

12-2003

UNOPA Notes, Volume 42, Issue 4, December 2003

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"UNOPA Notes, Volume 42, Issue 4, December 2003" (2003). *UNOPA Newsletters*. 28.
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UNOPA NOTES

"UNOPA is For YOU!"

University of Nebraska Office Personnel Association

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Greetings from the President

Congratulations to our Boss of the Year winner, Dr. William Seiler! It is always a special honor to be recognized by those we work with. His comments at the meeting were very gracious. November is always such a special meeting because we can show our appreciation for our bosses by inviting them to this luncheon. What a great way to lead into the holiday season!

UNOPA has a few traditions, our bosses' luncheon being one of them. Our upcoming meeting in December is traditionally one that has a little less business, and more time for visiting together and anticipating the upcoming holidays. Please mark your calendars for Tuesday, December 9, as UNOPA gets together during this special time of year. I heard that our Hospitality Committee is planning a surprise – I'm sure it will be a great one. They've done a wonderful job for us at each meeting!

As we think about Thanksgiving, and things that we are thankful for in our lives, I must say that I am so thankful for my wonderful Board of Directors and for all of my friends in UNOPA. I have had a wonderful time as president, and am sure it will continue throughout the year. I've had the Board involved in lots of projects and have called two special meetings. They do not grumble about the extra time involved; they come ready to serve. It is my great privilege to serve all of you with them right beside me. I look forward to all the things we will accomplish for UNOPA this year!

Thanks to Amy Stewart and Tricia Liedle for heading up the Giving Tree project! We've had lots of positive comments about doing this again. I know it took a lot of time to prepare. We do all appreciate that time well spent, and I'm sure all the recipients of the gifts will appreciate them as well.

I have heard lots of positive comments about the resolution we forwarded to the Chancellor regarding a seat on the Academic Senate. We will keep you updated regarding any progress made in this area of concern. Thanks to Barb Andersen, who has agreed to fill the vacated Employee Concerns Co-director spot. I'm sure she'll do a great job!

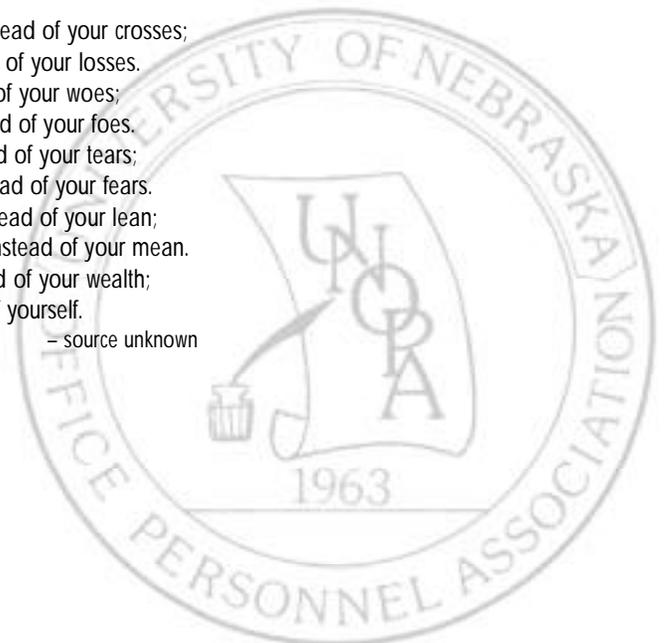
I ran across this quote while digging through UNOPA's archives last year, and thought it would be appropriate to share with you at this time:

Count your blessings instead of your crosses;
Count your gains instead of your losses.
Count your joys instead of your woes;
Count your friends instead of your foes.
Count your smiles instead of your tears;
Count your courage instead of your fears.
Count your full years instead of your lean;
Count your kind deeds instead of your mean.
Count your health instead of your wealth;
Count on God instead of yourself.

– source unknown

Happy Holidays, everyone!

Carol Bom, President



UNOPA Business

UNOPA General Meeting Minutes November 11, 2003 East Campus Union

WELCOME

President Carol Bom welcomed everyone to the November 11, 2003 General Meeting of UNOPA and the 22nd Annual Bosses' luncheon. She asked everyone to join in a moment of silence to remember our veterans and those who are overseas defending our freedom.

CALL TO ORDER

President Bom called the meeting to order at 12:00 p.m.

MINUTES

The minutes of the October 14, 2003 General Meeting were approved as published in the November issue of UNOPA Notes.

OFFICER REPORTS

Treasurer

Jerry Schluckebier gave the Treasurer's report, which will be published in the December issue of the UNOPA Notes.

Corresponding Secretary

Amy Stewart, with Tricia Liedle's help, encouraged members and guests to pick one of the "stars" from the Giving Tree and buy a gift for the person indicated on the star. This year's recipients are from the Cedars Home for Children and the Victorian Home for lower income seniors. Trees will also be displayed at both the City and East Union until the December 9th UNOPA meeting. All gifts should be brought to the meeting unwrapped, or delivered to either Amy Stewart, Tricia Liedle, or to one of the Unions.

ANNOUNCEMENTS

UNOPA Notes deadline is Friday, November 14.

The next Board of Directors meeting will be Tuesday, December 2 at 3:00 p.m. at the East Campus Union.

The next UNOPA General Meeting will be Tuesday, December 9 at 11:45 a.m. at the Champions Club.

The last home football game is Saturday November 15 and volunteers should call Donelle Moormeier if they can help.

STANDING COMMITTEE REPORTS

Susan Thomas, Hospitality Committee chair, announced the winners of the table decorations and door prizes. Jan Wassenberg won the 50/50 drawing, receiving \$44.00. The committee provided outstanding decorations in red, white and blue to honor Veterans Day.

Chris Cary, Foundation Committee chair, explained the purpose of the UNOPA Fund which is to benefit the professional growth of UNL's office personnel and the University as a whole. The nine applicants receiving reimbursement for professional growth expenses up to \$100 were Angela Blomquist, Lynn DeShon, Katherine Gulland, Patricia Liedle, Sandy Lineberry, Stacey Payne, Diane Wasser, Sandy Watmore and Lola Young.

UNOPA encourages continuing education of office professionals through the Professional Standards Program (PSP). Financial

stipends are awarded to UNOPA members who earn PSP certificates and for reimbursement for application fees for certification. Members receiving stipends today are Jeanne Andelt, Kathy Bennetch, Lynn DeShon, Jeanette Fisher, Debbie Hendricks, Shirley Horstman, Pat Hust, Betty James, LaRita Lang, Tricia Liedle, Sandy Lineberry, Lorraine Moon, Marcia Rowley, Edie Schleiger, Diane Wasser, Sandy Watmore and Lola Young.

PROGRAM

Sandy Watmore, president-elect, thanked Faye Massa for organizing today's program. She then introduced guest speaker Matthew Jones (Standing Bear), a member of the Kiowa and Otoe-



Matthew Jones talks about Native American Veterans.

Missourian Tribes of Oklahoma and a lecturer at UNL. He served in the U.S. Army for 13 years, serving two tours of duty in Vietnam, and was awarded the Vietnamese Cross of Gallantry with Palm and a Bronze Star.

Mr. Jones spoke on "Native American's Role in U.S. Military". American Indians have a long history of supporting the U.S. military and fought loyally in every one of the American wars,

from the Revolutionary War to the current war in Iraq. When America entered World War I, the Iroquois Confederation declared war on Germany because, as noncitizens, they viewed themselves as a distinct entity from the U.S. One of their many contributions was as communication personnel, using their native language as code on field telephones to confuse the enemy. After the Armistice was signed, the U.S. government recognized the role played by Native Americans and granted them citizenship in 1924. In World War II, the U.S. Marine Corps unleashed their secret weapon the "Navajo Code Talkers" again. The American Indian was proud to serve their country, along with other ethnic groups, and earned special recognition. Having Mr. Jones share his stories with us is a fitting tribute to Veteran's Day.

BOSS OF THE YEAR AWARD

The Floyd S. Oldt Boss of the Year Award nominees for 2003 were: Sara J. Bindrum, University Health Center; Kathleen M. Glenn, Mid-American Transportation Center; Linda J. Major, NU Directions; Brenda Kay Osthus, Environmental Health and Safety; Anthony Schkade, Registration and Records; Gordon P. Scholz, Community and Regional Planning; and William J. Seiler, Communications Studies

Becky Hastings announced all the nominees and presented them with Certificates of Nomination. She then read excerpts from the nomination letters of the winner and presented the Floyd S. Old Boss of the Year award to William Seiler.

PSP QUILT RAFFLE DRAWING

The lucky winner of the beautiful quilt made by PSP members was awarded to Kathy Janda.

ADJOURNMENT

The meeting was adjourned at 1:00 p.m.

Joan Frederick, Recording Secretary



UNOPA Announcements



November General Meeting will be filled with Holiday Music! by Sandy Watmore

The very special December UNOPA General Meeting will be held at the Champions Club on December 9, 2003. Please plan to attend and enjoy musical entertainment by Adrienne C. Dickson, mezzo soprano, accompanied by Jack Rinke on piano. They will be providing a program of classical and holiday music including "The Habanera" from Carmen, "Santa Baby", "My Favorite Things", and a holiday sing-a-long for all who attend. Adrienne is currently a graduate student in the School of Music and Jack recently released a solo piano Christmas CD called "A Simple Noelle".

What a GREAT opportunity to kick off the holiday season and give us a chance to wear some of our favorite holiday apparel!

Member Concerns

University KUDO award winners were Sylvana Airan, Linda Hotovy, Tonda Humphress, Kenneth Jensen and Leonard Witt.

Judy Phelps, Jeanette Fisher and Betty James also received cards of concern this month.

CONGRATULATIONS!

Linda Cowdin, Facilities Management & Planning, is a grandma!! Mary Josephine "MJ" Cowdin, born March 14, 2003, was long awaited for by Linda's son and daughter-in-law and we know grandma will be giving her lots of love, too. Congratulations, Linda!

If any other UNOPA member has recently become a grandmother, let us know so we can celebrate with them! That goes for any good news! Call Judy Anderson at 2-7021 or Barb Carley at 2-0083.

MERRY CHRISTMAS

Treasurer's Report – November 6, 2003

Beginning Checking Balance, October 7, 2003		\$929.12
Income		
Hospitality	\$240.00	
Membership	\$886.00	
Ways & Means	\$1,848.00	
Professional Development	\$75.00	
50/50	\$23.00	
Interest	\$0.36	
Total Income		\$3,072.36
Expenses		
Corresponding Secretary	\$15.02	
Hospitality	\$250.92	
Ways & Means	\$65.75	
Program	\$10.00	
Professional Development	\$1,253.95	
Treasurer	\$10.00	
Total Expenses		\$1,605.64
Ending Checking Balance, November 6, 2003		\$2,395.84
Checking Balance		\$2,395.84
Cost Object Balance		\$117.63
		\$2,513.47



An encouraging word: Have you heard of someone needing a hug, a get-well wish, or an Atta Girl!?! If so, let us know so we can get a card in the mail to them. Contact Amy Stewart at 2-8172 or astewart2@unl.edu.

UNOPA Holiday Giving Tree for Charity

UNOPA is once again sponsoring a Giving Tree for the holidays. This year we have chosen children from Cedars Home and low-income seniors from the Victorian Home to be the recipients.



The "Giving Tree Star Ornaments" placed on the Christmas tree at our November meeting have been a success for a third year. In fact, we may need to request more names to be placed on the trees. If you were unable to attend the November general meeting, please do not feel left out. Giving trees are located in the City and East Campus Unions or you may call Amy Stewart at 472-8172 to inquire how to get a star.

In addition to the items requested on the children's star, they have requested some larger items that are not listed on the star. If you are interested in purchasing a larger item only or in addition to the items requested, please contact one of us to inquire about the item(s).

If you are unable to obtain a star, you can still help out by purchasing an unspecified gift for Cedars Home "emergency placements" during the holiday (Barbie, hotwheels, hats, gloves, etc.). All ages needed: newborn-17 years.

The items that are being donated via the star ornaments will be given to that particular individual. There is no price or quantity limit per star.

Please double check with all bosses/supervisors who attended the November meeting and who may have chosen a "star". You could offer to bring their donation with you or give them one of the addresses below of where they can send it. This will be ever so helpful, as all stars may not get registered.

Collection of Donated Items: The "stars" MUST be returned with the item or items purchased unwrapped. Amy and Tricia will be collecting donations at the December UNOPA meeting on December 9th at the Champions Club. You may also send or bring your item(s) to one of us at the addresses listed below. All items must be in NO LATER THAN DECEMBER 10th.

If you were unable to attend the November meeting and would like to receive a star ornament, call Amy Stewart at 472-8172. Any other questions please contact one of us.

Thank You and Happy Holidays

Amy Stewart, Chair	Tricia Liedle, Co-Chair
200 NU	103 Natural Resources Hall
CC 0452	EC 0844
472-8172	472-9537

Thank You!

Thank you to all! And to all a good night?!

Well, we have pretty well finished with the UNOPA main fund raiser – the football game parking lot. By next month I hope to know exactly how much we earned. However, we wanted to not wait until next month to thank and recognize all who helped. (Twelve persons helped more than once.) I especially want to thank Carol Bom. She's been consistently supportive and encouraging.

Judy Anderson	Peg Johnson	Kathy Schindler
Carol Bom	Sandy Jorgensen	Edie Schleiger
Debbie Burns	LaVonne Keller	Jerry Schluckebier
Chris Cary	Jan Kendall	Linda Schreiner
Jeanette Fisher	Betty Klawonn	*Helen Sexton
*Marlene Focher	Lona Kramer	Jan Shamburg
Joan Frederick	Cathy Leazer	*Margaret Skean
Becky Hastings	Nelvie Lienemann	Marcy Tintera
Debbie Hendricks	Linda Luedtke	Jan Wassenberg
Nell Inselman	Faye Massa	Sandy Watmore
Carrie Jackson	*Donelle Moormeier	*Carol Wusk.
Linda Jacobs	Karen Randall	
Betty James	Deb Rosenau	* committee members

And, a Special Thank You to all the family members who also helped us out this year!

Ken Dill (Dora's husband)
 Les Edwards (Jan's husband)
 Tracy Helmink (Donelle Moormeier's daughter)
 Sadie Inselman (Nell's daughter)
 Ron Moormeier (Donelle's husband)
 Ron Schreiner (Linda's husband)
 Jonathan Skean (Margaret's husband)

Thank you all again! I'm glad I got to know many of you. That's the real reward.

Jan Edwards

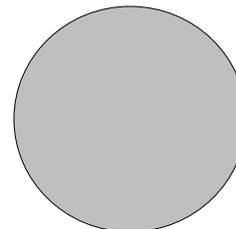
It's the Cold Season!

Many years ago, the famous actress Billie Burke, while enjoying an ocean cruise, noticed that a gentleman at the next table was suffering from a bad cold. "I'll tell you just what to do for it," she offered. "Go back to your stateroom and drink lots of orange juice. Take five aspirins. Cover yourself with all the blankets you can find. Sweat the cold out. I know just what I am talking about. I am Billie Burke of Hollywood."

The man smiled warmly and introduced himself in return. "Thanks," he said. "I am Dr. Mayo of Mayo Clinic."

We make a living by what we get, we make a life by what we give.

– Winston Churchill



CONGRATULATIONS!! TO UNOPA'S 2003-04 BOSS OF THE YEAR! William Seiler



William Seiler, Ph.D.
Communications Studies

William Seiler, Ph.D., has a new award to list on his curriculum vita: the 2003 Floyd S. Oldt Boss of the Year.

Seiler received the award November 11 at the annual University of Nebraska Office Personnel Association's Bosses' Luncheon in the East Campus Union.

"I am extremely honored and pleased to have been chosen UNOPA's Floyd S. Oldt Boss of the Year," said Seiler, who is Department Chair and a Professor in Communication Studies. "To be nominated by the folks that you work with every day and for them to say 'they appreciate what you do and that they enjoy working with you' that is something that I will cherish for a long time to come."

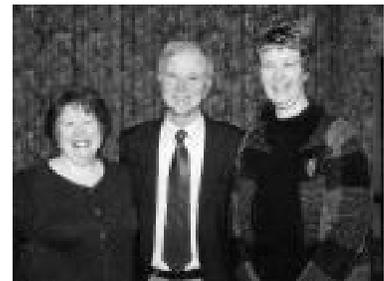
In one of his nomination letters, Seiler was described as someone who "always presents a professional image while encouraging a pleasant environment in which to work."

Seiler has served the University for 31 years and has been chair of the department for the last 14 years. He has also led the department during hard times. "The budget cuts have been difficult for our department and the nominee (Seiler) has worked hard to keep the departmental members motivated and working toward a common goal," one employee wrote. "Just this past year ... (he) started a monthly luncheon for department members where members can socialize and talk about their projects together. It has been a very successful event."

Another nominator wrote, "Having worked at several universities before coming to UNL, I can compare my chairperson to other chairpersons I have worked with – in all areas, this person comes out on top."

In his nomination letter, a graduate student wrote, "This individual's excellent administrative skills are complemented by their warm, personable demeanor as well as their constant consideration of each faculty, student and staff members' feelings and concerns."

Seiler was presented the award by last year's Boss of the Year, James Cotter. For winning the award, Seiler received \$500, a framed certificate, and a one-year UNOPA membership.



Seiler with his nominators Cheryl Kruid
and Donelle Moormeier.



James Cotter, last year's Boss of the Year,
passes the honor on to William Seiler.

Other nominees for the award were:

- Sara J. Bindrum, Medical Materials Supervisor, University Health Center
- Kathleen M. Glenn, Assistant Director, Mid-American Transportation Center
- Linda J. Major, Director, Student Involvement and Project Director, NU Directions
- Brenda Kay Osthus, Director, Environmental Health and Safety
- Anthony "Tony" Schkade, Assistant Director of Registration, Registration and Records
- Gordon P. Scholz, Department Chair and Professor, Community and Regional Planning.

The Boss of the Year Award was first presented in 1982 to recognize University of Nebraska employees who demonstrated excellent personnel management, employee supervision, and interpersonal relations skills. The name of the award was changed in 1991 after a donation from the Floyd S. Oldt Trust Fund.



Nominees present at the meeting were (top left) Tony Schkade, Sara Bindrum, Gordon Scholz; (bottom left) Kathleen Glenn, Seiler, and Linda Major.

Answers to the "Where Are They Now" quiz from page 6:

Lynn DeShon moved to Environmental Health & Safety; Jan Edwards moved to Institutional Research & Planning; Amy Fisher moved to Engineering Mechanics; Jeanette Fisher moved to Fiscal Affairs; Larita Lang moved to Computer Science & Engineering; Barbara Rietsch moved to Agricultural Leadership, Education & Communication.

UNOPA Notes

Organizing Tips for Managing Projects!

The following excerpt by Ilyce Glink is from her book entitled The REALLY Useful Guide to Working Smarter, Not Harder. She has some suggestions that can keep your project flowing smoothly from start to finish:

Start your planning at the finish line. You need to identify the end goal first if you're going to have any success at all in planning and completing your project. Is the end goal a report? A memo? The installation of a new system at your office? Once you've identified the goal, you can work backward to figure out what steps you have to take to get to it. The last item on the list should be where you start.

Plan out phone calls and meetings in advance. You don't want to waste your time or anyone else's, so make sure you know what you want to accomplish during each phone call or meeting.

Spend time organizing your project filing system before you start the project. It's a good idea to have a separate filing system for each project you work on.

For example, when I start writing a book, I dedicate one or two plastic filing tubs to the project and fill them with hanging files. Each chapter of the book gets its own hanging file or two (depending on how much research goes into each chapter), and each step or tip gets its own manila file folder. As the research grows, the tubs fill up. But because my system is flexible, I can move tips from chapter to chapter and simply relabel the individual file folders. When the book is completed, the tubs get labeled and placed into long-term storage (also known as my basement).

Do your most difficult tasks when you're the freshest. Everyone has a high-energy point and a low-energy point of their day.

To be the most productive at your job, it helps to do your most difficult tasks when you have the most mental energy. When it comes to long-term projects, take a few minutes at the end of the day to plan out when you're going to tackle the next aspects of the job. Make sure you schedule your more difficult tasks for when you're the most energetic – typically at the beginning of your shift.

Software can help. There are excellent project-management programs that can help you schedule complicated long-term projects. If you're working with several people or overseeing several people's work, these programs can help you stay informed of which tasks have been completed and where people are on their other assignments. One of the better, and easier to use, programs is Microsoft Scheduler.

Think through the timeline before you say yes. Sometimes you're told when a project has to be finished, and you have no choice but to work within that time frame. However, if your boss asks you how long it will take to complete a project, make sure you carefully think through the timetable before you commit to an end date.

You may even want to build in some additional time in case something comes up that you haven't planned on. It's a win-win situation for you, because if you complete the project early you're a hero, and if you're running late you've already built in the extra time you need.

Spend time communicating with your project mates. Office workers often complain that they're left out of the "information loop." If you want your coworkers to cooperate with you and make your project an important part of their day, you need to communicate with them frequently to make them feel like they're part of your team.

Consider updating the team weekly to let them know where you are on the project and how everyone is doing. You can create a 100-percent bar to track the progress you're making each week. If there are changes to the schedule or project, don't just mention them once to the team member they affect. Instead, make sure you reiterate the change and update everyone in a weekly e-mail. Just remember to keep it short and sweet.

(C) 2003 Ilyce R. Glink. Used with permission. For information on how to get your free copy of The REALLY Useful Guide to Working Smarter, Not Harder, go to www.Quill.com/SmartBook. To email Ilyce, visit her Website, www.ThinkGlink.com.



A young man once asked God how long a million years was to Him. God replied, "A million years to me is just like a single second in your time."
Then the young man asked God what a million dollars was to Him. God replied, "A million dollars to me is just like a single penny to you."
Then the young man got his courage up and asked: "God, could I have one of your pennies?"
God smiled and replied, "Certainly, just a second."

Where Are They Now?

Within this last year, some of our members have moved to new departments! Now, it is up to you to find them! Match the UNOPA member to their new department by drawing a line from their name to the department name. Good Luck!

Lynn DeShon	Fiscal Affairs
Jan Edwards	Computer Science & Engineering
Amy Fisher	Ag Leadership, Education & Comm
Jeanette Fisher	Environmental Health & Safety
Larita Lang	Institutional Research & Planning
Barbara Rietsch	Engineering Mechanics

If you've had a name change or relocated to a new department, please notify Jeanette Fisher, Membership Director, 472-2016, or jfisher1@unl.edu.

(Answers are on page 5!)

THE 11 COMMANDMENTS FOR AN ENTHUSIASTIC TEAM

1. Help each other be right...not wrong
2. Look for ways to make new ideas work...
3. If in doubt...check it out! Don't make negative assumptions about each other
4. Help each other win and take pride in each other's victories
5. Speak positively about each other and your organization at every opportunity
6. Maintain a positive mental attitude no matter what the circumstances
7. Act with initiative and courage as if it all depends on you
8. Do everything with enthusiasm...it's contagious
9. Whatever you want...give it away
10. Don't lose faith...never give up
11. Have Fun!



*****Ian Percy**

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Circulation: 185



Address Corrections to
Jeanette Fisher
313 ADM, 0429

December 2003 Calendar

December 3: Deadline for reservations
for General Meeting

December 2: Board Meeting
12:00 – East Campus Union

December 9: General Meeting
& Holiday Program
11:45 – Champions Club

December 12: Deadline to submit articles
for UNOPA Notes

December 24–January 4: Holiday Closedown



Education is the birthright of every person. We as members of the University of Nebraska Office Personnel Association pledge ourselves to safeguard that right. We acknowledge the unique role of educational office personnel and the importance of their contributions to the university and the community.

The purpose of UNOPA is to provide professional growth and promote high professional standards for education office personnel with the University of Nebraska, as partners upholding the quality of service to the university educational system and the community.