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UNOPA NOTES

43-2003
*Celebrating Forty
Years*

The 4 C's of Membership:

Acting in Concert
with Confidence
Coordination
and Cooperation

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



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Greetings from the President

We installed the current officers last May, in a ceremony featuring precious gems. That theme tied in nicely with the national association's theme, "Set Free Your Hidden Treasures," and our state conference theme, "Sparkle

Where You Are." This entire year will stand out in my memories as a brightly shining period of time during which I learned a great deal and did things I'm very proud of. I want to publicly thank the officers you elected last year, for exceeding all my expectations.

Linda Luedtke's amethyst symbolizes sobriety, intelligence and clear thinking. As Recording Secretary, Linda was charged with the responsibility of keeping a cool head during meetings no matter how confusing the discussion might be, and accurately recording UNOPA's business for future reference. I do believe she was challenged once or twice—especially when a meeting seemed to take on a life of its own! Linda lived up to her charge in every way, but she also did much more than that. Her sense of humor and fun taught me that a good meeting consists of more than business—the agenda should include time to affirm people, strengthen relationships, and have fun. Having Linda at my side gave me more confidence, and I am grateful to her.

The ruby inlaid in Kathy Schindler's pin represents the heart of UNOPA and the qualities of love, warmth and liveliness we need from the Corresponding Secretary. There's really no limit to how much this officer can do because there's always another note or public relations article that could be written, always another picture that could be taken, and so on. Not only is Kathy truly warm and friendly; she's also a great writer and has a wonderful trait I call "follow-through." We really benefited from this in getting the word out about our activities and good news locally, statewide, and nationally. Kathy took on the extra responsibility of chairing Web technician, and is doing outstanding work for us online with the help of her committee. I can't thank her enough.

A topaz was chosen for Betty Tutt for attributes associated with sunlight, clear sightedness and increased strength. Since I didn't know Betty last year, I had no idea at the time how well this describes her! As Treasurer, not only does Betty keep our finances in clear sight, she also made it easy for the rest of us to clearly see where we stand financially by providing lots of extra detail in her reports. UNOPA's financial strength increased this year and this is at least partly due to her professional guidance. Finally, when Betty smiles in your direction, it truly feels like a warm ray of sunshine. During my first crisis of confidence, Betty called and said "Chris, I want you to know you can trust me." It's true, and I thank her for that.

The emerald I chose to symbolize Carol Bom's office means harmony, freshness, renewal, energy and growth. The President-elect signs on for a long-term commitment of three years on the executive board, serving as director of the program committee her first year and director of the foundation committee her third year, with an awesome responsibility in between. I felt the emerald's attributes would benefit Carol as she planned programs and navigated those three years. If I had to choose one word to describe Carol's role as President-elect, it would be "harmonizer." She was my link to the membership, the state association, our past and the future. She planned programs that celebrated UNL's faculty, students and staff. She smoothed ruffled feathers and let me know when I was about to break unwritten rules or cross lines I didn't see. Any president would be grateful for that kind of support, and believe me, I am.

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UNOPA News

UNOPA General Meeting Minutes

April 8, 2003
Abel Hall

WELCOME & INTRODUCTIONS

President Chris Cary welcomed all members to the April 8, 2003 General meeting of UNOPA at the Abel North Study Lounge. She then extended a special welcome to all past presidents, retirees and guests before introducing the head table.

CALL TO ORDER

President Cary called the meeting to order at 12:15.

MINUTES

The minutes of the March 11, 2003 General meeting were approved as published in UNOPA Notes.

OFFICER AND COMMITTEE REPORTS

President-Elect

Carol Bom, President-Elect, thanked everyone that ran for an elected office and she will be contacting people to serve on the new Executive Board.

Treasurer

Betty Tutt reported as of April 7, 2003 the checking account balance was \$6,856.78; the certificate of deposit was \$3,804.33; and the foundation account was \$6,065.73.

STANDING COMMITTEE REPORTS

Board

The Executive Board approved a motion to make a contribution of \$500 to the Budget Reduction Impact Fund, which was established with Harvey and Susan Perlman's initial contribution of \$10,000. If you would like to make an additional contribution you may. Your personal contribution would not offset or affect the \$500 donated by UNOPA. A UNOPA member will be on the committee administering this fund. The Employee Assistance Program asked UNOPA to sponsor refreshments at one of the Transition Workshops being held to assist employees who lose their jobs because of reductions in force. A \$50 donation was approved. The UNOPA board desires to support our colleagues who need help in these difficult times, and we feel these special donations are a good way to do that.

Employee Concerns

Kathy Bennetch commented that the committee has been formed to develop a proposal to provide tuition remission for part-time employees. There are 311 part-time employees that could potentially be affected by this benefit. The Domestic Partner Benefit Panel was video taped and she encouraged those interested to view it. UNOPA members were asked to submit suggestions for budget cuts and seven pages were compiled and sent to the Academic Planning Committee. These recommendations will be emailed to members.

Hospitality

Faye Massa was the winner of \$37 in the 50/50 drawing. The Lincoln Medical Education Foundation is the charity recipient of this drawing. Beautiful assorted decorative teacups holding spring flower bouquets decorated the tables and were given as door prizes.

Membership

Marlene Focher awarded Jan Kendall from Career Services a one-year membership in UNOPA and a quilted wall hanging for recruiting the most members this year. All new members names were put in a drawing and Debbie Burns from Biological Systems Engineering won a one-year membership in UNOPA.



Nominating

President Cary explained Robert's Rules on elections and reporting of votes to the membership. Because UNOPA has a tradition of announcing elections without reporting the actual numbers of votes received, the officers agreed not to break with tradition or cause embarrassment. After seeing no objections to this procedure, Faye Massa, nominating director, provided President Cary with the tellers' report in writing to be filed with the minutes with only the outcome recorded in the minutes. President Cary then read the results of the UNOPA officer election. They are: President elect-Sandy Watmore; Recording Secretary-Joan Frederick; Corresponding Secretary-Amy Stewart; Treasurer-Jerry Schluckebier. Congratulations to all the new officers for 2003-2004.

SPECIAL COMMITTEES

State Conference

Judy Anderson reported that the Nebraska Educational Office Professionals Association (NEOPA) conference would be this week, April 10 & 11, 2003 at the East Campus Union. They have 125 registrations and they are asking members, who can come at 6:45 Friday morning, to help decorate as the East Union rooms are being used the night before. Registration starts at 7:15. Registrations are still welcome.

ANNOUNCEMENTS

Board meeting will be May 8, 2003, at 3 PM in Agriculture Hall.

Next meeting will be Officer Installation, May 13, 2003 from 11:45-1:00 PM at the Kauffman Center Great Hall. Congratulations to La Rita Lang for being elected Vice President of NEOPA and Judy Rastede for being elected Treasurer of NEOPA.

PROGRAM

Kathy Schindler, Corresponding Secretary, introduced the past presidents and retirees in attendance and thanked them for coming. She also read messages from past presidents and retirees who could not attend.

Barb Carley, Awards Director, thanked her committee of Linda Luedtke, Becky Hastings and Tricia Liedle for all their help. She then thanked all the judges for their help in selecting the winners of this year's awards. Judges present were asked to stand. Sandy Lineberry presented the Rose Frolik Award, including a personalized plaque, a one-year membership in UNOPA and \$300 award to Lois Brinton. Barb Carley introduced those nominated for the Floyd S. Oldt Silver Pen Award. They were Diana Buchholz, Glenda Moore, Judy Anderson, Carol Neal, Cathy Watson and Judith Yeck. The recipients of this year's Floyd S. Oldt Silver Pen Awards are

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Announcements

Annual Meeting:

by Carol Bom, President-elect

This year's May meeting will be held at another great location. Our installation of officers will be held in the Kauffman Center, just north of the Nebraska Union on City Campus. The Kauffman Center is a new residence hall that houses honors students. It has been fun to see various parts of the campus this year as Susan Thomas and her Hospitality Committee has done a great job of choosing locations and decorating them!

The May meeting is also our annual meeting. Here, we will recognize all of our members who have worked so diligently through the year for our organization. Please join us as we celebrate new beginnings and the continuing of great UNOPA traditions in recognizing our members.

The Kauffman Center is located at 630 N 14th Street, just north of the green space we call North Park. Parking is available at the loop by the Coliseum, or at 17th & R parking garage—you may shuttle over to the building! Please join us—there will be something for everyone!

Member Concerns

by Kathy Schindler, Corresponding Secretary

During the last month, I sent one get-well card to Jerry Schluckebier and one sympathy card to Jan Wassenberg following the death of her mother.

I sent two press releases; one to the NES Connector about our 40th anniversary and one to the Scarlet about our Awards winners. I also sent invitations to the past presidents and retirees to the April Awards and Recognition Luncheon.

A Special Thank You

Thank you to all my UNOPA friends who remembered me and my family with cards, emails, phone calls, visits, thoughts and prayers at the time of the death of my mother. We all appreciate your support.

Jan Wassenberg

minutes continued from page 2

Judy Anderson and Judith Yeck. Each received a personalized silver Cross-pen, framed certificate, a one-year membership in UNOPA and \$600. Barb then introduced those nominated for the Floyd S. Oldt Outstanding Staff Award. They were Judy Anderson, Carol Neal, Cathy Watson, Judith Yeck, Joan Frederick, Michelle Jacobs, Heather Kuhl and Lola Young. The recipient of this year's Floyd S. Oldt Outstanding Staff Award is Joan Frederick. She received an engraved plaque, a one-year UNOPA membership and \$1000. Congratulations to all.

ADJOURNMENT

The meeting adjourned at 1:05 PM.

Linda Luedtke, Recording Secretary

President's message continued

I'll cherish the memories and the many things I learned from this year's officers. Of course, we were supported by an outstanding board of directors and nothing much would have happened if they weren't so incredibly motivated and dedicated! I could easily use the entire UNOPA Notes, just telling you about each person's contributions. Recalling the accomplishments of the directors and their committees will be a personal inspiration to me for years to come.

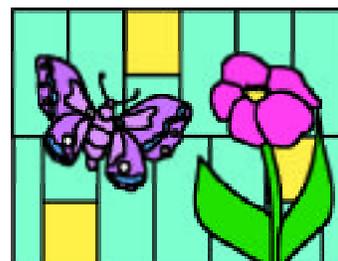
Some of our board members battled serious illness while they served. Others have close family members who were diagnosed, or passed away. Some got bad news at work. But nary a single one of them let UNOPA down, no matter how difficult their circumstances became. I believe they saw their service on the board as a bright area of their lives, where they not only knew they were doing good, but also received love and support from their colleagues. The results of this incredible commitment were amazing.

When the Annual Report comes out, I think you'll all agree that this was a very productive UNOPA year. We started from a strong place because of the good leadership we've had in the past. We had many advantages including no money problems, a large core group of active members, and a very good reputation in the campus community. That's a good way to start! Not difficult to pick up from there. So I'm also grateful to Pat Hust and all the past presidents and boards who went before us, for managing this precious organization so well.

Next year's officers have wonderful examples to follow, and of course they will bring their own unique gifts and talents to their positions. I look forward to working with them. Carol is passionate about UNOPA's growth and works hard to develop our membership. She's future-oriented, and has a wonderful way of combining tradition with fresh ideas for future growth. She's going to be a terrific president, with an talented executive committee, and I expect great things from them.

Finally, thanks to all of you for making UNOPA a brilliant organization and entrusting me with it. Thank you for coming to meetings and workshops, supporting me with your complimentary notes and emails, helping your committees do a great job, representing UNOPA professionally and positively in your workplaces, and all the other things you did while I was your president. It has been one of the most positive and rewarding experiences of my life—because of you!

Christine Cary
UNOPA President



Announcements

Annual UNOPA Award Winners

Rose Frolik Award

Lois Brinton, publications and photography, was excited to receive the 2003 Rose Frolik Award from Sandy Lineberry.



Silver Pen Award

Judith Yeck, journalism, and Judy Anderson, publications and photography, were each awarded Silver Pen Awards. Nominees included (l to r) Glenda Moore, Judith Yeck, Judy Anderson, Carol Neal and Cathy Watson. Not pictured is Diana Buchholz.

Outstanding Staff Award

Joan Frederick, INTSORMIL, was recognized this year as the Outstanding Staff Award recipient. Nominees included Michelle Jacobs, Carol Neal, Cathy Watson, Joan Frederick, Judy Anderson and Lola Young. Not pictured is Heather Kuhl.



40 Years of Memories

Editor's Note: As much as things change, many things still stay the same. Parking on campus was a concern even in 1965! But some things DO change....wouldn't you like to know Mrs. McCabe's real name?

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 7, 1965

UNOPAS VISIT THE ADMINISTRATION BUILDING

On January 21st, sixty-five UNOPAS met in Room 200 of Teachers College for a noon meeting. "Kings" catered a fine ham luncheon for us. In the absence of our President, our Vice-President Darlene Loewenstein greeted those in attendance. Newcomers were welcomed and the Chairman for the March party, Vicki Wall, was introduced.

After the luncheon, members were free to visit the offices in the Administration Building. UNOPAS who work in that building were hostesses in their own offices. Each member was given a listing of offices they might like to visit by crossing over from the Teachers College Building into the Administration Building.

Members who assisted on the committee were Virginia Howett and Luree Parpart. They were aided by Mary Helene Cebik and Mary Ann Hunt. Thank you all for the nicely planned event! Many members expressed their enjoyment of this visit to the administrative offices.

* * * * *

CAPTAIN MASTERS SAYS!

To help you get the correct information, we have checked with Captain Masters of the University Police regarding noon-hour parking for UNOPAS attending meetings. Previously we had been told that our cars would not be ticketed over the noon hour. But -- parking space is scarce and that ruling has been changed. Any UNOPA having to park her car on campus for the meeting may use a metered lot but it will be necessary for her to pay the meter fee.

* * * * *

WANDERING THROUGH THE WANT ADS

For many people reading the help-wanted ads is a favorite pastime. Long practice has resulted in this dictionary of phrases used and what they really mean:

"Convenient to transportation"--the railroad runs next to the building (you'll get used to it.)

"Interesting, diversified work"--the boss doesn't know what his assistant does.

"Girl Friday"--you'll be working Friday, Saturday, Sunday, Monday, Tuesday, Wednesday, and Thursday.

"Congenial office"--everybody else is related to the boss.

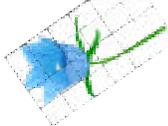
"Young secretary, experienced"--the boss wants a 20-year-old with 10 years experience.

"Mature woman"--the boss wants a mother.

"One-girl office"--you're in charge, so you can't leave for lunch until 2:30.

"Rapid advancement"--the turnover rate is 67.9 percent.

"Employee parking lot"--you can't use it unless you come early.



"Outgoing, cheerful girl"--the boss is a grouch.

"We'll train you"--the salary is low, but think of the education you'll get.

"Must be good at figures"--the Internal Revenue agent visits the boss annually.

"Attractive, poised young woman"--bring your track shoes.

"Public contact"--you get to handle disgruntled customers, process servers and encyclopedia salesmen.

"Brand new office"--it smells of plaster, the windows aren't in, and it's your job to hound the contractor to fix all the things that don't work.

"Mechanical ability helpful"--the adding machine broke, the power line is overloaded, the typewriter belongs in the Smithsonian Institute, and the duplicator squirts purple ink.

"Man or woman for executive position"--they're desperate!!!

UNOPA NOTES – Volume III, Number 8, 1965

USE YOUR IMAGINATION!

On Monday noon, March 22, about fifty-five UNOPAS braved the brisk, spring wind to make the jaunt to the Foods & Nutrition Bldg. on East Campus for lunch. The ones who went found it was well worth the trip.

Our President, Luella Diekhoff, presided over a brief business meeting and then a program was presented. Darlene Loewenstein, program chairman, introduced our guest, Mrs. James McCabe. She is the wife of Dr. James McCabe of the College of Dentistry. She proved to be a most ingenious person. Her zest for the natural things of life was obvious. She made us wonder if we have been too busy to see what we should "see". She showed the beauty and interior decoration possibilities in wire, wood, seeds, glass, driftwood, clay and even the pieces of trash which we might ordinarily discard. We learned so much from listening to her. Each of us had a feeling that she was truly a clever person. Thank you, Mrs. McCabe, for paying us a visit. We only wish it could have been a longer one.

* * * * *

"FINDING TIME TO READ"

One of the ways we can improve ourselves is to become better read. This assumes that we already have the necessary skills for our particular jobs and that we already possess the desire to read.

How can we achieve this worthwhile goal and find more time to read in an already over-crowded schedule? Here are a few suggestions which I have found to be helpful:

1. Allot as much time each day for reading as you can and gradually try to increase the amount. Keep these minutes as free as possible from distractions.
2. Have a set place for your reading project--a place where you take your project seriously and are there for business.
3. Attempt to gain some added reading minutes at unexpected times during the day. Make a habit of carrying some worthwhile reading with you when you know you will have a wait--for transportation, for an appointment at the doctor, under the drier in the beauty shop, etc.
4. Try to read for 10-15 minutes before you go to bed. This gets your mind off the day's problems and helps you to relax so that you can get to sleep faster.

University of Nebraska–Lincoln
UNOPA Notes
PO Box 880541
Lincoln, NE 68588-0541
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Address Corrections to
Marlene Focher
220 NU, 0452

*1963-2003
Celebrating Forty
Years*

May 2003 Calendar

May 7: Deadline for reservations
for General Meeting

May 8: Board Meeting
3:00 Agriculture Hall

May 10: Spring Commencement

May 11: Mothers Day

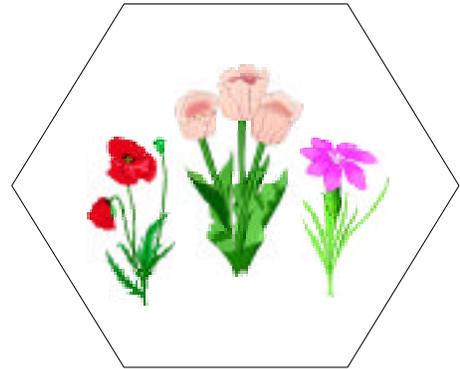
May 13: General Meeting
11:45 Kauffman Center Great Room

May 15: Deadline to submit articles
for UNOPA Notes

May 18: My Birthday



May 26: Memorial Day Holiday



Happy Spring!

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.