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2-12-2016

## UNOPA NOTES, Feb. 12, 2016

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# University of Nebraska-Lincoln

## UNL Announce

### President's Message

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Roddy Spangler

"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." (from the UNOPA Mission Statement)

I encourage you to take advantage of the professional development opportunities being offered by your local, state and national office professional organizations - UNOPA, NEOPA and NAEOP.

Learn how to improve your communication skills at UNOPA's Professional Development Workshop on Feb. 18. JS Engbretson will present, "How to Communicate Professionally in an LOL World."

NEOPA has one more Strategic Planning Retreat planned for Feb. 27. It is an opportunity for members to participate in the planning process of the organization. Check out [neopa.unl.edu](http://neopa.unl.edu) for more details.

NAEOP's 82nd Annual Conference is just around the corner, July 13-16, 2016, and it's in St. Louis, Missouri. I encourage you to visit <http://www.naeop.org> and learn more about this year's annual conference. There will be opportunities to improve your communication, software and speaking skills at the Institute Classes and Briefings, and one of the most exciting things is getting to meet and form a network with office professionals from all over the United States.

Stay warm and enjoy celebrating St. Valentine's Day with those you love.

Roddy

More details at: <http://go.unl.edu/qghf>

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News from Feb. 9 General Meeting



*(l) Tricia Liedle, President Elect; (r) Alycia Libolt, Treasurer*

Feb. 9, 2016, General Meeting

At the February general membership meeting, UNOPA Board Officers and Committee Directors shared about their roles in the mission of our organization. President Elect, Tricia Liedle, read the duties of each office from the UNOPA By-laws and Standing Committees and then invited the officers and directors to elaborate on their duties. They shared their favorite parts of their involvement on the Board and also shared the challenges. Making new friends and building a network of contacts across UNL's campuses was a recurring "favorite."

UNOPA Board is distributing umbrellas, emblazoned with our UNOPA logo, as a gift to our members. Pictured (photo on bottom) is Immediate Past President Jane Schneider presenting an umbrella to member LeAnn Frobom with President Elect Tricia Liedle looking on.

More details at: <http://go.unl.edu/rpa0>

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Attend Professional Development Workshop on Communication, Feb. 18







JS Engebretson

UNOPA is hosting a professional development workshop, "How to Communicate Professionally in an LOL World," presented by JS Engebretson on Thursday, Feb. 18, noon-4 p.m. at the Jackie Gaughan Multicultural Center, Ubuntu Room/202.

Jane-Stewart Engebretson, manager of communications & marketing for UNL's College of Engineering, will be leading the workshop and will be speaking to the group about professional business communication. Discussion topics will consist of proper responses to issues or questions, how to take out unnecessary words and phrases in order to create clean, concise responses to emails, letters, and other forms of correspondence, what type of communication is appropriate in different situations, the importance of being aware of how our messages come off to the readers, and more!

To register, click on <https://www.eventbrite.com/e/how-to-communicate-professionally-in-an-lol-world-tickets-21307425082>. Please encourage your co-workers to attend.

More details at: <http://go.unl.edu/t3x6>

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### [UNL Announce](#)

Bennetch retires from UNL on Jan. 14



*Jennifer Greenlee, Kathy Bennetch, Roddy Spangler & Jenny Gravely. Kathy's fellow ALEC Office Professionals.*



*Dr. Mark Balschweid & Kathy Bennetch  
at her retirement reception*

### Kathy's retirement reception

Longtime active member Kathy Bennetch retired from UNL after 36 years of service. Kathy was the 1992-1993 president of UNOPA. A reception was held to honor her on Jan. 14. She has promised we will still be seeing her at some of the UNOPA events.

More details at: <http://go.unl.edu/k3f8>

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## UNL Announce

Pajnigar honored at Joint UNOPA/UAAD meeting, Jan. 20

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*(From left) Charlotte Frank, UAAD President-Elect,  
Roshan Pajnigar; and Debbie Hendricks*

Roshan Pajnigar is honored at January joint meeting.

By Debbie Hendricks

At the Annual Joint UNOPA/UAAD meeting held on Jan. 20, it was decided that both groups wanted to do a special presentation in honor of Roshan Pajnigar who retired from UNL in late January.

Since Roshan had served as UAAD President a few years back and has always been a strong friend of UNOPA, a special presentation in her honor seemed very appropriate. What an honor it was for me when Roddy called and asked if I would be willing to be the UNOPA representative and to say a few words in honor of Roshan. Roshan is one of the individuals on campus that I admire and appreciate the most. This article is a summary of the words that I shared at the meeting in January.

I have fond memories of one of the first positions I held at the University with the holds and release system, and Roshan worked at the library. I remember Roshan tromping over from the library bringing me hold forms, both of us fairly new university employees. Who would have ever guessed that 37 years later, here we would be!

Flash forward, Roshan moved to Human Resources and became a resource for many UNOPA members. I have flashbacks of Roshan and Sandy Lineberry decked out in academic regalia, participating in Graham Spanier's installation. I have memories of Roshan carefully guiding me through exactly how to make "authentic" fried rice for a Sertoma social event. The same way she guided many of us through Human Resources processes and policies.

Roshan has endeared many, many UNOPA members over the years. She has been there through our highs and our lows. She has shared our joy, our ecstasy as we moved forward, as we got promotions, as we won battles; she shared our lows, as we watched our friends lose jobs, as we suffered budget cuts. Roshan became our advocate, our ally, our mentor, but most of all, she became our friend.

I cannot begin to tell you how many board meetings, committee meetings or even casual conversations I have had with friends and colleagues over the years, and I've heard, or even been the one saying, "have you talked to Roshan?", or "you need to visit with Roshan," or "let's discuss it with Roshan." UNOPA leaders know that Roshan is the one we can talk straight with, she'll be honest, sincere, and give us meaningful advice that will propel us forward in the University world.

Roshan, thank you for what you mean to UNOPA. In January of 2010 UNOPA made a rare move, when we presented Roshan with an honorary lifetime membership in our organization. We wanted Roshan to know how very much we valued all she has come to mean to each of us. Roshan, thank you for the fond, fond memories, thank you for guiding us, for advising us and being there for us, and from each member of UNOPA, we wish you much joy in the exciting future you have planned!

More details at: <http://go.unl.edu/qacd>

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Free Event: 'Spring Into... An Active Office' March 15-16

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### Campus Rec Flier

Plan to attend the Free Event, "Spring Into...An Active Office," hosted by UNL Campus Recreation either on Tuesday, March 15, 12:10-12:50 p.m. at the Nebraska Union, or Wednesday, March 16, 12:10-12:50 p.m. at the East Campus Rec & Wellness Center, Demo Kitchen.

Don't think you have time to keep your body feeling good, strong, and healthy? Attend this session and learn three desk routines for fitness, strength, and flexibility that can be accomplished throughout your work day.

\*Please wear something you can move in - we won't make you sweat. Brown bag lunches are welcome!

Register online at <http://go.unl.edu/spring-into>

More details at: <http://go.unl.edu/yikv>

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### Meet NAEOP in St. Louis

The 82nd Annual National Association of Educational Office Professionals (NAEOP) Conference and Institute will be held July 13-16 in St. Louis, MO. The schedule and registration form and full descriptions of the institute classes and briefings are available at <http://www.naeop.org>. The registration deadline is June 1.

The conference includes Institute classes that can help you obtain your Professional Standards Program (PSP) goals. Topics you can choose from include: Positively Amazing Communication Skills for Dealing with Positively Annoying People, Change the Things You Can Change, Microsoft Office Programs, Google Programs, and the Speaker's Bureau.

If interested in meeting your UNOPA friends there or making new ones from all over the country, the national conference is for you.

Need more information? Call Roddy Spangler, 402-472-3989, or by email, [rspangler2@unl.edu](mailto:rspangler2@unl.edu).

More details at: <http://go.unl.edu/2bh0>

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## UNL Announce

### Bradley Munn Professional Growth Fund Available to UNOPA Members

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Did you know that any UNOPA member who is a full or part-time UNL employee is eligible to apply for up to \$100 reimbursement of expenses for professional growth activities. Eligible expenses include workshop registration fees, college tuition, textbooks, travel expenses for a conference, etc. You may combine more than one expense on one application.

The Bradley Munn Professional Growth Fund can reimburse the expenses you have for continuing your professional growth. The next deadline to submit your receipts for reimbursement is February 15. The form for submission is on the UNOPA Website. Any questions? Contact Jane Schneider, Immediate Past President, 472-8670 or [jane.schneider@unl.edu](mailto:jane.schneider@unl.edu)

More details at: <http://go.unl.edu/3pdg>

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# University of Nebraska–Lincoln

## UNL Announce

### 2015-16 UNOPA Board of Directors

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Elected Officers:

President, Roddy Spangler, 472-3989, [rspangler2@unl.edu](mailto:rspangler2@unl.edu)

President-elect, Tricia Liedle, 472-3305, [pliedle@nebraska.edu](mailto:pliedle@nebraska.edu)

Recording Secretary, Judy Anderson, 472-7021, [janderson5@unl.edu](mailto:janderson5@unl.edu)

Corresponding Secretary, Marsha Yelden, 472-7306, [myelden1@unl.edu](mailto:myelden1@unl.edu)

Treasurer, Alycia Libolt, 472-7317, [alibolt2@unl.edu](mailto:alibolt2@unl.edu)

Presidential Advisor/Past President/Bradley Munn, Jane Schneider, 472-8670, [jane.schneider@unl.edu](mailto:jane.schneider@unl.edu)

Standing Committees: Director / Co-Directors

Awards: Sara Luther, 472-2218, [sara.luther@unl.edu](mailto:sara.luther@unl.edu)

Bylaws: TBA

Career Development-PSP: Lorraine Moon, 472-6082, [lmoon1@unl.edu](mailto:lmoon1@unl.edu); Debbie Hendricks, 472-3755, [dhendricks1@unl.edu](mailto:dhendricks1@unl.edu)

Communication Technology/Web Page: Mary Klucas, 472-7325, [mary.klucas@unl.edu](mailto:mary.klucas@unl.edu)

Employee Concerns: Edie Schleiger, 472-1818, [eschleiger1@unl.edu](mailto:eschleiger1@unl.edu); Carol Wusk, 472-7913, [cwusk1@unl.edu](mailto:cwusk1@unl.edu)

Hospitality: Breana Garretson, 472-7934, [bgarretson2@unl.edu](mailto:bgarretson2@unl.edu)

Membership: Jaime Long, 472-4502, [jlong5@unl.edu](mailto:jlong5@unl.edu); Marilyn Johnson, 472-8822, [mariyn.johnson@unl.edu](mailto:mariyn.johnson@unl.edu)

Nominating: Donelle Moormeier, 472-2069, [dmoormeier1@unl.edu](mailto:dmoormeier1@unl.edu); Donette Petersen, 472-5623, [dpetersen1@unl.edu](mailto:dpetersen1@unl.edu)

UNOPA Notes: Barbara Homer, 472-3677, [bhomer2@unl.edu](mailto:bhomer2@unl.edu)

Ways and Means: Jan Wassenberg, 472-3171, [jwassenberg1@unl.edu](mailto:jwassenberg1@unl.edu); Linda Arnold, 472-3802, [larnold1@unl.edu](mailto:larnold1@unl.edu)

Ad Hoc Committees: Director(s)

Digital Commons: Jane Schneider, 472-8670, [jane.schneider@unl.edu](mailto:jane.schneider@unl.edu)

Marketing: Kelsey Sims, 472-8209, [ksims2@unl.edu](mailto:ksims2@unl.edu)

More details at: <http://go.unl.edu/8rhh>

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### News from Nebraska Educational Office Professionals Association (NEOPA)

The NEOPA board members are busy working on the possibility of offering a workshop this spring. When details are finalized, you'll be notified.

More details at: <http://go.unl.edu/5f2p>

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## UNL Announce

### UNOPA's Mission

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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.

More details at: <http://go.unl.edu/yzkd>

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