

Minutes of the
UNOPA EXECUTIVE BOARD TRANSITION MEETING

Tuesday, June 3, 2014, 3:35 p.m. – 4:04 p.m.

Whittier Building, 3rd Floor Conference Room

President, Mary Klucas, called the meeting to order at 3:35 p.m.

Roll call was taken by Alycia Libolt, Recording Secretary

MEMBERS PRESENT: Mary Klucas, Jane Schneider, Alycia Libolt, Breana Garretson, Jaime Long, Mary Guest, Diane Wasser, Karen Jackson, Diane Carson, Roddy Spangler, and Cathy Robertson

MEMBERS ABSENT: Linda Luedtke, Jan Wassenberg, Alicia Arnold, Debbie Hendricks, Carol Wusk, Barbara Homer, Donette Petersen, Donelle Moormeier, Tricia Liedle, and Andrea Peterson

AD-HOC MEMBERS PRESENT: None

AD-HOC MEMBERS ABSENT: Tonda Humphress and Lisa King

APPROVAL OF EXECUTIVE BOARD MEETING MINUTES FROM MAY 6, 2014

The minutes from the May 6, 2014 Executive Board meeting were reviewed. The minutes were approved as presented.

APPROVAL OF TREASURER'S REPORT

The Treasurer's report was presented. The report will be presented at the September General Membership meeting.

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: No report.

A retirement card was sent to Peg Johnson. A sympathy card was also sent to the family of Gretchen Walker.

Treasurer – Jaime Long: No report.

Dori Smidt will be conducting the audit. We hope to have the information returned by the end of July.

Past President – Linda Luedtke: Absent. No report.

Awards – Jan Wassenberg: Absent. No report.

Bylaws – Alicia Arnold: Absent. No report.

Career Development – Mary Guest: No report.

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

Communication Technology – Diane Wasser: Report attached.

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

Hospitality – Diane Carson: No report.

Membership – Barbara Homer: Absent. No Report.

Nominating – Donelle Moormeier/Donette Petersen: Absent. No report.

Outreach – Tricia Liedle: Absent. No report.

Program – Jane Schneider: No report.

UNOPA Notes – Andrea Peterson: Absent. No report.

Ways and Means – Roddy Spangler: Report attached.

AD-HOC COMMITTEE REPORTS:

Digital Commons – Tonda Humphress: Absent. No report.

Marketing – Lisa King: Absent. No report.

New Business

Diane Wasser moved that UNOPA purchase a brick in Gretchen Walker's memory at the Memorial Garden at NAEOP's Headquarters in Wichita, Kansas. Jane Schneider seconded. Motion carried.

The Summer Social "Keep Calm and Bunco On" will be held July 22nd from 3-5 p.m. in the East Campus Union.

Meeting adjourned at 4:04 p.m.

Respectfully Submitted,

Alycia Libolt, Recording Secretary

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

June 3, 2014

TO: Mary Klucas
FROM:
COMMITTEE: President
DATE:

Current committee report

I have had an email exchange with Bill Nunez regarding my request for financial support for NAEOP attendees but do not have an answer one way or the other. I have requested base conference registration cost (\$237) for each attendee.

REMINDERS:

- ❖ As the work of your committee wraps up you need to send me your annual report. I would like these all by June 30 if possible.

- ❖ Send relevant items for your committee to Digital Commons Ad Hoc Committee for archiving. Remember, this should only be items that relevant to the work of your committee. Also, remember these should be pdf files where possible but always in an electronic format. Remember the Executive Officer and Committee Annual Reports will be included as part of my annual report.

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

May 6, 2014

TO: Mary Klucas
FROM: Diane WASSER
COMMITTEE: Communication Technology
DATE: June 2, 2014

Current committee report

Jane Schneider, Roddy Spangler, Mike ?? (from Mary's Office) met on May 15th to discuss the UNOPA website. A healthy discussion about what the website is for and how it might be better.

Website is in new template, work will continue to move items around for more functionality. Work will continue over the summer to improve the site for the upcoming membership renewal in August. Suggestions about surveying the membership might be a possibility.

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

June 3, 2014

TO: Mary Klucas
FROM: Carol Wusk
COMMITTEE: Employee Concerns
DATE: June 2, 2014

Current committee report

CCSW by Edie Schleiger

The full commission met for the last time this year. The Staff council is getting pretty thin. Our chair, Melissa Townsend, has left the University and one additional member just announced that she is leaving the University in August. Jan Deeds will be sending out information about how many people are needed for each Council. The majority of the meeting was spent reviewing the highlights for each Council. The next meeting is currently scheduled for Sept. 10, 2014. The full commission is also planning on holding an Autumn Retreat where goals for the year can be set. This might help focus each Council on their work for the upcoming year.

Health Center Task Force by Edie Schleiger

We amended the proposal to open specific service to faculty and staff as directed by Dr. Guest. He was going to confer with Dr. Franco about implementation. I then received an email from Nancy Orsborn, Director of Nursing and head of the task force, that they have received the resignation of one of their nurse practitioners and will be short-staffed until the position is filled and the person is trained. Because of this situation, they won't be adding services for faculty and staff right now. This proposal will be revisited once staffing is up to full-speed.

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Executive Board Meeting

June 3, 2014

TO: Mary Klucas
FROM: Roddy Spangler
COMMITTEE: Ways and Means Director

Final Ways and Means committee report

Husker Football Game-day Parking Lot Statistics

After all eight home games and the spring game, 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 – 38 spots sold

Total of 586 parking spots sold @ \$6.00 each (UNOPA's share) = \$3,516.00

(UNOPA actually received \$3,534.00 from parking services)

2014 Spring Game -- 29 Parking spots sold. UNOPA received \$2.00 each for a total of \$58.00.

178 man-hours were worked

11 spouses or friends of UNOPA members volunteered

44 UNOPA members volunteered

23 UNOPA members worked one game

15 UNOPA members have worked two of the nine games

2 UNOPA members have worked three of the nine games

3 UNOPA members have worked four of the nine games

1 UNOPA member has worked five of the nine games (Go Jane Schneider)

A \$25.00 gift certificate was given to one of the volunteers. Kristy Rejda's name was drawn.

Thank you for those who volunteered their time to work at the lot. In July I will be ordering a new "UNOPA" sign to use at the games, as well as some new frames for the smaller "15.00" signs.

A list of all those who volunteered over the 2013 Football season is attached.

Roddy Spangler
UNOPA Ways and Means Director

Game Day Volunteers

	Last	First	Opponent	Date	Coordinator	Member
1	Anderson	Judy	Wyoming	8/31/2013		Yes
1	Arnold	Linda	Wyoming	8/31/2013		Yes
2	Arnold	Linda	SDSU	9/21/2013		Yes
1	Arnold	Alicia	Illinois	10/5/2013	Yes	Yes
2	Arnold	Alicia	Northwestern	11/2/2013		Yes
1	Bennetch	Kathy	Southern Miss	9/7/2013		Yes
2	Bennetch	Kathy	Illinois	10/5/2013		Yes
1	Bennetch	Kathy	Iowa	11/29/2013		Yes
1	Carson	Diane	Wyoming	8/31/2013		Yes
2	Carson	Diane	Southern Miss	9/7/2013		Yes
3	Carson	Diane	SDSU	9/21/2013	Yes	Yes
4	Carson	Diane	Spring Game	4/12/2014	Yes	Yes
1	Greer	Mari	Wyoming	8/31/2013		Yes
2	Greer	Mari	Iowa	11/29/2013		Yes
1	Guest	Mary	Michigan State	11/16/2013	Yes	Yes
1	Harris	Belva	Michigan State	11/16/2013		Yes
2	Harris	Belva	Iowa	11/29/2013		Yes
1	Hendricks	Debbie	Northwestern	11/2/2013	Yes	Yes
1	Homer	Barb	Wyoming	8/31/2013	Yes	Yes
1	Hornung	Cindy	Southern Miss	9/7/2013		Yes
1	Humphress	Tonda	UCLA	9/14/2013	Yes	Yes
2	Humphress	Tonda	Iowa	11/29/2013		Yes
	Humphress	Glenn	UCLA	9/14/2013		No
	Humphress	Glenn	Iowa	11/29/2013		No
1	Jackson	Karen	Michigan State	11/16/2013	Yes	Yes
1	Johnson	Peg	UCLA	9/14/2013		Yes
1	Johnson	Marilyn	Southern Miss	9/7/2013		Yes
1	King	Lisa	Wyoming	8/31/2013		Yes
2	King	Lisa	Illinois	10/5/2013		Yes
	Klucas	Rob	Wyoming	8/31/2013		No
	Klucas	Rob	SDSU	9/21/2013		No
	Klucas	Rob	Spring Game	4/12/2014		No
1	Klucas	Mary	Wyoming	8/31/2013	Yes	Yes
2	Klucas	Mary	SDSU	9/21/2013		Yes
3	Klucas	Mary	Spring Game	4/12/2014		Yes
1	Knight	Cindy	Wyoming	8/31/2013		Yes
1	Libolt	Alycia	Southern Miss	9/7/2013	Yes	Yes
1	Liedle	Tricia	Wyoming	8/31/2013		Yes
2	Liedle	Tricia	Northwestern	11/2/2013		Yes
1	Lienemann	Nelvie	Illinois	10/5/2013		Yes
2	Lienemann	Nelvie	Iowa	11/29/2013		Yes
1	Long	Jaime	SDSU	9/21/2013		Yes
2	Long	Jaime	Illinois	10/5/2013	Yes	Yes
1	Moon	Lorraine	SDSU	9/21/2013		Yes
	Moormeier	Ron	Iowa	11/29/2013		No
1	Moormeier	Donelle	Iowa	11/29/2013	Yes	Yes
1	Petersen	Donette	Iowa	11/29/2013	Yes	Yes
1	Peterson	Andrea	Southern Miss	9/7/2013	Yes	Yes

Game Day Volunteers

1	Predmore	Debra	SDSU	9/21/2013	Yes
1	Pyatt	Marleen	Iowa	11/29/2013	Yes
1	Randall	Karen	Southern Miss	9/7/2013	Yes
1	Rejda	Kristy	SDSU	9/21/2013	Yes
1	Robertson	Cathy	Wyoming	8/31/2013	Yes
2	Robertson	Cathy	Spring Game	4/12/2014	Yes
	Rosenau	Rick	Illinois	10/5/2013	No
	Rosenau	Rick	Michigan State	11/16/2013	No
1	Schindler	Kathy	UCLA	9/14/2013	Yes
2	Schindler	Kathy	Illinois	10/5/2013	Yes
1	Schleiger	Edie	Illinois	10/5/2013	Yes
2	Schleiger	Edie	Michigan State	11/16/2013	Yes
	Schneider	Scott	Wyoming	8/31/2013	No
1	Schneider	Jane	Wyoming	8/31/2013	Yes
2	Schneider	Jane	Southern Miss	9/7/2013	Yes
3	Schneider	Jane	UCLA	9/14/2013	Yes
4	Schneider	Jane	Michigan State	11/16/2013	Yes
5	Schneider	Jane	Iowa	11/29/2013	Yes
1	Spangler	Roddy	Wyoming	8/31/2013	Yes
2	Spangler	Roddy	Southern Miss	9/7/2013	Yes
3	Spangler	Roddy	SDSU	9/21/2013	Yes
4	Spangler	Roddy	Spring Game	4/12/2014	Yes
	Spangler	Jim	SDSU	9/21/2013	No
	Spangler	Jim	Spring Game	4/12/2014	No
1	Tegler	Mikayla	Northwestern	11/2/2013	Yes
2	Tegler	Mikayla	Michigan State	11/16/2013	Yes
1	Tintera	Marcy	Southern Miss	9/7/2013	Yes
2	Tintera	Marcy	UCLA	9/14/2013	Yes
3	Tintera	Marcy	Illinois	10/5/2013	Yes
4	Tintera	Marcy	Spring Game	4/12/2014	Yes
1	Ward	Tamera	Illinois	10/5/2013	Yes
2	Ward	Tamera	Northwestern	11/2/2013	Yes
3	Ward	Tamera	Michigan State	11/16/2013	Yes
	Ward	Friend of	Northwestern	11/2/2013	No
1	Wassenberg	Jan	Illinois	10/5/2013	Yes
1	Wasser	Diane	Northwestern	11/2/2013	Yes
2	Wasser	Diane	Michigan State	11/16/2013	Yes
1	Wemhoff	Cheryl	SDSU	9/21/2013	Yes
	Wieser	Connie	Iowa	11/29/2013	No
1	Wusk	Carol	Southern Miss	9/7/2013	Yes
1	Zager	Beth	SDSU	9/21/2013	Yes