President's Corner

"Keep The Candle Burning"
by Becky Hastings, President

I hope everyone has been able to settle back into a "normal" routine. I can’t believe that school has started which means that volleyball, basketball, and football will soon be added to everyone’s already busy schedules.

Speaking of football – the Ways & Means Committee this year is being chaired by the Board of Directors. I have sent out an e-mail asking members to volunteer to work the parking lot for one of the home games this year. I would like to see as many members volunteer as possible. We would love to see some "new" faces so the "old" faces can take a rest!

This is an easy way to get involved with UNOPA and work with each other.

The Summer Social was held at Champions Fun Center. The food was good and the miniature golf was fun (but myself – well, I had a few issues with a couple of the holes). Those that attended indicated at the end of the evening that they enjoyed themselves, which was nice to hear. It was a nice break from the hustle and bustle of the every day/evening routine. Thank you to Mari Greer and Barb Andersen, our Outreach committee for planning and coordinating this event.

There will be several Professional Growth opportunities offered throughout the coming year. The Nebraska Educational Office Professional Association (NEOPA) has planned a workshop to be held in Omaha on October 15, 2005. More details to come. The Mentoring Committee has set up various Brown bag workshops for the year – see page 3 for more details. I encourage all of you to attend as many of these as you can.

The general meeting on September 13th will be filled with information about the President’s chosen non-profit organization, Camp COHOLO which has touched the life of a University of Nebraska employee, we’ll learn how to organize our office, and we’ll have good food at the East Campus Union, and enjoy each others company. See you there!!

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UNOPA Members
Receive Service Awards

On September 9th, the University will honor employees who have reached a Service Award Milestone. Twenty-nine UNOPA members will be among those receiving awards. These 29 members have contributed 520 years of service to the University.

5 Years of Service
Lisa King
Doreen Wagenaar
Jerry Schluckebier

10 Years of Service
Helen Dukes
Faye Massa
Patti Lacquement
Connie Paxton

15 Years of Service
Barbara Andersen
Marlene Beyke
Linda Kaohn
Lona Kramer
Nancy Myers
JoAnn Barry
Debbie Burns
Mary Klucas
Cathy Leazer

20 Years of Service
Ethel Beetley
Lois Erickson
Dora Dill

25 Years of Service
Kathy Bennetch
Larita Lang
Janet Shamburg
Cindy Hornung
Carol Nelson
Linda Tesch

30 Years of Service
Jeanne Andelt
Jan Harris
Shelley Everett
Lorraine Moon

Congratulations on your dedication to UNOPA and UNL!
Mentoring Brownbag Series to begin in September

The Mentoring Ad Hoc Committee has been busy over the summer arranging the brownbag series that will begin on September 27. This series of brownbags will provide discussion on a variety of topics and an opportunity to form mentoring partnerships. The brown bags will begin at noon at the Nebraska Union, and the proposed dates and topics are:

- September 27: Seeking Wisdom, Sharing Wisdom: The Power of Mentoring
- October 25: Surviving the Software: Shortcuts to Managing Key UNL Systems
- November 29: Stepping Up the Ladder: How I Advanced My Career at UNL
- February 28: Balancing Work and Family: Staying Sane in Multiple Roles
- March 28: Pioneering New Frontiers: Working With the Web
- April 25: Program Evaluation and Brainstorming Next Year’s Mentoring Program

The brown bags will consist of a 40 minute panel discussion, a 10 minute “Department Spotlight” focusing on employee benefits provided by different areas on campus, and a 10 minute “Networking Activity” where participants will have the opportunity to interact with each other, and mentoring partnerships may be formed. Information on each topic will also be added to the UNOPA Blackboard site.

If you have experience or knowledge in any of the topic areas, or know someone who does, and would like to be a part of the panel, please contact Beth Krohn (472-8137, mkrohn1@unl.edu) or Mary Guest (472-3755, mguest2@unl.edu).

We would also like your input on the UNOPA Mentoring Blackboard site. Please take some time to check it out and let us know what other types of information you would like to see there. If you haven’t enrolled onto the site, please take a few minutes to self-enroll by following these steps:

1. Login to “my.unl.edu” with your username and password. (First time users: your username is the first part of your e-mail address, i.e. “mguest2”. Your password is your social security number without dashes. You may change your password after you log in.)

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 “go.”

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

If you have any problems enrolling, please contact Beth Krohn (472-8137, mkrohn1@unl.edu) or Mary Guest (472-3755, mguest2@unl.edu).
I thought you would be interested in the business side of things at the national conference. Below is a brief summary of the sessions offered to enhance the productivity within our organization. They also give us a chance to network with others.

Central Area Meeting
Members from the six Central Area states: Nebraska, Iowa, Missouri, Indiana, Kansas, and Illinois were nominated by election to run for national committees. Members voted to donate $100 per year to the national scholarship fund. A report was given on the 2004-2005 Central Area Conference, which was hosted by Nebraska last spring. The Central Area Conference was a success and generated a substantial profit which was used to build up the Central Area professional development fund. The next Central Area conference will be hosted by Indiana in Indianapolis in April, 2006.

Higher Education Council Meeting
Members who are employed in higher education institutions discussed two topics:

1) How to get administrators at colleges and universities to recognize our certification program and associations.

Many K-12 districts, including Lincoln Public Schools, provide pay increases/stipends for staff that have become certified in NAEOP’s Professional Standards Program. Few higher education institutions do so. However, this year, a new program has been implemented for staff at Nebraska state colleges, i.e. Wayne, Chadron and Peru. Employees of the state colleges will receive salary base increases of $200 to $500 for completion of an academic degree and/or certification in the Professional Standards Program. Nebraska is sharing information with the Higher Ed Council about the state college program, and the Nebraska Educational Office Professionals Association will be working with the University of Nebraska to request the same recognition for NU employees.

2) Submit agenda item to the NAEOP board about offering more classes and briefings related to higher education. Because there are more members serving K-12 students than college students, workshops tend to be “geared” to those audiences. A few of the suggested topics:
   • Understanding Our Student Population: non-traditional students, millennial generation, development stages of college students
   • Unions in higher ed
   • Trends in computer technology
   • Professional image and career advancement in higher ed.

Business Meetings
At the business meetings, the entire membership comes together to hear a keynote speaker, honor our country with the traditional flag ceremony, annual reports are made, members are elected to serve on various NAEOP committees for the following year, hear recommendations of the Advisory Council, and decide motions. Some of the highlights were:
   • The keynote speaker, Steve Saffron, gave a very inspirational presentation about incorporating goodness, playfulness, and happiness into the workplace.
   • Two $1000 college scholarships were awarded to members.
   • Nebraska presented a motion to recommend to the Professional Standards Program Governing Board that active participation (not just payment of dues) at the local, state, area or national level, be required in order to qualify for recertification. The motion passed.
   • Two Nebraska members were elected to chair national committees, and several more were elected to serve on committees.

(Continued on next page)
Advisory Council

Advisory Council is the meeting forum for the associations which have affiliated with the National association; it is composed of one delegate from each affiliate. The delegate must be a member of the National association.

“The duties of the Advisory Council shall be to develop programs for the promotion of the Association’s purposes and activities in the various states and localities; to advise the Board of Directors in matters concerning the Association; to elect two members to each of the following standing committees: Advisory Council & Affiliations, Awards, Bylaws, Long Range Planning, Membership, Nominations and Elections, Professional Development Program, Professional Standards Program, Public Relations & Publications, Scholarship, and Special Projects.” (NAEOP Bylaws)

There were three agenda items discussed at the Advisory Council meeting. They were as follows:

1. Increase the discussion time for Advisory Council items to at least 45 minutes, one hour would be better.
2. We should change the name of the organization to reflect all classified employees.
3. Redistrict NAEOP Area directorships based upon geographical proximity. A result of this redistricting may necessitate the restructuring of the directorship as well.

Once these items were discussed by Advisory Council and recommendations were given these items were then brought to the Annual Meeting and discussed further at that time.

Do you have news for UNOPA Notes?

Send information you would like included in an upcoming issue of UNOPA Notes to Rhonda Zugmier, rzugmier1@unl.edu by the deadlines noted below.

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<td>November 2005</td>
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<td>December 2005</td>
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<td>February 2006</td>
<td>January 16, 2006</td>
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<td>March 2006</td>
<td>February 15, 2006</td>
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<td>April 2006</td>
<td>March 15, 2006</td>
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<tr>
<td>May 2006</td>
<td>April 14, 2006</td>
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</tbody>
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Member Concerns for June/July

By Marlene Pyatt, Corresponding Secretary

Please contact me so a card can be sent to a UNOPA member for congratulations, get well, sympathy, thinking of you, etc. Giving me the home address of the member will help greatly.

I will be purchasing a digital camera this month for use at UNOPA functions. Be prepared to smile at our September meeting as I’ll be practicing with the new camera.
August Board Meeting
Submitted by Donelle Moormeier, President-elect

The August Board meeting was held on August 2, 2005. Minutes from the June meeting were approved as corrected. President Hastings reported that there would not be a separate Ways and Means Committee this year. The Executive Board will take on the responsibilities for that committee. Each UNOPA member will be contacted and asked to volunteer some time to man the football parking lot for the 05/06 season. Becky met with Herb Howe in June and July along with past President Sandy Watmore and UAAD President Russell Bartholow. Issues that were discussed were drop in enrollment, tuition remission for UNL employees, the Gallup survey, community colleges drawing students from UNL, and the Antelope Valley Roadway project. A letter was received from a UNL staff member who is not a UNOPA member recommending that the Chancellor hear how the rising parking fees impacts staff income. The board generally felt that UNOPA needs to stay involved with this issue and continue to push for some kind of relief or restructuring of parking fees. Everyone was encouraged to give Diane Wasser updates for the website. Diane needs award deadlines and any calendar items for the website. She has just added the President’s Theme for the year. Becky reported that the national conference (NAEOP) held July 11-15, 2005 in Tucson was very worthwhile attending. UNOPA Notes took first place in the local newsletter competition, the NEON took third place in the state newsletter competition and UNOPA’s website received second place in the local novice competition. Nebraska had the second largest state delegation attending. Next year’s national conference will be in Dallas. A draft copy of upcoming year’s programs for general meetings was handed out by Donelle Moormeier. Marlene Pyatt researched digital cameras for documenting UNOPA events. Motion was made and passed to buy a digital camera and necessary supplies for a maximum cost of $325. Gretchen Walker reported that the audit of the 2004/05 books was completed. A CD matured in July, was cashed and a new CD purchased with a balance of $3,021.92. Checking balance after expenses was $2,933.39. Discussion was held about the Employee Concerns Committee and when certain terms started and ended and also that committee members are not keeping UNOPA members up-to-date on their respective committees. It was suggested that UNOPA Notes might include reports from the various committee members. The summer social was held at Champions Fun Center with approximately 25 members attending, all have great fun with great food. Judy Anderson reported that she is finishing UNOPA’s annual report and will send a copy to Diane as soon as it is finished. The mentoring committee discussed a proposed six brown bag sessions for 2005-06. The sessions will feature UNOPA members on the panels and the topics came from a survey taken two years ago. Carol Bom reported that NEOPA fall workshop is being planned for October 15, from 9:00 to 4:00 to be held at ESU #3 in Omaha. More details to follow after August 10th. Carol also noted that state colleges are monetarily recognizing PSP certification and that, hopefully, UNL will be next. The meeting was adjourned at 4:40 p.m. The next meeting will be September 6, 2005 at 3 p.m. at East Campus Union.

Have you renewed your membership yet?

All members should have received a 2005-2006 Membership Renewal form in the mail recently. Please complete the form and return it to Amy Stewart, Membership Chair. If you have any questions, please contact Amy at 472-8172.

Dues are only $9.00 until October 31, 2005. Beginning November 1st renewal dues will be $12.00.
UNOPA Members in the News
by Marlene Pyatt, Corresponding Secretary

There have been some articles written about UNOPA lately that you might have seen. In case you didn’t catch them, the August 18th issue of The Scarlet had an article announcing Sandy Watmore receiving the Olive T. Ritchie Educational Office Professional of the Year award. There also was an article listing the officers for 2005-2006. The same article about the new officers was also in the August 13th edition of the Neighborhood Extra. This is a great way for the rest of the University and the community to know about us and what we do. It can also be another way to attract new members.

UNOPA History in UNOPA Notes*

Five Years Ago - (Vol. 39, No. 2)

The General Program for September was a presentation on the New UNL Travel Policy (new contract with Travel and Transport).

Dottie Stoner won $16.50 on 50/50.

Ten Years Ago - (Vol. 34, No. 2)

Scott Mecham, President of the Cornhusker Better Business Bureau discussed the purpose of the BBB and the warning signs of fraud.

Fifteen Years Ago - (Vol. 29, No. 2)

23 UNOPA members attended the NEOPA Fall Conference at Bradshaw, NE.

Jo Van Patten reported that at the U-Wide Benefits meeting in Omaha, it was approved to add a new “90 day” disability insurance option. This package was added because of two reasons: 1) Kearney State already has a 90 day option and 2) because UNOPA expressed a concern.

*(Information obtained from UNOPA Notes Vol. 39, No. 2, Vol 34, No 2. and Vol. 29, No. 2)

Show your Husker Spirit while helping UNOPA

It is that time of year for Husker football which also means it is time for UNOPA members to help with UNOPA’s one and only fund-raiser, selling parking on Husker game days. UNOPA covers the parking lot (located at 1820 R Street) from 6:30am until kick-off. If you are interested in volunteering to help, please contact the individuals below. Their phone numbers can be found on Page 1.

<table>
<thead>
<tr>
<th>Date</th>
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<tr>
<td>Sept. 10</td>
<td>Chris Carey &amp; Jan Edwards</td>
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<td>Sept. 17</td>
<td>Marlene Pyatt &amp; Pat Hust</td>
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<tr>
<td>Oct. 1</td>
<td>Mary Guest &amp; Beth Krohn</td>
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<tr>
<td>Oct. 8</td>
<td>Diane Wasser</td>
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<td>Oct. 29</td>
<td>Gretchen Walker &amp; Sandy Watmore</td>
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<td>Nov. 12</td>
<td>Donelle Moormeier &amp; Valerie Egger</td>
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If you are attending the games and aren’t able to help, please consider parking in our lot. This way you are helping support UNOPA.

Go UNOPA and GO BIG RED!

Calendar of Events

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<td>September 9</td>
<td>State of the University Address</td>
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<td>September 13</td>
<td>General Meeting - East Campus Union</td>
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<td>September 27</td>
<td>Mentoring Brown Bag Session</td>
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<td>Fall NEOPA Workshop in Omaha</td>
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NEOPA Fall Workshop  
By Carol Bom, CEOE  
NAEOP/NEOPA Liaison

Please mark your calendars for Saturday, October 15, 2005, for a great workshop!

The Nebraska Educational Office Professionals Association, NEOPA, is sponsoring a fall workshop. The workshop will be held near Omaha, at ESU #3. The ESU is an Educational Service Unit that has a conference facility attached to it. It is just past Gretna, so it isn’t too far for most of us in Lincoln to travel.

The NEOPA board is putting this workshop together. As of this writing, we know the location and the time, and one of the speakers. We have decided to make this a very “hands-on” workshop. We will begin the day at 9:00 a.m., with registration beginning at 8:30 a.m. along with a continental breakfast. One of the speakers will be UNL’s own Ranelle Maltas from Shared Services. She will be presenting a session dealing with Microsoft Tips and Tricks regarding Word and Excel. Our other speaker will be presenting information on business grammar and writing.

This promises to be a day filled with information that you can take back immediately to your work place. A warm meal will be provided for lunch. As soon as a flyer is ready, we’ll notify you of registration information. The price for NEOPA members will be $35.00 and the price for non-members will be $50.00. We think this price is a great bargain compared to similar offers I see everyday costing up to $149.00!

We’ll close the day by 4:00 p.m. PSP points are to be determined. Please watch for future updates! If you have any questions, you may contact me at 472-2679 or by e-mail at cbom1@unl.edu

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Lincoln, NE 68588-0452

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