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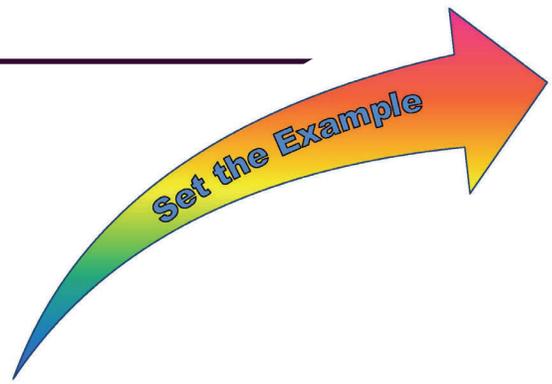
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UNOPA Notes



Volume 48 Issue 3

October, 2009

Special points of interest:

- Parking
- Award Nomination
- PSP
- Quilt Raffle
- Holiday Tree

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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,

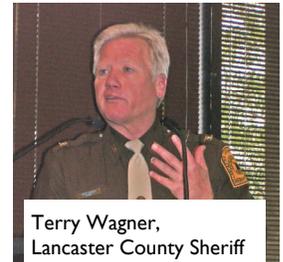
our 50/50 collected \$93 of which \$46.50 will go to the Child Advocacy Center. I want to give a



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.



Terry Wagner,
Lancaster County Sheriff



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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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,

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are strangers.

- 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



Lynn Ayers
Child Advocacy Center

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.
- ◆ Talk with Lola Young about the PSP Program.

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

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

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



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.



Quilt Drawing to be held at the December General Meeting.

Tickets on sale now — Contact Mary Guest (mguest 2@unl.edu)

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.



Diane Wasser, Editor
UNOPA Notes Staff:

Tina Ahrens
Donna Boone
Debbie Hendricks
Tonda Humphress

UNIVERSITY OF
NEBRASKA
EDUCATIONAL
OFFICE
PROFESSIONALS

<http://unopa.unl.edu>

Great minds discuss ideas;
Average minds discuss events;
Small minds discuss people.
—Eleanor Roosevelt

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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

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.



Pat Roschewski and Carol Bom

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. Maxwell, 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!