

UNOPA Executive Board Meeting Minutes

August 9, 2016

3:30 p.m.-4:30 p.m.

Forestry Hall Building, 1st Floor Conference Room

CALL TO ORDER

President Tricia Liedle called the meeting to order at 3:43 p.m.

Roll Call was taken by Judy Anderson, recording secretary.

MEMBERS PRESENT

Tricia Liedle, Barbara Homer, Judy Anderson, Renae Oestmann, Roddy Spangler, Lorraine Moon, Carol Wusk, Alycia Harden, Marla Nissen,

MEMBERS ABSENT

Jill Schurr, Sara Luther, Debbie Hendricks, Mary Klucas, LeAnn Frobom, Donna Bode, Lindsay Augustyn

OTHER MEMBERS PRESENT

Lola Young

AD-HOC COMMITTEE MEMBERS PRESENT

Jane Schneider

AD-HOC COMMITTEE MEMBERS ABSENT

Kelsey Sims

APPROVAL OF MINUTES

Minutes of the June 8, 2016, Executive Board Transition Meeting were approved as submitted and the regular Executive Board Meeting minutes were approved as corrected.

TREASURER'S REPORT

Report attached.

OFFICER/COMMITTEE REPORTS

President. Tricia announced that her charity will be Camp Kesem, which is a nationwide community **organization**, driven by passionate college student leaders, that supports children through and beyond their parent's cancer.

President-elect/Program. Report attached. Barb Homer noted the addition of Jeff Moul as the guest speaker for the UNOPA/UAAD Joint Meeting in January and a representative from Macie's Place (Mentoring Adults and Children for Independence Empowerment and Success) as the February speaker. **It was moved by Judy Anderson to accept the 2016-17 program as presented and was seconded by Roddy Spangler. Motion passed.**

Recording Secretary. No report.

Corresponding Secretary. No report, but it was known that she had sent out a card.

Past President/Bradley Munn. Roddy Spangler has been working with Jane Schneider to get on the Foundation account and hopes to have the 2015-16 Annual Report out very soon.

Membership. Report attached. Alycia Harden questioned why Digital Commons and Marketing weren't listed as committee selections on the membership form. It was decided that she could add them and also remove Secret Friends from the form. She also reported that she attended the Wellness planning

meeting as they are revamping the Wellness on Wheels program. The new name is All About You and they hope to have four large events during the year.

Outreach (Hospitality). Report attached.

Awards. No report.

Career Development & PSP. Report attached. In addition, Jane mentioned a **NEAOP NAEOP** webinar series, "Enhancing the Skills of the Educational Office Professional," that we should advertise to our membership where they could earn PSP points.

Communication Technology. Report attached. In addition, UNOPA's website was awarded 2nd Place at the NEAOP Conference.

Employee Concerns. Report attached showing that all committees are filled.

Bylaws/Nominating. Currently vacant.

UNOPA Notes. No report.

Ways and Means. Marla Nissen met with Jan Wassenberg and Edie Schleiger to get up to date on her duties. She also created the sign up sheet for the parking lot responsibilities.

AD-HOC COMMITTEE REPORTS

Digital Commons. Jane tried to submit articles, but her attempt failed. She will continue to look into it.

Marketing. Report attached.

UNFINISHED BUSINESS

None.

NEW BUSINESS

It was suggested that we recognize Sara Luther in UNOPA Notes for being awarded the Young Professional of the Year award from the National Association of Educational Procurement.

Tricia had been contacted by Michael Perdunn, UNO Staff Advising Council, in order to work on common goals. A breakfast meeting with NU President Bounds is being scheduled.

There was a question on whether we were submitting UNOPA Notes in the right category for NAEOP Awards. It was mentioned that there would be fewer submissions in the professional category and we would have a better chance to compete.

The meeting was adjourned at 4:55 p.m.

Submitted by Judy Anderson, recording secretary

TO: Tricia Liedle
FROM: Alycia Harden
COMMITTEE: Membership
DATE: 8/3/16

Current committee report

Should we be asking if anyone is interested in serving on the marketing and digital commons committees on the membership form? I can add these to the form, but was wondering what everyone else thought. Were they not included in the past because they were ad-hoc, supposed to be short term, committees?

TO: Tricia Liedle
FROM: Lorraine Moon and Debra Hendricks
COMMITTEE: PSP and Career Development
DATE: August 1, 2016

Current committee report

Tricia Liedle received her PSP at the NAEOP Convention in St. Louis. UNOPA presented Tricia with a recognition portfolio instead of flowers.

Deb Hendricks and Lorraine Moon have received one suggestion for a UNOPA Professional Development workshop. This subject would be Active Listening. While this might be an interesting topic, the presenter would only be able to present a two-hour workshop. We would like the Board's input as to whether we should proceed for a Fall workshop for two hours or should we try to combine with something else that would only take a couple of hours. Any thoughts?

TO: Tricia Liedle
FROM: Donna Bode
COMMITTEE: Outreach (Hospitality) Committee
DATE: August 9, 2016

Current committee report:

The Outreach Committee met on June 21st to discuss General Meeting themes for 2016-2017. Each month will have a different theme with committee members preparing. All rooms for the General meetings have been reserved by Barb Homer. She is working on guest speakers for 3 of the meetings.

We did not discuss the Summer Social as we all thought it was already planned. After deciding on games and root beer floats, via emails, the summer social was canceled until next summer due to lack of registrations.

Also, working on luncheon menu's and setting up the Event Brite registration page.

TO: Tricia Liedle
FROM: Barbara Homer
COMMITTEE: Program
DATE: August 2, 2016

To date is the following general meeting schedule:

Tuesday, September 13	Guest Speaker, Tricia's Charity City Campus Union, Regency Suite
Tuesday, October 11	Guest Speaker, Dr. Julie Masters, Chair, Dept. of Gerontology City Campus Union, Regency Suite
Tuesday, November 8	Floyd S. Oldt Boss of the Year; Floyd S. Old Outstanding Staff & Silver Pen Awards East Campus Union, Great Plains Room
Tuesday, December 13	Christmas – Pius Girls/Boys Acapella Group City Campus Union, Ballroom
Tuesday, January 10	UNOPA/UAAD Joint Meeting; Guest Speaker, TBD East Campus NET Nebraska
Tuesday, February 14	Guest Speaker, TBD City Campus Union, Heritage Room
Tuesday, March 14	Guest Speaker, tentatively, Chancellor Ronnie Green East Campus NET Nebraska
Tuesday, April 12	Rose Frolik Award; Past Presidents & Retirees Luncheon East Campus Union, Great Plains Room
Tuesday, May 9	2017-18 Executive Board Installation City Campus Union, Regency Suite

I am still seeking speakers for the January and February meetings and would appreciate you letting me know if you have any suggestions.

TO: Tricia Liedle
FROM: Mary Klucas
COMMITTEE: Communication Technology
DATE: August 8, 2016

Current committee report

I have started updating the website with the information for the new year. I have a few things I am waiting on to complete the updates.

I am still working on getting my committee together.

TO: Tricia Liedle
FROM: Kelsey Sims
COMMITTEE: Marketing Committee
DATE: August 9, 2016

Hello,

I am not sure I will be making the meeting today. I had a doc appt this morning that went way later than I expected, and I have to get our curriculum done as soon as possible. Below are some of my notes if you want to share them, otherwise I can at the next meeting. If I get the curriculum taken care of I will be there but I just wanted to give a heads up.

Facebook: 110 Likes on Facebook ... Are we signing up for parking lot sales yet? Do I need to be posting this, or anything else to the FB page?

Workshop: 37 Participants (45 registered)

Survey—overall positive responses (some below)

- o One respondent mentioned that since they work in academics, it was nice to have this type of a workshop during the summer, as it is easier to take time away from work
- o Another respondent mentioned they would be interested in joining UNOPA if there were more professional activities like this one
- o A few suggested a shorter time frame like a 12-3pm, and doing a working lunch within that time frame

Survey: I am currently looking over the previous survey that was done back in 2012 to see what types of responses they were. I will be taking some notes to share. This will also be good information to have later when I send out the survey I created before. I was planning to send it out a while back, but when I was provided with this older one I thought it would be beneficial to browse that one first.

TO: Tricia Liedle
FROM: Carol Wusk and LeAnn Frobom
COMMITTEE: Employee Concerns
DATE: August 1, 2016

Current committee report

Attached is the list of committee members for 2016-2017

UNOPA EMPLOYEE CONCERNS COMMITTEE MEMBERS (2016-2017)

Committee	Length of Term	Committee Members	Phone #	E-Mail	Term Expires
Employee Concerns Director	1 Year	Carol Wusk	2-7913	cwusk1@unl.edu	End of 2016-17 AY
Employee Concerns Co-Director (year 2 = Director)	2 Years	LeAnn Frobom	2-1695	lfrobom2@unl.edu	End of 2016-18 AY
1) Campus Recreation Advisory Council; *Meets bi-monthly; Fall/Spring semesters *Campus Rec Membership Required	2 Years	Kay McClure-Kelly	2-1508	kmccclure-kelly2@unl.edu	End of 2016-18 AY
2) Chancellor's Campus Safety Committee; *Meets every other month, 3rd Tuesday of the month	2 Years	Lisa King	2-7787	lking2@unl.edu	End of 2016-18 AY
3) *Chancellor's Commission on Environmental Sustainability; *Meets Monthly; 1st Monday; 3:30; CCU	3 Years	Sara Luther	2-2281	sara.luther@unl.edu	End of 2016-17 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	Eddie Schleiger	2-1818	eschleiger1@unl.edu	End of 2017-18 AY
5) Employee Benefits/U-Wide Employee Fringe Benefits *Meets as needed; 2 committees *This person is automatically appointed to both the UNL Benefits & the Univ-Wide (Central Admin) Benefits Committee	3 Years	Diane Wasser*	2-6251	dwasser1@unl.edu	End of 2016-19 AY
*Need TWO Certificates (one for each of these committees)					
6) Employee Emergency Loan Fund Advisory Committee *Meets via phone conference as needed	3 Years	Shelley Everett	2-7760	reverett1@unl.edu	End of 2017-18 AY
*3 representatives/staggered terms		Jan Wassenberg	2-4486	jwassenberg1@unl.edu	End of 2016-17 AY
* Due to Confidentiality, contact EAP for annual report		Marcy Tintera	2-1258	mtintera@unl.edu	End of 2016-17 AY
7) Faculty Senate *Meets monthly; 1st Tues.; 2:30 pm	1 Year	Marcy Tintera	2-1258	mtintera@unl.edu	End of 2016-17 AY
8) James V. Griesen Exemplary Service to Students Award *Meets via Blackboard mid-January *UNOPA President or Representative	1 Year	Tricia Liedle	2-3305	patricia.liedle@unl.edu	End of 2016-17 AY
9) Parking Advisory Committee; *Meets monthly - academic year *1 UNOPA representative	3 Years	Marilyn Johnson	2-8822	marilyn.johnson@unl.edu	End of 2016-17 AY
*1 Chancellor's rep. rotates between office/service and managerial/prof.	3 Years	UAAD Rotation			End of 2014-15 AY
10) Parking Appeals Committee *Meets monthly; Thurs. afternoon	3 Years	Not filled			
don't fill third position, when other two are up, don't fill. Move to inactive cmte list	3 Years	Belva Harris	2-2354	bharris2@unl.edu	End of 2016-17 AY
11) Wellness Committee *Must be member of Campus Rec *Meets monthly; 3rd Thurs.; 10:00am	3 Years	Marsha Yelden	2-7306	myelden1@unl.edu	End of 2016-17 AY
12) Child Care Committee * Vice Chancellor for Student Affairs calls as needed contact is Debbie Hendricks 2-9685	2 Years	Alycia Harden	2-7317	alibolt2@unl.edu	End of 2016-18 AY
		Betty James	2-3234	bjames1@unl.edu	End of 2016-18 AY
					July 2016

UNOPA Treasurer's Report -- July 2016

Beginning Checking Account Balance - 7/1/2016	Balances: \$ 3,825.09
Income:	Total Income:
Expenses:	Total Expenses: \$ -
Ending Checking Account Balance - 7/31/2016	<u>\$ 3,825.09</u>

Beginning Cost Center Balance - 7/1/2016	\$ -
Income:	Total Income: \$ -
Expenses:	
Corresponding Secretary printing expense for the scrapbook	\$ 8.85
2016 Annual Conference NAEOP reimbursement - Lola Young	\$ 125.00
2016 Annual Conference NAEOP reimbursement - Debbie Hendricks	\$ 125.00
2016 Annual Conference NAEOP reimbursement - Mari Greer	\$ 124.74
2016 Annual Conference NAEOP reimbursement - Mary Guest	\$ 125.00
	Total Expenses: \$ 508.59
Ending Cost Center Balance - 7/31/2016	<u>\$ (508.59)</u>

Ending Checking Account Balance - 7/31/2016	\$ 3,825.09
Ending Cost Center Balance - 7/31/2016	\$ (508.59)
Total Funds Available:	<u>\$ 3,316.50</u>

Savings Account Balance - 7/31/2016 **\$ 11,503.92**

55th Anniversary Balance: \$93.00 - \$6.36 (sales tax) = \$86.64