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UNOPA Notes

Volume 49, Issue 1 September 2010

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

UNOPA Mission Statement:

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 systems and community.

President's Message

Mari Greer, President



UNOPA M.A.G.I.C.

*Making
A
Greater
Individual
Commitment*

After much deliberation, I've decided that the Lighthouse will be the recipient of the proceeds from our 50/50 drawings this year. It's a great organization that offers youth in grades 6-12 academic support, evening meals and enrichment/recreational activities during non-school hours, Monday-Friday, twelve months a year. They promote the physical, mental, emotional and spiritual well-being of adolescents. Kristi Lawrence will join us at our September 14 meeting to talk more about the programs the Lighthouse offers.

Have you signed up to help park cars at the 18th & R Street parking lot on home football game day? As you know, this is our only fund

raiser and we're relying on **YOU** to make this another successful year. If you haven't already volunteered, please contact me or one of our board members and we'll work with your schedule to find a time for you to help out. Remember to **Make A Greater Individual Commitment** this year, in all that you do!

I hope you've renewed your UNOPA membership and registered for our Friday, September 17 professional development workshop. Kim Ratz' presentation "Success Is Liking What You Do" will have some great messages for all of us to use in our day to day activities. I look forward to seeing you there.

Special points of interest:

- PROFESSIONAL DEVELOPMENT OPPORTUNITIES
- NATIONAL CONFERENCE UPDATE
- BECOME AN UNOPA MEMBER
- FUND RAISING
- GET UP AND MOVE

Inside this issue:

FALL WORKSHOP	2
NAEOP CONFERENCE	2
FLOYD S. OLDT AWARDS	3
UNOPA PARKING	3
MEMBERSHIP	4
PROGRAMS	4
NEOPA FALL WORKSHOP	4
OFFICE EXERCISE	5
MAKING STRIDES	5

Time for Tea — Summer Social

Marcy Tintera & Sharen Simmons

Thirty-two ladies gathered at The Aloha Tea Room in Lincoln on Thursday, June 17, 2010 for UNOPA's Summer Social. Beside each plate setting was a dainty doily favor filled with candy and decorated with ribbon and a heart shaped paperclip. The committee had fun putting this gift together for everyone.

We charged \$5.00 per person for a taste of assorted desserts, fruit and beverages. The Outreach Committee budget supplemented the rest of the \$6.95 cost (@ \$1.95 per person).

Entertainment was provided by Judy Anderson. Several people brought gently used

purses for a purse exchange. Games (with purses as the themes) were played and door prizes (donated by committee members) were distributed.



“Success Is Liking What You Do”

Tonda Humphress, Career Development Director

Nationally known professional speaker, trainer, singer, and songwriter, **Kim Ratz**, will present UNOPA’s Fall Workshop on Friday, **September 17, 9:00 a.m. to 4:00 p.m.** in the Jackie Gaughan Multicultural Center. This full-day program will provide tips and tools for improving skills in the areas of communication, relationships, team building, leadership and customer service. For UNOPA members, the cost of this workshop is \$35.00 for the entire day (including lunch). Thanks to the UNOPA board and the Bradley Munn Professional Development Fund, we are able to bring

Kim to campus at this extremely reasonable price. **Registration deadline is Friday, September 10** and the registration form is available on the UNOPA website: <http://unopa.unl.edu>. Space is limited, register now! You won’t want to miss out on this exceptional opportunity to start out this new academic year!



In our efforts to provide workshops that meet the needs of UNOPA members, the Career Development Committee is seeking ideas from UNOPA members regarding relevant topics and/or speakers for the Spring 2011 workshop. Please send your suggestions to Tonda Humphress, Co-Director, at thumphress1@unl.edu. Thank you for any suggestions you can provide.

Key to Success: NAEOP 2010

“**Central Area — The Key to NAEOP 2010**” was the theme for the 2010 Annual Conference of the National Association of Educational Office Professionals, held at the Westin Crown Center Hotel in Kansas City Missouri, July 5-9, 2010. Because UNOPA president Mari Greer was unable to attend the conference, I was chosen to attend as UNOPA’s delegate. What an honor it was for me! I have attended many NAEOP Conferences and several Advisory Councils, and this conference was the first time I was able to actually be a delegate to the Council and represent my fellow UNOPA members. Thank you for giving me that opportunity! UNOPA member Lola Young, Central Area Director, was Chair of the Advisory Council and she did an outstanding job.

Thirteen UNOPA members attended the Conference which was hosted by the Central Area States of Kansas, Illinois, Missouri, Indiana, Nebraska and Iowa. Nebraska was responsible for the PSP Banquet, one morning of hosting the Hospitality Room, and one day at the Registration table. UNOPA members committed many hours to making the 2010 Conference the resounding success it was. In addition to the conference work required, several UNOPA members participated in the conference fund raisers. Special thanks to these UNOPA members:

Central Area Director:
Lola Young, CEOE

Nebraska Representatives on NAOEP Planning Board and Co-Chairs for food arrangements:

Mary Guest, CEOE
Gretchen Walker, CEOE

Committee Chairs:

Kathy Bennetch, CEOE
Debbie Hendricks, CEOE
Diane Wasser, CEOE
Peg Johnson
Cindy Knight, CEOE

Committee Members:

Jeanne Andelt, CEOE
Donna Boone
Mari Greer
Barb Homer
Beth Krohn
Linda Luedtke, CEOE
Cathy Robertson
Doreen Wagenaar, CEOE
Jan Wassenberg

Elected to serve on 2010-2011 National Committees at Advisory Board, Central Area or General Assembly Meetings were:

Bylaws Committee:

Mary Guest, CEOE

Professional Standards Program:

Debbie Hendricks, CEOE

Awards:

Peg Johnson

Officers

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Key to Success: NAEOP 2010 continued

Nominations & Elections: Sandy Lineberry

The 2010 Conference had outstanding speakers. From the Institute immediately preceding the conference to the briefings and the keynote speakers, all of the speakers did a wonderful job. There was a variety of briefings to choose from and all provided very useful information. Nebraska was especially proud to have our own Aaron Davis as one of the keynote speakers.

It was a special joy when UNOPA was announced as the recipient for three different awards:

Rachel Maynard Communication Awards:

Local Newsletter, Category 2
(101 members or more)

- **UNOPA Notes — 2nd place**
Diane Wasser, CEOE, Editor

Website Awards, Professional,
Local Association

- **1st place —**
Karen Jackson, webmaster

Louise Henderson Nelson Award:

- **Local Association — 2nd**
Submitted by:
Mary Guest, CEOE

Certainly, it wasn't easy to leave my family on the Fourth of July to drive to Kansas City for a NAEOP Conference, but I can easily say that I'm glad I attended the 2010 conference. It was very productive and I was immensely proud of UNOPA.

Article Submitted by
Debbie Hendricks,
CEOE,
UNOPA Delegate



Floyd S. Oldt Awards

Barbara Homer, Awards Director

It is once again that time of year when UNOPA is seeking nominations for the following awards:

2010 Floyd S. Oldt Boss of the Year — This award honors excellence in personal management. It recognizes University of Nebraska employees who demonstrate outstanding skills in employee supervision and interpersonal relations.

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

Floyd S. Oldt Outstanding Staff — This award was created to recognize an outstanding UNL office/service employee who demonstrates distinguished

service and contributions to the University community.

Nomination deadline is Friday, October 15. Information about the award criteria and the nomination forms are found on the UNOPA website at <http://unopa.unl.edu>.

If you have any questions, please contact Barbara Homer, Awards Committee Director, either by phone, 472-3677 or email, bhomer@mail.unomaha.edu.

"NOMINATE
YOUR BOSS
OR OFFICE
EMPLOYEE
FOR FLOYD S.
OLDT
AWARDS"

**DEADLINE:
OCTOBER 15**

Husker Pride & The Concrete Giant

It's that wonderful time of year once again when we start to think of fall. The campus will be all abuzz with students and our beloved Husker football team will be playing in the Big 12 conference for the last time.

Speaking of football, our only fund raising project for UNOPA is selling parking spots in the 18th & R Street parking lot on football game days. So, we are looking for UNOPA members to volunteer to work in the parking lot this

season. We will accept family members and non-UNOPA members as volunteers as long as they are at least 16 years of age.

On September 4, the game starts at 6:00 p.m. The parking lot will need to be staffed from 6:00 a.m.-6:15 p.m. Please contact Peg Johnson at 472-0533 (mjohnson4@unl.edu) or Jan Edwards at 472-2097 (jedwards1@unl.edu) to schedule a time to volunteer that day.

Or volunteer for September 11, the game starts at 11:30 a.m., so the lot will need to be staffed from 6:00 a.m.-11:45 a.m. Please contact Jan Wassenberg at 472-4486 (jwassenberg1@unl.edu) or Edie Schleiger at 472-3303 (eschleiger1@unl.edu) to volunteer.

Ever wondered what it felt like to wear red and provide that something extra to 160 University of Nebraska football fans? Well now is your chance!



UNOPA parking lot on busy football game day.

UNOPA Notes

Membership Renewals

Jan Wassenberg, Membership Director



As of August 23, 2010, I have received applications for 53 members, which includes 51 active members, one honorary member and one retired member. I hope to be hearing from more of you soon when you send your membership applications to me along with your payment (check or cost center number) and the Personal Image Form. When you sign the form, you are giving us

permission to publish your photo (such as in UNOPA Notes or on-line) from any UNOPA activity in which you may have participated. Please note: **after September 30, 2010**, the active memberships will be \$12.00, rather than the current \$9.00. I look forward to seeing many of you at the September 14 meeting for the presentation by Chancellor Perlman.

Membership form found at:

<http://unopa.unl.edu/>

Programs

Donna Boone, Program Director

Welcome to the new year! Let me introduce you to this year's program committee: Chris Cary, Mardi Bonner, Doreen Wagenaar, Peg Johnson, and myself, Donna Boone. I think we have some new and exciting ideas for programs this year and hopefully a surprise or two!

For the **September General Meeting** we are delighted to announce as our first speaker, **Chancellor Harvey Perlman**. Since he keeps such a busy schedule, it was a

pleasant surprise when the date was available on his calendar. You definitely want to hear our Chancellor speak!

After such a great beginning, I think it will only keep getting better! In **October, Coach Doc Sadler** has agreed to be our speaker. Come listen to his wit and wisdom, Southern style!

Your program committee is really looking forward to the coming year. We put our heads together

to schedule people we thought you would find information and interesting.

If you have an idea for a meeting please email me at: dboone@NUtechVentures.org.

Any and all ideas are always appreciated. Everyone wants to be informed so RSVP soon and invite a guest!

REGISTER FOR
SEPTEMBER
LUNCHEON
MEETING.

**DEADLINE IS
SEPTEMBER 9.**

"Be All You Can Be and More"

Carol Bom, CEOE, NDEOPA

The Nebraska Department of Education Office Professionals Association (NDEOPA) is very excited about hosting the NEOPA Fall 2010 workshop!

Details? We'll be meeting at the Holiday Inn Downtown in Lincoln, Nebraska. The workshop is Friday, October 22. A registration form and information will soon be posted on the NEOPA website at <http://neopa.unl.edu>.

Seeing yourself as a leader, how to handle conflict, keys to motivating yourself and others, and improving your professional image are the sessions offered. Our speakers show the talent within the Department of Education. They are all either current employees or recently retired. They are all excited about sharing the day with educational office professionals across Nebraska!

NDEOPA will also host a networking event on Thursday,

October 21 from 6:30-8:30 p.m. Our planning committee is looking forward to this event . . . lots of surprises are in store.

Unique this year will be a session offered on both Friday and Saturday on how to put together a presentation. This interactive session will be the springboard for our members to gain the confidence and skills necessary to be a presenter at the local, state or national level.

Contact Carol Bom at carol.bom@nebraska.gov.



Office Exercise

If you're doing your best to set aside time for physical activity either before work or after work, good for you. But finding time to exercise can be a challenge for anyone who has a busy schedule. Consider 10 creative ways to make office exercise part of your routine.

1. Make the most of your commute: Walk or bike to work. If you ride the bus, get off a few blocks early and walk the rest of the way.

2. Look for opportunities to stand: You'll burn more calories standing than sitting.

3 Take fitness breaks: Rather than hanging out in the lounge with coffee or a snack, take a brisk walk or do some gentle stretching. Pull your chin toward your chest until you

feel a stretch along the back of your neck.

4. Trade your office chair for a fitness ball: A firmly inflated fitness ball can make a good chair. You'll improve your balance and tone core muscles while sitting at your desk.

5. Keep fitness equipment in your work area: Store resistance band or small hand weights in a desk drawer or cabinet. Do arm curls between meetings or tasks.

6. Get Social: Organize a lunchtime walking group

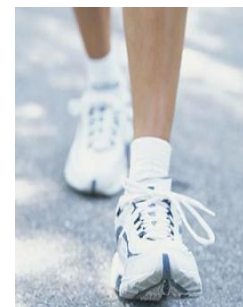
7. Conduct meetings on the go: When it's practical, schedule walking meetings or brainstorming sessions. Do laps inside your building or, if the weather cooperates, take your walking meeting outdoors.

8. Pick up the pace: If your job involves walking, do it faster. Keep your chin up and your shoulders slightly back—and remember to breathe freely while you walk.

9. If you travel for work plan ahead: If you're stuck in an airport waiting for a plane, grab your bags and take a brisk walk.

10. Try a treadmill desk: If you're ready to take office exercise to the next level, consider a more focused walk-and-work approach. Position your work surface above a treadmill and walk while you work.

REMEMBER, any physical activity counts!



Making Strides Against Breast Cancer

Peg Johnson

UNOPA will have a team for the Making Strides Against Breast Cancer walk, sponsored by the American Cancer Society, at Holmes



Lake Park, October 17th. Registration starts at noon; walk starts at 1:00 p.m.

If you are interested in joining the UNOPA team or making a donation, please go to the website:

www.makingstrideslincoln.org.

If you are interested in purchasing a T-shirt with the UNOPA logo on the back, please contact Peg Johnson, mjohnson4@unl.edu or 472-0533. The cost is \$15 each and the last day to order is

September 10th. We need at least twelve orders for t-shirts before we can place the final team order.

Hope you and your family and friends will join us.

“MAKING
STRIDES
TOWARD A
WORLD
WITH MORE
BIRTHDAYS”

Calendar of Events

September

- 7 *Board Meeting*
- 14 *General Meeting — Speaker: UNL Chancellor Harvey Perlman*
- 15 *NAEOP PSP Filing Deadline*
- 17 *Deadline for UNOPA Notes*
- 17 *UNOPA Workshop — Speaker: Kim Ratz*

October

- 5 *Board Meeting*
- 12 *General Meeting — Speaker: UNL Men's Basketball Coach Doc Sadler*
- 15 *Deadline for UNOPA Notes*
- 15 *Floyd S. Oldt Award Deadline*
- 16 *National Bosses Day*
- 22 *NEOPA Fall Workshop — Holiday Inn Downtown, Lincoln*

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We're on the Web!
<http://unopa.unl.edu>
