I can hardly believe we are in the holiday season again! I hope everyone enjoyed their time away from the office over the Thanksgiving break.

It was wonderful to see the turn out for our 33rd Annual Bosses Luncheon and Floyd S. Oldt Awards. Thanks again to all of our bosses for their support. Congratulations to all the nominees and to the award winners. The Hospitality and Awards committees did a splendid job of organizing it all.

I want to extend a special thank you to all the members who helped with the parking lot for the home football Saturdays. I appreciate the time spent organizing it all and working in the heat and the cold. The money raised this year gives me hope that the parking lot on game days can continue to be a mainstay for the UNOPA budget.

In our Smile and Move campaign for December we are looking at being approachable. We live in an interdependent world. We all have our “customers” and some of us have more than one customer group. In our dependence on each other we need to make ourselves accessible and approachable to our people: customers, constituents, family, friends, colleagues, leaders. We aren’t islands and cannot have an expectation to succeed without connecting with others.

December UNOPA Meeting is December 10, 2013

December general meeting will be at the Arbor Suite—East Campus Union on December 10th at 11:45 a.m. Pitch Please will be our entertainment.

The group was founded by three students last year. Sam Meier, Alex Rousseau and Daniel Hanson. It is the first cord cappella group on campus and currently is made up of 15 UNL students ranged from freshman to seniors.
CAFE XIV
December 3  UNOPA Board meeting, 3 p.m., Whittier Conf. Room, 3rd floor.
10  UNOPA General Meeting, East Campus II:45 a.m.–1 p.m.

January
7  UNOPA Board meeting, 3 p.m., Whittier Conf. Room, 3rd floor.
15  Joint UNOPA/UADF General Meeting,
    Jackie Gaughan Multicultural Center II:45 a.m.–1 p.m.

February
4  UNOPA Board meeting, 3 p.m., Whittier Conf. Room, 3rd floor.
11  UNOPA General Meeting, East Campus II:45 a.m.–1 p.m.

March
4  UNOPA Board meeting, 3 p.m., Whittier Conf. Room, 3rd floor.
11  UNOPA General Meeting, Jackie Gaughan Multicultural Center II:45 a.m.–1 p.m.

April
1  UNOPA Board meeting, 3 p.m., Whittier Conf. Room, 3rd floor.
8  UNOPA General Meeting, East Campus II:45 a.m.–1 p.m.

May
6  UNOPA Board meeting, 3 p.m., Whittier Conference Rm 3rd Floor.
8  Installation of 2014-15 General Meeting,
    Jackie Gaughan Multicultural Center II:45 a.m.–1 p.m.

June transition meeting

What in the world does PSP stand for?

If you’ve ever sat in a UNOPA meeting and wondered what PSP stood for, then you need to attend the Brown Bag Lunch scheduled for Friday, December 13th at 12:00 noon in the Nebraska Union. Or do you know what PSP is and have been telling yourself (and others) that’s it’s something you really ought to do?

Come join other UNOPA members in learning, visiting and discussing PSP. Mark your calendar!

- Debbie Hendricks

President’s Message on Stepping Up & Stepping Out

Continued from page 1.

Being approachable means being receptive to occasional interruptions, making ourselves accessible to others, and doing it with a SMILE...not just with our eyes and mouth but with an internal and authentic smile that can be felt.

If a situation is created where people feel like they need to walk on egg shells when they come to us – asking for help, guidance, or a solution—eventually they’ll stop walking on those egg shells and go to someone else. When that happens, our value to others is gone. (Parker 21-22)

Smile & Move thought... When asked to do something for someone else (friend, family member, colleague, customer) does your YES say “yes, if I have to” or “yes, it would be my pleasure”? (Smile & Move: a reminder to happily serve by Sam Parker)

Wherever and however you celebrate, may you find peace in reflection and joy in time spent with loved ones. Happy Holidays!

Mary

- Mary Klucas, UNOPA President 2013 – 2014

http://unopa.unl.edu/membership/president.shtml

However fragmented the world, however intense the national rivalries, it is an inexorable fact that we become more interdependent every day.

-Jacques Cousteau
Member of Pitch Please are:

Rachael Washington, Caitlin Gilmore, Michelle Ingle, Abbey Klein, Brittany Gondringer, Colbi Reetz, Ashley Chasek, Tyler Sells, Cody Meyer, Jesse Merriman, Logan Bertrand, Nick Prior, Daniel Hanson, Cole Burmiester, and Alex Rousseau.

**Giving Tree**

People's City Mission is our recipient for the Giving Tree.

If you don't have time to shop but still want to help, let our UNOPA Giving Tree representative Breana Garretson know and she will do the shopping for you!

Let's work really hard to get a huge amount of gifts that we can drop off to helpLOTS of people who need a little extra help this season."

**Date due:** December 13, 2013—you can bring to the next UNOPA meeting which is on December 10th or send to Breana’s Office.

<table>
<thead>
<tr>
<th>Men's Shelter Christmas Wish List:</th>
<th>Women's Shelter Christmas Wish List:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thermal Underwear - Size L - 4x</td>
<td>Sweaters - Size Med- XXL</td>
</tr>
<tr>
<td>Socks</td>
<td>Perfume or Cologne</td>
</tr>
<tr>
<td>T-shirts - Size L - 4x</td>
<td>Sweatshirts - Size Med-S/M</td>
</tr>
<tr>
<td>Underwear</td>
<td>DVDs</td>
</tr>
<tr>
<td>Gloves</td>
<td>Winter Hats</td>
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<tr>
<td>Winter Hats</td>
<td>Waste Haulers</td>
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<tr>
<td>Batteries (AA, AAA, C &amp; D)</td>
<td>Extension Director or XXX</td>
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<tr>
<td>Extended Size Coats (size 4x-6x)</td>
<td></td>
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<tr>
<td>Wallets</td>
<td></td>
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<tr>
<td>Cologne</td>
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<tr>
<td>Deodorant</td>
<td></td>
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<tr>
<td>Twin Blankets</td>
<td></td>
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<tr>
<td>Twin Comforters</td>
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<tr>
<td>Twin Sheets</td>
<td></td>
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<tr>
<td>Towels &amp; Wash clothes</td>
<td></td>
</tr>
<tr>
<td>Personal Care items: shampoo, razors, soap, shower soap, toothpaste, toothbrushes</td>
<td>Children's toys and clothing: All sizes</td>
</tr>
</tbody>
</table>

Breana Garretson
1209 Oldfather Hall
bgarretson2@unl.edu
472-7934
Football Parking follow-up

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
Stats through Nov 16, 2013

Husker Football Game-day Parking Lot Statistics
After six home games, here’s our stats
UNL vs Wyoming – 54 spots sold
UNL vs Southern Miss – 64 spots sold
UNL vs UCLA – 83 spots sold
UNL vs SDSU – 80 spots sold
UNL vs Illinois – 100 spots sold
UNL vs Northwestern – 78 spots sold
UNL vs Michigan State – 89 spots sold
UNL vs Iowa – ??

For a total of 548 parking spots sold @ $6.00 each (UNOPA’s share) = $3,288.00
144.5 man-hours have been worked (approximately $22.75/man-hour earned)
34 UNOPA members have volunteered
9 spouses or friends of UNOPA members have volunteered
11 UNOPA members have worked two of the seven games
4 UNOPA members have worked three of the seven games
1 UNOPA member has worked four of the seven games (Go Jane)

Roddy Spangler
UNOPA Ways and Means Director

A $25.00 gift certificate will be given to one of the volunteers at the end of the season. All volunteers names will be thrown into the hat for each shift they work for the drawing.
UNOPA Secret Friends

Reminder for all who signed up for UNOPA Secret Friends.................

Shhh! It’s a secret! UNOPA is back for the third year with their Secret Friends. Secret Friends is a voluntary activity that can be enjoyed by countless members. This is a fun way to get to know other UNOPA members by giving and receiving small gifts/mementos throughout the school year (i.e., at least once a month).

Secret Friends will be revealed at a special get together in the spring of 2014. Remember, no single gift over $10.00. You might want to recognize the unusual holidays along with the normal holidays and special events. What a great way to brighten someone’s day unexpectedly!

There's the traditional holidays:

<table>
<thead>
<tr>
<th>Date</th>
<th>Holiday</th>
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</thead>
<tbody>
<tr>
<td>Dec 2</td>
<td>Cyber Monday</td>
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<tr>
<td>Dec 7</td>
<td>Pearl Harbor Remembrance Day</td>
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<tr>
<td>Dec 17</td>
<td>Wright Brothers Day</td>
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<tr>
<td>Dec 17</td>
<td>Pan American Aviation Day</td>
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<tr>
<td>Dec 25</td>
<td>Christmas Day</td>
</tr>
<tr>
<td>Dec 31</td>
<td>New Year’s Eve</td>
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<tr>
<td>Jan 1</td>
<td>New Year’s Day</td>
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<tr>
<td>Jan 13</td>
<td>Stephen Foster Memorial Day</td>
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<tr>
<td>Jan 20</td>
<td>Martin Luther King Day</td>
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<tr>
<td>Jan 31</td>
<td>Chinese New Year</td>
</tr>
<tr>
<td>Feb 1</td>
<td>National Freedom Day</td>
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<tr>
<td>Feb 14</td>
<td>Valentine’s Day</td>
</tr>
<tr>
<td>Feb 17</td>
<td>Presidents’ Day</td>
</tr>
<tr>
<td>Mar 4</td>
<td>Shrove Tuesday/Mardi Gras</td>
</tr>
<tr>
<td>Apr 13</td>
<td>Thomas Jefferson’s Birthday</td>
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<tr>
<td>Apr 15</td>
<td>Tax Day</td>
</tr>
<tr>
<td>Apr 20</td>
<td>Easter Sunday</td>
</tr>
<tr>
<td>May 1</td>
<td>Law Day</td>
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<tr>
<td>May 1</td>
<td>Loyalty Day</td>
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<tr>
<td>May 1</td>
<td>National Day of Prayer</td>
</tr>
<tr>
<td>May 11</td>
<td>Mothers’ Day</td>
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<tr>
<td>May 15</td>
<td>Peace Officers Memorial Day</td>
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<tr>
<td>May 16</td>
<td>National Defense Transportation Day</td>
</tr>
<tr>
<td>May 17</td>
<td>Armed Forces Day</td>
</tr>
<tr>
<td>May 22</td>
<td>National Maritime Day</td>
</tr>
<tr>
<td>May 26</td>
<td>Memorial Day</td>
</tr>
</tbody>
</table>

Or Monthly themes:

November: Peanut Butter Lovers Month, Bingo Month, Write a Friend Month
December: National Hobby Month, Hot Tea Month
January: National Craft Month
February: Great American Pie Month, Ground Hog Day
March: National Craft Month
April: Lawn & Garden Month, Administrative Professionals Day
May: National Photograph Month, May Day, Mother’s Day

Return to: Debbie Hendricks (dhendricks1@unl.edu) or Diane Wasser (dwasser@unl.edu)
Questions? Contact Debbie at 2-9685 or Diane at 2-6251
November Membership Meeting Recap

Table decorations from November Meeting

Giving Tree

Mary Guest receiving her Advanced III and CEOE PSP certifications. Mary also continued to take classes and participated in leadership opportunities. In May of 2013 Mary earned her Bachelor Degree, Option II PSP certification.

Floyd S. Oldt Outstanding Staff Award—Lola Young 2013-14 Recipient, also pictured nominee Ann Chalupa.

Floyd S. Oldt Sliver Pen Award—Mary Fisher 2013-14 recipient

Floyd S. Oldt Boss of the Year Award—Katie Kerr 2013-14 Recipient. Other nominees, Deana Unger, Veronica Riepe & David Gosselin.

New Member—Paige Glasshoff
NEOPA is selling  
Village Inn Pie Gift Cards  
For $11.00 each

Every year NEOPA has a fundraiser in order to award a $1000 scholarship to an incoming freshman student to any school in Nebraska. As NEOPA Liaison, I have Village Inn Pie gift cards for members to sell to support this year’s NEOPA’s student scholarship. The gift cards sell for $11 each and NEOPA earns $2.50 on each sale. Each affiliate of the state was asked to sell 100 gift cards. If every member bought just 1 pie we would have our allotment sold.

The pie varieties are: Cherry, Coconut Cream, Country Apple, French Silk, Lemon Meringue, Lemon Supreme, Pumpkin, Strawberry Rhubarb and Triple Berry. An additional $2 for pies not listed.

Please contact me if you would like to purchase one or more for yourself or for gifts or would like to help sell the gift cards. Remember that Thanksgiving and Christmas will be here in a few short weeks and Village Inn pies are always welcome additions to any holiday meal. Checks payable to NEOPA.

Linda Luedtke, lluedtkel@unl.edu, 402-472-9354.

Congratulations To Recent Retirees

Please join us in celebrating two recent retirees. Lets congratulate the career of Nelvie Lienemann & Sandy Lineberry. Nelvie is retiring after more than 25 years of great service in the Agricultural Research Division. Sandy has retired after 33 years of service in Nebraska Forest Services. We will all be sad to see them go, even as we envy their new life in the lap of leisure.
The Career Development Committee is pleased to offer a brownbag workshop on Thursday, December 5, 12:00-1:00 p.m. in the Jackie Gaughan Multicultural Center, Unity Room 212. Linda Major, Director of the Center for Civic Engagement, will be the featured speaker. Please join us to learn more about the center, the Civic Engagement Certificate track, and how our students are benefitting from this new program. (This session has been approved for 1 PSP in service hour.)

Contact Mary Guest if you have questions (mary.guest@unl.edu).
Looking for a way to get to UNOPA Meetings

Attending UNOPA meetings is easy as riding a bus. Here is a quick reference to when/where/how.

You will want either Route 25 or Route 24

When leaving East Campus catch the 25 Vine Bus From Burr/Fedde at 11:15 arrives at NE Union at 11:35 or 11:25 at NE Union at 11:45 (if you take 24 you will end up going all the way around city campus – I know I have done this—Diane Wasser)

Coming back to east campus either 24 or 25 will work both leave the NE Union at 1:15 arrives at 1st stop on East at 1:30

Of course if you are coming to East Campus first you will want to get the 24 or 25 at 11:15 arriving at East Campus around 11:30 at East Campus you can either get off at the first stop in front of the mall or in front of the Dairy Store – once off proceed to the north once you get beyond the building that are directly in front of you – you can see the Union.

U-Wide Benefits

- Diane Wasser, UNOPA Representative

NuFlex enrollment is fast approaching. Employees should have received a postcard announcing the enrollment dates. Enrollment will begin on November 18th and end on December 6th. Enrollment will be done through the Firefly portal, be sure to go through all the taps and answer all the questions. The tobacco use question is asked every year no matter if you have smoked or not. There will be online informational meetings on November 18 and 25th. These will be taped so you can review them at a later date. New identification cards will be issued in January for both the medical and dental insurance. EyeMed premiums will increase by 2%

If you want to increase your voluntary or dependent life insurance coverage the proof of insurability form is all online now through the Assurance Life Insurance secure website. No paper copies will be available.

On November 13 the NUFlex newsletter will be mailed to all employees and on the 18th the HRA (Health Risk Assessment) will be launched. I encourage all employees to take advantage of this assessment since the university offers additional benefits to taking this assessment. You will receive several Robo calls reminding you of the enrollment dates. Once you have accessed your NUFlex account you will no longer receive reminders. The last day for NUFlex is December 5th but the HRA survey will not end until 5:00 p.m. on the 6th of December.

The university is still working on the affordable care act compliance which needs to be in place by January 2015. This will not affect most full time employees.

The university COBRA plan is scheduled be outsourced to Wage Works in March 2014.

Protect Yourself During Flu Season

Flu season typically begins in November, then begins to peak in late January or early February. With flu season upon us, remember these basic precautions:

- Stay home if you are sick
- Wash your hands frequently with soap and water for 20 seconds or use hand sanitizer
- Cover your coughs and sneezes with a tissue
- Maintain a healthy lifestyle; attention to rest, diet, exercise and relaxation helps maintain physical and emotional health.
“All Makes Newsletter had “Ten Shareworthy Links”

Submitted by - Lorraine Moon

What Multitasking Does To Your Brain

12 Things All Successful People Do
http://www.forbes.com/sites/ilyapozin/2013/10/03/12-things-all-successful-people-do/?utm_source=In+The+KNow+November+CLIENT&utm_campaign=February+In+The+Know&utm_medium=email

Uses For Leftover Halloween Candy

10 Qualities That Will Make You A Super-Achiever

Are Confusing Sell-By Dates On Food Costing You Money

Is Black Friday Facing Extinction
http://business.time.com/2013/09/26/black-friday-is-facing-extinction/?utm_source=In+The+KNow+November+CLIENT&utm_campaign=February+In+The+Know&utm_medium=email

Tips On How To Add Hours To Your Day
http://business.time.com/2013/09/15/how-to-stop-wasting-time/?utm_source=In+The+KNow+November+CLIENT&utm_campaign=February+In+The+Know&utm_medium=email

Why You Don’t Think You Get Enough Sleep

Business Etiquette and Social Media

5 Ways To Get And Keep Motivated
http://business.time.com/2013/07/19/5-ways-to-get-and-keep-motivated/?utm_source=In+The+KNow+November+CLIENT&utm_campaign=February+In+The+Know&utm_medium=email
Having Trouble Subscribing to UNL Alert?

During the recent Supplier Showcase, several UNL employees reported to those staffing the Chancellor's University Safety Committee booth that they could not sign up for UNL Alert despite repeated attempts. All had been subscribed to the original UNL Alert but were unable to subscribe when the new UNL Alert system was implemented.

There is a known issue which can be resolved with assistance. If you are having trouble subscribing to UNL Alert, contact Mark Robertson, Emergency Preparedness Coordinator with the UNL Police Department, 402-472-7632 or mrobertson5@unl.edu.

Kathy Bennetch - member of the Chancellor's University Safety Committee

More UNOPA News........

Pat Lehecka, UNOPA retiree and former NEOPA and NAEOP member, passed away on Saturday. Funeral services were Saturday, November 23, 2013. Pat was an active member of UNOPA while at UNL.


Cards for the Lehecka family can be sent to 1010 Rosewood Drive, Lincoln, NE 68510.

...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.