

June 2014

2004 UNOPA Brochure

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

"2004 UNOPA Brochure" (2014). *UNOPA Documents and Publications*. 175.
<http://digitalcommons.unl.edu/unopadocs/175>

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 Documents and Publications by an authorized administrator of DigitalCommons@University of Nebraska - Lincoln.

UNOPA

University of Nebraska Office Personnel Association



www.unl.edu/unopa

UNIVERSITY OF
Nebraska
Lincoln

Professional Standards Program (PSP)

PSP, a voluntary certification program based on experience, education, and professional activities, was established by NAEOP to encourage educational office personnel to continue to grow professionally and to cope with the rapidly changing conditions in the profession. PSP has a series of levels through which an enrollee can attain an achievement certificate for one or more of the levels. Enrollment in this program can be at any level and at any time.

Affiliation

UNOPA is affiliated with the Nebraska Educational Office Professional Association (NEOPA) and with the National Association of Educational Office Professionals (NAEOP). Membership in these affiliations is encouraged and helps to broaden the networking and professional growth of members.

Recognition

Awards for outstanding service include:

- * Rose Frolik Award (President Emeritus)
- * Floyd S. Oldt Boss of the Year Award
- * Floyd S. Oldt Outstanding Staff Award
- * Floyd S. Oldt Silver Pen Award

Representation

UNOPA members represent office/service employees on many University committees including (but not limited to):

- * Campus Parking Advisory
- * Campus Police Advisory
- * Campus Safety
- * Campus Security Advisory
- * Employee Assistance Advisory
- * Human Rights
- * Parking Appeals
- * Recycling Advisory
- * Sue Tidball Award
- * UNL Fringe Benefits
- * U-Wide Fringe Benefits (all campuses)
- * Chancellor's Commission on the Status of Women

**University of Nebraska
Office Personnel
Association**

Membership Application
(Membership year — July 1 to June 30)

Name _____
 Campus Address _____
 Campus ZIP _____ Campus Phone _____
 Department _____
 Title _____
 Email Address _____

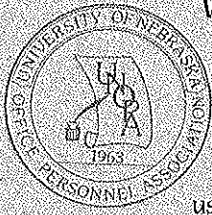
Please make checks payable to UNOPA
 Please reply to: UNOPA Membership Director

PO Box 880541
 Lincoln, NE 68588-0541

Type of Membership Desired (please check one)

Active (new)	\$ 900
Active (renewal)	\$ 900
Associate	\$ 900
Retired	\$ 500
Life	\$2000.00

(UNOPA Member Referred by)



Welcome

Welcome to the University of Nebraska Office Personnel Association! We are glad you have taken a few minutes to look at our organization and to consider joining us in our various activities.

UNOPA is a University-sponsored organization representing the office employees of the University of Nebraska-Lincoln. Our main purpose is to provide opportunities for professional growth and to promote high professional standards for our membership.

UNOPA is also a great way to get acquainted with other University staff members and to learn more about the University community as a whole.

A recent UNOPA survey indicates that UNOPA members have a higher retention rate at the University of Nebraska-Lincoln than nonmembers. Although membership is just one variable, it indicates that membership in UNOPA may help increase job satisfaction and professionalism.

General membership meetings are held over lunch on the second Tuesday of the month, September through May. Professional development workshops and seminars are held at various times during the year and your membership dues allow you to attend these events without charge or at a reduced rate.

Other opportunities include serving on UNOPA committees, serving on University-wide committees and participating in the Professional Standards Program. Membership in the Nebraska Educational Office Professional Association (NEOPA) and the National Association of Educational Office Professionals (NAEOP) is also available.

Please join us! UNOPA is fun, educational, professional, entertaining, a great way to meet people, and, most of all, a great opportunity for personal growth.

Welcome to UNOPA!

Support from the Top

"The continuing professional development of our support staff is a critical component of our success as Nebraska's Land-Grant and state university. The University of Nebraska Office Personnel Association has a long and productive history of providing such development opportunities to our staff. This will be increasingly important as we work to enhance the quality of the University."

Harvey Perlman
Chancellor
University of Nebraska-Lincoln

Objectives

In January of 1963, UNOPA was founded upon these objectives:

- ◇ To encourage educational personnel to continue in their professional growth through the National Professional Standards Program (PSP), sponsoring workshops for both members and nonmembers, and promoting participation in the Nebraska Educational Office Professionals Association (NEOPA) and the National Association of Educational Office Professionals (NAEOP).
- ◇ To identify employee concerns, especially those that affect the office/service classifications, and to work within the University system to meet those concerns.
- ◇ To encourage all members to interact with and learn from one another through mentoring programs, classes, and workshops, to serve on various University or UNOPA committees, and to develop leadership skills by heading committees and serving as officers of the Association.
- ◇ To encourage all members to broaden their understanding of the University of Nebraska, its goals and functions, and the relationship between the University and the community.

Attendance

The Chancellor supports administrative leave being granted for attendance of UNOPA activities and committee meetings, with approval from your immediate supervisor.

Membership

Membership is open to persons interested in promoting the objectives of the Association. UNOPA has five classifications of membership:

- 1) Active Members—office personnel in the educational system of the University of Nebraska. They are entitled to vote, hold office and participate in all activities of the Association.
- 2) Associate Members—persons who are interested in advancing the objectives of the organization but who are not eligible to be active members. They pay dues and have the rights and privileges of active members except those of voting and holding office.
- 3) Retired Members—retired UNOPA members who desire to keep in touch with the Association and the University community. They have the right to vote and may serve on committees.
- 4) Life Members—active members who have paid life membership dues. They have the same rights and privileges as active members.
- 5) Honorary Members—individuals who have made significant contributions to the growth of UNOPA, its members and office/service employees, and are conferred with the approval and majority vote of the Executive Board. They do not pay dues yet are entitled to all the privileges of active members with the exception of the right to vote and the right to hold office.

Communication

UNOPA NOTES, the monthly newsletter, keeps our membership informed by offering communication about the calendar of events, membership information, meeting topics, professional growth articles and activities, and minutes of the last meeting.

Please visit our Web site at www.unl.edu/unopa for the latest news, meeting schedules, information updates and much more.

Information

Consult the yellow pages of the UNL Centrex for current UNOPA officers. We will be happy to answer your questions.

