UNOPA Board of Directors

President, Becky Hastings
b hastings2@unl.edu 472-2085

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

Recording Secretary, Valerie Egger
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Corresponding Secretary, Marlene Pyatt
mpyatt2@unl.edu 472-8778

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

Awards, Jan Edwards
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Bradley Munn Professional Growth Fund,
Sandy Watmore, 472-1066, swatmore1@unl.edu

Communication Technology,
Diane Wasser
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http://www.unl.edu/unopa/index.htm

Employee Concerns (Co-Directors),
Tonda Humpress, 472-3756, thumpress1@unl.edu
Pat Hust, 472-6976, 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),
Barb Andersen, 472-8687, bandersen1@unl.edu
Mari Greer, 472-3554, mgreer1@unl.edu

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

Program,
Donelle Moormeier
dmooormeier1@unl.edu 472-2069

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

President’s Corner
“Keep The Candle Burning”

Happy New Year!! Hope everyone was able to spend some quality time with family and friends over the holiday break. Where did 2005 go? It was a busy first half of the year for UNOPA. Looking back, some of the things we accomplished:

**Installed UNOPA Officers.
**Diane Sullivan talked to us about organizing at our office and at home.
**Learned about the 50/50 recipient for this year– Camp COHOLO (Courage, Hope, & Love)
**Jim Ballard from James Arthur Vineyards gave us a brief history of the business and talked about wine making in Nebraska.
**Awarded the Floyd S. Oldt Boss of the Year to Prem Paul.
**Heard about the Sheldon Memorial Art Gallery and Sculpture Garden from Janice Driesbach.
**Had a nice Holiday luncheon with music provided by Dave Fowler and Carolyn Johnsen with the Speaker’s Bureau.

Looking ahead to 2006:
**UAAD/UNOPA Joint meeting.
**Presentation of the Floyd S. Oldt Silver Pen and Outstanding Staff Awards.
**Nominate individuals to run for 2006/2007 Officers!!
**Recognition of our Past Presidents and the presentation of the Rose Frolik Award.
**Install 2006/2007 Officers.

I look forward to the second half of the year as president of UNOPA as we all “Keep the Candle Burning” in 2006.

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Thanks to all the UNOPA members that sent me Birthday Greetings for my 100th Birthday. I enjoyed receiving your cards and I thank you very much.

Marie Cripe

Treasurer’s Report
November 2005

Beginning checking balance November 1, 2005 $3,596.05

Income:
Hospitality $1,470.00
Ways & Means $3,197.00
Membership $ 358.00
50/50 $ 66.50
Interest $ .75

Total Income: $5,092.25

Expenses:
Hospitality $ 95.77
Awards $ 40.35
President $ 30.00
Total Expenses: $ 166.12

Ending checking balance November 30, 2005 $8,522.18

Checking Balance $8,522.18
Cost Object Balance ($2,041.03) $6,481.15
CD $3,053.42

December 13, 2005

UNOPA
Becky Hastings, President
P.O. Box 880541
Lincoln, NE 68588-0541

Dear Becky,

I want to thank UNOPA for the generous $50 shopping card and recognition I received for the Nebraska Educational Professional of the Year. It is a great honor to represent the members of UNOPA and NEOPA. I appreciate the time and efforts of Carol Bom, my nominator; Mary Guest, NEOPA Awards Committee Director; and the judges.

Recognizing an educational office professional each year is a good thing to do, and I’m glad both my local and state associations make the effort to do that. The encouragement I receive from these associations makes a big difference in my personal and professional life, as I’m sure it does for many others.

Sincerely,

Christine Cary, CEOE
Recruitment Staff Assistant
UNL Graduate Studies
1100 Seaton Hall
Lincoln, NE 68588-0619
1-402-472-5836
ccary2@unl.edu

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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NEOPA Spring Conference
March 30 & 31, 2006
by Sandy Watmore, Spring Conference Co-Chair

Final plans are still being made for the NEOPA Spring Conference.

Social/Fund Raising event
When: Thursday, March 30, 2006
Where: TBD
What: Evening social and Fund raising auction
By: Fund Raising Committee

Conference
When: Friday, March 31, 2006
Where: UNL East Campus Union
What: Spring Conference
Includes: Morning & afternoon speakers, luncheon, speaker, choice of 2 Briefings, door prizes
Food: Breakfast, Luncheon, & breaks
By: Co-Chairs; Sandy Watmore & Diane Wasser
Theme: “Daffodils, Daisies, & Dandelions”

Dinner/Installation
When: Friday, March 31, 2006
Time: 6:30-9:30
Where: TBD
By: Carol Bom & Chris Cary

Proposed schedule
7:30 - 8:00 Registration/check in
8:00 - 9:00 Opening by Conference Co-Chair Diane Wasser (with announcements)
Welcome to UNL by Chancellor Perlman or designee
Welcome by UNOPA President, Becky Hastings
Welcome by NEOPA President, Deb Ryan
Introduction of theme by Sandy Watmore
9:00- 10:30 Speaker: Vicki Highstreet “Mellow Yellow”
10:30-10:45 Break
10:45-11:45 First Briefing (choice of A or B)
12:00 - 1:00 "3-D" Luncheon
1:15-2:15 Second Briefing (choice of C or D)
2:15-2:30 Break
2:30-4:00 Speaker: Pat Harper
4:00-5:00 Business Meeting
5:00-5:30 Closing
6:30-9:30 Installation Dinner

NAEOP Annual Conference and Institute
by Rhonda Zugmier, UNOPA Notes Editor

The 2005 Conference & Institute pictures can now be seen on the following website: www.collages.net. Click on “View an Event” and use User name: NAEOP2005 and Password: 4778

The next Conference is set for July 17-21, 2006 and will take place in Dallas, TX. More information will be forthcoming as soon as it is available.

UNOPA History in UNOPA Notes*

Five Years Ago - (Vol. 39, No. 6)
Vice Chancellor for Business & Finance, Christine Jackson spoke at the January Executive Board meeting.

Ten Years Ago - (Vol. 34, No. 6)
Representatives from UNOPA and UAAD were invited to meet and ask questions of the final two candidates for the position of Affirmative Action Director.

Fifteen Years Ago - (Vol. 29, No. 6)
Update: The Sick Leave Bank proposal is being shared with various departments and committees on campus and will be discussed at the next Academic Senate Employee Benefits meeting.

*(Information obtained from UNOPA Notes Vol. 39, No. 6, Vol. 34, No. 6. and Vol. 29, No. 6)
December Executive Board Meeting  
by Donelle Moormeier, President-Elect

The December UNOPA Executive Board meeting was held December 6, 2005 1700 Y Street. Minutes from the October and November Executive Board Meeting were approved as corrected.

President Becky Hastings reported that submission for the Walmart gift card to be donated was denied. The $50.00 gift card for the Ways & Means drawing will come out of the general budget as voted on previously. The drawing will take place at the December General Meeting. President Hastings reported on the Chancellor’s Child Care Task Force meeting to take place on December 12 and 13th. Any concerns should be directed to Tricia Liedle. Becky reported at the Dean and Directors meeting on the Commission on the Status of Women, the Boss of the Year Award luncheon, and Chris Cary receiving the 2005 NEOPA Award on November 16, 2005. The Board discussed how important it was to bring to the attention of the Dean and Directors the achievements and involvement of UNOPA and its members in the University and the community. NEOPA Foundation Scholarships for the Marion T. Wood Member Scholarship and Mona Smith Member Dependent Scholarship, National Educational Administrator of the Year Award and the Olive T. Ritchie Educational Office Professional of the Year Award nominations are due March 15, 2006. Chris Carey will automatically be nominated for the Olive T. Ritchie Educational Office Professional of the Year Award because she won the State award.

Judy Anderson reported a very good attendance for the December 1 Professional Growth Workshop. The program included Roshan Pajnigar; UNL Human Resources explaining NU Values, Diane Sullivan helping us organize our home, office, and life, and Chris Cary on packing your suitcase with room to spare. Rhonda Zugmier asked for submissions for UNOPA Notes by December 15th. Mary Guest reported that the October mentoring brown bag went well with around 20 attending. There will be three more workshops in the spring semester, February 28, Balancing Work and Family: Staying Sane in Multiple Roles, March 28th, Pioneering New Frontiers: Working with the Web, and April 25, topic to be announced. Announcement that the NAEOP Annual Meeting will be held in Dallas, Texas in July 17-21 2006, the registration and information should be out in December. The meeting was adjourned. The next meeting will be held at East Campus Union on January 5, 2006 at 3:00 p.m. After the meeting there was an exchange of gifts and everyone enjoyed goodies that were brought by board members.

Send in Your Award Nominations!  
by Becky Hastings, UNOPA President

Think there is someone with whom you work that would make a terrific candidate for one of UNOPA's awards? I'll bet there is!

The annual Floyd S. Oldt Outstanding Staff Award, and two Floyd S. Oldt Silver Pen Awards will be given at UNOPA's Awards Ceremony, Tuesday, February 14, 2006.

The Floyd S. Oldt Outstanding Staff Award is for any permanent, hourly-paid employee with at least five years of service and in a position of 50% or greater. The recipient will receive $1,000, an engraved plaque, and a one-year membership to UNOPA.

The Floyd S. Oldt Silver Pen Award will be given to two nominees. This award is for any office/service employee who has demonstrated superior performance while employed at UNL and who has made significant contributions to the University community. Each winner will receive $600, an engraved Cross silver pen, a framed certificate, and a one-year membership to UNOPA.

Visit UNOPA's website at http://www.unl.edu/unopa/awards.htm to access the information for the nomination process or call Becky Hastings, 472-2085.

Nominations are due no later than Friday, January 13, 2006.

Send your nominations to:
Becky Hastings
1700 Y Street
CC – 0606
The individuals listed below (51 UNOPA members and 10 of their family) volunteered this year to help sell parking spaces at the Husker Home Football Games!!! Thanks to their hard work and dedication, UNOPA was able to raise approximately $4,800 for the general fund. You will notice after some of the names, there is a number in brackets. That number represents the number of shifts those members worked throughout the football season. A special KUDO goes out to those who worked more than one shift.

Without dedicated members like these, we would have to go back to the old days of selling raffle tickets. Just think how many raffle tickets each member would have to sell to amount to the $4,800.

At the December General Meeting, President Hastings conducted a drawing from the listing of volunteers. Tonya Runge was the lucky volunteer whose name was drawn. She received a $50 Gift Card to Walmart for helping UNOPA.

Please consider volunteering next year to help sell parking spaces. It only takes a few hours out of a Saturday, and you get a chance to socialize with your fellow UNOPA members.

Jeanne Andelt
Judy Anderson
Linda Arnold
Ethel Beetley (2)
Kathy Bennetch
Carol Bom (2)
Chris Cary (4) & Scott Miller (2)
Pat DeStefano
Judy Douthit (2)
Jan Edwards (3)
Jeanette Fisher
Marlene Focher (2)
Joan Frederick
Mary Guest (3)
Becky & Gary Hastings
Debbie Hendricks
Cindy Hornung
Tonda & Glenn Humphress
Pat Hust (3)
Carrie & Mike Jackson
Betty James
Peg (3) & Dick Johnson
Lisa King
Betty Klawonn (2)
Cindy Knight

Beth Krohn (3)
Larita Lang
Cathy Leazer
Grace Li
Tricia (2) & Amanda Liedle
Nelvie Lineman
Jan Medcalf
Donelle (3) & Ron Moormeier
Carol Nau
Carol Nelson (2)
Deb Rosenau (3)
Edie Schleiger
Jerry Schluckebier
Helen Sexton
Margaret Skean
Pat Smith (3)
Amy Stewart (2)
Karen Timmerman
Marcy Tintera
Gretchen (2) & Jordan Walker
Jan Wassenburg (2)
Diane Wasser & Tonya Runge
Sandy & Lauren Watmore
Lola Young
Rhonda Zugmier

Go UNOPA and
GO BIG RED!
HOLIDAY GIVING TREE
by Marlene Pyatt, Corresponding Secretary

WOW!!!!!!! A big thanks to all of you for the great response received for the Giving Tree items.

Sixteen specific gifts were taken to the Fresh Start Home for the women we adopted. They were so appreciative when we delivered them on Dec. 16th. Next summer they are moving to their new location in Havelock and are pretty excited about that. I have a contact person if anyone would like more information on how they can help with this move.

St. Monica’s - We delivered 11 large boxes of items to St. Monica’s on Dec. 16th. They were just amazed with how much we had collected. Some clients were there and helped us carry in and were excited about the things they could see in the box. One commented about seeing the large spoons as they had some break the other day and were excited to have new ones. The director was going to go through everything and see where they would get the most use out of the items. Some may be used as gifts also.

Again, a big thanks to everyone for all the donations. A special thanks to Mari Greer whose vehicle we used to make the deliveries.

Calendar of Events

January 10  Joint UNOPA/UAAD Meeting
            President James Miliken
            East Campus Union

February 14 General Meeting - Silver Pen & Outstanding Staff Award
            Able-Sandoz North Lounge

February 28 Mentoring Workshop
            Balancing Work and Family: Staying Sane in Multiple Roles

March 14  General Meeting - Carolyn Ducey, Curator with the College of Textiles, Clothing and Design
            East Campus Union

March 30 & 31 NEOPA Spring Conference

July 17-21 NAEOP Annual Conference and Institute

April 11  General Meeting - Past Presidents Recognition, Rose Frolik Award
            East Campus Union

May 9  General Meeting - New Board Installation
            Location to be determined

July 17-21 NAEOP Annual Conference and Institute
            Dallas, Texas
Getting Your Office Organized in 2006!
by Diane Sullivan, UNOPA Member
and Professional Home and Office Organizer

Do you sometimes feel overloaded by the never ending to-do’s, the mountains of paper and electronic information, and the demand on our time and energy. Here are some statistics:

- 60% of Americans feel they don’t have enough time to get everything done.
- Even with e-mail and digital storage, the volume of paper has increased 100% since 1995

Think you don’t have time to organize your office? Think again. The average office worker loses six weeks each year looking for lost information in cluttered desks and files. That equals a full hour each day. At that rate you can’t afford not to get organized. It takes about three days to completely organize an average office, including the filing system. But don’t fix what isn’t broken-identify only the areas that aren’t working smoothly for you, and tackle those areas one at a time. If you choose to take on your whole office, investing the three days can give you back a full six weeks of time every year! Not to mention your newfound peace of mind, focus, and confidence.

Answer these questions to find out if you need to schedule some time to get organized:

- Can you consistently find what you need within a few seconds?
- If you work with others, can they quickly find what they need in your office when you’re not around?
- Is your “IN” box constantly overflowing?
- Does your current system keep you focused on what’s most important and remind you of important follow-up?
- Overall, does your current system work, and do you like it?

Files

- Mirror your physical filing systems (reference and action) by creating folders and subfolders on your computer and in your e-mail in-box.
- Keep only what you need.

Apply the WASTE test.

- W – Is it Worthwhile?
- A – Will you use it again?
- S – Can you get it somewhere else?
- T – What would happen if you tossed it?
- E – Do you need the entire thing?

Getting Started Tips:

- Close your eyes and dream of what your life would be like without clutter; then focus on that dream instead of the work.
- Stop making excuses. It doesn’t matter why or how things got the way they are. Just decide to adopt a “zero tolerance” attitude toward clutter going forward.
- Make a list of everything that needs to be organized and prioritize the list.
- Get started! It doesn’t matter where. What’s important is to just start making progress.
- Start small. With each small achievement you will build momentum.
- Begin with your files. This will help you have room for the files stacked on your desk.
- Break larger tasks down into manageable bites.
- Take before and after pictures as a source of inspiration.
- Make clutter clearing easy and foolproof.
- Enlist support and make it fun. Listen to upbeat music.
- Shift your attitude (from a sense of being overwhelmed, to being in control of the task).
- Trust your instincts – does the data really need to be kept?
- Set an appointment on your calendar to complete a certain organizing task and keep it.
- Celebrate by rewarding yourself.
President, Becky Hastings, called the meeting to order at 11:58 a.m. with a special welcome for guests.

OFFICERS REPORTS
[It was agreed earlier that Becky would report on behalf of the officers in order to save time.]

Recording Secretary
Becky asked if there were any additions or corrections to the minutes of the November 8, 2005, general meeting which were published in the December issue of UNOPA Notes. As no one came forth with any corrections or additions, Becky stated that the minutes would stand approved as printed.

Treasurer
Becky announced that Gretchen Walker had placed copies of the treasurer’s report on each table. The Treasurer’s report will be entered as printed into the records of this meeting. Any questions should be directed to Gretchen; she will let the Recording Secretary know of any changes.

For the record, the beginning balance on November 1, 2005 was $3,596.05 with income of $5,092.25 and expenses of $166.12 leaving an ending checking balance on November 31, 2005, of $8,522.18. The cost object balance was ($2,041.03) and the CD balance was $3,053.42.

President
Bradley Munn Professional Growth Fund
Becky announced that Sandy Watmore is selling raffle tickets for $.25 each or 5/$1.00 for the stained glass sun catcher that was donated by Cathy Leazer. The drawing for the sun catcher will be held during the joint UAAD/UNOPA general meeting in January, and will support the Bradley Munn Professional Growth Fund.

Ways and Means: Wal–Mart Giftcard
Names of the volunteers who helped with the football parking lot this fall were added to a drawing for a $50 giftcard to Wal–Mart. Their name was added once for each 2-hour shift worked. The winning name drawn was Tonia Runge, Diane Wasser’s daughter. Becky thanked all the volunteers for their help.

PSP Certification
Becky asked that those UNOPA members who earned their PSP certification to stand and be recognized for their achievement. If others are thinking of obtaining their PSP certification, these individuals would be glad to help with any questions.

Awards
Becky shared information that she received on several awards offered at UNL:
- Chancellor’s Award for Exemplary Service to Students and the Student Foundation/Builders Award for Outstanding Academic Advising. Deadline for nominations is January 20, 2006. Contact Becky if you have questions about either.

As was announced earlier, Chris Cary was named the Nebraska Educational Office Professional of the Year. Chris will advance as Nebraska’s nominee for the Olive T. Ritchie National Educational Professional of the Year award which will be presented in July at the national conference in Dallas. On behalf of UNOPA, Becky presented Chris with congratulatory gift for her achievement and then wished her best of luck in Dallas.

(Continued on page 9)
Minutes (Continued from page 8)

**STANDING COMMITTEE REPORTS**

**Awards**, Jan Edwards

Becky reported for Jan Edwards. Upcoming UNOPA awards are the Floyd S. Oldt Silver Pen and the Outstanding Staff awards which will be presented at the February general meeting. The nomination deadline is January 13. Visit the UNOPA Website for more details.

**Employee Concerns**, Co-chairs Pat Hust & Tonda Humphress

On behalf of Pat and Tonda, Becky introduced Carol Nau who gave a brief overview of the Emergency Loan Fund Advisory Committee. Carol interacts with the committee and loan fund as part of her responsibilities working at the Employee Assistance Program, but is not an actual member of the Advisory Committee.

The Emergency Loan Fund is available to UNL non-probationary employees in financial crisis who have exhausted all other means of obtaining emergency financial assistance. The Emergency Loan Fund is administered through the UNL Employee Assistance Program. Loans have been used for utilities, mortgage payments, repairs, rent and other expenses. Since being established in 1994 with a beginning balance of $6000, the Emergency Loan Fund has provided seventy-eight loans. Loans approved in 2005 totaled $4,502.60. Once a loan application is submitted to and screened by the Employee Assistance Program, the Employee Emergency Fund Advisory Committee approves or denies the application. Carol thanked the UNOPA members who are on the Advisory Committee for their work.

**Professional Growth**, Judy Anderson

Becky reported for Judy that the UNOPA workshop, Value It, Organize It, Pack It, was held Thursday, December 1 and was well attended by about fifty people. NU Values was explained by Roshan Pajnigar, Diane Sullivan described different ways of organizing our homes and offices, and Christine Cary demonstrated the art of packing a suitcase. Becky thanked the presenters. Refreshments were also a hit!

**UNOPA Notes**, Rhonda Zugmier

Becky announced that the deadline for the January issue of UNOPA Notes is December 15. Please give your information to Rhonda Zugmier.

**Hospitality**, Pat DeStefano and Susan Thomas

Susan announced that $67 was collected for the 50/50 drawing [which is raising funds to support Camp COHOLO]. The winner of drawing was Jane Schneider who won $33.50.

We each received an office angel, hand-made by the committee members. Members with specially designed angels also received a door prize.

In addition, we were all very entertained by Susan’s reading of the left/right story which ultimately led to one person at each table winning the gift-bag centerpiece.

**Program**, Donelle Moormeier

Becky turned the program over to Donelle Moormeier, president elect, who introduced the program for the day: A Plains Fiddle Style, with David Fowler and Carolyn Johnsen. Donelle explained that the Nebraska Humanities Council provides major funding for this program. Some information about the Humanities Council was on our tables.

David and Carolyn (husband and wife) played a delightful mix of traditional and contemporary tunes using fiddle, drum and piano. This was a shortened version of their 50-minute program which gave us time for a few questions.

Besides being wonderfully entertained, we learned a few things. David and Carolyn will play for any non-profit with most of the cost picked up by the Humanities Council. The difference between a violin and a fiddle is the music, not the instrument. David explained that classical violin music is played by reading music. Fiddling, however, is done mostly by ear which lends itself to variations among performers. The violin family has four main instruments ranging from small to large: violin, viola, violincello and double bass. Carolyn used a hand-held Irish drum which was open on the back side. For some selections, she muted the sound by putting her hand or fingers against the back of the drum.

(Continued on page 10)
Minutes (Continued from page 9)

**Corresponding Secretary**, Marlene Pyatt
Marlene reminded people that tomorrow, December 14, is the absolute last day that she can accept gifts for St. Monica’s and for the Fresh Start Home Giving Tree as they will be delivered this week. Donations should be delivered to Marlene at 401 Administration Building promptly.

Becky reminded us that the next general meeting will be a joint UNOPA/UAAD meeting at the East Campus Union on January 10.

The meeting was adjourned at 12:50 p.m..

Respectfully submitted,

Valerie Egger

(Minutes printed as submitted)