Message from the President, May 2009

As the 2008-2009 academic year comes to a close, so does my term as UNOPA president. Every May, the outgoing President says her farewell, and the messages remain pretty constant over the years. I wish I had something new to say, but the sentiment expressed in these messages still stands true.

What sounded like a long three-year commitment when I chose to run for President-Elect is now two-thirds complete — and it has gone by very fast! Obviously, this year has been the busiest, but it has also been very rewarding. As UNOPA President, I have had the opportunity to meet and work with a wide variety of people, including new employees, UAAD officers and members, faculty, and senior administrators.

I encourage all of you to consider serving as UNOPA President. It will give you the chance to interact with all our great UNOPA members; develop your leadership skills; cultivate your writing and public speaking abilities; and make new and lasting friends and networking contacts.

Thank you for the opportunity to serve UNOPA as your president. I look forward to continuing to serve in the upcoming year as Past President and Director of the Bradley Munn Professional Growth Fund. In addition, serving as the co-chair of NEOPA/UNOPA’s planning committee for the combined 2010 NEOPA Spring Conference and Central Area Professional Development Day and the 2010 NAEOP Annual Conference with Gretchen Walker will be an exciting challenge. I look forward to working with you in my new role starting this summer!
Parliamentary Procedure  
*By Mary Guest, CEOE*

The task of understanding parliamentary procedure can seem somewhat daunting, but there are some great resources available. When researching a question regarding a procedure, I suggest consulting more than one resource to obtain the most complete answer.

Here are some resources that I have found particularly helpful:


Good luck on your journey navigating Robert’s Rules of Order!

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**Schedule of Activities**

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<th>Time</th>
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| 3:00-4:30 p.m. | Tour the International Quilt Studies Museum  
1523 N 33 Street                                                            |
| 5:00-6:00 p.m. | Social Hour (appetizers provided)  
Burr Hall Dirt Room  
(East Campus)                                                            |

**Summer Social Reminders**

- Bring your NU ID Card for the Quilt Tour
- Bring your craft projects (whether you made them or just proudly own them) to share with our members at Burr Hall.
- RSVP to Beth Krohn, 200 NU (0453)
- Registration Deadline: 12:00 noon on Friday, June 19, 2009  
(Cost: $5/person; checks payable to UNOPA)
Karen Jackson, Programming Assistant and Transfer Credit Evaluation Specialist with the College of Agricultural Sciences & Natural Resources and the Agricultural Research Division, has been named the 2008-2009 Rose Frolik Award winner. She was presented the award during the April 14 general meeting. The Rose Frolik Award was established in 1988 to recognize a UNOPA member who demonstrates the attributes of UNOPA’s founder and first president, Rose Frolik. Rose feels that how you do your work may be a lot more important than what you do.

Karen is an active member of the UNOPA and the NEOPA (Nebraska Educational Office Professionals Association) boards. She also holds membership in NAEOP (National Association of Educational Office Professionals). For the past 3 years, she has been recognized with national awards for web design in the NAEOP Skilled Professional category. Her nominators are happy to report that her work is done with a positive attitude, excellence, intelligence, caring and good humor. For winning the award, Jackson received a personalized plaque, a $600 stipend, and a one-year membership to UNOPA.

Congratulations Karen!

Other nominees were Marcy Tintera, Staff Assistant with the College of Law, and Doreen Wagenaar, Administrative Technician II with the Department of Art and Art History.

Marcy Tintera has been an active member of UNOPA for the past 30 years. Her nominators all commented on her willingness to help others and serve on teams and committees. In UNOPA alone, she has served as Corresponding Secretary as well the chair of two committees, the co-chair of two committees and has been a member of 12 committees. Marcy gives unselfishly of her time and talents to our organization and often volunteers to work UNOPA’s parking lot on game days. Her nominators appreciate that she has a friendly word for everyone and is always cheerful and upbeat no matter how difficult the day has been.

Doreen Wagenaar holds membership in NEOPA and NAEOP. She has served on various UNOPA committees, most recently as a member of the Professional Growth and Emergency Loan Fund Committees and as co-chair of the Employee Concerns Committee. Doreen’s nominators praise her energy, enthusiasm, and helpful attitude. She does not shy away from challenges and is said to take on challenges with aggressive care. UNOPA is lucky to have these three ladies in our membership.

UNOPA Tumblers are on sale now! No matter where you are going or your beverage of choice — the UNOPA Tumbler is ready to go where you go. At only $11 each, they are functional, attractive and make great gifts. So, go ahead and treat yourself or someone else to a UNOPA Tumbler!

THE UNOPA TUMBLER

To order, please contact:
Mary Guest, 472-3755
Diane Wasser, 472-6251

Funds raised from the sale of the UNOPA Tumblers will go toward UNOPA’s 50th Anniversary Celebration. So, get your tumblers today!
Veteran’s Memorial Garden
By Mary Guest, CEOE, 2008-2009 UNOPA President

My choice this year for the 50/50 recipient has been the Veteran’s Memorial Garden, located in Antelope Park. The Veteran's Memorial Garden serves as a permanent reminder of the sacrifices America's veterans have made to preserve our freedom. A "Brick of Remembrance" is available for all veterans, living or deceased, who received an Honorable or General Discharge. Bricks will be placed on a wall next to the memorial that you designate. Bricks for veteran's organizations and auxiliary organizations will be accepted and placed in the Family Section. Each brick is $100 with proceeds going to improvements and maintenance of the Veteran's Memorial Garden.

Many events are held at the Veteran's Memorial Garden recognizing special days like Memorial Day, Patriot Day, Veterans Day and Pearl Harbor Remembrance Day. On these and other holidays, all 46 flags are flying in commemoration. The annual "June Celebration" is held on the second Saturday in June to dedicate all new "Bricks of Remembrance" in the garden and to celebrate the existence of Lincoln's unique Veteran's Memorial Garden. This year marks the 20th Anniversary of the garden and the June Celebration will be held on Saturday, June 13, at 10:00 a.m.

For specific information regarding a Brick of Remembrance, contact Ken Orr at 402-423-5425 or kenorr@alltel.net. For more general information, view this website: http://www.lincolnparks.org/about/affiliates.htm.


FACULTY/STAFF BOWLING LEAGUE

By Barbara Homer

Do you enjoy bowling for fun? If you do, you may be interested in joining the Faculty/Staff bowling league. We are looking for faculty and staff who would like to join with a team or who would be interested in starting their own team. The bowling league runs from September-April. We bowl on Mondays, 4:30-6:00 p.m. at the Hollywood Bowl located on North 48th Street. The cost is $6 and there is no sanction fee. If interested, please contact Barbara Homer either by phone, 472-3677, or email, bhomer@unomaha.edu.

Save the Date!
2010 Central Area Professional Development Day/NEOPA Spring Conference
April 23-24, 2010
Holiday Inn Downtown
Lincoln, Nebraska

Co-Chairs: Gretchen Walker (gwalker1@unl.edu)
Mary Guest (mguest2@unl.edu)
NEOPA Cookbooks Available For Sale

Barbara Homer and Linda Luedtke, Co-Directors
NEOPA Ways and Means Committee

The Nebraska Educational Office Professionals Association (NEOPA) still has some cookbooks left to sell. There are 350 of members’ favorite recipes in each book, along with helpful hints, quick fixes and cooking terms. These cookbooks have been very popular with lots of people giving it high marks for good practical, tasty recipes. If you would like to purchase a book for yourself or to give as a gift (birthdays, new apartment or home, etc.), please contact either Barbara Homer, 472-3677 or Linda Luedtke, 472-9354.

Thank you in advance for supporting this great fund-raising project!
Cost: $10 each

Mary Guest, 2008-2009 UNOPA President, and Peg Johnson, 2009-2010 UNOPA President, graciously took the time to thank this past year’s elected officers and committee members for their help throughout the year, and then turned their focus to next year by thanking those who have accepted the opportunity to move UNOPA forward in 2009-2010. Sandy Lineberry did a fantastic job with the installation of officers on May 12. She noted Mary’s wonderful job during her tenure as UNOPA’s president this past year and observed that Mary will continue to benefit us all in her new roles within UNOPA and NEOPA. Sandy then turned her attention to the formal installation of UNOPA’s newly elected officers. With clarity and confidence, Sandy introduced and installed each officer.

Once the oaths were administered and accepted, Peg Johnson addressed the meeting attendees, sharing her theme for the year, “Set the Example”. She invites all UNOPA members to “Set the Example” at work, at home, and in UNOPA. All members can recruit new members — encourage them to have their voices heard by joining UNOPA. All members can serve on a committee in some capacity — give yourself a chance to explore and develop your talents, whether it is putting together centerpieces for the Hospitality Committee, welcoming new University staff via the Mentoring and Membership Committees, or helping produce a pleasant and informative newsletter with the UNOPA Notes Committee. In the fall, members can help with the UNOPA fundraiser parking lot — make a commitment to yourself and to UNOPA to help in some way with at least one aspect of this crucial activity; even members who cannot physically show up at the parking lot to work for two hours can help with organizing and scheduling volunteers prior to the event.

Peg encouraged members to think about what they could do and how they can get involved; how they can each “Set an Example” this coming year. UNOPA has a group of elected officers who have stepped up to the plate and are willing to lead the organization forward. We welcome them. We also welcome our new and continuing members and encourage everyone to “Set the Example” along with our officers this year.

Congratulations to the 2009-2010 UNOPA Elected Officers!
✓Peg Johnson, President
✓Mari Greer, President Elect
✓Donna Boone, Recording Secretary
✓Beth Zager, Corresponding Secretary
✓Belva Harris, Treasurer

UNOPA INSTALLATION OF OFFICERS

By Tonda Humphress, UNOPA Notes Committee

(L-R): Sandy Lineberry and Peg Johnson

(L-R): Mary Guest and Peg Johnson
Robyn Vance

Robyn is a Nebraska native, migrating west to east! She grew up in Ogallala and, after graduating from high school, moved to North Platte where she attended college at Mid-Plains. While living in North Platte, Robyn established and managed the Blossoms Floral Shop, and later was the Purchasing Manager at First National Bank.

In 2001, she moved to Lincoln where she and her husband started another business — Ride-A-Bull, L.L.C. (mechanical bulls). Robyn was a Project Coordinator at Surroundings prior to joining the Filley Hall Business Center at UNL in 2008. She is pursuing a degree in Business Administration at Southeast Community College.

Exercise and staying physically fit are part of her daily routine. Her two sons, Slade (13) and Sage (6) are involved in football, wrestling and baseball; attending their games takes up much of her spare time. With any remaining time she can find, Robyn also enjoys baking, doing stained glass and creating mosaic tiles and spending time with the family pets (two Siamese cats and one Beagle).

Asked why she joined UNOPA, Robyn replied: “I was strongly encouraged to join by my Business Center Manager who is very supportive of employee involvement in professional organization activities.”

Shana Gerdes

Shana grew up on a farm near Kilkenny, Minnesota. Her post-secondary education was completed at Dana College where she received a B.A. degree in social work. Shana’s work experience includes the following roles: hospital and mental health social worker, behavioral specialist in an alternative school, and administrative assistant for NC+ Hybrids. After staying home with her children for the past eight years, she currently is employed part-time as a secretary for the Nebraska LEAD Program at UNL.

Shana enjoys running, and also biking when the weather permits. As a spectator, she likes to watch volleyball, gymnastics and anything her kids try. Other activities that interest Shana are reading, listening to music (especially folk), gardening, hiking and camping. High on her list of favorite activities is just being with her family which includes her husband, two children (Rachel and Benjamin) and “Jetta,” the family’s miniature schnauzer.

She lists her favorite foods as fresh berries, any chocolate dessert, a good medium-rare steak and veggies fresh from their garden. These foods are particularly good when she is enjoying her favorite vacation spot, Kauai.

Holiday traditions include spending Christmas Eve in odd-numbered years with her siblings and their families — all 43 members! She also enjoys dinners on most Sundays with her husband’s family near Omaha.

Asked why she joined UNOPA, Shana replied: “I joined UNOPA to learn more about UNL, meet more people here and learn more about how to be most efficient in my job.”
EMAIL AND ATTACHMENT USE AND ETIQUETTE

Understanding email as a communication channel and thinking carefully about this form of communication is critical. This is especially important given the plethora of computer viruses out there these days. Anyone who knows anything about viruses will not open your email if they do not: (a) recognize your email address, (b) if you leave the subject line blank or the subject is not recognizable, and (c) if you send attachments with labels that do not look like they are what this person should be sending out. Some of these behaviors will result in your message going to a spam program. In addition there are simple steps you can take to use email communication wisely, efficiently, and responsibly.

Email etiquette and electronic attachment conventions are an integral aspect of professional life and are more important than ever. Some of us handle 100 or more emails daily. Therefore, following these simple guidelines will help you communicate more effectively.

1) Make sure that your email address is visible to the receiver. Smart recipients will trash emails without addresses and many spam programs will block messages where the address is not visible.

2) As professionals, realize that the address you choose represents you. Silly email addresses will not speak highly of you. In addition, when you use overly “generic” email addresses (e.g., Tom@gmail.com) your address can easily be incorrectly addressed by others, and you will find yourself receiving unwanted messages.

3) Make sure that your subject line is descriptive of what the message is about (many spam programs will trash your message if there is a blank or nondescript subject line).

4) Do not return or forward an email and change topics without changing the subject line. This is an important habit to develop. Many people keep and file emails; without an accurate subject line, it can be difficult to find the message again. If you start a new topic, either start a new email message or make sure you change the subject line.

5) Each email message should contain one topic area only

6) Title and date each draft and attachment (the title of your document). Normally these cannot exceed 30 characters. For example: Title on the document = Gonzalez Prospectus Ch. 1- Draft #1, 11/27/05; Title on the attachment = GonzProspectCh1_11 27 05.doc

7) If returning a mass distribution form via attachment, rename your document to make sure that at least your name or initials appear in the title. If the sender receives many such forms back, he or she will know this is from you. For example: TravelFundRequest.DOB.doc.

8) In your email messages, be aware of page layout issues. Most people do not read emails carefully. Suggestions from electronic mail experts include:
   • One main topic per message.
   • Use short paragraphs.
   • Keep lines under 75 characters.
   • The suggested length of most emails is fewer than 25 lines.

9) Find replacements for nonverbal communication. For example:
   • Asterisks for *emphasis*.
   • Capital letters can be used for emphasis, but be careful as they are often perceived as aggressive and as YELLING, regardless of your intent!
   • Use white space to communicate and make something stand out.

10) Email is an impersonal communication channel that tends to embolden people. Before you send a message, re-read it and make sure it is what you want to say.
   • Check your message for tone. Could someone misread the tone of the communication?
   • Email also encourages inappropriate disclosures at times. Check your message for TMI (too much information)!
   • Always read your message before sending it — if you would not communicate this same message face-to-face, carefully consider rewording it or not sending it.

11) Be clear about issues of privacy. When is it OK to forward or copy information to others?
   • Be clear about what you want kept private (although realize this request may not be honored). Only send messages that would be acceptable if shared with others.
   • Be cautious about who you are responding to — is this going to an individual or a group? Be sure you know who the recipients are by checking your “address to” list before sending.

Remember, it is best to write all email messages as if they may be shared with the public.

Adapted and expanded by Dawn O. Braithwaite, Ph.D., University of Nebraska–Lincoln, from the book Netiquette Virginia Shea: http://www.albion.com/netiquette.
WHAT A YEAR IT HAS BEEN!

Back (L-R): Tonda Humphress, Mary Guest, Cindy Knight, Grace Li; Front: Peg Johnson

The 2008-2009 UNOPA Elected Officers had an active and successful year.

June 2009 Calendar

June 2 ............. UNOPA Transition Meeting
(3:00-5:00 Nebraska City Union)

June 23 .......... Summer Social
(3:00 pm Quilt Center Tour followed by appetizers and social at Burr Hall Dirt Room)

July 2009 Calendar

July 4 ............. UNOPA Parking Lot Opportunity

July 20-25...... NAEOP Annual Conference
(Bloomington, MN)

Member Notification

Cindy Knight, Corresponding Secretary, noted that sympathy cards on behalf of UNOPA were sent to the following staff: Lynn DeShon (Environmental Health and Safety) and Ron Fuller (Parking and Transit Services).

University of Nebraska–Lincoln
UNOPA Notes
P.O. Box 880541
Lincoln, NE 68588-0541
Betty L. Jacobs, Editor

Address Corrections to:
Julia Brebner
Membership Director
University of Nebraska-Lincoln
328C Canfield Adm. North
Lincoln, NE 68588-0424