UNOPA NOTES
University of Nebraska Office Professionals Association / Volume 45, Issue 6

Happy ‘New You!’
What’s your agenda this year?
(Monday Motivators, Jan, 2007)
by Joan Burge, Copyright © Office Dynamics, Ltd., 2007

It’s a brand new year – and that means it’s a great time to look ahead and decide what to do with the time we have. Time is the most precious commodity, you know – more than silver or gold, stocks or bonds, or even the rarest items on earth. All those things you can amass throughout your life. Time, however, is finite and, in the end, we can’t keep it….

To make the most of your time in 2007, spend a little time thinking about the following questions:

- Am I happy in my professional life? (And by “happy,” I mean satisfied overall.) If the answer is “yes,” I suggest seeking new ways to expand your job so it continues challenging you and has the potential to offer you even greater rewards. If the answer is “no,” what can you do to fix that? Write down a list of the skills you have and love using on a daily basis. Is there a job you can advance to – or even a new career you might explore – that has the potential to be even more satisfying? This, of course, spins off into a whole series of additional questions to ask yourself…. But acknowledging where you are in your career is the first step.

- What three areas can I improve upon so management is aware of my valuable contributions? I love this question, because it compels us to assess our strengths and weaknesses – and, ultimately, makes us even better. Identify areas of improvement – and then plan how to act on them. Find a mentor or “buddy” to help and guide you, if need be.

- Are my goals aligned with higher-ups, as well as with my employer? You’ll want to be sure they are – because your professional success hinges on your being “in sync” with them. Here’s one idea: Ask to sit down with your boss and see whether the goals you’ve identified are similar or

(continued on page 3)
Kathy Thompson, Director, Outreach

I started working at the University in 1988. I am now working in the Budget Office and I also help Payroll out as needed. I am married and have two grown children and four grandsons. I haven’t always been able to be involved in UNOPA. I was able to become involved again last year. I have served on the Hospitality committee and have done the summer social twice.

My favorite hobbies are spending time with my grandsons and quilting.

This was UAAD and UNOPA joined general meeting.

President Donelle Moormeier called the meeting to order at 12:05pm.

The minutes from the December 12, 2006 General Membership meeting were presented. Motion was made by Becky Hastings to approve the minutes as presented. Motion was seconded by Sandy Watmore and passed unanimously.

Treasurer’s Report - The Treasurer’s Report, dated December 31, 2006 was presented. The beginning checking balance as of December 1, 2006 was $7,075.45, and the ending balance was $8,142.03. The cost object balance was ($241.62). The total funds available in these two accounts were $7,900.41. The report will be filed for audit.

Announcements
--Upcoming awards, Floyd S Oldt Outstanding Staff Award and Floyd S. Oldt Silver Pen Award. Due date for the awards is January 12, 2006. For more information, please check our web site.
--January UNOPA Notes will be out by the end of the week due to the break
--The February UNOPA Notes deadline is January 15.
--Flyers on the tables:
  Employee Assistant Program Lunch and Learn, “Sleep, As Important as Diet and Exercise, Only Easier”, will be presented January 24th at noon in the City Union by Leigh Heithoff, a Clinician Specialist at BryanLGH Center for Sleep Medicine.
  Key to Professionalism, “Community Outreach Building Bridges Partnerships”, will be presented by Amy Boren, Leadership Studies and Janice Harris, Community Outreach, on January 23, 2007 at noon in the East Union.
  Continuing Education, “3rd Annual Family Caregiver Resource Fair”, April 12, 2007 from 6-8:30pm at Southeast

Community College, Continuing Education Center, located at 301 South 68th Street Place. This event is free.

Reports:
Nominating Committee, Carol Wusk
The Committee will be sending out nomination notices with a due date of February 9.

Hospitality, Cathy Leaser and Karen Randall
The $47 we collected was split between CenterPointe, a non profit organization, that helps youth with substance and mental health issues, and Lois Britton. She will receive $23.50.

Gretchen Walker introduced our speaker, Richard Kimbrough, “Why We Laugh”.

Donelle reminded everyone the Floyd S Oldt Outstanding Staff and Floyd S Oldt Silver Pen Awards will be presented at the February 13th General Membership meeting.

Meeting was adjourned at 12:50pm

Peg Johnson
Corresponding Secretary

Cards were sent with our deepest sympathies to Cindy Hornung, Peg Johnson, Debbie Hendricks, and Kathy Schindler, for the loss of their mothers; Sandy Lineberry for the loss of her sister; Julie Keys for the loss of her father-in-law; and Tonda Humphress, for the loss of her father.

Get well wishes were sent to Lona Kramer, Nancy Shoemaker, Beth Krohn, Cindy Hornung, and Linda Thelen, following their surgeries. Also, Rose Frolik received a get well card after her fall.

If you know a UNOPA member who would appreciate a congratulations, get-well, sympathy, or thinking-of-you card, please contact me at 472-0533 or mjohnson4@unl.edu

Peg Johnson, Corresponding Secretary
How do you think other people perceive your level of professionalism in the office? How about when you first meet a VIP or new colleague? Over the years, I have found that people often forget that they “market” themselves to others in everything they do, every minute of the workday: the way they speak, walk, talk, behave, etc. How others perceive your professionalism – based on this kind of “indirect marketing,” as I like to call it – is critical to your overall success. That’s why I want to share with you the “Rule of 12,” which can help remind you to make positive impressions as often and consistently as possible.

If you’ve never heard of the “Rule of 12” before, here is what it means:

• Generally, people notice and begin to “size up” others at a distance of 12 feet. A good example of this is when someone enters a room… or you’re mingling at a business function, but are only aware of those in your immediate vicinity.

• Once you’ve made an initial impact on people, they’ll start focusing on the top 12 inches of your body – specifically your face and facial expressions.

• Then, whatever perception you’ve given them is reinforced or diminished by the first 12 words you speak. At this point, you’ve made your crucial first impression, and people will decide whether to get to know you better or not. People’s perceptions of you can be changed, of course – but we all know it’s harder to do that than making a great impression from the start of your work relationship! So remember the Rule of 12 – and consider sharing it with your colleagues.

Professionalism is contagious; pass it along in 2007!

One of my favorite topics, professional image – and it’s a perfect way to wrap up January and launch into a successful year.
GENERAL CONFERENCE INFORMATION

The Nebraska Educational Office Professionals Association, NEOPA, is proud to announce conference information regarding our spring conference to be held in Lincoln, Nebraska, on March 30, 2007. Registration will be taken by Southeast Community College in Lincoln.

Registration: To register for this conference, contact Diane Siefkes at: 402-323-3386, 1-800-828-0072, ext. 3386; or e-mail dsiefkes@southeast.edu to register. Registration deadline is March 9, 2007.

Course number and Sessions: Please be prepared to select the sessions that you wish to attend. Course details will be available on the NEOPA website as well as in the SCC Spring Bulletin. The course number is AACK9514CE.

Tuition: NEOPA Members $65.00. Non-members $75.00. This includes the all day conference, continental breakfast, lunch and the Installation of Officers Banquet and President’s Reception.

Lodging: Overnight accommodations for the conference are available at the Chase Suites Hotel, 200 South 68th Street Place, 402-483-4900. Please ask for the NEOPA Conference rooms. Room rate is $69.00 per night for a suite that sleeps four.

Installation: Banquet and President’s Reception will be held from 6:15-9:00 p.m. at the Continuing Education Center. (Vegetarian meal available upon request).

NEOPA is pleased to have our national affiliate, the National Association of Educational Office Professionals, President-elect Linda Sockwell, CEOE, as the keynote speaker. She will present a session on practical tips about being the perfect assistant to your boss.

Linda is the President-elect for the National Association of Educational Office Professionals. Linda has over sixteen years devoted to the educational office field. She has served in many capacities, including President of her local, state and soon to be national level. She has chaired conferences and workshops in Texas. For many years she served on committees and as a delegate to the annual conference representing RESSA and TESA, local and state affiliates. In 2001 she was elected South Central Director for NAEOP. She served in that capacity until 2003. She continued to be involved in NAEOP and in July of 2006 while serving as the Annual Conference Chairman for the Dallas conference, she was installed as President-elect. Linda is a native Texan, grew up in Dallas where she attended Dallas ISD elementary/junior high school and high school. She attended North Texas State University for three years.
NEOPA Spring Conference
Friday, March 30, 2007
In Partnership with Southeast Community College
Continuing Education Center
301 South 68th Street
Lincoln, NE 68510

Back to Basics – 3 R’s: Rejuvenate Your Potential; Revitalize Your Attitude; Renovate Your Skills

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<tr>
<th>Time</th>
<th>Item</th>
<th>Topic</th>
<th>Speaker</th>
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<tr>
<td>7:30– 8:00</td>
<td>Registration</td>
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<tr>
<td>8:00– 8:30</td>
<td>Opening</td>
<td>Welcome</td>
<td>Carol Bom, CEOE NEOPA President</td>
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<td>8:30–10:30</td>
<td>Keynote</td>
<td>How to be the Perfect Assistant to Your Boss</td>
<td>Linda Sockwell, CEOE NAEOP President-elect</td>
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<td>10:45–11:45</td>
<td>Session 1</td>
<td>Strength of Four Generations</td>
<td>Sue Schlichtemeier-Nutzman, Ph.D.</td>
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<td></td>
<td>Session 2</td>
<td>Any Idea Where I Put my ____?</td>
<td>Lisa Bourlier</td>
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<td>11:45–12:00</td>
<td>Break</td>
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<td>12:00– 1:00</td>
<td>Lunch</td>
<td>With Business Meeting</td>
<td>Carol Bom, CEOE</td>
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<td>1:15– 2:45</td>
<td>Session 3a</td>
<td>Colors: Temperament &amp; Personality</td>
<td>Lori Balke</td>
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<td>Session 4</td>
<td>Be Happy and Well</td>
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<td>Session 5</td>
<td>Time Mastery: Doing More, Doing it Better</td>
<td>Sue Schlichtemeier-Nutzman, Ph.D.</td>
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<td>3:00– 4:30</td>
<td>Session 3b</td>
<td>Colors: Temperament &amp; Personality</td>
<td>Lori Balke</td>
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<td>Session 6</td>
<td>Putting Your Best Foot Forward</td>
<td>David Corbin, Ph.D.</td>
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<td>Session 7</td>
<td>Taking Care of You</td>
<td>Sandy Taulborg</td>
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<td>4:30– 5:00</td>
<td>Break</td>
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<td>5:00– 6:00</td>
<td>Social</td>
<td>Chase Suites</td>
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<td>6:15– 9:00</td>
<td>Banquet</td>
<td>SCC Continuing Education Center</td>
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For complete conference information, visit http://neopa.unl.edu
(registration is limited to the first 125 people)
NEOPA Spring Conference “Back to the Basics” The Three R’s

SESSION INFORMATION:

8:30-10:30 am  Keynote: “How to be the Perfect Assistant to Your Boss,” Linda Sockwell, CEOE
Decades ago, secretaries played a passive role in their relationship with their boss. They took dictation, typed letters, answered phones, and generally did whatever their bosses told them to do. Today many assistants and bosses prefer a team model, which uses the strengths of both partners and where both partners jump in where the other needs support.

Breakout Group 1

10:45-11:45 am  Session 1: “Workforce 2007: Strength of Four Generations,” Sue Schlichtemeier-Nutzman, Ph.D
Workforce 2007 involves four very different generations working together in departments, on teams, on committees, and on projects. These generations vary greatly in many ways (size, values, work perspectives, and motivational sources), but their diversity is their strength-- as long as all are understood and valued. People who consider the impact of differing goals, work styles, and views of life can develop more successful teams and work relationships playing to the strengths from each generation: WWII, Baby Boomers, Generation X, and Generation Y.

10:45-11:45 am  Session 2: “Any idea where I put my _____ ?,” Lisa Bourlier, UNL
Basic organization: where to start and how to improve what you have. From paper management to file management (electronic and hard copy) to people management, we’ll help you get organized. So if you have a hard time figuring out where to start, this session is for you.

Breakout Group 2

1:15-2:45 pm  Session 3: “Colors Temperament and Personality – Work Who You Are!,” 1st of 2 sessions, Lori Balke, SCC
True Colors is a temperament assessment tool used to help people discover their greatest strengths and understand the strengths of others. Fun and informative, you will walk away from this two part session with a clearer understanding of yourself, your co-workers and your family members. A don’t miss opportunity.

1:15-2:45 pm  Session 4: “Be Happy and Well,” Sandy Taulborg, Health Promotion and Wellness Coordinator, Workforce Development
In this busy world of work, family, spiritual and community needs it is easy to forget to take care of ourselves. If we don’t take care of ourselves, we won’t be prepared to face the challenges of work and daily life. Come and learn how to reduce stress, feel more energized and ready to tackle daily challenges.

1:15-2:45 pm  Session 5: “Time Mastery: Doing More, Doing It Better,” Sue Schlichtemier-Nutzman, Ph.D
Time is a non-renewable resource, so using it well impacts every organization’s bottom line. This session offers practical strategies for breaking through roadblocks to productivity and making time work for you.

Breakout Group 3

3-4:30 pm  Session 3: “Colors Temperament and Personality – Work Who You Are!,” 2nd of 2 sessions, Lori Balke, SCC
Part two of True Colors. Register for both sessions of True Colors.

3-4:30 pm  Session 6: “Putting Your Best Foot Forward,” Dave Corbin, Ph.D., UNO
Putting your best food forward without being pushy is a learned skill. Assertive behavior is expressing yourself in a direct, honest and open manner and standing up for your rights while respecting the rights of others. Learning how to be assertive helps to reduce your stress and improves interpersonal communication.

3-4:30 pm  Session 7: “Be Happy and Well,” Sandy Taulborg, Health Promotion and Wellness Coordinator, Workforce Development – this is a repeat of session 4 with same title
Do you know who these ladies are who attended January’s general meeting? If so, please email your entries to bhomer@mail.unomaha.edu by Monday, February 12, 2007. 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 March general meeting. Good luck!!

Tricia Liedle is the winner of last month’s photo contest.

Congratulations, Tricia!!

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Ever wonder why we pour over those racks of Valentine’s cards, searching for the perfect sentiment? It’s all about Esther Howland, who started an American trend back in the 1840s with her romantic cards of lace, foil and feathers.

As a teenager in 1847, Esther received her first English valentine. Fascinated with the idea of making similar valentines, she imported the necessary paper lace and floral decorations from England. She set up her business with several friends in a room of the Howland home.

To learn more about this remarkable woman and view her beautiful cards, go to Google and type Esther Howland; click on Valentine’s Day card history.

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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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<td>Mar. 16</td>
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**Happy Valentine’s Day**

**CELEBRATE**

---Valentine’s Heritage---

---Meeting Etiquette---

As a courtesy, please remember to turn off your cell phones or put them on vibrate as to not disrupt the meeting.

Thank You

I want to thank my many UNOPA friends who offered support when my mother recently passed away. Your cards, calls and prayers have been a source of strength for me and I am most appreciative.

Thank you so much.

Debbie Hendricks

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Answers to Presidents’ Trivia

2. Only three, Franklin D. Roosevelt, Gerald Ford, and Bill Clinton.
3. The current salary is $400,000 per year.
5. Abraham Lincoln; “A Device for Buoying Vessels over Shoals.”
6. “He serves his party best who serves his country best.”
8. Herbert Hoover, 1933.
9. Benjamin Harrison, the 23rd president.
10. William McKinley, 1899.
12. Andrew Johnson, the 17th president.
13. Grover Cleveland, June 2, 1886.
14. Monrovia, the capital city of the African country Liberia.
15. Esther Cleveland; second daughter of Grover and Frances Cleveland, in 1873.

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Congratulations to Christine Cary, CEOE, and Carol Wusk, CEOE, for receiving the Board of Regents KUDO Award from the University of Nebraska.

Christine received her KUDO Award on November 3, 2006. She is a Recruitment Staff Assistant in the Office of Research and Graduate Studies.

Carol received her KUDO Award on January 19, 2007. She is a Secretary Specialist in the College of Agricultural Sciences and Natural Resources in the Dean’s Office.

We are very proud of both of you!!

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Congratulations, Ladies!!

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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 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.

February Calendar

February 6 - UNOPA Executive Board Meeting, 1700 Y Street

February 13 - UNOPA General Meeting, Champions Club

February 16 - UNOPA Notes deadline for submission of articles

February 23 and 24 - NAEOP 2007 Central Area Professional Development Day, Holiday Inn, Olathe, Kansas

Happy Valentine’s Day