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President’s Message

From Jane Schneider

During the May 2014 general meeting when new officers were installed, I asked those present to write a brief statement on a 3 X 5 card about how they felt about themselves as employees and how they did their jobs. I wanted to find out how people viewed themselves and the way they carried out their work in an effort to see what could be provided in the way of professional development. The results were fun to see and I’d like to share them with you here:

Member Comments:

I: help my co-workers, listen well, help create a calm atmosphere, like to brainstorm for new ideas, look ahead, listen, act, proceed and complete tasks.

I AM: An encourager, change manager, a leader, caring, idea person, detail oriented, helpful, organized, more scared of old ideas than new ones, cancer survivor!

I AM GOOD AT: Assisting others, being a meeting leader, piloting new processes, dealing with stress, coming up with efficient ways to do things, creating lab manuals, helped move a department out of the building and back in within 18 months

I CAN: Accomplish things from behind the scenes, help make a difference in a student, staff, or faculty job, provide organization amid chaos, depuddle, help our students succeed in college

I HAVE: An eye for detail

Wow!! As you can see we are a bunch of gifted individuals and are a true credit to our employers. Going forward, it will easy working with and for so many fantastic employees.

Thank you for responding; it was a great learning experience.

Jane
Sept. 9 is General Meeting

Check out our website for the registration form for the Sept. 9 General Meeting. It will be held in the Cottonwood Room of the East Campus Union, 11:45 a.m. to 1 p.m.

The speaker is Dr. Stacie Ray, Assistant Professor of Practice in Special Education and Communication Disorders. She'll be talking to us about HearU Nebraska. HearU will be this year’s 50/50 charity so come prepared to buy plenty of tickets.

Dr. Ray has worked in the healthcare field for over 20 years. She joined the faculty at UNL in 2004 after working three years at an ENT clinic. She has a clear passion for the field of audiology, largely due to her personal experience of raising a child with profound hearing loss. She is committed to ensuring all individuals, regardless of age or financial means, have accessibility to audiology services and treatment.

I can’t wait to see you all at the meeting!  
Jane

Use this link to get to the registration form.

More details at: http://go.unl.edu/h400
Parking lot volunteers needed - only three more times this fall!

Volunteers are needed to work the lot during the last three home games this fall: October 25, November 1 and November 22.

When I first became a member of UNOPA, I learned how members worked the football parking lot as a fund-raiser. I thought "how hard could it be to take a turn as long as someone else was there to teach me how." Well, that is certainly one of the places I started learning who the people were that belonged to UNOPA. There is nothing like hanging about in an outdoor location for two hours or more (whether it sunny, rainy or snowy) to learn about someone.

If you desire making friends or want to know more about someone, work alongside them and you will learn a lot.

Think about:
...giving it a try if you have never worked it. There are plenty of people that would help you learn how.
...volunteering for a two-hour time slot to give those that keep working each home game a break.

The coordinators for those dates are noted below:
*October 25, 2014, Rutgers - Roddy Spangler & Diane Carson
*November 1, 2014, Purdue - Diane Wasser & Mikayla Tegler
*November 22, 2014, Minnesota - Jane Schneider & Paige Glasshoff.

Jane
To honor Gretchen Walker’s memory, we are putting together a NEOPA and Friends Team for the Making Strides Against Breast Cancer walk. The Lincoln walk is on October 26 at Holmes Lake Park. We encourage all NEOPA members, as well as members from LPSAOP, NDE Bridge, OEOPA, UNOPA and WEOPA – and Friends, to join our team!

Heather Richey set up the webpage for our team, so you can join today! [http://main.acsevents.org](http://main.acsevents.org)

Order your team T-shirt from Carol Bom: [http://go.unl.edu/ss32](http://go.unl.edu/ss32)
Secret Friends

UNOPA is back for the fourth year with 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., once a month).

Secret Friends will be revealed at a special get together in the spring of 2015. Remember, no single gift over $10, please. 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!

This year if you want to bring your gift to the UNOPA meetings we will have a table set up by registration for you to drop off your gift and at the end of the meeting we will have them available for pick up. This will save trying to send them via campus mail or U.S. Mail. If recipients are not at the meeting Mari Greer and Diane Wasser will see that they get delivered to the right person. Now how easy is that? So join us for a fun fill year of Secret Friends.

The sign up sheet is located on our Website: http://go.unl.edu/tfr3

More details at: http://go.unl.edu/tfr3
2014 SUMMER SOCIAL

"Keep Calm and Bunco On"

UNOPA’S 2014 Summer Social was held on Tuesday, July 22, at the East Campus Union. Our activity was once again playing "Bunco" due to rave reviews and requests.

Many of our attendees are still in favor of making this an annual summer event for UNOPA. Having this annually is possible due to registration fees covering all expenses incurred along with committee members making donations where they can for the event (decorations, leftover items from past events, etc.) to help cut costs back. A separate "Summer Social Event" could be planned in addition to playing "Bunco" annually if the Outreach Director wishes to do so.

We had 27 participants that enjoyed playing Bunco and getting to know other members and guests as they rotated around tables, depending on if they won or lost their Bunco round. Many enjoyed popcorn and M&M's along with iced tea and water for refreshments. Prizes were awarded for the most Bunco's to Rosann Kevil, most wins by Jeanne Bonnett, and most losses awarded to Mike O'Connor. We also gave away several door prizes to our attendees. All items given away were in some way related to summer since this was the summer social.

Summer Social/Outreach Committee: Tricia Liedle (Chair), Diane Carson, Mary Klucas, Pat DeStefano, Mikayla Tegler, Susan Thomas and artistic talents by Carissa Martin. Thank you, ladies!

Enjoy the many photos featured in this issue of UNOPA Notes.
You are invited to attend a FREE Professional Development Workshop scheduled for Wednesday, Sept. 24, 1:30 p.m. to 3:30 p.m. in the Nebraska City Union.

The presenter is Sheila Kepler, who will help us learn how to build team synergy and provide some practical ideas about how to work with our colleagues in our offices and on campus.

Currently, Sheila is the president of EsKay Enterprises, a professional management and consulting firm. The mission of her company is to provide learning opportunities to educational and business organizations, working with them in areas such as leadership, human relations, and professional and personal growth and renewal programs to help people discover and build on their full potential.

Use this link to get to the registration form: http://go.unl.edu/t4cm

More details at: http://go.unl.edu/t4cm
NEOPA Fall Workshop

A Message from Jane Schneider, 2014-2015 UNOPA President and Mary Guest, 2014-2015 NEOPA President

Please attend the NEOPA Fall Workshop hosted by the Wayne Educational Office Professionals Association (WEOPA) in Wayne, Nebraska, on Friday, October 24, 2014. It promises to be a really fun and educational time. Please see the details below about what is being offered.

The conference will begin at 8 a.m. on Friday. Our morning speaker will be Jenny Herrick (http://www.allkiddingaside.biz/bio.html). Jenny’s expertise, comfortable presentation style and life-changing message will provide us with an uplifting memorable experience. As a nationally recognized motivational speaker, Jenny offers fast-paced humorous presentations. She will present 2 sessions:

- Joy on the Job (or It’s Business as Unusual) – you’re wasting your life if you’re not enjoying your job! This fun-filled workshop is packed with numerous tips and techniques on how to “lighten up” your workplace. Jenny will show us how to change the chemistry of our workplace to create a more positive atmosphere – the key to productivity and excellence.

- It’s Laughter We’re After – Laughter does NOT come easily for everyone! Humor is OUT there... we just need to put on our ‘comic glasses’ and look for it. Jenny enthusiastically believes “laughter is the best medicine.”

The NEOPA business meeting will be held at noon, and will include the presentation of the NEOPA Office Professional of the Year and the Administrator of the Year awards.

The afternoon will include a session by Jason Mrsny (Crime Prevention Officer for Wayne State College) on Identity Theft and John Dunning Chief Information Officer Network and Technology Services, Wayne State College) will present on Social Media.

For those planning to attend this conference and arrive in Wayne on Thursday, a networking gathering is still in the planning phases. More information to come soon on this activity, as well as registration information. We’ll see you in Wayne!

More details at: http://neopa.unl.edu/
Reminder! Bradley Munn Professional Growth Fund

If you are attending the Fall NEOPA Workshop you may be eligible to apply for up to $100 reimbursement of expenses for professional growth activities from the Bradley Munn Professional Growth Fund.

Other ways to use the fund include any workshop registration fees, college tuition, textbooks, travel expenses for a conference, etc. You may combine more than one expense on one application.

The Bradley Munn Professional Growth Fund is just waiting to hear from our members so we can reimburse the expenses you have for continuing you professional growth. The next deadline to submit your application for reimbursement is October 15, 2014.

The form for submission is on the UNOPA website. If you have any questions please contact Mary Klucas, Immediate Past President, 472-7325.
Membership renewals due!

Make sure to renew your UNOPA membership as soon as you can. The form is located on our website: http://go.unl.edu/ezrk

I hope you'll join myself and other UNOPA members as we move through this next academic year together. We have some great plans in place and would love to be able to work with you in the near future. We have some events planned that will include UAAD members as well as others in the NEOPA circle.

Come join the fun - Please feel free to contact me as needed, jane.schneider@unl.edu or 402-472-8670.
Make sure to submit your award nominations by Friday, October 10. The descriptions and nomination materials are located on the UNOPA Web page: http://unopa.unl.edu/awards.com.

2014 Floyd S. Oldt Boss of the Year
This award honors excellence in personal management. It recognizes University of Nebraska employees who demonstrate outstanding skills in employee supervision and interpersonal relations.

2014 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.

2014 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.

If you have any questions, please contact Tricia Liedle, Awards Committee, either by phone, 472-3305 or email, PLIEDLE@NEBRASKA.EDU.

http://go.unl.edu/sfw
UNOPA Board of Directors

2014-2015 UNOPA Board of Directors

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President, Jane Schneider, CEOE, 472-8670, jane.schneider@unl.edu
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Recording Secretary, Marsha Yelden, 472-7306, myelden1@unl.edu
Corresponding Secretary, Mikayla Tegler, 472-3605, mtegler2@unl.edu
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