

Minutes
University of Nebraska Office Professionals Association (UNOPA)
General Membership Meeting
Tuesday, September 13, 2011, 11:45 am – 1:00 pm
Nebraska East Union – Arbor Suite

President Cathy Robertson called the meeting to order at 12:00 pm. She replaces Donna Boone, as Donna has taken a position outside of the University and no longer able to participate as a board member. We are excited for Donna, but sad to see her leave. Cathy Robertson welcomed new members and guests. Due to a snafu with the delayed delivery system, May minutes will be approved at our next month's meeting.

Officers Reports:

Treasurer – Marlee Crombie absent due to work conflict. No questions, **July and August will be filed for Audit.**

Standing Committee Reports:

Awards – Edie Schleiger reminded us that Monday, October 17, 2011, is the deadline for the 2011 Floyd S. Oldt Boss of the Year, Floyd S. Oldt Silver Pen and Floyd S. Oldt Outstanding Staff Awards. She encourages all to check out the UNOPA website, review criteria and forward names of those deserving!

Bylaws – Pat Hust. Cathy Robertson reminded the membership that we will have changes to our Bylaws that will be presented at our October meeting. If membership has change suggestions, please forward these suggestions to Pat Hust at her email address.

Employee Concerns – Marcy Tintera and Roddy Spangler stated that there are several committees, university wide, that still need people. Anyone interested in any committee, please contact either one of them. Cathy Robertson stated that those interested to please check out the website, as there are several great committees throughout the university that are wonderful to participate in that are open to UNOPA membership. She encouraged us to check out the many different committees available.

Membership – Gretchen Walker stated that UNOPA has 96 members. Of this number: 2 are New; 69 Renewals; 4 Associate Members; 4 Retired; 16 Honorary Members; 1 Lifetime Member. Membership cards will be sent out next week. Of the 96 members, 71 are eligible for the Nebraska Home Sales Scholarship Drawing, to be drawn later in this meeting. Reminder to the membership that dues will increase to \$12.00 beginning October 1, 2011, if you have not gotten your renewal in, or know someone who would like to become a member, do so by September 30, 2011, before the dues increase.

Things the committee is working on:

A New Member Luncheon is planned for October, more information to follow.

Keep Your Eyes Open Technology is coming, Facebook is coming, more information to follow.

NEOPA will be hosting their Fall Workshop, "Staying Connected in a Changing World!" on Friday, October 21, 2011 at the Central Community College in Columbus, NE. You can register on-line, if you choose, and the deadline for registering for this workshop is Friday, October 14, 2011. They offer some wonderful speakers and presentations.

Gretchen Walker wishes to put in her annual plug regarding the Toastmasters organization here at UNL. It's not just about learning how to speak at the podium, there is a leadership tract and growth potential. If interested in Toastmasters, East Campus's EC Speakers meet on Wednesdays at 12:00 in the East Campus Union and the NU Toasters, which is sponsored by UNOPA and charter organizations, meets Thursdays at 12:00 pm at the City Campus Union.

Nominating – Nelvie Lienemann. As Cathy Robertson has stepped into the President's position, we now have a President-elect position to fill. They have sent out notices for nominations and are waiting for responses. They have

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been receiving several responses and will be contacting people soon. If you have been nominated, please consider saying YES to put your name on the ballot! The plan is to have the nominations for the President-Elect position for the October meeting and a paper ballot will be sent out after that.

UNOPA Notes – Linda Ratcliffe is doing a fabulous job! UNOPA Notes looks great! If you are not receiving UNOPA Notes in a format you can read, please let an officer know or email Linda as soon as possible. Also, if you have any information that you would like to see in UNOPA Notes, the deadline for October's newsletter is Friday, September 16, 2011. If committee chairs have dates or anything for the newsletter, please contact Linda by the deadline.

Ways and Means – Marlee Crombie and Jane Schneider. The board is taking on the Ways and Means project with our Parking Lot fundraiser this year. For those that do not know, we have a parking lot for Football Saturdays on 1820 R Street, fee to park is \$15.00. This is a great way to support UNOPA! We've had two football games so far this year and we greatly appreciate the volunteers that help work this lot. There are openings yet to be filled for this Saturday's game, please contact Marlee or Jane to sign up, or sign up on the sign-up sheets before you leave today. You need only to volunteer once and the time commitment is for 2 hours. This is a huge fund raiser for UNOPA as we usually bring in \$4,000 to \$5,000, without this money, UNOPA would be at a loss and need to find other means to bring in dollars. We thank all those volunteers! Many hands make small work!

Hospitality – 50/50 Drawing – **Jamie Jaime** Long and Sara Luther thanked those that assisted in the preparations for today's meeting. The apples in the centerpieces will be donated to **UNOPA's LPS'S** Backpack Program. The 50/50 Drawing total collected today was \$76.00 (\$38.00 split) and the winner was Cindy Knight. Door prize winners: Roddy Spangler won Picture Frames and Beth Zager won a \$5.00 Dairy Store Gift Card, Peg Johnson received the Scented Candle. Thanks to the Hospitality Committee, we have applesauce, apple cider and apples as our donation to the backpack program for this meeting. They will let us know what is planned for the next meeting. This program helps our elementary school programs for food. Cash is accepted as well as food.

Announcements:

Beth Zager, Career Development Committee Chair ~~was~~ introduced ~~to introduce~~ Ryan Pierce and Katie ~~Coeckran~~ **Halperin** of Nebraska Home Sales, a locally owned and operated full service real estate service, to provide assistance in the drawing of two scholarships available. UNOPA is working in conjunction with Nebraska Home Sales to develop two Professional Development Scholarships. They have graciously donated \$200.00 each year for this and UNOPA will provide two scholarships, in the amount of \$100.00 each, for two UNOPA members to utilize for professional development. This scholarship can be used for conference membership to attend the Columbus Conference, or a state, regional, or national workshop, anything UNOPA would charge for. Winners have until the end of July 2012 to use these scholarships with everything turned in by August 2012. There will be a packet for each winner to look through. Membership thanked Ryan and Katie for being at the meeting today, drawing the winners and making these scholarships possible. Winner #1 is **Jean Jeanne** Bonnett; and winner #2 is Tonda **Humpfress** **Humphress**.

Guest Speaker:

Cathy Robertson introduced our next speaker, Jose Soto, Southeast Community College. He is the Vice President of Access, Equity and Diversity; he's been with Access in that capacity since 1992. He's been plan developer for Access, Equity and Diversity for Southeast Community College, Martin Luther King, Jr. Freedom Breakfast Planning Committee and has chaired this committee for the last 2 years. He's received his BA from the Inter-American University of Puerto Rico and majored in Psychology and Social Sciences. He's received his Doctorate from the University of Nebraska Law College in 1984. His areas of interest over the past 25 years expands from fair employment, affirmative action, equal opportunity, cultural issues and education, behavioral health, policy analysis, and development of mental health administration and education, consultation and training on cultural competence in a population. Donna Boone chose for her 50/50 Drawing charity the Martin Luther King, Jr. Scholarship program.

Jose Soto thanked membership for the warm welcome and for choosing the Martin Luther King, Jr. Scholarship program as the recipient of this money. It will be used for student learning within Nebraska's higher learning institutes.

What Jose discussed today was the Freedom Breakfast and the Martin Luther King, Jr. Scholarship Program. His office utilizes the Freedom Breakfast as a vehicle in collecting these funds for this effort. He gave us a bit of history of the program and how it works to help us understand where our support is going. The Planning Committee consists of three additional partners, the University of Nebraska, the Lincoln Public School system, and the University of Nebraska system. He's attended the Breakfast for the last 18 years (its beginning) and has been actively planning the event for the last 10 years. It is a partnership that has benefitted from the foresight of an individual who was a professor at the UNL-Lincoln, African- American Studies Department, Dr. Keith Parker, approximately 20 years ago. As there was not much happening in Lincoln Nebraska with focus on the Martin Luther King, Jr. celebration and national holiday, so the folks got together and decided to have a breakfast and the planning started and that planning has led to 18 years of successful breakfast activity ranging from 400 to 800 participants, typically at the Cornhusker Hotel and Embassy Suites. It's just been a great vehicle for doing a couple of things: 1) it focuses the community's attention on the life and contributions of Reverend Martin Luther King; and, 2) it also serves as an opportunity for folks who care about social justice, who care about young people, who care about education to come together during the breakfast to hear good speakers and to remind ourselves that every little bit helps and that we all contribute to helping young people reach their educational objectives.

Not only does the revenue from profits of the breakfast targeted for the scholarships, there are a lot of generous donors and supporters who give money because they like the activity and that's where UNOPA comes in. Whether it's 100 dollars or a 1000 dollars it is very helpful. When they started there was only 1 scholarship, \$500.00, for a graduate from the Lincoln Public School system, to use towards a public entity – a public institution within Lincoln. It limited recipients to UNL or Southeast Community College. Over the years the number of scholarships has grown to 6. The goal is to have available 1 scholarship to each deserving student in each high school within Lincoln. Students are able to utilize this scholarship money to go to any public institution in the state of Nebraska. The amount has grown from \$250 to \$500 to \$1000. They've been able to offer a student a \$1500 scholarship. They do not restrict use for books or livings expenses, it goes towards their education. Requirements for the program: submit an application. They receive anywhere from 2 to 30 applications, a committee gets together to review the applications. There is a financial statement, as it is also based on financial need and merit. They look at GPA, and note the type of activities a student has been involved in. They could give a lot of \$100 scholarships, but the thought is that a \$1000 to \$1500 dollar scholarship would make a greater impact on a young persons' life and they would like to keep it at that level. This is a one-time only scholarship, it does not renew. They work as fiscal agent and the effort is through the Lincoln Public School Foundation, who manages all the money. When a check is written, it goes to the foundation and is targeted to the Martin Luther King Scholarship fund. They've made an effort over the years to have an endowment. The thought is that if they can put a little bit into it every year that might grow to the point where they are not so reliant on the revenue from the breakfast. The operation is quite modest and the only beneficiaries, financially, are the students. Our community benefits greatly from this activity. Jose thanked UNOPA membership for the invitation and for choosing the MLK Scholarship fund to be the recipient of the 50/50 Charity.

Cathy Robertson thanked Jose Soto for coming and also stated that we are looking for members who might want to attend the MLK Freedom Breakfast, we will send information out to the membership. UNOPA will have a couple of seats from the board to represent our board as a donation to this charity.

National Conference Recap:

Mari Greer, arrived at the National Conference in Charleston, SC on July 17, 2011, served as UNOPA's delegate this year at conference. Mari expressed sadness that Donna Boone was not able to serve as delegate this year due to Donna no longer being at UNL. Mari attended, on Donnas' behalf, the conference representing, UNOPA, NEOPA and NAEOP, wearing many different hats. The first few days of the conference were called Institute. This comprises of a few days of workshops for Office Professionals. It's broken down to individual sessions throughout the day. For those of us that are working on our PSP certification, the Institute is a great way to earn these PSP credits. It's also a great way to network, she's had correspondence from others outside of Nebraska requesting information that she is able to forward onto them.

July 19, 2011 was the first general meeting. This is the night Mari called the "Magic Night". Every state flag was paraded throughout the conference and members were dressed in their state uniforms. The Nebraska state uniform

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is navy with a yellow gold. So you could wear navy slacks and gold blouse with a navy blazer. Those that carried the state flags were able to announce that states attendance. As our Nebraska state president, Kathy Bennetch announced our attendance – this was something the conference did different this year. If there is a state with no attendance, it is usual practice for the host state to carry in the flag for parade. So, all 50 states were represented, everyone in their state uniform colors – it was just gorgeous!

Carl Wells, director of Access and Equity at the University of South Carolina was the keynote speaker for the session. His topic was on stereotyping. Discussion was throughout with end resulting in how we really do not know one another without getting to know one another. He was a real motivator.

July 20, 2011, Mari attended the Advisory Council as UNOPA delegate. There were 6 or 7 issues that members from either the NAEOP or other affiliates had brought forward to the attention of the NAEOP committee. A representative from that affiliate came to explain their position and why the change was needed with the group.

The issue our group was presented with was with regard to Registration Fees. Issue: A member was escorted to the conference by a visitor, due to medical reasons this member needed assistance and could not drive to the conference. Registration requirements required this visitor to pay the registration fee, somewhere between \$200 and \$300, even though this visitor did not participate in any workshop, meeting or session. We looked at the rationale, we heard what NAEOP's rationale was and why they did this, and we made recommendations for the change to have in the future, effective next year 2012. The recommendation was that if you are not eligible to be an active member, regular member or retired member, you do not need to pay the whole registration fee. There would be a nominal fee just to be able to get the registration credential. We learned a lot during this exercise.

Our General Session was the Foundation Meeting which started with lunch. During this lunch, Mary Guest was awarded a \$1000.00 Member Scholarship. Mary can use this money for books, tuition or whatever she is working on.

The PSP Banquet was later that night, recognizing those that earned their PSP certificates during the previous year. After the banquet, UNOPA and NAEOP members got together to celebrate those Nebraska PSP recipients and those that were re-certified during the year July 21, 2011, Mari met with other areas of Central Area. Members included those from Nebraska, Kansas, Missouri, Iowa, Illinois and Indiana. Local affiliate activity was discussed. As you are aware, a number of affiliates are struggling with membership numbers, they continue to go down. They also elected members, from our central area, to be on NAEOP committees for next year. On the national committee, we have representation from our area. Lisa Moorehouse, our Central Area Director, will be following up with us regarding ideas discussed. There was also an award function that day. Recognized were the National Educational Administrator of the Year and the National Office Service Member of the Year. This is the award that Jack **Aleva Oliva** and **Phebe Z.B.** Mayo have received in the past. There was no representation from Nebraska this year, hopefully next year our administrator and office professional can be recognized. Nominations are forwarded onto the state level, then they go onto the national level.

Awards - We received 2nd place, at the local level, for the Louise Henderson Nelson Award. Peg Johnson was the person who put together the packet information, even though Mari's name, as president, was on the paperwork, Peg did all the work. On behalf of UNOPA, CONGRATUATIONS PEG! If members get their PSP certificates, we get more points!

We received 2nd place for the local newsletter category for UNOPA Notes. As you know, Gretchen Walker was our editor last year for our UNOPA Notes. Gretchen Walker was also installed as Higher Education Chair as well.

Deb Rosenau – 1st Place for an award designed for a non-professional Webmaster! Great Job!

Lola Young was installed as our President Elect at the national level. She will be installed as President in California next year.

July 22, 2011, the last day of the conference, Mari attended **Advisory Higher Ed** Council. All members from higher education, universities, colleges, etc. discussed why we are here, what's our focus – how can we be more effective? Again, we broke down into small groups to discuss this topic. Gretchen Walker is in the process of breaking down these notes for us to review in the near future.

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There was a presentation from the Planning Committee regarding 2012 conference with members from the state of California and other committee members doing a skit on what to expect from the conference in California next year. It would be great to have many UNOPA members at this conference to see Lola Young installed as President. It sounds like it will be a great conference to attend!

Kathy Bennetch discussed the importance of continuing our education! The importance not only to ourselves, but to our university, committees, membership! Going to workshops, conferences – these things help to enrich us, our lives. Make time to enrich and grow within ourselves and the jobs we do. The state association is very important to Kathy, as she is the current state president. It's important for membership to go to these conferences, workshops and classes, get involved, and get the PSP certification. The Journey in Education has shaped her life in such a positive way – she wants everyone to experience this enriching experience!

Mary Guest showed a short slide show about conference, because she wanted all to see what goes on at conference and what to expect at conference. There were slides that showed awards being given, banquets, sessions. She would like to see a bunch of us there to fill a picture!

National Conference is July 9, 2012 in Costa Mesa, California.

A survey will be sent to membership on survey monkey, please take time to complete this very short survey.

May's Agenda Minutes will be sent out to membership later today.

October meeting is at the Devaney Center and ~~Constance Monroe~~ Rhonda Revelle will be speaking to us. Cathy Robertson adjourned the meeting at 1:10 pm.

Respectfully Submitted,
Lainey Bomberger, Corresponding Secretary