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UNOPA Notes: Kathy Schindler kschindler1@unl.edu

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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 system and the community.

UNOPA Notes
UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION unopa.unl.edu

Volume 51, Issue 1
June/July 2013

Jump in for Bunco at UNOPA Summer Social

The Summer Social Committee has planned a couple of hours of fun on July 31, 2013, from 3–5 in Hardin Hall. The theme is Bunco – Island Style so UNOPA members and friends will have the chance to play BUNCO again. Bunco was such a hit last year, the committee decided to play it again. No experience needed. Attendees can socialize and play at the same time.

Please see the flyer that was distributed to the UNOPA listserv on June 12 or watch the UNOPA website for details. The Social Committee wants to know how many are coming in order to ensure we have enough tables, dice and food. Every party needs food and committee members are planning on island style refreshments to go along with our theme.

Attendees don’t have to be a UNOPA member to come to the Summer Social, so ask a friend or co-worker to join you.

President’s Message:

Thanks for Joining the 2012-13 Safari

As I reflect on this past year as your UNOPA President, I do hope you have enjoyed going on safari with me across both city and east campus. I wanted members to explore and learn about the exciting things that are happening here at UNL. I think we had a very successful journey and some of the highpoints on our trip were listening to Dr. Ronnie Green, Vice Chancellor for IANR, who spoke on what it means to be a part of a Big 10 University. He also told us about the important role UNL will play in feeding the world in the future. In October, Dr. Don Costello, an Emeritus Professor with the Department of Computer Science and Engineering, told us how to think in an Apple-like world.

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Barbara Homer, Secretarial Specialist for the School of Criminology and Criminal Justice, was presented the 2013 Rose Frolik Award at the annual Presidents and Awards luncheon on April 9, 2013. She was nominated by Candice Batton, Dir. of the School of Criminology and Criminal Justice.

The annual Rose Frolik award was created to recognize a University of Nebraska Office Professionals Association (UNOPA) member who demonstrates the attributes of UNOPA's founder and first president, Rose Frolik. Rose was an enthusiastic, energetic person who challenged life and felt that how you do your work may be a lot more important than what you do. Barbara received a $600 cash award, an engraved Rose Frolik medallion, an engraved plaque, a flower bouquet, and a one-year UNOPA membership.

Comments from Barbara’s nominator and support included: “The nominee exceeds expectations by completing not only assigned duties but going the extra mile to assist with special projects and tackle various problems that arise.”

Donelle Moormeier, Staff Assistant/Office Manager for the Department of Communication Studies, was also nominated for the Rose Frolik Award by Dawn Braithwaite, Professor, Communication Studies.

Congratulations to both Barbara and Donelle!

President’s Theme:
“Positive Attitudes Require Positive Thinking!”

If you missed the Past Presidents and Rose Frolik Award meeting in April, you missed a great opportunity to hear from past presidents. Sandy Lineberry was in charge of the program and she had the past presidents in attendance each stand and tell what their theme for their year was and a little about what happened the year they were president. Some had more to say than others but it was an interesting program. I lit a candle for the past presidents that are no longer with us and each past president placed a carnation in a vase making a bouquet of flowers for the winner of the Rose Frolik award. I want to congratulate Donelle Moormier and Barbara Homer on their nominations for the Rose Frolik award. Barbara was the winner and I know it was a very hard choice for the judges as both of these ladies were so deserving. Thanks again to everyone that helped with this meeting.

We concluded our regular meetings by installing my successor Mary Klucas and her new board in May. Then a week later our 50th anniversary party took place. I think everyone enjoyed celebrating this long-awaited event. I want to personally thank everyone that helped make this evening a huge success.

I know our special workshops with Paul Wesselman and Dr. JoAnne Owens-Nausler were well attended and I hope we can have some great speakers next year as well.

In July, nine UNOPA members will be attending the NAEOP National Conference in Alexandria, Va. Lola Young will preside over this conference as national president. Then on July 31st we have another chance to play BUNCO at the summer social in Hardin Hall from 3–5 p.m.

I want to thank the membership for allowing me to serve as your UNOPA president and I want to especially thank my executive board for all their help this past year. I'm looking forward to serving as your past president and director of the Bradley Munn Fund next year. I will also be serving on the NEOPA board as Treasurer. UNOPA will be hosting the NEOPA fall workshop next October so I encourage you to join NEOPA and get involved at the state level too.

I do hope you have used your positive attitude to tackle the obstacles you faced this past year and you used your positive thinking to make your work place and UNL better. Remember your attitude shows and thinking positively makes everything in life just easier.

– Linda Luedtke, CEOE, 2012-2013 UNOPA President
UNOPA Remembers 50 Years

Tuesday, May 21st was a special event as UNOPA members marked the 50th anniversary of the University of Nebraska Office Professionals Association (UNOPA).

Featured speaker Rick Alloway (left), reminisced about the 60s, 70s, 80s, 90s, and 2000s with more than 60 members in attendance. Music was provided by Fever! and a wonderful dinner was provided by the Nebraska East Union catering staff.

Pictured below are the barbershop quartet, Fever!, UNOPA members and former presidents looking through memory books, Linda Luedtke (L) and Marcy Tintera making final preparations and a UNOPA group picture on the Nebraska East Union stairs.

NAEOP Annual Conference is July 23-26


The conference will feature educational sessions, keynote speakers, area luncheons, awards, tours, and networking. UNOPA’s Boss of the Year, Dr. Tim Alvarez, has been nominated for the National Administrator of the Year Award. Highlights include the PSP banquet and the installation banquet and reception.

More details about the conference may be found at http://naeop.org/events/2013-naeop-annual-conference.html.

CALENDAR
Summer 2012-2013

July
31 UNOPA Summer Social with Bunco – Island Style, 2nd floor Hardin Hall, 3–5 p.m.

“Speak Up, Reach Out and Join In!”
Contact Barbara Homer, UNOPA Membership Director, at bhomer@unomaha.edu.
Welcome to New UNOPA Officers

Congratulations to the 2013-14 UNOPA officers (below) who were installed at the May 14th general meeting at the Gaughn Multicultural Center. The incoming officers in the front row are (L-R): Jane Schneider, president-elect; Jaime Long, treasurer; Mary Klucas, president; Alycia Libolt, recording secretary; Breana Garretson, corresponding secretary; and Linda Luedtke, past president.

Additional board members in the back row are (L-R): Cathy Robertson (Presidential Adviser), Mary Guest (Career Development), Donelle Moommeier (Co-director, Nominating), Donette Petersen (Co-director, Nominating), Diane Wasser (Communication Technology), Andrea Peterson (UNOPA Notes), Alicia Arnold (Bylaws), Diane Carson (Hospitality), Kristi Hurley (Outreach). Not pictured: Carol Wusk (Co-director, Employee Concerns), Karen Jackson (Co-director, Employee Concerns), Barbara Homer (Membership), Roddy Spangler (Ways & Means), Tonda Humphress (Digital Commons), and Lisa King (Marketing).

Thank you also to the 2012-13 UNOPA board members (right) for their leadership efforts over the past year.

Committee Reports Show Active Year

By Roddy Spangler, Employee Concerns

Using the UNOPA membership list I made phone calls, personal contact, and sent emails to the UNOPA membership in an effort to fill vacancies where the terms had ended. The various committee contacts were either called or emailed again with names of the new UNOPA representatives, their phone numbers and email addresses.

1. Campus Recreation Advisory Committee – LaRita Lang retains her term until 2014.
3. Chancellor’s Commission on Environmental Sustainability – This Committee is not meeting at this time. We will need to find a UNOPA rep if it does resume.
5. Child Care Committee – This committee just resumed in the 2012-2013 Academic Year. Jamie Long will serve until 2014.
7. Emergency Employee Loan Fund Advisory Committee — Both Jan Wassenberg and Connie Kahle-Johnson are our representatives until 2014. Shelley Everett filled the third rep position for this committee and serves until 2015.
8. Faculty Senate – Sara Luther filled this post (ending June 2013).
9. James V. Griesen Exemplary Service to Students Award Committee – Linda Luedtke (always the current UNOPA president) ending June 2013.

— Reports continued on next column

UNOPA Steps Up on Employee Concerns

— Reports Continued


By Kathy Bennetch, CEOE

Chancellor’s University Safety Committee (CUSC)

The overall charge of this committee is to advise UNL administration on ways to minimize safety and health hazards at UNL. I attended my first committee meeting on Jan.15, 2013.

Environmental Health and Safety (EHS) reported the number of injury incidents was down 5 percent from 312 in 2010-11 to 297 in the fiscal year just ended. Workers need to report injuries in a timely manner. Safety audits performed showed most findings were electrical. Power strips/ surge protectors/extension cords that were not plugged directly into a permanent outlet accounted for 58 percent of total deficiencies. As an office associate, I know how many electrical cords are under my desk to plug in my computer, my fan, my monitors, my label maker, etc.

However, I now realize how important it is that we don’t use extension cords (potential to overheat), or power strips plugged into each other. This is a major safety hazard! One of the goals this quarter of 2012-13 was to foster UNL employee awareness of the individual’s role in their own personal safety, that of their co-workers, and safety/injury prevention in general at UNL.

One recommended first step is successful completion of safety training as identified through the Employee Training Needs Assessment for EHS Related Topics. (http://ehs.unl.edu/Training_Needs_Assessment.pdf).

The next meeting was April 16, 2013, but I was unable to attend.

— Reports continued on page 5.
UNOPA Speaks Up for Employee Concerns
— Reports continued from page 4.

I look forward to the serving on this committee and learning more about health and safety issues at UNL, and helping the office staff become advocates for their own personal safety.

By Jaime Long, Child Care Committee

The Child Care first met on Oct. 19, 2013, at the City Union. This was the first time in several years that this committee has met. Each member present introduced ourselves to the rest of the committee. We got an update on the Child Development Center from Director Jaci Foged. She told us the number of employees, including head teachers, lead teachers, assistant teachers, cook, temporary workers, student workers and work-study workers. The center recently applied for accreditation. Jaci also told us the enrollment rates. Gregg Jablonski spoke regarding the budget, and we brainstormed ideas for raising enrollment rates, etc.

The next meeting was scheduled for Feb. 18, 2013 in the City Union. I was unable to attend. Vice Chancellor Franco invited us to attend the Children’s Center Parents Circle meeting held on March 27, 2013, in the Nebraska Union. One agenda item was to explain and discuss the fee increases. I couldn’t attend this meeting.

By Diane Wasser, CEOE, U-Wide Benefits Committee

The U-Wide Benefits Committee meets twice a year unless something arises. At the Sept. 20 meeting it was announced that the “Employee Plus One” would be offered starting Jan. 1, 2013. There are forms to fill out to establish eligibility.

COBRA and FSA will be outsourced and the new vendor will start administrative functions in 2013. The Affordable Care Act will start some of the programs in 2013. One of those is the reduction of the health care flexible spending account. It will be reduced from $5,000 to $2,500 per employee starting January 2013.

UNL will again offer the Health Risk Assessment. Anyone filling out the survey will receive the enhanced wellness and preventive services in 2013. NUFlex enrollment for 2013 was from Nov. 19 to Dec. 7, 2012.

At the April 25th meeting, the Affordable Care Act (ACA) was discussed as to how it will impact the University. ACA will impact employees working 30 hours or more a week. Some of the areas possibly impacted are: student graduate assistants, student workers, adjunct professors, and temporary workers. WageWorks was selected to administer the FSA and COBRA functions here at the University. FSA is scheduled to take over the administration on June 5, 2013. COBRA administration will follow before the end of 2013.

President Milliken announced the goal to establish a university-wide comprehensive wellness program. The committee is comprised of wellness directors from each campus, a campus benefit manager, EAP rep., and a wellness client consultant from BCBS. This program will not replace the current campus plans but is meant to enhance them.

The Employee Plus One was rolled out on Jan. 1, 2013. Seventy-one employees enrolled in the program. The committee also discussed the coverage for Autism, Hearing Aids and Dental Implants. The next meeting will be September 2013.

By Shelley Everett, Employee Emergency Loan Fund Advisory Committee

The Employee Emergency Loan Fund Advisory committee met once at the beginning of the fall semester to discuss procedures. We receive an email from The Employee Assistance Office when they have an application that needs to be discussed and the conversation is handled by phone. All information about an application is confidential. During the past year, I had one loan application to consider.

By Linda Luedtke, CEOE, James V. Griesen Exemplary Service to Students Award

As UNOPA president, I was invited to be on the selection committee for the James V. Griesen Exemplary Service to Students Award. The award is administered through the Vice Chancellor for Student Affairs office by Dr. Timothy Alvarez. The committee is chaired by a different college dean each year. This year's chair was Dean Timothy Wei, Engineering. There were also representatives from Faculty Senate, UAAD, ASUN and Student Affairs.

I was notified that there were two nominations this year and their nomination packets were posted on Blackboard. All UNL employees are eligible for nomination. This award was established to acknowledge extraordinary and

— Reports continued on next column

UNOPA Reports on Employee Concerns
— Reports Continued

sustained performance by individuals serving UNL's students, and includes a $1,500 stipend provided by private funds through the UN Foundation.

The selection committee met in early March to review nominations. Vicki Highstreet, Senior Assistant Director of Health and Human Performance at Campus Recreation, was chosen to receive this award for her sustained efforts to serve students here at UNL by devoting time and energy above and beyond her assigned responsibilities.

By LaRita Lang, Campus Rec. Advisory Council

The purpose of the Campus Recreation Advisory Council (CRAC) is to provide the chance for student, faculty, and staff involvement and program control. The Council is to:
1. Hear cases and decide the correct action to be taken on protests and complaints appealed from the director of Campus Recreation;
2. Advise the Campus Recreation staff as to changes in the interpretation of rules and policies;
3. Assist with the budget request for the Office of Campus Recreation;
4. Serve as a sounding board for all Campus Recreation programs, services, and facilities;
5. Advise the staff of additions, improvements, etc. to recreational sports facilities and programs; and
6. Other duties as assigned by the Director of Campus Recreation.

The Campus Recreation Advisory Council is comprised of six (6) students elected from the division they represent (i.e., Greek, Residence Hall, Off Campus); and three (3) at-large students, one each from the Residence Halls, a fraternity or sorority, and off-campus. Elections are held each spring. In addition, one member represents the following staff areas: academic/administrative, managerial/professional, and clerical/technical/service.

I attended all the fall meetings and all but two spring semester meetings.
Walker Installed as NEOPA President

By Linda Luedtke

UNOPA will be well represented next year on the Nebraska Educational Office Professionals Association (NEOPA) 2013-14 board. On April 19, Gretchen Walker was installed as president, Mary Guest as president-elect, Cathy Robertson as vice president, Denise Fisher from the State as secretary and Linda Luedtke as treasurer. Several other UNOPA members will also be on Gretchen’s board. At right, Gretchen was installed by Lola Young, president of the National Association of Educational Office Professionals (NAEOP).

I encourage all of you to think about becoming a member of NEOPA. NEOPA holds a workshop in the fall and a conference in the spring. Both of these events will be in Lincoln this year and UNOPA will be hosting the fall workshop so it’s a great year to get involved.

Lawrence Wins Nebraska Home Scholarship

Thrilled to attend NEOPA Spring Conference

By Deb Lawrence, UNOPA member

WON!... and the NEOPA Spring Conference was a win-win day from the get-go! I was fortunate to win a Nebraska Home Sales Professional Development Scholarship and attend the NEOPA Spring Conference, “It’s All About You,” on April 19, 2013, at Southeast Community College.

The day began with “Registration and Continental Breakfast.” I was tickled to note (before 7:30 a.m.!) raffle tickets for drawings were being offered and I knew without a doubt a FUN day was in store for everyone (and educational of course!). The conference began with the “Welcome, Flag Ceremony, Announcements.” The keynote speaker, Mark Burbach, Institute of Agriculture and Natural Resources, University of Nebraska-Lincoln, presented “Emotional Intelligence in the Workplace.” Very interesting and informative presentation! I felt Mark’s handout closing statement encompassed the basis of the presentation, “It is very important to understand that emotional intelligence is not the opposite of intelligence, it is not the triumph of heart over head – it is the unique intersection of both” (David Caruso in “Emotional What?”). The next speaker on the agenda was Jan Deeds, UNL, with “Effective Listening/Communication.” The major point I took away from Jan’s presentation was to “Understand the power of good listening.” Very “powerful” presentation!

The “NEOPA Business Meeting” then convened until “Lunch and Installation.” NEOPA knows how to “Git-R-Done!” I felt it was quite impressive that four out of six of the installed officers were from UNOPA.

The afternoon brought “Breakout Sessions” to pick from and I chose “Google Docs,” presented by Yvette Davis, a Google expert, and “Social Media for the Generations,” presented by Tricia Parker, Nebraska Department of Education. Both sessions were “eye-popping” in what is “out there” in cyberspace. Very beneficial presentations!

The day concluded with “Wrap-Up” including (of course!) the drawings and then retiring of the flag.

Thank you Nebraska Home Sales! The NEOPA Spring Conference was truly a very rewarding experience and I felt thankful to have the opportunity to attend.