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

UNOPA Newsletters

UNOPA-University of Nebraska Office Professionals Association

3-2003

UNOPA Notes, Volume 41, Issue 7, March 2003

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

Part of the Higher Education Administration Commons

"UNOPA Notes, Volume 41, Issue 7, March 2003" (2003). *UNOPA Newsletters.* Paper 19.
http://digitalcommons.unl.edu/unopanews/19

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.

March 2003
Volume 41, No. 7

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

UNOPA NOTES

'63-2003 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
Announcements 3
40 Years of Memories 5
NEOPA Spring Conference Info 6-7
Officer & Committee Duties 8
Nomination Form 9
Calendar 10

www.unl.edu/unopa

Greetings from the President

Acting in Concert, with Confidence, Coordination, and Cooperation was the vision I started with in July. This vision began with a burning desire to help UNOPA members make new friends, get to know each other and the organization better, and develop more confidence in ourselves and each other. This vision has been realized, and it's thrilling! I've seen board members come into their positions with trepidation, and quickly gain confidence. The officers' trust and openness with each other has been tremendously gratifying. I thank you all–the board and all our committee members–for working together so beautifully!

I believe UNOPA really only has one problem, and I want to address it this month. With the nominations process underway, it seems timely to do so.

I believe there's nothing noble in caring about our family and beloved friends–that's only natural! But to open our hearts and offer friendship to people we don't know: new members, people we haven't worked with before, new employees, colleagues in UAAD or other educational office personnel associations, is different. This forces us to leave the comfort of our friends and allies and listen to other points of view. Including someone new requires our group to change, and that can be uncomfortable if we like things just the way they are! Asking someone we don't know to join our committee, or travel with us to a conference, is risky. That's why it's admirable to do it, while hanging out with our buddies is the easy way to go.

Do you want UNOPA to grow and prosper in the future? Do you want us to remain a respected advocate for the office-service staff on campus? If so, we must face facts. In 1990 we had 304 members, and since then, membership has steadily declined to only half that number. If we don't change, the trend of decreasing membership and involvement will continue. We must make new friends, welcome everybody, be encouragers, make room at the lunch table, and mentor new members.

The Executive Board is large–18 people or more. That means if it's been five years since you served on the board, it's your turn again! Have you been on the board at least twice but never run for office? Then it's time to step up to the plate and take a swing. Your past service is appreciated, and some of you serve at state and national levels, which is also appreciated. But your local chapter needs you–your experience, your love for UNOPA, and most of all, your willingness to show newcomers how to do things by chairing a standing committee or holding an elected office.

Of course we want new members to jump right in and bring their fresh ideas! The best way to learn is to join a committee. It takes forty people just to chair UNOPA's committees and represent UNOPA on campus committees. The rest of the members are needed to fill out our committees and do the work of the organization. The fact is, we need everybody!

The following statement by Gil Eagles is in Jeff Keller's book, Attitude is Everything: "If you want to be successful, you must be willing to be uncomfortable." That's how we can develop UNOPA's potential! If we will simply step out of our comfort zones and team up with people we don't usually hang around with, we can turn the negative trend around and increase membership. You must be willing to play a different role, in order to create momentum for growth. Are you willing to change so UNOPA can thrive?

New members expect to be put to work, and they will get involved if they feel welcome and supported. It's up to us to make that happen. UNOPA recently celebrated 40 years of accomplishments and success. Our purpose and objectives are more important than ever, with ever-increasing responsibilities being shouldered by office personnel. I don't want to be the generation that let this great organization dwindle into irrelevance. Now is the time to make the changes necessary to insure UNOPA will still be serving and recognizing office personnel in 2042!

Christine Cary, UNOPA President

UNOPA News

UNOPA General Meeting Minutes
February 11, 2003
City Union

WELCOME & INTRODUCTIONS
President Chris Cary welcomed all guests and members to the February 11, 2003 General Meeting of UNOPA at the City Union. She introduced the head table and guest speaker.

CALL TO ORDER
President Chris Cary called the meeting to order at 12:00 noon. She then read an inspirational article printed in the National Association of Education Office Professionals written by Gene Sharatt, entitled, Optimism.

MINUTES
The minutes of the January 9, 2002 General Meeting were approved as published in UNOPA Notes.

OFFICER AND COMMITTEE REPORTS
Treasurer
Betty Tutt reported as of February 10, 2003 the checking account balance was $4,508.38; the certificate of deposit was $3,804.33; and foundation account was $6,070.98.

STANDING COMMITTEE REPORTS
Awards
Nominations are needed for the Rose Frolik, the Floyd S. Oldt Outstanding Staff and the Floyd S. Oldt Silver Pen Awards. The deadline is February 28th and the Awards Committee encourages everyone to nominate a deserving co-worker or friend for these prestigious awards. Barb Carley has put some tips on preparing nominations on the UNOPA Web site along with award guidelines.

Employee Concerns
Kathy Bennetch reported there are approximately 20 different UNOPA representatives presently serving on committees and all of them combined make up the Employee Concerns Committee.

- Volunteers are needed for two Ad-Hoc committees: Educational Incentives, for employees that continue their education, and Tuition Remission for part-time employees. Contact Kathy if you are interest in helping.
- UAAD and UNOPA will sponsor an information panel on Domestic Partner Benefits on February 27 during the lunch hour. This panel is intended to inform what benefits are currently available, what other institutions and businesses currently offer, and why Domestic Partner benefits are important to the campus.
- Edie Schleiger, from the Legislative Liaison Committee, encourages all UNOPA members to contact their senators and the governor to let them know how budget cuts are affecting UNL and request that all state agencies, including UNL be treated equitably.
  - We will focus on our primary mission of undergraduate and professional education and on academic programs that have been identified as priorities.
  - We are concerned about the impact that additional budget cuts will have on our students. The University will become less affordable, with fewer choices and services, which will make NU less attractive to current and prospective students.
  - A strong university is essential to the state's recovery and long-term economic well-being.
  - It would take years to recover from a 10% cut. We understand the University must assist in this fiscal crisis, but a 10% cut is too much.
  - We need your help.
- The Police Advisory Committee will not be pursuing the ID badges for employees at this time. The survey of UNOPA members indicated that they were not opposed to the badges.

Hospitality
Rhonda Zugmier was the winner of $23 in the 50/50 drawing. Valentine table decorations were given as door prizes.

Nominating
President-elect Carol Bom encouraged everyone to consider running for an elected office or holding a board position. She has many new ideas and plans for the coming year and would like to have a full slate of officers for elections and many willing, helpful committee members on her team next year.

Ways and Means
Jerry Schluckebier reported that UNOPA had earned $3,880 from working the parking lot on football Saturdays. She thanked everyone who helped out with this fund-raiser.

SPECIAL COMMITTEES
40th Anniversary Committee
Sandy Lineberry encouraged everyone to attend the UNOPA 40th Anniversary Celebration on February 21, 2003 at the East Campus Union. Social time is 6:30 with wine, and 7:00 is dinner followed by birthday cake. Everyone who registers will receive an attaché bag with the UNOPA symbol on the front. There will be a speaker, a video and time for socializing with past and present members. Please contact Jan Wassenberg to register for this exciting event.

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. The workshop and ice cream social Thursday evening will be off-campus and Friday's workshops will be held in the East Campus Union. This conference will qualify for PSP points if both the Thursday evening and Friday workshops are attended. Details are being worked out and flyers will be in the next UNOPA Notes and the State NEON newsletter. The conference committee could always use more help if someone wants to volunteer. Administrative leave may be used and one does not have to be a member of the state organization NEOPA to attend.

Web Page
Kathy Schindler reported that the Web Page Committee, consisting of Carol Bom, Rhonda Zugmier and herself, are continuing to update the UNOPA Web site before entering the Past Presidents Council's Web site contest on March 15, 2003.

minutes continued on page 4

Announcements

March General Meeting:

As we look forward to the spring season, we also look forward to the topic for our March UNOPA meeting, "Birds in Your Backyard."

Join your fellow UNOPA members on Tuesday, March 11, 2003 at 11:45 a.m. in the East Campus Union as we learn about the birds in our backyards. Dr. Ron Johnson, an extension wildlife specialist and professor of wildlife biology, will discuss many things about our feathered friends. He will talk about plant selection for birds, what to look for when choosing plants (trees, shrubs and herbaceous plants) to attract birds; why and how to have a more natural landscape; and tips for success and fun when including birds in your outdoor plans.

Fill out the flyer in this issue to sign up today! See you there!

Member Concerns

by Kathy Schindler, Corresponding Secretary

A congratulations card was sent to Karen Green on her retirement after 21 years of service to the University. A sympathy card was sent to Sherryl Wallman following the death of her father, and a get-well card was sent to Theresa Sis following surgery.

Meeting notices were sent to the Scarlet and E-news. A notice was sent to the Higher Education newsletter about our 40th Anniversary Celebration.

Nationally Acclaimed Humorist and Motivational Speaker

T. Marni Vos

will be appearing at the NEOPA Spring Conference April 11, 2003 in Lincoln, NE

Plan now to attend this "sparkling", fun-filled, motivational, and inspirational conference! From personal leadership styles, to personal wellness and appearance, to celebrating our uniqueness, it is all right here in this one-day "Sparkle Where You Are" conference.

And you won't get this quality of information and enjoyment for this price any place else in town!

Don't miss this great opportunity! Send in your registration now! 'Cause we'd hate for you to miss this wonderful event!

2003-2004 Nominations Due

UNOPA Membership Pledge

I hereby pledge myself to be true to the principles of the University of Nebraska Office Personnel Association.

I will recruit new members.

I will participate and become involved.

I will encourage service, fellowship, information and recognition.

I will remember that actions speak louder than words.

I further promise to support my officers to the best of my ability.

Can you believe it is already time to start selecting our elected officers for the upcoming year? It seems like we just got started. But it is time, and YOUR opinions are requested!

There are so many benefits in becoming involved at a higher level than perhaps you have even thought of. Not only are you networking with your fellow office professionals, you are making lifelong friends. It is exciting to be part of a group that makes decisions that affect the direction of an organization, and has an impact on the University as a whole.

We are counting on you to select a friend or acquaintance who you think would be a great UNOPA officer, or even step up and nominate yourself, if you are ready to take a step into building our future. Plan on joining us as we start another 40 years of success.

Officer Descriptions and a Nomination Form are enclosed in this newsletter. Please contact any of these committee members if you have questions. Thank you for considering to serve as an elected officer of this great organization!

Faye Massa (director) 2-2423
JoAnne Barry 2-4764
Helen Dukes 2-4863
Doris Jaworski 2-4841
Carol Wusk 2-7913

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.

minutes continued from page 2

NEW BUSINESS

Proposal to change Standing Rule 7

Currently this standing rule reads:

"The President-elect is given the option to represent the Association at the NAEOP Advisory Council at the National Convention. If the option is declined, another delegate is to be selected and voted upon by the Executive Board. The Association will contribute funds to assist the attendance at the National Convention."

The proposed change would read as follows:

"The President is given the option to represent the Association at the NAEOP Advisory Council at the National Conference. If the option is declined, another delegate is to be selected and voted upon by the Executive Board. The Association will contribute funds to assist the attendance of the President and President-elect at the NAEOP National Conference."

Rational for the change:

The board agreed by general consent that it would benefit the President-elect to attend the National Conference prior to being a delegate at the National Conference the following year. Exposure to other office professionals, the PSP program, and the general business meeting at the conference are very valuable. It would help prepare the officer to represent UNOPA the following year as an Advisory Council delegate.

Mary Klucas moved that Standing Rule 7 be changed as written. Jeanne Andelt moved to amend the motion to say "attendance of the Delegate" instead of "attendance of the President". Amendment passed, motion passed.

Proposal to Change Standing Rule 3

Currently this standing rule reads:

"All Executive Board meetings are open to any members, unless stipulated by the President."

The proposed change would read as follows:

"All Executive Board meetings are open to any members, unless stipulated by the President. Minutes of the Executive Board, with the exception of closed meetings, are available to members upon request."

Rational for the change:

A number of years ago, due to lack of parliamentary procedure and history of the organization, a number of mistakes were made that required substantial time to correct by another Executive Board when the mistakes were realized. Following this, several members of the past presidents requested and received monthly copies of minutes and have done so for many years. This was the past presidents way of assisting the organization.

Sandy Lineberry moved that Standing Rule 3 be changed as written. After some discussion, Lorraine Moon moved to table this motion until the next meeting when more time would be available to discuss this change. Motion to table was passed.

ANNOUNCEMENTS

- 40th Anniversary Celebration will be February 21, 2003 at 6:30 p.m. in the East Union.
- Board meeting will be March 6, 2003, at 3:00 p.m. in 420 Nebraska Hall with UNOPA Notes hosting.
- General meeting will be March 11, 2003 from 11:45-1:00 p.m. in the East Union.

PROGRAM

Marj McKinty, development director of the Lincoln Medical Education Foundation, spoke on the programs that they offer and some of the services this Foundation provides to the community. They are the charity recipient of the 50/50 drawings this year. Carol Bom, program director, gave away two books entitled, Attitude is Everything, as door prizes.

ADJOURNMENT

The meeting adjourned at 1:10 p.m.

Linda Luedtke, Recording Secretary

40th Anniversary Celebration a Great Success

UNOPA celbrated its 40th Anniversary in style with a dinner and program at the East Campus Union the evening of February 21, 2003.

Nearly 90 people attended the celebration to hear about UNOPA's beginnings, eat dinner, see an historical slide presentation and get reacquainted with old friends. Attendees included past and present members, University administrators and UNOPA founder, Rose Frolik. Twenty-one past presidents traveled from Beatrice, Lincoln, Omaha and Hooper to attend the event.

Past presidents are pictured here.

40 Years of Memories

Editor's Note: As much as things change, many things still stay the same. Yes, I must admit, I've fixed many a loose hem with a stapler and my (seldom used) typewriter sits on a rubber mat. Thanks for the hints!

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. Ed.

UNOPA NOTES – Volume III, Number 5, 1965

CHRISTMAS LUNCHEON

On December 14, UNOPA held a Christmas Luncheon at the Nebraska Union. About sixty members met in the Pawnee Room where the tables were prettily decorated with carol booklets and apple-marshmallow Santas.

In the absence of our president, the vice president, Darlene Loewenstein presided. In the short business meeting a vote was taken which endorsed membership in UNOPA for part-time office personnel. A program of Christmas Carols followed provided by the musical honorary sorority, Delta Omicron. Miss Elaine Hanthorn, the Delta Omicron president, announced the Christmas numbers sung by the soloists and the sextet. The students taking part were: Elaine Hanthorn, Leanne Lunzmann, Donna Boseiger, Ruth Halling the accompanist, Bette Brolyer, Sherry Filbert and Janine Jensen. Their voices blended beautifully and we thoroughly enjoyed hearing them.

For all of us we wish to thank those who were responsible for making the luncheon such a nice affair. Those on the committee were: Monika Miles, Ida Katt, Fern LaDuke, Marilyn Orendorff, Lucille Bradshaw, Beuhla Mae Knott and Ruth Enlow. The luncheon ended on a happy note, when we sang some of the popular old carols ourselves. Lois Dugdale led the singing accompanied by Louise Ward at the piano. We left the Union feeling that we all had had a delightful hour together!

FORMULA FOR ACHIEVEMENT

Plan more work than you can do;
Then do it!
Bite off more than you can chew;
Then chew it.
Hitch your wagon to a star;
Keep your seat;
And there you are!

TIPS TO SAVE TIME AND TEMPER

Remember your stapler when a hem unstitches or clothing tears.
If your typewriter "walks", wet the rubber grips on the machine's legs; better still, put the typewriter on a rubber mat.
Paper glaze can be removed from your typewriter platen by running a piece of very fine emery paper through it three or four times -- rough side against the platen, of course.

****

SAFETY ADVICE -- "Remember it's better to be 20 minutes late down here than to be 20 years early up there!"

****

"Consider the turtle -- he doesn't make any progress unless he sticks his neck out!"

UNOPA NOTES – Volume III, Number 7, 1965

"MARCH"

The arrival of the month of March brings many pleasant thoughts to our minds -- St. Patrick's Day, the beginning of the Lenten Season and the thought of "Spring" and relief from the dreary winter weather.

Have you ever stopped to think about how our calendar months got their names? We all know centuries have rolled away since men believed in "gods", yet the memory of these gods and goddesses are enshrined in many forms, and will endure to the end of time. So deep was the faith of the Romans in their gods that some of the ghosts of the dead gods haunt the months that make up our Christian Calendar.

March is named after Mars, the Roman God of War. To the Romans, Mars was more than a mere fighter, they regarded him as a god who could do almost anything, because he was so strong. They prayed to him for rain, and even consulted him in their private affairs. Mars was associated in their minds with thunder and lightning, and the Romans believed that a woodpecker tapping on the trunk of a tree was the answer of this blustering, noisy god to their prayers.

The Roman calendar began with the month of March and ended with the month of December.

Today we think of March as a noisy blustery month. The month of changeable weather -- the month that will enter like a lion, and go out like a lamb or vise versa!

"CASUALTIES!"

The past two weeks, with all the ice and snow, have taken a "toll of UNOPAS!" Donna Hutchens, Uni. H. S., found her back steps at home too slippery and sprained a wrist. Mrs. Virginia Howett, Business Teacher Education secretary, fell in the Parking Lot as she went to her car. The result -- a broken arm and a trip to Bryan Memorial Hospital. Mrs. Lila Chisholm, Extension Division, decided to "salt" her ice-covered driveway at home. She ended up with a broken wrist. Your Editor, too, took a most undignified tumble in front of the Library. Results -- a stiff neck and aching back. Good advice from "each of us" to "each of you" is "WATCH IT GALS!"

FEBRUARY PARTY POSTPONED

Since we have had SNOW, SNOW, SNOW and more SNOW -- no one was surprised to receive the phone call saying that the February party was postponed. It may be set in March, but we know you'll all understand if the decorations are a bit out of season!

****

"There's one good thing to be said for snow -- it makes your lawn look as good as your neighbors!"

****

NO ONE WALKS ALONE

So much that we achieve each day,
And what we are and what we own,
We owe to friends along the way,
For no one ever walks alone.

"Sparkle Where You Are"

Nebraska Educational Office Professionals Association

Annual Spring Conference Registration Form

April 10-11, 2003
University of Nebraska-Lincoln
East Campus Union—North of 37th & Holdrege
Lincoln, NE 68588

Name_____

Local Organization_____

Address_____ City_____ Zip_____

Phone_____ Email Address_____

☐ I will be driving and will need a UNL Visitor Parking Permit **(drivers only please)**.

License plate #_____

☐ This is my first NEOPA Conference.

☐ I have my CEOE.

Parking On Campus

Parking on campus is by permit only. We cannot prudently give a parking permit to each participant, so please pre-plan your carpooling needs. Parking information and campus maps will be included in your confirmation. Thank you!

Please make your lunch selection here:

☐ Sliced beef brisket w/BBQ sauces & flame roasted apples. ☐ Grilled salmon w/corn salsa.

Return form and remittance *(payable to UNOPA)* to:

Lynn DeShon
University of Nebraska
W333.2 NH
Lincoln, NE 68588-0530
402-472-1974 — sdeshon1@unl.edu

_____ $35.00 NEOPA Member*
_____ $40.00 Non-Member*
_____ $ 5.00 Late Fee (after 3/28/03)
_____ Total enclosed

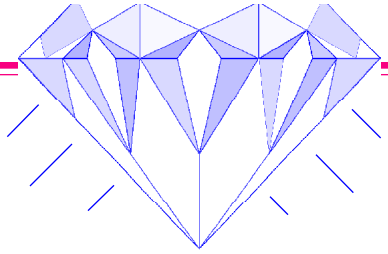
** Includes Thursday evening activities.*

<u>Registration Deadline</u>: Postmarked by Friday, March 28, 2003. No refunds after this date.

LODGING

Super 8 Motel
2545 Cornhusker Hwy
Lincoln, NE 68521

$45 per night/1-2 persons — $3 each additional person
402-467-4488 or 800-854-9518 *(Ask for NEOPA block of rooms)*
Please make reservations before March 28, 2003.



"Sparkle Where You Are"

Nebraska Educational Office Professionals Association

Annual Spring Conference Program

April 10-11, 2003
University of Nebraska-Lincoln
East Campus Union—North of 37th & Holdrege
Lincoln, NE 68588

Thursday Evening, April 10 — Southwood Neighborhood Hall, 5000 Tipperary Trail

7:00 p.m. **Meet & Mingle**
7:30 p.m. **"As Good As Gold.....Leadership"***
Dan Wheeler, Professor Agricultural Leadership, Education and Communication

Some aspects of leadership are like gold—you just find it—while others have to be uncovered or refined. What are your golden leadership qualities? Dan will explore with us how to discover and develop our leadership skills and abilities.

8:30 p.m. **Old-fashioned Ice Cream Social**

** In order to receive one full PSP point for the conference, you must attend all workshops, including this Thursday evening workshop.*

Friday, April 11

7:15 a.m. **Registration & Continental Breakfast** — sponsored by TIAA/CREF

8:00 a.m. **Welcome & Flag Ceremony**

8:15 a.m. **"Diamonds are a Girl's Best Friend"**
T. Marni Voss, Nationally Acclaimed Humorist and Motivational Speaker

Marni believes we all have a choice about how we perceive the world around us. Humor is one of the wise choices. It helps in the coping and surviving of the day to day walk. It increases our personal and professional effectiveness as "life" managers. Humor creates a positive, happy, healthy environment where laughter is not uncommon and people feel good. She wants to be part of the humor education that renews individuals and companies.

9:45 a.m. **Break & Door Prizes**

10:00 a.m. **"All That Glitters....."** Panel Discussion
Sarah Emanual, Anne Marie Frerichs, Denise Hoops, Cindy Hoage and Shannon Presnell

The secret to our personal "sparkle" lies in knowing how to take care of ourselves and how to present ourselves as the professionals we are. This panel of "experts" will share secrets in wellness, grooming and wardrobe that will assist us in achieving those goals while surviving our very busy lives. And does our "sparkle" change as we get older?

12:00 p.m. **Luncheon & Installation of Officers**

1:30 p.m. **NEOPA Business Meeting**

2:30 p.m. **President's Reception — Break & Door Prizes**

3:00 p.m. **"Diamonds in the Rough"**
Gary Meers, Professor, Special Education and Communication Disorders

Each diamond in the rough has its own unique qualities; as does each person. Gary will show us how we can embrace our uniqueness; finding where we are and how we fit in the whole scheme of life. He plans on sending us on our way with encouragement, laughter and coping skills to face what life throws at us.

4:30 p.m. **Closing, Evaluations, Attendance Certificates & Door Prizes**

Description of UNOPA's Elected Offices and Committee Duties

UNOPA's President shall:

- preside at all meetings of the Association and the Executive Board.
- appoint directors for the standing committees with the assistance of the other elected officers.
- be given the opportunity to represent UNOPA at the NAEOP Advisory Council at their annual National Convention.
- be a member of the state and national associations (dues will be paid or reimbursed by UNOPA).
- review all correspondence, UNOPA Notes drafts, etc. prior to them being printed.
- serve as liaison for UNOPA between the Nebraska State (NEOPA) and the National (NAEOP) Associations.
- become the Past-president and Foundation Director during the following year.

UNOPA's President-elect shall:

- preside at all meetings of the Association and of the Executive Board in the absence of the President.
- fill a vacancy in the Presidency in the event the President cannot fulfill the term.
- act as director of the Program Committee.
- submit the proposed year's program, menus and speakers for approval as soon as tentatively arranged.
- provide information about each monthly meeting to the UNOPA Notes editor.
- become the President during the following year.

UNOPA's Treasurer shall:

- receive all money and disburse funds as directed by the President and the Executive Board.
- present monthly reports to the Executive Board and the Association and prepare a written report for publication in the UNOPA Notes.
- study the financial needs of the Association for the year, work with the other elected officers, and present a proposed budget for approval to the general membership by the October meeting.
- provide the Executive Board with an annual financial report.
- arrange for an audit of the records at the end of UNOPA's year.

UNOPA's Recording Secretary shall:

- keep an accurate record of the proceedings of the Association and Executive Board meetings.
- send a copy of the minutes of each Executive Board meeting to all members within five (5) days of the meeting.
- send a copy of the General Meeting minutes to the UNOPA Notes editor for publication or distribution to the membership.
- preside as President in the absence of the President and President-elect while allowing the Corresponding Secretary to take notes of the proceedings.
- collect pertinent records to be made part of the UNOPA history at Love Library Archives.
- keep an up-to-date record of the current Constitution and Bylaws, including all Standing Rules.

UNOPA's Corresponding Secretary shall:

- conduct the correspondence of the Association as directed by the President and/or Executive Board.
- send courtesy cards to UNOPA members upon reports of births, weddings, extended illnesses, deaths, etc. and report such contacts to the editor of the UNOPA Notes so the pertinent information may be passed along to the membership.
- correspond with the state (NEOPA) newsletter editor and report UNOPA activities for publication.
- organize the annual past-president's/retiree's recognition luncheon and correspond with those involved concerning the details of this recognition.
- serve as Recording Secretary in his/her absence or as needed because of President/President-elect absences.
- coordinate and make registration and travel arrangements to state, regional and national association meetings.
- provide publicity for UNOPA including sending notices of meetings and information to the Scarlet, C-Vis Broadcast, etc.
- take photographs at monthly meetings and maintain the organization's scrapbook.

UNOPA's Standing Committee Duties

All Committee Directors shall:
Submit a proposed budget, establish a committee of other members, attend the monthly Executive Board meetings, and work with the Elected Officers to guide UNOPA's year.

Awards:
Orchestrate all aspects of the four major awards given each year by UNOPA. Also, may be involved with special awards and with submission of awards to the state and/or national associations of which UNOPA is affiliated.

Employee Concerns:
Set up and direct UNOPA contacts on Ad Hoc Committees concerning University employees. Work with a co-director to coordinate all members' activities on the various committees.

Hospitality:
Establish a pleasant and conductive environment at each General Meeting by greeting attendees and encouraging fellowship.

Membership:
Receive membership applications, send out membership packets and membership cards, and keep an accurate membership list. Includes sending out reminder letters for non-renewed members and sharing information about UNOPA with new University hires.

Nominating:
Assure the future of our organization by establishing and submitting a complete slate of officers for the upcoming year and governing the election process.

Professional Growth:
Arrange workshops for the purpose of professional development and work with membership to help them achieve their personal PSP goals.

UNOPA Notes:
Collect information, set up, edit and distribute monthly newsletter.

UNOPA

University of Nebraska Office Personnel Association

As a member of UNOPA, you can help chart the future of this growing organization by either volunteering yourself or suggesting someone who would make an impact in our organization.

Any UNOPA member can nominate someone by completing the form below—notice that the nominator's name is "optional."

Take a few minutes to look through the attached position listings which provide information about what is expected of each role on the UNOPA Board of Directors. Consider your strengths, take a look at the strengths of someone you know. Compare them to the responsibilities listed, then send in a nomination. If you are in a position to nominate several individuals, feel free to photocopy this form or call Faye Massa (472-2423) for additional copies.

The completed form(s) need to be returned by Wednesday, March 5, 2003 to Faye Massa, 1700 Y Street, 0694. Representatives of the Nominating Committee will then contact each nominee to obtain permission to have that individual's name placed on the ballot.

2003–2004 Nomination Form

Please fill in the following information to nominate a UNOPA member for a position on the Executive Board.

Name:

Department:

Phone Number:

Nominated Position:

Nominator's Name *(optional)*:

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

March 2003 Calendar

March 5: Deadline for reservations for General Meeting

March 6: Board Meeting
420 East Nebraska Hall

March 11: General Meeting
11:45 East Union

March 15: Deadline to submit articles for UNOPA Notes

March 17: Happy St. Patrick's Day

TBA: Providing Benefits for Domestic Partners Panel Discussion

March 28: Deadline to register for NEOPA Spring Conference in Lincoln

Happy St. Patrick's 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.