

Minutes of the

UNOPA EXECUTIVE BOARD MEETING

Tuesday, November 5, 2013, 3:04 p.m. – 4:51 p.m.

Whittier Building, 3rd 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, Breana Garretson, Jaime Long, Linda Luedtke, Diane Wasser, Carol Wusk, Donette ~~Peterson~~ **Petersen**, Donelle Moormeier, Andrea Peterson, and Roddy Spangler

MEMBERS ABSENT: Jan Wassenberg, Alicia Arnold, Mary Guest, Debbie Hendricks, Karen Jackson, Diane Carson, Barbara Homer, and Cathy Robertson

AD-HOC MEMBERS PRESENT: None

AD-HOC MEMBERS ABSENT: Tonda Humphress and Lisa King

APPROVAL OF EXECUTIVE BOARD MEETING MINUTES FROM OCTOBER 1, 2013

The minutes from the October 1, 2013 Executive Board meeting were reviewed. The minutes were approved as presented.

APPROVAL OF TREASURER'S REPORTS

The September Treasurer's report was reviewed. The September Treasurer's report will be presented at the November 5, 2013 meeting for approval. The October Treasurer's report was reviewed. The October Treasurer's report will be presented at the November 5, 2013 meeting for approval.

OFFICER/COMMITTEE REPORTS GIVEN:

President – Mary Klucas: Report attached.

Gretchen Walker asked that the President of each local affiliate send her a formalized letter of support to host the 2016 NAEOP conference. The Board had questions as to what support really means. Mary will ask Gretchen to speak at the General Membership Meeting and will let the membership know that a vote will be coming. Diane Wasser agreed to speak if Gretchen is unable.

The December Board meeting will be on Wednesday, December 4, 2013 from 3:00 – 5:00 p.m. Those who wish to participate may bring a \$10 gift for the white elephant gift exchange. You may also bring snacks and drinks if you want. Jane Schneider agreed to be in charge of the gift exchange.

President-Elect – Jane Schneider: No report.

Recording Secretary – Alycia Libolt: No report.

Corresponding Secretary – Breana Garretson: Report attached.

It was brought to the Board members attention that the UNOPA Christmas tree was not used in the previous year and is still missing. Please contact Breana if you know of its whereabouts.

Treasurer – Jaime Long: No report.

Past President – Linda Luedtke: Report attached.

Diane Wasser has agreed to serve on the Bradley Munn Fund Committee this fall in place of Mary Guest. Mary is an applicant.

Linda was asked to set up a table at the General Membership meeting to sell the Village Inn pie gift cards as well as place flyers on the tables. Mary Klucas suggested that UNOPA buy the gift cards to be used for a drawing.

Awards – Jan Wassenberg: Absent. Report attached.

Bylaws – Alicia Arnold: Absent. No report.

Career Development – Mary Guest: Absent. Report attached.

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

PSP brown bags are being planned.

Communication Technology – Diane Wasser: No report.

Please email Diane with any suggestions you may have with the website.

Employee Concerns – Carol Wusk/Karen Jackson: No report.

Hospitality – Diane Carson: Absent. Report attached.

Membership – Barbara Homer: Absent. Report attached.

Nominating – Donelle Moormeier/Donette Petersen: No report.

Outreach – TBD: No report.

Kristi Hurley has resigned her position. Please let Mary Klucas know if you know of anyone that is willing to fill the position.

Program – Jane Schneider: Report attached.

The January meeting, which is a joint meeting with UAAD, will be held in the Gaughan Center on January 15, 2014.

UNOPA Notes – Andrea Peterson: Report attached.

Ways and Means – Roddy Spangler: No report.

Roddy report that UNOPA has raised \$2,754 thus far from the parking lot fundraiser.

AD-HOC COMMITTEE REPORTS:

Digital Commons – Tonda Humphress: Absent. No report.

Marketing – Lisa King: Absent. Report attached.

UNFINISHED BUSINESS

None.

New Business

There are approximately 60 collapsible vases remaining from the 50th Anniversary celebration that was suggested be sold for \$2.00 apiece.

A motion was made by Donelle Moormeier that the money earned from selling the collapsible vases be earmarked for use at the next UNOPA Anniversary celebration. Jane Schneider seconded. Motion carried.

There are also approximately 75-100 UNOPA satchels from the 40th Anniversary when the organization was titled, "University of Nebraska Office Personnel Association."

A motion was made by Donelle Moormeier that profits from the sale of the UNOPA 40th Anniversary satchels being sold at \$2.00 apiece be earmarked for the next UNOPA Anniversary celebration. Jaime Long seconded. Motion carried.

After discussing the pros and cons of a member serving on the Judicial Board, Mary will send some follow-up questions to Matt Hecker. Currently, she will be asking about the following:

- Time commitment – the length of meetings and time of day meetings are held
- Classroom misconduct issues being separate from campus conduct issues

Please let Mary know by Friday, November 8, 2013 if you have any other questions that you feel should be asked.

Secret Friends was discussed as becoming part of an assignment if it is something that people wanted to do every year. Membership? Outreach? It was also suggested that a table be set up at each meeting for the dropping-off and picking-up of gifts. We will continue this discussion at our meeting next month. A standing rule may need to be changed.

Approved as Corrected – December 4, 2013

The next meeting of the UNOPA Executive Board will be held on December 4, 2013 from 3:00 p.m. to 5:00 p.m. in Room 136 of the Whittier Building.

Meeting adjourned at 4:51 p.m.

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

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

November 5, 2013

TO:

FROM: Mary Klucas

COMMITTEE: President

DATE: November 1, 2013

Current committee report

NEOPA – UNOPA hosted the NEOPA Fall Workshop held on Friday, October 18, 2013. Mary Guest and Cathy Robertson served as co-chairs for the workshop. They did a splendid job of organizing it all.

Judicial Board – In early October I received a query on behalf of UNOPA from Matt Hecker, Dean of Students. He was wanting to know if there was any interest among UNOPA members to serve on the Judicial Board hearing cases of student misconduct. He also wanted to know if we have in place (or the ability to create) a process for identifying and nominating potential J-Board members. After surveying the board I sent back a positive response but I let him know that the board would have to have a more in-depth conversation about it as well as possibly taking it to the membership. I asked him about a time frame for this as well. My response was forwarded to the Faculty Senate, as the University Judicial Board is officially under their purview. We should be hearing from them in the near future. They are hopeful to have the final draft of the Code of Conduct ready to go to the Board of Regents for approval sometime this spring. (See New Business.)

December Board Meeting – The December Board meeting will be on Wednesday, December 4, 2013, in Room 136 at the Whittier Building. This was the time that worked best for those who responded to my query.

Bill Nunez – I will be meeting with Bill Nunez again on November 21, 2013. Please let me know if there is anything that you would like me to bring to his attention.

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

November 5, 2013

TO: Mary Klucas
FROM: Breana Garretson
COMMITTEE: Corresponding Secretary
DATE: October 30, 2013

Current committee report:

Distributed solicitation email to listserv regarding input for Giving Tree, received 11 emails from members, with a total of 8 different ideas. Given the feedback received it was determined that our members wanted a wider variety instead of just mainly children. Therefore the People’s City Mission fit perfectly with their mission and needs. Our group can assist a wide array of people and ages this Christmas.

Spoke with the People’s City Mission Outreach Coordinator and we agreed that I would take all donations to them on December 13th in the afternoon—she did mention that they would want to take a picture of all the items we are donating and those of us (if any) dropping off the items so they could display a blurb about us and our donation on their Facebook page—giving us credit and free publicity for our organization.

I plan to follow up with a few emails throughout November and up until our deadline to keep people thinking of our Giving Tree and the items from the “wish list.”

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

November 5, 2013

TO: Mary Klucas
FROM: Linda Luedtke
COMMITTEE: Past President/NEOPA Liaison
DATE: 10/30/13

Current committee report

Every year NEOPA has a fundraiser in order to award a \$1000 scholarship to an incoming freshman student to any school in Nebraska. As NEOPA Liaison, I have Village Inn Pie gift cards for members to sell to support this year's NEOPA's student scholarship. The gift cards sell for \$11 each and NEOPA earns \$2.50 on each sale. Each affiliate of the state was asked to sell 100 gift cards. If every member bought just 1 pie we would have our allotment sold.

I would like to put a display at the registration table and ask people if they would like to purchase a pie or contact me for a gift card. I could make an announcement during the meeting.

The 50th anniversary committee has some 60 collapsible vases for sale at \$2 each. They wish to sell them at UNOPA meetings. They would like the proceeds to be held for the next anniversary event.

I have 2 applications for the Bradley Munn funds. Cathy tells me the Treasurer, Career Development, myself and 2 others need to review these applications. I have secured 2 more people for my committee and will be emailing the applications to everyone as soon as Cathy sends me the guidelines so I can include them in my email

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

Awards Committee Report,
November 2013

Report to Mary for UNOPA Board:

Mary,

I'm sorry, but I will not be able to attend the UNOPA Board Meeting on November 5, because we will be setting up for the Research Fair Breakfast and meetings for the following day.

Awards Committee Report –

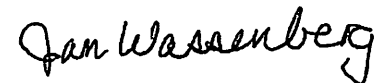
We received four nominations for the Boss of the Year Award, one for the Silver Pen and two for the Outstanding Staff.

I have informed all nominees of their nominations and invited them to be our guest at the luncheon on November 12, thanked all the nominators and asked if they would be interested in having a table reserved for their area, invited Dr. Alvarez, who will be our speaker since he won the Boss of the Year Award last year, and invited my nine judges to the luncheon on November 12.

My deadline for the judges to return their judging sheets is October 30.

I will now work on getting certificates made for the nominees, as well as a plaque ordered for the Boss of the Year and working with Diane Carson in reserving tables for them and their areas at the luncheon.

I would like to publicly acknowledge that Diane Carson has made this job so manageable as she passed on her good works from last year and I have great instructions from her. I really appreciate her giving me a jump start on many things since I was not designated to be the Chair of the Awards Committee until early October. I really appreciate all the help she has given me and continues to give me while she is also busy being Chair of the Hospitality Committee.



Jan Wassenberg

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

November 5, 2013

TO: Mary Klucas
FROM: Mary Guest
COMMITTEE: Career Development
DATE: October 29, 2013

Current committee report

The committee met and we have mapped out a plan for this year. We will have three brownbag sessions and one 3-3½ workshop. The first brownbag will be held on December 5, at noon. The speaker will be Linda Major and topic is "Civic Engagement". Jaime will create a flyer to have ready by the November 12 General Membership Meeting.

We are working on a brownbag session with Tom Allison focusing on the Veteran's Mentoring Program. This will be offered on January 28 at noon. The third brownbag will focus on the Entrepreneurship program and will be in either late February or early March.

We are looking at a half-day workshop in April that will focus on campus updates – Innovation Campus, IANR, and Campus Master Plan.

The combined brownbag sessions and workshop will provide UNOPA members to receive 6 hours of inservice.

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

November 5, 2013

TO: Mary Klucas
FROM: Diane Carson
COMMITTEE: Hospitality
DATE: October 31, 2013

Current committee report

Reservations are coming in for the luncheon. As of this date (10-31), I have 46 reservations including the nominees. I only have 5 table reservations so far so please make sure if you are wanting a table for your department, that you let me know with how many and who. Deadline is November 6.

We are working on centerpieces and prizes. Not all has been firmed up yet for these.

We will plan to assign seating for the Christmas luncheon.

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
November 5, 2013

TO: Mary Klucas
FROM: Barbara Homer
COMMITTEE: Membership
DATE: October 31, 2013

We currently have 113 members:

- 82 - Active (12 New, 3 Award)
- 4 - Associate (1 Award)
- 7 - Retired
- 1 - Lifetime
- 19 - Honorary

To help with our recruiting efforts, my boss, Dr. Candice Batton offered to write a letter on UNOPA's behalf to the Deans and Directors and those will be mailed out next week. The committee also will be sending "Welcome to the University" letters to the new office/service employees hired from July through September. Lastly, letters will be sent to the office/service employees we made contact with last academic year.

We are also making plans to hold a luncheon for the new members who joined UNOPA last year and this year. We are planning to schedule it sometime in November.

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

November 5, 2013

TO: Mary Klucas
FROM: Jane Schneider
COMMITTEE: Program
DATE: 10/30/13

Current committee report

Edie Schleiger has lined up Pitch Please to entertain us during the December general meeting.

Carlos Lopez is the program chair for UAAD. I'll bring program information for the January 2014 joint meeting with me on November 5.

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

November 5, 2013

TO: Mary Klucas
FROM: Andrea Peterson
COMMITTEE: UNOPA Notes
DATE: 10/30/13

Current committee report

Please get your articles to me by November 15th for the December issue of UNOPA Notes. If I could get the pictures from General meetings by the Friday after the meetings that would be great along with bio information on the speaker we will have for the upcoming month. Thank you this will help since it's a busy time of the year.

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

November 5, 2013

TO: Mary Klucas
FROM: Lisa King
COMMITTEE: Marketing
DATE: Oct 31

Current committee report

We seem to be at a standstill with the student intern. She hasn't replied to any text or email for several weeks. She was to be helping with FaceBook, but wasn't able to be added as an administrator, so Jaime is picking up the slack.

Her new UNOPA parking flier from the beginning of October has been distributed. I would like to work with the Hospitality committee to use a free admission to the PSP event in February as a prize for the next few meetings.

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____