

2003

2003-04 UNOPA Executive Board Minutes

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University of Nebraska Office Personnel Association (UNOPA)
Executive Board – Special Meeting
Minutes
October 25, 2003

CALL TO ORDER

President Carol Bom called the Executive Board to a special meeting at 12:00 p.m. at 1700 Y Street to discuss forwarding a resolution requesting UNOPA membership on the Academic Planning Committee (APC).

ROLL CALL

Members Present

Carol Bom, Sandy Watmore, Betty James, Jerry Schluckebier, Tricia Liedle, Amy Stewart, Joan Frederick, Chris Cary, Jan Edwards, and Kathy Schindler.

Members Absent

Becky Hastings, Susan Thomas, Jeanette Fisher, Betty Tutt, Judy Anderson, Linda Luedtke, Dora Dill, Lona Kramer and Barb Carley.

AGENDA

Background on Resolution: The UNOPA Executive Board will write a resolution to present to Chancellor Harvey Perlman requesting that the University of Nebraska Office Personnel Association (UNOPA) will be asking for a UNOPA representative to be added to the Academic Planning Committee as a voting member. The office/service staff at UNL has lost over 130 staff during budget cuts at the University.

The Executive Board drafted a resolution with input from members present. Carol Bom will ask for input from UAAD, who has also written a resolution for membership in the APC, before finalizing the resolution. The resolution will be brought before the UNOPA membership at the November 11, 2003 general meeting for approval to proceed.

A copy of the draft is attached.

Submitted,

Joan Frederick
UNOPA Recording Secretary

**University of Nebraska Office Personnel Association (UNOPA)
Executive Board Meeting
Minutes
September 3, 2003**

CALL TO ORDER

President Carol Bom called the Executive Board meeting to order at 12:10 p.m. in a conference room at 1700 Y Street.

ROLL CALL

Members Present

Sandy Watmore, Carol Bom, Amy Stewart, Jerry Schluckebier, Chris Cary, Becky Hastings, Betty James, Susan Thomas, Jeanette Fisher, Betty Tutt, Tricia Liedle, Jan Edwards, Lona Kramer, Barb Carley

Members Absent

Joan Frederick, Judy Anderson, Linda Luedtke, Dora Dill, Kathy Schindler

MINUTES

The minutes of the August 5, 2003 board meeting were approved.

OFFICER'S REPORTS

President

Carol provided folders that were separated by officers and standing committees, with information pertaining to each person's area of responsibility. They will be available at each Board meeting. Jeannette Fisher was applauded for providing the UNOPA Notes to all office service personnel on campus.

Carol met with the following groups last month: Academic Senate and UAAD (bi-monthly meeting), Making Strides Against Breast Cancer Meeting and will try to help set up a united UNL group, Herb Howe and UAAD, Professional Growth Chair Tricia Liedle, and met with the Deans and Directors on behalf of UNOPA.

Other activities included:

Wrote and submitted an article to NEON.

Reported from the Academic Senate meeting, that if a majority of our peer institutions participates, the Domestic Partners' Benefits issue will be coming to the forefront again. Seven of our peers now offer domestic partner benefits. The Academic Senate supported UNOPA's position that .50 FTE staff be eligible for 50% tuition remission benefits.

UNOPA AND UAAD are going to pursue reinstating a voting representative on the APC committee, which was changed during Graham Spanier's tenure at UNL.

Treasurer's Report

Jerry Schluckebier provided a list of expenses. Budgets have not been entered yet. The beginning balance July 1, 2003 was \$2,339.70 and the ending balance on September 2, 2003 is \$1,1163.52. Jerry will provide a quarterly listing for each committee's expenses so they can check their balances. The postage is listed at \$200 and will be adjusted as the expense was for the gift purchased for Lola Young and will be put under miscellaneous.

STANDING COMMITTEE REPORTS

Employee Concerns Committee

Betty James provided a list of committee members and noted who were new to their positions. She discussed what the role of a University Ambassador is.

Foundation

Chris Cary reported the foundation met on August 25th and all members were present. The Foundation will provide the opportunity for 12 members to be reimbursed for up to \$100. They will review the requests on October 23, and the deadline for submission is October 15th. Application forms are available and she encourages members to apply. The Foundation would like to have a separate line for the PSP up to \$400 for application fees. Last year \$360 was donated to the fund.

Hospitality

Susan Thomas reported that they had an organizational meeting in August and there are eight members on the committee this year. The September meeting currently had 52 signed up for the buffet. The meetings will continue to be in different locations each month. The October meeting will be at the Bob Devany Center and catering provided by Brown Baggers. Reservations and payment for meals must be made at the same time. Last year a fax number for reservations was on the form, but presented problems, so it will not be included this year.

Membership

Jeanette Fisher reported the committee has not had formal meetings but are corresponding by email. Memberships are coming in, but letters have not gone out yet.

Nominating

Betty Tutt has three committee members and they are working on ideas for the nominating process.

Professional Growth

Tricia Lielde and her committee have several professional growth opportunities planned:

October 21 Brown Bag on "How to Write a Nomination", by Lola Young

November 5 All day conference at an off campus location with breaks and lunch on your own – free to members, but open to non-members for a fee. Presenters include Sara Boatman, Our Different Voice; Pat Harper, Humorist; Sherry Sivey and Janet Tshudin, Networking and Cindy Kaliff, Work satisfaction.

January 14 Brown bag on PSP Information

February 18 Brown bag on PSP and pairing with a PSP mentor

March Brown bag on PSP working with mentors and review materials or turn in material to PSP representative

April 20 Spring workshop, Jeanne Baer on Professional Presence: Power of Nonverbals (4 hours, registration fee)

Committee suggestion was to write an article for the Scarlet about UNOPA and tie it into the November conference.

April 15-17 is the NEOPA Spring conference in Lincoln

UNOPA Notes

Barb Carley requested any news be sent to them by September 15 for the next newsletter.

Ways & Means

Jan Edwards reported the Parking Lot revenue was 156 cars the first game was about \$624. Additional signs are needed for the lot that designates that UNOPA is the sponsor for the lot, and not just for UNOPA members. Jan will make a postcard to hand out to people in the lot. One side would indicate what UNOPA is and the other side would thank customers for parking in our lot. The additional UNOPA bags for the 40th Anniversary will be sold for \$5.00 each.

Awards

Becky Hastings said nominations are needed for the Boss of the Year award. Floyd S. Oldt Silver Pen and Floyd S. Oldt Outstanding Staff awards will be presented in February and the Rose Frolik will be awarded in April.

NEW BUSINESS

Survey Suite

Carol said she is working with the Web Tech on the Survey Suite. It will include a few simple questions; there will be a more in-depth explanation on the web about the programs we are asking about. It will be announced at the general meeting this month.

PSP Quilt

The PSP quilt will be unveiled at the General Meeting in September and raffle tickets will be sold for \$1.00 each or 6 for \$5.00. The winner will be drawn at the November meeting.

50/50 Funds

The 50/50 drawing will be for the Chancellor's Budget Reduction Impact Plan this year.

ANNOUNCEMENTS

Next meeting will be October 7th at 3:00 p.m. at the Center for Children, Families and the Law at 121 South 13th Street, room 4. This meeting will be hosted by Kathy Schindler.

ADJOURNMENT

The meeting adjourned at 1:30 p.m.

Amy Stewart for Joan Frederick, Recording Secretary