Message from our President...
by Sandy Watmore, President

Happy Holidays to all UNOPA Members:

Are you ready (or getting ready) for the holiday chaos? I, for one, am thankful for the days off ‘after’ the holidays so I can recoup enough energy to return to work in January! It is hard to believe we are about to experience the year two thousand and five!

As we approach the end of 2004 and prepare for the upcoming year, we need to reflect upon what an important voice UNOPA continues to be on this campus. Our list of Employee Concerns Committees continues to grow as we have representatives on more and more UNL wide committees. The more visual we are the better. Our organization has evolved from a small group who met during lunch to discuss shared concerns to a group that is continually being asked to represent the entire UNL office staff on a variety of important decision-making committees.

I received several concerns after our annual Bosses Luncheon in November that suggested we should eliminate our PSP announcements and much of our business at this meeting in order to allow more time for the speaker and award presentation. I feel it is imperative that at this meeting, especially, we conduct our business as usual in order to assure our ‘bosses’ that we continue to be a professional organization. Also, since UNOPA’s objective is to ‘provide professional growth and promote high professional standards’ for educational office personnel, it is equally important to acknowledge the professional accomplishments of our members at this very visible meeting. I do regret not having adequate time to learn more from our very knowledgeable speaker but having the meeting ‘packed’ is not all bad. I received direct comments from several of the bosses who attended that they were very impressed with everything about this meeting (including the business meeting, presentations, and speaker) and enjoyed how jam packed the luncheon meeting was. I hope you found it enjoyable if you were able to attend.

Have a safe and Happy Holiday!
UNOPA General Meeting Minutes
November 9, 2004
by Kathy Schindler, Recording Secretary

CALL TO ORDER
The November 9th general meeting of the University of Nebraska Office Personnel Association (UNOPA) opened at noon with president Sandy Watmore presiding.

WELCOME
Sandy welcomed everyone to the November general meeting where UNOPA traditionally announces the Floyd S. Oldt Boss of the Year award winner and recognizes Veterans' Day. She also asked that everyone remember Brad Munn, a longtime UNOPA supporter, and University of Nebraska-Lincoln employee.

MINUTES
The minutes of the September meeting were approved as printed and e-mailed to members. The minutes of the October meeting were approved as printed and e-mailed with one correction: Linda Kaohn was the winner of the October 50/50 drawing.

OFFICER REPORTS
Treasurer:
Lois Erickson reported that the beginning checking balance on October 4th was $1,589.36. Income was $2,962.04 and expenses totaled $241.85. The ending checking balance was $4,329.55. The cost objective balance was minus $86.67. The CD balance remains at $3,000.

Corresponding Secretary:
Jeanette Fisher explained our goal for the Christmas Giving Tree - located on the east side of the room. This year UNOPA members will be giving to Fresh Start, for women trying to start over in their lives, and to St. Monica's, for women who are in treatment for drug or alcohol addiction. The stars on the tree are for the 16 residents that live at Fresh Start. St. Monica's wouldn't give specific names but gave Jeanette a list of supplies that they need. The pink ornaments are for people in the residential treatment program; the blue ornaments are for people in the outpatient program; the green ornaments are for children of residents; and the white ornaments are for baby supplies.

Treasurer's Report-November 1, 2004
by Lois Erickson, Treasurer

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<tr>
<td><strong>Beginning Checking Balance October 4, 2004</strong></td>
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<td>Ways &amp; Means</td>
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<td>50/50</td>
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<td><strong>Expenses</strong></td>
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<td>Program</td>
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<td>Hospitality</td>
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<tr>
<td><strong>Total Expenses</strong></td>
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<td><strong>Ending Checking Balance October 11, 2004</strong></td>
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<td><strong>Cost Objective Balance</strong></td>
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<tr>
<td><strong>Closing Balance</strong></td>
<td>$2,267.38</td>
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General Meeting Minutes Cont. from page 2
STANDING COMMITTEE REPORTS

Professional Growth:
Judy Anderson announced that Donna Washburn, an Aging Services Elder Care Specialist from the Elder Care Connection, will present a Caring for Aging Parents workshop on Wednesday, November 17. The event will be in the City Union from 8 a.m.-noon. Donna will also bring an Aging Services Financial Advisor and an attorney. The cost is $10 for UNOPA members and $15 for non-members. The workshop is open to all university employees.

NEOPA Announcement:
Barb Homer announced that the Nebraska Educational Office Personnel Association (NEOPA) is auctioning off a weekend for two in Lincoln. The weekend includes a two-night stay at the Cornhusker Hotel, dinner at Applebees, and tickets to a movie theatre. The cost is $3 a ticket or $10 for 4 tickets. Barb is co-director of the NEOPA Ways and Means Committee.

President Elect:
Becky Hastings announced that UNOPA president Sandy Watmore was named the 2004 NEOPA office professional of the year at the NEOPA fall conference in Wayne. As Nebraska's winner, she will automatically be entered in the 2005 national award. The National Association of Educational Office Professionals (NAEOP) conference will be in Tucson, AZ, next summer.

Sandy thanked everyone for their warm wishes and congratulatory e-mails and notes.

UNOPA Notes:
Sandy reminded everyone that the deadline for UNOPA notes is the 15th of each month.

Hospitality:
Debbie Hendricks explained that our meeting had a patriotic theme in recognition of Veterans' Day. The red, white and blue centerpieces were given to the person at each table who had a chocolate wrapped in silver. There were two patriotic candles that were given to Linda Wood and Brenda Kilgore.

The 50/50 winnings went to Peg Johnson. For the 50/50 drawing, UNOPA had the largest amount in recent history, $143. Fifty percent went to Peg and the other 50 percent went to Kids Unlimited, a charity organization selected by president Sandy Watmore.

Debbie also announced that the December meeting will be held at the Champions Club. Due to the catering agreement that Champions has, no brown baggers will be allowed.

Foundation:
Carol Bom announced that Doreen Wagenaar received a reimbursement for her professional growth activities. UNOPA members can get reimbursement for professional growth by applying to the Foundation Fund. The annual deadlines are October 15, January 15, and April 15th. Forms are on the UNOPA web site and available at the registration tables at most meetings.

In addition, Professional Standards Program (PSP) stipends are available for members working toward their PSP designation.

PROGRAM
Program Director Becky Hastings introduced guest speaker Tech Sergeant Jason Schroeder from the Nebraska Air National Guard. He is a member of the 155th security squadron and currently works as the anti-terrorism NCO (non commissioned officer).

Jason gave a PowerPoint presentation about terrorism. The presentation reviewed the description or terrorism, and terrorists' objectives, motivation, structures and methods. He explained that the key to mitigating terrorism is education, communication to the public, and having and practicing contingency plans. He encouraged everyone to be a sensor and be alert to unusual occurrences at their homes or offices.

AWARDS PROGRAM
Helen Sexton introduced the seven nominees for the Floyd S. Oldt Boss of the Year Award. They were: Karen J. Fulton, administrative coordinator in the Criminal Justice Department; James V. Griesen, vice chancellor for Student Affairs; David J. Hansen, chairperson of the Psychology Department; Mary W. LaGrange, director of Accounting; Darrell W. Nelson, dean of the Agriculture Research Division; Linda R. Pratt, department chair and professor of the English Department; and Anthony "Tony" R. Schikade, assistant director of Registration & Records. Each nominee received a certificate of recognition.

Last year's Boss of the Year winner, Dr. Bill Seiler, announced the winner and presented the plaque to David J. Hansen, chairperson of the Psychology Department. David expressed thanks to UNOPA and to his colleagues and co-workers.

ADJOURNMENT
President Sandy Watmore adjourned the meeting at 1 p.m.

Getting to Know Your Board
Answer: Donelle Moormeier
**Announcements**

**Member Concerns**
by Jeanette Fisher, Corresponding Secretary

This past month, a sympathy card was sent to Judy Munn, wife of Brad Munn. Mr. Munn, former Director of the Affirmative Action Office, was an avid supporter of UNOPA up until his death. Sandy Watmore received a congratulations card for her award from NEOPA, our state association. If you know a UNOPA member who would appreciate a congratulations, get-well, sympathy, or thinking of you card, please let me know. My phone number is 472-0182 and my e-mail address is jfisher1@unl.edu. Thank you to everyone for keeping me informed.

**UNOPA Mentoring Site**
by Mary Guest & Kathy Stastny

The UNOPA Blackboard Mentoring site is now ready for your use! The purpose of this site is to provide information to members about various University services, provide links and a place for members to post questions and comments. Please take a few moments to look at this site and provide feedback to either Mary Guest, or Kathy Stastny, to let us know what is useful to you, what you would like to see on this site, and if you are interested in having a mentor or being part of a small group to focus on specific topics.

To access the UNOPA Blackboard site, launch your internet browser and follow these steps:

1. Go to Blackboard: and login with your username and password. (If you have never accessed Blackboard, your username will be the first part of your e-mail address to include the number, i.e. “mguest2”. Your password is your social security number without dashes. Once you have logged on for the first time, you can change your password.)

2. Once logged in, click on the “Community” tab at the top of the screen.

3. In the search box in the upper-left (Organization Search), type “unopa” and press “enter” on your keyboard or click the “go” button.

4. When “University of Nebraska Office Personnel Association” appears, click the Enroll button that appears to the right.

**Search for Sandy’s Hammer**
Some where in UNOPA Notes you will find Sandy’s Hammer. Two members will be drawn from everyone to email the page number and the article name to bilheureux@unlalum.nebraska.edu by 10:00 a.m. Tuesday, December 14, 2004. This month’s winners will have their UNOPA General Meeting Lunch paid. Here is what you need to look for.

**Holiday Giving Tree**
By Jeanette Fisher, Corresponding Secretary

Please give to those less fortunate this holiday season. I still have some names left for individual women from Fresh Start. If you did not have a chance to pick one up, contact me at 472-0182 or e-mail jfisher1@unl.edu and I will let you know the names and requests of those available.

If you would like to see a list of items needed by St. Monica’s, visit UNOPA’s website at http://www.unl.edu/unopa/givingtree.pdf

I would like to have all gifts and donations returned to me at or before the December UNOPA meeting at the Champions Club, Tuesday, December 14. Please let me know if you have more items than you can carry and I will arrange for them to be picked up.
Getting to Know Your UNOPA Board!

Favorite Year: Each year gets better.
Worked at UNL: 1992
Favorite Office Supply: Neon sticky notes
Best Friend: Husband
Home Town: Sprague
Siblings: 2 Older Sisters
Education: Life!!
Favorite Color: Purple
Currently live: On a farm
Pets: 2 dogs/many cats
Best Physical Character: Eyes
Hobbies: Gardening, floral decorations, spending time with grandchildren

Pet Peeve: Someone who won’t admit a mistake.
Three words to describe me: Friendly, helpful, and enthusiastic.

Who Could This Be? See Page 3

ap the Power of Questions

Questions can be one of the most effective communication tools you’ll ever use. They help you excavate new information, compare your perspective with reality and learn more about what others are thinking. Ask several questions in all of your daily interactions. You’ll improve your performance and reduce misunderstandings. Here’s How:

-Ask before giving your opinion. In your next meeting or conversation, try to ask sincere, relevant questions before advocating your point. Use questions to gather information, clarify statements or ask for peoples’ thoughts.

-Examine past assumptions. Think of an instance when you made a assumption without asking for clarification and the outcome of the conversation was less than ideal. Write down at least five questions you could have asked during that interaction to avoid making incorrect assumptions.

-Inquire; don’t interrogate. Thoughtful questions are a powerful tool, yet no one likes to be interrogated. As with any other communication tool, be aware of the tone of your voice, body language and work choice.

UNOPA Celebrity Birthdays for December

Carol Bom 12/01
Pat Hust 12/01
Linda Wood 12/02
Jeanne Andelt 12/11
Barb Anderson 12/15
Mary “Beth” Krohn 12/20

Persistence Pays

If your staffers (co-workers) are discouraged because they’ve faced some recent setbacks, share this story with them: A chemist persisted in developing a water displacement formula through 39 unsuccessful attempts.

On his 40th attempt, he created a substance that’s used in 79% of American homes today. The product? Water displacement, 40 attempts...WD-40.

Education is the birthright of every person. We as members of the University of Nebraska Office Personnel Association pledge ourselves to safeguard that right. We acknowledge the unique role of educational office personnel 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 education office personnel with the University of Nebraska, as partners upholding the quality of service to the university educational system and the community.