UNOPA Board of Directors

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Hospitality Director, Deb Hendricks
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Hospitality Co-Director, Marcy Tintera
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Message from our President...

To All UNOPA Members:

Summer is coming to an end and the University of Nebraska students are returning to your campus in droves. During the summer months, the UNOPA Board of Directors has been busy making plans for the upcoming year. After spending several hours with those dynamic individuals at our recent board meeting, I can honestly say, we don’t have any weak links. Each of the committees are making plans for what will surely be a very rewarding year for all of our members.

Our Summer Social at the Salt Dogs baseball game was truly unforgettable. We thank the Summer Social Committee for making the plans. Despite the rain and cold, we honestly had a great time! I, for one, had never been to a game and I enjoyed the carnival atmosphere associated with the baseball game.

Since June, I and the new President of UAAD, Tad McDowell, met with Herb Howe several times to discuss actions by the Chancellor’s Cabinet. This allows an opportunity to visit in a small, informal setting and to learn what is happening at the Administrative level at UNL.

The Nebraska Educational Office Professional Association (NEOPA) is busy planning the NEOPA Fall Conference which will be held in Wayne, Nebraska and making preliminary plans for the Central Area Professional Development Day which Nebraska will be hosting here in Lincoln in early 2005. NEOPA’s Spring Conference will be held in conjunction with that Central Area Day. Plan now to attend either one or both of these conferences that will allow an opportunity to meet others from Nebraska who are committed to the educational office profession.

During the summer, several of our UNOPA members experienced Boston at the National Educational Office Professional Association’s annual conference. I was honored to serve as UNOPA’s delegate on the Advisory Council (see full report in another part of this publication).

On a personal note, I spent most of the rest of the summer learning the duties of my new job. After so many years (almost 30) in Business and Finance, it has been exciting and enlightening to learn the workings of Housing. My new position as Residence Life Services Supervisor is allowing me an opportunity to work more closely with the UNL students.

On a more somber note, we lost another of our past presidents this summer when Mollie Tintera passed away. Marcy Tintera, Mollie’s daughter, is still an active member of UNOPA and is currently serving on our Board of Directors. Also, our founding president, Rose Frolik, has been having some health problems and age related issues. Our thoughts and prayers are with these and all our members as they experience life’s certainties.

Watch for information which will be coming out soon about our first General Meeting which will be held on September 14. Plan now to attend!

Sandy Watmore
President
June Board Meeting

The 2003-2004 and 2004-2005 UNOPA Boards met at the annual transition Board meeting on June 4, 2004. After the 2003-2004 Board completed various wrap-ups for the year and adjourned at 3:30, they met with the new Directors to turn over their books and discuss suggestions. The 2003-2004 Board was then excused with the thanks of the association and the new Board was called to order. Sandy Watmore did a “Getting to Know You” icebreaker before roll call. The first topic of discussion was the upcoming Saltdogs Baseball game Summer Social which will be on June 24th. The job descriptions and goals for each committee and officer were discussed to help get the year off and to make it run smoothly. Sandy encouraged every board member to work at least one shift at the parking lot on home football game days since this is UNOPA’s only fund raiser and our operating budget depends upon these funds. She also asked the Directors to encourage their committee members and co-workers to help with this fund raiser. Assignments for the next Board Meeting include recruiting committee members and preparing a proposed budget for approval so it can be presented to the general membership in October. Board members agreed by consensus to hold future board meetings the Tuesday before the general meetings at 3:00 pm. Every third meeting will be held on East Campus and Sandy will prepare a schedule of dates and locations for distribution at the August Board Meeting. The next meeting will be held at the East Campus Union on August 17 @ 3:00 p.m.

August Board Meeting

The August Board meeting was held on August 17, 2004. Minutes were approved from the June Board meeting. Jeanette Fisher talked about the Giving Tree. A couple of different groups were suggested for this year and Jeanette will do further research and present it at the September Board meeting. Becky Hastings presented the program for 2004-2005 for the general meetings and it was approved by the board. Sandy Watmore talked about her charity designation for the 50/50 this year. It will be SPINOZA Bears which Faye Massa will talk about at the September general meeting. Helen Sexton, Awards Director, announced that the Boss of the Year Award will be on November 9, 2004. Debbie Hendricks, Hospitality Co-Director, said the reservation forms for the general meetings will be sent separate from UNOPA Notes this year. By doing so, the Hospitality Committee will receive them back in a more timely manner. Donelle Moormeier, Membership Director, will be sending out renewal forms in the next couple of weeks to members. Debbie Burns, Ways & Means Director, talked about staffing the UNOPA parking lot for home football games – volunteers needed! Barb L'Heureux, UNOPA Notes Director, mentioned the deadline for UNOPA Notes being the 15th of each month. Dora Dill, By-Laws Review Director, would like all board members to review the by-laws and submit any changes to her. The meeting convened at 5:00 pm. The September Board meeting will be September 7, 2004, from 3:00 – 5:00 p.m. at HSS Food Service Building and will focus on reviewing the by-laws and the committee budgets.

Meeting reports submitted by Becky Hastings, President-elect

Treasurer’s Report-August 16, 2004
by Lois Erickson, Treasurer

Beginning Checking Balance July 1, 2004 $699.79
Income
Certificate of Deposit $939.15
Interest $ .32
Total Income $939.47

Expenses
President $15.00
Summer Social $36.00
Miscellaneous $32.80
Total Expenses $83.80
Ending Checking Balance $1,555.46
Cost Objective Balance $567.18
Closing Balance $2,122.64
UNOPA General Meeting
Minutes
May 11, 2004, Kauffman Center
by Joan Frederick, Recording Secretary

WELCOME
President Carol Bom welcomed members and
guests to the May general meeting and installation of
new officers.

CALL TO ORDER
Carol Bom, UNOPA President called the meeting
to order at 12:00 noon.

MINUTES
The minutes of the April 13, 2004 UNOPA
Meeting were published in the May issue of UNOPA
Notes and were approved as printed.

OFFICER REPORTS
Treasurer:
Carol Bom gave the Treasurer’s report for Jerry
Schluckebier. The current checkbook balance is
$1837.91. There will be funds deposited in the
account from the awards issued, and some end of
year expenses, before the books are closed for the
year.

STANDING COMMITTEE REPORTS
Foundation Director, Chris Cary, recognized and
thanked her committee for the wonderful job they
have done during the past year.

Hospitality Director, Susan Thomas, announced
the winner of the 50/50 drawing. Diane Wasser
received $27.50. The hospitality committee incorpo-
rated the meeting’s building theme by wearing hard
hats and construction gear while announcing winners
of the door prizes, centerpieces, and work gloves that
were donated by each of her committee members.

Membership Director, Jeanette Fisher, announced
UNOPA currently has 202 members. A gift certificate
was presented to Carol Bom for recruiting the most
new members this year.

Professional Growth Director, Tricia Liedle,
announced four members who received PSP certifi-
cates recently and presented each with a plaque.
Those attaining CEOE were Chris Cary (Associate
Degree, Option II, CEOE); Carol Bom, Linda Luedke,
and Carol Wusk (Advanced III, Option 1, CEOE).

ANNOUNCEMENTS
The UNOPA Executive Board will have their tran-
sition meeting on June 15, 2004 at Harper Schramm
Smith.

The Summer Social is going to be on June 24,
2004 at Haymarket Park with a picnic lunch and
tickets to the Salt Dogs baseball game. Faye Massa
and Kathy Thompson are coordinating the event and
a flyer will be distributed in a few days.

PROGRAM
Outgoing President’s Remarks: Carol Bom took
the opportunity to thank all the members and officers
for a wonderful year together. At her installation last
year she had roses on the tables for everyone, to
remind the members that UNOPA would flourish
because the members supported, nurtured, and
worked with the Board of Directors. Her goal to dou-
ble the membership in UNOPA was not achieved, but
it did increase about 25%. Carol then introduced all
the Directors and asked them to distribute certificates
to their committee members. Carol introduced her
Board of Directors and thanked them for their contribu-
tions.

Installation of Officers: Debbie Hendricks assist-
ed Sandy Watmore in the installation ceremony. The
ceremony covered the main points of UNOPA’S con-
sstitution and bylaws, as each Director lit a candle to
signify the background, purpose and duties of their
office. It was a very symbolic ceremony, stressing
commitment to the leadership and responsibilities of
serving UNOPA. Sandy announced her theme for
next year and asked each member to bring the small
bricks at each table to the front of the room and start
building a brick wall; explaining that each of our mem-
bers are “BRICKS”; B for brilliant; R for resourceful; I
for individuality; C for caring, K for kindness, and S
for solid. All members of UNOPA are solid pieces of
this organization, our past and our future. A brick can
stand-alone but it becomes more important when it is
used as a part of a structure. Sandy looks forward to
the new year and “Building UNOPA’s Future on the
Foundation of our Past”.

Meeting adjourned at 1:00 p.m. As everyone left
the meeting, the newly installed elected officers pre-
sented each person a button to remind them we will be
“BUILDING UNOPA IN 2004-2005”.
Member News
by Jeanette Fisher, Corresponding Secretary

Over the summer months, a happy birthday card was sent to UNOPA's founder Rose Frolik for her 95th birthday. Amy Stewart gave birth to twin boys and a congratulations card was sent. Thinking of you cards were sent to Shirley Horstman and Mollie Tintera. A get well card was sent to Pat Smith. We hope she is recovering from her surgery.

Our sincere sympathy to Marcy Tintera in the passing of her mother, Mollie Tintera. Mollie was president of UNOPA 1972-1973, retired and moved to Las Cruces, New Mexico, but remained a retired member of UNOPA.

If you know of a UNOPA member that has won an award, had a family member pass away, or needs a get well card, please let me know. Call me at 472-0182 or e-mail a message to jfisher1@unl.edu.

The UNOPA Fund is For You!
By Carol Bom, Foundation Director

One of UNOPA's main objectives is to provide professional growth opportunities for our members. As an association, we offer brown bag sessions, programs at monthly meetings, and workshops and conferences for our members to attend. Once you have attended some of these functions and spent some money toward registration, hotel, conference fees, etc., you can apply for reimbursement from our UNOPA Fund. It is the responsibility of the past president to become the Foundation director of this fund. I have formed a committee including our Treasurer, Lois Erickson, Professional Growth Chair, Shirley Horstman, Lisa King and Joann Barry as members. We have met and decided on our guidelines for reimbursement for this year.

Please review UNOPA's web site for information about this fund. We have information available to help you decide if your expense is eligible for reimbursement. This year we have decided to offer four PSP reimbursements for up to $100 and we will also support up to six members receiving up to $100 for other professional growth activities. We have also allotted $250 for our Professional Growth committee to support any workshops we have this year. These amounts are pending Board approval and budget approval by our members.

Last year, I'm happy to report that we awarded $420 in PSP fees and $1,003.39 to 11 members for professional growth activities. We also provided $2,345.25 for professional growth conference expenses. Chris Cary and her committee did a wonderful job of promoting this reimbursement! Since we are increasing our use of this fund, now we need to increase our donations to this fund!

The UNOPA fund is a foundation account that only grows when we receive donations. Currently, we have 13 members who donate through payroll deductions. It is also available to make a one-time donation to this fund. Throughout this year, we will be offering opportunities for you to give. Please consider helping us increase this fund. Please call me at 472-2679 if you have questions or if you'd like more information about this fund. Our web site has a lot of information that explains what this fund is all about, and also has forms available for you to print and send to me. Go to http://www.unl.edu/unopa/unopafund.htm for more information.

UNOPA Celebrity Birthdays
August/September

Nelvie Lienemann 8/10
Kathy Schindler 8/16
Barb L'Heureux 8/24
Sandy Watmore 8/26
Lola Young 8/28
Catherine Leazer 8/29
Pat DeStafano 8/29
Leslie Brooks 9/15
Deb Rosenau 9/16
Amy Fisher 9/24

Getting to Know Your Board
Answer: Sandy Watmore
Ways & Means
By Debbie Burns, Ways & Means Director

I am looking for people who would be interested in serving on the Ways & Means committee and/or help staff the parking lot on football game days for this year. If you are interested, would you please send your preference to: dburns1@unl.edu.

I will need to present a list of committee members at the August 17 Board Meeting, so I will need a response for committee volunteers prior to that date. Any help that anyone can give me will be very much appreciated.

As UNOPA members, we are all encouraged to volunteer for staffing the parking lot on football game days. The monies earned benefit UNOPA as a whole. However, it takes individual members to make it happen! Listed below is the Husker Football home schedule for 2004.

- Sept. 4 - Western Illinois - 6:00 p.m. kickoff
- Sept. 11 - Southern Mississippi - 11:00 a.m. kickoff
- October 2 - Kansas - TBA kickoff
- October 16 - Baylor - TBA kickoff
- October 30 - Missouri (Homecoming) - TBA kickoff
- November 26 - Colorado - 11:00 a.m. kickoff

As a general rule, the shifts are about two (2) hours each, but can be changed when the need arises.

The cut off time for the final shift is 30 minutes after the kickoff. So, as the kickoff times change, the available time slots will also change. Please keep this in mind as you volunteer for staffing the parking lot.

There are usually four or five volunteers during the busiest shifts. In the past, two (2) people have "brought them in" while two (2) others take the money and give the patron their ticket. We might also give them a little "thank you" note that will explain what UNOPA is and how UNOPA uses the money from this fund-raising activity. I and/or, last shift volunteers will do all of the "business" aspects, such as count the money & tickets sold, put away the signs, etc., and get the money to Ron Fuller of Parking and Transit Services.

This is a simplistic explanation, but working the parking lot is pretty simple, AND it is a good way to get to know other UNOPA members better, away from the "office" atmosphere, PLUS this activity gives UNOPA its working capital.

I hope that you will decide to try a shift sometime, and I look forward to meeting and working with you.

Thank you for everyone's support; past, present, and in the future!!

Making Strides Against Breast Cancer
By Carol Bom, Immediate Past President

This year there will be an opportunity for UNOPA members and/or their families/friends to join a walking team in the Making Strides Against Breast Cancer walk. Last year, we had some members walk together with a team. We all walked the five-mile walk around Holmes Lake in Lincoln. It was an inspiring time, as we got to know each other better and walked for a great purpose!

This year, the walk is to be held Sunday, October 17 at Holmes Lake Park. We know that there are a number of UNL teams that walk. We would like to try and find out how many UNL employees actually participate. If you know of someone who puts together a team, or walks with someone, can you please let us know? A few members recently attended the organizational breakfast. Ameritas had 100 employees participate. It would be great to be able to say that the University of Nebraska Lincoln had a report like that! As a campus community, we do many things to reach out in our fair city, and we'd like to gather this information so we can "toot our horn" too.

If you would like to be part of a walking team or would like to donate to this cause, please contact either Carol Bom 472-2679, Dora Dill 472-7082, or Jan Edwards 472-2097.

If you'd like further information, please contact one of us. You'll be pleased to know that all the money raised for this event stays in Nebraska.

You can also check out the web site for Making Strides at www.acsevents.org/lincolnstrides.

Thanks so much!

Professional Growth
by Shirley Horstman, Professional Growth Director

On October 14 from 3:00-5:00 pm, the Professional Growth committee will present a PSP workshop; "PSP Refresher and Jump Start your PSP." We plan to provide information about the Professional Standards Program and answer questions for those who are already on their way in the program and for those who want to get started. It will be held at the East Campus Union. Come and find out how you can benefit from the professional standards program!

Search for Sandy's Hammer
Some where in UNOPA Notes you will find Sandy's hammer. The first two members to email (biheureux@unlalum.nebraska.edu) the page number and article name will receive a prize!! Here is what you need to look for.
NAEOP Conference
(National Association of Educational Office Professionals)
July 19 – 23, 2004

By Sandy Watmore
UNOPA President & Advisory Delegate

I, along with ten other UNOPA members and another 22 from other associations within Nebraska arrived in Boston, Massachusetts during a week when the city was preparing for the Democratic National Convention. The town was buzzing about the upcoming DNC and it was exciting to see some of the preparations for that major event as we toured the city and visited the many wonderful restaurants and historical sites.

The conference theme, "Where Old Meets New and Tradition Blends With Change" very accurately describes Boston. I was amazed to see major historical sites, like Paul Revere's home, the Old North Church, the South Church, and others as they sat nestled in the shadows of the new, high-rise buildings that were bustling with modern commerce. A bus tour allowed a chance to see the Kennedy compound, the posh "summer homes" of the Newport area, the JFK Monument, Bunker Hill, the USS Constitution, and many other historical sites.

These historical and scenic visits were worked into empty minutes between General Business Sessions, the Advisory Council, the Central Area Breakfast, the Higher Education Council Brunch, and Briefings. The NAEOP President, Anne Bumgar, led all of the General Sessions. Her example of dignity and professionalism is my role model for the year ahead.

Thank you to UNOPA for allowing me to represent our organization as delegate to the Advisory Council. The duty of this Council is to research and evaluate all proposals that had been submitted by any of the affiliated organizations (of which UNOPA is one) throughout the year. Any of these proposals that needed attention and a vote of the entire membership were for-

warded to the General Session.

One highlight of the conference was witnessing three of our members receive their PSP/CEOE certificates at the formal and elegant PSP dinner. They all looked beautiful and were very proud of their accomplishment. Several of our members were nominated for national committees for next year and after some tight elections, we had a few winners. I, along with many of the other UNOPA attendees, helped in various ways during the week's activities and business sessions.

Another highlight of the conference was the announcement that our newsletter, UNOPA Notes, won second place in the Local Newsletter, Category 2 competition. Considering how many hundreds of local newsletters there are from the many local associations throughout the United States, this was a wonderful honor! I was very proud to accept the certificate for our very worthy co-Editors, Judy Anderson and Barb Carley. I'll have the certificate at the September General Meeting so everyone can see both. Because of a recommendation at a past NAEOP business meeting, the judge's critique sheets were made available after the meeting so we can review the judges' comments about both the newsletter and our web site and make them even better in the future.

I want to personally invite you to consider attending next year's national conference in Tucson. Not only do we have a business meeting, briefing sessions, luncheons, projects, etc., we also use the minutes between events to meet some of the nicest people anywhere... others who are using their lives to work as Educational Office Professionals in all levels throughout the United States. We find we have lots in common. We are a group who truly believe our life's calling is to do our small part to assure our future generations enjoy the birthright of education and to be there to support all of the residents of the United States as they continue life-long learning!

Again, congratulations to Barb and Judy on the award, to Chris, Carol, and Linda on receiving their PSP certificates, and a sincere thank you for allowing me the honor of representing UNOPA on the Advisory Council! I hope we have even more UNOPA members attend future conferences.
UPDATES FROM HUMAN RESOURCES

Changes to the Fair Labor Standards Act (FLSA), US Department of Labor regulations must be implemented and be effective, August 23, 2004. Human Resources staff have reviewed several exempt (salaried) managerial/professional positions as potentially being impacted by these new rules. Decisions regarding any changes to non-exempt status will go out this week to Unit administrators. If a managerial/professional position is converted to non-exempt, the current employee will continue to be managerial/professional (same benefits) during the time they continue to be in their current position. A committee is working with consultants from PeopleAdmin to implement the employment and recruitment tracking system purchased by UNL. In the next three to four months this group will develop the system to meet UNL’s recruiting requirements. By the end of this year, we plan to go live. As the program develops, we will ask some campus users to assist us in validating the system. Members of the team working with PeopleAdmin and representing their areas are Linda Arnold (faculty IANR), Jelena Gude (faculty City Campus), Layton Brooks and Carol Curran (staff IANR and City Campus) Juan Carlos Gutierrez (Office of EAD), Linda Crump and Roshan Pajnigar.

Please contact any team member for additional information. Following are the dates/times and location of the rest of the New Employee Orientation sessions scheduled for this calendar year:

Thursday, August 19 1:30 - 4:30 p.m. East Union
Thursday, September 16 1:30 - 4:30 p.m. City Union
Thursday, October 21 1:30 - 4:30 p.m. East Union
Thursday, November 18 1:30 - 4:30 p.m. City Union

UPDATES FROM CSN

Drug-Free Campus Policy: All UNL employees (faculty and staff) are required to adhere to the Drug-Free Campus Policy. The policy is available on-line at http://www.unl.edu/unlpub/drugfree.html.

Please contact the Department of Human Resources by phone at 472-3101 or by email at hroffice2@unl.edu with any questions you may have.

UPDATES FROM ACCOUNTING

FY05 Financials – July financial reports, with budget and carryforward, should be available on-line by Friday, August 20, 2004. August reports will be available on September 1st.

New Service Center Policy – We are securing the final approval on our new Service Center Policy. We have also revised the Cost Center Request Form to ensure that adequate information is collected for any newly-established Service Centers. Dori Smidt, from Accounting, and Karin Peters, from the Research Office, will continue to meet with departments to inform them of the federal compliance issues regarding these centers. If you have questions, please contact them at 472-1934 or 472-1819.

Travel Module Configuration – We are currently in the midst of configuring SAP’s travel management module for the University of Nebraska. Athletics, Chemistry and the Filley Hall Business Center staff are providing valuable input as we work to address the needs of the UNL campus. We are targeting roll-out of the electronic Travel Authorizations and Reimbursement Requests to a pilot group in early September. This will require the collection of additional SAP Org Mgmt data. We would like your additional input as to relationships for which we should collect and document, like approver authority. Plan is to be finalized by early next week. Budget will circulate tool to Business managers to document the relationship for each position number. Goal is to mimic the budget data collection process.

License Plate Number No Longer Needed – The State is allowing the University to drop the requirement for a license plate number on the travel reimbursement request for mileage.

1099 Reminder – Calendar year 2005 is the first year the University of Nebraska will be performing their own 1099 tax reporting. As you know, end users are responsible for obtaining 1099 information on new vendors, while Accounting is responsible for obtaining this information on vendors already in SAP. As we continue to collect W-9’s, the reminder screen you see while parking a document will appear less and less often. Eventually, only new vendors without W-9’s on file will cause this screen to pop up. If you have questions or concerns about this, please call Accounting at 2-2881.
Getting to Know Your UNOPA Board!

Favorite Year: 1991
Worked at UNL: Since 1976
Favorite Office Supply: Electric Stapler
Best Friend: Becky
Home Town: Wymore, NE
Siblings: 1 Sister/3 Brothers
Education: 2 Yrs post High School
Favorite Color: Blue
Currently Live: On an acreage
Pets: 3 dogs/3 cats
Best Physical Character: Eyes
Hobbies: Antiquing, auctions, sewing
Pet Peeve: Having someone read to me
Three words to describe me: Independent, Loyal, Good Sense of humor

Who Could This Be? See Page 4