

2000

## UNOPA Notes, Volume 39, Issue 3, October 2000

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# UNOPA NOTES

“Experience Enrichment...Get Involved”

October 2000

Vol. 39, No. 3

## UNOPA Board

President, **Edie Schleiger**

President-elect, **Pat Hust**

Treasurer, **JoAnn Barry**

Recording Secretary, **Chris Cary**

Corresponding Secretary, **Carol Bom**

Immediate Past President, **Diane Wasser**

Awards Director, **Sandy Watmore**

Employee Concerns Director, **Cheryl Ross**

Employee Concerns Co-Director, **Barb L'Heureux**

Hospitality Director, **Mari Greer**

Membership Director, **Judy Anderson**

Nominating Director, **Diane Sullivan**

Professional Growth, **Barbara Homer**

UNOPA Notes, **LaRita Lang**

Ways & Means, **Jeanette Fisher**

Education is the birthright of every person. We as members of the University of Nebraska Office Personnel Association pledge ourselves to safeguard that right. We acknowledge the unique role of educational office personnel and the importance of their contributions to the university and the community.



## President's Message

By: *Edie Schleiger*

Another month has passed and I again find myself writing to you. I find this to be a challenge—finding what I want to say and putting it down on paper. I find it much easier to talk to people face to face.

As Halloween approaches, I can't help thinking that the Holiday Season is just around the corner. As your lives get busier preparing for "the season," I hope you will take time to attend our meeting and the Fall Workshop. Barbara Homer and her committee have worked hard to provide two very interesting and intriguing workshops this year. On December 5, Judy Rastede, Administrative Assistant at the Lifelong Learning Center in Norfolk, will present a workshop, "Real Colors," regarding different types of communication and teamwork. The workshop offered in the spring will be regarding Nutrition and Healthy Lifestyles presented by Campus Recreation professional staff members. There will also be several brown bags on a variety of topics from PSP to career advancement.

On Saturday, October 14, seven UNOPA members attended the NEOPA (Nebraska Educational Office Professionals Association) Fall Conference in Omaha. Unfortunately, I was unable to attend, but by all reports, it was a good conference. Those of you who have not yet processed your NEOPA membership, I strongly encourage you to do so - then you, too, could experience the fun and fellowship of attending a NEOPA Conference. If you have questions about it, please contact me and I would be happy to assist you.

By the time you read this, I'm sure that many of you have already completed and submitted the applications nominating your boss for the "Boss of the Year" award. We all look forward to finding out who will be selected as "Boss of the Year" on November 14. I hope to see you and your boss there! If you have any questions or need information on this, contact Sandy Watmore, myself or check out our webpage at [www.unl.edu/unopa](http://www.unl.edu/unopa).

Finally, I would like to thank the Directors and their committee members for all the hard work they have done so far this year. It takes dedicated members for UNOPA to continue, and they have exhibited tireless dedication in the execution of their duties. See you November 14!

**Minutes  
UNOPA General Meeting  
October 10, 2000**

**Call to Order**

President Edie Schleiger called the October 10, 2000, meeting to order at 12:00 noon in the Regency Suite of the City Campus Union.

Edie welcomed guests and new members, then introduced the head table, including program speaker James Main.

**Minutes**

Minutes of the last meeting were approved as read.

**Treasurer's Report**

JoAnn Barry reported the beginning checkbook balance in September was \$572.79. Income totaled \$1,418.90 and expenses totaled \$939.04 with a final balance of \$1,052.65. The balance in savings is \$3,397.53.

**Committee Reports**

Judy Anderson reported the Membership Committee received 71 membership renewals and two new memberships. Membership cards and letters to retirees will be mailed this week.

Jeanette Fisher reported the Ways and Means Committee needs more volunteers to work the UNOPA parking lot on game days. Because this is the organization's main fundraiser, Jeanette asked all members, especially those who have not done it before, to consider volunteering.

Sandy Watmore reminded members the deadline for Boss of the Year nominations is October 25<sup>th</sup>.

**Communications & Announcements**

The UNL Hall of Honor in the Canfield Administration Building was dedicated September 19<sup>th</sup>. Recipients of UNOPA's Rose Frolik Award and Silver Pen Award are honored in the display.

Debbie Hendricks will be a presenter at the NEOPA Fall Conference this weekend. Good luck, Debbie!

**Old Business**

None

**New Business**

Edie Schleiger reported that UNL has a contract with mediation centers around the state to offer free services to all employees. After a two-year pilot program, the administration will decide whether to continue this benefit. Employees can make appointments directly with the mediation center that is most convenient for them; these will not be monitored by the University. The service can be used for work related or personal problems. The Lincoln-Lancaster Mediation Center is at 1120 K Street and the phone number is 441-5740. Information about the program will be mailed soon.

\$47.00 was collected in the 50/50 Drawing; Becky Hastings won \$23.50.

**Program**

Jim Main, Director of University Services, gave an "Update on Parking at UNL." Mr. Main congratulated UNOPA's representative, Sandy Lineberry, for being the most "outspoken and aggressive" individual on the Parking Advisory Committee, for which she received a round of applause from the members. Highlights of the update are:

- The 17<sup>th</sup> & R street parking garage will contain 1,750 stalls. Building is ahead of schedule and on budget. Entrances to the five-story structure will be on Q and R Streets. About 85% of the stalls will be designated for Area 10 and 20.
- The most requested amenities for the garage as noted in employee and student surveys were: convenience store with grocery staples, dry-cleaning drop-off, technology bar with online computers, coffee shop, automatic teller machine, photo film drop-off, and pizza.
- The parking garage at 14<sup>th</sup> & Avery is slated to contain 1,200 stalls and a daycare center.
- A third garage at 19<sup>th</sup> & Vine is planned for construction in five to seven years.
- 20-year bonds were sold to finance construction at 5.65% which is a great rate.
- Eventually, two garages will be built on east campus; one north of the union and

one between Continuing Ed and ETV.

- Jim is UNL’s representative on the Star Tran board. None of the other five members are interested in improving routes to UNL’s campuses. The system is designed to serve the outer neighborhoods, and there are no plans to increase service in the inner city.
- Properties at 10<sup>th</sup> and Q will be developed for Fine Arts programming.

**Next Meeting**

The next meeting and annual Boss’s Luncheon will be held November 14<sup>th</sup> at the Nebraska Union **on City Campus**. The program speaker will be Colleen Jones on the topic of Teamwork.

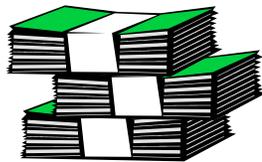
**Adjournment**

President Schleiger adjourned the meeting at 12:55 p.m.

Christine Cary, Recording Secretary

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**Want to Earn Some Easy Money?**



No raffle to sell. All I ask is two hours of your time to work at the UNOPA football parking lot and you can help earn easy money for UNOPA’s annual fund-raiser.

I need volunteers at the parking lot **November 4 and November 24**. Please help your organization and be an active, participating member of UNOPA.

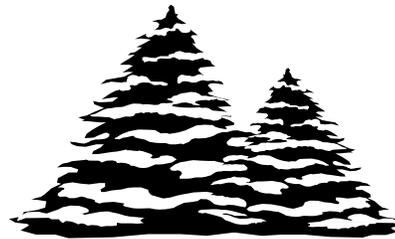
Call me at 472-3322 or e-mail: [jfisher1@unl.edu](mailto:jfisher1@unl.edu)

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**What’s all this Talk about the Professional Standards Program?**

If you have ever asked yourself this question, or wondered if the PSP was something you might want to work towards, then you should attend the brown-bag luncheon **on November 8 at noon**. Members of the PSP Endowment Committee will give a brief summarization about the PSP program and start you on your way to completing the necessary paperwork.

Bring your lunch (and any questions you might have about the PSP program) and join us on Wednesday, November 8 in the City Campus Union. The room will be posted.



**Holiday Charity Giving**

A “Giving Tree” will be set up at the November UNOPA meeting. Sixty to 100 stars are being provided from KLIN with different ages of children who are in need of Christmas gifts this year. Selecting a star at the meeting will save you a trip to a store to deliver your gift. All gifts should be returned unwrapped with the star attached and brought to the December meeting at the Holiday Inn Downtown on December 12. All gifts will be delivered to KLIN by the program committee. Any questions, please contact Tricia Liedle at 472-3305.

**Join the State and National Organizations!**

**Are you interested in joining the Nebraska Educational Office Professional Association (NEOPA) or the National Association of Educational Office Professionals (NAEOP)? If so, contact Carol Bom, 472-9131 for the NEOPA membership form and check out this web site [www.naeop.org](http://www.naeop.org) for the NAEOP membership form!!**

## **Getting Along with your Boss**

Whether you're working with a new boss or one you've been reporting to for quite a few years, the following suggestions might be helpful:

- Stop trying to change your boss. Change your own behavior to get along with the boss.
- Don't assume that you know your boss's goals. Make sure you're fully aware of what the boss is trying to accomplish. If necessary, ask clarifying questions and point out inconsistencies when tasks seem out of line with stated goals.
- Make sure your priorities are in line with the boss's priorities.
- Don't indulge in petty resentments. Go more than halfway to make the relationship work.

- Study your boss's personality style and preferences. Know the best time and the best way to present information to the boss and to get approval for something you want to try.
- If the boss doesn't accept one of your suggestions, try to look at the decision from the boss's point of view.

Source: ODT Associates, management consultants.

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