UNOPA NOTES, Feb. 12, 2016

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President's Message

Roddy Spangler

“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.” (from the UNOPA Mission Statement)

I encourage you to take advantage of the professional development opportunities being offered by your local, state and national office professional organizations - UNOPA, NEOPA and NAEOP.

Learn how to improve your communication skills at UNOPA’s Professional Development Workshop on Feb. 18. JS Engebretson will present, “How to Communicate Professionally in an LOL World.”

NEOPA has one more Strategic Planning Retreat planned for Feb. 27. It is an opportunity for members to participate in the planning process of the organization. Check out neopa.unl.edu for more details.

NAEOP’s 82nd Annual Conference is just around the corner, July 13–16, 2016, and it’s in St. Louis, Missouri. I encourage you to visit http://www.naeop.org and learn more about this year’s annual conference. There will be opportunities to improve your communication, software and speaking skills at the Institute Classes and Briefings, and one of the most exciting things is getting to meet and form a network with office professionals from all over the United States.

Stay warm and enjoy celebrating St. Valentine’s Day with those you love.

Roddy

More details at: http://go.unl.edu/qghf

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| W3C | CSS |
News from Feb. 9 General Meeting

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University of Nebraska–Lincoln

UNL Announce

News from Feb. 9 General Meeting
(l) Tricia Liedle, President Elect; (r) Alycia Libolt, Treasurer
Feb. 9, 2016, General Meeting
At the February general membership meeting, UNOPA Board Officers and Committee Directors shared about their roles in the mission of our organization. President Elect, Tricia Liedle, read the duties of each office from the UNOPA By-laws and Standing Committees and then invited the officers and directors to elaborate on their duties. They shared their favorite parts of their involvement on the Board and also shared the challenges. Making new friends and building a network of contacts across UNL's campuses was a recurring “favorite.”

UNOPA Board is distributing umbrellas, emblazoned with our UNOPA logo, as a gift to our members. Pictured (photo on bottom) is Immediate Past President Jane Schneider presenting an umbrella to member LeAnn Frobom with President Elect Tricia Liedle looking on.

More details at: [http://go.unl.edu/rpa0](http://go.unl.edu/rpa0)

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[| W3C | CSS](http://newsroom.unl.edu/announce/unopa/4955/28764)
Attend Professional Development Workshop on Communication, Feb. 18
Attend Professional Development Workshop on Communication, Feb. 18...
JS Engebretson
UNOPA is hosting a professional development workshop, "How to Communicate Professionally in an LOL World," presented by JS Engebretson on Thursday, Feb. 18, noon-4 p.m. at the Jackie Gaughan Multicultural Center, Ubuntu Room/202.

Jane-Stewart Engebretson, manager of communications & marketing for UNL's College of Engineering, will be leading the workshop and will be speaking to the group about professional business communication. Discussion topics will consist of proper responses to issues or questions, how to take out unnecessary words and phrases in order to create clean, concise responses to emails, letters, and other forms of correspondence, what type of communication is appropriate in different situations, the importance of being aware of how our messages come off to the readers, and more!


More details at: http://go.unl.edu/t3x6

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Bennetch retires from UNL on Jan. 14

Dr. Mark Balschweid & Kathy Bennetch
at her retirement reception
Kathy's retirement reception
Longtime active member Kathy Bennetch retired from UNL after 36 years of service. Kathy was the 1992-1993 president of UNOPA. A reception was held to honor her on Jan. 14. She has promised we will still be seeing her at some of the UNOPA events.

More details at: http://go.unl.edu/k3f8

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Pajnigar honored at Joint UNOPA/UAAD meeting, Jan. 20

By Debbie Hendricks

(From left) Charlotte Frank, UAAD President-Elect, Roshan Pajnigar; and Debbie Hendricks

Roshan Pajnigar is honored at January joint meeting.
By Debbie Hendricks
At the Annual Joint UNOPA/UAAD meeting held on Jan. 20, it was decided that both groups wanted to do a special presentation in honor of Roshan Pajnigar who retired from UNL in late January.

Since Roshan had served as UAAD President a few years back and has always been a strong friend of UNOPA, a special presentation in her honor seemed very appropriate. What an honor it was for me when Roddy called and asked if I would be willing to be the UNOPA representative and to say a few words in honor of Roshan. Roshan is one of the individuals on campus that I admire and appreciate the most. This article is a summary of the words that I shared at the meeting in January.

I have fond memories of one of the first positions I held at the University with the holds and release system, and Roshan worked at the library. I remember Roshan tromping over from the library bringing me hold forms, both of us fairly new university employees. Who would have ever guessed that 37 years later, here we would be!

Flash forward, Roshan moved to Human Resources and became a resource for many UNOPA members. I have flashbacks of Roshan and Sandy Lineberry decked out in academic regalia, participating in Graham Spanier’s installation. I have memories of Roshan carefully guiding me through exactly how to make “authentic” fried rice for a Sertoma social event. The same way she guided many of us through Human Resources processes and policies.

Roshan has endeared many, many UNOPA members over the years. She has been there through our highs and our lows. She has shared our joy, our ecstasy as we moved forward, as we got promotions, as we won battles; she shared our lows, as we watched our friends lose jobs, as we suffered budget cuts. Roshan became our advocate, our ally, our mentor, but most of all, she became our friend.

I cannot begin to tell you how many board meetings, committee meetings or even casual conversations I have had with friends and colleagues over the years, and I’ve heard, or even been the one saying, “have you talked to Roshan?”, or “you need to visit with Roshan,” or “let’s discuss it with Roshan.” UNOPA leaders know that Roshan is the one we can talk straight with, she’ll be honest, sincere, and give us meaningful advice that will propel us forward in the University world.

Roshan, thank you for what you mean to UNOPA. In January of 2010 UNOPA made a rare move, when we presented Roshan with an honorary lifetime membership in our organization. We wanted Roshan to know how very much we valued all she has come to mean to each of us. Roshan, thank you for the fond, fond memories, thank you for guiding us, for advising us and being there for us, and from each member of UNOPA, we wish you much joy in the exciting future you have planned!

More details at: http://go.unl.edu/qacd

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Pajnigar honored at Joint UNOPA/UAAD meeting, Jan. 20 | Announce |... http://newsroom.unl.edu/announce/unopa/4955/28697
UNL Announce
Free Event: 'Spring Into... An Active Office' March 15-16
Campus Rec Flier
Plan to attend the Free Event, "Spring Into...An Active Office," hosted by UNL Campus Recreation either on Tuesday, March 15, 12:10-12:50 p.m. at the Nebraska Union, or Wednesday, March 16, 12:10-12:50 p.m. at the East Campus Rec & Wellness Center, Demo Kitchen.

Don't think you have time to keep your body feeling good, strong, and healthy? Attend this session and learn three desk routines for fitness, strength, and flexibility that can be accomplished throughout your work day.

*Please wear something you can move in - we won't make you sweat. Brown bag lunches are welcome!

Register online at http://go.unl.edu/spring-into

More details at: http://go.unl.edu/yikv

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Meet NAEOP in St. Louis

The 82nd Annual National Association of Educational Office Professionals (NAEOP) Conference and Institute will be held July 13-16 in St. Louis, MO. The schedule and registration form and full descriptions of the institute classes and briefings are available at http://www.naeop.org. The registration deadline is June 1.

The conference includes Institute classes that can help you obtain your Professional Standards Program (PSP) goals. Topics you can choose from include: Positively Amazing Communication Skills for Dealing with Positively Annoying People, Change the Things You Can Change, Microsoft Office Programs, Google Programs, and the Speaker's Bureau.

If interested in meeting your UNOPA friends there or making new ones from all over the country, the national conference is for you.

Need more information? Call Roddy Spangler, 402-472-3989, or by email, rspangler2@unl.edu.

More details at: http://go.unl.edu/2bh0

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Did you know that any UNOPA member who is a full or part-time UNL employee is eligible to apply for up to $100 reimbursement of expenses for professional growth activities. Eligible expenses include 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 can reimburse the expenses you have for continuing your professional growth. The next deadline to submit your receipts for reimbursement is February 15. The form for submission is on the UNOPA Website. Any questions? Contact Jane Schneider, Immediate Past President, 472-8670 or jane.schneider@unl.edu

More details at: http://go.unl.edu/3pdg

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UNL Announce
2015-16 UNOPA Board of Directors

Elected Officers:

President, Roddy Spangler, 472-3989, rspangler2@unl.edu
President-elect, Tricia Liedle, 472-3305, p liedle@nebraska.edu
Recording Secretary, Judy Anderson, 472-7021, janderson5@unl.edu
Corresponding Secretary, Marsha Yelden, 472-7306, myelden1@unl.edu
Treasurer, Alycia Libolt, 472-7317, alibolt2@unl.edu
Presidential Advisor/Past President/Bradley Munn, Jane Schneider, 472-8670, jane.schneider@unl.edu

Standing Committees: Director / Co-Directors

Awards: Sara Luther, 472-2218, sara.luther@unl.edu
Bylaws: TBA
Career Development-PSP: Lorraine Moon, 472-6082, lmoon1@unl.edu; Debbie Hendricks, 472-3755, dhendricks1@unl.edu
Communication Technology/Web Page: Mary Klucas, 472-7325, mary.klucas@unl.edu
Employee Concerns: Edie Schleiger, 472-1818, eschleiger1@unl.edu; Carol Wusk, 472-7913, cwusk1@unl.edu
Hospitality: Breana Garretson, 472-7934, bgarretson2@unl.edu
Membership: Jaime Long, 472-4502, jlong5@unl.edu; Marilyn Johnson, 472-8822, marilyn.johnson@unl.edu
Nominating: Donelle Moormeier, 472-2069, dmoormeier1@unl.edu; Donette Petersen, 472-5623, dpetersen1@unl.edu
UNOPA Notes: Barbara Homer, 472-3677, bhomer2@unl.edu
Ways and Means: Jan Wassenberg, 472-3171, jwassenberg1@unl.edu; Linda Arnold; 472-3802, larnold1@unl.edu

Ad Hoc Committees: Director(s)
Digital Commons: Jane Schneider, 472-8670, jane.schneider@unl.edu
Marketing: Kelsey Sims, 472-8209, ksims2@unl.edu

More details at: http://go.unl.edu/8rhb

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News from Nebraska Educational Office Professionals Association (NEOPA)

The NEOPA board members are busy working on the possibility of offering a workshop this spring. When details are finalized, you'll be notified.

More details at: http://go.unl.edu/5f2p

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UNOPA's Mission

Education is the birthright of every person. We as members of the University of Nebraska Office Professionals Association pledge ourselves to safeguard that right. We acknowledge the unique role of educational office professionals and the importance of their contributions to the university and the community. 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.

More details at: http://go.unl.edu/yzkd

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