary

UNOPA

Time and Place: The March general meeting was held in the Great Plains Room of the East Campus Union.

Call to Order: The meeting was called to order by President Mary Ann Robertus.

Minutes: Motion made by Janet Wagner to approve the minutes, seconded by Susie Kreiter. Motion carried.

Announcements: The President welcomed the membership and introduced the head table and guests.

Questionnaires concerning a parking survey from Lt. Burke of the UN-L Police Department, were placed at a table outside the door of the Great Plains Room for the membership to fill out and return to him. Lt. Burke will be offering more information on this proposal at the UAAD meeting and at an open meeting.

Audrey Schardt and Pat Lehecka will answer questions concerning PSP on March 18th. Reservations are to be sent in by March 14th.

Kathy Martin announced the NEOPA Workshop will be held May 2 and 3, 1986 at the Lincoln Hilton. She gave a synopsis of the Workshop and its goals, "The Theme of Reality."

Sherryl Wallman, Chairperson of the Nominating Committee introduced the nominees for the 1986-87 UNOPA Board. They are:

President Elect:	Kay Hartmann, Mech. Engineering
Recording Secretary:	Sheila Perry, Col. of Journalism Sherryl Wallman, Women's Ath. Jeanette Theer, Ag. Econ.
Corres. Secretary:	Renae Schmidt, Mod. Languages Connie Wesslund, Sport Center Marcy Tintera, Ag. Economics
Treasurer:	Connie Husa, Chemical Engr. Velma Roberts, Personnel Norma Wever, Col. of Nursing

Nominations were asked for from the floor. There being none, a motion was made by Sherryl Wallman to close the nominations, seconded by Jan Wassenberg. Motion carried.

Ballots will be prepared and sent to eligible voting UNOPA members. Winners will be announced at the April meeting.

Jan Wassenberg, President-Elect, introduced Chancellor Martin Massengale. He thanked each member for being a key part of the University and said "its the quality of the University team that makes the difference."

Chancellor Massengale presented the "Boss of the Year Award" to Lyle E. Young, Associate Dean of Engineering and Technology. Dean Young was nominated by Doris Lesoing.

Program: President-Elect Jan Wassenberg, introduced our guest speaker, Jerry McGinn of the Lincoln Fire Department and State Athletic Commissioner. He spoke on "Motivation." His message was "think negative and you will be a failure, think great things and you will be great."

Next Meeting: The next meeting will be April 8, 1986 at East Campus.

Adjournment: Meeting was adjourned at 12:50 p.m.

Dorothy Liska
Recording Secretary

UNOPA

- Time and Place:** The April general meeting was held in the Great Plains Room of the East Campus Union.
- Call to Order:** The meeting was called to order by President Mary Ann Robertus.
- Minutes:** Motion was made by Kathy Caldwell to approve the minutes, seconded by Alta Phillips. Motion carried.
- Announcements:** The President announced the 9 to 5 Workshop will be held on April 23, 1986 at the Cornhusker Hotel. Contact Linda Olson, Registration and Records, if you have questions.

The Chancellor's Commission on the Status of Women and UNOPA are sponsoring a Celebration Luncheon recognizing accomplishments of and to show appreciation for office Personnel on April 24, 1986, 11:30 a.m. to 1:00 p.m. at the City Campus Union. Dr. Gordon F. Culver, Professor and Head, Business Education Division, UNL will be the speaker.

Results of the election of UNOPA Board of Directors for the 1986-87 are as follows:

President-Elect	Kay Hartmann
Recording Secretary	Sherryl Wallman
Corresponding Secretary	Marcy Tintera
Treasurer	Velma Roberts

Janet Wagner, Chairperson of the Professional Growth Committee announced the winners of the Scholarship Award. They are: Kathy Caldwell, Curriculum Instruction, and Diane Cihal, Publication Services. Esther Ortiz, Agricultural Communications, was the runner-up. Janet explained the point system on which the awards were determined. Millie Osten, Administrative services Manager, Registration & Records, Bill Todd, Data Base Manager, Institutional Research and Planning, and the Professional Growth Committee, judged the Scholarship Award applications. Kathy Caldwell and Diane Cihal will receive \$50.00 upon completion of a course this year.

Janet announced the results of a questionnaire that the Professional Growth Committee sent out to the membership earlier this year concerning the Scholarship Award. As a result, a ballot will be mailed out to the membership to vote on either to continue or discontinue the Scholarship Award program.

Joyce Wagner, Child Care Project, spoke on the new facility for child care located at the Lutheran Church on 12th and Benton. Raffle tickets are being sold to raise money for remodeling the church basement for the Child Care Project. The President introduced Sandy Wolfe, the UNOPA Child Care representative.

Alice Torwirt gave an update on the Evening Social to be held July 23, at 6:00 p.m. at the Bob Devaney Sports Center. The Theme is "Bloom Where You Are Planted." Entertainment will be a demonstration on flower arranging and games. Those attending are asked to bring a salad, \$1.00 and their own dishes. Everything else will be furnished.

The President introduced the Past Presidents of UNOPA and asked those present to stand and be recognized. The list of Past Presidents is as follows:

1962-63	Rose Frolik
1963-64	Ruth Knuss
1964-65	Luella Diekhoff
1965-66	Darlene Loenstein
1966-67	Jan Wacker
1967-68	Doris Lesoing
1968-69	Lila McCoy
1969-70	Peggy Kettle Mitchell
1970-71	Carma Lea McPheron
1971-72	Delores Hughes
1972-73	Mollie Tintera
1973-74	Nelsine Scofield
1974-75	Loah Bennett
1975-76	Jan Radenslaben Schinstock
1976-77	Lucille Griess Rolfes
1977-78	Catherine Barrett
1978-79	Alice Torwirt
1979-80	Helen Busboom
1980-81	Linda Arnold
1981-82	Lorraine Childers Moon
1982-83	Kathryn Martin
1983-84	Jan Meisenbach
1984-85	Mary Buehl

The President introduced two UNOPA members who have retired. They are Helen Wagner and Margery Yohn.

A drawing was held for a representative from UNOPA to attend the NEOPA (State) Conference, May 2-3, 1986, Lincoln Hotel. Winner was Helen Unger, Construction Management.

Shirley Horstman, UNOPA Treasurer, placed copies of the budget at each table.

Program:

Jan Wassenberg, President-Elect, introduced the guest speaker, Sara Boatman, Director, CAP Office. Her topic was "Teamwork."

T - working together
E - energy - happens when more can be done with less
A - attitude - relaxed atmosphere in office
M - mission - shared goals.

The President introduced Lt. Burke of the UNL Police. He spoke on the Parking Survey recently completed and asked for input from the membership on having guaranteed parking space. Since time was short Lt. Burke was available for questions after the meeting.

Next Meeting: The next meeting is scheduled May 13, 1986 at the Wick Alumni Center. Installation of the new officers will be held at this time.

Adjournment: Meeting was adjourned at 1:00 p.m.

Dorothy Liska
Recording Secretary

UNOPA

- Time and Place:** The May 13, 1986 General Meeting was held in the Great Hall at the Wick Alumni Center.
- The President introduced the guests: Sue Crisler, Nebraska East Union; Sue Hafermann, Wick Alumni Center; Rosalind Fisher, Personnel and Queen Foreman, Personnel. Bruce Currin, Personnel, and Garlene Carden, Nebraska Union, were unable to attend.
- Call to Order:** The meeting was called to order by President Mary Ann Robertus.
- Minutes:** Motion was made by Janet Wagner to approve the minutes, seconded by Susie Kreiter. Motion approved.
- Announcements:** The Treasurers report was published in the UNOPA Notes.
- Since there was no further business, President Robertus introduced the 1985-86 Board of Directors and asked that they introduce their committees.
- Mary Buell, Past President and Employee Concerns Chairperson. Her committee members: Parking Advisory-Marcy Tintera; Parking Appeals-Anne Mulligan; Campus Safety-Linda Maser; Campus Police-Jan Wacker; Chancellor's Commission on the Status of Women-Lynn Pester; UNL Credit Union-Linda Arnold; U-Wide Fringe Benefits-Cheryl Selvage; University Child Care Project Affiliation-Sandy Wolfe and Sue Tidball Award for Creative Humanity-Renae Schmidt.
- Betty Castan, Hospitality Chairperson. Her committee members: Pat Wiseman, Judy Yeck, Caroline Blum, Marie Lovitt and Jan Burch.
- Membership, Debbie Ruthsatz, was not able attend the meeting.
- Sherryl Wallman, Nominating Chairperson. Her committee members: Connie Wesslund and Linda Arnold.
- Janet Wagner, Professional Growth Chairperson. Her committee members: Leslie Brooks, Anita Abele, Gail Littrell, Jan Schinstock, Audrey Schardt, Pat Lehecka, Marlene Starr and Norma Wever.
- The accomplishments of the Professional Growth Committee this year included: three Workshops; the Boss of the Year Award; Scholarship Awards and the PSP Meeting.
- Foundation funds went to Pat Lehecka and June Crockett.
- Shelley Everett, Publicity Chairperson. Her committee members: Cathy Ryan, Connie Husa, Ruth Rosenberg and Cindy Knight.

Kathy Martin, Editor of the UNOPA Notes, was introduced along with the 1985-86 Officers: Shirley Horstman, Treasurer; Dorothy Liska, Recording Secretary; Jan Wassenberg, Corresponding Secretary and President-Elect.

The President in her parting message, stressed that the membership needs a louder voice. "We have a potential of 500 members, by strength of numbers we can be heard and reach our goals." She encouraged the membership to actively recruit new members for the coming year.

The President introduced the PSP Certificate holders to date: Rose Frolik, Doris Lesoing, Luella Diekhoff, Jan Schinstock, Pat Lehecka, Kathy Martin, Lorraine Moon, Jan Wacker and Helen Unger.

The UNOPA members currently anticipating participation in the Professional Standards Program are: Connie Husa, Eileen Miller, DaLene Wiess, Sherryl Wallman, Janet Wagner, Shirley Horstman, Jeanette Theer, Marcy Tintera, and Mary Ann Robertus.

Alice Torwirt was introduced. She attended the PSP Workshop and has earned the PSP Certificate Level III.

**Installation
Ceremonies:**

President Robertus installed the new officers: Treasurer, Velma Roberts; Recording Secretary, Sherryl Wallman; Corresponding Secretary, Marcy Tintera; President-Elect, Kay Hartmann; President, Jan Wassenberg, and presented the gavel to the in-coming President.

President Jan Wassenberg stated that her theme for 1986-87 will be "Cooperation, to Act Together with a Purpose." Her Board of Directors are as follows: Hospitality-Jolene Allen; Membership-Shirley Horstman; Nominating-Leslie Brooks; Professional Growth-Norma Wever and Cathy Ryan; Publicity-Sheila Perry; Ways and Means-Connie Husa.

Jan Wassenberg presented out-going President Mary Ann Robertus with a Past-President's Plaque.

Next Meeting:

The next UNOPA meeting will be September 9, 1986. There is an Evening Social scheduled July 23, 1986 at the Sports Center. This will be a potluck salad supper which will begin at 6:00 p.m.

Adjournment:

The meeting adjourned at 12:30

Jack Miller, Executive Vice President of the Alumni Association, welcomed the membership and gave a short history of the Wick Center. He invited the members to tour the facility.

Dorothy Liska
Recording Secretary

Wassenberg, Jan
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