UNOPA Notes 2009

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Message from the President

Happy New Year and Welcome Back! I hope everyone enjoyed a safe and restful break, and are re-energized to start a new semester.

The transition into a new year is always a good time for reflection over the past year and a look forward to the challenges and opportunities a new year brings. Looking back over my first six months as president, I am so pleased to see how the UNOPA board members are working together with the common goal of creating a community for the office professionals at UNL. The board is dedicated to providing quality professional development opportunities, welcoming new employees to UNL, honoring the members of UNOPA, and providing a voice for all office professionals.

Looking forward into what the new year may bring I see UNOPA continuing to be an advocate for all office professionals. While the struggling economy will provide new challenges for many of us, it also provides an opportunity to see how creative we can be in conserving our resources at work, as well as at home.

I would like to remind everyone that you have the opportunity to honor a fellow coworker by nominating them for the Floyd S. Oldt Silver Pen award or Outstanding Staff award. Nomination information may be found on the UNOPA website: http://unopa.unl.edu.

The January 13 General Meeting will be our joint meeting with UAAD. Jennifer Dam will present information on future plans for campus. I hope to see you there.

UNOPA’s Anderson and Company Make Merry

Those who attended the December General Meeting were treated to a stellar holiday program. Thank you, Peg Johnson and committee. Judy Anderson, one of UNOPA’s favorite entertainers (pictured left:center) brought two special guests, Julie Felzein and Dave Claus. Their sparkling trio harmony was a high point in the program, and Judy engaged the audience as well when she led the group in singing some traditional holiday tunes. Rave reviews are in order for Judy’s charming rendition of Baby it’s Cold Outside—typical Judy Anderson style! Dave favored us with the zany Mr. Grinch show tune. The total package would not be complete without commenting on Julie’s smooth vocals and brilliant keyboard accompaniment, festive table decorations, and a delicious buffet. It was truly a memorable event, and many left with a lighter step than when they arrived!

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 education office professionals with the University of Nebraska, as partners, upholding the quality of service to the university educational systems and the community.
2008-09 Executive Board

Officers

Mary Guest
President
mguest2@unl.edu
472-3755

Peg Johnson
President Elect
mjohson4@unl.edu
472-0533

Tonda Humphress
Recording Secretary
thumphress1@unl.edu
472-3756

Cindy Knight
Corresponding Secretary
cknight1@unl.edu
472-9763

Yunling ‘Grace’ Li
Treasurer
yili2@unl.edu
472-1963

Standing Committee Directors

Beth Zager
Awards
bzager2@unl.edu, 472-0299

Gretchen Walker
Professional Growth Fund
gwalker1@unl.edu, 472-0602

Martha Young
Bylaws
myoung3@unl.edu, 472-5050

Jan Edwards
Career Development Workshops
jedwards1@unl.edu, 472-2097

Debbie Hendricks
Career Development Professional Standards Program
dhendricks1@unl.edu, 472-3755

Karen Jackson
Communication Technology
kjackson2@unl.edu, 472-7903

Doreen Wagenaar
Employee Concerns
dwagenaar@unl.edu, 472-2632

Donna Boone
Employee Concerns
doone2@unl.edu, 472-1967

Diane Wasser
Hospitality
dwasser1@unl.edu, 472-6251

Julia Brebner
Membership
jbrebner2@unl.edu, 472-4665

Sandy Lineberry
Mentoring
slineberry1@unl.edu, 472-6623

Mary Klucas
Outreach
mklucas1@unl.edu, 472-7325

Beth Krohn
Outreach
mkrohn1@unl.edu, 472-8137

Peg Johnson
Program
mjohson4@unl.edu, 472-0533

Betty Jacobs
UNOPA Notes
bjacobs@unlnotes.unl.edu, 472-2881

Kathy Bennetch
Ways and Means
kbennetch1@unl.edu, 472-2807

AD-HOC COMMITTEE DIRECTORS

Sandy Lineberry, Historian
tslineberry1@unl.edu, 472-6623

Lola Young, NEOPA/NAEOP Liaison
lyoung5@unl.edu, 472-1047

Parliamentary Procedure

Nominations and Elections

By Mary Guest, UNOPA President, CEOE

You will soon be receiving nomination forms for the 2009-2010 UNOPA officers from Mary Klucas, UNOPA’s Nominating Director. While this process seems to just be common sense, it also follows procedures set forth by Robert’s Rules of Order. According to Robert’s Rules of Orders Newly Revised, In Brief, 2004, pg. 78:

A nomination is a formal proposal to the voting body, in an election to fill an office or position, suggesting a particular person as the one who should be elected. The usual practice is to have nominations to narrow the voting down to qualified and Willing candidates. The two most common means of nominating candidates for office are nominations from the floor and by a nominating committee.

UNOPA utilizes both forms of nominations. When you receive the nomination form, please take a few minutes to read through the description of each office and nominate individuals you feel are qualified to help lead UNOPA. After the Nominating Committee receives the nominations, they will contact each nominee to determine if they are willing to have their name placed on the ballot.

At the March General Meeting, the slate of nominees will be presented to the membership. At this time, nominations will also be taken from the floor. After all nominations are received, the Nominating Committee will prepare the ballot and mail it to all voting members (Active and Retired). UNOPA’s Bylaws require a mailed ballot. The newly elected officers will be announced at the April General Meeting and will be installed at our Annual Meeting in May.

Thank You

Once again you have responded generously to the needs of others by answering our appeal for donations for the children’s Backpack Program, sponsored by the Food Bank of Lincoln. You donated 21 jars of peanut butter and $19.00 in cash. Donations are distributed on Fridays at Lincoln area schools, because the program is designed to help hungry children have enough food to eat through the weekend. It’s hard to conceive that here in the land of the “Good Life” there are children who seldom have enough to eat. Thanks are due the Food Bank of Lincoln for their innovative programing, and to you, UNOPA members, for caring and taking action.

Peg Johnson, Program Director
December is a very festive time of the year; however, depending on where you are in your surroundings, this time can be very stressful. The Program Committee thought our musical entertainment for the Holiday general meeting was delightful and very entertaining. Our hats off to our fellow member, Judy Anderson (pictured, above/center) and her counterparts, Julie Felzein and Dave Claus. Judy, thank you for sharing with us.

Peg Johnson, Program Director

DECEMBER

Kathy Leazer and Olivia Thoreson.

Gladys Buss, new member, and Shelly Green.

Debbie Hendricks at the fund-raising table.

Make Bold New Year’s Promises

By Catherine Jewell, Campus Recreation

What better way to mark the New Year than by making bold promises to yourself? Because it’s a major transitional time, New Year’s provides a convenient occasion to take stock of your life. Millions of people make resolutions, but how do you keep them? Here are ten tips from the American Council on Exercise (ACE) to help you stick to your New Year resolutions.

1. Set resolutions that are realistic and based on your personal history. Learn from your failures. If you want to exercise five days a week and you haven’t done it in the past, vow to work out twice a week.

2. Set interim goals. You can’t lose 100 pounds or get a Ph.D. overnight. Lose one to two pounds a week, and work toward your doctorate a few credits at a time.

3. Evaluate whether or not you have the skills to attain the goal of your resolution. If you want to start a strength-training program but have never lifted a weight or been inside a gym, there’s a good chance you’ll get intimidated or confused, or over train and possibly injure yourself. A wiser way to start would be to read a book or surf the Web for information on weight training, or work with a personal trainer until you get acclimated.

4. Write down both your resolution and your plan. Use clear and concise language. A well laid out plan will help to ensure success.

5. Keep track of your progress periodically, perhaps weekly.

6. Use positive language. The way you talk to yourself really affects your ability to attain your goals. Try to develop a “can-do” attitude.

7. Lose the excuses. Don’t say: “It’s too late for me to go back to school.” Instead, affirm: “There’s no age limit to getting a degree, and once I get that degree, I’ll be able to find employment in my chosen field.”

8. Get support. Reach out to your family, friends or a group of people who share the same goal and who can encourage you if your resolve weakens.

9. Develop coping strategies, and learn how to deal with problems.

10. Celebrate your “successes” and rebound from your “failures.” Take credit for success when you achieve a resolution. If you fail don’t blame yourself, just see how you can do better the next time.

For more information contact the UNL Campus Recreation Fitness and Wellness Programs, and/or the American Dietetic Association, www.eatright.org.

Your UNOPA Notes Committee wishes you and yours a prosperous and Happy 2009!
Shawn Sheets:
Shawn is a first year UNOPA member, who was born in Lincoln, Nebraska. She left Lincoln to attend college, Texas A&M, and later Mid-Plains Community College.

In 2000, Shawn was hired as a Project Assistant (Communication and Information Technology department) on East Campus and is responsible for the IANR News.

Sports interests include water aerobics, swimming, and watching the Huskers. She also likes designing and creating stained glass, crocheting, sewing, and making glass beads. She finds knitting very enjoyable.

Her favorite foods are Shrimp Scampi, brownies, soft and chewy Molasses Crinkles and chocolate chip cookies. Shawn loves to cook but doesn’t care to “entertain.”

Her favorite holiday tradition is to bake turkey and make homemade “real” cranberry sauce.

Shawn has two children (Jordan and Katelynn).

Shawn joined UNOPA so that she would have more opportunities to expand her knowledge.

Nancy Pritchett:
Nancy was born in Beatrice, Nebraska, but has lived in Lincoln her entire life. For the past 20 years, she and her husband enjoy their home near Eagle.

Nancy’s interest in sports involves watching her granddaughter play basketball for Northeast High School (varsity squad) and attending soccer, baseball, and basketball games that involve her younger grandchildren. When not at a ballgame, other interests include reading, sewing, and tending her flower garden, as well as cooking. Her favorite entrées are dishes with chicken. Favorite desserts include banana cream pie and cookies with chocolate, caramel, and/or nuts.

Nancy and her husband have five children (Stacy, Krista, Alisa, Patrick, and Lyndsay), 13 grandchildren and 2 great-grandchildren. They enjoy going places with them and having them over for get-togethers. Travels often involve visiting historical places in Nebraska.

As a former member, Nancy decided to rejoin UNOPA as she felt it was time to get involved again. Kathryn Martin, her sister, is a former UNOPA president.

Ann Reese:
Ann grew up in Indianola, Nebraska, and has called Lincoln her home for ten years. From 1999-2002 she lived in Fremont, Michigan.

She loves to cook and bake. Her favorite entrée is steak or pizza. Ann's favorite dessert is Key Lime Pie or anything chocolate. Monster cookies are her favorite.

Ann has four children (Jeff, Jordyn, Zachariah, and Emily). Of course, Ann and husband Rick wouldn’t want us to leaved out Charlie (the family dog).

Obviously, her number one interest is family and friends.

(no photo available)

Sandy Sterkel:
Sandy has worked for the University of Nebraska for almost 35 years. The first 30 were at the South Central Research and Extension Center at Clay Center, Nebraska. As part of the budget cuts in 2002, that facility was restructured and, as a result, her position was eliminated. Sandy then became employed in her current position as Office Associate in the Department of Agricultural Economics. As a result of this transfer, she shares an apartment here in Lincoln during the week with someone who made a similar transfer and returns home to Nelson in south central Nebraska on the weekends where she and her husband farm.

Sandy has one son, Doug. He and his wife and their three children live in New Jersey.
Andrea Peterson was born in Scottsbluff, Nebraska and moved to Sidney at age 5. Upon graduation from high school, she came to Lincoln and attended the Lincoln School of Commerce where she received a degree in Business Administration.

Andrea is currently in her third year at UNL as a Staff Secretary II in the College of Arts & Sciences Dean’s Office.

Andrea enjoys Husker sports (football, baseball, volleyball), and keeps busy attending her children’s sports and other activities. Her son, Trevor, age 14, participates in select baseball from March-July; daughter Carley, age 11, dances and cheers. Haley, age 5, is into soccer and track.

Spending time with family and friends is a favorite past-time, along with reading and doing scrapbooking and other crafts. Mexican food is a favorite and she enjoys cooking for friends and family. Andrea’s favorite dessert is ice cream, and her favorite cookie would be peanut butter. Their family pets are two Beta fish. Favorite family vacation spots have been Disney Land and Disney World, which they’ve visited several times.

Asker why she joined UNOPA, her response—“To belong to an organization that helps out staff members and looks out for our best interest.”

An added important note:
Andrea is the recipient of the November, 2008 “Applause” Award. Sponsored by the Dean’s Office, College of Arts and Sciences, this award is presented monthly to recognize the efforts and honor staff members for their innovative ideas, consistently outstanding performance, or their service above and beyond the call of duty. Awardees currently receive a cash award of $200, a reception in their honor in their home department and publication of their achievement. One nominator’s comments: “Andrea is a joy to work with….”

See http://ascweb.unl.edu/dean/applause.html for more comments and information about Andrea and the College of Arts and Sciences’ Applause award.

The REAL Andrea Peterson
By Jan Shamburg, Grassland Studies Center

What does UNOPA mean to me? How does one explain? Let me give you my perspective. Over 25 years ago I was invited by Shelly Everett to attend a UNOPA meeting. She introduced me to several members, and I was hooked. I really enjoyed getting to interact with these ladies and gentlemen. Before you knew it, I was asked to help with a committee and that is where I learned the true meaning of UNOPA, “serving others”! I became involved while helping make nametags, registering guests, selling raffle items. I enjoyed greeting guests. This made me more comfortable, and before I knew it I was asked to serve as the director of a committee. I learned so much each time I served on or led a committee.

Over the years I can honestly say working on the Employee Concerns Committee has been my favorite activity. UNOPA has made a considerable mark in this area. The various UNOPA representatives on committees were failing to report back to the membership. Hence, we saw the need for a complete list of all the UNL committees, which was then assigned to the Employee Concerns Committee. Each representative then brought items before the membership either by a report at a meeting or by writing an article for the UNOPA NOTES. Also, information is submitted for the Annual Report each year. This helps improve communication and also demonstrates to the membership how UNOPA is impacting UNL.

Over the years UNOPA has been involved with…
- Getting insurance coverage for regular mammograms
- Establishing the Sick Leave Bank
- Establishing the Emergency Loan Fund
- Developing a tuition remission proposal for part-time employees
- More than thirteen UNL committees, which allowed us to be a part of impacting outcomes
- Developing the Outstanding Staff Awards and the UNOPA Boss of the Year Award
- Presenting information to the Appropriations Committee of the Nebraska State Legislature regarding the need for increased salary for office/service employees. (A 10% increase was granted that year. Unfortunately that was the last large increase.)

Sometimes we don’t seem to “see” what UNOPA is all about, but I can tell you from my perspective that UNOPA is important to the UNL community and our future. I guarantee you will grow professionally and personally with this organization.

DEVELOPMENT… UNOPA Makes an Impact
By Kathy Bennetch, Ag Leadership Education and Communications
TECHNOLOGY...Upgrades

By Jon Wilson and Ranelle Maltas, Information Services

Q: What issue affects the most Windows users?

A: Right now the issue that is going to affect most Windows users is the migration to Microsoft Office 2007. The Office 2007 changes are such that additional training may be required by many users. The changes made to the Microsoft Office 2007 environment are vast enough that it will definitely slow down users and their ability to produce databases, documents, and spreadsheets.—Allan Henrichs, UNL Information Services

The “X” Files

Compatibility and MS Office’s new file formats

For Microsoft Office users who have upgraded to MS Office 2007, a significant change is the default file format. The previous file formats: Word (.doc), Excel (.xls), and PowerPoint (.ppt), are now saved to the new XML-based format. (.docx, .xlsx and .pptx)

However, compatibility is the main question for users with previous versions of Office. Using MS Word as an example, some frequently asked questions are:

“I am distributing a .docx file to my students. Will they be able to open it using their current version of Word?”

“Are colleagues able to collaborate on a .docx file that I created?”

Here are a few suggestions to create documents that can be easily used, within and without the Microsoft solution:

• Perhaps the most expedient method in Office 2007 is to do a “save as” and choose the 97-2003 type. This should not be confused with saving as a 97-2003 template file.

• For PC users Microsoft suggests downloading its Compatibility Pack available from www.microsoft.com/downloads. You can install the compatibility pack on a computer that is running Microsoft Office 2003, Microsoft Office XP, or Microsoft Office 2000. After you install the compatibility pack, you can open, edit, save, and create files in the Office XML Formats.

• Another method of distributing documents is converting them to the Adobe .pdf format. Creation of a .pdf file is a print, not a save function. This function is available to all Mac users as well as PC users who have software that writes .pdf files, such as Adobe Acrobat. Editing and collaboration are possible using Adobe Acrobat. The original formatting, font styles, etc. can be preserved in a .pdf file.

• For online collaboration, you may use Google docs. It is a free, web-based solution that allows users to edit documents and spreadsheets from anywhere. While it doesn’t require any software, it does require users to set up a profile and log in to even view a document.

More information is available at http://docs.google.com.

EDUCATION...Lifestyle

By Charlotte Frank, Human Resources

When I think about a healthy lifestyle, the first thing that comes to my mind is nutrition: eating healthy and on a regular schedule. As a migraine sufferer for approximately 45 years, I was forced to read labels and be aware of what was in all the food that I ate as most of my headache triggers were in food and drinks. I was fortunate to be raised by a mother who loved to cook, and I took great pride in learning to perfect as many of her healthy recipes as possible before she died. Eating three meals a day, and on schedule, became a way of life for me. I have a strong belief in eating food from all the major food groups and doing so in moderation. Diets never worked for me because it always seemed as though when I started eating more of one thing and less of another, the cravings counteracted the desired results.

Growing up with five brothers, all athletes, I learned an appreciation for most sports early on in my life. I wanted to learn everything I could about every sport they participated in and to which I became a full-time observer and sometimes participant. By the time I was in elementary school, biking and walking the country roads where I grew up in western Nebraska was my way of getting away from home and exploring the great outdoors. My love of riding bikes continues today. Activities relieve stress and keep me in shape. I reap the benefits with every visit to the doctor. He gives me kudos on my blood pressure, pulse, cholesterol levels and all the other health issues we all become more concerned with as we age. Personally, I believe this works for me because I am not obsessed with being active to lose weight. If I happen to lose a few pounds in the process, that’s just icing on the cake, and not the kind you eat.

Even though I started early on knowing the right foods to eat, perfecting my cooking so that it tasted like my mother’s and eating three balanced meals every day, I do believe it is never too late to start this process. A day without a walk or a bike ride leaves me with more stress than what I believe to be healthy, so when I find myself not keeping some form of physical activity in my life due to the frigid Nebraska winter days, I schedule these activities on my “things to do list.” I do not like breaking promises and that applies to how I treat myself.

So, my advice is... promise yourself you will treat yourself as you would have others treat you: incorporating healthy eating and regular physical activity into your life. It will become second nature and before you know it, you will begin reaping the benefits and associating yourself with the manner in which you live. Find the routine that works for you because they are as varied as there are numbers of us in this world. Most of all, make a promise to yourself and then keep it.

Post Script: It might be important to note that the day I wrote this article, I was in the beginning stages of strep throat and did not know it. It was the culmination of several days of an unchecked high stress mode, no walking and far too little sleep to be healthy. Being sick has its many downfalls but the upside of being home alone with strep is that it gave me ample time to consider what needs to be done to get back on track. I am adding yoga to my routine come January, walking the treadmill when I cannot get on the trails due to frigid winter weather, and doing the best I can to keep stress in check.
EDUCATION... No Time to Exercise?

By LaRita Lang, Campus Recreation Advisory Council

Make a Resolution for the New Year – You’ll Be Healthier for It!

Do you need to lower your cholesterol, blood pressure or blood sugar? Want to increase mental focus? Want to be more productive? Then start an exercise program!

It’s easy to say that you’ll exercise every day, but you’ll need a plan — and no single plan is perfect for everyone.

Choose activities that you will enjoy. If you hate to jog/run, then sign up for a class. The Campus Recreation Center (CRec) or other health clubs offers several different aerobic and toning classes before and after work, as well as during the lunch hour... Or just going for a walk is good too!

Finding time to exercise is another challenge. If your schedule is too busy to fit in a “regular” workout, then park your car the farthest place from the door and take the stairs instead of the elevator. Another good workout is shoveling snow. I will make that my workout, if need be. And, if you can exercise ten minutes at a time, three times a day, do it! You can still get the benefits by spreading it out! My main reason for exercise is to maintain my weight, but there are so many more benefits than that! I have found that I am much more productive when I work out and it is my time to “think.”

I have been exercising regularly since before 1980, but am more dedicated now than I was back then. I normally go to the Campus Recreation Center (CRec) on my lunch hour. Since my office is in Avery, it is very convenient. If I have a commitment at lunch, then I will go before or after work. My usual workouts consist of both aerobic and strength training, on rotating days. On M, W, F, I jog 3.5-4.5 miles on the treadmill, on the upstairs track, or outside, and on T, TH I workout on the elliptical machine and lift weights. On weekends, depending on the weather, I’ll jog outside one of the days and ride my exercise bike the other day. Experts say it is good to take at least one day off per week. Depending on my schedule for the week, I normally take one day off from exercising.

When beginning an exercise program, remember:

- Listen to your body. If you feel pain, shortness of breath, dizziness or nausea, take a break. You may be pushing yourself too hard.
- Be flexible. If you’re not feeling good, give yourself permission to take a day or two off.

If you lose motivation, set new goals or try a new activity. Starting an exercise program is an important decision, but it doesn’t have to be an overwhelming one. By planning carefully and pacing yourself, you can establish a healthy habit that lasts a lifetime.

Once you’ve made the decision to begin exercising, don’t wait. By starting today with something as simple as a walking program, you will discover the key to a lifetime of health. For many women, young, old, or in the middle, the day they begin an exercise program can be the day they discover the key to an improved quality of life.

I have been a member of CRec since I began at UNL in 1980, and this was when I began exercising regularly. It is a wonderful facility and offers many classes. If you would like to join the Campus Recreation Center, go to: http://crec.unl.edu/. You’ll be healthier for it and glad you did!

References:
http://sportsmedicine.about.com/cs/women/a/040102a.htm
http://www.mayoclinic.com/health/exercise/HQ01676
http://www.mayoclinic.com/health/fitness/HQ00171

PSP Brownbag Session

By Debbie Hendricks, Career Development, Professional Standards Program

Interested in working toward your PSP? If you have questions about PSP, or want help in putting together your materials, grab your lunch and join the PSP Endowment Committee at noon on Tuesday, January 27, 2009 at the East Campus Union. For more information, or to arrange a different time or place to meet with Debbie and/or her committee, contact: Debbie Hendricks, 106 Adm S, cc: 0423. Phone: (402) 472-3755, Fax: (402) 472-8189.
UNOPA’s 2008 Giving Tree gifts were presented to teenagers at CEDARS. This age group is often forgotten during the holiday season, but not this year. UNOPA members were once again generous in their giving. Gifts included: clothing, toiletries, toys, board games, electronic games, sports equipment, DVDs, CDs, gift cards and other wonderful items.

As always, thanks for stepping forward.

Cindy Knight, Corresponding Secretary

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**DIAGNOSIS: LAUGHTER—GREAT EXPECTATIONS:** On the first day of school, a teacher was glancing over the roll when she noticed a number after each student’s name, such as 154, 136, or 142.

“Wow! Look at these IQ’s,” she said to herself. “What a terrific class.” The teacher promptly determined to work harder with this class than with any other she ever had.

Throughout the year, she came up with innovative lessons that she thought would challenge the students. She didn’t want them to get bored.

Her plan worked! The class outperformed all of her classes.

Then, during the last quarter of the year, she discovered what those numbers after the students’ names really were: their locker numbers. —**Motivating Your Students: Before You Can Teach Them, You Have to Reach Them**, Hanoch McCarty and Frank Siccone.

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UNOPA’s 2008 Giving Tree gifts were sent to Mary Klucas and Barbara Homer. A special Thank You to all of you who supported my son, Clint Coonrod, and family with your prayers during this very trying time. Clint is now home and on the mend. Prayers do help.

--Linda Thelen

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**UNOPA Notes**

UNOPA Notes
P.O. Box 880541
Lincoln, NE 68588-0541
Betty L. Jacobs, Editor

Address Corrections to:
Julia Brebner
Membership Director
University of Nebraska-Lincoln
328C Canfield Adm. North
Lincoln, NE 68588-0424

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**Calendar of Events**

**January 2009**
15 PSP Application Deadline
Bradley Munn Professional Development reimbursement request deadline
16 Martin Luther King Breakfast
UNOPA Notes February Deadline
19 Martin Luther King Jr. Day Holiday
21 Employee Concerns open forum brownbag
27 PSP Brownbag Session (East Union)

**February 2009**
3 Executive Board Meeting (Neihardt Hall)
10 UNOPA General Meeting (Neihardt Hall)
Floyd S. Oldt Outstanding Staff and Silver Pen Awards
MESSAGE FROM THE PRESIDENT

I can’t believe how fast my term as President is going! Before we get caught up in the fast pace of the end of the semester, I would like to take this opportunity to look back over this UNOPA year, and to take a look forward to what is on the horizon for the rest of this year.

Accomplishments/Activities in Review

Our first meeting of this academic year was held on September 9. The Veterans Memorial Garden located in Antelope Park was announced as this year’s 50/50 recipient. Keith Fickenscher, Chair of the Veterans Memorial Garden Advisory Council, was in attendance to provide a history of the garden. Susan Poser, Associate to the Chancellor, was also in attendance and spoke on the importance of UNOPA to the University. Lola Young, NAEOP Central Area Director, presented information on being a 3-D member and the benefits of belonging to all three organizations—UNOPA, NEOPA, and NAEOP.

Linda Crump, Assistant to the Chancellor and Director of Equity, Access and Diversity Programs, was the guest speaker at our October meeting and provided information on the responsibilities and duties of her office, as well as a look at Ballot Initiative 424 and the potential implications for the university.

On October 28, the Career Development Committee hosted a workshop—“The Spoke Not the Wheel.” The workshop was held in two parts: 1) a panel of “spokes”—Debbie Hendricks, Linda Arnold, and Beth Griffin, and 2) a panel of “wheels”—Dean Jack Oliva, Professor ZB Mayo, and Dean Ellen Weissinger.

(See MESSAGE on page 6)
By now, you have received the nomination form for the 2009-2010 UNOPA officers, and I hope you took the opportunity to nominate fellow members to help lead UNOPA in the upcoming year. When the nominations are presented at the March 10 General Membership Meeting, final nominations will be taken from the floor.

UNOPA’s voting procedure follows guidelines outlined by Robert’s Rules of Order Newly Revised. Our Bylaws state, “The officers shall be elected, by mailed ballot, prior to the annual meeting, and shall hold office for a term of one year or until their successors are elected, beginning July 1.”

After the nominations are presented, the Nominating Committee will be appointed as the “Teller Committee” and will distribute, collect and count the ballots. Once the deadline for return of ballots has passed, the Teller Committee will prepare the “Election Teller’s Report” which is submitted to the President. The results are then announced to the membership.

I hope my articles on Parliamentary procedure help to demystify Robert’s Rules and provide clarity on how they are incorporated in UNOPA’s Bylaws, procedures and practices.

NAEOP Annual Conference
Young Offers $5 NAEOP First-time Member Discount

By Lola Young, CEOE
NEOPA, NAEOP Liaison, NAEOP Central Area Director

NAEOP’s Annual Conference is coming soon to a state near you! That’s right; we want YOU to attend the NAEOP Annual Conference July 20-24, 2009, in Bloomington, MN. Our conference co-chairmen have lined up some outstanding speakers for briefings as well as the keynote speaker for this conference. It will be well worth your time away from work.

For those of you who have attended conferences before, there will be some noticeable differences. First off you will notice the difference in the registration form that was printed in the NES Connector. It is one ledger-sized form (one-sided) rather than two front and back pages. There are also some changes in the schedule. For example, the Awards Luncheon will take place on Thursday rather than Wednesday. I expect a few other changes have been noticed as well.

It is important to keep in mind that Central Area will be hosting the 2010 conference, and this is our last chance to get first-hand knowledge about the events we will be in charge of next year. I’m certain Mary Guest and Gretchen Walker, our state representatives in this adventure, would appreciate the expertise you can glean from attending this conference.

If you are not currently a member of NAEOP and would like more information on this conference and/or would like to join NAEOP, please contact me at lyoung5@unl.edu or 402-472-1047 and I will be more than happy to do whatever I can to help you out. This includes my offer to pay $5 of your membership fee should you choose to join NAEOP as a first-time member.
Embrace Change... There is no Alternative

By ZB Mayo, IANR International Programs

I was asked to expand on a few comments I made at the UNOPA Bosses Luncheon in November regarding change and adaptability. My first suggestion is that we all must “Embrace Change.” In this fast paced world, there really is no alternative. The world changes rapidly, adopting new technologies, and re-engineering the way we accomplish our jobs. Although these changes affect everyone at the University, change often affects you and the work you do first! A never ending list of changes such as implementation of new student tracking systems, enrollment systems, payroll processing and management, new or modifications to accounting systems, grant accountability and management, purchasing procedures, curriculum changes, facilities management, security issues, parking regulations, reorganization, and a variety of other changes affect the job you do, as well as the rest of the University community. You must be adaptable and be able to change rapidly, learn new technologies, and hone your problem solving skills to make adjustments on the move!

Many of you may think I’m not living in the real world for saying this, but I believe the vast majority of these changes ultimately work out to be beneficial. The problem is often in the implementation stage. As the old saying goes, “a good deed seldom goes unpunished.” The University is a very complex collection of programs and it is difficult to anticipate all of the “unintended consequences” of any significant change that is being implemented. We rely heavily on office professionals to not only help develop the new systems, but to make corrections or expansions to make the systems work across our complex structure. Throughout my 36+ years at the University, I have always marveled at the ability of office professionals to continue to develop our problem solving skills and improve our ability to work effectively with colleagues. The technical skills alone will not be enough for us to be successful.

UNOPA, NEOPA and NAEOP are committed to continuing education and professionalism. These are important goals! I encourage you to take advantage of the opportunities these organizations provide to help you meet the ever-changing requirements of your current and future positions.

This past summer, I had the pleasure of attending NAEOP’s annual meeting. I was truly impressed with the program, and the excitement of the attendees was both contagious and impressive. The commitment to professionalism and improving skills was obvious. Everyone had fun meeting others and learning new information. Based on my experience, I highly recommend the annual conference to all who can work it into their schedule. The leadership and participation by Nebraska members was evident wherever I looked.

Thank you for the great work you do to help make the University of Nebraska a truly great University.

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Central Area Professional Development Day

By Lola Young, CEOE
UNOPA NEOPA/NAEOP Liaison
NAEOP Central Area Director

“...our positions are critical... the lifeblood of an organization.”

D o you take advantage of professional growth opportunities? If not, why not?

Not only do these opportunities help you to learn and become a more valuable employee, but they can even help you to earn more merit pay. Of course, it is your responsibility to provide your supervisor with your professional growth information attained prior to requesting your supervisor to complete your evaluation form.

There is an outstanding professional growth opportunity coming soon. As NAEOP’s Central Area Director, it is my pleasure to invite you to join NAEOP members from Kansas, Illinois, Missouri, Indiana, Nebraska, and Iowa (KIMINI) for our annual Central Area Professional Development Days (CAPDD). This year’s theme is “Cultivating Your Talents in Illinois!” We will be gathering March 27-29, 2009, at the Eastland Suites Hotel and Conference Center in Urbana, Illinois.

Our conference chairs have provided us with a variety of excellent topics and speakers. Our keynote speaker is Topper Steinman who is an Educational Program Specialist with the National Center for Conflict Resolution Education in Urbana, Illinois. The title of Topper’s address is, “No More ‘Just a Secretary’ – The Art of Communication.”

We will be focusing on five critical elements of communication that contribute to a quality work place environment. This program is designed to affirm the fact that our positions are critical in the lifeblood of an organization.

You will have choices of the workshops that follow the keynote speaker session. NAEOP Past President (See CENTRAL AREA on page 5)

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I was asked to expand on a few comments I made at the UNOPA Bosses Luncheon in November regarding change and adaptability. My first suggestion is that we all must “Embrace Change.” In this fast paced world, there really is no alternative. The world changes rapidly, adopting new technologies, and re-engineering the way we accomplish our jobs. Although these changes affect everyone at the University, change often affects you and the work you do first! A never ending list of changes such as implementation of new student tracking systems, enrollment systems, payroll processing and management, new or modifications to accounting systems, grant accountability and management, purchasing procedures, curriculum changes, facilities management, security issues, parking regulations, reorganization, and a variety of other changes affect the job you do, as well as the rest of the University community. You must be adaptable and be able to change rapidly, learn new technologies, and hone your problem solving skills to make adjustments on the move!

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Thank you for the great work you do to help make the University of Nebraska a truly great University.
Jodie Barnes:

Jodie grew up in Lincoln. Upon completing requirements for a two-year office certificate at Southeast Community College, she began a lengthy career with the State of Nebraska that included the Department of Motor Vehicles and the Department of Roads. While employed by the State Patrol she taught development classes and coordinated training for positions working with domestic violence, and is currently an Administrative Assistant for the UNL Police Department.

Jodie’s husband Kevin is an Assistant Foreman with Concrete Industries. They have two daughters—Charissa, a Junior at North Star High School, is a page editor of the school newspaper and an advocate for animal rights. Hanna is in the third grade at Arnold Elementary and loves playing softball, singing and playing her guitar.

Jodie LOVES Nebraska football and volleyball and is a huge fan of the Dallas Cowboys.

Their spare time activities include fixing up a recently purchased cabin in Fremont. Also, since Kevin is a wonderful baker, they enjoy sharing home-baked goodies with family and friends.

Asked why she joined UNOPA, Jodie replied: “To learn more about the University and to make connections.”

Elsbeth Pelter:

Elsbeth graduated cum laude from Doane College in May of 2008 with a Bachelor of Arts degree in Graphic Design with an emphasis in web programming. She works for UNL’s Center on Children, Families and the Law. Her responsibilities include facilitating training for lawyers, judges and social workers involved in the juvenile court system, while managing several websites. Elsbeth will leave to attend law school this August.

She is a huge Husker football fan and loves attending the games. Elsbeth’s sports interests also include NFL football. Her favorite team is the Raiders, but she and her fiancé cheer on the Eagles, too, since he’s from Philadelphia.

Other favorite past-times include enjoying art and design, learning more about technology and web programming, and doing crafts such as knitting and quilting, which she can do while watching football. Her life isn’t “all football,” however. While she loves beaches, her favorite vacation spot is in the mountains. Elsbeth loves to ski in Colorado.

Halloween is her favorite holiday, and she and her fiancé even briefly considered a Halloween-themed wedding!

Asked why she joined UNOPA, Elsbeth replied: “To learn more about the University and its other departments.”

Mackenzie Rundle:

Mackenzie was born and raised in Lincoln, NE and is definitely a Husker. She says there was never any doubt that she would end up at UNL!

She obtained a Bachelor of Science degree in Criminal Justice in December 2007. She worked for the Biology Advising Center during her UNL undergraduate years. In January 2008 she became a Clerical Assistant for the Office of Scholarships and Financial Aid.

Mackenzie plans to continue her education and will pursue a degree in either International Relations/Human Rights or Criminology, which she feels will prepare her for a position with the federal government, although she isn’t ruling out a non-governmental position.

She has definite career aspirations, and said she’s willing to settle with being the first female president!

Mackenzie leads a busy life. She attends many live sports events, including Husker games, but will occasionally watch a game on television. She is currently studying Arabic, just for fun, although she commented it could increase her employability with a future employer. She spends considerable time studying, but enjoys getting together with friends and family. Her idea of a great night out includes grabbing a bite to eat at the Bread & Cup or Sher-e-Punjab and then taking in a movie at the Ross. She also enjoys watching old cinema classics.

Mackenzie collects old leather bound books and says she is obsessed with vintage furniture and other antiques. Tilly, her pet kitten, is “an absolute spazz,” and she says they complement each other very well.

The Colorado mountains are a favorite vacation getaway, and she traditionally spends Valentine’s Day with her best friend, watching Zombie movies.

Asked why she joined UNOPA, Mackenzie replied: “My fellow co-workers encouraged me.”
Jennifer Dam, Assistant Director for Campus Planning and Space Management, Institutional Research & Planning, presented to our combined UNOPA/UAAD January meeting on “What’s Happening on Campus?” Jennifer gave an overview of the City and East Campus Master Plans and explained, on both campuses, a few of the projects that are currently underway, as well as plans for some upcoming projects. “Wish list” projects for the campuses were shared with our group. We viewed several maps – UNL and surrounding property – and recently taken pictures of some of the current campus projects, which include the new Physics Building, Mabel Lee Recreation Fields, Abel-Sandoz Welcome Center, 17th & R Housing, Morrison Life Sciences Center, Law College classroom addition, Barkley Center addition, Keim Hall renovation, and the Animal Science HVAC project. Jennifer also touched upon some of the challenges that come with campus and space planning.

In addition, Jennifer showed us what an impact the Antelope Valley Project has made, both to the University and the City of Lincoln. She explained that the State of Nebraska recently passed legislation (LB1116) that will transfer the land that State Fair Park resides on to UNL on January 1, 2010. This area of land will be transformed into the Nebraska Innovation Campus. Jennifer then shared the concept plans for the Nebraska Innovation Campus which include priority areas: Food Science and Food Safety, Transportation Research and Safety, Energy Sciences (Alternative Energy), Agricultural Biotechnology, Robotics, Bone Replacement, Computer Technology, and Laser Science.

Jennifer’s presentation was interesting and I was pleased with how attentive our audience was.

I found it exciting to learn what is happening on both UNL campuses.

(Continued from page 3)

Central Area Professional Development Day

Elizabeth “Liz” Sexson will present “Orchestrate Your Future – Using Your Talents.” This workshop will focus on developing your talents both in the changing workplace and away from the office. Liz asks that you join us and experience new fun ideas to make each day a day of “Using Your Talents.”

Naomi Fetters will present a workshop on “Professional Standards Program.” Naomi will explain the program and will assist participants in determining the best approach to earning the recognition and certification.

For those not attending the workshops, we have provided an opportunity to tour the Carle Foundation’s Carle House, which was built to provide a “home away from home” for families of hospitalized patients, since they frequently require quick hospital access. It provides many homey features including 12 bedrooms with private baths, and a view of Crystal Lake Park.

Registration fees are $60 for NAEOP Members and $80 for non-NAEOP Members and includes a deli-buffet lunch on Saturday, and if you stay at the conference, a complimentary breakfast will be available from 6-10 a.m. The Saturday evening banquet ($19) and Sunday brunch ($11.75) are optional. Hotel reservations are due Friday, February 27. For further information on this event, please contact me at lyoung5@unl.edu or 402-472-1047.

Diversity

By Pat Hust, Center for Science, Math and Computer Education

Reverend Dr. Martin Luther King, Jr.’s dream lived on in those who attended the 23rd Annual Freedom Breakfast January 16, 2009. UNOPA was one of many sponsors which included numerous individuals and corporations. Major event supporters were the City of Lincoln, Lincoln Public Schools, Southeast Community College and the University of Nebraska–Lincoln.

The keynote speaker was retired Lancaster County Judge Jan Gradwohl who emphasized that “the election of Barack Obama was not the end of the dream, but evidence that the dream continues and there is hope for the future.” She noted that discrimination, violence and hate against people of color is alive—especially in Nebraska. As examples, she pointed to recent votes in which Nebraskans ended affirmative action and supported political candidates who promised to get tough on illegal immigrants.

Other speakers at the Freedom Breakfast included a welcome by the Mayor’s wife, Judy Beutler; and remarks by Susan Poser, Associate to the Chancellor at the University of Nebraska–Lincoln, Jack Huck, President of Southeast Community College; E. Susan Gourley, Superintendent of Lincoln Public Schools; and Jose Soto, member of the Breakfast Committee.

Thomas Christie, Administrator of the LPS School/Community Multicultural Education program, provided information about the Learn to Dream and Pell Grants, and then announced the winners of the four 2008 Martin Luther King scholarships.

Our dream of respect and equality can be achieved through education. Gradwohl said, “It is too early to change the tense in the famous spiritual ‘We Shall Overcome’ to ‘we have overcome.’” However, she optimistically concluded, “Deep in my heart, I believe… we will overcome.”
(Continued from page 1)

MESSAGE FROM THE PRESIDENT

With only four more general membership meetings to be held this year, here is a glimpse of what’s to come:

Upcoming Activities

- The awarding of the Outstanding Staff and Silver Pen awards
- Edward Zimmer and Mike Zeleny will present information on the past and future of the Whittier Building
- Guest speaker, Ken Dewey, Professor of Climatology in the School of Natural Resources and Climatologist with the High Plains Regional Climate Center. Dr. Dewey is a well known speaker and will provide very timely information on our tornado season.
- UNOPA Past Presidents will be honored
- Rose Frolik Award will be presented
- Home Economist, Lorene Bartos, will provide information on how we can conserve resources
- Installation of Peg Johnson, UNOPA President, and the Officers and Board of Directors, 2009-2010
- UNOPA’s Annual Summer Social—a great opportunity to network with UNOPA members in an informal setting
- Future Professional Development Opportunities
- Career Development Workshop
- NAEOP Central Area Professional Development Day, Urbana, Illinois
- UNOPA will host the Nebraska Educational Office Professionals Association Spring Conference, Lincoln, Nebraska
- Monthly PSP brownbag/work sessions

Focus on Membership

This year, Julia Brebner, Membership Director, and Sandy Lineberry, Mentoring Director, have joined forces to welcome new office professionals to the university. Each new office employee has been greeted by a UNOPA member and presented a UNOPA mug filled with logo items provided by various UNL departments and a packet of useful information to help them learn about university resources and policies.

In January, Julia Brebner and her Membership Committee hosted a luncheon for new members. Eight new members were in attendance. I was also invited to attend and felt this was a great opportunity to meet the new members in a smaller setting than our general meetings. We hope to offer at least one more event such as this one before this academic year ends, for the new members who were unable to attend the luncheon.

Wow! It’s been a busy year—and we aren’t done yet! I hope you have been able to meet some of our new members and to take advantage of what UNOPA has to offer. I look forward to seeing you at many of our upcoming events!

ANNOUNCING… A Career Development Workshop

WOW, That Felt Great!
Presented by Sandra Stockall
Tuesday, February 17, 2009

Most people want to build stronger relationships that equip us to face challenges more effectively and to make a difference in the lives of people around us. This program is based on the FISH! Philosophy that emerged in 1998 from the film, FISH! Catch the Energy, Release the Potential. This film is about Seattle’s world-famous Pike Place Fish Market. The FISH! Philosophy is based on four components: (1) have fun, (2) make their day, (3) be there, and (4) choose your attitude. Learn practical tools to help you apply this philosophy at work, home, and community. It’s a simple approach to creating a change in our own attitudes.

Registration is required -- $15. The Form is available on the UNOPA web site at http://unopa.unl.edu. Deadline for registration is Thursday, February 12, 2009.
FEBRUARY FEATURE, BY PAM PETERS

If you are looking for help to better use your computer applications you’ve come to the right place.

In my first article I want to tell you about some very helpful online resources at a price you'll love—FREE.

Free video tutorials
UNL faculty, staff, and students have free access to over 300 online tutorials from Virtual Training Company (VTC). Each lesson runs approximately 2–6 minutes, and include captioning. Go to http://www.vtc.com/ to see the list of applications and to access introductory and demo lessons.

To gain access to all tutorials, please contact UNL Information Services at training@unl.edu for the user name and password. After you log into the site, the page will change to the “My Course List” page which shows the courses previously used by this account. To see all titles, click on the Home button. In the Select a Category menu on the left, select Business Applications to see Microsoft Office 2007 or 2003 titles. Select Graphics & Page Layout to see Adobe Acrobat, InDesign, Photoshop, or other titles. You will find Dreamweaver tutorials in the Internet & Web Design category.

Free “print” instructions
If you prefer step-by-step instruction sheets, check out LTS Online Help Documentation from UW-Eau Claire (http://www.uwec.edu/help/). This is the best source I have found for concise, step-by-step guides for Windows, Microsoft Office applications, Dreamweaver, Adobe applications (Acrobat, InDesign, and Photoshop), and more. All documents are part of The ITM Help Collection, which has been developed by the University of Wisconsin-Eau Claire and is copyrighted by the University of Wisconsin Board of Regents.

Need help finding features in Microsoft Office 2007?
Microsoft Office 2007 is designed differently from previous versions. Many long-time users are finding it difficult to get to their most commonly used commands. Also, many are frustrated by some default setting changes.

If you want to create quick access to your favorite commands within Office 2007, see the instruction sheet “Microsoft Office 2007: Create shortcuts to your most used commands” which includes step-by-step instructions on adding commands to the Quick Access Toolbar (http://cit.information.unl.edu/tips/msoffice2007.htm). This article also provides information on the font and line-spacing default settings changes and other topics.

Submit a question! You could win a free lunch.
EMAIL: bj Jacobs1@unl.edu FAX: 472-2804

Computer Corner Co-Contributors
Ranelle Maltas, right, IANR Communications & Information Technology
Pam Peters, left, Information Services

Introducing… COMPUTER CORNER
UNOPA Notes’ new monthly technology education page. The January issue featured Ranelle’s “X Files” article.

Pam & Ranelle’s MAILBOX
Pam and Ranelle, recently I spent a LOT of time trying to reach someone on campus. This is not the first time this has happened. I left voice mails, sent email messages, and still heard nothing. Some time later the person finally called and explained he had “been on vacation.” Perhaps we need a technology suggestion on the Out of Office feature.

—Marlene Pyatt, Frustrated on City Campus

Are you going to be gone from the office and don’t want people to leave you dozens of email and phone messages (wondering why you have not replied to their messages)?

Turn on your Lotus Notes Out of Office notifications to let people know you won’t be able to respond.

1. When in your Mail Inbox or in Calendar view, in the Menu bar select Actions > Tools > Out of Office to open the Out of Office dialog box. (Shortcut - click on the Tools button, then on the Out of Office menu option.)
2. In the Dates tab area, specify the Leaving date (first date out of the office) and the Returning date (date you will be back in the office - not the last day of your absence).
3. Click on the Exceptions tab and make sure the “Do not automatically reply to mail from Internet addresses” option is checked and active. This prevents an automatic reply to phishing and virus-infested email notes. Replying to a phishing scam is one way that mailers confirm active email addresses and causes people to receive more spam email.
4. Click on the Enable button. You will receive a confirming message to activate this feature, click on the Yes button to enable, then click the OK button close the dialog box.

On the return date you specified, Notes will send you a reminder e-mail to disable your Out of Office agent.

1. To disable (turn off) Out of Office notifications, click the Tools button, then select Out of Office.
2. In the Out of Office dialog box, click the Disable button. You will receive a confirming message, click on the Yes button to disable, then the OK button. Another confirming message regarding the calendar setting will display, click on the Yes button to complete the Disable process.
3. Click on the OK button to close the dialog box.
**UNOPA Mini-Workshop:**

**A Caregiver Organizer**

Facilitated by Pat Jarecke

Nebraska City Union • Noon – 1:00 p.m.

Tuesday, March 3, 2009

and again...

Nebraska East Union • Noon – 1:00 p.m.

Thursday, March 5, 2009

Many of you remember attending a UNOPA Workshop a couple of years back given by Donna Washburn on Elderly Care. This “A Caregiver Organizer” mini-workshop is inspired by Donna. She approached some ladies who were caregivers and asked them if they would put together something that would be helpful to others who find themselves in similar situations. Thus the Caregiver Organizer Notebook was created, and contains most of the forms, notes, guides, etc. to help caregivers be ready when they need to take a loved one to the doctor’s office or hospital.

The notebook will ease potentially stressful situations for the caregiver as well as the person being cared for. Also, if you are nearing retirement age, you may want to personally purchase a notebook and fill it out in advance for yourself, so you and your loved ones won’t be caught without a resource in the event of an unexpected crisis.

Several of these dear ladies have agreed to bring some organizers to the mini-workshops, and will go over them, to acquaint you with the format and organization of these notebooks. For a specified donation you can have our own notebook. If you do not feel the need for a notebook at this time, at least you will be aware of what a valuable resource they are, and have the contact information.

There will be a question and answer time following the presentation. (Bring your lunch!)
Show Your Support for UNOPA—Purchase a Tumbler!

By Sandy Lineberry, 1991-92 Past President

People have always told me I missed my calling by not being in sales, but in a way I always have been. It just hasn’t always been in selling material things. It’s been in selling organizations such as UNOPA, NEOPA and NAEOP. This time, though, I am selling something material. Something you can hold in your hand, something that is a beautiful color and something that everyone can use in one way or another. It is our beautiful blue UNOPA tumbler we are selling to raise funds for UNOPA’s 50th Anniversary, which will be in 2013. I know—sounds like a long time off, but it will be here before you know it. Rather than scramble at the last minute for funds to cover these expenses (and we want it to be nice), we are beginning our fundraising now and are setting the money aside for this event.

The tumblers rival the red Nebraska tumblers with their beautiful blue color, and having the logo and writing on it makes it very special. It has a very tight lid and keeps your beverage hot (or cold) for quite some time. We are hoping every UNOPA member will purchase one (or more) of these and then use it often. You can’t beat the price of $11, plus while you are enjoying the tumbler (whether for coffee, tea or water), you are advertising our organization. These will be sold at UNOPA business meetings, so please stop by our table and purchase your UNOPA tumbler(s).

PHOTO (left to right): Jane Schneider, Sandy Lineberry and Deb Rosenau are pictured at the January General Meeting Fundraising Table, displaying our attractive new tumblers. Looking for a gift? Why not consider an attractive, yet functional, tumbler?

Employee Concerns Brown Bag
By Doreen Wagenaar & Donna Boone, Employee Concerns Co-Directors

Thirteen people attended the Brown Bag session held on Wednesday, January 21, 2009. Reports were as follows:

Chancellor’s Commission on Environmental Sustainability–Lisa King
Campus Recreation Advisory–LaRita Lang
Chancellor’s Campus Safety Committee–Chris Cary
Parking Appeals Committee–Judy Anderson

Academic Senate–Pat Hust
Wellness Committee–Peg Johnson
Employee Benefits / University-wide Employee Fringe Benefits–Doreen Wagenaar reporting for Lola Young.
Child Care Committee–Donna Boone, no report.

A Tribute… Sandy Jorgensen
By Betty James, Ag Leadership, Education and Communication

Sandy Jorgensen worked in the Department of Agricultural Leadership, Education and Communication (AgLEC) from 1989 until July 2005 when she retired. Sandy was very well suited for her job as receptionist in AgLEC. She loved greeting people and always said she couldn’t have a job where she worked in a small office by herself. Sandy was one the most sociable people I have ever had the pleasure to get to know. As I think back, I am sure she was among the first I met in 1990 when I came to work in Ag Hall. We didn’t work in the same department then, but she always had a friendly word for everyone. Later on when we did work together in AgLEC, we went to many UNOPA meetings together. And, I have fond memories of working the UNOPA parking lot together every year. Sandy was ready to get signed up as soon as the request came around.

Sandy Jorgensen passed away on February 1, 2009. She will be missed by family and friends.
MESSAGE FROM THE PRESIDENT

This year the Mentoring Committee, along with other UNOPA volunteers, has taken on the task of greeting all new UNL office personnel to welcome them to the university and to offer themselves as a contact person for the new employee. This is the initial step of forming a mentoring relationship.

Mentors are essential in a large organization to help the new employees learn the unspoken rules of the organization, as well as how to navigate the UNL system of policies and procedures. The university has a wealth of resources for employees, but sometimes you have to know where to look to access them. The mentoring relationship is never one way—not only can you help the new employee, but they can also give you new insight to different ways of doing things.

Here are some tips on finding mentors and advisors from “Leadership the Eleanor Roosevelt Way,” written by Robin Gerber (Prentice Hall Press 2002, pp. 41-42):

1. Be proactive about finding mentors. Don’t make excuses that stop you from pursuing opportunities.
   
   • Recognize that you can’t know everything. Look for a mentor who can help in your weaker areas or with new challenges.

   • You have nothing to lose and everything to gain by seeking the advice of someone you respect and endeavoring to establish a long-term relationship for future guidance.

(See MESSAGE on page 2)
By now, you have received the nomination form for the 2009-2010 UNOPA officers, and I hope you took the opportunity to nominate fellow members to help lead UNOPA in the upcoming year. When the nominations are presented at the March 10 General Membership Meeting, final nominations will be taken from the floor.

UNOPA’s voting procedure follows guidelines outlined by Robert’s Rules of Order Newly Revised. Our Bylaws state, “The officers shall be elected, by mailed ballot, prior to the annual meeting, and shall hold office for a term of one year or until their successors are elected, beginning July 1.”

After the nominations are presented, the Nominating Committee will be appointed as the “Teller Committee” and will distribute, collect and count the ballots. Once the deadline for return of ballots has passed, the Teller Committee will prepare the “Election Teller’s Report” which is submitted to the President. The results are then announced to the membership.

I hope my articles on Parliamentary procedure help to demystify Robert’s Rules and provide clarity on how they are incorporated in UNOPA’s Bylaws, procedures and practices.

(Continued from page 1)

MESSAGE FROM THE PRESIDENT

• Your mentor may be older or younger than you, at your job or in your family, better educated or not. Be flexible in finding the best mentor for your needs at any given time.
• Maintain strong social networks that complement your mentoring relationships and support you when you are not in a mentoring relationship.
• Remember that mentoring is a reciprocal experience. Look for ways to use your growing leadership skills to help your mentor.
• As you learn, grow, and change, as you become more secure and powerful in your ability to lead, look for opportunities to be a mentor.

UNOPA is a great place to not only find a mentor, but also to be a mentor. Don’t miss your opportunity!

Watch out for the storms, but look for the rainbows!

Photo by: Dave Wadsworth
Recently we spent some time in a staff meeting discussing Maslow’s Hierarchy of Needs theory.

Initially I thought, “well, how is this going to help me in my job?” and I thought it was a complete waste of my time. Then I started to get into it and was even to the point of thinking this would be a great presentation for professional organizations. With this in mind, I decided to share a bit of what I learned with you.

This theory was developed by Abraham Maslow who was considered the “father of American humanism” and it is his best known theory. The theory assumes that:

◊ Individuals are motivated by unsatisfied needs.
◊ Categories of needs are hierarchical.
◊ Satisfaction of needs is healthy; preventing their gratification makes us sick or to act evil.
◊ Society can regress to a lower level if under stress or if survival is threatened.
◊ Deficit needs (general needs) of physiological, safety, love, and esteem must be fulfilled before a person can act unselfishly. Once satisfied (homeostasis), “d-needs” cease to be motivators.
◊ Growth needs (being needs or b-needs) of self-actualization & transcendence involve self-fulfillment and realizing one’s potential. B-needs continue to be motivators throughout one’s life.
◊ Asking a person what their ideal life or world would be like (philosophy of future) enables us to gain information about what needs the person has or hasn’t satisfied.

The overall purpose of Student Development theory is to:

◊ Describe the changes that occur;
◊ Explain why these changes occur;
◊ Predict the changes that will occur, so we may control or intervene as needed.

The theory begins at the bottom of the triangle with basic needs (i.e., food, water, etc.). These needs must satisfactorily be met by the individual before they can proceed to the next level, “safety.” The safety section requires comfort in each of the areas (i.e., feeling safe where you work or go to school). Once these needs are met, we move on to “love/belonging.” This area is met by the acceptance of others such as family and friends. From there we go to “esteem.” This, obviously, comes from within and from without. For example, an individual may feel more comfortable and confident presenting the more frequently they present. Lastly, we have “self-actualization.” This is the most difficult to achieve, and in some areas, an individual may never reach this level. This could involve being accepting of those different than yourself, or it could be represented by one’s ability to successfully problem solve.

Something may happen at some point in your life, [such as a job change, death(s) of someone close, etc.] which most probably would cause digression to a lower stage of the triangle. These are normal in one’s career path and personal life.

This theory is one that can be applied both personally and professionally and most people are at various stages with different facets of their lives. Although Maslow’s triangle may appear simple, progressing between levels may seem daunting, especially if you are “comfortable” where you are. The challenge for each of us is to proceed to self-actualization.

UNOPA members have a variety of opportunities where they can grow professionally and personally. There are events sponsored by not only UNOPA but also NEOPA, NAEOP’s Central Area, and NAEOP. If you are considering attending any of the “out-of-town” events, please contact me at lyoung5@unl.edu, so I can add you to my attendance list. Also, feel free to contact me if you want/need information/registration forms or have any questions about these events.

**2009 Registration Deadlines:**

- Central Area Professional Development Day: March 17
- NEOPA Spring Meeting: March 31
- NAEOP Annual Conference: May 15 (early); May 30

**Event Dates/Locations:**

- Central Area Professional Development Day: March 27-29
  Urbana, IL
- NEOPA Spring Meeting: April 16-17
  Lincoln, NE
- NAEOP Annual Conference: July 20-24
  Bloomington, MN
Dixie Schwartz:
Dixie has been an Accounting Tech with the TRIO program since 2008. The program provides federal grants to eligible students—those who might not otherwise have access to post-secondary education. It provides access to opportunities and tools to help ensure their success in college. Those served include individuals with an academic need, low income, and also the disabled. She enjoys working with the students. Her previous position as Office Manager with Cornhusker Place (a substance abuse center) in Lincoln was similar to her current position. She worked with Region V grants and many foundations throughout the State. She earned an Associate Degree in Accounting from Southeast Community College.

In her spare time, Dixie enjoys home improvement projects, gardening and reading. Favorite vacation spots are Paris, the Colorado mountains, or any outdoor nature trips.

When asked why she joined UNOPA, Dixie replied: “I thought it would be a good way to meet staff from around the campus, and put faces to the individuals I talk to on the phone. Plus, the Accounting Department, who have been extremely helpful to me—especially Betty—have encouraged me to become involved, and have made me feel very welcome. Thanks!”

Diane Carson:
Diane was born in York County and grew up on a farm near Bradshaw, Nebraska. Diane has taken college courses at Southeast Community College and is a Clerical Associate for Child, Youth and Family Studies.

Her employment experience includes the State Department of Health (20 years), St. John’s School (10 years), interspersed with a career as a stay-at-home mom.

Sports interests are Nebraska football, track and field and the Olympics. She is an avid Nebraska Wesleyan track fan because one of her sons runs for them.

Other spare time activities include knitting, sewing, crafts, reading, and attending plays. During the holidays and in the summer there are many family get-togethers, including annual state park weekends and a 4th of July Brainard, Minnesota trip.

Her favorite food is chocolate and more chocolate. A favorite vacation spot is Florida. Diane has four children—Derek, 24; Amanda, 22; Michelle, 20 and Michael, 20—all currently in college. Two will, hopefully, graduate this year.

Asked why she joined UNOPA, Diane replied: “To get to meet fellow employees, get more acquainted and involved.”

Julie Dosch:
Julie was born and raised in Fairmont, Nebraska. Upon graduation from high school, she began a career in law enforcement that spanned 21 years until she and a friend decided to establish a wedding consultant business. After one year she realized she missed the excitement of law enforcement, and in 2000, she applied for and was offered a position with the UNL Police Department as a dispatcher. In 2004 she was promoted to a position as Dispatch Communications Supervisor.

Married for 28 years to husband, Dean, they enjoy spending time with their children and grandchildren (who love to spend the night with Grandma and Grandpa). Daughter, Kelly, lives in Hawaii with her husband and two beautiful daughthers; Amanda, her husband and their new twin sons live in Seward; and Ashley, her husband and their 5-year-old son live in Elkhorn.

Julie enjoys reading and her favorite food is pizza. She claims Kauai, Hawaii as a favorite vacation spot where she intends to retire!

Asked why she joined UNOPA, Julie replied, “I wanted to have the opportunity to meet people and learn new things.”

Jennifer Arnold:
Jennifer was born and raised in Lincoln, Nebraska and is an Accounting Technician at Business Services. Previous employment experience was with the National Renewable Energy Lab in Golden, Colorado, and as a Staff Accountant at Landscapes Unlimited in Lincoln. Jennifer is pursuing a Bachelor’s Degree in Accounting here at UNL.

Jennifer and her husband are huge Husker and Bronco fans. Other activities that she enjoys are reading, crafts and spending time with family and friends. Christmas Eve is a special family time. Jennifer’s favorite food choices include pizza, pasta, Mexican food—basically any kind of food!

They have two pets—a golden retriever named Jade and a rat terrier named Ernie. Jennifer and her husband lived in Colorado a year and a half and they may spend more time vacationing there.

Asked why she joined UNOPA, Jennifer replied: “I wanted to get to know some of my fellow employees and learn more about the University as a whole, and the departments within the University.”
I’m so excited about my installation in a couple of months—in fact, the date is May 12, 2009. Even with everyone’s busy schedule (business and personal), I’m hoping each of you will be just as excited at the opportunity to serve on the board as I am, and that you will join a committee that you have or haven’t been involved with in the past.

If you are new to UNOPA or are uncertain as to what’s involved, check out our webpage under “Officers and Directors,” where you will find a summary of each committee.

Please do not be shy. Contact one of the directors of the existing committee(s) you are interested in and you will find that they will welcome your questions. I would like to recognize all committee directors at the May meeting. If you still have questions or concerns contact me at 472-0533, or email me at mjohnson4@unl.edu.

The work and activities of UNOPA would not be possible without the volunteer efforts of our members. We serve the University community in a number of ways, so get involved and stay involved and you will watch yourself grow as you embrace the opportunities that are freely available!

Happy Spring!

Opportunities for Growth with UNOPA

By Peg Johnson, President Elect

Three University employees were honored at the February 10th general meeting. The Floyd S. Oldt Silver Pen was awarded to Donna Boone and Sandi Jones, and the Outstanding Staff Award was presented to Pamela Hanks.

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. The award is funded by an endowment from Floyd S. Oldt. Each recipient will receive $600, an engraved A.T. Cross Silver Pen, a framed certificate and a one-year UNOPA membership.

Donna Boone, Administrative Support Secretary in the Office of Technology Development, was nominated by David Conrad. Letters of support mention her dedication, strong work ethic and genuine care for assisting others. Conrad states, “Our nominee truly wants to be of service in taking the initiative to do whatever is required to serve our ‘customers.’” She “continually searches for ways to enhance the reputation of our office and the University through her professionalism and willingness to go beyond what is written in a formal job description.”

Sandi Jones, Project Assistant for Instructional Design & Development in Extended Education & Outreach, was nominated by Cindy Roiné. “Willingness to take on new challenges and a desire to find efficiencies make this person a valuable employee of this institution” says Roiné. Letters of support praise Jones for always being willing to help others and for motivating colleagues to work as a team. They also credit her for highlighting the positive and adding humor to the workplace.

The Floyd S. Oldt Outstanding Staff Award was created to recognize an outstanding University of Nebraska–Lincoln office/service employee who demonstrates distinguished service and contributions to the University community. This award is made possible by a University Foundation endowment from Floyd S. Oldt in 1991. Any University employee may nominate another UNL employee. Recipients receive a personalized plaque, a year’s membership to UNOPA, and $1000.

Pamela Hanks, Project Assistant for Marketing in Extended Education & Outreach, was nominated by Keith Bartels. Her nominator describes Hanks as someone who is known for her strong work ethic and dedication to the University. She has a desire to learn and the ability to teach or share what has been learned with others. Hanks is highly praised for her work in project management. A support letter states, “When our organization was looking for volunteers to take on the added responsibilities of project managers, this individual readily accepted the challenge and did so with clarity and focus. On top of her normal responsibilities, this person has been participating in project management training and is now the project manager for the largest project in our organization. They have kept the project on task and on time under tight deadlines and daily challenges.”

Congratulations to all three recipients!

UNOPA February Awards Presentation

By: Beth Zager, Awards Committee
NEOPA Spring 2009 Conference  
April 16 - 17, 2009  
Southeast Community College Continuing Education Center (310 South 68th)

April 16 – Thursday night Social at Lone Star Steakhouse and Saloon (200 N 70)  
There will be a $5.00 cover charge and will include room, Hors D’oeuvres and a cash bar.

April 17, 2009 -- Registration, Continental Breakfast, Welcome (7:30-8:30)  

Keynote Speaker (8:30-11:45)  
Kris Thaller, Certified Life Coach  
Know your playing field as well as your purpose and how to apply it professionally and personally.

Business Meeting, Lunch and Installation of 2009-2010 NEOPA Officers (11:45-1:30)  

Breakout Sessions: Choose one from each group  

Breakout Group 1: 1:45 p.m. – 3:00 p.m.  
Chris Timm – “Moving Onward and Upward”  
The days of hand delivering your resume and cover letter are disappearing. Whether applying for a different position in the same organization or considering a change, savvy jobseekers should know how to navigate online application systems and describe their skills in ways that help their application rise to the top. This session will describe the use of keywords in resumes and cover letters, characteristics of online application systems and job search sites.

Gina Larson – “Putting Your Best Foot Forward”  
Putting your best foot forward is doing your very best by using your talents for peak performance and satisfaction. The most effective people are those who understand their talents. When you better understand your own unique talents and how to blend those in the workplace, you can begin to value the difference in others.

Breakout Group 2: 3:15 p.m. – 4:30 p.m.  
Sheryl Piening Keller – “Writing of Minutes and E-Mail Courtesies”  
Review the latest version of Roberts Rules of Order including proper ways to do agendas and formal and informal minutes. Also included are e-mail format and courtesies.

Suzanne Drew – “Shining Through the Occasional Cloud”  
On a good day, with the right people, we can pretty much accomplish anything. But just as some days are better than others, some people are easier to work with and around than others. In this conversation, we will discuss possible explanations for why some people, sometimes, make it difficult for themselves and others to get done what needs to get done... and what we can do when we find ourselves in those situations.

Conference Registration:  
NEOPA Members - $55  
Non NEOPA Members - $65  
Register through Southeast Community College by calling Diane Siefkes @ 402-323-3386, 800-828-0072 (ext 3386) or email: DSiefkes@southeast.edu  
Deadline to register is March 31, 2009  
Registration includes conference speakers, lunch and breaks  
Conference Co-Chairs: Debbie Hendricks (472-3755) and Diane Wasser (472-6251)

Hotel: Chase Suites has reserved a block of rooms for the conference, please contact them directly at 402-483-4900. Room rate is $79.00/queen suite plus tax. Mention the conference to get this rate.
Trees begin to come alive again and bright flowers start to appear.

Birds return to sing their songs and...warmer temps makes us cheer.

Put dreary winter behind us now and rejoice that spring is here!

Celebrate Spring!

Treat yourself to the following additions to your “To Do List”

❖ Take a walk on a nice, Spring day and watch for a robin, new leaves on plants, cheerful crocuses or daffodils
❖ Make a point of seeing one beautiful sunrise and one sunset without rushing this spring
❖ Take some time to sit quietly for a moment and enjoy a nice spring rain shower
❖ Bring May Flowers(if the mood strikes)

Put dreary winter behind us now and rejoice that spring is here!

UNOPA Notes Welcomes Spring
March 2009 Issue Feature Compiled by Tonda Humphress.

All of these activities can be made better when shared with a child, grandchild, significant other or friend – but peaceful, quiet enjoyment is good too.

Will you be planting flowers or vegetables or both? What specific plants will be grown and where? Some plants may even be started indoors now.

Check with your local gardening center or the UNL Extension Office on good plant choices for Nebraska and helpful tips on growing the plants you would like to grow.

Gardners’ Words of Wisdom . . .

Plant carrots in January and you’ll never have to eat carrots. ~Author Unknown
God made rainy days so gardeners could get the housework done ~Author Unknown
Gardening requires lots of water – most of it in the form of perspiration. ~Lou Erickson

Where did that go in Microsoft Office 2007?

By Ranelle Malta, March Feature Writer

Many of you may be new to Microsoft Office 2007. Not that you are new to using Word, Excel, PowerPoint or Access. You know how to do your tasks, you just don’t know where Microsoft moved the tool to in the new version. You don’t have to start over learning the new version, you just need to know about the Interactive Command Reference Guide.

In your program, click the Help button in the upper right corner (it’s the little blue circle with a question mark in it). In the Help window, click the link for Getting help. Next, click the link for the Interactive: Command Reference Guide. If you are in Word, it will be listed as Interactive: Word

2003 to Word 2007 command reference guide. Click the link to Start the Guide. Your internet web browser will open. Please note that you will need Flash and Internet Explorer to view. Click the Start button. Once you’re there, rest the mouse pointer over a Word 2003 menu or button to learn its new location in Word 2007. To see an animation of the location of the command or button in Word 2007, just click it.

Since it takes five clicks to get here, when I was learning the new version, I would minimize the browser window and return to my program to keep working. When I had another question, I would click my browser in the taskbar to open and click anywhere to restart the guide. Instead of wasting a half-hour finding a tool, take the time to open the guide and find what you’re looking for in an instant. It’s well worth your time.

Pam & Ranelle’s MAILBOX

When in your lotus notes in-box and you accidentally erase everything, how can these be retrieved without having to reboot Lotus Notes?

Ranelle: Go to the Trash folder and restore the documents from there.

Email a MAILBOX question, and be entered in a drawing for a FREE lunch.—UNOPA Notes Staff. —bjacobs1@unl.edu FAX: 472-2804 by March 23.
February Program
By Peg Johnson, Program Director

If you were not able to attend our February general meeting, you missed out on a fantastic PowerPoint presentation on the history and the future of the Whittier Building. Our two speakers were Ed Zimmer, Historic Preservation Planner, who has been with the Lincoln City/Lancaster County Planning Department for twenty-four years; and Mike Zeleny, Assistant Vice Chancellor for Research, who has been at UNL since October 2001. Both speakers were very professional as well as entertaining!

March General Meeting

Our March meeting will be in Hardin Hall with Ken Dewey: “Storm Chasing with the Nebraska Vortex Intercept Team.”

Hope you are able to attend!

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Wellness Speaker
Tuesday, March 24, 2009

Kimberly S. Barrett, M.Ed, Wellness Coordinator
University of Nebraska- Lincoln

Mark Fenton, international wellness speaker and pedestrian advocate, will present “Lessons From A Very Long Walk” from 12-1 p.m. at the Nebraska Union Auditorium. However, plan to come early to learn about what is happening with the UNL Wellness Initiative during the Brown Bag Welcome, hosted in the Regency Suite from 11-11:45 a.m. This wellness session, sponsored by UNL Campus Recreation through the Steinhart Lecture Series and The Chancellor’s Committee on Wellness is free and open to the public.

Mark Fenton comes to UNL with vast experience in the wellness field. Fenton has been a five-time member of the US National Olympics race walking team, host of the former PBS series, America’s Walking, and manager of research at Reebok.

“Lessons from a Very Long Walk” will ignite your wellness journey...whether you are embarking on your first mile or your millionth, and perhaps you’ll feel an urge to take a walk!

Fenton’s speaking engagement is one of a series of on-going wellness endeavors supported by the UNL Wellness Team for faculty and staff across campuses this spring. Additional upcoming opportunities include:

- N-Lighten Nebraska, UNL Challenge- Registration, ongoing through May 1
- Smoking Cessation Introductory Brown Bag Luncheon, March 17
- Day Bike Ride Series, March 30, April 7 & 15
- Earth Day Walk, April 22
- Stress Management workshops, April 20 & 24
- On-going financial and retirement planning workshops

To learn more about the wellness opportunities at UNL or to contribute as a wellness resource, visit the Wellness Website, http://wellness.unl.edu.

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The REAL Cindy Knight
By Betty Jacobs, UNOPA Notes Feature Developer

Cindy is a person whose number one interest is her family. While growing up she has fond childhood memories of vacationing at Big Lake, Missouri almost every weekend. They rented cabins, and did a lot of water skiing. She claims her niece and nephew (Marcy and Ryan) as the children she never had.

Cindy has a lot of interests. She is a prolific scrapbooker, having made birthday books for those celebrating their 40th, 70th and 80th birthdays, as well as a number of 25th and 60th anniversary albums. Her kids have personalized scrapbooks from birth through high school graduation. Other interests include drawing and collecting, and she has many collections, including an extensive horse collection. Her fascination with Cinderella memorabilia was inspired by her dad, who nicknamed her Cinderella as a child. It wasn’t until she became an adult that she began collecting dolls. As a child she was not particularly fond of dolls.

She loves to cook. “I am learning to cook from scratch all over again after becoming a diabetic – it’s been fun.” Her favorite entrées are shrimp and steak. Other favorites are chocolate chip and snickerdoodle cookies, and chocolate cake with chocolate frosting. Cindy has learned to substitute sugar free desserts such as chocolate pudding pie and “candy bites.” The family also enjoys going out for breakfast.

At Christmas and thanksgiving the family attends church services and seasonal programs, and gathers for their traditional holiday meal of turkey, stuffing, mashed potatoes, gravy, sweet potatoes, green beans, scalloped corn, her grandma’s cranberry salad, and pumpkin pie. “We try to make the meal heart healthy and diabetic friendly for the family.” The 4th of July tradition is unique: Brats and homemade ice cream with brownie pie are the traditional foods. Cindy’s family has another wonderful tradition. They enjoy being together!

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Rose Frolik Award
By Beth Zager, Awards Committee Director

UNOPA nominations for the Rose Frolik Award were accepted through March 6. The Rose Frolik Award recognizes a UNOPA member who demonstrates the attributes of Frolik, UNOPA’s founder and first president. Rose is an enthusiastic, energetic person who challenges life and feels that how you do your work may be a lot more important than what you do.

To be eligible for the award, a member must have been an active member for the past five years. The award will be presented at the April 14 General Meeting, and the person selected will receive an engraved plaque, $600 and a one-year UNOPA membership renewal. For more information, go to http://unopa.unl.edu/rose.htm or contact Beth Zager at bzager2@unl.edu.
WOW, THAT FELT GREAT!

By Jan Edwards, Career Development Committee

We had 48 ladies attend the Spring Workshop with Sandra Stockall. We watched videos, listened to Sandy’s stories and examples, worked in groups (she called it “brain-drain”) and generally had a great time adjusting our attitudes! If you work in an office with someone who attended this workshop, be prepared to have them try to “Choose their Attitude” to be happy; “Be there” for you; “Play”; and “Make Your Day!” That is the “Fish Philosophy.” Along with: “Commit – Be It – and Coach It!”

In the next issue of the UNOPA Notes we’ll list ideas that our groups envisioned to raise morale, make the work day more enjoyable, and establish satisfaction and camaraderie at our job sites. Stay tuned….

“I also want to praise my Career Development committee of lovely, creative, intelligent ladies who volunteered to help with setting up this event. A big “Thank You” to Deb Carlson, Jeannette Fisher, Debbie Hendricks, Cindy Hornung, Peggy Jeffries, Marcy Tintera, Carol Nau and Carol Wusk! You talented ladies can do anything! Thank you to each and every one of you.”

We’ve been able to spot some of the workshop attendees, mostly those in the foreground, in these candid “snapshots.” Begin at the top left photo (above) and snake around through the photos.

1) Dora Dill, Shelly Green, Doreen Wagaaner, Linda Luedtke, Barb Homer, Gretchen Walker, Cindy Hornung;
2) Marcy Tintera, Carol Wusk, Deb Carlson;
3) (Who are those seated at the farthest left end of table?), Betty James, Jan Wassenberg, Dora Dill, Shelly Green, Deb Rosenau;
4) Joan Frederick, Diane Sullivan, Martha Young, Peg Johnson, Marlee Crombie, Mary Klucas, Kathy Bennetch, Martha Young, Donna Boone. Do I see Andrea Peterson and Sue Wesely?
5) Sandra Stockall

NEOPA Cookbooks Available For Sale

Cost: $10 each

The Nebraska Educational Office Professionals Association (NEOPA) has published a cookbook of members’ favorite recipes for their fund-raising project this year. The cookbooks have a soft laminated cover, coordinated dividers, and are beautifully illustrated. A portion of the cookbook sales will fund the NEOPA student scholarship. Please show your support by purchasing one by contacting Barbara Homer, 472-3677 or Linda Luedtke, 472-9354.

Thank you in advance for supporting this great project.

Barbara Homer and Linda Luedtke
Co-Directors, Ways and Means Committee
MESSAGE FROM THE PRESIDENT

As UNOPA President, I have been invited to several meetings with UNL higher administration regarding upcoming budget issues. The UNOPA President is an invited member of the Chancellor’s “Cabinet” and to the Deans and Directors meetings. Recently, UNOPA and UAAD officers were invited to meet with the Faculty Senate Executive Board to discuss ways in which these organizations can work together in the upcoming year.

Typically, UNOPA focuses on recruitment early in the fall semester, but I am asking you to start speaking to coworkers and other UNL personnel now to convey the message that UNOPA is speaking for them. UNOPA is the voice of UNL office professionals, and it would be helpful to have their support as members of UNOPA.

I would also like to invite all UNOPA members to contact me if they have specific budget questions or suggestions. The Presidents of UNOPA and UAAD have monthly meetings with Susan Poser, Associate to the Chancellor, and I would be happy to share your concerns.

As we head into the last quarter of this fiscal year and into the next budget year, it is important for all University office professionals to know that UNOPA is their voice. Please encourage all office professionals to join UNOPA so that their voice may be heard in larger numbers by the administration.

Congratulations… to our newly elected officers for 2009-2010: Peg Johnson, President; Mari Greer, President-Elect; Donna Boone, Recording Secretary; Beth Zager, Corresponding Secretary; Belva Harris, Treasurer. The officer year begins July 1, 2009.

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 the community.
Every organization has bylaws, but most people seem to be intimidated by them and tend to stay away from them because bylaws do not make for light reading! What are bylaws? As defined by Robert’s Rules of Order Newly Revised, In Brief, pp. 84-85, bylaws are “basic rules” relating principally to itself as an organization. They:

- describe the group’s purpose;
- spell out the qualifications and method of selection of members;
- provide for officers, committees, and meetings (including the quorum); and
- may set up an executive board or board of directors.

Bylaws also include instructions on the process of making amendments. To make an amendment to UNOPA’s bylaws, it is stated in Article IX-Amendments, Section 1:

“Amendments to the Bylaws shall be submitted in writing to the President, for review by the Executive Board, fifteen (15) days prior to presentation at a regular meeting of the Association. Amendments shall be voted on by members using mailed paper ballot, within one month following presentation. A majority vote of ballots returned shall be required for passage, and the amendment(s) shall become effective immediately.”

While bylaws are specific to each organization, the rules for conducting meetings are generally the same from group to group. Each group identifies its “parliamentary authority” in their bylaws and those are the rules that are followed in conducting their meetings. As you know, UNOPA has adopted the current version of Robert’s Rules of Order, Newly Revised, as our Parliamentary Authority as stated in Article X.

**Parliamentary Procedure**

By Mary Guest, CEOE
UNOPA President

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**Professional Standards Program**

PSP application forms are now available on disk.
Send a formatted disk to:

NAEOP
PO Box 12619
Wichita, KS 67277-2619
Designate if for PC or Macintosh.
Forms are in Microsoft Word.
Excerpted from The Connector.

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**One can never consent to creep when one feels an impulse to soar.**

- Helen Keller
NAEOP Central Area Report
By Lola Young, CEOE

The Nebraska co-chairs, Mary Guest and Gretchen Walker, are now finalizing plans for the 2010 CAPDD in Lincoln, Nebraska. The dates for this event will be April 23-24, 2010 and the location will be the Holiday Inn Downtown, 141 N. 9th Street. They will give us an update when they are ready to share rate and theme information. I’m certain this will be an educational event to remember, so I do hope you will escalate your plans, and join your UNOPA teammates in Lincoln.

It’s time to fill out that NAEOP registration form (if you haven’t already done so) and get it mailed to the National Office. When filling the form out, make sure to register for the Central Area Breakfast. The early-bird registration deadline is May 15, 2009. We encourage UNOPA members to attend this year so they’ll be even more prepared to host the 2010 CAPDD next summer!

2009 SPECIAL DATES TO REMEMBER:
- May 15 – PSP Filing Deadline
- May 15 – NAEOP Conference Earlybird Registration Deadline
- May 30 – NAEOP Conference Registration Deadline (to be listed in the annual report)
- July 20-24 – NAEOP Annual Conference, Bloomington, MN
- October 1-2 – NEOPA Workshop, Omaha, NE

Vortex Interception the Focus of Dewey’s Presentation
By Peg Johnson, Program Director

WOW! Professor Ken Dewey’s presentation was extremely informative and very interesting. If you ever have a chance to hear him speak on the “Nebraska Vortex Intercept Team,” you owe it to yourself to go! His presentation normally takes forty-five minutes; however, to accommodate our meeting schedule, he spoke very, very quickly and presented his entire presentation in twenty minutes!

In his presentation, Professor Dewey stressed the importance of ensuring the safety of the students on the team and explained that their vehicles are equipped with radar and computers. Another point he stressed was the fact that they are NOT “Storm Chasers.” Their role is to assist with spotting tornadoes and other weather or climate related events and, when necessary provide assistance.

He shared photos of student educational activities – as well as some spectacular weather photos and referred us to two informative Web addresses that are within the same Web site: http://www.lincolnweather.org and http://lincolnclimate.org.

Another worthy note is that the Hospitality Committee designed placemats that had a number of Nebraska’s tornado-related facts and statistics, such as: 1) The most tornadoes in one year in the state of Nebraska was 110 in 2004; 2) May 2006 was the first May in recorded history to NOT have any reported tornadoes; 3) Nebraska averages over 40 reported tornadoes a year; and 4) Nebraska ranks fifth in the United States for total number of tornadoes each year.

Professor Ken Dewey is greeted by Program Director, Peg Johnson.

Ken Dewey: informative and engaging.

UNOPA members and guests at the March General Business Meeting and Luncheon.
Karen Spath:
Karen is from rural Lincoln, just a few miles west of Emerald. After completing high school at Malcolm, she attended Southeast Community College. Karen has worked for UNL for 10 years. Currently she is a staff assistant in the Department of Agronomy and Horticulture, but has also worked for the Alumni Association and the Facilities Management departments.

One of Karen’s favorite sports is snow skiing, and she also enjoys playing softball. When not scheduled to play she enjoys attending the games. She has a Harley and loves going for long rides and poker runs. In her spare time, she likes to garden.

Wilson (see photo), the family dog, loves to go for walks, and is the “sweetest dog ever”! Cookie and Milo are their two cats.

Karen has two children, Travis (19) and Allison (15). Travis will begin his first semester at UNL this spring, and Allison is a 10th grader at Milford High School.

Karen lists her favorite foods as veggie pizza, crab legs, fresh pineapple, strawberries, blueberries and dark chocolate! Halloween is “totally” her favorite holiday, and they love to host parties and dress up in costumes. They enjoy traveling to Colorado and North Carolina, to visit her brother/family.

Asked why she joined UNOPA, Karen replied: “I thought it would be a good resource for me to get to know other people and a learning experience.”

Jaime Long:
Jaime, originally from Arlington, Nebraska, earned an Associates of Applied Science in Accounting from the Nebraska College of Business and is looking forward to pursuing a Bachelor’s Degree. She is an Accounting Clerk III in the Business Services Center.

Her sports interests include watching Husker football and volleyball and her favorite NFL team, the New England Patriots. NASCAR racing season follows the NFL season and they spend Sundays watching the races. Her favorite driver is Matt Kenseth (#17).

Other activities Jaime enjoys are photography and scrapbooking. Of course, her main pastime is spending time with husband, Mark, and son, Zhane, who was born on Mother’s Day, 2008! Jaime says she could not have asked for a better Mother’s Day gift! Their family also consists of a two-year-old pet American Bulldog named Lucy.

Jaime says her favorite vacation spot is a toss-up between Jamaica and Aruba, soaking up the sun on the beach with a cocktail in hand. She says her lifetime goal is to travel to all 50 states.

Spending Christmas Eve with her dad’s side of the family is a favorite holiday tradition. They are looking forward to beginning their own traditions with Zhane.

Asked why she joined UNOPA, Jaime replied: “I joined UNOPA to learn more about the University and to meet new people. It is nice to be able to put faces to the names that I work with on a daily basis.”

Opportunities for Service and Lasting Friendships
By Peg Johnson, Interim Director

I would like to thank the members who have stepped forward to let me know where their interest lie. However, I’m still waiting to hear from more members who are willing to serve as committee directors or have an interest in being on a particular committee.

If you know of someone who you think might be interested, please contact them; sometimes we just need a little push or even a helping hand (look what happened to me!). Even with a busy schedule (business and personal), I’m hoping you will be just as excited as I am at the opportunity to serve on the board, and join a committee that you have or haven’t been involved with in the past.

If you are new to UNOPA, please look over the possibilities, as there are many opportunities to make new acquaintances and lasting friendships. If you are uncertain of what’s involved, please check out our Web site under “Officers and Directors,” where there is a summary of each committee and its purposes or duties. Please do not be shy about contacting any of the current directors with questions or concerns. I believe our organization has a wealth of knowledge just waiting to be tapped. The highlight of my installation would be to have all the committee directors positions filled so all can be recognized with me. My installation will be on May 12, 2009.

On a final note, please remember that one very important aspect that should be addressed before you agree to be a director or a committee member is to check with your supervisor first for their approval and blessing. It is always a good idea to let them know first-hand what is involved.
It’s Time to Get Organized

By Diane Sullivan
An Organization Station Feature

An Action File is a way to capture all the “paper” that comes into your home (or office), although only one of many tools available. For instance, another set of organizational files would be Family Files (a file for each family member). I chose the term “Action File” because each file calls for a timely action and ongoing followup to avoid stagnation.

Examples of Action File in my Office or Home: To File, To Read, To Call, Bills to Pay, Paid Bills, Receipts, Coupons / Gift Cards, Events, Activities, Pending, Projects, To Do, Cards to Send, and Vacation.

Here is a detailed explanation of each of the folders:

To File – Save items you want to archive in this folder and you’ll save yourself frequent trips to the file cabinet. Write the name of the file folder on the upper right hand corner of the paper, and then when it’s time to archive sort the documents and file them – a great time saver.

To Read – This folder contains articles that need to be read “later.”

To Call – In this folder you will file that myriad of Post-it-Note reminders. I periodically pull out this folder and immediately I am focused on who I need to call, and can then make many calls at one time. (Editor: I love this idea. This is efficient. Key contacts could be moved to an “Add to Phone Directory” folder for later updating.)

Bills to Pay – Every current unpaid bill and payment status notes and receipts are in this folder until ready to be transferred to the Paid Bills folder.

Paid Bills – Holding folder for monthly archival filing.

Receipts – This file contains all receipts for the month, and any that require an action, i.e., those that need to be balanced against a credit card statement, pending merchandise returns [may need to be held until the store’s return policy is met or item(s) returned].

Coupons (Gift Cards) – This folder contains any gifts cards or coupons, i.e., 2-for-one grocery or restaurant coupons, and, if you are lucky, perhaps a spa gift card! The next time you want to go out to eat, look into this folder first and then decide where to go.

Events – Keep all invitations, flyers and postcards in this folder. Mark on your family calendar the event and then look in this folder for the invitation with the address and driving directions. Your refrigerator will thank you for this!

Activities – I use this folder more in the spring than any other time of the year. With all the activities and camps for the kids to pick from for summer fun, I keep all the pertinent information in the folder and then we open it up and let them choose how they want to spend the summer months. I include library and swimming pool hours, and any baseball game or other sports activity schedules. I even keep a directory of activities happening in our city in this folder.

Pending – This folder is for paperwork you need for returning an item, other than what is in the “receipts” folder. For instance, I keep project notes and estimates here — anything “in progress.”

Projects – This temporary folder is for all project research and related information, other than what is in the pending folder.

To Do – This folder is for any “To Do” items/lists.

Cards to Send – Put different occasion cards in this folder and then once a month send out cards for birthdays, anniversaries, etc. Keep birthday lists and other special occasion lists in this folder.

Vacation – Put everything related to a vacation or travel in this folder: Airline tickets, passports, itinerary, guide books, anything and everything you need to get you to that destination.

The Organization Station, www.organization-station.net
402-253-8145

Malaysia

Diversity Thrives on UNL Campus

By Pat Hust, Center for Science, Mathematics and Computer Education

Kuala Lumpur Skyline, Malaysia

Do you know how many Malaysian students we have on campus? We have over 100! As educational office professionals, we have an opportunity to learn more about and appreciate the diverse students with whom we work. What do YOU know about Malaysia? Malaysia is in southeast Asia, surrounded by Thailand, Singapore and Indonesia. It is a country divided by the South China Sea. Malaysia is truly “Asia”… a mix of people from many races and cultures, it encompasses all the diverse peoples of Asia living together in harmony.

Malaysia’s cultural mosaic is marked by many different cultures, but several in particular have had especially lasting influence on the country. Chief among these is the ancient Malay culture, and the cultures of Malaysia’s two prominent trading partners throughout history, the Chinese and the Indians, whose distinctive cultures have blended to create contemporary Malaysia’s uniquely diverse heritage.

UNL’s Malaysian students are likely to be multilingual. The official language is Malay, however British English is frequently used for official business. Mandarin and Tamil as well as the many native languages are often spoken in homes. Schools teach languages, beginning in the elementary grades.

Students who arrive at the University of Nebraska expect to be speaking English, but are most familiar with British English. Some students are reluctant to speak up when they first arrive. They appear to be shy, and apprehensive about acceptance.

Malaysian students complete their college studies locally or study abroad in Australia, United Kingdom, and Ukraine, in addition to the United States. It’s interesting that most UNL Malaysian students are studying Actuary Science, although there are a few in other business majors and engineering. Our students typically transfer here with high academic averages.

Each Spring, the Nebraska University Malaysian Student Association (NUMSA) presents Malaysian Night. The evening is a visual feast, with its beautiful music, dance, art and bright clothing! Plan to put student cultural events on YOUR calendar. What a great opportunity to learn more about the culture of different countries.
How many old unused cell phones do you have tucked away in a drawer at home? Have you ever wondered what you were going to do with them?

At the May UNOPA General Meeting, you will have the opportunity to donate your cell phones, which in turn are sold to a company that recycles them, and then calling cards are purchased and given to our troops serving overseas.

“Cell Phones for Soldiers” was founded by Robbie and Brittany Bergquist, teenagers from Norwell, MA, with $21 of their own money. The company has become a registered 401c3 non-profit organization and has raised almost $2 million in donations and distributed more than 500,000 prepaid calling cards to soldiers overseas. They hope to eventually raise $9 million to fund new programs, such as providing video phones with prepaid service so the soldiers can see their families at home. For more information: http://www.cellphonesforsoldiers.com/resource_center.

Cell phones will be collected at the May 12 UNOPA General Meeting. If you are unable to attend, but still would like to donate your old cell phones, please send them to Mary Guest, 106 ADMS, 0423. Of course, cash donations are always welcome and will be used to help offset the price of shipping.

If you have any questions, please contact me at 472-3204 or email me at mguest2@unl.edu.

Submitted by Mary Guest, CEOE

Good Day, everyone.

I mentioned in last month’s newsletter that I was going to give you a list of ideas that our groups from the workshop, Wow, that felt Great!, had envisioned to raise morale, make the work day more enjoyable, and establish satisfaction and camaraderie at job sites. Many related to Food! (Imagine that!)

Well, here we are:

Say something positive!
Bring sweet rolls or other treats
Thank people for being helpful
Have pizza days
Greet with a smile; say good night (with a smile)
Play lunch tag: Lunch out together
Ask co-workers how they are doing, ask about the family
Host potluck lunches
Give sincere compliments
Have cookie breaks
Give a smile to everyone
Take turns filling the treat bowl
Relate funny stories
Laugh out loud
Make coffee
Share events of personal life

Share and/or Demonstrate
In Writing by sending a cheerful note or email
Ease the workload of another
Seek ways to lighten others’ tasks
Notes of appreciation/encouragement
Share jokes
Post inspirational quotes
Recognize birthdays with simple little gifts or gag gifts
Give gold stars, etc., for work well done
Serve food to an honoree on a special recognition plate
Give birthday card(s) signed by all
Have weekly staff recognition meetings
Put up signs of praise, congratulations
Encourage staff development
Nominate co-workers/bosses for awards
Establish a traveling department appreciation award
Share books, hobbies, pictures
When the right situation comes along, share Hugs!

Recreate
Throw soft frisbees or play catch with soft balls
Go for group walks
Have casual dress days at work
Play word games

Above all, make sure YOU Choose your attitude…

Be POSITIVE, Be There in that moment of need, Make Your Co-Worker’s day a better DAY!
Create PDF files with Microsoft Office 2007

With Microsoft Office 2007 you now have access to a free add-in program for creating PDF files from PowerPoint slide shows, Word documents, etc.

NOTE: If you want to create PDF files that use Adobe’s security feature to prevent copying of text, create PDF forms, or include other advanced features, you need to buy the Adobe Acrobat software.

Install the PDF add-in

1. In your browser, go to Microsoft’s home page (http://www.microsoft.com) and enter “pdf add-in” in the Search box.
2. Click on the “2007 Microsoft Office Add-in: Microsoft Save as PDF or XPS” page link.
3. Follow the instructions for downloading the file.
4. Save the file to your local computer (C: drive).
5. Double-click file icon to install the add-in.
6. When finished, delete the installation file from your local computer.

Create a PDF file

With your slide show or document open...

1. Click On the Office button.
2. Click on the right-pointing arrow next to the Save As option (see sample at right).
3. Click on the “PDF or XPS” option to open the Publish as PDF or XPS dialog box.

By default, the PDF file is saved with the same name, in the same folder as the original file, and with the settings shown in the image below.

![Publish as PDF or XPS dialog box](image)

4. To create the smallest PDF file, change the Optimize for: setting to the “Minimum size” option (see image above).
5. OPTIONAL: Click on the Options button to change any of the default settings in four areas: Range, Publish options, Include non-printing information, and PDF options.

For example, in PowerPoint you can use the “Notes pages” option under the Publish options to put a slide show with explanatory notes on the Web. The PDF file will show one slide per page with notes displayed beneath the slide (see sample).

You may also want to change a setting in the Include non-printing information section to help protect your privacy.

By default the “Document properties” of title, subject, author, and similar information are included in the PDF file.

Use the Help function for more information.

Click on the OK button to save Options settings changes.

6. In the Publish as PDF or XPS dialog box, click on the Publish button to save the PDF version.

Use a PDF file on the Web

PDF is the Web standard file format for sharing print-oriented documents. When sharing PowerPoint slide shows or Word documents with the general public or colleagues with no need to edit a file, use the PDF version. Advantages are that PDF files are smaller than the native file and there is no problem with people using different versions of MS Office programs.

When a PDF file will be used on a Web site, you must change the name to a one-word name (no spaces and no special characters) and keep the .pdf extension. If you don’t do this, your readers may have problems opening the file.

When you include a PDF file on your Web site, be sure to list the file size (example: PDF 556 KB, 24 pages) with each PDF link and to provide a link on the page for users to go to the Adobe site to download the free Adobe Reader.
Stressed Less

By David Hunnicutt, PhD
Submitted by Kimberly S. Barrett, M.Ed
Wellness Coordinator, University of Nebraska–Lincoln

[Editor's Note: Kimberly consented to write this article partially in appreciation of UNO PA's participation in recent Wellness events here on campus, and selected this article because she has become increasingly aware of the need for people to manage the stress in their lives.]

Stress is a big issue in the U.S. In fact, it’s everywhere. It dogs us at work. It plagues us at home. It travels with us on the road. It shares our relationships. Ironically, it even sleeps with us. In fact, the more I read about the issue, the more sensitive I become to how pervasive it really is. And I’m not the only one who is coming to this important conclusion. Indeed, according to the findings of a recent NIOSH* Report:

40 percent of workers reported their job was very or extremely stressful; 25 percent view their jobs as the number one stressor in their lives; Some 75 percent of employees believe that workers have more on-the-job stress than a generation ago; 29 percent of workers felt quite a bit or extremely stressed at work; 26 percent of workers said they were “often or very often burned out or stressed by their work.”

If that’s not enough, the 2000 annual “Attitudes In The American Workplace VI” Gallup Poll sponsored by the Marlin Company reported that 80 percent of workers feel stress on the job. Frighteningly, 25 percent have felt like screaming or shouting because of job stress; and 14 percent of respondents had felt like striking a coworker in the past year, but didn’t.

Stress As A Precursor To Illness

With stacks of research to support it, researchers have found that the consequences of stress in the U.S. have become very real. According to the latest estimates, experts tell us that 80 percent of all diseases may actually be stress-related. In my world, 80 percent is a very big number, especially in a country where more than $2 trillion is spent on health care services. When it comes to who stays healthy and who gets sick in the U.S., stress may very well be the #1 factor.

A Stress Ball?

But here’s what I find most interesting about all this. In a country where the vast majority of people seriously struggle with stress and 80 percent of all diseases is said to be stress-related, the recommendations for combating stress are too simplistic.

For example, who hasn’t read an article entitled something like, The 60 Second Stress Buster? Or, worse yet, who hasn’t experienced the absurdity of being on the receiving end of something like a stress ball. The reality is so ridiculous you don’t know whether to laugh or call your therapist.

Technique #1: Set Boundaries

According to Dr. Seaward, if you really want to alleviate stress, you have to set healthy boundaries. And, in the world of work, that means setting boundaries with technology. “I’m really a big advocate of boundaries,” said Seaward. “In fact, I see a huge addiction problem going on today with people with their cell phones and with e-mail. In fact, I was doing a conference out on the East Coast not too long ago, and the new code name for the Blackberry is now the “Crackberry,” with the underlying message that people are addicted to these things. Don’t get me wrong, technology’s great but it’s supposed to serve us; we’re not supposed to be slaves to it. So the number one priority is to learn to unplug from these things. If you want to survive, you’ve got to set boundaries.”

Technique #2: Learn To Quiet The Mind

The next thing Dr. Seaward recommends is learning to quiet the mind, and this is easier said than done.

“We’re at a time right now of sensory overload (sensory bombardment actually). I think that people need to take time just to sit still and focus on their breathing and quiet their minds. I just saw this movie which I think is great. It’s called The Peaceful Warrior, based on Dan Millman’s book, The Way of the Peaceful Warrior.

“Dan Millman is a gymnast who is trying to augment his athletic abilities so he can compete in the Olympic games. He comes across this mentor, who he calls Socrates. One of Socrates’ great lines in this movie is, ‘Dan, empty the trash.’ And, of course, Dan Millman goes to the trash barrel to empty it, and this guy points to his head and he says, ‘No, I mean up here.’ And I think that we, in this day and age of information overload and too much information, get bombarded with things that take up a lot of space that we should better direct toward the things that really matter in life.”

Technique #3: Turn Off The TV

The third technique Dr. Seaward recommends for managing stress is turning off the TV. “Television obviously is a great form of entertainment, but like anything else, too much of it has become human kryptonite. I like the quote from (at least I think it was) Karl Marx who said ‘religion is the opiate of the masses.’ I think if he were alive today, he’d change that to say, ‘television is the opiate of the masses.’

“We have an addiction to television. Although there’s some great things on it (don’t get me wrong; I’m a big fan of PBS and things like the Discovery Channel), but too much of anything is going to zap our strength. I think that so many people actually use the television as a means of self-medication, trying to forget their problems or their situations at work or in relationships. Substituting one set of problems for another is not good.”

Technique #4: Practice Compassion

The fourth and final technique for managing stress that Dr. Seaward recommends is to practice compassion. “I’m a big fan of the concept of compassion or love, however you want to describe it. I think that the real message here is coming to a place of balance and engaging your sense of compassion;

(Continued on page 9)
Meet the REAL...
Submitted by Betty Jacobs, Feature Developer

Grace Li:
We have one daughter, Enya, and she is my number one interest. I love to watch my daughter growing.
My sports interests are walking, running, and table tennis. Our family enjoys traveling, and going to football games and races, and also taking in a movie or a show. My favorite vacation spot has to be Las Vegas, Nevada. Once while visiting there I won $128.00; I had started with only three quarters.
Shopping is also a very nice activity, but my favorite pastime is collecting coins from different countries. I have a full set of current or used coins from over forty countries.
One of my favorite foods is fruit, and ice cream is my favorite dessert. You asked if I like cookies? It depends on the kind.
During the holidays, especially Christmas and Thanksgiving, we like to travel although we often stay home and visit family and friends and share festive foods.

(Continued from page 8)

Stressed
However you conceive this to be. Some examples would be things like practicing random acts of kindness, spending time with family and friends, and doing service for others.”

“With this in mind, there’s a wonderful book called Life’s Little Instruction Booklet, by Jackson Brown. In his book, Brown shares a little tip he gives his son going off to college: just remember son, no one ever sat on their deathbed, ‘Gee, I wish I’d spent more time at the office.’ The message here is that we need to actually honor our relationships with friends, family, and colleagues; and I’m going to include pets, because in this day and age of isolation, with people who spend so much time with their computers and their jobs, families are becoming fragmented, and pets play a very important role in our social structure.”

Summary
What’s most fascinating about Dr. Seaward’s recommendations is that each of these techniques takes practice and not much can be done in the short term. That’s surprising in a revelatory kind of way. I guess what it really tells me is that if you want to manage stress you have to take a daily approach to it and practice these things routinely, and in so doing, you’ll master the art and science of handling your stress... over the long haul. Unfortunately this is a far cry from the “quick fixes” that are being preached today. The implications for the worksite are legion, but I think the most important is that we have to start including stress management as a primary intervention in worksite wellness programs. Obviously we’ve got more work to do in this area.

For more information on this topic be sure to contact Dr. Seaward at http://brianlukeseaward.net/.

All information ©Wellness Councils of America (WELCOA) 2007. WELCOA provides worksite wellness products, services, and information to thousands of organizations nationwide. For more information visit www.welcoa.org.

*National Institute for Occupational Safety and Health (NIOSH); As part of the CDC, NIOSH is responsible for conducting research and making recommendations for the prevention of work-related illnesses and injuries.
www.cdc.gov/niosh/homepage.html

Jane Schneider:
My outside interests include: Sewing, playing my keyboard piano (not too good at it but it’s fun), golf (also not too good at it, but enjoy it) and visiting my two daughters who live in other states (one in Boston and one in Denver).
I have been taking undergraduate courses at UNL for several years because they are a good opportunity to expand my knowledge and they keep me busy. I have a diploma from Southeast Community College in Operating Room Technology. I worked in hospitals for about 4 years in Lincoln and Omaha before settling down to have children. When I returned to the workforce I decided to go back into office work. I had taken a number of Business undergraduate courses at UNL right after graduating from high school to supplement my husband’s income by working in an office. That is how I ended up here, and now I find that taking classes here is a good thing!
As a nontraditional student I have taken courses in Anthropology, Art History, Psychology and currently Political Science. I have not declared a major, but I am careful to take what might be needed for one if I decide to do that.
I have been at UNL for 16 years and in UNOPA for 4 years. The reason I was finally able to join is because I changed positions/offices and my current department is larger and doesn’t have the lunch coverage issues we experienced in smaller offices.
I have been co-director of the Employee Concerns committee and have also served on the By-laws Committee.
Message from the President, May 2009

As the 2008-2009 academic year comes to a close, so does my term as UNOPA president. Every May, the outgoing President says her farewell, and the messages remain pretty constant over the years. I wish I had something new to say, but the sentiment expressed in these messages still stands true.

What sounded like a long three-year commitment when I chose to run for President-Elect is now two-thirds complete — and it has gone by very fast! Obviously, this year has been the busiest, but it has also been very rewarding. As UNOPA President, I have had the opportunity to meet and work with a wide variety of people, including new employees, UAAD officers and members, faculty, and senior administrators.

I encourage all of you to consider serving as UNOPA President. It will give you the chance to interact with all our great UNOPA members; develop your leadership skills; cultivate your writing and public speaking abilities; and make new and lasting friends and networking contacts.

Thank you for the opportunity to serve UNOPA as your president. I look forward to continuing to serve in the upcoming year as Past President and Director of the Bradley Munn Professional Growth Fund. In addition, serving as the co-chair of NEOPA/UNOPA’s planning committee for the combined 2010 NEOPA Spring Conference and Central Area Professional Development Day and the 2010 NAEOP Annual Conference with Gretchen Walker will be an exciting challenge. I look forward to working with you in my new role starting this summer!
UNOPA Standing Committee Directors

Beth Zager, Awards
bzager2@unl.edu, 472-0299

Gretchen Walker, Bradley Munn Professional Growth Fund
gwalker1@unl.edu, 472-0602

Martha Young, Bylaws
myoung3@unl.edu, 472-5050

Jan Edwards, Career Development:
Workshops
jedwards1@unl.edu, 472-2097

Debbie Hendricks, Career Development:
Professional Standards Program
dhendricks1@unl.edu, 472-3755

Karen Jackson, Communication Technology
kjackson2@unl.edu, 472-7903

Doreen Wagenaar, Employee Concerns
dwagenaar@unl.edu, 472-2632

Donna Boone, Employee Concerns
dboone2@unl.edu, 472-1967

Diane Wasser, Hospitality
dwasser1@unl.edu, 472-6251

Julia Brebner, Membership
jbrebner2@unl.edu, 472-4665

Sandy Lineberry, Mentoring
slineberry1@unl.edu, 472-6623

Mary Klucas, Nominating
mklucas1@unl.edu, 472-7325

Beth Krohn, Outreach
mkrohn1@unl.edu, 472-8137

Peg Johnson, Program
mjohnson4@unl.edu, 472-0533

Betty Jacobs, UNOPA Notes
bjacobs@unlnotes.unl.edu, 472-2881

Kathy Bennetch, Ways and Means
kbennetch1@unl.edu, 472-2807

Ad-Hoc Committee Directors

Sandy Lineberry, Historian
slineberry1@unl.edu, 472-6623

Lola Young, NEOPA/NAEOP Liaison
lyoung5@unl.edu, 472-1047

Parliamentary Procedure
By Mary Guest, CEOE

The task of understanding parliamentary procedure can seem somewhat daunting, but there are some great resources available. When researching a question regarding a procedure, I suggest consulting more than one resource to obtain the most complete answer.

Here are some resources that I have found particularly helpful:


Good luck on your journey navigating Robert’s Rules of Order!

Summer Social Reminders

- Bring your NU ID Card for the Quilt Tour
- Bring your craft projects (whether you made them or just proudly own them) to share with our members at Burr Hall.
- RSVP to Beth Krohn, 200 NU (0453)
- Registration Deadline: 12:00 noon on Friday, June 19, 2009 (Cost: $5/person; checks payable to UNOPA)

UNOPA SUMMER SOCIAL
Tuesday, June 23, 2009

Schedule of Activities

3:00-4:30 p.m. Tour the International Quilt Studies Museum
1523 N 33 Street

5:00-6:00 p.m. Social Hour (appetizers provided)
Burr Hall Dirt Room
(East Campus)

Ready for some summer fun? Mark your calendars now to join your friends and colleagues at the
Karen Jackson, Programming Assistant and Transfer Credit Evaluation Specialist with the College of Agricultural Sciences & Natural Resources and the Agricultural Research Division, has been named the 2008-2009 Rose Frolik Award winner. She was presented the award during the April 14 general meeting. The Rose Frolik Award was established in 1988 to recognize a UNOPA member who demonstrates the attributes of UNOPA's founder and first president, Rose Frolik. Rose feels that how you do your work may be a lot more important than what you do.

Karen is an active member of the UNOPA and the NEOPA (Nebraska Educational Office Professionals Association) boards. She also holds membership in NAEOP (National Association of Educational Office Professionals). For the past 3 years, she has been recognized with national awards for web design in the NAEOP Skilled Professional category. Her nominators are happy to report that her work is done with a positive attitude, excellence, intelligence, caring and good humor. For winning the award, Jackson received a personalized plaque, a $600 stipend, and a one-year membership to UNOPA.

Congratulations Karen!

Other nominees were Marcy Tintera, Staff Assistant with the College of Law, and Doreen Wagenaar, Administrative Technician II with the Department of Art and Art History.

Marcy Tintera has been an active member of UNOPA for the past 30 years. Her nominators all commented on her willingness to help others and serve on teams and committees. In UNOPA alone, she has served as Corresponding Secretary as well the chair of two committees, the co-chair of two committees and has been a member of 12 committees. Marcy gives unselfishly of her time and talents to our organization and often volunteers to work UNOPA's parking lot on game days. Her nominators appreciate that she has a friendly word for everyone and is always cheerful and upbeat no matter how difficult the day has been.

Doreen Wagenaar holds membership in NEOPA and NAEOP. She has served on various UNOPA committees, most recently as a member of the Professional Growth and Emergency Loan Fund Committees and as co-chair of the Employee Concerns Committee. Doreen’s nominators praise her energy, enthusiasm, and helpful attitude. She does not shy away from challenges and is said to take on challenges with aggressive care. UNOPA is lucky to have these three ladies in our membership.

UNOPA Tumblers are on sale now! No matter where you are going or your beverage of choice — the UNOPA Tumbler is ready to go where you go. At only $11 each, they are functional, attractive and make great gifts. So, go ahead and treat yourself or someone else to a UNOPA Tumbler!

The Perfect Choice!

To order, please contact:
Mary Guest, 472-3755
Diane Wasser, 472-6251

Funds raised from the sale of the UNOPA Tumblers will go toward UNOPA’s 50th Anniversary Celebration. So, get your tumblers today!
Veteran’s Memorial Garden
By Mary Guest, CEOE, 2008-2009 UNOPA President

My choice this year for the 50/50 recipient has been the Veteran’s Memorial Garden, located in Antelope Park. The Veteran's Memorial Garden serves as a permanent reminder of the sacrifices America's veterans have made to preserve our freedom. A "Brick of Remembrance" is available for all veterans, living or deceased, who received an Honorable or General Discharge. Bricks will be placed on a wall next to the memorial that you designate. Bricks for veteran's organizations and auxiliary organizations will be accepted and placed in the Family Section. Each brick is $100 with proceeds going to improvements and maintenance of the Veteran's Memorial Garden.

Many events are held at the Veteran's Memorial Garden recognizing special days like Memorial Day, Patriot Day, Veterans Day and Pearl Harbor Remembrance Day. On these and other holidays, all 46 flags are flying in commemoration. The annual "June Celebration" is held on the second Saturday in June to dedicate all new "Bricks of Remembrance" in the garden and to celebrate the existence of Lincoln's unique Veteran's Memorial Garden. This year marks the 20th Anniversary of the garden and the June Celebration will be held on Saturday, June 13, at 10:00 a.m.

For specific information regarding a Brick of Remembrance, contact Ken Orr at 402-423-5425 or kenorr@alltel.net. For more general information, view this website: http://www.lincolnparks.org/about/affiliates.htm.


Save the Date!
2010 Central Area Professional Development Day/NEOPA Spring Conference
April 23-24, 2010
Holiday Inn Downtown
Lincoln, Nebraska

Co-Chairs: Gretchen Walker (gwalker1@unl.edu) Mary Guest (mguest2@unl.edu)

FACULTY/STAFF
BOWLING LEAGUE
By Barbara Homer

Do you enjoy bowling for fun? If you do, you may be interested in joining the Faculty/Staff bowling league. We are looking for faculty and staff who would like to join with a team or who would be interested in starting their own team. The bowling league runs from September-April. We bowl on Mondays, 4:30-6:00 p.m. at the Hollywood Bowl located on North 48th Street. The cost is $6! and there is no sanction fee. If interested, please contact Barbara Homer either by phone, 472-3677, or email, bhomer@unomaha.edu.
NEOPA Cookbooks Available For Sale

Barbara Homer and Linda Luedtke, Co-Directors
NEOPA Ways and Means Committee

The Nebraska Educational Office Professionals Association (NEOPA) still has some cookbooks left to sell. There are 350 of members’ favorite recipes in each book, along with helpful hints, quick fixes and cooking terms. These cookbooks have been very popular with lots of people giving it high marks for good practical, tasty recipes. If you would like to purchase a book for yourself or to give as a gift (birthdays, new apartment or home, etc.), please contact either Barbara Homer, 472-3677 or Linda Luedtke, 472-9354.

Thank you in advance for supporting this great fund-raising project!

Cost: $10 each

UNOPA INSTALLATION OF OFFICERS

By Tonda Humphress, UNOPA Notes Committee

Mary Guest, 2008-2009 UNOPA President, and Peg Johnson, 2009-2010 UNOPA President, graciously took the time to thank this past year’s elected officers and committee members for their help throughout the year, and then turned their focus to next year by thanking those who have accepted the opportunity to move UNOPA forward in 2009-2010. Sandy Lineberry did a fantastic job with the installation of officers on May 12. She noted Mary’s wonderful job during her tenure as UNOPA’s president this past year and observed that Mary will continue to benefit us all in her new roles within UNOPA and NEOPA. Sandy then turned her attention to the formal installation of UNOPA’s newly elected officers. With clarity and confidence, Sandy introduced and installed each officer.

Once the oaths were administered and accepted, Peg Johnson addressed the meeting attendees, sharing her theme for the year, “Set the Example”. She invites all UNOPA members to “Set the Example” at work, at home, and in UNOPA. All members can recruit new members — encourage them to have their voices heard by joining UNOPA. All members can serve on a committee in some capacity — give yourself a chance to explore and develop your talents, whether it is putting together centerpieces for the Hospitality Committee, welcoming new University staff via the Mentoring and Membership Committees, or helping produce a pleasant and informative newsletter with the UNOPA Notes Committee. In the fall, members can help with the UNOPA fundraiser parking lot — make a commitment to yourself and to UNOPA to help in some way with at least one aspect of this crucial activity; even members who cannot physically show up at the parking lot to work for two hours can help with organizing and scheduling volunteers prior to the event.

Peg encouraged members to think about what they could do and how they can get involved; how they can each “Set an Example” this coming year. UNOPA has a group of elected officers who have stepped up to the plate and are willing to lead the organization forward. We welcome them. We also welcome our new and continuing members and encourage everyone to “Set the Example” along with our officers this year.

Congratulations to the 2009-2010 UNOPA Elected Officers!
- Peg Johnson, President
- Mari Greer, President Elect
- Donna Boone, Recording Secretary
- Beth Zager, Corresponding Secretary
- Belva Harris, Treasurer

(L-R): Mary Guest and Peg Johnson
Robyn Vance

Robyn is a Nebraska native, migrating west to east! She grew up in Ogallala and, after graduating from high school, moved to North Platte where she attended college at Mid-Plains. While living in North Platte, Robyn established and managed the Blossoms Floral Shop, and later was the Purchasing Manager at First National Bank.

In 2001, she moved to Lincoln where she and her husband started another business — Ride-A-Bull, L.L.C. (mechanical bulls). Robyn was a Project Coordinator at Surroundings prior to joining the Filley Hall Business Center at UNL in 2008. She is pursuing a degree in Business Administration at Southeast Community College.

Exercise and staying physically fit are part of her daily routine. Her two sons, Slade (13) and Sage (6) are involved in football, wrestling and baseball; attending their games takes up much of her spare time. With any remaining time she can find, Robyn also enjoys baking, doing stained glass and creating mosaic tiles and spending time with the family pets (two Siamese cats and one Beagle).

Asked why she joined UNOPA, Robyn replied: “I was strongly encouraged to join by my Business Center Manager who is very supportive of employee involvement in professional organization activities.”

Shana Gerdes

Shana grew up on a farm near Kilkenny, Minnesota. Her post-secondary education was completed at Dana College where she received a B.A. degree in social work. Shana’s work experience includes the following roles: hospital and mental health social worker, behavioral specialist in an alternative school, and administrative assistant for NC+ Hybrids. After staying home with her children for the past eight years, she currently is employed part-time as a secretary for the Nebraska LEAD Program at UNL.

Shana enjoys running, and also biking when the weather permits. As a spectator, she likes to watch volleyball, gymnastics and anything her kids try. Other activities that interest Shana are reading, listening to music (especially folk), gardening, hiking and camping. High on her list of favorite activities is just being with her family which includes her husband, two children (Rachel and Benjamin) and “Jetta,” the family’s miniature schnauzer.

She lists her favorite foods as fresh berries, any chocolate dessert, a good medium-rare steak and veggies fresh from their garden. These foods are particularly good when she is enjoying her favorite vacation spot, Kauai.

Holiday traditions include spending Christmas Eve in odd-numbered years with her siblings and their families — all 43 members! She also enjoys dinners on most Sundays with her husband’s family near Omaha.

Asked why she joined UNOPA, Shana replied: “I joined UNOPA to learn more about UNL, meet more people here and learn more about how to be most efficient in my job.”
Understanding email as a communication channel and thinking carefully about this form of communication is critical. This is especially important given the plethora of computer viruses out there these days. Anyone who knows anything about viruses will not open your email if they do not: (a) recognize your email address, (b) if you leave the subject line blank or the subject is not recognizable, and (c) if you send attachments with labels that do not look like they are what this person should be sending out. Some of these behaviors will result in your message going to a spam program. In addition there are simple steps you can take to use email communication wisely, efficiently, and responsibly.

Email etiquette and electronic attachment conventions are an integral aspect of professional life and are more important than ever. Some of us handle 100 or more emails daily. Therefore, following these simple guidelines will help you communicate more effectively.

1) Make sure that your email address is visible to the receiver. Smart recipients will trash emails without addresses and many spam programs will block messages where the address is not visible.

2) As professionals, realize that the address you choose represents you. Silly email addresses will not speak highly of you. In addition, when you use overly "generic" email addresses (e.g., Tom@gmail.com) your address can easily be incorrectly addressed by others, and you will find yourself receiving unwanted messages.

3) Make sure that your subject line is descriptive of what the message is about (many spam programs will trash your message if there is a blank or nondescript subject line).

4) Do not return or forward an email and change topics without changing the subject line. This is an important habit to develop. Many people keep and file emails; without an accurate subject line, it can be difficult to find the message again. If you start a new topic, either start a new email message or make sure you change the subject line.

5) Each email message should contain one topic area only.

6) Title and date each draft and attachment (the title of your document). Normally these cannot exceed 30 characters. For example: Title on the document = Gonzalez Prospectus Ch. 1- Draft #1, 11/27/05; Title on the attachment = GonzProspectCh1_11 27 05.doc.

7) If returning a mass distribution form via attachment, rename your document to make sure that at least your name or initials appear in the title. If the sender receives many such forms back, he or she will know this is from you. For example: TravelFundRquest.DOB.doc.

8) In your email messages, be aware of page layout issues. Most people do not read emails carefully. Suggestions from electronic mail experts include:

   • One main topic per message.
   • Use short paragraphs.
   • Keep lines under 75 characters.
   • The suggested length of most emails is fewer than 25 lines.

9) Find replacements for nonverbal communication. For example:

   • Asterisks for *emphasis*.
   • Capital letters can be used for emphasis, but be careful as they are very often perceived as aggressive and as YELLING, regardless of your intent!
   • Use white space to communicate and make something stand out.

10) Email is an impersonal communication channel that tends to embolden people. Before you send a message, re-read it and make sure it is what you want to say.

   • Check your message for tone. Could someone misread the tone of the communication?
   • Email also encourages inappropriate disclosures at times. Check your message for TMI (too much information)!
   • Always read your message before sending it — if you would not communicate this same message face-to-face, carefully consider rewording it or not sending it.

11) Be clear about issues of privacy. When is it OK to forward or copy information to others?

   • Be clear about what you want kept private (although realize this request may not be honored). Only send messages that would be acceptable if shared with others.
   • Be cautious about who you are responding to — is this going to an individual or a group? Be sure you know who the recipients are by checking your “address to” list before sending.

Remember, it is best to write all email messages as if they may be shared with the public.

Adapted and expanded by Dawn O. Braithwaite, Ph.D., University of Nebraska–Lincoln, from the book Netiquette Virginia Shea: http://www.albion.com/netiquette.
WHAT A YEAR IT HAS BEEN!

Back (L-R): Tonda Humphress, Mary Guest, Cindy Knight, Grace Li; Front: Peg Johnson

The 2008-2009 UNOPA Elected Officers had an active and successful year.

June 2009 Calendar

June 2 .......... UNOPA Transition Meeting
               (3:00-5:00 Nebraska City Union)

June 23 .......... Summer Social
               (3:00 pm Quilt Center Tour
                followed by appetizers and social at
                Burr Hall Dirt Room)

July 2009 Calendar

July 4 .......... UNOPA Parking Lot Opportunity

July 20-25...... NAEOP Annual Conference
               (Bloomington, MN)

Member Notification

Cindy Knight, Corresponding Secretary, noted that sympathy cards on behalf of UNOPA were sent to the following staff: Lynn DeShon (Environmental Health and Safety) and Ron Fuller (Parking and Transit Services).

University of Nebraska–Lincoln
UNOPA Notes
P.O. Box 880541
Lincoln, NE 68588-0541
Betty L. Jacobs, Editor

Address Corrections to:
Julia Brebner
Membership Director
University of Nebraska-Lincoln
328C Canfield Adm. North
Lincoln, NE 68588-0424
Greetings to all,

Fall is my second favorite season. It is a time to don our husker shirts and cheer on our athletic teams if you are so inclined. It is also a time to join in on all the other fall activities.

A reminder, don’t forget to bring the backpack and food bank program items to our general meeting. An 18 oz jar of peanut butter and/or a canned food item will be greatly appreciated by those that receive them. Monetary donations help too. Please mark your calendars now to bring them to the October meeting.

The TeamMates Program is a great opportunity to get involved with our youth. If you have an interest in becoming a mentor, please contact me. Informational meetings will take about one and a half hours. Sessions can be set up on both campuses. Please give mentoring some thought. It is a great way to give back to the community.

Only five more home football games left. Much support is still needed for our UNOPA parking lot. If it is not possible for you to physically work the lot, you could become a Ways & Means committee member and help solicit other members to work the lot. Committee members earn one PSP point. Our UNOPA lot activity funds the majority of our events.

Speaking of committees, if you would like to be a part of any of our committees, please contact the appropriate director(s).

Watch for information for the upcoming request for the awards’ nominations. Please share with this information your administrators and supervisors. The deadline is October 16, 2009.

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In December, 2008, UNOPA and UAAD were asked by the Threat Assessment Team to survey their respective members to solicit opinions about employee safety on campus and the workplace. Thirty-one UNOPA members responded. Out of that number, 64% expressed concern about a past safety issue on campus and 50% expressed concern about a current safety issue. Eighty-one percent of the respondents requested additional safety sensitive material.

Your concerns were heard and as a result, an expert on campus safety will be visiting UNL on Tuesday, October 20.

Dr. Steve Albrecht, San Diego, CA, will be presenting a number of seminars that focus on dealing with hostile people and handling potentially aggressive situations on campus. Attendees will learn behavioral techniques to defuse angry or upset people and ways to ensure the classroom or office is safe. The seminar is co-sponsored by the Chancellors Office, Faculty Senate, UAAD, UNOPA, Business and Finance, Student Affairs and UNL Police. Dr Albrecht is a former police officer and an internationally recognized expert on violence prevention and campus safety. He has worked extensively with Virginia Tech, Northern Illinois and other higher education institutions that have experienced tragic events. He is the author of "Ticking Bombs: Defusing Violence in the Workplace".

The seminars are open to all faculty and staff. There is no charge but advanced registration is required. Registration information can be found at: http://go.unl.edu/j64

For additional information, contact Nancy F. Myers, Organization Development, 472-8033, nmyers1@unl.edu
Nominations

Hear ye, hear ye! UNOPA is seeking nominations for:

- Floyd S. Oldt Boss of the Year 2009
- Floyd S. Oldt Silver Pen (2)
- Floyd S. Oldt Outstanding Staff Award

The deadline for nominations is Friday, October 16.

The Boss of the Year Award honors excellence in personnel management. It recognizes University of Nebraska employees who demonstrate outstanding skills in employee supervision and interpersonal relations.

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 Outstanding Staff Award was created to recognize an outstanding UNL office/service employee who demonstrates distinguished service and contributions to the University community.

For more information and directions for submitting a nomination, go to the UNOPA website http://unopa.unl.edu/awards.htm

Contact Gretchen Walker, UNOPA Awards Committee 472-0602 gwalker@unl.edu

UNOPA Bradley Munn Professional Growth Fund

by Mary Guest, CEOE

What is it?
A foundation fund established to “…benefit the professional growth of the University of Nebraska–Lincoln Office Personnel and the University as a whole.”

This year, the foundation fund will provide four professional growth reimbursements ($400) and four PSP application reimbursements ($400).

What qualifies for reimbursement?
- Workshops and seminars sponsored by UNOPA

What is eligible?
- Any UNOPA member who is a full or part-time UNL employee.

Who may you apply?
- You may receive reimbursement once every two years.
- Stipends are distributed after successful completion of the activity with submission of completed Reimbursement Form (available on-line) and appropriate documentation.

When may you apply?
- Deadlines are October 15, January 15, and April 15.

Bradley Munn Professional Growth Fund Quilt Raffle

by Mary Guest, CEOE

The Bradley Munn Professional Growth Fund Committee is raffling a quilt, “Batik Beauty” patchwork quilt, donated by Debbie Hendricks and Lynn Deshon. Raffle tickets will be on sale at the UNOPA General Meetings, $1 each or 6 for $5, until the drawing on December 8. You may also purchase raffle tickets from Mary Guest in 106 Canfield Administration Building. All proceeds will go to the UNOPA Foundation Fund which is used to provide funds to UNOPA and UNOPA members for professional growth activities.
October:  
1-2  NEOPA Fall Workshop (Omaha, NE)
6    Board Meeting
13   General Meeting — Speaker Terry Wagner
15   Deadline for UNOPA Notes
16   Boss’s Day
    Awards Deadline

November
3    Board Meeting
10   General Meeting —
     Bosses and Floyd S. Oldt Awards Luncheon
15   Deadline for UNOPA Notes

December
1    Board Meeting
8    General Meeting — Holiday Luncheon
15   Deadline for UNOPA Notes
24   Start Holiday Closedown
Message from Our President

Set the Example! That is my theme for this year and I hope if you are not already on board, you will be compelled to become an active member, to have your concerns heard, to share in our learning experiences, and above all be proud to be a member of UNOPA.

I was able to participate in the National Association of Educational Office Professionals conference held in Bloomington, Minnesota, July 20 – 24, 2009. What an exciting week! The sessions that I attended were fantastic, including the presenters. Many of you may not know that I have problems keeping awake during meetings, in fact many of my co-workers will attest to that statement. But I was like another person sitting at the edge of my chair trying to absorb everything being presented.

In addition to the five general sessions that I attended Wednesday through Friday, I was also able to attend institute classes and a session on Monday and Tuesday. The keynote speaker for the fifth general session was Lieutenant Wyatt Bienfang. He is a School Resource Officer at Glencoe-Silver Lake School District, who wears many hats: family man, policeman, educator, coach, and a cancer survivor. His presentation helped me to confirm my choice for the 50/50 recipient. I hope you are able to attend our first general business meeting in September to hear more during my announcement.

—Peg Johnson, President

UNOPA Tours Quilt Center at Summer Social

The UNOPA Summer Social was held on Tuesday, June 23, 2009. Members were treated to a tour of the International Quilt Studies & Museum. The quilts on display were truly a work of art. The exhibits we saw were the “Quilt Japan: Selections from the 9th Quilt Nihon Exhibition” and “American Quilts in Modern Age, 1870-1940” The color, design and creativity that went into making the quilts in the “Quilt Japan” exhibit were artistically outstanding. The “American Quilts in the Modern Age, 1870-1940” [this is the modern age??] had several different styles of quilts – pieced block, crazy style and one-of-a-kind from different decades. It was interesting to hear about the fabric and the different ways they were stitched – hand and machine.

The tour was very fascinating, learning about the background of the quilts displayed.

Continue 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.
Summer Social Continued from page 1

Next on the agenda was the Social Hour at Burr Hall Dirt Room on East Campus where we were served water [greatly needed as it was very HOT] and appetizers of cheese, crackers, fruit and veggies with dip. A few members shared their projects which included quilt, counted cross stitch, and assorted craft projects. Nice job.

Cindy Knight, reporting

What is 50/50 — Where does it go???

What do the National Association Educational Office Professional Meeting, the Nebraska Educational Office Professionals Association Meeting, The Central Area Meetings, and the UNOPA General Meeting all have in common besides the obvious? The 50/50 fund raising. This fund raising is where the pot is split two different ways. You buy a ticket and have a chance to win 50% of the amount collected. Each ticket costs $1.00 or you can get a bargain, for $5.00 you get six tickets. In September 1989 UNOPA established the 50/50 fund. That year Shirley Horstman was UNOPA’s Treasurer and Jan Harris was the President. In the first year 50% of the fund went into the Treasury for operating.

In 1996-97 under President Michele Strickler the board voted to have the fund given to a charity. That first year the board choose the charity, the Emergency Loan Fund. Since that time we have given to numerous charities. In 1997 it was decided that the President would pick the charity as her project for the year.

Here is a list of the Presidents, the year, and the charity given to.

- 1997-1998 Marcia Rowley Food bank
- 1998-1999 Lola Young Camp Kataki and the PSP Fund
- 1999-2000 Diane Wasser Cedar’s Home for Children
- 2000-2001 Edie Schleiger Freindship Home
- 2001-2002 Pat Hust Lincoln Literary Council
- 2002-2003 Chris Cary Lincoln Medical Education Foundation (LMEF)
- 2003-2004 Carol Bom Chancellor’s Impact Fund
- 2004-2005 Sandy Watmore Spinoza Bears
- 2005-2006 Becky Hastings Camp CoHoLo (Courage, Hope, Love)
- 2006-2007 Donelle Moormeier Centre Point
- 2007-2008 Gretchen Walker Habitat for Humanity and City Impact Fund
- 2008-2009 Mary Guest Veterans Memorial Gardens

So as you can see, not only do you have a chance to win but also donate to a good cause.
Floyd S. Oldt Awards Combined

Do you have a wonderful boss? Or know an outstanding employee? If so, nominate him/her for one of the following UNOPA Floyd S. Oldt awards:
- Boss of the Year
- Outstanding Staff
- Silver Pen

The awards will be presented at the UNOPA awards luncheon on Tuesday, November 10, 2009.

The deadline for nominations is October 16, 2009.

For more information and directions for submitting a nomination go to the UNOPA website <http://unopa.unl.edu/awards.htm>.

Contact Gretchen Walker, UNOPA Awards Director, 472-0602 or email gwalker1@unl.edu

Gretchen Walker, Director

National Conference Highlights

Fourteen members of UNOPA attended the National Association of Educational Office Professionals Annual Conference in Bloomington, Minnesota from July 20-24th. The theme for the conference was “Explore the Facets of NAEOP.”

This year the NAEOP celebrated its 75th Anniversary. The conference opened on Tuesday night with the traditional flag ceremony followed by the keynote address given by Rick J. Kaufman, one of the first responders to the Columbine shootings. The conference ended with a keynote address by Lieutenant Wyatt Bienfang, a police officer and a school teacher.

Awards are always a highlight of the conference and were given at a general session on Thursday afternoon.

Here are some results:
- UNOPA NOTES (Betty Jacobs, editor) received 3rd place in the Local Newsletter Category 2.
- UNOPA received 3rd place in the Louise Henderson Nelson Award, Local Category, which is a 5-year historical award on events, service and recognition.
- Diane Wasser was elected to the PSP Committee.
- NEOPA received 3rd place in the State Division of the Louise Henderson Nelson Award.
- Nebraska also received 1st place in Membership increases.
- Nebraska received 3rd in the 75th State Anniversary Doll.

Central Area to host National Conference in 2010

Nebraska is one of five Central Area states that will be hosting the 2010 NAEOP Annual Conference in Kansas City in July.

Mary Guest and Gretchen Walker are Nebraska Co-Chairs for our part in the conference.

Nebraska will be responsible for hosting the registration table on July 4, the hospitality room on July 5 with Kansas and the Professional Standards Banquet on July 7.

Mary and Gretchen are asking for help from all of the Nebraska Affiliates. If you would be willing to help out, please contact Mary Guest (mguest2@unl.edu) or Gretchen Walker (gwalker1@unl.edu).

This would be a great opportunity to attend a National Conference if you haven’t done so.

Rose Frolik turned 100 on June 27th. Sandy Lineberry escorts her to a UNOPA General Meeting.
Upcoming Events

August: 24  Start Fall Semester Classes
         29  4th Annual PSP Luncheon

September: 2  Board meeting
           8  General Meeting — Speaker Tom Osborne

October: 1-2 NEOPA Fall Workshop (Omaha, NE)
         6  Board Meeting
         13 General Meeting — Speaker Terry Wagner
         16  Boss's Day
         Awards Deadline

November 3  Board Meeting
          10 General Meeting —
          Floyd S. Oldt Awards Luncheon

December 1  Board Meeting
           8  General Meeting — Holiday Luncheon
         24  Start Holiday Closedown

Save the Date!
2010 Central Area Professional Development Day/NEOPA Spring Conference
April 23-24, 2010
Holiday Inn Downtown
Lincoln, Nebraska
Co-Chairs: Gretchen Walker (gwaller1@unl.edu)
           Mary Geist (mgeistl@unl.edu)

Note from Editor:
If you have an interesting article to share or if you would like to see articles of special interest in an upcoming issue of UNOPA Notes please e-mail it to me at dwasser1@unl.edu. This is your newsletter and it is important to put useful information into it. All suggestions and comments are welcome. “I aim to please”

Tony Fulton, Speaker
Saturday, August 29, 2009
10:30 a.m. to 1:30 p.m.
St. Mark’s United Methodist Church
84th & Pioneers
Lincoln, Nebraska
Advance Tickets are $20.00 and can be purchased by contacting a PSP Committee member:

For more information contact:
Chair: Tricia Liedle — 472-8250 or 613-1188
Co-Chair: Lorraine Moon — 472-6082

Registration deadline is:
August 14, 2009
This event is open to the public
Message from Our President

by Peg Johnson

I had the opportunity to attend the NEOPA fall workshop on October 2, 2009, which was hosted by the Omaha Educational Office Professional Association (OEOPA). The session that I really enjoyed was on leadership presented by Sherry Sivey, Nebraska Business Development Center. At one of the small breakout sessions, we looked back into our childhood days to find out who had the most influence in our life today. That really brought back memories that I haven’t thought of for quite awhile. She also utilized John Maxwell’s expertise by having us watch videos during which we completed exercise by filling in missing words. Recently I purchased “Winning with People” by John Maxwell. Coincidence?

I’m soooo excited about our donations to the Food Bank/BackPackProgram. After the last general meeting, we turned in 70 pounds of food to this program. In addition, our 50/50 collected $93 of which $46.50 will go to the Child Advocacy Center. I want to give a huge thank you to all who generously donated food items or purchased 50/50 tickets. Congratulations to all that won 50/50 door prizes.

The Hospitality Committee displayed an outstanding team effort on their center pieces.

Our speakers for the October general meeting, Sheriff Terry Wagner and the Child Advocacy Center Executive Director, Lynn Ayers gave a very informative presentation. We should all share what we learned with our co-workers.

Inside this issue:

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Child Advocacy Center
http://smvoices.org/home.htm

by Peg Johnson

Established in 1998, the Child Advocacy Center (CAC) provides help for children who are victims of serious physical and sexual abuse. Working with law enforcement and other agencies, the CAC offers a safe, child-friendly environment for forensic interviews and medical evaluations of the child victim, and on-going support for the child and non-offending family.

Overwhelming Statistics:
1. Research indicates that 1 in every 4 girls and 1 in every 6 boys will be sexually abused before they reach the age of 18.
2. Generally children are sexually abused by someone they know or a member of their family. Less than 10% of the abusers

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Officers
President: Peg Johnson  
mjohnson4@unl.edu
President Elect: Mari Greer  
mgreer1@unl.edu
Recording Secretary: Donna Boone  
dboone@NUtechVentures.org
Corresponding Secretary: Beth Zager  
bzager2@unl.edu
Treasurer: Belva Harris  
bharris2@unl.edu

Committees
Awards: Gretchen Walker  
gwalker1@unl.edu
Bradley Munn Professional Growth Fund: Mary Guest  
mguest2@unl.edu
Bylaws: Cindy Knight  
cknight1@unl.edu
Career Development: Board Career Development Co-Chair, PSP: Lola Young  
lyoung5@unl.edu
Communication Technology: Karen Jackson  
kjackson2@unl.edu
Employee Concerns: Debbie Hendricks  
dhendricks1@unl.edu
Jan Edwards  
dhendricks1@unl.edu
Hospitality: Donette Petersen  
dpetersen1@unl.edu
Membership: Cathy Robertson  
crobertson@huskers.com
Mentoring: Sarah Hansen  
s Hansen7@unl.edu
Nominating: Mary Klucas  
mklucas1@unl.edu
Outreach: Marcy Tintera  
mintera1@unl.edu
Sharon Simmons  
simmons2@unl.edu
Program: Mari Greer  
mgreer1@unl.edu
UNOPA Notes: Diane Wasser  
dwasser1@unl.edu
Ways and Means: Nelvie Lienemann  
nliemann1@unl.edu
President’s Advisor: Kathy Bennetch  
kbennetch1@unl.edu

(Continued from page 1)
are strangers.

3. When the Center opened in 1998 they saw approximately 20-30 kids a month; now it is well over 60.

One of my goals as stated at my installation – community involvement. Everyone will agree that there are a lot of opportunities for us to become involved. I chose the Child Advocacy Center as the 50/50 recipient because the services they offer to the victims and their families will have an impact on that child’s life forever. (NOTE: with the President’s 50/50, 50% of every $1 collected goes to the 50/50 recipient.).

Membership
by Cathy Robertson

Do you know someone who:

♦ Likes to learn new things?
♦ Seeks to better themselves for their professional career?
♦ Could be recognized for the contributions to their department and the University?
♦ Enjoys meeting new people from across our campuses?
♦ Would be an asset to any group to which they belong?

Then you know someone who would benefit from UNOPA Membership!

Need ways to show them UNOPA?

♦ Invite them to attend a monthly meeting.
♦ Ask them help with the Parking Lot.
♦ Sign them up for a workshop or professional growth seminar.
♦ Encourage them to nominate a co-worker or boss for one of the Floyd S. Oldt awards.
♦ Participate in the annual Holiday Giving Tree.

Membership forms can be found on the UNOPA Website (http://unopa.unl.edu/). Dues for new members are just $9.

For more information, contact Cathy Robertson, Membership Director, at 472-0456 or crobertson@huskers.com

(Continued from page 1)

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Only three games left to raise money for UNOPA’s only fundraiser. Your help is still needed. Please contact one of the chairs listed below to schedule your time to work or contact Nelvie Lienemann, Ways and Means Director, for more information or to volunteer to chair the last game.

October 24th — Belva Harris or Beth Zager
November 7th — Peg Johnson and Nelvie Lienemann
November 21 — need chairs

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Floyd S. Oldt Awards and Boss’ Luncheon
November 10th

Support Our Community

Please Bring a 7.25 oz Macaroni and Cheese and/or canned food item.

Go to the UNOPA website for registration flyer. Deadline for registration is November 5.

http://unopa.unl.edu

Only Three Games Left

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Women: Focus on Yourself

The Employee Assistance Program is forming a group for women. Take time out of your busy schedule to focus on yourself. This group will provide participants with an opportunity to network with other women on campus, develop resources and create a social network to promote wellness. Areas of discussion for the group may include:
- Women’s wellness
- Personal identity
- Careers
- Relationships
- Parenting
- Exercise

An informational meeting to share ideas will be held:
Tuesday, October 27, 12:00 Noon – 1:00 P.M.
City Campus Union.
No reservation required.

For more information contact EAP at 472-3107

Professional Standards Program

Lola Young, CEOE

The Professional Standards Program (PSP) is a voluntary program established by the National Association of Educational Office Professionals (NAEOP) to encourage educational office professionals to grow professionally. If you are not familiar with this program, I strongly encourage you to contact me or Career Development PSP Committee Member Debbie Hendricks. This is a developmental program that offers many benefits.

One UNOPA member qualified for the May 15, 2009 PSP deadline. Congratulations to Tonda Humphress who earned her Bachelor Degree, Option II Professional Standards Certificate.

Congratulations are also in order for the following individuals who recertified their PSP certificate in May.
- Carol Bom
- Christine Cary
- Linda Luedtke, CEOE
- Caol Wusk, CEOE

After you’ve met the PSP qualifications, you are eligible to be recognized at a National Conference. Given our hectic schedules, one may not be able to attend a National Conference the same year they qualified for PSP. The first year you are able to attend a National Conference after you’ve qualified for PSP, you are entitled to be recognized at the PSP Awards Banquet.

Those PSP deadlines always seem to come up fast. NOW is the time to start if you want to meet the January 15 and May 15 deadlines! And if you earned your PSP five years ago, it’s time for you to recertify. Don’t be left out, make sure your certification is current.

Holiday Giving Tree

by Beth Zager, Corresponding Secretary

The cooler weather and recent snowfall serves as a reminder that the holiday season isn’t far away. Once again, UNOPA will be supporting our local community by partnering with an organization or two to get wish lists. Look for the giving tree at the November general meeting. The tree will be decorated with ornaments listing individual items. Please consider taking one of the ornaments, purchasing that item and bringing it to our December general meeting. More details will be provided soon.
NEOPA Fall Workshop  
October 1-2, 2009, Omaha, Nebraska  
Submitted by Mary Guest, CEOE

Nine UNOPA members attended the Nebraska Educational Office Professionals Association (NEOPA) Fall Workshop on October 1-2, 2009, in Omaha. This year’s workshop was hosted by the Omaha Educational Office Professionals Association (OEOPA), and was held at the DoubleTree.

Thursday evening, OEOPA hosted a wonderful networking event that included several local vendors. Attendees had the opportunity to meet NEOPA members and guests from across the state, as well as do a little shopping and win door prizes.

The morning session, “Leadership in the Office,” was presented by Sherry Sivey, Master Trainer, Nebraska Development Center. Sherry’s interactive presentation was based on Dr. John C. Maxwell’s program, “Becoming a Person of Influence.” There are many different forms of leadership, but leadership is influence. Workshop participants had the opportunity to take their own “Influence Inventory” to learn who we influence, how we influence others, how many we influence, when we influence, why we influence, and where we influence others.

The Five Levels of Leadership/Influence (based on “Developing the Leader Within You,” by Dr. John C. Maxell, 1993) were introduced and discussed. They include:

1. Position/Rights: Your influence doesn’t go beyond your position. People follow you because of your position/title (they have to).
2. Permission/Relationships: You influence people (they follow you) because they want to (they like you).
3. Production/Results: You influence people (they follow you) because of what you have done for them collectively.
4. People Development/Reproduction: You influence people (they follow you) because of what you have done for them personally.
5. Servanthood/Respect: You influence people (they follow you) because of who you are, what you have done, and what you represent.

The afternoon session, “Trends in Business,” was presented by Bonnie Sibert, Director of Business Education and Career Field Specialist for Business, Marketing and Management, Nebraska Department of Education. Bonnie’s presentation highlighted tips on topics such as business dress, communication skills, teamwork, and customer satisfaction. Information was provided on what employers are expecting from current Southeast Community College Business Administration students who will soon be entering the workforce. Some time was also spent looking into the future and what types of jobs require 2-year, 4-year or higher postsecondary degrees. An excellent on-line tool has been developed for middle school and high school students to help map out their education according to their future career interests.

The NEOPA Award presentations were made during our luncheon. Carol Bom, CEOE, from the Nebraska Department of Education Office Professionals Association (NDEOPA) received the NEOPA Office Professional of the Year Award. Carol is an Associate Member of UNOPA, as well as President of UNOPA, 2003-2004. The recipient of the NEOPA Administrator of the Year Award was Pat Roschewski, Ph.D. She is Director of Statewide Assessment for the Nebraska Department of Education. Congratulations to both Carol and Dr. Roschewski!
Greetings, our turnout for the Awards Luncheon was unbelievable. Fifteen out of sixteen nominees were able to attend. It was great seeing all the support they brought with them to the luncheon - that in itself says a lot about the nominees.

After our luncheon, we (Cindy Knight & I) turned in 62 lbs to the Back Pack Program and the Food Bank. We collected the following items: 45 boxes of macaroni & cheese, 10 jars of peanut butter, 19 canned food items, 1 jar of jelly, 1 jar of mayonnaise and $1.00. Thank you for your generosity.

I would like to thank the members who were able to help with our UNOPA parking lot. Many of our members generously worked several shifts in order to fill the many vacancies. This support enabled us to have a successful fund-raising effort.

I’m excited to learn that in the next few weeks you will be receiving information on a healthy lifestyle program offered to all UNL faculty, staff and students, “Shape Up the Nation.” This is a fun individual or team-based program that encourages physical activity and healthy eating. This online program helps you track your progress in pedometer steps, exercise, or attaining or maintaining a healthy weight. Each individual will receive access to online tracking tools, a pedometer (that is replaced for free if lost/broken), reminder wristband...and more! Tentative kick-off target date is January 18th.

Holiday closedown is quickly approaching. I wish everyone a happy holiday season. For those of you traveling, have a safe, joyful trip.

Holiday Giving Tree

by Beth Zager, Corresponding Secretary

This year our Giving Tree will support two organizations in their work with children, Bright Lights and CEDARS.

Bright Lights delivers summer learning adventures for elementary and middle school students. Their programs emphasize "hands-on, minds on" learning. Most of their gift wishes are craft supplies, gift cards for supplies, and donations for scholarships.

You will hear more about CEDARS at our December meeting. We are partnering with UAAD in supporting CEDARS this year. UAAD is working on CEDARS’ Top Teen Gifts wish list and UNOPA is working on the Hot Toys wish list. Please do not wrap the gifts, but donations of giftwrap and bags would be welcome.

I want to thank those of you who selected items off the giving tree. We still have items available for those of you who want to participate. There are also volunteer opportunities at CEDARS if you prefer to give a gift of your time. (If you decide to volunteer at CEDARS, please let Mary Guest know.) The gift list and volunteer opportunities were sent out to the Listserve on November 12. Please let Beth Zager know if you need the lists sent to you.
UNOPA Awards Floyd S. Oldt Outstanding Staff and Silver Pens

Gretchen Walker, Awards Director

Three University of Nebraska employees received awards for outstanding service to the University at the UNOPA Awards Luncheon on November 10, 2009. The Floyd S. Oldt Outstanding Staff Award was presented to Billie Lefholtz, and the Floyd S. Oldt Silver Pen Award was presented to Michelle (Shelly) Green and Sherryl Wallman.

The Floyd S. Oldt Outstanding Staff Award recognizes 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. Any University employee may nominate another UNL employee. Recipients receive a personalized plaque, a year’s membership to UNOPA, and a cash award of $1,000.

Billie Lefholtz, Office Manager, College of Agricultural Sciences & Natural Resources, was nominated by Carol Wusk & Karen Jackson. The nominators describe Lefholtz as someone who has a unique ability to anticipate upcoming events, to determine goals and objectives, and to plan for the implementation of desired outcomes. Billie is a good judge of people and their skills and is generous with her spirit, time, and efforts. She continually places the utmost importance on the University’s image and service to students and has been an extremely valuable ambassador for the University in a variety of roles; each role characterized by a smile. A support letter states, “This individual is a valued colleague and a privilege to call ‘friend’. Highly regarded in all circles, the candidate is a wonderful listener and possesses a warm sense of humor, helping every individual to feel unique and valued.”

Other nominees for the Floyd S. Oldt Outstanding Staff Award were Debra Adams, Customer Service Associate, Extended Education & Outreach; Mary Elizabeth (Beth) Krohn, Office, Manager, Student Involvement; and Barbara Trail, Administrative Technician, Department of Anthropology.

The Floyd S. Oldt 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 an endowment to the University from Floyd S. Oldt. Each recipient will receive $600, an engraved A.T. Cross Silver Pen, a framed certificate and a one-year UNOPA membership.

Michelle (Shelly) Green, Office Assistant, Institutional Research & Planning was nominated by William Nunez. Letters of support mention her gracious manner, sense of personal responsibility, and loyalty to the University and its core values. Nunez states, “This nominee approaches each task with precision, thoroughness, efficiency, and a positive, friendly attitude that lifts all who come into contact.” She “continues to be engaged in technology and to advance skills and apply them to office duties. This is very valuable to the office and adds tremendously to our overall productivity.”

Sherryl Wallman, Administrative Technician, Academic Affairs–Summer Sessions, was nominated by Paul Savory. “The nominee possesses outstanding skills in interacting with people from all levels of our University. Overall the nominee brings a ‘can do’ attitude to work and is a strong contributor—in her position, in serving our office, and in serving the University” says Savory. Letters of support praise Wallman for her team approach, customer service, strong work ethic and integrity. They also praise her for her trustworthiness as one supporter states, “Some of us are lucky enough to work with people who, when they say the sky is blue, you can rely 100% on their observations.”

Other nominees for the Floyd S. Oldt Silver Pen were Karen Jackson, Transfer Credit Specialist, College of Agricultural Science & Natural Resources; Lee Manns, Office Supervisor, Extended Education & Outreach; and Kimberly Pappas, Office Assistant, Naval ROTC.

Congratulations to all!
UNOPA Awards Floyd S. Oldt Boss of the Year
by Gretchen Walker, Awards Director

UNOPA held its 29th Annual Bosses Luncheon on November 10, 2009. Congratulations to Karen Bell-Dancy, Director, Undergraduate & Graduate Distance Programs, Extended Education & Outreach (EE&O), who was the recipient of the Floyd S. Oldt Boss of the Year Award at the November meeting.

Bell-Dancy came to the University of Nebraska–Lincoln in 2006 and has been with EE&O since July 2007. Along with her duties at UNL she is very active in church and leads a youth group program designed to help the youth realize their gifts and instill confidence in themselves.

Bell-Dancy’s nominator, Debbi Wicks, praised Karen for her determination and motivation in taking on an additional department of six employees and finding a way to combine them into a cohesive unit. Karen was able to accomplish this through leadership and discovering the talent of each individual and placing them in a position to best utilize their skills. She has an open door policy that is truly “open door.” Other letters of support express her dedication to the University, the community, and the higher education field.

Again, we congratulate Karen Bell-Dancy for being chosen as our 2009 Floyd S. Oldt Boss of the Year; congratulations also to the other nominees, David W. Conrad, Associate Vice Chancellor for Technology Development, Office of Technology Development; Julie Johnson, Chairperson, Child, Youth & Family Studies; Alan R. Moeller, Assistant Vice Chancellor for Finance & Personnel, Institute for Agriculture & Natural Resources; James Stubbendieck, Director, Center for Great Plains Studies; Steven Taege, Business Center Manager, University Services Business Center; and William (Bill) Watts, Assistant Dean, College of Arts & Sciences Advising Center.

Bradley Munn Professional Growth Fund Quilt Raffle
by Mary Guest, Director

The raffle drawing for the quilt (donated by Debbie Hendricks and Lynn DeShon) will be held at the UNOPA General Meeting on December 8. You will still be able to purchase raffle tickets on the 8th prior to the start of the meeting. If you want to be sure that you don’t miss out on purchasing tickets, you may contact Mary Guest at 2-3204 or mguest2@unl.edu to purchase tickets now! Tickets are 1 for $1 or 6 for $5.

UNOPA Members “Make Strides for Breast Cancer”
by Mary Guest

On October 18, Lincoln’s “Making Strides for Breast Cancer” walk was held at Holmes Lake Park. UNOPA’s 10-member team included Donna Boone, Jan Edwards, Joan Frederick, Mari Greer, Mary Guest, Tonda Humphress, Nell Inselman, Sadie Iselman, Peg Johnson and Gretchen Walker. Our team raised a total of $230. Thank you to UNOPA’s members, families and friends who participated in this event by either walking or donating money. It was a great day for a walk with friends and family while also contributing to a great cause! I look forward to seeing many more UNOPA members take part next year! UNOPA members Jan Edwards, Mari Greer, Jan Wassenberg, Donna Boone, and Mary Guest are pictured below.
Calendar

December 1 Board Meeting
8 General Meeting — Holiday Luncheon
   Rhonda Sauder, CEDARS
   Musical Program with Nancy Kenny, Athletics and
   Mike Zeleny, Asst. Vice Chancellor for Research
9 UNOPA Fall Workshop (see page 5)
   “Communication Skills for Everyone” by Kate Rempfer
15 Deadline for UNOPA Notes
24 Start Holiday Closedown

January 5 Board Meeting
20 Joint UNOPA/UAAD Meeting
   Presenter: Paul Wesselmann

Support Our Community Project:
We will be collecting the following at the General Meetings:
Dec: — 26 ounce cans of Spaghetti "O”s in tomato/cheese sauce
Jan: — 11.5 ounce Welch's Juice concentrate (non frozen or refrigerated)
Feb: — 15 ounce cans of Fruits or Vegetables
March— 6 ounce cans of Tuna in water
April — 16 ounce bags of white rice

Members in the Spotlight
Beth Zager received the 2009 Great Plains Region Support Specialist Award at the University Continuing Education Association Mid-America and Great Plains conference luncheon on October 29, in La Crosse, Wisconsin.

National Association of Educational Office Professionals Offer Scholarships
Help spread the word, the NAEOP Foundation offers scholarships!
Marion T. Wood Member Scholarship is awarded each year to office professionals who apply and are selected. There are two scholarships awarded each year in the amount of $1,000 each. Candidates must be a NAEOP member for three years prior to the awarding of this scholarship and pursuing a Professional Standards Program (PSP) Certificate or having attained the CEOE distinction, pursuing a college degree.

Mona Smith Member Dependent Scholarship is a $1,000 scholarship. The member whose dependent is applying must be an active member of NAEOP.

Applications are available from the NAEOP office or on the NAEOP website.
Kate Rempfer is an Instructor and Speech Center Consultant for the School of Communication at the University of Nebraska at Omaha. She teaches Fundamentals of Public Speaking, Small Group Communication, and adjuncts for Creighton University teaching Organizational Training and Development. She graduated with an M.A. in Speech Communication and a certificate in Human Resources and Training from the University of Nebraska at Omaha in 2007. Previously, she worked as a Financial Services Training Consultant for ACTON Marketing in Lincoln, Nebraska.

Kate also serves as the National Liaison for the American Society of Training and Development (ASTD) Nebraska Chapter. Experienced in adult education and training, Kate conducts training sessions for faculty and students at UNO as well as private businesses in the Omaha Community.

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**UNOPA FALL WORKSHOP**
University of Nebraska Office Professionals Association

**COMMUNICATION SKILLS FOR EVERYONE**

I. How do we Communicate  
II. Listening to be heard  
III. Giving and Receiving Feedback

By Kate Rempfer

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Kate Rempfer is an Instructor and Speech Center Consultant for the School of Communication at the University of Nebraska at Omaha. She teaches Fundamentals of Public Speaking, Small Group Communication, and adjuncts for Creighton University teaching Organizational Training and Development. She graduated with an M.A. in Speech Communication and a certificate in Human Resources and Training from the University of Nebraska at Omaha in 2007. Previously, she worked as a Financial Services Training Consultant for ACTON Marketing in Lincoln, Nebraska.

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**UNOPA FALL WORKSHOP REGISTRATION**

Name: ________________________________

Department: ________________________________

_________ UNOPA Members: $10.00 each  
_________ Non UNOPA Members: $15.00 each

Make checks payable to UNOPA

Cost/Object number ________________

Send Registration by December 4th to:
Martha J. Young  
UNL - Purchasing  
1700 Y Street  
Lincoln NE 68588-0645  
MYOUNG3@unl.edu  
Phone: (402) 472-5050

Questions can be directed to any of the committee members:  
Debbie Hendricks, Lola Young, Mary Guest, Gretchen Walker,  
Martha Young, Donna Boone or Diane Wasser
Piecing Together Your Professional Career
Central Area Professional Development Day/NEOPA
2010 Spring Conference
April 23-24, 2010
Lincoln, Nebraska

You are invited to Lincoln for the combined Nebraska Educational Office Professionals Association (NEOPA) and the 10th annual Central Area Professional Development Day (CAPPD). We would love to have you join us for this conference that offers something for everyone.

Friday
During the day are meetings of the NEOPA Executive Board, the NAEOP 2010 State Representatives, and the Central Area Presidents & Past Presidents.

Friday Evening
Enjoy an early dinner on your own in the Historic Haymarket District then come and network with office professionals from six states—Illinois, Indiana, Iowa, Kansas, Missouri and Nebraska.

Saturday
The day will begin with the traditional opening ceremonies followed by Michelle Roggasch. Her presentation is “Communication Quilt: All The Pieces for Success.” Lunch and the NEOPA General Business meeting will follow. We would like to invite ALL conference attendees to join us for lunch. The afternoon offers concurrent presentations from Ethics in Business to Team Building, from Running an Effective Meeting to Effective Public Speaking. There is literally something for everyone.

Saturday Retiree Activity
The retirees will have an opportunity to visit the International Quilt Study Museum and the Great Plains Art Museum on the University of Nebraska-Lincoln campus. Please visit their websites: http://www.quiltstudy.org and http://www.unl.edu/plains/gallery/gallery.shtml for more information.

Saturday Evening
Nebraska will hold its annual Banquet & Installation of Officers starting with a social at 6:15 pm. All conference attendees are invited to register for this special event. Diane Wasser, CEOE, will be installed as NEOPA State President for 2010-2011.

Conference Hotel
Make reservations with the Holiday Inn Downtown, 141 North 9th St., Lincoln, NE 68508 by calling 800-465-4329. Refer to: NEOPA—Central Area Professional Development when making your reservation. You may book a room online at www.holiday-inn.com/lincolnne. On the left side of the page there will be a section that says check availability. Insert the dates that correspond with your event and in group code place NEO. Click check availability, once all of this information is entered your guests will be directed to the NEOPA - Central Area Prof Develop Assn block. There is a free shuttle service from the Lincoln Regional Airport and free parking for conference participants staying at the hotel. If you will be arriving by plane please email the flight information to one of the co-chairs listed below.

Rate: $89.00 plus tax (1-4 people, 1 room w/two queen beds)
RESERVATION DEADLINE: March 22, 2010

Conference Registration
Early bird registration date is April 9, 2010. Any registration not postmarked by April 9, 2010 must add a $10 late fee. No registrations will be accepted after April 16, 2010. Your registration fee includes the networking activities Friday evening, all workshop materials, continental breakfast, Saturday breaks and Saturday luncheon.

Special Projects
As in the past, each state association is asked to bring a gift bag or basket of items from her state to be raffled off for the Central Area. State baskets will be on display during the Friday night networking session and on Saturday morning. Winners will be announced at the luncheon. There will also be 50/50 raffles held throughout the conference. In lieu of a friendship gift exchange, we are asking that you bring a children’s book (infant to 5 years old) to be donated to a local organization that works with low-income families. Your participation in this very worthwhile cause is greatly appreciated.

Conference Attire
Friday business meetings – Business casual
Saturday Workshops – Business casual
Saturday Banquet & Installation – Business dressy
Conference website:
http://neopa.unl.edu

For More Information or Assistance....
Please contact either of the conference co-chairs:

Gretchen Walker, CEOE  Mary Guest, CEOE
402-472-0602  402-472-3204
gwalker1@unl.edu  mguest2@unl.edu

This conference is co-sponsored by the Nebraska Educational Office Professionals Association (NEOPA) and the University of Nebraska Office Professionals Association (UNOPA).

Tentative Schedule:

Friday, April 23
Registration 1:00-6:00 pm
Exhibits 4:00-6:00 and 7:00-9:00 pm
Networking activities 7:00-9:00 pm

Saturday, April 24
Continental breakfast 7:00-8:30 am
Registration/exhibits 7:30-8:30 am
Welcome 8:45 am
Keynote Speaker 9:15-11:30 am
Michelle Roggash
Lunch/Business meeting 11:45 am-1:30 pm
Retirees Tour 2:00-4:30 pm
First Concurrent sessions 1:45-3:15 pm
Option A: Nanette Shackelford
“Ethics in Business”
Option B: Nancy Myers
“Team Building”
Second Concurrent sessions: 3:30-4:45 pm
Option C: Nanette Shackelford
“Escape from Meeting Hell: Running a Productive Meeting”
Option D: Deborah Smith-Howell
“Effective Public Speaking”
Closing/remarks/wrap-up 5:00-5:30 pm

Optional:
Social 6:15-7:00 pm
Installation Banquet 7:00 pm

Speakers:

Michelle Roggasch is owner and founder of Beacon Training Group, whose mission is to provide speaking, planning and coaching services that educate, energize, enhance, and encourage the individuals they serve. Michelle has been in the training and education field for over 20 years and has spoken to groups and businesses throughout the United States. She has a Bachelor’s degree in Business Education, a Master’s degree in Sports Administration and is currently working on her Ph.D. in higher education leadership. Currently Michelle is the Program Manager for Education: Catch the Dream a company with products and programs that provide encouragement and information to first-generation middle and high school students to make the decision early to go to college.

Nanette Shackelford, Adjunct Instructor of Communication Arts, Business and Economics, Hastings College.

Nancy Myers, Director of Organization Development, University of Nebraska-Lincoln. Nancy works with colleges and departments to help build talent and capability, and to plan and implement change. She provides group problem solving, team building and development, strategic planning, management consultation and leadership development. Nancy teaches Human Resources Development for the University of Nebraska-Lincoln College of Business. She is the advisor/coach for the University of Nebraska Curling Team. Nancy holds a B.A. in Sociology from the University of Denver, a M.A. in Psychology from the Fielding Institute and a Ph.D. in Human Resource Development from the University of Nebraska.

Work organizations traditionally reward the individual contributor rather than the accomplishments of a team. How do you shift the work culture to recognize the value of teamwork? Not all work groups are teams. How do you tell the difference? Nancy will address the fundamentals and functions of a team and discuss ways to help managers and employees value and facilitate teamwork.

Deborah Smith-Howell is Associate Vice Chancellor for Academic Affairs/Dean of Graduate Studies, University of Nebraska at Omaha. Dr. Smith-Howell came to UNO in 1989 as a faculty member in the then Department of Communication (now School of Communication). She served as chair of the department and the founding director of the School for eight and a half years. Dr. Smith-Howell received her B.S. degree from Northern Michigan University, her M.A. from Louisiana State University, and her Ph.D. from the University of Texas-Austin. Her areas of specialization and research are communication education, presidential rhetoric, media coverage of the presidency and civic participation. She is co-author with Roderick P. Hart, Sharon Jarvis, and William Jennings of Political Keywords: Using Language that Uses Us, Oxford University Press, 2005. She received the 2004 UNO Chancellor’s Commission on the Status of Women Outstanding Achievement Award.
Central Area Professional Development Day/NEOPA 2010 Spring Conference
April 23-24, 2010
Holiday Inn Downtown — Lincoln
Lincoln, Nebraska

Please Print or Type:

Name: ____________________________________________________________
Address: __________________________________________________________
City/State/Zip: _____________________________________________________
School/District Name: ______________________________________________
E-mail Address: ____________________________________________________
CEOE: ______ Yes ______ No
Home/Cell Phone: __________________________________________________
Office Phone: _____________________________________________________
Position: __________________________________________________________
Local Association: _________________________________________________
First time attending NEOPA _____Yes _____No
First Time attending CAPDD _____ Yes _____No

Special Needs: _____________________________________________________

Registration Fee includes: networking activities Friday evening, all workshop materials, continental breakfast, Saturday breaks and Saturday luncheon.

REGISTRATION FEE — NEOPA or NAEOP Member $65.00 $___________
REGISTRATION FEE — Non-NEOPA or Non-NAEOP Member $75.00 $___________
LATE REGISTRATION FEE (postmarked after April 9, 2010) $10.00 $___________

OPTIONAL:
Saturday Installation Banquet   # of tickets _____ $25.00 $___________
Retiree’s Tour   # attending _____    $ free

TOTAL AMOUNT DUE $___________

Method of Payment: (NO registrations accepted after April 16, 2010)

______ Check enclosed payable to “CAPDD 2010 Spring Conference”
PO#________________ (Must be paid in full within 10 days after conference).
Credit Card# ___________________________ Expiration ____________
Card Signature ____________________________

Please indicate your briefing choice for the Saturday afternoon sessions:

First concurrent sessions (1:45-3:15 pm) Second concurrent sessions (3:30-4:45 pm)
Option A: Ethics in Business _________ Option C: Escape from Meeting Hell _________
Option B: Team Building _________ Option D: Effective Public Speaking _________

MAIL REGISTRATION FORM with payment by April 9, 2010 to:
Cindy Knight
CAPDD/NEOPA Spring Conference
University of Nebraska-Lincoln
336 Canfield Administration Building
Lincoln, NE 68588-0441

Liability: The Nebraska Educational Office Professionals Association assumes no responsibility for any personal injuries or damages to property incurred by a delegate or guest while engaged in any Association sponsored activity.
Message from Our President
by Peg Johnson

It is hard to believe how quickly the first half of my term has flown by. December was a letdown with the general meeting being cancelled due to bad weather. I missed out on seeing you and what our program committee had planned for us!

With the meeting cancellation in December, that should have been my first clue for our holiday plans. We were planning to have a family get-together before Christmas. Needless to say that didn’t happen – weather! Our trip to California was delayed by two days – weather! Confusion with our arrival date at the hotel in California – weather! Our “California” kids were worried about us being upset – we pointed out that our trip was extended by two days, we were able to find another room, and once we return to Nebraska we’ll make plans with family and friends for our get-together (which by the way, still hasn’t happened). However, we had plenty of avenues to help out wherever we could lend support. The 2009 blizzard was unbelievable! The irony to all this – I love snow!

Hopefully you will be able to find the time to attend the UAAD/UNOPA workshop, “GREAT Work, GREAT Life: Five Actions to Make 2010 More Effective, and More Fun, Too!” on January 20th. This workshop will be helpful if you are feeling stressed or lacking energy. Plus, what a great way to start the New Year! This meeting has been approved for 3 in-service hours for PSP credit.

Please remember to bring your canned items to our January meeting so that we can turn in everything for December (Spaghettios in tomatoes/cheese sauce) and for January (11.5 ounce Welch’s Juice concentrate non frozen or refrigerated) at one time.

I hope everyone has a happy and healthy new year. I’m planning on just a couple of resolutions this year - only time will tell if I’m successful or not!

Take care of yourself and Happy New Year!

Bradley Munn Professional Growth Fund Quilt Raffle
by Mary Guest, Director

The raffle drawing for the quilt (donated by Debbie Hendricks and Lynn DeShon) will be held at the UNOPA/UAAD General Meeting on January 20th. You will still be able to purchase raffle tickets prior to the start of the meeting. If you want to be sure that you don’t miss out on purchasing tickets, you may contact Mary Guest at 23204 or mguest2@unl.edu to purchase tickets now! Tickets are $1 or 6 for $5.

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.
Nominations Needed for 2010-2011 Officers

By Mary Klucas, Nominating Director

Early in January you will receive a nomination form for the 2010-2011 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 consider the strengths of UNOPA members you know.

Challenge yourself.
Grow in your profession.
Get involved.
Set the Example.

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

Nominations will be due by Thursday, January 28th. Nominations will be presented at the March 9th 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.

Holiday Giving Tree

by Beth Zager, Corresponding Secretary

Wow! Despite the snow, UNOPA members pulled together and collected 4 large boxes of items for our Giving Tree. I want to thank everyone for making the extra effort needed to get the gifts turned in. We collected 57 gifts for CEDARS. These gifts included books, CD’s and DVD’s, craft supplies, dress-up sets, electronics, games, and toys. We also collected 19 craft items and 3 gift cards for Bright Lights. Everyone was very appreciative of our donations. Rhonda Saunders, Events Coordinator at CEDARS, was sorry she didn’t get to speak at our December meeting and would welcome the chance to try again sometime.

Thanks again UNOPA for setting an example and helping these worthwhile organizations!

CEDARS will provide a receipt for your taxes if you need one. Simply send an email to Megan at msummerlin@cedars-kids.org. Include your full name, phone number, the value of the gift you donated, and your mailing address. Please make sure to note that your gift was part of the UNOPA contribution.
UNOPA February General Meeting  
Tuesday, February 9, 2010  
11:45 East Campus Union

Community Blood Bank  
Joyce Halvorsen

By Kate Rempfer

UNOPA Spring Workshop  
COMMUNICATION SKILLS FOR EVERYONE  
Friday, February 19  
1:30—4:30 p.m.  
Nebraska City Union

Diane Wasser, Editor  
UNOPA Notes Staff:  
Tina Ahrens  
Donna Boone  
Debbie Hendricks  
Tonda Humphress
UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

http:unopa.unl.edu

We make a living by what we get, we make a life by what we give. --- Winston Churchill

National Association of Educational Office Professionals Offer Scholarships

Help spread the word, the NAEOP Foundation offers scholarships!

Marion T. Wood Member Scholarship is awarded each year to office professionals who apply and are selected. There are two scholarships awarded each year in the amount of $1,000 each. Candidates must be a NAEOP member for three years prior to the awarding of this scholarship and pursuing a Professional Standards Program (PSP) Certificate or having attained the CEOE distinction, pursuing a college degree.

Mona Smith Member Dependent Scholarship is a $1,000 scholarship. The member whose dependent is applying must be an active member of NAEOP.

Applications are available from the NAEOP office or on the NAEOP website.

Nebraska well represented on the NAEOP Board 2010-2011

Lola Young was elected Vice President of the National Association of Educational Office Professionals for the 2010-2011 term. Also elected from Nebraska, Lisa Morehouse from LPS was elected the Central Area Director and Carol Bom was appointed the Council Chair for the State Department of Education.

We congratulate these ladies and wish them our best in the upcoming year.

Support Our Community Project:

We will be collecting the following at the General Meetings:

- **December** — 26 ounce cans of Spaghetti "O"s in tomato/cheese sauce
- **January** — 11.5 ounce Welch's Juice concentrate (non frozen or refrigerated)
- **February** — 15 ounce cans of Fruits or Vegetables
- **March** — 6 ounce cans of Tuna in water
- **April** — 16 ounce bags of White Rice

Calendar

<table>
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<tr>
<th>Month</th>
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<th>Event</th>
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<tbody>
<tr>
<td>January</td>
<td>12</td>
<td>Board Meeting</td>
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| | | 20 Joint UNOPA/UAAD Meeting  
Presenter: Paul Wesselmann |
| | | 19 Spring Workshop  
“Communication Skills for Everyone” by Kate Rempfer |
| February | 2 | Board Meeting |
| | | 9 UNOPA General Meeting  
Joyce Halvorsen, Community Blood Bank |
| | | 19 Spring Workshop  
“Communication Skills for Everyone” by Kate Rempfer |
| March | 2 | Board Meeting |
| | | 9 UNOPA General Meeting  
Jennifer Brinkman, RichtersBrinkman Consulting Firm |
| April | 6 | Board Meeting |
| | | 13 UNOPA General Meeting  
Rose Frolik Award and Past Presidents Luncheon |
| | | 22-23 Joint NEOPA Spring Conference and Central Professional Development Day |
| May | 4 | Board Meeting |
| | | 11 UNOPA General Meeting and Installation |
Piecing Together Your Professional Career
Central Area Professional Development Day/NEOPA
2010 Spring Conference
April 23-24, 2010
Lincoln, Nebraska

You are invited to Lincoln for the combined Nebraska Educational Office Professionals Association (NEOPA) and the 10th annual Central Area Professional Development Day (CAPPD). We would love to have you join us for this conference that offers something for everyone.

Friday
During the day are meetings of the NEOPA Executive Board, the NAEOP 2010 State Representatives, and the Central Area Presidents & Past Presidents.

Friday Evening
Enjoy an early dinner on your own in the Historic Haymarket District then come and network with office professionals from six states—Illinois, Indiana, Iowa, Kansas, Missouri and Nebraska.

Saturday
The day will begin with the traditional opening ceremonies followed by Michelle Roggasch. Her presentation is “Communication Quilt: All The Pieces for Success.” Lunch and the NEOPA General Business meeting will follow. We would like to invite ALL conference attendees to join us for lunch. The afternoon offers concurrent presentations from Ethics in Business to Team Building, from Running an Effective Meeting to Effective Public Speaking. There is literally something for everyone.

Saturday Retiree Activity
The retirees will have an opportunity to visit the International Quilt Study Museum and the Great Plains Art Museum on the University of Nebraska-Lincoln campus. Please visit their websites: http://www.quiltstudy.org and http://www.unl.edu/plains/gallery/gallery.shtml for more information.

Saturday Evening
Nebraska will hold its annual Banquet & Installation of Officers starting with a social at 6:15 pm. All conference attendees are invited to register for this special event. Diane Wasser, CEOE, will be installed as NEOPA State President for 2010-2011.

Conference Hotel
Make reservations with the Holiday Inn Downtown, 141 North 9th St., Lincoln, NE 68508 by calling 800-465-4329. Refer to: NEOPA–Central Area Professional Development when making your reservation. You may book a room online at www.holiday-inn.com/lincolnne. On the left side of the page there will be a section that says check availability. Insert the dates that correspond with your event and in group code place NEO. Click check availability, once all of this information is entered your guests will be directed to the NEOPA - Central Area Prof Develop Assn block. There is a free shuttle service from the Lincoln Regional Airport and free parking for conference participants staying at the hotel. If you will be arriving by plane please email the flight information to one of the co-chairs listed below.

Rate: $89.00 plus tax (1-4 people, 1 room w/two queen beds)
RESERVATION DEADLINE: March 22, 2010

Conference Registration
Early bird registration date is April 9, 2010. Any registration not postmarked by April 9, 2010 must add a $10 late fee. No registrations will be accepted after April 16, 2010. Your registration fee includes the networking activities Friday evening, all workshop materials, continental breakfast, Saturday breaks and Saturday luncheon.

Special Projects
As in the past, each state association is asked to bring a gift bag or basket of items from her state to be raffled off for the Central Area. State baskets will be on display during the Friday night networking session and on Saturday morning. Winners will be announced at the luncheon. There will also be 50/50 raffles held throughout the conference. In lieu of a friendship gift exchange, we are asking that you bring a children’s book (infant to 5 years old) to be donated to a local organization that works with low-income families. Your participation in this very worthwhile cause is greatly appreciated.

Conference Attire
Friday business meetings – Business casual
Saturday Workshops – Business casual
Saturday Banquet & Installation – Business dressy
Conference website:  
http://neopa.unl.edu

For More Information or Assistance….  
Please contact either of the conference co-chairs:

Gretchen Walker, CEOE  
402-472-0602  
gwalker1@unl.edu

Mary Guest, CEOE  
402-472-3204  
mguest2@unl.edu

This conference is co-sponsored by the Nebraska Educational Office Professionals Association (NEOPA) and the University of Nebraska Office Professionals Association (UNOPA).

Tentative Schedule:

Friday, April 23
Registration 1:00-6:00 pm
Exhibits 4:00-6:00 and 7:00-9:00 pm
Networking activities 7:00-9:00 pm

Saturday, April 24
Continental breakfast 7:00-8:30 am
Registration/exhibits 7:30-8:30 am
Welcome 8:45 am
Keynote Speaker 9:15-11:30 am
Michelle Roggash
Lunch/Business meeting 11:45 am-1:30 pm
Retirees Tour 2:00-4:30 pm
First Concurrent sessions 1:45-3:15 pm
Option A: Nanette Shackelford  
“Ethics in Business”
Option B: Nancy Myers  
“Team Building”

Second Concurrent sessions: 3:30-4:45 pm
Option C: Nanette Shackelford  
“Escape from Meeting Hell: Running a Productive Meeting”
Option D: Deborah Smith-Howell  
“Effective Public Speaking”

Closing/remarks/wrap-up 5:00-5:30 pm

Optional:
Social 6:15-7:00 pm
Installation Banquet 7:00 pm

Speakers:

Michelle Roggasch is owner and founder of Beacon Training Group, whose mission is to provide speaking, planning and coaching services that educate, energize, enhance, and encourage the individuals they serve. Michelle has been in the training and education field for over 20 years and has spoken to groups and businesses throughout the United States. She has a Bachelor’s degree in Business Education, a Master’s degree in Sports Administration and is currently working on her Ph.D. in higher education leadership. Currently Michelle is the Program Manager for Education: Catch the Dream a company with products and programs that provide encouragement and information to first-generation middle and high school students to make the decision early to go to college.

Nanette Shackelfeld, Adjunct Instructor of Communication Arts, Business and Economics, Hastings College.

Nancy Myers, Director of Organization Development, University of Nebraska-Lincoln. Nancy works with colleges and departments to help build talent and capability, and to plan and implement change. She provides group problem solving, team building and development, strategic planning, management consultation and leadership development. Nancy teaches Human Resources Development for the University of Nebraska-Lincoln College of Business. She is the advisor/coach for the University of Nebraska Curling Team. Nancy holds a B.A. in Sociology from the University of Denver, a M.A. in Psychology from the Fielding Institute and a Ph.D in Human Resource Development from the University of Nebraska.

Work organizations traditionally reward the individual contributor rather than the accomplishments of a team. How do you shift the work culture to recognize the value of teamwork? Not all work groups are teams. How do you tell the difference? Nancy will address the fundamentals and functions of a team and discuss ways to help managers and employees value and facilitate teamwork.

Deborah Smith-Howell is Associate Vice Chancellor for Academic Affairs/Dean of Graduate Studies, University of Nebraska at Omaha. Dr. Smith-Howell came to UNO in 1989 as a faculty member in the then Department of Communication (now School of Communication). She served as chair of the department and the founding director of the School for eight and a half years. Dr. Smith-Howell received her B.S. degree from Northern Michigan University, her M.A. from Louisiana State University, and her Ph.D. from the University of Texas-Austin. Her areas of specialization and research are communication education, presidential rhetoric, media coverage of the presidency and civic participation. She is co-author with Roderick P. Hart, Sharon Jarvis, and William Jennings of Political Keywords: Using Language that Uses Us, Oxford University Press, 2005. She received the 2004 UNO Chancellor’s Commission on the Status of Women Outstanding Achievement Award.
Piecing Together Your Professional Career

Central Area Professional Development Day/NEOPA 2010 Spring Conference
April 23-24, 2010
Holiday Inn Downtown — Lincoln
Lincoln, Nebraska

Please Print or Type:

Name: ____________________________________________  CEOE: _____ Yes _____ No
Address: ____________________________________________  Home/Cell Phone: __________________________
City/State/Zip: ______________________________________  Office Phone: ____________________________
School/District Name: ________________________________  Position: ________________________________
E-mail Address: ____________________________________  Local Association: _________________________
First time attending NEOPA _____ Yes _____ No  First Time attending CAPDD _____ Yes _____ No
Special Needs: ______________________________________

| Registration Fee includes: networking activities Friday evening, all workshop materials, continental breakfast, Saturday breaks and Saturday luncheon. |
| REGISTRATION FEE — NEOPA or NAEOP Member $65.00 $___________ |
| REGISTRATION FEE — Non-NEOPA or Non-NAEOP Member $75.00 $___________ |
| LATE REGISTRATION FEE (postmarked after April 9, 2010) $10.00 $___________ |
| OPTIONAL: |
| Saturday Installation Banquet # of tickets _____ $25.00 $___________ |
| Retiree’s Tour # attending _____ $ free |
| TOTAL AMOUNT DUE $___________ |

Method of Payment: (NO registrations accepted after April 16, 2010)

_____ Check enclosed payable to “CAPDD 2010 Spring Conference”
_____ PO# ____________________________ (Must be paid in full within 10 days after conference).
_____ Credit Card# ____________________________ Expiration _______________ 
Card Signature __________________________________________________

Please indicate your briefing choice for the Saturday afternoon sessions:

First concurrent sessions (1:45-3:15 pm)
Option A: Ethics in Business _________  Option B: Team Building _________

Second concurrent sessions (3:30-4:45 pm)
Option C: Escape from Meeting Hell _________  Option D: Effective Public Speaking _________

MAIL REGISTRATION FORM with payment by April 9, 2010 to:
Cindy Knight  
CAPDD/NEOPA Spring Conference  
University of Nebraska-Lincoln  
336 Canfield Administration Building  
Lincoln, NE 68588-0441

Liability: The Nebraska Educational Office Professionals Association assumes no responsibility for any personal injuries or damages to property incurred by a delegate or guest while engaged in any Association sponsored activity.