

UNOPA Executive Board Meeting Minutes

August 15, 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 11:34 a.m. Roll call was taken by Marsha Yelden, Recording Secretary.

MEMBERS PRESENT

Barbara Homer, Donna Bode, Marsha Yelden, Susan Wesley, Tricia Liedle, LaRita Lang, Mary Guest, Debbie Hendricks, Lorraine Moon, Jennifer Greenlee, LeAnn Frobom, Gretchen Mills, Mikki Sandin, Jennifer Haley, Judy Anderson and Marla Nissen.

MEMBERS ABSENT

Katherine Schwartzman, Kathy Schindler, and Kelsey Sims.

AD-HOC COMMITTEE MEMBERS PRESENT

AD-HOC COMMITTEE MEMBERS ABSENT

Jane Schneider and Kelsey Sims.

OFFICER/COMMITTEE REPORTS

Recording Secretary/Minutes Approval: Minutes for the June 6, 2017 meeting were approved as corrected.

Treasurer/Treasurer's Report: Report attached. There was discussion about what the savings account is used for and what happens if it becomes "inactive" at the bank. Susan will check on this.

President: The Board members present introduced themselves. A copy of the current bylaws was distributed to each member in attendance. A contact list and schedule was distributed. A Thank You from Debbie Hendricks was read.

President-Elect/Program: Report attached. The date for the January meeting is unknown. There was discussion if the new Willa Cather dining hall could be a location for the Oldt award luncheon. ***Donna Bode moved: "I move to approve the 2017-2018 General Meeting Schedule as corrected." Seconded by Mikki Sandin. Motion carried.***

Corresponding Secretary: No report.

Past President/Bradley Munn: No report.

Presidential Advisor: No report.

Approved as corrected UNOPA Board on September 5, 2017

Awards: Changes to the wording of the awards procedures were made and will be forwarded to Jennifer Greenlee to update on the website.

Bylaws/Nominating: No report.

Career Development/PSP: The committee reported they are working on setting up a workshop.

Employee Concerns: Report attached. **LeAnn Frobom made a motion: "I move to amend ~~attend~~ the requirements for the UNOPA representative on the Chancellor's Committee on Wellness by deleting the phrase Campus Rec Membership required and conforming the following web page to reflect that change."** LeAnn's motion was tabled as more information is needed about the Chancellor's Committee on Wellness. There was discussion about why there is not a UNOPA representative on the Chancellor's Committee on the Status of Women.

Membership: Report attached.

Technology: Report attached. **Jennifer Greenlee moved: "I move to allow minor edits to be made to the UNOPA website without having to bring them to the board for approval. If there is a major change, I would be required to get a vote from the committee via electronic means (email). This will ensure the UNOPA website will be kept fresh and to implement the changes in a timely manner."** There was no second. The board agreed that Jennifer should make changes to the website as she feels appropriate. **Jennifer Greenlee moved: "I move to change the Technology Committee name to UNOPA Web Manager Committee. This would accurately describe what the committee is responsible for."** There was no second. There was discussion on the process to change the name of a committee. Jennifer tabled the motion.

UNOPA Notes: Discussed changes that will be occurring this year.

Ways and Means: Discussed parking lot sales and procedures for the year.

Outreach: Report attached.

AD-HOC COMMITTEE REPORTS

Digital Commons: No report.

Marketing: Report attached.

OLD BUSINESS

The Tobacco-Free committee will make an announcement soon regarding a new campus-wide tobacco policy.

Approved as corrected UNOPA Board on September 5, 2017

NEW BUSINESS

Someone is needed to represent UNOPA at the September 8, 2017 Police Advisory Committee meeting. Both of our representatives are unable to attend this date. Susan Wesely will attend if the meeting is in the City Union.

President Homer adjourned the meeting at 1:00 p.m.

Submitted by Marsha Yelden, Recording Secretary

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board Meeting

August 2017

TO: Barbara Homer
FROM: Sue Wesely
COMMITTEE: Treasurer
DATE: 8/11/2017

Current committee report

UNOPA has a savings account of over \$11,000 that has been flagged as inactive by the bank. They are wondering if we want to move it over into the main account. I don't have access to that account so I can't get the statements. I hope to get access soon. Tricia and Renae are the only ones who have access at this point.

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 -- July 2017

Beginning Checking Account Balance - 7/1/17		Balances: \$ 2,829.25
Income:		
July Interest - Union Bank & Trust		
Deposit - 7/12/17 (memberships)	\$ 70.00	
Deposit - 7/17/17 (memberships)	\$ 30.00	
Deposit - 7/20/17 (memberships)	\$ 47.00	
Deposit - 7/21/17 (memberships)	\$ 45.00	
Deposit - 7/27/17 (memberships)	\$ 15.00	
Deposit - 7/28/17 (memberships)	\$ 2.00	
Visa CHK Return Dahlia A Florist Greenville SC	\$ 21.10	
		Total Income: \$ 230.10

Expenses:		
7/10/2017 01731618 POS Purchase Dahlia A Florist Greenville SC	\$ 71.55	
7/13/2017 01731618 Visa Debit Purchase Dahlia A Florist, Greenville SC	\$ 42.20	
		Total Expenses: \$ 113.75

Ending Checking Account Balance - 7/31/17 \$ 2,945.60

Beginning Cost Center Balance - 7/1/17 \$ -

Income:		
Membership Dues - 7/14/17	\$ 15.00	
Membership Dues - 7/17/17	\$ 90.00	
Membership Dues - 7/19/17	\$ 30.00	
Membership Dues - 7/27/17	\$ 30.00	
		Total Income: \$ 165.00

Expenses:		
7/27/17 J. Haley UNOPA Membership Brochures	\$ 212.63	
7/28/2017 M. Greer UNOPA Contribution to Greenville	\$ 124.95	
7/28/2017 L. Young UNOPA Contribution to Greenville	\$ 125.00	
		Total Expenses: \$ 462.58

Ending Cost Center Balance - 7/31/17 \$ (297.58)

Ending Checking Account Balance - 7/31/17	\$ 2,945.60
Ending Cost Center Balance - 7/31/17	\$ (297.58)
Total Funds Available:	<u><u>\$ 2,648.02</u></u>

Savings Account Balance - 7/31/17

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board Meeting

August 2017

TO: Barbara Homer
FROM: Donna Bode
COMMITTEE: Programs/President elect
DATE: August 15, 2017

Current committee report:

1. The 2017-2018 General Meetings Schedule is attached
2. Barb & I toured the Willa Cather Dining Hall in July. They do have conference rooms available which we could rent. This might be a good option for one of the awards luncheons. Room rental prices range from \$100 - \$400 for the size of room we would require. Catering would need to be provided by UNL Catering. There is a large parking lot available on the East side of the building.
 - a. I would like to discuss the idea of having one of the awards luncheons at Willa Cather and keeping the other at the Great Plains Room at East Campus Union.

Motions

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

"I move to: Approve the 2017-2018 General Meeting Schedule as presented.

Motion Maker: _____ Donna Bode _____

Seconded by: _____

University of Nebraska-Lincoln
University of Nebraska Office Professionals Association (UNOPA)
2017-2018 Meeting and Program Schedule

September 12, 2017

General Meeting, Barbara Homer
Introduction of 2017-2018 Board

East Campus Union

Arbor Suite

October 10, 2017

General Meeting, Speaker - Kara Burwell
President's Charity

Nebraska Union

Heritage Room

November 14, 2017

General Meeting, Floyd S. Oldt Boss of the Year,
Floyd S. Oldt Outstanding Staff & Silver pen Awards

East Campus Union

Great Plains Room

December 12, 2017

General Meeting, Christmas Luncheon
Chris Eskridge, entertainment

Nebraska Union

Heritage Room

January 9, 2018

UNOPA/UAAD Joint Meeting (hosted by UAAD)

Location TBD

February 13, 2018

General Meeting, Speaker – Karen Kassebaum
Staff Diversity & Inclusion

NET

1800 N. 33rd Street

March 13 2018

General Meeting, Speaker – Gary Kebbel
Social Media

Nebraska Union

Heritage Room

April 10, 2018

General Meeting, Rose Frolik Award
Past President & Retiree's Luncheon

East Campus Union

Great Plains Room

May 8, 2018

General Meeting,
Installation of 2018-2019 Board of Directors

Nebraska Union

Colonial Room

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board Meeting

August 2017

TO: Barbara Homer
FROM: LeAnn Frobom
COMMITTEE: Employee Concerns
DATE: August 9, 2017

Current committee report

The Employee Concerns Committee has a nearly-complete roster of committee representatives for the 2017-2018 academic year. As of the due date of this report, one position remains unfilled – a 3-year term on the Parking Advisory Committee, which meets monthly during the academic year.

The 2017-2018 roster is included as a separate attachment with this report.

The Chancellor's Commission on Environmental Sustainability is inactive.

The Parking Appeals Committee is inactive.

The Chancellor did not appoint a UNOPA member to the Chancellor's Commission on the Status of Women for 2017-2018.

Motions

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

"I move to: amend the requirements for the UNOPA representative on the Chancellor's Committee on Wellness by deleting the phrase Campus Rec membership required [~~Campus Rec membership required~~], and conforming the following web page to reflect that change: <http://unopa.unl.edu/unopa-representatives-campus-wide-committees>."

Motion Maker: LeAnn Frobom

Seconded by: _____

UNOPA EMPLOYEE CONCERNS COMMITTEE MEMBERS (2017-2018)

Committee	Term	Committee Members	Phone #	E-Mail	Term Expires
Employee Concerns Director	1 Year	LeAnn Frobom	2-1695	lfrobom2@unl.edu	End of 2017-18 AY
Employee Concerns Co-Director (year 2 = Director)	2 Years	Kathryn Schindler	2-1730	kschindler1@unl.edu	End of 2018-19 AY
1) Campus Recreation Advisory	2 Years	Kay McClure-Kelly	2-1508	kmccclure-kelly2@unl.edu	End of 2017-18 AY
2) Chancellor's Campus Safety Committee	2 Years	Christine Weitzel	2-6447	cweitzel2@unl.edu	End of 2017-18 AY
3) Chancellor's Commission on Environmental	3 Years	INACTIVE			
4) Chancellor's Commission on the Status of Women	3 Years	No UNOPA Appointee 17-18			
5) Child Care Committee	2 Year	Lisa King	2-7787	lking2@unl.edu	End of 2017-18 AY
6) Employee Benefits/U-Wide Employee Fringe Benefits	3 Years	Diane Wasser*	2-6251	dwasser1@unl.edu	End of 2018-19 AY
7) Employee Emergency Loan Fund Advisory	3 Years	Shelley Everett	2-7760	severett@cse.unl.edu	End of 2017-18 AY
	3 Years	Marcy Tintera	2-1258	mtintera@unl.edu	End of 2018-19 AY
	3 Years	Judy Anderson	2-7021	janderson5@unl.edu	End of 2019-20 AY
8) Faculty Senate	1 Year	Sara Luther	2-2281	sara.luther@unl.edu	End of 2017-18 AY
9) James V. Griesen Exemplary Service to Students Award	1 Year	Tricia Leidle	Feb-05	patricia.ledle@unl.edu	End of 2017-18 AY
10) Parking Advisory Committee	3 Years	*** OPEN ***			End of 2019-20 AY
	3 Years	UAAD Rotation			End of 2017-18 AY
11) Parking Appeals Committee	3 Years	INACTIVE			
	3 Years				
	3 Years				
12) Wellness Comm *Must be member of Campus Rec	2 Years	Alycia Libolt	2-7317	alibolt2@unl.edu	End of 2017-18 AY
					Aug-17

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
UNOPA Board Meeting
August 2017

TO: Barbara Homer
FROM: Jennifer Greenlee
COMMITTEE: Technology
DATE: July 28, 2017

Current committee report

Requesting time to present to the board a new look to the UNOPA website home page and how we could update it. The UNOPA website is not in the new UNL design template. For example, it doesn't have the large hero image on the home page. I am requesting the binder that was made for the Technology Committee, which I have not received yet. I am asking for the information that would show me what changes were voted on so that I can make an informed decision when content or design needs to be changed. I would like to request the ability to make minor updates to be in compliance with the UNLCms guidelines, but for major changes to be approved by the board via email. This will insure we get fresh content on our site within a timely manner.

Motions

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

"I move to: Allow minor edits to be made to the UNOPA website without having to bring them to the board for approval. If there is a major change, I would be required to get a vote from the committee via electronic means (email). This will ensure the UNOPA website will be kept fresh and to implement the changes in a timely manner.

Motion Maker: Jennifer Greenlee

I move to: Change the Technology committee name to UNOPA Web Manager Committee. This would accurately describe what the committee is responsible for.

Motion Maker: Jennifer Greenlee

Seconded by: _____

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Board Meeting

August 2017

TO: Barbara Homer
FROM: Kelsey Sims & Jennifer Haley
COMMITTEE: Marketing & Membership
DATE: August 9, 2017

Current committee report

- Facebook: *117 Likes*

- Number of memberships as of 8/09/2017
 - *0 New, 24 Active, 2 Associate, 8 retired, 1 Lifetime, 1 Honorary*
- Hoping to see more interest in the Secret Friends program
- Updating/Re-organizing the Membership list
- Membership letters will be sent out after the deadline
- Brochure orders
 - Jennifer ordered 500 brochures (\$212.63)
 - Are we taxed or exempt?

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
August 2017

TO: Barbara Homer
FROM: Mikki Sandin & Gretchen Mills
COMMITTEE: Outreach
DATE: August 2, 2017

Current committee report

Our committee includes the two chairs (above) plus Jana Pillsworth-Wood, Rosann Kevil and Susan Thomas. We met to discuss ideas for monthly decorations and giveaways.

The theme we'd like to use for decorations at the first meeting in September is "Building Relationships at UNOPA" with legos and the opportunity to write a message/note of encouragement to new friends they'll meet at their tables.

Motions

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

"I move to: _____

Motion Maker: _____

Seconded by: _____