

## UNOPA Executive Board Transition Meeting Minutes

June 8, 2016

3:00 p.m.-5:00 p.m.

Whittier Building, 3<sup>rd</sup> Floor Conference Room

Chief of UNL Police Owen Yardley spoke to the board first on the demise of the 30-year-old blue-light emergency phones across campus. Notes are included at the end of these minutes.

### CALL TO ORDER

President Roddy Spangler called the meeting to order at 3:20 p.m.

Roll Call was taken by Judy Anderson, recording secretary.

### MEMBERS PRESENT

Roddy Spangler, Tricia Liedle, Judy Anderson, Marsha Yelden, Alycia Libolt, Jane Schneider, Lorraine Moon, Edie Schleiger, Carol Wusk, Breana Garretson, Marilyn Johnson, Barbara Homer, Jan Wassenberg

### MEMBERS ABSENT

Sara Luther, Debbie Hendricks, Mary Klucas, Jaime Long, Donelle Moormeier, Donette Petersen, Linda Arnold

### AD-HOC COMMITTEE MEMBERS PRESENT

Jane Schneider

### AD-HOC COMMITTEE MEMBERS ABSENT

Kelsey Sims

### APPROVAL OF MINUTES

Minutes of the May 3, 2016, Executive Board Meeting were approved as corrected.

### TREASURER'S REPORT

Report attached. The treasurer's report was accepted and will be presented to the general membership at the September general membership meeting. In addition, please refer to the attached treasurer's report for a correction of the 50/50 winner and donation.

### OFFICER/COMMITTEE REPORTS

**President.** Report attached.

**President-elect/Program.** No report.

**Recording Secretary.** No report.

**Corresponding Secretary.** Report attached. In addition, Marsha asked about the type of scrapbook she was expected to put together per her stated duties. The board decided nothing fancy was needed, but just something to display at anniversary celebrations, etc., to highlight the year's activities. She will also contact Rhonda Zugmier for advice.

**Past President/Bradley Munn.** Jane reported that she had received one request for reimbursement, but it did not contain the proper receipts, so no funds were dispersed as of yet.

**Membership.** No report.

**Hospitality.** No report.

**Awards.** No report.

**Career Development & PSP.** No report.

**Communication Technology.** No report.

**Employee Concerns.** No report.

**Nominating.** No report.

**UNOPA Notes.** Barb is in desperate need of articles for the newsletter. It needs to go out to the membership the last week of June in order to advertise for the upcoming workshop.

**Ways and Means.** No report.

**Bylaws.** (Still vacant.)

**Outreach.** (Still vacant.)

#### AD-HOC COMMITTEE REPORTS

Digital Commons: No report.

Marketing: No report.

#### UNFINISHED BUSINESS

Still working on plans for the combined workshop and Summer Social.

#### NEW BUSINESS

None.

This was the final meeting of the 2015-16 Executive Board and the remaining time was spent exchanging files with the new 2016-17 Executive Board.

The meeting was adjourned at 3:43 p.m.

Submitted by Judy Anderson, recording secretary

#### **NOTES from Owen Yardley's visit:**

He is basically just visiting with all university entities (UAAD, ASUN, Committee on the Status of Women, etc.) to inform them of the current status and probable demise of the blue-light emergency phones located across both campuses, hoping to get a written response with our input.

Currently, across both campuses, there are 50 outdoor phones and 52 phones located in the garages. Out of this total of 102 phones, in the last three years 42 were never used, 36 were used with no caller (mostly during summer camps), and 24 with a caller but usually no emergency.

Phones are actually funded at this time by ITS as a non-budgeted expense. Replacement and 15-year maintenance would cost \$1.7 million. That would average out to about \$20,000 per call.

As far as other BIG10 schools, there is still some demand for these phones in large urban areas, but most of the smaller schools, like UNL, are phasing them out.

Since the phones were installed in the early 1990s (before cell phones), they have installed approximately 1,400 cameras across campus, initiated the new 2-2222 emergency number, added more safety lighting across the campuses, minimized landscaping around buildings and sidewalks, and developed the UNL Alert system.

At this time, the plan is to merely not replace any of the blue phones that might go out.

He would appreciate a letter from UNOPA with our thoughts.

**UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION**  
**UNOPA Board meeting**  
**June 8, 2016**

FROM: Roddy Spangler  
COMMITTEE: **President**

I still need Annual Reports from a few board members.

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FROM: Alycia Libolt  
COMMITTEE: Treasurer

I need a copy of all general meeting minutes to validate the 50/50 drawing for my records.

I also just noticed an error in the November minutes documenting the 50/50. The minutes indicate that the winner was Tricia Liedle and that she kept her portion of the winnings. I verified with Tricia that she did not win and she and I had the same recollection that ~~Rich~~ **Rich Roch** Gaussoin won. ~~Rich~~ **Rich Roch** donated his portion back to Matt Talbot. The adjustment would match my deposit, but I am unsure if we can adjust the minutes at this point.

I will be sending a check for \$302.50 to Matt Talbot Kitchen and Outreach this week.

Does anyone have any suggestions for an auditor?

\*\*\*\*\*

FROM: Marsha Yelden  
COMMITTEE: **Corresponding Secretary**

Cards sent:  
Jennifer Greenlee      Thinking of You      4/29/2016  
Tricia Liedle            Get Well                5/06/2016  
Sandy Lineberry        Get Well                5/10/2016  
Lynn DeShon            Sympathy                5/10/2016

## UNOPA Treasurer's Report -- May 2016

			<b>Balance</b>
			<b>s:</b>
<b>Beginning Checking Account Balance - 5/1/16</b>			6997.84
<b>Income:</b>			
Deposit - 5/16/16	205		
May Luncheon - \$150.00			
50/50 - \$20.00			
Donation - \$4.00			
Spring Game Parking Lot - \$31.00			
Deposit - 5/18/16	96		
April Luncheon - \$96.00			
		Total Income:	301.00
<b>Expenses:</b>			
Debit - Michaels - Giveaways (Hospitality)	100.9 1		
Debit - Walmart - Giveaways (Hospitality)	36.46		
Debit - Walmart - Giveaways/Entertainment Gift Card (Hospitality/Pres-Elect)	36.65		
1026 - Relish Lunch & Catering - May Luncheon (Hospitality)	164.0 9		
1027 - Susan Thomas - Centerpieces/Giveaways (Hospitality)	127.6 8		
1028 - Awards Unlimited - President Gift (President-Elect)	38.61		
Debit - Michaels - Return Unused Giveaway Supplies (Hospitality)	-75.46		
1029 - NEOPA - NEOPA Basket for National Conf (President-Misc)	30		
		Total Expenses:	458.94
<b>Ending Checking Account Balance - 5/31/16</b>			<b>6839.9</b>
<b>Beginning Cost Center Balance - 5/1/16</b>			-1919.79
<b>Income:</b>			
		Total Income:	0
<b>Expenses:</b>			
UNL Parking Services - Parking Permits (Corresponding Secretary)	36		
East Union Copy Center - Programs (Corresponding Secretary)	4.68		
		Total Expenses:	40.68

<b>Ending Cost Center Balance - 5/31/16</b>			<b>-1960.47</b>
<b>Ending Checking Account Balance - 5/31/16</b>			6839.9
<b>Ending Cost Center Balance - 5/31/16</b>			-1960.47
<b>Total Funds Available:</b>			<b>4879.43</b>
<b>Savings Account Balance - 5/31/16</b>			<b>11502.4</b>
<b>55th Anniversary Balance: \$93.00 - \$6.36 = \$86.64</b>			<b>9</b>