

Approved as Presented – June 3, 2014

Minutes of the

UNOPA EXECUTIVE BOARD MEETING

Tuesday, May 6, 2014, 3:03 p.m. – 4:53 p.m.

Whittier Building, 3rd Floor Conference Room

President, Mary Klucas, called the meeting to order at 3:03 p.m.

Roll call was taken by Alycia Libolt, Recording Secretary

MEMBERS PRESENT: Mary Klucas, Jane Schneider, Alycia Libolt, Breana Garretson, Jaime Long, Jan Wassenberg, Mary Guest, Diane Wasser, Karen Jackson, Diane Carson, Donelle Moormeier, Roddy Spangler and Cathy Robertson

MEMBERS ABSENT: Linda Luedtke, Alicia Arnold, Debbie Hendricks, Carol Wusk, Barbara Homer, Donette Petersen, Tricia Liedle and Andrea Peterson

AD-HOC MEMBERS PRESENT: None

AD-HOC MEMBERS ABSENT: Tonda Humphress and Lisa King

APPROVAL OF EXECUTIVE BOARD MEETING MINUTES FROM APRIL 1, 2014

The minutes from the April 1, 2014 Executive Board meeting were reviewed. The minutes were approved as corrected.

APPROVAL OF TREASURER'S REPORTS

The March Treasurer's report was reviewed. The March Treasurer's report will be presented at the May 13, 2014 meeting for approval. The April Treasurer's report was reviewed. The April Treasurer's report will be presented at the May 13, 2014 meeting for approval.

OFFICER/COMMITTEE REPORTS GIVEN:

President – Mary Klucas: Report attached.

President-Elect – Jane Schneider: Report attached.

The Transition Board meeting will be held on June 3, 2014 from 3:30 p.m. – 5:00 p.m.

Recording Secretary – Alycia Libolt: No report.

Corresponding Secretary – Breana Garretson: No report.

Treasurer – Jaime Long: No report.

Past President – Linda Luedtke: Absent. No report.

Awards – Jan Wassenberg: No report.

Bylaws – Alicia Arnold: Absent. No report.

Career Development – Mary Guest: Report attached.

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

The next deadline for PSP is May 15th.

Communication Technology – Diane Wasser: No report.

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

Hospitality – Diane Carson: Report attached.

At this time we currently have thirty-six reservations for the May general meeting.

Membership – Barbara Homer: Absent. Report attached.

Nominating – Donelle Moormeier/Donette Petersen: Report attached.

Outreach – Tricia Liedle: Absent. No report.

The Secret Friends reveal party will be held May 22, 2014 at Panera.

Program – Jane Schneider: No report.

UNOPA Notes – Andrea Peterson: Absent. No report.

Please send information to Andrea for the May UNOPA Notes as soon as possible.

Ways and Means – Roddy Spangler: Report attached.

AD-HOC COMMITTEE REPORTS:

Digital Commons – Tonda Humphress: Absent. No report.

We need to have current reports online and will continue updating the past information as we go.

Marketing – Lisa King: Absent. No report.

NEW BUSINESS

NAEOP Conference Delegate and Alternate –

UNOPA pays \$300.00 for each the Delegate and the Alternate to attend the NAEOP Conference.

Jane Schneider moved that Debbie Hendricks be the delegate to NAEOP as the UNOPA representative and Edie Schleiger be the alternate for the July 2014 Annual Meeting. Mary Guest seconded. Motion carried.

Roddy Spangler moved to make reimbursement payments (up to \$300) for delegates attending the NAEOP National Conference after they return from the conference. This is effective for the 2014 NAEOP Conference. Diane Wasser seconded. Motion carried.

We will change the procedures for the reimbursement next year.

UNOPA Support for Attendees of NAEOP Conference -

Mary Klucas will send a letter to Bill Nunez asking for support. We will continue discussion at next month's meeting.

UNOPA Website –

Mary Klucas announced that the Arts & Sciences Web Specialist (Mike O'Connor) would be willing to assist in converting the UNOPA website to the new template as well as rearranging items currently on the site to new navigational headers. Mike would charge UNOPA \$25.866/hour and it was estimated that he would need fifteen hours to complete the project.

2014-2015 Budget –

Roddy Spangler moved that the UNOPA budget for 2014-15 be amended to add a one time line item for up to \$500 to use for the UNOPA website – moving to the new UNL template and revamp the site to make it more user friendly. Donelle Moormeier seconded. Motion carried.

The next meeting of the UNOPA Executive Board will be the transition meeting held on Tuesday, June 3, 2014 from 3:30 p.m. to 5:00 p.m. in the 3rd floor conference room in the Whittier Building.

Meeting adjourned at 4:53 p.m.

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

**UNOPA Executive Board Meeting
Tuesday, May 6, 2014
Reports**

OFFICER REPORTS

President	Mary Klucas – Report Attached
President-Elect	Jane Schneider – Report Attached
Recording Secretary	Alycia Libolt – No Report
Corresponding Secretary	Breana Garretson
Treasurer	Jaime Long
Past President/Bradley Munn	Linda Luedtke
Presidential Adviser	Cathy Robertson

STANDING COMMITTEE REPORTS

Awards	Jan Wassenberg – No Report
Bylaws	Alicia Arnold – No Report
Career Development	Mary Guest – Report Attached
Career Development PSP	Debbie Hendricks
Communication Technology	Diane Wasser
Employee Concerns	Karen Jackson & Carol Wusk
Hospitality	Diane Carson – Report Attached
Membership	Barbara Homer – Report Attached
Nominating	Donelle Moormeier & Donette Petersen – Report Attached
Outreach	Tricia Liedle
Program	Jane Schneider – No Report
UNOPA Notes	Andrea Peterson
Ways and Means	Roddy Spangler – Report Attached

AD-HOC COMMITTEE REPORTS

Digital Commons	Tonda Humphress
Marketing	Lisa King

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

May 6, 2014

TO: Mary Klucas
FROM:
COMMITTEE: President
DATE:

Current committee report

I plan to have 2013-14 certificates ready to hand them out to Committee Directors at the May 13, 2014, meeting for distribution.

I sent a letter of support to Gretchen Walker, President of NEOPA, for their bid for the 2017 NAEOP Conference.

I have collected the list of names of attendees to NAEOP 2014 Conference willing to serve as UNOPA delegate or alternate.

I had no responses for to my email requesting any agenda items for Advisory Council or for anyone to pay tribute to at the memorial service at NAEOP 2104 Conference.

I received notice from Lola Young that her son, Wesley Young, won the NAEOP Foundation Mona Smith Dependent Scholarship in the amount of \$1000.

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

May 6, 2014

TO: Mary Klucas
FROM: Jane Schneider
COMMITTEE: President-elect
DATE: April 28, 2014

Current committee report

There will be a professional development event September 24, 2014, 1:30 PM, location TBA. Speaker is Sheila Kepler, topic is teamwork in the workplace.

I would like this to be a free event for UNOPA members. What to do about others (UAAD, NEOPA, UNL employees)? I think it could be free to all; the cost is \$150/hour for the speaker. Depending on the material it may last 1-1 ½ hours so the cost could be \$150-\$225 for speaker. Not sure of the cost for refreshments. Cookies, coffee, water & iced tea would be nice.

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

May 6, 2014

TO: Mary Klucas
FROM: Mary Guest
COMMITTEE: Career Development
DATE: May 1, 2014

Current committee report

The UNOPA Spring Workshop was held on April 30, 1:30-5:00 p.m., at the Nebraska East Union with 30 participants in attendance (35 had registered). Speakers included:

- Kate Engel – Nebraska Innovation Campus
- Jennifer Dam Shewchuk – Campus Master Plan
- Chuck Schroeder – Rural Futures Institute
- Shane Farritor – Maker Space
- Tom Field – Entrepreneurship and Innovation

The workshop was approved by NAEOP for 3.5 in-service hours. A short evaluation will be sent to the participants.

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

Mary Klucas

From: Carol Wusk
Sent: Friday, May 02, 2014 11:43 AM
To: Mary Klucas
Cc: Karen Jackson; Diane Wasser
Subject: Employee Concerns Committee - May Report

The U-Wide Benefits committee met on May 1st at Varner Hall. Our focus was primarily on the Affordable Care Act and what the University has to do to comply with the regulation that will go into effect on January 1, 2015. The employee insurance is grandfathered but the main concern is with the student and part time employees. They will be offering students two plans to choose from. The current plan and a Bronze plan both administered by Blue Cross Blue Shield. The part time employees who work more than 30 hours a week per semester will now need to be offered insurance as well. This will be the insurance that all employees have.

UNL now offers coverage for the newly approved Nebraska law about autism. COBRA insurance is now administered by Wage Works which was implemented April 1, 2014.

Our next meeting will be September 25, 2014. If anyone has any concerns they would like me to bring up at that meeting or if they have questions they can contact me.

Diane Wasser
UNOPA Rep for U-Wide Benefits

Carol J. Wusk
Secretary Specialist
College of Agricultural Sciences and Natural Resources
103 Agricultural Hall
University of Nebraska
Lincoln, NE 68583-0702
Phone: 402-472-7913
E-mail: cwusk1@unl.edu

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

May 6, 2014

TO: Mary Klucas
FROM: Diane Carson
COMMITTEE: Hospitality
DATE: May 2, 2014

Current committee report

Plans are in process for centerpieces and prizes for the last regular luncheon for the year. At this point we have 24 reservations so hope to get that count raised.

It has been such a great pleasure working with my committee members and I am very thankful for all their ideas and help. I have been very blessed. It has been a great experience.

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

May 6, 2014

TO: Mary Klucas
FROM: Barbara Homer, Director
COMMITTEE: Membership
DATE: May 1, 2014

Current committee report

We currently have 128 members:

- 97 - Active (23 New)
- 5 - Associate
- 6 - Retired
- 1 - Lifetime
- 19 - Honorary

The February and March 2014 "Welcome to the University" letters to the new office/service employees have been mailed out. I have since gotten a couple emails back from the new employees indicating they are interested in joining UNOPA next academic 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
May 6, 2014

TO: Mary Klucas
FROM: Donette Petersen
COMMITTEE: Nominating Committee
DATE: April 29, 2014

Current committee report

Will need to ask members for permission to delete the Survey Monkey ballot registration website.

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

May 6, 2014

TO: Mary Klucas
FROM: Roddy Spangler
COMMITTEE: Ways and Means
DATE: May 1, 2014

Current committee report

UNOPA sold 29 parking spots at \$5.00 each, for the Spring Football Game, Saturday, April 12. UNOPA will receive \$58.00 (\$2.00 X 29). Thank you for those who volunteered their time to work at the lot. I will order a new "UNOPA" sign for the lot for the Fall and some new frames for the smaller "15.00" signs.