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## UNOPA Notes Volume 52, Issue 6, February 3, 2014

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# UNOPA Notes

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

2013-2014

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mary.klucas@unl.edu

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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:  
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lluedtke@unl.edu

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**DIRECTORS**

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aarnold6@unl.edu

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Mary Guest, CEO,  
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Career Development & PSP:  
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dhendricks1@unl.edu

Communications Technology:  
Diane Wasser, CEO,  
dwasser1@unl.edu  
Employee Concerns:  
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& Karen Jackson, kjackson2@unl.edu

Hospitality: Diane Carson  
dcarson2@unl.edu

Membership: Barbara Homer,  
bhomer@unomaha.edu

Nominating: Donette Petersen,  
dpetersen1@unl.edu

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khurley5@unl.edu

UNOPA Notes: Andrea Peterson,  
apeterson7@unl.edu

Ways and Means: Roddy Spangler,  
rspangler2@unl.edu

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CEOE, crobotson@huskers.com

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**DIRECTORS:**

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Marketing: Lisa King,

Volume 52, Issue 6

February 3, 2014

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

### President’s Message

February is upon us and spring is a month closer! Although the cold, cold weather insists on reminding us that it’s still winter for now, I hope you’ll remember this quote by journalist and author Dejan Stojanovic, “I enjoy it when the world smiles; the more smiles, the warmer I am.”

Many professional development opportunities are coming up this spring with both UNOPA and NEOPA. UNOPA’s Career Development Committee is working on getting a half day workshop scheduled for March or April. NEOPA’s Spring Conference is April 10 and 11. Please be watching for information on these upcoming events.


The Nominating Committee will be contacting members who have been nominated for one of the elected officer positions. Please consider allowing your name to be placed on the ballot. Please also consider being on the UNOPA Board for 2014-15 as one of the committee directors. It takes all of us doing our part to keep UNOPA running strong.



The Awards Committee is still accepting nominations for the Rose Frolik Award which will be presented at our April General Meeting. Please consider nominating a qualified UNOPA member for this prestigious award.


– President’s message  
Continued on page 2

## February UNOPA Meeting is February 11



**MENU/ YOUR CHOICE:**  
BBQ Beef Sandwich  
Kaiser Roll, Baked Apples, Colombian Potato Salad, Corn Coffee, Iced Tea & Water  
\$10.00/ Lunch


50/50 Recipient Aiding Angles



Please send reservations by February 6th to:  
Diane Carson  
135 Mable Lee Hall  
City Campus 0236  
dcarson2@unl.edu  
2-8209


**UNOPA**  
**FEBRUARY GENERAL MEETING**  
FEBRUARY 11, 2014  
11:45 a.m. – 1:00 p.m.

**EAST UNION CAMPUS – ARBOR SUITE**



**Speaker – Jan Deeds, Associate Director of Gender Programs/Women’s Center Director**

She will be speaking about the Women’s Center at UNL and other gender related activities and services she is affiliated with. She will emphasize some of the services and opportunities for involvement available to staff as well as students.



**UNOPA General Meeting**  
February 11, 2014

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

I will be attending but bringing my lunch  
 I will be attending and buying lunch  
Make checks payable to UNOPA for \$10.00/ lunch

February general meeting will be at East Campus Union on February 11th at 11:45 a.m. Jan Deeds will be the featured speaker.

Jan Deeds is the Associate Director of Student Involvement and Director of the Women’s Center at the University of Nebraska-Lincoln (UNL). She received a master’s degree in Counseling Psychology from UNL in 1985 and has been a licensed mental health practitioner for almost 30 years. She earned a doctorate in 2009 from UNL in Educational Studies with a specialization in Educational Leadership in Higher Education. She has performed her original folk, blues and bluegrass songs with Lincoln groups Pheromone Pholk and Fine, Thank You, and has been featured on the nationally syndicated radio show “River City Folk”. The Fine, Thank You Recording “Love and Lunch” received three KZUM 2001 People’s Choice Awards. Some of her other passions include gardening, bird-watching, her family, astronomy, and science fiction. Jan will be talking about the Women’s Center at UNL and other gender related activities and services she is affiliated with. She will emphasize some of the services and opportunities for involvement available to staff as well as students.

## CALENDAR

### February

- 4 UNOPA Board meeting, 3 p.m.,  
East Campus Union  
11 UNOPA General Meeting, East Campus  
11:45 a.m.-1 p.m.  
28 Deadline for Rose Frolik Award  
Nominations

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

### June transition meeting

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

Continued from page 1.

A smile costs nothing but gives much. It enriches those who receive without making poorer those who give. It takes but a moment, but the memory of it sometimes lasts forever. None is so rich or mighty that he cannot get along without it and none is so poor that he cannot be made rich by it. Yet a smile cannot be bought, begged, borrowed, or stolen, for it is something that is of no value to anyone until it is given away. Some people are too tired to give you a smile. Give them one of yours, as none needs a smile so much as he who has no more to give. -Author Unknown

In our Smile & Move campaign this month we are looking at smiling, really. Pleasant people are just more enjoyable to be around. Seriously, who wants to be around someone who is cross and crabby? Any interaction, whether it is working with, buying from, selling to, or playing with, is just all around better with a pleasant person. And pleasantness begins with a smile.

What is a smile? According to Merriam-Webster Online Dictionary, a smile is a facial expression in which the eyes brighten and the corners of the mouth curve slightly upward. It is also a pleasant or encouraging appearance."

Given all the benefits of smiling it should be easier to make it the rule rather than the exception. (Parker, 37)

In his book, *Smile & Move*, Sam Parker suggests the following ideas to help make smiling a habit in your world...

Create a few positive mental anchors – a visual of your child or spouse, a pet, a joke, or a hilarious moment. Give each image a name and write it down. If time allows, pause and reflect on just one before you make contact with someone.

Place a mirror labeled with the word "SMILE" on your desk or in a common area. Use it to remind and check yourself throughout the day, or before you make a call or talk with someone.

Post or carry actual pictures that make you smile. Change them periodically so their effect remains fresh. Make one the background on your computer.

Get a friend or co-worker to help by smiling at you when they see you frowning. It'll serve as a silent but effective reminder of what you're trying to accomplish.

Just before you make contact with someone, imagine you're about to see an old friend you haven't seen in a long time...or simply remember how lucky you really are.

Watch how others begin to reflect and return your smile (encouraging you to smile even more).

Smile & Move Fact:

Smiles are contagious, it's no myth...its biology. According to an article by P.K. Adelman and R.B. Zajonc in 1989 titled "Facial Efference and the Experience of Emotion," scientists have shown that seeing a smile triggers an automatic response in our brains that causes us to smile, too (a phenomenon known as "facial feedback"). This response in turn creates positive emotions. (*Smile & Move*: a reminder to happily serve by Sam Parker)

Don't forget to Smile & Move!

Life is like a mirror, we get the best results when we smile at it. -Author Unknown

Mary

-Mary Klucas, UNOPA President 2013 – 2014

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

**SAVE THE DATE**

**COMING  
UP**

# 8th Annual PSP Luncheon

## Saturday, February 22, 2014



### "HAT'S OFF TO YOU"



Nebraskan and UNL graduate Helen Waring Johnson of Geneva, NE has been taking her musical entertainment shows to Senior Centers, Retirement Communities, Church Groups, Q125 Celebrations, Libraries, Organizations and Conventions throughout Nebraska and Iowa. During Helen's shows she wears many different hats which she has arranged on her antique hat tree and sings medleys from "The Great American Songbook", music she has arranged herself, to fit the hats. She encourages singing along & clapping along & having fun during her show. She started her titled "Helen's Musical Hats!" Shows in October 2011. Helen has had the pleasure of entertaining audiences in 80 cities and towns and will have over 400 performances by end of 2013. Helen is a member of GROW Ne and had the distinct pleasure of performing on the Dept of Agriculture stage for eight shows at the 2013 Nebraska State Fair. Currently Helen has 4 music CDs (soon she will record a children's CD by Christmas for her two new 3 and 4 month old grandchildren) and a DVD of her "Taste of Broadway" Show she performed in Lincoln NE this summer at 6 stores in Nebraska and also online at Amazon.com.

Sponsored by  
Professional Standards Program  
Endowment Committee  
at the University of Nebraska-Lincoln

For more information contact:

Chair: Lorraine Moon  
lmoon@unl.edu  
or  
Kathy Bennetch  
402-540-4033



**Doors open at 10:30 a.m.**  
**A light lunch will be served at 11:00 a.m.**  
**Helen Waring Johnson will speak at 11:45 p.m.**

**Silent Auction /Door Prizes**

**Registration deadline is February 15, 2014**

**The public is welcome to register for this event. Tickets to the fund raising event are \$15 and must be purchased in advance. Seating is limited.**



#### **Driving Directions to the Church**

- From 56th Street, turn east on Sumner then south on Twin Ridge Road.
- From South St., turn onto Broadmoore Drive to the first turn left, which is Twin Ridge Road, heading north for 2 blocks.

Here are some of the comments Helen has received about her shows:

"Our residents have really enjoyed Helen's performances. She is talented and lots of fun. The residents say Helen is "a breath of spring air!"

--Barb Sahling, Activities Director, The Waterford at Williamsburg, Lincoln NE

"Helen's performances are very engaging and energetic shows."

--Denise Hamtak, Downtown Center Manager, Aging Partners "O" St. Lincoln NE

"We sure enjoy when Helen and her hats come and entertain us at The Kensington. She sings all the old songs that we have not heard in a while. So the lobby is always full when Helen is here."

--Rhonda Kolbet, Activities Director, The Kensington, Hastings NE

"Helen has a wonderful way with her musical ministry!"

--Carrie Barber, Activities Director, Primrose Retirement, Grand Island NE

Helen's program of hats was great. Left you with a happy feeling."

--from a survey of a Nebraska Association of Retired School Personnel 2013 Convention



## Looking for a way to get to UNOPA Meetings

Attending UNOPA meetings is easy as riding a bus. Here is a quick reference to when/where/how.

You will want either Route 25 or Route 24

When leaving East Campus catch the 25 Vine Bus From Burr/Fedde at 11:15 arrives at NE Union at 11:35 or 11:25 at NE Union at 11:45 (if you take 24 you will end up going all the way around city campus – I know I have done this—Diane Wasser)

Coming back to east campus either 24 or 25 will work both leave the NE Union at 1:15 arrives at 1st stop on East at 1:30

Of course if you are coming to East Campus first you will want to get the 24 or 25 at 11:15 arriving at East Campus around 11:30 at East Campus you can either get off at the first stop in front of the mall or in front of the Dairy Store – once off proceed to the north once you get beyond the building that are directly in front of you – you can see the Union.

Lisa King is willing to take anyone from City Campus to an East Campus meeting just contact her at lking2@unl.edu or 472-7787.



## Protect Yourself During Flu Season

Flu season typically begins in November, then begins to peak in late January or early February. With flu season upon us, remember these basic precautions:

- Stay home if you are sick
- Wash your hands frequently with soap and water for 20 seconds or use hand sanitizer
- Cover your coughs and sneezes with a tissue
- Maintain a healthy lifestyle; attention to rest, diet, exercise and relaxation helps maintain physical and emotional health.



## Survival guide to stay safe in the frigid cold

Jolie Lee, USA TODAY Network

It's really cold outside! Stay safe with these six tips:

1. **Stock up**- Have a week's worth of food and safety supplies on hand to avoid having to leave the house.
2. **Wear layers**- If you must go outside, know the right way to wear layers:
3. **Watch for signs of frostbite** - Depending on the temperature and wind chill, frostbite can set in within minutes.
4. **Leave faucets slightly on** - In extremely cold weather, water pipes can freeze and even break. To help prevent this, leave your tap water on a little bit so it's dripping continuously.
5. **Don't overexert yourself** - When shoveling snow or even walking in deep snow, avoid straining too much or the exertion could lead to a heart attack
6. **Protect your pets** - For small dogs, shovel a path so they have an area to do their business. Give their paws a good wipe-down after they come inside.

# UNOPA Secret Friends



## February Trivia

In the Georgian calendar, the calendar that most of the world uses, February is the second month of the year. Most of the months have 30 or 31 days in a month but February is shorter. Roman emperor Augustus took one day from February and added that to August because August was a month that was named after him. Every year that is divisible by four has 29 days all other years have 28.

## February Days to Remember:

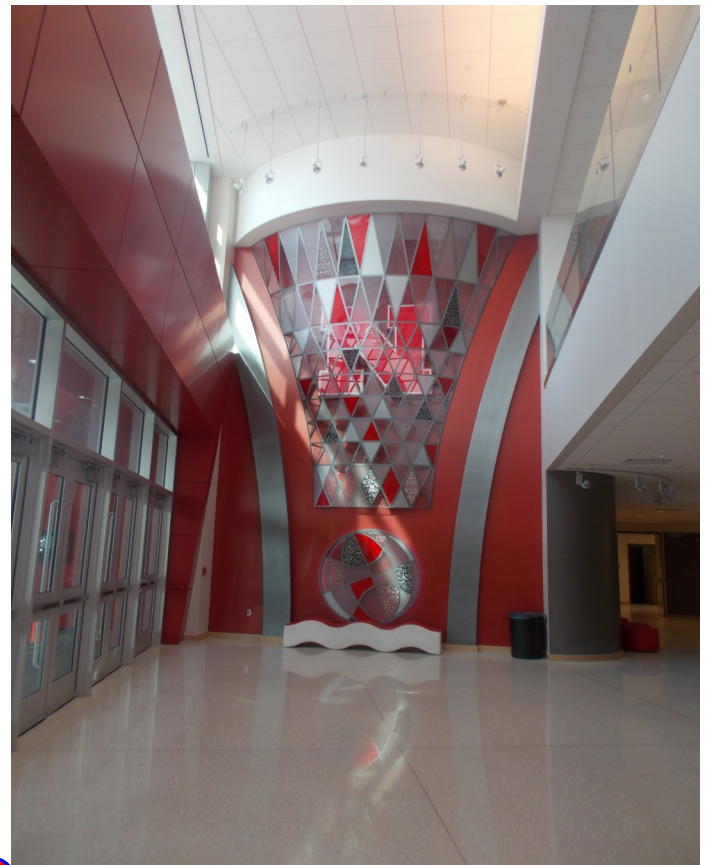
- 2<sup>nd</sup> – Ground Hog Day  
Super Bowl
- 3<sup>rd</sup> – Wear Red Day
- 5<sup>th</sup> – Paul Bunyan Day
- 6-12 – National Jell-O Week
- 9<sup>th</sup> – GI Joe’s birthday in 1964
- 12<sup>th</sup> – President Lincoln’s Birthday
- 14<sup>th</sup> – Valentine’s Day
- 17<sup>th</sup> – President’s Day (3<sup>rd</sup> Monday)
- 22<sup>nd</sup> – President Washington’s Birthday
- 21<sup>th</sup> – “Love your Pet Day”
- 28<sup>th</sup> – National Tooth Fairy Day

Birthstone: Amethyst  
Flower: Violet  
Aquarius (Jan. 20-Feb 18)  
Pisces (Feb 19-March 20)

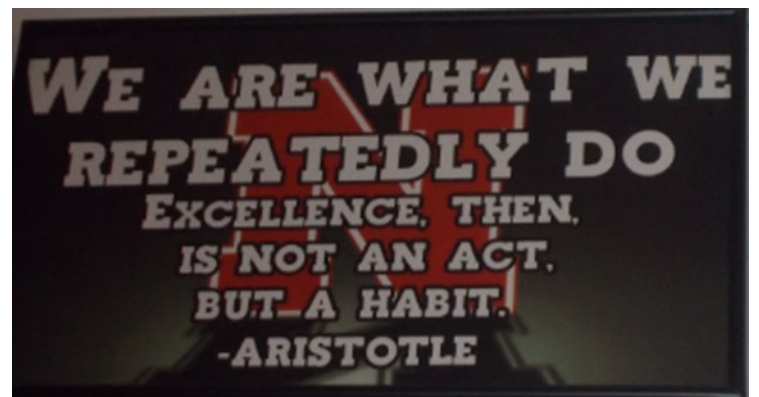
## Famous People born in February

John Travolta  
Babe Ruth  
Jennifer Love Hewitt  
Charles Dickens  
James Dean  
Presidents Washington, Lincoln, Reagan  
Galileo Galilei

Black History Month  
Feed the Birds Month  
Avocado and Banana month  
Valentine’s Day  
Library Lover’s Month  
National Chocolate Lover’s Month  
Super Bowl Sunday



*January UNOPA/UADD Meeting Pictures*





*Nominations for 2014-2015 UNOPA Officers*

President's Theme: "Stepping Up & Stepping Out...Making  
UNL a friendlier place."

As a member of UNOPA, you can help chart the future of this organization by nominating someone to run for an officer position for the 2014-2015 year. Those who are elected will take office July 1, 2014, and serve until June 30, 2015. Only Active members of UNOPA may run for office and only Active and Retired members may vote. But any member may nominate an eligible individual for office. If you are an Active member and would like to be an officer, please nominate yourself.

Please take a few minutes to read the UNOPA officer duty descriptions that are on the UNOPA website <http://unopa.unl.edu/membership/officers.shtml>. Consider your strengths; take a look at the strengths of people you know. Challenge yourself. Grow in your profession. Get involved. If you, or someone you know has the ability to fulfill one of the UNOPA officer positions, please fill in the nomination form and send it in. You can nominate several people for each office.

If you have any questions about officer positions, you can contact the current officers:

Mary Klucas, President  
Jane Schneider, President Elect  
Alycia Libolt, Recording Secretary  
Breana Garretson, Corresponding Secretary  
Jaime Long, Treasurer

We do not accept nominations for or vote directly for President as the President-Elect is elevated to President the following year

Nomination forms are due by Friday, January 31, 2014.



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## Flat Vase for Sale

-UNOPA's 50<sup>th</sup> Anniversary Celebration Committee

Those who attended UNOPA's 50<sup>th</sup> 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](mailto:mtintera@UNL.edu)) if you have any questions.



# “All Makes Newsletter had “Ten Shareworthy Links”

Submitted by - Lorraine Moon

## Ways To Improve Your Body Language

[http://www.inc.com/jeff-haden/8-powerful-ways-to-improve-your-body-language.html?  
utm\\_source=2013+January+Client+In+The+Know&utm\\_campaign=February+In+The+Know&utm\\_medium=email](http://www.inc.com/jeff-haden/8-powerful-ways-to-improve-your-body-language.html?utm_source=2013+January+Client+In+The+Know&utm_campaign=February+In+The+Know&utm_medium=email)

## How to Eat for All-Day Energy

[http://www.inc.com/jessica-stillman/how-to-eat-for-all-day-energy.html?  
utm\\_source=2013+January+Client+In+The+Know&utm\\_campaign=February+In+The+Know&utm\\_medium=email](http://www.inc.com/jessica-stillman/how-to-eat-for-all-day-energy.html?utm_source=2013+January+Client+In+The+Know&utm_campaign=February+In+The+Know&utm_medium=email)

## 20 Tips For A Positive New Year

[http://www.pickthebrain.com/blog/20-tips-for-a-positive-new-year/?  
utm\\_source=2013+January+Client+In+The+Know&utm\\_campaign=February+In+The+Know&utm\\_medium=email](http://www.pickthebrain.com/blog/20-tips-for-a-positive-new-year/?utm_source=2013+January+Client+In+The+Know&utm_campaign=February+In+The+Know&utm_medium=email)

## 8 Essential Online Tools For Getting Work Done

[http://www.fastcompany.com/3023367/8-essential-online-tools-for-getting-more-work-done?  
utm\\_source=2013+January+Client+In+The+Know&utm\\_campaign=February+In+The+Know&utm\\_medium=email](http://www.fastcompany.com/3023367/8-essential-online-tools-for-getting-more-work-done?utm_source=2013+January+Client+In+The+Know&utm_campaign=February+In+The+Know&utm_medium=email)

## How to Never Lose Your Keys Again

[http://finance.yahoo.com/blogs/power-pitch/start-scores-millions-help-keys-123347947.html?  
utm\\_source=2013+January+Client+In+The+Know&utm\\_campaign=February+In+The+Know&utm\\_medium=email](http://finance.yahoo.com/blogs/power-pitch/start-scores-millions-help-keys-123347947.html?utm_source=2013+January+Client+In+The+Know&utm_campaign=February+In+The+Know&utm_medium=email)

## 5 Ways to Get a Confidence Boost

[http://www.inc.com/jeff-haden/5-ways-to-instantly-boost-your-confidence.html?  
utm\\_source=2013+January+Client+In+The+Know&utm\\_campaign=February+In+The+Know&utm\\_medium=email](http://www.inc.com/jeff-haden/5-ways-to-instantly-boost-your-confidence.html?utm_source=2013+January+Client+In+The+Know&utm_campaign=February+In+The+Know&utm_medium=email)

## 10 Things Extraordinary People Say Every Day

[http://smallbusiness.yahoo.com/advisor/10-things-extraordinary-people-say-every-day-181728415.html?  
utm\\_source=2013+January+Client+In+The+Know&utm\\_campaign=February+In+The+Know&utm\\_medium=email](http://smallbusiness.yahoo.com/advisor/10-things-extraordinary-people-say-every-day-181728415.html?utm_source=2013+January+Client+In+The+Know&utm_campaign=February+In+The+Know&utm_medium=email)

## 3 Habits You Need To Break Now

[http://www.inc.com/austin-allison/break-these-habits-to-reach-your-best-customers.html?  
utm\\_source=2013+January+Client+In+The+Know&utm\\_campaign=February+In+The+Know&utm\\_medium=email](http://www.inc.com/austin-allison/break-these-habits-to-reach-your-best-customers.html?utm_source=2013+January+Client+In+The+Know&utm_campaign=February+In+The+Know&utm_medium=email)

## How To Stay Focused In An Open Office

[http://www.fastcompany.com/3023443/leadership-now/how-to-stay-focused-in-an-open-office?  
utm\\_source=2013+January+Client+In+The+Know&utm\\_campaign=February+In+The+Know&utm\\_medium=email](http://www.fastcompany.com/3023443/leadership-now/how-to-stay-focused-in-an-open-office?utm_source=2013+January+Client+In+The+Know&utm_campaign=February+In+The+Know&utm_medium=email)

## 7 Ways to Make 2014 the Best Year You've Ever Had

[http://www.inc.com/kevin-daum/7-ways-to-make-2014-the-best-year-youve-ever-had.html?  
utm\\_source=2013+January+Client+In+The+Know&utm\\_campaign=February+In+The+Know&utm\\_medium=email](http://www.inc.com/kevin-daum/7-ways-to-make-2014-the-best-year-youve-ever-had.html?utm_source=2013+January+Client+In+The+Know&utm_campaign=February+In+The+Know&utm_medium=email)



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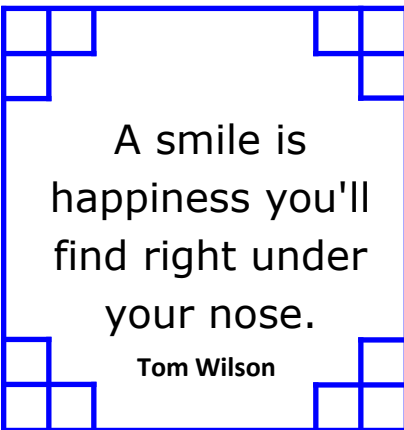
Rebecca Waldman –  
Coeditor  
rwaldman2@unl.edu

## Rose Frolik Award – Nominations Due February 28, 2014

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.

Information on nominating someone for this award can be found on the UNOPA website.

Please send nominations to: Jan Wassenberg, 110 Mussehl Hall, 0720 by February 28, 2014



..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.



Smiling is infectious,  
You can catch it like the flu.  
Someone smiled at me today,  
And I started smiling too.  
-Author Unknown

