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## UNOPA Notes, Volume 49, Issue 4, November 2010

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# UNOPA Notes

Volume 49, Issue 3 November 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*

I've always enjoyed being home on Halloween night handing out candy to the smaller children in our neighborhood. I just love seeing all of the cute costumes that they're wearing! Now, Halloween is over and the leaves on the trees are turning color. Yes, autumn is here!

I hope you remember to vote on the 2nd and will remember our military veterans on the 11th. We owe a great deal to the men and women who have fought or lost their lives for the freedoms that we sometimes take for granted.

Are you planning to bring your boss and/or co-workers to our general meeting on the 16th? I'm looking forward to seeing a large number of nominees for all three of the Floyd S. Oldt awards that we'll be presenting that day.

As we get in to the busy holiday season, please remember one thing, take care of yourself first. We have a tendency to rush around from here to there and try to make everyone else happy.

So, slow down, close your eyes, take a deep breath, exhale slowly and think of a nice peaceful place that you like to visit. Ahhh, isn't that nice? Don't you feel better?



I hope you have a wonderful Thanksgiving holiday, take time to tell your friends and loved ones that you are thankful they are in your life!

## November Meeting

Donna Boone, Program Director

Hello UNOPA Members — The Program Committee hopes you have enjoyed our guest speakers so far this year. The November 16, 2010, meeting will be a special one as it is our Awards Luncheon. To give the nominees and winners a bit more of the spotlight we opted not to have a guest speaker. Opening remarks by Dr. Timothy Alvarez, Assistant Vice Chancellor, Student

Affairs will precede the award presentations. This meeting is the perfect opportunity to invite your boss and co-workers to see talented and worthy professionals receive recognition for going beyond and above throughout the year. Be sure to get your registration in early to reserve your spot. You don't want to miss a thing!

**Deadline to register:  
NOVEMBER 11, 2010**

<http://unopa.unl.edu>



Doc Sadler speaking at UNOPA's October meeting.

### Special points of interest:

- PROFESSIONAL DEVELOPMENT FUND RAISING
- BECOMING A BETTER LEADER
- WORKING CONDITIONS TODAY
- WHAT IS PSP?
- FLOYD S. OLDT
- TECHNOLOGY KNOWLEDGE

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## Bradley Munn Fund

### Peg Johnson, Immediate Past President

What is the Bradley Munn Professional Development Fund?

The Bradley Munn Professional Development Funds are funds which may be used for reimbursement of our members out of pocket expense associated with their professional development.

Applications must be approved by the Committee. The guidelines and forms for reimbursement can be found on UNOPA's webpage under Membership info.

"The Committee" consists of the Immediate Past President as Chair, Peg Johnson; the Career Development Director, Tonda Humphress; the Treasurer, Marlee Crombie; and two additional at-large UNOPA members, who are Jane Schneider and Cindy Knight.

The deadlines for reimbursement are October 15th (oops, already passed by), January 15th, and April 15th. Revenues for this fund come from donations via payroll deduction, direct donation, fundraiser, and any excess monies from the Career Development workshop.

*Fundraiser?* This year we have a "chill chaser" throw blanket to be raffled. The raffle drawing will be at our December general membership meeting. The throw blanket consists of holiday season fabrics with a fleece backing — definitely will keep someone extra warm on those chilly nights whether you are sitting by the fire, watching TV, or curled up reading a book. The texture is so soft, it is very hard to resist touching. It will be doubly hard to part with at our



December general membership meeting. The throw will be at the November and December general membership meetings for a better viewing. Tickets are 6 for \$5.00 or \$1 a ticket.

Please support your fundraiser which will benefit our members and purchase tickets!!

## Be All You Can Be...And More...Recap!

### Diane Wasser, CEOE, NEOPA 2010-2011 President

The Nebraska Educational Office Professionals Association (NEOPA) held their Fall Workshop on Friday, October 22, 2010, at the Holiday Inn Downtown, Lincoln, Nebraska. Special thanks to the Nebraska Department of Educational Office Professionals Association (NDEOPA) for hosting the conference. There were approximately 40 plus in attendance for a day filled with networking and learning. The workshop was focused on leadership and the skills needed to lead and what makes a good leader.

On Thursday evening everyone gathered at the Holiday Inn for a Halloween Costume party with games and socializing. Witches, cowboys, bikers, penguins, a duck, and even octomom came. A great deal of work went into this event and the NDEOPA

personnel are to be commended for their efforts. Everyone had a great time and enjoyed the evening.

Friday morning started with a keynote address by Dr. Doug Christensen, NDE Commissioner Emeritus. We then heard presentations from Ann Masters, Eleanor Kirkland, and Dr. Jesse Foster.

At the Awards Luncheon, Assistant Vice Chancellor Timothy A. Alvarez was awarded NEOPA Educational Administrator of the Year and Carol Reed, CEOE, with Lincoln Public Schools was awarded the NEOPA Educational Office Professional of the Year. Dr. Alvarez is with the UNL Office of Student



Affairs, and Carol is the Registrar at Lincoln Northeast High School. We congratulate both of them. NEOPA will forward their names on for the national competition to be awarded in Charleston, South Carolina, in July.

The day ended with our general membership business meeting.

Please mark your calendars for the Central Area Professional Development Days, Indianapolis, IN, March 31 and April 1, 2011; and the NEOPA Spring Conference, Southeast Community College, Lincoln, NE, April 28-29, 2011.



# Volume 49, Issue 3

## 1943 Guide to Hiring Women

The following is an excerpt from the July 1943 issue of Transportation Magazine. This was written for male supervisors of women in the work force during World War II.

Eleven tips on getting more efficiency out of women employees: There's no longer any question whether transit companies should hire women for jobs formerly held by men. The draft and manpower shortage has settled that point. The important things now are to select the most efficient women available and how to use them to the best advantage.

Here are eleven helpful tips on the subject from Western Properties:

1. Pick young married women. They usually have more of a sense of responsibilities than their unmarried sisters, they're less likely to be flirtatious, they need the work or they wouldn't be doing it, they still have the pep and interest to work hard and to deal with the public efficiently.
2. When you have to use older women, try to get ones who have worked outside the

home at some time in their lives. Older women who have never contacted the public have a hard time adapting themselves and are inclined to be cantankerous and fussy. It's always well to impress upon older women the importance of friendliness and courtesy.

3. General experience indicates that "husky" girls — those who are just a little on the heavy side—are more even tempered and efficient than their underweight sisters.
4. Retain a physician to give each woman you hire a special physical examination—one covering female conditions. This step not only protects the property against the possibilities of lawsuit, but reveals whether the employee-to-be has any female weaknesses which would make her mentally or physically unfit for the job.
5. Stress at the outset the importance of time, the fact that a minute or two lost here and there makes serious inroads on schedules. Until this point is gotten across,

service is likely to be slowed up.

6. Give the female employees a definite day-long schedule of duties so that they'll keep busy without bothering the management for instructions every few minutes. Numerous properties say that women make excellent workers when they have their jobs cut out for them, but that they lack initiative in finding work themselves.
7. Whenever possible, let the inside employee change from one job to another at some time during the day. Women are inclined to be less nervous and happier with change.
8. Give every girl an adequate number of rest periods during the day. You have to make some allowances for feminine psychology. A girl has more confidence and is more efficient if she can keep her hair tidied, apply fresh lipstick and wash her hands several times a day.
9. Be tactful when issuing instructions or in making



criticisms. Women are often sensitive; they can't shrug off harsh words the way men do. Never ridicule a woman—it breaks her spirit and cuts off her efficiency.

10. Be reasonably considerate about using strong language around women. Even though a girl's husband or father may swear vociferously, she'll grow to dislike a place of business where she hears too much of this.
11. Get enough size variety in operator's uniforms so that each girl can have a proper fit. This point can't be stressed too much in keeping women happy.

## Last Plea to work the Concrete Giant!

The final Husker football games are fast approaching and UNOPA needs your help!

If you have not yet volunteered to work the UNOPA parking or you would like to volunteer again now is the time!

If selling products to your friends and relatives is not your cup of tea then volunteer now!

Without the dedication of many volunteers, UNOPA will

not be able to offer the following:

- Honorariums for speakers
- Workshops for members
- Stipends to help support PSP Endowment Committee

Now what can you do to help?

Volunteer! If you would like to work on November 13 (game time TBA). Please contact Tonda Humphress at 472-3756, ([thumphress1@unl.edu](mailto:thumphress1@unl.edu))

or Barbara Homer at 472-3677

([bhomer@mail.unomaha.edu](mailto:bhomer@mail.unomaha.edu))

to schedule a time to volunteer that day.

Or volunteer for the November 26 (game time 2:30 p.m.). Please contact Mari Greer at 472-3554, ([mgreer1@unl.edu](mailto:mgreer1@unl.edu)) or Donna Boone at 472-1783, ([dboone@nutechventures.org](mailto:dboone@nutechventures.org)).

Please **Make A Greater Individual Commitment!**



UNOPA parking lot on game day!.

# UNOPA Notes

## Professional Standards Program (PSP) Information/Work Session

**Mary Guest, CEOE, Career Development Co-chair**



Have you heard about PSP and don't really know what it is? Or, have you started collecting certificates and other materials, but you are not sure what to do with them? Would you like to find out what earning your PSP certificate would mean to you? If you answered "yes" to any of these questions, then I have the opportunity for you!

Please join me, and other UNOPA members who have obtained their PSP certification, on Tuesday, November 9, 12:00-1:00 p.m. in the Nebraska Union for this informational question/answer/work session. The session will be guided by what each participant wants/needs to know about the Professional Standards Program. We

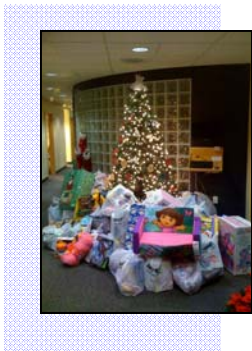
want to help you achieve the goal of earning your PSP designation.

The workshop has been approved for 1 PSP inservice hour.

If you are unable to attend this session, but would like to meet individually, please contact me at [mquest2@unl.edu](mailto:mquest2@unl.edu) or 472-3204.

## Holiday Giving Tree

**Jaime Long, Corresponding Secretary**



It is hard to believe that we are well into October, especially since we have been spoiled by Mother Nature this year. It is also hard to believe that the holidays are right around the corner.

UNOPA will once again be supporting our local community by partnering with the Child Advocacy Center and City Impact to get wish lists.

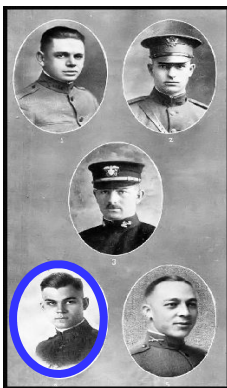
Please watch for the Giving Tree at the November general meeting. The tree will be decorated with ornaments listing individual gift items.

Please consider taking one of the ornaments and purchasing that item. If we all join together, we can hopefully help make the holidays a little brighter for some less fortunate than us. Thank you!

Here is just a sample of items:

- Hot Wheels
- Disney Princess Dolls, etc.
- Blocks
- Legos
- Puzzles
- Art Sets
- Barbies
- Super Hero Action Figures
- Sports Balls

## UNOPA's Honored Veteran



Did you know that UNOPA has an honored veteran? That's right, it is Floyd S. Oldt.

As we remember our military veterans on November 11th, let us honor Floyd S. Oldt.

Floyd S. Oldt was born in Leona, KS, on February 8, 1896. He was the son of Swallow and Edward J. Oldt.

Mr. Oldt entered the service on August 15, 1917, and was stationed with the Transportation Corps in Le Mans, France. He was

a lieutenant and an honored WWI veteran.

Mr. Oldt graduated from the University of Nebraska in 1920. Later he became the superintendant of Abel Construction in Lincoln, Nebraska, before moving to Dallas, Texas, where he became a prominent general contractor.

Mr. Oldt was a generous contributor to many humanitarian and civil organizations.

This month we will honor Floyd S. Oldt by presenting awards in his name: the Boss of the Year, the Outstanding Staff award, and the Silver Pen Awards.



## Technology — Tips & Tricks

Have you ever had a file too large to be sent via email? .

Here is what you can do:

1. Go to: <http://is.unl.edu/dropbox>
2. Click on the red mailbox
3. Upload your file.
4. When it is finished uploading, a new screen opens with the information to send to recipient.
5. Copy that information into your email and send it to your recipient. They will be able to click on the link and download your file. Files are available for 14 days.

Here are a few tips on picking a secure password:

1. **NEVER use a blank password, the word “password” or have the password be the same as your username, especially if you’re connected to a network.** These are generally the first three items guessed by attackers. Avoid using keyboard combinations, such as ‘asdf’, ‘qwerty’, ‘1234’, or ‘aaaaa’ as these are also frequently guessed very quickly.

2. **Don’t use easily guessed personal information**, such as your name, birth date, family members’ names, Social Security number, license plate numbers, and phone numbers.
3. **The next thing an attacker will probably try after guessing the most common passwords is a dictionary attack.** To avoid this, don’t use a normal word as your password. Some dictionary attacks will even check variations of words like using numbers in place of letters (such as replacing the letter ‘o’ with the number ‘0’) or having a number or symbol at the beginning or end of the word.

4. **After a dictionary attack, about all the attacker will be left with is trying a ‘brute force’ attack, trying every combination of letters, numbers, and symbols.** Most will have given up and gone after an easier target by this time, but using more types of characters, such as upper-case letters, lower-case letters, numbers and symbols will make it a much, much longer process to crack your password.

Since we’ve covered what not to do, here are tips for passwords that will be reasonably secure, but not impossible to remember: **the longer your password, the more secure it is, generally speaking. Try to have a password of at least six characters, preferably eight or more.**

### Method 1:

Choose a couple of words that aren’t directly related to each other but that you can remember (e.g. ball, dog).

Change one or more of the letters in the words to upper-case letters, numbers or symbols (e.g., bAll, d0g), join the words with one or more non-alphanumeric symbols to get the final password (e.g., bAll@\$d0g).

### Method 2:

Choose a song lyric, quote or other sentence that you will easily remember (e.g., “There is no place like Nebraska”). Take the first letter of each word (e.g., TinPIN). Change one or more of the letters to a number or symbol, or add a symbol or number to the beginning or end (e.g., T!nP!N\*).

Another note: Change your password regularly, and don’t write it down and leave it in an insecure place or near your computer.



## NAEOP 2011 Conference

Make plans now to attend the NAEOP 2011 conference in Charleston, South Carolina, July 18-22, 2011.

Why you ask? To experience learning, rejuvenation of spirit, networking and fellowship. You will be welcomed by the warm hospitality of a very unique culture that has been blended into Southern American from the English, French, and West African

elements in a city of history, mystery, and preservation.

SCAEOP has arranged for awesome speakers as keynotes, as well as, for the Institute and Briefings.

If you would like to start saving for the conference, deposits can be made for the conference registration, meals, institute and briefing fees at the conference link.

Take this opportunity to explore a beautiful historic city deep in the heart of the south and experience the local charm and customs, dine on southern favorites and some of the best seafood in the world, all while you learn and laugh with NAEOP!

<http://naeop.org/conference/annual.htm>



**Calendar of Events**

**November**

- 2 *Executive Board Meeting*
- 7 *Daylight Savings Time*
- 9 *PSP Information/Work Session*
- 11 *Veteran's Day*
- 12 *Deadline for UNOPA Notes*
- 16 *General Meeting — Speaker: Dr. Timothy A. Alvarez & Oldt Awards Luncheon*
- 25-26 *Thanksgiving Break*

**December**

- 7 *Executive Board Meeting*
- 14 *General Meeting — Entertainment by Mike Zeleny & Nancy Kenny*
- 14 *Deadline for UNOPA Notes*
- 24-31 *Holiday Break*

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**We're on the Web!**  
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