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UNOPA Notes

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

Volume 53, Issue 7
March 3, 2014

2013-2014

BOARD OF DIRECTORS

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mary.klucas@unl.edu

President Elect: Jane Schneider
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alibolt2@unl.edu

Corresponding Secretary:

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bgarretson2@unl.edu

Treasurer: Jaime Long,
jlong5@unl.edu

Immediate Past President:
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lluedtke1@unl.edu

STANDING COMMITTEE

DIRECTORS

Awards: TBA

Bylaws: Alica Arnold,
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Career Development & PSP:
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Employee Concerns:
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cwusk1@unl.edu

& Karen Jackson, kjackson2@unl.edu

Hospitality: Diane Carson
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Membership: Barbara Homer,
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Ways and Means: Roddy Spangler,
rspangler2@unl.edu

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

AD HOC COMMITTEE

DIRECTORS:

Digital Commons: Tonda Humphress,
thumphress1@unl.edu

Marketing: Lisa King,

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

President’s Message

Have you heard of Exelauno Day? Exelauno is a Latin word meaning “to march forth” and is typically celebrated on March 4. Hopefully, we will soon be marching forth into spring. In the words of author and journalist, Hal Borland, “No winter lasts forever; no spring skips its turn.” Come on, Spring! It’s your turn!!

I want to thank everyone who was nominated for our executive officer positions for their time in considering this service to UNOPA. Our nominees will be presented at the meeting later this month.

UNOPA does have a presence on campus and our input is valued. UNOPA has recently been asked to provide representation on a committee with the University Health Center. The Health Center is reviewing the services offered to faculty and staff and considering adding new services. This is a temporary role but is being managed through the Employee Concerns Committee.

As the University moves forward with the budget reduction process, I will be representing UNOPA on the Academic Planning Committee (APC). In this process we have a vote. The Chancellor should be revealing his plan soon.

Many UNOPA members have enjoyed being part of Secret Friends the past few years. The UNOPA Board has approved officially adding Secret Friends as part of the duties of the Outreach Director.

– President’s message
Continued on page 2



March UNOPA Meeting is March 11

UNOPA General Monthly Meeting
March 11, 2014
11:45 a.m. to 1:00 p.m.
Jackie Gaughan Multicultural Center
Unity Room 212
Speaker—Lola Young
“Experiences during Presidency of NAEOP”

50-50 Recipient
Aiding Angels

** This meeting is a Brown Bag Lunch **

Send Reservation by Thursday March 6th to:
Diane Carson 135 Middle Lee Hall City Campus 0236
dcarson2@unl.edu

UNOPA General Meeting
Tuesday March 11, 2014

Name _____ Department _____
Phone # _____ Email _____
New Member: Y or N _____ PSP Certificate: Y or N _____
Guest Name _____ Department _____

March general meeting will be at Jackie Gaughan Multicultural Center on March 11 at 11:45 a.m. Lola Young will be the featured speaker.

Lola Young, CEOE, NAEOP’s 2013-2014 Immediate Past President, has been a member of NAEOP for 25 years. She has served as chairman of NAEOP’s Professional Development (Field Service), Handbook, Membership, Affiliations and Advisory Council, Awards (two years), Publications and Public Relations Committees, has been an Advisory Council Delegate five times, and has served on various NAEOP Committees. Lola served last year as NAEOP’s first President from the state of Nebraska. She also served as UNOPA’s President in 1998-99 and NEOPA’s President from 1997-99 as well as numerous committees for both associations.

Lola has been employed with the University of Nebraska-Lincoln for nearly 33 years. After 32 ½ years in University Housing where she supervised 50+ college age students who were fondly referred to as “her kids” she began a new position at UNL with the Nebraska Forest Service this past October.

CALENDAR

March

- 5 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 3rd Floor
13 UNOPA General Meeting Installation of 2014-15 officers, Jackie Gaughan Multicultural Center 11:45 a.m.-1 p.m.

June transition meeting



The naked earth is warm with Spring, and with green grass and bursting trees leans to the sun's kiss glorying, and quivers in the sunny breeze.

-Julian Grenfell

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

Continued from page 1.

The Board has also been fine-tuning a plan for being a collection point for Box Tops and Campbell Soup labels. Start collecting and be watching for further instructions on how we will be collecting them.

Keep an eye out for emails regarding more professional development opportunities.

The Central Area Professional Development Day is March 28-30, 2014, in Urbana, Illinois.

The NEOPA Spring Conference is April 10-11, 2014, here in Lincoln.

The National Conference is July 14-17, 2014, in Portland, Oregon. Be thinking about being part of the delegation that will be attending from Nebraska.

The UNOPA spring workshop offered by UNOPA is in April. Those plans are in the final stages.

In our Smile & Move campaign this month I decided to look at the next two points –Start Early & Go Long, and Go Beyond Expectations—because they are so interconnected. Starting early and going long is just that. Are you at your desk ready for your day before your designated start time? Are you a clock-watcher? Does the end of the day sneak up on you, or are you poised to gather your coat and things the very second the end of your day arrives? If you were in charge of putting together a new team would you want a person like you on your team? How hard would you want people to work? As hard as you?

Meeting expectations is doing what is expected—our obligation. We want to do the right thing. But is just doing that enough? Going beyond expectations is when people start to notice – wonderful things can start here. Small things can have big impacts. (Parker 43-50)

Smile & Move Thought: “On the value of small things and extra effort... at 211 degrees, water is hot. At 212 degrees, it boils. And with boiling water, comes steam. And with steam, you can power a train. Just one extra degree can make all the difference.” (Excerpted from 212° the extra degree, Smile & Move: a reminder to happily serve by Sam Parker)

Don't forget to Smile & Move!

Mary Klucas

UNOPA President 2013-2014

<http://unopa.unl.edu/membership/president.shtml>

In the spring I have counted one hundred and thirty-six different kinds of weather inside of four and twenty hours. -Mark Twain



UNOPA is affiliated with the Nebraska Educational Office Professionals Association (NEOPA) and the National Educational Office Professionals (NAEOP). In addition to being a UNOPA member, you can be a member of both organizations. Membership in each offers unique additional opportunities for professional growth and educational support.

Information and membership forms can be found at the links below.

[NAEOP website Form](#)

[NAEOP Membership](#)

[NEOPA website Form](#)

[NEOPA Membership](#)



For more information contact: Linda Luedtke, UNOPA Past President, lluedtke@unl.edu

Professional Development Workshop

UAAD invites UNOPA members to join them for this Professional Development Opportunity



Inspiring Trust

Presented by Vicki Highstreet

Thursday, March 20, 2014 1:00-4:30

Jackie Gaughan Multicultural Center

UAAD Members \$20 | Non-members \$45

This workshop will identify the cores needed for your personal credibility and the key behaviors that, when identified and addressed, will increase the trust level in your work or personal relationships.

Be prepared to take a close look at how you are modeling the behaviors that you would also like to see in your interactions with others. Engage in meaningful discussion to enhance your skills for inspiring trust.

Vicki has been providing professional development opportunities for most of her professional career.

She has been facilitating workshops for Franklin Covey for the past 13 years. Her passion for enhancing the professional and personal development of others has been recognized locally, but also at the national and international level.

Must register by March 6, 2014 (as we will be ordering materials for you)

Register on-line at <http://uaad.unl.edu>

Please feel free to share this with others!

UNOPA Secret Friends



March Trivia

March is named after Mars, the god of war. March is sometimes referred to as the Stormy month or rugged month. Something to consider is a smiley face since it is share a smile day was March 1. Or how about a packet of flower seeds to help those May flowers come or a shamrock to wear on St. Patty's Day. Enjoy the month and have fun.

March sayings:

- “When March comes in like a lion it goes out like a lamb”
- “A dry March and a wet May Fill barns and bays with corn and hay”
- “As it rains in March so it rains in June”
- “March winds and April showers bring forth May flowers”



March Days to Remember

March 1—Nebraska was admitted to the Union 1867

National Pig Day

Share a Smile Day

Peanut Butter Lover's Day

March 3—Alexander Bell was born in 1847

Elvis Presley's television debut was in 1955

March 5—Ash Wednesday

March 7—Kellogg's Cornflakes were served for the first time, 1897

The board game Monopoly was invented by Charles B. Darrow

March 9—Daylight Savings begins

March 15—“Ides of March” in the Roman calendar. This meant it was the day on which the month was divided into two equal parts. Julius Caesar was murdered on this date in 44 BC

March 17—St. Patrick's Day

March 20—Spring Equinox - First day of Spring

March 29—Coca-Cola was introduced on this date in 1886

March 31—The Eiffel Tower in Paris was officially opened in 1889



Birthstone: Aquamarine
Flower: Daffodil
Pisces: Feb. 19 – Mar.20
Aries: March 21 – April 20



Center Pieces on tables



UNOPA President—Mary Klucas



Speaker—Jan Deeds



Lorraine Moon—Member/Past President



Members of UNOPA

February UNOPA Meeting Pictures



President-Elect Jane Schneider –
introducing our speaker



Members of UNOPA



Members of UNOPA



Hospitality Committee



Nominations for 2014-2015 UNOPA Officers

The Nominating Committee sent out nomination forms for the election of 2014-2015 officers via email to the general membership on January 7, 2014. Nominations were due to the Nominating Committee by January 31, 2014. The Nominating Committee then contacted each person nominated as to whether they would accept the nomination.

To date we have two members on the ballot for each President-Elect, Corresponding Secretary, and Treasurer and one member on the ballot for Recording Secretary. During the March general membership meeting the Nominating Committee will be taking nominations from the floor and announce all the nominees. Bibliographies for the nominees will be completed by March 14th.

Ballotbin.com will be used for voting. The voting will start March 24, 2014 and will end on April 1, 2014. During the April general membership meeting the new officers will be announced.

Submitted

Nominating Committee Co-Chairs

Donelle Moormeier and Donette Petersen



PSP Information

CONGRATULATIONS go out to Jane Schneider!

At the January 15th NAEOP PSP Deadline, Jane met the requirements to earn the Advanced III, Option I and CEOE certification. Way to go, Jane! UNOPA is proud of you!

At the November UNOPA General Meeting, UNOPA will be presenting Jane with their "official recognition." Jane is entitled to be formally recognized by NAEOP at their annual conference this summer in Portland. Or, if she isn't going to Portland, she can participate in any other national conference PSP program.

There's still time if you'd like to be honored for earning your PSP! There's another deadline coming up on May 15th, or if you made the September 15th deadline, UNOPA could recognize you in November. Many UNOPA members have committed themselves to earning a PSP, only to find that they had already met the requirements and just needed to complete the application and documentation.

Do you just want to talk about PSP and find out what you would need to do to receive your certification? There are several UNOPA members who have earned their PSP certificate, who would be willing to help you. You just need to let us know!

Submitted by-

Debbie Hendricks

Career Development Committee (PSP) – Co-Chair

402-472-9685

dhendricks1@unl.edu

Flat Vase for Sale

-UNOPA's 50th Anniversary Celebration Committee

Those who attended UNOPA's 50th Anniversary celebration this last May know exactly what I'm talking about. These vases were used as centerpieces at each table and everyone who attended received a vase as a remembrance.

And for just **\$2.00** you can have your very own "flat vase." Easily slipped into a large envelope, they can be mailed to someone as a unique gift! They are 10 ½" long and 5 1/4" at the widest point at the base...and very flat until you fill them with water.

All funds raised from the sale of these flat vases will be set aside for the next anniversary celebration. Contact Marcy Tintera (mtintera@UNL.edu) or 402-472-1258 if you have any questions.



Save The Date

Save the date and join your friends at the
2014 NAEOP National Conference
Portland, Oregon
July 14-17, 2014
<http://www.naeop.org/>



For more information contact: Linda Luedtke, UNOPA Past President, lluedtke@unl.edu

All Makes Newsletter had “Ten Shareworthy Links”

Submitted by - Lorraine Moon

Best Way To Get A Customer Referral

[http://www.inc.com/geoffrey-james/best-way-to-get-a-customer-referral.html?
utm_source=February+2014+Client+In+The+Know&utm_campaign=February+In+The+Know&utm_medium=email](http://www.inc.com/geoffrey-james/best-way-to-get-a-customer-referral.html?utm_source=February+2014+Client+In+The+Know&utm_campaign=February+In+The+Know&utm_medium=email)

6 Mental Habits for More Success

[http://www.inc.com/geoffrey-james/6-mental-habits-that-create-success.html?
utm_source=February+2014+Client+In+The+Know&utm_campaign=February+In+The+Know&utm_medium=email](http://www.inc.com/geoffrey-james/6-mental-habits-that-create-success.html?utm_source=February+2014+Client+In+The+Know&utm_campaign=February+In+The+Know&utm_medium=email)

How To Perform At Your Peak Every Day

[http://www.forbes.com/sites/laurashin/2014/01/15/how-to-perform-at-your-peak-every-day-10-tips-for-working-smarter-in-2014/?
utm_source=February+2014+Client+In+The+Know&utm_campaign=February+In+The+Know&utm_medium=email](http://www.forbes.com/sites/laurashin/2014/01/15/how-to-perform-at-your-peak-every-day-10-tips-for-working-smarter-in-2014/?utm_source=February+2014+Client+In+The+Know&utm_campaign=February+In+The+Know&utm_medium=email)

5 Tips To Create A Positive First Impression

[http://www.forbes.com/sites/lisaquast/2013/09/09/5-tips-to-create-a-positive-first-impression/?
utm_source=February+2014+Client+In+The+Know&utm_campaign=February+In+The+Know&utm_medium=email](http://www.forbes.com/sites/lisaquast/2013/09/09/5-tips-to-create-a-positive-first-impression/?utm_source=February+2014+Client+In+The+Know&utm_campaign=February+In+The+Know&utm_medium=email)

10 Simple And Powerful Body Language Tips For 2014

[http://www.forbes.com/sites/carolkinseygoman/2014/01/02/10-simple-and-powerful-body-language-tips-for-2014/?
utm_source=February+2014+Client+In+The+Know&utm_campaign=February+In+The+Know&utm_medium=email](http://www.forbes.com/sites/carolkinseygoman/2014/01/02/10-simple-and-powerful-body-language-tips-for-2014/?utm_source=February+2014+Client+In+The+Know&utm_campaign=February+In+The+Know&utm_medium=email)

Want to Really Keep Those New Year's Resolutions?

[http://www.inc.com/carolyn-cutrone/apps-to-keep-new-years-resolutions.html?
utm_source=February+2014+Client+In+The+Know&utm_campaign=February+In+The+Know&utm_medium=email](http://www.inc.com/carolyn-cutrone/apps-to-keep-new-years-resolutions.html?utm_source=February+2014+Client+In+The+Know&utm_campaign=February+In+The+Know&utm_medium=email)

6 Keys to Getting Organized

[http://www.inc.com/peter-economy/6-keys-to-getting-organized.html?
utm_source=February+2014+Client+In+The+Know&utm_campaign=February+In+The+Know&utm_medium=email](http://www.inc.com/peter-economy/6-keys-to-getting-organized.html?utm_source=February+2014+Client+In+The+Know&utm_campaign=February+In+The+Know&utm_medium=email)

Warren Buffett Offers \$1 Billion For Perfect March Madness Bracket

[http://www.forbes.com/sites/kellyphillipsrb/2014/01/21/warren-buffett-offers-1-billion-for-perfect-march-madness-bracket/?
utm_source=February+2014+Client+In+The+Know&utm_campaign=February+In+The+Know&utm_medium=email](http://www.forbes.com/sites/kellyphillipsrb/2014/01/21/warren-buffett-offers-1-billion-for-perfect-march-madness-bracket/?utm_source=February+2014+Client+In+The+Know&utm_campaign=February+In+The+Know&utm_medium=email)

8 Subconscious Mistakes Our Brains Make Every Day

[http://www.fastcompany.com/3019903/work-smart/8-subconscious-mistakes-our-brains-make-every-day-and-how-to-avoid-them?
utm_source=February+2014+Client+In+The+Know&utm_campaign=February+In+The+Know&utm_medium=email](http://www.fastcompany.com/3019903/work-smart/8-subconscious-mistakes-our-brains-make-every-day-and-how-to-avoid-them?utm_source=February+2014+Client+In+The+Know&utm_campaign=February+In+The+Know&utm_medium=email)

Everything You Need To Know About Sochi 2014

[http://www.olympic.org/sochi-2014-winter-olympics?
utm_source=february+2014+client+in+the+know&utm_campaign=february+in+the+know&utm_medium=email](http://www.olympic.org/sochi-2014-winter-olympics?utm_source=february+2014+client+in+the+know&utm_campaign=february+in+the+know&utm_medium=email)



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In our lives, change is
unavoidable, loss is
unavoidable. In the
adaptability and ease with
which we experience
change, lies our happiness
and freedom.
- Budda

We're on the web at:
unopa.unl.edu!
Like us on Facebook at
[www.facebook.com/
UNOPA.edu!](http://www.facebook.com/UNOPA.edu!)

Rose Frolik Award

This annual award was established in 1988 to recognize a member who demonstrates the attributes of UNOPA's founder and first president, Rose Frolik. Rose was an enthusiastic, energetic person who challenged life and felt that how you do your work may be a lot more important than what you do. UNOPA members who have been active for at least the past five years are eligible for nomination by anyone, including self. Recipients of this very special honor are presented with a personalized plaque commemorating their recognition, a year's membership to UNOPA, and a \$600 cash award.

We want to thank you for the nominations you have submitted. Remember to always keep in mind your UNOPA members that are worthy of our awards that come around every year like Floyd S. Oldt Outstanding Staff Award, and the Floyd S. Oldt Silver Pen Award which we award in November every year. For more information on these Awards visit [http://unopa.unl.edu/about/annual awards](http://unopa.unl.edu/about/annual%20awards).

Scholarship Information

NAEOP (National Association of Educational Office Professionals) offers several scholarships to members and dependents. The forms are available on the NAEOP website (www.naeop.org). Contact [Linda Luedtke](#) at 472-9354 with any questions.

The scholarships include:

- Marion T. Wood Student Scholarship for those who wish to continue their education and pursue office-related careers, preferably in the educational field (\$1000), due March 15;
- Students with Special Needs Scholarship for a high school student with an identified disability who will be pursuing a post-secondary program(\$1000), due March 15;
- Two NAEOP Foundation Scholarships – one for NAEOP members (\$1000), and one for a dependent of a NAEOP member (\$1000), 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.



...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.