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

UNOPA Newsletters

UNOPA-University of Nebraska Office Professionals Association

2-1-2003

2003-2 February - UNOPA Notes

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

Part of the Higher Education Administration Commons

"2003-2 February - UNOPA Notes" (2003). *UNOPA Newsletters.* Paper 21.
http://digitalcommons.unl.edu/unopanews/21

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

February 2003
Volume 41, No. 6

The 4 C's of Membership:
Acting in Concert
with Confidence
Coordination
and Cooperation

UNOPA NOTES

1963-2003 Celebrating Forty Years

University of Nebraska Office Personnel Association

UNOPA Board of Directors

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

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

Treasurer, Betty Tutt
472-4455 btutt1@unl.edu

Recording Secretary, Linda Luedtke
472-7303 lluedtke1@unl.edu

Corresponding Secretary, Kathy Schindler
472-9827 kschindler1@unl.edu

Immediate Past President, Pat Hust
472-6976 phust1@unl.edu

Awards Director, Barb Carley
472-0083 bcarley1@unl.edu

Employee Concerns Director, Kathy Bennetch
472-8616 kbennetch1@unl.edu

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

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

Membership Director, Marlene Focher
472-8174 mfocher1@unl.edu

Nominating Director, Faye Massa
472-2423 fmassa1@unl.edu

Professional Growth Director, Cheryl Ross
472-5558 cross1@unl.edu

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

Ways & Means Director, Jerry Schluckebier
472-8876 jschluckebier2@unl.edu

Web Page Technician, Kathy Schindler
472-9827 kschindler1@unl.edu

INSIDE THIS ISSUE

General Meeting Minutes 2
Upcoming Events 3-4
Member News 3-4
Announcements 4
40 Years of Memories 5
Calendar 6

www.unl.edu/unopa

Greetings from the President

February and its lovely holiday, Valentine's Day, makes me think of love and relationships. It's good to think about this, especially if the schedule gets too busy and we over-focus on tasks and performance. The heart needs to have its say about how we're feeling, not just what we're thinking and doing. UNOPA will celebrate 40 years of mutual support in a very special evening. This event will tug at your heartstrings as we honor past members who built this association, strengthen our relationships with one another, and discover the legacy passed on by those remarkable women.

My husband and I sometimes celebrate Valentine's Day by going out of town for the weekend. This year we'll do that again, in conjunction with the Central Area Professional Development Day in Blue Springs, Missouri. I'll attend the workshop on Saturday, giving my husband some precious time to himself. We'll have the rest of the weekend to spend with each other, and we're looking forward to it. How's that for balancing career and family? I'm pretty proud of myself for figuring that out!

I encourage you to attend Professional Development Day, whether you combine it with a romantic getaway or simply make the most of the professional growth and fellowship with office personnel from our six-state area. Yes, the deadline for registering is upon us. Don't let that stop you, send it today! Yes, you have to join the national association, but that's worthwhile, too. NAEOP offers many benefits to its members, and everything they do is planned with you–the educational office professional–in mind. Not only that, we always have fun. Join us!

Speaking of professional development, surely you know that UNOPA is all about personal and professional growth. Our bosses belong to professional associations where they attend meetings, get to know colleagues from other institutions, and stay up-to-date in their field by going to conferences. Why wouldn't we do the same? Office work is not a dead-end job. It's interesting, challenging, portable, and constantly changing. I recently read a terrific book the newfangled way–electronically! UNL Libraries has e-books you can check out and read online through the IRIS Web site. I highly recommend the book, Will The Real Boss Please Stand Up? by George-Anne Fay. It's very inspiring, with lots of good advice for moving your administrative career forward.

Here's one gem from the book about belonging to a professional association, "No matter what level your local chapter represents, get active in that group as quickly as you can. This is the one professional environment that is probably open to all who earn their living in the field. And no one is as interested in your rank on the employer's organization chart as they are in your eagerness to serve the association. These kinds of groups have committees galore, from public relations to legislative affairs. This is your chance to volunteer for projects that will put you in the limelight, and earn you recognition that could result in a promotion or a new job altogether. The contacts you make in these groups are lifetime contacts that could see you through retirement."

Our monthly meetings are educational, we co-sponsored a professional growth workshop last month, there's another one this month, and yet another outstanding opportunity when UNOPA hosts the state conference here at UNL on April 10-11. Are you taking full advantage of your membership in this professional association? If not, come on! You're worth it!

Christine Cary, UNOPA President

UNOPA News

UNOPA General Meeting Minutes

January 14, 2003
Champions Club
Annual Joint Meeting of the
University of Nebraska Office Personnel Association (UNOPA) and the University Association for Administrative Development (UAAD)

WELCOME & INTRODUCTIONS
President Chris Cary welcomed all guests and members from UNOPA and UAAD to the January 14, 2003, joint meeting of the two associations. She introduced officers and guests sitting at the head table.

CALL TO ORDER
President Chris Cary called the meeting to order at 12:04 p.m.

MINUTES
The minutes of the December 10, 2002 general meeting were approved as published in UNOPA Notes.

OFFICER AND COMMITTEE REPORTS
Treasurer
Betty Tutt reported as of January 14, 2003, the checking account balance was $2,944.73; the certificate of deposit is $3,804.33; and the foundation account as of November 30, 2002, is at $6,020.98.

Board Report
President Cary reported the Executive Board met January 9, 2003.

- ◊ The board rescinded a previous motion to move the February general membership meeting from February 11 to February 21. This means the general membership meeting will be held on the second Tuesday in February as usual (February 11). The 40th Anniversary Party on February 21 will be a special event with no business meeting.
- ◊ The Executive Board reviewed a recommendation from the Employee Concerns Committee regarding proposed changes to the Reduction-in-Force policy. One of the proposed changes is to require a probationary period for employees who are rehired after they have been RIF'd. The rationale for this change is that lack of a probationary period has been an obstacle to reemployment, and this change will encourage hiring RIF'd employees. Bruce Currin, Assistant Vice Chancellor for Human Resources, asked UNOPA and UAAD to respond to the proposal. The Executive Board decided on the following response: "The UNOPA Executive Board prefers that RIF'd employees would not have to serve a new probationary period if offered reemployment; however, if serving a new probationary period expedites and facilitates the rehiring of RIF'd employees, then we support the changes recommended by Human Resources." Along with that response, the board will forward to Bruce Currin the specific concerns that the Employee Concerns committee documented in its report to the board. The board appreciates the Employee Concerns Committee's serious attention to this issue.

Awards Report
Awards Director Barb Carley announced that the deadline to nominate an employee for the spring awards is February 28. These awards will be the Rose Frolik Award, Floyd S. Oldt Silver Pen Award, and Floyd S. Oldt Outstanding Staff Award. Watch for more information on the UNOPA Web site and in the UNOPA Notes.

Hospitality Report
Marlene Focher was the winner of $36 in the 50/50 drawing. Charity recipient of the 50/50 drawing is the Lincoln Medical Education Foundation. Other door prizes included University of Nebraska sports items and gold or blue candle centerpieces. There were 122 people in attendance.

NEW BUSINESS
There was no new business from the floor.

ANNOUNCEMENTS

- ◊ The 40th Anniversary Party invitations should be coming in the mail soon
- ◊ The next Executive Board meeting is February 6 at 3 p.m. at 218 Biochemistry.
- ◊ The next general meeting will be February 11 at 11:45 a.m. at the City Union.

UAAD MEETING
President Julie Hagemeier conducted the UAAD business meeting.

PROGRAM
Carol Bom introduced Floyd Colón, the speaker for the day. Mr. Colón spoke on "Thermostats and Thermometers," a unique and innovative presentation on employee choice. Colón is a research supervisor with the Nebraska Department of Labor and also the author and instructor of "Supervision: An Extension of Management," a multi-regional seminar. He has presented workshops at high schools, colleges and businesses throughout Nebraska. At the Department of Labor, he is involved in conducting inservice training.

Mr. Colón explained that our attitude governs each day. He explained that a thermometer could only surrender to its surroundings while a thermostat can make the temperatures higher or lower. People who are like thermometers will not do more than they are asked, while people who are like thermostats make things happen. We need to have teamwork and communication to be successful employees and have a successful work environment. Four elements that keep a team successful are: working together, depending on each other, trusting each other, and caring for each other. Communication can be intentional and unintentional and we need to make sure we are not unintentionally sending the wrong messages to our co-workers. They are our customers too, as well as students and faculty. Mr. Colón challenged the audience to be like thermostats and give our best work and our best attitude to our jobs.

ADJOURNMENT–The meeting adjourned at 12:47 p.m.

Kathy Schindler, corresponding secretary for Linda Luedtke, recording secretary

An encouraging word: Have you heard of someone needing a hug, a get-well wish, or an Atta Girl!? If so, let us know so we can get a card in the mail to them. Contact Kathy Schindler at 2-9827 or kschindler1@unl.edu.

February General Meeting:

Join us at the City Union on Tuesday, February 11 for our regularly scheduled general meeting. There will not be a formal program, but we have a lot of business and information to talk about. This will be a brown bag luncheon only, but we still need to know how many people are coming to book the proper size room, so please fill out the form and send your reservation in as usual for the meeting.

We will take this opportunity to let you know some things that are going on in UNOPA at this time. We will have reports from the Police Advisory Committee, the State Conference Planning Committee, Ways and Means Committee, and the Nominating Committee. The Lincoln Medical Education Foundation will give a brief overview of their foundation. They are the recipients of the President's portion of the 50/50 drawing each month. There is also a proposed standing rule change that we will review.

Your participation is requested in all these important matters–so please join us at 11:45 at the City Campus Union on Tuesday, February 11–make your voice heard in your organization!

It's That Time of Year Again

by Carol Bom, President elect

That time of year is upon us. That time of year I'm referring to, is putting your name forward to be considered as an elected officer for your organization–UNOPA. Faye Massa and her committee will be contacting you about volunteering for these roles. As next year's president, I have a big interest in making sure that we have at least two people running for each office, and that these people are happy and willing to serve.

As someone who has served on committees, as a director of a committee, and as an elected officer, I speak from experience that this is an exciting commitment to complete. There are so many benefits to becoming involved at a higher level than perhaps you have been in the past. Not only are you networking with your fellow office professionals, you are making lifelong friends. The Executive Board continues to be a group that gives willingly of their time and selves to forward the goals of UNOPA. It is exciting to be part of a group that does make decisions that affect the direction of an organization, and has an impact on the University as a whole.

Have you ever come to a meeting and decided you didn't like the program? Consider serving as president elect–then you have the opportunity to plan those programs with your committee. Ever wonder where your dues go? Consider serving as treasurer and have a definite role in the budget setting process. Ever wonder about members who are ill or earn a promotion? Consider running for corresponding secretary and see what fun it is to make a scrapbook, send cards, and coordinate travel for our group. Do you like to keep accurate minutes? Consider running for recording secretary and keep the official record for UNOPA.

UNOPA's Web site has a wealth of information in it. There, we include descriptions of all the officer duties and committee duties that make our organization tick. Our Web address is www.unl.edu/unopa. Please do your research there, or call one of the elected officers and get an accurate description of what they've done this year. All the names and phone numbers of our current officers and directors are listed on the Web as well.

I have many plans in mind for next year, and am excited about serving as UNOPA's president. I will be talking to many of you about these ideas and how we can work together to achieve them. The officers don't do it alone, but they are often a starting point to get the work done. Won't you join me as we continue 40 years of success on this campus? Please call me at 472-9131 or email me at cbom1@unl.edu with your questions or comments. Thank you for considering to serve as an elected officer of this great organization!

UNOPA Celebrates 40 Years

by Carol Bom, President elect

The University of Nebraska Office Personnel Association (UNOPA) will celebrate its 40th anniversary on the evening of February 21, 2003 at the East Campus Union. Special guests will include many of UNOPA's past presidents as well as other campus supporters. Nelsine Scofield, a 40-year lifetime member, will give a brief talk.

The planning committee, consisting of Jan Wassenberg, chair; Sandy Lineberry; Linda Arnold; Jan Schinstock and Carol Bom; has spent many hours researching the Love Library archives to provide a wonderful and informative program and celebration. They will show the positive effects UNOPA has had on the UNL community by representing the office personnel professionally and compassionately.

UNOPA was formed after Rose Frolik and Ruth Nuss attended a national conference in Emporia, Kansas in the summer of 1962. NAEOP was actually named NAES in 1962–National Association of Educational Secretaries. UNOPA had its first informational meeting in October of 1962. Prospective names voted on at the January meeting included "Husker Association of Educational Secretaries" with the newsletter possibly called "Husker Highlights."

Rose Frolik worked closely with Mrs. Virginia Herrod, who was an organizer for the Lincoln Public Schools group. The annual dues were $1.00 and in January of 1963, UNOPA members voted on the organization's name, making the choice that we have kept to this day. Our first president was Rose Frolik; vice president, Ruth Nuss; treasurer, Nelsine Scofield; corresponding secretary, Peggy Wagner and recording secretary, Ruth Hutchins.

This year, our UNOPA Notes editor, Judy Anderson, is including historical excerpts from the first three years of the UNOPA Notes publication. This has been a great learning experience for our members, as we learn about the caring, committed ladies who laid the foundation for what UNOPA is today.

Watch for your invitation coming in the mail. We hope to see all of you on February 21st for this grand celebration!

Announcements

UNOPA Fund Raising is Completed for This Year

I am so grateful to all the members that worked one or more times at this year's football parking lot. We made $3,846 this year which works out to a little over $25 per hour. As you can see, this is a very good fund raiser, that pays well. It would take a lot of candy, cookbook, and pizza sales to match this.

These are the 47 members that helped fill the 76 time slots for this season (and the # of times worked). Tell them 'THANKS' when you talk to them. My list includes everyone that was originally assigned. If you switched with someone or worked an extra shift, I appreciated that also, although you may not be correct on this list.

Judy Anderson	Linda Arnold	Virginia Baird
Cheri Beery	Ethel Beetley	Kathy Bennetch (2)
Carol Bom (3)	Leslie Brooks (2)	Debbie Burns (2)
Chris Cary (3)	Sandy Cook	Dora Dill & husband
Judy Douthit (2)	Jeanette Fisher (2)	Marlene Focher (2)
Katherine Gulland	Debbie Hendricks	Gene Hogan
Shirley Horstman (2)	Pat Hust	Betty James (2)
Sandy Jorgensen	Jan Kandall	Betty Klawonn
Lona Kramer	Cathy Leazer	Nelvie Lienamann (3)
Linda Luedtke	Lee Manns	Faye Massa
Karen Randall (2)	Deb Rosnau	Cheryl Ross (2)
Marcia Rowley	Kathy Schindler	Pat Smith (3)
Jan Schinstock & daughter		Jerry Schluckebier (8)
Melinda St.Clair (2)	Mary Ann Solomos	Amy Stewart
Marcy Tintera (2)	Diane Wasser	Jan Wassenberg (2)
Sandy Watmore	Jane Wehnes	Carol Wusk

I also want to thank my committee. I could not have done this without them. Each one of the them coordinated a game. Finding volunteers is the hardest part about this job and that really helped me. Thanks Katherine Gulland, Becky Hastings, Melinda St.Clair, Pat Smith, and Sandy Watmore. I enjoyed working with all of you.

Jerry Schluckebier
Ways & Means Chair

Campus Project Updates

–Van Brunt Visitor Center–Mary Riepma Ross Film and New Media Center: construction is near completion. Landscape Services is adding soil to the site and will be planting in the spring.

–17th & Vine Street will soon be the site of a new student housing project. The existing parking lot at the SW corner is closed so that construction can begin early in 2003. The project will have approximately 470 apartment-style units.

–14th and Avery Avenue will become the site of a new Parking Structure. Construction is to begin in May 2003. Phase 1 of this project is primarily funded from the loss of surface parking from the Antelope Valley Project.

–College of Natural Resources and Sciences, currently scattered in several buildings on East Campus and Nebraska Hall on City Campus, is proposed to occupy the Nebraska Center for Continuing Education, which has closed. Renovation of the building and construction of a lab wing are proposed.

–McCollum Hall at Law College: construction of an addition to the building is near completion. As part of the project, we are creating a new courtyard on the north and adding a prominent approach to the south entrance from the parking area. New walks, outside study areas and new plantings will be installed.

–A new International Quilt Study Center building is proposed for a site on East Campus between Agricultural Communications and Food Industry Complex. The building is in the early planning stages with fund raising to begin soon.

–Teachers College Courtyard was planted this fall. Located between Henzlik Hall and the Teachers College addition, the courtyard created a new outdoor sitting/study area.

–Richard Hall renovation is complete. The State allocation of 1% for Art, associated with this project, is under construction south of the building, and will serve as an outdoor classroom and sitting area.

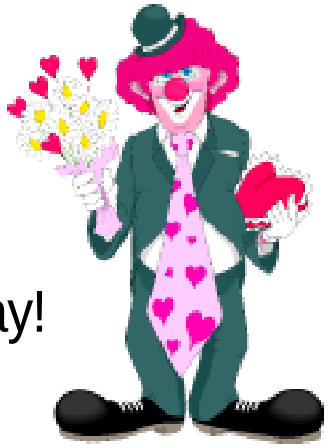
To find out more about the UNL Botanical Garden and Arboretum, visit the Web site at http://busfin.unl.edu/unlbga/Home.html

Eileen Bergt, Interim Director & Landscape Architect

Did You Know?

UNOPA representatives are attending each New Employee Orientation to inform new personnel of our organization. Orientations are held once a month and two members of the UNOPA board will be on hand to distribute brochures, talk about the organization, encourage membership and just to help answer the many questions they may have. We feel this is a great way to show our support to the newest members of the University community.

Happy Valentines Day!



40 Years of Memories

Editor's Note: As much as things change, many things still stay the same. We call it stress, 40 years ago they called it strain and tension. They called it charm, we call it professionalism. Different, yet the same.

During our anniversary year we are pulling interesting facts and information from early UNOPA Notes newsletters. I have tried to recreate these articles just as they have appeared. . .with no editing to the text.

UNOPA NOTES – Volume III, Number 3, 1964

"FIVE SECRETS OF LIVING UNDER STRAIN AND TENSION"

On October 12, at twelve noon UNOPA held its second meeting of the year at a luncheon in the Foods and Nutrition Building on the East Campus. Around 65-70 members were present, including many new members. After a short business meeting our guest speaker, Miss Helen Becker, Extension Specialist in Health Education, was introduced. She chose an important subject "Five Secrets of Living Under Strain and Tension". She reminded us that each of us lives under strain or tension of some sort. She suggested five points worthy of our consideration:

(1) It is important first to realize that strain and tension is normal -- then to do something about facing it.

(2) It is wise to "plan with a purpose" whatever we have to do. Try not to over-schedule or under-plan your life. Things go more smoothly if you allow time to do what must be done.

(3) It isn't always easy to make "quick, clean-cut decisions", but indecision is much harder on anyone.

(4) Try to "use any resources" you may have within yourself and in your association with others. We can not always "stand alone" -- we need others and they need us.

(5) "Don't try to be perfect!" To err is human! Just do the best you can!

Miss Becker quoted Dr. Reinhold Niebuhr who wrote: "God give us serenity to accept the things that cannot be changed, courage to change the things that should and can be changed, and wisdom to know the difference."

Thank you Miss Becker, you taught us a timely lesson!

NESA FALL CONFERENCE

Plans are complete for the first annual fall conference sponsored by the Nebraska Educational Secretaries Association. It is to be held on November 7, from 8:00-4:00 p.m. at the Public School Administration Building, 720 So. 22nd Street.

The theme for the day is "Opening the Door in 1964". Fine speakers, a luncheon and interesting discussion groups are arranged. All educational office personnel are WELCOME!

You may pre-register by contacting Mrs. Ina Smith, President, at the PSAB Building or on the morning of November 7th. See you there?

"THE MAGIC OF CHARM"

Charm is you -- the best part of yourself -- throwing off the bad part and expression of the good part in the highest and most loquacious manner.

Some short-cuts to charm:

- Get up happy.
- Make sure you're well groomed.
- Face the day without fear.
- Break down work into small bits.
- Wipe out one prejudice a day.
- Think about somebody you dislike -- wish him well even if it kills you.
- Clean up one job you've been putting off for a long time.
- Have faith in power beyond self.
- Practice laughing at own mistakes.
- Practice forgetting self completely.

A personnel manager of a large firm stated that if he has a choice of two secretaries, one well groomed and the other sloppy, he'll take the first one every time--even if the latter is a better typist and faster at shorthand.

You don't need beauty to be charming, but you do need to be well groomed and attractive. (Don't pull your girdle down every time you get up.) And there should be a few hundred words on a pleasant voice and good diction. In some cases, charm can shine through a shaggy exterior, but it's a long gamble. Besides, you owe yourself a little pampering so that you can love yourself in the morning.

Emotions charge our personalities, but it's a sound idea to keep them under control. When meeting new people take time to analyze them and do not make snap judgments. A warm and friendly appraisal can go a long way in establishing your relations with new acquaintances. To be freindly and warm does not mean to gush. There is and must be a spiritual element in charm.

How do you rate on these?
Do you get flustered over small annoyances?
Do you trust people?
Are you conceited?
Are you sandpaper in personality - "rub people wrong?"
Do you monopolize the conversation?
Do you try to mix charm with hate or prejudice? They can not exist together successfully!

All these things are superficial -- yet all of them are basic. Life is not a popularity contest and you cannot be loved by all. But it is an easier road to hoe if you keep the balance in your favor.

--We thank Ruth Hutchins. . .for the above!

(The above editorial has been prepared by using excerpts and adaptations from Arlene Francis' book, THAT CERATIN SOMETHING. . .The Magic of Charm.)

****

GUESS WHAT!!

One of the members of UNOPA, Norma Knobel by name, was one of those people who spent a long twenty to thirty minutes in the Administration Building elevator between floors Thursday afternoon -- Oct. 23. How she got out hasn't been explained yet!!!

"GET ACQUAINTED MIXER"

On Tuesday evening, November 17, UNOPA had its first mixer of the year. It was held at the Faculty Club and we all agreed that the warm, cozy atmosphere there added much to the enjoyment of the evening.

There are many new faces in UNOPA this year and this party afforded an excellent opportunity to meet the new members. To help us learn individual names "Autograph Bingo" was played. The lucky UNOPAS who won prizes were Phyllis German, Ruth Ellenwood and Katharine Lewis.

December 14 is the tentative date for the Christmas Luncheon -- watch for a more definite notice to come in the near future!!

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

Address Corrections to
Marlene Focher
220 NU, 0452

1963-2003
Celebrating Forty Years

February Calendar

February 6: Deadline for reservations for General Meeting

February 6: Board Meeting
3:00 218 Biochemistry

February 11: General Meeting
11:45 Nebraska Union

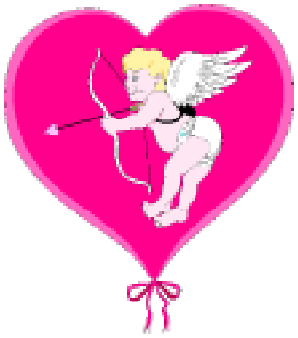
February 14: Valentine's Day

February 15: Deadline to submit articles for UNOPA Notes

February 15: NAEOP Central Area Professional Development Day
The "Buck Stops Here" - Right at the Secretary's Desk
Adams Pointe Conference Center, Blue Springs, MO

February 21: 40th Anniversary Party
UNL East Union

Happy Valentines Day!



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

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