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UNOPA NOTES

University of Nebraska Office Professionals Association / Volume 46, Issue 5

--FROM THE DESK OF-- PRESIDENT GRETCHEN WALKER

Holiday break and the beginning of the New Year seemed to fly by. The month of January is half over and the snow and ice continue to be a nuisance. I would like to reminder everyone that many wonderful events are planned for UNOPA members this upcoming spring.

As the February meeting is fast approaching, so is the presentation of the Floyd S. Oldt Silver Pen and Outstanding Staff Awards. I want to thank those individuals who took the time out of their busy schedules to do nominations, as well as those who wrote letters of recommendation for these nominees. I hope you can join us on February 12 at the City Campus Union to see who was nominated and who will be the lucky winners!

Since I'm on the topic of awards, just a reminder that the Rose Frolik Award will be presented in April, so you will want to start thinking of that special someone who demonstrates the attributes of UNOPA's founder and first president, Rose Frolik. Go to the UNOPA website for nominating information about this award.



The UNOPA Nominating Committee is fast at work sending out letters requesting you to consider running for an office or nominating someone you think would be interested in being an officer for 2008-2009. I encourage you to run for an office and get involved on a committee as either a member or Director. Please contact Donette Petersen, 2-5623, if you are interested in running for an office.

(Continues on Page 2)

Board of Directors

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Education is the birthright of every person. We as members of the University of Nebraska Office Professionals Association pledge ourselves to safeguard that right. We acknowledge the unique role of educational office professionals and the importance of their contributions to the university and the community. The purpose of UNOPA is to provide professional growth and promote high professional standards for educational office professionals with the University of Nebraska, as partners, upholding the quality of service to the university educational system and the community.

President's Message (Continued from Page 1)

UNOPA's spring workshop will be held on Thursday, February 28 from 1:00-4:00 pm at the East Campus Union. M. Colleen Jones, Assistant to the Chancellor for Organizational Development and Assistant Professor of Management, UNL, will be the featured speaker. Her topic will be "Let's Talk Business! Finding One's Voice During Life's Transitions."

Further information can be found on Page 4 of this newsletter. You may go to the UNOPA website to register.

I look forward to seeing everyone at the February 12th meeting!



UNOPA GENERAL MEETING

FEBRUARY 12, 2008

11:45 a.m., Nebraska City Union

JOIN YOUR UNOPA FRIENDS FOR THE February 12th UNOPA General Meeting at 11:45 a.m. The Silver Pen & Outstanding Staff Award will be presented! Musical entertainment will be provided by guitarist, Bryan Becker.

Please get your registration forms to Dora Dill by February 5.

Forms available at: <http://www.unl.edu/unopa/>



UNOPA NOTES CONTEST WINNER

Congratulation goes to Kathy Thompson. Kathy found "Sara Weixelman, Filley Hall Business Center" out of context on Page 5 of the December UNOPA Notes and her name was drawn. Kathy will receive a free lunch at the February 2008 General UNOPA meeting. Congratulations, Kathy!



Thank you to all who entered. Next month is another chance for you to enter to win! Happy hunting.

Due to the rise of printing costs, the UNOPA General meeting minutes will be posted on the UNOPA website: www.unl.edu/UNOPA.

Please call Janice Kohler at 472-1103 if you would like a hard copy and do not have access to the website.

Thanks for your understanding.



TRANSFORMING FROM CHAOS TO CALM

by Maria Gracia - Get Organized Now! <http://www.getorganizednow.com>

Are you getting stressed-out just thinking about everything you have to get done? If so, here's a simple system to help you go from chaos to calm.



1. Stop what you're doing

If you're super-busy and find yourself getting overwhelmed with all the tasks and projects you have to do, the best thing to do is stop what you're doing--at least for a few minutes.

It's vital to take a deep breath and a step back to be sure **(a)** you're working on the right things and **(b)** you're working as efficiently as possible.

2. Be realistic

The other day, someone asked me if I would volunteer my time for an event. I quickly glanced at my busy schedule and graciously declined the offer.

I realized immediately that if I took on this additional project, that I would be in a major time-crunch.

While others may expect you to be super-human, the truth is that everyone has limitations. Know yours and be realistic about how much can actually be completed -- accurately -- in any given day.



3. Keep a running record

There are always going to be things that need to be done. Always have a Master List so you can jot these things down.

This running list serves as a memory tool, so you can free your mind to concentrate on the task at hand.

4. Take your pick

Once you have a Master List, use it to write up a Daily To Do List. Wisely choose four (or five or six--whatever you can handle each day without getting overwhelmed) things from your Master List, and put those items on your Daily To Do List.

Work on those four items, and don't put another four on that list until those initial four are completed

5. Make your environment more pleasant

Are you surrounded by papers and mail? Clear your work area, even if you have to put everything to the side for now.

Are your kids interrupting you? Give them a project to do to keep them occupied.

Not enough light? Add a lamp, or paint the room a lighter color.

Put on some pleasant music. Light a scented candle.

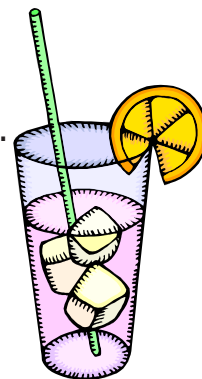
The bottom line is, the more pleasant your environment is the more relaxed you are going to feel.

6. Sandwich in rewards

After we did a bunch of yard work the other day, my husband and I went out on the front patio and relaxed with some lemonade while we flipped through our favorite magazines.

After I write my organizing columns for the media, I often take a refreshing walk around my neighborhood.

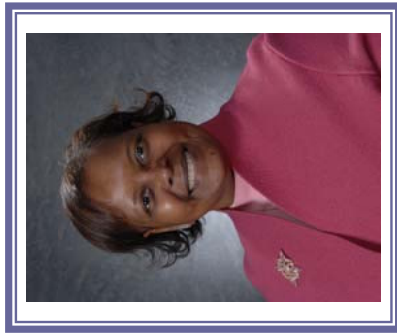
Sandwiching these enjoyable rewards in between my work, makes my day both productive, stress-free and fun.





2008 SPRING WORKSHOP — February 28, 2008

LET'S TALK BUSINESS! *Finding One's Voice During Life's Transitions*



M. Colleen Jones

[\[biosketch\]](#)

Assistant to the Chancellor for Organizational Development
Assistant Professor of Management
University of Nebraska-Lincoln

STOP! REFLECT!

Ever Asked Yourself:

- How Do I Go On?
- Why should I change?
- How do I make sense of nonsense?
- Why am I being tested like this?
- What forces guide my behavior?
- How do I maintain balance?
- How do we retain a sense of "self" as well as a sense of "us"?

Participants may walk away with more questions than answers, but will feel empowered

Registration Deadline: Wednesday, February 20, 2008 –Pre-Workshop Packet will be distributed

3/6 PSP

Name _____ Day Phone _____
 Department (if applicable) _____ Questions? Contact: [Betty Jacobs](#) 402-472-8784
 Street or Campus Address _____ City/State/Zip: _____

Please specify: UNOPA Member [Free annual Career Development workshop] Nonmember — \$10 [fee for materials]
 Make check(s) payable to UNOPA; or include your UNL departmental cost object for billing, if applicable _____
 Return registration to: [Shirley Horstman](#), Univ. of Nebraska, 312 N. 14th ALEX West, Lincoln, NE 68588-0408 402-472-9417 (FAX: 2-6048)
 YES! I'd like to visit a UNOPA meeting 2ND TUESDAY/Mo. (through May 12, 2008) 11:45-1:00PM. Contact: [Betty Jacobs](#) 2-8784
 UNOPA Membership information: Membership Directors, [Cathy Leazer](#), 472-4879 or [Karen Randall](#), 472-5233.

UNOPA meets monthly, September through May. Meetings feature interesting speakers, and programs. Other benefits include an award winning website, newsletter, career enhancing workshops, networking, mentoring and professional growth opportunities. UNOPA Website: <http://www.unl.edu/unopa/index.htm>

1:00-4:00 P.M. – FEBRUARY 28, 2008 – EAST CAMPUS UNION/GREAT PLAINS (short vita, page2/over)

Background Information Please . . .

(Continued from Page 4)

M. Colleen Jones, D.B.A. Clinical Assistant Professor of Management Assistant to the Chancellor

Areas of Specialization: Leadership development; organizational learning; diversity in organizations; group processes; conflict management; and spirituality.

- Professor Jones is currently the First Vice Chair of the Board of Directors of the National African American Women's Leadership Institute (NAAWLI), and is on the Board of Leadership Lincoln; the Nebraska Jazz Orchestra; Friendship Home, and is a Trustee for the Nebraska Art Association. Previously, she has served on the Editorial Board of the *Journal of Management Education*; the board of directors of the Association of Black Women in Higher Education; the Organizational

Behavior Teaching Society; and on the editorial board of the *Journal of Educational Opportunity*.

- Dr. Jones is a certified administrator of the Myers-Briggs Type Indicator (MBTI) which she incorporates in her teaching, research, and consulting.
- She is an entrepreneur with an interest in Preston Industries, LLC, dba *Kenny's Dry Cleaners (2760 South)*, serving as the CFO, and Director of Marketing.

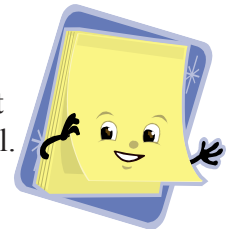
M. Colleen Jones earned her degrees from: The University of Iowa (B.B.A. in Accounting and Quantitative Methods); M.B.A. The University of Southern California (Management and Finance) and finally, a D.B.A. from The George Washington University, Organizational Behavior and Development.

REMINDER TO UNOPA MEMBERS REGARDING PSP CREDITS:

submitted by Lorraine Moon, CEOE, PSP Co-Director

When you take a course or attend a workshop here at the University that is not sponsored by UNOPA, you may still be able to obtain PSP credits. The course or workshop should be in a field of study that can be considered inservice. You will need a signed certificate or letter that contains the following: 1) name/organization of presenter; 2) title of presentation; 3) your name; 4) date and hours of course/workshop; and 5) signature of presenter/instructor/sponsoring organization.

Include this certificate or letter in your PSP application materials that you submit to NAEOP for approval. Most likely, Debbie Hendricks, Vice Chancellor Student Affairs, you will receive PSP credits for these hours.



If you have questions feel free to contact me at 472-6082.



What the world really needs is more love and less paper work.

- Pearl Bailey

February 2008 Calendar

- February 12 UNOPA General Meeting
City Campus Union - 11:45 A.M.
- February 15 UNOPA Notes Deadline for Submission of Articles
- February 20 Registration Deadline 2008 Spring Workshop
- February 28 2008 Career Development Spring Workshop
East Campus Union - 1:00-4:00 P.M.



*“Building Better
Partnerships”*

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UNOPA NOTES

University of Nebraska Office Professionals Association / Volume 46, Issue 6

--FROM THE DESK OF-- PRESIDENT GRETCHEN WALKER

Despite what Punxsutawny Phil might have predicted, spring is fast approaching. Soon the days will become warm and the flowers abloom. Now is a good time to reminisce about what has taken place these past few months in UNOPA and what is yet to come.

In September our meeting was held on September 11, 2007, the sixth year anniversary of 9/11 and the terrorist attacks on the Pentagon and the World Trade Center. We took time to remember the many brave men and women that lost their lives that day with a special poem and a recipe for a remembrance cake. Todd Bowman, a representative from City Impact, gave a brief presentation. City Impact is a faith-based non-profit organization whose vision is to see urban families and communities transformed from the inside out and is one of the charities I have selected for UNOPA to support this year. We also had a presentation on the benefits and differences of UNOPA, NEOPA and NAEOP. A brick was purchased in honor of Rose Frolik, UNOPA founder, to be placed in the Jackie Evans Memorial Garden located at the NAEOP office in

Wichita, Kansas. Our Mentoring Committee had already been busy setting up noon mini-workshops. The first one was held in September with Shannon Poppe, Specialist for Environmental Health and Safety, who spoke on office ergonomics.

The October meeting found us at the City Union listening to Dale Bacon's ghost stories of UNL and Lincoln locations and his own personal experiences with ghosts. In October our Mentoring Committee mini-workshop featured Greg Clayton, Director of Benefits and Risk Management, who provided us with information on retirement and benefits. Another main focus is the UNOPA parking lot on Husker football game days, where we have lots of fun meeting new members and old friends while raising money for UNOPA by parking cars. This year UNOPA earned \$4,724! On October 6, the PSP Endowment Committee held their annual fall luncheon at the Lied Center. Gary Meers presented, "Aspire to Inspire Before You Expire." Dean Oliva played the piano, and there was also a silent auction and door prizes. Dr. Z B Mayo, Interim Associate Dean and Associate Director of the Agricultural Research Division at UNL, was

(Continues on Page 2)

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President's Message (Continued from Page 1)

awarded the 2007-08 Educational Administrator of the Year at NEOPA's fall workshop on October 12. Many members of UNOPA also participated in the American Cancer Society walk on October 14 at Holmes Park. UNOPA made a good showing for a very worthwhile cause.

Nicholas Reynolds a student in the UNL School of Music, provided background music before lunch at our annual Bosses Luncheon in November. Guest speaker Dean Giacomo Oliva, Hixson-Lied College of Fine and Performing Arts and recipient of the 2007 NAEOP Administrator of the Year, encouraged the bosses and administrators to support the professional development efforts of their staff. Dean Marjorie Kostelnik, College of Education and Human Services, was our Boss of the Year recipient. The Cedars Foundation was announced as the organization that would receive gifts from our Giving Tree in December. Our Mentoring Committee arranged a mini-workshop in November with Kathy Prochaska-Cue, Former Board Member of the UNL Federal Credit Union and Associate Professor of the Department of Children, Youth and Family Studies, who spoke about "Paying Down Debt."

The weather in December was not in our favor and the December general meeting had to be cancelled as many employees could not get to work.



Our January meeting was a UNOPA/UAAD annual joint general membership meeting. Jim King, Associate

Professor of Agricultural Leadership, Education, and Communication, and Kathy Notter, Specialist System Support for Communication Information Technology, spoke on Leadership Styles. Our Mentoring Committee brought a mini-workshop to us in January by William Lyons, Professor of Law, who spoke on the importance of Wills & Trusts.

The Floyd S. Oldt Silver Pen Awards were given to Linda Thelen, Room Assignment Clerk for Registration and Records, and Debra Underhill, Staff Secretary for the Panhandle Research and Extension Center, at the February meeting. Barbara Homer, Secretary Specialist, School of Criminology and Criminal Justice, was awarded the Floyd S. Oldt Outstanding Staff award. The Mentoring Committee held another mini-workshop on Heart Attacks and Strokes/Signs and Prevention/Men and Women by Marilyn Baalhorn, Health Aide Coordinator, University Health Center. UNOPA's annual

spring workshop on "Let's Talk Business: Finding One's Voice During Life's Transitions," presented by Dr. M. Colleen Jones, Assistant to the Chancellor for Organizational Development and Assistant Professor of Management, was held February 28. Fourteen UNOPA members have signed up for the N-lighten Nebraska team wellness program sponsored by the Nebraska Sports Council. The three month endeavor (February 1-May 1) encourages Nebraskans to develop sustainable healthy physical activity and eating habits. The team has set a goal of walking our way to the national conference in Denver. Good luck teammates!! All UNOPA members were encouraged to wear red on February 1 to show their support for women's heart disease awareness.

We only have three more general membership meetings this year. In March, Jan Hoegh, Assessment Coordinator with Statewide Assessment, Nebraska Department of Education, will be the presenter. We also will hold the last of the mentoring mini-workshops presented by Angie Frederick, Assistant Director Fitness and Wellness Services, Campus Recreation, on General Wellness, Stress management and the Health Risk Assessment survey results and the future. Many UNOPA members will also be heading to Columbia, Missouri, to participate in the "Professionalism is Cooking in Missouri," Central Area Professional Development Day, hosted by the Missouri Association of Educational Office Professionals (MAEOP) on March 27-28. UNOPA's Executive Board will also see the final presentations from Michael Goff's marketing class, who has agreed to take UNOPA as a client this spring semester. The students are working on ways to recruit and retain members as well as provide recognition for the members.

In April we will honor our Past-Presidents and present the Rose Frolik Award, which was established to recognize a member who demonstrates the attributes of UNOPA's founder and first president, Rose Frolik. Our entertainment for that meeting will be the chorus from Lincoln Christian High School. We will also be celebrating UNOPA's 45th anniversary at the April meeting. The NEOPA (the Nebraska Educational Office Professional Association) will host their spring workshop, "April Showers Bring a Rainbow of Opportunities," on April 10 and 11 at the Cornhusker Hotel. UNOPA's own Becky Hastings will be installed as the NEOPA president during the Friday night banquet.

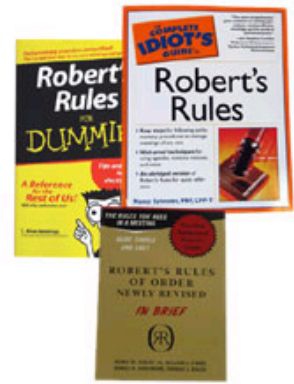
How fast this year has gone! In May we will install the new UNOPA Officers and Board of Directors for 2008-2009. Be thinking how you can use your strengths to be a UNOPA Director or work on a committee. I have found my time as President and as a Director on the Board a very rewarding experience—"Construct Partnerships with Service."



Due to the increase in printing costs, the UNOPA General meeting minutes will be posted on the UNOPA website: <http://unopa.unl.edu>, or call Janice Kohler at 472-1103 if you would like a hard copy and do not have access to the website.

Parliamentary Procedure: What is it and why should I care?

By Mary Guest, President Elect



UNOPA's Bylaws were established according to the guidelines set forth by Robert's Rules of Order, and, as stated in the Bylaws, Robert's Rules of Order is our parliamentary authority. UNOPA's board meetings and general meetings are run according to Robert's Rules of Order. But what does this really mean?

"Parliamentary law is the procedural safeguard that protects the individual and the group in their exercise of the rights of free speech, free assembly, and the freedom to unite in organizations for the achievement of common aims. These rights, too, are meaningless, and the timeless freedoms they define can be lost, if parliamentary procedure is not observed." (Sturgis, Alice, *The Standard Code of Parliamentary Procedure*, 4th ed., McGraw-Hill, 2001, pg. 2.)

Just the titles of "parliamentary procedure" and "Robert's Rules of Order" sound cumbersome and complicated, but really are manageable when broken down into smaller segments. You don't need to learn Robert's Rules of Order all at one time including all the exceptions and details. Simply learn the big picture—the importance of an agenda, what should be included in meeting minutes,

description of officer's duties, and how to make a motion. A good place to start is with "Robert's Rules for Dummies" by C. Alan Jennings. This book breaks down all aspects of organizations and meetings. Instead of reading it from cover to cover, you can easily pick a topic, find it in the book and have a good understanding of that topic. This book is not a substitute for Robert's Rules, but it does help explain them.

UNOPA's board meetings and general meetings don't usually involve many of the complex rules. We generally make main motions and secondary motions, make Bylaws changes and Standing Rules changes, and conduct orderly business meetings. It's pretty simple, but these rules must be followed to insure fairness to all. As stated by Alice Sturgis:

"Parliamentary procedure is easy to learn because it is essentially fairness and common sense. It gives confidence and power to those who master it, and enables members and organizations to present, consider, and carry out their ideas with efficiency and harmony.



It is true that parliamentary law can be used to obstruct the will of the majority, as well as to implement it—but this can happen only when a majority of the members are ignorant of their parliamentary rights." (Sturgis, pg.3)

For those attending the 2008 NAEOP Annual Conference this summer in Broomfield, Colorado, I would encourage you to attend the briefing, "Parliamentary Procedure," presented by Dr. Jon Hall, NAEOP Parliamentarian (Briefing #401). He encourages you to e-mail any questions you may have on parliamentary procedure or topics you would like him to address prior to June 1, 2008, at JHConsulting@cfu.net. He is truly an expert and provides understandable explanations. After attending his session, you can observe parliamentary procedure in action at the NAEOP General Sessions. This will give you a totally new appreciation of the process.

Parliamentary procedure is followed to insure all members' rights in an organization. Take some time to look at UNOPA's Bylaws. Be curious. Be inquisitive. This is your organization—understand how it works and how Parliamentary procedure benefits you.



MARCH GENERAL UNOPA MEETING “Assessment of Student Learning in Nebraska”

March 11, 2008 at 11:45 a.m.

The next UNOPA General meeting will be March 11 in the Nebraska City Union. Our presenter will be Jan K. Hoegh, Assessment Coordinator with Statewide Assessment from the Nebraska Department of Education. The Department of Education has implemented a local assessment process for the purpose of learning about student performance to the Nebraska Standards. This presentation will provide the audience with information about our State Department, the process used for state assessment, and information about quality assessment. Time will be provided for questions related to assessment and other pertinent educational issues.



NEW CONTEST WINNER!

by Deb Rosenau and Tonda Humphress, UNOPA Notes Co-Directors

In the January 2008 UNOPA Notes, Marcy Tintera, Staff Assistant for the College of Law, was the randomly chosen UNOPA Notes contest winner. She found Debbie Hendricks’ name and department on page 5 of that issue. Marcy will receive a free lunch at the March 2008 General UNOPA meeting. CONGRATULATIONS, Marcy!



UNOPA NOTES CONTEST RULES



In each newsletter, a UNOPA member’s name (as listed on the UNOPA Membership web page) and department will be out of context. When you find it, send an email to: drosenau1@unl.edu or thumphress1@unl.edu to let us know the page on which you found the information, the member’s name and department.

Look carefully in this newsletter to find the hidden name and department of a UNOPA member. The lucky winner will receive a free lunch at the April 2008 General UNOPA meeting. GOOD LUCK!

Note: Names/Departments for this contest will not be listed in the Board of Directors Section.

With six (6) issues of *UNOPA Notes* published, there is still *one last chance!*



PSP Deadline: The next deadline to apply for the PSP is May 15. If you have questions about applying for the PSP or would just like more information in general regarding this program, please contact Lorraine Moon, CEOE, at 472-6082 or at lmoon1@unl.edu.

ROSE FROLIK AWARD NOMINATIONS

by Diane Wasser, Awards Director

UNOPA is now seeking nominations for the Rose Frolik Award. Nominations are due by March 7th to Diane Wasser, Awards Director. For information on the criteria for the award, please refer to the website: <http://unopa.unl.edu/rose.htm> To see who qualifies for this award please refer to the website: <http://unopa.unl.edu/awards.htm> and click on eligible nominees.

This annual award was established in 1988 to recognize a member who demonstrates the attributes of UNOPA's founder and first president, Rose Frolik. It is awarded at the regular April meeting where we present the award and honor all of our Past Presidents.

Rose is an enthusiastic, energetic person who challenges life and feels that how you do your work may be a lot more important than what you do. UNOPA members who have been active for at least the past five years are eligible for nomination by another member. Recipients of this very special honor are presented with a personalized plaque commemorating their recognition, a year's membership to UNOPA, and a \$600 cash award.



Rose Frolik, April 2002



It's time to celebrate UNOPA's 45th Anniversary!

Please plan to join us as we celebrate UNOPA's 45th Anniversary at the April General Meeting, Pat DeStefano, Natural Resources Business Center. We welcome any *memories/pictures* featuring past UNOPA members and events for a possible scrapbook page posting. All ideas welcome!

Watch for more information in the March issue of *UNOPA Notes*.

MEMBER NEWS

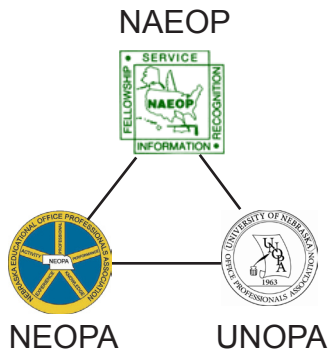
by Helen Sexton, Corresponding Secretary

Recent cards were sent to the following UNOPA members who have had personal emergencies.

- Get Well — Marie Dvorak
- Sympathy — Karen Jackson
- Thinking of You — Karen Randall
- Thinking of You — Linda Thelen
- Sympathy — Sandy Watmore
- Sympathy — Edie Schleiger
- Thinking of You — Margaret Skean
- Get Well — Kathy Bennetch



If you know a UNOPA member who would appreciate a congratulations, get-well, sympathy, or thinking-of-you card, please contact Helen Sexton at 472-2341 or hsexton2@unl.edu.



**The UNOPA
NAEOP/NEOPA LIAISON
is
Diane Wasser, CEOE
dwasser1@unl.edu**

Professional Development Opportunities

UNOPA members have two great opportunities to attend Professional Development workshops in the next couple of months.

On March 29-30 there will be a professional development workshop and Central Area meetings in Columbia, Missouri. Information can be found on the Missouri Association of Educational Office Professionals' website at: <http://www.maeop.net>. Registration needs to be postmarked by **March 7**. If you are interested in going, please contact Diane Wasser, UNOPA Liaison, or Lola Young, Central Area Director.

Another professional development opportunity is the NEOPA (Nebraska Educational Office Professionals Association) Spring Conference. The dates are April 10 and 11 at the Cornhusker Hotel in Lincoln. April 10 will be a social from 7:00 – 9:00 p.m. The evening will include live and silent auctions, snacks, lots of fun, and networking. Friday morning will start with registration

from 7:30 – 8:15 a.m., followed by a flag ceremony. The keynote speaker will be Dr. Schlichtemeier-Nutzman who will speak on “The Strength of Four Generations.” Many of you heard her last year but, by popular demand, she is back to continue where she left off. Lunch is a potato and salad bar. In the afternoon we will have our state business meeting followed by Lori Balke speaking on “Colors.” The afternoon sessions will conclude at 4:30 p.m. In the evening there will be a banquet with your choice of three different meals and then the installation of the state officers and directors. This year we will install Becky Hastings as president and congratulate Chris Cary on a great year. UNOPA should be very proud to have back-to-back state presidents.

More information on the State NEOPA Conference can be found at: <http://neopa.unl.edu/centralarea.html>.

Please consider joining us for one or both of these events.



NAEOP ANNUAL CONFERENCE
July 7-11, 2008
Broomfield, CO



“Building Better Partnerships”

The National Association of Educational Office Professionals (NAEOP) Annual Conference will be in July, 2008. The conference is at The Omni Interlocken Resort which should be a treat. Hopefully, you have already made your room reservations for this event and marked your travel arrangements on your calendar!

Diane Wasser, CEOE, NEOPA/NAEOP Liaison

UNOPA Members Receive Awards

by Diane Wasser, Awards Director



UNOPA honored three University employees at their annual February 12th General Meeting. The Floyd S. Oldt Silver Pen was awarded to Linda Thelen and Debra Underhill, and the Outstanding Staff Award was presented to Barbara Homer.

The Silver Pen Award honors two office/service employees who have demonstrated superior performance while employed at UNL and who have made significant contributions to the University community. The award was established in UNOPA's Silver Anniversary year and, as a pen is common to UNL personnel, it was named the Silver Pen Award. It is funded by an endowment to the University from Floyd S. Oldt. The recipients will each receive \$600, an engraved A.T. Cross Silver Pen, a framed certificate and a one year UNOPA membership.



Linda Thelen, the Room Assignment Clerk in the Registration Office, was nominated by Tony Schkade. Letters of support mention how hard working and diligent Linda is and how she always goes that extra mile for those who are in need of assistance.

Clients are served in a pleasant and professional manner. Linda works with faculty, staff and students to assure that they have an enjoyable experience here at UNL. Linda goes beyond the ordinary job requirements to step in when needed and always has a smile to share.

Debra Underhill, Staff Secretary from the Panhandle Research and Extension Center in Scottsbluff, was nominated by John Smith. Debra was hired in October 1999 and provides office support to five specialists. They mention her organization and ability to multi-task to keep five diverse people happy. She is always experimenting with new ways to keep presentations fresh and appealing. She always seeks out opportunities to improve her skills.



The Floyd S. Oldt Outstanding Staff Award was created to recognize an outstanding University of Nebraska-Lincoln office/service employee who demonstrates distinguished service and contributions to the University community; this award is made possible by an endowment left to the University Foundation by Floyd S. Oldt in 1991. Any University employee may nominate another UNL employee. Recipients receive a personalized plaque, a year's membership to UNOPA, and a cash award of \$1,000.

Barbara Homer, Secretary Specialist for the School of Criminology and Criminal Justice, was nominated by Dr. Colleen Kadleck and Karen Fulton. Barbara's nomination letters mentioned her commitment to excellence. She is personable, caring, friendly, trustworthy, dependable, and an excellent team player. Barbara consistently positions herself to be "always part of the solution and never part of the problem." In short, Barbara loves her job and it shows.



Other nominees for the Floyd S. Oldt Silver Pen were Lori Drake, Accounting Clerk in the Business Operations of Extended Education and Outreach; Juanita Jackson-Stoner, Administrative Technician in the Senior Vice Chancellor's Office for Academic Affairs; and Betty Tutt, Administrative Technician in the Budget Department. Also nominated for the Floyd S. Oldt Outstanding Staff Award was: Kimberly Christiansen, Program Assistant, INTSORMIL.

These awards are judged by employees from across the campus representing administrators, faculty members, directors, supervisors, office and service employees. Our judges this year were Bill Stevens, Mary Weidner, Keith Zaborowski, Karina Shoengold, Larry Routh, and Timothy Alvarez.

Congratulations to all three recipients!

March 2008 Calendar

- March 7 Deadline for Rose Frolik Award Nominations
- March 9 Daylight Savings Time Begins
- March 11 UNOPA General Meeting
Nebraska City Union - 11:45 a.m.
- March 14 *UNOPA Notes* Deadline for Submission of Articles
- March 16-23 UNL Spring Break
- March 27-29. NAEOP Central Area Workshop, Columbia, MO
“Professionalism is Cooking in Missouri”



University of Nebraska-Lincoln
UNOPA Notes
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Lincoln, NE 68588-0541
Tonda Humphress & Deb Rosenau
Editors
Circulation 176

Address Corrections to:
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313 Agricultural Hall
Lincoln, NE 68583-0705





UNOPA NOTES

University of Nebraska Office Professionals Association / Volume 46, Issue 7

--FROM THE DESK OF-- PRESIDENT GRETCHEN WALKER

It's hard to believe spring is here and my term as president is coming to a close. There are only two more general meetings remaining, one of those being the Past Presidents luncheon and the Rose Frolik award presentation, which will be April 8, 2008. Together we will be celebrating our 45th Anniversary as an organization.

Other activities for the month of April include the annual NEOPA spring workshop, "April Showers Bring a Rainbow of Opportunities," on April 10 and 11 at the Cornhusker Hotel. This will be a great opportunity for everyone to do a little socializing, attend informative briefings during the day and end the conference by installing UNOPA's own Becky Hastings as the incoming NEOPA president.

The last of the Mentoring mini-workshops will be presented by Angie Frederick, Assistant Director Fitness and Wellness Services, Campus Recreation, on General Wellness, Stress Management and the Health Risk Assessment survey results and the future. The workshops will take place from noon to 1 pm on April 24 at the East Campus Union and April 29 at the City Campus Union.



The Nominating Committee has secured a wonderful slate of officers and the ballots are due on April 2. I would like to thank those individuals that agreed to have their names placed on the ballot to run for an officer position for the coming

(Continues on Page 3)

Board of Directors

President, Gretchen Walker, CEOE
472-0602 gwalker2@unl.edu

President-Elect, Mary Guest, CEOE
472-3755 mquest2@unl.edu

Recording Secretary, Janice Kohler
472-1103 jkohler1@unl.edu

Corresponding Secretary, Helen Sexton
472-2341 hsexton2@unl.edu

Treasurer, Peg Johnson
472-0533 mjohnson4@unl.edu

Awards, Director:
Diane Wasser, CEOE 472-6251 dwasser1@unl.edu

Employee Concerns, Co-Directors:
Jane Schneider 472-8670 nschneider2@unl.edu
Doreen Wagenaar, CEOE 472-2632
dwagenaar@unl.edu

Bradley Munn Professional Growth Fund, Director:
Donelle Moormeier 472-2069
dmoormeier1@unl.edu

Hospitality, Co-Directors:
Cindy Knight 472-9763 cknight1@unl.edu
Dora Dill 472-7082 ddill1@unl.edu

Membership, Co-Directors:
Cathy Leazer 472-4879 cleazer2@unl.edu
Karen Randall 472-5233 krandall2@unl.edu

Mentoring, Director:
Jan Edwards 472-2097 jedwards1@unl.edu

NEOPA, NAEOP Liaison:
Diane Wasser, CEOE 472-6251 dwasser1@unl.edu

Nominating, Co-Directors:
Donette Petersen 472-5623 dpetersen1@unl.edu
Marlene Pyatt 472-8778 mpyatt2@unl.edu

Outreach, Co-Directors:
Barbara Homer, 472-3677
bhomer@mail.unomaha.edu
Linda Luedtke, CEOE 472-9354
lluedtke1@unl.edu

Career Development, Co-Directors:
Betty Jacobs 472-8784 bjacobs1@unl.edu
Lorraine Moon, CEOE 472-6082 lmoon1@unl.edu

Program, Director:
Mary Guest, CEOE 472-3755 mquest2@unl.edu

Communication Technology, Director:
Karen Jackson 472-7903 kjackson2@unl.edu

UNOPA Notes, Co-Directors:
Tonda Humphress 472-3756
thumphress1@unl.edu
Deb Rosenau 472-1949 drosenau1@unl.edu

Ways and Means, Director:
Kathy Thompson 472-4843 kthompson1@unl.edu

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Education is the birthright of every person. We as members of the University of Nebraska Office Professionals Association pledge ourselves to safeguard that right. We acknowledge the unique role of educational office professionals and the importance of their contributions to the university and the community. The purpose of UNOPA is to provide professional growth and promote high professional standards for educational office professionals with the University of Nebraska, as partners, upholding the quality of service to the university educational system and the community.



Celebrate 45 years of UNOPA



.....

COME AND MEET THE PEOPLE WHO HAVE LED UNOPA IN PREVIOUS YEARS AND FIND OUT WHO RECEIVES THE ROSE FROLIK AWARD ON April 8th, for the next UNOPA General Meeting at 11:45 am in the Nebraska East Union.



UNOPA NOTES CONTEST WINNER

submitted by Tonda Humphress & Deb Rosenau, UNOPA Notes Co-Directors

Debbie Hendricks in the Vice Chancellor for Student Affairs Office is our contest winner. Debbie found Pat DeStefano's name out of place on Page 5 of the UNOPA Notes



February 2008 issue. Debbie will receive a free lunch at the April UNOPA General meeting. Congratulations, Debbie.

That concludes our contest for this year. We hope you have enjoyed looking for the contest names and departments as much as we have enjoyed getting your contest entries.

MEMBER NEWS

by Helen Sexton, Corresponding Secretary

Recent cards were sent to the following UNOPA members who had personal emergencies.

- Sympathy – Lola Young
- Thinking of You – Cheryl Kruid



If you know a UNOPA member who would appreciate a congratulations, get-well, sympathy, or thinking-of-you card, please contact Helen Sexton at 472-2341 or hsexton2@unl.edu.

As always both the UNOPA Executive Board meeting minutes and the UNOPA General meeting minutes will be posted on the UNOPA website: www.unl.edu/UNOPA, or call Janice

Kohler at 472-1103 if you would like a hard copy and do not have access to the website. Thanks for your understanding.

President's Message (Continued from Page 1)

year. Our nominees were all wonderful and all of them will do a great job in leading UNOPA to another fabulous year.

Special congratulations to Mary Guest, CEOE!! Mary, Administrative Technician for the Vice Chancellor for Student Affairs received the Board of Regents KUDO award from the University of Nebraska.

The Board of Regents recognizes full-time employees from each campus for outstanding service to the University of Nebraska at their monthly meetings. Mary received her KUDO award on March 7, 2008. UNOPA is very proud of you!!

Hope you had a great Easter and see you all at the April meeting!



MARIE DVORAK RETIREMENT
submitted by Christine Cary, CEOE



Mrs. Marie Dvorak, a project assistant in the Office of Graduate Studies and past UNOPA treasurer, will retire April 3, 2008. An open house reception hosted by the Office of Graduate Studies will be held April 3, 11:30 am - 1:30 pm, in the Nebraska Union. UNOPA members and other colleagues are invited to stop by, sign the guest book, enjoy some cake, and give her a happy send-off!

Marie has worked on the UNL campus for 18 years, beginning with the Nebraska Department of Education Vocational Rehabilitation, which served UNL students with disabilities. Later she worked with the Center for Instructional Innovation, then the Office of the Vice Chancellor for Business and Finance, and finally

the Office of Graduate Studies. When asked what she likes best about her career on campus Marie replied, "Being close to the students. They make the atmosphere lively, vibrant, and fun. I enjoy that a lot."

Her post-retirement plans include travelling with her husband, Ed Dvorak. Their first trip will be to Texas to visit their children and grandchildren. They also plan to go to California and Wisconsin this year.

Being an officer for UNOPA was fun, and she got to meet more great people that way. "I've made a lot of friends while I've worked here, and I'll miss them," she says. We'll miss you too, Marie!



To me a lush carpet of pine needles or spongy grass is more welcome than the most luxurious Persian rug.
- Helen Keller

WELLNESS WEDNESDAYS
submitted by Marilyn Baalhorn, RN, MEd
Health Aide Coordinator
University Health Center

Know your numbers! Wellness Wednesdays are sponsored by the University Health Center each month on a walk-in basis as follows: 1st Wednesday of the month at the UHC (lab services on 2nd floor) from 8a-12noon; 2nd Wednesday of the month at the East Campus Union, room 308, from 8:00 am-10:00 am. For students/faculty/staff and general public. One is required to fast for 12 hours prior.

The screening is \$15, includes hemoglobin, blood glucose, and lipid profile (total cholesterol, triglycerides, HDL and LDL cholesterol). For additional fees, other tests are available during those times: hemoglobin A1c (for persons with diabetes)--\$19; PSA (for males)--\$30; occult blood--\$3. For more info, please contact UHC laboratory at 472-7470.

Mary Guest receives University Kudos Award
by Tonda Humphress, UNOPA Notes Co-Director

Mary Guest, UNOPA's own President-Elect, received the University of Nebraska Kudos Award at the March 7 Board of Regents meeting. Cited by her nominator were examples of Mary's organizational skills and her willingness to help as needed regardless of the task. Her nominator went on to acknowledge Mary's genuine and sincere approach to helping students and staff: "She possesses the ability to make people feel comfortable, while always considering the confidentiality and seriousness of the situation."



Mary has had many responsibilities within the Vice Chancellor for Student Affairs Office, including working with students who have been deployed by our military, sending out student absence notices in emergency and/or long-term situations, responding to a wide variety of WAM questions, facilitating the student funding process, handling the planning and implementation of the successful Empowerment Forum, providing support for the UNL Student Affairs Graduate Program, and more. She is a team player and always maintains a positive demeanor.

Congratulations, Mary, on receiving the University of Nebraska Kudos Award!

NAEOP National Conference
by Gretchen Walker

Early registration deadline is May 15, 2008. If you are planning to attend the conference please let me know immediately as I am waiting to hear on funding from the Chancellor and need to have an accurate listing. I will need a copy of your proposed conference itinerary as well as time and date of departure and roommate name, etc. If you could supply me with your information by April 11, I would greatly appreciate it.



<Awards and Events>



The OFFICIAL UNOPA fundraiser - selling parking lot spaces at home football games!



Summer socials . . .need we say more!



1998-1999 Award winners:
Rose Frolik Award: Rhonda Zugmier; Outstanding Staff: Dorothy Stoner; Silver Pen: Linda Luedtke & Diane Sullivan



2000 Rose Frolik Awardee:
Sandy Lineberry



Great friends & food at this General UNOPA meeting!



Boss of the Year nominees in 2001 -- Viann Schroeder was named Boss of the Year.



Remember unique hat contest?>@#%<?



Lola Young -- Central Area Director and past UNOPA President



Rose Frolik -- our UNOPA founder

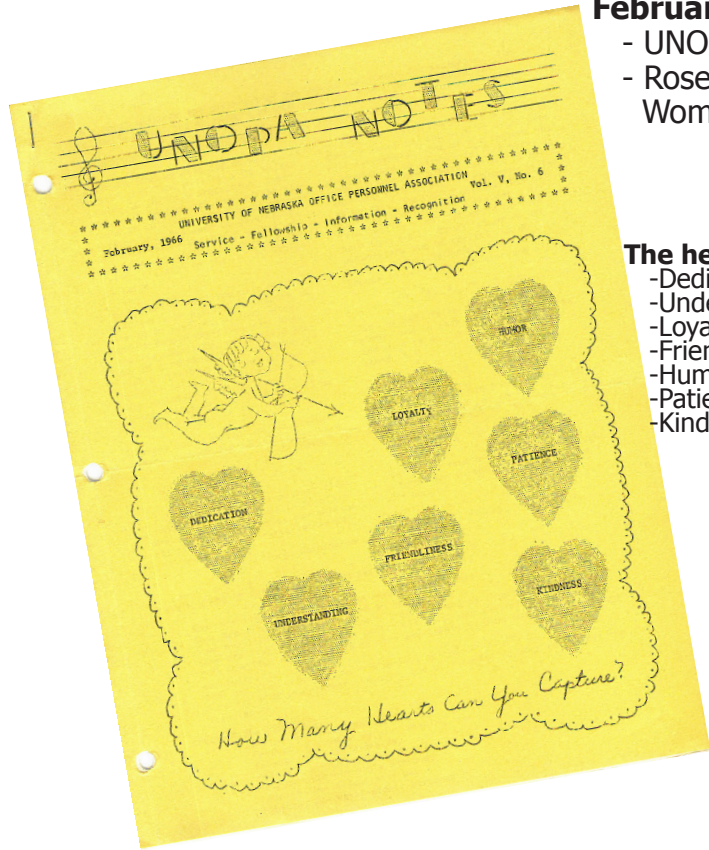


Past Presidents

Notes from the past . . .

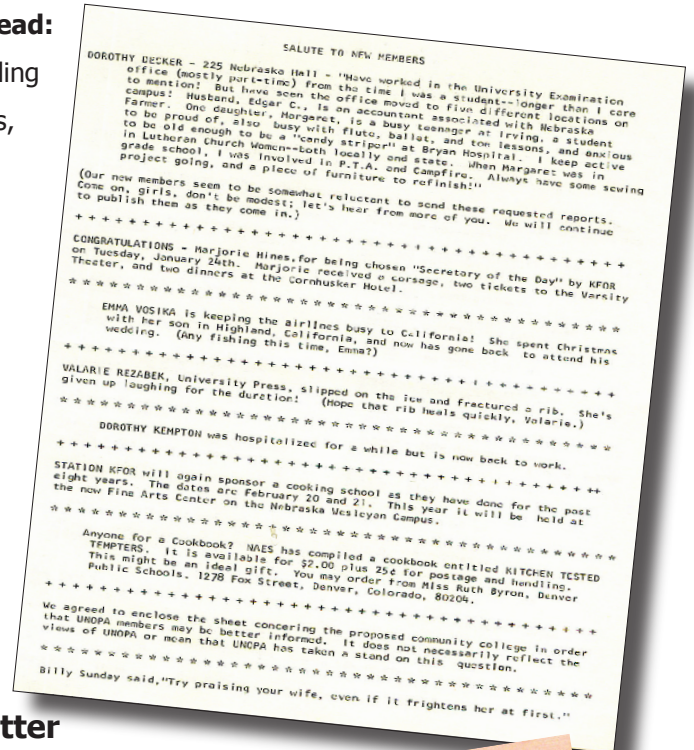
February, 1966 Newsletter

- UNOPA had a membership of 130.
- Rose Frolik was introduced as UNOPA's nominee for Axis Woman of the Year. (January 11, 1967 Minutes)



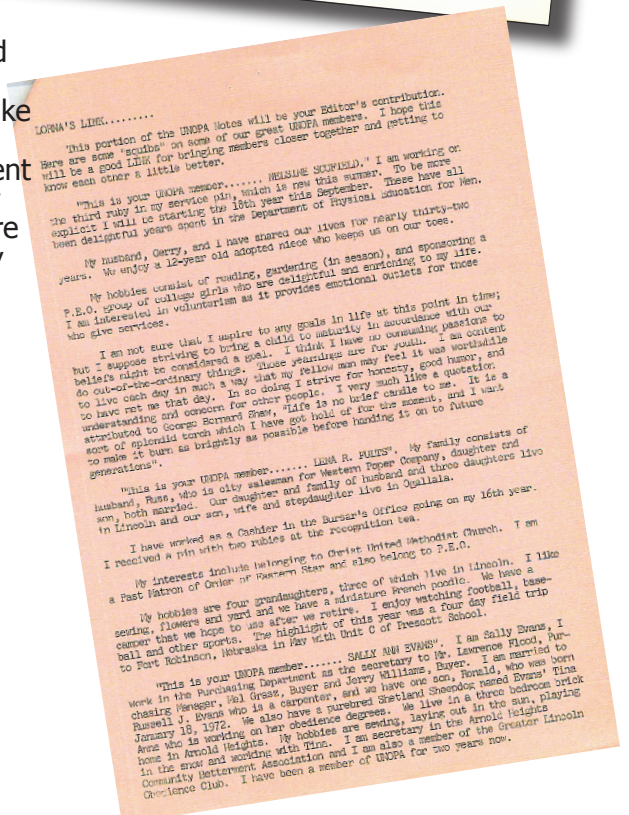
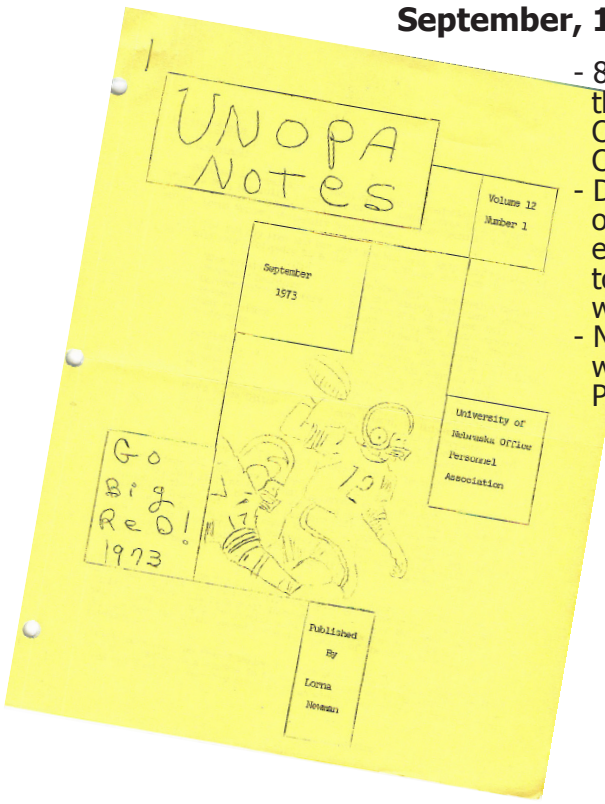
The hearts read:

- Dedication
- Understanding
- Loyalty
- Friendliness,
- Humor
- Patience
- Kindness



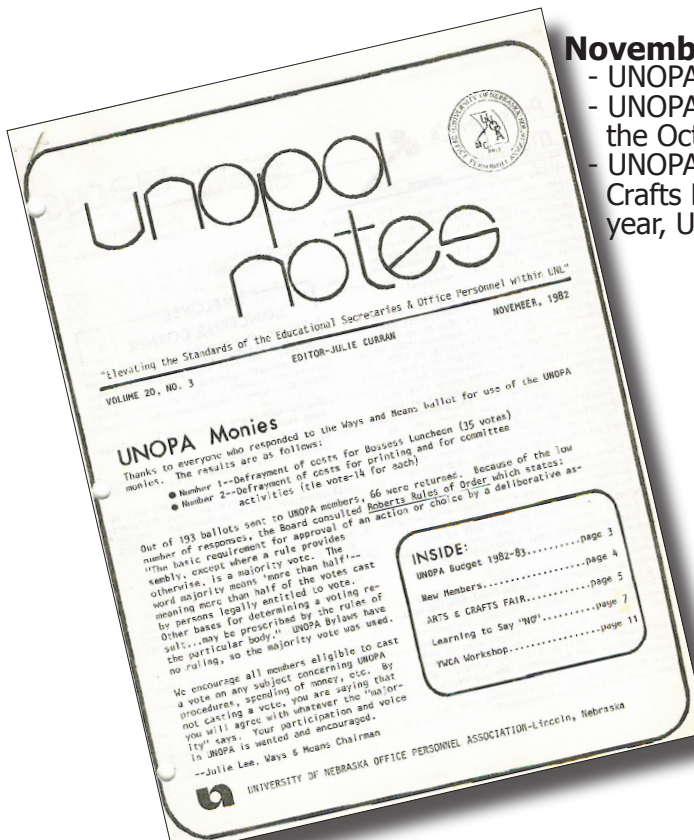
September, 1973 Newsletter

- 8 UNOPAN's attended the N.A.E.S. Annual Conference in Salt Lake City in July.
- Dick Fleming, President of UAAD sent a letter expressing their desire to work cooperatively with UNOPA.
- Nelsine Scofield was the new UNOPA President.



November, 1982 Newsletter

- UNOPA had 164 members.
- UNOPA Notes honored 14 University retirees at the October 12 meeting, including Rose Marie Frolik.
- UNOPA participated in the East Campus Arts and Crafts Fair as a fundraiser. It was noted that the previous year, UNOPA had raised \$397 by participating in this activity.



UNOPA Notes
 "Elevating the Standards of the Educational Secretaries & Office Personnel within UNL"
 NOVEMBER, 1982
 EDITOR: JULIE DURAN
 VOLUME 20, No. 3

UNOPA Monies
 Thanks to everyone who responded to the Ways and Means Luncheon (35 votes) monies. The results are as follows:
 • Number 1--Defrayment of costs for printing and for committee activities (16 votes=14 for such)
 • Number 2--Defrayment of costs for printing and for committee activities (16 votes=14 for such)

Out of 198 ballots sent to UNOPA members, 66 were returned. Because of the low number of responses, the Board consulted Robert's Rules of Order which states:
 "The basic requirement for approval of an action or choice by a deliberative assembly, except where a rule provides otherwise, is a majority vote. This word majority means more than half--otherwise, it is a majority vote. This word majority means more than half of the votes cast by persons legally entitled to vote. Other bases for determining a voting result may be prescribed by the rules of the particular body." UNOPA Bylaws have the particular body in mind. UNOPA has no ruling, so the majority vote was used.

We encourage all members eligible to cast a vote on any subject concerning UNOPA procedure, spending of money, etc. By not casting a vote, you are saying that you will agree with whatever the "majority" says. Your participation and voice in UNOPA is wanted and encouraged.
 --Julie Lee, Ways & Means Chairman

UNIVERSITY OF NEBRASKA OFFICE PERSONNEL ASSOCIATION-Lincoln, Nebraska

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 ARTS & CRAFTS FAIR.....page 5
 Learning to Say "NO".....page 7
 FNCA Workshop.....page 11

UNOPA WELCOMES NEW MEMBERS

NovEMBER 1982

Enryll Salvagn 221 Nebraska Hall CC 0900	Mary Ann Harma 114 Apt CC 0700	Harsha L. Smith 1316 Stratton Hall CC 0625
Wendy Armbruster 118 5th EC 1138	Debbie Hendricks 207 Admin. CC 0418	Marlene J. Starr 202 TC CC 0473
Barlene Arnold HS-OP RTV EC 0277	Patricia A. Hickman 406 15th EC 0722	Joyce Tyrrel 307 Admin. CC 0421
George Barry 511 Admin. CC 0438	Paul Holmes 325 W. Filley EC 0222	Gary Urban 209 Admin. CC 0416
Clair Humann 504 Admin. CC 0437	Danise Huebner 120 West Basic Sci. EC 0905	June Brown 113 Admin. CC 0411
Luise Berner 202 Teachers College CC 0473	Shirley John 205 NCCF CC 0900	
Helen Bartenhough 254 Nebraska Hall CC 0930	Dorothy Johnson 211 NH CC 0522	
Fileen Fowler 113 Westbrook CC 0193	Marjorie Kennedy 101 TC CC 0444	
Leslie Bullock 38 ETV HS-02 EC 0747	Linda Maser 128-501 Bldg. CC 0207	
Kathy Cash 1100 N. 17th CC 0607	Teresa McCorkle 28 NH CC 0513	
Shirley Dickinson 105 Teachers College CC 0472	Patricia McCoy 309 Admin. CC 0616	

Any Mailorder
115 WMB
CC 0103

Mary Therese Howard
205 N. Love Library
CC 0410

Lorella A. Rivaland
204 Bayley Center
EC 0732

Renee J. Schmidt
1111 Oldfather Hall
CC 0315

Diana J. Smith
249 HHB
EC 0308

Success and Results are the goals of good leaders!

- Service
- Understanding
- Cooperation/skills
- Education
- Self-respect

AND

- Requirements (know them)
- Sincerity
- Unity (when indicated)
- Loyalty (what will)
- Thanksgiving
- Satisfaction

December, 1992 Newsletter

* UNOPA TOTAL membership is 272!

- Changed Rose Frolik from Retired to Lifetime member.
- A letter from Chancellor Spanier seeking input from Office/Service employees on performance of supervisor.

UNOPA Notes
 December 1992

Professional Growth Committee Report
 By Lois Young
 Thanks to everyone who supported our committee by attending the brown bag luncheon with Dr. Eric Jolly, can help us in the future.
 Our committee has met two more times since my last report to you. Plans are progressing for Jackie Puller's of two 1/2-day sessions--the first will not be a repeat of the first in the Workshop; Composing with Computers; Designing with Confidence; and Making Your Boss Look Good. Jackie has not informed us which two of these topics will be in the evening session and which two will be in the afternoon City Campus and the afternoon will be on East Campus. At this point, my committee and I are planning to send our registration forms on January 18, 1993.
 No more news is available at this time. I will keep you posted on the progress of this workshop.
 A special thanks to my committee members: Joey Kramer, Rocky Spangler, Shirley Horvath, Ruby Cates, Nelya Lineaman, Barb Ruffin, Maggie Kahler and Alta Phillips. Without these wonderful people, these workshops would not be possible! They form a great committee and I truly appreciate them!

MEMBERSHIP ROSTER CORRECTIONS
 By Rosemary Stock, Director
 Please make the following changes to your UNOPA Membership Roster:
 Change Kim Frazee from City Campus to East Campus.
 Change Rose Frolik from Retired to Lifetime member.
 Change Cathy Runt to show campus as being 0200.
 City and also remove her address as we do not have a forwarding address.
 Change Mary Wade's zip code and phone number to Omaha, NE 68128-5600, 529-6204.
 If anyone knows of any roster corrections that need to be made, please notify me at 472-6209.

Letter from the Chancellor
 November 19, 1992
 TO: Deans and Directors
 Dear Colleagues:
 As we discussed at our last meeting of the Deans and evaluation process this spring, we seek input on the performance of administrators from immediate office/service and professional/managerial staff. Accordingly, so you plan for the next year, please allow office/service and managerial/professional employees to provide input on the performance of their direct supervisors. This, for example, I expect department secretaries would be asked about the performance of their department chairs.
 In making this input, I would expect that you will make every effort to protect the confidentiality of the report to the administrator's supervisor for summary and feedback to the relevant individual. Thus, for example, secretaries' and would directly to the dean for summary and feedback to the chair.
 If there are any questions about this extension of our annual evaluation process, please be free to contact me or Herb Howe.
 Sincerely,
 Graham B. Spanier
 Chancellor
 CC: All Cabinet Members
 Deane Liss, UAAD President
 Kathy Bernsch, UNOPA President

MEMBERSHIP COMMITTEE NEWS
 As of December 9, 1992, 179 members have renewed their membership, 36 new members have renewed their membership, 19 members have renewed their membership, 16 associates have joined and 18 retired members have renewed their membership. In addition to these, we have 17 honorary members and one lifetime member for a total membership of 272.

Congratulations
 Jeanine Moore was the lucky person whose name was drawn in the 50/50 at the December 8th General Meeting luncheon. She won \$24.50.
 Congratulations, Jeanine!!

UNOPA Notes
 September 1993
 Circulation: 285

President's Message
 "Together Everyone Achieves More"
 Michelle Sieber, 1993-94 UNOPA President
 Well, we're off! The September general meeting went great. We had a great turnout and the Hospitality Committee for doing such a great job in preparing some tasty, safe treats, and just making sure everything went smoothly.
 I don't forget to send to your dues to Michelle (membership) also, remember the membership amount (language) mentioned in my membership address. The members (renewing the most new members) will receive a year's membership in UNOPA from the September meeting to see so many new faces at the September meeting. Thanks to those of you who brought gifts.
 In the past, UNOPA has on occasion received a check that has been returned when we tried to deposit it. With the change to bank ownership, UNOPA is now charged with a check bounced. We don't allow for this in the budget. Therefore, the executive board approved a motion to charge the person writing the bad check the fees assessed by the bank to the association. If we receive a check that we will now be charging that person the full bad check, we will now be charging that person the full bad check.
 I have received word from Dr. Eric Jolly, Affirmative Action, due to the restructuring of his office. Therefore, as a consequence, I have the resources to return Affirmative Action, about one hour and registration fee to state, regional, or national conference. If you plan to attend some of those events in the future, you might ask the Affirmative Action Funds. You can apply for grants to cover some of the costs of attending these conferences.
 I would like to personally thank all of you who have graciously agreed to serve on a standing committee. I have made several calls to the members who have agreed to serve on various employee concerns committees. I have made several calls to the past couple of months giving appreciation for committees. I appreciate your willingness to help when needed!
 Hope to see many of you at the NECHA meeting on October 2.

HELP!! HELPH! HELPH!
 UNOPA has been assigned two parking lots on the following football Saturdays: September 11, September 24, October 16, October 23, and November 13. The lot at 17th and Y Street has 21 stalls and needs two lot attendants and the lot at 18th and Y Street has 74 stalls and needs four lot attendants.
 One person from each lot needs to be at UNL Police Dept. at 6:45 a.m. to collect the money and receive a list of employees responsible for returning the money at 2:00 p.m. when the amounts are through for that day.
 Please contact Janet Hultschman at 472-8808 or Linda Thelen at 472-3688 if you are able to donate a morning helping in a worthy cause. Funds raised will go to the ELF program.

Meetings
 DATE: October 5, 1993 12:00 p.m.
 EVENT: UNOPA Executive Board Meeting
 LOCATION: Nebraska Union East
 *** *** ***
 DATE: October 12, 1993 11:45 a.m.
 EVENT: General Meeting
 LOCATION: City Union
 PROGRAM: Joe Scott, UNL Police Dept. SIDS Program
 MENU: Baked Potato Bar (Baked potato with choice of hot and cold toppings, salad, bread, beverage)
 COST: \$4.00 (\$6.50 plus \$4 tax)

University of Nebraska Office Personnel Association, Lincoln, Nebraska

September, 1993 Newsletter

- UNOPA has 2 (two) parking lots for football Saturdays: 17th & Y, 18th & R.
- General Meeting Menu: Baked Potato Bar - \$6.50 + .43 tax (6.6%!).
- Member who recruits most NEW members will receive a free year membership in UNOPA courtesy of UNOPA President Michelle Sieber.

There were so many interesting items in past UNOPA Notes issues. In addition to general UNOPA business and issues, several articles gave us a little glimpse of the individual members of the time and a look at their lives - both professional and personal. From the words of wisdom (most that still applies today) to tips on the job, you get a sense of the time period and for how times have changed (and how they haven't). What wonderful historical records these newsletters have been! UNOPA is clearly an organization with goals of benefitting its members and the University. Please join us in celebrating UNOPA's 45 anniversary! Happy Anniversary, UNOPA!

April 2008 Calendar

- April 1 Board Meeting - East Union, 3:00 p.m.
 - Deadline for NEOPA Spring Conference Registration
 - Beware! April Fool's Day!

- April 8 UNOPA General Meeting
 - East Campus Union - 11:45 a.m.

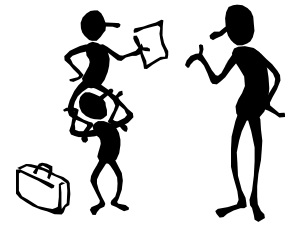
- April 10 & 11 2008 NEOPA Spring Conference
 - "April Showers Bring. . . A Rainbow of Opportunities"
 - The Cornhusker Hotel, Lincoln

- April 11. Deadline for UNOPA Notes Articles

- April 23 Administrative Professionals Day

- April 24 Mentoring Workshop
 - General Wellness, Stress Management
 - East Campus Union - noon - 1:00 p.m..

- April 29 Mentoring Workshop
 - General Wellness, Stress Management
 - City Campus Union - noon - 1:00 p.m..



"Building Better Partnerships"

University of Nebraska-Lincoln
UNOPA Notes
PO Box 880541
Lincoln, NE 68588-0541
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UNOPA NOTES

University of Nebraska Office Professionals Association / Volume 46, Issue 6

--FROM THE DESK OF-- PRESIDENT GRETCHEN WALKER

With April Showers come May Flowers!!



UNOPA Past Presidents in attendance at the UNOPA General Meeting on April 8, 2008.

In the month of April we celebrated UNOPA's 45th anniversary as a UNL organization – with a special booklet containing excerpts from past *UNOPA Notes*, created by Mary Guest and Tonda Humphress; an updated powerpoint presentation (thank you Sandy Lineberry and Diane Wasser); and cake served by the FROLIKers. Many past presidents and current retirees received recognition and everyone was entertained by the Lincoln Christian High School singers.

April is also the time we present the Rose Frolik Award. I would like to congratulate all the nominees — Jeanne Andelt, Carol Wusk and Marlene Pyatt. Thank you for all the work that you do here at UNL and the professional, giving and unselfish way in which you accomplish it – you are women of notability and strength. It is a pleasure to work with all of you. And the winner is – Jeanne Andelt! Congratulations, Jeanne.

By the time you receive this edition of *UNOPA Notes*, the NEOPA spring conference will be over. I hope many of you took the time to attend this conference. This was a great opportunity for everyone to have the chance to do a little socializing, attend informative workshops during the day and end the conference with “April Showers Bring[ing]... A Rainbow of Opportunities.”



(Continues on Page 2)

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Education is the birthright of every person. We as members of the University of Nebraska Office Professionals Association pledge ourselves to safeguard that right. We acknowledge the unique role of educational office professionals and the importance of their contributions to the university and the community. The purpose of UNOPA is to provide professional growth and promote high professional standards for educational office professionals with the University of Nebraska, as partners, upholding the quality of service to the university educational system and the community.

President's Message (Continued from Page 1)

The NAEOP national conference registration deadline of May 15, 2008 is fast approaching. There are currently twenty-one UNOPA members that will be attending this year's conference in Broomfield, Colorado. I would personally like to thank the Chancellors Office for providing funding for these UNOPA members and for his support in the growth and advancement of many UNL professional staff members. This is a wonderful opportunity for UNOPA members to provide communication and ideas with other higher educational institutions across the country as well as meet new friends and colleagues.

On May 13 at the general membership meeting, we will wrap up the year with the installation of the new officers for 2008-2009. I look forward to seeing you all there and passing the gavel to Mary Guest and her Board of Directors.



2008 UNOPA Spring Career Development Workshop

by Betty Jacobs, Career Development Co-Director

Talking about the business of life . . .

Those who attended the UNOPA 2008 Spring Career Development workshop, "Let's Talk Business! Finding One's Voice During Life's Transitions," did not get zapped by the Wizard of Wall Street to become Power Moguls deftly defying ruthless sharks prowling a Sea of Entrepreneurial selections.

Dr. Jones shared some concepts taken from the writings of Rumi, making us aware that there is a "...search for soul and spirit, for depth and meaning in our lives; where did I come from, and what am I supposed to be doing? I have no idea...;" an intensified search "...fueling a powerful and growing twenty-first century movement that is grounded in the age-old journey of the soul, that has



Dr. Colleen Jones with the mask presented to her by Betty Jacobs.

been a core preoccupation of every human culture since the beginning of time."

Perhaps some didn't want to hear that there is a role that must be fulfilled, "to recognize and trust the power within you. Your journey will be filled with paradox. You will learn that reclaiming your soul requires uncommon courage and persistence... to be in touch with the universal source which is the oneness of all things."

So, there is no concrete formula for success in this business of life, and yet the impact is as solid as concrete.

In her unique story telling style, one method used by educators and master teachers throughout time, Dr. Jones illustrated real life experiences that taught her, and now us, how to learn and apply time tested principles. That combined with her extensive education and real world experiences resulted in a beneficial seminar.

She led us to conclude that we should learn to accept ourselves, maintain values and character in pressure situations and embrace change. Most aspects of life do not consist of a formula written in a textbook.

ROSE FROLIK AWARD

by Diane Wasser, CEOE

On April 8 at the General Meeting, Jeanne Andelt was awarded the Rose Frolik Award. This award was established in 1988-89 under the leadership of Jan Harris. This award is named after our First President and Founding member, Rose Frolik. Rose feels that how you do your work may be a lot more important than what you do.

Jeanne was nominated by Lola Young and Sandy Lineberry. Jeanne has been an active member of UNOPA for nearly 20 years and belongs to the Nebraska Educational Office Professionals Association and the National Association of Educational Office Professionals. Jeanne was very active in getting the Professional



Sandy Lineberry presents Jeanne Andelt with the Rose Frolik Award.

Standards Program endowment fund started here at UNL. Nomination letters reflected how Jeanne is a warm, upbeat and pleasant person with whom to work; she is very sensitive to others' needs. Professional, knowledgeable, high productivity,

extreme accuracy, friendly, courteous and striving for betterment, a remarkable team player are just some of the words used to describe Jeanne. These nominations were judged by three Lincoln residents from outside the University. Our judges this year were: Sister Karen Marie, a Marion Sister teaching at Blessed Sacrament School; Sandy Wolfe, Director of the Mediation Center; and Lyn Folmer an office supervisor at a local business.

Along with Jeanne, Marlene Pyatt from Accounting and Carol Wusk from the College of Agriculture Sciences and Natural Resources were also nominated.



Come join the ride . . .

Sign up to serve on the UNOPA Board. Contact Mary Guest (472-3755 or mguest2@unl.edu) to discuss these opportunities. We look forward to working with you.



“Building Better Partnerships”

Dear UNOPA Members,

This thank you note is being sent to tell all of UNOPA how much I appreciate your thoughtfulness during my illness. I hope it helps to tell you just how much it meant to me. Not only do I thank you, but my entire family is very appreciative of everything too. Know that if I can ever return the kindness, it will be done.

Feel free to keep checking my caring bridge website as I will continue to update it periodically. www.caringbridge.org/visit/patricialiedle

The next Light the Night Walk to support blood cancer research to find a cure will be held on Friday, September 11 (7:15pm) at Holmes Lake. I have signed up to walk as "Team Liedle" and am hoping many of you will consider joining my team. More information will be sent later this summer.



Tricia Liedle and son on her Final Radiation Day.

Again, I must express my gratitude for all the kind words, prayers, food, and emotional support during my battle with cancer. It is wonderful to know that I have special friends in my life. This battle was won and I will continue the fight to stay in remission.

In his loving care,

Tricia Liedle & family



Tricia Liedle and family, Christmas 2007.

Go ahead and mark your calendars now, then watch for more information in future notices from UNOPA as we get closer to the event date. This is a great chance to join "Team Liedle," participate with other UNOPA



members in a social activity, get some exercise and help a lot of people facing this devastating illness. We hope you, and maybe your families, will be able to "Join Team Liedle" in September.

MEMBER NEWS

by Helen Sexton, Corresponding Secretary

Recent cards were sent to the following UNOPA members who have had personal emergencies.

- Thinking of You — Kathy Bennetch
- Congratulations (new baby) — Sarah Hansen

If you know a UNOPA member who would appreciate a congratulations, get-well, sympathy or thinking-of-you card, please contact Helen Sexton at 472-2341 or hsexton2@unl.edu.



Mentoring Committee

Mini-Mentoring Workshops have been very well attended and received this year. I have enjoyed working with my committee and the various speakers. I have especially delighted in meeting many of you attendees for the first time or to renew past acquaintances.

I do want to give a special thanks and applause to each of our speakers for taking the extra time to present on both campuses. It was so appreciated by the attendees and our committee. We hope that this new tradition can continue on as it opens vistas of information to twice as many people. Thanks again to Shannon Poppe, Specialist, Environmental Health & Safety; Greg Clayton, Director, Benefits & Risk Management; Kathy Prochaska-Cue, Extension Family Economist with the University & CYAF Faculty; William Lyons, Law Professor, UNL College of Law; Marilyn Baalhorn, Health Aide Coordinator, University Health Center; and Angie Frederick, Assistant Director, Fitness and Wellness Services, Campus Recreation.

Thank you



Jan K. Edwards,
Mentoring Committee Chair



Summer Social Thursday, June 5, 2008



Are you ready for some summer fun and to spend some time with your UNOPA friends? If so, plan to attend the summer social.

We will begin with a tour of the newly renovated Johnny Carson Theatre & Film (Temple) Building, followed by a chance to relax and enjoy a movie at the Ross Theatre right next door.

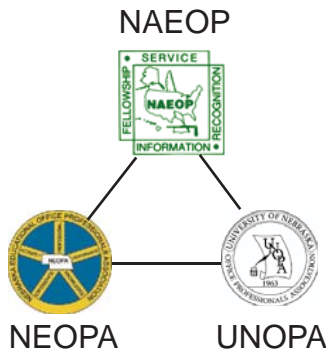
Food will be served and door prize donations are welcome.

Don't miss out – mark your calendars now and plan to attend this wonderful event!! Watch for more information forthcoming in May.



Outreach Committee Co-Directors
Barbara Homer
Linda Luedtke





The UNOPA
NAEOP/NEOPA LIAISON
is
Diane Wasser, CEOE
dwasser1@unl.edu

CENTRAL AREA PROFESSIONAL DEVELOPMENT DAY

by Diane Wasser, CEOE

The NAEOP Central Area had their annual Professional Development Day on March 29, 2008 in Columbia Missouri. Four UNOPA members attended the conference “Professionalism is Cooking in Missouri!” Attending the conference were: Lola Young, Central Area Director, Sandy Lineberry, Debbie Hendricks and Diane Wasser.

The conference started with a breakfast at 7:30 am. We then learned how to take minutes at “Jot that Recipe Down – Taking Minutes Efficiently” presented by Vicki Phillippe. Our central area meeting was held after a great lunch. During the afternoon we learned good behavior in “Proper Etiquette & Ethics in the Workplace,” presented by the NAEOP President Linda Sockwell.

It was a great conference and remember you are all members of Central Area if you pay NAEOP dues. Also make sure you sign up for the Central Area Breakfast meeting if you are going to Colorado this summer.



“Building Better Partnerships”

NEOPA ANNUAL CONFERENCE AND WORKSHOP

by Diane Wasser, CEOE

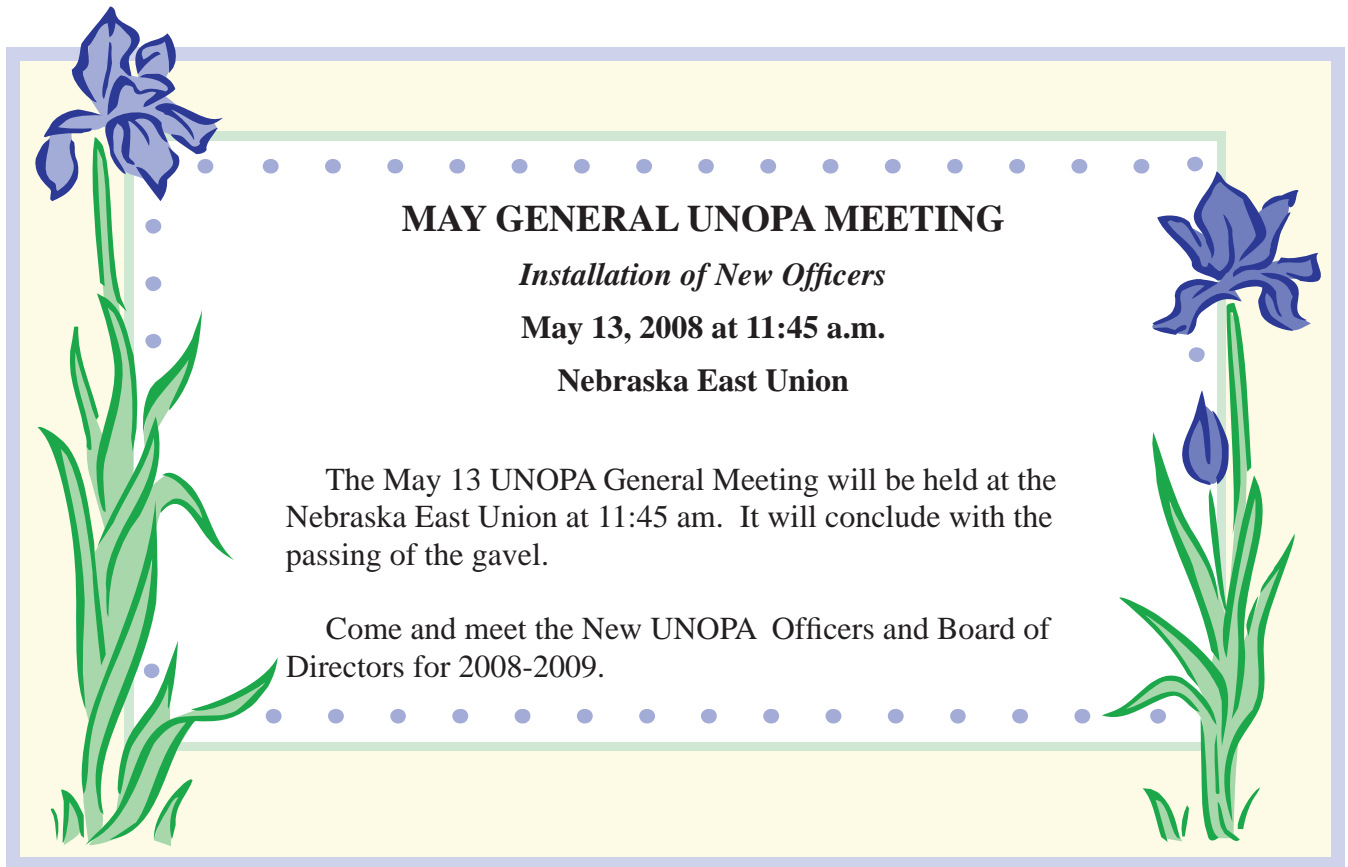
The Nebraska Educational Office Professionals Association held their Annual Spring Conference on April 11th at the Cornhusker Hotel here in Lincoln. Several UNOPA members attended the one-day conference which began with a social the night before and ended with a banquet Friday night.

The conference presenters gave us a glimpse into how to cope with four generations in the workplace at one time. Then we discovered in the afternoon what color/personality we are and what that means.

At the banquet in the evening we installed our own Becky Hastings as NEOPA President for the coming year. In the fall we will travel to Wayne, Nebraska for the fall workshop. Keep your eyes open for more details as we get closer to the event.



Becky Hastings with her husband, Gary, at the 2008 NEOPA Annual Conference.



MAY GENERAL UNOPA MEETING
Installation of New Officers
May 13, 2008 at 11:45 a.m.
Nebraska East Union

The May 13 UNOPA General Meeting will be held at the Nebraska East Union at 11:45 am. It will conclude with the passing of the gavel.

Come and meet the New UNOPA Officers and Board of Directors for 2008-2009.

Congratulations to our 2008-09 Elected Officers!

- Mary Guest, President
- Peg Johnson, President-Elect
- Tonda Humphress, Recording Secretary
- Cindy Knight, Corresponding Secretary
- Yunling “Grace” Li, Treasurer



Due to the increase in printing costs, the UNOPA General meeting minutes will be posted on the UNOPA website: <http://unopa.unl.edu>, or call Janice Kohler at 472-1103 if you would like a hard copy and do not have access to the website.

Together
Everyone
Achieves
More



“Building Better Partnerships”

May 2008 Calendar

- May 3 UNL Last Day of Classes
- May 10 UNL Commencement
- May 11 Mothers Day
- May 13 UNOPA General Meeting - New Officer Installation
Nebraska East Union - 11:45 a.m.
- May 15 PSP Application Deadline
- Early Registration Deadline for the NAEOP National Conference
- May 16 *UNOPA Notes* Article Deadline
- May 26 HOLIDAY - Memorial Day (UNL Closed)
- May 30 Registration Deadline for the NAEOP National Conference
Must register by this deadline to avoid late registration fees



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UNOPA NOTES

University of Nebraska Office Professionals Association / Volume 46, Issue 7

--FROM THE DESK OF-- PRESIDENT GRETCHEN WALKER

I can't believe this is my last NOTES for the academic year. First, I would like to personally express my sincere gratitude to the UNOPA membership for allowing me the opportunity to guide and get to know this organization and how IT is truly constructed. This organization is not built on leadership alone but the collaboration (or partnerships) of many.

A reoccurring theme that kept popping up this past year was the concept of "Recruiting Members, Retaining Members, and Recognizing Members." At the May 13, 2008 general membership meeting and installation, I personally recognized all of the individuals who served on the many committees within UNOPA with a special certificate.

It Takes Teamwork



From the local diner to the corporate office, success comes from the collaboration of teams. When we work together, we learn from each other, support one another and accomplish more. You bring a value to our team that no one else could, and for that I'm thankful. We're a better team because of you.

Secondly, it is with great admiration and respect, that I would like to acknowledge the 2007-2008 UNOPA Board and elected officers: Diane Wasser, Donelle Moormeier, Lorraine Moon, Betty Jacobs, Karen Jackson, Jane Schneider, Doreen Wagenaar, Cindy Knight, Dora Dill, Karen Randall, Cathy Leazer, Jan Edwards, Donette Petersen, Marlene Pyatt, Barbara Homer, Linda Luedtke, Tonda Humphress, Deb Rosenau, Kathy Thompson, Helen Sexton, Jan Kohler, Peg Johnson, and Mary Guest. These individuals have given their time and where a vital part of my construction crew.

(Continues on Page 2)

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President's Message (Continued from Page 1)

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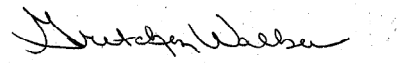
As the year is coming to a close and the passing of the gavel has taken place, I would like to remind everyone of one last event of the year—the UNOPA Summer Social. Come join your UNOPA friends for an evening of fun, Thursday, June 5 from 3:00-7:00 pm.

The evening will consist of a tour of the newly renovated Johnny Carson Theatre and Film Building, watching Carson's Tribute DVD, food, fun, door prizes and enjoying the movie "Then She Found Me," starring Bette Midler and Helen Hunt at the Mary Riepma Ross Theater.

Lastly, if you have not taken the time to serve on a UNOPA committee or to become involved in the

UNOPA organization. I encourage you to go outside the box and help to construct and build this wonderful organization that supports your efforts and your many talents.

Again, I have been truly blessed and honored to serve as your president this year and it will remain one of my most cherished moments at UNL.



Respectfully,
Gretchen Walker, CEOE



MEMBER NEWS
by *Helen Sexton, Corresponding Secretary*

A recent card was sent to the following UNOPA member:

- Sympathy – Tonda Humphress



If you know a UNOPA member who would appreciate a congratulations, get-well, sympathy, or thinking-of-you card, please contact Helen Sexton at 472-2341 or hsexton2@unl.edu.



As always, both the UNOPA Executive Board meeting minutes and the UNOPA General meeting minutes will be posted on the UNOPA

website: www.unl.edu/UNOPA, or call Janice Kohler at 472-1103 if you would like a hard copy and do not have access to the website.



JOIN HANDS DAY

by Jean Harrison, Camp Secretary/Youth Club Leader for
Modern Woodmen of America



Thank you to UNOPA for partnering up with our Modern Woodmen of America groups (adults and youth) to Join Hands Day, Saturday, May 3rd, 2008.

We appreciate the help of four ladies that were available to give up their Saturday



morning to help our groups put together 500 bags of "goodies" (kleenex, pencils, popcorn, frisbees, keychains, etc.) to give to students at UNL during "mid-term crisis time."



Without organizations such as UNOPA, we wouldn't be able to provide the opportunity for the kids to have an encouraging adult partnership.



May 2008 Calendar

June 5 UNOPA Summer Social - 3:00 pm - 7:00 pm
. Jonny Carson Theatre & Film (Temple) Building

June 10. UNOPA Transition Board Meeting
. 1155 Q Street; Schorr Ste, 6th Fl. - 3:00 pm - 5:00 pm.

June 21 First day of Summer!



“Building Better Partnerships”



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UNOPA NOTES

University of Nebraska Office Professionals Association / Volume 46, Issue 10

A Note from Incoming President Mary Guest . . .

What a great summer social we had in June!! Thanks to Barbara Homer and Linda Luedtke for planning and producing this wonderful event at the recently remodeled Temple Building and for providing us with good food, many door prizes, and fun entertainment!

Many of us have just returned from the NAEOP Annual Conference in Broomfield, Colorado, where Nebraska had the largest delegation present! The annual conference was co-hosted by Colorado, Nebraska, Utah, New Mexico, Kansas, and Wyoming. Nebraska hosted the First-Timers Orientation, the PSP Banquet, and Tuesday's Hospitality Room. Congratulations go to the following Nebraska Award recipients:

- Dr. ZB Mayo: 2008 NAEOP Administrator of the Year
- UNOPA Notes: 3rd Place, Rachel Maynard Communication Award

- NEOPA Website, Karen Jackson: 1st Place Skilled Professional Website Award

Watch for more conference details and pictures in the September UNOPA Notes.

Next year, the NAEOP Annual Conference will be in Minneapolis, Minnesota, July 20-24, 2009. Mark these dates on your calendars—maybe Nebraska will have the largest delegation again!



Dr. ZB Mayo, Becky Hastings and Lola Young at the 2008 NEOP Annual Conference

The UNOPA membership year is July 1-June 30, so it is time to renew your memberships. You may access the membership form on the UNOPA website (unopa.unl.edu). Please send your completed membership forms and membership dues (\$9.00) to Julie Brebner, 328C ADMN, 0424. This would also be a great time to encourage your supervisors to become Associate Members.



Even though it's still summer, your UNOPA board is hard at work preparing for the 2008-2009 year. I'm looking forward to seeing you all at the first general membership meeting on September 9. Enjoy the rest of your summer.

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Education is the birthright of every person. We as members of the University of Nebraska Office Professionals Association pledge ourselves to safeguard that right. We acknowledge the unique role of educational office professionals and the importance of their contributions to the university and the community. The purpose of UNOPA is to provide professional growth and promote high professional standards for educational office professionals with the University of Nebraska, as partners, upholding the quality of service to the university educational system and the community.

From the Career Development Committee:

Are you thinking about applying for your Professional Standards Program (PSP) Certificate? But maybe need a little help, or perhaps a lot of help?

OR, are you planning on submitting your PSP paperwork in time to make the September 15 first deadline for the 2008-09 academic year?



Help is available! On Tuesday, August 12, from 12:00 noon - 1:00 p.m. in the City Campus Union (room posted), members who have earned their PSP will be available to offer individual assistance to help you complete your paperwork. Bring your lunch, your PSP paperwork and any questions you have.

Debbie Hendricks
(472-9685)

UNOPA NOTES DEADLINE & NEW SPECIAL FEATURE

by Betty Jacobs, 2008-09 UNOPA Notes Director

The deadline for September UNOPA Notes submissions is Friday, September 12, 2008. Please send photos and accompanying articles, and calendar announcements to Betty Jacobs, Accounting, 401 Canfield Adm. -0439 or via email to bjacobs1@unl.edu. If you have questions, don't hesitate to call me at 472-8784 (main number: 472-2881).



NEW FEATURE:

“Committees: Behind the Scenes”

To submit an article for this new feature, please send a paragraph/description along with a photo taken during a committee meeting. SUGGESTION: For the first submission, I would suggest a group photo of your committee listing the members in order as they appear in the photo; include their department/abbreviation in parenthesis following their name. Space permitting, I would like to feature all of the committees in the September or October issues.



Barbara Homer and Linda Luedtke

2008 UNOPA SUMMER SOCIAL

by Tonda Humphress, UNOPA Notes Co-Director

Barbara Homer and Linda Luedtke, Co-Directors of the Outreach Committee, arranged a fabulous Summer Social at the Temple Building on June 5, 2008. Turnout was very good despite the questionable weather. Everyone had a great time touring the building, networking and watching a movie at the Mary Riepma Ross Theatre. Watch for more information about this event coming to you this fall in UNOPA Notes.

Barbara and Linda would like to thank those offices and organizations who supported the 2008 Summer Social:

- *Campus Recreation (www.unl.edu/crec)
- *Environmental Health & Safety (<http://ehs.unl.edu>)
- *Hixson-Lied College of Fine and Performing Arts
(www.unl.edu/finearts)
- *Johnny Carson School of Theatre and Film
(<http://www.unl.edu/TheatreArts/>)
- *Nebraska Repertory Theatre (www.unl.edu/rep)
- *Water Center (<http://watercenter.unl.edu>)



University of Nebraska Office Professionals Association 2008-2009 Membership Form

The purpose of UNOPA is to provide professional growth and promote high professional standards for educational office professionals within the University of Nebraska as partners upholding the quality of service to the University educational system and the community

Check one of the following:

- | | | | |
|---|---------|--|----------|
| <input type="checkbox"/> * Active (New Member) | \$9.00 | <input type="checkbox"/> Associate | \$9.00 |
| <input type="checkbox"/> Active (Renewal) | \$9.00 | <input type="checkbox"/> Retired | \$2.00 |
| <input type="checkbox"/> Active (Renewal after Oct. 31) | \$12.00 | <input type="checkbox"/> Life membership | \$200.00 |

Name: _____ Beginning Year with UNOPA: _____

Department: _____ Home Address: _____

Position/Title: _____ City & Zip: _____

Campus Address: _____ Home Phone: _____

Campus Zip: _____ Birthday: _____

(Month & Day only)

Check here if you do not want your home phone number to appear on the web page.

Campus Phone: _____

E-mail Address: _____

Supervisor: _____

Please check any committees on which you would like to serve:

- | | | | |
|-------------------------------------|--|--|---|
| <input type="checkbox"/> Awards | <input type="checkbox"/> Employee Concerns | <input type="checkbox"/> Bradley Munn Prof. Growth | <input type="checkbox"/> Hospitality |
| <input type="checkbox"/> Membership | <input type="checkbox"/> Nominating | <input type="checkbox"/> Communication Tech. | <input type="checkbox"/> Outreach |
| <input type="checkbox"/> Program | <input type="checkbox"/> UNOPA Notes | <input type="checkbox"/> Ways and Means | <input type="checkbox"/> Career Development |
| <input type="checkbox"/> Mentoring | <input type="checkbox"/> Bylaws | | |

I am a member of (please check):

- Nebraska Educational Office Professionals Association (NEOPA)
 National Association of Educational Office Professionals (NAEOP)
 Other professional organizations (please list): _____

I have obtained my (please check):

- Professional Standards Programs (PSP) Indicate level: _____
 Certified Educational Office Employee (CEOE)

I am interested in receiving information about (please check):

- Nebraska Educational Office Professionals Association (NEOPA)
 National Association of Educational Office Professionals (NAEOP)
 Professional Standards Program (PSP)
 Certified Educational Office Employee (CEOE)

* New Members: Name of person who recruited you _____ Date _____

Please return this form and the appropriate fee to: (make checks payable to UNOPA)

Julie Brebner
UNOPA Membership Director
327C Administration Building North
University of Nebraska-Lincoln
Lincoln, NE 68588-0424

CURRENT LEGISLATIVE BILLS & RESOLUTIONS

by Jane Schneider, Employee Concerns Co-Director

From the Employee Concerns Committee:

Please note that anyone interested in viewing past or current bills and resolutions being considered by the Nebraska Legislature can view those items at: www.ciclt/net/ungr. There are search fields to view specific items by date and status of each item. The various committee activities can also be viewed.



**Thank
You!**

We would like to take a moment to thank the 2007-2008 UNOPA

Notes Committee for all their assistance this year. Everyone has been wonderful to work with as we tried to get the newsletter out in a timely manner each month. So, on behalf of both of us, this special thank you goes out

to: Barbara Homer, Beth Krohn, Judy Phelps, and Lola Young. While not part of the committee, we also want to thank Gretchen Walker and Mary Guest who helped proof each issue in their roles as UNOPA President and President-Elect. Finally, we want to thank those individuals who sent us articles so we would have a newsletter to publish. In addition to Gretchen and Mary, Diane

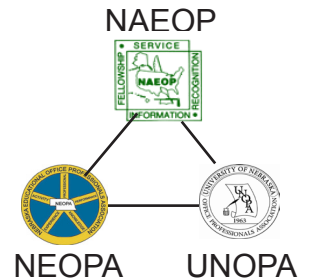
Wasser, Jan Edwards and Helen Sexton generously complied with our many requests for articles throughout the year. Thank you all for your patience, your guidance and your assistance!

Sincerely,

Tonda Humphress and Deb Rosenau
2007-08 *UNOPA Notes* Co-Directors

NEOPA ADMINISTRATOR OF THE YEAR AWARD NOMINATIONS

DUE: August 31, 2008



My name is Deb Daehnke and I am serving as the NEOPA Awards Committee Chair for 2008-2009. I am the office assistant for the Department of Health, Human Performance and Sport at Wayne State College. Additional committee members are Kitten Slezak, OEOPA and Jeanne Ann Kardell, Tammy Meier, and Joyce Trevett, WEOPA.

Please note that nominations for Administrator of the Year are **due August 31, 2008**. The guidelines and nomination form are available on the NEOPA website as a PDF or Word file. Please go to <http://neopa.unl.edu/awards.html>.

We have many supportive administrators that provide guidance and encourage our professional development. Please take time to peruse the guidelines. NEOPA has an excellent record of nominating superb individuals for this award.

If you have questions, please contact me at:
Deb Daehnke, CEOE
Wayne State College
1111 Main
Wayne NE 68787

PH: 402-375-7301
E-Mail: dedaehn1@wsc.edu
Web: <http://neopa.unl.edu/awards.html>

August/September 2008 Calendar

- August 5 UNOPA Board Meeting
Neihardt - 3:00 p.m.
- August 25 UNL First Day of Classes
- September 1 . . . Labor Day Holiday
- September 2 . . . UNOPA Board Meeting
Nebraska East Union - 3:00 p.m.
- September 9 . . . UNOPA General Meeting - 11:45 a.m.
- September 12 . . . *UNOPA Notes* Article Deadline
- September 15 . . . PSP Application Deadline



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UNOPA Notes
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Tonda Humphress & Deb Rosenau
Editors
Circulation 176

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MAKE A RIPPLE, MAKE A WAVE

UNOPA Notes



The 2008-2009 UNOPA year is officially off to a running start! It was wonderful to see so many of you at our first General Membership Meeting on September 9.

We hosted three outstanding speakers: Susan Poser, Chief of Staff and Associate to the Chancellor; Keith Fickenschler, Chair of the Veteran's Memorial Garden Advisory Council; Lola Young, NEOPA/NAEOP Central Area Director.

The UNOPA President is fortunate to have the opportunity to meet with Susan Poser on a monthly basis. She is a strong supporter of UNOPA and we are fortunate to have her as an ally in the Chancellor's Office. With Susan's support, I believe UNOPA will be able to move forward with obtaining additional support for professional development opportunities and our mentoring program.

Keith Fickenschler spoke on the history of the Veteran's Memorial Garden, which was Lincoln's response to a 1991 wave of patriotism during the Desert Storm/Shield conflict. The desire to recognize and honor all soldiers and veterans of all times resulted in the development of the Veterans' Memorial Garden.

He shared about the programs that are held in the Garden, as well as the beautifully landscaped Memorials that comprise the Garden, and informed us as to how the Garden is funded. Keith said, "The garden is one of Lincoln's best kept secrets," and he is right! I have been asked why I chose this as my 50-50 recipient, so I would like to share my thoughts with you. (See "The Veteran's Memorial Garden," page 4.)

Lola Young gave a presentation on NEOPA and NAEOP. It was very informative and helped to explain to members and guests the benefits office professionals obtain by belonging to all three organizations. We are so fortunate to have Lola, our Central Area Director, as a member of UNOPA. She has a wealth of knowledge about all three organizations.

Please continue to check out the UNOPA website for more information on professional development activities offered by UNL, UNOPA, and NEOPA. If there are specific programming requests you have that you feel would be beneficial to you and your career at UNL, please contact me, or any of the board members.

UNOPA is here for **U!** I look forward to working with each of you this year.

See you at the October 14 General Membership Meeting.—*Mary Guest, UNOPA President*

1 Message from our President, Mary Guest

Ways & Means, Kathy Bennetch

**2-3 2008-09 Executive Board
2008 NAEOP Annual Conference**

**4-5 Behind the Scenes
50-50: Veteran's Memorial Garden**

The REAL Interview

Pyatt to be featured in November

6-7 Summer Social

PSP Fund Raiser: Orphan Train

Professionally Speaking

Career Dev. Workshop

October General Meeting

Nebraska Women, Part I

8-9 In the Limelight (Young & Dill)

Boss of the Year

What UNOPA Means To Me

10-11 Special Recognition Recap

UNOPA Member Service Awards

Behind the Scenes (Hastings)

12 Calendar of Coming Events



5 down — 3 More to go!

*By Kathy Bennetch, Dir.
UNOPA Ways and Means*

Wondering what I'm talking about?

Well, it's our annual UNOPA Parking Lot fundraiser.

We have successfully raised money parking cars at five home football games. Just three more games this year.

Co-Chairs are making individual calls, asking for help for each game. However, you can call the Co-Chair of a given weekend and volunteer, which saves all of us time and effort.

Thank you for supporting our Ways and Means effort to help with our UNOPA budget and programs.

N SCHEDULE OF REMAINING UNL HOME GAMES

GAME DAY

October 25, Baylor

November 8, Kansas

November 28, Colorado

CO-CHAIRS

Julie Brebner 2-2605

Donna Boone 2-196 7

Karen Jackson 2-7903

Gretchen Walker 2-0602

Tonda Humphress 2-3756

Betty Jacobs 2-8784

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Lola Young,
Presidential Advisor

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Lola Young, NEOPA/NAEOP Liaison
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Beth Zager
Gretchen Walker



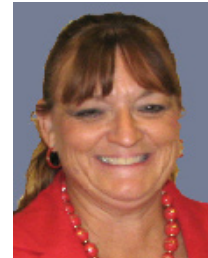
Martha Young
Jan Edwards



Debbie Hendricks
Karen Jackson



Doreen Wagenaar
Donna Boone



Diane Wasser
Julia Brebner



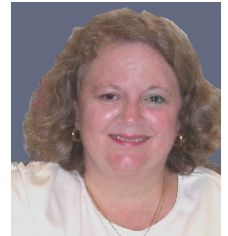
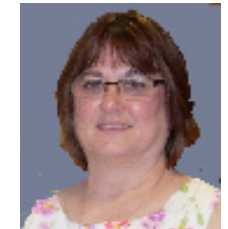
Sandy Lineberry
Mary Klucas



Beth Krohn
Betty Jacobs

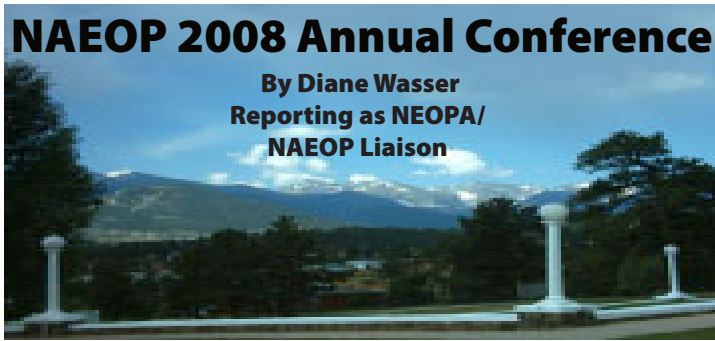


Kathy Bennetch



NAEOP 2008 Annual Conference

By Diane Wasser
Reporting as NEOPA/
NAEOP Liaison



The National Association of Educational Office Professionals (NAEOP) Annual Conference was held in Broomfield, Colorado July 7-11, 2008.

UNOPA had 18 members in attendance! Most of us traveled to Denver via land, but a few by airplane. Some of us made better time on land than did those in the air.



Becky Hastings, Flag Bearer.

Several UNOPA members went early to attend educational classes at the NAEOP Institute. We attended a variety of classes for educational credit or just for information to help us apply what we learned in our jobs back home.

On Tuesday evening we were joined by Dr. ZB Mayo (ZB) and some of his office staff for the opening ceremony followed by a reception honoring ZB, Carol Wusk, and Cindy Knight. ZB received the NAEOP Educational Administrator of the Year Award at a Wednesday Awards Luncheon. Carol and Cindy were honored at the Professional Standards Program Banquet on Wednesday evening for achieving their PSP and CEOE certificates.



ZB Mayo and Lola Young

At the general session on Friday *UNOPA Notes* was awarded third place for the Rachel Maynard Communication Award. Editors were Tonda Humphress and Deb Rosenau. NEOPA was awarded first place for their website edited by UNOPA's Karen Jackson.

Thursday and Friday we attended the general sessions where we conducted business and elected representatives for committees. UNOPA members elected to committees by the membership included: Carol Bom, Affiliations and Advisory Council; Sandy Lineberry, Nominations and Elections; and Becky Hasting, Scholarship Committee. Lola Young was installed as Central Area Director at the Installation banquet on Friday evening.

Nebraska had the highest number in attendance this year. UNOPA was part of the NEOPA committee that was in charge of the New Timers Reception, PSP Banquet and one day at the Hospitality Room.

In 2010, UNOPA again will be helping NEOPA as we join the entire Central Area Council in hosting the NAEOP conference in Kansas City, MO. Be thinking about helping with this and attending. Very seldom do we have the conference so close to Nebraska.



Superbly organized and decorated, luncheons and banquets provided numerous opportunities to celebrate and network.

***'We will travel to Bloomington, Minnesota July 20-24, 2009.'*—Diane Wasser**



Very Essential NAEOP General Sessions Worker Bees: Wendy Heslink, NY; Sandy Lineberry, NE; Machel Salado, WA; and Dottie Walker, NC.



Cindy Hornung & Chris Cary, NAEOP roommates.

NAEOP Observations

By Cindy Knight

What did you like the most about the 2008 Conference? What made it exciting and makes you sure you're going back next year?

- Meeting people from other states and interacting with them at the Institute session I took.
- Receiving my PSP & CEOE at the PSP Banquet

Who did you meet (new friends) at the conference that most favorably impressed you?

- I enjoyed getting to know many other people's backgrounds and was impressed at how the other state representatives dressed for the State Flag ceremony.

Was there any one chapter that stood out to you, and what made them stand out?

- The Stewart's Institute Sessions: "Trust Matters" and "Building Healthy Work Teams."
- I found the "Rope Relationship" and "The Listening Story," which demonstrated that we really don't listen totally to what is being said without putting our interpretation on it, very helpful.

Did you like the food? Feel free to add any comments.

- The food at the banquets was great and the quantity was just right. The Luncheon meals were also delicious.
- The sessions/programs NEOPA was in charge of turned out **wonderfully**.
- The PSP decorations were beautiful.
- I was impressed with the "First Timers" session and the PowerPoint presentation helped put things in perspective.

(See page 10 NAEOP Awards)

Behind the Scenes

UNOPA's 2008-09 50-50 Charity

The Veteran's Memorial Garden

By Mary Guest, UNOPA President



Like many of you, I was vaguely aware that the Veteran's Memorial Garden existed as I had passed by it frequently when I took my kids to Antelope Park, but had never entered the garden until about two years ago.

I frequently walk on the trails through Antelope Park, and one evening I decided to walk through the garden. Words really can't explain the feelings I experienced during my first visit. It is a beautiful place of reverence, and a remarkable memorial to all United States veterans. The garden is divided into many areas of special recognition. No one is forgotten in the garden. Even the K-9 Unit has an area.

My dad is 89 years old and a World War II veteran. I thought this would be a great way to honor him. and when I told



World War II Memorial: 50 percent of funding comes from matching grant funds; the rest comes from fundraising, including the revenue generated by brick sales.

him I was going to purchase a brick for him, his response was, "No. I didn't do anything special." After thinking it over, I decided that his being a veteran was very special, so I went ahead and purchased a brick.

There is a dedication ceremony in the garden on the second Saturday in June every year. When the date was approaching, I told my dad I purchased the brick for him for Father's Day and asked if he would want to come to the dedication ceremony.

Because of his health, I pretty much knew he was not going to be able to attend the ceremony.

What I didn't expect was his reaction to the brick. He was so pleased and proud. I showed him a picture of the brick and the World War II section of the garden. This was the best Father's Day present I could ever give to my father, and his brick will be in the garden for years to come for everyone to see as they pass through the garden. Last year I purchased two bricks and I invite and encourage you to visit the garden.



The Military Women's Memorial Site.

You will leave there feeling you have been some place special. Please consider purchasing a brick for a veteran who is, or has been, important in your life.

UNOPA's Becky Hastings and her husband Gary have two jobs in addition to their commitment to Uncle Sam. Both share a love of serving their country and a love for family and friends, which includes beloved family pets. Does this overwhelm Becky? Certainly not. With a smile on her face, Becky enthusiastically tells us, 'I would do it all over again.'



enlisted in the Nebraska Air National Guard on January 21, 1987 while still a senior in high school. A moment that I will treasure forever is when my dad, after being out of the military for 6 years, reenlisted at the same time. I left for Basic Military Training one week and two days after graduation!

After arriving at Lackland Air Force Base in Texas I thought to myself

more than once "What was I thinking"? Almost 22 years later I tell myself that I would do it all again!

Being in the military has taught me many things: Discipline, respect, responsibility, patience and organizational skills. My husband, Gary, is employed full time in the Nebraska Air National Guard and we both share a common bond—a desire to serve their country.

I feel that the skills and strengths I have gained from being in the military flow into my job at the University and spreads to my relationships with family and friends. I have a job that I enjoy coming to each day and a husband and family that I love very much!!

The Veteran's Memorial Garden includes the following Memorials:

Pre 1900:

After 1980:

Airborne
All Airmen
American Merchant Marine
China Burma India
Disabled American Veterans
Ex-Prisoners of War
Family
K-9 Unsung
Korea
Military Medical
Peace Time
Pearl Harbor

Pre 1900:

Purple Heart
Special Forces
U.S. Coast Guard
U.S. Navy Armed Guard
Vietnam
Women's Veterans
World War I
World War II



To learn more about the VETERANS' MEMORIAL GARDEN, see their website:
<http://www.lincoln.ne.gov/city/parks/parks/parks/veterans/memorial.htm>

Behind the Scenes: We work, we play, we care



Employee Concerns Committee: Front Row: Jeanette Fisher, Christine Carey, Judy Anderson. Back Row: Rhonda Zugmeier, Shirley Horst, Donna Boone (Co-Director), Peg Johnson and Doreen Wagenaar (Co-Director).

Our Employee Concerns committee is successful when we can keep abreast of issues and offer possible solutions. In some instances, it may be appropriate to form an ad hoc committee to follow-up on an issue. With this in mind, we are here to serve UNOPA and the University of Nebraska in regards to issues and problems that affect everyone within the University system. If you know of a concern not being addressed by the current Advisory Boards, please contact Doreen Wagenaar (dwagenaar2@unl.edu) or Donna Boone (dboone2@unl.edu).



Bylaws Committee (L-R): Chris Gardner, Rhonda Zugmeier, Barb Carley, Martha Young, Director.



Pyatt's other hat...

November *UNOPA Notes*

Behind the Scenes!

(Marlene took her Aunt for a spin on a beautiful sunny day!)

The REAL Interview: Deb Rosenau

This is a new feature, and different members will be featured each month, space permitting.

Who is the REAL You?

Born and raised in the Chicagoland area; attended Southern Illinois University; lived in five other states after graduation: Missouri, Colorado, Texas, California and Nebraska. My main job title was "System Analyst Programmer" until my sons were born.

Sports interests:

ALWAYS been tooooooo clumsy to play sports

Other activities:

Who says canning pickles & salsa are not GREAT activities?? OK, so there's a little work involved, but in the long run you have some yummy stuff sitting on the shelves in the basement.

Like to cook?

Actually, yes, I enjoy trying new recipes and doing a revision or two.

Favorite entrée:

BBQ (so my husband can cook it!!); actually I do enjoy preparing meals for the slow cooker so that things are ready when I come home from work.

Favorite dessert:

Lemon cheesecake!!

Favorite cookie:

Oatmeal chocolate chip?

How many Children:

Three (3): Matt (24), Jim (22), and Ed (soon to be 20).

Grandchildren?

n/a

Pet(s):

Dog (Pomeranian), chickens, (egg layers), barn full 'o cats (want one??)

Fave vacation spot:

Still waiting to take one

Family (traditions):

We visit each of our parents at least once per year (his are in North Dakota and mine are in Missouri).

Holiday (traditions):

[My Favorite holiday traditions revolve around] Thanksgiving—I like it when kids come over and I cook a big turkey with stuffing and make other goodies. Then we watch football!

Hobby/Interest(s):

I am a book worm, especially mysteries. My latest reading material is The Obama Nation by Jerome R. Corsi It may not be much of a mystery to others but is to me!

Sports interests:

ALWAYS been tooooooo clumsy to play sports.

Other activities:

Who says canning pickles & salsa are not GREAT activities?? OK, so there's a little work involved, but in the long run you have some yummy stuff setting on the shelves in the basement.

Summer 2008:

SUMMER SOCIAL HIGHLIGHTS

THEN SHE FOUND ME, MARY RIEPMA ROSS THEATRE
Tour, film, prizes, fun eats

UNOPA's Summer Social for 2008 was a great success according to the Outreach Committee Co-Chairs, Linda Luedtke and Barbara Homer. There were 53 ladies and gentlemen in attendance, including some faculty members. The event started in the Johnny Carson School of Theatre and Film in the Temple building and ended in the Mary Riepma Ross Theatre. The guests were divided into two groups. The first group participated in a tour of the newly renovated Temple building and learned about the history of the building, the ghosts in the attic, and what changes had taken place to update the building. Tours were given by Brad Buffum and Ann Watson from the Theatre and Film department.



The second group was shown a DVD by Todd Cuddy, Theatre department, which was a tribute to Johnny Carson. The DVD was created by two students from Journalism and two students from Film and News Media who traveled to Omaha, Norfolk, New York and California interviewing people that knew Johnny or had worked with Johnny Carson

during his lifetime. These interviews were caught on film and made into a DVD that was first shown to the Carson family last October, 2007 at the dedication of the Temple building and the Johnny Carson School of Theatre and Film. Groups switched so everyone could take part in both the tour and film.

Following these activities, refreshments of sandwiches, fruit and desserts were served in the beautiful newly decorated lobby of the Temple building. There were several door prizes given out, and the winners of two season passes to the Nebraska Repertory Theatre were



Lisa King and Connie Hansen. It was then on to the Ross Theatre to watch the movie, *Then She Found Me*, starring Helen Hunt and Bette Midler. They received complimentary remarks from many of the guests and everyone seemed to have a great time. Several were making plans to attend the Nebraska Repertory Theatre productions later this summer as well as catching more movies at the Mary Riepma Ross Theatre.

Linda and Barbara would like to take this time to thank the sponsors who helped to make this event a success: Johnny Carson School of Theatre and Film, The Nebraska Repertory Theatre, Campus Recreation Intramural Sports, Environmental Health and Safety, and The Water Center. They would also like to thank Jan Kohler and Linda's daughter, Jennifer Ripp, for helping out.



[Linda and Barbara: You worked hard and UNOPA members turned out! Great job!--Editor]

2008 UNOPA PSP Luncheon Orphan Train

By Sandy Lineberry

Have you ever attended a presentation that made such an impression on you that you've never gotten the story out of your mind? I did, nearly 25 years ago. While living in Laurel I had the opportunity to hear a lady speak on her life as an Orphan Train rider. Her talk was mesmerizing to everyone in attendance. She was not young then, and she now has probably passed away, but with people like Charlotte, her story, and the story of many of the other riders, will continue to live on.

Charlotte M. Endorf, author of a number of books, including "Fragile Excess Baggage" was the speaker for the 3rd Annual UNOPA PSP Luncheon, which was held Saturday, July 26 at St. Mark's Church. Charlotte has committed herself to document the real-life stories of the children who rode the Orphan Trains between the years 1854 to 1929. She has traveled over 8,500 miles, seeking the last surviving riders and descendants.

Space was limited to 120 seats and nearly all of them were filled. Several of the attendees had a direct link



with one of their family members being on the Orphan Train. Others simply wanted to know more about this special time in history that affected nearly 250,000 children (1854 to 1929). Judging from the comments, her talk was a great success.

In addition, the silent auction, with over 100 donated items, was our best and most profitable ever. A "lot" of people got a "lot" of really good bargains and made the registration fee well worth the money.

This was our most successful event and special thanks go to Chair Diane Wasser and to committee members Barb Homer, Carol Wusk. Debra Hendricks, Doreen Wagenaar, Edie Schleiger, Gretchen Walker, Jeanne Andelt, Kathy Bennetch, Linda Luedtke, Lola Young, Lorraine Moon, Mary Guest, Patricia Liedle, Patricia Hust, Lynn DeShon, Sandy Lineberry and Shirley Horstman, who worked so hard to bring this event together. Please consider attending the fourth Annual PSP Luncheon next year, which should be sometime in late summer.



The PSP Luncheon was well attended.

...Professionally Speaking

Fall 2008: UNOPA Career Development Workshop

A SPOKE, NOT THE WHEEL

This workshop will provide you with an opportunity to listen to a panel of "Spokes" and "Wheels" as they share ideas and information that will assist you in developing your skills as part of a professional team.

Tuesday, October 28, 2008

1:00 p.m. - 4:30 p.m.

Nebraska East Union

Other Upcoming Career Development Workshops/Conferences Dates:

PSP Workshop - Wednesday, September 24, 2008

12:00-1:00 p.m. - Nebraska East Union

UNOPA Workshop

How to Write a Nomination Letter

Monday, September 29, 2008

12:00-1:00 p.m. - Nebraska Union

Nebraska Educational Office Professionals Association (NEOPA)

Fall Workshop - Friday, October 17, 2008

UNL Empowerment Forum

Friday, October 31, 2008

1:00 a.m.-3:00 p.m. - Nebraska East Union



UNOPA October General Meeting

Feature Speaker:

Linda Crump

October 14, 2008 • 11:45 • Nebraska Union

We are excited to have Linda Crump of Equity, Access & Diversity Programs as our speaker.

She will be sharing with us this department's expertise.

Hope you can join us!

Part I

Nebraska Women:

How's Your Work Life?

Nebraska Women Work! (NeWW!) conducted the state-wide survey "Nebraska Women: How's Your Work Life?" on Equality Day this summer.



Nebraska Women Work! (NeWW!) was organized in 2006 as an affiliate of the national Women Work! Network to promote economic security for all Nebraska women through advocacy, research, education, partnerships and services.

NeWW! conducted the survey, How's Your Work Life? to learn from women across the state which work related issues need to be addressed to help them achieve employment and economic security goals. More than 1,000 Nebraska women who are currently employed or actively seeking work responded to the survey regarding their work life and its impact on family life.

Respondents were asked for recommendations for local, state, and federal policymakers on ways to improve women's employment opportunities in Nebraska. Their responses provide a framework of issues that need to be addressed not only by policymakers, but also by employees, community organizations and individuals in order to improve opportunity, economic security and job equity for Nebraska's working women.

In part, survey results found that the majority of women surveyed worked more than 40 hours a week and were dissatisfied with their current pay. Many identified the workplace environment as one thing they disliked about their current employment. The majority also believe they have experienced sex discrimination at work in the past five years.

Several organizations, agencies, and individuals, in addition to NeWW!, were involved in the development, implementation, and analysis of the survey, including the American Association of University Women of Nebraska, Metropolitan Community College, the 2006 Nebraska Commission on the Status of Women, Northeast Community College, national Women Work!, Nebraska Online, the Nebraska Department of Education/Nebraska Career Education, and the YWCA Omaha. Special recognition goes to Dr. Patricia Funk for her outstanding work developing, analyzing, and finalizing the survey.

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(See November 2008 Issue for Part II.)



UNOPA MEMBERS IN THE LIMELIGHT

Young re-elected Central Area Director

By Gretchen Walker and Sandy Lineberry



Lola Young, Residence Life Services Supervisor from the University of Nebraska, was re-elected to her second term as the Central Area Director and was installed at the NAEOP National Conference held in Broomfield, Colorado, July 2008. The Central Area is represented by office professionals from the states of Nebraska, Kansas, Missouri, Iowa, Illinois and Indiana. The National Association of Educational Office Professionals (NAEOP) is divided into eight different regional areas: Southeast, Southwest, South Central, Northeast, Northwest, North Central, Mid-Atlantic and Cenentral.

Lola has been a 3-D member (local, state, national) since 1989 and has served as both the local and state president of these professional organizations. She joined a very select group of members when she was honored with the distinguished NAEOP Professional of the Year Award in 2003. Lola has served on numerous national committees in her current role as Central Area Director. She also serves as the National Awards Director.

She is very committed to professional growth and is a role model for everyone. We are grateful to have her as a UNOPA member and pleased to have her represent the state of Nebraska on the NAEOP Board. The next time you see her extend your congratulations to Lola on reaching this milestone in her life. It is quite an achievement!

As part of her Central Area duties, Lola has developed a workshop, The ABC's of Communication. Communication is the key to every interaction we have and in this workshop Lola emphasizes the importance of first impressions, verbal and nonverbal communication. Attendees have the opportunity to discuss the importance of listening, laughing, and networking, and how these skills make one a more effective professional.

NEOPA Fall Workshop, Friday, October 17—Wayne State

The NEOPA Fall Workshop is in Wayne, Nebraska, and they have some outstanding speakers lined up. Topics include: Introduction to Crisis/Emergency Management Basics, Types of Emergencies in Academic Settings, Emergency Management Scenarios and Re-enactments, Stress and the Working Woman--just to name a few. You may access the registration form via the UNOPA website: <http://unopa.unl.edu> If you have questions about the conference or need directions to Wayne, please contact Cindy Franzen (cifranz1@wsc.edu).

Boss of the Year 2008 Do you have a wonderful boss?

If so, nominate him/her for the Floyd S. Oldt Boss of the Year Award.

The Award will be presented at the UNOPA luncheon on Tuesday, November 11, 2008.

The deadline for nominations is Wednesday, October 15, 2008.



For more information and directions for submitting a nomination, go to the UNOPA

website <<http://unopa.unl.edu/awards.htm>>.

Contact Beth Zager, UNOPA Awards Committee, 472-0299.

Email: bzager2@unl.edu



Back row (L to R): Southeast Director, Melissa Carpenter, CEO; Central Director, Lola Young; Northwest Director, Gayle Schnorenberg; and South Central Director, Jana Worthington.

Front Row (L to R): Southwest Director, Allie Faye Matthews, CEO; North Central Director, Lori Schumann; Northeast Director, Elizabeth Napolitano; and Mid-Atlantic Director, Sibyl Hoover.



UNOPA MEMBERS IN THE LIMELIGHT



What UNOPA means to me...

Dill Appointed Epsilon Sigma Alpha Second Vice President



We're proud to announce that UNOPA member Dora Dill, also a member of the international organization, Epsilon Sigma Alpha (ESA), was elected 2nd Vice President during ESA's 2008 International Convention. Dill has been a member of ESA since 1964 and is a member of the local Gamma Delta Chapter of Lincoln, Nebraska. She has held numerous chapter, state, and national offices. As Second Vice President, Dill will spend the year helping to plan a large part of the annual convention, as well as other important tasks.

ESA is a premier leadership, service and educational organization with 12,000 members who have donated more than 650,000 direct service hours and raised more than \$10 million in cash and pledges for St. Jude Children's Research Hospital in the past year, and more than \$120 million in cash and pledges total. In addition significant funds are raised for Easter Seals and various community projects around the world.

This year it was announced that they raised funds totaling \$10 million for their main project, St. Jude's Children's Hospital in Memphis, Tennessee.

Dora is an active supporter of UNOPA and the UNL community since joining in 1988. Her leadership roles include: UNL Grievance Committee member, Chancellors Commission on the Status of Women, Social Committee, UNOPA Awards Chairperson, co-chaired *UNOPA Notes* newsletter, By-laws Committee Chair, Nominating Chair and Membership Chair.

UNOPA Career Development Workshop, Tuesday, October 28 NE East Union

This workshop will provide you with an opportunity to listen to panels of "Spokes" and "Wheels" as they share ideas and information that will assist you in developing your skills as part of a professional team. The registration form may be accessed on our website: <http://unopa.unl.edu>.

Registration deadline is October 21. This workshop is free to UNOPA members.

" UNOPA has been valuable to me over the years because it has provided a means for me to network with colleagues across campus. UNOPA has provided professional opportunities for me to grow as an individual and as an employee. Because of the knowledge I've gained from my UNOPA experiences and involvement, I've taken on additional responsibilities in community activities and had opportunities that I never would have had otherwise."

—Jan Edwards

"I was pleased when Mary asked me to serve as the PSP "Officer" (Co-Director of the Career Development Committee), because the Professional Standards Program is near and dear to my heart. The PSP certification program provides an opportunity for UNOPA members to receive recognition for continued professional growth. Earning your PSP certification is a possibility for all UNOPA members and I have thoroughly enjoyed helping others reach this goal."

—Debbie Hendrick

"Most of my career I've been involved with Human Resources in some aspect that involved listening to employee concerns and seeing how I could help make their life at work a more pleasant experience. That is why I thought this committee might be a natural fit for me and I genuinely care about these issues."

—Doreen Wagenaar

"I have been a member of UNOPA for ten years and have served on the Ways and Means Committee and on the Awards Committee. I was President Elect, President, and Past President; I have been a member of NEOPA for five years. I was the Director for the Bylaws Committee, President-elect/Membership Director and this year I am serving as the President. "I have also been a member of NAEOP for five years, serving on the Student Scholarship Committee for the last three years. I have thoroughly enjoyed serving in these many capacities. I have had the opportunity to meet new people and make new friends. I've been given the chance to 'better' my writing, organizational, and communication skills. It has given me the chance to grow and become a more confident person in myself. If you want to know if I would do it again.... 'You bet I would!'"

—Becky Hastings

[I asked Becky what her most memorable UNOPA moment was and she responded, "My most memorable moment was this year (2008) at NAEOP (National) when I got to carry the Nebraska flag for the opening general session." See photo, page 3. —editor.]

Yes, my dear Watson, there is such a thing as a FREE Lunch!



What UNOPA Board Member is pictured here? Which One? Who could it be?

Email Betty Jacobs by October 31, or you won't have a ghost of a chance. to become a suspect in this murder caper. You too could murder the UNOPA Notes budget!

Sherlock Holmes has nothing on you if you can figure this one out. Super Sleuth Guess'ers go into a drawing, and the winner will be entitled to a free lunch.

**Budget-Murder—
...Murder Most Foul.**



2008 Special Recognition 'Way to go!

Submitted by Gretchen Walker, CEOE
UNOPA Immediate Past President 2007-08

40 years	Peggy Jeffries	
Linda Mahloch (Rossiter)	Roberta Sanders	5 years
Janice Wassenberg	Linda Thelen	Julia Brebner
	Kathy Thompson	Brenda Ensor
35 years	Betty Tutt	
Joan Frederick	Kerry Vrtiska	
Helen Sexton		
	15 years	
30 years	Carol Nau	
Mardi Bonner		
Cynthia Knight	10 years	
Linda Pence (retired)	Marianna (Mari) Greer	
	Mary Guest	
25 years:	Rebecca Hastings	
Judy Anderson		
Patricia Hust	10 years (con't)	
20 years	Jan Kohler	
Jan Edwards	Kathryn Schindler	

2008 Service Award Recipients

We wish to congratulate the following UNL employees/UNOPA members who were presented awards at the NAEOP conference this summer. Included in this list are those members who were elected to NAEOP offices, and committees.

Dr. Z B Mayo (UNL) - 2008 NAEOP Educational Administrator of the Year.

NOTE: This is the second year in a row that a University of Nebraska-Lincoln Administrator has won this award!

Tonda Humphress and Deb Rosenau - 3rd place

Rachel Maynard Communication Award
(NAEOP Newsletter Competition)

Sandy Lineberry and Julie Kleager, CEOE (LPSAOP) - Elected to NAEOP's Nominations and Elections Committee

Becky Hastings and Kathy Janda, CEOE (LPSAOP) - Elected to NAEOP's Scholarship (student) Committee

Lola Young, CEOE – (NAEOP) Central Area Director

Karen Jackson (NEOPA 1st place), Website Award

At the 2008 NAEOP Conference two UNOPA members were awarded their CEOE:

Carol Wusk, CEOE (UNOPA/NEOPA) - Advanced III, Option I, CEOE

Cynthia Knight, CEOE (UNOPA/NEOPA) - Bachelor Degree, Option II, CEOE

For a complete listing of awards, office and committees see NEOPA website, (<http://neopa.unl.edu/index.html>).

Behind the Scenes

Hastings juggles multiple roles

Elected 2008 NEOPA President, military career, family, and...



Becky was raised in Garland, Nebraska, the oldest of four children. Upon graduation from Seward High School, she followed her father, Richard, into the Nebraska Air National Guard, now holding the position of Master Sergeant. Becky's husband, Gary, is also in the Air National Guard, and they are proud owners of motorcycles and enjoy taking trips with their "biker buddy friends" to discover the great country which they work so hard to protect.

Becky began her full-time employment at UNL in the Inventory Department in May, 1998. She quickly became interested in UNOPA and has used her organizational

skills and calm demeanor in various committee and officer capacities, including Awards and Ways & Means; she is also a former UNOPA President.



When asked to serve our state organization, NEOPA, she quickly agreed and currently serves as its President. She enjoys meeting and working with people across the state and has formed many friendship and working relationships.

Becky and Gary thoroughly love living in the country just outside Dwight, Nebraska. Chester, their donkey, hee-haws a breakfast announcement, while their horse, Charm, two dogs, Mattie and Ellie and many cats

benefit! They dote on their five nieces and nephews and all the family activities made that much tastier by the fine cooking and baking by Becky's mother, Toni. Our office has been the thankful recipient of Toni's cakes for special events.

Working with Becky's "get 'er done" attitude, fun sense of humor and efficient work habits are just some of the reasons we're glad she is part of the team in the Purchasing/Inventory Department.



October 31, Friday, UNOPA Empowerment Forum, 9:00 a.m. - 3:00 p.m., Nebraska East Union

The UNL Empowerment Forum is a free event open to all currently registered UNL students, faculty, and staff with an interest in discussing the challenges that we face in dealing with diversity issues. This forum serves as only the beginning of a process to change the face of UNL and break down barriers that may keep many in this community apart. Aaron Davis is the keynote speaker. Lunch is included. More information on the workshop and online registration is available at this website: <http://stuaafs.unl.edu/empower/> If you have questions, please contact Mary Guest (mguest2@unl.edu). —Registration deadline is October 24.

Hmmm...

- Others will follow your footsteps quicker than your advice?
- There's a reason meetings are announced with a "Start time"?

For instance, the early bird gets the best cookies; important social networking happens before the meeting begins; in the case of an afternoon meeting, leaving on time means time for a little before-dinner shopping on the way home. Hmmm....

- It's important to make someone happy every day, even if it's yourself!?
- Someone you know might benefit by becoming a member of UNOPA, and is just waiting to be asked? Sandy Lineberry follows up on referrals, if you're squeamish.
- November 4 Election day
- November 11 Veterans' Day

Career Development PSP

[On Wednesday, September 24 the Career Development Committee offered a PSP workshop. We regret that the UNOPA Notes newsletter did not get circulated in a timely manner. Note the contact information below.—Betty Jacobs, UNOPA Notes Director/Editor]

For those who couldn't attend the recent PSP workshop, you are encouraged to contact Debbie Hendricks (dhendricks1@unl.edu) to set up a time to meet. Additional contact information:

Debbie Hendricks

Phone: (402) 472-3755, Fax: (402) 472-8189

September General Meeting



Nelvie Lienemann and Carol Spath (visitor) became acquainted during the September General Meeting.



Lorraine Moon and Donna Boone sat with Rose Plasek (visitor).

Upcoming Events

October, 2008

- 14 UNOPA General Meeting
- 15 Floyd S. Oldt Boss of the Year Award nominaton deadline
- 17 NEOPA Fall Workshop—Wayne State
- 21 Chancellor's University Safety Committee
- 28 Career Development Workshop
- 31 UNOPA Empowerment Forum



November 4 Election Day

November 11 Veterans Day

University of Nebraska-Lincoln

UNOPA Notes

P.O. Box 880541

Lincoln, NE 68588-0541

Betty L. Jacobs, Editor

Circulation 200

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MAKE A RIPPLE, MAKE A WAVE

UNOPA Notes



Message from the President

October was a month of many professional development activities, and I was fortunate to be able to take part in many of them. The NEOPA Fall Workshop, hosted by the Wayne Educational Office Professionals Association (WEOPA), provided excellent and useful information on several topics.

The keynote speaker focused on Crisis Management. It is such a timely issue. Since most office professionals are the frontline people, it is extremely important to know what to do in a crisis situation.

In addition to providing great speakers and topics, the Fall Workshop presented the opportunity to network with other NEOPA members and office professionals. But what is networking? We frequently hear this term, but what does it mean to me? Webster's New World Dictionary defines a network to be a "group, system, etc. of interconnected or cooperating individuals." Sounds like UNOPA, doesn't it?

Through networking, you develop relationships and learn who can give you advice and provide information about specific questions you may have. Networking is not just for job searching, although through your contacts in UNOPA, you have the opportunity to learn about job openings before they are posted.

By joining professional organizations, such as UNOPA, NEOPA, and NAEOP, you automatically increase the number of contacts you have access to in your own network. These groups have a common interest in promoting educational office professionals, and the members are there to support and encourage others in the associations. Becoming an active member, especially by serving on committees, provides you the opportunity for your colleagues and others to see you in action.

According to About.Com*, the following rules will help maximize the benefits of networking:

1. Include everyone you know on your network.
2. Be willing to ask for help.
3. Be willing to give help.
4. Don't use your network for only job hunting.
5. Keep in touch with your network contacts.
6. Thank contacts for their help.

There are many benefits of being a member of UNOPA, and networking, although intangible, is one of the greatest benefits. We're all here to help each other. —*Mary Guest, UNOPA President*

*<http://careerplanning.about.com/od/networking>

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- 8 **October General Meeting Photos**
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Tina Ahrens
New member



Bosses panel at Fall
Workshop.

Ways & Means Countdown—

Nov. 8 game: Go Huskers!!

Nov. 28, the last home game, help is needed for the Colorado game.

Call Tonda Humphress (472-3756) or Betty Jacobs (472-8784) to volunteer for a time slot.

Thank you for supporting our Ways and Means effort to help with our UNOPA budget and programs.—Kathy Bennetch, Director.

2008-09 Executive Board

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Lola Young, NEOPA/NAEOP Liaison
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Basic Principles of Parliamentary Procedure

By Mary Guest

Introduction

The purpose of parliamentary rules is to facilitate action. They are designed to promote the orderly operation of a meeting and to encourage progressive organizational action.

Parliamentary procedure is the established system of laws and rules, which governs the manner of conducting business in an orderly and well-run meeting. The foundation for these laws, or rules, is the composite of the definite basic and fundamental principals for orderly conduct. The five basic principles of parliamentary laws are:

1. Justice and courtesy to all.
2. One thing should be considered at a time.
3. Full and free discussion of every proposition must be provided.
4. The minority must be heard.
5. The majority must rule.

The Motion

Parliamentary law requires that any business to be presented must be submitted to an organized group of individuals for its consideration and action in the form of a motion. The greatest part of the body of parliamentary law deals with the handling, classification, debating, order and final conclusion of these motions.

There are eight basic steps, which must be taken for the proper handling of a motion. They are as follows:

1. A member secures the floor.
2. The presiding officer recognizes the member.
3. The member introduces the motion.
4. Another member seconds the motion.
5. The presiding officer states the motion, which opens the question presented to discussion.
6. The body discusses or debates the motion in detail.
7. The presiding officer calls for a vote on the motion.
8. The presiding officer announces the results of the vote.

NEOPA Fall Workshop

Wayne State College

By Barbara Homer and Lola Young



Pictured, left to right, back row: Kathy Bennetch, Carol Bom (associate), Barbara Homer, Linda Luedtke, and Gretchen Walker; middle row: Diane Wasser, Mary Guest, Judy Anderson, and Lola Young. Seated: Sandy Lineberry and Becky Hastings.

Eleven UNOPA members attended the Nebraska Educational Office Professionals Association (NEOPA) Fall Workshop on Friday, October 17, 2008 which was held at Wayne State College.

During the morning session, Dr. Jason Karsky, Associate Professor, Dept. of Sociology, Psychology

and Criminal Justice, Wayne State College, and his students, presented the five components of emergency management, an introduction to the Crisis/Emergency Management Basics. We learned there are five components of emergency management:

Prevention – anticipation of hazards and risks which results in problem solving strategies that occur before the onset of trouble. Examples: metal detectors and liaison officers may be utilized to prevent violence in schools; fire sprinkler systems are recommended to prevent catastrophic destruction; immunizations are required to prevent the spread of disease; and appropriate storage of chemicals is important to prevent injury.

Mitigation – effort to reduce loss of life and property by lessening the impact of disasters. Examples: building inspections for structural problems; radon gas and deteriorating asbestos; flood proofing – levees/floodwalls; and safe rooms.

Preparedness – drills to ensure people are ready for a disaster and know how to respond. What is site specific preparation? Are you prepared at work and at home? Would you be prepared to be away from home for days without notice? Disasters can happen at any time!

Response – reaction to a situation that may cause immediate and serious harm to people and/or the environment. First responders are local police, fire, and medical personnel. Some situations may require county, state and federal response, and every situation is different.

Recovery – return to an original state or normal condition with the long-term goal of reducing future vulnerabilities. Examples: rebuilding homes, schools and businesses; replacing property; resuming employment; and repairing and rebuilding the infrastructure.

Also Deanna Beckman, Wayne and Cuming County Emergency Manager, and Nick Kemnitz, Deputy Wayne County Emergency Manager and Former Safety Director for Midstates Bus Company, talked about incident management roles. We learned what is meant by incident command, where one person takes control, and to were instructed to use common terminology— not acronyms.

If you're interested in taking the NIMS (National Incident Management Systems) test, see FEMA.gov/NIMS.

Several students talked about the types of emergencies/ disasters in academic settings. Examples were: shootings, terrorist attacks, tornadoes, floods, fire, blizzards, etc. You should have a good disaster recovery plan so your school will be able to continue operation without major interruptions. Also, everyone needs a plan to handle students' parents when the building is in lock down and they come to get them. One important item each department should have is a survival kit in case of an emergency. These kits cost about \$100 (4-5 people) and some of the contents are: MRE (military ready to eat) dry food, water purification packets, pop up tent, sleeping bag, radio, rope, 20-30 masks. If interested in purchasing these kits you can go to the Red Cross website, RedCross.org, to find a list of the supplies recommended.

The last item they talked about was how to deal with the media. We were shown a video, produced by the students in Dr. Karsky's class, of the right and wrong way to answer the media. When dealing with the media, the video advised that the best response is to say, "no comment," although some felt that to say "no comment" implies you have something to hide. Giving too much information is also inappropriate.



During the luncheon, Donlynn Rice (left) received the NEOPA Educational Administrator of the Year award. Her assistant, Susann Wenzl, is pictured with her.

This was a very beneficial topic as most of us were unaware of the preparations necessary for these kinds of crisis/emergencies. Let's hope we never have to use it!!

Following the luncheon, we were entertained while learning about "Stress and the Working Woman" with Dr. Mark McCorkindale. We learned about the external and internal causes of stress, about good stress and bad stress, and the effects of the stress on our thoughts, feelings, and behavior. All of this can, of course, cause medical consequences. Dr. McCorkindale suggested various ways to deal with the stresses in our lives as well as their benefits. This speaker was extremely knowledgeable and seemed to have the ability to relieve our stresses through laughter—lots of laughter! We enjoyed him immensely.

Our final speaker was Connie Hassler who is a massage therapist. Connie discussed the benefits of massage and the various kinds of massage. She also demonstrated and invited us to participate in some breathing techniques and simple yoga poses that we can use in our offices or while exercising to help relieve the stresses of our day. Hopefully we'll all be able to utilize some of these health enhancing techniques.

WEOPA did an outstanding job of providing knowledgeable speakers and topics that were very helpful at work and away from work. We came away from this workshop feeling fulfilled professionally.



New Members: In the Limelight



Sandra Podany (right) is one of our new members. Martha young is pictured with her.

Sandra Podany: She was born and raised in Columbus, NE, and has attended UNL and Southeast Community College. Sandra joined the College of Engineering as a Processing Assistant nine months ago.

Sandra enjoys sports. Among her favorites are water and snow skiing, biking, and walking with her dog "Riley".

In addition, she enjoys cooking (especially grilling out), gardening, and floral designing.

Her list of favorite foods really makes one hungry. She enjoys lobster, cheesecake, and chocolate chip cookies. On Thanksgiving, they have duck and dumplings.

Sandra has three children (Nathaniel, Anthony, and C.J.) and of course the dog, Riley (Yellow Lab).

Her favorite vacation spot is Malibu, California because of the beautiful weather and the ocean.

The Christmas holiday season is special because the family does a charity project instead of exchanging gifts with each other. In addition, they spend time together by going snow skiing.

Asked about her number one interest, Sandra says she tries to recycle and use less so that she can help preserve the earth for the younger generations. Also, she would like to find some sort of volunteer work that would suit her interests.

Sandra joined UNOPA so that she would be able to network with other UNL employees.

Kristy Rejda:

Kristy says, "I have lived my whole life in Nebraska: Malcolm, Adams, Neligh, Norfolk and Lincoln."



(Left to right) Deb Klimes, Nancy Hoffman and Kristy Rejda.

She joined the UNL accounting department this spring after having worked for Experian nearly 21 years.

A Husker Football fan, Kristy also enjoys attending her son's football games. He is a punter for Rochester Community and Technical College in Rochester, Minnesota.

She puts her artistic skills to use by making stained glass pictures. When asked about her favorite foods, Kristy said, "My favorites include crab legs, anything with caramel, and my grandmother's Snickerdoodles. I enjoy cooking when I'm in the mood.

They have 4 children: Marty, Kristopher, Cody and Jeremy, and 2 grandchildren : Maisen (7 years) and Kaylin (5 years). The family pet is a cat.

"I would say our favorite vacation spot is our Orlando, Florida timeshare, and our main holiday tradition is for all of us to go to the tree farm and cut down our own Christmas tree, and of course we enjoy getting together with family."

Yes, family is important to Kristy, and she especially enjoys her grandkids.

Tina Ahrens: Although she and her husband have lived in Lincoln for about 25 years, she is originally from Burlington, Iowa.



She earned her business degree from SCC and has been working for the past seven months as a personnel associate in the Filley Hall Business Center, and says, "I have been very happy there, and the people have been very friendly."

Tina has a lot of interests. "A craft I enjoy in my spare time is cross stitching. My hobbies include: reading, watching movies and spending time with my family. I enjoy some cooking. My favorite dessert is cheese cake, and my favorite cookie would be ginger snaps."

Tina has three children: Danielle, Emily and Melissa, and she says she "almost has two grandchildren!" Their family pets are cats.

"My favorite vacation destination is Ireland. I traveled there once with my mother and sister and plan to go back again as soon as it works out for all of us.

"Our holiday tradition includes cooking sweets, playing games, putting together puzzles at Christmas. After Thanksgiving we decorate for the Christmas season, and of course my number one interest is my family."

"My introduction to UNOPA was as a guest of Belva Harris. I enjoy the people and I feel that it is a great way to meet new people."

Marlene Crombie: "I was born in Laurel, NE, and we moved to Hartington, NE when I was three, and I later attended Hartington Public School, and have been with UNL Information Services for six years. On my own time, I am responsible for QuickBooks for two companies. I am an avid reader, and I meet with my book club once a month."

They have four kids: Katie (29 years),

Joe (27 years) and the twins, Meghan and Andy (21 years). Katie, the oldest, is the mother of "my fantastic grandson, Ethan (10 years), and she is expecting a girl at the end of November!" She is very excited.

"We don't have any pets, but if I was home more and could have one, I would certainly have a dog. I really miss my last two dogs."

Marlene, too, has a number of interests, such as cross stitching when she has the time, and she said she recently joined a Bunko group that meets once a month.

At times Marlene had been very active with the church's youth group while the twins were active in it and also helped organize and run their SCRIP program. She has put in a lot of volunteer hours over the past five or six years for workcamps, overnights, helping with food baskets, etc., and recently received the President's Community Service Award for her volunteer service.

When asked about foods, she says her favorite entree would be a roast with potatoes and carrots; favorite dessert would definitely be PIE and anything chocolate. Her favorite cookie, however, is an oatmeal scotchie. She enjoys cooking and the family gets together for a dinner once a month—"I cook and the kids come over," and "I also like to have my girlfriends over for a meal or snacks and then we usually watch a movie. I love new recipes and have a lot of cookbooks."

Anywhere Marlene goes on vacation becomes her favorite vacation spot! One place in particular comes to mind, however. She has been to New York City once and would love to go back.

Her mother comes from a family of nine, and every two years over 100 family members get together for a reunion!

They have a holiday tradition that is to purchase an ornament for the tree every year. Ethan gets one each year and when the new baby comes the tradition will continue. Like many, their family traditions have changed as the kids have homes of their own.

"I had talked about joining UNOPA for a couple years, and recently decided it was time. I like the programs, and felt it would build my community at work."



New Members: In the Limelight

Chris Gardner: “I have only worked at UNL for one and one-half years,” Chris tells us. You will find Chris at the front desk as you enter Printing Services. Previously she worked at Quebecor World Printing (23 years) and is from Lincoln, although because her dad was in the Army while she was growing up, she has lived in Alaska, Kansas, Missouri and Virginia, and attended ten different schools. She returned to Lincoln to graduate from Lincoln Northeast and then attended UNL for a year. She then decided to work full time.

Daughter, Katy (20 years), attends Southeast Community College, and younger daughter, Bailey (11 years), just started attending Goodrich this year.

“Max,” their 7-year-old Yellow Lab, is very much a part of the family and loves it when the family goes to their lake property. Chris’ husband, Pat, drives a semi over the road and will be buying a pet buddy to take with him, so they’ll soon have a second dog.

Of course, being a Nebraskan, Chris loves to watch Nebraska play and is also a NASCAR race fan and the family attends the NASCAR race in Kansas every October.

Her daughter, Bailey, is on a competition cheer team and during the school year, the family travels with her to competitions. Chris is on a couple of committees for the cheer team’s parent group which keeps her pretty busy.

At Least once a month and during the three summer holidays you will find the family camping and boating at Milford Lake, Kansas. They park their 5th wheel all summer. As far as hobbies go, Chris plans to take up scrapbooking. She and the girls already love to get out the glue gun! Another interest is baking and cooking for family get togethers. Here are some personal favorite foods: entrée is steak, favorite dessert she calls death by chocolate, and her favorite cookie is chocolate chip.

Chris, as you can already tell, would count as her number one interest, her family.

When asked why she joined UNOPA she says she hopes to improve her business knowledge and communication skills, and to meet new people. She currently serves on the Bylaws Committee.

Melissa Mosier: A UNL graduate (2007), Melissa attained her B.S. in Anthropology and works at Love Library.

As to sports interests, she enjoys watching college and professional football, as well as attending car and horse races. Hobbies are reading and walking.

Melissa enjoys cooking and entertaining, especially grilling parties. Her favorite entrée is pasta. “I don’t care for sweets,” Melissa said, and has NO favorite dessert or cookies!

The family owns a cabin in the mountains at Grand Lake, CO, which is her favorite vacation spot. Their family has the tradition of making runzas at Christmas. Melissa says her number one interest is water resources.

When asked why she joined UNOPA, “. . . My mother is UNOPA President, 2008-09!



Crump tells it all: ‘Civil’ rights, a quality work environment and diversity on campus

By Betty Jacobs & Tonda Humphress

We left our offices, picked up our name badges, registered for the 50-50 drawing, picked out our table, and meandered with our friends through the fine Italian Buffet line.

Yes, everything was typically well organized and as we ate, chatted and glanced at our program, we knew we were having a good experience. The October General Meeting was called to order. Shortly Peg Johnson introduced our feature speaker, Linda Crump.

Linda R Crump, J.D., is Assistant to the Chancellor for Equity, Access and Diversity Programs. Her office provides advice and support to the campus on issues of equal employment opportunity, affirmative action, and accommodations for employees with disabilities and campus diversity programming.

But, did you know that Crump, a native of New York City, attended Nebraska Wesleyan University and earned her Bachelor of Science in biology from City College of New York? She is also a 1990 graduate of the University of Nebraska-Lincoln College of Law. Prior to law school, Crump taught biology, general science, physical science and physics at Lincoln High School.

In her opening remarks she took a moment to pay tribute to the community blood bank’s 40th anniversary, and shared about her own experience with this life-saving agency. She then spoke about the services provided by the Equity, Access and Diversity Programs Office and how their office can help employees.

She explained that an easy way to know and understand the role of their office is to think of them as the Civil Rights Officer on campus, and in order to train and educate staff and faculty they put on web seminars. Some seminars teach about how a search committee should operate, others offer ADA supervisory training. They have also made available online seminars aimed at preventing discrimination and harassment.

Another of their services deals with the Americans with Disabilities Act (ADA) requirements, and assists those in the workforce who want to work and want to work hard but they have some disability, either physical or mental, that prevents them from performing at what would be considered their normal level. Accommodations in many cases are available at no cost to the employee to enable them to attain increased performance. Some have simple needs and others’ circumstances require more complex solutions and/or tools to allow them to enhance their job performance. For example, someone who is visually impaired may require a talking calculator in order to function effectively.

Affirmative Action on campus must comply with complex federal and state guidelines. Did you know that the University is a federal contractor? I am sure many of us were not aware of that aspect of the employment process. Also, they keep abreast of current initiatives in other states, such as those affecting women, i.e., breast cancer programs and domestic abuse services. Also, they conduct internal investigations on campus. If anyone questions the fairness in a given situation at work, or merely has questions, she encourages them to call.

Linda concluded with a question and answer session. Several attested to the value of their ergonomic evaluation process that is available at no charge. One aspect of the evaluation is the office visit. The evaluator comes to your office and watches how you typically work and move about from task to task in your space, and then offers positive solutions. These resources and services are only a phone call away. Sometimes the solution is to rearrange your office space, or perhaps add a foot stool to improve posture, or a new mouse to ease wrist strain.

Thank you, Linda. We’ve got your number!

Behind the Scenes: Marlene Pyatt

I joined UNOPA in the Fall of 2003 when attending a workshop. I found it was cheaper to take advantage of the membership special offer than to pay the nonmember registration fee! I served as Corresponding Secretary in 2005/2006 and Co-Directed the Nominating Committee in 2007/2008. I have worked the parking lot fundraiser the last couple of years and attend many of the UNOPA sponsored workshops. I enjoy being a part of UNOPA, and have found being a member is a great way to network and form new friendships. Attending the workshops and serving on the executive board are great ways to learn, and this helps one become a better UNL employee.

I was born and raised in Snyder, NE. I attended Midland Lutheran College for one year and then moved to Phoenix, AZ, where I met my husband of 28 years on a blind date! In 1991, I convinced him to move to Nebraska so I could be near my family. He still doesn't like the winters! I started working at UNL in the Accounting office in April 2001 as a Purchasing Card Associate and continue to do the same job today.

They have 2 children – Rachel (25 years) is married to Brad and lives in Mobile, AL; Eric (22 years) attends UNL while serving in the NE Air National Guard. There are no grandchildren, yet.

Sports interests – Marlene played volleyball in high school and loves to watch college football and volleyball.

Other interests – Big NASCAR Fan – GO #48! She loves to read and sometimes has two books going at the same time. Right now she is reading a lot of Christian mysteries. About the only types of books she doesn't like to read are Sci-Fi.

Craft shows were made for people like Marlene, but she just wishes she had more time to attend them.

Her favorite dessert right now is Culver's turtle sundae or strawberry pretzel dessert, and her favorite cookie is oatmeal chocolate chip. She likes the dough better than the cookie!

When asked about her favorite vacation spot, Marlene says she has a hard time picking out just one, as the scenery is amazing in different places, but a few favorites are: Maui, HI, Knoxville, TN, and Cody, WY. At just about any of the places they've ridden their motorcycles, each place has been unique, and, "Isn't it all about the journey?"

We have holiday traditions for both Thanksgiving and Christmas. The Saturday after Thanksgiving we spend at mom's, which gives us the whole day to visit and eat!

For Christmas, our family has always celebrated on Christmas Eve. While growing up we went to my mother's parents' home after the church program. Now we all meet at mom's for the evening. I have five brothers and twelve nieces and nephews so we have a house full. Mom, or



some of the grandkids, take turns reading the Christmas story and we sing favorite carols (or attempt to!).

Several of us then go to church with mom, and then some of us spend the night. We are members of Trinity Lutheran Church here in Lincoln.

Currently, our main interests revolve around some of our motorcycle organizations. I ride my own bike, a 2008 Yamaha VStar 1300.

Rick and I are members of Morning Star Riders, the local chapter of the Christian Motorcyclists Association (CMA). We are both officers and spend many weekends



at motorcycle events. The CMA vision is: *Changing the world, one heart at a time.* A lot of our vacations are spent at CMA rallies and this has become a great way to visit different parts of the country.

We are also members of Prairie Red Riders motorcycle club

here in Lincoln where I am finishing a 2 year board commitment. This club has dinner rides, sponsors fun runs and other club activities that are open to any rider with any type of bike. Spending time with family and keeping in touch with friends, whether on the motorcycle, at church or even at work, is always a good time. Being a part of UNOPA has also been fun and a good learning experience.

CONGRATULATIONS!



The winners of a free December Holiday Luncheon are: Melissa Mosier and Tina Ahrens. Since no one could identify our mystery personality, who is Kathy Bennetch (center/back row), we drew two names from the new members highlighted in this month's In the Limelight feature. Thanks Kathy for your fun spirit!

Career Development Fall Workshop:

A Spoke but not the Wheel

Approximately sixty (60) people attended this informative Career Development Workshop on October 28, 2008. Vicki Highstreet, Assistant Director of Campus



Recreation, was the Facilitator for this event. Her efficient ability to direct intellectual questions to both panels, "spoke" and "wheel", as well as summarize responses, were both polished and refreshing. Additionally, the audience was able to participate with their own questions for each panel.

The "spoke panel" (left to right) Debbie Hendricks, Linda Arnold, and Beth Griffin.

The "spoke panel" consisted of the following: Beth Griffin, Retired Executive Secretary, Chancellor's Office; Linda Arnold, Administrative Secretary, IANR; and Debbie Hendricks, Executive Secretary, Student Affairs ¹.

The "wheel panel" consisted of the following professionals: Giacomo (Jack) Oliva, Dean, Hixson-Lied Fine and Performing Arts; Ellen Weissinger, Executive Associate Dean for Graduate Studies; and Z B Mayo, Associate Dean and Director, Agricultural Research Division.

A variety of responses from the "spoke panel" brought conversation regarding, but not limited to: telephone mannerisms, multitasking, knowledge of bosses' whereabouts, professional attire, and professional growth.

Proper phone answering procedures were fully discussed. Suggestions included:

- 1) Always speak with a smile even if you're having a bad day. People do notice the difference.
- 2) Identify the caller (name, company, reason for calling).
- 3) How to handle unwanted or "pushy" calls.
- 4) Know when to transfer a call, take a message, or say "no thank you."

Multitasking is making a regular appearance in today's work environment. The panel stated that no two days are the same. They have learned to prioritize! Much is dependent upon their bosses' needs as well in addition to other cohorts in the office.

The "wheel- panel" answered questions and discussed items including:

- 1) Working as a team – whereas it is everyone's goal to keep team together.
- 2) Being flexible to change.
- 3) Technological factor in the work environment – good for quick turnaround (Lotus Notes, Webpage, etc.), however, do lean towards promoting face to face communication within the department, which, in turn, keeps line of communication open.
- 4) Professional growth – inform employees of availability.

Many additional topics were discussed at this enjoyable workshop, and in summary, UNOPA wishes to extend a "thank you" and a sincere round of applause to all of the participants as well as to Vicki Highstreet for serving as Facilitator. Thank you! Job well done! ... to those UNOPA members who assisted in putting this event together.

¹ Tammy Grammer, Secretary, Lincoln City Council, unfortunately could not be a part of the "spoke-panel," and Debbie Hendricks graciously agreed to participate.

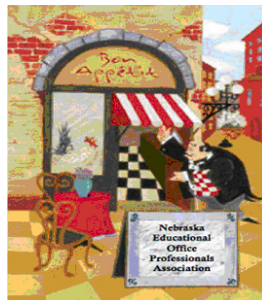


It would be safe to say, "A good time was had by all," or at least quite a few."

Nebraska Educational Office Professionals Association Ways & Means Committee Fundraiser

By Barbara Homer and Linda Luedtke, Co-Directors

The NEOPA Ways and Means Co-Directors, Barbara Homer and Linda Luedtke and their committee members, Kathy Bennetch, Tricia Liedle and Gretchen Walker, are putting together a taste-tempting cookbook, featuring favorite recipes from members of the NEOPA association for our major fund-raiser this year. The cookbook will be beautifully illustrated, bound and printed by Morris Press Cookbooks in Kearney, Nebraska. The cookbooks will have a soft laminated cover and coordinated dividers (see sample below).



Information about the cookbook along with the instructions and recipe collection forms can be found on the NEOPA website: <http://neopa.unl.edu/cookbook.html>

We are asking each NEOPA member to submit 3-4 of their favorite recipes for this special cookbook. Our committee wants to produce a cookbook that will be used for years to come and we want our membership well represented, so get your recipes in as soon as possible. The deadline for submitting recipes to the committee is November 8, 2008; please send your recipes as soon as possible. Our fund-raiser can only be successful with every NEOPA members' help. Our hope is to collect at least 300 recipes.

We need your help to sell these books. Tell your friends, neighbors, relatives. Gift certificates are also available for Christmas, birthdays or other occasions.

.If you have questions, please call Ways and Means Co-Directors, Linda Luedtke at 402-472-9354, email lluedtke1@unl.edu or Barbara Homer at 402-472-3677, bhomer@unomaha.edu. Thank you in advance for supporting this great project.

Boss of the Year to be awarded Nov. 11th

By Beth Zager
Awards Committee Director

The 2008 Floyd S. Oldt Boss of the Year award will be presented at our November 11th general meeting by Marjorie Kostelnik, Dean of the College of Education and Human Sciences (CEHS) and winner of the 2007-08 Boss of the Year Award.

This meeting will be of particular interest to those bosses who attend, as well as an opportunity to enjoy great food and mingle with co-workers and guests.

Our speaker, Tony Fulton, will talk with us about Guardian Angels Homecare.

PSP Brownbag Sessions

By Debbie Hendricks
Career Development, Professional Standards Program

Dates have been set for members of the PSP Endowment Committee to meet with individuals who may be interested in working toward their PSP. If you have questions about PSP, or want help in putting together your materials, grab your lunch and join us at noon on the following dates:

Monday, November 24, 2008
Thursday, December 18, 2008
Tuesday, January 27, 2009

East Campus Union
Nebraska Union
East Campus Union

Contact: Debbie Hendricks, 106 Adm S, CC: 0423
Phone: (402) 472-3755, Fax: (402) 472-8189



Candid Shots:

October General Meeting

Left Photo: Debbie Hendricks mans the Gift Table. Right Photo: At the October General Meeting members and guests enjoyed a tasty Italian Buffet as well as an interesting, informative presentation by Linda Crump, Assistant to the Chancellor for Equity, Access and Diversity Programs (seated at table to left of Mary Guest, UNOPA President).

I would like to thank everyone who helped with our first two newsletters.

There are some of you who have a special gift, that of encouragement. You know who you are. I must mention Ranell Maltas, for teaching me InDesign. Leona Barratt taught the Photoshop classes.

The UNOPA Notes committee members are: Barbara Homer, Tonda Humphress, Lorraine Moon, Deb Rosenau, and Jan Shamburg, Deb has volunteered to resume duties as our postal person, Deb, Lorraine and Jan work with me as our front line feature developers and writers. Barb and Tonda choose to anchor the group, by proofreading.—Betty Jacobs, UNOPA Notes Director

Calendar of Events

November 2008

- 8 Nebraska vs. Kansas
- 11 General Meeting: Floyd S. Oldt
Boss of the Year Award
- 14 **Submission/features for Dec.
UNOPA Notes—DEADLINE**
- 24 PSP brownbag lunch (EC Union)
- 28 Nebraska vs. Colorado

December 2008

- 9 General Meeting
- 5-12 **Submission/features for Jan.
UNOPA Notes—DEADLINE**
- 18 PSP Brownbag lunch (City Union)

January 2008

- 13 General Meeting (with UAAD)
- 16 Martin Luther King Breakfast

University of Nebraska-Lincoln

UNOPA Notes

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Education is the birthright of every person. We as members of the University of Nebraska Office Professionals Association pledge ourselves to safeguard that right. We acknowledge the unique role of educational office professionals and the importance of their contributions to the university and the community. The purpose of UNOPA is to provide professional growth and promote high professional standards for education office professionals with the University of Nebraska, as partners, upholding the quality of service to the university educational systems and the community.



MAKE A RIPPLE, MAKE A WAVE

UNOPA Notes



Message from the President

What a wonderful turnout we had for the Bosses' Luncheon in November. I hope you were able to attend. Congratulations to this year's nominees and especially to Beverly Russell from Extended Education and Outreach, the 2008 Floyd S. Oldt Boss of the Year

award recipient! Because time goes by so quickly, it's not too early to start thinking about nominating your boss for next year. It takes a little time to put the nomination packet together, so allow yourself plenty of time in order to meet the deadline. If you need help writing the nomination letter, a good resource is Lola Young's tips that are available on the UNOPA website: <http://unopa.unl.edu>.

Speaking of nominations, in January every UNOPA member will receive a description of UNOPA's elected officer positions and a nomination form. Please read these over and consider where you could put your talents to work to benefit you and UNOPA. In case you just can't wait until January, you may access the position descriptions in UNOPA's Bylaws on our website.

If you are wondering what being an elected officer can do for you, here are some of the opportunities I have been experiencing while being an officer:

- have met and connected with members I didn't know before
- have continued to learn about UNOPA, NEOPA, and NAEOP
- represented UNOPA on the Advisory Council at the NAEOP Annual Conference
- had the opportunity to represent UNOPA members during meetings with upper UNL Administrators
- have reported UNOPA activities, sought support and obtained advice
- have become more comfortable speaking to large groups
- have become more aware of the importance of UNOPA to the UNL community

These are only a few of the benefits of being a UNOPA officer. Consider having your name placed on the ballot and see what benefits you can add to the list.

There is still much to do before year end, but I want to wish all of you a joyous holiday season, and a restful and safe winter break!

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Overseas
Member Notification

Shopping Safety

By Barbara Homer

Parking lots at shopping centers, banks, grocery stores and many other venues are packed with holiday shoppers. Here are a few simple suggestions to follow when walking through any parking lot or shopping in a public place:

- ◇ Park Smart: Park and walk in well lit, busy areas; stay away from over-grown bushes and trees; use valet parking or an attended garage if you are alone; shop at locations that have police and/or security patrols.
- ◇ Never display or "flash" your cash or valuable personal items. Also, if possible, don't leave valuables (cell phones, electronics, GPS devices, jewelry, etc.) in the car... put them in the trunk if necessary. Better yet, leave them at home.
- ◇ Minimize wearing expensive jewelry while shopping.
- ◇ Use a credit card rather than cash, and carry only one major credit card... if your wallet is stolen, you only have one card to report.
- ◇ If you need to carry cash, carry it in an unusual place instead of your purse or wallet.
- ◇ Pay attention to your surroundings, people and vehicles in the area; be aware of suspicious behavior.
- ◇ Do not approach situations that do not feel safe.

Walk with confidence, keep from becoming a victim, and most importantly, have an enjoyable shopping experience and a safe, happy holiday!

2008-09 Executive Board

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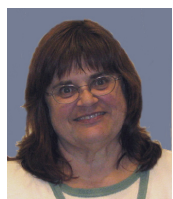
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Parliamentary Procedure

Meeting Organization

By Mary Guest
UNOPA President, CEOE

Robert's Rules of Order is UNOPA's parliamentary authority, although many don't really know what this means. Over the next few months, I hope to provide some information to help you understand the basics of Robert's Rules of Order.

I know you have attended many general meetings, and possibly some board meetings also. But did you know that Robert's Rules of Order governed the format of the meeting?

According to Robert's Rules of Order Newly Revised, In Brief, 2004, Robert, Henry M., III, here is how a typical meeting progresses:

1. You first must have a presiding officer (in UNOPA this person is the President, or President-Elect in the absence of the President) and a secretary (in UNOPA this is the Recording Secretary) to take minutes (written record) of the meeting.
2. You must have a quorum, which is the minimum number of members present (for a UNOPA General Meeting, a quorum is defined in our Bylaws as "Membership present shall constitute a quorum for the transaction of business at all general membership meetings of the Association.").
3. There is a standard order of business, or an organization may adopt a different order. The simplified standard order would be:
 - a. Reading and approval of minutes—approve minutes from the previous meeting.
 - b. Officer/committee reports—usually provides information, and occasionally recommendations in the form of a motion.
 - c. Unfinished business—if a meeting is properly conducted, there is no unfinished business with two exceptions: 1) an item that was being considered when the last meeting was adjourned; or 2) items that were scheduled to be discussed at the previous meeting, but time ran out before they could be addressed.
 - d. New business.
4. Agenda—this sets out the order in which items are discussed.
5. Adjournment—meeting is adjourned by the presiding officer when the meeting has completed its work, or when the time limit set for the meeting has been reached.

There is a lot that goes on behind the scenes of any organization, and Robert's Rules of Order helps to keep things running orderly and protects everyone's rights within a group to have a voice. If you are interested in Robert's Rules of Order, I would suggest the text cited above to start you on your quest to learn more about parliamentary procedure. Another great source to learn about parliamentary procedure is to attend a NAEOP Annual Conference to see parliamentary procedure in action in a more formal format. You would also have the opportunity to attend a workshop presented by Jon Hall, NAEOP Parliamentarian.

Russell Named Boss of the Year

By Beth Zager
Awards Committee Director

UNOPA held its 27th annual Bosses' Luncheon on November 11, 2008. Congratulations to Beverly Russell, Assistant Director of Instructional



Design & Development at Extended Education & Outreach, who is the 2008 recipient of the Floyd S. Oldt Boss of the Year award.

Russell has been with UNL for 12 years. She has worked in Instructional Design and Distance Education the entire time, first with the Division of Continuing Studies (DCS), which later was eliminated and its departments rolled into a new division, Extended Education & Outreach (EE&O). There she then served as the coordinator and team leader for the Instructional Design team supporting graduate Distance programs and the special

Beverly Russell chosen as UNOPA 2008 Boss of the Year.

projects team. In 2007, Russell was named Assistant Director to the division and she was also placed in charge of a newly merged group formed from two distinct teams.

Beverly Russell's nominators all credited her organizational and motivational skills for making this transition into one team go smoothly for everyone involved. Nominator, Eyde Olson, praised Russell for being very active in the professional development of her team. "She asks for and then carefully analyzes our ideas, which is not only motivating, but also gives us a sense of ownership because our suggestions are taken so seriously. She motivates and strengthens the entire team by encouraging everyone to develop special expertise in particular areas to share with teammates and serve as a resource." Other letters of support showcased her interpersonal skills. "As a sounding board for ideas or problems, or just for sharing, this person is an ever-present source of wisdom--listening and comprehending, then counseling without judging, directing without controlling, informing without dominating, and recommending with respect."

We congratulate Beverly Russell for being chosen as our 2008 Boss of the Year. We also want to congratulate Tami Phillips, Registrar of Customer Service at Extended Education & Outreach, on her nomination.



Beverly Russell, left, and Tami Phillips, Boss of the Year award nominees.

November Speakers

By Peg Johnson
Program Committee Director



Dr. Z B Mayo shared his NAEOP National Conference experience, encouraged members to be open to change, and to make plans to attend NAEOP's national conference.

It was an honor to have two special guests at our Bosses' Luncheon on November 11, 2008. Dr. Z B Mayo, retired, spoke of the national conference and how everyone was very professional and energetic; he also commented that the networking that goes on all day long is a very positive communication tool. During his talk he mentioned that it was an honor to be recognized by his staff at the NAEOP conference and at the state conference as well. He had a few words of advice: Laughter in the office builds rapport; as UNOPA members, we need to remember there is change all around us and we need to seek to be flexible. He encouraged those who have yet to attend a national conference to do so.

The second special speaker was Dean Marjorie Kostelnik, who was our last year's recipient. Dean Kostelnik said she was unable to attend last year as she was out of town, and when she received the invitation to introduce this year's recipient, she was excited. She expressed that it was such an honor to be nominated by her staff who work in various areas. Dean Kostelnik commented on how supportive she is of UNOPA and mentioned her appreciation of the professionalism of her staff displayed during a recent, charged controversy. She then proceeded to call for the nominees, and then announced that Beverly Russell had been selected as our 2008 Boss of the Year award recipient.



Kostelnik presents Boss of the Year award to Beverly Russell (right).

The program committee's goal this year is to broaden the horizons and knowledge of our members and guests and not to limit ourselves to just our professional growth. In inviting our final speaker, we felt that Senator Tony Fulton's presentation was a topic that most likely would benefit everyone at some time in their life experience.

Senator Fulton is a 1990 graduate of Auburn Senior High and received a Bachelor of Science in Mechanical Engineering in 1997 from UNL. He is married and has five children.

Senator Fulton stated that in 2003 he founded the Guardian Angels Homecare. He said the purpose of this program is to build a culture of life in which the dignity of the individual is recognized and celebrated; he believes we should care for the



insights on UNOPA founder, Rose Frolik, who became his fourth Guardian Angels client.

Nebraska State Senator and founder of Guardian Angels, Tony Fulton, "... believes we should care for the generation that first cared for us," and in closing he shared a few

generation that first cared for us. The Guardian Angels Homecare's primary mission is to help the elderly stay in their homes longer with the help of professionally trained caregivers. Senator Fulton shared that when he was only eleven years old he was helping an elderly

woman with chores around the house that were difficult for her to perform, and it was an inspiring experience. He also mentioned that UNOPA's founding president, Rose Frolik, was his fourth client and noted that he would be visiting with Rose the following Friday and was certain she would be delighted that he had been asked to speak at the Bosses' luncheon about the Guardian Angels.



New Members: In the Limelight

Gladys Buss:

Born and raised near Adams, Nebraska, Gladys is the second oldest of seven children. She came to Lincoln in 1968.

She has been married to husband, John, for six years, and her immediate family includes a step-daughter, Jeanne, and two grandchildren (Brandy and Beau) who live in Florida.

Gladys comes from a close knit, very large family; many cousins, aunts and uncles get together at Christmas.

A family highlight was when their 16-year old niece, Mackenzie Kline, was part of a group that traveled to Beijing, China this August. Their Vancouver, WA high school band and select groups from high schools and colleges from Oregon, Washington, and California made the trip. They were excited



to perform in Tiananmen Square and on the Great Wall, and to visit the Olympics.

Career. . . Buss came to UNL following a 37 year stint as a switchboard operator at the National Bank of Commerce (formerly Wells Fargo Bank).

In her current position she is the receptionist for Dr. Earl Hawkey, Registrar, and Director of Registration and Records.

Gladys is a member of the International PBX-Telecommunicators of Lincoln.

Activities. . . She enjoys several hobbies which include photography, gardening, reading,

studying genealogy, and needlework. She has “scrapbooked” for almost 30 years, and a number of her scrapbooks have won awards.

Both Gladys and her husband enjoy cooking and trying out new recipes they see on the Food Network. Her favorite foods include shrimp, cheesecake, macadamia nut cookies, or ANYTHING chocolate!

They visited Europe, which is now a favorite vacation spot, for the first time in 1980. The highlight of the trip was meeting distant relatives in Germany. They plan to return for another visit and to do genealogy searches in England and Wales (her husband’s ancestors).

Why she joined UNOPA. . . “To meet and network with more co-workers, and to improve my professional skills.”

Jennifer Greenlee: Originally from Houston, Texas, Jennifer headed north to Lincoln to attend college and has lived here for the past 20 years. She graduated from Joseph’s College of Beauty 18 years ago, and practiced cosmetology for 17 years.

Jennifer had the opportunity to be a stay-at-home mom for three years, and is “. . .blessed with two wonderful boys. Samuel is nine and Devan, six.”

As the boys grew, she decided to go back to college, and graduated from Southeast Community College in December of 2007.

Jennifer slipped into a reflective mood, and commented that Kauai is her family’s favorite vacation spot. She also went on to mention some long time family traditions. They enjoy staying home for Christmas. The Greenlee family loves to pick out and cut down their own tree at a friend’s tree farm, which their sons look forward to each holiday. Then as they decorate the tree, Samuel and Devan enjoy handing out the ornaments.

Career. . . She began working at the University of Nebraska-Lincoln in the temporary office pool in February of 2008, and became a permanent employee the following April. Jennifer is the Graduate Secretary of the Ag Leadership Department on East Campus.

Activities. . . While not an avid sports fan—more of an onlooker—her husband is a huge Husker and Pro football fan, thus making her a football widow during most of the season.

Music is her family’s number one interest. Her husband plays the drums, and her son plays the guitar, so many family activities center around music. Jennifer enjoys scrapbooking, but that has been put on hold as they currently are getting a house ready for sale. She hopes to resume her hobby after the renovations are completed, which will probably be after the holidays.

Some of her favorite foods would have to include Mexican dishes. Seafood rates a close second. When asked about desserts, pecan pie with whipped topping is at the top of her list. There are exceptions to Jennifer’s favorite dessert: ALL cookies are favorites! Jennifer enjoys cooking, but has little time to cook the way she would like to.

Why she joined UNOPA. . . “I finally had time to join a great organization.”

David McGee: Born and raised in Omaha, David has lived in Lincoln for the better part of the past eight years. He is a proud graduate of Omaha Burke High School and is in the process of working toward a degree here at UNL. David is currently a Faculty Service Representative in the College of Engineering.

Activities. . . His sports interests include closely following Nebraska athletics (football, basketball and baseball), as well as Major League Baseball. He also plays rec-league (recreational) volleyball and softball.

David is frequently called on to help out with his church youth group. In his spare time he has fun playing cards and taking photos, and continues to spend time developing his photography skills.

David enjoys road trips. A favorite vacation is to travel on back roads to wherever he’s going, which of course may take a little longer, but he has found this makes for a more entertaining trip.

Speaking of taking “a little longer,” David once traveled to Alaska, which is a 60 hour road trip each way! He has two ultimate road trips on his to do list. “I dream of attending a game at each of the Major League Baseball stadiums within one year.” Another trip on his list is to someday drive the PCH (Pacific Coast Highway), which among seasoned travelers is considered to be one of America’s most famous and picturesque highways.

Building real relationships is his number one interest.

Why he joined UNOPA. . . “I was held at gun point!”

Thank you, thank you...

. . . to all the UNOPA members who purchased a pie certificate for Village Inn from me! Our local association, the Nebraska Department of Education Office Professionals Association, NDEOPA, thanks you very much! It’s great to have the support of members from a successful local association like UNOPA! I hope we can build collaborative efforts in the years to come in many areas that benefit both associations.

Please Note: We’ve extended the deadline – if you still would like a Village Inn pie certificate, let me know, and I’ll bring it on over. I also plan to be at the December UNOPA meeting to see you and celebrate the season with you. Thanks again!

Carol Bom, CEOE, 471-4332
Email: carol.bom@nebraska.gov

'Tis the Season

Giving Tree: UNOPA Remembers & Cares...

By Cindy Knight, CEOE

UNOPA's Giving Tree this year is for teenagers at CEDARS. I decided on this group because sometimes they are forgotten. There is a list of suggested gift ideas on page eight.

If you can, please choose a gift from the list to show the teenagers that someone does care about them.

Please do not wrap the gifts.

The gifts can be dropped off at my office or brought to the Dec. 9 UNOPA General Meeting. I will need to have all the gifts no later than 5 p.m. on Dec. 10.

If you have questions, please contact me:

Cindy Knight, 336 AdmN, CC 0441, 472-9763

Email: cknight1@unl.edu.



DECEMBER 15 DEADLINE
For JANUARY UNOPA Notes SUBMISSIONS
We encourage you to contact us as soon as possible regarding newsletter announcements or features.

Ways & Means—

Parking cars has been a fundraiser for UNOPA for several years. It has been a good money making project and I want to thank each of you for your help with this project this year (and other years).

Over time we have established regular customers, made many contacts with the opposing team fans, helped the lost and just had fun getting to work beside each other. It has been a wonderful adventure. Thank you!

—Kathy Bennetch, Director

UNOPA Parking Lot Fundraiser

By Mary Guest, CEOE, UNOPA President

As many of you have heard, there is a good chance that UNOPA will be losing our only fundraiser—the football parking lot—in the near future. Many UNOPA members have been faithful at participating in staffing the parking lot during home football games—many put in long hours on more than one Saturday. Sacrificing their time on a Saturday has allowed all UNOPA members to benefit. We raise approximately \$4,000 per year.

You may be wondering how the loss of the parking lot could affect UNOPA. Based on this year's proposed budget, here are some cuts that are being considered by the Executive Board:

- Eliminating the "printed" version of *UNOPA Notes*
- Honorariums for speakers at general meetings
- Free workshop for members
- Marketing of UNOPA
- Stipends for officers to represent UNOPA at NAEOP Advisory Council
- Stipend to help support PSP Endowment Committee
- Door prizes, centerpieces at general meetings

Now, what can you do to help? An Ad Hoc committee is being formed to explore possible fundraising activities in the future, and you have the opportunity to be a part of UNOPA's future. If you are interested in being a part of this exploratory committee, please contact Mary Guest, mguest2@unl.edu or 472-3204. UNOPA needs your help!

Behind the Scenes: Debbie Hendricks

By Jan Shamburg



I was born and raised in York, Nebraska. Steven, my husband of 34+ years, was my high

school sweetheart. (And folks said it would never last!) We moved to Lincoln looking for more opportunities when our daughter was only a few years old. And Lincoln has been wonderful for us! We've been close enough to our families to visit frequently, yet far enough away that we were able to establish our own lives.

The first full-time job I ever had was when I started working for the University in 1979 in the Admissions Office. I would never have guessed that almost 30 years later I'd still be working for the University and still be in the same division (Student Affairs). I'm a big believer of continuity and consistency! Although I've only held five different positions/titles at UNL, I've been very fortunate that I've been able to do a huge variety of tasks, and I've learned a lot about how the University works. I've also dabbled in some part-time work along the way, and still find myself administering examinations for Heriot-Watt University in Edinburgh during some of my vacation time.

Although I have never been a traditional student, I earned my Bachelor of Science in Business Administration Degree from UNL. All of my classes were taken while working full-time and having a family. It took 18 years, but I proved something to myself in doing it. Good thing I did it when I was a little younger, because I look back now and don't see how it was possible.

I currently serve as the Executive Secretary to the Vice Chancellor for Student Affairs, and I love what I do.

There is a real advantage to being the office "old-timer," and seeing the many changes over the years. One of the biggest benefits in our office is that our administrators support our professional growth activities. And it is through being in UNOPA, NEOPA and NAEOP that I have grown professionally and developed relationships with co-workers who have become very dear friends. Two of the highlights in my life were associated with my professional activities. In 1994 I was the recipient of the Rose Frolik Award and in 1997 I received NEOPA's Office Professional of the Year Award.

The biggest highlight in my life is my family! My daughter Stephanie was an only child (but she will tell you she wasn't spoiled). She is married and we are fortunate to have them living here in Lincoln. She is the mother of the lights of our lives – Hunter (who is going on five), and Hannah (who is 2 ½). If we had known being grandparents was so much fun, we would have skipped being parents! It is so much fun to enjoy the kids (and send them home when we've had enough). Should you ever want to see them, I can usually be counted on to have pictures with me!

My husband is a Union Plumber in Omaha, and has a small cattle herd that he currently has on his mother's farm near McCool Junction. We spend a lot of time on the road! We enjoy working with the cattle, attending auctions, and doing farm "stuff" together. I am a quilter "wannabe," and love reading novels. I've dabbled a little bit with scrapbooking, and wish I had time to "do" all the projects in my head!

With appreciation...



Tonda Humphress (left) and Deb Rosenau display the 2008 NAEOP newsletter award. Their *UNOPA Notes* submission received third place in the annual competition, which was presented at the national conference in Colorado. We admire their commitment to producing a quality newsletter. Such dedication is what makes UNOPA great.



Left to right: Cindy Knight, Tricia Liedle, and Cathy Robertson received their well deserved PSP awards. The plaque is symbolic of many hours spent in the pursuit of excellence, with a spirit of service and perseverance.

THANK YOU!



2008-09 UNOPA Notes committee, left to right: Lorraine Moon, Deb Rosenau, Betty Jacobs, Jan Shamburg, and Tonda Humphress. (Not pictured: Barbara Homer.)

The UNOPA Notes committee wishes to thank Cindy Knight and Rhonda Zugmier for taking such excellent photographs for the December issue of UNOPA Notes, and also those who responded so graciously to our requests for features or other pertinent information.



Awards Committee— Busy, but rewarding!

By Beth Zager, Chair

This is my second year in UNOPA. I've found it is a great organization for meeting other staff on campus. I'm serving on the Awards Committee this year because I wanted to learn more about the awards UNOPA offers and the process involved. I am happy to be working with Connie Johnson and Diane Wasser this year. Both served on the Awards Committee last year and their experience is an asset to UNOPA.

As you know, UNOPA's Awards Committee administers four awards throughout the year. The Floyd S. Oldt Boss of the Year award is presented in November, the Floyd S. Oldt Outstanding Staff and Silver Pen awards are presented each February, and the Rose Frolik Award is presented every April. There really is no down time for the Awards Committee. As soon as we finish up one award, we start preparing for the next.

One of our duties is to find people to judge the award nominations. The Boss of the Year and the Rose Frolik awards each require three judges from outside the University of Nebraska-Lincoln. Conversely, the Outstanding Staff and Silver Pen awards require six judges from within the University, one from each of the following categories: administrator, faculty, director, manager/supervisor, office/service. If you know of someone who fits into any of those categories who would make a good judge, please let the Awards Committee know. We would love to have some names with which to work. The judges are invited to be our guests at the award presentation luncheon.



Awards Committee members, Diane Wasser (left) and Beth Zager (Awards Director). (Not pictured: Connie Johnson.)

Before each award luncheon, committee members advertise for nominations, collect nomination packets, notify nominees and their nominators of the awards luncheon, order plaques, print up certificates, and prepare a speech for each award presentation. After the award is presented, we prepare an award announcement to highlight the winner and submit it to *UNOPA Notes* and the *Scarlet*. Of course, we can't forget to submit all the expenses we accrued for payment.

Serving on the UNOPA Awards Committee is a busy but very rewarding job. Reading the nominations to choose highlights for the nominees is inspiring. However, it is even better to see the faces of the nominees as they are honored for their accomplishments. We welcome any UNOPA member who is interested in awards to join this committee. Feel free to contact any of us if you have questions.



Nebraska Educational Office
Professionals Association
Ways & Means Committee

Fundraiser Cookbook

By Barbara Homer and
Linda Luedtke, Co-Directors

Not sure what to give your co-worker, friend, relative, or that hard-to-buy-for person for Christmas?

We have a suggestion: purchase a cookbook from the NEOPA Ways & Means Committee. For our major fundraiser this year we are putting together a taste-tempting cookbook, featuring favorite recipes from members of the NEOPA association. A portion of the cookbook sales will fund the NEOPA student scholarship. The cookbook will be beautifully illustrated, bound and printed by Morris Press Cookbooks in Kearney, Nebraska. The cookbooks will have a soft, laminated cover and coordinated dividers.

The cookbooks are \$10 each, and gift certificates are available as the books will be back from the press in February.

If you are interested in purchasing cookbooks or want information on gift certificates, contact the Ways and Means Co-Directors, Linda Luedtke, 472-9354 (lluedtke1@unl.edu) or Barbara Homer, 472-3677 (bhomer@unomaha.edu).

PSP Brownbag Sessions

By Debbie Hendricks
Career Development, Professional Standards Program

Dates have been set for members of the PSP Endowment Committee to meet with individuals who may be interested in working toward their PSP. If you have questions about PSP, or want help in putting together your materials, grab your lunch and join us at noon on the following dates:

Thursday, December 18, 2008
Tuesday, January 27, 2009

Nebraska Union
East Campus Union

Contact: Debbie Hendricks, 106 Adm S, cc: 0423
Phone: (402) 472-3755, Fax: (402) 472-8189

UNOPA Teen Giving Tree List

(See Giving Tree, page 5)

Backpacks	Hooded Sweatshirts (especially with team names) (LG to XXL)
Board Games	Photo Albums
Boat-neck Sweaters (M-XL)	Picture Frames
Bohemian-style jewelry (suggest earrings)	Pretty purse
CD Walkman CDs: Any Top 40CDs:	Remote control cars
Cologne, i.e., Hollister, TAG/AXE body spray	Sport bags
DVDs: New Releases	Sports Team Ball Caps
Footballs	Sweaters (M-XL)
Fun pajamas (pj's) , with slippers (M-XL)	Volleyball
Funky lounge pj pants (M-XL)	Wallet [men]
Gift Certificates (\$25 or Less)	Watch [men]
Gordmans, Hobby Lobby/Michaels	
(Scrapbooking supplies), Kohls, Old Navy	
Handheld Electronic Games	
Hooded Sweatshirts (M-XL)	



Send a Holiday Greeting to a Soldier Overseas
[Go to] <http://anysoldier.com/WhereToSend/>
[then] Click the name of a soldier from the list (on the left).
Freedom Isn't Free —Just Ask Any Soldier

September/October Member Notification

By Cindy Knight, CEOE
 Correspondence Secretary

10/8/2008: Marlene A. Focher, Thinking of You card; illness of her mother (90 years of age).
 11/10/2008: Shirley Horstman, Congratulations card; change of job from UNL to UNMC.

University of Nebraska-Lincoln

UNOPA Notes

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 Betty L. Jacobs, Editor

Address Corrections to:

Julia Brebner
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 328C Canfield Adm. North
 Lincoln, NE 68588-0424



Education is the birthright of every person. We as members of the University of Nebraska Office Professionals Association pledge ourselves to safeguard that right. We acknowledge the unique role of educational office professionals and the importance of their contributions to the university and the community. The purpose of UNOPA is to provide professional growth and promote high professional standards for education office professionals with the University of Nebraska, as partners, upholding the quality of service to the university educational systems and the community.

Calendar of Events

December 2008

- 3 Executive Board Meeting (6th Floor, Hewitt Place)
- 9 UNOPA General Mtg (City Union)
- 15 **Deadline for JANUARY UNOPA Notes newsletter submissions**
- 18 PSP Brownbag Lunch (City Union)

Holiday Shutdown: Dec. 24-31

January 2009

Holiday Shutdown: Jan. 1, 2

- 6 Executive Board Meeting (East Union)
- 13 UNOPA/UAAD General Meeting (East Union)
- 15 PSP Application Deadline
- 16 Martin Luther King Breakfast
- Martin Luther King Jr. Day Holiday: Jan. 19**
- 27 PSP Brownbag Lunch (East Union)

February 2009

- 3 Executive Board Meeting (Neihardt Hall)
- 10 UNOPA General Meeting (City Union)
- Floyd S. Oldt Outstanding Staff and Silver Pen Awards