As you can tell by the crisp morning air and the changing of the leaves, fall will soon be upon us and the holidays are just around the corner!

Our October general membership meeting was held at the City Campus Union where Dale Bacon treated the members with stories of personal ghostly encounters and ghost sightings on the UNL campus and in the city of Lincoln. A “spooktacular” time was had by all.

During the past couple of weeks I have had a chance to attend two wonderful professional development activities. On October 6, I attended the PSP luncheon, “Aspire to Inspire before you Expire,” with presenter Gary Meers. Gary presented the attendees with a humorous and thought provoking program preceded with musical entertainment by Dean Jack Oliva. Good food, door prizes, and a silent auction were also part of the activities. Thanks to the PSP committee for all their hard work!

Speaking of PSP, did you know if you attend a UNOPA general meeting you will receive a Certificate of Attendance for 1 clock hour or 1/6 participation point? This item was approved by the NAEOP Board at its meeting on July 15, 2007. Make sure you see me after each general meeting to receive your certificate.

Secondly, on October 19, I attended the NEOPA fall workshop, “Take the Lead and Change Your World,” at the Southeast Community College Continuing Education building. Keynote presenter, Doug McCallum, aka The Waffelman, provided many great team building activities. I learned ways to work and communicate with my colleagues who may have (Continues on Page 2)
differing personalities or interests than mine. The key in any situation is good communication. The afternoon was filled with selected mini-workshops including Internet Savvy, Common Writing Errors, Making a Good First Impression and Business Writing. The highlight of the luncheon was when two awards were presented. Z B Mayo, Associate Dean, Agricultural Research Division, UNL, was awarded the Nebraska Administrator of the Year. Z B’s name will now be forwarded onto NAEOP for consideration at the national level. Special thanks to Karen Jackson for taking the time to fill out the paperwork and submitting Z B’s name for the award. Deb Ryan, CEOE, LPS Construction Project Accountant, was awarded the Nebraska Office Professional of the Year. Deb is also a past president of NEOPA. We were pleased to note that Deb was nominated by UNOPA members Debbie Hendricks and Lola Young for this award. Congratulations to both Z B and Deb on your awards!

As of this writing we are diligently looking for people to work the November 10 UNOPA parking lot. This will be the last time this year you will be asked to participate in the fund raising efforts for UNOPA. Thanks to all those that have volunteered! If you are interested PLEASE sign up with Kathy Thompson, 472-4843, so I can get off my soap box. I still think the idea of an Office Lady Calendar is a viable option if we should lose the lot!

Don’t forget to attend the UNOPA Mentoring Mini-Workshop on Retirement and Benefits by Greg Clayton on October 25, noon-1 pm, East Campus Union or on October 30, noon-1 pm, City Campus Union.

The November general membership meeting will be our 26th annual presentation of the Boss of the Year Award. The “Giving Tree” will be available at this meeting so you can make a selection for your holiday gift donation. I hope to see all of you and your bosses at the meeting on November 13th.

UNOPA GENERAL MEETING
NOVEMBER 13, 2007
11:45 a.m., Nebraska East Union

Please take this opportunity to invite your boss to attend the November UNOPA General meeting where the recipient of the Floyd S. Oldt Boss of the Year Award will be announced. This is a great opportunity for your boss to see UNOPA in action! Dean Jack Oliva, recipient of the 2007 National Association of Educational Office Professionals Administrator of the Year Award, will give a few remarks.

Musical entertainment will be provided by Nicholas Reynolds, pupil of Dr. Paul Barnes and a junior majoring in Piano Performance at the University of Nebraska-Lincoln. Nicholas returns to UNL this fall after having spent six months abroad -Jeanette Fisher, Facilities Management and Planning- in Berlin, Germany, and Austria. While abroad, Nicholas participated in a language institute and received private lessons in Berlin. In Vienna, he attended a summer program at the Bosendorfer International Piano Academy. Nicholas is the recipient of numerous awards and scholarships.

For more information on UNOPA’s Boss of the Year Award, please visit the UNOPA website at: http://www.unl.edu/unopa/staff.htm.

Dr. Jack Oliva, Dean, Hixson-Lied College of Fine and Performing Arts and Recipient of the National Educational Administrator of the Year Award (July 2007)
UNOPA MEMBERS MAKE STRIDES AGAINST BREAST CANCER

by Betty Jacobs

Great Job UNL + UNOPA Team Members: There were 17 of us, and we submitted donations for a total of $385!

Overall, UNL donors raised $51,179.58 in support of American Cancer Society efforts. This year’s event drew nearly 3,700 walkers to Holmes Park raising more than $141,000 to help in the fight against breast cancer. This support allowed us [ACS] to exceed last year’s total by over $9,000 and reach our goal of $140,000.

From Our Members - What The 2007 Making Strides for Breast Cancer Walk means to me/why I walked:

Becky Hastings - To help support those individuals that are survivors and to support those individuals who have lost family or friends to breast cancer. I walked this year for Carol Bom and Daisy Brayton who are survivors!!! Carol put a team together (NDE Striders) and asked if I would like to walk with/for her team. This was the first year that I have walked in this very worthy cause, and after seeing all of the survivors along with their family and friends partaking in this event I’ve decided to make this one of my “annual events.”

Doreen Wagenaar - I am mainly concerned about that issue [cancer] because my mom passed away from it, and I am hoping they make more advances since I am at high risk to get breast cancer sometime in my life. I also have a cousin that is a survivor at this point, plus I want to support all women that have or have had it.

Betty Jacobs - My mother died of breast cancer as did two of her sisters. When I was diagnosed at age 50 and my mother had died of breast cancer when she was 51, it was scary. I want to do everything I can to raise awareness and to encourage women to get mammograms.

Carol Bom - Five years ago I was diagnosed with breast cancer. After completing my treatment, I have walked with the Making Strides Against Breast Cancer walk every year. This past year, my friend Daisy was diagnosed with breast cancer. She is still in treatment. There has been progress made with research and treatments, but research needs to continue so this dreaded disease can be stopped. I walked with renewed vigor this year, as I once again realized that friends continue to be touched by this disease and it must be stopped.

Jan Edwards - I first walked in Making Strides the year one of my best friends from church was undergoing treatment for breast cancer. My mom and mother-in-law both died of cancer, and I have several friends and acquaintances who have battled or are battling various kinds of cancer. I walk for all of them.

Joyce Ore - I was walking for my sister, who is a recent (within the past year) survivor of breast cancer. She had regular mammograms which is what she attributes to saving her life. Her cancer was detected very early and her doctors have now indicated that she is 100% cured. Several members of my immediate family have passed away from various cancers. I walked for those additional members of my family even though their cancer was not breast cancer. This was my first time walking – in the past I have only contributed – but with the spirit that I felt

Carol Bom with the Nebraska Department of Education (NDE) Team.

(Continues on Page 4)
UNOPA Members Make Strides Against Breast Cancer  (Continued from Page 3)

throughout my time at the park (and even before. I parked in front of a home and while I was leaving my car, the owners came home and blessed me for my participation), I will continue to walk.

Donna Boone - My birth mother died from cancer which began in the breasts. I had an aunt, on my birth father’s side, who died of cancer. My father-in law survived prostate cancer, but did pass away this past June from complications pertaining to his age. He had his prostate cancer in 1972. I have a good friend here in NE who is a breast cancer survivor. There are many reasons. Thanks for asking non-UNOPA Members.

Joan Frederick - We enjoyed the walk even through the rain. None of us were (cancer) survivors, so we did not get the sash or pedometer. I have a second daughter who lives in California (Cyndy) who had breast cancer last year...and we thank God she is doing great! They discovered it when she was 42 and luckily it was a stage “zero” and non-invasive; she had surgery, some reconstruction and radiation and has had good reports to date. We walked to support her and everyone else affected by this terrible disease. You always think you know how devastating this disease is, but when it affects your own child, sister, mother, etc., it is still so very scary.

Val Bender - I participated in the Breast Cancer Walk in honor of my husband’s aunt Janet Oxley, a survivor for 20+ years; Stacey James, a colleague in the COJMC; our boss’s wife who died from breast cancer; Bob Clark’s wife Elizabeth, a survivor for over 18 years; and all others who might get the disease in the future, including myself.

Peg Johnson - The breast cancer walk brings awareness to everyone that this disease can attack anyone (male / female) at any age, and early detection can improve the survival rate. Research is the key!

Barb Homer - Even though I was not able to participate in the walk, I was with all of you in spirit. I walked in Making Strides a couple of years ago, and it was very touching to see all the people who were walking as a survivor themselves or in support of someone else. What this walk means to me personally is that a dear, special aunt of mine had breast cancer when I was a teenager, and I remember the pain she endured after having two mastectomies. I also want to show support to my family and friends who have had some form of cancer in their lives. I pray that one day there will be a cure for all kinds of cancer.

Mentoring Committee Report

By Jan Edwards

Thanks to all the attendees in September! If you missed the September Mentoring Mini-Workshop, you missed an interesting and informative presentation by Shannon Poppe, Specialist in Environmental Health & Safety, on Ergonomics.

Ergonomics prevents injury and illness and makes the job easier by adjusting the job to the worker. One third of all occupational injuries and illnesses stem from overexertion or repetitive motion. These injuries can be disabling and expensive. The proper workstation set up may be the single easiest way to prevent injuries. Sometimes it just takes some workstation adjustment: i.e., moving something around, changing the height of your computer screen or placing your Centrex in an easier to reach location.

It is part of the services that UNL offers to its employees to have Shannon come to analyze your workstation. If you are having some concerns, I know Shannon would be happy to schedule you for an appointment.

The November Mentoring Mini-Workshop will be: “Pay Down Debt,” presented by Kathy Prochaska-Cue. Even if you think you have control of your finances, Kathy will have some positive suggestions to help you out. She will be presenting a tool that the University Credit Union suggests to folks to help them manage their finances. Please plan on attending.
MEMBER NEWS

by Gretchen Walker, President

Sandy Watmore has decided to retire from UNL after 31 years of service. Sandy began her employment in University Stores and worked for a brief period with UNL Vending Services and Transportation Services. She has spent the last several years as a Residence Life Services Supervisor for University Housing.

Sandy has been a member of NEOPA since 1992. During those years she has served on numerous committees, was a member of several executive boards, and held a variety of elected offices. She was named the Nebraska Educational Office Professional in 2004. During her over 25 years as a member of the local UNL association, she served on many committees and executive boards and has held a variety of elected positions including President. She has been an active member of NAEOP since 1990 and has served on several national committees. She earned her PSP and CEOE in 1990, and in 2005 she was named the national Olive T. Ritchie Educational Office Professional.

Thank you, Sandy, for your years of service to the University and for your involvement in our professional organizations. We wish you well!

UNOPA FUNDRAISER

by Kathy Thompson, Ways and Means Director

There is one game left! The season has gone fast! The last game is November 10th. For all the UNOPA members who have worked a game or two or some even three - Thank you! For those who still need to take your turn, here is your chance. Please email (kthompson1@unl.edu) or call (472-4843) and sign up today. Your cooperation is appreciated.

NEW CONTEST!

We thought we would try a new contest. All you have to do is find in this newsletter a UNOPA member’s name (as listed on the UNOPA Membership web page) and department out of context, send me an email (thumphress1@unl.edu) to let me know the page you found the information on and the name and department that is out of context. All correct entries will be entered in a drawing on November 6th for a free lunch at the November UNOPA General Meeting. Happy hunting - and Good Luck!

Note: Names/Departments for this contest will not be listed in the Board of Directors Section.
President Gretchen Walker called the meeting to order at 12:05 pm.

The minutes from the September 11, 2007 General Membership meeting were distributed by Jan Kohler. Minutes stand – approved as written.

The Treasurer’s report, dated September 30, 2007, was presented by Peg Johnson. The beginning checking balance as of September 1, 2007 was $3,094.99. Our deposits amounted to $925.77 and our expenditures were $97.76 leaving our checking account with a balance of $3,923.00. Our September cost center deposits were $234 and our expenditures amounted to $431.39 leaving us with a balance in our cost center of $247.73. The combined balance is $3,675.27. The CD balance was $3,201.75. The 2007-2008 Proposed General Budget was presented, with Profit/Cost of $166.00.

**Standing Committee Reports:**

**Awards:** Diane Wasser reminded the members to nominate their boss for the Annual Boss of the Year. Nominations are due by Monday October 15.

**Ways & Means:** Kathy Thompson reported she still needs people to work for the Saturday game parking lot. Volunteers are still needed for the 3 remaining home games.

**Mentoring:** Jan Edwards reported brownbags are now known as Mini Workshops. The next one will be Greg Clayton, Director of Benefits and Risk Management from Human Resources on Retirement, Thursday October 25 at East Campus and Tuesday, October 30 at City Campus. November’s Mini-Workshop will be presented by Kathy Prochaska-Cue.

**Bradley Munn Professional Growth:** Gretchen reminded members that the request for PSP reimbursement deadline is October 15.

**Membership:** Gretchen reminded members that membership is only $9 until October 31, after which time, the cost is $12.

**UNOPA Notes:** Gretchen reminded members that the deadline for articles is October 12. Send articles to Tonda Humphress or Deb Rosenau.

**New Business:**

Debbie Hendricks presented information on the FREE Empowerment Forum on November 2 at East Campus Union. Registration deadline is Oct 19.

Gretchen advised all Bylaws changes were approved and the committee changes will be made. Lorraine Moon made a motion to destroy the ballots, seconded by Jane Schneider, and approved by the membership.
Gretchen advised: That the National Association of Educational Office Professionals Board met on July 15, 2007 and approved the recommendation from the PSP Governing Board to allow participation points for attendance at local affiliate business meetings. This is the same as points allowed for state and National meetings. Participation points can be used on form IIIa and will require the local organization to issue certificates for attendance. UNOPA will issue certificates at each general meeting as participants leave the meeting.

Gretchen reminded members of the FREE Safety Fair on October 23 at City Campus Centennial Room from 8:30 a to 4:30 p.

_Hospitality:_ Cindy Knight and Dora Dill drew for the 50/50; this year’s 50/50 recipients are City Impact and Habitat for Humanity. Nancy Pritchett was the winner and received $35.00. Karen Jackson received the door prize of a pumpkin full of goodies.

_Program:_ Diane Wasser introduced Dale Bacon, the historian and story teller. He told ghost stories of UNL locations, Lincoln and personal experiences.

Gretchen Walker adjourned the meeting at 1:00 pm.

Jan Kohler
Recording Secretary

**Special Thanks** to the following volunteers who have signed up for the parking lot fundraiser so far:

Jeanne Andelt
Ethel Beetley (2)
Kathy Bennetch (2)
Donna Boone (2)
Chris Cary
Dora Dill
Judy Douthit (2)
Jan Edwards (2)
Jeanette Fisher
Marlene Focher
Joan Frederick
Mary Guest
Becky Hastings (and husband)
Tracy Helmink
Debbie Hendricks
Tonda Humphress (and husband)
Pat Hust
Peg Johnson (2)
Lisa King
Cathy Leazer
Nelvie Lienemann
Donelle Moormeier (2)
Linda Ratcliffie
Deb Rosenau
Edie Schleiger
Jane Schneider
Helen Sexton
Margaret Skean
Pat Smith
Kathy Thompson (3)
Marcy Tintera (3) (and friend)
Lola Young
Janice Wassenberg (2)
Diane Wasser
Sandy Watmore

*Note:* Numbers in parentheses indicate individuals who volunteered more than one time.

Thank you.
In the September issue of UNOPA Notes, we explained the three office professional organizations that offer our members opportunities for networking, professional development and personal growth: UNOPA (University of Nebraska Office Professionals Association) is our University organization; NEOPA (Nebraska Educational Office Professionals Association) is our state association; and NAEOP (National Association of Educational Office Professionals) is our national association.

Some members may not realize that they can be members of all three organizations. Some of the benefits and advantages of these organizations are:

- all three organizations are based on the same philosophy and structure
- all have quarterly newsletters, except for UNOPA’s which is monthly
- all have conferences
- all offer workshops for professional growth
- all have listSers for sharing information
- all have websites with tools of the trade
- all offer friendships and networking with our peers in the same field, locally and nationally

UNOPA is fortunate that the UNL Administration supports these organizations and recommends that all supervisors give administrative leave for members to participate.

Please find out more about these organizations by visiting their web sites. Membership forms for these organizations are available on their respective web sites. You only have to remember one web site for this information and more (www.unl.edu/unopa/), then just select the organization for which you would like more information.

The UNOPA Executive Board meeting minutes will be posted on the UNOPA website: www.unl.edu/unlnotes, or call Janice Kohler at 472-1103 if you would like a hard copy and do not have access to the website.

The UNOPA NAEOP/NEOPA LIAISON is

Diane Wasser, CEOE
dwasser1@unl.edu
NAEOP ANNUAL CONFERENCE
July 7-11, 2008
Broomfield CO

by Diane Wasser, CEOE, NEOPA/NAEOP Liaison

The National Association of Educational Office Professionals Annual Conference will be held in Broomfield, Colorado, July 7-11, 2008. Nebraska is one of the hosting states and many events are being planned. If you are planning on attending the conference next summer you should be making your hotel reservations now. This conference is at a resort so rooms are limited. Information on making room reservations are:

The Omni Interlocken Resort
500 Interlocken Blvd., Broomfield, CO 80021
Phone: 303-464-3211
Fax: 303-438-7224
Reservations: 800-843-6664
Rooms are $99/2 people or $119/three people (2 queen beds) tax rate is 9.85%
or it comes out to be approximately $44/night/person.
Mention NAEOP conference when making reservations.
Check in is at 3:00 p.m. and check out is at 12:00 noon.

Further information on this conference and the Central Area conference in March will be coming in future UNOPA Notes.

October General Meeting Presentation by Dale Bacon

The UNOPA October General Meeting guest speaker was Dale Bacon. Dale entertained us with some fascinating local ghost stories – many from personal experience. For those of you who enjoyed Dale’s presentation, or those who weren’t able to attend, we thought you might like to know that Dale gives public tours throughout the month of October. There are three more tours scheduled for this month. Information and tickets for these tours may be purchased at Bodhi Imports on South 16th Street (tours booked through Bodhi Imports are $10.00 per person). He also books private tours for groups, but you have to provide the transportation.

If you would like to contact Dale, his contact information is:
Dale Bacon
PO Box 80931
Lincoln NE  68501-0931
PH: 402-475-7685
Email: dtb22@windstream.net
**November 2007 Calendar**

November 10 . . . . . UNOPA Parking Lot (Please sign up early if you have not already worked a parking lot this fall)

November 13 . . . . . UNOPA General Meeting (Boss of the Year Award)
   East Campus Union - 11:45 A.M.
   *(Invite your boss to join you for this wonderful luncheon)*

November 22-23 . . . . Thanksgiving Holiday (UNL Closed)

November 16 . . . . . UNOPA Notes Deadline for Submission of Articles

November 27 . . . . . Mentoring Mini-Workshop, City Campus Union
   “Pay Down Debt” (Kathy Prochaska Cue)

November 29 . . . . . Mentoring Mini-Workshop, East Campus Union
   “Pay Down Debt” (Kathy Prochaska Cue)