

10-2013

## UNOPA Notes, Volume 52, Issue 2, October 2013

Follow this and additional works at: <http://digitalcommons.unl.edu/unopanews>

---

"UNOPA Notes, Volume 52, Issue 2, October 2013" (2013). *UNOPA Newsletters*. 107.  
<http://digitalcommons.unl.edu/unopanews/107>

This Article is brought to you for free and open access by the UNOPA-University of Nebraska Office Professionals Association at DigitalCommons@University of Nebraska - Lincoln. It has been accepted for inclusion in UNOPA Newsletters by an authorized administrator of DigitalCommons@University of Nebraska - Lincoln.



# UNOPA Notes

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

2013-2014

**BOARD OF DIRECTORS**

**OFFICERS**

- President: Mary Klucas, mary.klucas@unl.edu
- President Elect: Jane Schneider, jane.schneider@unl.edu
- Recording Secretary: Alycia Libolt, alibolt2@unl.edu
- Corresponding Secretary: Breana Garretson, bgarretson2@unl.edu
- Treasurer: Jaime Long, jlong5@unl.edu
- Immediate Past President: Linda Luedtke, lluedtke1@unl.edu

**STANDING COMMITTEE**

**DIRECTORS**

- Awards: TBA
- Bylaws: Alica Arnold, aarnold6@unl.edu
- Career Development: Mary Guest, mary.guest@unl.edu
- Career Development & PSP: Debbie Hendricks, CEOE, dhendricks1@unl.edu
- Communications Technology: Diane Wasser, dwasser1@unl.edu
- Employee Concerns: Carol Wusk, cwusk1@unl.edu & Karen Jackson, kjackson2@unl.edu
- Hospitality: Diane Carson, dcarson2@unl.edu
- Membership: Barbara Homer, CEOE, bhomer@unomaha.edu
- Nominating: Donette Petersen, dpetersen1@unl.edu & Donelle Moormeier, dmoormeier1@unl.edu
- Outreach: Kristi Hurley, khurley5@unl.edu
- UNOPA Notes: Andrea Peterson, apeterson7@unl.edu
- Ways and Means: Roddy Spangler, rspangler2@unl.edu

**OTHER**

Presidential Advisor: Cathy Robertson  
CEOE, croberson@huskers.com

**AD HOC COMMITTEE**

**DIRECTORS:**

- Digital Commons: Tonda Humphress, thumphress1@unl.edu
- Marketing: Lisa King, lking1@unl.edu

Volume 52, Issue 2  
October 2, 2013

## *“Stepping Up & Stepping Out...making UNL a friendlier place.”*

### President’s Message

It is hard to believe that October is almost here and we are half done with our fund raising with the football parking lot. I want to thank everyone who has helped out so far. We are coming much closer to filling the lot this year which is encouraging. This really is a pretty easy way for us to fill our coffers.


This month in our Smile and Move campaign we are looking at how we smile by being awake. Being awake means we are attentive, engaged, interested and connect. We need to care about those with whom we connect, and serve. We need to listen to not only what is being said but the message implied. Asking the question, “How can I help?” (Parker, 7-8)

Smile & Move thought... To make better connections with people, when you are talking with someone be sure to allow a small gap of silence between what they say ... and your response. This will help people know you’re truly listening. (Remember: a breath is not always taken at the end of a sentence or thought.) (Smile & Move: a reminder to happily serve by Sam Parker)



– President’s message  
Continued on page 2

## October UNOPA Meeting is October 8, 2013



**UNOPA General Monthly Meeting**  
October 8, 2013  
Jackie Gaughan Multicultural Center  
Unity Room/212  
11:45 a.m.—1:00 p.m.

Guest speaker— Brenda Schwery,  
Founder of Aiding Angels  
\*The Aiding Angels Foundation\*

Although this is a brown bag, we still need to make sure we have enough seating. \*\*\* This meeting will be a brown bag. If you would like to eat, please bring your lunch with you. Water will be provided. \*\*\*

October 2nd to: Diane Carson  
135 Mable Lee Hall  
City Campus 6236  
dcarson@unl.edu

50/50 Recipient Aiding Angels

UNOPA General Monthly Meeting  
October 8, 2013

Name: \_\_\_\_\_ Department: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_  
PSP Certificate: Y or N (1 Clock Hour) New Member: Y or N  
Guest Name: \_\_\_\_\_ Department: \_\_\_\_\_

October general meeting will be at the Jackie Gaughan Multicultural Center, Unity Room/ 212 on October 8th at 11:45 a.m. Brenda Schwery, Founder of Aiding Angels will be the featured speaker. (Aiding Angels is our charity of the year)

Brenda Schwery has been in the cleaning industry for 20 years. She currently owns and operates Maid To Please Inc. in Lincoln, NE. Brenda has a degree in Business Administration with an emphasis in Management from the University of Nebraska- Lincoln and has held numerous positions in the non-profit sector. She served as Director of Donor Recruitment for blood banks in Iowa and Nebraska. She also worked for United Cerebral Palsy and the Muscular Dystrophy Association.

- Continued on Pg. 3

## CALENDAR

### October

- 1 UNOPA Board Meeting, 3 p.m., 203 Whittier Bldg.
- 8 UNOPA General Meeting, Jackie Gaughan Multicultural Center 11:45 a.m.-1 p.m.
- 18 Awards nominations due.

### November

- 5 UNOPA Board Meeting, 3 p.m., Whittier Conf. Room, 3rd floor.
- 12 UNOPA General Meeting, East Campus 11:45 a.m.-1 p.m.

### December

- 3 UNOPA Board meeting, 3 p.m., Whittier Conf. Room, 3rd floor.
- 10 UNOPA General Meeting, East Campus 11:45 a.m.-1 p.m.

### January

- 7 UNOPA Board meeting, 3 p.m., Whittier Conf. Room, 3rd floor.
- 15 Joint UNOPA/UAAD General Meeting, Jackie Gaughan Multicultural Center 11:45 a.m.-1 p.m.

### February

- 4 UNOPA Board meeting, 3 p.m., Whittier Conf. Room, 3rd floor.
- 11 UNOPA General Meeting, East Campus 11:45 a.m.-1 p.m.

### March

- 4 UNOPA Board meeting, 3 p.m., Whittier Conf. Room, 3rd floor.
- 11 UNOPA General Meeting, Jackie Gaughan Multicultural Center 11:45 a.m.-1 p.m.

### April

- 1 UNOPA Board meeting, 3 p.m., Whittier Conf. Room, 3rd floor.
- 8 UNOPA General Meeting, East Campus 11:45 a.m.-1 p.m.

### May

- 6 UNOPA Board meeting, 3 p.m., Whittier Conference Rm 3<sup>rd</sup> Floor
- 8 Installation of 2014-15 General Meeting, Jackie Gaughan Multicultural Center 11:45 a.m.-1 p.m.

### June transition meeting

## Start Award Nomination Process Today

It is once again that time of year UNOPA is seeking nominations for the following awards:

2013 Floyd S. Oldt Boss of the Year - This award honors excellence in personal management. It recognizes University of Nebraska employees who demonstrate outstanding skills in employee supervision and interpersonal relations.

2013 Floyd S. Oldt Silver Pen - This award honors two office/service employees who have demonstrated superior performance while employed at UN-L and who have made significant contributions to the University community.

2013 Floyd S. Oldt Outstanding Staff - This award was created to recognize an outstanding UN-L office/service employee who demonstrates distinguished service and contributions to the University community.

Nomination deadline is **Friday, October 18**. Information about the award criteria and the nomination forms are found on the UNOPA website at <http://unopa.unl.edu/>.

If you have any questions, please contact Diane Carson, Awards Committee, either by phone, 472-8209 or e-mail, [dcarson2@unl.edu](mailto:dcarson2@unl.edu).

## President's Message on *Stepping Up & Stepping Out*

Continued from page 1.

What have you changed to help make UNL a friendlier place? I'd love to hear from you. Send me a brief email telling me about what you've done.

Don't forget to take a moment to nominate your boss for the Floyd S. Oldt Boss of the Year Award or one of your co-workers for the Floyd S. Oldt Silver Pen or Outstanding Staff Award. Details are available at <http://unopa.unl.edu>. The deadline for submission is October 18, 2013.

Remember the NEOPA Fall Conference is coming up! Please give some serious consideration to attending this professional development opportunity. Information can be found at <http://unopa.unl.edu/publications/2013-2014/fall%20conference%202013.pdf>.

Mary Klucas  
2013-14 UNOPA President

**Continued from Pg 1. October UNOPA Meeting...**

She has served on boards for several non-profits such as the Association for Donor serves as treasurer for CASA (Court Appointed Special Advocates). Recruitment Professionals, Cleaning For A Reason Past President and currently.

Brenda Schwery, local business owner of Maid To Please, has provided free home cleanings for years through another foundation where, unfortunately, women with cancer are the only recipients. In response to an overwhelming number of requests from not only women, but also men and children, Brenda founded Aiding Angels. Now, the void is filled and the much needed help is extended to everyone going through cancer treatment.

<http://www.aidingangels.com/>



<http://unopa.unl.edu/publications/2013-2014/October%20meeting%20flyer.pdf>

**Don't Delay, Renew Your Membership Today**  
**so you are**



Now is the time to renew your membership before September 30, 2013 to avoid being removed from the UNOPA membership data base. The membership application form can be found on the UNOPA website, [unopa.unl.edu](http://unopa.unl.edu). Please complete it and return with payment to:

Barbara Homer, UNOPA Membership Director  
School of Criminology and Criminal Justice  
310 Nebraska Hall, CC 0561

[http://unopa.unl.edu/membership/membership\\_form/2013-2014Memberform.pdf](http://unopa.unl.edu/membership/membership_form/2013-2014Memberform.pdf)

# Football Parking Sign-up

Another football game is fast approaching. UNOPA is “manning” the parking lot in front of the Whittier Building at 2200 Vine St. (22<sup>nd</sup> & Vine) as part of our fund raising for the year. Volunteers are need to work the lot for each home game.

Please look at the chart below for other game dates and coordinators so you can plan ahead for volunteering for other games as well. For each game two hour shifts start at 6:30 a.m. and run until 15 minutes after kick-off. It is a fun couple of hours and a great way to catch up with friends or meet someone new.

## Husker Football Game-day Parking Lot Statistics

After three home games, here’s our stats:

- \*UNL vs Wyoming – 54 spots sold
- \*UNL vs Southern Miss – 64 spots sold
- \*UNL vs UCLA – 83 spots sold, For a total of 201 parking spots sold @ \$6.00 each (UNOPA’s share) = \$1,206.00
- \*21 UNOPA members have volunteered
- \*5 spouses or friends of UNOPA members have volunteered
- \*65 man-hours have been worked
- \* 4 UNOPA members have worked two of the three games, 1 UNOPA member has worked all three games

## UNOPA Parking Lot - Football Game-Day Coordinators

Fall 2013

Date	Opponent	Kick-off	Coordinator #1	Coordinator #2
October 5, 2013	Illinois	11:00am	Jaime Long 2-7801 jlong5@unl.edu	Alicia Arnold 2-0175 aarnold6@unl.edu
November 2, 2013	Northwestern	TBA (We know this wont be a evening game.)	Debbie Hendricks 2-9685 dhendricks1@unl.edu	Diane Wasser 2-6251 dwasser@unl.edu
November 16, 2013	Michigan State	TBA (We know this wont be a evening game.)	Karen Jackson 2-7903 kjackson2@unl.edu	Mary Guest 2-3755 mary.guest@unl.edu
November 29, 2013	Iowa	11:00am	Donette Petersen 2-5623 dpetersen1@unl.edu	Donelle Moormeier 2-2069 dmoormeier@unl.edu

# Chancellor's University Safety Committee

## 1) Do YOU have a Safety Committee?

Does your department/area/facility have a safety committee? Do you need one? A safety committee is “an officially recognized group of workers (faculty/staff/supervisors) charged with the responsibility of enforcing safety standards or with suggesting new safety precautions and procedures”. Safety committees can be a very important part of a safety program.

At UNL the over-arching safety committee is the Chancellor's University Safety Committee. Various department/area/facility safety committees within the university system function within their own spheres of influence to raise safety awareness in a way meaningful to their particular constituency. This includes such tasks as:

Sponsoring/encouraging safety programs/training including regular sharing of “safe practices”

Reviewing injury incidents toward the goal of mitigating identified hazards and reducing the likelihood of future such incidents.

Conducting periodic workplace inspections to help identify and mitigate potential hazards, in addition to reviewing safety audit reports provided by EHS.

Who should have a safety committee? Certainly higher risk areas such as laboratories, shops, custodial services, maintenance, kitchen/dining. However, recent data indicated that office workers accounted for 22% of the more serious injuries at UNL. Therefore, it is apparent that hazards exist in all work settings and safety should be a concern, regardless of job category. EHS serves as a resource to those areas contemplating development of a safety committee as well as existing safety committees.

Contact Elizabeth (Betsy) Howe (402-472-5488 or [ehowe2@unl.edu](mailto:ehowe2@unl.edu)) if you have a safety committee and your committee is not currently working with an EHS staff member, or if you are interested in discussing the possibility of establishing a safety committee.

Resources:

*Increasing the Effectiveness of Your Safety Committee* [http://ehs.unl.edu/effective\\_committee.pdf](http://ehs.unl.edu/effective_committee.pdf)

EHS Safety Committees web page <http://ehs.unl.edu/committees>

## 2) Did you know – two basic safety training courses are required for all who get a paycheck from UNL?

Resources:

EHS Training Needs Assessment: [http://ehs.unl.edu/Training\\_Needs\\_Assessment.pdf](http://ehs.unl.edu/Training_Needs_Assessment.pdf)

EHS Web-Based Training <http://ehs.unl.edu/onlinetraining>

Chancellor's University Safety Committee <http://ehs.unl.edu/chancellors-university-safety-committee-cusc#cusc>

3) The “Supplier Showcase” sponsored by UNL Procurement Services is scheduled for Tuesday, October 22, 2013 in the Nebraska Union Ballroom from 10:00 a.m. to 2:00 p.m. CUSC members will be on hand to encourage attendees to “Speak Out For Safety.” Stop by the CUSC booth, pick up the targeted handouts and get a sticker to wear to affirm you realize YOU play a role in safety at UNL.

Thanks so much for helping me inform our membership about our role in safety!

-Kathy Bennetch

# Chancellor's Committee on Wellness Report

By Sheryl Burbach, UNOPA Representative

The role of the Chancellor's Committee on Wellness is to assist in establishing and maintaining a healthy and well campus environment. The Chancellor's Wellness Committee meets nearly each month face-to-face.

Topics discussed by the Chancellor's Wellness Committee include:

- choosing a new system-wide wellness program vendor
- Wellness on Wheels program
- Health Risk Assessments
- LiveWell Challenges

I invite you to visit the Wellness Initiative web site and take advantage of all the resources available.

[http://wellness.unl.edu/well\\_committee.shtml](http://wellness.unl.edu/well_committee.shtml)

## Pictures from September Membership Meeting



Dennis LeBlanc—Speaker



New Members who attended  
September Meeting



# Susan Swearer to discuss anti-bullying research at Nov. 7 Nebraska Lecture

- Submitted by Karen Underwood

“Creating a Kinder World: Empowering Youth to End Bullying,” is the subject of the fall Nebraska Lecture, Nov. 7 at 3:30 p.m. in the Nebraska Union auditorium, 1400 R St.

UNL educational psychologist Susan Swearer will discuss her research on the complex personal, social and cultural factors underlying bullying, and how to develop prevention and intervention approaches that empower youth to make positive choices. A national expert on the issue, Swearer presented her research at a 2011 White House bullying prevention conference and currently serves on the research board of the Born This Way Foundation founded by pop singer Lady Gaga and her mother, Cynthia Germanotta.

Swearer’s lecture, part of The Nebraska Lectures: Chancellor’s Distinguished Lecture Series, is sponsored by the UNL Research Council, Office of the Chancellor and the Office of Research and Economic Development, in partnership with the Osher Lifelong Learning Institute.

Visit <http://research.unl.edu/nebraskalectures> for more information and to view the live webcast.



## All Makes Newsletter had “Ten Shareworthy Links”.

Submitted by - Lorraine Moon

To view: hold down ctrl key and click on underlined topic.

### Ten Shareworthy Links

- [40 Inspiring Workspaces Of The Famously Creative](#)
- [16 Things You Should Do At The Start Of Every Work Day](#)
- [What Does Your Desk Say About You](#)
- [20 Of The Most Awesome Offices](#)
- [The Truth About Sleep And Productivity](#)
- [How To Have More Energy All Day Long](#)
- [40 Foods With Superpowers](#)
- [Top 10 Things To Buy In The Fall](#)
- [How To Organize Your Day For Success](#)
- [Is The Word "No" Keeping You From Success](#)





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

Andrea Peterson, Editor  
apeterson7@unl.edu

Rebecca Waldman –  
Coeditor  
rwaldman2@unl.edu

## [Bradley Munn Professional Growth Fund Available to UNOPA Members](#)

**D**id you know? Any UNOPA member who is a full or part-time UNL employee is eligible to apply for up to \$100 reimbursement of expenses for professional growth activities. Eligible expenses include workshop registration fees, college tuition, textbooks, travel expenses for a conference, etc. You may combine more than one expense on one application.

The Bradley Munn Professional Growth Fund is just waiting to hear from our members so we can reimburse the expenses you have for continuing your professional growth. The next deadline to submit your receipts for reimbursement is **October 15**. The form for submission is on the [UNOPA website](#). Any questions? Contact **Linda Luedtke**, Immediate Past President, 472-9354 or lluedtkel@unl.edu

### More UNOPA News.....



It has been brought to our attention that Joan Frederick, a long-time UNOPA member, passed away on Friday, September 20<sup>th</sup>. Joan was a member from 1993 – 2012 and retired from UNL in March 2013. Joan served as Recording Secretary in 2003-2004 and received the UNOPA Floyd S. Oldt Outstanding Staff Award in 2002-2003.

Services were on Tuesday, September 24, 2013.

Cards may be sent to Joan's family at 3044 S. 35<sup>th</sup> Street, Lincoln, NE 68506.

[Journal-Star Funeral Notice](#)

You are never too old to  
set another goal or to  
dream a new dream.

C. S. Lewis



....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.

We're on the web at:

[unopa.unl.edu!](http://unopa.unl.edu)

Like us on Facebook at

[www.facebook.com/](http://www.facebook.com/UNOPA.edu)

[UNOPA.edu!](http://UNOPA.edu)