

2017

2017-18 UNOPA Executive Board Minutes

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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

UNOPA Executive Board Meeting Minutes

August 15, 2017

11:30 a.m. -12:30 p.m.

2nd Floor Board Room, Innovation Campus

CALL TO ORDER

President Barbara Homer called the meeting to order at 11:34 a.m. Roll call was taken by Marsha Yelden, Recording Secretary.

MEMBERS PRESENT

Barbara Homer, Donna Bode, Marsha Yelden, Susan Wesley, Tricia Liedle, LaRita Lang, Mary Guest, Debbie Hendricks, Lorraine Moon, Jennifer Greenlee, LeAnn Frobom, Gretchen Mills, Mikki Sandin, Jennifer Haley, Judy Anderson and Marla Nissen.

MEMBERS ABSENT

Katherine Schwartzman, Kathy Schindler, and Kelsey Sims.

AD-HOC COMMITTEE MEMBERS PRESENT

AD-HOC COMMITTEE MEMBERS ABSENT

Jane Schneider and Kelsey Sims.

OFFICER/COMMITTEE REPORTS

Recording Secretary/Minutes Approval: Minutes for the June 6, 2017 meeting were approved as corrected.

Treasurer/Treasurer's Report: Report attached. There was discussion about what the savings account is used for and what happens if it becomes "inactive" at the bank. Susan will check on this.

President: The Board members present introduced themselves. A copy of the current bylaws was distributed to each member in attendance. A contact list and schedule was distributed. A Thank You from Debbie Hendricks was read.

President-Elect/Program: Report attached. The date for the January meeting is unknown. There was discussion if the new Willa Cather dining hall could be a location for the Oldt award luncheon. ***Donna Bode moved: "I move to approve the 2017-2018 General Meeting Schedule as corrected." Seconded by Mikki Sandin. Motion carried.***

Corresponding Secretary: No report.

Past President/Bradley Munn: No report.

Presidential Advisor: No report.

Approved as corrected UNOPA Board on September 5, 2017

Awards: Changes to the wording of the awards procedures were made and will be forwarded to Jennifer Greenlee to update on the website.

Bylaws/Nominating: No report.

Career Development/PSP: The committee reported they are working on setting up a workshop.

Employee Concerns: Report attached. **LeAnn Frobom made a motion: "I move to amend ~~attend~~ the requirements for the UNOPA representative on the Chancellor's Committee on Wellness by deleting the phrase Campus Rec Membership required and conforming the following web page to reflect that change."** LeAnn's motion was tabled as more information is needed about the Chancellor's Committee on Wellness. There was discussion about why there is not a UNOPA representative on the Chancellor's Committee on the Status of Women.

Membership: Report attached.

Technology: Report attached. **Jennifer Greenlee moved: "I move to allow minor edits to be made to the UNOPA website without having to bring them to the board for approval. If there is a major change, I would be required to get a vote from the committee via electronic means (email). This will ensure the UNOPA website will be kept fresh and to implement the changes in a timely manner."** There was no second. The board agreed that Jennifer should make changes to the website as she feels appropriate. **Jennifer Greenlee moved: "I move to change the Technology Committee name to UNOPA Web Manager Committee. This would accurately describe what the committee is responsible for."** There was no second. There was discussion on the process to change the name of a committee. Jennifer tabled the motion.

UNOPA Notes: Discussed changes that will be occurring this year.

Ways and Means: Discussed parking lot sales and procedures for the year.

Outreach: Report attached.

AD-HOC COMMITTEE REPORTS

Digital Commons: No report.

Marketing: Report attached.

OLD BUSINESS

The Tobacco-Free committee will make an announcement soon regarding a new campus-wide tobacco policy.

Approved as corrected UNOPA Board on September 5, 2017

NEW BUSINESS

Someone is needed to represent UNOPA at the September 8, 2017 Police Advisory Committee meeting. Both of our representatives are unable to attend this date. Susan Wesely will attend if the meeting is in the City Union.

President Homer adjourned the meeting at 1:00 p.m.

Submitted by Marsha Yelden, Recording Secretary

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board Meeting

August 2017

TO: Barbara Homer
FROM: Sue Wesely
COMMITTEE: Treasurer
DATE: 8/11/2017

Current committee report

UNOPA has a savings account of over \$11,000 that has been flagged as inactive by the bank. They are wondering if we want to move it over into the main account. I don't have access to that account so I can't get the statements. I hope to get access soon. Tricia and Renae are the only ones who have access at this point.

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNOPA Treasurer's Report -- July 2017

Beginning Checking Account Balance - 7/1/17		Balances: \$ 2,829.25
Income:		
July Interest - Union Bank & Trust		
Deposit - 7/12/17 (memberships)	\$ 70.00	
Deposit - 7/17/17 (memberships)	\$ 30.00	
Deposit - 7/20/17 (memberships)	\$ 47.00	
Deposit - 7/21/17 (memberships)	\$ 45.00	
Deposit - 7/27/17 (memberships)	\$ 15.00	
Deposit - 7/28/17 (memberships)	\$ 2.00	
Visa CHK Return Dahlia A Florist Greenville SC	\$ 21.10	
		Total Income: \$ 230.10
Expenses:		
7/10/2017 01731618 POS Purchase Dahlia A Florist Greenville SC	\$ 71.55	
7/13/2017 01731618 Visa Debit Purchase Dahlia A Florist, Greenville SC	\$ 42.20	

Total Expenses: \$ 113.75

Ending Checking Account Balance - 7/31/17 \$ 2,945.60

Beginning Cost Center Balance - 7/1/17		\$ -
Income:		
Membership Dues - 7/14/17	\$ 15.00	
Membership Dues - 7/17/17	\$ 90.00	
Membership Dues - 7/19/17	\$ 30.00	
Membership Dues - 7/27/17	\$ 30.00	
		Total Income: \$ 165.00
Expenses:		
7/27/17 J. Haley UNOPA Membership Brochures	\$ 212.63	
7/28/2017 M. Greer UNOPA Contribution to Greenville	\$ 124.95	
7/28/2017 L. Young UNOPA Contribution to Greenville	\$ 125.00	

Total Expenses: \$ 462.58

Ending Cost Center Balance - 7/31/17 \$ (297.58)

Ending Checking Account Balance - 7/31/17		\$ 2,945.60
Ending Cost Center Balance - 7/31/17		\$ (297.58)
Total Funds Available:		<u><u>\$ 2,648.02</u></u>

Savings Account Balance - 7/31/17

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
UNOPA Board Meeting
August 2017

TO: Barbara Homer
FROM: Donna Bode
COMMITTEE: Programs/President elect
DATE: August 15, 2017

Current committee report:

1. The 2017-2018 General Meetings Schedule is attached
2. Barb & I toured the Willa Cather Dining Hall in July. They do have conference rooms available which we could rent. This might be a good option for one of the awards luncheons. Room rental prices range from \$100 - \$400 for the size of room we would require. Catering would need to be provided by UNL Catering. There is a large parking lot available on the East side of the building.
 - a. I would like to discuss the idea of having one of the awards luncheons at Willa Cather and keeping the other at the Great Plains Room at East Campus Union.

Motions

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

"I move to: Approve the 2017-2018 General Meeting Schedule as presented.

Motion Maker: _____ Donna Bode _____

Seconded by: _____

University of Nebraska-Lincoln
University of Nebraska Office Professionals Association (UNOPA)
2017-2018 Meeting and Program Schedule

September 12, 2017

General Meeting, Barbara Homer
Introduction of 2017-2018 Board

East Campus Union

Arbor Suite

October 10, 2017

General Meeting, Speaker - Kara Burwell
President's Charity

Nebraska Union

Heritage Room

November 14, 2017

General Meeting, Floyd S. Oldt Boss of the Year,
Floyd S. Oldt Outstanding Staff & Silver pen Awards

East Campus Union

Great Plains Room

December 12, 2017

General Meeting, Christmas Luncheon
Chris Eskridge, entertainment

Nebraska Union

Heritage Room

January 9, 2018

UNOPA/UAAD Joint Meeting (hosted by UAAD)

Location TBD

February 13, 2018

General Meeting, Speaker – Karen Kassebaum
Staff Diversity & Inclusion

NET

1800 N. 33rd Street

March 13 2018

General Meeting, Speaker – Gary Kebbel
Social Media

Nebraska Union

Heritage Room

April 10, 2018

General Meeting, Rose Frolik Award
Past President & Retiree's Luncheon

East Campus Union

Great Plains Room

May 8, 2018

General Meeting,
Installation of 2018-2019 Board of Directors

Nebraska Union

Colonial Room

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board Meeting

August 2017

TO: Barbara Homer
FROM: LeAnn Frobom
COMMITTEE: Employee Concerns
DATE: August 9, 2017

Current committee report

The Employee Concerns Committee has a nearly-complete roster of committee representatives for the 2017-2018 academic year. As of the due date of this report, one position remains unfilled – a 3-year term on the Parking Advisory Committee, which meets monthly during the academic year.

The 2017-2018 roster is included as a separate attachment with this report.

The Chancellor's Commission on Environmental Sustainability is inactive.

The Parking Appeals Committee is inactive.

The Chancellor did not appoint a UNOPA member to the Chancellor's Commission on the Status of Women for 2017-2018.

Motions

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

"I move to: amend the requirements for the UNOPA representative on the Chancellor's Committee on Wellness by deleting the phrase Campus Rec membership required [~~Campus Rec membership required~~], and conforming the following web page to reflect that change: <http://unopa.unl.edu/unopa-representatives-campus-wide-committees>."

Motion Maker: LeAnn Frobom

Seconded by: _____

UNOPA EMPLOYEE CONCERNS COMMITTEE MEMBERS (2017-2018)

Committee	Term	Committee Members	Phone #	E-Mail	Term Expires
Employee Concerns Director	1 Year	LeAnn Frobom	2-1695	lfrobom2@unl.edu	End of 2017-18 AY
Employee Concerns Co-Director (year 2 = Director)	2 Years	Kathryn Schindler	2-1730	kschindler1@unl.edu	End of 2018-19 AY
1) Campus Recreation Advisory	2 Years	Kay McClure-Kelly	2-1508	kmccclure-kelly2@unl.edu	End of 2017-18 AY
2) Chancellor's Campus Safety Committee	2 Years	Christine Weitzel	2-6447	cweitzel2@unl.edu	End of 2017-18 AY
3) Chancellor's Commission on Environmental	3 Years	INACTIVE			
4) Chancellor's Commission on the Status of Women	3 Years	No UNOPA Appointee 17-18			
5) Child Care Committee	2 Year	Lisa King	2-7787	lking2@unl.edu	End of 2017-18 AY
6) Employee Benefits/U-Wide Employee Fringe Benefits	3 Years	Diane Wasser*	2-6251	dwasser1@unl.edu	End of 2018-19 AY
7) Employee Emergency Loan Fund Advisory	3 Years	Shelley Everett	2-7760	severett@cse.unl.edu	End of 2017-18 AY
	3 Years	Marcy Tintera	2-1258	mtintera@unl.edu	End of 2018-19 AY
	3 Years	Judy Anderson	2-7021	janderson5@unl.edu	End of 2019-20 AY
8) Faculty Senate	1 Year	Sara Luther	2-2281	sara.luther@unl.edu	End of 2017-18 AY
9) James V. Griesen Exemplary Service to Students Award	1 Year	Tricia Leidle	Feb-05	patricia.ledle@unl.edu	End of 2017-18 AY
10) Parking Advisory Committee	3 Years	*** OPEN ***			End of 2019-20 AY
	3 Years	UAAD Rotation			End of 2017-18 AY
11) Parking Appeals Committee	3 Years	INACTIVE			
	3 Years				
	3 Years				
12) Wellness Comm *Must be member of Campus Rec	2 Years	Alycia Libolt	2-7317	alibolt2@unl.edu	End of 2017-18 AY
					Aug-17

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
UNOPA Board Meeting
August 2017

TO: Barbara Homer
FROM: Jennifer Greenlee
COMMITTEE: Technology
DATE: July 28, 2017

Current committee report

Requesting time to present to the board a new look to the UNOPA website home page and how we could update it. The UNOPA website is not in the new UNL design template. For example, it doesn't have the large hero image on the home page. I am requesting the binder that was made for the Technology Committee, which I have not received yet. I am asking for the information that would show me what changes were voted on so that I can make an informed decision when content or design needs to be changed. I would like to request the ability to make minor updates to be in compliance with the UNLCms guidelines, but for major changes to be approved by the board via email. This will insure we get fresh content on our site within a timely manner.

Motions

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

"I move to: Allow minor edits to be made to the UNOPA website without having to bring them to the board for approval. If there is a major change, I would be required to get a vote from the committee via electronic means (email). This will ensure the UNOPA website will be kept fresh and to implement the changes in a timely manner.

Motion Maker: Jennifer Greenlee

I move to: Change the Technology committee name to UNOPA Web Manager Committee. This would accurately describe what the committee is responsible for.

Motion Maker: Jennifer Greenlee

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board Meeting

August 2017

TO: Barbara Homer
FROM: Kelsey Sims & Jennifer Haley
COMMITTEE: Marketing & Membership
DATE: August 9, 2017

Current committee report

- Facebook: *117 Likes*

- Number of memberships as of 8/09/2017
 - *0 New, 24 Active, 2 Associate, 8 retired, 1 Lifetime, 1 Honorary*
- Hoping to see more interest in the Secret Friends program
- Updating/Re-organizing the Membership list
- Membership letters will be sent out after the deadline
- Brochure orders
 - Jennifer ordered 500 brochures (\$212.63)
 - Are we taxed or exempt?

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
UNOPA Board Meeting
August 2017

TO: Barbara Homer
FROM: Mikki Sandin & Gretchen Mills
COMMITTEE: Outreach
DATE: August 2, 2017

Current committee report

Our committee includes the two chairs (above) plus Jana Pillsworth-Wood, Rosann Kevil and Susan Thomas. We met to discuss ideas for monthly decorations and giveaways.

The theme we'd like to use for decorations at the first meeting in September is "Building Relationships at UNOPA" with legos and the opportunity to write a message/note of encouragement to new friends they'll meet at their tables.

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNOPA Executive Board Meeting Minutes

September 5, 2017

11:30 a.m. -12:30 p.m.

CALL TO ORDER

President Barbara Homer called the meeting to order at 11:36 a.m. Roll call was taken by Marsha Yelden, Recording Secretary.

MEMBERS PRESENT

Barbara Homer, Donna Bode, Marsha Yelden, Mary Guest, Debbie Hendricks, Jennifer Greenlee, Kathy Schindler, Kelsey Sims, Judy Anderson and Marla Nissen. Mikki Sandin arrived at 11:45. LaRita Lang arrived at 11:50.

MEMBERS ABSENT

Katherine Schwartzman, Susan Wesely, Tricia Liedle, Lorraine Moon, LeAnn Frobom, Gretchen Mills and Jennifer Haley.

AD-HOC COMMITTEE MEMBERS PRESENT

Kelsey Sims

AD-HOC COMMITTEE MEMBERS ABSENT

Jane Schneider

OFFICER/COMMITTEE REPORTS

Recording Secretary/Minutes Approval: Minutes for the June 6, 2017 meeting of the 2016-2017 Executive Board were approved as presented. Minutes for the August 15, 2017 meeting were approved as corrected.

Treasurer/Treasurer's Report: Report attached.

President: Report attached.

President-Elect/Program: The board agreed that the November 14th meeting will be held in the Willa Cather dining hall. There will be a \$200 charge. There was discussion about having a speaker at awards luncheons. It was decided this was not necessary because the previous Boss of the Year winner speaks at the Oldt awards meeting. It was mentioned that we could also have the previous recipient of the Silver Pen, Outstanding Staff and Rose Frolik awards speak or all nominees speak.

Corresponding Secretary: No report.

Past President/Bradley Munn: No report.

Approved as corrected by UNOPA Board on October 3, 2017

Presidential Advisor: No report.

Awards: LaRita Lang reported that the committee is looking for judges for the Oldt awards.

Bylaws/Nominating: No report.

Career Development/PSP: Debbie Hendricks reported that a speaker has been arranged for a workshop on November 3, 2017. The presenter will give two different presentations. Debbie Hendricks moved: ***"I move that the PSP Endowment committee be allowed to sell raffle tickets at the September and October general membership meetings and at the November 3 UNOPA workshop, where the raffle prize winners will be drawn at the end of the workshop."*** Seconded by LaRita Lang. There was discussion about how the PSP Endowment funds are used and the balance of the endowment. The motion passed.

Employee Concerns: President Homer reported that Leann Frobom learned that the UNOPA representative on the Chancellor's Committee on Wellness does not have to be a Campus Rec. member.

Membership: Report attached. It was recommended that membership applications and new brochures be available at the September General Membership meeting. The board agreed that the old brochures should be recycled. Kelsey Sims asked if UNOPA had official PMS colors. The board agreed that we do not but blue and yellow have been used in the past.

Technology: Discussed the tabled motion from last meeting. There was discussion about what duties the Technology Committee should have in relation to social media and marketing. Kelsey Sims will get feedback from her UNL social media contact about how UNOPA is currently using Facebook. It was suggested to look at the marketing plan that was created four or five years ago. Jennifer Greenlee and Kelsey Sims will work together to define how to combine the Marketing ad hoc committee into a current standing committee. They will then present this information to the Board.

UNOPA Notes: The current edition will go out this afternoon. There was a suggestion to do spotlights ~~in~~ of new board members.

Ways and Means: The parking lot coordinator sign up sheet was passed around. Discussed ways to get more people to volunteer to work the parking lot.

Outreach: The next Suppliers Showcase will be held October 17. UNOPA is invited to have a booth in the Interest Room. It was agreed that UNOPA should have a booth. There was discussion to have small give aways at the booth. Mikki Sandin will work with Printing Services to get some ideas.

AD-HOC COMMITTEE REPORTS

Digital Commons: No report.

Approved as corrected by UNOPA Board on October 3, 2017

Marketing: Report attached.

OLD BUSINESS

Old business was discussed during the Technology Committee report.

NEW BUSINESS

President Homer will order nametags for the executive positions and standing committees. They will be worn at the General Membership meetings and passed on each year to the new board members.

President Homer adjourned the meeting at 1:03 p.m.

Submitted by Marsha Yelden, Recording Secretary

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

September 5, 2017

TO: Barb Homer
FROM: Sue Wesely
COMMITTEE: Treasurer
DATE: August 31, 2017

Current committee report

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNOPA Treasurer's Report -- August 2017

		Balances:	
Beginning Checking Account Balance - 8/1/17			\$ 2,945.60
Income:			
August Interest - Union Bank & Trust			
Deposit - 8/3/17 (memberships)	\$	17.00	
Deposit - 8/11/17 (memberships)	\$	15.00	
Deposit - 8/21/17 (memberships)	\$	15.00	
Deposit - 8/22/17 (memberships)	\$	15.00	
Deposit - 8/25/17 (memberships)	\$	30.00	
Deposit - 8/30/17 (memberships)	\$	32.00	
			Total income: \$ 124.00
Expenses:			
8/2/2017 POS Gift Card Christopher & Banks for Auditor	\$	50.00	
8/8/2017 NAEOP Membership Donna Bode	\$	50.00	
8/8/2017 NEOPA Membership Donna Bode & Barb Homer	\$	40.00	
8/21/2017 Lola Young Reimbursement for NAEOP flowers	\$	37.50	
8/21/2017 NAEOP Trip Reimbursement Jane Schneider	\$	300.00	
			Total Expenses: \$ 477.50
Ending Checking Account Balance - 8/31/17			<u>\$ 2,592.10</u>
Beginning Cost Center Balance - 8/1/17			\$ -
Income:			
Membership Dues - 8/11/2017	\$	15.00	
Membership Dues - 8/21/17	\$	15.00	
Membership Dues - 8/22/17	\$	15.00	
Membership Dues - 8/25/17	\$	30.00	
Membership Dues-8/31/17	\$	15.00	
			Total income: \$ 90.00
Expenses:			
8/1/2017 Deb Hendricks UNOPA Contribution to SC	\$	125.00	
8/1/2017 Mary Guest UNOPA Contribution to SC	\$	125.00	
8/7/2017 Deb Wasser UNOPA Contribution to SC	\$	125.00	
8/22/2017 Edie Schleiger UNOPA Contribution to SC	\$	125.00	
			Total Expenses: \$ 500.00
Ending Cost Center Balance - 8/31/17			<u>\$ (410.00)</u>
Ending Checking Account Balance - 8/31/17			\$ 2,592.10
Ending Cost Center Balance - 8/31/17			\$ (410.00)
Total Funds Available:			<u>\$ 2,182.10</u>
Savings Account Balance - as of 8/31/2017			\$ 11,509.67

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

September 2017

TO:

FROM: Barbara Homer

COMMITTEE: President

DATE: August 31, 2017

Current committee report

The September general meeting is going to be very informative by introducing my board. I would like each director/co-director to introduce yourself and briefly let the members know what your committee responsibilities are. There will be copies of the 2017-18 board of directors with your contact information at each table. My hope is that the members will come want to serve on the committees.

Letters will be going out soon to your supervisor/administrator thanking them for their approval of you serving on my board. Please get me your committee members' name(s) and address(es) to also send them a thank you letter.

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

September 2017

TO: Barbara Homer
FROM: Kelsey Sims & Jennifer Haley
COMMITTEE: Membership/Marketing
DATE: 8/31/17

Current committee report

119 Facebook Likes

As of 8/31/17

0 New
36 Active
2 Associate
10 Retired
1 Lifetime
1 Honorary

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNOPA Executive Board Meeting Minutes

October 3, 2017

11:30 a.m. -12:30 p.m.

2nd Floor Board Room, Innovation Campus

CALL TO ORDER

President Barbara Homer called the meeting to order at 11:33 a.m. Roll call was taken by Marsha Yelden, Recording Secretary.

MEMBERS PRESENT

Barbara Homer, Donna Bode, Marsha Yelden, Katherine Schwartzman, Susan Wesely, Tricia Liedle, LaRita Lang, Mary Guest, Debbie Hendricks, Lorraine Moon, Jennifer Greenlee, Gretchen Mills, Jennifer Haley and Lola Young.

MEMBERS ABSENT

LeAnn Frobom, Kathy Schindler, Mikki Sandin, Kelsey Sims, Judy Anderson and Marla Nissen.

AD-HOC COMMITTEE MEMBERS ABSENT

Jane Schneider

OFFICER/COMMITTEE REPORTS

Recording Secretary/Minutes Approval: Minutes for the September 5, 2017 meeting were approved as corrected.

Treasurer/Treasurer's Report: Report attached. Susan is still waiting to get online access to the savings account.

President: Report attached. President Homer presented two options for name tags she would like to order for the Board members to wear at each General Membership meeting. It was suggested that the Outreach Committee keep the tags and set them out with the name badges at each meeting. The tags would get turned in at the end of the meeting with the name badges. There was a request to have a pin or clip rather than magnetic back. By a show of hands, the Board decided on the larger of the two samples. Donna Bode moved: ***"I move to purchase name tags for board of directors to be worn at the general meetings."*** Seconded by Tricia Liedle. Motion passed. It was suggested to get only pin or clip back rather than magnetic back. Donna Bode moved: ***"I move to approve the Consent Agenda regarding the approval to add line item budget for \$1,000 limit to Marketing and the approval of document being sent on UNOPA's behalf."*** Gretchen Mills seconded the motion. Motion passed. There was a suggestion to send out a sign up sheet for Board members to work the booth at the Supplier Showcase.

President-Elect/Program: No report.

Approved as corrected by UNOPA Board on November 7, 2017

Corresponding Secretary: One sympathy card was mailed last month. Katherine Schwartzman is beginning to work on the Giving Tree.

Past President/Bradley Munn: No report.

Presidential Advisor: No report.

Awards: LaRita Lang reported that the judges have been selected for the Oldt and Boss of the Year awards. LaRita is working on getting an announcement published in UNL Today. No nominations have been received to date.

Bylaws/Nominating: No report.

Career Development/PSP: Debbie Hendricks requested that the Board members meet with Jill Averyhart for dinner on the evening of November 2nd or 3rd.

Employee Concerns: Report attached. President Homer reported that Leann Frobom is planning on resigning from her position after the November meetings. President Homer said she will talk to Kathy Schindler to see if she will take over as Director. President Homer would like someone to volunteer to serve as co-director.

Membership: Report attached. There was discussion on ways to recognize new members in attendance at General Membership meetings and how to make them feel welcome.

Technology: Jennifer Greenlee presented the changes she has made to the website.

UNOPA Notes: No report.

Ways and Means: Report attached. Difficulties in getting people to work the parking lot was discussed.

Outreach: No report. Gretchen Mills reported that they are ready for the General Membership meeting next week.

AD-HOC COMMITTEE REPORTS

Digital Commons: No report.

Marketing: No report.

OLD BUSINESS

Old business was discussed during the President's report.

Approved as corrected by UNOPA Board on November 7, 2017

NEW BUSINESS

Dr. Julie Johnson will attend the November Board meeting to speak about the UNL Emeriti and Retiree Association.

President Homer will attend the October 4, 2017 Academic Planning Committee meeting.

President Homer reported that the Board of Regents did receive the letter she sent on behalf of UNOPA regarding the proposed budget reduction initiative. The proposed decrease in maximum vacation balance and sick leave reimbursement for retirees was discussed.

Mary Guest reported that Karen Kassebaum with Human Resources has offered to facilitate a meeting with UNOPA members to discuss what a Staff Senate would look like. Debbie Hendricks and Lorraine Moon will work with Mary Guest to set up a meeting.

President Homer adjourned the meeting at 12:44 p.m.

Submitted by Marsha Yelden, Recording Secretary

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

October 2017

TO: Barb Homer
FROM: Sue Wesely
COMMITTEE: Treasurer
DATE: September 30, 2017

Current committee report

Attached September report

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNOPA Treasurer's Report -- September 2017

	Balances:	
Beginning Checking Account Balance - 9/1/17		\$ 2,592.10
Income:		
August Interest - Union Bank & Trust		
Deposit - 9/7/17 (memberships)	\$ 15.00	
Deposit 9/12/17 (memberships)	\$ 48.00	
Deposit - 9/15/17 (memberships)	\$ 15.00	
Deposit - 9/21/17 (memberships)	\$ 45.00	
Deposit - 9/29/17 (memberships)	\$ 15.00	
		Total Income: \$ 138.00
Expenses:		
9/27/2017 Debit 537284 Pin Purchase Amazon	\$ 12.18	
		Total Expenses: \$ 12.18
Ending Checking Account Balance - 9/30/17		<u>\$ 2,717.92</u>
Beginning Cost Center Balance - 9/1/17		\$ -
Income:		
Membership Dues -9/15/2017	\$ 15.00	
Membership Dues -9/21/17	\$ 15.00	
		Total Income: \$ 30.00
Expenses:		
9/07/217 Barb Homer UNOPA Contribution to SC	\$ 300.00	
		Total Expenses: \$ 300.00
Ending Cost Center Balance -9/30/17		<u>\$ (270.00)</u>
Ending Checking Account Balance -9/30/2017		\$ 2,717.92
Ending Cost Center Balance -9/30/17		<u>\$ (270.00)</u>
Total Funds Available:		<u>\$ 2,447.92</u>
Savings Account Balance - as of 9/30/2017		\$ 11,509.67

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

October 2017

TO:

FROM: Barbara Homer

COMMITTEE: President

DATE: September 29, 2017

Current committee report

Select what style of name tag to order to wear at the general meetings.

Supplier Showcase Education Booth – staffing, 10:00 AM – 2:00 PM; set up by 9:30 AM

Motions

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

"I move to purchase name tags for board of directors to be worn at the general meetings."

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

October 2017

TO: Barbara Homer
FROM: Kathy Schindler
COMMITTEE: Employee Concerns
DATE: October 3, 2017

Current committee report

We still need a representative for the Parking & Transit Appeals/Advisory Committee. I went to the meeting on Friday, but a lot was general operating business.

The following items were discussed:

1. The graduate student association proposed an idea that graduate students would have access to purchasing Lot A parking, but there didn't seem to be any support for that from other committee members.
2. The remodeling/reconstruction of the loop in front of the football stadium will result in a loss of A parking spots during the construction. Afterwards, there may be about the same or even more A parking spots. That is a chancellor's project so Parking & Transit hasn't had much input on the project.
3. Upcoming projects include the Health Center. College of Nursing, and remodeling the old Textron/Cushman property by Campus Rec.
4. The goal of the city traffic lights at 16th & R is to encourage drivers to use Antelope Parkway so that 17th Street Northbound can eventually be closed and become a pedestrian plaza. Parking & Transit director Dan Carpenter said he would like to get a signal at 16th & Vine.
5. ASUN proposed having students perform community services to pay off parking tickets. The proposal suggested that students could try this once per semester or once per year. Dan Carpenter seemed interested in it so ASUN will bring back more information to the next meeting.

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
UNOPA Board meeting
October 2017

TO: Barbara Homer
FROM: Kelsey Sims & Jennifer Haley
COMMITTEE: Membership
DATE: 9/27/17

Current committee report

Membership as of 9/27/17

2 New

45 Active

2 Associate

10 Retired

1 Lifetime

1 Honorary

Total = 61 Members

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
UNOPA Board Meeting
October 2017

TO: Barbara Homer
FROM: Marla Nissen
COMMITTEE: Ways and Means
DATE: September 27, 2017

Current committee report

Transportation has made yet another change regarding rules of the parking lot sales. It is as follows.

- When the football game has a kick-off time of 2:30 p.m. or earlier, all lots will OPEN at 6:00 a.m. The meeting at transportation will be at 5:30 a.m. If the football game has a kick-off after that time, all lots will be OPEN at 6:30 a.m. The meeting at transportation will be at 6:00 a.m. The 6 hours prior to kick-off is no longer applicable.

Parking lot sales from previous games are as follows.

9-2-17 - Arkansas State – 56 tickets

9-16-17 – Northern Illinois – 51 tickets

9-23-17 – Rutgers – 36 tickets

When I get back from vacation, I am considering calling Ron at Transportation Services and asking if they would consider lowering the cost of our lot since we are on the outer perimeters. Please encourage all members to participate and volunteer for time slots so that the same people do not have to work every week. Dependable friends and family members may also volunteer.

Thanks to all who have participated!

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNOPA Executive Board Meeting Minutes

November 7, 2017

11:30 a.m. -12:30 p.m.

2nd Floor Board Room, Innovation Campus

CALL TO ORDER

President Barbara Homer called the meeting to order at 11:40 a.m. Members in attendance introduced themselves to our guests, Julie Johnson and Rita Kean. Roll call was taken by Marsha Yelden, Recording Secretary.

MEMBERS PRESENT

Barbara Homer, Donna Bode, Marsha Yelden, Katherine Schwartman, Susan Wesely, Tricia Liedle, LaRita Lang, Debbie Hendricks, Kathy Schindler, Mikki Sandin, Jennifer Haley, Kelsey Sims and Marla Nissen.

MEMBERS ABSENT

Mary Guest, Lorraine Moon, Jennifer Greenlee, Gretchen Mills, Judy Anderson and Lola Young

AD-HOC COMMITTEE MEMBERS ABSENT

Jane Schneider

OLD BUSINESS

UNL Emeriti and Retiree Association President Julie Johnson and President-Elect Rita Kean presented information about the association. The association has recently changed its name from the UNL Emeriti Association. Now emeriti as well as any officially retired former employee of UNL can join the association. Brochures about the association were distributed. President Homer will work with Julie Johnson to schedule a time for a presentation about the association during a General Membership meeting.

OFFICER/COMMITTEE REPORTS

Recording Secretary/Minutes Approval: Minutes for the October 3, 2017 meeting were approved as corrected.

Treasurer/Treasurer's Report: Report attached. President Homer requested the description for the October 5, 2017 expense for \$44.00 be changed to read "NAEOP Affiliation."

President: Report attached.

President-Elect/Program: No report.

Corresponding Secretary: Report attached. Katherine Schwartman reported that the Giving Tree will be on display at the November General Membership meeting.

Past President/Bradley Munn: No report.

Approved as presented by UNOPA Board on December 5, 2017

Presidential Advisor: No report.

Awards: LaRita Lang reported that she has received four Floyd S. Oldt Boss of the Year nominees. She did not receive any nominations for the Floyd S. Oldt Silver Pen or Floyd S. Oldt Outstanding Staff awards. LaRita announced that there will be a soup supper benefiting Lynette's Angels in Garland, Nebraska on Sunday, November 12, 2017.

Bylaws/Nominating: No report.

Career Development/PSP: Report attached. Debbie Hendricks reported that there were 23 in attendance at the workshop on Friday, November 3, 2017.

Employee Concerns: Kathy Schindler indicated that we still need a representative for the Parking Advisory Committee. A representative for the Benefits Committee is also needed.

Membership: Kelsey Sims reported that she will supply UNOPA brochures for the new employee orientation. There was discussion that new members who attend General Membership meetings should be recognized and given an umbrella. The Outreach Committee will be given three umbrellas to bring to each meeting for new members. Kelsey will bring a box of the phone holders to the November General Membership meeting for distribution.

Technology: No report.

UNOPA Notes: No report.

Ways and Means: Marla Nissen plans to request a lower price for our parking lot spots. It was suggested to announce at the next General Membership meeting that members can sign up to work the November 24, 2017 game. There was discussion about ways to increase participation by letting members know how the funds raised will be spent. It was felt this would be helpful for new members.

Outreach: Mikki Sandin reported she needs registrations for the November 14, 2017 General Membership meeting today.

AD-HOC COMMITTEE REPORTS

Digital Commons: No report.

Marketing: No report.

OLD BUSINESS

A presentation on the UNL Emeriti and Retirees Association occurred at the beginning of the meeting.

Approved as presented by UNOPA Board on December 5, 2017

President Homer shared the name tags that were purchased for the board. The Outreach Committee will keep the name tags and have them available at each General Membership meeting.

NEW BUSINESS

It was decided to have a potluck meal at the December 2017 Board meeting. Donna Bode will create a sign up sheet for food. There will be a gift exchange at the meeting also. Price range is \$5 to \$10.

President Homer adjourned the meeting at 12:44 p.m.

Submitted by Marsha Yelden, Recording Secretary

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

November 2017

TO:
FROM: Barbara Homer
COMMITTEE: President
DATE: November 2, 2017

Current Report

Dr. Julie Johnson, President, UNL Emeriti and Retiree Association, will be attending our November board meeting to talk to us about the retiree association.

I received LeAnn Frobom's letter resigning her position as Director of Employee Concerns, effective November 1, 2017, due to personal health reasons. Kathy Schindler has offered to serve as the Director and will continue in that capacity for her additional year commitment, and Marcy Tintera will assist her if she has any questions.

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board Meeting

November 2017

TO: Barbara Homer
FROM: Sue Wesely
COMMITTEE: Treasurer
DATE: November 2, 2017

Current committee report

Attached

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNOPA Treasurer's Report -- October 2017

	Balances:
Beginning Checking Account Balance - 10/1/17	\$ 2,717.92
 Income:	
August Interest - Union Bank & Trust	
Deposit - 10/10/17 (memberships)	\$ 50.00
Deposit 10/12/17 (memberships)	\$ 30.00
Deposit - 10/12/17 Visa Chk Refund 39744 Dahlia Florist Greenville SC	\$ 23.85
Deposit - 10/23/17 (memberships)	\$ 49.00
Deposit -10/26/17 (\$90 memberships + \$10 Donation)	\$ 100.00
	Total Income: \$ 252.85
 Expenses:	
10/5/2017 NAEOP Barb Homer	\$ 44.00
10/10/2017 Debit Purchase Party America 13737	\$ 29.92
10/17/2017 Kelsey Sims Reimbursement-Stamps	\$ 9.80
10/17/2017 Kelsey Sims Reimbursement Gift Card	\$ 10.00
	Total Expenses: \$ 93.72
 Ending Checking Account Balance - 9/30/17	 <u>\$ 2,877.05</u>
 Beginning Cost Center Balance -10/1/17	 \$ -
 Income:	
Membership Dues -10/12/2017	\$ 30.00
Membership Dues -10/26/17	\$ 30.00
	Total Income: \$ 60.00
 Expenses:	
10/06/217 Barb Homer Phone Throne Cell Phone Holder	\$ 765.15
	Total Expenses: \$ 765.15
 Ending Cost Center Balance -10/31/17	 <u>\$ (705.15)</u>
 Ending Checking Account Balance -10/31/2017	 \$ 2,877.05
Ending Cost Center Balance -10/31/17	\$ (705.15)
Total Funds Available:	<u>\$ 2,171.90</u>
 Savings Account Balance - as of 10/31/2017	 \$ 11,509.67

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board Meeting

August 2017

TO: Barbara Homer
FROM: Kathrine Schwartzman
COMMITTEE: Corresponding Secretary
DATE: November 3, 2017

Current committee report

Sympathy card sent to Roddy Spangler 10/11/2017.

Giving Tree ornaments completed 11/3/2017.

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board Meeting

November 2017

TO: Barbara Homer
FROM: Debbie Hendricks, Lorraine Moon
COMMITTEE: Career Development
DATE: November 2, 2017

Current committee report

The UNOPA Fall Workshop was held on Friday, November 3 in the Regency Suite of the Nebraska Union. Our Guest Speaker was Jill Averyhart, NAEOP Vice President. Jill gave two presentations, "Infographics" and "There's a Lizard in my Lasagna." There were approximately 30 individuals registered to attend the two sessions held from 1:00 – 4:45 p.m. The workshop was enhanced with the PSP Endowment Committee's annual raffle. Tickets were sold before the workshop and during the break, and winners were announced at the end of the day.

We are finalizing plans for Karen Kassebaum to give a brown bag presentation on January 19, 2018. Karen will be initiating a conversation on UNOPA's strategic plan and looking toward our future. While we encourage all UNOPA members to this presentation, it will be especially important for UNOPA Board Members to plan on attending. With the Chancellor encouraging UNOPA and UAAD to work together in a Staff Council, this meeting may be a first step in shaping the UNOPA of the future.

In addition to the above, our committee is exploring three other speakers in the spring. More information will be coming.

UNOPA Executive Board Meeting Minutes

December 5, 2017

11:30 a.m. -12:30 p.m.

3rd Floor Conference Room, Innovation Campus

CALL TO ORDER

President Barbara Homer called the meeting to order at 12:00 noon. Roll call was taken by Marsha Yelden, Recording Secretary.

MEMBERS PRESENT

Barbara Homer, Donna Bode, Marsha Yelden, , Susan Wesely, Tricia Liedle, LaRita Lang, Mary Guest, Lorraine Moon, Jennifer Greenlee, Kathy Schindler, Gretchen Mills, Mikki Sandin, Jennifer Haley, Kelsey Sims and Judy Anderson.

MEMBERS ABSENT

Katherine Schwartman, Debbie Hendricks, Marla Nissen and Lola Young

AD-HOC COMMITTEE MEMBERS ABSENT

Jane Schneider

OFFICER/COMMITTEE REPORTS

Recording Secretary/Minutes Approval: Minutes for the November 7, 2017 meeting were approved as presented.

Treasurer/Treasurer's Report: Report attached. Susan Wesely has talked to the bank about getting savings account statements sent to her. She thinks they have it figured out. Susan Wesely made a motion: "I move to recommend that all or some of the savings account money be moved into the checking account so there is some activity in (or closure of) the savings account by January 2018." Seconded by Kelsey Sims. There was a question about how often we need to have activity in the savings account so it does not become inactive. There was discussion about moving money from checking to savings as there is currently enough money in checking to cover expenses. Judy Anderson moved to amend the motion: "I move to amend the motion to transfer \$500 from the checking account to the savings account." The amendment was seconded by Tricia Liedle. The amendment passed by a show of hands. The amended motion passed by a show of hands.

President: Report attached. Amy Lanham with UAAD is working on finding a speaker for the January meeting. Kelsey Sims suggested having the UNL Emeriti & Retirees Association representative speak at a Brown Bag session rather than at a General Membership meeting. It was suggested that the Rose Frolik luncheon would be appropriate also. President Homer presented the consent agenda for approval. The consent agenda included the ratification of the November 13, 2017 motion: Mikki Sandin moved: "I move for UNOPA to pay for dessert for the 2017 Bosses' & Awards Luncheon, not to exceed \$75." Seconded by Donna Bode. Voting was done by email and the motion passed. The consent agenda was approved.

President-Elect/Program: No report.

Corresponding Secretary: Report attached.

Approved as presented by UNOPA Board on January 9, 2018

Past President/Bradley Munn: Tricia Liedle moved: "I move to seek a donation of \$250 from UNOPA to NEOPA to support them in fundraising for the NAEOP conference awards banquet which is being hosted by Nebraska to help offset expenses." The motion was seconded by Mary Guest. President Homer mentioned that a suggestion was made to her to challenge the other Nebraska associations to match our donation. This was discussed and decided it would not work because some associations are inactive or dissolving and others do not have adequate funds. Marsha Yelden moved to amend the motion: "I move to amend the motion to increase the amount donated to \$500." There was no second. Marsha Yelden moved to amend her amendment on the table: "I move to amend the motion to increase the amount donated to \$1,000." There was no second. The second amendment was withdrawn by Marsha Yelden. Gretchen Mills seconded the first amendment. The amended motion carried by a show of hands.

Presidential Advisor: No report.

Awards: No report.

Bylaws/Nominating: No report.

Career Development/PSP: Report attached. Lorraine Moon reported the deadline to submit PSP application and paperwork is January 15, 2018.

There will be a January 19th brown bag luncheon at 12:00 noon in the City Union with Karen Kassebaum from Human Resources. Ms. Kassebaum will discuss a proposed Staff Senate. Lorraine reported she and Debbie Hendricks are working on other workshops for the spring.

Employee Concerns: Kathy Schindler indicated that she has talked with Cheryl in Parking about the Parking Concerns Committee.

Membership: Report attached. Kelsey Sims reported on the membership numbers. Donna Bode will contact the new member on East Campus who is looking for someone to carpool to meetings. Kelsey was encouraged by the Board to begin consultation with Ag. Leadership GAs regarding their assistance with a strategic plan for UNOPA.

Technology: Jennifer Greenlee asked if we could hire a University photographer for professional-quality pictures for the website. Judy Anderson will talk with the University photographers and see if this is something they would do and how much it would cost. Tom Slocum was suggested as a possible photographer. He is a former UNL employee who now is an independent photographer. It was suggested to look into using the stock photographs available through Communications. It was decided that this topic will be discussed more at the January meeting.

UNOPA Notes: Judy Anderson reported that the November/December joint issue will be out tomorrow. Jennifer Greenlee questioned if we need to have old minutes on the website. It was decided to have a link to Digital Commons for access to old minutes.

Approved as presented by UNOPA Board on January 9, 2018

Ways and Means: President Homer reported that Marla Nissen is looking for the Whittier binder from Parking Services. Parking Services provides the binder for each home football game when UNOPA works the parking lot. It is currently missing.

Outreach: Mikki Sandin reported that a cookie/candy exchange has been added to the December meeting. There are 18 people registered for the December meeting so far. Jennifer Greenlee asked if she could put the UNOPA website on the screen in the room for December's meeting. It was decided that the screen would not be needed by anyone else so that would be okay. There was discussion on who would like to be on the agenda for the December meeting.

AD-HOC COMMITTEE REPORTS

Digital Commons: Report attached.

Marketing: No report.

OLD BUSINESS

NEW BUSINESS

President Homer has met with Bill Nunez to request the possibility of the Chancellor providing funding for the UNOPA members attending the NAEOP Conference in July 2018. Mr. Nunez indicated this will not occur due to the current budget concerns.

Rhoda Zugmier contacted President Homer and explained that all UNOPA items in storage in her building needs to be removed by January 1, 2018 or it will be sent to UNL Inventory. Items include two boxes of UNOPA bags, one box of UNOPA records, one banner and scrapbooks. Tricia Liedle volunteered to pick up all items and store them at her house until we decide what to do with them. It was discussed that the scrapbooks could be scanned and uploaded to Digital Commons.

The January Executive Board meeting will be held on Tuesday, January 9, 2018 due to the University Holiday shutdown until January 2, 2018.

Judy Anderson announced that there will be a Christmas Cabaret at James Arthur Vineyards this weekend. Friday and Saturday at 7:00 p.m. and Sunday at 2:00 p.m.

President Homer adjourned the meeting at 12:49 p.m.

Submitted by Marsha Yelden, Recording Secretary

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board Meeting

December 2017

TO: Barbara Homer
FROM: Sue Wesely
COMMITTEE: Treasurer
DATE: November 30, 2017

Current committee report

Treasurer Report attached

Motions

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

"I move to: _____ recommend that all or some of the savings account money be moved into the checking account so there is some activity in (or closure of) the savings account by January 2018 _____

Motion Maker: _____ Sue Wesely _____

Seconded by: _____

UNOPA Treasurer's Report -- November 2017

	Balances:
Beginning Checking Account Balance - 11/1/17	\$ 2,877.05
Income:	
November Interest - Union Bank & Trust	
Deposit - 11/10/17 (memberships)	\$ 15.00
Deposit-11/16/2017 (\$15, membership; \$608.50 , Oldt Awards Luncheon; \$28.50, 50/50 Drawing; \$60, workshop)	\$ 712.00
Deposit 11/30/17 (memberships)	\$ 4.00
	Total Income: \$ 731.00
Expenses:	
11/7/2017 Premier Catering (INV ULM110317)	\$ 126.00
11/7/2017 NAEOP (Donation to Field Service Program/Fall Workshop Spkr)	\$ 100.00
11/7/2017 Debbie Hendricks (Reimbursement Fall Workshop items)	\$ 68.08
11/30/2017 Mikki Sandin (Reimbursement Luncheon gifts/centerpieces)	\$ 15.13
	Total Expenses: \$ 309.21
Ending Checking Account Balance - 11/30/17	<u>\$ 3,298.84</u>
<hr/>	
Beginning Cost Center Balance - 11/1/17	\$ -
Income:	
	Total Income: \$ -
Expenses:	
11/6/2017 UNL Printing--UNOPA Nametages	\$ 225.00
	Total Expenses: \$ 225.00
Ending Cost Center Balance -11/30/17	<u>\$ (225.00)</u>
<hr/>	
Ending Checking Account Balance -11/30/2017	\$ 3,298.84
Ending Cost Center Balance -11/30/17	\$ (225.00)
Total Funds Available:	<u>\$ 3,073.84</u>
<hr/>	
Savings Account Balance - as of 11/30/2017	\$ 11,511.12

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

December 2017

TO:
FROM: Barbara Homer
COMMITTEE: President
DATE: December 1, 2017

Current report

Followed up with Julie Johnson to find out when she and/or Rita Kean would like to attend one of our general membership meetings next year to talk about the UNL Emeriti and Retiree Association.

Also emailed Amy Lanham, UAAD President, regarding who their speaker is for our joint meeting with them on January 17, 2017.

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

2017-2018 Board of Directors Meeting
Consent Agenda – December 5, 2017

A. Mail/Fax/E-mail Ballot Ratifications

12/5/17	Approval to pay for dessert for the 2017 Bosses' & Awards Luncheon, not to exceed \$75	Motion Carried
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UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board Meeting

December 2017

TO: Barbara Homer
FROM: Kathrine Schwartman
COMMITTEE: Corresponding Secretary
DATE: November 28, 2017

Current committee report

One get well card sent to Lynn DeShon on November 10, 2017.

Thirty-eight giving tree ornaments made for November Meeting. Seventeen have been taken.

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board Meeting

December 2017

TO: Barbara Homer
FROM: Tricia Liedle
COMMITTEE: Past President
DATE: November 29, 2017

Current committee report

No report

Motions

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

"I move to: seek a donation of \$200 from UNOPA to NEOPA to support them in fundraising for the NAEOP conference awards banquet which is being hosted by Nebraska to help offset expenses.

Motion Maker: Tricia Liedle

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board Meeting

December 2017

TO: Barbara Homer
FROM: Debbie Hendricks and Lorraine Moon
COMMITTEE: Career Development and PSP
DATE: November 29, 2017

Current committee report

January 15 PSP deadline: If you are working on your PSP and have time over the holiday to put together your papers, please keep the January deadline in mind. If you need assistance, please let us know.

January 19 brown-bag luncheon: Karen from Human Resources will be talking to us about the proposed establishment of a Staff Senate. Everyone is to bring own beverage.

Other workshop to be scheduled in the Spring: Jan Deeds will present a workshop. Scott Stemper from Region V Systems will be presenting a workshop on suicide prevention (hopefully, a March presentation). If scheduling permits, Gretchen Mills will also present a workshop on Stress Free Relationships – How to Work with Any Personality (this will be a video presentation).

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board Meeting

December 2017

TO: Barbara Homer
FROM: Kelsey Sims
COMMITTEE: Membership & Marketing
DATE: 12/1/17

Current committee report

Membership as of 12/1/17: 87 Members

- 5 New
- 62 Active
- 4 Associate
- 14 Retired
- 1 Lifetime
- 1 Honorary

*Seeking a volunteer that works on East Campus to provide a ride to one of our new members Jennifer Dush to the December meeting. She is interested in carpooling.

Marketing: I will be talking with one of our new members that is a new employee in my office about social media and marketing.

Suggestion for Strategic Planning: Consult with GA's in Ag Leadership to determine a strategic plan for the future of UNOPA. This may include reviewing where the organization is at as of right now, and what steps we may need to take for the future. Where are we at, and where do we want to go? Needs assessment.

Motions

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

"I move to: _____

Motion Maker: _____ Kelsey Sims _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board Meeting

December 2017

TO: Barbara Homer
FROM: Jane Schneider
COMMITTEE: Digital Commons
DATE: 11/29/17

Current committee report

I just completed uploading the 16-17 Board and General Meeting Minutes to the Digital Commons. However, I noticed that I had placed the 15-16 minutes under 2016 but it needs an edit to state 2015. Just waiting for the administrator to help with an update, however the minutes are now in the commons.

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNOPA Executive Board Meeting Minutes

January 9, 2018

11:30 a.m. -12:30 p.m.

2nd Floor Board Room, Innovation Campus

CALL TO ORDER

President Barbara Homer called the meeting to order at 11:36 a.m. Roll call was taken by Marsha Yelden, Recording Secretary.

MEMBERS PRESENT

Barbara Homer, Donna Bode, Marsha Yelden, Tricia Liedle, Lorraine Moon, Kathy Schindler, Gretchen Mills and Jennifer Haley.

MEMBERS ABSENT

Susan Wesely, LaRita Lang, Mary Guest, Debbie Hendricks, Jennifer Greenlee, Mikki Sandin, Kelsey Sims, Judy Anderson, Marla Nissen and Lola Young

AD-HOC COMMITTEE MEMBERS ABSENT

Jane Schneider

OFFICER/COMMITTEE REPORTS

Recording Secretary/Minutes Approval: Minutes for the December 5, 2017 meeting were approved as presented.

Treasurer/Treasurer's Report: Report attached.

President: President Homer reminded everyone that the next General Membership meeting is a combined meeting with UAAD. UAAD is in charge of the meeting so there will not be a UNOPA business meeting. President Homer will be able to make a few announcements during the meeting. The speaker will be Mike Zeleny, the new Associate to the Chancellor. There will not be a 50/50 drawing. Lorraine Moon suggested mentioning the upcoming brown bag presentations with Jan Deeds and Scott Stemper.

President-Elect/Program: Donna Bode reported that she forwarded an email ~~that she received~~ to President Homer. The email is regarding proposed changes to the University-wide travel policy and information about discussion meetings that are scheduled about the changes. President Homer will forward the message to UNOPA members. This information will be provided in tomorrow's Nebraska Today email.

Corresponding Secretary: No report.

Past President/Bradley Munn: Tricia Liedle reported that she has received one application for reimbursement from the Bradley Munn fund.

Approved as corrected at February 6, 2018 Board Meeting

Presidential Advisor: No report.

Awards: LaRita Lang requested that President Homer mention that we need someone to fill the Corresponding Secretary position. LaRita will help coordinate the Past Presidents portion of the April luncheon if the position is not filled. It was discussed that per the bylaws, it is not necessary to have an election or vote on the person who fills this position.

Bylaws/Nominating: Report attached.

Career Development/PSP: Lorraine Moon reported that she and Debbie Hendricks are working on a presentation from Scott Stemper with Region V. This will most likely be a brown bag on East Campus the week of March 19th. Also working on having Jan Deeds with the Women's Center present sometime in February. This will probably be on City Campus.

Membership: Jennifer Haley reported that there were no new members since the last report. Jennifer indicated that Kelsey Sims has an idea about contacting people who did not ~~review~~ renew their membership and ask them why. Kelsey mentioned using SurveyMonkey or something similar. President Homer expressed ed that this would be a good idea.

Employee Concerns: Kathy Schindler is still looking for someone to fill the Parking Concerns Committee position.

Technology: No report.

UNOPA Notes: No report.

Ways and Means: No report.

Outreach: Gretchen Mills reported that the December meeting was a success. The committee has nothing planned for the January joint meeting.

AD-HOC COMMITTEE REPORTS

Digital Commons: No report.

Marketing: No report.

OLD BUSINESS

President Homer asked Gretchen Mills if she would take pictures for the UNOPA website and other media. UNOPA would pay for her time and the pictures. The name of Gretchen's business is Adams Alley. Gretchen will work up some prices and present them at a future meeting. Judy Anderson has not reported on any other photographers.

Approved as corrected at February 6, 2018 Board Meeting

There was discussion about funding for attendees of the NAEOP conference this summer. Tricia Liedle checked with University Foundations about how the funds are to be used. President Homer and Tricia understand that the Bradley Munn funds can be used for travel for people attending the conference if the board agrees. President Homer presented that she would like each member who attends the conference to be reimbursed \$300 from the Bradley Munn fund. There was a question if the Bradley Munn funds would be in addition to what the President and President-Elect receive to attend. There was discussion of how much money is available in the Bradley Munn fund. Tricia reported that she is not able to access the fund amount online. She is working with University Foundations to get access. According to the fund guidelines, "75% up to \$25 could be used for registration." There was discussion if \$300 could be awarded and the recipient decides how it is used. A question was posed if food would be an allowable expense as the UNL reimbursement-policy for meal reimbursement has restrictions. President Homer clarified that matching UNOPA funds for President and President-Elect only apply if the Chancellor's office provides funds; then UNOPA matches. The Executive Board in attendance supports funding up to \$300 to pay for travel and lodging expenses (excluding registration fees) for any active UNOPA member to attend the NAEOP Conference in July, 2018. The funds will come out of the Bradley Munn fund.

Tricia Liedle asked if she is responsible for planning a reception at NAEOP Conference. This will be discussed at the next meeting.

There was discussion about who is responsible for ordering corsages for the PSP recipients at the NAEOP Conference.

NEW BUSINESS

President Homer shared read Kathy Schwartzman's letter of resignation. President Homer is looking for a person to full this position. LaRita has offered to work on the Past President's luncheon. Still need someone to fulfill the other duties of this position. This will be discussed at the February meeting.

The Martin Luther King, Jr. Freedom Breakfast will be held on Friday, January 12th. President Homer and Donna Bode will attend on UNOPA's behalf.

President Homer announced that she would like to arrange a community service project before the end of her term. Kelsey Sims suggested looking first at UNL and what opportunities are available. It was mentioned that UAAD does a service project and we would want to do something different. Different ideas were suggested. President Homer indicated that she would like to do something where we go someplace to help. There is a day identified when the UNL community is encouraged to go and do service. Gretchen Mills will check on this.

The next Executive Board meeting will be held on Tuesday, February 6, 2018.

Approved as corrected at February 6, 2018 Board Meeting

President Homer adjourned the meeting at 12:40 p.m.

Submitted by Marsha Yelden, Recording Secretary

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
UNOPA Board Meeting
January 2018

TO: Barbara Homer
FROM: Sue Wesely
COMMITTEE: Treasurer
DATE: January 4, 2018

Current committee report

Report will be attached

Motions

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

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board Meeting

January 2018

TO: Barbara Homer
FROM: Mary Guest
COMMITTEE: Bylaws
DATE: 1/3/18

Current committee report

Initial review of the UNOPA Bylaws is in process. I plan to have suggested edits to be presented to the UNOPA Board at the March 2018 Board meeting. If approved, these suggested edits will need to be presented to the UNOPA membership and voted on by the entire membership.

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
UNOPA Board Meeting
January 2018

TO: Barbara Homer
FROM: Sue Wesely
COMMITTEE: Treasurer
DATE: January 4, 2018

Current committee report

Report will be attached

Motions

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

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board Meeting

January 2018

TO: Barbara Homer
FROM: Mary Guest
COMMITTEE: Bylaws
DATE: 1/3/18

Current committee report

Initial review of the UNOPA Bylaws is in process. I plan to have suggested edits to be presented to the UNOPA Board at the March 2018 Board meeting. If approved, these suggested edits will need to be presented to the UNOPA membership and voted on by the entire membership.

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNOPA Executive Board Meeting Minutes

February 6, 2018

11:30 a.m. -12:30 p.m.

3rd Floor Conference Room, Prem S. Paul Research Center

CALL TO ORDER

President Barbara Homer called the meeting to order at 11:35 a.m. Roll call was taken by Marsha Yelden, Recording Secretary.

MEMBERS PRESENT

Barbara Homer, Donna Bode, Marsha Yelden, Susan Wesely, Tricia Liedle, LaRita Lang, Mary Guest, Debbie Hendricks, Lorraine Moon, Jennifer Greenlee, Kathy Schindler, Gretchen Mills, Mikki Sandin, Jennifer Haley, Kelsey Sims, Judy Anderson and Marla Nissen.

MEMBERS ABSENT

Lola Young.

AD-HOC COMMITTEE MEMBERS ABSENT

Jane Schneider.

OFFICER/COMMITTEE REPORTS

Recording Secretary/Minutes Approval: Minutes of the January 9, 2018 meeting were approved as corrected.

Treasurer/Treasurer's Report: Report attached.

President: President Homer announced that individual reports were provided prior to meeting. President Homer asked if there were any questions or comments about the reports.

Judy Anderson moved: ***"I move that UNOPA pay to have a professional photo taken of the president each year for use in UNOPA Notes and any other public relation event. To be done at University photo studio, approx. cost is \$30."*** Seconded by Debbie Hendricks. There was discussion about where the cost of the photo should be assigned. This is something that will need to be decided when working on budget for next year. Motion passed with a show of hands.

Tricia Liedle asked about the Technology Committee report. The report indicates that after updating information on the PSP page, Jennifer Greenlee noticed the number of retirees on the list. Jennifer clarified that she just wanted to raise awareness that there are a large number of retirees who have earned their PSP versus members who are currently at UNL. Jennifer talked to Debbie Hendricks about this.

Approved as corrected by UNOPA Board on March 7, 2018

Kathy Schindler stated that about half of the UNOPA members are classified as managerial or professional. Kathy noted that the Marketing report asked what the purpose of our Facebook page is.

President-Elect/Program: Donna Bode announced that Karen Kassebaum will be presenting at the next General Membership meeting.

Corresponding Secretary: No report.

Past President/Bradley Munn: No report.

Presidential Advisor: No report.

Awards: No report.

Bylaws/Nominating: No report.

Career Development/PSP: Report attached.

Membership: Report attached.

Employee Concerns: No report.

Technology: Report attached.

UNOPA Notes: No report.

Ways and Means: Report attached.

Outreach: No report.

AD-HOC COMMITTEE REPORTS

Digital Commons: No report.

Marketing: Report attached. Kelsey Sims provided a copy of the survey responses she got when she contacted former members about why they did not renew their membership. This information will be discussed at a future meeting.

Kathy Schindler asked what Kelsey meant in her report about current members and retirees. Kelsey explained that she is asking the Board who we want to use our Facebook page and for what purpose. If she knows the purpose of the page and the target audience, she can customize it. Kelsey indicated there is a way to pay for Facebook ads to be sent to people who

Approved as corrected by UNOPA Board on March 7, 2018

identify themselves as employees of the University. A comment was made that we could put a Facebook feed on our website. Kelsey said she would be glad to talk about Facebook and how it works at a General Membership meeting. She could walk people through how to join the page. It was suggested that information about our Facebook page and how to join could be provided on each table at a General Membership meeting.

OLD BUSINESS

The proposal to provide reimbursement for any member planning to attend the NAEOP conference in July 2018 was discussed. A copy of the Bradley Munn fund summary was distributed to those present. The summary states that the fund cannot be used for registration. The reimbursement would be for lodging and travel expenses. There was discussion if this would be available every other year. It was explained that this reimbursement is different than the matching stipends that had been offered in years when there was financial support from the Chancellor's Office. The fund summary states that recipients are unable to receive reimbursement for two consecutive years. UNOPA money could be used to reimburse someone who received money from the Bradley Munn fund last year. A motion was made by Tricia Liedle: ***"I move that \$300.00 stipends be dispersed from The Bradley Munn Fund for UNOPA members to attend the 2018 NAEOP National Conference. Funds may not be used for registration fees. Must be an active UNOPA member. Funds may only be utilized every other year."*** Motion was seconded by Lorraine Moon. The motion passed by a show of hands. It was requested that information about this stipend be announced at the next General Membership meeting so all members know about this opportunity.

President Homer said that no one has offered to take the Corresponding Secretary position. She asked how this should be handled. Mary Guest indicated that the position will be unfilled and other members will need to take over the duties.

Gretchen Mills announced that she is stepping down from her position as co-chair of the Outreach Committee and leaving UNL. Gretchen will not be able to provide President Homer with information about the University community service project day. Mikki Sandin said she would check on this and get back to President Homer.

There was a question about how Eventbrite works with Facebook. After discussion, the incident in question was related to a workshop that was posted on Eventbrite.

NEW BUSINESS

President Homer reported on an attempted scam that involved some Board members and UNOPA funds. The Board discussed if the Treasurer's Reports should continue to be included in UNOPA Notes or meeting minutes. Jennifer Greenlee indicated that she has removed the link on our website that lead to an excel spreadsheet of members. That spreadsheet included personal emails. Officer Chadd Stutheit with the University Police spoke about the incident, and provided best practices and tips on how to avoid becoming a victim of a scam.

Approved as corrected by UNOPA Board on March 7, 2018

Discussion of the concerns and ideas letter recently sent to the Board by a group of members was tabled.

Carol Bom will be attending the March Board meeting. She will be announcing an upcoming workshop series.

Judy Anderson reported on a conference offered by Office Dynamics. The conference materials are available as an on demand conference for a lower cost than the in-person conference. Judy suggested looking into it to see if the material could be used as workshop offerings. This will be discussed at a future meeting.

The next Executive Board meeting will be held on Tuesday, March 6, 2018.

President Homer adjourned the meeting at 12:55 p.m.

Submitted by Marsha Yelden, Recording Secretary

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board Meeting

February 2018

TO:

FROM: Barbara Homer

COMMITTEE: President

DATE: February 1, 2018

Current report

I have received confirmation that Julie Johnson and Rita Kean will be attending our April 10th Rose Frolik, Past President's & Retirees Luncheon to talk briefly about the UNL Emeriti & Retirees Association.

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board Meeting

February 2018

TO: Barbara Homer
FROM: Debbie Hendricks and Lorraine Moon
COMMITTEE: Career Development/PSP
DATE: January 30, 2018

Current committee report

The Career Development Committee will be hosting a brown bag luncheon at the city campus union on Tuesday, February 20. Jan Deeds will be doing a presentation on "Bystander Intervention". Debbie Hendricks is working out the details for the event.

Another brown bag event will be held March 19 from 11:30 – 1:00. Scott Stemper from the Nebraska's Region V Systems will talk about "Suicide Prevention". Lorraine Moon is working on the details for this event.

Notices for the above events will be sent out so that others within the University may attend. The dates will be shared with UAAD members.

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board Meeting

February 2018

TO: Barbara Homer
FROM: Kelsey Sims & Jennifer Haley
COMMITTEE: Membership and Marketing
DATE: 1/30/2018

Current committee report

1. No new members

2. New Employee Letters

- Jennifer Haley sent out a second letter via email to new employees inviting them to join us, as well as a list of upcoming events we have yet this year

3. Survey Results

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board Meeting

February 2018

TO: Barbara Homer
FROM: Jennifer Greenlee
COMMITTEE: Technology Committee
DATE: 1/30/2018

Current committee report

Changes that have been made to the website:

Taken off the button under "Our Pledge" due to the emails in the excel document had Gmail emails on it. Waiting for the board to have action regarding privacy.

Updated "Boss of the Year" information and photo

Updated information on the PSP page, and noticed the amount of retirees.

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board Meeting

August 2017

TO: Barbara Homer
FROM: Marla Nissen
COMMITTEE: Ways and Means
DATE: February 2, 2018

Current committee report

We have received a check from Parking Services in the amount of \$2960.00 for parking lot sales.

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board Meeting

February 2018

TO: Barbara Homer
FROM: Kelsey Sims
COMMITTEE: Marketing
DATE: 1/30/2018

Current committee report

- Facebook page updates
 - What is our purpose?
 - A) Reach new people
 - B) A place for current/former/retirees to interact
 - C) Both
- What departments have pages such as CEHS News you can Use?
- Marketing materials and budget

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNOPA Special Executive Board Meeting Minutes

February 27, 2018

11:30 a.m. -1:00 p.m.

2nd Floor Conference Room, Nebraska Innovation Campus

CALL TO ORDER

President Barbara Homer called the meeting to order at 11:35 a.m. Roll call was taken by Marsha Yelden, Recording Secretary.

MEMBERS PRESENT

Barbara Homer, Donna Bode, Marsha Yelden, Susan Wesely, Tricia Liedle, LaRita Lang, Mary Guest, Debbie Hendricks, Lorraine Moon, Jennifer Greenlee, Kathy Schindler, Jennifer Haley, Kelsey Sims and Marla Nissen.

MEMBERS ABSENT

Mikki Sandin, Judy Anderson and Lola Young.

AD-HOC COMMITTEE MEMBERS ABSENT

Jane Schneider.

SPECIAL MEETING BUSINESS

President Homer called the special meeting to discuss the letter dated January 18, 2018 addressed to the board. President Homer reminded everyone to stay courteous and respectful and to only have one person speaking at a time.

- Request to have the people who wrote the letter explain how the mission statement is currently not being met.
 - The intention was to have the board look at the last few years and see how the activities met the mission statement. There is a concern about membership numbers. How are we meeting the mission statement?
 - People do not feel like professional development offerings are applicable to their jobs, meetings take too much time away from their jobs.
 - The letter is a suggestion, not to attack anyone.
- There seems to be a problem with consistency and follow-through in the board from year to year. There is not a good transition. The president has to remember to not focus on what they want to do only or their theme.
- In the past, when professional development was provided, some members indicated that they didn't want professional development, they wanted social activities.
 - Is there enough professional development offered? Maybe need to look more at general membership meetings.
- Have we become stagnant? Do people find us relevant? If not, how do we change that? In the past there were things that UNOPA was trying to stand for and make a change.

Approved as presented by UNOPA Board on April 3, 2018

- Would love to have 200+ membership. People want to attend workshops. What are we not doing to get more people join UNOPA?
 - Should a strategic plan be done?
 - The last strategic plan was completed in 2010. It did not have a formalization plan but there was leadership change during that time.
 - The Master's Leadership students in ALEC are ready and waiting.
- How do members benefit from PSP? Why should I do it? Is it just assumed that members know these things?
- It is important with new members to have a new member luncheon. This would be a good time to bring in NAOEP, NEOPA and PSP contacts to talk.
 - There was no information about a new member luncheon in the Membership notebook. Was told that it just kind of stopped by person who held position previously.
 - The new member luncheon is not in the job description for Membership but is in the budget.
- Professional development will go back to numbers. Would like to do more but job is limiting what can do. Did not have a great turnout for event that featured Jill Averyhart. PSP lunches were planned but no one showed up. Can't keep having the same people do the same things. What can we do to get the numbers up?
 - Is it a marketing issue?
 - Create videos with two people talking about the PSP and put on the website. New members could watch it. Have information on the website be more interactive and accessible to members.
 - If a video is done, there will be a cost involved. Prices will be researched.
- Create a community by focusing on people rather than events and activities.
- Regarding departmental weekly newsletters. One member included information on their departmental newsletter and had three people reach out and want to attend a workshop. Others were interested in future events.
- We should do something, whether it is right or wrong. Try it and see if it works.
- Have attempted to get information about events in Nebraska Today but have not gotten a response.
 - Suggested to talk to Mike Zeleny
 - A member has had success in getting things posted to Nebraska Today. Comes down to having calendar on website to have events pop up, there is a setting that can be selected to include on UNL calendar.
- Put a Facebook feed on web page?
 - Have heard that Facebook is pushing away from businesses and organization use and pushing people towards groups.
- Regarding the comments and suggestions that the President provided, likes the idea of combining installation and the past president meeting. Maybe not ready to do that this year.

Approved as presented by UNOPA Board on April 3, 2018

- Mentoring program: The last person to coordinate this had only one person signed up and no one volunteered to mentor. It died due to a lack of interest. Perhaps have a list on our website of contacts available to provide technical help.
 - A resource page
 - Would this information need to be behind a password?
 - Offer different types of mentoring
 - UAAD does not really have a mentoring program, they do more social events.
- Past president charities: The past four presidents have selected UNL-related or associated charities.
 - The desire is to have the charities directly tied to UNL.
 - The history is that the president can select the charity they want.
 - Could a UNOPA team be part of The Big Event? This would provide opportunities to volunteer.
 - Love idea of supporting on-campus entities, change to more service-oriented organization.
- What type of workshops do new employees want? Topics may not appeal to all other employees.
 - Younger members want to get in, get out. Attend, get professional development and leave. Less socializing.
- Committee directors need help. The membership is not willing to help.
 - It is hard to know what each committee does.
 - The first meeting of this year each board member spoke about what their committee does.
 - There is a tendency to not want to be on a committee due to time constraints. Change the language to emphasize “goals” rather than “work.” In the past, UNOPA had a history of addressing concerns like staff employees not being able to take time off to attend meetings.
- What is the Chancellor’s view now regarding UAAD and UNOPA? Merge?
 - There is a meeting scheduled for March 14th between Amy Lanaham, Karen Kassebaum and Mike Zeleny
 - What specifically does the Chancellor want? That will help provide direction for the future.
- Some University-wide committees are now taking representatives from UAAD rather than UNOPA
 - Understand that employee concerns committees approach UNOPA because they want representation from group. UNOPA does not now represent the majority of office/service employees. All committees operate differently in how they select their members.
 - Is there a way to identify which committees specifically want UNOPA representation?
 - Are there too many committees that UNOPA is involved with that do not need to be?

Approved as presented by UNOPA Board on April 3, 2018

- The Child Care committee is no longer an active committee—do not need a UNOPA representative.
- Recap of things discussed:
 - Strategic plan
 - Relative workshops
 - Showcase PSP
 - New member lunch
 - Departmental electronic newsletters
 - Evaluate the committees that UNOPA has representation on
 - Calendar of events
 - Resource pages
 - Videos to showcase what is offered
- Now what is action plan?
 - Sit on things discussed today, see what sparks. Need to commit at some point to come back and discuss.
 - Create a google document for board members to add comments and for discussion.
- President is working on guidelines and duties of each committee to put in binder to be passed on each year. Create a template for people currently in the position to complete.
- Now do we ask ALEC to help with a strategic plan?
 - They will need to know what we want done.
 - Start right away because it takes a lot longer than you expect
 - What do they need from us? Ask them what they need from us and then schedule a meeting.
 - Do we want to begin this if we don't know the status of a staff senate?

President Homer adjourned the meeting at 12:55 p.m.

Submitted by Marsha Yelden, Recording Secretary

UNOPA Executive Board Meeting Minutes

March 7, 2018

11:30 a.m. -12:30 p.m.

3rd Floor Conference Room, Nebraska Innovation Campus

CALL TO ORDER

President Barbara Homer called the meeting to order at 11:35 a.m. Roll call was taken by Marsha Yelden, Recording Secretary.

MEMBERS PRESENT

Barbara Homer, Marsha Yelden, Susan Wesely, Tricia Liedle, Mary Guest, Lorraine Moon, Kathy Schindler, Jennifer Haley, Kelsey Sims and Judy Anderson.

MEMBERS ABSENT

Donna Bode, LaRita Lang, Debbie Hendricks, Jennifer Greenlee, Mikki Sandin, Marla Nissen and Lola Young.

AD-HOC COMMITTEE MEMBERS ABSENT

Jane Schneider.

OFFICER/COMMITTEE REPORTS

Recording Secretary/Minutes Approval: Minutes of the February 6, 2018 meeting were approved as corrected.

Treasurer/Treasurer's Report: Report attached. Susan Wesely reported that she received an email today from some who identified themselves as President Homer asking for financial information. She gave the information to Information Technology and the University Police.

President: President Homer announced that Carol Bom will not be attending today's meeting. She will be at the April 3rd meeting.

Possible community service projects were discussed. President Homer was contacted by a UNL employee about the F Street Recreation Facility which provides lunches to children in the Lincoln Public Schools system. They need volunteers to help serve meals one Saturday a month. Five to six volunteers are needed. This would be on the first Saturday of the month from 12:00 to 2:30 p.m. Discussion occurred about encouraging members to bring items for the Huskers Helping Huskers Pantry. Kelsey Sims talked to the person in charge of the pantry and they felt a food drive would be the best. Groups of volunteers can help sort donated items as needed at the pantry. Jane Schneider said the Lutheran Student Center also has a food pantry. President Homer will announce the We Feed the Kids at the F Street Recreation Center opportunity at the next meeting. President Homer will work with the Outreach Committee to coordinate this. This will be for the months of April and May.

Approved as corrected by UNOPA Board on April 3, 2018

President-Elect/Program: Report attached.

Corresponding Secretary: President Homer reported that LaRita Lange needs judges for the Rose Frolik award. LaRita is working on the invitations. President Homer asked the board to send her names and contact information for judges.

Past President/Bradley Munn: Report attached. **Tricia Liedle moved: I move that UNOPA provide \$125 per active UNOPA member planning to attend the 2018 NAEOP conference to be paid from the current 2017-2018 UNOPA budget separate from the Bradley Munn Foundation Fund to offset conference expenses. Seconded by Jennifer Haley.** There was discussion about the history of funding provided by the Chancellor and our budget. **The motion failed by a show of hands.**

Tricia Liedle moved: I move that Barb Homer receive \$250 for amended matching funds in 2016 & 2017 to attend the NAEOP conferences which were not awarded per treasurer's confusion. Also move that Tricia Liedle receive \$125 in 2018 for the funds not dispersed in 2016 for conference expenses. \$375 will be distributed from the 2017-2018 budget to offset previous funds that were not dispersed. Funds remain available in current budget. Seconded by Kelsey Sims. A question was asked if the money would be paid back to each department. That is not the intention of this motion. **Motion passed by a show of hands.**

Presidential Advisor: No report.

Awards: Reported by President Homer, March 15th is the Rose Frolik nomination deadline.

Bylaws/Nominating: Report attached. The proposed bylaws were discussed. Amendments were proposed and discussed. **Mary Guest moved: I move to approve the Bylaws revision as amended. Seconded by Judy Anderson. Motion passed by a show of hands.** Mary will update the bylaws and send them to the President.

Mary reported that Marci Tintera took the lead in getting nominations. Nominations are: President-Elect: Kelsey Sims; Recording Secretary: Lori Sorto; Corresponding Secretary: Lisa King, Alycia Harden; Treasurer; Jaime Long. The ballot will be presented at the next general membership meeting and nominations will be accepted from the floor.

Career Development/PSP: Lorraine Moon reported that Scott Stemper will present on March 19, 2018. There will be a PSP brown bag on March 27, 2018 in the Whittier Bldg.

Employee Concerns: Kathy Schindler indicated she is getting questions about the budget reduction. She does not have any new information about it. Tricia Liedle attended the Town Hall on Monday and gave a brief overview. Kelsey Sims asked when the benefits committee will

Approved as corrected by UNOPA Board on April 3, 2018

meet. Judy Anderson asked if the police advisory committee is meeting. Kathy reported that there are changes to parking in the stadium loop.

Membership: Kelsey Sims reported that there are two new members this month. That brings the total membership to 89. Kelsey sent an email to new members promoting UNOPA and upcoming events. Kelsey asked if we needed the home address on the membership form. It was decided that we want a home address so sympathy or get well cards can be mailed to home rather than work. Kelsey reported that the membership form for next year will probably be two-sided. A brief description of each committee will be included on the form.

Technology: Lorraine Moon noted that the list of members and their contact information has been removed from the website. Lorraine asked if a list of names and departments only could be on the website. President Homer will request that information be added to the website.

UNOPA Notes: Judy Anderson reported that the next issue is about ready to go out. Judy would like information about awards and achievements that our members receive. She will include it in the newsletter. Judy is getting ready to submit the entry form for the NAEOP newsletter competition.

Ways and Means: President Homer reported on behalf of Marla Nissen. Marla will be sending out Spring Game parking information. Marla needs two people to help coordinate. Kelsey Sims put information about this on Facebook and informed new members

Outreach: Report attached. **Mikki Sandin moved: I move to pay \$5.00 per person at the Rose Frolik Awards, Past Presidents & Retirees Luncheon out of the UNOPA Outreach budget account. We are planning on 75 attendees for a total of \$375.00. This will make the luncheon more affordable for those who come. We will also pay for the entire cost of judges and nominees' lunches. Seconded by Kelsey Sims. After discussion, the motion failed by a show of hands.**

Judy Anderson moved: I move to only charge UNOPA members \$10.00 for the meal at the Frolik Award, Past Presidents and Retirees luncheon. Seconded by Tricia Liedle. Motion passed by a show of hands.

OLD BUSINESS

Community Service Project discussed during the President's Report.

NEW BUSINESS

Bylaws and Standing Rules discussed during the Bylaws/Nominating committee report.

Jennifer Haley expressed that she is resigning from the Membership Committee effective immediately.

Approved as corrected by UNOPA Board on April 3, 2018

The next Executive Board meeting will be held on Tuesday, April 3, 2018.

President Homer adjourned the meeting at 1:12 p.m.

Submitted by Marsha Yelden, Recording Secretary

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

March 6, 2018

TO: Barb Homer
FROM: Tricia Liedle
COMMITTEE: Past President
DATE: March 1, 2018

Current committee report

One application was submitted requesting \$100 from the Bradley Munn Foundation Fund. Materials will be sent out to my committee for their approval of disbursement.

I have volunteered to take over the "Secret Friends" program for the Outreach Committee due to the departure of Gretchen Mills leaving the University. Information is being gathered from participating members and past organizers.

Discussion #1

Due to announcing any active member attending the 2018 NAEOP conference can request a \$300 stipend from the Bradley Munn Foundation Fund, some UNOPA/NAEOP members were upset that UNOPA will not be providing any matching funds due to the chancellor's request that UNOPA and UAAD begin talking about forming a staff senate at the University.

Discussion #2

In 2016 and 2017 UNOPA matched the Chancellor's contribution of \$125 to the UNOPA members attending the NAEOP national conference. However, the President-Elect and President for each of those years was told by the treasurer that they were not allowed to receive the matching funds in addition to the budgeted \$300 in each of their elected position budgets. It has since been discovered that the years prior to 2016 and 2017 matching funds were dispersed for these elected office positions to help offset the expenses of the conference and saving the member's department \$125.

Funds of \$425 remained in UNOPA's budget for 2016 and 2017 and therefore, should still be available to make "right" due to the miscommunication we received.

Motion #1

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

I move to: that UNOPA provide \$125 per active UNOPA member planning to attend the 2018 NAEOP conference to be paid from the current 2017-2018 UNOPA budget separate from the Bradley Munn Foundation Fund to offset conference expenses.

Motion Maker: Tricia Liedle, Past President 2017-2018

Seconded by: _____

Motion #2

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

I move to: Barbara Homer and I request that the matching money from 2016 and 2017 be dispersed from the current 2017-2018 budget to help offset our departmental expenses for attendance at the 2018 NAEOP conference.

Motion Maker: Tricia Liedle, Past President 2017-2018

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
UNOPA Board Meeting
March 2018

TO: Barbara Homer
FROM: Sue Wesely
COMMITTEE: Treasurer
DATE: 3/1/2018

Current committee report
Attached

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board Meeting

March 2018

TO: Barbara Homer
FROM: Donna Bode
COMMITTEE:
DATE: March 6, 2018

Current committee report

I would remind the board of the upcoming general meeting on March 13, 2018. The guest speaker will be Gary Kebbel, Professor in the College of Journalism. His topic is "How to Use Social Media to Engage Your Future Audience".

I also asked Dr. Kebbel if he could touch on how we can safely use Facebook to reach our members and how much is too much information on our website, through email. We were recently targeted in a money scam and are now concerned on how much communications and Facebook.

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board Meeting

March 2018

TO: Barbara Homer
FROM: Mary Guest
COMMITTEE: Bylaws/Nominating
DATE: 3/6/18

Current committee report

Bylaws – revisions were made and will be distributed to the board prior to the 3/6/18 board meeting. The revisions will be voted on as a whole, but board members will have the opportunity to pull specific items out if they would like some discussion. The Bylaws will then be presented to the membership and voted along with the election of officers.

Nominating – Marcy Tintera secured a slate of officers that will be presented to the board on 3/6/18.

Motions

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

"I move to: approve the Bylaws revisions as presented.

Motion Maker: Mary Guest

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board Meeting

March 2018

TO: Barbara Homer
FROM: Mikki Sandin
COMMITTEE: Outreach
DATE: 3/6/2018

Current committee report

Gretchen Mills has left the university and is no longer the co-director of this committee. Mikki will continue as director for the remainder of the year with Jana Pillsworth-Wood, Susan Thomas and Rosann Kevil as committee members.

Gretchen was in charge and had all the files for the Secret Friends program. Her former supervisor continues to work with HR on obtaining these files. Until then, please continue to participate as always and once I receive the files, Tricia Liedle has offered to head up this program for the rest of the year.

March meeting is brown bag in the Heritage Room at the Nebraska Union.

April meeting is the Frolik Awards, Past Presidents and Retirees Luncheon. We will have Premier Catering serve a Classic Italian Buffet with cheesecake bites for dessert. They have provided drinks free of cost. The cost per person is \$17.94.

Motions

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

"I move to: pay \$5.00 per person at the Rose Frolik Awards, Past Presidents & Retirees Luncheon out of the UNOPA Outreach budget account. We are planning on 75 attendees for a total of \$375.00. This will make the luncheon more affordable for those who come. We will also pay for the entire cost of judges and nominees' lunches.

Motion Maker: Mikki Sandin

Seconded by: _____



Premier Catering®

Invoice

Bill To:

Project Coordinator- Procurement Services
Mikki Sandin
mikki.sandin@unl.edu
Work: 402-472-0083

Venue:

UNL East Union
1705 Arbor Drive
Lincoln, Nebraska 68503

Invoice #	Event Date	Event Time	Terms	Net Due	Account #
UMS41018	Tue, Apr 10, 2018	11:45 AM	Invoice Net 30	Thu, May 10, 2018	

Qty	Description	Unit Cost	Total
75	Classic Italian : Chicken Parmigiana;Beef Lasagna with Mozzarella;Garden Salad with Iceberg Mix and Romaine with Garnish -Black Olives, Tomatoes, and Pepperoncini;Iceberg Mix;Romaine;Ranch;French;Focaccia Roll;Butter Pats;Gourmet Sweets-Caramel Apple, Lemon Berry, Marble Cheesecake, Chocolate Oreo;Beverage Service-Coffee, Iced Tea, Water ;	\$14.95	\$1,121.25

Charges:	\$1,121.25
20% Service Charge:	\$224.25
Subtotal:	\$1,345.50
Payments:	\$0.00
Balance Due:	\$1,345.50

~ This is an Estimate ~
Final Invoice to Follow

Approved as presented by UNOPA Board on May 1, 2018

UNOPA Executive Board Meeting Minutes

April 3, 2018

12:30 p.m. -1:30 p.m.

Canfield Administration Building, Room 336

CALL TO ORDER

President Barbara Homer called the meeting to order at 12:46 p.m. Roll call was taken by Marsha Yelden, Recording Secretary.

MEMBERS PRESENT

Barbara Homer, Donna Bode, Marsha Yelden, Susan Wesely, Tricia Liedle, LaRita Lang, Mary Guest, Debbie Hendricks, Lorraine Moon, Mikki Sandin, Kelsey Sims and Judy Anderson.

MEMBERS ABSENT

Jennifer Greenlee, Kathy Schindler, Marla Nissen and Lola Young.

AD-HOC COMMITTEE MEMBERS ABSENT

Jane Schneider.

OFFICER/COMMITTEE REPORTS

Recording Secretary/Minutes Approval: Minutes of the March 7, 2018 meeting were approved as corrected. Mary Guest requested clarification on the funds for Tricia Liedle and President Homer for the NAEOP National Conference that were approved at the March meeting.

Treasurer/Treasurer's Report: Report attached. Susan Wesely needs an expense report for a recent Hobby Lobby purchase. It was requested to change the line titled "UNOPA Boss of the Year Award Reimbursement" to "Floyd S. Oldt Boss of the Year..." on the April report.

President: Report attached. **Debbie Hendricks moved: "I move to contribute \$25 toward the Nebraska basket at the April 2018 NCAPPD/NEOPA Conference." Seconded by LaRita Lang. Motion passed by a show of hands.**

President Homer announced that the April date to volunteer to serve lunch at the F Street Recreation Facility is full. There are still openings for the May date.

President-Elect/Program: No report.

Corresponding Secretary: LaRita Lang reported that there are 18 past presidents and 2 retirees planning to attend the April meeting. There is one Rose Frolik nomination.

Past President/Bradley Munn Fund: Tricia Liedle is working with University Foundations to get access to the Bradley Munn Fund account. There was one funding application submitted this cycle. The committee voted to award funding and it will be announced at the May meeting.

Approved as presented by UNOPA Board on May 1, 2018

Tricia indicated that Secret Friends is going well and she is organizing a reveal party.

Presidential Advisor: No report.

Awards: No report. See Corresponding Secretary section.

Bylaws/Nominating: Mary Guest indicated that the vote for Bylaws changes will be sent out tomorrow by President Homer.

Mary reported that voting for the 2018-2019 Executive Board is over. A teller report was provided to President Homer.

Career Development/PSP: Report attached. Lorraine Moon reported that there were 38 people at the last workshop, including students. Lorraine thanked Kelsey Sims for getting the information in Nebraska Today. Debbie Hendricks announced that three people attended the PSP Brown Bag. They are planning to repeat this brown bag in May.

Employee Concerns: No report.

Membership: Report attached. Kelsey Sims indicated she will send the board a copy of the new membership form.

Technology: No report.

UNOPA Notes: Judy Anderson reported that she is finishing up the next edition. She did not receive any more "then & now" photos. Kelsey has some that she is using for the Rose Frolik Award lunch. She will send them to Judy.

Ways and Means: No report.

Outreach: Mikki reported that 58 people have registered for the Rose Frolik luncheon. Judy Anderson indicated that she wanted members to know that their meal cost was lower because the Board voted to contribute funds toward the cost of the each meal.

Journals and luggage spotters will be sold at the Rose Frolik luncheon.

Digital Commons: No report.

Marketing: Report attached.

Approved as presented by UNOPA Board on May 1, 2018

OLD BUSINESS

None.

NEW BUSINESS

None.

The next Executive Board meeting will be held on Tuesday, May 1, 2018.

President Homer adjourned the meeting at 1:13 p.m.

Submitted by Marsha Yelden, Recording Secretary

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

April 2018

TO:

FROM: Barbara Homer

COMMITTEE: President

DATE: March 30, 2018

Current report

Reminder, Dr. Julie Johnson and Dr. Rita Kean will be attending our April 10th general meeting to talk about the Emeriti and Alumni Association.

We still need three more members to sign up in May to help feed the Kids at the F Street Recreation Facility, our community service project.

Motions

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

"I move to: contribute \$25 toward the Nebraska basket at the April 2018 NCAPPD/NEOPA Conference.

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

April 2, 2018

TO: Barbara Homer
FROM: Lorraine Moon
COMMITTEE: Career Development
DATE: April 2, 2018

Current committee report

Since our last Board meeting, the Career Development Committee hosted a Suicide Prevention Workshop on March 19 at the Nebraska East Union. The title of the workshop was QPR Gatekeeper Training. The speakers were Scott Stemper and Teri Effle from Region V Systems. We had 38 in attendance. We had 13 UNOPA members, 5 from the Health Center, 4 from Educational Psychology (including students), the rest were from various departments. Kelsey's ad in Nebraska Today really helped get the word out. Jennifer Greenlee was there to take pictures. The article and pictures have been submitted to Judy Anderson for UNOPA Notes.

On March 27, a PSP informational meeting was held at the Prem S. Paul Research Center at Whittier School. Debbie Hendricks presented a PSP slide show that had been prepared by Mary Guest. Those in attendance included Kelsey Sims, Katie Balue, and Lainey Bomberger

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board Meeting

April 2018

TO: Barbara Homer
FROM: Kelsey Sims
COMMITTEE: Membership and Marketing
DATE: 3-30-2018

Current committee report

Marketing

A recent survey was sent out, and we received 61 responses—WOW!!!

The result that I wanted to share in regards to Marketing is the following:

- What is the best way to connect with you about the latest UNOPA news, workshops, meeting information etc.?
 - 96.43% Email
 - 33.93% UNOPA Notes
 - 17.86% UNOPA Webpage
 - 16.07% Facebook page

I met with Tyler Thomas via zoom on Friday 3/30/18. We discussed social media, and how it may/may not benefit our group, as well as other strategies that may benefit our group. Here are the bullet points:

- A social media page needs a purpose in order to be successful. It is not right for everyone, or every group, business, and/or organization.
- An average post really only reaches about 2-3% of followers unless the contact is consistently shared and commented.
- If we are looking to attract members, a page may not be necessary. You can do that through ads if a group is willing to pay for that.
- **The questions to ask:** How much time do you put into your Facebook page, and what is the return? If one spends 4-5 hours/month on Facebook, but it doesn't really reach many people, or benefit the organization by attracting people or growing membership, then you may want to ask yourself, is there something else that you could put your efforts into 4-5 hours a month, that will create a better return of investment?

**This is information I want us to consider for next year and thereafter. I will also plan to share with the individual who takes over Marketing and leave it in their hands to determine how to move forward with Marketing and Facebook. Tyler made some great points, and offered to come speak to us any time we requested.*

Membership

I have updated the membership form.

No new members

No motions.

Approved as presented by UNOPA Board on June 12, 2018

UNOPA Executive Board Meeting Minutes

May 1, 2018

11:30 a.m. -1:00 p.m.

Nebraska Innovation Campus, 2nd Floor Conference Room

CALL TO ORDER

President Barbara Homer called the meeting to order at 11:39 a.m. Roll call was taken by Marsha Yelden, Recording Secretary.

MEMBERS PRESENT

Barbara Homer, Donna Bode, Marsha Yelden, Susan Wesely, Tricia Liedle, Debbie Hendricks, Lorraine Moon, Jennifer Greenlee, Mikki Sandin, Kelsey Sims, Judy Anderson and Marla Nissen.

MEMBERS ABSENT

LaRita Lang, Mary Guest, Kathy Schindler and Lola Young.

AD-HOC COMMITTEE MEMBERS ABSENT

Jane Schneider.

OFFICER/COMMITTEE REPORTS

Recording Secretary/Minutes Approval: Minutes of the April 3, 2018 meeting were approved as presented.

PRESENTATION

Carol Bom from the Nebraska Department of Education Bridge (NDEBridge) presented information about the Nebraska Educational Office Professionals Association (NEOPA) Star Achievement Series. The series is based on material offered by Joan Burge with Office Dynamics, International. 30 hours of professional development were approved. The four sessions will be held on Saturdays in 2018 and 2019 and up to 15 people may register. They are also looking for facilitators for sessions. Carol's presentation will be sent to President Homer who will then forward it to each board member.

Carol also talked about NEOPA's need for volunteers for their board and as committee directors. She asked if anyone is interested, to please reach out to a NEOPA member.

OFFICER/COMMITTEE REPORTS, continued

Treasurer/Treasurer's Report: Report attached. Susan Wesely asked if anyone had placed an order with Audible. There is a charge showing up on the statement and she does not have any supporting documentation. No one in attendance ordered from Audible. Susan will contact the bank to dispute the charge.

The proposed 2018-2019 budget was presented. In the proposed budget, there was a change to the budget for Ways and Means reflecting a decrease in proposed sales. The President's

Approved as presented by UNOPA Board on June 12, 2018

section was changed in the MLK Freedom breakfast field due to an increased cost of tickets. It was suggested to change wording in the President-Elect section, Gift for outgoing President line from "clock and plaque" to "clock or plaque." In the Immediate Past President section, there are two donations listed: "NAEOP Educational Fund donation" and "NAEOP Marion T Wood Student Scholarship Fund donation." A question was raised if those donations are being made. Or, are these are actually application fees for awards? Tricia Liedle will check on this and get back to Susan. Tricia said there should be a line item for submitting the website to the NAEOP competition. There was a question if the UNOPA Notes NAEOP newsletter competition fee should be moved from the UNOPA Notes section to the Immediate Past President section. A question was raised why there is a budget for the summer social in the Outreach section. The board indicated that the desire is to charge enough for tickets to offset some, but not necessarily all, of the cost for the event. There was a question if there should be a line item in Ways and Means to pay for new signs and advertising. It was decided to have the incoming Ways and Means director work with President Elect Donna Bode to discuss this during the next year. There was a question of why table linens are listed in Outreach. It was explained that the table linens were for the two awards luncheons.

President: Report attached. President Homer reminded everyone to get their binders ready to pass on at the June 12th transition meeting. President Homer distributed guidelines for each position and what information should be kept in each binder and what will be uploaded to Digital Commons.

The next board meeting date has been changed to June 12th.

President-Elect/Program: No report.

Past President/Bradley Munn Fund: Report attached. Tricia Liedle is working on the Secret Friends reveal party.

Presidential Advisor: No report.

Awards: President Homer read a thank you note she received from retiree Lynn DeShon.

Bylaws/Nominating: No report.

Career Development/PSP: No report.

Employee Concerns: No report.

Approved as presented by UNOPA Board on June 12, 2018

Membership: Kelsey Sims will send out a flier thanking people and reminding them to watch for the membership renewal paperwork. She will include information about the year's accomplishments.

Technology: No report.

UNOPA Notes: Judy Anderson reported that tomorrow is the deadline for the next issue. Jennifer Greenlee will get pictures from the April meeting to Judy.

Ways and Means: Marla Nissen held the drawing for a gift card from the names of people who had worked the parking lot during the year. The winners were Susan Wesely and Jana Pillsworth-Wood. Each will receive a \$25 gift card to the place of their choice.

Outreach: Mikki Sandin reported she is working on the summer social.

Digital Commons: President Homer reported that Jane Schneider will be uploading the 2017-2018 documents after the May general meeting.

Marketing: No report.

OLD BUSINESS

None.

NEW BUSINESS

Susan Wesely will write a check to NAEOP for \$30 for a basket for the special projects room. This is a budgeted item.

Marsha Yelden moved: "I move to contribute \$50 toward supporting the Hospitality Room at the 2018 NAEOP Conference." Debbie Hendricks seconded. Motion carried by a show of hands.

The next Executive Board meeting will be the transition meeting held on Tuesday, June 12, 2018.

President Homer adjourned the meeting at 12:48 p.m.

Submitted by Marsha Yelden, Recording Secretary

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

May 2018

TO:

FROM: Barbara Homer

COMMITTEE: President

DATE: April 27, 2018

Current report

Reminder, Carol Bom will be attending our board meeting to talk about the Star Achievement Series.

Please provide me the names of your committee members to print certificates for serving on the board.

Be sure to purge your files in notebook before passing it onto the incoming committee director at the June 12 transition meeting. Need to make sure your committee guidelines are complete and up-to-date.

Final Committee Reports are due to me by August 31.

Motions

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

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board Meeting

May 2018

TO: Barbara Homer
FROM:
COMMITTEE: Bradley Munn Fund
DATE: April 24, 2018

Current committee report

Still trying to gain electronic access to the Bradley Munn Fund. Will process paperwork by the end of May for Kelsey Sims to receive her stipend.

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____