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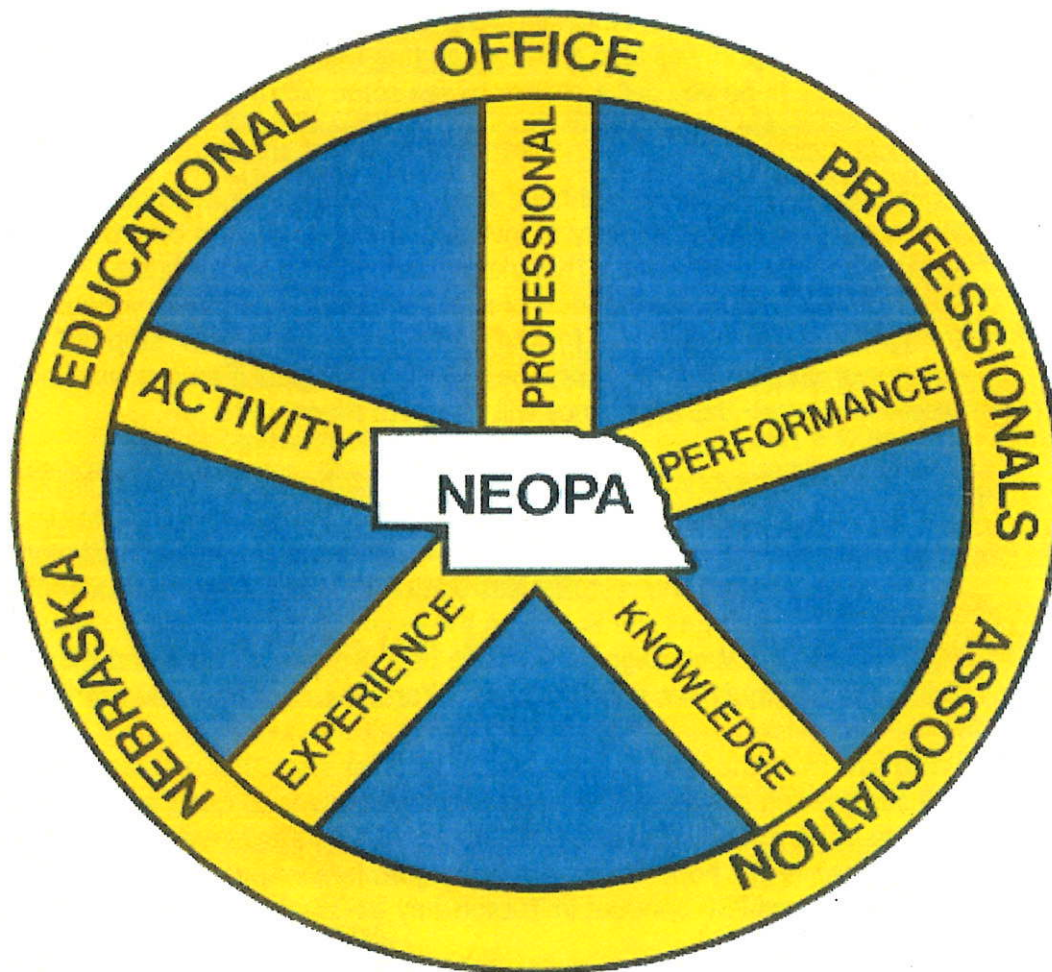
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| | |
|---|-----|
| Message from Your NEOPA President..... | 2 |
| NEOPA Officers and Directors..... | 3 |
| NEOPA Mission Statement..... | 3 |
| NEOPA Calendar of Events..... | 4 |
| Ergonomic Consideration for Offices..... | 5 |
| Members Stepping Up With Success..... | 6 |
| News You Can Use..... | 7 |
| 2004-2005 Board of Directors..... | 8,9 |
| Message from Ann Sawicki, NAEOP President..... | 10 |
| Benefits of Belonging to a Professional Organization..... | 11 |
| NAEOP Membership Form..... | 11 |
| 2005 NAEOP Annual Conference and Institute..... | 12 |

| | |
|---|-------|
| Weekend Getaway Drawing Information..... | 13 |
| News from Our Local Associations..... | 14-16 |
| NEOPA Educational Professional Nomination Form..... | 17 |
| NEOPA Criteria for Educational Professional..... | 18 |
| NEOPA Board Reports..... | 19-21 |
| NEOPA Central Area Conference Information..... | 22 |
| NEOPA Central Area Registration Form..... | 23 |
| The Boomerang..... | 24 |
| How to be a Better Co-Worker..... | 25 |
| NEOPA Board Photos..... | 25,26 |
| Customize the Windows XP Start Menu..... | 27 |
| NEOPA Membership listing..... | 28-31 |
| Important Reminders..... | 32 |

A Message from your NEOPA President:



The Spring Central Area Conference is quickly approaching. I hope everyone is making plans to attend the conference at the Cornhusker Hotel in Lincoln March 31, April 1 & 2. Keep in mind the deadline for registration is March 15. It promises to be a very worthwhile conference packed with great speakers, interesting topics, good food, and even some humor thrown in. Be sure to attend the Friday evening banquet/ Installation Ceremony as we install Deb Ryan, 2005-2006 President and her executive board. The conference will be a great way to "Take Care of Business". You won't want to miss out on any of it.

The NEOPA Board of Directors met in January for the annual retreat. This was a time for "lengthy" discussions, which included possible Bylaw changes, suggestions for NEOPA's future and was also a time of getting better acquainted and deepening friendships. I hope you get a chance to see some pictures – actually, there may be some in this issue.

As you read this issue, we will have already voted for the 2005-06 slate of officers. This is also a good opportunity to invite each of you to sit in on a board meeting in the future. The next one will be Thursday, March 31 at the Cornhusker Hotel at 2:30 p.m. We especially would like the local presidents to join us, but everyone is very welcome. It might give you some ideas for the future – in how you can "step up" into either a director or officer position. Everyone must do their part if an organization is to succeed. Trust me - the experience will be worth it!

By the way, has everyone had a chance to read through the winter issue of *the NEON* (the last one we received)? Every time I open it, I see something I missed reading about before. Carol Bom, our *NEON* editor, has done a really fantastic job adding new and creative items of interest, besides adding her own personal touch! She has been serving double duty, as she is also on the Information Technology Committee, working to update the Web pages. She gave us a preview at the Board retreat in January. Tell Carol how much we appreciate her efforts the next time you see her.

I also saw from the last issue that we have a list started of members qualifying for PSP certification this year. This issue has the January 15 qualifiers in it. Congratulations to all of you who have reached another level of achievement. What a great accomplishment! I hope to be able to congratulate you personally at the NAEOP Annual Conference PSP banquet in Tucson July 11-15.

Well, I really find it hard to believe this year is coming to a close. Some can attest to knowing how panicked I was in June when the reality sank in of the year ahead. My executive board has stepped up to each new challenge and has been there every time I needed them. Problems were solved and solutions were found to meet every need. NEOPA's success will always be our ultimate goal as we "step up and reach for the future"!

Have a great 2005 year!

NEOPA President



2004-2005 Officers and Directors Nebraska Educational Office Professionals Association

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WAYS AND MEANS

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Mission Statement

The purpose of the Nebraska Educational Office Professionals Association shall be to promote the advancement of education by improving the quality of service by educational office personnel to institutions of learning and the profession. The objectives of the Association shall be to provide professional growth opportunities, to recognize office personnel as members of the educational team, and to elevate the standards of office personnel in education.



NEOPA 2004-2005 Calendar of Events

Step Up and Reach for the Future



- June 26, 2004
July 19-23, 2004
August 1, 2004
August 6, 2004
August 10, 2004
September 15, 2004

September 30, 2004
October 10, 2004
October 21, 2004
October 21 & 22, 2004

November 1, 2004
January 3, 2005
January 7 & 8, 2005
January 10, 2005
January 13-14, 2005
January 15, 2005

February 1, 2005
March 1, 2005
March 15, 2005

March 31, 2005
March 31, April 1-2, 2005

April 6-9, 2005
April 10, 2005
May 1, 2005

May 15, 2005

July 11-15, 2005
- Executive Board Transition Meeting at LPS District Offices
NAEOP National Conference in Boston
Deadline for *the NEON* articles — Fall Edition
Executive Board Meeting in Lincoln
NES Connector Deadline, Fall Issue
Deadline for PSP Application — For more information contact Jeanne Andelt, Director, Professional Standards Committee
NAEOP Affiliation papers due
NES Connector Deadline, Winter Issue
Executive Board Meeting, Wayne, NE
Fall Conference, Wayne, NE — Hosted by Wayne Educational Office Professionals Association (WEOPA)
Deadline for *the NEON* articles — Winter Edition
Deadline for Student Scholarships to Edie Schleiger, Director
Executive Board Retreat — President's house in Wayne, NE
Deadline for *NES Connector* articles — Spring Edition
NAEOP Winter Institute, Reno, Nevada
Deadline for PSP Application — For more information contact Jeanne Andelt, Director, Professional Standards Committee
Deadline for *the NEON* articles — Spring Edition
Deadline for Past Presidents Memorial Scholarship to Doris Merriman
Deadline for National Competitions—newsletters, web pages, etc
Board Meeting, The Cornhusker Hotel, Lincoln, NE
NEOPA Central Area Conference in Lincoln, Nebraska
Hosted by Nebraska Educational Office Professionals Association and Lincoln Public Schools AOP
Minnesota 2005 Spring Institute
Deadline for *NES Connector* articles — Summer Edition
Deadline for *the NEON* articles — Summer Edition (Year End Reports due)
Deadline for PSP Applications — For more information contact Jeanne Andelt, Director, Professional Standards Committee
National Association of Educational Office Professionals Conference & Institute, Tucson, Arizona

Local Association Presidents for the 2004-2005 year:

| | | |
|-----------------------|-------------------|---------------------------|
| LPSAOP | Amy Chandler | achandl@lps.org |
| OEOPA | Judith Cunningham | judith.cunningham@ops.org |
| UNOPA | Sandy Watmore | swatmore1@unl.edu |
| WEOPA | Lacey Webster | lawebst1@wsc.edu |
| NEOPA Past Presidents | Joyce Graybill | graybill@huntel.net |

Ergonomic Consideration for Offices

Safe Operating Guidelines from UNL's Environmental Health and Safety Department

If observed, the following guidelines can help to prevent musculoskeletal disorders (MSDs) to faculty and staff who work in offices or spend significant amounts of time at a computer.

Posture

Adjust seating height so that there is a 90° angle at the knee with the feet resting flat on the floor. If necessary, footrests can be used.

Use cushioned chairs with an adjustable seating height.

Back support in chairs is primarily a comfort issue.

Alternate work at a desk with work that requires moving around the office. This will ease the workload on stressed muscles. Changing posture when typing can also help reduce muscle fatigue.

Arms should rest naturally at sides. If using armrests, adjust them so the arms are in a relaxed, neutral position.

Stretching is another way to reduce muscle strain related to typing. For wrists and fingers, gently pulling back on the fingers with the arms outstretched will stretch the forearm muscles. Leaning into a corner and performing a standing pushup will stretch the arms, shoulders, and chest muscles.

Keyboard and Mouse

Adjust the keyboard height so that a 90° or greater angle is at the elbow. Consider using an adjustable keyboard tray if necessary.

The keyboard itself should also be placed at an angle that allows the back of the hand to be approximately parallel with the forearm. It may be necessary to flatten or even reverse angle the keyboard to attain this posture. These guidelines also apply to the mouse.

For those personnel who use the mouse often, one additional recommendation is the use of the mouse by either hand. This will reduce the repetition and strain on one wrist.

Consider the use of wrist pads at both the keyboard and the mouse. This will reduce the pressure placed on the wrists where they rest on the counter, and enhance circulation in those areas.



A good example of correct ergonomics in action

Most keyboard keys are positioned in straight rows. Natural or "split" keyboards, available from local vendors, are angled toward each hand to provide a more comfortable keyboard operation.

Monitor

Raise the monitor so that the top of the screen is level with the eye. This will allow for the most ergonomically correct posture for the neck.

For personnel who have bifocals or trifocals, consider purchasing glasses made for computer use. This will allow personnel to look straight ahead at the monitor instead of tilting their heads up to bring the reading lens into use.

For transcribing information from other documents, work supports attached to the side of the monitor or sitting in front of it will help to prevent neck strains.

Anti-glare screens for monitors can reduce eyestrain associated with reflected light. It can also help posture if poor positions are assumed in order to see the screen.

Telephones:

Personnel using telephones, especially while working at a computer often cradle the phone between the shoulder and ear. This is a poor posture. Telephone cradles can help reduce the strain. For employees that multitask, consider a cordless, hands-free headset.

For other tips on Safe Operating Procedures, go to UNL's Environmental Health and Safety Web site at <http://ehs.unl.edu/SOP/index.cfm>

Members Stepping Up With Success.....

Congratulations to our latest PSP Recipients! The following members received their PSP and/or CEOE certification by the January 15, 2005 deadline:

Beckey Marie Carstens, LPSAOP,
Associate Degree, Option II

Jane Eltiste, LPSAOP, Advanced III,
Option I & CEOE

Vicki L. Grimes, LPSAOP, Basic, Option I

Jean M. Harrison, LPSAOP, Advanced
III, Option I & CEOE

Nancy A. Harter, LPSAOP, CEOE

Geri Mostek, LPSAOP, Associate
Professional, Option I

Jeannette L. Pearley, LPSAOP,
Advanced I, Option I

F. Jean Pyle, LPSAOP, Associate Degree,
Option II & CEOE

Congratulations to LaRita Lang, CEOE, on her success! This article appeared in Lincoln's Neighborhood Extra publication on February 19:

LaRita Lang of Lincoln has been awarded third place in *Country Woman* magazine's national Country Casserole recipe contest for her Bean and Pork Chop Bake, chosen from thousands of entries received from readers across the United States and Canada.

Her winning recipe is spotlighted in the "*Country Home Cooking*" section of the January/February issue.

Bean & Pork Chop Bake:

4 boneless pork loin chops (1/2 inch thick)
1 tablespoon vegetable oil
1 large tart apple, peeled and chopped
1 small onion, chopped
1 can (28 oz) baked beans
1/3 cup raisins
1/4 tsp ground cinnamon, divided
1 tablespoon maple pancake syrup
1/4 teaspoon salt

In a large skillet, brown pork chops on both sides in oil. Remove and keep warm. In the same pan, sauté apple and onion until tender. Stir in the beans, raisins and 1/8 tsp cinnamon. Spoon into a greased 2 1/2 quart baking dish; top with pork chops.

Cover and bake at 350 degrees for 40 minutes. Brush chops with syrup; sprinkle with the salt and remaining cinnamon. Bake, uncovered, for 5-10 minutes or until the meat juices run clear. Yield: 4 servings.

Your Perception of Stress

Research recently reported from the University of California, San Francisco, showed that people with extremely stressful lifestyles and people with lifestyles not considered stressful each had more aged cells due to stress only if they perceived their lives as stressful.

The reality, or objective measure of stress, was apparently not the key factor in cell aging. Researchers think your perception of stress may be the most determining factor in how it affects you. Don't ignore or minimize events that cause stress. If it feels real, it is real. Your local EAP can help.

Source: Accelerated Telomere Shortening in Response to Life Stress; Department of Psychiatry; University of California; Elissa S. Epel (*the Continuum*, January 2005)

Communication Skills

Allow angry people to have their say without interrupting or attempting to "set the record straight."

Interrupting or arguing can actually increase the level of anger and work against your communication goal.

Listen intently, but patiently. When the emotion subsides, begin your response by recognizing the emotion the other person is feeling.

Remember, only after you have dealt with emotion can you address the issue and begin the search for a resolution.

News You Can Use

Tips on Receiving Funds From Supervisors to Attend Conferences (or Ask, and YOU Shall Receive help to attend the spring conference)

ASK

A verbal request is often all it takes. A written memo is even better.

SHOW THE CONFERENCE DESCRIPTION or BROCHURE

Get them to read the description. Attach the description to your written request.

STRESS THE BENEFITS

More training will make you a more productive employee who is ready for new challenges. This will benefit your office area and co-workers for a long time as you share the principles you learned and implement them in your life.

EMPHASIZE THE CONVENIENCE

Why go out of town when quality training is right here in Lincoln? No need to travel to Omaha for a conference - stay in Lincoln.

COMPARE THE PRICE!

Your boss will be pleased to know that he/she is paying a little and getting a lot. This conference has a nationally known key-note speaker on Saturday.

(adapted from the Columbia, Missouri Career Center Adult Education web page; <http://www.career-center.org/adult/sixwayschangecompany.htm>)

PSP Recertification Information

The requirements for recertification were established May 15, 2002. For a member's current highest level PSP certificate to be considered current by NAEOP, it must be recertified or upgraded. The first recertification certificate will be issued May 15, 2007, for certificates issued before May 16, 2002. The upgrading of a certificate can be completed at any time in the five-year limit.

The requirements for recertification are:

- Recertify at your current highest PSP certificate level five years from the issue date. Those issued prior to May 2002, will have until May 2007;
- Five years continuous NAEOP membership;
- Sixty (60) clock hours of continuing education (any combination of continuing education courses, workshops or seminars, or college credit); and
- Submit a completed *Recertification Application* (Form V) with \$20 fee.
- To download a copy of Form V, go to the PSP page within the NAEOP Web page. The web address is <http://naeop.org/psp.htm>

As professionals, we need to establish goals each year. Hopefully, obtaining your PSP certification or recertification is one of those goals.

More Top Tips

✓ **Stop using phrases such as:** "Thank God it's Friday" or "I'll be glad when this week's over." Such offhand phrases may seem harmless, but when used to excess, they give the impression that work is an imposition and you'd rather be anywhere else. Everyone has an off day, but if you find yourself constantly making negative comments, bosses and co-workers will come to view you as a less-than-stellar employee.

✓ **How can you handle a busy-body** co-worker who's constantly giving you advice about how to do your job? Let the person know that you have your own way of working. Example: "I'm sure your filing system works great for you, but mine serves an entirely different purpose."

✓ **To keep a conversation short** with a notoriously chatty co-worker, drop into the person's office on your way out of the office while you're wearing your coat.

✓ **Reserve 30 to 60 minutes a day** to work on an important project that's not immediately due. Completing tasks before due dates heads off chaos and reduces stress.

✓ **Reduce incoming e-mails by** including the phrase "No acknowledgement required" on your outgoing FYIs. That way your recipients don't feel obligated to reply with "OK" or "Thanks."

2004-2005 NEOPA Board of Directors

Barbara Homer **Ways & Means Co-Director**



I have been employed at the University of Nebraska for approximately 26 years; 23 1/2 of those years at the University of Nebraska Lincoln and, at my present position as secretarial specialist for two and one-half years at the University of Nebraska at Omaha in the Department of Criminal Justice on the Lincoln campus.

Since I am the only secretary in this office, my responsibilities vary from day-to-day. I work for ten faculty, one academic advising coordinator, and three graduate assistants. I also supervise one work study student. I truly love working for the Criminal Justice Department as the staff are just so wonderful and are always so appreciative of what I do. While employed at UNL, I worked in four different departments; the Law College, Office of the President in Central Administration, Vocational & Adult Education, and Campus Recreation.

For 18 plus years I have been an active member of the University of Nebraska Office Personnel Association (UNOPA) and have served in many capacities as Recording Secretary, Director of Professional Growth, Director of the Hospitality Committee and, at present, on the UNOPA Notes committee. I joined NEOPA three years ago and am currently serving on the board as Co-Director of the Ways and Means Committee which I have enjoyed immensely.

Since becoming a member of NEOPA, I believe I have attended every conference to date. I think it is very important for all members to get involved in either their local, state, or national associations. Believe me, it was hard for me to go out of my comfort zone and start getting involved. I am so glad I did, as it has been a very rewarding experience as I have grown professionally and personally and have met some wonderful people that have become lifelong friends. I also serve on the Sunday School Courtesy Committee at our church.

I am married to Randy, my wonderful husband of almost 24 years. We have two grown sons, Brad, 21 years old who lives in Orlando, FL and Jarrod, who will soon be 17 years old and is a junior at Lincoln Southwest High School. My favorite past-times are bowling; (I am on a Faculty/Staff league), exercising, and, when I have time, reading.

A personal goal this year is to obtain my PSP certificate.

Lynn DeShon, CEOE **Audit Director**



I have been a member of NEOPA for the past five years. This is my third appointment as Auditor for NEOPA. I am also a member of UNOPA and NAEOP. The University of Nebraska at Lincoln has been signing my paychecks for the past 28 years. My current position is secretary for the Department of Environmental Health and Safety. Talk about feeling like a fish out of water. One of my job responsibilities is entering chemical waste pickup tags. There are so many chemical names and variations and with me not having any chemistry! I am so thankful that everyone is very supportive and willing to assist me.

My husband, Leaford, is self-employed and keeps very busy. I stay busy getting my three GRANDsons each weekend. They are so enjoyable. Jakob and Kyle turned nine in August and Cheyenne turned eight on the 20 of November. Camping with my GRANDsons, trail riding, quilting and spending time with my husband are my favorite pastimes. RayneeBo, my blue heeler goes everywhere with the boys and me. What a menagerie we make.

I have enjoyed being part of the NEOPA Board. This is a very dedicated and great group of ladies to be associated with.

Jeanne Andelt, CEOE **PSP Director**



I have been a member of NEOPA since 1988 and have served on several committees including Meeting Coordinating, Educational Professional of the Year, Newsletter, Conference Hospitality, etc. I served as *the Neon* editor 1992-93 and 93-94 and was honored to receive NAEOP's Rachel Maynard Award for Excellence in Communications for First Place in the State Newsletter category in 1993.

In June, I will celebrate my 30th anniversary as an employee at the University of Nebraska. I am currently the administrative fiscal coordinator for the Nebraska Forest Service. I have been a member of UNOPA since 1988, served as Treasurer, and have been a member of many committees over the years. I was the recipient of the first UNOPA Silver Pen Award in 1988.

I live on an acreage southwest of Lincoln with my husband, Frank, and our 15-year-old son, Tyler. I enjoy rubber stamping, flower gardening, bowling, reading, walking and small quilting projects in my spare time.

2004-2005 NEOPA Board of Directors

LaRita Lang, CEOE Information Technology Director

I have been at the University of Nebraska Lincoln for almost 25 years. I am currently an administrative coordinator in the Department of Computer Science and Engineering where I coordinate events; colloquium speakers; work with the computer industry and develop brochures. Prior to my position in CSE, I worked in Grants and Contracts, Human Resources, Extended Education, and Teachers College.

I have been a member of UNOPA since 1981 and a member of NEOPA and NAEOP for several years as well. I am currently the Information Technology Director for NEOPA. I have served as corresponding secretary for two terms and have also served as chair on other committees. I received my CEOE in 1993. I also served as UNOPA's president in 1995-96.

I live on an acreage southwest of Lincoln with my husband, Gary. We raise chickens and also have a dog and two cats. I raise a large garden each year and enjoy canning the produce. My other hobbies include jogging, antiques, embroidery, cooking and entering cooking contests.



Cowardice asks the question, "Is it safe?"
Expedience asks the question, "Is it political?"
Vanity asks, "Is it popular?"

But conscience asks the question, "Is it right?"

There comes a time when one must take a position that's neither safe, nor political, nor popular, but he must make it because his conscience tells him that it's right.

Dr. Martin Luther King, Jr.

Judy Anderson Publicity Director



I love my work in the Publications and Photography Office at the University of Nebraska Lincoln! Which is good, since I have been there for nearly 22 years. I have great people to work with every day and an even greater boss. What more can I say? My main responsibility is editing the two most boring resources for students: the Undergraduate Bulletin and the Graduate Studies Bulletin. I also publish the UNL Student Directory and all the Commencement and Doctoral Hooding programs. I serve as the department's unlicensed psychologist, a resource for any office or personal supplies (aspirin, band-aids, gum, chocolate, etc.) and the go-to gal for policy questions.

This is my second year on the NEOPA board and it has been really fun! I have been a member of UNOPA for many years and have served on the UNOPA board for the past six years, holding the offices of UNOPA Notes newsletter editor (two years), membership director, recording secretary, corresponding secretary, and this year as professional growth director.

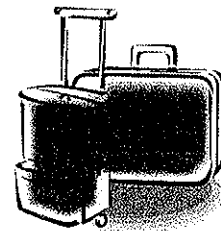
I have two grown children, Amy (26) and Tyler (24) and three fabulously beautiful grandchildren: DaNae (4), Blaise (4), and Alivea (6 mos). The kids have only moved blocks away from me with their families, so I am grateful I am close to those darling little ones!

My passion is performing! My two favorite roles have been Sister Hubert in *Nunsense* and Golde in *Fiddler on the Roof*. Other credits include roles in *Damn Yankees*, *The Sound of Music*, *How To Succeed In Business*, *Sunday in the Park with George*, *Wonderful Life*, *State Fair*, *The Nerd*, *The World Goes Round* and *Secrets Every Smart Traveler Should Know*.

In addition to being the wedding coordinator, I also sing in the Jubilee Band and the choir at United Lutheran Church, and I'm the vocalist with the Lou Arnold Orchestra, a 40s Big Band.

If I **had** any spare time, I would finish some of the many cross-stitching projects I have started over the years and do a lot more antiques and decorating. Of course, spoiling the grandbabies is right up there on the priority list, also.

From Ann Sawicki, CEOE, NAEOP President



The Fun of Traveling for NAEOP



On my recent trip into Reno, NV for the Winter Institute and NAEOP Board Meeting, I decided we might have another publication that would be helpful to women who travel. I can definitely write a few of the

chapters for this new publication. As I told the people in attendance at the Institute when I offered the opening comments, I can offer suggestions on how to travel comfortably with your own luggage.

You see, I arrived in Reno and my luggage did not. But this was not due to the fault of the luggage (like it could cause a problem) nor was it the fault of the airline—nope, I did the dastardly deed to make my luggage go to Florida instead of Reno. Perhaps it wanted to go to a warmer climate (Reno had lots and lots of snow and very cold weather that week) but my bag was packed with warm winter clothing. The bag that arrived with me, was filled with summer clothes. Didn't check to see if anything would have worked for me as I knew right away it wasn't my bag even though it looked like my bag.

When I got off the bus that morning in a crazy snow storm that had hit Denver that morning and made my trip to the airport an exciting one

(another chapter perhaps?), I took what I thought was my bag from the luggage bin and proceeded to check in and get on my flight. I was counting myself very lucky as so many people missed their flights that day. Only when I got to Reno did I discover that some poor lady on that bus was going to find out that I had her bag and she had mine.



So, when I gave the opening remarks in Reno I was dressed in snow boots, sweatshirt (that has seen better days but is very comfortable for flying) and slacks. Not the professional image I had hoped to convey but these were my "best clothes" - actually the only clothes I had with me. Glad I had a toothbrush in my purse.

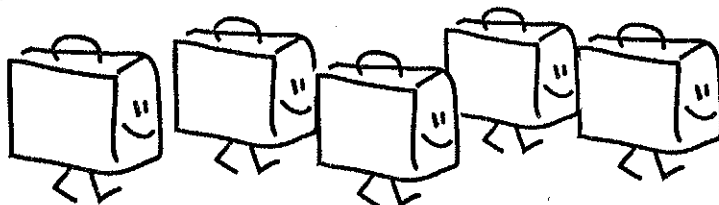
Now, after the chuckles died down, I got offers for all sorts of clothing from all the ladies in attendance. If that isn't networking on a whole different scale, I don't know what is. I also got some creative suggestions on how to vary my outfit to make it look different the next day in case my suitcase never showed up. But it did! I don't know how it all worked out so well, but I had my suitcase the very next day so I only had to "rough it" for a day.

Lesson learned, really, really check your suitcase before you take off with it. The one I took is a dead ringer for my suitcase but wasn't mine. Another lesson learned, there are really good people out there who will help you when you find yourself in this type of situation. The EOPs are a very creative bunch of ladies and they really rallied around to try and help me out. I know we all had a great laugh because I decided by the time I had to tell the story that it actually was a little bit funny.

One of these days let me tell you about the other chapter I could write—Know Who You Are Rooming With. This chapter will tell you what to do when you check into your room and find out they assigned you a room that a man is already occupying. This one is a little more exciting.

Since this is my year to do some traveling for NAEOP and I'm just getting warmed up, I can't wait to see what the other chapters will be. This publication might just end up being a best seller!

Editor's note: This story shows another great aspect of the office professional—being flexible and staying positive in any situation! Many of my encounters with national officers show these positive traits in action!



Benefits of Belonging to a Professional Organization

**Gloria C. Tisdale, CEOE, Vice President,
NAEOP**

There are many reasons for belonging to a professional organization; however, the very first is that you are a professional and you are entitled to the benefits of your professional association. Professional associations know what is needed by the profession and the professionals. They are the people who provide the leadership, vision, mission and values.

Associations offer many benefits to individual members. They also validate the work you and your peers do within the field. A professional organization helps communicate to those outside the field that your work has value and is worthy of their respect and recognition.

Membership in NAEOP gives you the pride of belonging to an organization that stands for the integrity of educational office professionals; the right to vote for the Board of Directors; the right to serve as a member of the Board of Directors; the opportunity to work diligently for some worthy NAEOP causes; the knowledge you are helping to support a worthy organization like NAEOP; a newsletter and magazine delivered to you; the opportunity to read all about NAEOP on the free Web site; a list serve for members to network; training issues to keep you informed of current trends; the opportunities to enhance your knowledge; and an opportunity to facilitate learning by bringing members from varying backgrounds

Make a professional choice now to join the National Association of Educational Office Professionals.



According to Gordon P. Miller's book "A Decider's Bill of Rights," you have:

- The right to decide something for yourself even if there is nobody else who thinks you should decide that way.
- The right to express your feelings to others in the context of explaining your choice.
- The right to say "no" without feeling guilty.
- The right to decide about the use of and the way you commit your resources, including your time.
- The right to ask others to consider you when they make a choice or when to have all the answers.
- The right to use emotions in the decisions you make.
- The right to share your opinion with the expectation that others will listen.
- The right to admit you made a poor decision, to do something about it, and to continue to make more decisions.
- The right to do what is important to you, including being nice to yourself.

Why not decide to join NAEOP today. The outcome of your decision will be a better profession for educational office professionals. Today is a good time to join!

NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

P.O. BOX 12619 * Wichita, KS 67277-2619 * 316.942.4822

FAX 316.942.7100 * E-mail naeop@naeop.org

- ☐ New
☐ Renewal

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| <input type="checkbox"/> Active Membership | \$40 | <input type="checkbox"/> Institutional Membership | \$75 |
| <input type="checkbox"/> Retired Membership | \$20 | <input type="checkbox"/> Corporate Membership | \$50 |
| <input type="checkbox"/> Associate Membership | \$40 | <input type="checkbox"/> Magazine Annual Subscription | \$20 |
| | | <input type="checkbox"/> Magazine Annual Subscription (retired) | \$10 |

Name _____ Home Phone _____

Address _____ Office Phone _____

City _____ State _____ Zip _____ Fax _____

Recruited by (Name) _____

E-mail _____

(Active membership fees include a one-year subscription to the association magazine)

- ☐ Check Enclosed ☐ VISA ☐ Mastercard

Card Number _____ Expiration _____

Signature _____

Membership Application
Continuous Membership
(12 full months)
All fees must be paid in
U.S. dollars

Outside of U.S. Special
postage and handling
charges apply. Please
add an additional \$15.

- ☐ Elementary
☐ Middle School/Jr.High
☐ Secondary
☐ Higher Education
☐ State Department
☐ Administration
☐ Vocational
☐ Retired
☐ Other (specify): _____

Dues are not deductible as a
charitable contribution for
income tax purposes.

2005 NAEOP Annual Conference and Institute July 11-15 in Tucson, Arizona



By Lola Young, NAEOP Liaison

Are we all ready for a return to Tucson! Hopefully you've been saving your money and have begun reviewing the Winter 2004 issue of the *NES Connector* for all the information on the conference. The location, The Hilton El Conquistador Tennis and Golf Resort, is located on 500 acres of serene, colorful high desert terrain in the foothills of the Santa Catalina Mountains (don't forget your camera and plenty of film) and is ranked #1 in customer satisfaction. Every guest room gives you a majestic view from a private patio or balcony and is equipped with a safe, iron and ironing board, hair dryer, and plush terry robes among other things (hotel reservation form is on page 37 of the NES). Don't forget your swimsuit so you can enjoy the four pools as well as walking shoes and comfortable clothing for trail walks! The Tucson International Airport is approximately 29 miles away from the hotel. Destination Services will provide coordination of your arrival and departure from the hotel. You will be met on the lower level Baggage Claim area with group signage. A round trip charge of \$49.50 per person will be billed to your room upon check-in for your airport from/to transportation. Transportation request should be faxed no later than six days before arrival date (the form is on page 41 of the NES).

July in Tucson brings warm and sunny weather with a potential for daily rain (Monsoon season). Daytime summer temperatures are high (average 99) but drops at sunset (average 74) with 32% humidity. It is recommended you bring a light sweater or jacket. Meal functions are open to all attendees. Sign up for those you plan to attend as a ticket will be required for admission to the dining area. Table reservations for PSP and Installation banquets will be made at the time you send your registration to NAEOP. If you wish to sit with someone specific, your registration must be sent in the same envelope. Make sure to indicate your meal preferences on the registration form.

Again this year, you have the option to register for all main conference activities (briefings and meals) or to register for only those you choose to attend. You are encouraged to browse through the exhibits and the Special Projects booths Monday thru Wednesday (make sure you have room in your suitcase for the goodies you'll purchase). Tuesday and Wednesday there is a wide selection of briefings (in-service points may be earned at these to be used toward PSP certification) to choose from. Don't forget to stop by the Hospitality Suite periodically for food, interaction, information, and prizes.

This is going to be a wonderful conference, and I hope you are planning on being there to share the experiences! If you have any questions, please call me at 472-1047 or e-mail me at the address provided later in this article.

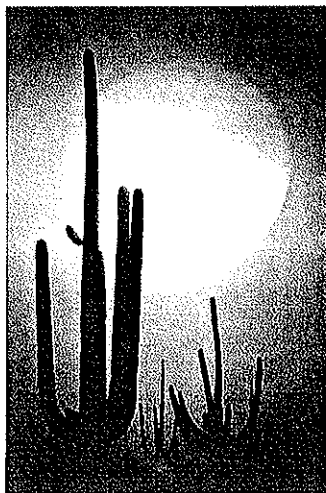
The first actual conference event will be an Open House on Tuesday, July 12. It will be a barbecue with all the fixings (attire - casual or western wear). Wednesday daytime dress should be business wear. That morning will begin bright and early with our Area Breakfast at 7:00 a.m. This is when all attendees from Central Area will get together and honor members as well as conduct our business meeting. The Affiliates Luncheon will also be on Wednesday and it is a "must" to attend. We get to cheer on our state and local organizations as they compete for communication awards. During the afternoon, our lucky delegates get to participate in Advisory Council (and we can attend as observers if we choose). Wednesday evening is a special time where we dress up in formal, semi-formal, after six, or business attire and attend the PSP Banquet where our members who have reached goals in the PSP program are honored.

Thursday is the day we will dress in our "state attire" which will, again, be navy or white pants/skirt with a yellow shirt/top and navy blazer. We will also wear our NEOPA pin holders (\$5.00 if you haven't purchased one yet). Breakfast this day is not an "organized event" although you may sign up for a buffet breakfast on your registration form. The First General Session/Flag Ceremony will be held on Thursday morning. I will attempt to arrange our state picture at some point either before or after the first or second general session. I will also try to arrange for our seating during these sessions so we can be together and I will bring small flags for each of us. Thursday evening provides you with your choice of the "Western Cookout Under The Stars" tour, or you can plan your own evening.

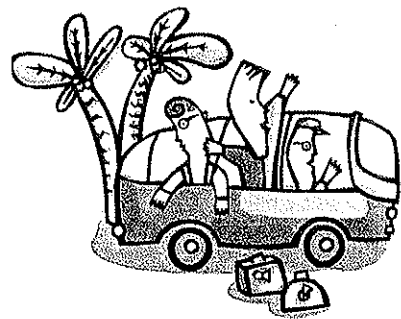
Friday (wearing business attire), will begin with our Council Breakfasts (where we get together with those from across the country who work in similar educational settings). Following this breakfast we will attend the Third General Session. Next will be the Awards Luncheon where we will be introduced to the Olive T. Ritchie Educational Office Professional of the Year and National Educational Administrator of the Year. The Installation Banquet is Friday evening (formal attire) and is the official end of the conference although you have the opportunity to stay around for tours.

This year's pin is the shape of Nebraska with the Sower (from the top of the Capital) on it. I will make little cards to attach them telling the story behind the Sower. These pins will sell for \$1.25 each. Please contact me via e-mail (lyoung5@unl.edu) to let me know how many pins you would like to purchase. I will bring my supply of pins to our spring meeting. For you first-timers, I suggest at least 10-15 pins to trade. This is optional, not required, but you will be asked to trade pins and it's a great way to meet others. If I can help first-timers in any way while in Tucson (or prior to going), please let me know. We want this conference to be a memorable event in your life.

One last thing . . . if you plan to go to Tucson, please e-mail me and let me know. I would like to know your mode of transportation, when leaving/arriving, any National offices (committees) serving on this year, if you are serving as an Advisory Delegate, and if you are receiving your PSP. I will provide you with a listing of all attendees so we can stay in touch while on our trip.



NEOPA Presents



"Weekend Getaway" Drawing

Your "Weekend Getaway" includes:

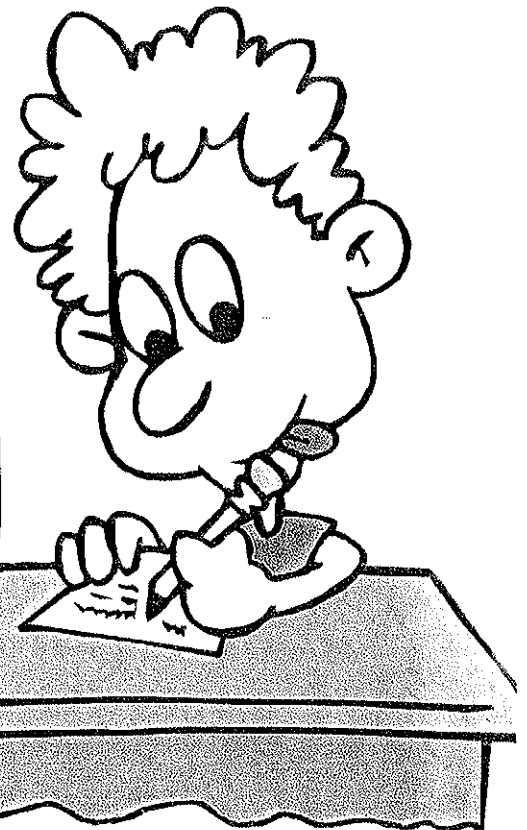
2-night stay at The Cornhusker Hotel

*Not to be used during home Husker games, and

* Based on availability

2 meals at Applebee's Neighborhood Grill and Bar

2 movie passes to the Douglas Theatre

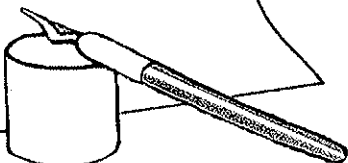


Proceeds will go towards
the NEOPA Scholarship
and the general operating funds

Criteria for Scholarship:

* Graduate from a Nebraska
High School or equivalent

* A higher education student
with two or more business
education courses



Drawing – April 2, 2005

Cost: \$3.00 or 4/\$10.00

Need Not Be Present to Win

The "Weekend Getaway" Drawing is sponsored by the Nebraska Educational Office Professionals Association (NEOPA) by the Ways and Means Committee

News from Local Associations

Message from the NEOPA Past Presidents Joyce Graybill, President

A warm welcome to all! Those of us who have the inside track on the combined NAEOP Central Area and NEOPA Spring Conference to be held March 31—April 2 in Lincoln are looking forward to a time of sharing and greeting old friends and to making new friends.

On a more serious note, the past presidents each year make available a member scholarship. We have had no recipient for at least two, maybe three years. The application was included in the winter issue of *the NEON*, and we urge you to consider applying for the scholarship for we would truly enjoy presenting a scholarship winner at the NEOPA Central Area Conference in April of 2005 in Lincoln. Please give consideration to making application for the scholarship!

We look forward to the spring conference and helping in any way. At our meeting it was discussed and we did vote to provide a "goodie" basket as a raffle item.

Hope to see all in Lincoln for the "Spring Fling."

WEOPA News Lacey Webster, President

The Fall Conference was hosted by the Wayne Educational Office Professionals Association (WEOPA) at Wayne this year. We had a great turn out. Sixty-three people attended Thursday night's social and 67 people were present at the conference on Friday. Friday's conference included speaker Ken Gates, who spoke about "Winning at Work," and Tim Peterson of Good Samaritan Hospital in Kearney, who had two presentations on "Rekindling One's Purpose" and how to "Develop Your Personal Mission Statement."

In December, WEOPA members enjoyed their annual Christmas luncheon. Christmas gifts were donated to a Haven House family.

Susan Ellis, a world renowned archeologist, was the speaker at our January meeting. Susan provided us with a Powerpoint presentation of her experiences on a recent archeological dig in Jordan and Syria.

The WEOPA members put some of their time and effort this last fall into planting 500 daffodils in the berms around the WEOPA plaza. We can't wait to see them in full bloom this spring!

Happy Birthday to our Members!

April

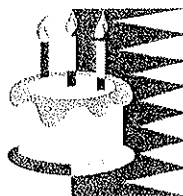
| | |
|----|------------------|
| 1 | Lois Nuernberger |
| 5 | Carol Packard |
| 7 | Nancy Rose |
| 8 | Donna Swanson |
| 10 | Rhonda Thies |
| 11 | Diane Wasser |
| 14 | Cindy Tyrrel |
| | Leah Umberger |
| 16 | Jane Cutshall |
| | Marlene Einsel |
| 27 | Lucille Peterson |

May

| | |
|----|-----------------|
| 1 | Peg Aldridge |
| 5 | Deb Ryan |
| 7 | Janelle Kepler |
| 12 | Beckey Carstens |
| 18 | Judy Anderson |
| 24 | Shelley Howard |
| 27 | Laura Biehl |
| | Julie Kleager |
| 30 | Edie Schleiger |
| 31 | Betty James |

June

| | |
|----|------------------|
| 1 | Sharon Hitzeman |
| 3 | Lorraine Moon |
| 5 | Audrey Schardt |
| 7 | Margaret Wagner |
| 10 | Theresa Baustert |
| | Jodi Cale |
| 11 | Amanda Schultz |
| 13 | Linda Klimm |
| 14 | Lila Comer |
| 20 | Debbie Hendricks |
| 22 | Jane Lehmann |
| | Delores Wenz |
| 23 | Judy Douthit |
| | Ryan Tewell |
| 24 | Carol Marsh |
| 29 | Arda Pounds |



Local Association News, Continued

LPSAOP News

Amy Chandler, President

Our Winter Tea, "Take A Breath, Time For Tea", was held at Goodrich Middle School, February 3, 2005. The tea was hosted by Chris Wiles, CEOE, and Aleta Stone, CEOE. Our guest speaker Rebecca Rose, who is a licensed massage therapist, gave us good tips on regulating our mind, body and breathing. I think we all learned something new to use in our lives at work and at home.

The 2005 NEOPA Central Area Conference, "Taking Care Of Business: A Professional Growth Opportunity", will be held at the Cornhusker Hotel in Lincoln on March 31, April 1-2, 2005. Deb Ryan, CEOE, from our association will be installed as NEOPA State President. Please plan to attend this conference and show her your support. More conference information is included in this edition, or you can contact co-chairmen, Lisa Morehouse, at 436-1594, lmoreho@lps.org, or Peg Aldridge, at 436-1306, paldrid@lps.org.

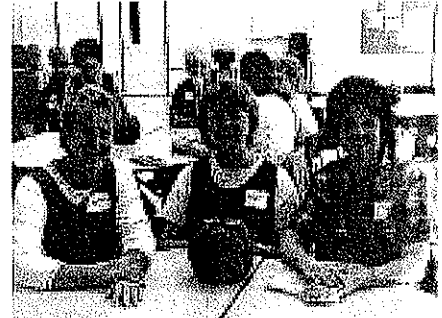
"Soar Into Success!" is the theme of the 2005 NAEOP Spring Institute, which will be held in Minneapolis, Minnesota, April 6-9. LPSAOP has six members planning to attend this institute. If you have questions contact Amy Chandler, at 436-1750, achandl@lps.org.

Mindy Goldberg and the nominations committee are in the process of contacting members, urging them to step up and put their names on the ballot for 2005-2006. Ballots will be counted at the Spring General Meeting, April 21, 2005, which will be held at Irving Middle School, 5:00 p.m. The theme will be "Everything's Coming Up Roses".

Administrative Professionals Week is April 24-30, 2005. This event will be celebrated with a gift of appreciation for LPSAOP members. Watch the mail that week for something from LPSAOP that will make your work more fun.

Mark your calendar for Tuesday, May 10, 2005, for the closing activity of our year. The 2004-2005 spring dinner, "Plant, Nurture, Grow", will be held at the Knolls Country Club, 2201 Old Cheney Road. Secret Friends will be revealed, dinner will be served, new officers will be installed and retirees will be recognized. Come join the fun! All NEOPA members are invited to attend.

Photos from LPSAOP's Fall Get-Together



Members Networking and Having Fun!

Local Association News, Continued

UNOPA Is Continuing To 'Build On The Foundation Of Our Past' Sandy Watmore, UNOPA President

After a very successful kick off, we continued our goal of building our organization at our November meeting luncheon. UNOPA members had the opportunity to bring their 'bosses' to this luncheon at the Union. After a brief business meeting, we learned about Homeland Security from TSgt Jason Schroeder of the Nebraska Air National Guard. We ended the meeting by presenting the Floyd S. Oldt Boss of the Year Award to Professor David J. Hansen from UNL's Psychology Department.

In December, we enjoyed the beauty of the Champions Club for our meeting and luncheon. As part of the meeting, the Foundations Committee completed the drawing for the handmade afghan. The lucky winner was the President, Sandy Watmore! All proceeds from this event will go to the Foundations Committee. Our program featured a vocal medley of holiday songs by UNOPA member, Judy Anderson.

We started the New Year by hosting UNL's Administrative Association, UAAD, at our annual joint meeting. After a short business meeting, we enjoyed a presentation of the development of downtown Lincoln by local historian, Jim McKee.

The second half of our year began at our February meeting with the presentation of the Floyd S. Oldt Awards to three of UNL's most worthy employees. The Floyd S. Oldt Silver Pen Awards were presented to Kimberly Christiansen, Administrative Technician from INTSORMIL, and Nelvadine Lienemann, Staff Assistant in Agriculture Research. The Floyd S. Oldt Outstanding Staff Award was presented to Linda Schreiner, an Administrative Tech in Career Services.

The Professional Growth Committee is making arrangements for a professional growth workshop that will be held at the East Campus Union on March 3. The program will include a portion of "7 Habits of Highly Effective People" workshop by Vicki Highstreet. All UNOPA members are encouraged to attend.

The Nominating Committee is completing arrangements for the upcoming election of officers for next year. This will assure UNOPA's future. Everyone is encouraged to consider serving on the Board and is reminded to vote.

Our Hospitality Committee continues to make our monthly meetings festive and inviting. Their efforts of highlighting each month's theme with centerpieces and table decorations and inventive methods of awarding the door prizes add to the fun atmosphere of each meeting.

Photos from UNOPA's Floyd S. Oldt Silver Pen and Outstanding Staff winners— February 8, 2005



Candidates for
the Silver Pen:

Kim Christiansen
Nelvie Lienemann
Ruth Ulrich

Kim and Nelvie won the
Floyd S. Oldt Silver Pen
awards

Linda Schreiner, winner of the
Floyd S. Oldt Outstanding
Staff award for 2005



The candidates
nominated for the
Outstanding Staff
award:

Lori Straatmann
Sandra Sterkel
Linda Schreiner
Mary Klucas

Welcome

To our new NEOPA members!

Beckey Carstens, LPSAOP
Vicki Grimes, LPSAOP
Rhonda Meyer, LPSAOP
Jean Pyle, LPSAOP
Donelle Moormeier, UNOPA
Lacey Webster, WEOPA

2005-2006
NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION

Educational Professional of the Year Nomination Form

Full Name of Candidate _____

Place of Employment _____
(Full name of school, college, agency, or district)

Office Address _____
(Street address, city, state, zip code)

Candidate's immediate supervisor _____
(Full name and title)

Local Association (if applicable) _____

Reasons for nomination: _____

You may submit additional information if necessary.

Date this form submitted: _____

Name of Nominator (Please Print): _____

Signature of Nominator: _____

Return this form to: NEOPA Awards Director
PO Box 83872
Lincoln, NE 68501-3872

DEADLINE FOR RECEIPT OF THIS FORM IS MAY 1, 2005.

Form 2 (Application Form) will be sent to nominee upon receipt of this form.

**CRITERIA FOR
NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION
Educational Professional of the Year Award**

1. An association, an administrator, or any individual member may submit nominations for candidates for the NEOPA Educational Professional of the Year Award.
2. Any candidate for this award must:
 - a. Be a current NEOPA member and must have held membership in NEOPA for a minimum of three consecutive years.
 - b. Be a current member of a local association (if an association is available).
 - c. Be a recipient of a PSP (Professional Standards Program), a CPS (Certified Professional Secretary), or be working toward a certificate.
 - d. Be currently employed as an educational office employee (whether that position is secretary, clerk, bookkeeper, registrar, media aide, etc.) and must have been employed as an educational office employee for a minimum of five years. Candidates may be employed in any educational institution, agency, or office in either private or public school system, institution of higher education, or educational office in government.

The Nomination Form (Form 1) must be submitted to the NEOPA Awards Committee Director by May 1, 2005. Nomination forms received after that date will not be considered.

3. The Application Form (Form 2) will be sent to the candidate by May 30, 2005. The candidate should complete this form and submit it, with all required recommendations, to the NEOPA Awards Committee Director by August 30, 2005. Application forms received after this date cannot be considered.
4. The panel of judges will base their final decision on the following criteria:

| | |
|---|-----|
| • Professional activity (association activities) | 30% |
| • Education and workshop participation | 30% |
| • Recommendation letters | 25% |
| (one from immediate supervisor and one from one other of candidates choice) | |
| • Personnel evaluation ratings | 10% |
| • PSP/CEO/CPS (recipient of or working toward) | 5% |
5. The NEOPA Educational Professional of the Year will be recognized at the NEOPA Fall Conference.
6. The NEOPA Educational Professional of the Year will submit all necessary updated information to the National Association of Educational Office Professionals (NAEOP) for consideration in the following year's Olive T. Ritchie Educational Office Professional of the Year Award selection.

NEOPA Board Reports

Professional Standards Program Jeanne Andelt, CEOE, Director

Congratulations to our latest PSP Recipients! The following members received their PSP and/or CEOE certification at the January 15, 2005 deadline:

Beckey Marie Carstens, LPSAOP, Associate Degree, Option II
Jane Eltiste, LPSAOP, Advanced III, Option I & CEOE
Vicki L. Grimes, LPSAOP, Basic, Option I
Jean M. Harrison, LPSAOP, Advanced III, Option I & CEOE
Nancy A. Harter, LPSAOP, CEOE
Geri Mostek, LPSAOP, Associate Professional, Option I
Jeannette L. Pearley, LPSAOP, Advanced I, Option I
F. Jean Pyle, LPSAOP, Associate Degree, Option II & CEOE

If you have not received a Professional Standards Program (PSP) certificate, I hope that you will consider making that a goal. I am sure many of our members already have enough credits to be certified and just need to fill out the paperwork, pay the application fee and send in the application.

To begin the process, please check out the NAEOP Website: www.naeop.org and click on the "Professional Standards Program" button on the left side of the page. This site will give you basic information about the program and you can request a PSP Booklet online as well. There is also an excellent link to "PSP Questions & Answers Sheet" which is very helpful. You can download all of the forms that you need to complete your application.

The Office Professional Associations at Lincoln Public Schools, Omaha Public Schools, the University of Nebraska, and Wayne State College all have members who have completed PSP certification and are excellent resources for those who would like a little mentoring. Sometimes it takes just a little nudge to get going. I would also be happy to visit with anyone who has questions or concerns.

Past President/Field Service Director Dianne Dickey, CEOE

My goals as Past President/Field Service Director are to attend at least one meeting of each of our affiliate associations, to encourage membership in NEOPA and our national association, to promote NEOPA, and to assist anyone wanting to form an affiliate association.

I sent an email to persons who attended our Fall Conference in Wayne that are not members of NEOPA. My purpose was to let them know about our NEOPA Central Area Conference in March/April and to encourage them to become members of NEOPA. I will follow-up with another email that will include conference registration materials. I encourage all of you to attend the conference and bring a friend. You won't be disappointed!

As a member of the Nominating Committee, I want to thank you for your willingness to support NEOPA. I enjoyed visiting with the members on my calling list. I encourage everyone to Step Up and Reach for the Future by getting more involved in our association. You will be glad you did.

I would like to thank everyone for your support and concern during the illness and death of my father. We found out last July that he had lung cancer and wished to remain at home while it 'ran its course'. So my three siblings and I took turns going to the farm in southeast Iowa to care for him. He passed away on January 2. It means so much to have so many caring, supportive friends through our office professional organizations. My family and I appreciate all the cards, emails, prayers, and memorials that were sent.

During the remaining months of my term I would like to attend at least one meeting of all of the local associations. Let me know if you have something fun coming up!! I would also welcome the opportunity to assist anyone who has questions about any of our associations.

NEOPA Board Reports

Membership Report

President-elect Deb Ryan, CEOE

Current membership is:

| | |
|-----------|---------------------------------------|
| 111 | Renewing Active Members |
| 23 | New Active Members |
| 11 | Retired Active Members |
| 5 | Retired Members |
| 2 | Associate Members |
| <u>14</u> | Honorary Members |
| 166 | Total NEOPA Members as of 02/14/05 |

I have updated the membership list with complete PSP information that I am aware of. If the information is incorrect, please let me know so I can update it. I want you to show off and get credit for what you have earned.

Please check all your data on the membership list in this edition of *the NEON* and let me know if any of the information is incorrect or has changed so I can make the appropriate changes.

Our membership has grown from 145 last year to a current membership of 166. This is great, but there are a lot of office professionals out there that aren't aware of what they are missing out on. So, please encourage your fellow educational office staff to join us!

Please feel free to email me at dryan@lps.org if you have any ideas, tips or any suggestions on how we can increase our membership!

Finance Committee Report

Jane Rumbaugh, CEOE, Director

The proposed 2005-06 NEOPA budget was approved by the board at their retreat in early January. The proposed budget will be presented to the general membership during the business meeting at the Spring Conference.

Thanks to Sandy Hansen, OEOPA, and Judy Rastede, NEOPA treasurer, for their assistance.

Awards Report

Lisa Morehouse, CEOE, Director

Member Scholarship Awards

This year marks the fourth year that NEOPA has awarded "Member Scholarships". *The purpose of these scholarships is to encourage and reward membership at the State level and to promote attendance at a State, Central Area or National conference.*

At the 2005 NEOPA Central Area Conference on April 1 and 2, we will award four scholarships ranging from \$50 to \$100. The guidelines and criteria for this award include:

- Must be a current paid NEOPA member
- Members can only win once every three years
- Winners will be required to submit an article on the conference they attend
- Conference attended must be sponsored by an association affiliate

2005-2006 NEOPA Educational[®] Professional of the Year

For a member of NEOPA to receive our highest award, they must be nominated. In this issue you will find the criteria set forth for this award and a nomination form. Do you know someone who is an outstanding educational office employee and a NEOPA member? Take a moment to review the criteria and see if you know a NEOPA member that qualifies. If you do, complete the nomination form and return it no later than May 1, 2005.

All qualified candidates that are nominated will receive an application which is to be returned to the Awards Director no later than August 30, 2005. The winner of this award will be presented at the 2005 Fall Conference. NEOPA has been very fortunate to have two of our winners of this award go on to receive the NAEOP Olive T. Ritchie Educational Office Professional of the Year award: Joyce Graybill in 1993 and Lola Young in 2003.

Educational Professional of the Year

Our NEOPA winner this year is Sandy Watmore, CEOE, UNOPA. Sandy was recognized at the Fall Conference in Wayne. She will be our candidate for the NAEOP Olive T. Ritchie Educational Office Professional of the Year, which will be awarded at the National Conference in Tucson in July. We wish you the best of luck, Sandy!

NEOPA Board Reports, Continued

Nominating Committee Report Dee Oltman, CEOE, Director

Voting for the 2005-2006 NEOPA officers was in February. Deb Ryan, CEOE, as the current President-elect, will be President.

The Nominating Committee was pleased with the positive response to phone calls asking who would like to hold a state office. There is a high interest among the NEOPA members in being active participants and leaders in our association.

Below is the slate of officers listed on the ballot, which was mailed to all eligible voting members on February 2. Ballots were counted on February 15.

President-elect: Carol Bom, CEOE

Vice President: Barbara Homer
Pam Lindholm
Diane Wasser, CEOE

Secretary: Linda Luedtke, CEOE
Carol van Rossum, CEOE

Treasurer: Jorena Larsen, CEOE
Linda Teach

It is exciting to know so many of you are willing to "Step Up and Reach for the Future" as an officer, director or a committee member of NEOPA. Working together, as educational office professionals, our association will continue to grow and be even more viable.

Congratulations to the election winners!

President-elect: Carol Bom, CEOE
Vice-President: Pam Lindholm
Secretary: Linda Luedtke, CEOE
Treasurer: Jorena Larsen, CEOE

What is the Central Area?

Our national organization, NAEOP, has divided the country into areas. Each of the eight areas is comprised of a group of states. Nebraska is part of the "Central Area" which consists of Indiana, Illinois, Iowa, Kansas, Missouri and Nebraska. Once a year, the Central Area sponsors a conference that offers opportunities for professional development and fellowship. The states take turns hosting the conference.

A director of each area is elected by NAEOP members every two years. Theresa Cote from Kansas is our current director, beginning her second two-year term. Each year at the national conference, we hold an area meeting at which time we nominate members from our states to run for national committees. It is a great way to increase your professional network and get to know more educational office professionals.

Promise Yourself

To be so strong that nothing disturbs your peace of mind,
To talk health, happiness and prosperity to every person you meet,
To make all your friends feel that there is something in them,
To look at the sunny side of everything; that makes your optimism come true,
To think only of the best, to work only with the best, and expect only the best,
To be just as enthusiastic about the success of others as you are about your own.
To forget the mistakes of the past and press on to the greater achievements of the future,
Be determined to succeed....
To wear a cheerful countenance at all times and
To give every living creature you meet a happy smile,
To give so much time to the improvement of yourself that you have no time to criticize others,
To be too large for worry...too noble for anger...too strong for fear...and too happy to permit the presence of trouble.

Reprinted from an issue of UNOPA Notes,
from the Crossroads, March/April, 1973

TAKING CARE OF BUSINESS--A Professional Growth Opportunity
NEOPA Central Area Conference
March 31, April 1 and 2, 2005
Lincoln, Nebraska

You are invited to Lincoln for the combined Nebraska State Conference and the Central Area Conference. We hope you will join us for this two day, three-night conference that we think has something for everyone.

Thursday Night

Karaoke + Friends = Fun!! You've seen it before and that is exactly what you'll have! Join us from 7:00 p.m. to 10:00 p.m. for light snacks, a cash bar and a top notch Karaoke performance that will set the pace for the conference. (Please note that dinner is on your own Thursday night.)

Friday

The day will begin with the traditional opening ceremonies followed by Evonne Seivert-Wiederich. Her presentation is sure to set the pace in helping us "Take Care of Business" by providing some humor and professional growth ideas. In addition, we will be conducting the NEOPA General Business meeting and would like to invite ALL conference attendees to join us. Lunch will follow the business meeting. The afternoon will give us all a chance to get organized with a workshop presentation by Vicki Phillippe from Missouri.

Friday-Retiree Activities

On Friday, the retirees will have an opportunity to attend activities off-site, which will include a private tour of the Governor's Mansion in the morning. They will return to the hotel to join us for lunch and depart again for a tour of the State Capitol, along with other points of interest in Lincoln.

Friday Evening

Nebraska will hold its annual Banquet and Installation of Officers starting with a social at 6:30 p.m. All conference attendees are invited to register for this special event. Deb Ryan, CEOE will be installed as NEOPA State President for 2005-2006.

Saturday

The day will begin on a very powerful note with our Key Note speaker coming from Boise, Idaho. Randy Morgan will be sharing his thoughts on "Taking Care of YOU" so that YOU can "Take Care of Business"! Following lunch, we will wind up our day with a workshop presentation titled "Don't Bumble—Bee Your Best!" given by our Central Area Director, Theresa Cote. Many of our associations, local and state, are looking for ideas to increase membership and participation. This workshop will provide an opportunity to do some major brainstorming, networking and sharing of ideas.

Web Sites: All state presidents will be distributing the registration form and conference information to all of their state members. In addition, we encourage you to go to the NEOPA Web site after February 1 where you will find conference information along with the registration form. The link is: <http://neopa.unl.edu/centralarea.htm>

Registration Deadline

Early Bird registration date is **March 15, 2005**. Any registration not postmarked by March 15 must add a \$15 late fee. No registrations accepted **after** March 25.

Hotel Information

The Cornhusker Hotel, 333 South 13th, Lincoln, NE 68508. **Rooms are \$79.00/night**, for 1-4 persons. The reservation number for the hotel is: **Local is 402-474-7474, Toll Free 1-800-793-7474.** *The Cornhusker Hotel is now full.* Check the conference Web site for information on other available hotels at <http://neopa.unl.edu/centralarea.htm>

Arriving by Plane

Be sure to complete your flight information on the registration form. If you don't know this information at the time you mail your registration, just make a note you are coming by plane and then e-mail the airport and flight information and the arrival time to one of the co-chairs listed below. This will enable us to help provide transportation for you to the hotel.

Conference Attire

| | |
|------------------------------|-------------------------|
| Thursday night social: | Casual and Comfortable! |
| Friday daytime activities: | Business Attire |
| Friday banquet: | Semi-Formal |
| Saturday daytime activities: | Business Casual |

Questions may be directed to the Conference Co-Chairs for this event:

Lisa Morehouse, CEOE
Work: 402-436-1594
E-mail: lmoreho@lps.org

Peg Aldridge, CEOE
402-436-1306
paldrid@lps.org

NEOPA Central Area Conference Registration

Taking Care of Business: A Professional Growth Opportunity

Thursday, March 31 through Saturday, April 2, 2005

Registration includes workshop materials, break refreshments, and Friday and Saturday conference lunches.

Please Print:

Name: _____ CEOE: _____ Yes _____ No

Local Affiliation: _____ State Affiliation: _____

Name as you would like it to appear on name badge: _____

Address _____

City/State/Zip: _____

Telephone: _____ Fax: _____

Email: _____

This is my first Central Area Conference. _____ I am a retiree. _____

I plan to arrive:

Date: _____ Time: _____ Flight # _____ City: _____

I plan to depart:

Date: _____ Time: _____ Flight # _____ City: _____

I plan to attend:

Member

Non-member

| | | |
|------------------------------|------------|------------|
| Thursday evening | _____ \$10 | _____ \$10 |
| Friday sessions | _____ \$40 | _____ \$50 |
| NEOPA Installation & Banquet | _____ \$25 | _____ \$25 |
| Saturday sessions | _____ \$40 | _____ \$50 |
| TOTAL | \$ _____ | \$ _____ |

Menu Selections--make one choice for each meal

Friday lunch

_____ Lunch choice A: Chicken croissant sandwich, chips, pasta salad, beverage

_____ Lunch choice B: Vegetarian wrap (hummus, carrots, red onion, cucumber, lettuce, & pine nuts wrapped in a flour tortilla), pickle, chips, pasta salad, beverage

Friday evening banquet

_____ Banquet choice A: 10 oz Dijon pork chop, salad, potatoes, vegetable, roll, beverage

_____ Banquet choice B: Roast turkey, andouille sausage & peppers, salad, potatoes, vegetable, roll, beverage

_____ Banquet choice C: Champagne pasta (vegetarian), salad, vegetable, roll, beverage

Saturday lunch

_____ Lunch choice A: Caesar Salad, Homemade Soup de Jour, dessert choices, beverage

_____ Lunch choice B: Garden Salad, Homemade Soup de Jour, dessert choices, beverage

_____ I have special dietary needs. (Please email to cbom1@unl.edu)

Return this form by March 15, 2005 and remittance payable to:

NEOPA Central Area Conference

(Please pay by check or money order)

Send to: Carol Bom, CEOE

6529 Logan Avenue

Lincoln, NE 68507-1343

Early registration due by March 15, 2005. Registrations postmarked after March 15 will be assessed a \$15 late fee. No registrations accepted after March 25.



The Boomerang

Whether you realize it or not, you're throwing the boomerang today. As you may know, a boomerang is an angular club you toss away from you that eventually returns to you. In the game of life, you throw the boomerang daily, in the form of actions and behaviors that you send out into the world, and that return to you at some later date, often multiplied on the rebound.

You've probably heard this principle stated in different ways, including "What goes around comes around." Or the Biblical phrases "Give and it shall be given unto you" and "As you sow, so shall you reap." But how does this principle apply to your day-to-day life? Simply put, if you treat others with love and respect, you will find that others will generally love and respect you. If you serve others, you will likely be served. Of course, this "law" also applies to negative behaviors. If you are critical and judgmental, don't be surprised when you are criticized and judged. By the way, you don't always receive precisely what you send out. For example, you might steal money from others and rather than having money stolen from you in return, you could wind up in jail. But whatever the specific response, negative consequences always follow dishonest, unscrupulous actions, whereas positive results flow from fair and honorable efforts.

Before we continue, let's clear up some misconceptions about the boomerang principle. Many people don't believe in it because they fail to view it with a long-term perspective. In fact, the return for your actions is seldom immediate. There is often a long delay between your actions and the rebounding consequences.



So, if you feel that you are living a "good life"- that you are helping others, being loyal to your friends, creative in business, and loving to your family, and that you have yet to receive any great reward, don't despair.

First of all, you might be overlooking the blessings that already exist in your life. Or, you may consider what Ralph Waldo Emerson believed about delayed rewards -- that your good deeds are earning compound interest in the "universal bank," building up value over time, and that, one day, you will receive handsome dividends. It is in this fashion that the universe rewards persistent people who diligently plod away at their ultimate goal ... and then (suddenly, it seems) attain outrageous success!

People also have trouble with the boomerang principle because they look for the return to come from the same person to whom they gave something. It doesn't usually work that way. You'll never know where the return will be coming from, or when it will arrive, but it always comes.

Perhaps the most useful way to observe this principle in action is to look at it "in reverse." In other words, focus on what is coming to you in life — that will tell you what you have been sending out. Thus, if you aren't receiving something that you want (e.g., friendship, love or honesty), consider the possibility that you have been withholding these things from those around you. What you withhold from others will be withheld from you. When you start giving these things, you will activate the flow back to yourself.

It's really quite simple: send it out and receive it back. So, if you want to receive love ... give love. If you want people to appreciate you ... show your appreciation for others. And, if you want others to help you, then lend a helping hand yourself. You have the power to create the life you want. It all depends on how you throw the boomerang!

Jeff Keller is a motivational speaker and author of the best selling book, *Attitude is Everything*. For more information, visit his Web site at <http://www.attitudeiseverything.com>

How to be a Better Co-Worker

We can't make other people be more considerate, helpful or trustworthy. But we can take the time to develop these attributes in ourselves. The following simple steps will foster cooperation and promote harmony in your organization:

- **Be a good listener.** How often do you really listen to other people? How often do you plan what you're going to say next while they're talking, or allow your mind to drift off onto something else instead of concentrating on their every word? Listening is a sign of respecting. Good listeners also avoid misunderstandings and missed instructions. And other people will appreciate your attention and return their courtesy.
- **Go the extra mile.** Whether you're asked to do something or you're offering to do something, don't do it halfheartedly.
Example: When helping a co-worker copy some documents, go the extra mile and ask if the person needs help stapling them or collating them. Going the extra mile need not involve a large expense of time, energy or money, but its value to the recipient is often priceless.
- **Say what you mean, and mean what you say.** You should neither be evasive nor make promises you can't keep. If you say you're going to do something, do it. Be known as a reliable person. Honor your promises and agreements whenever possible.

-Adapted from "Ten Ways to Improve Your Personal and Professional Life," Terri Levine, American Society for Public Administration, www.aspanet.org from *Communication Briefings*, February 2005, Vol. 25, No.4, (800) 722-9221

The ultimate measure of a man is not where he stands in moments of comfort and convenience, but where he stands at a time of challenge and controversy.

Dr. Martin Luther King, Jr.

Service—an Acronym

| | |
|-------------------------|--|
| S Selflessness | What's best for the association, not what's best for me. |
| E Energy | It takes energy and effort to have a working association. |
| R Responsibility | Take assignments seriously and take responsibility assigned to you and do it well. |
| V Vision | Look ahead to the future...not to the past...foresee how ideas will work out. |
| I Initiative | Be ready to take action to accomplish goals. |
| C Creative | Search for new and better ways of doing things, set some goals and follow through on them. |
| E Enthusiasm | Have enthusiasm (the God within) because it is catching...it is a priceless commodity. |

Taken from *Installation Ceremonies*, NAEOP

Aim High

Bite off more than you can chew, then chew it.
Plan more than you can do, then do it.
Point your arrow at a star; take your aim; and,
there you are.
Arrange for more time than you can spare, then
spare it.
Take on more than you can bear, then bear it.
Plan your castle in the air, then build yourself a
ship to...take...you...there.

Author Unknown

Taken from *Installation Ceremonies*, NAEOP

Photos of Board Members or, Oh, What a Beautiful Baby.....



Can you guess who these baby pictures belong to? These are photos of some current Board members.

Those pictured here are listed in alphabetical order - can you make the correct matches?

Jeanne Andelt
Dianne Dickey
Jeanne Ann Kardell
Julie Kleager
Lisa Morehouse
Dee Oltman
Deb Ryan

Below is a photo from the retreat in January. Can you match them up? Look for results in the next issue of *the NEON*.



Customize the Windows XP Start Menu

If you have a newer computer, chances are you are using Windows XP instead of Windows 2000. You may have already noticed some differences in the Start Menu.

One of the more obvious differences is that many of the icons have moved from the desktop to the Start Menu (My Computer, My Documents, etc.) If you like that look, great! But what if you prefer the old style Start Menu, and the icons on the Desktop? No problem. You can return to the classic Windows 2000 look easily. Simply right-click the **Start** Menu and select **Properties**. The *Taskbar and Start Menu Properties* window should appear. In the bottom half of the window, select **Classic Start Menu** and then click **OK** or **Apply**, and you should see the Start Menu as you've known and loved it before.

However, if you like the new look with these shortcuts on the Start menu, you will notice that they will open the folder in a window when clicked on. You can change this so that all of these Start Menu items act like cascading menus instead, so that when you hold the mouse over them, their contents will pop out in a sub-menu.

To make this change, simply right-click the Task Bar, and choose **Properties**. When the *Properties* window appears, click the *Start Menu* tab. Click the **Customize** button, then click the *Advanced* tab. In the *Start Menu Items* section, you can scroll down to each of the items (My Documents, My Music, etc.) and select **Display as a menu**. Note that you can also choose **Don't display this item**, if you want to take it off the Start Menu completely.

In Windows XP, you can pin program icons of your choosing to the Start Menu, which means that they will stay there permanently (or at least until you remove them.) Just right-click a program icon on a menu and select **Pin to Start Menu**.

You can, however, decide if you want them there at all, or if there is a different program that you would prefer. Simply right-click the **Start** button, and select **Properties**. When the *Taskbar and Start Menu Properties* window appears, click the **Customize** button. On the *General* tab, near the bottom, you can uncheck next to Internet or Email to remove them from the Start Menu. You may instead choose to use a different program by selecting it from the drop-down box. For instance, you may prefer Netscape Navigator to Internet Explorer. You will probably also want to change from Outlook Express to Lotus Notes (at UNL). Simply select the one you want, and click **OK** in both dialog boxes to complete the change.

This article was taken from "Connections", Volume 3, Issue 1. This is a publication from Ranelle Maltas, End-use Support Specialist at UNL's Shared Services.

Another tip from Ranelle:

Jump quickly between documents in Microsoft Word:

If you work with a lot of open, overlapping documents, here's a quick way to cycle between them: Press **Ctrl + F6** to jump from one to the next; **Ctrl+Shift+F6** will jump you backward.

This also works in Excel and Power Point.

Choose to live by choice, not chance
Choose to make changes, not excuses
Choose to be motivated, not manipulated
Choose to be useful, not used
Choose self-esteem, not self-pity
Choose to excel, not compete
Choose to listen to the inner voice, not the
random opinions of crowds
The choice is yours...for in surrendering you
will be victorious.

Author Unknown

2004-2005 NEOPA Membership List as of 2/14/2005

| LAST NAME | FIRST | TITLE | PSP | LOCAL | ADDRESS | CITY, STATE, ZIP | E-MAIL | HOME PHONE | WORK PHONE |
|---|------------------|-------|-------------------|--------|--------------------------|------------------------|--|--------------|--------------|
| ACTIVE MEMBERS | | | | | | | | | |
| 23 NEW MEMBERS (included in active member total) | | | | | | | | | |
| Aldridge | Margaret L (Peg) | CEO | Adv III, Opt II | LPSAOP | 7112 S 45 St | Lincoln NE 68516-3016 | madrtdoe@nebraska.com | 402-421-3564 | 402-436-1306 |
| Andelt | Jeanne L | CEO | Adv III, Opt B | UNOPA | 5800 Palomino Ln | Lincoln NE 68523-9224 | jandelt1@unl.edu | 402-423-0298 | 402-472-6625 |
| Anderson | Judy | CEO | | UNOPA | 3421 N 67th St | Lincoln, NE 68507 | janderson5@unl.edu | 402-466-4904 | 402-472-7021 |
| Arehart | Kathryn | CEO | Adv III, Opt I | LPSAOP | 2009 Blimer Circle | Lincoln, NE 68521 | karenar1@lps.org | 402-435-3059 | 402-436-1746 |
| Backstrom | Virginia | | | WEOPA | 85444 574 Ave | Wayne, NE 68787 | vibackst1@wsc.edu | 402-375-4489 | 402-375-7359 |
| Baird | Virginia | | | UNOPA | 6409 Logan | Lincoln, NE 68507 | vibaird1@unl.edu | 402-464-9059 | 402-472-0299 |
| Ball | Carri | | | LPSAOP | 5100 L Street | Lincoln, NE 68510 | cball@lps.org | 402-327-9949 | 402-436-1276 |
| Bartlett | Susan | | | LPSAOP | 5411 NW Fairway Dr. | Lincoln, NE 68521 | sbartle@lps.org | 402-477-8805 | 402-436-1136 |
| Bausterl | Theresa | CEO | Adv III, Opt II | LPSAOP | 3440 North 73rd St | Lincoln, NE 68507 | | 402-467-5104 | 402-436-1164 |
| Bell | Susan | | Adv II, Opt I | LPSAOP | 7241 S. 35th | Lincoln, NE 68516 | spell@lps.org | 402-423-8057 | 402-436-1839 |
| Bennelch | Kathy | CEO | Adv III, Opt I | UNOPA | 6930 Garland | Lincoln, NE 68505 | kbs5638@navy.mil | 402-464-1133 | 402-472-8616 |
| Berry | Lynette | | | LPSAOP | 5022 Constitution Ave | Lincoln, NE 68521 | liberry#lps.org | 402-477-5542 | 402-436-1160 |
| Betten | Mary | CEO | Adv III, Opt I | LPSAOP | 7500 South Street #15 | Lincoln, NE 68506 | mbedetan@lps.org | 402-488-6526 | 402-436-1808 |
| Biehl | Laura B | CEO | Adv III, Opt II | LPSAOP | 4921 W St Paul Ave | Lincoln NE 68524 | lbiehl@lps.org | 402-470-2034 | 402-436-1702 |
| Bom | Carol | CEO | Adv III, Opt I | UNOPA | 6529 Logan Ave | Lincoln, NE 68507 | cbom1@unl.edu | 402-466-1020 | 402-472-2679 |
| Brooks | Leslie | CEO | | UNOPA | 5503 S. 31st | Lincoln, NE 68516 | lesliebrooks@aol.com | 402-421-9318 | 402-472-1522 |
| Buhrman | Jeanie | CEO | Adv III, Opt I | LPSAOP | 2910 N 74th | Lincoln NE 68507 | jbuhrman@lps.org | 402-466-9787 | 402-436-1147 |
| Cale | Jodi | | | LPSAOP | 3260 Prairieview Dr. | Lincoln, NE 68504 | jcale@lps.org | 402-742-3669 | 402-436-1598 |
| Carley | Barbara | | | UNOPA | 4500 South 44th | Lincoln, NE 68516 | bcarley@unlnotes.unl.edu | 402-489-2856 | 402-472-0083 |
| Carstens | Becky | | | LPSAOP | 210 W. 3rd | Wahoo, NE 68066 | bcarstae@lps.org | 402-443-1294 | 402-436-1124 |
| Cary | Christine | CEO | Assoc Deg, Opt II | UNOPA | 8120 Sandalwood Dr | Lincoln, NE 68510-2542 | ccary2@unl.edu | 402-327-9735 | 402-472-8624 |
| Chandler | Amy L | | Basic, Opt 1 | LPSAOP | 6400 SW 25 | Lincoln NE 68523 | achand1@lps.org | 402-421-8793 | 402-436-1750 |
| Comer | Lila | | | LPSAOP | 2010 Wilderness Ridge Dr | Lincoln, NE 68512 | lcomer@lps.org | 402-421-2475 | 402-436-1142 |
| Cornell | Cherry | | | LPSAOP | P.O. Box 6041 | Lincoln, NE 68506 | ccornell@lps.org | 402-488-7417 | 402-436-1590 |
| Cuddy | Bonita | | Adv I, Opt B | LPSAOP | 210 Indian Road | Lincoln NE 68505 | bcuddy@lps.org | 402-489-6603 | 402-436-1303 |
| Curtis | Kathy | | | OEOPA | 7217 S 41st St | Omaha, NE 68147 | kathy.curtis@oos.org | 402-733-7484 | 402- |
| Cutshall | Jane | | Adv I, Opt I | LPSAOP | 5835 St. Paul Ave. | Lincoln, NE 68507 | jcutsha@lps.org | 402-467-1385 | 402-436-1147 |
| Daehnke | Deb | | | WEOPA | 57750 855 Rd | Wayne, NE 68787 | jedaehn1@wsc.edu | 402-375-1694 | 402-375-7301 |
| Dahlin | Roxanne | | | LPSAOP | 6500 Tanglewood Ln | Lincoln, NE 68516 | rdahlin@lps.org | 402-423-2723 | 402-436-1302 |
| DeShon | S Lynn | CEO | Adv III, Opt I | UNOPA | 19595 N. 14th | Ceresco NE 68017 | sdeshon1@unl.edu | 402-785-2382 | 402-472-1974 |
| Dickey | Dianne | CEO | Bech, Opt II | LPSAOP | 8115 Sanborn Dr | Lincoln NE 68505-2025 | ddickey@lps.org | 402-488-3940 | 402-436-1592 |
| Doolittle | Debbie | CEO | Adv III, Opt I | LPSAOP | 550 West 2, Box 326 | Cortland NE 68331 | ddool@lps.org | 402-798-7815 | 402-436-1797 |
| Douthit | Judy A | | | UNOPA | 5062 R St Apt 1116 | Lincoln NE 68504 | jdouthit2@unl.edu | 402-466-3832 | 402-472-4840 |
| Dunn | Lanette | CEO | Adv III, Opt I | LPSAOP | 7540 South 32nd | Lincoln, NE 68516 | jdunn@lps.org | 402-423-2226 | 402-436-1220 |
| Elliste | Jane | CEO | Adv III, Opt I | LPSAOP | 3241 N. 46 th | Lincoln, NE 68504 | jelliste@lps.org | 402-467-3233 | 402-436-1825 |
| Fisher | Jeanette | CEO | Adv III, Opt I | UNOPA | 4500 W. Bucks Dr. | Lincoln, NE 68523 | jfisher1@unl.edu | 402-797-2163 | 402-472-0182 |
| Fleer | Sharon | | | WEOPA | 84904 577 Ave | Wayne NE 68787 | shfleer1@wsc.edu | 402-375-3073 | 402-375-7228 |
| Free | Cheri | CEO | Adv III, Opt I | LPSAOP | 12301 Yankee Hill Rd. | Bennet, NE 68317 | jfree@lps.org | 402-782-2163 | 402-436-1163 |
| Gilleland | Sue | | | LPSAOP | 3535 S 40th St. | Lincoln, NE 68506 | sgilleland@ndle.state.ne.us | 402-483-6445 | 402-471-2488 |
| Goldberg | Mindy | | | LPSAOP | 1000 Norwood Dr #104 | Lincoln, NE 68512 | mgoldbs@lps.org | 402-450-7266 | 402-436-1342 |

| | | | | | | | | | |
|-----------|-------------------|-----|-------------------|--------|----------------------|------------------------|-------------------------|--------------|--------------|
| Gormley | Lori | CEO | Adv III, Opt I | LPSAOP | 3351 Gregory St | Lincoln, NE 68521 | lgormley@lps.org | 402-474-4877 | 402-436-1072 |
| Grimes | Vicki | | Basic, Opt 1 | LPSAOP | 5511 Thistle Circle | Lincoln, NE 68516 | vgrimes@lps.org | 402-421-2088 | 402-436-1145 |
| Guest | Mary | | | UNOPA | 4012 C St | Lincoln, NE 68510 | mguest2@unl.edu | 402-327-8708 | 402-472-3755 |
| Hansel | Linda | CEO | Mast, Opt II | LPSAOP | 5920 S. 53rd | Lincoln, NE 68516 | lhansel@lps.org | 402-423-5920 | 402-458-3125 |
| Hansen | Sandy | | | OEOPA | 2801 N. 70th St | Omaha, NE 68104 | sandra.hansen@ops.org | 402-558-0780 | 402-557-2415 |
| Harrison | Jean | CEO | Adv III, Opt 1 | LPSAOP | 2011 N 63rd | Lincoln, NE 68505 | jharris@lps.org | 402-464-5572 | 402-436-1644 |
| Harter | Nancy | CEO | Adv III, Opt I | LPSAOP | 5001 Glade St | Lincoln, NE 68506 | nharter@lps.org | 402-327-9743 | 402-436-1773 |
| Hastings | Becky | | | UNOPA | 2065 26th Rd | Brainard, NE 68626 | rhastings1@unl.edu | 402-545-2387 | 402-472-2085 |
| Hawkins | Connie | | | LPSAOP | 1320 N. 79th St. | Lincoln, NE 68505 | chawkin@lps.org | 402-486-1320 | 402-436-1169 |
| Hendricks | Debbie | CEO | Bach, Opt II | UNOPA | 317 Orcutt East | Lincoln, NE 68504 | ghendricks1@unl.edu | 402-466-4347 | 402-472-9685 |
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the NEON

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Important Events Coming up for NEOPA Members!

March 15—National competition award applications due

March 15—Early bird registration due for NEOPA Central Area Conference

March 31, April 1 and 2—NEOPA Central Area Conference in Lincoln, Nebraska

Remember to plan ahead—options at the conference include:

- * Ways and Means items to purchase
- * Renew your membership in NEOPA
- * Member scholarships available
- * Purchase your "Weekend Getaway" tickets—these may be applied to your conference stay