

2006

2006-07 Newsletter Award Submissions & Judging Sheets

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RACHEL MAYNARD AWARD FOR EXCELLENCE IN COMMUNICATION NEWSLETTER/MAGAZINE CONTEST JUDGING SHEET

(Sponsored by the NAEOP Past Presidents Council)

2008-07

Name of Affiliated Association University of Nebraska Office Professionals Association

Name of Publication UNOPA Notes

- Type of Publication: Local Newsletter, Category 1 State Newsletter, Category 1
 Local Newsletter, Category 2 State Newsletter, Category 2
 Magazine (Local or State)

* Affiliate Association must enter the appropriate page number below in sections I and III. Use abbreviations, if applicable — Front Page (FP), Inside Front Page (IFP), Back Page (BP), Inside Back Page (IBP)

SYSTEM FOR JUDGING THE PUBLICATION

I. FRONT PAGE, COVER, VITAL INFORMATION	*Page #	
• Logo <input checked="" type="checkbox"/>	FP, 3, BP	10 POINTS <u>10</u>
• Title of Publication <input checked="" type="checkbox"/>	FP	
• Name/Address of Editor/Publication <input checked="" type="checkbox"/>	IFP, BP	
• Month/Quarter/Year of Issue <input checked="" type="checkbox"/>	FP	
• Purpose/Mission Statement <input checked="" type="checkbox"/>	BP	
• Name of Association <input checked="" type="checkbox"/>	FP	
• Name/Address and/or Phone/Fax/E-Mail of Officers <u>N.A.</u>	IFP	
JUDGES' COMMENTS <input checked="" type="checkbox"/>		

II. FORMAT/ LAYOUT	15 POINTS	<u>5</u>
• Layout: columns, margins, use of copy blocks, art, orderliness, interesting arrangement, overall look... <u>Need columns</u>		
• Readability: easily read, use of visual elements, including white space to aid reader, clarity of artwork and photos... <u>too much trapped white space</u>		
• Typeface/artwork: consistent usage and readability of typeface, usage and appropriateness of artwork		
• Headlines: headlines tell a story, spaced properly... <u>Strange placement of some headlines</u>		
• Spelling, grammar, punctuation		
• Credits: author/publication titles listed for submitted/copied work		
JUDGES' COMMENTS <u>see comments in publication</u>		

III. CONTENT	*Page #	65 POINTS
• Timely articles of educational interest about the profession: helpful hints regarding the profession		<u>50</u>
• Material contributed by officers, committee chairmen, members		
• Variety of subjects appealing to all members		
• Calendar of Events <input checked="" type="checkbox"/>	BP	
• Announcements of upcoming meetings, programs, conferences (including date, time, place, and description) <input checked="" type="checkbox"/>	7, 8, 9, BP	
• Review/report of previous programs/meetings <input checked="" type="checkbox"/>	3, 4	
• Association activities (if state, coverage of state news; if local, coverage of local news) <input checked="" type="checkbox"/>	3, 5, 7, 8, 9	
• Personal news/association-related news of members <input checked="" type="checkbox"/>	3	
• News/promotion of NAEOP <input checked="" type="checkbox"/>	3, 6	
JUDGES' COMMENTS <u>lots of info of national assoc, not as much local</u>		

IV. OVERALL APPEAL, INTEREST, OUTSTANDING FEATURES, ORIGINALITY	10 POINTS	<u>5</u>
JUDGES' COMMENTS <u>good start, but a better design + more local news would make this publication more appealing + more valuable to you</u>		
TOTAL <u>member</u>		
	100 POINTS	<u>70</u>

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SYSTEM FOR JUDGING THE PUBLICATION

I. FRONT PAGE, COVER, VITAL INFORMATION

*Page # 9
 FP, 3, BP **10 POINTS**
 FP
 IFP, BP
 FP
 BP
 FP
 IFP

- Logo
- Title of Publication
- Name/Address of Editor/Publication.....
- Month/Quarter/Year of Issue
- Purpose/Mission Statement
- Name of Association
- Name/Address and/or Phone/Fax/E-Mail of Officers.....

JUDGES' COMMENTS You have the volume + issue, but need to include month or season a year.

II. FORMAT/ LAYOUT

15 POINTS 12

- Layout: columns, margins, use of copy blocks, art, orderliness, interesting arrangement, overall look.....
- Readability: easily read, use of visual elements, including white space to aid reader, clarity of artwork and photos
- Typeface/artwork: consistent usage and readability of typeface, usage and appropriateness of artwork.....
- Headlines: headlines tell a story, spaced properly
- Spelling, grammar, punctuation.....
- Credits: author/publication titles listed for submitted/copied work.....

JUDGES' COMMENTS Try to improve picture quality on front cover - could also add a simple border around the pictures for more interest

III. CONTENT

65 POINTS 63

- Timely articles of educational interest about the profession: helpful hints regarding the profession.....
- Material contributed by officers, committee chairmen, members
- Variety of subjects appealing to all members.....
- Calendar of Events.....
- Announcements of upcoming meetings, programs, conferences (including date, time, place, and description)
- Review/report of previous programs/meetings
- Association activities (if state, coverage of state news; if local, coverage of local news)
- Personal news/association-related news of members
- News/promotion of NAEOP

BP
 7, 8, 9, BP
 3, 4
 3, 5, 7, 8, 9
 3
 3, 6

JUDGES' COMMENTS _____

IV. OVERALL APPEAL, INTEREST, OUTSTANDING FEATURES, ORIGINALITY

10 POINTS 8

JUDGES' COMMENTS _____

TOTAL

100 POINTS 92

**RACHEL MAYNARD AWARD FOR EXCELLENCE IN COMMUNICATION
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- Purpose/Mission Statement
- Name of Association
- Name/Address and/or Phone/Fax/E-Mail of Officers

*Page #
 FP, 3, BP 10 POINTS
 FP
 IFP, BP
 FP
 BP
 FP
 IFP

~~17~~ 17

JUDGES' COMMENTS

Could do UNOPA NOTES larger
Crop photos closer. Design focus more on people + not
background. What's inside us

II. FORMAT/ LAYOUT

- Layout: columns, margins, use of copy blocks, art, orderliness, interesting arrangement, overall look
- Readability: easily read, use of visual elements, including white space to aid reader, clarity of artwork and photos
- Typeface/artwork: consistent usage and readability of typeface, usage and appropriateness of artwork
- Headlines: headlines tell a story, spaced properly
- Spelling, grammar, punctuation
- Credits: author/publication titles listed for submitted/copied work

15 POINTS 10

JUDGES' COMMENTS

Board of directors in good place + easy
to use. Clean, easy to read. Try larger headlines.

*Page #

III. CONTENT

- Timely articles of educational interest about the profession: helpful hints regarding the profession
- Material contributed by officers, committee chairmen, members
- Variety of subjects appealing to all members
- Calendar of Events
- Announcements of upcoming meetings, programs, conferences (including date, time, place, and description)
- Review/report of previous programs/meetings
- Association activities (if state, coverage of state news; if local, coverage of local news)
- Personal news/association-related news of members
- News/promotion of NAEOP

65 POINTS 55

BP
 7, 8, 9, BP
 3, 4
 3, 5, 7, 8, 9
 3
 3, 6

JUDGES' COMMENTS

Strive for more interesting photos +
vary the size.

IV. OVERALL APPEAL, INTEREST, OUTSTANDING FEATURES, ORIGINALITY

10 POINTS 6

JUDGES' COMMENTS

Good to put calendar on back

TOTAL

100 POINTS 78

Association Name: University of Nebraska OPA

**PAST PRESIDENTS COUNCIL'S WEB SITE AWARD
CONTEST GUIDELINES AND JUDGING CRITERIA**
(Sponsored by the NAEOP Past Presidents Council)

GUIDELINES

1. One entry may be submitted from each NAEOP affiliate of the current affiliation year.
2. Web site must be easily accessible by all members and judges.
3. A \$20 non-refundable processing fee payable to NAEOP must accompany the application.
4. Application must be postmarked by March 15.
5. Awards will be presented at the NAEOP Annual Conference
6. Applications that do not follow the guidelines will be disqualified.

ELIGIBILITY

1. Association must be a current NAEOP affiliate.
2. Web site must address items of interest to educational office professionals.
3. Web site must represent the educational office professionals in its mission statement.

CRITERIA FOR JUDGING & RATING SHEET

(Judges should have technical knowledge of Web sites)

1. Web site must have a good sense of organization, be informative, have no grammatical or punctuation errors, provide information that meets the needs of the audience, is accessible in both Netscape and Microsoft Internet Explorer, load quickly and convey a clear purpose.

10 (maximum) points: 10

JUDGES' COMMENTS: Meets standards. _____

2. The Homepage should have:
 - Logo
 - Name of association, address and phone and/or fax number
 - Name of Web master and how to contact
 - Table of contents

10 (maximum) points: 10

JUDGES' COMMENTS: Meets standards. _____

3. Every web page in the site needs:
 - An informative, clear title to capture the reader's attention
 - The creator's identity (author or institution)
 - A creation or revision date
 - At least one link to a local homepage
 - Links to the top of the page to help you return to the homepage and previous pages
 - Linked to the NAEOP site

10 (maximum) points: 10

JUDGES' COMMENTS: Meets standards. _____

4. Design — should contain the following:

- Professional looking
- Good consistency
- Inviting layout
- Homepage menu clearly stated
- Membership requirements stated
- Membership form to download and send in
- Calendar of events
- Direct email link to Web Master
- Pictures that add interest
- A mission statement
- Links to the school district/institution being served by the association (if applicable)
- Other links of interest to association members
- Updated web site – change graphics and color occasionally
- Use of standard fonts that can be read on a variety of computers
- Simplicity and consistency

15 (maximum) points: 13

JUDGES' COMMENTS: The site is functional, but the design needs work. _____

5. Technical

- Do all the graphics load?
- Do the pages load quickly?
- Do the links work?

5 (maximum) points: 5

JUDGES' COMMENTS: Meets standards. _____

TOTAL

50 (maximum) points

~~47~~
48

Association Name: University of Nebraska OPA _____

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(Judges should have technical knowledge of Web sites)

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10 (maximum) points 9

JUDGES' COMMENTS Good _____

2. The Home Page should have:
 - Logo
 - Name of association, address and phone and/or fax number
 - Name of Web master and how to contact
 - Table of contents

10 (maximum) points 9

JUDGES' COMMENTS Good _____

3. Every web page in the site needs:
 - An informative, clear title to capture the reader's attention
 - The creator's identity (author or institution)
 - A creation or revision date
 - At least one link to a local home page
 - Links to the top of the page to help you return to the home page and previous pages
 - Linked to the NAEOP site

10 (maximum) points 9

JUDGES' COMMENTS Good _____

4. Design — should contain the following:
- Professional looking
 - Good consistency
 - Inviting layout
 - Home page menu clearly stated
 - Membership requirements stated
 - Membership form to download and send in
 - Calendar of events
 - Direct email link to Web Master
 - Pictures that add interest
 - A mission statement
 - Links to the school district/institution being served by the association (if applicable)
 - Other links of interest to association members
 - Updated web site – change graphics and color occasionally
 - Use of standard fonts that can be read on a variety of computers
 - Simplicity and consistency

15 (maximum) points 10

JUDGES' COMMENTS Very dated design – functional but not very engaging _____

5. Technical
- Do all the graphics load?
 - Do the pages load quickly?
 - Do the links work?

5 (maximum) points 5

JUDGES' COMMENTS _____

TOTAL
42

50 (maximum) points

Association Name: University of Nebraska OPA

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CRITERIA FOR JUDGING & RATING SHEET

(Judges should have technical knowledge of Web sites)

1. Web site must have a good sense of organization, be informative, have no grammatical or punctuation errors, provide information that meets the needs of the audience, is accessible in both Netscape and Microsoft Internet Explorer, load quickly and convey a clear purpose.

10 (maximum) points: 10

JUDGES' COMMENTS: Organized; easy to navigate; free from errors; clear sense of purpose; loads quickly in both browsers. _____

2. The Homepage should have:
 - Logo
 - Name of association, address and phone and/or fax number
 - Name of Web master and how to contact
 - Table of contents

10 (maximum) points: 10

JUDGES' COMMENTS: Address and phone number on homepage; Web master and contact info; clear table of contents; association's logo prominently displayed. _____

3. Every web page in the site needs:
 - An informative, clear title to capture the reader's attention
 - The creator's identity (author or institution)
 - A creation or revision date
 - At least one link to a local homepage
 - Links to the top of the page to help you return to the homepage and previous pages
 - Linked to the NAEOP site

10 (maximum) points: 10

JUDGES' COMMENTS: Clear titles; update info and home page links present; prominent links to NAEOP site. _____

4. Design — should contain the following:

- Professional looking
- Good consistency
- Inviting layout
- Homepage menu clearly stated
- Membership requirements stated
- Membership form to download and send in
- Calendar of events
- Direct email link to Web Master
- Pictures that add interest
- A mission statement
- Links to the school district/institution being served by the association (if applicable)
- Other links of interest to association members
- Updated web site – change graphics and color occasionally
- Use of standard fonts that can be read on a variety of computers
- Simplicity and consistency

15 (maximum) points: 15

JUDGES' COMMENTS: Web site meets all of the requirements in this category. _____

5. Technical

- Do all the graphics load?
- Do the pages load quickly?
- Do the links work?

5 (maximum) points: 5

JUDGES' COMMENTS: Meets requirements. _____

TOTAL
50

50 (maximum) points



UNOPA NOTES

University of Nebraska Office Professionals Association / Volume 45, Issue 7

more space

"Professionals With A Purpose"

Congratulations to our Award Winners!



Carol Wusk, CEOE and Mary Klucas
Floyd S. Oldt Outstanding Staff Award Recipients

The Floyd S. Oldt Outstanding Staff Award recognizes an office/service University of Nebraska employee who demonstrates distinguished service and contributions to the University community.

stop?
Why all the white space?



Deanna Lubken and Bethanie Nemechek
Floyd S. Oldt Silver Pen Award Recipients

The Floyd S. Oldt Silver Pen Award was established to honor annually two office support staff who have demonstrated superior performance and have made significant contributions to the University community.

(Article on page 5)

photos are skewed

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don't run text into border

Board of Directors

President, Donelle Moormeier
472-2069 dmoormeier1@unl.edu

President-elect, Gretchen Walker
472-0602 gwalker1@unl.edu

Treasurer, Marie Dvorak
472-2876 mdvorak2@unl.edu

Recording Secretary, Mary Guest
472-3755 mguest2@unl.edu

Corresponding Secretary, Peg Johnson
472-0533 mjohanson4@unl.edu

Awards, Nelvie Lienemann
472-7080 nlienemann1@unl.edu

Bradley Munn Professional Growth Fund,
Becky Hastings
472-2085 bhastings2@unl.edu

Communication Technology, Karen Jackson
472-0262 kjackson2@unl.edu

Employee Concerns Co-Director, Tonda Humphress
472-3756 thumphress1@unl.edu

Employee Concerns Co-Director, Jane Schneider
472-8670 nschneider2@unl.edu

Hospitality Co-Director, Cathy Leazer
472-4879 cleazer1@unl.edu

Hospitality Co-Director, Karen Randall
472-5233 krandall2@unl.edu

Membership Co-Director, Donette Petersen
472-5623 dpetersen1@unl.edu

Membership Co-Director, Margaret Skean
472-2425 mskean1@unl.edu

Mentoring, Dora Dill
472-7082 ddill1@unl.edu

NAEOP/NEOPA Liaison, Christine Cary
472-5836 ccary2@unl.edu

Nominating, Carol Wusk
472-7913 cwusk1@unl.edu

Outreach, Kathy Thompson
472-2064 kthompson3@unl.edu

Professional Growth Co-Director, Betty Jacobs
472-8784 bjacobs1@unl.edu

Professional Growth Co-Director, Lorraine Moon
472-6082 lmoon1@unl.edu

Program, Gretchen Walker
472-0602 gwalker1@unl.edu

UNOPA Notes, Barbara Homer
472-3677 bhomer@mail.unomaha.edu

Ways and Means, Donelle Moormeier
472-2069 dmoormeier1@unl.edu

—FROM THE DESK OF— PRESIDENT DONELLE MOORMEIER

March, my favorite month! The warm days remind us that spring is just around the corner. Soon the birds will be singing and the flowers will be blooming. It's a good time to reminisce about what has taken place this last year in UNOPA and what is yet to come.

As usual, September starts off with announcing the President's charity. My charity this year is CenterPointe, which is a treatment center for co-occurring substance use and mental health disorders for teens to adults. Another main focus is the UNOPA parking lot on game days. This year I'm proud to say we earned \$4,724.00 and had a lot of fun meeting new members and old friends on game days! Dr. David Corbin, Professor of Health, Physical Education and Recreation, at the University of Nebraska-Omaha made a presentation on how to handle our stress.

The October meeting found us at the Lied Center where a tour of the facility was enjoyed after our meeting. Our Mentoring committee had already been busy setting up noon brown baggers. The first was held in September with Dr. Dawn Braithwaite, Professor and Director of Graduate Studies in the Communication Studies Department who spoke on credibility. In October Gail Sutter, Director, UNL Employee Assistance Program, enlightened us on the services the EAP provided to all employees of UNL. Also in October our Professional Growth Committee put on a wonderful workshop on "Understanding Where We Are and Acting to Get Ahead," by Bonnie Coffey, Director of Lincoln-Lancaster Women's Commission. We were given some startling facts on women in the work place.

Peter Bouffard, faculty member of UNL School of Music provided background music before and during lunch at our annual Bosses Luncheon in November. Dean of Arts & Sciences, Dr. Richard Hoffmann was our Boss of the Year recipient. The Lincoln Action Group and the Cedars Foundation were announced as organizations that would receive gifts from our Giving Tree in December. Our Mentoring committee arranged for a brown bag in November with Nancy Myers, Director of Organization Development, to speak about Gallup results and how they can be applied in your work area.

Dr. Jack Oliva, Dean of the Hixson-Lied College of Fine and Performing Arts, gave a presentation on Ragtime music – its history and origins at our December meeting. Some of our members volunteered as Marshalls for the annual Star City Parade in Lincoln on December 2nd. An Ad-hoc committee with UNOPA and UAAD members was being formed to address the disparity in the percentages between Office/Service and Faculty salary increases at UNL.

Our January meeting was the UNOPA/UAAD annual joint general membership meeting. Richard Kimbrough, UNL Management Lecturer, spoke about "Why We Laugh." Our Mentoring committee brought a brown bag to us in January by Amy Boren and Janice Harris from the Community Outreach Partnership Center who spoke about why it was important for us to build bridges across cultural divides!

The Floyd S. Oldt Silver Pen Awards were given to Deanna Lubken from the College of Law and Bethanie Nemechek from Distance Education Service at the February meeting. There were two Floyd S. Oldt Outstanding Staff Awards given. The winners of the Outstanding Staff Award were Carol Wusk from CASNR and Mary Klucas from College of Arts & Sciences.

Also announced were UNOPA members KUDO winners. Chris Cary, Graduate Studies, received the University KUDO in November and Carol Wusk received the KUDO in January. We also had the last of the mentoring brown bags presented by Captain Charlotte Evans, UNL Police, on what each of us can do to help prevent crime.

We only have three more general membership meetings this year. In March, Deborah Smith-Howell will have a program on "Effective Public Speaking." The UNOPA Professional Growth Spring Workshop will be hosted on March 22nd with Dr. Ali Moeller, Professor, Teaching, Learning & Teacher Education, on effective team building.

In April we will honor our Past-Presidents and present the Rose Frolik Award. This award was established to recognize a member who demonstrates the attributes of UNOPA's founder and first president,

Nice

(cont. on page 3)

UNOPA Committee Reports

President's Message (cont. from page 2)

Rose Frolik. Recipients of this very special honor are presented with a personalized plaque commemorating their recognition, a year's membership to UNOPA, and a \$600 cash award. Our entertainment for that meeting will be the Scarlet and Cream Singers from UNL.

How fast this year has gone. In May the new UNOPA Officers and Board of Directors for 2007-2008 will be installed. Think about how you can use your strengths to be a UNOPA Director or work on a committee. I have found my time as President and as a Director on the Board as some of the most rewarding times of my career. Be a "Professional with a Purpose," a purpose that will benefit you and UNOPA.

Member Concerns

A get-well card was sent to Judy Yeck following her surgery. Congratulations cards were sent to Chris Cary and Carol Wusk for receiving the University KUDOS Awards, and to Mary Klucas and Carol Wusk for receiving the Floyd S. Oldt Outstanding Staff Awards.

If you know a UNOPA member who would appreciate a congratulations, get-well, sympathy, or thinking-of-you card, please contact me at 472-0533 or mjohnson4@unl.edu.

Peg Johnson,
Corresponding Secretary

---Meeting Etiquette---

Arrive on time for meetings so that business can be conducted and the meeting can close on time.

Bradley Munn Professional Growth Fund

The next deadline for reimbursement from the Bradley Munn Professional Growth Fund is April 13, 2007. If you have any questions, please contact Becky Hastings, director, 402-472-2085 or rhastings1@unl.edu.

Becky Hastings, Director

Awards

Rose Frolik Award

Please consider nominating a UNOPA member for the Rose Frolik Award. This award was developed in honor of UNOPA's founder and first president, Rose Frolik. The award will be presented at UNOPA's Luncheon/Meeting on April 10, 2007. The recipient will receive an engraved plaque, a monetary cash award for \$600, and a one-year membership to UNOPA. The deadline for receiving nominations is: **March 9, 2007.**

Please go to the UNOPA website: www.unl.edu/unopa for more details, or contact Nelvie Lienemann at nliemann1@unl.edu if you have questions.

Need Volunteers

The guidelines for UNOPA awards need to be reviewed and updated. We are asking for volunteers to form a committee, chaired by Nelvie Lienemann, to review and revise the guidelines for each of UNOPA's annual awards. If you are interested, or have questions, please contact President Donelle (2-2069) or Nelvie (2-7080).

WHAT IN THE WORLD IS PSP?

Twelve members of UNOPA gathered on Thursday, February 15th to learn more about the PSP. They learned that PSP stands for the Professional Standards Program, and that it is a voluntary program established and administered by the National Association of Educational Office Professionals (NAEOP) to encourage Educational Office Professionals to grow professionally. Attendees learned that

UNOPA is not just a campus-wide group, but an affiliate with both the Nebraska and National Association of Educational Office Professionals. The Professional Standards Program is not just one certificate, but a series of levels based on education, experience, and professional activity. The requirements for a Basic PSP certificate include course documentation for any five courses (minimum of 30 clock hours each) in approved areas, ten points of Inservice Training, and ten points of Association Responsibility. Attendees learned how they can earn those points, and while education is a requirement to earn a PSP, it is possible to earn education credits without attending an institution of higher education, like a college or university. Documentation to prove one has met the requirements is an important part of applying for a PSP certificate. (That's why UNOPA gives out certificates each year to committee directors and members and for each activity they host!)

Twelve UNOPA members gained a wealth of knowledge about the Professional Standards Program. Are you interested in knowing more? Contact Lorraine Moon at lmoon1@unl.edu.

Lorraine Moon and Debbie Hendricks,
Professional Standards Program

Do you know someone who would benefit for membership in UNOPA?



General Membership Meeting Minutes
February 13, 2007
Champions Club

President Donelle Moormeier called the meeting to order at 12 noon.

The minutes from the January 9, 2007 General Membership meeting were presented. Motion was made by Becky Hastings to approve the minutes as corrected. The motion passed.

Treasurer's Report—The Treasurer's Report, dated January 31, 2007, was presented. The beginning checking balance as of January 1, 2007 was \$8,142.03, and the ending balance was \$7,615.46. The cost object balance was (-\$328.19). The total amount of funds available in these two accounts was \$7,287.27. The CD balance was \$3201.75.

Announcements

*The deadline for nominations for the UNOPA ballot has been extended to Friday, February 16, 2007. At the current time, there are two nominees for Corresponding Secretary and Treasurer, and one nominee each for President-Elect and Recording Secretary.

*The UNOPA Notes deadline is Friday, February 16, 2007. This edition will be entered in competition for the NAEOP Rachel Maynard Communication Award to be presented at the NAEOP Annual Conference in Seattle in July 2007.

*Jeanette Fisher was the winner of the February photo contest, and will receive a free lunch at March UNOPA General Membership Meeting.

*Karen Jackson is preparing the UNOPA website to be entered in competition for the NAEOP Past Presidents' Web Site award. Please send Karen any corrections, suggestions or additions by Monday, March 5, 2007.

*EAP is offering a brownbag on March 1, "Using Neuro & Bio Feedback", 12 noon to 1:00 p.m., in the city campus union. This has been approved for 1/6 PSP point.

*Information Services is offering a free preview of Microsoft Office 2007 and Windows Vista on Thursday, February 22, 2007, in the City Union Auditorium. If interested in attending, please register at: training.unl.edu

*The next Keys to Professionalism Brown Bag sessions will be February 20, 2007 at the city campus union and February 21, 2007 at the east campus union,

both beginning at 12 noon.

*The UNOPA Spring Workshop will be held on Thursday, March 22, 2007. Ali Moeller will be the speaker. More information will be available soon.

*Lorraine Moon is offering a brownbag workshop for those interested in learning about PSP on Thursday, February 15, 2007, at 12 noon, in the Alexander West building.

*Carol Bom, NEOPA President, provided information on the NEOPA Spring Conference to be held 3/29-3/30/2007 at Southeast Community College. Information is available either from Carol at this meeting or on the NEOPA website.

*Debbie Hendricks provided information on the Central Area Professional Development Day in Olathe, Kansas, February 23 and 24. The deadline for registration is Friday, February 16, 2007.

*Donelle reported that Rose Frolik is now living at Eastmont Towers.

*The Executive Board, on February 6, 2007, increased the stipend for the Rose Frolik Award to \$600. This will be effective for this year's award to be presented at the April General Membership meeting. Nominations for the Rose Frolik Award are due Friday, March 9, 2007.

Committee Reports

Bradley Munn Professional Growth Fund Committee—Becky Hastings reported the next deadline for applying for reimbursement is April 15. The committee is putting together one or two items that will be raffled at the April General Membership meeting. Check the website for details.

Hospitality Committee—The 50/50 winner was Becky Hastings for the amount of \$31.00. Donelle Moormeier and Grace Li were recipients of the two door prizes.

Awards Committee
Donelle Moormeier announced that two UNOPA members have been recipients of the Board of Regents KUDOS awards—Chris Cary in November and Carol Wusk in January.

Floyd S. Oldt Silver Pen Award—Nelvie Lienemann announced the recipients of this award—Deanna Lubken, Staff Assistant, College of Law, and Bethanie

Nemechek, Project Assistant, Distance Education Service. Both recipients will receive \$600, an engraved pen, a framed certificate, and a one-year UNOPA membership.

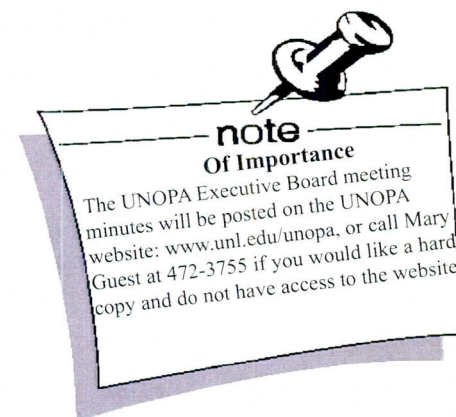
Floyd S. Oldt Outstanding Staff Awards—Nelvie Lienemann announced there were four nominees for this award: Barbara Homer, Secretary Specialist, School of Criminology and Criminal Justice; Mary Klucas, Administrative Tech II, College of Arts and Sciences; Roberta Sandhorst, Administrative Assistant, Extended Education and Outreach; and Carol Wusk, Secretary Specialist, College of Agricultural Sciences and Natural Resources. For the first time in presenting this award, there was a tie. Recipients of the 2006-2007 Floyd S. Oldt Outstanding Staff awards were Carol Wusk and Mary Klucas. Both recipients will receive \$1,000, a plaque, a certificate, and a one-year UNOPA membership.

Program

Martha Young introduced Peggy Thompson, Licensed Massage Therapist, who gave a presentation on the benefits of massage.

Meeting was adjourned at 1:00 p.m.

Mary Guest, CEOE
Recording Secretary



Monthly Photo Contest



Do you know who these ladies are who attended February's general meeting?

If so, please email your entries to bhomer@mail.unomaha.edu by Monday, March 12, 2007. All correct entries will be put in a drawing whereby one lucky person will win a certificate which entitles them to a paid luncheon at the April general meeting. Good luck!!

Jeanette Fisher was the winner of last month's photo contest.

Congratulations, Jeanette!!



Any News for UNOPA Notes?

Please send any information you want printed in UNOPA Notes to Barbara Homer at bhomer@mail.unomaha.edu by the listed deadlines.

Issue	Articles Deadline
April 2007	Mar. 16
May 2007	Apr. 13

Through the snow we came to a wonderful UNOPA General Meeting Luncheon on February 13. The food was delicious, the award announcements were exciting, and the program was interesting.

Four UNL employees received awards for outstanding service to the University at the UNOPA Annual Awards Luncheon on February 13. UNOPA members and guests came through the snow packed streets to the Champions Club to honor and cheer the award nominees and award recipients.

The Floyd S. Oldt Silver Pen Award was established to honor annually two office support staff who have demonstrated superior performance and have made significant contributions to the University community.

Deanna Lubken, Staff Assistant, College of Law, nominated by Kevin Ruser, College of Law, and Bethanie Nemecek, Project Assistant, Distance Education Services, nominated by Greta Glenn, Distance Education Services.

Each employee received an engraved silver pen, a \$600 stipend, a framed certificate and a one year UNOPA membership.

The Floyd S. Oldt Outstanding Staff Award recognizes an office/service University of Nebraska employee who demonstrates distinguished service and contributions to the University community. There were two Outstanding Staff awards given this year.

Carol Wusk, Secretary Specialist, College of Agriculture and Natural Resources, nominated by Dr. Steven Waller, CASNR Dean's Office, and Mary Klucas, Administrative Technician, College of Arts and Sciences, nominated by Becky Carter, CAS Dean's Office.

Each employee received a \$1,000 stipend, a wooden recognition plaque, and a one year UNOPA membership.

We had two excellent candidates for the Outstanding Staff Award: Barbara Homer, Secretary Specialist, School of Criminology and Criminal Justice, nominated by Dr. Miriam DeLone and Karen Fulton, and Roberta Sandhorst, Administrative Assistant, Extended Education and Outreach, nominated by Greta Glenn.

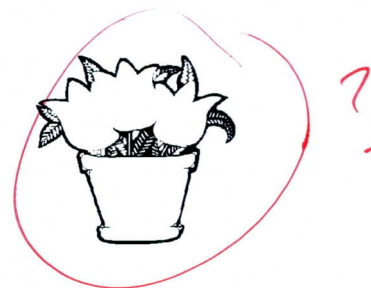
The Silver Pen Awards and the Outstanding Staff Award are made possible by an endowment to the University Foundation by Floyd S. Oldt.

For more information about the awards or UNOPA, go online to unl.edu/unopa or contact Nelvie Lienemann, 2006-07 UNOPA Awards Director, 472-7080.



Nominees: Deanna Lubken, Mary Klucas, Carol Wusk, Barbara Homer, Roberta Sandhorst and Bethanie Nemecek.

The 1st day of Spring is March 21, called Vernal Equinox.



Nice interactive element

Defining Membership

Carol C. Bom, CEOE, NEOPA President

I have been thinking a lot about membership in our associations recently. What makes a person join an association; what makes them want to be involved in an association; what makes a person want to join and become involved in a local, state or national association?

I think that sometimes our members expect too much out of themselves. I wonder if that is why people are reluctant to join a committee, run for an office, or serve on a board of directors. Perhaps it is a money issue. The dues in our local, state and national associations are very reasonable for what you receive in return. They are an investment in you! There are many tips on asking supervisors for reimbursement of these expenses. Please let me know if I can help you with this – cbom@neb.rr.com

What kind of member are you? There are all different degrees of membership involvement in our associations. One may be a member and receive the benefits – a great newsletter; great workshops and conferences; networking among educational office professionals; great websites full of information; fellowship and camaraderie among fellow office professionals, to name a few of the benefits available to us as members.

Why would people join a local association and not join a state or national affiliate? I think we need to dismiss the myth that by joining the state or national associations, you automatically become more involved. Involvement is totally up to the individual members. You automatically have more opportunity to become involved. What you do with that opportunity is up to you.

I think we need to let people know that it's okay to "be a member". Enjoy the newsletter, the website, the fellowship, the workshop; the networking – whatever you want to take from NEOPA or NAEOP. But do join. As you learn more about the organization and become more comfortable with how it runs, then perhaps you can take the next step and serve on a committee. These days, it seems that our committees may meet once a year in person, and then correspond via email the rest of the year. Depending on the type of committee that you are involved in, the time commitment varies. Choose one that suits what time you have available in your schedule between work, home, kids, grandkids, or whatever your situation.

Serving as a board member of an association is a great way to learn about the inner workings of the group. You learn about the Bylaws, the governing rules of the association and, again, get to interact with a great group of people committed to our office profession and its advancement. Yes, there is more work involved at this level, but the benefits are greater as well. You increase your network and develop a bond with this group of people that are all working together for the betterment of our associations. How exciting to affect the growth and development of an organization!

Serving as an elected officer is certainly something to consider before you say "yes." Personally, I find it helps me to clear many of my other commitments I have if I agree to be an officer of an association. This allows me (and you) extra time to get to know your fellow elected officers and board members. It gives me (and you) time to think, to dream, to envision where the association can go within our state. Review the Bylaws, talk to current officers, and learn what is involved in holding that office.

I was at a UNOPA meeting recently, and Donelle Moormeier, current UNOPA President, was encouraging members to put their names on the ballot to serve. She said that she has enjoyed her year as President and has learned so much. I think anyone who serves as President of our associations would agree. So, as you define what type of member you are, realize that it is okay to do what you can do.....perhaps one day your path will take you to become an officer or director of that association.

*Make 2-column
so it's easier to read!*



GENERAL CONFERENCE INFORMATION

The Nebraska Educational Office Professionals Association, NEOPA, is proud to announce conference information regarding our spring conference to be held in Lincoln, Nebraska, on March 30, 2007. Registration will be taken by Southeast Community College in Lincoln.

Registration: To register for this conference, contact Diane Siefkes at: 402-323-3386, 1-800-828-0072, ext. 3386; or e-mail dsiefkes@southeast.edu to register. Registration deadline is **March 9, 2007**.

Course number and Sessions: Please be prepared to select the sessions that you wish to attend. Course details will be available on the NEOPA website as well as in the SCC Spring Bulletin. **The course number is AACK9514CE.**

Tuition: NEOPA Members \$65.00. Non-members \$75.00.

This includes the all day conference, continental breakfast, lunch and the Installation of Officers Banquet and President's Reception.

Lodging: Overnight accommodations for the conference are available at the Chase Suites Hotel, 200 South 68th Street Place, 402-483-4900. Please ask for the NEOPA Conference rooms. Room rate is \$69.00 per night for a suite that sleeps four.

Installation: Banquet and President's Reception will be held from 6:15-9:00 p.m. at the Continuing Education Center. (Vegetarian meal available upon request).

NEOPA is pleased to have our national affiliate, the National Association of Educational Office Professionals, President-elect Linda Sockwell, CEOE, as the keynote speaker. She will present a session on practical tips about being the perfect assistant to your boss.



Linda is the President-elect for the National Association of Educational Office Professionals. Linda has over sixteen years devoted to the educational office field. She has served in many capacities, including President of her local, state and soon to be national level. She has chaired conferences and workshops in Texas. For many years she served on committees and as a delegate to the annual conference representing RESSA and TESA, local and state affiliates. In 2001 she was elected South Central Director for NAEOP. She served in that capacity until 2003. She continued to be involved in NAEOP and in July of 2006 while serving as the Annual Conference Chairman for the Dallas conference, she was installed as President-elect. Linda is a native Texan, grew up

in Dallas where she attended Dallas ISD elementary/junior high school and high school. She attended North Texas State University for three years.

Curtline?



NEOPA Spring Conference
Friday, March 30, 2007
In Partnership with Southeast Community College
Continuing Education Center
301 South 68th Street
Lincoln, NE 68510



Back to Basics – 3 R's: Rejuvenate Your Potential; Revitalize Your Attitude; Renovate Your Skills

Time	Item	Topic	Speaker
7:30- 8:00	Registration		
8:00- 8:30	Opening	Welcome	Carol Bom, CEOE NEOPA President
8:30-10:30	Keynote	How to be the Perfect Assistant to Your Boss	Linda Sockwell, CEOE NAEOP President-elect
10:30-10:45	Break		
10:45-11:45	Session 1	Strength of Four Generations	Sue Schlichtemeier-Nutzman, Ph.D.
	Session 2	Any Idea Where I Put my ____?	Lisa Bourlier
11:45-12:00	Break		
12:00- 1:00	Lunch	With Business Meeting	Carol Bom, CEOE
1:00- 1:15	Break		
1:15- 2:45	Session 3a	Colors: Temperament & Personality	Lori Balke
	Session 4	Be Happy and Well	Sandy Taulborg
	Session 5	Time Mastery: Doing More, Doing it Better	Sue Schlichtemeier-Nutzman, Ph.D.
2:45- 3:00	Break		
3:00- 4:30	Session 3b	Colors: Temperament & Personality	Lori Balke
	Session 6	Putting Your Best Foot Forward	David Corbin, Ph.D.
	Session 7	Taking Care of You	Sandy Taulborg
4:30- 5:00	Break		
5:00- 6:00	Social	Chase Suites	
6:15- 9:00	Banquet	SCC Continuing Education Center	

For complete conference information, visit <http://neopa.unl.edu>
(registration is limited to the first 125 people)

NEOPA Spring Conference “Back to the Basics” The Three R’s

SESSION INFORMATION:

8:30-10:30 am Keynote: “How to be the Perfect Assistant to Your Boss,” Linda Sockwell, CEOE

Decades ago, secretaries played a passive role in their relationship with their boss. They took dictation, typed letters, answered phones, and generally did whatever their bosses told them to do. Today many assistants and bosses prefer a team model, which uses the strengths of both partners and where both partners jump in where the other needs support.

Breakout Group 1

10:45-11:45 am Session 1: “Workforce 2007: Strength of Four Generations,” Sue Schlichtemeier-Nutzman, Ph.D

Workforce 2007 involves four very different generations working together in departments, on teams, on committees, and on projects. These generations vary greatly in many ways (size, values, work perspectives, and motivational sources), but their diversity is their strength-- as long as all are understood and valued. People who consider the impact of differing goals, work styles, and views of life can develop more successful teams and work relationships playing to the strengths from each generation: WWII, Baby Boomers, Generation X, and Generation Y.

10:45-11:45 am Session 2: “Any idea where I put my _____?,” Lisa Bourlier, UNL

Basic organization: where to start and how to improve what you have. From paper management to file management (electronic and hard copy) to people management, we’ll help you get organized. So if you have a hard time figuring out where to start, this session is for you.

Breakout Group 2

1:15-2:45 pm Session 3: “Colors Temperament and Personality – Work Who You Are!,” 1st of 2 sessions, Lori Balke, SCC

True Colors is a temperament assessment tool used to help people discover their greatest strengths and understand the strengths of others. Fun and informative, you will walk away from this two part session with a clearer understanding of yourself, your co-workers and your family members. A don’t miss opportunity.

1:15-2:45 pm Session 4: “Be Happy and Well,” Sandy Taulborg, Health Promotion and Wellness Coordinator, Workforce Development

In this busy world of work, family, spiritual and community needs it is easy to forget to take care of ourselves. If we don’t take care of ourselves, we won’t be prepared to face the challenges of work and daily life. Come and learn how to reduce stress, feel more energized and ready to tackle daily challenges.

1:15-2:45 pm Session 5: “Time Mastery: Doing More, Doing It Better,” Sue Schlichtemier-Nutzman, Ph.D

Time is a non-renewable resource, so using it well impacts every organization’s bottom line. This session offers practical strategies for breaking through roadblocks to productivity and making time work for you.

Breakout Group 3

3-4:30 pm Session 3: “Colors Temperament and Personality – Work Who You Are!,” 2nd of 2 sessions, Lori Balke, SCC

Part two of True Colors. **Register for both sessions of True Colors**

3-4:30 pm Session 6: “Putting Your Best Foot Forward,” Dave Corbin, Ph.D., UNO

Putting your best foot forward without being pushy is a learned skill. Assertive behavior is expressing yourself in a direct, honest and open manner and standing up for your rights while respecting the rights of others. Learning how to be assertive helps to reduce your stress and improves interpersonal communication.

3-4:30 pm Session 7: “Be Happy and Well,” Sandy Taulborg, Health Promotion and Wellness Coordinator, Workforce Development – this is a repeat of session 4 with same title



March Calendar

March 6 - UNOPA Executive Board Meeting, 1700 Y Street

March 11 - Daylight Savings Time Begins - Remember to Spring Ahead

March 13 - UNOPA General Meeting, East Campus Union

March 16 - UNOPA Notes deadline for submission of articles

March 22 - UNOPA Professional Growth Spring Workshop
Ali Moeller, Presenter, "Effective Team Building"

March 29 - NEOPA Spring Conference Thursday Night Social,
Chase Suites Hotel Conference Room, Lincoln, NE

March 30 - NEOPA Spring Conference, Southeast Community College
Continuing Education Center, Lincoln, NE

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Happy St. Patrick's Day!!



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 education office professionals with the University of Nebraska, as partners, upholding the quality of service to the university educational system and the community.