

Approved as Presented – November 5, 2013

Minutes of the

UNOPA EXECUTIVE BOARD MEETING

Tuesday, October 1, 2013, 3:04 p.m. – 4:09 p.m.

Whittier Building, 3rd Floor Conference Room

President, Mary Klucas, called the meeting to order at 3:04 p.m.

Roll call was taken by Alycia Libolt, Recording Secretary

MEMBERS PRESENT: Mary Klucas, Jane Schneider, Alycia Libolt, Breana Garretson, Jaime Long, Jan Wassenberg, Diane Wasser, Karen Jackson, Diane Carson, Barbara Homer, Donelle Moormeier, Roddy Spangler, and Cathy Robertson

MEMBERS ABSENT: Linda Luedtke, Alicia Arnold, Mary Guest, Debbie Hendricks, Carol Wusk, Donette Petersen, Kristi Hurley, and Andrea Peterson

AD-HOC MEMBERS PRESENT: None

AD-HOC MEMBERS ABSENT: Lisa King and Tonda Humphress

APPROVAL OF EXECUTIVE BOARD MEETING MINUTES FROM SEPTEMBER 3, 2013

The minutes from the September 3, 2013 Executive Board meeting were reviewed. The minutes were approved as presented.

APPROVAL OF TREASURER'S REPORT

The Treasurer's report was not presented due to complications with our online banking system. The Treasurer's report will be presented at the November 5, 2013 meeting for approval.

OFFICER/COMMITTEE REPORTS GIVEN:

President – Mary Klucas: Report attached.

A \$25 gift card will be awarded to a member chosen at random from those whom have worked the parking lot this fall.

Mary questioned whether Kristi Hurley, who is now a Central Administration employee, would be allowed to remain on the board. Per the bylaws, Kristi is able to continue her Directorship of the Outreach Committee since she is still considered a University of Nebraska employee.

President-Elect – Jane Schneider: No report.

Recording Secretary – Alycia Libolt: No report.

Corresponding Secretary – Breana Garretson: Report attached.

Breana was asked to also send a retirement card to Sandy Lineberry.

Breana requested input from the Board members on which organization should be chosen for this year's Giving Tree. The Giving Tree will be announced in the November UNOPA notes.

Treasurer – Jaime Long: No report.

Past President – Linda Luedtke: Absent. No report.

Awards – Jan Wassenberg: Report attached.

Jan reported that all nine judges have been found for the Oldt Awards. The deadline for nominations is October 18, 2013. Tim Alvarez has also agreed to speak at the Awards Luncheon to be held on November 12, 2013.

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.

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

Hospitality – Diane Carson: Report attached.

As of October 1st we have 49 members registered for the October 8, 2013 General Membership meeting.

The Board members discussed assigning seats for the General Meetings for networking purposes. Mary Klucas suggested that if we were to assign seats twice a year, we should start with the December meeting and then possibly the March meeting.

Membership – Barbara Homer: Report attached.

Barbara mentioned that the list serve is up to date as of today. The membership list will be posted to the website. Barbara was asked to follow up with those individuals who did not renew their membership.

Nominating – Donelle Moormeier/Donette Petersen: No report.

Outreach – Kristi Hurley: Absent. No report.

Program – Jane Schneider: No report.

Jane Schneider is actively searching for entertainment for the December meeting.

UNOPA Notes – Andrea Peterson: Absent. Report attached.

Barbara Homer stated that the CEOE designations in the left margin needs to be updated/corrected.

Ways and Means – Roddy Spangler: Report attached.

AD-HOC COMMITTEE REPORTS:

Digital Commons – Tonda Humphress: Absent. No report.

Marketing – Lisa King: Report attached.

Please submit receipts for water purchases made for the parking lot. Water purchases will be included in the budget for next year.

UNFINISHED BUSINESS

None.

New Business

Mary Klucas announced that a request was made to sell Boy Scout Popcorn at the parking lot. The Board rejected the request as it is against UNL policies.

The next meeting of the UNOPA Executive Board will be held on November 5, 2013 from 3:00 p.m. to 4:30 p.m. in Room 136 of the Whittier Building.

Meeting adjourned at 4:09 p.m.

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

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
UNOPA Board meeting
October 1, 2013

TO: Mary Klucas
FROM:
COMMITTEE: President
DATE: September 30, 2013

Current committee report

I met with Bill Nunez on Thursday, September 26, 2013. Neither one of us had anything in particular to discuss.

I plan to announce the person who recruited the most people to UNOPA during our membership renewal period at the GMM next week.

WE HAVE AN AWARDS DIRECTOR!!! Thank you, Jan Wassenberg, for agreeing to do this!

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

October 1, 2013

TO: Mary Klucas
FROM: Breana Garretson
COMMITTEE: Corresponding Secretary
DATE: 9/30/13

Current committee report

Sympathy card sent to the family of Joan Fredrick.

Pictures from September General Meeting were sent to Andrea Peterson, Jaime Long and Amanda Schmidt.

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

October 1, 2013

TO: Mary Klucas
FROM: Jan Wassenberg
COMMITTEE: Awards
DATE: 9/30/13

Current committee report

I have contacted three people to be judges for the Boss of the Year Award, and they have all accepted. Dena Noe, Marketing Director, UN Federal Credit Union; Prudence Devney, Dir. Of Fingerprints Child Development Center, and Elizabeth Miller, Asst. Principal, East High

I have contacted five of the six judges needed for the Oldt Awards. People from the following areas have responded they would be judges: Admin. –Regina Werum, Asso. VC Research and Economic Development; Mgr/Supr – Dodie Eveleth, Business Mgr, Chemistry; Director – Jan Hostetler, Dir. Graduate Admissions; Office – Mardi Bonner, Sponsored Programs. I’m still waiting to hear from a Service representative I contacted. Diane Carson is contacting a possible Faculty representative.

Diane is continuing to work with me to prepare materials for the judges, and preparing the program for the meeting on November 12 to present the awards.

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
UNOPA Board meeting
October 1, 2013

TO: Mary Klucas
FROM: Mary Guest
COMMITTEE: Career Development – Workshops
DATE: 9/25/2013

Current committee report

Committee members include: Cathy Robertson, Beth Zager, Kathy Schindler, Tonda Humphress and Jaime Long. We will have our first meeting on Friday, October 11. We plan to offer two workshops this academic year.

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
UNOPA Board meeting
October 1, 2013

TO: Mary Klucas
FROM: Carol Wusk & Karen Jackson
COMMITTEE: Employee Concerns
DATE: September 25, 2013

Current committee report

Sheryl Burbach, Chancellor's Committee on Wellness, submitted a report that will be published in UNOPA Notes. They have a website for your information.

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

October 1, 2013

TO: Mary Klucas
FROM: Diane Carson
COMMITTEE: Hospitality
DATE: October 25, 2013

Current committee report

Our next luncheon will be on October 8, 2013 at the Jackie Gaughan Multicultural Center on City Campus at 11:45. It will be brown bag only but water will be provided. Decorations and prizes have been planned.

As of 9/25/2013, we have 25 members registered for the brown bag luncheon on October 8.

I discussed the matter of assigning seats for the October meeting with my Committee so that the membership are seated with different individuals/ This was brought up in order for members to get to know each better.

My Committee will be willing to work with this but thought we would run up against controversy from several because this is one time that many people have to get to sit with people they may only see once a month. We thought we would handle it with having people draw out a number when they check in with a table number. The tables will be numbered so they will then go to that table. What are the thoughts of the Executive Board for this? If we are going to do it October would be the best month and then possibly in February or so if we want to do it twice during the year.

We will be working with the Awards Committee in getting everything set up and tables reserved for the November luncheon.

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
UNOPA Board meeting
October 1, 2013

TO: Mary Klucas
FROM: Barbara Homer, Director
COMMITTEE: Membership
DATE: September 26, 2013

Current committee report

We currently have 112 members:

- 82 - Active (12 New, 3 Award)
- 3 - Associate
- 7 - Retired
- 1 - Lifetime
- 19 - Honorary

My committee is in the process of mailing out "Welcome to the University" letters to the new office/service employees for July and August.

We are also making plans to hold a luncheon for the new members who joined last year and this year.

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
UNOPA Board meeting
October 1, 2013

TO: Mary Klucas
FROM: Andrea Peterson
COMMITTEE: UNOPA Notes
DATE: September 30, 2013

Current committee report

October UNOPA Notes was emailed out September 30.

Deadline for next issue is Friday, October 11, 2013.

Let me know if you have article ideas for upcoming issues.

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

October 1, 2013

TO: Mary Klucas
FROM: Roddy Spangler
COMMITTEE: Ways and Means
DATE: September 25, 2013

Current committee report

Husker Football Game-day Parking Lot Statistics

After four 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

For a total of 281 parking spots sold @ \$6.00 each (UNOPA's share) = \$1,686.00

88 man-hours have been worked (approximately \$19.15/man-hour earned)

27 UNOPA members have volunteered

6 spouses or friends of UNOPA members have volunteered

3 UNOPA members have worked two of the four games

3 UNOPA members have worked three of the four games

UNOPA's lot is at 22nd and Vine, in front of the Whittier Building. If you would like to volunteer at any of the remaining Husker home games, please contact me at rspangler2@unl.edu or 472-3989 and tell me which game/date you are available. I will connect you with the coordinators for the game.

Roddy Spangler

UNOPA Ways and Means Director

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

October 1, 2013

TO: Mary Klucas
FROM: Lisa King
COMMITTEE: Marketing
DATE: 9-25-13

Current committee report

Parking Lot--Flyers to advertise the parking lot have been distributed to UNOPA members, as well as Thank You's to place on the windshields of those that park with us. Tents were also provided for the first few games. Water has been given out to our "parkers" for the first 4 games, which seems to have been well received. This will continue, maybe switching to a warm drink. Amanda (intern) will revise the flyers stating that a *portion* of the proceeds fund UNOPA activities. We are also working on putting a picture on the flyers, to make them more appealing. CEHS has a college list-serve, which also helps advertise the parking lot for us.

It seems this effort has helped improve the number of cars in our lot. Thanks, everyone.

More membership brochures will be sent to HR to be distributed at new employee orientation.

Amanda is ready to help publicize the Fall Workshop; needs some direction.

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____