

Minutes of the

UNOPA EXECUTIVE BOARD MEETING

Wednesday, December 4, 2013, 3:05 p.m. – 4:03 p.m.

Whittier Building, Room 136

President, Mary Klucas, called the meeting to order at 3:05 p.m.

Roll call was taken by Alycia Libolt, Recording Secretary

MEMBERS PRESENT: Mary Klucas, Jane Schneider, Alycia Libolt, Breana Garretson, Jaime Long, Linda Luedtke, Jan Wassenberg, Diane Wasser, Karen Jackson, Diane Carson, Barbara Homer, Donette Petersen, and Cathy Robertson

MEMBERS ABSENT: Alicia Arnold, Mary Guest, Debbie Hendricks, Carol Wusk, Donelle Moormeier, Andrea Peterson, and Roddy Spangler

AD-HOC MEMBERS PRESENT: None

AD-HOC MEMBERS ABSENT: Tonda Humphress and Lisa King

APPROVAL OF EXECUTIVE BOARD MEETING MINUTES FROM NOVEMBER 5, 2013

The minutes from the November 5, 2013 Executive Board meeting were reviewed. The minutes were approved as corrected.

APPROVAL OF TREASURER'S REPORTS

The November Treasurer's report was reviewed. The November Treasurer's report will be presented at the December 10, 2013 meeting for approval.

OFFICER/COMMITTEE REPORTS GIVEN:

President – Mary Klucas: Report attached.

Mary will email the membership about attending the Martin Luther King Jr. "Freedom Breakfast" to be held on Friday, January 17, 2014 at Embassy Suites.

President-Elect – Jane Schneider: No report.

Recording Secretary – Alycia Libolt: No report.

Corresponding Secretary – Breana Garretson: Report attached.

Cathy Robertson stated that she had heard via the radio that the People's City Mission was in need of bottled water. She suggested that cash donations be used for this purpose.

Treasurer – Jaime Long: No report.

Cathy Robertson suggested a year-to-date budget be presented in January.

Past President – Linda Luedtke: No report.

Linda is still selling Village Inn pie gift cards for \$11 each to benefit NEOPA's scholarship fund.

Awards – Jan Wassenberg: Report attached.

Bylaws – Alicia Arnold: Absent. No report.

Career Development – Mary Guest: Absent. No report

Career Development PSP – Debbie Hendricks: Absent. Report attached.

Communication Technology – Diane Wasser: No report.

Employee Concerns – Carol Wusk/Karen Jackson: Report attached.

Hospitality – Diane Carson: Report attached.

At the time of the meeting, there were 62 reservations made for the December Christmas luncheon.

Membership – Barbara Homer: Report attached.

Barbara reported that 25 invitations were sent out for the new member luncheon and that 10 were attending.

Nominating – Donelle Moormeier/Donette Petersen: No report.

Outreach – TBD: No report.

Program – Jane Schneider: Report attached.

Jane confirmed that the joint meeting with UAAD in January will be a tour of the Devaney expansion. Mary Klucas spoke with Julie Thompson of UAAD about having a meeting before the tour. Cathy Robertson will see if she can reserve a space for a brown bag meeting. If we are unable to hold a meeting, we will send out any announcements as well as the minutes and the Treasurer's report for approval at the February General Membership meeting.

UNOPA Notes – Andrea Peterson: Absent. No report.

The January deadline for UNOPA Notes is December 13th.

Ways and Means – Roddy Spangler: Absent. Report attached.

It was reported that 37 spots were sold for the Iowa game which would bring UNOPA's total earnings to \$3,510.00. We will draw a name from those who participated in the parking lot fundraiser at a later meeting. The winner will receive a \$25.00 gift card.

AD-HOC COMMITTEE REPORTS:

Digital Commons – Tonda Humphress: Absent. No report.

Marketing – Lisa King: Absent. No report.

UNFINISHED BUSINESS

Judicial Board –

Questions raised concerning UNOPA's participation in the Judicial Board:

- Could UNOPA have a trial period and back out if wanted?
- Could we rotate who sits on the board?

Cathy Robertson clarified that adding the Judicial Board to the Employee Concerns committee would not require a change in the bylaws or standing rules.

No decision was made on whether to participate or not. Discussion will continue at the next meeting.

Secret Friends –

The discussion about making Secret Friends a part of the Outreach committee was tabled for next month's meeting.

New Business

Campbell's Soup Labels/Box Tops–

Marcy Tintera emailed Mary Klucas about collecting Campbell's Soup labels and Box Tops. Marci thought we could give to the school neighboring campus. The Board discussed collection becoming part of the Outreach committee. Cathy Robertson also noted that this would be a great idea for the service portion of the Louise Henderson Nelson Award. Discussion will continue at next month's meeting.

The next meeting of the UNOPA Executive Board will be held on Tuesday, January 7, 2014 from 3:00 p.m. to 5:00 p.m. in the 3rd Floor Conference Room of the Whittier Building.

Meeting adjourned at 4:03 p.m.

Submitted by: Alycia Libolt, Recording Secretary
Mary Klucas, President

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
UNOPA Board meeting
December 4, 2013

TO:
FROM: Mary Klucas
COMMITTEE: President
ATE: December 2, 2013

Current committee report

I renewed UNOPA's affiliation with NAEOP.

I received no further questions regarding the Judicial Board. I did send our questions/concerns on. I have not received a response yet.

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

December 4, 2013

TO: Mary Klucas
FROM: Breana Garretson
COMMITTEE: Corresponding Secretary
DATE: December 2, 2013

Current committee report:

Mailed:

Sympathy Cards: Cathy Robertson, Linda Luedtke, Family of Pat Lehecka.

Retirement Card: Nelvie Lienemann

With the great amount of assistance from Andrea Peterson, the giving tree setup at the November general meeting was a huge success and I anticipate quite a bit of donations—some of which have already arrived at my office. I'm working on making a list of items to track all that we will be donating and thus far financial donations are \$45.

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

December 4, 2013

TO: Mary Klucas
FROM: Jan Wassenberg
COMMITTEE: Awards
DATE: November 26, 2013

Current committee report

At our November 12 meeting, the 2013 UNOPA Boss of the Year Award was presented to Katie Kerr, Assistant Director, Exploratory and Pre-Professional Advising Center. The 2013 UNOPA Silver Pen Award was presented to Mary Fischer, Office Associate, Marketing Department, College of Business Administration, and the Outstanding Staff Award was presented to Lola Young, Office Associate, Nebraska Forest Service.

One of the three judges for the Boss of the Year Award, and five of the six staff awards judges were present for the luncheon. I have received emails or personal notes from several of them saying how they enjoyed being judges for us and how nice it was to be invited to the luncheon.

I am currently preparing the paperwork for the awardees to received their monetary award through Payroll and will submit articles to The Scarlett and UNL Today.

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

Mary Klucas

From: Debra Hendricks
Sent: Tuesday, December 03, 2013 9:31 AM
To: Mary Klucas
Subject: UNOPA Brd meeting

Hi Mary,

I too will be unable to attend the Board meeting on Wednesday. (We have now lost 50% of our support staff, so although that only equates to two people, we're both on serious overload!) I'm planning on doing a brown bag on Dec 13th to visit with UNOPA members interested in the Professional Standards Program. That was advertised in the newsletter. Would you please do an announcement at the General Meeting on the 10th? Thanks!

Debbie Hendricks, CEOE
Executive Secretary
Vice Chancellor for Student Affairs
University of Nebraska-Lincoln
106 Canfield Administration Building
Lincoln, NE 68588-0423
402-472-9685

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

December 4, 2013

TO: Mary Klucas
FROM: Carol Wusk and Karen Jackson
COMMITTEE: Employee Concerns
DATE: Nov. 26, 2013

Current committee report

An e-mail was sent to Chairs of the Employee Concerns committees on Nov. 6th requesting reports.

Diane Wasser, University-wide Benefits Committee, reported at the November meeting regarding NuFLEX enrollment and entered a report in UNOPA Notes.

Kathy Bennetch, Chancellor's University Safety Committee had the UNOPA President send out an e-mail regarding problems with signing up for UNL Alerts.

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

December 4, 2013

TO: Mary Klucas
FROM: Diane Carson
COMMITTEE: Hospitality
DATE: November 27, 2013

Current committee report

We are turning in expenses of \$46.09 for the centerpieces and prizes for the Awards/Bosses luncheon in November.

Plans are coming along well for the December Christmas luncheon. A table will be provided for the Giving tree and to allow for gifts to be turned in. At this point we have 34 reservations. This luncheon will be in the Arbor Room rather than in the Great Plains Room.

We will be mixing everyone up at this meeting so that people get the chance to sit with new people and get to know each other.

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

December 4, 2013

TO: Mary Klucas
FROM: Barbara Homer, Director
COMMITTEE: Membership
DATE: December 2, 2013

Current committee report

We currently have 122 members:

- 93 - Active (21 New)
- 3 - Associate
- 6 - Retired
- 1 - Lifetime
- 19 - Honorary

The "Welcome to the University" letters to the new office/service employees from July through October, 2013 have been mailed out. Also, I sent an email to our members who did not renew their membership.

The new member luncheon for members joining last membership year and to date this year is being held on Friday, December 6, 2013, 11:30 AM-1:00 PM, at the Environmental Health & Safety conference room. Pizza, salad, cookies and refreshments will be served. We will also be giving out some door prizes.

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

December 4, 2013

TO: Mary Klucas
FROM: Jane Schneider
COMMITTEE: Program
DATE: 12/4/13

Current committee report

UAAD have changed their plans because the person from administration they had lined up to speak can no longer do so. They are working on a tour of the new facilities at the stadium.

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

December 4, 2013

TO: Mary Klucas
FROM: Roddy Spangler
COMMITTEE: Ways and Means
DATE: Nov 26, 2013

Current committee report

Husker Football Game-day Parking Lot Statistics

After six home games, here's our stats

UNL vs Wyoming – 54 spots sold

UNL vs Southern Miss – 64 spots sold

UNL vs UCLA – 83 spots sold

UNL vs SDSU – 80 spots sold

UNL vs Illinois – 100 spots sold

UNL vs Northwestern – 78 spots sold

UNL vs Michigan State – 89 spots sold

UNL vs Iowa – ??

For a total of 548 parking spots sold @ \$6.00 each (UNOPA's share) = \$3,288.00

144.5 man-hours have been worked (approximately \$22.75/man-hour earned)

41 UNOPA members have volunteered

9 spouses or friends of UNOPA members have volunteered

11 UNOPA members have worked two of the seven games

4 UNOPA members have worked three of the seven games

1 UNOPA member has worked four of the seven games (Go Jane)

Roddy Spangler

UNOPA Ways and Means Director

A \$25.00 gift certificate will be given to one of the volunteers at the end of the season. All volunteers names will be thrown into the hat for each shift they work for the drawing.

Motions NONE