1988

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UNOPA RAFFLE***UNOPA RAFFLE***UNOPA RAFFLE***UNOPA RAFFLE

The Ways and Means Committee will conduct a raffle drawing at the Christmas meeting on December 13, 1988. Each UNOPA member is encouraged to participate in the selling of raffle tickets. Each member should be receiving 10 tickets that can be sold at $1 each, along with a letter that lists the raffle prizes. These tickets will be on sale between now and the Christmas meeting. If UNOPA members need additional tickets to sell, or if you have not yet received your tickets, please contact Kittie McKee at 2-2125. Ticket stubs and money should be turned into Joyce Peters, 107 Admin 0416. If you have any questions on the raffle, please call Margaret Goodman at 2-0143. THE FOLLOWING PRIZE WILL BE AWARDED TO THE UNOPA MEMBER WHO SELLS THE MOST TICKETS: 2 TICKETS FOR A FREE LUNCH AT THE COLONIAL ROOM IN THE CITY CAMPUS UNION.

Again, the drawing for this raffle will be held on December 13, 1988 at the UNOPA meeting in the Wick Alumni Center. Persons buying tickets do NOT need to be present to win!! The prizes being raffled are as follows:

1st $50 Gift Certificate from Ideal Grocery
2nd Framed Painting by Lincoln Artist, Emma Garber
3rd Autographed football donated by Devaney Sports Center
4th Boom Box donated by Wanek's-Crete
5th $20 Gift Certificate donated by Harman's Camera Center
6th Floral arrangement donated by House of Flowers
7th Radio donated by Schaefer's TV & Appliance
8th Walkman radio donated by Christensen's
9th Shampoo and Set ($5.50 value) donated by Modern Beauty Shop, 27th & Vine
10th Clutch purse donated by Union Bank

REMEMBER TO VOTE ON ELECTION DAY, TUESDAY, NOVEMBER 8, 1988!! But Don't Forget the UNOPA/UAAD Joint Meeting at East Campus!

MONTHLY MEETING PROGRAMS

If anyone has questions concerning program agendas for this year, please call Sue Drammeh. Sue's correct number is 472-3567, not 472-3667.

UNOPA/UAAD JOINT MEETING

NOVEMBER 8, 1988
EAST CAMPUS

"Teamwork and Success" is the topic for the joint UNOPA/UAAD meeting which will be held on November 8th, 1988 at the East Campus Union.

The speakers for this year's joint meeting are: Don Bryant, Director of Sports Information, and Ted Pfeifer, Director of Registration and Records.
DON'T FORGET THE
UNOPA 1988 WINTER WORKSHOP
"Handling Changes In a Constantly Changing World"

Dan Wheeler, Coordinator for Professional and Organizational Development at the Institute of Agriculture and Natural Resources, will be the presenter for the University of Nebraska Office Personnel Association (UNOPA) Winter Workshop. The topic will be "Handling Changes in a Constantly Changing World." The workshop will be held on Monday, November 14th, and will be presented at the East Campus Union on East Campus in the morning and at the City Campus Union on City Campus in the afternoon. Room numbers will be posted. The workshop is open to UNOPA members at no cost and to non-members for $5. Times are listed below:

East Campus
8:15-8:30 am (check-in)
8:30-11:30 am (workshop)

City Campus
1:00-1:15 pm (check-in)
1:15-4:15 pm (workshop)

TOPIC SUMMARY:
Why do some people enjoy change? How do you address unexpected changes? How can you have more control over changes?

This workshop will address finding ways to understand the change and transition process. Two of the aspects that will be stressed are handling one's own personality preferences and initiating intentional changes. The workshop will provide an opportunity to develop a plan to address an important change in our life.

PROFESSIONAL STANDARDS PROGRAM CHANGES 1988-89 YEAR

The Professional Standards Program (PSP) has been changed, and the PSP booklet was revised last February. The National Association of Educational Office Personnel (NAEOP) has contacted UNOPA with this information, and will be supplying the 1988-89 UNOPA Professional Growth Committee with new booklets. The booklets will be available later during this Fall semester. Later this year, the Professional Growth Committee will be scheduling PSP informational meetings to go over the changes and to help UNOPA members who are presently working on PSP certification or CEOE certification to transfer their information into the new format. More information will be sent to UNOPA members concerning the times and locations of the PSP meetings.

SPECIAL UNOPA CHRISTMAS MEETING AT WICK ALUMNI CENTER-DECEMBER 13, 1988

The Hospitality Committee reminds all members to attend the Christmas luncheon on December 13, 1988 at the Wick Alumni Center. (Sorry, no brown bags for this meeting.)

There will be good food, special music and even a visit from Santa at this special Christmas meeting. The committee looks forward to seeing you there.

The Hospitality Committee would also like to thank Sue Drammeh for the super job she has done in arranging the speakers and programs for the UNOPA luncheons/meetings this year, and encourages all UNOPA members to attend as many of them as possible.
WORKSHOP OPPORTUNITY

Information on final grade rosters and changes that are happening to important reporting policies is the topic of a workshop being offered by the Student Records office of the department of Registration and Records.

Departmental secretaries and clerical personnel who work with final grade rosters and other student grade related activities are urged to attend a workshop being offered by the Student Records Office. The dates for these workshops are November 15, from 9 to 11 a.m. at the City Campus Union and November 16, from 9 to 11 a.m. at the East Campus Union.

Special emphasis will be given to the new "INCOMPLETE GRADE POLICY" being implemented this semester by the Faculty Senate Grading Policy Committee. A NEW FORM, designed to conform to the new policy, will be distributed with plenty of time allowed for discussion.

Final grade rosters, grade changes, student notifications, and reporting time lines will be other important items presented and discussed. This will be your opportunity to ask all the questions about grade rosters (or any other subject pertaining to academic credit records) that you've ever wanted to ask.

YOUR HELP IS NEEDED in advance of this workshop so that the Records Office can send invitations, detailed information, and registration forms to each of you. Please call Alice Torwirt at 2-3682 and give her your name, office address, campus phone number and a tentative number of participants from your department. This will let her know how to plan for room size and refreshments.

UNOPA MEMBERS ARE INVOLVED IN STAFF DEVELOPMENT

Many UNOPA members have been a part of presenting workshops or training sessions. Sometimes this is through a professional organization like UNOPA, sometimes it is a part of the person's job. Either way, this person is an important part of staff and/or personal development. Alice Torwirt is going to be presenting workshops on this campus on November 15th, and 16th (see article titled "Workshop Opportunity") as a part of her job.

UNOPA Notes would like to acknowledge the good work being done by Alice and other UNOPA members, so if you or someone you know will be taking part in presenting workshops or training sessions, (or if you have recently been a part of presenting a workshop or training session), please let us know. UNOPA members are a very valuable asset to this University, and we would like announce this more often.

Please send this information to: Linda Olson, UNOPA Notes, 12 Admin 0415, or call 2-3736.

WITH SYMPATHY

Our condolences to the family of Dorothy Griess who passed away on October 31, 1988. Dorothy was a former UNOPA member who worked in the Office of Registration and Records. She will be remembered for her optimism and great courage. Even during her illness, she was never without a smile for a friend. She will be missed.
1988-89 UNOPA MEMBERSHIP

UNOPA membership coincides with the academic year running from August to August. UNOPA members could renew their membership for the 1988-89 year for $5 up through October 31st, 1988. If a person did not renew their membership by the October 31st deadline, all is not lost — for they can still renew their membership for the 1988-89 academic year at the cost of $7.50 (this amount for renewing members who apply after the October 31st deadline is per the UNOPA Constitution and Bylaws). UNOPA membership for the 1989-90 year will begin in August 1989.

Either way (whether you renew before the deadline, or during the academic year), UNOPA is well worth the cost. This organization has made an impact on the University through its involvement with various committees, awards, services, and employee concerns. If you need any additional information on UNOPA memberships, or need any application forms, please contact Carolyn Espenschade, the UNOPA Membership Director, at 2-2750.

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UNOPA NOTES COMMITTEE: If you have news items, or articles
Linda Olson, Director that you would like to submit to
Kathy Waldman UNOPA Notes, please send them to Linda
Jo Noonan Olson at 12 Admin 0415, or call 2-3736.

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WATCH FOR UNOPA NOTES HOTLINES—They will give you the latest information on 1988-89 events!

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