Congratulations to our award winners!

Educational Administrator of the Year

Educational Professional of the Year

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2006-2007 NEOPA Officers and Directors

PRESIDENT
Carol Borr, CEOE
8529 Logan Ave
Lincoln, NE 68507
Home: 402.446.1020
Work: 402.471.4332
Email: cborr@nebr.com

PRESIDENT ELECT/MEMBERSHIP COMMITTEE DIRECTOR
Christine Cary, CEOE (UNOPA)
1426 S 19 St Apt 1
Lincoln, NE 68502
Home: 402.310.6109
Work: 402.472.5836
Email: ccary2@unl.edu

VICE PRESIDENT/MEETINGS COORDINATING COMMITTEE DIRECTOR
Peg Aldridge, CEOE (LP SOAP)
7112 S 45 St
Lincoln, NE 68516
Home: 402.421.3564
Work: 402.436.1306
Email: paleldridge@ps.org

SECRETARY
Linda Teach, CEOE (WEOPA)
607 Fairacres Rd
Wayne, NE 68787
Home: 402.375.1521
Work: 402.375.7208
Email: lilleach1@wsc.edu

TREASURER
Jorena Larsen (LP SOAP)
4920 Bear Creek Road
Lincoln, NE 68516
Home: 402.423.8160
Work: 402.436.1369
Email: jlarsen@ps.org

PAST PRESIDENT/FIELD SERVICE COMMITTEE DIRECTOR
Deb Ryan, CEOE (LP SOAP)
1737 S 26 St
Lincoln, NE 68502
Cell: 402.499-3178
Work: 402.436.1072 x 82036
Email: dryan@ps.org

AUDIT COMMITTEE DIRECTOR
Lois Brown (LP SOAP)
1851 Brent Blvd
Lincoln, NE 68506
Home: 402.486.0299
Work: 402.436.1302
Email: lbrown2@ps.org

AWARDS COMMITTEE DIRECTOR
Mary Guest, CEOE (UNOPA)
4012 C St
Lincoln, NE 68510
Home: 402.613.2430
Work: 402.472.3755
Email: mguest2@unl.edu

BYLAWS COMMITTEE DIRECTOR
Becky Hastings (UNOPA)
2065 26 Rd
Brainerd, NE 68626
Home: 402.545.2387
Work: 402.472.2085
Email: rhastings1@unl.edu

FINANCE COMMITTEE DIRECTOR
Amy Chandler (LP SOAP)
6400 SW 25 St
Lincoln, NE 68523
Home: 402.421.8798
Work: 402.436.1760
Email: achandler@ps.org

INFORMATION/TECHNOLOGY COMMITTEE DIRECTOR
Karen Jackson (UNOPA)
1838 Boston Cir
Lincoln, NE 68521
Home: 402.438.7783
Work: 402.472.0262
Email: kjackson2@unl.edu

NAEOP LIAISON COMMITTEE DIRECTOR
Julie Kleager, CEOE (LP SOAP)
5601 Kess Dr
Lincoln, NE 68516
Home: 402.423.5435
Work: 402.436.1072 x 82005
Email: jkleager@lpsoap.org

NEWSLETTER COMMITTEE DIRECTOR
Judy Anderson (UNOPA)
3421 N 87 St
Lincoln, NE 68507
Home: 402.466.4904
Work: 402.472.7021
Email: janderson5@unl.edu

NOMINATING COMMITTEE DIRECTOR
Jean Harrison, CEOE (LP SOAP)
2011 N 63 St
Lincoln, NE 68505
Home: 402.464.5572
Work: 402.436.1644
Email: jharris@ps.org

PROFESSIONAL STANDARDS COMMITTEE DIRECTOR
Debbie Hendrickson, CEOE (UNOPA)
317 Orcutt Avenue East
Lincoln, NE 68504
Home: 402.466.4347
Work: 402.472.9685
Email: dhendriks1@unl.edu

PUBLICITY COMMITTEE DIRECTORS
Carol Reed, Co-Director (LP SOAP)
840 LaBrea Ave
Lincoln, NE 68504
Home: 402.466.7227
Work: 402.436.1339
Email: creed@ps.org

Phyllis Rabe, CEOE, Co-Director (LP SOAP)
7515 Nemaha St
Lincoln, NE 68506
Home: 402.488.0811
Work: 402.436.1304
Email: prabe@ps.org

SCHOLARSHIP COMMITTEE DIRECTOR
Nancy Harter, CEOE (LP SOAP)
5001 Glade St
Lincoln, NE 68506
Home: 402.327.0743
Work: 402.436.1773
Email: nharter@ps.org

WAYS AND MEANS COMMITTEE DIRECTORS
Beth Krohn, Co-Director (UNOPA)
7400 Englewood
Lincoln, NE 68510
Home: 402.326.6240
Work: 402.472.8197
Email: mkrohn1@unl.edu

Jean Danley, Co-Director
3121 W Raymond Rd
Raymond, NE 68428
Home: 402.783.3004
Work: 402.665.3561
Email: jdanley@rcentral.org
summer: jdanley@alttel.net

PRESIDENTIAL ADVISOR
Lisa Morehouse, CEOE (LP SOAP)
3141 S 41 St
Lincoln, NE 68506
Home: 402.483.4287
Work: 402.436.1594
Email: lmoreho@ps.org
President's Message

Thank you to our local affiliate, WEOPA, for hosting our fall workshop in Wayne, Nebraska. About 70 NEOPA members attended the workshop. Many members also enjoyed a casual evening of fellowship at Jeanne Ann Kardell's home on Thursday before the workshop. It's always fun to fellowship with this group of office professionals!

I am very excited about the upcoming spring conference. We have decided to partner with Southeast Community College in Lincoln. We feel that the partnership will benefit both groups and pave the way for many future opportunities. Peg Aldridge, CEOE, our Vice President and Meetings Coordinator, has been heading up the committee planning the conference. We looked at comments from the web survey taken of our members earlier this year—asking for your three greatest challenges at work. A summary of comments from the survey includes:

◊ need better communication in office between peers and managers
◊ how to deal with interruptions
◊ having to do more work with less time (due to office layoffs or job sharing)
◊ knowing supervisor expectations
◊ keeping up with new technology
◊ asking supervisor for time off for professional growth opportunities
◊ understanding different generations' work ethics
◊ knowing how to organize multiple projects efficiently

We looked at the comments and asked Southeast Community College to help us find people to present that would help us meet some of these needs of our members. I think if you look at the sneak peek article on the conference in this issue, you'll see that we have indeed tailor-made this conference for you.

Peg Aldridge and I drove out to North Platte, Nebraska in October to reconnect with some SEOPA members. The Sandhills Educational Office Professionals Association has met for many years in the North Platte school district area. Peg and I were happy to join them on a hayrack ride for their membership drive. We had the opportunity to talk about NEOPA and NAOEP around the campfire that evening. What a beautiful evening we had together! We were very excited about making some connections with office professionals in that part of our state. I hope you can meet some of this fun group at our spring conference.

Thanks to all our members who have renewed and newly joined. Please let us know how NEOPA can help you grow both personally and professionally. Your Board of Directors is here to serve you. Let's grow and learn together as we support our teachers, administrators, researchers and students!

Professionally,

Carol Bom, CEOE
NEOPA President

Mission Statement

The purpose of the Nebraska Educational Office Professionals Association shall be to promote the advancement of education by improving the quality of service by educational office personnel to institutions of learning and the profession. The objectives of the Association shall be to provide professional growth opportunities, to recognize office personnel as members of the educational team, and to evaluate the standards of office personnel in education.
What Lies Within You? – Part II

In the last issue of the NEON, I encouraged our long time members to share their talents and passion with our NEOPA membership through developing a topic that they could present at a workshop. In following up, I thought I’d share an idea.

When driving to Wayne for our fall workshop with fellow board member Judy Anderson, we were talking about the NEON and the article about sharing talents. I encouraged and challenged her to develop a presentation of her own. Judy is a great public speaker. She is at ease when speaking in front of a group. Doesn’t that sound like a talent you’d like to have?

Judy does have a background in theatre arts. I challenged her to put together a presentation about how to speak in front of a group. Many times, we have talented members who would like to run for an office but do not want to get up in front of a meeting. If they had some hands-on tips about being at ease, that would aid them in developing their leadership skills.

What lies within you? What would you like to share with your fellow office professionals? Please contact me if you are interested in learning more about developing areas of service to our members. My e-mail is cbom@neb.rr.com or call me at 402-471-4332.

Carol Bom, CEOE
Haven House Receives NEOPA Donations

The Haven House in Wayne, NE was selected as NEOPA's community service project this fall. Assorted school items were donated by NEOPA members and gathered together at the Fall Workshop in Wayne in October. The committee was able to donate cash and gift cards totaling approximately $170....in addition to the school supplies!

Your generosity is appreciated in helping provide for the needs of those affected by sexual or domestic violence.

Haven House representatives (l to r), Joy Saunders and Christin Westgard, receive the NEOPA donations at the Fall Workshop from Carol Born, NEOPA president; Carol Stephens, WEOPA President; and Cindy Franzen, Fall Workshop Coordinator.

Haven House services northeast Nebraska families but is a branch of the Nebraska Domestic Violence Sexual Assault Coalition. This coalition is a statewide advocacy organization committed to the prevention and elimination of sexual and domestic violence. This non-profit agency provides crisis intervention and support services for domestic violence and sexual assault victims.

For more information visit their website at www.havenhousefsc.com

"What looks like a loss may be the very event which is subsequently responsible for helping to produce the major achievement of your life." —Srully D. Blotnick
Jorena Larsen
Treasurer

I'm in the 2nd year of my 2-year term as treasurer and it's been a great experience. Serving as a member of the executive board has been a valuable learning tool for me.

I have been working in the educational setting for 21 years at Southeast High School. For nine years I was secretary to the vice-principal and I am in my twelfth year as secretary to the athletic director. I really enjoy working with the athletes, the coaching staff, and the booster club. Since my husband coaches two sports at Southeast, and we are very involved in athletics, it is a perfect fit for me. He was just recently named the new head football coach along with his head girls basketball coaching duties. We are very excited and are looking forward to this new opportunity.

I am a member of the local, state and national associations and earned by PSP in 2003. I attend workshops, conferences and have served on several committees both state and local. Currently, I am serving on scholarship and spring dinner committees for LPSAOP.

John and I have five children, a one-year-old granddaughter who is our pride and joy and another grandchild expected in the early spring. Jody is an RN, married to Kent, a navy pilot, and parents of our granddaughter. They are stationed at LeMoore Naval Air Station in California. Brandy has made Phoenix her home for eight years and is now working in the corporate office of a retail company with eight stores in the Phoenix area. We are excited to be planning a July 21st wedding for Brandy and her fiancé Chip. Nate, who is a teacher/coach in Aurora, and his wife, Kerry, who works at Cornerstone Bank, are expecting our 2nd grandchild in March. Mike is a student at UNL, pursuing a degree in secondary education. He has also been working full time for Amigos for eight years. Andrew is a junior at Southeast and works at Valentinos.

I have been truly blessed with wonderful family and many friends—many who have come through membership in my local and state associations.

Amy Chandler
Finance Committee Director

I have been with the Lincoln Public School district since 1982, starting out as a Para Educator for Early Childhood Special Education Home-base Program. In 1992, I became the secretary for the Purchasing Department where I still reside in employment today. I have done many jobs for LPSAOP, from building representative, Audit/Budget, secret friends, spring dinner chair, negotiations, president-elect, president and now I am president-elect for the 2006-2007 year. I am also serving on the National (NAEOP) membership committee. I have helped on many committees for state conferences. I attained my PSP, Basic Option 1 in 2004 and am working on upgrading to the next level this year. I really enjoy belonging to the LPSAOP, NEOF and NAEOP associations—going to conventions, social events, and mainly the great people you meet and get to know while attending. I have acquired many new friendships.

I have been married to my husband Terry for the last 36 years. He is now retired from Goodyear Tire and Rubber and works for the LPS Custodial Department. We live on an acreage near Denton and love the peace and quiet out there. We have two daughters and one son. Carlie works at Hobby Lobby and goes to the University of Nebraska part time. Her 7-year-old daughter TeriAnn attends Saratoga Elementary School. Angela lives in Fort Stewart, Georgia, with two more of my grandchildren—Devon 13 and Lacy 10. Our son Randall has a 9-year-old daughter, Ashley, and a son, Trevor, who is 5 months old. Ashley lives with her mother in York, Nebraska but we see her on Randy’s every other weekend. Randy works at Village Inn Restaurant as one of the main cooks and travels as a trainer for Village Inn’s new restaurant openings. We keep very busy with family things and yard work on the acreage.

I am looking forward to being your Finance Committee Director this year. I will try to be as helpful as possible for all office professionals. I appreciate hearing any ideas or concerns you may have.

Karen Jackson
Information Technology Committee Director

I started working at the University of Nebraska—Lincoln in August, 2004 as the Programming Assistant for the Agricultural Research Division. My main responsibilities are the maintenance of ARO’s website and the GIS project. I also assist in the publication of the department’s bi-monthly newsletter and provide clerical support when needed.

This is my third year as a member of UNOPA, my second year with NEOF, and my first year as a member of NAEOP. I have had fun working with the Information Technology Committee, especially in the redesign of the website. Look for more improvements to the website throughout the year.

Prior to coming to the University of Nebraska, I was a stay-at-home mom for 6 years to my three sons, Matt (14), Zach (10), and Josh (8). Before the children, I worked for the Foundation of Education (located in the old JC Penney building downtown) for almost 10 years and before that with Security Mutual for 3 years. I hold a bachelor of education degree from the University of Nebraska with a major in administrative office management.

My husband, David, is a professor in the Food Science and Technology Department at the University. As you can well imagine, with raising three boys there is never a dull moment in the Jackson household. Our oldest son is a freshman this year at North Star High School, so we have been busily adjusting to that fact. Along with our three sons, we also have a dog named Cookie who has proven to be the biggest baby of the family. Our sons are quite the athletes. We enjoy going to all their football, basketball, and baseball games each year. When I do have some free time myself, I enjoy playing the piano, cooking, and doing crafts.

Julie Kleager, CEOE
NAEOP Liaison

I work at the Facilities and Maintenance department of Lincoln Public Schools, where I've been for 20 years.

My husband Larry and I are celebrating our 40th wedding anniversary.
Judy Anderson  
Newsletter Committee Director

The University of Nebraska-Lincoln has been my home for the past 23 years—the last 17 years with the Publications and Photography Office. I'm fortunate to work with a bunch of fun, talented people and a wonderful boss. My main responsibility is editing the two most boring academic resources for UNL students—the Undergraduate Bulletin and the Graduate Studies Bulletin. I also publish the UNL Student Directory and all the Commencement and Doctoral Hooding programs. This year, I am also adding the New Faculty brochure, Promotion and Tenure brochure, and the Honor's Convocation program to that list. I serve as the department's unlicensed psychologist, a resource for any office or personal supplies (aspirin, band-aids, gum, chocolate, etc.) and the go-to gal for policy questions.

This is my fourth year on the NEOPA board, currently serving my second term as director of the Newsletter Committee, and I LOVE it! I have been a member of UNOPA for many years and have held the offices of UNOPA Notes newsletter editor (two years), membership director, recording secretary, corresponding secretary, and professional growth director (two years).

I have two children. My daughter Amy has three beautiful little girls—DaNae (6), Alivea (2), and Teniece (7 months)—and manages a home for disabled ladies. My son Tyler has our only little boy, Blaise (6), and he maintains heavy equipment. The kids have only moved blocks away from me with their families, so I am grateful to be able to see them lots! (At least most of the time!)

My passion is performing! I've been in over twenty theatrical shows in the last nine years—getting to play the role of my dreams this past spring portraying Mama Rose, in Gypsy with the Beatrice Community Players.

Debbie Hendricks, CEOE  
Professional Standards Committee Director

I am truly pleased to serve as NEOPA's Professional Standards Committee Director this year! For a PSP certificate to be considered as current by NAEP, members must recertify their highest-level PSP certificate every five years or upgrade to a higher level. The first recertification certificates will be awarded May 15, 2007 for those certificates awarded before May 16, 2002. What an exciting year it promises to be! I look forward to assisting NEOPA members in achieving their first-time recertification.

I have been employed at the University of Nebraska-Lincoln for over 28 years—all in the Division of Student Affairs, and the last 20 in the Vice Chancellor's Office for Student Affairs. My primary responsibility is Executive Secretary to the Vice Chancellor, but as the office old-timer, I find myself filling in wherever needed and answering almost all questions that may come in. My boss of those 20 years retired in June of 2006, so I'm not sure what this new academic year may hold—but hey, I'm flexible!

I have been a member of UNOPA for most of my years of UNL employment and an active member of NEOPA and NAEP since 1989. I have served on many committees, both elected and appointed for UNOPA and NEOPA, and have served on a variety of NAEP appointed committees. Since attending my first NAEP Annuall Conference in 1990, I have been "hooked" on being involved in my professional associations at all levels. I am most excited about the Professional Standards Program as I believe it offers an opportunity for professional development, fellowship and recognition.

Jean Harrison, CEOE  
Nominating Committee Director

I started my career with LPS in June 2004. I work in the Curriculum Department at the District Office for the Physical Education/Health Specialist, Marybell Avery, and Secondary Language Arts Specialist, David Smith. I joined LPS/NEOP, NEOP and NAEP right away and got involved on committees. I earned my PSP and CEOE in January 2005. I am currently the Nominating Committee Director for NEOPA, so anyone interested in being on this committee should contact me soon!

I grew up in Douglas, Nebraska (very small town—graduating in a class of four!), but have now been in Lincoln for 21+ years. I have been married to John for 16 years and we have two children—Jonathan is 14 and attends Northeast. Jenna is 8 and attends Brownell. We are sometimes referred to as "the 4 Js".

My husband and I also run a youth and a teen group for our fraternal life insurance company and we do a lot of community service work with them. When I have any free time, I enjoy scrapbooking, reading and cross-stitching. We also spend many hours on the bleachers with baseball and in the gym with gymnastics.
UNOPA
University of Nebraska Office Professionals Association

UNOPA Awards Boss of the Year Honors

Dr. Richard J. Hoffmann received the 2006 Floyd S. Oldt Boss of the Year award on November 14 at the UNOPA (University of Nebraska Office Professionals Association) general meeting and luncheon at the East Campus Union. Dr. Hoffmann was not able to attend the meeting, so Dr. David Hansen, recipient of the 2004 Boss of the Year Award, accepted the award in his behalf.

Richard Hoffmann, Dean of the College of Arts and Sciences, was nominated by David Howe, on behalf of the Associate Deans, the staff members of the Dean’s Office, and the Chairs and Directors in the College of Arts and Sciences. Dr. Hoffmann has been with the College since February, 2001 and supervises an office staff of 20 employees—providing leadership to approximately 350 faculty and 175 staff members.

Some comments from the letters of support for Dr. Hoffmann’s nomination were:

"Our nominee is best at delegation, hires good people and allows them to do their jobs. He has a clear sense of organizational structure and allows decisions to be made at the appropriate levels."

"Our nominee is extremely fair. He recognizes what battles need to be fought, and what can wait for another day. Our nominee seeks and values input from employees."

"Our nominee is very interested in staff development and growth. He is good at communicating and selling the value of a liberal arts education. He is very approachable and able to connect with multiple audiences. Our nominee’s honesty and openness creates an environment of trust and respect. Our nominee fosters positive staff relations through encouraging and supportive leadership."

"Our boss sets an example of how to deal with unhappy students, irate faculty members, and sudden financial shortfalls without losing professional objectivity."

"Our boss takes a personal interest in his subordinates’ lives. Our boss supports family-friendly work policies and works to accommodate various schedules so that employees can do their best work without adversely impacting their personal lives."

Supporting comments were read for the other nominees and they each received a Certificate of Nomination. Other nominees were: Linda J. Major, Student Involvement, nominated by Beth Krohn; and William J. Nunez, Institutional Research and Planning, nominated by Peg Johnson and coworkers of Institutional Research and Planning.

The judges for this year’s event were: Galen Boldt, Assistant Superintendent, Norris Public School; Tom Cassady, Chief of Police, Lincoln Police Department; and Robin Eschelman, Lincoln City Council member. Some comments from the judges after reviewing the nominations were: "This is great to recognize people who are great leaders."

"An excellent crop of nominees! It was a pleasure (and somewhat humbling) to read these—especially the support letters. I’ll try to be a better boss myself as a result."

This is the 25th year that UNOPA has presented this award. The award was presented by the 2005 Boss of the Year, Dr. Prem Paul. Dr. Paul made many fine comments about the UNOPA organization. For winning the award, Dr. Hoffmann received a wooden plaque, a $500 stipend, and a one year membership to UNOPA.

–Nelvie Lienemann, Awards

UNOPA Members Receive PSP Plaques

At the UNOPA November Bossos Luncheon, two of UNOPA’s members received their first Professional Standards Program plaques. These members were Barbara Homer, who received Associate Professional Option I recognition, and Doreen Wagenaar, who received recognition for achieving Bachelor’s Degree Option II and Certified Educational Office Employee (CEOE).

Deb Hendricks presented Lorraine Moon with a CEOE plaque. She had achieved the Masters Degree a number of years earlier. Congratulations Ladies!

UNOPA’s PSP Endowment Committee Fall Tea – November 11, 2006

The facilities were spacious, the speaker was funny and enlightening, the desserts were delectable, and the company was great! If you missed the “Afternoon with Cathie Fife,” the PSP Endowment Committee’s Fall Tea, you missed out on all of these things.

The Community Center was adorned on that November afternoon with table décor that reflected each committee member’s style and interests. There were tables with holiday themes (Christmas, 4th of July, Thanksgiving, Valentine’s Day, and a birthday); seasonal themes (the leaves of fall and a summer garden); movie themes (“Days of Wine and Roses” and “The Sound of Music”); song themes (“Tea for Two” and “Stardust”); tables inspired by locations (Las Vegas and far beneath the ocean’s waters); themes that reflected the collections of some of the members (Americana, angels, trains, and teddy bears); themes that recalled the old days (WWII); and even a table that celebrated a love for chocolate.

Carol Wusk earned the title of the “Prettiest Table,” and several attendees took home fabulous door prizes.

The culinary efforts of all of the committee members provided a vast array of delectable desserts that were accompanied by coffee or tea. The highlight of the afternoon was the ‘one-woman style show’ by Cathie Fife, owner of Cathie Fife’s House with two locations in Blair and Fremont. Cathie shared accessory tips and some fashion tricks to find and highlight each woman’s best attributes, while concealing any less-than-perfect characteristics one might have. Cathie also entertained everyone with stories about her career and personal life. She exudes a spirit and vitality which is contagious to everyone she interacts with!

The final activity of the afternoon was the announcement of the winners for the silent auction items. Almost everyone who attended left the event with arms laden with new, prized possessions and a smile. The event was well worth the 15 mile road trip to Denton on a fall afternoon.

Thank you to all of the UNOPA members who attended and supported our efforts.

–Sandy Lineberry & Sandy Watmore
## affiliate news

### happy birthday members!

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### LPSAOP

**Lincoln Public Schools Association of Office Professionals**

LPSAOP enjoyed the comforts of the Lied Center for Performing Arts on the UNL campus for their Fall Get-Together. Barn Candles and soup mixes were featured for the annual fundraiser. Committee members greeted, hosted, pampered and delighted attendees with door prizes throughout the evening.

The Volunteer Connection collected mittens and "turkey money" for the People's City Mission and cans of food for the Food Bank during December. An ongoing project of collecting books for the State Department of Correctional Services to update their Prison Library started at the beginning of the school year.

The Winter Tea Committee is planning a get-together for all members at the Green Gateau in early February. After a light meal of soup and sandwiches, or salad and the drawing of door prizes, a choral group from Lincoln Southeast High School will provide entertainment.

Plans are being made to attend professional growth opportunities which include Central Area Professional Development Day in February, an LPS Staff Development Day in March, NEOPA Spring Conference also in March and the NAEOP Conference and Institute in July. As members of LPSAOP strive to go from "Today's Learners to Tomorrow's Leaders", watch them grow personally and professionally in Experience, Education, Staff Development and Association Responsibility.

> - Nancy Summers, CEOE  
> LPSAOP President

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### WEOPA

**Wayne Educational Office Professionals Association**

WEOPA ushered in the year with "New Challenges, New Beginnings" as our theme. Our new member luncheon was held September 12th and we have since welcomed four new members into our organization. Also in September, members provided ten dozen cookies each for the fall fee payment. We bake cookies once at the beginning of each semester. They are provided to students who come to Hahn Administration to pay fees, pick up refund checks, or conduct general student business. This is our main fund raiser which helps to support our scholarships.

I think we all gave a collective sigh of relief when the Fall Workshop was successfully completed. Hats off to Cindy Franzen! Although a fairly new member to WEOPA, she stepped up and served as workshop chair. And while she had excellent assistance from other members, we salute her for assuming this challenge and carrying it off so well. The speakers gave excellent presentations and evaluations reflected positively on the entire workshop. The social on Thursday evening was well attended with plenty of Halloween inspired food. Jeanne Ann Kardell's beautiful home provided a wonderful venue to renew friendships and make new ones. Thank you to all who made the trek to Wayne.

Two members, Linda Teach and Deb Daehnke received their CEOE by the May 15th deadline and we hope to have several other members reach this milestone sometime during the 2006-2007 year as well.

Haven House in Wayne was selected as NEOPA's community service project this year. The committee was able to donate cash and gift cards totaling approximately $170 in addition to school supplies. Your generosity is appreciated in helping provide for the needs of those affected by sexual or domestic violence.

Haven House is also a service project for WEOPA each year at Christmas. We adopt a family or families and provide Christmas presents for them. I think the following exemplifies why we continue this tradition.

While a WEOPA member was standing in line a few years ago to purchase a present for one of our adopted families, a friend of hers inquired why she was purchasing that particular gift. The member explained what it was for. At that time, a lady behind her in line said she would like to thank WEOPA, because her family was the one receiving the gifts and her children would not have received any gifts without the generosity of WEOPA or like-minded groups. It is humbling to know that no matter how tough our troubles may be on any given day, there are others who may need help more than we do. And we are blessed to be able to offer that help.

> - Deb Daehnke, CEOE  
> WEOPA Vice President
Awards Committee
Mary Guest, CEOE, Director
2007-2008 Educational Office Professional of the Year Award

Do you know a NEOPA member who is an outstanding office professional? With all the great professionals in our organization, I am sure that you do. Now is the time to start working on your nomination. The deadline for nominations is May 1, 2007, but it’s never too early to send it in! The forms are available on our website: http://neopa.unl.edu

All qualified candidates who are nominated will be sent an application that is to be returned to the Awards Director no later than August 31, 2007. The recipient of this award will be announced at the 2007 Fall Workshop. The NEOPA Educational Office Professional of the Year will be our candidate for the NAEOP Olive T. Ritchie Professional of the Year award.

2007-2008 Educational Administrator of the Year Award

As members of NEOPA, we sincerely appreciate the administrators for whom we work and who make it possible for us to attend our local, state, and national workshops and conferences. One way we can show this is by nominating our administrator for the NEOPA Administrator of the Year award. The nomination packet must be postmarked by August 31, 2007. Forms are available on our website: http://neopa.unl.edu

Candidates for this award must be nominated by a NEOPA member, must be currently employed as an educational administrator in the State of Nebraska, must have been employed as an educational administrator for five years, and must be a member of the national educational association that represents his/her professional occupation. Nominees are judged on the following criteria: recommendation of nominator; experience in education field; educational background; membership/leadership responsibility in professional associations; personal contributions and achievements in education; local/state/national awards received relative to work in education.

The recipient of this award will be announced at the 2007 Fall Workshop, and will be NEOPA’s nominee for the NAEOP Educational Administrator of the Year award to be presented at the annual conference in Seattle, July 2007.

Bylaws Committee
Becky Hastings, Director
At the fall workshop in Wayne on October 13, 2006, the Bylaws Committee presented to the general membership a change to Standing Rule #10 to read: NEOPA Educational Administrator of the Year Award. The motion was made to change the Standing Rule and was passed.

The Bylaws Committee has proposed a couple of changes to the Duties of Committees and we are working with the Executive Board on those.

We are also discussing with the Executive Board of possibly changing one of the Articles in the Bylaws. More to come on this.

Please feel free to contact me (402-472-2085 or rhastings1@unl.edu) or any committee member - Gretchen Walker, UNOPA; Kitten Slezak, OEOPA; and Carol Stephens, WEOPA if you have any questions or concerns about the current Bylaws and Standing Rules.

Information/Technology Committee
Karen Jackson, Director
Committee members: Marilyn Sailors, LPSAO; Denise Mostek, WEOPA; Chris Cary, CEOE, UNOPA, ex-officio

I am pleased to announce that since my last report, Denise Mostek of WEOPA has agreed to be a member of this committee. Welcome, Denise! So far, UNOPA, LPSAO, and WEOPA are represented on this committee. It would be nice to have at least one representative from each of NEOPA’s affiliates on the committee. If anyone is interested, please let me know.

Over the course of the next year, we plan to continue enhancing the website in meeting our goal of making the website user-friendly and informational to all our members and for those thinking about becoming members. Some of the things we have added to the website so far this year are:

- An area for potential members to join a Mailing List to receive information on upcoming workshops, conferences, reminders, deadlines, and any special events. This option was put on the website in September. As of date, we have had three potential new members sign up.
- Survey area (to be used for any topic). If you remember, a survey was on the website for two weeks in September asking for your top three challenges at work. The responses from this survey will help the Board in planning of the Spring Conference.

We had 23 responses from the membership and potential members.

Listed below are some of the things that we will be working on over the course of the year:

- A secure area for members only, which could include FAQ’s, discussion forums, file sharing, image sharing, etc. We have been working with CIT at UNL and are still waiting for their proposal.
- Capabilities to register/pay on-line for membership, workshops, and conferences. Once again, we are working with CIT at UNL and this capability probably will not be functional until CIT has the tools in place to handle the process. CIT estimates a year or more before this is a possibility.
- Revising the power point presentation. We will be working with Carol Borm and Chris Cary in revising the presentation.
- Revising the PSP pages. We have been working with Debbie Hendricks and Carol Borm and hopefully, soon, you will be seeing more information regarding PSP on the web pages.

As always, if you have any questions or comments regarding the website, please let me know by either email (kjackson2@unl.edu) or phone (402-472-0262). Thank you!

The NEON
Judy Anderson, Director
Committee member: Barb Carley, UNOPA

Wow! Another edition is finally out! I love editing this newsletter, but sometimes it takes all I have to finally "get it done." It takes so much time to put it all together into something that looks really nice—something you'll want to read—right when so many other life duties are pulling in so many directions. And being a picky perfectionist doesn't help, either! I apologize for the NEON being so late, but I also care about what I put in your hands. So, thanks for your patience and I hope you enjoy this Winter issue.

Nominating Committee
Jean Harrison, CEOE, Director
The NEOPA Nominating Committee members are searching for names to create the 2007-2008 ballot for:

- President-elect
- Vice President
- Secretary
- Treasurer

If you would consider becoming a shining STAR, please contact one of the Nominating Committee members—or your telephone will be ringing soon to see if you would be interested.
Please say "Yes!" and become a shining STAR. It's a great way to be involved and have a rewarding experience! (Duties of each office can be emailed to you upon your request.)

Professional Standards Committee
Debbie Hendricks, CEOE, Director
Committee members: Jeanne Ann Kardell, CEOE, WEOPA; Lola Young, CEOE, UNOPA

It was truly exciting for me to receive the note from the NAEOP PSP Registrar announcing the individuals from Nebraska who qualified for the September 15th PSP deadline. Please join me in congratulating the following six individuals:

- Lynette Berry, LPSAO - Advanced III, Option I
- Roberta Edwardson, LPSAO - Bachelors Degree, Option II & CEOE
- Barbara Johnson, LPSAO - Bachelors Degree, Option II & CEOE
- Lorraine Moon, UNOPA - CEOE
- Carol Reed, LPSAO - Advanced I, Option I
- Doreen Wagenaar, UNOPA - Bachelors Degree, Option II & CEOE

Lola Young and I gave a brief presentation about NAEOP and the PSP program at the Fall Workshop in Wayne. Since then, we've answered inquiries from several individuals regarding questions about PSP and the recertification process. Please know that if you have questions, would like to visit further, or would like a presentation for you or a group of individuals, we are very flexible, and are easily reached via e-mail.

There are many NAEOP members who received their PSP prior to May 16, 2002. If you haven't updated your PSP since then, you will need to be recertified. In order for your certificate to be considered "current" by NAEOP standards, you must apply for recertification by May 15, 2007. It's not a difficult process, but you do need to document 60 hours of continuing education. Don't let your certificate be considered "not current" because you didn't invest the small amount of time it takes to be recertified.

Do call if members of the PSP committee can assist in any way.

Scholarship Committee
Nancy Harter, CEOE, Director

I was recently reading some of the 'historical' information I have about the NEOPA scholarship; I found that our organization has been very fortunate to have applicants, and very deserving ones, every year. However, millions of scholarship dollars from all types of organizations go unclaimed every year—millions of dollars that can help thousands of students on college campuses with tuition and books. If you have ever been a parent sending a child off to college, you know how handy all scholarship money can be! Organizations like ours wouldn't be trying to give scholarship money to great students if we didn't feel like our money was well spent.

Whenever I hear someone talking about college costs or going back to college, I let them know about the scholarship that NEOPA offers and the two that LPSAO offers. There are two simple questions we can ask to help a student obtain help with college:

"Where are you from? Did you graduate from a Nebraska high school?"

AND

"What is your major?"

And just that easily, we could have another scholarship applicant! I recommend giving the potential applicant our website address to check out all of the details on the scholarship, http://neopa.unl.edu, click on 'Awards/Scholarships' at the top of the home page.

The scholarship deadline for this year is January 2, 2007. I encourage each member to tell at least one college student (or college bound) about our $1,000 NEOPA Scholarship. So please spread the word and give our judges some work!

Speaking of judges, this year they are:
- Jill Pauley, Director of Accounting for LPS
- Susan Rocker, Career Services, Doane College, Lincoln Campus
- Carol Andrigha, Curriculum Specialist for Career and Technical Education, LPS

These judges are looking forward to reviewing all of our applicants, come January. We thank them in advance for assisting us.

Past President/Field Service Director
Deb Ryan, CEOE

It's been a crazy year so far and I haven't been able to accomplish the things I would have liked to by now as far as Field Service, but as I previously stated, it is definitely an on-going project for all the members to be involved with. Our Publicity Committee is working on revising the NEOPA brochure and we will be utilizing this in our recruitment efforts soon.

Below is an article on "Five Great Lessons" that I came across and I wanted to share with you all. I believe these lessons reflect situations that most of us have experienced, but possibly not really thought about through the years. If you read through these lessons and then put them into play, you may be able to recruit members that you may not have thought about before. Read through the lessons, think about the lessons and start recruiting.

1. Most Important Lesson
   During my second month of college, our professor gave us a pop quiz. I was a conscientious student and had breezed through the questions, until I read the last one: "What is the first name of the woman who cleans the school?" Surely this was some kind of joke. I had seen the cleaning woman several times. She was tall, dark-haired and in her 50s, but how would I know her name? I handed in my paper, leaving the last question blank. Just before class ended, one student asked if the last question would count toward our quiz grade. "Absolutely," said the professor. "In your careers, you will meet many people. All are significant. They deserve your attention and care, even if all you do is smile and say 'hello.' I've never forgotten that lesson. I also learned her name was Dorothy.

2. Second Important Lesson - Pickup in the Rain
   One night, at 11:30 pm, an older African American woman was standing on the side of an Alabama highway trying to endure a lashing rainstorm. Her car had broken down and she desperately needed a ride. Soaking wet, she decided to flag down the next car. A young white man stopped to help her, generally unheard of in those conflict-filled 1960s. The man took her to safety, helped her get assistance and put her into a taxicab. She seemed to be in a big hurry, but wrote down his address and thanked him. Seven days went by and a knock came on the man's door. To his surprise, a giant console color TV was delivered to his home. A special note was attached. It read: "Thank you so much for assisting me on the highway the other night. The rain drenched not only my clothes, but also my spirits. Then you came along. Because of you, I was able to make it to my dying husband's bedside just before he passed away. God bless you for helping me and unselfishly serving others."

   Sincerely,
   Mrs. Nat King Cole

3. Third Important Lesson - Always remember those who serve
   In the days when an ice cream sundae cost much less, a 10 year old boy entered a

Committee Reports continued on page 31.
NEOPA Award Recipients

Lisa Morehouse Named NEOPA Educational Office Professional of the Year

Lisa Morehouse, CEOE, has been employed by Lincoln Public Schools since 1992. She has been a member of her local association, LPASOP, since 1993, a member of the state association, NEOPA, since 1997, and a member of the national association, NAEOP, since 1997. Lisa received her Bachelor’s Degree, PSP certification, and CEOE in 1999.

During her years of membership in the three organizations, Lisa has served in many roles. She has served as president of LPASOP, as well as, chairing and serving on many committees. Lisa was elected secretary for NEOPA in 2003 and president-elect in 2004, and has also served as director/committee member of just about every committee. Year-after-year, Lisa has been recognized as one of the top recruiters for NEOPA. This year, Lisa is serving on the NAEOP board as Administrative Council Chair.

One of the nominations described Lisa as having a "...positive influence on the professionalism of the office. Her willingness to serve in nearly every possible capacity and role within LPASOP has allowed her to share her enthusiasm for personal growth and her desire to elevate the status of her profession. Membership in LPASOP has grown within our own department as well as the district, due in part to her willingness to share the benefits she has received from this association with other office professionals."

As the recipient of the NEOPA Educational Office Professional of the Year, Lisa will be NEOPA’s nominee for the NAEOP Olive T. Ritchie Educational Office Professional of the Year, which will be awarded at the National Conference in Seattle in July 2007. NEOPA has been very fortunate to have three of its members receive the national award: Joyce Graybill in 1993, Lola Young in 2003, and Sandy Watmore in 2005.

– Mary Guest, CEOE
Awards Director

Dr. Jack Oliva Named NEOPA Educational Administrator of the Year

Dr. Giacomo (Jack) Oliva, Dean of the Hixson-Lied College of Fine and Performing Arts, at the University of Nebraska–Lincoln, was named the NEOPA Educational Administrator of the Year at the Fall Workshop in Wayne, Nebraska. He has been in his current position at UNL since July 1, 2001. As the recipient of this award, Dr. Oliva will be NEOPA’s nominee for the NAEOP Educational Administrator of the Year Award to be presented at the National Conference in Seattle in July 2007.

In his current position, Dr. Oliva supervises eight employees in the Dean’s Office, plus the Associate Dean, the Director of the Mary Riepma Ross Media Arts Center, and three departmental chairs/directors. He also has oversight over approximately 150 faculty and staff in the academic departments.

In addition to everything this candidate does as an administrator and educator, here are a few comments about Dr. Oliva from the nomination and recommendation letters that are more closely related to his involvement with the professional office staff:

– Dr. Oliva strongly encourages employee involvement in professional organizations. He feels it is very important and does whatever it takes to facilitate everyone’s needs with regards to flexible work scheduling or other accommodations to allow employees the opportunity to attend these organizational meetings and activities.

– Dr. Oliva strongly encourages employees to attend seminars and conferences and/or to continue their education—providing resources to allow them to attend.

– Dr. Oliva has a very basic personal philosophy that whatever succeeds that UNL achieves...are nothing without the people who are involved day-to-day to make them happen. Treating people warmly, fairly, and with respect are most important to Dr. Oliva, and it shows each and every day in how he treats everyone in the office.

– Mary Guest, CEOE
Awards Director

“IT's the possibility of having a dream come true that makes life interesting.” – Paulo Coelho
I frequently ask professionals what they consider to be the difference between a good secretary and a great secretary. The answers flow freely. Great secretaries, I am told:

- Take pride in their work, and show a personal commitment to quality
- Reach out for responsibility
- Anticipate, and don’t wait to be told what to do—they show initiative
- Do whatever it takes to get the job done
- Get involved and don’t just stick to their assigned role
- Are always looking for ways to make things easier for those they serve
- Are eager to learn as much as they can about the business of those they serve
- Really listen to the needs of those they serve
- Learn to understand and think like those they serve so they can represent them when they are not there
- Are team players
- Can be trusted with confidences
- Are honest, trustworthy, and loyal
- Are open to constructive critiques on how to improve

All of this list can be summarized in one phrase:

**Great secretaries care.**

Two obvious points need to be made about this list. First and foremost, it is applicable to all of us, not just secretaries.... Indeed, this list is a reasonable definition of what it means to be a professional. Second, this list has nothing to do with technical skills. Few secretaries are deemed to be "great" because of their ability to type 95 words a minute or file documents in nanoseconds. Similarly, very few professionals become known by their clients as "great" purely as a result of technical abilities.

How many of us so-called professionals are prepared to be held accountable for behaving according to the standards set by this list? Yet we often ask people who earn a fraction of professionals earn to meet these standards. This raises an interesting question. Why would anyone be willing to rise to such level of commitment? The author asked his secretary, Julie, who has been with him since 1985:

"Professional is not a label you give yourself—it's a description you hope others will apply to you. You do the best you can as a matter of self-respect. Having self-respect is the key to earning respect and trust from others. If you want to be trusted and respected, you have to earn it. These behaviors lead to job fulfillment. The questions should really be, "Why wouldn't someone want to do this?" If someone takes a job, or starts a career worrying about what's in it for them, looking to do just enough to get by, or being purely self-serving in their performance, they will go nowhere. Even if they manage to excel through the ranks, they will not be happy in what they are doing. The work will be boring, aggravating, tiresome and a drag."

*Excerpts from “True Professionalism: The Courage to Care About Your People, Your Clients, and Your Career” by David H. Maister, 2000, Simon & Schuster, New York*

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_Thank You! Thank You! Thank You! Thank You! Thank You!_  

Surprised, humbled, excited and very proud! These are just a few words I have used to describe my feelings about receiving the NEOPA Educational Office Professional of the year award at the Fall Workshop in Wayne. I was overwhelmed when Mary announced my name as I walked into the luncheon in Wayne. It was a very fun surprise to see my boss and co-workers as I made my way to my table. But I can’t even begin to tell you how much it meant to have my family there also. It was an honor just to be nominated for this award. I never imagined I would receive it. I have been given tremendous opportunities through my work with the association. The educational office professionals I have been associated with in Nebraska and throughout the United States work very hard to provide a service and a connection to our staff, students and families. I am very lucky to be a part of that. It is my hope that I have given back to the association even a small portion of the education and friendship that it has given me.

Sincerely,

Lisa Morehouse, CEOE
NEOPA Spring Conference
Friday, March 30, 2007
In Partnership with Southeast Community College
Continuing Education Center
301 South 68th Street
Lincoln NE 68510

Back to Basics – The 3 R’s:
Rejuvenate Your Potential
Revitalize Your Attitude
Renovate Your Skill

7:30-8:00
Registration

8:00-8:30
Welcome
Carol Bom, CEOE
NEOPA President

8:30-10:30
Keynote
How to be the Perfect Assistant to Your Boss
Linda Sockwell, CEOE
NAEOP President-elect

10:30-10:45
Break

10:45-11:45
Session 1
Strength of Four Generations
Session 2
Any idea where I put my _____?
Sue Schlichtemeier-Nutzman, Ph.D
Lisa Bourlier

11:45-12:00
Break

12:00-1:00
Lunch and NEOPA Business Meeting

1:00-1:15
Break

1:15-2:45
Session 3A
Colors: Temperament & Personality
Session 4
Be Happy and Well
Session 5
Time Mastery:
Doing More, Doing it Better
Lori Balke
Sandy Taulborg
Sue Schlichtemeier-Nutzman, Ph.D

2:45-3:00
Break

3:00-4:30
Session 3B
Colors: Temperament & Personality
Session 6
Putting Your Best Foot Forward
Session 7
Be Happy and Well
Lori Balke
Dave Corbin, Ph.D.
Sandy Taulborg

4:30-5:00
Closing

5:00-6:00
Social Hour
Chase Suites

6:15-9:00
Banquet, Installation and Presidents Reception
SCC Continuing Education Center
Linda is the President-elect for the National Association of Educational Office Professionals. She has devoted more than sixteen years to the educational office field and has served in many capacities, including president of her local, state, and soon to be national level. She has chaired conferences and workshops in Texas. For many years she served on committees and as a delegate to the annual conference representing RESSA and TESA, local and state affiliates. In 2001, Linda was elected South Central Director for NAEOP. She served in that capacity until 2003. She continued to be involved in NAEOP and in July of 2006, while serving as the Annual Conference Chairman for the Dallas conference, she was installed as president-elect. Linda is a native Texan, growing up in Dallas where she attended Dallas ISD elementary/junior high school and high school. She attended North Texas State University for three years.

Dr. Schlichtemeier-Nutzman is a private training consultant who possesses a Ph.D. in Community/Human Resources and Marketing from the University of Nebraska–Lincoln. In addition to teaching college courses, she specializes in workshops, keynotes, and staff retreats on recruiting and retaining multi-generational teams, marketing and entrepreneurship, cultural diversity, communication, stress, and change. She serves as the program director for CSM’s Business Leadership undergraduate program. Traveling nationally, Dr. Schlichtemeier-Nutzman has presented to nearly two million business people. She has been involved in a national training project on developmental assets, and consults with a wide range of businesses, community groups, professional organizations, schools, and governmental agencies.

Dr. Corbin received a B.S., Health and Physical Education, 1967 University of New Mexico; a M.Ed., Health Education, 1973 University of Toledo; and Ph.D., Health Education, 1981 University of Pittsburgh. He is currently Professor of Health Education and Public Health, Women’s Studies, and a Courtesy Professor in Gerontology at the University of Nebraska at Omaha. Dr. Corbin is the author of four books and has been a contributor to ten other books. He has written numerous articles for peer publications and has led hundreds of workshops on health-related topics including alcohol and drug education, stress management, human sexuality, and aging in the U.S., Great Britain, and Canada.

Due to the deadline for publication of The NEON, information had not been received from the following three presenters. More information will be available at a later date on the website.
- Lori Balke is an instructor at the Beatrice campus of Southeast Community College
- Lisa Bourlier is Coordinator Administrator of UNL’s Independent Study High School
- Sandy Taulborg is Health Promotion and Wellness Coordinator for Nebraska Workforce Development.
NEOPA Spring Conference Thursday Night Social
March 29, 2007, 6:30 to 9:00 pm

"Take the Lead"

Join us for Food, Fun and Friendship!

Chase Suites Hotel Conference Room
200 South 68th Place, Lincoln NE 68510
Cost: $5.00 per person at the door (Cash Bar)

RSVP to Amy Chandler by March 9th if you plan to attend the Social. Please include your name, association, phone and/or email information. Amy’s email: achandle@lps.org Phone: 421-8793 home or 436-1750 work

GENERAL CONFERENCE INFORMATION

Registration is through Southeast Community College: To register, contact Diane Siefkes at: 402-323-3386, 1-800-828-0072, ext. 3386; or email dsiefkes@southeast.edu. Registration deadline is March 9, 2007. Due to limited seating and the fact that this will be a course in the SCC bulletin that is distributed the second week in February, we strongly encourage you to register early. NEOPA members may register beginning February 1. Non-member registration begins February 9.

Course number and Sessions: Please be prepared to select the sessions that you wish to attend. The course number is AACK9514CE.

Tuition: NEOPA Members $65.00. Non-members $75.00.
This includes the all-day conference and the Installation Banquet and President's Reception. It does not include the cost of the Thursday Night Social. Payment can be made by credit card over the phone or on the website. Purchase orders or vouchers will not be accepted, but you may contact Diane Siefkes about a letter of authority giving SCC permission to bill you or your organization.

Lodging: Overnight accommodations for the conference are available at the Chase Suites Hotel, 200 South 68th Street Place, 402-483-4900. Please ask for the NEOPA Conference rooms. Room rate is $69.00 per night for a suite that sleeps four.

Installation: Banquet and President’s Reception will be held from 6:15-9:00 pm at SCC. (Vegetarian meal available upon request.)

For complete details, go to the NEOPA website at: http://neopa.unl.edu
Happy New You!

Happy ‘New You!’ What’s your agenda this year?

It's a brand new year – and that means it's a great time to look ahead and decide what to do with the time we have. Time is the most precious commodity, you know – more than silver or gold, stocks or bonds, or even the rarest items on earth. All those things, you can amass throughout your life. Time, however, is finite and, in the end, we can't keep it....

To make the most of your time in 2007, spend a little time thinking about the following questions:

- Am I happy in my professional life? (And by “happy,” I mean satisfied overall.) If the answer is “yes,” I suggest seeking new ways to expand your job so it continues challenging you and has the potential to offer you even greater rewards. If the answer is “no,” what can you do to fix that? Write down a list of the skills you have and love using on a daily basis. Is there a job you can advance to – or even a new career you might explore – that has the potential to be even more satisfying? This, of course, spins off into a whole series of additional questions to ask yourself.... But acknowledging where you are in your career is the first step.
- What three areas can I improve upon so management is aware of my valuable contributions? I love this question, because it compels us to assess our strengths and weaknesses – and, ultimately, makes us even better. Identify areas of improvement – and then plan how to act on them. Find a mentor or “buddy” to help and guide you, if need be.
- Are my goals aligned with higher-ups, as well as with my employer? You’ll want to be sure they are – because your professional success hinges on your being “in sync” with them. Here’s one idea: Ask to sit down with your boss and see whether the goals you’ve identified are similar or complementary (a good sign).
- How can I demonstrate my professional value at review time? Personally, I suggest creating what I call a “career portfolio,” a folder where you can store all your accomplishments, award certificates and samples of outstanding work. For more information about that, download our report at www.OfficeDynamics.com/CareerBoosters.

Until next time, keep reaching for the stars!

Joan

Joan Burge is one of North America’s foremost authorities on workplace excellence and administrative effectiveness, and the CEO and founder of Office Dynamics – a premier training and development provider since 1980. Her programs and “Star Performance” philosophy have been embraced and endorsed by some of the world’s leading businesses and organizations. Learn more at OfficeDynamics.com, or call 800-STAR-139.
Fall Workshop Pictorial Memories

Socializing with friends on Thursday evening....

1. Choices! Choices! Lisa Morehouse decides which goodies to eat from the multitude of choices!
2. UNOPA ladies—Linda Luedtke, Carol Wusk, Kathy Bennetch, and Sandy Wainmore—enjoy a laugh.
3. Roxi Hiatt and Judy Anderson share a moment.
4. Ladies are waiting patiently for the festivities to begin.
5. Marilyn Sailors, Judy Rastede, and Kathy London.....what a face, Judy!!
6. Julie Kleeger and Sharon Fieer smile pretty for their camera shot.
7. Phyllis Habe and Marilyn Sailors try to figure out the new technology of cameras.

Meeting time.....

1. Always start at the Registration Table.
2. Julie Kleeger liked what she saw!
3. Former NEOPA presidents, Jeannie Anne Kardell and Dianne Dickey, smile for the camera.
5. Curt Fye, Vice President and Dean of Students, welcomed us to the Wayne State campus.
6. Ranelle Mallas taught us Excel.
7. Jason Mrsy taught us about crime prevention and identify theft.

Congratulations Lisa!!

1. Lisa Morehouse accepts her award.
2. Lisa receives a hug from coworker, Mary Hillier.
3. Nice words of congratulations from Lisa's supervisor, Dr. Nancy Biggs.
4. Lisa's sister, Sarah Grubaugh, joins her to show off her Office Professional of the Year plaque.
NEOPA Past President's Scholarship

Nebraska Educational Office Professionals Association
Past Presidents – Eva Sheaff Memorial Scholarship

Guidelines
The members of the Nebraska Educational Office Professionals Association-Past Presidents (NEOPA-PP) have established a scholarship to be awarded to any active NEOPA member who is pursuing a Professional Standards Program (PSP) Certificate, has completed the requirements for a high school diploma or GED and/or is pursuing a higher education degree, preferably in the business/office field.

Information
1. The scholarship shall be awarded by NEOPA-PP to a recipient determined by the scholarship committee. The committee chairperson shall be appointed by the President of the organization.
2. The maximum value of the scholarship monies is $200.00.
3. No scholarship will be awarded if the scholarship committee concludes that no applicant meets the specified qualifications.

Application
An application will be considered complete when the following items have been received by NEOPA-PP.
1. Application for scholarship must be on an appropriate form provided by NEOPA-PP. (Failure to use the correct form will result in disqualification.)
2. Application form must be completed. (Failure to complete the form in its entirety will result in disqualification.)
3. Transcript(s) of previous academic performances.
4. Statement about career goals and financial needs.

NOTE: Failure to submit all requested information, to follow all guidelines and to send requested copies of support materials will result in disqualification. No exceptions will be made.

In order for your application to be submitted for NEOPA-PP Member Scholarship, the following criteria must be followed:

Candidate Eligibility Criteria
1. Applicant must be an active NAEO and NEOPA member and must have been a member for three years immediately preceding the date of scholarship application deadline. (NEOPA membership renewal deadline is January 14 to qualify for this scholarship.)
2. Applicant must hold, or have made application for, a Professional Standards Program Certificate.
3. Applicant must be enrolled in a postsecondary institution of higher education (two- or four-year college, university, business college/school, or vocational/technical education).

Documentation of education course work (transcript, certificates, etc.) must be received.

Selection Criteria
A rating system of 100 points shall be used in determining the scholarship recipient.
1. Maximum of 15 points may be awarded for academic performance (attach transcripts).
2. Maximum of 10 points may be awarded for nearness to completion of degree or work toward a PSP certificate.
3. Maximum of 30 points may be awarded for participation and leadership positions in local and/or state associations of education office personnel and in NAEO.
4. Maximum of 10 points may be awarded for participation and leadership positions in other professional job-related associations.
5. Maximum of 30 points may be awarded for statement of need.
6. Maximum of 5 points may be awarded for completeness and neatness of application.

Awards/Disbursement
1. Upon notice that the recipient has enrolled in a specific educational institution and the Acceptance Form has been received, money shall be forwarded to the appropriate office of said educational institution.
2. The approved monies will be valid only for the academic year following the awarding of the scholarship (fall, winter, spring, summer, quarter/semester).
3. NEOPA members may apply for a scholarship as many times as they desire. In order to be eligible for a second or subsequent scholarship award, an applicant must have maintained at least a 2.8 (of a possible 4.0) GPA or shown satisfactory completion of course(s) during the term for which the previous scholarship was made.
4. Upon completion of the courses for which the scholarship was awarded, an official transcript should be sent to the NEOPA-PP Scholarship Chairperson. This transcript will serve as documentation showing fulfillment of the scholarship agreement.

Completed application must be postmarked no later than March 1, 2007 and submitted to:
Sandy Lineberry, Chairperson, NEOPA-PP Scholarship Committee
University of Nebraska–Lincoln, PO Box 880815, Lincoln, NE 68588-0815
Telephone: (402) 472-6623
NEOPA Past President’s Scholarship

NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION
PAST PRESIDENTS

EVA SHEAFF MEMORIAL SCHOLARSHIP APPLICATION
(For NEOPA Members -- This form must be typed.)

Social Security Number: ____________________________________________
Name of Applicant: ________________________________________________ Phone: (___) __________
Address: _________________________________________________________
Street/Box/Route City State Zip Code

Amount of scholarship for which applying: $ __________ (not to exceed $150)

Educational institution planning to attend/attending: ________________________________

Degree pursuing (if applicable): ____________________________________________

Projected date of completion for degree: ______________________________________

Date of quarter/semester applicant plans to enroll/be enrolled: ____________________

Name(s) or course(s) for which scholarship requested:

*****************************************************************************************

(Please attach a transcript of previous academic performance—can be a student copy. Also attach a copy of tuition/fees and page describing course(s) from school catalog. If pursuing a degree, include a copy of course requirements/degree plans.)

NEOPA Member from _____ to present. NAEOP Member from _____ to present.

Do you hold a PSP certificate(s)? _____ Yes _____ No

If so, which certificate(s): ____________________________________________

Date(s) received: ________________________________________________

If not, which PSP Certificate are you pursuing? ____________________________

Projected date to receive certificate: ________________________________

ASSOCIATION PARTICIPATION (elected office, committee chair, committee served):

LOCAL: _________________________________________________________

ASSOCIATION PARTICIPATION (elected office, committee chair, committee served):

STATE: _________________________________________________________

Winter 2006
NEOPA Past President’s Scholarship

NATIONAL: ___________________________ Year: ________ Year: ________

_________________________ Year: ________

OTHER PROFESSIONAL JOB-RELATED ASSOCIATION PARTICIPATION:
Year: __________ Year: __________

_________________________ Year: __________

Write a brief statement about your career goals and financial needs:

Signature of applicant: __________________________ Date: __________

Name of Employer: __________________________

School/college/University: __________________________

Address: ______________________________________

Telephone: Work (___) __________ Home (___) __________

APPLICATION MUST BE POSTMARKED NO LATER THAN March 1, 2007

Completed application must be submitted to:

Sandy Lineberry
Chairperson, NEOPA-PP Scholarship Committee
University of Nebraska-Lincoln
103 Plant Industry
PO Box 880815
Lincoln, NE 68588-0815
Telephone: (402) 472-6623
NEOPA Membership Form

NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION
MEMBERSHIP FORM
July 1, 2006 – June 30, 2007

Type of Membership:  * New ☐ Renewal ☐
Classification:  Active $15.00 ☐ Retired $10.00 ☐ Associate $15.00 ☐

PERSONAL DATA

Name ___________________________
Street Address ___________________________
City __________ State __________ Zip __________
Home Telephone __________ Birthday (Month/Day) __________
E-mail Address ___________________________

EMPLOYMENT DATA

Educational Institution ___________________________
School/Department/Box # __________ Office Telephone __________
Street Address ___________________________
City __________ State __________ Zip __________
Name of Supervisor and Telephone ___________________________

LOCAL
Are you a member of a local educational office professionals association? Yes ☐ No ☐
What is the name of your association? ___________________________
If there is no local association, would you like help forming one? Yes ☐ No ☐

NATIONAL
Are you a member of the National Association of Educational Office Professionals? Yes ☐ No ☐
Would you like more information about: The National Association? Yes ☐ No ☐
Professional Standards Program? Yes ☐ No ☐
PSP Recertification? Yes ☐ No ☐

STATE
Please indicate your interest in helping on a committee for NEOPA:
☐ Audit  ☐ Awards  ☐ Bylaws  ☐ Finance
☐ Information/Technology  ☐ NAEOP Liaison  ☐ Newsletter  ☐ Scholarship
☐ Nominating  ☐ PSP  ☐ Publicity  ☐ No preference, will help where needed
☐ Ways & Means

Please make check payable to NEOPA and mail with completed form to:
NEOPA Membership Director
P.O. Box 83872
Lincoln, NE 68501-3872

* New Members: Name of person who recruited you ___________________________
Questions? Contact President-elect Christine Cary, CEOE
At 402-472-5836 (w) or 402-310-6109 (h) or e-mail at ccary2@unl.edu

Date __________

Revised 03/06

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## Membership Form for the National Association of Educational Office Professionals

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**Membership Application Continuous Membership (12 full months)**

- [ ] New Membership  
- [ ] Renewal Membership  
- [ ] Magazine Annual Subscription - $25  
- [ ] Magazine Annual Subscription (Retired) - $10

- All fees must be paid in U.S. Dollars
- Outside of U.S. special postage and handling charges apply. Please add an additional $15.
- Active membership fees include a one-year subscription to the associate magazine.
- Dues are not deductible as a charitable contribution for income tax purposes.

### Membership Information:

- **Job description:**
  - [ ] Elementary  
  - [ ] Middle School/Junior High  
  - [ ] Secondary/High School
  
  - [ ] Higher Education  
  - [ ] State Department  
  - [ ] Administration
  
  - [ ] Career & Technical Education  
  - [ ] Retired  
  - [ ] Other:

- **Name:**

- **Address:**

- **City:**

- **State:**

- **Zip:**

- **Home phone:**

- **Office phone Ext.:**

- **Fax:**

- **Email:**

- ** Recruited by (Name):**

- **Method of Payment:**
  - [ ] Check  
  - [ ] MasterCard  
  - [ ] Visa

- **Cardholder's Name:**

- **Card Number:**

- **Expiration Date:**

- **Signature:**

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**Mail or Fax to:**

NAEOP  
PO Box 12619  
Wichita, KS 67277-2619  
Fax: 316-942-7100

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Winter 2006  
The NEON  
Page 23
Welcome to 2007! Now is the time when many people re-assess their lives and decide to make some changes for the New Year. One of the most important steps in this process is to become aware of the patterns in your life. I believe very strongly that “there are no accidental patterns” and that we must take responsibility for the situations that occur over and over again in our lives.

In this issue, I’ll help you examine your current patterns (some of which are very positive) and offer suggestions on how to create new patterns in those areas where you want to make changes.

Be Aware of Your Patterns

If you’re like most people, you’ve probably noticed some patterns in your life. By “patterns,” I mean situations that seem to show up over and over again; the cast of characters may change a bit, but the end results remain the same.

In and of themselves, such patterns aren’t necessarily good or bad. They can be the source of boundless joy or tremendous frustration, economic abundance or financial struggle. In fact, it’s quite likely that you have both positive and negative patterns in your life right now.

For instance, maybe you’ve worked for numerous bosses who have been very critical of you. No matter what company you’re with, the same result occurs. This is a pattern.

If you honestly analyze your life, you will see that you have created (and continue to create!) many patterns—some that serve you and others that hinder your progress.

At the root of most patterns is a belief system (your expectations about what you can achieve) and your level of self esteem (how you feel about yourself). For instance, if you don’t believe that you are capable of earning more than a certain amount of money, you’ll go from one position or career to another and find that in each case, you earn only as much as your expectations will allow.

Similarly, if you have relatively low self esteem, you’ll find that in one relationship after another, (both personally and in your career) you will tend to attract people who will put you down.

Let’s look at some specific steps you can take to create new patterns that will improve every area of your life:

1. Identify your current patterns. Take stock of the results you’ve produced in the following areas: your career, financial circumstances, health status, professional and personal relationships.

Are you steadily advancing in your career.....or are you bouncing from job to job or stagnating in a position you hate?

Do you feel that colleagues appreciate your efforts or are you regularly criticized “for no good reason”?

After identifying your patterns, ask yourself: What beliefs do I have that contribute to these outcomes? For instance, you may believe that “You can only earn money after a lot of struggle”.....or that “People will ultimately let you down.” Make a list of your beliefs.

2. Stop placing the blame on others or on external circumstances. If you’ve identified any patterns you don’t like, the solution is not found in blaming your parents, your employer or your spouse. And, guess what? It won’t help to blame yourself either! You’ll just feel worse. Simply acknowledge the fact that you are perpetuating the pattern because of your thinking and your behavior.

3. Visualize the new pattern you wish to develop. Your mind is now filled with pictures that support your existing circumstances! To break free from this, you must substitute images of what you choose to become.

So, if you want to be more confident, imagine yourself acting with more assurance. For instance, you might think of yourself delivering an effective presentation in front of a large group in your company.

4. Watch your words. Be very careful about what you say, both to yourself (“self talk”) and to others. Words and phrases that put you down or describe your limitations will keep you from establishing a new pattern.

5. Distance yourself from those who exhibit your “old” pattern. If you want to break a dependency on drugs or alcohol, you can’t continue to hang around people who abuse these substances, right? Similarly, if you want to break a chain of negative thinking, don’t keep company with negative thinkers.

6. Take action that supports the new pattern. If you have been putting off regular exercise for years, make the commitment to take a walk every day for the next 30 days. In just a few days, you’ll start developing a new pattern of exercising. Perhaps you’ll choose to read a book for an hour or two in the evenings instead of watching TV. Get a book today and start reading tonight. The time to start your new pattern is now. Action creates momentum.

Pay attention to recurring situations in your life. They aren’t happening by “accident;” rather, they are a reflection of what’s going on inside of you. When you elevate your thinking about what’s possible—and feel good about yourself—you’ll begin to produce miracles!

Wishing you PHENOMENAL success and happiness in the New Year,

-- Jeff Keller

(c) Attitude is Everything, Inc.
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<td>Lincoln</td>
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<td>Lincoln</td>
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<td>4210 Linden</td>
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<td>6899 N 31 Ave</td>
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<td>2539 N 74 St</td>
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<td>7626 S 41 Terrace</td>
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<td></td>
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<td>1838 Boston Cir</td>
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<td>1150 N 52 St</td>
<td>Lincoln</td>
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<td><a href="mailto:bjames@unilnotes.unl.edu">bjames@unilnotes.unl.edu</a></td>
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<tr>
<td>Janda</td>
<td>Kathy</td>
<td>CEOE</td>
<td>Adv III, Opt I</td>
<td>LPSAOP</td>
<td>4431 Kirkwood Dr</td>
<td>Lincoln</td>
<td>NE</td>
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<td>Barbara</td>
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<td>Bach, Opt II</td>
<td>LPSAOP</td>
<td>7109 Glynoaks Dr</td>
<td>Lincoln</td>
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<td><a href="mailto:bjohnson@ps.org">bjohnson@ps.org</a></td>
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<tr>
<td>Johnson</td>
<td>Melissa</td>
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<td>Bach, Opt II</td>
<td>LPSAOP</td>
<td>1705 Oakdale Ave</td>
<td>Lincoln</td>
<td>NE</td>
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<td><a href="mailto:johnsonn@ps.org">johnsonn@ps.org</a></td>
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<tr>
<td>Johnson</td>
<td>Candy</td>
<td>CEOE</td>
<td>Adv III, Opt I</td>
<td>LPSAOP</td>
<td>646 Co Rd 27</td>
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<td><a href="mailto:cjohnson@ps.org">cjohnson@ps.org</a></td>
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<tr>
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<td>UNOPA</td>
<td>5431 Otse St</td>
<td>Lincoln</td>
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<td>UNOPA</td>
<td>1617 Granada Ln</td>
<td>Lincoln</td>
<td>NE</td>
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<td>Kahler</td>
<td>Linda</td>
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<td>2828 Ponca St</td>
<td>Lincoln</td>
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<td><a href="mailto:lkahler@ps.org">lkahler@ps.org</a></td>
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<td>CEOE</td>
<td>Bach, Opt II</td>
<td>WEOA</td>
<td>222 Emerald Dr</td>
<td>Wayne</td>
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<td>Adv III, Opt I</td>
<td>LPSAOP</td>
<td>5032 NW Cuming</td>
<td>Lincoln</td>
<td>NE</td>
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<td><a href="mailto:jkepler@ps.org">jkepler@ps.org</a></td>
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<td>Adv III, Opt I</td>
<td>LPSAOP</td>
<td>3820 Spruce St</td>
<td>Lincoln</td>
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<td>LPSAOP</td>
<td>5601 Keas Drive</td>
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<td>4041 S 37 St</td>
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<td>304 E 34th St</td>
<td>Kearney</td>
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<td>Lincoln</td>
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<td>4221 Red Deer Dr</td>
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<td>NE</td>
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<td>3901 S 53 St</td>
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<td>NE</td>
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<td>LPSAOP</td>
<td>1935 NW 55</td>
<td>Lincoln</td>
<td>NE</td>
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<td><a href="mailto:llien@lps.org">llien@lps.org</a></td>
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<tr>
<td>Lind</td>
<td>Sonja</td>
<td>Assoc Prof, Opt I</td>
<td>UNOPA</td>
<td>PO Box 5</td>
<td>Harrisburg</td>
<td>NE</td>
<td>69345</td>
<td><a href="mailto:slind@panesu.org">slind@panesu.org</a></td>
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<td>316 Occut Ave W</td>
<td>Lincoln</td>
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<td>1014 Sunnyview Dr</td>
<td>Wayne</td>
<td>NE</td>
<td>68787</td>
<td><a href="mailto:tameier1@wsc.edu">tameier1@wsc.edu</a></td>
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<td>12714 Cottonwood Ln</td>
<td>Springfield</td>
<td>NE</td>
<td>69059</td>
<td>l m <a href="mailto:olzar@eas3.org">olzar@eas3.org</a></td>
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<td>6701 Shamrock Rd</td>
<td>Lincoln</td>
<td>NE</td>
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<td></td>
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<td>2407 E State Hwy 41</td>
<td>Cortland</td>
<td>NE</td>
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<td>d m <a href="mailto:oommeier1@uni.edu">oommeier1@uni.edu</a></td>
<td>402-429-2480</td>
</tr>
<tr>
<td>Morehead</td>
<td>Gloria</td>
<td>Adv III, Opt I</td>
<td>LPSAOP</td>
<td>6034 Huntington Ave</td>
<td>Lincoln</td>
<td>NE</td>
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Winter 2006

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<td><a href="mailto:jusher@ps.org">jusher@ps.org</a></td>
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</tr>
<tr>
<td>Valentine Fulton</td>
<td>Vivian</td>
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<td>4023 Poplar Springs Dr 39301</td>
<td>Meridian MS</td>
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<td><a href="mailto:cvanross@ps.org">cvanross@ps.org</a></td>
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<td>van Rossum</td>
<td>Carol A</td>
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<td>2411 SW 13 St 68522</td>
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<td><a href="mailto:jvanek@ps.org">jvanek@ps.org</a></td>
<td>402-742-8558</td>
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<tr>
<td>Vanek</td>
<td>Jodi</td>
<td></td>
<td>CEOE Adv III, Opt I</td>
<td>LPSAOAP</td>
<td>2161 Breckenridge Dr 68521</td>
<td>Lincoln NE</td>
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<td><a href="mailto:dwagenra@unl.edu">dwagenra@unl.edu</a></td>
<td>402-486-4564</td>
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<td>Wagenaar</td>
<td>Doreen</td>
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<td>UNOAP</td>
<td>7616 W Rio Rd 68505</td>
<td>Lincoln NE</td>
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<td><a href="mailto:dwagenra@unl.edu">dwagenra@unl.edu</a></td>
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<td>Wagner</td>
<td>Margy</td>
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<td>6030 Deenwood Dr 68516</td>
<td>Lincoln NE</td>
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<td><a href="mailto:mwagner@ps.org">mwagner@ps.org</a></td>
<td>402-483-5487</td>
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<td>Walker</td>
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<td>UNOAP</td>
<td>8700 SW 81 St 68339</td>
<td>Denton NE</td>
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<td><a href="mailto:gwalker1@unl.edu">gwalker1@unl.edu</a></td>
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<td>Wasser</td>
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<td>7000 SW 31 St 68523</td>
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<td><a href="mailto:dwasser@unl.edu">dwasser@unl.edu</a></td>
<td>402-797-2254</td>
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<td>Watmore</td>
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<td>9405 W Yankee Hill Rd 68339</td>
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<td><a href="mailto:swatmore1@unl.edu">swatmore1@unl.edu</a></td>
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<td>Wenz</td>
<td>Delores</td>
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<td>4901 S Haven Dr 68516</td>
<td>Lincoln NE</td>
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<td><a href="mailto:hndwenz@aol.com">hndwenz@aol.com</a></td>
<td>402-489-9538</td>
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<tr>
<td>Wenz</td>
<td>Jeanne</td>
<td></td>
<td>Adv III, Opt I</td>
<td>LPSAOAP</td>
<td>7533 Nemaha St 68506</td>
<td>Lincoln NE</td>
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<td><a href="mailto:jwenz@ps.org">jwenz@ps.org</a></td>
<td>402-488-5367</td>
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<tr>
<td>Wiles</td>
<td>Christina</td>
<td></td>
<td>CEOE Adv III, Opt I</td>
<td>LPSAOAP</td>
<td>3712 NW 50 68524</td>
<td>Lincoln NE</td>
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<td><a href="mailto:cwiles@ps.org">cwiles@ps.org</a></td>
<td>402-470-3088</td>
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<td>Wilson</td>
<td>Debbie</td>
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<td>5600 Longhorn Cir 68516</td>
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<td><a href="mailto:wilson6@ps.org">wilson6@ps.org</a></td>
<td>402-421-3668</td>
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<td><a href="mailto:lwitte@esu17.org">lwitte@esu17.org</a></td>
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<td>Wood</td>
<td>Cheryl</td>
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<td>LPSAOAP</td>
<td>520 W Chancelor Dr 68521</td>
<td>Lincoln NE</td>
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<td><a href="mailto:cwood@ps.org">cwood@ps.org</a></td>
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<td>Carroll NE 68443</td>
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<td><a href="mailto:sawurdi@wsc.edu">sawurdi@wsc.edu</a></td>
<td>402-585-4823</td>
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<td>Wusk</td>
<td>Carol</td>
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<td>UNOAP</td>
<td>575 Maple St 68443</td>
<td>Sterling NE</td>
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<td><a href="mailto:csusk1@unl.edu">csusk1@unl.edu</a></td>
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<td>Yeck</td>
<td>Judy</td>
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<td>1411 Smith St 68502</td>
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<td></td>
<td><a href="mailto:jyeck1@unl.edu">jyeck1@unl.edu</a></td>
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<td>Young</td>
<td>Lola</td>
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<td>CEOE Adv III, Opt I</td>
<td>UNOAP</td>
<td>1600 Dixie Tr 68527</td>
<td>Lincoln NE</td>
<td></td>
<td></td>
<td><a href="mailto:lyoung5@unl.edu">lyoung5@unl.edu</a></td>
<td>402-498-3654</td>
<td>402-472-1047</td>
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<td>Wenz</td>
<td>Jeanne</td>
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<td>LPSAOAP</td>
<td>7533 Nemaha St 68506</td>
<td>Lincoln NE</td>
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<td><a href="mailto:jwenz@ps.org">jwenz@ps.org</a></td>
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<td>Whalen</td>
<td>Sarah</td>
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<td>SEOPA</td>
<td>9302 Canal Rd 69101</td>
<td>North Platte NE</td>
<td></td>
<td></td>
<td><a href="mailto:swalen@esu16.org">swalen@esu16.org</a></td>
<td>309-534-0199</td>
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<td>Wiebke</td>
<td>Bev</td>
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<td></td>
<td></td>
<td>P O Box 255 68329</td>
<td>Cook NE</td>
<td></td>
<td></td>
<td><a href="mailto:bwiebeke@esu4.org">bwiebeke@esu4.org</a></td>
<td>402-864-4171</td>
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<td><a href="mailto:cwiles@ps.org">cwiles@ps.org</a></td>
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<td>Wiley</td>
<td>Linda</td>
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<td></td>
<td></td>
<td>210 5th St 68405</td>
<td>Milford NE</td>
<td></td>
<td></td>
<td><a href="mailto:lwiley@esu6.org">lwiley@esu6.org</a></td>
<td>402-761-3341</td>
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<tr>
<td>Williams</td>
<td>Tammy</td>
<td></td>
<td></td>
<td></td>
<td>210 5th St 68405</td>
<td>Milford NE</td>
<td></td>
<td></td>
<td><a href="mailto:twilliam@esu6.org">twilliam@esu6.org</a></td>
<td>402-761-3341</td>
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Committee Reports continued from page 11

hotel coffee shop and sat at a table. A waitress put a glass of water in front of him. "How much is an ice cream sundae?" he asked. "Fifty cents," replied the waitress. The little boy pulled his hand out of his pocket and studied the coins in it. "Well, how much is a plain dish of ice cream?" he inquired. By now more people were waiting for a table and the waitress was growing impatient. "Thirty-five cents," she brusquely replied. The little boy again counted his coins. "I'll have the plain ice cream," he said. The waitress brought the ice cream, put the bill on the table and walked away. The boy finished the ice cream, paid the cashier and left. When the waitress came back, she began to cry as she wiped down the table. There, placed neatly beside the empty dish, were two nickels and five pennies. You see, he couldn't have the sundae, because he had to have enough left to leave her a tip.

4. Fourth Important Lesson - The Obstacle in Our Path.

In ancient times, a King had a boulder placed on a roadway. Then he hid himself and watched to see if anyone would remove the huge rock. Some of the king's wealthiest merchants and courtiers came by and simply walked around it. Many loudly blamed the king for not keeping the roads clear, but none did anything about getting the stone out of the way. Then a peasant came along carrying a load of vegetables. Upon approaching the boulder, the peasant laid down his burden and tried to move the stone to the side of the road. After much pushing and straining, he finally succeeded. After the peasant picked up his load of vegetables, he noticed a purse lying in the road where the boulder had been. The purse contained many gold coins and a note from the king indicating that the gold was for the person who removed the boulder from the roadway. The peasant learned what many of us never understand. Every obstacle presents an opportunity to improve our condition.

5. Fifth Important Lesson - Giving When it Counts

Many years ago, when I worked as a volunteer at a hospital, I got to know a little girl named Liz who was suffering from a rare and serious disease. Her only chance of recovery appeared to be a blood transfusion from her 5-year-old brother, who had miraculously survived the same disease and had developed the antibodies needed to combat the illness. The doctor explained the situation to her little brother, and asked the little boy if he would be willing to give his blood to his sister. I saw him hesitate for only a moment before taking a deep breath and saying, "Yes, I'll do it if it will save her." As the transfusion progressed, he lay in bed next to his sister and smiled, as we all did, seeing the color returning to her cheeks. Then his face grew pale and his smile faded. He looked up at the doctor and asked with a trembling voice, "Will I start to die right away?" Being young, the little boy had misunderstood the doctor; he thought he was going to have to give his sister all of his blood in order to save her.

Become a Shining STAR!!

Are YOU ready to become a shining STAR? Can we put YOUR name on the ballot?

The NEOPA Nominating Committee members are searching for names to place on the 2007-2008 ballot for:

President-elect
Secretary
Vice President
Treasurer

If you would consider becoming a shining STAR, please contact one of the Nominating Committee members—or your telephone will be ringing soon to see if you would be interested. Please say "Yes!" and become a shining STAR in NEOPA. It's a great way to be involved and a rewarding experience! (Duties of each office can be emailed to you upon your request.)

Jean Harrison, CEOE, Director -- jharris@lps.org, 436-1644
Kathy Bennetich, CEOE -- kbennetich1@unl.edu, 472-2807
Deb Ryan, CEOE -- dryan@lps.org, 436-1072 ext. 82036
Aleta Stone, CEOE -- astone@lps.org, 436-1213
Peg Johnson -- mjohnson4@unl.edu, 472-0533
Lola Young
University of Nebraska-Lincoln
Residence Life
540 N. 16th, Rm. 101
Lincoln, NE 68588-0626

See you at the Spring Conference in Lincoln,
March 29-30, 2007!!

Dates to Remember
- Submit articles for Spring NEON by February 1, 2007.
- NEOPA Past President’s Scholarship Applications due March 1, 2007.
- Registration for Spring Conference due March 9, 2007.

We Are STARS!