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2007

## 2007-08 UNOPA Affiliates

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# Certificate of Affiliation

This is to certify that

*University of Nebraska Office Professionals  
Association*

is affiliated with the

*National Association of  
Educational Office Professionals*

*2008-2009*

*Linda C. Tribble, CEOE*

President

*Alli Matthews, CEOE*

Affiliations & Advisory Council Chairman

179

## Naeop Affiliation Results

Name of Association: University of Nebraska Office Professionals  
 Total Association Members: 151  
 Affiliation: renewal  
 Association Type: local  
 Area Affiliation Year Begin: 08  
 Area Affiliation Year End: 09  
*al* President: Mary Guest 3/09  
 Term of Office Begin: 08  
 Term of Office End: 09  
 Member Number: 021988  
 Address: 4012 C Street  
 City: Lincoln  
 State: NE  
 Zip Code: 68510  
 E-Mail Address: mguest2@unl.edu  
 Home Area Code: 402  
 Home Phone: 613-2430  
 Office Area Code: 402  
 Office Phone: 472-3755  
 Office Extension:  
 Fax Area Code: 402  
 Fax Phone: 472-8189  
*al* President-Elect: Peg Johnson 3/09  
 Term of Office Begin: 08  
 Term of Office End: 09  
 Membership Number: 022713  
 Address: 5431 Otoe St  
 City: Lincoln  
 State: NE  
 Zip Code: 68506  
 E-Mail: mjohnson4@unl.edu  
 Home Phone Area: 402  
 Home Phone: 489-5602  
 Office Phone Area: 402  
 Office Phone: 472-0533  
 Extension:  
 Fax Area Code:  
 Fax Phone:  
 President Change Date: 7/1/2009  
 1 NAEOP Member Number: 004637  
*al* 1 Name: Lola Young 10/08  
 1 Address: Univ. of Nebr, NRC, Lincoln, NE 68588-0626  
 2 NAEOP Member Number: 017021  
*al* 2 Name: Diane Wasser 10/08  
 2 Address: 7000 SW 31 Street, Lincoln NE 68523  
 3 NAEOP Member Number: 008302  
*al* 3 Name: Debbie Hendricks 4/09  
 3 Address: 317 Orcutt Ave East, Lincoln NE 68504  
 Association Members x 10 cents: 15.10

Total: 40.10  
Method of Payment: visa  
Cardholders Name: Mary Guest  
Card Number: 4266841088733421  
Card Expiration (mm/yy): 03/09  
Name of Association Newsletter: UNOPA Notes  
√ Name of Editor: Betty Jacobs  
Address: 401 Canfield  
City: Lincoln  
State: NE  
Zip: 68588-0439  
Name of PSP Chairman: Debbie Hendricks  
Address: 106 Canfield  
City: Lincoln  
State: NE  
Zip: 68588-0423  
Email:  
Affirm Information: yes  
Person Submitting this Form: Mary Guest, CEOE  
Office Held: President

**Delete All Records**

Date Received: 8/25/08  
Date Approved: 9/15/08  
Director: Young



To: Susan Poser/CHAN/UNL/UNEHR,  
Cc: Juan N Franco/VCSA/UNL/UNEHR, Nancy F Myers/HR/UNL/UNEHR,  
Bcc:  
Subject: UNOPA Financial Support for Dr. Albrecht  
From: Mary M Guest/VCSA/UNL/UNEHR - Wednesday 05/06/2009 02:15 PM

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Susan,

The UNOPA Board met yesterday afternoon and they approved the contribution of \$500 toward the expenses of bringing Dr. Steve Albrecht to campus this fall. The board decided not to limit how these funds should be spent for his visit, and will leave that up to your discretion.

On behalf of UNOPA, I would like to express our thanks to you for your efforts to provide training for support staff to help them develop behavioral skills to diffuse potentially hostile situations on campus.

Thank you,

Mary

Mary Guest, CEOE  
UNOPA President, 2009-2010  
Office of the Vice Chancellor for Student Affairs  
University of Nebraska-Lincoln  
106 Canfield Administration Building  
Lincoln, NE 68588-0423  
402-472-3755  
Fax: 402-472-8189  
mguest2@unl.edu

University of Nebraska Office  
Professionals Association  
PO Box 880541  
Lincoln, NE 68588-0541



April 27, 2009

Susan Poser  
201 Admin  
0419

Dear Susan,

As UNOPA President, I would like to request funding for UNOPA members to attend the National Association of Educational Office Professionals (NAEOP) conference, July 20-24, 2009 in Bloomington, Minnesota.

The conference "Diamond Opportunities" is sponsored by the office professional associations in Minnesota, and in addition to offering education credit and professional development opportunities, the conference will recognize the 75<sup>th</sup> anniversary of NAEOP. In 2010 Nebraska will be hosting the Central Area Professional Development Days in conjunction with our state association's spring conference, and also co-hosting NAEOP's annual conference in Kansas City in July. UNOPA is the local association in charge of organizing the Central Area conference, as well as Nebraska's participation in the national conference.

This conference provides individuals the opportunity to participate in institute classes and briefing sessions on a wide variety of topics important to today's office professionals. The institute classes will be offered on Monday and Tuesday, July 20-21, and may also be taken for education credit which is helpful for UNOPA members who are working on their certification. Briefings will be held on Tuesday and Wednesday, July 21-22, and are approved for inservice credit. A few examples of the topics that will be offered include: strategies for dealing with difficult people; newsletter design and grammar usage; Power Point, Access, and Excel classes; interpersonal skills for leaders; marketing your organization; fundraising; parliamentary procedure.

Another important area of the week-long conference are the general sessions. The first general session (Tuesday, July 21) is an impressive and memorable experience. The evening will start with the flag ceremony, in which each state flag is carried in by the state president and placed around the room. Nebraska representatives will also be wearing their "state" attire (colors of navy, gold, and white). Following the flag ceremony, Rick Kaufman, Executive Director of Community Relations for the Bloomington, MN, Public Schools will give the keynote address. Rick is a nationally respected consultant on crisis management and communications, media relations, community engagement, communication planning, and tax levy campaigns. He has provided media relations and crisis management counsel and training to the U.S. Bureau of Prisons for the Timothy McVeigh execution; the New York Education Commission and New York City Schools following the terrorist attacks in September, 2001; the U.S. Department of Education, the Los Angeles Office of the FBI, the Wisconsin Health and Hospital Association, the North Carolina and North Dakota Division of Emergency Management agencies.

On Wednesday, July 22, there will be an Advisory Council meeting. This is open to all conference participants, however, only the delegates will be allowed to vote. Peg Johnson will be the UNOPA delegate on the Advisory Council. This is a good way to see parliamentary procedures at work. Professional Standards Program (PSP) and Certified Educational Office Employee (CEOE) recipients will receive special recognition at a banquet on Wednesday evening

The Olive T. Ritchie Office Professional of the Year and the National Administrator of the Year awards will be announced at the Awards Luncheon on Thursday, July 23. Following this, during the fourth general session, award presentations will be made for the Rachel Maynard Communication Award (newsletter), the Web Site Award, the Louise Henderson Nelson Awards (association award), and the Marian T. Wood student scholarship.

Thursday, July 23 and Friday, July 24 are full days of general business meetings beginning at 7:30 a.m. and concluding at 4:30 p.m. The Higher Educational Council and the Central Area will conduct their annual breakfast meetings. Lola Young, from UNL, is the Central Area director and will preside at this business meeting. This time will be particularly important for us this year in our planning for the 2010 national conference; and Gretchen Walker and I, co-chairs for the 2010 Central Area Conference, will have the opportunity to present information on the upcoming conference and invite Central Area members to attend. The Friday morning council breakfast meetings will provide a time for all the participants from the Higher Education area to get together and discuss their concerns and successes.

Members of UNOPA who will be attending and any specific areas of participation include:

Donna Boone	First-time attendee, attending institute for education credit
Mari Greer	UNOPA President-Elect, attending institute for education credit
Mary Guest	NAEOP Bylaws Committee member; Co-Chair 2010 Central Area and National conferences, attending institute
Debbie Hendricks	NAEOP Awards Committee, planning committee for 2010
Barbara Homer	Attending institute for education credit; planning committee for 2010
Pat Hust	NAEOP Higher Education Council Committee
Peg Johnson	UNOPA President, delegate to advisory council, planning committee for 2010
Sandy Lineberry	NES Connector, Nominating Committee, Higher Education Council, planning committee for 2010
Linda Luedtke	Planning committee for 2010
Edie Schleiger	Higher Education Council Committee
Doreen Wagenaar	May attend institute
Gretchen Walker	Higher Education Council Committee; Co-Chair 2010 Central Area and National conferences
Diane Wasser	NEOPA President-Elect, delegate to advisory council, planning committee for 2010
Lola Young	Central Area Director, Awards Committee Chair, planning committee for 2010

As you can see, this is a very rewarding week and UNOPA has many members who are active at all levels—local, state, and national. Because of the budget issues this year, many departments have reduced or eliminated funding for professional development for support staff, and we would appreciate receiving any amount of funding to offset our expenses.

Thank you,



Mary Guest  
UNOPA President

**University of Nebraska Office  
Professionals Association**

PO Box 880541  
Lincoln, NE 68588-0541



September 29, 2008

To: Deans and Directors

From: Mary Guest, President, UNOPA

RE: University of Nebraska Office Professionals Association (UNOPA) Membership

I would like to take this opportunity to share with you the benefits your staff and office may obtain by your office professionals being members of the University of Nebraska Office Professionals Association—UNOPA. UNOPA is a campus-wide organization that helps office professionals stay up to date with current technology, network with other campus employees, and develop leadership skills.

The purpose of UNOPA is to provide professional growth and promote high professional standards for educational office personnel at the University of Nebraska-Lincoln, as partners upholding the quality of service for the university educational system and the community.

Our objectives are to:

1. Encourage educational personnel to continue their professional growth through the National Professional Standards Program (PSP).
2. Identify employee concerns that affect the Office/Service classification, and work within the university system to meet those concerns.
3. Encourage all members to interact and learn from one another through mentoring programs, classes, workshops, serving on various University or UNOPA committees, and enhancing their leadership skills by serving as officers and heading committees.
4. Broaden their understanding of the University of Nebraska, its goals and functions, and the relationship between the university and the community.

UNOPA meets monthly, September through May, with an annual fee of \$9.00. Typically, two professional development workshops will be offered during the academic year. In Spring, 2009, UNOPA will be hosting the Nebraska Educational Office Professionals Association Annual Conference, which will bring educational office professionals to Lincoln from across the state.

I would like for you to share this information with the staff in your college or division, and encourage them to attend the next UNOPA meeting on October 14. For more information, please contact the President, Mary Guest, 472-3755 or [mguest2@unl.edu](mailto:mguest2@unl.edu), or Membership Director, Julia Brebner, 472-4665 or [jbrebner2@unl.edu](mailto:jbrebner2@unl.edu).



**NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS  
APPLICATION FOR AFFILIATION**

Information is submitted over a secure server. If you prefer, you may print and mail or fax your application with payment to the national office.

1. Affiliation year is August 1 to July 31. Affiliation is \$25 plus 10 cents per member for each local member of the preceding year. New associations will pay \$25 plus 10 cents per charter member.
2. Associations with local membership of **20 or less** are required to have an elected officer and **one additional** person as NAEOP members to affiliate. Associations with a local membership between **20 and 50** are required to have an elected officer and **two additional** NAEOP members to affiliate. Associations with a local membership **over 50** are required to have an elected officer and **three additional** NAEOP members to affiliate.
3. Affiliation will not be approved until all requirements are met. No refunds will be made after affiliation is accepted.
4. NAEOP does not endorse state/local association's fundraising activities.

**Name of Association:** University of Nebraska Office Professic **Total Association Members:**  
151

**Affiliation is:**  New  Renewal **Association type:**  State  Local

**Area Affiliation year:** 20 08 /20 09

**President:** Mary Guest **Term of Office:** 20 08 -20 09 **NAEOP Member #:**  
021988

**Address:** 4012 C Street **City:** Lincoln **ST:** NE **Zip + 4:**  
68510

**E-Mail/Internet Address:** mguest2@unl.edu

**Telephone: Home** ( 402 ) 613-2430 **Work** ( 402 ) 472-3755 **Ext** **Fax** (  
402 ) 472-8189

**President-Elect:** Peg Johnson      **Term of Office:** 20 08      -20 09      **NAEOP Member #:** 022713

**Address:** 5431 Otoe St      **City:** Lincoln      **ST:** NE      **Zip + 4:** 68506

**E-Mail/Internet Address:** mjohnson4@unl.edu

**Telephone: Home** ( 402 ) 489-5602      **Work** ( 402 ) 472-0533      **Ext**      **Fax** (      )

**If officers change during the year and information should be sent to a new president, on what date should this change be made?** 7/1/2009

NOTE: The new information will be sent to the name listed in President & President-Elect above unless otherwise notified.

Other NAEOP members in the association (to meet affiliation requirements in #3 above):

<u>NAEOP Member #</u>	<u>Name</u>	<u>Address (include city, state and ZIP)</u>
004637	Lola Young	Univ. of Nebr, NRC, Lincoln, NE 68588-0626
017021	Diane Wasser	7000 SW 31 Street, Lincoln NE 68523
008302	Debbie Hendricks	317 Orcutt Ave East, Lincoln NE 68504

**ALL FEES MUST BE PAID IN U.S. DOLLARS**

If new affiliate, send a copy of the Bylaws to:

**Association Fee** -----  
**\$25.00**

NAEOP, P.O. Box 12619, Wichita, KS 67277-2619

**Association Members x 10 cents =**  
15.10

**Total Amount** -----  
40.10

**Method of Payment:**  Visa       Mastercard

**Name on Card:**  
Mary Guest

**Card Number:** \_\_\_\_\_

**Expiration Date(mm/yy):**

**Name of Association Newsletter:** UNOPA Notes

**Name of Editor:** Betty Jacobs

**Address:** 401 Canfield  
68588-0439

**City:** Lincoln

**ST:** NE    **Zip + 4:**

**Name of PSP Chairman:** Debbie Hendricks

**Address:** 106 Canfield  
68588-0423

**City:** Lincoln

**ST:** NE    **Zip + 4:**

**Email:**

**By checking this box, I affirm the above information is correct to the best of my knowledge."**

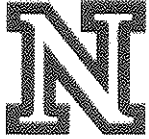
**Person submitting this form:** Mary Guest, CEOE

**Office held:** President

Submit

When you press the submit button this form will be sent to the NAEOP office for processing.

Revised: October 17, 2001



Julia M.  
Brebner/UCOMM/UNL/UNEB  
R

08/21/2008 11:44 AM

To Mary M Guest/VCSA/UNL/UNEBR@University of Nebraska

cc

bcc

Subject Re: NAEOP Affiliation 

The end of the year report says 148 but the database says 151.

New -- 18

Renew -- 115

Associate -- 3

Honorary -- 1

Lifetime -- 2

Retired -- 7

Various awards -- 5

25  
15.10  

---

40.10

Julia M. Brebner  
Accounting Technician  
Office of University Communications  
Publications and Photography  
321 Canfield Administration Building  
University of Nebraska-Lincoln  
P.O. Box 880424  
Lincoln, NE 68588-0424  
PH:402-472-4665  
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