I hope everyone has been able to settle back into a “normal” routine for the fall semester. But before I get back to “normal,” I want to tell you about a few highlights of this past summer. In June, the Summer Social was held at James Arthur Vineyards in Raymond, NE. UNOPA members were treated to cheese and crackers, wine tasting and a tour of the vineyards given by James Arthur himself. It was an evening of friendship, food and fun. Special thanks to Kathy Thompson for planning the event.

With the start of the school year comes our first UNOPA general meeting. On the sixth year anniversary of 9/11, it was good to see everyone at the September 11th general membership meeting and I was delighted that we had several guest and new members present.

Diane Wasser and Mary Guest presented a program “Putting the Pieces Together” with information on both the NEOPA and NAEOP and how with UNOPA we work together to build a better partnership.

The first 50/50 charity for the year, City Impact, was represented by Todd Bowman, the Children’s & Youth Program Director. Todd explained City Impact and ways the general membership can help. Some of the programs City Impact is involved in are: The Prom Closet, the Gifts of Love Community Christmas Store, weekly Bible Club, Impact Learning Center, and the Reading With Meaning Center. All UNOPA members were encouraged to volunteer their time to City Impact.

Angie Frederick, Assistant Director for Fitness and Wellness Services, gave a brief presentation on the Health Risk Assessment and Winning with Wellness programs that were endorsed by the Chancellor in his State of the University address.

(continues on page 7)
Lincoln Office Professionals “Capture the Sound” in Seattle, Washington
by Barbara Homer

Thirty-seven members of the Nebraska Educational Office Professionals Association attended the 73rd Annual Conference and Institute of the National Association of Educational Office Professionals (NAEOP) in Seattle, Washington, July 16-20, 2007. During the week participants enjoyed tours in and around the Seattle area. The delightful and interesting speakers and conference personalities highlighted the conference.

Several of our members were elected, appointed, or nominated and won seats on national committees:

Amy Chandler from Lincoln Public Schools was elected to serve on the NAEOP Membership Committee for the 2007-2008 term.

Deb Ryan from Lincoln Public Schools was elected to serve on the NAEOP Professional Standards Program Committee for the 2007-2008 term.

Christine Cary from University of Nebraska, Lincoln was elected to serve on the NAEOP Public Relations & Publications Committee for the 2007-2008 term.

Carol Bom from Nebraska Department of Education was elected to serve on the NAEOP Affiliations & Advisory Council for the 2007-2008 term.

Julie Kleager from Lincoln Public Schools was elected to serve on the NAEOP Awards Committee for the 2007-2008 term.

Susan Bell from Lincoln Public Schools was elected to serve on the NAEOP Student Scholarship Committee for the 2007-2008 term.

PSP Banquet

During the Professional Standards Program Banquet, seven members received awards for becoming certified in the Professional Standards Program: Amy Chandler, Associate Professional Option I; Michelle Lemke, Bachelor’s Degree Option II and CEOE; Carol Reed, Advanced I Option I; Cheryl Wood, Advanced I Option I, from Lincoln Public Schools. Also recognized were Edie Schleiger, Masters Degree Option II; Doreen Wagenaar, Bachelor’s Degree Option II and CEOE; Gretchen Walker, Bachelor’s Degree Option II and CEOE, from the University of Nebraska, Lincoln.

UNOPA PSP Recipients - Doreen Wagenaar, Gretchen Walker and Edie Schleiger, attending the Professional Standards Program banquet
DR. JACK OLIVA, WINNER OF NAEOP ADMINISTRATOR OF THE YEAR AWARD
By Barbara Homer

Dr. Jack Oliva, Dean of the Hixson-Lied College of Fine and Performing Arts, was present to receive the NAEOP Educational Administrator of the Year Award at the 73rd Annual Conference and Institute of the National Association of Educational Office Professionals in Seattle, Washington, July 16-20, 2007.

Dr. Oliva’s nomination was forwarded to the national level after winning the Nebraska Educational Office Professionals Association (NEOPA) Administrator of the Year Award in October 2006. Candidates for the NEOPA award must be currently employed as an educational administrator in the State of Nebraska, employed as an educational administrator for five years, and be a member of the national educational association which represents his/her professional occupation.
UNOPA General Meeting
October 9, 2007, City Union, 11:45 AM
Guest Speaker: Dale Bacon
Register by: Oct. 3 (http://www.unl.edu/unopa/)

Dale is no stranger to an audience. Most recognized for his work as historian, tour guide and storyteller, this ex-radio DJ has appeared in several “Who-Dun’ It” murder mysteries sponsored by Lincoln Family Services. He also performs with The Golden Oak and Stage Struck Players, as well as occasionally making an appearance at The Lincoln Community Playhouse.

His work in the area of the paranormal spans more than three decades and has covered a vast array of extraordinary events. Dale acted as Field Investigator, specializing in haunts and UFÓ’s, for the Fortean Research Center and Parapsychological Studies Institute of Lincoln. Over the years he accumulated many personal encounters and eyewitness accounts of localized ghostly phenomena and other Nebraska-wide esoteric events.

This talk will be a combination of academic information with the love of telling a good story.

Items of Interest
by Gretchen Walker, President

Membership Renewals
It is now time to send in your membership renewals. Please go to http://www.unl.edu/unopa/membership_form_0708.pdf and fill out the online form. Remember membership is only $9.00 until October 31st, then it goes up to $12.00.

One of my challenges for this year was to increase membership. Anyone to recruit a new paying member will receive a small token of appreciation at the general meeting.

UNOPA Fundraiser
GO Huskers and the Power of Red!! That’s right it’s time to meet the challenge of volunteering your time to the annual UNOPA Big Red Parking Lot!! This is much easier than soliciting our friends and families to buy cookie dough or candles!

Kathy Thompson, Director, Ways & Means Committee, is looking for people to work at the UNOPA parking lot for the following Husker football games. If you are interested please contact her directly at kthompson1@unl.edu.

September 29 - 6:30am-1:00pm
October 20 - 6:30am-7:30pm (game time TBA)
October 13 - 6:30am-7:30pm (game time TBA)
November 10 -6:30am-7:30pm (game time TBA)
Nebraska Educational Office Professionals Association Fall Workshop

Friday, October 12, 2007
In Partnership with Southeast Community College
Continuing Education Center
301 South 68th Street
Lincoln, NE 68510

Take the Lead and Change Your World

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<th>Time</th>
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<tr>
<td>8:00—8:30</td>
<td>Registration/Breakfast</td>
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<td>8:30—8:45</td>
<td>Welcome/Introduction</td>
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<td>8:45—10:15</td>
<td>Keynote Speaker: Doug McCallum—Room 302/303</td>
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<td>10:15—10:30</td>
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<td>10:30—11:15</td>
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<td>11:15—11:30</td>
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<tr>
<td>11:30—1:00</td>
<td>NEOPA Business Meeting/Lunch—Room 302/303</td>
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<td>1:00—1:15</td>
<td>Break</td>
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<td>1:15—2:30</td>
<td>Breakout Session A: Doug Brtek—Room 304</td>
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<td>Breakout Session B: Sheryl Piening– Auditorium</td>
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<td>Common Writing Errors</td>
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<td>2:30—2:45</td>
<td>Break</td>
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<td>2:45—4:00</td>
<td>Breakout Session C: Paula Pace—Room 304</td>
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<td>Making a Good First Impression</td>
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<td>Breakout Session D: Sheryl Piening– Auditorium</td>
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<td>Business Writing</td>
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<td>4:00—4:30</td>
<td>Workshop Wrap Up—Room 302/303</td>
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President Gretchen Walker called the meeting to order at 12:00 noon.
The minutes from the May 8, 2007, General Membership meeting were distributed.

Minutes approved as presented. -No motion for this.

Gretchen read a poem, “If I Knew” in remembrance of the 6th Anniversary of 9/11, also distributed recipe for Red/White & Blue Cake.

The Treasurer’s report, dated July & August 31, 2007, was presented by Peg Johnson. The beginning checking balance as of July 1, 2007, was $6,551.67, from which we paid out $3,207.15 to zero out our cost center for last year. Our checking account balance for starting this year was $3,344.52. Our checking account earned interest in the amount $1.59 and we paid out ($50) leaving our checking account with a balance of $3,296.11. Our July cost center expenditures amounted to ($38.45). The beginning checking account balance as of August 1, 2007, was $3,296.11, with interest earned of $1.19 and payouts amounting to ($202.31) leaving the ending balance of $3,094.99. Our August cost center expenditures amounted to ($11.89). The combined total for July & August cost center was ($50.34) which leaves the total funds available in these two accounts as $3,044.65. The CD balance was $3,201.75.

Committee Reports:

**Bradley Munn Professional Growth:** Donelle Moormeier reminded the members that requests for reimbursement are due by October 15th. The committee still needs 1 member.

**Membership:** Karen Randall reported 73 members have renewed with 20 more from today. She reminded members that membership is only $9 until October 31st, after which time, the cost is $12.

**Professional Growth:** Lorraine Moon reported on the Bylaw changes: changing two Ad-Hoc Committees to Standing Committees—Bylaws and Mentoring, and changing the name of Professional Growth to Career Development Committee to eliminate confusion with the Bradley Munn Professional Growth Fund Committee. Ballots will be sent out to members.

Betty Jacobs encouraged everyone to participate in the American Cancer Society walk on October 14th at Holmes Park. There will be no Fall Workshop this year, but there will be a Spring workshop.

**Ways & Means:** Kathy Thompson reported she still needs 6 people to work for the Saturday game parking lot. People are also needed for all the other home games.

**Mentoring:** Jan Edwards reported a full schedule - 3 workshops, Tuesdays at City Campus and Thursdays at East Campus for the noon to 1pm presentations. September 18 & 20 “Work shouldn’t be a pain in the neck.” Jan introduced Angie Frederick from Campus Rec. Angie presented information on the Workwell -Winning with Wellness, starting with an on-line Health Risk Assessment -with free Smoking Cessation classes, Nutrition Education and promotion of exercise - with free membership to Campus Rec or YMCA for the month of October. This is open to all UNL employees and their families for a $1.00 registration fee per participant.

**NEOPA/NAEOP:** Diane Wasser reported the PSP Endowment Committee will have a luncheon on October 6th at the Lied Center. Tickets are $15.00. Gary Meers will present “Aspire to Inspire Before You Expire.” Dr. Oliva will play the piano, and there will also be a silent auction and door prizes.

**New Business:**

Gretchen Walker announced the Awards received by members at the National Conference. Dr. Giacomo (Jack) Oliva, Dean, Hixson-Lied Fine and Performing Arts, was presented the 2007 National Educational Administrator of the Year Award. UNOPA presented Dean Oliva with a $100 gift certificate.

The Rachel Maynard Award for Excellence in Communications was won by Judy Anderson, Administrative Tech, from Publications & Photography for editing, the NEON, the member newsletter of the Nebraska Educational Office Professionals Association in the State Newsletter Category and Barbara Homer, Secretarial Specialist, School of Criminology & Criminal Justice, won 3rd place in the Local Newsletter Category with her edition of UNOPA Notes.
Karen Jackson, Programming Assistant, Agricultural Research Division was awarded 3rd place for NEOPA’s website by the Past President’s Council.

Three UNOPA members received awards at the PSP banquet for becoming certified in the Professional Standards Program: Doreen Wagenaar, Edie Schleiger and Gretchen Walker.

A brick will be purchased for Rose Frolik for the Jackie Evans Memorial Garden located at the NAEOP office in Wichita, Kansas.

Todd Bowman was introduced and presented information on City Impact programs and benefits to the children of low income families. City Impact is one of this year’s 50/50 recipients.

**Hospitality:** Cindy Knight and Dora Dill drew for the 50/50, this year’s 50/50 recipients are City Impact and Habitat for Humanity. Judy Douthit was the winner and received $41.00.

**Program:** Mary Guest explained UNOPA’s purpose and benefits. Diane Wasser explained the differences and benefits of NEOPA and NAEOP.

Gretchen Walker adjourned the meeting at 12:45p

Jan Kohler
Recording Secretary

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**President’s Letter Continues...**

The future looks lively for UNOPA members with many upcoming activities. The Mentoring Committee, directed by Jan Edwards, has monthly programs planned for both City and East Campus starting this month with a presentation on office ergonomics entitled, “Work Shouldn’t be a Pain in the Neck.” The PSP Committee will be holding a luncheon, “Aspire to Inspire Before You Expire,” on October 6th at the Lied Center, featuring humorist, Gary Meers and music by Dean Oliva. The Nebraska Educational Office Professionals Association will be holding their annual fall workshop on October 12th in partnership with Southeast Community College Continuing Education Center.

Lastly, as of this writing, we are diligently looking for volunteers to work the UNOPA parking lot for the remaining home football games. The funds from this lot are the reason we can provide professional workshops and mentoring brown bags for little or no fee.

PLEASE sign up for a game with Kathy Thompson at kthompson1@unl.edu.

If you haven’t renewed your UNOPA membership please do so before October 31st as the price goes up to $12.00. You can download the form at www.unl.edu/unopa.

Remember the Boss of the Year Award nomination deadline is October 15, 2007. Please be sure and go to the website to review the guidelines and nominate your boss.

I have given the membership many challenges for the upcoming year. I hope many of you are able to complete the Service Blueprint Challenge and better yourselves both professionally and personally as well as find it a very rewarding experience.

The next general meeting will be October 9, 2007, at the City Campus Union, where ghost storyteller Dale Bacon will entertain us. The most important item on our agenda will be the 2007-2008 budget. See you there!

Gretchen
You may hear people mention three important organizations that are affiliated with each other. All three of these organizations work together and offer you different opportunities to develop your skills and networking abilities. These organizations are:

UNOPA (University of Nebraska Office Professionals Association) - UNL’s own office professionals organization. UNOPA offers a variety of workshops (mentoring throughout the year and typically one major organizational workshop in the fall and one in the spring), an informative member newsletter each month during the school year with an annual report in the summer. Members are expected to participate in the one fundraiser held during the fall - we have a campus parking lot where we sell parking spaces during home football games. This fundraiser is a lot of fun as you get to work with fellow members and enjoy pleasant banter with football fans (Husker fans and others alike) - and it raises the money needed to help UNOPA fund the resources that are then made available to you. Please make it your goal to sign up for at least one home football game day parking lot event. (UNOPA web site: http://www.unl.edu/unopa/)

NEOPA (Nebraska Educational Office Professionals Association) - The state office professionals organization. Membership in this organization consists of K-12, higher education, and state department of education office professionals. NEOPA has a fall workshop and a spring conference each year. This year the fall workshop is October 12th at the Southeast Community College Continuing Education Center here in Lincoln. (See the flyer on Page 5.) This is a wonderful way to network with individuals both in UNOPA and NEOPA. Several of UNOPA’s members are on the NEOPA Board of Directors - a wonderful example of how the organizations are interrelated. NEOPA’s newsletter, “the NEON,” is published three times a year with an annual report in June.

NAEOP (National Association of Educational Office Professionals) - The national office professionals organization. Each year in July members of NAEOP gather in a different city to exchange ideas, network and learn from keynote speakers. The National Association is divided into eight areas: Nebraska belongs to the Central Area which consists of Kansas, Iowa, Missouri, Indiana, Nebraska and Illinois. Our own Lola Young is the Director of the Central Area. The national association has six councils. When you join the national association, you automatically belong to one of these education councils. UNL belongs to the higher education council. Next year the national conference will be held outside of Denver, Colorado, with Nebraska helping sponsor the conference, “Bridging the Divide.” The NAEOP newsletter, “NES CONNECTOR,” is published four times a year.

Watch for future articles on these organizations to learn more about how you can benefit from your involvement in each of these organizations. For more information, you can access both the NEOPA and NAEOP websites from the UNOPA website.
Mentoring Committee September Report  
by Jan Edwards

I am so excited about this coming year. By the time you receive this we will have had our first “Blueprint to Your Professional Development Mentoring Mini Workshop.” But, that is happening after this article is due, so we will have to report on its success next month.

I have a great committee, Cindy Hornung, IRP; Carol Wusk, CASNR Dean’s Office; and Peggy Jeffries, 4-H Youth Development. They have come up with great ideas and we have a complete schedule of Mini Workshops. Also, we have managed to set up each workshop both on City and East Campus. For consistency, all City Campus Workshops will be on Tuesdays and East Campus on Thursdays. All will be held in the appropriate Campus Unions.

Our first semester is set: September 18th & 20th, Shannon Poppe, “Work Shouldn’t be a Pain in the Neck,” an Introduction to Office Ergonomics. October 25th (Thursday) and 30th (Tuesday), Greg Clayton, Director of Benefits & Risk Management, Human Resources: “Retirement! Are You Prepared?” Both have already been OK’d for 1/6 PSP point each. On November 27th & 29th we will see Kathy Prochaska-Cue, Associate Professor, Child, Youth & Family Studies, and Board Member at the UNL Federal Credit Union, present how we can “Pay Down Debt.” I’ll give more information on Second semester next month.

We are hoping that having the same workshop on each campus, each month they are offered, allows more of you to be able to participate. Remember that you don’t have to be a UNOPA member to attend, so you can use these workshops as opportunities to invite other office workers. Reservations are not required, but are appreciated for planning purposes, and beginning in October, we would like to have the PSP Certificates there to hand out after the meeting. However, for those last minute decisions to attend, we will definitely send your certificates via campus mail later. We want nothing to stop you from joining us.

Take the Lead and ChangeYour World

The Nebraska Educational Office Professionals will be conducting their Fall workshop on Friday, October 2, 2007. This year’s Keynote Speaker will be Doug McCallum, known as “The Waffleman.” He will be speaking on “The Magic of Understanding People.” Individuals will also have their choice of breakout sessions. They will be able to attend either “Internet Savvy or Polish Your Business Writing,” and “Making a Good First Impression” or “Organizational Content of Business Documents.”

Complete details can be found at the following website:

The first-ever UNOPA Reception went very well. In the hustle and bustle of a very busy conference schedule, this was the only opportunity for UNOPA members to get together, celebrate our award winners, and enjoy a bit of food and fellowship. Our PSP recipients looked extra-lovely at the banquet in their corsages given by UNOPA to honor their achievements. Thank you, UNOPA, for supporting your delegation at the national conference.

It was great to be a Nebraskan, especially from UNOPA, at this conference! We excelled in the following fields:

2007 National Educational Administrator of the Year
Dr. Giacomo (Jack) Oliva (UNOPA), was the administrator of the year! There were 19 other nominees, so there was plenty of competition, and we are bursting with pride over him. I think that he and his wife, Dottie, will not forget this particular Awards Luncheon. He didn’t know it before he came to the conference, but Dr. Oliva will be part of NAEOP’s world forever. Three former administrators of the year were at this conference, and one will be running the 2-day institute next year. We love them, and we never let them go.

Student Scholarships
Kayla L. Neuhalfen from Laurel, Nebraska, won a $1000 Student Scholarship.

Rachel Maynard Awards for Excellence in Communications
State Newsletter Category:
The NEON, member newsletter of the Nebraska Educational Office Professionals Association, editor Judy Anderson (UNOPA), won 1st Place
Local Newsletter Category:
UNOPA Notes, member newsletter of the University of Nebraska Office Professionals Association, editor Barbara Homer (UNOPA), won 3rd Place

Past President’s Council Website Awards
Skilled Professional Designed Category:
Lincoln Public Schools Association of Educational Office Professionals, won 1st Place
Nebraska Educational Office Professionals Association, webmaster Karen Jackson (UNOPA), won 3rd Place

Membership Awards
Nebraska took 4th Place in State Affiliates with Increase in NAEOP Membership

Leadership
UNOPA and NEOPA together submitted a recommendation, initiated by UNOPA, for discussion by the national advisory council. Of the four recommendations submitted, ours was the only one on which the advisory council passed a motion to take action. The motion was passed by the members in the general session, as well.

The Central Area includes Nebraska and five other states. At the Central Area meeting, a motion was adopted to donate $200 to the NAEOP scholarship fund, for a scholarship program for special education students that was approved at the last annual meeting. A motion to challenge the other seven areas to match or exceed our donation was adopted. A donation of $500 from Washington was pledged within a day of our challenge.
NAEOP Annual Conference Report (Continued)

Members of the 11 national committees are elected, four per committee. Delegates to the advisory council may run during their meeting, and I was elected by the advisory council to the Public Relations/Publications committee. Two other Nebraskans won seats at the advisory council meeting. The others are nominated by their areas, and elected by the membership in the general sessions. Three more Nebraskans, including UNOPA member Carol Bom, won seats in the general sessions, insuring excellent representation from Nebraska.

The Central Area director and Administrative Council chairman are from Nebraska.

Professional Development

Seven Nebraskans received awards at the PSP Banquet for becoming certified in the Professional Standards Program. Three of them are UNOPA members: Gretchen Walker, Doreen Wagenaar, and Edie Schleiger.

Other Highlights

• The retirees association voted to double their student scholarship to $1000 because the recipient is so deserving, and because they raised a whopping $4000 at the conference.
• Marilyn Grey, a psychologist and one of our keynote speakers, was especially interesting. She said that the #1 cause of stress cited in today’s surveys did not show up on surveys 25 years ago. That is “dealing with change.” She explained the reasons why change is more of a factor now than it used to be, and how to deal with it. Hint: it’s not diet, exercise and meditation.
• Singing in the NAEOP choir is a blast. We rehearse for about three hours, and sing at two events.
• The Installation Banquet was impressive. Three of Linda Sockwell’s bosses, her son, and a student from her school came from Dallas. The Governor of Texas signed a proclamation in her honor. The banquet is similar to NEOPA’s, but much bigger.
• The Higher Education Council meeting included a seminar on “Making the Most of Your Benefits” that was really outstanding. The teacher, Cliff Robinson, showed us how to do a paycheck analysis and maximize our income and savings through tax-deferred savings instruments and flexible spending accounts. A lot of the people who attended this session are in a position, and now have the knowledge, to help other people make the most of their benefits. I’m very excited about it.

I mentioned just a few of the memorable things about the NAEOP conference. Everything went great, and I learned a lot. Thank you for giving me the opportunity to represent our university and state at the national conference.

*** LINCOLN OFFICE PROFESSIONALS “CAPTURE THE SOUND” IN SEATTLE WASHINGTON ***

Pictured from left to right: 1st row: Cheryl Wood, Gloria Morehead, Debbie Doolittle, Carol Bom, Christine Cary, Linda Luedtke, Lola Young, Julie Kleager; 2nd row: Phyllis Rabe, Amy Chandler, Kathy Janda, Lisa Morehouse, Nancy Summers, Susan Bell, Jeanne Andelt; 3rd row: Jeane Wenz, Carol Reed, Deb Ryan, Becky Hastings, Mari Greer, Judy Cunningham, Diane Wasser; 4th row: Sandy Lineberry, Mary Guest, Michelle Lemke, Pat Lundahl, Debbie Hendricks, Kathy Bennetch, Barbara Homer; 5th row: Edie Schleiger, Gretchen Walker, Carol Packard, Jane Rumbaugh, Kitten Slezak, Pat Podjenski; back row: Doreen Wagenaar, Jan Skoog.
October 2007 Calendar

October 6 .......... PSP Fall Tea, Lied Center for Performing Arts

October 9 .......... UNOPA General Meeting  
                City Campus Union - 11:45 A.M.

October 12 ........ Fall NEOPA Workshop  
                Southeast Community College Continuing Education Center

October 13 ......... UNOPA Parking Lot (contact Kathy Thompson to sign-up)

October 20 ........ UNOPA Parking Lot (contact Kathy Thompson to sign-up)

October 25 ........ Mentoring Mini-Workshop  (East Campus 12:00-1:00)  
                “Retirement! Are You Prepared  (Greg Clayton)

October 30 .......... Mentoring Mini-Workshop  (City Campus 12:00-1:00)  
                “Retirement! Are You Prepared  (Greg Clayton)

October 31 .......... Membership renewal deadline!