Learning From Wildlife

We’ve reached the time of year where we are experiencing weather changes and the beautiful migration of birds.

We could learn so much from geese. They are the ultimate “team.” Did you know that as each bird flaps its wings, it creates uplift for the following bird? You may be feeling bad for the bird in the front of the V who has no other bird to provide the uplift, but don’t worry. When the lead goose gets tired, it rotates back into the formation and another goose flies at the point position. The geese in the rear honk to encourage those in front.

When a goose gets sick or wounded, two other geese drop out of formation and follow it down to help and provide protection. They stay with the unhealthy member of the flock until it is able to fly or dies. They then launch out with another passing flock or try to catch up with their own.

Sad as it is, people tend to be out for “Number One” too often. We need to be more like the geese so we can be worthy of our friends when we’re in need.

Something else I glean from this is the importance of communication. Once you’ve read this, think about how important communication is to the geese (and us) in supporting each other. The geese have to communicate about dropping out of the lead position, they honk to support each other, and they have to communicate to decide who will take care of the sick goose. All of this in support of each other. We need to take the lead and continue to work on our own communication skills, especially when supporting each other.

Lola Young
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AWARDS COMMITTEE DIRECTOR
Gretchen Walker, CEOE (UNOPA)
Work: 402-472-0602
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“Focusing your life solely on making a buck shows a certain poverty of ambition. It asks too little of yourself. Because it’s only when you hitch your wagon to something larger than yourself that you realize your true potential.”

-Barack Obama

Mission Statement
The purpose of the Nebraska Educational Office Professionals Association shall be to promote the advancement of education by improving the quality of service by educational office personnel to institutions of learning and the profession. The objectives of the Association shall be to provide professional growth opportunities, to recognize office personnel as members of the educational team, and to elevate the standards of office personnel in education.
President's Message

As President of NEOPA I had the privilege of serving as your representative to the National Conference in Kansas City this last summer. I was honored and very humbled to be able to represent such a great group. Here is a summary of how the conference unfolded and the highlights you might be interested in.

The conference was the week of July 4-9th. Nebraska was helping host the event as part of the Central Area. Debbie Hendricks and I drove down early Sunday morning in time to take our turn at the registration table which Nebraska was manning on Sunday.

Debbie Hendricks, Sandy Lineberry, and I spent a good part of Monday ironing the 50+ U.S. flags for the flag ceremony to be held on Tuesday evening. As President, it was my privilege to carry the Nebraska Flag in the opening flag ceremony. If you have never been to a flag ceremony, NAEOP does an awesome job at honoring all 50 states. Each year I really enjoy the opening ceremony as it is always very moving. We always have a great keynote speaker and this year was no exception. Aaron Davis was great. After we closed for the night we had our picture taken and included Aaron in our group picture.

Wednesday was the Advisory Council meeting where each delegate from all the affiliates have a meeting to discuss items that have been submitted for consideration. Advisory Council Chair Lola Young reported our findings to the general membership at the general sessions that followed. This year there were three items submitted for consideration. A motion was made and passed to have more regional institutes. No action was taken on creating a special council for Support Services, i.e., athletics, food service, transportation, etcetera. The last item had to do with the NES and we decided to leave it as is. At the general meetings the advisory council recommendations and motions were passed.

Continued on Page 5
### Upcoming Events 2010-2011

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<tr>
<td>5 - NEOPA Board meeting, UNL East Campus</td>
<td>NEOPA Fall Workshop in Columbus, NE</td>
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<td>17-20 - Central Area Retreat in Columbia, MO</td>
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<td>28-29 - NEOPA Spring Conference, Southeast Community College, Lincoln, NE</td>
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<td>18-22 NAEOP Conference, Charleston, SC</td>
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**Save the Date for NEOPA Fall Workshop**

Karin Reiger and Karen Mrocek are very excited to have the opportunity to work with our organization in planning the FALL NEOPA Workshop to be held at the Central Community College, Columbus Nebraska Campus. The date is still to be determined, but possible dates are October 21st or Oct 28th. In regards to the Thursday evening activities, they are proposing a LADIES NIGHT OUT EVENT with a number of their downtown businesses. The businesses will stay open late and offer some great discounts, which sounds like a lot of fun shopping.

Please put a tentative hold for those dates. I will let you know as soon as a date is finalized. The tentative proposal I have seen with ideas, topics and presenters looks great. I hope you will find the fall conference to be uplifting and fulfill your professional and personal goals.

Amy Chandler  
NEOPA Vice President
President's Message continued from Page 3

That evening we honored our PSP recipients at a banquet and then afterwards Nebraska had a small gathering to honor just the Nebraska recipients. I must say Nebraska did a wonderful job with the PSP banquet—another one of our responsibilities. I heard a lot of great comments.

Thursday morning was our Central Area Breakfast. Lola Young conducted her final meeting as Central Area Director and introduced Lisa Morehouse who now has the position. In recognition of Lola’s work as director, a motion was made and approved that a brick be purchased in Lola’s name at National Headquarters.

This year for the first time we had elections for all the national committees. In the past, nominations and the elections were done at the general sessions. In order to spread the membership to these committees over the entire membership, it was decided at the 2009 conference to try elections at the Area Breakfast instead. I think everyone approved of this as it really freed up time at the general sessions to discuss other business. Thursday noon was the Awards luncheon where they announced the Administrator of the Year and the Professional of the Year.

Friday morning was the Council Breakfast, i.e., Administrative, Elementary, Middle School/Junior High, Higher Education, High School/Career & Technical Education. I attended the Higher Education Council meeting where Debbie Wade, Texas, was the guest speaker. In her unique way, Debbie showed us about impressions and how we look and act make a big difference in how we are perceived by others.

Friday night we had our final banquet and installation where Lola Young was installed as Vice President and Lisa Morehouse was installed Central Area Director. After an exhausting week we all headed home on Saturday morning.

Again, I thank NEOPA for letting me be their representative this last year. Kathy Bennonch will have the pleasure of representing you this coming July in South Carolina as your delegate.

Diane Wasser
NEOPA 2010-11 President
NDEOPA has enjoyed a successful fall season. We sold Village Inn Pie certificates again as a fundraiser and sold all that we planned to sell. Thanks to all NEOPA members who purchased some certificates from our NDEOPA members! Plans are underway for another summer garage sale. We have had a garage sale at a member’s home the last couple of years and have raised a lot of money for our association. NDEOPA members as well as other staff in our building have contributed to our sales.

One exciting development is the preparation of a scholarship offering for students. We now have a scholarship ready to go for the fall of 2011. One of our members works on the FCCLA (Family, Career and Community Leaders of America) scholarships and knows lots of time-saving tips on getting the word out about scholarship applications. She has been instrumental in our planning and implementation of the scholarship committee. In fact, she is our committee director, Rhonda Wisdom. Please email her by clicking on her name if you would like more information about streamlining your local processes.

For our holiday celebration, we went to nearby Tico’s restaurant. Members enjoyed getting away from the office and having time to celebrate the season in a relaxed atmosphere.

In January, we are having T. Marni Vos as our speaker. We thought she would help combat the “winter blues” and help light a motivational spark for us. We continue to have thoughtful, well-planned topics for our general membership meetings.

Submitted by Carol Bom

Announcements

Educational Office Professional of the Year
NEOPA Educational Office Professional of the Year Award Criteria
NEOPA Educational Office Professional of the Year Award Nomination Form
NEOPA Educational Office Professional of the Year Award Application and Personnel Rating Form
Application deadline for nomination form is May 1, 2011

NEOPA Past Presidents - Eva Sheaffer Memorial Scholarship
NEOPA Past Presidents - Eva Sheaffer Memorial Scholarship Guidelines and Criteria
NEOPA Past Presidents - Eva Sheaffer Memorial Scholarship Application
Postmarked no later than April 1, 2011 Class/Course Work Related Books Scholarship

Additional scholarship information available at http://neopa.unl.edu/awards
Wayne State Office Professionals Association (WEOPA)
Welcome to the Fall 2010 Semester of Classes!

Our October meeting with Karen Granberg, on our WSC Food Pantry, was very informational. We didn’t get a tour of the site, but we learned how the process works, what items are most needed, and how to donate! They assist many students with food and miscellaneous items every Friday. What a good cause!

Wayne State College Marketing Director, Tricia Akerlund, spoke to us in November on Social Networking. She showed us in detail how WSC takes up all those networking opportunities to stay connected with current and prospective students. Most of us are familiar with MySpace, Facebook, Youtube, Twitter, Blogs, & Flicker. But now there are newer places like Checkpoint and Interlink!

December is still going to find us getting together as a group for our Annual Christmas party with lunch and a small gift exchange amongst each other. We have also been assigned our Haven House family for this Christmas. We have a young mother with three little boys that we’ll be purchasing gifts for. We are getting excited to have them receive our gifts and have their Christmas be just a little bit brighter!

This, personally, is one of my favorite things WEOPA does.

A few members volunteered to create another Christmas wreath to be on display and then silent auctioned off at the Annual Public Library Holiday event. The wreath came together quickly over one lunch hour and it looked amazing! Great job Committee!

Looking ahead to our spring programs, we will hear about “Retirement & Your Finances,” “Video Conferencing,” and “Adobe Professional Workshop. May is, once again, the designated month for our Annual Bosses Luncheon and Program.

~Amanda Hank
WEOPA Vice President
2010-2011 NEOPA Educational Administrator of the Year

Dr. Timothy A. Alvarez Named NEOPA Educational Administrator of the Year

Dr. Timothy A. Alvarez, Assistant Vice Chancellor for Student Affairs, at the University of Nebraska-Lincoln, was named the NEOPA Educational Administrator of the Year at the fall workshop in Lincoln, Nebraska. He has been in his current position since July 1, 2007. As the recipient of this award, Dr. Alvarez will be NEOPA’s nominee for the NAEOP Educational Administrator of the Year Award to be presented at the national conference in Charleston, South Carolina in July 2011. NEOPA has been fortunate to have two administrators receive the national award: Giacomo (Jack) Oliva in 2007 and Z.B. Mayo in 2008.

Some of Dr. Alvarez’s duties include: Student Affairs Graduate Assistantship Program Coordinator, Student Ombudsman, supervising the Office of TRiO Programs, coordinating annual departmental program reviews, assist with the coordination of the Davis Chamber Scholarship Program, fund manager for Pepsi and Council of Student Affairs Director student event and program fees allocation, faculty advisor for Omicron Delta Kappa (UNL student honorary society), and faculty advisor for Sigma Lambda Beta (UNL fraternity). He is also the National Association of Student Personnel Administrators (NASPA) Region IV West Regional Membership Coordinator.

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

-Dr. Alvarez has an “open-door” policy for students, support staff, and colleagues. All these groups come to him because he doesn’t give an easy answer, but rather steers one in the direction to find their own best answer. He is dedicated to his profession and committed to helping students and staff realize their potential. His enthusiasm for his work is infectious and inspires those around him to want to do their best every day.

-Dr. Alvarez strongly encourages employee involvement in professional organizations. He feels it is very important (and) does whatever it takes to facilitate everyone’s needs with regards to flexible work scheduling or other accommodations to allow employees the opportunity to attend these organization’s meetings and activities. He encourages us to take on leadership roles and even though budgets are tight, he has been able to provide financial assistance to attend local, state, and national conferences and workshops.

-Dr. Alvarez made you WANT to do better — to work harder — to accomplish more — to achieve excellence — all, of course, on behalf of students. His work ethic, devotion to family and humble demeanor are inspiring.

-Dr. Alvarez will not tell us what to do, but motivates us to think for ourselves and come up with solutions. Open-minded, fair, and willing to communicate, we knew we were heard and we knew our thoughts and opinions were valued.

Lastly,
-Dr. Alvarez is described as the most dedicated student affairs professional and exceptional thinker and decision maker for whom we have worked. He never has a bad day — as he is often known to say, “All my days are good, some are just better than others!” He is a person of unquestionable integrity, a most talented administrator, and truly, a very fine and kind human being.

Congratulations, Dr. Alvarez!
2010-2011 NEOPA Educational Office
Professional of the Year

Congratulations to Carol Reed, CEOE, on winning the 2010-2011 NEOPA Educational Office Professional of the Year Award at the fall workshop in Lincoln, Nebraska!!

Carol has been employed by Lincoln Public Schools since 1994. She has been a member of her local association, LPSAOP, since 1994, a member of our state association, NEOPA, since 1999, and a member of the national association, NAEOP, since 1999. Carol received her PSP certification (Associate Professional, Advanced III) and CEOE in 2009.

During her years of membership in the three organizations, Carol has served in many roles. She has served as President of LPSAOP and served on many committees both as chair and committee member. Carol was elected President Elect for NEOPA in 2009 and became President in 2010, and has also served as director/committee member of numerous committees. This year, Carol is serving on the NAEOP Awards Committee.

Here are a few comments about Carol from her supervisor’s and other recommendation letters:

—Carol in her current position, is effective and hard-working. She takes pride in her work and it shows. Her work is accurate, thorough and thoughtful. She takes initiative, but is willing to ask for help. She is a highly responsible staff member who is supportive of her co-workers. She is the most motivated office professional I have seen in terms of professional growth. She is always striving to improve her skills and, thus, performance.

—Carol’s dedication to our school is without question; and the course work and further educational opportunities she has had through NEOPA have prepared her to meet the demands of the changing landscape of education.

—Carol’s skills in dealing with the public are exceptional. She is interrupted on a regular basis and handles these interruptions with courtesy and helpfulness. She consistently accommodates the public, in a kind and proficient manner.

—Carol has a strong sense of dedication and loyalty to her job and she operates with the highest levels of integrity and commitment. She brings a “servant” attitude to her work. She is a team player and takes direction and constructive criticism well.

Lastly,

Carol has a big heart and warm personality. She is not only known for her cooking and love of dogs but also for her commitment to her family. She is an amazing wife, mother, grandmother, Office Professional, and friend.

As the recipient of the NEOPA Educational Office Professional of the Year, Carol will be NEOPA’s nominee for the NAEOP Olive T. Ritchie Educational Office Professional of the Year, which will be awarded at the national conference in Charleston, South Carolina in July 2011. NEOPA has been very fortunate to have three of its members receive the national award: Joyce Graybill in 1993, Lola Young in 2003, and Sandy Watmore in 2005.

Congratulations Carol!!

Submitted by Gretchen Walker, CEOE
Awards Director
NAEOP 2011 Conference
Charleston, SC
Embassy Suites, Airport
Charleston Area Conference Center
July 18-22, 2011

For more details visit:
www.naeop.org/conference/annual.htm

Be prepared to learn, laugh and live life
to the fullest in historic
Charleston, South Carolina, in 2011.

See you there!
Conference Lay-A-Way Form
2011 NEOPA Spring Conference

April 28-29, 2011
Southeast Community College Continuing Education Center
310 S. 68th Street
Lincoln, Nebraska

April 28
6:30 p.m. Networking Spectrum: “A Rainbow of Colors”
Parker’s Rib Ranch (64th & O)
Sponsored by the LPS Employees Federal Credit Union
RSVP to Carol Reed at creed@lps.org

April 29
7:30 a.m. Registration
8:00 a.m. Welcome & Flag Ceremony
8:15 a.m. Keynote Speaker, Joy Huber – “A Kaleidoscope of People”
   We all work with a diverse population of people -- customers, coworkers and even family. In this informative keynote, Joy will give a humorous review of communication essentials (remind us of what we already know!) and some great information on listening skills. Because what we think and feel on the inside manifests itself and comes out in our external communication & actions, Joy will also provide solutions to assertively stand up for yourself in challenging communication situations. Do you know ANY “difficult people”? Learn why they are difficult and helpful ways to deal with them!

11:00 a.m. NEOPA Business Meeting (Attendance required for PSP points)
12:00 p.m. Lunch: Burger Bar: 4 oz. Fresh beef patty, chips, potato or pasta salad, fresh fruit platter, and brownie
1:15 p.m. Break-Out Sessions (Choose one)
   o Beth Ivey “Prioritize & Organize”
      In this session we’ll learn about the baby steps to financial freedom as well as simple budgets and office organizational tips and tricks to make your office an oasis rather than a nightmare.
   o Sheila Kepler “A Kaleidoscope of Generations”
      For the first time ever, there are four generations in the workplace. In the educational field you work with all of them. This breakout will identify the four generations and the ways they differ and how they are the same. Knowing this will help you in your day to day life at work and at home.

3:00 p.m. Installation of 2011-12 NEOPA Officers
Closing Ceremonies
President’s Reception immediately following the “Retiring of the Colors”

Please join us in Congratulating the 2011-12 NEOPA President and Officers at the President’s Reception immediately following the closing ceremonies. Refreshments will be served.
Reception sponsored by the University of Nebraska Office Professionals Association (UNOPA)
Keynote Speaker: Joy Huber, a.k.a. "Ms. En'JOY'able," is an author, award-winning speaker & business communications expert who helps companies and individuals improve their communication skills so they can achieve better results in business and life. She has international presentation experience and works directly with associations, companies, the government, college organizations and hospitals including: American Business Women’s Association, Federally Employed Women, Wal-Mart, Konica Minolta Business Solutions, Creighton University and Business Professionals of America. Joy blends her diverse industry experience and education to provide her clients with immediately implementable solutions to meet the challenges of today. Joy specializes in: Programs for women, human resources/recruitment, personnel supervisors and managers, customer service/net retention and great first impressions/front desk programs. In addition to speaking, Joy is a Corporate Coach trained by Coach U. She is also an aspiring country music songwriter with a Nashville publisher currently pitching one of her co-written songs to recording artists. [www.joyhuber.com](http://www.joyhuber.com)

Breakout Sessions:

- Prioritize & Organize - Beth Ivey is the owner of Prioritize Your Money & Organize Your Life. She has spent a week at Dave Ramsey’s corporate office in Nashville, Tennessee, and was trained by the best in the business! Her goal is to inject hope and provide guidance to those who want to prioritize their money by implementing a budget, paying off debt, and saving money—because an organized life equals a home filled with happiness!

- A Kaleidoscope of Generations - Sheila Kepler is retired from SCC in 2007 where she was the Coordinator of Faculty and Staff Development. Prior to her arrival at SCC, Sheila designed and presented leadership and management training workshops throughout the Midwest. She has over 25 years of experience in training and adult education. Sheila spent close to a decade with the University of Nebraska’s Center for Leadership Development as a seminar presenter, facilitator and coordinator. While at the University, Sheila earned several awards for outstanding teaching. Currently, Sheila is President of EsKay Enterprises, a professional management and consulting firm. She has a Master of Arts degree in Adult and Continuing Education.

Lodging: The New Victorian Suites (50th & O) 402/464-4400
$59.99/room (up to 4)
Amenities: Refrigerator, microwave, iron, hair dryer, Cable TV, heated pool, hot tub
Free Breakfast Bar from 5:00 am – 11:00 am
Find out more at: [http://newvictoriansuites.com/about.php](http://newvictoriansuites.com/about.php)
2011 Conference Registration

Registration Costs: Member $60.00  Non-Member $75.00

Registration Options:

PHONE: Diane Sieifkes at SCC (402) 323-3386. Have the form completed and your credit card ready.

MAIL: Mail the completed form and payment information to:
Diane Sieifkes, SCC, 301 S. 68th St. Place, Lincoln, NE  68510
If your employer is paying, please include letter of authorization from the employer on company letterhead with contact information.

FAX:  (402)-437-2703

Choose one of the following for your breakout session:

- [ ] Prioritize & Organize: In this session we'll learn about the baby steps to financial freedom as well as simple budgets office and organizational tips and tricks to make your office an oasis rather than a nightmare.

- [ ] A Kaleidoscope of Generations: For the first time ever, there are four generations in the workplace. In the educational field you work with all of them. This breakout will identify the four generations and the ways they differ and how they are the similar. Knowing this will help you in your day to day life at work and at home.

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**REGISTRATION FORM – NON-CREDIT COURSE**

The College requires a student’s Social Security number as a condition for enrollment. A student’s Social Security number information constitutes an “educational record” under the Family Educational Rights and Privacy Act (FERPA). The College will be privileged to re-disclose that information only with the consent of the student or in those very limited circumstances when consent is not required by FERPA.

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Gender: ☐ Male ☐ Female
County #: ☐ Resident of Nebraska ☐ Non-Resident of Nebraska

Would you like to be added to our e-mail mailing list? Please provide your e-mail address above.

Course Number: OFF6416CE - SA (mbr - $60.00)
Off (nonmbr - $75.00)

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Billing agency:

FOR OFFICE USE ONLY

DE  ID #

SIGNATURE:

Signature of the parent/guardian if the applicant is under 18 years of age. Subsection of this is applicable to students 18 years or older who are signed in. The applicant is responsible for the course in a course completed if the student is enrolled in the course. Student must meet the course requirements. If the course is not met, the student must retake the course and/or complete the course with a grade of C or better. Changes in name, address, residency, etc. must be made by signing the registration form and sending it to the College.
NEOPA Membership Form

Nebraska Educational Office Professionals Association
Membership Form
July 1, 2010 to June 30, 2011

Type of Membership: Renewal - Member #:__________________
New - Recruited by:__________________________________

Classification: Active $15.00  Associate $15.00  Retired $10.00

Personal Information

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Employment Information

Local
I am a member of a local association:___________________________

National
☐ I am a member of the National Association of Educational Office Professionals
I would like more information regarding:
☐ National association (NAEOP)
☐ Professional Standards Program (PSP) Certification

State
I am interested in working with the following NEOPA committee(s):
☐ Finance  ☐ Field Service  ☐ Bylaws
☐ Nominating  ☐ PSP  ☐ Newsletter
☐ Ways & Means  ☐ Membership  ☐ Scholarship
☐ Information Technology  ☐ Awards  ☐ Publicity
☐ No preference, will help anywhere

Payment
Make check payable to NEOPA and mail with membership form to:
NEOPA Membership Director
P.O. Box 83872
Lincoln, NE 68501-3872

Check Number:__________
NAEOP Membership Form

National Association of Educational Office Professionals
Membership Form

<table>
<thead>
<tr>
<th>Membership Type:</th>
<th>Active - $45</th>
<th>Retired - $25</th>
</tr>
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<tr>
<td>Associate - $45</td>
<td>Institutional - $80</td>
<td>Corporate - $55</td>
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Membership Application  Continuous membership  Membership #: __________________
Magazine Annual Subscription - $25  Magazine Annual Subscription (Retired) $10

- All fees must be paid in U.S. Dollars
- Outside of U.S. special postage and handling charges apply. Please add an additional $15.00.
- Active membership fees include a one-year subscription to the associate magazine.
- Dues are not deductible as a charitable contribution for income tax purposes.

Membership Information:

<table>
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<tr>
<th>Job description:</th>
<th>Middle School/Junior High School</th>
<th>Secondary/High School Administration</th>
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<td>Elementary</td>
<td>State Department</td>
<td>Other: ____________________________</td>
</tr>
<tr>
<td>Higher Education</td>
<td>Career &amp; Technical Education</td>
<td>Retired</td>
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<tr>
<td>City: __________________________</td>
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<td>State: __________________________</td>
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<td>Zip: ____________________________</td>
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<td>Home Phone: ___________________</td>
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<td>Fax: __________________________</td>
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<td>Email: ________________________</td>
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<td>Recruited by (Name): ____________</td>
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<td>Expiration Date: ________________</td>
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<td>Signature: ______________________</td>
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Mail or Fax to:
NAEOP
P.O. Box 12619
Wichita, KS 67277-2619

Fax: 316-942-7100