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NEOPA Newsletters

NEOPA-Nebraska Educational Office Professionals
Association

Winter 2007

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Congratulations To NEOPA's Office Professional and Administrator Of The Year!

Deb Ryan, CEOE
Lincoln
Public Schools—
Office
Professional Of
The Year



Dr. Z. B. Mayo,
Interim Associate
Dean & Associate
Director of the
Agricultural
Research Division
at the University
of Nebraska-
Lincoln—
Administrator Of
The Year



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2007-2008 NEOPA Officers and Directors

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WAYS AND MEANS COMMITTEE DIRECTORS

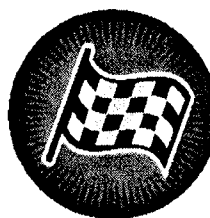
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President's Message

It's so much fun to be the president, because I have a birds-eye view of the wonderful things that are happening statewide in NEOPA. Here's a (believe it or not) short list of some of the things I've seen our members do this semester. You are:

- planning and hosting events
- visiting affiliate organizations
- publicizing activities and scholarships
- researching educational publications
- welcoming new members
- writing articles
- working with national councils and committees
- coordinating service projects
- making gifts
- raising money
- making proposals to administrators
- recognizing coworkers and bosses with nominations and awards
- learning in classes, seminars, and workshops
- giving presentations
- producing publications
- recruiting candidates for office
- analyzing and reporting financial transactions
- and much more!



Take the Lead

Every day NEOPA members all over the state are giving it their all in one way or another, and we make a difference. It's easy to see from the point of view I'm privileged to have this year. I assure you that your efforts on the job and in NEOPA make Nebraska a better place. Keep up the good work!

Sincerely,

Chris

Christine Cary, CEOE
NEOPA President

Mission Statement

The purpose of the Nebraska Educational Office Professionals Association shall be to promote the advancement of education by improving the quality of service by educational office personnel to institutions of learning and the profession.

The objectives of the Association shall be to provide professional growth opportunities, to recognize office personnel as members of the educational team, and to elevate the standards of office personnel in education.

2007-2008 Calendar of Events

Web Site Addresses

NEOPA

neopa.unl.edu

LPSAOP

lpsaop.lps.org

UNOPA

www.unl.edu.unopa

NAEOP

www.naeop.org

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NEOPA Past Presidents

Dianne Dickey, CEOE
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March 15, 2008

Deadline for National Competitions - publications/websites

March 27-29, 2008

Central Area Professional Development Day -- Courtyard by Marriott, Columbia, MO

April 10-11, 2008

NEOPA Spring Conference, Cornhusker Hotel, Lincoln, NE

April 15, 2008

Deadline for the NEON articles -- Spring Edition to Michelle Lemke, CEOE, Director

May 1, 2008

Deadline for Board of Directors Annual Reports to President

Deadline for NEOPA Educational Professional of the Year to Kitten Slezak, Awards Director

May 15, 2008

Deadline for PSP Applications -- For more information contact Nancy Harter, CEOE, Director, Professional Standards Committee

July 7 -11, 2008

NAEOP Annual Conference, Broomfield, CO

We may not be working in the classroom with the students, but we all make a difference in the lives of our youth!

Here is a lesson plan that should serve as a helpful reminder for us all:

- ♦ Most destructive habitworry
- ♦ Greatest joygiving
- ♦ Greatest loss loss of self respect
- ♦ Most satisfying work..... helping others
- ♦ Ugliest personality traitselfishness
- ♦ Most endangered speciesdedicated leaders
- ♦ Great natural resource our youth
- ♦ Greatest shot-in-the-armencouragement
- ♦ Greatest problem to overcome..... fear
- ♦ Most effective sleeping pill..... peace of mind
- ♦ Most crippling failure disease excuses
- ♦ Most powerful force of lifelove
- ♦ World's most powerful computer..... the brain
- ♦ Deadliest weapon the tongue
- ♦ The most beautiful attiresmile
- The most prized possession integrity

NEOPA Membership



NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION

MEMBERSHIP FORM
July 1, 2007 – June 30, 2008

Type of Membership: ☐ Renewal: member number _____
☐ New: recruited by _____

Classification: ☐ Active \$15.00 ☐ Associate \$15.00 ☐ Retired \$10.00

PERSONAL DATA

EMPLOYMENT DATA

Name

Educational Institution

Street Address

School/Department/Box # Office Telephone

City State Zip Code

Street Address

Home Telephone Birthday (Month/Day)

City State Zip Code

E-mail Address

Name of Supervisor and Telephone

LOCAL

☐ I am a member of a local association: _____

NATIONAL

☐ I am a member of the National Association of Educational Office Professionals (NAEOP)

I would like more information about:

☐ National association (NAEOP)

☐ Professional Standards Program (PSP) certification

STATE

I'm interested in working with the following NEOPA committee(s):

- | | | | |
|---|--|--|--------------------------------------|
| <input type="checkbox"/> Audit/Finance | <input type="checkbox"/> Field Service | <input type="checkbox"/> Awards | <input type="checkbox"/> Bylaws |
| <input type="checkbox"/> Nominating | <input type="checkbox"/> PSP | <input type="checkbox"/> NAEOP Liaison | <input type="checkbox"/> Newsletter |
| <input type="checkbox"/> Ways & Means | <input type="checkbox"/> Membership | <input type="checkbox"/> Publicity | <input type="checkbox"/> Scholarship |
| <input type="checkbox"/> Information/Technology | <input type="checkbox"/> No preference, will help anywhere | | |

Make check payable to **NEOPA** and mail with membership form to:
NEOPA Membership Director
P.O. Box 83872
Lincoln, NE 68501-3872



Take the Lead

Check Number

Meet Your Board Of Directors

Nancy Harter, CEOE—Professional Standards Committee Director

I have been with the Lincoln Public Schools for seven years in the Payroll Department where I pay the Paraeducators, Nutrition Service workers and Transportation group. I am lucky to work with a group of ladies that promise me never a dull moment! I also serve as the LPSAOP PSP Chairperson. In the past I have served on the Ways and Means Committees for NEOPA and LPSAOP.

I received my PSP and CEOE in September of 2004. It was a wonderful goal to achieve! I encourage everyone to start their PSP journey-the recognition you receive for your accomplishments should be yours! I received my national award in Dallas at

the national conference in July, 2007.

This summer was a life-changing one; Calvin Spencer was born to us on July 2, 2007. He was born 11 weeks early so we had a lot to learn about preemies and the NICU at the hospital in Omaha. He continues to do well and we hope to have him home by the time you read this. He's our first child and we're lucky that he doesn't know that we don't know anything! I'll never pass up a chance to share pictures and talk about Calvin!

I was born and raised in Lincoln and graduated from Northeast High. After college, I met my husband Brian while working together at Sears. We've been married for nine years and enjoy the torture we receive from our cat, Madeline

(just Brian gets tortured, she loves me!). I do enjoy scrapbooking and stamping and reading- especially biographies, exploring genealogy and shopping. But Brian is the one that knows how to run the sewing machine! Brian is enrolled at Doane College to get his Masters Degree in International Business; he'll graduate in May, 2008.

Thank you for allowing me to serve along side all of you this year! I am looking forward to helping many of you with your PSP journey!



Amy Chandler—Ways and Means Committee Co-Director

I have been with the Lincoln Public School district since 1982 starting out as a Para educator for Early Childhood Special Education Home-base Program, in 1992 I became the secretary for the Purchasing Department where I still reside in employment today. I have been a member of my local association (LPSAOP) for 16 years and have done many jobs, I have been Chairman for: Audit/Budget, Secret Friends, and Spring Dinner, I served three years on Negotiations, was President-Elect twice,

President and this year I am President for my 2nd time. I accomplished getting my Basic Option 1 PSP in 2004 and in Seattle this year I received my Associate Professional PSP Certificate. I was appointed to serve on the National (NAEOP) membership committee this upcoming year at the National Conference and have helped on many NEOPA State committees. I really enjoy being involved in my local association, going to state conferences and attending the last seven years of national

conferences. I enjoy my affiliation with all three associations mainly because of the great people you meet and get to know. I have acquired many new friendships. I am willing to assist, encourage, be a support and a strength to help all office personnel grow professionally, just give me a call.



Michelle Lemke-Mohling, CEOE—NEON Editor

Hello, my name is Michelle Lemke-Mohling and I am the Executive Secretary at Lakeview Elementary School. I am in my seventh year at Lakeview.

I was born and raised in Osmond, NE, not that anyone has ever heard of it. I come from a family very involved in education. My mom and dad are both teachers. I have one older sister who is a teacher at Northeast Community College in Norfolk. She is married and has two children Breanna and Connor, ages 10 and 8. They live in Winside, NE and are a very

special part of my life. This past summer I got married in Colorado. My husband is the Community Learning Center Site Supervisor at Lakeview and Everett Elementary Schools. I received my bachelor's degree in Business Administration with concentrations in Human Resource Management and Office Administration from Wayne State College in December 2000. I also work at Lakeview after school a few days a week for the Community Learning Center and judge college speech tournaments on the weekends.

Since starting at Lakeview I have been a member of the Lincoln Public Schools Association of Office Professionals and have been a member of NEOPA for four years. This year I am serving as Secretary for LPSAOP and the NEON Editor for NEOPA.

In my spare time I enjoy spending time with friends and family, cooking, shopping and spending time outside.



While we are focusing on fear, worry, or hate, it is not possible for us to be experiencing happiness, enthusiasm, or love.

Meet Your Board of Directors

Aren Jackson—Information / Technology Committee Director

My employment at UNL began in August of 2004. I was hired as a Programming Assistant for the Agricultural Research Division (ARD) on East Campus. My main duties are to maintain the ARD website, update the GIS (Geographical Information System) program as we receive information from the Research and Extension Centers and facilities throughout Nebraska, and aid in the publication of the ARD Newsletter. This past fall, the College of Agricultural Sciences and Natural Resources (CASNR) employed me on a part-time basis assisting in the evaluation of transferring student credit hours when the student transfers to UNL. This past January CASNR employed me on a permanent part-time basis.

This is my fourth year with UNOPA, my

third year with NEOPA, and my second year with NAEOP. This year I am the director of the Communication Technology committee for UNOPA. This committee is responsible for maintaining the UNOPA website. During the three years that I have been with NEOPA, I have been the co-director, and the director of the Information Technology committee. This committee is also responsible for the NEOPA website and the NEOPA Listserv. I am presently working on my PSP/CEOE certifications with the hopes of receiving them by spring 2008.


My husband, David, is a professor in the Food Science and Technology department at UNL. We have three boys: Matt, 15, is a freshman at Lincoln North Star High School and loves to play

sports. Zach, 12, is in 6th grade at Dawes Middle School. He also loves to play sports. Football, by far, is his favorite sport. Josh, 10, is in 4th grade at Campbell Elementary. And guess what, he loves to play sports, too! This is his first year playing tackle football and he loves it. Surprise, surprise! We have a dog named Cookie. She is a Lhasa Apso and is very laid-back dog which is what we need for our busy lives.



I enjoy cooking, crafts, playing the piano, music, reading, and walking whenever I get the chance which isn't too often with three growing boys in the house.

Peg Johnson, By-Laws Committee Director

 I am currently a member of UNOPA, NEOPA and NAEOP. Since 2002, I have served on the UNOPA Professional Growth committee two years, was Corresponding Secretary last year and currently I hold the position of Treasurer. I am looking forward to working with everyone on the board and their committee members.

I have been a member of NEOPA since the fall 2005. I have served on the Ways and Means committee, Nominating committee and this year I have been given the opportunity to be the Bylaws director. I am excited about learning how this

organization works and seeing how everything comes together.

I have been a member of NAEOP since 2006 and was able to attend the national conference in Texas that year. The sessions were full of helpful information and before you knew it, it was the end of the day.


In 2006, our department went through a restructuring process. In my new position, administrative technician, I work directly with our department's director, reconciling several cost centers, process invoices for payment, initiate PAFs and assist with

keeping our office running smoothly. I work with great people who support my professional development.



I live in southeast Lincoln with my husband Dick where we have raised three great boys (36, 32, and 25). We take pleasure in watching our three grandchildren. I enjoy quilting (finished a couple of miniature quilts) and of course, I have several started. I am very fortunate in the fact that I work with a couple of "great" quilters who are extremely helpful.

Debbie Doolittle, CEOE—Scholarship Committee Director

 I started full time with Lincoln Public Schools on May 2, 1994. Before that I was a substitute for both paraeducators and secretaries. I also was a stay-at-home mom. I work year round in the Educational Service Unit #18 in the assessment area. My responsibilities are mainly with the assessments given in the schools. Some of the assessments given in the schools are Criterion Reference Tests (CRTs) in English Language Arts, Math, Science, and Social Studies; Metropolitan Achievement Test (MAT); Statewide Writing;

Stanford Diagnostic Reading Tests (SDRT), Cognitive Ability Test (CogAT) and Graduation Demonstration Exams.

I have been a member of LPSAOP since the 1994-1995 school year. I am also a member of NEOPA and NAEOP since the 1999-2000 school year. I received my CEOE on January 15, 2000. I have served on several committees for LPSAOP and NEOPA. I have attended three National Conferences and am planning on going to Denver.

I am married to Daryl for 28 years on

August 11. We have two beautiful daughters, one son-in-law, and a grandson. Amanda is 27 and a 5th grade teacher with the Chandler School District in Phoenix, Arizona. She is married to Mike and they have Kaeden, who turned one at the end of October. Mike is a stay-at-home Dad and attends school at night to become a teacher. Holly is 23 and a senior at the University of Nebraska - Lincoln. We live in the small town of Cortland. My husband and I enjoy reading, hiking, camping, canoeing, playing horseshoes, and being with family.

Affiliate News

Nebraska Department of Education



I'm pleased to report that we are making progress towards organizing an association here at the Department of Education in Nebraska. We will soon have an organizational meeting with staff interested in forming a group here.

One of the first steps I felt important here was to gain support of our administrators. I have met with the Deputy Commissioner and Director of Human Resources a couple of times to inform them about NEOPA (Nebraska Educational Office Professionals Association) and NAEOP. They have been very receptive.

NEOPA held its fall workshop on October 12 in Lincoln, Nebraska. Our Department of Education leaders showed support for NEOPA by allowing staff to attend at the department's expense. They were given time off work and payment for the workshop as long as their section had the funds to pay for it. This was a big step for us.

Fourteen people attended this NEOPA fall workshop from NDE. We had great interest from staff and they were excited about being able to attend. Our Vocational Rehabilitation section sent four people. I am still learning about this area of the department, but see a great resource for outreach. In our state of Nebraska, we have Voc Rehab offices throughout our state. A couple of people were from Kearney, which is located a couple of hours from Lincoln. They were very interested in starting a local association in their area of the state. I'll keep you informed as we continue to build local associations in the great state of Nebraska.



WEOPA Wayne Educational Office Professionals Association

Our new WEOPA year began in September with our annual Friendship Luncheon to share our mission and encourage new membership. In addition to sampling some great salads, we were able to share information about our organization with several guests.

Nine of our members were able to attend the Fall Workshop in October. The social time on Thursday night was great; what can be more fun than jewelry!! As usual, the workshop sessions on Friday were terrific. David McCallum's presentation on behavioral styles gave us new insights on working successfully with different personalities, and the breakout sessions were equally informative.

Shortly after returning from the Fall Workshop, WEOPA celebrated its 30th Anniversary by hosting the "Chamber Coffee", a weekly networking activity sponsored Wayne's Chamber of Commerce. Both campus colleagues and local business people were in attendance, and many expressed surprise at the variety of activities WEOPA is involved in as they watched a PowerPoint Presentation showcasing our organization.

A new activity this year, Powder Puff Power Tools, was held in early November. Under the guidance of Jason Novoty, Wayne State's Construction Management instructor, several members built birdhouses. I'm happy to report there were no injuries, and we are looking forward to another project next year for PPPT 2.



Carol Bom and Sandy Watmore joined us at our November meeting to share information on the benefits that membership in NEOPA and NAEOP offer. We always appreciate the opportunity to welcome others to our campus.

We had our Christmas Party in December, as well as programs scheduled for our upcoming meetings. These topics included photography, a campus technology update, job search skills, and a guide to purchasing technology for the home.

WEOPA finished 2007 in full swing, and, by all appearances, 2008 will be just as busy. During December, we participated in the local Fantasy Forest with a decorated Christmas tree and provided Christmas Gifts for a family recommended by Haven House. Haven House is an advocacy organization committed to the prevention and elimination of sexual and domestic violence. In January, we welcomed our students back with homemade cookies provided during fee payment and on refund check disbursement days. We always hope that helps eliminate some of the stress caused by the first days of the semester. Our January business meeting included a program by Natalie Endicott. Natalie has recently purchased a local photography studio in Wayne. It was very interesting to see how digital photography has broadened the options available in special effects, backgrounds, and products other than the basic framed photograph. We also held a PSP work session for several members who are compiling their application materials for the next filing date. Upcoming program topics include technology updates, for both our on-campus services and home use options, and a presentation by our Career Services Office. Here's to a great 2008 for WEOPA and all of our sister organizations!

Affiliate News

LPSAOP Lincoln Public Schools Association of Office Professionals

We started off the school year on September 27, 2007 with our Fall Get-together, hosted by Dawes Middle School. Gloria Morehead, CEOE, was the committee chair, Linda Klimm, JoAnne Lahm, CEOE, retiree, Cathy Robertson, Park, Jan Skoog, CEOE, LPSDO, Carol Reed, Northeast, and Wave Marcsisak, Retiree, were her committee members. Dinner was catered by Famous Dave's BBQ. Doeden Dancer's was the entertainment and all the LPSAOP members joined in the dancing and seemed to have a great time. Ways & Means raffled an afghan that was donated and made by Jean Pyle, CEOE. The winner was Mary Lou Krull from Irving Middle School. We also had our first general business meeting that evening. A big thank-you to Gloria and her team for doing such a great job, we all appreciate the hard work you did to make it such an enjoyable evening.

October 11-12, 2007, was the Fall State Conference, which was held at the Southeast

Community College Convention site. The conference began Thursday evening with social time and a jewelry auction fundraiser for the 2008 NAEOP Conference, which will be held in Broomfield, Colorado. Friday morning started at 8:00 a.m. with registration, coffee, juice and muffins. We had an awesome speaker for the morning. Doug McCallum also known as "The Waffleman", was just fantastic. Office Professional of the year was awarded at our luncheon. Deb Ryan, CEOE, FM was really surprised when they announced her name. Deb is now a candidate for the National level. We also had a state business meeting and afternoon break out sessions. It was a very good conference, packed with lots of information and a chance to make new and to renew friendships.

Volunteer Connection has been busy this year. Linda Kahler, Chairman, and her committee did a donation of personal hygiene products for the Indian Center. It was very successful. They are also doing a mitten, hat, books, and cash drive for the LPS Excite programs of 3-4 year olds. Modern Woodmen of America is doing a matching dollar for dollar for this project up to \$500.00.

Ways & Means, cookbook project, sold to raise money for our two scholarships and for

use in other projects was a success. We sold 302 cookbooks with a profit of around \$900.00. Thank you to our Co-Chairs, Jean Harrison, CEOE and Jean Pyle, CEOE.

Nominations Committee will start making phone calls, looking for members to run for offices for the 2008-2009 year. Offices that will need to be filled are: President-Elect, Secretary, Negotiations Elementary Representative and Negotiations High School Representative. I would like to encourage you to consider running for one of the offices, I never thought I could, but I have really enjoyed being so involved with the association. If you would like to serve on the nominations committee, or to sign up to have your name placed on the ballot, call Jessi Stilwagon, Committee Chair at LPSDO, Human Resources, 436-1586 or e-mail her at jstilwa@lps.org.

Central Area Conference to be held in Columbia Missouri March 27-29, 2008. Also mark your calendar now, so you will not miss the NEOPA Spring Conference to be held at the Cornhusker Hotel, Downtown, April 10-11, 2008. Lets make this conference have overwhelming attendance, it is going to be a phenomenal conference. Our Chairman is Peg Aldridge, Southwest High School.

UNOPA University of Nebraska Office Professionals Association

UNOPA Awards Boss of the Year Honors Marjorie Kostelnik, Dean, College of Education and Human Services, received the 2007 Floyd S. Oldt Boss of the Year award on November 13 at the UNOPA (University of Nebraska Office Professionals Association) general meeting and luncheon at the East Campus Union. Dean Kostelnik was not able to attend the meeting, so Lisa King, Staff Assistant, accepted the award on her behalf.

Dean Kostelnik's nomination letter says, "We are always greeted by name and a smile." When the college was merged with another, she implemented a college-wide Friday morning coffee in the Dean's conference room to encourage networking among the departments. Dean Kostelnik is also praised for "encouraging support staff to continue their professional development by attending workshops at college and/or department expense." One of her assets quoted was a willingness to "think outside the box" and allow others to try new things.

Supporting comments were read for the other nominations and they each received a Certificate of Nomination. Other nominees were: Kelly Bartling, Manager of News, University Communications; Z B Mayo, Interim Associate Dean and Director, Agricultural Research Division; and Lucinda Roine, High School Curriculum Coordinator, EE&O Instructional Design and Development.

The judges for this year's event were: Dave Hinkley, Zimmer Insurance Group; Barb Hoppe, Brightlights Summer Camp Program; and Marian Price, Former State Senator. The judges all agreed that this was a very hard decision to make and that all the nominees could be the winners.

This is the 26th year that UNOPA has presented this award. The award was presented by the 2006 Boss of the Year, Richard Hoffmann, Interim Director, Sheldon Memorial Art Gallery. Dr. Hoffmann made many fine comments about the UNOPA organization. For winning the award, Dean Kostelnik received a wooden plaque, a \$500 stipend, and a one-year membership to UNOPA.

UNOPA Member Receives PSP Plaque At the UNOPA November Bosses Luncheon, Lorraine Moon presented Edie Schleiger with

her plaque for achievement of the Master's Level PSP certification. Congratulations Edie!

Individuals receiving re-certification were: Jeanne Andelt, Kathy Bennetch, Lynn DeShon, Debbie Hendricks, Shirley Horstman, Pat Hust, Betty James, Tricia Liedle, Sandy Lineberry, Lorraine Moon, Diane Wasser, Sandy Watmore, and Lola Young.

Mark Your Calendars

UNOPA's Spring Career Development workshop will be held at the East Campus Union, February 28, 2008; 1:00-4:00 p.m. We are fortunate to announce that the presenter will be Dr. M. Colleen Jones, Clinical Assistant Professor of Management (CBA), who also serves as assistant to the chancellor (UNL). Dr. Jones brings substantial management skills to this workshop, and attendees will gain insight into such topics as "Let's Talk Business: Finding One's Voice During Life's Transitions." Anyone desiring enhanced effectiveness in the business community will benefit from this workshop. More will be announced at a later date. Contact Betty Jacobs, Career Development Co-Director (Workshops), 402-472-8784, if you have questions. Email: bjacobs@unlnotes.unl.edu. There is a small fee to attend the workshop.

Affiliate News

SEOPA

Sandhills Educational Office Professionals Association

Peg Aldridge and I drove to North Platte, Nebraska on October 23 to meet members of the Sandhills Educational Office Professionals Association (SEOPA). What a wonderful time we had meeting many of their members!

SEOPA meets at the airport in North Platte on the fourth Tuesday of the month. The meeting includes time to fellowship and dine together as well as having a business meeting and program. It was a joy to watch them as they gathered for the meeting. They caught up with each other's lives and shared information about what was going on in their lives at home as well as in their schools. SEOPA members work in the North Platte school district; the central district office; at Mid-Plains Community College, at Lake Maloney Public School and Hershey Public Schools.

Sound familiar? We as educational office professionals work at all levels of education serving administrators and students in our school systems, whether we serve K-12 or higher education, or in a district office. The common thread for us is the goals of our professional associations: service, recognition, information and fellowship. We all strive to learn and grow both personally and professionally.

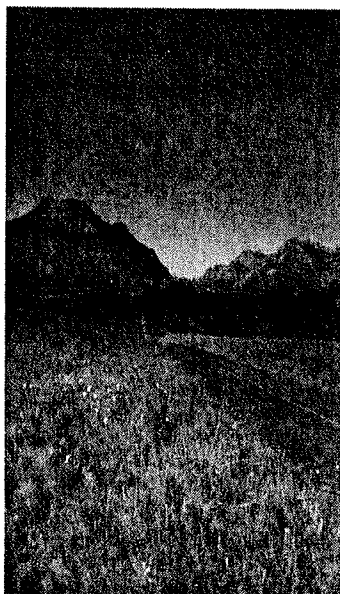
It was a delight to share an evening with these SEOPA members. Peg and I gave them information about NEOPA and NAEOP. There was much interest in the PSP certification program as well. We also talked about the Denver conference, coming up in July 2008. North Platte is only a few hours away from Denver and we encouraged them to attend. We've attached a photo with this article. As you notice, one of the members is reading an NES Connector that we brought along.



Submitted by Carol Bom

Names of SEOPA members in photo:

Back row: Cindy, Laurie, Connie (President), Chris, Connie, Merle



You are invited to join other NEOPA members to... *Bridge the Continental Divide*

The 2008 NAEOP Conference and Institute will be held July 7 - 12, 2008 in Broomfield (close to Denver), Colorado at the Omni Interlocken Resort. It is a fabulous place to stay!

The Continental Divide is the "backbone" of a continent. It is a name that designates the whole Rocky Mountain system, especially the high, rugged ranges which presented an almost impenetrable barrier to westbound explorers and settlers.

If you have never experienced a National Conference, this might be the time to consider it! It is a wonderful opportunity for professional growth, for making new friends, sharing good times with current friends and for receiving your PSP award. It is within driving distance, so sharing car ride & expenses would be a bonus!

If you are considering going, email me at jkleager@lps.org for more information. I am compiling a list and will share that list with those interested. There are already quite a few NEOPA members planning on traveling to Colorado, so join in the fun!

I'll guarantee you will have a great time! Pack your sunscreen, grab a bottle of water, and let's head for the mountains!

Julie Kleager, CEOE, NEOPA/NAEOP Liaison
LPSAOP
402-436-1072
jkleager@lps.org

Committee Reports

Bylaws Committee

Director: Peg Johnson

Committee Members: Cindy Knight and Mary Quest

If you have any concerns or questions regarding the Bylaws and Standing Rules, please contact me by email, mjohnson4@unl.edu or call (402) 570-2196.

The Bylaws Committee reviews the Bylaws and Standing Rules each year and presents their recommendations to the Executive Board at the annual meeting. If we find that changes are in order, our membership will vote to approve or not to approve any changes, corrections or updates.

Information Technology Committee

Director: Karen Jackson

Committee Members: Marilyn Sailors and Carol Wusk, CEOE

I have been busy trying to find members for this committee for the 2007-08 year. Marilyn Sailors from LPSAOP has agreed to once again be our official photographer. Carol Wusk, CEOE, from UNOPA has agreed to be my proofreader. I would like to find members who have experience in websites. If you know of anyone who may be interested in being on this committee, please email me at kjackson2@unl.edu or call me at 472-7903.

Over the course of the year, we plan to continue enhancing the website in meeting our goal of making the website user-friendly and informational to all our members and for those thinking about becoming members. One of my goals for this year is doing some research in giving the website a new look. This will be the third year with our current look. I want to keep the website exciting, fun, and easy to find information for all you visit it. I would like to continue winning awards at

the NAEOP Annual Conference!

We still have the estimate from the CIT department at UNL regarding the secure website programming for the website. Over the course of the year, hopefully, as funds provide, we can move forward on that.

As always, if you have any questions or comments regarding the website, please let me know by either email or by phone. Thank you!

Membership Committee

Director: Becky Hastings

Committee Members: Connie Paxton, Sandy Watmore and Jean Danley

The Membership Committee has been busy mailing out membership letters and cards for those individuals that have renewed their membership and new members. As of November 14, 2007 we have 209 members. We received the new membership pins and distributed those to members at the fall workshop.

If you have any questions about your membership please feel free to contact me at 402-472-2085 or rhastings1@unl.edu

Ways and Means Committee

Co-Directors:

Carol Reed and Amy Chandler

Members...We'd like to send out a call to all NEOPA members. As time gets closer to the NEOPA Spring Conference being held April 11, I'm asking members to think about the social, the Thursday evening before, April 10. The ways & means committee will be working with the social committee for the evening. We will be holding a live auction and a silent auction. We have sent out letters to local and Nebraska businesses asking for donations, but we also need your help! All you crafty people, if you can think of an item or items to donate, we

would love it! If you did some extra shopping over the holidays and picked up an item to donate, we'd love that too! You can contact either one of us about a donation or if you need to arrange a time to deliver or we can arrange to pick up your donation. Please contact Carol at work: 402-436-1339 or home: 402-466-7227 or Amy at work: 402-436-1750 or Home: 402-421-8793. Our e-mail addresses are: creed@lps.org and achandl@lps.org.

So lets plan on a fun evening and remember to bring your \$\$\$\$!!!!!!

Scholarship Committee

Co-Directors: Sandy Lineberry and Lola Young

\$500 Scholarship Can Be Yours - But You Must Apply!

Each year the Nebraska Educational Office Professionals Association Past Presidents (NEOPA-PP) sponsor the Eva Sheaff Memorial Scholarship to go to an active NEOPA member who is pursuing a Professional Standards Program (PSP) certificate and/or pursuing a higher education degree, preferably in the business/office field.

Each year we have numerous members who are working on certification, and would probably qualify for this scholarship, but fail to apply. There have been years when no applications were received and the scholarship has not been given.

This scholarship is intended to help with some of the financial burden that comes with education. So this year, let's get "lots" and "lots" of applications. There is specific criteria for this award, so please read through the guidelines thoroughly. The scholarship form and criteria are printed in this newsletter.

Applications must be postmarked by March 1, 2008, so please...let us hear from you! Let's have a winner this year!

The application is on the following page.

NEOPA Past Presidents—Eva Sheaff Memorial Scholarship Guidelines

The members of the Nebraska Educational Office Professionals Association-Past Presidents (NEOPA-PP) have established a scholarship to be awarded to any active NEOPA member who is pursuing a Professional Standards Program (PSP) Certificate, has completed the requirements for a high school diploma or GED and/or is pursuing a higher education degree, preferably in the business/office field.

Information

1. The scholarship shall be awarded by NEOPA-PP to a recipient determined by the scholarship committee. The committee chairperson shall be appointed by the President of the organization.
2. **The maximum value of the scholarship monies is \$500.00.**
3. No scholarship will be awarded if the scholarship committee concludes that no applicant meets the specified qualifications.

Application

An application will be considered complete when the following items have been received by NEOPA-PP.

1. Application for scholarship must be on an appropriate form provided by NEOPA-PP. (Failure to use the correct form will result in disqualification.)
2. Application form must be completed. (Failure to complete the form in its entirety will result in disqualification.)
3. Transcript(s) of previous academic performances.
4. Statement about career goals and financial needs.

NOTE: Failure to submit all requested information, to follow all guidelines and to send requested copies of support materials will result in disqualification. No exceptions will be made.

In order for your application to be submitted for NEOPA-PP Member Scholarship, The following criteria must be followed.

Candidate Eligibility Criteria

1. Applicant must be an active NAEOP and NEOPA member and must have been a member for three years immediately preceding the date of scholarship application deadline.
(NEOPA membership renewal deadline is January 14 to qualify for this scholarship.)
2. Applicant must hold, or have made application for, a Professional Standards Program Certificate.
3. Applicant must be enrolled in a postsecondary institution of higher education (two-or four-year college, university, business college/school, or vocational/technical education).
Documentation of education course work (transcript, certificates, etc.) must be received.

Selection Criteria

A rating system of 100 points shall be used in determining the scholarship recipient.

1. Maximum of 15 points may be awarded for academic performance (attach transcripts).
2. Maximum of 10 points may be awarded for nearness to completion of degree or work toward a PSP certificate.
3. Maximum of 30 points may be awarded for participation and leadership positions in local and/or state associations of education office personnel and in NAEOP.
4. Maximum of 10 points may be awarded for participation and leadership positions in other professional job-related associations.
5. Maximum of 30 points may be awarded for statement of need.
6. Maximum of 5 points may be awarded for completeness and neatness of application

Awards/Disbursement

1. Upon notice that the recipient has enrolled in a specific educational institution and the Acceptance Form has been received, money shall be forwarded to the appropriate office of said educational institution.
2. The approved monies will be valid only for the academic year following the awarding of the scholarship (fall, winter, spring, summer, quarter/ semester).
3. NEOPA members may apply for a scholarship as many times as they desire. In order to be eligible for a second or subsequent scholarship award, an applicant must have maintained at least a 2.8 (of a possible 4.0) GPA or shown satisfactory completion of course(s) during the term for which the previous scholarship was made.
4. Upon completion of the courses for which the scholarship was awarded, an official transcript should be sent to the NEOPA-PP Scholarship Chairperson. This transcript will serve as documentation showing fulfillment of the scholarship agreement.

Completed application must be submitted to:

Sandy Lineberry, NEOPA-PP Scholarship Committee Chairperson
University of Nebraska-Lincoln
103 Plant Industry Bldg
Lincoln, NE 68583-0815
Telephone: (402) 472-6623

Postmarked no later than March 1, 2008

Scholarship Application

NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION PAST PRESIDENTS

EVA SHEAFF MEMORIAL SCHOLARSHIP APPLICATION (For NEOPA Members – This form must be typed.)

Name of Applicant: _____

Social Security Number: _____ Phone: (____) _____

Address: _____

Street/Box/Route

City

State

Zip Code

Amount of scholarship for which applying (not to exceed \$500.00): \$ _____

Educational institution planning to attend/attending: _____

Degree pursuing (if applicable): _____

Projected date of completion for degree: _____

Date of quarter/semester applicant plans to enroll/be enrolled: _____

Name(s) or course(s) for which scholarship requested: _____

(Please attach a transcript of previous academic performance—can be a student copy. Also attach a copy of tuition/fees and page describing course(s) from school catalog. If pursuing a degree, include a copy of course requirements/degree plans.)

NEOPA Member from _____ to present. NAEOP Member from _____ to present.

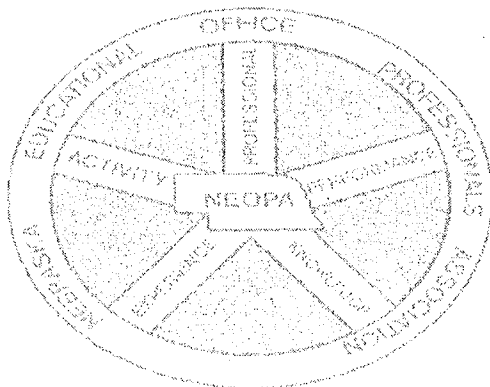
Do you hold a PSP certificate(s)? Yes _____ No _____

If so, which certificate(s): _____

Date(s) received: _____

If not, which PSP Certificate are you pursuing? _____

Projected date to receive certificate? _____



ASSOCIATION PARTICIPATION (elected office, committee chair, committee served):

	Year	Year
Local:	_____	_____
	_____	_____
	_____	_____

Scholarship Application

ASSOCIATION PARTICIPATION (elected office, committee chair, committee served):

	Year		Year
STATE:	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

	Year		Year
NATIONAL:	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

OTHER PROFESSIONAL JOB-RELATED ASSOCIATION PARTICIPATION:

	Year		Year
	_____	_____	_____
	_____	_____	_____

Write a brief statement about your career goals and financial needs:

Signature of applicant: _____

Date: _____

Name of Employer: _____

School/College/University: _____

Address: _____

Telephone: Work (____) _____ Home (____) _____

APPLICATION MUST BE POSTMARKED NO LATER THAN March 1, 2008

Completed application must be submitted to:
Sandy Lineberry
Chairperson, NEOPA-PP Scholarship Committee
University of Nebraska-Lincoln
103 Plant Industry
University of Nebraska-Lincoln
Lincoln, NE 68583-0815
Telephone: (402) 472-6623

NEOPA Spring Conference

“April Showers Bring... A Rainbow of Opportunities”



Make
New
Friends



Learn
New
Things



Relax
and
Have Fun

The Nebraska Educational Office Professionals Association
2008 Spring Conference

April 10 and 11, 2008

The Cornhusker Hotel
333 South 13th Street
Lincoln, NE 68508
402-474-7474

<http://cornhuskerhotel.com>

The Cornhusker has a block of rooms reserved for the Conference. Cost is \$109.00 for a double room that sleeps four or a king that sleeps two. To make reservations, please call (866) 706-7706 and ask for the NEOPA Conference Room rate. Reservations must be made by **March 20, 2008**.

*NEOPA is not responsible for any accident that may occur either while in attendance at the conference or while traveling to and from the conference.

NEOPA Spring Conference Agenda



Keynote Speaker: Dr. Sue Schlichtemeier-Nutzman, PhD.
"The Strength of Four Generations"



Faculty and Director of the Business Leadership Program. Dr. Schlichtemeier-Nutzman PhD. is a private training consultant who possesses a Ph.D. in *Community/Human Resources and Marketing* from the University of Nebraska - Lincoln. In addition to teaching college courses, she specializes in workshops, keynotes, and staff retreats on recruiting and retaining multi-generational teams, marketing and entrepreneurship, cultural diversity, communication, stress, and change. She serves as the program director for College of St. Mary's Business Leadership undergraduate program. Traveling nationally, Dr. Schlichtemeier-Nutzman has presented to nearly two million business people. She has been involved in a national training project on developmental assets, and consults with a wide range of businesses, community groups, professional organizations, schools, and governmental agencies.

"The Strength of Four Generations" Dr. Schlichtemeier-Nutzman, PhD. will present information about the Four Generations that are currently in the workplace. Learn how and why the "Baby Boomers" differ from the "Generation X" members of your staff in how they look at the same project. This presentation will help you to communicate with your other team members in the office to work more effectively.

Lori Balke
 Admissions Representative
 Southeast Community
 College
 Beatrice, NE
 Presents: "Colors"

Lori Balke is a graduate of the University of Nebraska- Lincoln with a BS in Vocational and Occupational Education. Lori taught school for 13 years where she began to use colors as a classroom management tool. She is a certified trainer for Colors and has presented to school students, faculty and staff, private business, and civic organizations. In addition to her classroom experience, she has also worked for the March of Dimes, Family Resource Center Director, Restaurant Services, Inc, owned a restaurant, and is currently an Admissions Representative for Southeast Community College.

"Colors": This presentation by Lori Balke will give you a chance to assess yourself. The four Color areas will help you see how you can work with your strengths to perform more effectively in your work place. They will also help you to understand how to work more productively with your co-workers.



Conference Agenda

Date	Time	Event
Thursday, April 10	7:00 to 9:00 pm	Pre-Conference Get-Together This evening will include a Live Auction and silent auction of fundraising items. Snacks and beverages will be served.
Friday, April 11	7:30 to 8:15 am	Registration
	8:15 to 8:30 am	Welcome & Flag Ceremony
	8:30 to 11:30 am	"The Strength of Four Generations" Dr. Schlichtemeier-Nutzman, PhD.
	11:45 am to 12:30pm	Lunch
	12:45 to 1:45 pm	NEOPA Business Meeting
	2:00 to 4:00 pm	"Colors" Lori Balke
	4:00 to 4:30 pm	Closing
	6:00 to 7:00 pm	Social Hour
	7:00 to 8:00 pm	Banquet
	8:00 to 9:00 pm	Installation & Presidents Reception

NEOPA Spring Conference Registration

The information below will be used in the Conference Attendee Listing. Please provide the address and phone that you prefer to have published.

NAME:		CEO	YES	NO
ADDRESS:		NAEOP MEMBER	YES	NO
		NEOPA MEMBER	YES	NO
PHONE		LOCAL ASSOC.		
Email:				
Have you ever attended a NEOPA Workshop or Conference?			YES	NO

Thursday Night Get-Together: Cost \$10.00

YES _____ NO _____

Friday Conference:

YES _____ NO _____

Cost: NEOPA Members \$50.00 Non-NEOPA Members \$60.00

Lunch on Friday: Potato Bar and Salad

For Lunch on Friday: Do you have special dietary needs?

YES _____ NO _____

Friday Night Installation Banquet: Cost \$30.00

YES _____ NO _____

BANQUET MEAL CHOICES (PLEASE SELECT ONE)

_____ Sliced Roast Beef with Mushrooms, Roasted Onions Drenched in a Port Wine Sauce
Served with Chef's Fresh Vegetables and Potatoes

_____ Chicken Oscar: Boneless Chicken Breast Seared; Topped with Mushroom Sauce and Asparagus
Served with Chef's Fresh Potatoes

_____ Champagne Pasta: Bowtie Pasta in Light Champagne Sauce Tossed with Spinach, Capers, Olives,
Mushrooms, Red Onions, Tomatoes and Parmesan Cheese

_____ Please check here if you have special dietary needs.

You will be contacted to make arrangements about your meal.

Please make checks payable to **NEOPA** and send with Registration Form
To: Lois Brown, Southwest High School, 7001 S. 14th Street, Lincoln NE 68512

REGISTRATION DEADLINE: APRIL 1, 2008

Pictures From The NEOPA Fall Workshop



Happy Birthday!

January

Suzanne Penn	1/1	Aleta Stone	2/7
Cheryl Wood	1/1	Lori Lien	2/9
Sandy Riggs	1/6	Annie Hitzeman	2/13
Christina Wiles	1/7	Connie Hawkins	2/14
June Jordening	1/10	Lori Molzer	2/14
Jody Gallagher	1/12	Destiny Kucera	2/16
Stacy Anderson	1/16	Doreen Wagenaar	2/17
Kathy Janda	1/17	Cindy Franzen	2/19
Barbara Johnson	1/17	Andrea Walther	2/20
Joyce Trevett	1/18	Summer Brannan	2/20
Deb Daehnke	1/20	Bonita Cuddy	2/24
Glenna Brott	1/23	Rhonda Meyer	2/24
Cindy Knight	1/24	Sheila Furley	2/28
Dianne Heidtbrink	1/25		
Patricia Podjenski	1/26		
Nancy Bartz	1/29		

February

Janet Ann Usher	2/4	Shirley Horstman	3/1
Linda Kahler	2/5	Cindy Tyrrel	3/1
Lisa Morehouse	2/6	Virginia Maxwell	3/1
Maggie Elder	2/7	Marlene Chapman	3/5
		Donelle Mooremeier	3/6
		Carol A van Rossum	3/9
		Jeannette Pearley	3/9
		Sharon Steck	3/12

March

Melissa Johnson	3/14
Jeanie Buhrman	3/16
Lori Gormley	3/16
Susie Ahlberg	3/20
Michelle Lemke-Mohling	3/21
Jeanette R. Jasnoch	3/24
Marcella Shotwell	3/28
Pat Lundahl	3/29
Helen Sexton	3/31
Debbie Doolittle	3/31

April

Lois Nuernberger	4/1
Nicholette Smith	4/1
Carol A Packard	4/5
Nancy Rose	4/7
Donna Swanson	4/8
Rhonda Thies	4/10
Diane Wasser	4/11
Jane Cutshall	4/16
Connie Spahr	4/16
Lucille Peterson	4/27

2007-2008 Membership

Last Name	First Name	Title	Local Assn	Home Address	City	State	Zip Code	Email	Home Phone	Work Phone
Agler	Leah K.		WEOPA	57437 857 Rd	Wayne	NE	68787	leagler1@wsc.edu	402-375-4973	402-375-7403
Ahlberg	Susie		LPSAOP	1116 Eldon Dr	Lincoln	NE	68510	sahlber@lps.org	402-489-0057	402-436-1072
Ahlberg	Joyce		LPSAOP	7837 S 25 St	Lincoln	NE	68521	jahlberg@lps.org	402-476-6225	402-436-1168
Aldridge	Peg	CEO	LPSAOP	7112 S 45 St	Lincoln	NE	68516	paldrid@lps.org	402-421-3564	402-436-1306 x 66019
Andelt	Jeanne L	CEO	UNOPA	5800 Palomino Ln	Lincoln	NE	68523	jandelt1@unl.edu	402-423-0298	402-472-6625
Anderson	Judy		UNOPA	3421 N 67 St	Lincoln	NE	68521	janderson5@unl.edu	402-466-4904	402-472-7021
Arehart	Kathryn	CEO	LPSAOP	2009 Blimer Cir	Lincoln	NE	68521	karehart@lps.org	402-435-3059	402-436-1746
Backstrom	Virginia		WEOPA	85444 574 Ave	Wayne	NE	68787	vbackst1@wsc.edu	402-375-4489	402-375-7394
Baden	Sarah		LPSAOP	992 SW 140 St	Lincoln	NE	68532	sbaden@lps.org	402-310-8886	402-436-1136
Ball	Carri		LPSAOP	5224 S 53 St	Lincoln	NE	68516	cball@lps.org	402-421-7938	402-436-1215
Barry	JoAnn		UNOPA	18205 NW 70	Lincoln	NE	68428	abarrry1@unl.edu	402-783-2823	402-472-3467
Bartlett	Susan		LPSAOP	5411 NW Fairway Dr	Lincoln	NE	68521	sbarlett@lps.org	402-477-8805	402-436-1136
Bartz	Nancy		LPSAOP	4900 Alles Circle	Lincoln	NE	68510	nbartz@lps.org	402-489-6417	402-436-1312
Baustert	Theresa	CEO	LPSAOP	3440 N 73 St	Lincoln	NE	68507	tbaust@lps.org	402-467-5104	402-436-1164
Beckmann	Kerry			3582 Little Salt Road	Staplehurst	NE	68439	kerry.beckmann@cune.edu		402-643-7370
Bell	Susan		LPSAOP	4310 S 36 St	Lincoln	NE	68516	sbell@lps.org	402-423-8057	402-436-1839
Bender	Butch	CEO	2001	7511 University Ave Rm E229	Cedar Falls	IA	50613	elverda@mchsi.com		
Bennetch	Kathy	CEO	UNOPA	6930 Garland St	Lincoln	NE	68505	kbennetch1@unl.edu	402-464-1133	402-472-2807
Berry	Lynette		LPSAOP	5022 Constitution Ave	Lincoln	NE	68521	lberry@lps.org	402-477-5542	402-436-1160
Betten	Mary	CEO	LPSAOP	7500 South St #15	Lincoln	NE	68506	mbetten@lps.org	402-488-6526	402-436-1805
Biehl	Laura B	CEO	LPSAOP	4921 W St Paul Ave	Lincoln	NE	68524	lbiehl@lps.org	402-470-2034	402-436-1702
Bom	Carol	CEO	LPSAOP/UNOPA	6529 Logan Ave	Lincoln	NE	68507	cbom@nebrr.com	402-466-1020	402-471-4332
Bomar	E. Anne	CEO	2004	114 Kimberly Dr	Frankfort	KY	40601	anne.bomar@kea.org		
Brannan	Summer		LPSAOP	1120 W Britt	Lincoln	NE	68521	sbrannan@lps.org	402-476-4013	402-436-1124
Brett	M. Kay			5408 N 142 St	Omaha	NE	68164	mbret@unl.unomaha.edu	402-496-3924	402-554-4841
Brown	Glenna	CEO		Box 414	Ruthven	IA	51358	wglennabroth@ruthven.net	712-837-5225	
Brown	Lois		LPSAOP	1851 Brent Blvd	Lincoln	NE	68506	lbrown2@lps.org	402-486-0299	402-436-1306
Buhrman	Jeanie	CEO	LPSAOP	2910 N 74	Lincoln	NE	68507	jbuhrman@lps.org	402-466-9787	402-436-1147
Burgardner	Thoma			16889 Oakmont Dr #27	Omaha	NE	68136	tburgardner@esu3.org	402-614-4338	402-592-1900
Cale	Jodi		LPSAOP	3260 Prairieview Dr	Lincoln	NE	68504	jcale@lps.org	402-770-2074	402-436-1305 xt 9-65415
Carley	Barbara		UNOPA	4500 S 44 St	Lincoln	NE	68516	bcarley1@unl.edu	402-489-2856	402-472-0083
Carstens	Becky		LPSAOP	210 W 3 St	Wahoo	NE	68066	bcarste@lps.org	402-443-1294	402-436-1124
Cary	Christine	CEO	UNOPA	1426 S 19 St Apt 1	Lincoln	NE	68502	ccary2@unl.edu	402-310-6109	402-472-5836
Chandler	Amy L		LPSAOP	6400 SW 25 St	Lincoln	NE	68523	achandl@lps.org	402-421-8793	402-436-1750
Chapman	Marlene		SEOPA	3915 Sequoia Dr	North Platte	NE	69101	mchapman@npps.org	308-532-0623	308-535-7105 ext 5
Comer	Lila		LPSAOP	2010 Wilderness Ridge Dr	Lincoln	NE	68512	lcomer@lps.org	402-421-2475	402-436-1306
Cornell	Cherry		LPSAOP	PO Box 6041	Lincoln	NE	68506	ccornell@lps.org	402-488-7417	402-436-1590
Cuddy	Bonita		LPSAOP	210 Indian Rd	Lincoln	NE	68505	buddy@lps.org	402-489-6603	402-436-1303
Cutshall	Jane		LPSAOP	5835 St Paul Ave	Lincoln	NE	68507	jcutsha@lps.org	402-467-1385	402-436-1216
Daehnke	Deb	CEO	WEOPA	57750 855 Rd	Wayne	NE	68787	dadaehn1@wsc.edu	402-375-1694	402-375-7301
Dahlin	Roxanne		LPSAOP	6500 Tanglewood Ln	Lincoln	NE	68516	rdahlin@lps.org	402-423-2723	402-436-1302
Danley	Jean			3121 W Raymond Rd	Raymond	NE	68428	jdandley@windstream.net	402-783-3004	402-665-3651
Davis	Wanza	CEO		120 Selby Drive	Marshall	NC	28753	wanzadavis@bellsouth.net	828-683-7366	
Dawson	Laura			10505 S 120	Bennet	NE	68317	ldawson@esu6.org	402-782-8916	
DeShon	Lynn	CEO	UNOPA	13595 N 14	Ceresco	NE	68017	ldehon1@unl.edu	402-785-2382	402-472-4925
Dickey	Dianne	CEO	LPSAOP	8115 Sanborn Dr	Lincoln	NE	68505	ddickey@lps.org	402-488-3940	402-436-1583
Doolittle	Debbie	CEO	LPSAOP	550 West 2, Box 326	Cortland	NE	68331	ddool@lps.org	402-798-7815	402-436-1797
Douthitt	Judy A		UNOPA	2811 Fletcher Ave #29	Lincoln	NE	68504	jdouthitt2@unl.edu	402-466-3832	402-472-4871
Dunn	Lanette	CEO	LPSAOP	7540 S 32 St	Lincoln	NE	68516	jdunn@lps.org	402-423-2226	402-436-1220
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Brownie Truffle Cups

Nonstick Cooking Spray With Flour

1 2/3 c. semi-sweet chocolate morsels, divided

2 T. butter (do not substitute margarine)

1/2 c. sugar

1 egg

2/3 c. all-purpose flour

3/4 c. heavy whipping cream

Assorted garnishes such as maraschino cherries and whipped topping

Preheat oven to 325 degrees. Spray wells of mini-muffin pan with non-stick cooking spray with flour. Place 2/3 c. of the chocolate morsels and butter into mixing bowl. Microwave on high 40-60 seconds or until smooth, stirring after each 20-second interval. Add sugar and egg to mixing bowl, mix until blended. Add flour; mix just until flour is incorporated. Using two teaspoons, divide batter evenly among wells, filling wells about 2/3 full. Gently tap pan to create level tops. Bake 10-12 minutes or until edges are set (Do not over bake.)

Meanwhile, pour cream into bowl, microwave on high 1-2 minutes or until hot. Pour cream into bowl with remaining 1 c. chocolate morsels; whisk until smooth. Place bowl into freezer 10-12 minutes or until mixture is cool and starting to thicken, stirring after each 5-minute interval. Spoon ganache into resealable plastic bag.

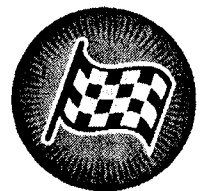
Remove pan from oven, cool 2 minutes. Press tops of brownies with spoon to make indentations. Cool in pan 3 minutes. Carefully remove brownies from pan. Trim corner of bag to allow ganache to flow through. Pipe ganache evenly into brownie cups. Garnish as desired.

Yield: 24 servings.



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