UNOPA Newsletters

UNOPA-University of Nebraska Office Professionals Association

1-2010

UNOPA Notes, Volume 48, Issue 5, December 2009/January 2010

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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 tomato/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!

Last Chance to Buy Quilt Tickets.

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 2-3204 or mguest2@unl.edu to purchase tickets now! Tickets are 1 for $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 Spring Workshop

COMMUNICATION SKILLS FOR EVERYONE

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

By Kate Rempfer

Friday, February 19
1:30—4:30 p.m.
Nebraska City Union
Calendar

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

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 UOPA General Meeting and Installation

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

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.
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
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: ____________________________

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.