

Minutes of the
UNOPA EXECUTIVE BOARD MEETING
Tuesday, October 4, 2011, 1:30 p.m. – 3:30 p.m.
East Campus Union

President, Cathy Robertson, called the meeting to order at 1:39 p.m.

Roll Call was taken by Mary Klucas, Recording Secretary

MEMBERS PRESENT: Cathy Robertson, Mary Klucas, Lainey Bomberger, Edie Schleiger, Pat Hust, Debbie Hendricks, Deb Rosenau, Marcy Tintera, Gretchen Walker, Jane Schneider, Nelvie Lienemann, Linda Ratcliffe and Mary Guest

MEMBERS ABSENT: Marlee Crombie, Mari Greer, Beth Zager, Roddy Spangler, Jaime Long, Sara Luther, and Ann Reese

AD-HOC MEMBERS PRESENT: Mary Guest and Barbara Homer

AD-HOC MEMBERS ABSENT: Tonda Humphress

APPROVAL OF BOARD MEETING MINUTES FROM THE SEPTEMBER 6, 2011 MEETING:

The minutes from the September 6, 2011, Board meeting were e-mailed to the Board. The minutes were approved as presented.

APPROVAL OF TREASURER'S REPORT:

Cathy Robertson distributed the Treasurer's Report. Gretchen Walker has questions about what's listed for income for membership. She will contact Marlee Crombie directly. Mary Guest asked about the breakdown for savings. The Treasurer's Report will be forwarded to the membership.

OFFICER/COMMITTEE REPORTS GIVEN:

President: Cathy Robertson

Cathy has met with Bill Nunez, Associate to the Chancellor. He is very supportive of UNOPA and feels very strongly that office staff can and will contribute to student retention. Cathy will discuss with him how to pass his support down to administrators and supervisors.

The NEOPA fund raiser is tonight. Proceeds of all fundraising by NEOPA this year will be split between expenses for Lola Young's installation as NAEOP President and a scholarship fund for NEOPA members to help with attending the 2012 NAEOP Conference. The one in Wayne was well supported. There will be a silent auction as well.

NEOPA Fall Workshop is coming up on Friday, October 21, 2011. The registration deadline is October 14, 2011.

There is also a UAAD sponsored workshop on Tuesday, October 18, 2011, offering a discount to UNOPA members.

Cathy explained again how we'll use the pinwheels in the Board Meetings to help ensure everyone has an opportunity to speak on the subject at hand.

There is a conflict for several Board Members for the December meeting time. Arts & Sciences Annual Holiday Celebration is that afternoon. A note will be sent out to Board members but the meeting is tentatively changed to 1:30-3:30 p.m. on Tuesday, December 6, 2011, at Hewit Place.

President Elect: TBD

No report.

Recording Secretary: Mary Klucas

No report.

Corresponding Secretary: Lainey Bomberger

No report.

Treasurer: Marlee Crombie

Absent. Cathy Robertson reported that the questions raised last month have not been answered yet.

Past President: Mari Greer

Absent. Cathy Robertson reported that Mari will be coordinating car-pooling for those traveling to Columbus, NE, for the NEOPA workshop on Friday, October 21, 2011.

Awards: Edie Schleiger

No nominations have been received so far. October 17, 2011, is the deadline for award nominations.

There is an issue with who is listed as the contact on the criteria from the website.

Bylaws: Pat Hust

Changes will be announced at the October General Membership Meeting. Ballots will go out after that.

The Standing Rules have not been reviewed yet by the committee.

Career Development: Beth Zager

Absent. Debbie Hendricks reported that currently 23 have registered for the workshop on Tuesday, October 25, 2011. NAEOP has approved the workshop for two in-service hours.

Career Development/PSP: Debbie Hendricks

Doreen Wagenaar was recertified at the September 15 deadline.

No PSP informational brown bag lunches have been scheduled but planning for one in November and one in December.

PSP recognition will be at the November General Membership Meeting.

Communication Technology: Deb Rosenau

Deb is continually looking for ways to make the UNOPA website better she is so looking for any feedback anyone may have.

Employee Concerns: Marcy Tintera and Roddy Spangler

Marcy reported that all the open positions have been filled except for the Chancellors Commission on Environmental Sustainability which is a three year appointment.

Hospitality: Jaime Long and Sara Luther

Absent. Cathy Robertson reminded the Board that registrations for the General Membership meeting are due on Thursday. If unable to get it to Jaime Long by then email Jaime and let her know.

Membership: Gretchen Walker

There are 140 members as of Monday, October 3, 2011, with 106 are active (new/renewal/awardees). The breakdown is

Approved as Presented - November 1, 2011

- 9 new members
- 97 renewals
- 6 retired
- 7 associate
- 1 life time
- 20 honorary

About 20% of the dues were paid on a cost object.

After this week the listserv will be updated to remove any non-members.

Working with Career Development and Hospitality Committees to check registrations against the membership list.

Mentoring: Jane Schneider

New employees have been visited and given mugs filled with goodies. The upcoming General Membership meeting was discussed with them.

October 26 is the new member lunch. More details to come.

Deb Rosenau suggested meeting with departments to talk to them about UNOPA. The discussion evolved into the lack of support and flexibility in departments to allow for office professionals to participate in UNOPA. Mary Guest noted that this is exactly what the Ad Hoc Marketing Committee is focusing on. Linda Ratcliffe noted that we have a relationship with UAAD and those members are some we'd want to target as well.

Nominating: Nelvie Lienemann

Eleven members have been nominated for the position of President-Elect, and one has agreed to be on the ballot. The nominee will be present at the October General Meeting with further nominations accepted from the floor.

It was suggested that the Bylaws and Nominating Committees combine their ballot mailing into one.

Outreach Director: Ann Reese

Absent. No report.

Program: Cathy Robertson

Rhonda Revelle will be the speaker at the October meeting. The Oldt Awards will be in November. The Southwest Chamber Choir will sing at the December meeting. February will be Paul Reed. March is still open but working on getting a victim advocate to speak.

UNOPA Notes: Linda Ratcliffe

If there are ever any corrections needed, please let Linda know. UNOPA Notes can be revised and reposted.

An article about the NEOPA Fall Workshop would be good for the November issues. It was suggested that maybe Mari Greer could do this since she is the liaison.

Photos of meetings, etc. are needed for UNOPA Notes and the website.

Linda asked about a membership update with possible photos of new members.

October 14 is the deadline for the November issue.

Ways and Means: UNOPA Board

Parking Lot Coordinators need to make sure that all time slots are covered and someone knows what is going on. Cathy Robertson will send a sample spreadsheet to the coordinators.

There is now a fence around the parking lot. The state cars have been moved to another spot in the lot. We may have less stalls to sell.

The notebook does need to be picked up and returned with the money each week.

There will be a drawing for a \$25 gift card for those who have helped work the parking lot. One entry per game worked.

AD-HOC COMMITTEE REPORTS

Digital Commons: Barbara Homer and Tonda Humphress

Information was presented on what is needed for Digital Commons archiving each year. Guidelines outlining what's needed and who does what will be developed.

Linda Ratcliffe asked if Paul Royster had indicated that they'd charge for use of Digital Commons. She said that the Center for Great Plains sends what they want archived to Libraries, they scan it and put it in the Digital Commons how they want it. It was suggested that Barbara and Tonda talk to Gretchen Walker and Linda Ratcliffe. After that go to the Libraries to see what they can do for us and what options they have for us to move forward.

Mary Guest suggested that a template be created to use for committee annual reports so they are all in the same format which would aid the archiving process as well.

Marketing Plan: Mary Guest

No report.

UNFINISHED BUSINESS

Survey results will be discussed at the November meeting.

NEW BUSINESS

Discussion and review of the 2011-2012 Budget continued. There is projected to be about \$1000 carry forward. Currently, nothing is in the budget for Lola Young's NAEOP President Installation. We are still waiting for details.

Lainey Bomberger moved to approve the 2011-2012 Budget as presented with corrections. Jane Schneider seconded the motion. After discussion, the motion was approved.

The Malone Center is being considered as the Giving Tree recipient for this year. The idea is to help the Center with items needed for the facility. Lainey Bomberger will pursue this idea with them.

Meeting adjourned at 3:35 p.m.

Respectfully Submitted,

Mary Klucas, Recording Secretary