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January 2003
Volume 41, No. 5

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

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Greetings from the President

Happy New Year! I'm so excited about UNOPA's plans for the next few months, I can hardly wait to see it all unfold. We have a little of everything to look forward to! This month, there's a motivational program and fellowship with the managerial-professional staff at our general meeting, and later in the month a professional growth workshop designed especially for UNL staff. Next month, in addition to our usual activities we'll gather for a special evening to celebrate UNOPA's 40th Anniversary. In March, you'll love our program for springtime at the general meeting and the excitement of nominating next year's slate of officers. April will bring educational office professionals from other institutions to our campus for the State Conference, and the always-inspirational Past Presidents and Awards luncheon. Before we know it, May will arrive, and I'll pass the gavel to Carol Bom at the Installation Ceremony.

I believe there will also be very difficult challenges in the next six months, because Nebraska's economy has not improved. It may feel even worse than the three rounds of budget cuts we already endured, and I'm asking all UNOPA members to show up for each other. When times get tougher and workloads get heavier, we must not skip meetings because that's when we need information and fellowship the most! Let's remember our coworkers who haven't discovered the benefits of UNOPA yet, and keep inviting them. Office personnel carry a heavy burden, especially in times of institutional uncertainty, and we want to support you and your coworkers. Our purpose is earnest, and we take our jobs seriously, but we have fun, too. Everyone needs to smile and be uplifted–even more so during hard times.

Your contributions to this incredibly complex thing called the University of Nebraska are important. I believe we never know in which ways our presence has had the most profound and lasting effect. Surely some of the people who have influenced me most profoundly would have no idea! Your program may be cut, positions may be eliminated, but no matter what happens, you are now and always have been important. It's natural to feel discouraged sometimes. Changes made at UNL were very painful to some of our membership. Future developments will feel devastating to more of us. But no matter who you are or where you work at the university, you have made a difference in this world, and you will again.

I urge every UNOPA member to be very proactive this year! You must have up-to-date skills. You must be willing to move to another unit. Please do not miss the January workshop on Keeping Track of Your Career, it will help you stay employed. Keeping up with developments at the university and news of the legislature should be a high priority, you might want to get on the University Ambassadors listserve.

This is not the time to lay low; it's much better to be involved, networking, and learning everything you can to position yourself to ride the waves of change. UNOPA is here to help you do that. We're all in this together, and we're going to have a good time along the way.

See you at the Champions Club!

Christine Cary, UNOPA President

UNOPA News

General Meeting Minutes

December 10, 2002
City Union

WELCOME and INTRODUCTIONS

President Chris Cary welcomed all guests and members to the December 10, 2002 General Meeting of UNOPA and introduced the head table.

CALL TO ORDER

President Chris Cary called the meeting to order at 12:00 noon.

MINUTES

The minutes of the November 12, 2002 General Meeting were approved as published in UNOPA Notes.

OFFICER and COMMITTEE REPORTS

Corresponding Secretary

Kathy Schindler asked that the PSP participants stay after the meeting for a group photo for the Web page and scrapbook.

Treasurer

Betty Tutt reported as of December 10, 2002 the checking account balance is $4,323.78; the certificate of deposit is $3,804.33; and the foundation account is $6,195.98.

Board Report

President Cary reported the Executive Board met December 5, 2002.

- ◊ Human Resources is reinstating an interactive and informational New Employee Orientation to welcome new employees to UNL. HR would like UNOPA to set up a table on the boardwalk and have it staffed from 3:15–4:00 on the New Employee Orientation days, so new employees can talk directly to UNOPA members and learn about the benefits of our organization. Carol Bom will coordinate volunteers for this project. The membership list will be sorted by department and new employees may be matched with a UNOPA mentor from their department when possible.
- ◊ UNOPA and other organizations on campus are being asked by the Academic Senate to take a position on gay partner benefits. After much discussion, the following motion was adopted. "In the issue of domestic partner benefits, UNOPA's Executive Board has decided to not take a position on this issue. Individuals are encouraged to express their opinion to the Board of Regents."

Hospitality

Diane Wasser was the winner of $29 in the 50/50 drawing. Charity recipient of the 50/50 drawing is the Lincoln Medical Education Foundation. Five hand-decorated aprons, twelve tabletop Christmas trees and two stuffed animals were given as door prizes.

Professional Growth

Cheryl Ross announced that UNOPA is working in conjunction with UAAD to host a workshop entitled "Keeping Track of Your Career". Kelli Kapustka Smith from Career Services will be the speaker. The workshop will be offered Wednesday, January 22, 2003 from 9-10:30 on East Campus and Wednesday, January 29, 2003 from 9-10:30 on City Campus. This workshop will be free to the public but pre-registrations are encouraged. Notices will be sent by email to the UNOPA listserv. Jan Shamburg will be handling UNOPA registrations.

40th Anniversary Committee

Jan Wassenburg, chair of the 40th Anniversary Committee, thanked Barb Carley, Becky Hastings and Corinne Brockhaus for beautifully decorating the Christmas ornaments on the tables. Each person in attendance was asked to take an ornament to remind them of the upcoming 40th Anniversary celebration.

State Conference

"Sparkle Where You Are" is the theme for the Nebraska Educators Office Professionals Conference (NEOPA), which is scheduled for April 10 & 11, 2003 in Lincoln, NE and hosted by UNOPA. Members of the State Conference Planning Committee entertained the audience by wearing sparkly costumes and singing Diamonds Are A Girls Best Friend. The conference is in the planning stages and more help is needed. An invitation to attend this conference was extended to all. Everyone should sparkle in the workplace and by attending this years state conference you may find the secret to "sparkling where you are".

PROGRAM

Roshan Pajnigar, Director of Classification/Compensation and Employment in Human Resources, spoke about NU Values. NU Values is the new compensation program that is replacing a 20-year-old system. The HR staff on the four campuses has been directed by President Smith to complete this project. Salary banks are replacing the 13 pay grades and 3500 positions are broken down into 18 job families. The first five job families that have been rolled out are Healthcare, Public Safety, Materials Management/ Print Production, Information Technology and Library Services. UNOPA members will be one of the last job families to be trained because administrative support covers many areas. Positions will be the same but titles may be changed. This new classification/ compensation system is more flexible, will take your training and certification into consideration and will be able to meet the market.

NEW BUSINESS

- ◊ Human Resources will reinstate the UNL Mentoring Program in 2003. Polly Putney from HR can answer any questions.
- ◊ Martin Luther King breakfast and weeks activities will take place in January.

ANNOUNCEMENTS

- ◊ Next Board Meeting will be January 9, 2003 at 3:00 pm, at the City Union.

Minutes continued on page 3

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.

Member Concerns

by Kathy Schindler, Corresponding Secretary

Congratulations to Linda Cowdin on receiving the University Kudos Award in October! She was featured in the November 7th Scarlet.

A thank-you note was sent to Kathy Steinauer-Smith, editor of the Scarlet, for the nice article in the December 5th issue of the Scarlet about our December general meeting. A thank-you note was also sent to the UNL Garden Friends for their donation of calendars to UNOPA. These were distributed at the December general meeting.

A get-well card was sent to Shirley Horstman following surgery.

If you know a UNOPA member who would appreciate a congratulations, get-well, sympathy or thinking-of-you card, please contact me at 472-9827 or kschindler1@unl.edu. Thank you!

Elections are coming! Elections are coming!

by Faye Massa, Nominating Committee Chair

It is hard to believe that we will be having elections for next year in the near future. What are YOUR special talents? Would you enjoy helping your fellow workers by being a leader in UNOPA? There are several positions to be filled and we would like to hear from you as to what YOU would like to do to keep our organization strong. UNOPA has a strong following and a strong voice on campus, let's all work together to keep it STRONG. Contact Faye at 2-2423 or fmassa1@unl.edu.

Keeping Track of Your Career

– a workshop for UNL staff

Have you ever wanted to learn how to keep track of your professional career so you have the information you need at your fingertips?

The University Association for Administrative Development (UAAD) and the University of Nebraska Office Personnel Association (UNOPA) are sponsoring a workshop, "Keeping Track of Your Career."

Workshop Dates:
Wednesday, January 22 9:00-10:30 a.m. East Campus Union
Wednesday, January 29 9:00-10:30 a.m. City Campus Union

Speaker: Kelli Kapustka Smith, Career Services
Cost: Free to All!

Pre-registration: to Jan Shamburg (jshamburg1@unl.edu) or just join us.

UNOPA attendees will receive Certificates of Attendance from Human Resources

January General Meeting: Thermostats and Thermometers

January's cold temperatures won't affect us as we prepare for our annual joint meeting between UNOPA and UAAD on Tuesday, January 14, 2003 with Floyd Colon as our featured speaker. Mr. Colon is a research supervisor with the Department of Labor for the State of Nebraska. His topic, "Thermostats and Thermometers" is a unique and innovative presentation on employee choice. This program is designed to assist staff in realizing their potential in the workplace. Once we learn the difference in thermostats and thermometers, we can see how the two elements can be used to strengthen the relationships between co-workers, customers, and all those we come in contact with daily. This is an upbeat and positive approach to employee relations in the work place.

Mr. Colon was born in Ponce, Puerto Rico and has been a Lincoln Nebraska resident since 1947. He received a bachelor of arts degree in psychology and sociology from Nebraska Wesleyan and has worked with the Nebraska Department of Labor from 1962 to the present in a variety of positions. He is the author and instructor of the multi-regional seminar, "Supervision: An Extension of Management." He has presented workshops to many high schools in Lincoln, Omaha and throughout Nebraska, as well as many businesses and colleges. He also is involved in conducting In-service training for the Nebraska Department of Labor.

Please join us on Tuesday, January 14, 2003 at the Champions Club at 11:45 a.m. for a wonderful catered buffet by Chances R, from York, Nebraska. Cost of the meal is $10.00. Please note that meals must be purchased from the Champions Club; no brown bags are allowed. A reservation form, due by Wednesday, January 8th, is included in this newsletter and on the UNOPA and UAAD Web sites.

General Meeting minutes continued

- ◊ Next General Meeting will be a joint meeting with UAAD January 14, 2003 from 11:45–1:00 at the Champions Club with the topic "Thermostats and Thermometers" by Floyd Colon.
- ◊ UNL Garden Friends have provided calendars for members to pick up when they leave.

ENTERTAINMENT

The Grupo Folklorico Sangre Azteca, a group of talented dancers from area high schools and colleges, dedicated to the preservation of Hispanic Culture performed several song and dance numbers for the enjoyment of the audience. They are one of the best folkloric groups in the Midwest and their leader is Maestro J. Pablo Cervantes.

ADJOURNMENT

The meeting adjourned at 1:10 p.m.

Linda Luedtke
Recording Secretary

Announcements

UNOPA Foundation Fund

by Pat Hust, Immediate Past President and Foundation Committee Chair

The University of Nebraska Office Personnel Association (UNOPA) Foundation Fund was established in 1981-82 to provide professional development in the following areas: (1) workshops and seminars sponsored by UNOPA, (2) stipends for attendance at workshops and seminars other than those presented by UNOPA, and (3) stipends for expenses incurred for professional growth activity not reimbursed through other means. The fund is administered by UNOPA by recommendation of the Foundation Committee which consists of the UNOPA Immediate Past President, who serves as the chair, the current Professional Growth Director, the current Treasurer, and two additional at-large UNOPA members. The Foundation Committee annually establishes the number of stipends per year.

Members may apply for reimbursement up to, but not exceeding, $100.00 for out-of-pocket expenses for a professional growth activity if they have not received a stipend in the last two years. Reimbursement stipends may be requested for University sponsored activities, activities within Lincoln and outside of Lincoln. Activities could include University classes, textbooks, seminar registration fees, or tuition for part-time employees who are not eligible for tuition remission. Stipends for approved applications will be distributed only after the successful completion of the professional growth activity, such as finishing the activity or receiving a passing grade.

Any UNOPA member who is a full or part-time UNL employee is eligible to apply for reimbursement. The form is available from the Foundation Chair and will be on our Web site soon. There are three established deadlines–October 15, January 15 and April 15.

University employees are able to donate to the fund by deducting an established amount from each paycheck. Please consider donating $1, $2, $3, or more each payday to this worthy cause. Forms are available on the Web and from the Foundation Committee.

UPCOMING EVENTS

Get your new 2003 calendars out and be sure to add these activities to it right away!

♦ Sparkle With US!!

Did you see those fun-loving ladies in their sparkling outfits at the last General Meeting? Singing like no one was listening. . .maybe a little off-key. . .but even that didn't dampen their spirit!

And that is what we want everyone who attends the Spring NEOPA Conference to come away with. . .Spirit!

If you would like to help us accomplish this feat, join us in planning the Spring NEOPA Conference we are hosting April 10-11, 2003. We have a lot of varied committees needing your expertise! The more the merrier!! And it is fun to be in on the ground-floor planning of an event like this. Be creative! Let's brainstorm on some great new and unique ideas!

Call Judy Anderson at 2-7021 or Pat Hust at 2-6948 to volunteer for a fun and fulfilling time! Don't wait. Do it NOW! We'd love to have you come along for the ride!

♦ 40th Anniversary Party

What better way to celebrate a 40th Anniversary than an entertaining evening with friends and colleagues! Join us on Friday, February 21, 2003, at the Nebraska East Union to celebrate the 40 years of accomplishments of the UNOPA organization. The evening begins at 6:30 p.m. with a social hour, followed by dinner at 7:00 p.m.

More information, including cost and registration forms, will be available in the near future. Please plan on attending this UNOPA 40th Anniversary Celebration. Past presidents will be there, and displays and scrapbooks detailing our past accomplishments will be available for your viewing pleasure.

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Response from Bucks!

The "Millionaire Bucks" Journal Star fund-raiser has been a success for the UNOPA Professional Standards Program. We have won three separate certificates (one yet to be sold) with a total of over $200. The contest runs until the end of December and we might still have an opportunity to bid on other items. So keep the "bucks" coming! Send them to my home address: 6930 Garland (05).

This has been a true example of team effort and I want to thank you for helping with this fund-raiser.

I also received a nice note and "bucks" from Patricia Lehecka, CEOE UNOPA retired member. She apparently read the newsletter about the "Millionaire Bucks". I quote, "Recognizing and rewarding the certified educational office personnel is so very important and long overdue. Those individuals who have devoted their time, money and effort to become certified are definitely an asset to the University community and should be rewarded accordingly."

This made my day!

Kathy Bennetch, CEOE

40 Years of Memories

Editor's Note: From the days of Ag Campus and typewriters! 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 2, 1964

"MUSICAL BONES!"

On September 14, UNOPA had its first meeting of the '64-'65 year. For this luncheon we carried trays from the cafeteria to the Pawnee Room in the Nebraska Union. Those in attendance numbered approximately sixty. Many of these were new members. Welcome to you all! Your names will appear in the next issue of UNOPA NOTES. We are most happy to have you aboard!

For entertainment we were lucky. Our guest was Mr. Henry Reider, of 4020 E. Street, who is the Retired Chief Preparator at the University of Nebraska State Museum in Morrill Hall. He has a very interesting background of work in discovering fossils in Nebraska. He found that due to aging in the soil, many bones became very resonant when struck. Over a period of five years he collected those with the right resonance and pitch to align them by octaves. This he formed into an instrument called the "Bon-o-phone". Mr. Reider feels that Morrill Hall is the true home of the instrument and there it is on display.

By the use of mallets our guest played several numbers which were readily recognizable. The tones were most pleasing to the ear. We were not surprised to learn that Fred Waring remarked their quality is the truest he has ever heard. It is obvious Mr. Reider loves the instrument he created but he is happy to share it with others. He has appeared on many radio and TV programs including on "Strange As It Seems" and the Herb Shriner TV Panel Show.

Thank you Mr. Reider, for showing us something so unusual. We admire your creativity!

DON'T FORGET! OUR NEXT MEETING DATE IS OCTOBER 12

Mark your calendar with a circle around Monday, October 12. On that day we plan to eat lunch on the East Campus (formerly called Agricultural Campus). We will go through the cafeteria line and into the northwest dining room on the first floor of the Foods and Nutrition Building.

Following lunch we will have as guest speaker, Miss Helen Becker, Extension Health Specialist. We are sure you will enjoy meeting and hearing her speak. This is just a teaser! You'll be getting an official notice later but perhaps you would like to ask your superior for a few extra minutes at noon that day.

HOW WELL DO YOU TOSS DICE?

D When you are on the telephone, your voice has to carry your message. You can't help yourself with gestures and facial expressions. DICTION is more important on the telephone than in any other speaking situation.

I Every telephone call is different. Telephone problems demand an immediate and correct response. You will be called upon to use INITIATIVE with every situation that comes up.

C In ill-mannered person on the telephone can cause more trouble than almost any other factor. COURTESY in handling telephone calls is of prime importance to you and your University.

E Telephone service costs money. A wasteful use of telephone service is a waste of the University's money. EFFICIENCY on the telephone is one of your most important skills

UNOPA NOTES – Volume III, Number 3, 1964

DOES YOUR WELCOME MAT NEED A LITTLE SWEEPING?

What a difference there is among office personnel in the basic practice of good hospitality! Unfortunately, of the three examples we share with you, the first two are the most frequently encountered -- and by a wide margin!

1. We entered the office. We looked around hesitantly and expectantly for someone to smile, greet us and offer help. Each girl was busy at a typewriter, or filing cabinet or talking to a friend. We shuffled our feet and coughed. The girls looked at each other as if to say, "Well, who's going to take care of THIS interruption?

2. We entered as above. A cool-eyed gal greeted us in clipped accents telling us unmistakable that she was busy, that our interruption was not welcome and that we'd better get on with our business without any unnecessary fol-de-rol.

3. We entered. A gal rose to greet us, smiling -- a smile that suggested that this was the event she had been waiting for all day. She took time to exchange those pleasantries that are a part of gracious hospitality, asked how she could help and invited us to be seated.

The answer, of course, is obvious. It proves beyond question that you should always -- treat every visitor like a V.I.P. After all, he might be one. He may even treat you like one in turn. (L.H. Nelson, D.R. Davies, and W. Elsbree)

How appropriate the above is for the work that all UNOPAS do daily. In giving the right and pleasant impression to the public, we actually are giving a picture of the University to anyone having contact with it. Let's take "this advice" to heart -- let's practice a little of it!

******

COURTESY is like an air cushion--there may be nothing in it but it eases the jolts!

WOULD YOUR BOSS RECOMMEND YOU?

One of the duties of a college administrative officer is to write letters of recommendation. Once one of these administrators was at a loss to know what to write concerning a doubtful secretarial applicant. A retired faculty member suggested that he write as follows:

Dear Sir:

When you come to know the applicant as we know her, you will come to appreciate her as we appreciate her.

The secretary in the above must have been the same as this one:
Interviewer in personnel: "We need a responsible woman employee!"
Job Applicant: "That's me. Wherever I worked, if anything went wrong, I was responsible!"

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1963-2003 Celebrating Forty Years

January Calendar

January 8: Deadline for reservations for General Meeting

January 9: Board Meeting
3:00 City Union

January 14: General Meeting
Joint meeting with UAAD
11:45 Champions Club
(remember, no carry-in food allowed)

January 15: Deadline to submit articles for UNOPA Notes

January 17: MLK Freedom Breakfast
7:30 a.m. @ Embassy Suites
Attended by UNOPA representatives

Professional Development Workshop
"Keeping Track of Your Career"
January 22: 9:00-10:30 a.m. @ East Union
January 29: 9:00-10:30 a.m. @ City Union

Martin Luther King Week

2003 King Week Observance
January 13-20

A week of activities mark UNL's Martin Luther King Jr. Holiday observances. The official observance event begins at 2 p.m. January 20 in the Nebraska Union. Most events are free and all are open to the public. For a slate of activities, check out the Web site below or upcoming issues of The Scarlet.

http://www.unl.edu/e-news/submissions/king.week.Dec.16.2002.html

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.