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March UNOPA Meeting is March 11

March general meeting will be at Jackie Gaughan Multicultural Center on March 11 at 11:45 a.m. Lola Young will be the featured speaker.

Lola Young, CEOE, NAEOP’s 2013-2014 Immediate Past President, has been a member of NAEOP for 25 years. She has served as chairman of NAEOP’s Professional Development (Field Service), Handbook, Membership, Affiliations and Advisory Council, Awards (two years), Publications and Public Relations Committees, has been an Advisory Council Delegate five times, and has served on various NAEOP Committees. Lola served last year as NAEOP’s first President from the state of Nebraska. She also served as UNOPA’s President in 1998-99 and NEOPA’s President from 1997-99 as well as numerous committees for both associations.

Lola has been employed with the University of Nebraska-Lincoln for nearly 33 years. After 32 ½ years in University Housing where she supervised 50 college age students who were fondly referred to as “her kids” she began a new position at UNL with the Nebraska Forest Service this past October.
The Board has also been fine-tuning a plan for being a collection point for Box Tops and Campbell Soup labels. Start collecting and be watching for further instructions on how we will be collecting them.

Keep an eye out for emails regarding more professional development opportunities.

- The NEOPA Spring Conference is April 10-11, 2014, here in Lincoln.
- The National Conference is July 14-17, 2014, in Portland, Oregon. Be thinking about being part of the delegation that will be attending from Nebraska.
- The UNOPA spring workshop offered by UNOPA is in April. Those plans are in the final stages.

In our Smile & Move campaign this month I decided to look at the next two points—Start Early & Go Long, and Go Beyond Expectations—because they are so interconnected.

Starting early and going long is just that. Are you at your desk ready for your day before your designated start time? Are you a clock-watcher? Does the end of the day sneak up on you, or are you poised to gather your coat and things the very second the end of your day arrives? If you were in charge of putting together a new team would you want a person like you on your team? How hard would you want people to work? As hard as you?

Meeting expectations is doing what is expected—our obligation. We want to do the right thing. But is just doing that enough? Going beyond expectations is when people start to notice—wonderful things can start here. Small things can have big impacts. (Parker 43-50)

Smile & Move Thought: “On the value of small things and extra effort... at 211 degrees, water is hot. At 212 degrees, it boils. And with boiling water, comes steam. And with steam, you can power a train. Just one extra degree can make all the difference.” (Excerpted from 212° the extra degree, Smile & Move: a reminder to happily serve by Sam Parker)

Don’t forget to Smile & Move!

Mary Klucas
UNOPA President 2013-2014
http://unopa.unl.edu/membership/president.shtml

In the spring I have counted one hundred and thirty-six different kinds of weather inside of four and twenty hours. -Mark Twain

UNOPA is affiliated with the Nebraska Educational Office Professionals Association (NEOPA) and the National Educational Office Professionals (NAEOP). In addition to being a UNOPA member, you can be a member of both organizations. Membership in each offers unique additional opportunities for professional growth and educational support.

Information and membership forms can be found at the links below.

NAEOP website Form
NAEOP Membership
NEOPA website Form
NEOPA Membership

For more information contact: Linda Luedtke, UNOPA Past President, lluedtke@unl.edu
Professional Development Workshop

UAAD invites UNOPA members to join them for this Professional Development Opportunity

Inspiring Trust

Presented by Vicki Highstreet
Thursday, March 20, 2014 1:00-4:30
Jackie Gaughan Multicultural Center
UAAD Members $20 | Non-members $45

This workshop will identify the cores needed for your personal credibility and the key behaviors that, when identified and addressed, will increase the trust level in your work or personal relationships.

Be prepared to take a close look at how you are modeling the behaviors that you would also like to see in your interactions with others. Engage in meaningful discussion to enhance your skills for inspiring trust.

Vicki has been providing professional development opportunities for most of her professional career. She has been facilitating workshops for Franklin Covey for the past 13 years. Her passion for enhancing the professional and personal development of others has been recognized locally, but also at the national and international level.

Must register by March 6, 2014 (as we will be ordering materials for you)

Register on-line at http://uaad.unl.edu

Please feel free to share this with others!
Brown Bag Series

The UNL Police Department is offering a new public safety series that features regular brown bag presentations in the Nebraska Union. This new series of community training sessions is for faculty, staff and students. The brown bag presentations, organized by Koan Nissen, UNLPD's education and personnel officer, are offered once a month from noon to 1 p.m. in the Nebraska Union (unless otherwise noted). Each session is free. Registration, though not required, is available at [http://go.unl.edu/93sf](http://go.unl.edu/93sf). Participants are encouraged to bring food and beverage to the sessions. The presentations take 30 to 35 minutes, leaving time for a question and answer period.

The UNLPD public safety training schedule includes:
- March 4 - Spring Break Safety, Aaron Pembleton, UNLPD
- April 10 - Emergency Preparedness, Mark Robertson, UNLPD
- April 15 - Active Shooter Awareness, Koan Nissen, UNLPD
- May 1 - Nebraska Game and Parks Safety Briefing, TBA
- July 17 - Active Shooter Awareness, Koan Nissen, UNLPD

The idea for the sessions grew from UNLPD Chief Owen Yardley's desire to create an outreach program based on issues pertinent to a campus community. 'The goal of these presentations is to bring awareness on public safety topics that are important to the students, faculty and staff,' Nissen said. 'We really want folks to walk away a little more informed and prepared. And, we hope individuals will take this information back to individual campus unit and use it to start a constructive dialogue about emergency preparedness.'

The outreach series is unique locally as other law enforcement organizations do not offer similar presentations on a regular basis. 'Historically, law enforcement groups offer these types of community training sessions when requested,' Nissen said. 'We've followed that reactive model in the past. But this series allows us to be proactive, offering a regular series that can help educate the campus community before a situation is encountered.'

Topics being considered include driving safety, alcohol/drug awareness, crime prevention, international student education, sexual assault awareness, cyber security, safety while traveling abroad and holiday safety. For more information, or to suggest a topic or request a specific presentation, contact Nissen at knissen2@unl.edu or 402-472-2222.

This UNOPA Message has been forwarded on behalf of Kathy Bennetch, UNOPA Representative on the Chancellor's University Safety Committee. NOTE: These Brown Bag sessions are not approved for PSP.

Save The Date

2014 Central Area Professional Development Days

Urbana, IL
March 28-30, 2014

Registration deadline: March 21, 2014.

March Trivia

March is named after Mars, the god of war. March is sometimes referred to as the Stormy month or rugged month. Something to consider is a smiley face since it is share a smile day was March 1. Or how about a packet of flower seeds to help those May flowers come or a shamrock to wear on St. Patty’s Day. Enjoy the month and have fun.

March sayings:
“When March comes in like a lion it goes out like a lamb”
“A dry March and a wet May Fill barns and bays with corn and hay”
“As it rains in March so it rains in June”
“March winds and April showers bring forth May flowers”

March Days to Remember

March 1—Nebraska was admitted to the Union 1867
   National Pig Day
   Share a Smile Day
   Peanut Butter Lover’s Day
March 3—Alexander Bell was born in 1847
   Elvis Presley’s television debut was in 1955
March 5—Ash Wednesday
March 7—Kellogg’s Cornflakes were served for the first time, 1897
   The board game Monopoly was invented by
   Charles B. Darrow
March 9—Daylight Savings begins
March 15—“Ides of March” in the Roman calendar. This meant it was the day on which the month was divided into two equal parts. Julius Caesar was murdered on this date in 44 BC
March 17—St. Patrick’s Day
March 20—Spring Equinox - First day of Spring
March 29—Coca-Cola was introduced on this date in 1886
March 31—The Eiffel Tower in Paris was officially opened in 1889

Birthstone: Aquamarine
Flower: Daffodil
Pisces: Feb. 19 – Mar. 20
Aries: March 21 – April 20
Nominations for 2014-2015 UNOPA Officers

The Nominating Committee sent out nomination forms for the election of 2014-2015 officers via email to the general membership on January 7, 2014. Nominations were due to the Nominating Committee by January 31, 2014. The Nomination Committee then contacted each person nominated as to whether they would accept the nomination.

To date we have two members on the ballot for each President-Elect, Corresponding Secretary, and Treasurer and one member on the ballot for Recording Secretary. During the March general membership meeting the Nominating Committee will be taking nominations from the floor and announce all the nominees. Bibliographies for the nominees will be completed by March 14th.

Ballotbin.com will be used for voting. The voting will start March 24, 2014 and will end on April 1, 2014. During the April general membership meeting the new officers will be announced.

Submitted
Nominating Committee Co-Chairs
Donelle Moormeier and Donette Petersen

PSP Information

CONGRATULATIONS go out to Jane Schneider!

At the January 15th NAEOP PSP Deadline, Jane met the requirements to earn the Advanced III, Option I and CEOE certification. Way to go, Jane! UNOPA is proud of you!

At the November UNOPA General Meeting, UNOPA will be presenting Jane with their “official recognition.” Jane is entitled to be formally recognized by NAEOP at their annual conference this summer in Portland. Or, if she isn’t going to Portland, she can participate in any other national conference PSP program.

There’s still time if you’d like to be honored for earning your PSP! There’s another deadline coming up on May 15th, or if you made the September 15th deadline, UNOPA could recognize you in November. Many UNOPA members have committed themselves to earning a PSP, only to find that they had already met the requirements and just needed to complete the application and documentation.

Do you just want to talk about PSP and find out what you would need to do to receive your certification? There are several UNOPA members who have earned their PSP certificate, who would be willing to help you. You just need to let us know!

Submitted by-
Debbie Hendricks
Career Development Committee (PSP) – Co-Chair
402-472-9685
dhendricks1@unl.edu
Those who attended UNOPA’s 50th Anniversary celebration this last May know exactly what I’m talking about. These vases were used as centerpieces at each table and everyone who attended received a vase as a remembrance.

And for just $2.00 you can have your very own “flat vase.” Easily slipped into a large envelope, they can be mailed to someone as a unique gift! They are 10 ½” long and 5 1/4” at the widest point at the base....and very flat until you fill them with water.

All funds raised from the sale of these flat vases will be set aside for the next anniversary celebration. Contact Marcy Tintera (mtintera@UNL.edu) or 402-472-1258 if you have any questions.

Save the date and join your friends at the 2014 NAEOP National Conference
Portland, Oregon
July 14-17, 2014
http://www.naeop.org/

For more information contact: Linda Luedtke, UNOPA Past President, lluedtke@unl.edu
All Makes Newsletter had “Ten Shareworthy Links”

Submitted by - Lorraine Moon

Best Way To Get A Customer Referral
utm_source=February+2014+Client+In+The+Know&utm_campaign=February+In+The+Know&utm_medium=email

6 Mental Habits for More Success
http://www.inc.com/geoffrey-james/6-mental-habits-that-create-success.html?
utm_source=February+2014+Client+In+The+Know&utm_campaign=February+In+The+Know&utm_medium=email

How To Perform At Your Peak Every Day
utm_source=February+2014+Client+In+The+Know&utm_campaign=February+In+The+Know&utm_medium=email

5 Tips To Create A Positive First Impression
utm_source=February+2014+Client+In+The+Know&utm_campaign=February+In+The+Know&utm_medium=email

10 Simple And Powerful Body Language Tips For 2014
utm_source=February+2014+Client+In+The+Know&utm_campaign=February+In+The+Know&utm_medium=email

Want to Really Keep Those New Year's Resolutions?
http://www.inc.com/carolyn-cutrone/apps-to-keep-new-years-resolutions.html?
utm_source=February+2014+Client+In+The+Know&utm_campaign=February+In+The+Know&utm_medium=email

6 Keys to Getting Organized
http://www.inc.com/peter-economy/6-keys-to-getting-organized.html?
utm_source=February+2014+Client+In+The+Know&utm_campaign=February+In+The+Know&utm_medium=email

Warren Buffett Offers $1 Billion For Perfect March Madness Bracket
utm_source=February+2014+Client+In+The+Know&utm_campaign=February+In+The+Know&utm_medium=email

8 Subconscious Mistakes Our Brains Make Every Day
http://www.fastcompany.com/3019903/work-smart/8-subconscious-mistakes-our-brains-make-every-day-and-how-to-avoid-them?
utm_source=February+2014+Client+In+The+Know&utm_campaign=February+In+The+Know&utm_medium=email

Everything You Need To Know About Sochi 2014
http://www.olympic.org/sochi-2014-winter-olympics?
utm_source=February+2014+Client+In+The+Know&utm_campaign=February+In+The+Know&utm_medium=email
In our lives, change is unavoidable, loss is unavoidable. In the adaptability and ease with which we experience change, lies our happiness and freedom.

- Buddha

Rose Frolik Award

This annual award was established in 1988 to recognize a 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. UNOPA members who have been active for at least the past five years are eligible for nomination by anyone, including self. Recipients of this very special honor are presented with a personalized plaque commemorating their recognition, a year’s membership to UNOPA, and a $600 cash award.

We want to thank you for the nominations you have submitted. Remember to always keep in mind your UNOPA members that are worthy of our awards that come around every year like Floyd S. Oldt Outstanding Staff Award, and the Floyd S. Oldt Silver Pen Award which we award in November every year. For more information on these Awards visit http://unopa.unl.edu/about/annual awards.

Scholarship Information

NAEOP (National Association of Educational Office Professionals) offers several scholarships to members and dependents. The forms are available on the NAEOP website (www.naeop.org). Contact Linda Luedtke at 472-9354 with any questions.

The scholarships include:

- Marion T. Wood Student Scholarship for those who wish to continue their education and pursue office-related careers, preferably in the educational field ($1000), due March 15;
- Students with Special Needs Scholarship for a high school student with an identified disability who will be pursuing a post-secondary program ($1000), due March 15;
- Two NAEOP Foundation Scholarships – one for NAEOP members ($1000), and one for a dependent of a NAEOP member ($1000), due March 15
- NAEOP Central Area Dependent Scholarship – for children or grandchildren of active, life or retired members residing or working in the Central Area ($300), due April 1.

...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.