Spring 2014

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Good-Bye Dear Friend!

Gretchen Walker

With heavy hearts we say good-bye to a dear friend and colleague. Gretchen Walker lost her battle with breast cancer on Saturday, May 17, 2014. Gretchen lived in Crete with her husband Jeff. They have three boys: Jacob, Josh and Jordon. Jordon is the baby and graduated the day his mother passed away.

Gretchen coached and played softball for many years. Baseball is in the family’s blood. Her father and brother also coach. Her three boys play baseball as well. Her son Jordan just played baseball as well. Her son Jordan just played in state finals for Crete High School. Gretchen was very proud of her boys and talked about them and their baseball games.

Gretchen and her friend Kathy Thompson organized shopping bus trips for many years to Kansas City or Des Moines. According to Kathy, Gretchen was not really a shopper but enjoyed setting up the trip for all the ladies. She insisted on continuing last year even though she was not feeling well.

Gretchen worked at the University since 1985 starting with the Chemistry Department. In 1995 she moved to her present position with the Center for Great Plains Studies.

Gretchen was a 3-D member of the University of Nebraska Office Professional Association (UNOPA), the Nebraska Educational Office Professionals Association (NEOPA), and the National Association of Educational Office Professionals (NAEOP). She was president of UNOPA in 2007-2008, current President of NEOPA 2013-2014, and had been the Higher Educational Council Chairman for NAEOP since 2011-2012, and was just elected to take office as the Central Area Director in July 2014. Gretchen was also a Certified Educational Office Employee (CEOE).

Gretchen's smile was always present every time you saw her. Wherever she went she ran into someone she knew and would always have to chat for a few minutes.

Services for Gretchen were on Thursday, May 22nd at 12:30 p.m. at Lincoln Memorial Funeral Home, 6800 South 14th, Lincoln, NE.

Story compiled by Kathy Thompson and Diane Wasser
2014-2015 President Mary Guest

You can't start a new year without first recognizing the efforts of those who got us where we are today. Gretchen Walker, our 2013-14 President, displayed outstanding leadership of NEOPA. Gretchen set the bar high in any position she held and her absence will be felt for a long time. I hope that I can demonstrate and achieve the standards she set. Under her leadership, NEOPA continued the strategic planning journey and great strides were made. This past year laid the groundwork for change and growth for NEOPA's future. And that will be a lasting memory of Gretchen's commitment to the organization.

My goals for the upcoming year are:

- to continue listening to what you want
- to facilitate NEOPA’s progress in the strategic planning process, and
- to keep NEOPA moving forward to develop new ways of supporting office professionals and providing quality professional development opportunities.

I recently read Jon Gordon’s book, The Energy Bus. I know, I’m a little behind, as I imagine many of you have already read this. If you haven’t read it, I strongly encourage you to do so. It’s a short book, an easy read, but contains very powerful tools to help NEOPA build a positive team to empower our members. One part especially resonated with me – rule #9 – Drive with Purpose.

President Lyndon Johnson was visiting NASA. He “walked over to the janitor and told him he was the best janitor he had ever seen and the janitor replied, ‘Sir, I’m not just a janitor, I helped put a man on the moon.’ See George, even though he was cleaning floors he had a bigger purpose and vision for his life. This is what kept him going and helped him excel in his job.” (Jon Gordon, The Energy Bus, 2007, pg. 131-132.)

How often do we see our own purpose in achieving the goals of our supervisors, our department, our organization? Sometimes I think we sell ourselves short – we’re the secretaries for the department, we work for and-so, we’re just a member. We don’t very often see ourselves as an integral part of the bigger picture.

Do you see your importance with NEOPA? Do you see that by volunteering to coordinate or help with, for example, the registration for the conference that you are helping NEOPA fulfill our purpose of providing professional development and supporting EOPs? Without registration, the conference is not going to happen, and we fail in our purpose of providing professional development and support. Everything you can contribute adds to the success of the organization.

So what are the implications for NEOPA - take your piece and see how whatever you can do to help forward our purpose of providing professional development and support for educational office professionals is important - you are part of the team. With all of us working toward the same purpose it feels good, it is less "burdensome". We are all on the NEOPA team working toward the same purpose and vision. Make sure you’re on the bus!

Up-Coming Events

May 30, 2014  Early Conference Registrations Due

July 14-19, 2014  NAEOP Conference and Institute in Portland, OR

October 23-24, 2014  Fall Workshop in Wayne, NE

July 22-25, 2015  NAEOP Conference and Institute in Buffalo, NY
Congratulations to Newly Elected Officers!
Carol Bom, CEOE, NEOPA Nominating Committee Director

Congratulations and Thank You to our newly elected officers. In case you weren’t at the spring conference, you should know that Denise Fisher, CEOE, Cathy Robertson, CEOE, and Joan Wilkins were elected as your incoming officers to serve with Mary Guest, CEOE.

Our elected officers for 2014-2015 include:

- President: Mary Guest, CEOE
- President-elect: Denise Fisher, CEOE
- Vice President: Cathy Robertson, CEOE
- Secretary: Joan Wilkins
- Treasurer: Linda Luedtke, CEOE (continues year two of two-year term)

Thank you to these individuals for serving NEOPA as our 2014-2015 elected officers!

Thank you to all who took part in the voting process. Even though we had a single candidate for each office, your vote is still important.

It has been a privilege to serve on the 2013-2014 NEOPA Board of Directors. Thank you to my committee for their willingness to serve NEOPA in this capacity this year: Christine Cary, CEOE (NEOPA); Debe Dockhorn (NDE BRIDGE); Tricia Liedle, CEOE (UNOPA); and Joyce Trevett, CEOE (WEOPA).

I leave you with a quote from Kevin Hall, author:

Your gifts are not about Leadership is not about YOU
Your purpose is not about SERVING those who need your gifts, your leadership, your purpose.

Kevin Hall, author “Aspire”
Lincoln Public Schools Association of Educational Office Professionals

The Lincoln Public Schools Association of Office Professionals celebrated their members’ successes and installed their 2014-2015 officers and board on May 8th, 2014 at the Installation and Recognition Banquet held at the Country Inn and Suites.

Each year, LPSAOP awards a $1,300.00 scholarship to a Lincoln Public Schools graduate that is entering a business field and applies for our Dianne Grieser Memorial Scholarship. This year was the first year it has been awarded to an LPS graduate that was already attending college. Trevin Roberson graduated from Lincoln Southeast High School in 2012 and is attending the University of Nebraska-Lincoln, where he is majoring in Actuarial Science and minoring in Math. Trevin’s parents and two brothers joined us as we celebrated this presentation.

Ten retirees were recognized and eight were in attendance, along with their co-workers and supervisors, who shared some special memories of their educational office careers. We wish all the best to our friends and retirees, taking with them 247 combined years of service to Lincoln Public Schools:

Patricia Halstead
Linda Kahler
Ken Handy
Jane Lehmann
Linda Hansel
Betsy McEntarffer
Linda Hendrix
Donna Schulz
Harriett Jay
Jeanne Wenz

Continuing their professional development

University of Nebraska Office Professionals Association

I am very excited to begin working as the UNOPA President and would like to introduce these newly elected officers for the 2014-15 year:

President: Jane Schneider, CEOE
President-Elect: Roddy Spangler
Recording Secretary: Marsha Yelden
Corresponding Secretary: Mikayla Tegler
Treasurer: Alycia Libolt

One of the things that we have already started doing is to make sure we work on our mission for professional development. With that in mind, we already have a professional development workshop planned for Wednesday, September 24, 2014, at 1:30 PM. Sheila Kepler will present on team work in the workplace. The location is yet to be determined but if anyone is interested in attending, please contact Jane Schneider at jane.schneider@unl.edu. When the time comes, we’ll get you registration information.

Have a great year everyone!
Jane Schneider,
President 2014-15
We are nearing the end of the second semester for the 2013-14 academic year and wondering where the time has gone! Our last newsletter ended by looking ahead to December and our Christmas Luncheon and Haven House service project. Now, as we look back we take great joy in knowing our gift buying spree was a great success and our Haven House family received some wonderful things. Our Christmas Luncheon was held at Miss Molly’s, a relatively new gourmet coffee shop in town. It was a delicious luncheon and a time of festive fellowship.

Besides our Haven House service project, WEOPA decided to contribute to a Holiday Charity Event promoted by Miss Molly’s called “Bedtime Bags”. The filled “Bedtime Bags” were donated to the Building Blocks organization which serves the needs of foster families and kids going into foster care within the state of Nebraska. Some of the kids have nothing but the clothes on their backs when they are taken to a foster home, so each child would be presented with a “Bedtime Bag” filled with things they could call their very own, such as: pajamas, personal clothing items, a blanket, tooth brush & toothpaste, other hygiene products, a book, & a teddy bear (items may vary depending on the age and needs of the child). As an organization, WEOPA donated $50, and in addition, as individuals we contributed over $100 towards the purchase of supplies for the “Bedtime Bags”.

We also had a “Ladies Escape” event at Moments Portrait Boutique in downtown Wayne. A small group of us gathered on Saturday morning, December 7, and painted bisque ware. Here’s a look at what we did!

In January, WEOPA once again provided homemade cookies for the opening week of the semester as our scholarship fundraiser. Our meeting program was presented by Renee Jacobsen, Founder of Tenderheart Animal Rescue and Sanctuary. Tenderheart is a private, non-profit organization that strives to provide community education, promote rehabilitating adoptions, and responsible pet ownership, while providing refuge and sanctuary to those animals who might otherwise be denied a second chance at life.

February and March brought us programs that prompted walks down memory lane. Steve Gross spoke to us, in February, about the history of the movie theaters in Wayne dating back to the early 1900’s to the present day. In March, Marcus Schlichter, WSC Archivist, spoke to us about the importance of preserving history and how the past affects the future. Marcus encouraged us to be on the lookout for historical documents and photos, as we clean and purge files in our offices, and share them with him.

WEOPA also had their volunteer weekend at the Majestic Theater in Wayne. We work the concession stand at each of the show times and are then rewarded with 10% of the earnings. This also goes into our scholarship fund.

April was a month of celebration. During our April business meeting, attendees were treated to a party sub sandwich and chips in honor of Administrative Professionals Day - a bit early! Thanks to President Tammy Meier for arranging this treat! April also brought about our annual Bosses Luncheon, normally held in May, but since our desired entertainment was a student group, we had to schedule our luncheon before they were all gone for the summer! Our served meal consisted of coffee, iced tea and water, a mixed green salad, fresh baked bread, Asian style pepper steak over steamed white rice, and cheesecake for desert. Our entertainment was provided by the WSC Black & Gold Singers, accompa-
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journey, we recognized twelve members who achieved their PSP in the last year. PSP Director, Lisa Morehouse, CEOE, spoke of the dedication and willingness of these members to learn about the program requirements and forge ahead on their applications. Lisa also threw the challenge out to our association for 25 new PSP certificates in the next year.

We applaud our members’ accomplishments! Congratulations!

Toni Benzing, CEOE- Option II, Bachelors
Jodi Cale-Option II, Advanced III
Shannon Cornell, CEOE-Option II, Bachelors
Alicia Chapelle, CEOE-Option II, Bachelors
Vicki Faschnat, CEOE-Option I, Advanced III
Melissa Folsom, CEOE-Option II, Masters
Tami Friend, CEOE-Option II, Bachelors
Kim Loth, CEOE-Option II, Bachelors
Lori Mattiessen-Option I, Advanced II
Nancy Myers, CEOE-Option I, Advanced III
Angie Upah, CEOE-Option II, Bachelors
Amy Windle, CEOE-Option II, Bachelors

Each year, we look for the best of the best in our educational offices and ask members and supervisors to recognize them with a nomination for our LPSAOP Leading the Way Award or the LPSAOP Education Office Professional of the Year Award. We are exceedingly proud and happy for those selected for these awards:

The 2014 LPSAOP Leading the Way Award went to Lanette Dunn, CEOE. (left) Lanette is the Executive Secretary at Southwest High School, where her new principal this year, Hugh McDermott, said he wouldn’t have made it without her this year. Mr. McDermott also said Lanette is a master organizer and communicates brilliantly with the staff. Finally, he states that Lanette deserves this award for going above and beyond each day.

The 2014 LPSAOP Education Office Professional of the Year Award was given to Carol Reed, CEOE. (right) Carol is the registrar at Northeast High School of which she is also an alum. Carol’s nominators described her professionalism with these words: organized, efficient, exceptional, honest, loyal and industrious. Her friendly smile and teamwork attitude coupled with her highly professional work ethic are definitely attributes that describe an outstanding educational office professional. Congratulations on these well-deserved awards!

The evening was rounded out with Lisa Morehouse, CEOE, installing the 2014-2015 LPSAOP Officers and Board of Directors. President Nancy Harter, CEOE, selected “CommUNITY” as her theme for the year. The elected officers are: (Left to right in the picture below):

President – Nancy Harter, CEOE
President Elect – Sarah Kripal
Secretary – Lanette Dunn, CEOE
Treasurer – Lori Gormley, CEOE
Past President – Susie Ahlberg, CEOE

The LPSAOP Community is excitedly taking on many activities in the coming year, including hosting the 2015 Central Area/NEOPA Conference.
nied by Phil Pfaltzgraff, WSC Staff Accompanist, on piano. The WSC Black & Gold Singers is a group of WSC students from various disciplines across campus that love to sing. They performed in “Show Choir” style with lots of actions and choreographed position changes and they were AWESOME! Director, Dr. Elise Hepworth noted the 60% of the members were neither music majors nor music minors; they just have a love of music and we have a great wealth of talent across campus! A picture of the WSC Black & Gold Singers, in their performance outfits, is included here.

May brings us to the close of the semester and our WEOPA elections for the 2014-15 year. Our meeting was held on May 6, and the following individuals were elected to office:

- President: Suzanne Penn
- Vice President/President Elect: Kelly Kenny
- Secretary: Tammy Meier
- Treasurer: Carol Stephens
- Historian: Amanda Hank

As we close out the school year and move on to summer classes and activities, we send good wishes out to all for a safe and happy summer.

Respectfully submitted,
Suzanne Penn, WEOPA Vice President and NEON Correspondent 2013-14

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**50th Anniversary Banquet Report**

Submitted by Dianne Dickey, CEOE
President of NEOPA Past Presidents Association

The NEOPA Past Presidents hosted NEOPA’s 50th Anniversary celebration banquet which was held at Windsor Stables in Lincoln on Thursday, April 10, 2014. There were 76 registered for the event, 15 of whom are NEOPA Past Presidents.

The evening began with a social hour during which a power point presentation of photos over the years was shown.

We had a wonderful program with several long time members sharing special memories of NEOPA, and newer members sharing what to look forward to as a result of strategic planning.

Special recognition was given to Pat Lundahl, CEOE, who is a charter member and has continued her membership for all 50 years. She was presented a plant from the NEOPA Past Presidents, and an honorary membership from NEOPA.

Two gifts were given to those in attendance representing our past and our future: an historical document of NEOPA’s 50 years and a flashdrive.

The historical document and the power point will be available on the NEOPA website.

We wish to thank the NEOPA board for their support of all our efforts and suggestions!
Dear NEOPA members:

What a day April 10 turned out to be! It started with the tour of the Capitol Building on a very nice afternoon for getting a bird’s eye view of Lincoln in all directions.

The 50th Anniversary Banquet at Windsor Stables was a wonderful way to review our history and all the things we’ve accomplished, with no end in sight. As the only active Charter member, I was pleased to be asked to tell about the beginning. I attended the first organizational meeting on May 22, 1964 and was elected treasurer. I also told about the early spring and fall conferences, as well as some of the national conferences in the 70s and 80s.

A sincere thank you for awarding me an Honorary Membership in NEOPA – what an honor! Serving NEOPA as an officer, member of many committees, newsletter editor twice and attending spring and fall conferences have been very rewarding during of my career and now retirement. I encourage every one of you to be an active member as long as possible.

All good wishes for another 50 years!

Pat Lundahl, CEOE
NEOPA POLO SHIRTS $20

Name: __________________________________________________________

Address: _______________________________________________________

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For more information contact:

Cathy Robertson, CEOE, ACS | Women’s Soccer Administrative Assistant
University of Nebraska Athletics
One Memorial Stadium, Lincoln, NE 68588-0168
W: (402) 472-0456 | F: (402) 472-0455 | crobertson@huskers.com