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President's Message

We have a golden opportunity ahead of us at our October 14 general meeting. Our meeting takes place at an important time, as the University is positioning itself for reaffirmation of accreditation in the North Central Association.

Our guest speakers are coming not only to present their ideas to us, but also to get our views about how we fit in with the University’s mission and how we support our departments, colleges and the University.

The heart of UNOPA’s mission 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." (http://unopa.unl.edu/about/calendar.shtml)

One part of The University of Nebraska's mission statement tells us that the "primary missions are teaching, research, and service," and that "UNL's graduates and its faculty and staff are major contributors to the economic and cultural development of the state." (http://www.unl.edu/aboutunl/roleandmission.shtml).

I firmly believe that as staff of the University of Nebraska, we have an obligation to ourselves, our departments, our colleges, and the University to be the very best we can be and our professional development enables us to successfully fulfill that obligation. Our development helps us to become better at our jobs, and that is how we help fulfill the University's mission.

We must all be present at the October 14 meeting to prove to the University leaders that we are an integral part of its mission, and can clearly articulate our roles in supporting the University. I think that listening intently to the speakers and stating our experiences will help us all grow professionally.

Your attendance is very important! The meeting details and reservation form are located on our Website.

Jane Schneider

More details at: http://unopa.unl.edu
Make sure to sign up and attend the October 14 UNOPA General Meeting.

The October 14 general meeting registration form is on the UNOPA website. The speakers will be the Higher Learning Commission (HLC) Leadership Team (Amy Burnett, Renee Batman and Laurie Bellows). We would like to receive registrations from you if you can attend even though it will be a brown-bag lunch.

The purpose of the session is two-fold: 1) to give UNOPA members an overview of the 2016-2017 reaffirmation of accreditation process and 2) to collect UNOPA members’ perceptions related to their contributes to UNL’s three primary missions (teaching, research, and service). These are the questions that will guide our discussion that day, please review and consider them before the meeting.

Questions for Accreditation Focus Discussion
1. How does your unit/program contribute to UNL's three primary missions of teaching, research, and service?*

2. What stories, initiatives, or projects highlight your unit/program’s excellence in supporting UNL’s missions?

3. How does your unit support or collaborate with campus partners to support UNL’s mission?

*http://www.unl.edu/aboutunl/roleandmission.shtml

Please let me know if you have questions, thank you!

Jane

More details at: http://go.unl.edu/pumu
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.
September 24 Workshop Fun!

We had a fantastic time with Sheila Kepler who led the September 24 workshop. We learned some new things including the five laws of synergy, how to work as a team, and most importantly, emphasized how important we all are as people and as employees. There were also quite a few laughs because Sheila told some great stories, many of them had very funny twists to them.

I am so happy that we had people from other local organizations attend: Nebraska Department of Education (NDE Bridge), Lincoln Public Schools (LPSAOP), Nebraska Educational Professionals Association (NEOPA), University Association for Administrative Development (UAAD), and others around campus. Thanks to all who attended and hopefully, we'll come up with something equally as fun, entertaining and educational in the spring.

Many thanks to UNOPA members as hosts of the workshop because we were able to offer it for free as a result of all the fundraising we do in the football parking lot.

Jane Schneider
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](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.

[http://go.unl.edu/eamf](http://go.unl.edu/eamf)
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 this 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!

http://neopa.unl.edu/
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 LPSAO, 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)
October-November Calendar

Oct. 7
Executive Board Meeting
3:00 - 5:00 PM
3rd Floor Whittier

Oct. 14
October General Meeting
Speaker – Higher Learning Commission (HLC) Leadership Team
11:45AM - 1:00 PM
Unity Room 212, Jackie Gaughan Multicultural Center

Nov. 4
Executive Board Meeting
3:00 - 5:00 PM
3rd Floor Whittier

Nov. 11
November General Meeting
Floyd S. Oldt Awards/Boss's Luncheon
11:45AM - 1:00 PM
Great Plains Room, East Campus Union

More details at: http://go.unl.edu/2mys
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.

http://unopa.unl.edu/membership/opportunities.shtml
Box Tops & Soup Can Labels to Help Local Schools

UNOPA has decided to participate in the "Labels for Education" program by collecting UPC labels located on box tops, soup can labels and many other products. The labels go toward supporting local schools.

When I first learned about the program, I started looking at the items I purchased and found UPC labels right away marked "$ for Education." Some were found on non-perishable food items and some were found on office supplies; they are everywhere.

If you would like to participate, labels can be turned in at our general meetings. We'll have a box outside the meeting room each month. We would like to encourage members to advertise this collection in their individual work areas by sending an email to their co-workers, putting up signs, and placing a collection box in a prominent location.

Marcy Tintera kindly offered to help with the outreach project by picking them up after each meeting. Marcy also said they can be sent to her office, 14D Law, East Campus (0904).

You can learn more about the program at: http://www.labelsforeducation.com/

Thanks for participating, let me know if you have questions.

Jane Schneider

More details at: http://www.labelsforeducation.com/
Award Nomination Reminder

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, PLEDLE@NEBRASKA.EDU.

http://go.unl.edu/sfw