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UNOPA Notes

Volume 49, Issue 2

October 2010

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Mission Statement:

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

President's Message

Mari Greer, President



UNOPA M.A.G.I.C.

*Making
A
Greater
Individual
Commitment*

It seems like the new semester just started. We've already had the homecoming festivities associated with the September 25 football game and now it's time for fall semester break on October 18, 19!

Our September 17 professional development workshop "Success Is Liking What You Do" went very well. If you didn't have a chance to attend it, you can still register for the Nebraska Educational Office Professionals Association (NEOPA) personal and professional growth workshop scheduled for October 22 and 23 at the Holiday Inn Downtown.

I hope you remembered to renew your UNOPA membership prior to the September 30 deadline. If you didn't, you can still renew for the \$12.00 rate.

We're always looking for volunteers to work the parking lot for those home football games. If you haven't volunteered this year, please consider taking a couple of hours out of your Saturday and joining other UNOPA members for a morning or afternoon filled with fun. Since this is our only fundraising project, we'd appreciate each member volunteering for at least one shift sometime this year!

I hope you'll nominate your boss or one of your co-workers for one of our annual awards that will be presented at our November meeting.

Just a reminder, our November general meeting date has been changed from November 9 to November 16. Please make the change to your calendars!

Special points of interest:

- PROFESSIONAL DEVELOPMENT OPPORTUNITIES
- HEALTH & WELLNESS
- FUND RAISING
- LEARN TO COMMUNICATE
- UNOPA MEMORIES
- BECOME A BETTER LEADER

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October Meeting, Time to Hoop It Up!

Donna Boone, Program Director

Guess who is speaking in October at our general meeting It's Coach 'Doc' Sadler to give his cheerful greeting. I wouldn't want to miss it and I have no doubt His teamwork knowledge will make you want to shout! He came to Nebraska to lead and help build A basketball program with a protective shield. Born in Arkansas and raised on basketball He has acquired wisdom he will share with all. Wisdom about hard work and just what it takes So groups will come together as a team and not break. To work together with a purpose and a goal Making all the pieces come together as a whole. So come and listen to 'Doc' speak because this I know You will be glad you did, it will make your day glow!

**Deadline to register:
OCTOBER 8**

<http://unopa.unl.edu>



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UNOPA Notes

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“Doing Watcha Like, Liking Watcha Do....”

Tonda Humphress, Career Development Co-Director

If “Success Is Liking What You Do,” then the UNOPA Fall 2010 Workshop was definitely a success! Presenter Kim Ratz gave a lively and informative workshop complete with music (songs written specifically for UNOPA), personal and relevant stories and useful career and life lessons. Attendees appreciated that he gave us knowledge to take back to our offices and organizations to use immediately. We learned ways to work better with others and how to move on after a difficult situation. We heard suggestions on ways to perform better, no matter where we work or what we do. Knowing that we were going through many changes, like many other organizations in the world today, he gave us handy information to help us cope with change and figure out what is needed based on our individual

situations. We learned how to deal with conflict situations so that both parties could move forward. We tried a technique called “Open Space Technology (OST)” to see how we might be able to use this to brainstorm ideas together “to create inspired meetings and events.” These are just some of the highlights from this workshop. Even though we were learning a lot, Kim was so personable and entertaining that the time went all too quickly. An engaging presenter + an involved audience = a great workshop!

Thank you to our 40 participants, including our Lincoln Public Schools (LPS) colleagues. In addition, I want to take a moment to thank the UNOPA Career Development Committee for all their help: Mary Guest, CEOE, Co



-Director; Lainey Bomberger, Martha Young, and Beth Zager. You did a fantastic job! Finally I want to thank the 2009-10 and 2010-11 UNOPA Boards and the Bradley Munn Professional Growth Fund for their support of this event.

Now we can turn our attention to the Spring Workshop. We look forward to seeing all of you there!

To listen to a music clip by Kim Ratz click below:

<http://unopa.unl.edu/about/music.shtml>

Be All You Can Be...And More...the Rest of the Story

Carol Bom, CEOE, NDEOPA

The NEOPA Fall workshop registration form is out and available on the NEOPA website: <http://neopa.unl.edu>. The Nebraska Department of Education Office Professionals Association (NDEOPA) is proud to host this event. We look forward to meeting many of you from the University of Nebraska-Lincoln!

We will begin our workshop at a networking event on the evening of Thursday, October 21 from 6:30-8:30 p.m. This will be held in the Arbor Room at the Holiday Inn Downtown in Lincoln. The Thursday planning committee has told me it will be a lot of fun. Even if you can't attend on Friday, please check us out on Thursday evening. There will be a \$5.00 bill collected at the door to cover the cost of hors d'oeuvres. You may register for this specific event by contacting Debe Dockhorn at debe.dockhorn@nebraska.gov.

We'll begin bright and early on October 22 with a welcome from

our Commissioner of Education, Dr. Roger Breed. He is a great champion of lifelong learning and a supporter of NDEOPA, so please welcome him enthusiastically as he joins us.

The “and More” portion of our workshop are sessions that I'm personally very excited about. Jolene Palmer from the Department of Education is going to train NEOPA members to lead and develop presentations. While we realize that not everyone wants to do this, we felt this would be an opportunity too important to miss and offer to our members. Our associations need to begin developing future leaders, and this is certainly one opportunity for this to happen. Ms. Palmer will look at how adults learn and explore with us how best to encourage learning. This session concludes on Saturday, October 23.

Learning styles are very important to us. Our brain uses sensory input to interpret information. There are

three primary paths — visual, auditory, and kinesthetic — which we use to define our learning style. Most of us have a strong and unconscious preference for one of them. Knowing our dominant learning style can help us better understand our strengths and weaknesses. By recognizing how we learn, we can increase our effectiveness. Our learning style influences the way that we communicate. This is one of the topics Ms. Palmer will explore with us during her sessions. There is an additional page to fill out if you are interested in her session. Again, please check out the registration form on the NEOPA website. People in Ms. Palmer's session will take breaks with everyone at the workshop, have the same meals, and attend NEOPA's business meeting along with other members.

Please let me know if I can answer any additional questions for you. You may contact me at carol.bom@nebraska.gov or 471-4332.

Safety and Wellness Fair

Jan Edwards, Employee Concerns Director

The Employee Safety and Wellness Fair takes place on Tuesday, October 19th (2nd day of Fall Break), 9:00 a.m. to 3:00 p.m., followed by an open forum at 3:00 p.m. run by the Campus Safety Committee. Ask your boss to let you attend for a short time to educate yourself on the various approaches to campus safety and wellness. UNOPA and UAAD are sharing a table. We will be providing information about the benefits of group membership as it pertains to encouraging occupational and social

wellness. We will also have membership applications available, so be sure to invite your non-UNOPA friends.



New Member In the Spotlight

Please welcome Jeanne Bonnett to UNOPA! Jeanne is currently employed in the accounting/purchasing area in the Filley Hall Business Center.

Jeanne is from Lincoln but has lived in Boston while her husband Fred attended Berklee College of Music.

Jeanne and Fred have a cat named Missy and a gecko. They

have no children but have six nieces and two nephews who they love to spoil!

Jeanne also belongs to the Order of the Eastern Star and the Lincoln Magical Society.

Her favorite thing to do during her time off is to spend time with her husband and go to his gigs. They enjoy concerts, movies, and shopping. Jeanne's favorite TV

The Disappearance of the Concrete Giant

As many of you have heard, there is a good chance that UNOPA will be losing our **only fundraiser**—the football parking lot—in the near future. Many UNOPA members have been faithful at participating in staffing the parking lot during home football games—putting in long hours on more than one Saturday. Sacrificing their time on Saturdays has allowed all UNOPA members to benefit. We raise approximately \$4,000 per year.

You may be wondering how the loss of the parking lot could

affect UNOPA. Here are some examples that could be cut:

- Honorariums for speakers
- Workshops for members
- Stipends to help support PSP Endowment Committee

Now what can you do to help?

Volunteer! If you would like to work on October 16 (game time TBA). Please contact LaRita Lang at 472-3826, (llang1@unl.edu) or Cathy Robertson at 472-0456 (crobertson@huskers.com) to

REMINDERS

MEMBERSHIP dues are \$12.00. Renew NOW!

REGISTER for October General Meeting.

DEADLINE:
OCTOBER 8

NOMINATE your Boss or Office Employee for Floyd S. Oldt Awards.

DEADLINE:
OCTOBER 15

Forms at <http://unopa.unl.edu>



shows are: Starsky and Hutch, Emergency, SWAT, Bewitched and the Brady Bunch.

Next time you see Jeanne please stop to introduce yourself.



schedule a time to volunteer that day.

Or volunteer for the October 30 (game time TBA). Please contact Marlee Crombie at 472-5856, (mcrombie2@unl.edu) or Mary Klucas at 472-7325, (mklucas1@unl.edu).

If you have a hard time selling products to your friends and relatives, this fundraiser is for you.

Please **Make A Greater Individual Commitment!**



UNOPA parking lot before game day.

UNOPA Notes

Because Communication *Isn't* Optional

Gretchen Walker, NU Toasters VP for Education



**Become a
Better Speaker!**

**Become a
Better Leader!**

It Really Works!

Whether verbal or nonverbal, let's face it — communication isn't optional.

Every day we are tasked with a variety of situations where communication comes into play. How many times have you heard, "I could see it on your face" or, "Your body language speaks volumes"? How many times have you spoken off-the-cuff and then later wished you had said something else?

Developing and honing this important skill, along with the other skills you gain in Toastmasters, will give you the confidence you need in a variety of areas, both personally and professionally.

In these tough economic times, your communication skills are even more important. Maybe you are looking for a job? Having the competitive edge may be what lands you the position. In Toastmasters, you

practice thinking on your feet. The more you practice, the more self-confidence you gain, which will give you the advantage you need.

Does your current job require you to give business presentations? You can develop and polish these skills by working through the "Communication Track" in the Toastmasters educational program. By continuously practicing your speeches, as well as the components, such as speech organization, timing, vocal variety and gestures, you will have gained this ability to present a powerful presentation.

As a result of joining Toastmasters and actively taking part, you will:

- Learn to communicate more effectively.
- Become a better listener.
- Improve your presentation skills.

- Become more successful in your career.
- Build your ability to motivate and persuade.
- Reach your professional and personal goals.
- Increase your self-confidence.

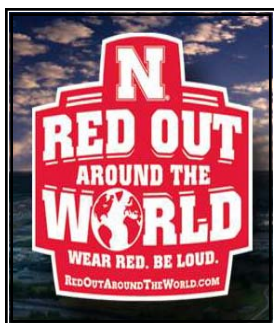
Does this sound like something you need to reach your professional goals?

NU Toasters is now a chartered Toastmasters Club sponsored by both UNOPA and UAAD. The club meets every Thursday, noon-1:00 p.m. at the City Campus Union.

Please come and check us out!

Any questions please feel free to contact me at gwalker1@unl.edu or call 472-0602.

RED OUT Around the World



On October 16, 2010, we will celebrate the time-honored tradition of a game day Saturday and the true essence of what it means to be a Husker. Red Out Around the World is not just a gathering at the stadium, it is a day to come together as Husker fans all around the world, to use our collective spirit and voice to rattle the

rafters of whatever building you are in while watching Nebraska take on Texas.

Whether you are in the stadium with thousands, at a watch party with hundreds, or at home with just a few, we invite you to join us.

Put on a red shirt, gather with friends and family, visit <http://www.RedOutAroundtheWorld.com>

and share in the excitement and tradition of college football.

Go Big Red!



A Word from Central Area Director

My name is Lisa Morehouse and I am very excited to have the opportunity to serve as your Central Area Director for the next two years.

I want to communicate with all affiliate members and associations on a regular basis to get ideas, to share news, to listen, and to help you! I hope you will not hesitate to let me know if there is anything I can do for you and your association! I am here FOR YOU!

Following are the items I am working on for Central Area:

Communication: This is an area that I feel is crucial to growth and success for our Area. As I mentioned above, you will hear from me on a regular basis. You are part of the Central Area Team and I will be relying on you to help Central Area strengthen its foundation and grow!

Email Listserv: I am in the process of creating my email distribution list of all current Central Area members. (When a member joins our national association-NAEOP, they automatically become a member of Central Area). The national office just sent me the latest list of members and I am adding them into my email database for future communications.

Contact Information: My contact information is at the bottom of this article. Please let me know if you have ideas, suggestions, concerns or questions. I am here FOR YOU!

First item of Business! I am excited to share the date and location for the **2011 Central Area Professional Development Day**. It will be hosted by Indiana in Indianapolis, **March 31 and April 1, 2011!** I hope you will consider attending the Central

Area Professional Development Day. We want to have a terrific turnout in Indianapolis so get this date on your calendars! The Indiana ladies are finalizing details for the conference and as soon as I have them, I will send them on to you.

Next Up...last but not least... I hope to have a small Central Area Update coming out to you soon. I just uploaded Publisher to my computer so I'm learning the ropes with it!

In the meantime, remember this: **"Every day is a gift! Every person is a shining star! Every moment is a new beginning!"**

So keep a smile on your face and a song in your heart!

Lisa Morehouse
NAEOP Central Area Director
Email: lmoreho@lps.org
Work: 402-436-1594
Cell: 402-440-8985



My UNOPA Experience

By Dora Dill

UNOPA has given me the opportunity to serve as a UNL employee on various committees as well as getting to know others from not only East Campus but City Campus. Serving and sharing my talents with others has been important to me as an opportunity to grow and to obtain knowledge. One of the most interesting committees that I served on was the Commission on the Status of Women. I encourage any of

you, if the opportunity arises, to grasp the chance to serve on this committee, which will give you the scope on many functions of the university and how 'we' as women can make a difference. I am always impressed with the great leadership opportunities that are available and the FUN times that we enjoy by sharing each other's friendship. I am retiring from the Agricultural Research Division after 25 years and

still plan on attending UNOPA meetings in the future to keep 'in touch' with my UNL/UNOPA friends. Thanks to each of you for being a part of my life here at UNL..

After 25 years, Dora is calling it quits. Please join us in thanking her for these years of service and wishing her well in future activities.

MONDAY, OCTOBER 4
2:00-4:00 p.m.
East Campus Union



Calendar of Events

October

- 4 *Dora Dill retirement celebration*
- 5 *Executive Board Meeting*
- 12 *General Meeting — Speaker: UNL Men's Basketball Coach Doc Sadler*
- 15 *Deadline for UNOPA Notes*
- 15 *Floyd S. Oldt Awards Deadline*
- 16 *National Bosses Day*
- 19 *Safety & Wellness Fair — City Campus Union*
- 22 *NEOPA Fall Workshop — Holiday Inn Downtown, Lincoln*

November

- 2 *Executive Board Meeting*
- 7 *Daylight Savings Time*
- 11 *Veteran's Day*
- 12 *Deadline for UNOPA Notes*
- 16 *General Meeting — Speaker: Dr. William Nunez & Oldt Awards Luncheon*
- 25-26 *Thanksgiving Break*

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We're on the Web!
<http://unopa.unl.edu>
