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UNOPA Minutes

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2019

## 2019-20 UNOPA General Meeting Minutes

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Minutes of the

UNOPA GENERAL MEMBERSHIP MEETING

Tuesday, September 10, 2019, 12:01 p.m. – 12:54 p.m.

Nebraska Student Union, Regency B-C Suite

President, Jana Pillsworth-Wood, called the meeting to order at 12:01 p.m.

**GUEST SPEAKER**

Jana Pillsworth-Wood introduced our guest speakers, Pat Tetreault, Director of the Women's Center, and Alexis Saltzman, President of The Students with Children RSO.

Pat defined the mission and provided a historical overview of the Women's Center. She discussed the various student organization within the Women's Center as well as programming for this academic year.

Alexis shared national statistics about being a parent in college. She also gave an overview of the programming provided by The Students with Children RSO.

Jana thanked both Pat and Alexis for presenting. They were both gifted with a UNOPA mug filled with candy.

**APPROVAL OF GENERAL MEMBERSHIP MEETING MINUTES FROM MAY 14, 2019**

The minutes from the May 14, 2019 General Membership Meeting were emailed to the membership prior to the meeting, however, copies were unavailable at the meeting. The minutes will be reviewed and approved at the October General Membership Meeting.

**APPROVAL OF TREASURER'S REPORTS**

The June, July and August Treasurer's reports were emailed to the membership prior to the meeting. The June, July and August Treasurer's reports will all be filed for audit.

**OFFICER/COMMITTEE REPORTS**

**President – Jana Pillsworth-Wood:**

Jana thanked everyone for being a part of UNOPA and expressed how much fun she is having as President. She is still in need of directors or co-directors for the following committees: Employee Concerns, Ways and Means and UNOPA Notes. Please note that no one is alone and everyone is willing to help out. If you are interested, please contact Jana.

Ben Lennander will be our guest speaker for the October General Membership meeting. Jana will send out a shared document to collect questions/concerns to send ahead of the meeting.

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

The following events are upcoming:

September 24<sup>th</sup> – Brown-bag session on TBD presented by Laurie Sampson  
12:00p.m.-1:00p.m.

Whittier 152

~~Speaker is Laurie Sampson~~ (See motion from July 7, 2020 Board meeting)

October 22<sup>nd</sup> – Workshop on Stress and Aging presented by Dr. Richard Dienstbier

Time is TBD

Nebraska Student Union, Platte River Room (formerly Colonial)

**Outreach – Amanda Lager Gleason:**

The 50/50 drawing collected \$42.00 (\$21 split) and the winner was Donelle Moormeier. Donelle graciously donated her winnings back to be given to the President's charity. Centerpieces were won by Debbie Hendricks, Lonnie Whitmore, Marla Nissen and Jerri Harner. Prizes were also awarded to Marlene Pyatt, Cathy Robertson, Mikki Sandin, Alycia Harden and Lorraine Moon.

**ANNOUNCEMENTS**

Kelsey Sims is the UNOPA representative on the Chancellor's Commission on the Status of Women. She reported that the main topic is lactation facilities. Please let her know if you have any other concerns.

Please renew your membership by the end of the month. Feel free to invite those you think may be interested in joining UNOPA.

UNOPA sold out the parking lot at the last home game. Volunteers are still needed for this Saturday's game.

Meeting adjourned at 12:54 p.m.

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>			\$ 10,030.52

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Minutes of the

UNOPA GENERAL MEMBERSHIP MEETING

Tuesday, October 8, 2019, 12:02 p.m. – 12:53 p.m.

Nebraska Student Union, Regency B-C Suite

President, Jana Pillsworth-Wood, called the meeting to order at 12:02 p.m.

Welcome to new member, Mary Couture, and our guest, Kaelie Kellner.

**APPROVAL OF GENERAL MEMBERSHIP MEETING MINUTES FROM MAY 14, 2019**

The minutes from the May 14, 2019 General Membership Meeting were unavailable for review at the meeting.

The minutes will be reviewed and approved at the November General Membership Meeting.

**APPROVAL OF GENERAL MEMBERSHIP MEETING MINUTES FROM SEPTEMBER 10, 2019**

The minutes from the September 10, 2019 General Membership Meeting were unavailable for review at the meeting.

The minutes will be reviewed and approved at the November General Membership Meeting.

**APPROVAL OF TREASURER'S REPORTS**

The September Treasurer's report was distributed at the meeting for review. The September Treasurer's report will be filed for audit.

**OFFICER/COMMITTEE REPORTS**

**President – Jana Pillsworth-Wood:**

Jana thanked everyone for being a part of UNOPA and expressed how much fun she is having as President. She is still in need of directors or co-directors for the following committees: Employee Concerns and UNOPA Notes. If you are interested, please contact Jana.

**Membership – Mary Klucas:**

Current membership total is 55. 38-Active, 2-New, 2-Associate, 12-Retired and 1-Lifetime/Honorary.

**Awards – Mikki Sandin:**

A call for nomination for the Oldt Awards was sent out via the UNOPA listserv and in Nebraska Today. The due date is Friday with a possible extension to be announced via email by Jana. The committee has not received any nominations to date. LaRita Lang is gathering six judges for the various awards.

**Career Development/PSP – Jana Pillsworth-Wood:**

The following event is upcoming:

October 22<sup>nd</sup> – Workshop on Stress and Aging presented by Dr. Richard Dienstbier  
Time is TBD  
Nebraska Student Union, Platte River Room (formerly Colonial)

**Ways and Means – Jana Pillsworth-Wood:**

Thank you to everyone who has volunteered to work the parking lot.

**Outreach – Amanda Lager Gleason:**

The 50/50 drawing collected \$28.00 (\$14.00 split) and the winner was Jana Pillsworth-Wood. Jana graciously donated her winnings back to be given to the President's charity. Centerpieces and gifts cards were won by Mary Klucas, Donelle Moormeier, Lorraine Moon, Jaime Long, Mary Couture and Jeanne Bonnett.

**GUEST SPEAKER**

Ben Lennander, Director of Business Process Improvement, provide an update on UNL's Service Delivery Initiative (SDI). The PowerPoint presentation is attached to the minutes.

Meeting adjourned at 12:53 p.m.

Respectfully Submitted,

Alycia Harden, Recording Secretary

Treasurer Report - September 2019

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<b>Beginning Checking Account Balance - 9/1/19</b>		<b>Balances:</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>

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# UNL SERVICE DELIVERY INITIATIVE

## UNOPA UPDATE



# THE INCREASING FOCUS ON SERVICE DELIVERY



Similarly to UNL, in response to economic and operational pressures, universities across the U.S. have explored shared services and are in various stages of implementation.



# WHY ARE WE DOING SDI?

Across UNL there are multiple opportunities to enhance the service delivery experience for faculty, staff, and the university as a whole. Below are some of the high level issues for which stakeholders voiced interest in seeing improvements.

## Faculty Pain Points:

- Decrease amount of faculty time spent on administrative tasks
- Improve scale of business support in small units
- Enhance accuracy and service delivery timeliness
- Ensure positive impact of administrative initiatives on faculty

## Staff Pain Points:

- Provide backup support for specialized work
- Create career growth opportunities
- Provide opportunities for pay equity for staff in similar roles across units
- Increase customer satisfaction
- Provide access to training resources for skills development or reference
- Enable the development specialized skills or expertise
- Create consistent policy enforcement

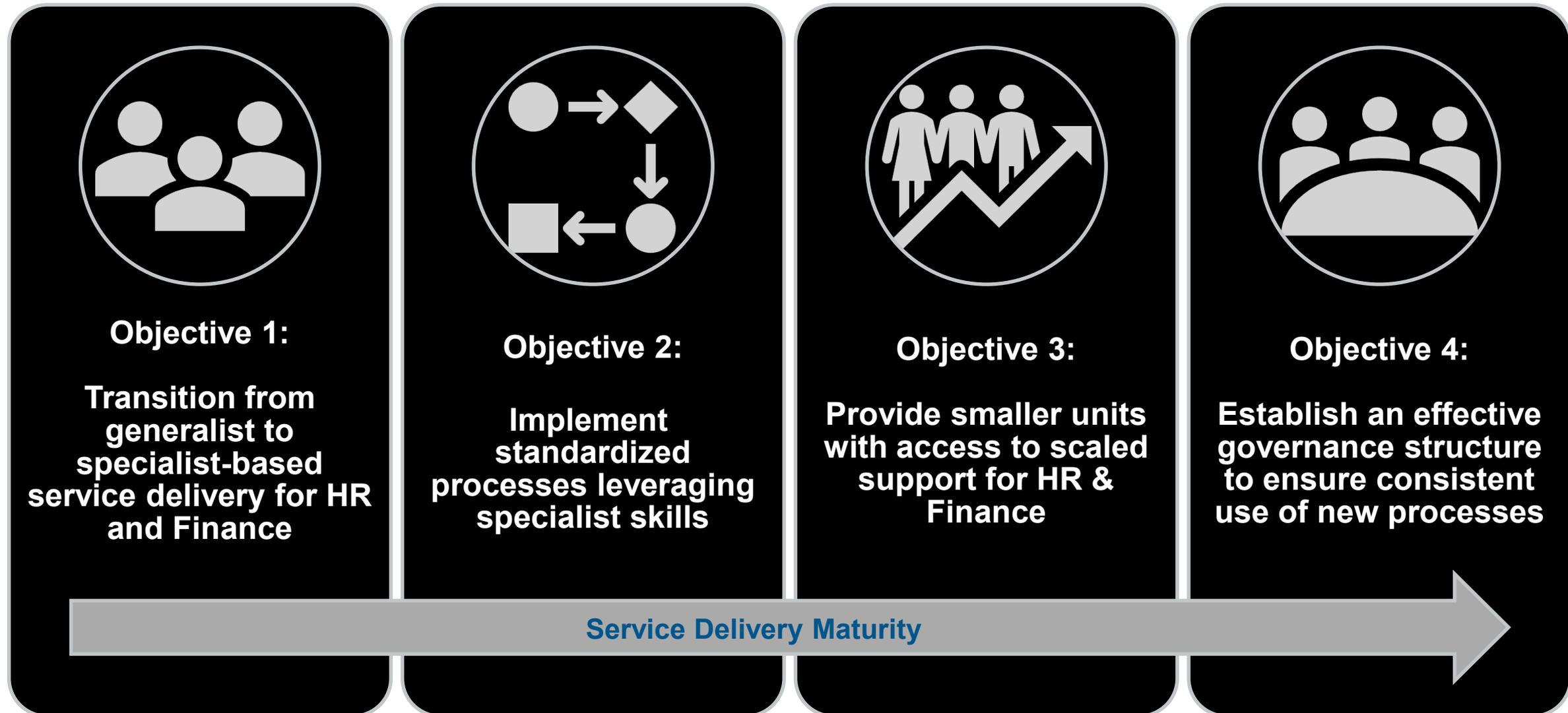
## University Pain Points:

- Focus resources on mission-related activities
- Enable curation and access to accurate data for institutional decision-making
- Increase staff retention
- Ensure consistent application of compliance standards
- Establish accountability for maintaining consistency

# REVISED SDI APPROACH OBJECTIVES



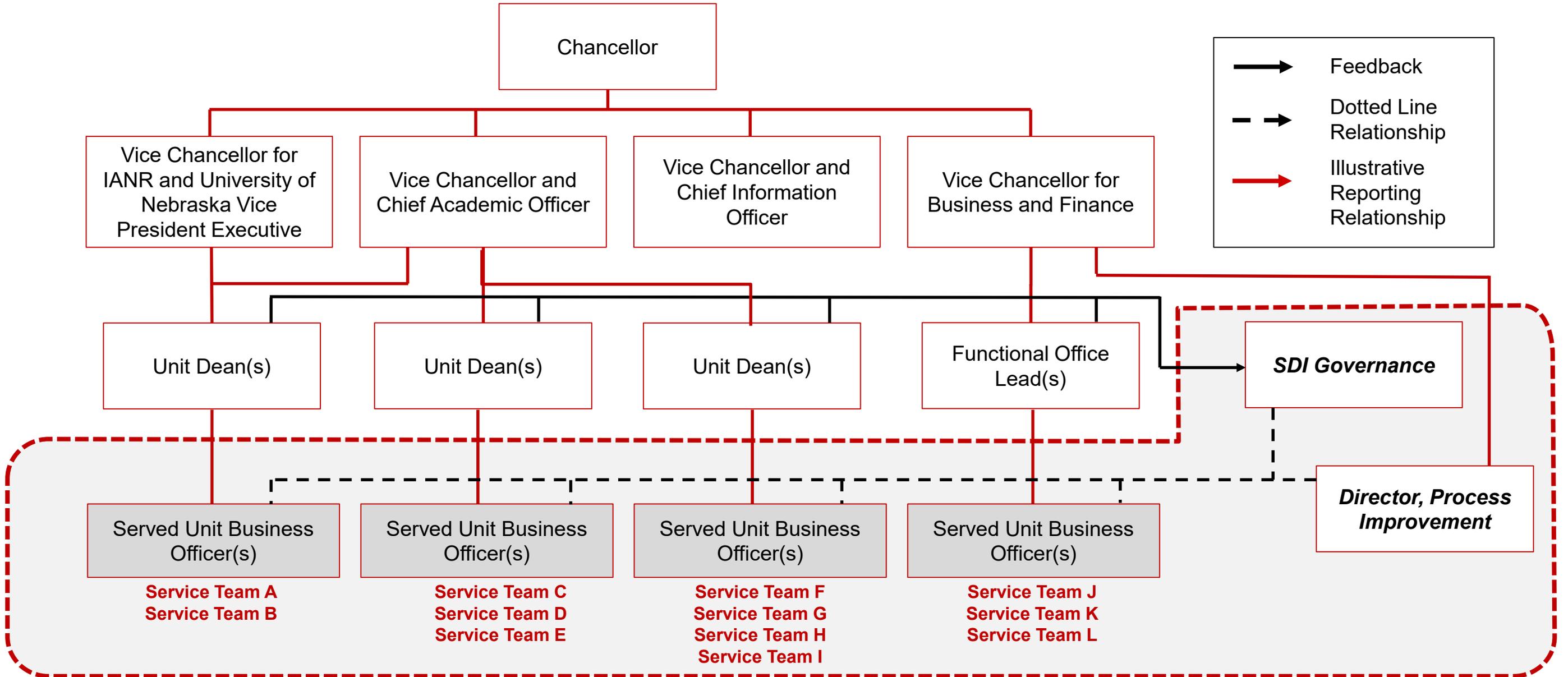
Below is an overview of the Service Delivery Initiative core objectives.



# UPDATED SERVICE DELIVERY DESIGN

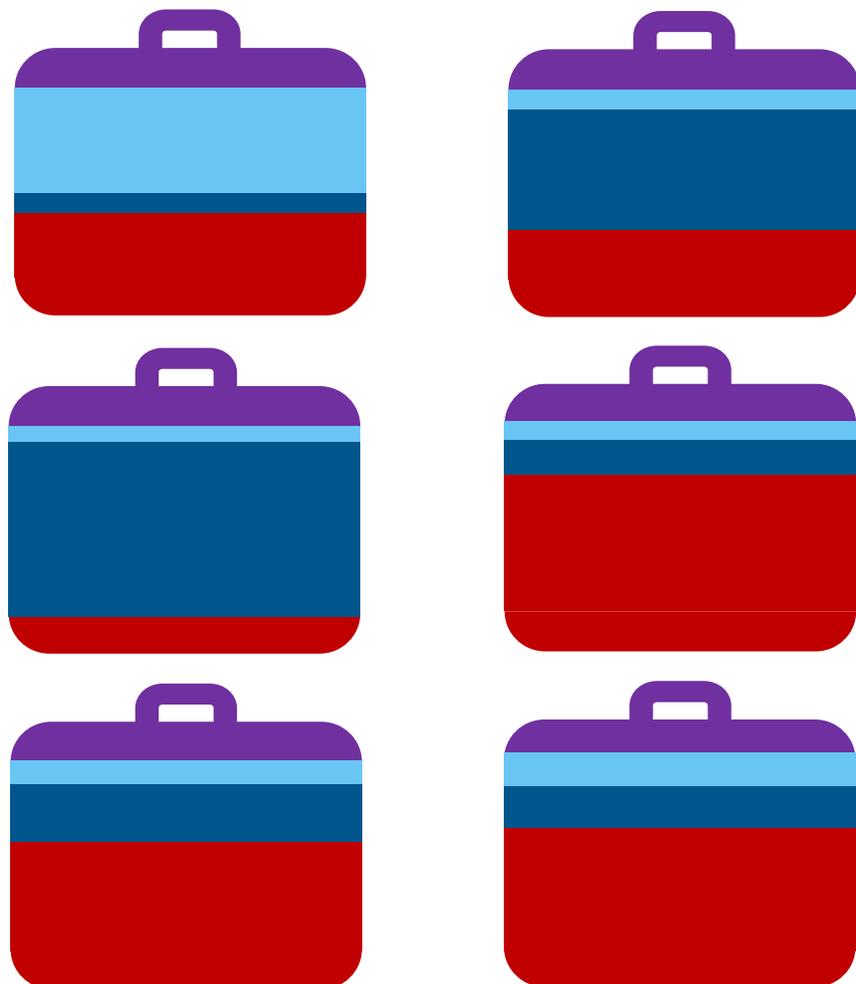


A redeveloped organizational approach for the service center implementation addresses stakeholder concerns about preserving unit culture. The new approach, outlined below allows for more unit-driven flexibility in reporting lines and staff organization.

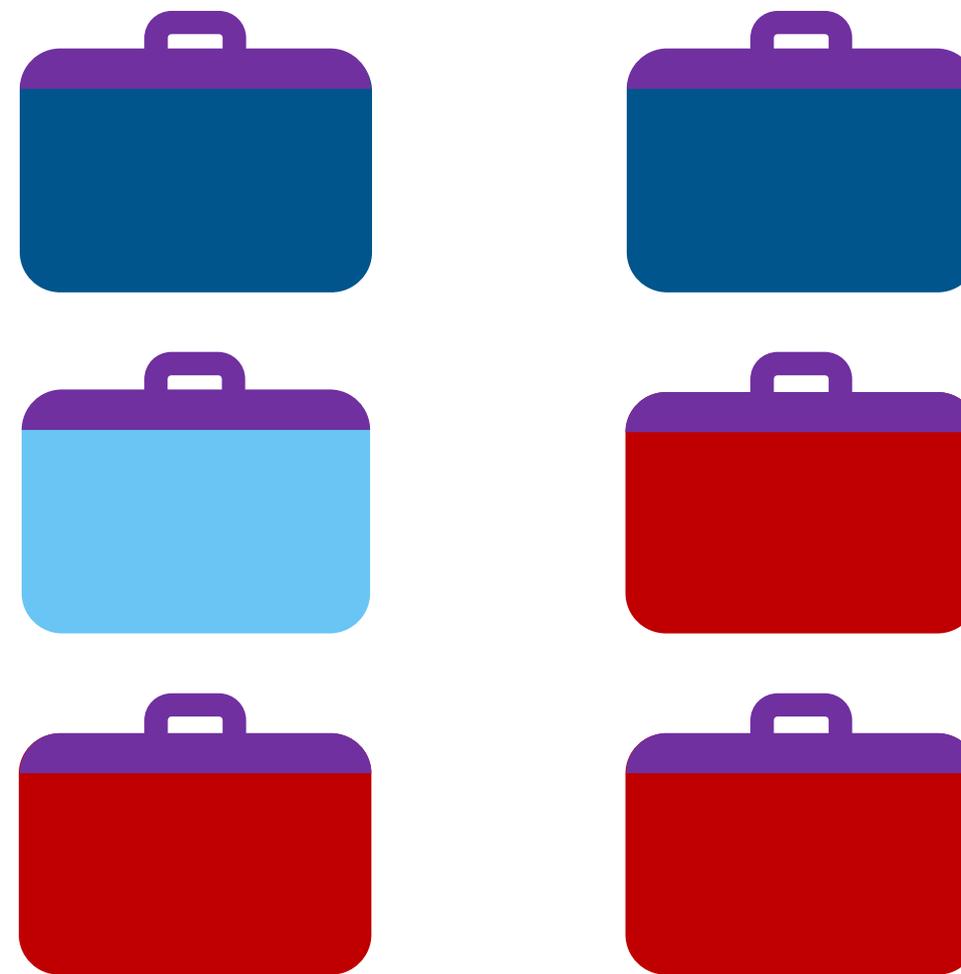


# ACHIEVING SPECIALIZATION THROUGH REDISTRIBUTION OF DUTIES **N**

Current State:  
Unit Business Support Generalist Work Distribution



Future State:  
Unit Business Support Specialist Work Distribution



HR Support

Finance Support

Other Unit Admin

Mission Related Activity Support

# HIGH-LEVEL TIMELINE: MILESTONES

The following high-level project timeline for the Service Delivery initiative indicates what events have been completed, are currently ongoing, or have not yet begun.

Key Event	2018			2019			2020	2021
	Apr-Jun	July-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Oct	TBD	
Phase I: Current State Assessment	●							
Phase II: Initial Design Options	●							
Phase III: Activity Study			●					
Phase III: Process Reengineering				●				
Phase III: Implementation Planning					●			
Phase IV: Implementation							●	



# BARRIER LIST THEMES

Below are the most common barriers identified by the working groups to process optimization and enhanced service delivery.

- Unclear Policy
- Outdated Policy
- Lack of Policy
- Multiple Interpretations of Policy
- Existing Process Inconsistency Across Units
- Existing Process Inconsistency Between IANR/City Campus
- Number of Approvals Slows Processing Time
- Approvals Used in Place of Notifications Slows Processing Time
- Automated Workflow Needed
- Universal, Electronic Form Needed
- Standard Template Needed
- New System Required
- Access to System Needs to be Expanded
- Existing System Enhancements Required
- Existence of Duplicate or Shadow Systems
- Supporting Documentation Development Required
- Inconsistent Data Quality
- Data Doesn't Transfer Across Systems
- Reporting Capabilities Need to be Built Out
- Additional Training or Expanded Training Needs to be Offered
- Processing Bottlenecks Because Processing Capacity Doesn't Meet Volume

# WHO IS INVOLVED NOW & WHAT IS TO COME?

The following working teams are currently or will in the future be involved in SDI.

## Working Groups

- Create initial outline of future state standardized processes
- Identify barriers for achieving standardized process

**Complete**

## Process Optimization Team

- Review processes drafted by working teams
- Gather additional information and facilitate conversations with institutional leaders
- Determine how to address identified barriers

**In Progress**

## Business Officer/SME Review

- Review optimized processes prior to public posting
- Provide feedback on additional barriers

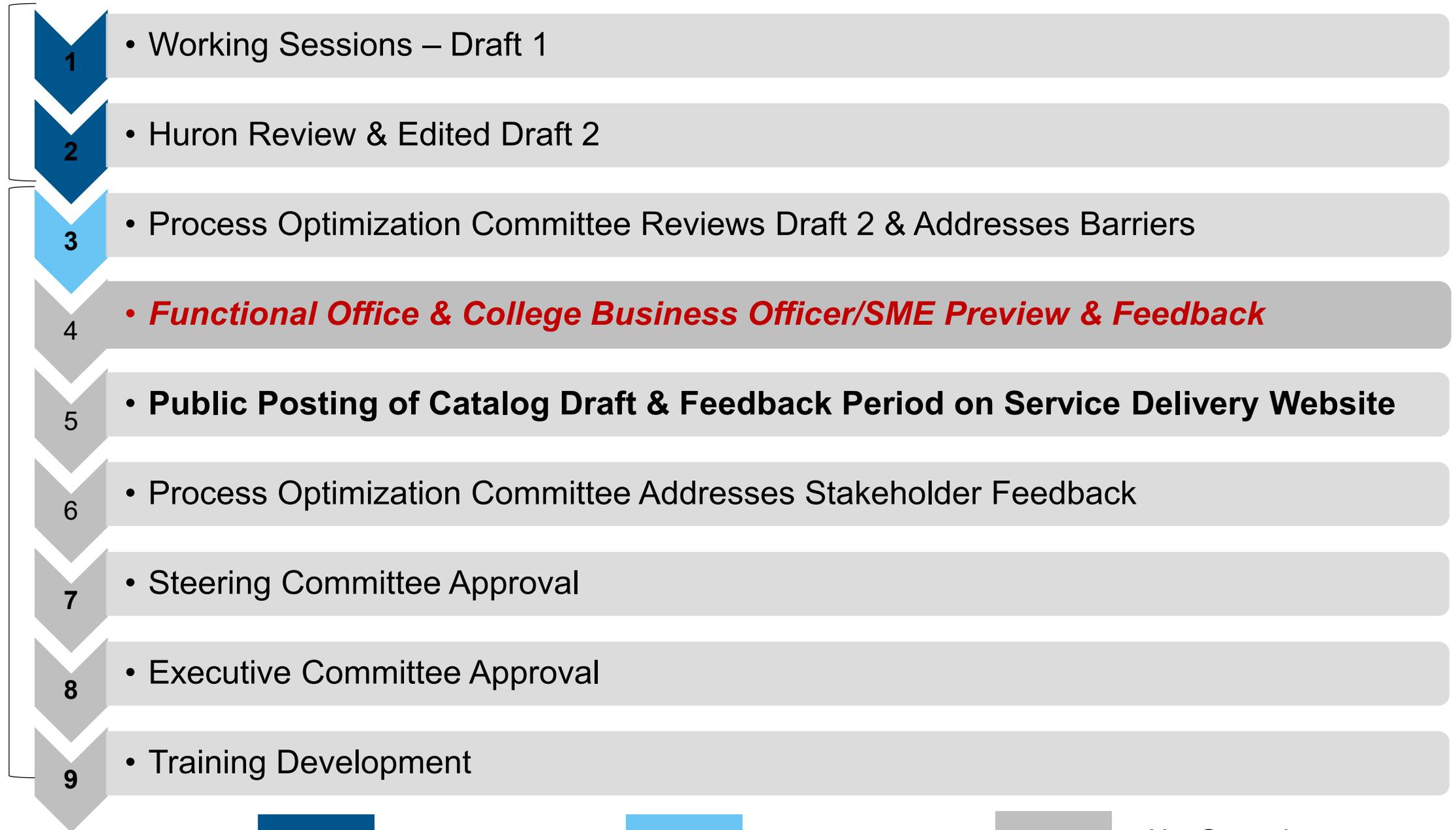
**Future**

# PROCESS REENGINEERING STEPS & TIMEFRAMES



May - July

July – December  
(Completed in Batches)



Complete



In-Progress



Not Started

# PROCESS GROUPS



- **Finance:**

- Travel
- Procurement
- Contracts
- Accounts Payable
- Accounts Receivable
- Foundation
- Accounting
- Asset Management
- Financial Aid
- Records
- Budget
- Reporting

- **HR:**

- Hiring
- Separations
- Personnel
- Leave
- Reporting

- **Research:**

- Pre-Award
- Post-Award
- Reporting



# PROCESS OPTIMIZATION TEAM MEMBERS

Below is a list of the individuals that compose the Process Optimization Team. This group will also rely on subject matter experts from the functional offices, University of Nebraska System, and the institutional units to address process barriers and further streamline processes.

- Mary LaGrange, Associate vice Chancellor & Controller
- James Volkmer, Assistant Vice Chancellor - Office of the Executive Vice Chancellor and Chief Academic Office
- Jeff Bassford, Assistant Vice Chancellor - IANR Finance & Personnel Office
- Layton Brooks, Human Resources Director
- Ben Lennander, Director of Process Improvement
- Nora Huscher, Director of Business Systems
- Trisha Dezort, Human Resources Director - IANR
- Haley Hammel, Business and Operations Manager - College of Journalism & Mass Communications
- Corey Cook, Operations Manager - Natural Resources Business Center

# WHO TO TALK TO WHEN



Now that we have transitioned to a unit-based implementation model, many of the questions that you may have will be answered by your unit business officer. The steering committee will continue to monitor the university-wide approach or progress for Service Delivery. Questions related to process re-engineering can be answered by the Director of Process Improvement.



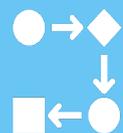
Unit Business Officer

Unit Implementation Approach, Timeline,  
Specialist Identification Information



SDI Steering Committee

University-wide SDI Implementation Approach  
& Progress



Director of Process  
Improvement

Redesigned Processes & Training

Approved as Corrected – December 10, 2019

Minutes of the

UNOPA GENERAL MEMBERSHIP MEETING

Tuesday, November 12, 2019, 12:05 p.m. – 12:36 p.m.

~~Nebraska Student Union, Regency B-C Suite~~

Willa Cather Dining Complex, Red Cloud A

(See Motion from July 7, 2020 Board Meeting)

President, Jana Pillsworth-Wood, called the meeting to order at 12:05 p.m.

Jana thanked everyone for attending and expressed her excitement for such a great attendance. She thanked all the nominators and judges as well as congratulated all the nominees. UNOPA is a great organization to be a part of and is honored to carry on the tradition of Oldt Awards.

**APPROVAL OF GENERAL MEMBERSHIP MEETING MINUTES FROM MAY 14, 2019**

The minutes from the May 14, 2019 General Membership meeting were emailed to the membership prior to the meeting.

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

**APPROVAL OF GENERAL MEMBERSHIP MEETING MINUTES FROM SEPTEMBER 10, 2019**

The minutes from the September 10, 2019 General Membership meeting were emailed to the membership prior to the meeting.

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

**APPROVAL OF GENERAL MEMBERSHIP MEETING MINUTES FROM OCTOBER 8, 2019**

The minutes from the October 8, 2019 General Membership meeting were emailed to the membership prior to the meeting.

***Jennifer Greenlee moved to approve the minutes as corrected. Seconded by Judy Anderson. Motion passed.***

**APPROVAL OF TREASURER'S REPORTS**

The October Treasurer's report was emailed to the membership prior to the meeting. The October Treasurer's report will be filed for audit.

## **OFFICER/COMMITTEE REPORTS**

### **Career Development/PSP – Jana Pillsworth-Wood:**

All events are listed on the UNOPA website so watch here for future professional development.

The following event is upcoming:

November 19<sup>th</sup> – Avoiding Burnout: Personal Energy Management by Laurie Sampson  
12:00 p.m. – 1:00 p.m.  
152 Paul Research Center at Whittier School

### **Corresponding Secretary – Christina Franklin:**

Flyers for the giving tree can be found on the tables or an ornament can be picked up from Christina. On the flyer and ornament is a link to sign up to purchase an item. The link will be active on December 1<sup>st</sup>. East Campus drop off is 143 Filley Hall with Christina or 1227 Oldfather with Alycia Harden. Call Christina with questions.

### **Ways and Means – Jana Pillsworth-Wood:**

The last sign-up for the parking lot was emailed out to the membership.

### **Outreach – Amanda Lager Gleason:**

The 50/50 drawing collected \$56.00 (\$28.00 split) and the winner was Mary Klucas. Centerpieces were won by Toni Beggs, Vicki Highstreet, Monica ~~Nordby~~ Norby, Jeanne Keyser, Michelle Jacobs, Victoria Grdina, Kaelie Kellner and Kirsten Licht. \$10 Village Inn gift cards were won by Joe Goodwater, LaRita Lang and Lynn Doser.

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

Mikki thanked those who submitted nominations. She thanked the nominees for all they do for the University. The judges were also recognized and thanked for their contributions

### **Boss of the Year**

An overview of the award was given. The winner will receive an engraved plaque, a one-year associate membership to UNOPA and \$500.

- Tracy Zimmerman, Assistant to the Department Head, Biological Systems Engineering
- Tony Rathgeber, Assistant Director, Housing
- Brooke Hay, Interim Associate Vice President, Facilities Management

Winner: Tony Rathgeber

### **Floyd S. Oldt Silver Pen**

An overview of the award was given. The winners will receive an engraved silver pen, a one-year membership to UNOPA and \$600.

- Christina Franklin, Office Associate, Ag Leadership, Education and Communication
- Mollie Rappl, Supervisor, Massengale Residence Life
- Amanda Lager Gleason, Graduate Programs Specialist, Biological Systems Engineering

Winners: Mollie Rappl and Amanda Lager Gleason

Mikki introduced Wendy Kempcke as the 2018 Outstanding Staff Awardee. Wendy provided her background at the University. She stated how grateful she was to have received the award. Wendy then presented this year's Outstanding Staff Award.

### **Floyd S. Oldt Outstanding Staff**

An overview of the award was given. The winners will receive an engraved plaque, a one-year membership to UNOPA and \$1,000.

- Lynn Doser, Building Operations Manager, Sheldon Art Gallery
- Michelle Jacobs, Admin Coordinator, Department of Marketing
- Toni Beggs, Admin Tech, Parking and Transit Services
- Julie Thomson, Office Associate, Biological Systems Engineering

Winner: Lynn Doser

Mikki thanked Wendy for speaking today. All nominees can contact Mikki for copies of the nominations if they choose.

Jana thanked the Awards Committee for all their hard work on this event. She congratulated all the nominees and thanked everyone again for coming.

Meeting adjourned at 12:36 p.m.

Respectfully Submitted,

Alycia Harden, Recording Secretary

Treasurer Report - October 2019

		<b>Balances:</b>
<b>Beginning Checking Account Balance - 10/1/19</b>		<b>\$ 2,349.58</b>
<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>		<b>\$ (0.52)</b>
<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>		<b>\$ 2,242.61</b>
<b>Ending Cost Center Balance - 10/31/19</b>		<b>\$ (1.56)</b>
<b>Total Funds Available:</b>		<b><u>\$ 2,241.05</u></b>
<hr/>		
<b>Savings Account Balance - as of 10/01/2019</b>		<b>\$ 10,033.55</b>
		<b>\$ -</b>
<b>Savings Account Balance - as of 10/31/2019</b>		<b>\$ 10,033.55</b>

Approved as Presented - February 11, 2020

Minutes of the

UNOPA GENERAL MEMBERSHIP MEETING

Tuesday, December 10, 2019, 12:00 p.m. – 12:52 p.m.

Nebraska Student Union, Regency B-C Suite

President-Elect, Lainey Bomberger, called the meeting to order at 12:00 p.m.

Lainey announced that the Giving Tree items were due today. There were also some extra cookies for everyone to enjoy from the cookie exchange.

**ENTERTAINMENT**

Judy Anderson sang a variety of holiday songs. She was accompanied by Lynette Boyce on the piano.

Judy will be performing at James Arthur Vineyards on December 13<sup>th</sup> and 14<sup>th</sup> at 7:00 p.m. and December 15<sup>th</sup> at 2:00 p.m. The event is called "A Christmas Cabaret." She and Dave Claus will perform with accompaniment by Lynette Boyce.

**APPROVAL OF GENERAL MEMBERSHIP MEETING MINUTES FROM NOVEMBER 12, 2019**

The minutes from the November 12, 2019 General Membership meeting were emailed to the membership prior to the meeting.

***Jaime Long moved to approve the minutes as corrected. Seconded by Tricia Liedle. Motion passed.***

**CORRECTION OF OCTOBER TREASURER'S REPORT**

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

The October Treasurer's report will be filed for audit. Please email Jaime with questions.

**APPROVAL OF NOVEMBER TREASURER'S REPORT**

The November Treasurer's report was emailed to the membership prior to the meeting. There was a question regarding deposits to both the cost center and the checking account.

The November Treasurer's report will be filed for audit.

**OFFICER/COMMITTEE REPORTS**

**President – Jana Pillsworth-Wood:**

Jana represented UNOPA at the Chancellor's Open House. She commented that she was grateful to be included and for UNOPA to have that visibility. It was also neat to be able to build those relationships.

UAAD will host our January Joint Meeting.

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

The following events are upcoming:

January 17<sup>th</sup> – Goal Setting  
12:00 p.m. – 1:00 p.m.  
152 Paul Research Center at Whittier School

May 13<sup>th</sup> – All Staff Conference  
Flyer and details to follow

**Outreach – Amanda Lager Gleason:**

Gifts were given to two attendees that had pre-registered. Lorraine Moon and Tonda Humpress each received a \$5 Scooters gift card and a pair of Christmas socks. Cookie jar centerpieces and \$5 Eileen's Cookies gift cards were won by Beth Zager, Deb Predmore, Deb McWilliams, LaRita Lang, Kaelie Kellner and Judy Anderson. The 50/50 drawing collected \$50.00 (\$25.00 split) and the winner was Mari Greer.

**Membership – Mary Klucas:**

Kaelie Kellner was recognized as being a new member.

**ENTERTAINMENT**

Judy Anderson and Lynette Boyce ended the meeting with a few more songs.

Meeting adjourned at 12:52 p.m.

Respectfully Submitted,

Alycia Harden, Recording Secretary

**Treasurer Report - October 2019**

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<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	
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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>

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<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>

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Ending Checking Account Balance - 10/31/19		\$ 2,242.61
Ending Cost Center Balance - 10/31/19		\$ (1.56)
<b>Total Funds Available:</b>		<b><u>\$ 2,241.05</u></b>

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Savings Account Balance - as of 10/01/2019		\$ 10,033.05
Savings Account Balance - as of 10/31/2019		\$ -
<b>Savings Account Balance - as of 10/31/2019</b>		<b>\$ 10,033.05</b>

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Treasurer Report - November 2019

		<b>Balances:</b>
<b>Beginning Checking Account Balance - 11/1/19</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>

Minutes of the  
UAAD/UNOPA JOINT GENERAL MEMBERSHIP MEETING

Friday, January 24, 2020, 12:02 p.m. – 1:02 p.m.

NET Building, Commons Area

UAAD President, Lori Bennett Baumli called the meeting to order at 12:02 p.m.

Lori Bennett Baumli and Jana Pillsworth-Wood both introduced themselves as the Presidents of each organization.

UAAD had a short business meeting.

**APPROVAL OF GENERAL MEMBERSHIP MEETING MINUTES FROM DECEMBER 10, 2019**

The minutes from the December 10, 2019 General Membership meeting were emailed to the membership prior to the meeting.

The minutes will be approved at the February General Membership meeting.

**APPROVAL OF DECEMBER TREASURER'S REPORT**

The December Treasurer's report was emailed to the membership prior to the meeting.

The December Treasurer's report will be reviewed at the February General Membership meeting.

**OFFICER/COMMITTEE REPORTS**

**Bylaws/Nominating – Mary Couture:**

On each of the tables is a sign-up sheet if you would like to be nominated for an elected position or would like to chair a committee.

**SPEAKER**

Lori Bennett Baumli introduced Dr. Marco Barker, Vice Chancellor for Diversity and Inclusion.

Dr. Barker spoke about developing a shared inclusive excellence mindset and practice. We need to have a collective impact rather than just individual work being done around diversity and inclusion. We need the university as a whole working together. Inclusive excellence is our common agenda. In support of a common agenda, we will be provided with shared measurements, mutually reinforcing activities, continuous communication and backbone support.

Diversity and inclusion has been building momentum due to a combination of the new Office of Diversity Inclusion, UN System priorities and UNL's N2025. The focus is on:

- Institutional mapping
  - Climate and intergroup relations
  - Education and scholarship
  - Access and success
  - Institutional viability and vitality
- Inclusive excellence framework
  - Student, faculty and staff recruitment
  - Retention of faculty and staff
  - Promotion and tenure
  - Supplier diversity
  - Campus climate
- Every person and every interaction matters
- College or unit specific strategies

Part of the discussion included definitions for inclusive excellence as well as diversity, inclusion and equity. Diversity + inclusion + equity = inclusive excellence.

Dr. Barker shared the infrastructure that has been created at UNL including, but not limited to, the Diversity Engagement Team, Council on Inclusive Excellence and Diversity and the University Community of Excellence.

The end goal is that everyone who wants to make a difference can.

More information can be found at [diversity.unl.edu](http://diversity.unl.edu).

Jana Pillsworth-Wood thanked Dr. Barker for speaking with us today.

### **OFFICER/COMMITTEE REPORTS**

#### **Outreach – Jana Pillsworth-Wood:**

The 50/50 drawing collected \$28.00 (\$14.00 split) and the winner was Mary Klucas.

### **ANNOUNCEMENTS**

Deb Eisloeffel announced that the All Staff Conference would be held on May 13<sup>th</sup>. The proposal deadline has been extended to next week. More information can be found at [go.unl.edu/empowerment](http://go.unl.edu/empowerment).

Meeting adjourned at 1:02 p.m.

Respectfully Submitted,

Alycia Harden, Recording Secretary

**Treasurer Report - December 2019**

		<b>Balances:</b>
<b>Beginning Checking Account Balance - 12/1/19</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	
		<b>Total Income: \$ 503.00</b>
 <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	
		<b>Total Expenses: \$ 470.20</b>
 <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	
		<b>Total Income: \$ 225.00</b>
 <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	
		<b>Total Expenses: \$ 4,533.44</b>
 <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>		\$ (3,950.00)
<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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Approved as Corrected – March 10, 2020

Minutes of the

UNOPA GENERAL MEMBERSHIP MEETING

Tuesday, February 11 2020, 12:03 p.m. – 12:58 p.m.

City Campus Union, Platte River South Room

President, Jana Pillsworth-Wood called the meeting to order at 12:03 p.m.

Jana recapped our joint UNOPA/UAAD meeting and encouraged everyone to go listen to Dr. Barker speak.

**APPROVAL OF GENERAL MEMBERSHIP MEETING MINUTES FROM DECEMBER 10, 2019**

The minutes from the December 10, 2019 General Membership meeting were emailed to the membership prior to the meeting.

***Jane Schneider moved to approve the minutes as presented. Seconded by Christina Franklin. Motion passed.***

**APPROVAL OF GENERAL MEMBERSHIP MEETING MINUTES FROM JANUARY 24, 2020**

The minutes from the January 24, 2020 General Membership meeting were emailed to the membership prior to the meeting.

***Mary Klucas moved to approve the minutes as presented. Seconded by Judy Anderson. Motion passed.***

**GUESTS**

Lori Sorto introduced her guests that accompanied her to the meeting, Dayna Larreau and Jaylen Peters.

**APPROVAL OF DECEMBER TREASURER'S REPORT**

The December Treasurer's report was emailed to the membership prior to the meeting.

The December Treasurer's report will be filed for audit.

**APPROVAL OF JANUARY TREASURER'S REPORT**

The January Treasurer's report was emailed to the membership prior to the meeting.

The January Treasurer's report will be filed for audit.

**OFFICER/COMMITTEE REPORTS**

**Ways and Means – Jana Pillsworth-Wood:**

The parking lot sign-up for the spring game will be coming.

**President-Elect – Lainey Bomberger:**

Lainey thanked and applauded Mary Couture for her efforts on UNOPA Notes. Mary will be testing out completing the newsletter so the editions may be sporadic.

**Bylaws/Nominating – Mary Couture:**

On each of the tables is a sign-up sheet if you would like to be nominated for an elected position or would like to chair a committee. Sign-up sheets may be given to Mary or Jane Schneider at the meeting or emailed afterwards. The committee will call for nominations from the floor in March.

Changes to the bylaws will be coming. Board members are to review their descriptions and provide feedback. Name changes are also bylaw changes. Once the Board has made the necessary changes, the bylaws will be sent to the general membership for vote.

**Career Development/PSP – 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.

**Membership – Cathy Robertson:**

Membership cards were given to those in attendance. The remaining cards will be mailed out.

**Outreach – Amanda Lager Gleason:**

Prizes were won by the following:

- Lainey Bomberger – Pink floral bag
- Christina Franklin – Pink water bottle
- Alycia Harden, Debbie Hendricks, Mary Klucas, Judy Anderson, Jaylen Peters, Mary Couture and Cathy Robertson – Floral centerpieces
- Mary Guest, Jane Schneider, Jennifer Greenlee, Lorraine Moon, Dana Larreau, Lori Sorto, Susan Thomas, Jana Pillsworth-Wood and Amanda Lager Gleason – Baker's chocolates

The 50/50 drawing collected \$30.00 (\$15.00 split) and the winner was Debbie Hendricks.

**SPEAKER**

Jane Schneider, Mary Guest and Debbie Hendricks gave an overview of NAEOP. Topics included NAEOP areas (Nebraska is part of the North Central area), executive officers, council chairmen, area directors and ex-officio members, the NAEOP Foundation, and NAEOP's committees. Anyone can participate on a committee and is an opportunity for growth. They also spoke about the structure of the annual conference including PSP recognition, advisory council, first timer's event, opening session and

installation. NAEOP offers professional development opportunities through that year that member may take advantage of.

A preview video of the 2020 NAEOP Conference to be held in Salt Lake City, UT was shown.

Jana thanked Jane, Mary and Debbie for their presentation to help us learn about NAEOP and connect it back to what we do in UNOPA.

**ANNOUNCEMENTS**

Lainey Bomberger will be representing UNOPA on the diversity and inclusion committee.

There is no update on the staff council as Jana is awaiting a meeting. Mike Zeleny will lead a panel at the All Staff Conference.

Jana thanked everyone for attending the meeting.

Meeting adjourned at 12:58 p.m.

Respectfully Submitted,

Alycia Harden, Recording Secretary

**Treasurer Report - December 2019**

		<b>Balances:</b>
<b>Beginning Checking Account Balance - 12/1/19</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>		\$ (3,950.00)
<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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**Treasurer Report - January 2020**

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	<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>	<b><u>\$ 7,427.41</u></b>
<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>	<b><u>\$ (397.96)</u></b>
<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>	<b><u>\$ 7,029.45</u></b>
<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>	<b>\$ 10,035.58</b>
<hr/>	
<b>12/31/2019 Bradley Munn Fund Balance</b>	<b>\$ 6,671.85</b>
<hr/>	

Approved as Presented – September 15, 2020

Minutes of the

UNOPA GENERAL MEMBERSHIP MEETING

Tuesday, March 10, 2020, 12:02 p.m. – 12:55 p.m.

City Campus Union, Regency B-C Suite

President, Jana Pillsworth-Wood called the meeting to order at 12:02 p.m.

Jana welcomed our guests, Shaney Esparza from Student Affairs and Kris Rasmussen from Agronomy and Horticulture.

#### **APPROVAL OF GENERAL MEMBERSHIP MEETING MINUTES FROM FEBRUARY 11, 2020**

The minutes from the February 11, 2020 General Membership meeting were emailed to the membership prior to the meeting.

***Lainey Bomberger moved to approve the minutes as corrected. Seconded by Lorraine Moon. Motion passed.***

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

The February Treasurer's report was emailed to the membership prior to the meeting.

The February Treasurer's report will be filed for audit.

#### **OFFICER/COMMITTEE REPORTS**

##### **President – Jana Pillsworth-Wood:**

Jana will serve on a retirement plan checkup committee led by Bruce Currin.

##### **Awards – Jana Pillsworth-Wood:**

Mikki Sandin has resigned from her position on the Awards committee.

##### **Past-President – Jana Pillsworth-Wood:**

Kelsey Sims has resigned from her position as the Past-President and Bradley Munn Fund Director. She provided a list of duties that we will work to bridge until the end of this year.

##### **Career Development/PSP – Lorraine Moon:**

There will be a brown bag luncheon event March 24<sup>th</sup> in 152 Whittier. The topic is problem solving. Registration to be sent soon.

The PSP Endowment Committee is having a raffle. The prize is \$200 and will be drawn for at the May 12<sup>th</sup> luncheon. Please contact Debbie Hendricks, Lorraine Moon, Tricia Liedle, Lola Young or Mary Guest with questions for to purchase tickets.

**Outreach - Lainey Bomberger/Susan Thomas:**

A green shamrock hat and a \$10 Scooters gift were won by each Cathy Robertson, Tricia Liedle, Marlene Pyatt and Debbie Hendricks/Tonda Humphress (split the prize).

The 50/50 drawing collected \$52.00 (\$26.00 split) and the winner was Jana Pillsworth-Wood.

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

Nominations were called from the floor for the following elected positions:

- President-Elect: None received
- Recording Secretary: None received.
- Corresponding Secretary: None received. Christina Franklin had agreed to be on the ballot previously.
- Treasurer: None received.

All committees on Lainey's board need to be filled/appointed by her. Interest has been received for Technology and UNOPA Notes.

Please email Jane or Mary if you are interested in being on the ballot or President-Elect, Lainey Bomberger, if you are interested in being a committee director.

**SPEAKER**

Lainey Bomberger introduced Jenny Leeper Miller, Director of the Ruth Staples Child Development Lab.

Jenny highlighted the history of the Ruth Staples Child Development Lab including who they are and what they strive to do.

The foundation of the curriculum is based on the 4 C's of 21<sup>st</sup> Century Skills. These include:

1. Critical Thinking – Finding solutions to problems
2. Creativity – Thinking outside the box
3. Collaboration – Working with others
4. Communication – Conveying ideas

Jana Pillsworth-Wood thanked Jenny for presenting and expressed how nice it was to learn a little more about campus.

**ANNOUNCEMENTS**

Please consider serving and helping Lainey Bomberger build her board.

Approved as Presented – September 15, 2020

There will be a UNOPA table at the May All Staff Conference. We need to have a poster to display.

Meeting adjourned at 12:55 p.m.

Respectfully Submitted,

Alycia Harden, Recording Secretary

**Treasurer Report - February 2020**

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	<b>Balances:</b>
<b>Beginning Checking Account Balance - 02/01/2020</b>	\$ 7,427.41
<b>Income:</b>	
2/11/2020 Deposit - Membership Dues - Membership	\$ 62.00
2/11/2020 Deposit - Membership Dues - Membership	\$ 18.00
	Total Income: \$ 80.00
<b>Expenses:</b>	
2/23/1903 Debbie Hendricks - Gift for Presenter - Career Development	\$ 50.00
	Total Expenses: \$ 50.00
<b>Ending Checking Account Balance - 02/29/2020</b>	<b><u>\$ 7,457.41</u></b>
<hr/>	
<b>Beginning Cost Center Balance - 02/01/2020</b>	\$ (397.96)
<b>Income:</b>	
2/3/2020 Membership Dues - Membership	\$ 15.00
	Total Income: \$ 15.00
<b>Expenses:</b>	
	Total Expenses: \$ -
<b>Ending Cost Center Balance - 02/29/2020</b>	<b><u>\$ (382.96)</u></b>
<hr/>	
<b>Ending Checking Account Balance - 02/29/2020</b>	\$ 7,457.41
<b>Ending Cost Center Balance - 02/29/2020</b>	\$ (382.96)
<b>Total Funds Available:</b>	<b><u>\$ 7,074.45</u></b>
<hr/>	
<b>Savings Account Balance - as of 02/01/2020</b>	\$ 10,035.58
Interest Earned	\$ -
<b>Savings Account Balance - as of 02/29/2020</b>	<b>\$ 10,035.58</b>
<hr/>	
<b>1/31/2020 Bradley Munn Fund Balance</b>	<b>\$ 6,699.85</b>