Building UNOPA's Future on the Foundation of Our Past

Message from our President...

by Sandy Watmore, President

Aren't the spring blossoms beautiful? I've been admiring them each morning as I drive into town to work. The Forsythia is beautiful this year and the flowering trees are beginning to open. They all seem to be especially beautiful this year. The warm days allow us all to open the windows and "smell the flowers" and enjoy the season. It is really "beginning to smell a lot like spring!" (isn't that a song?)

Several of our members attended the joint Central Area Professional Development Day (CAPDD) and the Nebraska Educational Office Professionals Association (NEOPA) Conference at the Cornhusker Hotel. It was a couple of days well spent and I, for one, thoroughly enjoyed the entire event. The main theme of the conference seemed to center around setting goals and we learned specifics about this subject from four completely different speakers. I especially enjoyed the humorous slants on this subject. This conference also allowed all attending a chance to meet others from around Nebraska and the rest of the Central area states (Illinois, Indiana, Iowa, Missouri, & Kansas) and to renew old acquaintances. Those attending share many job related issues since all work in educational offices (in higher education, high school, middle school, elementary school, and/or educational administrative offices).

At this conference, two of our UNOPA members were installed as 2005-2006 NEOPA officers; Carol Bom as President elect and Linda Luedtke as Recording Secretary. Also several other UNOPA members were announced as members of the upcoming NEOPA Executive Board as committee directors; Mary Guest, Lola Young, Judy Anderson, Barbara Homer, and Christine Cary. It is apparent that UNOPA members will be playing a major role in the state association next year! Also, since UNOPA has accepted the responsibility of hosting the spring 2006 NEOPA Conference, we will be hearing more about NEOPA during the coming year.

At least nine UNOPA members are finalizing plans to attend the national (NAEOP) conference in Tucson this coming July. This should be another great opportunity to meet new educational office professionals and to renew old friendships from past conferences. Watch for a report on this conference in next fall's UNOPA Notes.

It is difficult to believe this UNOPA year is almost over. As my year is winding down I want to begin thanking all of the UNOPA members for sticking-with-me this year. I want to extend an extra special thanks to those who helped guide UNOPA through the year. I have enjoyed working with all of these great individuals and have increased my circle of friends as the result of this year. If Becky Hastings calls you to serve on the 2005-2006 Executive Board, be sure to offer to help. It is truly a wonderful experience.
UNOPA Board Meeting
March 1, 2005
by Becky Hastings, President-elect

The March Board meeting was held on March 1, 2005. The meeting was called to order by Sandy Watmore. Roll call was taken. Minutes from the February 1, 2005 Board meeting had been e-mailed out by Valerie Egger and were approved. Treasurer Lois Erickson handed out the balance sheet dated March 1, 2005. Jeanette Fisher said she will be sending sympathy cards to Judith Yeck, Daisymae Brayton, and Carol Nau. She is working on the April past president and retiree luncheon invites. Program director, Becky Hastings, reported that there was a change in the program for March. Due to a scheduling conflict, Backyard Farmer will not be able to speak, but we will be having an individual from Campbell's Nursery coming to speak to the group about landscaping. Sandy Watmore reported that she and the President-elect attended a joint Faculty Senate/UAAD/UNOPA meeting on Friday, February 11, 2005. The two items that UNOPA discussed at the meeting were child care and the waning lack of support UNOPA members are receiving from their administrative staff. Next week, she will be attending the monthly UAAD/UNOPA meeting with Herb Howe. One of the items she plans to discuss is the amount of money that UNOPA would like to receive from the chancellor for the NAECIP conference in Arizona in July. Sandy Watmore reported for Helen Sexton, Awards Director, that the deadline for the Rose Frolk award is March 8, 2005. Employee Concerns co-director, Gretchen Walker, handed out a preliminary report of the items her committees had been working on for the year. Membership Director, Donelle Moormier, brought up the possibility of selling out membership renewals in April or May. This sparked a discussion by the Board and it was decided to possibly have three forms that the membership committee would send out. Donelle is going to bring the forms with her at the April board meeting so it can be discussed further and a decision made. Nominating Director, Jan Edwards, presented the slate of officers for nominations for the coming year. A motion was made to accept the slate of nominations submitted with possible additions before the March 8, 2005, general meeting. The slate of nominations will be presented by Jan at the general meeting on March 8, 2005 and Sandy will ask for any nominations from the floor. Carol Bom, director of the Foundation committee, reported that the balance is $2,278.90. The committee is looking into possibly opening an account at the Credit Union. Carol continues to do research on this and will keep the Board informed as she finds out more information. Professional Growth co-director, Judy Anderson, reported that as of March 1, 2005, 56 people had signed up for the workshop 7 Habits of Highly Effective People, on Thursday, March 3, 2005. Barb L-Heureux, UNOPA Notes, reported that the "finishing touches" are being put on the March issue so it's ready to submit to National for judging. Diane Wasser, Communication and Technology, reported that the UNOPA website is ready to submit for National for judging. Mentoring co-directors, Mary Guest and Kathy Stasothy, reported that there are individuals that have signed onto the blackboard. Kathy also suggested that this may be information that could put into the "new employee" packets. NAEOI Liaison, Edie Schleiger, is trying to set up a luncheon meeting for individuals that will be attending/thinking of attending, so they can discuss flying arrangements, hotel arrangements, and conference arrangements. A motion was made to have the FSP Bazaar table at the March general meeting but not at the April or May general meetings. UNOPA raised enough money to purchase two SPINOZA Bears. Sandy said that she received four names of children to receive the bears. UNOPA will give two bears to two of the children and Kids Unlimited will be able to give two bears to the other two children - all four children will receive bears! The meeting was adjourned. The April Board meeting will be April 5, 2005 from 3:00 pm - 5:00 pm on East Campus - location TBA.

Treasurer's Report-March 8, 2005
by Lois Erickson, Treasurer

Beginning Checking Balance February 1, 2005 $6,462.08

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Ending Checking Balance March 8, 2005 $5,491.81

Cost Objective Balance $0

Closing Balance $5,491.81
**UNOPA Business**

**UNOPA General Meeting**
**March 8, 2005**
**East Campus Union**

by Valerie Egger, Recording Secretary

CALL TO ORDER: President Sandy Watmore welcomed everyone at 12:00 and called the meeting to order. She thanked the Hospitality Committee for the attractive table decorations.

OFFICERS’ REPORTS
Recording Secretary: Sandy Watmore reported that minutes from the February 8, 2005 general meeting could not be approved today as the March UNOPA Notes—which contains the minutes—had not yet been finalized and distributed. The minutes will be approved at the April meeting.

Treasurer: Lois Erickson reported that the beginning checking balance on Feb. 1, 2005 was $6,462.08. Income was $1,201.53 and expenses were $2,171.8. That leaves the ending checking balance at $5,491.81 with $0.00 in the cost object. The CD balance is $3,021.92.

STANDING COMMITTEES
Awards: Helen Sexton reminded everyone that nominations for the Rose Frolik Award are due March 18. The award will be presented at the April 12 general meeting. So far she has received two phone calls for information about this award.

Nominating: Jan Edwards presented the current slate of 2005-2006 officer candidates. All officers have at least two nominees except president-elect. Over seventy phone calls were made to potential candidates before arriving at the list of eight names.

President-elect:
Donelle Moormeier, Communication Studies
Treasurer:
Tonda Humphress, V-C for Student Affairs Office
Gretchen Walker, Center for Great Plains Studies
Recording Secretary:
JoAnn Barry, Campus Rec-Admin
Valerie Egger, NE Cooperative Fish & Wildlife
Research Unit
Corresponding Secretary:
Patricia Liedle, Water Center
Marlene Pyatt, Accounting
Jan Wassenberg, Animal Research Compliance Center

At this time, president Sandy Watmore asked if there any additional nominations from the floor which needed to be accepted. She explained that nominees must be present and be willing to accept the nomination. One by one, nominations for each office were opened. No new nominations were received. Jan Wassenberg moved to accept the slate of candidates as they stood. Lorraine Moon seconded the motion. Motion passed. Jan Edwards noted that voting papers would be mailed shortly to each UNOPA member.

Professional Growth/PSP: Judy Anderson reported briefly on last week’s professional growth workshop, 3 Habits of the 7 Habits of Highly Effective People held at the East Campus Union. About 46 UNOPA members attended, plus some non-members. As the first three habits are focused on the person, participants learned a lot about themselves. Judy thanked Vicki Highstreet for her excellent presentation.

UNOPA Notes: Sandy Watmore reported for Barb L’Heureux. The March issue of UNOPA Notes has not been finalized but is close to being done. This is the issue that will be submitted to the National Association of Educational Office Professionals (NAEOP) competition. Items for the April issue are due March 15.

NEOPA/NAEOP Liaison: Edie Schleiger reminded members that the early registration deadline for the NEOPA Central Area Conference (March 31-April 2, 2005) is March 15. After that date, registration goes up $15. Judy Anderson reminded everyone that departments can pay the registration fee. Just include the cost object on the registration form and have your accounting person make an internal transfer to the UNOPA cost object.

Edie has arranged a meeting for those who will attend the national conference this summer. If you are able, please meet March 14, noon-1:00, at Niehardt Hall in the Pine room to discuss travel arrangements for the national meeting and other logistical issues related to the conference.

Foundation: On behalf of Carol Bom, Edie Schleiger reminded everyone of the upcoming reimbursement deadline of April 15. There are two available for professional growth activities of up to $100 each, and three for PSP of up to $100 each.

President: Sandy Watmore reported that she and Becky Hastings attended a meeting of Faculty Senate/ASUN/UAAD/UNOPA representatives on February 11. UAAD was the only organization not represented. Topics they discussed included child care and administrator support for UNOPA activities. Following today’s general meeting, Sandy will meet with Herb Howe, Associate to the Chancellor, and the UAAD president to discuss child care, administrator support for UNOPA activities, and financial support from the Chancellor’s Office for UNOPA members attending the national conference.

Continued on Page 4
General meeting minutes cont.

OLD BUSINESS
Sandy reminded everyone that the PSP Stipend Committee has a bazaar table set up by the door. The committee appreciates our support.

Thanks to this year’s 50/50 drawing, enough funds were raised to purchase two Spinoza bears for children in crisis. Six children’s names were received for the bears. Sandy will be making UNOPA t-shirts for the two bears UNOPA will sponsor. Kids Unlimited will evaluate the other names as possible bear recipients.

Hospitality (50/50): Deb Hendricks and Marcy Tintera reported that today’s 50/50 drawing netted $48. Of that, $24 will go toward the purchase of Spinoza bears. Susan Thomas won the other $24 and asked to split it with a second member. Deb Hendricks’ name was drawn and both shared in the $24 winnings. The committee decorated the tables in a cheerful, springy garden theme. Each attending member received a packet of flower seeds. Table centerpieces were given to participants whose seed packet matched the seed variety marked on the bottom on the centerpiece. Other door prizes were awarded to Karen Jackson, Judy Yeck, Jan Wassenburg, Cathy Leazer, Betty James, Peggy Jeffries (a new member!), and Marlene Pyatt.

PROGRAM: Campbell’s Nursery
Program chair, Becky Hastings, introduced Matt O’Connell of Campbell’s Nursery who gave us a very informative presentation on landscape clean-up, plants, and design elements. Many members were busy taking notes. Others visited with Matt following his presentation about issues specific to their lawn and/or gardens.

The meeting was adjourned at 12:50 p.m.
The next meeting will be April 12, 2005 at 11:45 a.m.

Search for Sandy’s Hammer

by Barb L’Heureux, UNOPA Notes Editor

Somewhere in UNOPA Notes you will find Sandy’s Hammer. The first four to email the page number and the article name to blheureux@unlalum.nebraska.edu will receive a prize. Here is what you need to look for.

Getting to Know your Board

Answer: Barb L’Heureux

Member Concerns

by Jeanette Fisher, Corresponding Secretary

Congratulations from the members of UNOPA were sent to Carol Bom for receiving the position of President-elect for the Nebraska Educational Office Professionals Association (NEOPA), and to Linda Luedtke for receiving the position of Secretary for NEOPA.

Get well wishes were sent to Karen Jackson and Leslie Brooks.

If you know a UNOPA member who would appreciate receiving congratulations, get-well, sympathy, or thinking of you, please let me know. My phone number is 472-0182 and my e-mail address is jfisher1@unl.edu. Thank you for keeping me informed.

New Officers

by Jan K. Edwards, Nominating Director

New UNOPA Officers have been elected! Congratulations go to: President; Becky Hastings; President Elect, Donnelle Moormeier; Recording Secretary, Valerie Egger; Corresponding Secretary, Marlene Pyatt and Treasurer, Gretchen Walker.

Thank you to all of the candidates who consented to run AND thank you to the 111 UNOPA members who sent their ballots in! That was a great voter turnout.

UNOPA Celebrity Birthdays for May

Mari Greer 5/11

Carol Nau 5/15

Judy Anderson 5/18

Rhonda Zugmier 5/29

Edie Schleiger 5/30
**Getting to Know Your UNOPA Board!**

Favorite Year: 1998  
Worked at UNL: 17 Years  
Favorite Office Supply: Post-it notes  
Best Friend: Laura  
Home Town: Campbell, Nebraska  
Siblings: 4 Sisters  
Education: UNL  
Favorite Color: Red  
Currently live: Lincoln  
Pets: 1 dog (Sassy)  
Best Physical Character: Eyes  
Hobbies: Quilting, reading, gardening  
Pet Peeve: Disorganization  
Three words to describe me: Quiet, laid-back, always willing to help

"It was bad that you missed work when we had a deadline to meet," say "Missing work when we had a deadline to meet was not a wise decision. The rest of us had to work overtime."

Using the word bad is a judgement of a person's character and causes resentment. But the words not wise refer to the natural consequences of the person's actions.

- **Transform mistakes into valuable lessons.** Nobody wants to hear "You made a mistake." Instead say "There is a valuable lesson in what you did."

The first statement will inhibit people from trying new things in the future. The second version turns the situation into an opportunity for people to learn from their actions.

Adapted from "Change a Negative to a Positive," Harriet Meyerson. www.confidencecenter.com Communication Briefings September 2004

**Ask for the Cold, Hard Truth**

A co-worker mentions that you seem a little distracted. Or your boss asks if you're feeling OK. Don't dismiss seemingly casual comments like these; they may contain a kernel of truth that you need to hear.

Here some guidelines to assist you in getting a "reality check" from time to time so that you can be more effective:

- **Keep your antennae up.** When someone makes a comment to you, even if it's in the form of a joke, pay attention. Remember: People often mask criticism with humor. Ask yourself whether you've heard a similar remark before.
- **Solicit feedback.** That isn't easy for most people because we tend to avoid looking too closely at ourselves. Get over your reluctance and do it. Make sure you ask for both negative and positive feedback.
- **Remain open.** Don't be defensive. It's useless to encourage feedback if you're going to respond by justifying your current behaviors. Listen to what's being said and ask further questions to clarify, if necessary.

It takes courage to ask others to offer their views on our personal behavior. But you won't grow and improve unless you continually examine yourself and your career.

Adapted from "It's More Than One Person's Opinion," Jeff Koller. www.attitudeiseverything.com Communication Briefings August 2004
Calendar of Events

April 3  
Daylight Savings Time Begins

April 5  
Board Meeting

April 12  
UNOPA General Meeting

April 15  
Tax Day

April 15  
Professional Growth Reimbursement Deadline

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.