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From the President

Please note that the nominating committee will be gearing up soon to nominate people for UNOPA Offices. They are looking for UNOPA members to be on their committee as well as asking us all to look at being an officer.

I have had nothing but fun as UNOPA President this year, and I challenge all of you that haven't been an officer before to think about becoming an officer in our organization. There are many things to do but all of the nice people working hard at making UNOPA run smoothly and working on UNOPA's mission of providing professional development activities, makes the work seem easy and fun.

The descriptions of each office and the duties they are responsible for are shown in our Bylaws. You can view them on our website.

Please consider becoming a leader in UNOPA. What you will receive out of giving your time is amazing. It is really something that helps your professional growth.

I hope that you all have a wonderful holiday season!

Jane

More details at: <http://go.unl.edu/g6c9>



Jane Schneider

Carson, Waller win 2014 UNOPA Awards

In case you missed the Awards Luncheon on Nov. 11, here are the winners of the UNOPA Awards for 2014:

The Floyd S. Oldt Silver Pen Award was presented to Diane Carson, Office Assistant, Child, Youth and Family Studies.

The Silver Pen Award honors office/service employees who have demonstrated superior performance while employed at UNL and who have made significant contributions to the University community. The recipient receives a \$600 cash award, an engraved A.T. Cross Silver Pen, a framed certificate, and a one-year UNOPA membership.



Diane Carson was nominated by Cheryl Wemhoff. The nominator and other letters of support commented that "The nominee is a role model for what other University employees should strive to be. This individual is the most conscientious person I have ever been blessed to work with. The nominee's work ethic is above and beyond anything out there. I know the rest of our department would say the same, because they've said it before. In the office, or in life, you will want this nominee on your team!"

Congratulations to Diane Carson.

UNOPA also announced Steven Waller as the 2014 Floyd S. Oldt Boss of the Year winner.

Steven Waller, Dean, College of Agriculture and Natural Resources (CASNR), was presented the UNOPA Boss of the Year Award at the 34th annual boss's luncheon on November 11, 2014. He was nominated by Karen Jackson, Diane Wasser and Carol Wusk. Some comments made by the nominators and letters of support were: "Dedicated, driven, and optimistic are just a few words used to describe the nominee. The nominee is genuine and is extremely passionate about how they can make an impact and leave the world just a little bit better than the way they found it. He believes that "team work" is the best leadership policy. Starting the Program "Caring Attitudes and Respect for Every Student" is just one of the many things this nominee has done for the students" in CASNR." Dr. Waller was presented a \$500 cash award, an engraved plaque, and one-year UNOPA membership.

Other nominees for this award were: Michael Zeleny, Office of Research and Economic Development.

Barb Homer and Jane Schneider also were presented with plaques for PSP and Dean Marjorie Kostelnik of the College of Education and Human Sciences received the NEOPA Administrator of the Year award.

Congratulations to the award winners and all of the nominees.

Giving Tree donations due next week

This year UNOPA's Giving Tree recipient will be St. Monica's Behavioral Health Services for Women. St. Monica's is a behavioral health treatment organization dedicated to serving women who are diagnosed with substance abuse and/or co-existing mental health issues. Their clients change daily, but they generally have about 45 women in residential treatment, another 45 in outpatient treatment or community support and 10 children living with their moms in the Project Mother & Child house at any given time.

Please bring your unwrapped items to the general meeting Tuesday, Dec. 9 or drop them off at one of these locations before 5 p.m. on Thursday, Dec. 11.

Mikayla Tegler
127 Love Library South
City Campus 4108

Jan Wassenberg
110 Mussehl Hall
East Campus 0720

Diane Wasser
103 Agricultural Hall
East Campus 0702



St. Monica's

List of Suggested Items:

- Scarves, gloves, hats for winter
- Clear water bottles with lids – 16 ounces or larger
- Journals and pens
- Fleece throws
- Socks or slippers
- Inexpensive jewelry
- Shampoo, conditioner, body wash, body lotion – 16 ounce bottles preferred (these are included in kits they give to new clients)
- Other basics such as deodorant, razors, toilet paper, toothbrushes and toothpaste
- Diapers (all sizes) and infant formula
- Towel and washcloth sets
- Feminine sanitary supplies
- Economy size powdered laundry detergent
- Board games
- Art therapy supplies (yarn, knitting needles, crochet hooks, paint, brushes, markers, canvases, paper, embellishments, stamps, stickers, glitter, pipe cleaners, tissue paper, beads, wire and clasps, glue, ziploc bags, mirrors, scissors, rulers and anything else you can think of!)

Please note St. Monica's cannot accept any items containing alcohol, such as hand sanitizer or nail polish remover, or any used cloth items (clothing, towels, etc.). For donations of a religious nature, they are happy to make those available to women who would like them, but as a 501(c)3 they don't give out such items unless they are requested.

UNOPA is excited to be donating items to an organization that is inclusive and focuses on empowering women to change their lives for the better!

Please contact Mikayla Tegler (mtegler2@unl.edu) if you have any questions or if you would like to volunteer to help take items to St. Monica's the afternoon of Friday, December 12th.

For more information about St. Monica's, please visit: <http://www.stmonicas.com/>.

More details at: <http://go.unl.edu/b7cy>

"Soup Pot" Arrives at UNOPA on December 9

This year, NEOPA is cooking up the best SOUP ever and we need the help of all members. I hope you have all had the opportunity to read, or start reading, Jon Gordon's book – SOUP. As Jon states on page 96: "We need to get back to basics and remember that it is the relationship that is the ingredient and foundation for great families, great teams, and great organizations...We must invest in each other and in building relationships." And, this is exactly what we are trying to do with the NEOPA Soup Pot.

As a way to work together to cultivate relationships, a soup pot will be shared with all local associations during the year. Each association is asked to add "ingredients" to the pot when it is in your hands. Ingredients can be utensils, noodles, dry soup mix, soup bowls, soup spoons, hot pads, recipes, etc. – things and ingredients to make soup. By April, the results of our efforts will not only include new relationships, but we will also have collected everything it takes to make great soup. The soup pot and ingredients will then be raffled off at the North Central Area Professional Development Days/NEOPA Spring Conference.

The Soup Pot Kick-off was at the NEOPA Fall Workshop in Wayne. You are invited to add your special touches to the soup. The soup pot will be at the UNOPA meeting on December 9. Please bring your items to the meeting.

Jane

More details at: <http://go.unl.edu/iz4a>

January UNOPA/UAAD Joint Meeting

The combined UNOPA/UAAD meeting will be held January 13, 2015 at the East Campus Union and the featured speakers are from Backyard Farmer.

Did you know that Backyard Farmer has been helping gardeners solve their landscape problems since 1953? BYF is the longest running locally produced educational program in broadcast history.

UNL Extension Landscape Horticulture Specialist Kim Todd and a number of other expert panel members will be available; so please come join us and be prepared with your Lawn & Garden questions.

A registration form will be available soon.

Jane

More details at: <http://go.unl.edu/sa0i>

Professional Standards Program

The continuing education of educational office professionals is essential to cope with rapidly changing conditions in the profession.

The National Association of Educational Office Professionals (NAEOP) provides the opportunity for members to enhance their professional competencies through academic programs, conferences, and institutes. These incentive activities enable the members to take progressive steps to their desired professional growth level.

Successful completion of a NAEOP approved program qualifies the member for one or more Professional Standards Program certificates.

If you are interested in obtaining your certification in the Professional Standards Program, there are two sessions planned to help you get your paperwork in order:

Thursday, December 11, Anytime between 11:00 AM & 1:00 PM
Seaton Hall, Room 206 on City Campus.

Monday, December 15, Anytime between 11:00 AM & 1:00 PM
Seaton Hall, Room 206 on City Campus.

You can come any time during those times and bring a sack lunch. Let me know if you would like to attend.

Thanks - Jane, 2-8670, jane.schneider@unl.edu

More details at: <http://naeop.org>

Two brown-bag sessions for Spring 2015 are scheduled

We are pleased to let you know that there are two brown-bag sessions for Spring 2015 scheduled:

Wednesday, February 18, Noon - 1 p.m. at the Jackie Gaughan Multicultural Center.

SPEAKER: Mark Robertson, Emergency Preparedness Coordinator

DESCRIPTION: Creator of the "Really Obvious" video series about emergency preparedness reminders to the campus. Mark won the Nebraska Emergency Management Agency award for his work on the animated short videos and we'll learn about emergency preparedness.

Wednesday, April 22, Noon - 1 p.m. at the Nebraska Union

SPEAKER: Helen Fagan, Leadership and Diversity Scholar and Practitioner

TITLE: "Who You Are is the Best Part of What YOU Do!"

DESCRIPTION: This presentation we will look at the uniqueness each person brings into the workplace, and how these diversity of differences is the best part of creating synergy. Guaranteed to be different than any other diversity presentation you've ever heard!

BIO: Helen Fagan has a BA in Human Resource Management and Economics from University of Nebraska in 1996, and an MA in Management with emphasis in Leadership from Doane College in 2008. Helen also studied International Economics and British Political Economy at Oxford University. She recently finished her Ph.D. in Human Sciences with emphasis in Leadership Studies at UNL. She has over 25 years experience in the Human Resource Field and has worked in many areas of the HR Field including Training, Benefits, Payroll, Recruitment and Diversity. Helen became a Certified Diversity Trainer through the Society for Human Resource Management in 2001 and qualified for administering the Intercultural Development Inventory in 2006.

She has been an active member of the Lincoln community. She is a Fellow of Leadership Lincoln and a former Board member of Clinic with a Heart Board, YWCA, Food Bank of Lincoln, Lincoln Journal Star Diversity Council, Lincoln/Lancaster County Women's Commission, Child Guidance Center Board, and Adult Basic Education Advisory Board at Southeast Community College. Helen was instrumental in the development of the Interpreter Training Program at SCC, and has helped address employment and healthcare needs of refugees and immigrants by her involvement in our community.

In 2000, Helen became the first ever Diversity Coordinator for Bryan Health System. Helen created a nationally recognized hospital diversity initiative. In 2007, Helen resigned her full-time position due to health reasons and began teaching part time at Bryan College of Health Sciences and co-facilitating the Leading Edge at Doane College.

While Helen's life has been filled with challenges, and changes, Helen has used her experiences to help others. From her first volunteer role as the Ombudsman for the USS Raleigh, which she received a Letter of Commendation from the Admiral of the Navy, to her efforts in helping Bryan Health System's nurses from the Philippines learn how to live successful lives in the United States, to helping refugees settle in Lincoln; Helen has been a dedicated friend to many.

Because of her work and dedication, she was one of the recipients of the 2001 KZUM Cultural Awareness Award, in 2002 was recognized by Lincoln Journal Star as one of twenty Leaders under age 40 whose work was positively impacting Lincoln. Then, Mayor Coleen Seng gave Helen a 'Key-to-the-City' in January 2004, before Helen's keynote address at the Martin Luther King, Jr. breakfast. This was to honor Helen for her work and commitment to make the dream of Dr. King come true for all people. And in October 2005, Helen was awarded the Prestigious YWCA Tribute to Women Award for her dedication to eliminating the barriers for refugees and immigrants to gain access to quality healthcare. Most recently Helen has been recognized for her outstanding teaching by the UNL Parent Association for (2012 & 2013), and by the UNL College of Ag and Natural Resources (2013); and she has also been recognized for her outstanding service by the Doane College Alumni Association (2013). Most recently Helen was recognized as Professor-of-the-Month at University of Nebraska-Lincoln.

Helen shares her expertise and experiences openly with others. She has helped several local and national organizations launch or enhance their diversity efforts, making her a sought after consultant and speaker. But were you to ask Helen what her passion is, she'd tell you it's her faith and her family.

Registrations forms will be available in January.

More details at: <http://go.unl.edu/95z0>

Labels for Education

This is a reminder that UNOPA is participating in the "Labels for Education" program.

We will continue collecting UPC labels located on box tops, soup can labels and many other products. The labels go toward supporting local schools.

If you would like to participate, labels can be turned in at our general meetings. We'll have a box outside the meeting room each month. We would like to encourage members to advertise this collection in their individual work areas by sending an email to their co-workers, putting up signs, and placing a collection box in a prominent location.

Marcy Tintera kindly offered to help with the outreach project by picking them up after each meeting. Marcy also said they can be sent to her office, 14D Law, East Campus (0904).

You can learn more about the program at: <http://www.labelsforeducation.com/>

Thanks for participating, let me know if you have questions.

Jane Schneider

More details at: <http://www.labelsforeducation.com/About-the-Program>

NEOPA Fund Raiser Reminder - Dec. 5 last day to order

For those of you that took packets at the November 11 general meeting and/or want to order pasta to assist NEOPA with their fund raising goal, please note that the last day to order is December 5.

If you have any questions, please feel free to contact Linda Luedtke, 402-435-4752 Home phone, lluedtke1@gmail.com, address: 5316 Mission Ln, Lincoln, NE 68521.

More details at: <http://www.funpastafundraising.com/shop/neopa>

NEOPA Spring Conference

NEOPA is looking forward to hosting the first North Central Area Professional Development Days with the newly merged states on April 24 and 25, 2015, in Lincoln, Nebraska! All NAEOP members – and potential members – in the area are invited to join us. We plan to offer 15 hours of workshop sessions, along with a track for education credit for those of you who are working on your PSP. The schedule for the conference, along with the topics and speakers, will be announced in the next few weeks.

The site of the conference will be the Grand Manse, which previously was the old Federal Building. Construction began in the 1870s and several additions and renovations were made until the 1930s. It was used as federal offices until the 1960s. It also housed the Federal Courtroom where our opening session will be held. The building has been beautifully maintained. The Wounded Knee Trials in 1973 were the last trials held here. So, come for a piece of history, as well as workshop sessions of today's best practices.

Mary Guest, 2014-2015 NEOPA President

More details at: <http://go.unl.edu/zmi3>