I am looking forward to my year as NEOPA president as we continue to move NEOPA: Onward & Upward in 2013-2014. It will be a year of challenges as we look at ways to provide professional development and support to the educational office professionals in Nebraska under the guiding principles of fellowship, mentoring, recognition, networking, and leadership.

The strategic planning process continues as we look at designing a new logo and creating a slogan/tagline to be considered by the membership this fall. The completion of the E-Series will take place at the Fall Workshop and should see seven individuals receiving education credits toward their PSP certification.

There will also be several opportunities for you to learn. We start the year off with the Fall Workshop hosted by the University of Nebraska Office Professionals (UNO-PA), October 17-18 at Southeast Community College Continuing Education Center, Lincoln, NE. The Spring Conference will be hosted by the Nebraska Department of Education Bridge on April 10-11, 2014. Many of our National Central Area states are also hosting fall workshops and Illinois will be the host for the Central Area Professional Development Day in March 2014 (see calendar of events). Portland, Oregon will be the site for the NAEOP conference in July 2014.

Did you know NEOPA will be celebrating their 50th anniversary this year?? Plans are underway for a celebration. If you haven’t renewed your membership – it’s not too late. I remind you the most important asset to an organization is PEOPLE. I can’t do this alone; we are all invested in seeing that NEOPA succeeds. We have a strong foundation but we can’t build on these foundations without YOU. Our members are important. NEOPA will be asking you the members – what’s important. I want your voices to be heard.

As Martin Luther King, Jr., stated, "We may have all come on different ships, but we’re in the same boat now.” So as we move ONWARD and UPWARD in the coming year – remember we need everyone! I hope you have volunteered to serve on a committee?

Time is moving us ONWARD, yet it is up to us to move UPWARD.

If you have questions or comments, please do not hesitate to contact anyone on the board. We are here to serve you! I hope to see you all at the Fall Workshop in Lincoln!

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2013-2014
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FALL NEON 2
I had the opportunity to attend the 2013 NAEOP Annual Conference in Alexandria, Virginia, along with 19 fellow Nebraskans. All Nebraska local affiliates were represented -- LPSAOP, NDE BRIDGE, OEOPA, UNOPA, and WEOPA! I traveled by train, taking the slow, but scenic, route. Two other NEOPA members were onboard, as well as two members from Kansas. I thoroughly enjoy the train, but I do understand that this mode of travel isn't for everyone. I arrived in Alexandria on July 20 so I could spend some time seeing the wonderful monuments and museums in Washington, D.C. On Sunday, several of us set out on our own to see the sites. We started with a quick education on how to buy Metro tickets from one of the friendly people who worked there, and we were off to the National Mall. The weather was miserably hot and humid, but the sites were amazing. We walked the National Mall from the Smithsonian Museums, past the Washington and World War II Memorials, to the Korean War and Lincoln Memorials, back by the Viet Nam Memorial, toured the American History Museum, off to the Ford Theater where President Lincoln was shot and then to the Petersen House where he later died. What a day!

The NAEOP Retirees always host a tour on Monday prior to the start of the conference, and several of us joined them. We toured Mount Vernon and Arlington Cemetery. While at Arlington Cemetery, we visited the Kennedy graves and were able to see the changing of the guards at the Tomb of the Unknown Soldier. Truly a day that made me proud to be an American and reflect on what others sacrificed for our freedom.

Conference life started for me on Tuesday. I was fortunate enough to be asked to present one of the briefings prior to the "official" start of the conference. It was a real pleasure to present my session on Followership, and I thoroughly enjoyed the engaging conversation that took place and to hear the many ideas from members across the country regarding the importance of our members. Presenting a briefing is a way to network with a variety of NAEOP members and an opportunity for the presenter to learn and grow in their presentation knowledge and skill. For the first time this summer, NAEOP offered a two-day Speakers Bureau Training. This afforded a great opportunity for members to learn the basics of developing and presenting a workshop. If there is a topic that is of interest to you and that you have passion for, I encourage you to develop this into a session and share with members at the local, state, and even national levels!

The Opening Session took place on Tuesday evening. It was a once in a lifetime experience to have the honor of hearing and seeing "The President's Own" United States Marine Band, followed by the Presentation and Posting of our Colors led by the Joint Armed Forces Color Guard. Each branch of the military was represented. A truly awe-inspiring start to the conference!

Our Flag Ceremony was narrated by NAEOP Past Presidents. The NEOPA flag was carried by Gretchen Walker, NEOPA President 2013-2014. The keynote speaker was Dave "The Shef" Sheffield and started the conference off on a high note with his motivating message to discover what it takes to achieve our goals.

For this conference, I was asked by NAEOP President Lola Young to serve as recorder at the Advisory Council and the General Sessions. My main duty was to project the names of members nominated to serve on NAEOP committees. I had an ideal vantage point of all discussions during the sessions.

The Advisory Council took place on Wednesday morning. I love attending the Advisory Council session, even if I am not a delegate. This is the opportunity for NAEOP members to have a voice in the business of NAEOP. One delegate from each affiliate is included as a voting member of the Advisory Council. It is the responsibility of the delegates to discuss agenda items that have been submitted by NAEOP affiliate associations and to elect two members to each of the standing committees.
Article for Advisory Council
Submitted by Mary Guest
August 16, 2013

This year, I have the honor of serving NEOPA as President-Elect. In this role, I also had the opportunity to attend the Advisory Council session as an alternate delegate at the 2013 NAEOP Conference held in Alexandria, VA, in July. One delegate from each NAEOP affiliate is included as a voting member of the Advisory Council. It is the responsibility of the delegates to discuss agenda items that have been submitted by NAEOP affiliate associations and to elect two members to each of the standing committees. Affiliate associations are contacted and requested to submit agenda items by May 15 prior to the conference. A total of nine items were submitted. I am pleased that Nebraska forwarded six items to be considered. Submitting items to the Advisory Council shows a genuine interest in how our National association provides service to its members and affiliate associations.

Below is a recap of the nine agenda items and the outcome of the Advisory Council study groups' discussion and decisions made at the general session:

Study Group #1

The following two items were combined and assigned to this study group:

Agenda item 1. Consider implementing a similar requirement for PSP Recertification, which would require qualified applicants to have 10 points of membership participation, with a minimum of 5 being membership in NAEOP. (Submitted by Bellevue [WA] AEOP)

Agenda item 2. For PSP recertification, continuing association responsibilities should be required. We request a change in the NAEOP Bylaws in Article XII – Professional Standards Program, Section 2, be revised to include the statement: "...and to award recognition based on education, professional activities, association activities and work experience." (Submitted by Nebraska EOPA)

Recommendation from Study Group #1: No motion was made on this item because the student group felt that adding this requirement would hinder members who have no local or state associations and would be a roadblock to their recertification. This was upheld in the general session.

Study Group #2

The following two items were combined and assigned to this study group:

Agenda item 3. Ballot format: Because of the way the 2012 NAEOP ballot was formatted, we request the following items be changed on all future ballots:
1) Voting should not be "required" for all officers and proposed Bylaws changes.
2) The option to "abstain" should be afforded all members. (Submitted by Nebraska EOPA)

Agenda item 7. According to the NAEOP Bylaws, proposed Bylaws changes are to be presented to the membership 30 days prior to voting. The current practice is to include proposed Bylaws changes on the ballot in the fall of the year when the NAEOP elections take place. We request that any proposed Bylaws changes be sent to the membership 30 days prior to the commencement of voting. (Submitted by Nebraska EOPA)

Recommendation from Study Group #2: Two motions were made. The first motion stated the ballot will include "yes", "no" and "abstain" options. The second motion stated proposed Bylaws recommendations be distributed via email and/or posted on the website 30 days prior to voting. Both motions were approved in the Advisory Council and General Session.

Study Group #3

Agenda item 4. Remove the restriction on appointed or elected NAEOP board members that they may not be recognized or be eligible for the Olive T. Ritchie Educational Office Professional of the Year Award. (Submitted by Nebraska EOPA)

Recommendation from Study Group #3: The first motion made was to remove restrictions on appointed board members for the educational office professional of the year award. This motion failed. A second motion was then made to remove NAEOP past presidents from being eligible to receive the educational office professional of the year award. At the general session, the first motion was not presented; the second motion was approved.
The 2013 Spring NEOPA Conference held on Friday, April 19, 2013, at the SCC-Continuing Education Center was appropriately titled: "It's All About You". It certainly was all about the NEOPA organization and the professional growth it offers its members!

Our day started out with registration and a continental breakfast. We were then welcomed by our President-elect, Gretchen Walker, as weather and road related issues were preventing our current President, Joyce Trevett, of Wayne, NE, from reaching us until later that day. Following the welcome, the flags were presented along with a few general announcements.

The keynote speaker, Dr. Mark Burbach, from UNL School of Natural Resources, spoke to us about emotional intelligence in the workplace. He explained how it's important to understand emotions and why managing emotions become a necessary part of human interaction.

Our second morning speaker was also from UNL. Dr. Jan Deeds spoke to us about "Listening Skills for the Non-Counselor". She demonstrated through various examples how effective listening skills can help us in the workplace. She taught us that listening for meaning and recognizing emotions were characteristics of a good listener.

After the conclusion of the two thought provoking speakers, we rounded out our morning with a NEOPA business meeting. We then were served a delicious lunch, followed by the installation of the 2013/2014 NEOPA officers.

The afternoon offered many breakout sessions choices. For those who signed up for the E-Series, participants had the opportunity to learn about 1) Public Speaking with Sheila Kepler, 2) Parliamentary Procedure/Running an Effective Meeting with Mary Guest and Denise Fisher and 3) Membership Recruitment and Retention with Carol Bom.

For those not participating in the E-Series, breakout session choices were: 1) Mind Mapping, 2) Google Docs, 3) Social Media for the Generations and 4) Beginning PowerPoint 2010.

I chose to attend the Mind Mapping and Beginning PowerPoint sessions. The Mind Mapping session was very interesting in that it showed us how to think "outside the box". Rather than organizing events by making lists, Mind Mapping focuses on how to “center” our main thought and then branch out from there. The PowerPoint 2010 session helped me to expand some basic information I had already learned from previous classes. I'm excited to attempt a PowerPoint presentation the next time I need to conduct a meeting at school.

The 2013 NEOPA Spring Conference wrapped up with drawing winners being announced for the 50/50 and Tastefully Simple fundraisers.

I'd like to express my appreciation for being able to attend this year's Spring NEOPA Conference as one of last year's NEOPA Professional Growth Award Winners. NEOPA conferences always instill in me a renewed enthusiasm for implementing all of the new skills and information that I learn while there.

Respectfully submitted,

Candy Johnson, CEOE
Article for NEON -- Report on E-Series
September 10, 2013

Whatever happened to going through the puddles versus going out of our way to avoid them? Life is messy and missing the puddles sometimes takes away from the experience.

Do you see a parallel to our work lives? We go out our way to avoid the “messy” stuff, sometimes missing the value of going through it!

That was the beginning of an article in August 2012 about NEOPA’s E-Series leadership program. A program designed to provide not only personal growth and leadership tools, but also designed to award 30 education credits for successful completion of the two-year course.

The E-Series Plan was designed to EMPOWER participants by discovering their own individual skills and talents. With the discovery of those skills and talents, participants learn to ENGAGE with other members to combine everyone’s skills and talents in achieving the best results in our pursuits. With those results, we EXPLORE personal and group commitment to the organization by offering opportunities to serve, lead, and participate in NEOPA. Putting it all together ENERGIZES us in finding new and effective ways to initiate change to keep NEOPA current and providing useful benefits to EVERY member.

Let’s fast forward to October 2013. NEOPA members, who opted to jump in the puddles, have participated and will be receiving certificates of completion based on their participation in the E-Series. And we couldn’t be more excited about the prospects and potential this has for NEOPA.

The originally planned two-year course was accomplished in one year, due to the gumption and dedication of the participants. The series was divided into four sections and included topics on leadership styles and theories, building trust, followership, delegating, building a purposeful community, emotional intelligence, public speaking, parliamentary procedure, member recruitment and retention, motivation, generational differences, relationships, and running effective meetings. The goal to not necessarily create leaders, but to empower members to see the important part they play in the association whether they are formal leaders, influencing others, or being effective, responsible followers (or how to jump in puddles and enjoy it!).

There were/are so many benefits from this venture, which was birthed three years ago in Mary Guest’s dining room. From my personal standpoint, a few of those benefits include: getting to know fellow members, their skills and talents; seeing participants actively engaged in the learning process; witnessing the application of the theories and tools shared to bring about a “rebirth” of NEOPA, with efforts to bring NEOPA current and more relevant; personal growth and experience for me as a presenter; and the list goes on.

So hearty, well-deserved CONGRATULATIONS to the participants and a huge THANK YOU to Mary Guest, Carol Bom, and Denise Fisher for their efforts in organizing, planning, and facilitating the E-Series program. We are, by the way, looking for others who would also be interested in jumping in the puddles!

FALL NEON 6
Advisory Council Continued from Page 4

Agenda item 5. Revise the Louise Henderson Nelson award submission process. Currently, one original and three copies of all of the award documentation are sent to the NAEOP Awards Chairperson for this award. (Submitted by Nebraska EOPA)

Recommendation from Study Group #4: Motion was made to make submission of the Louise Henderson Nelson award electronic. Motion was approved in the Advisory Council and the general session.

Study Group #5

Agenda item 6. Request the NAEOP board minutes be posted on the NAEOP website in the Members Only section of the website. We ask that they be posted 30 days after they are approved through the regular NAEOP board processes. (Submitted by Nebraska EOPA)

Recommendation from Study Group #5: Motion was made to post the NAEOP board minutes in the Members Only section of the website 30 days after board approval. It was noted that this can take up to six months because the board only meets in January and July. The July board meeting minutes won’t be approved until the January meeting, and then will be posted 30 days following the conclusion of that meeting. This motion was approved in the Advisory Council and the general session.

Study Group #6

Agenda item 8. The Vermont AEOP would like to have NAEOP offer affiliates the opportunity to utilize the national office membership in an online voting service to conduct their state elections. Each year NAEOP purchases access to a balloting service to allow members to vote electronically and we would like, as an affiliate benefit, to have access under NAEOP membership to conduct our state elections. (Submitted by Vermont AEOP)

Recommendation from Student Group #6: No recommendation was made as it was pointed out that the license for the balloting service cannot be shared, and it only allows for one (1) ballot per year. No further recommendations were made regarding this item in either the Advisory Council or general session.

Study Group #7

Agenda item 9. Change the name of the association from the National Association of Educational Office Professionals (NAEOP) to the National Association of Education Support Staff (NAESS). (Submitted by Wyoming AEOP)

Recommendation from Study Group #7: Much discussion was held, but no motion was made to forward to the general session. However, this item was again raised during the general session and brought about some very good discussion. This item was raised because there are states that include paraprofessionals in their office professional associations. This is allowed in the NAEOP Bylaws which state in Article III - Membership, Section 4: "Active membership shall be open to all persons actively employed as office personnel in an educational system or organization related to education or an active member of an affiliated association..."

Some of the paraprofessionals have stated that they feel they have been mistreated at the NAEOP conferences because they aren’t “office” professionals. After a lengthy discussion on both the pros and cons of doing this, a motion was made to change NAEOP’s name to the “National Association of Educational Professionals” – removing “office” from the name. Jon Hall, NAEOP’s Parliamentarian, stated that a vote in favor of this change would refer this item to the NAEOP Bylaws Committee for further review and discussion. I did vote in favor of the name change – not because I am in favor of the name change; but because of the discussion that was held, it seemed obvious to me that additional discussion was needed regarding membership criteria. However, the item was not approved so that ends the discussion for now.

As you can see, submitting agenda items to the Advisory Council is what gets discussion going. It is great to see delegates from all affiliates looking objectively at the items presented. This is how your voice, as a member, is heard. Please consider submitting agenda items in the future, as well as attending the Advisory Council so you can see your organization at work!
All members are invited to attend the Advisory Council; however, only delegates may vote and be elected to committees. Affiliate associations are contacted and requested to submit agenda items by May 15 prior to the conference. Nine items were submitted and placed on the agenda for the Advisory Council – six from Nebraska! The delegates are broken up into study groups, and each group is assigned an agenda item to discuss and make recommendations to either refer to the general membership or not. I urge all affiliates to submit items as this is the means to bring about discussion and change within the organization.

On Wednesday, I attended the Central Area Lunch meeting. Each area has the chance to meet to discuss relevant items and to elect one member to each of the standing committees. This is an exciting time for Central and North Central Areas, as it was approved to merge these two areas as of August, 2013. Stay tuned for more information as to how you can take part in the creation of this new area.

The PSP (Professional Standards Program) Banquet was held Wednesday evening to celebrate NAEOP members who have attained their PSP certification and/or CCEO (Certified Educational Office Employee) designation. Four NEOPA members were recognized: Theresa Baustert, Lori Matthiessen, Kitten Slezak and myself. If you have attained your PSP certification and have not yet been recognized at a national conference, start making your plans now to attend the PSP Banquet in Portland next summer!

The NAEOP Annual Business meeting is broken up into five general sessions beginning with the opening session on Tuesday evening and ending on Friday. During these sessions various annual reports are given from the National office and the NAEOP Board members, scholarships and awards are presented, and the annual meeting of the NAEOP Foundation Board is held. Items are discussed during the general sessions that were referred from the Advisory Council. If an item was not referred on, a member may still bring it up for discussion during the general session.

Thursday brought the Awards Luncheon where the Administrator and Olive T. Ritchie Educational Office Professional of the Year Awards were presented. Ann Borengasser, Arkansas AEOP, was awarded the Educational Office Professional of the year, and Russell Haver, Principal of Southside High School in Fort Smith, Arkansas, was awarded the Administrator of the Year Award. Nebraska has been honored to have had three Office Professionals of the Year – Joyce Graybill, 1993, Lola Young, 2003, and Sandy Watmore, 2005; and four Administrators of the Year – John Prasch, 1980, Dr. Jack Oliva, 2007, Dr. Z.B. Mayo, 2008, and Dr. Roger Breed, 2012. I encourage you to consider nominating one of your colleagues or administrators for these awards!

Friday morning started with the Higher Education Council breakfast. The Higher Education Council Chair is our very own Gretchen Walker! Gretchen and her committee arranged for Dr. Don Boileau, Professor of Communication and George Mason University, to be our guest speaker. He gave us a lot of food for thought as to what our college students should be gaining from their college experience. We had the opportunity to participate in a book exchange, and we broke into groups to discover and discuss ways we can take the time to show and provide care and support to others.

Awards were presented at the Fifth General Session on Friday. Nebraska was well represented in the Awards categories. Awards included:

- The Louise Henderson Nelson Award gives recognition to the outstanding affiliate associations based on a five-year participation that includes PSP/CCEO certificates earned, association programs and activities,
and a written statement. Awards are given to State and Local Associations. NEOPA received 2nd place in the State Association category, and UNOPA received 1st place in the Local Association category.

- **NAEOP Website Award** — In the Non-Professional Local category, Nebraska associations received the top two spots — LPSPAOP received 2nd place and UNOPA received 1st place.
- **NAEOP Rachel Maynard Communication Award for newsletters** — in the Local Category 2 (101 members or more) LPSPAOP received 3rd place and UNOPA received 1st place; in the State Category 1 (300 members of less) NEOPA received 3rd place.

Congratulations to NEOPA, LPSPAOP and UNOPA and their members for achieving these awards!! Congratulations also goes out to our NEOPA Scholarship recipient, Jessica Dolan from Minden, NE, who also received the NAEOP Student Scholarship in the amount of $1,000. Way to go, Jessica!

The perfect end to a wonderful week was the Installation Banquet held on Friday evening. Lola ended her term as NAEOP President, and Cathy Eberle was installed as the 2013-2014 NAEOP President. This left everyone looking forward to July, 2014, to meet again in Portland, Oregon. Start making your plans now. There is even an opportunity for an Alaskan cruise following the conference.

Oh, but wait. I wasn't quite ready to head for home. One more day of sightseeing on Saturday (after sleeping in a little) took us to the Newseum (a must see for anyone heading to DC) and a return trip to the American History Museum. There is just so much to see, it's impossible to get everything done in one visit. I left the next day from Union Station in DC — nothing compared to the Amtrak Station in Lincoln or Omaha or even Chicago! It is a shopping center in and of itself with many unique gift shops, retail stores, and restaurants. So even if you fly to DC — visit Union Station — 3 blocks from the capital.

I hope this overview of the 2013 NAEOP Annual Conference has peaked your interest and that you are thinking about making plans to attend the 2014 NAEOP Annual Conference in Portland, Oregon, July 14-17, 2014!

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**UNOPA Members receive service awards from UNL on September 23, 2013.** For a complete listing of all recipients:
http://hr.unl.edu/hr/serviceawards/recipients

**FALL NEON 9**
Save the Dates:

Minnesota Association of Educational Office Professionals
(www.maeopmn.org)
October 3-4, 2013
Mankato, Minnesota

NAEOP Fall Institute (www.naeop.org)
October 11-13, 2013
Salt Lake City, UT

NEOPA Fall Workshop (http://neopa.unl.edu)
October 17-18, 2013
Southeast Community College Continuing Education Center, Lincoln, NE

Kansas Association of Educational Office Professionals (www.kaeop.org)
October 18-20, 2013
Dodge City, KS

Missouri Association of Educational Office Professionals (www.maeop.org)
October 31-November 2, 2013
Springfield, MO

NAEOP Central Area Professional Development Days
March 28-30, 2014
Urbana, IL

NEOPA Spring Conference
April 10-11, 2014
Southeast Community College Continuing Education Center, Lincoln, NE

NAEOP Annual Conference and Institute
July 14-17, 2014
Portland, OR

Other Central Area state conferences not posted at this time, check their websites:

Indiana (www.indianaecop.com)
Illinois (www.iaeop.com)
South Dakota (www.sdaecop.com)
Wisconsin (no website)
North Dakota (no website)
Charting a New Course with NEOPA

NEOPA Fall Workshop
October 17 & 18, 2013
Southeast Community College – Continuing Education Center
301 South 68th Street, Lincoln, NE

Registration Deadline: Friday, October 11, 2013

Thursday, October 17
6:00—7:00p — Hors d’oeuvres and Fellowship
7:00 — 8:30p — Networking Activities
$10 at the door—Please RSVP (see below under Registration Information)

Friday, October 18 — Southeast Community College Continuing Education Center

7:30-7:50a Registration and continental breakfast
7:50a Welcome, flag ceremony, announcements
8:00-9:30a KEYNOTE—Leader, drifter, or sinker: what are you?
— Speaker: Jolene Palmer, Nebraska Department of Education
9:30-10:30a If Change Were Only Easy
— Speaker: Brent Gaswick, Nebraska Department of Education
10:30-11:00a NEOPA Strategic Planning
— Speaker: Jolene Palmer, Nebraska Department of Education
11:00a- 1:00p NEOPA Business Meeting and Luncheon/Awards Presentation

AGENDA

Breakout Sessions (for those not taking the E-Series):

1:15—3:30p Choose one of: (A) Retirement Planning with a Purpose—Todd Kelley and Ken Broman,
University of Nebraska College of Business Adjunct Instructors

AND

Taking the Mystery out of Mentoring — Jan Deeds, University of Nebraska

or (B) PowerPoint Tips and Tricks (limit of 12)— Ranelle Maltes,
University of Nebraska

3:45-4:45p Choose one of: (C) Networking Made Simple - Kelli Britten, Southeast Community College

Or (D) Social Media in the Workplace — Heath Tuttle and Brad Severa,
University of Nebraska

E-Series Sessions:

1:15—2:15p Taking the Mystery out of Mentoring — Jan Deeds, University of Nebraska

2:30—3:30p Networking Made Simple — Kelli Britten, IAC Acoustics

3:45—4:45p Destination Leadership: coming full circle with the E-Series — Jolene Palmer,
Nebraska Department of Education

Breaks at 2:15p and 3:30p

4:45—5:00p Wrap-up/Adjournment

Registration Information:

Thursday Night Activities: Dino's Eastside Grille, 2901 S. 84 St. 
RSVP to: Debbie Hendricks (debra.hendricks@unl.edu) or Diane Wasser (dwasser@unl.edu)
Cost: $10 at the door

Friday Conference: Southeast Community College Continuing Education Center, 301 South 68 St:
Cost: NEOPA Members: $55.00  Non-NEOPA Members: $70.00
Registration and Payments
Registration fees: Member: $55.00  Non-Member: $70.00
Registration Deadline: Friday, October 11, 2013

PHONE: Call Diane Siefkes at 402.323.3386. Have this form, your selections, and your credit card ready. This is for credit card registrations only.

MAIL: Complete the registration form on this page, including your topic selections, then mail this form with your check to: Diane Siefkes, SCC, 301 S. 68th St. Place, Lincoln, NE 68510. This is for payment by check only, made payable to SCC.

Please check topic choice:
Session 1: A or B  Session 2: C or D

Check here if you are an E-Series participant (Do not select topic choices above) ___

FAX: Registration form and topic choices selected with letter of authorization information to 402.437.2703, Attn.: Diane Siefkes. This is for company payment only. Check made payable to SCC.

REGISTRATION FORM – NONCREDIT COURSE  Southeast Community College

The College requires a student’s Social Security number as a condition for enrollment. A student’s Social Security number constitutes an “education record” under the Family Educational Rights and Privacy Act (FERPA). The College will be privileged to re-disclose that information only with the consent of the student or in those very limited circumstances when consent is not required by FERPA.

2013 QUARTER
___ SUMMER  ___ WINTER
X FALL  ___ SPRING

PLEASE PRINT

Social Security Number OR SCC ID  Last Name  First Name  Middle Initial  Preferred e-mail address

Home Mailing Address  City  State  Zip  County #  Work Phone

Birth Date  Gender  Race: (Used for statistical purposes only)
Male  Asian/Pacific Island
Female  White, Non-Hispanic

Native American  Hispanic/Latino(a)
Other _____

Veteran or Dependent
Utilizing Military Benefits
Resident of Nebraska
Non-Resident of Nebraska

COURSE NUMBER  SECTION  TITLE  START DATE  LOCATION  TIME
OFF16416CE-  NEOPA Fall 2013 Conference  10-18-13  CEC  0800
SA (mbr - $55.00)
SB (nonmbr - $70.00)

Billing agency: FOR OFFICE USE ONLY

DE _____  ID # _____

SIGNATURE __________________

Submission of this form indicates that I understand: 1) that my registration is complete that I am accountable for the tuition and fees and subject to a grade in the courses listed; 2) that should I officially drop, cancel, or withdraw, any refund in tuition will be determined by the date I submit my request to Continuing Education; 3) that failure to attend a course does not constitute an official drop/withdrawal; 4) the personal information contained herein is correct as shown; and 5) any changes in SBN, legal name, address, residency, etc. must follow the College procedures in the Student Handbook and College Catalog.

The following information is being collected for distribution to workshop attendees only (to be included with your name, association, preferred e-mail and work phone collected above.)

Name: __________________  __CEO  Local Association: __________________

_____ I have special dietary needs.  _____ Please do not list my personal information in the workshop materials.
Another Look at Leadership Styles and Theorists Leadership has a distinct way of changing life, both personally and professionally. Taking a step back to view your perception of leadership can set sail to encouraging you and creating a hopeful outlook at home and work. Are you a leader, drifter, or sinker? Developing your ideas about leadership will help you further grow your skills and define this question. Anchors aweigh!... as we dive into waters known and unknown as we explore leadership together.

Strategic Planning for NEOPA An update of where we’ve been on our Strategic Planning mission and where we are headed in the future.

Destination Leadership: coming full circle with the E-Series What started as a workshop about a year ago, ends at this conference, but is a beginning for each participant in actualizing their leadership potential. Leadership has no destination, only continuation, growth, and maturity. The year has brought about learning and understanding, growth and development, and even challenge and resolve as leadership was explored in meaning and action; we will bring it all together and set-sail to new horizons.

Jolene Palmer is a recovering 3rd grade teacher and elementary principal. She also worked with the Nebraska State Patrol as the D.A.R.E. State Coordinator and Educational Advisor for fifteen years teaching cops how to teach kids and also teaching cops how to teach other cops. Currently, Jolene is the project coordinator for the Positive Behavior Interventions and Support process in Nebraska through the Department of Education. She is also a member of the NDE Leadership Academy Developing Professional Developers group.

Conference/Breakout Speakers

If Change Were Only Easy A look at a few of the challenges with change. Transition or Change? Appreciating generational differences. Awareness of reactions to Change.

Brent Gaswicke is currently the Senior Administrator of the Network, Education, and Technology at the Nebraska Department of Education. He has worked at the Nebraska Department of Education since July of 2008. Prior to joining NDE, Brent was an elementary principal in Gordon, NE for five years. He started his education career as a Special Education and 5th Grade teacher in Rapid City, SD. During his career Brent has always been interested in how leadership can affect the success or failure of an organization.

Retirement planning with a purpose...Bermuda, Jamaica ...where’s your plan going to take ya? What, you don’t have a plan yet? Well, it’s time to “chart a course” and give this some thought. Our presenters, Todd Kelley and Ken Broman will help you do just that. They’ve helped many families and individuals become more financially aware and can do the same for you. This interactive presentation includes information that shows how saving is so much different than withdrawing and how you can potentially avoid the biggest fear of any retiree...running out of money!

Todd Kelley, CFEd has lived and worked in Lincoln, is an empty nester and is currently residing in Bennett, NE with his wife, Suzanne, black lab, Boone and miniature dachshund, Molly. After graduating from the University of Nebraska Business College, he was employed at IBM. He went on to serve as President and partner of two companies, a printing and computer consulting firm and advertising agency. Todd is an Investment Advisor Representative registered with Ameritas Investment Corp to offer securities and investment advisory services. Todd also serves as an adjunct instructor for the University of Nebraska, Business College - Finance Department teaching Personal Financial Planning and Retirement Planning courses. Education is a big part of Todd’s practice, and he clearly understands that investors need to understand what they’re buying and why...and more importantly, does this help them reach their goals.

Kenneth Broman, CFEd is a life long Nebraska resident and a graduate of the University of Nebraska Lincoln. Ken and his wife Michelle live in Lincoln where they are raising three beautiful children. Like most Nebraskans, Ken has developed a discipline for hard work and attention to detail. In 1992, Ken started his financial services career with a local bank and quickly moved into a trust department with an emphasis in investment management, employee benefit administration and client education. Ken is an Investment Advisor Representative registered with Ameritas Investment Corp to offer securities and investment advisory services. He also serves as an adjunct instructor for the University of Nebraska Lincoln Business College teaching Personal Finance and Retirement Planning courses. He is very passionate about education and giving back through volunteering. Ken values the art of listening to gain understanding. His focus is on serving clients where they are at in their financial journey with unbiased strategies tailored to meet their unique needs with solid financial fundamentals.
**Taking the Mystery out of Mentoring**  Everyone needs advice, support and the occasional challenge to reach for the next step. Mentors provide these things in both our professional and personal lives. Learn more about this special kind of relationship, from deciding you need a mentor to finding one (or more) and asking for what you need. Spoiler alert: You may already have a mentor!

Jan Deeds is the Associate Director of Student Involvement and Director of the Women's Center at the University of Nebraska-Lincoln (UNL). She received a master's degree in Counseling Psychology from UNL in 1985 and has been a licensed mental health practitioner for almost 30 years. She earned a doctorate in 2009 from UNL in Educational Studies with a specialization in Educational Leadership in Higher Education. Dr. Deeds has served on the UNL Chancellor's Commission on the Status of Women since 1998, as a member of the Staff Council and as advisor to the Council of Students.

**PowerPoint Tips and Tricks**  Learn some of the best tips and tricks to simplify creating fantastic presentations. These tips will show you how to avoid the boredom of PowerPoint and put the power of the presentation back in your hands.

Ranelle Maltais began working as a technology trainer with New Horizons Computer Center in 1995, shortly after receiving her BS in Business Administration at UNL. She taught public classes on various office suites, such as Microsoft, Corel and Lotus. In August 2000, Ranelle began working at the University of Nebraska-Lincoln as a technology trainer. In 2006, she became the IT Skills Development Manager, servicing the faculty/staff of UNL with technology training and support as well as developing campus-wide training programs such as UNL’s e-mail migration.

**Networking Made Simple**  What exactly is networking? Why does it matter? How do you network effectively? Answers to these questions will be given and a lot more during this one hour high energy session.

Kelli Britten is the marketing specialist for IAC Acoustics, leading all marketing and communications efforts for the North American region of the organization. This fall she is also serving as an advertising and public relations lecturer at the College of Journalism and Mass Communications at UNL. Kelli earned a bachelor’s degree in Marketing and Management from Peru State College and a master’s degree in Marketing, Communications and Advertising from UNL. She also serves on the Board of Directors for the Lincoln American Marketing Association (AMA) and TEDxLincoln.

**Social Media In the Workplace**  Many people are wary of social media in the workplace, worrying that tools like Twitter and Facebook are nothing more than a distraction and an excuse to not work. According to the Harvard Business Review, in 2012, 58% of US companies had a presence on social media sites like Twitter and Facebook, and many of those companies have full time staff dedicated to using social media to drive their business.

This session will focus on the why and the how of social media in today’s business world. We will discuss how to successfully leverage services like Yammer, LinkedIn, Twitter, and Facebook for internal and external communication, while maintaining a productive and professional environment.

The session will also cover software and apps that can be used for personal productivity. We will discuss apps that can help with note taking, calendaring, organizing schedules, and a host of other tasks.

Heath Tuttle is the Assistant Director for Learning and Emerging Technologies at the University of Nebraska–Lincoln. Heath started his career teaching high school before moving into corporate training, and eventually moving into higher education. His B.S. is in Education, an M.A. in Organizational Communication, and a Ph.D. in Educational Studies.

Brad Severa has worked for the University of Nebraska–Lincoln for Information Technology Services for the last thirteen years. In that time he has managed the UNL Computer and Phone Store, worked for the New Media Center and is currently heading the Student Technology Learning Team as part of the newly formed Learning and Emerging Technology group. He has over 20 years experience working on computers using design and production software. Brad has also worked as an adjunct faculty member at Southeast Community College teaching courses in graphic design for the Printing Technology program. He is also currently the staff advisor for HIVE, a UNL student organization. HIVE works with students, staff, faculty and local business community members to increase collaboration and networking opportunities to UNL students.