

2018

UNOPA Notes, October-November, 2018

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UNOPA NOTES

University of Nebraska Office Professionals Association

"Jump In With Both Feet!"

October/November 2018



President's Message



Fall is here, and it's by far my favorite time of year. Like many other Nebraskans, I really enjoy Husker Saturdays when I can pull down the tailgate and grill some hotdogs with friends, or kick up my feet at home with a bowl of chili while watching football. Another reason I enjoy this time of year is because I love Halloween, and all things scary. I am also looking forward to a visit to the pumpkin patch this fall. This year seems to be busy for everyone, but I hope you take some time to enjoy the fall weather while it's here.

With fall being here, that also means that UNOPA has been selling parking lot spots on home football game days. The day of the first game against Akron we sold 65 parking spots, followed by 84 parking spots for the Colorado game, and 77 spots for the game against Troy. Since the game against Akron was cancelled due to weather, they have added a game on October 27th against Bethune-Cookman. This means we will need parking lot volunteers this day in addition to our other remaining home games. Thank you to those who have volunteered for these first few games.

We had a great turn-out at the September 11th general meeting, including three new members. I presented my charity, the Huskers Helping Huskers Pantry. Did you know that nearly 1 in 3 students on our campus worries about not having enough food until they get more money? Megan Patel came and shared with us some great information about the pantry, and how we can help. Please visit their webpage for more information at pantry.unl.edu. Each month the pantry identifies a most wanted item for donations and lists it on their website. I will be emailing this information out on the listserv each month. I will bring a box to general meetings so you can bring donations there as well. Don't forget that at every general meeting we have our 50/50 raffle, and half the contributions will go to the Huskers Helping Huskers Pantry.

Finally, I wanted to announce that Jana Pillsworth-Wood has been elected this year's president-elect. Jana is a project team coordinator for the University of Nebraska Facilities Planning and Construction, and has been with the university since December 2016. Congratulations, Jana!

Kelsey Sims

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.

UNOPA Board of Directors

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Immediate Past President, Barbara Homer
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Mary Klucas, 472-7325 mary.klucas@unl.edu

UNOPA Notes Director, Judy Anderson
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Ways & Means Co-directors
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<http://unopa.unl.edu>

Steppin' for Gretchen

Making Strides Against Breast Cancer Walk
October 14, 2018



Once again, we are putting together a team to walk in memory of former NEOPA President, Gretchen Walker. Gretchen lost her battle with breast cancer in 2014 while serving as NEOPA's president. The walk will be at Holmes Lake Park, 3701 S. 70th in Lincoln. Registration begins at 11:30 a.m. Sign up on-line for

easy check-in the day of the walk! All event participants, including children, need to register for the walk. If you do not register on-line prior to the event, please visit the check-in area upon arrival.

The Opening Ceremony begins at 12 noon and the walk begins at 1:00 p.m.

To sign up:

Here is the link to the Making Strides website where you can sign up to walk with our team and/or make a donation: http://main.acsevents.org/site/TR/?fr_id=89638&pg=entry

To donate:

Click the DONATE box, then DONATE TO TEAM box. Search: NEOPA; it will bring up NEOPA Steppin' for Gretchen.

To walk:

Click the JOIN THIS WALK box, and then sign up by creating your own account. By creating an account under your own email address, you will receive all event information directly, be able to sign the event waiver, etc. Also, you will be able to change or reset your password and manage your links to social sites and request donations.

Once we know who is signed up to walk, more information will be forthcoming as to meeting place at Holmes Lake so we can walk together as a group, etc.

Thank you!

Teresa Whitson & Kim Loth
Fellowship Committee Co-directors

MARK YOUR CALENDARS!

October 9 – General Membership Meeting @ Nebraska East Union

October 18 – Nebraska Commission of 150 @ The Lied Commons

October 20 – Parking lot sales–Minnesota

October 27 – Parking lot sales–Bethune-Cookman

November 6 – Executive Board Meeting

November 13 – General Membership Meeting @ Champions Club–Awards Presentations

November 15 – Self Defense Workshop

November 10 – Parking lot sales–Illinois

November 17 – Parking lot sales–Michigan State

December 4 – Executive Board Meeting

December 5 – Barb Homer's Retirement Party

December 11 – General Membership Meeting

@ the Nebraska Union

Let's Celebrate some Birthdays!

Roshan Pajnigar – October 4

Shelley Everett – October 7

Peg Johnson – October 17

Christel Burgason – October 18

Cathy Robertson – October 18

Terri Murray – October 27

Carol Wusk – November 2

Alycia Harden – November 3

Lainey Bomberger – November 17

Barbara Homer – November 19

Marla Nissen – November 25

Self Defense Workshop

November 15 | 1:30-4:30 pm



Officer Price from the Lincoln Police Department will present a self-defense workshop which will include hands-on training. The three-hour workshop will begin at 1:30 p.m. in the Facilities Maintenance Auditorium (Room 102). Registration details and more information on venue and parking for the event will follow at a later date.

Nebraska Commission of 150

October 18 | 11:45 am-12:45 pm

Academic Leadership Associates consultants, Mark Robison and Mike Diamond, are leading the Nebraska Commission of 150 strategic planning process and would like to meet with members of UNOPA to discuss and provide feedback on the working report. The report will be posted early during the week of October 15. Arrangements have been made for UNOPA to meet with Mark and Mike on October 18th from 11:45am-12:45pm in the Lied Commons, 12th and R Streets. I know we are all busy, but I strongly encourage you to attend this meeting if possible. We are part of the staff voice on campus, so it is important for us to participate and provide them the feedback they are seeking.

Hope to see you there!

Kelsey Sims



Announcing Our New President-Elect!

Jana Pillsworth-Wood

Jana Pillsworth-Wood is a Project Team Coordinator for the University of Nebraska Facilities Planning and Construction, and has been with the University since December 2016. She coordinates contracts and ensures insurance compliance with architects and engineering firms and construction companies hired to perform work on University property across the state of Nebraska. She also oversees and executes campus signage among many other responsibilities.

Jana has her bachelors degree in business management and an associates degree in marketing management. Prior to working at the University, she owned and operated a successful remodeling business and also worked in the signage industry. She is an avid learner and expands her knowledge of construction and business management through various academic avenues,

interfacing with project managers and office personnel across the construction industry.

Jana enjoys working on her own old home and can be found helping others on their homes as well. She is active in community volunteerism. She enjoys old cars, is on the board of the Rebels Car Club, and can be seen bombing around in a 1978 Scout. She enjoys camping, kayaking, bike riding and laughing. With a household of two adults, four kids, and four chickens, one must be good at laughing.

We are confident that Jana will be a good (and fun!) leader for UNOPA. If you see Jana, be sure to congratulate her on her new position!



**Nominations for the
Floyd S. Oldt Awards
are due by
October 16th!!**

**Send to LaRita Lang
(llang5@unl.edu)
or Mikki Sandin
(mikki.sandin@unl.edu)**

See nomination details on page 4.

Award Nominations Needed!!

Heads up people!!

We know you have **BOSSSES** who are good supervisors and are fair to their employees by listening to them and respecting them.

We know you have **CO-WORKERS** who work very hard...who you can count on...who take on more responsibility all the time even though their work load is already heavy. **CO-WORKERS** who consistently go the extra mile to get the answers and solutions without even being asked.

Well **NOW** you can reward them!! Nominate them for one of the following awards. They deserve the recognition...and possibly the money that comes with it, too!

Yes, the deadline is near...**next Tuesday!!** But you can do this! Put together a little cover letter, get a couple other co-workers to write a quick letter in support of the nomination. **IT CAN BE DONE!**

(And just between you and me, we haven't received many nominations, so they just might win this thing!)

Here is a quick breakdown of the awards:

Floyd S. Oldt Boss of the Year - This award honors excellence in personal management. It recognizes University of Nebraska employees who demonstrate outstanding skills in employee supervision and interpersonal relations.

Floyd S. Oldt Silver Pen - This award honors **two** office/service employees who have demonstrated superior performance while employed at UNL and who have made significant contributions to the University community.

Floyd S. Oldt Outstanding Staff - This award was created to recognize an outstanding UNL office/service employee who demonstrates distinguished service and contributions to the University community.

Nomination deadline is Tuesday, October 16, 2018. More detailed information about the award criteria and the nomination forms are found on the U1NOPA website at <http://unopa.unl.edu/annual-awards>.

If you have questions, please contact:
LaRita Lang at llang@unl.edu or 402-472-3826 or
Mikki Sandin at mikki.sandin@unl.edu or 402-472-0083.



The recipient of this year's Giving Tree will be CEDARS. Be sure to stop by at the November general membership meeting to select a gift ornament that will be given to a child under CEDARS care. There will have a select number of ornaments to choose from, but monetary donations are welcome as well. I hope you all can be generous during this upcoming holiday season. Please contact Alycia Harden at aharden@unl.edu with questions.



Barbara Homer is Retiring!

Please come and help Barb celebrate nearly 40 years with the University of Nebraska.

Wednesday, December 5, 2018

3:00-5:00pm

Nebraska Union, Regency Room

Barb has worked in five different departments since coming to the University of Nebraska in 1979: College of Law, the Office of the President, the Department of Vocational and Adult Education, Campus Recreation, and currently at the School of Criminology and Criminal Justice (UNO).

She has been a member of UNOPA since 1997, and has been actively involved by serving on many committees as either a director, co-director or committee member. She served in three elected positions: recording secretary, president-elect, president, and currently as immediate past president and Bradley Munn Professional Development Fund Director.

In 2007-08, Barb received the UNOPA Floyd S. Oldt Outstanding Staff Award, and in 2012-13 she received UNOPA's Rose Frolik Award.

She became a member of the Nebraska Educational Office Professionals Association (NEOPA) in 2001, actively serving on several committees. In 2014-15, she received the prestigious NEOPA Educational Office Professional of the Year Award.

She is presently serving as the North Central Area (NCA) Chairman of the Elverda "Butch" Bender Memorial Member Dependent Scholarship.

Barb has been a member of the National Association of Educational Office Professionals (NAEOP) since 2005, where she has been actively involved and has served on various committees. In 2015, she received the NAEOP Olive T. Ritchie Educational Office Professional of the Year Award.

More fun with old pics from our members.

Can you guess who these cuties are?



Here's a hint:
*It's not
Shirley Temple
or Crystal Gale.*



Minutes of the
UNOPA GENERAL MEMBERSHIP MEETING
Tuesday, September 11, 2018, 11:51 a.m. – 12:32 p.m.
City Campus Student Union, Heritage Room

President, Kelsey Sims, called the meeting to order at 11:51 a.m.

Kelsey Sims spoke a few words in remembrance of September 11, 2001.

APPROVAL OF GENERAL MEMBERSHIP MEETING MINUTES FROM MAY 8, 2018

The minutes from the May 8, 2018 General Membership Meeting were emailed to the membership prior to the meeting. Jane Schneider moved to approve the minutes from the May 8, 2018 meeting as corrected. Seconded by Mary Klucas. Motion passed.

APPROVAL OF TREASURER'S REPORT

The May, July and August Treasurer's reports were emailed to the membership prior to the meeting. The May, July and August reports will all be filed for audit.

OFFICER REPORTS

Past President – Barbara Homer

UNOPA was awarded 1st place for our newsletter and tied for 1st place for the website at the annual NAEOP Conference. Judy Anderson and Jennifer Greenlee were presented with certificates for these awards.

STANDING COMMITTEE REPORTS

Career Development/Professional Standards Program – Lorraine Moon

UNOPA will host a brown bag session on Concur travel with Shannon Poppe as the presenter. The session will be held Tuesday, September 18, from noon – 1:00 p.m. in the Great Plains Room at the East Campus Union.

Membership – Mary Klucas

Mary reported that UNOPA currently has 48 members consisting of 5-New, 34-Active, 8-Retired and 1-Lifetime.

Mary also presented umbrellas and cell phone holders to the following new members: Amanda Lager Gleason (Biological Systems Engineering), Dana Abuswailem (Biological Systems Engineering), Leon Whitmore (Louise Pound Business Cooperative) and Sara Jeffrey (Staybridge Suites).

Ways and Means – Marissa Kemp

Marissa reported that the cost per spot in the parking lot is back down to \$20. UNOPA sold 65 spots opening weekend and 84 spots during the Colorado game, profiting UNOPA \$520 and \$672, respectively.

Marissa also encouraged members to volunteer at the parking lot for a chance to win a gift card.

UNOPA Notes – Judy Anderson

The September edition will be sent out this afternoon.

Employee Concerns – Jana Pillsworth-Wood

UNOPA is in need of members to serve on the Parking Appeals and Campus Rec Advisory Committees. Parking Appeals only meets if there is an appeal. You must be a Campus Rec member to serve on the Advisory Committee. Please contact Jana or Kathy Schindler if interested.

Outreach – Allison Casey

The 50/50 drawing collected \$41.00 (\$20.50 split) and the winner was Roddy Spangler. Roddy donated her portion of the 50/50 back to Huskers Helping Huskers. Prizes were also awarded to Sue Wesley (lunch bag and visor), Alycia Harden (lunch bag and stocking hat) and Dana Abuswailem (mug, candy and chapstick).

GUEST SPEAKER

Megan Patel, Program Coordinator for the Huskers Helping Huskers Pantry, was our guest speaker. The pantry opened in January 2017 as a result of a 2015 student survey that reported a significant number of students have food and shelter insecurity. Located on the 3rd floor of the City Campus Union, the pantry provides current Nebraska students an unlimited amount of food and hygiene items for free and/or resources related to food and shelter insecurity.

During her presentation, Megan presented the membership with what it means to have food and shelter insecurity, demographics and frequency of those using the pantry and popular items taken from the pantry.

More information on location, hours and where and what to donate can be found at pantry.unl.edu. Each month a Most Wanted Item of the Month is posted to the website. You may also request a bin to be placed in your office as a drop-off location for donations to the pantry. Please help get the word out to students about this great cause.

ANNOUNCEMENTS

Kelsey Sims announced that our next meeting will be on Tuesday, October 9. Nancy Myers from Human Resources will present on getting things done without authority. A parking lot sign-up sheet was also available at the check-in table.

Meeting adjourned at 12:32 p.m.

Submitted by: Alycia Harden, Corresponding Secretary



September General Meeting: Presentation by Megan Patel, program coordinator for the Huskers Helping Huskers Pantry, which is President Kelsey Sims' chosen charity this year.



October General Meeting: Presentation by Nancy Myers on Managing Sideways.



WE WANT YOU!

Step up to the plate, ladies!

UNOPA has only one fundraiser a year...and that is the parking lot at 22nd and Vine!

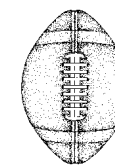
There are four more chances for you to donate two hours of your time basically sitting or standing around (*depending on which times you sign up for*) visiting with your UNOPA friends...or making new ones. Or bring a friend with you!

As an organization, we don't ask much of you. We ask you to pay your dues and to hopefully take part in the meetings and socials we have. And in turn, sometimes we pay for part of your more expensive meals at some of the special general meetings, and we offer you educational workshops once in awhile...for your own good.

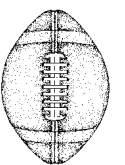
And all we ask in return is two hours of your time on a game-day Saturday. That's it! Now consider what we'd be asking you for if...due to lack of participation...we lost the parking lot and had to do the regular "selling" kind of fundraiser? How much time and planning and coordination and stress come with trying to sell a friend a candle they don't want or a cookbook they won't use? Think about it!

This is SO EASY!!

So please! If you haven't been able to sign up to help at the parking lot yet this year, please consider doing so for one or two of the following games. If you've never done it before, you'll REALLY be surprised at how much fun it is!!



October 20 - Minnesota
 October 27 - Bethune-Cookman
 November 10 - Illinois
 November 17 - Michigan State



**Nebraska Educational Office Professionals
Association**

2018 Fall Conference

*Networking and Communications for the
Educational Office Professional*



Thursday, October 25, 2018, 5:30-7:30 pm

Networking Event, Granite City, 4 Seasons Room, 6150 O St
No cost to register, people will order off of the menu

Friday, October 26, 2018, 8:00 am-5:00 pm
(7.5 hours of Professional Development)

Southeast Community College Continuing Education Center

We'll enjoy some morning & afternoon refreshments as well as lunch

Lunch menu:

Grilled herb chicken, au gratin potatoes, side salad, apple crisp, iced tea and lemonade

Let us know of any dietary restrictions on the registration form

Conference Registration Rates:

\$60.00 Member Registration (NEOPA or NAEOP members)

\$80.00 Non-Member Registration

Checks made payable to: SCC

***No Refunds allowed after October 18, 2018**

If you have any questions, please contact:

Jane Schneider, NEOPA Vice President/Meeting Coordinator

48nsch90@gmail.com or (402) 450-6703

The purpose of NEOPA is to provide professional development and support to educational office professionals. The purpose is carried out through Networking, Leadership, Mentoring, Recognition and Fellowship.

**Have you had your
flu shot?**

Did you know they are available at the
University Health Center by appointment?
For more information, please go to:
<https://health.unl.edu/flu#jump2>

Share A Meal

The university's First Generation Nebraska program is seeking first generation faculty and staff to participate in Share a Meal, a lunch event to connect those on campus with similar academic backgrounds. Lunch is free to participants. More information here: <https://news.unl.edu/newsrooms/today/article/faculty-staff-sought-for-share-a-meal/>.

It's Time to Renew!

You won't want to miss anything this year. It's time to renew your UNOPA membership. Use the [Membership Form](#) found on the UNOPA website.

REMEMBER TO:

- Sign your form
- Have your Supervisor sign the form if charging to a Cost Center
- Complete the 2nd page

Send your completed form to: Mary Klucas
1223 OldH
CC 0312

We look forward to seeing you at UNOPA activities this year!

Membership Co-Directors

Mary Klucas
mary.klucas@unl.edu

Cathy Robertson
crobertson@huskers.com



University of Nebraska Office Professionals Association

10 WAYS TO BE A GREAT TEAMMATE

Our new children's book, *The Hard Hat for Kids* hits stores tomorrow. I wrote it with School Psychologist, Dr. Lauren Gallagher who fittingly is the wife of my college lacrosse teammate. In the book, we share 10 ways to be a great teammate and while these are great for kids to learn at a young age they are also great for adults to relearn.

WORK HARD – do the best you can. Don't focus on the outcome or results. Each day be your best for yourself and your team.

EFFORT – it takes time and energy to be a great teammate. Your team doesn't care if you are a super star. They care if you are a super teammate. When you put forth the effort to help others the team will improve.

BELIEVE – believe in yourself. Believe in your team. Believe in what you can do together. When you believe in your team members their confidence and performance will rise.

ENCOURAGE - we don't give up because it's hard. We often give up because we get discouraged. Your team members need encouragement. Encourage them. Speak life into them. We all need encouragement and when you encourage your team members you share the positivity they need to keep moving forward.

FRIEND – is defined as a person who has a strong liking for and trust in another person: a person who helps or supports someone else. Being a friend to your team members means you support and help them. You let them know that you are there for them.

OPTIMISM – no matter what challenges you are facing, believe the best is yet to come. Don't focus on your set backs and challenges. Learn from them and know that your vision and optimism are greater than your circumstances. See a positive future and work with your team to create it.

RESPECT - not everyone on your team is like you. It's important to respect your team members for who they are and the contribution they make.

ENERGY – you can give it or take it. Be a giver and fuel yourself and your team with positive energy.

MOTIVATE – one of the most rewarding parts about being on a team is the opportunity to raise other people up and to experience being raised up yourself. When you motivate your team members and they motivate you anything seems possible. Teams full of energy who motivate each other become a powerful force.

ENTHUSIASM – it's contagious just like optimism and belief. When you are enthusiastic you lift up yourself and your team. Share your enthusiasm today.

You'll notice that if you take the first letter of each word it spells "**We Before Me.**" Me is important but when me contributes to we, everyone gets better. When WE comes before ME you become the great teammate and team you are meant to be.

– Jon



Happy Fall Y'all!