

UNOPA Special Executive Board Meeting Minutes

February 27, 2018

11:30 a.m. -1:00 p.m.

2nd Floor Conference Room, Nebraska Innovation Campus

CALL TO ORDER

President Barbara Homer called the meeting to order at 11:35 a.m. Roll call was taken by Marsha Yelden, Recording Secretary.

MEMBERS PRESENT

Barbara Homer, Donna Bode, Marsha Yelden, Susan Wesely, Tricia Liedle, LaRita Lang, Mary Guest, Debbie Hendricks, Lorraine Moon, Jennifer Greenlee, Kathy Schindler, Jennifer Haley, Kelsey Sims and Marla Nissen.

MEMBERS ABSENT

Mikki Sandin, Judy Anderson and Lola Young.

AD-HOC COMMITTEE MEMBERS ABSENT

Jane Schneider.

SPECIAL MEETING BUSINESS

President Homer called the special meeting to discuss the letter dated January 18, 2018 addressed to the board. President Homer reminded everyone to stay courteous and respectful and to only have one person speaking at a time.

- Request to have the people who wrote the letter explain how the mission statement is currently not being met.
 - The intention was to have the board look at the last few years and see how the activities met the mission statement. There is a concern about membership numbers. How are we meeting the mission statement?
 - People do not feel like professional development offerings are applicable to their jobs, meetings take too much time away from their jobs.
 - The letter is a suggestion, not to attack anyone.
- There seems to be a problem with consistency and follow-through in the board from year to year. There is not a good transition. The president has to remember to not focus on what they want to do only or their theme.
- In the past, when professional development was provided, some members indicated that they didn't want professional development, they wanted social activities.
 - Is there enough professional development offered? Maybe need to look more at general membership meetings.
- Have we become stagnant? Do people find us relevant? If not, how do we change that? In the past there were things that UNOPA was trying to stand for and make a change.

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- Would love to have 200+ membership. People want to attend workshops. What are we not doing to get more people join UNOPA?
 - Should a strategic plan be done?
 - The last strategic plan was completed in 2010. It did not have a formalization plan but there was leadership change during that time.
 - The Master's Leadership students in ALEC are ready and waiting.
- How do members benefit from PSP? Why should I do it? Is it just assumed that members know these things?
- It is important with new members to have a new member luncheon. This would be a good time to bring in NAOEP, NEOPA and PSP contacts to talk.
 - There was no information about a new member luncheon in the Membership notebook. Was told that it just kind of stopped by person who held position previously.
 - The new member luncheon is not in the job description for Membership but is in the budget.
- Professional development will go back to numbers. Would like to do more but job is limiting what can do. Did not have a great turnout for event that featured Jill Averyhart. PSP lunches were planned but no one showed up. Can't keep having the same people do the same things. What can we do to get the numbers up?
 - Is it a marketing issue?
 - Create videos with two people talking about the PSP and put on the website. New members could watch it. Have information on the website be more interactive and accessible to members.
 - If a video is done, there will be a cost involved. Prices will be researched.
- Create a community by focusing on people rather than events and activities.
- Regarding departmental weekly newsletters. One member included information on their departmental newsletter and had three people reach out and want to attend a workshop. Others were interested in future events.
- We should do something, whether it is right or wrong. Try it and see if it works.
- Have attempted to get information about events in Nebraska Today but have not gotten a response.
 - Suggested to talk to Mike Zeleny
 - A member has had success in getting things posted to Nebraska Today. Comes down to having calendar on website to have events pop up, there is a setting that can be selected to include on UNL calendar.
- Put a Facebook feed on web page?
 - Have heard that Facebook is pushing away from businesses and organization use and pushing people towards groups.
- Regarding the comments and suggestions that the President provided, likes the idea of combining installation and the past president meeting. Maybe not ready to do that this year.

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- Mentoring program: The last person to coordinate this had only one person signed up and no one volunteered to mentor. It died due to a lack of interest. Perhaps have a list on our website of contacts available to provide technical help.
 - A resource page
 - Would this information need to be behind a password?
 - Offer different types of mentoring
 - UAAD does not really have a mentoring program, they do more social events.
- Past president charities: The past four presidents have selected UNL-related or associated charities.
 - The desire is to have the charities directly tied to UNL.
 - The history is that the president can select the charity they want.
 - Could a UNOPA team be part of The Big Event? This would provide opportunities to volunteer.
 - Love idea of supporting on-campus entities, change to more service-oriented organization.
- What type of workshops do new employees want? Topics may not appeal to all other employees.
 - Younger members want to get in, get out. Attend, get professional development and leave. Less socializing.
- Committee directors need help. The membership is not willing to help.
 - It is hard to know what each committee does.
 - The first meeting of this year each board member spoke about what their committee does.
 - There is a tendency to not want to be on a committee due to time constraints. Change the language to emphasize “goals” rather than “work.” In the past, UNOPA had a history of addressing concerns like staff employees not being able to take time off to attend meetings.
- What is the Chancellor’s view now regarding UAAD and UNOPA? Merge?
 - There is a meeting scheduled for March 14th between Amy Lanaham, Karen Kassebaum and Mike Zeleny
 - What specifically does the Chancellor want? That will help provide direction for the future.
- Some University-wide committees are now taking representatives from UAAD rather than UNOPA
 - Understand that employee concerns committees approach UNOPA because they want representation from group. UNOPA does not now represent the majority of office/service employees. All committees operate differently in how they select their members.
 - Is there a way to identify which committees specifically want UNOPA representation?
 - Are there too many committees that UNOPA is involved with that do not need to be?

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- The Child Care committee is no longer an active committee—do not need a UNOPA representative.
- Recap of things discussed:
 - Strategic plan
 - Relative workshops
 - Showcase PSP
 - New member lunch
 - Departmental electronic newsletters
 - Evaluate the committees that UNOPA has representation on
 - Calendar of events
 - Resource pages
 - Videos to showcase what is offered
- Now what is action plan?
 - Sit on things discussed today, see what sparks. Need to commit at some point to come back and discuss.
 - Create a google document for board members to add comments and for discussion.
- President is working on guidelines and duties of each committee to put in binder to be passed on each year. Create a template for people currently in the position to complete.
- Now do we ask ALEC to help with a strategic plan?
 - They will need to know what we want done.
 - Start right away because it takes a lot longer than you expect
 - What do they need from us? Ask them what they need from us and then schedule a meeting.
 - Do we want to begin this if we don't know the status of a staff senate?

President Homer adjourned the meeting at 12:55 p.m.

Submitted by Marsha Yelden, Recording Secretary