Message from Our Presidents — Past and Future

2009-2010 President
Peg Johnson

Our last general meeting of the year went very well. Mari Greer was installed (even more special as it was her birthday) along with the elected officers. The 2009-2010 officers and directors of our board received their certificates. Certificates were also given to the committee directors for the members of their committee. I feel honored to have served with them. What a great way to make new friends or renew old friendships.

Thank you for my gift. I have a special place at home for penguins!

A special thanks for those that brought canned goods for the back pack / food bank program. I’ll be turning in 9 cans of refried beans, and I can each of red beans, sliced peaches and garbanzos chick peas.

Our summer social event is right around the corner on June 17th. Flyers were handed out at the last meeting. This information is also on the website. I hope to see you at the last event of the year.

2010-2011 President
Mari Greer

UNOPA members,

Thanks to all of you who attended our May 11 meeting to see our new UNOPA officers being installed. I'm looking forward to my year as President and hope to see everyone at the summer social on June 17! We'll have a great time at the Aloha Tea Room and don't forget about the purse exchange that day. What more can a girl ask for, desserts and purses?!

I'm still trying to fill a couple of director positions on the board, so if you're interested in Making A Greater Individual Commitment this year, please give me a call at 472-3554 and we can find something that will work for you! We also have some spots to fill with representatives for some committees that deal with employee concerns, we'll be sending out more information about those opportunities with the membership renewal forms.

(Continued on page 2)

UNOPA Mission Statement: 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 educational office professionals with the University of Nebraska, as partners, upholding the quality of service to the university educational systems and community.
UNOPA 2010-2011 Elected Officers

Donna Boone, President-Elect; Mari Greer, President; Marlene Crombie, Treasurer; Cathy Robertson, Recording Secretary; and Jamie Long, Corresponding Secretary

I've chosen the Lighthouse as the recipient of our 50/50 ticket sales this year. Kristi Lawrence from Lighthouse will join us at our September 14 meeting to share information about that program.

SAVE THE DATE - September 17, 2010, 9:00 a.m. - 4:00 p.m., in the Jackie Gaughan Multicultural Center

(Continued from page 1)
Everyone is a Special Person to Someone

This should probably be taped to your bathroom mirror where one could read it every day.
You may not realize it, but it's 100% true.
There are at least two people in this world
that you would die for.
At least 15 people in this world love you in some way.
The only reason anyone would ever hate you is because they want to be just like you.
A smile from you can bring happiness to anyone, even if they don't like you.
Every night, SOMEONE thinks about you before they go to sleep.
You mean the world to someone.
You are special and unique.
Someone that you don't even know exists loves you.
When you make the biggest mistake ever, something good comes from it.
When you think the world has turned its back on you take another look.
Always remember the compliments you received.
Forget about the rude remarks.

A segment of an email chain message

Date: Thurs., June 17, 2010
Time: 3:30-5:00 p.m.
Location: Aloha Tea Room
2634 N. 48th Street
(Uni. Place – East side of street)

UNOPA Summer Social

Name________________________
Campus Address________________________

Please return reservation form by Friday, June 11 to:
Jon Wassenberg: 110 MUSH (0720)
2-4486
Cost: $6.00
Make checks payable to: UNOPA

Diane Wasser, Editor
UNOPA Notes Staff:
Tina Ahrens
Donna Boone
Debbie Hendricks
Tonda Humphress
Calendar

June 8 Board Meeting—Transition Meeting
       17 UNOPA Summer Social
July 4-10 NAEOP Annual Conference in Kansas City
       18-23 Special Olympics 2010 USA National Games
September 17 UNOPA Professional Development Workshop- Kim Ratz
October 22 NEOPA Fall Workshop

Have a Great Relaxing Summer

A Big Thanks to a wonderful committee:
Tina Ahrens
Donna Boone
Debbie Hendricks
Tonda Humphress
President’s Message

Mari Greer, President

After much deliberation, I’ve decided that the Lighthouse will be the recipient of the proceeds from our 50/50 drawings this year. It’s a great organization that offers youth in grades 6-12 academic support, evening meals and enrichment/recreational activities during non-school hours, Monday-Friday, twelve months a year. They promote the physical, mental, emotional and spiritual well-being of adolescents. Kristi Lawrence will join us at our September 14 meeting to talk more about the programs the Lighthouse offers.

Have you signed up to help park cars at the 18th & R Street parking lot on home football game day? As you know, this is our only fund raiser and we’re relying on YOU to make this another successful year. If you haven’t already volunteered, please contact me or one of our board members and we’ll work with your schedule to find a time for you to help out. Remember to Make A Greater Individual Commitment this year, in all that you do!

I hope you’ve renewed your UNOPA membership and registered for our Friday, September 17 professional development workshop. Kim Ratz’ presentation “Success Is Liking What You Do” will have some great messages for all of us to use in our day to day activities. I look forward to seeing you there.

Special points of interest:

- Professional Development Opportunities
- National Conference Update
- Become an UNOPA member
- Fund Raising
- Get Up and Move

UNOPA M.A.G.I.C.

Making A Greater Individual Commitment

Time for Tea — Summer Social

Marcy Tintera & Sharen Simmons

Thirty-two ladies gathered at The Aloha Tea Room in Lincoln on Thursday, June 17, 2010 for UNOPA’s Summer Social. Beside each plate setting was a dainty doily favor filled with candy and decorated with ribbon and a heart shaped paperclip. The committee had fun putting this gift together for everyone.

We charged $5.00 per person for a taste of assorted desserts, fruit and beverages. The Outreach Committee budget supplemented the rest of the $6.95 cost (@ $1.95 per person).

Entertainment was provided by Judy Anderson. Several people brought gently used purses for a purse exchange. Games (with purses as the themes) were played and door prizes (donated by committee members) were distributed.

UNOPA Mission Statement:
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“Success Is Liking What You Do”

Tonda Humphress, Career Development Director

Nationally known professional speaker, trainer, singer, and songwriter, Kim Ratz, will present UNOPA’s Fall Workshop on Friday, September 17, 9:00 a.m. to 4:00 p.m. in the Jackie Gaughan Multicultural Center. This full-day program will provide tips and tools for improving skills in the areas of communication, relationships, team building, leadership and customer service. For UNOPA members, the cost of this workshop is $35.00 for the entire day (including lunch). Thanks to the UNOPA board and the Bradley Munn Professional Development Fund, we are able to bring Kim to campus at this extremely reasonable price.

Registration deadline is Friday, September 10 and the registration form is available on the UNOPA website: http://unopa.unl.edu. Space is limited, register now! You won’t want to miss out on this exceptional opportunity to start out this new academic year!

Key to Success: NAEOP 2010

“Central Area — The Key to NAEOP 2010” was the theme for the 2010 Annual Conference of the National Association of Educational Office Professionals, held at the Westin Crown Center Hotel in Kansas City Missouri, July 5-9, 2010. Because UNOPA president Mari Greer was unable to attend the conference, I was chosen to attend as UNOPA’s delegate. What an honor it was for me! I have attended many NAEOP Conferences and several Advisory Councils, and this conference was the first time I was able to actually be a delegate to the Council and represent my fellow UNOPA members. Thank you for giving me that opportunity! UNOPA member Lola Young, Central Area Director, was Chair of the Advisory Council and she did an outstanding job.

Thirteen UNOPA members attended the Conference which was hosted by the Central Area States of Kansas, Illinois, Missouri, Indiana, Nebraska and Iowa. Nebraska was responsible for the PSP Banquet, one morning of hosting the Hospitality Room, and one day at the Registration table. UNOPA members committed many hours to making the 2010 Conference the resounding success it was. In addition to the conference work required, several UNOPA members participated in the conference fund raisers. Special thanks to these UNOPA members:

Central Area Director:
Lola Young, CCEO

Nebraska Representatives on NAOEP Planning Board and Co-Chairs for food arrangements:
Mary Guest, CCEO
Gretchen Walker, CCEO

Committee Chairs:
Kathy Bennetch, CCEO
Debbie Hendricks, CCEO
Diane Wasser, CCEO
Peg Johnson
Cindy Knight, CCEO

Committee Members:
Jeanne Andelt, CCEO
Mary Guest, CCEO
Donna Boone
Mari Greer
Barb Homer
Beth Krohn
Linda Luedtke, CCEO
Cathy Robertson
Doreen Wagenaar, CCEO
Jan Wassenberg

Elected to serve on 2010-2011 National Committees at Advisory Board, Central Area or General Assembly Meetings were:

Bylaws Committee:
Mary Guest, CCEO

Professional Standards Program:
Debbie Hendricks, CCEO

Awards:
Peg Johnson
Nominations & Elections:
Sandy Lineberry
The 2010 Conference had outstanding speakers. From the Institute immediately preceding the conference to the briefings and the keynote speakers, all of the speakers did a wonderful job. There was a variety of briefings to choose from and all provided very useful information. Nebraska was especially proud to have our own Aaron Davis as one of the keynote speakers.

It was a special joy when UNOPA was announced as the recipient for three different awards:

Rachel Maynard
Communication Awards:
Local Newsletter, Category 2 (101 members or more)
• UNOPA Notes — 2nd place
  Diane Wasser, CEOE, Editor
Website Awards, Professional, Local Association
• 1st place —
  Karen Jackson, webmaster
Louise Henderson Nelson Award:
• Local Association — 2nd
  Submitted by:
  Mary Guest, CEOE

Certainly, it wasn’t easy to leave my family on the Fourth of July to drive to Kansas City for a NAEOP Conference, but I can easily say that I’m glad I attended the 2010 conference. It was very productive and I was immensely proud of UNOPA.

Floyd S. Oldt Awards
Barbara Homer, Awards Director
It is once again that time of year when UNOPA is seeking nominations for the following awards:

2010 Floyd S. Oldt Boss of the Year — This award honors excellence in personal management. It recognizes University of Nebraska employees who demonstrate outstanding skills in employee supervision and interpersonal relations.

Floyd S. Oldt Silver Pen — This award honors two office/service employees who have demonstrated superior performance while employed at UNL and who have made significant contributions to the University community.

Floyd S. Oldt Outstanding Staff — This award was created to recognize an outstanding UNL office/service employee who demonstrates distinguished service and contributions to the University community.

Nomination deadline is Friday, October 15. Information about the award criteria and the nomination forms are found on the UNOPA website at http://unopa.unl.edu.

If you have any questions, please contact Barbara Homer, Awards Committee Director, either by phone, 472-3677 or email, bhomer@mail.unomaha.edu.

Husker Pride & The Concrete Giant
It’s that wonderful time of year once again that we start to think of fall. The campus will be all abuzz with students and our beloved Husker football team will be playing in the Big 12 conference for the last time.

Speaking of football, our only fund raising project for UNOPA is selling parking spots in the 18th & R Street parking lot on football game days. So, we are looking for UNOPA members to volunteer to work in the parking lot this season. We will accept family members and non-UNOPA members as volunteers as long as they are at least 16 years of age.

On September 4, the game starts at 6:00 p.m. The parking lot will need to be staffed from 6:00 a.m.-6:15 p.m. Please contact Peg Johnson at 472-0533 (mjohnson@email.unl.edu) or Jan Edwards at 472-2097 (jedwards1@email.unl.edu) to schedule a time to volunteer that day.

Or volunteer for September 11, the game starts at 11:30 a.m., so the lot will need to be staffed from 6:00 a.m.-11:45 a.m. Please contact Jan Wassenberg at 472-4486 (jwassenberg1@email.unl.edu) or Edie Schleiger at 472-3303 (eschleiger1@email.unl.edu) to volunteer.

Ever wondered what it felt like to wear red and provide that something extra to 160 University of Nebraska football fans? Well now is your chance!
Membership Renewals
Jan Wassenberg, Membership Director

As of August 23, 2010, I have received applications for 53 members, which includes 51 active members, one honorary member and one retired member. I hope to be hearing from more of you soon when you send your membership applications to me along with your payment (check or cost center number) and the Personal Image Form. When you sign the form, you are giving us permission to publish your photo (such as in UNOPA Notes or on-line) from any UNOPA activity in which you may have participated. Please note: After September 30, 2010, the active memberships will be $12.00, rather than the current $9.00. I look forward to seeing many of you at the September 14 meeting for the presentation by Chancellor Perlman. Membership form found at: http://unopa.unl.edu/

Programs
Donna Boone, Program Director

Welcome to the new year! Let me introduce you to this year’s program committee: Chris Cary, Mardi Bonner, Doreen Wagenaar, Peg Johnson, and myself, Donna Boone. I think we have some new and exciting ideas for programs this year and hopefully a surprise or two!

For the September General Meeting we are delighted to announce as our first speaker, Chancellor Harvey Perlman. Since he keeps such a busy schedule, it was a pleasant surprise when the date was available on his calendar. You definitely want to hear our Chancellor speak!

After such a great beginning, I think it will only keep getting better! In October, Coach Doc Sadler has agreed to be our speaker. Come listen to his wit and wisdom, Southern style!

Your program committee is really looking forward to the coming year. We put our heads together to schedule people we thought you would find information and interesting.

If you have an idea for a meeting please email me at: dboone@NUtechVentures.org. Any and all ideas are always appreciated. Everyone wants to be informed so RSVP soon and invite a guest!

“Be All You Can Be and More”
Carol Bom, CEOE, NDEOPA

The Nebraska Department of Education Office Professionals Association (NDEOPA) is very excited about hosting the NEOPA Fall 2010 workshop!

Details? We’ll be meeting at the Holiday Inn Downtown in Lincoln, Nebraska. The workshop is Friday, October 22. A registration form and information will soon be posted on the NEOPA website at http://neopa.unl.edu.

Seeing yourself as a leader, how to handle conflict, keys to motivating yourself and others, and improving your professional image are the sessions offered. Our speakers show the talent within the Department of Education. They are all either current employees or recently retired. They are all excited about sharing the day with educational office professionals across Nebraska!

NDEOPA will also host a networking event on Thursday, October 21 from 6:30-8:30 p.m. Our planning committee is looking forward to this event . . . lots of surprises are in store.

Unique this year will be a session offered on both Friday and Saturday on how to put together a presentation. This interactive session will be the springboard for our members to gain the confidence and skills necessary to be a presenter at the local, state or national level.

Contact Carol Bom at carol.bom@nebraska.gov.
Office Exercise

If you're doing your best to set aside time for physical activity either before work or after work, good for you. But finding time to exercise can be a challenge for anyone who has a busy schedule. Consider 10 creative ways to make office exercise part of your routine.

1. Make the most of your commute: Walk or bike to work. If you ride the bus, get off a few blocks early and walk the rest of the way.

2. Look for opportunities to stand: You'll burn more calories standing than sitting.

3. Take fitness breaks: Rather than hanging out in the lounge with coffee or a snack, take a brisk walk or do some gentle stretching. Pull your chin toward your chest until you feel a stretch along the back of your neck.

4. Trade your office chair for a fitness ball: A firmly inflated fitness ball can make a good chair. You'll improve your balance and tone core muscles while sitting at your desk.

5. Keep fitness equipment in your work area: Store resistance band or small hand weights in a desk drawer or cabinet. Do arm curls between meetings or tasks.

6. Get Social: Organize a lunchtime walking group

7. Conduct meetings on the go: When it's practical, schedule walking meetings or brainstorming sessions. Do laps inside your building or, if the weather cooperates, take your walking meeting outdoors.

8. Pick up the pace: If your job involves walking, do it faster. Keep your chin up and your shoulders slightly back—and remember to breathe freely while you walk.

9. If you travel for work plan ahead: If you're stuck in an airport waiting for a plane, grab your bags and take a brisk walk.

10. Try a treadmill desk: If you're ready to take office exercise to the next level, consider a more focused walk-and-work approach. Position your work surface above a treadmill and walk while you work.

REMEMBER, any physical activity counts!

Making Strides Against Breast Cancer

Peg Johnson

UNOPA will have a team for the Making Strides Against Breast Cancer walk, sponsored by the American Cancer Society, at Holmes Lake Park, October 17th. Registration starts at noon; walk starts at 1:00 p.m. If you are interested in joining the UNOPA team or making a donation, please go to the website:

www.makingstrideslincoln.org.

If you are interested in purchasing a T-shirt with the UNOPA logo on the back, please contact Peg Johnson, mjohnson4@unl.edu or 472-0533. The cost is $15 each and the last day to order is September 10th. We need at least twelve orders for t-shirts before we can place the final team order.

Hope you and your family and friends will join us.

“MAKING STRIDES TOWARD A WORLD WITH MORE BIRTHDAYS"
Calendar of Events

September
7     Board Meeting
14    General Meeting — Speaker: UNL Chancellor Harvey Perlman
15    NAEOP PSP Filing Deadline
17    Deadline for UNOPA Notes
17    UNOPA Workshop — Speaker: Kim Ratz

October
5     Board Meeting
12    General Meeting — Speaker: UNL Men’s Basketball Coach Doc Sadler
15    Deadline for UNOPA Notes
15    Floyd S. Oldt Award Deadline
16    National Bosses Day
22    NEOPA Fall Workshop — Holiday Inn Downtown, Lincoln
We’re always looking for volunteers to work the parking lot for those home football games. If you haven’t volunteered this year, please consider taking a couple of hours out of your Saturday and joining other UNOPA members for a morning or afternoon filled with fun. Since this is our only fundraising project, we’d appreciate each member volunteering for at least one shift sometime this year!

I hope you’ll nominate your boss or one of your co-workers for one of our annual awards that will be presented at our November meeting.

Just a reminder, our November general meeting date has been changed from November 9 to November 16. Please make the change to your calendars!

Mari Greer, President

It seems like the new semester just started. We’ve already had the homecoming festivities associated with the September 25 football game and now it’s time for fall semester break on October 18, 19!

Our September 17 professional development workshop “Success Is Liking What You Do” went very well. If you didn’t have a chance to attend it, you can still register for the Nebraska Educational Office Professionals Association (NEOPA) personal and professional growth workshop scheduled for October 22 and 23 at the Holiday Inn Downtown.

I hope you remembered to renew your UNOPA membership prior to the September 30 deadline. If you didn’t, you can still renew for the $12.00 rate.

We’re always looking for volunteers to work the parking lot for those home football games. If you haven’t volunteered this year, please consider taking a couple of hours out of your Saturday and joining other UNOPA members for a morning or afternoon filled with fun. Since this is our only fundraising project, we’d appreciate each member volunteering for at least one shift sometime this year!

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Just a reminder, our November general meeting date has been changed from November 9 to November 16. Please make the change to your calendars!

Mari Greer, President

Guess who is speaking in October at our general meeting? It’s Coach ‘Doc’ Sadler to give his cheerful greeting.

I wouldn’t want to miss it and I have no doubt his teamwork knowledge will make you want to shout!

He came to Nebraska to lead and help build a basketball program with a protective shield.

Born in Arkansas and raised on basketball he has acquired wisdom he will share with all.

Wisdom about hard work and just what it takes so groups will come together as a team and not break.

To work together with a purpose and a goal making all the pieces come together as a whole.

So come and listen to ‘Doc’ speak because this I know you will be glad you did, it will make your day glow!

Deadline to register: OCTOBER 8

http://unopa.unl.edu

October Meeting, Time to Hoop It Up!

Donna Boone, Program Director

Special points of interest:

• Professional Development Opportunities
• Health & Wellness
• Fund Raising
• Learn to Communicate
• UNOPA Memories
• Become a Better Leader

Inside this issue:

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MY UNOPA EXPERIENCE 5
“Doing Watcha Like, Liking Watcha Do….”

Tonda Humphress, Career Development Co-Director

If “Success is Like What You Do,” then the UNOPA Fall 2010 Workshop was definitely a success! Presenter Kim Ratz gave a lively and informative workshop complete with music (songs written specifically for UNOPA), personal and relevant stories and useful career and life lessons. Attendees appreciated that he gave us knowledge to take back to our offices and organizations to use immediately. We learned ways to work better with others and how to move on after a difficult situation. We heard suggestions on ways to perform better, no matter where we work or what we do. Knowing that we were going through many changes, like many other organizations in the world today, he gave us handy information to help us cope with change and figure out what is needed based on our individual situations. We learned how to deal with conflict situations so that both parties could move forward. We tried a technique called “Open Space Technology (OST)” to see how we might be able to use this to brainstorm ideas together “to create inspired meetings and events.” These are just some of the highlights from this workshop. Even though we were learning a lot, Kim was so personable and entertaining that the time went all too quickly. An engaging presenter + an involved audience = a great workshop!

Thank you to our 40 participants, including our Lincoln Public Schools (LPS) colleagues. In addition, I want to take a moment to thank the UNOPA Career Development Committee for all their help: Mary Guest, CEOE, Co-Director, and Nancy Brown, Career Development Co-Director.

Be All You Can Be...And More...the Rest of the Story

Carol Bom, CEOE, NDEOPA

The NEOPA Fall workshop registration form is out and available on the NEOPA website: http://neopa.unl.edu. The Nebraska Department of Education Office Professionals Association (NDEOPA) is proud to host this event. We look forward to meeting many of you from the University of Nebraska-Lincoln!

We will begin our workshop at a networking event on the evening of Thursday, October 21 from 6:30-8:30 p.m. This will be held in the Arbor Room at the Holiday Inn Downtown in Lincoln. The Thursday planning committee has told me it will be a lot of fun. Even if you can’t attend an Friday, please check us out on Thursday evening. There will be a $5.00 bill collected at the door to cover the cost of hors d’oeuvres. You may register for this specific event by contacting Debe Dockhorn at debe.dockhorn@nebraska.gov.

We’ll begin bright and early on October 22 with a welcome from our Commissioner of Education, Dr. Roger Breed. He is a great champion of lifelong learning and a supporter of NDEOPA, so please welcome him enthusiastically as he joins us.

The “and More” portion of our workshop are sessions that I’m personally very excited about. Jolene Palmer from the Department of Education is going to train NEOPA members to lead and develop presentations. While we realize that not everyone wants to do this, we felt this would be an opportunity too important to miss and offer to our members. Our associations need to begin developing future leaders, and this is certainly one opportunity for this to happen. Ms. Palmer will look at how adults learn and explore with them. Knowing our dominant learning style can help us better understand our strengths and weaknesses. By recognizing how we learn, we can increase our effectiveness. Our learning style influences the way that we communicate. This is one of the topics Ms. Palmer will explore with us during her sessions. There is an additional page to fill out if you are interested in her session. Again, please check out the registration form on the NEOPA website.

People in Ms. Palmer’s session will take breaks with everyone at the workshop, have the same meals, and attend NEOPA’s business meetings along with other members.

Please let me know if I can answer any additional questions for you. You may contact me at carol.bom@nebraska.gov or 471-4332.
Safety and Wellness Fair
Jan Edwards, Employee Concerns Director
The Employee Safety and Wellness Fair takes place on Tuesday, October 19th (2nd day of Fall Break), 9:00 a.m. to 3:00 p.m., followed by an open forum at 3:00 p.m. run by the Campus Safety Committee. Ask your boss to let you attend for a short time to educate yourself on the various approaches to campus safety and wellness. UNOPA and UAAD are sharing a table. We will be providing information about the benefits of group membership as it pertains to encouraging occupational and social wellness. We will also have membership applications available, so be sure to invite your non-UNOPA friends.

New Member In the Spotlight
Please welcome Jeanne Bonnett to UNOPA! Jeanne is currently employed in the accounting/purchasing area in the Filley Hall Business Center.
Jeanne is from Lincoln but has lived in Boston while her husband Fred attended Berklee College of Music.
Jeanne and Fred have a cat named Missy and a gecko. They have no children but have six nieces and two nephews who they love to spoil!
Jeanne also belongs to the Order of the Eastern Star and the Lincoln Magical Society.
Her favorite thing to do during her time off is to spend time with her husband and go to his gigs. They enjoy concerts, movies, and shopping. Jeanne’s favorite TV shows are: Starsky and Hutch, Emergency, SWAT, Bewitched and the Brady Bunch.
Next time you see Jeanne please stop to introduce yourself.

The Disappearance of the Concrete Giant
As many of you have heard, there is a good chance that UNOPA will be losing our only fundraiser—the football parking lot—in the near future. Many UNOPA members have been faithful at participating in staffing the parking lot during home football games—putting in long hours on more than one Saturday. Sacrificing their time on Saturdays has allowed all UNOPA members to benefit. We raise approximately $4,000 per year.

You may be wondering how the loss of the parking lot could affect UNOPA. Here are some examples that could be cut:
- Honorariums for speakers
- Workshops for members
- Stipends to help support PSP Endowment Committee

Now what can you do to help?
Volunteer! If you would like to work on October 16 (game time TBA). Please contact LaRita Lang at 472-3826, (llang1@unl.edu) or Cathy Robertson at 472-0456 (croberson@huskers.com) to schedule a time to volunteer that day.

Or volunteer for the October 30 (game time TBA). Please contact Marlee Crombie at 472-5856, (mcrombie2@unl.edu) or Mary Klucas at 472-7325, (mklucas1@unl.edu).

If you have a hard time selling products to your friends and relatives, this fundraiser is for you.

Please Make A Greater Individual Commitment!

UNOPA parking lot before game day.
Because Communication Isn’t Optional
Gretchen Walker, NU Toasters VP for Education

Whether verbal or nonverbal, let’s face it — communication isn’t optional.

Every day we are tasked with a variety of situations where communication comes into play. How many times have you heard, “I could see it on your face” or, “Your body language speaks volumes”? How many times have you spoken off-the-cuff and then later wished you had said something else?

Developing and honing this important skill, along with the other skills you gain in Toastmasters, will give you the confidence you need in a variety of areas, both personally and professionally.

In these tough economic times, your communication skills are even more important. Maybe you are looking for a job? Having the competitive edge may be what lands you the position. In Toastmasters, you practice thinking on your feet. The more you practice, the more self-confidence you gain, which will give you the advantage you need.

Does your current job require you to give business presentations? You can develop and polish these skills by working through the “Communication Track” in the Toastmasters educational program. By continuously practicing your speeches, as well as the components, such as speech organization, timing, vocal variety and gestures, you will have gained this ability to present a powerful presentation.

As a result of joining Toastmasters and actively taking part, you will:

- Learn to communicate more effectively.
- Become a better listener.
- Improve your presentation skills.
- Become more successful in your career.
- Build your ability to motivate and persuade.
- Reach your professional and personal goals.
- Increase your self-confidence.

Does this sound like something you need to reach your professional goals?

NU Toasters is now a chartered Toastmasters Club sponsored by both UNOPA and UAAD. The club meets every Thursday, noon-1:00 p.m. at the City Campus Union.

Please come and check us out!

Any questions please feel free to contact me at gwalker1@unl.edu or call 472-0602.

RED OUT Around the World

On October 16, 2010, we will celebrate the time-honored tradition of a game day Saturday and the true essence of what it means to be a Husker. Red Out Around the World is not just a gathering at the stadium, it is a day to come together as Husker fans all around the world, to use our collective spirit and voice to rattle the rafters of whatever building you are in while watching Nebraska take on Texas.

Whether you are in the stadium with thousands, at a watch party with hundreds, or at home with just a few, we invite you to join us.

Put on a red shirt, gather with friends and family, visit http://www.RedOutAroundtheWorld.com and share in the excitement and tradition of college football.

Go Big Red!
A Word from Central Area Director

My name is Lisa Morehouse and I am very excited to have the opportunity to serve as your Central Area Director for the next two years.

I want to communicate with all affiliate members and associations on a regular basis to get ideas, to share news, to listen, and to help you! I hope you will not hesitate to let me know if there is anything I can do for you and your association! I am here FOR YOU!

Following are the items I am working on for Central Area:

Communication: This is an area that I feel is crucial to growth and success for our Area. As I mentioned above, you will hear from me on a regular basis. You are part of the Central Area Team and I will be relying on you to help Central Area strengthen its foundation and grow!

Email Listserv: I am in the process of creating my email distribution list of all current Central Area members. When a member joins our national association-NAEOP, they automatically become a member of Central Area. The national office just sent me the latest list of members and I am adding them into my email database for future communications.

Contact Information: My contact information is at the bottom of this article. Please let me know if you have ideas, suggestions, concerns or questions. I am here FOR YOU!

First Item of Business! I am excited to share the date and location for the 2011 Central Area Professional Development Day. It will be hosted by Indiana in Indianapolis, March 31 and April 1, 2011! I hope you will consider attending the Central Area Professional Development Day. We want to have a terrific turnout in Indianapolis so get this date on your calendars! The Indiana ladies are finalizing details for the conference and as soon as I have them, I will send them on to you.

Next Up...last but not least...I hope to have a small Central Area Update coming out to you soon. I just uploaded Publisher to my computer so I’m learning the ropes with it!

In the meantime, remember this: “Every day is a gift! Every person is a shining star! Every moment is a new beginning!”

So keep a smile on your face and a song in your heart!

Lisa Morehouse
NAEOP Central Area Director
Email: lmoreho@lps.org
Work: 402-436-1594
Cell: 402-440-8985

My UNOPA Experience
By Dora Dill

UNOPA has given me the opportunity to serve as a UNL employee on various committees as well as getting to know others from not only East Campus but City Campus. Serving and sharing my talents with others has been important to me as an opportunity to grow and to obtain knowledge. One of the most interesting committees that I served one was the Commission on the Status of Women. I encourage any of you, if the opportunity arises, to grasp the chance to serve on this committee, which will give you the scope on many functions of the university and how ‘we’ as women can make a difference. I am always impressed with the great leadership opportunities that are available and the FUN times that we enjoy by sharing each other’s friendship. I am retiring from the Agricultural Research Division after 25 years and still plan on attending UNOPA meetings in the future to keep ‘in touch’ with my UNL/UNOPA friends. Thanks to each of you for being a part of my life here at UNL.

After 25 years, Dora is calling it quits. Please join us in thanking her for these years of service and wishing her well in future activities.

MONDAY, OCTOBER 4
2:00-4:00 p.m.
East Campus Union
## Calendar of Events

### October

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>4</td>
<td>Dora Dill retirement celebration</td>
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<tr>
<td>5</td>
<td>Executive Board Meeting</td>
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<tr>
<td>12</td>
<td>General Meeting — Speaker: UNL Men’s Basketball Coach Doc Sadler</td>
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<tr>
<td>15</td>
<td>Deadline for UNOPA Notes</td>
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<td>15</td>
<td>Floyd S. Oldt Awards Deadline</td>
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<tr>
<td>16</td>
<td>National Bosses Day</td>
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<td>19</td>
<td>Safety &amp; Wellness Fair — City Campus Union</td>
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<tr>
<td>22</td>
<td>NEOPA Fall Workshop — Holiday Inn Downtown, Lincoln</td>
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### November

<table>
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<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>2</td>
<td>Executive Board Meeting</td>
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<tr>
<td>7</td>
<td>Daylight Savings Time</td>
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<td>11</td>
<td>Veteran’s Day</td>
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<tr>
<td>12</td>
<td>Deadline for UNOPA Notes</td>
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<tr>
<td>16</td>
<td>General Meeting — Speaker: Dr. William Nunez &amp; Oldt Awards Luncheon</td>
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<tr>
<td>25-26</td>
<td>Thanksgiving Break</td>
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As we get into the busy holiday season, please remember one thing, take care of yourself first. We have a tendency to rush around from here to there and try to make everyone else happy. So, slow down, close your eyes, take a deep breath, exhale slowly and think of a nice peaceful place that you like to visit. Ahhh, isn’t that nice? Don’t you feel better? I hope you have a wonderful Thanksgiving holiday, take time to tell your friends and loved ones that you are thankful they are in your life!

Mari Greer, President

November Meeting

Donna Boone, Program Director

Hello UNOPA Members — The Program Committee hopes you have enjoyed our guest speakers so far this year. The November 16, 2010, meeting will be a special one as it is our Awards Luncheon. To give the nominees and winners a bit more of the spotlight we opted not to have a guest speaker. Opening remarks by Dr. Timothy Alvarez, Assistant Vice Chancellor, Student Affairs will precede the award presentations. This meeting is the perfect opportunity to invite your boss and co-workers to see talented and worthy professionals receive recognition for going beyond and above throughout the year. Be sure to get your registration in early to reserve your spot. You don’t want to miss a thing!

Deadline to register: NOVEMBER 11, 2010

http://unopa.unl.edu

I hope you have a wonderful Thanksgiving holiday, take time to tell your friends and loved ones that you are thankful they are in your life!

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- Fall Workshop Recap 2
- Hiring Women in 1942 3
- UNOPA Parking 3
- PSP Workshop 4
- Giving Tree Project 4
- Honoring a Veteran 4
- Tech Tips & Tricks 5
- NAEOP 2011 5

Doc Sadler speaking at UNOPA’s October meeting.
Ways and Means Hospitality Co-Directors
Marcy Tintera, mtintera1@unl.edu
Employee Concerns Director & Co-Director
Communication Technology
Mary Guest, CEOE, mguest2@unl.edu
Career Development Co-Directors
Bylaws
Digital Commons
AD Hoc Committee Directors
Awards
Committee Directors
Peg Johnson, mjohnson4@unl.edu
Immediate Past President
Marlee Crombie, mcrombie2@unl.edu
Treasurer
Jaime Long, jlong5@unl.edu
Corresponding Secretary
Cathy Robertson, crobertson@huskers.com
Recording Secretary
Donna Boone, dboone@nutechventures.org
President Elect
Mari Greer, mgreer1@unl.edu
President
Officers
2010-2011 Board of Directors
Finance
UNOPA Notes
Be All You Can Be...And More...Recap!
Diane Wasser, CEOE, NEOPA 2010-2011 President
The Nebraska Educational Office Professionals Association (NEOPA) held their Fall Workshop on Friday, October 22, 2010, at the Holiday Inn Downtown, Lincoln, Nebraska. Special thanks to the Nebraska Department of Educational Office Professionals Association (NDEOPA) for hosting the conference. There were approximately 40 plus in attendance for a day filled with networking and learning. The workshop was focused on leadership and the skills needed to lead and what makes a good leader.

On Thursday evening everyone gathered at the Holiday Inn for a Halloween Costume party with games and socializing. Witches, cowboys, bikers, penguins, a duck, and even octomom came. A great deal of work went into this event and the NDEOPA personnel are to be commended for their efforts. Everyone had a great time and enjoyed the evening.

Friday morning started with a keynote address by Dr. Doug Christensen, NDE Commissioner Emeritus. We then heard presentations from Ann Masters, Eleanor Kirkland, and Dr. Jesse Foster.

At the Awards Luncheon, Assistant Vice Chancellor Timothy A. Alvarez was awarded NEOPA Educational Administrator of the Year and Carol Reed, CEOE, with Lincoln Public Schools was awarded the NEOPA Educational Office Professional of the Year. Dr. Alvarez is with the UNL Office of Student Affairs, and Carol is the Registrar at Lincoln Northeast High School. We congratulate both of them. NEOPA will forward their names on for the national competition to be awarded in Charleston, South Carolina, in July.

The day ended with our general membership business meeting.

Please mark your calendars for the Central Area Professional Development Days, Indianapolis, IN, March 31 and April 1, 2011; and the NEOPA Spring Conference, Southeast Community College, Lincoln, NE, April 28-29, 2011.

UNOPA Notes

Bradley Munn Fund
Peg Johnson, Immediate Past President
What is the Bradley Munn Professional Development Fund?
The Bradley Munn Professional Development Funds are funds which may be used for reimbursement of our members out of pocket expense associated with their professional development. Applications must be approved by the Committee. The guidelines and forms for reimbursement can be found on UNOPA’s webpage under Membership info.

“The Committee” consists of the Immediate Past President as Chair, Peg Johnson; the Career Development Director, Tonda Humphress; the Treasurer, Marlee Crombie; and two additional at-large UNOPA members, who are Jane Schneider and Cindy Knight.

The deadlines for reimbursement are October 15th (oops, already passed by), January 15th, and April 15th. Revenues for this fund come from donations via payroll deduction, direct donation, fundraiser, and any excess monies from the Career Development workshop.

Fundraiser? This year we have a “chill chaser” throw blanket to be raffled. The raffle drawing will be at our December general membership meeting. The throw blanket consists of holiday season fabrics with a fleece backing — definitely will keep someone extra warm on those chilly nights whether you are sitting by the fire, watching TV, or curled up reading a book. The texture is so soft, it is very hard to resist touching. It will be doubly hard to part with at our December general membership meeting. The throw will be at the November and December general membership meetings for a better viewing. Tickets are 6 for $5.00 or $1 a ticket.

Please support your fundraiser which will benefit our members and purchase tickets!!

The Nebraska Educational Office Professionals Association (NEOPA) awarded the NEOPA high School of the Year and Carol Reed, CEOE, Administrator of the Central Area Office Professionals Association (NDEOPA) will forward their names on for the national competition to be awarded in Charleston, South Carolina, in July.
Volume 49, Issue 3

1943 Guide to Hiring Women

The following is an excerpt from the July 1943 issue of Transportation Magazine. This was written for male supervisors of women in the work force during World War II.

Eleven tips on getting more efficiency out of women employees: There’s no longer any question whether transit companies should hire women for jobs formerly held by men. The draft and manpower shortage has settled that point. The important things now are to select the most efficient women available and how to use them to the best advantage.

Here are eleven helpful tips on the subject from Western Properties:

1. Pick young married women. They usually have more of a sense of responsibilities than their unmarried sisters, they’re less likely to be flirtatious, they need the work or they wouldn’t be doing it, they still have the pep and interest to work hard and to deal with the public efficiently.

2. When you have to use older women, try to get ones who have worked outside the home at some time in their lives. Older women who have never contacted the public have a hard time adapting themselves and are inclined to be cantankerous and fussy. It’s always well to impress upon older women the importance of friendliness and courtesy.

3. General experience indicates that “husky” girls — those who are just a little on the heavy side — are more even tempered and efficient than their under-weight sisters.

4. Retain a physician to give each woman you hire a special physical examination — one covering female conditions. This step not only protects the property against the possibilities of lawsuit, but reveals whether the employee-to-be has any female weaknesses which would make her mentally or physically unfit for the job.

5. Stress at the outset the importance of time, the fact that a minute or two lost here makes serious inroads on schedules. Until this point is gotten across, women are often sensitive; they can’t shrug off harsh words the way men do. Never ridicule a woman — it breaks her spirit and cuts off her efficiency.

6. Give the female employees a definite day-long schedule of duties so that they’ll keep busy without bothering the management for instructions every few minutes. Numerous properties say that women make excellent workers when they have their jobs cut out for them, but that they lack initiative in finding work themselves.

7. Whenever possible, let the inside employee change from one job to another at some time during the day. Women are inclined to be less nervous and happier with change.

8. Give every girl an adequate number of rest periods during the day. You have to make some allowances for feminine psychology. A girl has more confidence and is more efficient if she can keep her hair tidied, apply fresh lipstick and wash her hands several times a day.

9. Be tactful when issuing instructions or in making criticisms. Women are often sensitive; they can’t shrug off harsh words the way men do. Never ridicule a woman — it breaks her spirit and cuts off her efficiency.

10. Be reasonably considerate about using strong language around women. Even though a girl’s husband or father may swear vociferously, she’ll grow to dislike a place of business where she hears too much of this.

11. Get enough size variety in operator’s uniforms so that each girl can have a proper fit. This point can’t be stressed too much in keeping women happy.

Last Plea to work the Concrete Giant!

The final Husker football games are fast approaching and UNOPA needs your help!

If you have not yet volunteered to work the UNOPA parking or you would like to volunteer again now is the time!

If selling products to your friends and relatives is not your cup of tea then volunteer now!

Without the dedication of many volunteers, UNOPA will not be able to offer the following:

- Honorariums for speakers
- Workshops for members
- Stipends to help support PSP Endowment Committee

Now what can you do to help?

Volunteer! If you would like to work on November 13 (game time TBA), Please contact Tonda Humphress at 472-3756, (thumphress1@unl.edu) or Barbara Homer at 472-3677 (bhomer@mail.unomaha.edu) to schedule a time to volunteer that day.

Or volunteer for the November 26 (game time 2:30 p.m.). Please contact Mari Greer at 472-3554, (mgreer1@unl.edu) or Donna Boone at 472-1783, (dboone@nutechventures.org). Please Make A Greater Individual Commitment!
UNOPA Notes

Professional Standards Program (PSP) Information/Work Session
Mary Guest, CEOE, Career Development Co-chair

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

Please join me, and other UNOPA members who have obtained their PSP certification, on Tuesday, November 9, 12:00-1:00 p.m. in the Nebraska Union for this informational question/answer/work session. The session will be guided by what each participant wants/needs to know about the Professional Standards Program. We want to help you achieve the goal of earning your PSP designation.

The workshop has been approved for 1 PSP inservice hour.

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

Holiday Giving Tree
Jaime Long, Corresponding Secretary

It is hard to believe that we are well into October, especially since we have been spoiled by Mother Nature this year. It is also hard to believe that the holidays are right around the corner.

UNOPA will once again be supporting our local community by partnering with the Child Advocacy Center and City Impact to get wish lists.

Please watch for the Giving Tree at the November general meeting. The tree will be decorated with ornaments listing individual gift items.

Please consider taking one of the ornaments and purchasing that item. If we all join together, we can hopefully help make the holidays a little brighter for some less fortunate than us. Thank you!

Here is just a sample of items:
- Hot Wheels
- Disney Princess Dolls, etc.
- Blocks
- Legos
- Puzzles
- Art Sets
- Barbies
- Super Hero Action Figures
- Sports Balls

UNOPA’s Honored Veteran

Did you know that UNOPA has an honored veteran? That’s right, it is Floyd S. Oldt.

As we remember our military veterans on November 11th, let us honor Floyd S. Oldt.

Floyd S. Oldt was born in Leona, KS, on February 8, 1896. He was the son of Swallow and Edward J. Oldt.

Mr. Oldt entered the service on August 15, 1917, and was stationed with the Transportation Corps in Le Mans, France. He was a lieutenant and an honored WWI veteran.

Mr. Oldt graduated from the University of Nebraska in 1920. Later he became the superintendent of Abel Construction in Lincoln, Nebraska, before moving to Dallas, Texas, where he became a prominent general contractor.

Mr. Oldt was a generous contributor to many humanitarian and civil organizations.

This month we will honor Floyd S. Oldt by presenting awards in his name: the Boss of the Year, the Outstanding Staff award, and the Silver Pen Awards.
Technology — Tips & Tricks

Have you ever had a file too large to be sent via email? Here is what you can do:

1. Go to: http://is.unl.edu/dropbox
2. Click on the red mailbox
4. When it is finished uploading, a new screen opens with the information to send to recipient.
5. Copy that information into your email and send it to your recipient. They will be able to click on the link and download your file. Files are available for 14 days.

Here are a few tips on picking a secure password:

1. NEVER use a blank password, the word "password" or have the password be the same as your username, especially if you’re connected to a network. These are generally the first three items guessed by attackers. Avoid using keyboard combinations, such as ‘asdf’, ‘qwerty’, ‘1234’, or ‘aaaaa’ as these are also frequently guessed very quickly.

2. Don’t use easily guessed personal information, such as your name, birth date, family members’ names, Social Security number, license plate numbers, and phone numbers.

3. The next thing an attacker will probably try after guessing the most common passwords is a dictionary attack. To avoid this, don’t use a normal word as your password. Some dictionary attacks will even check variations of words like using numbers in place of letters (such as replacing the letter ‘o’ with the number ‘0’) or having a number or symbol at the beginning or end of the word.

4. After a dictionary attack, about all the attacker will be left with is trying a ‘brute force’ attack, trying every combination of letters, numbers, and symbols. Most will have given up and gone after an easier target by this time, but using more types of characters, such as upper-case letters, lower-case letters, numbers and symbols will make it a much, much longer process to crack your password.

Since we’ve covered what not to do, here are tips for passwords that will be reasonably secure, but not impossible to remember: the longer your password, the more secure it is, generally speaking. Try to have a password of at least six characters, preferably eight or more.

Method 1:
Choose a couple of words that aren’t directly related to each other but that you can remember (e.g. ball, dog).

Change one or more of the letters in the words to upper-case letters, numbers or symbols (e.g., bAll, d0g), join the words with one or more non-alphanumeric symbols to get the final password (e.g., bAll@$d0g).

Method 2:
Choose a song lyric, quote or other sentence that you will easily remember (e.g., “There is no place like Nebraska”). Take the first letter of each word (e.g., TinplN). Change one or more of the letters to a number or symbol, or add a symbol or number to the beginning or end (e.g., TinplN$).

Another note: Change your password regularly, and don’t write it down and leave it in an insecure place or near your computer.

NAEOP 2011 Conference

Make plans now to attend the NAEOP 2011 conference in Charleston, South Carolina, July 18-22, 2011.

Why you ask? To experience learning, rejuvenation of spirit, networking and fellowship. You will be welcomed by the warm hospitality of a very unique culture that has been blended into Southern American from the English, French, and West African elements in a city of history, mystery, and preservation.

SCAEOP has arranged for awesome speakers as keynotes, as well as, for the Institute and Briefings.

If you would like to start saving for the conference, deposits can be made for the conference registration, meals, institute and briefing fees at the conference link.

Take this opportunity to explore a beautiful historic city deep in the heart of the south and experience the local charm and customs, dine on southern favorites and some of the best seafood in the world, all while you learn and laugh with NAEOP! http://naeop.org/conference/annual.htm
Calendar of Events

**November**

2  Executive Board Meeting
7  Daylight Savings Time
9  PSP Information/Work Session
11  Veteran’s Day
12  Deadline for UNOPA Notes
16  General Meeting — Speaker: Dr. Timothy A. Alvarez & Oldt Awards Luncheon
25-26  Thanksgiving Break

**December**

7  Executive Board Meeting
14  General Meeting — Entertainment by Mike Zeleny & Nancy Kenny
14  Deadline for UNOPA Notes
24-31  Holiday Break
I just love the holidays! Having friends and family around at Thanksgiving then finishing up my Christmas shopping and getting packages shipped to my brother and his family in Wisconsin, oh so much fun! I am looking forward to having one of my bosses, Mike Zeleny perform at our December general meeting. And, if you have not heard Nancy Kenny sing and/or play the piano, then you are in for a treat, she is just fabulous!

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

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

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

Donna Boone, Program Director

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

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

Barbara Homer, Awards Director

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

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

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

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

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

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

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

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

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

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

Some comments made by her nominator and letters of support were: Dr. Johnson has excellent supervisory skills. She has delegated many of the department management tasks to key faculty persons and faculty committees thus she seems to keep thousands of plates spinning nicely. She is very supportive to the committee chairs and provides advice when solicited but also respects the delegated chair to make key leadership decisions. She has good relationships with people and has an uncanny knack for assigning responsibilities according to individual’s talents and competing priorities. She motivates others by keeping a positive atmosphere in the office, and her door is always open and will greet everyone in the morning. The other nominee for the Floyd S. Oldt Boss of the Year was Alan Moeller, Assistant Vice Chancellor for Finance and Personnel in the Institute of Agriculture and Natural Resources.

Congratulations, award winners!!
**Holiday Giving Tree**

**Jaime Long, Corresponding Secretary**

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

**Child Advocacy Center:**

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

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

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

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

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

**City Impact:**

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

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

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

**Thank You!**

**Marlee Crombie, Treasurer**

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

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

Need ideas for the holidays?

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

**Nominations Needed for 2011-2012 Officers**

**Beth Zager, Nominations Director**

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

Challenge yourself.
Grow in your profession.
Get involved.

**Make A Greater Individual Commitment!**

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

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

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

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

You look in the mirror one day and everything is wrong. Your hair, your teeth, your skin, your shape. Especially your shape. So you write a long list, and you make a pact with yourself that tomorrow you’ll start a new whiz-bang weight-loss and life-changing plan. According to your calculations, you will be trim, taut, and irresistible in three months.

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

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

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

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

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

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

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

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

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

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

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

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

http://www.pdf2word.com

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

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

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

A Thief in the Photocopier

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

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

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

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

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

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

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

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

So how can you protect yourself?

• When you copy sensitive documents, try to use a home printer that has a copy function. That machine is unlikely to help identity thieves: Most home printers that generate 20 or fewer pages per minute have no hard drives.

• If you must use a public copier, ask the people who oversee it how they protect users’ information. Such inquiries will raise awareness of the issue and in the long term encourage the erasing of the machines’ drives. “No one wants to be responsible for resulting problems,” says Juntunen.

• Ask whether the machine is owned or leased. Owned copiers are less likely to be resold and reach scammers.

Successful Project Management Workshop

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

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

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

DEADLINE to register: DECEMBER 9, 2010

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

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

Sponsored by the University Association for Administrative Development

http://uaad.unl.edu
## Calendar of Events

### December 2010
- **7** Executive Board Meeting
- **9** Deadline to register for December general meeting & UAAD workshop
- **14** General Meeting — Entertainment by Mike Zeleny & Nancy Kenny
- **14** UAAD Workshop — Successful Project Management, City Union
- **15** Deadline for UNOPA Notes
- **24-31** Christmas Break

### January 2011
- **4** Executive Board Meeting
- **11** General Meeting w/UAAD — Speakers: Michelle Waite & Ron Withem
- **14** Deadline for UNOPA Notes
- **14** Martin Luther King Freedom Breakfast, Cornhusker Hotel
- **15** Bradley Munn Professional Growth Fund Application for Reimbursement deadline
- **15** NAEOP PSP application deadline
- **17** Martin Luther King Holiday Break