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UNOPA-University of Nebraska Office Professionals Association

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UNOPA Notes

Volume 49, Issue 4 December 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

I just love the holidays! Having friends and family around at Thanksgiving then finishing up my Christmas shopping and getting packages shipped to my brother and his family in Wisconsin, oh so much fun!

I am looking forward to having one of my bosses, Mike Zeleny perform at our December general meeting. And, if you have not heard Nancy Kenny sing and/or play the piano, then you are in for a treat, she is just fabulous!

Thanks to all of you that chose at least one ornament off of the Giving Tree. Please return the ornament with the item listed, unwrapped to our December 14 meeting. I think this is one of the things that I love the most about our membership, we are always generous in our giving when it comes to this project.

If you and your family are traveling in December, I hope you get to and from your destination safely. If you are at home preparing for friends and family to visit you (like I am), I wish for you lots of stress free days. Start preparing early and do as much as you can ahead of time, that way you can spend time enjoying the company instead of racing around at the last moment getting things done.

My wishes for all of you is to have a happy, healthy and prosperous 2011!

UNOPA M.A.G.I.C.

Making
A
Greater
Individual
Commitment

Special points of interest:

- Award Winners
- Community Giving
- Nominate Someone
- Health & Wellness
- Update your Calendar
- More Technology Tips
- Learn to manage projects

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December Meeting—Hear the Bells a Ringing!

Donna Boone, Program Director

Where has 2010 gone? It seems time passes so quickly, especially when there are so many things to do! The list can be so long at this time of the year but we definitely don't want to forget to add, "Attend UNOPA December General Meeting." Be sure to put this on your calendar and after you have received the flyer, get your reservation in by **December 9, 2010.** Belva Harris will be excited to receive each and every one of your RSVP's! We will be meeting at Valentino's, 33rd & Holdrege. The program will be holiday entertainment by Nancy Kenny and Mike Zeleny. I have heard good things about these two! You really don't want to miss it!

Deadline to register:
DECEMBER 9

http://unopa.unl.edu

2010-2011 Board of Directors

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Congratulations to our 2010-2011 Floyd S. Oldt Winners!!

Barbara Homer, Awards Director

UNOPA honored three University of Nebraska employees at their 30th annual Bosses' Luncheon and Floyd S. Oldt Awards on November 16, 2010. The Floyd S. Oldt Silver Pen was awarded to Lisa King, the Floyd S. Oldt Outstanding Staff Award was presented to Gretchen Walker, and the 2010 Floyd S. Oldt Boss of the Year was awarded to Dr. Julie Johnson.

The Silver Pen Award honors two office/service employees who have demonstrated superior performance while employed at UNL and who have made significant contributions to the University community. The award was established in UNOPA's Silver Anniversary year and, as a pen is common to UNL personnel; it was named the Silver Pen Award. It is funded by the Floyd S. Oldt endowment. Each recipient receives a $600 cash award, an engraved A.T. Cross Silver Pen, a framed certificate, and a one-year UNOPA membership. This year we had only one nominee.

Lisa King, Staff Assistant, Child, Youth and Family Studies, was nominated by Dr. Julie Johnson.

Some comments from her nominator and letters of support were: *Lisa's interaction with graduate students goes beyond expectations. Students often mention that she "helped them through the program." She accomplishes this with a caring and professional attitude. One of Lisa's strengths is she "digs into problems" on her own and solves them using her experience and knowledge about who might help or gives answers or solutions to issues. She has a unique sense of humor that we enjoy and appreciate.*

The Floyd S. Oldt Outstanding Staff Award was created to recognize an outstanding University of Nebraska office/service employee who demonstrates distinguished service and contributions to the University community. This award is made possible by an endowment left to the University Foundation by Floyd S. Oldt in 1991. The recipient receives a $1,000 cash award, an engraved plaque, and a one-year UNOPA membership.

Gretchen Walker, Administrative Technician, Center for Great Plains Studies, was nominated by Linda Ratcliffe.

Some comments from her nominator and letters of support were: *Gretchen exemplifies the kind of quality employee who performs with high expectations through both good and bad economic seasons in the academic world. She is known to be the "go to" person for help to get nearly anything done. She possesses a commitment to detail and unwavering dedication in striving for excellence in serving the needs of the staff. Gretchen continually looks for opportunities to enhance her professional knowledge and learning by taking advantage of the professional development workshops. Honesty and fairness are two of the top characteristics. Students, staff and faculty know she will greet them pleasantly and with an immediate focus that comes across as truly caring for that individual.*

Other nominees for the Floyd S. Oldt Outstanding Staff were: Linda Luedtke, Administrative Assistant to the Dean, Hixson-Lied College of Fine & Performing Arts; Helen Sexton, Staff Assistant, Department of Political Science; and Holly Terrell, Customer Service Associate, Extended Education & Outreach.

The Floyd S. Oldt Boss of the Year Award was established in 1982. In 1991, the name of the award was changed and a stipend was added after a donation from the Floyd S. Oldt Trust Fund. This award recognizes a University of Nebraska employee who has demonstrated excellence in personnel management with their outstanding skills in employee supervision and interpersonal relations. The recipient receives a $500 stipend, an engraved plaque, and a one-year UNOPA membership.

Dr. Julie Johnson, Chairperson, Child, Youth and Family Studies, was nominated by Dr. Helen Raikes.

Some comments made by her nominator and letters of support were: *Dr. Johnson has excellent supervisory skills. She has delegated many of the department management tasks to key faculty persons and faculty committees thus she seems to keep thousands of plates spinning nicely. She is very supportive to the committee chairs and provides advice when solicited but also respects the delegated chair to make key leadership decisions. She has good relationships with people and has an uncanny knack for assigning responsibilities according to individual's talents and competing priorities. She motivates others by keeping a positive atmosphere in the office, and her door is always open and will greet everyone in the morning.*

The other nominee for the Floyd S. Oldt Boss of the Year was Alan Moeller, Assistant Vice Chancellor for Finance and Personnel in the Institute of Agriculture and Natural Resources.

Congratulations, award winners!!

Holiday Giving Tree

Jaime Long, Corresponding Secretary

I would like to give a **BIG** thank you to those of you who selected an ornament or two from the Giving Tree at our November meeting. We still have items available for those of you who want to participate. These items include:

Child Advocacy Center:

Ages 0-2 — Go Go Diego Toys, Cars/Trucks, Wonder Pets, Sesame Street Toys, Mega Blocks, People Build-N-Carry, Leap Frog My Puppy Friend

Ages 3-5 — Action Figures, Animal Scramble game, Disney Princess Dolls/Baby Dolls/ Barbies, Calico Critters, Crayola Art Set, Backyardigans, Nick Jr. movies

Ages 6-8 — Squinkles Bubble Pack, Crayola Glow Station, Crayola Art Set, Transformers, Zhu Zhu Pets, Scooter, Family Games, Doll House, Calico Critters, Silly Bandz/Jewelry Making Kits, Legos

Ages 9-11 — Legos, Bakugan Toys, Walkie Talkies, Zhu Zhu Pets, Scooter, Air Hogs Airplanes, Sports Balls, Silly Bandz, Jewelry Making Kits

Ages 12-UP — Sports Balls, Walkie Talkies, Gift Cards (Clothing Stores, Shoe Stores, etc.)

City Impact:

Children: Big Wheels, Camera, Art Sets, Jewelry, Watches, Hair Accessories, Hats, MP3 Player, CD Player, DVD Player, Bath & Body Lotions, Sporting Equipment, Roller Skates, Roller Blades

Adults: Jewelry, Watches, Hair Accessories, Picture Frames, Bubble Bath, Lotion, Soaps, Colognes, Perfume, Hand/Power Tools, Electronics, Neckties, Socks, Towels, Sheets, Bedding, Kitchenware, Small Appliances, Sporting Equipment, Gift Cards (Casual Dining, Gordmans, Walmart, Target, etc.).

Please bring your gift to the December general meeting on December 14th. **Please do not wrap the gifts**. If you can't make the meeting or if you do not want to worry about hauling your gift around, please feel free to contact me at 472-7801 or jlong5@unl.edu and we can make alternate arrangements.

Thank You!

Marlee Crombie, Treasurer

Thank you to the UNL Computer and Phone Shop for their donation of half of the cost of UNOPA's new camera!

Did you know that as a faculty/ staff member of UNL, you can purchase all products available? You also can get a phone and accessories through the store.

Need ideas for the holidays? Well the UNL Computer and Phone Shop is the place for you! The UNL Computer and Phone Shop is holding their annual Time-To-Give Event beginning on Monday, November 15. Bring in 5 non-perishable food items for Matt Talbot Kitchen and Outreach, and receive the choice of a HP or Epson All-in-One Printer for only $25! In addition to your generous donation, you can also receive a free smartphone when you sign a 1 year contract. Available at all locations. For more information, visit http://sales.unl.edu. *while supplies last.

Nominations Needed for 2011-2012 Officers

Beth Zager, Nominations Director

Early in January you will receive a nomination form for the 2011-2012 UNOPA officers and a description of the duties of each office. When you receive these, please take a few minutes to read through the descriptions, consider your strengths and those of UNOPA members you know.

Challenge yourself.
Grow in your profession.
Get involved.

***M**ake **A** **G**reater **I**ndividual **C**ommitment!*

If you or someone you know has the ability to fulfill one of the UNOPA officer positions, please fill out the nominations form. You may nominate one or more UNOPA members for each office.

Nominations will be due by **Tuesday, January 27th**. A slate of nominations will be presented at the March 8th general meeting with additional nominations being accepted from the floor. Ballots will be mailed to all eligible UNOPA voting members.

This is your opportunity to be a part of UNOPA's future!

7 Small Steps to a Healthy You

Making just one small lifestyle change a day, even one a week, can help you reach your weight-loss goals. Here are seven strategies to work on . . . starting today!

You look in the mirror one day and everything is wrong. Your hair, your teeth, your skin, your shape. Especially your shape.

So you write a long list, and you make a pact with yourself that tomorrow you'll start a new whiz-bang weight-loss and life-changing plan. According to your calculations, you will be trim, taut, and irresistible in three months.

Three weeks down the road, things are worse. What went wrong? Basically, you fell victim to the "END" (Everything Now Dilemma).

With END you have so much on your mind at once that you get confused, you forget a thing or two, you get rattled and then you give up. When you take one thing at a time, your chances for success get much better. Here's a seven-step plan that will help you to take it day by day.

This is as simple as the days of the week because that's how it works: seven days, seven steps. Each day you add one thing, so that by the end of the week you are juggling seven balls without dropping one. Here's how:

Monday: Back to work or school. Resolve that all you will do differently today will be to make sure to eat two or more pieces of fresh fruit. Any time, any way.

Tuesday: Today you will set some goals. Plan where you would like to be by the end of the month, then the end of the year — both in your private and personal lives. Write these goals in your diary or stick them where you'll see them.

Wednesday: Water day. Eat that fruit, keep your goals in mind and drink six or more glasses of water. Add variety with a squeeze of lemon or lime juice. Or sip on herbal tea if you prefer.

Thursday: Add in some exercise. Go for a 20– to 30-minute walk. Walk in the park, around your neighborhood or head for the mall and do some fast-paced window shopping. . . but don't forget the fruit, the water and to review your goals.

Friday: Fruit, walk, water, goals . . . it's getting easier. So this is the day you give your diet a spring cleaning. Eliminate foods that are not helping you stay trim and healthy. You know what they are.

Saturday: Play day. Well done! You're still drinking plenty of water including fresh fruit in your diet, exercising, eating well and generally staying on track with your life. Spoil yourself with a special treat. Go on, you deserve it. Have some frozen yogurt for dessert, take in that new movie, or plan a weekend away.

Sunday: Traditionally a day of rest. And you can rest, too, since relaxation is key to maintaining control over your new healthy regimen. Take time to lie in a hammock and gaze at the clouds. Put on a facial mask, take a long, luxurious bubble bath, read a book or play with your pet.

Now that wasn't so hard, was it? By the end of just one week you are happier, brighter, healthier and ready to keep going — because you know it takes just three weeks to create a habit. Except *you* will have created seven by then.

SAVE THE DATES!

Start planning now!

Central Area Professional Development Day & Annual Conference
March 31-April 1, 2011
Indianapolis, IN
Making it Work...Adaptability is the Key!!

5th Annual PSP Luncheon
April 2, 2011
Vine Congregational Church
Speaker: Michael Hoff
"*Roman History & Nebraska Football*"

NEOPA spring conference
April 28 & 29, 2011
SCC Continuing Ed Building
NEOPA a KALEIDOSCOPE of OPPORTUNITIES!

Technology — Tips & Security

Have you ever wanted to make that PDF into a usable Word or Excel file? Well now you can. Check out the following:

http://www.pdftoword.com

Or have you ever wanted to print a webpage without all the sidebar junk or advertisements? Check out this site:

http://css-tricks.com/examples/ThePrintliminator

The following article is from the November 2010, *AARP Bulletin*.

A Thief in the Photocopier
Several months ago, more than 400,000 New Yorkers received a data breach notification from the health card provider Affinity Health. But the warning wasn't due to the usual culprits, hackers who break into corporate computer systems. Rather, it was prompted by a single office copying machine.

You might not think a photocopier could cause such harm. But consider this: Starting in 2002, most copiers manufactured for use by businesses, libraries and copy centers have been equipped with hard drives.

"Every time you make a copy, print, scan, e-mail or send a fax from that machine, it makes and stores images of the document to the hard drive," says copier security expert John Juntunen. Unless the hard drive is erased or replaced, images of copied documents—including those with Social Security numbers, bank account information or medical files—remain stored inside the machine.

"The problem is, about 90 percent of office copy machines in the U.S. are leased," he adds, "and when those leases are over, most of those returned machines are exported or resold without anyone touching them."

For now, there is no evidence that identity thieves have used information left over in copiers, says Juntunen, whose company, Digital Copier Security, provides technology that deletes data from copier hard drives.

But the potential is clearly there. Earlier this year, CBS News accompanied Juntunen to a New Jersey warehouse and bought four copiers that had been leased and returned. One of the machines, formerly used at an Affinity Health Plan office, yielded medical records of nine individuals. Based on that machine and Affinity's use of many more hard drive-equipped copiers, the company sent out its mass notice of a potential data breach. The machines also contained police records and pay stubs with Social Security numbers.

In May, Rep. Edward Markey, D-Mass., called for an investigation. And the Federal Trade Commission announced that it was "reaching out to copier manufacturers, resellers, and retail copy and office supply stores to ensure that they are aware of the privacy risks."

Most manufacturers had already acted. Copiers made since 2007 have been equipped with built-in technology that allows the erasing or encrypting of hard drives. "The real problem is with machines made from 2003 to 2007," says Juntunen. Huge numbers of them remain in use across the country—possibly at your library or doctor's office.

So how can you protect yourself?

- When you copy sensitive documents, try to use a home printer that has a copy function. That machine is unlikely to help identity thieves: Most home printers that generate 20 or fewer pages per minute have no hard drives.
- If you must use a public copier, ask the people who oversee it how they protect users' information. Such inquiries will raise awareness of the issue and in the long term encourage the erasing of the machines' drives. "No one wants to be responsible for resulting problems," says Juntunen.
- Ask whether the machine is owned or leased. Owned copiers are less likely to be resold and reach scammers.

Successful Project Management Workshop

Learn about Project Management utilizing the gold standard, *Project Management Body of Knowledge*, approach to successful project management. The seminar will address Basic Project Management Methodology, utilizing five processes for planning, implementing and completing projects to produce desired results on time and within budget.

Participants will learn project management tools to set and achieve measurable objectives, estimate project time and costs, determine project scope, manage resource requirements, and control project results.

Speaker Beth Giesbrecht has been on the instructional staff at NBDC (Nebraska Business Development Center), Omaha, since 1993. Formerly with Intel Corporation, she specializes in project management and databases. Her successful leadership and project management abilities are made evident in the way she directs and manages workgroups, her business consulting efforts, and client mentoring.

DEADLINE to register:
DECEMBER 9, 2010

$20 for UAAD/UNOPA members
$35 for non-members

Tuesday, December 14
1:30-4:30 p.m.
City Campus Union

Sponsored by the University Association for Administrative Development

http://uaad.unl.edu

Calendar of Events

December 2010

7	*Executive Board Meeting*
9	*Deadline to register for December general meeting & UAAD workshop*
14	*General Meeting — Entertainment by Mike Zeleny & Nancy Kenny*
14	*UAAD Workshop — Successful Project Management, City Union*
15	*Deadline for UNOPA Notes*
24-31	*Christmas Break*

January 2011

4	*Executive Board Meeting*
11	*General Meeting w/UAAD — Speakers: Michelle Waite & Ron Withem*
14	*Deadline for UNOPA Notes*
14	*Martin Luther King Freedom Breakfast, Cornhusker Hotel*
15	*Bradley Munn Professional Growth Fund Application for Reimbursement deadline*
15	*NAEOP PSP application deadline*
17	*Martin Luther King Holiday Break*

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