

2018

UNOPA Notes, April 2018

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UNOPA NOTES

University of Nebraska Office Professionals Association

"Soaring to New Heights"

April 2018



President's Message

Greetings!

Wow! The time has come to write my final message. I have thoroughly enjoyed serving as your 2017-18 president and am humbled and appreciative of the opportunity given me to lead this organization. I have learned and grown so much and met some wonderful friends. I am very proud of myself for "stepping out" of my comfort zone. This was something I did not think I could

or would ever do, but it has certainly been one of the most rewarding and fulfilling experiences of my entire professional career!

My theme this year was UNOPA - "Soaring to New Height!" and I think the board did just that. I would like to highlight some of the board's accomplishments: 1) An Ad-Hoc Committee with UAAD was formed for the potential of having a unified voice organization for staff at UNL, and I am sure these discussions will continue in the near future; 2) approved to pay \$300 for any active member who attended the 2018 National Conference from the Bradley Munn Foundation Fund; 3) revised the Bylaws and Standing Rules; 4) did a community service project to help Feed the Kids at the F Street Recreation Facility; and 5) approved to offer our members and guests a discounted charge at the Rose Frolik luncheon.

I do hope you plan to attend our final general membership meeting on Tuesday, May 8, at the Nebraska Union where Donna Bode will be installed as the 2018-2019 president. I know Donna is going to be a great leader and I look forward to seeing what is in store for UNOPA next year.

What a wonderful Rose Frolik Award, Past Presidents and Retirees meeting and luncheon we had last month! The Outreach Committee did a wonderful job with selecting the menu and with decorations. It was great to see some of the past presidents and also my dear friend, Lynn DeShon, who recently retired again. Congratulations, Alycia Harden, upon receiving the Rose Frolik Award! Very well deserved.

(president's message continued on next page)

UNOPA's Mission

Education is the birthright of every person. We as members of the University of Nebraska Office Professionals Association pledge ourselves to safeguard that right. We acknowledge the unique role of educational office professionals and the importance of their contributions to the university and the community. 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.

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(president's message continued)

On April 7, Kelsey Sims, Mari Greer, Mikki Sandin, Jan Wassenberg and I met at the F Street Recreation Facility to volunteer to help feed the kids a meal. This was UNOPA's community service project. We had a great time, and to see the kid's smiles on their faces, was priceless. Even though our commitment to volunteer was only for April and May, if you are ever interested in helping out, please go on their Facebook page and sign up.

Again, it has been an honor to serve as your president! I leave you with this quote:

"Every new beginning comes from some other beginning's end!"

Have a wonderful summer!

Barbara Homer
2017-18 UNOPA President



Feed the Kids at the F Street Community Center

For UNOPA's community service project, members would volunteer to help feed the Kids at the F Street Community Center the first Saturday of the month in April or May. On April 7, Mari Greer, Mikki Sandin, Jan Wassenberg, Barbara Homer, and Kelsey Sims volunteered their time to help with feeding the kids. We enjoyed serving the kids and they appreciated the meal.

If you are interested in helping out on the weekends, click on the following link to sign up:

We Can Do This. We Feed The Kids At F Street Community Center Every Weekend

MARK YOUR CALENDARS!

May 8 – General Membership Meeting
May 30 – Secret Friends Reveal Party @ Cracker Barrel
June 12 – UNOPA Board Transition Meeting
June TBD – Summer Social
July 16-20 – NAEOP Annual Conference and Institute
in Bloomington, MN

Let's Celebrate some Birthdays!

Sara Luther – May 9
Mari Greer – May 11
Christine Weitzel – May 13
Mary Klucas – May 17
Judy Anderson – May 18
Andrea Schwartz – May 21
Edie Schleiger – May 30
LeAnn Frobom – May 31

Lorraine Moon – June 3
Kathy Bennetch – June 4
Jeanne Bonnett – June 4
Cindy Hornung – June 7
Jane Schneider – June 9
Michelle Jacobs – June 10
Rebecca Waldman – June 11
Donna Bode – June 17
Debbie Hendricks – June 20
Beth Zager – June 22

Tricia Liedle – July 9
Jennifer Haley – July 12
Marlene Pyatt – July 12
Marsha Yelden – July 16
Marcy Tintera – July 18
Katherine Schwartzman – July 21



UNOPA General Membership Meeting

Installation of Newly Elected Officers

May 8, 2018 – 11:45 am-1:00 pm
Nebraska Union – Colonial Room

Please plan to attend UNOPA's General Membership Meeting and installation of the newly elected officers. Donna Bode will be installed as president, Kelsey Sims as president-elect, Alycia Harden as corresponding secretary, Lori Sorto as recording secretary and Jaime Long as treasurer. Committee directors and co-directors will also be announced.

This is a brown-bag luncheon, so please bring your lunch with you.

Register today at <https://unopamaymeeting.eventbrite.com>



Are you pursuing your Professional Standards Program Certification? Would you like to earn more education credits?

Have we got a deal for you!

NEOPA is offering the **Star Achievement Series** which includes:

- 30 hours of education credit towards PSP certification
- Four 7.5 hour sessions—held on Saturdays
- Starts in September 2018 through March 2019
- You can either participate as a facilitator or as a participant

The Basics of Star has four themes:

- **Attitude:** Be a Star Achiever
- **Skill:** Star Achieving Techniques
- **Teamwork:** Building a Star Partnership
- **Strategy:** Reaching Stardom

Cost is: \$100 for participant

If interested or have questions, contact Carol Bom, carol.bom@nebraska.gov.

The Rose Frolik Award presented to Alycia Harden

The Rose Frolik Award was presented at the University of Nebraska Office Professionals luncheon on April 10, 2018. This year's award winner was Alycia Harden, senior budget/financial analyst in the College of Arts and Sciences. She was nominated by Alecia Kimbrough.



The nominator and other letters of support commented that *"Alycia has impeccable skills and knowledge to complete duties with resolve and vigor, and the work is completed with enthusiasm and kindness. Alycia is extremely committed to her service to UNOPA and has served in many roles over the past seven years. Alycia devotes energy to growing professionally and encourages others to do so as well."* **Congratulations, Alycia!**

The 18 Past Presidents and a current retiree, Lynn DeShon, were also recognized and presented with chrysanthemum plants.

To learn more about UNOPA and the Rose Frolik award, please visit: unopa.unl.edu.



Considering attending the National Conference? Possible funding assistance is available so you can!

The National Association of Educational Office Professionals (NAEOP) will hold its annual conference in Bloomington, MN, July 16-20, 2018. It will be hosted by the North Central Area which includes Nebraska.

In past years, funding assistance for the attendees has been provided by the Chancellor's office and matched by UNOPA. However, due to current budget restraints, those funds will not be available this year.

Here is the good news! The UNOPA Board stepped up to support their members wanting to attend the conference by approving the opportunity to submit a request for reimbursement for \$300 from the Bradley Munn Foundation Fund. Normally, there is a \$100 reimbursement limit. These funds can only be used to reimburse you for travel and other expenses, but cannot be used towards the conference registration fee. Normal requirements apply as far as submitting receipts and all stipend requests must be sent to me **no later than August 15, 2018**.

However, members may only apply for Foundation stipends every other year. For example, if you apply for Foundation funds in 2018, you will not be eligible to receive another stipend until 2020.

If you have any questions, please feel free to contact me at 402-472-3305 or via email at pliedle@nebraska.edu.

Tricia Liedle
UNOPA Past President 2017-18



2018 CONFERENCE

NAEOP ANNUAL CONFERENCE AND INSTITUTE BLOOMINGTON, MN JULY 16-20, 2018

The North Central Area Members are looking forward to seeing you at the 84th Annual NAEOP Conference and Institute in Bloomington, Minnesota, this summer. Information about the conference was provided to you in the winter issue of the *NES Connector* and is also available on the website.

The conference hotel is the DoubleTree by Hilton, which is the same hotel where the 2009 NAEOP Conference and Institute was held. Reservations can be made by using the personalized group webpage at <http://doubletree.hilton.com/en/dt/groups/personalized/M/MSPBSDT-NAE-20180707/index.jhtml>. Room rates are \$135 for single and double, \$145 for triple and \$155 for quad. The hotel deadline is June 20, 2018.

Many of you have already sent in your conference registration. If you haven't, we encourage you to register now. The early bird registration deadline is May 15, 2018. In order to be listed in the annual report, you must register by May 15. After May 15, the registration fee increases. Registration and conference information can be found on the NAEOP website, www.naeop.org, under the Events tab. Registration fees are listed on p. 16 in the winter issue of the *NES Connector*.

The institute and conference are packed full of professional learning opportunities, business meetings and fun activities for everyone. Come join us in Bloomington and "Accept the Challenge - Become the Difference!"

If you have questions regarding the conference, email the 2018 NAEOP Annual Conference Chairman, Theresa Coté at: tcote@ksde.org





Hello Monday Motivators!

I hope your weekend involved some fun! During this month, I have had several business trips to conduct training onsite. I'm not sure if you know that 80% of my work is onsite training for administrative office professionals, so I do a lot of traveling. In fact, 100% of my clients are out of state. From this point forward, I will be traveling extensively through September.

While traveling gets old after a while and is tiring, I love what I learn when I go on site into an organization. I see employees in action in their environments. I meet executives and have great discussions. Observing administrative professionals at work is one of my greatest moments. When I'm facilitating a full-day workshop for assistant or executives about maximizing their assistant's time, I experience several aha moments. I've been doing this for 28 years and I never grow weary of learning, experiencing, and coming home feeling rewarded!

One thing I can tell you from working with top-notch organizations nationwide is that the bar is being raised for all employees across the board. Organizations are communicating that it is time to "step up your game" or you may not be in the game in months to come. I know this is hard on those of you who already contribute a great deal and truly are committed. Then we all know there are the slackers appearing to be doing work. But don't lose hope. As spring brings everything into bloom, this is your time to bloom. This spring, let your brightest colors show through (meaning all your talents) and be in full bloom.

Be a 'value added' employee

How much value would you say your work adds to the organization? Have you ever thought about it? Now more than ever, not only is every employee expected to pull his or her own weight, each person's work must add value to the organization. There are a number of ways to be what I call a "value added" partner. Here are a few that can help you earn the rewards and recognition you deserve:

1. Boost productivity. If you can think of ways to streamline your job (or the work processes in a department, for example), it'll improve overall productivity. That means more can be accomplished in less time – and management is sure to appreciate that.
2. Make money. Is there a profitable opportunity that your employer is not currently taking advantage of? Whether you are a manager or an assistant, if you are familiar with your business, you can often see ways to make money—perhaps by paying attention to competitors or watching trends. Speak up, or prepare a brief summary describing your idea. Profit-generating ideas are a sure-fire way to promote your value.
3. Save money. "A penny saved is a penny earned" applies to the workplace, as well. In what ways could you help save your employer money? Propose them.

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4. Be proactive. Ultimately, the best way to demonstrate your value is to show you don't have to be asked to do something. You do it because it makes sense – because it helps the business and your co-workers!

5. Go the extra mile. You will be noticed. Anyone can do what is expected, but not everyone can go the extra mile. Think of ways you can take that one extra step or add that one extra special touch.

Star Tip: Document your value-added efforts to ensure you reap the rewards over time. Share results with your leader as they occur, and then again at performance review time. Even if your organization has a salary freeze this year, keep doing your best. Trust me, it'll pay off!

Joan Burge

Our Honored Groups at the April General Membership Meeting



Rose Frolik Award Winners in Attendance

Back row, left to right: *Susan Thomas, Kathy Bennetch, Donelle Moormeier, Mari Greer, Mary Klucas, Mary Guest, Dora Dill*
Front row, left to right: *Linda Arnold, Lola Young, Sandy Lineberry, Alycia Harden, Barbara Homer, Nelvie Lienemann*



Retirees in Attendance

Linda Arnold, Kathy Bennetch, Lynn DeShon, Nelvie Lienemann, Dora Dill, Linda Luedtke, Jan Wassenberg, Pat Hust, Sandy Lineberry



Past Presidents in Attendance

Back row, l-r: *Linda Arnold, LaRita Lang, Roddy Spangler, Kathy Bennetch, Donelle Moormeier, Loraine Moon, Mari Greer, Mary Klucas, Edie Schleiger, Tricia Liedle, Cathy Robertson,, Mary Guest*
Front row, l-r: *Pat Hust, Lola Young, Sandy Lineberry, Jan Wassenberg, Marcia Rowley, Linda Luedtke*

UNOPA General Membership Meeting Minutes

April 10, 2018

11:45 a.m.-1:00 p.m.

East Campus Union, Great Plains Room

CALL TO ORDER

President Barbara Homer called the meeting to order at 12:00 p.m.

President Homer thanked Kelsey Sims for helping to put together the presentation slide show that was being played during the meal. President Homer thanked the Outreach Committee for following the theme of the President's charity, Lynette's Angels.

President Homer announced the information about her charity, Lynette's Angels, is on each table where one-half of the 50/50 drawing held each meeting goes to Lynette's Angels.

APPROVAL OF MINUTES

Minutes of the March 13, 2018 general membership meeting were emailed to the membership prior to the meeting. **Donna Bode moved: "I move to approve the minutes as presented." Motion seconded by Mary Klucas. Motion passed by a show of hands.**

OFFICER REPORTS

Treasurer's Report: The March 2018 Treasurer's report was emailed to the membership prior to the meeting. The report will be filed for audit.

UNL EMERITI & RETIREES ASSOCIATION

President Homer introduced our guests, Dr. Julie Johnson and Dr. Rita Kean who joined us to talk about the UNL Emeriti & Retirees Association. For a minimal charge, anyone who is retired can belong to this association.

COMMITTEE REPORTS

Bylaws/Nominating: President Homer reminded the members the voting is currently open for the proposed bylaws changes and will close on May 4th.

President Homer introduced the 2018-2019 elected officers: President Elect, Kelsey Sims; Recording Secretary, Lori Sorto; Corresponding Secretary, Alycia Harden; and Treasurer, Jaime Long.

UNOPA Notes: Judy Anderson displayed some members' baby pictures and we were to try and guess who they were. Later she revealed the answers from the April issue.

Ways and Means: Marla Nissan reported she needed two more volunteers to help work the parking lot for the April 21st game.

Outreach: Mikki Sandin announced the 50/50 drawing total amount collected was \$113.00; \$56.50 will be given to Lynette's Angels. Susan Wesely was the winner of \$56.50. Edie Schleiger won a door prize, a basket of office supplies and a Subway gift card, and Kay McClure-Kelly won a door prize, a Hobby Lobby gift card. Also the potted African Violets were won by a person at each table.

PROGRAM

LaRita Lang recognized the current retiree, Lynne DeShon, who was in attendance. Lynn received a chrysanthemum plant. LaRita introduced the 18 Past Presidents in attendance and presented them also with a chrysanthemum plant.

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LaRita Lang thanked the Rose Frolik Award judges even though we did not have to use them as she only received one nomination. Peggy Claget, Lincoln Public Schools; Kim Roberts, Home Real Estate and Chris Peterson, University of Nebraska at Omaha.

Sandy Lineberry had the honor of announcing the recipient of the Rose Frolik Award, Alycia Harden.

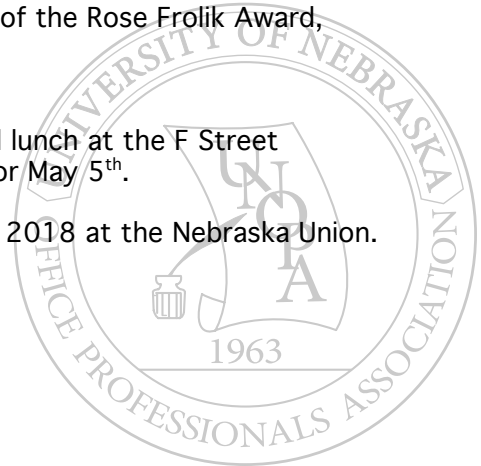
ANNOUNCEMENTS

President Homer thanked the volunteers who helped served lunch at the F Street Recreation Facility on April 7th. She still needs volunteers for May 5th.

The next meeting of the general membership will be May 8, 2018 at the Nebraska Union. Installation of the new board will be held.

President Homer adjourned the meeting at 12:32 p.m.

Submitted by Marsha Yelden, Recording Secretary



More pics from the April General Membership Meeting





University of Nebraska Office Professionals Association

Wishing you a Beautiful Summer!

