President, Mary Klucas, called the meeting to order at 3:06 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, Carol Wusk, Diane Carson, Donelle Moormeier, Andrea Peterson, Roddy Spangler, and Cathy Robertson

MEMBERS ABSENT: Alicia Arnold, Mary Guest, Debbie Hendricks, Diane Wasser, Karen Jackson, Barbara Homer, Donette Petersen, and Kristi Hurley

AD-HOC MEMBERS PRESENT: Lisa King

AD-HOC MEMBERS ABSENT: Tonda Humphress

APPROVAL OF EXECUTIVE BOARD MEETING MINUTES FROM AUGUST 13, 2013

The minutes from the August 13, 2013 Executive Board Transition meeting were reviewed. The minutes were approved as presented.

APPROVAL OF TREASURER’S REPORT

The Treasurer’s report was presented. The report was approved to be presented at the General Meeting on September 10, 2013.

OFFICER/COMMITTEE REPORTS GIVEN:

President – Mary Klucas: No formal report.

President-Elect – Jane Schneider: No report.

Recording Secretary – Alycia Libolt: No report.

Corresponding Secretary – Breana Garretson: No report.

Treasurer – Jaime Long: No report.

Past President – Linda Luedtke: Report attached.
Mary Klucas asked Linda Luedtke to send out a reminder for submitting the annual reports. The deadline for reimbursement from the Bradley Munn fund is October 15th.

**Awards – Diane Carson (Acting):** Report attached.

Jan Wassenberg has joined the committee. Various Board members offered suggestions for judges of the Silver Pen and Outstanding Staff awards, as well as the Boss of the Year award. The respective Board members agreed to contact their suggested judges.

**Bylaws – Alicia Arnold:** Absent. No report.

**Career Development – Mary Guest:** Absent. No report.

Nebraska Home Sales respectfully declined to continue awarding two scholarships to the membership. Jaime Long believed there was approximately $85 left from the previous year’s scholarships that Cathy Robertson suggested may be added to the Bradley Munn fund.

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

The deadline to apply or re-certify for PSP is September 15th.

**Communication Technology – Diane Wasser:** Absent. No report.

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

A correction to the report was that Mary Klucas will be the UNOPA representative on the James V. Griesen Exemplary Service to Students Award committee instead of Linda Luedtke.

**Hospitality – Diane Carson:** Report attached.

Mary Klucas stated that UNOPA will cover the lunch of Intern, Amanda Schmidt, if she chooses to attend a General Meeting. The Board discussed possible seating arrangements for the General Meeting to allow for greater networking opportunities.

**Membership – Barbara Homer:** Absent. No Report.

Mary Klucas reminded the Board to renew their memberships. Barbara Homer will follow-up with those who do not renew.

**Nominating – Donelle Moormeier/Donette Petersen:** No report.

**Outreach – Kristi Hurley:** Absent. No report.

**Program – Jane Schneider:** No report.

Jane Schneider is actively searching for entertainment for the December meeting.

**UNOPA Notes – Andrea Peterson:** No report.
The October deadline is September 13th.

**Ways and Means – Roddy Spangler:** Report attached.

Please contact Ron Fuller directly with any issues concerning the parking lot. Mary Klucas reminded the Board that individuals working the lot must be at least 16 years of age.

**AD-HOC COMMITTEE REPORTS:**

**Digital Commons – Tonda Humphress:** Absent. No report.

**Marketing – Lisa King:** Report attached.

Lisa King mentioned that she has been providing water to give away to parking lot patrons due to the heat on game days. The Board members agreed that this was a great idea. Lisa King agreed to design a flyer to give to those who park in the lot. Lisa King introduced UNOPA’s intern, Amanda Schmidt. Amanda will update Facebook, Twitter, and LinkedIn for UNOPA.

**UNFINISHED BUSINESS**

None.

**New Business**

UNOPA is hosting the Fall NEOPA workshop on October 18, 2013 at Southeast Community College. Cathy Robertson will send out a flyer upon completion.

The next meeting of the UNOPA Executive Board will be held on October 1, 2013 from 3:00 p.m. to 4:30 p.m. in the 3rd Floor Conference Room of the Whittier Building.

Meeting adjourned at 4:42 p.m.

Submitted by:  Alycia Libolt, Recording Secretary
             Mary Klucas, President
TO: Mary Klucas
FROM: Linda Luedtke
COMMITTEE: Past President
DATE: 8/28/13

Current committee report

I attended National Conference in Alexandria, VA in July and accepted the following awards for UNOPA.

1st place for Newsletter in our division of 100+ members.
1st place for Website in our division of 100+ members.
1st place for the Louise Henderson Nelson Award, which is a compilation of UNOPA achievements.

Thanks to Kathy Schindler for the newsletter, Diane Wasser for the web work and Cathy Robertson for putting the material together for the Louise Henderson Nelson Award. Great job ladies!!!!

This is the first time UNOPA has placed first in all these areas in a single year.

As alternate delegate for UNOPA, I attended Advisory Council where items are brought to the council for discussion and a ruling is made whether to take the item to the membership general meeting for a vote or if no further action is needed. Mary Guest has a synopsis of the actions taken.

I also served on the Credentials committee for each general session and assisted with the Celebration of Life ceremony during the last general session.

I received a very nice thank you from Lincoln Literacy for our donation of $342 from our 50/50 drawings.
TO: Mary Klucas
FROM: Diane Carson
COMMITTEE: Awards Committee – stand in Director
DATE: August 28, 2013

Current committee report

A deadline date of October 18 has been set for the Oldt Awards. I have notified Andrea to get these dates put in the UNOPA notes. I will be sending the notification to UNLToday and the Scarlet the first week in September. I have also sent to Diane Wasser to change dates on the website.

If we have Committee members, we need to start contacting possible judges. I have letters and e-mails to go to them once they are chosen and have agreed.

Judges needed for the Silver Pen and Outstanding Staff are:

- Six judges, all from UNL
  - An administrator
  - One faculty member
  - A director
  - A manager or supervisor
  - One office employee
  - One service employee

Judges needed for the Boss of the Year are:

- Three judges, none from UNL, all professional (last year Scott Young from Food Bank; Doug Emery, former City Councilman; and Lisa Morehouse, Lincoln Public Schools)
Current committee report

I called Parking Services and they said the Parking Appeals Committee has not met for a couple years. They suggested just leaving the two volunteers on the committee until their terms end next year.

I have attached the Employee Concerns committees for everyone’s information.

I contacted Debra Berens-Hoy who was interested in serving on our committee and asked if she would be interested in serving as a co-chair next year.
## UNOPA Employee Concerns Committee Members (2013-2014)

<table>
<thead>
<tr>
<th>Committee</th>
<th>Term</th>
<th>Committee Members</th>
<th>Phone #</th>
<th>E-Mail</th>
<th>Term Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Concerns Director</td>
<td>1 Year</td>
<td>Carol Wusk</td>
<td>2-7913</td>
<td><a href="mailto:cwusk1@unl.edu">cwusk1@unl.edu</a></td>
<td>End of 2013-14 AY</td>
</tr>
<tr>
<td>Employee Concerns Co-Director (year 2 = Director)</td>
<td>2 Years</td>
<td>Karen Jackson</td>
<td>2-7903</td>
<td><a href="mailto:kjackson2@unl.edu">kjackson2@unl.edu</a></td>
<td>End of 2013-15 AY</td>
</tr>
<tr>
<td>Campus Recreation Advisory</td>
<td>2 Years</td>
<td>Larita Lang</td>
<td>2-3826</td>
<td><a href="mailto:llang1@unl.edu">llang1@unl.edu</a></td>
<td>End of 2013-14 AY</td>
</tr>
<tr>
<td>Chancellor's Campus Safety Committee</td>
<td>2 Years</td>
<td>Kathy Bennetch</td>
<td>2-8738</td>
<td><a href="mailto:kbennetch1@unl.edu">kbennetch1@unl.edu</a></td>
<td>End of 2013-14 AY</td>
</tr>
<tr>
<td>Chancellor's Commission on Environmental</td>
<td>3 Years</td>
<td>Lisa Abers</td>
<td>2-2425</td>
<td><a href="mailto:labers2@unl.edu">labers2@unl.edu</a></td>
<td>End of 2013-14 AY</td>
</tr>
<tr>
<td>Chancellor's Commission on the Status of Women</td>
<td>3 Years</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Care Committee</td>
<td>2 Year</td>
<td>Jaime Long</td>
<td>2-7801</td>
<td><a href="mailto:jlong5@unl.edu">jlong5@unl.edu</a></td>
<td>End of 2013-14 AY</td>
</tr>
<tr>
<td>Employee Benefits/U-Wide Employee Fringe Benefits</td>
<td>3 Years</td>
<td>Diane Wasser*</td>
<td>2-6251</td>
<td><a href="mailto:dwasser1@unl.edu">dwasser1@unl.edu</a></td>
<td>End of 2013-16 AY</td>
</tr>
<tr>
<td>Employee Emergency Loan/Fund Advisory</td>
<td>3 Years</td>
<td>Shelley Everett</td>
<td>2-7760</td>
<td><a href="mailto:severett@cse.unl.edu">severett@cse.unl.edu</a></td>
<td>End of 2014-15 AY</td>
</tr>
<tr>
<td></td>
<td>3 Years</td>
<td>Jan Wassenberg</td>
<td>2-4486</td>
<td><a href="mailto:jwassenberg1@unl.edu">jwassenberg1@unl.edu</a></td>
<td>End of 2013-14 AY</td>
</tr>
<tr>
<td></td>
<td>3 Years</td>
<td>Connie Kahle-Johnson</td>
<td>2-5415</td>
<td><a href="mailto:cjohnson5@unl.edu">cjohnson5@unl.edu</a></td>
<td>End of 2013-14 AY</td>
</tr>
<tr>
<td>Faculty Senate</td>
<td>1 Year</td>
<td>Sara Luther</td>
<td>2-2218</td>
<td><a href="mailto:sara.luther@unl.edu">sara.luther@unl.edu</a></td>
<td>End of 2013-14 AY</td>
</tr>
<tr>
<td>James V. Griesen Exemplary Service to Students Award</td>
<td>1 Year</td>
<td>Linda Luedtke</td>
<td>2-9354</td>
<td><a href="mailto:lluedtke1@unl.edu">lluedtke1@unl.edu</a></td>
<td>End of 2012-13 AY</td>
</tr>
<tr>
<td>Parking Advisory Committee</td>
<td>3 Years</td>
<td>Sally Hawkins</td>
<td>2-5001</td>
<td><a href="mailto:shawkins1@unl.edu">shawkins1@unl.edu</a></td>
<td>End of 2013-14 AY</td>
</tr>
<tr>
<td></td>
<td>3 Years</td>
<td>UAAD Rotation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking Appeals Committee</td>
<td>3 Years</td>
<td>Belva Harris</td>
<td>2-2354</td>
<td><a href="mailto:bharris2@unl.edu">bharris2@unl.edu</a></td>
<td>End of 2013-14 AY</td>
</tr>
<tr>
<td></td>
<td>3 Years</td>
<td>Marsha Yelden</td>
<td>2-8008</td>
<td><a href="mailto:myelden1@unl.edu">myelden1@unl.edu</a></td>
<td>End of 2013-14 AY</td>
</tr>
<tr>
<td>Wellness Comm. <em>Must be member of Campus Rec</em></td>
<td>2 Years</td>
<td>Sheryl Burbach</td>
<td>2-3946</td>
<td><a href="mailto:sburbach2@unl.edu">sburbach2@unl.edu</a></td>
<td>End of 2012-14 AY</td>
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<td>2-7903</td>
<td><a href="mailto:kjackson2@unl.edu">kjackson2@unl.edu</a></td>
<td>End of 2014-15 AY</td>
</tr>
</tbody>
</table>

1) Campus Recreation Advisory; *Meets bi-monthly; Fall/Spring semesters
   *Campus Rec Membership Required
   2 Years | Larita Lang | 2-3826 | llang1@unl.edu | End of 2013-14 AY |

2) Chancellor's Campus Safety Committee; *Meets quarterly
   2 Years | Kathy Bennetch | 2-8738 | kbennetch1@unl.edu | End of 2013-14 AY |

3) Chancellor's Commission on Environmental Sustainability; *Meets Monthly; 1st Monday; 3:30; CCU
   3 Years | Lisa Albers | 2-2425 | jalbers2@unl.edu | End of 2013-14 AY |

4) Chancellor's Commission on the Status of Women
   *Meets bi-monthly  *All members appointed by the Chancellor
   *Chancellor appoints someone, but it may not always be a UNOPA member
   3 Years | Kim Harris | 2-2425 | kiharris@unl.edu | End of 2013-14 AY |

5) Child Care Committee  *Vice Chancellor for Student Affairs calls as needed
   contact is Debbie Hendricks 2-9685
   2 Year | Jaime Long | 2-7801 | jlong5@unl.edu | End of 2013-14 AY |

6) Employee Benefits/U-Wide Employee Fringe Benefits
   3 Years | Diane Wasser* | 2-6251 | dwasser1@unl.edu | End of 2013-16 AY |

   *Meet as needed; 2 committees  *This person is automatically appointed to both the UNL Benefits & the Univ-Wide (Central Admin) Benefits Committee

   *Need TWO Certificates (one for each of these committees)

7) Employee Emergency Loan Fund Advisory
   3 Years | Shelley Everett | 2-7760 | severett@cse.unl.edu | End of 2014-15 AY |
   *3 representatives/staggered terms
   *Due to Confidentiality, contact EAP for annual report

8) Faculty Senate  *Meets monthly; 1st Tues.; 2:30 pm
   1 Year | Sara Luther | 2-2218 | sara.luther@unl.edu | End of 2013-14 AY |

9) James V. Griesen Exemplary Service to Students Award
   *Meets via Blackboard mid-January  *UNOPA President or Representative appointed by the UNOPA President
   1 Year | Linda Luedtke | 2-9354 | lluedtka1@unl.edu | End of 2012-13 AY |

10) Parking Advisory Committee; *Meets monthly - academic year
   *1 UNOPA representative
   *1 Chancellor's rep. rotates between office/service and managerial/prof.
   3 Years | Sally Hawkins | 2-5001 | shawkins1@unl.edu | End of 2013-14 AY |
   3 Years | UAAD Rotation | | | |

11) Parking Appeals Committee
    3 Years | Bleva Harris | 2-2354 | bharris2@unl.edu | End of 2013-14 AY |
    3 Years | Marsha Yelden | 2-8008 | myelden1@unl.edu | End of 2013-14 AY |

12) Wellness Comm  *Must be member of Campus Rec
    2 Years | Sheryl Burbach | 2-3946 | sburbach2@unl.edu | End of 2012-14 AY |

   *Meets monthly; 3rd Thurs.; 10:00am
UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
UNOPA Board meeting
September 3, 2013

TO: Mary Klucas
FROM: Diane Carson
COMMITTEE: Hospitality
DATE: August 28, 2013

Current committee report

Reservations are being received. As of August 28, we have 30 reservations. Only 9 are having the lunch provided which makes me a bit nervous.

We have everything ready in regards to decorations, prizes for the meeting.

I am submitting a bill for the name tags. They were $20.97.
UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
UNOPA Board meeting
September 3, 2013

TO: Mary Klucas
FROM: Roddy Spangler
COMMITTEE: Ways and Means
DATE: 8/29/13

Current committee report
UNOPA has the parking lot at 22nd and Vine (in front of Whittier) for home football games. This is our major fundraiser each year. Please encourage your co-workers, friends and family to use our lot on game day using personal contact, Facebook, Twitter or flyers in the workplace. Lisa King will have the intern do some promotion for us on social media.

Cathy Robertson and I had a meeting with Ron Fuller to see if we could have a different lot and/or lower the fee to $10 (to compete with Malone across the street). No to both; all UNL lots are $15.00 except the Innovation Campus. We can sell the spots on the north side of Whittier too.

Remember, we are not to argue with anyone that says they are parking in the lot to go in and work (as long as they have an “A” lot permit of course).

Thank you to all of you that signed up to coordinate volunteers for the games.

I have had some suggestions for fundraisers to do in the spring. If we fill up the lot every game, we may not have to do a spring fundraiser ... so again, please promote our lot.
TO: Mary Klucas
FROM: Lisa King
COMMITTEE: Marketing
DATE: 8-30-13

Current committee report
Membership brochures (100) were given at new employee orientation in August and September.

Amanda Schmidt, intern will help with publicizing the UNOPA parking lot, among other needs from the board, such as workshops, social media, etc.

Members are encouraged to make announcements in their college newsletters, lunch room bulletin boards, anywhere they can think of. Lisa made an example; Amanda is going to jazz it up for the next few weeks.