

Approved as Corrected – May 6, 2014

Minutes of the

UNOPA EXECUTIVE BOARD MEETING

Tuesday, April 1, 2014, 3:08 p.m. – 5:00 p.m.

Whittier Building, 3rd Floor Conference Room

President, Mary Klucas, called the meeting to order at 3:08 p.m.

Roll call was taken by Alycia Libolt, Recording Secretary

MEMBERS PRESENT: Mary Klucas, Alycia Libolt, Breana Garretson, Jaime Long, Jan Wassenberg, Diane Wasser, Carol Wusk, Diane Carson, Donette Petersen, Tricia Liedle, Andrea Peterson, and Cathy Robertson

MEMBERS ABSENT: Jane Schneider, Linda Luedtke, Alicia Arnold, Mary Guest, Debbie Hendricks, Karen Jackson, ~~Diane Carson~~, Barbara Homer, Donelle Moormeier, and Roddy Spangler

AD-HOC MEMBERS PRESENT: None

AD-HOC MEMBERS ABSENT: Tonda Humphress and Lisa King

APPROVAL OF EXECUTIVE BOARD MEETING MINUTES FROM March 5, 2014

The minutes from the March 5, 2014 Executive Board meeting were reviewed. The minutes were approved as corrected.

APPROVAL OF TREASURER'S REPORTS

There was no Treasurer's report for this month. **Statements were not available on the 1st day of the month.**

OFFICER/COMMITTEE REPORTS GIVEN:

President – Mary Klucas: Report attached.

Bill Nunez cancelled his meeting for next week. He mentioned that it is not likely that UNOPA will receive funding from the Chancellor to send members to the NAEOP Annual Conference.

President-Elect – Jane Schneider: Absent. No report.

Recording Secretary – Alycia Libolt: No report.

Corresponding Secretary – Breana Garretson: Report attached.

Treasurer – Jaime Long: No report.

Past President – Linda Luedtke: Absent. Report attached.

Awards – Jan Wassenberg: No report.

Bylaws – Alicia Arnold: Absent. No report.

Career Development – Mary Guest: Absent. Report attached.

Cathy Robertson was in attendance as the Presidential Advisor, but also on behalf of Mary Guest. Cathy was given voting rights as the representative from the Career Development committee.

Career Development PSP – Debbie Hendricks: Absent. No report.

Communication Technology – Diane Wasser: Report attached.

Employee Concerns – Carol Wusk/Karen Jackson: Report attached.

Hospitality – Diane Carson: Report attached.

At this time we currently have thirty-six reservations for the Rose Frolik luncheon.

Membership – Barbara Homer: Absent. No report.

Nominating – Donelle Moormeier/Donette Petersen: Report attached.

Outreach – Tricia Liedle: Report attached.

Program – Jane Schneider: Absent. No report.

UNOPA Notes – Andrea Peterson: Report attached.

Ways and Means – Roddy Spangler: Absent. No report.

AD-HOC COMMITTEE REPORTS:

Digital Commons – Tonda Humphress: Absent. No report.

Marketing – Lisa King: Absent. No report.

NEW BUSINESS

Basket for NEOPA Spring Conference –

Donations are needed by the April 8, 2014 General Membership meeting.

NEOPA bid to NAEOP –

Diane Wasser moved that UNOPA support NEOPA's bid for the 2017 NAEOP Conference. Cathy Robertson seconded. Motion carried.

UNFINISHED BUSINESS

PSP Endowment Fund –

Mary Guest moved to discontinue UNOPA's \$500 annual donation to the PSP Endowment Committee and remove this item from the budget. Jan Wassenberg seconded. Motion carried with a 7-4 vote.

UNOPA Budget Plan for 2014-2015 –

Changes to the proposed budget for 2014-2015 include discontinuing UNOPA's \$500 annual donation to the PSP Endowment Committee and increasing Hospitality's budget for decorations/door prizes from \$200 to \$300. Under Immediate Past President, the year for Corsages for (1) PSP recipient was updated to reflect the 2014 NAEOP Conference. The Summer Social date, under Outreach, was changed to July 2014.

Diane Carson moved that the 2014-2015 budget be changed to show the changes discussed during the meeting today. Diane Wasser seconded. Motion carried.

The amended version of the proposed budget is attached.

The next meeting of the UNOPA Executive Board will be held on Tuesday, May 6, 2014 from 3:00 p.m. to 5:00 p.m. in the 3rd floor conference room in the Whittier Building.

Meeting adjourned at 5:00 p.m.

Submitted by: Alycia Libolt, Recording Secretary
Mary Klucas, President

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

April 1, 2014

TO:

FROM: Mary Klucas

COMMITTEE: President

DATE:

Current committee report

On March 17, 2014, attended the budget reduction meeting called by the Chancellor. At this meeting he revealed his plan for the reduction. This plan was made available to the campus community on March 19, 2014 via Today@UNL.

On March 20, 2014, the Academic Planning Committee held a special meeting to discuss the budget reduction plan. The next meeting of the APC to discuss this matter is April 9, 2014.

Motions

(This is a motion you know you will be making at the meeting)

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

April 1st, 2014

TO: Mary Klucas
FROM: Breana Garretson
COMMITTEE: Corresponding Secretary
DATE: March 28th, 2014

Current committee report:

Mailed Sympathy cards to Susan Thomas, Debra Lawrence, & Rhonda Zugmeier.

Prepared the Rose Frolik invitations and mailed out to each past president and honored retiree.
Currently receiving RSVP's for the luncheon and working on finalizing the program. Also working on the gifts for luncheon.

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

April 1, 2014

TO: Mary Klucas
FROM: Linda Luedtke
COMMITTEE: Past President
DATE: 3/27/14

Current committee report

I mailed 3 copies and the original of the Louise Henderson Nelson award packet to NAEOP and received confirmation that it arrived at the national office. It still had to be submitted on paper this year as the rule to change it to electronic submission doesn't start until next year.

I have the wooden box with engraving for UNOPA's gift to Mary Guest when she becomes President of NEOPA at the state conference on April 11. Cathy Robertson is ordering some cookies for the break in the afternoon for her reception. I will not be able to attend the conference so someone else will be presenting Mary with her gift from UNOPA.

I need help with getting items for the spa basket.

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

April 1, 2014

TO: Mary Klucas
FROM: Mary Guest
COMMITTEE: Career Development
DATE: March 27, 2014

Current committee report

The UNOPA Spring Workshop will be held on April 30, 1:30-5:00 in the Nebraska East Union. The schedule for the afternoon will be as follows:

1:30-2:00	Kate Engel – Nebraska Innovation Campus Update
2:00-2:30	Jennifer Dam Shewchuk – Campus Master Plan Update
2:30-3:00	Chuck Schroeder – Rural Futures Institute
3:00-3:30	Shane Farritor – Makerspace – Nebraska Innovation Campus
3:30-5:00	Tom Field – Entrepreneurship and Creativity

We are in the process of gathering the final session descriptions, and will have the student who is working with Lisa put together the registration flyer and promote via website, facebook and UNL Today.

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

April 1, 2014

TO: Mary Klucas
FROM: Diane Wasser
COMMITTEE: April 2014 – Technology Committee
DATE: March 27, 2014

Current committee report

In updating the website I have noticed that some material that was on the site in the past is no longer there. I would like to have input as to what members would like to have on the website that is currently missing. Also if there are materials that are logically under the wrong heading.

Would it be possible to send something out to the membership asking for their input?

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

April 1, 2014

TO: Mary Klucas
FROM: Carol Wusk/Karen Jackson
COMMITTEE: Employee Concerns
DATE: March 28, 2014

Current committee report

Edie Schleiger is serving on the Health Center Committee. If there are services that people would like to see offered to faculty/staff please let her know. They are working on a brochure for distribution.

The Spring meeting of the U-Wide Benefits Committee will be in April. If anyone has any concerns they need to contact Diane Wasser as soon as possible.

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

April 1, 2014

TO: Mary Klucas
FROM: Diane Carson
COMMITTEE: Hospitality
DATE: March 28, 2014

Current committee report

Plans are set for the luncheon menu, centerpieces and prizes for the Rose Frolik luncheon. I am working with Jan Wassenberg on the Rose Frolik awards and reserving tables for the candidates and their office staff. Breana Garretson and I will be keeping in close contact on the number of replies from past presidents and retirees who will be attending the luncheon. Reservations for their lunches and special tables will be made.

At this point we have 19 reservations with the deadline being a week from today.

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
UNOPA Board meeting
April 1, 2014

TO: Mary Klucas
FROM: Donelle Moormeier and Donette Petersen, Co-Directors
COMMITTEE: Nominating Committee
DATE: March 27, 2014

Current committee report

Nominations were closed at the general membership meeting on March 11, 2014. The slate of nominees for 2014/2015 UNOPA officers is as follows:

President Elect – Barb Homer and Roddy Spangler
Recording Secretary – Marsha Yelden
Corresponding Secretary – Breana Garretson and Mikayla Tegler
Treasurer - Alycia Libolt and Andrea Schwartz

Ballots were done on Survey Monkey, sent to the membership by the President, Mary Klucas, on Monday, March 24, 2014. Voting will close at 5:00 p.m. on Tuesday, April 1, 2014.

Mary received several emails with feedback as follows:

1. Member suggested we also send along a hard copy of the candidates bios. (I actually meant to do that and forgot!) This would help people see who was running prior to entering Survey Monkey.
2. A couple of members suggested that we have an “Abstain” option for each office. Both commented that they had the same sort of issue with NAEOP and NEOPA in the last year since going to electronic ballots.
3. Barb Homer asked if the email went to all the members on the ListServ. There are Associate members on the ListServ and they are not able to vote. My suggestion to this is that we should have two ListServ’s, one with voting members and the other with Associate members so this doesn’t happen.

PRESIDENT’S NOTE: I sent the ballots out on Friday, March 21, 2014. MLK

Mary Klucas

From: Tricia Ann Liedle <pliedle@nebraska.edu>
Sent: Wednesday, March 26, 2014 9:51 PM
To: Mary Klucas
Subject: Re: Call for UNOPA Reports for April 1, 2014, Executive Board Meeting

Current committee members for Outreach/Summer Social are:

Tricia Liedle – Chair
Diane Carsen
Mikayla Tegler
Mary Klucas

Thank you Social Committee Chair

From: Mary Klucas <mary.klucas@unl.edu>
Date: Wednesday, March 26, 2014 4:44 PM
To: Alicia N Arnold <aarnold6@unl.edu>, Alycia A Libolt <alibolt2@unl.edu>, Andrea L Peterson <apeterson7@unl.edu>, Barbara Homer <bhomer@unomaha.edu>, Breana C Garretson <bgarretson2@unl.edu>, Carol J Wusk <cwusk1@unl.edu>, Catherine B Robertson <crobertson@huskers.com>, Debra J Hendricks <debra.hendricks@unl.edu>, Diane K Carson <dcarson2@unl.edu>, Diane M Wasser <dwasser1@unl.edu>, Donelle J Moormeier <dmoormeier1@unl.edu>, Donette M Petersen <dpetersen1@unl.edu>, Jaime R Long <jlong5@unl.edu>, Nancy J Schneider <jane.schneider@unl.edu>, Janice S Wassenberg <jwassenberg1@unl.edu>, Karen L Jackson <kjackson2@unl.edu>, Linda A Luedtke <lluedtke1@unl.edu>, Lisa P King <lking2@unl.edu>, Mary M Guest <mary.guest@unl.edu>, Roddy R Spangler <rspangler2@unl.edu>, Tonda N Humphress <thumphress1@unl.edu>, Patricia Ann Liedle <patricia.liedle@unl.edu>
Subject: Call for UNOPA Reports for April 1, 2014, Executive Board Meeting

Hello,

This is an official call for your reports for the April 1, 2014, Executive Board meeting. Attached is the UNOPA Committee Report-April 2014. Please send me your report as soon as possible but no later than 11:00 a.m. on Friday, March 28, 2014.

When saving the document please add your committee name to the end of the title. For example, mine would be *UNOPA committee report-April 2014-President*. You do NOT need to send the form if you have no report but please respond to my email with that information.

Thanks!

Mary

Mary L. Klucas
UNOPA President 2013-2014
“Stepping Up & Stepping Out... making UNL a friendlier place”
unopa.unl.edu

Administrative Associate
College of Arts & Sciences Dean's Office
University of Nebraska-Lincoln

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

April 1, 2014

TO: Mary Klucas
FROM: Andrea Peterson
COMMITTEE: UNOPA Notes
DATE: 3/27/14

Current committee report

Please remember to submit information for the May UNOPA Notes Newsletter no later than April 11, 2014.