

Approved as Presented – October 1, 2013

Minutes of the

UNOPA EXECUTIVE BOARD MEETING

Tuesday, September 3, 2013, 3:06 p.m. – 4:42 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, Carol Wusk, Diane Carson, Donelle Moormeier, Andrea Peterson, Roddy Spangler, and Cathy Robertson

MEMBERS ABSENT: Alicia Arnold, Mary Guest, Debbie Hendricks, Diane Wasser, Karen Jackson, Barbara Homer, Donette Petersen, and Kristi Hurley

AD-HOC MEMBERS PRESENT: Lisa King

AD-HOC MEMBERS ABSENT: Tonda Humphress

APPROVAL OF EXECUTIVE BOARD MEETING MINUTES FROM AUGUST 13, 2013

The minutes from the August 13, 2013 Executive Board Transition meeting were reviewed. The minutes were approved as presented.

APPROVAL OF TREASURER'S REPORT

The Treasurer's report was presented. The report was approved to be presented at the General Meeting on September 10, 2013.

OFFICER/COMMITTEE REPORTS GIVEN:

President – Mary Klucas: No formal report.

President-Elect – Jane Schneider: No report.

Recording Secretary – Alycia Libolt: No report.

Corresponding Secretary – Breana Garretson: No report.

Treasurer – Jaime Long: No report.

Past President – Linda Luedtke: Report attached.

Mary Klucas asked Linda Luedtke to send out a reminder for submitting the annual reports. The deadline for reimbursement from the Bradley Munn fund is October 15th.

Awards – Diane Carson (Acting): Report attached.

Jan Wassenberg has joined the committee. Various Board members offered suggestions for judges of the Silver Pen and Outstanding Staff awards, as well as the Boss of the Year award. The respective Board members agreed to contact their suggested judges.

Bylaws – Alicia Arnold: Absent. No report.

Career Development – Mary Guest: Absent. No report.

Nebraska Home Sales respectfully declined to continue awarding two scholarships to the membership. Jaime Long believed there was approximately \$85 left from the previous year's scholarships that Cathy Robertson suggested may be added to the Bradley Munn fund.

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

The deadline to apply or re-certify for PSP is September 15th.

Communication Technology – Diane Wasser: Absent. No report.

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

A correction to the report was that Mary Klucas will be the UNOPA representative on the James V. Griesen Exemplary Service to Students Award committee instead of Linda Luedtke.

Hospitality – Diane Carson: Report attached.

Mary Klucas stated that UNOPA will cover the lunch of Intern, Amanda Schmidt, if she chooses to attend a General Meeting. The Board discussed possible seating arrangements for the General Meeting to allow for greater networking opportunities.

Membership – Barbara Homer: Absent. No Report.

Mary Klucas reminded the Board to renew their memberships. Barbara Homer will follow-up with those who do not renew.

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: No report.

The October deadline is September 13th.

Ways and Means – Roddy Spangler: Report attached.

Please contact Ron Fuller directly with any issues concerning the parking lot. Mary Klucas reminded the Board that individuals working the lot must be at least 16 years of age.

AD-HOC COMMITTEE REPORTS:

Digital Commons – Tonda Humphress: Absent. No report.

Marketing – Lisa King: Report attached.

Lisa King mentioned that she has been providing water to give away to parking lot patrons due to the heat on game days. The Board members agreed that this was a great idea. Lisa King agreed to design a flyer to give to those who park in the lot. Lisa King introduced UNOPA's intern, Amanda Schmidt. Amanda will update Facebook, Twitter, and LinkedIn for UNOPA.

UNFINISHED BUSINESS

None.

New Business

UNOPA is hosting the Fall NEOPA workshop on October 18, 2013 at Southeast Community College. Cathy Robertson will send out a flyer upon completion.

The next meeting of the UNOPA Executive Board will be held on October 1, 2013 from 3:00 p.m. to 4:30 p.m. in the 3rd Floor Conference Room of the Whittier Building.

Meeting adjourned at 4:42 p.m.

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

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

September 3, 2013

TO: Mary Klucas
FROM: Linda Luedtke
COMMITTEE: Past President
DATE: 8/28/13

Current committee report

I attended National Conference in Alexandria, VA in July and accepted the following awards for UNOPA.

1st place for Newsletter in our division of 100+ members.

1st place for Website in our division of 100+ members.

1st place for the Louise Henderson Nelson Award, which is a compilation of UNOPA achievements.

Thanks to Kathy Schindler for the newsletter, Diane Wasser for the web work and Cathy Robertson for putting the material together for the Louise Henderson Nelson Award. Great job ladies!!!!

This is the first time UNOPA has placed first in all these areas in a single year.

As alternate delegate for UNOPA, I attended Advisory Council where items are brought to the council for discussion and a ruling is made whether to take the item to the membership general meeting for a vote or if no further action is needed. Mary Guest has a synopsis of the actions taken.

I also served on the Credentials committee for each general session and assisted with the Celebration of Life ceremony during the last general session.

I received a very nice thank you from Lincoln Literacy for our donation of \$342 from our 50/50 drawings.

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

September 3, 2013

TO: Mary Klucas
FROM: Diane Carson
COMMITTEE: Awards Committee – stand in Director
DATE: August 28, 2013

Current committee report

A deadline date of October 18 has been set for the Oldt Awards. I have notified Andrea to get these dates put in the UNOPA notes. I will be sending the notification to UNLToday and the Scarlet the first week in September. I have also sent to Diane Wasser to change dates on the website.

If we have Committee members, we need to start contacting possible judges. I have letters and e-mails to go to them once they are chosen and have agreed.

Judges needed for the Silver Pen and Outstanding Staff are:

Six judges, all from UNL

- An administrator
- One faculty member
- A director
- A manager or supervisor
- One office employee
- One service employee

Judges needed for the Boss of the Year are:

Three judges, none from UNL, all professional (last year Scott Young from Food Bank; Doug Emery, former City Councilman; and Lisa Morehouse, Lincoln Public Schools)

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

September 3, 2013

TO: Mary Klucas
FROM: Carol Wusk & Karen Jackson
COMMITTEE: Employee Concerns
DATE: August 29, 2013

Current committee report

I called Parking Services and they said the Parking Appeals Committee has not met for a couple years. They suggested just leaving the two volunteers on the committee until their terms end next year.

I have attached the Employee Concerns committees for everyone's information.

I contacted Debra Berens-Hoy who was interested in serving on our committee and asked if she would be interested in serving as a co-chair next year.

UNOPA EMPLOYEE CONCERNS COMMITTEE MEMBERS (2013-2014)

Committee	Term	Committee Members	Phone #	E-Mail	Term Expires
Employee Concerns Director	1 Year	Carol Wusk	2-7913	cwusk1@unl.edu	End of 2013-14 AY
Employee Concerns Co-Director (year 2 = Director)	2 Years	Karen Jackson	2-7903	kjackson2@unl.edu	End of 2013-15 AY
1)Campus Recreation Advisory	2 Years	Larita Lang	2-3826	llang1@unl.edu	End of 2013-14 AY
2)Chancellor's Campus Safety Committee	2 Years	Kathy Bennetch	2-8738	kbennetch1@unl.edu	End of 2013-14 AY
3)Chancellor's Commission on Environmental	3 Years	Lisa Albers	2-2425	lalbers2@unl.edu	End of 2013-14 AY
4)Chancellor's Commission on the Status of Women	3 Years				
5) Child Care Committee	2 Year	Jaime Long	2-7801	jlong5@unl.edu	End of 2013-14 AY
6)Employee Benefits/U-Wide Employee Fringe Benefits	3 Years	Diane Wasser*	2-6251	dwasser1@unl.edu	End of 2013-16 AY
7)Employee Emergency Loan Fund Advisory	3 Years	Shelley Everett	2-7760	severett@cse.unl.edu	End of 2014-15 AY
	3 Years	Jan Wassenberg	2-4486	jwassenberg1@unl.edu	End of 2013-14 AY
	3 Years	Connie Kahle-Johnson	2-5415	cjohnson5@unl.edu	End of 2013-14 AY
8)Faculty Senate	1 Year	Sara Luther	2-2218	sara.luther@unl.edu	End of 2013-14 AY
9)James V. Griesen Exemplary Service to Students Award	1 Year	Linda Luedtke	2-9354	lluedtke1@unl.edu	End of 2012-13 AY
10)Parking Advisory Committee	3 Years	Sally Hawkins	2-5001	shawkins1@unl.edu	End of 2013-14 AY
	3 Years	UAAD Rotation			End of 2014-15 AY
11)Parking Appeals Committee	3 Years				
	3 Years	Belva Harris	2-2354	bharris2@unl.edu	End of 2013-14 AY
	3 Years	Marsha Yelden	2-8008	myelden1@unl.edu	End of 2013-14 AY
12)Wellness Comm *Must be member of Campus Rec	2 Years	Sheryl Burbach	2-3946	sburbach2@unl.edu	End of 2012-14 AY

UNOPA EMPLOYEE CONCERNS COMMITTEE MEMBERS (2013-2014)

Committee	Length of Term	Committee Members	Phone #	E-Mail	Term Expires
Employee Concerns Director	1 Year	Carol Wusk	2-7913	cwusk1@unl.edu	End of 2013-14 AY
Employee Concerns Co-Director (year 2 = Director)	2 Years	Karen Jackson	2-7903	kjackson2@unl.edu	End of 2014-15 AY
1)Campus Recreation Advisory; *Meets bi-monthly; Fall/Spring semesters *Campus Rec Membership Required	2 Years	Larita Lang	2-3826	llang1@unl.edu	End of 2013-14 AY
2)Chancellor's Campus Safety Committee; *Meets quarterly	2 Years	Kathy Bennetch	2-8738	kbennetch1@unl.edu	End of 2013-14 AY
3)*Chancellor's Commission on Environmental Sustainability; *Meets Monthly; 1st Monday; 3:30; CCU	3 Years	Lisa Albers	2-2425	lalbers2@unl.edu	End of 2013-14 AY
4)Chancellor's Commission on the Status of Women * Meets bi-monthly *All members appointed by the Chancellor *Chancellor appoints someone, but it may not always be a UNOPA member	3 Years				
5) Child Care Committee * Vice Chancellor for Student Affairs calls as needed contact is Debbie Hendricks 2-9685	2 Year	Jaime Long	2-7801	jlong5@unl.edu	End of 2013-14 AY
6)Employee Benefits/U-Wide Employee Fringe Benefits *Meets as needed; 2 committees *This person is automatically appointed to both the UNL Benefits & the Univ-Wide (Central Admin) Benefits Committee *Need TWO Certificates (one for each of these committees)	3 Years	Diane Wasser*	2-6251	dwasser1@unl.edu	End of 2013-16 AY
7)Employee Emergency Loan Fund Advisory *Meets via phone conference as needed *3 representatives/staggered terms * Due to Confidentiality, contact EAP for annual report	3 Years	Shelley Everett	2-7760	severett@cse.unl.edu	End of 2014-15 AY
		Jan Wassenberg	2-4486	jwassenberg1@unl.edu	End of 2013-14 AY
		Connie Kahle-Johnson	2-5415	cjohnson5@unl.edu	End of 2013-14 AY
8)Faculty Senate *Meets monthly; 1st Tues.; 2:30 pm	1 Year	Sara Luther	2-2218	sara.luther@unl.edu	End of 2013-14 AY
9)James V. Griesen Exemplary Service to Students Award *Meets via Blackboard mid-January *UNOPA President or Representative appointed by the UNOPA President	1 Year	Linda Luedtke	2-9354	lluedtka1@unl.edu	End of 2012-13 AY
10)Parking Advisory Committee; *Meets monthly - academic year *1 UNOPA representative *1 Chancellor's rep. rotates between office/service and managerial/prof.	3 Years	Sally Hawkins	2-5001	shawkins1@unl.edu	End of 2013-14 AY
	3 Years	UAAD Rotation			End of 2014-15 AY
11)Parking Appeals Committee *Meets monthly; Thurs. afternoon	3 Years	Bleva Harris	2-2354	bharris2@unl.edu	End of 2013-14 AY
	3 Years	Marsha Yelden	2-8008	myelden1@unl.edu	End of 2013-14 AY
12)Wellness Comm *Must be member of Campus Rec *Meets monthly; 3rd Thurs.; 10:00am	2 Years	Sheryl Burbach	2-3946	sburbach2@unl.edu	End of 2012-14 AY

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

September 3, 2013

TO: Mary Klucas
FROM: Diane Carson
COMMITTEE: Hospitality
DATE: August 28, 2013

Current committee report

Reservations are being received. As of August 28, we have 30 reservations. Only 9 are having the lunch provided which makes me a bit nervous.

We have everything ready in regards to decorations, prizes for the meeting.

I am submitting a bill for the name tags. They were \$ 20.97.

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

September 3, 2013

TO: Mary Klucas
FROM: Roddy Spangler
COMMITTEE: Ways and Means
DATE: 8/29/13

Current committee report

UNOPA has the parking lot at 22nd and Vine (in front of Whittier) for home football games. This is our major fundraiser each year. Please encourage your co-workers, friends and family to use our lot on game day using personal contact, Facebook, Twitter or flyers in the workplace. Lisa King will have the intern do some promotion for us on social media.

Cathy Robertson and I had a meeting with Ron Fuller to see if we could have a different lot and/or lower the fee to \$10 (to compete with Malone across the street). No to both; all UNL lots are \$15.00 except the Innovation Campus. We can sell the spots on the north side of Whittier too.

Remember, we are not to argue with anyone that says they are parking in the lot to go in and work (as long as they have an "A" lot permit of course).

Thank you to all of you that signed up to coordinate volunteers for the games.

I have had some suggestions for fundraisers to do in the spring. If we fill up the lot every game, we may not have to do a spring fundraiser ... so again, please promote our lot.

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

September 3, 2013

TO: Mary Klucas
FROM: Lisa King
COMMITTEE: Marketing
DATE: 8-30-13

Current committee report

Membership brochures (100) were given at new employee orientation in August and September.

Amanda Schmidt, intern will help with publicizing the UNOPA parking lot, among other needs from the board, such as workshops, social media, etc.

Members are encouraged to make announcements in their college newsletters, lunch room bulletin boards, anywhere they can think of. Lisa made an example; Amanda is going to jazz it up for the next few weeks.