This year the Mentoring Committee, along with other UNOPA volunteers, has taken on the task of greeting all new UNL office personnel to welcome them to the university and to offer themselves as a contact person for the new employee. This is the initial step of forming a mentoring relationship.

Mentors are essential in a large organization to help the new employees learn the unspoken rules of the organization, as well as how to navigate the UNL system of policies and procedures. The university has a wealth of resources for employees, but sometimes you have to know where to look to access them. The mentoring relationship is never one way—not only can you help the new employee, but they can also give you new insight to different ways of doing things.

Here are some tips on finding mentors and advisors from “Leadership the Eleanor Roosevelt Way,” written by Robin Gerber (Prentice Hall Press 2002, pp. 41-42):

Be proactive about finding mentors. Don’t make excuses that stop you from pursuing opportunities.

• Recognize that you can’t know everything. Look for a mentor who can help in your weaker areas or with new challenges.

• You have nothing to lose and everything to gain by seeking the advice of someone you respect and endeavoring to establish a long-term relationship for future guidance.

(See MESSAGE on page 2)
By now, you have received the nomination form for the 2009-2010 UNOPA officers, and I hope you took the opportunity to nominate fellow members to help lead UNOPA in the upcoming year. When the nominations are presented at the March 10 General Membership Meeting, final nominations will be taken from the floor.

UNOPA’s voting procedure follows guidelines outlined by Robert’s Rules of Order Newly Revised. Our Bylaws state, “The officers shall be elected, by mailed ballot, prior to the annual meeting, and shall hold office for a term of one year or until their successors are elected, beginning July 1.”

After the nominations are presented, the Nominating Committee will be appointed as the “Teller Committee” and will distribute, collect and count the ballots. Once the deadline for return of ballots has passed, the Teller Committee will prepare the “Election Teller’s Report” which is submitted to the President. The results are then announced to the membership.

I hope my articles on Parliamentary procedure help to demystify Robert’s Rules and provide clarity on how they are incorporated in UNOPA’s Bylaws, procedures and practices.

(Continued from page 1)

MESSAGE FROM THE PRESIDENT

• Your mentor may be older or younger than you, at your job or in your family, better educated or not. Be flexible in finding the best mentor for your needs at any given time.

• Maintain strong social networks that complement your mentoring relationships and support you when you are not in a mentoring relationship.

• Remember that mentoring is a reciprocal experience. Look for ways to use your growing leadership skills to help your mentor.

• As you learn, grow, and change, as you become more secure and powerful in your ability to lead, look for opportunities to be a mentor.

UNOPA is a great place to not only find a mentor, but also to be a mentor. Don’t miss your opportunity!

Watch out for the storms, but look for the rainbows!

Photo by: Dave Wadsworth
Recently we spent some time in a staff meeting discussing Maslow’s Hierarchy of Needs theory. Initially I thought, “well, how is this going to help me in my job?” and I thought it was a complete waste of my time. Then I started to get into it and was even to the point of thinking this would be a great presentation for professional organizations. With this in mind, I decided to share a bit of what I learned with you.

This theory was developed by Abraham Maslow who was considered the “father of American humanism” and it is his best known theory. The theory assumes that:

- Individuals are motivated by unsatisfied needs.
- Categories of needs are hierarchical.
- Satisfaction of needs is healthy; preventing their gratification makes us sick or to act evil.
- Society can regress to a lower level if under stress or if survival is threatened.
- Deficit needs (general needs) of physiological, safety, love, and esteem must be fulfilled before a person can act unselfishly. Once satisfied (homeostasis), “d-needs” cease to be motivators.
- Growth needs (being needs or b-needs) of self-actualization & transcendence involve self-fulfillment and realizing one’s potential. B-needs continue to be motivators throughout one’s life.
- Asking a person what their ideal life or world would be like (philosophy of future) enables us to gain information about what needs the person has or hasn’t satisfied.

The overall purpose of Student Development theory is to:

- Describe the changes that occur;
- Explain why these changes occur;
- Predict the changes that will occur, so we may control or intervene as needed.

The theory begins at the bottom of the triangle with basic needs (i.e., food, water, etc.). These needs must satisfactorily be met by the individual before they can proceed to the next level, “safety.” The safety section requires comfort in each of the areas (i.e., feeling safe where you work or go to school). Once these needs are met, we move on to “love/belonging.” This area is met by the acceptance of others such as family and friends. From there we go to “esteem.” This, obviously, comes from within and from without. For example, an individual may feel more comfortable and confident presenting the more frequently they present. Lastly, we have “self-actualization.” This is the most difficult to achieve, and in some areas, an individual may never reach this level. This could involve being accepting of those different than yourself, or it could be represented by one’s ability to successfully problem solve.

Something may happen at some point in your life, [such as a job change, death(s) of someone close, etc.] which most probably would cause digression to a lower stage of the triangle. These are normal in one’s career path and personal life.

This theory is one that can be applied both personally and professionally and most people are at various stages with different facets of their lives. Although Maslow’s triangle may appear simple, progressing between levels may seem daunting, especially if you are “comfortable” where you are. The challenge for each of us is to proceed to self-actualization.

UNOPA members have a variety of opportunities where they can grow professionally and personally. There are events sponsored by not only UNOPA but also NEOPA, NAEOP’s Central Area, and NAEOP. If you are considering attending any of the “out-of-town” events, please contact me at lyoung5@unl.edu, so I can add you to my attendance list. Also, feel free to contact me if you want/need information/registration forms or have any questions about these events.

**2009 Registration Deadlines:**
- Central Area Professional Development Day: March 17
- NEOPA Spring Meeting: March 31
- NAEOP Annual Conference: May 15 (early); May 30

**Event Dates/Locations:**
- Central Area Professional Development Day: March 27-29
  Urbana, IL
- NEOPA Spring Meeting: April 16-17
  Lincoln, NE
- NAEOP Annual Conference: July 20-24
  Bloomington, MN
**Julie Dosch:**

Julie was born and raised in Fairmont, Nebraska. Upon graduation from high school, she began a career in law enforcement that spanned 21 years until she and a friend decided to establish a wedding consultant business. After one year she realized she missed the excitement of law enforcement, and in 2000, she applied for and was offered a position with the UNL Police Department as a dispatcher. In 2004 she was promoted to a position as Dispatch Communications Supervisor. Married for 28 years to husband, Dean, they enjoy spending time with their children and grandchildren (who love to spend the night with Grandma and Grandpa). Daughter, Kelly, lives in Hawaii with her husband and two beautiful daughters; Amanda, her husband and their new twin sons live in Seward; and Ashley, her husband and their 5-year-old son live in Elkhorn. Julie enjoys reading and her favorite food is pizza. She claims Kauai, Hawaii as a favorite vacation spot where she intends to retire! Asked why she joined UNOPA, Julie replied, “I wanted to have the opportunity to meet people and learn new things.”

**Dixie Schwartz:**

Dixie has been an Accounting Tech with the TRIO program since 2008. The program provides federal grants to eligible students—those who might not otherwise have access to post-secondary education. It provides access to opportunities and tools to help ensure their success in college. Those served include individuals with an academic need, low income, and also the disabled. She enjoys working with the students. Her previous position as Office Manager with Cornhusker Place (a substance abuse center) in Lincoln was similar to her current position. She worked with Region V grants and many foundations throughout the State. She earned an Associate Degree in Accounting from Southeast Community College. In her spare time, Dixie enjoys home improvement projects, gardening and reading. Favorite vacation spots are Paris, the Colorado mountains, or any outdoor nature trips. When asked why she joined UNOPA, Dixie replied: “I thought it would be a good way to meet staff from around the campus, and put faces to the individuals I talk to on the phone. Plus, the Accounting Department, who have been extremely helpful to me—especially Betty—have encouraged me to become involved, and have made me feel very welcome. Thanks!”

**Diane Carson:**

Diane was born in York County and grew up on a farm near Bradshaw, Nebraska. Diane has taken college courses at Southeast Community College and is a Clerical Associate for Child, Youth and Family Studies. Her employment experience includes the State Department of Health (20 years), St. John’s School (10 years), interspersed with a career as a stay-at-home mom. Sports interests are Nebraska football, track and field and the Olympics. She is an avid Nebraska Wesleyan track fan because one of her sons runs for them. Other spare time activities include knitting, sewing, crafts, reading, and attending plays. During the holidays and in the summer there are many family get-togethers, including annual state park weekends and a 4th of July Brainard, Minnesota trip. Her favorite food is chocolate and more chocolate. A favorite vacation spot is Florida. Diane has four children—Derek, 24; Amanda, 22; Michelle, 20 and Michael, 20—all currently in college. Two will, hopefully, graduate this year. Asked why she joined UNOPA, Diane replied: “To get to meet fellow employees, get more acquainted and involved.”

**Jennifer Arnold:**

Jennifer was born and raised in Lincoln, Nebraska and is an Accounting Technician at Business Services. Previous employment experience was with the National Renewable Energy Lab in Golden, Colorado, and as a Staff Accountant at Landscapes Unlimited in Lincoln. Jennifer is pursuing a Bachelor’s Degree in Accounting here at UNL. Jennifer and her husband are huge Husker and Bronco fans. Other activities that she enjoys are reading, crafts and spending time with family and friends. Christmas Eve is a special family time. Jennifer’s favorite food choices include pizza, pasta, Mexican food—basically any kind of food! They have two pets—a golden retriever named Jade and a rat terrier named Ernie. Jennifer and her husband lived in Colorado a year and a half and may spend more time vacationing there. Asked why she joined UNOPA, Jennifer replied: “I wanted to get to know some of my fellow employees and learn more about the University as a whole, and the departments within the University.”
I’m so excited about my installation in a couple of months—in fact, the date is May 12, 2009. Even with everyone’s busy schedule (business and personal), I’m hoping each of you will be just as excited at the opportunity to serve on the board as I am, and that you will join a committee that you have or haven’t been involved with in the past.

If you are new to UNOPA or are uncertain as to what’s involved, check out our webpage under “Officers and Directors,” where you will find a summary of each committee.

Please do not be shy. Contact one of the directors of the existing committee(s) you are interested in and you will find that they will welcome your questions. I would like to recognize all committee directors at the May meeting. If you still have questions or concerns contact me at 472-0533, or email me at mjohnson4@unl.edu.

The work and activities of UNOPA would not be possible without the volunteer efforts of our members. We serve the University community in a number of ways, so get involved and stay involved and you will watch yourself grow as you embrace the opportunities that are freely available!

Happy Spring!
NEOPA Spring 2009 Conference
April 16 - 17, 2009
Southeast Community College Continuing Education Center (310 South 68th)

April 16 – Thursday night Social at Lone Star Steakhouse and Saloon (200 N 70)
There will be a $5.00 cover charge and will include room, Hors D’oeuvres and a cash bar.

April 17, 2009 -- Registration, Continental Breakfast, Welcome (7:30-8:30)
Keynote Speaker (8:30-11:45)
Kris Thaller, Certified Life Coach
Know your playing field as well as your purpose and how to apply it professionally and personally.

Business Meeting, Lunch and Installation of 2009-2010 NEOPA Officers (11:45-1:30)

Breakout Sessions: Choose one from each group

Breakout Group 1: 1:45 p.m. – 3:00 p.m.
Chris Timm – “Moving Onward and Upward”
The days of hand delivering your resume and cover letter are disappearing. Whether applying for a different position in the same organization or considering a change, savvy jobseekers should know how to navigate online application systems and describe their skills in ways that help their application rise to the top. This session will describe the use of keywords in resumes and cover letters, characteristics of online application systems and job search sites.

Gina Larson – “Putting Your Best Foot Forward”
Putting your best foot forward is doing your very best by using your talents for peak performance and satisfaction. The most effective people are those who understand their talents. When you better understand your own unique talents and how to blend those in the workplace, you can begin to value the difference in others.

Breakout Group 2: 3:15 p.m. – 4:30 p.m.
Sheryl Piening Keller – “Writing of Minutes and E-Mail Courtesies”
Review the latest version of Roberts Rules of Order including proper ways to do agendas and formal and informal minutes. Also included are e-mail format and courtesies.

Suzanne Drew – “Shining Through the Occasional Cloud”
On a good day, with the right people, we can pretty much accomplish anything. But just as some days are better than others, some people are easier to work with and around than others. In this conversation, we will discuss possible explanations for why some people, sometimes, make it difficult for themselves and others to get done what needs to get done . . . and what we can do when we find ourselves in those situations.

Conference Registration:
NEOPA Members - $55 - - Non NEOPA Members - $65
Register through Southeast Community College by calling Diane Siefkes @ 402-323-3386, 800-828-0072 (ext 3386) or email: DSiefkes@southeast.edu
Deadline to register is March 31, 2009
Registration includes conference speakers, lunch and breaks
Conference Co-Chairs: Debbie Hendricks (472-3755) and Diane Wasser (472-6251)

Hotel: Chase Suites has reserved a block of rooms for the conference, please contact them directly at 402-483-4900. Room rate is $79.00/queen suite plus tax. Mention the conference to get this rate.
Trees begin to come alive again and bright flowers start to appear.

Birds return to sing their songs and...warmer temps makes us cheer.

Put dreary winter behind us now and rejoice that spring is here!

Celebrate Spring!

Treat yourself to the following additions to your “To Do List”

- Take a walk on a nice, Spring day and watch for a robin, new leaves on plants, cheerful crocuses or daffodils
- Make a point of seeing one beautiful sunrise and one sunset without rushing this spring
- Take some time to sit quietly for a moment and enjoy a nice spring rain shower
- Bring May Flowers (if the mood strikes)

UNOPA Notes Welcomes Spring
March 2009 Issue Feature Compiled by Tonda Humphress.

All of these activities can be made better when shared with a child, grandchild, significant other or friend – but peaceful, quiet enjoyment is good too.

Will you be planting flowers or vegetables or both? What specific plants will be grown and where? Some plants may even be started indoors now.

Check with your local gardening center or the UNL Extension Office on good plant choices for Nebraska and helpful tips on growing the plants you would like to grow.

Gardeners’ Words of Wisdom . . .

Plant carrots in January and you’ll never have to eat carrots. ~Author Unknown

God made rainy days so gardeners could get the housework done ~Author Unknown

Gardening requires lots of water – most of it in the form of perspiration. ~Lou Erickson

Pam & Ranelle’s
MAILBOX

When in your lotus notes in-box and you accidentally erase everything, how can these be retrieved without having to reboot Lotus Notes?

Ranelle: Go to the Trash folder and restore the documents from there.

Email a MAILBOX question, and be entered in a drawing for a FREE lunch.—UNOPA Notes Staff. –bjacobs1@unl.edu FAX: 472-2804 by March 23.

Where did that go in Microsoft Office 2007?

By Ranelle Malta, March Feature Writer

Many of you may be new to Microsoft Office 2007. Not that you are new to using Word, Excel, PowerPoint or Access. You know how to do your tasks, you just don’t know where Microsoft moved the tool to in the new version. You don’t have to start over learning the new version, you just need to know about the Interactive Command Reference Guide.

In your program, click the Help button in the upper right corner (it’s the little blue circle with a question mark in it). In the Help window, click the link for Getting help. Next, click the link for the Interactive: Command Reference Guide. If you are in Word, it will be listed as Interactive: Word 2003 to Word 2007 command reference guide. Click the link to Start the Guide. Your internet web browser will open. Please note that you will need Flash and Internet Explorer to view. Click the Start button. Once you’re there, rest the mouse pointer over a Word 2003 menu or button to learn its new location in Word 2007. To see an animation of the location of the command or button in Word 2007, just click it.

Since it takes five clicks to get here, when I was learning the new version, I would minimize the browser window and return to my program to keep working. When I had another question, I would click my browser in the taskbar to open and click anywhere to restart the guide. Instead of wasting a half-hour finding a tool, take the time to open the guide and find what you’re looking for in an instant. It’s well worth your time.
February Program
By Peg Johnson, Program Director

If you were not able to attend our February general meeting, you missed out on a fantastic PowerPoint presentation on the history and the future of the Whittier Building.

Our two speakers were Ed Zimmer, Historic Preservation Planner, who has been with the Lincoln City/Lancaster County Planning Department for twenty-four years; and Mike Zeleny, Assistant Vice Chancellor for Research, who has been at UNL since October 2001. Both speakers were very professional as well as entertaining!

March General Meeting

Our March meeting will be in Hardin Hall with Ken Dewey: “Storm Chasing with the Nebraska Vortex Intercept Team.”

Hope you are able to attend!

Wellness Speaker
Tuesday, March 24, 2009

Kimberly S. Barrett, M.Ed, Wellness Coordinator
University of Nebraska- Lincoln

Mark Fenton, international wellness speaker and pedestrian advocate, will present “Lessons From A Very Long Walk” from 12-1 p.m. at the Nebraska Union Auditorium. However, plan to come early to learn about what is happening with the UNL Wellness Initiative during the Brown Bag Welcome, hosted in the Regency Suite from 11-11:45 a.m. This wellness session, sponsored by UNL Campus Recreation through the Steinhart Lecture Series and The Chancellor’s Committee on Wellness is free and open to the public.

Mark Fenton comes to UNL with vast experience in the wellness field. Fenton has been a five-time member of the US National Olympics race walking team, host of the former PBS series, America’s Walking, and manager of research at Reebok.

“Lessons from a Very Long Walk” will ignite your wellness journey...whether you are embarking on your first mile or your millionth, and perhaps you’ll feel an urge to take a walk!

Fenton’s speaking engagement is one of a series of on-going wellness endeavors supported by the UNL Wellness Team for faculty and staff across campuses this spring. Additional upcoming opportunities include:

♦ N-Lighten Nebraska, UNL Challenge - Registration, ongoing through May 1
♦ Smoking Cessation Introductory Brown Bag Luncheon, March 17
♦ Day Bike Ride Series, March 30, April 7 & 15
♦ Earth Day Walk, April 22
♦ Stress Management workshops, April 20 & 24
♦ On-going financial and retirement planning workshops

To learn more about the wellness opportunities at UNL or to contribute as a wellness resource, visit the Wellness Website, http://wellness.unl.edu.

The REAL Cindy Knight
By Betty Jacobs, UNOPA Notes Feature Developer

Cindy is a person whose number one interest is her family. While growing up she has fond childhood memories of vacationing at Big Lake, Missouri almost every weekend. They rented cabins, and did a lot of water skiing. She claims her niece and nephew (Marci and Ryan) as the children she never had.

Cindy has a lot of interests. She is a prolific scrapbook'er, having made birthday books for those celebrating their 40th, 70th and 80th birthdays, as well as a number of 25th and 60th anniversary albums. Her kids have personalized scrapbooks from birth through high school graduation. Other interests include drawing and collecting, and she has many collections, including an extensive horse collection. Her fascination with Cinderella memorabilia was inspired by her dad, who nicknamed her Cinderella as a child. It wasn’t until she became an adult that she began collecting dolls. As a child she was not particularly fond of dolls.

She loves to cook. “I am learning to cook from scratch all over again after becoming a diabetic – it’s been fun.” Her favorite entrees are shrimp and steak. Other favorites are chocolate chip and snickerdoodle cookies, and chocolate cake with chocolate frosting. Cindy has learned to substitute sugar free desserts such as chocolate pudding pie and “candy bites.” The family also enjoys going out for breakfast.

At Christmas and Thanksgiving the family attends church services and seasonal programs, and gathers for their traditional holiday meal of turkey, stuffing, mashed potatoes, gravy, sweet potatoes, green beans, scalloped corn, her grandma’s cranberry salad, and pumpkin pie. “We try to make the meal heart healthy and diabetic friendly for the family.” The 4th of July tradition is unique: Brats and homemade ice cream with brownie pie are the traditional foods. Cindy’s family has another wonderful tradition. They enjoy being together!

Rose Frolik Award
By Beth Zager, Awards Committee Director

UNOPA nominations for the Rose Frolik Award were accepted through March 6. The Rose Frolik Award recognizes a UNOPA member who demonstrates the attributes of Frolik, UNOPA’s founder and first president. 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.

To be eligible for the award, a member must have been an active member for the past five years. The award will be presented at the April 14 General Meeting, and the person selected will receive an engraved plaque, $600 and a one-year UNOPA membership renewal. For more information, go to http://unopa.unl.edu/rose.htm or contact Beth Zager at bzager2@unl.edu.
WOW, THAT FELT GREAT!
By Jan Edwards, Career Development Committee

We had 48 ladies attend the Spring Workshop with Sandra Stockall. We watched videos, listened to Sandy’s stories and examples, worked in groups (she called it “brain-drain”) and generally had a great time adjusting our attitudes! If you work in an office with someone who attended this workshop, be prepared to have them try to “Choose their Attitude” to be happy; “Be there” for you; “Play”; and “Make Your Day!” That is the “Fish Philosophy.” Along with: “Commit – Be It – and Coach It!”

In the next issue of the UNOPA Notes we’ll list ideas that our groups envisioned to raise morale, make the work day more enjoyable, and establish satisfaction and camaraderie at our job sites. Stay tuned….

“I also want to praise my Career Development committee of lovely, creative, intelligent ladies who volunteered to help with setting up this event. A big “Thank You” to Deb Carlson, Jeanette Fisher, Debbie Hendricks, Cindy Hornung, Peggy Jeffries, Marcy Tintera, Carol Nau and Carol Wusk! You talented ladies can do anything! Thank you to each and every one of you.”

WOW, THAT FELT GREAT!

We’ve been able to spot some of the workshop attendees, mostly those in the foreground, in these candid “snapshots.” Begin at the top left photo (above) and snake around through the photos.

1) Dora Dill, Shelly Green, Doreen Wagaaner, Linda Luedtke, Barb Homer, Gretchen Walker, Cindy Hornung;
2) Marcy Tintera, Carol Wusk, Deb Carlson;
3) (Who are those seated at the farthest left end of table?), Betty James, Jan Wassenberg, Dora Dill, Shelly Green, Deb Rosenau;
4) Joan Frederick, Diane Sullivan, Martha Young, Peg Johnson, Marlee Crombie, Mary Klucas, Kathy Bennetch, Martha Young, Donna Boone. Do I see Andrea Peterson and Sue Wesely?
5) Sandra Stockall

GALLERY PHOTOS

NEOPA Cookbooks Available For Sale

Cost: $10 each

The Nebraska Educational Office Professionals Association (NEOPA) has published a cookbook of members’ favorite recipes for their fund-raising project this year. The cookbooks have a soft laminated cover, coordinated dividers, and are beautifully illustrated. A portion of the cookbook sales will fund the NEOPA student scholarship. Please show your support by purchasing one by contacting Barbara Homer, 472-3677 or Linda Luedtke, 472-9354.

Thank you in advance for supporting this great project.

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

UNOPA members extend their sympathy to Cindy Knight, Corresponding Secretary, and her family in their recent loss.

TUMBLER

...with its indigo blue color, the UNOPA Tumbler is chic, practical, and a great gift item. At only $11 each, it is also very affordable.

Stop By...

The tumblers will be conveniently available at business meetings, and your purchase will support one of the major events of UNOPA’s history, our 50th Anniversary celebration. Help us set the money aside for this event in a timely manner by purchasing your UNOPA tumbler(s).

PHOTO (above, left to right):
Jane Schneider, Sandy Lineberry and Deb Rosenau are pictured, displaying our attractive new tumblers.

University of Nebraska–Lincoln

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