UNOPA Notes
UNIVERSITY OF NEBRASKA OFFICE PERSONNEL ASSOCIATION

March 2005 / Volume 43, No. 7

Building UNOPA's Future on the Foundation of Our Past

Message from our President...

by Sandy Watmore, President

Warm congratulations to our very deserving recipients of the Floyd S. Oldt Awards which were presented at the February General Meeting. I have had an opportunity to work on past UNOPA Boards or as a committee member with both of the Silver Pen Award winners, Kim Christiansen and Nelvie Lienemann and know they are both very deserving. The Outstanding Staff Award winner, Linda Schreiner, is an exemplary employee and this University is fortunate to have her as an employee for over 15 years.

Thanks to everyone who helped make arrangements for this awards presentation! Helen Sexton and the members of the Awards Committee did a superb job of implementing these awards!

UNOPA’s Spring Workshop is coming up on March 3. This is an opportunity for our members to experience a portion of the “7 Habits of Highly Effective People” workshop. This is a renowned workshop that is usually very expensive and time consuming. We will be offering an abbreviated, half-day workshop to all UNOPA members (as of March 1, 2005) absolutely FREE! Don’t miss this opportunity.

As an affiliate of the National Educational Office Professional Association (NAEOP), all of our members are invited to take part in some of the upcoming events sponsored by that organization. The CAPDD (Central Area Professional Development Day) will be held here in Lincoln this year. Each of the Central Area states (Kansas, Illinois, Missouri, Indiana, and Nebraska) take turns hosting the CAPDD. I heard Randy Morgan, one of the scheduled speakers, at the National Conference two years ago in Boise and he is energetic, funny, and insightful. You won’t want to miss him and the rest of the planned activities.

Also, since I mentioned it, you might want to start thinking about joining the faithful in Tucson, Arizona at the National Conference this summer. As a NAEOP affiliate, all UNOPA members are invited to attend these conferences. Doesn’t it sound like fun to leave the hot, humid Nebraska July to go to Arizona? Fortunately the entire event will be in a beautiful, air-conditioned resort so the heat won’t be a problem! Whether this would be your first conference or your thirty-first, you would surely bring back fond memories, new or renewed friendships, and professional enriching ideas to Nebraska and your jobs. Some of the things I do daily have been made simpler because of ‘tricks of the trade’ that I’ve learned from past conferences.

This is my personal invitation to you, all of the members of UNOPA, to consider attending some or all of these events!
February Board Meeting
by Becky Hastings, President-elect

The February Board meeting was held on February 1, 2005. The newest Board member, Valerie Egger, was introduced as the new Recording Secretary. Minutes from the January 6, 2005 Board meeting were handed out and approved. Treasurer Lois Erickson was not present at the meeting, so Sandy Watmore handed out the balance sheet as of February 1, 2005. Jeanette Fisher said she sent a sympathy card to Linda Thelan and Daisy Brayton, their grandmothers passed away, and a get well card to Helen Sexton. Program director, Becky Hastings, reported that there will be no speaker at the February general meeting because of the three awards to be given out. Sandy Watmore reported that she received a letter from the Lincoln Saltdogs about scheduling future events at the ballpark. She reported that she and the President-elect are invited to a joint Faculty Senate/UAAD/UNOPA meeting on Friday, February 11, 2005. Later this week, she will be attending the monthly UAAD/UNOPA meeting with Herb Howe. One of the items she plans to discuss is the waning lack of support UNOPA members are receiving from their Administrative staff. Sandy Watmore reported for Helen Sexton, Awards Director, that there are 7 nominations for the Floyd S. Oldt Silver Pen and the Floyd S. Oldt Outstanding Staff awards to be given at the February 8, 2005 general meeting. Carol Bom, director of the Foundation committee, reported that two applications for reimbursement had been received and approved - one for PSP reimbursement and one for “regular” professional growth reimbursement. The name of the fund for reimbursing individuals has been changed to the following: The Bradley Munn Professional Growth Fund. The Hospitality committee is working on the February general meeting. Donelle Moormeier, Director of Membership committee, reported that she is doing the membership cards on her computer so that changes throughout the year will be easier. Jan Edwards reported that nominations for next year’s officers are due back to her by February 7, 2005. She had received one nomination so far. Judy Anderson, Co-Director of the Professional Growth Committee, reported that a tentative date of March 3, 2005 has been set for the next workshop, which will be held at East Campus. The cost to UNOPA members is “FREE” - cost to non-UNOPA members has yet to be determined. They are looking at having Vicki Highstreet of Campus Recreation talk about the “7 Habits”. Barb L’Heureux, UNOPA Notes, reported that the March issue will be submitted to National for judging. She needs information for the March issue by February 15, 2005. Carol Bom reported for Dora Dill, Director of the By-Laws committee, about the workshop/meeting that was held on January 25, 2005. She passed out a sheet with the results of the meeting. There was a good discussion about proposals and the rough draft of the update will be distributed soon. As the result of the changes there may be a need for a new UNOPA banner next year. Diane Wasser, Communications Technology Director, talked about the organizational e-mail account that is available. It was decided to table that until next year. Carol Bom handed out information about the NEOPA Central Area Conference that will be March 31 - April 2, 2005 at the Cornhusker Hotel. Mary Guest and Kathy Stanys, Co-Directors of the Mentoring Committee, will report to the membership at the February 8, 2005, general meeting. There will be cards on the tables with the web address. Faye Massa, of Kids Unlimited, spoke about the SPINOZA Bear. She thinks UNOPA may have raised enough money to purchase two SPINOZA Bears. She also thought it would be a cute idea to have someone “crafty” sew a vest for the bear(s) with UNOPA on them and give them on behalf of UNOPA. It was also asked that if anyone knows of a child/any children that could use a SPINOZA Bear to let Sandy know and she would forward this information to Faye. The March Board meeting will be March 1, 2005 from 3:00 pm - 5:00 pm on City Campus @ the Business Services Center at 1700 Y Street.

Treasurer’s Report-February 8, 2005
by Lois Erickson, Treasurer

Beginning Checking Balance February 8, 2005  $6,690.08

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Ending Checking Balance February 8, 2005  $6,462.08

Cost Objective Balance  $ (507.95)
Closing Balance  $ 5,954.13
UNOPA General Meeting
February 8, 2005
Abel-Sandoz North Study Lounge
by Valerie Egger, Recording Secretary

CALL TO ORDER: President Sandy Watmore welcomed everyone at 12:05 p.m. She took a moment to note the change in Recording Secretary from Kathy Schindler to Valerie Egger. Sandy thanked Kathy for her contributions this past year as secretary and introduced Valerie.

OFFICERS’ REPORTS
Recording Secretary: The minutes from both the December and January general meetings were approved in separate motions. The December minutes were printed in the January UNOPA Notes, and the January minutes were printed in the February UNOPA Notes.

Treasurer: Lois Erickson reported that the beginning checking balance on January 1, 2005 was $6,690.08. Income was $528.81; expenses were $755.50. That leaves the ending checking balance at $6,462.08 with $507.95 in the cost object. The CD balance is $3,021.92.

STANDING COMMITTEES
Awards: Sandy Watmore reported that Helen Sexton was not able to participate in today’s meeting. She is recuperating from knee surgery and worked on the awards from her home. Therefore, Linda Luedtke, Awards Committee member, will present the Floyd S. Oldt Silver Pen and the Floyd S. Oldt Outstanding Staff awards today.

Nominating: Jan Edwards noted that six nominations for 2005-06 officers have been received. Although the official deadline for nominations was February 8, she is extending the deadline to Friday, February 11 in hopes that additional nominations will be received.

Professional Growth/PSP: Judy Anderson shared details of the professional growth event planned for March 3, 1:00-4:30 at the East Campus Union. Vickie Highstreet will present a 7 Habits of Highly Effective People workshop. The workshop will cover the first three habits which are focused more on the person. The program is free to UNOPA members and available to nonmembers for $10. This is an excellent opportunity to experience some of the benefits of the 7 Habits program with a minimal time commitment and a great opportunity for 7 Habits “graduates” to get a refresher. Registration forms were on the tables and are also available on the UNOPA Web site.

UNOPA Notes: Sandy Watmore noted that February 15 is the deadline for the March UNOPA Notes. The March newsletter will be sent to the national association for competition. Barb L’Heureux would appreciate having valuable news items sent to her by the February 15 deadline for inclusion in the newsletter.

Mentoring: Mary Guest and Kathy Stastny spent two years developing a UNOPA mentoring Web site. They reported that the site is now available for use on Blackboard. Yellow cards were available on the tables with log on instructions. Also available were print-outs of some of the Web pages to give us a better feel for the resources made available by the site. Mary and Kathy will also facilitate mentoring partnerships or groups if anyone is interested. Please let them know if there are other ideas or topics you would like to see added to the site.

NAEOP/NEOPA Liaison: Lola Young, Presidential Advisor, reported for Edie Schleier about two upcoming events.

NEOPA is hosting the Central Area Conference on March 31, April 1-2, 2005 in Lincoln at the Cornhusker Hotel. Total cost for the entire two and a half day conference is $115; however, individuals can register for individual sessions as well. Friday will include an installation banquet. Saturday will feature speaker Randy Morgan. Lola heard Randy at the 2003 NAEOP conference in Boise, Idaho and is excited to have him coming to Lincoln.

On July 11-15, 2005, the NAEOP national association conference will be held in Tuscan, Arizona. It will include meeting briefings, mini-workshops, and tours. Lola is organizing the list of those going from Nebraska and the pins. Please contact her for further information (lyoung5@unl.edu). Any UNOPA member can attend.

OLD BUSINESS
The PSP Stipend Committee reminds everyone that they have an assortment of items for sale at bargain
prices before each general meeting. They will appreciate your continued support.

Sandy Watmore reported that the charity portion of the 50/50 funds raised this year will go to supporting the Kids Unlimited Spinoza Bear project. The 50/50 fund has raised enough to purchase two bears at $160 each. The bears will be embroidered with UNOPA to identify UNOPA as a co-sponsor. Sandy recently sent a UNOPA Listserv message requesting the names of any children in need that could be recipients of the bears. She is also working with Nancy Myers, who is with the UNL Employee Assistance Program, to identify children in need. All names will be kept confidential. She will report to us later on the outcome of the project.

NEW BUSINESS
Patricia Liedle reported that the PSP Stipend Committee will deliver flowers for Valentine’s Day as a fund raiser for the endowment fund. They will deliver flowers Friday, Saturday and Monday, February 11, 12 and 14 for Lee’s Floral Design. They will receive $4.00 per delivery. By purchasing your Valentine flowers from Lee’s, you also support the endowment fund.

Hospitality: Marcy Tintera and Deb Hendricks reported that today’s 50/50 drawing netted $56. $28 will go toward the Kids Unlimited Spinoza Bear project. Kathy Bennetch was the lucky winner of the other $28.

Today’s theme, Come See the Stars, was based on the Academy Awards and reflected today’s awards program. Those participants with a star underneath their chair were asked to find someone in the room they did not know and give them the table decorations as door prizes: a movie DVD and container of popcorn.

PROGRAM
Linda Luethke led the 2004-2005 Floyd S. Oldt Outstanding Staff and Silver Pen awards program.

Judges were from across campus and represented administrators, faculty members, directors, supervisors, office and service staff. Judges for the Floyd S. Oldt Outstanding Staff Award were Herbert Howe, John Hibbing, Ginny Gross, Jelena Gude, Nancy Knapp and Barb McGill. Floyd S. Oldt Silver Pen Award judges were Bruce Currin, Peter Maslowski, Juan Carlos Gutierrez, Linda Rossiter, Mary Timblin and Emily Levine.

The Silver Pen Award honors two office/service employees who have demonstrated superior performance while employed at UNL and who have made significant contributions to the University community. It is funded by an endowment to the University from Floyd S. Oldt. The two recipients will receive $600, an engraved A.T. Cross Silver Pen, a certificate and a one year UNOPA membership. The three 2005 nominees were: Kimberly C. Christiansen, INTSORMIL, nominated by Joan Frederick; Nelvadine A. Lienemann, Agricultural Research Division, nominated by Dora Dill; and Ruth A. Ulrich, Career Services, nominated by Christine Timm. The first Silver Pen Award recipient was Kimberly Christiansen, and the second Silver Pen Award recipient was Nelvadine Lieneman.

The Floyd S. Oldt Outstanding Staff Award recognizes an office/service, hourly employee at UNL who demonstrates distinguished service and contributions to the University community. The award is made possible by an endowment to the University Foundation by Floyd S. Oldt. The award recipient will receive $1,000, a plaque and a one-year UNOPA membership. The four 2005 nominees were: Mary L. Klucas, Arts and Sciences, nominated by David Howe; Linda K. Schreiner, Campus Recruiting/Career Services, nominated by Kelli Smith; Sandra L. Sterkel, Department of Agricultural Economics, nominated by Darrell Mark; Lori E. Straatmann, Industrial and Management Systems Engineering Department, nominated by Michael Riley. The Floyd Oldt Outstanding Staff Award was presented to Linda Schreiner.

Linda Luethke thanked the Awards Committee for their hard work, and noted that very soon the Awards Committee will be seeking nominations for the Rose Frolik Award which will be presented at the April general meeting.

The meeting was adjourned at 12:45 p.m.

The next general meeting will be March 8, 2005 at the East Campus Union.
**Announcements**

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

The members of UNOPA expressed their sympathy this past month with cards to Daisy Brayton on the death of her grandmother, and to Elizabeth (Liz) Sexton on the death of her husband. Liz is a past president of NEOPA (the Nebraska Educational Office Professionals Association) and an honorary member of UNOPA. Get-well wishes were sent to Helen Sexton for knee surgery.

If you know a UNOPA member who would appreciate receiving 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.

A reminder notice of the UNOPA monthly meeting was sent to the Scarlet and through UNL e-news.

**New Mentoring Web Site Unveiled**
by Mary Guest and Kathy Stastny

For two years, Mary Guest and Kathy Stastny have been working on putting together a helpful, informative web site on the Blackboard system for UNOPA members. They hope you will check it. The site, my.unl.edu has been set up to help you with day-to-day issues, both at work and at home. If you have trouble logging on to my.unl.edu, we have found the staff at the Help Desk (2-3970) to be very kind and supportive in helping us to log on.

We have included Campus Recreation, Human Resources, University Health Center, Business and Finance, educational concerns and career development resources. There are many “soft benefits” available to UNL employees that we need to learn about and take advantage of as employees. For instance, I use the Health Center for my prescriptions and allergy shot.

We also included information on personal concerns. You will find Neighborhood Inc. listed as a resource. They are a great in helping with first time home buyers. We have the website of Answers 4 Families. They are helpful with any family issue from adoption to elderly care.

There are several sites to post information. The purpose of this is to find needs related to child care, transportation or housing.

Please help us continue to develop this site so it is useful to all employees. Send you suggestions to Mary Guest mguest2@unl.edu or Kathy Stastny kstastny1@unl.edu.

**Getting to Know Your UNOPA Board!**

| Favorite Year: | 1970 |
| Worked at UNL: | Since 1985 |
| Favorite Office Supply: | Pop-up notes |
| Best Friend: | Rusa |
| Home Town: | Waverly, NE |
| Siblings: | Two |
| Education: | Associate |
| Favorite Color: | Blue |
| Currently live | Farm near Alvo |
| Pets: | Cat |
| Best Physical Character: | Eyes |
| Hobbies: | Reading/gardening |
| Pet Peeve: | Disorganization |
| Two words to describe me: | Cheerful, organized, quiet |

Who Could This Be? See Page 6

**Search for Sandy’s Hammer**
by Barb L'Heureux, UNOPA Notes Editor

Somewhere in UNOPA Notes you will find Sandy’s Hammer. The first two 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.
A Name Change
By Carol Bom

Please be advised that the UNOPA Board of Directors approved a name change of the UNOPA Fund 2484 at its last meeting to honor Bradley Munn, a long time UNOPA supporter who recently passed away. We have agreed to change the name of the fund to the “Bradley Munn Professional Growth Fund.” This change is implemented immediately.

For those new to UNOPA, this is a fund that is administered by the Immediate Past President of UNOPA. It is a fund for UNOPA members to apply for professional growth reimbursement. Each year, some funds are directed towards the Professional Growth committee expenses, and given to UNOPA members who apply for either PSP reimbursement or other professional growth expense reimbursement. Contact Carol Bom at 472-2679 for more information.

UNOPA Celebrity Birthdays
March/April

LaVonne Keller 3/16
Valerie Egger 3/18
Helen Sexton 3/31
Jan Shamburg 4/10

Getting to Know Your Board

Answer: Lois Erickson

What is the Central Area?
by Carol Bom

Our national organization, NAEOP, has divided the country into areas. Each of the eight areas is comprised of a group of states. Nebraska is part of the “Central Area” which consists of Indiana, Illinois, Iowa, Kansas, Missouri and Nebraska. Once a year, the Central Area sponsors a conference that offers opportunities for professional development and fellowship.

A director of each area is elected by NAEOP members every two years. Theresa Cote, CEOE from Kansas is our current director, beginning her second two-year term. Each year at the national conference, we hold an area meeting at which time we nominate members from our states to run for national committees. It is a great way to increase your professional network and get to know more educational office professionals.

This year, our state organization, the Nebraska Educational Office Professionals Association, NEOPA, is co-hosting the Central Area conference with Lincoln Public Schools Association of Office Professionals, LPSPAOP. The dates for this combined conference which we are calling the NEOPA Central Area Conference, are March 31 through April 2, 2005.

Please call Carol Bom at 472-2679 if you have specific questions.
UNOPA Names Floyd S. Oldt Award Winners
by Helen Sexton

“This employee is very committed to being a team player.” “Always thoughtful and offers constructive suggestions for improved operations.”
“This employee is a valuable and key player in our office.”

These were some of the comments heard at the annual UNOPA awards luncheon held in Abel Hall, North Study Lounge on February 8th and where the recipients of the 2004 Floyd S. Oldt Silver Pen Award and the Floyd S. Oldt Outstanding Staff Award were recognized.

The Floyd S. Oldt Outstanding Staff Award is for an office/service employee at the University of Nebraska-Lincoln who demonstrates distinguished service and contributions to the university community. The Floyd S. Oldt Silver Pen Award was established in 1987 to honor two University of Nebraska-Lincoln office/service employees who demonstrate superior performance on the job and make significant contributions to the University community. Since this award was established in the year of UNOPA's Silver Anniversary and the pen is an instrument common to all UNL personnel, it was named the "Silver Pen Award".

The winner of the Outstanding Staff Award was Linda K. Schreiner, who won a $1,000 cash award, a personalized plaque, and a year’s membership to UNOPA. Ms. Schreiner is the Campus Recruiting Coordinator/Administrative Technician with Career Services. Other nominees were Mary L. Klucas, Sandra L. Sterkel and Lori E. Straatman.

In her nomination materials, Ms. Schreiner was consistently praised for exceeding expectations in everything she does. "She has quickly created a positive, efficient operation in a high traffic environment. Her eagerness to challenge herself has always impressed this letter writer." Another wrote, "Linda has been a positive force in Career Services and on the UNL campus. She successfully coordinated an outreach effort to student organizations, a new way to market Husker Hire Link at our career fairs, and volunteered to review student resumes posted to Husker Hire Link even though it is not part of her position. She also volunteered to take on a new role and additional responsibilities in response to the budget cuts we have faced in the last three years. She just goes through her day demonstrating a great work ethic and serving others with a smile. She is the type of person who helps the University of Nebraska-Lincoln to shine."

The winners for the Silver Pen Awards were Kimberly C. Christiansen, Administrative Technician with the International Sorghum/Millet Program (INTSORML) and Nelvadine A. Lienemann, Staff Assistant with the Agricultural Research Division. Ms. Christiansen and Ms. Lienemann each won a $600 cash award, an engraved silver pen and a year’s membership to UNOPA. The other nominee was Ruth A. Ulrich.

In receiving the award, Ms. Christiansen was commended for how she took on the responsibility of modifying the design and maintaining the department's website. She also took the lead in maintaining the associated business center's website, and modifying and maintaining the website of a larger international organization our department is partners with. Ms. Christiansen took the initiative to successfully combine the responsibilities of two full-time positions, which improved the efficiency of the office. It gave her the opportunity to gain knowledge in a new field and develop additional skills. Ms. Christiansen is described as "self-motivated, always reliable, trustworthy and willing to lead or assist in whatever is needed to get a job done well".

Ms. Lienemann was praised for how active and supportive she has been of UNOPA throughout her employment with UNL. She is involved in the mentor/mentee program and has assisted an individual to update their position description. Ms. Lienemann greets the public with warmth and professionalism. She received a state award associated with exceptional leadership efforts to acquire a grant to approve the appearance of her home town. She has worked very hard and has taken advantage of many training opportunities to become highly skilled in utilizing the computer to support the activities of our division. She truly exemplifies an employee who has given significantly to the University of Nebraska.
March 1  Board Meeting
March 3  7 Habits of Highly Effective People Workshop
March 8  General Meeting
March 20  Spring Equinox
March 17  St. Patrick's Day
March 31  NEOPA Conference begins

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 educational office personnel with the University of Nebraska, as partners upholding the quality of service to the university educational system and the community.