

1994

1994-95 UNOPA Annual Report

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Professional Growth Committee Annual Report for 1994-1995
Submitted by Michele R. Strickler, CEOE, Director

Committee Members

During 1994-1995 the professional growth committee had a tremendous year. The dedicated members of this year's committee were Donna Henning, Murd Holland, Charlotte McAvoy Kyriss, Mavis Seelmeyer, Michele Strickler (Director), Theodora Walker, and Carla Werner.

Accomplishments

- ▶ As of September 1994, the UNOPA Foundation Funds will now allow stipends to cover the expenses for application fees for successfully obtaining the PSP/CEOE certification (annual NAEOP membership fee is excluded).
- ▶ An addition to the UNOPA Standing Rules The Professional Growth Committee shall be responsible for awarding plaques at the time of CEOE achievement and certificates at the time any levels are earned prior to CEOE.
- ▶ The Board approved a motion in November 1994 which states "...any current active members who have achieved CEOE but do not have a plaque reflecting this achievement should be offered the bottom addition or the cost of the bottom addition towards replacing the plate..." for their current plaque. At the March 1995 Board Meeting a deadline date for this action was set for June 30, 1995. We had several CEOE recipients who took advantage of this opportunity.
- ▶ The information in the PSP booklet which is published by NAEOP and was reorganized for easier understanding into two separate packets: 1) Application Forms and 2) Information on the Professional Standards Program. Also, some of the forms which require the most information for the initial PSP application or upgrade were computerized.
- ▶ Professional Standards Program points were given for brown bags offered by UNOPA with prior approval from NAEOP.
- ▶ Charlotte McAvoy Kyriss, Mark Kyriss, and Michele Strickler helped UNOPA raise money for the UNOPA general fund by staffing a parking lot on a football Saturday.

Professional Growth Opportunities

September 22, 1994

Brown Bag Lunch with Roshen Pajnigar, Classification & Compensation Manager and Employment Manager, *Open Discussion* Questions and discussion on UNL employment opportunities and classification. 1/6 PSP Point

October 18, 1994

Brown Bag Lunch with Jeanne Andelt, CEOE, *What is PSP?* 1/6 PSP Point

October 20, 1994

Workshop on *Motivation: A Leadership Tool* presented by J. Alan Hansen and *Assertiveness Skills* presented by Sue Schlichtemeir Nutzman (free for UNOPA members). 2/3 PSP Point

October 26, 1994

Brown Bag Lunch with Sister Barbara Ann Braun, Saint Elizabeth's Wellness Center, *The Art of Listening*. 1/6 PSP Point

November 15, 1994

Brown Bag Lunch with Nancy Myers, Director of Employee Assistance Program, *Working with and Surviving Difficult People*. 1/6 PSP Point

November 29, 1994

Business Dining Etiquette evening workshop presented by Dick Williams, Director of Food Services Nebraska Union. 1/2 PSP Point

February 28, 1995

Brown Bag Lunch with Ruth Michalecki, Director of UNL Telecommunications, *Tips on Telephone Etiquette*. 1/6 PSP Point

March 23, 1995

Brown Bag Tour of Printing Services with Ted Hemple, Printing Services Coordinator, *Getting to Know Your Campus and What's Available!* 1/6 PSP Point

April 20, 1995

Workshop on *The Seventh Phone Call--Networking Your Way to Success* and *YAGOTTAWANNA* with Bonnie Coffey (free for UNOPA members). 2/3 PSP Point

Professional Standards Program

There were several people who achieved a Professional Standards Program rating and/or the distinction of Certified Educational Office Employee as well as several who applied for an upgrade:

Recipients for 1994-1995:

- Kathleen A. Bennetch Advanced III, Option I & CEOE
- Sandy Lineberry upgraded to Associate Professional, Option I
- Linda Pence upgraded to Associate Professional, Option I
- Sheila A. Perry Advanced III, Option I & CEOE
- Michele R. Strickler Advanced III, Option I & CEOE
- Lola Young upgraded to Associate Professional, Option I

Congratulations to all of you for your hard work and efforts in achieving a PSP/CEOE rating.

1994-95 UNOPA Professional Growth Opportunities

September 22, 1994

Noon - 1 p.m. City Campus Union

Brown Bag Lunch with Roshen Pajnigar (1/6 PSP Point)

Classification & Compensation Manager and Employment Manager

Open Discussion Bring questions on UNL employment opportunities and classification.

October 18, 1994

Noon - 1 p.m. East Campus Union

Brown Bag Lunch with Jeanne Andelt, CEOE (1/6 PSP Point)

What is PSP?

October 20, 1994

1 - 5 p.m. East Campus Union

Workshop on **Motivation: A Leadership Tool** presented by Mr. J. Alan Hansen and **Assertiveness**

Skills presented by Ms. Sue Schlichtemeir. (4/6 PSP Point)

NOTE: THIS WORKSHOP WAS FREE FOR 1994-95 UNOPA MEMBERS.

October 26, 1994

Noon - 1 p.m. East Campus Union

Brown Bag Lunch with Sister Barbara Ann Braun, Saint Elizabeth's Wellness Center (1/6 PSP Point)

The Art of Listening

November 15, 1994

Noon - 1 p.m. City Campus Union

Brown Bag Lunch with Nancy Myers, Director of Employee Assistance Program (1/6 PSP Point)

Working with and Surviving Difficult People

November 29, 1994

6:00 p.m. - 9:00 p.m. City Campus Union

Business Dining Etiquette Workshop presented by Mr. Dick Williams (3/6 PSP Point)

February 28, 1995

Noon - 1 p.m. City Campus Union

Brown Bag Lunch with Ruth Michalecki, Director of UNL Telecommunications (1/6 PSP Point)

Tips on Telephone Etiquette

March 23, 1995

Noon - 1 p.m. Nebraska Hall, Room 28

Brown Bag Tour of Printing Services with Ted Hemple, Printing Services (1/6 PSP Point)

Getting to Know Your Campus and What's Available!

April 20, 1995

1 - 5 p.m. Selleck Contintenail Dining Room

Workshop on **The Seventh Phone Call--Networking Your Way to Success** and **YAGOTTAWANNA**

with Ms. Bonnie Coffey (4/6 PSP Point)

NOTE: THIS WORKSHOP WAS FREE FOR 1994-95 UNOPA MEMBERS.