

2013

## 2013-14 UNOPA Executive Board Minutes

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Approved as Presented – September 3, 2013

Minutes of the

UNOPA EXECUTIVE BOARD MEETING

Tuesday, August 13, 2013, 3:04 p.m. – 4:49 p.m.

Whittier Building, 3<sup>rd</sup> Floor Conference Room

President, Mary Klucas, called the meeting to order at 3:04 p.m.

**Roll call** was taken by Alycia Libolt, Recording Secretary

**MEMBERS PRESENT:** Mary Klucas, Jane Schneider, Alycia Libolt, Jaime Long, Alicia Arnold, Debbie Hendricks, Diane Wasser, Karen Jackson, Diane Carson, Barbara Homer, Donette Petersen, Andrea Peterson, and Cathy Robertson

**MEMBERS ABSENT:** Breana Garretson, Linda Luedtke, Mary Guest, Carol Wusk, Donelle Moormeier, Kristi Hurley, and Roddy Spangler

**AD-HOC MEMBERS PRESENT:** None

**AD-HOC MEMBERS ABSENT:** Tonda Humphress and Lisa King

The minutes from the June 4, 2013 Executive Board Transition meeting were reviewed. The minutes from the Outgoing Board were approved as corrected. The minutes from the Incoming Board were approved as presented.

The Treasurer's report was presented. The report will be filed for audit.

Diane Wasser announced that UNOPA was awarded 1<sup>st</sup> place honors for our website and newsletter. UNOPA was also the recipient of the Louise Henderson Nelson award.

**OFFICER/COMMITTEE REPORTS GIVEN:**

**President:** Report attached.

**President-Elect:** No report.

**Recording Secretary:** Absent. No report.

**Corresponding Secretary:** Absent. No report.

**Treasurer:** Report attached.

**Past President:** Absent. No report.

**Awards:** Mary Klucas reported this director position is still open. The Board was encouraged to look at the membership list and make contact with members they feel would be a good candidate.

Diane Carson agreed to send out a call for nominations since there is currently no Awards Committee.

**Bylaws:** No report.

**Career Development:** Absent. Report attached.

Mary Guest will be contacting Nebraska Home Sales to see if there is still interest in awarding scholarships to 2 members that would be drawn at random at the September general meeting.

**Career Development PSP:** Report attached.

Debbie Hendricks was encouraged to include an article in UNOPA Notes about the PSP, collaborate with the Outreach committee to hold a PSP brown bag luncheon, and to work with the Membership committee to host a new member's luncheon for members who began in 2012-2013 and 2013-2014 where PSP could be further explained.

**Communication Technology:** Diane Wasser has several software programs available including Fireworks, Adobe Acrobat 5.0, Dreamweaver 2004, and Macromedia. It was suggested that the programs be listed in the newsletter for possible donation to non-profit organizations.

**Employee Concerns:** Report attached.

**Hospitality:** Report attached.

***A motion was made by Diane Carson to allow the Hospitality Committee to purchase a box of 100 hanging name tags that will be used over and over for the general meetings. The tags will be attached to a lanyard and be worn around the neck during the meetings and then collected at the end of every meeting. Debbie Hendricks seconded the motion. Motion carried.***

**Membership:** Report attached.

The Board discussed the possibility of having UNOPA brochures included in the New Employee Orientation packets.

***A motion was made by Diane Wasser that the membership dues for recipients of the Oldt Awards will be distributed as follows: Current UNOPA members will receive their membership dues in the following year and Non-UNOPA members will have their membership dues applied to the current year. Barbara Homer seconded the motion. Motion carried.***

**Nominating:** No report.

**Outreach:** Absent. No report.

**Program:** It was noted that the January meeting will be hosted by UAAD this year who meets on Wednesdays. The January meeting will be on January 15, 2013 instead of January 14, 2013.

**UNOPA Notes:** No report.

**Ways and Means:** Absent. No report.

Mary Klucas asked board members to sign up to coordinate the parking lot in front of the Whittier Building. The Board discussed the possibility of charging \$10 instead of \$15.

**AD-HOC COMMITTEE REPORTS:**

**Digital Commons:** Absent. No report.

Mary Klucas asked that any old items that need to be archived for committees be sent to Tonda Humphress.

**Marketing:** Absent. Report attached.

**UNFINISHED BUSINESS**

None.

**New Business**

Executive Board meetings will be held from 3:00 p.m. to 4:30 p.m.

The next meeting of the UNOPA Executive Board will be held on September 3, 2013 from 3:00 p.m. to 4:30 p.m. in the 3<sup>rd</sup> Floor Conference Room of the Whittier Building.

Meeting adjourned at 4:49 p.m.

Submitted by: Alycia Libolt, Recording Secretary  
Mary Klucas, President

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**AUGUST 13, 2013**

TO: Mary Klucas  
FROM: Jaime Long  
COMMITTEE: Treasurer  
DATE: August 6, 2013

**Current committee report**

The 2012-2013 audit is attached to the email for board review. Also, attached is the Treasurer's report for July.

The final attachment is the expense report. This form needs to be filled out by anyone who is requesting reimbursement from UNOPA. Once you fill out the form, please send it to President, Mary Klucas for approval. Please be sure to attach the original receipt when submitting reimbursements. Also, please turn reimbursement requests as soon as the expense is incurred.

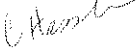
Keep track of your expenses throughout the year. We will check the year-to-date budget in January.

Postage should not be sent through the cost center. If you need to send mail through the cost center, please send it directly to me and I will make sure the appropriate form is filled out, so there is no question which committee should be charged. I am located in the same building as Mail Services and help out in there when needed, so I can run the mail myself to make sure we don't get charged incorrectly.

If you need to order something through e-Shop, send your requests to me. It was decided last year that I would be the official order person for e-Shop.

TO: Linda Luedtke  
FY 2013 UNOPA President

Jaime Long  
FY 2013 UNOPA Treasurer

FROM: Cheryl Hassler   
Financial Specialist, Accounting

DATE: July 25, 2013

SUBJECT: University of Nebraska Office Professionals Association - Fiscal  
Year 2013 Financial Audit.

I have performed a review of the University of Nebraska Office Professionals Association's (UNOPA) financial records for fiscal year 2013. The objectives of the review were to determine that:

- Bank account balances supported and agreed with UNOPA's records;
- Expenditure documentation was available, complete, and appropriate; and
- Deposit information was available and complete.

The scope of the review was all receipts and disbursement made by UNOPA during FY 2013 as documented in the records maintained in the FY 2013 UNOPA Treasurer's notebook/binder.

The review included verifying all deposits and disbursements that exceeded \$200.00 to the original source documentation.

Appropriate supporting documentation was available for all deposits and disbursements.

#### Recommendations

Savings account statements were printed for September, December, January, February, March, and June. It would be helpful to attach a savings statement each month. The deposit receipts from the bank did not have the deposit lists attached as backup, although the lists were provided in the documentation.

If you have any questions, please call me at 472-3143.

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**AUGUST 13, 2013**

**TO:** Mary Klucas  
**FROM:** Mary Guest  
**COMMITTEE:** Career Development - Workshops  
**DATE:** August 5, 2013

**Current committee report**

Current plans are to offer two workshops, one each semester, focused on what's happening on campus. One will have a research focus and highlight current research of faculty members, and the other will focus on either specific programs (i.e. entrepreneurship program) or plans for the future of campus (i.e. campus master plan). One will be free and one will be at low cost for UNOPA members.

I am struggling to get committee members. Currently, I have two people who will help, but have limited time. I will continue to contact UNOPA members, but would gladly accept suggestions from board members!

**Motions**

(This is a motion you know you will be making at the meeting)

"I move to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**  
**UNOPA Board meeting**  
**AUGUST 13, 2013**

**TO:** Mary Klucas  
**FROM:** Debbie Hendricks  
**COMMITTEE:** Career Development - PSP  
**DATE:** August 8, 2013

**Current committee report**

I have invited a couple people to serve on the PSP Committee, with the hopes of coming up with some new ideas to promote the Professional Standards Program. While searching for committee members, I'm pulling together the names of individuals who should receive recognition at the November UNOPA meeting.

**Motions**

(This is a motion you know you will be making at the meeting)

"I move to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_



**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**AUGUST 13, 2013**

**TO:** Mary Klucas  
**FROM:** Carol Wusk  
**COMMITTEE:** Employee Concerns  
**DATE:** August 6, 2013

**Current committee report**

Diane Wasser has agreed to continue on the Employee Benefits/U-Wide Employee Fringe Benefits and Sara Luther has agreed to continue as the Faculty Senate representative. We contacted Marsha Yelden and Belva Harris who serve on the Parking Appeals Committee for a name of someone they would like to have on their committee of three (Diane Wasser's term is ending). They reported they had not met the last two years so perhaps we do not need to find a new person to serve.

Mary Guest's term on the Chancellor's Commission on the Status of Women has ended. We will need a volunteer to be nominated when the call comes from the Chancellor.

Carol J. Wusk  
Karen Jackson

**Motions**

(This is a motion you know you will be making at the meeting)

"I move to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**  
**UNOPA Board meeting**  
**AUGUST 13, 2013**

TO: Mary Klucas  
FROM: Diane Carson  
COMMITTEE: Hospitality  
DATE: August 6, 2013

**Current committee report**

Members of our Committee are myself, Alicia Arnold, Pat DeStefano, Rosann Kevil, and Susan Thomas.

Meeting dates and rooms have all been reserved. We have met as a Committee and made preliminary plans for themes, decorations, and prizes for the meetings. Menu options were also reviewed.

We would like to make a motion that we be allowed to use Hanging Name Tags instead of the stick on label type. We would have people stationed at the door at the end of each meeting to collect the name tags for use the next time. We would still use the stick on name tags got guests. We have enough of these on hand to last for those types of situations. We have had lanyards donated that we can use for the name tags. A box of 100 labels and the plastic holders is \$20.97. One box should be enough for a year.

**Motions**

(This is a motion you know you will be making at the meeting)

"I move to: \_\_\_ allow the Hospitality Committee to purchase a box of 100 Hanging name tags that will be used over and over for the general meetings. They will be attached to a lanyard to wear around the neck during the meeting and then collected at the end of every meeting.

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Motion Maker: \_\_\_\_\_ Diane Carson \_\_\_\_\_

Seconded by: \_\_\_\_\_

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION  
UNOPA Board Meeting

AUGUST 13, 2013

TO: Mary Klucas  
FROM: Barbara Homer, Director  
COMMITTEE: Membership  
DATE: August 9, 2013

Committee Members: Donna Boone, Lynn DeShon, Belva Harris and Tonda Humphress

Slowly, I have been receiving the 2013-14 membership renewals. I have, however, received four new members by the member's recruiting efforts. Need to discuss with the Executive Board on how to handle memberships when a member receives an award.

President Klucas and I met in June and decided to make a few changes to the Membership Committee. Instead of delivering welcome mugs to the new O/S employees each month, we will welcome them to the University by sending out a letter. We need to discuss how we are going to handle welcome mugs.

A follow-up letter will be sent out to the new hires that my committee made personal contact with and delivered welcome mugs.

Finally, a letter that my Director of School of Criminology and Criminal Justice wrote on behalf of UNOPA will be sent to all Deans and Directors to hopefully help with recruiting efforts.

**Motions**

(This is a motion you know you will be making at the meeting)

"I move to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**AUGUST 13, 2013**

TO: Mary Klucas  
 FROM: Jane Schneider  
 COMMITTEE: Program  
           Kathy Schindler, Edie Schleiger, Beth Zager  
 DATE: 8/7/13

**Current committee report**

I need to discuss a few things about the UNOPA General Meeting Schedule – one of them is a charge for the entertainment in December. I am assuming we don't want to pay for that but need to check it out.

| Speaker   | Date     |
|---|----------|
| Dennis LeBlanc, Senior Associate Athletic Director                                      | 9/10/13  |
| Assistant Leah Huber 2-4966   |          |
| Mary's charity is Aiding Angels (Brenda Schwery) - need for Oct, Mary will call         | 10/8/13  |
| Awards  | 11/12/13 |
| Holiday event   | 12/10/13 |
| Boots and Cats (Rick Alloway founded them - I contacted him, president has contacted me |          |
| UAAD Joint Meeting, UAAD's turn   | 1/14/14  |
| Jan Deeds, Assoc Dir-Gender Pgms/Women's Center Director                                | 2/11/14  |
| Lola Young-NAEOP Report   | 3/11/14  |
| Frolik  | 4/8/14   |
| Installation  | 5/13/14  |
|   |          |
| 9/10/13 - Great Plains Room – East Campus   |          |
| 10/8/13 – Unity Room/212 – Jackie Gaughan Multicultural Center                          |          |
| 11/12/13 – Great Plains Room – East Campus (Oldt/Boss's Awards)                         |          |
| 12/10/13 – Arbor Suite – East Campus  |          |
| 1/14/14 - Unity Room/212 – Jackie Gaughan Multicultural Center (UAAD's turn in 2014)    |          |
| 2/11/14 – Arbor Suite – East Campus   |          |
| 3/11/14 - Unity Room/212 – Jackie Gaughan Multicultural Center                          |          |
| 4/8/14 – Great Plains Room – East Campus (Frolik)                                       |          |
| 5/13/14 - Unity Room/212 – Jackie Gaughan Multicultural Center (Installation)           |          |

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**AUGUST 13, 2013**

TO: Mary Klucas  
FROM: Lisa King  
COMMITTEE: Marketing  
DATE: 8-5-13

**Current committee report**

As you all know by now, we were lucky enough to already have an intern for the fall semester. Her name is Amanda Schmidt and I hope to introduce her at a meeting soon.

Several people have asked for marketing help with their upcoming events. I will be speaking to Amanda soon and we will come up with some ideas.

First of all, it seems to need to publicize the UNOPA parking lot...I'm assuming we will still have it. One item may take the form of a flyer to put on the bulletin board in your lunchrooms, or where ever people gather.

That's all I can think of now, all ideas are welcome! ☺

**Motions**

(This is a motion you know you will be making at the meeting)

"I move to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Approved as Presented – October 1, 2013

Minutes of the

UNOPA EXECUTIVE BOARD MEETING

Tuesday, September 3, 2013, 3:06 p.m. – 4:42 p.m.

Whittier Building, 3<sup>rd</sup> Floor Conference Room

President, Mary Klucas, called the meeting to order at 3:06 p.m.

**Roll call** was taken by Alycia Libolt, Recording Secretary

**MEMBERS PRESENT:** Mary Klucas, Jane Schneider, Alycia Libolt, Breana Garretson, Jaime Long, Linda Luedtke, Carol Wusk, Diane Carson, Donelle Moormeier, Andrea Peterson, Roddy Spangler, and Cathy Robertson

**MEMBERS ABSENT:** Alicia Arnold, Mary Guest, Debbie Hendricks, Diane Wasser, Karen Jackson, Barbara Homer, Donette Petersen, and Kristi Hurley

**AD-HOC MEMBERS PRESENT:** Lisa King

**AD-HOC MEMBERS ABSENT:** Tonda Humphress

**APPROVAL OF EXECUTIVE BOARD MEETING MINUTES FROM AUGUST 13, 2013**

The minutes from the August 13, 2013 Executive Board Transition meeting were reviewed. The minutes were approved as presented.

**APPROVAL OF TREASURER'S REPORT**

The Treasurer's report was presented. The report was approved to be presented at the General Meeting on September 10, 2013.

**OFFICER/COMMITTEE REPORTS GIVEN:**

**President – Mary Klucas:** No formal report.

**President-Elect – Jane Schneider:** No report.

**Recording Secretary – Alycia Libolt:** No report.

**Corresponding Secretary – Breana Garretson:** No report.

**Treasurer – Jaime Long:** No report.

**Past President – Linda Luedtke:** Report attached.

Mary Klucas asked Linda Luedtke to send out a reminder for submitting the annual reports. The deadline for reimbursement from the Bradley Munn fund is October 15<sup>th</sup>.

**Awards – Diane Carson (Acting):** Report attached.

Jan Wassenberg has joined the committee. Various Board members offered suggestions for judges of the Silver Pen and Outstanding Staff awards, as well as the Boss of the Year award. The respective Board members agreed to contact their suggested judges.

**Bylaws – Alicia Arnold:** Absent. No report.

**Career Development – Mary Guest:** Absent. No report.

Nebraska Home Sales respectfully declined to continue awarding two scholarships to the membership. Jaime Long believed there was approximately \$85 left from the previous year's scholarships that Cathy Robertson suggested may be added to the Bradley Munn fund.

**Career Development PSP – Debbie Hendricks:** Absent. No report.

The deadline to apply or re-certify for PSP is September 15<sup>th</sup>.

**Communication Technology – Diane Wasser:** Absent. No report.

**Employee Concerns – Carol Wusk/Karen Jackson:** Report attached.

A correction to the report was that Mary Klucas will be the UNOPA representative on the James V. Griesen Exemplary Service to Students Award committee instead of Linda Luedtke.

**Hospitality – Diane Carson:** Report attached.

Mary Klucas stated that UNOPA will cover the lunch of Intern, Amanda Schmidt, if she chooses to attend a General Meeting. The Board discussed possible seating arrangements for the General Meeting to allow for greater networking opportunities.

**Membership – Barbara Homer:** Absent. No Report.

Mary Klucas reminded the Board to renew their memberships. Barbara Homer will follow-up with those who do not renew.

**Nominating – Donelle Moormeier/Donette Petersen:** No report.

**Outreach – Kristi Hurley:** Absent. No report.

**Program – Jane Schneider:** No report.

Jane Schneider is actively searching for entertainment for the December meeting.

**UNOPA Notes – Andrea Peterson:** No report.

The October deadline is September 13<sup>th</sup>.

**Ways and Means – Roddy Spangler:** Report attached.

Please contact Ron Fuller directly with any issues concerning the parking lot. Mary Klucas reminded the Board that individuals working the lot must be at least 16 years of age.

**AD-HOC COMMITTEE REPORTS:**

**Digital Commons – Tonda Humphress:** Absent. No report.

**Marketing – Lisa King:** Report attached.

Lisa King mentioned that she has been providing water to give away to parking lot patrons due to the heat on game days. The Board members agreed that this was a great idea. Lisa King agreed to design a flyer to give to those who park in the lot. Lisa King introduced UNOPA's intern, Amanda Schmidt. Amanda will update Facebook, Twitter, and LinkedIn for UNOPA.

**UNFINISHED BUSINESS**

None.

**New Business**

UNOPA is hosting the Fall NEOPA workshop on October 18, 2013 at Southeast Community College. Cathy Robertson will send out a flyer upon completion.

The next meeting of the UNOPA Executive Board will be held on October 1, 2013 from 3:00 p.m. to 4:30 p.m. in the 3<sup>rd</sup> Floor Conference Room of the Whittier Building.

Meeting adjourned at 4:42 p.m.

Submitted by: Alycia Libolt, Recording Secretary  
Mary Klucas, President



**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**September 3, 2013**

**TO:** Mary Klucas  
**FROM:** Linda Luedtke  
**COMMITTEE:** Past President  
**DATE:** 8/28/13

**Current committee report**

I attended National Conference in Alexandria, VA in July and accepted the following awards for UNOPA.

1<sup>st</sup> place for Newsletter in our division of 100+ members.

1<sup>st</sup> place for Website in our division of 100+ members.

1<sup>st</sup> place for the Louise Henderson Nelson Award, which is a compilation of UNOPA achievements.

Thanks to Kathy Schindler for the newsletter, Diane Wasser for the web work and Cathy Robertson for putting the material together for the Louise Henderson Nelson Award. Great job ladies!!!!

This is the first time UNOPA has placed first in all these areas in a single year.

As alternate delegate for UNOPA, I attended Advisory Council where items are brought to the council for discussion and a ruling is made whether to take the item to the membership general meeting for a vote or if no further action is needed. Mary Guest has a synopsis of the actions taken.

I also served on the Credentials committee for each general session and assisted with the Celebration of Life ceremony during the last general session.

I received a very nice thank you from Lincoln Literacy for our donation of \$342 from our 50/50 drawings.

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**September 3, 2013**

**TO:** Mary Klucas  
**FROM:** Diane Carson  
**COMMITTEE:** Awards Committee – stand in Director  
**DATE:** August 28, 2013

**Current committee report**

A deadline date of October 18 has been set for the Oldt Awards. I have notified Andrea to get these dates put in the UNOPA notes. I will be sending the notification to UNLToday and the Scarlet the first week in September. I have also sent to Diane Wasser to change dates on the website.

If we have Committee members, we need to start contacting possible judges. I have letters and e-mails to go to them once they are chosen and have agreed.

**Judges needed for the Silver Pen and Outstanding Staff are:**

**Six judges, all from UNL**

- An administrator
- One faculty member
- A director
- A manager or supervisor
- One office employee
- One service employee

**Judges needed for the Boss of the Year are:**

**Three judges, none from UNL, all professional (last year Scott Young from Food Bank; Doug Emery, former City Councilman; and Lisa Morehouse, Lincoln Public Schools)**

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**September 3, 2013**

**TO:** Mary Klucas  
**FROM:** Carol Wusk & Karen Jackson  
**COMMITTEE:** Employee Concerns  
**DATE:** August 29, 2013

**Current committee report**

I called Parking Services and they said the Parking Appeals Committee has not met for a couple years. They suggested just leaving the two volunteers on the committee until their terms end next year.

I have attached the Employee Concerns committees for everyone's information.

I contacted Debra Berens-Hoy who was interested in serving on our committee and asked if she would be interested in serving as a co-chair next year.

## UNOPA EMPLOYEE CONCERNS COMMITTEE MEMBERS (2013-2014)

| Committee  | Term    | Committee Members    | Phone # | E-Mail   | Term Expires      |
|--|---------|----------------------|---------|--|-------------------|
| Employee Concerns Director                             | 1 Year  | Carol Wusk           | 2-7913  | <a href="mailto:cwusk1@unl.edu">cwusk1@unl.edu</a>             | End of 2013-14 AY |
| Employee Concerns Co-Director (year 2 = Director)      | 2 Years | Karen Jackson        | 2-7903  | <a href="mailto:kjackson2@unl.edu">kjackson2@unl.edu</a>       | End of 2013-15 AY |
| 1)Campus Recreation Advisory                           | 2 Years | Larita Lang          | 2-3826  | <a href="mailto:llang1@unl.edu">llang1@unl.edu</a>             | End of 2013-14 AY |
| 2)Chancellor's Campus Safety Committee                 | 2 Years | Kathy Bennetch       | 2-8738  | <a href="mailto:kbennetch1@unl.edu">kbennetch1@unl.edu</a>     | End of 2013-14 AY |
| 3)Chancellor's Commission on Environmental             | 3 Years | Lisa Albers          | 2-2425  | <a href="mailto:lalbers2@unl.edu">lalbers2@unl.edu</a>         | End of 2013-14 AY |
| 4)Chancellor's Commission on the Status of Women       | 3 Years |                      |         |  |                   |
| 5) Child Care Committee                                | 2 Year  | Jaime Long           | 2-7801  | <a href="mailto:jlong5@unl.edu">jlong5@unl.edu</a>             | End of 2013-14 AY |
| 6)Employee Benefits/U-Wide Employee Fringe Benefits    | 3 Years | Diane Wasser*        | 2-6251  | <a href="mailto:dwasser1@unl.edu">dwasser1@unl.edu</a>         | End of 2013-16 AY |
| 7)Employee Emergency Loan Fund Advisory                | 3 Years | Shelley Everett      | 2-7760  | <a href="mailto:severett@cse.unl.edu">severett@cse.unl.edu</a> | End of 2014-15 AY |
|  | 3 Years | Jan Wassenberg       | 2-4486  | <a href="mailto:jwassenberg1@unl.edu">jwassenberg1@unl.edu</a> | End of 2013-14 AY |
|  | 3 Years | Connie Kahle-Johnson | 2-5415  | <a href="mailto:cjohnson5@unl.edu">cjohnson5@unl.edu</a>       | End of 2013-14 AY |
| 8)Faculty Senate                                       | 1 Year  | Sara Luther          | 2-2218  | <a href="mailto:sara.luther@unl.edu">sara.luther@unl.edu</a>   | End of 2013-14 AY |
| 9)James V. Griesen Exemplary Service to Students Award | 1 Year  | Linda Luedtke        | 2-9354  | <a href="mailto:lluedtke1@unl.edu">lluedtke1@unl.edu</a>       | End of 2012-13 AY |
| 10)Parking Advisory Committee                          | 3 Years | Sally Hawkins        | 2-5001  | <a href="mailto:shawkins1@unl.edu">shawkins1@unl.edu</a>       | End of 2013-14 AY |
|  | 3 Years | UAAD Rotation        |         |  | End of 2014-15 AY |
| 11)Parking Appeals Committee                           | 3 Years |                      |         |  |                   |
|  | 3 Years | Belva Harris         | 2-2354  | <a href="mailto:bharris2@unl.edu">bharris2@unl.edu</a>         | End of 2013-14 AY |
|  | 3 Years | Marsha Yelden        | 2-8008  | <a href="mailto:myelden1@unl.edu">myelden1@unl.edu</a>         | End of 2013-14 AY |
| 12)Wellness Comm *Must be member of Campus Rec         | 2 Years | Sheryl Burbach       | 2-3946  | <a href="mailto:sburbach2@unl.edu">sburbach2@unl.edu</a>       | End of 2012-14 AY |

# UNOPA EMPLOYEE CONCERNS COMMITTEE MEMBERS (2013-2014)

| Committee  | Length of Term | Committee Members    | Phone #       | E-Mail   | Term Expires             |
|--|----------------|----------------------|---------------|--|--------------------------|
| <b>Employee Concerns Director</b>  | <b>1 Year</b>  | <b>Carol Wusk</b>    | <b>2-7913</b> | <b>cwusk1@unl.edu</b>  | <b>End of 2013-14 AY</b> |
| <b>Employee Concerns Co-Director (year 2 = Director)</b>   | <b>2 Years</b> | <b>Karen Jackson</b> | <b>2-7903</b> | <b>kjackson2@unl.edu</b>                                       | <b>End of 2014-15 AY</b> |
| 1)Campus Recreation Advisory; *Meets bi-monthly; Fall/Spring semesters<br>*Campus Rec Membership Required  | 2 Years        | Larita Lang          | 2-3826        | <a href="mailto:llang1@unl.edu">llang1@unl.edu</a>             | End of 2013-14 AY        |
| 2)Chancellor's Campus Safety Committee; *Meets quarterly   | 2 Years        | Kathy Bennetch       | 2-8738        | <a href="mailto:kbennetch1@unl.edu">kbennetch1@unl.edu</a>     | End of 2013-14 AY        |
| 3)*Chancellor's Commission on Environmental Sustainability; *Meets Monthly; 1st Monday; 3:30; CCU  | 3 Years        | Lisa Albers          | 2-2425        | <a href="mailto:lalbers2@unl.edu">lalbers2@unl.edu</a>         | End of 2013-14 AY        |
| 4)Chancellor's Commission on the Status of Women<br>* Meets bi-monthly *All members appointed by the Chancellor<br>*Chancellor appoints someone, but it may not always be a UNOPA member   | 3 Years        |                      |               |  |                          |
| 5) Child Care Committee * Vice Chancellor for Student Affairs calls as needed<br>contact is Debbie Hendricks 2-9685  | 2 Year         | Jaime Long           | 2-7801        | <a href="mailto:jlong5@unl.edu">jlong5@unl.edu</a>             | End of 2013-14 AY        |
| 6)Employee Benefits/U-Wide Employee Fringe Benefits<br>*Meets as needed; 2 committees *This person is automatically appointed to both the UNL Benefits & the Univ-Wide (Central Admin) Benefits Committee<br>*Need TWO Certificates (one for each of these committees) | 3 Years        | Diane Wasser*        | 2-6251        | <a href="mailto:dwasser1@unl.edu">dwasser1@unl.edu</a>         | End of 2013-16 AY        |
| 7)Employee Emergency Loan Fund Advisory<br>*Meets via phone conference as needed<br>*3 representatives/staggered terms<br>* Due to Confidentiality, contact EAP for annual report  | 3 Years        | Shelley Everett      | 2-7760        | <a href="mailto:severett@cse.unl.edu">severett@cse.unl.edu</a> | End of 2014-15 AY        |
|  |                | Jan Wassenberg       | 2-4486        | <a href="mailto:jwassenberg1@unl.edu">jwassenberg1@unl.edu</a> | End of 2013-14 AY        |
|  |                | Connie Kahle-Johnson | 2-5415        | <a href="mailto:cjohnson5@unl.edu">cjohnson5@unl.edu</a>       | End of 2013-14 AY        |
| 8)Faculty Senate *Meets monthly; 1st Tues.; 2:30 pm  | 1 Year         | Sara Luther          | 2-2218        | <a href="mailto:sara.luther@unl.edu">sara.luther@unl.edu</a>   | End of 2013-14 AY        |
| 9)James V. Griesen Exemplary Service to Students Award<br>*Meets via Blackboard mid-January *UNOPA President or Representative appointed by the UNOPA President  | 1 Year         | Linda Luedtke        | 2-9354        | <a href="mailto:lluedtka1@unl.edu">lluedtka1@unl.edu</a>       | End of 2012-13 AY        |
| 10)Parking Advisory Committee; *Meets monthly - academic year<br>*1 UNOPA representative<br>*1 Chancellor's rep. rotates between office/service and managerial/prof.   | 3 Years        | Sally Hawkins        | 2-5001        | <a href="mailto:shawkins1@unl.edu">shawkins1@unl.edu</a>       | End of 2013-14 AY        |
|  | 3 Years        | UAAD Rotation        |               |  | End of 2014-15 AY        |
| 11)Parking Appeals Committee<br>*Meets monthly; Thurs. afternoon   | 3 Years        | Bleva Harris         | 2-2354        | <a href="mailto:bharris2@unl.edu">bharris2@unl.edu</a>         | End of 2013-14 AY        |
|  | 3 Years        | Marsha Yelden        | 2-8008        | <a href="mailto:myelden1@unl.edu">myelden1@unl.edu</a>         | End of 2013-14 AY        |
| 12)Wellness Comm *Must be member of Campus Rec<br>*Meets monthly; 3rd Thurs.; 10:00am  | 2 Years        | Sheryl Burbach       | 2-3946        | <a href="mailto:sburbach2@unl.edu">sburbach2@unl.edu</a>       | End of 2012-14 AY        |
|  |                |                      |               |  |                          |
|  |                |                      |               |  |                          |

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**September 3, 2013**

**TO: Mary Klucas**  
**FROM: Diane Carson**  
**COMMITTEE: Hospitality**  
**DATE: August 28, 2013**

**Current committee report**

Reservations are being received. As of August 28, we have 30 reservations. Only 9 are having the lunch provided which makes me a bit nervous.

We have everything ready in regards to decorations, prizes for the meeting.

I am submitting a bill for the name tags. They were \$ 20.97.

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**September 3, 2013**

**TO:** Mary Klucas  
**FROM:** Roddy Spangler  
**COMMITTEE:** Ways and Means  
**DATE:** 8/29/13

**Current committee report**

UNOPA has the parking lot at 22<sup>nd</sup> and Vine (in front of Whittier) for home football games. This is our major fundraiser each year. Please encourage your co-workers, friends and family to use our lot on game day using personal contact, Facebook, Twitter or flyers in the workplace. Lisa King will have the intern do some promotion for us on social media.

Cathy Robertson and I had a meeting with Ron Fuller to see if we could have a different lot and/or lower the fee to \$10 (to compete with Malone across the street). No to both; all UNL lots are \$15.00 except the Innovation Campus. We can sell the spots on the north side of Whittier too.

Remember, we are not to argue with anyone that says they are parking in the lot to go in and work (as long as they have an "A" lot permit of course).

Thank you to all of you that signed up to coordinate volunteers for the games.

I have had some suggestions for fundraisers to do in the spring. If we fill up the lot every game, we may not have to do a spring fundraiser ... so again, please promote our lot.

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**September 3, 2013**

**TO:** Mary Klucas  
**FROM:** Lisa King  
**COMMITTEE:** Marketing  
**DATE:** 8-30-13

**Current committee report**

Membership brochures (100) were given at new employee orientation in August and September.

Amanda Schmidt, intern will help with publicizing the UNOPA parking lot, among other needs from the board, such as workshops, social media, etc.

Members are encouraged to make announcements in their college newsletters, lunch room bulletin boards, anywhere they can think of. Lisa made an example; Amanda is going to jazz it up for the next few weeks.



Approved as Presented – November 5, 2013

Minutes of the

UNOPA EXECUTIVE BOARD MEETING

Tuesday, October 1, 2013, 3:04 p.m. – 4:09 p.m.

Whittier Building, 3<sup>rd</sup> Floor Conference Room

President, Mary Klucas, called the meeting to order at 3:04 p.m.

**Roll call** was taken by Alycia Libolt, Recording Secretary

**MEMBERS PRESENT:** Mary Klucas, Jane Schneider, Alycia Libolt, Breana Garretson, Jaime Long, Jan Wassenberg, Diane Wasser, Karen Jackson, Diane Carson, Barbara Homer, Donelle Moormeier, Roddy Spangler, and Cathy Robertson

**MEMBERS ABSENT:** Linda Luedtke, Alicia Arnold, Mary Guest, Debbie Hendricks, Carol Wusk, Donette Petersen, Kristi Hurley, and Andrea Peterson

**AD-HOC MEMBERS PRESENT:** None

**AD-HOC MEMBERS ABSENT:** Lisa King and Tonda Humphress

**APPROVAL OF EXECUTIVE BOARD MEETING MINUTES FROM SEPTEMBER 3, 2013**

The minutes from the September 3, 2013 Executive Board meeting were reviewed. The minutes were approved as presented.

**APPROVAL OF TREASURER'S REPORT**

The Treasurer's report was not presented due to complications with our online banking system. The Treasurer's report will be presented at the November 5, 2013 meeting for approval.

**OFFICER/COMMITTEE REPORTS GIVEN:**

**President – Mary Klucas:** Report attached.

A \$25 gift card will be awarded to a member chosen at random from those whom have worked the parking lot this fall.

Mary questioned whether Kristi Hurley, who is now a Central Administration employee, would be allowed to remain on the board. Per the bylaws, Kristi is able to continue her Directorship of the Outreach Committee since she is still considered a University of Nebraska employee.

**President-Elect – Jane Schneider:** No report.

**Recording Secretary – Alycia Libolt:** No report.

**Corresponding Secretary – Breana Garretson:** Report attached.

Breana was asked to also send a retirement card to Sandy Lineberry.

Breana requested input from the Board members on which organization should be chosen for this year's Giving Tree. The Giving Tree will be announced in the November UNOPA notes.

**Treasurer – Jaime Long:** No report.

**Past President – Linda Luedtke:** Absent. No report.

**Awards – Jan Wassenberg:** Report attached.

Jan reported that all nine judges have been found for the Oldt Awards. The deadline for nominations is October 18, 2013. Tim Alvarez has also agreed to speak at the Awards Luncheon to be held on November 12, 2013.

**Bylaws – Alicia Arnold:** Absent. No report.

**Career Development – Mary Guest:** Absent. Report attached.

**Career Development PSP – Debbie Hendricks:** Absent. No report.

**Communication Technology – Diane Wasser:** No report.

**Employee Concerns – Carol Wusk/Karen Jackson:** Report attached.

**Hospitality – Diane Carson:** Report attached.

As of October 1<sup>st</sup> we have 49 members registered for the October 8, 2013 General Membership meeting.

The Board members discussed assigning seats for the General Meetings for networking purposes. Mary Klucas suggested that if we were to assign seats twice a year, we should start with the December meeting and then possibly the March meeting.

**Membership – Barbara Homer:** Report attached.

Barbara mentioned that the list serve is up to date as of today. The membership list will be posted to the website. Barbara was asked to follow up with those individuals who did not renew their membership.

**Nominating – Donelle Moormeier/Donette Petersen:** No report.

**Outreach – Kristi Hurley:** Absent. No report.

**Program – Jane Schneider:** No report.

Jane Schneider is actively searching for entertainment for the December meeting.

**UNOPA Notes – Andrea Peterson:** Absent. Report attached.

Barbara Homer stated that the CEOE designations in the left margin needs to be updated/corrected.

**Ways and Means – Roddy Spangler:** Report attached.

**AD-HOC COMMITTEE REPORTS:**

**Digital Commons – Tonda Humphress:** Absent. No report.

**Marketing – Lisa King:** Report attached.

Please submit receipts for water purchases made for the parking lot. Water purchases will be included in the budget for next year.

**UNFINISHED BUSINESS**

None.

**New Business**

Mary Klucas announced that a request was made to sell Boy Scout Popcorn at the parking lot. The Board rejected the request as it is against UNL policies.

The next meeting of the UNOPA Executive Board will be held on November 5, 2013 from 3:00 p.m. to 4:30 p.m. in Room 136 of the Whittier Building.

Meeting adjourned at 4:09 p.m.

Submitted by: Alycia Libolt, Recording Secretary  
Mary Klucas, President

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**  
**UNOPA Board meeting**  
**October 1, 2013**

TO: Mary Klucas  
FROM:  
COMMITTEE: President  
DATE: September 30, 2013

**Current committee report**

I met with Bill Nunez on Thursday, September 26, 2013. Neither one of us had anything in particular to discuss.

I plan to announce the person who recruited the most people to UNOPA during our membership renewal period at the GMM next week.

**WE HAVE AN AWARDS DIRECTOR!!!** Thank you, Jan Wassenberg, for agreeing to do this!

**Motions**

(This is a motion you know you will be making at the meeting)

"I move to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**October 1, 2013**

TO: Mary Klucas  
FROM: Breana Garretson  
COMMITTEE: Corresponding Secretary  
DATE: 9/30/13

**Current committee report**

Sympathy card sent to the family of Joan Fredrick.

Pictures from September General Meeting were sent to Andrea Peterson, Jaime Long and Amanda Schmidt.

**Motions**

(This is a motion you know you will be making at the meeting)

"I move to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**October 1, 2013**

TO: Mary Klucas  
FROM: Jan Wassenberg  
COMMITTEE: Awards  
DATE: 9/30/13

**Current committee report**

I have contacted three people to be judges for the Boss of the Year Award, and they have all accepted. Dena Noe, Marketing Director, UN Federal Credit Union; Prudence Devney, Dir. Of Fingerprints Child Development Center, and Elizabeth Miller, Asst. Principal, East High

I have contacted five of the six judges needed for the Oldt Awards. People from the following areas have responded they would be judges: Admin. –Regina Werum, Asso. VC Research and Economic Development; Mgr/Supr – Dodie Eveleth, Business Mgr, Chemistry; Director – Jan Hostetler, Dir. Graduate Admissions; Office – Mardi Bonner, Sponsored Programs. I’m still waiting to hear from a Service representative I contacted. Diane Carson is contacting a possible Faculty representative.

Diane is continuing to work with me to prepare materials for the judges, and preparing the program for the meeting on November 12 to present the awards.

**Motions**

(This is a motion you know you will be making at the meeting)

"I move to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**  
**UNOPA Board meeting**  
**October 1, 2013**

**TO:** Mary Klucas  
**FROM:** Mary Guest  
**COMMITTEE:** Career Development – Workshops  
**DATE:** 9/25/2013

**Current committee report**

Committee members include: Cathy Robertson, Beth Zager, Kathy Schindler, Tonda Humphress and Jaime Long. We will have our first meeting on Friday, October 11. We plan to offer two workshops this academic year.

**Motions**

(This is a motion you know you will be making at the meeting)

"I move to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**  
**UNOPA Board meeting**  
**October 1, 2013**

**TO:** Mary Klucas  
**FROM:** Carol Wusk & Karen Jackson  
**COMMITTEE:** Employee Concerns  
**DATE:** September 25, 2013

**Current committee report**

Sheryl Burbach, Chancellor's Committee on Wellness, submitted a report that will be published in UNOPA Notes. They have a website for your information.

**Motions**

(This is a motion you know you will be making at the meeting)

"I move to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_



**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**October 1, 2013**

TO: Mary Klucas  
FROM: Diane Carson  
COMMITTEE: Hospitality  
DATE: October 25, 2013

**Current committee report**

Our next luncheon will be on October 8, 2013 at the Jackie Gaughan Multicultural Center on City Campus at 11:45. It will be brown bag only but water will be provided. Decorations and prizes have been planned.

As of 9/25/2013, we have 25 members registered for the brown bag luncheon on October 8.

I discussed the matter of assigning seats for the October meeting with my Committee so that the membership are seated with different individuals/ This was brought up in order for members to get to know each better.

My Committee will be willing to work with this but thought we would run up against controversy from several because this is one time that many people have to get to sit with people they may only see once a month. We thought we would handle it with having people draw out a number when they check in with a table number. The tables will be numbered so they will then go to that table. What are the thoughts of the Executive Board for this? If we are going to do it October would be the best month and then possibly in February or so if we want to do it twice during the year.

We will be working with the Awards Committee in getting everything set up and tables reserved for the November luncheon.

**Motions**

(This is a motion you know you will be making at the meeting)

"I move to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**  
**UNOPA Board meeting**  
**October 1, 2013**

TO: Mary Klucas  
FROM: Barbara Homer, Director  
COMMITTEE: Membership  
DATE: September 26, 2013

**Current committee report**

We currently have 112 members:

- 82 - Active (12 New, 3 Award)
- 3 - Associate
- 7 - Retired
- 1 - Lifetime
- 19 - Honorary

My committee is in the process of mailing out "Welcome to the University" letters to the new office/service employees for July and August.

We are also making plans to hold a luncheon for the new members who joined last year and this year.

**Motions**

(This is a motion you know you will be making at the meeting)

"I move to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**  
**UNOPA Board meeting**  
**October 1, 2013**

TO: Mary Klucas  
FROM: Andrea Peterson  
COMMITTEE: UNOPA Notes  
DATE: September 30, 2013

**Current committee report**

October UNOPA Notes was emailed out September 30.

Deadline for next issue is Friday, October 11, 2013.

Let me know if you have article ideas for upcoming issues.

**Motions**

(This is a motion you know you will be making at the meeting)

"I move to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**October 1, 2013**

TO: Mary Klucas  
FROM: Roddy Spangler  
COMMITTEE: Ways and Means  
DATE: September 25, 2013

**Current committee report**

Husker Football Game-day Parking Lot Statistics

After four home games, here's our stats

UNL vs Wyoming – 54 spots sold

UNL vs Southern Miss – 64 spots sold

UNL vs UCLA – 83 spots sold

UNL vs SDSU – 80 spots sold

For a total of 281 parking spots sold @ \$6.00 each (UNOPA's share) = \$1,686.00

88 man-hours have been worked (approximately \$19.15/man-hour earned)

27 UNOPA members have volunteered

6 spouses or friends of UNOPA members have volunteered

3 UNOPA members have worked two of the four games

3 UNOPA members have worked three of the four games

UNOPA's lot is at 22<sup>nd</sup> and Vine, in front of the Whittier Building. If you would like to volunteer at any of the remaining Husker home games, please contact me at [rspangler2@unl.edu](mailto:rspangler2@unl.edu) or 472-3989 and tell me which game/date you are available. I will connect you with the coordinators for the game.

Roddy Spangler

UNOPA Ways and Means Director

**Motions**

(This is a motion you know you will be making at the meeting)

"I move to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**October 1, 2013**

TO: Mary Klucas  
FROM: Lisa King  
COMMITTEE: Marketing  
DATE: 9-25-13

**Current committee report**

Parking Lot--Flyers to advertise the parking lot have been distributed to UNOPA members, as well as Thank You's to place on the windshields of those that park with us. Tents were also provided for the first few games. Water has been given out to our "parkers" for the first 4 games, which seems to have been well received. This will continue, maybe switching to a warm drink. Amanda (intern) will revise the flyers stating that a *portion* of the proceeds fund UNOPA activities. We are also working on putting a picture on the flyers, to make them more appealing. CEHS has a college list-serve, which also helps advertise the parking lot for us.

It seems this effort has helped improve the number of cars in our lot. Thanks, everyone.

More membership brochures will be sent to HR to be distributed at new employee orientation.

Amanda is ready to help publicize the Fall Workshop; needs some direction.

**Motions**

(This is a motion you know you will be making at the meeting)

"I move to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Minutes of the

UNOPA EXECUTIVE BOARD MEETING

Tuesday, November 5, 2013, 3:04 p.m. – 4:51 p.m.

Whittier Building, 3<sup>rd</sup> Floor Conference Room

President, Mary Klucas, called the meeting to order at 3:04 p.m.

**Roll call** was taken by Alycia Libolt, Recording Secretary

**MEMBERS PRESENT:** Mary Klucas, Jane Schneider, Alycia Libolt, Breana Garretson, Jaime Long, Linda Luedtke, Diane Wasser, Carol Wusk, Donette ~~Peterson~~ **Petersen**, Donelle Moormeier, Andrea Peterson, and Roddy Spangler

**MEMBERS ABSENT:** Jan Wassenberg, Alicia Arnold, Mary Guest, Debbie Hendricks, Karen Jackson, Diane Carson, Barbara Homer, and Cathy Robertson

**AD-HOC MEMBERS PRESENT:** None

**AD-HOC MEMBERS ABSENT:** Tonda Humphress and Lisa King

**APPROVAL OF EXECUTIVE BOARD MEETING MINUTES FROM OCTOBER 1, 2013**

The minutes from the October 1, 2013 Executive Board meeting were reviewed. The minutes were approved as presented.

**APPROVAL OF TREASURER'S REPORTS**

The September Treasurer's report was reviewed. The September Treasurer's report will be presented at the November 5, 2013 meeting for approval. The October Treasurer's report was reviewed. The October Treasurer's report will be presented at the November 5, 2013 meeting for approval.

**OFFICER/COMMITTEE REPORTS GIVEN:**

**President – Mary Klucas:** Report attached.

Gretchen Walker asked that the President of each local affiliate send her a formalized letter of support to host the 2016 NAEOP conference. The Board had questions as to what support really means. Mary will ask Gretchen to speak at the General Membership Meeting and will let the membership know that a vote will be coming. Diane Wasser agreed to speak if Gretchen is unable.

The December Board meeting will be on Wednesday, December 4, 2013 from 3:00 – 5:00 p.m. Those who wish to participate may bring a \$10 gift for the white elephant gift exchange. You may also bring snacks and drinks if you want. Jane Schneider agreed to be in charge of the gift exchange.

**President-Elect – Jane Schneider:** No report.

**Recording Secretary – Alycia Libolt:** No report.

**Corresponding Secretary – Breana Garretson:** Report attached.

It was brought to the Board members attention that the UNOPA Christmas tree was not used in the previous year and is still missing. Please contact Breana if you know of its whereabouts.

**Treasurer – Jaime Long:** No report.

**Past President – Linda Luedtke:** Report attached.

Diane Wasser has agreed to serve on the Bradley Munn Fund Committee this fall in place of Mary Guest. Mary is an applicant.

Linda was asked to set up a table at the General Membership meeting to sell the Village Inn pie gift cards as well as place flyers on the tables. Mary Klucas suggested that UNOPA buy the gift cards to be used for a drawing.

**Awards – Jan Wassenberg:** Absent. Report attached.

**Bylaws – Alicia Arnold:** Absent. No report.

**Career Development – Mary Guest:** Absent. Report attached.

**Career Development PSP – Debbie Hendricks:** Absent. No report.

PSP brown bags are being planned.

**Communication Technology – Diane Wasser:** No report.

Please email Diane with any suggestions you may have with the website.

**Employee Concerns – Carol Wusk/Karen Jackson:** No report.

**Hospitality – Diane Carson:** Absent. Report attached.

**Membership – Barbara Homer:** Absent. Report attached.

**Nominating – Donelle Moormeier/Donette Petersen:** No report.

**Outreach – TBD:** No report.

Kristi Hurley has resigned her position. Please let Mary Klucas know if you know of anyone that is willing to fill the position.

**Program – Jane Schneider:** Report attached.

The January meeting, which is a joint meeting with UAAD, will be held in the Gaughan Center on January 15, 2014.

**UNOPA Notes – Andrea Peterson:** Report attached.

**Ways and Means – Roddy Spangler:** No report.

Roddy report that UNOPA has raised \$2,754 thus far from the parking lot fundraiser.

#### **AD-HOC COMMITTEE REPORTS:**

**Digital Commons – Tonda Humphress:** Absent. No report.

**Marketing – Lisa King:** Absent. Report attached.

#### **UNFINISHED BUSINESS**

None.

#### **New Business**

There are approximately 60 collapsible vases remaining from the 50<sup>th</sup> Anniversary celebration that was suggested be sold for \$2.00 apiece.

***A motion was made by Donelle Moormeier that the money earned from selling the collapsible vases be earmarked for use at the next UNOPA Anniversary celebration. Jane Schneider seconded. Motion carried.***

There are also approximately 75-100 UNOPA satchels from the 40<sup>th</sup> Anniversary when the organization was titled, "University of Nebraska Office Personnel Association."

***A motion was made by Donelle Moormeier that profits from the sale of the UNOPA 40<sup>th</sup> Anniversary satchels being sold at \$2.00 apiece be earmarked for the next UNOPA Anniversary celebration. Jaime Long seconded. Motion carried.***

After discussing the pros and cons of a member serving on the Judicial Board, Mary will send some follow-up questions to Matt Hecker. Currently, she will be asking about the following:

- Time commitment – the length of meetings and time of day meetings are held
- Classroom misconduct issues being separate from campus conduct issues

Please let Mary know by Friday, November 8, 2013 if you have any other questions that you feel should be asked.

Secret Friends was discussed as becoming part of an assignment if it is something that people wanted to do every year. Membership? Outreach? It was also suggested that a table be set up at each meeting for the dropping-off and picking-up of gifts. We will continue this discussion at our meeting next month. A standing rule may need to be changed.



Approved as Corrected – December 4, 2013

The next meeting of the UNOPA Executive Board will be held on December 4, 2013 from 3:00 p.m. to 5:00 p.m. in Room 136 of the Whittier Building.

Meeting adjourned at 4:51 p.m.

Submitted by: Alycia Libolt, Recording Secretary  
Mary Klucas, President

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**November 5, 2013**

TO:

FROM: Mary Klucas

COMMITTEE: President

DATE: November 1, 2013

**Current committee report**

NEOPA – UNOPA hosted the NEOPA Fall Workshop held on Friday, October 18, 2013. Mary Guest and Cathy Robertson served as co-chairs for the workshop. They did a splendid job of organizing it all.

Judicial Board – In early October I received a query on behalf of UNOPA from Matt Hecker, Dean of Students. He was wanting to know if there was any interest among UNOPA members to serve on the Judicial Board hearing cases of student misconduct. He also wanted to know if we have in place (or the ability to create) a process for identifying and nominating potential J-Board members. After surveying the board I sent back a positive response but I let him know that the board would have to have a more in-depth conversation about it as well as possibly taking it to the membership. I asked him about a time frame for this as well. My response was forwarded to the Faculty Senate, as the University Judicial Board is officially under their purview. We should be hearing from them in the near future. They are hopeful to have the final draft of the Code of Conduct ready to go to the Board of Regents for approval sometime this spring. (See New Business.)

December Board Meeting – The December Board meeting will be on Wednesday, December 4, 2013, in Room 136 at the Whittier Building. This was the time that worked best for those who responded to my query.

Bill Nunez – I will be meeting with Bill Nunez again on November 21, 2013. Please let me know if there is anything that you would like me to bring to his attention.

**Motions**

(This is a motion you know you will be making at the meeting)

"I move to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**November 5, 2013**

**TO:** Mary Klucas  
**FROM:** Breana Garretson  
**COMMITTEE:** Corresponding Secretary  
**DATE:** October 30, 2013

**Current committee report:**

Distributed solicitation email to listserv regarding input for Giving Tree, received 11 emails from members, with a total of 8 different ideas. Given the feedback received it was determined that our members wanted a wider variety instead of just mainly children. Therefore the People’s City Mission fit perfectly with their mission and needs. Our group can assist a wide array of people and ages this Christmas.

Spoke with the People’s City Mission Outreach Coordinator and we agreed that I would take all donations to them on December 13<sup>th</sup> in the afternoon—she did mention that they would want to take a picture of all the items we are donating and those of us (if any) dropping off the items so they could display a blurb about us and our donation on their Facebook page—giving us credit and free publicity for our organization.

I plan to follow up with a few emails throughout November and up until our deadline to keep people thinking of our Giving Tree and the items from the “wish list.”

**Motions**

(This is a motion you know you will be making at the meeting)

"I move to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**November 5, 2013**

TO: Mary Klucas  
FROM: Linda Luedtke  
COMMITTEE: Past President/NEOPA Liaison  
DATE: 10/30/13

**Current committee report**

Every year NEOPA has a fundraiser in order to award a \$1000 scholarship to an incoming freshman student to any school in Nebraska. As NEOPA Liaison, I have Village Inn Pie gift cards for members to sell to support this year's NEOPA's student scholarship. The gift cards sell for \$11 each and NEOPA earns \$2.50 on each sale. Each affiliate of the state was asked to sell 100 gift cards. If every member bought just 1 pie we would have our allotment sold.

I would like to put a display at the registration table and ask people if they would like to purchase a pie or contact me for a gift card. I could make an announcement during the meeting.

The 50<sup>th</sup> anniversary committee has some 60 collapsible vases for sale at \$2 each. They wish to sell them at UNOPA meetings. They would like the proceeds to be held for the next anniversary event.

I have 2 applications for the Bradley Munn funds. Cathy tells me the Treasurer, Career Development, myself and 2 others need to review these applications. I have secured 2 more people for my committee and will be emailing the applications to everyone as soon as Cathy sends me the guidelines so I can include them in my email

**Motions**

(This is a motion you know you will be making at the meeting)

"I move to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Awards Committee Report,  
November 2013

Report to Mary for UNOPA Board:

Mary,

I'm sorry, but I will not be able to attend the UNOPA Board Meeting on November 5, because we will be setting up for the Research Fair Breakfast and meetings for the following day.

Awards Committee Report –

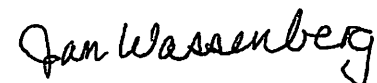
We received four nominations for the Boss of the Year Award, one for the Silver Pen and two for the Outstanding Staff.

I have informed all nominees of their nominations and invited them to be our guest at the luncheon on November 12, thanked all the nominators and asked if they would be interested in having a table reserved for their area, invited Dr. Alvarez, who will be our speaker since he won the Boss of the Year Award last year, and invited my nine judges to the luncheon on November 12.

My deadline for the judges to return their judging sheets is October 30.

I will now work on getting certificates made for the nominees, as well as a plaque ordered for the Boss of the Year and working with Diane Carson in reserving tables for them and their areas at the luncheon.

I would like to publicly acknowledge that Diane Carson has made this job so manageable as she passed on her good works from last year and I have great instructions from her. I really appreciate her giving me a jump start on many things since I was not designated to be the Chair of the Awards Committee until early October. I really appreciate all the help she has given me and continues to give me while she is also busy being Chair of the Hospitality Committee.



Jan Wassenberg

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**November 5, 2013**

**TO:** Mary Klucas  
**FROM:** Mary Guest  
**COMMITTEE:** Career Development  
**DATE:** October 29, 2013

**Current committee report**

The committee met and we have mapped out a plan for this year. We will have three brownbag sessions and one 3-3½ workshop. The first brownbag will be held on December 5, at noon. The speaker will be Linda Major and topic is "Civic Engagement". Jaime will create a flyer to have ready by the November 12 General Membership Meeting.

We are working on a brownbag session with Tom Allison focusing on the Veteran's Mentoring Program. This will be offered on January 28 at noon. The third brownbag will focus on the Entrepreneurship program and will be in either late February or early March.

We are looking at a half-day workshop in April that will focus on campus updates – Innovation Campus, IANR, and Campus Master Plan.

The combined brownbag sessions and workshop will provide UNOPA members to receive 6 hours of inservice.

**Motions**

(This is a motion you know you will be making at the meeting)

"I move to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**November 5, 2013**

**TO:** Mary Klucas  
**FROM:** Diane Carson  
**COMMITTEE:** Hospitality  
**DATE:** October 31, 2013

**Current committee report**

Reservations are coming in for the luncheon. As of this date (10-31), I have 46 reservations including the nominees. I only have 5 table reservations so far so please make sure if you are wanting a table for your department, that you let me know with how many and who. Deadline is November 6.

We are working on centerpieces and prizes. Not all has been firmed up yet for these.

We will plan to assign seating for the Christmas luncheon.

**Motions**

(This is a motion you know you will be making at the meeting)

"I move to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**  
**UNOPA Board meeting**  
**November 5, 2013**

**TO:** Mary Klucas  
**FROM:** Barbara Homer  
**COMMITTEE:** Membership  
**DATE:** October 31, 2013

**We currently have 113 members:**

- 82 - Active (12 New, 3 Award)
- 4 - Associate (1 Award)
- 7 - Retired
- 1 - Lifetime
- 19 - Honorary

To help with our recruiting efforts, my boss, Dr. Candice Batton offered to write a letter on UNOPA's behalf to the Deans and Directors and those will be mailed out next week. The committee also will be sending "Welcome to the University" letters to the new office/service employees hired from July through September. Lastly, letters will be sent to the office/service employees we made contact with last academic year.

We are also making plans to hold a luncheon for the new members who joined UNOPA last year and this year. We are planning to schedule it sometime in November.

\*\*\*\*\*

**Motions**

(This is a motion you know you will be making at the meeting)

"I move to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_



**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**November 5, 2013**

TO: Mary Klucas  
FROM: Jane Schneider  
COMMITTEE: Program  
DATE: 10/30/13

**Current committee report**

Edie Schleiger has lined up Pitch Please to entertain us during the December general meeting.

Carlos Lopez is the program chair for UAAD. I'll bring program information for the January 2014 joint meeting with me on November 5.

**Motions**

(This is a motion you know you will be making at the meeting)

"I move to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**November 5, 2013**

TO: Mary Klucas  
FROM: Andrea Peterson  
COMMITTEE: UNOPA Notes  
DATE: 10/30/13

**Current committee report**

Please get your articles to me by November 15<sup>th</sup> for the December issue of UNOPA Notes. If I could get the pictures from General meetings by the Friday after the meetings that would be great along with bio information on the speaker we will have for the upcoming month. Thank you this will help since it's a busy time of the year.

**Motions**

(This is a motion you know you will be making at the meeting)

"I move to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**November 5, 2013**

**TO:** Mary Klucas  
**FROM:** Lisa King  
**COMMITTEE:** Marketing  
**DATE:** Oct 31

**Current committee report**

**We seem to be at a standstill with the student intern. She hasn't replied to any text or email for several weeks. She was to be helping with FaceBook, but wasn't able to be added as an administrator, so Jaime is picking up the slack.**

Her new UNOPA parking flier from the beginning of October has been distributed. I would like to work with the Hospitality committee to use a free admission to the PSP event in February as a prize for the next few meetings.

**Motions**

(This is a motion you know you will be making at the meeting)

"I move to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Minutes of the

UNOPA EXECUTIVE BOARD MEETING

Wednesday, December 4, 2013, 3:05 p.m. – 4:03 p.m.

Whittier Building, Room 136

President, Mary Klucas, called the meeting to order at 3:05 p.m.

**Roll call** was taken by Alycia Libolt, Recording Secretary

**MEMBERS PRESENT:** Mary Klucas, Jane Schneider, Alycia Libolt, Breana Garretson, Jaime Long, Linda Luedtke, Jan Wassenberg, Diane Wasser, Karen Jackson, Diane Carson, Barbara Homer, Donette Petersen, and Cathy Robertson

**MEMBERS ABSENT:** Alicia Arnold, Mary Guest, Debbie Hendricks, Carol Wusk, Donelle Moormeier, Andrea Peterson, and Roddy Spangler

**AD-HOC MEMBERS PRESENT:** None

**AD-HOC MEMBERS ABSENT:** Tonda Humphress and Lisa King

**APPROVAL OF EXECUTIVE BOARD MEETING MINUTES FROM NOVEMBER 5, 2013**

The minutes from the November 5, 2013 Executive Board meeting were reviewed. The minutes were approved as corrected.

**APPROVAL OF TREASURER'S REPORTS**

The November Treasurer's report was reviewed. The November Treasurer's report will be presented at the December 10, 2013 meeting for approval.

**OFFICER/COMMITTEE REPORTS GIVEN:**

**President – Mary Klucas:** Report attached.

Mary will email the membership about attending the Martin Luther King Jr. "Freedom Breakfast" to be held on Friday, January 17, 2014 at Embassy Suites.

**President-Elect – Jane Schneider:** No report.

**Recording Secretary – Alycia Libolt:** No report.

**Corresponding Secretary – Breana Garretson:** Report attached.

Cathy Robertson stated that she had heard via the radio that the People's City Mission was in need of bottled water. She suggested that cash donations be used for this purpose.

**Treasurer – Jaime Long:** No report.

Cathy Robertson suggested a year-to-date budget be presented in January.

**Past President – Linda Luedtke:** No report.

Linda is still selling Village Inn pie gift cards for \$11 each to benefit NEOPA's scholarship fund.

**Awards – Jan Wassenberg:** Report attached.

**Bylaws – Alicia Arnold:** Absent. No report.

**Career Development – Mary Guest:** Absent. No report

**Career Development PSP – Debbie Hendricks:** Absent. Report attached.

**Communication Technology – Diane Wasser:** No report.

**Employee Concerns – Carol Wusk/Karen Jackson:** Report attached.

**Hospitality – Diane Carson:** Report attached.

At the time of the meeting, there were 62 reservations made for the December Christmas luncheon.

**Membership – Barbara Homer:** Report attached.

Barbara reported that 25 invitations were sent out for the new member luncheon and that 10 were attending.

**Nominating – Donelle Moormeier/Donette Petersen:** No report.

**Outreach – TBD:** No report.

**Program – Jane Schneider:** Report attached.

Jane confirmed that the joint meeting with UAAD in January will be a tour of the Devaney expansion. Mary Klucas spoke with Julie Thompson of UAAD about having a meeting before the tour. Cathy Robertson will see if she can reserve a space for a brown bag meeting. If we are unable to hold a meeting, we will send out any announcements as well as the minutes and the Treasurer's report for approval at the February General Membership meeting.

**UNOPA Notes – Andrea Peterson:** Absent. No report.

The January deadline for UNOPA Notes is December 13<sup>th</sup>.

**Ways and Means – Roddy Spangler:** Absent. Report attached.

It was reported that 37 spots were sold for the Iowa game which would bring UNOPA's total earnings to \$3,510.00. We will draw a name from those who participated in the parking lot fundraiser at a later meeting. The winner will receive a \$25.00 gift card.

**AD-HOC COMMITTEE REPORTS:**

**Digital Commons – Tonda Humphress:** Absent. No report.

**Marketing – Lisa King:** Absent. No report.

**UNFINISHED BUSINESS**

Judicial Board –

Questions raised concerning UNOPA's participation in the Judicial Board:

- Could UNOPA have a trial period and back out if wanted?
- Could we rotate who sits on the board?

Cathy Robertson clarified that adding the Judicial Board to the Employee Concerns committee would not require a change in the bylaws or standing rules.

No decision was made on whether to participate or not. Discussion will continue at the next meeting.

Secret Friends –

The discussion about making Secret Friends a part of the Outreach committee was tabled for next month's meeting.

**New Business**

Campbell's Soup Labels/Box Tops–

Marcy Tintera emailed Mary Klucas about collecting Campbell's Soup labels and Box Tops. Marci thought we could give to the school neighboring campus. The Board discussed collection becoming part of the Outreach committee. Cathy Robertson also noted that this would be a great idea for the service portion of the Louise Henderson Nelson Award. Discussion will continue at next month's meeting.

The next meeting of the UNOPA Executive Board will be held on Tuesday, January 7, 2014 from 3:00 p.m. to 5:00 p.m. in the 3<sup>rd</sup> Floor Conference Room of the Whittier Building.

Meeting adjourned at 4:03 p.m.

Submitted by: Alycia Libolt, Recording Secretary  
Mary Klucas, President

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**  
**UNOPA Board meeting**  
**December 4, 2013**

TO:  
FROM: Mary Klucas  
COMMITTEE: President  
ATE: December 2, 2013

**Current committee report**

I renewed UNOPA's affiliation with NAEOP.

I received no further questions regarding the Judicial Board. I did send our questions/concerns on. I have not received a response yet.

**Motions**

(This is a motion you know you will be making at the meeting)

"I move to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**December 4, 2013**

**TO:** Mary Klucas  
**FROM:** Breana Garretson  
**COMMITTEE:** Corresponding Secretary  
**DATE:** December 2, 2013

**Current committee report:**

**Mailed:**

**Sympathy Cards:** Cathy Robertson, Linda Luedtke, Family of Pat Lehecka.

**Retirement Card:** Nelvie Lienemann

**With the great amount of assistance from Andrea Peterson, the giving tree setup at the November general meeting was a huge success and I anticipate quite a bit of donations—some of which have already arrived at my office. I'm working on making a list of items to track all that we will be donating and thus far financial donations are \$45.**

**Motions**

**(This is a motion you know you will be making at the meeting)**

"I move to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Motion Maker:** \_\_\_\_\_

**Seconded by:** \_\_\_\_\_



**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**December 4, 2013**

**TO:** Mary Klucas  
**FROM:** Jan Wassenberg  
**COMMITTEE:** Awards  
**DATE:** November 26, 2013

**Current committee report**

**At our November 12 meeting, the 2013 UNOPA Boss of the Year Award was presented to Katie Kerr, Assistant Director, Exploratory and Pre-Professional Advising Center. The 2013 UNOPA Silver Pen Award was presented to Mary Fischer, Office Associate, Marketing Department, College of Business Administration, and the Outstanding Staff Award was presented to Lola Young, Office Associate, Nebraska Forest Service.**

**One of the three judges for the Boss of the Year Award, and five of the six staff awards judges were present for the luncheon. I have received emails or personal notes from several of them saying how they enjoyed being judges for us and how nice it was to be invited to the luncheon.**

**I am currently preparing the paperwork for the awardees to received their monetary award through Payroll and will submit articles to The Scarlett and UNL Today.**

**Motions**

**(This is a motion you know you will be making at the meeting)**

"I move to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Motion Maker:** \_\_\_\_\_

**Seconded by:** \_\_\_\_\_

## Mary Klucas

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**From:** Debra Hendricks  
**Sent:** Tuesday, December 03, 2013 9:31 AM  
**To:** Mary Klucas  
**Subject:** UNOPA Brd meeting

Hi Mary,

I too will be unable to attend the Board meeting on Wednesday. (We have now lost 50% of our support staff, so although that only equates to two people, we're both on serious overload!) I'm planning on doing a brown bag on Dec 13<sup>th</sup> to visit with UNOPA members interested in the Professional Standards Program. That was advertised in the newsletter. Would you please do an announcement at the General Meeting on the 10<sup>th</sup>? Thanks!

Debbie Hendricks, CEOE  
Executive Secretary  
Vice Chancellor for Student Affairs  
University of Nebraska-Lincoln  
106 Canfield Administration Building  
Lincoln, NE 68588-0423  
402-472-9685

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**December 4, 2013**

**TO:** Mary Klucas  
**FROM:** Carol Wusk and Karen Jackson  
**COMMITTEE:** Employee Concerns  
**DATE:** Nov. 26, 2013

**Current committee report**

An e-mail was sent to Chairs of the Employee Concerns committees on Nov. 6<sup>th</sup> requesting reports.

Diane Wasser, University-wide Benefits Committee, reported at the November meeting regarding NuFLEX enrollment and entered a report in UNOPA Notes.

Kathy Bennetch, Chancellor's University Safety Committee had the UNOPA President send out an e-mail regarding problems with signing up for UNL Alerts.

**Motions**

(This is a motion you know you will be making at the meeting)

"I move to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**December 4, 2013**

TO: Mary Klucas  
FROM: Diane Carson  
COMMITTEE: Hospitality  
DATE: November 27, 2013

**Current committee report**

We are turning in expenses of \$46.09 for the centerpieces and prizes for the Awards/Bosses luncheon in November.

Plans are coming along well for the December Christmas luncheon. A table will be provided for the Giving tree and to allow for gifts to be turned in. At this point we have 34 reservations. This luncheon will be in the Arbor Room rather than in the Great Plains Room.

We will be mixing everyone up at this meeting so that people get the chance to sit with new people and get to know each other.

**Motions**

(This is a motion you know you will be making at the meeting)

"I move to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**December 4, 2013**

**TO:** Mary Klucas  
**FROM:** Barbara Homer, Director  
**COMMITTEE:** Membership  
**DATE:** December 2, 2013

**Current committee report**

We currently have 122 members:

- 93 - Active (21 New)
- 3 - Associate
- 6 - Retired
- 1 - Lifetime
- 19 - Honorary

The "Welcome to the University" letters to the new office/service employees from July through October, 2013 have been mailed out. Also, I sent an email to our members who did not renew their membership.

The new member luncheon for members joining last membership year and to date this year is being held on Friday, December 6, 2013, 11:30 AM-1:00 PM, at the Environmental Health & Safety conference room. Pizza, salad, cookies and refreshments will be served. We will also be giving out some door prizes.

**Motions**

(This is a motion you know you will be making at the meeting)

"I move to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**December 4, 2013**

TO: Mary Klucas  
FROM: Jane Schneider  
COMMITTEE: Program  
DATE: 12/4/13

**Current committee report**

UAAD have changed their plans because the person from administration they had lined up to speak can no longer do so. They are working on a tour of the new facilities at the stadium.

**Motions**

(This is a motion you know you will be making at the meeting)

"I move to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**December 4, 2013**

TO: Mary Klucas  
FROM: Roddy Spangler  
COMMITTEE: Ways and Means  
DATE: Nov 26, 2013

**Current committee report**

Husker Football Game-day Parking Lot Statistics

After six home games, here's our stats

UNL vs Wyoming – 54 spots sold

UNL vs Southern Miss – 64 spots sold

UNL vs UCLA – 83 spots sold

UNL vs SDSU – 80 spots sold

UNL vs Illinois – 100 spots sold

UNL vs Northwestern – 78 spots sold

UNL vs Michigan State – 89 spots sold

UNL vs Iowa – ??

For a total of 548 parking spots sold @ \$6.00 each (UNOPA's share) = \$3,288.00

144.5 man-hours have been worked (approximately \$22.75/man-hour earned)

41 UNOPA members have volunteered

9 spouses or friends of UNOPA members have volunteered

11 UNOPA members have worked two of the seven games

4 UNOPA members have worked three of the seven games

1 UNOPA member has worked four of the seven games (Go Jane)

Roddy Spangler

UNOPA Ways and Means Director

A \$25.00 gift certificate will be given to one of the volunteers at the end of the season. All volunteers names will be thrown into the hat for each shift they work for the drawing.

**Motions NONE**

Approved as Presented – March 5, 2014

Minutes of the

UNOPA EXECUTIVE BOARD MEETING

Tuesday, January 7, 2014, 3:04 p.m. – 4:17 p.m.

Whittier Building, 3<sup>rd</sup> Floor Conference Room

President, Mary Klucas, called the meeting to order at 3:04 p.m.

**Roll call** was taken by Alycia Libolt, Recording Secretary

**MEMBERS PRESENT:** Mary Klucas, Jane Schneider, Alycia Libolt, Breana Garretson, Jaime Long, Jan Wassenberg, Mary Guest, Diane Wasser, Carol Wusk, Andrea Peterson, and Roddy Spangler

**MEMBERS ABSENT:** Linda Luedtke, Alicia Arnold, Debbie Hendricks, Karen Jackson, Diane Carson, Barbara Homer, Donette Petersen, Donelle Moormeier, and Cathy Robertson

**AD-HOC MEMBERS PRESENT:** Lisa King

**AD-HOC MEMBERS ABSENT:** Tonda Humphress

**APPROVAL OF EXECUTIVE BOARD MEETING MINUTES FROM DECEMBER 4, 2013**

The minutes from the December 4, 2013 Executive Board meeting were reviewed. The minutes were approved as corrected.

**APPROVAL OF TREASURER'S REPORTS**

The December Treasurer's report was reviewed. The December Treasurer's report will be presented at the February 11, 2014 meeting for approval.

**OFFICER/COMMITTEE REPORTS GIVEN:**

**President – Mary Klucas:** Report attached.

**President-Elect – Jane Schneider:** No report.

**Recording Secretary – Alycia Libolt:** No report.

**Corresponding Secretary – Breana Garretson:** Report attached.

Mary Klucas asked Breana to send a retirement card to Nelvie Lienemann.

**Treasurer – Jaime Long:** Report attached.



Mary Klucas suggested that guidelines for how to handle returned checks should be added to the Treasurer's book.

**Past President – Linda Luedtke:** Absent. No report.

The next deadline for submitting receipts to the Bradley Munn fund is January 15<sup>th</sup>.

**Awards – Jan Wassenberg:** No report.

The deadline to submit nominations for the Rose Frolik Award is February 28<sup>th</sup>. Barbara Homer will be asked to email supervisors of those who are eligible.

**Bylaws – Alicia Arnold:** Absent. No report.

**Career Development – Mary Guest:** No report.

Tom Allison from Career Services will be presenting on the Student Veterans Mentoring Program on January 28<sup>th</sup> from noon to 1:00 pm in the Heritage Room in the Nebraska Union. The deadline to register for the brown bag is Friday, January 24<sup>th</sup>.

A half day career development session is being planned for April with the topic being campus issues.

**Career Development PSP – Debbie Hendricks:** Absent. Report attached.

The PSP brown bag will be held on city campus from noon – 1:00 pm.

**Communication Technology – Diane Wasser:** No report.

**Employee Concerns – Carol Wusk/Karen Jackson:** No report.

**Hospitality – Diane Carson:** Absent. Report attached.

For the annual joint meeting with UAAD, we will not be conducting a business meeting. We will only have the 50/50 drawing and will give away the \$25 gift card for working the parking lot last Fall. UAAD will be collecting canned goods for the Food Bank so please bring any items you wish to donate.

**Membership – Barbara Homer:** Absent. No report.

**Nominating – Donelle Moormeier/Donette Petersen:** Absent. No report.

**Outreach – TBD:** No report.

**Program – Jane Schneider:** No report.

*Jane Schneider moved that UNOPA split the cost of the room rental at Devaney for the January 15, 2014 UAAD/UNOPA joint meeting. The total cost is \$100. Carol Wusk seconded. Motion carried.*

**UNOPA Notes – Andrea Peterson:** No report.

**Ways and Means – Roddy Spangler:** Report attached.

Kristy Rejda was selected as the winner of the \$25 gift card for her participating with the parking lot fundraiser.

**AD-HOC COMMITTEE REPORTS:**

**Digital Commons – Tonda Humphress:** Absent. No report.

**Marketing – Lisa King:** No report.

UNOPA will be advertising for a new marketing intern for the Spring semester.

**UNFINISHED BUSINESS**

Judicial Board –

We still have not received a response to the questions we asked. It was suggested that Mary Klucas contact Susan Moore from Judicial Affairs as it appears the Judicial Board falls under her duties. Mary was also going to speak with UAAD about their response.

Secret Friends –

*Diane Wasser moved to make Secret Friends part of the responsibilities of the Outreach Director and formalize Secret Friends as a regular event. Jan Wassenberg seconded. Motion carried.*

Campbell's Soup Labels/Box Tops–

It was confirmed that the collection of Campbell's Soup Labels and Box Tops is only for the school systems and not daycares. Diane Wasser will contact Lisa Morehouse to see if it possible to drop the collections off at the district office. Discussion will continue at next month's meeting.

The next meeting of the UNOPA Executive Board will be held on Tuesday, February 4, 2014 from 3:00 p.m. to 5:00 p.m. in the East Campus Union.

Meeting adjourned at 4:17 p.m.

Submitted by: Alycia Libolt, Recording Secretary  
Mary Klucas, President

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**January 7, 2014**

TO: Mary Klucas  
FROM:  
COMMITTEE:  
DATE: January 6, 2014

**Current committee report**

Members Alycia Libolt and Carissa Martin have opted to attend the MLK Freedom Breakfast with me and President-Elect Jane Schneider on Friday, January 17, 2014.

**Motions**

(This is a motion you know you will be making at the meeting)

"I move to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**January 7, 2014**

**TO:** Mary Klucas  
**FROM:** Breana Garretson  
**COMMITTEE:** Corresponding Secretary  
**DATE:** January 5, 2014

**Current committee report**

All month was dedicated to encouraging and collecting donations for the Giving Tree project. With help the attached list was compiled to show all of the items we donated on behalf of UNOPA. Mary Klucas and Carissa Martin assisted me with taking all the items to the mission and having our picture taken. Thank you to everyone for all of your help and generosity!

**Motions**

(This is a motion you know you will be making at the meeting)

"I move to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

# Giving Tree Items

## Men's Donations

- 2 pairs Men's Jeans
- 2 pairs Men's Briefs
- 3 ea Men's Cologne
- 4 ea Men's Deodorant
- 2 pairs Men's Dress Socks
- 4 pairs Men's Gloves
- 8 ea Men's Shirts / Sweatshirts / Pants
- 23 pairs Men's Socks

## Women's Donations

- 42 ea Hair Clips / Barrettes
- 90 ea Hair ties
- 1 Pack 50 Count Bobbie Pins
- 6 ea Assorted Nail Polish
- 4 ea Bracelets
- 10 ea Headwraps / Head Bands
- 2 ea Makeup Bag
- 4 ea Assorted perfume / Body powder
- 36 pairs Earrings
- 2 pairs Gloves
- 7 ea Handbags
- 2 ea Scarf's
- 7 ea Shirts / Sweatshirts / Pants
- 12 pairs Socks
- 2 ea Wallet's
- 1 ea Hair Dryer

## Children's Donations

- 1 ea 10 Pack Play-Doh
- 4 ea 100 Pc Kids Art Set / Coloring Books
- 3 ea Boys T-Shirt
- 4 ea Children's Puzzle's
- 4 ea Dolls / Barbie Dolls
- 3 ea Girls Shirts
- 2 ea Kids Journal
- 7 ea Kid's Toys (robot, helicopter, board game, car game, etc)
- 8 pieces Toddler Boy Clothes
- 8 pieces Toddler Girl clothes

## Household Donations

- 1 ea 16 Piece Porcelain Dinnerware
- 1 ea 2014 Mini Wall Calendar
- 6 Packs Baby Wipes / Diapers
- 7 ea Binders
- 6 ea Body Towels

# Giving Tree Items

|          |  |
|----------|--|
| 17 cases | Bottled Water                            |
| 2 ea     | Bubble Bath                              |
| 1 ea     | Chicken Fryer Pan                        |
| 1 ea     | Dental Floss                             |
| 1 ea     | Drawstring Sports Bag                    |
| 1 ea     | Full/Queen Comforter                     |
| 3 packs  | Hand Sanitizer                           |
| 4 packs  | Hand Soap                                |
| 4 pairs  | Kids Mittens                             |
| 15 ea    | Knit Beanie                              |
| 3 ea     | Knitted Hot Pad                          |
| 3 ea     | Knitted Scarf                            |
| 50 ea    | Men's Disposable Razors                  |
| 1 ea     | Playing Cards                            |
| 22 ea    | Shower Gel/ Body Wash / Lotion / Shampoo |
| 16 ea    | Toothbrushes                             |
| 4 ea     | Travel Toothpaste                        |
| 5 ea     | Tubes of Toothpaste                      |
| 2 ea     | Twin Sheet Set                           |
| 27 ea    | Washclothes / Handtowels                 |
| 30 ea    | Women's Disposable Razors                |
| 1 ea     | Women's Hair Dryer                       |

2013 - 2014  
PROPOSED UNOPA BUDGET

| <u>Committee</u>                 | <u>Description of Expense</u>   | <u>Month/Year of Expense</u> | <u>Amount of Expense</u> | <u>Totals</u> | <u>Actual</u> | <u>Totals</u> | <u>Month/Year of Income</u> | <u>Amount of Income</u> | <u>Totals</u> | <u>Actual</u> | <u>Totals</u> |
|----------------------------------|---|------------------------------|--------------------------|---------------|---------------|---------------|-----------------------------|-------------------------|---------------|---------------|---------------|
| <b>President</b>                 |   |                              |                          |               |               |               |                             |                         |               |               |               |
|                                  | NAEOP Affiliation Fee   | November 2013-December 2013  | \$ 50.00                 |               | \$ 38.00      |               |                             |                         |               |               |               |
|                                  | NAEOP membership  | February-14                  | \$ 50.00                 |               |               |               |                             |                         |               |               |               |
|                                  | NEOPA membership  | July-13                      | \$ 15.00                 |               |               |               |                             |                         |               |               |               |
|                                  | MLK Freedom breakfast (two tickets for Pres/Pres Elect)                   | November-13                  | \$ 40.00                 |               | \$ 40.00      |               |                             |                         |               |               |               |
|                                  |   |                              |                          | \$ 155.00     |               | \$ 78.00      |                             |                         | \$ -          |               | \$ -          |
| <b>President - MISCELLANEOUS</b> |   |                              |                          |               |               |               |                             |                         |               |               |               |
|                                  | Fiscal year end audit - thank you   | July-13                      | \$ 25.00                 |               |               |               |                             |                         |               |               |               |
|                                  | 50/50 drawing proceeds  |                              |                          |               |               |               | September-13 - May-14       | \$ 300.00               |               | \$ 184.05     |               |
|                                  | Check to President's Charity  | June-14                      | \$ 300.00                |               |               |               |                             |                         |               |               |               |
|                                  | Central Area Professional Dev   |                              |                          |               |               |               |                             |                         |               |               |               |
|                                  | Workshop basket   | April-14                     | \$ 30.00                 |               |               |               |                             |                         |               |               |               |
|                                  | NEOPA State Basket for  |                              |                          |               |               |               |                             |                         |               |               |               |
|                                  | National conference   | May-14                       | \$ 30.00                 |               |               |               |                             |                         |               |               |               |
|                                  | NEOPA Basket for State  |                              |                          |               |               |               |                             |                         |               |               |               |
|                                  | Conference  | April-14                     | \$ 30.00                 |               | \$ 30.00      |               |                             |                         |               |               |               |
|                                  | PSP Endowment contribution  | June-14                      | \$ 500.00                |               |               |               |                             |                         |               |               |               |
|                                  |   |                              |                          | \$ 915.00     |               | \$ 30.00      |                             |                         | \$ 300.00     |               | \$ 184.05     |
| <b>President-elect</b>           |   |                              |                          |               |               |               |                             |                         |               |               |               |
|                                  | NAEOP membership  | April-14                     | \$ 50.00                 |               |               |               |                             |                         |               |               |               |
|                                  | NEOPA membership  | July-13                      | \$ 15.00                 |               |               |               |                             |                         |               |               |               |
|                                  | Gift for outgoing President (clock and plaque)                            | May-14                       | \$ 75.00                 |               |               |               |                             |                         |               |               |               |
|                                  | NAEOP 2014 annual conference registration                                 | April-14                     | \$ 300.00                |               |               |               |                             |                         |               |               |               |
|                                  | NAEOP 2014 annual conference registration (for 2014-2015 President-Elect) | April-14                     | \$ 300.00                |               |               |               |                             |                         |               |               |               |
|                                  |   |                              |                          | \$ 740.00     |               | \$ -          |                             |                         | \$ -          |               | \$ -          |

2013 - 2014  
PROPOSED UNOPA BUDGET

| <u>Committee</u>                | <u>Description of Expense</u>  | <u>Month/Year of Expense</u> | <u>Amount of Expense</u> | <u>Totals</u> | <u>Actual</u> | <u>Totals</u> | <u>Month/Year of Income</u> | <u>Amount of Income</u> | <u>Totals</u> | <u>Actual</u> | <u>Totals</u> |
|---------------------------------|--|------------------------------|--------------------------|---------------|---------------|---------------|-----------------------------|-------------------------|---------------|---------------|---------------|
| <b>Recording Secretary</b>      |  |                              | \$ -                     |               |               |               |                             |                         |               |               |               |
|                                 |  |                              |                          | \$ -          |               | \$ -          |                             |                         | \$ -          |               | \$ -          |
| <b>Corresponding Secretary</b>  |  |                              |                          |               |               |               |                             |                         |               |               |               |
|                                 | Holiday / Giving Tree  | October-13 - December-13     | \$ 15.00                 |               |               |               |                             |                         |               |               |               |
|                                 | Past President's luncheon - lunch for retirees and past presidents                                 | April-14                     | \$ 250.00                |               |               |               |                             |                         |               |               |               |
|                                 | Flowers - April luncheon - to be used as centerpieces at lunch - given to retirees/past presidents | April-14                     | \$ 50.00                 |               |               |               |                             |                         |               |               |               |
|                                 | Programs   | April-14                     | \$ 50.00                 |               |               |               |                             |                         |               |               |               |
|                                 | Invitations  | April-14                     | \$ 25.00                 |               |               |               |                             |                         |               |               |               |
|                                 | Greeting cards   | Various                      | \$ 20.00                 |               |               |               |                             |                         |               |               |               |
|                                 | Postage  | Various                      | \$ 20.00                 |               |               |               |                             |                         |               |               |               |
|                                 | Photo developing   | Various                      | \$ 20.00                 |               |               |               |                             |                         |               |               |               |
|                                 | Miscellaneous  | Various                      | \$ 25.00                 |               |               |               |                             |                         |               |               |               |
|                                 |  |                              |                          | \$ 475.00     |               | \$ -          |                             |                         | \$ -          |               | \$ -          |
| <b>Treasurer</b>                |  |                              |                          |               |               |               |                             |                         |               |               |               |
|                                 | Checks   | various                      | \$ 10.00                 |               |               |               |                             |                         |               |               |               |
|                                 |  |                              |                          | \$ 10.00      |               | \$ -          |                             |                         | \$ -          |               | \$ -          |
| <b>Immediate Past President</b> |  |                              |                          |               |               |               |                             |                         |               |               |               |
|                                 | Reception - UNOPA members and honor PSP recipients - 2013 NAEOP Conference                         | July-13                      | \$ 100.00                |               |               |               |                             |                         |               |               |               |
|                                 | Corsages for (2) PSP recipients - 2013 NAEOP Conference  | July-13                      | \$ 25.00                 |               | \$ 39.60      |               |                             |                         |               |               |               |
|                                 | Gift for Incoming NEOPA President  | May-14                       | \$ 100.00                |               |               |               |                             |                         |               |               |               |
|                                 | Reception for Incoming NEOPA President   | May-14                       | \$ 100.00                |               |               |               |                             |                         |               |               |               |
|                                 | NAEOP Educational Fund donation  | December-13                  | \$ 25.00                 |               |               |               |                             |                         |               |               |               |
|                                 | NAEOP Marion T Wood Student Scholarship Fund donation  | December-13                  | \$ 25.00                 |               |               |               |                             |                         |               |               |               |
|                                 | NAEOP fee - Louise Henderson Nelson award submission   | March-14                     | \$ 20.00                 |               |               |               |                             |                         |               |               |               |
|                                 |  |                              |                          | \$ 395.00     |               | \$ 39.60      |                             |                         | \$ -          |               | \$ -          |



2013 - 2014  
PROPOSED UNOPA BUDGET

| <u>Committee</u>          | <u>Description of Expense</u>   | <u>Month/Year of Expense</u> | <u>Amount of Expense</u> | <u>Totals</u> | <u>Actual</u> | <u>Totals</u> | <u>Month/Year of Income</u> | <u>Amount of Income</u> | <u>Totals</u> | <u>Actual</u> | <u>Totals</u> |
|---------------------------|---|------------------------------|--------------------------|---------------|---------------|---------------|-----------------------------|-------------------------|---------------|---------------|---------------|
| <b>Awards</b>             |   |                              |                          |               |               |               |                             |                         |               |               |               |
|                           | Floyd S. Oldt Boss of the Year - Award Stipend                                | November-13                  | \$ 500.00                |               | \$ 500.00     |               |                             |                         |               |               |               |
|                           | Floyd S. Oldt Outstanding Staff - Award Stipend                               | November-13                  | \$ 1,000.00              |               | \$ 1,000.00   |               |                             |                         |               |               |               |
|                           | Floyd S. Oldt Silver Pen - Award Stipend (\$600 x 2)                          | November-13                  | \$ 1,200.00              |               | \$ 600.00     |               |                             |                         |               |               |               |
|                           | FICA, Health, Life & Retirement Withholdings for Oldt Awards                  | November-13                  | \$ 400.00                |               | \$ 588.18     |               |                             |                         |               |               |               |
|                           | Oldt Awards - Judges meals, plaques & programs                                | November-13                  | \$ 500.00                |               | \$ 226.25     |               |                             |                         |               |               |               |
|                           | Income from Floyd S Oldt fund - through Human Resources / UNL Foundation      |                              |                          |               |               |               | January-14                  | \$ 3,600.00             |               |               |               |
|                           | Rose Frolik Award Stipend   | April-14                     | \$ 600.00                |               |               |               |                             |                         |               |               |               |
|                           | Frolik Award - Judges meals & plaque  | April-14                     | \$ 100.00                |               |               |               |                             |                         |               |               |               |
|                           | FICA, Health, Life & Retirement for Rose Frolik Award                         | April-14                     | \$ 100.00                |               |               |               |                             |                         |               |               |               |
|                           | NAEOP Olive T Richie Outstanding Staff Award submission                       | March-14                     | \$ 20.00                 |               |               |               |                             |                         |               |               |               |
|                           | NAEOP Administrator of the Year Award submission                              | March-14                     | \$ 20.00                 |               |               |               |                             |                         |               |               |               |
|                           |   |                              |                          | \$ 4,440.00   |               | \$ 2,914.43   |                             |                         | \$ 3,600.00   |               | \$ -          |
| <b>Bylaws</b>             |   |                              |                          |               |               |               |                             |                         |               |               |               |
|                           |   |                              | \$ -                     | \$ -          |               | \$ -          |                             | \$ -                    | \$ -          |               | \$ -          |
| <b>Career Development</b> |   |                              |                          |               |               |               |                             |                         |               |               |               |
|                           | PSP Plaques   | Various                      | \$ 50.00                 |               | \$ 28.36      |               |                             |                         |               |               |               |
|                           | Nebraska Home Sales Professional Development Scholarship donation             |                              |                          |               |               |               | September-13                | \$ 200.00               |               |               |               |
|                           | Nebraska Home Sales - luncheon expense (2)                                    | September-13                 | \$ 20.00                 |               |               |               |                             |                         |               |               |               |
|                           | Workshop (speaker, speaker expenses, lunch refreshments, speaker gift)        | October-13 - April-14        | \$ 1,000.00              |               |               |               | October-13 - April-14       | \$ 600.00               |               |               |               |
|                           | Workshop registrations  |                              |                          |               |               |               | October-13 - April-14       | \$ 175.00               |               |               |               |
|                           | Items for silent auction raffle   |                              |                          |               |               |               |                             |                         |               |               |               |
|                           | Nebraska Home Sales Professional Development Scholarship - recipient expenses | September-13 - June-14       | \$ 200.00                |               |               |               |                             |                         |               |               |               |
|                           |   |                              |                          | \$ 1,270.00   |               | \$ 28.36      |                             |                         | \$ 975.00     |               | \$ -          |

2013 - 2014  
PROPOSED UNOPA BUDGET

| <u>Committee</u>                | <u>Description of Expense</u>   | <u>Month/Year of Expense</u> | <u>Amount of Expense</u> | <u>Totals</u> | <u>Actual</u> | <u>Totals</u> | <u>Month/Year of Income</u> | <u>Amount of Income</u> | <u>Totals</u> | <u>Actual</u> | <u>Totals</u> |
|---------------------------------|---|------------------------------|--------------------------|---------------|---------------|---------------|-----------------------------|-------------------------|---------------|---------------|---------------|
| <b>Communication Technology</b> |   |                              |                          |               |               |               |                             |                         |               |               |               |
|                                 | NAEOP website award contest   | March-14                     | \$ 20.00                 | \$ 20.00      |               | \$ -          |                             |                         | \$ -          |               | \$ -          |
| <b>Employee Concerns</b>        |   |                              | \$ -                     | \$ -          |               | \$ -          |                             |                         | \$ -          |               | \$ -          |
| <b>Hospitality</b>              |   |                              |                          |               |               |               |                             |                         |               |               |               |
|                                 | Decorations/door prizes   | September-13 - May-14        | \$ 200.00                |               | \$ 75.49      |               |                             |                         |               |               |               |
|                                 | Name tags & misc  | Various                      | \$ 50.00                 |               | \$ 36.96      |               |                             |                         |               |               |               |
|                                 | Catering Charges  | Various                      | \$ -                     |               | \$ 1,670.55   |               |                             |                         |               |               |               |
|                                 | Lunch Money Collected   |                              |                          |               |               |               | Various                     | \$ -                    |               | \$ 1,690.00   |               |
|                                 |   |                              |                          | \$ 250.00     |               | \$ 1,783.00   |                             |                         | \$ -          |               | \$ 1,690.00   |
| <b>Membership</b>               |   |                              |                          |               |               |               |                             |                         |               |               |               |
|                                 | Miscellaneous   | various                      | \$ 25.00                 |               |               |               |                             |                         |               |               |               |
|                                 | New Member Luncheons (2)  | September-13 - May-14        | \$ 100.00                |               | \$ 63.24      |               |                             |                         |               |               |               |
|                                 | Candy to distribute to new office employees in UNOPA mugs   | Various                      | \$ 30.00                 |               | \$ 6.98       |               |                             |                         |               |               |               |
|                                 | Membership new/renewals   |                              |                          |               |               |               | various                     | \$ 1,500.00             |               | \$ 1,424.00   |               |
|                                 |   |                              |                          | \$ 155.00     |               | \$ 70.22      |                             |                         | \$ 1,500.00   |               | \$ 1,424.00   |
| <b>Nominating</b>               |   |                              |                          |               |               |               |                             |                         |               |               |               |
|                                 | Printing - ballot and bios  | October-13                   | \$ 10.00                 | \$ 10.00      |               | \$ -          |                             |                         | \$ -          |               | \$ -          |
| <b>Outreach</b>                 |   |                              |                          |               |               |               |                             |                         |               |               |               |
|                                 | Brown Bag Lunches   | September-13 - May-14        | \$ 300.00                |               |               |               |                             |                         |               |               |               |
|                                 | Summer Social - registrations, entertainment, favors, etc. (includes Summer Social for 2012-2013) | May/June-14                  | \$ 600.00                |               | \$ 132.65     |               |                             |                         |               |               |               |
|                                 | Registration payments   |                              |                          |               |               |               | May/June-14                 | \$ 600.00               |               | \$ 185.00     |               |
|                                 |   |                              |                          | \$ 900.00     |               | \$ 132.65     |                             |                         | \$ 600.00     |               | \$ 185.00     |
| <b>Program</b>                  |   |                              |                          |               |               |               |                             |                         |               |               |               |
|                                 | Speaker lunch   | September-13 - May-14        | \$ 75.00                 | \$ 75.00      | \$ 36.54      | \$ 36.54      |                             |                         | \$ -          |               | \$ -          |
| <b>UNOPA Notes</b>              |   |                              |                          |               |               |               |                             |                         |               |               |               |
|                                 | NAEOP newsletter competition fee  | March-14                     | \$ 20.00                 | \$ 20.00      |               | \$ -          |                             |                         | \$ -          |               | \$ -          |
| <b>Ways and Means</b>           |   |                              |                          |               |               |               |                             |                         |               |               |               |
|                                 | Gift Card Drawing for Volunteers  | December-13                  | \$ 25.00                 | \$ 25.00      |               | \$ -          |                             | \$ 2,880.00             | \$ 2,880.00   | \$ 3,534.00   | \$ 3,534.00   |



**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**January 7, 2014**

**TO:** Mary Klucas  
**FROM:** Debbie Hendricks  
**COMMITTEE:** Career Development, Professional Standards Program  
**DATE:** January 3, 2014

**Current committee report**

Six UNOPA members gathered on December 13<sup>th</sup> to discuss the Professional Standards Program, and exactly what it takes to become certified. I believe that three of those individuals will actually be working on getting their materials together. Another work session has been planned during the lunch hour on Friday, January 10<sup>th</sup>. The plan is that individuals will come with materials (certificates, etc.) in hand, so we can physically complete a couple of the required forms and demonstrate how the hours are computed.

**Motions**

(This is a motion you know you will be making at the meeting)

"I move to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**January 7, 2014**

TO: Mary Klucas  
FROM: Diane Carson  
COMMITTEE: Hospitality  
DATE: January 3, 2014

**Current committee report**

With the Holiday shut down and with having to wait to hear about the particulars of where to meet for the tour form UAAD, we have not yet sent out our final flyer for the January meeting. It is not quite as desperate since we are having a brown bag lunch but we still want to know how many are planning to attend.

**Motions**

(This is a motion you know you will be making at the meeting)

"I move to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**January 7, 2014**

TO: Mary Klucas  
FROM: Roddy Spangler  
COMMITTEE: Ways and Means  
DATE: 1/3/14

**Current committee report**

Husker Football Game-day Parking Lot Statistics

After all eight home games, here's our stats

UNL vs Wyoming – 54 spots sold

UNL vs Southern Miss – 64 spots sold

UNL vs UCLA – 83 spots sold

UNL vs SDSU – 80 spots sold

UNL vs Illinois – 100 spots sold

UNL vs Northwestern – 78 spots sold

UNL vs Michigan State – 89 spots sold

UNL vs Iowa – 38 spots sold

Total of 586 parking spots sold @ \$6.00 each (UNOPA's share) = \$3,516.00

*(UNOPA actually received \$3,534.00 from parking services)*

164 man-hours have been worked (approximately \$21.44/man-hour earned)

11 spouses or friends of UNOPA members have volunteered

44 UNOPA members have volunteered

24 UNOPA members worked one game

15 UNOPA members have worked two of the eight games

4 UNOPA members have worked three of the eight games

1 UNOPA member has worked five of the eight games (Go Jane Schneider)

**A \$25.00 gift certificate will be given to one of the volunteers. I have the names prepared to draw at the January Executive Board meeting.**

Roddy Spangler  
UNOPA Ways and Means Director

Attached is list of Fall 2013 Game-day Volunteers ...

Game Day Volunteers  
Fall 2013

|   | Last      | First    | Opponent       | Date       | Coordinator | Member |
|---|-----------|----------|----------------|------------|-------------|--------|
| 1 | Anderson  | Judy     | Wyoming        | 8/31/2013  |             | Yes    |
| 1 | Arnold    | Linda    | Wyoming        | 8/31/2013  |             | Yes    |
| 2 | Arnold    | Linda    | SDSU           | 9/21/2013  |             | Yes    |
| 1 | Arnold    | Alicia   | Illinois       | 10/5/2013  | Yes         | Yes    |
| 2 | Arnold    | Alicia   | Northwestern   | 11/2/2013  |             | Yes    |
| 1 | Bennetch  | Kathy    | Southern Miss  | 9/7/2013   |             | Yes    |
| 2 | Bennetch  | Kathy    | Illinois       | 10/5/2013  |             | Yes    |
| 1 | Bennetch  | Kathy    | Iowa           | 11/29/2013 |             | Yes    |
| 1 | Carson    | Diane    | Wyoming        | 8/31/2013  |             | Yes    |
| 2 | Carson    | Diane    | Southern Miss  | 9/7/2013   |             | Yes    |
| 3 | Carson    | Diane    | SDSU           | 9/21/2013  | Yes         | Yes    |
| 1 | Greer     | Mari     | Wyoming        | 8/31/2013  |             | Yes    |
| 2 | Greer     | Mari     | Iowa           | 11/29/2013 |             | Yes    |
| 1 | Guest     | Mary     | Michigan State | 11/16/2013 | Yes         | Yes    |
| 1 | Harris    | Belva    | Michigan State | 11/16/2013 |             | Yes    |
| 2 | Harris    | Belva    | Iowa           | 11/29/2013 |             | Yes    |
| 1 | Hendricks | Debbie   | Northwestern   | 11/2/2013  | Yes         | Yes    |
| 1 | Homer     | Barb     | Wyoming        | 8/31/2013  | Yes         | Yes    |
| 1 | Hornung   | Cindy    | Southern Miss  | 9/7/2013   |             | Yes    |
| 1 | Humphress | Tonda    | UCLA           | 9/14/2013  | Yes         | Yes    |
| 2 | Humphress | Tonda    | Iowa           | 11/29/2013 |             | Yes    |
|   | Humphress | Glenn    | UCLA           | 9/14/2013  |             | No     |
|   | Humphress | Glenn    | Iowa           | 11/29/2013 |             | No     |
| 1 | Jackson   | Karen    | Michigan State | 11/16/2013 | Yes         | Yes    |
| 1 | Johnson   | Peg      | UCLA           | 9/14/2013  |             | Yes    |
| 1 | Johnson   | Marilyn  | Southern Miss  | 9/7/2013   |             | Yes    |
| 1 | King      | Lisa     | Wyoming        | 8/31/2013  |             | Yes    |
| 2 | King      | Lisa     | Illinois       | 10/5/2013  |             | Yes    |
|   | Klucas    | Rob      | Wyoming        | 8/31/2013  |             | No     |
|   | Klucas    | Rob      | SDSU           | 9/21/2013  |             | No     |
| 1 | Klucas    | Mary     | Wyoming        | 8/31/2013  | Yes         | Yes    |
| 2 | Klucas    | Mary     | SDSU           | 9/21/2013  |             | Yes    |
| 1 | Knight    | Cindy    | Wyoming        | 8/31/2013  |             | Yes    |
| 1 | Libolt    | Alycia   | Southern Miss  | 9/7/2013   | Yes         | Yes    |
| 1 | Liedle    | Tricia   | Wyoming        | 8/31/2013  |             | Yes    |
| 2 | Liedle    | Tricia   | Northwestern   | 11/2/2013  |             | Yes    |
| 1 | Lienemann | Nelvie   | Illinois       | 10/5/2013  |             | Yes    |
| 2 | Lienemann | Nelvie   | Iowa           | 11/29/2013 |             | Yes    |
| 1 | Long      | Jaime    | SDSU           | 9/21/2013  |             | Yes    |
| 2 | Long      | Jaime    | Illinois       | 10/5/2013  | Yes         | Yes    |
| 1 | Moon      | Lorraine | SDSU           | 9/21/2013  |             | Yes    |
|   | Moormeier | Ron      | Iowa           | 11/29/2013 |             | No     |
| 1 | Moormeier | Donelle  | Iowa           | 11/29/2013 | Yes         | Yes    |
| 1 | Petersen  | Donette  | Iowa           | 11/29/2013 | Yes         | Yes    |
| 1 | Peterson  | Andrea   | Southern Miss  | 9/7/2013   | Yes         | Yes    |
| 1 | Predmore  | Debra    | SDSU           | 9/21/2013  |             | Yes    |

Game Day Volunteers  
Fall 2013

|   |            |           |                |            |     |
|---|------------|-----------|----------------|------------|-----|
| 1 | Pyatt      | Marleen   | Iowa           | 11/29/2013 | Yes |
| 1 | Randall    | Karen     | Southern Miss  | 9/7/2013   | Yes |
| 1 | Rejda      | Kristy    | SDSU           | 9/21/2013  | Yes |
| 1 | Robertson  | Cathy     | Wyoming        | 8/31/2013  | Yes |
|   | Rosenau    | Rick      | Illinois       | 10/5/2013  | No  |
|   | Rosenau    | Rick      | Michigan State | 11/16/2013 | No  |
| 1 | Schindler  | Kathy     | UCLA           | 9/14/2013  | Yes |
| 2 | Schindler  | Kathy     | Illinois       | 10/5/2013  | Yes |
| 1 | Schleiger  | Edie      | Illinois       | 10/5/2013  | Yes |
| 2 | Schleiger  | Edie      | Michigan State | 11/16/2013 | Yes |
|   | Schneider  | Scott     | Wyoming        | 8/31/2013  | No  |
| 1 | Schneider  | Jane      | Wyoming        | 8/31/2013  | Yes |
| 2 | Schneider  | Jane      | Southern Miss  | 9/7/2013   | Yes |
| 3 | Schneider  | Jane      | UCLA           | 9/14/2013  | Yes |
| 4 | Schneider  | Jane      | Michigan State | 11/16/2013 | Yes |
| 5 | Schneider  | Jane      | Iowa           | 11/29/2013 | Yes |
| 1 | Spangler   | Roddy     | Wyoming        | 8/31/2013  | Yes |
| 2 | Spangler   | Roddy     | Southern Miss  | 9/7/2013   | Yes |
| 3 | Spangler   | Roddy     | SDSU           | 9/21/2013  | Yes |
|   | Spangler   | Jim       | SDSU           | 9/21/2013  | No  |
| 1 | Tegler     | Mikayla   | Northwestern   | 11/2/2013  | Yes |
| 2 | Tegler     | Mikayla   | Michigan State | 11/16/2013 | Yes |
| 1 | Tintera    | Marcy     | Southern Miss  | 9/7/2013   | Yes |
| 2 | Tintera    | Marcy     | UCLA           | 9/14/2013  | Yes |
| 3 | Tintera    | Marcy     | Illinois       | 10/5/2013  | Yes |
| 1 | Ward       | Tamera    | Illinois       | 10/5/2013  | Yes |
| 2 | Ward       | Tamera    | Northwestern   | 11/2/2013  | Yes |
| 3 | Ward       | Tamera    | Michigan State | 11/16/2013 | Yes |
|   | Ward       | Friend of | Northwestern   | 11/2/2013  | No  |
| 1 | Wassenberg | Jan       | Illinois       | 10/5/2013  | Yes |
| 1 | Wasser     | Diane     | Northwestern   | 11/2/2013  | Yes |
| 2 | Wasser     | Diane     | Michigan State | 11/16/2013 | Yes |
| 1 | Wemhoff    | Cheryl    | SDSU           | 9/21/2013  | Yes |
|   | Wieser     | Connie    | Iowa           | 11/29/2013 | No  |
| 1 | Wusk       | Carol     | Southern Miss  | 9/7/2013   | Yes |
| 1 | Zager      | Beth      | SDSU           | 9/21/2013  | Yes |

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Minutes of the

UNOPA EXECUTIVE BOARD MEETING

Tuesday, February 4, 2014, 3:00 p.m. – 5:00 p.m.

Whittier Building, 3<sup>rd</sup> Floor Conference Room

Meeting was cancelled by President, Mary Klucas.

Submitted by: Alycia Libolt, Recording Secretary  
Mary Klucas, President

Approved as Corrected – April 1, 2014

Minutes of the

UNOPA EXECUTIVE BOARD MEETING

Wednesday, March 5, 2014, 3:06 p.m. – 4:48 p.m.

Whittier Building, 3<sup>rd</sup> Floor Conference Room

President, Mary Klucas, called the meeting to order at 3:06 p.m.

**Roll call** was taken by Alycia Libolt, Recording Secretary

**MEMBERS PRESENT:** Mary Klucas, Jane Schneider, Alycia Libolt, Breana Garretson, Jaime Long, Linda Luedtke, Diane Wasser, Karen Jackson, Donette Petersen, Donelle Moormeier, Andrea Peterson, and Roddy Spangler

**MEMBERS ABSENT:** Jan Wassenberg, Alicia Arnold, Mary Guest, Debbie Hendricks, Carol Wusk, Diane Carson, Barbara Homer, and Cathy Robertson

**AD-HOC MEMBERS PRESENT:** None

**AD-HOC MEMBERS ABSENT:** Tonda Humphress and Lisa King

**APPROVAL OF EXECUTIVE BOARD MEETING MINUTES FROM January 7, 2014**

The minutes from the January 7, 2014 Executive Board meeting were reviewed. The minutes were approved as presented.

**APPROVAL OF TREASURER'S REPORTS**

The January Treasurer's report was reviewed. The January Treasurer's report will be presented at the March 11, 2014 meeting for approval. The February Treasurer's report was reviewed. The February Treasurer's report will be presented at the March 11, 2014 meeting for approval.

**OFFICER/COMMITTEE REPORTS GIVEN:**

**President – Mary Klucas:** Report attached.

**President-Elect – Jane Schneider:** No report.

**Recording Secretary – Alycia Libolt:** No report.

**Corresponding Secretary – Breana Garretson:** Report attached.

**Treasurer – Jaime Long:** No report.

**Past President – Linda Luedtke:** Report attached.

**Awards – Jan Wassenberg:** Absent. Report attached.

**Bylaws – Alicia Arnold:** Absent. No report.

**Career Development – Mary Guest:** Absent. Report attached.

**Career Development PSP – Debbie Hendricks:** Absent. No report.

**Communication Technology – Diane Wasser:** No report.

Mary Klucas announced that the A&S Web Specialist provided feedback about the UNOPA website and would be willing to contract with UNOPA to convert the website to the new template.

**Employee Concerns – Carol Wusk/Karen Jackson:** Report attached.

If possible, we ask that members of each committee discuss the possibility of hosting events on both campuses at their next meeting.

**Hospitality – Diane Carson:** Absent. Report attached.

**Membership – Barbara Homer:** Absent. Report attached.

**Nominating – Donelle Moormeier/Donette Petersen:** Report attached.

Nominees for each position are as follows:

- President-Elect: Barbara Homer and Roddy Spangler
- Recording Secretary: ~~Marcia~~ Marsha Yelden
- Corresponding Secretary: Breana Garretson and Mikayla Tegler
- Treasurer: Alycia Libolt and Andrea Schwartz

We are experiencing issues with ballotbin.com. Survey Monkey may be used for voting.

**Outreach – TBD:** No report.

Mary Klucas reported that Tricia Liedle is considering filling the Director position.

**Program – Jane Schneider:** No report.

**UNOPA Notes – Andrea Peterson:** Report attached.

**Ways and Means – Roddy Spangler:** No report.

#### **AD-HOC COMMITTEE REPORTS:**

**Digital Commons – Tonda Humphress:** Absent. No report.

**Marketing – Lisa King:** Absent. Report attached.

## **UNFINISHED BUSINESS**

### Judicial Board –

Mary Klucas received feedback from Susan Moore about the concerns Board Members had about agreeing to serve on the Judicial Board. A “doodle poll” is used when determining the best time for the hearing to occur. All members of the Board are not required to attend every hearing. There is the possibility that hearings will extend past 5 p.m. or begin after 5 p.m. There are also not separate Boards for academic integrity and behavioral issues. Members are not required to have specific knowledge of class material for academic integrity cases.

*Jane Schneider moved that UNOPA is willing to participate on the Judicial Board and it will be added to Employee Concerns if approved by the Academic Senate. Donelle Moormeier seconded. Motion carried.*

### Campbell’s Soup Labels/Box Tops–

Diane Wasser confirmed that Campbell’s Soup Labels and Box Tops can be dropped off at the District Office. They will be distributed to a different school in Lincoln each month.

*Diane Wasser moved that UNOPA start collecting Box Tops and Campbell’s Soup Labels for LPS District Office to distribute amongst the schools. This will become the responsibility of the Outreach Committee. Andrea Peterson seconded. Motion Carried.*

## **NEW BUSINESS**

### Basket for NEOPA Spring Conference –

Linda Luedtke will be the point person. Our budget is \$30 and the basket theme will be pampering/relaxation. We will continue discussion at next month’s meeting.

### Reception and gift for Incoming NEOPA President –

The Board discussed providing cookies in between sessions. Possible gift ideas were considered within the \$100 budget. We will continue discussion at next month’s meeting.

### Submissions for NAEOP Awards –

Submissions for the newsletter, website, and Louise Henderson Nelson awards are in progress.

### Status of Women –

The Chancellor’s Commission on the Status of Women will be hosting a brown bag lunch to discuss concerns and issues facing staff. The event will be hosting during the Women’s Center’s Women’s Week. Information about the event will be forward to the membership.

### NEOPA bid to NAEOP –

Approved as Corrected – April 1, 2014

The Board discussed the bid to host the 2017 NAEOP Conference in Nebraska. We will wait to view Lola Young's presentation at the General Membership meeting and follow-up with discussion at the April Board meeting.

The next meeting of the UNOPA Executive Board will be held on Tuesday, April 1, 2014 from 3:00 p.m. to 5:00 p.m. in the 3<sup>rd</sup> floor conference room in the Whittier Building.

Meeting adjourned at 4:48 p.m.

Submitted by: Alycia Libolt, Recording Secretary  
Mary Klucas, President

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**March 5, 2014**

TO: Mary Klucas  
FROM:  
COMMITTEE:  
DATE: March 1, 2014

**Current committee report:**

**FEBRUARY REPORT:**

I attended the MLK Freedom Breakfast along with Jane Schneider, Alycia Libolt and Carissa Martin on January 17, 2014.

I have had further communication regarding the Judicial Board. I contacted UAAD President Julie Thomsen to see where UAAD stood on this issue. She reported UAAD Board consensus to make every effort and agree to participate. I also heard back from Sue Moore, Associate Director of Student Judicial Affairs, about our questions. – We'll discuss this further at the meeting.

The chancellor is convening a meeting of the APC, Deans & Directors, Faculty Senate Executive Committee, Senior Administrative Team, and the presidents of UAAD, UNOPA, and ASUN on February 3 regarding the budget reduction process. This will also involve representing UNOPA at APC meetings regarding the budget reduction.

UNOPA has been asked to donate a basket again for the NEOPA Spring Conference.

**MARCH REPORT:**

Attended one APC meeting but nothing done other than to accept the Chancellor's time line.

Nancy Orsborn, University Health Center, contacted me asking about possible UNOPA representation on a committee they had just formed to look at services currently being offered to faculty and staff and what services would be of interest to add. Employee Concerns is overseeing this temporary committee assignment. An email was sent to the Board informing them of this decision on February 26, 2014.

I have request lists of committee members. If you haven't submitted your list please do so as soon as possible.

Mary Guest will be installed as NEOPA President at the Spring Conference on April 11, 2014. UNOPA will need to host a reception and purchase a gift – both things that are traditionally done.

In looking at all of the NAEOP submissions UNOPA should be making, it has come to my attention that while the 2012-13 Board discussed what we ought to be doing nothing has been formalized./

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**March 5, 2014**

TO: Mary Klucas  
FROM: Breana Garretson  
COMMITTEE: Corresponding Secretary  
DATE:

**Current committee report**

FEBRUARY REPORT:

**Sympathy Cards mailed to:**

Jan Wassenberg's Family & Cathy Robertson

**Motions**

(This is a motion you know you will be making at the meeting)

"I move to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**March 5, 2014**

TO: Mary Klucas  
FROM: Linda Luedtke  
COMMITTEE: Past President  
Committee Members: Jaime Long, Diane Wasser, Mary Guest, and Peg Johnson  
DATE: March 5, 2014

**Current committee report**

**FEBRUARY & MARCH REPORTS:**

I had three requests for reimbursement from the Bradley Munn fund and I distributed them to my committee for review. All three were approved. I had one request that was approved last year but never submitted to the foundation for reimbursement. The foundation processed all four requests. The checks came back to me and I mailed them to the recipients. The next deadline for requests is April 15<sup>th</sup> and I have not received any new requests as of today.

I'm currently working on the Louise Henderson Nelson award paperwork to submit to national by March 15<sup>th</sup>.

**Motions**

(This is a motion you know you will be making at the meeting)

"I move to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_



**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**March 5, 2014**

TO: Mary Klucas  
FROM: Jan Wassenberg  
COMMITTEE: Awards  
DATE: 3/3/14

**Current committee report**

I received two nominations for the Rose Frolik Award. I will be getting the materials sent to our three judges this week.

Cheryl Wernhoff has joined the Awards Committee.

Mary, We have an accreditation team on campus this week so I may not be able to attend the Board Meeting. I will have to see how the schedule is going Wednesday, but will contact you if I plan to attend.

**Motions**

(This is a motion you know you will be making at the meeting)

"I move to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**March 5, 2014**

TO: Mary Klucas  
FROM:  
COMMITTEE: Career Development  
DATE:

**Current committee report**

**FEBRUARY REPORT:**

We had 22 people attend the UNOPA brownbag on Tuesday, 1/28, presented by Tom Allison, Corey Rumann and a panel of student veterans.

The committee is continuing to secure speakers for a 3-4 hour workshop to be held in April. Hopefully, this will be confirmed soon.

**MARCH REPORT:**

Cathy Robertson and I are scheduled to meet with Tom Field on March 5 to discuss date and plans for the UNOPA workshop. We are looking at have a workshop during the week of April 28.

**Motions**

(This is a motion you know you will be making at the meeting)

"I move to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**  
**UNOPA Board meeting**  
**March 5, 2014**

TO: Mary Klucas  
FROM: Carol Wusk and Karen Jackson  
COMMITTEE: Employee Concerns  
DATE: March 3, 2014

**Current committee report**

This note was sent to the membership:

The Health Center is considering adding additional services for staff and faculty. We are interested in hearing from staff and faculty to know if they would like and use additional services and if so what services would they be most interested in. Currently we have a committee consisting of staff from the Health Center looking at this idea and would welcome input from a member of your group. A representative from your group would attend the meetings at the Health Center if possible, if that is not possible they could call in or read the minutes and offer feedback..... Edie Schleiger was the first to volunteer.

Kathy Bennetch received this from a concerned member:

A UNOPA member is upset about all the various campus wide meetings never really balancing their events on both campuses. Various examples like Wellness, EAP, Support groups, Weight Watchers were mentioned.

UNOPA does do a good job of making sure we meet on both campuses but many groups do not. We need to continually as push to make sure "all" employees are given the same opportunities to attend activities supported by UNL. Only having occasional meeting here on east campus isn't enough, "all" the events should be on both campuses even if they have to repeat the event to make it happen.

Many employees cannot get away for the extra time it takes to travel between the two campuses. Nor, do they get the support for allowing the extra time from their departments. So, they are not getting those the professional development opportunities. They feel left out.

When we see the event only happening on one campus we should be asking them to think of the other employees on the other campuses. Eventually, they might get the message and change their programming.

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**March 5, 2014**

**TO:** Mary Klucas  
**FROM:** Diane Carson  
**COMMITTEE:** Hospitality  
**DATE:** February 28, 2014

**Current committee report**

Report from February - Reservations are coming in for the luncheon. At this date, we have 18 reservations so am hoping for more these last few days before deadline on the 6<sup>th</sup>. Prizes and centerpieces are planned. We did purchase a couple of pie certificates to give out as part of our prizes for the next few luncheons.

Report for March – We are very excited about our luncheon for March. We are doing an International Theme and each of the Hospitality committee members are decorating two tables with a theme of a country. It will be fun to see what everyone comes up with! Some of the centerpieces will be given away.

As of this date, we have only 16 reservations for the March luncheon with the deadline being Thursday, March 6. It is a brown bag lunch but we still need reservations to have seating reserved. This is as of Febr. 28.

I will be working with Jan Wassenberg and Breana Garretson to make sure tables are reserved for Rose Frolik nominees and their Departments and past presidents for the April meeting. It will be held in the Great Plains Room on East Campus on April 8.

**Motions**

(This is a motion you know you will be making at the meeting)

"I move to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**March 5, 2014**

**TO:** Mary Klucas  
**FROM:** Barbara Homer, Director  
**COMMITTEE:** Membership  
**DATE:** March 3, 2014

**Current committee report**

**FEBRUARY & MARCH Reports:**

**We currently have 127 members:**

- 96 - Active (22 New)
- 5 - Associate
- 6 - Retired
- 1 - Lifetime
- 19 - Honorary

“Welcome to the University” letters to the new office/service employees for November, December 2013 and January 2014 have been mailed.

I received only five responses back from the email I sent to members last December who had not renewed their membership. The reasons were: they had forgotten, retiring soon, changes in job responsibilities, and felt there is very little professional development; mostly social/community outreach.

**Motions**

(This is a motion you know you will be making at the meeting)

"I move to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**March 5, 2014**

**TO:** Mary Klucas  
**FROM:** Donette Petersen and Donelle Moormeier  
**COMMITTEE:** Nominating  
**DATE:** February 26,2014

**Current committee report**

**FEBRUARY REPORT:**

Nomination letter, description of officer duties, and nominating form were emailed to UNOPA members on January 7, 23, and 30, 2014. As of today, we have received a very low response.

Committee will meet 2/4/2014 to start calling nominees and other active members of UNOPA to receive their permission to put their name on the ballot.

2/17/2014 will send Jane Schneider a report on names to be placed on the ballot.

2/25/2014 Bibliographies are due to Nominating Committee

**MARCH REPORT:**

We had six people fill out and return the nomination form to the committee.

The ballot will have:

- Two people for President-Elect
- One person for Recording Secretary
- Two people for Corresponding Secretary
- Two people for Treasurer

March General Meeting nominating committee will ask for floor nominations and announce the nominees.

Bibliographies are being completed by the nominees.

Getting ballotbin.com ready for members to vote. Voting will start around March 24.

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**March 5, 2014**

TO: Mary Klucas  
FROM: Andrea Peterson  
COMMITTEE: UNOPA Notes  
DATE: 1/31/14

**Current committee report**

**FEBRUARY REPORT:**

Please remember to submit information for the March UNOPA Notes Newsletter no later than February 14, 2014.

We will be submitting our March UNOPA Newsletter for Rachel Maynard Award for Excellence in Communication Newsletter/Magazine Contest. Added a copy of submission letter a from 2012.

UNIVERSITY OF NEBRASKA  
OFFICE PROFESSIONALS ASSOCIATION  
University of Nebraska-Lincoln  
PO Box 880541  
Lincoln NE 68588-0541



March 8, 2012

To: NAEOP Past Presidents Council

Re: Rachel Maynard Award for Excellence in Communication Newsletter/Magazine Contest

Enclosed please find three copies of the March UNOPA Notes newsletter and application form.

Per the NAEOP Affiliate Coordinator's instructions, we are including clarification of a couple points of interest:

1. Our newsletter has gone green, therefore, we only send our newsletter electronically to our active membership list. Hard copies are mailed upon individual requests only.
2. Our newsletter contains active links for all workshop registrations, meeting registrations, etc. It also includes active links to all email addresses. This reduces the size of our newsletter considerably as we do not need to supply the forms within the newsletter. Again, hard copies will be mailed upon individual requests only.
3. The newsletter, list of officers and directors, meeting registrations, and workshop registrations can be found on the UNOPA web site: <http://unopa.unl.edu/>

Thank you for considering our application.

Sincerely,

Linda Ratcliffe  
[lratliffel@unl.edu](mailto:lratliffel@unl.edu)  
Editor, UNOPA Notes  
University of Nebraska-Lincoln  
P.O. Box 880541  
Lincoln, NE 68588-0541

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**March 5, 2014**

**TO:** Mary Klucas  
**FROM:** Lisa King  
**COMMITTEE:** Marketing  
**DATE:** 3-3-14

**Current committee report**

I am working with a new intern this semester on the FaceBook dilemma; she thinks she knows about the administrator side of things. We are getting together this week.

**Motions**

(This is a motion you know you will be making at the meeting)

"I move to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_



Approved as Corrected – May 6, 2014

Minutes of the

UNOPA EXECUTIVE BOARD MEETING

Tuesday, April 1, 2014, 3:08 p.m. – 5:00 p.m.

Whittier Building, 3<sup>rd</sup> Floor Conference Room

President, Mary Klucas, called the meeting to order at 3:08 p.m.

**Roll call** was taken by Alycia Libolt, Recording Secretary

**MEMBERS PRESENT:** Mary Klucas, Alycia Libolt, Breana Garretson, Jaime Long, Jan Wassenberg, Diane Wasser, Carol Wusk, Diane Carson, Donette Petersen, Tricia Liedle, Andrea Peterson, and Cathy Robertson

**MEMBERS ABSENT:** Jane Schneider, Linda Luedtke, Alicia Arnold, Mary Guest, Debbie Hendricks, Karen Jackson, ~~Diane Carson~~, Barbara Homer, Donelle Moormeier, and Roddy Spangler

**AD-HOC MEMBERS PRESENT:** None

**AD-HOC MEMBERS ABSENT:** Tonda Humphress and Lisa King

**APPROVAL OF EXECUTIVE BOARD MEETING MINUTES FROM March 5, 2014**

The minutes from the March 5, 2014 Executive Board meeting were reviewed. The minutes were approved as corrected.

**APPROVAL OF TREASURER'S REPORTS**

There was no Treasurer's report for this month. **Statements were not available on the 1<sup>st</sup> day of the month.**

**OFFICER/COMMITTEE REPORTS GIVEN:**

**President – Mary Klucas:** Report attached.

Bill Nunez cancelled his meeting for next week. He mentioned that it is not likely that UNOPA will receive funding from the Chancellor to send members to the NAEOP Annual Conference.

**President-Elect – Jane Schneider:** Absent. No report.

**Recording Secretary – Alycia Libolt:** No report.

**Corresponding Secretary – Breana Garretson:** Report attached.

**Treasurer – Jaime Long:** No report.

**Past President – Linda Luedtke:** Absent. Report attached.

**Awards – Jan Wassenberg:** No report.

**Bylaws – Alicia Arnold:** Absent. No report.

**Career Development – Mary Guest:** Absent. Report attached.

Cathy Robertson was in attendance as the Presidential Advisor, but also on behalf of Mary Guest. Cathy was given voting rights as the representative from the Career Development committee.

**Career Development PSP – Debbie Hendricks:** Absent. No report.

**Communication Technology – Diane Wasser:** Report attached.

**Employee Concerns – Carol Wusk/Karen Jackson:** Report attached.

**Hospitality – Diane Carson:** Report attached.

At this time we currently have thirty-six reservations for the Rose Frolik luncheon.

**Membership – Barbara Homer:** Absent. No report.

**Nominating – Donelle Moormeier/Donette Petersen:** Report attached.

**Outreach – Tricia Liedle:** Report attached.

**Program – Jane Schneider:** Absent. No report.

**UNOPA Notes – Andrea Peterson:** Report attached.

**Ways and Means – Roddy Spangler:** Absent. No report.

#### **AD-HOC COMMITTEE REPORTS:**

**Digital Commons – Tonda Humphress:** Absent. No report.

**Marketing – Lisa King:** Absent. No report.

#### **NEW BUSINESS**

Basket for NEOPA Spring Conference –

Donations are needed by the April 8, 2014 General Membership meeting.

NEOPA bid to NAEOP –

***Diane Wasser moved that UNOPA support NEOPA's bid for the 2017 NAEOP Conference. Cathy Robertson seconded. Motion carried.***

**UNFINISHED BUSINESS**

PSP Endowment Fund –

***Mary Guest moved to discontinue UNOPA's \$500 annual donation to the PSP Endowment Committee and remove this item from the budget. Jan Wassenberg seconded. Motion carried with a 7-4 vote.***

UNOPA Budget Plan for 2014-2015 –

Changes to the proposed budget for 2014-2015 include discontinuing UNOPA's \$500 annual donation to the PSP Endowment Committee and increasing Hospitality's budget for decorations/door prizes from \$200 to \$300. Under Immediate Past President, the year for Corsages for (1) PSP recipient was updated to reflect the 2014 NAEOP Conference. The Summer Social date, under Outreach, was changed to July 2014.

***Diane Carson moved that the 2014-2015 budget be changed to show the changes discussed during the meeting today. Diane Wasser seconded. Motion carried.***

The amended version of the proposed budget is attached.

The next meeting of the UNOPA Executive Board will be held on Tuesday, May 6, 2014 from 3:00 p.m. to 5:00 p.m. in the 3<sup>rd</sup> floor conference room in the Whittier Building.

Meeting adjourned at 5:00 p.m.

Submitted by: Alycia Libolt, Recording Secretary  
Mary Klucas, President

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**  
**UNOPA Board meeting**  
**April 1, 2014**

TO:  
FROM: Mary Klucas  
COMMITTEE: President  
DATE:

**Current committee report**

On March 17, 2014, attended the budget reduction meeting called by the Chancellor. At this meeting he revealed his plan for the reduction. This plan was made available to the campus community on March 19, 2014 via Today@UNL.

On March 20, 2014, the Academic Planning Committee held a special meeting to discuss the budget reduction plan. The next meeting of the APC to discuss this matter is April 9, 2014.

**Motions**

(This is a motion you know you will be making at the meeting)

"I move to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**April 1<sup>st</sup>, 2014**

TO: Mary Klucas  
FROM: Breana Garretson  
COMMITTEE: Corresponding Secretary  
DATE: March 28<sup>th</sup>, 2014

**Current committee report:**

Mailed Sympathy cards to Susan Thomas, Debra Lawrence, & Rhonda Zugmeier.

Prepared the Rose Frolik invitations and mailed out to each past president and honored retiree.  
Currently receiving RSVP's for the luncheon and working on finalizing the program. Also working on the gifts for luncheon.

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**April 1, 2014**

**TO:** Mary Klucas  
**FROM:** Linda Luedtke  
**COMMITTEE:** Past President  
**DATE:** 3/27/14

**Current committee report**

I mailed 3 copies and the original of the Louise Henderson Nelson award packet to NAEOP and received confirmation that it arrived at the national office. It still had to be submitted on paper this year as the rule to change it to electronic submission doesn't start until next year.

I have the wooden box with engraving for UNOPA's gift to Mary Guest when she becomes President of NEOPA at the state conference on April 11. Cathy Robertson is ordering some cookies for the break in the afternoon for her reception. I will not be able to attend the conference so someone else will be presenting Mary with her gift from UNOPA.

I need help with getting items for the spa basket.

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**April 1, 2014**

TO: Mary Klucas  
FROM: Mary Guest  
COMMITTEE: Career Development  
DATE: March 27, 2014

**Current committee report**

The UNOPA Spring Workshop will be held on April 30, 1:30-5:00 in the Nebraska East Union. The schedule for the afternoon will be as follows:

|           |  |
|-----------|--|
| 1:30-2:00 | Kate Engel – Nebraska Innovation Campus Update           |
| 2:00-2:30 | Jennifer Dam Shewchuk – Campus Master Plan Update        |
| 2:30-3:00 | Chuck Schroeder – Rural Futures Institute                |
| 3:00-3:30 | Shane Farritor – Makerspace – Nebraska Innovation Campus |
| 3:30-5:00 | Tom Field – Entrepreneurship and Creativity              |

We are in the process of gathering the final session descriptions, and will have the student who is working with Lisa put together the registration flyer and promote via website, facebook and UNL Today.

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**April 1, 2014**

TO: Mary Klucas  
FROM: Diane Wasser  
COMMITTEE: April 2014 – Technology Committee  
DATE: March 27, 2014

**Current committee report**

In updating the website I have noticed that some material that was on the site in the past is no longer there. I would like to have input as to what members would like to have on the website that is currently missing. Also if there are materials that are logically under the wrong heading.

Would it be possible to send something out to the membership asking for their input?



**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**April 1, 2014**

**TO:** Mary Klucas  
**FROM:** Carol Wusk/Karen Jackson  
**COMMITTEE:** Employee Concerns  
**DATE:** March 28, 2014

**Current committee report**

Edie Schleiger is serving on the Health Center Committee. If there are services that people would like to see offered to faculty/staff please let her know. They are working on a brochure for distribution.

The Spring meeting of the U-Wide Benefits Committee will be in April. If anyone has any concerns they need to contact Diane Wasser as soon as possible.

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**April 1, 2014**

**TO:** Mary Klucas  
**FROM:** Diane Carson  
**COMMITTEE:** Hospitality  
**DATE:** March 28, 2014

**Current committee report**

Plans are set for the luncheon menu, centerpieces and prizes for the Rose Frolik luncheon. I am working with Jan Wassenberg on the Rose Frolik awards and reserving tables for the candidates and their office staff. Breana Garretson and I will be keeping in close contact on the number of replies from past presidents and retirees who will be attending the luncheon. Reservations for their lunches and special tables will be made.

At this point we have 19 reservations with the deadline being a week from today.

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**  
**UNOPA Board meeting**  
**April 1, 2014**

TO: Mary Klucas  
FROM: Donelle Moormeier and Donette Petersen, Co-Directors  
COMMITTEE: Nominating Committee  
DATE: March 27, 2014

**Current committee report**

Nominations were closed at the general membership meeting on March 11, 2014. The slate of nominees for 2014/2015 UNOPA officers is as follows:

President Elect – Barb Homer and Roddy Spangler  
Recording Secretary – Marsha Yelden  
Corresponding Secretary – Breana Garretson and Mikayla Tegler  
Treasurer - Alycia Libolt and Andrea Schwartz

Ballots were done on Survey Monkey, sent to the membership by the President, Mary Klucas, on Monday, March 24, 2014. Voting will close at 5:00 p.m. on Tuesday, April 1, 2014.

Mary received several emails with feedback as follows:

1. Member suggested we also send along a hard copy of the candidates bios. (I actually meant to do that and forgot!) This would help people see who was running prior to entering Survey Monkey.
2. A couple of members suggested that we have an “Abstain” option for each office. Both commented that they had the same sort of issue with NAEOP and NEOPA in the last year since going to electronic ballots.
3. Barb Homer asked if the email went to all the members on the ListServ. There are Associate members on the ListServ and they are not able to vote. My suggestion to this is that we should have two ListServ’s, one with voting members and the other with Associate members so this doesn’t happen.

PRESIDENT’S NOTE: I sent the ballots out on Friday, March 21, 2014. MLK

## Mary Klucas

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**From:** Tricia Ann Liedle <pliedle@nebraska.edu>  
**Sent:** Wednesday, March 26, 2014 9:51 PM  
**To:** Mary Klucas  
**Subject:** Re: Call for UNOPA Reports for April 1, 2014, Executive Board Meeting

Current committee members for Outreach/Summer Social are:

Tricia Liedle – Chair  
Diane Carsen  
Mikayla Tegler  
Mary Klucas

Thank you Social Committee Chair

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**From:** Mary Klucas <mary.klucas@unl.edu>  
**Date:** Wednesday, March 26, 2014 4:44 PM  
**To:** Alicia N Arnold <aarnold6@unl.edu>, Alycia A Libolt <alibolt2@unl.edu>, Andrea L Peterson <apeterson7@unl.edu>, Barbara Homer <bhomer@unomaha.edu>, Breana C Garretson <bgarretson2@unl.edu>, Carol J Wusk <cwusk1@unl.edu>, Catherine B Robertson <crobertson@huskers.com>, Debra J Hendricks <debra.hendricks@unl.edu>, Diane K Carson <dcarson2@unl.edu>, Diane M Wasser <dwasser1@unl.edu>, Donelle J Moormeier <dmoormeier1@unl.edu>, Donette M Petersen <dpetersen1@unl.edu>, Jaime R Long <jlong5@unl.edu>, Nancy J Schneider <jane.schneider@unl.edu>, Janice S Wassenberg <jwassenberg1@unl.edu>, Karen L Jackson <kjackson2@unl.edu>, Linda A Luedtke <lluedtke1@unl.edu>, Lisa P King <lking2@unl.edu>, Mary M Guest <mary.guest@unl.edu>, Roddy R Spangler <rspangler2@unl.edu>, Tonda N Humphress <thumphress1@unl.edu>, Patricia Ann Liedle <patricia.liedle@unl.edu>  
**Subject:** Call for UNOPA Reports for April 1, 2014, Executive Board Meeting

Hello,

This is an official call for your reports for the April 1, 2014, Executive Board meeting. Attached is the UNOPA Committee Report-April 2014. Please send me your report as soon as possible but no later than 11:00 a.m. on Friday, March 28, 2014.

When saving the document please add your committee name to the end of the title. For example, mine would be *UNOPA committee report-April 2014-President*. You do NOT need to send the form if you have no report but please respond to my email with that information.

Thanks!

Mary

Mary L. Klucas  
UNOPA President 2013-2014  
“Stepping Up & Stepping Out... making UNL a friendlier place”  
unopa.unl.edu

Administrative Associate  
College of Arts & Sciences Dean's Office  
University of Nebraska-Lincoln

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**  
**UNOPA Board meeting**  
**April 1, 2014**

**TO:** Mary Klucas  
**FROM:** Andrea Peterson  
**COMMITTEE:** UNOPA Notes  
**DATE:** 3/27/14

**Current committee report**

Please remember to submit information for the May UNOPA Notes Newsletter no later than April 11, 2014.