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UNOPA Notes, Volume 51, Issue 7, March 2013

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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.

UNOPA Notes

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
unopa.unl.edu

Volume 51, Issue 7
March 2013

2012-2013 BOARD OF DIRECTORS

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Share Your Time and Talents with UNOPA

Now is the time to volunteer to serve on the UNOPA board just like this year's board did (at right). The nomination committee is asking that members send suggestions for the officer positions (Recording Secretary, Corresponding Secretary and President Elect) needed to fill next year's leadership board. The committee will contact all nominated members.



2012-2013 UNOPA Board

In order to keep an organization fresh, new faces are needed each year to bring new ideas to the table. For those who have never run for office, now is the time to "Speak Up, Reach Out and Join In" (as noted in our new slogan). Board members usually make great friends and networking is a huge benefit.

Call one of the committee members, Nelvie Lienemann, Jaime Long or Diane Carson or send the form to Nelvie at 207 AGH, 0704.

Molfese Speaks at UNOPA March Event

Please join UNOPA at the March 12 general meeting at the Gaughan Multicultural Center to hear Dr. Dennis Molfese speak on his brain and behavioral studies. Dr. Molfese is an expert on using brain recording techniques to study the relationships between brain development, language, and cognitive processes from the prenatal period into adulthood. He has extensive experience collecting, integrating and analyzing behavioral and brain imaging data involving infants, children, adults and the elderly.

This is a brown bag meeting so please remember to bring a lunch. Please send RSVPs so we can make appropriate seating arrangements to Alicia Arnold, 1700 Y St. – BSC, City Campus, 0694, or email her at aarnold6@unl.edu.

President's Message:

Exciting Opportunities Abound in March

The calendar says spring is a few weeks away and time changed on the 10th, but winter seems to be dragging on. Mother Nature definitely had different plans last month for our 50th Anniversary Party. Even though we had less snow than was predicted, it was a wise decision to postpone the celebration. We will let everyone know soon when the new April date will be and hopefully our attendance will be even higher as we head into spring.

I was very impressed with our last general meeting speaker, Dr. Thomas Field from the

– **President's message**
Continued on page 2.

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CALENDAR for 2012-2013

March

- 12 UNOPA General Meeting, 11:45 a.m.–1 p.m., Gaughan Center.
- 15 Last day to sell Fun Pasta (<http://www.funpastafundraising.com/shop/unopa>).
- 15 NAEOP Scholarship Deadlines.
- 18 UAAD Workshop with Dr. JoAnne Owens-Nauslar, Gaughn Center, 1–4 p.m.
- 20 Brown Bag Session about LinkedIn with Diane Siefkes, noon–1 p.m., City Campus Union (same as Feb. 20 session).
- 21 Conflict De-escalation with UNL Police Dept., noon–1 p.m., Nebraska Union on city campus.
- 21-23 Central Area Conference, Blue Springs, MO.

April

- 1 Central Area Scholarship Deadline.
- 2 “Communications is a Contact Sport” with Sandra Stockall, 228 Andrews Hall, 1:30 p.m.
- 2 UNOPA Board meeting, 3 p.m., Whittier Conf. Room, 3rd floor.
- 5 “Football: Its Physics and Future” with Dr. Tim Gay, 11:45 a.m., West Stadium Club.
- 9 UNOPA General Meeting and Past President’s Luncheon, 11:45 a.m.–1 p.m., East Union.
- 18-19 NEOPA State Conference, Southeast Community College.
- 23 Brown Bag Session about “Outlook for Mac New Tidbits,” with Ranelle Maltas, noon–1 p.m., Nebraska East Union.
- 25 Brown Bag Session about “Outlook for Mac New Tidbits,” with Ranelle Maltas, noon–1 p.m., Nebraska East Union.

May

- 7 UNOPA Board meeting, 3 p.m., Whittier Conference Room.
- 14 UNOPA General Meeting, 11:45 a.m.–1 p.m., Gaughn Center.
- 21 Brown Bag Session “Outlook for PC New Tidbits,” Ranelle Maltas, noon–1 p.m., East Union.
- 23 Brown Bag Session “Outlook for PC New Tidbits,” Ranelle Maltas, noon–1 p.m., East Union.

Positivity Helps Us Reach Our Dreams

– **President’s Message** Engler Agribusiness Entrepreneurial Program. He told us how we must think

outside the box at times and be prepared for failure. From failure we learn. I think my theme of positive thinking fits with his message very well because if we don't think positive about what we can do or want to do, we will never try. A positive attitude will help us succeed and achieve our hopes and dreams.

Our brown bag lunch trainings have started and I hope you try and attend the ones that interest you. The UNOPA board is working with the College of Arts and Sciences on an afternoon workshop as well (see details on page 3). I would also encourage you to attend the UAAD workshop with Dr. JoAnne Owens-Nauslar as speaker on April 18, 2013, as this will be a fun and humorous professional development workshop. Flyers with more details will be at our next general meeting.

The pasta fundraiser orders are beginning to come in. I want to encourage you to help UNOPA meet our goal. If every member could buy or sell at least 5 items we could have a successful fundraiser. **That means everyone not just a few.** It's not that hard. Just go online to <http://www.funpastafundraising.com/shop/unopa> and see what is available. You can directly place your order. If you collect orders from your co-workers to combine with your own and your order is more than \$75, the shipping is free. It will ship directly to your work or home. Jane Schneider will also collect your orders and money at the March general meeting, as we will be placing a large group order on March 15th, the last day for sales. Note: I made the chicken noodle soup one evening for dinner and it was delicious. We had plenty left over for another meal.

I hope several of you have agreed to put your name on the ballot for next year's elected offices. I have been enjoying my year as president and my board has been so helpful. They are keeping me on track and working hard to serve the membership. Do as Dr. Thomas Field said, step outside your box and try something new or something you have thought about but been afraid to try. Positive thinking will give you a positive attitude that will allow you to accomplish your goals.

If you haven't yet registered for the March meeting, you will want to as our speaker, Dr. Dennis Molfese, is the new Director of the Center for Brain, Biology, and Behavior, a.k.a. CB3. Dr. Molfese heads the Big Ten Committee on Institutional Collaboration's Traumatic Brain Injury Research Collaborations, which has teamed with the Ivy League to study head injuries in sports. This CB3 center will be housed in the new research area of the expanded East Stadium. With four decades of experience in brain studies and development, Dr. Molfese wants UNL to establish an international reputation that investigates the interface between social, biological, behavioral, engineering and neurological issues.



Happy St. Patty’s Day!

– **Linda Luedtke, CEOE, 2012-2013 UNOPA President**



Conflict Seminar Offered by University Police

The University Police Department, along with the UNL Employee Assistance Program (EAP), will be hosting a free training seminar called “Conflict De-escalation” on March 21. This session will help employees deal with conflict without being “handcuffed” by their own reactions. The session will be at the Nebraska Union on city campus from noon–1 p.m. Feed free to bring your own lunch. For questions, contact Officer Aaron Pembleton at 472-2222 or apembleton2@unl.edu.

Fundraiser Lasts One More Week

There are still a few more days left to sell Fun Pasta for the spring money maker. The pasta comes in a variety of interesting shapes, colors and themes that make eating pasta fun.

UNOPA members can sell two ways – with a fun pasta packet or online at <http://www.funpastafundraising.com/shop/unopa>. Please share this link with family and friends. Remember UNOPA earns 40 percent of the total sold (minus shipping



costs which are \$6.95 for orders under \$75 or free for orders over \$75). Or combine orders, pay no shipping, and have the orders delivered directly to your office by FedEx Ground in about 5–7 working days after receipt of payment.

The last day to sell is March 15. For questions, please call or email either Jane Schneider at 472-8670, jane.schneider@unl.edu or Linda Luedtke at 472-9354, lluedtkel@unl.edu.

Everyone's Invited to Brown Bag Sessions

Sponsored by UNOPA Outreach

UNOPA's Outreach group is offering three fun and educational Brown Bag Sessions. These sessions will increase your knowledge about LinkedIn and Microsoft Outlook. Bring your lunch and meet us at either the Nebraska Union or the Nebraska East Union from noon–1:00 p.m. For questions, contact Tricia Liedle at 472-3305 or patricia.liedle@unl.edu.

Topic: LinkedIn

Speaker: Diane Siefkes

Wednesday, March 20

(same as Feb. 20 session)

Location: City Campus Union

Topic: Outlook for MACs New Tidbits

Speaker: Ranelle Maltas

Tuesday, April 23

Location: East Campus Union

Or Thursday, April 25

Location: City Campus Union

Topic: Outlook for PCs New Tidbits

Speaker: Ranelle Maltas

Tuesday, May 21

Location: City Campus Union

Or Thursday, May 23

Location: East Campus Union

Scholarships Available from NAEOP

NAEOP (National Association of Educational Office Professionals) offers several scholarships to members and dependents. The forms are on the NAEOP website, or contact [Cathy Robertson](mailto:Cathy.Robertson@naeop.org) at 472-0456 for questions.

The scholarships include:

- Marion T. Wood Student Scholarship for those in educational or office-related careers (\$1,000), due March 15;
- Student with Special Needs Scholarship for a high school student with an identified disability (\$500), due March 15;
- Two NAEOP Foundation Scholarship – one for NAEOP members and their dependents (\$1,000), and one for a dependent of a NAEOP member (\$1,000), due March 15;
- NAEOP Central Area Dependent Scholarship for children or grandchildren of active, life or retired members residing or working in the Central Area (\$300), due April 1. Contact [Mary Guest](mailto:Mary.Guest@naeop.org), CEOE, about this scholarship.

Football and Physics are Nebraska Lecture

Topics on April 5

Faculty, staff and students are invited to attend the Nebraska Lecture on “Football: Its Physics and Future” on April 5 at 11:45 a.m. in UNL's Memorial Stadium's West Stadium Club.

Presented by physics professor Timothy Gay, who became a familiar face to Husker fans during his “Football Physics” lessons on HuskerVision in 1999-2000, the free public lecture will explore the physics behind large forces on the football field. Gay also will address the history of American football, the sport's current climate, and UNL and national research efforts to understand and mitigate injuries. Complimentary pizza will be available starting at 11:45 a.m. (while supplies last) with the lecture to begin at 12:15 p.m. Visit <http://go.unl.edu/nl-timgay> for more information and to watch the live webcast the day of the event.

Gay's lecture, part of The Nebraska Lectures: Chancellor's Distinguished Lecture Series, is sponsored by the UNL Research Council, Office of the Chancellor, Office of Research and Economic Development and in partnership with OLLI.

Sympathy Extended

Our sympathy goes to Christine Cary, former UNOPA president, on the death of her mother, Joan E. Zimmer. Mrs. Zimmer died Feb. 25, 2013.

A celebration of life was held Friday, March 1 at First Plymouth Congregational Church with the Rev. Dr. Jim Keck officiating.

Cards may be sent to Chris and her husband, Scott Miller, at 1426 S. 19th St., Apt. 3, Lincoln, NE 68502-2509.

The full obituary is online at http://journalstar.com/lifestyles/announcements/obituaries/zimmer-joan-e/article_098097ac-a7e1-5656-9908-21f6544bec91.html.



UNOPA Notes
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***President’s Theme:
“Positive Attitudes
Require Positive
Thinking!”***

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online at:
unopa.unl.edu.

UNOPA has
expanded its web
presence. Please
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click that you
“Like” us!

50th Celebration to be Rescheduled

Snowy winter weather postponed the University of Nebraska Office Personnel Association’s 50th anniversary celebration on Feb. 21, 2013. Organizers are busy looking for a new date to celebrate this momentous occasion.

Rick Alloway, associate professor of broadcasting, will take everyone on a trip down memory lane. It all started in 1963 when Rose Frolik and a group of Office/Service employees set out to create an educational, networking, and informational association at the University of Nebraska. That group became today’s UNOPA.

Watch for more details about the rescheduled event and if you’d like to help with this historical event, contact Marcy Tintera (mtintera1@unl.edu) or Tricia Liedle (patricia.liedle@unl.edu).



NAEOP Annual Meeting is July 20-26



The National Association of Educational Office Professionals will hold its annual conference on July 20-26, 2013, in Alexandria, Va.

The conference will feature educational sessions, keynote speakers, awards, tours, and networking. One of the events will be a quilt raffle by the NAEOP Educational Foundation. The quilt is pictured at left and was quilted by the Stitchers Quilt Guild of Kentucky.

More details about the conference may be found at <http://naeop.org/events/2013-naeop-annual-conference.html>.

Technology Tips

I.S. Recommends disabling Java Plug-in

By Kathy Schindler

The University of Nebraska–Lincoln Information Services (I.S.) recommends that computer users disable the Java web browser plug-in. Ideally, this plug-in would enhance connections between popular Internet browsers to websites using the Java platform. Lately, Java has been targeted by virus writers due to security holes. There is little need to continue to have the plug-in because the World Wide Web community is moving away from using Java and very few websites still use it. For more information on disabling the plug-in, see the I.S. website and video at <http://security.unl.edu/javaplugins>.

Communications Workshop is April 2

The College of Arts and Sciences Staff Development Team is bringing Sandra Stockall to speak on April 2, 2013, from 1:30–2:30 in 228 Andrews Hall. Stockall’s topic is “Communications is a Contact Sport” and all UNOPA members are invited to attend this workshop. Seating is limited and registrations will be available to the first 25 UNOPA members who contact Mary Klucas (mary.klucas@unl.edu) to reserve a seat.

***“Speak Up, Reach Out and Join In!”
Contact Barbara Homer, Membership Director,
at bhomer@unomaha.edu to join UNOPA.***