Message from the President

What a wonderful turnout we had for the Bosses’ Luncheon in November. I hope you were able to attend. Congratulations to this year’s nominees and especially to Beverly Russell from Extended Education and Outreach, the 2008 Floyd S. Oldt Boss of the Year award recipient! Because time goes by so quickly, it’s not too early to start thinking about nominating your boss for next year. It takes a little time to put the nomination packet together, so allow yourself plenty of time in order to meet the deadline. If you need help writing the nomination letter, a good resource is Lola Young’s tips that are available on the UNOPA website: http://unopa.unl.edu.

Speaking of nominations, in January every UNOPA member will receive a description of UNOPA’s elected officer positions and a nomination form. Please read these over and consider where you could put your talents to work to benefit you and UNOPA. In case you just can’t wait until January, you may access the position descriptions in UNOPA’s Bylaws on our website.

If you are wondering what being an elected officer can do for you, here are some of the opportunities I have been experiencing while being an officer:

- have met and connected with members I didn’t know before
- have continued to learn about UNOPA, NEOPA, and NAEOP
- represented UNOPA on the Advisory Council at the NAEOP Annual Conference
- had the opportunity to represent UNOPA members during meetings with upper UNL Administrators
- have reported UNOPA activities, sought support and obtained advice
- have become more comfortable speaking to large groups
- have become more aware of the importance of UNOPA to the UNL community

These are only a few of the benefits of being a UNOPA officer. Consider having your name placed on the ballot and see what benefits you can add to the list.

There is still much to do before year end, but I want to wish all of you a joyous holiday season, and a restful and safe winter break!

Shopping Safety

By Barbara Homer

Parking lots at shopping centers, banks, grocery stores and many other venues are packed with holiday shoppers. Here are a few simple suggestions to follow when walking through any parking lot or shopping in a public place:

- Park Smart: Park and walk in well lit, busy areas; stay away from over-grown bushes and trees; use valet parking or an attended garage if you are alone; shop at locations that have police and/or security patrols.
- Never display or “flash” your cash or valuable personal items. Also, if possible, don’t leave valuables (cell phones, electronics, GPS devices, jewelry, etc.) in the car… put them in the trunk if necessary. Better yet, leave them at home.
- Minimize wearing expensive jewelry while shopping.
- Use a credit card rather than cash, and carry only one major credit card… if your wallet is stolen, you only have one card to report.
- If you need to carry cash, carry it in an unusual place instead of your purse or wallet.
- Pay attention to your surroundings, people and vehicles in the area; be aware of suspicious behavior.
- Do not approach situations that do not feel safe.

Walk with confidence, keep from becoming a victim, and most importantly, have an enjoyable shopping experience and a safe, happy holiday!
Robert's Rules of Order is UNOPA's parliamentary authority, although many don't really know what this means. Over the next few months, I hope to provide some information to help you understand the basics of Robert's Rules of Order.

I know you have attended many general meetings, and possibly some board meetings also. But did you know that Robert's Rules of Order governed the format of the meeting?

According to Robert's Rules of Order Newly Revised, In Brief, 2004, Robert, Henry M., III, here is how a typical meeting progresses:

1. You first must have a presiding officer (in UNOPA this person is the President, or President-Elect in the absence of the President) and a secretary (in UNOPA this is the Recording Secretary) to take minutes (written record) of the meeting.
2. You must have a quorum, which is the minimum number of members present (for a UNOPA General Meeting, a quorum is defined in our Bylaws as “Membership present shall constitute a quorum for the transaction of business at all general membership meetings of the Association.”).
3. There is a standard order of business, or an organization may adopt a different order. The simplified standard order would be:
   a. Reading and approval of minutes—approve minutes from the previous meeting.
   b. Officer/committee reports—usually provides information, and occasionally recommendations in the form of a motion.
   c. Unfinished business—if a meeting is properly conducted, there is no unfinished business with two exceptions: 1) an item that was being considered when the last meeting was adjourned; or 2) items that were scheduled to be discussed at the previous meeting, but time ran out before they could be addressed.
   d. New business.
4. Agenda—this sets out the order in which items are discussed.
5. Adjournment—meeting is adjourned by the presiding officer when the meeting has completed its work, or when the time limit set for the meeting has been reached.

There is a lot that goes on behind the scenes of any organization, and Robert's Rules of Order helps to keep things running orderly and protects everyone's rights within a group to have a voice. If you are interested in Robert's Rules of Order, I would suggest the text cited above to start you on your quest to learn more about parliamentary procedure. Another great source to learn about parliamentary procedure is to attend a NAEOP Annual Conference to see parliamentary procedure in action in a more formal format. You would also have the opportunity to attend a workshop presented by Jon Hall, NAEOP Parliamentarian.
Russell Named Boss of the Year
By Beth Zager
Awards Committee Director

UNOPA held its 27th annual Bosses’ Luncheon on November 11, 2008. Congratulations to Beverly Russell, Assistant Director of Instructional Design & Development at Extended Education & Outreach, who is the 2008 recipient of the Floyd S. Oldt Boss of the Year award.

Beverly Russell has been with UNL for 12 years. She has worked in Instructional Design and Distance Education the entire time, first with the Division of Continuing Studies (DCS), which later was eliminated and its departments rolled into a new division, Extended Education & Outreach (EE&O). There she then served as the coordinator and team leader for the Instructional Design team supporting graduate Distance programs and the special projects team. In 2007, Russell was named Assistant Director to the division and she was also placed in charge of a newly merged group formed from two distinct teams.

Beverly Russell’s nominators all credited her organizational and motivational skills for making this transition into one team go smoothly for everyone involved. Nominator, Eyde Olson, praised Russell for being very active in the professional development of her team. “She asks for and then carefully analyzes our ideas, which is not only motivating, but also gives us a sense of ownership because our suggestions are taken so seriously. She motivates and strengthens the entire team by encouraging everyone to develop special expertise in particular areas to share with teammates and serve as a resource.” Other letters of support showcased her interpersonal skills. “As a sounding board for ideas or problems, or just for sharing, this person is an ever-present source of wisdom—listening and comprehending, then counseling without judging, directing without controlling, informing without dominating, and recommending with respect.” We congratulate Beverly Russell for being chosen as our 2008 Boss of the Year. We also want to congratulate Tami Phillips, Registrar of Customer Service at Extended Education & Outreach, on her nomination.

November Speakers
By Peg Johnson
Program Committee Director

It was an honor to have two special guests at our Bosses’ Luncheon on November 11, 2008. Dr. Z B Mayo, retired, spoke of the national conference and how everyone was very professional and energetic; he also commented that the networking that goes on all day long is a very positive communication tool. During his talk he mentioned that it was an honor to be recognized by his staff at the NAEOP conference and at the state conference as well. He had a few words of advice: Laughter in the office builds rapport; as UNOPA members, we need to remember there is change all around us and we need to seek to be flexible. He encouraged those who have yet to attend a national conference to do so.

The second special speaker was Dean Marjorie Kostelnik, who was our last year’s recipient. Dean Kostelnik said she was unable to attend last year as she was out of town, and when she received the invitation to introduce this year’s recipient, she was excited. She expressed that it was such an honor to be nominated by her staff who work in various areas. Dean Kostelnik commented on how supportive she is of UNOPA and mentioned her appreciation of the professionalism of her staff displayed during a recent, charged controversy. She then proceeded to call for the nominees, and then announced that Beverly Russell had been selected as our 2008 Boss of the Year award recipient.

The program committee’s goal this year is to broaden the horizons and knowledge of our members and guests and not to limit ourselves to just our professional growth. In inviting our final speaker, we felt that Senator Tony Fulton’s presentation was a topic that most likely would benefit everyone at some time in their life experience.

Senator Fulton is a 1990 graduate of Auburn Senior High and received a Bachelor of Science in Mechanical Engineering in 1997 from UNL. He is married and has five children.

Senator Fulton stated that in 2003 he founded the Guardian Angels Homecare. He said the purpose of this program is to create a culture of life in which the dignity of the individual is recognized and celebrated; he believes we should care for the generation that first cared for us. The Guardian Angels Homecare’s primary mission is to help the elderly stay in their homes longer with the help of professionally trained caregivers. Senator Fulton shared that when he was only eleven years old he was helping an elderly woman with chores around the house that were difficult for her to perform, and it was an inspiring experience. He also mentioned that UNOPA’s founding president, Rose Frolik, was his fourth client and noted that he would be visiting with Rose the following Friday and was certain she would be delighted that he had been asked to speak at the Bosses’ luncheon about the Guardian Angels.
New Members: In the Limelight

Gladys Buss: Born and raised near Adams, Nebraska, Gladys is the second oldest of seven children. She came to Lincoln in 1968. She has been married to husband, John, for six years, and her immediate family includes a stepdaughter, Jeanne, and two grandchildren (Brandy and Beau) who live in Florida. Gladys comes from a close knit, very large family; many cousins, aunts and uncles get together at Christmas. A family highlight was when their 16-year old niece, Mackenzie Kline, and her family; many cousins, aunts and uncles get together at Christmas. A family highlight was when their 16-year old niece, Mackenzie Kline, was part of a group that traveled to Beijing, China this August. Their trip included photography, gardening, reading, studying genealogy, and needlework. She has “scrapbooked” for almost 30 years, and a number of her scrapbooks have won awards. Both Gladys and her husband enjoy cooking and trying out new recipes they see on the Food Network. Her favorite foods include shrimp, cheesecake, macadamia nut cookies, or ANYTHING chocolate! They visited Europe, which is now a favorite vacation spot, for the first time in 1980. The highlight of the trip was meeting distant relatives in Germany. They plan to return for another visit and to do genealogy searches in England and Wales (her husband’s ancestors).

Activities… She enjoys several hobbies which include photography, gardening, reading, and genealogy searches. Gladys is a member of the International PBX-Telecommunicators of Lincoln.

Why she joined UNOPA… “To meet and network with more co-workers, and to improve my professional skills.”

David McGee: Born and raised in Omaha, David has lived in Lincoln for the better part of the past eight years. He is a proud graduate of Omaha Burke High School and is in the process of working toward a degree here at UNL. David is currently a Faculty Service Representative in the College of Engineering.

Activities… His sports interests include closely following Nebraska athletics (football, basketball and baseball), as well as Major League Baseball. He also plays rec-league (recreational) volleyball and softball.

David is frequently called on to help out with his church youth group. In his spare time he has fun playing cards and taking photos, and continues to spend time developing his photography skills.

Gladys Buss: Born and raised near Adams, Nebraska, Gladys is the second oldest of seven children. She came to Lincoln in 1968. She has been married to husband, John, for six years, and her immediate family includes a stepdaughter, Jeanne, and two grandchildren (Brandy and Beau) who live in Florida. Gladys comes from a close knit, very large family; many cousins, aunts and uncles get together at Christmas. A family highlight was when their 16-year old niece, Mackenzie Kline, was part of a group that traveled to Beijing, China this August. Their trip included photography, gardening, reading, studying genealogy, and needlework. She has “scrapbooked” for almost 30 years, and a number of her scrapbooks have won awards. Both Gladys and her husband enjoy cooking and trying out new recipes they see on the Food Network. Her favorite foods include shrimp, cheesecake, macadamia nut cookies, or ANYTHING chocolate! They visited Europe, which is now a favorite vacation spot, for the first time in 1980. The highlight of the trip was meeting distant relatives in Germany. They plan to return for another visit and to do genealogy searches in England and Wales (her husband’s ancestors).

Activities… She enjoys several hobbies which include photography, gardening, reading, and genealogy searches. Gladys is a member of the International PBX-Telecommunicators of Lincoln.

Why she joined UNOPA… “To meet and network with more co-workers, and to improve my professional skills.”

Jennifer Greenlee: Originally from Houston, Texas, Jennifer headed north to Lincoln to attend college and has lived here for the past 20 years. She graduated from Joseph’s College of Beauty 18 years ago, and practiced cosmetology for 17 years. Jennifer had the opportunity to be a stay-at-home mom for three years, and is “...blessed with two wonderful boys. Samuel is nine and Devan, six.”

As the boys grew, she decided to go back to college, and graduated from Southeast Community College in December of 2007. Jennifer slipped into a reflective mood, and commented that Kauai is her family’s favorite vacation spot. She also went on to mention some long time family traditions. They enjoy staying home for Christmas. The Greenlee family loves to pick out and cut down their own tree at a friend’s tree farm, which iher sons look forward to each holiday. Then as they decorate the tree, Samuel and Devan enjoy handing out the ornaments.

Career… She began working at the University of Nebraska–Lincoln in the temporary office pool in February of 2008, and became a permanent employee the following April. Jennifer is the Graduate Secretary of the Ag Leadership Department on East Campus.

Activities… While not an avid sports fan—more of an onlooker—her husband is a huge Husker and Pro football fan, thus making her a football widow during most of the season. Music is her family’s number one interest. Her husband plays the drums, and her son plays the guitar, so many family activities center around music. Jennifer enjoys scrapbooking, but that has been put on hold as they currently are getting a house ready for sale. She hopes to resume her hobby after the renovations are completed, which will probably be after the holidays. Some of her favorite foods would have to include Mexican dishes. Seafood rates a close second. When asked about desserts, pecan pie with whipped topping is at the top of her list. There are exceptions to Jennifer’s favorite dessert: ALL cookies are favorites! Jennifer enjoys cooking, but has little time to cook the way she would like to.

Why she joined UNOPA… “I finally had time to join a great organization.”

David enjoys road trips. A favorite vacation is to travel on back roads to wherever he’s going, which of course may take a little longer, but he has found this makes for a more entertaining trip.

Speaking of taking “a little longer,” David once traveled to Alaska, which is a 60 hour road trip each way! He has two ultimate road trips on his to do list. “I dream of attending a game at each of the Major League Baseball stadiums within one year.” Another trip on his list is to someday drive the PCH (Pacific Coast Highway), which among seasoned travelers is considered to be one of America’s most famous and picturesque highways.

Building real relationships is his number one interest.

Why he joined UNOPA… “I was held at gun point!”

Thank you, thank you…

(to all the UNOPA members who purchased a pie certificate for Village Inn from me! Our local association, the Nebraska Department of Education Office Professionals Association, NDEOPA, thanks you very much! It’s great to have the support of members from a successful local association like UNOPA! I hope we can build collaborative efforts in the years to come in many areas that benefit both associations.

Please Note: We’ve extended the deadline — if you still would like a Village Inn pie certificate, let me know, and I’ll bring it on over. I also plan to be at the December UNOPA meeting to see you and celebrate the season with you. Thanks again!

Carol Bom, CEOE, 471-4332
Email: carol.bom@nebraska.gov
By Cindy Knight, CEOE

UNOPA’s Giving Tree this year is for teenagers at CEDARS. I decided on this group because sometimes they are forgotten. There is a list of suggested gift ideas on page eight.

If you can, please choose a gift from the list to show the teenagers that someone does care about them.

Please do not wrap the gifts.

The gifts can be dropped off at my office or brought to the Dec. 9 UNOPA General Meeting. I will need to have all the gifts no later than 5 p.m. on Dec. 10.

If you have questions, please contact me:

Cindy Knight, 336 AdmN, CC 0441, 472-9763
Email: c knight1 @ unl.edu.
I was born and raised in York, Nebraska. Steven, my husband of 34+ years, was my high school sweetheart. (And folks said it would never last!) We moved to Lincoln looking for more opportunities when our daughter was only a few years old. And Lincoln has been wonderful for us! We’ve been close enough to our families to visit frequently, yet far enough away that we were able to establish our own lives.

The first full-time job I ever had was when I started working for the University in 1979 in the Admissions Office. I would never have guessed that almost 30 years later I’d still be working for the University and still be in the same division (Student Affairs). I’m a big believer of continuity and consistency! Although I’ve only held five different positions/titles at UNL, I’ve been very fortunate that I’ve been able to do a huge variety of tasks, and I’ve learned a lot about how the University works. I’ve also dabbled in some part-time work along the way, and still find myself administering examinations for Heriot-Watt University in Edinburgh during some of my vacation time.

Although I have never been a traditional student, I earned my Bachelor of Science in Business Administration Degree from UNL. All of my classes were taken while working full-time and having a family. It took 18 years, but I proved something to myself in doing it. Good thing I did it when I was a little younger, because I look back now and don’t see how it was possible.

I currently serve as the Executive Secretary to the Vice Chancellor for Student Affairs, and I love what I do. There is a real advantage to being the office “old-timer,” and seeing the many changes over the years. One of the biggest benefits in our office is that our administrators support our professional growth activities. And it is through being in UNOPA, NEOPA and NAEOP that I have grown professionally and developed relationships with co-workers who have become very dear friends. Two of the highlights in my life were associated with my professional activities. In 1994 I was the recipient of the Rose Frolik Award and in 1997 I received NEOPA’s Office Professional of the Year Award.

The biggest highlight in my life is my family! My daughter Stephanie was an only child (but she will tell you she wasn’t spoiled). She is married and we are fortunate to have them living here in Lincoln. She is the mother of the lights of our lives – Hunter (who is going on five), and Hannah (who is 2 ½). If we had known being grandparents was so much fun, we would have skipped being parents! It is so much fun to enjoy the kids (and send them home when we’ve had enough). Should you ever want to see them, I can usually be counted on to have pictures with me!

My husband is a Union Plumber in Omaha, and has a small cattle herd that he currently has on his mother’s farm near McCool Junction. We spend a lot of time on the road! We enjoy working with the cattle, attending auctions, and doing farm “stuff” together. I am a quilter “wanna-be,” and love reading novels. I’ve dabbled a little bit with scrapbooking, and wish I had time to “do” all the projects in my head!
Awards Committee—

Busy, but rewarding!

By Beth Zager, Chair

This is my second year in UNOPA. I’ve found it is a great organization for meeting other staff on campus. I’m serving on the Awards Committee this year because I wanted to learn more about the awards UNOPA offers and the process involved. I am happy to be working with Connie Johnson and Diane Wasser this year. Both served on the Awards Committee last year and their experience is an asset to UNOPA.

As you know, UNOPA’s Awards Committee administers four awards throughout the year. The Floyd S. Oldt Boss of the Year award is presented in November, the Floyd S. Oldt Outstanding Staff and Silver Pen awards are presented each February, and the Rose Frolik Award is presented every April. There really is no down time for the Awards Committee. As soon as we finish up one award, we start preparing for the next.

One of our duties is to find people to judge the award nominations. The Boss of the Year and the Rose Frolik awards each require three judges from outside the University of Nebraska-Lincoln. Conversely, the Outstanding Staff and Silver Pen awards require six judges from within the University, one from each of the following categories: administrator, faculty, director, manager/supervisor, office/service. If you know of someone who fits into any of those categories who would make a good judge, please let the Awards Committee know. We would love to have some names with which to work. The judges are invited to be our guests at the award presentation luncheon.

Before each award luncheon, committee members advertise for nominations, collect nomination packets, notify nominees and their nominators of the awards luncheon, order plaques, print up certificates, and prepare a speech for each award presentation. After the award is presented, we prepare an award announcement to highlight the winner and submit it to UNOPA Notes and the Scarlet. Of course, we can’t forget to submit all the expenses we accrued for payment.

Serving on the UNOPA Awards Committee is a busy but very rewarding job. Reading the nominations to choose highlights for the nominees is inspiring. However, it is even better to see the faces of the nominees as they are honored for their accomplishments. We welcome any UNOPA member who is interested in awards to join this committee. Feel free to contact any of us if you have questions.

PSP Brownbag Sessions

By Debbie Hendricks  
Career Development, Professional Standards Program

Dates have been set for members of the PSP Endowment Committee to meet with individuals who may be interested in working toward their PSP. If you have questions about PSP, or want help in putting together your materials, grab your lunch and join us at noon on the following dates:

Thursday, December 18, 2008  Nebraska Union
Tuesday, January 27, 2009  East Campus Union

Contact: Debbie Hendricks, 106 Adm S, cc: 0423  
Phone: (402) 472-3755, Fax: (402) 472-8189
UNOPA Teen Giving Tree List
(See Giving Tree, page 5)

Backpacks
Board Games
Boat-neck Sweaters (M–XL)
Bohemian-style jewelry (suggest earrings)
CD Walkman CDs: Any Top 40 CDs:
Cologne, i.e., Hollister, TAG/AXE body spray
DVDs: New Releases
Footballs
Fun pajamas (pj’s) , with slippers (M–XL)
Funky lounge pj pants (M–XL)
Gift Certificates ($25 or Less)
Gordmans, Hobby Lobby/Michaels
(Scrapbooking supplies), Kohls, Old Navy
Handheld Electronic Games
Hooded Sweatshirts (especially with team names) (LG to XXL)
Hooded Sweaters (M–XL)
Picture Frames
Pretty purse
Remote control cars
Sport bags
Sports Team Ball Caps
Sweaters (M–XL)
Volleyball
Wallet [men]
Watch [men]

Send a Holiday Greeting to a Soldier Overseas
{then} Click the name of a soldier from the list (on the left).
Freedom Isn’t Free — Just Ask Any Soldier

September/October Member Notification
By Cindy Knight, CEOE
Correspondence Secretary
10/8/2008: Marlene A. Focher, Thinking of You card; illness of her mother (90 years of age).
11/10/2008: Shirley Horstman, Congratulations card; change of job from UNL to UNMC.

Calendar of Events
December 2008
3 Executive Board Meeting (6th Floor, Hewitt Place)
9 UNOPA General Mtg (City Union)
15 Deadline for JANUARY UNOPA Notes newsletter submissions
18 PSP Brownbag Lunch (City Union)

Holiday Shutdown: Dec. 24-31

January 2009
Holiday Shutdown: Jan. 1, 2
3 Executive Board Meeting (East Union)
13 UNOPA/UAAD General Meeting (East Union)
15 PSP Application Deadline
16 Martin Luther King Breakfast

February 2009
3 Executive Board Meeting (Neihardt Hall)
10 UNOPA General Meeting (City Union)
27 PSP Brownbag Lunch (East Union)

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 systems and the community.