

2015

2015-16 UNOPA Executive Board Minutes

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Approved as corrected by UNOPA Board September 1, 2015

UNOPA Executive Board Meeting Minutes

August 4, 2015

4:00 p.m.-5:00 p.m.

Whittier Building, 3rd Floor Conference Room

CALL TO ORDER

President Roddy Spangler called the meeting to order at 4:05 p.m.

Roll Call was taken by Judy Anderson, recording secretary.

MEMBERS PRESENT

Roddy Spangler, Judy Anderson, Marsha Yelden, Alycia Libolt, Jane Schneider, Lorraine Moon, Mary Klucas, Edie Schleiger, Breana Garretson, Jaime Long, Marilyn Johnson, Donelle Moormeier, Barbara Homer, Linda Arnold

MEMBERS ABSENT

Tricia Liedle, Sara Luther, Debbie Hendricks, **Jan Wassenberg, Donette Petersen**

AD-HOC COMMITTEE MEMBERS PRESENT

None

AD-HOC COMMITTEE MEMBERS ABSENT

Paige Glasshoff, Lisa King

APPROVAL OF MINUTES

Minutes of the June 9, 2015, Executive Board Meeting were approved as corrected.

TREASURER'S REPORT

The treasurer's report was filed for audit.

OFFICER/COMMITTEE REPORTS

President. Report attached. In addition, the UNOPA website won first place **and UNOPA Notes won second place** at the NAEOP Conference. We received a thank you note from Barb Homer for the gift and support upon being awarded the NAEOP Office Professional of the Year.

President-elect. Report attached. In addition, someone from Matt Talbot Kitchen & Outreach (Roddy's charity) will be the speaker at our first meeting. Discussed new employee gifts.

Recording Secretary. No report.

Corresponding Secretary. Marsha is unable to attend the Summer Social and asked for someone to take pictures.

Treasurer. Debit card was received from the new bank.

Past President/Bradley Munn. Checked on dates for deadlines.

Awards. Jane commented that the guidelines needed to be updated. She, **Tricia**, Mary Guest, and Sara will work together on this.

Bylaws. Jane and Mary Guest will help with this, with assistance by Mary Klucas. (Still vacant.)

Career Development & PSP. Report attached.

Communication Technology. Report attached. *Mary Klucas moved: To amend the UNOPA budget for 2015-16 to add a one-time line item for up to \$600 to use for hiring someone to aid with the UNOPA website—to clean up/arrange the site—to make it more user friendly. Seconded by Jane Schneider. Motion passed.*

Employee Concerns. Still needing people for Faculty Senate, Campus Rec, and Parking Appeals committees. Jaime noted that some membership forms submitted showed interest in committee membership and she would let Edie know.

Hospitality. Was waiting for the list of events and plans and will now get the committee started to work.

Membership. Reported 48 memberships received: 42 active, 3 retired, and 3 associate. Will be doing more recruiting, reminding and following up with new employees.

Nominating. No report.

Outreach. No report. (Still vacant.) The Secret Friend program was brought up and it was reported that Marcy Tintera would continue collecting labels.

Program. Report attached.

UNOPA Notes. The deadline for submitting to Notes will be the Monday after the General Meeting (in this case the Summer Social), August 17. **Lindsay Augustyn** in on the committee.

Ways and Means. Report attached. Discussed staffing the football parking lots and decided publishing the sign up lists seemed to work the best. A form will be sent to board members to sign up for specific games to find volunteers for.

AD-HOC COMMITTEE REPORTS

No reports were given.

UNFINISHED BUSINESS

The purchase of umbrellas was discussed and it was decided we needed to see a couple of different quotes that would hopefully be closer to the \$5 each range.

There were 31 members signed up for the Summer Social.

NEW BUSINESS

Discussed whether to link UNOPA Notes to the NEOPA and NAEOP **websites newsletters**. Checking the suggestions on the award critiques from NAEOP.

The next meeting of the Executive Board will be September 1, 2015, at 4:00 p.m. at the Whittier Building.

The meeting was adjourned at 5:06 p.m.

Submitted by Judy Anderson, recording secretary

Approved as corrected by UNOPA Board October 6, 2015

UNOPA Executive Board Meeting Minutes

September 1, 2015

4:00 p.m.-5:00 p.m.

Whittier Building, 3rd Floor Conference Room

CALL TO ORDER

President Roddy Spangler called the meeting to order at 4:00 p.m.

Roll Call was taken by Judy Anderson, recording secretary.

MEMBERS PRESENT

Roddy Spangler, Tricia Liedle, Judy Anderson, Marsha Yelden, Alycia Libolt, Jane Schneider, Lorraine Moon, Edie Schleiger, Breana Garretson, Jaime Long, Marilyn Johnson, Donelle Moormeier, Donette Petersen, Jan Wassenberg, Linda Arnold

MEMBERS ABSENT

Sara Luther, Debbie Hendricks, Mary Klucas, Carol Wusk, Barbara Homer

AD-HOC COMMITTEE MEMBERS PRESENT

None

AD-HOC COMMITTEE MEMBERS ABSENT

Paige Glasshoff, Lisa King

APPROVAL OF MINUTES

Minutes of the August 4, 2015, Executive Board Meeting were approved as corrected.

TREASURER'S REPORT

Report attached. The treasurer's report was accepted and will be presented to the general membership. Alycia received confirmation that the expense for Barb Homer's gift should fall under the past president's expense line. Alycia had also prepared documents and forms for the UNOPA debit card policies that she created using UNL's guidelines. It was decided to remove all UNL references and to ask Marlene Pyatt to look it over. The Monthly Expense Report form will be modified to include a debit card usage notation.

OFFICER/COMMITTEE REPORTS

President. Report attached. In addition, Roddy stressed the need to respond to any surveys and to attend the forums for the Chancellor's Search. Discussed the fact that some retired members may not have computers and therefore not able to receive UNOPA correspondence or see UNOPA Notes. So far, no retired members without computers have renewed their membership, but the committee will watch for it.

President-elect. Report attached. In addition, four sample umbrellas from Bob Stephens were passed around and it was unanimous on the two-toned favorite. Tricia will also check with **UNL and** Frosty's Specialty Advertising to see what **they** would be able to offer.

Recording Secretary. No report.

Corresponding Secretary. Report attached. In addition, it was decided that Matt Talbot Kitchen, our 50/50 recipient, would also be the recipient of the Giving Tree donations.

Past President/Bradley Munn. Report attached.

Awards. It was noted that the **UNOPA** Floyd S. Oldt Award is not open to managerial/professional staff, only to office/service staff. Sara will need to make sure this is noted in the description of the award.

Bylaws. (Still vacant.)

Career Development & PSP. Report attached.

Communication Technology. Report attached.

Employee Concerns. Report attached.

Hospitality. Report attached. In addition, there was discussion on meal prices and venues and the possibility of not offering meals due to less participation.

Membership. Report attached: 64 memberships received: 48 active, 4 associate, 5 retired, 5 new, 1 honorary, and 1 lifetime.

Nominating. No report.

Outreach. No report. (Still vacant.) There were 11 members listed in the membership report as being interested in the Secret Friend program.

Program. Report attached.

UNOPA Notes. Report attached. The deadline for submitting articles for Notes is September 14.

Ways and Means. Parking lot sign up is full for the September 5th game. A sign-up sheet for the next game will be available at ~~the parking lot~~ **the General Meeting**.

AD-HOC COMMITTEE REPORTS

No reports were given.

UNFINISHED BUSINESS

It was the consensus of the board that we would not share the parking lot duties with UAAD.

NEW BUSINESS

None.

The next meeting of the Executive Board will be October 6, 2015, at 4:00 p.m. at the Whittier Building.

The meeting was adjourned at 5:20 p.m.

Submitted by Judy Anderson, recording secretary

UNOPA Treasurer's Report -- August 2015

Beginning Checking Account Balance - 8/1/15		Balances: \$ 5,866.89
Income:		
Deposit - 8/14/15	\$ 122.00	
Deposit - 8/28/15	\$ 62.00	
		Total Income: \$ 184.00
Expenses:		
1001 - Jane Schneider - Barbara Homer Gift (Past President)	\$ 100.00	
1002 - Linda Arnold - Parking Lot Signage (Ways & Means)	\$ 143.38	
1003 - Debbie Hendricks - Corsages (Career Development - PSP)	\$ 19.57	
		Total Expenses: \$ 262.95
Ending Checking Account Balance - 8/31/15		<u>\$ 5,787.94</u>

Beginning Cost Center Balance - 8/1/15		\$ 255.00
Income:		
Membership Dues - 8/17/15	\$ 90.00	
		Total Income: \$ 90.00
Expenses:		
Roddy Spangler - NAEOP Expenses (President Misc.)	\$ 300.00	
Barbara Homer - NAEOP Expenses (President Misc.)	\$ 125.00	
Debbie Hendricks - NAEOP Expenses (President Misc.)	\$ 125.00	
Mary Guest - NAEOP Expenses (President Misc.)	\$ 125.00	
Diane Wasser- NAEOP Expenses (President Misc.)	\$ 125.00	
Lola Young- NAEOP Expenses (President Misc.)	\$ 125.00	
Eddie Schleiger- NAEOP Expenses (President Misc.)	\$ 125.00	
Mari Greer- NAEOP Expenses (President Misc.)	\$ 124.57	
UNL Mail Services - 1 Piece (Corresponding Secretary)	\$ 0.48	
		Total Expenses: \$ 1,175.05
Ending Cost Center Balance - 8/31/15		<u>\$ (830.05)</u>

Ending Checking Account Balance - 8/31/15	\$ 5,787.94
Ending Cost Center Balance - 8/31/15	\$ (830.05)
Total Funds Available:	<u>\$ 4,957.89</u>

Savings Account Balance - 8/31/15	\$ 11,498.48
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55th Anniversary Balance: \$93.00 - \$6.36 = \$86.64

OFFICER REPORTS – September 1, 2015

President

I encourage each of you to respond to the survey sent out by the Office of the President dated 8/31/15. It is our opportunity to add our input on the search for UNL's next Chancellor. There are also two opportunities for us to meet with the consultants.

- September 9, 1:30 – 2:15pm, in the Ubuntu Room (202) of the Jackie Gaughan Multicultural Center is open to UNOPA and UAAD membership.
- September 10, 10am in the City Campus Student Union auditorium is open to all faculty, staff, students and the public.

Also, as mentioned in our newsletter, Lindsay Augustyn has been selected to be on the Chancellor Search Committee.

As president of UNOPA I have been invited to attend UNL Deans and Directors meetings. Meetings will be 8:30am – 10:00am on **September 15**, November 3, February 2, and April 5. I intend to encourage the Deans and Directors to support and allow their staff to participate in UNOPA. I will share any pertinent information learned at the meetings with the UNOPA Board.

Carol Wusk has agreed to be co-director of Employee Concerns, working with Edie Schleiger. Welcome to the board Carol.

Joy Blythe from Matt Talbot Kitchen and Outreach will be the guest speaker at our September General Meeting to speak about Matt Talbot's mission. She is the coordinator of volunteers. She will be joining us for lunch.

I received a compliment regarding UNOPA's use of Eventbrite for event registration. So, thank you to Breana and her committee for initiating the use of that.

I also received a number of compliments on our first newsletter, they especially like the new layout. Thank you to Barb Homer and Jane Schneider.

I have made several contacts regarding a chair for the Professional Development Programs Committee. Mary Guest has indicated she will help, but not chair. A new member, Gretchen Mills, has also indicated an interest helping with the committee, but I didn't want to contact her until we had a chair lined-up. If you have any suggestions, let me know. Other open chair positions are Bylaws and Outreach.

I have completed the NAEOP Affiliate Renewal form and will pass it on to Alycia Libolt to send in with the \$44.00 fee.

President-elect

Umbrella samples are available to look at at today's board meeting with prices on each tag. A one-time set-up fee will be \$62.50. If we want two colors on the imprinted logo, there may be extra charges.

Corresponding Secretary

One cards was sent:

August 18, 2015 Pat Hust Sympathy card (husband)

Working on identifying Giving Tree recipient. Open to any and all suggestions. Matt Talbot Kitchen is the 50/50 recipient this year. Does it make sense to consider them?

Past President/Bradley Munn

Applications are due by October 15, January 15, and April 15. The review board will meet shortly after each date, and notify applicants of decisions within two weeks. Applications may be sent any time, and will be reviewed after the following due date.

Career Development & PSP

Debbie Hendricks will be ordering a PSP plaque for Mari Greer. This will be presented to Mari at the November meeting. If any other UNOPA members receive their PSP by September 15, Debbie will order plaques for them. Those could also be presented at the November UNOPA meeting.

Debbie and I are considering a PSP brown bag meeting in either late September or in October.

Communication Technology

My committee members are Andrea Peterson, Marcy Tintera, and Rebecca Waldman.

I have started working with Mike O'Connor on the changes to the UNOPA website. We met initially to discuss our ideas for the changes and found they meshed well. He and I have met twice. To date he has spent approximately 8 hours on our site. Most of what he has done is up and can be viewed. The changes include: navigation title, order and what falls under the navigation; UNOPA Notes past issues page; Officers and Directors page. He also has set up a Google analytics account so we can track traffic on our site. Further changes include the meeting schedule page and adding text to our main pages off the navigation. Once he has our changes done he'll run the UNL web audit report and do any clean up needed. I believe this is the first major cleanup of our site since moving to the UNL Content Management System (CMS) several years ago.

Employee Concerns

I wanted to report that the Employee Concerns committees are now close to completed. Carol Wusk has agreed to serve as the Co-Director for this year, taking over as the Director next year. Donelle Moormeier has agreed to serve on the Faculty Senate this academic year. It looks like the Parking Appeals Committee no longer meets, so the expiring position won't be filled and unless things change, I propose that we don't fill the other two positions when they expire. Finally, the Campus Recreation Advisory committee position will remain empty. I can't seem to find a member that is a Campus Rec member and willing to serve.

Hospitality

Hospitality is working on arranging the menu, theme and décor/giveaways for the entire year. We are down to 3 committee members with two more on the fence if they have the time to commit to being on the committee at this point in time or not.

As far as the menu is concerned I would like to discuss the options of subsidizing either the Rose Frolik luncheon and/or the Boss's Luncheon for UNOPA members only and possibly slightly reducing the meals for guests and other attendees but in an effort to push people to renew their memberships. I would also like to discuss my concerns for the Rose Frolik meeting being moved to NET even though I know the East Campus Union Great Plains Room is completely booked for that week.

Membership

We currently have 64 members:

- Active Renewals - 48
- Associate - 4
- Retired - 5
- New - 5
- Honorary - 1
- Lifetime - 1

We sent out letters and a schedule of events to new employees. Marilyn will keep a spreadsheet of responses, so we can follow-up with the new employees in a month or two.

We will be sending emails to people who used to be members, but are no longer and try to recruit them and/or get feedback as to why they are no longer members.

Here is a list of the people interested in doing Secret Friends:

- Kathy Bennetch
- Mari Greer
- Mary Guest
- Barbara Homer
- Tonda Humphress
- Marilyn Johnson
- Rosann Kevil
- Tricia Liedle
- Roddy Spangler
- Marcy Tintera
- Diane Wasser

If you could please send out another renewal reminder email, that would be great!

Program

Current committee report

Below is the final schedule for 2015-2016 UNOPA Meetings with 2 Outreach events. **Bold** is update since August report.

Date and Location

Speaker

September 8 @ ECU Great Plains Room

Roddy's Charity from **Matt Talbot Kitchen**

October 13 @ **City Union in Georgian Suite**

Courtney Smith from Campus Wellness on **Wheels**

Nov. 5 @ ECU Union

Wellness on Wheels from 8:00—9:30am for Outreach

November 12 @ City Union

Wellness on Wheels from 8:00—9:30am for Outreach

November 10 @ ECU Great Plains Room

Floyd S. Oldt Awards/Boss's Luncheon and Giving Tree

December 8 @ **City Union Ballroom**

Pius X Men's Choir

January 20 @ ?? ECU ?? by UAAD

UAAD hosting Backyard Farmer

February 9 @ NET on East Campus

Planning for Committee Director's to give brief talks to help recruit volunteers to be directors or be on the nominating ballot

March 8 @ East Campus Recreational Facility (15 per group preferred)

11:45am Groups 1 & 2 tour the facility Groups 3 & 4 enjoy lunch

12:15pm Groups 3 & 4 tour the facility Groups 1 & 2 enjoy lunch

12:45pm Everyone gathers in an area for short business meeting and 50/50, etc.

April 12 @ NET on East Campus

Rose Frolik Award

May 10 @ NET on East Campus

Installation

NOTE: NET does not charge unless we need A/V which is \$50

UNOPA Notes

On August 25, the September issue was distributed to membership.

The deadline to submit articles for the October issue is Monday, September 14.

Approved as submitted by UNOPA Board November 3, 2015

UNOPA Executive Board Meeting Minutes

October 6, 2015

4:00 p.m.-5:00 p.m.

Whittier Building, 3rd Floor Conference Room

CALL TO ORDER

President Roddy Spangler called the meeting to order at 4:00 p.m.

Roll Call was taken by Judy Anderson, recording secretary.

MEMBERS PRESENT

Roddy Spangler, Tricia Liedle, Judy Anderson, Marsha Yelden, Alycia Libolt, Mary Klucas, Edie Schleiger, Breana Garretson, Marilyn Johnson, Barbara Homer, Linda Arnold

MEMBERS ABSENT

Jane Schneider, Sara Luther, Lorraine Moon, Debbie Hendricks, Carol Wusk, Jaime Long, Donelle Moormeier, Donette Petersen, Jan Wassenberg

AD-HOC COMMITTEE MEMBERS PRESENT

Kelsey Sims

AD-HOC COMMITTEE MEMBERS ABSENT

Paige Glasshoff

APPROVAL OF MINUTES

Minutes of the September 1, 2015, Executive Board Meeting were approved as corrected.

TREASURER'S REPORT

Report attached. The treasurer's report was accepted and will be presented to the general membership. In addition, discussed the new debit card policies specific to UNOPA due to chairperson changes every year and it was decided that the president-elect will reconcile the treasurer's debit card. The Monthly Expense Report form will be modified to include a debit card usage notation.

OFFICER/COMMITTEE REPORTS

President. Report attached.

President-elect/Program. Reports attached. In addition, there was discussion on a possible donation for the December general meeting entertainment. **Mary Klucas moved: "That UNOPA donate \$150 to Pius X High School for the group scheduled to perform at the December 2015 General Membership Meeting." Seconded by Marilyn Johnson, the motion passed.** After reviewing sample umbrellas from Bob Stephens, Frosty, and UNL, it was decided to go with the two-toned umbrella from Bob Stephens. It was decided that the new umbrellas would be presented to all current 2015-16 members, new members joining during the year, and possibly guest speakers. Tricia Liedle moved: **"That UNOPA order 200 umbrellas from Bob Stephens. Increase the budget from \$250 to \$1,800 for the purchase of umbrellas replacing the coffee mugs." Seconded by Edie Schleiger, the motion passed.**

Recording Secretary. No report.

Corresponding Secretary. The Giving Tree will be at both the November and December meetings with Matt Talbot Kitchen & Outreach being the recipient.

Past President/Bradley Munn. No report.

Membership. Report attached: 99 memberships received: 61 active, 5 associate, 8 retired, 8 new, 16 honorary, and 1 lifetime.

Hospitality. Currently, there are 32 signed up for the General Membership Meeting and 8 for the Brown Bag.

Awards. Report attached.

Career Development & PSP. Report attached.

Communication Technology. Report attached. In addition, Mary stated they are about 80% done with the website updates and getting very close to the \$600 budget for Mike O'Connor's work. She is currently looking for/requesting newer pictures for the photo gallery.

Employee Concerns. No report.

Nominating. No report.

UNOPA Notes. The deadline for submitting articles for Notes is October 19.

Ways and Means. Report attached.

Bylaws. (Still vacant.)

Outreach. (Still vacant.)

AD-HOC COMMITTEE REPORTS

Digital Commons: No report.

Marketing: Kelsey reported that since she is very new to the position she is still figuring out whom to talk to. The UNOPA Facebook page needs a big update, but she has been unable to change the administrator. She will check with Jaime.

UNFINISHED BUSINESS

Diane Wasser has agreed to organize the Secret Friends group.

Discussed the fact that due to the new employee levels, many of our members are now managerial/professional and do not qualify for UNOPA awards. Roddy, Tricia, Barb (and possibly Jane) will check on the funding agreement with the Foundation as well as with Bruce Currin.

NEW BUSINESS

None.

The next meeting of the Executive Board will be November 3, 2015, at 4:00 p.m. at the Whittier Building.

The meeting was adjourned at 5:09 p.m.

Submitted by Judy Anderson, recording secretary

UNOPA Treasurer's Report – September 2015

Beginning Checking Account Balance - 9/1/15

Balances:
\$ 5,787.94

Income:

Deposit - 9/10/15	\$ 129.00
Deposit - 9/24/15	\$ 147.00

Total Income: \$ 276.00

Expenses:

Debit - Walgreens - Candy for Tables/Giveaways (Hospitality)	\$ 19.97
1004 - NAEOP - UNOPA Affiliation (President)	\$ 44.00
1005 - Breana Garretson - Centerpieces/Giveaways (Hospitality)	\$ 43.63
Debit - Walmart - Centerpieces (Hospitality)	\$ 28.60
1006 - NAEOP - Annual Membership (President)	\$ 50.00
1007 -Jaime Long - Candy for Mugs (Membership)	\$ 7.77

Total Expenses: \$ 193.97

Ending Checking Account Balance - 9/30/15

\$ 5,869.97

Beginning Cost Center Balance - 9/1/15

\$ (830.05)

Income:

Membership Dues - 9/28/15	\$ 15.00
Membership Dues - 9/28/15 (Greer Correction)	\$ (15.00)

Total Income: \$ -

Expenses:

Nebraska East Union - September Luncheon (Hospitality)	\$ 135.30
UNL Mail Services - 2 Piece (Treasurer)	\$ 0.96

Total Expenses: \$ 136.26

Ending Cost Center Balance - 9/30/15

\$ (966.31)

Ending Checking Account Balance - 9/30/15

\$ 5,869.97

Ending Cost Center Balance - 9/30/15

\$ (966.31)

Total Funds Available:

\$ 4,903.66

Savings Account Balance - 9/30/15

\$ 11,499.61

55th Anniversary Balance: \$93.00 - \$6.36 = \$86.64

OFFICER REPORTS – October 6, 2015

Treasurer

The Debit Card Policies and Procedures and Cardholder Agreement were ran by Marlene Pyatt as suggested at the last Board meeting. I have made all necessary changes that Marlene deemed necessary. However, as a cardholder I am in conflict with the policies and procedures as written since I should not be reconciling my own purchases, if there are any. Should the reconciler for the Treasurer be one of my committee members or another Board member?

President

At least six UNOPA members participated in the forum that was open to UAAD & UNOPA, to meet with the consultants assisting with the search for our next chancellor: Edie Schleiger, Lindsay Augustyn, Marilyn Johnson, Karen Jackson, Mary Guest and Debbie Hendricks.

Title IX was the main topic at the Deans & Directors meeting in September. Susan Foster is the Title IX Coordinator for UNL. There is a group of people they are calling "Responsible Employees" that are obligated to inform the Title IX Coordinator of allegations of sex discrimination or sexual misconduct. This group cannot keep your concerns confidential. If you talk to R.E.'s, your concerns will be reported and the University will conduct an investigation. For a list of Responsible Employee's go to go.unl.edu/title-ix-responsible-employees. If you are not on the list you are not obligated to report and should not report. What you should be is a confidant and guide them to who they should report to if they want an investigation. This all falls under the Office of Equity and Compliance: www.unl.edu/equity

Kelsey Sims has agreed to be director of the Marketing Ad Hoc Committee. I am sure she will have questions about what has been done in the past and what we would like to see happen to market UNOPA in the future.

A Professional Development Brown Bag is scheduled October 29, Noon-1:00pm. Introduction to the Entrepreneurship Legal Clinic, presented by Professor Brett C. Stohs. It is promoted on our web page, UNOPA Notes and an email was sent to the general membership.

I will have a box available at all general meetings to collect non-perishable items to donate to the food pantry at Matt Talbot Kitchen and Outreach.

President-elect/Programs

I will have umbrella's to share with the board from Frosty's and from UNL. A decision will need to be made so we can move forward with the order of these items.

The April UNOPA meeting has been moved to April 19, 2016 at the East Campus Union.

Donation to entertainment @ Dec. General mtg...
~ How much should it be?

Membership

We currently have 99 members:

- Active Renewals - 61
- Associate - 5
- Retired - 8
- New - 8
- Honorary - 16
- Lifetime - 1

We've sent out emails to the members from last year, but have yet to renew this year. We will remove those I haven't heard from this week.

We've also sent emails to past members who didn't renew last year and had a few responses. Hopefully, some will consider rejoining.

UNOPA Pins ~ 10 on hand. Should we re-order?
UNOPA Cups ~ 18 on hand. Should we re-order?

Awards

Announcements have been posted on the UNOPA Website (thank you Mary Klucas for creating a new Boss of the Year document).

Shared award information with UAAD President, Becky.

Submitted to Today@UNL for publication.

LOOKING for additional committee members to help with final award ordering, arranging lunches for judges and nominees, send thank you's to judges afterwards.

Judges will be contacted by the end of the week, if anyone has suggestions for internal or external contacts who have expressed interest in the past, please let me know, otherwise I have a list to move forward with.

I also have a department wondering if there is a group award at the University. I do not know of one, but please let me know if you do.

Career Development & PSP

Deb Hendricks and I will be hosting a brown-bag meeting on Wednesday, October 7, with those interested in the Professional Standards Program. The meeting will be held over the noon hour in 230R Whittier (Lorraine's office).

Communication Technology

I am just about done working with Mike O'Connor on our website changes. We are still working on the Awards pages to move most of the text to web pages rather than it all being in a pdf.

I updated UNOPA's listing on UNL's directory. We should clarify which director/officer role is responsible for updating the UNOPA information here. I tried to get some clarification from "them" as to what the procedure is for changes but got no response. Resorted to just clicking on the "Have a correction?" button at the bottom and send all the updated information. Our information was two years out of date. Hopefully, we can get this on someone's list of duties so it stays up-to-date.

Ways & Means

Have had great success with the volunteers at the parking lot and selling the stalls. The good weather has helped contribute to our success as well.

Roddy can you please send out the call for Volunteers for the October 10 game? Kick Off has been identified at 2:30 PM. We're still looking for a second coordinator to work with Judy Anderson.

We could call for Volunteers for the October 24 game as well, but we still don't know the kick off time.

Approved as submitted by UNOPA Board December 1, 2015

UNOPA Executive Board Meeting Minutes

November 3, 2015

4:00 p.m.-5:00 p.m.

Whittier Building, 3rd Floor Conference Room

CALL TO ORDER

President Roddy Spangler called the meeting to order at 4:01 p.m.

Roll Call was taken by Judy Anderson, recording secretary.

MEMBERS PRESENT

Roddy Spangler, Judy Anderson, Marsha Yelden, Alycia Libolt, Lorraine Moon, Mary Klucas, Edie Schleiger, Jaime Long, Jan Wassenberg

MEMBERS ABSENT

Tricia Liedle, Jane Schneider, Sara Luther, Debbie Hendricks, Carol Wusk, Breana Garretson, Marilyn Johnson, Donelle Moormeier, Donette Petersen, Barbara Homer, Linda Arnold

AD-HOC COMMITTEE MEMBERS PRESENT

Kelsey Sims

AD-HOC COMMITTEE MEMBERS ABSENT

Paige Glasshoff

APPROVAL OF MINUTES

Minutes of the October 6, 2015, Executive Board Meeting were approved as submitted.

TREASURER'S REPORT

Report attached. The treasurer's report was accepted and will be presented to the general membership.

OFFICER/COMMITTEE REPORTS

President. Report attached. In addition, Roddy encouraged us to attend the January 15, 2016, Freedom Breakfast with her and other UNOPA representatives. She is also looking for another professional growth workshop idea for the spring.

President-elect/Program. No report.

Recording Secretary. No report.

Corresponding Secretary. Report attached. In addition, Marsha has found three cameras in the corresponding secretary boxes...two digital and one 35 millimeter which still had film in it. It was decided to simply remove the film since it was so old and donate the 35 millimeter to charity. We will keep the two digital cameras for now. She will be asking some UNOPA members from Canfield to be a collection site for the Giving Tree donations.

Past President/Bradley Munn. No report.

Membership. Report attached: 111 memberships received (updated from submitted report): 68 active, 5 associate, 12 retired, 9 new, 16 honorary, and 1 lifetime.

Hospitality. No report.

Awards. Report attached. There are currently only 37 reservations for the Bosses Luncheon.

Career Development & PSP. Report attached.

Communication Technology. Report attached. In addition, Mary rationalized time spent and additional hours needed to finish the website. **Mary Klucas moved: "To approve an additional one-time budget adjustment for the UNOPA website to cover two hours of work already done and up to five additional hours for a total of \$189.78 max." Seconded by Lorraine Moon, the motion passed.**

Employee Concerns. Report attached.

Nominating. No report.

UNOPA Notes. The deadline for submitting articles for Notes is November 16.

Ways and Means. Jan stated they are still in need of volunteers to man the parking lot.

Bylaws. (Still vacant.)

Outreach. (Still vacant.)

AD-HOC COMMITTEE REPORTS

Digital Commons: No report.

Marketing: Kelsey is still working on getting into our Facebook account. She will be contacting Tyler Thomas, UNL Social Media, for assistance. She also contacted Human Resources for a list of new hires.

UNFINISHED BUSINESS

The UNL Safety Walk is November 17, 2015, at 7:30 p.m.

Linda Arnold researched the Floyd S. Oldt Memorial Funds and her report and correspondence is attached.

NEW BUSINESS

None.

The next meeting of the Executive Board will be December 1, 2015, at 4:00 p.m. at the Whittier Building.

The meeting was adjourned at 5:01 p.m.

Submitted by Judy Anderson, recording secretary

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
UNOPA Board Committee Reports
November 3, 2015

FROM: Alycia Libolt
COMMITTEE: **Treasurer**
DATE: 11/2/15

Current committee report

I will be following up with Union Bank to see why we haven't accrued any interest on our checking account. October Financial Report is attached. (Separate document)

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FROM: Roddy Spangler
COMMITTEE: **President**
DATE: November 2, 2015

Current committee report

We had 11 people attend the Brown Bag Luncheon presented by Professor Brett Stohs on the Entrepreneurship Legal Clinic. 6 UNOPA members and 5 non-members.

On the subject of the Floyd S. Oldt Awards ... In an effort to answer the questions raised by the current UNOPA Board, Linda Arnold and I dug through the digital commons records of minutes, committee reports and other documents. To briefly answer the two main questions ...

1. Two Outstanding Staff Awards were established in 1991, one for office/service and one for man/prof. UAAD is managing the man/prof and UNOPA is managing the office/service. To open up the office/service award to man/prof employees would negate the purpose of the two separate awards, plus it is not UNOPA's decision to make.
2. The "blind" nomination wording appears to have been established by UNOPA (with no evidence to the contrary) and would be up to our board to change or keep.

Below is an email from Linda Arnold with more details of the findings.

If anyone is still interested in reviewing our procedures etc. we can do that by forming an ad hoc committee. Barb Homer, Tricia Liedle and Jane Schneider have indicated a willingness to assist with that.

Attached is Linda's email and her report to Bruce Currin on the history of the Oldt Memorial Fund Awards. *(Separate Document)*

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FROM: Marsha Yelden
COMMITTEE: **Corresponding Secretary**
DATE: October 28, 2015

Current committee report

I have mailed two cards since my last report:
September 4, 2015 Donna Boone Sympathy
October 16, 2015 Jane Schneider Get Well

Would love a City Campus “drop-off” location for Giving Tree items. Any volunteers?

The Giving Tree will be on display at the November 2015 General Membership meeting.

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FROM: Sara Luther
COMMITTEE: **Awards**
DATE: 11.1.15

Current committee report

Awards have been ordered. Nominees were submitted for all categories, with the minimum number for each award category so no formal judging. Judges were thanked and also invited to lunch, with a small number accepting.

Looking for recommendations/suggestions on how to format the programming with no need to review nominees un-named and they are all award recipients. I will finalize the paper program following final review of the agenda from the board.

~.~.~.~.~

FROM: Edie Schleiger
COMMITTEE: **Employee Concerns**
DATE: October 28, 2015

Current committee report

Employee Concerns has been contacted by a member regarding the cost of parking, especially for staff. The member had been discussing this with a co-worker (non-member) and explained that UNOPA had addressed this issue in the past, unsuccessfully. In the past it has always appeared that the administration didn't want to get into anything regarding this issue.

It was suggested that maybe we wait and take it to the new Chancellor, once he/she has been installed. Carol and I talked about the possibility of looking into a partnership with UAAD (although it doesn't impact them as much) and then a few

representatives meet with the Chancellor or Chancellor's representative early on in their administration. This will help introduce him/her to our organizations and see that we are more than social groups. If this is something that sounds acceptable to the Board, I could start working with UAAD to see if they would like to partner on this issue. This is just an idea, so I'd like to get feedback from the Board.

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FROM: Jaime Long & Marilyn Johnson
COMMITTEE: **Membership**
DATE: 11/03/2015

Current committee report

We currently have 110 members:

- Active Renewals - 67
- Associate - 5
- Retired - 12
- New - 9
- Honorary - 16
- Lifetime - 1

We have scheduled a new member luncheon on November 17th in the Whittier Conference Room. We invited new members and a few current members. Those invited include:

- Roddy Spangler, President
- Tricia Liedle, President-Elect
- Jaime Long, Membership Co-Director
- Marilyn Johnson, Membership Co-Director
- Debbie Hendricks, Career Development – PSP
- Mary Guest, Immediate Past-President NEOPA (Rep for NEOPA/NAEOP/UNOPA)

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FROM: Lorraine Moon
COMMITTEE: **PSP**
DATE: October 28, 2015

Current committee report

On October 7, Debbie Hendricks and Lorraine Moon held a PSP brown bag meeting at Whittier. Debbie gave an introduction to the Professional Standards Program and answered many questions. Both Debbie and Lorraine will be available to answer other questions that may arise as the attendees put together the materials needed to obtain a PSP certificate.

A PSP presentation will be made at the November UNOPA Boss of the Year Luncheon. Debbie Hendricks has ordered the award that will be presented to Mari Greer. Lorraine will present the award. Debbie has suggested that Mary Guest (past NEOPA president) or Lola Young (past NAEOP president) make the announcement about Barb Homer's award. Since we've already presented Barb with her gift from UNOPA, it would be nice for Mary Guest (as a current NAEOP Board Member) to say a few words about Barb's award, about NAEOP, and the North Central Area. Barb could also come up and say a few words about her award.

*Attachment 1
to Presidents Report*

Roddy Spangler

From: Linda Arnold
Sent: Tuesday, October 27, 2015 9:00 AM
To: Roddy Spangler
Cc: Bruce Currin
Subject: RE: Oldt Fund UNOPA Award Support
Attachments: History of the Oldt Memorial Fund for UNOPA Oct 2015 updated Oct 27 2015.docx

This is helpful. Thanks for routing around in the Digital Commons. It addresses how the funds got allocated to UNOPA for our awards.

Bruce this might be more information than you want/need, but I'm kind of a detail person and this is something that UNOPA wants to get a handle on so hopefully this will help the board!

Looks like the decision to make the funds available to office/service staff in addition to the managerial/professional staff was initiated by Interim Chancellor Jack Goebel in 1991. In the July 2 1991 UNOPA executive board minutes, it talks about the group to write the criteria and procedures for the respective awards. It is noted that the UNOPA executive board wanted to decrease the Boss of the Year stipend from \$800 to \$200 to allow for a career development award of \$600 for office/service staff while providing support for staff award and silver pen award. The Rose Frolik Award would continue to be supported by UNOPA funds only. If the Interim Chancellor didn't agree to reduce the amount awarded to the Boss of the Year, the UNOPA executive board voted to bypass the monetary amount altogether. The reduction in the award was not accepted and the UNOPA executive board counter offered with an award of \$500. (NOTE: the UNOPA executive board didn't feel it was appropriate to provide a greater amount for the boss of the year than for staff recognition.) It was announce at the September 10 1991 UNOPA meeting that: (1) A Floyd S. Oldt Outstanding Staff Award of \$800 was established to recognize an office/service employee who exhibits sustained above-satisfactory service at UNL and shows demonstrated performance that has contributed to the mission of UNL. (2) The monetary portion of the two Silver Pen Awards has been changed from \$300 each to \$600 each. The award will now be the Floyd S. Oldt Silver Pen Award. (3) The Rose Frolik Award will be increased to \$300 with \$150 from UNOP and an additional \$150 from the Chancellor's Foundation account. (4) The Boss of the Year will now carry a \$500 monetary award and be named the Floyd S. Oldt Boss of the Year Award.

I have included this information in my summary which is revised and attached. Don't know if it would have the blind nomination information but the criteria and procedures that are mentioned in the July 2 1991 UNOPA executive board minutes might be helpful. As for the office/service and managerial/professional staff issue, I believe that the way the wording reads for the Floyd S. Oldt Outstanding Staff Award it clearly states "office/service" employee.

Linda A.

From: Roddy Spangler
Sent: Tuesday, October 27, 2015 8:24 AM
To: Linda Arnold <larnold1@unl.edu>
Cc: Bruce Currin <bcurrin1@unl.edu>
Subject: RE: Oldt Fund UNOPA Award Support

Linda,
I found some stuff in Digital Commons from 90/91/92 time frame. Here is a scan of what I found.
Thanks,
Roddy

*Attachment 2
to Presidents Report*

Oldt Memorial Fund Support of UNOPA Awards

According to the University of Nebraska Board of Regents Minutes from September 6, 1985, the Floyd S. Oldt Memorial Funds was established as a quasi-endowment (item X-B-2) with the income designated for recognition awards to outstanding UNL professional employees for exceptional performance and service. Initially the term "professional employees" was used to identify support of the "B-line" or "managerial-professional" staff. According to the information UNOPA uses to announce our awards, the "C-line" or "office and service" staff was included in the "professional employees" category to allow us to make use of the funds. I could not find any official documentation referencing back to the date in 1991 or 1992 where approval of the University of Nebraska Board of Regents acknowledged this change.

I anticipate that somewhere in the UNOPA historical documents we received some communication from Human Resources that office and service staff were now eligible to receive awards with this recognition. The communication must have also notified UNOPA that the awards needed to reflect the Oldt funding support because our awards are now named "The Floyd S. Oldt Outstanding Staff Award, The Floyd S. Oldt Silver Pen Award, and The Floyd S. Oldt Boss of the Year Award."

I started my search with Bruce Currin, Assistant Vice Chancellor for Human Resources. As I understand it, Bruce has to sign off on the awards. Bruce was aware of the cost object associated with funding the award, but did not know the name of the Foundation Fund providing the support nor did he have a copy of the Fund Summary Memorandum.

With Bruce's blessing, my next step was to send my query to Ann Bruntz and Josh Egley, the Development Officers for IANR, with whom I work regularly on IANR Foundation Funds. Neither Ann nor Jason were familiar with Oldt Memorial Fund. So Ann sent a note to Jason Kennedy, Senior Vice President, Chief Financial Officer and Treasurer at the NU Foundation, asking my question. The response I received from Jason informed me that the fund is owned by the University and the Foundation was asked to serve as investment manager. As a result there is no Foundation Fund number nor Fund Summary Memorandum. None of the expenses run through the Foundation; they transfer all the income out of this fund quarterly to the University. He suggested I visit with Keith Lauber, Director of University-wide Accounting. I've known Keith for almost the entire time I've been at the University of Nebraska-Lincoln. We were both on staff the UNL Accounting Office at one time. So I sent an e-mail to Keith with my questions. Keith found the September 6, 1985 Board of Regents agenda item that I had. It was signed by Dr. Martin Massengale establishing The Floyd S. Oldt Memorial Fund. He could not find any information when UNOPA or the office and service staff were brought into the mix. He indicated the original gift was around \$40,000 and the current value is around \$125,000.

It appears we need to find the historical files from UNOPA for 1990-1995. There should be some documentation in those files letting the Board of Directors of UNOPA know about the Oldt funding. I believe the decision to request the blind nominations was a decision made by UNOPA. I think the clarification about which group of staff – office/service or managerial/professional – can be recipients of our awards will be somewhere in that historical documentation.

Do we know where to start? I tried to look in the materials in Digital Commons but came up empty. I looked in the University Archives and there are 11 boxes of UNOPA materials from 1963 to 1997. We might find something there. Where are the old officer/board notebooks we used to have that passed from one board to another? Some of this information may be in them as well.

Roddy Spangler, UNOPA President for 2015-16, researched the Digital Commons and found several UNOPA Executive Board Minutes from July, August and September 1991 that provided the following information: (I have summarized but will keep the complete details on hand should the current UNOPA Board want to review the information.)

The decision to make the funds available from the Floyd S. Oldt Memorial Fund to office/service staff in addition to the managerial/professional staff was initiated by Interim Chancellor Jack Goebel in 1991. In the July 2 1991 UNOPA executive board minutes, it talks about the group to write the criteria and procedures for the respective awards. It is noted that the UNOPA executive board wanted to decrease the Boss of the Year stipend from \$800 to \$200 to allow for a career development award of \$600 for office/service staff while providing support for staff award and silver pen award. The Rose Frolik Award would continue to be supported by UNOPA funds only. If the Interim Chancellor didn't agree to reduce the amount awarded to the Boss of the Year, the UNOPA executive board voted to bypass the monetary amount altogether. The reduction in the award was not accepted and the UNOPA executive board counter offered with an award of \$500. (NOTE: the UNOPA executive board didn't feel it was appropriate to provide a greater amount for the boss of the year than for staff recognition.) It was announce at the September 10 1991 UNOPA meeting that: (1) A Floyd S. Oldt Outstanding Staff Award of \$800 was established to recognize an office/service employee who exhibits sustained above-satisfactory service at UNL and shows demonstrated performance that has contributed to the mission of UNL. (2) The monetary portion of the two Silver Pen Awards has been changed from \$300 each to \$600 each. The award will now be the Floyd S. Oldt Silver Pen Award. (3) The Rose Frolik Award will be increased to \$300 with \$150 from UNOP and an additional \$150 from the Chancellor's Foundation account. (4) The Boss of the Year will now carry a \$500 monetary award and be named the Floyd S. Oldt Boss of the Year Award.

I have included this information in my summary which is revised and attached. Don't know if it would have the blind nomination information but the criteria and procedures that are mentioned in the July 2 1991 UNOPA executive board minutes might be helpful. As for the office/service and managerial/professional staff issue, I believe that the way the wording reads for the Floyd S. Oldt Outstanding Staff Award it clearly states "office/service" employee.

Linda M. Arnold
UNOPA Ways and Means Co-Chair
October 27, 2015

Approved as corrected by UNOPA Board January 5, 2016

UNOPA Executive Board Meeting Minutes

December 1, 2015

4:00 p.m.-5:00 p.m.

Whittier Building, 3rd Floor Conference Room

CALL TO ORDER

President Roddy Spangler called the meeting to order at 4:19 p.m. The late start was due to celebrating Linda Arnold's upcoming retirement.

Roll Call was taken by Judy Anderson, recording secretary.

MEMBERS PRESENT

Roddy Spangler, Tricia Liedle, Judy Anderson, Jane Schneider, Lorraine Moon, Edie Schleiger, Jaime Long, Marilyn Johnson, Barbara Homer, Jan Wassenberg, Linda Arnold

MEMBERS ABSENT

Marsha Yelden, Alycia Libolt, Sara Luther, Debbie Hendricks, Mary Klucas, Carol Wusk, Breana Garretson, Donelle Moormeier, Donette Petersen

AD-HOC COMMITTEE MEMBERS PRESENT

Kelsey Sims

AD-HOC COMMITTEE MEMBERS ABSENT

Paige Glasshoff

APPROVAL OF MINUTES

Minutes of the November 3, 2015, Executive Board Meeting were approved as submitted.

TREASURER'S REPORT

Report attached. The treasurer's report was accepted and will be presented to the general membership.

OFFICER/COMMITTEE REPORTS

President. Report attached. In addition, there was discussion on scheduling upcoming workshops. It was decided midweek of the third or fourth week of the month would be the best time for a four-hour workshop with J. S. Engebretson, noted in report.

President-elect/Program. Umbrellas have been shipped.

Recording Secretary. No report.

Corresponding Secretary. Report attached.

Past President/Bradley Munn. Jane has applied for access to the Bradley Munn fund, but hasn't heard back at this time.

Membership. Report attached: 112 memberships received: 68 active, 5 associate, 12 retired, 10 new, 16 honorary, and 1 lifetime. Discussed the possibility of prorating the membership fee for new members joining second semester. Discussion on member noted in report was tabled until a later date.

Hospitality. No report.

Awards. Report attached.

Career Development & PSP. No report.

Communication Technology. No report.

Employee Concerns. No report.

Nominating. No report.

UNOPA Notes. Report attached. The deadline for submitting articles for Notes is December 14.

Ways and Means. Report attached. **Linda Arnold and Jan Wassenberg moved to provide LeAnn Frobom with a gift certificate of \$20 to her choice of businesses the business of her choice.** LeAnn worked six of the seven games and enjoyed meeting the UNOPA members while helping with the fundraiser. We plan to provide an IANR 'trinket' to all of the volunteers just to say "thanks for helping." Seconded by Jane Schneider, the motion passed.

Bylaws. (Still vacant.)

Outreach. (Still vacant.)

AD-HOC COMMITTEE REPORTS

Digital Commons: No report.

Marketing: Kelsey has the UNOPA Facebook account up and running and has received 95 "likes" to date.

UNFINISHED BUSINESS

None

NEW BUSINESS

None.

The next meeting of the Executive Board will be January 5, 2016, at 4:00 p.m. at the Whittier Building.

The meeting was adjourned at 4:48 p.m.

Submitted by Judy Anderson, recording secretary

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
UNOPA Board meeting - December 1, 2015
Committee Reports

FROM: Roddy Spangler
COMMITTEE: President
DATE: December 1, 2015

I was contacted by William Nunez regarding an upcoming Foundation initiative/campaign that will be for the next three years. It is focused on raising money for student support. They will be seeking support from faculty and staff of the University. Dr. Nunez was asking that I, as UNOPA president would lend my name to this effort. It may be as simple as writing a letter to my colleagues or it could be serving on a committee. He's not sure what the role will be, but wanted to know if we would be supportive. I said yes and thanked him for the opportunity.

If you have not yet written an article for UNOPA Notes, I encourage you to do one for the next issue (due date Monday, Dec 14). Our membership is interested in what our different committees are doing. It doesn't have to be long, just an update on what you have been doing for UNOPA.

It is not too early to start considering who to nominate for next year's board. I am sure Tricia and the nominating committee would like assistance from all of us with this task. Encourage your colleagues to be a committee director or run for an elected office.

Kelsey Sims has suggested a wonderful idea for a Professional growth workshop or brown bag luncheon. She has contacted J.S. Engebretson, Manager of Communications & Marketing. J.S. has indicated that she would be interested in doing something about a business writing course. I am hoping it can focus on professional writing in today's social media language world. I would like your input on what day of the week and whether it should be a one-hour brown bag or a longer workshop style.

FROM: Marsha Yelden
COMMITTEE: Corresponding Secretary
DATE: November 23, 2015

I have mailed 1 cards since my last report:
Lois Jordan (NAEOP's PSP Registrar) Sympathy 11/12/2015

The Giving Tree was on display at the November 2015 General Membership meeting. Mari Greer has volunteered her office as a City Campus drop-off location. The tree will be on display again at the December 8th General Membership meeting. The deadline to donate items is December 10th. I plan on delivering all donated items to Matt Talbot Kitchen & Outreach on December 11th. Thank you to everyone who who has offered to help!

Pictures of the 2015 Floyd S. Oldt recipients were taken after the November 10th meeting. Signed image release forms were obtained from Rich Bischoff and Michelle Jacobs. Images were forwarded to Barb Homer, Sara Luther and each recipient.

The 35mm camera that was in the Corresponding Secretary supplies box that was handed off to me has been donated to a local thrift store. There was film in the camera but it was not saved. There are two digital cameras still in the box. One camera works. I need to bring batteries from home to check the second camera.

FROM: Sara Luther
COMMITTEE: Awards
DATE: 11/30/15

Articles ran in UNOPA Notes and Today@UNL announcing award winners.
All invoices and stipends have been submitted.
Will start prep work for Rose Frolik in January.

FROM: Jaime Long & Marilyn Johnson
COMMITTEE: Membership
DATE: 12/01/2015

We currently have 112 members:

- Active Renewals - 68
- Associate - 5
- Retired - 12
- New - 10
- Honorary - 16
- Lifetime - 1

The new member luncheon was held on November 17th. We had 3 new members there, Jennifer Greenlee, Gretchen Mills, and Marla Nissen.

We need to discuss new member, Jill Schurr and the possibility of lowering dues after a certain date for new employees? Would this be something we could possibly do? The reason being that maybe more new employees would join if they got a discount if half the year is over.

We have a quote from awards unlimited for the membership pins. With the setup fee and tax we would be looking at just under \$300 for 100 pins. We have asked Awards Unlimited to check to see what the cost would be on 50 pins.

FROM: Barbara Homer
COMMITTEE: UNOPA Notes
DATE: November 30, 2015

The December UNOPA Notes Newsletter was sent to the UNOPA listserv on November 24, 2015.
Please get your articles for the January issue to me by Monday, December 14, 2015.

FROM: Linda Arnold and Jan Wassenberg
COMMITTEE: Ways and Means Committee
DATE: Tuesday, December 1, 2015

Another successful year has been completed by the Ways and Means Committee staffing the Whittier Parking Lot on football Saturdays. After the game on November 27, we are pleased to report that we had 42 volunteers who helped over the fall Football Season – that included Jan and Linda and 5 “willing” spouses of UNOPA members. My quick tabulation shows UNOPA taking in money for 445 total stalls over the seven games and if UNOPA gets \$8 per stall that will be \$3,560 for our treasury. The money from Parking and Transit Services might be different from the guesstimate above, but it still substantial to support UNOPA. Thank you notes have been sent to all who helped over the season and a thank you was sent to Ron Fuller, Larry Mota and Danny Giles for their help over the year.

Motions

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

"We move to provide LeAnn Frobom with a gift certificate of \$20 to her choice of businesses. LeAnn worked six of the seven games and enjoyed meeting the UNOPA members while helping with the fund raiser. We plan to provide an IANR 'trinket' to all of the volunteers just to say 'thanks for helping'."
Motion Maker: Linda Arnold and Jan Wassenberg

Seconded by: _____

**UNOPA Ways and Means Fall 2015
Volunteer List – Staffing the Parking Lot**

Name of Volunteer	5-Sep	12-Sep	26-Sep	10-Oct	24-Oct	7-Nov	27-Nov
Anderson, Judy				X	X		
Arnold, Linda		X				X	X
Bennetch, Kathy						X	
Bode, Donna						X	
Carson, Diane		X	X		X		
Cary, Chris	X						
Frobom, LeAnn	X	X	X		X	X	X
Greer, Mari	X						
Guest, Mary				X			
Harris, Belva		X					
Hemphress, Glenn				X			
Hemphress, Tonda				X			
Hendricks, Debbie				X			
Homer, Barb			X				
Johnson, Marilyn	X						X
Johnson, Greg							X
King, Lisa				X			
Klucas, Mary		X					
Klucas, Rob		X					
Liedle, Rick						X	
Liedle, Tricia	X		X			X	
Long, Jaime			X				
Mills, Gretchen				X			
Moon, Lorraine				X			
Moormeier, Donelle						X	
Moormeier, Ron						X	
Peterson, Andrea		X					
Predmore, Deb		X					
Rejda, Kristy		X					
Schindler, Kathy					X	X	X
Schleiger, Edie			X				
Schneider, Jane	X	X					
Spangler, Roddy	X					X	
Tegler, Mikayla				X			
Tintera, Marcy		X				X	X
Waser, Diane				X			
Wassenberg, Jan		X			X		X
Wesely, Dave						X	
Wesely, Sue				X		X	
Yelden, Marsha			X			X	
Young, Lola	X						
Zager, Beth	X						

Membership Pin price breakdown

Quantity	price		set up		tax 7.25%	Total	Total price per pin
100	\$2.21	\$221.00	\$50.00	\$271.00	\$19.65	\$290.65	\$2.91
200	\$1.82	\$364.00	\$50.00	\$414.00	\$30.02	\$444.02	\$2.22
250	\$1.22	\$305.00	\$50.00	\$355.00	\$25.74	\$380.74	\$1.52
300	\$1.22	\$366.00	\$50.00	\$416.00	\$30.16	\$446.16	\$1.49

TO: Roddy Spangler
FROM: Alycia Libolt
COMMITTEE: Treasurer
DATE: 12/1/15

Current committee report

I spoke with a representative from Union Bank about the lack of interest accruing on our checking account. I was informed that it was just set up as a basic account without interest. When I called about this the first time a couple months ago, I was given no indication that the account was set up incorrectly and wouldn't accrue interest. I will be receiving a form to get that changed.

Approved as corrected by UNOPA Board February 4, 2016

UNOPA Executive Board Meeting Minutes

January 5, 2016

4:00 p.m.-5:00 p.m.

Whittier Building, 3rd Floor Conference Room

CALL TO ORDER

President Roddy Spangler called the meeting to order at 4:00 p.m.

Roll Call was taken by Judy Anderson, recording secretary.

MEMBERS PRESENT

Roddy Spangler, Tricia Liedle, Judy Anderson, Marsha Yelden, Alycia Libolt, Jane Schneider, Lorraine Moon, Mary Klucas, Edie Schleiger, Carol Wusk, Breana Garretson, Marilyn Johnson, Donette Petersen, Jan Wassenberg

MEMBERS ABSENT

Sara Luther, Debbie Hendricks, Jaime Long, Donelle Moormeier, Barbara Homer, Linda Arnold

AD-HOC COMMITTEE MEMBERS PRESENT

None

AD-HOC COMMITTEE MEMBERS ABSENT

Paige Glasshoff, Kelsey Sims

APPROVAL OF MINUTES

Minutes of the December 1, 2015, Executive Board Meeting were approved as corrected.

TREASURER'S REPORT

Report attached. The treasurer's report was accepted and will be presented to the general membership at the February meeting due to the combined UAAD/UNOPA meeting in January. In addition, Alycia noted that one of the latest award winners was actually a managerial/professional employee and our awards are available only to office/service employees. It was decided to proceed with sending her name on as a recipient and if the Foundation has an issue with it, we will deal with it at that time. The Awards Guidelines will be reviewed this summer and this issue will be addressed in the updates.

Alycia also questioned why the Ways & Means Committee only gave LeAnn Frobom a \$20 gift card instead of the \$25 that had been budgeted. It was decided to leave as is with the \$5 overage.

OFFICER/COMMITTEE REPORTS

President. Report attached. In addition, there was discussion on Jill Schurr's membership debacle on whether her former department did/should pay her membership fee. It was decided at this point to make her membership fee a committee expense and managerial approval signature and date lines will be added to the membership form to avoid this issue in the future.

It was also noted that one of the Secret Friends had never been contacted or gifted. Her name was given to Diane Wasser to address since she is the Secret Friends coordinator.

President-elect/Program. Report attached. In addition, umbrellas have arrived and are currently being stored at Bob Stephen's office. Distribution won't take place until the February general meeting due to the combined UAAD/UNOPA January meeting.

Breana will check on the price of using table linens for our general meetings that are brown bag. We also discussed interesting formats to present officer and director information as the program for the February general meeting.

Recording Secretary. No report.

Corresponding Secretary. Report attached.

Past President/Bradley Munn. No report.

Membership. No report.

Hospitality. Registrations from UAAD should be coming this week.

Awards. No report.

Career Development & PSP. No report.

Communication Technology. Report attached.

Employee Concerns. Report attached. Edie added that she will also be attending the Martin Luther King, Jr. Freedom Breakfast and will join Roddy and Tricia.

Nominating. Request for nomination forms will be mailed out next week.

UNOPA Notes. No report. The deadline for submitting articles for Notes is January 25. Roddy encouraged directors to submit articles in case this would be the issue submitted for awards.

Ways and Means. They are still awaiting payment from Parking Services for manning the parking lot for football games.

Bylaws. (Still vacant.)

Outreach. (Still vacant.)

AD-HOC COMMITTEE REPORTS

Digital Commons: No report.

Marketing: No report.

UNFINISHED BUSINESS

Ordering of new membership pins has been tabled until other bids are received.

NEW BUSINESS

None.

The next meeting of the Executive Board will be February 2, 2016, at 4:00 p.m. at the Whittier Building.

The meeting was adjourned at 4:49 p.m.

Submitted by Judy Anderson, recording secretary

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
UNOPA Board Committee Reports
January 5, 2016

FROM: Roddy Spangler
COMMITTEE: President
DATE: January 4, 2016

Current committee report

Kathy Bennetch, past president of UNOPA, is retiring from UNL. Her last day is January 14, 2016.

UNOPA and UAAD will be sharing the cost of a plaque (approx. \$25.00) for Roshan Pajnigar.

Reminder that our general membership meeting this month is shared with UAAD...on January 20, 2016 at East Campus Union. I will be returning home from vacation on that day, so will need to ask Tricia to make any announcements on behalf of UNOPA during this meeting. We will be allowed time for committee reports as necessary, including our hospitality committee's drawing for 50/50 etc. We will postpone approval of minutes and treasurer's report until the February General membership meeting.

Tricia and I will be attending the Martin Luther King, Jr. Freedom Breakfast on January 15, 2016.

FROM: Tricia Liedle
COMMITTEE: Program
DATE: 12/17/15

Current committee report

Bob Stephen's has the umbrellas on hold for us at their office. We need to determine who and how the umbrellas will be distributed and who will keep the ongoing list in order to not give out additional umbrellas to the same person. Once this is known, we can determine how and where to keep the umbrellas.

Event Arrangements:

When we are having a meeting at one of the Unions with Brown Bag as the meal, it would be nice if we order linens for the tables.

FROM: Marsha Yelden
COMMITTEE: Corresponding Secretary
DATE: December 18, 2015

Current committee report

Thank you to everyone who generously donated items for the 2015 Giving Tree recipient: Matt Talbot Kitchen and Outreach.

Mari Greer and I delivered over 10 boxes full of donated items to MTKO on December 11, 2015. They were very appreciative of UNOPA's giving spirit.

Cards sent:
Donna Bode Sympathy 12/4/2015
Family of Ruth Ulmer Sympathy 12/4/2015
Shelley Everett Sympathy 12/4/2015

FROM: Edie Schleiger
COMMITTEE: Employee Concerns
DATE: December 18, 2015

Current committee report

After reading a report in the *Keeping Affiliates Active* received in December, one article caught my eye. There was a chart showing a proposed schedule of Certification Recognition for members meeting specified criteria (PSP/CEOE). I started wondering if this is something we could also propose instead of attempting to get an increase in hourly pay (similar to LPS program). An annual "stipend" could be something more appealing to administrators and it wouldn't be counted as a permanent increase in the salary budget.

If we choose to move forward, UNOPA representatives could meet with the new Chancellor to introduce ourselves, discuss possible changes to the Parking payment schedule along with implementing this sort of program. We can work out fair criteria ourselves and then possibly with input from the Chancellor's office if it were to be considered. This would indicate our seriousness and preparation as an employee organization.

FROM: Mary Klucas
COMMITTEE: Communication Technology
DATE: December 17, 2015

Current committee report

I met recently with Mike O'Connor regarding our website. There are a couple of changes yet to be made for the Awards pages. Together we worked through the all the files in the background for our website and did a massive clean-up. I have a short list of items I want to still clean up. I am thrilled that our UNLwebaudit Reports come in at 100% which means there are no potential problems and nothing to fix.

UNOPA Treasurer's Report -- December 2015

Beginning Checking Account Balance - 12/1/15		Balances:	
			\$5,501.03
Income:			
Deposit - 12/4/15	\$15.00		
Memberships - \$15.00			
Deposit - 12/11/15	\$27.00		
50/50 - \$27.00			
Deposit - 12/14/15	\$24.00		
November Luncheon - \$24.00			
		Total Income:	\$66.00
Expenses:			
1013 - Jaime Long - New Member Luncheon (Membership)	\$69.74		
1014 - Jan Wassenberg - Gift Card (Ways & Means)	\$20.00		
1015 - Pius X - Vocal Music Entertainment (Programs)	\$150.00		
		Total Expenses:	\$239.74
Ending Checking Account Balance - 12/31/15			<u>\$5,327.29</u>

Beginning Cost Center Balance - 12/1/15			\$(1,585.98)
Income:			
		Total Income:	\$-
Expenses:			
2015-2016 Floyd S. Oldt Awards Payout (Awards)	\$3,347.37		
UNL Mail Services - 1 piece (Treasurer)	\$0.48		
		Total Expenses:	\$3,347.85
Ending Cost Center Balance - 12/31/15			<u>\$(4,933.83)</u>

Ending Checking Account Balance - 12/31/15			\$5,327.29
Ending Cost Center Balance - 12/31/15			<u>\$(4,933.83)</u>
Total Funds Available:			<u>\$393.46</u>

Savings Account Balance - 12/31/15			\$11,501.06
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55th Anniversary Balance: \$93.00 - \$6.36 = \$86.64

Approved as corrected by UNOPA Board March 1, 2016

UNOPA Executive Board Meeting Minutes

February 4, 2016

4:00 p.m.-5:00 p.m.

Whittier Building, 3rd Floor Conference Room

CALL TO ORDER

President Roddy Spangler called the meeting to order at 4:05 p.m.

NOTE: Our regular meeting scheduled for Tuesday, February 2, was preempted by a UNL snow day and rescheduled for Thursday, February 4.

Roll Call was taken by Judy Anderson, recording secretary.

MEMBERS PRESENT

Roddy Spangler, Tricia Liedle, Judy Anderson, Alycia Libolt, Jane Schneider, Lorraine Moon, Edie Schleiger, Breana Garretson, Donelle Moormeier, Barbara Homer, Jan Wassenberg

MEMBERS ABSENT

Marsha Yelden, Sara Luther, Debbie Hendricks, Mary Klucas, Carol Wusk, Jaime Long, Marilyn Johnson, Donette Petersen, Linda Arnold

AD-HOC COMMITTEE MEMBERS PRESENT

Kelsey Sims

AD-HOC COMMITTEE MEMBERS ABSENT

Paige Glasshoff

APPROVAL OF MINUTES

Minutes of the January 5, 2016, Executive Board Meeting were approved as corrected.

TREASURER'S REPORT

Report attached. The treasurer's report was accepted and will be presented to the general membership at the February general membership meeting. In addition, Alycia noted that she had received the money from the parking lot. She also noted how difficult it was to get the 1099 form filled out for the work done on the website. Jane brought up the idea of moving some money into the 55th anniversary balance. This will be looked at closer during budget discussions.

OFFICER/COMMITTEE REPORTS

President. Report attached. In addition, Roddy asked about the need of break snacks for the upcoming workshop. It was decided a light snack and drink would be appropriate during the break period. Due to Paige Glasshoff leaving UNL, we need to find a replacement for the Digital Commons chair. Roddy will send an email to see who will be attending the National Conference so she can request funding from the Chancellor's Office.

President-elect/Program. Report attached. In addition, we discussed the format for presenting our officer and director duties as the program for the February general membership meeting. It was also decided that the Membership Committee would be in charge of handing out the new umbrellas at the February general meeting and keeping track of who received one.

Recording Secretary. No report.

Corresponding Secretary. Report attached.

Past President/Bradley Munn. Jane reported that she had not received any reimbursement requests from the Bradley Munn fund.

Membership. No report.

Hospitality. Breana checked on tablecloths. It appears that only the round tables used in the Nebraska Union Ballroom would actually need tablecloths. Also discussed catering dos and don'ts.

Awards. Report attached.

Career Development & PSP. Lorraine reported that Mary Guest is holding an "All things NAEOP" brown bag workshop on February 25, noon to 1:00pm.

Communication Technology. Report attached.

Employee Concerns. Alycia was contacted by Campus Recreation about doing a presentation for us. From the list they had provided, the board picked the topics of Healthy Living and Staying Fit at Work with the tentative dates of March 16 and 29. These would be brown bags held noon to 1:00 pm.

Nominating. Donelle reported receiving 22 nominations...with all but three declining their nomination. Still waiting to hear back from the remaining three. The board suggested that Tricia really stress the need of nominations at the general meeting.

UNOPA Notes. Barb stressed that she needed articles for the newsletter.

Ways and Means. No report.

Bylaws. (Still vacant.)

Outreach. (Still vacant.)

AD-HOC COMMITTEE REPORTS

Digital Commons: No report.

Marketing: Kelsey posted the upcoming workshop on UNOPA's Facebook page as well as asking conversation-starting questions to get feedback as well as increase interest. She asked about the possibility of actually attending the New Employee Orientation meetings to talk about UNOPA.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

The next meeting of the Executive Board will be March 1, 2016, at 4:00 p.m. at the Whittier Building.

The meeting was adjourned at 5:04 p.m.

Submitted by Judy Anderson, recording secretary

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
UNOPA Board meeting
February 2, 2016

FROM: Roddy Spangler
COMMITTEE: President

I have been working with Kelsey on finalizing the upcoming professional development workshop.

I had planned to attend the Deans and Directors meeting yesterday, however it was cancelled due to the snow day. No indication of being rescheduled.

I have been in contact with Renee Hagerman regarding funding for the NAEOP Conference. I will need to send a list of those wanting to attend directly to Bill Nunez and include in the list the other funding they are receiving. Is there someone that would like to coordinate gathering this information?

Paige Glasshoff has taken a new job outside of UNL. She will not be available to continue as director of the Digital Commons AdHoc Committee. I asked and she did not have anyone helping on her committee. She said that Tonda is still listed as an administrator for UNOPA on Digital Commons.

Thank you for the card, thoughts and prayers for my Spangler family after the death of my mother-in-law. Thank you to Tricia for stepping in at the general meeting with UAAD.

FROM: Tricia Liedle
COMMITTEE: President-Elect

We need to discuss the umbrella's and how we want to distribute them to current membership. Where do we want them delivered too.

FROM: Marsha Yelden
COMMITTEE: Corresponding Secretary

Beginning to work on the Past Presidents' & Retiree luncheon (in conjunction with the Rose Frolik Award) in April.

Cards sent:

Roddy Spangler	Sympathy	1/15/2016
Belva Harris	Get Well	1/22/2016

FROM: Alycia Libolt
COMMITTEE: Treasurer

I sent in the Checking Account Change Form to change our checking account to Basic Business w/Interest in early December. Upon follow up as to why we still don't have any interest on our account, I was informed that this was due to federal regulations. As a for profit entity, we are not allowed to receive interest on a checking account. The representative was unsure as to why it was allowed when we banked at Great Western. I can do more research if needed.

FROM: Sara Luther
COMMITTEE: Awards

- Rose Frolik information has been updated online, including the eligible nominees (Thank you Mary and Jaime!!)
- Applications are due March 11th
- Announcements to the University will go out the beginning of Feb

Taking suggestions for judges: three within the community, non-university

FROM: Donette Petersen
COMMITTEE: Nominating Committee

Only six people turned in names for the Nominations for 2016-2017 UNOPA Officers. (Three from the Nominating Committee, one Board member, and two members).

Nominating Committee is scheduled to meet on Wednesday, February 3, 2016, to go over the names and then contact the people nominated to put their name on the ballot. We are hoping to have this completed by Friday, February 5, 2016. We will send the approved ballot to Roddy and Tricia.

UNOPA Treasurer's Report -- January 2016

	Balances:
Beginning Checking Account Balance - 1/1/16	\$5,327.29
Income:	
Deposit - 1/6/16	\$3,712.00
Parking Lot - \$3712.00	
Deposit - 1/21/16	\$35.00
50/50 - \$20	
Matt Talbott Donation - \$15	
Deposit - 1/22/16	\$33.00
January Luncheon - \$33.00	
	Total Income: \$3,780.00
Expenses:	
1016 - UAAD - Roshan Pajnigar Plaque	\$23.54
1017 - UAAD - January Luncheon (Hospitality)	\$33.00
	Total Expenses: \$56.54
Ending Checking Account Balance - 1/31/16	<u><u>\$9,050.75</u></u>
<hr/>	
Beginning Cost Center Balance - 1/1/16	\$(4,933.83)
Income:	
Floyd S. Oldt & Boss's Awards Reimbursement	\$3,771.09
	Total Income: \$3,771.09
Expenses:	
University Bookstore - Gift Card (Career Development)	\$25.00
	Total Expenses: \$25.00
Ending Cost Center Balance - 1/31/16	<u><u>\$(1,187.74)</u></u>
<hr/>	
Ending Checking Account Balance - 1/31/16	\$9,050.75
Ending Cost Center Balance - 1/31/16	\$(1,187.74)
Total Funds Available:	<u><u>\$7,863.01</u></u>
<hr/>	
Savings Account Balance - 1/31/16	\$11,501.06
<hr/>	
55th Anniversary Balance: \$93.00 - \$6.36 = \$86.64	

Approved as corrected by UNOPA Board—April 5, 2016

UNOPA Executive Board Meeting Minutes

March 1, 2016

4:00 p.m.-5:00 p.m.

Whittier Building, 3rd Floor Conference Room

CALL TO ORDER

President Roddy Spangler called the meeting to order at 4:04 p.m.

Roll Call was taken by Judy Anderson, recording secretary.

MEMBERS PRESENT

Roddy Spangler, Tricia Liedle, Judy Anderson, Marsha Yelden, Lorraine Moon, Edie Schleiger, Breana Garretson, Barbara Homer

MEMBERS ABSENT

Alycia Libolt, Jane Schneider, Sara Luther, Debbie Hendricks, Mary Klucas, Carol Wusk, Jaime Long, Marilyn Johnson, Donelle Moormeier, Donette Petersen, Jan Wassenberg, Linda Arnold

AD-HOC COMMITTEE MEMBERS PRESENT

None.

AD-HOC COMMITTEE MEMBERS ABSENT

Kelsey Sims

APPROVAL OF MINUTES

Minutes of the February 4, 2016, Executive Board Meeting were approved as corrected.

TREASURER'S REPORT

Report attached. The treasurer's report was accepted and will be presented to the general membership at the March general membership meeting.

OFFICER/COMMITTEE REPORTS

President. Report attached.

President-elect/Program. Tricia reported that nominations were not coming in for the next year's board.

Recording Secretary. No report.

Corresponding Secretary. Report attached.

Past President/Bradley Munn. No report.

Membership. No report.

Hospitality. Breana reported that the Dairy Store had recently stopped doing boxed lunches. Other names of possible vendors like Beacon Hills, High Nooners, Valentino's, Panera, Jimmy John's, and Annette's Catering were offered by the board.

For the General Membership meeting at the East Campus Recreation Center, tours will run two at a time starting at 12:15 pm.

Awards. It was noted that there had only been one nomination received so far for the Rose Frolik Award.

Career Development & PSP. No report.

Communication Technology. No report.

Employee Concerns. No report.

Nominating. ~~Donelle reported receiving 22 nominations...with all but three declining their nomination. Still waiting to hear back from the remaining three. The board suggested that Tricia really stress the need of nominations at the general meeting.~~ (Inadvertently left from last month.)

UNOPA Notes. Report attached.

Ways and Means. No report.

Bylaws. (Still vacant.)

Outreach. (Still vacant.)

AD-HOC COMMITTEE REPORTS

Digital Commons: No report.

Marketing: No report.

UNFINISHED BUSINESS

Roddy stressed that everyone needs to encourage nominations to next year's board. Tricia asked about installation protocol. She didn't find anything in the files for reference. She will check with Lola Young and Mary Guest for ideas and guidance.

NEW BUSINESS

The budget will be addressed at the next meeting. Everyone was instructed to look over their own committee and to come prepared with ideas for changes.

Roddy mentioned that Diane Wasser had asked if anyone planning on attending the NAEOP Conference in St. Louis would be interested in getting a van to drive together. Roddy will send an email to those attending.

Roddy is working on rescheduling the workshop that was cancelled, but the speaker was not available until late May or June.

There was discussion on being more involved with UAAD in order to possibly strengthen both organizations—especially since employment levels are more blurred and many of our members can and do belong to both organizations.

The next meeting of the Executive Board will be April 5, 2016, at 4:00 p.m. at the Whittier Building.

The meeting was adjourned at 5:01 p.m.

Submitted by Judy Anderson, recording secretary

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
UNOPA Board meeting
March 1, 2016

FROM: Roddy Spangler
COMMITTEE: President

Jane Schneider discussed the value of UNOPA submitting an application to NAEOP for the Louise Henderson Nelson Award. UNOPA has not submitted an application the past two years. In fact, this past year, zero applications were received from local associations, and only two applications from state associations. It has been reported that NAEOP may be restructuring this award process. I will be soliciting your thoughts at the board meeting.

I will be representing UNOPA on the James V. Griesen Award Selection Committee. We have a meeting, Friday, March 4, to review the nominees.

I will be representing UNOPA in promoting a University of Nebraska Foundation giving campaign. It is called "Together as one." I am being asked for my general support and advocacy of the program to our membership and others. I was also asked to provide testimonials from those that do donate to different University organizations via the NU Foundation. I was able to provide three testimonials. There will be a system-wide direct mailing coming to each faculty/staff, email promotions, social media promotion etc.

I would appreciate having anyone who took pictures at UNOPA events this year, forward copies of the pictures to me. I would like to compile them into a slide show for our May general membership meeting.

FROM: Marsha Yelden
COMMITTEE: Corresponding Secretary

Working on the Rose Frolik/Past President/Retiree meeting. Creating invitations to be sent out in March.

Cards sent:
Sandy Lineberry Get Well 2/9/2016

.....
FROM: Barbara Homer
COMMITTEE: UNOPA Notes

The February UNOPA Notes Newsletter was sent to the UNOPA listserv on February 12, 2016, and the March Newsletter will be sent out on March 3, 2016.

The February 2016 Newsletter will be submitted for entry in the NAEOP Rachel Maynard Award of Excellence in Communication Newsletter/Magazine Contest. Alycia Libolt, Treasurer, will take care of mailing it to include the \$20 processing fee.

The deadline for submission of articles for the April issue is March 14.

UNOPA Treasurer's Report -- February 2016

Beginning Checking Account Balance - 2/1/16		Balances:
		\$9,050.75
Income:		
Deposit - 2/12/16	\$313.00	
February Luncheon - \$290.00		
50/50 - \$23.00		
		Total
		Income: \$313.00
Expenses:		
Debit - Walmart - Centerpieces/Giveaways (Hospitality)	\$75.66	
Debit - Nothing Bundt Cakes - Giveaways (Hospitality)	\$17.97	
Debit - Walmart - Centerpieces (Hospitality)	\$11.10	
Debit - Walgreens - Giveaways (Hospitality)	\$14.00	
1018 - Greta's Gourmet - February Luncheon (Hospitality)	\$321.96	
1019 - Bob Stephens & Associates - Umbrellas (Membership)	\$1,885.34	
1020 - Open Shelf - January 50/50 (President-Misc)	\$20.00	
VOID 1021 - Premier Catering - Refreshments (Career Dev'l)	\$-	
1022 - NAEOP - Newsletter Award Submission (UNOPA Notes)	\$20.00	
1003 - Debbie Hendricks - Corsages (Career Development - PSP)	\$(19.57)	
1003 - Debbie Hendricks - Corsages (Past President)	\$19.57	
		Total
		Expenses: \$2,366.03
Ending Checking Account Balance - 2/29/16		<u>\$6,997.72</u>

Beginning Cost Center Balance - 2/1/16		\$(1,187.74)
Income:		
		Total
		Income: \$-
Expenses:		
Roddy Spangler - NAEOP Expenses (President Misc.)	\$(300.00)	
Roddy Spangler - NAEOP Expenses (President-Elect)	\$300.00	
UNL Mail Services - 1 Piece (Corresponding Secretary)	\$(0.48)	
UNL Mail Services - 1 Piece (Treasurer)	\$0.48	
UNL Mail Services - 2 Pieces (Treasurer)	\$0.96	
		Total
		Expenses: \$0.96
Ending Cost Center Balance - 2/29/16		<u>\$(1,188.70)</u>

Ending Checking Account Balance - 2/29/16	\$6,997.72
Ending Cost Center Balance - 2/29/16	<u>\$(1,188.70)</u>
Total Funds Available:	<u><u>\$5,809.02</u></u>

Savings Account Balance - 2/29/16 **\$11,501.06**

55th Anniversary Balance: \$93.00 - \$6.36 = \$86.64

UNOPA Executive Board Meeting Minutes

April 5, 2016

4:00 p.m.-5:00 p.m.

Whittier Building, 3rd Floor Conference Room

CALL TO ORDER

President Roddy Spangler called the meeting to order at 4:00 p.m.

Roll Call was taken by Judy Anderson, recording secretary.

MEMBERS PRESENT

Roddy Spangler, Tricia Liedle, Judy Anderson, Marsha Yelden, Alycia Libolt, Jane Schneider, Lorraine Moon, Edie Schleiger, Jan Wassenberg

MEMBERS ABSENT

Sara Luther, Debbie Hendricks, Mary Klucas, Carol Wusk, Breana Garretson, Jaime Long, Marilyn Johnson, Donelle Moormeier, Donette Petersen, Barbara Homer, Linda Arnold

AD-HOC COMMITTEE MEMBERS PRESENT

None.

AD-HOC COMMITTEE MEMBERS ABSENT

Kelsey Sims

APPROVAL OF MINUTES

Minutes of the March 1, 2016, Executive Board Meeting were approved as corrected.

TREASURER'S REPORT

Report attached. The treasurer's report was accepted and will be presented to the general membership at the April general membership meeting. Discussed the budget and it was decided to make a new line item where \$300 each year will be transferred from savings to then be used for subsequent UNOPA anniversaries. Another new line item for \$200 will be added for the President's Discretionary Fund. This will be used for special requests such as retirements or memorials.

OFFICER/COMMITTEE REPORTS

President. Report attached. In addition, Roddy asked again for any pictures of past UNOPA events. She also announced that UNOPA's Advisory Council delegates at the national conference would be Tricia Liedle and Barb Homer.

President-elect/Program. Report attached. In addition, since it has been so difficult finding committee directors, Tricia suggested possibly combining some of the committees so fewer directors would be needed. She suggested combining Nominating with Ways and Means, and Hospitality with Outreach. This will need a vote by the membership since it is a Standing Rules change. Tricia will send an electronic proof to the board members for their feedback and then the vote will also be taken electronically.

Tricia will bring the new umbrellas to the April 19th general meeting and it was decided that past presidents who attend would also receive an umbrella.

Tricia Liedle moved: **I move for a gift request for May installation of \$25 for special entertainment.** Seconded by Jane Schneider, the motion passed.

Recording Secretary. No report.

Corresponding Secretary. Report attached. Marcia reported that someone inquired about the PSP Luncheon, but as of now, there is nothing yet being planned.

Past President/Bradley Munn. Jane reported having one Bradley Munn reimbursement request.

Membership. No report.

Hospitality. No report.

Awards. Report attached.

Career Development & PSP. No report.

Communication Technology. Report attached.

Employee Concerns. No report.

Nominating. Report attached.

UNOPA Notes. Report attached.

Ways and Means. Roddy will send out the sign-up sheet for the Spring Game parking lot.

Bylaws. (Still vacant.)

Outreach. (Still vacant.)

AD-HOC COMMITTEE REPORTS

Digital Commons: No report.

Marketing: Report attached.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

The next meeting of the Executive Board will be May 3, 2016, at 4:00 p.m. at the Whittier Building.

The meeting was adjourned at 4:58 p.m.

Submitted by Judy Anderson, recording secretary

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
UNOPA Board meeting
April 5, 2016

FROM: Alycia Libolt
COMMITTEE: **Treasurer**

Please review your individual budgets and let me know of anything you think needs to be changed for the 2016-2017 budget. I need to have the proposed 2016-2017 budget prepared for the May meeting.

FROM: Roddy Spangler
COMMITTEE: **President**

I represented UNOPA on the James V. Griesen Award Selection Committee. This year's recipient is Linda Schwartzkopf-Fultz, Director, Office of Greek Affairs.

I am still looking for pictures of UNOPA events this year. Please forward copies of the pictures to me. I would like to compile them into a slide show for our May general membership meeting.

Bill Nunez responded to our request for travel funds for members attending NAEOP Conference this year. He responded that the Chancellor's office is again willing to provide up to \$125.00 each for those attending, up to a total of \$1,250.00. As we did last year, UNOPA will be matching the \$125.00 for each member attending.

Barb Homer and I attended the LPS professional staff session "The Educational Office Professional" in March that featured Wendy Heslink, president-elect of NAEOP.

Deans & Directors meeting for April has again been cancelled.

FROM: Tricia Liedle
COMMITTEE: **Program**

Committee Director requests were submitted to UNOPA Notes. Still in need of: UNOPA Notes, Outreach, Bylaws, and Nominating.

Umbrella's will be handed out to "member's" only at the April meeting. Should we include Past Presidents or not that attend?

FROM: Marsha Yelden
COMMITTEE: **Corresponding Secretary**

Working on getting things ready for the Past President's and recent retirees part of the Rose Frolik Award Luncheon.

- Assembling gifts
- Preparing program
- Collecting RSVPs and sending out parking permits

Cards sent:

Donna Boone Sympathy 3/23/2016

FROM: Sara Luther
COMMITTEE: **Awards**

Four nominations were received. Currently with the judges. Notifications have been sent to the nominees and those who submitted the award to make arrangements/reservations for the luncheon. Sandy will be presenting the award.

FROM: Mary Klucas
COMMITTEE: **Communication Technology**

I submitted our website to NAEOP for their competition.

FROM: Donelle Moormeier & Donette Petersen
COMMITTEE: **Nominating Committee**

The nominating committee was unable to fill the nomination slots for 2016/2017 and came to the March 8th meeting with the following:

Corresponding Secretary Jill Schurr
Recording Secretary Barb Homer

At the meeting Renae Oestmann said that she would run for Treasurer. No one came forward at the meeting for President Elect. Roddy, Donelle, Diane Wasser spoke about what being an officer entailed and asked that everyone go home and think about running for office.

Later in the week Barb Homer said she would run for President Elect. Judy Anderson was then asked by Roddy if she would be willing to run for Recording Secretary for a second term, she accepted.

We presented the slate of officers, along with their bios, via email to the UNOPA members on March 17, 2016. Members used the link in the email to vote on surveymonkey.com until Friday, April 1, 2016 at noon.

Our slate was as follows:

President Elect Barb Homer
Recording Secretary Judy Anderson
Treasurer Renae Oestmann
Corresponding Secretary Jill Schurr

We had 63 out of 88 members vote, which is a 69% return. This percentage, I think, is pretty good considering the fact that there was only one person per office running.

Each new officers has been sent an email congratulating them of their win!
New officers will be announced at April meeting, motion to delete survey will be presented.

FROM: Kelsey Sims
COMMITTEE: **Marketing Committee**

I didn't have anything new to report other than I am speaking with a woman at SCC about doing the workshop. We have been playing a bit of phone tag. Our likes on Facebook are up to 107, and I put out a request for parking lot volunteers. I am working on a survey I possibly would like to send out to members.

MOTION from Tricia Liedle ---

"I move to: Gift request for May Installation of \$25 for special entertainment

Motion Maker: Tricia Liedle

Seconded by: _____

MOTION from Donelle Moormeier & Donette Petersen ---

"I move to: Move to destroy the ballots on surveymonkey.com for the 2016/2017 officer election.

Motion Maker: Tricia Liedle

Seconded by: _____

UNOPA Treasurer's Report -- March 2016

		Balances:
Beginning Checking Account Balance - 3/1/16		\$6,997.72
Income:		
Deposit - 3/9/16	\$117.00	
March Luncheon - \$102.00		
50/50 - \$15.00		
		Total Income: \$117.00
Expenses:		
Debit - Goodcents Sub - March Luncheon (Hospitality)	\$49.38	
Debit - Walmart - Giveaways & March Luncheon (Hospitality)		\$52.34
1023 - NAEOP - Website Contest (Communication Technology)		\$20.00
Debit - Walmart - Giveaways (Hospitality)	\$82.88	
		Total Expenses: \$204.60
Ending Checking Account Balance - 3/31/16		<u>\$6,910.12</u>

		\$(1,188.70)
Beginning Cost Center Balance - 3/1/16		
Income:		
		Total Income: \$-
Expenses:		
East Union Copy Center - Frolik Invitations (Corresponding Secretary)		\$0.63
UNL Mail Services - 25 Pieces (Corresponding Secretary)	\$12.12	
UNL Mail Services - 2 Pieces (Treasurer)	\$2.34	
		Total Expenses: \$15.09
Ending Cost Center Balance - 3/31/16		<u>\$(1,203.79)</u>

		\$6,910.12
Ending Checking Account Balance - 3/31/16		
Ending Cost Center Balance - 3/31/16		<u>\$(1,203.79)</u>
Total Funds Available:		<u>\$5,706.33</u>

		\$11,502.49
Savings Account Balance - 3/31/16		

55th Anniversary Balance: \$93.00 - \$6.36 = \$86.64