

2007

2007-08 Newsletter Award Submissions & Judging Sheets

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**RACHEL MAYNARD AWARD FOR EXCELLENCE IN COMMUNICATION
NEWSLETTER/MAGAZINE CONTEST ENTRY BLANK**

(Sponsored by the NAEOP Past Presidents Council)

Name of NAEOP Affiliated Association University of Nebraska
Office Professionals Association
(Use Full Name)

Name of Affiliate President Gretchen Walker

Name of Editor(s) Tonda Humphress and Deb Rosenau

Email address: thumphress1@unl.edu drosenaul@unl.edu

Name of Publication UNOPA Notes

Date of Publication 2/29/08 Number Members in Association 142

NOTE: Date of publication must be between March 15 of the previous affiliation year and March 15 of current affiliation year.

Judging will be in the following categories. Please check the appropriate category for your association below and on the judging sheet.

- Magazine (Local or State)
- Local Newsletters, Category 1 - 100 members or less
- Local Newsletters, Category 2 - 101 members or more
- State Newsletters, Category 1 - 300 members or less
- State Newsletters, Category 2 - 301 members or more

TO QUALIFY FOR JUDGING:

ENTRIES MUST INCLUDE THREE (3) COPIES OF THE SAME ISSUE AND THREE (3) COPIES OF THIS ENTRY BLANK AND JUDGING SHEET AND **\$20 NON-REFUNDABLE PROCESSING FEE**. (Paper clip entry blank and judging sheet to entry. Please do not staple.)

ENTRIES MUST BE POSTMARKED BY MARCH 15

Mail entry and \$20 processing fee to:
NAEOP
Past Presidents Council
PO Box 12619
Wichita KS 67277-2619

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

(Sponsored by the NAEOP Past Presidents Council)

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

- 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

*Page # 9
 10 POINTS
 FP, 6, BP
 FP
 FP, BP
 FP
 FP
 FP

JUDGES' COMMENTS You have color - use it! Cover is very drab and unappealing. Redesign to make it more interesting for your members to read.

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 no consistency of headlines
- Spelling, grammar, punctuation
- Credits: author/publication titles listed for submitted/copied work

15 POINTS 11

JUDGES' COMMENTS See comments in newsletter. You have beautiful color, but are not taking advantage of it. Eliminate clipart and instead include larger photos of staff, events + your membership!

III. CONTENT

- Timely articles of educational interest about the profession: helpful hints regarding the profession part. pro
- 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

*Page #
 65 POINTS 60
 BP
 2,3,4,5,6,BP
 1,2,7
 1,2,4,5,7,BP
 2,5,6,7
 1,2,3,6,BP

JUDGES' COMMENTS Content is good, but could use more articles about professional development. Good attempt at solidifying member participation.

IV. OVERALL APPEAL, INTEREST, OUTSTANDING FEATURES, ORIGINALITY

10 POINTS 7

JUDGES' COMMENTS Good start to articles, but more attention needs to be made to detail and presentation.

TOTAL

100 POINTS 87

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

(Sponsored by the NAEOP Past Presidents Council)

Name of Affiliated Association University of Nebraska Office Professionals Association

Name of Publication UNOPA Notes

- Type of Publication:
- | | |
|--|---|
| <input type="checkbox"/> Local Newsletter, Category 1 | <input type="checkbox"/> State Newsletter, Category 1 |
| <input checked="" type="checkbox"/> Local Newsletter, Category 2 | <input type="checkbox"/> State Newsletter, Category 2 |
| <input type="checkbox"/> 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 | FP, 6, BP | 10 POINTS <u>10</u> |
| • Title of Publication | FP | |
| • Name/Address of Editor/Publication | FP, BP | |
| • Month/Quarter/Year of Issue | FP | |
| • Purpose/Mission Statement | FP | |
| • Name of Association | FP | |
| • Name/Address and/or Phone/Fax/E-Mail of Officers | FP | |

JUDGES' COMMENTS _____

- | | | |
|--|------------------|-----------|
| II. FORMAT/ LAYOUT | 15 POINTS | <u>14</u> |
| • 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 _____

- | | | |
|--|-------------------|---------------------|
| III. CONTENT | *Page # | |
| • Timely articles of educational interest about the profession: helpful hints regarding the profession | | 65 POINTS <u>63</u> |
| • Material contributed by officers, committee chairmen, members | | |
| • Variety of subjects appealing to all members | | |
| • Calendar of Events | BP | |
| • Announcements of upcoming meetings, programs, conferences (including date, time, place, and description) | 2, 3, 4, 5, 6, BP | |
| • Review/report of previous programs/meetings | 1, 2, 7 | |
| • Association activities (if state, coverage of state news; if local, coverage of local news) | 1, 2, 4, 5, 7, BP | |
| • Personal news/association-related news of members | 2, 5, 6, 7 | |
| • News/promotion of NAEOP | 1, 2, 3, 6, BP | |

JUDGES' COMMENTS _____

- | | | |
|--|------------------|----------|
| IV. OVERALL APPEAL, INTEREST, OUTSTANDING FEATURES, ORIGINALITY | 10 POINTS | <u>8</u> |
|--|------------------|----------|

JUDGES' COMMENTS _____

TOTAL 100 POINTS _____

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

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SYSTEM FOR JUDGING THE PUBLICATION

I. FRONT PAGE, COVER, VITAL INFORMATION

*Page #
 FP, 6, BP 10 POINTS 6
 FP
 FP, BP
 FP
 FP
 FP

- 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 Consider an interesting nameplate, graphics in photo to enhance cover

II. FORMAT/ LAYOUT

15 POINTS 10

- 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 With a long president's message, try subheads to increase readership

III. CONTENT

*Page #
 65 POINTS 52

- 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
2,3,4,5,6, BP
1,2,7
1,2,4,5,7, BP
2,5,6,7
1,2,3,6, BP

JUDGES' COMMENTS Nice variety

IV. OVERALL APPEAL, INTEREST, OUTSTANDING FEATURES, ORIGINALITY

10 POINTS 7

JUDGES' COMMENTS _____

TOTAL

100 POINTS 75



UNOPA NOTES

University of Nebraska Office Professionals Association / Volume 46, Issue 6

--FROM THE DESK OF-- PRESIDENT GRETCHEN WALKER

photo?

Despite what Punxsutawny Phil might have predicted, spring is fast approaching. Soon the days will become warm and the flowers abloom. Now is a good time to reminisce about what has taken place these past few months in UNOPA and what is yet to come.

In September our meeting was held on September 11, 2007, the sixth year anniversary of 9/11 and the terrorist attacks on the Pentagon and the World Trade Center. We took time to remember the many brave men and women that lost their lives that day with a special poem and a recipe for a remembrance cake. Todd Bowman, a representative from City Impact, gave a brief presentation. City Impact is a faith-based non-profit organization whose vision is to see urban families and communities transformed from the inside out and is one of the charities I have selected for UNOPA to support this year. We also had a presentation on the benefits and differences of UNOPA, NEOPA and NAEOP. A brick was purchased in honor of Rose Frolik, UNOPA founder, to be placed in the Jackie Evans Memorial Garden located at the NAEOP office in

Wichita, Kansas. Our Mentoring Committee had already been busy setting up noon mini-workshops. The first one was held in September with Shannon Poppe, Specialist for Environmental Health and Safety, who spoke on office ergonomics.

The October meeting found us at the City Union listening to Dale Bacon's ghost stories of UNL and Lincoln locations and his own personal experiences with ghosts. In October our Mentoring Committee mini-workshop featured Greg Clayton, Director of Benefits and Risk Management, who provided us with information on retirement and benefits. Another main focus is the UNOPA parking lot on Husker football game days, where we have lots of fun meeting new members and old friends while raising money for UNOPA by parking cars. This year UNOPA earned \$4,724! On October 6, the PSP Endowment Committee held their annual fall luncheon at the Lied Center. Gary Meers presented, "Aspire to Inspire Before You Expire." Dean Oliva played the piano, and there was also a silent auction and door prizes. Dr. Z B Mayo, Interim Associate Dean and Associate Director of the Agricultural Research Division at UNL, was

(Continues on Page 2)

Board of Directors

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tiny font

Inside this Issue

	Page
President's Letter	1-2
UNOPA Board of Directors	1
Parliamentary Procedure	3
March General Meeting	4
Contest Winner	4
Contest Rules	4
PSP Deadline	4
Rose Frolik Award Nominations	5
UNOPA's 45th Anniversary	5
Member News	5
NAEOP/NEOPA/UNOPA Corner	6
"Professional Development Opportunities"	
UNOPA Members Receive Awards	7
Calendar	Back Cover

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.

President's Message (Continued from Page 1)

awarded the 2007-08 Educational Administrator of the Year at NEOPA's fall workshop on October 12. Many members of UNOPA also participated in the American Cancer Society walk on October 14 at Holmes Park. UNOPA made a good showing for a very worthwhile cause.

Nicholas Reynolds a student in the UNL School of Music, provided background music before lunch at our annual Bosses Luncheon in November. Guest speaker Dean Giacomo Oliva, Hixson-Lied College of Fine and Performing Arts and recipient of the 2007 NAEOP Administrator of the Year, encouraged the bosses and administrators to support the professional development efforts of their staff. Dean Marjorie Kostelnik, College of Education and Human Services, was our Boss of the Year recipient. The Cedars Foundation was announced as the organization that would receive gifts from our Giving Tree in December. Our Mentoring Committee arranged a mini-workshop in November with Kathy Prochaska-Cue, Former Board Member of the UNL Federal Credit Union and Associate Professor of the Department of Children, Youth and Family Studies, who spoke about "Paying Down Debt."

The weather in December was not in our favor and the December general meeting had to be cancelled as many employees could not get to work.



make larger add culture
Our January meeting was a UNOPA/UAAD annual joint general membership meeting. Jim King, Associate

Professor of Agricultural Leadership, Education, and Communication, and Kathy Notter, Specialist System Support for Communication Information Technology, spoke on Leadership Styles. Our Mentoring Committee brought a mini-workshop to us in January by William Lyons, Professor of Law, who spoke on the importance of Wills & Trusts.

The Floyd S. Oldt Silver Pen Awards were given to Linda Thelen, Room Assignment Clerk for Registration and Records, and Debra Underhill, Staff Secretary for the Panhandle Research and Extension Center, at the February meeting. Barbara Homer, Secretary Specialist, School of Criminology and Criminal Justice, was awarded the Floyd S. Oldt Outstanding Staff award. The Mentoring Committee held another mini-workshop on Heart Attacks and Strokes/Signs and Prevention/Men and Women by Marilyn Baalhorn, Health Aide Coordinator, University Health Center. UNOPA's annual

spring workshop on "Let's Talk Business: Finding One's Voice During Life's Transitions," presented by Dr. M. Colleen Jones, Assistant to the Chancellor for Organizational Development and Assistant Professor of Management, was held February 28. Fourteen UNOPA members have signed up for the N-lighten Nebraska team wellness program sponsored by the Nebraska Sports Council. The three month endeavor (February 1-May 1) encourages Nebraskans to develop sustainable healthy physical activity and eating habits. The team has set a goal of walking our way to the national conference in Denver. Good luck teammates!! All UNOPA members were encouraged to wear red on February 1 to show their support for women's heart disease awareness.

We only have three more general membership meetings this year. In March, Jan Hoegh, Assessment Coordinator with Statewide Assessment, Nebraska Department of Education, will be the presenter. We also will hold the last of the mentoring mini-workshops presented by Angie Frederick, Assistant Director Fitness and Wellness Services, Campus Recreation, on General Wellness, Stress management and the Health Risk Assessment survey results and the future. Many UNOPA members will also be heading to Columbia, Missouri, to participate in the "Professionalism is Cooking in Missouri," Central Area Professional Development Day, hosted by the Missouri Association of Educational Office Professionals (MAEOP) on March 27-28. UNOPA's Executive Board will also see the final presentations from Michael Goff's marketing class, who has agreed to take UNOPA as a client this spring semester. The students are working on ways to recruit and retain members as well as provide recognition for the members.

In April we will honor our Past-Presidents and present the Rose Frolik Award, which was established to recognize a member who demonstrates the attributes of UNOPA's founder and first president, Rose Frolik. Our entertainment for that meeting will be the chorus from Lincoln Christian High School. We will also be celebrating UNOPA's 45th anniversary at the April meeting. The NEOPA (the Nebraska Educational Office Professional Association) will host their spring workshop, "April Showers Bring a Rainbow of Opportunities," on April 10 and 11 at the Cornhusker Hotel. UNOPA's own Becky Hastings will be installed as the NEOPA president during the Friday night banquet.

How fast this year has gone! In May we will install the new UNOPA Officers and Board of Directors for 2008-2009. Be thinking 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 a very rewarding experience—"Construct Partnerships with Service."

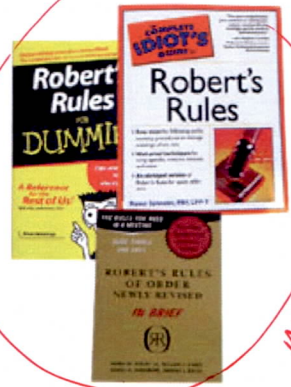


Due to the increase in printing costs, the UNOPA General meeting minutes will be posted on the UNOPA website: <http://unopa.unl.edu>, or call Janice Kohler at 472-1103 if you would like a hard copy and do not have access to the website. *area code*

larger

Parliamentary Procedure: What is it and why should I care?

By Mary Guest, President Elect



move into body of text - not floating above

UNOPA's Bylaws were established according to the guidelines set forth by Robert's Rules of Order, and, as stated in the Bylaws, Robert's Rules of Order is our parliamentary authority. UNOPA's board meetings and general meetings are run according to Robert's Rules of Order. But what does this really mean?

"Parliamentary law is the procedural safeguard that protects the individual and the group in their exercise of the rights of free speech, free assembly, and the freedom to unite in organizations for the achievement of common aims. These rights, too, are meaningless, and the timeless freedoms they define can be lost, if parliamentary procedure is not observed." (Sturgis, Alice, The Standard Code of Parliamentary Procedure, 4th ed., McGraw-Hill, 2001, pg. 2.)

Just the titles of "parliamentary procedure" and "Robert's Rules of Order" sound cumbersome and complicated, but really are manageable when broken down into smaller segments. You don't need to learn Robert's Rules of Order all at one time including all the exceptions and details. Simply learn the big picture—the importance of an agenda, what should be included in meeting minutes,

description of officer's duties, and how to make a motion. A good place to start is with "Robert's Rules for Dummies" by C. Alan Jennings. This book breaks down all aspects of organizations and meetings. Instead of reading it from cover to cover, you can easily pick a topic, find it in the book and have a good understanding of that topic. This book is not a substitute for Robert's Rules, but it does help explain them.

UNOPA's board meetings and general meetings don't usually involve many of the complex rules. We generally make main motions and secondary motions, make Bylaws changes and Standing Rules changes, and conduct orderly business meetings. It's pretty simple, but these rules must be followed to insure fairness to all. As stated by Alice Sturgis:

"Parliamentary procedure is easy to learn because it is essentially fairness and common sense. It gives confidence and power to those who master it, and enables members and organizations to present, consider, and carry out their ideas with efficiency and harmony.



It is true that parliamentary law can be used to obstruct the will of the majority, as well as to implement it—but this can happen only when a majority of the members are ignorant of their parliamentary rights." (Sturgis, pg.3)

For those attending the 2008 NAEOP Annual Conference this summer in Broomfield, Colorado, I would encourage you to attend the briefing, "Parliamentary Procedure," presented by Dr. Jon Hall, NAEOP Parliamentarian (Briefing #401). He encourages you to e-mail any questions you may have on parliamentary procedure or topics you would like him to address prior to June 1, 2008, at JHConsulting@cfu.net. He is truly an expert and provides understandable explanations. After attending his session, you can observe parliamentary procedure in action at the NAEOP General Sessions. This will give you a totally new appreciation of the process.

Parliamentary procedure is followed to insure all members' rights in an organization. Take some time to look at UNOPA's Bylaws. Be curious. Be inquisitive. This is your organization—understand how it works and how Parliamentary procedure benefits you.

use real photos of members - not clip art.

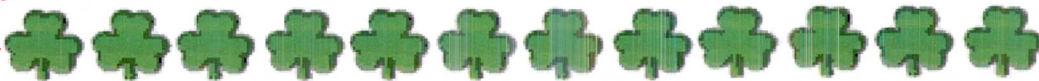


MARCH GENERAL UNOPA MEETING “Assessment of Student Learning in Nebraska”

March 11, 2008 at 11:45 a.m.

The next UNOPA General meeting will be March 11 in the Nebraska City Union. Our presenter will be Jan K. Hoegh, Assessment Coordinator with Statewide Assessment from the Nebraska Department of Education. The Department of Education has implemented a local assessment process for the purpose of learning about student performance to the Nebraska Standards. This presentation will provide the audience with information about our State Department, the process used for state assessment, and information about quality assessment. Time will be provided for questions related to assessment and other pertinent educational issues.

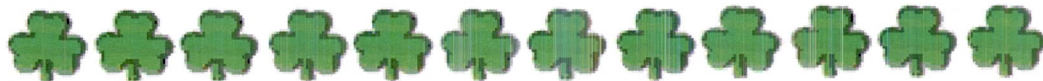
*low-resolution
graphics detract
from layout*



NEW CONTEST WINNER!

by Deb Rosenau and Tonda Humphress, UNOPA Notes Co-Directors

In the January 2008 UNOPA Notes, Marcy Tintera, Staff Assistant for the College of Law, was the randomly chosen UNOPA Notes contest winner. She found Debbie Hendricks' name and department on page 5 of that issue. Marcy will receive a free lunch at the March 2008 General UNOPA meeting. CONGRATULATIONS, Marcy!



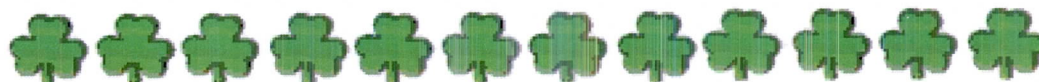
UNOPA NOTES CONTEST RULES

In each newsletter, a UNOPA member's name (as listed on the UNOPA Membership web page) and department will be out of context. When you find it, send an email to: drosenau1@unl.edu or thumphress1@unl.edu to let us know the page on which you found the information, the member's name and department.

Look carefully in a future newsletter to find the hidden name and department of a UNOPA member. The lucky winner will receive a free lunch at an upcoming General UNOPA meeting. GOOD LUCK!

Note: Names/Departments for this contest will not be listed in the Board of Directors Section.

With six (6) issues of *UNOPA Notes* published, there is still *one last chance!*



PSP Deadline: The next deadline to apply for the PSP is May 15. If you have questions about applying for the PSP or would just like more information in general regarding this program, please contact Lorraine Moon, CEOE, at 472-6082 or at lmoon1@unl.edu.

ROSE FROLIK AWARD NOMINATIONS

by Diane Wasser, Awards Director

UNOPA is now seeking nominations for the Rose Frolik Award. Nominations are due by March 7th to Diane Wasser, Awards Director. For information on the criteria for the award, please refer to the website: <http://unopa.unl.edu/rose.htm> To see who qualifies for this award please refer to the website: <http://unopa.unl.edu/awards.htm> and click on eligible nominees.

This annual award was established in 1988 to recognize a member who demonstrates the attributes of UNOPA's founder and first president, Rose Frolik. It is awarded at the regular April meeting where we present the award and honor all of our Past Presidents.

Rose is an enthusiastic, energetic person who challenges life and feels that how you do your work may be a lot more important than what you do. UNOPA members who have been active for at least the past five years are eligible for nomination by another member. 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.



Rose Frolik, April 2002



It's time to celebrate UNOPA's **45th** Anniversary!

Please plan to join us as we celebrate UNOPA's 45th Anniversary at the April General Meeting. We welcome any *memories/pictures* featuring past UNOPA members and events for a possible scrapbook page posting. All ideas welcome!

Watch for more information in the March issue of *UNOPA Notes*.

MEMBER NEWS

2 too generic of headline

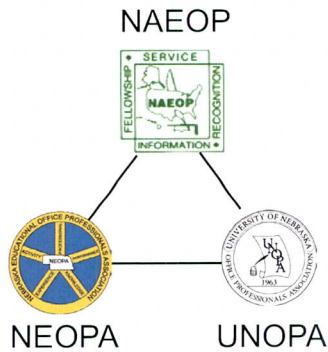
by Helen Sexton, Corresponding Secretary

Recent cards were sent to the following UNOPA members who have had personal emergencies.

- Get Well — Marie Dvorak
- Sympathy — Karen Jackson
- Thinking of You — Karen Randall
- Thinking of You — Linda Thelen
- Sympathy — Sandy Watmore
- Sympathy — Edie Schleiger
- Thinking of You — Margaret Skean
- Get Well — Kathy Bennetch



If you know a UNOPA member who would appreciate a congratulations, get-well, sympathy, or thinking-of-you card, please contact Helen Sexton at 472-2341 or hsexton2@unl.edu.



**The UNOPA
NAEOP/NEOPA LIAISON
is
Diane Wasser, CEOE
dwasser1@unl.edu**

Why is this box floating above the story?

Professional Development Opportunities

UNOPA members have two great opportunities to attend Professional Development workshops in the next couple of months.

On March 29-30 there will be a professional development workshop and Central Area meetings in Columbia, Missouri. Information can be found on the Missouri Association of Educational Office Professionals' website at: <http://www.maeop.net>. Registration needs to be postmarked by **March 7**. If you are interested in going, please contact Diane Wasser, UNOPA Liaison, or Lola Young, Central Area Director.

Another professional development opportunity is the NEOPA (Nebraska Educational Office Professionals Association) Spring Conference. The dates are April 10 and 11 at the Cornhusker Hotel in Lincoln. April 10 will be a social from 7:00 – 9:00 p.m. The evening will include live and silent auctions, snacks, lots of fun, and networking. Friday morning will start with registration

from 7:30 – 8:15 a.m., followed by a flag ceremony. The keynote speaker will be Dr. Schlichtemeier-Nutzman who will speak on “The Strength of Four Generations.” Many of you heard her last year but, by popular demand, she is back to continue where she left off. Lunch is a potato and salad bar. In the afternoon we will have our state business meeting followed by Lori Balke speaking on “Colors.” The afternoon sessions will conclude at 4:30 p.m. In the evening there will be a banquet with your choice of three different meals and then the installation of the state officers and directors. This year we will install Becky Hastings as president and congratulate Chris Cary on a great year. UNOPA should be very proud to have back-to-back state presidents.

More information on the State NEOPA Conference can be found at: <http://neopa.unl.edu/centralarea.html>.

Please consider joining us for one or both of these events.

good → **Reminder!**

**NAEOP ANNUAL CONFERENCE
July 7-11, 2008
Broomfield, CO**

“Building Better Partnerships”

The National Association of Educational Office Professionals (NAEOP) Annual Conference will be in July, 2008. The conference is at The Omni Interlocken Resort which should be a treat. Hopefully, you have already made your room reservations for this event and marked your travel arrangements on your calendar!

Diane Wasser, CEOE, NEOPA/NAEOP Liaison

UNOPA Members Receive Awards

Awards

by Diane Wasser, Awards Director

UNOPA honored three University employees at their annual February 12th General Meeting. The Floyd S. Oldt Silver Pen was awarded to Linda Thelen and Debra Underhill, and the Outstanding Staff Award was presented to Barbara Homer.

The Silver Pen 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. The award was established in UNOPA's Silver Anniversary year and, as a pen is common to UNL personnel, it was named the Silver Pen Award. It is funded by an endowment to the University from Floyd S. Oldt. The recipients will each receive \$600, an engraved A.T. Cross Silver Pen, a framed certificate and a one year UNOPA membership.



Linda Thelen, the Room Assignment Clerk in the Registration Office, was nominated by Tony Schkade. Letters of support mention how hard working and diligent Linda is and how she always goes that extra mile for those who are in need of assistance.

Clients are served in a pleasant and professional manner. Linda works with faculty, staff and students to assure that they have an enjoyable experience here at UNL. Linda goes beyond the ordinary job requirements to step in when needed and always has a smile to share.

Debra Underhill, Staff Secretary from the Panhandle Research and Extension Center in Scottsbluff, was nominated by John Smith. Debra was hired in October 1999 and provides office support to five specialists. They mention her organization and ability to multi-task to keep five diverse people happy. She is always experimenting with new ways to keep presentations fresh and appealing. She always seeks out opportunities to improve her skills.



The Floyd S. Oldt Outstanding Staff Award was created to recognize an outstanding University of Nebraska-Lincoln office/service employee who demonstrates distinguished service and contributions to the University community; this award is made possible by an endowment left to the University Foundation by Floyd S. Oldt in 1991. Any University employee may nominate another UNL employee. Recipients receive a personalized plaque, a year's membership to UNOPA, and a cash award of \$1,000.

Barbara Homer, Secretary Specialist for the School of Criminology and Criminal Justice, was nominated by Dr. Colleen Kadleck and Karen Fulton. Barbara's nomination letters mentioned her commitment to excellence. She is personable, caring, friendly, trustworthy, dependable, and an excellent team player. Barbara consistently positions herself to be "always part of the solution and never part of the problem." In short, Barbara loves her job and it shows.



Other nominees for the Floyd S. Oldt Silver Pen were Lori Drake, Accounting Clerk in the Business Operations of Extended Education and Outreach; Juanita Jackson-Stoner, Administrative Technician in the Senior Vice Chancellor's Office for Academic Affairs; and Betty Tutt, Administrative Technician in the Budget Department. Also nominated for the Floyd S. Oldt Outstanding Staff Award was: Kimberly Christiansen, Program Assistant, INTSORMIL.

These awards are judged by employees from across the campus representing administrators, faculty members, directors, supervisors, office and service employees. Our judges this year were Bill Stevens, Mary Weidner, Keith Zaborowski, Karina Shoengold, Larry Routh, and Timothy Alvarez.

Congratulations to all three recipients!

Make photos larger and add cutlines!

March 2008 Calendar

- March 7 Deadline for Rose Frolik Award Nominations
- March 9 Daylight Savings Time Begins
- March 11 UNOPA General Meeting
Nebraska City Union - 11:45 a.m.
- March 14 *UNOPA Notes* Deadline for Submission of Articles
- March 16-23 UNL Spring Break
- March 27-29. NAEOP Central Area Workshop, Columbia, MO
“Professionalism is Cooking in Missouri”



“Building Better Partnerships”

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