

UNOPA Executive Board Meeting Minutes

October 3, 2017

11:30 a.m. -12:30 p.m.

2nd Floor Board Room, Innovation Campus

CALL TO ORDER

President Barbara Homer called the meeting to order at 11:33 a.m. Roll call was taken by Marsha Yelden, Recording Secretary.

MEMBERS PRESENT

Barbara Homer, Donna Bode, Marsha Yelden, Katherine Schwartzman, Susan Wesely, Tricia Liedle, LaRita Lang, Mary Guest, Debbie Hendricks, Lorraine Moon, Jennifer Greenlee, Gretchen Mills, Jennifer Haley and Lola Young.

MEMBERS ABSENT

LeAnn Frobom, Kathy Schindler, Mikki Sandin, Kelsey Sims, Judy Anderson and Marla Nissen.

AD-HOC COMMITTEE MEMBERS ABSENT

Jane Schneider

OFFICER/COMMITTEE REPORTS

Recording Secretary/Minutes Approval: Minutes for the September 5, 2017 meeting were approved as corrected.

Treasurer/Treasurer's Report: Report attached. Susan is still waiting to get online access to the savings account.

President: Report attached. President Homer presented two options for name tags she would like to order for the Board members to wear at each General Membership meeting. It was suggested that the Outreach Committee keep the tags and set them out with the name badges at each meeting. The tags would get turned in at the end of the meeting with the name badges. There was a request to have a pin or clip rather than magnetic back. By a show of hands, the Board decided on the larger of the two samples. Donna Bode moved: ***"I move to purchase name tags for board of directors to be worn at the general meetings."*** Seconded by Tricia Liedle. Motion passed. It was suggested to get only pin or clip back rather than magnetic back. Donna Bode moved: ***"I move to approve the Consent Agenda regarding the approval to add line item budget for \$1,000 limit to Marketing and the approval of document being sent on UNOPA's behalf."*** Gretchen Mills seconded the motion. Motion passed. There was a suggestion to send out a sign up sheet for Board members to work the booth at the Supplier Showcase.

President-Elect/Program: No report.

Approved as corrected by UNOPA Board on November 7, 2017

Corresponding Secretary: One sympathy card was mailed last month. Katherine Schwartzman is beginning to work on the Giving Tree.

Past President/Bradley Munn: No report.

Presidential Advisor: No report.

Awards: LaRita Lang reported that the judges have been selected for the Oldt and Boss of the Year awards. LaRita is working on getting an announcement published in UNL Today. No nominations have been received to date.

Bylaws/Nominating: No report.

Career Development/PSP: Debbie Hendricks requested that the Board members meet with Jill Averyhart for dinner on the evening of November 2nd or 3rd.

Employee Concerns: Report attached. President Homer reported that Leann Frobom is planning on resigning from her position after the November meetings. President Homer said she will talk to Kathy Schindler to see if she will take over as Director. President Homer would like someone to volunteer to serve as co-director.

Membership: Report attached. There was discussion on ways to recognize new members in attendance at General Membership meetings and how to make them feel welcome.

Technology: Jennifer Greenlee presented the changes she has made to the website.

UNOPA Notes: No report.

Ways and Means: Report attached. Difficulties in getting people to work the parking lot was discussed.

Outreach: No report. Gretchen Mills reported that they are ready for the General Membership meeting next week.

AD-HOC COMMITTEE REPORTS

Digital Commons: No report.

Marketing: No report.

OLD BUSINESS

Old business was discussed during the President's report.

Approved as corrected by UNOPA Board on November 7, 2017

NEW BUSINESS

Dr. Julie Johnson will attend the November Board meeting to speak about the UNL Emeriti and Retiree Association.

President Homer will attend the October 4, 2017 Academic Planning Committee meeting.

President Homer reported that the Board of Regents did receive the letter she sent on behalf of UNOPA regarding the proposed budget reduction initiative. The proposed decrease in maximum vacation balance and sick leave reimbursement for retirees was discussed.

Mary Guest reported that Karen Kassebaum with Human Resources has offered to facilitate a meeting with UNOPA members to discuss what a Staff Senate would look like. Debbie Hendricks and Lorraine Moon will work with Mary Guest to set up a meeting.

President Homer adjourned the meeting at 12:44 p.m.

Submitted by Marsha Yelden, Recording Secretary

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

October 2017

TO: Barb Homer
FROM: Sue Wesely
COMMITTEE: Treasurer
DATE: September 30, 2017

Current committee report

Attached September report

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____

UNOPA Treasurer's Report -- September 2017

	Balances:
Beginning Checking Account Balance - 9/1/17	\$ 2,592.10
Income:	
August Interest - Union Bank & Trust	
Deposit - 9/7/17 (memberships)	\$ 15.00
Deposit 9/12/17 (memberships)	\$ 48.00
Deposit - 9/15/17 (memberships)	\$ 15.00
Deposit - 9/21/17 (memberships)	\$ 45.00
Deposit - 9/29/17 (memberships)	\$ 15.00
	Total Income: \$ 138.00
Expenses:	
9/27/2017 Debit 537284 Pin Purchase Amazon	\$ 12.18
	Total Expenses: \$ 12.18
Ending Checking Account Balance - 9/30/17	<u>\$ 2,717.92</u>
Beginning Cost Center Balance - 9/1/17	
	\$ -
Income:	
Membership Dues -9/15/2017	\$ 15.00
Membership Dues -9/21/17	\$ 15.00
	Total Income: \$ 30.00
Expenses:	
9/07/217 Barb Homer UNOPA Contribution to SC	\$ 300.00
	Total Expenses: \$ 300.00
Ending Cost Center Balance -9/30/17	<u>\$ (270.00)</u>
Ending Checking Account Balance -9/30/2017	\$ 2,717.92
Ending Cost Center Balance -9/30/17	<u>\$ (270.00)</u>
Total Funds Available:	<u>\$ 2,447.92</u>
Savings Account Balance - as of 9/30/2017	\$ 11,509.67

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

October 2017

TO:

FROM: Barbara Homer

COMMITTEE: President

DATE: September 29, 2017

Current committee report

Select what style of name tag to order to wear at the general meetings.

Supplier Showcase Education Booth – staffing, 10:00 AM – 2:00 PM; set up by 9:30 AM

Motions

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

"I move to purchase name tags for board of directors to be worn at the general meetings."

Motion Maker: _____

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board meeting

October 2017

TO: Barbara Homer
FROM: Kathy Schindler
COMMITTEE: Employee Concerns
DATE: October 3, 2017

Current committee report

We still need a representative for the Parking & Transit Appeals/Advisory Committee. I went to the meeting on Friday, but a lot was general operating business.

The following items were discussed:

1. The graduate student association proposed an idea that graduate students would have access to purchasing Lot A parking, but there didn't seem to be any support for that from other committee members.
2. The remodeling/reconstruction of the loop in front of the football stadium will result in a loss of A parking spots during the construction. Afterwards, there may be about the same or even more A parking spots. That is a chancellor's project so Parking & Transit hasn't had much input on the project.
3. Upcoming projects include the Health Center. College of Nursing, and remodeling the old Textron/Cushman property by Campus Rec.
4. The goal of the city traffic lights at 16th & R is to encourage drivers to use Antelope Parkway so that 17th Street Northbound can eventually be closed and become a pedestrian plaza. Parking & Transit director Dan Carpenter said he would like to get a signal at 16th & Vine.
5. ASUN proposed having students perform community services to pay off parking tickets. The proposal suggested that students could try this once per semester or once per year. Dan Carpenter seemed interested in it so ASUN will bring back more information to the next meeting.

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
October 2017

TO: Barbara Homer
FROM: Kelsey Sims & Jennifer Haley
COMMITTEE: Membership
DATE: 9/27/17

Current committee report

Membership as of 9/27/17

2 New

45 Active

2 Associate

10 Retired

1 Lifetime

1 Honorary

Total = 61 Members

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
October 2017

TO: Barbara Homer
FROM: Marla Nissen
COMMITTEE: Ways and Means
DATE: September 27, 2017

Current committee report

Transportation has made yet another change regarding rules of the parking lot sales. It is as follows.

- When the football game has a kick-off time of 2:30 p.m. or earlier, all lots will OPEN at 6:00 a.m. The meeting at transportation will be at 5:30 a.m. If the football game has a kick-off after that time, all lots will be OPEN at 6:30 a.m. The meeting at transportation will be at 6:00 a.m. The 6 hours prior to kick-off is no longer applicable.

Parking lot sales from previous games are as follows.

9-2-17 - Arkansas State – 56 tickets

9-16-17 – Northern Illinois – 51 tickets

9-23-17 – Rutgers – 36 tickets

When I get back from vacation, I am considering calling Ron at Transportation Services and asking if they would consider lowering the cost of our lot since we are on the outer perimeters. Please encourage all members to participate and volunteer for time slots so that the same people do not have to work every week. Dependable friends and family members may also volunteer.

Thanks to all who have participated!

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____