

2019

## UNOPA Notes, February 2019

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# UNOPA NOTES

University of Nebraska Office Professionals Association

*"Jump In With Both Feet!"*

February 2019



## President's Message

**Brrrrrr!!!!**



Are all of you as cold as I am these days? Wow! The cold winter weather brought us a snow day on the day we were supposed to have our joint meeting with UAAD. Fortunately we were able to reschedule it for April 9th. UAAD will be invited to join us, and our programming will be the same. We have some good programming ahead of us for the remainder of the year. For those of you who may not have caught the save the date I

emailed out, our May luncheon meeting will be "The Past, Present, & Future of UNOPA," where we will honor our past presidents and retirees, present the Rose Frolik Award, and install the 2019-2020 executive board. More details to come! We also have some workshops coming later this spring, so be sure to keep your eye out for them.

Back in the fall, the UAAD president invited me to join in the Big 10 Collaboration conference call with other staff groups on the Big 10 campuses. I believe this is an exciting collaboration, and I hope we continue to actively be a part of it after this year. These first few conference calls consist of discussion on various topics related to the work that staff does on campus, and we have two universities present information about their group each call. On February 12th Tony Lazarowicz (UAAD president) and I will be talking about UNOPA and UAAD. Purdue and Iowa State presented at the last meeting, and it's quite interesting to hear about other staff groups in our conference, and what they do. We are all unique, with different objectives. If anyone has ideas for topics I can suggest, please feel free to email me.

The Red-White Spring Game this year is scheduled for April 13th at 1:00pm. We will be selling parking lot spaces for this game. If you couldn't work a Saturday this fall, why not jump in this spring? Mark your calendars, and the sign-up sheet will be out soon. Don't forget to spread the word about our parking lot if you know anyone going. Parking spaces for this game will only cost \$5.00!

I hope you all are doing well, and the spring semester has treated you well so far. Stay warm UNOPA!

*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

**President**, Kelsey Sims  
472-8209 ksims2@unl.edu

**President-elect**, Jana Pillsworth-Wood  
472-0509 jana.pillsworth-wood@unl.edu

**Treasurer**, Jaime Long  
472-4502 jlong5@unl.edu

**Recording Secretary**, Lori Sorto  
472-3137 lsorto@unl.edu

**Corresponding Secretary**, Alycia Harden  
472-7317 aharden@unl.edu

**Immediate Past President**, Barbara Homer (ret.)  
bhomer56@gmail.com

**Awards Co-directors**  
LaRita Lang, 472-3826 llang@unl.edu  
Mikki Sandin, 472-2126 mikki.sandin@unl.edu

**Bylaws/Nominating Director**, Tonda Humphress  
472-3756 thumphress1@unl.edu

**Career Development/PSP Co-directors**  
Debbie Hendricks, 472-3755 dhendricks1@unl.edu  
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**Technology Director**, Jennifer Greenlee  
472-2807 jgreenlee2@unl.edu

**Employee Concerns Director**, Kathy Schindler  
472-1730 kschindler1@unl.edu

**Outreach Co-directors**  
Amanda Lager-Gleason, 472-9391 alager2@unl.edu  
Lainey Bomberger, 472-1675 lbomberger2@unl.edu

**Membership Co-directors**  
Cathy Robertson, 472-0456 crobertyson@huskers.com  
Mary Klucas, 472-7325 mary.klucas@unl.edu

**UNOPA Notes Director**, Judy Anderson  
472-7021 janderson5@unl.edu

**Ways & Means Co-directors**  
Roddy Spangler, 472-5235 rspangler2@unl.edu  
Marissa Kemp, 472-8687 mkemp2@unl.edu

**Presidential Advisor**, Mary Guest  
472-3123 mary.guest@unl.edu

**Digital Commons**, Jane Schneider (ret.)  
48nsch90@gmail.com

**Marketing**, Lisa King  
472-7787 lking2@unl.edu

UNOPA: <http://unopa.unl.edu>  
NEOPA: <https://sites.google.com/site/neopanebraska/>  
NAEOP: <https://www.naeop.org>

## Bradley Munn Professional Growth Fund

Are you aware that any UNOPA member who is a full or part-time UNL employee is eligible to apply for up to \$100 reimbursement of any out-of-pocket expenses for professional growth activities?

The Bradley Munn Professional Growth Fund can reimburse the expenses you have for continuing your professional growth. The form for submission is on the UNOPA Website.

Eligible expenses include, but are not limited to:

- workshop registration fees
- college tuition
- textbooks
- travel expenses for a conference, etc.

You may combine more than one expense on one application.

Please contact Barbara Homer at her contact information below if you have any questions.

### Reminder!

Effective, April 1, 2019, reimbursement requests must be submitted no later than **sixty days** after the final day on which expenses were incurred.

Barbara Homer  
Bradley Munn Professional Growth Fund Director  
bhomer56@gmail.com

### Let's Celebrate some Birthdays!

Jan Wassenberg - February 4  
Kristy Rejda - February 14  
Kathryn Thorne - February 18  
Lisa McConnell - February 19



## MARK YOUR CALENDARS!

February 11-15 – University of Nebraska Charter Week Celebrations—Marking our 150-year legacy  
February 12 – General Membership Meeting @ the Nebraska Union  
March 5 – Executive Board Meeting @ Whittier  
March 12 – General Membership Meeting @ the Nebraska East Union  
April 4 – **NEOPA Spring Event**  
April 9 – UNOPA | UAAD Combined General Membership Meeting  
April 11-13 – **North Central Area Professional Development Day / MAEOP Spring Workshop**, St. Charles, MO  
April 13 – **Red/White Spring Game**, parking lot sales  
April 16 – Brown-bag Lunch: Microsoft Office Updates with Ranelle Maltas @ Whittier  
May 8 – Self-Defense Workshop for Women  
May 14 – General Meeting and Past President/Retiree/Rose Frolik Award Luncheon  
July 15-20 – **NAEOP Annual Conference**, Boise, ID



**IN OUR GRIT, OUR GLORY.**

## CHARTER WEEK: FEBRUARY 11-15

**The University of Nebraska was chartered on February 15, 1869,**

and charged with its land-grant mission of public education, research and service to Nebraska.

In 2019, the University of Nebraska-Lincoln marks a 150-year legacy of improving the quality of life for Nebraska and beyond. Please join us in celebrating the historic past of your university and helping us chart a bold new future.

## Welcome to Our Newest Member



Meet Christina Franklin. She has worked in the Department of Agricultural Leadership, Education and Communication for all of six months! She has been married to her college sweetheart, Darren, for 18 years in May and they have a five-year-old son, Joel, who is the coolest guy around. They

share a wonderful pasttime of serving and caring for preschoolers...referred to as their "tribe"... every week at their church.

We are so glad to have you  
as a member of UNOPA, Christina!



### Spring Game April 13 | 1:00 p.m.

The Red-White Scrimmage/Spring Game will be here before you know it, so as usual, we will need volunteers to man the parking lot. Times will run from 6:30 a.m. to 1:15 p.m. Here is the link to sign up: <https://docs.google.com/spreadsheets/d/1q7L5nKVRZ9ZiWoYkpBoMmZ0BY-Ulr31CTvQ0std4CV8/edit?usp=sharing>.

Remember, each time you work the parking lot, your name gets put into a drawing for a gift card of your choice. The drawing will be done after the Spring Game.

The Ways & Means Committee would also like to thank all of the members who have given their time to working the parking lots...in all kinds of weather! It is such a great way to meet new people, make new friends, and experience a wonderful bonding time between members. We also appreciate all the husbands, children and grandchildren who come and help!! We couldn't do it without you!!

*The Ways & Means Committee*

## Save these Dates!

- April 16:** Brown-bag lunch meeting  
"Microsoft Office Updates"  
Speaker: Ranelle Maltas, Technology Training Services Associate  
136 Paul Research Center at Whittier School  
12:00-1:00 pm
- May 8:** Self-Defense Workshop for Women  
Speaker: Officer Craig Price  
Facilities Maintenance Auditorium  
1:30-4:30 pm



## THANK YOU! THANK YOU!

Thank you all for the best wishes and/or coming to my retirement party. It was wonderful seeing many of you there! I have met some wonderful people and made some great life-long friends.

I am so grateful for all the support given me through the years.

I had a wonderful career at the University of Nebraska and worked with some wonderful people. I overcame my fears by "stepping out" of my comfort zone and accomplishing so much. It was an honor to receive UNOPA's Outstanding Staff Award and the Rose Frolik Award; NEOPA's Educational Office Professional of the Year Award; and NAEOP's Educational Office Professional of the Year Award. One of the things I am most proud of is serving as your 2017-18 UNOPA President.

I am enjoying retirement, being able to sleep in late, and doing whatever I want!

Wishing all of you a great year!



*Barb and her husband Randy  
at her retirement reception  
December 13, 2018.*

*Barb*

# Nominations for 2019-2020

We are still looking for nominations for the following seats:

President-Elect  
Recording Secretary  
Corresponding Secretary

Please email Tonda Humphress at [thumphress1@unl.edu](mailto:thumphress1@unl.edu) as soon as possible with nominations for next year.

## President-Elect

- Perform duties of the President in the event of the President's absence
- Fill a vacancy in the Presidency
- Assist other elected officers in appointing committee directors
- Director of the Program Committee
- Provide information about monthly meetings to UNOPA Notes and Outreach
- Member of NEOPA and NAEOP

*3 year commitment: President-Elect, President, and Immediate Past President*

## Recording Secretary

- Keep an accurate record of the proceedings of the Association and Executive Board meetings
- Keep an up-to-date record of the current Bylaws, including Standing Rules
- Send copies of the minutes to the Executive Board within 5 days after the meeting
- Assist other elected officers in appointing committee directors,
- Distribute the General Membership meeting minutes to the membership via UNOPA Notes, e-mail, or posting on the UNOPA website
- Shall collect pertinent records to be archived
- Preside at meetings in the absence of the President & President-Elect

## Corresponding Secretary

- Conduct the correspondence of the Association as directed by the President and Executive Board, including extending courtesies to members, corresponding with NAEOP and NEOPA, and reporting UNOPA activities for publication
- Assume the duties of Recording Secretary in their absence
- Assist the other elected officers in appointing committee directors
- Collect photos
- Responsible for the Past-President's luncheon
- Responsible for the Giving Tree
- Provide publicity for UNOPA including sending notices of meetings and information University-wide and other media outlets as appropriate
- Responsible for arranging a \$25.00 contribution to the Bradley Munn Fund from the UNOPA budget in memory of a deceased past president

## Just a Little February Humor (very little!)

### Para...what?!?!

Paraprosdokians are figures of speech in which the latter part of a sentence or phrase is surprising or unexpected and is frequently humorous. (Winston Churchill loved them.)

1. Where there's a will, I want to be in it.
2. The last thing I want to do is hurt you ... but it's still on my list.
3. Since light travels faster than sound, some people appear bright until you hear them speak.
4. If I agreed with you, we'd both be wrong.
5. We never really grow up—we only learn how to act in public.
6. War does not determine who is right, only who is left.
7. Knowledge is knowing a tomato is a fruit. Wisdom is not putting it in a fruit salad.
8. To steal ideas from one person is plagiarism. To steal from many is research.
9. I didn't say it was your fault, I said I was blaming you.
10. In filling out an application, where it says, "In case of emergency, notify..." I answered "a doctor."
11. Women will never be equal to men until they can walk down the street with a bald head and a beer gut, and still think they are sexy.
12. You do not need a parachute to skydive. You only need a parachute to skydive twice.
13. I used to be indecisive, but now I'm not so sure.
14. To be sure of hitting the target, shoot first and call whatever you hit the target.
15. Going to church doesn't make you a Christian, any more than standing in a garage makes you a car.
16. You're never too old to learn something stupid.
17. I'm supposed to respect my elders, but it's getting harder and harder for me to find one now.

**I started out with nothin and still have most of it left!**



## ROSE FROLIK AWARD 2018-2019

The annual Rose Frolik Award has been created to recognize a University of Nebraska Office Personnel Association (UNOPA) member who demonstrates the attributes of UNOPA's 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.

**ELIGIBILITY:** Any UNOPA member who has been an active member for the last five years or longer is eligible. (*Members of the 2018-2019 Awards Committee, including the director, and UNOPA elected officers are ineligible. Individuals who have previously received this award are also ineligible.*) Nominees must meet all eligibility criteria to be considered. A nomination may be made by any person, including oneself. In the event of a tie of judges' total points, the monetary award will be split among the winners.

**The award will be presented at UNOPA's Past President/Retiree/Rose Frolik Award Luncheon on May 14th, 2019. The recipient will receive an engraved plaque, a monetary cash award of \$600, and a one-year membership (2019-2020) to UNOPA.**

**THE NOMINATION PROCEDURE:** Submit a cover page with the nominee's name, title, department, campus address and email address along with the nominator's name, campus address, zip, email address and phone number. Include a one-page response to the recognition/nomination criteria listed below. Please give examples of the actions, accomplishments, and attitudes of this nominee which, in your estimation, qualifies the nominee for this award. Also required are three (3) letters of recommendation in support of this nomination. Nominations page and support letters must be in "blind format."

What is "blind format?" To help assure impartiality, nominee's name, title and department are noted only on the front cover page. (Judges do not receive the cover page.) For all other pages (nomination and support letters), do not use the nominee's name, department or reference to gender. To reference nominee it is suggested to use: this person, this nominee, this individual, our nominee, etc. **Note:** Any reference to the nominee's name or gender will be redacted by the Awards Committee before the package goes to the judges. This makes it very difficult for the judge to read and may be a detriment to the nomination.

### Recognition | Nomination Criteria | Possible Points

- 1. Leadership Characteristics:** A leader has two important characteristics. That of going somewhere and the ability to persuade others to follow (i.e., high expectations of self and of others, ability to overcome obstacles or setbacks, tolerance, loyalty, diplomacy, etc.) (35 pts)
- 2. Professional Characteristics and Quest for Professional Growth:** Recognition for persistency, patience, and determination (i.e., certificates for completion of continuing education courses, educational degrees attained, acquisition of new skills, recognition for accomplishments, creativity, involved in professional organizations, etc.) (30 pts)
- 3. Involvement in UNOPA:** The strength of a person's character is reflected in their commitment to their membership (i.e., years of membership, offices held, committee work, workshop involvement, dedication to the goals and objectives of the organization, etc.) (20 pts)
- 4. Personal Characteristics:** The most valuable gift you give another is a good example (i.e., enthusiasm, flexibility, cooperation, energy, kindness, good cheer, dignity, friendship, understanding, etc.) (10 pts)
- 5. Letters of Recommendation:** Additional support – Letters of recommendation from anyone within or outside of the nominee's department who has worked with or is acquainted with the nominee and is aware of how they enthusiastically challenge life and energetically tackle their duties both at and away from the University. (5 pts)

### NOMINATIONS DUE: April 15th

For additional questions: Contact LaRita Lang at [llang@unl.edu](mailto:llang@unl.edu) or Mikki Sandin at [mikki.sandin@unl.edu](mailto:mikki.sandin@unl.edu)

### RETURN NOMINATION, COVER PAGE AND LETTERS OF RECOMMENDATION TO:

LaRita Lang  
204 Schorr Center  
City Campus (0150)  
[llang@unl.edu](mailto:llang@unl.edu)

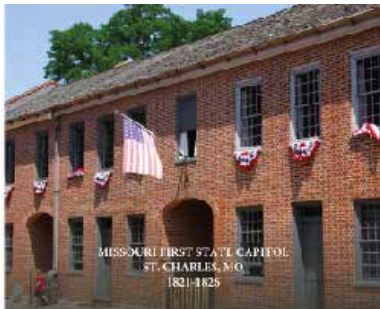
# Conferences and Workshops and Seminars, Oh MY!

**Save The Date**  
**2019 NAEOP Annual Conference**  
**and Master Seminar**  
**July 15-20, 2019**  
**Boise, Idaho**



## **MAEOP/NORTH CENTRAL SPRING WORKSHOP 2019 St.Charles, MO**

**SAVE THE DATE**  
April 11-13, 2019  
Professional Development



Challenge yourself to Capitalize on your Passion for Professional Development in the First Capital of Missouri!!!

**Drury Inn Hotel St. Charles, MO**  
380 Mulholland Dr.  
636-724-5772

\$116.99 per night includes  
Free Breakfast  
Free evening drinks and snacks  
Free Wifi  
For reservations use group code 2353207

Hosted by GWAEOP  
Contact JoAnn Greenwell @ [jgreenwell@psdr3.org](mailto:jgreenwell@psdr3.org) with any questions

## **NEOPA Spring Event**

The Nebraska Educational Office Professionals Association  
is currently planning

### **A Celebration / Recognition Dinner**

at Wilderness Ridge

April 4, 2019.

More details will be coming soon.

## **ROAD TRIP TO VALENTINE!**

**SOUTH DAKOTA AOP IS HOSTING  
THEIR SPRING STATE CONFERENCE  
IN VALENTINE, NE**

**JUNE 5, 6, AND 7, 2019**

**VALENTINE'S NIOBRARA LODGE**

**PHONE: 402-376-3000**

**THE ROOMS ARE \$95.**





University of Nebraska Office Professionals Association

