"With Pride in Our Profession"
The NEON

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The NEON is published quarterly by the Nebraska Educational Office Personnel Association (NEOPA). Contributing materials are welcome and should be sent to the Editor. Reserved is the right to accept, edit or reject any material submitted for publication.

Circulation: 200 copies

What's up with Local Associations and Members?

Omaha Public Schools
A reception was held for Pat Lundahl to celebrate 40 years of service. Feel free to send cards of congratulations to:
Pat Lundahl
122 S. 39th St. #501
Omaha, NE 68131.

Leanna Bounds is leaving Nebraska. Her husband has accepted a different job and they are moving to Florida. Leanna, we wish you and your family well and hope you enjoy the sun.

The purpose of the Nebraska Educational Office Personnel Association shall be to promote and further the cause of advancement of education by improving the quality of office personnel service to the school, state and community. To this end the Nebraska Educational Office Personnel Association shall strive to elevate the standards of office personnel in education by the exchange and pooling of information, ideas and ideals within our educational system.

Features

President's Message ........................................... 1
1994-95 Budget .................................................. 2
1994-95 Officers and Chairs ................................ 3
1994-95 Chairs and Committee Members .............. 4
Officer's & Committee Reports
Educational Professional of the Year .................. 5
Field Service ..................................................... 5
Meetings Coordinating ....................................... 5
Membership ....................................................... 5
NAEOP Delegate ................................................ 7
NAEOP Liaison .................................................. 7
Newsletter ........................................................ 7
NEOPA-Past Presidents ........................................ 8
Nominating ......................................................... 8
Professional Standards ......................................... 8
Fall Conference Information & Registration ........... 9
Professional Employee of the Year ......................... 13
Past President's Scholarship ................................ 15
1994-95 Membership Form ................................... 18
Regional Conference Information ......................... 19

Editor's Corner

HELP ME!! Send information regarding your local associations and members to me. I want to see the "What's up with Local Associations and Members?" grow to a page or more. Thanks!

Next Issue...

- Central Area NAEOP Regional Conference Registration
- Local association officer's and fall news
- New membership roster
- And much more...
August 31, 1994

Do you feel the pride? Or are you already wishing for the last day of school!

I came home from work exhausted one afternoon and asked my husband if he would take care of the kids while I took a nap. He asked me, "Why are you so tired? What did you do all day?" I did not know what to say. It had been one of those days where I was on the go constantly, not doing one particular thing, but many, MANY things. It was difficult to pinpoint exactly what I had done that day and make him realize how important each job was. So I said..."Never mind."

Sometimes the significance of the contributions made by an educational secretary in the day to day operation of the office or school can be taken for granted. So take time to pat yourself on the back for a job well done. Be proud of what you do and let it show. "Talk up" the good things that are happening in your school or district because you DID have a part in making them happen.

When you feel discouraged and unappreciated, take heart! We have all been there. Every project you complete is important particularly if it helps to accomplish the goal...to educate the future - the young people of today.

Liz Sexson presented twelve "Tips on Developing a Winning Team" at the Annual Spring Meeting in Falls City this past April. The last "tip" was, "Above all, KEEP ON CARING, Educational Office personnel seem to operate with their hearts as well as their minds -- with more warmth and concern for others. Maybe that's the real key to why we are indispensable."

Sincerely,

Kathy Svoboda
President
## Income

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## Ancillary Accounts

### M. M. Savings Account
- Receipts: 66.00
- Interest: 66.00

### Scholarship Account
- Receipts: 49.00
- Interest: 49.00
- Ways & Means: 230.00
- Expenses: 230.00
- Scholarships: 800.00
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Judy Rastede
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1220 Third St.
Sutherland, NE 69165  H: (308) 386-2204  O: (308) 386-4656

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Evelyn Pancake
13321 Hascall St.
Omaha, NE 68144  H: (402) 330-7858  O: (402) 557-2171
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Members: Vicki Martinean — H: (402) 245-3412 — 1904 McLean, Falls City NE 68355
Carolyn Young — H: (402) 245-3151 — 2223 Lane, Falls City NE 68355

Constitution & Bylaws Director — Betty Helgren
No Committee Members

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Roddy Spangler — H: (402) 488-0825 — 3831 Loveland Dr., Lincoln NE 68506

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JoAnne Lahm — H: (402) 489-3216 — 4041 S. 37th St., Lincoln NE 68506

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Members: Marilee Mathine — H: (308) 754-5273 — 918 Baxter, St. Paul NE 68873

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No Committee Members

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Members: Chris Wiles — H: (402) 470-3086 — 3712 NW 50th St., Lincoln NE 68524-1205
Kathy Bennetech — H: (402) 464-1133 — 6930 Garland, Lincoln NE 68505

NAEOP Liaison — Chris Wiles
No Committee Members

Newsletter Director — Nikil Smith
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Maggie Kahler — H: (402) 477-2066 — 346 D St., Lincoln NE 68508
Lisa Smith — H: (402) 421-1187 — 5221 Elk Ridge Rd., Lincoln NE 68516
Mary Watson — H: (402) 421-3563 — 5633 S. 31st St., Lincoln NE 68516

Nominating Director — Susan Harris
Members: Sandy Lineberry — H: (402) 466-7174 — 316 Orcutt Ave. W., Lincoln NE 68504
Jeanne Ann Kardell — H: (402) 375-1592 — Route 2 Box 115, Wayne NE 68787

Professional Standards Chair — Michele Strickler
No Committee Members

Publicity Director — Judy Rastede
No Committee Members

Scholarship Director — Lori Broge
Members: Clara Beatty — H: (402) 492-8227 — 2419 N. 147th St., Omaha NE 68116
Luella Krizek — H: (308) 345-6948 — Route 4 Box 133, McCook NE 69001

Ways and Means Director — Evelyn Pancake
Members: Leone Thompson — H: (402) 571-1217 — 9436 Fowler Ave., Omaha NE 68134
Merl Pruitt — H: (402) 451-5282 — 2115 Pratt St., Omaha NE 68110

Committee Members are still being recruited and will be listed again in the winter issue.
Educational Professional of the Year
LaRita Lang, CEOE

Start thinking now about that "special person" to nominate for Educational Professional Employee of the Year!

In this issue of the NEON you will find the nomination form and criteria needed to nominate this special person. The deadline date for nominations is January 15, 1995. We hope to hear from many of you soon!

Field Service
Sandy Lineberry

I will be meeting with representatives from Nebraska Wesleyan regarding formation of a new local organization and/or the potential of their involvement with NEOPA and NAEOP.

Finance Committee
Diane Lassen

Meetings Coordinating
Sandy Peters

As the school year begins, we would like you to also think about beginning a new challenge in your local associations by extending an invitation to NEOPA to host a conference/meeting in the near future. Sign up sheets as well as a list of past NEOPA conference/meeting locations will be mailed later to local association presidents. We would really appreciate each association giving this some thought.

We would also like to request local associations to donate pictures to be placed in the scrapbook. Please mail them to me with the individuals' names identified on the back of the photo. Thanks for your help.

From the Meetings Coordinating Committee — we hope you have a great year! See you in Grand Island.

Membership
Linda Pence

Currently we have 31 members who have submitted their forms. Of these, 1 is a new member, 28 are renewals, 2 are retirees, and their are no associate or life members. There is a membership form in the back of the newsletter for those who haven't joined. Board members, please remember to send in your dues, if your membership dues aren't current you cannot serve on the board!

I have a very short list for those who indicated interest in PSP and for those who indicated interest in information about NAEOP. At resent there are only two who are willing to have their names placed in nomination for the 1995-96 year. The last week of August I sent out letters to all school districts in Nebraska with NEOPA information and a flyer regarding the Fall Meeting in Grand Island.

NAEOP Delegate
Linda Pence

This year 11 members from Nebraska attended the National Association of Educational Office Professionals Annual Conference and Institute (NAEOP) in Atlanta, GA held July 11-16, 1994. The attendees were Joyce Graybill, Doris Merriman, Linda Primm all from the Omaha area and Jeanne Andelt, Deb Hendricks, Sandy Lineberry, Linda Pence, Sandy Watmooe, Chris Wiles, Lola Young, and Rhonda Zugmier, all from the Lincoln area.

For the four of us that drove the trip took many turns. Deb, Lola, Sandy W. and I left early on Monday morning. After many stops along the way we arrived in Atlanta in plenty of time to check into the hotel, find our rooms, drop our bags, pick up our registration materials and grab
NAEOP Delegate continued

a bite to eat at the Hard Rock Cafe before attending the "Challenge under the Big Top" on Wednesday evening. The "Challenge" is the time when all the states' representatives get together to make challenges between states or areas for increase in membership. Each year the winners (and losers alike) exchange poems, skits, or some other form of entertainment and usually some small token of friendship passes between competitors.

This next year we are faced with a triple challenge. The states of Iowa and Kansas have challenged Nebraska to a percentage increase in membership in the National Association. We have our work cut out for us because Kansas currently has the National President in their corner. The Central Area has also challenged the Southeast Area for percentage increase in membership. We've got to get busy. Now would be a good time to join National if you expect to get your PSP certificate in the next year or two. The challenge between Nebraska and Iowa this year did not turn out as we had planned. Iowa had a .034% increase while Nebraska had a .024% decrease. Not good!

Thursday morning we attended Council Breakfast. Each division in the field of education has its own council. The seven of us from the University of Nebraska attended the Higher Education Council Breakfast. There was a panel discussion regarding hiring policies, insurance benefits, retirement, and other perks available, depending on where you are employed.

Of the 11 of us from Nebraska, five were delegates to the Advisory Council: Joyce Graybill, Past Presidents; Linda Primm, Omaha Public Schools; Chris Wiles, Lincoln Public Schools; Rhonda Zugmier, the University of Nebraska; and Linda Pence, NEOPA. Lola Young and I also worked at the Advisory Council. Lola was appointed page and I acted as a teller for the Thursday event. Different people are scheduled for these duties for different days during the conference. The Advisory Council had eight agenda items to discuss. The 136 delegates were divided into eight groups to discuss the agenda items. Then recommendations are made on each agenda item by that group and motions are sent to the floor for a vote of the entire Advisory Council. The motion and original item is taken to the General Session for the entire membership to discuss. Several of the agenda items were referred back to the Professional Standards Program Committee for further discussion or feasibility studies. Unfortunately, we are passing the buck when this happens because it takes a full year before that agenda item will be discussed again. We need to think some of these things through and make a decision as a whole instead of tabling so many motions.

At the Affiliates Luncheon the winners of the Rachel Maynard Award for Excellence in Communication was announced. Unfortunately the NEON did not win in the category of State Newsletter this year. However, Nebraska can be proud of the NEON, it has won the previous two years. The University of Nebraska Office Personnel Association came home with 3rd place for their UNOPA NOTES in the Local Newsletter category. Congratulations, UNOPA.

Thursday evening we attended the Professional Standards Program Banquet. No one from Nebraska received their PSP certificate this year at the conference, but next year in Austin, Texas we expect to see numerous recipients.

Friday morning, Illinois hosted an informal breakfast of the Central Area. We honored Martha Mettscher, 1994-95 NAEOP President, Kansas; Liz Sexson, 1994-95 NAEOP Secretary/Treasurer, Illinois; Doris Baittie, Indiana; Sandy Lineberry, Higher Ed Council Chair, Nebraska; Judy Shepard, Kansas; and Kay Barclay, Central Area Director, Illinois for winning their elections and for being appointed to positions in NAEOP for the coming year. Martha received several gifts from the various associations in attendance. Then it was off to the first day of General Session, which began with a memorial to Dr. Marian T. Wood who passed away in May of this year. Sandy Lineberry, Immediate Past President, carried the flag for Nebraska during the Flag Presentation Ceremony.
NEOPA Officer's & Committee Reports

NAEOP Delegate continued
We ended the session at 4 pm giving us an evening free to do as we pleased. Sandy W., Lola, Deb, Chris, and I went to Stone Mountain. We enjoyed a ride on a river boat, explored an antebellum plantation house, and a few of the brave rode the skylift to the top of Stone Mountain. Not me! We enjoyed a pleasant dinner in Decatur and returned to Atlanta later in the evening.

The General Session continued on Saturday. Everyone presented brief reports so we finished by noon. We attended the Awards Luncheon and listened to acceptance speeches from the winners of the Olive T. Ritchie Office Professional of the Year: Mary W. Thompson, Richmond Public Schools, Richmond, VA., and the National Association of Educational Office Professionals Administrator of the Year, Dr. Russell V. Thompson, Superintendent of the Columbia Public Schools District, Columbia, MO.

Saturday evening we attended the Installation of Officers Banquet. Martha Mettscher, Kansas, was installed as President for the 1994-95 year. Many of her family, friends, and colleagues travelled from Kansas to be with her. Kari Wahlgren, a very talented senior at Great Bend High School, entertained us with several songs and a ventriloquist act. Kansas hosted a reception after the banquet.

On Sunday, everyone started home. It was a long, but productive week with many new experiences and the chance to greet old friends and meet new ones. Next year the Annual Conference is in Austin, Texas. We look forward to attending and taking many members with us.

NAEOP Liaison
Chris Wiles

Would you be interested in a French Embassy, wildflowers, riding a riverboat, visiting the workplace of O'Henry, being in one of the most perfect weather conditions available or see a large mass of free-tailed bats? Then start putting your pennies away for the July 1995 trip to Austin, Texas for the NAEOP Annual Institute and Meeting. A pre-requisite for this trip is lapel pins! So if you know where to get inexpensive pins that represent our state or your hometown, lay in a good supply and let Chris Wiles know how to order them, for those ladies in NAEOP are PIN CRAZY! As your 1994-95 NAEOP Liaison, I will be ordering pins for the trip to Austin, Texas and help you be prepared for the NAEOP Annual Institute and Meeting next July. Contact me at work (402-436-1527) or home (402-470-3086) or drop a note to Christina Wiles, 3712 NW 50th, Lincoln NE 68524-1205. If you have questions, pin ideas, or any suggestions to make our trip FUN! FUN! FUN! Feel free to notify me.

Newsletter
Niki Smith

A reminder, I need help me from all members to make our newsletter complete. Please send articles and information regarding your association for inclusion into the NEON.

Submission due dates:
Winter issue - November 5, 1994
Spring issue - February 4, 1995
Summer issue - May 6, 1995

Don't forget the Fall Conference (registration materials enclosed) and the Central Area Professional Development Day (CAPDD-information enclosed) this year, it's our fifth and will be informative and lot's of fun.

NEOPA-Past Presidents
Marcella Shotwell, CEOE, Secretary/Treasurer

At the NEOPA April 16 Spring Meeting in Falls City, eleven members met to conclude the year's business and to install the 1994-95 officers. They are:

President — Yvonne Nelson
President-Elect — Glenna Brott
Secretary/Treasurer — Marcella Shotwell.
NEOPA-Past Presidents continued

Again this year, NEOPA-PP is offering a member scholarship for a colleague who wishes to further their education. No one took advantage of this opportunity last year. Friends, reconsider this chance for self-advancement and apply for a scholarship designed especially for you. Guidelines and application forms are published in this issue.

The past presidents were saddened this summer with the passing of Eva Sheaff, NEOPA president during 1986-87. Her wisdom, guidance, and friendship will be missed.

Nominating
Susan Harris

As all other NEOPA committee's are gearing up for a new year so is the nominating committee. The only difference is that the other committee's are planning and completing tasks for the current year while nominating is looking toward the future. Yes, we will be seeking candidates for the 1994-95 Spring Ballot to serve as NEOPA officers for the 1995-96 year. Sooooo, please reach deep and feel free to say "YES, I can do this for NEOPA." Not only will you get to know more about NEOPA, the friendships you'll gain are non-replaceable.

Please indicate on your membership form (at the back of the newsletter) if you are willing to volunteer to serve as an officer of NEOPA and make the nominating committee's job a little easier (it's a one year appointment — unless you are voted in again). NEOPA's success depends on the participation of its members.

Professional Standards
Michele Strickler, CEOE

The Professional Standards committee was designed to help those interested in earning a Professional Standards Program (PSP) rating via the National Association of Educational Office Professionals (NAEOP). Committee members are Michelle Sieber, Roddy Spangler, and Michele Strickler. Our committee is here to help make you aware of what is required to apply for certification as well as help you in properly completing the necessary paperwork. As the director of this committee, I will review your completed paperwork and submit it to NAEP. Successful completion of the program requirements (education, experience, in-service training, and professional activities) will earn you a PSP certificate. If this sounds like a lot, it isn't. I have a worksheet and packet of information which I would be thrilled to send you so you can see what level of certification you qualify for.

During last year's fall conference held in Lincoln, I was fortunate enough to attend the excellent workshop that Jeanne Andelt, CEOE, presented. It was amazing to find out that I was qualified for certification. I pulled together all of the information I needed to apply and was honored to have achieved the PSP rating of Certified Educational Office Employee (CEOE). During the process of completing the necessary paperwork, I computerize some of the forms which require the most information and I would just love to share those with you.

I encourage you to devote some time to yourself and invest in the benefits of achieving a PSP rating. On October 18, at the University of Nebraska-Lincoln, East Campus Union, from noon - 1 p.m., Jeanne Andelt, CEOE, will be presenting a mini-session on What is PSP? This will be a great opportunity to get an overview of PSP and get some hints on completing the necessary paperwork.

As of August 1, 1994, you must have one full year of membership with NAEP before you can apply for certification, upgrade, or CEOE. The application filing and recognition dates are: September 1, January 15, and May 15.

For more information on the Professional Standards Program, please contact:

Michele Strickler, 639 West Burt Drive, Lincoln NE 68521
September 1, 1994

Dear NEOPA members:

We extend a very hearty invitation to you to attend the NEOPA Fall Conference in Grand Island, NE at the Central Community College. The conference promises to be interesting and entertaining. There will be a variety of speakers discussing topics from fitness to safety on our streets. Think about this for a moment...are you a "Woman who runs with the Wolves?" Find out at our conference.

To enhance our conference, we will have a special table displaying "Pride in Our Profession." We feel that to be proud of our job, we must also be proud of where we work. We would like you to bring some type of item to show what or why you are proud of where you work. What about your place of employment brings you pride? We also suggest you dress casually, as we may be breaking into some physical activity after dinner with Jazzercise instructor, Candy Powell.

To end our day, for those interested, we have planned a tour of our college and also of the beautiful facility called College Park. If you are interested in this tour, please mark your registration form as so.

See you on October 15, 1994, in Grand Island!!

Your Hostesses,

Dianne Lassen, Director
Marilee Mathine
Sherri Tomlinson
Bonnie Gilpin
Lynne Smolnik
THEATRES IN THE G.I. MALL, CONESTOGA MALL, AND DOWNTOWN, THE GRAND THEATRE

STUHR MUSEUM IS A MUST! VISIT RAILROAD TOWN AND THE 60 HISTORIC BUILDINGS...GO STUHR CRAZY!!!

WANT SOME GOOD LIVE ENTERTAINMENT? TRY THE DESERT ROSE! JUST OFF HIWAY 34, NORTH, ON SOUTH LOCUST ST.; OR ABOUT 3 BLOCKS SOUTH OF MID-TOWN HOLIDAY INN.

FOR MORE INFORMATION AND BROCHURE ON SPECIAL INTERESTS CONTACT:
DIANE LASSAN, CENTRAL COMMUNITY COLLEGE, P.O. BOX 4903, GRAND ISLAND, NE 68802
PHONE (308) 389-6316.

**SPECIAL BLOCK OF ROOMS RESERVED FOR OUR CONFERENCE AT MID-TOWN HOLIDAY INN, CONFERENCE RATE IS $40-$43 A ROOM DEPENDING ON OCCUPANCY.
Nebraska Educational Office
Professionals Association
Fall Conference

October 15, 1994

Central Community College
Mission Statement

As a public higher education institution, Central Community College is dedicated to providing quality technical, occupational, transfer, economic development, and public service education to diverse individuals and organizations in central Nebraska.

Pride
In Our
Profession

"Pride...a sense of commitment, passion, and an attitude of excellence."

Central Community College
3134 W. Hwy 34
Grand Island, Nebraska
Nebraska Educational Office Professionals Association Fall Conference Agenda

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<td>Introductions&lt;br&gt;Welcome—Dr. Joseph W. Preusser, College President</td>
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<td>&quot;Women Who Run with the Wolves&quot; review of the 1993 best seller written by Clarissa Pinkola Estes, Ph.D., by Maureen Hoffman, Developmental Education Instructor, Central Community College</td>
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<tr>
<td>1:00 - 2:00 p.m.</td>
<td>&quot;Nutrition, Exercise &amp; Burning Fat&quot; by Candy Powell, Jazzercise Instructor/Owner, Grand Island, NE</td>
</tr>
<tr>
<td>2:00 - 3:00 p.m.</td>
<td>&quot;Street Smarts&quot; by Brenda Urbanek, Trainer, Law Enforcement Training Center, Grand Island, NE</td>
</tr>
<tr>
<td>3:00 - 3:30 p.m.</td>
<td>Closing comments and adjournment</td>
</tr>
<tr>
<td>3:30 p.m.</td>
<td>Tours of Central Community College and College Park available by request</td>
</tr>
</tbody>
</table>

About Your Speakers

Maureen Hoffman - Maureen is a certified Developmental Education Specialist. She received her Master of Arts in Education - English in 1990 from Kearney State College and Bachelor of Arts in Education from Wayne State. Maureen has been with Central Community College for the past 12 years, first as a Communications Instructor and most recently as a Developmental Reading and Writing Instructor. She has long been interested in feminist issues, theology and spirituality. "Women Who Run with the Wolves" addresses some of the same issues.

Candy Powell - Candy became a certified Jazzercise instructor in 1986 and has been teaching in Grand Island continuously the past 8 years. Candy has been involved with community health fairs, company wellness programs, and participates yearly in the "Kids Get Fit" program by teaching at schools, day cares, etc. She is also certified to teach the "Know More Diet" program. Her business has been recognized with the following awards: Achiever Award 1989 & 1990, Superstar Award 1991, Pacesetter Award 1992 & 1993, Achievement Award 1993, and Entrepreneur Success Award through the Grand Island Chamber of Commerce 1993. Candy and her husband Jon have two children, Amy, 6 and Benjamin, 3.

Brenda Urbanek - Brenda is an instructor at the Nebraska Law Enforcement Training Center. She received a B.S. in Criminal Justice from the University of Nebraska Kearney. Her work experience includes 6 years with the Kearney Police Department and as an instructor for 3 years on controlling physically violent subjects. She currently teaches Arrest Procedures, Defensive Tactics, Officer Survival and Conflict Intervention. Ms. Urbanek also conducts safety awareness programs for women.

Nebraska Educational Office Professionals Association Fall Conference Registration Form

Saturday, October 15, 1994
Central Community College
Grand Island, NE

Cost: $20.00
Cost for Non-members: $25.00

Name ____________________________
Social Security No. ________________________
Birthdate __________________________
Street Address ________________________________
City ____________________ State____ Zip ______
Phone: ____________________________
Signature ____________________________
School or Department ____________________________

Please check one:
NEOPA Member ______ $20.00 Registration Fee Enclosed
Non-Member ______ $25.00 Registration Fee Enclosed

I would like a tour of Central Community College and College Park ______

Please return this registration form and your fee to:
Central Community College
Attn: Student Accounts
P.O. Box 4903
Grand Island, NE 68802

Registration Due: October 7, 1994
Call Diane Lassen (308) 389-6316 if mailing in late
No Refunds unless cancelled by this date
CRITERIA FOR PROFESSIONAL EMPLOYEE OF THE YEAR NOMINATION

1. Nominations for candidates for the NEOPA Office Professional of the Year Award may be submitted by an association, an administrator of any individual member.

2. Current members of the NEOPA Executive Board are ineligible.

3. Any candidate for this award must:
   a. be a current NEOPA member and must have held membership in NEOPA for a minimum of three consecutive years.
   b. be a current member of a local association (if an association is available)
   c. be a recipient of a PSP (Professional Standards Program), a CPS (Certified Professional Secretary), or be working toward a certificate.
   d. be currently employed as an education office professional (whether that position be secretary, clerk, bookkeeper, registrar, media aide, etc.) and must have been employed as an education office professional for a minimum of five years. Candidates may be employed in any educational institution, agency or office in either private or public school system, institution of higher education, or educational office in government.

4. The Nomination Form (Form 1) must be submitted to the NEOPA Office Professional of the Year chairperson, LaRita Lang, by January 15, 1995. Application forms received after this date cannot be considered.

5. The Application Form (Form 2) will be sent to the candidate by January 30, 1995. The candidate should complete this form and submit it, with all required recommendations, to the NEOPA Office Professional of the Year chairperson, LaRita Lang, by March 15, 1995. Application forms received after this date cannot be considered.

6. The panel of judges will base their final decision upon the following criteria:
   a. Professional activity (association activities) 30%
   b. Education and workshop participation 30%
   c. Recommendation letters (one from immediate supervisor(s) and one other of candidate's choice) 25%
   d. Personnel evaluation ratings 10%
   e. PSP/CEOE/CPS (receipt of or working toward) 5%

7. The NEOPA Office Professional of the Year will be recognized at the NEOPA Spring Conference.

8. The NEOPA Office Professional of the Year will submit all necessary updated information to the National Association of Educational Office Professionals (NAEOP) for consideration in the following year's NAEOP Office Professional of the Year Award selection.
Full Name of Candidate

Place of Employment ______________________________________________________ (full name of school, college, agency, district)

Office Address ____________________________________________________________ (street address, city, state, zip code)

Candidate's Immediate Supervisor ___________________________________________ (full name and title)

Local Association (if applicable) ____________________________________________

Reasons For Nomination: __________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

You may submit additional information if necessary.

Date This Form Submitted: ________________________________________________

Signature of Nominator: _________________________________________________

Return this form to:
LaRita Lang, Chairperson
NEOPA-Educational Professional Employee of the Year
University of Nebraska-Lincoln
407 Administration Building
Lincoln, NE 68588-0438

DEADLINE FOR RECEIPT IS JANUARY 15, 1995.
Form 2 (Application Form) will be sent to nominee upon receipt of this form.
Nebraska Educational Office Personnel Association
Past Presidents

Member Scholarship Guidelines

The members of the Nebraska Educational Office Personnel Association-Past Presidents (NEOPA-PP) are establishing a scholarship to be awarded to a NEOPA member who is pursuing a Professional Standards Program (PSP) Certificate, has completed the requirements for a high school diploma or G.E.D. and is pursuing a higher education degree, preferably in the business/office field.

INFORMATION

1. The Scholarship shall be awarded by NEOPA-PP to a recipient determined by the scholarship committee. The committee chairperson shall be appointed by the President of the organization.

2. The maximum value of the scholarship monies is $150.

3. No scholarship will be awarded if the scholarship committee concludes that no applicant meets the specified qualifications.

APPLICATION

An application will be considered complete when the following items have been received by NEOPA-PP.

1. Application for scholarship must be an appropriate form provided by NEOPA-PP and marked NEOPA-PP Member Scholarship. (Failure to use correct form will result in disqualification.)

2. Application form must be completed (failure to complete the form in its entirety will result in disqualification).

3. Transcript(s) of previous academic performances.

4. Statement about career goals and financial needs.

NOTE: Failure to submit all requested information, to follow all guidelines and to send requested copies of support materials will result in disqualification. No exceptions will be made.

In order for your application to be submitted for NEOPA-PP Member Scholarship, the following criteria must be followed.

CANDIDATE ELIGIBILITY CRITERIA

1. Applicant must be an active NAEOP and NEOPA member and must have been a member for three years immediately preceding the date of the scholarship application deadline.
2. Applicant must either hold or have made application for a Professional Standards Program Certificate.

3. Applicant must be enrolled in a post-secondary institution of higher education (two- or four-year college, university, business college/school or vocational/technical education).

   Documentation of education course work (transcript, certificates, etc.) must be received.

SELECTION CRITERIA

A rating system of 100 points shall be used in determining the scholarship recipient.

1. Maximum of 15 points may be awarded for academic performance (attach transcript).
2. Maximum of 10 points may be awarded for nearness to completion of degree or work toward a PSP Certificate.
3. Maximum of 30 points may be awarded for participation and leadership positions in local, and/or state associations of educational office personnel, and in NAEOP.
4. Maximum of 10 points may be awarded for participation and leadership positions in other professional job-related associations.
5. Maximum of 30 points may be awarded for statement of need.
6. Maximum of 5 points may be awarded for completeness and neatness of application.

AWARDS/DISBURSEMENT

1. Upon notice that the recipient has enrolled in a specific educational institution and the Acceptance Form has been received, money shall be forwarded to the appropriate office of said educational institution.

2. The approved monies will be valid only for the academic year following the awarding of the scholarship (fall, winter, spring, summer, quarter/semester).

3. NEOPA members may apply for a scholarship as many times as they desire. In order to be eligible for a second or subsequent scholarship award, an applicant must have maintained at least a 2.8 (of a possible 4.0) GPA, or shown satisfactory completion of course(s), during the term for which the previous scholarship award was made.

4. Upon completion of the courses for which the scholarship was awarded, an official transcript should be sent to the NEOPA-PP Scholarship Chairperson. This transcript will serve as documentation showing fulfillment of the scholarship agreement.

   Completed application must be submitted to:

   Naomi Robison
   6244 Huntington Ave.
   Lincoln, NE 68507

APPLICATION MUST BE POSTMARKED NO LATER THAN JANUARY 15, 1995.
NEBRASKA EDUCATIONAL OFFICE PERSONNEL ASSOCIATION-PAST PRESIDENTS
BIOGRAPHICAL INFORMATION

1. Father's Name: ________________________________ Check if Deceased ______
   Home Address: __________________________________________

2. Mother's Name: ________________________________ Check if Deceased ______
   Home Address: __________________________________________

3. Spouse's Name: ________________________________ (if applicable)
   Home Address: __________________________________________

4. Step-Parent/Guardian: __________________________ (if applicable)
   Home Address: __________________________________________

   Dependent Upon ______ Yes ______ No

6. Number of Dependent Children and/or Brothers & Sisters ______

   Family
   Father/Mother/Spouse/Brothers/Sisters Occupation Age
   ________________________________________________________
   ________________________________________________________
   ________________________________________________________

7. Your Career Plans: ________________________________
   ________________________________________________________
   ________________________________________________________
   ________________________________________________________

8. Will your parents/guardian/spouse assist you financially in continuing your education?
   ______ Yes ______ No

   If so, how much additional assistance do you feel you will need to continue your education after graduation from
   high school/college? ________________________________

9. PLEASE CHECK THE RANGE OF YOUR FAMILY'S INCOME BELOW:
   ( ) $8,000 - $10,000 ( ) $11,000 - $13,000
   ( ) $14,000 - $16,000 ( ) $17,000 - $19,000
   ( ) $20,000 - Over

   I, the applicant, certify the above information to be true and correct.

   ________________________________ ________________________________
   Date of Application Signature of Applicant

   (Deadline is January 15, 1995) Return to: Naomi Robison
   ________________________________________________________
   6244 Huntington Ave.
   Lincoln, NE 68507

Sponsor (Must be a NEOPA member)
1994—1995
NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION
MEMBERSHIP FORM

(Please type or use black ink and complete ALL information)

Type of Membership  
1. New ______ or Renewal ______
2. Active ______ $15.00 ______
    Retired ______ $5.00 ______
    Associate ______ $15.00 ______
    Life ______ $200.00 ______
    (no longer educational secretary) ______

EMPLOYMENT DATA

________________________________
Educational Institution

________________________________
School, Office, Department

________________________________
Street Address

City ___________  Zip ___________

Telephone and Name of Supervisor

LOCAL

Are you a member of a local educational office association?  
Yes ______ No ______

What is the name of your local association? ______

________________________________
If there is no local association would you be interested in helping form one?  
Yes ______ No ______

Are you president of your local association (1994-95)? ______

Yes ______ No ______

PERSONAL DATA

________________________________
Name

________________________________
Street Address

________________________________
City ___________  Street ___________  Zip ___________

(_______) _______ _______  Area Code - Telephone at Home/Office

NATIONAL

Are you a member of the National Association?  
Yes ______ No ______

Do you hold a Professional Standards Certificate?  Yes ______
Grade ______  No ______

Are you working toward a Professional Standards Certificate?  
Yes ______ No ______

Would you like more information about:  
The National Association? ______
Professional Standards Program? ______

STATE

Have you ever held an office or a committee appointment in NEOPA?  Yes ______ No ______  If yes, please list position and year:

__________________________________

__________________________________

__________________________________

Would you be willing to serve in an elective office or on an appointive committee:  Yes ______ No ______ (1995-96 year)

If yes, please give preference or special interest ______

IMPORTANT: Please make checks payable to NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION and mail with this complete form to:

Linda Pence
7601 Cherrywood Drive, Apt. #4
Lincoln, NE 68510

Sponsored/Recruited by ________  Date ________

Do you need a receipt? ________

MEMBERSHIP YEAR IS JUNE 1 THROUGH MAY 31

18
Central Area
Professional Development Seminar
for Educational Office Personnel

Friday, February 3, and
Saturday, February 4, 1995

Radisson Hotel
Keystone at the Crossing
Indianapolis, Indiana
317-846-2700

Room rates are $82 single or double.
Please indicate that you are with the State Educational
Office Professionals when you reserve a room.

Linda Mirante
Seminar Presenter

Linda is a motivational and inspirational speaker. She
is a member of the National Speakers Association. Her
speaking engagements have taken her to many states and have
allowed her the opportunity to share at schools, banquets,
conventions, seminars, and retreats.

In 1990-91, Linda was president of the Wabash Area
Chamber of Commerce in Wabash, Indiana.

A native of Conneautville, Pennsylvania, she is a 1974
graduate of Cincinnati Bible College with a B.S. in Christian
Education. She is also a graduate of Leadership Development,
Wabash, Indiana. In 1992, Linda was listed in Who’s Who of
American Women.

Currently, she and her husband, Paul, own the Wabash
Engraving and Gift Center.

* * * * * * * * * * * * * * * * * * *

Transportation will be provided by Indiana Office
Professionals from the airport to the hotel. Our contact
person in Indiana will be Gayle Ratliff, 8650 N CR 100E,
Springport, IN 47386, home 317-755-3345 or work 317-521-7201.
TO: Lola J. Young  
1111 Seaton Hall  
University of NE-Lincoln  
Lincoln, NE 68588-0622

MAKE SURE TO NOTICE AND REMEMBER...

- Membership form, send it in if you haven't already
- Registration for fall conference in Grand Island needs to be sent in
- Consider coming to Central Area Professional Development Seminar (NAEOP Regional Conference)