

Minutes  
University of Nebraska Office Professionals Association (UNOPA)  
Tuesday, November 8, 2011, 11:45 a.m. – 1:00 p.m.  
East Campus Student Union

President, Cathy Robertson, called the meeting to order at 12:04 p.m.

The minutes of the October 11, 2011, General Membership Meeting had been emailed to the membership prior to the meeting. **The minutes will stand approved as amended.**

**Officer Reports**

**Corresponding Secretary: Lainey Bomberger**

The recipient of our Giving Tree campaign this year will be the Clyde Malone Center. Ornaments can be picked out today. Unwrapped gifts should be returned to the December membership meeting. Monetary donations can be made in the form of Wal-Mart gift cards. If you will not be at the December meeting, contact Lainey to arrange a time to drop off your gift at her office. A Malone Center representative will be present at the December membership meeting.

**Treasurer: Marlee Crombie**

The October Treasurer's report was emailed to the membership prior to the meeting. There were no corrections. **The report will be filed for audit.**

**Standing Committee Reports**

**Bylaws: Pat Hust**

There were 55 ballots received for the proposed Bylaw changes. The changes were approved by a majority vote. The committee will now turn to a review of the Standing Rules. Please contact Pat if you know of any possible changes to be made.

**Employee Concerns: Marcy Tintera and Roddy Spangler**

We still need a representative to serve on the Chancellor's Commission on Environmental Sustainability which is a three year appointment. Please let Marcy or Roddy know if you are interested.

**Membership: Gretchen Walker**

There are 153 members as of today, with 116 are active (new/renewal/awardees). The breakdown is 116 active, 7 retired, 10 associate, and 20 honorary.

Facebook has started. Twitter will start soon.

The new members' luncheon is tomorrow, November, 9, 2011.

There are 36 participating in Secret Friends.

The Membership, Mentoring and Outreach Committees will be meeting to plan brown bag lunches.

**Nominating: Nelvie Lienemann**

Because of Donna Boone resignation from UNL, Cathy Robertson moved into the office of President. This necessitated soliciting nominations for the position of President-Elect. The vote was unanimous. Linda Luedtke will be the President-Elect for 2011-2012. President Cathy Robertson presented Linda with a journal to start her journey as President-Elect.

**UNOPA Notes: Linda Ratcliffe**

Any materials to be included in the December issue of UNOPA Notes are due November 11, 2011. If any members would like a printed copy of UNOPA Notes please contact Linda at 472-3965 or by email.

**Ways and Means: UNOPA Board**

We parked 163 cars for the October 29, 2011, football game. Mari Greer and Nelvie Lienemann are looking for workers for the parking lot for the November 25, 2011 game.

**Hospitality: Jaime Long and Sara Luther**

Cris Peterson, owner of It's All Roses, was introduced by Sara Luther. It's All Roses provided the center pieces for the tables today. Two items from ~~Its~~ It's All Roses were given as door prizes. The winners were Dora Dill and Jan Edwards.

The 50/50 drawing collected \$119. Candice Batton received \$59.50 and \$59.50 will go to President Cathy's designated charity - Martin Luther King, Jr. Scholarship program.

**PSP Recognition: Debbie Hendricks**

Debbie gave a brief explanation about the Professional Standard Program. Lisa King from Children, Youth and Family Studies is being recognized today as receiving Bachelor's Degree, Option II PSP Certification, and Certified Educational Office Employee (CEOE) as well.

There will be a brown bag lunch on December ~~15~~ 14, 2011, at noon to provide more information about PSP.

**Guest Speaker**

Diane Wasser introduced our guest speaker, Julie Johnson, Professor Emeritus, Child, Youth and Family Studies and the 2010 Floyd S. ~~Old~~ Oldt Boss of the Year. Dr. Johnson spoke on "Making Beautiful Music in a Working Environment: ideas about being a good employee and good boss. She compared UNL to an orchestra or band. No one plays by themselves. We all need to pay attention to the conductors to make "beautiful music" and offer good service. Even though there is a lot of variety in the groups we all have one thing in common – cell phones. Most of us send text messages. Text messages are like short hand. Some are tried and true, some are made up. Using that "short hand" she offered the following qualities in the work place.

- TBR: The Big "R" – Respect. Respect those you work with each day which includes diverse ideas, thought and peoples. Some "short hand" includes:
  - TGR: The Golden Rule. Treat others as you would like to be treated
  - NB: No bullying. Bullying cannot be tolerated in the workplace.
  - KUTGW: Keep up the good work
- TBK: The Big "K" – Knowledge. Knowledge comes in many ways. Some "short hand" includes:
  - I 1-D-R: I wonder.
  - TTTTL: Take the time to Learn
  - BAOOC: Be ahead of change.
  - RTSM: Read the silly manual.
- CCC: Communication, Communication, Communication. Some "short hand" includes:
  - T= ½; L= ½: Talk ½ the time; Listen ½ the time.
  - TTTT: To tell the truth. Lends to creditability.
  - WMMOWS: Wash my mouth out with soap. Keep communication clean and non-violent.
  - P&C: Private and confidential.
- SA: Show Appreciation. Some "short hand" includes:
  - VBS: Very Big Smile.
  - POAHF: Put on a happy face.
  - PLZ: Please. Always say please.
- TBH: The Big "H" – Humor. Have a sense of humor. See the humor in your day. Some "short hand" includes:
  - LOL: Laugh out loud.

- INUCOSM: It's no use crying over spilled milk.
- TAP: Take a pill.
- BYOA: Bring your own Advil.
- TCOY: Take Care of Yourself. Some "short hand" includes:
  - BFF: Best friends forever.
  - HP: Higher power.
  - EYV: Eat your veggies.

**Awards Committee: Edie Schleiger**

Edie Schleiger welcomed everyone to the 31<sup>st</sup> Annual Floyd S Oldt Awards program. The Awards committee was introduced and ~~thinks~~ thanked for their work. The committee members are Lisa Albers, Barb Carley, Barbara Homer, Linda Luedtke, and Rhonda Zugmeier.

The judges for the awards were introduced and thanked for their hard work.

Boss of the Year Judges

Caroline Chamberlin, Active in Nebraska Special Olympics  
Thom Klassen, Manager, Distribution Services, Ameritas Life Insurance Corporation  
Elliot Rea, Inventory Manager, All Makes Office Equipment Corporation

Silver Pen and Outstanding Staff Judges

Dr. John Bailey, Associate Dean, Fine and Performing Arts  
Bruce Berg, Bindery Worker III, Printing Services  
Michelle Deaton, Business Manager, School of Music  
Deb Berens-Hoy, Recruitment Assistant, Office of Admissions  
Craig Munier, Director, Office of Scholarships and Financial Aid  
Dr. Sam Nelson, Lecturer, Department of Management

Edie introduced the nominees and recognized each one by reading a few comments made by their nominator(s) and letters of support.

The nominees for the 2011-2012 Floyd S. Oldt Silver Pen Awards were

- Doreen Wagenaar, Administrative Technician II, Department of Art & Art History;
- Murd Holland, Administrative Support, Office of Vice President/Vice Chancellor of the Institute of Agriculture and Natural Resources; and
- Jan Harris, Office Associate, Department of Child, Youth and Family Studies.

The recipients of the 2011-2012 Floyd S. Oldt Silver Pen Awards were Murd Holland nominated by Alan Moeller (Institute of Agriculture and Natural Resources) and Jan Harris nominated by Sheree Moser (Department of Child, Youth and Family Studies).

The nominees for the 2011-2012 Floyd S. Oldt Outstanding Staff Award were

- Julie Lanxon, Office Supervisor, Department of Child, Youth and Family Studies and
- Leah Huber, Administrative Assistant, Hewitt Academic Center and Abbott Life Skills Center.

The recipient of the 2011-2012 Floyd S. Oldt Outstanding Staff Award is Julie Lanxon (Department of Child, Youth and Family Studies) nominated by Dr. Richard Bischoff, Professor and Interim Chair of the Department of Child, Youth and Family Studies.

The nominees for the 2011 Floyd S. Oldt Boss of the Year Award were

- Alan Moeller, Assistant Vice Chancellor for Finance and Personnel, Institute of Agriculture and Natural Resources;
- William "Bill" Watts, Assistant Dean for Advising Services, College of Arts & Sciences;
- Kaylene Sorensen, Administrative Associate, Department of Agriculture Economics; and

- Candice Batton, Director, School of Criminology and Criminal Justice.

The recipient of the 2011 Floyd S. Oldt Boss of the Year was Candice Batton (School of Criminology and Criminal Justice) nominated by Barbara Homer, Secretarial Specialist, School of Criminology and Criminal Justice.

Edie also thanked Kristen Bauer, student assistant in the School of Criminology and Criminal Justice, who designed and produced the program for today.

**Announcements**

There was information on the tables regarding the Gerontology Fall Colloquium on November 15, 2011.

The Martin Luther King, Jr. Breakfast is in January. Registration is due to Cathy by the end of the week.

The next meeting is December 12, 2011, at Spaghetti Works.

Meeting adjourned at 1:03 p.m.

Respectfully submitted,

Mary Klucas, Recording Secretary