

Approved as corrected by UNOPA Board February 4, 2016

UNOPA Executive Board Meeting Minutes

January 5, 2016

4:00 p.m.-5:00 p.m.

Whittier Building, 3rd Floor Conference Room

CALL TO ORDER

President Roddy Spangler called the meeting to order at 4:00 p.m.

Roll Call was taken by Judy Anderson, recording secretary.

MEMBERS PRESENT

Roddy Spangler, Tricia Liedle, Judy Anderson, Marsha Yelden, Alycia Libolt, Jane Schneider, Lorraine Moon, Mary Klucas, Edie Schleiger, Carol Wusk, Breana Garretson, Marilyn Johnson, Donette Petersen, Jan Wassenberg

MEMBERS ABSENT

Sara Luther, Debbie Hendricks, Jaime Long, Donelle Moormeier, Barbara Homer, Linda Arnold

AD-HOC COMMITTEE MEMBERS PRESENT

None

AD-HOC COMMITTEE MEMBERS ABSENT

Paige Glasshoff, Kelsey Sims

APPROVAL OF MINUTES

Minutes of the December 1, 2015, Executive Board Meeting were approved as corrected.

TREASURER'S REPORT

Report attached. The treasurer's report was accepted and will be presented to the general membership at the February meeting due to the combined UAAD/UNOPA meeting in January. In addition, Alycia noted that one of the latest award winners was actually a managerial/professional employee and our awards are available only to office/service employees. It was decided to proceed with sending her name on as a recipient and if the Foundation has an issue with it, we will deal with it at that time. The Awards Guidelines will be reviewed this summer and this issue will be addressed in the updates.

Alycia also questioned why the Ways & Means Committee only gave LeAnn Frobom a \$20 gift card instead of the \$25 that had been budgeted. It was decided to leave as is with the \$5 overage.

OFFICER/COMMITTEE REPORTS

President. Report attached. In addition, there was discussion on Jill Schurr's membership debacle on whether her former department did/should pay her membership fee. It was decided at this point to make her membership fee a committee expense and managerial approval signature and date lines will be added to the membership form to avoid this issue in the future.

It was also noted that one of the Secret Friends had never been contacted or gifted. Her name was given to Diane Wasser to address since she is the Secret Friends coordinator.

President-elect/Program. Report attached. In addition, umbrellas have arrived and are currently being stored at Bob Stephen's office. Distribution won't take place until the February general meeting due to the combined UAAD/UNOPA January meeting.

Breana will check on the price of using table linens for our general meetings that are brown bag. We also discussed interesting formats to present officer and director information as the program for the February general meeting.

Recording Secretary. No report.

Corresponding Secretary. Report attached.

Past President/Bradley Munn. No report.

Membership. No report.

Hospitality. Registrations from UAAD should be coming this week.

Awards. No report.

Career Development & PSP. No report.

Communication Technology. Report attached.

Employee Concerns. Report attached. Edie added that she will also be attending the Martin Luther King, Jr. Freedom Breakfast and will join Roddy and Tricia.

Nominating. Request for nomination forms will be mailed out next week.

UNOPA Notes. No report. The deadline for submitting articles for Notes is January 25. Roddy encouraged directors to submit articles in case this would be the issue submitted for awards.

Ways and Means. They are still awaiting payment from Parking Services for manning the parking lot for football games.

Bylaws. (Still vacant.)

Outreach. (Still vacant.)

AD-HOC COMMITTEE REPORTS

Digital Commons: No report.

Marketing: No report.

UNFINISHED BUSINESS

Ordering of new membership pins has been tabled until other bids are received.

NEW BUSINESS

None.

The next meeting of the Executive Board will be February 2, 2016, at 4:00 p.m. at the Whittier Building.

The meeting was adjourned at 4:49 p.m.

Submitted by Judy Anderson, recording secretary

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
UNOPA Board Committee Reports
January 5, 2016

FROM: Roddy Spangler
COMMITTEE: President
DATE: January 4, 2016

Current committee report

Kathy Bennetch, past president of UNOPA, is retiring from UNL. Her last day is January 14, 2016.

UNOPA and UAAD will be sharing the cost of a plaque (approx. \$25.00) for Roshan Pajnigar.

Reminder that our general membership meeting this month is shared with UAAD...on January 20, 2016 at East Campus Union. I will be returning home from vacation on that day, so will need to ask Tricia to make any announcements on behalf of UNOPA during this meeting. We will be allowed time for committee reports as necessary, including our hospitality committee's drawing for 50/50 etc. We will postpone approval of minutes and treasurer's report until the February General membership meeting.

Tricia and I will be attending the Martin Luther King, Jr. Freedom Breakfast on January 15, 2016.

FROM: Tricia Liedle
COMMITTEE: Program
DATE: 12/17/15

Current committee report

Bob Stephen's has the umbrellas on hold for us at their office. We need to determine who and how the umbrellas will be distributed and who will keep the ongoing list in order to not give out additional umbrellas to the same person. Once this is known, we can determine how and where to keep the umbrellas.

Event Arrangements:

When we are having a meeting at one of the Unions with Brown Bag as the meal, it would be nice if we order linens for the tables.

FROM: Marsha Yelden
COMMITTEE: Corresponding Secretary
DATE: December 18, 2015

Current committee report

Thank you to everyone who generously donated items for the 2015 Giving Tree recipient: Matt Talbot Kitchen and Outreach.

Mari Greer and I delivered over 10 boxes full of donated items to MTKO on December 11, 2015. They were very appreciative of UNOPA's giving spirit.

Cards sent:
Donna Bode Sympathy 12/4/2015
Family of Ruth Ulmer Sympathy 12/4/2015
Shelley Everett Sympathy 12/4/2015

FROM: Edie Schleiger
COMMITTEE: Employee Concerns
DATE: December 18, 2015

Current committee report

After reading a report in the *Keeping Affiliates Active* received in December, one article caught my eye. There was a chart showing a proposed schedule of Certification Recognition for members meeting specified criteria (PSP/CEOE). I started wondering if this is something we could also propose instead of attempting to get an increase in hourly pay (similar to LPS program). An annual "stipend" could be something more appealing to administrators and it wouldn't be counted as a permanent increase in the salary budget.

If we choose to move forward, UNOPA representatives could meet with the new Chancellor to introduce ourselves, discuss possible changes to the Parking payment schedule along with implementing this sort of program. We can work out fair criteria ourselves and then possibly with input from the Chancellor's office if it were to be considered. This would indicate our seriousness and preparation as an employee organization.

FROM: Mary Klucas
COMMITTEE: Communication Technology
DATE: December 17, 2015

Current committee report

I met recently with Mike O'Connor regarding our website. There are a couple of changes yet to be made for the Awards pages. Together we worked through the all the files in the background for our website and did a massive clean-up. I have a short list of items I want to still clean up. I am thrilled that our UNLwebaudit Reports come in at 100% which means there are no potential problems and nothing to fix.

UNOPA Treasurer's Report -- December 2015

Beginning Checking Account Balance - 12/1/15		Balances:	
			\$5,501.03
Income:			
Deposit - 12/4/15	\$15.00		
Memberships - \$15.00			
Deposit - 12/11/15	\$27.00		
50/50 - \$27.00			
Deposit - 12/14/15	\$24.00		
November Luncheon - \$24.00			
		Total Income:	\$66.00
Expenses:			
1013 - Jaime Long - New Member Luncheon (Membership)	\$69.74		
1014 - Jan Wassenberg - Gift Card (Ways & Means)	\$20.00		
1015 - Pius X - Vocal Music Entertainment (Programs)	\$150.00		
		Total Expenses:	\$239.74
Ending Checking Account Balance - 12/31/15			<u>\$5,327.29</u>

Beginning Cost Center Balance - 12/1/15			\$(1,585.98)
Income:			
		Total Income:	\$-
Expenses:			
2015-2016 Floyd S. Oldt Awards Payout (Awards)	\$3,347.37		
UNL Mail Services - 1 piece (Treasurer)	\$0.48		
		Total Expenses:	\$3,347.85
Ending Cost Center Balance - 12/31/15			<u>\$(4,933.83)</u>

Ending Checking Account Balance - 12/31/15			\$5,327.29
Ending Cost Center Balance - 12/31/15			<u>\$(4,933.83)</u>
Total Funds Available:			<u>\$393.46</u>

Savings Account Balance - 12/31/15			\$11,501.06
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55th Anniversary Balance: \$93.00 - \$6.36 = \$86.64