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President’s Message

Can you believe we’re already into October! I love Fall for the changes it brings to the horizon with the beautiful colors and the crisp fall air. The students will enjoy Fall Break on October 17 and 18 while the staff regroups for the remainder of the semester.

In my recent meeting with Bill Nunez (Associate to the Chancellor and Director, Institutional Research and Planning), we discussed the important task each of us is being charged with as a result of Chancellor Perlman’s State of the University speech. As UNOPA members, we are on the front line with students. Students see us when they are being recruited, and rely on us as they become part of the UNL family. We can profoundly impact retention and education of the student body. As we move toward 2012 and the goals set out for the campus, we will have an integral part in the success of the University’s goals. I challenge you to continue to provide the stellar work you do each day in touching and changing students’ lives. As the saying goes, “it takes a village to raise a child.” WE are that village.

Several opportunities for personal growth in the Technology arena are available in October. How appropriate as we look to find ways to increase our knowledge to raise the bar in our jobs.

The Career Development Committee scheduled a workshop on October 25th from 3–5pm. I encourage you to take advantage of this FREE workshop for UNOPA members.

NEOPA’s (Nebraska Educational Office Professionals Association) Fall Conference will be held in Columbus on October 21. The theme is “Staying Connected in a Changing World.” Details regarding the conference can be found at http://neopa.unl.edu/. Hope to see you there.

The Board has been busy working to coordinate the parking lot at 1820 R Street each football Saturday. Please contact a Board member to volunteer a couple of hours of your time!

Don’t forget to take a moment to nominate your boss or a co-worker for the Floyd S. Oldt Boss of the Year, Outstanding Staff of the Year or Silver Pen Award. Each of us knows at least one deserving nominee. Details are available at http://unopa.unl.edu. The deadline for submissions is October 17th.

It’s not too late to submit your dues. We hope you find the benefit in your UNOPA membership. Contact Gretchen Walker at gwalker1@unl.edu for membership information.

—Cathy Robertson
UNOPA President 2011–2012
http://unopa.unl.edu/membership/president.shtml

October General Meeting

Sign up by October 6 to attend the October 11 general meeting to be held 11:45 a.m. to 1:00 p.m. at the Devaney Sports Center. Rhonda Revelle, UNL head softball coach, will be our guest speaker. Lunch catering options will be provided by the Dairy Store.

• Contact Jaime Long at 472-7801 or jlong5@unl.edu or download the form at http://unopa.unl.edu/publications/octflyer2011.pdf.
• Bring boxes of non-sugary cereal to support the Food Bank BackPack Program.
CALENDAR

October

4 Board meeting
4 NEOPA Fundraiser at Scott Middle School
8 Home football game, Ohio State, UNOPA parking lot
10 Columbus Day
11 General meeting
14 Deadline to submit articles for UNOPA Notes
15 Deadline for the Bradley Munn Professional Growth Fund Reimbursement
16 National Bosses Day
17-18 Floyd S. Oldt Awards deadlines
18 UAAD professional development fall workshop
21 NEOPA Fall Conference, Columbus, NE
23 Making Strides Against Breast Cancer, 5K walk, Holmes Lake Park
25 UNOPA Fall Career Development Workshop
29 Home football game, Michigan State, UNOPA parking lot
31 Halloween

November

1 Board meeting
5 Home football game, Northwestern, UNOPA parking lot
8 General meeting
18 Deadline to submit articles for UNOPA Notes
24-25 Thanksgiving break
25 Home football game, Iowa, UNOPA parking lot

Awards Committee

Wow, can you believe it, that time of year has rolled around once more! It’s yet again time to submit your nominations for the following awards:

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

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

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

The Nomination deadline is Monday, October 17. Information about the award criteria and nomination forms are found on the UNOPA web site at http://unopa.unl.edu/about/annualawards/.

If you have any questions, please contact Edie Schleiger, Awards Committee Director, either by phone, 472-3303 or email, eschleiger1@unl.edu. Looking forward to hearing from you!!

Congratulations to Mary Guest

Mary Guest was selected to be the recipient of the NASPA IV West Support Staff Award. Mary will receive a complementary conference registration and will be recognized and receive her award at the regional conference, November 1–3 in Denver, CO. The award is presented to an individual who has contributed significantly to higher education and Student Affairs professionals. The announcement was made by Tisa Mason, NASPA Region IV-West Awards & Exemplary Programs Coordinator, and Timothy Alvarez, UNL Assistant Vice Chancellor for Student Affairs. Congratulations, Mary!

Congratulations to these UNOPA Members for Receiving NEOPA and NAEOP Recognition: Lola Young, Gretchen Walker, Mary Guest, Deb Rosenau, Peg Johnson, and Kathy Bennetch

• Lola has been elected the NAEOP President-elect.
• Gretchen was appointed the NAEOP Higher Education Council Chairman.
• Mary received a $1,000 scholarship from NAEOP.
• Deb received 1st place for best website from NAEOP.
• Peg received 2nd place Louise Henderson Nelson local category.
• Kathy is serving as NEOPA President for 2011-2012.

Take a moment at the general meeting to thank these UNL staff members for representing UNOPA in these state and national organizations.
Recap of Sept. 8 General Meeting

Jose Soto was guest speaker and spoke about the MLK Scholarship and the Freedom Breakfast. The annual breakfast began 18 years ago under the leadership of former UNL professor Keith Parker in partnership with UNL, the University of Nebraska Central Administration, Lincoln Public Schools, and Southeast Community College. The scholarship program most recently presented $1,000 each to six local high school students for college expenses.

Nebraska Home Sales representatives presented $100 cash awards to Tonda Humphress and Jeanne Bonnett.

NEOPA Fundraiser

Nebraska Educational Office Professionals Association (NEOPA) is holding a fundraiser in October with Premier Designs Jewelry. An Open House will be held 4:30 – 8 p.m. Tuesday, Oct. 4 at Scott Middle School, 2200 Pine Lake Road. The free jewelry earned at the open house will be auctioned off (silent and live auction) at the Columbus Fall Conference on October 20–21.

The proceeds of live and silent auction, as well as 25% of the profits from the sales, will be used to assist our own, Lola Young, with her installation banquet expenses. Lola will be sworn in as National President of the National Association of Educational Office Professionals (NAEOP) in July 2012. In addition, proceeds will be used for professional development for NEOPA members attending the 2012 National Conference. If any individual shows are booked from the Open House, 10% of the profits will also be donated to NEOPA.

I hope you will support Lola with your participation in the fundraiser, even if you are not a member of NEOPA. This is a very, very special opportunity for UNOPA and NEOPA as Lola is the first member from Nebraska to serve as NAEOP National President. Thanks for your assistance.

—Cathy Robertson
UNOPA President 2011–2012

Opportunities to Represent UNOPA.
ONLY TWO OPENINGS AVAILABLE!

The Employee Concerns Committee is looking for people who would be willing to represent UNOPA, and other office-service employees, on the following campus-wide committees. Take a moment to consider how you could use your skills serving on one of these campus committees, bringing your point of view to the committees, and gaining a greater knowledge of the university campus where you work.

- Chancellor’s Commission on Environmental Sustainability
  3-year term (1 person)
- Parking Appeals Committee – 3-year term (1 person)

Contact Marcy Tintera, 472-1258, mtintera1@unl.edu; or Roddy Spangler, 472-3989, rspangler2@unl.edu for additional details.

UNOPA Fundraiser – Sponsored Parking Lot, Oct. 8 and 29

We need your help to staff the UNOPA parking lot on UNL home football game days for October. Those who volunteer will have their names entered into a drawing for a gift prize! Come and enjoy a few hours with your colleagues on these beautiful fall days!

To volunteer on Oct. 8, please call or email:
Marcy Tintera at 472-1258 or mtintera1@unl.edu or Beth Zager at 472-0299 or bzager2@unl.edu. The game starts at 7:00 p.m., selling spaces starts at 1:00 p.m.

To volunteer on Oct. 29, (game time TBA) please call or email:
- Lainey Bomberger at lbbomberger2@unl.edu
- Sara Luther at sluther2@unl.edu
- Deb Rosenau at drosenau1@unl.edu
- Pat Hust at phust1@unl.edu
- Debbie Hendricks at dhendricks1@unl.edu

Membership Dues

Renew your membership now and find out why everyone is talking about the “meet and greet”! You will find a link to the 2011-2012 Membership Form here [http://unopa.unl.edu/membership/]. Please complete it and return it to Gretchen Walker at the address listed on the form.
UNOPA Career Development Workshop – October 25

With the fall semester underway, are you ready to find some time to focus on your own career development and work skills? UNOPA’s Fall Career Development Workshop, Multi-Tasking in the Electronic Society, may be just the place to start. We’ve got Ranelle Maltas, Technology Training Services Manager from UNL’s Information Services, to show us how to use the latest technology tools to work better, smarter, and faster.

Multi-Tasking in the Electronic Society
- There are many tools available to work with others, such as Facebook, Twitter, and Adobe Connect. What do you know about Microsoft Office tools?
- Come learn how you can work together on a project or get answers to your questions without calling a meeting.
- Share your ideas and have others comment on specific topics.
- Find out how you can all meet together from your office during the next blizzard or thunderstorm when you don’t want to walk across campus. You can even share your computer screen.
- Have a guest speaker from the other side of the world at your next class/meeting for free, with no travel expenses.
- Share your Microsoft Office files or give a presentation online.

The workshop will be held 3–5 p.m., Tuesday, October 25 in the East Campus Union. The workshop will be free to UNOPA members and $10 for non-members. Find the registration flier on the UNOPA website. [http://unopa.unl.edu/publications/2011-12/2011FallWorkshop-flyer.pdf](http://unopa.unl.edu/publications/2011-12/2011FallWorkshop-flyer.pdf)

If you have questions about the fall workshop or suggestions for the spring workshop, please contact me. I’d love to hear your thoughts!
—Beth Zager
Career Development Co-Director
472-0299 or bzager2@unl.edu

“Staying Connected in a Changing World!”
THE FALL 2011 NEOPA CONFERENCE

Sign up now for the Fall NEOPA (Nebraska Educational Office Professionals Association) Conference. A jam-packed day of professional development sessions, entertaining talks and conversations, and social networking await you Friday, October 21, at Central Community College–Columbus in Columbus, NE. The day will start at 7:30 a.m. with registration & breakfast, break at noon for a lunch & business meeting, then continue until 4:30 p.m.

Featured speakers, entertainers, and session leaders are Dr. Matt Gotschall, Dr. JoAnne Nauslar, Wendy Wells, Pam Perault, Katie Claus, Lisa Kaslon, Kaye Eicher, Brett Hampton, Andrew Fausett, Bob Lutz, Caree Cielocha, and Mary Maxwell.

Find the registration form on the NEOPA website at [http://neopa.unl.edu/](http://neopa.unl.edu/) or contact co-chairs: Karen Mroczek at 402-562-1262 or Karin Rieger at krieger@cccneb.edu.
Gender Benders

(reprised from AAA Living, March/April 2011)

As classes began, all of us have noticed the increase in traffic, and we have our personal ideas of which gender is the better driver. Tom Vanderbalt, author of Traffic: Why We Drive the Way We Do, says men and women drive differently. (Gosh, we knew that!)

The main difference is that men tend to take more risks behind the wheel than women. Men tend to drive more aggressively and are less likely to wear their seatbelts. Unfortunately, the gap between the genders is narrowing, particularly among young women drivers. Why, you ask? Because young women are speeding more and exhibiting those same aggressive behaviors.

How good a driver you are has little to do with gender and everything to do with focus and making good decisions. To borrow the famous quote from the late Michael Conrad playing Sgt. Phil Esterhaus in Hill Street Blues, “Hey, let’s be careful out there”!

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**UAAD Professional Development Workshop**

**Prioritize or Agonize!**

- Date: Tuesday, October 18
- Time: 1:30–4:00 p.m.
- Location: Jackie Gaughan Center
- Cost: UAAD and UNOPA Members $25, all others $40

Presented by Beth Giesbrecht, Nebraska Business Development Center, this workshop will focus on the essential skills of prioritization and time management for maximized performance.

- Create and prioritize high value goals
- Organize daily work to support reaching one’s goals
- Understand how the skills of prioritizing and managing time are influenced by individual personality and behavioral style
- Use effective techniques for dealing with time wasters such as email, interruptions and low priority tasks
- Deal with procrastination
- Learn time management techniques to accomplish the most for the least amount of effort