UNOPA Notes 2007

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UNOPA NOTES
University of Nebraska Office Professionals Association / Volume 45, Issue 5

"Professionals With A Purpose"

FROM THE DESK OF--

PRESIDENT DONELLE MOORMEIER

Happy 2007!! I hope the Holiday break was a wonderful time spent with family and friends and that the New Year will be as prosperous and enjoyable as you expect!

At our December general membership meeting we talked about a couple of pertinent issues for staff. An issue that many members did not know about was the “lose or use” vacation time that was suspended. An official email came out on December 14th that read as follows:

“As a result of a recent decision by the Nebraska Supreme Court involving a private employer, all Nebraska employers, including the University, can no longer require employees to use or lose their accrued vacation time. The use/lose column is no longer on your pay advice and has been removed for the reports available in ESS. You will keep the vacation you have accrued through December of this year in your total vacation amount, and that amount will be carried over into next year. You will not lose any accrued and unused vacation time that you have earned under the current University policies. It is likely that the Board of Regents will consider amendments to the University’s policies on accrual of vacation as a result of the court decision. If you have questions, please contact your campus Human Resources Division.”

The other issue was the “staff salary increase” letter that was addressed to UNOPA, UAAD, Academic Senate and the Business Managers Council. The letter is available to read in its entirety on the UNOPA website. It addresses the issue of staff receiving lower percentage increases than administrators/faculty in the last two fiscal years. UNOPA and UAAD are working together to compile information to make a stand for the staff in this matter.

It’s an important endeavor that we have taken upon ourselves and I hope that all UNOPA members will stand behind the effort to make UNL an equitable place to work. Let other staff members know what UNOPA is doing for them; encourage them to join UNOPA so they have a “united” voice on this issue. As our 2003-2004 President, Carol Bom’s theme for the year was, UNOPA IS FOR YOU, this is just one of the ways that we represent all UNL staff.

Our next meeting will be the UNOPA/UAAD joint meeting on Tuesday, January 9, 2007. The program will be “Why We Laugh” with Richard Kimbrough! Hope to see you all there!!

Happy New Year!!
I have been employed at the University of Nebraska for approximately 21 years; the first 10 years as Staff Secretary in the Chemistry Department. Since then I have been at my present position as Administrative Technician in the Center for Great Plains Studies. My job involves many components, including balancing budgets, paying bills, getting people paid and facility management. The best part of my job and working at the Center is the staff. The staff is wonderful and we work well as a team.

From 1994-2000, I was an active member of the Rokeby School Board and served as district Treasurer for two terms. I am now an active member of the College of Arts & Sciences Business Support group, a member of the high school band parents association, and a high school booster club member. I am currently a member of UNOPA, NEOPA and NAEOP.

I have been a member of UNOPA for four years and am currently serving on the UNOPA Executive Board as President Elect. As President-Elect, I am responsible for obtaining the speakers for the UNOPA general membership meetings. I have also served as co-director of Employee Concerns, a member of the Ways & Means Committee, a member of the Bradley Munn Professional Growth Committee, and last year as the Executive Board Treasurer. I received my PSP and CEOE in May of 2005.

I live on an acreage southwest of Lincoln with my husband and our three sons. My children are my hobby, as we enjoy attending their school and sporting events. One night a week I enjoy bowling on a Faculty/Staff league. If I had any free time I would enjoy finishing my numerous cross stitch projects that now live in the closet.

My time serving on the UNOPA Board has been very rewarding and I have enjoyed it immensely. I am interested in going outside my comfort level and getting further involved in this worthwhile organization. I hope to attend my first national conference in the near future.

Employment at UNL began on August 5, 1985 as secretary to three professors in the Animal Science Department. Two years later, I found myself applying for a position in the Research Dean’s office (Agricultural Research Division) and that is where I have been since 1987 - a job that has given me more opportunities than I could have ever imagined and I attribute a lot of that to Dean Nelson - who was a wonderful mentor, friend and boss. He retired in 2006 and I now have a new Dean - Gary Cunningham - and we are learning from one another. My UNOPA years began in 1987. I had the privilege of serving for three years on the Commission on the Status of Women, was the chair for nominating, membership, awards, UNOPA Notes, professional growth and presently mentoring. I have received many awards through UNOPA and one that will always mean the most to me is the Rose Frolik award - representing her spirit, her enthusiasm and her image.

I have been married to my wonderful husband, Kenneth, for 45 years. Our children celebrated our anniversary this year with a great party for us. Our three children are all married and living in Nebraska, Colorado, and Missouri (have six grandchildren). Kenneth retired from the telephone company seven years ago and is a great cook - dinner is ready every evening when I get home. Nice!!

Epsilon Sigma Alpha International is another love of mine - been a member for 42 years - an organization that brings leadership skills to a higher level; supports St. Jude Children’s Hospital in Memphis (have had the opportunity to visit the hospital on 3 different occasions) and Easter Seals; International Council officers assist states as representatives during their State Conventions (have been a rep at 25 different states); provides wonderful networking; and inspires leadership and service by...
Any News for UNOPA Notes?

Please send any information you want printed in UNOPA Notes to Barbara Homer at bhomer@mail.unomaha.edu by the listed deadlines.

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Do you know who these ladies are who attended December’s general meeting? If so, please email your entries to bhomer@mail.unomaha.edu by Friday, January 26, 2007. All correct entries will be put in a drawing whereby one lucky person will win a certificate which entitles them to a paid luncheon at the February general meeting. Good luck!!

Doreen Wagenaar is the winner of last month’s photo contest. Congratulations, Doreen!!
President Donelle Moormeier called the meeting to order at 12:00 noon.

The minutes from the November 14, 2006 General Membership meeting were presented. Motion was made by Diane Sullivan to approve the minutes as presented. Motion was seconded by Becky Hastings and passed unanimously.

Treasurer’s Report — The Treasurer’s Report, dated November 30, 2006, was presented. The beginning checking balance as of November 1, 2006 was $2,590.99, and the ending balance was $7,075.45. The cost object balance was $40.27. The total funds available in these two accounts was $7,115.72. The CD balance was $3170.80. The proceeds from the Bradley Munn Professional Growth Fund raffle of wreathes will be deposited in the Foundation Fund.

Proposed budget for 2006/2007 — The proposed budget for 2006/2007 was presented. Motion was made by Sandy Lineberry to approve the budget as presented. Motion was seconded by Gretchen Walker and passed unanimously.

Announcements
-- Nominations are being sought for the Floyd S. Oldt Outstanding Staff Award and the Floyd S. Oldt Silver Pen Award. The deadline is January 12, 2007. Contact Nelvie Lienemann if you have questions.

--The next deadline to apply for reimbursement from the Bradley Munn Professional Growth Fund is January 15, 2007. Applications should be submitted to Becky Hastings.

--Pat Hust has agreed to be the UNOPA representative to the Academic Senate Committee as a voting member. Beth Krohn will attend these meetings when Pat is unavailable; however, Beth will not be able to vote.

--Doreen Wagenaar was this month’s winner of the UNOPA notes picture contest, and will receive a free lunch at the next UNOPA general meeting.

--Please submit articles for UNOPA notes to Barbara Homer by December 15.

The next UNOPA general meeting will be a joint meeting with UAAD on January 9, at the Devaney Center.

Meeting was adjourned at 1:00 p.m.

Mary Guest, CEOE
Recording Secretary
UNOPA's Keys to Professionalism
Mentoring Sessions

November 28, 2006 - City Campus
- Nancy Myers, Director of Organization Development/UNL-Lincoln

Presentation was on the “Gallup Engagement” and how it would assist our individual departments in making it a better workplace environment. Discussion was held on individual strengths, emotional attachment to our department and the circumstances that brought participants to UNL. There was discussion on maximizing the contribution of human differences; appreciating the value of differences and accepting and respecting differences. Nancy concluded her presentation with “The Silent Interview” with everyone participating.

January 23, 2007 - East Campus - Presenters/Amy Boren from Agricultural Leadership, Education and Communications - Leadership Studies and Janice Harris on Community Outreach. Learn what COPC is? Why should “Community Outreach Partnership Center” (COPC) be important to individuals and why should we be involved.

Join us and learn more about COPC and the different things that we, as individuals, can do to reach out to immigrants and refugees in our neighborhood and workplace. Let’s build bridges across cultural divides!

February 20, 2007 (City Campus) and February 21, 2007 (East Campus)
- Presenter will be Charlotte Evans from the UNL Police - Campus Emergency Preparedness.

Doral Dill, Director Mentoring

UNOPA Committee Reports

Chancellor’s University Safety Committee

The Chancellor’s University Safety Committee meets quarterly and among other things, evaluates accident/injury statistics and makes policy recommendations. Sometimes the committee takes action on its own if it is within members’ scope of responsibility--managers and directors from student housing, campus police, facilities management, and landscape services are on the committee. Christine Cary was appointed by the UNOPA Employee Concerns Committee to represent the office/service staff, and is serving a 3-year term.

If anyone has feedback (positive or negative), information, or concerns about campus safety, let Chris know and she’ll share it with the committee.

Employee Concerns Committee

*****

Bradley Munn Professional Growth Fund

The deadline for reimbursement applications for the Bradley Munn Professional Growth Fund is January 15, 2007.

Becky Hastings, Director

*****

NEOPA/NAEOP News

A hearty congratulations to Doreen Wagenaar and Lorraine Moon for earning the prestigious Certified Educational Office Employee (CEOE) designation from the National Association of Educational Office Professionals.

We are very proud of you!

Christine Cary, CEOE
NEOPA/NAEOP Liaison

NAEOP 2007 Central Area Professional Development Day

Teresa Cote and her crew are preparing for our 2007 Central Area Professional Development Day. This event will be February 23-24, 2007, at the Holiday Inn located in Olathe, Kansas.

Registration Fee: $55 - members $100 - non-members

The room charge is $65/room, 1 to 4 people per room.

Information is available on Kansas’ website: http://kaeop.org. Then select: NAEOP2007 Central Area PPD.

--Meeting Etiquette--

Please remember that when someone is speaking to give them the courtesy of your undivided attention. Please give them the respect you would expect others to give you.

Baby Announcement

Congratulations goes out to Grace Li as she became the proud parent of a 6 lb. baby girl, named Enya, born on November 30, 2006.
January Calendar

January 4 - UNOPA Executive Board Meeting, 1700 Y Street

January 9 - UNOPA General Meeting, Bob Devaney Sports Center

January 15 - Bradley Munn Professional Growth Fund deadline for submission of reimbursement applications

January 16 - UNOPA Notes deadline for submission of articles

January 23 - Keys to Professionalism Mentoring Session, East Campus
    Presenters: Amy Boren and Janice Harris
    Learn what COPC is? (Community Outreach Partnership Center)

Jan 24 - Employee Assistance Program Lunch and Learn, City Campus
    12:00 - 1:00 PM
    Presenter: Leigh Heithoff, Clinician Specialist,
    BryanLGH Center for Sleep Medicine

University of Nebraska-Lincoln
UNOPA Notes
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Lincoln, NE 68588-0541
Barbara Homer, Editor
Circulation 175

Address Corrections to:
Donette Petersen
1010 Oldfather Hall
Lincoln, NE  68588-0321

Education is the birthright of every person. We as members of the University of Nebraska Office Professionals Association pledge ourselves to safeguard that right. We acknowledge the unique role of educational office professionals and the importance of their contributions to the university and the community. The purpose of UNOPA is to provide professional growth and promote high professional standards for education office professionals with the University of Nebraska, as partners, upholding the quality of service to the university educational system and the community.
"Professionals With A Purpose"

**UNOPA NOTES**

University of Nebraska Office Professionals Association / Volume 45, Issue 6

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**Board of Directors**

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Ways and Means, Donelle Moormeier  
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**Happy ‘New You!’**

**What’s your agenda this year?**

(Monday Motivators, Jan, 2007)  
by Joan Burge, Copyright © Office Dynamics, Ltd., 2007

It’s a brand new year – and that means it’s a great time to look ahead and decide what to do with the time we have. Time is the most precious commodity, you know – more than silver or gold, stocks or bonds, or even the rarest items on earth. All those things, you can amass throughout your life. Time, however, is finite and, in the end, we can’t keep it….

To make the most of your time in 2007, spend a little time thinking about the following questions:

- Am I happy in my professional life? (And by “happy,” I mean satisfied overall.) If the answer is “yes,” I suggest seeking new ways to expand your job so it continues challenging you and has the potential to offer you even greater rewards. If the answer is “no,” what can you do to fix that? Write down a list of the skills you have and love using on a daily basis. Is there a job you can advance to – or even a new career you might explore – that has the potential to be even more satisfying? This, of course, spins off into a whole series of additional questions to ask yourself…. But acknowledging where you are in your career is the first step.

- What three areas can I improve upon so management is aware of my valuable contributions? I love this question, because it compels us to assess our strengths and weaknesses – and, ultimately, makes us even better. Identify areas of improvement – and then plan how to act on them. Find a mentor or “buddy” to help and guide you, if need be.

- Are my goals aligned with higher-ups, as well as with my employer? You’ll want to be sure they are – because your professional success hinges on your being “in sync” with them. Here’s one idea: Ask to sit down with your boss and see whether the goals you’ve identified are similar or (continued on page 3)

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**--FROM THE DESK OF--**

**PRESIDENT DONELLE MOORMEIER**

How time flies when you’re havin’ fun! I can’t believe how fast this year as UNOPA President has gone.

Carol Wusk, Director of the Nominating Committee will soon be asking for nominations for new officers for 2007/08 year. I want to encourage you to run for an office and get involved on a committee as either a member or a director. The last several years as a director and officer have been very rewarding and a learning experience that I will treasure for a lifetime. If you are interested in running for an office, please be sure to contact our current officers and ask questions, find out what it is they like and dislike about the job and ask them if they would do it again? I definitely would!!

The presentation of the Floyd S. Oldt Silver Pen and Outstanding Staff Awards are this month. I thank all of you that take the time to nominate and write letters of recommendations. These awards are a wonderful way to recognize your co-workers achievements and dedication to their position.

The Rose Frolik award will be presented in April, so start thinking about someone who demonstrates the attributes of UNOPA’s founder and first president, Rose Frolik. You can go to the website for nominating information for this award.

Keep warm and stay safe in this frigid weather! See you at the February 13th meeting!!

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FEBRUARY UNOPA NOTES

I started working at the University in 1988. I am now working in the Budget Office and I also help Payroll out as needed. I am married and have two grown children and four grandsons. I haven’t always been able to be involved in UNOPA. I was able to become involved again last year. I have served on the Hospitality committee and have done the summer social twice.

My favorite hobbies are spending time with my grandsons and quilting.

This was UAAD and UNOPA joined general meeting.

President Donelle Moormeier called the meeting to order at 12:05pm.

The minutes from the December 12, 2006 General Membership meeting were presented. Motion was made by Becky Hastings to approve the minutes as presented. Motion was seconded by Sandy Watmore and passed unanimously.

Treasurer’s Report - The Treasurer’s Report, dated December 31, 2006 was presented. The beginning checking balance as of December 1, 2006 was $7,075.45, and the ending balance was $8,142.03. The cost object balance was ($241.62). The total funds available in these two accounts were $7,900.41. The report will be filed for audit.

Announcements
--Upcoming awards, Floyd S Oldt Outstanding Staff Award and Floyd S. Oldt Silver Pen Award. Due date for the awards is January 12, 2006. For more information, please check our web site.
--January UNOPA Notes will be out by the end of the week due to the break
--The February UNOPA Notes deadline is January 15.
--Flyers on the tables:
Employee Assistant Program Lunch and Learn, “Sleep, As Important as Diet and Exercise, Only Easier”, will be presented January 24th at noon in the City Union by Leigh Heithoff, a Clinician Specialist at BryanLGH Center for Sleep Medicine.

Key to Professionalism, “Community Outreach Building Bridges Partnerships”, will be presented by Amy Boren, Leadership Studies and Janice Harris, Community Outreach, on January 23, 2007 at noon in the East Union.

Continuing Education, “3rd Annual Family Caregiver Resource Fair”, April 12, 2007 from 6-8:30pm at Southeast

Community College, Continuing Education Center, located at 301 South 68th Street Place. This event is free.

Reports:
Nominating Committee, Carol Wusk
The Committee will be sending out nomination notices with a due date of February 9.

Hospitality, Cathy Leaser and Karen Randall
The $47 we collected was split between CenterPointe, a non profit organization, that helps youth with substance and mental health issues, and Lois Britton. She will receive $23.50.

Gretchen Walker introduced our speaker, Richard Kimbrough, “Why We Laugh”.

Donelle reminded everyone the Floyd S Oldt Outstanding Staff and Floyd S Oldt Silver Pen Awards will be presented at the February 13th General Membership meeting.

Meeting was adjourned at 12:50pm

Peg Johnson
Corresponding Secretary

Member Concerns

Cards were sent with our deepest sympathies to Cindy Hornung, Peg Johnson, Debbie Hendricks, and Kathy Schindler, for the loss of their mothers; Sandy Lienberry for the loss of her sister; Julie Keys for the loss of her father-in-law; and Tonda Humphress, for the loss of her father.

Get well wishes were sent to Lona Kramer, Nancy Shoemaker, Beth Krohn, Cindy Hornung, and Linda Thelen, following their surgeries. Also, Rose Frolik received a get well card after her fall.

If you know a UNOPA member who would appreciate a congratulations, get-well, sympathy, or thinking-of-you card, please contact me at 472-0533 or mjohnsn4@unl.edu

Peg Johnson, Corresponding Secretary
(continued from page 1)

complimentary (a good sign).

How can I demonstrate my professional value at review time? Personally, I suggest creating what I call a “career portfolio,” a folder where you can store all your accomplishments, award certificates and samples of outstanding work.

Here are some ideas that can help you build an even stronger, more effective network and boost success:

• Keep in touch with current contacts. Place them into three categories: People you want and need to communicate with often (executives, great clients); people you want to reach occasionally (IT staff, assistants or managers in related departments); and people you don’t want to lose touch with (interesting contacts who may someday be useful sources of information or guidance). Then, try to touch base with your contacts accordingly, sending e-mails, leaving voice mails, even calling on the phone. Stay professional, but get to know them – and keep up on what’s important in their lives. They’ll love you for the effort and, what’s more, be even more likely to remember and assist you.

• Make an effort to introduce yourself to various people at business and social functions. Bring business cards if you have them. Start conversations that focus on them – and try to remember everything you learn for future reference.

• Join several associations or professional organizations. You’ll meet more people than you can possibly imagine.

• Seek out people who are different from you in background and experience, or who are at a higher career level. A diverse network is a strong network.

Remember, business is ultimately about people. So anyone who keeps that in mind – and makes a genuine effort to cultivate positive, warm relationships with co-workers, clients and others – is sure to enjoy even greater success!

How are you perceived at work? Keep this rule in mind.

One of my favorite topics, professional image – and it’s a perfect way to wrap up January and launch into a successful year.

How do you think other people perceive your level of professionalism in the office? How about when you first meet a VIP or new colleague? Over the years, I have found that people often forget that they “market” themselves to others in everything they do, every minute of the workday: the way they speak, walk, talk, behave, etc. How others perceive your professionalism – based on this kind of “indirect marketing,” as I like to call it – is critical to your overall success. That’s why I want to share with you the “Rule of 12,” which can help remind you to make positive impressions as often and consistently as possible.

If you’ve never heard of the “Rule of 12” before, here is what it means:

• Generally, people notice and begin to “size up” others at a distance of 12 feet. A good example of this is when someone enters a room… or you’re mingling at a business function, but are only aware of those in your immediate vicinity.

• Once you’ve made an initial impact on people, they’ll start focusing on the top 12 inches of your body – specifically your face and facial expressions.

• Then, whatever perception you’ve given them is reinforced or diminished by the first 12 words you speak. At this point, you’ve made your crucial first impression, and people will decide whether to get to know you better or not.

People’s perceptions of you can be changed, of course – but we all know it’s harder to do that than making a great impression from the start of your work relationship! So remember the Rule of 12 – and consider sharing it with your colleagues.

Professionalism is contagious; pass it along in 2007!

Trivia for Presidents’ Day

1. Who was the first U.S. president to be born in a hospital?

2. How many U.S. presidents were an only child?

3. How much does the U.S. president make?

4. Who was the first president to be voted for by women?

5. Who was the only U.S. president to have a patent on an invention? What was the invention?

6. What was Rutherford B. Hayes’ motto in his campaign?

7. When was the first televised debate between two presidential candidates?

8. The Naval yacht U.S.S. Sequoia was the Presidential Yacht for which past President?

9. Who was the first president to have electricity in the White House during their term?

10. Who was the president when the White House got its first car?

11. What is George W. Bush’s middle name?

12. What president became a U.S. Senator after he left office?

13. What president was married in the White House?

14. There are two world capitals named for American presidents. One is Washington, D.C., but what is the other?

15. Who was the first baby born to a president’s wife in the White House?

Answers found on page 6
GENERAL CONFERENCE INFORMATION

The Nebraska Educational Office Professionals Association, NEOPA, is proud to announce conference information regarding our spring conference to be held in Lincoln, Nebraska, on March 30, 2007. Registration will be taken by Southeast Community College in Lincoln.

Registration: To register for this conference, contact Diane Siefkes at: 402-323-3386, 1-800-828-0072, ext. 3386; or e-mail dsiefkes@southeast.edu to register. Registration deadline is March 9, 2007.

Course number and Sessions: Please be prepared to select the sessions that you wish to attend. Course details will be available on the NEOPA website as well as in the SCC Spring Bulletin. The course number is AACK9514CE.

Tuition: NEOPA Members $65.00. Non-members $75.00. This includes the all day conference, continental breakfast, lunch and the Installation of Officers Banquet and President’s Reception.

Lodging: Overnight accommodations for the conference are available at the Chase Suites Hotel, 200 South 68th Street Place, 402-483-4900. Please ask for the NEOPA Conference rooms. Room rate is $69.00 per night for a suite that sleeps four.

Installation: Banquet and President’s Reception will be held from 6:15-9:00 p.m. at the Continuing Education Center. (Vegetarian meal available upon request).

NEOPA is pleased to have our national affiliate, the National Association of Educational Office Professionals, President-elect Linda Sockwell, CEOE, as the keynote speaker. She will present a session on practical tips about being the perfect assistant to your boss.

Linda is the President-elect for the National Association of Educational Office Professionals. Linda has over sixteen years devoted to the educational office field. She has served in many capacities, including President of her local, state and soon to be national level. She has chaired conferences and workshops in Texas. For many years she served on committees and as a delegate to the annual conference representing RESSA and TESA, local and state affiliates. In 2001 she was elected South Central Director for NAEOP. She served in that capacity until 2003. She continued to be involved in NAEOP and in July of 2006 while serving as the Annual Conference Chairman for the Dallas conference, she was installed as President-elect. Linda is a native Texan, grew up in Dallas where she attended Dallas ISD elementary/junior high school and high school. She attended North Texas State University for three years.
NEOPA Spring Conference  
Friday, March 30, 2007  
In Partnership with Southeast Community College  
Continuing Education Center  
301 South 68th Street  
Lincoln, NE 68510

Back to Basics – 3 R’s: Rejuvenate Your Potential; Revitalize Your Attitude; Renovate Your Skills

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<td>Colors: Temperament &amp; Personality</td>
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<td>Session 4</td>
<td>Be Happy and Well</td>
<td>Sandy Taulborg</td>
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<td>Session 5</td>
<td>Time Mastery: Doing More, Doing it Better</td>
<td>Sue Schlichtemeier-Nutzman, Ph.D.</td>
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<td>3:00-4:30</td>
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<td>Colors: Temperament &amp; Personality</td>
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<td>Session 6</td>
<td>Putting Your Best Foot Forward</td>
<td>David Corbin, Ph.D.</td>
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<td>Session 7</td>
<td>Taking Care of You</td>
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<td>4:30-5:00</td>
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<td>5:00-6:00</td>
<td>Social</td>
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<td>6:15-9:00</td>
<td>Banquet</td>
<td>SCC Continuing Education Center</td>
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For complete conference information, visit http://neopa.unl.edu  
(registration is limited to the first 125 people)
NEOPA Spring Conference “Back to the Basics” The Three R’s

SESSION INFORMATION:

8:30-10:30 am Keynote: “How to be the Perfect Assistant to Your Boss,” Linda Sockwell, CEOE
Decades ago, secretaries played a passive role in their relationship with their boss. They took dictation, typed letters, answered phones, and generally did whatever their bosses told them to do. Today many assistants and bosses prefer a team model, which uses the strengths of both partners and where both partners jump in where the other needs support.

Breakout Group 1

10:45-11:45 am Session 1: “Workforce 2007: Strength of Four Generations,” Sue Schlichtemeier-Nutzman, Ph.D
Workforce 2007 involves four very different generations working together in departments, on teams, on committees, and on projects. These generations vary greatly in many ways (size, values, work perspectives, and motivational sources), but their diversity is their strength-- as long as all are understood and valued. People who consider the impact of differing goals, work styles, and views of life can develop more successful teams and work relationships playing to the strengths from each generation: WWII, Baby Boomers, Generation X, and Generation Y.

10:45-11:45 am Session 2: “Any idea where I put my _____?,,” Lisa Bourlier, UNL
Basic organization: where to start and how to improve what you have. From paper management to file management (electronic and hard copy) to people management, we’ll help you get organized. So if you have a hard time figuring out where to start, this session is for you.

Breakout Group 2

1:15-2:45 pm Session 3: “Colors Temperament and Personality – Work Who You Are!,” 1st of 2 sessions, Lori Balke, SCC
True Colors is a temperament assessment tool used to help people discover their greatest strengths and understand the strengths of others. Fun and informative, you will walk away from this two part session with a clearer understanding of yourself, your co-workers and your family members. A don’t miss opportunity.

1:15-2:45 pm Session 4: “Be Happy and Well,” Sandy Taulborg, Health Promotion and Wellness Coordinator, Workforce Development
In this busy world of work, family, spiritual and community needs it is easy to forget to take care of ourselves. If we don’t take care of ourselves, we won’t be prepared to face the challenges of work and daily life. Come and learn how to reduce stress, feel more energized and ready to tackle daily challenges.

1:15-2:45 pm Session 5: “Time Mastery: Doing More, Doing It Better,” Sue Schlichtemier-Nutzman, Ph.D
Time is a non-renewable resource, so using it well impacts every organization’s bottom line. This session offers practical strategies for breaking through roadblocks to productivity and making time work for you.

Breakout Group 3

3-4:30 pm Session 3: “Colors Temperament and Personality – Work Who You Are!,” 2nd of 2 sessions, Lori Balke, SCC
Part two of True Colors. Register for both sessions of True Colors

3-4:30 pm Session 6: “Putting Your Best Foot Forward,” Dave Corbin, Ph.D., UNO
Putting your best food forward without being pushy is a learned skill. Assertive behavior is expressing yourself in a direct, honest and open manner and standing up for your rights while respecting the rights of others. Learning how to be assertive helps to reduce your stress and improves interpersonal communication.

3-4:30 pm Session 7: “Be Happy and Well,” Sandy Taulborg, Health Promotion and Wellness Coordinator, Workforce Development – this is a repeat of session 4 with same title
Do you know who these ladies are who attended January’s general meeting?

If so, please email your entries to bhomer@mail.unomaha.edu by Monday, February 12, 2007. All correct entries will be put in a drawing whereby one lucky person will win a certificate which entitles them to a paid luncheon at the March general meeting. Good luck!!

Tricia Liedle is the winner of last month’s photo contest.

Congratulations, Tricia!!

---

**Monthly Photo Contest**

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**Happy Valentine’s Day**

---

**CELEBRATE**

---

**--Valentine’s Heritage--**

---

Ever wonder why we pour over those racks of Valentine’s cards, searching for the perfect sentiment? It’s all about Esther Howland, who started an American trend back in the 1840s with her romantic cards of lace, foil and feathers.

As a teenager in 1847, Esther received her first English valentine. Fascinated with the idea of making similar valentines, she imported the necessary paper lace and floral decorations from England. She set up her business with several friends in a room of the Howland home.

To learn more about this remarkable woman and view her beautiful cards, go to Google and type Esther Howland; click on Valentine’s Day card history.

---

**--Meeting Etiquette--**

As a courtesy, please remember to turn off your cell phones or put them on vibrate as to not disrupt the meeting.

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**Congratulations, Ladies!!**

---

Congratulations to Christine Cary, CEOE, and Carol Wusk, CEOE, for receiving the Board of Regents KUDO Award from the University of Nebraska.

The Board of Regents recognizes full-time employees from each campus for outstanding service to the University of Nebraska at their monthly meetings.

Christine received her KUDO Award on November 3, 2006. She is a Recruitment Staff Assistant in the Office of Research and Graduate Studies.

Carol received her KUDO Award on January 19, 2007. She is a Secretary Specialist in the College of Agricultural Sciences and Natural Resources in the Dean’s Office.

We are very proud of both of you!!

---

**Answers to Presidents’ Trivia**

2. Only three, Franklin D. Roosevelt, Gerald Ford, and Bill Clinton.
3. The current salary is $400,000 per year.
5. Abraham Lincoln; “A Device for Buoying Vessels over Shoals.”
6. “He serves his party best who serves his country best.”
8. Herbert Hoover, 1933.
9. Benjamin Harrison, the 23rd president.
10. William McKinley, 1899.
12. Andrew Johnson, the 17th president.
13. Grover Cleveland, June 2, 1886.
14. Monrovia, the capital city of the African country Liberia.
15. Esther Cleveland; second daughter of Grover and Frances Cleveland, in 1873.
February Calendar

February 6 - UNOPA Executive Board Meeting, 1700 Y Street

February 13 - UNOPA General Meeting, Champions Club

February 16 - UNOPA Notes deadline for submission of articles

February 23 and 24 - NAEOP 2007 Central Area Professional Development Day, Holiday Inn, Olathe, Kansas

University of Nebraska-Lincoln
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Lincoln, NE  68588-0321

Happy Valentine's Day

Education is the birthright of every person. We as members of the University of Nebraska Office Professionals Association pledge ourselves to safeguard that right. We acknowledge the unique role of educational office professionals and the importance of their contributions to the university and the community. The purpose of UNOPA is to provide professional growth and promote high professional standards for education office professionals with the University of Nebraska, as partners, upholding the quality of service to the university educational system and the community.
E-mail Communication
(Monday Motivators, March, 2007)
by
Joan Burge, Copyright © Office Dynamics, Ltd., 2007

Essential e-mail etiquette for every professional

Ah, e-mail. We love it. We hate it. We can’t live without it. We can’t live with it!
When we’re supposed to be working on a project, it pulls us in with that elusive phrase, “You’ve got mail!” We are drawn in, and before we know it, we’ve lost track of our thinking and productivity is affected.

I want to focus on the many aspects of e-mail, including etiquette rules, privacy issues, writing tactful correspondence and knowing whether or not to e-mail someone versus using another form of communication.

E-mail is an absolute wonder. Just think of all the amazing things it does for us:
• Allows us to communicate with others at any time, regardless of time zones
• Keeps information flowing
• Reduces the costs of printing and postage
• Helps transform organizations into “networked” firms, and
• Lets senders keep records of their correspondence.

Despite these benefits, e-mail also presents us with many challenges and has its share of downfalls. For example, e-mail sometimes:
• Makes it harder to resolve disputes
• Prevents us from instantly confirming what was meant, creating anxiety and confusion
• Enhances biased perceptions of the other party
• Reduces feedback and social cues, and
• Allows for excess negative attention to be focused on statements made.

We’re going to explore some simple, yet essential e-mail principles. I hope you will focus on these:
1. Know your company’s e-mail culture – very important!
2. Carefully choose to whom you send information.

(continued on page 3)
President Donelle Moormeier called the meeting to order at 12 noon.

The minutes from the February 13, 2007 General Membership meeting were presented. Motion was made by Peg Johnson to approve the minutes as presented. Motion was seconded and passed unanimously.

Treasurer’s Report—The Treasurer’s report was not available at this time. Donelle will e-mail the report to the members.

Announcements
*The UNOPA Notes deadline is Friday, March 16, 2007.

*Judy Anderson was the winner of the March photo contest, and will receive a free lunch at the April UNOPA General Membership Meeting.

*The NEOPA Spring Conference will be held on March 29 and 30 in Lincoln.

*Information for a scholarship opportunity from First-Plymouth Congregational Church was available on the tables. The scholarship is for a non-traditional female student continuing their education in a Nebraska educational institution. Deadline is March 31 for all application materials.

*The Chancellor’s Commission on the Status of Women needs to fill two office/service vacancies for three-year terms. Interested parties may access the application form on-line, and it is due March 21.

*The Awards Director, Nelvie Lienemann, received no nominations for the Rose Frolik award; therefore, no award will be presented this year. A tribute to Rose is being prepared and will be presented at the April 10 meeting.

Committee Reports
Bradley Munn Professional Growth Fund Committee—Becky Hastings reported the next deadline for applying for reimbursement is April 15. The committee is raffling a wreath as a fundraiser. Tickets will be available at the March and April General Membership meetings, and the drawing will be held at the end of the April meeting.

Nominating Committee—Carol Wusk, Chair of the Nominating Committee, reported its nominees as follows: For recording secretary, Janice Edwards and Janice Kohler; for corresponding secretary, Helen Sexton and Doreen Wagenaar; for treasurer, Peg Johnson and Marlene Pyatt; for president-elect, Mary Guest.

Donelle then opened up the ballot for nominations from the floor for each office individually. After receiving no further nominations, the nominations were declared closed. Upon receiving no objections, Donelle appointed the Nominating Committee as the Teller Committee after the ballots were sent out and returned.

Hospitality Committee—The 50/50 winner was Susan Thomas. A drawing was held for two door prizes, $20 gift certificates to the Nebraska Bookstore, and Deborah Smith-Howell and Sandy Watmore were the recipients.

Professional Growth Committee—Lorraine Moon reported UNOPA is hosting a workshop on March 22, 2007, 1:00-4:00 p.m. in the East Campus Union. Ali Moeller, Professor in the Department of Teaching, Learning, and Teacher Education in the College of Education and Human Sciences, will be the presenter. Her workshop is titled “Creating a Quality Workplace Through Team Building.” Registration forms are available on the UNOPA website and are due by March 15.

On April 11, from 12:00 noon to 1:00 p.m., EAP will present another workshop in their “Lunch and Learn” series titled: “The Irritable Male.”

Program
Gretchen Walker introduced Deborah Smith-Howell, Associate Vice Chancellor for Academic Affairs, who gave a presentation on “Effective Public Speaking.”

Meeting was adjourned at 1:05 p.m.

Mary Guest, CEOE
Recording Secretary

Member Concerns
A card with our deepest sympathy was sent to Becky Hastings following the loss of her grandfather.

“Thinking of you” cards were sent to Judy Yeck during her recovery time, and to Marie Dvorak following her surgery.

If you know a UNOPA member who would appreciate a congratulations, get-well-sympathy, or thinking-of-you card, please contact me at 472-0533, or at mjohnson4@unl.edu.

Peg Johnson
Corresponding Secretary
(continued from page 1)

3. Make sure important issues are talked about, not typed about.

4. Remember to present your best work. E-mail reflects the individual sending it. Be sure that e-mail messages are properly formatted, and that they use correct spelling and good grammar.

5. Get to the point!

6. E-mail is public information. When you’re crafting a message, you should consider not only who is going to read it today, but who might read it a year from now.

7. Every business e-mail user should avoid sending “flames” (angry or provocative comments) because they can, and have, damaged careers.

8. Your subject line should be succinct but informative. This helps the receiver prioritize e-mail messages.

9. Check e-mail at set times of the day to avoid interrupting your workload whenever a message board flashes.

10. When writing your e-mail, ask yourself, “Would I type this on our company letterhead and send it to 5,000 people?” If not, rewrite or don’t send it.

The startling truth (and risks) related to business e-mails

Did you know:

• 76% of American businesses monitor worker’s Internet activities
• 65% of employers are using software to block staff access to some Web sites
• 55% retain and review e-mail messages
• 50% store and review computer files
• 26% have fired workers for misuse of the Internet

Companies with 1,000+ employees say they are most concerned about e-mails containing:

• Confidential memos – 76%
• Valuable trade secrets – 71%
• Internet e-mail policies – 66%
• Financial disclosure – 65%
• Inappropriate content – 64%

I hope the above got your attention! As a business owner, I can attest to the seriousness of employees misusing and abusing their company e-mail privileges. Keeping the following points in mind can help you judge the proper ways to use e-mail while limiting risks:

• The company you work for owns the e-mail you write (not you).
• Every time you send an e-mail from work, your company’s name is attached to your e-mail address.
• As a result, your e-mail can put your organization in a good or bad light.
• Improper use of e-mail can increase spam and the risk of viruses.

What might be the domino effect if that happened?

• While you may think e-mail recipients delete your messages after reading them, you really don’t know – and never will – whether they’ve been printed off, shown to others or forwarded.
• Think before sending confidential information.

Communicating with tact is an art. Writing a tactful e-mail is a science that requires purpose and thought. As John Bowie, information engineering executive says, “E-mail has transformed inter-office communication. Sending messages electronically is painless, instantaneous, and reliable. It’s so easy, anyone can do it. And that’s the problem.”

Star-performing employees think about the receiver before sending e-mails. Why that’s critical: Without realizing it, we can offend the receiver because he or she cannot tell the tone in which our message is delivered, and misinterpretation can burn bridges with co-workers. What’s more, strong emotions are often misread in e-mail messages.

It’s not so much what you say as how you say it that’s important. A poorly written e-mail will detract from your professional image and could potentially cause conflict or embarrassment. A well written e-mail will make the receiver more receptive to your message, increase your effectiveness, enhance your professional image and help boost others’ respect for you.

I thought the best way to explain this to you is to offer an example from a book we sell called “E-mail: A Write It Well Guide.”

Example:

• Abrupt: “Get me the revisions by Thursday.”
• Polite: “Please be sure to get me the revisions by Thursday.”
• Polite: “I would appreciate your getting me the revisions by Thursday.”

Here are some Star e-mail tips:

• Remember, e-mail is a business tool. Keep it business-like. That means not having cutesy quotes at the end of your e-mails or using emoticons, such as smiley faces.
• Use a professional “voice,” meaning try to sound positive and reasonable, and be specific.
• Focus on the issue, not the people. Never place blame.
• Read your e-mail before hitting the “send” button, and think how you would feel if you were the receiver.
• Choose your words with care. This is especially important when the receiver can’t see your facial expressions or hear your tone of voice.
• E-mail is the media of choice in today’s business world. Invest in a good e-mail etiquette and usage book. It could make the difference in advancing or sabotaging your career.
• Be respectful of cultural differences.
• While e-mail is an electronic tool, we must remember there is a human receiving the message.

Best wishes using these tips.

Choosing the right media: STOP… THINK… SELECT

E-mail, snail mail, fax, telephone, voice mail or face to face? Which is the appropriate medium to use in any given situation? You’re the one who will have to make that decision. That’s why today I want to provide you with some guidelines to help you make even better decisions and build a stronger rapport with others.

Start with the end in mind by asking yourself these questions:

• Why am I communicating with this person?
• What information am I sending?

(continued on page 4)
Dear fellow UNOPA Members:

I am in desperate need of your help. I know that UNOPA is full of professional women with very busy lives and I would love to tap into your world for help with my new book.

My name is Diane Sullivan and I have been a UNOPA member for 28 years. I now work half time in the INTSORMIL office and the other half of my life I own a business called The Organization Station. I am writing a book on how to have your weekends free. The concept is to get all your household chores, laundry and grocery shopping done during the 5 day work week, and then enjoy every weekend of the year with your family and friends.

Here is what I need from you. I have the “meat” of the book written, but I need to have the “stories” of real people in real life situations, to make the book more interesting to read. Here is a list of sample stories that you could tell me about:

• How frustrating it is to work all week and clean all weekend and turn around and do it all over again the next week.
• How tired you are at listening to your children complain that all they do on the weekends is clean the house.
• How you wish you could get your family to do more of the chores.
• The “chore” you hate to do the most.
• Stories about how company is coming over and the rush to get the house picked up.
• Stories about how you have the house clean and you come home and discover that the family has trashed it, in record time.

Please e-mail your stories to: diane@organization-station.net or mail to:
Diane Sullivan
800 No. 4th St.
Springfield, NE 68059

I will be sure that any story used in the book will get acknowledged.

When I get to talk about my book on Oprah I will be sure to mention all my friends in UNOPA.

Thank you SO MUCH for all your help!

---Meeting Etiquette---

To help a new member become better acquainted with other UNOPA members, it would be helpful to state your name when addressing the chair.

Correction

In the March UNOPA Notes, Bethanie’s last name was misspelled. The correct spelling is Nemechek. She is one of the recipients of the Floyd S. Oldt Silver Pen Award.

Our apology.
Moeller challenges participants to soar

Why do geese fly in a V? Did you know geese are very loyal? What lessons are to be learned about quality team building from studying their flying formation and migration? If you’d attended the March 21st UNOPA Professional Growth Spring workshop presented by UNL Teaching and Learning’s full professor, Ali Moeller, you would know why, and you just might have taken with you some tools that would make your workplace a gaggle of fun, not just a place, for some, to “put in your time.”

Look at those smiles, and the seminar is over . . . or is it?

“It was exactly what I was hoping it would be.”

“. . . one of the best seminar / workshops I had been to in some time.”
Members, this is the last month for this contest.

Do you know who these ladies are who attended March’s general meeting? If so, please email your entries to bhomer@mail.unomaha.edu by Monday, April 9, 2007. All correct entries will be put in a drawing whereby one lucky person will win a certificate which entitles them to a paid luncheon at the May general meeting. Good luck!! Judy Anderson was the winner of last month’s photo contest. Congratulations, Judy!!

Monthly Photo Contest

ATTITUDE

“The longer I live, the more I realize the impact of attitude on life. Attitude, to me, is more important than facts. It is more important than the past, than education, than money, than circumstances, than failures, than successes, than what other people think or say or do. It is more important than appearance, giftedness, or skill. It will make or break a company . . . a church. . . a home. The remarkable thing is we have a choice every day regarding the attitude we will embrace for that day. We cannot change our past . . . we cannot change the fact that people will act in a certain way. We cannot change the inevitable. The only thing we can do is play on the one string we have, and that is our attitude . . . I am convinced that life is 10% what happens to me and 90% how I react to it. And so it is with you . . . we are in charge of our attitudes.”

-CHARLES SWINDOLL-

Two UNOPA members were honored at this reception, Mary Guest and Tonda Humphress.

Congratulations, Mary and Tonda!
April Calendar

April 3 - UNOPA Executive Board Meeting, 1700 Y Street

April 10 - UNOPA General Meeting, Champions Club

April 11 - Lunch and Learn Series: “The Irritable Male”
presented by Employee Acceptance Program, 12:00-1:00 P.M
City Campus Union

April 13 - UNOPA Notes deadline for submission of articles

University of Nebraska-Lincoln
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Stage Jitters: How To Prepare For That All-Important Presentation

(Monday Motivators, February, 2007)

by Joan Burge, Copyright © Office Dynamics, Ltd., 2007

Let’s tackle a topic that can make many of us jittery just thinking about it: public speaking and giving presentations before groups of people we want and need to impress.

As a professional speaker for more than 16 years, I can tell you that getting the jitters is completely normal. In fact, once you’ve been speaking for a while, you use those butterflies in your stomach to ignite the spark within you to do an outstanding job!

Most people don’t speak for a living, though. And so standing to give a presentation or to share some piece of insight with a large or small group can be uncomfortable. The good news is that preparation is the best preventative “cure” for stage fright! Here are some great tips that can help:

• Before you actually speak, visualize yourself doing well. Go to a quiet place, close your eyes and see yourself being successful. This can help you deliver your message confidently and with a smile.

• Think about your topic, not yourself. World-renowned speaker Anthony Robbins says that before he walks onstage, he always pauses to consider his ultimate goal: to help others. By genuinely believing in this mission, he stays focused on his message — and avoids feeling self-conscious.

• Check all equipment at least a half-hour before your presentation begins — and have back-up plans in place in case something should go wrong.

Examples: Put a copy of your PowerPoint presentation, if you have one, on a thumb drive just in case you need to switch computers at the last minute. Or, if any of your equipment uses batteries, have replacements nearby.

• Avoid memorizing what you have to say — except, perhaps, for a strong opening and closing statement. Instead,
President Donelle Moormeier called the meeting to order at 12:10 p.m.

The minutes from the March 13, 2007 General Membership meeting were presented. Motion was made by Becky Hastings to approve the minutes as presented. Motion was seconded by Jan Wassenberg and passed unanimously.

Treasurer’s Report—Marie Dvorak  
The treasurer’s report, dated March 31, 2007, was presented. The beginning checking balance as of March 1, 2007 was $7,679.02, and the ending balance was $7,882.58. The cost object balance was (-$5,174.45). The total funds available in these two accounts was $2,708.13. The CD balance was $3201.75. There were two postage expense reports missing.  
Marie reminded all directors to submit expense reports for all expenses as soon as possible.

Announcements  
* The UNOPA Notes deadline is Friday, April 13, 2007.  
* There were no entries for the photo contest in the April edition of UNOPA Notes. That was the last contest of this year.  
* Office/Service representatives are still needed for the Chancellor’s Commission on the Status of Women. Members were encouraged to apply. Applications materials can be accessed at the following website: http://www.unl.edu/ccsw/  
* EAP is offering a Lunch and Learn on April 11, 2007, “The Irritable Male,” at the Nebraska Union. This has been approved for 1/6 PSP point.  
* Handouts were available on the tables for May Day at Fairview, Saturday, April 21, 2007, 10:00 a.m. to 4:00 p.m. Proceeds from this fundraising event will be used to purchase courtesy items for pediatric patients at BryanLGH Medical Center.  
* Thank you notes were read from Deanna Lubkin and Chris Cary.

Committee Reports  
Bradley Munn Professional Growth Fund Committee—Becky Hastings  
Becky Hastings reported the next deadline for applying for reimbursement is April 13. The drawing for the wreath (donated by the ladies in the Purchasing Department) was held, and Mari Greer was the winner.

Nominating Committee—Betty James for Carol Wusk  
Betty James announced the newly elected UNOPA board of directors for 2007-2008 as follows:  
President-Elect: Mary Guest  
Recording Secretary: Janice Kohler  
Corresponding Secretary: Helen Sexton  
Treasurer: Peg Johnson

Hospitality Committee—Karen Randall  
The centerpieces were given away, and the 50/50 winner was Kim Pappas.

Recognition of Past Presidents and Retirees—Peg Johnson  
The UNOPA Past Presidents and Retirees who were present were recognized.

Tribute to Rose Frolik  
Donelle Moormeier read a tribute to Rose Frolik based on an interview of Rose by Sandy Lineberry. Several past Rose Frolik Award recipients also paid tribute to Rose. The tribute was videotaped for Rose who was unable to attend.

Program  
Gretchen Walker introduced the Scarlet and Cream Singers.

Meeting was adjourned at 1:15 p.m.

Mary Guest, CEOE  
Recording Secretary

Member Concerns  
Our sincere sympathy to JoAnn Barry for the loss of her brother.  
A get-well card was also sent to Shelley Everett.

If you know a UNOPA member who would appreciate a congratulations, get-well, sympathy, or thinking-of-you card, please contact me at 472-0533, or at mjohnson4@unl.edu.

Peg Johnson  
Corresponding Secretary
Unfortunately, this year we did not have any nominees for the Rose Frolik award. We are very disappointed about this, since this year we raised the cash award from $300 to $600. However this has given us an opportunity to give tribute to Rose.

While listening to the taped interview between Rose Frolik and Sandy Lineberry in 2003 prior to the UNOPA 40th Anniversary, the word resiliency came to mind. In the American Heritage Dictionary the definition of resiliency is the **ability to recover quickly from illness, change, or misfortune; buoyancy.**

Rose’s father came to the United States from Czechoslovakia at the age of 21. He met her mother in Crete, Nebraska where Rose, the oldest of three girls, was born on June 25, 1909. That will make Rose 98 years ‘young’ this year!!

Rose’s father was a tailor by trade and he bought a shop in Gothenburg, Nebraska where he moved his wife and baby, as Rose says to the “shack” in back part of the store. As a baby, Rose contracted pneumonia and was not expected to live – that’s resiliency at an early age!

Rose went to school and during that time was asked if she would like to “skip” a grade. Rose did that, however she said “that she wouldn’t recommend it because you just miss out on too much information in a year.” She took piano lessons and she and her “fingers” liked the piano very much. This made her eligible for the Commercial Arts classes at her school.

When Rose was a senior a gentleman from the Remington Typewriter Company came to visit her school. He administered a typing test to Rose and 11 other girls, in which they were not to make any errors during 15 minutes of straight typing. After the test, Rose kept inquiring of her typing teacher if she had heard anything about the test and she was told that she had heard “not a word.” Towards the end of the school year there was a senior play being shown outdoors in the park and Rose was part of this play. At the end of the play Rose’s typing teacher came toward her with a case and handed her a typewriter from the Remington Typewriter Company.

That was one of 27 typewriters given in the United States that year.

When Rose graduated from high school her typing teacher took her from Gothenburg to Lincoln and introduced her to all the Commercial Arts teachers at the University. During the time Rose was a student she met the two Frolik brothers whose mother happened to be a friend of Rose’s mother when she lived in Crete. The oldest asked her out, but Rose had goals – As Rose says – “it was a lot of studying and it was not easy,” but I graduated in the honor society with 133 credits. She then taught for three years to help her father send her sisters to school. She sent home $100 a month to her father so that her sisters could go to the university. Again Rose shows resiliency!

After Rose completed her three years of teaching her father suggested that she start studying and it was not easy,” but I graduated in the honor society with 133 credits. She then taught for three years to help her father send her sisters to school. She sent home $100 a month to her father so that her sisters could go to the university. Again Rose shows resiliency!

After Rose completed her three years of teaching her father suggested that she start writing to that Frolik boy. As Rose said “that started something.” Rose said the first time she met Anton’s parents it didn’t go too well, as the dogs barked and came at her. Later she realized that they were taught to raccoon hunt and she was wearing a coat made of raccoons! After a short courtship Rose and Anton were married.

Rose and Anton moved to Wisconsin University so that he could earn his Doctoral degree. At the age of 33 the army called him, so Anton, Rose, and their son moved to Ft. Leavenworth, KS. Anton was an officer in the army when, while he was on the post, fell from his horse, had a concussion and died a few days later. This was during Pearl Harbor year and any widow was given extra benefits but no one had claimed them – Rose talked to a lawyer and Washington to receive her extra benefits. Soon she had other widows calling her and wanting to know the route to take to get their benefits. The ultimate resiliency!

Rose came back to the University and started working part-time in the Ag College for one semester. She took that summer off and then returned to work in the fall of 1947. She kept working her way up to better jobs until she retired 22 ½ years later.

During the time Rose worked at the University she and another woman became interested in the Department of Education’s Certified Educational Secretary certificate. They took a few classes and earned what is now known as their PSP. The University’s personnel department called her and asked if she would be interested in telling other women on campus about the program. After Rose’s presentation the women felt that they needed their own local association that promoted the PSP program. University of Nebraska Office Personnel Association was formed and Rose Frolik was elected the 1st President in 1962-63. At that time dues were $1.00 a year, and there was a monthly paper put out explaining to people how to get their certificate. Rose also was involved at the state and national levels and is still a member of all three associations.

Rose’s advice for anyone wanting to earn their PSP – “Go for it – anyone can do it – you only need the desire!!”

As President of UNOPA I was given the opportunity to visit with Rose – because she takes the time to personally call each President during their time in office. That is how much she cares about UNOPA and the people that represent UNOPA.

I want Rose to know that I am proud to be serving as the 45th President of the organization that she started with a vision of helping educational secretaries be the best that they can be. Rose, you are one amazing woman!!!

Several past recipients of the Rose Frolik award paid tribute to Rose. Following are some of their comments:

(continued on page 4)
Jan Harris, 1989-89 Past President & 1989 Rose Frolik Awardee:

The Rose Frolik Award was created during my presidency (1988-89). The Silver Pen Award had just been created and though it was for office/service personnel it did not tell us anything about our founder. Most of us do not know the founder of the various organizations to which we belong and we wanted to create an award reflecting the spirit and integrity of our UNOPA founder. The fact that UNOPA is a strong organization today speaks to her integrity and standing within the university community. So when you are asked to participate in the Board or an office, remember that Rose was once asked to begin the organization now known as UNOPA. Thanks for giving me the opportunity to speak.

******

Dora Dill, 2006 Rose Frolik Awardee:

Rose Frolik exemplifies the epitome of what women of today are looking for. The true image of what was yesterday, today and tomorrow and the spirit it reflects. She has set the steps in motion for our organization and it will continue forever because of their fortitude and strong will. Appreciate her warmth that she radiates and the truth that she represents.

If there was ever an award that I wanted to be presented with throughout my days at UNL – it was the Rose Frolik award for all that it stands for – Rose Frolik.

******

Rhonda Zugmier, 1994-95 Past President & 1999 Rose Frolik Awardee:

As I was thinking this morning of what I wanted to say today, the words that kept coming back to me were “Thank You”. Twelve years ago, I stood in front of this group as its President. Because of that experience, I feel I am more confident and outgoing. I am no longer the shy person I was. Maybe age has something to do with that, but I think all the past leaders of this group will say that their experience leading this group played a big part of who they are today. Not only has this organization given me the opportunity to grow professionally, but as I look across this room today, I see so many wonderful people I have come to know because of UNOPA. So in closing, I just want to say “Thank You” to the past leaders of UNOPA for their dedication and leadership to this organization and “Thank You” to Rose, for having the initiative and forethought to create UNOPA. Without UNOPA, I don’t think I would be the person I am today.

******

Monday Motivators
Stage Jitters: How To Prepare For That All-Important Presentation

review what you plan to say at least six times; doing so will “cement” the information in your mind.

We’ve all heard that some people fear public speaking more than death. It need not be such a fearful stressor! When done well, thanks to good preparation, public speaking can be one of the best ways to advance your career and earn kudos for a job well done.

Best of luck to you in your speaking endeavors – whenever and wherever they may be!

“In order to succeed, your desire for success should be greater than your fear of failure.”
— Bill Cosby
The 2007 NEOPA State Workshop and Annual meeting was held March 29 and 30. I haven’t seen attendees’ evaluations yet, but the comments I’ve received so far are very positive.

I want to express my gratitude to UNOPA for the lovely President’s Reception at the NEOPA Officer’s Installation last Friday, March 30. Thank you, Mary Guest, for coordinating the reception. Everything was perfect!

Three UNOPA members were installed as elected officers in the state association and will serve from July 1, 2007 through June 30, 2008. They are Christine Cary, President; Becky Hastings, President-elect; and Judy Anderson, Secretary. The other officers are Peg Aldridge, Vice President, from Lincoln Public Schools; and Linda Teach, Treasurer, from Wayne State College. Six more UNOPA members will serve as committee Directors: Donelle Moormeier, Carol Bom, Peg Johnson, Karen Jackson, Edie Schleiger, and Barbara Homer. I thank all of them for volunteering to “Take the Lead” in NEOPA!

The next major NEOPA event will be the Fall Workshop in October. I’m not sure of the date yet, but the location will be the Southeast Community College Continuing Education Center in Lincoln. That’s the same facility where the state conference was held.

The Rose Frolik Tribute, Honoring Past Presidents and Retirees Luncheon was held at the Nebraska Union April 10, 2007. As corresponding secretary I was given the honor of reading the names of past presidents and retirees that were present. I must pass my sincerest apologies to the retirees in attendance. I had a senior moment and neglected to read their names. The following retirees were present: Luise Berner and Jan Sammet. I hope that everyone enjoyed the tribute to Rose Frolik and the program by the Scarlet and Cream Singers.

Tribute to Rose-
Several of the past recipients of the Rose Frolik award paid tribute to Rose. Their comments can be found on page 3.

Several past presidents and retirees responded to their invitations. Following are their comments:

Kathy Martin – “Looking forward to seeing my friends and former coworkers!”

Janice M. Sammet – “Enjoying time off, plan to golf more this summer. Joined book club and walk everyday.”

Sue Drammeh – “I’m glad to be back in Nebraska. But I do miss Connecticut. Love being back at UNMC.”

Pat Lehecka – “I’m unable to attend the April 10th UNOPA luncheon but I thank you so much for the invitation. I am pleased and proud to be a member of this outstanding professional organization.”

Michelle Sieber – “Our son, Drake Lincoln, just turned 18 months old, so our house is always busy and full of energy. Drake is a great baby, very easy-going, happy and healthy. He has been a true blessing in our lives! Thanks for the invitation and sorry I couldn’t be there.”

Betty Wurster – “Keep up the good work.”

Carol Bom & Christine Cary – “We are so sorry to miss this happy occasion. Please extend our greetings to everyone! We will be representing NEOPA at a conference in Kearney, NE. We’ll be able to speak on behalf of NEOPA and recruit new members. The conference is for EOPs and is sponsored by NCSA – Nebraska Council of School Administrators, an exciting step for us! We plan to let all of them know about the great things you’re doing in UNOPA and NEOPA! Enjoy your luncheon!”

Sandy Lineberry – “Beautiful invitations!”

Nelsine Scofield – “Would love to be with you all. Health prevents.”

Ruth Rosenberg – “Sorry I will not be able to attend the luncheon on April 10. I hope you get elected to the job as treasurer of UNOPA. I served as a replacement treasurer one year. That was a long time ago when there wasn’t much money in the treasury.”

Jan Wacker – “Thank you so very much for the invitation to the Frolik Award, Past Presidents and Retirees luncheon on April 10th. I’m sorry I will be

(continued on page 6)
Dear fellow UNOPA Members:

I am in desperate need of your help. I know that UNOPA is full of professional women with very busy lives and I would love to tap into your world for help with my new book.

My name is Diane Sullivan and I have been a UNOPA member for 28 years. I now work half time in the INTSORMIL office and the other half of my life I own a business called The Organization Station. I am writing a book on how to have your weekends free. The concept is to get all your household chores, laundry and grocery shopping done during the 5 day work week, and then enjoy every weekend of the year with your family and friends.

Here is what I need from you. I have the “meat” of the book written, but I need to have the “stories” of real people in real life situations, to make the book more interesting to read. Here is a list of sample stories that you could tell me about:

• How frustrating it is to work all week and clean all weekend and turn around and do it all over again the next week.
• How tired you are at listening to your children complain that all they do on the weekends is clean the house.
• How you wish you could get your family to do more of the chores.
• The “chore” you hate to do the most.
• Stories about how company is coming over and the rush to get the house picked up.
• Stories about how you have the house clean and you come home and discover that the family has trashed it, in record time.

Please e-mail your stories to: diane@organization-station.net or mail to:
Diane Sullivan
800 No. 4th St.
Springfield, NE 68059

Meeting Etiquette

Stand up when you meet someone. This allows you to engage the person on an equal level - eye to eye. By remaining seated, you send a message that you don’t think the other person is important enough to warrant the effort it takes to stand.

I will be sure that any story used in the book will get acknowledged.

When I get to talk about my book on Oprah I will be sure to mention all my friends in UNOPA.

Thank you SO MUCH for all your help!

******

UNOPA Past Presidents

Pictured: 1st row: Jan Harris, Sandy Lineberry, Doris Lesoing, Kathryn Martin; 2nd row: Jan Wassenburg, Sheila Perry, Pat Hust, Lola Young, Diane Wasser, Kay Hartmann, Sue Drammeh; 3rd row: Sandy Watmore, Becky Hastings, Rhonda Zugmier.
May Calendar

May 1 - UNOPA Executive Board Meeting, 1700 Y Street

May 8 - UNOPA General Meeting & Installation of 2007-08 Board, Kauffman Hall

May 13 - Mother’s Day

May 28 - Memorial Day

University of Nebraska-Lincoln
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Happy Mother’s Day!!
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---FROM THE DESK OF--

President Donelle Moormeier

Performance Review Time?
Here are some suggestions
(Monday Motivators, June, 2007)  
by Joan Burge, Copyright © Office Dynamics, Ltd., 2007

Whether you have your performance review in the next few weeks or within the next year, it doesn’t have to be something you dread. In fact, with a little forethought and creativity, it can be an opportunity for you to sing your praises and earn some of the recognition and rewards you so richly deserve for your hard work and dedication!

Here are some useful tips, especially if you’re asked to prepare a review of yourself in advance or a report of your past year’s work and future goals:

1. **Keep track of your accomplishments year-round.** This can be as simple as writing them down in a notebook or typing them into a word-processing document. Your notes don’t have to be long – a sentence or two may sufficiently jog your memory later. Just be sure to do this regularly, because if you don’t, it’s doubtful anyone else will.

2. **Next, as performance review time approaches, use that list to identify areas of strength and improvement.** What did you do extraordinarily well? Be sure to mention those achievements. What could you have done differently or better, and what skills or attributes do you need for improved results next time? Make sure to communicate that to your supervisor.

3. **Do research for effective goal-setting.** What seminars or courses can help you do your job today and expand to new roles and responsibilities tomorrow? Now is the time to do a little research and hone your presentation and persuasion skills. Your supervisor is more likely to hear you out during your performance review than at any other time of the year (meaning you’re more likely to win approval).

4. **Welcome constructive feedback.** This is, perhaps, the hardest part of the performance review process: hearing feedback on ways you can improve. Be sure to take notes, listen closely and try to make the changes requested of you. Thank the person for sharing his or her views.

Using any or all of these tips is a great way to ensure you make the best impression during your performance review— which will only benefit you in the end!
President Donelle Moormeier recognized the guests in attendance and called the meeting to order at 12:10 p.m.

The minutes from the April 10, 2007 General Membership meeting were presented. Motion was made by Judy Anderson to approve the minutes as presented. Motion was seconded by Helen Sexton and passed unanimously.

Treasurer’s Report—Marie Dvorak
The treasurer’s report, dated April 30, 2007, was presented. The beginning checking balance as of April 1, 2007 was $7,882.58, and the ending balance was $7,771.31. The cost object balance was ($2,666.68). The total funds available in these two accounts was $5,104.63. The CD balance was $3201.75.

Announcements
Donelle recognized Herb Howe, Associate to the Chancellor, and thanked him for his years of support of UNOPA.

Committee Reports
Nominating Committee—Carol Wusk
Motion was made by Carol Wusk to destroy the ballots from the 2006-2007 UNOPA election. Motion was seconded and passed unanimously.

Hospitality Committee—Karen Randall
Karen announced that UNOPA raised $306.50 for Center Point this year. The centerpieces were given away, and the 50/50 winner was Peg Johnson.

Recognition of Outgoing Board and Committees/Outgoing Remarks—Donelle Moormeier
Donelle thanked the outgoing board, committee directors and committee members for their work this past year. Certificates were distributed. Donelle addressed the members with her outgoing remarks.

Lorraine Moon conducted the installation ceremony for the 2007-2008 officers:

- Treasurer: Peg Johnson
- Recording Secretary: Janice Kohler
- President-Elect: Mary Guest, CEOE
- President: Gretchen Walker, CEOE

Gretchen Walker introduced the 2007-2008 Directors:

- Awards: Kimberly Pappas
- Employee Concerns Co-Directors: Jane Schneider and Doreen Wagenaar, CEOE
- Bradley Munn Professional Growth Fund: Donelle Moormeier
- Communication Technology: Karen Jackson
- Hospitality Co-Directors: Cynthia Knight and Dora Dill
- Membership Co-Directors: Cathy Leazer and Karen Randall
- Nominating Co-Directors: Donette Petersen and Marlene Pyatt
- Outreach Co-Directors: Barb Homer and Linda Luedtke, CEOE
- Professional Growth Co-Directors: Betty Jacobs and Lorraine Moon, CEOE
- Program Director: Mary Guest, CEOE
- UNOPA Notes Co-Directors: Tonda Humphress and Deb Rosenau
- Ways and Means Director: Kathy Thompson
- Mentoring Ad-Hoc Director: Jan Edwards
- NAEOP/NEOP Liaison: Diane Wasser, CEOE

Presidential Address—Gretchen Walker
Gretchen’s theme for this year is “Constructing Partnerships with Service” and presented the “Blueprint Challenges” to all members:

- Membership: Join UNOPA
- Recruitment: All active UNOPA members should: Recruit one NEW member or Bring a guest to a general membership meeting

Partnership:
- Join one or all organizations listed below:
  - UAAD - $9/yr
  - NEOPA - $15/yr
  - NAEOP - $45/hr

Professional Development:
- Attend either one or both of UNOPA’s workshops
- Attend the NEOPA Fall workshop
- Attend the NEOPA Central Area Conference
- Attend a mentoring workshop
- Attend a brown bag session each semester

Professional Standards certification—don’t let it intimidate you- Go for it!

Service:
- Give 2 hours of your time per semester to the following:
  - UNOPA fall parking lot fundraiser
  - Sign up for a UNOPA committee
  - Help Habitat for Humanity or City Impact Fund

On behalf of UNOPA, Gretchen presented Donelle with the Presidential plaque and gavel, and gift from the membership.

Donelle and Gretchen adjourned the meeting at 1:00 p.m.

Mary Guest, CEOE
Recording Secretary
Ali Moeller, Professor in the Department of Teaching, Learning, and Teacher Education. Kudos to the Professional Growth Committee!

- Awards given this year - Dean of Arts & Sciences, Richard Hoffmann as the Boss of the Year recipient; Floyd S. Oldt Silver Pen Awards, Deanna Lubken from the College of Law, and Bethanie Nemecheck from Distance Education Service; the Floyd S. Oldt Outstanding Staff Award had a tie and was awarded to Carol Wusk from CASNER and Mary Klucas from College of Arts & Sciences.

We also had members that were winners this year of the University KUDOS award, Carol Wusk from CASNER, and Chris Cary from Graduate Studies.

Dr. Giacomo (Jack) Oliva, Dean of the Hixson-Lied College of Fine and Performing Arts, was also named the NEOPA Educational Administrator of the Year, and will also be receiving the National Educational Administrator of the Year award in Seattle, Washington in mid-July.

Congratulations to all our winners!!

I could go on and on about the things that UNOPA did this year, but I will save that for our 2006-2007 annual report. I do want to thank all the membership for making UNOPA a wonderful organization!!

Have a great rest of the summer and see you in the fall.

Donelle Moormeier
2006/2007 President

A Farewell message from Barbara Homer, UNOPA Notes Director

I want to thank all of you for the opportunity to serve as your UNOPA Notes Director. It has been a wonderful, enjoyable, and rewarding experience that I will treasure always! I almost hate to see it come to an end.

A special thank you to my committee members, JoAnn Barry and Mary Guest, as without them I could not have been able to put out this kind of newsletter every month. Thank you, Ladies, for your assistance with proofreading, suggestions, mailings, etc.

And last but not least, a special thank you also to Peg Johnson for all the great pictures she took at the meetings/workshops.

You are all the “best of the best!!”

KUDOS to our Members

Several of our UNOPA members will be receiving service awards on August 30, 2007, in conjunction with the State-of-the-University Address:

Marcy Tintera, 30 years
Carol Wusk, 25 years
Valerie Egger, 20 years
Barb Carley, 15 years
Donelle Moormeier, 15 years
Karen Randall, 15 years
Deb Rosenau, 10 years

Congratulations, Ladies, for your years of service to the University of Nebraska!!

Here are just a few items to mention as a reminder to you. Also, here are some of the activities that have been scheduled for the up-coming academic year to mark on your calendar:

- renew your UNOPA membership
- renew your NEOPA membership
- August 25 - NEOPA Premier Jewelry Fundraiser, Sheridan Lutheran Church
- September 11, 1st UNOPA General Meeting
- October 6 - 2nd Annual PSP Fall Tea, Lied Center
- October 12 - Fall NEOPA Workshop Southeast Community College Continuing Education Center

Member Concerns

Our sincere sympathy to our UNOPA members who recently lost a loved one: Carol Bossaller, son;, Linda Luedtke, mother; Sheila Perry, mother; Kathy Thompson, step-father; and Carol Wusk, father-in-law.

Get-well cards were also sent to Lynn DeShon and Linda Luedtke.

If you know a UNOPA member who would appreciate a congratulations, get-well, sympathy, or thinking-of-you card, please contact Helen Sexton, 472-2341.

Peg Johnson,
2006-07 Corresponding Secretary
The 2007 Summer Social was held at James Arthur Vineyard. Thirty-nine UNOPA members attended at a cost of $13 each. James Arthur provided two 30 minute trolley ride tours of the vineyards with a brief informational talk afterward.

Great fun was had by all. Everyone indulged in the cheese, crackers, bread and grapes as well as sampling six different wines of their liking.

The University of Nebraska’s Vice Chancellor for Research office donated door prizes in addition to the six $20 gift certificates UNOPA purchased from the vineyard. Special thanks to Mari Greer in the Research office for the donation.

Respectfully submitted,

Kathy Thompson
Outreach Committee Director
Charles Plumb was a US Navy jet pilot in Vietnam. After 75 combat missions, his plane was destroyed by a surface-to-air missile. Plumb ejected and parachuted into enemy hands. He was captured and spent six years in a communist Vietnamese prison. He survived the ordeal and now lectures on lessons learned from that experience!

One day, when Plumb and his wife were sitting in a restaurant, a man at another table came up and said, “You’re Plumb! You flew jet fighters in Vietnam from the aircraft carrier Kitty Hawk. You were shot down!”

“How in the world did you know that?” asked Plumb.

“I packed your parachute,” the man replied. Plumb gasped in surprise and gratitude. The man pumped his hand and said, “I guess it worked!” Plumb assured him, “It sure did. If that chute hadn’t worked, I wouldn’t be here today.”

Plumb couldn’t sleep that night, thinking about that man. Plumb says, “I kept wondering what he had looked like in a Navy uniform: a white hat; a bib in the back; and bell-bottom trousers. I wonder how many times I might have seen him and not even said ‘Good morning, how are you?’ or anything because, you see, I was a fighter pilot and he was just a sailor.” Plumb thought of the many hours the sailor had spent at a long wooden table in the bowels of the ship, carefully weaving the shrouds and folding the silks of each chute, holding in his hands each time the fate of someone he didn’t know.

Now, Plumb asks his audience, “Who’s packing your parachute?” Everyone has someone who provides what they need to make it through the day. He also points out that he needed many kinds of parachutes when his plane was shot down over enemy territory -- he needed his physical parachute, his mental parachute, his emotional parachute, and his spiritual parachute. He called on all these supports before reaching safety.

Sometimes in the daily challenges that life gives us, we miss what is really important. We may fail to say hello, please, or thank you, even congratulate someone on something wonderful that has happened to them, give a compliment, or just do something nice for no reason. As you go through this week, this month, this year, recognize people who pack your parachutes.

We are sending you this as our way of thanking you for your part in packing our parachutes... We could not have produced our monthly newsletter without your assistance.

UNOPA Notes Committee.

Thank you

Barb

Mary

JoAnn
Calendar of Events

July 16-20 - NAEOP Annual Conference & Institute
Seattle, Washington

August 25 - NEOPA Premier Jewelry Fundraiser,
Sheridan Lutheran Church

September 11 - UNOPA General Meeting; location TBA

October 6 - PSP Fall Tea, Lied Center for Performing Arts

October 12 - Fall NEOPA Workshop
Southeast Community College Continuing Education Center
I hope everyone has been able to settle back into a “normal” routine for the fall semester. But before I get back to “normal,” I want to tell you about a few highlights of this past summer. In June, the Summer Social was held at James Arthur Vineyards in Raymond, NE. UNOPA members were treated to cheese and crackers, wine tasting and a tour of the vineyards given by James Arthur himself. It was an evening of friendship, food and fun. Special thanks to Kathy Thompson for planning the event.

With the start of the school year comes our first UNOPA general meeting. On the sixth year anniversary of 9/11, it was good to see everyone at the September 11th general membership meeting and I was delighted that we had several guest and new members present.

Diane Wasser and Mary Guest presented a program “Putting the Pieces Together” with information on both the NEOPA and NAEOP and how with UNOPA we work together to build a better partnership.

The first 50/50 charity for the year, City Impact, was represented by Todd Bowman, the Children’s & Youth Program Director. Todd explained City Impact and ways the general membership can help. Some the programs City Impact is involved in are: The Prom Closet, the Gifts of Love Community Christmas Store, weekly Bible Club, Impact Learning Center, and the Reading With Meaning Center. All UNOPA members were encouraged to volunteer their time to City Impact.

Angie Frederick, Assistant Director for Fitness and Wellness Services, gave a brief presentation on the Health Risk Assessment and Winning with Wellness programs that were endorsed by the Chancellor in his State of the University address.

(continues on page 7)

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<thead>
<tr>
<th>Board of Directors</th>
<th>Board of Directors</th>
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<tbody>
<tr>
<td>President, Gretchen Walker, CEOE</td>
<td>Treasurer, Peg Johnson</td>
</tr>
<tr>
<td>472-0602 <a href="mailto:gwalker2@unl.edu">gwalker2@unl.edu</a></td>
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</tr>
<tr>
<td>President-Elect, Mary Guest, CEOE</td>
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---FROM THE DESK OF--
PRESIDENT GRETCHEN WALKER

UNOPA NOTES
University of Nebraska Office Professionals Association / Volume 46, Issue 1

Education is the birthright of every person. We as members of the University of Nebraska Office Professionals Association pledge ourselves to safeguard that right. We acknowledge the unique role of educational office professionals and the importance of their contributions to the university and the community. The purpose of UNOPA is to provide professional growth and promote high professional standards for education office professionals with the University of Nebraska, as partners, upholding the quality of service to the university educational system and the community.

SEPTEMBER 2007 UNOPA NOTES
Lincoln Office Professionals “Capture the Sound” in Seattle, Washington  
by Barbara Homer

Thirty-seven members of the Nebraska Educational Office Professionals Association attended the 73rd Annual Conference and Institute of the National Association of Educational Office Professionals (NAEOP) in Seattle, Washington, July 16-20, 2007. During the week participants enjoyed tours in and around the Seattle area. The delightful and interesting speakers and conference personalities highlighted the conference.

Several of our members were elected, appointed, or nominated and won seats on national committees:

Amy Chandler from Lincoln Public Schools was elected to serve on the NAEOP Membership Committee for the 2007-2008 term.

Deb Ryan from Lincoln Public Schools was elected to serve on the NAEOP Professional Standards Program Committee for the 2007-2008 term.

Christine Cary from University of Nebraska, Lincoln was elected to serve on the NAEOP Public Relations & Publications Committee for the 2007-2008 term.

Carol Bom from Nebraska Department of Education was elected to serve on the NAEOP Affiliations & Advisory Council for the 2007-2008 term.

Julie Kleager from Lincoln Public Schools was elected to serve on the NAEOP Awards Committee for the 2007-2008 term.

Susan Bell from Lincoln Public Schools was elected to serve on the NAEOP Student Scholarship Committee for the 2007-2008 term.

PSP Banquet

During the Professional Standards Program Banquet, seven members received awards for becoming certified in the Professional Standards Program: Amy Chandler, Associate Professional Option I; Michelle Lemke, Bachelor’s Degree Option II and CEOE; Carol Reed, Advanced I Option I; Cheryl Wood, Advanced I Option I, from Lincoln Public Schools. Also recognized were Edie Schleiger, Masters Degree Option II; Doreen Wagenaar, Bachelor’s Degree Option II and CEOE; Gretchen Walker, Bachelor’s Degree Option II and CEOE, from the University of Nebraska, Lincoln.
Several of our UNOPA members received service awards on August 30, 2007, in conjunction with the State-of-the-University Address:

- Linda Arnold, 40 years
- Barb Carley, 15 years
- Lynn DeShon, 30 years
- Kay Dinkelman, 20 years
- Judy Douthit, 30 years
- Valerie Egger, 20 years
- Jeanette Fisher, 20 years
- Marlene Focher, 30 years
- Marcus Gonzales, 10 years
- Belva Harris, 10 years
- Carl Hutchison, 35 years
- Betty Jacobs, 10 years
- Betty James, 25 years
- Julie Keys, 10 years
- Donelle Moormeier, 15 years
- Karen Randall, 15 years
- Deb Rosenau, 10 years
- Jane Schneider, 15 years
- Linda Schreiner, 20 years
- Marcy Tintera, 30 years
- Linda Wood, 35 years
- Carol Wusk, 25 years

UNOPA wishes to congratulate them for their continued dedicated services with UNL.

**KUDOS to our Members**

**DR. JACK OLIVA, WINNER OF NAEOP ADMINISTRATOR OF THE YEAR AWARD**

*By Barbara Homer*

Dr. Jack Oliva, Dean of the Hixson-Lied College of Fine and Performing Arts, was present to receive the NAEOP Educational Administrator of the Year Award at the 73rd Annual Conference and Institute of the National Association of Educational Office Professionals in Seattle, Washington, July 16-20, 2007.

Dr. Oliva’s nomination was forwarded to the national level after winning the Nebraska Educational Office Professionals Association (NEOPA) Administrator of the Year Award in October 2006. Candidates for the NEOPA award must be currently employed as an educational administrator in the State of Nebraska, employed as an educational administrator for five years, and be a member of the national educational association which represents his/her professional occupation.
Items of Interest
by Gretchen Walker, President

Membership Renewals
It is now time to send in your membership renewals. Please go to http://www.unl.edu/unopa/membership_form_0708.pdf and fill out the online form. Remember membership is only $9.00 until October 31st, then it goes up to $12.00.

One of my challenges for this year was to increase membership. Anyone to recruit a new paying member will receive a small token of appreciation at the general meeting.

UNOPA Fundraiser
GO Huskers and the Power of Red!! That’s right it’s time to meet the challenge of volunteering your time to the annual UNOPA Big Red Parking Lot!! This is much easier than soliciting our friends and families to buy cookie dough or candles!

Kathy Thompson, Director, Ways & Means Committee, is looking for people to work at the UNOPA parking lot for the following Husker football games. If you are interested please contact her directly at kthompson1@unl.edu.

September 29 - 6:30am-1:00pm
October 20 - 6:30am-7:30pm (game time TBA)

October 13 - 6:30am-7:30pm (game time TBA)
November 10 -6:30am-7:30pm (game time TBA)

UNOPA General Meeting
October 9, 2007, City Union, 11:45 AM
Guest Speaker: Dale Bacon
Register by: Oct. 3 (http://www.unl.edu/unopa/)

Dale is no stranger to an audience. Most recognized for his work as historian, tour guide and storyteller, this ex-radio DJ has appeared in several “Who-Dun’ It” murder mysteries sponsored by Lincoln Family Services. He also performs with The Golden Oak and Stage Struck Players, as well as occasionally making an appearance at The Lincoln Community Playhouse.

His work in the area of the paranormal spans more than three decades and has covered a vast array of extraordinary events. Dale acted as Field Investigator, specializing in haunts and UFÖ’s, for the Fortean Research Center and Parapsychological Studies Institute of Lincoln. Over the years he accumulated many personal encounters and eyewitness accounts of localized ghostly phenomena and other Nebraska-wide esoteric events.

This talk will be a combination of academic information with the love of telling a good story.
# Nebraska Educational Office Professionals Association Fall Workshop

Friday, October 12, 2007  
In Partnership with Southeast Community College  
Continuing Education Center  
301 South 68th Street  
Lincoln, NE 68510

**Take the Lead and Change Your World**

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<td>8:00—8:30</td>
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<td>11:15—11:30</td>
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<tr>
<td>11:30—1:00</td>
<td>NEOPA Business Meeting/Lunch—Room 302/303</td>
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<td>1:00—1:15</td>
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| 1:15—2:30| Breakout Session A: Doug Brtek—Room 304  
Internet Savvy  
Breakout Session B: Sheryl Piening—Auditorium  
Common Writing Errors |
| 2:30—2:45| Break                           |
| 2:45—4:00| Breakout Session C: Paula Pace—Room 304  
Making a Good First Impression  
Breakout Session D: Sheryl Piening—Auditorium  
Business Writing |
| 4:00—4:30| Workshop Wrap Up—Room 302/303    |
President Gretchen Walker called the meeting to order at 12:00 noon.
The minutes from the May 8, 2007, General Membership meeting were distributed.

Minutes approved as presented. -No motion for this.
Gretchen read a poem, “If I Knew” in remembrance of the 6th Anniversary of 9/11, also distributed recipe for Red/White & Blue Cake.

The Treasurer’s report, dated July & August 31, 2007, was presented by Peg Johnson. The beginning checking balance as of July 1, 2007, was $6,551.67, from which we paid out $3,207.15 to zero out our cost center for last year. Our checking account balance for starting this year was $3,344.52. Our checking account earned interest in the amount $1.59 and we paid out ($50) leaving our checking account with a balance of $3,296.11. Our July cost center expenditures amounted to ($38.45). The beginning checking account balance as of August 1, 2007, was $3,296.11, with interest earned of $1.19 and payouts amounting to ($202.31) leaving the ending balance of $3,094.99. Our August cost center expenditures amounted to ($11.89). The combined total for July & August cost center was ($50.34) which leaves the total funds available in these two accounts as $3,044.65. The CD balance was $3,20.75.

Committee Reports:
Bradley Munn Professional Growth: Donelle Moormeier reminded the members that requests for reimbursement are due by October 15th. The committee still needs 1 member.

Membership: Karen Randall reported 73 members have renewed with 20 more from today. She reminded members that membership is only $9 until October 31st, after which time, the cost is $12.

Professional Growth: Lorraine Moon reported on the Bylaw changes: changing two Ad-Hoc Committees to Standing Committees–Bylaws and Mentoring, and changing the name of Professional Growth to Career Development Committee to eliminate confusion with the Bradley Munn Professional Growth Fund Committee. Ballots will be sent out to members.

Betty Jacobs encouraged everyone to participate in the American Cancer Society walk on October 14th at Holmes Park. There will be no Fall Workshop this year, but there will be a Spring workshop.

Ways & Means: Kathy Thompson reported she still needs 6 people to work for the Saturday game parking lot. People are also needed for all the other home games.

Mentoring: Jan Edwards reported a full schedule - 3 workshops, Tuesdays at City Campus and Thursdays at East Campus for the noon to 1pm presentations. September 18 & 20 “Work shouldn’t be a pain in the neck.”

Jan introduced Angie Frederick from Campus Rec -Angie presented information on the Workwell -Winning with Wellness, starting with an on-line Health Risk Assessment -with free Smoking Cessation classes, Nutrition Education and promotion of exercise - with free membership to Campus Rec or YMCA for the month of October. This is open to all UNL employees and their families for a $1.00 registration fee per participant.

NEOPA/NAEOP: Diane Wasser reported the PSP Endowment Committee will have a luncheon on October 6th at the Lied Center. Tickets are $15.00. Gary Meers will present “Aspire to Inspire BeforeYou Expire,” Dr. Oliva will play the piano, and there will also be a silent auction and door prizes.

New Business:
Gretchen Walker announced the Awards received by members at the National Conference.
Dr. Giacomo (Jack) Oliva, Dean, Hixson-Lied Fine and Performing Arts, was presented the 2007 National Educational Administrator of the Year Award. UNOPA presented Dean Oliva with a $100 gift certificate.

The Rachel Maynard Award for Excellence in Communications was won by Judy Anderson, Administrative Tech, from Publications & Photography for editing, the NEON, the member newsletter of the Nebraska Educational Office Professionals Association in the State Newsletter Category and Barbara Homer, Secretarial Specialist, School of Criminology & Criminal Justice, won 3rd place in the Local Newsletter Category with her edition of UNOPA Notes.
Karen Jackson, Programming Assistant, Agricultural Research Division was awarded 3rd place for NEOPA's website by the Past President’s Council.

Three UNOPA members received awards at the PSP banquet for becoming certified in the Professional Standards Program: Doreen Wagenaar, Edie Schleiger and Gretchen Walker.

A brick will be purchased for Rose Frolik for the Jackie Evans Memorial Garden located at the NAEOP office in Wichita, Kansas.

Todd Bowman was introduced and presented information on City Impact programs and benefits to the children of low income families. City Impact is one of this year’s 50/50 recipients.

**Hospitality**: Cindy Knight and Dora Dill drew for the 50/50, this year’s 50/50 recipients are City Impact and Habitat for Humanity. Judy Douthit was the winner and received $41.00.

**Program**: Mary Guest explained UNOPA's purpose and benefits. Diane Wasser explained the differences and benefits of NEOPA and NAEOP.

Gretchen Walker adjourned the meeting at 12:45p

Jan Kohler
Recording Secretary

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**President’s Letter Continues...**

The future looks lively for UNOPA members with many upcoming activities. The Mentoring Committee, directed by Jan Edwards, has monthly programs planned for both City and East Campus starting this month with a presentation on office ergonomics entitled, “Work Shouldn’t be a Pain in the Neck.” The PSP Committee will be holding a luncheon, “Aspire to Inspire Before You Expire,” on October 6th at the Lied Center, featuring humorist, Gary Meers and music by Dean Oliva. The Nebraska Educational Office Professionals Association will be holding their annual fall workshop on October 12th in partnership with Southeast Community College Continuing Education Center.

Lastly, as of this writing, we are diligently looking for volunteers to work the UNOPA parking lot for the remaining home football games. The funds from this lot are the reason we can provide professional workshops and mentoring brown bags for little or no fee.

PLEASE sign up for a game with Kathy Thompson at kthompson1@unl.edu.

If you haven’t renewed your UNOPA membership please do so before October 31st as the price goes up to $12.00. You can download the form at www.unl.edu/unopa.

Remember the Boss of the Year Award nomination deadline is October 15, 2007. Please be sure and go to the website to review the guidelines and nominate your boss.

I have given the membership many challenges for the upcoming year. I hope many of you are able to complete the Service Blueprint Challenge and better yourselves both professionally and personally as well as find it a very rewarding experience.

The next general meeting will be October 9, 2007, at the City Campus Union, where ghost storyteller Dale Bacon will entertain us. The most important item on our agenda will be the 2007-2008 budget. See you there!

Gretchen
You may hear people mention three important organizations that are affiliated with each other. All three of these organizations work together and offer you different opportunities to develop your skills and networking abilities. These organizations are:

UNOPA (University of Nebraska Office Professionals Association) - UNL’s own office professionals organization. UNOPA offers a variety of workshops (mentoring throughout the year and typically one major organizational workshop in the fall and one in the spring), an informative member newsletter each month during the school year with an annual report in the summer. Members are expected to participate in the one fundraiser held during the fall - we have a campus parking lot where we sell parking spaces during home football games. This fundraiser is a lot of fun as you get to work with fellow members and enjoy pleasant banter with football fans (Husker fans and others alike) - and it raises the money needed to help UNOPA fund the resources that are then made available to you. Please make it your goal to sign up for at least one home football game day parking lot event. (UNOPA web site: http://www.unl.edu/unopa/)

NEOPA (Nebraska Educational Office Professionals Association) - The state office professionals organization. Membership in this organization consists of K-12, higher education, and state department of education office professionals. NEOPA has a fall workshop and a spring conference each year. This year the fall workshop is October 12th at the Southeast Community College Continuing Education Center here in Lincoln. (See the flyer on Page 5.) This is a wonderful way to network with individuals both in UNOPA and NEOPA. Several of UNOPA’s members are on the NEOPA Board of Directors - a wonderful example of how the organizations are interrelated. NEOPA’s newsletter, “the NEON,” is published three times a year with an annual report in June.

NAEOP (National Association of Educational Office Professionals) - The national office professionals organization. Each year in July members of NAEOP gather in a different city to exchange ideas, network and learn from keynote speakers. The National Association is divided into eight areas: Nebraska belongs to the Central Area which consists of Kansas, Iowa, Missouri, Indiana, Nebraska and Illinois. Our own Lola Young is the Director of the Central Area. The national association has six councils. When you join the national association, you automatically belong to one of these education councils. UNL belongs to the higher education council. Next year the national conference will be held outside of Denver, Colorado, with Nebraska helping sponsor the conference, “Bridging the Divide.” The NAEOP newsletter, “NES CONNECTOR,” is published four times a year.

Watch for future articles on these organizations to learn more about how you can benefit from your involvement in each of these organizations. For more information, you can access both the NEOPA and NAEOP websites from the UNOPA website.
Mentoring Committee September Report
by Jan Edwards

I am so excited about this coming year. By the time you receive this we will have had our first “Blueprint to Your Professional Development Mentoring Mini Workshop.” But, that is happening after this article is due, so we will have to report on its success next month.

I have a great committee, Cindy Hornung, IRP; Carol Wusk, CASNR Dean’s Office; and Peggy Jeffries, 4-H Youth Development. They have come up with great ideas and we have a complete schedule of Mini Workshops. Also, we have managed to set up each workshop both on City and East Campus. For consistency, all City Campus Workshops will be on Tuesdays and East Campus on Thursdays. All will be held in the appropriate Campus Unions.

Our first semester is set: September 18th & 20th, Shannon Poppe, “Work Shouldn’t be a Pain in the Neck,” an Introduction to Office Ergonomics. October 25th (Thursday) and 30th (Tuesday), Greg Clayton, Director of Benefits & Risk Management, Human Resources: “Retirement! Are You Prepared?” Both have already been OK’d for 1/6 PSP point each. On November 27th & 29th we will see Kathy Prochaska-Cue, Associate Professor, Child, Youth & Family Studies, and Board Member at the UNL Federal Credit Union, present how we can “Pay Down Debt.” I’ll give more information on Second semester next month.

We are hoping that having the same workshop on each campus, each month they are offered, allows more of you to be able to participate. Remember that you don’t have to be a UNOPA member to attend, so you can use these workshops as opportunities to invite other office workers. Reservations are not required, but are appreciated for planning purposes, and beginning in October, we would like to have the PSP Certificates there to hand out after the meeting. However, for those last minute decisions to attend, we will definitely send your certificates via campus mail later. We want nothing to stop you from joining us.

Take the Lead and Change Your World

The Nebraska Educational Office Professionals will be conducting their Fall workshop on Friday, October 2, 2007. This year’s Keynote Speaker will be Doug McCallum, known as “The Waffleman.” He will be speaking on “The Magic of Understanding People.”

Individuals will also have their choice of breakout sessions. They will be able to attend either “Internet Savvy or Polish Your Business Writing,” and “Making a Good First Impression” or “Organizational Content of Business Documents.”

Complete details can be found at the following website:


The UNOPA Executive Board meeting will be posted on the UNOPA website: www.unl.edu/unlnotes, or call Janice Kohler at 472-1103 if you would like a hard copy and do not have access to the website.
REPORT
National Association of Educational Office Professionals (NAEOP)
Annual Conference
July 16-20, 2007
Seattle, Washington
by Christine Cary, CEOE

The first-ever UNOPA Reception went very well. In the hustle and bustle of a very busy conference schedule, this was the only opportunity for UNOPA members to get together, celebrate our award winners, and enjoy a bit of food and fellowship. Our PSP recipients looked extra-lovely at the banquet in their corsages given by UNOPA to honor their achievements. Thank you, UNOPA, for supporting your delegation at the national conference.

It was great to be a Nebraskan, especially from UNOPA, at this conference! We excelled in the following fields:

2007 National Educational Administrator of the Year
Dr. Giacomo (Jack) Oliva (UNOPA), was the administrator of the year! There were 19 other nominees, so there was plenty of competition, and we are bursting with pride over him. I think that he and his wife, Dottie, will not forget this particular Awards Luncheon. He didn’t know it before he came to the conference, but Dr. Oliva will be part of NAEOP’s world forever. Three former administrators of the year were at this conference, and one will be running the 2-day institute next year. We love them, and we never let them go.

Student Scholarships
Kayla L. Neuhalfen from Laurel, Nebraska, won a $1000 Student Scholarship.

Rachel Maynard Awards for Excellence in Communications
State Newsletter Category:
The NEON, member newsletter of the Nebraska Educational Office Professionals Association, editor Judy Anderson (UNOPA), won 1st Place
Local Newsletter Category:
UNOPA Notes, member newsletter of the University of Nebraska Office Professionals Association, editor Barbara Homer (UNOPA), won 3rd Place

Past President’s Council Website Awards
Skilled Professional Designed Category:
Lincoln Public Schools Association of Educational Office Professionals, won 1st Place
Nebraska Educational Office Professionals Association, webmaster Karen Jackson (UNOPA), won 3rd Place

Membership Awards
Nebraska took 4th Place in State Affiliates with Increase in NAEOP Membership

Leadership
UNOPA and NEOPA together submitted a recommendation, initiated by UNOPA, for discussion by the national advisory council. Of the four recommendations submitted, ours was the only one on which the advisory council passed a motion to take action. The motion was passed by the members in the general session, as well.

The Central Area includes Nebraska and five other states. At the Central Area meeting, a motion was adopted to donate $200 to the NAEOP scholarship fund, for a scholarship program for special education students that was approved at the last annual meeting. A motion to challenge the other seven areas to match or exceed our donation was adopted. A donation of $500 from Washington was pledged within a day of our challenge.
Members of the 11 national committees are elected, four per committee. Delegates to the advisory council may run during their meeting, and I was elected by the advisory council to the Public Relations/Publications committee. Two other Nebraskans won seats at the advisory council meeting. The others are nominated by their areas, and elected by the membership in the general sessions. Three more Nebraskans, including UNOPA member Carol Bom, won seats in the general sessions, insuring excellent representation from Nebraska.

The Central Area director and Administrative Council chairman are from Nebraska.

Professional Development
Seven Nebraskans received awards at the PSP Banquet for becoming certified in the Professional Standards Program. Three of them are UNOPA members: Gretchen Walker, Doreen Wagenaar, and Edie Schleiger.

Other Highlights
• The retirees association voted to double their student scholarship to $1000 because the recipient is so deserving, and because they raised a whopping $4000 at the conference.
• Marilyn Grey, a psychologist and one of our keynote speakers, was especially interesting. She said that the #1 cause of stress cited in today’s surveys did not show up on surveys 25 years ago. That is “dealing with change.” She explained the reasons why change is more of a factor now than it used to be, and how to deal with it. Hint: it’s not diet, exercise and meditation.
• Singing in the NAEOP choir is a blast. We rehearse for about three hours, and sing at two events.
• The Installation Banquet was impressive. Three of Linda Sockwell’s bosses, her son, and a student from her school came from Dallas. The Governor of Texas signed a proclamation in her honor. The banquet is similar to NEOPA’s, but much bigger.
• The Higher Education Council meeting included a seminar on “Making the Most of Your Benefits” that was really outstanding. The teacher, Cliff Robinson, showed us how to do a paycheck analysis and maximize our income and savings through tax-deferred savings instruments and flexible spending accounts. A lot of the people who attended this session are in a position, and now have the knowledge, to help other people make the most of their benefits. I’m very excited about it.

I mentioned just a few of the memorable things about the NAEOP conference. Everything went great, and I learned a lot. Thank you for giving me the opportunity to represent our university and state at the national conference.

*** Lincoln Office Professionals “Capture the Sound” in Seattle Washington ***
October 2007 Calendar

October 6 . . . . . . . . . . PSP Fall Tea, Lied Center for Performing Arts

October 9 . . . . . . . . . . UNOPA General Meeting
   City Campus Union  - 11:45 A.M.

October 12 . . . . . . . . . . Fall NEOPA Workshop
   Southeast Community College Continuing Education Center

October 13 . . . . . . . . . . UNOPA Parking Lot (contact Kathy Thompson to sign-up)

October 20 . . . . . . . . . . UNOPA Parking Lot (contact Kathy Thompson to sign-up)

October 25 . . . . . . . . . . Mentoring Mini-Workshop  (East Campus 12:00-1:00)
   “Retirement! Are You Prepared  (Greg Clayton)

October 30 . . . . . . . . . . Mentoring Mini-Workshop  (City Campus 12:00-1:00)
   “Retirement! Are You Prepared  (Greg Clayton)

October 31 . . . . . . . . . . Membership renewal deadline!

University of Nebraska-Lincoln
UNOPA Notes
PO Box 880541
Lincoln, NE  68588-0541
Tonda Humphress & Deb Rosenau, Editors
Circulation 176

Address Corrections to:
Karen Randall
313 Agricultural Hall
Lincoln, NE  68583-0705
As you can tell by the crisp morning air and the changing of the leaves, fall will soon be upon us and the holidays are just around the corner!

Our October general membership meeting was held at the City Campus Union where Dale Bacon treated the members with stories of personal ghostly encounters and ghost sightings on the UNL campus and in the city of Lincoln. A “spooktacular” time was had by all.

During the past couple of weeks I have had a chance to attend two wonderful professional development activities. On October 6, I attended the PSP luncheon, “Aspire to Inspire before you Expire,” with presenter Gary Meers. Gary presented the attendees with a humorous and thought provoking program preceded with musical entertainment by Dean Jack Oliva. Good food, door prizes, and a silent auction were also part of the activities. Thanks to the PSP committee for all their hard work!

Speaking of PSP, did you know if you attend a UNOPA general meeting you will receive a Certificate of Attendance for 1 clock hour or 1/6 participation point? This item was approved by the NAEOP Board at its meeting on July 15, 2007. Make sure you see me after each general meeting to receive your certificate.

Secondly, on October 19, I attended the NEOPA fall workshop, “Take the Lead and Change Your World,” at the Southeast Community College Continuing Education building. Keynote presenter, Doug McCallum, aka The Wafflem an, provided many great team building activities. I learned ways to work and communicate with my colleagues who may have

(Continues on Page 2)
differing personalities or interests than mine. The key in any situation is good communication. The afternoon was filled with selected mini-workshops including Internet Savvy, Common Writing Errors, Making a Good First Impression and Business Writing. The highlight of the luncheon was when two awards were presented. Z B Mayo, Associate Dean, Agricultural Research Division, UNL, was awarded the Nebraska Administrator of the Year. Z B’s name will now be forwarded onto NAEOP for consideration at the national level. Special thanks to Karen Jackson for taking the time to fill out the paperwork and submitting Z B’s name for the award. Deb Ryan, CEOE, LPS Construction Project Accountant, was awarded the Nebraska Office Professional of the Year. Deb is also a past president of NEOPA. We were pleased to note that Deb was nominated by UNOPA members Debbie Hendricks and Lola Young for this award. Congratulations to both Z B and Deb on your awards!

As of this writing we are diligently looking for people to work the November 10 UNOPA parking lot. This will be the last time this year you will be asked to participate in the fund raising efforts for UNOPA. Thanks to all those that have volunteered! If you are interested PLEASE sign up with Kathy Thompson, 472-4843, so I can get off my soap box. I still think the idea of an Office Lady Calendar is a viable option if we should lose the lot!

Don’t forget to attend the UNOPA Mentoring Mini-Workshop on Retirement and Benefits by Greg Clayton on October 25, noon-1 pm, East Campus Union or on October 30, noon-1 pm, City Campus Union.

The November general membership meeting will be our 26th annual presentation of the Boss of the Year Award. The “Giving Tree” will be available at this meeting so you can make a selection for your holiday gift donation. I hope to see all of you and your bosses at the meeting on November 13th.

**UNOPA GENERAL MEETING**

**NOVEMBER 13, 2007**

**11:45 a.m., Nebraska East Union**

Please take this opportunity to invite your boss to attend the November UNOPA General meeting where the recipient of the Floyd S. Oldt Boss of the Year Award will be announced. This is a great opportunity for your boss to see UNOPA in action! Dean Jack Oliva, recipient of the 2007 National Association of Educational Office Professionals Administrator of the Year Award, will give a few remarks.

Musical entertainment will be provided by Nicholas Reynolds, pupil of Dr. Paul Barnes and a junior majoring in Piano Performance at the University of Nebraska-Lincoln. Nicholas returns to UNL this fall after having spent six months abroad - Jeanette Fisher, Facilities Management and Planning- in Berlin, Germany, and Austria. While abroad, Nicholas participated in a language institute and received private lessons in Berlin. In Vienna, he attended a summer program at the Bosendorfer International Piano Academy. Nicholas is the recipient of numerous awards and scholarships.

For more information on UNOPA’s Boss of the Year Award, please visit the UNOPA web site at: [http://www.unl.edu/unopa/staff.htm](http://www.unl.edu/unopa/staff.htm).

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*Dr. Jack Oliva, Dean, Hixson-Lied College of Fine and Performing Arts and Recipient of the National Educational Administrator of the Year Award (July 2007)*
UNOPA MEMBERS MAKE STRIDES AGAINST BREAST CANCER

by Betty Jacobs

Great Job UNL + UNOPA Team Members: There were 17 of us, and we submitted donations for a total of $385!

Overall, UNL donors raised $51,179.58 in support of American Cancer Society efforts. This year’s event drew nearly 3,700 walkers to Holmes Park raising more than $141,000 to help in the fight against breast cancer. This support allowed us [ACS] to exceed last year’s total by over $9,000 and reach our goal of $140,000.

From Our Members - What The 2007 Making Strides for Breast Cancer Walk means to me/why I walked:

Becky Hastings - To help support those individuals that are survivors and to support those individuals who have lost family or friends to breast cancer. I walked this year for Carol Bom and Daisy Brayton who are survivors!!! Carol put a team together (NDE Striders) and asked if I would like to walk with/for her team. This was the first year that I have walked in this very worthy cause, and after seeing all of the survivors along with their family and friends partaking in this event I’ve decided to make this one of my “annual events.”

Doreen Wagenaar - I am mainly concerned about that issue [cancer] because my mom passed away from it, and I am hoping they make more advances since I am at high risk to get breast cancer sometime in my life. I also have a cousin that is a survivor at this point, plus I want to support all women that have or have had it.

Betty Jacobs - My mother died of breast cancer as did two of her sisters. When I was diagnosed at age 50 and my mother had died of breast cancer when she was 51, it was scary. I want to do everything I can to raise awareness and to encourage women to get mammograms.

Carol Bom - Five years ago I was diagnosed with breast cancer. After completing my treatment, I have walked with the Making Strides Against Breast Cancer walk every year. This past year, my friend Daisy was diagnosed with breast cancer. She is still in treatment. There has been progress made with research and treatments, but research needs to continue so this dreaded disease can be stopped. I walked with renewed vigor this year, as I once again realized that friends continue to be touched by this disease and it must be stopped.

Jan Edwards - I first walked in Making Strides the year one of my best friends from church was undergoing treatment for breast cancer. My mom and mother-in-law both died of cancer, and I have several friends and acquaintances who have battled or are battling various kinds of cancer. I walk for all of them.

Joyce Ore - I was walking for my sister, who is a recent (within the past year) survivor of breast cancer. She had regular mammograms which is what she attributes to saving her life. Her cancer was detected very early and her doctors have now indicated that she is 100% cured. Several members of my immediate family have passed away from various cancers. I walked for those additional members of my family even though their cancer was not breast cancer. This was my first time walking – in the past I have only contributed – but with the spirit that I felt
Thanks to all the attendees in September! If you missed the September Mentoring Mini-Workshop, you missed an interesting and informative presentation by Shannon Poppe, Specialist in Environmental Health & Safety, on Ergonomics.

Ergonomics prevents injury and illness and makes the job easier by adjusting the job to the worker. One third of all occupational injuries and illnesses stem from overexertion or repetitive motion. These injuries can be disabling and expensive. The proper workstation set up may be the single easiest way to prevent injuries. Sometimes it just takes some workstation adjustment: i.e., moving something around, changing the height of your computer screen or placing your Centrex in an easier to reach location.

It is part of the services that UNL offers to its employees to have Shannon come to analyze your workstation. If you are having some concerns, I know Shannon would be happy to schedule you for an appointment.

The November Mentoring Mini-Workshop will be: “Pay Down Debt,” presented by Kathy Prochaska-Cue. Even if you think you have control of your finances, Kathy will have some positive suggestions to help you out. She will be presenting a tool that the University Credit Union suggests to folks to help them manage their finances. Please plan on attending.

UNOPA Members Make Strides Against Breast Cancer (Continued from Page 3)

throughout my time at the park (and even before. I parked in front of a home and while I was leaving my car, the owners came home and blessed me for my participation), I will continue to walk.

Donna Boone - My birth mother died from cancer which began in the breasts. I had an aunt, on my birth father’s side, who died of cancer. My father-in law survived prostate cancer, but did pass away this past June from complications pertaining to his age. He had his prostate cancer in 1972. I have a good friend here in NE who is a breast cancer survivor. There are many reasons. Thanks for asking non-UNOPA Members.

Joan Frederick - We enjoyed the walk even through the rain. None of us were (cancer) survivors, so we did not get the sash or pedometer. I have a second daughter who lives in California (Cyndy) who had breast cancer last year...and we thank God she is doing great! They discovered it when she was 42 and luckily it was a stage “zero” and non-invasive; she had surgery, some reconstruction and radiation and has had good reports to date. We walked to support her and everyone else affected by this terrible disease. You always think you know how devastating this disease is, but when it affects your own child, sister, mother, etc., it is still so very scary.

Val Bender - I participated in the Breast Cancer Walk in honor of my husband’s aunt Janet Oxley, a survivor for 20+ years; Stacey James, a colleague in the COJMC; our boss’s wife who died from breast cancer; Bob Clark’s wife Elizabeth, a survivor for over 18 years; and all others who might get the disease in the future, including myself.

Peg Johnson - The breast cancer walk brings awareness to everyone that this disease can attack anyone (male / female) at any age, and early detection can improve the survival rate. Research is the key!

Barb Homer - Even though I was not able to participate in the walk, I was with all of you in spirit. I walked in Making Strides a couple of years ago, and it was very touching to see all the people who were walking as a survivor themselves or in support of someone else. What this walk means to me personally is that a dear, special aunt of mine had breast cancer when I was a teenager, and I remember the pain she endured after having two mastectomies. I also want to show support to my family and friends who have had some form of cancer in their lives. I pray that one day there will be a cure for all kinds of cancer.

Mentoring Committee Report

By Jan Edwards

Thanks to all the attendees in September! If you missed the September Mentoring Mini-Workshop, you missed an interesting and informative presentation by Shannon Poppe, Specialist in Environmental Health & Safety, on Ergonomics.

Ergonomics prevents injury and illness and makes the job easier by adjusting the job to the worker. One third of all occupational injuries and illnesses stem from overexertion or repetitive motion. These injuries can be disabling and expensive. The proper workstation set up may be the single easiest way to prevent injuries. Sometimes it just takes some workstation adjustment: i.e., moving something around, changing the height of your computer screen or placing your Centrex in an easier to reach location.

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MEMBER NEWS

by Gretchen Walker, President

Sandy Watmore has decided to retire from UNL after 31 years of service. Sandy began her employment in University Stores and worked for a brief period with UNL Vending Services and Transportation Services. She has spent the last several years as a Residence Life Services Supervisor for University Housing.

Sandy has been a member of NEOPA since 1992. During those years she has served on numerous committees, was a member of several executive boards, and held a variety of elected offices. She was named the Nebraska Educational Office Professional in 2004. During her over 25 years as a member of the local UNL association, she served on many committees and executive boards and has held a variety of elected positions including President. She has been an active member of NAEOP since 1990 and has served on several national committees. She earned her PSP and CEOE in 1990, and in 2005 she was named the national Olive T. Ritchie Educational Office Professional.

Thank you, Sandy, for your years of service to the University and for your involvement in our professional organizations. We wish you well!

UNOPA FUNDRAISER

by Kathy Thompson, Ways and Means Director

There is one game left! The season has gone fast! The last game is November 10th. For all the UNOPA members who have worked a game or two or some even three - Thank you! For those who still need to take your turn, here is your chance. Please email (kthompson1@unl.edu) or call (472-4843) and sign up today. Your cooperation is appreciated.

NEW CONTEST!

We thought we would try a new contest. All you have to do is find in this newsletter a UNOPA member’s name (as listed on the UNOPA Membership web page) and department out of context, send me an email (thumphress1@unl.edu) to let me know the page you found the information on and the name and department that is out of context. All correct entries will be entered in a drawing on November 6th for a free lunch at the November UNOPA General Meeting. Happy hunting - and Good Luck!

Note: Names/Departments for this contest will not be listed in the Board of Directors Section.
President Gretchen Walker called the meeting to order at 12:05 pm.

The minutes from the September 11, 2007 General Membership meeting were distributed by Jan Kohler. Minutes stand – approved as written.

The Treasurer’s report, dated September 30, 2007, was presented by Peg Johnson. The beginning checking balance as of September 1, 2007 was $3,094.99. Our deposits amounted to $925.77 and our expenditures were $97.76 leaving our checking account with a balance of $3,923.00. Our September cost center deposits were $234 and our expenditures amounted to $431.39 leaving us with a balance in our cost center of $247.73. The combined balance is $3,675.27. The CD balance was $3,201.75. The 2007-2008 Proposed General Budget was presented, with Profit/Cost of $166.00.

**Standing Committee Reports:**

**Awards:** Diane Wasser reminded the members to nominate their boss for the Annual Boss of the Year. Nominations are due by Monday October 15.

**Ways & Means:** Kathy Thompson reported she still needs people to work for the Saturday game parking lot. Volunteers are still needed for the 3 remaining home games.

**Mentoring:** Jan Edwards reported brownbags are now known as Mini Workshops. The next one will be Greg Clayton, Director of Benefits and Risk Management from Human Resources on Retirement, Thursday October 25 at East Campus and Tuesday, October 30 at City Campus. November’s Mini-Workshop will be presented by Kathy Prochaska-Cue.

**Bradley Munn Professional Growth:** Gretchen reminded members that the request for PSP reimbursement deadline is October 15.

**Membership:** Gretchen reminded members that membership is only $9 until October 31, after which time, the cost is $12.

**UNOPA Notes:** Gretchen reminded members that the deadline for articles is October 12. Send articles to Tonda Humphress or Deb Rosenau.

**New Business:**

Debbie Hendricks presented information on the FREE Empowerment Forum on November 2 at East Campus Union. Registration deadline is Oct 19.

Gretchen advised all Bylaws changes were approved and the committee changes will be made. Lorraine Moon made a motion to destroy the ballots, seconded by Jane Schneider, and approved by the membership.
Gretchen advised: That the National Association of Educational Office Professionals Board met on July 15, 2007 and approved the recommendation from the PSP Governing Board to allow participation points for attendance at local affiliate business meetings. This is the same as points allowed for state and National meetings. Participation points can be used on form IIIa and will require the local organization to issue certificates for attendance. UNOPA will issue certificates at each general meeting as participants leave the meeting.

Gretchen reminded members of the FREE Safety Fair on October 23 at City Campus Centennial Room from 8:30 a to 4:30 p.

*Hospitality:* Cindy Knight and Dora Dill drew for the 50/50; this year’s 50/50 recipients are City Impact and Habitat for Humanity. Nancy Pritchett was the winner and received $35.00. Karen Jackson received the door prize of a pumpkin full of goodies.

*Program:* Diane Wasser introduced Dale Bacon, the historian and story teller. He told ghost stories of UNL locations, Lincoln and personal experiences.

Gretchen Walker adjourned the meeting at 1:00 pm.

Jan Kohler  
Recording Secretary

**Special Thanks** to the following volunteers who have signed up for the parking lot fundraiser so far:

- Jeanne Andelt
- Ethel Beetley (2)
- Kathy Bennetch (2)
- Donna Boone (2)
- Chris Cary
- Dora Dill
- Judy Douthit (2)
- Jan Edwards (2)
- Jeanette Fisher
- Marlene Focher
- Joan Frederick
- Mary Guest
- Becky Hastings (and husband)
- Tracy Helmink
- Debbie Hendricks
- Tonda Humphress (and husband)
- Pat Hust
- Peg Johnson (2)
- Lisa King
- Cathy Leazer
- Nelvie Lienemann
- Donelle Moormeier (2)
- Linda Ratcliffe
- Deb Rosenau
- Edie Schleiger
- Jane Schneider
- Helen Sexton
- Margaret Skean
- Pat Smith
- Kathy Thompson (3)
- Marcy Tintera (3) (and friend)
- Lola Young
- Janice Wassenberg (2)
- Diane Wasser
- Sandy Watmore

*Note:* Numbers in parentheses indicate individuals who volunteered more than one time.

Thank you.
In the September issue of UNOPA Notes, we explained the three office professional organizations that offer our members opportunities for networking, professional development and personal growth: UNOPA (University of Nebraska Office Professionals Association) is our University organization; NEOPA (Nebraska Educational Office Professionals Association) is our state association; and NAEOP (National Association of Educational Office Professionals) is our national association.

Some members may not realize that they can be members of all three organizations. Some of the benefits and advantages of these organizations are:

- all three organizations are based on the same philosophy and structure
- all have quarterly newsletters, except for UNOPA’s which is monthly
- all have conferences
- all offer workshops for professional growth
- all have listServs for sharing information
- all have websites with tools of the trade
- all offer friendships and networking with our peers in the same field, locally and nationally

UNOPA is fortunate that the UNL Administration supports these organizations and recommends that all supervisors give administrative leave for members to participate.

Please find out more about these organizations by visiting their web sites. Membership forms for these organizations are available on their respective web sites. You only have to remember one web site for this information and more (www.unl.edu/unopa/), then just select the organization for which you would like more information.

The UNOPA Executive Board meeting minutes will be posted on the UNOPA website: www.unl.edu/unlnotes, or call Janice Kohler at 472-1103 if you would like a hard copy and do not have access to the website.

The UNOPA NAEOP/NEOPA LIAISON is

Diane Wasser, CEOE
dwasser1@unl.edu
The National Association of Educational Office Professionals Annual Conference will be held in Broomfield, Colorado, July 7-11, 2008. Nebraska is one of the hosting states and many events are being planned. If you are planning on attending the conference next summer you should be making your hotel reservations now. This conference is at a resort so rooms are limited. Information on making room reservations are:

The Omni Interlocken Resort
500 Interlocken Blvd., Broomfield, CO 80021
Phone: 303-464-3211
Fax: 303-438-7224
Reservations: 800-843-6664
Rooms are $99/2 people or $119/three people (2 queen beds) tax rate is 9.85%
or it comes out to be approximately $44/night/person.
Mention NAEOP conference when making reservations.
Check in is at 3:00 p.m. and check out is at 12:00 noon.

Further information on this conference and the Central Area conference in March will be coming in future UNOPA Notes.

**October General Meeting Presentation by Dale Bacon**

The UNOPA October General Meeting guest speaker was Dale Bacon. Dale entertained us with some fascinating local ghost stories – many from personal experience. For those of you who enjoyed Dale’s presentation, or those who weren’t able to attend, we thought you might like to know that Dale gives public tours throughout the month of October. There are three more tours scheduled for this month. Information and tickets for these tours may be purchased at Bodhi Imports on South 16th Street (tours booked through Bodhi Imports are $10.00 per person). He also books private tours for groups, but you have to provide the transportation.

If you would like to contact Dale, his contact information is:
Dale Bacon
PO Box 80931
Lincoln NE 68501-0931
PH: 402-475-7685
Email: dtb22@windstream.net
November 2007 Calendar

November 10 . . . . UNOPA Parking Lot (Please sign up early if you have not already worked a parking lot this fall)

November 13 . . . . UNOPA General Meeting (Boss of the Year Award)
    East Campus Union - 11:45 A.M.
    (Invite your boss to join you for this wonderful luncheon)

November 22-23 . . . Thanksgiving Holiday (UNL Closed)

November 16 . . . . UNOPA Notes Deadline for Submission of Articles

November 27 . . . . Mentoring Mini-Workshop, City Campus Union
    “Pay Down Debt” (Kathy Prochaska Cue)

November 29 . . . . Mentoring Mini-Workshop, East Campus Union
    “Pay Down Debt” (Kathy Prochaska Cue)
Congratulations to Marjorie Kostelnik, Dean, College of Education and Human Services, who was the recipient of the Floyd S. Oldt Boss of the Year Award at the November meeting. Congratulations also to the other nominees, Kelly Bartling, Manager of News, University Communications; Z B Mayo, Interim Associate Dean and Director, Agricultural Research Division; and Lucinda Roine, High School Curriculum Coordinator, EE&O Instructional Design and Development. Diane Wasser, UNOPA’s Awards Director, read some of the comments from all the nominees letters and it was apparent that it was a tough decision as to whom was the most deserving. I hope all the nominees feel honored to be recognized by those with whom they work.

The November general meeting was also a time to recognize and congratulate Dean Giacomo (Jack) Oliva, Hixson-Lied College of Fine and Performing Arts, as the recipient of the 2007 National Association of Educational Office Professionals Administrator of the Year! Jack encouraged the bosses in attendance to support the many professional development activities that are available to their staff. Congratulations, Jack and thanks for all of your support of UNOPA and your professional staff!

Cedars Home will be the recipients of this year’s Giving Tree. Members were encouraged to take a star off the tree at the November meeting and to pick up the Holiday Gift wish list. The gifts will be collected at the December general meeting. If you have not gotten the list and would like to give, please contact Helen Sexton at hsexton2@unl.edu or 472-2341. Please remember those less fortunate than you during this holiday season!

Please mark your calendars for Tuesday, December 11, as UNOPA members and guests will get together to celebrate the holiday season.

Wishing you all Happy Holidays!!
The University of Nebraska Lincoln Child Care Committee has been meeting as of Summer 2007. Plans are in place to create a new UN-L Children’s Center. The facility will be located at 22nd and Vine Streets in the North Annex of the Whittier Building and it is hoped that it will open August 2009. Architects have been selected for planning the needed renovations.

One of the goals for the Children’s Center is to achieve accreditation by the National Association for the Education of Young Children (NAYEC). In order to get that accomplished, several considerations need to be made in the planning for the center. Square footage, number of children per room, teacher qualifications, and licensing guidelines are those items being discussed at this time.

More details for the center as well as costs associated with a child’s enrollment at the center will be announced as they become finalized. For further information, contact our UNOPA representative Donna Boone, at 472-1967 or dboone2@unl.edu.

Listed below are cards sent by Helen Sexton so far this year (July – Nov. 2007):

- Congratulations – Dean Olivia – NAEOP National Educational Administrator of the Year
- Congratulations – Z B Mayo – NEOPA Nebraska Educational Administrator of the Year
- Get Well (2 cards) – Judy Anderson – illness
- Get Well – Tricia Liedle – illness
- Get Well – Linda Luedtke - illness
- Get Well – Carol Wusk – Illness
- Get Well – Marie Dvorak – illness
- Thinking of you – Margaret Skean’s daughter - illness

Please notify Corresponding Secretary, Helen Sexton at 472-2341 when a UNOPA member should be sent a card.

2008 NAEOP Conference
by Mary Guest, President-Elect, CEOE

The 2008 National Association of Educational Office Professionals Annual Conference will be held in Denver (Broomfield), Colorado, July 7-11. Putting on a national conference is a huge undertaking, and the Nebraska Educational Office Professionals Association (NEOPA) is partnering with Colorado, Kansas, New Mexico, Utah, and Wyoming to provide a quality conference experience for all attendees. NEOPA is responsible for the First Timer’s Orientation, the PSP Banquet, and the Hospitality Suite for one day, Linda Pence, Registration and Records. If you are interested in helping with any of these events, please contact Deb Ryan at dryan@lps.org. You don’t have to attend the conference to volunteer—there’s plenty to do before the conference!
Twenty-nine University of Nebraska Office Professionals Association (UNOPA) members attended the Nebraska Educational Office Professionals Association (NEOPA) fall workshop, “Take the Lead and Change Your World,” October 12, Southeast Community College Education Center. The keynote speaker was Doug McCallum, aka The Waffleman, who provided great team building activities. There were also break-out sessions where we were able to choose two of the four topics to attend. The topics to choose from were: Internet Savvy, Polish Your Business Writing, Making a Good First Impression, and Organizational Content of Business Documents.

**Awards Presented**

During the luncheon, two prestigious awards were presented; Deb Ryan, CEOE, Construction Project Accountant, Lincoln Public Schools, was named the NEOPA 2007-2008 Educational Office Professional of the Year. Dr. Z B Mayo, Interim Associate Dean and Director, UNL Agricultural Research Division, was awarded the 2007-2008 Nebraska Educational Administrator of Year. They both received a plaque and a monetary award.

Ms. Ryan was nominated by Debbie Hendricks, CEOE, and Lola Young, CEOE, members of UNOPA and NEOPA. They write, “Through it all, Deb does more than her part in getting things done, supports her colleagues, and does it all with a constant smile on her face. She represents the definition of ‘Office Professional’ and we are proud to nominate her.”

These awards are given out annually and both recipients will be forwarded to the National Association of Educational Office Professionals to compete against other nominees across the United States.

Submitted by Barbara Homer
NEOPA Publicity Director

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**UNOPA FUNDRAISER**

*by Kathy Thompson, Ways & Means Director*

Football parking season is over! I want to thank all who volunteered their time to work the parking lot. Some people really went the extra mile. Watch for a report later! Again, thanks to all who helped.

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**UNOPA GENERAL MEETING**

**DECEMBER 11, 2007**

11:45 a.m., Nebraska City Union

JOIN YOUR UNL FRIENDS FOR THE HOLIDAY PARTY on December 11th for the UNOPA General Meeting at 11:45 a.m. in the City Campus Union. Musical entertainment provided by Waverly Singers from Waverly High School.

Please get your registration forms to Dora Dill by December 5.

Forms available at: [http://www.unl.edu/unopa/UNOPA%20Dec%202011,%202007%20flyer.pdf](http://www.unl.edu/unopa/UNOPA%20Dec%202011,%202007%20flyer.pdf)
NEOPA Educational Administrator of the Year 
Winner
Submitted by Barbara Homer
NEOPA Publicity Director

Dr. Z B Mayo, Interim Associate Dean and Director, Agricultural Research Division at the University of Nebraska-Lincoln, was awarded the Nebraska Educational Administrator of the Year award at the Nebraska Educational Office Professionals Association fall workshop on October 12 at the Southeast Community College Education Center, and was presented with a plaque and monetary award. As a recipient of this award, Dr. Mayo will be NEOPA’s nominee for the NAEOP Educational Administrator of the Year Award to be presented at the national conference in Broomfield, CO next July.

Dr. Mayo has been a faculty member and administrator at UNL for 35 years. He joined the Department of Entomology in 1972, after completing his Ph.D. at Oklahoma State University. He has maintained an active research, teaching and extension program throughout most of his career, with emphasis on biology and management of major corn and sorghum insects and integration of biological and chemical management strategies. He is the author/co-author of over 95 scientific publications including 40 referred publications, 3 book chapters and more than 50 invited scientific presentations. He was the major adviser for 15 Ph.D. and Master of Science students, directed the research for 3 post-doctoral research associates, and served on more than 70 graduate student’s supervisory committees.

Dr. Mayo has served almost ten years as Head of the Entomology Department at the University and is credited with developing a department in which faculty, staff and students feel free to explore new paths, different procedures and novel approaches to teaching, research and extension education. He has mentored several students who are now employees of UNL. They truly admire his work and appreciate the impact he has made on their decisions to choose academia as a career.

Throughout his tenured years at UNL, Dr. Mayo has served in many capacities. He has served on numerous UNL committees and has served on a number of influential national, regional and local professional associations. He also has been the recipient of many local/state and national awards relative to his work in education.

Mayo’s nominators shared the following statements about his character. Z B has a leadership style that is very non-threatening, yet very effective as people want to be around him and follow his lead. His energy is amazing and the enthusiasm that he has around him is contagious. He is a very dynamic and hard working individual. He is a natural leader and leads by example. He inspires others to always do their best. These skills have made him an outstanding administrator, scientist, and mentor. He not only supports, but encourages his staff to be involved in professional organizations and to take advantage of educational opportunities. He believes these opportunities will not only provide a well-rounded, more valuable employee, but will improve the quality of the department as a whole.

Dr. Mayo is an inspiration for his entire staff and is respected by all that know him. He is an active listener, demonstrates great empathy, fair, caring, witty, and has a great sense of humor. As one of his colleagues stated in the nomination letter, “although his name begins with the last letter of the alphabet, he is first when it comes to success and achievement as an administrator.”

Congratulations, Dr. Mayo!!
NEW CONTEST WINNER!
In the October 2007 UNOPA Notes a new contest was introduced. Our first winner is Cathy Leazer, Administrative Tech. from Facility Management and Planning. She found Jeanette Fisher’s name and department on Page 2 of that issue. Cathy will receive a free lunch at the December General UNOPA meeting.
CONGRATULATIONS, Cathy!

In this November newsletter a UNOPA member’s name (as listed on the UNOPA Membership web page) and department will be out of context. When you find it, send an email to: drosenau1@unl.edu or thumphress1@unl.edu to let us know on what page you found the information, the member’s name and department.

All correct entries will be entered in a drawing on December 11 for a free lunch at the February UNOPA General Meeting. Good Luck!

Note: Names/Departments for this contest will not be listed in the Board of Directors Section.
December 2007 Calendar

December 11 . . . . . UNOPA General Meeting
City Campus Union - 11:45 A.M.

December 14 . . . . . UNOPA Notes Deadline for Submission of Articles

December 24-Jan. 1 . .Christmas Holiday (UNL Closed)

January 1 . . . . . . New Year’s Day - UNL Closed

January 3 . . . . . . . . Board Meeting, Purchasing - 17th and Y Streets, 3:00 p.m.

January 8 . . . . . . . . General Meeting

University of Nebraska-Lincoln
UNOPA Notes
PO Box 880541
Lincoln, NE  68588-0541
Tonda Humphress & Deb Rosenau
Editors
Circulation 178

Address Corrections to:
Karen Randall
313 Agricultural Hall
Lincoln, NE  68583-0705
Happy 2008!! I hope everyone’s holiday break was an enjoyable time spent with family and friends and that everyone had a wonderful start to the New Year.

As they say in Nebraska this time of year, “Let It Snow, Let It Snow, Let It Snow.” The UNOPA December General Meeting was cancelled due to icy road conditions and all monies received for the meeting were returned to the members.

The annual Giving Tree items were collected and delivered to Cedars Home! Special thanks to Helen Sexton, Corresponding Secretary, for coordinating these efforts.

UNOPA raised $4,724 for their general fund by parking a total of 1,181 cars during the Huskers football season. This amount was raised in approximately 48.5 hours or a little over one week’s worth of work. Did you know the salary for each worker was approximately $97.40/hr? Thank you to everyone that participated! Special thanks to Kathy Thompson, Ways and Means Director, for her hard work in getting volunteers to sign up and work the parking lot.

The joint UAAD/UNOPA meeting will be held on January 16, 2008, where Jim King and Kathy Notter will give a presentation on “Leadership Styles.” You can find the registration form on the UNOPA website. The deadline to register is January 9, 2008.

(Continues on Page 2)
President’s Message (Continued from Page 1)

I would like to remind everyone that the presentation of the Floyd S. Oldt Silver Pen and Outstanding Staff Awards are just “around the corner.” Please take the time to nominate your fellow colleagues. The nomination deadline is January 11, 2008, and all nomination information can be found on the UNOPA website.

I am looking forward to the second half of the year as president of UNOPA as we continue to “Construct Partnerships with Service” in 2008.

UNOPA NOTES CONTEST RULES

In each newsletter, a UNOPA member’s name (as listed on the UNOPA Membership web page) and department will be out of context. When you find it, send an email to: drosenau1@unl.edu or thumphress1@unl.edu to let us know the page on which you found the information, the member’s name and department.

All correct entries will be entered in a drawing on January 8 for a free lunch at the February UNOPA General Meeting. Good Luck!

Note: Names/Departments for this contest will not be listed in the Board of Directors Section.

NEW CONTEST WINNER!

by Deb Rosenau, UNOPA Notes Co-Director

In the November 2007 UNOPA Notes, Jeanne Andelt, Administrative Fiscal Coordinator from Nebraska Forest Service, was the UNOPA Notes contest winner. She found Linda Pence’s name and department on Page 2 of that issue. Jeanne will receive a free lunch at the February 2008 General UNOPA meeting. CONGRATULATIONS, Jeanne!

Just for fun, I decided to keep all submitted entries in a Lotus Notes file folder. We received twenty-five (25) responses - all correct! Fascinating to note this number also represents our wonderful holiday – December 25! Hope this has been a fun contest for all. Don’t forget to “read between the lines” in this issue as well.

MEMBER NEWS

by Helen Sexton, Corresponding Secretary

Recent cards were sent to the following UNOPA members who have had personal emergencies.

• In Consideration — Jan Edwards
• Sympathy (2 cards) — Jane Schneider
• Sympathy — Linda Wood

If you know a UNOPA member who would appreciate a congratulations, get-well, sympathy, or thinking-of-you card, please contact Helen Sexton at 472-2341 or hsexton2@unl.edu.
BUILDING BETTER
TECHNOLOGY SKILLS

University of Nebraska–Lincoln offers employees many opportunities to improve their computer skills. Many of us are unaware of these options that are available to us. You could develop your skills by using on-line tutorials or enrolling for free or reduced cost workshops through UNL’s Information Technology Group (ITC). You can learn more about a variety of software programs including: Word, Excel, Photoshop, Powerpoint, Dreamweaver and Blackboard. Some of the information will help you in your current job, or it could help you prepare for a promotion or new job. Sometimes it’s just information that is fun to know.

Close and Save Multiple Documents in Word

If you have multiple documents open that you’d like to save or close all at once, hold [Shift] when you click on the File menu. The Close and Save options have now changed to Close All and Save All.

Autofill Cells in Excel

If you are entering data into an Excel database and some information is repetitive (i.e. you are doing a mailing database and have a group of cities together such as Lincoln or NE), you can automatically fill in the cells after entering the first cell data, clicking on the bottom right-hand corner of the cell you want to copy (Figure 1) and then dragging the cursor in the direction you want the information copied (i.e. down or right). When you let go of your mouse button, the data will automatically fill in the cells. It is a quick way to make mailing lists where you might have states grouped together. Give it a try! (This trick also works well for empty, shaded cells in case you need to block out a group of cells.)

Another handy Excel tip is using Alt+Enter (Figure 2) to put two lines of text in one cell. For instance, if you need to have the names of two people listed in your “Name” column, you can type the first name, press Alt+Enter at the same time and then type the next line.

Visit the UNL CIT (Communications and Information Technology) Computing web site for additional assistance, including a “Tip of the Month” and Training/Learning Resources. You can visit their web site at http://citcomputing.unl.edu.

If you have a technology tip that you have found very useful, please feel to send it to Tonda (thumphress1@unl.edu) or Deb (drosenau1@unl.edu); other members might find it helpful too.
Due to the increase in printing costs, the UNOPA General meeting minutes will be posted on the UNOPA website: www.unl.edu/unlnotes, or call Janice Kohler at 472-1103 if you would like a hard copy and do not have access to the website.

Martin Luther King Day: January 21, 2008
Watch for the many activities for you and your family to participate in on campus and in the Lincoln area.

JOINT UAAD/UNOPA MEETING
JANUARY 16, 2008 at 11:45 a.m.
Nebraska Champions Club, 707 Stadium Drive

The JOINT UAAD/UNOPA Meeting is on Wednesday, January 16, 2008. This meeting begins at 11:45 a.m. and will be held at the Nebraska Champions Club, which is located at 707 Stadium Drive. The guest speakers are Jim King and Kathy Notter and the topic is “Leadership Styles.”

The reservation form is available on the UNOPA web site at:  http://www.unl.edu/unopa/ or on the UAAD web site at:  http://uaad.unl.edu/.
Reservations are due by 4:30 p.m. Wednesday, January 9, 2008 to Jennifer Gilmore.

“Building Better Partnerships”

PSP CERTIFICATION

by Lorraine Moon, CEOE, Professional Growth Co-Director

Have you thought about obtaining your PSP? Not even sure what it is? Let’s get together some time in January to share information and answer questions. This might also be a good time for a refresher for those working on their Professional Standards Certificate or Recertification. If interested, contact Lorraine Moon at lmoon@unl.edu or 2-6082.

Note: January 15 is the next PSP Application Deadline.

To find more information about the PSP on-line, visit the UNOPA web site at http://www.unl.edu/unopa and select “PSP Information” from the options on the left.
Mentoring Committee Report

By Jan Edwards, Director

What an interesting presentation Kathy Prochaska-Cue gave on “Pay Down Debt,” which is a web program that can be utilized by anyone and is monitored by UNL’s Extended Education and Outreach Program, with which Kathy is an Extension Family Economist. Please check out the website at “paydowndebt.unl.edu.”

I am looking forward to the new semester beginning in January when we will learn about the importance of wills and trusts (even if you don’t think you own enough to matter). In February, learn how to recognize and deal with heart attacks and strokes. It is important to note that men and women have different symptoms. Then, in April, we will cover some wellness issues and things we can do, even at our desks, to help keep us healthy.

I have a number of certificates and some materials to send out to several of you. You will get them after the new year. I have been busy with a number of unplanned personal events (from a car wreck to root canals), but will be getting those materials sent to you as soon as possible when we return in January. Thank you for bearing with me.

I thank all of you who have attended our workshops so far and invite the rest of you to attend any or all of the upcoming Sara Weixelman, Filley Hall Business Center workshops. I hope you all have a great break and have a chance to rest, relax and enjoy your time off.

Watch for information on next year’s workshops in future UNOPA Notes issues and on the UNOPA web site.

NOMINATING COMMITTEE

by Donette Petersen and Marlene Pyatt, Co-Directors

Are you ready to help chart the future of UNOPA? Watch for your chance to nominate yourself and others for an officer position for the 2008-2009 year. Mailings will be sent in January for nominations so start thinking now of who you believe would be a great officer of UNOPA. Consider your strengths. Challenge yourself. Grow in your profession. Get involved and make new friends. Only Active members of UNOPA may run for office. Send us those names and the Nominating Committee will contact each nominee to obtain permission to place the individual’s name on the ballot.

Donette Petersen, 2-5623, dpetersen1@unl.edu Marlene Pyatt, 2-8778, mpyatt2@unl.edu
Professionalism is Cooking in Missouri!

The National Association of Educational Office Professionals’ Central Area Professional Development Day will be held at the Courtyard Marriott in Columbia, Missouri on March 27-29, 2008. Workshops include: Simmering Legal Issues, School Districts on a Diet, Jot that Recipe Down—Taking Minutes Efficiently, and Know Your Ingredients–Office Procedures that Work.

Central Area is directed by UNOPA’s own Lola Young. Each year we have an annual meeting and Professional Development Day. If you have thought about going to a professional meeting but don’t want to go to a big conference, this is a great meeting to attend. There are usually less than 200 people and you meet other office professionals from the six surrounding states.

To check out the complete agenda and registration information, please go to the Missouri Association of Educational Office Professionals’ website at: www.maeop.net

AWARDS COMMITTEE REPORT
by Diane Wasser, CEOE, Awards Director

UNOPA held it’s 26th Annual Bosses Luncheon on November 13, 2007. Congratulations to Marjorie Kostelnik, Dean, College of Education and Human Services, who was the recipient of the Floyd S. Oldt Boss of the Year Award at the November meeting.

Dean Kostelnik came to the University of Nebraska–Lincoln as the Dean of the College of Human Resources and Family Sciences seven years ago. She has been the Dean of the College of Education and Human Sciences since the two colleges merged four years ago.

Along with her duties here at UNL she has just completed a six year term as the chair of the Great Plains Interactive Distance Education Alliance. This alliance consists of ten universities teaming up to offer online Masters Degree programs. This program has many challenges and has exploded in the last few years.

Dean Kostelnik’s nominator, Lisa King, praised the Dean for her determination and motivation in making a newly merged college feel like one. She always comes with a smile and greets you by name, she gives credit where it is due and is someone that you would choose for a friend as well as a leader. Other letters of support express her dedication to the University, the community and the higher education field.

Again, we congratulate Dean Kostelnik for being chosen as our 2007 Boss of the Year. Congratulations also to the other nominees: Kelly Bartling, Manager of News, University Communications; Z B Mayo, Interim Associate Dean and Director, Agricultural Research Division; and Lucinda Roine, High School Curriculum Coordinator, EE&O Instructional Design and Development. We should be honored to have such great people working for the University.
The National Association of Educational Office Professionals (NAEOP) Annual Conference will be in July, 2008. The conference is at The Omni Interlocken Resort which should be a treat. Hopefully, you have already made your room reservations for this event. Watch for more conference details, such as tour options, in the new year!

*Diane Wasser, CEOE, NEOPA/NAEOP Liaison*

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UNOPA Board Members Pictured (L-R):
Back Row: Doreen Wagenaar, Donelle Mooremeier
Row 3: Donnette Petersen, Lorraine Moon, Gretchen Walker
Row 2: Jan Kohler, Cindy Knight, Peg Johnson
Row 1: Jan Edwards, Marlene Pyatt, Betty Jacobs, Mary Guest
*Not pictured:* Dora Dill, Barb Homer, Tonda Humphress, Karen Jackson, Cathy Leazer, Linda Luedtke, Karen Randall, Deb Rosenau, Jane Schneider, Helen Sexton, Kathy Thompson, Diane Wasser

*Have a Happy and Safe Holiday & Best Wishes for the New Year!*
January 2008 Calendar

January 1 . . . . . . . . New Year’s Holiday (UNL Closed)

January 14 . . . . . . . . Spring Semester Classes Begin

January 15 . . . . . . . . PSP Application Deadline

January 16 . . . . . . . . Joint UAAD/UNOPA Meeting
                       Nebraska Champions Club, 707 Stadium Drive - 11:45 A.M.

January 21 . . . . . . . . Martin Luther King, Jr. Day Holiday (UNL Offices Closed)

January 22 . . . . . . . . Mentoring Mini-Workshop, Nebraska City Union
                        “Wills and Trust” (Professor William Lyons, UNL College of Law)

January 24 . . . . . . . . Mentoring Mini-Workshop, Nebraska East Union
                        “Wills and Trust” (Professor William Lyons, UNL College of Law)