

2006

## 2006-07 UNOPA General Meeting Minutes

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**AGENDA**  
**UNOPA General Membership Meeting**  
**Tuesday, September 12, 2006 11:45 am – 1:00 pm**  
**East Campus Union**

**Welcome & Call to Order**

**Donelle**

- \*Approval of May, 2006 general meeting minutes
- \*Treasurer Report on tables

**Reports**

**President**

**Donelle**

- \*50/50 Charity CenterPointe
- \*SOS Constitutional Amendment
- \*NAEOP/NEOPA Liaison
- \*NEOPA President
- Membership – Renewal of Membership
- PSP – Contact Lorraine Moon if interested in learning more
- UNOPA Notes – September 15<sup>th</sup> deadline
  - Group photos for contest
- Ways & Means – Sign up for remaining games

**Topher Hansen**  
**Ron Withem**  
**Chris Cary**  
**Carol Bom**  
**Donelle**  
**Donelle**  
**Donelle**

**Bradley Munn Professional Growth**

**Becky**

- \*Fund Raising & Deadline

**Mentoring**

**Dora Dill**

- \*September Brown Bag

**Professional Growth Committee**

**Betty Jacobs**

- \*October Workshop

**Hospitality**

**Karen Randall**

- \*Door prizes

**Program**

**Gretchen Walker**

- \*Introduce program speaker, David Corbin

**Adjournment**

**Donelle**

**UNOPA General Membership Meeting Minutes**  
**September 12, 2006**  
East Campus Union

President Donelle Moormeier called the meeting to order at 12:00 noon.

The minutes from the May 9, 2006 General Membership meeting were distributed. Motion was made by Becky Hastings and seconded to approve the minutes as presented. Motion passed unanimously.

The treasurer's report was distributed. (Attachment A)

This year's 50/50 recipient is CenterPointe. Topher Hansen, Executive Director, spoke on the services provided by CenterPointe and distributed handouts. (Attachment B)

Ron Withem, Associate Vice President for University Affairs/Director of Government Relations, distributed information regarding the Impact of a State Spending Limit on the University of Nebraska, and information on how to become a University of Nebraska Ambassador. (Attachment C)

Chris Cary, NAEOP/NEOPA Liaison, presented an update from the NAEOP annual conference held in Dallas, Texas, in July, 2006. UNOPA members were recognized for their achievements and positions held in NAEOP and NEOPA.

Carol Bom, NEOPA President, addressed the membership and encouraged them to join NEOPA. Judith Yeck was the recipient of a free one year NEOPA membership.

The program speaker was Dr. David Corbin, Professor of Health, Physical Education and Recreation, at the University of Nebraska-Omaha. His presentation was on stress management.

### **Reports**

*Bradley Munn Professional Growth Committee:* Becky Hastings reminded the membership that requests for reimbursement are due to Becky by October 15. Becky also asked the members to consider contributing to the fund, and if interested, they should contact Becky for the appropriate forms.

*Mentoring:* This year's first mentoring brownbag will be on September 28 at the Nebraska Union, at 12:00 noon. Dawn Braithwaite, Professor of Communication Studies, will be the presenter. "Keys to Professionalism" is the theme for this year's series.

*Professional Growth Committee:* The Fall Workshop will be held on October 31, 2006, 1:30-4:00 p.m. at the Nebraska Union. "Understanding Where We Are – Acting to Get Ahead" will be presented by Bonnie Coffey, Director, Lincoln-Lancaster Women's Commission. Registration deadline is Tuesday, October 17, 2006.

Reminders from Donelle:

- Membership renewal for this year is \$9 until October 31, after which time, the cost is \$12.
- If interested in obtaining information on the PSP program, contact Lorraine Moon.
- Deadline for the UNOPA notes October issue is Friday, September 15.
- There is no director for the Ways and Means committee; therefore, the UNOPA board is taking responsibility of the UNOPA parking lot.
- The PSP Committee is hosting "An Afternoon with Cathie Fife" on Saturday, November 11, 2006, 1:30-4:00 p.m. at the Denton Community Center. All proceeds will go to the PSP Endowment Fund. Contact Sandy Lineberry for more information.

The Hospitality Committee drew for the 50/50 and Debbie Hendricks was the winner and received \$29.00. Lorraine Moon won the door prize.

Meeting adjourned at 1:10 p.m.

*Mary Guest CEOE*

Mary Guest, CEOE  
Recording Secretary

**AGENDA**  
**UNOPA General Membership Meeting**  
**Tuesday, October 10, 2006 11:45 am – 1:00 pm**  
**Lied Center**

**Welcome & Call to Order**

**Donelle**

- \*Approval of September, 2006 general meeting minutes
- \*Treasurer Report on tables
- \*Proposed Budget for 06/07 on tables

**Announcements**

- \*Passing of UNOPA Members
- \*NEOPA Fall Workshop
- \*Academic Senate Representative
- \*Parking Issues
- \*UNOPA Web Site Survey

**Donelle**  
**Donelle**  
**Lorraine Moon**  
**Sandy Lineberry**  
**Deb Rosenau**

**Reports**

**Awards**

- \*Boss of the Year Award

**Nelvie Lienemann**

**Bradley Munn Professional Growth**

- \*Fund Raising & Deadline

**Becky Hastings**

**Membership**

- \*Deadline October 31<sup>st</sup>

**Donette Petersen**

**Mentoring**

- \*October brown bag

**Donelle**

**Professional Growth Committee**

- \*October Workshop

**Betty Jacobs**

**Hospitality**

- \*Door prizes

**Cathy Leazer**

**UNOPA Notes**

- \*October 15<sup>th</sup> deadline
- \*Contest, group photos, board member photos

**Barb Homer**

**Ways & Means**

- \*Three games left

**Donelle**

**Program**

- \*Introduce program speaker

**Gretchen Walker**

**Adjournment**

**Donelle**

**UNOPA General Membership Meeting Minutes**  
**October 10, 2006**  
**Lied Center**

President Donelle Moormeier called the meeting to order at 12:00 noon.

The minutes from the September 12, 2006 General Membership meeting were distributed. *Motion was made by Cathy Leazer to approve the minutes as presented. Motion was seconded and passed unanimously.*

*Treasurer's Report*—The treasurer's report was not available for this meeting, and will be presented at the November 14 meeting.

*Proposed budget for 2006/2007*—The proposed budget for 2006/2007 was presented and discussed. Request was made for the board to adjust the budget so that it is balanced. A revised budget will be presented at the November 14 meeting.

**Announcements**

--Two past members of UNOPA passed away recently. Marie Cripe, a charter member of UNOPA passed away on September 21, 2006. Leslie Brooks passed away on October 4, 2006 and a memorial will be held on Wednesday, October 18, 2006, at 10:30 a.m. in the east campus union.

--NEOPA Fall workshop will be held on Friday, October 13, 2006, at Wayne State College in Wayne, Nebraska. WEOPA has chosen Haven House to be the recipient of donations and they have asked people to donate school supplies for children.

--A UNOPA representative is need for the Academic Senate. Lorraine Moon explained what is required of this position and described the purpose of the Academic Senate. If anyone is interested in serving in this capacity, please contact Donelle Moormeier.

--Sandy Lineberry read the following statement regarding the discontinuation of free parking permits for retired faculty or staff:

*Effective July 1, 2006, no free parking permits will be issued to retired non-Emeriti faculty or staff. Retired faculty or staff that received a free parking 2005-06 permit will be grandfathered for 10 years and will continue to receive a regular non-reserved parking permit at no charge for a maximum of 10 years after the date of their retirement. The retiree must be on a non-active status with regards to employment at the University. Failure to renew the permit in any one year will invalidate their eligibility.*

Please send Sandy your comments regarding this change in policy.

--Deb Rosenau presented a survey for members to share their opinion and give suggestions for the UNOPA website. Please return your survey to Deb Rosenau.

--The PSP Endowment Committee is hosting a Fall Tea on November 11, 2006 beginning at 1:30 p.m. at the Denton Community Center. Cathie Fife will be the speaker, and there will be a silent auction and door prizes. Please contact Sandy Lineberry or any PSP committee member if you are interested in attending.

### **Reports**

*Awards*—Nelvie Lienemann

The deadline for nominations for the Boss of the Year Award has been extended to October 16, 2006.

*Bradley Munn Professional Growth*—Becky Hastings

October 15 is the deadline to apply for re-imbusement. The first raffle drawing will be held at the end of the November meeting for two Christmas wreaths. Tickets are available for \$1 a piece or 6 for \$5. If anyone is interested in contributing to the Bradley Munn Professional Growth fund, please contact Becky for the appropriate forms.

*Membership*—Donette Petersen

October 31 is the deadline to renew memberships for \$9. After October 31, the amount will be \$12. Currently, we have 105 total members: 4 retirees, 5 associates, 81 renewals, and 15 new memberships. Chie Hicks has recruited 7 new members!

*Mentoring*—Donelle Moormeier

The next mentoring brownbag will be October 24 at the city campus union and October 25 at the east campus union. The speaker will be Gail Sutter from EAP.

*Professional Growth*—Betty Jacobs

There will be a reduced rate offered to nonmembers for the Professional Growth workshop on October 31. Flyers are available on the tables today and on the web. Registration deadline is October 17, 2006.

*Hospitality*—Cathy Leazer

Barbara Homer was the recipient of the 50/50 for \$24.50. Door prizes were given.

*UNOPA Notes*—Barbara Homer

October 16 is the deadline for submission of articles to UNOPA notes. There will be a group photo contest in each issue. Pictures will be taken at each general meeting, placed in UNOPA notes, and everyone who correctly identifies the people in the photo and sends them to Barb, will be entered in a drawing for a free lunch at the next UNOPA meeting.

*Ways and Means*—Donelle Moormeier

There are three more home games for which we will need members to staff the parking lot. To this point, only 15% of UNOPA's membership has volunteered for the parking lot for the first 4 games. Members are encouraged to volunteer for a 2 hour shift as this is UNOPA's only fundraiser!

*Program*—Gretchen Walker

Gretchen introduced the speakers and tour guides, Laura Sweet, Douglas Smith, and Charles Bethea, for their introduction to the Lied Center and tours of the facility.

Meeting was adjourned at 1:15 p.m.

*Mary Guest CEOE*

Mary Guest, CEOE  
Recording Secretary



**UNOPA General Membership Meeting Minutes**  
**Tuesday, November 13, 2007**  
**East Campus Union**

President-Elect, Mary Guest introduced Nicholas Reynolds, who gave musical entertainment with a piano arrangement before the meeting.

Bosses, nominees and guests were introduced and recognized.

President, Gretchen Walker called the meeting to order at 12:10 pm.

Gretchen informed the members:

- \* 2007-2008 Proposed Budget was voted on and passed.

- \* New UNOPA brochures will be printed

- \* November 14 "There's Wild Life out there

- \* November 16 deadline for UNOPA Notes

- \* UNOPA Notes will not be mailed out; they will be posted on the website. - **CORRECTION**

**"UNOPA General Membership Meeting Minutes will not be included in UNOPA Notes, but will be posted on the UNOPA website."**

The minutes from the October 9, 2007 General Membership meeting were distributed by Jan Kohler. Minutes stand – approved as written.

**Treasurer:** Peg Johnson presented the treasurer's report dated October 1, 2007.

The beginning checking balance as of October 1, 2007 was \$3,923.00, and the ending balance was \$4,510.90.

The cost object balance was \$(832.53). The total fund available in these two accounts was \$3,678.37.

The CD balance was \$3,201.75, with a maturity date of November 16, 2007.

**Corresponding Secretary:** Helen Sexton announced to pick a star on the Christmas Giving Tree for the Cedars children, and to bring items to the next meeting December 11, 2007.

**Standing Committee Reports:**

*Bradley Munn Professional Growth:* Donelle Moormeier reported there was one request for reimbursement.

*Career Development:* Betty Jacobs reminded UNOPA members, Dr Colleen Jones will be the Spring Workshop speaker on February 28, 2008 at East Campus Union.

*Mentoring:* Jan Edwards reported 46 attended the Mini-Workshop on Retirement. The next one will be Kathy Prochaska-Cue, "Pay Down Debt" A Plan to help you control of your Finances, on Tuesday, November 27 at City Campus and Thursday, November 29 at East Campus.

*Hospitality:* Cindy Knight and Dora Dill drew for the 50/50; this year's 50/50 recipients are City Impact and Habitat for Humanity. Mari Greer was the winner and received \$48.00.

Ed Forde received the door prize of an autumn wreath. A lucky person at each table received the table decoration.

Mary Guest introduced guest speaker, Dean Giacomo Oliva, Hixon-Lied College of Fine and Performing Arts, recipient of the 2007 National Association of Educational Office Professionals Administrator of the Year Award.

Lorraine Moon presented Edie Schleiger with an upgrade bar for her UNOPA PSP Plaque in recognition of achieving her PSP Masters Certificate.

*Awards:* Diane Wasser read excerpts from the four nominations for the 2007 Annual Boss of the Year award.

Richard Hoffman, 2006 Boss of the Year, announced the winner to be Dean Marjorie Kostelnik, College of Education and Human Sciences.

Gretchen Walker adjourned the meeting at 12:50 pm.

Jan Kohler  
Recording Secretary

**AGENDA**  
**UNOPA General Membership Meeting**  
**Tuesday, November 14, 2006 11:45 am – 1:00 pm**  
**East Campus Union, Room posted on Kiosk**

**Program** **Gretchen Walker**  
\*Introduction prior to meeting

**Welcome & Call to Order** **Donelle**  
\*Approval of October, 2006 general meeting minutes  
\*Treasurer Report on tables  
\*Table Approval of Budget for December meeting

**Announcements**  
\*Academic Senate Representative-still looking **Donelle**  
\*UNOPA Notes Contest Winner **Donelle**  
\*UNOPA Notes November 17<sup>th</sup> deadline **Donelle**  
\*EAP Program – Calling All Parents flyer on table **Donelle**  
\*Volunteers for Star City Parade **Donelle**  
\*Giving Tree **Donelle**

**Reports:**

**Bradley Munn Professional Growth** **Becky Hastings**  
\*Foundation Fund Reimbursements  
\*Drawing for Wreaths

**Membership** **Donette Petersen**  
**Margaret Skean**

**Mentoring** **Kathy Bennetch**  
**Dora Dill**  
\*November 28<sup>th</sup> Brown Bag

**Professional Growth Committee** **Betty Jacobs**  
\*Report on October 31<sup>st</sup> workshop

**Hospitality** **Cathy Leazer**  
**Karen Randall**  
\*Door prizes

**UNOPA Notes** **Barb Homer**

**Ways & Means** **Donelle**  
\*Last game – November 24<sup>th</sup> – need volunteers

**PSP Recognition** **Lorraine Moon**  
**Deb Hendricks**  
\*Barbara Homer and Doreen Wagenaar  
\*Lorraine Moon

**Awards** **Nelvie Lienemann**  
\*Read Nominations for Boss of the Year and Announce Winner

**Adjournment** **Donelle**

**UNOPA General Membership Meeting Minutes**  
**November 14, 2006**  
**East Campus Union**

Gretchen Walker introduced Peter Bouffard, faculty member of the UNL School of Music, member of the Lincoln Public Schools instrumental music faculty, and member of the UNL Faculty Jazz Trio. Mr. Bouffard provided background music before and during lunch.

President Donelle Moormeier called the meeting to order at 12:15 p.m.

The minutes from the October 10, 2006 General Membership meeting were presented. *Motion was made by Sara Weixelman to approve the minutes as presented. Motion was seconded and passed unanimously.*

*Treasurer's Report*—The Treasurer's Report, dated October 31, 2006, was presented. The beginning checking balance as of October 1, 2006 was \$2,245.83, and the ending balance was \$2,590.99. The cost object balance was \$720.80. The total funds available in these two accounts was \$3,311.79. The CD balance was \$3201.75. The report will be filed for audit.

*Proposed budget for 2006/2007*—The proposed budget for 2006/2007 has been tabled until December while the board researches some questions on the budget.

**Announcements**

--A UNOPA representative is still needed for the Academic Senate. If anyone is interested in serving in this capacity, please contact Donelle Moormeier, as soon as possible.

--Carol Wusk was the recipient of October's UNOPA Notes photo contest free meeting lunch.

--The December UNOPA Notes deadline is November 17.

--The UNL Employee Assistance Program is presenting a Lunch and Learn Program to discuss parenting issues on November 16 at the city campus union and November 20 at the east campus union, 12:00 noon to 1:00 p.m. Flyers were available on the table.

--UNOPA has been asked if we would like to participate as marshals for the Star City Holiday Parade on December 2. Donelle invited UNOPA members who would like to serve their community in this way to let her know by Friday, November 17.

--Cedars and Lincoln Action Program will be the recipients of this year's Giving Tree. Members were encouraged to select an ornament from the tree and donate the requested item(s).

**Reports**

*Bradley Munn Professional Growth*—Becky Hastings

The committee met on October 17 and reviewed 4 applications for reimbursement, and all were approved.

Winners of the drawings for the two Christmas wreaths were Mari Greer and Betty James.

*Mentoring*—Dora Dill

The next mentoring brownbag will be November 28 at the city campus union. The speaker will be Nancy Myers, Director of Organization Development. She will be speaking about the Gallup results and how they can be applied in your work area.

*Professional Growth*—Betty Jacobs

Betty presented a report on the October 31, 2006 workshop given by Bonnie Coffey.

*Hospitality*—Cathy Leazer and Karen Randall

The drawing for the 50/50 was held and door prizes were given.

*Ways and Means*—Donelle Moormeier

There is one more home game—November 24 at 2:30 p.m. Volunteers are still needed. Contact Donelle Moormeier if you can help.

*PSP Recognition*—Lorraine Moon and Debbie Hendricks

Lorraine presented two UNOPA members with their PSP plaques:

- Barbara Homer received her Associates I, Option 1, in May 2006
- Doreen Wagenaar received her Bachelor's Degree, Option 2, and CEOE in September 2006

Debbie Hendricks presented Lorraine Moon with a plaque for receiving her CEOE. Lorraine had received her PSP Masters, Option 2, in 1982.

*Awards*—Nelvie Lienemann

There were three nominees for the UNOPA Floyd S. Oldt Boss of the Year. Each nominee was introduced and excerpts were read from their nominations. The nominees were:

Richard Hoffmann, Dean, College of Arts and Sciences  
Linda Major, Director, Student Involvement  
William Nunez, Director, Institutional Research and Planning

The recipient was Richard Hoffmann. Dave Hansen accepted the award for Dean Hoffmann.

Meeting was adjourned at 12:55 p.m.

*Mary Guest CEOE*

Mary Guest, CEOE  
Recording Secretary

**AGENDA**  
**UNOPA General Membership Meeting**  
**Tuesday, December 12, 2006 11:45 am – 1:00 pm**  
**Valentino's 35<sup>th</sup> & Holdrege**

**Welcome & Call to Order**

**Donelle**

- \*Approval of November, 2006 general meeting minutes
- \*Treasurer Report on tables
- \*Proposed Budget for 06/07 on tables

**Announcements**

- \*Nominations for Awards due January 12, 2007
- \*Application for PSP reimbursement due January 15th
- \*Academic Senate Representative appointed
- \*UNOPA Notes deadline, Contest winner
- \*Ways and Means – total income
- \*Star City Parade
- \*Giving Tree
- \*Use or lose vacation policy
- \*Staff Salary Increase Letter

**Donelle**  
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**Donelle**

**Reports**

**Hospitality**

**Cathy Leazer**

- \*Door prizes

**Program**

**Martha Young**

- \*Introduce program speaker

**Adjournment**

**Donelle**

**UNOPA General Membership Meeting Minutes**  
**December 12, 2006**  
**Valentino's Restaurant**

President Donelle Moormeier called the meeting to order at 12:00 noon.

The minutes from the November 14, 2006 General Membership meeting were presented. *Motion was made by Diane Sullivan to approve the minutes as presented. Motion was seconded by Becky Hastings and passed unanimously.*

*Treasurer's Report*—The Treasurer's Report, dated November 30, 2006, was presented. The beginning checking balance as of November 1, 2006 was \$2,590.99, and the ending balance was \$7,075.45. The cost object balance was \$40.27. The total funds available in these two accounts was \$7,115.72. The CD balance was \$3170.80. The proceeds from the Bradley Munn Professional Growth Fund raffle of wreathes will be deposited in the Foundation Fund.

*Proposed budget for 2006/2007*—The proposed budget for 2006/2007 was presented. *Motion was made by Sandy Lineberry to approve the budget as presented. Motion was seconded by Gretchen Walker and passed unanimously.*

**Announcements**

-- Nominations are being sought for the Floyd S. Oldt Outstanding Staff Award and the Floyd S. Oldt Silver Pen Award. The deadline is January 12, 2007. Contact Nelvie Lienemann if you have questions.

--The next deadline to apply for re-imbusement from the Bradley Munn Professional Growth Fund is January 15, 2007. Applications should be submitted to Becky Hastings.

--Pat Hust has agreed to be the UNOPA representative to the Academic Senate Committee as a voting member. Beth Krohn will attend these meetings when Pat is unavailable; however, Beth will not be able to vote.

--Doreen Wagenaar was this month's winner of the UNOPA notes picture contest, and will receive a free lunch at the next UNOPA general meeting.

--Please submit articles to Barbara Homer by December 15 for UNOPA notes.

--The Ways and Means Committee thanks all the members who volunteered and helped with the parking lot fundraiser. UNOPA received over \$4,000 for our efforts.

--Several UNOPA members volunteered to be Marshalls at the Star City Parade on December 2. Possibly, UNOPA will consider volunteering to help out at the parade in the future as a community service event.

--Our Giving Tree recipients for this year are Lincoln Action Program and Cedars Home. Please get your items to Peg Johnson as soon as possible.

--Due to a Nebraska Supreme Court ruling, employees will no longer "lose" vacation time that they have earned. Varner Hall, along with legal counsel, are in the process of revising the University's vacation policy system-wide.

--The Academic Senate Committee will be addressing the disparity in the percentages between Office/Service and Faculty salary increases. An ad hoc committee is being formed to present a statement to the Academic Senate Committee on behalf of UNOPA.

### **Reports**

*Hospitality*—Cathy Leazer and Karen Randall

The drawing for the 50/50 was held, and door prizes and centerpieces were given.

### **Program**

Martha Young introduced Dr. Jack Oliva, Dean of the Hixson-Lied College of Fine and Performing Arts. Dr. Oliva gave a presentation on Ragtime music—it's history and origins.

The next UNOPA general meeting will be a joint meeting with UAAD on January 9, at the Devaney Center.

Meeting was adjourned at 1:00 p.m.

*Mary Guest CEOE*

Mary Guest, CEOE  
Recording Secretary



**AGENDA**

**UNOPA General Membership Meeting  
Tuesday, January 9, 2007 11:45 am – 1:00 pm  
Devaney Center**

**Enter on South Side, meeting in Northwest Concourse (changed)**

**UAAD will have there business meeting first starting at 12:00 noon**

**Welcome & Call to Order**

**Donelle**

- \*Approval of December, 2006 general meeting minutes
- \*Treasurer Report on tables

**Announcements**

- \*Nominations for Awards due January 12, 2007
- \*Application for PSP reimbursement due January 15th
- \*UNOPA Notes deadline January 15<sup>th</sup>
- \*Employee Concerns Committee Karen Shriner resigning, Jane Schneider replacing her
- \*Employee Assistance Program Lunch and Learn
- \*Keys to Professionalism Brown Bag January 23, 2007

**Donelle  
Donelle  
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Donelle**

**Reports**

**Nomination Committee**

**Carol Wusk**

- \*Nominations due

**Hospitality**

**Cathy Leazer**

- \*Door prizes

**Program**

**Gretchen Walker**

- \*Introduce program speaker

**Adjournment**

**Donelle**

General Membership Meeting Minutes  
January 9, 2007  
Bob Devaney Sports Center

This was UAAD and UNOPA <sup>†</sup>joined<sub>(joint)</sub> general meeting.

President Donelle Moormeier called the meeting to order at 12:05pm.

The minutes from the December 12, 2006 General Membership meeting were presented. Motion was made by Becky Hastings to approve the minutes as presented. Motion was seconded by Sandy Watmore and passed unanimously.

Treasurer's Report - The Treasurer's Report, dated December 31, 2006 was presented. The beginning checking balance as of December 1, 2006 was \$7,075.45, and the ending balance was \$8,142.03. The cost object balance was (\$241.62). The total funds available in these two accounts were \$7,900.41. The report will be filed for audit.

Announcements

--Upcoming awards, Floyd S Oldt Outstanding Staff Award and Floyd S. Oldt Silver Pen Award. Due date for the awards is January 12, 2006. For more information, please check our web site.

--January UNOPA Notes will be out by the end of the week due to the break

--The February UNOPA Notes deadline is January 15.

--Flyers on the tables:

Employee Assistant Program Lunch and Learn, "*Sleep, As Important as Diet and Exercise, Only Easier*", will be presented January 24<sup>th</sup> at noon in the City Union by Leigh Heithoff, a Clinician Specialist at BryanLGH Center for Sleep Medicine.

Key to Professionalism, "*Community Outreach Building Bridges Partnerships*", will be presented by Amy Boren, Leadership Studies and Janice Harris, Community Outreach, on January 23, 2007 at noon in the East Union.

Continuing Education, "*3<sup>rd</sup> Annual Family Caregiver Resource Fair*", April 12, 2007 from 6-8:30pm at Southeast Community College, Continuing Education Center, located at 301 South 68<sup>th</sup> Street Place. This event is free.

Reports:

Nominating Committee, Carol Wusk

The Committee will be sending out nomination notices with a due date of February 9.

Hospitality, Cathy Leaser and Karen Randall

The \$47 we collected was split between CenterPointe, a non profit organization, that helps youth with substance and mental health issues, and Lois Britton. She will receive \$23.50.

Gretchen Walker introduced our speaker, Richard Kimbrough, "*Why We Laugh*".

Donelle reminded everyone the Floyd S Oldt Outstanding Staff and Floyd S Oldt Silver Pen Awards will be presented at the February 13<sup>th</sup> General Membership meeting.

Meeting was adjourned at 12:50pm

Peg Johnson  
Corresponding Secretary

**AGENDA**  
**UNOPA General Membership Meeting**  
**Tuesday, February 13, 2007 11:45 am – 1:00 pm**  
**Champions Club**

**Welcome & Call to Order**

**Donelle**

- \*Approval of January 2007 general meeting minutes
- \*Treasurer Report on tables

**Announcements**

- \*Nomination deadline extended
- \*UNOPA Notes deadline February 16<sup>th</sup>, competition, photo contest
- \*Website Competition, corrections, suggestions, additions
- \*EAP Session "Using Neuro & Bio Feedback" March 1
- \*IS Training – Office 2007 & Windows Vista – Febr 22
- \*Keys to Professionalism Brown Bag February 20 & 21, 2007
- \*UNOPA Spring Workshop – March 22<sup>nd</sup>
- \*PSP meeting – Thursday, February 15<sup>th</sup>
- \*Central Area Professional Development Day Febr 23&24th
- \*NEOPA Spring Conference – March 29 & 30<sup>th</sup>
- \*Rose Frolik Award stipend and update on Rose

**Donelle**  
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**Deb Hendricks**  
**Carol Bom**  
**Donelle**

**Reports**

**Bradley Munn Professional Growth Fund**

**Becky Hastings**

- \*Raffle announcement

**Hospitality**

**Cathy Leazer**  
**Karen Randall**

- \*Door prizes

**Awards**

**Donelle Moormeier**

- \*Kudo Awards
  
- \*Floyd S. Oldt Silver Pen Award
- \*Floyd S. Oldt Outstanding Staff Award

**Nelvie Lienemann**

**Program**

**Martha Young**

- \*Introduce program speaker, Peggy Thompson

**Adjournment**

**Donelle**

**UNOPA General Membership Meeting Minutes**  
**February 13, 2007**  
**Champions Club**

President Donelle Moormeier called the meeting to order at 12 noon.

The minutes from the January 9, 2007 General Membership meeting were presented. *Motion was made by Becky Hastings to approve the minutes as corrected. The motion passed.*

Treasurer's Report—The Treasurer's Report, dated January 31, 2007, was presented. The beginning checking balance as of January 1, 2007 was \$8,142.03, and the ending balance was \$7,615.46. The cost object balance was (-\$328.19). The total amount of funds available in these two accounts was \$7,287.27. The CD balance was \$3201.75.

**Announcements**

\*The deadline for nominations for the UNOPA ballot has been extended to Friday, February 16, 2007. At the current time, there are two nominees for Corresponding Secretary and Treasurer, and one nominee each for President-Elect and Recording Secretary.

\*The UNOPA Notes deadline is Friday, February 16, 2007. This edition will be entered in competition for the NAEOP Rachel Maynard Communication Award to be presented at the NAEOP Annual Conference in Seattle in July 2007.

\*Jeanette Fisher was the winner of the February photo contest, and will receive a free lunch at March UNOPA General Membership Meeting.

\*Karen Jackson is preparing the UNOPA website to be entered in competition for the NAEOP Past Presidents' Web Site award. Please send Karen any corrections, suggestions or additions by Monday, March 5, 2007.

\*EAP is offering a brownbag on March 1, "Using Neuro & Bio Feedback", 12 noon to 1:00 p.m., in the city campus union. This has been approved for 1/6 PSP point.

\*Information Services is offering a free preview of Microsoft Office 2007 and Windows Vista on Thursday, February 22, 2007, in the City Union Auditorium. If interested in attending, please register at: [training.unl.edu](http://training.unl.edu)

\*The next Keys to Professionalism Brown Bag sessions will be February 20, 2007 at the city campus union and February 21, 2007 at the east campus union, both beginning at 12 noon.

\*The UNOPA Spring Workshop will be held on Thursday, March 22, 2007. Ali Moeller will be the speaker. More information will be available soon.

\*Lorraine Moon is offering a brownbag workshop for those interested in learning about PSP on Thursday, February 15, 2007, at 12 noon, in the Alexander West building.

\*Carol Bom, NEOPA President, provided information on the NEOPA Spring Conference to be held 3/29-3/30/2007 at Southeast Community College. Information is available either from Carol at this meeting or on the NEOPA website.

\*Debbie Hendricks provided information on the Central Area Professional Development Day in Olathe, Kansas, February 23 and 24. The deadline for registration is Friday, February 16, 2007.

\*Donelle reported that Rose Frolik is now living at Eastmont Towers.

\*The Executive Board, on February 6, 2007, increased the stipend for the Rose Frolik Award to \$600. This will be effective for this year's award to be presented at the April General Membership meeting. Nominations for the Rose Frolik Award are due Friday, March 9, 2007.

### **Committee Reports**

Bradley Munn Professional Growth Fund Committee—Becky Hastings reported the next deadline for applying for reimbursement is April 15. The committee is putting together a one or two items that will be raffled at the April General Membership meeting. Check the website for details.

Hospitality Committee—The 50/50 winner was Becky Hastings for the amount of \$31.00. Donelle Moormeier and Grace Li were recipients of the two door prizes.

### **Awards Committee**

Donelle Moormeier announced that two UNOPA members have been recipients of the Board of Regents KUDOS awards—Chris Cary in November and Carol Wusk in January.

Floyd S. Oldt Silver Pen Award—Nelvie Lienemann announced the recipients of the this award—Deanna Lubken, Staff Assistant, College of Law, and Bethanie Nemecek, Project Assistant, Distance Education Service. Both recipients will receive \$600, an engraved pen, a framed certificate, and a one-year UNOPA membership.

Floyd S. Oldt Outstanding Staff Awards—Nelvie Lienemann announced there were four nominees for this award: Barbara Homer, Secretary Specialist, School of Criminology and Criminal Justice; Mary Klucas, Administrative Tech II, College of Arts and Sciences; Roberta Sandhorst, Administrative Assistant, Extended Education and Outreach; and Carol Wusk, Secretary Specialist, College of Agricultural Sciences and Natural Resources. For the first time in presenting this award, there was a tie. Recipients of the 2006-2007 Floyd S. Oldt Outstanding Staff awards were Carol Wusk and Mary Klucas. Both recipients will receive \$1,000, a plaque, a certificate, and a one-year UNOPA membership.

### **Program**

Martha Young introduced Peggy Thompson, Licensed Massage Therapist, who gave a presentation on the benefits of massage.

Meeting was adjourned at 1:00 p.m.

*Mary Guest, CEOE*  
Mary Guest, CEOE  
Recording Secretary

**AGENDA**  
**UNOPA General Membership Meeting**  
**Tuesday, March 13, 2007 11:45 am – 1:00 pm**  
**East Campus Union**

**Welcome & Call to Order**

**Donelle**

- \*Approval of February 2007 general meeting minutes
- \*Treasurer Report on tables

**Announcements**

- \*UNOPA Notes deadline March 16<sup>th</sup>
- \*NEOPA Spring Conference – March 29 & 30<sup>th</sup>
- \*Scholarship opportunity from First Plymouth Church – on table
- \*Chancellor's Commission on the Status of Women
- \*Rose Frolik Award Nominations/Tribute

**Donelle**  
**Donelle**  
**Donelle**  
**Donelle**  
**Donelle**

**Reports**

**Bradley Munn Professional Growth Fund**

**Becky Hastings**

- \*Raffle of wreath
- \*Next reimbursement application deadline

**Nominations**

**Carol Wusk/Donelle**

- \*Announce nominations/take nominations from floor
- \*Appoint Nomination committee as Teller Committee

**Donelle**

**Hospitality**

**Cathy Leazer**  
**Karen Randall**

- \*Door prizes

**Professional Growth Committee**

**Lorraine Moon**

- \*UNOPA Spring Workshop – March 22nd

**Program**

**Gretchen Walker**

- \*Introduce program speaker, Deborah Smith-Howell

**Adjournment**

**Donelle**

**UNOPA General Membership Meeting Minutes**  
**March 13, 2007**  
**East campus Union**

President Donelle Moormeier called the meeting to order at 12 noon.

The minutes from the February 13, 2007 General Membership meeting were presented. *Motion was made by Peg Johnson to approve the minutes as presented. Motion was seconded and passed unanimously.*

Treasurer's Report—The Treasurer's report was not available at this time. Donelle will e-mail the report to the members.

**Announcements**

\*The UNOPA Notes deadline is Friday, March 16, 2007.

\*Judy Anderson was the winner of the March photo contest, and will receive a free lunch at the April UNOPA General Membership Meeting.

\*The NEOPA Spring Conference will be held on March 29 and 30 in Lincoln.

\*Information for a scholarship opportunity from First-Plymouth Congregational Church was available on the tables. The scholarship is for a non-traditional female student continuing their education in a Nebraska educational institution. Deadline is March 31 for all application materials.

\*The Chancellor's Commission on the Status of Women needs to fill two office/service vacancies for three-year terms. Interested parties may access the application form on-line, and it is due March 21.

\*The Awards Director, Nelvie Lienemann, received no nominations for the Rose Frolik award; therefore, no award will be presented this year. A tribute to Rose is being prepared and will be presented at the April 10 meeting.

**Committee Reports**

**Bradley Munn Professional Growth Fund Committee**—Becky Hastings reported the next deadline for applying for reimbursement is April 15. The committee is raffling a wreath as a fundraiser. Tickets will be available at the March and April General Membership meetings, and the drawing will be held at the end of the April meeting.

**Nominating Committee**—Carol Wusk, Chair of the Nominating Committee, reported its nominees as follows: For recording secretary, Janice Edwards and Janice Kohler; for corresponding secretary, Helen Sexton and Doreen Wagenaar; for treasurer, Peg Johnson and Marlene Pyatt; for president-elect, Mary Guest.

Donelle then opened up the ballot for nominations from the floor for each office individually. After receiving no further nominations, the nominations were declared closed. Upon receiving no objections, Donelle appointed the Nominating Committee as the Teller Committee after the ballots were sent out and returned.



**Hospitality Committee**—The 50/50 winner was Susan Thomas. A drawing was held for two door prizes, \$20 gift certificates to the Nebraska Bookstore, and Deborah Smith-Howell and Sandy Watmore were the recipients.

**Professional Growth Committee**—Lorraine Moon reported UNOPA is hosting a workshop on March 22, 2007, 1:00-4:00 p.m. in the East Campus Union. Ali Moeller, Professor in the Department of Teaching, Learning, and Teacher Education in the College of Education and Human Sciences, will be the presenter. Her workshop is titled “Creating a Quality Workplace Through Team Building.” Registration forms are available on the UNOPA website and are due by March 15.

On April 11, from 12:00 noon to 1:00 p.m., EAP will present another workshop in their “Lunch and Learn” series titled: “The Irritable Male.”

**Program**

Gretchen Walker introduced Deborah Smith-Howell, Associate Vice Chancellor for Academic Affairs, who gave a presentation on “Effective Public Speaking.”

Meeting was adjourned at 1:05 p.m.

*Mary Guest CEOE*

Mary Guest, CEOE  
Recording Secretary

**AGENDA**  
**UNOPA General Membership Meeting**  
**Tuesday, April 10, 2007 11:45 am – 1:00 pm**  
**City Campus Union**

<b>Welcome</b> *Welcome Past Presidents & retirees – direct to buffet	<b>Donelle</b>
<b>Call to Order</b> *Approval of March 2007 general meeting minutes *Treasurer Report on tables	<b>Donelle</b>
<b>Announcements</b> *UNOPA Notes deadline Friday, April 13 <sup>th</sup> *April Photo Contest *Chancellor's Commission on the Status of Women *EAP Lunch & Learn, April 11 <sup>th</sup> *May Day at Fairview, April 21st *Thank you notes from Deanna Lubkin and Chris Cary	<b>Donelle</b>
<b>Reports</b>	
<b>Bradley Munn Professional Growth Fund</b> *Next reimbursement application deadline *Raffle	<b>Becky Hastings</b>
<b>Nominations</b> *Announce new Board of Directors	<b>Betty James</b>
<b>Hospitality</b> *Door prizes	<b>Cathy Leazer Karen Randall</b>
<b>Recognition of Past Presidents &amp; Retirees</b>	<b>Peg Johnson</b>
<b>Tribute to Rose Frolik</b>	<b>Donelle Moormeier Jan Harris Lola Young Nelvie Lienemann Rhonda Zugmier Dora Dill Sandy Lineberry</b>
<b>Program</b> *Introduce entertainment	<b>Gretchen Walker</b>
<b>Adjournment</b>	<b>Donelle</b>

**UNOPA General Membership Meeting Minutes**  
**April 10, 2007**  
**Nebraska Union**

President Donelle Moormeier called the meeting to order at 12:10 p.m.

The minutes from the March 13, 2007 General Membership meeting were presented. *Motion was made by Becky Hastings to approve the minutes as presented. Motion was seconded by Jan Wassenberg and passed unanimously.*

**Treasurer's Report—Marie Dvorak**

The treasurer's report, dated March 31, 2007, was presented. The beginning checking balance as of March 1, 2007 was \$7,679.02, and the ending balance was \$7,882.58. The cost object balance was (-\$5,174.45). The total funds available in these two accounts was \$2,708.13. The CD balance was \$3201.75. There were two postage expense reports missing. Marie reminded all directors to submit expense reports for all expenses as soon as possible.

**Announcements**

\*The UNOPA Notes deadline is Friday, April 13, 2007.

\*There were no entries for the photo contest in the April edition of UNOPA Notes. That was the last contest of this year.

\*Office/Service representatives are still needed for the Chancellor's Commission on the Status of Women. Members were encouraged to apply. Applications materials can be accessed at the following website: <http://www.unl.edu/ccsw/>

\*EAP is offering a Lunch and Learn on April 11, 2007, "The Irritable Male," at the Nebraska Union. This has been approved for 1/6 PSP point.

\*Handouts were available on the tables for May Day at Fairview, Saturday, April 21, 2007, 10:00 a.m. to 4:00 p.m. Proceeds from this fundraising event will be used to purchase courtesy items for pediatric patients at BryanLGH Medical Center.

\*Thank you notes were read from Deanna Lubkin and Chris Cary.

**Committee Reports**

**Bradley Munn Professional Growth Fund Committee—Becky Hastings**

Becky Hastings reported the next deadline for applying for reimbursement is April 13. The drawing for the wreath (donated by the ladies in the Purchasing Department) was held, and Mari Greer was the winner.

**Nominating Committee—Betty James for Carol Wusk**

Betty James announced the newly elected UNOPA board of directors for 2007-2008 as follows:

President-Elect: Mary Guest

Recording Secretary: Janice Kohler

Corresponding Secretary: Helen Sexton

Treasurer: Peg Johnson

**Hospitality Committee—Karen Randall**

The centerpieces were given away, and the 50/50 winner was Kim Pappas.

**Recognition of Past Presidents and Retirees—Peg Johnson**

The UNOPA Past Presidents and Retirees who were present were recognized.

**Tribute to Rose Frolik**

Donelle Moormeier read a tribute to Rose Frolik based on an interview of Rose by Sandy Lineberry. Several past Rose Frolik Award recipients also paid tribute to Rose. The tribute was videotaped for Rose who was unable to attend.

**Program**

Gretchen Walker introduced the Scarlet and Cream Singers.

Meeting was adjourned at 1:15 p.m.

*Mary Guest, CEOE*

Mary Guest, CEOE  
Recording Secretary

**AGENDA**  
**UNOPA General Membership Meeting**  
**Tuesday, May 8, 2007 11:45 am – 1:00 pm**  
**Kauffmann Center**

<b>Welcome</b> *Welcome special guest – Herb Howe (& possibly Susan Poser)	<b>Donelle</b>
<b>Call to Order</b> *Approval of April 2007 general meeting minutes *Treasurer Report on tables	<b>Donelle</b>
<b>Announcements</b>  *Thanks to Herb	<b>Donelle</b>
<b>Reports</b> <b>Nomination Committee</b> *Motion to destroy ballots	<b>Carol Wusk</b>
<b>Hospitality</b> *Door prizes	<b>Cathy Leazer Karen Randall</b>
<b>Recognition of Outgoing Board &amp; Committees</b>	<b>Donelle</b>
<b>Outgoing President Remarks</b>	<b>Donelle</b>
<b>Installation of 2007-2008 Officers</b>	<b>Lorraine Moon</b>
<b>Recognition of 2007-2008 Directors</b>	<b>Gretchen Walker</b>
<b>Presidential Address</b> *Constructing Partnerships with Service	<b>Gretchen Walker</b>
<b>Adjournment</b>	<b>Donelle Moormeier &amp; Gretchen Walker</b>

**UNOPA General Membership Meeting Minutes**  
**May 8, 2007**  
**Kauffman Center**

President Donelle Moormeier recognized the guests in attendance and called the meeting to order at 12:10 p.m.

The minutes from the April 10, 2007 General Membership meeting were presented. *Motion was made by Judy Anderson to approve the minutes as presented. Motion was seconded by Helen Sexton and passed unanimously.*

**Treasurer's Report—Marie Dvorak**

The treasurer's report, dated April 30, 2007, was presented. The beginning checking balance as of April 1, 2007 was \$7,882.58, and the ending balance was \$7,771.31. The cost object balance was (-\$2,666.68). The total funds available in these two accounts was \$5,104.63. The CD balance was \$3201.75.

**Announcements**

Donelle recognized Herb Howe, Associate to the Chancellor, and thanked him for his years of support of UNOPA.

**Committee Reports**

**Nominating Committee—Carol Wusk**

*Motion was made by Carol Wusk to destroy the ballots from the 2006-2007 UNOPA election. Motion was seconded and passed unanimously.*

**Hospitality Committee—Karen Randall**

Karen announced that UNOPA raised \$306.50 for Center Point this year. The centerpieces were given away, and the 50/50 winner was Peg Johnson.

**Recognition of Outgoing Board and Committees/Outgoing Remarks—Donelle Moormeier**

Donelle thanked the outgoing board, committee directors and committee members for their work this past year. Certificates were distributed. Donelle addressed the members with her outgoing remarks.

**Installation of 2007-2008 Officer/Recognition of 2007-2008 Directors—Lorraine Moon/Gretchen Walker**

Lorraine Moon conducted the installation ceremony for the 2007-2008 officers:

Treasurer:	Peg Johnson
Corresponding Secretary:	Helen Sexton
Recording Secretary:	Janice Kohler
President-Elect:	Mary Guest, CEOE
President:	Gretchen Walker, CEOE

Gretchen Walker introduced the 2007-3008 Directors:

Awards	Kimberly Pappas
Employee Concerns Co-Directors	Jane Schneider and Doreen Wagenaar, CEOE
Bradley Munn Professional Growth Fund	Donelle Moormeier
Communication Technology	Karen Jackson
Hospitality Co-Directors	Cynthia Knight and Dora Dill
Membership Co-Directors	Cathy Leazer and Karen Randall
Nominating Co-Directors	Donette Petersen and Marlene Pyatt

Outreach Co-Directors  
Professional Growth Co-Directors  
Program Director  
UNOPA Notes Co-Directors  
Ways and Means Director  
Mentoring Ad-Hoc Director  
NEOPA/NAEOP Liaison

Barb Homer and Linda Luedtke, CEOE  
Betty Jacobs and Lorraine Moon, CEOE  
Mary Guest, CEOE  
Tonda Humphress and Deb Rosenau  
Kathy Thompson  
Jan Edwards  
Diane Wasser, CEOE

**Presidential Address—Gretchen Walker**

Gretchen's theme for this year is "Constructing Partnerships with Service" and presented the "Blueprint Challenges" to all members:

Membership:	Join UNOPA
Recruitment:	All active UNOPA members should: Recruit one NEW member or Bring a guest to a general membership meeting
Partnership:	Join one or all organizations listed below: UAAD - \$9/yr NEOPA - \$15/yr NAEOP - \$45/hr
Professional Development:	Attend either one or both of UNOPA's workshops Attend the NEOPA Fall workshop Attend the NEOPA Central Area Conference Attend a mentoring workshop Attend a brown bag session each semester Professional Standards certification—don't let it intimidate you- Go for it!
Service:	Give 2 hours of your time per semester to the following: UNOPA fall parking lot fundraiser Sign up for a UNOPA committee Help Habitat for Humanity or City Impact Fund

On behalf of UNOPA, Gretchen presented Donelle with the Presidential plaque and gavel, and gift from the membership.

Donelle and Gretchen adjourned the meeting at 1:00 p.m.

*Mary Guest, CEOE*

Mary Guest, CEOE  
Recording Secretary