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2013

2013-14 UNOPA General Meeting Minutes

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Approved as Presented – October 8, 2013

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UNOPA Membership Meeting
Tuesday, May 14, 2013
East Campus Union, Prairie Suite, 11:45 a.m.-1:00 p.m.

Linda Luedtke called the meeting to order at 12:03 p.m.

The minutes for the April 2013 meeting were approved as presented.

The Treasurer's report for April 2013 will be filed for audit.

The proposed 2013-14 Budget was presented.

Cathy Robertson moved to accept the proposed 2013-14 budget. Mary Klucas seconded the motion. After discussion the motion carried.

Gretchen Walker was presented a gift from UNOPA to commemorate her installation as NEOPA State President.

Standing Committee Reports:

Nominating (Nelvie Lienneman) – *Nelvie moved to delete the election ballots in BallotBin for the 2013-14 officers. Jane Schneider seconded the motion. After discussion the motion carried.*

Outreach – Summer Social (Tricia Liedle) – The summer social will be July 31, 2013 at Hardin Hall. Bring a friend and be entered into a special drawing at the social.

50th Anniversary (Tricia Liedle) – The event will be May 21, 2013 in the East Campus Union at 5:30 p.m. Contact Jan Wassenberg today or tomorrow if you still need to RSVP.

Hospitality (Alicia Arnold) – Alicia announced that \$104 was collected for the 50/50 drawing. Jaime Long received \$52 as the recipient.

Door Prizes, the floral arrangements on the tables, were selected by stickers under people's chairs.

Program – Installation of New Board

Linda Luedtke made a few closing remarks and recognized the outgoing board members. Certificates for committees will be given later.

Gretchen Walker welcomed everyone to the Installation of the 2013-2014 Board. President Mary Klucas has chosen "Stepping Up & Stepping Out ...making UNL a friendlier place" as her theme. Gretchen installed the 2013-2014 elected officers and presented them with a framed poster that is part of Mary's Smile & Move campaign for the coming year.

Past President – Linda Luedtke
Treasurer – Jaime Long
Corresponding Secretary – Breana Garretson
Recording Secretary – Alycia Libolt
President Elect – Jane Schneider
President – Mary Klucas

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Approved as Presented – October 8, 2013

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The Directors for the 2013-2014 Board were introduced.

Awards Director – TBA

Bylaws Director – Alica Arnold

Career Development – Mary Guest

Career Development PSP – Debbie Hendricks

Communication Technology – Diane Wasser

Employee Concerns – TBA

Hospitality Director – Diane Carson

Membership Director – Barbara Homer

Nominating Co-Directors – Donette Peterson & Donelle Moormeier

Outreach Director – Kristi Hurley

Program Director – Jane Schneider

UNOPA Notes Director – Andrea Peterson

Ways & Means Director – TBA

Presidential Advisor – Cathy Robertson

After her installation message, Mary Klucas received flowers from her husband, Rob, and thanked all her family and friends who were in attendance.

Mary Klucas presented Linda Luedtke with a Past President's plaque, pin and a desk clock.

Linda Luedtke handed over the gavel to Mary Klucas as President, 2013-14.

President Mary Klucas adjourned the meeting at 12:45 p.m.

Respectfully submitted,
Shawn Sheets

Minutes of the

UNOPA GENERAL MEMBERSHIP MEETING

Tuesday, September 10, 2013, 12:02 p.m. – 1:00 p.m.

East Campus Student Union

President, Mary Klucas, called the meeting to order at 12:02 p.m.

APPROVAL OF GENERAL MEMBERSHIP MEETING MINUTES FROM MAY 14, 2013

The minutes from the May 14, 2013 General Membership Meeting were not available. We hope to have the minutes available for approval at the October General Membership Meeting.

APPROVAL OF TREASURER’S REPORT

The July and August Treasurer’s reports were emailed to the membership prior to the meeting. The July and August reports will both be filed for audit.

OFFICER REPORTS

Past President – Linda Luedtke

Linda reminded the membership that the Bradley Munn Professional Growth Fund can be used to reimburse members for workshops, conferences, or other education expenses that they incur. The next deadline to submit a reimbursement request to the Bradley Munn Professional Growth Fund is October 15th.

Linda shared with the membership what a great experience she had at the National Conference which was held in Alexandria, Virginia in July. UNOPA members installed include: Lola Young (Immediate Past President), Carol Bom (Secretary/Treasurer), and Gretchen Walker (Higher Education Council Chair). UNOPA was awarded 1st place for Newsletter, 1st place for Website, and was the recipient of the Louise Henderson Nelson Award.

STANDING COMMITTEE REPORTS

Awards – Diane Carson (Acting)

The deadline to make nominations for the Floyd S. Oldt Awards is October 18th. Diane encouraged all to review the criteria on the UNOPA website and nominate those whom you believe are deserving.

Career Development Professional Standards Program – Debbie Hendricks

The deadline to apply or re-certify for PSP is September 15th.

Debbie plans to host a few brown bag sessions in the near future for those who are interested in learning more about PSP.

Membership – Barbara Homer

Barbara reported that UNOPA currently has 89 members consisting of 65-Active, 2-Associate, 3-Retired, 1-Lifetime, and 19-Honorary.

Barbara also presented welcome mugs and pins to the following new members: Lindsay Augustyn (Center for Science, Mathematics, and Computer Education), Marcus Gonzalez (Student Accounts), Marilyn Johnson (Mathematics), Benjamin Lass (Institutional Research and Planning), Lila Luft (Student Accounts), Michelle McLaughlin (Student Organization Financial Services), Andrea Swartz (Student Accounts), Kathy Thorne (Communication Studies), Cheryl Wemhoff (Electrical Engineering), and Stephanie Vendetti (Center for Science, Mathematics, and Computer Education). **Gifts were only given to those present.**

Barbara reminded all that President, Mary Klucas will personally pay for the membership fee of the member who recruits the most new members.

Ways and Means – Roddy Spangler

Roddy spoke to the membership about selling parking spots during home football games at 22nd and Vine (in front of the Whittier Building). This is UNOPA's primary fundraiser and she encouraged members to not only help work the lot, but to promote the lot to co-workers, friends, and family.

UNOPA Notes – Andrea Peterson

The October deadline is September 13th.

NEOPA Workshop – Cathy Robertson

Cathy indicated that UNOPA will be hosting the state conference's (NEOPA) fall workshop. The workshop will be held on October 18th from 8:00 am – 5:00 pm at the Southeast Community College Continuing Education Center. A flyer will be coming soon and information can be found on both the UNOPA and NEOPA websites. Cathy encouraged everyone to attend.

Hospitality – Diane Carson

Diane thanked Tricia Liedle and the Nebraska Water Center for the lanyards being used at the meeting.

The 50/50 drawing collected \$75.00 (\$37.50 split) and the winner was Andrea Swartz. Prizes were also awarded to Deb Lawrence, Tricia Liedle, Lindsey Augustyn, Katherine Schwarman, and Dennis LeBlanc.

GUEST SPEAKER

Jane Schneider introduced our guest speaker, Dennis Leblanc, Senior Associate Athletic Director for Academics. Dennis joined the Athletic Department in 1983 as a member of the Track and Field staff

before joining the Academic Support Program for Student-Athletes in 1987. Dennis has earned several recognitions and awards including: Chancellor's Award for Exemplary Service to Students (2004), Honorary Mortar Board membership for his leadership and service to students (2005), and the Hero Mentor Award through the American Red Cross for his outstanding leadership and mentoring (2007). During Dennis' time at Nebraska, 2,600 student athletes have earned their degrees. Jane also introduced Dennis' assistant Leah Huber.

Dennis thanked the membership for what they do to make Nebraska what it is. He presented each member in attendance with a "300 and Counting" pin that signifies the number of Academic All-Americans that Nebraska has had.

Dennis spoke about the vision of the Athletic Academic Program – "To provide the most comprehensive nationally recognized academic enhancement program in college athletics." In order to have the most comprehensive program, we need to have staff, programs, facilities, and resources. Nebraska has been very successful in following its vision as we have been recognized for having 5,000+ graduates, 300+ Academic All-Americans (currently 307), 100+ post graduate scholarships, and 16 Top Ten awards. Academic All-American honors are awarded to student-athletes who excel at their sport and maintain at least a 3.3 cumulative GPA. The Top Ten award is given to ten out of approximately 400,000 athletes across the nation for their success on the field/court, in the classroom, and in the community. Nebraska leads all Universities in having the most Academic All-Americans and Top Ten award recipients.

Dennis highlighted the Athletic Academic Program's mission – "Through expertise and continuity, we passionately serve student-athletes by fostering tradition, retention, and graduation." He focused on the core competencies of enhancing recruiting, promoting integrity, monitoring eligibility, and achieving graduation. Dennis also spoke on the guiding principles of serving, operating with integrity, communicating and collaborating effectively, functioning as a team, and being passionate. Dennis presented a diagram of the employees in his Department and the important roles each serves in accomplishing their mission.

In closing his presentation, Dennis offered insight into what the perfect vision would be –

"Every outstanding high school athlete who is also a student desires to come to Nebraska. Each athlete will feel welcome and develop a sense of confidence/independence, will graduate, and will leave with an education necessary to transition into their chosen career. Athletic Department employees will also understand the awesome role they play in the athlete's personal, academic, and professional development."

ANNOUNCEMENTS

Mary Klucas announced that Brenda Schwery, Founder of Aiding Angels, will be our speaker for the October General Membership meeting. Aiding Angels is this year's charity chosen by President, Mary Klucas.

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Approved as Corrected – October 8, 2013

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Meeting adjourned at 1:00 p.m.

Submitted by: Alycia Libolt, Recording Secretary
Mary Klucas, President

Approved as Presented - November 12, 2013

Minutes of the

UNOPA GENERAL MEMBERSHIP MEETING

Tuesday, October 8, 2013, 12:01 p.m. – 12:41 p.m.

Jackie Gaughan Multicultural Center

President, Mary Klucas, called the meeting to order at 12:01 p.m.

APPROVAL OF GENERAL MEMBERSHIP MEETING MINUTES FROM MAY 14, 2013 AND SEPTEMBER 10, 2013

The minutes from the May 14, 2013 and September 10, 2013 General Membership Meetings were emailed to the membership prior to the meeting. Minutes from the May 14, 2013 meeting were approved as presented. Minutes from the September 10, 2013 meeting were approved as corrected.

APPROVAL OF TREASURER'S REPORT

Due to our online banking system being down, the September Treasurer's report was not available for approval by the Board at our October meeting. The September Treasurer's report will be presented at the November 12, 2013 General meeting for approval.

OFFICER REPORTS

President – Mary Klucas

Please let Mary know if you have anything you would like her to bring to Bill Nunez's attention in her monthly meeting.

There were nine people who recruited new members. Ann Chalupa, Cindy Knight, Andrea Peterson, Paula Svoboda, Donelle Moormeier, Jane Schneider, and Cheryl Wemhoff each recruited one new member. Marilyn Johnson recruited two new members. The winner of the member recruiting competition was Linda Wood who recruited four new members. \$15 was presented to Linda Wood as a reimbursement for her membership dues.

Corresponding Secretary – Breana Garretson

An email was sent out to the membership prior to the meeting requesting feedback for UNOPA's annual giving tree donation. The deadline for selection was set for October 29, 2013.

STANDING COMMITTEE REPORTS

Membership – Barbara Homer

Barbara reported that UNOPA currently has 114 members consisting of 83-Active, 4-Associate, 7-Retired, 1-Lifetime, and 19-Honorary.

Barbara also presented welcome mugs and pins to the following new members: Benjamin Lass (Institutional Research and Planning), Kathy Thorne (Communication Studies), Tamera Ward (College of Business Administration Dean's Office), and Rebecca Waldman (Arts and Sciences Advising Center).

Ways and Means – Roddy Spangler

Roddy provided the membership with statistics from the parking lot fundraiser. After five home games, we have parked 381 cars at \$6.00 per car for a total of \$2,286.00 raised thus far. Thirty-one members and eight spouses or friends have volunteered. Of the thirty one members who volunteered, five have worked two of the five games and four have worked three of the five.

Please contact Roddy if you would like to volunteer at any of the remaining home games. She will connect you with the coordinators for that game.

A \$25 gift card will be awarded to one of the volunteers at the end of the season. Each volunteer's name will be placed in a hat for each shift worked and a winner will be drawn randomly from the pool.

Hospitality – Diane Carson

The 50/50 drawing collected \$64.00 (\$32.00 split) and the winner was Jan Wassenberg. Prizes were also awarded to Deb Predmore (\$10 Panera gift card), Paula Svoboda (hot chocolate/coffee mug package), Linda Luedtke (hot chocolate/coffee mug package), and Kristy Redja (cookbook). There was also a candy corn jar guessing game won by Breana Garretson. Breana was awarded the jar of candy corn for the closest guess on the number of candy pieces.

GUEST SPEAKER

Our guest speaker for October was Brenda Schwery. Brenda is the owner of Maid to Please, a Lincoln home cleaning service provider, and founder of the Aiding Angels Foundation, this year's charity of choice.

2006 - Brenda and a fellow cleaning colleague came up with the idea of starting a non-profit organization providing cleaning services for women (because they typically take care of the home) who were receiving treatment for cancer. After seeking interest from various cleaning services, "Cleaning for a Reason" was founded. Cleaning services would pay to belong to the organization and in return provide free services. Currently, more than 1,000 companies have joined the effort nationwide.

2010 – The 1st annual golf tournament was held to raise funds for "Cleaning for a Reason".

2011 – Aiding Angels was founded in Lincoln to provide free, professional cleaning services to anyone (men, women, children) receiving cancer treatment in the Lincoln area. All that is needed to receive the six free cleanings is a doctor's script stating that cancer treatment is being received. The cleanings provided through Aiding Angels are staffed by Maid to Please employees that regularly undergo

background check and physical exams, as well as random drug tests. All six cleanings will also be completed by the same two employees. Cancer patients may receive repeat cleanings if re-diagnosed.

Aiding Angels hosts two fundraisers; an annual golf tournament and a bi-annual garage sale. Brenda stated that the best ways to get involved are to volunteer at these events. The next golf tournament will be held Saturday, August 24, 2014. Most importantly we can help by getting the word out there about the organization so that people can be referred.

Contact information for Aiding Angels is www.aidingangels.com or Brenda can be reached at 402-434-2472.

ANNOUNCEMENTS

Nominations deadline for the Silver Pen, Outstanding Staff Award, and Boss of the Year Award is October 18, 2013.

The NEOPA Fall Workshop is Friday, October 18, 2013. The Deadline to register is October 11th. NEOPA will also have a night of networking on Thursday October 17, 2013 at Dino's Eastside Grille. The cost is \$10. Feel free to attend the social even if you cannot make it to the workshop.

Jan Wassenberg has agreed to be the Awards Committee Director.

Our next meeting will be November 12, 2013 at the East Campus Union. This meeting will be our Annual Floyd S. Oldt Awards luncheon.

Meeting adjourned at 12:41 p.m.

Submitted by: Alycia Libolt, Recording Secretary
Mary Klucas, President

Minutes of the

UNOPA GENERAL MEMBERSHIP MEETING

Tuesday, November 12, 2013, 12:07 p.m. – 12:56 p.m.

East Campus Student Union

President, Mary Klucas, called the meeting to order at 12:07 p.m.

APPROVAL OF GENERAL MEMBERSHIP MEETING MINUTES FROM OCTOBER 8, 2013

The minutes from the October 8, 2013 General Membership Meetings were emailed to the membership prior to the meeting. The minutes were approved as presented.

APPROVAL OF TREASURER'S REPORTS

The September and October Treasurer's reports were emailed to the membership prior to the meeting. The September and October reports will both be filed for audit.

OFFICER REPORTS

Corresponding Secretary – Breana Garretson

The People's City Mission will have 360 guests for the Christmas Holiday. The Mission hosts a Santa's Workshop that is available to those families and individuals who meet the criteria. Absolutely any donation will be a blessing, but a wish list was included in the November UNOPA Notes and is available from Breana. Breana has also offered to do any shopping for those whom do not have the time. Please note that all gifts are to remain unwrapped as the Mission has a wrapping party after guests have shopped. Please let Breana know if you would like to volunteer to wrap or tag guest's items and she will provide you the contact information. Donations may be dropped off to Breana in 1209 Oldfather Hall on City campus or to Diane Wasser in Room 2 of the Ag Communications building on East campus. The deadline is the morning of December 13, 2013.

Past President – Linda Luedtke

NEOPA is selling Village Inn pie gift cards for \$11. Proceeds from the fundraiser will go towards a \$1,000 scholarship for an incoming freshman. Contact Linda if you would like to purchase a gift card.

STANDING COMMITTEE REPORTS

Membership – Barbara Homer

Barbara reported that UNOPA currently has 113 members consisting of 82-Active, 4-Associate, 7-Retired, 1-Lifetime, and 19-Honorary.

Barbara presented a welcome mug and a membership pin to new member, Paige Glasshoff from Women's and Gender Studies.

Barbara also introduced her committee (Lynn DeShon, Tonda Humphress, Belva Harris, and Donna Boone) and what they do for the organization, such as welcome letters and new member luncheons. Barbara's boss, Dr. Candice Batton, sent out a letter to Deans and Directors on UNOPA's behalf to assist with our recruitment efforts.

Hospitality – Diane Carson

The 50/50 drawing collected \$141.00 (\$70.50 split) and the winner was Nelvie Lienemann. Prizes were also awarded to Deana Unger (Nebraska bag with a cookbook, lanyard, and cap), Marcus Gonzalez (PSP luncheon gift certificate), and Diane Wasser (Tailgating cookbook). The Husker themed centerpieces were given to a person from each table.

NEOPA President – Gretchen Walker

Gretchen addressed the membership about putting in a bid to host the NAEOP conference in 2016. She has asked that each of the local affiliate send her a letter of support to do so. Gretchen explained that in order to make hosting possible ad-hoc committees would need to be formed to complete all facets of the conference such as, registration, decorating, creating packets, etc. She encouraged everyone to support hosting the conference.

The 2014 conference will be held in Portland, Oregon.

PSP – Debbie Hendricks

Debbie gave a brief description about what the Professional Standards Program is. Mary Guest was recognized for receiving her Bachelor's Degree, Option II PSP certification.

GUEST SPEAKER

Jan Wassenberg introduced our guest speaker, Dr. Timothy Alvarez, Assistant Vice Chancellor, Student Affairs and the 2012-2013 Floyd S. Oldt Boss of the Year. Dr. Alvarez spoke about wellbeing and offered some words of advice to the supervisors and staff in attendance.

The five essential elements of wellbeing that Dr. Alvarez spoke about were:

- Career – Do you look forward to coming to work every day?
- Social – Are there strong relationships/connections in your life?
- Financial – Are you financially secure?
- Physical – Are healthy enough or fully energized to accomplish what you want every day?
- Community – Are you proud of your community?

He asked everyone to think about their wellbeing when managing the job and others.

Dr. Alvarez addressed those in supervisory roles by sharing “10 Ways to Lose Your Best Employees”:

- Hiring for the past, not the future
- Downplaying values and missions
- Bungling the teams
- Having jerks in management
- Measuring hours, not results
- Promoting straight up the ladder
- Leaving talent to Human Resources
- Hoarding information
- Don't train your employees
- Hiring outsiders

He encouraged supervisors to challenge and support staff in their new roles and to allow them to develop~~ment~~ themselves professionally by attending conferences/workshops. Supervisors should take ownership of their goals and ask for help in solving their problems, but to practice gratitude because in his mind staff members make the administrators look good.

Dr. Alvarez then spoke to the staff. He challenged them to:

- Be engaged;
- Take risks;
- Show initiative;
- Admit mistakes;
- Learn new things;
- Share the credit;
- Be part of a solution;
- Know which battles to pick;
- ~~Trust~~Treat co-workers with respect;
- Follow the department mission; and
- Do your work

He explained that every day is a good day, just some are better than others. Dr. Alvarez completed his address by thanking staff for everything they do.

AWARDS

Jan Wassenberg thanked everyone for attending the 33rd Annual Floyd S. Oldt Awards luncheon. She gave a special thanks to Diane Carson for serving on her committee and to the Hospitality Committee for making the luncheon such a special event.

The judges for the awards were introduced and thanked for the efforts.

Boss of the Year Judges

Prudence Devney, Director, Fingerprints Child Development Center
Elizabeth Miller, Assistant Principal, Lincoln East High School
Dena Noe, Director of Marketing, University of Nebraska Credit Union

Silver Pen and Outstanding Staff Judges

Regina Werum, Associate Vice Chancellor for Research, Office of Research & Economic Development
Susan Sarver, Associate Professor, Children, Youth & Family Studies
Jan Hostetler, Director of Admissions, Graduate Studies
Dodie Eveleth, Business Manager, Department of Chemistry
Mardi Bonner, Clerical Assistant, Office of Sponsored Programs
Kolin Kotas, Trade Specialist – Carpenter, Facilities Management & Planning

Jan introduced and recognized each of the nominees by reading comments and letters of support made by their nominator(s).

The nominee for the 2013-2014 Floyd S. Oldt Silver Pen Award was

- Mary Fischer, Office Associate, Department of Marketing

The recipient of the 2013-2014 Floyd S. Oldt Silver Pen Award was Mary Fischer nominated by Ann Chalupa, Office Associate, School of Accountancy.

The nominees for the 2013-2014 Floyd S. Oldt Outstanding Staff Award were

- Lola Young, Office Associate, Nebraska Forest Service and
- Ann Chalupa, Office Associate, School of Accountancy

The recipient of the 2013-2014 Floyd S. Oldt Outstanding Staff Award was Lola Young nominated by Sandy Lineberry, Retiree, Nebraska Forest Service.

The nominees for the 2013-2014 Floyd S. Oldt Boss of the Year Award were

- Katie Kerr, Assistant Director, Exploratory and Pre-Professional Advising Center;
- Veronica Riepe, Director, Student Involvement;
- Deana Unger, Associate Director, Scholarships and Financial Aid; and
- David Gosselin, Professor, School of Natural Resources

The recipient of the 2013-2014 Floyd S. Oldt Boss of the Year Award was Katie Kerr nominated by Mikayla Tegler, Administrative Tech, and Jaci Gustafson, Coordinator of Pre-Professional Advising Services, Exploratory and Pre-Professional Advising Center.

ANNOUNCEMENTS

Our next meeting will be December 10, 2013 at the East Campus Union. Pitch Please will be the musical entertainment for our Holiday meeting.

Meeting adjourned at 12:56 p.m.

Approved as Corrected – December 10, 2013

Submitted by: Alycia Libolt, Recording Secretary

Mary Klucas, President

Minutes of the

UNOPA GENERAL MEMBERSHIP MEETING

Tuesday, December 10, 2013, 12:05 p.m. – 12:41 p.m.

East Campus Student Union

President, Mary Klucas, called the meeting to order at 12:05 p.m.

APPROVAL OF GENERAL MEMBERSHIP MEETING MINUTES FROM NOVEMBER 12, 2013

The minutes from the November 12, 2013 General Membership Meeting were emailed to the membership prior to the meeting. The minutes were approved as corrected.

APPROVAL OF TREASURER'S REPORTS

The November Treasurer's report was emailed to the membership prior to the meeting. The report will be filed for audit.

OFFICER REPORTS

Corresponding Secretary – Breana Garretson

Breana thanked the membership for the abundance of donations that will be given to the People's City Mission. We are still in need of men's clothing items for donation. You may also make a cash donation if you'd like. The deadline to donate is noon on Friday, December 13th. Please let Breana know if you would like to go along to deliver the donations.

Past President – Linda Luedtke

The next deadline for reimbursement from the Bradley Munn Fund is January 15th.

NEOPA is selling Village Inn pie gift cards for \$11. Proceeds from the fundraiser will go towards a \$1,000 scholarship for an incoming freshman. Contact Linda if you would like to purchase a gift card. The deadline is January 11th.

STANDING COMMITTEE REPORTS

PSP – Debbie Hendricks

The next deadline for PSP certification is January 15th.

Debbie will be hosting a brown bag luncheon at noon on Friday, December 10th in the City Campus Union. Debbie will explain the PSP and provide those in attendance with the necessary paperwork.

Membership – Barbara Homer

Barbara reported that UNOPA currently has 124 members consisting of 95-Active (21 New), 4-Associate, 6-Retired, 1-Lifetime, and 19-Honorary.

Barbara presented a welcome mug and a membership pin to new members. New members included Carrie Duffy (Career Services), Natalie Keaschall (Career Services), Renae Oestmann (University Honors Program), Connie Wieser (Academic Services & Enrollment Management), Ashley Clark (Admissions), and Cheryl Wemhoff (Electrical Engineering).

A new member's luncheon was held on December 6, 2013 with seven in attendance. Those in attendance learned more about UNOPA from Mary Klucas, about PSP from Debbie Hendricks, and about NEOPA and NAEOP from Gretchen Walker. Barbara thanked Lynn DeShon and Belva Harris for helping organize the event.

Hospitality – Diane Carson

The 50/50 drawing collected \$87.00 (\$43.50 split) and the winner was Tricia Liedle. Prizes were also awarded to Jaime Long (PSP luncheon gift certificate), Lorraine Moon (holiday ice scraper), Dora Dill (Christmas cookbook), Shana Gerdes (holiday ice scraper), Stephanie Vendetti (cookie cookbook, cookie cutters, and \$10 Eileen's gift card), and Pat DeStefano (cheese box).

Program – Jane Schneider

Our joint meeting with UAAD will be on Wednesday, January 15, 2014. We will be touring the Devaney expansion. We hope to have a brief business meeting beforehand.

ENTERTAINMENT

Our entertainment for this year's Christmas Luncheon was Pitch Please, the first co-ed a capella group at UNL. Their performance included "Mercy" by Duffy and "Superstition" by Stevie Wonder. Member, Rachael Washington also sang a winter song with her sister who is a sophomore at Lincoln East High School.

ANNOUNCEMENTS

The Martin Luther King Jr. "Freedom Breakfast" will be held on Friday, January 17, 2014 at Embassy Suites. Please let Mary Klucas know if you would like to attend. The cost is \$20.00.

We are looking for an Outreach Committee Director. Please let Mary Klucas know if you are interested. Details about the position are on the UNOPA website.

The deadline for the January edition of UNOPA Notes is Friday, December 13th.

Our next meeting will be Wednesday, January 15, 2014 at the Devaney Center.

Meeting adjourned at 12:41 p.m.

Submitted by: Alycia Libolt, Recording Secretary

Approved as Presented – February 11, 2014

Mary Klucas, President

Minutes of the

Joint Meeting of University Association for Administrative Development (UAAD) and University of
Nebraska Office Professionals Association (UNOPA) General Membership

Wednesday, January 15, 2014, 11:59 a.m. – 1:00 p.m.

Bob Devaney Sports Center

UAAD President, Julie Thomsen, called the joint meeting to order at 11:59 a.m.

UAAD conducted a short business meeting.

Those who participated in the canned food drive for the Food Bank of Lincoln were all given a ticket for a chance to win a gift certificate or a flash drive. The winners of the gift certificate and the flash drive were Marcy Tintera and Stephanie Vendetti, both of UNOPA.

Following the UAAD business meeting, UNOPA President, Mary Klucas was given the opportunity to conduct a business meeting.

STANDING COMMITTEE REPORTS

Ways and Means – Roddy Spangler

Kristy Redja was presented a \$25 Chipotle gift card for her efforts with the UNOPA Parking Lot Fundraiser.

Hospitality – Diane Carson

The 50/50 drawing collected ~~\$57.00~~ \$55.00 (\$27.50 split) and the winner was Alycia Libolt.

ANNOUNCEMENTS

Our next meeting will be Tuesday, February 11, 2014 at the East Campus Union.

Tour

Following the brief business meetings, members were given a tour of the renovated Bob Devaney Sports Center as well as the new Hendricks Training Complex.

Meeting adjourned at 1:00 p.m.

Submitted by: Alycia Libolt, Recording Secretary

Mary Klucas, President