President's Message

In December, a change was made to charge guests (after the first time) $5.50 to attend the monthly meetings. Several people discussed the pros and cons of the issue. But the vote was conclusive—the majority of the members in attendance favored the change.

How this vote alters UNOPA will be determined by the members. As in all groups, not everyone has to agree with every issue but members still should support the organization as a whole. The majority of our Association saw the need for this change, and after the vote to enact it, it is now time to move on.

Change is essential for UNOPA to keep growing and developing. The absence of change would be indicative of a lack of interest on the part of the membership, and would eventually destroy our Association.

Hopefully, we are all willing to change—to grow and develop in UNOPA.

Jan Pfeilenbach
UNOPA President

Coming Events:

February 3—Booth of the Year Nominations are due.
February 7—UNOPA Board Meeting, 117 Ag Hall, EC, 11:45 a.m.
February 14—UNOPA Gen. Membership Meeting, City Campus Union, 11:45 a.m., Speaker: Karl Kovitchen, Dir. of Polar Ice Coring Office (PICO), Dept. Speaker: Jean Still, Univ. Foundation.
February 23—UNOPA Board Meeting, 117 Ag Hall, 11:45 a.m.
February 29—Nominations due for Sue Eidhahn Award for Creative Humanity.
March 6—UNOPA Board Meeting, 11:45 a.m., 117 Ag Hall.
March 13—UNOPA General Meeting, 11:45 a.m. East Campus Union, Speaker: State Senator Shirley March.
March—UNOPA Workshop, details later.
March-April—Three informational training sessions concerning job classifications, transfer system, etc. Details later.

Alice Torwitt Submits Plan For Grade Reports

Thanks to a plan submitted by UNOPA member, Alice Torwitt, students will now be able to receive their grade reports prior to registration. Previously, grade reports were mailed to the student at their home address.

Alice who has been a supervisor in the Records Office for 15 years, said there was more than one reason for the change. "For several years my supervisor Shirley Thompson and myself have talked about using this procedure. Then this year when the Chancellor came out asking departments to cut 2% from their budgets, we felt this would be as good a time as any to try it out."

Alice has served UNOPA in various aspects. During her 10 year membership, she has served as President, Vice President, Newsletter Editor, and has worked on several different committees. She is also very active in the national and state organizations NAROP and HEO.

Alice is just one example of how members of Nebraska are aids in the progressive development of the University system. Like Alice, we all have opinions and ideas about improving our system. Let's not be afraid to share them.

Nominations Reminder

There are many caring people that touch your life every day. Share your appreciation through your nomination of a caring person for the Sue Tidball Award for Creative Humanity.

Reread the flyer you received in January and think about that one particular person (whether a secretary, clerk, janitor, or dept. head) who has shown caring attitudes and relationships that are likely to have a lasting effect on individual lives. Request a form and follow the nominations guidelines. Nominations are being accepted until February 29. UNOPA contact person is Kathy Martin, 2-3415.
Quitting With Class

After months of weighing the options, you've finally decided to quit your job. Now you've got to break the news to your boss. Some of us fantasize that it's also the time to tell our boss what we really think of him. Don't. It's a luxury you can afford—no matter how horribly you think the company or your boss has treated you. If you're staying in the same field—and even if you're not—chances are you'll run into your boss again. Since you may need his help as a reference for future positions you will want to ensure that he'll say only good things about you afterward.

It's considered polite to give a minimum of two weeks' notice. If you're in a position where it's hard to find a replacement, three to four weeks' notice is appreciated by your employer.

When you're ready to let your boss know—you're planning to do, but do not blame him meeting. This is the time to be at your most professional you are.

After months of weighing the options, you've got to break the news to your boss. He should hear it from you first, not from your colleagues or friends. If you're still harboring such thoughts, think again!

Some people leave early. You want to leave a good impression behind and the way you act after giving notice will indicate just how professional you are.

Just Can't Say No?

You want to be nice. You want to be helpful. Your boss asks you to type his son's term paper. You've enjoyed working with him and don't want to disappoint him. It's OK to come in late, take long lunches or leave early. You want to leave a good impression behind and the way you act after giving notice will indicate just how professional you are.

You may need to use him as a reference for future positions. If you're still harboring such thoughts, think again!

Consider the experience of Nancy and Joanne, who were on the committee to arrange for a private meeting. Before you go to lunch with a new friend, if the meeting is to be at your most professional and congenial. Tell him where you're planning to go or what you're planning to do, but do not blame him.

Next time you work with him and that you'd like to do all you can to help with the transition.

Then follow through with your promise—everything helps to replace the circumstances as your own, but giving notice does not mean that you don't have to put in full-time work or that it's OK to come in late, take long lunches or leave early. You want to leave a good impression behind and the way you act after giving notice will indicate just how professional you are.

In the highly competitive world of work, friendship and job can be a dangerous mix. Both can suffer.

What happened, says psychotherapist Sharon Hymer, was clear case of acting out a sibling rivalry. "We have here first, felt threatened by Nancy's presence and competitiveness.

People make it a firm rule never to work along the best friends. If you're still harboring such thoughts, think again!

In the highly competitive world of work, friendship and job can be a dangerous mix. Both can suffer.

Volunteering... An Employee Benefit

We all have something to contribute to those in need. Besides providing invaluable service to those less fortunate, there are many personal benefits you can receive from volunteering. Pride of accomplishment, personal growth and increased self worth are just a few.

The Volunteer Bureau of Lincoln and Lancaster County received more than 1,400 requests for volunteers from over 280 agencies last year. These included commitments from corporate groups to meet those needs. Who volunteered for the 800 tasks? You can help fill that gap.

What Can You Do?

The possibilities are limitless. Here are a few:

1. Tutoring or assisting in recreational activities for children, youth or older people.

2. Fix up the home, do yard work, or shovel snow for elderly or handicapped people who can't do the work themselves.

3. Provide companionship and emotional support to teens, senior citizens, physically or developmentally disabled adults, retarded persons or legal offenders of all ages.

4. Volunteer for hospital or nursing home helping to improve the quality of life.

5. Provide assistance at the agency or in your home. Typing, filing, phone work, secretarial or updating mailing lists can be very helpful.

Who Do You Contact?

The Volunteer Bureau is a Division of United Way, Lincoln & Lancaster County.

For more information on how you can become a volunteer write, call or visit:

VOLUNTEER BUREAU
215 N 18th St., South
Rm. 217, Lincoln Center Building
Lincoln, NE 68508
Phone 474-6118