1991

1991-92 UNOPA Executive Board Minutes, May

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DATE & PLACE
UNOPA’s Executive Board met Friday, May 3, 1991, at 3:30 p.m., at the City Campus Union.

MEMBERS PRESENT:
Luise Berner  Dora Dill  Sue Drammeh  Jan Harris  Debbie Hendricks  Nelvie Lienemann  Sandy Lineberry
Patti Lutter  Linda Pence  Sheila Perry  Michelle Sieber  Lola Young  Rhonda Zugmier

ABSENT: Kathy Bennetich  Lorraine Moon  Christine Steggs  Brenda West

CALL TO ORDER:
The meeting was called to order by President Perry.

APPROVAL OF MINUTES:
The April 2, 1991, Executive Board minutes were approved with the following corrections:
1. Under Foundation Report add “It was suggested that the two accounts be combined.”
3. Under Awards, the first sentence should be changed to read that “Lola Young reported that there have been 15 requests for nomination forms for the Silver Pen Award.”

Patti Lutter made a motion to approve the April 2, 1991, Executive Board minutes as corrected. Seconded by Lola Young. Motion carried.

TREASURER’S REPORT:
Treasurer, Luise Berner, presented the following report:

- Beginning Balance: $2,754.97
- Income: 376.60
- Expenses: 1,221.81
- Balance: $1,909.76

At this time, Luise distributed a summary of each individual committee’s expenses. If any discrepancies are noted, please contact Luise. Linda Pence made a motion to approve the Treasurer’s Report. Seconded by Patti Lutter. Motion carried. Luise requested that all bills be submitted to her as soon as possible. All bills must be paid by June 30, 1991.

AWARDS:
Lola Young reported that she has received 14 nominations for the Silver Pen Award.

EMPLOYEE CONCERNS:
Jan Harris, Co-Director, gave the following report.
- **Forums:** The forums were very small and the main thrust was the same as the last session. No new topics were brought up and some questions were directed to the proper area of UNL to answer those questions. It was noted that the members in attendance liked the report that was sent to all members detailing what each Employee Concern Committee had been involved in during the year.
- **Sick Leave Bank:** This committee is currently rewriting the originally submitted proposal with the input they received from those committees that were asked to review the proposal.

Sue Drammeh made a proposal that UNOPA look into forming a liaison with Custodial Services and other areas not included with UNOPA. Jan Harris made an addendum that “the groundwork has already been laid” to that proposal.

HOSPITALITY:
Reservation forms are due by Wednesday, May 8, 1991.

MEMBERSHIP:
The membership stands at 259 members.

NOMINATING:
No report.

PROFESSIONAL GROWTH:
Dora Dill reported that her committee met and decided since UNOPA was having the Forums and the Brown Bag Seminar in April, that it was not necessary to have a second workshop this year. Dora circulated a list of people who are interested in getting one-on-one help for the PSP program. The Executive Board members were asked to pick a name to help work on their PSP.
**PSP Plagues:** Debbie Hendricks suggested that the next time plaques are made for presentation to a PSP recipient that if that person is receiving the PSP and CEOE at the same time that both should appear on the plaque. She also suggested that the PSP and CEOE designation be added to the membership listing to recognize those people. Sandy Lineberry will pass this on to next year’s Professional Growth Director.

**PUBLICITY:**
No report.

**PROGRAM:**
Sheila Perry and Sue Drammeh will continue working on the program for the May general meeting.

**SALARY ISSUES:**
The AdHoc Salary Distribution Committee met on April 24, 1991. They will submit a proposal for presentation to Interim Chancellor Goebel in the near future.

**UNOPA NOTES:**
The deadline is May 15, 1991. Sheila Perry reminded everyone that their annual report is due to her by June 7, 1991, so she can get it to Sue Drammeh by June 15, 1991.

**WAYS AND MEANS:**
No report.

**FOUNDATION REPORT:**
(See Attached) Sue Drammeh discussed the report of UNOPA Fund CD #2484. She asked for the Executive Board’s input. It was suggested that space needs to be added for a signature, social security number and date. Sue Drammeh made a motion that we accept the revised form with the addition of space for a signature, social security number and date. She will adjust the payroll deduction designation when it is given to her by Terry Tallon, Payroll at a future date. Seconded by Linda Pence. Motion carried.

**OLD BUSINESS:**
None.

**NEW BUSINESS:**
Sue Drammeh brought up the subject of Administrative Leave. This policy is outlined in the new “Business Policies and Procedures ("How to") Manual. If you attend a meeting, at the Chancellor’s request, it is considered paid time not administrative leave.

**ANNOUNCEMENTS:**
Sandy Lineberry reported that the Joint Executive Board meeting will be held on Tuesday, June 11, 1991, 3:30 p.m. at the SREC Conference Room. At this meeting, records will be turned over to the new officers. It was requested that the 1990-91 Directors discuss their budget with the new 1991-1992 Directors for the coming year.

A teleconference, “Seven Habits of Highly Effective People”, will be held on May 18, 1991, 11:00am - 2:30pm. Information will be published in the Scarlet.

**ADJOURNMENT:**
Meeting adjourned at 5:45 p.m.

Following adjournment President Perry presented a gift of a marble paperweight engraved with the UNOPA Seal and personalized with each Board Members Name, to the members of the 1990-1991 Executive Board.

Sandy Lineberry, President-Elect, on behalf of the UNOPA 1990-1991 Executive Board presented President Perry with a gift of an engraved desk set.

Respectfully submitted,

Rhonda Zugmier
Recording Secretary