

2-2011

## UNOPA Notes, Volume 49, Issue 6, February 2011

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"UNOPA Notes, Volume 49, Issue 6, February 2011" (2011). *UNOPA Newsletters*. 79.  
<http://digitalcommons.unl.edu/unopanews/79>

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# UNOPA Notes

Volume 49, Issue 6 February 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*

Are you like me? Do you know a little about Facebook, Twitter and MySpace, but not enough to really know what you are doing? Well, come to our meeting on February 8 and learn more about the “social networks” that are starting to dominate the way we communicate with each other.

Remember, Valentine’s Day is February 14. If you have a special someone in your life, take a few moments out of your day and let them know how you feel about them. If you really want to make it a day to remember, be a “secret valentine” and shower someone special with small gifts starting the week or so ahead of time!

Have you been collecting the PSP certificates from our monthly general membership meetings and you are wondering what to do with them? Well, if you attend the PSP workshop on Tuesday, February 15 from Noon— 1:00 p.m. at the east campus union, Mary Guest and other UNOPA members will explain how you can earn your PSP certification!

The mentoring committee is also having a workshop for you this month. Join them on Thursday, February 24 at 12:00 p.m. in the city campus union when a representative from the University of Nebraska Federal Credit Union will present “Steps to Financial Freedom.”

### Special points of interest:

- WHAT TO DO WITH ALL THOSE CERTIFICATES?
- DIFFERENCES BETWEEN GENDER AND GENERATIONS
- PLANTING SEEDS
- FINANCIAL FREEDOM
- HEART HEALTHY
- COMMUNICATION & LEADERSHIP

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## Communicating to keep up in a changing world!

Donna Boone, Program Director

Communication is a huge part of life. After all, isn’t communication vital in our jobs? We have all seen the changes in how people communicate with the “new” shortened language, “BFF” and pictures such as “I♥U.” Have you ever tried to decipher a text message from your child, grandchild, friend, etc.? It may look something like this, “Hi, how r u? I m gr8! ldk if I m going, C u l8r.” Would you like to know what happened to that long, lost friend from school or cousin Susie who used to help you get into trouble? (Sounds like a job for

Facebook)! How about tweeting? What about world events? Don’t you want to know what the President and First Lady ate for breakfast this morning? Well if you have had a little anxiety about any of the above make sure you attend the **UNOPA General Meeting on February 8th**. Our guest speaker, Heath Tuttle, will demonstrate different social media systems (Facebook, Twitter, Skype, Blackboard), and explore different mobile devices. Come learn how you can stay connected on your computer, phone, or iPad! Technology can

make you more organized and efficient, and at the same time be a lot of fun. Feel free to bring your laptop ☞, phone ☞, or iPad to play with!

Be sure to have your RSVPs in to Belva Harris by **Thursday, February 3, 2011**.

This should prove to be very interesting and beneficial to each and every one! C U there!

**Deadline to register:  
FEBRUARY 3**

<http://unopa.unl.edu>

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## Professional Standards Program (PSP) information/work session

### Mary Guest, CEOE, Career Development Co-Director

Have you heard about PSP and do not really know what it is? Or, have you started collecting certificates and other materials, but you are not sure what to do with them? Would you like to find out what earning your PSP certificate would mean to you? If you answered "yes" to any of these questions, then I have the opportunity for you!

Please join me, and other UNOPA members who have obtained their PSP certification, on Tuesday, February 15, 12:00-1:00 p.m. in the Nebraska East Union for this informational question/answer/work session. The session will be guided by what each participant wants/needs to know about the Professional Standards Program. We want

to help you achieve the goal of earning your PSP designation.

If you are unable to attend this session, but would like to meet individually, please contact me at [mguest2@unl.edu](mailto:mguest2@unl.edu) or 472-3204.

## Kim Ratz returns for another UNOPA workshop

### Mary Guest, CEOE, Career Development Co-Director

UNOPA is fortunate to have the opportunity to host Kim Ratz back on campus on March 22 for a half day workshop, 1:00-4:00 p.m. During this workshop, Kim will spend some time talking on bridging differences between genders and generations.

Following this, the majority of the workshop will be focused on how to effectively move UNOPA forward in the 21st century. You will have the opportunity to participate in small group brainstorming sessions on topics that are of particular interest to you.

Please mark this date on your calendar and plan on attending this important workshop!



## UNOPA SPRING WORKSHOP — Coming Soon!

### Tonda Humphress, Career Development Co-Director

The UNOPA Career Development Committee is busy putting together your Spring Workshop for April 2011.

In addition to useful information and a chance to work with colleagues and friends, we will have some wonderful baskets for our fundraising raffle. You don't want to miss the opportunity to

win the UNOPA Board's cooking themed basket — it's going to be amazing! There is also the Career Development Committee's and the Employee Concerns' baskets that will help you get ready for summer breaks (with a movie themed basket and a tea for two basket). So, get ready for our Spring Workshop and watch for more details to come!



## NAEOP's Growth is in each of "our" hands.

**Lola Young, CEOE, NAEOP Vice President & Membership Director**

In this day and age when the common theme seems to be "what's in it for me," I feel it is necessary to provide something to the members of our organization. In a webinar I listened to the facilitator indicate that when we attempt to recruit, we frequently make some fatal errors. We have a natural tendency to want to "convince" others to want to join based on what we get out of the organization.

Instead, we should be concentrating on what the prospective member would get out of membership based on their interests ("what's in it for them"). How do we go about this? Simply, listen to what they say. Make some notes while they talk to ascertain their "hot buttons." Once you know what their hot buttons are, you can share the commonalities between their hot buttons and what the organization has to offer.

Of course in order to do this, you need to be knowledgeable about the

amenities each of our organizations has to offer. They are numerous for local, state, and national. They include scholarships and awards, professional growth opportunities, the PSP program, and let's not forget the networking.

The important thing to remember is that while networking may be your hot button, professional growth might be another person's hot button. If you spend too much time talking about what is important to you and not about what is important to your prospective member, you could very well give them the wrong impression of the organization. They may not want to be a part of a group that networks and, therefore, they decide they would rather join another group that concentrates more on professional growth.

Another pitfall could be overdoing it when it comes to describing what we have to offer. We simply cannot

absorb everything we are told, therefore, our audience may forget important things due to being on overload. I suggest you plant a few starter seeds and watch as they take root and grow.

By following this method, it is estimated that you can recruit a new member within five minutes. Now go out there and recruit!

*All the flowers of all the tomorrows are in the seeds of today.*

*Author Unknown*



If you are interested in planting your seed and would like to join NAEOP, please go to the following website:

<http://www.naeop.org/member.htm>

## Plan to attend!

**LaRita Lang, Mentoring Director**

The mentoring committee is sponsoring a brown bag on:

**Thursday, February 24**

12-1 p.m.

City Campus Union

Room will be posted.

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!!

**Audrey L. Amy**

Career Services  
230 NU

**Mikayla M. Tegler**

College of Arts & Sciences  
1111 OldH

"A MENTOR IS  
SOMEONE WHO  
ALLOWS YOU TO  
SEE THE HOPE  
INSIDE YOURSELF"

—Oprah Winfrey

# UNOPA Notes

## Celebrate National Wear Red Day — February 4

Article reprinted from [www.hearttruth.gov](http://www.hearttruth.gov)



Although significant progress has been made in increasing awareness among women that heart disease is their #1 killer (from 34% in 2000 to 69% in 2009) most fail to make the connection between its risk factors and their personal risk of developing heart disease. In fact, this disease kills one out of every four American women. Join *The Heart Truth* campaign on Friday, February 4—National Wear Red Day—to help spread the message that “Heart Disease Doesn’t Care What You Wear, It’s the #1 Killer of Women.”

*The Heart Truth* created and introduced the Red Dress as the national symbol for women and heart disease awareness in 2002 to deliver an urgent wake-up call to

American women. The Red Dress reminds women of the need to protect their heart, and inspire them to take action.

While heart disease risk begins to rise in middle age, heart disease develops over time and can start at a young age, even in the teen years. It’s never too early, or too late, to take action to prevent and control the risk factors for heart disease. The Heart Truth is building awareness of women’s heart disease and empowering women to reduce and prevent their risk. It is reaching women with important heart health messages in community settings through a diverse network of national and grassroots partner organizations.

*The Heart Truth* campaign is sponsored by the National Heart, Lung, and Blood Institute (NHLBI), part of the National Institutes of Health (NIH), U.S. Department of Health and Human Services (HHS) in partnership with The Office on Women’s Health (OWH) and other groups committed to the health and well-being of women.

To obtain more information about women and heart disease, visit *The Heart Truth* web pages at [www.hearttruth.gov](http://www.hearttruth.gov). If you would like to obtain a free red dress pin you may go to

<http://email.nhlbihin.net/product2.asp?sku=56-075N>

## UNOPA now accepting nominations for 2010-2011 Rose Frolik Award

**Barbara Homer, Awards Director**

NOMINATE  
SOMEONE FOR  
ROSE FROLIK  
AWARD.

**DEADLINE IS  
MARCH 4.**

UNOPA is now seeking nominations for the Rose Frolik Award. Nominations are due by March 4th. For information on the criteria for the award, please refer to the website:

<http://unopa.unl.edu/about/annualawards/rose.shtml>

This annual award was established in 1988 to recognize a member who demonstrates the attributes of UNOPA’s founder and first president, Rose Frolik. It is awarded at the April general membership meeting where we present the award and honor all of our Past Presidents.

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.

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](mailto:bhomer@unomaha.edu).



## Talk your way to the top

If the term public speaking sends a shiver down your spine and generates an impulse to head for the nearest hallway, consider yourself normal.

The ability to get up in front of people and speak well is a prime business asset. The person who stands confidently and presents a case forcefully is promoting more than an idea. That person is promoting a career.

No matter how valuable speaking ability may be to a career, however, that ability isn't likely to contribute if it can't be utilized. And it can't be utilized if the very thought of doing so is paralyzing. The first step, then, is to rethink what public speaking is.

Speech instructors Isa Engleberg and John Daly prefer the term presentation speaking. This term, they feel, citing the research for support, more accurately reflects the type of speaking demanded in the workplace.

Now the jitters have subsided, how can we utilize presentation speaking to our advantage? We can make it an art we can master by concentrating on six basic tactics.

**1. Practice!** Think of speaking opportunities that come our way each day. Your opposition to your ten-year-old daughter's tongue-piercing request? Your fourteen-point objection to your wife's suggestion that you spend Christmas with her family? Those are speaking opportunities. Take advantage of them.

**2. Think Beginning, Middle, End:** Hook your audience with the beginning, deliver information with the middle, and close with something memorable. Stated another way, speaking manuals often refer to the Three Tell-ems: Tell 'em what you're gonna tell 'em; then tell 'em; then tell 'em what you've told 'em.

**3. Put Yourself in Your Audience:** When it's time to craft what you actually want to say, consider what you would want to hear. What would make you sit up and take notice? A question or a surprising statement? A reference to a current event or a humorous anecdote? These are all legitimate ways of hooking an audience.

The middle of your presentation should contain its basic information. The ending? Make it brief and memorable. What would leave a lasting impression with you? Often a call to action is appropriate. Maybe an inspiring quotation would work. Try to reinforce your main idea in a unique way. An effective presentation will leave a lasting positive impression.

**4. Let the Experts Help You:** Now that you know what to do, how do you do it? Speaking—whether presentation or public—is big business. There are dozens of books in your local bookstore or at your public library that can provide the rudiments of effective composition and delivery. Likewise, the World Wide Web offers thousands of opportunities. Google public speaking and see what comes

up. Finally, there are professional organizations devoted to the cause of speaking, the most notable being **Toastmasters**.

**5. Develop Delivery:** There are two components to every presentation—what you say and how you say it—and they're as closely connected as identical twins.

Even in everyday conversations, think about what you say while you're saying it. Enunciate clearly. Choose words precisely. Speak as much as possible in full sentences. Force yourself to finish. Practice gesturing, too. The well-placed gesture can be just like a well-placed hammer when it comes to driving a point home.

**6. Check Your Uh-Mometer:** The next time you're watching someone being interviewed on television, count the number of times the interviewee says uh. You'll be amazed. Once you've become aware of it in others, you can work to curb it in your own speech—uh and other vocal mannerisms that can detract attention from the message.

To become even more aware of fillers, tape record yourself in a normal conversational setting. There's no better way to eliminate speech habits that could prove distracting.

### Moving Up

The fear of speaking in front of people may not be a fear you can conquer completely, but it is a fear you can live with.

*Article reprinted from November 2010, Prairie Business Magazine.  
Article written by Michael McAllister*



If you are looking for ways to improve your communication or leadership skills, join a Toastmasters organization.

There are two at the University of Nebraska-Lincoln available to staff, faculty, students and the general public:

### EC Speakers

Meets Wednesdays  
12-1 p.m.  
East Campus Union  
<http://toastmasters.unl.edu>

### NU Toasters

Meets Thursdays  
12-1 p.m.  
City Campus Union  
<http://nutslincoln.freetoasthost.org>

## **Calendar of Events**

### **February**

- 2      *Board Meeting*
- 4      *National Wear Red Day*
- 8      *General Meeting — Speaker: Heath Tuttle*
- 11     *Deadline for UNOPA Notes*
- 14     *Valentines Day*
- 15     *PSP Brown Bag, 12-1 p.m., East Campus Union*
- 24     *Mentoring Brown Bag, Steps to Financial Freedom, 12-1 p.m., City Union*

### **March**

- 1      *Board Meeting*
- 8      *General Meeting — Speaker: Justin Solomon, ASUN President*
- 11     *Deadline for UNOPA Notes*
- 17     *St. Patrick's Day*
- 22     *UNOPA Workshop — Speaker: Kim Ratz, 1-4 p.m., City Union*

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

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