

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!

Spring is finally here! Anyway, it's supposed to be spring but it certainly doesn't feel like it.

Oh where oh where has the time gone; my presidency is almost over. I have enjoyed it immensely and have learned so much about the association and so much about myself and what I have been able to accomplish.

My message this month is to be kind to somebody today as you never know how your actions may affect others around you!

I don't know if any of you read this post on Facebook about a bookstore employee who had an encounter with a "little old lady" at the register. The employee was chatting with the lady and the lady was saying how much she loves the store and how she wishes she could spend more time in it but her husband was waiting in the car. Anyway, this college kid comes up in line behind her with a handful of textbooks and the lady turns around to him and, out of nowhere, demands that he puts his textbooks on the counter. The kid was confused and she explains that she's going to buy his textbooks. He is shocked and refuses and insists that she can't do that. It was like \$400. Then this tiny woman boldly takes them out of his hands and throws them on the counter and turns to the clerk with an intense stare and tells the clerk to put them on her bill! The student is practically in tears, confused, shocked and grateful. She then turns to him and says, "You need chocolate" and starts grabbing handfuls of chocolate and adding it to her pile. The student keeps asking her why is she doing this and she responds, "Do you like Harry Potter?" and throws a copy of the new book on the pile too.

Finally, the lady is done and the clerk rings her up for a crazy amount of money. She pays and while the clerk is bagging up the merchandise, the kid hugs her, and we're both telling her how amazing she is and what an awesome thing she's done. The lady turns to us and says probably one of the most profound, unscripted

(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)

things I've ever had someone say: "It's important to be kind. You can't know all the times that you've hurt people in tiny, significant ways. It's easy to be cruel without meaning to be. There's nothing you can do about that. But you can choose to be kind. Be kind."

The kid thanks the lady again and leaves, and the clerk again tells her how awesome she is. The lady says to the clerk: "My son is a homeless meth addict. I don't know what I did. I see that boy and I see the man my son could have been if someone had chosen to be kind to him at just the right time."

The moral of this story: being kind to someone, can make all the difference in one's life.

I do hope you are making plans to attend our special Rose Frolik, Past Presidents' & Retirees' Luncheon in April on East Campus where we will announce the Rose Frolik winner and recognize the past presidents and current retirees who are in attendance.

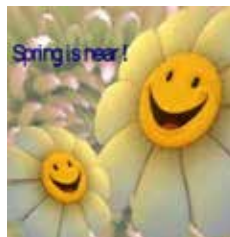
We will also be announcing the 2018-2019 elected officers.

On March 19, I attended the professional development brown bag, QPR Suicide Prevention Gatekeeper Program. Scott Stemper and Teri Effle were the presenters from Region V Systems. What an excellent workshop! I found out that I may be in the best possible position to prevent a suicide and QPR is designed to help save a life. QPR consists of three skills: Question .. a person about suicide; Persuade ... someone to get help and, Refer ... someone to the appropriate resources. QPR is intended to offer help through positive action.

It was shocking to hear that in Nebraska children 10-14 years old, suicide is the third leading cause of death and 15-24 years old, suicide was the second leading cause of death. Suicide is an impulsive act and is the most preventable, and suicide is not the problem. It's their solution. We have to be diligent and speak up if you think someone is depressed; it is a red flag. We all need to do our part.

Until next month, be kind to one another.

Barbara Homer
2017-18 UNOPA President



MARK YOUR CALENDARS!

April 3 – UNOPA Board Meeting @ 336 ADMN
April 10 – General Membership Meeting / Rose Frolik, Past President's & Retiree's Luncheon
April 13 – North Central Area Professional Development Day/NEOPA in Lincoln
April 13 – UAAD Professional Development Workshop
May 1 – UNOPA Board Meeting @ NIC
May 5 – University Undergraduate Commencement
May 8 – General Membership Meeting
July 16-20 – NAEOP Annual Conference and Institute in Bloomington, MN

Let's Celebrate April Birthdays!

Katie Ballue – April 10
Diane Wasser – April 11
Roddy Spangler – April 15
Linda Arnold – April 17



College of Journalism and Mass Communications Professor Gary Kebbel stands with President Barbara Homer after his very informative presentation on "How to Use Social Media to Engage Your Future Audience" at the March 13th General Meeting.

Happening This Month!

UNOPA General Membership Meeting

Rose Frolik Award, Past Presidents & Retirees Luncheon

April 10, 2018 – 11:45 am-1:00 pm
Nebraska East Union – Great Plains Room



The April general membership meeting is one of the UNOPA highlights of the year! In addition to presenting our annual Rose Frolik Award, we also welcome back many of our past presidents and retirees. It is always fun to get reacquainted with old friends!

The annual Rose Frolik Award was created to recognize a current UNOPA member who demonstrates the attributes of our 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.”

A delicious “Classic Italian” buffet will be offered and, thanks to the UNOPA board for subsidizing nearly half the cost, it will only be \$10.00 per person! The buffet will include chicken parmigiana, beef lasagna, garden salad with dressings, rolls and butter, cheesecake bites and beverages. Attendees are permitted to bring in their own lunches if desired. Lunch reservations are due April 3.

University employees Rita Kean and Julie Johnson will give a brief presentation on the university’s Emeriti and Retirees Association.

Please join us for this special membership meeting by registering at <https://unopaawards.eventbrite.com>.

North Central Area Professional Development Day Nebraska Educational Office Professionals Association

2018 Spring Conference

“Leadership in Action”

Thursday, April 12 – 5:00 pm-8:00 pm

Grata Bar & Lounge, 6891 A St., Clocktower Plaza

Friday, April 13 – 7:45 am-5:00 pm

Southeast Community College Continuing Educ Center

Saturday, April 14 – 8:30 am-10:30 am

Lincoln Public Schools District Office

Conference Registration Rates, prior to April 5, 2018:

\$60 Member Registration (NEOPA or NAEOP members)

\$80 Non-member Registration

Checks made payable to: SCC

(No refunds allowed after April 9, 2018.)

Lodging: Cloverleaf Suites

For questions, contact Lora Sypal,
NEOPA Vice President/
Meeting Coordinator
lora.sypal@nebraska.gov
or 402-471-5059



NOTE: The entire booklet of information was emailed to UNOPA members March 8, 2018.



QPR Gatekeeper Training (Suicide Prevention) Workshop

Do you know how to give hope to those who are depressed or don't know how to cope with life? Those members of the University who attended the QPR Gatekeeper training session on Monday, March 19, learned the best ways to help others that felt there was no other option than committing suicide.



Scott Stemper and Teri Effle from Region V Systems in Nebraska gave a presentation to an audience of 38 attendees in the Nebraska East Union. QPR stands for Question, Persuade, and Refer. Attendees learned the best way to **Question** those they felt were in need of assistance, how they could best help or **Persuade** that person, and how to get **Referral** help. One of the overarching themes was "Do Not be Afraid to Act!"



To learn more about training opportunities at Region V Systems, go to www.region5systems.net.

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





The Passion to Thrive

The strongest may survive but it is the passionate that will thrive.

Whether I'm speaking to an NFL team, school principals, or leaders of world class organizations such as Southwest Airlines, Dell, and Publix Supermarkets my core message is the same:

If you want to be successful today you must load your "Energy Bus" with passionate people... and most of all you must be passionate yourself.

In the past you could be lukewarm and mediocre and still be successful.
Not anymore.

Now, in today's competitive environment, your passion and your purpose must be greater than your challenges.

You have to be willing to work harder, run faster, drive further, study more, practice longer, lead better, sweat more, love deeper and this requires passion.

Passion wakes you up 30 minutes earlier. It dials your phone one more time to make one more sale. It rallies your team together when times are tough. It moves you to see one more patient after a long day at the hospital. It inspires you to help a struggling student. It provides legendary customer service.

Passion transforms workplaces, powers champions and fuels winning teams.

But what about someone who has a low paying job or who is in a job that quite frankly is hard to be passionate about you might ask? I get this question often and my answer is: It's not the job or the money you are being paid but the passion that you bring to your job that matters. After all, I've met bus drivers who are more passionate about their jobs than professional athletes making millions of dollars.

Sure, I realize that not everyone is going to be passionate about their daily responsibilities associated with their job, however, in these cases you can be passionate about the organization you work for. You can be passionate about your team members and helping your team improve, grow and succeed. You can be passionate about your mission and customers. You can be passionate about making a difference.

Leaders, you must also foster this passion in your organization and make passion an essential element of your culture. Stop sucking the life out of your employees and wonder why they aren't delivering the results you want. Instead create a team that is passionate about their mission, driven with purpose and energized by working together. Inspire your team with passion and they will drive The Energy Bus for you.

If your people aren't passionate about the work they do and the people they work with, and if they aren't passionate about your brand and mission, then you need to let them off the bus so they can find another bus where they can live their passion.

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This is good for them and it's good for your team.

By letting disengaged employees off the bus you make room for those who are passionate about your team and organization - and with a bus filled with passionate people you will thrive while others merely try to survive.

Are you living and working with your passion? How can you start today?

—Jon

UAAD Professional Development Spring Workshop: Conversations That Get Results

Friday, April 13, 2018, 8:30 a.m.–12:30 p.m.
NET Boardroom, 1800 North 33rd Street
Limited to: 30 individuals
Cost: \$15.00 UAAD Members
\$25.00 Non-UAAD Members
Register by April 11, 2018, 5:01 p.m.

Course Overview

The ability to deal skillfully with unmet expectations, communication issues or differing viewpoints is a core capability of both successful organizations and successful individuals. And, the willingness to have these conversations is at the heart of accountability. If you've ever avoided having a conversation about unmet expectations—or the conversation you had didn't lead to the outcome you hoped for—then you will benefit from this training.

This training will provide a step-by-step guide on approaching difficult conversations, and participants will walk away with a script they can use for an upcoming conversation of their choosing.

Course Objectives

1. Identify personal beliefs on conflict, and debunk myths surrounding conflict resolution.
2. Distinguish what conflict to address and when to address it.
3. Apply the four step process to address conflict through scripting conversations.



Kaylea Dunn is a Human Resources Project Specialist at Olsson Associates, with more than 16 years of combined recruiting, client service, and training experience. She received her bachelors degree in business and masters degree in leadership education, both from Nebraska, and also obtained her Professional Human Resource Certification in 2012. Kaylea has extensive public speaking experience as well as an expansive background in relationship building, client service, teamwork, and training. She travels to various OA offices to present "Conversations that Get Results," an abbreviated training for staff, focused on the material created by Vital Smarts, including Crucial Conversations and Crucial Accountability.

UNOPA General Membership Meeting Minutes

March 13, 2018

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

Nebraska Union, Heritage Room

CALL TO ORDER

President Barbara Homer called the meeting to order at 11:55 a.m. President Homer asked new members to stand and be recognized.

APPROVAL OF MINUTES

Minutes of the February 13, 2018 general membership meeting were emailed to the membership prior to the meeting. **Judy Anderson moved: "I move to approve the minutes as presented." Seconded by Tricia Liedle. Motion passed by a show of hands.**

OFFICER REPORTS

Treasurer's Report: The February 2018 Treasurer's report was emailed to the membership prior to the meeting. It was noted that the deposit dated February 16, 2018 should read "50/50." The report will be filed for audit.

COMMITTEE REPORTS

Bradley Munn Foundation Fund & Special Friends Program: Tricia Liedle reminded everyone that the Board has approved a stipend of up to \$300 for each member who attends the NAEOP Annual Conference in June. Members must apply for the stipend.

The NEOPA/North Central Area Professional Development Day will be April 12-14, 2018. Deadline to register is April 5, 2018.

Tricia is now the Secret Friends coordinator.

President Homer announced that luggage spotters and journals are for sale in the back of the room.

Bylaws/Nominating: Mary Guest reported the proposed bylaws revisions were emailed to the members prior to the meeting. Questions or comments should be directed to Mary by March 30, 2018. The proposed revisions will be voted on by the membership at a later date.

Mary announced the slate of officers for the upcoming election: Treasurer: Jaime Long; Corresponding Secretary: Lisa King, Alycia Harden; Reporting Secretary: Lori Sorto; President-Elect: Kelsey Sims. President Homer asked for nominations from the floor. No nominations were received. Nominations are closed.

Career Development/Professional Standards Program (PSP): Lorraine Moon announced upcoming events: QPR/Gatekeeper presentation on March 19, 2018 in the Nebraska East Union from 11:30 to 1:00 and Professional Standards Program brown bag on March 27, 2018 from 12:00 to 1:00 in the Prem S. Paul Research Center at Whittier.

Employee Concerns: Kathy Schindler reported on the proposed budget cuts at the University of Nebraska. Tax receipts are more than projected. The Budget Appropriations Committee did not accept all budget cuts that Governor Ricketts proposed. Expected tuition increase. Hiring freeze is expected to loosen in July. Kathy reported that her understanding is that the recommended lower cap on vacation and sick leave and discontinuation of the 25% payout from sick leave upon retirement are delayed until 2019.

UNOPA Notes: Judy Anderson announced that she is working on submitting UNOPA Notes to the NAEOP national contest. She noted that the newsletter is lacking personal information about UNOPA members. Send achievements, awards, pictures and personal information to Judy. The deadline for submission to the next newsletter is March 28, 2018.

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Membership: Kelsey Sims announced that there are sheets on each table for members to put down their areas of skill or expertise. This information will be gathered and compiled to be used as a resource for others who need help. This will be kind of like mentoring in that people who have expertise can help those who have questions or need assistance.

There are three new members: Val Wiemeyer, College of Education and Human Sciences; Lainey Bomberger, Child Development Lab and Marissa Kemp, AEM Business Center. Marissa received an umbrella and pin from Kelsey. There are 89 total members.

Ways and Means: Marla Nissan announced the parking lot fundraiser for the Spring Game. Need two volunteers from the Board to pick up and close on that day. The sign-up sheet will be sent out soon. Anyone who has worked this season will be eligible for a drawing for a gift card.

Outreach: Mikki Sandin announced the 50/50 drawing total amount collected was \$44.00. \$22.00 will be given to Lynette's Angels. Tricia Liedle was the winner of \$22.00. A "Hello Spring" wall hanging was won by Sara Luther. Alycia Harden won an essential oils sampler.

ANNOUNCEMENTS

President Homer announced that UNOPA will volunteer at the F Street Recreation Center serving meals to children. This will be the first Saturday of the month in April and May from 12:00 to 2:30. A sign-up sheet will be going out soon. Five to six volunteers are needed each month.

PROGRAM

President Homer introduced Gary Kebbel, Professor, College of Journalism and Mass Communications. Dr. Kebbel presented on social media and how to engage your audience.

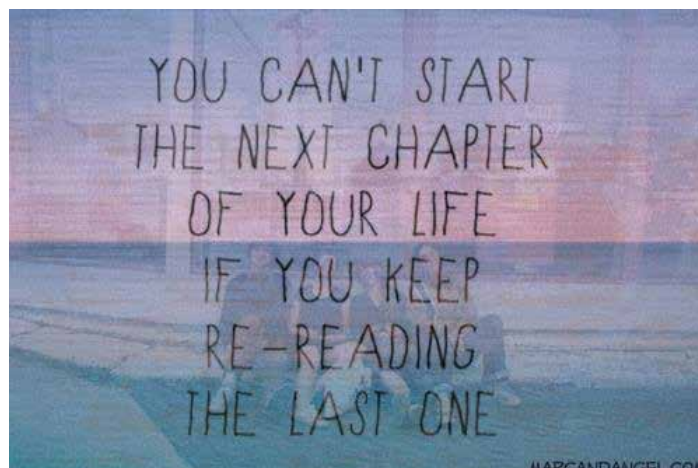
ANNOUNCEMENTS

President Homer announced the Rose Frolik nominations are due to LaRita Lang by March 15, 2018. To date, she has not received any nominations.

The next meeting of the general membership will be April 10, 2018 at the Nebraska East Union.

President Homer adjourned the meeting at 1:15 p.m.

Submitted by Marsha Yelden, Recording Secretary





Who are these beautiful little babes?

Come to the UNOPA General Meeting on Tuesday, April 10, and find out!



You'll get to make your best guess before we actually tell you.

See you there!





University of Nebraska Office Professionals Association



Maybe if we all close our eyes, click our heels together three times and wish REAL hard, spring will actually come our way!