**UNOPA Board of Directors**

**President**, Becky Hastings  
bhastings2@unl.edu  
472-2085

**President-elect**, Donelle Moormeier  
dmoormeier1@unl.edu  
472-2069

**Recording Secretary**, Valerie Egger  
vegger1@unl.edu  
472-0449

**Corresponding Secretary**, Marlene Pyatt  
mppyatt2@unl.edu  
472-8778

**Treasurer**, Gretchen Walker  
gwalker1@unl.edu  
472-0602

**Awards**, Jan Edwards  
jedwards1@unl.edu  
472-2097

**Bradley Munn Professional Growth Fund**,  
Sandy Watmore, 472-1066, SWATMORE1@UNL.EDU

**Communication Technology**, Diane Wasser  
dwasser1@unl.edu  
472-6251

http://www.unl.edu/unopa/index.htm

**Employee Concerns (Co-Directors)**,  
Tonda Humpress, 472-3756, thumpress1@unl.edu  
Pat Hust, 472-8617, phust1@unl.edu

**Hospitality (Co-Directors)**,  
Pat DeStefano, 472-8726, pdestfano2@unl.edu  
Susan Thomas, 472-8617, sthomas1@unl.edu

**Membership**, Amy Stewart  
astewart2@unl.edu  
472-8172

**Mentoring (Co-Directors)**,  
Mary Guest, 472-3755, mguest2@unl.edu  
Beth Krohn, 472-8140, mkrohn1@unl.edu

**NAEOP/NEOPA Coordinator**, Lola Young  
lyoung5@unl.edu  
472-1047

**Nominating**, Christine Cary  
ccary2@unl.edu  
472-5836

**Outreach (Co-Directors)**,  
Mari Greer, 472-3554, mgrer1@unl.edu  
Co-Director TBA

**Professional Growth (Co-Directors)**,  
Judy Anderson, 472-7021, janderson5@unl.edu  
Mary Guest, 472-3755, mguest2@unl.edu

**Program**, Donelle Moormeier  
dmoormeier1@unl.edu  
472-2069

**UNOPA Notes**, Rhoda Zugmier  
rzugmier1@unl.edu  
472-7907

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**President’s Corner**

“Keep The Candle Burning”

by Becky Hastings, President

The days don’t seem to slow down or get any less busy as we start the year 2006. The presentation of the Floyd S. Olstd Silver Pen and Outstanding Staff Awards is just “around the corner”. I want to thank those individuals who took time out of their busy schedules to nominate individuals for these awards. I would also like to thank the people who wrote letters of recommendations for the nominees. And I want to congratulate those that were nominated. The awards will be presented at the February 14, 2006 general meeting to be held at Abel-Sandoz North Lounge. I hope you can join us to see who was nominated and who will be the lucky winners!

While I’m on the subject of awards, just a reminder that the Rose Frolik Award will be presented in April, so you will want to start thinking of that special someone who demonstrates the attributes of UNOPA’s founder and first president, Rose Frolik. Go to the UNOPA website for nominating information about this award.

The nominating committee will be sending out letters requesting you consider running for an office or nominating someone you think would be interested in being an officer for 2006-2007. If you have any questions about these positions, you might want to contact the current officers. Their contact information can be found on the left hand side of your UNOPA Notes.

Love is patient, love is kind.  
It does not envy, it does not boast, it is not proud.  
It is not rude, it is not self-seeking.  
It is not easily angered, it keeps no record of wrongs.  
Love does not delight in evil, but rejoices with the truth.  
It always protects, always trusts, always hopes, always perseveres.  
Love never fails.

~Bible I Corinthians 13:4-8

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**Inside This Issue**

- NAEOP Annual Conference  
- NEOPA Spring Conference  
- January General Meeting Minutes  
- Thank You  
- Treasurer’s Report  
- UNOPA In History

**Page #**

- 4  
- 7  
- 8-9  
- 6  
- 3  
- 3

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*February 2006 Issue*  
*Volume 44, Issue 7*  
*Page 1*
The January UNOPA Executive Board meeting was held January 5, 2006 at East Campus Union. President Becky Hastings called the meeting to order at 3:04 p.m. Roll call was taken and the minutes from the December Executive Board meeting were approved. Becky had received a suggestion to add member recruitment to the responsibilities of the Outreach Committee. After a discussion about how best we can contact new employees regarding UNOPA membership, it was decided that it best fit under the Membership Committee responsibilities. It was suggested that the Membership chair get the names of new employees from HR and bring them to the monthly board meetings to be distributed between Board members to make calls. Because the Outreach Committee's only current responsibility is the summer social the board felt it would be reasonable to ask that committee to assist the officers and other committees in promoting UNOPA during the year. Becky will discuss this with the current Outreach Committee and get their feedback. Becky also noted that when recruiting members for the 2006-07 committees we should emphasize that there will be meetings that require their attendance. President Hastings asked for items that should be brought to the next Deans and Directors meeting. Suggestions were the upcoming Silver Pen and Outstanding Staff awards, announcing that new employees would be contacted by members of the UNOPA Board, and encourage the deans and directors to support any staff that may choose to run for an UNOPA office. Corresponding Secretary, Marlene Pyatt reported that items were collected, sorted and delivered to the Friendship Home and St. Monica's. She had received thank you notes and will read them at the general meeting on January 10th. Gretchen Walker distributed the treasurer's report for review. The total earnings for UNOPA for the football parking was $4689.00. Gretchen cautioned us that next year this might be very different since there are only five home games scheduled instead of seven. Jan Edwards reported that in the past award nominations were sometimes received without letters of support. The current application guidelines state that no more than three letters of recommendation should be included, but does not specifically request including letters of recommendation. This will be changed to read “at least one letter of recommendation (but not more than three) should be included with the nomination.” Sandy Watmore will be getting a proof and a cost estimate very soon for the new UNOPA banner and expects to have it done for the February general meeting. Becky distributed a draft copy of the nomination letter for 2006-07 officers. The board felt that the letter should be sent out on colored paper which would serve as a strong reminder to fill out and return the form. An email reminder would then follow. The letter will also include the URL for the UNOPA Web page that includes the membership list. Mary Guest reported that the Professional Growth committee will be meeting later this month to plan the spring professional growth program. Sandy Watmore shared details about the Louise Henderson Nelson Award offered through NAEOP. This is a NAEOP affiliate award-UNOPA as a whole would be the applicant. Completion of the application includes activities for the last five years. Rhonda Zugmier, Donelle Moormeier, and Pat Hust offered to help research the past minutes and try to get the award ready for the March deadline. The meeting was adjourned at 4:30 p.m. The next UNOPA Executive Board meeting will be Tuesday, February 7, 2006 at 3:00 p.m. at 1700 Y Street.

With Sympathy

Lynn Arnold, 54, past UNOPA Member, recently passed away on January 28, 2006. She was employed at UNL for over 30 years. First in the Zoology Department and then in Operation Analysis. Lynn is survived by her husband, Spencer; son, daughter-in-law, Nicholas and Alicia Arnold, and her mother, Joan Jepsen. Memorials can be made to the family.
### Treasurer’s Report
#### December 2005

**Beginning checking balance:**
December 1, 2005 8,522.18

**Income:**
- Hospitality $412.75
- Prof. Development $ 60.00
- Program $175.00
- 50/50 $ 67.00
- Prof. Devel. Voids $100.00
- Interest $ 1.28
- Total Income: $816.03

**Expenses:**
- Program $ 75.00
- Awards $ 51.10
- Miscellaneous $101.00
- Total Expenses: $327.10

**Ending checking balance:**
December 31, 2005 $9,011.11

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### UNOPA History in UNOPA Notes*

**Five Years Ago** - (Vol. 39, No. 7)

UNOPA jointly sent a letter (with Academic Senate and UAAD) to President Smith and the board of Regents voicing support for the new UNL tuition remission for dependents of UNL staff.

UNOPA’s Legislative Grassroots group is created.

**Ten Years Ago** - (Vol. 34, No. 7)

UNL employees were encouraged to write letters to Governor Nelson protesting his decision not to fully fund the University’s salary request. As you know, this results in a $7 million budget cut in University funding in mid-biennium. This cut can only be handled by either raising tuition or cutting programs.

**Fifteen Years Ago** - (Vol. 29, No. 7)

Sandy Lineberry introduced Dr. Hugh Genoways, Director of the university of Nebraska State Museum and Chair of Museum Studies. After his talk, Hugh was joined by other members of his staff who gave us an interesting and informative tour.

*(Information obtained from UNOPA Notes Vol. 39, No. 7, Vol. 34, No 7. and Vol. 29, No. 7)*

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### Nominations Needed
by Christine Cary, Nominating Director

It’s time to nominate members for UNOPA President-elect, Recording Secretary, Corresponding Secretary, and Treasurer. A Nomination Form was mailed to every member. If you didn’t see it, let me know and I’ll get one to you. If you’re asked to serve, please say yes! If you’d like to run for office, nominate yourself--no one will know you nominated yourself unless you tell. Your willingness to give up some free time and work a little harder for a year will help keep UNOPA the strong and influential professional association that we enjoy. Nominations are due by February 15.
Are y'all ready for Dallas? Hopefully you’ve been saving your money and have begun reviewing the Winter 2005 issue of the NES Connector for all the information on the conference. The location, The Intercontinental Hotel, is located in the North Dallas Gallaria area 15 minutes from downtown Dallas in the town of Addison. Each guest room is equipped with a dataport, coffee maker, iron and ironing board. The Hotel reservation form is on page 38 of the NES. The hotel is 16 miles from DFW Airport and 15 minutes from Dallas Love Field. Hotel transportation information and fees information can be found on page 17 of the NES.

July in Texas is warm and sunny with a slight potential for rain. Daytime summer temperatures will range in the high 90’s with evening temperatures only slightly lower. If you are a bit cold natured, you may want to bring a light sweater or jacket for meetings and/or restaurants. Meal functions are open to all attendees. Sign up for those you plan to attend as a ticket will be required for admission to the dining area. Table reservations for the PSP banquet will be made at the time you send your registration to NAEOP. If you wish to sit with someone specific, your registration must be sent in the same envelope. Table reservations for the Installation Banquet will be based on your request. Make sure to indicate your meal preferences on the registration form.

Again this year you have the option to register for all main conference activities (briefings and meals) or to register for only those you choose to attend (see pages 39 & 40 of the NES). You will notice there is a separate tour registration form (NES page 37). You are encouraged to browse through the exhibits and the Special Projects booths Tuesday and Wednesday (make sure you have room in your suitcase for the goodies you’ll purchase). Tuesday and Wednesday there is also a wide selection of briefings (in-service points may be earned at these to be used toward PSP certification) to choose from. Don’t forget to stop by the Hospitality Suite periodically for food, interaction, information, and prizes.

The first actual conference event is for First Timers – The First Timer Briefing and Reception will be on Tuesday, July 18. The rest of us will join you for the First General Session/Flag Ceremony Tuesday evening. This is when we will wear our “state attire” which will, again, be navy or white pants/skirt with a yellow shirt/top and navy blazer. We will also wear our NEOPA pin holders ($5.00 if you haven’t purchased one yet). I will attempt to arrange our state picture at some point either before or after the first general session. I will also try to arrange for our seating during this session so we can be together, and I will bring flags for each of us.

Wednesday daytime dress should be business wear. This morning will begin with breakfast on our own. Our delegates, and others who choose to observe, will attend Advisory Council while the rest of us have options (see the NES Conference Overview on pages 22 and 23 to see the available options). The Awards Luncheon will begin at Noon. At this luncheon we will be introduced to the Olive T. Ritchie Educational Office Professional of the Year and National Educational Administrator of the Year. The afternoon presents more options, and we will wrap up the day with the PSP Banquet where we honor our members who have reached PSP goals. Attire for the PSP Banquet is formal, semi-formal, after six, or business attire.

Thursday morning will begin bright and early with our Central Area Breakfast. This is when Central Area members get together and honor our members as well as conduct our business meeting. After the Area Meeting we will re-convene with the entire group for the Second General Session. Lunch is on our own. In the afternoon we will attend the Third General Session. Dinner – once again, we are provided with options – either a tour or on our own.

Friday (wearing business attire) will begin with our Council Breakfasts where we get together with those from across the country who work in similar educational settings. Following this breakfast we will attend the Fourth General Session. Lunch will be on our own. During the Fifth General Session Friday afternoon awards will be announced for Communications, Web Site, and recruitment among others. We definitely want to be there to cheer our colleagues during this session. The Installation Banquet is Friday evening (formal attire) and is the official end of the conference although you have the opportunity to stick around for tours.

This year’s pin is the shape of Nebraska with a tree and “Home of Arbor Day” on it. These pins will sell for $1.60 each. Please contact me via e-mail (lyoung5@unl.edu) to let me know how many pins you would like to purchase. I will bring my supply of pins to our spring meeting. For you first-timers, I suggest at least 15-20 pins to trade. This is optional, not required, but you will be asked to trade pins and it’s a great way to meet others. If I can help first-timers in any way while in Dallas (or prior to going), please let me know. We want this conference to be a memorable event in your life.
2006 NAEOP Annual Conference
(Continued from Page 4)

One last thing . . . if you plan to go to Dallas and I have not been in contact with you, please e-mail me right away. Eventually I would like to know your mode of transportation, when leaving/arriving, any National offices (committees) serving on this year, if you are serving as an Advisory Delegate, and if you are receiving your PSP. I will provide you with a listing of all attendees so we can stay in touch while on our trip.

This is going to be a wonderful conference, and I hope you are planning to saddle up and join the round up so you can share the experiences! If you have any questions, please call me at 472-1047 or e-mail me.

Football Parking Lot Facts
by Gretchen Walker, UNOPA Treasurer

Thanks to all UNOPA members, family members and friends who participated in the annual UNOPA fundraiser by parking cars on home football Saturdays. There were a total of seven home football games from September 9, 2005 to November 12, 2005, and a total of 1193 cars parked. Each vehicle was charged $10.00 and UNOPA received approximately $4.00 per car. The total raised during the 2005-2006 fiscal year was $4,689. Please note there may be one less home game next year and therefore the funds received could potentially be less.

UNOPA members, this is our major fundraiser for the year and we need your help. Over 40 individuals gave up their time on Saturdays this year to help in the fundraising efforts for UNOPA. Please keep your schedules open for the fall football games and plan to help in future fundraising efforts. Parking cars is easier than selling candles and the fun had by all who parked cars is well worth the effort.

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.

<table>
<thead>
<tr>
<th>Issue</th>
<th>Deadline Date</th>
</tr>
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<tr>
<td>March 2006</td>
<td>February 15, 2006</td>
</tr>
<tr>
<td>April 2006</td>
<td>March 15, 2006</td>
</tr>
<tr>
<td>May 2006</td>
<td>April 14, 2006</td>
</tr>
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</table>

Congratulations Lola!!
by Becky Hastings, President

Lola Young, CEOE, UNOPA’s NAEOP/NEOPA Coordinator, has been elected as the Central Area Director for NAEOP. We know you’ll do a great job. Congratulations!

Member Concerns
by Marlene Pyatt, Corresponding Secretary

Cards were sent to Cheryl Kruid who had surgery and Lorraine Moon whose mother-in-law passed away. Please let me know when a fellow member needs a card sent to them. Thinking of you, get well, sympathy or congratulations are a few of what we can send to cheer someone up. Remember to also provide the home address.

Thanks for keeping me updated.
Editor’s Note:

These are scanned images of the Thank You’s UNOPA received from the Fresh Start Homes and St. Monicas, the recipients of UNOPA’s Holiday Giving Tree.
Agenda and Lodging Information

East Campus Union
37th & Holdrege, Lincoln, NE

March 30, 2006
6:30 - 9:30 -- Social -- T & R’s Garden Restaurant,
5250 Cornhusker Highway, Lincoln, NE
Fun, social, auction, etc.

March 31, 2006
7:30-8:00 -- Registration and Continental Breakfast
8:00-9:00 -- Welcome and Opening
9:00-10:30 -- Speaker - Vicki Highstreet “Melow Yellow”
10:30-10:45 -- Break
10:45-11:45 -- Briefings A or B
12:00-1:00 -- “3-D” Luncheon “Resolve to Involve”
1:15-2:15 -- Briefings C or D
2:15-2:30 -- Break
2:30-4:00 -- Speaker - Patt Harper “How’s Your Laugh Life”
4:00-5:00 -- Business Meeting
5:00-5:30 -- Closing
6:30-7:30 -- Cocktail Hour - T & R’s Garden Restaurant
7:30-9:30 -- Banquet and Installation -- T & R’s Garden Restaurant

Howard Johnson Hotel

Make reservations directly with Howard Johnson Hotel. Ask for the NEOPA Conference.
We have reserved a block of rooms until March 15th
5250 Cornhusker Hwy, Lincoln, NE 68504
Phone: 402-464-3171
Check in at 4:00 p.m.
Check out at 11:00 a.m.
Room Rates: 2 Queen beds - 2nd floor $50/night
2 Queen beds - 1st floor pool side $ 70/night
The January UNOPA general meeting was a joint UAAD/UNOPA meeting, hosted by UAAD. UAAD president, Russell Bartholow, called the meeting to order at 12:07 p.m.

Following a brief UAAD business meeting, Russell turned the meeting over to UNOPA President, Becky Hastings. Becky opened the UNOPA business meeting by first thanking UAAD for hosting the meeting.

**OFFICER REPORTS**

December General Meeting Minutes
Becky asked if there were any additions or corrections to the minutes of the December 13, 2005, general meeting which were published in the January 2006 issue of UNOPA Notes and also sent out via email to the UNOPA Listserv. As no one came forth with any changes, Becky stated that the minutes would stand approved as printed.

**Treasurer, Becky Hastings for Gretchen Walker**
Becky reported that the beginning balance on December 1, 2005 was $8,522.18. Income was $816.03 and expenses were $327.10. Ending checking balance as of December 31, 2005 is $9,011.11. Cost Object balance is $(4,857.19) and the CD balance is $3,053.42.

**Corresponding Secretary, Marlene Pyatt**
Marlene shared several thank-you cards from Friendship Home and residents of St. Monica’s for items donated by UNOPA members in December for the Giving Tree. Even such basic items as shampoo and spatulas were enthusiastically received. She thanked Mari Greer for her help in delivering the many items.

**President, Becky Hastings**
NAEOP 2006-2007 Board. Becky announced that UNOPA member Lola Young was elected as the 2006-07 Central Area Director of the National Association of Education Office Professionals.

**NEOPA Spring Conference.** Becky reminded members that UNOPA is sponsoring the Nebraska Educational Office Professionals Association Spring Conference which will be held March 30 - 31, 2006. More information will be coming. Contact co-chairs Sandy Watmore or Diane Wasser for details.

**STANDING REPORTS**

**Awards, Becky Hastings for Jan Edwards**
The Floyd S. Oldt Silver Pen and Outstanding Staff Awards will be presented at the February general meeting. The nomination deadline is January 13. Please see the UNOPA Web site for guidelines for submitting nominations. Or, you can contact Jan Edwards or Becky Hastings.

**Bradley Munn Professional Growth Fund, Becky Hastings for Sandy Watmore**
The Bradley Munn Professional Growth Fund was established in 1981 through the UNL Foundation. It provides financial support to UNOPA members for professional growth activities which are not reimbursed through any other means. All active UNOPA members are eligible to apply for reimbursement of up to $100.00 every 2 years. The fund is financed through payroll contributions by UNOPA members, by other concerned UNL employees, and through various fund raising efforts by each year’s Fund Committee.

For several months, UNOPA has been selling raffle tickets to raise additional monies for the Fund. UNOPA member, Cathy Leazer, made and donated a stained glass suncatcher for the raffle. The winning name drawn was UNOPA member Nelvie Lienemann.

(Continues on Page 9)
Joint UAAD/UNOPA General Meeting Minutes (Continued from Page 8)

UNOPA Notes, Becky Hastings for Rhonda Zugmier
The next UNOPA Notes deadline is January 16, 2006. Contact Rhonda with items to include in the February issue.

Hospitality, Becky Hastings for Pat DeStefano and Susan Thomas
Becky announced that the 50/50 drawing raised $80.00, half of which will be donated to Camp COHOLO. The other half, $40.00, was won by UNOPA member Donelle Moormeier.

In closing, Becky announced that next UNOPA general meeting will be February 14, 2006, and then turned the meeting back over to Russell Bartholow.

PROGRAM

Russell introduced the speaker J. B. Milliken, president of the University Nebraska.

A few highlights:
• While one of President Milliken’s roles is that of chief spokesperson for the University of Nebraska, he reminded us that NU staff are also important advocates for the university. We are highly visible, often the first point-of-contact, and have many contacts with the UN constituency. People often form their opinions of the University based on their interactions with university staff, so it is important that we all be university advocates and celebrate the University of Nebraska.
• Dr. Milliken has been involved in developing a strategic framework for the University that will guide future planning. The six overarching goals of the Strategic Planning Framework can be found at www.nebraska.edu. While he discussed all six goals, of particular interest to Dr. Milliken is the first goal: “The University of Nebraska will provide the opportunity for Nebraskans to enjoy a better life through access to high quality, affordable undergraduate, graduate and professional education.” As part of that goal, President Milliken is especially interested increasing in Nebraskans’ participation in higher education by increasing access to, and affordability of, education.
• He discussed budget items such as deficits resulting from unexpected costs (e.g., the significant rise in utility costs), and the cost of maintaining state buildings, 70% of which are owned by the University of Nebraska.

Before adjourning at 1:00, UAAD raffled off a bicycle as a fund raiser for the People's City Mission, and also gave away the attractive, red "N" coffee mugs that decorated our tables.

Respectfully submitted,

Valerie Egger

(Minutes printed as submitted)
### Calendar of Events

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<tr>
<th>Date</th>
<th>Event Description</th>
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<tr>
<td>February 14</td>
<td>General Meeting - Floyd S. Oldt Silver Pen and Outstanding Staff Awards</td>
<td>Abel North Study Lounge</td>
</tr>
<tr>
<td>February 28</td>
<td>Mentoring Brown Bag - Balancing Work &amp; Family</td>
<td>City Campus Union</td>
</tr>
<tr>
<td>March 14</td>
<td>General Meeting - Carolyn Ducey, Curator with the College of Textiles, Clothing and Design</td>
<td>East Campus Union</td>
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<tr>
<td>March 30 &amp; 31</td>
<td>NEOPA Spring Conference</td>
<td></td>
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<tr>
<td>April 11</td>
<td>General Meeting - Past Presidents Recognition, Rose Frolik Award</td>
<td>East Campus Union</td>
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<tr>
<td>May 9</td>
<td>General Meeting - New Board Installation</td>
<td>Location to be determined</td>
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<tr>
<td>July 17-21</td>
<td>NAEOP Annual Conference and Institute</td>
<td>Dallas, Texas</td>
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University of Nebraska-Lincoln  
UNOPA Notes  
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Lincoln, NE 68588-0541  
Rhonda Zugmier, Editor  
Circulation 200  

Address Corrections to:  
Amy Stewart, Membership Director  
200 Nebraska Union  
Lincoln, NE 68588-0452  

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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.