

Approved as Corrected – April 1, 2014

Minutes of the

UNOPA EXECUTIVE BOARD MEETING

Wednesday, March 5, 2014, 3:06 p.m. – 4:48 p.m.

Whittier Building, 3rd Floor Conference Room

President, Mary Klucas, called the meeting to order at 3:06 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, Diane Wasser, Karen Jackson, Donette Petersen, Donelle Moormeier, Andrea Peterson, and Roddy Spangler

MEMBERS ABSENT: Jan Wassenberg, Alicia Arnold, Mary Guest, Debbie Hendricks, Carol Wusk, Diane Carson, Barbara Homer, and Cathy Robertson

AD-HOC MEMBERS PRESENT: None

AD-HOC MEMBERS ABSENT: Tonda Humphress and Lisa King

APPROVAL OF EXECUTIVE BOARD MEETING MINUTES FROM January 7, 2014

The minutes from the January 7, 2014 Executive Board meeting were reviewed. The minutes were approved as presented.

APPROVAL OF TREASURER'S REPORTS

The January Treasurer's report was reviewed. The January Treasurer's report will be presented at the March 11, 2014 meeting for approval. The February Treasurer's report was reviewed. The February Treasurer's report will be presented at the March 11, 2014 meeting for approval.

OFFICER/COMMITTEE REPORTS GIVEN:

President – Mary Klucas: Report attached.

President-Elect – Jane Schneider: No report.

Recording Secretary – Alycia Libolt: No report.

Corresponding Secretary – Breana Garretson: Report attached.

Treasurer – Jaime Long: No report.

Past President – Linda Luedtke: Report attached.

Awards – Jan Wassenberg: Absent. Report attached.

Bylaws – Alicia Arnold: Absent. No report.

Career Development – Mary Guest: Absent. Report attached.

Career Development PSP – Debbie Hendricks: Absent. No report.

Communication Technology – Diane Wasser: No report.

Mary Klucas announced that the A&S Web Specialist provided feedback about the UNOPA website and would be willing to contract with UNOPA to convert the website to the new template.

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

If possible, we ask that members of each committee discuss the possibility of hosting events on both campuses at their next meeting.

Hospitality – Diane Carson: Absent. Report attached.

Membership – Barbara Homer: Absent. Report attached.

Nominating – Donelle Moormeier/Donette Petersen: Report attached.

Nominees for each position are as follows:

- President-Elect: Barbara Homer and Roddy Spangler
- Recording Secretary: ~~Marcia~~ Marsha Yelden
- Corresponding Secretary: Breana Garretson and Mikayla Tegler
- Treasurer: Alycia Libolt and Andrea Schwartz

We are experiencing issues with ballotbin.com. Survey Monkey may be used for voting.

Outreach – TBD: No report.

Mary Klucas reported that Tricia Liedle is considering filling the Director position.

Program – Jane Schneider: No report.

UNOPA Notes – Andrea Peterson: Report attached.

Ways and Means – Roddy Spangler: No report.

AD-HOC COMMITTEE REPORTS:

Digital Commons – Tonda Humphress: Absent. No report.

Marketing – Lisa King: Absent. Report attached.

UNFINISHED BUSINESS

Judicial Board –

Mary Klucas received feedback from Susan Moore about the concerns Board Members had about agreeing to serve on the Judicial Board. A “doodle poll” is used when determining the best time for the hearing to occur. All members of the Board are not required to attend every hearing. There is the possibility that hearings will extend past 5 p.m. or begin after 5 p.m. There are also not separate Boards for academic integrity and behavioral issues. Members are not required to have specific knowledge of class material for academic integrity cases.

Jane Schneider moved that UNOPA is willing to participate on the Judicial Board and it will be added to Employee Concerns if approved by the Academic Senate. Donelle Moormeier seconded. Motion carried.

Campbell’s Soup Labels/Box Tops–

Diane Wasser confirmed that Campbell’s Soup Labels and Box Tops can be dropped off at the District Office. They will be distributed to a different school in Lincoln each month.

Diane Wasser moved that UNOPA start collecting Box Tops and Campbell’s Soup Labels for LPS District Office to distribute amongst the schools. This will become the responsibility of the Outreach Committee. Andrea Peterson seconded. Motion Carried.

NEW BUSINESS

Basket for NEOPA Spring Conference –

Linda Luedtke will be the point person. Our budget is \$30 and the basket theme will be pampering/relaxation. We will continue discussion at next month’s meeting.

Reception and gift for Incoming NEOPA President –

The Board discussed providing cookies in between sessions. Possible gift ideas were considered within the \$100 budget. We will continue discussion at next month’s meeting.

Submissions for NAEOP Awards –

Submissions for the newsletter, website, and Louise Henderson Nelson awards are in progress.

Status of Women –

The Chancellor’s Commission on the Status of Women will be hosting a brown bag lunch to discuss concerns and issues facing staff. The event will be hosting during the Women’s Center’s Women’s Week. Information about the event will be forward to the membership.

NEOPA bid to NAEOP –

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The Board discussed the bid to host the 2017 NAEOP Conference in Nebraska. We will wait to view Lola Young's presentation at the General Membership meeting and follow-up with discussion at the April Board meeting.

The next meeting of the UNOPA Executive Board will be held on Tuesday, April 1, 2014 from 3:00 p.m. to 5:00 p.m. in the 3rd floor conference room in the Whittier Building.

Meeting adjourned at 4:48 p.m.

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

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

March 5, 2014

TO: Mary Klucas
FROM:
COMMITTEE:
DATE: March 1, 2014

Current committee report:

FEBRUARY REPORT:

I attended the MLK Freedom Breakfast along with Jane Schneider, Alycia Libolt and Carissa Martin on January 17, 2014.

I have had further communication regarding the Judicial Board. I contacted UAAD President Julie Thomsen to see where UAAD stood on this issue. She reported UAAD Board consensus to make every effort and agree to participate. I also heard back from Sue Moore, Associate Director of Student Judicial Affairs, about our questions. – We'll discuss this further at the meeting.

The chancellor is convening a meeting of the APC, Deans & Directors, Faculty Senate Executive Committee, Senior Administrative Team, and the presidents of UAAD, UNOPA, and ASUN on February 3 regarding the budget reduction process. This will also involve representing UNOPA at APC meetings regarding the budget reduction.

UNOPA has been asked to donate a basket again for the NEOPA Spring Conference.

MARCH REPORT:

Attended one APC meeting but nothing done other than to accept the Chancellor's time line.

Nancy Orsborn, University Health Center, contacted me asking about possible UNOPA representation on a committee they had just formed to look at services currently being offered to faculty and staff and what services would be of interest to add. Employee Concerns is overseeing this temporary committee assignment. An email was sent to the Board informing them of this decision on February 26, 2014.

I have request lists of committee members. If you haven't submitted your list please do so as soon as possible.

Mary Guest will be installed as NEOPA President at the Spring Conference on April 11, 2014. UNOPA will need to host a reception and purchase a gift – both things that are traditionally done.

In looking at all of the NAEOP submissions UNOPA should be making, it has come to my attention that while the 2012-13 Board discussed what we ought to be doing nothing has been formalized./

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

March 5, 2014

TO: Mary Klucas
FROM: Breana Garretson
COMMITTEE: Corresponding Secretary
DATE:

Current committee report

FEBRUARY REPORT:

Sympathy Cards mailed to:

Jan Wassenberg's Family & Cathy Robertson

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

March 5, 2014

TO: Mary Klucas
FROM: Linda Luedtke
COMMITTEE: Past President
Committee Members: Jaime Long, Diane Wasser, Mary Guest, and Peg Johnson
DATE: March 5, 2014

Current committee report

FEBRUARY & MARCH REPORTS:

I had three requests for reimbursement from the Bradley Munn fund and I distributed them to my committee for review. All three were approved. I had one request that was approved last year but never submitted to the foundation for reimbursement. The foundation processed all four requests. The checks came back to me and I mailed them to the recipients. The next deadline for requests is April 15th and I have not received any new requests as of today.

I'm currently working on the Louise Henderson Nelson award paperwork to submit to national by March 15th.

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

March 5, 2014

TO: Mary Klucas
FROM: Jan Wassenberg
COMMITTEE: Awards
DATE: 3/3/14

Current committee report

I received two nominations for the Rose Frolik Award. I will be getting the materials sent to our three judges this week.

Cheryl Wernhoff has joined the Awards Committee.

Mary, We have an accreditation team on campus this week so I may not be able to attend the Board Meeting. I will have to see how the schedule is going Wednesday, but will contact you if I plan to attend.

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

March 5, 2014

TO: Mary Klucas
FROM:
COMMITTEE: Career Development
DATE:

Current committee report

FEBRUARY REPORT:

We had 22 people attend the UNOPA brownbag on Tuesday, 1/28, presented by Tom Allison, Corey Rumann and a panel of student veterans.

The committee is continuing to secure speakers for a 3-4 hour workshop to be held in April. Hopefully, this will be confirmed soon.

MARCH REPORT:

Cathy Robertson and I are scheduled to meet with Tom Field on March 5 to discuss date and plans for the UNOPA workshop. We are looking at have a workshop during the week of April 28.

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
UNOPA Board meeting
March 5, 2014

TO: Mary Klucas
FROM: Carol Wusk and Karen Jackson
COMMITTEE: Employee Concerns
DATE: March 3, 2014

Current committee report

This note was sent to the membership:

The Health Center is considering adding additional services for staff and faculty. We are interested in hearing from staff and faculty to know if they would like and use additional services and if so what services would they be most interested in. Currently we have a committee consisting of staff from the Health Center looking at this idea and would welcome input from a member of your group. A representative from your group would attend the meetings at the Health Center if possible, if that is not possible they could call in or read the minutes and offer feedback..... Edie Schleiger was the first to volunteer.

Kathy Bennetch received this from a concerned member:

A UNOPA member is upset about all the various campus wide meetings never really balancing their events on both campuses. Various examples like Wellness, EAP, Support groups, Weight Watchers were mentioned.

UNOPA does do a good job of making sure we meet on both campuses but many groups do not. We need to continually as push to make sure "all" employees are given the same opportunities to attend activities supported by UNL. Only having occasional meeting here on east campus isn't enough, "all" the events should be on both campuses even if they have to repeat the event to make it happen.

Many employees cannot get away for the extra time it takes to travel between the two campuses. Nor, do they get the support for allowing the extra time from their departments. So, they are not getting those the professional development opportunities. They feel left out.

When we see the event only happening on one campus we should be asking them to think of the other employees on the other campuses. Eventually, they might get the message and change their programming.

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

March 5, 2014

TO: Mary Klucas
FROM: Diane Carson
COMMITTEE: Hospitality
DATE: February 28, 2014

Current committee report

Report from February - Reservations are coming in for the luncheon. At this date, we have 18 reservations so am hoping for more these last few days before deadline on the 6th. Prizes and centerpieces are planned. We did purchase a couple of pie certificates to give out as part of our prizes for the next few luncheons.

Report for March – We are very excited about our luncheon for March. We are doing an International Theme and each of the Hospitality committee members are decorating two tables with a theme of a country. It will be fun to see what everyone comes up with! Some of the centerpieces will be given away.

As of this date, we have only 16 reservations for the March luncheon with the deadline being Thursday, March 6. It is a brown bag lunch but we still need reservations to have seating reserved. This is as of Febr. 28.

I will be working with Jan Wassenberg and Breana Garretson to make sure tables are reserved for Rose Frolik nominees and their Departments and past presidents for the April meeting. It will be held in the Great Plains Room on East Campus on April 8.

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

March 5, 2014

TO: Mary Klucas
FROM: Barbara Homer, Director
COMMITTEE: Membership
DATE: March 3, 2014

Current committee report

FEBRUARY & MARCH Reports:

We currently have 127 members:

- 96 - Active (22 New)
- 5 - Associate
- 6 - Retired
- 1 - Lifetime
- 19 - Honorary

“Welcome to the University” letters to the new office/service employees for November, December 2013 and January 2014 have been mailed.

I received only five responses back from the email I sent to members last December who had not renewed their membership. The reasons were: they had forgotten, retiring soon, changes in job responsibilities, and felt there is very little professional development; mostly social/community outreach.

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

March 5, 2014

TO: Mary Klucas
FROM: Donette Petersen and Donelle Moormeier
COMMITTEE: Nominating
DATE: February 26,2014

Current committee report

FEBRUARY REPORT:

Nomination letter, description of officer duties, and nominating form were emailed to UNOPA members on January 7, 23, and 30, 2014. As of today, we have received a very low response.

Committee will meet 2/4/2014 to start calling nominees and other active members of UNOPA to receive their permission to put their name on the ballot.

2/17/2014 will send Jane Schneider a report on names to be placed on the ballot.

2/25/2014 Bibliographies are due to Nominating Committee

MARCH REPORT:

We had six people fill out and return the nomination form to the committee.

The ballot will have:

- Two people for President-Elect
- One person for Recording Secretary
- Two people for Corresponding Secretary
- Two people for Treasurer

March General Meeting nominating committee will ask for floor nominations and announce the nominees.

Bibliographies are being completed by the nominees.

Getting ballotbin.com ready for members to vote. Voting will start around March 24.

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

March 5, 2014

TO: Mary Klucas
FROM: Andrea Peterson
COMMITTEE: UNOPA Notes
DATE: 1/31/14

Current committee report

FEBRUARY REPORT:

Please remember to submit information for the March UNOPA Notes Newsletter no later than February 14, 2014.

We will be submitting our March UNOPA Newsletter for Rachel Maynard Award for Excellence in Communication Newsletter/Magazine Contest. Added a copy of submission letter a from 2012.

UNIVERSITY OF NEBRASKA
OFFICE PROFESSIONALS ASSOCIATION
University of Nebraska-Lincoln
PO Box 880541
Lincoln NE 68588-0541



March 8, 2012

To: NAEOP Past Presidents Council

Re: Rachel Maynard Award for Excellence in Communication Newsletter/Magazine Contest

Enclosed please find three copies of the March UNOPA Notes newsletter and application form.

Per the NAEOP Affiliate Coordinator's instructions, we are including clarification of a couple points of interest:

1. Our newsletter has gone green, therefore, we only send our newsletter electronically to our active membership list. Hard copies are mailed upon individual requests only.
2. Our newsletter contains active links for all workshop registrations, meeting registrations, etc. It also includes active links to all email addresses. This reduces the size of our newsletter considerably as we do not need to supply the forms within the newsletter. Again, hard copies will be mailed upon individual requests only.
3. The newsletter, list of officers and directors, meeting registrations, and workshop registrations can be found on the UNOPA web site: <http://unopa.unl.edu/>

Thank you for considering our application.

Sincerely,

Linda Ratcliffe
lratcliffe1@unl.edu
Editor, UNOPA Notes
University of Nebraska-Lincoln
P.O. Box 880541
Lincoln, NE 68588-0541

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

March 5, 2014

TO: Mary Klucas
FROM: Lisa King
COMMITTEE: Marketing
DATE: 3-3-14

Current committee report

I am working with a new intern this semester on the FaceBook dilemma; she thinks she knows about the administrator side of things. We are getting together this week.

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____