

2004

## 2004-03 UNOPA Executive Board Minutes

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**University of Nebraska Office Personnel Association (UNOPA)  
Executive Board Meeting  
Minutes  
January 13, 2004**

**CALL TO ORDER**

President Carol Bom called the Tuesday, January 13, 2004, Executive Board meeting to order at 3:00 p.m. at 1700 Y St, with the UNOPA Notes hosting.

**ROLL CALL**

**Members present**

Carol Bom	Chris Cary	Betty James	Barb Carley	Tricia Liedle
Linda Luedtke	Becky Hastings	Jerry Schluckebier	Jan Edwards	Judy Anderson
Betty Tutt	Jeanette Fisher			

**Members absent**

Susan Thomas	Sandy Watmore	Joan Frederick	Amy Stewart	Kathy Schindler
Dora Dill				

**MINUTES**

The minutes of the December 2, 2003 Board meeting were approved.

**COMMUNICATIONS/ANNOUNCEMENTS**

Carol Bom reported that she had received an invitation from Ellen Weissinger, Executive Associate Dean of Graduate Studies, for a luncheon to honor the many contributions that staff professionals make to graduate students and faculty at UNL. This luncheon will be Feb. 13<sup>th</sup> from 11:30 a.m. – 1:00 p.m. in the City Union and Carol will say a few words. This luncheon will be Graduate Studies way of thanking staff professionals who partner with them to support graduate education.

Ron Withem and Deb Thomas have invited UNOPA and UAAD presidents and members of their executive committees to a brown bag lunch to discuss legislative public policy issues related to the University. The location and time for this lunch will be announced later.

The Women's Center is having a quilting bee March 1-6, 2004 to promote Everyday Activism. They are inviting any of our membership to come and help quilt. Harriet McCloud is in charge and they want everyone to realize that even small things make you an activist.

The seminar explaining the Professional Standards Program (PSP) will be held at East Union on January 14, 2004 from 3:30 – 5:00 p.m.. Anyone interested is welcome to attend.

**OFFICERS REPORTS**

**President**

Sandy Watmore, President Elect, met with Herb Howe and will be attending the Deans and Directors meeting for Carol.

The Academic Senate sent a resolution to Chancellor Perlman to support UNOPA and UAAD having representatives on the APC. Carol passed out copies of this resolution and Chancellor Perlman's response, which did not support this action and his justification.

The Power Point presentation on UNOPA is still available. Carol will go to any office or meeting and give this presentation to recruit new members. Encourage others to take advantage of this presentation.

### Corresponding Secretary

Tricia Liedle reported for Amy Stewart that the Giving Tree was a huge success. Every star was filled and 105 children and adults had a gift to open for Christmas because of the generosity of UNOPA members. Cedars Home sent a thank you that Tricia read to the board.

### Treasurer

The balance from December 2, 2003 was \$877.25; deposits were \$3,363.26; and checks written were \$1,136.51, leaving a balance of \$3,104.00. Cost object balance to be paid is \$743.54. The certificate of deposit is \$3,870.25.

## **STANDING COMMITTEE REPORTS**

### **Awards Director**

- According to Becky Hastings, five nominations for the Floyd S. Oldt Outstanding Staff Award and two nominations for the Floyd S. Oldt Silver Pen Award have been received. These awards will be presented at the general meeting on February 10, 2004. The Rose Frolik award will be presented at the April 2004 general meeting.

### **Foundations**

- Chris Cary said money would be transferred to Professional Growth for workshop expenses.
- The Foundations committee will meet on January 23<sup>rd</sup> to review the stipend requests they received by the January 15<sup>th</sup> deadline. Those who qualify will receive an actual check and no taxes will be taken out because this is a reimbursement of expenses and not an award.

### **Membership**

- Jeanette Fisher reported as of January 1, 2004 there were 111 renewals, 13 retirees, 52 new members, 2 lifetime, 8 associate, and 11 honorary members for a total of 197.

### **Nominating**

- Betty Tutt handed out the time line for the nomination process, a description of officer duties, and the nomination form for the Board to review and update. Once updates are made, the nomination form and officer duty sheet will be mailed to all UNOPA members. The deadline to return nominations will be February 9, 2004.

### **Professional Growth**

- Tricia Liedle reported that Carol Packard and Cathy Janda will be presenting the PSP workshop.
- The spring workshop will be from 9:00 a.m.-12:00 p.m. on March 31<sup>st</sup> and there will be a small registration fee. The speaker will be Jean Baer and her topic will be Power of the Non Verbal. Speaker cost will be \$500.

### **UNOPA Notes**

- The notes deadline is Jan. 15<sup>th</sup>. Barb Carley and Judy Anderson thought they would probably use the March issue of notes for their entry into the national newsletter competition. They are thinking of using some color in that issue to jazz it up.

### **Ways and Means**

- The football parking lot fundraiser earned UNOPA \$4,133 this year. Jan Edwards passed out a sample of the thank you note that was handed to each car parking in the UNOPA lot. These notes told about UNOPA, how the money we earn is used, and asked for suggestions on how to serve them better.

## **UNFINISHED BUSINESS**

- Carol Bom will send out a reminder with a deadline to the membership to complete the Survey Suite on a service project. There are six choices and Kathy Schindler will compile the results shortly after the deadline.
- Carol asked board members to review their goal sheets to see if they have accomplished their goals and has UNOPA in general accomplished what you thought important.

## **NEW BUSINESS**

- The state NAEOP conference will be April 15-17, 2004 at the Villager Inn in Lincoln. Judy Anderson and Dee Oltman are the co-chairs. This conference will be celebrating the 40<sup>th</sup> year of NEOPA. The conference will start Thursday night with a social get-together at 7:00 p.m. The official conference will start on Friday, with speakers, lunch, door prizes, and general meeting with a banquet and installation of officers in the evening. There will be one final session from 9:00 a.m. –12:00 p.m. Saturday morning. More information will be coming.
- The national NEOPA conference will be July 19-23, 2004 in Boston, MA. A link with more information can be found on the UNOPA website.

## **NEXT MEETINGS**

- General meeting will be a joint meeting with UAAD on January 21, 2004 from 11:45 a.m. – 1:00 p.m. at East Union.
- Next board meeting will be February 3, 2004 at 3:00 p.m.

## **ADJOURNMENT**

The meeting adjourned at 5:00 p.m.

Linda Luedtke, Acting Recording Secretary for Joan Frederick

**University of Nebraska Office Personnel Association (UNOPA)  
Executive Board Meeting  
Minutes  
February 4, 2004**

**CALL TO ORDER**

President Carol Bom called the Executive Board meeting to order on February 4, 2004 at 3:00 p.m. at 218 Biochemistry Hall, East Campus.

**ROLL CALL**

Members present

Sandy Watmore	Joan Frederick	Amy Stewart	Jerry Schluckebier
Chris Cary	Becky Hastings	Betty James	Jeannette Fisher
Betty Tutt	Tricia Liedle	<del>Tricia Liedle</del>	Judy Anderson
Jan Edwards	Linda Luedtke	Kathy Schindler	Barb Carley
Carol Bom	Barb Andersen		

Members absent

Susan Thomas                      Dora Dill

**MINUTES**

The minutes of the January 13, 2004 Board Meeting had two minor corrections that will be made. The minutes were approved with these corrections.

**TREASURER'S REPORT**

The treasurer's report had one addition, \$40.88 should be listed as expenses for Awards Committee. The report will be printed in UNOPA Notes.

**PRESIDENT'S REPORT**

Carol Bom's report of activities included a meeting with Herb Howe in January. Highlights of the meeting were that they are beginning to talk about the budgets. He thought the \$4 M figure for the University system would indicate \$2 M for UNL. The new and improved Gallup poll will probably come out again in March.

Sandy Watmore attended the Deans and Directors meeting and Joan Frederick attended the Martin Luther King breakfast on Carol's behalf in January.

Carol will attend a Grad student's luncheon on February 13 and will be asked to say a few words on behalf of UNOPA. UAAD/UNOPA and Human Resources will have a joint meeting also on February 13.

*space*  
The legislative brown bag with UAAD is scheduled for February 19 at the City Union.

**CORRESPONDING SECRETARY**

Amy Stewart sent a get-well card to James Main.

## COMMUNICATIONS/ANNOUNCEMENTS

Carol handed out communications from the Women's Center about the Women's Week activities scheduled for March and a quilt project that we are invited to participate in.

The Human Resources New Employee Orientation has offered about 5 minutes each for UAAD and UNOPA to speak to new employees about our organizations. If the Board is interested, a script could be written for members to use.

In the UNOPA Notes it was announced that UNOPA will give a presentation to recruit new members and are available to departments. If anyone is interested in helping present these, please let Carol know.

Lisa Morehouse from NEOPA will speak briefly about the state organization at the General meeting in February and Lola Young will speak about the national organization at the March General meeting.

## STANDING COMMITTEE REPORTS

Awards Committee reported they originally had contacted 6 judges for the Floyd S. Oldt Outstanding Staff Award, but one of the judges withdrew because they had written a letter of reference for one of the nominees. Because of short notice the committee agreed to use 5 judges.

The Rose Frolik Award is the last award of the year and will be given at the April general meeting. The flyers with criteria for nomination will be in the March UNOPA Notes.

Foundations Committee Director, Chris Cary, reported the committee has used the UNOPA Fund for professional growth events, individual reimbursements of educational expenses and reimbursement of PSP application fees. The full report will be printed in the March issue of UNOPA Notes.

Membership Committee reported the membership is at 200 members.

Nominating Committee has only received a few responses and will be making phone calls to solicit more nominations. Carol will send a reminder out on the list serve.

Professional Growth presented a draft flyer on the March 31<sup>st</sup> Spring Workshop. Jeanne Baer of Creative Training Solutions will speak on "Projecting a Professional Presence: the Power of Non-Verbals". It will be held from 8:30 a.m. to 12:00 p.m. at the East Campus Union. Flyers will be mailed mid February. UNOPA members cost is \$10 and Non-member/UNL Employee is \$15. Two dates will be set for the PSP mentor/mentee to meet; one on city campus and one on east campus.

## UNFINISHED BUSINESS

Quilt Center Request was already noted in announcements by the president.

Survey Suite report was given by Kathy Schindler. There was a positive response about a UNOPA service project, but no clear direction. An overview of the results will be sent to

members and they can contact Kathy for more information. It is noted the Friendship Home is always in need of personal items (shampoo, toothpaste, etc). Would members want to donate items? Kathy will follow up with the Friendship Home on a project.

<sup>NAEDP</sup>  
The Past Presidents council for NEOPA is sponsoring a website award. This is the second year for the contest and last year UNOPA entered our site in the "Designed by a Novice of or Educational Office Professional" category for local web sites (as opposed to professionally-designed web sites). We won first place! Kathy Schindler and the website committee <sup>is going to</sup> enter UNOPA's website in the contest again. The awards will be presented in July at the ~~NAEOPA~~ conference in Boston. Way to go!

<sup>NAEDP</sup>  
**NEW BUSINESS**

Carol Bom has a presentation that can be used to promote UNOPA and is available to give a 10-15 minute presentation to departments to encourage new members.

Discussion was held on how to encourage members to join later in the year at a discounted rate. Several ideas were presented and discussed and a motion was made by Sandy Watmore and seconded by Chris Cary: "Offer anyone who joins UNOPA after February 1 a half price membership". The motion was approved.

**ADJOURNMENT**

Meeting was adjourned at 4:20 p.m.

Submitted by,  
Joan Frederick, Recording Secretary

**University of Nebraska Office Personnel Association (UNOPA)**  
**Executive Board Meeting**  
**Minutes**  
**March 2, 2004**

**CALL TO ORDER**

President Carol Bom called the Executive Board meeting to order on March 2, 2004 at 11:30 a.m. at the Nebraska Union Pewter Room.

**ROLL CALL**

Members present

Sandy Watmore	Amy Stewart	Jerry Schluckebier
Chris Cary	Betty James	Jeanette Fisher
Betty Tutt	Tricia Liedle	Judy Anderson
Jan Edwards	Linda Luedtke	Kathy Schindler
Carol Bom	Barb Carley	

Members absent

Joan Frederick	Susan Thomas	Dora Dill	Becky Hastings
Barb Andersen			

**PRESENTATION** by Tad McDowell, Director of Parking and Transit Services and Kim Phelps, Assistant Vice Chancellor, University Services regarding the new parking plans proposal. If you have any questions you may e-mail Tad McDowell or Sandy Lineberry, our UNOPA Parking Advisory Committee representative. (50 minutes)

**MINUTES**

The minutes of the February 4, 2004 Board Meeting had several corrections that will be made. The minutes were approved with these corrections.

**TREASURER'S REPORT**

The report will be handed out at the general meeting on Tuesday, March 9, 2004.

**PRESIDENT'S REPORT**

No Report

**CORRESPONDING SECRETARY**

No Report

**COMMUNICATIONS/ANNOUNCEMENTS**

Carol has two presentations set up for March with the UNOPA slide show, one on March 10 and one on March 30. If anyone is interested in coming with her, please let her know. She will schedule one with HR in April. The March presentations are with the School of Natural Resources and the Beadle Center.

When we design flyers, brochures, etc. that go out to our campus community, we need to be aware of diversity among staff.



Mentoring committee update:

Mary Guest, Kathy Stastny and Carol Bom met with Suzanne Drew regarding our mentoring project. Suzanne is very interested in teaming up with UNOPA to offer a good mentoring program for office staff. We will begin groundwork on this in the upcoming months.

Budget awareness: Please write to your senators to discuss your opinions on UNL's budget and any other issues you are interested in.

## **STANDING COMMITTEE REPORTS**

Awards Committee reported they are working on the final award for the year, the Rose Frolik Award. Information was going to be distributed in the UNOPA Notes, but will now be going out separately and will include a listing of all members that are eligible.

Nominating Committee The following will be on the slate of officers for next year and be presented at the next general meeting. Becky Hastings for President-elect, Lois Erickson and Donelle Moormeier for Treasurer, Kathy Schindler and Helen Sexton for Recording Secretary, Marcia Tintera and Jeanette Fisher for Corresponding Secretary.

Professional Growth Currently there are 28 people signed up for the workshop at the end of March; three are non-members. Tricia will bring fliers as a reminder to the General Meeting.

UNOPA Notes Discussion on printing the next issue in color or not. Cost to print all of the pages of the Notes in color would be over \$1200. To ~~print~~ print only the front and back covers is approximately \$375.00. The consensus vote was to print just one page of color and the rest in black and white. This issue will be submitted for the National award.

## **NEW BUSINESS**

### Academic Senate

The Academic Senate is forwarding a motion that will be introduced March 2, 2004 and voted on April 6 to allow employees .50 FTE and greater to receive tuition remission benefits. This follows the work our employee concerns committee did last year on this proposal.

Please visit their web site when you have time. They have a lot of good information there, and publish minutes of their meetings.

## **ADJOURNMENT**

Meeting was adjourned at 12:50 p.m.

Submitted by,  
Amy Stewart, Corresponding Secretary  
Substituting for Joan Frederick, Recording Secretary

**University of Nebraska Office Personnel Association (UNOPA)  
Executive Board Meeting  
Minutes  
April 6, 2004**

**CALL TO ORDER**

President Carol Bom called the Executive Board meeting to order on April 6, 2004 at 3:00 p.m. at the East Campus Union.

**ROLL CALL**

Members Present

Sandy Watmore	Joan Frederick	Amy Stewart
Jerry Schluckebier	Chris Cary	Becky Hastings
Betty James	Jeanette Fisher	Betty Tutt
Linda Luedtke	Kathy Schindler	Carol Bom
Barb Anderson		

Members Absent

Susan Thomas	Tricia Liedle	Judy Anderson
Jan Edwards	Barb Carley	

**MINUTES**

The minutes of the March 2, 2004 Board Meeting had two corrections that will be made. The minutes were approved with these corrections.

**TREASURER'S REPORT**

The treasurer's report will be published in the next UNOPA Notes. Jerry explained the Foundation and Professional Growth details.

**COMMUNICATIONS/ANNOUNCEMENTS**

Carol Bom reminded the Board the deadline for UNOPA Notes is April 15<sup>th</sup>. As President Carol attended the Deans and Directors meeting and expressed appreciation for allowing their staff to attend UNOPA functions. She met with Herb Howe and discussed budget issues. Carol gave the Beadle Center office staff the UNOPA presentation to approximately 30 staff.

**OFFICER REPORTS**

Corresponding Secretary Amy Stewart presented the draft program for the April 13, 2004 general meeting. The Rose Frolik Award will be presented and Rose Frolik will be

attending the meeting. There are 17 past presidents and 1 retiree that will be recognized at the meeting.

## **STANDING COMMITTEE REPORTS**

Awards: Becky Hastings announced three very good candidates were nominated for the Rose Frolik award.

Foundation: Chris Cary discussed the Foundation and its goals for the year; the committee promoted the reimbursement program the first several months of last year, made reports on how the funds were spent, had several staff apply for PSP fee reimbursement, and now will concentrate on encouraging donations to the Foundation program. Chris also presented a proposal that will be for the Southeast Community College Development of Associate Degree in Education Office Administration. This will encourage those already employed in this field to get promoted and others to prepare for a career. Chris asked if she could distribute forms at the general meeting for those members wishing to contribute to the Foundation Fund.

Hospitality: Amy Stewart said the Past Presidents and Retiree would be given fresh cut flowers to carry as they enter the meeting and a vase provided for them at their table instead of a corsage.

Membership: Jeanette Fisher reported there were 53 new members that joined UNOPA this year. Of those, 29 were recruited by current members. She will be giving a gift certificate to the member that recruited the most new members. Right now, there is a tie, and two people will probably receive certificates.

Nominating: Betty Tutt has received the ballots for election of officers for next year. She and her committee will notify the elected officers before the meeting on April 13.

Professional Growth: Carol Bom reported that 99% of those signed up for the last professional growth workshop attended. The balance of funds from the registration fee, less expenses, will be put in the Foundation account. At least three members will be receiving their PSP in May 2004.

## **SPECIAL COMMITTEE REPORTS**

Kathy Schindler handed out the report from the UNOPA Parking Survey Suite. The results will be reported in the UNOPA Notes.

## **NEW BUSINESS**

Annual Reports for Board Officers and Standing Committees are due to Carol Bom no later than May 15, 2004. She encouraged reports to summarize the activities of the year, committee members, dollars spent, photos, and any information that will be helpful to the

new person. Judy Anderson will help Carol compile the reports. Each Officer and Committee Director will receive a copy and the report will be put on the web site.

Items to Keep: In the notebooks that are passed to a new member, a copy of the bylaws and constitution and items specific to the office, should be retained.

One of our members, Lois Brinton, crocheted an afghan, and offered it to UNOPA for a fundraiser. Board suggested they hold a raffle in the fall and display the afghan.

**ADJOURNMENT** at 4:00 p.m.