

Minutes of the
UNOPA EXECUTIVE BOARD MEETING
Tuesday, December 6, 2011, 1:30 p.m. – 3:30 p.m.
UNL Center for Great Plains Studies, 1155 Q Street, 6th Floor

President, Cathy Robertson, called the meeting to order at 2:02 p.m.

Roll Call was taken by Mary Klucas, Recording Secretary

MEMBERS PRESENT: Cathy Robertson, Linda Luedtke, Mary Klucas, Lainey Bomberger, Mari Greer, Pat Hust, Beth Zager, Marcy Tintera, Jaime Long, Gretchen Walker, Jane Schneider, Nelvie Lienemann, Ann Reese, and Linda Ratcliffe

MEMBERS ABSENT: Marlee Crombie, Edie Schleiger, Debbie Hendricks, Deb Rosenau, Roddy Spangler, and Sara Luther

AD-HOC MEMBERS PRESENT: Barbara Homer and Mary Guest

AD-HOC MEMBERS ABSENT: Tonda Humphress

APPROVAL OF BOARD MEETING MINUTES FROM THE OCTOBER 4, 2011 MEETING:

The minutes from the November 1, 2011, Board meeting were e-mailed to the Board. The minutes were approved as corrected.

APPROVAL OF TREASURER'S REPORT:

Cathy Robertson distributed the Treasurer's Report.

OFFICER/COMMITTEE REPORTS GIVEN:

President: Cathy Robertson

Cathy met recently with Deb Dahlke, President of UAAD, and Bill Nunez, Associate to the Chancellor. We really need to get a UNOPA member to represent us on the Chancellor's Commission on Environmental Sustainability. Lisa King has served in this capacity in the past.

UAAD is more intentional about the type of speakers they have for their meetings. They have been focusing on leadership and how they can help reach the Chancellor's goals. They have used speakers from UNO Nebraska Business Development Center (NBDC).

They discussed financial support for members to attend the installation of Lola Young as NAEOP President in July 2012. Cathy talked to Meg Lauerman about promoting this in an article to be published in April or May.

If we are having trouble with getting things in Today@UNL we need to let Cathy know right away. We should be trying to get things like the awards luncheon, workshops, etc., not just the monthly meetings. It was noted that we need to be sure to watch the deadline dates we used when submitting information.

The Penn State issue was also discussed. Be sure to follow the Chancellor's directive to just call 2-2222 if you see anything that doesn't look right. Don't worry about where you need to go, just report it. UNOPA might have something published after the March general membership meeting.

Approved as Presented – January 10, 2012

There will be five UNOPA members attending the Martin Luther King, Jr. Breakfast in January – Cathy Robertson, Mari Greer, Mary Guest, Debbie Hendricks and Linda Luedtke.

Cathy reminded us that when we have guests and speakers coming to UNOPA meetings we need to utilize Board members for using visitor passes rather than UNOPA paying directly.

The paperwork has been completed for signature for UNOPA accounts. Only one signature is required. The bank doesn't check and UNOPA already has checks and balances in place.

President Elect: Linda Luedtke

No report.

Recording Secretary: Mary Klucas

No report.

Corresponding Secretary: Lainey Bomberger

The Giving Tree is going well. A department has donated toward a TV and there is another donation toward a Wii system. The Ruth Staples Lab has taken on the Malone Center for a charity for the holiday season as well. We may have a couple of Malone Center representatives at the December general membership meeting.

Treasurer: Marlee Crombie

Absent. Cathy Robertson asked about a \$9.60 postage charge that has come through from Mail Services. Please be sure to let Marlee know if you charge against UNOPA's cost object.

Past President: Mari Greer

Mari is working with her committee to review requests that have been submitted. She will be discussing a possible fund raising idea for the Bradley Munn Professional Growth Fund with them.

Awards: Edie Schleiger

No report.

Bylaws: Pat Hust

Pat distributed committee recommendations for changes to the Standing Rules and Duties of Committees. These are to be reviewed and discussed at the January meeting.

Career Development: Beth Zager

In March there will be a Brown Bag Lunch with Ranelle Maltas on one of three tech topics. The Spring workshop has tentatively been scheduled for the Tuesday of spring break at Hardin Hall. The committee is still working on getting the speaker but is hoping the topic will be more interpersonal skills related.

Career Development/PSP: Debbie Hendricks

Absent. Beth Zager reported that there will be a PSP informational brown bag lunch on December 15, 2011.

Communication Technology: Deb Rosenau

Absent. Cathy Robertson distributed a report for Deb. The program and meeting calendar schedules are up-to-date through May. A complete listing of all UNOPA representatives with emails and phone numbers has been posted. We received a wonderful compliment from a middle school teacher who used a UNOPA website for her teaching needs. Deb offered her compliments to all for the creation of this webpage: <http://unopa.unl.edu/professional/websites.shtml>. The teacher also suggested an additional site (<http://www.barcodediscount.com/articles/printer-fun-a-font-resource-collection.htm>) to include on this page if there is agreement.

Employee Concerns: Marcy Tintera and Roddy Spangler

We had someone lined up to represent UNOPA on the Chancellors Commission on Environmental Sustainability but that person backed out. Marcy and Roddy are following up with the suggestions they've been given.

Hospitality: Jaime Long and Sara Luther

So far there are 53 registered with 52 eating for the December General Membership meeting. Rooms are booked for the rest of the year. They've been working with a UAAD representative for the January meeting. Meg Lauerman will be the speaker. It isn't clear if we will do a 50/50 drawing in January.

Lainey Bomberger asked if there was a possibility of the Clyde Malone Center being the 50/50 recipient for the December meeting. After discussion, it was decided to not change anything.

Membership: Gretchen Walker

There are 155 members now.

There will be a Brown Bag lunch in May. The topic will be left brain/right brain, ethics in the work place or something similar. The plan is to offer this on both campuses.

Mentoring: Jane Schneider

Eleven attended the new member luncheon on November 9, 2011. Cathy Robertson, Linda Ratcliffe, Gretchen Walker, Lola Young, and Debbie Hendricks attended with the new members. They talked about UNOPA, NEOPA, and NAEOP.

There are still a few new employees to visit but Jane has been in email contact with all of them.

Nominating: Nelvie Lienemann

In January, the committee will start to work on getting nominees for 2012-2013.

A motion will be made to destroy the ballots from the President-Elect election at the December General Membership meeting.

Outreach Director: Ann Reese

The January Brown Bag luncheon will have a wellness theme. Kimberly Barrett from Campus Recreation will be the presenter. Topics to be covered include stress busters, exercises at your desk, healthy eating, and fitting a healthy lifestyle into the work day. The one on city campus will be on Monday, January 23, 2012, at Campus Recreation. The one on East Campus will be on Wednesday, January 25, 2012. Kimberly Barrett has suggested have it at NET but room has been reserved yet.

The committee will be meeting soon to start planning the summer social.

Program: Linda Luedtke

No report.

UNOPA Notes: Linda Ratcliffe

December 16, 2011, is the deadline for the January issue of UNOPA Notes.

Cathy asked Marcy Tintera and Roddy Spangler to check with those representing UNOPA on various committees about submitting reports to UNOPA Notes. Cathy would like to see something from every committee between now and the end of the academic year.

Ways and Means: UNOPA Board

Cathy Robertson reported that 155 cars were parked for the game on November 25, 2011. She will keep in contact with Dan Carpenter about UNOPA parking lot for next year.

Mari Greer noted that should we still have the parking lot next year that they are fine with the money bag NOT being locked. They can lock it in our presence when it is returned.

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Cathy will try to get everyone's name that worked the parking lot in a hat for the \$25 gift card drawing.

AD-HOC COMMITTEE REPORTS

Digital Commons: Barbara Homer and Tonda Humphress

Barbara and Tonda plan to meet with Kathy Bennetch and hopefully go to Libraries to see where the archives are. They also hope to meet with Paul Royster from Libraries.

All directors need to purge any non-pertinent information before passing their notebook on to the next director.

Marketing Plan: Mary Guest

Mary has been in contact with the instructor for the marketing class. If we aren't taken on by the class then she will look in another direction.

NEW BUSINESS

The next Board meeting is on January 10, 2012, on East Campus.

Meeting adjourned at 3:30 p.m.

Respectfully Submitted,

Mary Klucas, Recording Secretary