Congratulations to Marjorie Kostelnik, Dean, College of Education and Human Services, who was the recipient of the Floyd S. Oldt Boss of the Year Award at the November meeting. Congratulations also to the other nominees, Kelly Bartling, Manager of News, University Communications; Z B Mayo, Interim Associate Dean and Director, Agricultural Research Division; and Lucinda Roine, High School Curriculum Coordinator, EE&O Instructional Design and Development. Diane Wasser, UNOPA’s Awards Director, read some of the comments from all the nominees letters and it was apparent that it was a tough decision as to whom was the most deserving. I hope all the nominees feel honored to be recognized by those with whom they work.

The November general meeting was also a time to recognize and congratulate Dean Giacomo (Jack) Oliva, Hixson-Lied College of Fine and Performing Arts, as the recipient of the 2007 National Association of Educational Office Professionals Administrator of the Year! Jack encouraged the bosses in attendance to support the many professional development activities that are available to their staff. Congratulations, Jack and thanks for all of your support of UNOPA and your professional staff!

Cedars Home will be the recipients of this year’s Giving Tree. Members were encouraged to take a star off the tree at the November meeting and to pick up the Holiday Gift wish list. The gifts will be collected at the December general meeting. If you have not gotten the list and would like to give, please contact Helen Sexton at hsexton2@unl.edu or 472-2341. Please remember those less fortunate than you during this holiday season!

Please mark your calendars for Tuesday, December 11, as UNOPA members and guests will get together to celebrate the holiday season.

Wishing you all Happy Holidays!!

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 educational office professionals with the University of Nebraska, as partners, upholding the quality of service to the university educational system and the community.
The University of Nebraska Lincoln Child Care Committee has been meeting as of Summer 2007. Plans are in place to create a new UN-L Children’s Center. The facility will be located at 22nd and Vine Streets in the North Annex of the Whittier Building and it is hoped that it will open August 2009. Architects have been selected for planning the needed renovations.

One of the goals for the Children’s Center is to achieve accreditation by the National Association for the Education of Young Children (NAYEC). In order to get that accomplished, several considerations need to be made in the planning for the center. Square footage, number of children per room, teacher qualifications, and licensing guidelines are those items being discussed at this time.

More details for the center as well as costs associated with a child’s enrollment at the center will be announced as they become finalized. For further information, contact our UNOPA representative Donna Boone, at 472-1967 or dboone2@unl.edu.

Listed below are cards sent by Helen Sexton so far this year (July – Nov. 2007):

- Congratulations – Dean Olivia – NAECP National Educational Administrator of the Year
- Congratulations – Z B Mayo – NEOPA Nebraska Educational Administrator of the Year
- Get Well (2 cards) – Judy Anderson – illness
- Get Well – Tricia Liedle – illness
- Get Well – Linda Luedtke - illness
- Get Well – Carol Wusk – Illness
- Get Well – Marie Dvorak – illness
- Thinking of you – Margaret Skean’s daughter - illness

Please notify Corresponding Secretary, Helen Sexton at 472-2341 when a UNOPA member should be sent a card.

2008 NAEOP Conference

by Mary Guest, President-Elect, CEOE

The 2008 National Association of Educational Office Professionals Annual Conference will be held in Denver (Broomfield), Colorado, July 7-11. Putting on a national conference is a huge undertaking, and the Nebraska Educational Office Professionals Association (NEOPA) is partnering with Colorado, Kansas, New Mexico, Utah, and Wyoming to provide a quality conference experience for all attendees. NEOPA is responsible for the First Timer’s Orientation, the PSP Banquet, and the Hospitality Suite for one day, Linda Pence, Registration and Records. If you are interested in helping with any of these events, please contact Deb Ryan at dryan@lps.org. You don’t have to attend the conference to volunteer—there’s plenty to do before the conference!
Notes from the NEOPA Fall Workshop

Twenty-nine University of Nebraska Office Professionals Association (UNOPA) members attended the Nebraska Educational Office Professionals Association (NEOPA) fall workshop, “Take the Lead and Change Your World,” October 12, Southeast Community College Education Center. The keynote speaker was Doug McCallum, aka The Waffleman, who provided great team building activities. There were also break-out sessions where we were able to choose two of the four topics to attend. The topics to choose from were: Internet Savvy, Polish Your Business Writing, Making a Good First Impression, and Organizational Content of Business Documents.

Awards Presented
During the luncheon, two prestigious awards were presented; Deb Ryan, CEOE, Construction Project Accountant, Lincoln Public Schools, was named the NEOPA 2007-2008 Educational Office Professional of the Year. Dr. Z B Mayo, Interim Associate Dean and Director, UNL Agricultural Research Division, was awarded the 2007-2008 Nebraska Educational Administrator of Year. They both received a plaque and a monetary award.

Ms. Ryan was nominated by Debbie Hendricks, CEOE, and Lola Young, CEOE, members of UNOPA and NEOPA. They write, “Through it all, Deb does more than her part in getting things done, supports her colleagues, and does it all with a constant smile on her face. She represents the definition of ‘Office Professional’ and we are proud to nominate her.”

These awards are given out annually and both recipients will be forwarded to the National Association of Educational Office Professionals to compete against other nominees across the United States.

Submitted by Barbara Homer
NEOPA Publicity Director

UNOPA FUNDRAISER
by Kathy Thompson, Ways & Means Director

Football parking season is over! I want to thank all who volunteered their time to work the parking lot. Some people really went the extra mile. Watch for a report later! Again, thanks to all who helped.

UNOPA GENERAL MEETING

DECEMBER 11, 2007

11:45 a.m., Nebraska City Union

JOIN YOUR UNL FRIENDS FOR THE HOLIDAY PARTY on December 11th for the UNOPA General Meeting at 11:45 a.m. in the City Campus Union. Musical entertainment provided by Waverly Singers from Waverly High School.

Please get your registration forms to Dora Dill by December 5.

Forms available at: http://www.unl.edu/unopa/UNOPA%20Dec%202007%20flyer.pdf
NEOPA Educational Administrator of the Year
Winner
Submitted by Barbara Homer
NEOPA Publicity Director

Dr. Z B Mayo, Interim Associate Dean and Director, Agricultural Research Division at the University of Nebraska-Lincoln, was awarded the Nebraska Educational Administrator of the Year award at the Nebraska Educational Office Professionals Association fall workshop on October 12 at the Southeast Community College Education Center, and was presented with a plaque and monetary award. As a recipient of this award, Dr. Mayo will be NEOPA’s nominee for the NAEOP Educational Administrator of the Year Award to be presented at the national conference in Broomfield, CO next July.

Dr. Mayo has been a faculty member and administrator at UNL for 35 years. He joined the Department of Entomology in 1972, after completing his Ph.D. at Oklahoma State University. He has maintained an active research, teaching and extension program throughout most of his career, with emphasis on biology and management of major corn and sorghum insects and integration of biological and chemical management strategies. He is the author/co-author of over 95 scientific publications including 40 referred publications, 3 book chapters and more than 50 invited scientific presentations. He was the major adviser for 15 Ph.D. and Master of Science students, directed the research for 3 post-doctoral research associates, and served on more than 70 graduate student’s supervisory committees.

Dr. Mayo has mentored several students who are now employees of UNL. They truly admire his work and appreciate the impact he has made on their decisions to choose academia as a career.

Throughout his tenured years at UNL, Dr. Mayo has served in many capacities. He has served on numerous UNL committees and has served on a number of influential national, regional and local professional associations. He also has been the recipient of many local/state and national awards relative to his work in education.

Mayo’s nominators shared the following statements about his character. Z B has a leadership style that is very non-threatening, yet very effective as people want to be around him and follow his lead. His energy is amazing and the enthusiasm that he has around him is contagious. He is a very dynamic and hard working individual. He is a natural leader and leads by example. He inspires others to always do their best. These skills have made him an outstanding administrator, scientist, and mentor. He not only supports, but encourages his staff to be involved in professional organizations and to take advantage of educational opportunities. He believes these opportunities will not only provide a well-rounded, more valuable employee, but will improve the quality of the department as a whole.

Dr. Mayo is an inspiration for his entire staff and is respected by all that know him. He is an active listener, demonstrates great empathy, fair, caring, witty, and has a great sense of humor. As one of his colleagues stated in the nomination letter, “although his name begins with the last letter of the alphabet, he is first when it comes to success and achievement as an administrator.”

Congratulations, Dr. Mayo!!
Due to the rise of printing costs, both the UNOPA Executive Board meeting minutes and the UNOPA General meeting minutes will be posted on the UNOPA website: www.unl.edu/UNOPA, or call Janice Kohler at 472-1103 if you would like a hard copy and do not have access to the website.

Reminder: Due to the winter closedown, please submit your articles for the December issue of UNOPA Notes to Tonda at thumphress1@unl.edu as soon as possible. The deadline is December 14 but receipt of articles prior to this date is appreciated.

UNOPA Notes Clarification
Deb Rosenau, UNOPA Notes Co-Director

The UNOPA Notes Directors offer a sincere apology to all members who did not receive a September and/or October 2007 Notes. Technically, all UNOPA members should receive these two (2) issues prior to the October 31 membership renewal deadline. To request a hard copy of a missed issue please E-mail: drosenau1@unl.edu.

NEW CONTEST WINNER!
In the October 2007 UNOPA Notes a new contest was introduced. Our first winner is Cathy Leazer, Administrative Tech. from Facility Management and Planning. She found Jeaneatte Fisher’s name and department on Page 2 of that issue. Cathy will receive a free lunch at the December General UNOPA meeting.
CONGRATULATIONS, Cathy!

In this November newsletter a UNOPA member’s name (as listed on the UNOPA Membership web page) and department will be out of context. When you find it, send an email to: drosenau1@unl.edu or thumphress1@unl.edu to let us know on what page you found the information, the member’s name and department.

All correct entries will be entered in a drawing on December 11 for a free lunch at the February UNOPA General Meeting. Good Luck!

Note: Names/Departments for this contest will not be listed in the Board of Directors Section.

If you have not already purchased a gift for the UNOPA Giving Tree project it’s not too late. Contact Helen Sexton at 472-2341. If you would still like to participate, Cedars Home has provided us with their wish list. All gifts will be collected at the General Meeting.

Reminder: Due to the winter closedown, please submit your articles for the December issue of UNOPA Notes to Tonda at thumphress1@unl.edu as soon as possible. The deadline is December 14 but receipt of articles prior to this date is appreciated.
December 2007 Calendar

December 11 . . . . . . . UNOPA General Meeting
City Campus Union - 11:45 A.M.

December 14 . . . . . . . UNOPA Notes Deadline for Submission of Articles

December 24-Jan. 1 . . Christmas Holiday (UNL Closed)

January 1 . . . . . . . New Year’s Day - UNL Closed

January 3 . . . . . . . . Board Meeting, Purchasing - 17th and Y Streets, 3:00 p.m.

January 8 . . . . . . . . General Meeting

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