

2016

2016-17 UNOPA Executive Board Minutes

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

"2016-17 UNOPA Executive Board Minutes" (2016). *UNOPA Minutes*. 370.
<http://digitalcommons.unl.edu/unopaminutes/370>

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.

Approved as corrected by UNOPA Board—August 9, 2016

UNOPA Executive Board Meeting Minutes

June 8, 2016

3:30 p.m.-4:00 p.m.

Whittier Building, 3rd Floor Conference Room

CALL TO ORDER

President Tricia Liedle called the meeting to order at 3:44 p.m.

Roll Call was taken by Judy Anderson, recording secretary.

MEMBERS PRESENT

Tricia Liedle, Barbara Homer, Judy Anderson, Jill Schurr, Renae Oestmann, Roddy Spangler, Lorraine Moon, Carol Wusk, LeAnn Frobom, Donna Bode, Alycia Libolt, Edie Schleiger, Marla Nissen

MEMBERS ABSENT

Sara Luther, Debbie Hendricks, Mary Klucas

AD-HOC COMMITTEE MEMBERS PRESENT

Jane Schneider

AD-HOC COMMITTEE MEMBERS ABSENT

Kelsey Sims

APPROVAL OF MINUTES

No minutes to approve.

TREASURER'S REPORT

No report.

OFFICER/COMMITTEE REPORTS

President. The board meeting schedule has been sent out. Meetings will be held on the first Tuesday of the month in Forestry Hall on East Campus at 3:30 p.m.

President-elect/Program. All rooms have been reserved for the general meetings and some speakers have been selected. ~~including Dr. Julie Masters.~~

Recording Secretary. No report.

Corresponding Secretary. No report.

Past President/Bradley Munn. No report.

Membership. Alycia suggested that an HR person be on the Awards Committee due to past problems with awards being presented to members that don't qualify due to their employment status, thus causing problems with getting their award payments to them.

Hospitality. No report.

Awards. No report.

Career Development & PSP. No report.

Communication Technology. No report.

Employee Concerns. No report.

Nominating. Currently vacant.

UNOPA Notes. Currently vacant.

Ways and Means. No report.

Bylaws. Currently vacant.

Outreach. Currently vacant.

AD-HOC COMMITTEE REPORTS

Digital Commons: No report.

Marketing: No report.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

The meeting was adjourned at 4:06 p.m.

Submitted by Judy Anderson, recording secretary

UNOPA Executive Board Meeting Minutes

August 9, 2016

3:30 p.m.-4:30 p.m.

Forestry Hall Building, 1st Floor Conference Room

CALL TO ORDER

President Tricia Liedle called the meeting to order at 3:43 p.m.

Roll Call was taken by Judy Anderson, recording secretary.

MEMBERS PRESENT

Tricia Liedle, Barbara Homer, Judy Anderson, Renae Oestmann, Roddy Spangler, Lorraine Moon, Carol Wusk, Alycia Harden, Marla Nissen,

MEMBERS ABSENT

Jill Schurr, Sara Luther, Debbie Hendricks, Mary Klucas, LeAnn Frobom, Donna Bode, Lindsay Augustyn

OTHER MEMBERS PRESENT

Lola Young

AD-HOC COMMITTEE MEMBERS PRESENT

Jane Schneider

AD-HOC COMMITTEE MEMBERS ABSENT

Kelsey Sims

APPROVAL OF MINUTES

Minutes of the June 8, 2016, Executive Board Transition Meeting were approved as submitted and the regular Executive Board Meeting minutes were approved as corrected.

TREASURER'S REPORT

Report attached.

OFFICER/COMMITTEE REPORTS

President. Tricia announced that her charity will be Camp Kesem, which is a nationwide community **organization**, driven by passionate college student leaders, that supports children through and beyond their parent's cancer.

President-elect/Program. Report attached. Barb Homer noted the addition of Jeff Moul as the guest speaker for the UNOPA/UAAD Joint Meeting in January and a representative from Macie's Place (Mentoring Adults and Children for Independence Empowerment and Success) as the February speaker. **It was moved by Judy Anderson to accept the 2016-17 program as presented and was seconded by Roddy Spangler. Motion passed.**

Recording Secretary. No report.

Corresponding Secretary. No report, but it was known that she had sent out a card.

Past President/Bradley Munn. Roddy Spangler has been working with Jane Schneider to get on the Foundation account and hopes to have the 2015-16 Annual Report out very soon.

Membership. Report attached. Alycia Harden questioned why Digital Commons and Marketing weren't listed as committee selections on the membership form. It was decided that she could add them and also remove Secret Friends from the form. She also reported that she attended the Wellness planning

meeting as they are revamping the Wellness on Wheels program. The new name is All About You and they hope to have four large events during the year.

Outreach (Hospitality). Report attached.

Awards. No report.

Career Development & PSP. Report attached. In addition, Jane mentioned a **NEAOP NAEOP** webinar series, "Enhancing the Skills of the Educational Office Professional," that we should advertise to our membership where they could earn PSP points.

Communication Technology. Report attached. In addition, UNOPA's website was awarded 2nd Place at the NEAOP Conference.

Employee Concerns. Report attached showing that all committees are filled.

Bylaws/Nominating. Currently vacant.

UNOPA Notes. No report.

Ways and Means. Marla Nissen met with Jan Wassenberg and Edie Schleiger to get up to date on her duties. She also created the sign up sheet for the parking lot responsibilities.

AD-HOC COMMITTEE REPORTS

Digital Commons. Jane tried to submit articles, but her attempt failed. She will continue to look into it.

Marketing. Report attached.

UNFINISHED BUSINESS

None.

NEW BUSINESS

It was suggested that we recognize Sara Luther in UNOPA Notes for being awarded the Young Professional of the Year award from the National Association of Educational Procurement.

Tricia had been contacted by Michael Perdunn, UNO Staff Advising Council, in order to work on common goals. A breakfast meeting with NU President Bounds is being scheduled.

There was a question on whether we were submitting UNOPA Notes in the right category for NAEOP Awards. It was mentioned that there would be fewer submissions in the professional category and we would have a better chance to compete.

The meeting was adjourned at 4:55 p.m.

Submitted by Judy Anderson, recording secretary

TO: Tricia Liedle
FROM: Alycia Harden
COMMITTEE: Membership
DATE: 8/3/16

Current committee report

Should we be asking if anyone is interested in serving on the marketing and digital commons committees on the membership form? I can add these to the form, but was wondering what everyone else thought. Were they not included in the past because they were ad-hoc, supposed to be short term, committees?

TO: Tricia Liedle
FROM: Lorraine Moon and Debra Hendricks
COMMITTEE: PSP and Career Development
DATE: August 1, 2016

Current committee report

Tricia Liedle received her PSP at the NAEOP Convention in St. Louis. UNOPA presented Tricia with a recognition portfolio instead of flowers.

Deb Hendricks and Lorraine Moon have received one suggestion for a UNOPA Professional Development workshop. This subject would be Active Listening. While this might be an interesting topic, the presenter would only be able to present a two-hour workshop. We would like the Board's input as to whether we should proceed for a Fall workshop for two hours or should we try to combine with something else that would only take a couple of hours. Any thoughts?

TO: Tricia Liedle
FROM: Donna Bode
COMMITTEE: Outreach (Hospitality) Committee
DATE: August 9, 2016

Current committee report:

The Outreach Committee met on June 21st to discuss General Meeting themes for 2016-2017. Each month will have a different theme with committee members preparing. All rooms for the General meetings have been reserved by Barb Homer. She is working on guest speakers for 3 of the meetings.

We did not discuss the Summer Social as we all thought it was already planned. After deciding on games and root beer floats, via emails, the summer social was canceled until next summer due to lack of registrations.

Also, working on luncheon menu's and setting up the Event Brite registration page.

TO: Tricia Liedle
FROM: Barbara Homer
COMMITTEE: Program
DATE: August 2, 2016

To date is the following general meeting schedule:

Tuesday, September 13	Guest Speaker, Tricia's Charity City Campus Union, Regency Suite
Tuesday, October 11	Guest Speaker, Dr. Julie Masters, Chair, Dept. of Gerontology City Campus Union, Regency Suite
Tuesday, November 8	Floyd S. Oldt Boss of the Year; Floyd S. Old Outstanding Staff & Silver Pen Awards East Campus Union, Great Plains Room
Tuesday, December 13	Christmas – Pius Girls/Boys Acapella Group City Campus Union, Ballroom
Tuesday, January 10	UNOPA/UAAD Joint Meeting; Guest Speaker, TBD East Campus NET Nebraska
Tuesday, February 14	Guest Speaker, TBD City Campus Union, Heritage Room
Tuesday, March 14	Guest Speaker, tentatively, Chancellor Ronnie Green East Campus NET Nebraska
Tuesday, April 12	Rose Frolik Award; Past Presidents & Retirees Luncheon East Campus Union, Great Plains Room
Tuesday, May 9	2017-18 Executive Board Installation City Campus Union, Regency Suite

I am still seeking speakers for the January and February meetings and would appreciate you letting me know if you have any suggestions.

TO: Tricia Liedle
FROM: Mary Klucas
COMMITTEE: Communication Technology
DATE: August 8, 2016

Current committee report

I have started updating the website with the information for the new year. I have a few things I am waiting on to complete the updates.

I am still working on getting my committee together.

TO: Tricia Liedle
FROM: Kelsey Sims
COMMITTEE: Marketing Committee
DATE: August 9, 2016

Hello,

I am not sure I will be making the meeting today. I had a doc appt this morning that went way later than I expected, and I have to get our curriculum done as soon as possible. Below are some of my notes if you want to share them, otherwise I can at the next meeting. If I get the curriculum taken care of I will be there but I just wanted to give a heads up.

Facebook: 110 Likes on Facebook ... Are we signing up for parking lot sales yet? Do I need to be posting this, or anything else to the FB page?

Workshop: 37 Participants (45 registered)

Survey—overall positive responses (some below)

- o One respondent mentioned that since they work in academics, it was nice to have this type of a workshop during the summer, as it is easier to take time away from work
- o Another respondent mentioned they would be interested in joining UNOPA if there were more professional activities like this one
- o A few suggested a shorter time frame like a 12-3pm, and doing a working lunch within that time frame

Survey: I am currently looking over the previous survey that was done back in 2012 to see what types of responses they were. I will be taking some notes to share. This will also be good information to have later when I send out the survey I created before. I was planning to send it out a while back, but when I was provided with this older one I thought it would be beneficial to browse that one first.

TO: Tricia Liedle
FROM: Carol Wusk and LeAnn Frobom
COMMITTEE: Employee Concerns
DATE: August 1, 2016

Current committee report

Attached is the list of committee members for 2016-2017

UNOPA EMPLOYEE CONCERNS COMMITTEE MEMBERS (2016-2017)

Committee	Length of Term	Committee Members	Phone #	E-Mail	Term Expires
Employee Concerns Director	1 Year	Carol Wusk	2-7913	cwusk1@unl.edu	End of 2016-17 AY
Employee Concerns Co-Director (year 2 = Director)	2 Years	LeAnn Frobom	2-1695	lfrobom2@unl.edu	End of 2016-18 AY
1) Campus Recreation Advisory Council; *Meets bi-monthly; Fall/Spring semesters *Campus Rec Membership Required	2 Years	Kay McClure-Kelly	2-1508	kmccclure-kelly2@unl.edu	End of 2016-18 AY
2) Chancellor's Campus Safety Committee; *Meets every other month, 3rd Tuesday of the month	2 Years	Lisa King	2-7787	lking2@unl.edu	End of 2016-18 AY
3) *Chancellor's Commission on Environmental Sustainability; *Meets Monthly; 1st Monday; 3:30; CCU	3 Years	Sara Luther	2-2281	sara.luther@unl.edu	End of 2016-17 AY
4) Chancellor's Commission on the Status of Women * Meets bi-monthly *All members appointed by the Chancellor *Chancellor appoints someone, but it may not always be a UNOPA member.	3 Years	Eddie Schleiger	2-1818	eschleiger1@unl.edu	End of 2017-18 AY
5) Employee Benefits/U-Wide Employee Fringe Benefits *Meets as needed; 2 committees *This person is automatically appointed to both the UNL Benefits & the Univ-Wide (Central Admin) Benefits Committee	3 Years	Diane Wasser*	2-6251	dwasser1@unl.edu	End of 2016-19 AY
*Need TWO Certificates (one for each of these committees)					
6) Employee Emergency Loan Fund Advisory Committee *Meets via phone conference as needed	3 Years	Shelley Everett	2-7760	reverett1@unl.edu	End of 2017-18 AY
*3 representatives/staggered terms		Jan Wassenberg	2-4486	jwassenberg1@unl.edu	End of 2016-17 AY
* Due to Confidentiality, contact EAP for annual report		Marcy Tintera	2-1258	mtintera@unl.edu	End of 2016-17 AY
7) Faculty Senate *Meets monthly; 1st Tues.; 2:30 pm	1 Year	Marcy Tintera	2-1258	mtintera@unl.edu	End of 2016-17 AY
8) James V. Griesen Exemplary Service to Students Award *Meets via Blackboard mid-January *UNOPA President or Representative	1 Year	Tricia Liedle	2-3305	patricia.liedle@unl.edu	End of 2016-17 AY
9) Parking Advisory Committee; *Meets monthly - academic year *1 UNOPA representative	3 Years	Marilyn Johnson	2-8822	marilyn.johnson@unl.edu	End of 2016-17 AY
*1 Chancellor's rep. rotates between office/service and managerial/prof.	3 Years	UAAD Rotation			End of 2014-15 AY
10) Parking Appeals Committee *Meets monthly; Thurs. afternoon	3 Years	Not filled			
don't fill third position, when other two are up, don't fill. Move to inactive cmte list	3 Years	Belva Harris	2-2354	bharris2@unl.edu	End of 2016-17 AY
11) Wellness Committee *Must be member of Campus Rec *Meets monthly; 3rd Thurs.; 10:00am	3 Years	Marsha Yelden	2-7306	myelden1@unl.edu	End of 2016-17 AY
12) Child Care Committee * Vice Chancellor for Student Affairs calls as needed contact is Debbie Hendricks 2-9685	2 Years	Alycia Harden	2-7317	alibolt2@unl.edu	End of 2016-18 AY
		Betty James	2-3234	bjames1@unl.edu	End of 2016-18 AY
					July 2016

UNOPA Treasurer's Report -- July 2016

Beginning Checking Account Balance - 7/1/2016	Balances: \$ 3,825.09
Income:	Total Income:
Expenses:	Total Expenses: \$ -
Ending Checking Account Balance - 7/31/2016	<u>\$ 3,825.09</u>

Beginning Cost Center Balance - 7/1/2016	\$ -
Income:	Total Income: \$ -
Expenses:	
Corresponding Secretary printing expense for the scrapbook	\$ 8.85
2016 Annual Conference NAEOP reimbursement - Lola Young	\$ 125.00
2016 Annual Conference NAEOP reimbursement - Debbie Hendricks	\$ 125.00
2016 Annual Conference NAEOP reimbursement - Mari Greer	\$ 124.74
2016 Annual Conference NAEOP reimbursement - Mary Guest	\$ 125.00
	Total Expenses: \$ 508.59
Ending Cost Center Balance - 7/31/2016	<u>\$ (508.59)</u>

Ending Checking Account Balance - 7/31/2016	\$ 3,825.09
Ending Cost Center Balance - 7/31/2016	\$ (508.59)
Total Funds Available:	<u>\$ 3,316.50</u>

Savings Account Balance - 7/31/2016 **\$ 11,503.92**

55th Anniversary Balance: \$93.00 - \$6.36 (sales tax) = \$86.64

UNOPA Executive Board Meeting Minutes

October 4, 2016

3:30 p.m.-4:30 p.m.

Forestry Hall Building, 1st Floor Conference Room

CALL TO ORDER

President Tricia Liedle called the meeting to order at 3:37 p.m.

Roll Call was taken by Judy Anderson, recording secretary.

MEMBERS PRESENT

Tricia Liedle, Judy Anderson, Renae Oestmann, Cheryl Wemhoff, Carol Wusk, LeAnn Frobom, Donna Bode, Alycia Harden, Marla Nissen

MEMBERS ABSENT

Barbara Homer, Jill Schurr, Roddy Spangler, Sara Luther, Lorraine Moon, Debbie Hendricks, Mary Klucas, Lindsay Augustyn

OTHER MEMBERS PRESENT

None

AD-HOC COMMITTEE MEMBERS PRESENT

Jane Schneider, Kelsey Sims

AD-HOC COMMITTEE MEMBERS ABSENT

None

APPROVAL OF MINUTES

Minutes of the August 9, 2016, Executive Board Meeting were approved as corrected. There was no September board meeting.

TREASURER'S REPORT

Report attached. The budget will be included next month for the upcoming year.

OFFICER/COMMITTEE REPORTS

President. No report.

President-elect/Program. No report.

Recording Secretary. No report.

Corresponding Secretary. No report.

Past President/Bradley Munn. No report.

Membership. Report attached. Alycia Harden reported on updated membership numbers since submitting her report: 6 New, 59 Active, 3 Associate, 1 Honorary, and 9 Retirees. She noted that Cindy Hornung had left the university, thus moving her membership from active to associate.

It was decided that if members lose their UNOPA umbrellas and request a replacement, they can make a **suggested** donation to receive another one. ~~We can't actually sell the umbrellas due to a sales tax issue.~~

Since we had run out of membership pins and brochures, Alycia brought the following motion to the board. **Alycia Harden moved to order 500 brochures from Printing Services and 100 pins for new members from Awards Unlimited. It was seconded by Cheryl Wemhoff and passed.**

Alycia asked for volunteers to help man the UNOPA booth for the upcoming All About You events hosted by Campus Recreation. Jane Schneider signed up for November 2 and Cheryl Wemhoff signed up for November 3. The October 20 and 27 dates were still open.

Outreach (Hospitality). Report attached. Donna Bode reported on 30 registrations for the General Meeting and 36 registrations for the Active Listening workshop. Macie's Place has been confirmed as the program in January.

Secret Friends will be promoted more at the General Membership meeting and it was deemed the Mentoring Committee isn't needed right now.

The high cost of catering was discussed and it was somewhat decided to only offer meals at the special award presentation meetings.

Awards. No report.

Career Development & PSP. Report attached.

Communication Technology. No report.

Employee Concerns. Report attached.

Bylaws/Nominating. New director, Cheryl Wemhoff, reported she would copy the flash drive containing the bylaws for Digital Commons.

UNOPA Notes. No report. Tricia noted that the current NOTES would be updated to include an edit in the president's letter that was missed.

Ways and Means. Marla Nissen reported the parking lot numbers were going up each game and we had earned approximately \$2,568 so far.

AD-HOC COMMITTEE REPORTS

Digital Commons. Report attached.

Marketing. Kelsey Sims shared the results of the survey sent to the UNOPA general membership.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Entertainment at the December general meeting will be the Bathtub Dogs, an a cappella group from the university. They agreed on the \$150 fee even though they usually ask for much more.

It was noted that we would again have a drawing for a gift card from those who worked the parking lot, since it was now a budgeted item. We also thought it would be a good idea to have a board member open and close the parking lot.

New general meeting locations were discussed—Tricia will check with St. Mark's Episcopal and the Quilt Center, and Judy will check with the Lutheran Student Center.

It was suggested we have articles submitted to Keeping Affiliates Active. Tricia will check with Lindsay about doing that.

The meeting was adjourned at 4:55 p.m.

Submitted by Judy Anderson, recording secretary

TO: Tricia Liedle
FROM: Renae Oestmann
COMMITTEE: Treasurer
DATE: October 3, 2016

Current committee report

Attached.

TO: Tricia Liedle
FROM: Alycia Harden
COMMITTEE: Membership
DATE: 9/27/16

Current committee report

I currently only have 6 membership pins of which 4 need to be given to our new members. Thoughts on reordering? Quantity?

I currently only have 6 membership brochures. HR is requesting 300 and we will also need several for the All about You event next month. I am proposing we order 500. Attached is the updated brochure for your approval before we print.

Current membership is:

4 - New
51 - Active
2 - Associate
1 - Honorary
8 - Retiree

TO: Tricia Liedle
FROM: Donna Bode
COMMITTEE: Outreach (Hospitality) Committee
DATE: September 29, 2016

Current committee report:

The Outreach Committee met after the Sept 13th General Meeting with Tricia Liedle. This meeting helped to clarify the new responsibilities and changes for the Outreach/Hospitality Committee. The committee will continue with the luncheon preparations as always. Added responsibilities are the Secret Friends and Mentoring programs.

I will have an update on the registrations for the General Meeting and the Art of Listening workshop all scheduled for October 11th.

I would like to discuss the cost of catering and linens with having a new caterer for the Unions.

TO: PATRICIA LIEDLE
FROM: Lorraine Moon and Debra Hendricks
COMMITTEE: Career Development/PSP
DATE: September 26, 2016

Current committee report

New committee members are Beth Zager and Sue Wesely.

The Fall Career Development workshop will take place from 1:00 – 3:00 p.m. on Tuesday, October 11, in the Unity Room of the Multicultural Center. The workshop will follow the UNOPA meeting that is being held in the Nebraska Union.

Topic: Active Listening

Speaker: Liz Banset from the Office of Research and Economic Development

See attachment for details of presentation

Since the workshop follows our UNOPA luncheon, Debbie and I are only planning on having beverages available.

UAAD members have been invited to the workshop. UNL Today has been notified. Kelsey Sims has posted the information on Facebook.

We have had two suggestions for a spring workshop. We would like the input of the Board members.

1. Our October luncheon speaker is willing to present a two-hour workshop on the same subject. She would keep it light and it would be more detailed.
2. A NEOPA speaker (Jill Averyhart: “Who Put a Lizard in My Lasagna?” – suggested by Lola. We do not know her availability.

TO: Tricia Liedle
FROM: Carol Wusk & Leann Frobom
COMMITTEE: Employee Concerns/Employee Benefits
DATE: September 26, 1016

Current committee report

I attended the Employee Benefits Committee meeting last week for Diane Wasser. The NUFlex Enrollment period will be October 31-November 18. Cost will be up approximately 10% (first raise since 2009). The CAN Long Term Care Insurance rate also increases (Genworth).

Blue Cross/Blue Shield is offering a new free Fit4D program, a diabetic program, and a new Spine Pain Management Program (pdf files attached).

Chancellor’s Campus Safety Committee.

Since lack of communication is a factor in negative results on campuses, UNL Alert and Alertus are being integrated. UNL hosts a large number of visitors at any time, especially in the summer. This would mean that when there is a UNL alert, it would appear on every computer on campus. The advantage to this is that it helps keep our visitors safe.

TO: Tricia Liedle
FROM: Jane Schneider
COMMITTEE: Digital Commons
DATE: October 4, 2016

Current committee report

UNOPA's digital commons has been updated with the latest [annual report](#) and [2015-2016 newsletters](#).

UNOPA Board and General meeting minutes will be added to the site soon.

UNOPA Treasurer's Report -- September 2016

Beginning Checking Account Balance - 9/1/2016		Balances:
		\$ 4,012.09
Income:		
Deposit 9/2/16 Membership Dues	\$109.00	
Deposit 9/9/16 Donation from Luise Berner	\$10.00	
Deposit 9/9/16 Membership Dues	\$36.00	
Deposit 9/13/16 Donation Anonymous Donor	\$21.00	
Deposit 9/15/16 Sept. General Meeting 50/50 Drawing Incon	\$21.00	
Deposit 9/15/16 Sept. General Meeting Meal Income	\$152.75	
Deposit 9/16/16 Membership Dues	\$105.00	
Deposit 9/28/16 Membership Dues	\$15.00	
	Total Income:	\$469.75
Expenses:		
9/1/16 Centerpieces for Sept. General Meeting	\$2.56	
9/1/16 Centerpieces for Sept. General Meeting	\$15.33	
9/8/16 Centerpieces for Sept. General Meeting	\$7.08	
1035-9/8/16-Homer NEOPA Membership Renewal	\$20.00	
9/12/16 Door prizes for Sept. General Meeting	\$18.02	
9/27/16 Centerpieces for Oct. General Meeting	\$23.55	
	Total Expenses:	\$86.54
Outstanding Expenses:		
1037-8/26/16-Liedle NEOPA Membership	\$ 20.00	
1038-9/26/16-July Workshop Refreshments	\$ 155.26	
1039-9/26/16-Sept. General Meeting Catering	\$ 221.24	
	Total Outstanding Expenses:	\$ 396.50

Ending Checking Account Balance - 9/30/2016 **\$ 3,998.80**

Beginning Cost Center Balance - 9/1/2016		\$ (1,193.50)
Income:		
Membership Dues-9/6/2016	\$ 150.00	
Membership Dues-9/9/2016	\$ 15.00	
Membership Dues-9/16/2016	\$ 15.00	
	Total Income:	\$ 180.00
Expenses:		
	Total Expenses:	\$0.00

Ending Cost Center Balance - 9/30/2016 **\$ (1,013.50)**

Ending Checking Account Balance - 9/30/2016	\$ 3,998.80
Ending Cost Center Balance - 9/30/2016	\$ (1,013.50)
Total Funds Available:	<u>\$ 2,985.30</u>

Savings Account Balance - 9/30/2016 **\$ 11,503.92**

55th Anniversary Balance: \$93.00 - \$6.36 (sales tax) = \$86.64

Fall 2016 UNOPA Survey Notes

**Based on responses received within 24 hours*

How long have you been a member?

>1 year 3

1-5 years 10

5-10 years 6

10-15 years 3

15+ years 20

Favorite part of UNOPA

Meetings

Putting names to faces

Learn about other parts of the University

Speakers/Presentations

Networking 7

Serving on the board

Meeting new people 12

Learning opportunities

Workshops

None

Professional development activities

Raffles

Favorite event/speakers

Skipped Question 3

Bunko

Can't say/Don't know/None

Many/More than one 4

Workshop on EC w/ Innov. Campus Speaker

Special celebration events

National Monument in Beatrice speaker

Backyard Farmer 5

Barbershop singers/Holiday singers

John Cook

Tom Osb

Business Writing Workshop

Graduate Studies info session

All

Ronnie Green

Athletics/Academics structure

Wellness speaker

Paul Wesselman

History of Lincoln

Rhonda Revelle

Camp Kasem

Why join UNOPA?

Networking 16

Have a voice/Represent

Meet new people

Professional Development 9

Get to know University

Expand knowledge base

Personal growth

Giving back

Keep informed

Learn skills

Creates community

Don't seem to be much benefit right now

What improvements could we make?

Skipped Question 8

More time to visit informally 4

More complex workshops/conferences (not just brown bags)

More new members

Encourage more participation

Generate enthusiasm about UNOPA

More entertaining speakers 2

Convince younger people to join

More brown bag & less expensive meals

Focus on professional development/ relevant topics 2

Let people introduce themselves

Lower cost of meals

Sit with new people at meetings and events

Get rid of the "we've always done it this way" mentality

Reach out to new employees

Make events/meetings more interesting to people

Assign new people a mentor

Increase understanding of benefits of this group

More growth activities

More networking activities

More advertisement

More community outreach projects

What kind of content do you want to learn about as an office professional?

Skipped Question 8

Computer skills

Handling difficult situations, people, students, faculty, etc. 6

Work related topics

Personal growth

Technology/new software/programs 3

Health/nutrition/wellness

Team building

Communication skills/Attitude

Time Management

Career Advancement

New policies/procedures (travel, accounting, etc.)

How to negotiate better salary

How to juggle everything

Professionalism

Self-care and burn-out

Culture and diversity topics

Social media

Leadership/Mentorship

How to work smarter, not harder!

How other people do things in their office (for example: calendaring)

How to be a confident speaker/presenter

Suggestions for speakers/events/workshops/Other?

Skipped Question 14

How to handle sexual harassment

None

Lighten up meetings—have some fun

TIAA reps

Canvas training

Ronnie Green—how he views office staff/professionals

Pot lucks

Stadium tour

Capital tour

More interactive activities

Tim Miles

Quit trying to “fill spots”

Comedy—something funny, Marni Vos?

Utilize talent of NAEOP members in the area

Refresher/Q&A → travel, payroll, etc.

Use own talent within university for speakers/events/etc.

Team building

Community Projects → Habitat for Hum., Food Bank

Nutrition/Fitness

Other comments or suggestions

- UNOPA can only be as good as its members allow it to be.
- Tour other campus facilities
- It's really important to generate some interest and enthusiasm about UNOPA. Membership is down.
- Split into East Campus and City Campus groups. It's hard for some of us to get time off to attend, even on our own campuses, but adding in travel time and parking hassles makes it almost impossible for some members to attend events on another campus
- Get younger people interested
- Convince people to get involved in committees
- Show younger employees how this group can help them in their growth as employees
- Too many people lack imagination, and don't want to stick their necks out. What are we afraid of? Quit being such a CLIQUE! I first joined UNOPA to get out of the office, find an oasis in the desert so to speak, but constantly found people sitting by their bff's. I plowed through it, but many people will give up. Get out of the box, not duct tape yourselves in it! Combine bosses' awards with Rose Frolik and Past Presidents. People who aren't up for these awards don't care. Have one, and I mean ONE awards banquet. This is not a sorority, but a work organization. Make it worth coming. Challenge everyone to not only invite, but BRING a new person. Follow up with new people.
- I'm not going to lie. I've tried to recruit a few people to come, and they absolutely will not. One said they tried, and after they would never join again. It made me wonder- why? Is it that they don't feel welcome? Is it awkward? Does UNOPA have a bad rap? Is there something that UNOPA needs to do to make it more appealing?
- So far, I have seen improvement in the organization
- I feel like you pound it into us that the younger people need to step up. However when we do speak up and share our ideas, they are immediately shot down by members who have been on UNOPA longer. It used to be a supportive environment, but I feel like it is super clicky now.
- Thank-you comments

UNOPA Membership Application (membership year- July 1 to June 30)

Name _____
 Campus Address _____
 Campus Zip _____
 Campus Phone _____
 Department _____
 Title _____
 Email Address _____

Make checks payable to UNOPA

Please visit unopa.unl.edu for the membership director contact information.

Type of Membership Desired (please check one)		
<input type="checkbox"/>	Active	\$15
<input type="checkbox"/>	Associate	\$15
<input type="checkbox"/>	Retired	\$2
<input type="checkbox"/>	Life	\$200
UNOPA member referred by:		

Additionally

- UNOPA NOTES is the monthly newsletter that keeps members informed on all aspects of the Association.
- Visit our website at unopa.unl.edu for the latest news, meeting schedules, information updates and more.
- LIKE us on Facebook at www.facebook.com/unopa.edu
- UNOPA is affiliated with the Nebraska Educational Office Professionals Association (NEOPA) and the National Association of Educational Office Professionals (NAEOP).
- We present numerous awards for outstanding service.
- UNOPA members represent employees on many University committees.



UNOPA

University of Nebraska Office Professionals Association

Providing opportunities for professional growth and promoting high professional standards for our membership

unopa.unl.edu



Welcome to UNOPA

Thank you for taking a few minutes to look at our Association and to consider joining us in our various activities. The University of Nebraska Office Professionals Association (UNOPA) is an association affiliated with the University that represents the office professionals of UNL. It is a great way to get acquainted with other University employees and to learn more about the University community as a whole.

Information

- General membership meetings are held over lunch on the second Tuesday of the month, September through May.
- Career development workshops/seminars are held at various times during the year and members attend these without charge or at a reduced rate.
- There are many other opportunities including serving on committees, working toward professional growth certification, and involvement in the state and national associations.



Speak up. Reach out. Join in!

Support

"The continuing professional development of our support staff is a critical component of our success as Nebraska's Land-Grant and state university. The University of Nebraska Office Professionals Association has a long and productive history of providing such development opportunities to our staff. This will be increasingly important as we work to enhance the quality of the University."

- Harvey Perlman
 Chancellor, 2001-2016
 University of Nebraska-Lincoln

The University supports administrative leave being granted for attending UNOPA activities with approval from your immediate supervisor.

Objectives

- To encourage educational office personnel to continue in their professional growth through the National Professional Standards Program (PSP), sponsoring workshops for both members and nonmembers, and promoting participation in the Nebraska Educational Office Professionals Association (NEOPA) and the National Association of Educational Office Professionals (NAEOP).
- To identify employee concerns, especially those affecting the office, and to work within the University system to address those concerns.
- To encourage all members to interact with and learn from one another through mentoring programs, classes, and workshops; to serve on various committees; and to develop leadership skills by directing or serving on these committees.
- To encourage all members to broaden their understanding of the University of Nebraska, its goals and functions, and the relationship between the University and the community.

Membership

Membership is open to individuals interested in promoting the objectives of the Association.

Classifications:

- **Active Members**— office personnel in the educational system of the University. They are entitled to vote, hold office and participate in all activities.
- **Associate Members**— individuals who are interested in advancing the objectives of the Association but who are not eligible to be active members. They pay dues and have active member privileges except for voting and holding office.
- **Retired Members**— retired UNOPA members who desire to keep in touch with the Association and the University community. They may vote, hold an appointed office and serve on committees.
- **Life Members**— active members who have paid life membership dues. They have all the rights of active members.
- **Honorary Members**— individuals who have made significant contributions to the growth of UNOPA, its members and are conferred with the approval and majority vote of the Executive Board. They pay no dues yet are entitled to all active member privileges except for the right to vote and to hold office.

Consult the UNOPA website (unopa.unl.edu) for additional information on current UNOPA officers. We will be happy to answer all of your questions.

Fit4D



Blue Cross and Blue Shield of Nebraska is now offering Fit4D, a diabetic program. We are offering Fit4D in collaboration with your physician.

Human + Digital

- Adopting and adhering to new diabetes programs and treatments is tough. Fit4D empowers and motivates people with diabetes towards optimal health and lifestyle through a personalized approach.
- Fit4D offers a technology-enabled service for one-on-one patient coaching tailored to you - building relationships via multiple communication methods, including phone calls, texts, emails and more. This can improve your understanding of drug therapies and will allow you to make better lifestyle choices, while providing the necessary problem-solving and emotional support required for living with diabetes.

Convenient

- Your voluntary participation in the free Fit4D program offers you access to a wide variety of support and educational materials, including how to gain control

of your hemoglobin A1C (HgbA1c) and how diet and exercise can affect your blood sugar.

- You can participate in Fit4D from the comfort of your home at times convenient for you.
- Fit4D materials and support are available in both English and Spanish.

If you have any questions on your health care coverage or claims, contact our Member Services Department with any questions at the number shown on the back of your BCBSNE member ID card.

Personalized

- Affordable alternative to in-person coaching
- National Certified Diabetes Educators Network
- Meaningful with a human touch
- You choose your communication style

CALL (402) 205-3245 (extension 0017) to enroll in the program. Mention that you are a Blue Cross and Blue Shield of Nebraska member who is interested in the diabetic education program. A Fit4D representative will return your call within 3-5 business days to discuss your participation.

Fit4D is an independent company and is responsible for its services. Blue Cross and Blue Shield of Nebraska is an independent licensee of the Blue Cross and Blue Shield Association.

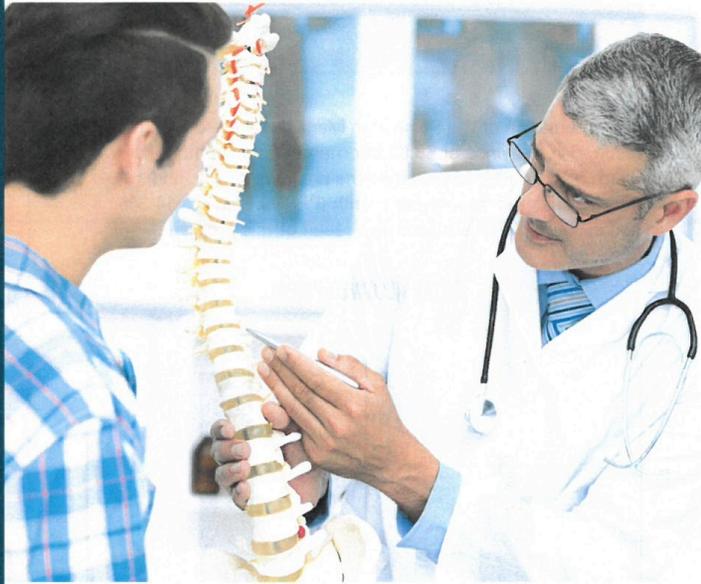
Initial Problem: Spine Pain Environment & Member Impact

- Back pain is the second most common neurologic ailment in the United States. More than 26 million Americans between the ages of 20-64 experience frequent back pain.
- There is heavy utilization of spinal surgeries and interventional pain management in Nebraska. Many of these procedures are conducted without documented appropriate clinical indications.
- Lumbar fusion surgery is performed too frequently and at more levels (multi-level). Nebraska's multi-level spinal fusion rate is 15% higher than expected.*
 - Indications of potentially inappropriate procedures performed: 33-35% of members reviewed had indications of spinal stenosis only with no other evidence of instability or symptoms.*
 - 34% of interventional pain management (IPM) procedures were clinically disapproved due to lack of documentation regarding assessment, prior results, or lack of conservative therapy prior to an IPM procedure or in conjunction with IPM procedure requests.†
 - Claims-based metrics show 10% of epidural injections and 20% of neurolysis procedures did not meet medical necessity criteria.†

* Statistics are according to NIA Magellan and based on BCBSNE claims information.

† Statistics are according to BCBSNE.

Spine Pain Management Program Results



» Solution

These statistics along with BCBSNE's commitment to **promoting quality care, patient safety and the most appropriate use of health care resources** led to the introduction of a new preauthorization program for select spine surgery and pain management on September 1, 2015.

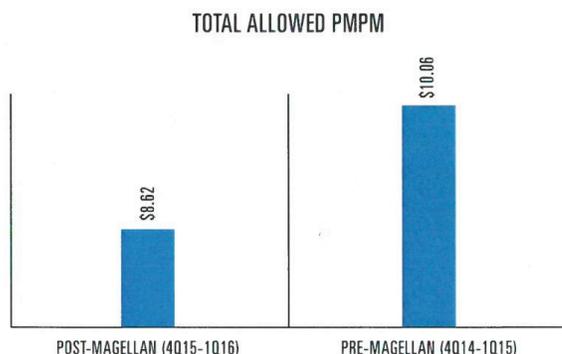
BCBSNE collaborated with National Imaging Associates, Inc. (NIA), a Magellan Health Services company, which is an industry leader in the management of high-cost and complex health care services.

The cost of treatment for musculoskeletal back pain is greater than the cost to treat heart disease, cancer or diabetes. Spine care is the leading cost driver within musculoskeletal care. The Spine Pain Management program was implemented to **ensure the right care is delivered at the right time with high quality and appropriateness of procedures performed** according to clinical guidelines.

Program Results (Q4 2015 and Q1 2016)

Results for Groups Participating in Magellan			
Incurred Quarter	Post-Magellan (4Q15-1Q16)	Pre-Magellan (4Q14-1Q15)	Difference after Program Started
Total Allowed PMPM	\$8.62	\$10.06	-\$1.44
Total Allowed PEPM	\$17.66	\$20.59	-\$2.93

Implementation of the Spine Pain Management program has resulted in a savings of \$8.62 per member per month (PMPM), which is \$1.44 PMPM less than the previous period, and \$2.93 less per employee per month (PEPM). This is a 14.3% decrease in PMPM services as a result of this program.



» Coming Soon!

Fall 2016 Gold Card program for spinal fusions and pain management

Providers who meet certain metrics when submitting prior authorization data will be awarded Gold Card status. These metrics include:

- A minimum of 50 submitted requests for service
- A denial rate of less than 6%

Gold Card status indicates that providers are requesting those services which meet medical guidelines for appropriateness thus delivering on our commitment to promote quality care, patient safety and the most appropriate use of health care resources.

Program Results: Request Volume 09/01/2015 – 02/29/2016

3,265 29% REDUCTION IN PROCEDURES

INTERVENTIONAL PAIN MANAGEMENT (IPM) DETERMINATIONS

- **2,301** Epidural Injections
- **710** Facet Joint Block
- **254** Facet Neurolysis

691 15% REDUCTION IN PROCEDURES

LUMBAR SPINE SURGERY DETERMINATIONS

- **98** Lumbar Fusion - Multi-Level
- **216** Lumbar Fusion - Single Level
- **187** Lumbar Decompression
- **189** Lumbar Microdiscectomy
- **1** Lumbar Artificial Disc – Single Level

279

CERVICAL SPINE SURGERY DETERMINATIONS

- **127** Cervical Fusion - Multi-Level
- **107** Cervical Fusion - Single Level
- **28** Cervical Decompression



3 BUSINESS DAYS

TURN AROUND TIME FOR APPROVALS & DENIALS

UNOPA Executive Board Meeting Minutes

November 1, 2016
3:30 p.m.-4:30 p.m.
Hardin Hall, Room 209

CALL TO ORDER

President Tricia Liedle called the meeting to order at 3:30 p.m.

Roll Call was taken by Judy Anderson, recording secretary.

MEMBERS PRESENT

Tricia Liedle, Barbara Homer, Judy Anderson, Jill Schurr, Renae Oestmann, Cheryl Wemhoff, Lorraine Moon, Carol Wusk, Donna Bode, Alycia Harden, Marla Nissen

MEMBERS ABSENT

Roddy Spangler, Sara Luther, Debbie Hendricks, Mary Klucas, LeAnn Frobom, Lindsay Augustyn

OTHER MEMBERS PRESENT

Lola Young

AD-HOC COMMITTEE MEMBERS PRESENT

None

AD-HOC COMMITTEE MEMBERS ABSENT

Jane Schneider, Kelsey Sims

APPROVAL OF MINUTES

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

TREASURER'S REPORT

Report attached.

OFFICER/COMMITTEE REPORTS

President. Tricia Liedle reported she attended the Chancellor's Town Hall meeting on October 31, formally referred to as the Deans and Directors meeting where Chancellor Green encouraged administrators to allow support staff to attend UNOPA and UAAD meetings and related events. Tricia also met with Dr. Bill Nunez, associate to the chancellor, for continued financial support for member attendance at UNOPA, NEOPA, and ~~NEAOP~~ NAEOP events. She will also touch base with Charlotte Frank, UAAD president, to fill her in on the breakfast meeting with President Hank Bounds.

President-elect/Program. No report.

Recording Secretary. No report.

Corresponding Secretary. Report attached. In addition, Tricia will be sending Donna a more detailed list of items for Camp Kesem that can be donated for the Giving Tree.

Past President/Bradley Munn. Report attached. Current Bradley Munn Professional Growth Fund balance is \$7,872.35.

Presidential Adviser. No report.

Membership. Report attached. Alycia Harden reported that the new brochures were done and the new UNOPA pins have been ordered, but won't be ready for another couple of weeks. ~~For the All About You Wellness events, they have been giving out a UNOPA umbrella as their door prize.~~ UNOPA umbrellas were given as door prizes for the All About You Wellness events.

Outreach. Report attached. In addition, Donna Bode reported on 49 registrations for the upcoming Oldt Awards luncheon. Secret Friends now totals 12 participants.

Awards. No report.

Career Development & PSP. Lorraine Moon reported that the Active Listening workshop had very good response from the attendees...even though only 27 showed up out of the 40 who were registered. Their committee will be getting together soon to plan other workshops—possibly one with Julie Masters who spoke at the October general meeting.

Technology. Report attached. In addition, Judy Anderson mentioned that she had just sent Mary Klucas copies of the approved minutes to be put on the website.

Employee Concerns. No report.

Bylaws/Nominating. Cheryl Wemhoff, reported she had two new committee members, Kay McClure-Kelly and Marilyn Johnson.

UNOPA Notes. No report.

Ways and Means. Marla Nissen reported on some concerns over the parking lot situation—a Parking Services rule stating that no parking spaces can be sold until six hours before the game starts and persons from the Malone Center working our side of the street and stealing parkers from us. Tricia will check with Ron at Parking Services for the best way to handle that. It was also noted that Parking Services does not want us to count or record the money we turn in and we are not to lock the bag that we turn in at the end of the day.

AD-HOC COMMITTEE REPORTS

Digital Commons. No report.

Marketing. No report.

UNFINISHED BUSINESS

Bylaws and Standing Rules have been updated and will be distributed soon.

NEW BUSINESS

Entertainment at the December general meeting will be the Bathtub Dogs, an a cappella group from the university. They agreed on the \$150 fee even though they usually ask for much more.

New general meeting locations were discussed—Donna Bode is setting up a meeting with University Lutheran Chapel and Tricia will check with St. Mark's Episcopal and the Quilt Center. Judy found that the Lutheran Student Center was not available.

More people are needed to sign up for November 12 parking lot duties.

The board was asked to consider how much UNOPA should donate to the PSP Endowment Fund, which has been done in the past.

The meeting was adjourned at 4:36 p.m.

Submitted by Judy Anderson, recording secretary

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

TO: Tricia Liedle
FROM: Renae Oestmann
COMMITTEE: Treasurer
DATE: October 31, 2016

Current committee report

Note: I have not received the October statements for the checking and savings accounts. I should receive the electronic statements tomorrow (11/1/16).

.....

TO: Tricia Liedle
FROM: Jill Schurr
COMMITTEE: Corresponding Secretary
DATE: 10/26/16

Current committee report

Cards send in October:

date sent	to whom	why
10-Oct	Barb Homer	mother passed away
	Mary Klucas	aunt passed away

Tricia will be sending an email about the giving tree. Ornaments will be available for pick up at the November 8th luncheon. This year's donations will be for Camp Kesem

Kesem is a nationwide organization, driven by passionate college student leaders, that supports children through and beyond their parent's cancer. A program of Kesem, Camp Kesem operates free summer camps for children who have been touched by a parent's cancer. Founded at Stanford University in 2000, Camp Kesem has since expanded to over 80 chapters in 38 states across the country. With over 3 million children touched by a parent's cancer, Camp Kesem must continue expanding to meet this need. Kesem is the only national organization dedicated to this unique population, and for many children their Camp Kesem experience is a life-changing event - providing them a community of children with similar experiences, and a safe and welcoming environment to have fun and rediscover their childhood.

List of items include but not limited to:

- Toiletries
 - Shampoo, conditioner, toothbrush, soap, hand sanitizer, Kleenex
- Arts and Crafts
 - Construction paper, Duct tape
- Infirmary supplies
 - Band aids, Cotton balls
- Misc. supplies
 - Garbage bags, Batteries, Bug spray

You can be creative in what you donate to fall within the categories above.

.....

TO: Tricia Liedle
FROM: Alycia Harden
COMMITTEE: Membership
DATE: November 1, 2016

Current committee report

Current membership is 89 total:

- 7 - New
- 67 - Active
- 4 - Associate
- 1 - Honorary
- 9 - Retiree
- 1 - Lifetime

Umbrellas will be given to new members at the November meeting. Those new members include Terri Murray, Christine Haney Douglass, Dr. Richard Bischoff and Michelle Jacobs.

We have completed two of the four All About You events with the remaining being Wednesday and Thursday of this week. We talked to approximately 11 staff members at the first event held October 20th on East Campus. The 2nd event held October 27th on City Campus was a bit more successful as we spoke with approximately 19 staff members. At each event we had a few students stop by, but alas nothing that we could offer them. The traffic appeared to pick at the second event so I am hopeful for a great turnout for the last two events this week.

Thank you to Donna Bode and Andrea Peterson for assisting me at the first two events and to Jane Schneider, Marla Nissen, Carol Wusk and Cheryl Wemhoff for volunteering for this week's events!

.....

TO: Tricia Liedle
FROM: Donna Bode
COMMITTEE: Outreach/Hospitality
DATE: November 1, 2016

Current committee report

I will give an update on the registration numbers for the OLDT Awards luncheon being held on November 8th.

The University Lutheran Chapel has been suggested as a possible meeting place. I am trying to schedule a time we can see their meeting space.

The Secret Friends information is being sent to those participating on Friday, October 28th.

.....
TO: Tricia Liedle
FROM: Mary Klucas
COMMITTEE: Communication Technology
DATE: October 31, 2016

Current committee report

Our website is up-to-date with the exception of the UNOPA Bylaws, Standing Rules, and Duties of Committees. I have not received an updated copy of them since changes were made a few months ago.

.....

UNOPA Treasurer's Report -- October 2016

			Balances:
Beginning Checking Account Balance - 10/1/2016			\$ 3,998.80
Income:			
Deposit 10/5/16 Donation	\$5.00		
Deposit 10/5/16 Membership Dues	\$124.00		
Deposit 10/7/16 Membership Dues	\$60.00		
Deposit 10/11/16 General Meeting 50/50 Drawing	\$17.00		
Deposit 10/13/16 Membership Dues	\$30.00		
Deposit 10/21/216 Membership Dues	\$30.00		
Deposit 10/31/2016 Membership Dues	\$15.00		
		Total Income:	\$281.00
Expenses:			
10/7/16 Centerpieces for Oct General Meeting	\$27.27		
10/7/16 Color Paper for PSP Certificates	\$12.32		
10/7/16 Popcorn for Oct General Meeting Door Prizes	\$11.97		
1040 - 10/12/16 NAEOP Affiliation Fee	\$41.20		
		Total Expenses:	\$92.76
Ending Checking Account Balance - 10/31/2016			\$ 4,187.04
Beginning Cost Center Balance - 10/1/2016			
			\$ (1,013.50)
Income:			
Membership Dues-10/5/2016	\$ 30.00		
Membership Dues-10/31/2016	\$ 15.00		
UNOPA Membership Brochures Credit-10/27/2016	\$ 47.63		
		Total Income:	\$ 92.63
Expenses:			
500 Membership Brochures-10/12/2016	\$ 212.63		
		Total Expenses:	\$212.63
Ending Cost Center Balance - 10/31/2016			\$ (1,133.50)
Ending Checking Account Balance - 10/31/2016			\$ 4,187.04
Ending Cost Center Balance - 10/31/2016			\$ (1,133.50)
Total Funds Available:			\$ 3,053.54
Savings Account Balance - 10/31/2016			\$ 11,505.37
55th Anniversary Balance: \$93.00 - \$6.36 (sales tax) = \$86.64			

FY 2015-2016

Bradley Munn Professional Growth Fund

<i>Beginning Balance</i>	<i>7/1/2016</i>	\$ 7,744.35
Income:		
Gifts through payroll deduction		
	July	\$ 32.00
	August	\$ 32.00
	September	\$ 32.00
	October	\$ 32.00
	Total Income:	\$ 128.00
	Subtotal:	\$ 7,872.35
Expenses:		
	No Expenses Jul-Oct 2016	\$ -
	Current Balance:	\$ 7,872.35

UNOPA Executive Board Meeting Minutes

December 6, 2016

3:30 p.m.-4:30 p.m.

Forestry Hall Conference Room

CALL TO ORDER

President Tricia Liedle called the meeting to order at 3:32 p.m.

Roll Call was taken by Judy Anderson, recording secretary.

MEMBERS PRESENT

Tricia Liedle, Barbara Homer, Judy Anderson, Renae Oestmann, Cheryl Wemhoff, Lorraine Moon, LeAnn Frobom, Donna Bode, Lindsay Augustyn

MEMBERS ABSENT

Jill Schurr, Roddy Spangler, Sara Luther, Debbie Hendricks, Mary Klucas, Carol Wusk, Alycia Harden, Marla Nissen

OTHER MEMBERS PRESENT

Lola Young

AD-HOC COMMITTEE MEMBERS PRESENT

None

AD-HOC COMMITTEE MEMBERS ABSENT

Jane Schneider, Kelsey Sims

APPROVAL OF MINUTES

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

TREASURER'S REPORT

Report attached.

OFFICER/COMMITTEE REPORTS

President. Tricia Liedle mentioned the possibility of moving to a totally non-smoking campus. A campus committee is being formed.

President-elect/Program. Barb Homer reported that Jeff Maul of the Lincoln Convention and Visitor's Bureau will be speaking on "Lincoln Events and Tourism Growth" at the combined UNOPA/UAAD meeting in January.

Recording Secretary. No report.

Corresponding Secretary. Report attached.

Past President/Bradley Munn. No report.

Presidential Adviser. No report.

Membership. Report attached.

Outreach. Report attached. In addition, Donna Bode asked for discussion on ways to get members to mingle more at the meetings. It was decided to continue to mention and encourage members to sit with someone they don't know as well as doing some fun mixers at the beginning of the meeting. Donna also suggested having something mentioned in UNOPA Notes to encourage meeting new friends and welcoming new members. There was discussion on the purchase or rental of tablecloths for the

general membership meetings. **Donna Bode moved to increase the Outreach Committee budget by an additional \$300 for 2016-17 to cover the cost of table linen rental for three meetings each year. Barb Homer seconded the motion and it was passed.** Donna also reported having 40 registrations for the December general membership meeting.

Awards. No report.

Career Development & PSP. Report attached.

Technology. No report.

Employee Concerns. No report.

Bylaws/Nominating. Cheryl Wemhoff, reported that the Bylaws have been updated and given to Mary Klucas to be added to the website. She encouraged us to be thinking of members to nominate for the next board.

UNOPA Notes. Report attached. There was discussion on possibly putting some general membership information received as emails into the newsletter instead, depending on the timeliness of the information. Board members were also encouraged to write articles for the newsletter.

Ways and Means. No report.

AD-HOC COMMITTEE REPORTS

Digital Commons. No report.

Marketing. No report.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Tabled until next meeting.

The next meeting was moved to Thursday, January 5, 2017, since the normal meeting day of Tuesday would be our first day back from break.

The meeting was adjourned at 4:31 p.m.

Submitted by Judy Anderson, recording secretary

UNOPA Treasurer's Report -- November 2016

	Balances:	
Beginning Checking Account Balance - 11/1/2016		\$ 4,187.04
Income:		
Deposit 11/9/16 November Meeting Meals	\$500.00	
Deposit 11/9/16 November Meeting 50/50 Drawing	\$52.00	
Deposit 11/9/16 Donation Received at November Meeting	\$1.00	
Deposit 11/10/16 Donation to Camp Kesem Received at November Meeting	\$20.00	
Deposit 11/14/16 Membership Dues	\$2.00	
Deposit 11/30/16 Meal Reimbursement from CSMCE	\$90.00	
	Total Income:	\$665.00
Expenses:		
1041 - 11/2/16 - Premier Catering - water for October workshop	\$9.00	
1042 - 11/2/16 - NAEOP - Membership for Liedle	\$50.00	
*1043 - 11/10/16 - Premier Catering - Catering for November Meeting	\$1,346.68	
1044 - 11/30/16 - Awards Unlimited, Inc. - Awards for Boss of the Year and Silver Pen Recipients	\$112.45	
	Total Expenses:	\$1,518.13
Ending Checking Account Balance - 11/30/2016		<u>\$ 3,333.91</u>
<hr/>		
Beginning Cost Center Balance - 11/1/2016		\$ (1,133.50)
Income:		
General Meeting Lunches-11/10/16	\$ 50.00	
General Meeting Lunches-11/10/16	\$ 40.00	
Membership Dues-11/11/16	\$ 15.00	
Membership Dues-11/11/16	\$ 15.00	
Membership Dues-11/23/16	\$ 15.00	
	Total Income: \$	135.00
Expenses:		
11/11/16-Programs for November General/Awards Meeting	\$ 39.68	
	Total Expenses:	\$39.68
Ending Cost Center Balance - 11/30/2016		<u>\$ (1,038.18)</u>
<hr/>		
Ending Checking Account Balance - 11/30/2016		\$ 3,333.91
Ending Cost Center Balance - 11/30/2016		\$ (1,038.18)
Total Funds Available:		<u>\$ 2,295.73</u>
<hr/>		
Savings Account Balance - 11/30/2016		\$ 11,505.37

55th Anniversary Balance: \$93.00 - \$6.36 (sales tax) = \$86.64

*November meeting meal charge from Premier Catering was \$18.70 per meal. The UNOPA Board voted to charge guests only \$10.00 per meal utilizing UNOPA funds to cover the \$8.70 difference per meal. Therefore, UNOPA funded \$626.40 (\$8.70 per meal x 72 meals) for the November meeting.

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
UNOPA Board meeting
December 6, 2016

TO: Tricia Liedle
FROM: Jill Schurr
COMMITTEE: Corresponding Secretary
DATE: 12.1.16

Current committee report

No cards were sent this past month.

Reminder to bring your items for the Camp Kesem Wish List to the December General Meeting. You can also deliver them to Jill Schurr on East Campus or Tricia Liedle at Innovation Campus.

TO: Tricia Liedle
FROM: Alycia Harden
COMMITTEE: Membership
DATE: December 1, 2016

Current committee report

Current membership is 93 total:

10 - New
66 - Active
4 - Associate
1 - Honorary
11 - Retiree
1 - Lifetime

Belva Harris has been switched from Active to Retiree.

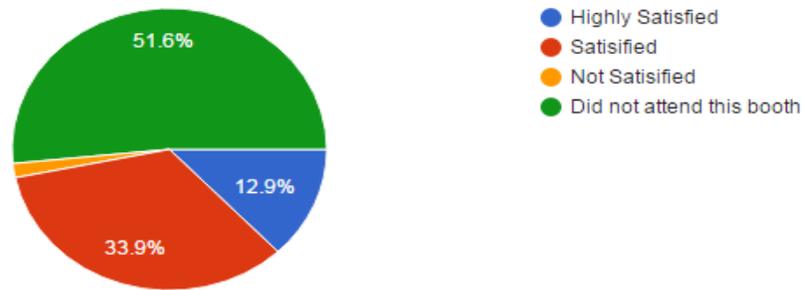
Our newest members include Olivia Wilson and Alisha Simonson, both from the College of Architecture, and Lori Sorto from the Supply Chain Management and Analytics department in the College of Business Administration. I will not be at the December General Meeting so I will welcome these three in January.

The membership pins were picked up from Awards Unlimited. The receipt did not include tax so I have asked Renae to contact Awards Unlimited for a new receipt.

We made contact with at least 37 employees (# who signed up to win the umbrella) at the All About You events. Winners of the umbrellas were Janaki Rajagopal (School of Veterinary Medicine and Biomedical Sciences), Terri Rickel (Libraries), Amy Zachek (ITS) and Lori Thomas (FPC).

Below is a pie chart with the satisfactory ratings from the participants who completed the follow up survey after the All About You event.

University of Nebraska Office Professional Association (UNOPA) (62 responses)



TO: Tricia Liedle
FROM: Donna Bode
COMMITTEE: Outreach/Hospitality
DATE: 12/6/2016

Current committee report:

1. It has been suggested that the committee promote mingling among the members at meetings. This could be done by having members sit with others they don't know or don't know well. The committee would present a game that would encourage the "mixing of friends". I would like to hear the executive committee's thoughts on this.

2. The topic of purchasing table clothes continues to be discussed. I have included a few options with approximate costs. Along with pros/cons of this idea:
 - a. Premiere Catering – linen @ \$5.00 each – pro is that no one has to worry about cleaning
 - b. AAA Rentals – linen @ \$8.50 each – con is that we have to pick up and return; cost
 - c. Purchase Vinyl with the flannel backing – pro is the durability; wipe clean; cost \$12.40 each/Party City price not available. Con is that someone has to clean each time, making sure they are dry before storing; appeal of vinyl.
 - d. Purchase Plastic tablecloth – pro is that they are disposable when torn or stained; cost is \$14.89 for 12 table clothes/ Party City \$2.99 each; can purchase a variety of colors. Con is the durability of the table cloth, being light weight; cleaning and care.
 - e. Purchase cloth linens – pro is a one-time purchase of \$78.19 for 10/Party City \$9.99 each; con is laundry and care (who is responsible for laundry?)

The prices of the table covers are quotes from Amazon.com and Party City located at 27th & Superior.

I would like to hear discussion on the thought of purchasing table clothes, and have a motion made if necessary.

TO: Tricia Liedle
FROM: Lorraine Moon and Debbie Hendricks
COMMITTEE: Career Development
DATE: December 5, 2016

Current committee report

The Career Development Committee met on Monday, November 14, to discuss plans for the Spring Workshop(s). It was agreed upon that we will try to have Dr. Julie Masters present a longer version of the topic that she presented at the UNOPA meeting in October. In addition to this presentation, we are also hoping to have Lisa Morehouse, the incoming NAEOP president, present a workshop for us. We have not had the opportunity to schedule these presentations.

TO: Tricia Liedle
FROM: Lindsay Augustyn
COMMITTEE: UNOPA Notes
DATE: 10/31/16 & 12/5/16

Current committee report

UNOPA Notes submissions were accepted until October 25. The newsletter will go out today, Nov. 1, to all members. The deadline for submissions is the 15th of each month.

I would like to discuss the use of the newsletter at the December board meeting and its purpose as seen by members, to help cut down on the number of UNOPA messages.

UNOPA Executive Board Meeting Minutes

January 5, 2017

3:30 p.m.-4:30 p.m.

Forestry Hall Conference Room

CALL TO ORDER

President Tricia Liedle called the meeting to order at 3:33 p.m.

Roll Call was taken by Judy Anderson, recording secretary.

MEMBERS PRESENT

Tricia Liedle, Barbara Homer, Judy Anderson, Renae Oestmann, Cheryl Wemhoff, Carol Wusk, Donna Bode, Alycia Harden

MEMBERS ABSENT

Jill Schurr, Roddy Spangler, Sara Luther, Lorraine Moon, Debbie Hendricks, Mary Klucas, LeAnn Frobom, Lindsay Augustyn, Marla Nissen

OTHER MEMBERS PRESENT

Lola Young

AD-HOC COMMITTEE MEMBERS PRESENT

Jane Schneider

AD-HOC COMMITTEE MEMBERS ABSENT

Kelsey Sims

APPROVAL OF MINUTES

Minutes of the December 6, 2016, Executive Board Meeting were approved as presented.

TREASURER'S REPORT

Report attached. Also discussed expenses incurred and reimbursed for Floyd S. Oldt awards.

OFFICER/COMMITTEE REPORTS

President. Tricia Liedle reported receiving the \$3,760 check from Parking Services for manning our game day parking lot. She was not able to attend the Non-Smoking Campus committee meeting in December, but has been attending the Chancellor's Town Hall meetings. She also reminded everyone of the meeting on February 8 when Chancellor Green will speak to both UNOPA and UAAD.

President-elect/Program. No report.

Recording Secretary. No report.

Corresponding Secretary. No report.

Past President/Bradley Munn. No report.

Presidential Adviser. No report.

Membership. Report attached.

Outreach. Report attached. Donna Bode reported that there were 67 registered (33 UNOPA/30 UAAD/3 guests/1 retired) for the combined UNOPA/UAAD meeting this month.

Awards. No report.

Career Development & PSP. No report. The deadline for submitting PSP entries is January 15, 2017.

Technology. No report.

Employee Concerns. No report.

Bylaws/Nominating. No report.

UNOPA Notes. No report.

Ways and Means. No report.

AD-HOC COMMITTEE REPORTS

Digital Commons. No report.

Marketing. No report.

UNFINISHED BUSINESS

None.

NEW BUSINESS

There was discussion on making the traditional donation to the PSP Endowment Fund. **Cheryl Wemhoff moved that UNOPA donate \$500 to the PSP Endowment Fund. Seconded by Carol Wusk and passed.**

Tricia received information on the University of Nebraska Foundation's fund raising campaign, Together As One, and it was decided we would encourage members to consider donating by placing information in the newsletter and announcing at the general meeting.

Due to some questions about committee duties and guidelines, Tricia requested each committee director to write out a set of guidelines for their position by the April board meeting.

Barb Homer asked about UNOPA possibly renting a van to travel to South Carolina for the National Conference. She will research the cost of driving vs. flying and on the interest of others planning on attending the conference.

The next meeting will be Tuesday, February 7, 2017, at Forestry Hall.

The meeting was adjourned at 4:29 p.m.

Submitted by Judy Anderson, recording secretary

UNOPA Treasurer's Report -- December 2016

Beginning Checking Account Balance - 12/1/2016		Balances: \$ 3,333.91
Income:		
Deposit 12/13/16 December Meeting 50/50 Drawing	\$46.00	
	Total Income:	\$46.00
Expenses:		
1045 - 12/7/16 - Awards Unlimited, Inc. - Member lapel pins	\$294.94	
1046 - 12/13/16 - Bathtub Dogs - December General Meeting Entertainment	\$150.00	
1047 - 12/16/16 - Susan Thomas-Reimbursement for purchase of door prizes	\$25.00	
1048 - 12/20/16 - Premier Catering - Linen Rental December General Mtg.	\$71.00	
	Total Expenses:	\$540.94
Ending Checking Account Balance - 12/31/2016		<u>\$ 2,838.97</u>

Beginning Cost Center Balance - 12/1/2016		\$(1,038.18)
Income:		
	Total Income:	\$ -
Expenses:		
12/30/16 - 2016 Boss of the Year Award (Wendy Smith)	\$ 500.00	
12/22/16 - 2016 Silver Pen Award (Gretchen Mills)	\$ 600.00	
12/22/16 - Mills Retirement*	\$ 25.73	
12/22/16 - Mills FICA*	\$ 28.60	
12/22/16 - Mills Health Insurance*	\$ 62.51	
12/22/16 - Mills Life Insurance*	\$ 0.89	
	Total Expenses:	\$1,217.73
Ending Cost Center Balance - 12/31/2016		<u>\$(2,255.91)</u>

Ending Checking Account Balance - 12/31/2016	\$ 2,838.97
Ending Cost Center Balance - 12/31/2016	\$(2,255.91)
Total Funds Available:	<u>\$ 583.06</u>

Savings Account Balance - 12/31/2016 **#####**

55th Anniversary Balance: \$93.00 - \$6.36 (sales tax) = \$86.64

*\$117.73 (charges for Mills retirement, FICA and insurance) will be reimbursed in January, 2017.

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
UNOPA Board meeting
January 5, 2017

TO: Tricia Liedle
FROM: Alycia Harden
COMMITTEE: Membership
DATE: 1/4/17

Current committee report

Current membership is 93 total:

10 - New
66 - Active
4 - Associate
1 - Honorary
11 - Retiree
1 - Lifetime

I am working on the welcome letters for new university employees. I am also going to start thinking about a luncheon for new members.

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
UNOPA Board meeting
January 5, 2017

TO: Tricia Liedle
FROM: **Donna Bode**
COMMITTEE: **Outreach/Hospitality**
DATE: January 5, 2017

Current committee report –

I will give an update on the number of members registered for the January 10, 2017 UNOPA/UAAD Joint Meeting.

Thursday, January 5, 2017 at 9:45:26 AM Central Standard Time

2.
Subject: RE: Together as One - Faculty/Staff Fundraising Campaign
Date: Thursday, January 5, 2017 at 9:31:27 AM Central Standard Time
From: Chris Cooper
To: Patricia (Tricia) Ann Liedle
CC: Kristi Pease
Attachments: image001.gif

New Business

Patricia – Sorry about that! We wondered if a few folks might be somewhat confused. Last year, your predecessor Roddy Spangler was appointed by Chancellor Perlman as a campus “champion” so to speak. These champions were appointed system-wide by either chancellors or by President Bounds. This year, it was decided to reach out to the previous champions rather than appoint new ones. However, at UNL, the champions were role-based which is why you’ve never heard of any of this! Again, sorry for generating confusion.

This faculty/staff giving campaign was launched last year and was the first ever system-wide employee giving campaign attempted at the University of Nebraska. I believe the idea originated with President Bounds and the foundation CEO Brian Hastings. The theme was “Together as One” and is intended to reach all faculty and staff with a consistent message once a year during a designated period. In the past, a variety of similar campaigns with various messages were attempted by various units throughout the year.

This year, our main focus is on raising support for student scholarships but, as always, we encourage giving to any area a person might want to support.

The campaign will run for 3 weeks and starts Feb. 6 with a pre-email sent to all faculty/staff the week before.

I hope this information is helpful, please let me know if you have more questions!

Chris Cooper

Marketing & Annual Campaigns

University of Nebraska Foundation
1010 Lincoln Mall, Suite 300
Lincoln, NE 68508

402-458-1145

chris.cooper@nufoundation.org
nufoundation.org



From: Patricia (Tricia) Ann Liedle [mailto:pliedle@nebraska.edu]
Sent: Thursday, January 5, 2017 9:21 AM
To: Chris Cooper <chris.cooper@nufoundation.org>
Subject: Re: Together as One - Faculty/Staff Fundraising Campaign

Chris,

I know nothing about this campaign. Can you send more detailed information to help me in making a decision on whether or not and how to share this fundraising campaign.

Thank you

Patricia Liedle
UNOPA President 2016-2017

From: Chris Cooper <chris.cooper@nufoundation.org>
Date: Thursday, January 5, 2017 at 8:51 AM
To: David Allan Woodman <dwoodman1@unl.edu>, Patricia Ann Liedle <patricia.liedle@unl.edu>, Charlotte D Frank <cfrank2@unl.edu>
Cc: Kristi Pease <kristi.pease@nufoundation.org>
Subject: Together as One - Faculty/Staff Fundraising Campaign
Resent-From: <patricia.liedle@unl.edu>
Resent-Date: Thursday, January 5, 2017 at 8:52 AM

Hello! My name is Chris Cooper and I've once again been tasked with overseeing the system-wide faculty/staff fundraising campaign that you, or a person in your role, helped us with last year. This year, we thought it would be great to reach out to you directly and personally ask for your help again.

Don't worry, we're not asking for a significant time commitment. What we're really hoping you can help us with is just to be a voice on campus to help us raise awareness. We know that the choice to give is a very personal decision so we're not asking for you to directly raise funds for this campaign. Instead, we'd like your help in sharing information with fellow faculty/staff including campaign priorities (students), the impact of gifts and, if you're willing, your own personal stories of why you've chosen to give.

Also, as we look to future campaigns we see the potential for more "champions" to get involved and inspire and motivate action in support of the University. Any help you could provide us in identifying fellow faculty and staff for this role would be greatly appreciated.

In the coming weeks, we'll continue to share information with you about upcoming activities and

opportunities but please feel free to contact me or Kristi Pease directly with any questions you might have.

The campaign kicks off officially on Feb. 6, thank you so much for your help!

part of
1.

Chris Cooper

Marketing & Annual Campaigns

University of Nebraska Foundation
1010 Lincoln Mall, Suite 300
Lincoln, NE 68508

402-458-1145

chris.cooper@nufoundation.org
nufoundation.org



NOTICE: The University of Nebraska Foundation solicits tax deductible private contributions for the benefit of the University of Nebraska and is registered to solicit charitable contributions in all states requiring registration. For our full disclosure statement, see <https://nufoundation.org/legal>. This electronic message and attachment(s), if any, contains confidential information which is intended solely for the designated recipient(s). Unauthorized disclosure, copying, distribution, or other use of the contents of this message or attachment(s), in whole or in part, is prohibited without the express authorization of the sender of this message.

UNOPA Executive Board Meeting Minutes

February 7, 2017

3:30 p.m.-4:30 p.m.

Forestry Hall Conference Room

CALL TO ORDER

President Tricia Liedle called the meeting to order at 3:34 p.m.

Roll Call was taken by Judy Anderson, recording secretary.

MEMBERS PRESENT

Tricia Liedle, Barbara Homer, Judy Anderson, Renae Oestmann, Cheryl Wemhoff, Lorraine Moon, Carol Wusk, Donna Bode, Alycia Harden, Marla Nissen

MEMBERS ABSENT

Jill Schurr, Roddy Spangler, Sara Luther, Debbie Hendricks, Mary Klucas, LeAnn Frobom, Lindsay Augustyn

OTHER MEMBERS PRESENT

Lola Young

AD-HOC COMMITTEE MEMBERS PRESENT

Jane Schneider

AD-HOC COMMITTEE MEMBERS ABSENT

Kelsey Sims

APPROVAL OF MINUTES

Minutes of the January 5, 2017, Executive Board Meeting were approved as corrected.

TREASURER'S REPORT

Report attached.

OFFICER/COMMITTEE REPORTS

President. Tricia Liedle reported attending the Chancellor's Town Hall meetings where Chancellor Green announced his task forces and discussed the budget cuts. She will contact Bill Nunez about the availability of travel funds for National Conference.

President-elect/Program. Report attached. In addition, Barb Homer handed out van rental information for National Conference. She will contact the others planning on going to the conference to see who might be interested in going together and sharing the price of the rental.

Recording Secretary. No report.

Corresponding Secretary. No report.

Past President/Bradley Munn. Report attached.

Presidential Adviser. No report.

Membership. Report attached.

Outreach. Report attached. In addition, Donna Bode reported there were 39 registered for the general membership meeting this month. There was discussion on the meal choices mentioned in her attached report followed by a motion: **Cheryl Wemhoff moved to charge the attendees \$10 for the meal at the Rose Frolik Award luncheon, with UNOPA paying the remaining charge of approximately \$5. It was seconded by Marla Nissen and passed.** Donna also reminded us that the April meeting would be on a Wednesday due to scheduling conflicts.

Awards. No report.

Career Development & PSP. Report attached. In addition, since she already had a UNOPA umbrella for speaking at a general meeting, it was decided to present Dr. Julie Masters with a \$25 gift card to the Green Gateau. Lisa Morehouse will be presenting a workshop this spring and we will donate to the Field Service fund in her name.

Technology. No report.

Employee Concerns. No report.

Bylaws/Nominating. Barb Homer brought to our attention that the Nebraska Home Sales ~~note~~ **scholarship** needs to be removed from the Career Development/PSP standing rule. Cheryl will look into updating that.

UNOPA Notes. No report.

Ways and Means. Marla Nissen questioned whether or not to include the Spring Game in this year's drawing for the parking lot workers. It was decided it would be easier to include it in the same academic year.

AD-HOC COMMITTEE REPORTS

Digital Commons. No report.

Marketing. Report attached.

UNFINISHED BUSINESS

Tricia reminded the board that updates to the guidelines for their positions are due at next month's meeting.

NEW BUSINESS

Discussion on the basket for the NAEOP Conference was tabled until next month.

The next meeting will be Tuesday, March 7, 2017, at Forestry Hall.

The meeting was adjourned at 4:39 p.m.

Submitted by Judy Anderson, recording secretary

UNOPA Treasurer's Report -- January 2017

			Balances:
Beginning Checking Account Balance - 1/1/2017			\$ 2,838.97
Income:			
Deposit 1/6/17 Income from Fall Parking Lot Sales		\$ 3,760.00	
Deposit 1/12/17 January Meeting 50/50 Drawing		\$ 41.50	
Deposit 1/12/17 January Meeting Meals		\$ 378.00	
Deposit 1/20/17 January Meeting Meals (addtl. payments)		\$ 28.00	
		Total Income:	\$ 4,207.50
Expenses:			
1049 - 1/3/17 - MLK Freedom Breakfast Tickets (Liedle & Homer)		\$ 40.00	
1050 - 1/6/17 - University Foundation (PSP Endowment Fund Donation)		\$ 500.00	
1/6/17 - Department of Revenue - UNOPA 2016 Nebraska and Local Sales and Use Tax		\$ 0.01	
1/9/17 - Hy Vee - Water for January General Meeting		\$ 10.00	
1051 - 1/12/17 - Hy Vee - Box Lunches for January General Meeting		\$ 411.33	
		Total Expenses:	\$ 961.34
Ending Checking Account Balance - 1/31/2017			\$ 6,085.13
Beginning Cost Center Balance - 1/1/2017			\$ (2,255.91)
Income:			
1/5/17 - Mills Retirement*		\$ 25.73	
1/5/17 - Mills FICA*		\$ 28.60	
1/5/17 - Mills Health Insurance*		\$ 62.51	
1/5/17 - Mills Life Insurance*		\$ 0.89	
		Total Income:	\$ 117.73
Expenses:			
		Total Expenses:	\$ -
Ending Cost Center Balance - 1/31/2017			\$ (2,138.18)
Ending Checking Account Balance - 1/31/2017			\$ 6,085.13
Ending Cost Center Balance - 1/31/2017			\$ (2,138.18)
Total Funds Available:			\$ 3,946.95
Savings Account Balance - 1/31/2017			\$11,506.82
55th Anniversary Balance: \$93.00 - \$6.36 (sales tax) = \$86.64			
*\$117.73 (reimbursement for Mills/2016 Silver Pen Award recipient retirement, FICA and insurance)			

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
UNOPA Board meeting
February 7, 2017

TO: Trish Liedle
FROM: Renae Oestmann
COMMITTEE: Treasurer
DATE: 2/6/2017

Current committee report
Treasurer's report is attached

TO: Tricia Liedle
FROM: Barbara Homer
COMMITTEE: Program/President-Elect
DATE: February 3, 2017

March 14 General Meeting

I received confirmation that Chancellor Ronnie Green will be our guest speaker for this meeting.

UNOPA funding a van for UNOPA members to attend the NAEOP National Conference in Gainesville, SC in July

I have contacted UNL Transportation Services and two rental companies regarding rates and will discuss with the board at this meeting.

TO: Tricia Liedle
FROM: Roddy Spangler
COMMITTEE: Bradley Munn
DATE: 2/3/17

Current committee report:

The members of my committee are Lorraine Moon, Debra Hendricks, Renae Oestmann and Jane Schneider. The next deadline for review of reimbursement applications is February 15. Our committee will review all applications at that time. At this point we have one application.

**Cordially,
Roddy Spangler
Immediate Past President**

TO:
FROM: Alycia Harden
COMMITTEE: Membership
DATE: 2/7/17

Current committee report

Current membership is 93 total:

- 10 - New
- 64 - Active
- 4 - Associate
- 1 - Honorary
- 13 - Retiree
- 1 - Lifetime

We have a new university employee who expressed interest in attending next week's meeting.

I would also like to suggest that the membership committee have co-directors, possibly similar to the employee concerns rotation.

TO: Tricia Liedle
FROM: Donna Bode
COMMITTEE: Outreach/Hospitality
DATE: February 7, 2017

Current committee report –

I will give an update on the number of members registered for the February 14, 2017 UNOPA General Meeting.

I would like to discuss thoughts on the meals for the March meeting at NET with Chancellor Green being our guest speaker.

I am looking at the following options from HyVee:

- Chinese – Two entrée buffet - \$8.00
- The Tailgater (picnic style) – two meats, condiments, buns and two sides (make your own sandwich) - \$8.00
- Potato Bar - \$8.00

I would like to talk about ideas for the Frolik Awards/Presidents luncheon.

- Meal ideas include:
 - Soup and Salad – Cheesy Potato Soup with Salad greens, a pasta salad and red pepper marinade salad - \$11.25
 - Soup and Sandwich Bar – Cheesy potato soup with assorted sandwiches and bags of chips – \$11.25

Service Charge and Tax =\$3.30 for a total of \$14.55 per meal.

TO: Tricia Liedle
FROM: Lorraine Moon and Debbie Hendricks
COMMITTEE: Career Development
DATE: January 30, 2017

Current committee report

The next Career Development workshop will be held on February 21. The speaker will be Julie Masters, professor and chair of the department of gerontology. The title of her program is "*In Memory of Colin Hays – The benefit of a death plan*" is in honor of a student who took the course in 2013.

Suggestions from the board of needed . . .

Since Julie Masters has received a UNOPA umbrella for her presentation at the October general meeting, does anyone have a suggestion for another gift for Dr. Masters ?

Lisa Morehouse will also present a workshop this spring. This workshop will be held in either March or April. We have not yet finalized the date and title of the workshop.

TO:
FROM: Kelsey Sims
COMMITTEE: Marketing
DATE: 2/6/17

Current committee report

I have been in contact with Barb Homer in regards to our survey, and how it can be utilized in the next UNOPA year. I have sent her notes from the survey and suggestions. I am sure we will follow-up again soon.

FACEBOOK: Currently have 114 Likes

*Please remind the board that if they have a Facebook page, to search for our page and "Like" it and remind others to do the same as well. To find our page, they can go up to the search bar and type UNOPA. Our profile picture is white, with our logo on it. If they still cannot locate it, they can click "Pages" and it should come right now.

That's all I have to report. If our staff meeting runs short, I will head over to the board meeting but I know I wouldn't get there until probably 4:45pm

Thanks!

Kelsey Sims

Office Associate
Great Plains IDEA Campus Coordinator
Department of Child, Youth and Family Studies
University of Nebraska-Lincoln
135 Mabel Lee Hall
Lincoln NE 68588-0236
402-472-8209
kelsey@unl.edu

**NAEOP Conference
Greenville, South Carolina**

UNL Transportation Services

(402) 472-2659

7-passenger minivan

\$32/day – 7 days (\$224); 8 days (\$256)

\$0.29/mile (300 free miles/per day) 1,760 miles/rd. trip – 600 free miles x 1,160 x .29 = \$336.40

7 days (\$560.40); 8 days (\$592.40) plus gas

12-passenger van

\$42/day – 7 days (\$294); 8 days (\$336)

\$0.38/mile (300 free miles/per day) 1,760 miles/rd. trip – 600 free miles = 1,160 x .38 = \$440.80

7 days (\$734.80); 8 days (\$776.80) plus gas

National Car Rental

2400 W. Adams, Ste. 101

(888) 445-5664

7-passenger minivan

\$548.55 plus gas

Unlimited miles

Avis Rental

2745 'O' Street or 6400 'O' Street

(800) 230-4898

7-passenger Full Size or Premium SUV

\$473.82 tax included, plus gas

Unlimited miles

12-passenger van

\$608.99 + \$111.62 taxes = \$720.61 plus gas

Unlimited miles

Airfare Prices

Depart 7/10 – Return 7/16

From Lincoln Airport to Greenville, SC

Delta - \$620 United - \$874

From Omaha Airport to Greenville, SC

American - \$420 Delta - \$537 United - \$584

Southwest – there are no flights departing on that date to SC

Pay additional cost for parking

UNOPA WORKSHOP
FEBRUARY 21, 3:00 – 4:30
City Campus Union (room will be posted)

NOTE: Registration due by February 9



In Memory of Colin Hays – The benefit of a death plan

Julie Masters is professor and chair in the department of gerontology. She also holds the Terry Haney Chair of Gerontology. Julie teaches courses on the Omaha and Lincoln campuses. For this workshop, she will be providing a light-hearted and meaningful presentation on the components of a death plan. The title of her program: *In Memory of Colin Hays – The benefit of a death plan* is in honor of a student who took the course in 2013.

Registration due no later than February 9

To register for this event, please complete the form below and send \$5.00 (to cover costs of refreshments) to **Lorraine Moon, 230 Whittier, East Campus 0857**.

NAME _____

DEPARTMENT _____

ADDRESS _____

PHONE _____

PSP CERTIFICATE _____

Make checks payable to UNOPA.

Approved as presented by the UNOPA Executive Board–May 2, 2017
(There was no board meeting in April 2017.)

UNOPA Executive Board Meeting Minutes

March 7, 2017
3:30 p.m.-4:30 p.m.
Forestry Hall Conference Room

CALL TO ORDER

President Tricia Liedle called the meeting to order at 3:35 p.m.

Roll Call was taken by Judy Anderson, recording secretary.

MEMBERS PRESENT

Tricia Liedle, Barbara Homer, Judy Anderson, Renae Oestmann, Cheryl Wemhoff, Lorraine Moon, Carol Wusk, LeAnn Frobom, Donna Bode, Alycia Harden, Marla Nissen

MEMBERS ABSENT

Jill Schurr, Roddy Spangler, Sara Luther, Debbie Hendricks, Mary Klucas, Lindsay Augustyn

AD-HOC COMMITTEE MEMBERS PRESENT

Kelsey Sims

AD-HOC COMMITTEE MEMBERS ABSENT

Jane Schneider

APPROVAL OF MINUTES

Minutes of the February 7, 2017, Executive Board Meeting were approved as corrected.

TREASURER'S REPORT

Report attached. In addition, Renae was going to update the names for the use of E-shop.

OFFICER/COMMITTEE REPORTS

President. Tricia Liedle read a thank you note from the PSP Endowment Committee for UNOPA's \$500 contribution. Mikki Sandin will be representing UNOPA on the Smoke-Free Campus Committee. Tricia met with Bill Nunez about the availability of travel funds for National Conference. She is gathering information from the possible attendees and will report back to him. She also asked the board to wear their Camp Kesem t-shirts to the March general meeting and requested updated committee guidelines by April. She also reported that Barb Homer, as the next UNOPA president, would be sitting on the Academic Planning Committee starting this fall.

President-elect/Program. Barb Homer reported she was still gathering questions for the chancellor to address when he speaks at the March general meeting.

Recording Secretary. No report.

Corresponding Secretary. No report.

Past President/Bradley Munn. Report attached.

Presidential Adviser. No report.

Membership. Report attached. **Alycia Harden moved to amend the duties of the membership committee to include a co-director position. The duties will read as follows: The Membership Committee shall be responsible for sending out renewal forms, welcome letters, and membership cards once a year. They shall keep an updated Access database of all members, update the listserv and provide updates to the Communication Technology Committee for the website. The Committee will obtain names of new office/service employees from HR, send**

UNOPA information, and make personal contacts with new employees to see if they would be interested in becoming a UNOPA member. The committee will also supply labels to other standing committees as requested. There shall be a co-director of the Membership Committee who will move into the director's position the following year. This is a two-year commitment: one year as co-director, one year as director. The motion was seconded by Barb Homer and was passed by the board in order for it to move on to the membership for a vote at the March general meeting.

Outreach. Report attached. In addition, Donna Bode reported there were only 19 registered for next week's general membership meeting that will have an "Around the World" theme. She discussed the Summer Social and it was decided that late June might be the best time to have it.

Awards. Report attached.

Career Development & PSP. Report attached.

Technology. No report.

Employee Concerns. No report.

Bylaws/Nominating. Report attached. The board discussed ways to encourage members to run for offices on the board. The idea of a possible merger with UAAD was discussed, since it was mentioned by the chancellor in his Q&A with UAAD and UNOPA.

UNOPA Notes. No report.

Ways and Means. Marla Nissen will be sending out the sign-up sheet for the Spring Game parking lot.

AD-HOC COMMITTEE REPORTS

Digital Commons. No report.

Marketing. Kelsey Sims reported 115 "likes" on Facebook. She will also post the upcoming general meeting information on Facebook.

UNFINISHED BUSINESS

Tricia reported some of the details of the van rental for those attending the National Conference.

NEW BUSINESS

Lorraine Moon reported that there were about 140 fabric briefcases with old UNOPA logos on them that we need to get rid of. It was decided to present all the past presidents with one at the April general meeting and then offer them to the membership for free. Any briefcases left over will be donated to Camp Kesem. It was noted by Renae that UNOPA usually donates \$30 to NEOPA to be used for the basket at the NAEOP Conference.

The next meeting will be Tuesday, April 4, 2017, at Forestry Hall.

The meeting was adjourned at 4:50 p.m.

Submitted by Judy Anderson, recording secretary

UNOPA Treasurer's Report -- February 2017

				Balances:
Beginning Checking Account Balance - 2/1/2017				\$ 6,085.13
Income:				
Deposit 2/14/17 February Meeting 50/50 Drawing		\$ 14.50		
Deposit 2/20/17 Membership Dues		\$ 15.00		
Deposit 2/20/17 Meal Reimbursement from January General Meeting		\$ 9.00		
Deposit 2/22/17 Registration Fees for February Workshop		\$ 100.00		
		Total Income:	\$	138.50
Expenses:				
1052 - 2/15/17 - Gift Card for February Workshop Speaker		\$ 25.00		
1053 - 2/27/17 - Premier Catering - February Workshop Refreshments		\$ 80.94		
		Total Expenses:	\$	105.94
Ending Checking Account Balance - 2/28/2017				\$ 6,117.69
Beginning Cost Center Balance - 2/1/2017				\$(2,138.18)
Income:				
		Total Income:	\$	-
Expenses:				
2/22/2017 - Office Depot - Invitations for Rose Frolik/April General Meeting		\$ 22.49		
2/27/17- Postage for Rose Frolik/April General Meeting Invitations		\$ 4.60		
		Total Expenses:	\$	27.09
Ending Cost Center Balance - 2/28/2017				\$(2,165.27)
Ending Checking Account Balance - 2/28/2017				\$ 6,117.69
Ending Cost Center Balance - 2/28/2017				\$(2,165.27)
Total Funds Available:				\$ 3,952.42
Savings Account Balance - 2/28/2017				\$11,506.82
55th Anniversary Balance: \$93.00 - \$6.36 (sales tax) = \$86.64				

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
UNOPA Board meeting
March 7, 2017

TO: Tricia Liedle
 FROM: Roddy Spangler
 COMMITTEE: Immediate Past President / Bradley Munn Committee
 DATE: 3/1/17

Current committee report

FY2016-2017			
Bradley Munn Professional Growth Fund			
<i>Beginning Balance</i>	<i>7/1/2016</i>		\$7,744.35
Income:			
	Gifts through payroll deduction		
	July	\$ 32.00	
	August	\$ 32.00	
	September	\$ 32.00	
	October	\$ 32.00	
	November	\$ 32.00	
	December	\$ 32.00	
	January	\$ 32.00	
	February	\$ 32.00	
		Total Income:	\$ 256.00
		Subtotal:	\$8,000.35
Expenses:			
	No Expenses Jul 2016 - Feb 2017		\$ -
	Pending payment to Lola Young		\$ (100.00)
		Total Expenses:	\$ (100.00)
		Current Balance:	\$7,900.35

TO: Tricia Liedle
FROM: Alycia Harden
COMMITTEE: Membership
DATE: March 7, 2017

Current committee report

Current membership is 94 total:

11 - New
64 - Active
4 - Associate
1 - Honorary
13 - Retiree
1 - Lifetime

TO: Tricia Liedle
FROM: Donna Bode
COMMITTEE: Outreach/Hospitality
DATE: March 7, 2017

Current committee report –

I will give an update on the number of members registered for the March 14, 2017 UNOPA General Meeting.

The Secret Friends Reveal update

Summer Social update: GAME DAY

The plan is for a Bowling Party at East Campus Union, with options of shooting pool or playing cards. Bunco is an option rather than the cards.

The committee is thinking 3:00 or 3:30 on a day being selected on the advice of the Executive Committee.

Other options or thoughts are welcome.

.....

TO: Tricia
FROM: Sara Luther
COMMITTEE: Awards
DATE: 3.6.17

Current committee report

Notifications for Rose Frolik have been published in Nebraska Today and UNOPA Notes. Emails went directly to supervisors of eligible members.

Alicia Arnold will be the point of contact while Sara is on maternity leave starting March 7th. All nominations are due to her by Friday March 17th. Tricia has volunteered to help introduce the nominees. Sandy still needs to be contacted to announce the winner.

.....

TO: Tricia Liedle
FROM: Lorraine Moon
COMMITTEE: Career Development
DATE: March 1, 2017

Current committee report

On February 21, twenty individuals attended the workshop presented by Dr. Julie Masters on the “... the benefit of a death plan”.

Expenses for the workshop were \$80.94 to Premier Catering for refreshments and \$25.00 reimbursement to Lorraine Moon for purchase of a \$25.00 gift card to Green Gateau for the speaker.

A hundred dollars (\$100) was delivered to the UNOPA Treasurer. This amount covered the majority of the expenses mentioned above with the exception of \$5.94.

In addition to the gift card, Dr. Masters was also presented with a UNOPA cup and a stress “drop”.

In addition to Lisa Morehouse as a workshop speaker, there are several other options that are being considered for shorter sessions. Jan Deeds would like to do a presentation on bystander intervention. Kelsey Sims has seen this presentation and highly recommends it. Mary Guest would also like to do a presentation regarding NAEOP and PSP. I will keep you posted.

.....

TO: UNOPA Board
FROM: Cheryl Wemhoff
COMMITTEE: Nominating Committee - Marilyn Johnson, Kay McClure-Kelly
DATE: 3/6/2017

Current committee report

The nominating committee met Thursday, March 2 to discuss nominations and people they had nominated and contacted. We discussed last year's nominating committee results. They had one person nominated that agreed to serve. They had a total of six and the committee had nominated them. Only one came in from the mass e-mail sent to members.

Discussion was had as to if it is time to merge with UAAD. The new president next year is from the College of Business and has indicated that he is interested as their membership has declined and attendance to meetings also. One of the persons Marilyn contacted said that she is dropping out of UNOPA, but would serve as President Elect if we were agreeing to merge and she could help make that happen.

Marilyn attended the talk given by Ronnie Green to the UAAD group and he suggested we would be a stronger club if we were one.

How many board members agree with a merger and do we solicit feedback from the membership or is that too many people in the mix? Many people talked to are worried about the time commitment to UNOPA and budget cuts and are not joining next year. None of my committee will be back. Discussion and input.

UNOPA Executive Board Meeting Minutes

May 2, 2017

3:30 p.m.-4:30 p.m.

Forestry Hall Conference Room

CALL TO ORDER

President Tricia Liedle called the meeting to order at 3:35 p.m.

Roll Call was taken by Judy Anderson, recording secretary.

MEMBERS PRESENT

Tricia Liedle, Barbara Homer, Judy Anderson, Renae Oestmann, Cheryl Wemhoff, Carol Wusk, Donna Bode, Alycia Harden, Lindsay Augustyn, Marla Nissen

MEMBERS ABSENT

Jill Schurr, Roddy Spangler, Sara Luther, Lorraine Moon, Debbie Hendricks, Mary Klucas, LeAnn Frobom

AD-HOC COMMITTEE MEMBERS PRESENT

Jane Schneider

AD-HOC COMMITTEE MEMBERS ABSENT

Kelsey Sims

APPROVAL OF MINUTES

Minutes of the March 7, 2017, Executive Board Meeting were approved as presented. There was no April Executive Board Meeting due to illness.

TREASURER'S REPORT

Report attached. In addition, Renae presented the proposed budget for 2017-2018. The board worked through some concerns to balance the budget and it was approved.

OFFICER/COMMITTEE REPORTS

President. Tricia reported she has contacted the Chancellor's Office again about the amount of funding they will offer for those attending the national conference. She attended the chancellor's installation ceremony in an official capacity and was impressed on how well it was planned and executed.

President-elect/Program. Report attached.

Recording Secretary. No report.

Corresponding Secretary. No report.

Past President/Bradley Munn. Report attached.

Presidential Adviser. No report.

Membership. Report attached. In addition, Alycia noted that four new members have never attended a meeting and thus have not received recognition or an umbrella.

Outreach. Donna Bode reported there were 28 registered for next week's general membership meeting. She also reported that the caterer from the April general meeting had received a call from an attendee complaining about the quality and cost of the meal and wanted a refund. It was decided that President Liedle should address this matter in a letter to the attendee stating there would be no refund.

Awards. No report. But it was known that they were working on the reimbursement for the Floyd S. Oldt Awards.

Career Development & PSP. Report attached.

Technology. No report.

Employee Concerns. No report.

Bylaws/Nominating. Report attached stating the new officers for 2017-2018 are: president, Barb Homer; president-elect, Donna Bode; recording secretary, Marsha Yelden; corresponding secretary, Kathrine Schwartzman; and treasurer, Susan Wesely. **Cheryl Wemhoff moved to approve the slate of officers as voted on by our membership to serve UNOPA for 2017-2018. It was seconded by Carol Wusk and was approved.**

UNOPA Notes. Lindsay asked if there should be a UNOPA Notes done in June and it was agreed that there should be.

Ways and Means. Report attached. **Tricia Liedle moved to increase the Ways and Means budget by \$25 to make it possible to draw two names from the list of parking lot volunteers to receive gift cards to establishments of their choice. It was seconded by Alycia Harden and passed.**

AD-HOC COMMITTEE REPORTS

Digital Commons. No report.

Marketing. No report.

UNFINISHED BUSINESS

None.

NEW BUSINESS

As the next president, Barb Homer will be attending the NAEOP Conference as UNOPA's delegate. It was determined that an alternate will be chosen by drawing names from those attendees who have no other responsibilities at the conference. Those attendees include Lola Young and Jane Schneider. Tricia shared the letter she sent to Chancellor Green stating UNOPA's support of the Smoke-Free Campus Policy.

The next meeting will be the board transition meeting on Tuesday, June 6, 2017, at Nebraska Innovation Campus.

The meeting was adjourned at 4:36 p.m.

Submitted by Judy Anderson, recording secretary

UNOPA Treasurer's Report -- April 2017

Beginning Checking Account Balance - 4/1/2017	Balances: \$ 5,915.23
Income:	
Deposit 4/18/17 April Meeting 50/50 Drawing	\$ 46.00
Deposit 4/18/17 April Meeting Meals Income	\$ 280.00
	Total Income: \$ 326.00
Expenses:	
3/31/17 - Goodwill Industries - Bud vases April Meeting Centerpieces	\$ 12.74
4/2/17 - Walmart - Flowers for centerpieces	\$ 3.19
1063 - 4/7/17 - Awards Unlimited - Past President's Plaque	\$ 64.89
1064 - 4/7/17 - NAEOP - NAEOP Membership for Homer	\$ 50.00
1065 - 4/10/17 - Jull Schurr - Flowers for Frolik Luncheon Honored Guests	\$ 225.23
4/12/17 - Super Saver - Fresh flowers for tables and door prizes	\$ 93.77
1066 - 4/19/17 - Awards Unlimited - Rose Frolik Award	\$ 43.00
*1067 - 4/19/17 - Premier Catering - Meals for April General Meeting	\$ 937.50
	Total Expenses: \$ 1,430.32
Ending Checking Account Balance - 4/30/2017	<u>\$ 4,810.91</u>
<hr/>	
Beginning Cost Center Balance - 4/1/2017	\$(2,187.10)
Income:	
4/19/17 - Income from April General Meeting Meals	\$ 80.00
4/19/17 - Income from April General Meeting Meals	\$ 30.00
	Total Income: \$ 110.00
Expenses:	
4/6/17 - Refreshments for 3/29/17 Workshop	60.95
4/27/17 - Rose Frolik Award Stipend - Susan Thomas	\$ 600.00
**4/27/17 - Thomas Retirement	\$ 28.39
**4/27/17 - Thomas FICA	\$ 36.66
**4/27/17 - Thomas Health Insurance	\$ 116.46
**4/27/17 - Thomas Life Insurance	\$ 0.69
4/27/17 - Postage	\$ 3.68
	Total Expenses: \$ 846.83
Ending Cost Center Balance - 4/30/2017	<u>\$(2,923.93)</u>
<hr/>	
Ending Checking Account Balance - 4/30/2017	\$ 4,810.91
Ending Cost Center Balance - 4/30/2017	<u>\$(2,923.93)</u>
Total Funds Available:	<u>\$ 1,886.98</u>
<hr/>	
Savings Account Balance - 4/30/2017	\$11,508.24

55th Anniversary Balance: \$93.00 - \$6.36 (sales tax) = \$86.64

April meeting meal charge from Premier Catering was \$11.42 per meal. The UNOPA Board voted to charge guests only \$10.00 per meal utilizing UNOPA funds to cover the \$4.42 difference per meal. Therefore, UNOPA funded \$287.30 (\$4.42 per meal x 65 meals) for the April meeting.

**\$182.20 will be reimbursed to UNOPA from the UNL Payroll Office

TO: Tricia Liedle
 FROM: Barbara Homer
COMMITTEE: Program/President-Elect
 DATE: May 2, 2017

2017-18 board – Director/Co-Director positions are filled except for two committees, Awards and UNOPA Notes. Please let me know if you or you know of anyone who would be interested in serving on any of these committees.

UNOPA funding a van for UNOPA members to attend the NAEOP National Conference in Greenville, SC in July

Beings Lola and I were the only ones who were going to ride in the van, we decided it would be best to fly instead as it really did not make much sense to drive.

.....

TO: Tricia Liedle
 FROM: Roddy Spangler
COMMITTEE: Immediate Past President / Bradley Munn Committee
 DATE: 4/28/17

Current committee report

FY2016-2017			
Bradley Munn Professional Growth Fund			
Beginning Balance	7/1/2016		\$7,744.35
Incom e:			
Gifts through payroll deduction			
	July	\$ 32.00	
	August	\$ 32.00	
	Septem ber	\$ 32.00	
	October	\$ 32.00	
	Novem ber	\$ 32.00	
	Decem ber	\$ 32.00	
	January	\$ 32.00	
	February	\$ 32.00	
	M arch	\$ 32.00	
	April	\$ 32.00	
Total Incom e:			\$ 320.00
Subtotal:			\$8,064.35
Expenses:			
No Expenses Jul 2016 - Feb 2017			\$ -
3/10/17 - Lola Young			\$ (100.00)
Total Expenses:			\$ (100.00)
Current Balance:			\$7,964.35

TO: Tricia Liedle
FROM: Alycia Harden
COMMITTEE: Membership
DATE: May 1, 2017

Current committee report

Current membership is 94 total:

- 11 - New
- 64 - Active
- 4 - Associate
- 1 - Honorary
- 13 - Retiree
- 1 - Lifetime

TO: Tricia Liedle
FROM: Lorraine Moon and Debbie Hendricks
COMMITTEE: Career Development and PSP Committee
DATE: April 3, 2017

Current committee report

Lisa Morehouse (NAEOP President- Elect) presented a workshop on March 29 at the East Campus Union. Her topic was the Rising of the Phoenix. Lisa began her presentation with the fire that destroyed the Lincoln Public Schools Building on "O" Street. She talked about everyone coming together after a disaster and how this applied to our lives and to our organizations. All attendees received a PSP certificate. There was no charge for this workshop. Refreshment cost from the East Campus Union is \$55.72. I am still waiting for the invoice from the Union.

TO: Tricia Liedle
FROM: Cheryl Wemhoff
COMMITTEE: By-laws/Nominating
DATE: 4/28/2017

Current committee report

The results are in from our ballot survey.

Officers for next year are as follows:

- President: Barb Homer
- President Elect: Donna Bode
- Recording Secretary: Marsha Yelden
- Corresponding Secretary: Kathrine Schwartzman
- Treasurer:

.....

TO: Tricia Liedle
FROM: Marla Nissen
COMMITTEE: Ways and Means
DATE: April 27, 2017

Current committee report

We had great success with parking lot sales this year. A total of 517 parking spaces for 8 football games were sold. We had a total of 73 workers both current or retired UNOPA members and a few guests who volunteered. Of those numbers, below will show a better breakdown.

- 4 - Members worked 4 times
- 4 - Members worked 3 times
- 10 - Members, 1 spouse and 1 retiree worked 2 times
- 17 - Members, 3 family and 1 retiree worked 1 time

The game which sold the most parking spaces was Oregon with 104 spaces. When the front lot filled, we filled the back lot. A check from Parking Services for a total of \$3765.00 has been deposited. Thank you to all who participated with this fundraiser.

University of Nebraska Office
Professionals Association
PO Box 880541
Lincoln, NE 68588-0541



May 1, 2017

Chancellor, Dr. Ronnie Green
University of Nebraska-Lincoln
201 Administration Building
Lincoln, NE 68588-0419

Dear Chancellor Green,

On behalf of the membership of the University of Nebraska Office Professionals Association (UNOPA), we as a membership have voted to support of the University of Nebraska Lincoln's possible adoption of a Smoke Free Campus Policy. UNOPA does understand that the policy will amend the current Tobacco Free Campus Policy by prohibiting the use of all smoke producing tobacco products on the grounds of all UNL sites with a discussion regarding designated areas or special events to occur before implementation.

We also understand the campuses of UNO, UNK and UNMC have previously adopted such a policy and UNOPA's membership endorses the same for UNL, including a detailed plan for implementation. A good majority of our UNOPA membership participated in the UNL wide regarding said initiative. A UNOPA member is part of the UNL Smoke Free Campus Task Force and will represent our membership in working toward defining the policy and implementation process.

Patricia Liedle, UNOPA President 2016-2017

UNOPA Executive Board Transition Meeting Minutes

June 6, 2017

3:45 p.m. -5:00 p.m.

2nd Floor Board Room, Innovation Campus

CALL TO ORDER

President Barb Homer called the meeting to order at 3:56 p.m.

MEMBERS PRESENT

Barb Homer, Tricia Liedle, Alycia Harden, Donna Bode, Katherine Schwartzman, LeAnn Frobom, Marla Nissen, Susan Wesley, Jennifer Greenlee, Kathy Schindler, Mikki Sandin, Jennifer Haley, Lorraine Moon, Judy Anderson, Marsha Yelden

MEMBERS ABSENT

LaRita Lang, Mary Guest, Debbie Hendricks, Gretchen Mills

AD-HOC COMMITTEE MEMBERS PRESENT

Kelsey Sims

AD-HOC COMMITTEE MEMBERS ABSENT

Jane Schneider

OFFICER/COMMITTEE REPORTS

No reports were given.

AD-HOC COMMITTEE REPORTS

No reports were given.

UNFINISHED BUSINESS

None

NEW BUSINESS

All board, committee and ad hoc committee members in attendance introduced themselves.

Board meetings will be held on the first Tuesday of the month from 11:30 a.m. to 1:00 p.m. Location will be determined. Meetings will start in August 2017.

A sign up sheet for football game parking lot coordinators was passed around. Each member of the Executive Board is expected to be a coordinator for one game.

The meeting adjourned at 4:30 p.m.

Submitted by Marsha Yelden, Recording Secretary