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UNOPA Notes

Volume 49, Issue 5 January 2011

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

I hope you all were able to enjoy the holidays with your family and friends. Did you make a new year's resolution? If not, I would like you to consider doing one thing, putting your name on the UNOPA ballot for an office next year. I have certainly enjoyed serving as your president-elect and president for the past year and a half.

I hope you are able to join us for our general meeting on the 11th at the Wick Center. Having Michelle Waite and Ron Withem give us an update on the issues and bills in the legislature that may affect the university should be very interesting.

If you have the opportunity to participate in some of the Martin Luther King activities that will be happening around town and on campus from January 14-21, I would encourage you to stop in and take part, even if it is for a short time.

If you have not heard, one of our members, Lola Young, CEOE, has been elected as the NAEOP (National Association of Educational Office Professionals) President-elect. Lola will be installed into that position at the NAEOP annual meeting that will be held in Charleston, South Carolina from July 18-22, 2011. Congratulations, Lola!

I wish for you a safe, happy and healthy 2011.

Special points of interest:

- Become an Officer
- E-mail Do's & Don'ts
- Nominate Someone
- Setting Goals
- Be a Mentor & Bring a Guest

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January Meeting — Legislative Update

Donna Boone, Program Director

With the holidays behind us we can now look forward to meetings to entertain our curiosity. In January, as you all may know, we meet with the University Association for Administrative Development (UAAD). This joint meeting is hosted by UNOPA or UAAD every other year and we have the honor of hosting this year. We are looking forward to having as speakers, Michelle Waite and Ron Withem.

Michelle had eleven years of experience as a legislative aide in the Nebraska Legislature, working as the lead staffer for former Sen. Ron Withem of Papillion and Sen. Ron Raikes of Lincoln. She continues to serve as a liaison for UNL with the Unicameral.

Ron served for fourteen years as a member of the Legislature from District 14 in Sarpy County. During his tenure in the Nebraska Unicameral, he served as Speaker of the Legislature from 1994 to 1997 and Chair of the Education Committee from 1987 to 1994.

It is sure to be an informative meeting that you would not want to miss. Be sure to have your RSVPs in to Belva Harris by **January 6, 2011**. We will be meeting in the Wick Alumni Center on City Campus. Hope to see you there!

Deadline to register:
JANUARY 6

http://unopa.unl.edu

2010-2011 Board of Directors

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AD Hoc Committee Directors

Digital Commons
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Finance
Cindy Knight, CEOE, cknight1@unl.edu

Nominations needed for 2011-2012 Officers

Beth Zager, Nominations Director

I have discovered that I get a lot more out of UNOPA and feel more connected to our members across campus after serving on the UNOPA Executive Board. But I would never have known that if someone had not taken the time to submit my name as a nominee. Please watch your mail for a nomination form for the 2011-2012 UNOPA officers. Take a few minutes to read through the descriptions of each office and 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 submit that person's name on the nomination form. You may nominate one or more UNOPA members for each office.

Nominations will be due by **Tuesday, January 27th.**

Nominees will then be contacted and asked if they will accept the nomination. 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.

Giving Tree

Jaime Long, Corresponding Secretary

Overwhelmed, impressed, excited . . . These are just a few words that come to mind when I think about our Giving Tree. Overwhelmed by the generosity of our UNOPA members, impressed by the kindness and excited to be associated with such a generous group! I feel very privileged to be able to deliver all of items collected.

Sara Luther and I delivered 3 big boxes and 2 small boxes to the Child Advocacy Center with approximately 90 items and 1 big box to City Impact with approximately 65 items. Items included movies, puzzles, games, Barbies, blocks, action figures, art supplies, dinosaurs, socks, neckties, bath and body toiletries, hair accessories, jewelry, balls, and many other great miscellaneous items. We also collected $140 in cash and gift cards.

Thank you all for your generosity! It was truly my pleasure being the person to organize such a great event, but it would not have been possible without all of you!

Words of Wisdom from Central Area Director

Lisa Morehouse, CEOE, NAEOP Central Area Director

From our personal lives to our professional lives, technology plays a prominent role day in and day out. In the office professional's day, e-mail tends to help and hinder our work flow.

As office manager of the Human Resources department I have the mixed blessing of receiving all e-mails that are addressed to the Human Resources department. Having the opportunity to read and respond to hundreds of e-mails a week. I have come across several e-mail tips and hints which help me manage my e-mail more effectively. Maybe some of them will help you.

Subject Line: Never leave the subject line blank. It is a simple courtesy to tell your reader what information you are delivering. This also helps your reader manage their e-mail more effectively.

"10-Minute E-Mail Rule: If it takes you longer than 10 minutes to compose your message, it is probably too long. Messages that take more than 10 minutes to write are probably better delivered via a memo or a report.

E-mail Signature: Do you have your contact information at the bottom of your business e-mails? List your name, title and contact information on all e-mails. Most programs have an "automatic signature" that you can create to appear on all e-mails. This saves the recipient valuable time if they need to contact you.

Location of E-mail Reply: Do you ever get a reply to your e-mail and you cannot find what they wrote? You have to scroll all the way to the bottom of the e-mails before you find it. There is a setting on all e-mail formats that will always put the reply at the "top" of every e-mail you respond to.

"EOM": Have you ever received an e-mail with a message in the subject line followed by EOM in parenthesis? The letters stand for "**end of message**" and you do not have to open the e-mail. This allows you to deliver a message quickly and saves the recipient time also. An example might be: **Meeting is at 9am on 8/8/07. (EOM).** It's just a quick easy way to communicate the little messages.

E-mail Phone Messages: This works great for an office receptionist or anyone that has to take phone messages. Keep an active e-mail window open. As the caller gives information, type it in the e-mail. After completing the call, verify the information and determine the priority of delivery. If it needs to be hand delivered right away, print the e-mail message on one side of used paper. (This automatically has the date and time the message was taken and who took the message). If it is a message that is not time sensitive and can actually be e-mailed, type the words "**Phone Message**" in the subject line of the e-mail, complete the e-mail and hit the SEND button. Keep in mind this method is not good if the message is time sensitive.

ALL CAPS: WHEN E-MAIL FIRST CAME OUT WE WERE TAUGHT THAT TYPING IN ALL CAPS IS LIKE SHOUTING TO SOMEONE WHEN YOU ARE TALKING. HOWEVER, IT ALSO MAKES YOUR MESSAGE MUCH HARDER TO READ. So let up on the shift key and make your message come across quiet and clear!

Happy e-mailing!

Bradley Munn Development Fund

Peg Johnson, Director

The raffle drawing for the throw blanket was held at our general meeting, December 14, 2010, at Valentino's. Nancy Kenny drew the winning name, Dick Johnson. He was thrilled with the news. I would like to thank everyone who contributed to the $238 raised over a three month period.

The next professional development reimbursement deadline is January 15, 2011. Reimbursement forms are located on the UNOPA website.

http://unopa.unl.edu

"FILE FOR REIMBURSEMENT FOR PROFESSIONAL DEVELOPMENT ACTIVITIES"

DEADLINE: JANUARY 15

Did You Know?

Deb Rosenau, Communication Technology Director

All people deserve a fresh start every now and then. WHY NOT NOW! Are you aware of UNOPA's useful professional website?

What a host of information one could find here. Categories include::

- Business Motivation
- Computer Tips/Suggestions
- Cooking
- Friendship
- Networking
- Reducing Stress
- Travel

Please take a peek . . . surely there could be at least an item or two of interest to kick in the new year right for one and all.

By the way, let's continue to add to this webpage. Suggestions can be sent to any of the Executive Board of Directors or to Deb Rosenau at drosenau1@unl.edu

http://unopa.unl.edu/professional/websites.shtml

UNOPA Now Accepting Nominations for 2010-2011 Rose Frolik Award

Barbara Homer, Awards Director

NOMINATE SOMEONE FOR ROSE FROLIK AWARD.

DEADLINE IS MARCH 4.

This award was established in 1988 to recognize a member who demonstrates the attributes of UNOPA's founder and first president, Rose Frolik. Rose was an enthusiastic, energetic person who challenged life and felt that how you did your work may be a lot more important than what you do. UNOPA members who have been active for at least the past five years are eligible for nomination by anyone, including self. The recipient of this special honor will be presented with a personalized plaque commemorating their recognition, a one-year UNOPA membership, and a $600 cash award. This award will be presented at the April 12, 2011 UNOPA meeting.

Deadline for nominations is **Friday, March 4, 2011.**

Please direct questions to Barbara Homer, Awards Director, by phone, 472-3677 or by email, bhomer@unomaha.edu.

We were all saddened with the passing of Rose Frolik on December 21. She was a dear friend of many of us!

Rose was 101 at time of death.

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*" (Cost $15.00)

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

New Years Resolutions: Reaching Your Goals

Ok UNOPA members hold onto your britches, I have an idea that is going to knock your socks off!

There is something about the coming of a new year that inspires many of us to commit to resolutions and make vows of self improvement. We set goals to stop smoking, lose weight, eat healthier, and spend more time with family.

The concept of setting yearly goals is definitely a step in the right direction. We all need to challenge ourselves and strive to improve in the coming years.

The downfall making New Year's resolutions is that we only get one shot at it every 365 days (occasionally we have to wait a whole 366 days).

Ok here it goes, what do you think about starting a new tradition? Instead of waiting for a whole new year, how about just waiting for a whole new month? Yeah, you heard me right.

Think about it. On the last day of every month we can all stay up late, wait until ten seconds before midnight, participate in the famous count down, and yell "Happy New Month" when the clock strikes midnight. How great is that?

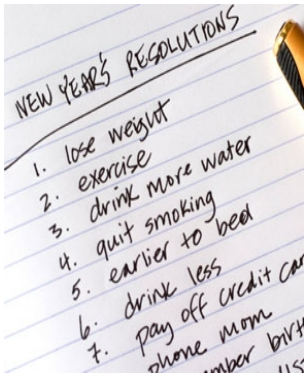
This revolutionary idea gives us plenty of opportunities to make the most of our self improvement ventures. No need to get discouraged when you fall off the resolution wagon. With my new innovative idea you can regroup and start over in a matter of weeks. I'm pretty excited about this.

Let me give you an example of how this new idea works. A friend of mine made a resolution to stop smoking this year. Like many others around the world her plan was to stop smoking when the ball dropped at midnight on the first of the year. Well she remained smoke-free for a hefty part of the day but then reverted back to her old smoking habits.

Now with our standard tradition of New Years Resolutions she would have to wait until 2012 to start all over again. But with my revolutionary idea about New Month Resolutions; she can use the rest of this month to get geared up to quit smoking and start out fresh in less than thirty days.

So what do you think? Why not give it a try. If at first you don't succeed, just try again next month! I wish you plenty of luck in achieving your goals, and Happy New Month!

Article posted by Tarah Irving at www.associatedcontent.com



Mentoring Committee

LaRita Lang, Director

The mentoring committee is sponsoring a brown bag on **Thursday, February 24,** 11:45am-1:00pm at the City Campus Union. Angela White will be presenting a seminar on "*Steps to Financial Freedom*". All members of UNOPA are mentors. Below are names of new office employees. If one of these individuals works in your building, take a moment to introduce yourself and tell them about UNOPA!

Lisa Albers
Marketing, 310 CBA

Rebecca Awdykowyz
Economics, 340 CBA

Samantha Bruckner
Economics, 125 CBA

Barbara Bullington
History, 612 OldH

Sinda Dux
4-H Youth Development
6940 O St, Ste 2

Kira Geiger
Lied Center, 301 N 12th St

Heidi Grealish
Admissions, 1410 Q St ALEX

Heather Hulinsky
Center for Science, Math & Computer Ed, 251 Avery Hall

Kerry Julian
Undergraduate Studies
201 Seaton Hall

Michaela Olson
Housing Accounting, UHOF

Cheryl A. Wemhoff
Electrical Engineering
209E SEC

Mentoring Matters!

Calendar of Events

January

4	*Board Meeting*
6	*Judith Yeck Retirement Reception, 3:00-5:00pm, City Campus Union*
11	*General Meeting — Speaker: Michelle Waite & Ron Withem, Wick Alumni Center*
14	*Martin Luther King Freedom Breakfast, Cornhusker Hotel*
14	*Deadline for UNOPA Notes*
15	*Bradley Munn Professional Growth Fund Reimbursement Application Deadline*
27	*UNOPA Officer Nominations Deadline*

February

1	*Board Meeting*
8	*General Meeting — Topic: Keeping in Touch with the Modern World*
11	*Deadline for UNOPA Notes*
24	*Mentoring Brown Bag, Steps to Financial Freedom, 11:45-1:00, City Union*

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