UNOPA NOTES
University of Nebraska Office Professionals Association / Volume 45, Issue 2

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Four Ways to Boost Professional Effectiveness
(Monday Motivators, 9/16/06)

1. **Be a hub of information, not a rest stop.**
   In this too-busy business world, it can be easy to let important information sit idle on our desks as we justify that other priorities take precedence. However, information is the true currency of business! If we fail to provide data or news to others that can help them do their work, we fail our employer and even ourselves. So move information quickly, and keep it going! Do all you can to improve communication in your office.

2. **In a meeting, are you taking the minutes or are you part of the minutes?** It’s easy to attend meetings and “zone out” - especially since studies show that many meetings are unnecessary! The challenge for success-minded professionals like you is to engage yourself in what’s happening in the meeting, not simply taking notes you may never consult again. Contribute your thoughts when they add real value. Change the direction and the tenor of the meeting so the outcome is even more actionable and positive. Bottom line: Get involved!

3. **Be “future focused,” especially when you’re overwhelmed.** The typical human reaction to stress is to fixate on the current situation. Result: People literally forget the future and fail to plan for it - which only makes them feel even more overwhelmed. Talk about a vicious cycle! Break it by intentionally pausing during stressful times, thinking about pending work and planning ahead how you’ll handle it. The more aware you are, the more prepared you’ll be when the future finally rolls around.

4. **Make yourself a work priority.** Take care of your health - mentally and physically - on a daily basis, and never, ever take it for granted. Even the “engine that could” needed fuel to get up the mountain, and tracks to guide it to the top. We’re no different! True, I advocate testing your limitations and stretching life’s parameters so you ultimately become the very best you can be. But you must know your limits, too. Only by being “fully functional” and making yourself a priority equal to any other in the workplace can you achieve stardom in your career! Apply as needed, and add these golden “nuggets of wisdom” to your ever-growing toolbox for professional and personal success!

---FROM THE DESK OF---

PRESIDENT DONELLE MOORMEIER

It was so good to see everyone at the September general membership meeting and I was delighted that we had several guests and new members present.

Dr. David Corbin from UNO gave us all some great tips on how to remain “stress” free. Everyone wanted to hear more, so hopefully we will see him at a workshop sometime in the near future.

The 50/50 charity for this year is Center Pointe, a treatment center for co-occurring substance use and mental health disorders. Executive Director, Topher Hansen, gave us an overview of the facilities and how they help youth, age 13 to adults, develop skills to live as independently as possible.

As of this writing we are diligently looking for people to work the September 30th UNOPA parking lot. The first three games we had a total of 29 people working. Six of those people were spouses or non-members. Out of the 23 members, six worked two or more shifts. This figures out that only about 14% of our membership has worked the parking lot. On the average we sell 180 parking spots per game at $4.00 each; seven games equals over $5,000. This is the reason we can provide professional workshops and mentoring brown bags for little or no fee. It’s not in my nature to continually nag but the fact is if we want to continue to provide professional development for our membership we need more support of the parking lot. By the time you get this we will have only three games left, PLEASE sign up for a game so I can get off my soap box!!

Remember the Boss of the Year Award nomination deadline is October 16, 2006. Please be sure and go to the website to review the guidelines and nominate your boss.

If you haven’t renewed your UNOPA membership, please do so before October 31st as the price goes up to $12.00. The membership committee will be taking checks or cash at the October meeting. You may download the form at www.unl.edu/unopa/membership.htm.

The next general meeting will be October 10, 2006 at the Lied Center Orchestra lobby. The most important item on our agenda will be the 2006/2007 budget. See you there!!

---From the Desk of---

PRESIDENT DONELLE MOORMEIER

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Getting to Know Your UNOPA Board —

Donelle Moormeier, President

I began my career at the University of Nebraska-Lincoln close to 15 years ago in the Division of Continuing Studies on East Campus. I have worked in the offices of the Vice Chancellor for Academic Affairs, the Department of Marketing and, currently, the Department of Communication Studies as the Chair’s Assistant and the Secretary to the Graduate Director. Our department is small so I do a little bit of everything in my position and I love every minute.

I joined UNOPA in 2002-2003 and decided after the first year that I really wanted to be “involved” and not just attend the monthly meetings. In 2003-2004 I jumped in with both feet and served on the Ways and Means, the Professional Growth, and the Hospitality committees. In 2004-2005, I was the Director for the Membership committee, served on the Hospitality committee, and elected President-Elect for the 2005-2006 year. As President-Elect, I was Program Committee Director and, of course, am currently serving as UNOPA’s President.

My husband Ron and I met in high school; it was love at first sight. We were married in 1969. We have one son and one daughter who have blessed us with four grandchildren and one grandson. We keep busy all year long attending the grandkids’ games; softball, volleyball, soccer, football, baseball, and basketball. My husband farms and has a trucking business with our son. If there is any spare time I love to work in my flower beds and greenhouses, read, scrapbook and just enjoy my family.

Betty Jacobs, Co-Director Professional Growth

Kansas City born and raised, I moved to Nebraska in 1982 with my husband, Rich, and our two sons, Christopher and Douglas, who have since married, with families of their own.

Rich and I met at a Valentine’s party in 1978, and later experienced our first date: dinner at the well known Kansas City restaurant, Stephenson’s Apple Orchard. We enjoyed a good laugh because the entrée that caught our fancies was a vegetarian entrée, “The Honeymoon Special.” (I was not a vegetarian, but Rich was). Following dinner we attended a Merrill Womack concert, the first of many dates. We married in 1980, and celebrated our 25th anniversary by traveling to the Hawaiian Islands, which has attained the status of “favorite vacation spot,” and we’re still dating.

And my long-time friend, Janice (a Drug and Rehab Counselor and RN), are co-authoring an allergy sufferers’ cookbook.

Both an on-going concern for people and their health (I am grateful to be a 10-year cancer survivor following intense treatment for Breast Cancer), and a consuming interest in cooking and nutrition, have inspired me to an active life of volunteerism and a love of life. Some of my favorite organizations are: The Matt Talbot Kitchen, the Good Neighbor Center, the American Cancer Society (ACS), the American Red Cross, area Seven-day Adventist Churches, Lincoln/Lancaster Health Department, Union Manor, Orchard Park, and the Ambassador skilled nursing care center. As as a Dietetics major at UNL (Senior), I enjoy participating in nutrition events on UNL campus. Rich and I along with other family members annually participate in the ACS 5k Walk, as well as their Relay for Life.

Every friendship gained while at UNL means a lot to me. In 2007, I will receive my 10-year award, and am a non-traditional student, currently working towards a Bachelor’s degree in Dietetics (Senior). As a former officer of the Horizons chapter of American Business Women’s Association (ABWA), I was also recognized as their Woman of the Year. I consider it a privilege to have served on the Program Committee (UNOPA) with Donelle Moormeier, and am currently co-director with Lorraine Moon, Professional Growth Committee.

October UNOPA Notes
President Donelle Moormeier called the meeting to order at 12:00 noon.

The minutes from the May 9, 2006 General Membership meeting were distributed. Motion was made by Becky Hastings and seconded to approve the minutes as presented. Motion passed unanimously.

The treasurer’s report was distributed. This year’s 50/50 recipient is CenterPointe. Topher Hansen, Executive Director, spoke on the services provided by CenterPointe and distributed handouts.

Ron Withem, Associate Vice President for University Affairs/Director of Government Relations, distributed information regarding the Impact of a State Spending Limit on the University of Nebraska, and information on how to become a University of Nebraska Ambassador.

Chris Cary, NAEOP/NEOPA Liaison, presented an update from the NAEOP annual conference held in Dallas, Texas, in July, 2006. UNOPA members were recognized for their achievements and positions held in NAEOP and NEOPA.

Carol Bom, NEOPA President, addressed the membership and encouraged them to join NEOPA. Judith Yeck was the recipient of a free one year NEOPA membership.

The program speaker was Dr. David Corbin, Professor of Health, Physical Education and Recreation, at the University of Nebraska-Omaha. His presentation was on stress management.

Reports:

Bradley Munn Professional Growth Committee: Becky Hastings reminded the membership that requests for reimbursement are due to Becky by October 15. Becky also asked the members to consider contributing to the fund, and if interested, they should contact Becky for the appropriate forms.

Mentoring: This year’s first mentoring brownbag will be on September 28 at the Nebraska Union, at 12:00 noon. Dawn Braithwaite, Professor of Communication Studies, will be the presenter. “Keys to Professionalism” is the theme for this year’s series.

Professional Growth Committee: The Fall Workshop will be held on October 31, 2006, 1:30-4:00 p.m. at the Nebraska Union. “Understanding Where We Are – Acting to Get Ahead” will be presented by Bonnie Coffey, Director, Lincoln-Lancaster Women’s Commission. Registration deadline is Tuesday, October 17, 2006.

Reminders from Donelle:

→ Membership renewal for this year is $9 until October 31, after which time, the cost is $12.
→ If interested in obtaining information on the PSP program, contact Lorraine Moon.
→ Deadline for the UNOPA notes October issue is Friday, September 15.
→ There is no director for the Ways and Means committee; therefore, the UNOPA board is taking responsibility of the UNOPA parking lot.
→ The PSP Committee is hosting “An Afternoon with Cathie Fife” on Saturday, November 11, 2006, 1:30-4:00 p.m. at the Denton Community Center. All proceeds will go to the PSP Endowment Fund. Contact Sandy Lineberry for more information.

The Hospitality Committee drew for the 50/50 and Debbie Hendricks was the winner and received $29.00. Lorraine Moon won the door prize.

Meeting adjourned at 1:10 p.m.

Mary Guest, CEOE
Recording Secretary

The Top Ten Reasons to Work the UNOPA Parking Lot .......

1. It’s UNOPA’s only Fund Raiser!!
2. It’s Only With All The Efforts Of Our Members That UNOPA Is Such A Great Organization!!!!
3. It’s UNOPA’s only Fund Raiser!!
4. You really get to KNOW other members of UNOPA!
5. You might make a new friend!
6. You’re showing your support for UNOPA!
7. You’ll have some great laughs!
8. You will get to tell people where to go (park)!
9. You can wear red and be loud — TRUE HUSKER FAN!!
10. You can try out your new rain gear!

Thanks For All Of Your Support —
It’s Only With All The Efforts Of Our Members That UNOPA Is Such A Great Organization!!!!

* * * * * *

Our sincere sympathy to Mary Oltjenbruns of the recent passing of her mother, Marie Cripe, Oklahoma City, OK. Marie died September 21, 2006 at a nursing home in Oklahoma City. Marie was a past UNOPA member who celebrated her 100th birthday last November.

Her daughter writes that Marie was so excited about her 100th birthday when we dedicated a page in UNOPA Notes to her. Mary would like to thank you all for being a part of her life, and that her mother was a “true and loyal Nebraskan and a Cornhusker.”

Cards may be sent to: Mary Oltjenbruns, 1501 Oakhill Drive, Oklahoma City, OK 73127.

October UNOPA Notes
Professional Development
Fall Workshop
October 31, 2006
1:30-4:00 P.M.
Nebraska Union

Understanding Where We Are –
Acting to Get Ahead

Presenter, Bonnie Coffey, Director
Lincoln-Lancaster Women’s Commission

This Is Why It Matters. An open-book quiz
that provides an overview of the issues that
impact women in our community and pro-
vokes open dialogue and discussion on the root
causes and possible solutions.

Networking Works! Increasingly, evidence
points to the necessity for women to network
effectively to not only find new jobs, but to get
ahead in their careers. This hands-on work-
shop will provide key elements of the art of
networking to set you on your way to making
networking work for you.

Registration Deadline: Tues., October 17, 2006

Make checks payable to UNOPA
Cost: UNOPA member ($10)
Nonmember ($18)

Return Registration and payment to:
Betty Jacobs
401 Canfield Adm. Bldg. (0439)

You’re Invited to Come and Enjoy
“An Afternoon With Cathie Fife”

Ladies!! Are you looking for an opportunity to
relax and socialize with friends while enjoying
fabulous desserts and entertainment by Cathie
Fife and her “One-Woman Style Show?” If so,
you’re in luck!! Come and join us at the Denton
Comunity Center, November 11, 2006, and be
enlightened and entertained by Cathie Fife who
may be best known as a radio personality in
Nebraska and Iowa during the 80’s and 90’s.
She is now a clothing retailer with stores in
Blair and Plattsmouth. She has a love of fashion
and an uncanny knack for choosing figure flat-
ttering styles for herself and her customers.

Doors will open at 1:30 PM; the show to
begin at 2:00 PM. You can enjoy an afternoon
of fun entertainment, a silent auction, door
prizes, and coffee or tea and desserts for only
$20/ticket. All proceeds will go to the PSP
Endowment Fund.

For information, please contact Sandy
Lineberry, 472-6623, Sandy Watmore, 471-
1066, or any of the PSP committee members
who are listed.

PSP Committee Members:
Jeanne Andelt
Kathy Bennetch
Lynn DeShon
Mary Guest
Debbie Hendricks
Barbara Homer
Shirley Horstman
Pat Hust
LaRita Lang
Trish Liedle
Sandy Lineberry
Linda Luedtke
Lorraine Moon
Edie Schleiger
Gretchen Walker
Diane Wasser
Sandy Watmore
Carol Wusk
Lola Young

Directions to the Community Center:
Go west on Van Dorn to Lee’s Chicken, turn
south (left) on Coddington Avenue. Go 3 miles to
West Denton Road (dead end), turn west (right)
and go 5 miles to Denton, NE. At the four-way
stop, continue west 1 block to Lancaster Street,
turn south (left) to 7115 Lancaster.

OR

Go west on ‘O’ Street to Emerald about 7 miles.
Turn south (left) at the blinking light and go 5
miles to Denton, NE. At the four-way stop, turn
west (right) and go 1 block to Lancaster Street,
turn south (left) to 7115 Lancaster.

Time is Running Out!!
Renew your UNOPA membership
before October 31st as dues will
increase from $9.00 to $12.00.
Forms may be obtained at www/
unl.edu/unopa/memberfrm.html.

Any News for UNOPA Notes?

Please send any information you
want printed in UNOPA Notes to
Barbara Homer at bhomer@mail.
unomaha.edu by the listed deadlines.

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Monthly Photo Contest

(Gotcha!!)

Do you know who these ladies are who
attended September’s general meeting?

If so, please email your entries to
bhomer@mail.unomaha.edu by October
13, 2006. All correct entries will be put in
a drawing whereby one lucky person will
win a certificate which entitles them to a
paid luncheon at the November general
meeting. Good luck!!

Note: You are required to print all headings.
Please use the font size and style specified in the
Format Guide.
October Calendar

October 10 - General Meeting, Lied Center for Performing Arts

October 13 - NEOPA Fall Workshop, Wayne State College, Wayne, NE

October 15 - Bradley Munn Professional Growth Fund requests for reimbursement deadline

October 16 - Boss of the Year Award nominations deadline

October 16 - UNOPA Notes deadline for submission of articles

October 17 - Professional Growth Fall Workshop registration deadline

October 31 - Professional Growth Fall Workshop, Nebraska Union, 1:30-4:00 p.m.  
“Understanding Where We Are – Acting To Get Ahead, presenter, Bonnie Coffey

October 31 - UNOPA Membership Dues deadline

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Circulation 175

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Lincoln, NE  68588-0321

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 professionals 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.