University of Nebraska - Lincoln
DigitalCommons@University of Nebraska - Lincoln

UNOPA Newsletters

UNOPA-University of Nebraska Office Professionals Association

11-2003

UNOPA Notes, Volume 42, Issue 3, November 2003

Follow this and additional works at: http://digitalcommons.unl.edu/unopanews

Part of the Higher Education Administration Commons

"UNOPA Notes, Volume 42, Issue 3, November 2003" (2003). *UNOPA Newsletters.* Paper 24.
http://digitalcommons.unl.edu/unopanews/24

This Article is brought to you for free and open access by the UNOPA-University of Nebraska Office Professionals Association at DigitalCommons@University of Nebraska - Lincoln. It has been accepted for inclusion in UNOPA Newsletters by an authorized administrator of DigitalCommons@University of Nebraska - Lincoln.

November 2003
Volume 42, No. 3

"UNOPA is For YOU!"

UNOPA NOTES

1963-2003 Celebrating Forty Years

University of Nebraska Office Personnel Association

UNOPA Board of Directors

President, Carol Bom
472-9131 cbom1@unl.edu

President-elect & Program Dir, Sandy Watmore
472-6700 swatmore1@unl.edu

Treasurer, Jerry Schluckebier
472-8876 jschluckebier2@unl.edu

Recording Secretary, Joan Frederick
472-6032 jfrederick1@unl.edu

Corresponding Secretary, Amy Stewart
472-8172 astewart2@unl.edu

Immediate Past President, Christine Cary
472-1634 ccary2@unl.edu

Awards Director, Becky Hastings
472-2085 rhastings1@unl.edu

Employee Concerns Director, Betty James
472-8738 bjames1@unl.edu

Employee Concerns Co-Director, TBA

Hospitality Director, Susan Thomas
472-8617 sthomas1@unl.edu

Membership Director, Jeanette Fisher
472-2016 jfisher1@unl.edu

Nominating Director, Betty Tutt
472-4455 btutt1@unl.edu

Professional Growth Director, Tricia Liedle
472-3305 pliedle2@unl.edu

UNOPA Notes Director, Judy Anderson
472-7021 janderson5@unl.edu

UNOPA Notes Co-Director, Barb Carley
472-0083 bcarley1@unl.edu

Ways & Means Director, Jan Edwards
472-2097 jedwards1@unl.edu

INSIDE THIS ISSUE

General Meeting Minutes 2
Announcements 3
Treasurer's Report 3
Reports & Updates 4
News 5
Calendar ..... Back cover

www.unl.edu/unopa

Greetings from the President

I love it when meetings inspire me. I think those of you who were at our October general meeting will agree that Connie Yori's talk was inspiring and motivating. It encouraged me to look at how I approach the day-to-day tasks in the office. I believe that as we are asked to do more and more in our offices, with perhaps less staff, that our attitude will be so important. I'm glad Connie was able to give us some solid tips on how to have a good attitude. She gave me the quote by Charles Swindoll that she read at our meeting. Look for it in this issue.

Another great attitude builder was the NEOPA Fall Conference. There were eleven UNOPA members that attended the conference in Omaha, Nebraska on October 10 and 11. I had to miss the Friday night festivities, but truly enjoyed the speakers on Saturday. The theme of "Renew and Refresh" was very applicable. As we all get busier and busier in our offices with jobs being combined; people out ill for extended periods of time; jobs being eliminated; the burden of our office staff grows and grows. It was wonderful to take some time out to reflect and refresh our attitudes!

For those of you unable to attend that conference, you can look forward to attending our upcoming workshop! Tricia Liedle and her committee have put together an outstanding workshop. Please make plans to attend. You will definitely come back to work the next day with renewed vigor and ways to improve your work place. I know that demands in the office are great, but we must take care of ourselves so we don't suffer from job burn out and stress. A day away from the office seems like a long time, but the advantages to your office will be great. Please join us at Country Inn and Suites for this workshop that is FREE to UNOPA members!

Speaking of membership…it is time to renew. Don't let the October 31 deadline overtake you. If you are a returning member, you need to renew by October 31 to receive the $9.00 renewal fee. If you do not renew by that time, the cost of membership will be $12.00. New members can always join at $9.00. Thanks to Jeanette and her committee for their work on promoting our membership!

I have always liked the little publication "Bits and Pieces". In a recent issue, I saw this remark that stood out to me. It asked, "What Really Motivates People?" "Money counts–but let's look further. They listed the following as motivators: Having a reasonable chance to succeed. Making a difference. Growing in their personal lives. Being encouraged."

Having a reasonable chance to succeed – UNOPA meetings and workshops will give you the opportunity to succeed. We offer tips on working with people, networking opportunities, tips for working smarter in the office and having contacts on campus.

Making a difference: You can make a difference on campus by representing UNOPA on campus-wide committees. You can speak up in meetings and voice your informed opinion. You can mentor a fellow employee and make a difference in their lives.

Growing in their personal lives: UNOPA offers many opportunities for personal growth. We grow when we are challenged. By joining committees or running for an elected office, you are challenging yourself to go above and beyond what you think you normally can do.

Being encouraged: Our members are very encouraging. We help nurture each other and help each other grow as individuals. We encourage you to challenge yourself and learn new things. We offer inspirational and motivational workshops for hands-on learning.

Being a UNOPA member can motivate you to become whatever you want to become. Someone once said if you're not growing, you're dying. We want to continue to grow and learn and develop ourselves into the person we have always thought we could become. We are lifelong learners and are so fortunate to work at a dynamic university. UNOPA is for You as you continue on your journey to grow, learn and enjoy our positions here at UNL.

Carol Bom, President

"You have the capacity to choose what you think about. If you choose to think about past hurts, you will continue to feel bad. While it's true you can't change the effect past influences had on you once, you can change the effect they have on you now." – Gary McKay, Ph.D.

UNOPA Business

UNOPA General Meeting Minutes
October 14, 2003
Devaney Sports Center

WELCOME & INTRODUCTIONS
President Carol Bom welcomed everyone to the October 14, 2003 General Meeting of UNOPA at the Devaney Sports Center. She also asked any new members and guests to stand and be recognized.

CALL TO ORDER
President Bom called the meeting to order at 11:55 a.m.

MINUTES
The minutes of the September 9, 2003 General Meeting were approved as published in the October issue of UNOPA Notes.

OFFICER REPORTS
Treasurer
The Treasurer was unable to attend the meeting. The Treasurer's report will be printed in the UNOPA Notes.

Corresponding Secretary
Amy Stewart reported on the Holiday Giving Tree for Charity. This year UNOPA will be sponsoring children from the Cedars Home for Children and senior citizens from the Victorian Home for lower income seniors. At our November general meeting we will be kicking off "The Giving Tree." There will be a holiday tree filled with ornaments that you can pick from. Each ornament will have either the child's or the senior's name, age, sex and several ideas for gifts. On the back of each ornament will be the directions on where to return the gifts if you are unable to attend the December meeting. All gifts must be left unwrapped. If you would like to sponsor a tree for your department, you may do so by contacting either Tricia Liedle or Amy Stewart. If you are unable to be at the November meeting and wish to participate, there will be a large tree at both the City and East Unions where you can pick up an ornament.

Board Report of Activities
Carol Bom reported that the Board of Directors met on October 7. Decisions taken were to approve the proposed budget for 2003-04 and to approve the adoption of Standing Rule 10 by the Awards committee. Both items will be reviewed under New Business.

STANDING COMMITTEE REPORTS
Awards
Becky Hastings reported they received seven nominations for the "Boss of the Year Award" and letters will be sent to the nominees by the end of the week. The Award will be presented at the November 11 meeting.

Foundation
Chris Cary reported that Foundation Funds are available for educational or professional growth. Five requests for reimbursement for up to $100 each have been received to date.

Hospitality Committee
Susan Thomas announced the winners drawn for several door prizes; there were 11 centerpieces, 3 large scarecrows, and 5 small scarecrows. The 50/50 drawing was worth $23.00 for the lucky recipient, Cindy Hornung. A contest to guess the amount of candy in three different jars of candy was held. A "Sneaker" contest, judged by our speaker Connie Yori, was held and prizes were given for the prettiest, most used, newest and most colorful sneakers.

Connie Yori, UNL women's basketball coach, spoke on "Positivity" at the general meeting.

Membership
Jeanette Fisher reported we have 121 members who have paid their dues this year. After October 31, the dues go from $9.00 to $12.00 for returning members, so contact Jeanette or check out the UNOPA Website for a membership form before the rate goes up!

Professional Growth
Tricia Liedle circulated a flyer to remind members about the Professional Growth Brown Bag Session on October 21, 2003 from 11:45 am – 1:00 pm at the City Campus Union. The session on "How to Write a Nomination" will leave you with a plan to assist in the process of successfully completing a nomination packet. Bring your lunch and plan to attend.

An all day Professional Development Fall Workshop announcement will be sent to members. Hold open the date of November 4 at the Country Inn & Suites. It is free to members and a $25.00 fee for nonmembers. There is a slate of great speakers designed to "Discover and Celebrate – YOU." Be sure to register and look forward to a fun day.

Ways and Means
Jan Edwards thanked members who have helped with the parking lot on football Saturdays and asked for members to sign up for the remaining games. Jan has extra 40th Anniversary UNOPA tote bags on sale for only $5.00. Here's your chance to purchase a bag if you missed out on the celebration.

UNFINISHED BUSINESS
President Carol Bom presented the immediate past President, Chris Cary, with a gavel pin. Last May Chris received her plaque as an outgoing President, but the pin was not available at that time. Carol thanked Chris for her wonderful leadership last year and her continued support this year.

Sandy Watmore showed the PSP quilt that is being raffled. Chances are still available and the drawing will be at the November 11 General Meeting.

NEW BUSINESS
Change in Standing Rule 10
The Awards Committee presented a motion to the Board of Directors to make a change in Standing Rule 10 of the Bylaws. The Board approved the change and it was brought before the membership for a motion to approve the change.

\Currently Reads:
The Awards Committee shall organize and implement all UNOPA special awards. In the best interest of the Association, members of the Awards Committee (including Director) and elected officers shall not be eligible for an award sponsored by the Association.

(minutes continued on page 5)

Announcements

Annual Bosses Luncheon and Veteran's Day Celebration at the November General Meeting

by Sandy Watmore

Since it is Veteran's Day, let's all wear our best Red, White and Blue to the November 11th General Meeting!

After naming our prestigious Boss Of The Year from a field of seven worthy candidates, Matthew Jones (Sitting Bear) will present a program on "Native American Veterans". Jones is an instructor with the University Foundation and will cover the Native American Nation's role in the United States military.

Please join us at 11:45 on Veteran's Day, November 11, at the Nebraska East Union for our Annual Bosses Luncheon and speaker.

Fall Workshop
"Discover and Celebrate – YOU!"

Tuesday, November 4
7:45am-4:30pm

Country Inn and Suites, North 27th Street

Free to current UNOPA members!
Contact Tricia at 2-3305

$ $

Treasurer's Report
October 7, 2003

Beginning Balance, September 11, 2003		$1,376.18
Income		
Hospitality	$351.24	
Membership	$45.00	
Program	$175.00	
50/50	$25.50	
Total Income		$596.75
Expenses		
Hospitality	$351.46	
Program	$203.10	
UNOPA Notes	$489.25	
Total Expenses		$1,043.81
Ending Balance, October 7, 2003		$929.12
Checking Balance		$929.12
Cost Object Balance		($31.77)
		$897.35

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.

Holiday Giving Tree

Yes, the Holidays are just around the corner and UNOPA is again gathering holiday cheer for those less fortunate than ourselves. At our November General Meeting we will again be offering "The Giving Tree".

This year we have expanded our focus to include young and old alike. We will be sponsoring children from the Cedars Home for Children along with senior citizens from The Victorian Home which serves lower income seniors.

We will kick off this year's project with a holiday tree at the General Meeting. It will be decorated with ornaments which will have ether a child's or senior's name, age and sex along with several ideas for gifts. You may then select one or more ornaments and purchase a gift for the person named on the ornament. All gifts must be left unwrapped and brought to the December General Meeting for collection. If you can't attend the December meeting, directions on where to return the gifts can be found on the back of each ornament.

If you would like to sponsor a tree for your department, contact either Tricia Liedle at 2-3305 or Amy Stewart at 2-8172. If you are unable to be at the November meeting to pick out an ornament, but still wish to participate, there will be large trees at both the City and East Unions where you can pick up an ornament. If you have any questions please contact Amy or Tricia.

Don't forget to buy a ticket for the PSP Quilt Raffle!

A beautiful handmade quilt will be given away at the end of the UNOPA General Meeting on November 11, 2003.

Chances are: $1 each, 6 for $5, or 13 for $10

Available from these PSP Stipend Committee members:

Jeanne Andelt	Pat Hust	Marcia Rowley
Kathy Bennetch	Betty James	Jan Schinstock
Lynn DeShon	LaRita Lang	Edie Schleiger
Jeanette Fisher	Tricia Liedle	Diane Wasser
Debbie Hendricks	Sandy Lineberry	Sandy Watmore
Shirley Horstman	Lorraine Moon	Lola Young

Member Concerns

by Amy Stewart

Rose Frolik, our founding president, was sent a "Thinking of You" card as she is not doing very well. Another "Thinking of You/Get Well" card was sent to Sandy Lineberry. A sympathy card was sent to Betty James and a get well wish was sent to Mary Klucas.

If you know of someone who has won an award, had a family member pass away or needs to have a get well card sent, please let me know and UNOPA will send it. Please send requests to astewart2@unl.edu or call me at 2-8172.

Fund raiser for UNOPA!

by Jan Edwards

Dracula is purported to say, "I vaan to drink your blood!" I also want your blood, as well as your skeletal structure and skin – all in one piece – all in the UNOPA Parking Lot on game day! Please volunteer by calling or emailing Margaret Skean, Coordinator for October 25th, Iowa State, 472-2425, mskean2@unl.edu; Donelle Moormeier, Coordinator for November 15th, Kansas State, 472-2069, dmoormeier1@unl.edu. You may also contact Carol Bom, UNOPA President, cbom1@unl.edu or myself, Jan Edwards, Ways & Means Committee Chair, jedwards1@unl.edu.

I want to thank the other members of my committee: Helen Sexton, Carol Wusk and Marlene Focher. I also want to take this opportunity to thank all of you who have volunteered for the past four games: Judy Anderson, Kathy Bennetch, *Carol Bom, *Chris Cary, Jaclyn Deniston, Ken Dill (for Dora), *Jan Edwards, *Jeanette Fisher, Joan Frederick, Becky Hastings, Debbie Hendricks, Nell Inselman, Betty James, Doris Jaworski, Peg Johnson, Sandy Jorgensen, Betty Klawonn, LaVonne Keller, Lona Kramer, Cathy Leazer, Nelvie Lienemann, Linda Luedtke, Faye Massa, Karen Randall, Deb Rosenau, Kathy Schindler, Jerry Schluckebier, Helen Sexton, Margaret and Jonathan Skean, Pat Smith, Marcy Tintera, Sandy Watmore,*Carol Wusk. The asterisks note the ladies who have volunteered for at least two shifts so far. There are 121 paid UNOPA members, so far only 27% have volunteered. I know we can increase this percentage, but we can't do it without you.

There have been 76 hours of shifts covered. We are averaging around $30 for UNOPA per shift. That is wonderful news!

Come on. Make Margaret and Donelle's day! Make UNOPA's day! Volunteer! You are needed!

Attitude

By Charles Swindoll

"The longer I live, the more I realize the impact of attitude on life. Attitude, to me, is more important than facts. It is more important than the past, than education, than money, than circumstances, than failures, than successes, than what other people think or say or do. It is more important than appearance, giftedness or skill. It will make or break a company…a church…a home. The remarkable thing is we have a choice every day regarding the attitude we will embrace for that day. We cannot change our past…we cannot change the fact that people will act in a certain way. We cannot change the inevitable. The only thing we can do is play on the one string we have, and that is our attitude…I am convinced that life is 10% what happens to me and 90% how I react to it. And so it is with you…we are in charge of our "Attitudes."

UNOPA News

The Price of Gas is Going Up and so is your UNOPA membership!

Just hours left to renew at the $9.00 rate.
After November 1, renewals are $12.00.

Send your membership form and dues to:
Jeanette Fisher
313 ADM 0429

The form is available on UNOPA's Web site:
http://www.unl.edu/unopa/membfrm.htm

Change of Address

Have you have recently moved to a different office? If you renewed your membership early this year and have moved, you need to contact Jeanette Fisher with the updated information. We don't want you to miss out on UNOPA Notes and other valuable information that we send. Thanks!

BOSTON in the Summer!!

Now is the time to start planning for the National conference in July. It seems like a long way off, but it is being held in Boston, MA, and will be a popular one to attend. How exciting would it be to receive your PSP certificate at that conference? It is also the NAEOP 70th anniversary celebration, so there should be plenty of special activities going on. It is time now to put your items together for the PSP certification also. We'll have brown bags beginning in January to let you know what you need to do.

We're Looking for a Few Good Web Site Addresses……

We'd like to compile a list of Web sites for our member's use, by our members. We're sure that you have found some good ones while you're surfing the Web for work or for play. As you send them in, we'll keep track and eventually publish them here for you in UNOPA Notes and on our Web site. We especially are interested in any Web sites you find useful at work, good clip art, good tips on office work, good graphics, Web site design, sites that talk about communication, etc. And since we all have a home, we'd be interested in seeing what kind of sites you like that have given you good information to use there. We've heard about cookies.com and flylady.com for starters. Please send them to cbom1@unl.edu, janderson5@unl.edu, or bcarley1@unl.edu

This will be fun! Thanks!

(minutes continued from page 2)

Change to Read:
The Awards Committee shall organize and implement all UNOPA special awards. In the best interest of the Association, members of the Awards Committee (including Director) and elected officers shall not be eligible for an award sponsored by the Association. An individual cannot be nominated for both the Floyd S. Oldt Outstanding Staff Award and the Floyd S. Oldt Silver Pen Award within the same membership year.

A motion was made by Becky Hastings and seconded by Katherine Gulland to accept the motion. Discussion followed and the motion carried.

Budget for 2003-04
The proposed UNOPA budget for 2003-04 was presented to the members for approval. Motion was made by Diane Sullivan and seconded by Sandy Watmore to accept the budget as presented. Discussion followed and the motion carried.

PROGRAM
Sandy Watmore introduced our speaker, Connie Yori, UNL Women's basketball coach. Connie's theme was "Positivity" and she shared how a positive attitude and approach to daily life is the greatest challenge and can have an impact on everyone around you. She uses this approach with her student athletes as well as co-workers, to draw on the positive aspects of work and life. Connie has been the UNL women's basketball coach for less than two years and looks forward to the upcoming season.

As part of their meeting theme of "Sneak Into UNOPA", the Hospitality Committee conducted a "Sneaker contest" with help from our speaker, Connie Yori. Prizes were awarded to Pat DeStefano for the cutest sneakers, Lisa King for the most worn out sneakers, to Tricia Liedle for the newest (whitest) sneakers, and to Katherine Gulland for the most colorful sneakers.

ANNOUNCEMENTS
Carol announced the deadline for articles for UNOPA Notes is October 15.

The Board of Directors has a vacancy for the position of co-director of Employee Concerns. This is a two-year commitment, working with the Employee Concerns Director for one year and the next year serving as the Director for Employee Concerns. If you are interested please contact Betty James or Carol Bom.

The next meeting of the Board of Directors will be November 6 at noon at 1700 Y Street.

The next general meeting will be our annual Bosses' Luncheon on Tuesday, November 11, at 11:45 at the East Campus Union.

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

Joan Frederick, Recording Secretary

University of Nebraska–Lincoln
UNOPA Notes
PO Box 880541
Lincoln, NE 68588-0541
Circulation: 185

Address Corrections to
Jeanette Fisher
313 ADM, 0429

1963-2003
Celebrating Forty Years

November 2003 Calendar

November 4: UNOPA Fall Workshop
"Discover & Celebrate–You!"
7:45am–4:30pm
Country Inn & Suites, North 27th Street

November 5: Deadline for reservations for General Meeting

November 6: Board Meeting
12:00 – 1700 Y Street, Room 125A

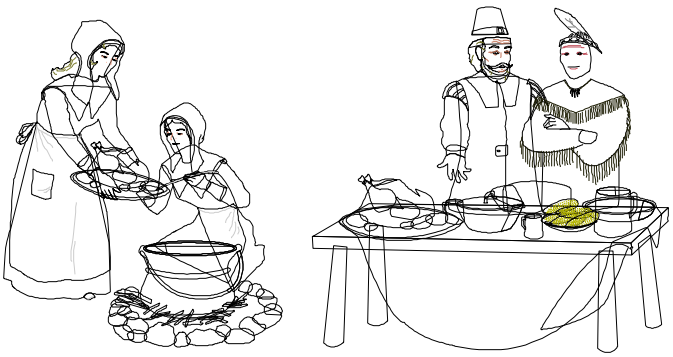
November 11: General Meeting & Bosses Luncheon
11:45 – East Campus Union

November 14: Deadline to submit articles for UNOPA Notes

November 27-28: Thanksgiving Holiday

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.



Happy Thanksgiving!