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1985

1985-86 UNOPA Executive Board Minutes

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UNOPA

Time and Place The June 4, 1985 Joint Board meeting was held in the Board Room at the Sports Center.

Members Present

Mary Buell	Kathy Martin
Betty Castan	Debbie Ruthsatz
Shelley Everett	Renae Schmidt
Sue Gilleland	Ruth Ulmer
Cindy Hornung	Janet Wagner
Shirley Horstman	Sheryl Wallman
Diana Kirkendall	Jan Wassenberg
Dorothy Liska	Sandy Watmore
Gail Littrell	Mary Ann Robertus

Call to Order The meeting was called to order by President Mary Ann Robertus.

Minutes Mary Buell made a motion to approve the minutes as corrected. Jan Wassenberg seconded the motion and the minutes were approved as corrected.

Announcements Money from Fund Raiser (\$169.86) to be a restricted fund to be left in General Account for use for the November Workshop.

Mary Ann Robertus asked that UNOPA keep up with goals of the past, wake up "sleeping giant" and asking people to work to these goals.

Books and Materials were turned over to new incoming officers.

Janet Wagner reported 88 returned slips for the June evening meeting and gave a short report of this meeting.

New Business

Names given out for committees:

Ways & Means - no Chairman
Program - Sue Gilleland, Chairman
Professional Growth - Janet Wagner, Chairman
Nominating Committee - Sheryl Wallman, Chairman
Hospitality - Betty Castan, Chairman
Publicity - Shelley Everett, Chairman
Membership - Debbie Ruthsatz, Chairman
Employee Concerns - Mary Buell, Chairman

Mary Ann Robertus wants to meet with each chairman before July.

It was suggested that the New Employee Concerns Committee refer to the UAAD Bylaws regarding the wording they have used to form their Employee Concerns procedures.

Professional Growth may wish to sponsor workshops jointly with UAAD.

Lynn Pester and Mary Shonerd are the representatives on the Chancellor's Committee for Status of Women.

It was suggested to continue "Table Talk" during the Summer - Concerns that affect C-line persons - do something about the concerns not just crab about things - to go in this direction. UNOPA will maintain communication with this group and assist with a C-line mailing list.

Mary Buell announced a new committee - University Child Care project- Sandy Wolfe is the representative for UNOPA.

Discussion on the format of UNOPA Notes. Sandy Watmore made a motion to change format of UNOPA Notes to monthly for a period of one year, second by Janet Wagner.

Next Meeting Board Meeting in August 6, 1985.

Adjournment Meeting adjourned at 12:55 p.m.

Dorothy Liska
Recording Secretary, 1985-86

UNOPA

Time and Place: The August 6, 1985 Board meeting was held in the Press Room at the Sports Center.

Members Present:

Betty Castan	Mary Ann Robertus
Sue Gilleland	Debbie Ruthsatz
Shirley Horstman	Susie Kreiter
Dorothy Liska	Janet Wagner
Kathy Martin	Jan Wassenberg
	Sheryl Wallman

Call to Order: The meeting was called to order by President Mary Ann Robertus.

Minutes: Shirley Horstman made a motion to approve the minutes. Jan Wassenberg seconded the motion, and the minutes were approved as read.

Announcements: Mary Ann Robertus was pleased with the enthusiasm each of the committees had and her belief in team work -- all pulling for the same goals. If this continues, we should have a successful year. We will have a busy September and October, November (UAAD will host) and December should be fun meetings in spirit of the season.

Susie Kreiter is the Ways and Means Chairman

Treasurers Report: Because of Shirley's just getting the books she had no official report. There is a balance of \$697.71 and bills of \$338.93 leaving a balance of \$358.78. This is not final.

Shirley also asked to be sure and give her the pink slips.

Shirley asked each committee and officers who have expense budgets to give her an guestimate in writing by August 20th so she can estimate the budget for next year.

Committee Reports:

Employee Concerns: Since Mary Buell was on vacation Mary Ann Robertus read her notes on Employee Concerns. Administrative Leave policy: Mary Buell and Mary Ann Robertus met with Bruce Currin and Rosalind Fisher regarding Administrative Leave. They listened and took note and hope to come up with something positive. Monetary Recognition for employees completing the PSP Program: Mary Buell and Lorraine Childers Moon will meet with Bruce Currin and hopefully something can be done in this area also. Mary Buell and Jan Meisenbach will pursue the salary survey.

It was suggested to have UNOPA representatives on the various Campus Committees visit Board Meetings (of Campus Committees) to find out those committees that are actually functioning and then invite a general consensus of opinion from membership to the above.

- Employee Concerns Continued:** Mary Ann suggested Employee Concerns possibly set up a procedure for a follow-up of recommendations. A proposed Amendment to the bylaws was passed out for discussion at a future meeting.
- Hospitality:** Betty Castan - Not much to report - she turned her committee.
- Membership:** Debbie Ruthsatz - The Membership Committee has set a goal of 300 members for the 85-86 year. Some suggestions for membership incentive - Old members talk up UNOPA; Kick-off meeting; Possibly another evening meeting like the June meeting for Fall; invite bosses or representative who have no UNOPA members in their departments so they can see what UNOPA does; have a Spring Workshop to generate members, contest to recruit new members with a prize to the person bringing in the most members; Letter from Bruce Currin explaining Administrative Leave; Ask membership for recommendations for incentives the Committee should offer.
- Sue Guilleland gave us a run-down of the programs for the 85-86 year. September will be "Dress for Success on a Budget" presented by Casual Corner. Sue suggested putting names of members who brought guests in a sack and draw a name for a gift as an incentive, mix persons at tables and discussed getting a mailing list for membership.
- Sue Guilleland informed us of the Newsletter Award UNOPA received at the National meeting for our Newsletter and UNOPA also received an award for having the largest membership for a local organization that is affiliated with National in Higher Education.
- Nominating:** Sherryl Wallman - Nothing to report - turned in her committee list.
- Professional Growth:** Janet Wagner - Turned in her committee names. Professional Standards Programs needs were discussed - get membership interested in the Program and to get classes that are needed for Professional Standards; Boss of year Award - to clarify the rules; Scholarship Program - update form for S.P. Workshop, there will be two, one in November and one in Spring, similar to last year.
- Janet Wagner gave a report on our night meeting held June 11th as being a success - lot of good comments - we should have 1 or 2 of these a year, we need these to get to know each other.
- There is \$1235.00 in the Foundation Account
- Publicity:** Shelley Everett - discussed sending minutes in the mail and also having minutes on the table at the luncheon. General consensus was to have the mailing only and maybe have 10 or so copies on a back table.

- Ways & Means:** Susie Krieter - Suggestions for Ways & Means: Weight in Gold; have the second workshop as a money maker; sell raffle tickets.
- UNOPA Notes:** Kathy Martin reported on UNOPA Notes. It will be one sheet of paper once a month and will go into print on October 1st.
- New Business:** Discussed having another evening meeting, need to entertain a motion to repeat the meeting or cancel it. It was suggested to have a separate committee for leading this evening meeting, maybe a joint effort between committees. Jan Wagner made a motion to have another evening meeting, seconded by Debbie Ruthsatz.
- Next Meeting:** Board Meeting August 27, 1985.
- Adjournment:** Jan Wassenberg made a motion to adjourn, seconded by Sherry Wallman. Meeting adjourned at 12:55 p.m.

Dorothy Liska
Recording Secretary, 1985-86

UNOPA

Time and place: The August 27, 1985 Board meeting was held in the Press Room at the Sports Center.

Members Present:	Mary Ann Robertus	Mary Buell
	Shirley Horstman	Jan Wassenberg
	Debbie Ruthsatz	Betty Castan
	Janet Wagner	Sue Gilleland
	Susie Krieter	Kathy Martin
	Sherryl Wallman	Dorothy Liska

Call to Order: The meeting was called to order by President Mary Ann Robertus.

Minutes: Jan Wassenberg made a motion to approve the minutes as corrected. Susie Krieter seconded the motion, the minutes were approved as corrected.

Announcements: Renewal of Membership to NAEOP. It was suggested to put the President Elect's name on the application form to receive NEOPA publications materials along with the President.

October 7-11 is National Education Office Career Awareness Week.

Mary Ann Robertus as president of UNOPA was asked by Personnel to select several members to interview with the candidates for Classification/Compensation Manager and Employment Manager position that are vacant in Personnel. Bruce Currin asked for their input. Kirk Beyer was selected as Classification/Compensation Manager and Queen Foreman selected as Employment Manager.

There will be a "Power Communication Workshop" on September 25, 1985. Shelley Everett was planning on attending but at this printing she was unable to go.

A Discussion was held concerning courses for the PSP Certificate. In order for the courses to count toward the Certificate they have to be 2 credit hours. The Office Support Staff Certificate Program does not count towards the PSP Certificate. Janet Wagner is going to get a definite answer to see if these courses can be used towards the PSP Certificate.

Jan Wassenberg sent NEOPA report for the Fall Newsletter.

Treasurers Report: Shirley Horstman passed out the 84-85 and 85-86 UNOPA Budgets for review. It was agreed to delete \$25.00 from the Commission on Status of Women and \$25.00 from Institutional Membership (B. Munn) used in previous budgets and allocate \$115.00 to the Retiree Recognition Lunch and \$70.00 to Postage, etc.

Balance of	\$697.71
Bills were	\$348.64
	\$349.07
Fall Workshop	\$169.86
	\$179.21 left in
	Treasury

Last year's budget went over \$160.00 of the amount allocated for the year. Shirley will have the new budget ready for the October Meeting.

Committee Reports:

Employee Concerns: Mary Buell and Lorraine Moon met with Bruce Currin and Rosalind Fisher. They were told that there is not enough money for to give increases to persons receiving the PSP Certificate at this time. It was hoped to get some kind of remuneration for the PSP certificate holders. Also getting help on dues payment to national or other types of organizations. Mr. Currin was going to contact Southern Mississippi University to get their solutions to these problems.

Some incentives mentioned were: 1) dues paid to join the National organization; 2) registration fees paid at the annual National meeting.

Hospitality: Betty Castan is checking into ideas for the Christmas meeting - bring food for needy at Christmas, etc. - favors for Bosses Lunch, maybe using stick-on labels with UNOPA seal on them. It was decided to wait and see where we are on the Budget.

Membership: Debbie Ruthsatz reported that they are not sending new pins to the old membership, we are to use the ones from last year - the membership packets will be coming out soon.

Nominating: Nothing to report.

Professional Growth: Janet Wagner reported that Kay Stephens has taken another position outside the University so she is looking for a replacement for her on her committee.

It was a general consensus to use the ETV Board Room for our night meeting and ask for volunteers for an Ad Hoc committee to plan the meeting.

Mary Buell and Janet Wagner, Past President and Professional Growth Chairperson met to review a request for reimbursement of funds submitted to the Foundation for Sue Gilleland for her trip to the NAEOP meeting in July, 1985. During the process of determining the amount to give Sue, it was discovered that no previous stipulation had been made regarding the monetary support of attendance at workshops/seminars other than presented by UNOPA for travel or lodging expenses. It was also discussed that, although the requests for funds from the Foundation this year were minimal, future years could be a different story and the fund would be depleted rapidly. Therefore, the Professional Growth Chairperson and Past President recommended to the board that a limit be placed on these amounts. It was suggested

change the guidelines for the administration of the UNL OFFICE/SERVICE STAFF DEVELOPMENT FUNDS, number 2b) portion of travel expenses (dollar amount at the discretion of the Executive Board) and 2c) portion of lodging expenses (dollar amount at the discretion of the Executive Board).

The suggested amounts were 50% for travel up to \$30 and 50% for lodging up to \$30.

Jan Wassenberg made a motion that 2b and c of the GUIDELINES FOR THE ADMINISTRATION OF UNL OFFICE/SERVICE STAFF DEVELOPMENT FUNDS be changed to read: b) portion of travel expenses 50% up to \$30 and c) portion of lodging expenses 50% up to \$30. Second by Debbie Ruthsatz. Motion carried.

Members will be receiving a copy of these GUIDELINES at a future meeting.

Program:

Tentative program schedule of UNOPA Meetings for 1985/86.
Sept. 10: Casual Corner "Dress for Success on a Budget" and Laurie Bellows--Continuing Studies. At CC
Oct. 8: Nothing scheduled at this time. At CC
Nov. 20: Joint Meeting with UAAD.
Dec. 10: Buffet - Northeast High School Christmas Music at Nebraska Center.
Jan. 14: Financial Planning-On a Limited Budget, Robert Frey, Union Bank & Trust and Laurie Bellows--Continuing Studies. At EC
Feb. 11: Employee Concerns Panel Discussion-Mary Buell. At CC
Mar. 11: Bosses Luncheon-"Job Motivation", Jerry McGinn--Lincoln Fire Dept. At EC
Apr. 8: Honor Past Presidents-"Teamwork" - At CC
May 13: Installation of Officers. At EC

Ways & Means:

Susie Krieter handed in her committee list and will have her report ready for next meeting.

UNOPA Notes:

Kathy Martin reported that the Annual Report should be out to the membership by the end of the week.

October Board Meeting will be picture taking day for the UNOPA Profiles.

New Business:

Board Meeting for November will be changed to the 12th.

Sue Gilleland will present the plaque that Pat Lehecka won at the drawing at NAEOP, read Bruce Currin's letter and present the awards that UNOPA received at the national convention.

Laurie Bellows will speak on the programs that Continuing Studies has to offer for the Office Support Staff Certificate Program.

Head Table count will be 5 and at the close of the meeting Mary Ann asked that the UNOPA chairpersons stand in back of the room after the meeting to form a reception line.

Debbie Ruthsatz will present the membership goals at September 10th general meeting.

A proposal to membership for an Ad Hoc committee for the evening meeting.

Employee Concerns By-Laws need to be changed but this will be discussed at a later date.

Next Meeting: Board Meeting October 1, 1985.

Adjournment: Motion by Sue Gilleland to adjourn, second by Debbie Ruthsatz. Motion carried.

Dorothy Liska
Recording Secretary, 1985-86

UNOPA

- Time and Place:** The October 1, 1985 board meeting was held in the Press Room at the Sports Center.
- Members Present:**
- | | |
|-------------------|------------------|
| Mary Ann Robertus | Shirley Horstman |
| Betty Castan | Sue Gilleland |
| Mary Buell | Jan Wassenberg |
| Janet Wagner | Susie Kreiter |
| Kathy Martin | Sherryl Wallman |
| Dorothy Liska | |
- Call to Order:** The Meeting was called to order by President Mary Ann Robertus.
- Minutes:** Motion by Mary Buell to approve the minutes as corrected. Seconded by Jan Wassenberg. Motion Carried.
- Announcements:** President Mary Ann Robertus expressed her thoughts about the General Meeting and felt that there were some positive reactions.
- Correspondence: 1) From UAAD President, concerning the Workshop Seminars they are sponsoring. The first one is October 16 conducted by Chris Petersen. UNOPA members are invited to attend; 2) From NEOPA (State Organization), names are needed of outstanding members to be recognized in 1986. They have to be members of both the state and university organizations; 3) From the Lincoln 9-5 Organization, an invitation to their Fall Social on Thursday, October 10, 1985 at the YWCA, Stuart Room, at 7:00 p.m. They will be sending a questionnaire on VDT use to the members asking that it be filled out and returned. They are doing a survey on the hazards of VDT use. The information will be kept confidential.
- The Newsletter for NEOPA (State Organization) will be received by Jan Wassenberg and she will distribute the Newsletter to UNOPA members that belong to NEOPA.
- Bruce Currin, Director of Personnel requested that Barb Hibner and Mary Ann Robertus meet with him on October 22. He wants to keep the lines of communication open to both UNOPA and UAAD.
- Budget:** Shirley Horstman, Treasurer passed out the proposed budget for approval. After discussion, Jan Wagner made a motion to approve the 1985-86 budget, seconded by Sherryl Wallman. Motion carried. All members will receive a copy of the budget. Shirley will give 5 minutes each, for pro and con of the budget, to the members at the October meeting.

A discussion was held to settle the question of the 50¢ guest charge for second meeting visit. Janet Wagner made a motion to discontinue the 50¢ guest charge for a period of one year and encourage the Membership and Hospitality Chairpersons to follow up on these persons and encourage them to join UNOPA. Shirley Horstman seconded the motion. Motion carried.

Committee Reports:

Ways & Means:

Susie Kreiter announced the selling of raffle tickets. Each member will receive five tickets to sell, if more tickets are needed contact Susie. Drawing for the prizes will be at the December meeting. First place prize is \$100; Second place prize is a \$25.00 gift certificate for a dinner for two at a restaurant; Third place prize is a ham or turkey.

Employee Concerns:

Mary Buell reported on the staff cuts in some of the departments on East Campus because of budget cuts. Anyone in this situation should contact Bruce Currin; he said they would be put on high priority for jobs at the University. Mary asked that she be contacted if someone's job is being phased out. The Employee Concerns Committee will be keeping documentation and communication open for solutions to this problem.

Hospitality:

Betty Castan had no report.

Membership:

Debbie Ruthsatz was unable to attend the meeting but sent a note saying the Membership Packets will go out next week.

Nominating:

Sherryl Wallman handed out questionnaires that her committee plans to present to the members at the October and December meetings. They are to be completed and returned to her. The intention of the questionnaire is to determine possible candidates for office.

Professional Growth:

Janet Wagner announced the flyer on the Fall Workshop will be mailed about October 11, the date for the Workshop is November 5th, at the ETV Board Room; revisions in the Scholarship program will be sent out in December; the Guidelines on Foundation Funds will be updated.

UNOPA NOTES:

Kathy Martin - UNOPA Notes went to the Printer and will be out week of October 1, 1985.

New Business:

Mary Ann announced that Alice Torwit will co-host the Evening Social and will need to have another person as co-host.

Discussed having the May meeting at Wick Center. After discussion Mary Ann decided that the meeting would be held at Wick Center. She will contact Susan Hafermann about the lunch menu and prices.

Next Meeting: Board Meeting November 12, 1985.

Adjournment: The President declared the meeting adjourned.

Dorothy Liska
Recording Secretary, 1985-86

UNOPA

- Time and Place:** The November 12, 1985 board meeting was held in the Press Room at the Sports Center.
- Members Present:**
- | | |
|-------------------|------------------|
| Mary Ann Robertus | Shirley Horstman |
| Betty Castan | Sue Gilleland |
| Mary Buell | Jan Wassenberg |
| Janet Wagner | Sherryl Wallman |
| Kathy Martin | Dorothy Liska |
- Call to Order:** The Meeting was called to order by President Mary Ann Robertus.
- Minutes:** A motion made by Mary Buell and seconded by Betty Castan, to approve the minutes. Motion carried.
- Budget:** Shirley Horstman, Treasurer passed out the 1985-86 UNOPA Budget Report to each board member.
- Committee Reports:**
- Employee Concerns:** Mary Buell had nothing to report at this time.
- Hospitality:** Betty Castan and her group are making plans for the Christmas Party. Among their plans are: having a door prize; possibly giving each member a treat. Each UNOPA member is asked to bring food goods that will be given to the Lincoln Food Bank. There will be containers in which to put the food. Entertainment will be singers from Northeast High. Sue Gilleland is in charge of getting the singers coordinated.
- Membership:** Debbie Ruthsatz was not able to attend the meeting but did send a memo saying that we have 210 members to date. In her memo Debbie also asked for a motion to extend the sign up period 30 days for former UNOPA members who did not join before the October 31st deadline. Jan Wagner seconded the motion. After discussion, it was decided to send out letters to former UNOPA members to see why they did not join. Motion to extend the sign up period 30 days was denied.
- Shirley Horstman asked for an opinion on employees who send in payment for lunch and attend meetings but are not members. Board consensus was: technically general meetings are open.
- Professional Growth:** Janet Wagner handed out an evaluation and expense sheet for the UNOPA Workshop held on November 5, 1985. Expenses were \$268.66 - \$169.86 Bal. on Hand = \$98.80. Janet Wagner made a motion to transfer \$98.80 from Foundation funds, seconded by Shirley Horstman. After discussion, motion carried. President Mary Ann Robertus will write a letter to the Foundation asking for the transfer of funds in the amount of \$98.80.

The Spring Workshop will be on March 6, 1986.

The Scholarship Guidelines were discussed and changes made are as follows: on the Guidelines - No. 7., add (c) Only every other year if you had a scholarship before; No. 10, to read: Applications will be judged by the Professional Growth Committee of UNOPA plus 2 members of the Professional/Managerial staff.

On the UNOPA Scholarship Application Form: No. 7, to read: List professional organizationa and community activities, including any offices held and/or committees served for the last three years. Add No. 12. Are you receiving other financial assistance (i.e. tuition remission)?

- Ways and Means:** Raffle update: 1000 tickets were printed.
- Nominating:** No report except the evaluation report will not be ready for the December meeting.
- UNOPA Notes:** Kathy Martin - UNOPA Notes are at the Printers and will be sent out shortly.
- Old Business:** Plans for the Evening Social are being completed.
- New Business:** Mary Ann will send Kathy Martin the form to send to NEOPA to enter the "UNOPA Notes" in the contest for best publication and she also handed out a flier from YWCA on their Spring Conference plans.
- Both UAAD/UNOPA will conduct short business meetings at the joint meeting on November 20, 1985.
- Mary Ann Robertus, President of UNOPA and Barbara Hibner, President of UAAD will be meeting again with Bruce Currin and Rosalind Fisher in January. Mr Currin wants to keep the lines of communication open to both organizations.
- Next Meeting:** Board Meeting December 3, 1985.
- Adjournment:** The President declared the meeting adjourned.

Dorothy Liska
Recording Secretary, 1985-86

UNOPA

- Time and Place:** The December 2, 1985 Board Meeting was held in one of the classrooms at the Sports Center.
- Members Present:**
- | | |
|-------------------|------------------|
| Mary Ann Robertus | Janet Wagner |
| Susie Kreiter | Betty Castan |
| Jan Wassenberg | Shirley Horstman |
| Sherryl Wallman | Mary Buell |
| Dorothy Liska | |
- Call to Order:** The Meeting was called to order by President Mary Ann Robertus.
- Minutes:** A motion made by Jan Wassenberg to approve the minutes as corrected. Seconded by Janet Wagner.
- Budget:** Shirley Horstman, reported a balance of \$922.40 in the treasury.
- President's Message:** Sue Gilleland tendered her resignation as President-Elect citing the fact that with the Budget cuts she is a part-time employee now.
- Mary Ann and Mary Buell combed through the By-Laws and could find nothing that stated to be an officer full-time employment was required.
- Mary Buell made a motion to accept Sue's resignation, with regret. Jan Wassenberg seconded the motion. Motion carried.
- There will be no head table at the December meeting. Mary Ann asked that the Board members make a point of sitting at different tables.
- Mary Ann passed out a report on the meeting she and Barbara Hibner, UAAD President, had with Bruce Currin and Rosalind Fisher from Personnel.
- Some of the concerns discussed: What is to be gained from these meetings? To improve communication--two-way communication and feedback is next area of communication desired; UAAD's proposal on flex time - whether UNOPA would be asked to react to this plan as it affects office personnel. Bruce will check on the progress of this concern and how it is to be handled; UNOPA concern about administrative leave/tuition reimbursement concern of the office personnel; monetary recognition for achievement of Professional Standard Program certificate or Certified Professional Secretary; both the UAAD President and UNOPA President mentioned that increased membership in their organization would benefit all by increased input and representation. Bruce has requested that additional personnel be represented at these meetings; i.e., custodial and maintenance staff;

Personnel staff is preparing a policy and procedures manual to eventually be distributed to managers and supervisors from which an employee handbook will be assimilated. How the feed back of the organizations will be handled is a case of who reacts first--the Chancellor or the staff; classification outline and why it is not available for all to review; Performance Evaluations, how do we react to the evaluations.

Bruce requested that the membership be asked about posting jobs in the BULLETIN BOARD. How we would feel about these not being printed in the BULLETIN BOARD. The hot line is available at all times for individuals seeking to change positions.

Report on the Martin Luther King Holiday--state has adopted. The University will probably follow suit, as to when it will be taken is not known at this time. Possibly tacked on to the Christmas closedown.

Committee Reports:

Employee Concerns:

Mary Buell asked for feedback on the Status of Women meeting. She also passed out a questionnaire to be filled out by C-line employees on employee concerns. At the meeting with Bruce Currin on December 4, Mary Ann will ask if these questionnaires can be sent by the Personnel Office to all C-line office personnel.

Mary Ann and Mary were to meet with Bruce Currin and Rosalind Fisher on December 4, 1985. Almost the entire Board Meeting was a discussion of the report Mary Ann passed out. Input was asked from board members to take to the meeting with Personnel.

Professional Growth:

Announcement of a Mini Workshop by Queen Foreman, Employment Manager, entitled "Career Path of C-line Employees" to be held in the Press Room, Bob Devaney Sports Center on January 22. There will be two sessions and more if needed.

Hospitality, Membership, Ways and Means, UNOPA Notes, Old and New Business were dispensed with as there was nothing to report at this time.

Nominating:

Sherryl Wallman and her committee will be asking for nominations to fill the President-Elect vacancy after the general meeting when the vacancy will be announced.

Next Meeting:

Board Meeting January 7, 1985.

Adjournment:

The President declared the meeting adjourned.

Dorothy Liska
Recording Secretary, 1985-86

UNOPA

- Time and Place:** The January 7, 1986 Board Meeting was held in one of the classrooms at the Sports Center.
- Members Present:**
- | | |
|-------------------|------------------|
| Mary Ann Robertus | Janet Wagner |
| Susie Kreiter | Betty Castan |
| Jan Wassenberg | Shirley Horstman |
| Sherryl Wallman | Mary Buell |
| Dorothy Liska | Kathy Martin |
- Call to Order:** The Meeting was called to order by President Mary Ann Robertus.
- Minutes:** A motion made by Mary Buell to approve the minutes. Seconded by Shirley Horstman. Motion carried.
- Budget:** Shirley Horstman handed out the Treasurers Report. She will have a complete report to hand out at the General Meeting.
- Committee Reports:**
- Employee Concerns:** Mary Buell and Mary Ann Robertus met with Bruce Currin, UAAD, and a Custodial representative. Among things discussed were: Administrative Leave and Employee Tuition Remission - The group asked that the policy concerning Administrative Leave be more consistent throughout the campuses. On PSP/CPS Certificates - Bruce said nothing can be done for merit increases for these certificates at this time. Possibly the UNOPA organization can come up with some kind of incentives.
- Custodial merit increase is funded from their department's budget, not through the University budget itself.
- Flextime was discussed.
- Next meeting will be in February.
- Hospitality:** Betty Castan had nothing to report at this time.
- Membership:** Nothing
- Nominating:** Sherryl Wallman has not had any responses for candidates for the President-elect vacancy. Announcement will be made at the General Meeting. The nominating form that is to be passed out to the membership was given to the Board Members for review.
- Professional Growth:** Janet Wagner passed out copies of the UNOPA Training Session Flyer. The Training Session is free.

The Scholarship Guidelines/Applications, Professional Standards Certification and Boss of the Year forms will be mailed out shortly.

The March 6th Workshop was discussed. Frank Forbes will do only one session of the workshop (3 hrs.), so the Professional Growth Committee will have to find another presenter for the afternoon, they have several possibilities and will have everything finalized by the next meeting.

Ways & Means:

Susie Kreiter announced the Christmas Raffle was a success. \$499.00 was realized from ticket sales. Susie asked for other money making ideas.

NEWSNOTES:

Kathy Martin asked for reports for the UNOPA NOTES. Printing of the UNOPA NOTES will cost \$120.00 per month due to changing printers.

President's Message:

Head Table seating will be Mary Ann, Jan Wassenberg, Robert Frey, the speaker, and Dorothy Liska.

Mary Ann passed out an outline for the February meeting. Please read and if you have any suggestions, ideas, etc. call her.

PSI seminar is February 22, 1986. Susan Scott and Ron Hager will be the presenters.

New Business:

The Governor's Blue Ribbon Commission proposal concerning leave policies to be presented to the State Legislature was discussed. The findings are not public as yet so caution was asked on giving out the information.

Next Meeting:

February 4, 1986

Adjournment:

The President declared the meeting adjourned

Dorothy Liska
Recording Secretary

UNOPA

Time and Place: The February 4, 1986 Board Meeting was held in one of the classrooms at the Sports Center.

Members Present:

Mary Ann Robertus	Janet Wagner
Susie Kreiter	Betty Castan
Jan Wassenberg	Shirley Horstman
Renae Schmidt	Mary Buell
Dorothy Liska	Kathy Martin

Call to Order: The Meeting was called to order by President Mary Ann Robertus.

Minutes: A motion made by Jan Wassenberg to approve the minutes. Seconded by Mary Buell. Motion carried.

President's Message: Mary Ann announced the names of the following UNOPA members to be on the Ad Hoc Committee to review the Budget that Vice Chancellor Goebel requested: Mary Buell, Ag. Economics; Rosanna Johnson, Ag. Comm.; Anne Mulligan, Telecomm.; Linda Maser, Env. Health & Safety; Linda Olson, Records; Betty Wurster, Summer Sessions and Mary Ann Robertus.

Concerning the Marian T. Wood Scholarship, in a letter from NAEOP, since we do not contribute to the scholarship fund UNOPA cannot send in an application for a student.

The President announced the Microcomputer Fair to be held on March 21, 1986 sponsored by the Chancellor's Commission on the Status of Women and UAAD in cooperation with UNL Computing Resource Center; the 32nd Annual Seminar for Secretaries registration fee may be paid partly by the Chancellor and the rest may be covered by Deans and Directors and a reminder of the Sue Tidball Award for Creative Humanity. Renae Schmidt in her report on the Sue Tidball Award told of the revised nomination forms. Renae will be on the agenda for the general meeting.

A letter from the YWCA was passed around for the Board to read concerning plans for a Conference they are planning. This tentatively scheduled for November 6 or 12.

Lynn Pester from the Chancellor's Commission on the Status of Women, contacted Mary Ann to see if it would be alright for UNOPA's name to appear in conjunction with a luncheon honoring office clerical/secretaries (all C-line) to be held sometimes during the week of April 20-26th. UNOPA would not have any monetary involvement. General consensus of opinion was to approve this request.

Budget: Shirley Horstman presented the budget report.

Committee Reports:

Employee Concerns:

Mary Buell gave a report on the up-coming general meeting. Rosalind Fisher, Lorraine Moon, Mary Buell and Rosanna Johnson be panel members. Plans are to allow members to have lunch together with their own groups and then change places according to a color code for placement. By doing this there would be a better cross section of views from members. Each table will have one person as a recorder. Questions will be on an Overhead Transparency. Results of each table will be given to Mary Ann.

Rosalind Fisher will be asked for answers to questions on "What step do employees take when they are fired, football tickets, tuition remission, etc.?"

Hospitality:

Betty Castan announced the February meeting is covered. Her committee is finalizing plans for the Bosses Luncheon.

Membership:

Debbie Ruthsatz reported to Mary Ann that there are 230 UNOPA members to date.

Nominating:

Sherryl Wallman was ill but she reported to Mary Ann that the Committee sent flyers to membership asking for persons to submit names for nomination to the 1986-87 UNOPA Board. Results of the election for President-Elect were that Jan Wassenberg is the new President-Elect. There was some question on Jan's taking a new oath of office for the President-Elect position. Since she has already taken the oath for her present position on the board, it was felt there was no need to take the oath again.

Professional Growth:

Janet Wagner reported only six nominations for the Boss of the Year Award. Horizons Chapter of ABWA will be judges. The Chancellor will again present the award.

Janet presented the Board with a rough draft of the flyer that will go out concerning the Spring Workshop. Her committee hopes to get in the mail later in the week. Dr. Frank Forbes, Chairperson/Professor of the Department of Law and Society at UNO) will conduct the morning session and Dr. Melissa Beall, Educator in the Lincoln Public Schools, will conduct the afternoon

The seminar Queen Forman, Employment Manager, presented had a favorable response. There were 38 persons attending the morning session and 25 persons attending the afternoon session.

Janet reported only one person has applied for the scholarship UNOPA offers. The Professional Growth Committee made the following recommendations to the Board of Directors for the following reasons:

- 1) Lack of interest among UNOPA members--evidenced by the number of applicants for this scholarship year.

- 2) The fact that employees are offered tuition remission as a matter of policy at UN-L, making furthering one's education an attainable goal for those who choose to pursue it and at a nominal cost.
- 3) We would like to see the money now being expended on the scholarship put back into the budget. With the recommendation that any profit from the Spring Workshops be spent on a free fall workshop for UNOPA members only or spent on program(s) to benefit membership-at-large instead.
- 4) Suggest an Ad Hoc committee to study another type of scholarship fund; i.e., P.S.P. or student or "non-members."

Ways & Means: Susie Kreiter had nothing to report.

NEWSNOTES: Kathy Martin asked for a correction on the cost of printing that appeared on last months Board minutes. Correction made.

The January and February Newsletter will be combined and will be sent the week of February 17th.

A discussion on the need for a Past-Presidents group so as to retain their input of knowledge and contacts they made during their presidency.

Old Business: Alice Torwirt has 26 persons on her committee for the Evening Social which will be held on either July 23 or July 24. Money for the meat will depend how much will be realized from the March Workshop.

New Business: P.S.P. booklet will be set out at each table for members to view.

The UNOPA delegate to NEOPA Meeting will be chosen by drawing a name at the April general meeting. The NEOPA Meeting will be May 2-3, 1986.

Next Meeting: March 4, 1986

Adjournment: The President declared the meeting adjourned

Dorothy Liska
Recording Secretary

UNOPA

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Time and Place: The March 4, 1986 Board Meeting was held in the classroom at the Sports Center.

Members Present:

Mary Ann Robertus	Jan Wassenberg
Kathy Martin	Shirley Horstman
Shelley Everett	Renae Schmidt
Susie Kreiter	Betty Castan
Sherryl Wallman	Janet Wagner
Dorothy Liska	Linda Olson

Guests: Bruce Currin Rosalind Fisher

Call to Order: The President introduced the guests Bruce Currin, Director of Personnel, and Rosalind Fisher, Employee Relations/Training Manager. Mr. Currin presented a draft of the Layoff policy to be implemented by the Personnel Department because of the financial constraints the University is under at the present time. While layoffs are not going to be wide spread, Personnel felt the present policy should be updated to be beneficial to employees.

He and Rosalind Fisher explained the process and action plan for assisting employees recommended for layoff. They asked input from the Board regarding the Layoff policy. After a lengthy discussion, one of the recommendations from the Board was to extend the 6 month period to 12 months in which an employee who has been laid off and returned to UN-L employment will retain previous seniority for benefit purposes. Other recommendations were in terminology affecting the meaning of a sentence or paragraph.

Rosalind emphasized that the Personnel Department will help in any way to relocate an employee who has been laid off either in the University setting, State, County or private area. She also encouraged the updating of the employee's personnel file. Personnel is proposing that laid off employees will continue to receive Tuition Remission for six months in order to upgrade their skills for other employment.

Mr. Currin thanked the Board for allowing both he and Rosalind to present the Layoff Draft for input and if there are any questions to call personnel.

Janet Wagner moved that the UNOPA Board of Directors support the Layoff policy with the recommended changes. It was seconded by Jan Wassenberg. Motion carried.

Call to Order: The President called the meeting to order.

Minutes: Motion by Sherryl Wallman to approve the February minutes as corrected, seconded by Susie Kreiter. Motion carried.

- Budget:** Shirley Horstman reported that approximately 58% of the the budget has been used to date.
- Committee Reports:**
- Employee Concerns:** The Employee Concerns Committee will meet with Bruce Currin and Rosalind Fisher of Personnel on March 12, 1986.
- Hospitality:** Betty Castan reported the Bosses Luncheon is organized and distributed the program for the Board's perusal. Name tags along with table numbers will be sent to the membership on Wednesday.
- Nominating:** Cherryl Wallman presented the slate of officers who will appear on the 1986-87 ballot. They are as follows:
- | | |
|---------------------|--|
| President-Elect | Kay Hartmann, Mech. Engineering |
| Recording Secretary | Sheila Perry, Col. of Journalism
Connie Wesslund, Sports Center
Marcy Tintera, Ag. Economics |
| Corres. Secretary | Rena Schmidt, Mod. Languages
Sherryl Wallman, Women's Ath
Jeanette Theer, Ag. Econ. |
| Treasurer | Connie Husa, Chemical Engr.
Velma Roberts, Personnel
Norma Wever, Col. of Nursing |
- Professional Growth:** Janet Wagner reported the Boss of the Year has been chosen, and the certificate will be presented to that person at the April meeting by Chancellor Massengale.
- The 5th Annual UNOPA Workshop has ninety persons registered. Thirty-eight for the morning session and fifty-two for the afternoon session. Janet encouraged the Board members to recruit more participants. A discussion was held on whether to serve refreshments. The President felt it was up to the Professional Growth Committee to make the decision. The Committee decided to provide packets for the Workshop.
- On Scholarships - only one application has been received to date.
- Program:** Jan Wassenberg reported the March and April programs are verified. Jerry McGinn will be the speaker for the Bosses Luncheon and Sara Boatman will be the April speaker. Jan sent in her report for the NEOPA Newsletter and announced that the letters of invitation will be sent to the Past-Presidents and Retirees for the April meeting.
- Publicity:** Shelley Everett reported that she sent Janet Wagner the flyer for the Evening Social to be put in the Workshop packet.

- Ways & Means:** Susie Kreiter had no report at this time.
- UNOPA Notes:** Kathy Martin asked for items for the UNOPA Notes to be sent to her by the 15th of March. She would also like to have an article written on both sessions of the UNOPA Workshop.
- Old Business:** Renae Schmidt of the Sue Tidball Committee reported receiving eight applications for the Award. The deadline was March 3rd.
- Linda Olson, member of the Ad Hoc Budget Committee, invited members or representatives of UNOPA, UAAD, Faculty Senate and ASUN to attend an open Budget meeting on March 5, 1986 to present their concerns on the Budget. She said the meetings are a "gathering information point" on proposals that appeared in the Bulletin Board and the Daily Nebraskan.
- New Business:** Lt. Burke of the Campus Police requested 10 minutes to speak to the membership at the March meeting. The President denied the request at this time because of the limited time schedule.
- The President tabled the rest of her Agenda until the April 1st meeting.
- Next Meeting:** April 1, 1986
- Adjournment:** The President declared the meeting adjourned.

Dorothy Liska
Recording Secretary

UNOPA

- Time and Place:** The April 1, 1986 Board Meeting was held at the Sports Center.
- Members Present:**
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|-------------------|----------------|
| Mary Ann Robertus | Jan Wassenberg |
| Betty Castan | Kathy Martin |
| Shirley Horstman | Mary Buell |
| Sherryl Wallman | Dorothy Liska |
- Call to Order:** The Meeting was called to order by President Mary Ann Robertus.
- Minutes:** A motion made by Mary Buell to approve the minutes. Seconded by Shirley Horstman. Minutes were approved with corrections noted.
- President's Message:** The President reported a full agenda for the April meeting: Including recognition of past presidents; results of the election; Lt. Burke-open forum; plus the Speaker. Joyce Wagner asked that a letter be written by the UNOPA President stating support of the Child Care Project. General concensus: there being no objections, the President will write a letter of confirmation. Mary Ann announced the YWCA Conference theme "Reflections of Ourselves" to be held November 14 and 15, 1986.
- Budget:** Shirley Horstman handed out the Treasurer's Report.
- Committee Reports:**
- Employee Concerns:** Mary Buell gave a synopsis of their meeting with Bruce Currin, Director of Personnel. Among issues discussed were: Update on the Layoff Policy; Flex Time; Employee Education Program; Administrative Leave forms and Salary Compression. IANR has implemented a policy on East Campus that Leave forms must be completed for Administrative Leave. Mr. Currin had no prior knowledge of this. A suggestion that better communication between East and City campus personnel be established.
- The announcement of Layoff and Flex-time policies are being sent out April 1, 1986 and are to be implemented as of April 1, 1986.
- The Legislative Bill 1022, step pay plan was discussed.
- Hospitality:** Betty Castan reported the Past-Presidents' lunch is paid for and name tags are being provided.
- Membership:** Membership shows 238 members.
- Nominating:** Sherryl Wallman announced the new slate of UNOPA officers for the 1986-87 year. They are as follows:
- | | |
|----------------------|-----------------|
| President-Elect: | Kay Hartmann |
| Recording Secretary: | Sherryl Wallman |
| Corres. Secretary: | Marcy Tintera |
| Treasurer: | Velma Roberts |
- The results of the election will be announced at the General Meeting.

- Professional Growth:** Janet Wagner was not able to be present at the meeting but a handout was given to the Board concerning the evaluation the Professional Growth Committee sent to the UNOPA membership concerning the Scholarship award and a proposed ballot to be mailed to all members concerning the continuance of the Scholarship Program. After discussion, the Board made recommendations for changes on the ballot to be sent to the membership.
- Program:** Jan Wassenberg announced that sixteen past-presidents and two retirees will attend the general meeting. Sara Boatman, Director, CAP Office, will be the speaker.
- Publicity:** No report.
- Ways & Means:** No report.
- UNOPA NOTES:** Kathy Martin announced that she entered the UNOPA NOTES in the NAEOP Newsletter/Magazine Award Contest. She asked that the Annual Reports be prepared by the May Board Meeting. After a discussion on the Women's Resource Newsletter, it was decided that the UNOPA President should receive the Newsletter.
- Other announcements were: Chancellors' Commission on the Status of Women Luncheon will be April 24, 1986; The 9 to 5 Workshop on April 23, 1986.
- The May issue of the UNOPA NOTES will be sent the last week of April.
- Other aspects of the UNOPA NOTES publication were discussed.
- Old Business:** Evening Social will be July 23, 1986, 6:00 p.m. at the Sports Center Wrestling Room. There will be a charge of \$1.00 per person to defray expenses. It was decided to ask for a show of hands for attendance at the general meeting.
- New Business:** The President asked Board Members to bring their Annual Report to the May Board Meeting.
- On salary concerns, Bruce Currin said before the Employee Concerns Committee meets again the salary percentage should be known.
- Next Meeting:** May 6, 1986.
- Adjournment:** The President declared the meeting adjourned.

Dorothy Liska
Recording Secretary

UNOPA

- Time and Place:** The May 6, 1986 Board Meeting was held at the Sports Center.
- Members Present:**
- | | |
|-------------------|---------------|
| Mary Ann Robertus | Betty Castan |
| Shirley Horstman | Mary Buell |
| Jan Wassenberg | Janet Wagner |
| Sherryl Wallman | Susie Krieter |
| Dorothy Liska | Kathy Martin |
- Guest:** Alice Torwirt
- Call to Order:** The Meeting was called to order by President Mary Ann Robertus.
- Minutes:** A motion was made by Jan Wassenberg to approve the minutes and seconded by Janet Wagner. Minutes were approved with corrections noted.
- Treasurers Report:** Shirley Horstman, Treasurer of UNOPA, made a resolution to recommend that UNOPA forego asking the Foundation to cover our deficits until fall. This will be annotated in the Treasurer's Report for the newly elected Treasurer.
- Committee Reports:**
- Employee Concerns:** Mary Buell, Employee Concerns Chairperson, presented her Annual Report to the President. She announced that there will be a Personnel Concerns meeting in May with Bruce Currin, Personnel Director; Rosalind Fisher, Employee Relations/Training Manager; UAAD and individuals representing custodial workers. Representing UNOPA will be Mary Ann Robertus, Mary Buell and President-Elect Jan Wassenberg.
- Hospitality:** Betty Castin, Hospitality Chairperson, turned in her Annual Report to the President. Betty brought a copy of the program for the May 13th Annual Meeting for the Board's perusal.
- Membership:** Debbie Ruthsatz, Membership Chairperson, was not able to attend the Board Meeting. A suggestion was made by President Robertus to computerize the Membership Cards in order to have continuity and a more permanent record.
- Nominating:** Sherryl Wallman, Chairperson of the Nominating Committee, presented her Annual Report to the President and gave the ballots from the recent election to Jan Wassenberg.
- Professional Growth:** Janet Wagner, Professional Growth Chairperson, reported she had several requests for scholarship funds. Janet also received notification of two applications for Foundation money. They are: Pat Lehecka and June Crockett. Janet Wagner made a motion to request funds from the Foundation to pay 75% of the cost, \$60.00 for Pat Lehecka and \$48.75 for June Crockett. Seconded by Mary Buell, the motion was approved. President Robertus was requested to write a letter for transfer of funds.

Janet also announced that Alice Torwirt received the Advanced Professional Standard Certificate Level III at the NEOPA Meeting. The President congratulated Alice on receiving the Certificate and she hoped more UNOPA members would take advantage of getting the Professional Standard Certificate.

Janet will send in her Annual Report later.

- Program:** Jan Wassenberg had nothing to report at this time.
- Publicity:** Shelly Everett, Publicity Director, was not able to attend the Board Meeting. She sent in her Annual Report to the President.
- Ways & Means:** Susie Kreiter, Ways & Means Director, had nothing to report and turned in her Annual Report to the President.
- UNOPA NOTES:** Kathy Martin announced the May UNOPA Notes should be received by the membership Tuesday afternoon or Wednesday morning.

Our guest, Alice Torwirt, reported that the plans for Evening Social were going smoothly. UNOPA is hosting the NEOPA Meeting in the Spring of 1987, Alice asked the Board to choose the meeting dates of either April 24-25, 1987 or May 1-2, 1987. Janet Wagner made a motion to host the NEOPA Meeting on May 1-2, 1987. Jan Wassenberg seconded the motion. After discussion, the motion was approved. Alice asked for suggestions on where to hold the NEOPA Meeting. She felt that the Meeting should be held on the University Campus. Some suggestions were: Nebraska Center, City and East Unions, Wick Center, Villager Motel Complex and The Hilton. After discussion, Alice said she would review the suggestions given and that the committees to help with the meeting will be assigned sometime after the Evening Social. Alice asked for cooperation and support from everyone.

- President's Message:** President Robertus asked that all Board Members be present at the Annual Meeting May 13, 1986, and have their committee members present to be recognized.

The new officers will be installed.

UNOPA members who have their PSP Certificates and those who were participants in the PSP Workshop will be recognized. Members are encouraged to continue the Professional Standards Program.

A discussion was held on where the UNOPA membership pins, charms and the note pads are stored. Kathy Martin suggested that they should be kept by the Ways & Means Committee for sale at UNOPA General Meetings.

Invited guests are: Bruce Currin, Sue Crisler, Rosalind Fisher, Queen Foremen and Garleen Carden. Bruce Currin sent a letter declining the invitation because of another commitment.

Rena Schmidt offered to continue as UNOPA representative on the Sue Tidball Committee.

The NAEOP (National) Annual Meeting and Institute will be held in Lexington, KY on July 13-19, 1986. Neither President Mary Ann Robertus or President-Elect Jan Wassenberg are able to attend. The President will ask for a representative from the membership at the general meeting.

President presented each Board Member with a walnut pencil holder.

Next Meeting: June 3, 1986.

Adjournment: The President declared the meeting adjourned

Dorothy Liska
Recording Secretary