1991

1991-92 UNOPA Executive Board Minutes, February

Follow this and additional works at: http://digitalcommons.unl.edu/unopaminutes

http://digitalcommons.unl.edu/unopaminutes/367

This Article is brought to you for free and open access by the UNOPA-University of Nebraska Office Professionals Association at DigitalCommons@University of Nebraska - Lincoln. It has been accepted for inclusion in UNOPA Minutes by an authorized administrator of DigitalCommons@University of Nebraska - Lincoln.
UNOPA'S Executive Board met Thursday, February 5, 1991, at 3:30 p.m., East Campus Union.

MEMBERS PRESENT:

Kathy Bennetch  Luise Berner  Dora Dill
Sue Drammeh  Don Freed  Debbie Hendricks
Nelvie Lienemann  Sandy Lineberry  Patti Lutter
Linda Pence  Sheila Perry  Michelle Sieber
Brenda West  Lola Young  Rhonda Zugmier

ABSENT:

Brenda Gibson  Doug Neemann  Christine Steggs

CALL TO ORDER:

The meeting was called to order by President Perry.

APPROVAL OF MINUTES:

The December 4, 1990, Executive Board minutes were approved with the following correction:

1. Under Date & Place, change time from 3:00 p.m. to 3:30 p.m.

The January 3, 1991, Executive Board minutes were approved with the following corrections:

1. Under Members Present, add Debbie Hendricks.
2. Under Employee Concerns, Forum, change "at" to "during" and "meet" to "met."
3. Under Announcements, change "their" to "there."

TREASURER'S REPORT:

Don Freed made the motion to approve the January, 1991, Treasurer's Report, second by Patti Lutter. Motion carried.

Treasurer, Luise Berner, presented the following report.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning balance</td>
<td>$1,831.70</td>
</tr>
<tr>
<td>Income</td>
<td>380.85</td>
</tr>
<tr>
<td>Expenses</td>
<td>1,000.98</td>
</tr>
<tr>
<td>Ending balance</td>
<td>1,211.57</td>
</tr>
</tbody>
</table>

Kathy Bennetch made the motion to approve the February, 1991, Treasurer's Report, second by Michelle Sieber. Motion carried.

AWARDS:

Lola Young reported that she has received four requests for nomination forms for the Rose Frolik Award. She reminded everyone that the deadline is Tuesday, February 12, 1991.

Lola received a negative response from the JayCeas' regarding their judging the Silver Pen Award. She then contacted Foot Printers and they agreed to be the judges for this award. She asked the board members that if they know of anyone who is interested in nominating a person for this award to encourage them to submit the form before the April 12, 1991 deadline.
EMPLOYEE CONCERNS: (See Attached)

**Sick Leave Bank:** Kathy will be sending the information she has gathered to the representative of various UNL committees and set up a meeting for them to discuss the idea of a sick leave bank.

**Forum:** The Employee Concerns committee hopes to have the positive feedback published in the Scarlet to help get rid of the many misconceptions that exist regarding UNL policies and/or procedures.

**HOSPITALITY:**
To date, Michelle has received 26 paid reservations and 68 brown bag luncheon reservations for the February general meeting.

**MEMBERSHIP:**
Sheila Perry distributed a current membership roster.

Kathy Bennetch has heard from several people who would like to join UNOPA, but want to wait until July to join. Kathy would like UNOPA to initiate a new "enrollment" process where it doesn't matter when you join. If you join in January than your renewal will be one year from that date, not every July. She feels that a process like this will help UNOPA not to lose new members. This is something the By-Laws Ad-hoc committee will look into.

**NOMINATING:**
Debbie Hendricks reported that the nomination packets are out and must be returned by Friday, February 15, 1991. She will present the slate of candidates at the March 5, 1991, executive board meeting and to the membership at the March general meeting on March 12, 1991.

**PROFESSIONAL GROWTH:**
Dora Dill reported that the Winter Workshop will be held on Thursday, February 28, 1991. The speaker will be Terese Lux, and the topic is "Listening with Power." Kathy Bennetch made the motion that the fee for this workshop be $10.00 for UNOPA members and $15.00 for non-members. Second by Patti Lutter. Motion carried.

Dora Dill also reported that the PSP plaques will be presented at the April general meeting.

**PUBLICITY:**
No report.

**PROGRAM:**
Sandy Lineberry reported that the three speakers for the February general meeting are prepared to give their presentations. They have been advised of the ten minutes per speaker time frame.

**SALARY ISSUES:**
Don Freed reported that Interim Chancellor Goebel has turned down our request for a second representative on the Salary Advisory Committee. Don encourages the board and all UNOPA members to write their Senators and Congressmen regarding salary issues.

Don Freed submitted his resignation as Salary Issues Chair. Sandy Lineberry made the motion to accept Don Freed's resignation, effective February 5, 1991. Second by Linda Pence. Motion carried.
UNOPA NOTES:
The deadline is February 15, 1991.

Sheila Perry announced that no one is to make any changes to material submitted to UNOPA Notes without prior approval of the author. Several errors were noted in the general meeting minutes and the Money Corner. These errors will be corrected at the February, 1991, general meeting.

The deadline to submit a copy of UNOPA NOTES for the National competition is March 15, 1991. This is tabled until the March meeting to see if we want to submit the February, 1991, issue.

WAYS AND MEANS:
This committee will be meeting on February 6, 1991, to prepare for the raffle at the February, 1991, general meeting. UNOPA needs to thank Ken Holm for the excellent work that his office, Printing Services, did on the raffle tickets. The cost was $66.00 for 2,500 tickets, which is an extremely good price.

OLD BUSINESS:
Mentor Program: Kathy Bennetch talked to Roshan Pajnigar regarding the Mentoring Program. Roshan informed Kathy that this is on hold because Human Resources may be dealing with it.

Foundation Accounts: Sheila Perry is going to have a special meeting to discuss what we want to do with the Foundation Accounts. Please let her know if you are interested in attending.

NEW BUSINESS:
January, 1991, Deans & Directors Meeting: The main focus of this meeting was the status of the various searches presently underway.

Employee Concerns Co-Director: Sandy Lineberry made the motion that Jan Harris be appointed as Co-Director of the Employee Concerns Committee. Second by Patti Lutter. Motion carried with one opposed.

ANNOUNCEMENTS:
Linda Pence informed everyone that this year’s National Meeting will be held July 15-19, 1991. Currently, round-trip airfare is $341.00 from Omaha or Kansas City. Linda also announced that twelve members will be traveling to Des Moines, Iowa, on February 8, 1991, for the Central Area Professional Development Day for Educational Office Personnel meeting.

Dora Dill announced that the new PSP booklets are in and if you are interested in getting one, please contact her.

Sheila Perry reminded everyone that Gloria Steinem will be honored at a reception on February 21, 1991, at the Wick Center from 3:30-4:30p.m. Patti Lutter informed the board that Gloria Steinem will be speaking at the Lied Center on February 21, 1991, beginning at 7:00p.m. There is no admission fee and the public is invited to attend. Anyone wanting a poster to advertise this event is to contact Patti.

Sheila Perry announced that she was contacted by Dr. Peg Blake, Vice Chancellor Griesen’s Office, for an UNOPA representative to serve on the committee for the Student Leader Award. Sheila appointed Sandy Lineberry.
Sheila also announced that two UNOPA members are running for State offices this Year. Sandy Lineberry, President-elect, is running for Vice President, and Norma Wever, UNOPA Historian, is running for Treasurer.

President Perry announced that she has been appointed to the Chancellor's Search Committee as a University representative.

Meeting adjourned at 5:00p.m.

Respectfully submitted,

Rhonda Zugmier
Recording Secretary