Performance Review Time?
Here are some suggestions
(Monday Motivators, June, 2007)
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Whether you have your performance review in the next few weeks or within the next year, it doesn’t have to be something you dread. In fact, with a little forethought and creativity, it can be an opportunity for you to sing your praises and earn some of the recognition and rewards you so richly deserve for your hard work and dedication!

Here are some useful tips, especially if you’re asked to prepare a review of yourself in advance or a report of your past year’s work and future goals:

1. **Keep track of your accomplishments year-round.** This can be as simple as writing them down in a notebook or typing them into a word-processing document. Your notes don’t have to be long – a sentence or two may sufficiently jog your memory later. Just be sure to do this regularly, because if you don’t, it’s doubtful anyone else will.

2. **Next, as performance review time approaches, use that list to identify areas of strength and improvement.** What did you do extraordinarily well? Be sure to mention those achievements. What could you have done differently or better, and what skills or attributes do you need for improved results next time? Make sure to communicate that to your supervisor.

3. **Do research for effective goal-setting.** What seminars or courses can help you do your job today and expand to new roles and responsibilities tomorrow? Now is the time to do a little research and hone your presentation and persuasion skills. Your supervisor is more likely to hear you out during your performance review than at any other time of the year (meaning you’re more likely to win approval).

4. **Welcome constructive feedback.** This is, perhaps, the hardest part of the performance review process: hearing feedback on ways you can improve. Be sure to take notes, listen closely and try to make the changes requested of you. Thank the person for sharing his or her views.

Using any or all of these tips is a great way to ensure you make the best impression during your performance review—which will only benefit you in the end!
President Donelle Moormeier recognized the guests in attendance and called the meeting to order at 12:10 p.m.

The minutes from the April 10, 2007 General Membership meeting were presented. **Motion was made by Judy Anderson to approve the minutes as presented. Motion was seconded by Helen Sexton and passed unanimously.**

Treasurer’s Report—Marie Dvorak
The treasurer’s report, dated April 30, 2007, was presented. The beginning checking balance as of April 1, 2007 was $7,882.58, and the ending balance was $7,771.31. The cost object balance was (-$2,666.68). The total funds available in these two accounts was $5,104.63. The CD balance was $3201.75.

**Announcements**
Donelle recognized Herb Howe, Associate to the Chancellor, and thanked him for his years of support of UNOPA.

**Committee Reports**

**Nominating Committee**—Carol Wusk
*Motion was made by Carol Wusk to destroy the ballots from the 2006-2007 UNOPA election. Motion was seconded and passed unanimously.*

**Hospitality Committee**—Karen Randall
Karen announced that UNOPA raised $306.50 for Center Point this year. The centerpieces were given away, and the 50/50 winner was Peg Johnson.

**Recognition of Outgoing Board and Committees/Outgoing Remarks**—Donelle Moormeier
Donelle thanked the outgoing board, committee directors and committee members for their work this past year. Certificates were distributed. Donelle addressed the members with her outgoing remarks.

**Installation of 2007-2008 Officer/Recognition of 2007-2008 Directors**—Lorraine Moon/Gretchen Walker
Lorraine Moon conducted the installation ceremony for the 2007-2008 officers:

- **Treasurer:** Peg Johnson
- **Corresponding Secretary:** Helen Sexton
- **Recording Secretary:** Janice Kohler
- **President-Elect:** Mary Guest, CEOE
- **President:** Gretchen Walker, CEOE
- **Gretchen Walker introduced the 2007-2008 Directors:**
  - **Awards:** Kimberly Pappas
  - **Employee Concerns Co-Directors:** Jane Schneider and Doreen Wagenaar CEOE
  - **Bradley Munn Professional Development Fund:** Donelle Moormeier
  - **Communication Technology:** Karen Jackson
  - **Hospitality Co-Directors:** Cynthia Knight and Dora Dill
  - **Membership Co-Directors:** Cathy Leazer and Karen Randall
  - **Nominating Co-Directors:** Donette Petersen and Marlene Pyatt
  - **Outreach Co-Directors:** Barb Homer and Linda Luedtke, CEOE
  - **Professional Growth Co-Directors:** Betty Jacobs and Lorraine Moon, CEOE
  - **Program Director:** Mary Guest, CEOE
  - **UNOPA Notes Co-Directors:** Tonda Humphress and Deb Rosenau
  - **Ways and Means Director:** Kathy Thompson
  - **Mentoring Ad-Hoc Director:** Jan Edwards
  - **NEOPA/NAEOP Liaison:** Diane Wasser, CEOE

**Presidential Address**—Gretchen Walker
Gretchen’s theme for this year is “Constructing Partnerships with Service” and presented the “Blueprint Challenges” to all members:

- **Membership:** Join UNOPA
- **Recruitment:** All active UNOPA members should:
  - Recruit one NEW member or
  - Bring a guest to a general membership meeting
- **Partnership:** Join one or all organizations listed below:
  - UAAD - $9/yr
  - NEOPA - $15/yr
  - NAEOP - $45/hr
- **Professional Development:**
  - Attend either one or both of UNOPA’s workshops
  - Attend the NEOPA Fall workshop
  - Attend the NEOPA Central Area Conference
  - Attend a mentoring workshop
  - Attend a brown bag session each semester
  - Professional Standards certification—don’t let it intimidate you- Go for it!
- **Service:**
  - Give 2 hours of your time per semester to the following:
    - UNOPA fall parking lot fundraiser
    - Sign up for a UNOPA committee
    - Help Habitat for Humanity or City Impact Fund

On behalf of UNOPA, Gretchen presented Donelle with the Presidential plaque and gavel, and gift from the membership.

Donelle and Gretchen adjourned the meeting at 1:00 p.m.

Mary Guest, CEOE
Recording Secretary
Ali Moeller, Professor in the Department of Teaching, Learning, and Teacher Education. Kudos to the Professional Growth Committee!

• Awards given this year - Dean of Arts & Sciences, Richard Hoffmann as the Boss of the Year recipient; Floyd S. Oldt Silver Pen Awards, Deanna Lubken from the College of Law, and Bethanie Nemecheck from Distance Education Service; the Floyd S. Oldt Outstanding Staff Award had a tie and was awarded to Carol Wusk from CASNER and Mary Klucas from College of Arts & Sciences.

We also had members that were winners this year of the University KUDOS award, Carol Wusk from CASNER, and Chris Cary from Graduate Studies.

Dr. Giacomo (Jack) Oliva, Dean of the Hixson-Lied College of Fine and Performing Arts, was also named the NEOPA Educational Administrator of the Year, and will also be receiving the National Educational Administrator of the Year award in Seattle, Washington in mid-July.

Congratulations to all our winners!!

I could go on and on about the things that UNOPA did this year, but I will save that for our 2006-2007 annual report. I do want to thank all the membership for making UNOPA a wonderful organization!!

Have a great rest of the summer and see you in the fall.

Donelle Moormeier
2006/2007 President

A Farewell message from Barbara Homer, UNOPA Notes Director

I want to thank all of you for the opportunity to serve as your UNOPA Notes Director. It has been a wonderful, enjoyable, and rewarding experience that I will treasure always! I almost hate to see it come to an end.

A special thank you to my committee members, JoAnn Barry and Mary Guest, as without them I could not have been able to put out this kind of newsletter every month. Thank you, Ladies, for your assistance with proofreading, suggestions, mailings, etc.

And last but not least, a special thank you also to Peg Johnson for all the great pictures she took at the meetings/workshops.

You are all the “best of the best!!”

Member Concerns

Our sincere sympathy to our UNOPA members who recently lost a loved one: Carol Bossaller, son; Linda Luedtke, mother; Sheila Perry, mother; Kathy Thompson, step-father; and Carol Wusk, father-in-law.

Get-well cards were also sent to Lynn DeShon and Linda Luedtke.

If you know a UNOPA member who would appreciate a congratulations, get-well, sympathy, or thinking-of-you card, please contact Helen Sexton, 472-2341.

Peg Johnson,
2006-07 Corresponding Secretary

KUDOS to our Members

Several of our UNOPA members will be receiving service awards on August 30, 2007, in conjunction with the State-of-the-University Address:

Marcy Tintera, 30 years
Carol Wusk, 25 years
Valerie Egger, 20 years
Barb Carley, 15 years
Donelle Moormeier, 15 years
Karen Randall, 15 years
Deb Rosenau, 10 years

Congratulations, Ladies, for your years of service to the University of Nebraska!!

Here are just a few items to mention as a reminder to you. Also, here are some of the activities that have been scheduled for the up-coming academic year to mark on your calendar:

• renew your UNOPA membership
• renew your NEOPA membership
• August 25 - NEOPA Premier Jewelry Fundraiser, Sheridan Lutheran Church
• September 11, 1st UNOPA General Meeting
• October 6 - 2nd Annual PSP Fall Tea, Lied Center
• October 12 - Fall NEOPA Workshop Southeast Community College Continuing Education Center
UNOPA Outreach Committee Report

UNOPA Summer Social  
*James Arthur Vineyard*  
June 21, 2007

The 2007 Summer Social was held at James Arthur Vineyard. Thirty-nine UNOPA members attended at a cost of $13 each. James Arthur provided two 30 minute trolley ride tours of the vineyards with a brief informational talk afterward.

Great fun was had by all. Everyone indulged in the cheese, crackers, bread and grapes as well as sampling six different wines of their liking.

The University of Nebraska’s Vice Chancellor for Research office donated door prizes in addition to the six $20 gift certificates UNOPA purchased from the vineyard. Special thanks to Mari Greer in the Research office for the donation.

Respectfully submitted,

Kathy Thompson  
Outreach Committee Director
Charles Plumb was a US Navy jet pilot in Vietnam. After 75 combat missions, his plane was destroyed by a surface-to-air missile. Plumb ejected and parachuted into enemy hands. He was captured and spent six years in a communist Vietnamese prison. He survived the ordeal and now lectures on lessons learned from that experience!

One day, when Plumb and his wife were sitting in a restaurant, a man at another table came up and said, “You’re Plumb! You flew jet fighters in Vietnam from the aircraft carrier Kitty Hawk. You were shot down!”

“How in the world did you know that?” asked Plumb.

“I packed your parachute,” the man replied. Plumb gasped in surprise and gratitude. The man pumped his hand and said, “I guess it worked!” Plumb assured him, “It sure did. If that chute hadn’t worked, I wouldn’t be here today.”

Plumb couldn’t sleep that night, thinking about that man. Plumb says, “I kept wondering what he had looked like in a Navy uniform: a white hat; a bib in the back; and bell-bottom trousers. I wonder how many times I might have seen him and not even said ‘Good morning, how are you?’ or anything because, you see, I was a fighter pilot and he was just a sailor.” Plumb thought of the many hours the sailor had spent at a long wooden table in the bowels of the ship, carefully weaving the shrouds and folding the silks of each chute, holding in his hands each time the fate of someone he didn’t know.

Now, Plumb asks his audience, “Who’s packing your parachute?” Everyone has someone who provides what they need to make it through the day. He also points out that he needed many kinds of parachutes when his plane was shot down over enemy territory -- he needed his physical parachute, his mental parachute, his emotional parachute, and his spiritual parachute. He called on all these supports before reaching safety.

Sometimes in the daily challenges that life gives us, we miss what is really important. We may fail to say hello, please, or thank you, even congratulate someone on something wonderful that has happened to them, give a compliment, or just do something nice for no reason. As you go through this week, this month, this year, recognize people who pack your parachutes.

We are sending you this as our way of thanking you for your part in packing our parachutes... We could not have produced our monthly newsletter without your assistance.

UNOPA Notes Committee.

Thank you Barb, Thank you JoAnn, Thank you Mary.
Calendar of Events

July 16-20 - NAEOP Annual Conference & Institute
Seattle, Washington

August 25 - NEOPA Premier Jewelry Fundraiser,
Sheridan Lutheran Church

September 11 - UNOPA General Meeting; location TBA

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

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