CALL TO ORDER
President Roddy Spangler called the meeting to order at 4:01 p.m.

Roll Call was taken by Judy Anderson, recording secretary.

MEMBERS PRESENT
Roddy Spangler, Judy Anderson, Marsha Yelden, Alycia Libolt, Lorraine Moon, Mary Klucas, Edie Schleiger, Jaime Long, Jan Wassenberg

MEMBERS ABSENT
Tricia Liedle, Jane Schneider, Sara Luther, Debbie Hendricks, Carol Wusk, Breana Garretson, Marilyn Johnson, Donelle Moormeier, Donette Petersen, Barbara Homer, Linda Arnold

AD-HOC COMMITTEE MEMBERS PRESENT
Kelsey Sims

AD-HOC COMMITTEE MEMBERS ABSENT
Paige Glasshoff

APPROVAL OF MINUTES
Minutes of the October 6, 2015, Executive Board Meeting were approved as submitted.

TREASURER’S REPORT
Report attached. The treasurer’s report was accepted and will be presented to the general membership.

OFFICER/COMMITTEE REPORTS
President. Report attached. In addition, Roddy encouraged us to attend the January 15, 2016, Freedom Breakfast with her and other UNOPA representatives. She is also looking for another professional growth workshop idea for the spring.

President-elect/Program. No report.

Recording Secretary. No report.

Corresponding Secretary. Report attached. In addition, Marsha has found three cameras in the corresponding secretary boxes…two digital and one 35 millimeter which still had film in it. It was decided to simply remove the film since it was so old and donate the 35 millimeter to charity. We will keep the two digital cameras for now. She will be asking some UNOPA members from Canfield to be a collection site for the Giving Tree donations.

Past President/Bradley Munn. No report.

Membership. Report attached: 111 memberships received (updated from submitted report): 68 active, 5 associate, 12 retired, 9 new, 16 honorary, and 1 lifetime.

Hospitality. No report.

Awards. Report attached. There are currently only 37 reservations for the Bosses Luncheon.

Career Development & PSP. Report attached.
**Communication Technology.** Report attached. In addition, Mary rationalized time spent and additional hours needed to finish the website. Mary Klucas moved: “To approve an additional one-time budget adjustment for the UNOPA website to cover two hours of work already done and up to five additional hours for a total of $189.78 max.” Seconded by Lorraine Moon, the motion passed.

**Employee Concerns.** Report attached.

**Nominating.** No report.

**UNOPA Notes.** The deadline for submitting articles for Notes is November 16.

**Ways and Means.** Jan stated they are still in need of volunteers to man the parking lot.

**Bylaws.** (Still vacant.)

**Outreach.** (Still vacant.)

**AD-HOC COMMITTEE REPORTS**
Digital Commons: No report.
Marketing: Kelsey is still working on getting into our Facebook account. She will be contacting Tyler Thomas, UNL Social Media, for assistance. She also contacted Human Resources for a list of new hires.

**UNFINISHED BUSINESS**
The UNL Safety Walk is November 17, 2015, at 7:30 p.m.
Linda Arnold researched the Floyd S. Oldt Memorial Funds and her report and correspondence is attached.

**NEW BUSINESS**
None.

The next meeting of the Executive Board will be December 1, 2015, at 4:00 p.m. at the Whittier Building.

The meeting was adjourned at 5:01 p.m.

Submitted by Judy Anderson, recording secretary
FROM: Alycia Libolt  
COMMITTEE: Treasurer  
DATE: 11/2/15

Current committee report  
I will be following up with Union Bank to see why we haven’t accrued any interest on our checking account. October Financial Report is attached. (Separate document)  

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FROM: Roddy Spangler  
COMMITTEE: President  
DATE: November 2, 2015

Current committee report  
We had 11 people attend the Brown Bag Luncheon presented by Professor Brett Stohs on the Entrepreneurship Legal Clinic. 6 UNOPA members and 5 non-members.

On the subject of the Floyd S. Oldt Awards ... In an effort to answer the questions raised by the current UNOPA Board, Linda Arnold and I dug through the digital commons records of minutes, committee reports and other documents. To briefly answer the two main questions ...

1. Two Outstanding Staff Awards were established in 1991, one for office/service and one for man/prof. UAAD is managing the man/prof and UNOPA is managing the office/service. To open up the office/service award to man/prof employees would negate the purpose of the two separate awards, plus it is not UNOPA’s decision to make.

2. The “blind” nomination wording appears to have been established by UNOPA (with no evidence to the contrary) and would be up to our board to change or keep.

Below is an email from Linda Arnold with more details of the findings.

If anyone is still interested in reviewing our procedures etc. we can do that by forming an ad hoc committee. Barb Homer, Tricia Liedle and Jane Schneider have indicated a willingness to assist with that.

Attached is Linda’s email and her report to Bruce Currin on the history of the Oldt Memorial Fund Awards. (Separate Document)
FROM: Marsha Yelden
COMMITTEE: Corresponding Secretary
DATE: October 28, 2015

Current committee report
I have mailed two cards since my last report:
September 4, 2015  Donna Boone  Sympathy
October 16, 2015  Jane Schneider  Get Well

Would love a City Campus “drop-off” location for Giving Tree items. Any volunteers?

The Giving Tree will be on display at the November 2015 General Membership meeting.

FROM: Sara Luther
COMMITTEE: Awards
DATE: 11.1.15

Current committee report
Awards have been ordered. Nominees were submitted for all categories, with the minimum number for each award category so no formal judging. Judges were thanked and also invited to lunch, with a small number accepting.

Looking for recommendations/suggestions on how to format the programming with no need to review nominees un-named and they are all award recipients. I will finalize the paper program following final review of the agenda from the board.

FROM: Edie Schleiger
COMMITTEE: Employee Concerns
DATE: October 28, 2015

Current committee report
Employee Concerns has been contacted by a member regarding the cost of parking, especially for staff. The member had been discussing this with a co-worker (non-member) and explained that UNOPA had addressed this issue in the past, unsuccessfully. In the past it has always appeared that the administration didn’t want to get into anything regarding this issue.

It was suggested that maybe we wait and take it to the new Chancellor, once he/she has been installed. Carol and I talked about the possibility of looking into a partnership with UAAD (although it doesn’t impact them as much) and then a few
representatives meet with the Chancellor or Chancellor’s representative early on in their administration. This will help introduce him/her to our organizations and see that we are more than social groups. If this is something that sounds acceptable to the Board, I could start working with UAAD to see if they would like to partner on this issue. This is just an idea, so I’d like to get feedback from the Board.

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FROM: Jaime Long & Marilyn Johnson
COMMITTEE: Membership
DATE: 11/03/2015

Current committee report
We currently have 110 members:
  - Active Renewals - 67
  - Associate - 5
  - Retired - 12
  - New - 9
  - Honorary - 16
  - Lifetime - 1

We have scheduled a new member luncheon on November 17th in the Whittier Conference Room. We invited new members and a few current members. Those invited include:
  - Roddy Spangler, President
  - Tricia Liedle, President-Elect
  - Jaime Long, Membership Co-Director
  - Marilyn Johnson, Membership Co-Director
  - Debbie Hendricks, Career Development – PSP
  - Mary Guest, Immediate Past-President NEOPA (Rep for NEOPA/NAEOP/UNOPA)

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FROM: Lorraine Moon
COMMITTEE: PSP
DATE: October 28, 2015

Current committee report
On October 7, Debbie Hendricks and Lorraine Moon held a PSP brown bag meeting at Whittier. Debbie gave an introduction to the Professional Standards Program and answered many questions. Both Debbie and Lorraine will be available to answer other questions that may arise as the attendees put together the materials needed to obtain a PSP certificate.
A PSP presentation will be made at the November UNOPA Boss of the Year Luncheon. Debbie Hendricks has ordered the award that will be presented to Mari Greer. Lorraine will present the award. Debbie has suggested that Mary Guest (past NEOPA president) or Lola Young (past NAEOP president) make the announcement about Barb Homer’s award. Since we've already presented Barb with her gift from UNOPA, it would be nice for Mary Guest (as a current NAEOP Board Member) to say a few words about Barb’s award, about NAEOP, and the North Central Area. Barb could also come up and say a few words about her award.
This is helpful. Thanks for routing around in the Digital Commons. It addresses how the funds got allocated to UNOPA for our awards.

Bruce this might be more information than you want/need, but I'm kind of a detail person and this is something that UNOPA wants to get a handle on so hopefully this will help the board!

Looks like the decision to make the funds available to office/service staff in addition to the managerial/professional staff was initiated by Interim Chancellor Jack Goebel in 1991. In the July 2 1991 UNOPA executive board minutes, it talks about the group to write the criteria and procedures for the respective awards. It is noted that the UNOPA executive board wanted to decrease the Boss of the Year stipend from $800 to $200 to allow for a career development award of $600 for office/service staff while providing support for staff award and silver pen award. The Rose Frolik Award would continue to be supported by UNOPA funds only. If the Interim Chancellor didn't agree to reduce the amount awarded to the Boss of the Year, the UNOPA executive board voted to bypass the monetary amount altogether. The reduction in the award was not accepted and the UNOPA executive board counter offered with an award of $500. (NOTE: the UNOPA executive board didn't feel it was appropriate to provide a greater amount for the year than for staff recognition.) It was announce at the September 10 1991 UNOPA meeting that: (1) A Floyd S. Oldt Outstanding Staff Award of $800 was established to recognize an office/service employee who exhibits sustained above-satisfactory service at UNL and shows demonstrated performance that has contributed to the mission of UNL. (2) The monetary portion of the two Silver Pen Awards has been changed from $300 each to $600 each. The award will now be the Floyd S. Oldt Silver Pen Award. (3) The Rose Frolik Award will be increased to $300 with $150 from UNOP and an additional $150 from the Chancellor's Foundation account. (4) The Boss of the Year will now carry a $500 monetary award and be named the Floyd S. Oldt Boss of the Year Award.

I have included this information in my summary which is revised and attached. Don't know if it would have the blind nomination information but the criteria and procedures that are mentioned in the July 2 1991 UNOPA executive board minutes might be helpful. As for the office/service and managerial/professional staff issue, I believe that the way the wording reads for the Floyd S. Oldt Outstanding Staff Award it clearly states “office/service” employee.

Linda A.

From: Roddy Spangler
Sent: Tuesday, October 27, 2015 8:24 AM
To: Linda Arnold <larnold1@unl.edu>
Cc: Bruce Currin <bcurri13@unl.edu>
Subject: RE: Oldt Fund UNOPA Award Support

Linda,
I found some stuff in Digital Commons from 90/91/92 time frame. Here is a scan of what I found.
Thanks,
Roddy
Oldt Memorial Fund Support of UNOPA Awards

According to the University of Nebraska Board of Regents Minutes from September 6, 1985, the Floyd S. Oldt Memorial Funds was established as a quasi-endowment (item X-B-2) with the income designated for recognition awards to outstanding UNL professional employees for exceptional performance and service. Initially the term “professional employees” was used to identify support of the “B-line” or “managerial-professional” staff. According to the information UNOPA uses to announce our awards, the “C-line” or “office and service” staff was included in the “professional employees” category to allow us to make use of the funds. I could not find any official documentation referencing back to the date in 1991 or 1992 where approval of the University of Nebraska Board of Regents acknowledged this change.

I anticipate that somewhere in the UNOPA historical documents we received some communication from Human Resources that office and service staff were now eligible to receive awards with this recognition. The communication must have also notified UNOPA that the awards needed to reflect the Oldt funding support because our awards are now named “The Floyd S. Oldt Outstanding Staff Award, The Floyd S. Oldt Silver Pen Award, and The Floyd S. Oldt Boss of the Year Award.”

I started my search with Bruce Curran, Assistant Vice Chancellor for Human Resources. As I understand it, Bruce has to sign off on the awards. Bruce was aware of the cost object associated with funding the award, but did not know the name of the Foundation Fund providing the support nor did he have a copy of the Fund Summary Memorandum.

With Bruce’s blessing, my next step was to send my query to Ann Brunetz and Josh Egley, the Development Officers for IANR, with whom I work regularly on IANR Foundation Funds. Neither Ann nor Jason were familiar with Oldt Memorial Fund. So Ann sent a note to Jason Kennedy, Senior Vice President, Chief Financial Officer and Treasurer at the NU Foundation, asking my question. The response I received from Jason informed me that the fund is owned by the University and the Foundation was asked to serve as investment manager. As a result there is no Foundation Fund number nor Fund Summary Memorandum. None of the expenses run through the Foundation; they transfer all the income out of this fund quarterly to the University. He suggested I visit with Keith Lauber, Director of University-wide Accounting. I’ve known Keith for almost the entire time I’ve been at the University of Nebraska-Lincoln. We were both on staff the UNL Accounting Office at one time. So I sent an e-mail to Keith with my questions. Keith found the September 6, 1985 Board of Regents agenda item that I had. It was signed by Dr. Martin Massengale establishing The Floyd S. Oldt Memorial Fund. He could not find any information when UNOPA or the office and service staff were brought into the mix. He indicated the original gift was around $40,000 and the current value is around $125,000.

It appears we need to find the historical files from UNOPA for 1990-1995. There should be some documentation in those files letting the Board of Directors of UNOPA know about the Oldt funding. I believe the decision to request the blind nominations was a decision made by UNOPA. I think the clarification about which group of staff – office/service or managerial/professional – can be recipients of our awards will be somewhere in that historical documentation.

Do we know where to start? I tried to look in the materials in Digital Commons but came up empty. I looked in the University Archives and there are 11 boxes of UNOPA materials from 1963 to 1997. We might find something there. Where are the old officer/board notebooks we used to have that passed from one board to another? Some of this information may be in them as well.
Roddy Spangler, UNOPA President for 2015-16, researched the Digital Commons and found several UNOPA Executive Board Minutes from July, August and September 1991 that provided the following information: (I have summarized but will keep the complete details on hand should the current UNOPA Board want to review the information.)

The decision to make the funds available from the Floyd S. Oldt Memorial Fund to office/service staff in addition to the managerial/professional staff was initiated by Interim Chancellor Jack Goebel in 1991. In the July 2 1991 UNOPA executive board minutes, it talks about the group to write the criteria and procedures for the respective awards. It is noted that the UNOPA executive board wanted to decrease the Boss of the Year stipend from $800 to $200 to allow for a career development award of $600 for office/service staff while providing support for staff award and silver pen award. The Rose Frolik Award would continue to be supported by UNOPA funds only. If the Interim Chancellor didn’t agree to reduce the amount awarded to the Boss of the Year, the UNOPA executive board voted to bypass the monetary amount altogether. The reduction in the award was not accepted and the UNOPA executive board counter offered with an award of $500. (NOTE: the UNOPA executive board didn’t feel it was appropriate to provide a greater amount for the boss of the year than for staff recognition.) It was announce at the September 10 1991 UNOPA meeting that: (1) A Floyd S. Oldt Outstanding Staff Award of $800 was established to recognize an office/service employee who exhibits sustained above-satisfactory service at UNL and shows demonstrated performance that has contributed to the mission of UNL. (2) The monetary portion of the two Silver Pen Awards has been changed from $300 each to $600 each. The award will now be the Floyd S. Oldt Silver Pen Award. (3) The Rose Frolik Award will be increased to $300 with $150 from UNOP and an additional $150 from the Chancellor’s Foundation account. (4) The Boss of the Year will now carry a $500 monetary award and be named the Floyd S. Oldt Boss of the Year Award.

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Linda M. Arnold
UNOPA Ways and Means Co-Chair
October 27, 2015