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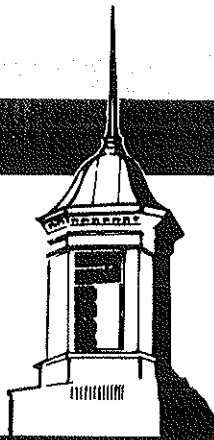
UNOPA Celebrating 25th Anniversary 1988

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University of Nebraska-Lincoln

Bulletin Board

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University office personnel

Celebrating UNOPA's 25th anniversary

What began as one woman's efforts to be certified as a professional led to the creation of an organization offering continuing professional growth and recognition for its members.

The organization is UNOPA—the University of Nebraska Office Personnel Association—and it is celebrating its 25th anniversary this spring.

The woman who planted the seed that grew into the 217-member organization is Rose Frolik, although she insists credit lies with all the presidents and members who succeeded her.

"I cannot take credit for the 25 years," she says. "It was the women on campus who did it," noting that UNOPA is the largest college-level professional education office personnel group affiliated with the National Association of Educational Office Personnel.

Her involvement with the organization began in 1962, when Frolik learned that she could earn national certification as a professional education secretary if she met certain continuing education requirements. After a year of paperwork, workshops and conferences, working through the Department of Education in Washington, D.C. and the Lincoln Public Schools' Secretarial Association, she received the certification she wanted. She had to work with the Lincoln schools' chapter because there was no such organization on campus.

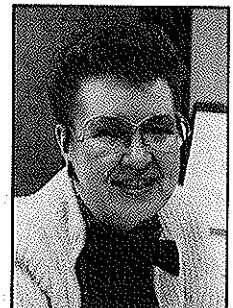


Rose Frolik

When Roy Loudon, personnel administrator, learned of her achievement, he asked her to share her experience with other UNL secretaries.

"Quite a few came to that first meeting," she said, "and we decided that night that we would form an organization." She was elected president that same night, and the members agreed to work with the Lincoln Public Schools' organization on its regional meeting scheduled for that fall.

"The next day, we signed up 20 charter members, who paid \$1 apiece in



Jan Harris

(Please turn to page 4)

Students, faculty to be recognized at April 8 Honors Convocation

Students and faculty members will be honored at UNL's 16th annual All-University Honors Convocation to be held at 2:30 p.m. Friday, April 8 in the Bob Devaney Sports Center.

A reception for faculty, students, their families and friends will be held in the track area of the Devaney Center immediately following the ceremony.

Nearly 2,000 students will be honored for high scholarship at the convocation, including approximately 200 seniors who have attained academic standing in the upper three percent of their colleges or who have been on the honor list since matriculation as freshmen. Ten seniors, who have earned A's

on all of their graded collegiate work, will be honored as Chancellor's Scholars.

Sixteen UNL faculty members will receive Distinguished Teaching Awards, two will receive Distinguished Educational Service Awards, one will receive the Outstanding Academic Advising award, and one will receive an award for exemplary service to students.

Four awards will be presented by the UNL Alumni Association: the Alumni Award for Lifetime Achievement, presented to a member of the UNL community who has been retired for at least five years, and three Awards to Out-

standing Alumni, age 29 or younger.

Following is a summary of the awards and winners:

Distinguished Teaching Awards

Three awards for Distinguished Teaching will be presented by the University of Nebraska Foundation. The Distinguished Teaching of Undergraduates Award will be presented to Donald W. Miller, professor of mathematics and statistics in the College of Arts and Sciences.

This new award, funded in part by the University Foundation and UNL, replaces awards previously funded by the

(Please turn to page 3)

UNOPA...

(Continued from page 1)
dues," she said. "That was in January 1963."

"Many faculty members said it would last one year, that this type of organization had been tried before," she said. But instead of dying out, "it grew."

The members decided to use the term "office personnel" rather than "secretary" in their new organization's name so that membership would not be limited to secretaries alone. Even the national organization took some pointers from the new Nebraska group.

"When they learned of our name, they changed from 'educational secretaries' to 'office personnel,' too," she said.

Now, UNOPA boasts members covering a range of office responsibilities, including those in secretarial, clerical, managerial or other business positions, says current president Jan Harris.

UNOPA's luncheon meetings were initiated immediately after the organization formed. Attendance at these meetings, which "provide us with a better understanding of our community and our university," also qualifies as credits for those interested in pursuing certification in the National Association of Educational Office Personnel's professional standards program, Harris says.

The list of speakers at the luncheons includes familiar public and University officials and administrators, such as Bob Kerrey, Helen Boosalis, Bob Devaney and Vi Schroeder, speaking on topics as varied as Kerrey's "How to Train your Boss," to Schroeder's "Changing Careers."

The Professional Standards Program is but one aspect of the organization. Harris says UNOPA has committees working on employee concerns, such as the Employee Assistance Program and salary issues while others provide workshops to meet the current needs of members. UNOPA also has membership recruitment, publicity and fund-raising committees.

One of the major benefits of UNOPA membership, she said, is networking.

"It's important, in any organization, to know the correct person to contact for information or services," Harris says. "Within the University system, because we are so large, this becomes even more important. As you become acquainted with the people in the different departments and learn of their responsibilities, it becomes that much easier to transfer information and complete work more efficiently."

UNOPA's bylaws stress the impor-

tance of improving efficiency, Harris says, quoting the purpose of the organization: "To elevate the standards of education office personnel ... to provide a finer understanding of the relationship between the University and the community, so that ever-increasingly efficient service may be rendered to our educational system."

The organization also serves as a source of information to University administrators. "UNOPA is becoming much more visible as an organization, participating on and providing input to many more committees" she says.

"I see membership as a vital means of contributing to the University and our environment. I believe we are becoming a good voice for C-line people."

Harris encourages other University office personnel to join the organization. Those interested should contact membership chairperson Judy Yeck, 2-3043.

UNOPA will be celebrating its 25th anniversary with a banquet at the Wick Alumni Center on April 21. Reservations for the evening, which begins with a social hour at 6 p.m. followed by a 6:30 p.m. dinner, are due by April 11. Contact Jan Wassenberg, 201 Admin., 2-2116, for additional information.

—by Anna Rzewnicki

UNL police recommend cautions

Purse thefts continue to be a problem

The number of purse thefts on campus continues to be a concern, according to UNL police officials.

Police are presently investigating thefts from academic buildings and dorms on city campus; thefts from the Nebraska Union, and thefts from east campus buildings, said investigator Ron Lundy.

"Unfortunately, purse thefts are easy," he said. Part of the reason is that people are not observant of those around them.

"We just can't say enough about it," he said. "You have to be aware of who is coming and going in your office," including individuals asking for directions, maintenance workers and construction workers.

Lundy also stressed the importance

of locking doors when leaving an office unattended, and noted that the typical places for storing a purse during working hours are also the first places that a would-be thief will look.

The best precaution, he said, is to leave valuables at home. And he recommended that employees not keep their PIN (Personal Identification Number) with them.

Lastly, Lundy stressed the importance of not trying to apprehend a purse thief alone. "If you confront someone who is stealing something, memorize his or her description.

"The best thing to do is to not stand in the suspects' way. If they panic, they may injure you when trying to escape. The value of what they take isn't worth a personal injury. You can confront

them, but leave the doorway free. Then call the police, 472-3550."

When calling UNL police, be prepared to give the location of the incident, a description of the suspect, and the direction the suspect took after being confronted.

The most important thing, Lundy said, is to report all such incidents to the police. "If it doesn't get to the police, then we won't know we had another theft. We could be working in the same area, and if we know about other incidents, we can expand our research area."—by Anna Rzewnicki