

Minutes of the

UNOPA GENERAL MEMBERSHIP MEETING

Tuesday, November 12, 2013, 12:07 p.m. – 12:56 p.m.

East Campus Student Union

President, Mary Klucas, called the meeting to order at 12:07 p.m.

APPROVAL OF GENERAL MEMBERSHIP MEETING MINUTES FROM OCTOBER 8, 2013

The minutes from the October 8, 2013 General Membership Meetings were emailed to the membership prior to the meeting. The minutes were approved as presented.

APPROVAL OF TREASURER'S REPORTS

The September and October Treasurer's reports were emailed to the membership prior to the meeting. The September and October reports will both be filed for audit.

OFFICER REPORTS

Corresponding Secretary – Breana Garretson

The People's City Mission will have 360 guests for the Christmas Holiday. The Mission hosts a Santa's Workshop that is available to those families and individuals who meet the criteria. Absolutely any donation will be a blessing, but a wish list was included in the November UNOPA Notes and is available from Breana. Breana has also offered to do any shopping for those whom do not have the time. Please note that all gifts are to remain unwrapped as the Mission has a wrapping party after guests have shopped. Please let Breana know if you would like to volunteer to wrap or tag guest's items and she will provide you the contact information. Donations may be dropped off to Breana in 1209 Oldfather Hall on City campus or to Diane Wasser in Room 2 of the Ag Communications building on East campus. The deadline is the morning of December 13, 2013.

Past President – Linda Luedtke

NEOPA is selling Village Inn pie gift cards for \$11. Proceeds from the fundraiser will go towards a \$1,000 scholarship for an incoming freshman. Contact Linda if you would like to purchase a gift card.

STANDING COMMITTEE REPORTS

Membership – Barbara Homer

Barbara reported that UNOPA currently has 113 members consisting of 82-Active, 4-Associate, 7-Retired, 1-Lifetime, and 19-Honorary.

Barbara presented a welcome mug and a membership pin to new member, Paige Glasshoff from Women's and Gender Studies.

Barbara also introduced her committee (Lynn DeShon, Tonda Humphress, Belva Harris, and Donna Boone) and what they do for the organization, such as welcome letters and new member luncheons. Barbara's boss, Dr. Candice Batton, sent out a letter to Deans and Directors on UNOPA's behalf to assist with our recruitment efforts.

Hospitality – Diane Carson

The 50/50 drawing collected \$141.00 (\$70.50 split) and the winner was Nelvie Lienemann. Prizes were also awarded to Deana Unger (Nebraska bag with a cookbook, lanyard, and cap), Marcus Gonzalez (PSP luncheon gift certificate), and Diane Wasser (Tailgating cookbook). The Husker themed centerpieces were given to a person from each table.

NEOPA President – Gretchen Walker

Gretchen addressed the membership about putting in a bid to host the NAEOP conference in 2016. She has asked that each of the local affiliate send her a letter of support to do so. Gretchen explained that in order to make hosting possible ad-hoc committees would need to be formed to complete all facets of the conference such as, registration, decorating, creating packets, etc. She encouraged everyone to support hosting the conference.

The 2014 conference will be held in Portland, Oregon.

PSP – Debbie Hendricks

Debbie gave a brief description about what the Professional Standards Program is. Mary Guest was recognized for receiving her Bachelor's Degree, Option II PSP certification.

GUEST SPEAKER

Jan Wassenberg introduced our guest speaker, Dr. Timothy Alvarez, Assistant Vice Chancellor, Student Affairs and the 2012-2013 Floyd S. Oldt Boss of the Year. Dr. Alvarez spoke about wellbeing and offered some words of advice to the supervisors and staff in attendance.

The five essential elements of wellbeing that Dr. Alvarez spoke about were:

- Career – Do you look forward to coming to work every day?
- Social – Are there strong relationships/connections in your life?
- Financial – Are you financially secure?
- Physical – Are healthy enough or fully energized to accomplish what you want every day?
- Community – Are you proud of your community?

He asked everyone to think about their wellbeing when managing the job and others.

Dr. Alvarez addressed those in supervisory roles by sharing “10 Ways to Lose Your Best Employees”:

- Hiring for the past, not the future
- Downplaying values and missions
- Bungling the teams
- Having jerks in management
- Measuring hours, not results
- Promoting straight up the ladder
- Leaving talent to Human Resources
- Hoarding information
- Don't train your employees
- Hiring outsiders

He encouraged supervisors to challenge and support staff in their new roles and to allow them to develop~~ment~~ themselves professionally by attending conferences/workshops. Supervisors should take ownership of their goals and ask for help in solving their problems, but to practice gratitude because in his mind staff members make the administrators look good.

Dr. Alvarez then spoke to the staff. He challenged them to:

- Be engaged;
- Take risks;
- Show initiative;
- Admit mistakes;
- Learn new things;
- Share the credit;
- Be part of a solution;
- Know which battles to pick;
- ~~Trust~~Treat co-workers with respect;
- Follow the department mission; and
- Do your work

He explained that every day is a good day, just some are better than others. Dr. Alvarez completed his address by thanking staff for everything they do.

AWARDS

Jan Wassenberg thanked everyone for attending the 33rd Annual Floyd S. Oldt Awards luncheon. She gave a special thanks to Diane Carson for serving on her committee and to the Hospitality Committee for making the luncheon such a special event.

The judges for the awards were introduced and thanked for the efforts.

Boss of the Year Judges

Approved as Corrected – December 10, 2013

Prudence Devney, Director, Fingerprints Child Development Center
Elizabeth Miller, Assistant Principal, Lincoln East High School
Dena Noe, Director of Marketing, University of Nebraska Credit Union

Silver Pen and Outstanding Staff Judges

Regina Werum, Associate Vice Chancellor for Research, Office of Research & Economic Development
Susan Sarver, Associate Professor, Children, Youth & Family Studies
Jan Hostetler, Director of Admissions, Graduate Studies
Dodie Eveleth, Business Manager, Department of Chemistry
Mardi Bonner, Clerical Assistant, Office of Sponsored Programs
Kolin Kotas, Trade Specialist – Carpenter, Facilities Management & Planning

Jan introduced and recognized each of the nominees by reading comments and letters of support made by their nominator(s).

The nominee for the 2013-2014 Floyd S. Oldt Silver Pen Award was

- Mary Fischer, Office Associate, Department of Marketing

The recipient of the 2013-2014 Floyd S. Oldt Silver Pen Award was Mary Fischer nominated by Ann Chalupa, Office Associate, School of Accountancy.

The nominees for the 2013-2014 Floyd S. Oldt Outstanding Staff Award were

- Lola Young, Office Associate, Nebraska Forest Service and
- Ann Chalupa, Office Associate, School of Accountancy

The recipient of the 2013-2014 Floyd S. Oldt Outstanding Staff Award was Lola Young nominated by Sandy Lineberry, Retiree, Nebraska Forest Service.

The nominees for the 2013-2014 Floyd S. Oldt Boss of the Year Award were

- Katie Kerr, Assistant Director, Exploratory and Pre-Professional Advising Center;
- Veronica Riepe, Director, Student Involvement;
- Deana Unger, Associate Director, Scholarships and Financial Aid; and
- David Gosselin, Professor, School of Natural Resources

The recipient of the 2013-2014 Floyd S. Oldt Boss of the Year Award was Katie Kerr nominated by Mikayla Tegler, Administrative Tech, and Jaci Gustafson, Coordinator of Pre-Professional Advising Services, Exploratory and Pre-Professional Advising Center.

ANNOUNCEMENTS

Our next meeting will be December 10, 2013 at the East Campus Union. Pitch Please will be the musical entertainment for our Holiday meeting.

Meeting adjourned at 12:56 p.m.

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Submitted by: Alycia Libolt, Recording Secretary

Mary Klucas, President