

Approved as Presented – September 3, 2013

Minutes of the

UNOPA EXECUTIVE BOARD MEETING

Tuesday, August 13, 2013, 3:04 p.m. – 4:49 p.m.

Whittier Building, 3<sup>rd</sup> Floor Conference Room

President, Mary Klucas, called the meeting to order at 3:04 p.m.

**Roll call** was taken by Alycia Libolt, Recording Secretary

**MEMBERS PRESENT:** Mary Klucas, Jane Schneider, Alycia Libolt, Jaime Long, Alicia Arnold, Debbie Hendricks, Diane Wasser, Karen Jackson, Diane Carson, Barbara Homer, Donette Petersen, Andrea Peterson, and Cathy Robertson

**MEMBERS ABSENT:** Breana Garretson, Linda Luedtke, Mary Guest, Carol Wusk, Donelle Moormeier, Kristi Hurley, and Roddy Spangler

**AD-HOC MEMBERS PRESENT:** None

**AD-HOC MEMBERS ABSENT:** Tonda Humphress and Lisa King

The minutes from the June 4, 2013 Executive Board Transition meeting were reviewed. The minutes from the Outgoing Board were approved as corrected. The minutes from the Incoming Board were approved as presented.

The Treasurer's report was presented. The report will be filed for audit.

Diane Wasser announced that UNOPA was awarded 1<sup>st</sup> place honors for our website and newsletter. UNOPA was also the recipient of the Louise Henderson Nelson award.

**OFFICER/COMMITTEE REPORTS GIVEN:**

**President:** Report attached.

**President-Elect:** No report.

**Recording Secretary:** Absent. No report.

**Corresponding Secretary:** Absent. No report.

**Treasurer:** Report attached.

**Past President:** Absent. No report.

**Awards:** Mary Klucas reported this director position is still open. The Board was encouraged to look at the membership list and make contact with members they feel would be a good candidate.

Diane Carson agreed to send out a call for nominations since there is currently no Awards Committee.

**Bylaws:** No report.

**Career Development:** Absent. Report attached.

Mary Guest will be contacting Nebraska Home Sales to see if there is still interest in awarding scholarships to 2 members that would be drawn at random at the September general meeting.

**Career Development PSP:** Report attached.

Debbie Hendricks was encouraged to include an article in UNOPA Notes about the PSP, collaborate with the Outreach committee to hold a PSP brown bag luncheon, and to work with the Membership committee to host a new member's luncheon for members who began in 2012-2013 and 2013-2014 where PSP could be further explained.

**Communication Technology:** Diane Wasser has several software programs available including Fireworks, Adobe Acrobat 5.0, Dreamweaver 2004, and Macromedia. It was suggested that the programs be listed in the newsletter for possible donation to non-profit organizations.

**Employee Concerns:** Report attached.

**Hospitality:** Report attached.

***A motion was made by Diane Carson to allow the Hospitality Committee to purchase a box of 100 hanging name tags that will be used over and over for the general meetings. The tags will be attached to a lanyard and be worn around the neck during the meetings and then collected at the end of every meeting. Debbie Hendricks seconded the motion. Motion carried.***

**Membership:** Report attached.

The Board discussed the possibility of having UNOPA brochures included in the New Employee Orientation packets.

***A motion was made by Diane Wasser that the membership dues for recipients of the Oldt Awards will be distributed as follows: Current UNOPA members will receive their membership dues in the following year and Non-UNOPA members will have their membership dues applied to the current year. Barbara Homer seconded the motion. Motion carried.***

**Nominating:** No report.

**Outreach:** Absent. No report.

**Program:** It was noted that the January meeting will be hosted by UAAD this year who meets on Wednesdays. The January meeting will be on January 15, 2013 instead of January 14, 2013.

**UNOPA Notes:** No report.

**Ways and Means:** Absent. No report.

Mary Klucas asked board members to sign up to coordinate the parking lot in front of the Whittier Building. The Board discussed the possibility of charging \$10 instead of \$15.

**AD-HOC COMMITTEE REPORTS:**

**Digital Commons:** Absent. No report.

Mary Klucas asked that any old items that need to be archived for committees be sent to Tonda Humphress.

**Marketing:** Absent. Report attached.

**UNFINISHED BUSINESS**

None.

**New Business**

Executive Board meetings will be held from 3:00 p.m. to 4:30 p.m.

The next meeting of the UNOPA Executive Board will be held on September 3, 2013 from 3:00 p.m. to 4:30 p.m. in the 3<sup>rd</sup> Floor Conference Room of the Whittier Building.

Meeting adjourned at 4:49 p.m.

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

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**AUGUST 13, 2013**

TO: Mary Klucas  
FROM: Jaime Long  
COMMITTEE: Treasurer  
DATE: August 6, 2013

**Current committee report**

The 2012-2013 audit is attached to the email for board review. Also, attached is the Treasurer's report for July.

The final attachment is the expense report. This form needs to be filled out by anyone who is requesting reimbursement from UNOPA. Once you fill out the form, please send it to President, Mary Klucas for approval. Please be sure to attach the original receipt when submitting reimbursements. Also, please turn reimbursement requests as soon as the expense is incurred.

Keep track of your expenses throughout the year. We will check the year-to-date budget in January.

Postage should not be sent through the cost center. If you need to send mail through the cost center, please send it directly to me and I will make sure the appropriate form is filled out, so there is no question which committee should be charged. I am located in the same building as Mail Services and help out in there when needed, so I can run the mail myself to make sure we don't get charged incorrectly.

If you need to order something through e-Shop, send your requests to me. It was decided last year that I would be the official order person for e-Shop.

TO: Linda Luedtke  
FY 2013 UNOPA President

Jaime Long  
FY 2013 UNOPA Treasurer

FROM: Cheryl Hassler   
Financial Specialist, Accounting

DATE: July 25, 2013

SUBJECT: University of Nebraska Office Professionals Association - Fiscal  
Year 2013 Financial Audit.

I have performed a review of the University of Nebraska Office Professionals Association's (UNOPA) financial records for fiscal year 2013. The objectives of the review were to determine that:

- Bank account balances supported and agreed with UNOPA's records;
- Expenditure documentation was available, complete, and appropriate; and
- Deposit information was available and complete.

The scope of the review was all receipts and disbursement made by UNOPA during FY 2013 as documented in the records maintained in the FY 2013 UNOPA Treasurer's notebook/binder.

The review included verifying all deposits and disbursements that exceeded \$200.00 to the original source documentation.

Appropriate supporting documentation was available for all deposits and disbursements.

#### Recommendations

Savings account statements were printed for September, December, January, February, March, and June. It would be helpful to attach a savings statement each month. The deposit receipts from the bank did not have the deposit lists attached as backup, although the lists were provided in the documentation.

If you have any questions, please call me at 472-3143.

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**AUGUST 13, 2013**

**TO:** Mary Klucas  
**FROM:** Mary Guest  
**COMMITTEE:** Career Development - Workshops  
**DATE:** August 5, 2013

**Current committee report**

Current plans are to offer two workshops, one each semester, focused on what's happening on campus. One will have a research focus and highlight current research of faculty members, and the other will focus on either specific programs (i.e. entrepreneurship program) or plans for the future of campus (i.e. campus master plan). One will be free and one will be at low cost for UNOPA members.

I am struggling to get committee members. Currently, I have two people who will help, but have limited time. I will continue to contact UNOPA members, but would gladly accept suggestions from board members!

**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**  
**AUGUST 13, 2013**

**TO:** Mary Klucas  
**FROM:** Debbie Hendricks  
**COMMITTEE:** Career Development - PSP  
**DATE:** August 8, 2013

**Current committee report**

I have invited a couple people to serve on the PSP Committee, with the hopes of coming up with some new ideas to promote the Professional Standards Program. While searching for committee members, I'm pulling together the names of individuals who should receive recognition at the November UNOPA meeting.

**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**

**AUGUST 13, 2013**

**TO:** Mary Klucas  
**FROM:** Carol Wusk  
**COMMITTEE:** Employee Concerns  
**DATE:** August 6, 2013

**Current committee report**

Diane Wasser has agreed to continue on the Employee Benefits/U-Wide Employee Fringe Benefits and Sara Luther has agreed to continue as the Faculty Senate representative. We contacted Marsha Yelden and Belva Harris who serve on the Parking Appeals Committee for a name of someone they would like to have on their committee of three (Diane Wasser's term is ending). They reported they had not met the last two years so perhaps we do not need to find a new person to serve.

Mary Guest's term on the Chancellor's Commission on the Status of Women has ended. We will need a volunteer to be nominated when the call comes from the Chancellor.

Carol J. Wusk  
Karen Jackson

**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**

**AUGUST 13, 2013**

TO: Mary Klucas  
FROM: Diane Carson  
COMMITTEE: Hospitality  
DATE: August 6, 2013

**Current committee report**

Members of our Committee are myself, Alicia Arnold, Pat DeStefano, Rosann Kevil, and Susan Thomas.

Meeting dates and rooms have all been reserved. We have met as a Committee and made preliminary plans for themes, decorations, and prizes for the meetings. Menu options were also reviewed.

We would like to make a motion that we be allowed to use Hanging Name Tags instead of the stick on label type. We would have people stationed at the door at the end of each meeting to collect the name tags for use the next time. We would still use the stick on name tags got guests. We have enough of these on hand to last for those types of situations. We have had lanyards donated that we can use for the name tags. A box of 100 labels and the plastic holders is \$20.97. One box should be enough for a year.

**Motions**

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

"I move to: \_\_\_ allow the Hospitality Committee to purchase a box of 100 Hanging name tags that will be used over and over for the general meetings. They will be attached to a lanyard to wear around the neck during the meeting and then collected at the end of every meeting.

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Motion Maker: \_\_\_\_\_ Diane Carson \_\_\_\_\_

Seconded by: \_\_\_\_\_

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION  
UNOPA Board Meeting

AUGUST 13, 2013

TO: Mary Klucas  
FROM: Barbara Homer, Director  
COMMITTEE: Membership  
DATE: August 9, 2013

Committee Members: Donna Boone, Lynn DeShon, Belva Harris and Tonda Humphress

Slowly, I have been receiving the 2013-14 membership renewals. I have, however, received four new members by the member's recruiting efforts. Need to discuss with the Executive Board on how to handle memberships when a member receives an award.

President Klucas and I met in June and decided to make a few changes to the Membership Committee. Instead of delivering welcome mugs to the new O/S employees each month, we will welcome them to the University by sending out a letter. We need to discuss how we are going to handle welcome mugs.

A follow-up letter will be sent out to the new hires that my committee made personal contact with and delivered welcome mugs.

Finally, a letter that my Director of School of Criminology and Criminal Justice wrote on behalf of UNOPA will be sent to all Deans and Directors to hopefully help with recruiting efforts.

**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**

**AUGUST 13, 2013**

TO: Mary Klucas  
 FROM: Jane Schneider  
 COMMITTEE: Program  
 Kathy Schindler, Edie Schleiger, Beth Zager  
 DATE: 8/7/13

**Current committee report**

I need to discuss a few things about the UNOPA General Meeting Schedule – one of them is a charge for the entertainment in December. I am assuming we don't want to pay for that but need to check it out.

Speaker	Date
Dennis LeBlanc, Senior Associate Athletic Director	9/10/13
Assistant Leah Huber 2-4966	
Mary's charity is Aiding Angels (Brenda Schwery) - need for Oct, Mary will call	10/8/13
Awards	11/12/13
Holiday event	12/10/13
Boots and Cats (Rick Alloway founded them - I contacted him, president has contacted me	
UAAD Joint Meeting, UAAD's turn	1/14/14
Jan Deeds, Assoc Dir-Gender Pgms/Women's Center Director	2/11/14
Lola Young-NAEOP Report	3/11/14
Frolik	4/8/14
Installation	5/13/14
9/10/13 - Great Plains Room – East Campus	
10/8/13 – Unity Room/212 – Jackie Gaughan Multicultural Center	
11/12/13 – Great Plains Room – East Campus (Oldt/Boss's Awards)	
12/10/13 – Arbor Suite – East Campus	
1/14/14 - Unity Room/212 – Jackie Gaughan Multicultural Center (UAAD's turn in 2014)	
2/11/14 – Arbor Suite – East Campus	
3/11/14 - Unity Room/212 – Jackie Gaughan Multicultural Center	
4/8/14 – Great Plains Room – East Campus (Frolik)	
5/13/14 - Unity Room/212 – Jackie Gaughan Multicultural Center (Installation)	

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**

**UNOPA Board meeting**

**AUGUST 13, 2013**

TO: Mary Klucas  
FROM: Lisa King  
COMMITTEE: Marketing  
DATE: 8-5-13

**Current committee report**

As you all know by now, we were lucky enough to already have an intern for the fall semester. Her name is Amanda Schmidt and I hope to introduce her at a meeting soon.

Several people have asked for marketing help with their upcoming events. I will be speaking to Amanda soon and we will come up with some ideas.

First of all, it seems to need to publicize the UNOPA parking lot...I'm assuming we will still have it. One item may take the form of a flyer to put on the bulletin board in your lunchrooms, or where ever people gather.

That's all I can think of now, all ideas are welcome! ☺

**Motions**

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

"I move to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion Maker: \_\_\_\_\_

Seconded by: \_\_\_\_\_