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UNOPA Minutes

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2019

## 2019-20 UNOPA Executive Board Minutes

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Approved as Corrected – October 1, 2019

Minutes of the

UNOPA EXECUTIVE BOARD ~~TRANSITION~~ MEETING

Tuesday, September 3, 2019, 11:44 a.m. – 12:48 p.m.

Prem S. Paul Research Center at Whittier School, Room 344A

President, Jana Pillsworth-Wood, called the meeting to order at 11:44 a.m.

**Roll call** was taken by Alycia Harden, Recording Secretary

**MEMBERS PRESENT:**

Jana Pillsworth-Wood, Alycia Harden, Christina Franklin, Jaime Long, Kelsey Sims, LaRita Lang, Mikki Sandin, Jennifer Greenlee, Amanda Lager Gleason, Mary Klucas and Cathy Robertson. Quorum achieved.

**MEMBERS ABSENT:**

Lainey Bomberger, Debbie Hendricks and Lorraine Moon

**AD-HOC MEMBERS PRESENT:**

None.

**AD-HOC MEMBERS ABSENT:**

Jane Schneider and Lisa King

**APPROVAL OF EXECUTIVE BOARD TRANSITION MEETING MINUTES FROM JUNE 4, 2019**

The minutes from the June 4, 2019 Executive Board transition meeting will be reviewed at the October meeting.

**APPROVAL OF JULY AND AUGUST TREASURER'S REPORT**

The July Treasurer's report was distributed by Jaime Long at the meeting. The August Treasurer's report was emailed prior to the meeting. The July and August Treasurer's reports were reviewed.

Both the July and August Treasurer's reports will be presented at the September General Membership meeting for approval.

**OFFICER/COMMITTEE REPORTS GIVEN:**

**President – Jana Pillsworth-Wood:** Report attached.

**President-Elect – Lainey Bomberger:** Absent.

The current schedule for the General Membership meetings is attached. It was noted that UAAD will be planning the joint January meeting and therefore the date is incorrect. It was suggested that for either the February or March meeting to have a UNOPA member who attended the NAEOP National Conference give a report to the membership. Although rooms have been confirmed, it was recommended to double check at the beginning of each semester.

**Recording Secretary – Alycia Harden:** No report.

**Corresponding Secretary – Christina Franklin** No report.

**Treasurer – Jaime Long:** Jaime is searching for a mailing receipt from August.

**Past President – Kelsey Sims:** The 18-19 annual report will be sent out next week.

**Presidential Advisor – Lorraine Moon:** Absent. No report.

**Awards – LaRita Lang/Mikki Sandin:** The forms for the Oldt Awards have been updated and will be published on the website. A call will be sent out in September with the deadline being Friday, October 11<sup>th</sup>. Half-sheet instructions will also be on the tables at the General Membership meetings.

Mikki mentioned that we have a new rep at Awards Unlimited.

Mikki and Amanda will work with Lainey on an alternate location for the November meeting as it was questioned whether the Arbor Suite at the East Campus Union would be large enough. A couple suggestions were the Willa Cather Dining Complex or the Champions Club.

**Bylaws/Nominating – TBD:** No report.

**Career Development/PSP – Debbie Hendricks/Lorraine Moon:** Absent. Report attached.

**Employee Concerns – TBD:** No report.

**Membership – Mary Klucas/Cathy Robertson:** Current membership total is 43. 29-Active, 1-New, 1-Associate, 11-Retired and 1-Lifetime/Honorary. Membership dues are needed from the following Board members: Lainey, Mikki, Kelsey and Jaime.

Marketing surrounding the membership with new employee orientation, postcards, emails and follow-up emails was discussed. It was suggested to link the programming to these communication outlets. We could also have a member drive for certain meetings. The possibility of having a zoom option for meetings was also mentioned and was tabled for now.

**Technology – Jennifer Greenlee:** Jennifer requested information from Jana for the front page of the website. She also requested any photos committees may have.

Jennifer informed the Board that a new content management system is being implemented. This change should not impact the look of the website, but the inner workings behind the scenes will be different.

Jennifer suggested that we no longer participate in the NAEOP web page competition. The requirements are unfair and cannot be met using the university template. We also receive no feedback.

**UNOPA Notes – TBD:** No report.

**Ways and Means – TBD:** Report attached.

Jaime requested copies of the ticket sales sheets from the parking lot.

**Outreach – Amanda Lager Gleason:** Report attached.

The Board left the decision to Amanda as to what RSVP system we use. The possibility of having a calendar invite and reminder emails was enticing to the Board.

**AD-HOC COMMITTEE REPORTS GIVEN:**

**Digital Commons – Jane Schneider:** No report.

**Marketing – Lisa King:** No report.

**OLD BUSINESS**

None.

**NEW BUSINESS**

Jennifer suggested to hire a professional to take photos at our November and May meetings. Christina and Jennifer will look at options.

Christina proposed we update our cards that our sent out by the Corresponding Secretary. She will bring samples of post cards and formal greeting cards to the next meeting.

**OPEN DISCUSSION**

There are several open committees. It was suggested to send an email with examples for each committee. IE, the design for the UNOPA Notes is open. Should supervisors receive the newsletters?

Ad Hoc committees will be discussed at the next meeting. These committees are not in the bylaws and can be removed. A bylaws change would be required to add the duties to the standing rules.

Kelsey updated box and will switch over the owner.

Events should be added to the UNL calendar.

Meeting adjourned at 12:48 p.m.

Approved as Corrected – October 1, 2019

Respectfully Submitted,

Alycia Harden, Recording Secretary



Treasurer Report - August 2019

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<b>Beginning Checking Account Balance - 8/1/19</b>		<b>Balances:</b>	\$ 2,777.58
<b>Income:</b>			
		Total Income:	\$ -
<b>Expenses:</b>			
8/13/2019 Ck #1139 - Jane Schneider - NAEOP Delegate - President-Misc.	\$ 300.00		
8/16/2019 Debit Card - Amazon - GC for Sara Mattson Audit - Treasurer	\$ 100.00		
		Total Expenses:	\$ 400.00
<b>Ending Checking Account Balance - 8/31/19</b>			<b><u>\$ 2,377.58</u></b>
<hr/>			
<b>Beginning Cost Center Balance -8/1/19</b>			\$ -
<b>Income:</b>			
		Total Income:	\$ -
<b>Expenses:</b>			
8/29/2019 Mail Services - Mailed check to Jane Schneider - Treasurer	\$ 0.52		
		Total Expenses:	\$ 0.52
<b>Ending Cost Center Balance - 8/31/19</b>			<b><u>\$ (0.52)</u></b>
<hr/>			
<b>Ending Checking Account Balance - 8/31/19</b>			\$ 2,377.58
<b>Ending Cost Center Balance - 8/31/19</b>			\$ (0.52)
<b>Total Funds Available:</b>			<b><u>\$ 2,377.06</u></b>
<hr/>			
<b>Savings Account Balance - as of 8/31/2019</b>			<b>\$ 10,030.52</b>
<hr/>			

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board Meeting**

**September 2019**

TO: Jana Wood  
FROM: Jana Wood  
COMMITTEE: President  
DATE: 9/3/19

**Current report**

We have 4 open committees: Bylaws/Nominating, Employee Concerns, UNOPA Notes & Ways and Means.

As the UNOPA President I will attend and participate on the Council on Inclusive Excellence and Diversity.

This years' charity will be the Women's Center, Students with Children.

Lorraine Moon has accepted the position of presidential advisor.

I will purchase the gift basket for the NEOPA Fall Conference.

**Motions**

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

"I move to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_



General Meetings for 2019-2020 as scheduled with Reservations with City and East Campus – 2<sup>nd</sup> Tuesday of the Month. *NOTE: Due to construction issues, we've had to utilize City Campus more than East Campus for this year's meetings. Once construction is complete, we will have more choices available to hold our meetings.*

1. NAEOP Conference Presentations
2. Then, One more topic to schedule.

**Tuesday, September 10, 2019**

11:30 AM - 1:00 PM UNOPA (Confirmed) L-NU Regency B-C

**TOPIC: Jana's Charity – Women's Center / Students with Children - Speaker: Pat Tetreault**

**Tuesday, October 8, 2019**

11:30 AM - 1:00 PM UNOPA (Confirmed) L-NU Regency B-C

**TOPIC: Ben Lennander, Director, Shared Service Center Business & Finance**

**Tuesday, November 12, 2019**

11:30 AM - 1:00 PM UNOPA (Confirmed) L-NEU Arbor Suite

**TOPIC: Floyd S. Oldt Luncheon: Boss of the Year, Silver Pen, and Outstanding Staff Awards**

**Tuesday, December 10, 2019**

11:30 AM - 1:00 PM UNOPA (Confirmed) L-NU Regency B-C

**TOPIC: CHRISTMAS PROGRAM / Cookie Exchange, Secret Santa? , Choir, Christmas Tree??**

**Tuesday, January 14, 2020**

11:30 AM - 1:00 PM UNOPA (Confirmed) L-NU Regency B-C

**TOPIC: UNOPA/UAAD Joint Meeting**

**Tuesday, February 11, 2020**

11:30 AM - 1:00 PM UNOPA (Confirmed) L-NU Platte River Room South

**TOPIC: TBA**

**Tuesday, March 10, 2020**

11:30 AM - 1:00 PM UNOPA (Confirmed) L-NU Regency B-C

**TOPIC: TBA**

**Tuesday, April 14, 2020**

11:30 AM - 1:00 PM UNOPA (Confirmed) L-NEU Great Plains Room

**TOPIC: Space, Cyber, and Telecommunications Law Presentation by Elsbeth Magilton, JD | Executive Director Space, Cyber, and Telecommunications Law Program, University of Nebraska College of Law**

**Tuesday, May 12, 2020**

11:30 AM - 1:00 PM UNOPA (Confirmed) L-NU Regency B-C

**TOPIC: Past Presidents/Retirees Luncheon, Rose Frolik Award, New UNOPA Officers Installation**

**Tuesday, June 9, 2020**

11:30 AM - 1:00 PM UNOPA (Confirmed) L-NU Platte River Room South

**TOPIC: Summer Social ??**

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board Meeting**

**February 2018**

TO: Jana Wood  
FROM: Debbie Hendricks and Lorraine Moon  
COMMITTEE: Career Development/PSP  
DATE: August 23, 2019

**Current committee report**

The Career Development Committee is planning an afternoon workshop on October 22. The topic will be "Stress and Aging" presented by Richard Dienstbier. Dr. Dienstbier is an emeritus professor from Psychology and is on the UNL Speakers Bureau list. We are planning to open up his presentation to the University community. Our committee will need someone to advertise the workshop in Nebraska Today.

Laurie Sampson from the Office of Research and Economic Development will be presenting either some brown-bag workshops or an afternoon workshop. Details are still being worked out.

For your information, a group of UNL staff members from various professional organizations is meeting frequently to organize a daylong staff conference to occur on May 14, 2020. Deb Eisloffel from UAAD is chair of the group. Professional groups represented on this steering committee are UAAD, UNOPA, Academic Advising Association, Young Professionals at UNL and Multicultural Professionals at UNL. UNOPA members on the steering committee are Debbie Hendricks, Jennifer Greenlee, Christina Franklin, and Lorraine Moon. If anyone is interested in assisting with preparations for the conference, please contact Lorraine.

**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 2019**

TO: Jana Wood  
FROM: Jana Wood  
COMMITTEE: Ways and Means  
DATE: 9/3/19

**Current committee report**

Thank you to the volunteers that worked on Saturday! We had a SOLD OUT lot!

The sign-up sheets will continue to be updated as game times become available.

**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 2019**

TO: Jana Wood  
FROM: Amanda Lager Gleason  
COMMITTEE: Outreach  
DATE: 8/30/2019

**Current committee report**

Current committee members are Christel Burgason, Mari Greer, and Susan Thomas. Mari will direct Secret Friends. Susan, Christel, and Amanda will handle meeting décor, nametags, 50/50, etc.

Potential to use the UNL website forms or NuGrant event management in place of Eventbrite. Thoughts?

**Motions**

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

"I move to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Minutes of the

UNOPA EXECUTIVE BOARD MEETING

Tuesday, October 1, 2019, 11:44 a.m. – 1:06 p.m.

Prem S. Paul Research Center at Whittier School, Room 344A

President, Jana Pillsworth-Wood, called the meeting to order at 11:44 a.m.

**Roll call** was taken by Alycia Harden, Recording Secretary

**MEMBERS PRESENT:**

Jana Pillsworth-Wood, Lainey Bomberger, Alycia Harden, Jaime Long, LaRita Lang, Jane Schneider, Mary Couture, Debbie Hendricks, Lorraine Moon, Amanda Lager Gleason, Mary Klucas and Cathy Robertson. Quorum achieved.

**MEMBERS ABSENT:**

Christina Franklin, Kelsey Sims, Mikki Sandin and Jennifer Greenlee

**AD-HOC MEMBERS PRESENT:**

Jane Schneider

**AD-HOC MEMBERS ABSENT:**

Lisa King

**APPROVAL OF EXECUTIVE BOARD TRANSITION MEETING MINUTES FROM JUNE 4, 2019**

The minutes from the June 4, 2019 Executive Board transition meeting were reviewed.

***Cathy Robertson moved to approve the outgoing board minutes as corrected. Seconded by Jane Schneider. Motion passed.***

***Cathy Robertson moved to approve the incoming board minutes as presented. Seconded by Jaime Long. Motion passed.***

**APPROVAL OF EXECUTIVE BOARD MEETING MINUTES FROM SEPTEMBER 3, 2019**

The minutes from the September 3, 2019 Executive Board meeting were reviewed.

***Cathy Robertson moved to approve the minutes as corrected. Seconded by Amanda Lager Gleason. Motion passed.***

### **APPROVAL OF SEPTEMBER TREASURER'S REPORT**

The September Treasurer's report was reviewed.

The report will be presented at the October General Membership meeting for approval.

### **OFFICER/COMMITTEE REPORTS GIVEN:**

**President – Jana Pillsworth-Wood:** Report attached.

Jana will email Judy Anderson to see if she is interested directing the UNOPA Notes committee. She will also email current representatives on the Employee Concerns committee to see if a representative is still needed for each. She has not reviewed which committees are still in need of a representative.

Veronica Riepe is leading the new employee group that is being called Campus Community Connection.

Jaime Long requested receipts for the NEOPA basket raffle.

**President-Elect – Lainey Bomberger:**

The current schedule for the General Membership meetings was discussed. It was determined that members who attended the NAEOP Annual meeting should present at the February meeting as this would be similar timing to registrations being sent for the 2020 Annual Conference. Jenny Leeper Miller, Director of the Ruth Staples Child Development Lab, will present in March. The topic for April will be space law presented by Elsbeth Magilton.

Lainey will email Jennifer Greenlee with the above changes.

**Corresponding Secretary – Christina Franklin:** Absent.

Christina inquired about having a return address label on stationery. She is currently researching pricing.

**Past President – Kelsey Sims:** Report attached.

Mary Klucas reminded the board that we could no longer follow the old deadlines for submission to the Bradley Munn Growth fund as the Foundation now follows the University's 60-day policy. Applications must be submitted within 60 days of receipt. It was suggested that receipts be submitted to Kelsey within 30 days to ensure meeting the 60-day deadline to the Foundation. Mary also volunteered to help with a Foundation contact, as the agreement should be updated as well as the guidelines in the notebook. Jana will email Kelsey and cc Mary and Jaime regarding these updates.

After much discussion regarding hiring a photographer for our awards meetings, it was decided to table the discussion until our next meeting. Questions in response to Kelsey report included the following:

- Do we have to pay an additional amount for the actual photos?
- What is UCOMM's pricing?

- Does having a professional photographer taking these photos help UNOPA's image?

**Presidential Advisor – Lorraine Moon:** No report.

**Awards – LaRita Lang/Mikki Sandin:** Report attached.

The Oldt Awards Luncheon will be held at the Willa Cather Dining Complex, Pioneer Suite.

~~Jana~~ **Jana** will email the listserve to encourage nominations.

Mikki will email Mike Zeleny with issues regarding the call for nominations in Nebraska Today.

**Bylaws/Nominating – Jane Schneider/Mary Couture:** Report attached.

Digital Commons is up-to-date and is only maintenance. It was suggested that this adhoc committee be within the Past President committee as they are collecting reports for the annual report and have a handle on what is needed. Another suggestion was that the Marketing committee being housed under the Corresponding Secretary with a committee member handling these responsibilities. It was not favorable that the Bradley Munn duties be shifted to the Corresponding Secretary.

Jane and Mary will submit a formal recommendation to the Board to send to the membership. This also needs to include an update that the Treasurer will serve two terms.

**Career Development/PSP – Debbie Hendricks/Lorraine Moon:** Report attached.

Dr. Dienstbier's presentation will be from 1:30-4:00 in the Platte River Room, formerly Colonial. The All-Staff Conference will be a daylong conference held in Hawks Hall. Letters will be sent to departments requesting monetary support.

Please invite any fellow UNOPA or UAAD members, friends, office mates to our career development events.

**Employee Concerns – TBD:** No report.

**Membership – Mary Klucas/Cathy Robertson:** Current membership total is 55. 38-Active, 2-New, 2-Associate, 12-Retired and 1-Lifetime/Honorary. Cathy will email those members from the previous year that did not renew. She will also update the listserve. LaRita Lang will send a list of last year's award winners who should receive a free membership to Mary and Cathy.

**Technology – Jennifer Greenlee:** Absent. No report.

**UNOPA Notes – TBD:** No report.

**Ways and Means – TBD:** Report attached.

**Outreach – Amanda Lager Gleason:** Report attached.

*Amanda Lager Gleason moved to subsidize the November luncheon cost for attendees so that they pay \$12.50 to attend. Seconded by Mary Klucas. Motion passed.*

**AD-HOC COMMITTEE REPORTS GIVEN:**

**Digital Commons – Jane Schneider:** No report.

**Marketing – Lisa King:** Absent. No report.

**OLD BUSINESS**

Christina will give an update on the UNOPA stationary at the next meeting.

**NEW BUSINESS**

**Employee Resource Group Charter:** Karen Kassebaum is leading this group. Jana will contact her to get more information.

**Service Component in Job Descriptions – Joint Effort with UAAD:** This is an initial draft for discussion and seeks to fulfill the engagement goal of the N2025 report.

**Big 10 Collaboration on Staff Advocacy:** This item was not discussed.

**Draft Strategic Report: Staff Council plan in “Aim: Prioritize participation and professional development for all Nebraska students, staff and faculty”:** This item was not discussed.

Meeting adjourned at 1:06 p.m.

Respectfully Submitted,

Alycia Harden, Recording Secretary



Treasurer Report - September 2019

		<b>Balances:</b>
<b>Beginning Checking Account Balance - 9/1/19</b>		\$ 2,377.58
<b>Income:</b>		
9/30/2019 Deposit - 50/50 Money - President-Misc.	\$ 42.00	
		Total Income: \$ 42.00
<b>Expenses:</b>		
9/30/2019 Ck #1140 - NEOPA - Jana Wood Membership - President	\$ 20.00	
9/30/2019 Ck #1141 - NAEOP - Jana Wood Membership - President	\$ 50.00	
		Total Expenses: \$ 70.00
<b>Ending Checking Account Balance - 9/30/19</b>		<b><u>\$ 2,349.58</u></b>
<hr/>		
<b>Beginning Cost Center Balance -9/1/19</b>		\$ (0.52)
<b>Income:</b>		
		Total Income: \$ -
<b>Expenses:</b>		
		Total Expenses: \$ -
<b>Ending Cost Center Balance - 9/30/19</b>		<b><u>\$ (0.52)</u></b>
<hr/>		
<b>Ending Checking Account Balance - 9/30/19</b>		\$ 2,349.58
<b>Ending Cost Center Balance - 9/30/19</b>		\$ (0.52)
<b>Total Funds Available:</b>		<b><u>\$ 2,349.06</u></b>
<hr/>		
<b>Savings Account Balance - as of 9/01/2019</b>		\$ 10,030.52
Interest Earned	\$ 2.53	\$ 2.53
<b>Savings Account Balance - as of 9/30/2019</b>		<b>\$ 10,033.05</b>

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board Meeting**

**October 2019**

TO: Jana Wood  
FROM: Jana Wood  
COMMITTEE: President  
DATE: 9/30/19

**Current report**

We have 2 open committees: Employee Concerns & UNOPA Notes

I have agreed to serve on the Parking Advisory Committee.

I am unable to attend the NEOPA workshop.

I spoke about UNOPA to a group of new staff. I shared the brochure and general information.

I purchased the NEOPA raffle gift. \$25 gift card to Starbucks and 2 fancy chocolates for \$5.00.

**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 2019**

TO: Jana Wood  
FROM: Kelsey Sims  
COMMITTEE: Immediate Past President & Bradley Munn Fund  
DATE: 9/30/19

**Current committee report**

Brenna Bode Photography (for website pics and award meeting pics)  
\$150 for 1 hour session and \$50 for every hour after that. She has worked with TEDxLincoln for their events. They go about an hour and half and she got around 100 images for them. Her webpage is [brennabodephotography.passgallery.com/portfolio](http://brennabodephotography.passgallery.com/portfolio). Brenna is a UNL student.

I made Jana admin of the Facebook page, and removed myself from the page roles.

Please encourage anyone who may be taking a class, going to a workshop, etc. that they can apply for the Bradley Munn Professional Growth fund reimbursement up to \$100.

Waiting on one more final report for the President's annual report from last year. I have been in touch with this person and I will get it out as soon as I can.

**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 2019**

TO: Jana Wood  
FROM: Larita Lang & Mikki Sandin  
COMMITTEE: Awards Committee  
DATE: 9/30/19

**Current committee report**

- Award nomination deadline – October 11
- Mikki contacted Troy @ UCOMM to put call for nominations UN Today
- Will email to membership
- Oldt awards will be on November 12
  - has location been determined?

**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 2019**

TO: Jana Wood  
FROM: Jane Schneider and Mary Couture  
COMMITTEE: Bylaws and Nominating  
DATE: October 1, 2019

**Current report**

Bylaws has received recommendations to place the Digital Commons Adhoc Committee within a standing committee and a question about deleting the Marketing Committee. We also had a question about adding the Bradley Munn duties to the Corresponding Secretary's duties.

We would like to have discussion about three items before making our recommendations for Bylaws changes.

**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: Jana Wood  
FROM: Debbie Hendricks and Lorraine Moon  
COMMITTEE: Career Development/PSP  
DATE: October 1, 2019

**Current committee report**

On October 22, Dr. Richard Dienstbier will present a workshop entitled “How We Can Build Resistance to Stress and Aging . Dr. Dienstbier is an emeritus professor from Psychology and is on the UNL Speakers Bureau list. We are planning to open up his presentation to the University community. Our committee will need someone to advertise the workshop in Nebraska Today.

Laurie Sampson from the Office of Research and Economic Development will be presenting a number of brown-bag workshops. The first workshop was held September 24. The topic was “Dealing with Change”. Laurie’s next workshop is November 19. The topic will be “Avoiding Burnout: Personal Energy Management”. All of these brown-bag sessions are scheduled in 152 Whittier.

On May 13, there will be an All-Staff Conference. The theme for the All-Staff Conference is “empowerment”. This conference will be held in Hawks Hall. Committees being formed are (1) Budget and Finance, (2) Logistics and Local Arrangements, (3) Publicity, (4) Program, (5) Registration, (6) Assessment), and (7) Conference Web Site. If anyone is interested in assisting with preparations for the conference, please contact Lorraine.

**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 2019**

TO: Jana Wood  
FROM: Jana Wood  
COMMITTEE: Ways & Means  
DATE: 9/30/19

**Current report**

Parking sold out last Saturday. 1 Car parking across 2 spots, we should remind parkers to be in 1 spot. Per Larry Moto, morning pick up time is 5:30 for every game. I have updated the signup sheet. The Ways & Means book is out of date, I will work to update.

**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 2019**

TO: Jana Wood  
FROM: Amanda Lager Gleason  
COMMITTEE: Outreach  
DATE: 10/1/2019

**Current committee report**

November luncheon menu options: (incl all fees & taxes)

WESTERN BUFFET      BBQ beef on a gourmet bun served with sweet corn, roasted apples, red potato salad, and cucumber salad. Minimum 25 guests. **\$15.83 per person**

HEARTY MEATLOAF      Meatloaf and caramelized onion mashed potatoes.      **\$17.39 per person**

Hot Sandwiches (maybe they'll allow us to do a combo of all 3?)

SOUTHWEST PORK      Thin sliced pork loin with dried cranberry cream cheese spread, sliced tomato, and leaf lettuce on ciabatta bread.      **\$14.98**

GRILLED CHICKEN SANDWICH      Grilled chicken breast, sautéed onions, provolone cheese, avocado spread, leaf lettuce, and sliced tomato on gourmet bun. **\$14.00**

VEGETARIAN PITA DELIGHT      Roasted vegetables, melted provolone cheese, and chipotle sauce on toasted pita.      **\$13.93**

Side options      wild rice, baked beans, macaroni & cheese, steamed green beans, cup of soup

**Motions**

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

"I move to: purchase a new flyer stand-up sign holder and ticket box for the 50/50 ticket sales and new name tag Avery labels for no more than \$50.

---

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Motion Maker: Amanda Lager Gleason

Seconded by: \_\_\_\_\_





*this goes to new employees*

# Employee Resource Group

## **MYPN: MULTICULTURAL YOUNG PROFESSIONALS NETWORK**

*By the way, although the group title mentions "young" it does not mean age, but spirit!*

**Moises Padilla**  
[mpadilla3@unl.edu](mailto:mpadilla3@unl.edu)  
402.472.7725

## **WOMEN AND WOMEN ON THE SPECTRUM**

**Charlie Foster**  
[cfoster2@unl.edu](mailto:cfoster2@unl.edu)  
402.472.5500

**Dr. Stephanie Bondi**  
[sbondi2@unl.edu](mailto:sbondi2@unl.edu)  
402.472.8977

## **Commission on Gender & Sexual Identity**

**Corrie Svehla**  
[csvehla@nebraska.edu](mailto:csvehla@nebraska.edu)  
402.472.5295  
<https://ccsgsi.unl.edu/>

## **ELL: ENGLISH AS A LEARNED LANGUAGE**

**Chris Dunsmore**  
[cdunsmore2@unl.edu](mailto:cdunsmore2@unl.edu)  
402.472.1874

## **PARENT(S)**

**Kyla Gorji**  
[kgorji2@unl.edu](mailto:kgorji2@unl.edu)  
402.472.3107

## **MILITARY/VETERANS**

**Stephen Lahey**  
[stephen.lahey@unl.edu](mailto:stephen.lahey@unl.edu)  
402.472.2460

## **Joe Brownell**

[Jbrownell2@unl.edu](mailto:Jbrownell2@unl.edu)  
402-472-5276

## **STAFF & FACULTY ACCESSIBILITY (ADA)**

**Jill Flagel**  
[jill.flagel@unl.edu](mailto:jill.flagel@unl.edu)  
402.427.2322

## **MENASA**

(Middle Eastern, North African & South Asian)  
**Shams Al-Badry**  
[al-badry@unl.edu](mailto:al-badry@unl.edu)  
402.472.8104

## **First Generation Nebraska**

**Dr. Amy Goodburn**  
[Agoodburn1@unl.edu](mailto:Agoodburn1@unl.edu)  
402-472-6940  
<https://executivevc.unl.edu/evc/initiatives/first-generation-nebraska>

## **HUMAN RESOURCE MANAGERS**

**Deb Eisloeffel**  
[deb.eisloeffel@unl.edu](mailto:deb.eisloeffel@unl.edu)

## **University Association for Administrative Development (UAAD):**

**Lori Bennet-Baumli** President  
<http://uaad.unl.edu/>

## **YOUNG PROFESSIONALS OF NEBRASKA NETWORK**

**Sara Standley**  
[Sarah.standley@unl.edu](mailto:Sarah.standley@unl.edu)  
402.472-2030

## **UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION (UNOPA)**

**Jana Pillsworth-Wood**  
[jwood@nebraska.edu](mailto:jwood@nebraska.edu)  
402-472-0509

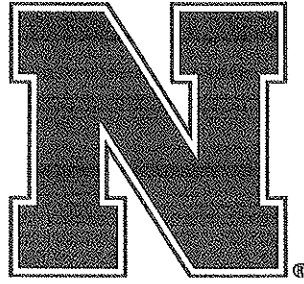
## **DIVERSITY AND INCLUSION**

University of Nebraska – Lincoln  
<http://diversity.unl.edu>

*who has to "charter" & who doesn't*

*Connections already being a list*

*IN OUR GRIT*



*OUR GLORY™*

**EMPLOYEE RESOURCE GROUP RESOURCE PACKET**

**EMPLOYEE RESOURCE GROUP** consist of a group of employees, from various employment groups, who assist in creating an environment and culture that is welcoming and supportive of employees and who work to improve the recruitment and retention.

**INCLUSION** is the active, intentional and ongoing engagement with diversity in the curriculum, in the co-curriculum and in communities (intellectual, social, cultural, geographical) with which individuals might connect in ways that increase awareness, content knowledge, cognitive sophistication and empathic understanding of the complex ways individuals interact within systems and institutions.

Below are questions to be answered by the individual Employee Resource Group to be accompanied by its charter when submitting to the office of Diversity and Inclusion or Human Resources. All ERG groups must apply in order to be approved for formal recognition of the Employee Resource Group.

Name of Employee Resource Group:	
Name of Department of employee organizer:	
Title:	
Office:	
Phone:	Email:
Signature:	Date:
What is the group's purpose( 500 words or less)?	

What is your Employee Resource Group's Mission Statement? (This can be the same as in your ERG Charter.)

Please provide three examples of how your group's mission and purpose serve the University of Nebraska Lincoln's Inclusive Excellence mission.

- 1.
- 2.
- 3.

Please attach your Charter. Please describe your leadership structure and how they are elected, selected, terms, and communication to members at large.

Please indicate at least 7 employees who indicate they will join your Employee Resource Group. Attach a list of any additional employees.

Print Name	Title	Email
1.		
2.		
3.		
4.		
5.		
6.		
7.		

### Employee Resource Group Approval

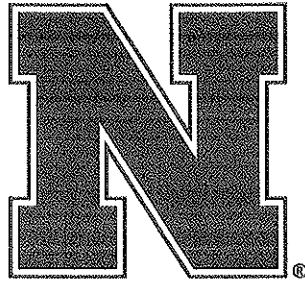
The application for \_\_\_\_\_ Employee Resource Group has been reviewed by the Office of Diversity and Inclusion/Director of Staff Diversity and Inclusion and forwarded with the following recommendations:

Approve: \_\_\_\_\_ Disapprove \_\_\_\_\_

Comments:

Signature \_\_\_\_\_ Date: \_\_\_\_\_

***IN OUR GRIT***



***OUR GLORY™***

## EMPLOYEE RESOURCE GROUP CHARTER TEMPLATE

### ARTICLE I: NAME

#### 1.1 NAME

This organization shall be known as (INSERT NAME OF EMPLOYEE RESOURCE GROUP).

### ARTICLE II: MISSION

#### 2.1 MISSION

The Mission of the \_\_\_\_\_ ERG is to be a strategic partner with the office of Diversity and Inclusion and the office of Human Resources to promote a culture of diversity and inclusion through continual learning. The \_\_\_\_\_ ERG will advance the understanding and inclusion of employees with a common background, set of interests and/or goals. The vision, mission, goals, policies and activities of \_\_\_\_\_ are fully aligned with those of the office of Diversity and Inclusion and Human Resources missions, goals and policies.

The \_\_\_\_\_ ERG will be a valuable mechanism to: (1) build a culture that fosters innovation; (2) offer employees access to leadership opportunities; (3) establish programs and activities aligned with the mission of the office of Diversity and Inclusion and Human Resources; (4) provide employees opportunities to develop and grow, and for supervisors/managers to access innovative concepts and unique solutions to challenges faced by the office of Diversity and Inclusion and Human Resources.

(ERG adds its own mission statement, reflecting the purpose of the group, the work it intends to achieve, and/or principles of beliefs that guide the ERG's work. The statement should be limited to a paragraph)

### ARTILCE III: Membership

#### 3.1 Eligibility

Membership in the ERG is available to all employees. The ERG shall record names and locations of all members. All members are eligible to chair committees, become candidates for elected office, and vote in ERG elections.

## ARTICLE IV: Structure and Operations

### 4.1 Leadership, Roles, Responsibilities

The Group Shall have an Employee leader. This individual shall:

1. Schedule and organize meetings;
2. Work closely with the ERG Manager (right now Karen Kassebaum)
3. Officially represent the ERG within the Office of Diversity and Inclusion/Human Resources

### 4.2 Terms of Office

There are not limitations on the number of terms of office an individual may hold.

### 4.3 Additional Officers

The employee leader may appoint additional officers as necessary

### 4.4 Nomination and Election of the Employee Leader

#### Section 1: Election Meeting

Elections shall be held. In the case of a resignation of the employee leader from office a special election meeting shall be held to fill the post until the end of the current term.

### 5.1 Membership Meetings

There shall be regular meetings of the ERG on a date and place to be designated by the Employer Leader. This meeting shall be held at a specified location and announced to members of the ERG. The ERG shall send a notice of each regular meeting to each member of the ERG.

**University of Nebraska Lincoln  
Employee Resource Group Year-End Report**

This report summarizes the work of the Employee Resource Group:

Membership Names and departments:

Primary goal(s) for current year:

Projects or events completed:

How did these projects, events etc. help enhance inclusive excellence and your groups mission?

What goals were not met and why were they not met? What goals are still in progress? What goals are on a continuum?

Future projects and or activities:

# Service Component in Job Descriptions

There has been a drop of volunteerism/service to University committees, whether it be U-Wide or UNL such as UAAD, UNOPA and other campus groups. One way to encourage participation and service is to add a service component to staff job descriptions, much the same way faculty job descriptions have. This documents is to have UAAD members give feedback to help the executive committee determine if this should be pursued with UNL administration. The policy expectations would have to be clearly defined as to what would/could be included in the service component.

Please list any pros or cons that you see if a service component was added to staff job descriptions, as well as types of service that you feel could/should be included.

## PROS

- If there were a 5% service component, that would give staff 2 hours a week to participate in search committees, UNL committees, UNL group committees
- It would give people a sense of community and connection to UNL
- Administration/deans/department chairs/heads would recognize the importance of allowing staff participation in the wider UNL community

## CONS

- Some supervisors may still not support staff participation in UNL service
- With a 5% requirement in a job description, it may be difficult for some to meet that expectation if not given opportunities to be involved which may negatively affect performance evaluations/management
- Doesn't the "fix" rest at the supervisor level? Doesn't address effective and excellent supervision which includes encouraged staff time and permission for these activities. Instead, seek NU administration' emphasis on campus supervisory effectiveness which includes how well the supervisor allows or permits their staff to grow, get connected, serve, develop, etc.
- Some individuals may not have 2 hours a week to dedicate to a service component.

## ACTIVITIES TO BE CONSIDERED SERVICE

- Serving on a search committee
- Serving on a professional development group committee--UAAD, UNOPA, Young Professionals, CREW, UNIT, B1G Ten Academic Alliance, Academic Advisors
- Could professional development activities be included? --meetings, conferences, etc.
- Does this include volunteering in the community outside of UNL?

## Appendix A

### Nebraska State Law for K-12 Schools

- (1) The Legislature finds and declares that:
  - (a) Bullying disrupts a school's ability to educate students; and
  - (b) Bullying threatens public safety by creating an atmosphere in which such behavior can escalate into violence.
- (2) For purposes of this section, bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events.
- (3) On or before July 1, 2009, each school district as defined in section 79-101 shall develop and adopt a policy concerning bullying prevention and education for all students.
- (4) The school district shall review the policy annually.

Additionally, Governor Pete Ricketts signed a bill in 2018 that makes harassment or intimidation by electronic message a crime. Previous Nebraska law only applied to threatening phone calls. The misdemeanor offense is punishable by a maximum of three months in jail and a \$500 fine.

Lawmakers say most intimidation now happens through digital technology, like text messages, email or online messages.

## Appendix B

### University of Wisconsin-Madison Policies:

For Faculty: <https://secfac.wisc.edu/governance/faculty-legislation/ii-332-defining-language-describing-hostile-and-or-intimidating-behavior/>

For University Staff: <https://kb.wisc.edu/ohr/policies/page.php?id=70913>



**From:** [Weaver, Michael \(VPR\)](#)  
**To:** [nigh@illinois.edu](#); [chdodonn@indiana.edu](#); [morganm2@iu.edu](#); [k-cornwell@northwestern.edu](#); [noona020@umn.edu](#); [heath126@umn.edu](#); [covegoke@usmd.edu](#); [lorirath@umflint.edu](#); [mbueby@umflint.edu](#); [annlr@umich.edu](#); [forgerd@msu.edu](#); [noona020@umn.edu](#); [heath126@umn.edu](#); [Kimberley Nightingale Cornwell](#); [O'Donnell, Daniel](#); [McMillan, Morgan](#); [Jana Wood](#); [Kelsey Sims](#); [Lori J Bennett Baumli](#); [jordan.430@osu.edu](#); [Sprouse.28@osu.edu](#); [mab65@psu.edu](#); [drw115@psu.edu](#); [stephe50@purdue.edu](#); [jkwample@purdue.edu](#); [mandysmith@purdue.edu](#); [dmvukobr@purdue.edu](#); [tfritter@wiscmail.wisc.edu](#); [goldade@chem.wisc.edu](#); [hdaniels@wisc.edu](#); [jake.smith@wisc.edu](#); [kiniemi@wisc.edu](#); [musolf@wisc.edu](#); [john.lease@wisc.edu](#); [staff.council@newark.rutgers.edu](#); [melar@newark.rutgers.edu](#); [ac1516@newark.rutgers.edu](#); [shyekah@business.rutgers.edu](#); [jewicker@business.rutgers.edu](#)  
**Cc:** [Heather Daniels](#)  
**Subject:** RE: [External] Big Ten Collaboration on Staff Advocacy Update - Inaugural year recap, transition to new leadership and next steps  
**Date:** Monday, September 30, 2019 4:48:49 PM  
**Attachments:** [image001.png](#)

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Dear Big Ten Staff Advocacy Group,

Thank you for your patience in getting our fall meeting set up. I've tried to update the email list to the current group of representatives. Please review and make sure I have the right people.

We have confirmed that representatives from Northwestern and Indiana will present at the next meeting. The two times below work out best for our presenters. Please email me back and let me know which one works best for you or a delegate from your institution.

**Thursday, October 17 from 8-10 AM CDT**

**Tuesday, October 29 from 8-10 AM CDT**

Additionally, please let me know what agenda items you might like to talk about following the presentations. I've started a list from what I've heard thus far below:

- Funding model for Staff Advocacy Groups – Do any other groups hold events to raise funds?
- Wellness initiatives – what is currently being done, both by staff advocacy groups and institutionally, in this area?
- Outreach and Engagement – what kind of events do your groups sponsor?
- Vacation/Sick Leave/PTO – how are these handled at your institution?
- Insurance plans – how many plan options do you have for employees? How do your institutions deal with rising premiums?
- Enterprise business software – are any of your institutions using Workday or similar?

Thanks everyone, and I hope your fall semesters are off to a great start!

-Mike

---

**From:** Weaver, Michael (VPR)  
**Sent:** Friday, August 2, 2019 9:46 AM  
**Subject:** RE: [External] Big Ten Collaboration on Staff Advocacy Update - Inaugural year recap, transition to new leadership and next steps

Dear Colleagues,

Good Morning and happy Friday!

I'd like to start by thanking Tom for his outstanding leadership over the last year plus. It's been great to participate and learn about all of our different organizations and I hope to continue the momentum in 2019-2020.

I'll soon be reaching out to the institutions that have yet to present on their own staff advocacy organizations in hopes that we can hear from them over the next two quarterly meetings. I'm planning to schedule the next meeting for sometime in September. Please respond to this doodle poll (<https://doodle.com/poll/eguuvesuerceigdy>) at your earliest convenience to find the best time for our next meeting. Note that the times are central on the poll.

Another thing that I would like to bring to your attention is that the Big Ten Academic Alliance Faculty Shared Governance group is meeting October 17-19 at the University of Michigan. This group meets at a different institution each year to discuss issues affecting faculty across the Big Ten. I'm not sure our group is to the point yet where we could coordinate any in-person meetings with them, but I wanted you to be aware, especially for those of you at UM who might be able to drop in and visit.

Finally, we will be holding a steering committee/planning meeting on **Thursday, August 8<sup>th</sup> from 11-noon** central time. If your institution does not have a representative on this committee and would like to participate, let me know and I will add you to the invitation.

Sincerely,

Mike

Michael Weaver  
Administrative Services Manager  
President, University of Iowa Staff Council  
**Office of the Vice President for Research**  
Iowa City, IA 52242  
(319) 335-2453

---

**From:** Gessells, Thomas <[Thomas.Gessells@osumc.edu](mailto:Thomas.Gessells@osumc.edu)>

**Sent:** Monday, July 8, 2019 8:06 AM

**Subject:** [External] Big Ten Collaboration on Staff Advocacy Update - Inaugural year recap, transition to new leadership and next steps

**Importance:** High

Hello fellow Big Ten Staff Advocates!

Now that our inaugural year is behind us, I wanted to send out an quick recap of the year and share what's next with the group.

I'll start off with a few of our collective accomplishments from this past year:

- Establishment of this collaboration group and recognized as a Big Ten Academic Alliance (BTAA) peer group.
  - Our Purpose: To collaborate with fellow Big Ten institutions on best practices related to advocating on behalf of staff.
  - Our Long-Term Goal: Create a *sustainable* network of Big Ten staff advocates to be the best at advocating on behalf of our fellow staff members within each of our own institutions and across the Big Ten.
- Held four quarterly conference calls, typically with at least 9-10 of the 14 Big Ten institutions represented on each call. On these calls, the following institutions shared overviews of their respective staff advocacy groups, current initiatives and staff concerns... Ohio State, Penn State, Iowa, Purdue, Nebraska, Wisconsin and Michigan. Those who have expressed interest (and therefore are in the queue for the Fall meeting) are Indiana and Northwestern.
- Established a collaboration site where all presentations, meeting materials, a group roster (with contact information), results from past surveys and other pertinent documents can be stored and shared. That site can be found [here](#). If you need access, please let us know!
- There has also been collaboration between institutions on various staff related topics (such as staff summits across campus, parking, shared governance, etc.).
- We also established a steering committee (and identified a Chair, Chair-Elect and Secretary) to help set direction/agendas for each call and to ensure we achieve our Long-Term Goal to create a *sustainable* network across the Big Ten year over year.

As outgoing Chair of this group, I've been working with Mike Weaver from Iowa as he prepares to take over as incoming Chair. If you recall, Mike was Chair-Elect this past year. Our Secretary, Heather Daniels from Wisconsin, will continue to serve in this capacity next year. Mike and Heather will be working with all of you to determine the next Chair-Elect to succeed Mike on July 1, 2020.

Mike will be following up with all of you soon to plan for the year ahead and to confirm the best time to schedule the upcoming Fall meeting. Be on the lookout for communications from him.

It's been a pleasure serving as your Chair. You are in good hands for next year!

All the Best,



**TOM GESSELLS**

Director, Information Technology

An affiliated corporation of  
The Ohio State University Wexner Medical Center  
700 Ackerman Road, Suite 1000  
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Pronouns: he/him/his

[Thomas.Gessells@osumc.edu](mailto:Thomas.Gessells@osumc.edu)

**Past-Chair, OSU [University Staff Advisory Committee \(USAC\) 2016-2019](#)**

Follow USAC on Twitter [@USAC\\_OSU](#) and “like” us on [Facebook](#)

LinkedIn: [USAC-OSU](#)

**Past-Chair, Big Ten Collaboration on Staff Advocacy (BTAA) 2018-2019**

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Minutes of the

UNOPA EXECUTIVE BOARD MEETING

Tuesday, November 5, 2019, 11:40 a.m. – 12:59 p.m.

Prem S. Paul Research Center at Whittier School, Room 344A

President, Jana Pillsworth-Wood, called the meeting to order at 11:40 a.m.

**Roll call** was taken by Alycia Harden, Recording Secretary

**MEMBERS PRESENT:**

Jana Pillsworth-Wood, Lainey Bomberger, Alycia Harden, Christina Franklin, Jaime Long, Kelsey Sims, LaRita Lang, Jane Schneider, Mary Couture, Lorraine Moon, Jennifer Greenlee, Amanda Lager Gleason and Cathy Robertson. Quorum achieved.

**MEMBERS ABSENT:**

Mikki Sandin, Debbie Hendricks and Mary Klucas

**AD-HOC MEMBERS PRESENT:**

Jane Schneider

**AD-HOC MEMBERS ABSENT:**

Lisa King

**OFFICER/COMMITTEE REPORTS GIVEN:**

**Outreach – Amanda Lager Gleason:**

The new registration was easy to use and a great change from Eventbrite.

71 people have RSVP'd to the November luncheon of which 68 are eating the catered meal. Due to the unexpected number of RSVPs, Amanda is verifying the capacity and seating for the Pioneers Suite. She is also questioning the flow for the food line. She will email reminders to bring payments for the luncheon.

Jaime Long will bring change for the 50/50.

**Ways and Means – TBD:**

Jana will send out the spreadsheet for the next home game. We should know the time six days prior to game day. We still need one more coordinator.

**UNOPA Notes – TBD:** No report.

**Technology – Jennifer Greenlee:** No report.

**Membership – Mary Klucas/Cathy Robertson:**

Current membership total is 56. 39-Active, 2-New, 2-Associate, 12-Retired and 1-Lifetime/Honorary.

Cathy will be contacting non-renewals and updating the listserve.

**Employee Concerns – TBD:** No report.

**Career Development/PSP – Debbie Hendricks/Lorraine Moon:** Report attached.

There was much discussion surrounding the All-Staff Conference. The Board requested to see an overall budget and programming agenda before committing additional funding. The motion will be addressed later.

**Bylaws/Nominating – Jane Schneider/Mary Couture:** Report attached.

Jane added that it would be suggested that Marketing be moved to Technology and Digital Commons to the Recording Secretary. There would not be any changes to the Bradley Munn as mentioned at a previous Board meeting. They will also recommend the Treasurer duties be updated to include requirements and recommend a two-year term. It was also requested that the committee look at the bylaws referring to the University of Nebraska rather than University of Nebraska-Lincoln to be more inclusive of employees on other campuses.

**Awards – LaRita Lang/Mikki Sandin:**

The committee received three nominations for each of Boss of the Year and Silver Pen Awards and four for the Outstanding Staff Award. Mikki will present the Boss of the Year and Silver Pen Awards. Wendy Kempcke, 2018 Outstanding Staff Award recipient, will speak and present the Outstanding Staff Award.

**Presidential Advisor – Lorraine Moon:** No report.

**Past President – Kelsey Sims:**

Kelsey will send Jana a flyer promoting usage of the Bradley Munn Fund. She will ensure the forms, process and deadlines are all updated. The fund agreement at the Foundation will also be updated.

**Corresponding Secretary – Christina Franklin:** Report attached.

Jaime will check whether UNOPA still has a PO Box that could be used as the return address.

The cards and postcards can be used by all committees.

***Christina Franklin moved to order 250 cards with envelopes and 150 postcards that have the UNOPA logo on the front not to exceed \$150. LaRita Lang seconded. Motion passed.***

An announcement will be made at the November meeting regarding the giving tree. An electronic sign-up was suggested since the wish list is not yet available. The deadline will be December 20<sup>th</sup> 10<sup>th</sup>. Alycia Harden agreed that her office might be a drop-off location for City Campus.

**President-Elect – Lainey Bomberger:** Report attached.

There are 16 items of diversity. The Board discussed term limits. Would this committee be part of Employee Concerns or be held by the President-Elect during that term, the year of President and repeat.

**President – Jana Pillsworth-Wood:**

We will submit where diversity and or/inclusion is included in our bylaws, website, etc.

Jana has been working with Lori Bennett Baumli and Tony Lazarowicz on the Staff Council. Mike Zeleny is unsure of who is leading the Staff Council and there is currently no date for the group. They will be reaching out to the Faculty Senate for interpretation. It is unsure how many representatives will be on the Staff Council, but this will require a bylaws change to Central Administration. This committee will not handle professional development, but rather have a voice at the table. One thought was potentially Employee Concerns could be handled by the Staff Council and Board members would be the representatives for these positions.

#### **APPROVAL OF OCTOBER TREASURER'S REPORT**

The October Treasurer's report was reviewed.

The report will be presented at the November General Membership meeting for approval.

#### **APPROVAL OF EXECUTIVE BOARD MEETING MINUTES FROM OCTOBER 1, 2019**

The minutes from the October 1, 2019 Executive Board meeting were reviewed.

***Cathy Robertson moved to approve the minutes as corrected. Seconded by Jaime Long. Motion passed.***

#### **AD-HOC COMMITTEE REPORTS GIVEN:**

**Digital Commons – Jane Schneider:** This committee is currently under review by the Bylaws committee.

**Marketing – Lisa King:** Absent. This committee is currently under review by the Bylaws committee.

#### **OLD BUSINESS**

**Employee Resource Group Charter** - We are chartered with the University. There is **no** need to complete an additional charter form.

**Service Component in Job Descriptions** – This is a joint effort with UAAD and is tabled for the time being. Energies are being put towards the Staff Council initiative.

**Big 10 Collaboration on Staff Advocacy** – Marissa is representing UNOPA and will report what is learned.

**Draft Strategic Report: Staff Council plan in “Aim: Prioritize participation and professional development for all Nebraska students, staff and faculty”** – Jana met with UAAD and Mike Zeleny. Staff Council efforts will be preliminary planning until the draft plan takes effect in 2020.

**NEW BUSINESS**

None.

Meeting adjourned at 12:59 p.m.

Respectfully Submitted,

Alycia Harden, Recording Secretary



**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board Meeting**

**August 2018**

TO: Jana Wood  
FROM: Lorraine Moon and Debbie Hendricks  
COMMITTEE: Career Development  
DATE: November 3, 2019

**Current committee report**

The Career Development Committee hosted an afternoon workshop on October 22, 2019. The speaker was Dr. Richard Dienstbier, an emeritus professor from the UNL Psychology Department. Dr. Dienstbier has written a book on building resistance to stress and aging. The topic of Building Resistance to Stress and Aging was presented to approximately 30 people from UNOPA, UAAD, and the University community. Dr. Dienstbier answered many questions from the attendees.

The next workshop will be a brown-bag session on November 19. The topic is Avoiding Burnout: Personal Energy Management. Hopefully, this topic will prepare us for the holidays.

Regarding May 13 All-Staff Conference:

The steering committee for the All-Staff Conference will soon be sending out e-mails/letters to various colleges, etc. asking for donations in support of the conference. The committee feels that it would look good if they could say that UNOPA and UAAD had contributed to the conference. Contributions will help pay expenses for plenary speakers. Therefore, I am recommending that \$500 from the Career Development budget go towards the All-Staff Conference. I am also suggesting that UNOPA contribute additional dollars toward the conference.

**Motions**

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

"I move to: have UNOPA contribute \$ \_\_\_\_\_ toward the All-Staff Conference which will be held May 13, 2020 at Hawks Hall.

---

Motion Maker:     Lorraine Moon    

Seconded by: \_\_\_\_\_

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**  
**UNOPA Board Meeting**  
**November 2019**

TO: Jana Wood  
FROM: Jane Schneider & Mary Couture  
COMMITTEE: Bylaws & Nomination  
DATE: 11/1/19

**Current report**

The bylaws committee is currently in the process of drafting suggested bylaws changes. More time is needed before making a recommendation. If there are any additional suggestions, please let either of the co-chairs know. We will take it under advisement. We appreciate everyone's patience as we review the current bylaws.

**Motions**

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

"I move to:

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Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board Meeting**

**November 2018**

TO: Jana Wood, UNOPA President

FROM: Christina Franklin, UNOPA Corresponding Secretary

COMMITTEE:

DATE: 11.05.2019

**Current committee report**

1. A quote from UNL Printing for UNOPA cards and postcards was received.
  - a. 250 Cards & Envelopes with the UNOPA Logo is \$113.64
  - b. 150 Postcards with the UNOPA Logo is \$15.66
  - c. Please see attached quote
  - d. Please see attached sample
  - e. Vote needed to move forward (see motion)
  
2. The Giving Tree Recipients this year will be the Student Parent Association
  - a. Ornaments will be available for pick up at the December 10<sup>th</sup> meeting.
  - b. Individuals on East Campus can drop them off presents at 143 Filley Hall to Christina Franklin
  - c. A volunteer is needed to accept gifts on City Campus.

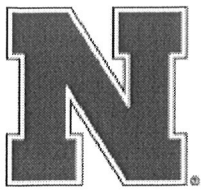
**Motions**

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

"I move to: order 250 cards with envelopes and 150 postcards that have the UNOPA Logo on the front."

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_



# QUOTATION

UNL Print and Copy Services  
 1700 Y St.  
 PO Box 880641  
 Lincoln, NE 68588-0641

Phone: 402-472-2146  
 Fax: 402-472-2144

Quote Information	
Quotation Number:	6423
Quotation Date:	9/11/2019
Sales Rep:	CAROL JOHNSON
Estimator:	Carol Johnson
Page:	Page 1 of 1

Customer Information
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Customer Account:	012
Name:	UNOPA
Address:	LINCOLN, NE 68583-0663
Contact:	CHRISTINA FRANKLIN
Phone:	

Job Information
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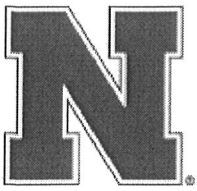
Job Description	A2 CARDS & ENVELOPES BLACK INK 1 SIDE CARDS FLAT 5.5 X 8.5 SCORE AND FOLD TO 5.5 X 4.25  A2 ENVELOPES BLACK INK RETURN
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Comments:	
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Quantity	Price
250	\$113.64

To ensure the quoted price, please make reference to this quote number on your order.  
 Any electronic file manipulation charges, mail charges, or freight charges may be in addition to the quoted price.  
 A variance of not more that 10% over will be considered in compliance with trade customs.  
 Please note that due to fluctuating paper costs, this quote can only be honored for 30 days.

The University of Nebraska does not discriminate based upon any protected status. Please see [go.unl.edu/nondiscrimination](http://go.unl.edu/nondiscrimination).



# QUOTATION

UNL Print and Copy Services  
 1700 Y St.  
 PO Box 880641  
 Lincoln, NE 68588-0641

Phone: 402-472-2146  
 Fax: 402-472-2144

Quote Information	
Quotation Number:	6424
Quotation Date:	9/11/2019
Sales Rep:	CAROL JOHNSON
Estimator:	Carol Johnson
Page:	Page 1 of 1

Customer Information
----------------------

<b>Customer Account:</b>	012
<b>Name:</b>	UNOPA
<b>Address:</b>	CHRISTINA FRANKLIN
<b>Contact:</b>	CHRISTINA FRANKLIN
<b>Phone:</b>	

Job Information
-----------------

<b>Job Description</b>	POSTCARD 6 X 4 BLACK INK 2 SIDES LOGO ON FRONT, ADDRESS PANEL & RETURN ON SIDE 2  PRINT ON COVER STOCK 80# CLIENT WILL PICK UP CARDS
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<b>Comments:</b>
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Quantity	Price
150	\$15.66

To ensure the quoted price, please make reference to this quote number on your order.  
 Any electronic file manipulation charges, mail charges, or freight charges may be in addition to the quoted price.  
 A variance of not more than 10% over will be considered in compliance with trade customs.  
 Please note that due to fluctuating paper costs, this quote can only be honored for 30 days.

The University of Nebraska does not discriminate based upon any protected status. Please see [go.unl.edu/nondiscrimination](http://go.unl.edu/nondiscrimination).

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA BOARD MEETING**

**November 2019**

**TO: Jana Wood**  
**FROM: Lainey Bomberger**  
**COMMITTEE: Pres-Elect**  
**DATE: November 4, 2019**

**Committee Report - (President Elect) Topic: First Council on Inclusive Excellence & Diversity**

**Attended the Chancellors' First Council on Inclusive Excellence & Diversity, October 17, 2019. This work will yield changes across campus uniting all areas to work with a uniform inclusive and diverse policy across all campus's is the goal. Working together as a group to work on and through what that will look like will be an ongoing, but productive, endeavor. Reading materials were given out and the assignment is to start reading. Next meeting end of November. I will get that date to you, once I get it myself.**

Treasurer Report - October 2019

		<b>Balances:</b>
<b>Beginning Checking Account Balance - 10/1/19</b>		\$ 2,349.58
<b>Income:</b>		
10/23/2019 Deposit - 50/50 Money - President-Misc.	\$ 28.00	
		Total Income: \$ 28.00
<b>Expenses:</b>		
10/7/2019 Debit Card - Walmart.com - Name Badges/Sign Holder/Donation Box - Outreach	\$ 43.47	
10/10/2019 Ck #1142 - Susan Thomas - Door Prizes/Centerpieces - Outreach	\$ 21.50	
10/10/2019 Ck #1143 - NEOPA - Lainey Bomberger Membership - President-Elect	\$ 20.00	
10/10/2019 Ck #1144 - NAEOP - Lainey Bomberger Membership - President-Elect	\$ 50.00	
		Total Expenses: \$ 134.97
<b>Ending Checking Account Balance - 10/31/19</b>		<b><u>\$ 2,242.61</u></b>
<hr/>		
<b>Beginning Cost Center Balance - 10/1/19</b>		\$ (0.52)
<b>Income:</b>		
		Total Income: \$ -
<b>Expenses:</b>		
10/31/2019 Mail Services - Mailed checks to NAEOP for Memberships - Treasurer	\$ 1.04	
		Total Expenses: \$ 1.04
<b>Ending Cost Center Balance - 10/31/19</b>		<b><u>\$ (1.56)</u></b>
<hr/>		
<b>Ending Checking Account Balance - 10/31/19</b>		\$ 2,242.61
<b>Ending Cost Center Balance - 10/31/19</b>		\$ (1.56)
<b>Total Funds Available:</b>		<b><u>\$ 2,241.05</u></b>
<hr/>		
<b>Savings Account Balance - as of 10/01/2019</b>		\$ 10,033.55
		\$ -
<b>Savings Account Balance - as of 10/31/2019</b>		<b>\$ 10,033.55</b>

Minutes of the

UNOPA EXECUTIVE BOARD MEETING

Tuesday, December 3, 2019, 11:40 a.m. – 12:41 p.m.

Prem S. Paul Research Center at Whittier School, Room 344A

President, Jana Pillsworth-Wood, called the meeting to order at 11:40 a.m.

**Roll call** was taken by Alycia Harden, Recording Secretary

**MEMBERS PRESENT:**

Jana Pillsworth-Wood, Lainey Bomberger, Alycia Harden, Christina Franklin, Jane Schneider, Mary Couture, Lorraine Moon, Jennifer Greenlee, Amanda Lager Gleason, Mary Klucas and Cathy Robertson. Quorum achieved.

**MEMBERS ABSENT:**

Jaime Long, Kelsey Sims, LaRita Lang, Mikki Sandin and Debbie Hendricks

**AD-HOC MEMBERS PRESENT:**

Jane Schneider

**AD-HOC MEMBERS ABSENT:**

Lisa King

**APPROVAL OF EXECUTIVE BOARD MEETING MINUTES FROM NOVEMBER 5, 2019**

The minutes from the November 5, 2019 Executive Board meeting were reviewed.

***Amanda Lager Gleason moved to approve the minutes as corrected. Seconded by Jane Schneider. Motion passed.***

**CORRECTION OF OCTOBER TREASURER'S REPORT**

Jaime discovered a five cent correction on the October Treasurer's report. The report was reviewed.

The report will be presented again at the December General Membership meeting for approval.

**APPROVAL OF NOVEMBER TREASURER'S REPORT**

The November Treasurer's report was reviewed.

The report will be presented at the December General Membership meeting for approval.



**OFFICER/COMMITTEE REPORTS GIVEN:**

**President – Jana Pillsworth-Wood:** No report.

**President-Elect – Lainey Bomberger:**

It was determined that guidelines are needed regarding payment ~~of to~~ presenters/performers. The guidelines would stand for all meetings and ~~positions committees~~. At the very least, these guidelines should be included in the President-Elect's binder. One suggestion was that if a fee is charged, no gift would be given. If no fee is charged, a gift would be given at a set dollar amount. A thank you card would be given in both instances. The Board was asked to bring their ideas for what the finalized guidelines should be to the January meeting.

A budget is a budget. There are no guidelines for how each committee's budget is to be spent, but consistency is ~~need needed~~ regarding gifts. If more money is needed, a Board vote is required.

Lainey requested Amanda Lager Gleason check on availability of a piano for the general membership meeting. Lainey will be in charge of the cookie exchange. However, Amanda will mention in the RSVP to bring containers. It was also mentioned that normal décor is the responsibility of the Outreach Committee and anything above will be taken care of by the President-Elect.

**Corresponding Secretary – Christina Franklin:** Report attached.

Giving Tree items should be returned to Christina or Alycia Harden.

Christina shared the new cards with the Board members. The UNOPA logo is also saved in Box under the Logo folder.

**Past President – Kelsey Sims:** Absent. No report.

**Presidential Advisor – Lorraine Moon:** No report.

**Awards – LaRita Lang/Mikki Sandin:** Absent. No report.

**Bylaws/Nominating – Jane Schneider/Mary Couture:** Report attached.

**Career Development/PSP – Debbie Hendricks/Lorraine Moon:**

There will be a brown bag on January 17<sup>th</sup>. UAAD will also be hosting an event in the spring.

A proposal was submitted internally for a \$3K grant to support the All Staff Conference. The **total pledged** budget ~~is \$1,250 total for from~~ UAAD, UNOPA and AAA **is \$1,250**. Donation requests will go out this week. ~~They are still gathering speakers fees.~~

**Employee Concerns – TBD:**

Cathy Robertson agreed to be the UNOPA representative on the Parking Appeals Committee. Appeals are for faculty and staff only and will be sent all together ~~ran rather than individually as a one off.~~

We are also still in need ~~to~~ of a representative on the Chancellor's Commission on the Status of Women. Kelsey Sims has stepped down from this position. Jana will reach out to Susan Thomas as she may be interested. The Chancellor must approve whomever is selected.

**Membership – Mary Klucas/Cathy Robertson:**

Mary thought there were three renewals to be processed. Letters and membership cards will be sent out by month end. Emails will also be sent to new employees.

Cathy is also printing brochures with the new N logo. This file can be found in the main Membership folder in Box. Brochures could also be given out at new employee events hosted within the Colleges.

**Technology – Jennifer Greenlee:** No report.

**UNOPA Notes – TBD:**

UNOPA Notes will be caught up in the spring.

**Ways and Means – TBD:**

The Iowa game was the final parking lot for the regular season. 44 spots were sold. Jane Schneider has the flags.

Jane also stressed that we need to speak with our membership about what the parking lot is for, what the money is spent on and why it is important for our membership to volunteer. While we realize schedules conflict, several members worked multiple shifts and other didn't work any.

**Outreach – Amanda Lager Gleason:** No report.

**AD-HOC COMMITTEE REPORTS GIVEN:**

**Digital Commons – Jane Schneider:**

Digital Commons is missing a few items. Jana Pillsworth-Wood also mentioned that she has several boxes of photo albums. It was discussed that we find a time to get together and scan these as Digital Commons would only have photos from UNOPA Notes and anniversary celebrations. We could also link these albums to the website.

**Marketing – Lisa King:** Absent. No report.

**OLD BUSINESS**

None.

**NEW BUSINESS**

**Should the bylaws stipulate whether UNOPA can hire a performer who is also a UNOPA member? (If said performer performs for others for a fee as well.)**

This was discussed under the President-Elect section of the minutes.

**Program budget \$300.00. Are there currently written guidelines as to how exactly the money must be spent? Or should it be the responsibility of the president elect to make the best decision for the situation? Regarding how the \$300 budget is expended, does UNOPA want to have written guidelines for the future president-elects to follow?**

This was discussed under the President-Elect section of the minutes.

**OPEN DISCUSSION**

It was mentioned that we need to obtain a list of Mary Guest's needs for her installation and year as NAEOP President. This will be discussed at the January Board meeting. Recollection was that the Board offered \$200 to Lola Young for her presidency.

Meeting adjourned at 12:41 p.m.

Respectfully Submitted,

Alycia Harden, Recording Secretary

Treasurer Report - October 2019

<b>Beginning Checking Account Balance - 10/1/19</b>		<b>Balances:</b>	\$ 2,349.58
<b>Income:</b>			
10/23/2019 Deposit - 50/50 Money - President-Misc.	\$ 28.00		
		Total Income:	\$ 28.00
<b>Expenses:</b>			
10/7/2019 Debit Card - Walmart.com - Name Badges/Sign Holder/Donation Box - Outreach	\$ 43.47		
10/10/2019 Ck #1142 - Susan Thomas - Door Prizes/Centerpieces - Outreach	\$ 21.50		
10/10/2019 Ck #1143 - NEOPA - Lainey Bomberger Membership - President-Elect	\$ 20.00		
10/10/2019 Ck #1144 - NAEOP - Lainey Bomberger Membership - President-Elect	\$ 50.00		
		Total Expenses:	\$ 134.97
<b>Ending Checking Account Balance - 10/31/19</b>			<b><u>\$ 2,242.61</u></b>
<b>Beginning Cost Center Balance - 10/1/19</b>			\$ (0.52)
<b>Income:</b>			
		Total Income:	\$ -
<b>Expenses:</b>			
10/31/2019 Mail Services - Mailed checks to NAEOP for Memberships - Treasurer	\$ 1.04		
		Total Expenses:	\$ 1.04
<b>Ending Cost Center Balance - 10/31/19</b>			<b><u>\$ (1.56)</u></b>
<b>Ending Checking Account Balance - 10/31/19</b>			\$ 2,242.61
<b>Ending Cost Center Balance - 10/31/19</b>			\$ (1.56)
<b>Total Funds Available:</b>			<b><u>\$ 2,241.05</u></b>
<b>Savings Account Balance - as of 10/01/2019</b>			\$ 10,033.05
<b>Savings Account Balance - as of 10/31/2019</b>			\$ -
<b>Savings Account Balance - as of 10/31/2019</b>			<b>\$ 10,033.05</b>

Treasurer Report - November 2019

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<b>Beginning Checking Account Balance - 11/1/19</b>		<b>Balances:</b> \$ 2,242.61
<b>Income:</b>		
11/1/2019 Deposit - Membership Dues - Membership	\$ 350.00	
		Total Income: \$ 350.00
<b>Expenses:</b>		
11/12/2019 Withdrawal - 50/50 Change Fund - President-Misc.	\$ 30.00	
		Total Expenses: \$ 30.00
<b>Ending Checking Account Balance - 11/30/19</b>		<b><u>\$ 2,562.61</u></b>
<hr/>		
<b>Beginning Cost Center Balance - 11/1/19</b>		\$ (1.56)
<b>Income:</b>		
11/1/2019 Membership Dues - Membership	\$ 360.00	
		Total Income: \$ 360.00
<b>Expenses:</b>		
		Total Expenses: \$ -
<b>Ending Cost Center Balance - 11/30/19</b>		<b><u>\$ 358.44</u></b>
<hr/>		
<b>Ending Checking Account Balance - 11/30/19</b>		\$ 2,562.61
<b>Ending Cost Center Balance - 11/30/19</b>		\$ 358.44
<b>Total Funds Available:</b>		<b><u>\$ 2,921.05</u></b>
<hr/>		
<b>Savings Account Balance - as of 11/01/2019</b>		\$ 10,033.05
		\$ -
<b>Savings Account Balance - as of 11/30/2019</b>		<b>\$ 10,033.05</b>

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**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board Meeting**

**November 2018**

TO: Jana Wood

FROM: Christina Franklin

COMMITTEE: Corresponding Secretary

DATE: 12.03.19

**Current committee report**

- 11.11.19 Card sent to Tricia Liedle for quick recovery after surgery.
- The Annual Giving Tree is underway. All gifts need to be dropped off unwrapped at collection points or the UNOPA General Meeting on or by December 10<sup>th</sup>. There are still six items on our list that need to be purchased.
- \$50 was used from the Misc. Line Item under Corresponding Secretary to have our logo converted to a vector file by the Pixel Lab.
- The UNOPA Cards and Postcards have been printed (see sample). Please let Christina Franklin know if you need any for correspondence.

**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 2019**

TO: Jana Wood  
FROM: Jane Schneider & Mary Couture  
COMMITTEE: Bylaws and Nominating  
DATE: 12/3/19

**Current report**

We have revised sections that we have discussed at UNOPA board. Those will be worked through including justifications and we will present those in January.

We'll also start working on the nominating process in January.

**Motions**

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

"I move to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Approved as Presented – February 4, 2020

Minutes of the

UNOPA EXECUTIVE BOARD MEETING

Tuesday, January 7, 2020, 11:37 a.m. – 12:41 p.m.

Prem S. Paul Research Center at Whittier School, Room 344A

President-Elect, Lainey Bomberger, called the meeting to order at 11:37 a.m.

**Roll call** was taken by Alycia Harden, Recording Secretary

**MEMBERS PRESENT:**

Lainey Bomberger, Alycia Harden, Christina Franklin, Jaime Long, Jane Schneider, Lorraine Moon, Jennifer Greenlee, Amanda Lager Gleason. Quorum achieved.

**MEMBERS ABSENT:**

Jana Pillsworth-Wood, Kelsey Sims, LaRita Lang, Mikki Sandin, Mary Couture, Debbie Hendricks, Mary Klucas and Cathy Robertson.

**AD-HOC MEMBERS PRESENT:**

Jane Schneider

**AD-HOC MEMBERS ABSENT:**

Lisa King

**APPROVAL OF EXECUTIVE BOARD MEETING MINUTES FROM DECEMBER 3, 2019**

The minutes from the December 3, 2019 Executive Board meeting were reviewed.

***Amanda Lager Gleason moved to approve the minutes as corrected. Seconded by Christina Franklin. Motion passed.***

Alycia stated there was another correction to the November General Membership meeting minutes that was not previously mentioned. The Board indicated to make the correction and that there was no need to send the minutes back to the General Membership.

**APPROVAL OF DECEMBER TREASURER'S REPORT**

The ~~November~~ December Treasurer's report was reviewed. A year-to-date budget was also distributed. (See motion from July 7, 2020 Board meeting)

The report will be presented at the January General Membership meeting for approval.



The check has been deposited from the parking lot fundraiser. \$3,552.04 also needs to be reimbursed for the Oldt Awards luncheon. The Bylaws/Standing Rules indicate Awards shall organize and implement all UNOPA special awards. There seems to be confusion regarding who seeks the Oldt Awards reimbursement. There was discussion as to if this should be the responsibility of Awards or the Treasurer. Jaime will begin transferring funds from the checking to the cost center to clear up any deficit aside from the reimbursement.

Jaime also reminded everyone to fill out the expense reports, including internal charges, respective to their committee and route for signatures.

Jaime will reach out to Kelsey Sims to have Barbara Homer's access to the Bradley Munn Fund at the Foundation removed.

**OFFICER/COMMITTEE REPORTS GIVEN:**

**President – Jana Pillsworth-Wood:** Absent.

The joint meeting with UAAD conflicts with the Martin Luther King, Jr. brunch. Jana and Amanda Lager Gleason are working with UAAD to find an alternate date.

UNOPA covers attending the brunch for the President and President-Elect.

**President-Elect – Lainey Bomberger:**

Lainey will attend the next Diversity meeting on January 16<sup>th</sup>. She will provide an update at a later date.

**Corresponding Secretary – Christina Franklin:**

Christina is beginning to plan for the Past President's luncheon. She has already updated the PowerPoint. She is also looking at the possibility of a photographer for the event.

**Past President – Kelsey Sims:** Absent. No report.

**Presidential Advisor – Lorraine Moon:** No report.

**Outreach – Amanda Lager Gleason:**

Amanda has added meeting invites for February, March and April in NuGrant. She will also update NuGrant with the speaker biographies once received. All food and linens will be planned prior to the next Board meeting.

Amanda requested assistance in collecting money at the May meeting. Alycia Harden and Jaime Long agreed to help. She would also like a volunteer to plan the summer social. Jane Schneider suggested that the President and President-Elect help with this to ensure the date of the event aligns with their availability and that they may attend. Bunco was mentioned for an activity.

**Awards – LaRita Lang/Mikki Sandin:** Absent. No report.

**Bylaws/Nominating – Jane Schneider/Mary Couture:** Report attached.

Jane would like to have a slate of officers by the end of February. Please nominate those you think may be interested.

**Career Development/PSP – Debbie Hendricks/Lorraine Moon:**

There will be a brown bag luncheon event on January 17<sup>th</sup> in 152 Whittier. The topic is goal setting.

**Employee Concerns – TBD:** No report.

**Membership – Mary Klucas/Cathy Robertson:** Absent.

Current membership total is 64. 41-Active, 6-New, 3-Associate, 13-Retired and 1-Lifetime/Honorary.

**Technology – Jennifer Greenlee:**

Jennifer will be resigning at the end of this term. She would appreciate a voice in revising the bylaws relative to her committee.

**UNOPA Notes – TBD:** No report.

**Ways and Means – TBD:**

\$4,832 was collected from the Fall parking lot fundraiser. To help our membership understand the connection between UNOPA and the parking lot fundraiser, it was suggested that we have a discussion surrounding what the funds are spent on. This information is on the website, but we still have a lack of volunteers. Perhaps the September General Membership meeting could be a business meeting to not only hear from a representative from the President's charity, but also a discussion around fundraising, goals for the years or what members would like to see. What does our membership need and want from the organization? Should the funds be spent on something big that is relative to all UNOPA members?

**Bylaws – Jane Schneider/Mary Couture:**

Jennifer Greenlee expressed concerns around the broadness of the Technology Committee title and the expectations of the committee. She also didn't agree with her committee taking on the duties of marketing.

Clarification was also given about changes to duties versus bylaws/standing rules. A vote is not needed to update duties. However, bylaws/standing rules changes must be voted on.

It was decided to have everyone review their duties/committee before moving forward with any bylaw and standing rule changes. Please provide Jane with any suggestions you may have. Her email is 48nsch90@gmail.com.

**AD-HOC COMMITTEES: These committees are under review by the Bylaws committee**

**Digital Commons – Jane Schneider:** No report.

**Marketing – Lisa King:** Absent. No report.

**OLD BUSINESS**

**Program budgets and performer pay guidelines. Last month the Board was asked to bring their ideas for what the finalized guidelines should be to the January meeting. Does anyone have anything to add? Does anyone want to take the lead and organize the ideas and put together a draft guideline? –**  
This item will be discussed at the next Board meeting.

**NEW BUSINESS**

None.

Meeting adjourned at 12:58 p.m.

Respectfully Submitted,

Alycia Harden, Recording Secretary

## Alycia Harden

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**From:** Jaime Long  
**Sent:** Monday, January 06, 2020 10:03 AM  
**To:** Jana Wood  
**Subject:** Treasurer's Report for Board Meeting  
**Attachments:** December Treasurer's Report.xlsx; UNOPA 2019-2020 Running Budget - as of 12-31-19.xlsx

Hi Jana!

Attached is the Treasurer's report for December and the running budget as of 12/31/19.

1. Received the check for the parking lot - \$4,832.00
2. Working on UNOPA's reimbursement for Oldt Award expenses. We need to figure out who should be requesting the reimbursement from the Oldt Account via Bruce Currin.

Hope you had a great break!

Best,  
Jaime



**Jaime Long**

*Financial Specialist*

University of Nebraska-Lincoln  
Oldfather Business Cooperative  
203B Andrews Hall 68588-0333  
(402) 472-7869

**Treasurer Report - December 2019**

<b>Beginning Checking Account Balance - 12/1/19</b>		<b>Balances:</b>
		\$ 2,562.61
<b>Income:</b>		
12/10/2019 Deposit - 50/50 Money - President-Misc.	\$ 28.00	
12/19/2019 Deposit - 50/50 Money - President-Misc.	\$ 25.00	
12/19/2019 Oldt Awards Luncheon Money - Outreach	\$ 450.00	
		Total Income: \$ 503.00
<b>Expenses:</b>		
12/10/2019 Ck #1145 - Premier Catering - Workshop Refreshments - Career Development	\$ 35.94	
12/10/2019 Ck #1146 - Jana Wood - NEOPA Conference Basket Donation - President-Misc.	\$ 30.00	
12/10/2019 Ck #1147 - Judy Anderson - December Entertainment Fee - Programs	\$ 150.00	
12/10/2019 Ck #1148 - Awards Unlimited - Oldt Awards Plaques - Awards	\$ 189.30	
12/10/2019 Ck #1149 - Susan Thomas - Door Prizes/Centerpieces - Outreach	\$ 64.96	
		Total Expenses: \$ 470.20
<b>Ending Checking Account Balance - 12/31/19</b>		<b><u>\$ 2,595.41</u></b>

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<b>Beginning Cost Center Balance - 12/1/19</b>		\$ 358.44
<b>Income:</b>		
12/19/2019 Oldt Awards Luncheon Money - Outreach	\$ 225.00	
		Total Income: \$ 225.00
<b>Expenses:</b>		
12/31/2019 University Payroll - Floyd S. Oldt Boss of the Year Award - Awards	\$ 500.00	
12/19/2019 University Payroll - Floyd S. Oldt Silver Pen & Outstanding Staff Award - Awards	\$ 2,200.00	
12/19/2019 University Payroll - Retirement Contribution - Awards	\$ 117.92	
12/31/2019 University Payroll - Retirement Contribution - Awards	\$ 37.55	
12/19/2019 University Payroll - FICA Contribution - Awards	\$ 129.17	
12/31/2019 University Payroll - FICA Contribution - Awards	\$ 38.01	
12/19/2019 University Payroll - Health Insurance Contribution - Awards	\$ 30.24	
12/31/2019 University Payroll - Health Insurance Contribution - Awards	\$ 60.19	
12/19/2019 University Payroll - Life Insurance Contribution - Awards	\$ 1.75	
12/31/2019 University Payroll - Life Insurance Contribution - Awards	\$ 0.41	
12/19/2019 Mail Services - Premier Catering/Awards Unlimited - Treasurer	\$ 1.04	
12/2/2019 Pixel Lab - UNOPA Logo - Corresponding Secretary	\$ 50.00	
12/6/2019 UNL Printing - Notecards & Envelopes - Corresponding Secretary	\$ 142.35	
12/18/2019 Copy Center - UNOPA Brochures - Membership	\$ 249.15	
12/16/2019 HSG Dining & Conf Services - Oldt Awards Catered Lunch - Outreach	\$ 975.66	
		Total Expenses: \$ 4,533.44
<b>Ending Cost Center Balance - 12/31/19</b>		<b><u>\$ (3,950.00)</u></b>

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<b>Ending Checking Account Balance - 12/31/19</b>		\$ 2,595.41
<b>Ending Cost Center Balance - 12/31/19</b>		<u>\$ (3,950.00)</u>
<b>Total Funds Available:</b>		<b><u>\$ (1,354.59)</u></b>

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<b>Savings Account Balance - as of 12/01/2019</b>		\$ 10,033.05
Interest Earned	\$ 2.53	\$ 2.53
<b>Savings Account Balance - as of 12/31/2019</b>		<b>\$ 10,035.58</b>

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<b>12/31/2019 Bradley Munn Fund Balance</b>		<b>\$ 6,643.85</b>
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UNOPA 2019-2020  
APPROVED BUDGET

<u>Committee</u>	<u>Description of Expense</u>	<u>Month/Year of Expense</u>	<u>Projected Amount of Expense</u>	<u>Actual as of 12/31/19</u>	<u>Totals</u>	<u>Month/Year of Income</u>	<u>Projected Amount of Income</u>	<u>Actual as of 12/31/19</u>	<u>Totals</u>
<b>President</b>									
	NAEOP Affiliation Fee	Oct. 2019 - Nov. 2019	\$ 50.00						
	NAEOP membership	April-May 2020	\$ 50.00	\$ 50.00					
	NEOPA membership	July 2019-August 2019	\$ 20.00	\$ 20.00					
	MLK Freedom breakfast (two tickets for Pres/Pres Elect)	November 2019	\$ 50.00						
					\$ 170.00				\$0.00
<b>President - MISCELLANEOUS</b>									
	50/50 drawing proceeds					Sept. 2019 - May 2020	\$ 300.00	\$ 93.00	*\$30.00 deducted for change fund.
	Donation to President's Charity	June 2020	\$ 300.00						This will be added back in at the end
	Central Area Professional Dev Workshop basket	April 2020	\$ 30.00						of the year.
	NEOPA State Basket for National conference	May 2020	\$ 30.00	\$ 30.00					
	NEOPA Basket for State Conference	April 2020	\$ 30.00	\$ 30.00					
	NAEOP 2018 annual conference registration (for 2018-19 President)	July 2019-August-2019	\$ 300.00	\$ 300.00					
	Professional Development funding for members attending National Conference	July 2019 - August 2019	\$ 875.00						
	Professional Photo	July 2019-August 2019	\$ 30.00						
					\$ 1,595.00				\$ 300.00
<b>President-elect</b>									
	NAEOP membership	July 2019	\$ 50.00	\$ 50.00					
	NEOPA membership	July 2019	\$ 20.00	\$ 20.00					
	Gift for outgoing President (clock or plaque)	May 2020	\$ 75.00						
	NAEOP 2017 annual conference registration (for 2017-2018 President-Elect)	July 2019-August 2019	\$ 300.00						
					\$ 445.00				\$0.00
<b>Recording Secretary</b>			\$0.00				\$0.00		
					\$0.00				\$0.00

UNOPA 2019-2020  
APPROVED BUDGET

<u>Committee</u>	<u>Description of Expense</u>	<u>Month/Year of Expense</u>	<u>Projected Amount of Expense</u>	<u>Actual as of 12/31/19</u>	<u>Totals</u>	<u>Month/Year of Income</u>	<u>Projected Amount of Income</u>	<u>Actual as of 12/31/19</u>	<u>Totals</u>
<b>Corresponding Secretary</b>									
	Holiday / Giving Tree	Oct. 2019-Dec. 2019	\$ 50.00						
	Past President's luncheon - lunch for retirees and past presidents	April 2020-May 2020	\$ 375.00						
	Flowers - April luncheon - to be given to retirees/past presidents	May 2020	\$ 250.00						
	Programs	May 2020	\$ 50.00						
	Invitations	April 2020	\$ 25.00						
	Parking - Past Presidents/Retirees	May 2020	\$ 100.00						
	Greeting cards	Various	\$ 20.00						
	Postage	Various	\$ 20.00						
	Scrapbook	Various	\$ 40.00						
	Miscellaneous	Various	\$ 50.00	\$ 192.35					
					\$ 980.00				\$0.00
<b>Treasurer</b>									
	Postage	Various	\$ 10.00	\$ 2.60					
	Fiscal year end audit - thank you	July 2019-August 2019	\$ 100.00	\$ 100.00					
	Checks	Various	\$ 35.00						
	Balance Budget/Inflow from Savings					June - 19	\$ 4,700.00		
					\$ 145.00				\$ 4,700.00
<b>Immediate Past President</b>									
	Gifts for PSP recipients - 2018 NAEOP Conference	July 2019	\$ 150.00						
	NAEOP Educational Fund donation (Application Fee)	December 2019	\$ 25.00						
	NAEOP Marion T Wood Student Scholarship Fund donation (Application Fee)	December 2019	\$ 25.00						
	NAEOP Website Competition Fee	March 2020	\$ 25.00						
	NAEOP Newsletter Competition Fee	March 2020	\$ 25.00						\$0.00
					\$ 250.00				

UNOPA 2019-2020  
APPROVED BUDGET

<u>Committee</u>	<u>Description of Expense</u>	<u>Month/Year of Expense</u>	<u>Projected Amount of Expense</u>	<u>Actual as of 12/31/19</u>	<u>Totals</u>	<u>Month/Year of Income</u>	<u>Projected Amount of Income</u>	<u>Actual as of 12/31/19</u>	<u>Totals</u>
<b>Awards</b>									
	Floyd S. Oldt Boss of the Year - Award Stipend	November 2019	\$ 500.00	\$ 500.00					
	Floyd S. Oldt Outstanding Staff - Award Stipend	Nov. 2019-Dec. 2019	\$ 1,000.00	\$ 1,000.00					
	Floyd S. Oldt Silver Pen - Award Stipend (\$600 x 2)	Nov. 2019-Dec. 2019	\$ 1,200.00	\$ 1,200.00					
	Floyd S. Oldt Award Deductions	Nov. 2019-Dec. 2019	\$ 750.00	\$ 415.24					
	Oldt Awards - Nominees & Judges meals	November 2019	\$ 200.00	\$ 187.50					
	Oldt Awards - Plaques & programs	November 2019	\$ 300.00	\$ 189.30					
	Income from Floyd S Oldt fund - through Human Resources / UNL Foundation					January 2020	\$ 3,950.00		
	Rose Frolik Award Stipend	April 2020 - May 2020	\$ 600.00						
	Frolik Award - Nominees & Judges meals	May 2020	\$ 75.00						
	Frolik Award - Plaque	May 2020	\$ 50.00						
	NAEOP Olive T Ritchie Outstanding Staff Award submission	March 2020	\$ 20.00						
	NAEOP Administrator of the Year Award submission	March 2020	\$ 20.00						
					\$ 4,715.00				\$ 3,950.00
<b>Bylaws &amp; Nominating</b>			\$0.00				\$0.00		
					\$0.00				\$0.00
<b>Career Development/PSP</b>									
	PSP Plaques	Various	\$ 50.00						
	Workshop (speaker, speaker expenses, lunch refreshments, speaker gift	October 2019-April 2020	\$ 3,000.00	\$ 35.94					
	Workshop registrations					October 2020-April 2020	\$ 600.00		
					\$ 3,050.00				\$ 600.00
<b>Technology</b>			\$0.00						
					\$0.00				\$0.00



UNOPA 2019-2020  
APPROVED BUDGET

<u>Committee</u>	<u>Description of Expense</u>	<u>Month/Year of Expense</u>	<u>Projected Amount of Expense</u>	<u>Actual as of 12/31/19</u>	<u>Totals</u>	<u>Month/Year of Income</u>	<u>Projected Amount of Income</u>	<u>Actual as of 12/31/19</u>	<u>Totals</u>
<b>Employee Concerns</b>			\$0.00						
					\$0.00				\$0.00
<b>Membership</b>									
	Miscellaneous	Various	\$ 25.00						
	Membership Brochures		\$ 200.00	\$ 249.15					
	New Member Luncheons (2)	September 2019-May 2020	\$ 100.00						
	Membership Recruitment	Various	\$ 250.00						
	Membership new/renewals					various	\$ 1,000.00	\$ 710.00	
					\$ 575.00				\$ 1,000.00
<b>Outreach</b>									
	Summer Social - registrations, entertainment, favors, etc.	June 2020	\$ 300.00						
	Summer Social Registration Income					July 2020	\$ 300.00		
	Decorations/Door Prizes	September 2019-May 2020	\$ 675.00	\$ 86.46					
	General Meeting Catering	September 2019-May 2020	\$ 1,000.00	\$ 862.50		September 2019-May 2020	\$ 1,000.00	\$ 862.50	
	Name Tags	September 2019-May 2020	\$ 50.00	\$ 18.36					
	Room Rental	Various	\$ 500.00						
	Oldt & Frolik Subsidized Meals	Nov 2019-April/May 2020	\$ 1,000.00	\$ 113.16					
	Frolik Comped Meals					April/May 2020	\$ 75.00		
	Miscellaneous	Various	\$ 50.00	\$ 25.11					
					\$ 3,575.00				\$ 1,375.00
<b>Program</b>									
	Guest Speakers & Dec Entertainment	December 2019	\$ 300.00	\$ 150.00					
	Speaker lunch	September 2019-May 2020	\$ 75.00						
					\$ 375.00				\$0.00
<b>UNOPA Notes</b>			\$0.00						
					\$0.00				\$0.00



**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**  
**UNOPA Board Meeting**  
**January 2020**

TO: Jana Wood  
FROM: Jane Schneider & Mary Couture  
COMMITTEE: Bylaws and Nominating  
DATE: 01/07/2020

**Current report**

We have eight proposed bylaws revisions to present to the board for review. Each amendment to be discussed and proposed as its own separate motion (attached).

1. Membership affiliation
2. Treasurer experience
3. Treasurer term
4. Digital commons responsibility
5. Bylaws formatting corrections
6. Marketing responsibility
7. Ad-hoc committees
8. Committees formatting corrections

As a reminder, article IX outlines the bylaws modification process. The bylaws committee provides written changes to the President to be reviewed by the Executive Board, then amendments are presented at a regular meeting of the Association. Membership has one month to submit ballots, a majority of which must be returned in order for the vote to be valid.

We will start working on the nominations process this month.

# Bylaws Revision Proposal #1

## Background Information

**Issue:** Membership Affiliation

**Purpose:** Remove campus designation to improve inclusiveness and membership involvement with all campuses and units within the University of Nebraska.

**Justification:** Our organization is named “University of Nebraska Office Professionals Association” and should be an inclusive environment for all office professionals working for the university in the local area. Often UNCA, UNMC, and UNL employees work alongside each other. We shouldn’t exclude potential members who want to be involved. This change would also mirror similar language found in other university staff organizations such as UAAD and our awards programming.

## Proposed Changes

### **Article II – Purpose and Objectives**

**Original:** The purpose of UNOPA is to provide professional growth and promote high professional standards for educational office personnel within the University of Nebraska–Lincoln, as partners upholding the quality of service to the university educational system and the community.

**Revision:** The purpose of UNOPA is to provide professional growth and promote high professional standards for educational office personnel within the University of Nebraska–~~Lincoln~~, as partners upholding the quality of service to the university educational system and the community.

### **Article II – Purpose and Objectives, Section 4**

**Original:** Encouraging all members to broaden their understanding of the University of Nebraska–Lincoln, its goals and functions, and the relationship between the University and the community.

**Revision:** Encouraging all members to broaden their understanding of the University of Nebraska–~~Lincoln~~, its goals and functions, and the relationship between the University and the community.

### **Article III – Membership, Section 2A**

**Original:** Active membership in the Association shall be open to all office personnel in the educational system of the University of Nebraska–Lincoln. Active members shall be entitled to vote, hold an elected or appointed office, and participate in all activities of the Association. Withdrawal from employment at the University of Nebraska–Lincoln shall constitute a change from Active to Retired or Associate membership.

**Revision:** Active membership in the Association shall be open to all office personnel in the educational system of the University of Nebraska–~~Lincoln~~. Active members shall be entitled to vote, hold an elected or appointed office, and participate in all activities of the Association. Withdrawal from employment at the University of Nebraska–~~Lincoln~~ shall constitute a change from Active to Retired or Associate membership.

### **Article III – Membership, Section 3**

**Original:** Rights and privileges, services, and obligations of each classification of membership

shall be determined by the Executive Board except as noted in subsequent sections. Full membership privileges in this Association shall terminate upon failure to pay dues by September 30 of the current fiscal year, or upon resignation or retirement from the University of Nebraska–Lincoln. Full membership shall be restored upon payment of dues and/or upon returning to work as an educational office professional within the fiscal year of resignation of membership or withdrawal from employment.

**Revision:** Rights and privileges, services, and obligations of each classification of membership shall be determined by the Executive Board except as noted in subsequent sections. Full membership privileges in this Association shall terminate upon failure to pay dues by September 30 of the current fiscal year, or upon resignation or retirement from the University of Nebraska–~~Lincoln~~. Full membership shall be restored upon payment of dues and/or upon returning to work as an educational office professional within the fiscal year of resignation of membership or withdrawal from employment.

### Motion

"I move to: accept the proposed bylaws changes and justifications *as is / with corrections* for presentation at the \_\_\_\_\_ UNOPA general meeting for discussion and voting.

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

## Bylaws Revision Proposal #2

### Background Information

**Issue:** Treasurer experience and improved readability

**Purpose:** Better explain the financial background the Treasurer needs in order to be successful.

**Justification:** In order to set up the Treasurer for success, it helps if they already have an understanding of the university's financial policies and systems. Rewording the section to list assigned duties then background knowledge makes the section easier to read.

### Proposed Changes

#### **Article IV – Officers/Duties, Section 2**

**Original:** The Treasurer shall receive all monies, disburse funds as directed by the President and the Executive Board, present monthly reports, and prepare materials for an annual audit; shall assist the other elected officers in appointing committee directors; shall study the financial needs of the Association for the year, working with other elected officers to present a proposed budget to the general membership by May for the following fiscal year; shall provide the Executive Board with an annual financial report; have a working knowledge of Excel and have access to the UNL financial system and working knowledge to navigate the reporting functions; and shall arrange for an audit of the records at the end of UNOPA's fiscal year. A majority vote of the members present at the May annual meeting is required to approve the budget.

**Revision:** The Treasurer shall receive all monies, disburse funds as directed by the President and the Executive Board, present monthly reports, and prepare materials for an annual audit; shall assist the other elected officers in appointing committee directors; shall study the financial needs of the Association for the year, working with other elected officers to present a proposed budget to the general membership by May for the following fiscal year; shall provide the Executive Board with an annual financial report; and shall arrange for an audit of the records at the end of UNOPA's fiscal year. Majority vote of the members present at the May annual meeting is required to approve the budget. **The Treasurer should have prior financial management experience including a broad working knowledge of Excel, the university financial systems, prior SAP access, and experience navigating the reporting functions.**

### Motion

"I move to: accept the proposed bylaws changes and justifications *as is / with corrections* for presentation at the \_\_\_\_\_ UNOPA general meeting for discussion and voting.

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

# Bylaws Revision Proposal #3

## Background Information

**Issue:** Treasurer term

**Purpose:** Improved financial records through consistency.

**Justification:** A two-year term will provide the Treasurer with the consistency to best perform their duties. The longer term will reduce accounting delays due to transitional paperwork and training.

## Proposed Changes

### **Article IV – Officers/Duties, Section 2**

**Original:** Nominations of candidates for the offices of President-elect, Recording Secretary, Corresponding Secretary, and Treasurer shall be submitted by the membership to the Nominating Committee. The Nominating Committee shall present the nominations at the March general meeting. Additional nominations may be submitted by the membership when the slate of officers is presented. The officers shall be elected prior to the May annual meeting by mailed or electronic ballot, and shall hold office for a term of one year or until their successors are elected, beginning July 1. No member shall hold the same elected office for more than two consecutive terms.

**Revision:** Nominations of candidates for the offices of President-elect, Recording Secretary, Corresponding Secretary, and Treasurer shall be submitted by the membership to the Nominating Committee. The Nominating Committee shall present the nominations at the March general meeting. Additional nominations may be submitted by the membership when the slate of officers is presented. The officers shall be elected prior to the May annual meeting by mailed or electronic ballot, and shall hold office for a term of one year or until their successors are elected, beginning July 1. **The Treasurer's term will be for two years.** No member shall hold the same elected office for more than two consecutive terms.

### **Article IV –Officers/Duties, Section 7**

**Original:** The Treasurer shall receive all monies, disburse funds as directed by the President and the Executive Board, present monthly reports, and prepare materials for an annual audit; shall assist the other elected officers in appointing committee directors; shall study the financial needs of the Association for the year, working with other elected officers to present a proposed budget to the general membership by May for the following fiscal year; shall provide the Executive Board with an annual financial report; have a working knowledge of Excel and have access to the UNL financial system and working knowledge to navigate the reporting functions; and shall arrange for an audit of the records at the end of UNOPA's fiscal year. A majority vote of the members present at the May annual meeting is required to approve the budget.

**Revision:** The Treasurer shall receive all monies, disburse funds as directed by the President and the Executive Board, present monthly reports, and prepare materials for an annual audit; shall assist the other elected officers in appointing committee directors; shall study the financial needs of the Association for the year, working with other elected officers to present a proposed budget to the general membership by May for the following fiscal year; shall provide the Executive Board with an annual financial report; have a working knowledge of Excel and have access to the UNL financial system and working knowledge to navigate the reporting functions; and shall arrange for an audit of the records at the end of UNOPA's fiscal year. A majority vote

of the members present at the May annual meeting is required to approve the budget. **The Treasurer will be elected to serve for two consecutive years.**

### **Motion**

"I move to: accept the proposed bylaws changes and justifications *as is / with corrections* for presentation at the \_\_\_\_\_ UNOPA general meeting for discussion and voting.

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_



## **Bylaws Revision Proposal #4**

### **Background Information**

**Issue:** Digital Commons responsibility

**Purpose:** Recording Secretary take over ad-hoc digital commons committee functions. Dissolve the digital commons ad-hoc committee.

**Justification:** Archiving UNOPA documents for historical records is a critical function of the organization. Ad-hoc committees are for short-term projects. By placing proper emphasis on this function now that the bulk of historical documents are uploaded, this task should become a function of an executive board member. As the recording secretary maintains UNOPA records, it should be their responsibility to upload the records at the end of their term.

### **Proposed Changes**

#### **Article IV – Officers/Duties, Section 5**

**Original:** The Recording Secretary shall keep an accurate record of the proceedings of the Association and Executive Board meetings, keep an up-to-date record of the current Bylaws, including Standing Rules; and shall send to the Executive Board a copy of minutes of each meeting within five days after the meeting; shall assist other elected officers in appointing committee directors; shall distribute the General Membership Meeting minutes to the membership via UNOPA Notes, e- mail, or posting on the UNOPA website; and shall collect pertinent records to be archived. Shall preside at meetings in the absence of the President and President-elect.

**Revision:** The Recording Secretary shall keep an accurate record of the proceedings of the Association and Executive Board meetings, keep an up-to-date record of the current Bylaws, including Standing Rules; and shall send to the Executive Board a copy of minutes of each meeting within five days after the meeting; shall assist other elected officers in appointing committee directors; shall distribute the General Membership Meeting minutes to the membership via UNOPA Notes, e-mail, or posting on the UNOPA website; and shall collect pertinent records to be archived. Shall preside at meetings in the absence of the President and President-elect. **Shall update UNL Digital Commons Repository at the end of their term with the current year’s Executive Board and General Meeting Minutes, UNOPA Notes, and other pertinent documents UNOPA wishes to archive.**

### **Motion**

"I move to: accept the proposed bylaws changes and justifications *as is / with corrections* for presentation at the \_\_\_\_\_ UNOPA general meeting for discussion and voting.

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

# Bylaws Revision Proposal #5

## Background Information

**Issue:** Bylaws formatting corrections

**Purpose:** Minor corrections to fix formatting or grammar errors that do not change the intent of the bylaws.

**Justification:** Our bylaws should reflect the same level of professionalism as our organization promotes. Making these minor format and grammar corrections will increase professionalism, minimize confusion, and improve readability.

## Proposed Changes

### Article II - Purpose and Objectives

#### **Original:**

The purpose of UNOPA is to provide professional growth and promote high professional standards for educational office personnel within the University of Nebraska-Lincoln as partners upholding the quality of service to the university educational system and the community.

We acknowledge the unique role of educational office personnel and the importance of their contributions to the university and the community.

UNOPA fulfills its purpose through the following actions:

#### **Revision:** *Align the second paragraph with others and remove extra spaces between words.*

The purpose of UNOPA is to provide professional growth and promote high professional standards for educational office personnel within the University of Nebraska-Lincoln as partners upholding the quality of service to the university educational system and the community.

We acknowledge the **unique role** of educational office personnel and the importance of their contributions to the **university and** the community.

UNOPA fulfills its purpose through the following actions:

### Article IV – Officers/Duties, Section 2

**Original:** Nominations of candidates for the offices of President-elect, Recording Secretary, Corresponding Secretary, and Treasurer shall be submitted by the membership to the Nominating Committee. The Nominating Committee shall present the nominations at the March general meeting. Additional nominations may be submitted by the membership when the slate of officers is presented. The officers shall be elected prior to the May annual meeting by mailed or electronic ballot, and shall hold office for a term of one year or until their successors are elected, beginning July 1. No member shall hold the same elected office for more than two consecutive terms.

#### **Revision:** *Correct verb tense*

Nominations of candidates for the offices of President-elect, Recording Secretary, Corresponding Secretary, and Treasurer shall be submitted by the membership to the Nominating Committee. The Nominating Committee shall present the nominations at the March general meeting.

Additional nominations may be submitted by the membership when the slate of officers is presented. The officers shall be elected prior to the May annual meeting by mailed or electronic ballot, and shall hold office for a term of one year or until their successors are elected, beginning July 1. No member shall hold the same elected office for more than two consecutive terms.

**Article IV – Officers/Duties, Section 6**

**Original:**

**Section 6.**

The Corresponding Secretary shall conduct the correspondence of the Association as directed by the President and the Executive Board, including extending courtesies to Association members, corresponding with NAEOP and NEOPA, and reporting UNOPA activities for publication; shall, in the absence of the Recording Secretary, assume the duties of the Recording Secretary; shall assist the other elected officers in appointing committee directors; shall collect photos shall be responsible for the past-president’s luncheon; shall be responsible for the holiday collection; shall provide publicity for UNOPA including sending notices of meetings and information University-wide and to other media outlets as appropriate; and shall, upon notification, be responsible for arranging a \$25.00 contribution to the Bradley Munn Professional Growth Fund (UNOPA Fund CD 2484) from the UNOPA budget in memory of a deceased past president. Appropriate notification shall be provided to the UNOPA membership and to the family of the deceased.

**Revision:** *align header with text*

**Section 6.**

The Corresponding Secretary shall conduct the correspondence of the Association as directed by the President and the Executive Board, including extending courtesies to Association members, corresponding with NAEOP and NEOPA, and reporting UNOPA activities for publication; shall, in the absence of the Recording Secretary, assume the duties of the Recording Secretary; shall assist the other elected officers in appointing committee directors; shall collect photos shall be responsible for the past-president’s luncheon; shall be responsible for the holiday collection; shall provide publicity for UNOPA including sending notices of meetings and information University-wide and to other media outlets as appropriate; and shall, upon notification, be responsible for arranging a \$25.00 contribution to the Bradley Munn Professional Growth Fund (UNOPA Fund CD 2484) from the UNOPA budget in memory of a deceased past president. Appropriate notification shall be provided to the UNOPA membership and to the family of the deceased.

**Motion**

"I move to: accept the proposed bylaws changes and justifications *as is / with corrections* for presentation at the \_\_\_\_\_ UNOPA general meeting for discussion and voting.

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

# Bylaws Revision Proposal #6

## Background Information

**Issue:** Marketing responsibility

**Purpose:** Technology committee to assume ad-hoc marketing committee functions. Dissolve marketing ad-hoc committee.

**Justification:** Ad-hoc committees are for short term special projects. Marketing UNOPA is an essential function of our organization. The majority of marketing takes place online. To put an emphasis back into our online marketing campaigns the marketing committee duties should be a standing committee function. The Technology Committee is already responsible for maintaining our website and could best take on the tasks of managing digital promotion.

Bylaws article VII- committees, section 1 states the executive board can make changes to the committees without requiring a vote and that the list of committee job descriptions and duties are not a part of the bylaws. This change can be made without a vote of the general membership.

### Proposed Changes

#### **Duties of Committees, Standing Committees**

**Original:** The Technology Committee will update and maintain UNOPA's web page. It is strongly recommended that the Committee Director have working knowledge of html, pdf, UNL cms, and ftp. Commitment is for two years.

**Revision:** The Technology Committee will update and maintain UNOPA's web page **as well as marketing UNOPA through our Social Media accounts**. It is strongly recommended that the Committee Director have working knowledge of html, pdf, UNL cms, and ftp. Commitment is for two years.

### Motion

"I move to: accept the proposed changes and justifications *as is / with corrections* and update the Duties of Committees lists effective \_\_\_\_\_.

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

# Bylaws Revision Proposal #7

## Background Information

**Issue:** Ad-hoc committees

**Purpose:** Provide one location where all standing, special, and ad-hoc committees and their respective duties and responsibilities can be listed.

**Justification:** Including ad-hoc committee job descriptions under the standing committees will make it easier for UNOPA to maintain the committee list, and for the executive board to review committees each year as required by our bylaws article VII- committees, section 1. Having one location for all committees to be listed will make it easier to track responsibilities and position openings.

This change can be made without a vote of the general membership. Bylaws article VII- committees, section 1 states, the executive board can make changes to the committees without requiring a vote, and that list of committee job descriptions and duties are not a part of the bylaws.

## Proposed Changes

### **Duties of Committees, New section**

**Original:** N/A, nothing following standing committee lists

**Revision:** Add **AD-HOC / SPECIAL COMMITTEES** heading at the end of the standing committee list, underneath will be a similar **list of any open/current ad-hoc committees and their duties**.

## Motion

"I move to: accept the proposed changes and justifications *as is / with corrections* and update the Duties of Committees list effective \_\_\_\_\_.

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

## **Bylaws Revision Proposal #8**

### **Background Information**

**Issue:** Committees formatting corrections

**Purpose:** Minor corrections to fix formatting or grammar errors that do not change the intent of the verbiage.

**Justification:** Our policies should reflect the same level of professionalism as our organization promotes. Making these minor format and grammar corrections will increase professionalism, minimize confusion, and improve readability.

This change can be made without a vote of the general membership. Bylaws article VII-committees, section 1 states the executive board can make changes to the committees without requiring a vote, and that list of committee job descriptions and duties are not a part of the bylaws.

### **Proposed Changes**

#### **Duties of Committees, Standing Committees**

**Original:** The Outreach Committee shall be responsible for establishing a pleasant and conducive environment at each general meeting by greeting attendees and encouraging fellowship. Shall arrange for room reservations by trying to alternate campuses and selecting meal vendor for each meeting. Will also be responsible for developing a mentoring program for UNOPA. This may include, but is not limited to, workshops, individual mentoring partnerships, and submit web page or on line information to technology director. The Committee shall also be responsible for organizing and coordinating the annual summer social, Secret Friends program (October-May), and collecting Box Tops for a local elementary school selected by the current President.

**Revision:** *correct spellings & add "the"*

The Outreach Committee shall be responsible for establishing a pleasant and conducive environment at each general meeting by greeting attendees and encouraging fellowship. Shall arrange for room reservations by trying to alternate campuses and selecting meal **vendors** for each meeting. Will also be responsible for developing a mentoring program for UNOPA. This may include, but is not limited to, workshops, individual mentoring partnerships, and submit web page or **online** information to **the** technology director. The Committee shall also be responsible for organizing and coordinating the annual summer social, Secret Friends program (October-May), and collecting Box Tops for a local elementary school selected by the current President.

#### **Duties of Committees, Standing Committees**

**Original:** The Technology Committee will update and maintain UNOPA's web page. It is strongly recommended that the Committee Director have working knowledge of html, pdf, UNL cms, and ftp. Commitment is for two years.

**Revision:** *verbiage change to match the format & fixed capitalization*

The Technology Committee shall be responsible for updating and maintaining UNOPA's web page It is strongly recommended that the Committee Director have a working knowledge of HTML, pdf, UNL cms, and FTP. Commitment is for two years.

### Motion

"I move to: accept the proposed changes and justifications *as is / with corrections* and update the Duties of Committees list effective \_\_\_\_\_.

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Minutes of the

UNOPA EXECUTIVE BOARD MEETING

Tuesday, February 4, 2020, 11:43 a.m. – 12:49 p.m.

Prem S. Paul Research Center at Whittier School, Room 344A

President, Jana Pillsworth-Wood, called the meeting to order at 11:43 a.m.

**Roll call** was taken by Alycia Harden, Recording Secretary

**MEMBERS PRESENT:**

Jana Pillsworth-Wood, Alycia Harden, Christina Franklin, Mary Couture, Debbie Hendricks, Lorraine Moon, Amanda Lager Gleason Mary Klucas and Cathy Robertson. Quorum achieved.

**MEMBERS ABSENT:**

Lainey Bomberger, Jaime Long, Kelsey Sims, LaRita Lang, Mikki Sandin, Jane Schneider and Jennifer Greenlee

**AD-HOC MEMBERS PRESENT:**

None

**AD-HOC MEMBERS ABSENT:**

Jane Schneider and Lisa King

**GUEST**

**Guest from UAAD, Lori Bennett Baumli**

**Brief outline: Possibility of UAAD/UNOPA working together in a few areas throughout the year. How can we leverage the two groups?**

Lori was unable to attend and will reschedule. Jana Pillsworth-Wood previously attended a UAAD meeting. Memberships are down in both organization so discussing what could be done internally to have more of a presence, better turn out at meetings, networking/relations between both groups. This would ideally be easy to do, but not hinder each group's individuality. We are the same, but have different purposes. Lori will attend a UNOPA Board meeting before forming any committee that would strategize how UNOPA and UAAD could collaborate.



The Board discussed strategic planning and agreed that we need help from a facilitator or guidance on moving forward. Mary Klucas and Debbie Hendricks will ask Jolene Palmer, who has helped NEOPA on multiple occasions, for her availability or advice. The Board seemed open to a luncheon, if needed.

**APPROVAL OF EXECUTIVE BOARD MEETING MINUTES FROM JANUARY 7, 2020**

The minutes from the January 7, 2020 Executive Board meeting were reviewed.

***Mary Klucas moved to approve the minutes as presented. Seconded by Christina Franklin. Motion passed.***

**APPROVAL OF JANUARY TREASURER'S REPORT**

The January Treasurer's report was reviewed.

The report will be presented at the February General Membership meeting for approval.

Mary Klucas indicated she had given Jaime some membership dues for deposits that were not reflected on the report.

**OFFICER/COMMITTEE REPORTS GIVEN:**

**President – Jana Pillsworth-Wood:** No report.

**President-Elect – Lainey Bomberger:** Absent. No Report.

**Corresponding Secretary – Christina Franklin:** No report.

**Past President – Kelsey Sims:** Absent. No report.

**Presidential Advisor – Lorraine Moon:** No report.

**Awards – LaRita Lang/Mikki Sandin:** Absent. No report.

**Bylaws/Nominating – Jane Schneider/Mary Couture:** Report attached.

The digital voting form will be through google doc.

**UNOPA Notes – TBD:**

Mary Couture is dabbling with the production of UNOPA Notes. Please send any information you may have to her by Friday.

Alycia Harden raised a question about whether signatures were being received for photo release.

**Career Development/PSP – Debbie Hendricks/Lorraine Moon:**

There will be a brown bag luncheon event on February 18<sup>th</sup> in 152 Whittier. The topic is effective decision making.

The committee for the All Staff Conference is in the process of reviewing proposals. A question was asked regarding publicity for those sponsoring the event.

**Employee Concerns – TBD:**

Lainey Bomberger will serve on the Campus Police Advisory Board. Susan Thomas was interested in the Chancellor's University Safety Committee, but not sure if she will commit.

**Membership – Mary Klucas/Cathy Robertson:** Report attached.

Mary has compiled a list of those eligible to be nominated for the Rose Frolik award. She will send the list to Jennifer Greenlee for the website as well as Awards.

**Technology – Jennifer Greenlee:** Absent. No report.

**Ways and Means – TBD:**

The spring game is April 18<sup>th</sup>. Jana Pillsworth-Wood will update the google doc sign-up sheet.

**Outreach – Amanda Lager Gleason:** Report attached.

Amanda will ask Lainey Bomberger what her food preference is since she will be installed as President at the May luncheon.

***Amanda Lager Gleason moved that UNOPA members be charged \$12.50 for the May luncheon meal and that UNOPA subsidize the additional meal charge. Seconded by Cathy Robertson. Motion passed.***

Amanda expects to have everything for the remainder of the year ready to go soon. A dining hall option was suggested for a future meeting that is not one of our awards luncheons.

**AD-HOC COMMITTEES: These committees are under review by the Bylaws committee**

**Digital Commons – Jane Schneider:** Absent. No report.

**Marketing – Lisa King:** Absent. No report.

**OLD BUSINESS**

**Program budgets and performer pay guidelines. Last month the Board was asked to bring their ideas for what the finalized guidelines should be to the January meeting. Does anyone have anything to add? Does anyone want to take the lead, organize the ideas, and put together a draft guideline? –** Lainey Bomberger should add this in the committee duties for Program. We will discuss this further at a future meeting.

**NEW BUSINESS**

**NEOPA Survey –**

The survey was sent out solely to promote and make everyone aware. This is individual based rather than a group survey.

**Email from Mary Guest requesting funding for her term as NAEOP President -**

Lola Young was given luggage and a heart necklace, to match her theme, beforehand. She did not seek reimbursement for the \$200 that was allotted.

UNOPA will provide Mary with a gift also. She does not have a theme, but rather a vision to learn and unify NAEOP. Debbie Hendricks will determine what would be a good gift idea. She will also follow up to see when Mary needs the funds.

Documentation has been required in the past, but NEOPA is not requiring Mary to submit receipts. Jaime Long should be consulted with about how to proceed for audit purposes.

Amanda Lager Gleason will ask Housing about having a cake at the May luncheon.

**Diversity/Inclusion -**

We need to include verbiage about diversity and inclusion in our bylaws. Jana Pillsworth-Wood will provide a sample.

**Bradley Munn Donation -**

***Cathy Robertson moved UNOPA donate \$25 to the Bradley Munn Fund in memory of Kathryn Martin as a UNOPA Past President. Debbie Hendricks seconded. Motion passed.***

Christina Franklin will do the expense report.

Meeting adjourned at 12:49 p.m.

Respectfully Submitted,

Alycia Harden, Recording Secretary

Treasurer Report - January 2020

	<b>Balances:</b>
<b>Beginning Checking Account Balance - 01/01/2020</b>	\$ 2,595.41
<b>Income:</b>	
1/6/2020 Deposit - Parking Lot - Ways & Means	\$ 4,832.00
	Total Income: \$ 4,832.00
<b>Expenses:</b>	
	Total Expenses: \$ -
<b>Ending Checking Account Balance - 01/31/2020</b>	<u>\$ 7,427.41</u>
<hr/>	
<b>Beginning Cost Center Balance - 01/01/2020</b>	\$ (3,950.00)
<b>Income:</b>	
1/23/2020 Oldt Awards Income	\$ 3,552.04
	Total Income: \$ 3,552.04
<b>Expenses:</b>	
	Total Expenses: \$ -
<b>Ending Cost Center Balance - 01/31/2020</b>	<u>\$ (397.96)</u>
<hr/>	
<b>Ending Checking Account Balance - 01/31/2020</b>	\$ 7,427.41
<b>Ending Cost Center Balance - 01/31/2020</b>	\$ (397.96)
<b>Total Funds Available:</b>	<u>\$ 7,029.45</u>
<hr/>	
<b>Savings Account Balance - as of 01/01/2020</b>	\$ 10,035.58
Interest Earned	\$ -
<b>Savings Account Balance - as of 01/31/2020</b>	\$ 10,035.58
<hr/>	
<b>12/31/2019 Bradley Munn Fund Balance</b>	\$ 6,671.85

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**  
**UNOPA Board Meeting**  
**February 2020**

TO: Jana Wood  
FROM: Jane Schneider & Mary Couture  
COMMITTEE: Bylaws & Nomination  
DATE: 02/04/2020

**Current report**

**Bylaws:** Before moving forward with voting on proposed changes, we need every board member and committee chair to review their position descriptions. Please let us know by February 14<sup>th</sup> even if you have no changes. Thank you!

Example of why position review is needed, outreach committee responsibilities. Upon review, committee chair discovered duties listed that are not within her scope and we may need to clarify multiple position responsibilities.

After receiving everyone's review, we will present proposed changes.

**Nominating:** We have started working on gathering nominations & gaging committee position interests. We have yet to get responses. To increase awareness, we have a form that will be passed out at the next general meeting and will be emailing individuals to encourage them to be more involved. We are also in the process of creating a digital voting form.

**Motions**

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

"I move to:

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Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board Meeting**

**February 2020**

TO: Jana Wood  
FROM: Mary Klucas and Cathy Robertson  
COMMITTEE: Membership  
DATE: February 3, 2020

**Current committee report**

Total members: 67  
Active: 42  
New: 7  
Retired: 14  
Associate: 3  
Honorary: 1

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board Meeting**

**February 2020**

TO: Jana Wood  
FROM: Amanda Lager Gleason  
COMMITTEE: Outreach  
DATE: 2/4/2020

**Current committee report**

May luncheon menu options: (incl all fees & taxes)

LOADED SPUD BAR Baked potato; assorted toppings: chili, shredded mozzarella cheese, cheddar cheese, chopped bacon, butter, steamed broccoli, scallions, jalapenos, roasted corn, sautéed mushrooms, sour cream; roll; and grilled chicken breast. Minimum 25 guests. \$14.75 ~~\$16.12~~ per person

WESTERN BUFFET BBQ beef on a gourmet bun served with sweet corn, roasted apples, red potato salad, and cucumber salad. Minimum 25 guests. \$14.52 ~~\$15.86~~ per person

**Motions**

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

"I move to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

## Jana Wood

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**From:** Sypal, Lora <Lora.Sypal@nebraska.gov>  
**Sent:** Monday, February 3, 2020 11:01 AM  
**Subject:** NEOPA Survey (due by February 6)  
**Importance:** High

Good Morning NEOPA Members:

The NEOPA Board of Directors is collecting information from NEOPA members. Please take a few minutes to respond to the following questions via email. **Please respond by Thursday, February 6, 2020 to [carol.bom@nebraska.gov](mailto:carol.bom@nebraska.gov):**

- 1) From your perspective, how is NEOPA meeting your needs as a professional organization?
- 2) What benefits have you gained from your participation in NEOPA?
- 3) What are you seeking that NEOPA is not currently providing, but could?

We will be meeting (***everyone is welcome***) at the LPS District office, 5905 O Street, Lincoln, on February 8 at 10:15 a.m. to work on our strategic plan for the next five years. We need your input now so that we may consider your thoughts and opinions as we move NEOPA forward.

If you answered this survey in the fall, no need to complete it again, unless you have additions to what you said at that time.

We will order lunch for the meeting. **Please RSVP your attendance to [lora.sypal@nebraska.gov](mailto:lora.sypal@nebraska.gov) so I can plan to include you in the lunch order.**

Thank you,

Lora B. Sypal  
2019-2020 NEOPA President  
[NEOPA Website](#)



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**Lora Sypal**  
*Executive Office Associate*  
*Commissioner's Office*  
301 Centennial Mall South  
Lincoln NE, 68509  
P: (402) 471-5059  
E: [lora.sypal@nebraska.gov](mailto:lora.sypal@nebraska.gov)



## **Jana Wood**

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**From:** Mary Guest  
**Sent:** Sunday, February 2, 2020 9:35 AM  
**To:** Jana Wood  
**Cc:** Nancy Schneider; Debra Hendricks  
**Subject:** NAEOP Fundraising Request

Dear Jana,

It is an honor and privilege to serve as NAEOP's President-Elect this year and I'm looking forward to my upcoming year as President. What an awesome opportunity to represent the members of NEOPA, UNOPA, LPSAOP, NDE Bridge and NAEOP!

While this opportunity provides me with professional development and growth, there is a financial cost that comes along with these opportunities. The following is a summary of expenses which will occur during the coming year as President for NAEOP as well as efforts being made to cover these expenses.

### **Fundraisers and Request for Donation**

We raffled a quilt and are currently selling Baker's chocolates. I appreciate everyone who is helping with this as well as those purchasing tickets and chocolates!

This letter is a request for a monetary donation from UNOPA to be used to help defray the costs not covered by NAEOP or the fundraising. It is extremely hard for me to ask. I truly appreciate your consideration of my request for funds.

### **Board Meetings and Conferences**

As President Elect and President, I attend a winter board meeting and national conference each year. NAEOP covers the expenses relating to travel (flight or mileage--whichever is the most cost effective), parking costs and up to \$30/day for meals. Additional expenses which occur are my responsibility.

### **Professional Development Visits**

During my year as President, affiliate associations will request the NAEOP President to attend and present at their state conferences. I will receive 8 – 10 requests during the coming year. The requesting association will pay for all or a portion of the expenses for these visits and NAEOP will cover any remaining amount for travel/lodging and meals as described above. Additional expenses I incur may include: presentation materials, unexpected travel items such as shuttles, baggage fees, etc. These expenses are my responsibility.

### **Installation Banquet Expenses**

I will be installed as President at the National Conference in Salt Lake City in July and I am responsible for planning the installation. Expenses include: table decorations, printed program, and mementos for those attending the installation.

NAEOP provides \$2 per attendee to be used toward expenses. We anticipate about 250 attendees this year which provides us with a base of \$500.

Banquet attendees receive a program and small memento from the incoming President to commemorate the installation. I anticipate the costs for these items to be approximately \$600 - \$800.

At the Installation, the newly installed members of the NAEOP Board are given a special memento to mark the installation. These items are my expense.

### **Incoming Board Meeting**

The board receives a small snack bag to have during the board meeting to cut down on having to purchase hotel food for meeting breaks. The hotel costs to provide snacks and water are prohibitive when they add on tax and gratuity of about 35%. There are approximately 25 board members and the anticipated cost per bag is \$3-5. This expense is my responsibility.

### **Serving as Immediate Past President**

Following the year as President, you are an active member of the board in the role of Immediate Past President. You again attend the winter board meeting as well as the national conference. The only monies you receive for this are \$300/event. I am responsible for paying my travel, registration and lodging expenses for these meetings.

Thank you, again, for your consideration to provide funding in an amount that you are able. If you have any questions at all, please contact me.

Mary

Mary Guest, CEO  
NAEOP President Elect, 2019-2020  
NAEOP Professional Development Committee Chairman, 2019-2020  
[mary.guest@unl.edu](mailto:mary.guest@unl.edu)  
[vicepresident@naeopboard.org](mailto:vicepresident@naeopboard.org)  
402-613-2430

Minutes of the

UNOPA EXECUTIVE BOARD MEETING

Tuesday, April 7, 2020, 11:37 a.m. – 1:33 p.m.

Zoom

President, Jana Pillsworth-Wood, called the meeting to order at 11:37 a.m.

**Roll call** was taken by Alycia Harden, Recording Secretary

**MEMBERS PRESENT:**

Jana Pillsworth-Wood, Lainey Bomberger, Alycia Harden, Christina Franklin, Jaime Long, LaRita Lang, Jane Schneider, Debbie Hendricks, Lorraine Moon, Jennifer Greenlee, Amanda Lager Gleason, Mary Klucas and Cathy Robertson. Quorum achieved.

**MEMBERS ABSENT:**

Mary Couture

**AD-HOC MEMBERS PRESENT:**

Jane Schneider

**AD-HOC MEMBERS ABSENT:**

Lisa King

**APPROVAL OF EXECUTIVE BOARD MEETING MINUTES FROM FEBRUARY 3, 2020**

The minutes from the February 3, 2020 Executive Board meeting were reviewed.

***Mary Klucas moved to approve the minutes as presented. Seconded by Lainey Bomberger. Motion passed.***

**APPROVAL OF MARCH TREASURER'S REPORT**

The March Treasurer's report was reviewed.

The report will be presented at the next General Membership meeting for approval.

Jaime Long indicated she would be writing a donation check shortly in memoriam of those Past Presidents that passed away.

**OFFICER/COMMITTEE REPORTS GIVEN:**

**President – Jana Pillsworth-Wood:** No report.

The retirement RFP has been postponed.

**President-Elect – Lainey Bomberger:** No Report.

Lainey is waiting to hear about the NAEOP National Conference before proceeding with travel planning. Jane Schneider indicated to wait on making any plans and that an update should be sent out before month end.

**Corresponding Secretary – Christina Franklin:** Report attached.

***Christina Franklin moved to make a \$25 donation to the Bradley Munn Foundation in honor of Lucille Griess Rolfes, UNOPA Past President. Seconded by LaRita Lang. Motion passed.***

**Past President – TBD:** No report.

Kelsey Sims has stepped down. Jane Schneider agreed to assist with Kelsey's duties.

**Presidential Advisor – Lorraine Moon:** No report.

**Awards – LaRita Lang:** No report.

A call for Rose Frolik nominations was in UNOPA Notes. We currently do not have any nominations and LaRita indicated that she was unsure if we should promote further or not. The deadline is April 16<sup>th</sup>. It was decided that the deadline could be extended if the May meeting were to change.

**Bylaws/Nominating – Jane Schneider/Mary Couture:** Report attached.

The proposed changes were reviewed and discussed.

There was a question about how we measure diversity success. The statement in the bylaws is the first step. Cathy Robertson asked if diversity was someone's responsibility on the board. Jana Pillsworth-Wood suggested that diversity be added to the meeting agenda or committee reports and new business for each meeting. Cathy will follow up with a colleague once we are back in the office to get a roadmap that may provide us with some guidance.

It was decided to hold off on the proposed changes to the Ad-Hoc committees. We will reach out to Mary Guest about including Ad-Hoc committees, but maybe not in the bylaws. Job duties and bylaws can be confused. If included, Cathy Robertson suggested a start and end date for each committee.

It was noted that grammatical corrections do not need to be voted on.

Mentoring will be removed from the Career Development/PSP committee. This programming has not went well in the past and is currently on a more informal basis.

Selection of a meal vendor for each meeting will be moved back to Outreach from the President-Elect duties.

It was questioned whether the Treasurer position could be co-directors, but that is not possible since this is an elected position. The outgoing Treasurer could serve on the committee.

There was discussion about having an Ad-Hoc committee review all the bylaws. Jane was to reach out to Mary Guest for her help and anyone who was interested could join. However, it was decided to vote and see where we go. The Bylaws committee spent the time reviewing everything.

It was suggested that the title of the Technology committee be Digital Communications and Marketing.

***Mary Klucas moved that we approve the proposed changes presented by the bylaws committee and amended by the board via discussion on 4/7/20 with the exception of the Ad-Hoc section. Seconded by Jane Schneider. Motion passed.***

**Career Development/PSP – Debbie Hendricks/Lorraine Moon:** Report attached.

New dates are being looked at for the All-Staff Conference.

**Employee Concerns – TBD:** No report.

**Technology – Jennifer Greenlee:** No report.

**Membership – Mary Klucas/Cathy Robertson:** No report.

**UNOPA Notes – TBD:** No report.

**Ways and Means – TBD:** No report.

There will not be a spring game. Jana Pillsworth-Wood will prepare the final report.

**Outreach – Amanda Lager Gleason:** No report.

The April General Membership meeting will be cancelled.

**AD-HOC COMMITTEES: These committees are under review by the Bylaws committee**

**Digital Commons – Jane Schneider:** No report.

**Marketing – Lisa King:** Absent. No report.

### **NEW BUSINESS**

**Determine future cancelations -**

**Rose Frolik:**

An email will be sent to the membership regarding nominating. An email will also be sent to supervisors of those eligible. Mary Klucas will send LaRita Lang and Jennifer Greenlee a list of those eligible. Supervisor information can be found on the active membership list in the Box file.

Announcement of the recipient will be made at a later date.

**Past Presidents/Retirees:**

The suggestion was to recognize Past Presidents and Retirees at our first General Membership meeting next year.

**Installation:**

There is currently only one person on the ballot for an elected officer position. Another email will be sent seeking nominations. Even without a formal installation, those individuals will take office on July 1<sup>st</sup>. It was suggested to also celebrate these individuals at the first General Membership meeting next year.

**OLD BUSINESS**

**Program budgets and performer pay guidelines. Last month the Board was asked to bring their ideas for what the finalized guidelines should be to the January meeting. Does anyone have anything to add? Does anyone want to take the lead, organize the ideas, and put together a draft guideline? – This item was on the agenda, but not discussed.**

**Email from Mary Guest requesting funding for her term as NAEOP President -**

***Jaime Long moved to give a monetary donation of \$500.00 and an approximate \$50.00 gift to support Mary Guest as the 2020-2021 NAEOP president. Seconded by Lainey Bomberger. Motion passed.***

Cathy Robertson will purchase a gift for Mary.

**ANNOUNCEMENTS**

The May Board meeting will be held via zoom. Send Jaime Long any suggested budget changes so that she may prepare a proposed budget for next year. The proposed budget will be discussed at the May meeting. An up-to-date budget will be added to Box.

Meeting adjourned at 1:33 p.m.

Respectfully Submitted,

Alycia Harden, Recording Secretary

**It was the consensus of the UNOPA Executive Board that March reports including the February Treasurer's report were reviewed in April. (See motion from July 7, 2020 Board meeting.)**



**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board Meeting**

**April 2020**

TO: Jana Wood, President

FROM: Christina Franklin, Corresponding Secretary

COMMITTEE: Corresponding Secretary

DATE: 04/06/20

**Current committee report**

- A sympathy card was sent to Ralph Martin at the passing of his wife and past UNOPA president, Kathryn Martin on 2/5/2020. It was noted that UNOPA made a donation, in honor of Kathryn, to the Bradley Munn Fund.
- Invitations for will be sent to Past Presidents and Retirees for the May luncheon on March 16<sup>th</sup>.  
**THIS IS ON HOLD**
- Lucille Griess Rolfes passed away. We have no updated address for her family. I move that a \$25 donation be made to the Bradley Munn Foundation in honor of Lucille Griess Rolfes, UNOPA Past President.

**Motions**

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

"I move to: make a \$25 donation to the Bradley Munn Foundation in honor of Lucille Griess Rolfes, UNOPA Past President.

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Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_



# Membership Affiliation (Remove Campus Designation)

## Proposed Changes:

### **Article II – Purpose and Objectives**

The purpose of UNOPA is to provide professional growth and promote high professional standards for educational office personnel within the University of Nebraska–~~Lincoln~~, as partners upholding the quality of service to the university educational system and the community.

### **Article II – Purpose and Objectives, Section 4**

Encouraging all members to broaden their understanding of the University of Nebraska–~~Lincoln~~, its goals and functions, and the relationship between the University and the community.

### **Article III – Membership, Section 2A**

Active membership in the Association shall be open to all office personnel in the educational system of the University of Nebraska–~~Lincoln~~. Active members shall be entitled to vote, hold an elected or appointed office, and participate in all activities of the Association. Withdrawal from employment at the University of Nebraska–~~Lincoln~~ shall constitute a change from Active to Retired or Associate membership.

### **Article III – Membership, Section 3**

Rights and privileges, services, and obligations of each classification of membership shall be determined by the Executive Board except as noted in subsequent sections. Full membership privileges in this Association shall terminate upon failure to pay dues by September 30 of the current fiscal year, or upon resignation or retirement from the University of Nebraska–~~Lincoln~~. Full membership shall be restored upon payment of dues and/or upon returning to work as an educational office professional within the fiscal year of resignation of membership or withdrawal from employment.

## Rationale:

Remove campus designation to improve inclusiveness and membership involvement with all campuses and units within the University of Nebraska.

Our organization is named “University of Nebraska Office Professionals Association” and should be an inclusive environment for all office professionals working for the university in the local area. Often UNCA, UNMC, and UNL employees work alongside each other. We shouldn’t exclude potential members who want to be involved. This change would also mirror similar language found in other university staff organizations such as UAAD and our awards programming.

## Motion:

“I move to: accept the proposed bylaws changes and rational for presentation at the \_\_\_\_\_ UNOPA general meeting for discussion and voting.”

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

# Diversity Statement

## Proposed Changes:

### **Article II - Purpose and Objectives, New Section**

#### **Section 5.**

Modeling and cultivating an inclusive excellence mindset within our members by embracing diversity in all forms, making inclusivity a top priority, and promoting equality to ensure that all voices are valued and heard. Make incremental, measurable progress toward the visibility of our diversity, inclusion, and equity efforts.

## Rationale:

Encourage UNOPA members to create a more inclusive environment.

UNOPA should be a campus leader and embrace the University's diversity and inclusion efforts. Updating our stated objectives to include a diversity statement is the first step towards developing an inclusive excellence mindset.

## Motion:

"I move to: accept the proposed bylaws changes and rational for presentation at the \_\_\_\_\_ UNOPA general meeting for discussion and voting."

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

# Ad-Hoc Committees

## Proposed Changes:

### **Duties of Committees, New section**

Add **AD-HOC / SPECIAL COMMITTEES** heading at the end of the standing committee list, underneath will be a similar **list of any open/current ad-hoc committees and their duties.**

## Rationale:

Provide one location where all standing, special, and ad-hoc committees and their respective duties and responsibilities can be listed.

Including ad-hoc committee job descriptions under the standing committees will make it easier for UNOPA to maintain the committee list, and for the executive board to review committees each year as required by our bylaws article VII- committees, section 1. Having one location for all committees to be listed will make it easier to track responsibilities and position openings.

This change can be made without a vote of the general membership. Bylaws article VII- committees, section 1 states, the executive board can make changes to the committees without requiring a vote, and that list of committee job descriptions and duties are not a part of the bylaws.

## Motion

"I move to: accept the proposed changes and update the Duties of Committees list effective \_\_\_\_\_."

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

## Formatting Corrections

### Proposed Changes:

#### **Article II - Purpose and Objectives** *(Align the second paragraph with others and remove extra spaces between words.)*

The purpose of UNOPA is to provide professional growth and promote high professional standards for educational office personnel within the University of Nebraska-Lincoln as partners upholding the quality of service to the university educational system and the community.

We acknowledge the **unique role** of educational office personnel and the importance of their contributions to the **university and** the community.

UNOPA fulfills its purpose through the following actions:

#### **Article IV – Officers/Duties, Section 6** *(align header with text)*

##### **Section 6.**

The Corresponding Secretary shall conduct the correspondence of the Association as directed by the President and the Executive Board, including extending courtesies to Association members, corresponding with NAEOP and NEOPA, and reporting UNOPA activities for publication; shall, in the absence of the Recording Secretary, assume the duties of the Recording Secretary; shall assist the other elected officers in appointing committee directors; shall collect photos shall be responsible for the past-president's luncheon; shall be responsible for the holiday collection; shall provide publicity for UNOPA including sending notices of meetings and information University-wide and to other media outlets as appropriate; and shall, upon notification, be responsible for arranging a \$25.00 contribution to the Bradley Munn Professional Growth Fund (UNOPA Fund CD 2484) from the UNOPA budget in memory of a deceased past president. Appropriate notification shall be provided to the UNOPA membership and to the family of the deceased.

### Rationale:

Minor corrections to fix formatting or grammar errors that do not change the intent of the bylaws.

Our bylaws should reflect the same level of professionalism as our organization promotes. Making these minor format and grammar corrections will increase professionalism, minimize confusion, and improve readability.

### Motion:

"I move to: accept the proposed bylaws changes and rational for presentation at the \_\_\_\_\_ UNOPA general meeting for discussion and voting."

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

## Treasurer Experience & Term Length

### Proposed Changes:

#### **Article IV – Officers/Duties, Section 2**

Nominations of candidates for the offices of President-elect, Recording Secretary, Corresponding Secretary, and Treasurer shall be submitted by the membership to the Nominating Committee. The Nominating Committee shall present the nominations at the March general meeting. Additional nominations may be submitted by the membership when the slate of officers ~~are~~ **is** presented. The officers shall be elected prior to the May annual meeting by mailed or electronic ballot, and shall hold office for a term of one year or until their successors are elected, beginning July 1. **The Treasurer's term will be for two years.** No member shall hold the same elected office for more than two consecutive terms.

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The Treasurer shall receive all monies, disburse funds as directed by the President and the Executive Board, present monthly reports, and prepare materials for an annual audit; shall assist the other elected officers in appointing committee directors; shall study the financial needs of the Association for the year, working with other elected officers to present a proposed budget to the general membership by May for the following fiscal year; shall provide the Executive Board with an annual financial report; ~~have a working knowledge of Excel and have access to the UNL financial system and working knowledge to navigate the reporting functions;~~ and shall arrange for an audit of the records at the end of UNOPA's fiscal year. Majority vote of the members present at the May annual meeting is required to approve the budget. **The Treasurer should have prior financial management experience including a broad working knowledge of Excel, the university financial systems, prior SAP access, and experience navigating the reporting functions. The Treasurer will be elected to serve for two consecutive years.**

### Rationale:

Better explain the financial background the Treasurer needs in order to be successful and improved financial records through consistency.

In order to set up the Treasurer for success, it helps if they already have an understanding of the university's financial policies and systems. Rewording the section to list assigned duties then background knowledge makes the section easier to read. A two-year term will provide the Treasurer with the consistency to best perform their duties. The longer term will reduce accounting delays due to transitional paperwork and training.

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Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

# Technology Committee Position Revision

## Proposed Changes

### **Article VII – Committees, Section 1.**

The Association shall have standing committees as follows: Awards, Bylaws/Nominating, Career Development/PSP, Employee Concerns, Membership, Outreach, Program, ~~Technology Marketing and Digital Communications~~, UNOPA Notes, and Ways and Means.

### **Duties of Committees, Standing Committees**

~~The Technology Committee will update and maintain UNOPA's web page.~~ Marketing and Digital Communications Committee shall be responsible for updating, maintaining, and marketing UNOPA's online presence and digital communications (websites and social media accounts). This will include update from University media, UNOPA executive board, or UNOPA members as appropriate. Shall be responsible for periodic upload of UNOPA documents to UNL Digital Commons Repository to include the current year's Executive Board and General Meeting Minutes, UNOPA Notes, and other pertinent documents UNOPA wishes to archive. It is strongly recommended that the Committee Director have a working knowledge of HTML, PDF, and UNLcms ~~ftp~~. Commitment is for two years.

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## Rationale:

Update committee name to reflect scope of job & clarify position duties.

The marketing and digital communications committee would combine the technology committee with the ad-hoc digital commons and marketing committee functions. Both ad-hoc committees would be dissolved, and their committee members would work under marketing and digital communications committee director.

Ad-hoc committees are for short-term projects. Marketing and digital commons are critical functions of the organization. These tasks should become a function of a standing committee. Technology committee is already responsible for maintaining our online presence and could best take on the tasks of managing digital promotion and digital archiving of documents.

## Motion:

"I move to: accept the proposed changes and update the Duties of Committees list effective \_\_\_\_\_."

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

"I move to: accept the proposed bylaws changes and rational for presentation at the \_\_\_\_\_  
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Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

## Outreach Committee

### Proposed Changes:

#### **Duties of Committees, Standing Committees**

The Outreach Committee shall be responsible for establishing a pleasant and conducive environment at each general meeting by greeting attendees and encouraging fellowship; ~~coordinating decorations, giveaways, and registration forms for general meetings; collecting 50/50 donations for a charity selected by the current President; and coordinating the annual summer social and Secret Friends program (October-May). Shall arrange for room reservations by trying to alternate campuses and selecting meal vendor for each meeting. Will also be responsible for developing a mentoring program for UNOPA. This may include, but is not limited to, workshops, individual mentoring partnerships, and submit web page or on line information to technology director. The Committee shall also be responsible for organizing and coordinating the annual summer social, Secret Friends program (October-May), and collecting Box Tops for a local elementary school selected by the current President.~~

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### Rationale:

Clarify position duties.

Committee responsibilities should match actual day to day duties of the committee. The change updates the verbiage to match current and actual responsibilities of outreach committee and move those completed by other board members to avoid duplication of work and confusion.

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Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

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Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board Meeting**

**April 7, 2020**

TO: Jana Wood  
FROM: Lorraine Moon  
COMMITTEE: Career Development/PSP  
DATE: April 6, 2020

**Current committee report**

On Monday, April 13, I will be sending out a notice to register for a Zoom session on the Pomodoro Technique. Laurie Sampson will be leading this session on time management. It will be held on April 21 from 12:00 – 1:00. Handouts will be sent in advance for those that register. Registration will close at 5 p.m. on Friday, April 17.

**Motions**

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

"I move to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

## **Jana Wood**

---

**From:** Mary Guest  
**Sent:** Sunday, February 2, 2020 9:35 AM  
**To:** Jana Wood  
**Cc:** Nancy Schneider; Debra Hendricks  
**Subject:** NAEOP Fundraising Request

Dear Jana,

It is an honor and privilege to serve as NAEOP's President-Elect this year and I'm looking forward to my upcoming year as President. What an awesome opportunity to represent the members of NEOPA, UNOPA, LPSAOP, NDE Bridge and NAEOP!

While this opportunity provides me with professional development and growth, there is a financial cost that comes along with these opportunities. The following is a summary of expenses which will occur during the coming year as President for NAEOP as well as efforts being made to cover these expenses.

### **Fundraisers and Request for Donation**

We raffled a quilt and are currently selling Baker's chocolates. I appreciate everyone who is helping with this as well as those purchasing tickets and chocolates!

This letter is a request for a monetary donation from UNOPA to be used to help defray the costs not covered by NAEOP or the fundraising. It is extremely hard for me to ask. I truly appreciate your consideration of my request for funds.

### **Board Meetings and Conferences**

As President Elect and President, I attend a winter board meeting and national conference each year. NAEOP covers the expenses relating to travel (flight or mileage--whichever is the most cost effective), parking costs and up to \$30/day for meals. Additional expenses which occur are my responsibility.

### **Professional Development Visits**

During my year as President, affiliate associations will request the NAEOP President to attend and present at their state conferences. I will receive 8 – 10 requests during the coming year. The requesting association will pay for all or a portion of the expenses for these visits and NAEOP will cover any remaining amount for travel/lodging and meals as described above. Additional expenses I incur may include: presentation materials, unexpected travel items such as shuttles, baggage fees, etc. These expenses are my responsibility.

### **Installation Banquet Expenses**

I will be installed as President at the National Conference in Salt Lake City in July and I am responsible for planning the installation. Expenses include: table decorations, printed program, and mementos for those attending the installation.

NAEOP provides \$2 per attendee to be used toward expenses. We anticipate about 250 attendees this year which provides us with a base of \$500.

Banquet attendees receive a program and small memento from the incoming President to commemorate the installation. I anticipate the costs for these items to be approximately \$600 - \$800.

At the Installation, the newly installed members of the NAEOP Board are given a special memento to mark the installation. These items are my expense.

### **Incoming Board Meeting**

The board receives a small snack bag to have during the board meeting to cut down on having to purchase hotel food for meeting breaks. The hotel costs to provide snacks and water are prohibitive when they add on tax and gratuity of about 35%. There are approximately 25 board members and the anticipated cost per bag is \$3-5. This expense is my responsibility.

### **Serving as Immediate Past President**

Following the year as President, you are an active member of the board in the role of Immediate Past President. You again attend the winter board meeting as well as the national conference. The only monies you receive for this are \$300/event. I am responsible for paying my travel, registration and lodging expenses for these meetings.

Thank you, again, for your consideration to provide funding in an amount that you are able. If you have any questions at all, please contact me.

Mary

Mary Guest, CEOE

NAEOP President Elect, 2019-2020

NAEOP Professional Development Committee Chairman, 2019-2020

[mary.guest@unl.edu](mailto:mary.guest@unl.edu)

[vicepresident@naeopboard.org](mailto:vicepresident@naeopboard.org)

402-613-2430



**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board Meeting**

**March 2020**

TO: Jana Wood, President

FROM: Christina Franklin, Corresponding Secretary

COMMITTEE: Corresponding Secretary

DATE: 02/28/2020

**Current committee report**

- A sympathy card was sent to Ralph Martin at the passing of his wife and past UNOPA president, Kathryn Martin on 2/5/2020. It was noted that UNOPA made a donation, in honor of Kathryn, to the Bradley Munn Fund.
- Invitations for will be sent to Past Presidents and Retirees for the May luncheon on March 16<sup>th</sup>
- Lucille Griess Rolfes passed away. I move that a \$25 donation be made to the Bradley Munn Foundation in honor of Lucille Griess Rolfes, UNOPA Past President

**Motions**

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

"I move to: make a \$25 donations to the Bradley Munn Foundation in honor of Lucille Griess Rolfes, UNOPA Past President.

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Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

## Jana Wood

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**From:** Kelsey Sims  
**Sent:** Tuesday, March 3, 2020 9:45 AM  
**To:** Jana Wood  
**Subject:** meeting

Hi Jana,  
I need to have an email drafted to be sent out to everyone, which I will make a note to do yet this month, but at the meeting today will you let them know that anyone who is going to the national conference this summer needs to email me and let me know? I will need to keep track of who is going, dates of travel, lodging, emergency contacts, etc. I don't need all of that info yet, but if anyone knows for sure they are going they should email me and let me know 😊

I'm back to work but I'm slow with my bum hand still. Please feel free to call me during the meeting if anyone has questions. I think I saw Cathy said she would send me the membership report for the annual report. Barb Homer also emailed me and said if I don't get it to just put "no report received" and submit it without. That is what I'll plan to do if I don't get it by the end of the week. It may be in my inbox already and I haven't got that far yet.

*Kelsey*

---

**Kelsey Sims**

***Doctoral Programs Coordinator***

University of Nebraska-Lincoln

Office of Graduate Studies

kelsey@unl.edu

<https://www.unl.edu/gradstudies/academics/degrees/doctoral>

*Office hour notice: Mondays & Wednesdays I will be out of the office by 4:00pm.*

## Jana Wood

---

**From:** Larita Lang  
**Sent:** Friday, February 28, 2020 10:04 AM  
**To:** Jana Wood  
**Subject:** RE: March Board Meeting

**Categories:** UNOPA

Jana –

I will not be at the meeting Tuesday - here is my report:

Information regarding nominations for the Rose Frolik Award will be in the upcoming UNOPA Notes that Mary is doing.

Deadline for nominations is April 15

Thanks!

LaRita

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**From:** Jana Wood <jana.wood@unl.edu>  
**Sent:** Friday, February 28, 2020 9:48 AM  
**To:** 2019-2020 UNOPA Board Members <2019-2020UNOPABoardMembers@365groups.unl.edu>  
**Subject:** March Board Meeting

Happy Friday Everyone!! Holy Cow March is NEXT week!! This is just NUTS! 😊

Hope you are all well! Please send your reports to me by end of day Monday.

Thank you!

Jana







**Jana Wood**

*Auxiliary Projects & Systems Manager*

University of Nebraska–Lincoln

Facilities Operations: Housing / NE Union / Campus Rec

2019-2020 UNOPA President

[jana.wood@unl.edu](mailto:jana.wood@unl.edu)

402.429.7474

## Jana Wood

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**From:** Mary Couture <mcouture@nebraska.edu>  
**Sent:** Friday, February 21, 2020 3:47 PM  
**To:** Jana Wood  
**Cc:** Mary Couture; Jane Schneider  
**Subject:** Review & Forward: UNOPA Bylaws Proposed Edits  
**Attachments:** Proposed Changes V2.docx

Jana,

Can you take a moment to review the attached proposed bylaws changes & email? If everything looks okay, can you please then forward it to the board? Thanks! – Mary

-----  
Good afternoon,

The bylaws committee has completed our review and have seven (7) proposed changes. Please take a moment to review the attachment. We'd like to conduct the majority of discussion via email to save valuable time at our March board meeting. Please let us know if you have any questions, concerns, or need additional information. This will allow us to quickly pass the necessary motions on March 3<sup>rd</sup> and move forward with the vote by general membership.

Please let me know if you have any questions or need additional information.

Thank you,  
Mary Couture & Jane Schneider

## Membership Affiliation (Remove Campus Designation)

### Proposed Changes:

#### **Article II – Purpose and Objectives**

The purpose of UNOPA is to provide professional growth and promote high professional standards for educational office personnel within the University of Nebraska–~~Lincoln~~, as partners upholding the quality of service to the university educational system and the community.

#### **Article II – Purpose and Objectives, Section 4**

Encouraging all members to broaden their understanding of the University of Nebraska–~~Lincoln~~, its goals and functions, and the relationship between the University and the community.

#### **Article III – Membership, Section 2A**

Active membership in the Association shall be open to all office personnel in the educational system of the University of Nebraska–~~Lincoln~~. Active members shall be entitled to vote, hold an elected or appointed office, and participate in all activities of the Association. Withdrawal from employment at the University of Nebraska–~~Lincoln~~ shall constitute a change from Active to Retired or Associate membership.

#### **Article III – Membership, Section 3**

Rights and privileges, services, and obligations of each classification of membership shall be determined by the Executive Board except as noted in subsequent sections. Full membership privileges in this Association shall terminate upon failure to pay dues by September 30 of the current fiscal year, or upon resignation or retirement from the University of Nebraska–~~Lincoln~~. Full membership shall be restored upon payment of dues and/or upon returning to work as an educational office professional within the fiscal year of resignation of membership or withdrawal from employment.

### Rationale:

Remove campus designation to improve inclusiveness and membership involvement with all campuses and units within the University of Nebraska.

Our organization is named “University of Nebraska Office Professionals Association” and should be an inclusive environment for all office professionals working for the university in the local area. Often UNCA, UNMC, and UNL employees work alongside each other. We shouldn’t exclude potential members who want to be involved. This change would also mirror similar language found in other university staff organizations such as UAAD and our awards programming.

### Motion:

“I move to: accept the proposed bylaws changes and rational for presentation at the \_\_\_\_\_ UNOPA general meeting for discussion and voting.”

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

# Diversity Statement

## Proposed Changes:

### **Article II - Purpose and Objectives, New Section**

#### **Section 5.**

Modeling and cultivating an inclusive excellence mindset within our members by embracing diversity in all forms, making inclusivity a top priority, and promoting equality to ensure that all voices are valued and heard. Make incremental, measurable progress toward the visibility of our diversity, inclusion, and equity efforts.

## Rationale:

Encourage UNOPA members to create a more inclusive environment.

UNOPA should be a campus leader and embrace the University's diversity and inclusion efforts. Updating our stated objectives to include a diversity statement is the first step towards developing an inclusive excellence mindset.

## Motion:

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Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

# Ad-Hoc Committees

## Proposed Changes:

### **Duties of Committees, New section**

Add **AD-HOC / SPECIAL COMMITTEES** heading at the end of the standing committee list, underneath will be a similar **list of any open/current ad-hoc committees and their duties.**

## Rationale:

Provide one location where all standing, special, and ad-hoc committees and their respective duties and responsibilities can be listed.

Including ad-hoc committee job descriptions under the standing committees will make it easier for UNOPA to maintain the committee list, and for the executive board to review committees each year as required by our bylaws article VII- committees, section 1. Having one location for all committees to be listed will make it easier to track responsibilities and position openings.

This change can be made without a vote of the general membership. Bylaws article VII- committees, section 1 states, the executive board can make changes to the committees without requiring a vote, and that list of committee job descriptions and duties are not a part of the bylaws.

## Motion

"I move to: accept the proposed changes and update the Duties of Committees list effective \_\_\_\_\_."

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

## Formatting Corrections

### Proposed Changes:

#### **Article II - Purpose and Objectives** *(Align the second paragraph with others and remove extra spaces between words.)*

The purpose of UNOPA is to provide professional growth and promote high professional standards for educational office personnel within the University of Nebraska-Lincoln as partners upholding the quality of service to the university educational system and the community.

We acknowledge the **unique role** of educational office personnel and the importance of their contributions to the **university and** the community.

UNOPA fulfills its purpose through the following actions:

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Motion Maker: \_\_\_\_\_



Seconded by: \_\_\_\_\_

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\_\_\_\_\_.”

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

“I move to: accept the proposed bylaws changes and rational for presentation at the \_\_\_\_\_  
UNOPA general meeting for discussion and voting.”

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Minutes of the  
UNOPA EXECUTIVE BOARD MEETING  
Tuesday, May 12, 2020, 11:33 a.m. – 1:13 p.m.  
Zoom

President, Jana Pillsworth-Wood, called the meeting to order at 11:33am.

**Roll call** was taken by Alycia Harden, Recording Secretary

**MEMBERS PRESENT:**

Jana Pillsworth-Wood, Lainey Bomberger, Alycia Harden, Christina Franklin, Jaime Long, LaRita Lang, Jane Schneider, Mary Couture, Debbie Hendricks, Lorraine Moon, Jennifer Greenlee, Amanda Lager Gleason, Mary Klucas and Cathy Robertson. Quorum achieved.

**MEMBERS ABSENT:**

None

**AD-HOC MEMBERS PRESENT:**

Jane Schneider

**AD-HOC MEMBERS ABSENT:**

Lisa King

**APPROVAL OF EXECUTIVE BOARD MEETING MINUTES FROM APRIL 7, 2020**

The minutes from the April 7, 2020 Executive Board meeting were reviewed.

***Jane Schneider moved to approve the minutes as presented. Seconded by Mary Klucas. Motion passed.***

**APRIL TREASURER'S REPORT**

The April Treasurer's report was reviewed.

The report will be presented at the next General Membership meeting for approval.

**2020-2021 Proposed Budget**

The 2020-2021 Proposed Budget was reviewed.

Lainey Bomberger asked if we had heard anything regarding the parking lot and Jana mentioned she had received the agreement, but there was no indication of the plan. Cathy Robertson had a question regarding the projected income for the parking lot and if it was similar to the current year as well as the transfer from savings. She also wondered if we needed to be more frugal given the circumstances and pare down until we know more and are back on campus. Jaime indicated the proposed budget was challenging to estimate with all the uncertainties. She thought the revenues received from the parking lot were slightly higher and that we haven't actually had to transfer from savings this year. Jaime didn't think we expense a ton of money, anything out of the ordinary or anywhere near our total budget. We

still have a significant amount in savings. Amanda Lager Gleason mentioned there is a lot of buffer in each budget as spending is much less, speaking on behalf of the Outreach committee. The amounts have been kept and therefore haven't had to vote to increase at a later date. Jana questioned when is the right time to dial back to what we want to spend and not have so much of a cushion so can make good decision if times were to be tighter. Cathy mentioned she was ~~find~~ fine moving forward to vote, knowing Lainey's board would be prudent during these uncertain times and that we normally don't spend close to our budget. Lainey realizes the parking lot may not provide like usual.

***Mary Klucas moved to approve proposed budget. Seconded by Lainey Bomberger. Motion passed.***

Jana will send the proposed budget out to the membership with a ballot for vote. An opportunity will be given to ask questions, also mentioning that budget is similar to current year so the membership has a guideline of where the budget started from. She will also send out the proposed bylaw changes, requesting questions by a certain date. She will then send out a ballot for vote.

Jaime confirmed that we spent approximately \$5,000 less than the budget for last year. Jaime also mentioned needing Jana to initiate expense reports for the 50/50 donation and donation to Mary Guest. These expense reports should be signed by Jana and then sent to Lainey for approval. Jaime would like to close out the account on the university side and questioned whether any other expenses would be incurred. Cathy Robertson will be purchasing a gift for Mary Guest, but would be reimbursed from the checking account. Jaime will look to find a person to complete an audit of this year's financials.

**OFFICER/COMMITTEE REPORTS GIVEN:**

**President – Jana Pillsworth-Wood:** Report attached.

**President-Elect – Lainey Bomberger:** No report.

The NAEOP Annual Conference will be hosted virtually this July. Lainey is waiting to hear more information. Jane Schneider confirmed that speakers are being finalized and that is why know information has been sent yet. Sessions will be no more than 1 hour and in the morning. The cost will \$250 member/\$300 for non-members. Visit NEOPA.org for registration information. Jane thought 50 people had registered so far. Mary Guest's installation will be held virtually as well. Lainey will register to participate and seek reimbursement.

**Corresponding Secretary – Christina Franklin:** No report.

**Past President/Bradley Munn – TBD:** No report.

Jane Schneider volunteered to help, but there isn't much to do. She will put together a spreadsheet of those participating in the NAEOP Annual Conference. She is unable to do anything with the Foundation since not an employee, but Jaime has access. May 15<sup>th</sup> is the deadline for submitting reimbursements of which occurred in the last 60 days since the Foundation now has the same policy as the university. The Bradley Munn should be comprised of the Past President, Career Development Director, Treasurer plus two at large members. Cathy Robertson encouraged Jane to send out some information with the form.

**Presidential Advisor – Lorraine Moon:** No report

**Awards – LaRita Lang:** No report.

The committee didn't receive any nominations. LaRita sent emails to most supervisors. The plan will be to organize and try again this fall.

**Bylaws/Nominating – Jane Schneider/Mary Couture:** No report.

Jana Pillsworth-Wood will send out the proposed bylaw changes so the membership has 30 days to review before the vote.

**Career Development/PSP – Debbie Hendricks/Lorraine Moon:** No report.

Lorraine said the zoom lunch meeting on the pomodoro technique, presented by Laurie Sampson, went well. They had 36 people register. No new PSPs for this year. Lorraine asked when we should have our annual reports finalized for this year. It was agreed that we should have those done here soon and report on what we were able to get done this year. The bylaws state annual reports should be completed by August 31<sup>st</sup>. If completed, you may send now to Jana.

The committee for the All Staff Conference are looking at dates in October or January depending on how the situation progresses so they don't have to change the date again.

**Employee Concerns – TBD:** No report.

Jana ~~Pillsworth~~ Pillsworth-Wood reported that we continue to have UNOPA members serving on committees, just no Committee Director. We now have a representative for the Chancellor's Committee on Safety. These representatives should also submit a report for the annual report.

**Membership – Mary Klucas/Cathy Robertson:** No report.

**Technology – Jennifer Greenlee:** No report.

**UNOPA Notes – TBD:** No report.

**Ways and Means – TBD:** No report.

Jana will prepare the final report.

**Outreach – Amanda Lager Gleason:** No report.

**AD-HOC COMMITTEES: These committees are under review by the Bylaws committee**

**Digital Commons – Jane Schneider:** No report.

**Marketing – Lisa King:** Absent. No report.

**DIVERSITY AND INCLUSION** <https://diversity.unl.edu/>

**Newsletter:** <https://mailchi.mp/7bc0361cb534/april-newsletter-igniting-inclusive-excellence?e=ae4d699f29>

Some May observances to check out!

- Asian Pacific American Heritage Month
- Jewish American Heritage Month

- Older Americans Month

Opportunities to participate! Husker Dialogues and would like to include a UNOPA representative. Would you consider recommending someone or would this be a project that interests you?

We had previously discussed including diversity and inclusion in our agenda to keep at the forefront of our conversation. Amanda Lager Gleason signed up to participate in Husker Dialogues using their form, but hasn't heard back. Jana Pillsworth-Wood will reply to Husker Dialogues indicating Amanda was wanting to volunteer. Jana will also reach out to UNOPA and encourage anyone else who may be interested in volunteering to contact Husker Dialogues.

### **OLD BUSINESS**

Performance Pay/Program Budgets – The guidelines may be different for Programs versus Career Development. We have transitioned from giving UNOPA swag to providing lunches when offered or arranging to purchase a lunch from the Union when not available. Generally, speakers/presenters are not looking for anything, but we could provide lunch, a cell phone holder or an umbrella. Or do we provide a gift card to location close by unions if not providing lunch. The basic guidelines are that no gift would be given if a fee was paid. If no fee was paid, a gift could be provided for a consistent amount. By having a lump sum in the budget, each committee was given discretion. The consensus was to leave as a guideline and spend in \$25 increments, pending fee being charge. The information could be added to the budget for historical purposes, but should be in the President-Elect guidelines. Mary Klucas suggested a notes tab for each committee on how to spend, but not on actual budget.

### **NEW BUSINESS**

#### **UNOPA / UAAD comparison Excel Sheet**

- **Need volunteer(s) to complete UNOPA's side. This will be used for a comparison to discover if there are any areas where the 2 groups may work side by side to support each other and have larger numbers. Both groups are struggling with getting nominations and support.**

Jana Pillsworth-Wood had a conversation with current UAAD President, Lori Bennett-Baumli. Both organizations are down in membership numbers and lack of nominations for elected offices. The spreadsheet is a tool to see what could work or makes sense to do together, not to align. The intent is to keep each organization, not lose the history of each, but plan how to move forward. The end goal is to see if we share two meetings a year, share awards, share parking lot, etc. Lorraine Moon mentioned we shared a lot of career development this year and went well as a pathway for doing something together. UAAD will be completing the same spreadsheet as one location to compare and go from there. Can we work together where lacking in engagement? Jana requested everyone to go add their knowledge to the spreadsheet. This document should be helpful in giving ideas or making decisions individually and together.

Debbie Hendricks and Mary Klucas spoke with Jolene Palmer at a NEOPA strategic planning meeting. NEOPA is experiencing the same with numbers, members and the strategic plan. We can't continue in the same way with the numbers we have. We need to change. Possibly it is the same with UAAD as well. Jane Schneider mentioned there are many profession development opportunities and need to accept

that. We need to figure out how to change to meet our workforce. Like NEOPA, we need to focus on our mission and not hold on to little things from the past that don't support our mission.

Amanda Lager Gleason suggested we look at the N2025 and N150 and its plan as a guide going forward and align with what university thinks is mission critical including, professional development, advisement plans and revising job descriptions. Do we aim to support staff in a way that meets these plans. Cathy Robertson suggested we ask what members want and how do we get to that point. Do we pay someone to walk us through this or complete the process on our own? UAAD's structure looks similar with no volunteers and trying to maintain structure. We would walk through the process together. Jennifer Greenlee inquired about department at UNL assisting with marketing. Cathy Robertson indicated the ad-hoc worked with a class in the past, but someone needs to use information, implement and make it work.

Jana is open to any good way of how to lay out facts for discussion purposes. Feel free to update spreadsheet in box.

### **Board Members / Nominations**

- **Suggestion was made to keep same board until we are back on campus in the fall. Who does that affect? What does group want to do?**
- **Do we change out presidents a keep everyone else in position until fall or later?**
- **Do we keep everything as in and move the normal spring meetings/gathering to the fall? Utilize a "holding pattern" from now through the summer. Continue to have board meetings through the summer to plan for the fall?**

### **Projected 2020-2021 Elected Officers**

#### **Recording Secretary**

#### **Treasurer**

#### **President**

**Lainey Bomberger**

#### **President-Elect / Program**

#### **Corresponding Secretary**

**Christina Franklin**

#### **Past President/Bradley Munn**

**Jana Wood**

#### **Presidential Advisor**

Above is the presumed board. Jaime Long and Alycia Harden were willing to stay on as needed. Cathy Robertson stated we should move forward with a ballot with those we have for now. Per the bylaws, President-Elect is a special election and could include Recording Secretary and Treasurer at that time. If needed, Recording Secretary and Treasurer could be voted on by the board. Cathy recommended Lainey move forward with filling her board specifically those elected positions. Transitions can happen virtually over the summer. Lorraine Moon will stay on as Career Development/PSP and Amanda Lager Gleason as Outreach. Jane Schneider also volunteered to do Technology. Lainey Bomberger should reach out to Debbie Hendricks about Career Development/PSP and Mary Couture about UNOPA Notes. A



membership list is out in the box file. Lainey is to decide who her presidential advisor will be, typically a Past President.

### **Parking Lot**

- **2020 Agreement ready to be signed.**
- **Hard to find volunteers, do we continue the parking lot?**
- **Do we work with UAAD to help cover the parking lot? Give each group the opportunity to 50% of the work hours for each game up to a specified date before each game. After that date, either group can fill the remaining hours. That way each group's half is protected but if not covered the other group can pick up the hours and make the money. UNOPA would be the responsible group regarding the relationship with parking services. We would get paid by parking and then issue a check to UAAD for their hours worked.**
- **Earnings would be determined by the number of spots sold divided by number of positions for each game.**
- **Review coordinator's responsibilities. Who is responsible for working the parking not if no one volunteers?**

Jana Pillsworth-Wood mentioned her thoughts about keeping what we have, but taking pressure off everyone. She also questioned who works if people don't volunteer. It is up to the coordinators to find people which may include making phone calls. We can't wait for people to sign up. Amanda Lager Gleason suggested using the first meeting to discuss what the parking lot is, why we work it and how critical the funding. She also thought having a registration at the meeting may encourage member to sign-up early.

### **Annual Report**

The 2018-2019 Annual Report is in box. Please review and let Jana know if you have any changes. Cathy Robertson mentioned fixing the employee concerns spreadsheet as some information was missing from the report.

Thank you everyone for continued support and commitment to UNOPA.

Meeting adjourned at 1:13 p.m.

Respectfully Submitted,

Alycia Harden, Recording Secretary

**Treasurer Report - April 2020**

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	<b>Balances:</b>
<b>Beginning Checking Account Balance - 04/01/2020</b>	\$ 7,457.41
<b>Income:</b>	
4/22/2020 Deposit - 50/50 Money - President-Misc. *\$14 (Jan), \$15 (Feb) & \$52 (Mar)	\$ 81.00
	Total Income: \$ 81.00
<b>Expenses:</b>	
4/19/2020 Ck #1151 - University of NE Foundation - Donation to Bradley Munn - Corr Secretary *Donation in memory of Kathryn Martin & Lucille Griess Rolfes	\$ 50.00
	Total Expenses: \$ 50.00
<b>Ending Checking Account Balance - 04/30/2020</b>	<b><u>\$ 7,488.41</u></b>
<hr/>	
<b>Beginning Cost Center Balance - 04/01/2020</b>	\$ (410.46)
<b>Income:</b>	
	Total Income: \$ -
<b>Expenses:</b>	
	Total Expenses: \$ -
<b>Ending Cost Center Balance - 04/30/2020</b>	<b><u>\$ (410.46)</u></b>
<hr/>	
<b>Ending Checking Account Balance - 04/30/2020</b>	\$ 7,488.41
<b>Ending Cost Center Balance - 04/30/2020</b>	\$ (410.46)
<b>Total Funds Available:</b>	<b><u>\$ 7,077.95</u></b>
<hr/>	
<b>Savings Account Balance - as of 04/01/2020</b>	\$ 10,037.78
Interest Earned	
<b>Savings Account Balance - as of 03/31/2020</b>	<b>\$ 10,037.78</b>
<hr/>	
<b>3/31/2020 Bradley Munn Fund Balance</b>	<b>\$ 6,755.85</b>

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UNOPA 2020-2021  
PROPOSED BUDGET

<u>Committee</u>	<u>Description of Expense</u>	<u>Month/Year of Expense</u>	<u>Projected Amount of Expense</u>	<u>Totals</u>	<u>Month/Year of Income</u>	<u>Projected Amount of Income</u>	<u>Totals</u>
<b>President</b>							
	NAEOP Affiliation Fee	Oct. 2020 - Nov. 2020	\$ 50.00				
	NAEOP membership	April - May 2021	\$ 50.00				
	NEOPA membership	July 2020 - August 2020	\$ 20.00				
	MLK Freedom breakfast (two tickets for Pres/Pres Elect)	February 2021	\$ 50.00				
				\$ 170.00			\$0.00
<b>President - MISCELLANEOUS</b>							
	50/50 drawing proceeds				Sept. 2020 - May 2021	\$ 300.00	
	Donation to President's Charity	June 2021	\$ 300.00				
	Central Area Professional Dev Workshop basket	April 2021	\$ 30.00				
	NEOPA State Basket for National conference	May 2021	\$ 30.00				
	NEOPA Basket for State Conference	April 2021	\$ 30.00				
	NAEOP 2021 annual conference registration (for 2019-2020 President)	July 2021 - August-2021	\$ 300.00				
	Professional Development funding for members attending National Conference	July 2021 - August 2021	\$ 875.00				
	Professional Photo	July 2020 - August 2020	\$ 30.00				
				\$ 1,595.00			\$ 300.00
<b>President-elect</b>							
	NAEOP membership	July 2020	\$ 50.00				
	NEOPA membership	July 2020	\$ 20.00				
	Gift for outgoing President (clock or plaque)	May 2021	\$ 75.00				
	NAEOP 2021 annual conference registration (for 2020-2021 President-Elect)	July 2021 - August 2021	\$ 300.00				
				\$ 445.00			\$0.00
<b>Recording Secretary</b>			\$0.00			\$0.00	
				\$0.00			\$0.00

UNOPA 2020-2021  
PROPOSED BUDGET

<u>Committee</u>	<u>Description of Expense</u>	<u>Month/Year of Expense</u>	<u>Projected Amount of Expense</u>	<u>Totals</u>	<u>Month/Year of Income</u>	<u>Projected Amount of Income</u>	<u>Totals</u>
<b>Corresponding Secretary</b>							
	Holiday / Giving Tree	Oct. 2020 - Dec. 2020	\$ 50.00				
	Past President's luncheon - lunch for retirees and past presidents *	April 2021 - May 2021	\$ 375.00				
	Flowers - April luncheon - to be given to retirees/past presidents *	May 2021	\$ 250.00				
	Programs *	May 2021	\$ 50.00				
	Invitations*	April 2021 - May 2021	\$ 25.00				
	Parking - Past Presidents/Retirees*	May 2021	\$ 100.00				
	Greeting cards	Various	\$ 20.00				
	Postage	Various	\$ 20.00				
	Miscellaneous	Various	\$ 50.00				
				\$ 940.00			\$0.00
<b>Treasurer</b>							
	Postage	Various	\$ 10.00				
	Fiscal year end audit - thank you	July 2020 - August 2020	\$ 100.00				
	Checks	Various	\$ 35.00				
	Balance Budget/Inflow from Savings				June 2020	\$ 4,660.00	
				\$ 145.00			\$ 4,660.00
<b>Immediate Past President</b>							
	Gifts for PSP recipients - 2021 NAEOP Conference	July 2021	\$ 150.00				
	NAEOP Educational Fund donation (Application Fee)	December 2020	\$ 25.00				
	NAEOP Marion T Wood Student Scholarship Fund donation (Application Fee)	December 2020	\$ 25.00				
	NAEOP Website Competition Fee	March 2021	\$ 25.00				
	NAEOP Newsletter Competition Fee	March 2021	\$ 25.00				\$0.00
				\$ 250.00			

UNOPA 2020-2021  
PROPOSED BUDGET

<u>Committee</u>	<u>Description of Expense</u>	<u>Month/Year of Expense</u>	<u>Projected Amount of Expense</u>	<u>Totals</u>	<u>Month/Year of Income</u>	<u>Projected Amount of Income</u>	<u>Totals</u>
<b>Awards</b>							
	Floyd S. Oldt Boss of the Year - Award Stipend	November 2020	\$ 500.00				
	Floyd S. Oldt Outstanding Staff - Award Stipend	Nov. 2020 - Dec. 2020	\$ 1,000.00				
	Floyd S. Oldt Silver Pen - Award Stipend (\$600 x 2)	Nov. 2020 - Dec. 2020	\$ 1,200.00				
	Floyd S. Oldt Award Deductions	Nov. 2020 - Dec. 2020	\$ 750.00				
	Oldt Awards - Nominees & Judges meals	November 2020	\$ 200.00				
	Oldt Awards - Plaques & programs	November 2020	\$ 300.00				
	Income from Floyd S Oldt fund - through Human Resources / Bruce Currin				January 2021	\$ 3,950.00	
	Rose Frolik Award Stipend*	April 2021 - May 2021	\$ 600.00				
	Frolik Award - Nominees & Judges meals*	May 2021	\$ 75.00				
	Frolik Award - Plaque*	May 2021	\$ 50.00				
	NAEOP Olive T Ritchie Outstanding Staff Award submission	March 2021	\$ 20.00				
	NAEOP Administrator of the Year Award submission	March 2021	\$ 20.00				
				\$ 4,715.00			\$ 3,950.00
<b>Bylaws &amp; Nominating</b>			\$0.00			\$0.00	
				\$0.00			\$0.00
<b>Career Development/PSP</b>							
	PSP Plaques	Various	\$ 50.00				
	Workshop (speaker, speaker expenses, lunch refreshments, speaker gift)	October 2020 - April 2021	\$ 3,000.00				
	Workshop registrations				October 2020 - April 2021	\$ 600.00	
				\$ 3,050.00			\$ 600.00
<b>Technology</b>			\$0.00				
				\$0.00			\$0.00

UNOPA 2020-2021  
PROPOSED BUDGET

<u>Committee</u>	<u>Description of Expense</u>	<u>Month/Year of Expense</u>	<u>Projected Amount of Expense</u>	<u>Totals</u>	<u>Month/Year of Income</u>	<u>Projected Amount of Income</u>	<u>Totals</u>
<b>Employee Concerns</b>			\$0.00				
				<b>\$0.00</b>			<b>\$0.00</b>
<b>Membership</b>							
	Miscellaneous	Various	\$ 25.00				
	Membership Brochures		\$ 200.00				
	New Member Luncheons (2)	September 2020 - May 2021	\$ 100.00				
	Membership Recruitment	Various	\$ 250.00				
	Membership new/renewals				Various	\$ 1,000.00	
				<b>\$ 575.00</b>			<b>\$ 1,000.00</b>
<b>Outreach</b>							
	Summer Social - registrations, entertainment, favors, etc.	June 2021	\$ 300.00				
	Summer Social Registration Income				July 2021	\$ 300.00	
	Decorations/Door Prizes	September 2020 - May 2021	\$ 675.00				
	General Meeting Catering*	September 2020 - May 2021	\$ 1,000.00		September 2020 - May 2021	\$ 1,000.00	
	Name Tags	September 2020 - May 2021	\$ 50.00				
	Room Rental*	Various	\$ 500.00				
	Oldt & Frolik Subsidized Meals*	Nov 2020 - April/May 2021	\$ 1,000.00				
	Frolik Comped Meals*				April/May 2021	\$ 75.00	
	Miscellaneous	Various	\$ 50.00				
				<b>\$ 3,575.00</b>			<b>\$ 1,375.00</b>
<b>Program</b>							
	Guest Speakers & Dec Entertainment	December 2020	\$ 300.00				
	Speaker lunch	September 2020 - May 2021	\$ 75.00				
				<b>\$ 375.00</b>			<b>\$0.00</b>
<b>UNOPA Notes</b>			\$0.00				
				<b>\$0.00</b>			<b>\$0.00</b>



# UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

## UNOPA Board Meeting

February 2020

TO: UNOPA Board Members  
FROM: Jana Wood  
COMMITTEE: President  
DATE: 5/12/2020

### Current report

Big 10 Staff Advocacy Group – Each school went over what is happening on their campuses and the steps being taken for staff. Work from home/ furloughs, reduced hours allowing staff to draw unemployment

Fall adjustments such as no breaks to reduce student movement to and from campus.

Attached is the report we shared.

Marissa Kemp also participates on this committee and may have some other information to add.

Having a staff council would be very helpful in regards to our participation in groups like these.

- In my opinion, as UNOPA and UAAD, we do not have large enough numbers to be considered representing staff or access to the higher-level information that is being shared. It is important that we continue to participate in the Big 10 group, I do feel in the future a staff council would be more appropriate to represent staff from the NU system in a group like this.

### Parking Committee

Many changes and adjustments due to COVID.

Discussion about service and delivery tags. Dan Carpenter suggested raising the cost for a S/D tag to \$300ish a year because there are too many tags issued and too many people parking in those spots. – This was tabled. I opposed these measures as it would disproportionately affect facilities employees who use them the most. Suggested that parking better manage who they issue them to. Possibly have separate guidelines and/or costs for S/D tags between facilities employees and others on campus.

- This item was tabled, parking was asked to provide data as to how many tags are issued to service staff versus academic colleges. They were also asked to look at options of proactive management of the tags versus raising the cost and/or reactive ticketing.

Parking also suggested raising the ticket cost for timed parking spots. – Issue was brought up that managing timed parking spots is not consistent. Some spots would end up with lots of tickets, other not at all. There exists currently a frustration on campus that timed spots are not enforced so way have them.

- This item was tabled, parking was asked to look at different options.



Minutes of the  
UNOPA EXECUTIVE BOARD MEETING  
Tuesday, June 2, 2020, 11:31 a.m. – 12:17 p.m.  
Zoom

President, Jana Pillsworth-Wood, called the meeting to order at 11:31am.

**Roll call** was taken by Alycia Harden, Recording Secretary

**MEMBERS PRESENT:**

Jana Pillsworth-Wood, Alycia Harden, Christina Franklin, LaRita Lang, Jane Schneider, Mary Couture, Debbie Hendricks, Lorraine Moon, Jennifer Greenlee and Cathy Robertson. Quorum achieved.

**MEMBERS ABSENT:**

Lainey Bomberger, Jaime Long, Amanda Lager Gleason and Mary Klucas

**AD-HOC MEMBERS PRESENT:**

Jane Schneider

**AD-HOC MEMBERS ABSENT:**

Lisa King

**APPROVAL OF EXECUTIVE BOARD MEETING MINUTES FROM MAY 12 2020**

The minutes from the May 12, 2020 Executive Board meeting were reviewed.

***LaRita Lang moved to approve the minutes as amended. Seconded by Cathy Robertson. Motion passed.***

**MAY TREASURER'S REPORT**

The May Treasurer's report was reviewed.

The report will be presented at the next General Membership meeting for approval.

**OFFICER/COMMITTEE REPORTS GIVEN:**

**President – Jana Pillsworth-Wood:** No report.

Jana questioned when the transition meeting would be. She mentioned scanning binder to ease in the transition. Alycia Harden mentioned this meeting typically would have been the transition meeting with separate meetings for the outgoing and incoming boards. We will plan to have the transition meeting at end of the month. We don't anticipate much changeover at this point. Lainey Bomberger is working to fill her Board and would appreciate any assistance.

**President-Elect – Lainey Bomberger:** No report.

**Corresponding Secretary – Christina Franklin:** No report.

**Past President/Bradley Munn – TBD:** No report.

Jane Schneider is helping to cover these responsibilities. Jana Pillsworth-Wood submitted an application to the Bradley Munn Fund knowing that she had missed the 60-day deadline. Since the deadline was missed, the application wasn't approved. The May 15<sup>th</sup> deadline on the website is a UNOPA deadline, not the Foundation. Jane mentioned the Foundation doesn't have 60-day deadline either.

Lorraine Moon mentioned that the rules should be easily accessible as the committee is very important. She realized this is not a standing rule, but wondered if a note could be included at the bottom of the standing rules to explain the Bradley Munn fund. We would then know who the committee members are and the guidelines or reference as to where the guidelines can be found. Jane Schneider thought the guidelines being on the website was sufficient. Cathy Robertson stated the information was in the bylaws under Past President's description, but is on the website. She also mentioned we didn't give our membership much notice of the deadline.

Cathy Robertson asked to clarify if the 60-day deadline is valid. Jane Schneider thought the deadline was UNOPA's and we could proceed as we wished. The Foundation would reimburse whenever we sent them an approved reimbursement request. Cathy Robertson thought the Foundation was following the 60-day policy and that UNOPA's submission deadline were too far apart. Jane Steinbach at the Foundation informed Jane Schneider that they didn't have a deadline at that it was ours. Jane Schneider thought the deadlines of the 15<sup>th</sup> of May, September and February were to give dates to submit by if you had something from the prior semester. Cathy Robertson thought as Past President, Jana Pillsworth-Wood's committee could review these deadlines. Jane Schneider concurred. She was going to ask the current committee to reconsider Jana Pillsworth-Wood's application after finding out the deadline was not that of the Foundation. Alycia Harden thought the Foundation elected to follow the 60-day deadline of the University and UNOPA was conforming to the new Foundation rule. Cathy Robertson agreed. Debbie Hendricks questioned Jane Schneider if the change was recent as she has experience with a request being denied because was more than 60 days out. Jane Schneider mentioned if the Foundation doesn't have a deadline, 5 days past our deadline shouldn't matter.

Alycia Harden suggested sending regular reminders to have member submit any receipts to the Bradley Munn committee by the 15<sup>th</sup> of every month. The review process is not that time consuming that it couldn't be completed monthly if there was a submission. Jane Schneider thought the deadlines gave members time and helped them to gather receipts to be consider by a certain deadline. Jane Schneider thought they would still be reviewed when received. Cathy Robertson thought the submissions were gathered and only reviewed after the deadline.

Jana Pillsworth-Wood asked about the name of the fund and how it became the Bradley Munn fund. Lorraine Moon clarified that Bradley Munn worked in Administration and did some neat things with UNOPA. He also encouraged travel to state and national meetings. The fund was name in his honor as he was so supportive of UNOPA.

Jana Pillsworth-Wood received the fund authority form from Tina Barnes. She will also follow-up with Tina Barnes about where the guidelines are and what we need to do in moving forward. Jana Pillsworth-Wood will update the Board with what she learns.

Cathy Robertson mentioned we may run into issues if we have a reimbursement for a class. The member would have to pay for the class in January, but we require showing the class was passed and a grade wouldn't be available until May. The same with attending the NAEOP Annual Conference when you register in March/April, but don't attend until July. We will have issues with the 60-day deadline. Lorraine Moon thought we need to have a note clarifying that the completion needs to occur and reimbursement will not be made until that date. Jana Pillsworth-Wood thought the 60-day deadline was from the day of the event. She will ask about this specifically.

**Presidential Advisor – Lorraine Moon:** No report

Jana Pillsworth-Wood thanked Lorraine for serving as her Presidential Advisor and for her help and guidance.

**Awards – LaRita Lang:** No report.

**Bylaws/Nominating – Jane Schneider/Mary Couture:** No report.

Jana Pillsworth-Wood mentioned we were approaching 30 days from when the suggested changes were sent to the membership. The vote will be sent out on June 15<sup>th</sup>.

Jana Pillsworth-Wood thought the committee was up to date on answering questions that had been received.

Cathy Robertson asked about sending the ballot out at a similar time as the bylaws vote. Jana Pillsworth-Wood agreed.

**Career Development/PSP – Debbie Hendricks/Lorraine Moon:** No report.

Lorraine mentioned both she and Debbie will be continuing on next year's Board.

**Employee Concerns – TBD:** No report.

Cathy Robertson reported that she is on the Parking Appeals Committee. They have had one meeting and reviewed six or so appeals from faculty/staff on campus.

Lorraine Moon ask Jana Pillsworth-Wood for an update on the Staff Senate. Jana Pillsworth-Wood indicated there wasn't an update and that she hasn't followed up.

Jana Pillsworth-Wood also mentioned she hasn't talked to Lori Bennett-Baumli yet regarding comparisons between UNOPA and UAAD. There wasn't interest from our group in comparing at this point. Lorraine Moon thought the groups were similar, just different presentations geared more toward managerial professional. Jana Pillsworth-Wood thought the side-by-side comparison would be needed before we could start combining meetings. She will see what Lainey Bomberger thinks and how she wants to proceed.

Alycia Harden mentioned she is on the Chancellor's Wellness Committee and they have not met since August 2018. She thought the group was to be combining with a group that was focused on student wellness, but that hasn't taken place and no update has been provided. She questioned if the group was still in place and a representative needed. Jana Pillsworth-Wood mentioned that other groups are not meeting and we need to assess where representative are truly needed.

Cathy Robertson mentioned the website doesn't match the annual report from the prior year regarding roles available.

Jana Pillsworth-Wood will send Jennifer Greenlee the link to the site that needs to be cleaned up. She can also hide the link if needed.

**UNOPA Notes – TBD:** No report.

Mary Couture said she may try to get back into releasing another edition and see how it goes.

**Membership – Mary Klucas/Cathy Robertson:** No report.

**Technology – Jennifer Greenlee:** No report.

The Bradley Munn page was created. Please let Jennifer know if information needs corrected. She created a Google Doc and Form. She will be meeting with Jana Pillsworth-Wood and Jane Schneider to discuss soon. The PDF version of the reimbursement form was difficult to use during this time. The Google Doc and Form can be downloaded and reviewed via spreadsheet. The only trouble is that the form couldn't be signed. Jana Pillsworth-Wood thought the download could be sent back to the applicant via Docusign for signatures.

Jennifer announced this was her last meeting. Jane Schneider will be taking over, but Jennifer will serve on Jane's committee and mentor her on the CMS system.

Jana Pillsworth-Wood thanked Jennifer and Jane Schneider for their service.

**Ways and Means – TBD:** No report.

**Outreach – Amanda Lager Gleason:** No report.

**AD-HOC COMMITTEES: These committees are under review by the Bylaws committee**

**Digital Commons – Jane Schneider:** No report.

**Marketing – Lisa King:** Absent. No report.

**DIVERSITY AND INCLUSION** <http://diversity.unl.edu>

Resources: <https://diversity.unl.edu/resources>

Jana Pillsworth-Wood receive the following email. Jana will email the membership to seek interest in serving this position.

Email From: Karen Griffin - Coordinator of Faculty Governance

In April, the Faculty Senate approved a motion to create the Diversity and Inclusion Committee. This Committee supports the university's diversity and inclusive excellence efforts by actively assessing how well the university's policies promote diversity, equity, and inclusion of thoughts, ideas, and people among the faculty (to see the full committee syllabus go to

<https://www.unl.edu/facultysenate/committees/Diversity%20Inclusion%20Committee%20Syllabus.pdf>.

The membership of the committee calls for a representative from UNOPA and I am writing you to see if UNOPA would appoint someone to the committee. If you could let me know by **June 19<sup>th</sup>** that would be great.

**OLD BUSINESS**

**UNOPA / UAAD comparison Excel Sheet**

Jana Pillsworth-Wood mentioned that not much has been done, but it will be out there if anyone is interested in comparing. The file can be found in UNOPA box file under President 2019-2020 Jana/May 2020 Board Meeting/UNOPA-UAAD Alignment Options Discovery. Mary Couture volunteered to work on the basics if others can then include history/background to decide if will work. Jana Pillsworth-Wood will see if Lori Bennett Baumli has anything to share to get us started.

**Gift for Mary Guest**

Jane Schneider asked if Jaime Long has issued a check for UNOPA’s contribution to Mary Guest. Jane Schneider thought we should remind Jaime Long to do so. Alycia Harden mentioned that Jaime Long would like Jana Pillsworth-Wood to send an expense report through DocuSign to Lainey Bomberger for signature since this expense is part of the President’s budget. Jana Pillsworth-Wood will check with Jaime Long to see if this was missed.

Cathy Robertson stated that she received a message from some Past Presidents suggesting we combine our contribution together with other organizations for Mary’s gift. Cathy Robertson asked if anyone was opposed to this idea and consensus was that was fine. She will work with other organizations to find something more substantial to give to her July 24<sup>th</sup> on the actual installation date or week. Please let Cathy Robertson know if you have any ideas other than the picture frame that was mentioned.

**NEW BUSINESS**

None.

**OTHER DISCUSSION**

Jana Pillsworth-Wood presented the projected 2020-2021 Board and Committee Members. Mary Couture agreed to being the UNOPA Notes Director. Jana Pillsworth-Wood thanked Mary Couture and mentioned we are not expecting a monthly newsletter and the format doesn’t have to be the same as in the past. We appreciate having a newsletter sent out.

Please reach out or send any suggestions to Jana Pillsworth-Wood, Lainey Bomberger or Jane Schneider.

**PROJECTED 2020-2021 BOARD AND COMMITTEE MEMBERS**

Recording Secretary / Minutes Approval

Treasurer / Treasurer’s Report

President Lainey Bomberger

President-Elect / Program

Corresponding Secretary Christina Franklin

Approved as Presented – September 3, 2020

Past President/Bradley Munn  
Presidential Advisor

Jana Wood

Awards

TBD

Bylaws/Nominating

TBD

Career Development/PSP

Lorraine Moon / Debbie Hendricks

Employee Concerns

TBD

Membership

TBD

Technology

Jane Schneider

UNOPA Notes

Mary Couture

Ways and Means

TBD

Outreach

Amanda Lager Gleason

Meeting adjourned at 12:17 p.m.

Respectfully Submitted,

Alycia Harden, Recording Secretary

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Treasurer Report - May 2020

	<b>Balances:</b>
<b>Beginning Checking Account Balance - 05/01/2020</b>	\$ 7,488.41
<b>Income:</b>	
	Total Income: \$ -
<b>Expenses:</b>	
5/22/2020 Ck #1152 - NAEOP - Affiliation Fees - President-Misc.	\$ 39.20
	Total Expenses: \$ 39.20
<b>Ending Checking Account Balance - 05/31/2020</b>	<u><u>\$ 7,449.21</u></u>
<hr/>	
<b>Beginning Cost Center Balance - 05/01/2020</b>	\$ (410.46)
<b>Income:</b>	
	Total Income: \$ -
<b>Expenses:</b>	
5/22/2020 50/50 Donation to Students w/Children - President-Misc.	\$ 204.00
	Total Expenses: \$ 204.00
<b>Ending Cost Center Balance - 05/31/2020</b>	<u><u>\$ (614.46)</u></u>
<hr/>	
<b>Ending Checking Account Balance - 05/31/2020</b>	\$ 7,449.21
<b>Ending Cost Center Balance - 05/31/2020</b>	\$ (614.46)
<b>Total Funds Available:</b>	<u><u>\$ 6,834.75</u></u>
<hr/>	
<b>Savings Account Balance - as of 05/01/2020</b>	\$ 10,037.78
Interest Earned	
<b>Savings Account Balance - as of 05/31/2020</b>	<u><u>\$ 10,037.78</u></u>
<hr/>	
<b>4/30/2020 Bradley Munn Fund Balance</b>	<u><u>\$ 6,829.61</u></u>

Minutes of the  
UNOPA EXECUTIVE BOARD MEETING – OUTGOING BOARD

Tuesday, July 7, 2020, 11:46 a.m. – 1:05 p.m.

Zoom

President, Jana Pillsworth-Wood, called the meeting to order at 11:46am.

**Roll call** was taken by Alycia Harden, Recording Secretary

**MEMBERS PRESENT:**

Jana Pillsworth-Wood, Lainey Bomberger, Alycia Harden, Christina Franklin, Jaime Long, LaRita Lang, Jane Schneider, Mary Couture, Lorraine Moon, Jennifer Greenlee, Mary Klucas and Cathy Robertson. Quorum achieved.

**MEMBERS ABSENT:**

Debbie Hendricks and Amanda Lager Gleason

**AD-HOC MEMBERS PRESENT:**

Jane Schneider

**AD-HOC MEMBERS ABSENT:**

Lisa King

**APPROVAL OF EXECUTIVE BOARD MEETING MINUTES FROM JUNE 2, 2020**

The minutes from the June 2, 2020 Executive Board meeting were unavailable at the time of the meeting. The minutes will be reviewed at the next meeting.

Report attached.

All errors listed on the report were discussed.

The January minutes will be corrected in red. The header will be left as is stating the minutes were approved as presented.

A note indicating “It was the consensus of the UNOPA Executive Board that March reports including the February Treasurer’s report were reviewed in April” will be added to the April minutes.

The September and November General Membership minutes can just be corrected to remove the duplication and update the meeting location.

Alycia will reference the motion below when making the changes above in previous minutes.

***Mary Couture moved to amend the previously adopted minutes in accordance with the Recording Secretary report of June 29, 2020. Cathy Robertson seconded. Motion passed.***

**JUNE TREASURER’S REPORT**



The June Treasurer's report was reviewed.

The report will be reviewed at the next General Membership meeting. Jaime will move forward with having an audit completed.

Jaime Long suggested we begin thinking about what to potentially do with the funds in the savings account. Mary Klucas indicated that a previous suggestion related to the Foundation may not be the best route since funds in an endowment can't be accessed for some time. Another suggestion was to set aside money for the Rose Frolik event, but that may also be more work for the Treasurer than running the expenses through the checking account. She doesn't see a current benefit to moving the funds to the Foundation. CDs also don't earn much interest.

Jennifer Greenlee questioned why the funds weren't being used for education purposes?

Mary Klucas stated that a few years ago, it was thought the parking lot fundraiser was going to be lost. The Board trimmed the budget just in case so a reserve would be built up. The parking lot is UNOPA's only fundraiser. Other fundraisers are a lot of time/effort for not a lot of funds in return. It isn't that we don't want to spend the funds if we have a purpose, but we also need to sustain the efforts if not fundraising.

Mary Couture mentioned that although we have the contract, the parking lot could still be an unknown with COVID-19.

Jana Pillsworth-Wood described the savings account as a prudent reserve for the minimum required expenses. She thought how to spend or where the funds should be to generate more funds could also be a conversation. It is a hard balance of knowing to do. The conversation should stay open.

Jennifer Greenlee thought why not use the funds to build UNOPA especially if we are looking to join with UAAD.

Mary Klucas mentioned that we will still have to have some separation of funds. Each organization has awards that are specific to each. If the organization were to fully combine, that may be the time to move savings balance to Foundation for the UNOPA Rose Frolik fund for funding awards annually.

Jana Pillsworth-Wood explained this next year is a trial year to see what is possible. If the groups were to combine, each group would have to take their funds and protect the history of each.

Christina Franklin suggested a potential step forward would be speaking with someone in investments as they tend to earn more, but the funds still appear accessible.

Jana Pillsworth-Wood thought if earnings were greater, perhaps we could have more for awards including a new staff award. We could also spend money on marketing, but shouldn't do that if we don't have substance to group to continue.

Lainey Bomberger's opinion was this year will be rough and will likely need to spend from the savings account. What would we have to do to build the account back up especially if our fundraiser goes away? The preference would be to hold on to the funds.

Jennifer Greenlee understands holding on to these reserves, but thought we need to be competitive to retain/recruit member and invest in organization.

Jaime Long concurred that we need to have something to offer our members that is appealing.

Mary Klucas suggested someone with professional experience in money to help UNOPA look at the best way to spend the money we have. Do we look at creating a Rose Frolik fund at the Foundation or creating a different staff award? However, the funds will be exhausted without donations. All organizations are low on members with the Staff Senate potentially causing issues for UAAD and UNOPA. Conversations seem to be happening that aren't including staff.

Lorraine Moon corrected Mary Klucas that a panel is planned for the all staff conference.

Mary Klucas questioned whether we spend time combining UNOPA and UAAD and do more partnering.

Jana Pillsworth-Wood thought the discussion was excellent, but wondered how we channel our discussion and organize/keep track and be able to assign focus at a future meeting.

Jennifer Greenlee appreciated everyone listening. She suggested a Google Doc for each meeting may be help to keep a running list.

**OFFICER/COMMITTEE REPORTS GIVEN:**

**President – Jana Pillsworth-Wood:**

Jana thanked everyone for voting to approve spending from the Bradley Munn fund for literature purchases.

She is thinking about how to collect thoughts/information about UNOPA to move forward.

**President-Elect – Lainey Bomberger:** No report.

The plan was to upload manual documents to Box to aid in the transition. Jana Pillsworth-Wood mentioned that all are already in the process of working with those joining the Board to pass on their manuals.

Cathy Robertson expressed concerns that we have three elected positions and several committees director positions open for next year. Have emails been sent of phone calls made to recruit Board members?

Lainey mentioned that she has an Advisor in mind. She is concerned about the other positions as no one is interested in stepping up. She is going to email and reach out. Tomorrow, she will be meeting with UAAD to see what they are doing.

Jane Schneider went through the membership list and no one was interested. Past President weren't interested either.

Cathy Robertson volunteered to make phone calls and thought the recruiting need to be a group effort.

Mary Couture crafted different template emails and emailed everyone. All who responded said no.

Jane Schneider expressed everyone is concerned, but that doesn't make people want to step up.

Mary Klucas suggested sending an email similar to NEOPA's about the need for volunteers or we will not have an organization. When we send out the renewal, we only email current membership. We don't have a good way to reach out to new employees that we previously reached out to and follow-up.

Jennifer Greenlee mentioned this is where she felt a recruitment plan would be helpful, but who will do it.

Jana Pillsworth-Wood said we need content that follows the marketing. We all see this and want it, but no one has time. While we may try to combine some general membership meeting with UAAD, we still need board positions filled.

Jennifer Greenlee suggested having a large general membership meeting to discuss as she wondered if those outside the Board realize the situation the organization is in.

Mary Couture thought the meeting should be held after sending out an email, questioning what the membership wanted from the organization and any concerns they had. Jennifer Greenlee recalled a similar survey sent out in a previous year, but it didn't know what happened to the results.

Cathy Robertson mentioned we should send email for board members first then create an ad hoc committee to look at the future (membership, marketing, strategic plan).

Jennifer Greenlee thought being in front of people was also important. Christina Franklin agreed that these requests needed to be personal. We should divide list to call as people do delete emails. She also stated we are all trying to do too much with too little. She questioned what we are going to cut down on to be able to provide. It may have to hurt before member will decide they need to volunteer.

Mary Klucas stated that perhaps we need to ask the membership, "What will you miss if UNOPA goes away?" This was the first question from Jolene Palmer when asked if she could help UNOPA. We could take the list and filter. Is this a place where UNOPA spend the money?

Cathy Robertson mentioned that Jolene Palmer has done great job supporting NEOPA. Mary Klucas agreed as she knows Jolene cares about the staff organization.

Jaime Long wondered if we could reach out to other state organization and see what they have done. Mary Klucas said the issues appear to be nationwide – local, state and even up to the national level some. We need someone to lead/facilitate a conversation. Should the meeting be open to all members, not just the Board? What does UNOPA mean? This would give a springboard for how to make the impact felt. For example, NEOPA mean professional development for most. If NEOPA went away, they would miss professional development and that is the mission. This would be a conversation with those who are invested and bring ideas/thoughts together on how to move forward. It could be decided what is excess and could be pared down.

Jana Pillsworth-Wood was not opposed to have outside assistance, but wondered if we could answer these questions ourselves.

Mary Klucas preferred the idea of outside assistance because it provides an unbiased person to filter or guide conversation.

Mary Couture suggested we answer the questions ourselves and then bring someone in.

Mary Klucas thought that we start with the membership and a survey. In order to help UNOPA move forward, please answer the following questions knowing a broader conversation will happen to discuss.

Jennifer Greenlee wondered what was done in the past that we aren't doing now.

Lorraine Moon mentioned the pandemic and the talk about a staff senate. Membership has always fluctuating, but not like now. Input seemed more valuable in the past.

Mary Klucas also mentioned the past budget cuts. We are all doing more with less and limits what you can commit. Some can't do UNOPA during work time and if you can, you might not have the time or that cuts into other time.

Jana Pillsworth-Wood thought the first question we could ask was what would missing if UNOPA went away and see if want to bring someone in.

Mary Couture volunteered to put together the survey and consolidate the results. The Board will review before being sent out to the membership and may also provide a way to seek help for the Board. Jane suggested using Google form.

Cathy Robertson volunteered to make calls. If Lainey could let the Board know who she has personally contacted and for what position. She also recommended Lainey get advisor now that has history and can give advice going forward. Lainey agreed that she would like to find a presidential advisor who has the history, but also has an open mind for change. Everything will be different from the past due to COVID. Lainey thanks Cathy Robertson for volunteering to help and mentioned she would get a list together of who had been contacted.

**Corresponding Secretary – Christina Franklin:** No report.

**Past President/Bradley Munn – TBD:** No report.

Jana Pillsworth-Wood will send in the access form for the Foundation.

**Presidential Advisor – Lorraine Moon:** No report

**Awards – LaRita Lang:** No report.

**Bylaws/Nominating – Jane Schneider/Mary Couture:** No report.

The bylaws changes were approved. Jane will edit the official document. The document will be posted to the website once completed.

**Career Development/PSP – Debbie Hendricks/Lorraine Moon:** No report.

**Membership – Mary Klucas/Cathy Robertson:** No report.

Current membership total was 67. Active-42; New-7; Associate-3; Retired-14; Honorary-1.

The new membership form will need to be sent out by the new membership director. Bylaws indicate renewals are to be completed by September 30<sup>th</sup>. The listserve will be cleaned up and those who don't renew after that date.

**Technology – Jennifer Greenlee:** No report.

Jennifer will be helping Jane Schneider out. Please contact Jane for any technology needs.

**UNOPA Notes – TBD:** No report.

Jana Pillsworth-Wood thought Mary Couture will be the UNOPA Notes director, knowing there isn't an expectation of having a monthly newsletter.

**Ways and Means – TBD:** No report.

**Employee Concerns – TBD:** No report.

Jana Pillsworth-Wood will complete the final report.

**Outreach – Amanda Lager Gleason:** No report.

**AD-HOC COMMITTEES: These committees are under review by the Bylaws committee**

**Digital Commons – Jane Schneider:** No report.

**Marketing – Lisa King:** Absent. No report.

**DIVERSITY AND INCLUSION [diversity.unl.edu](http://diversity.unl.edu)**

There is a lot right now surrounding diversity and inclusion. Jana Pillsworth-Wood encourage the Board to continue to check out the website.

**OLD BUSINESS**

**UNOPA / UAAD comparison Excel Sheet**

Jana Pillsworth-Wood will send a link to the spreadsheet for the Board to review to ensure we have everything listed. This would be what we would lose if UNOPA went away. Jana will send this document with the survey.

**NEW BUSINESS**

**Annual Reports**

Annual reports are due to Jana Pillsworth- Wood by mid-August.

**OTHER DISCUSSION**

**PROJECTED 2020-2021 BOARD AND COMMITTEE MEMBERS**

Recording Secretary / Minutes Approval

Treasurer / Treasurer's Report

President

Lainey Bomberger

President-Elect / Program

Corresponding Secretary

Christina Franklin

Approved as Presented – September 3, 2020

Past President/Bradley Munn	Jana Wood
Presidential Advisor	
Awards	TBD
Bylaws/Nominating	TBD
Career Development/PSP	Lorraine Moon / Debbie Hendricks
Employee Concerns	TBD
Membership	TBD
Technology	Jane Schneider
UNOPA Notes	Mary Couture
Ways and Means	TBD
Outreach	Amanda Lager Gleason

Jana mentioned she was very proud and grateful to have served UNOPA. She hope she carried UNOPA forward and thanked everyone who served.

Meeting adjourned at 1:05 p.m.

Respectfully Submitted,  
Alycia Harden, Recording Secretary

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board Meeting**

**June 2020**

TO: Jana Wood  
FROM: Alycia Harden  
COMMITTEE: Recording Secretary  
DATE: 6/29/20

**Current committee report**

I have noticed some errors in the minutes as detailed below. How do we fix, if needed?

Board –

The January minutes were approved as presented. I indicated we were reviewing the December Treasurer's report in the header. However, I indicated the November Treasurer's report was reviewed in the text.

The April minutes were approved as presented. Jana believed we reviewed the reports from March in addition to those from April. The minutes do not reflect as such. This includes the February Treasurer's report and reports from Awards, Bylaws/Nominating, Corresponding Secretary, Outreach and Past President. The Bylaws/Nominating report appears the same minus the email that was included for March. The Corresponding Secretary was copied forward to April with an update about holding on sending invites to Past Presidents and Retires for the May meeting. The Awards, Outreach and Past President reports were different from March to April.

General Membership –

The September minutes were approved as presented. I noticed a duplication of the presenter's name under the Career Development/PSP report.

The November minutes were approved as corrected. I noticed that the location is incorrect also.





**Motions**

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

"I move to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Approved as Presented – September 3, 2020

Minutes of the  
UNOPA EXECUTIVE BOARD MEETING – INCOMING BOARD

Tuesday, July 7, 2020, 1:05 p.m. – 1:08 p.m.

Zoom

The meeting unofficially began at 1:05 pm.

President Lainey Bomberger thanked Jana Pillsworth-Wood for any future advice and assistance she may be able to give. She mentioned looking forward to doing the best job she can for us all and is hopeful in moving UNOPA forward to build upon this year rather than taking apart. She will work to organize the Board so we can get started. She looks forward to working with everyone and thanks everyone for their efforts thus far.

Lainey will build a plan to recruit members to the Board and will let us all know how we can help.

Lainey looks forward to working with everyone and hopes to be as helpful and as good as Past Presidents have been.

It was discussed that recognizing Jana as the outgoing President would occur at the next General Membership meeting. If shared with UAAD, the first meeting would be September 16<sup>th</sup> and the recognition could be held at that time.

The meeting was unofficially adjourned at 1:08 pm.

Respectfully Submitted,

Alycia Harden, Recording Secretary