**Message from the President**

October was a month of many professional development activities, and I was fortunate to be able to take part in many of them. The NEOPA Fall Workshop, hosted by the Wayne Educational Office Professionals Association (WEOPA), provided excellent and useful information on several topics. The keynote speaker focused on Crisis Management. It is such a timely issue. Since most office professionals are the frontline people, it is extremely important to know what to do in a crisis situation.

In addition to providing great speakers and topics, the Fall Workshop presented the opportunity to network with other NEOPA members and office professionals. But what is networking? We frequently hear this term, but what does it mean to me? Webster's New World Dictionary defines a network to be a "group, system, etc. of interconnected or cooperating individuals." Sounds like UNOPA, doesn’t it?

Through networking, you develop relationships and learn who can give you advice and provide information about specific questions you may have. Networking is not just for job searching, although through your contacts in UNOPA, you have the opportunity to learn about job openings before they are posted.

By joining professional organizations, such as UNOPA, NEOPA, and NAEOP, you automatically increase the number of contacts you have access to in your own network. These groups have a common interest in promoting educational office professionals, and the members are there to support and encourage others in the associations. Becoming an active member, especially by serving on committees, provides you the opportunity for your colleagues and others to see you in action.

According to About.Com*, the following rules will help maximize the benefits of networking:

1. Include everyone you know on your network.
2. Be willing to ask for help.
3. Be willing to give help.
4. Don’t use your network for only job hunting.
5. Keep in touch with your network contacts.
6. Thank contacts for their help.

There are many benefits of being a member of UNOPA, and networking, although intangible, is one of the greatest benefits. We’re all here to help each other. —Mary Guest, UNOPA President

*http://careerplanning.about.com/od/networking

**Ways & Means Countdown—**
Nov. 8 game: Go Huskers!!

Nov. 28, the last home game, help is needed for the Colorado game.

Call Tonda Humphress (472-3756) or Betty Jacobs (472-8784) to volunteer for a time slot.

Thank you for supporting our Ways and Means effort to help with our UNOPA budget and programs—Kathy Bennetch, Director.
STANDING COMMITTEES

Beth Zager  
Awards  
bzager2@unl.edu, 472-0299

Gretchen Walker  
Bradley Munn  
Professional Growth Fund  
gwalker1@unl.edu, 472-0602

Martha Young  
Bylaws  
myoung3@unl.edu, 472-5050

Jan Edwards  
Career Development Workshops  
Jedwards1@unl.edu, 472-2097

Debbie Hendricks  
Career Development Professional Standards Program  
dhendricks1@unl.edu, 472-3755

Karen Jackson  
Communication Technology  
kjackson2@unl.edu, 472-7903

Doreen Wagenaar  
Employee Concerns  
dwagenaar@unl.edu, 472-2632

Donna Boone  
Employee Concerns  
dboone2@unl.edu, 472-1967

Diane Wasser  
Hospitality  
dwasser1@unl.edu, 472-6251

Julia Brebner  
Membership  
jbrebner2@unl.edu, 472-4665

Sandy Lineberry  
Mentoring  
clineberry1@unl.edu, 472-6623

Mary Klucas  
Outreach  
mklucas1@unl.edu, 472-7325

Beth Krohn  
Outreach  
mkrohn1@unl.edu, 472-8137

Peg Johnson  
Program  
mjohnson4@unl.edu, 472-0533

Betty Jacobs  
UNOPA Notes Director  
bjacobs@unlnotes.unl.edu, 472-8784

Kathy Bennetch  
Ways and Means  
kbennetch1@unl.edu, 472-2807

AD-HOC COMMITTEE DIRECTORS

Sandy Lineberry, Historian  
clineberry1@unl.edu, 472-6623

Lola Young, NEOPA/NAEOP Liaison  
lyoung5@unl.edu, 472-1047

Basic Principles of Parliamentary Procedure

By Mary Guest

Introduction

The purpose of parliamentary rules is to facilitate action. They are designed to promote the orderly operation of a meeting and to encourage progressive organizational action.

Parliamentary procedure is the established system of laws and rules, which governs the manner of conducting business in an orderly and well-run meeting. The foundation for these laws, or rules, is the composite of the definite basic and fundamental principals for orderly conduct. The five basic principles of parliamentary laws are:

1. Justice and courtesy to all.
2. One thing should be considered at a time.
3. Full and free discussion of every proposition must be provided.
4. The minority must be heard.
5. The majority must rule.

The Motion

Parliamentary law requires that any business to be presented must be submitted to an organized group of individuals for its consideration and action in the form of a motion. The greatest part of the body of parliamentary law deals with the handling, classification, debating, order and final conclusion of these motions.

There are eight basic steps, which must be taken for the proper handling of a motion. They are as follows:

1. A member secures the floor.
2. The presiding officer recognizes the member.
3. The member introduces the motion.
4. Another member seconds the motion.
5. The presiding officer states the motion, which opens the question presented to discussion.
6. The body discusses or debates the motion in detail.
7. The presiding officer calls for a vote on the motion.
8. The presiding officer announces the results of the vote.
Eleven UNOPA members attended the Nebraska Educational Office Professionals Association (NEOPA) Fall Workshop on Friday, October 17, 2008 which was held at Wayne State College.

During the morning session, Dr. Jason Karsky, Associate Professor, Dept. of Sociology, Psychology and Criminal Justice, Wayne State College, and his students, presented the five components of emergency management, an introduction to the Crisis/Emergency Management Basics. We learned there are five components of emergency management:

Prevention – anticipation of hazards and risks which results in problem solving strategies that occur before the onset of trouble. Examples: metal detectors and liaison officers may be utilized to prevent violence in schools; fire sprinkler systems are recommended to prevent catastrophic destruction; immunizations are required to prevent the spread of disease; and appropriate storage of chemicals is important to prevent injury.

Mitigation – effort to reduce loss of life and property by lessening the impact of disasters. Examples: building inspections for structural problems; radon gas and deteriorating asbestos; flood proofing – levees/floodwalls; and safe rooms.

Preparedness – drills to ensure people are ready for a disaster and know how to respond. What is site specific preparation? Are you prepared at work and at home? Would you be prepared to be away from home for days without notice? Disasters can happen at any time!

Response – reaction to a situation that may cause immediate and serious harm to people and/or the environment. First responders are local police, fire, and medical personnel. Some situations may require county, state and federal response, and every situation is different.

Recovery – return to an original state or normal condition with the long-term goal of reducing future vulnerabilities. Examples: rebuilding homes, schools and businesses; replacing property; resuming employment; and repairing and rebuilding the infrastructure.

Also Deanna Beckman, Wayne and Cuming County Emergency Manager, and Nick Kemnitz, Deputy Wayne County Emergency Manager and Former Safety Director for Midstates Bus Company, talked about incident management roles. We learned what is meant by incident command, where one person takes control, and to were instructed to use common terminology—not acronyms.

If you're interested in taking the NIMS (National Incident Management Systems) test, see FEMA.gov/NIMS.

Several students talked about the types of emergencies/disasters in academic settings. Examples were: shootings, terrorist attacks, tornadoes, floods, fire, blizzards, etc.

You should have a good disaster recovery plan so your school will be able to continue operation without major interruptions. Also, everyone needs a plan to handle students' parents when the building is in lock down and they come to get them. One important item each department should have is a survival kit in case of an emergency. These kits cost about $100 (4-5 people) and some of the contents are: MRE (military ready to eat) dry food, water purification packets, pop up tent, sleeping bag, radio, rope, 20-30 masks.

If interested in purchasing these kits you can go to the Red Cross website, RedCross.org, to find a list of the supplies recommended.

The last item they talked about was how to deal with the media. We were shown a video, produced by the students in Dr. Karsky’s class, of the right and wrong way to answer the media. When dealing with the media, the video advised that the best response is to say, “no comment,” although some felt that to say “no comment” implies you have something to hide. Giving too much information is also inappropriate.

This was a very beneficial topic as most of us were unaware of the preparations necessary for these kinds of crisis/emergencies. Let’s hope we never have to use it!!

Following the luncheon, we were entertained while learning about “Stress and the Working Woman” with Dr. Mark McCorkindale. We learned about the external and internal causes of stress, about good stress and bad stress, and the effects of the stress on our thoughts, feelings, and behavior. All of this can, of course, cause medical consequences. Dr. McCorkindale suggested various ways to deal with the stresses in our lives as well as their benefits. This speaker was extremely knowledgeable and seemed to have the ability to relieve our stresses through laughter—lots of laughter! We enjoyed him immensely.

Our final speaker was Connie Hassler who is a massage therapist. Connie discussed the benefits of massage and the various kinds of massage. She also demonstrated and invited us to participate in some breathing techniques and simple yoga poses that we can use in our offices or while exercising to help relieve the stresses of our day. Hopefully we’ll all be able to utilize some of these health enhancing techniques.

WEOPA did an outstanding job of providing knowledgeable speakers and topics that were very helpful at work and away from work. We came away from this workshop feeling fulfilled professionally.
New Members:  
In the Limelight

Sandra Podany: She was born and raised in Columbus, NE, and has attended UNL and Southeast Community College. Sandra joined the College of Engineering as a Processing Assistant nine months ago.

Sandra enjoys sports. Among her favorites are water and snow skiing, biking, and walking with her dog “Riley”.

In addition, she enjoys cooking (especially grilling out), gardening, and floral designing.

Her list of favorite foods really makes one hungry. She enjoys lobster, cheesecake, and chocolate chip cookies. On Thanksgiving, they have duck and dumplings.

Sandra has three children (Nathaniel, Anthony, and C.J.) and of course the dog, Riley (Yellow Lab).

Her favorite vacation spot is Malibu, California because of the beautiful weather and the ocean.

The Christmas holiday season is special because the family does a charity project instead of exchanging gifts with each other. In addition, they spend time together by going snow skiing.

Asked about her number one interest, Sandra says she tries to recycle and use less so that she can help preserve the earth for the younger generations. Also, she would like to find some sort of volunteer work that would suit her interests.

Sandra joined UNOPA so that she would be able to network with other UNL employees.

Kristy Rejda:  
Kristy says, “I have lived my whole life in Nebraska: Malcolm, Adams, Neligh, Norfolk and Lincoln.”

She joined the UNL accounting department this spring after having worked for Experian nearly 21 years.

A Husker Football fan, Kristy also enjoys attending her son’s football games. He is a punter for Rochester Community and Technical College in Rochester, Minnesota.

(Left to right) Deb Klimes, Nancy Hoffman and Kristy Rejda.

She puts her artistic skills to use by making stained glass pictures. When asked about her favorite foods, Kristy said, “My favorites include crab legs, anything with caramel, and my grandmother’s Snickerdoodles. I enjoy cooking when I’m in the mood.

They have 4 children: Marty, Kristopher, Cody and Jeremy, and 2 grandchildren: Maisey (7 years) and Kaylin (5 years). The family pet is a cat.

“I would say our favorite vacation spot is our Orlando, Florida timeshare, and our main holiday tradition is for all of us to go to the tree farm and cut down our own Christmas tree, and of course we enjoy getting together with family.”

Yes, family is important to Kristy, and she especially enjoys her grandkids.

Tina Ahrens: Although she and her husband have lived in Lincoln for about 25 years, she is originally from Burlington, Iowa.

She earned her business degree from SCC and has been working for the past seven months as a personnel associate in the Filley Hall Business Center, and says, “I have been very happy there, and the people have been very friendly.”

Tina has a lot of interests. “A craft I enjoy in my spare time is cross stitching. My hobbies include: reading, watching movies and spending time with my family. I enjoy some cooking. My favorite dessert is cheese cake, and my favorite cookie would be ginger snaps.”

Tina has three children: Danielle, Emily and Melissa, and she says she “almost has two grandchildren!” Their family pets are cats.

“My favorite vacation destination is Ireland. I traveled there once with my mother and sister and plan to go back again as soon as it works out for all of us.

“Our holiday tradition includes cooking sweets, playing games, putting together puzzles at Christmas. After Thanksgiving we decorate for the Christmas season, and of course my number one interest is my family.”

“My introduction to UNOPA was as a guest of Belva Harris. I enjoy the people and I feel that it is a great way to meet new people.”

Marlene Crombie: “I was born in Laurel, NE, and we moved to Hartington, NE when I was three, and I later attended Hartington Public School, and have been with UNL Information Services for six years. On my own time, I am responsible for QuickBooks for two companies. I am an avid reader, and I meet with my book club once a month.”

They have four kids: Katie (29 years), Joe (27 years) and the twins, Meghan and Andy (21 years). Katie, the oldest, is the mother of “my fantastic grandson, Ethan (10 years), and she is expecting a girl at the end of November!” She is very excited.

“We don't have any pets, but if I was home more and could have one, I would certainly have a dog. I really miss my last two dogs.”

Marlene, too, has a number of interests, such as cross stitching when she has the time, and she said she recently joined a Bunko group that meets once a month.

At times Marlene had been very active with the church's youth group while the twins were active in it and also helped organize and run their SCRIP program. She has put in a lot of volunteer hours over the past five or six years for workcamps, overnights, helping with food baskets, etc., and recently received the President’s Community Service Award for her volunteer service.

When asked about foods, she says her favorite entree would be a roast with potatoes and carrots; favorite dessert would definitely be PIE and anything chocolate. Her favorite cookie, however, is an oatmeal scotchie. She enjoys cooking and the family gets together for a dinner once a month—“I cook and the kids come over,” and “I also like to have my girlfriends over for a meal or snacks and then we usually watch a movie. I love new recipes and have a lot of cookbooks.”

Anywhere Marlene goes on vacation becomes her favorite vacation spot! One place in particular comes to mind, however. She has been to New York City once and would love to go back.

Her mother comes from a family of nine, and every two years over 100 family members get together for a reunion!

They have a holiday tradition that is to purchase an ornament for the tree every year. Ethan gets one each year and when the new baby comes the tradition will continue. Like many, their family traditions have changed as the kids have homes of their own.

“I had talked about joining UNOPA for a couple years, and recently decided it was time. I like the programs, and felt it would build my community at work.”

In addition, she enjoys cooking (especially grilling out), gardening, and floral designing.

Her list of favorite foods really makes one hungry. She enjoys lobster, cheesecake, and chocolate chip cookies. On Thanksgiving, they have duck and dumplings.

Sandra has three children (Nathaniel, Anthony, and C.J.) and of course the dog, Riley (Yellow Lab).

Her favorite vacation spot is Malibu, California because of the beautiful weather and the ocean.

The Christmas holiday season is special because the family does a charity project instead of exchanging gifts with each other. In addition, they spend time together by going snow skiing.

Asked about her number one interest, Sandra says she tries to recycle and use less so that she can help preserve the earth for the younger generations. Also, she would like to find some sort of volunteer work that would suit her interests.

Sandra joined UNOPA so that she would be able to network with other UNL employees.

Kristy Rejda:  
Kristy says, “I have lived my whole life in Nebraska: Malcolm, Adams, Neligh, Norfolk and Lincoln.”

She joined the UNL accounting department this spring after having worked for Experian nearly 21 years.

A Husker Football fan, Kristy also enjoys attending her son’s football games. He is a punter for Rochester Community and Technical College in Rochester, Minnesota.

(Left to right) Deb Klimes, Nancy Hoffman and Kristy Rejda.

She puts her artistic skills to use by making stained glass pictures. When asked about her favorite foods, Kristy said, “My favorites include crab legs, anything with caramel, and my grandmother’s Snickerdoodles. I enjoy cooking when I’m in the mood.

They have 4 children: Marty, Kristopher, Cody and Jeremy, and 2 grandchildren: Maisey (7 years) and Kaylin (5 years). The family pet is a cat.

“I would say our favorite vacation spot is our Orlando, Florida timeshare, and our main holiday tradition is for all of us to go to the tree farm and cut down our own Christmas tree, and of course we enjoy getting together with family.”

Yes, family is important to Kristy, and she especially enjoys her grandkids.

Tina Ahrens: Although she and her husband have lived in Lincoln for about 25 years, she is originally from Burlington, Iowa.

She earned her business degree from SCC and has been working for the past seven months as a personnel associate in the Filley Hall Business Center, and says, “I have been very happy there, and the people have been very friendly.”

Tina has a lot of interests. “A craft I enjoy in my spare time is cross stitching. My hobbies include: reading, watching movies and spending time with my family. I enjoy some cooking. My favorite dessert is cheese cake, and my favorite cookie would be ginger snaps.”

Tina has three children: Danielle, Emily and Melissa, and she says she “almost has two grandchildren!” Their family pets are cats.

“My favorite vacation destination is Ireland. I traveled there once with my mother and sister and plan to go back again as soon as it works out for all of us.

“Our holiday tradition includes cooking sweets, playing games, putting together puzzles at Christmas. After Thanksgiving we decorate for the Christmas season, and of course my number one interest is my family.”

“My introduction to UNOPA was as a guest of Belva Harris. I enjoy the people and I feel that it is a great way to meet new people.”

Marlene Crombie: “I was born in Laurel, NE, and we moved to Hartington, NE when I was three, and I later attended Hartington Public School, and have been with UNL Information Services for six years. On my own time, I am responsible for QuickBooks for two companies. I am an avid reader, and I meet with my book club once a month.”

They have four kids: Katie (29 years), Joe (27 years) and the twins, Meghan and Andy (21 years). Katie, the oldest, is the mother of “my fantastic grandson, Ethan (10 years), and she is expecting a girl at the end of November!” She is very excited.

“We don't have any pets, but if I was home more and could have one, I would certainly have a dog. I really miss my last two dogs.”

Marlene, too, has a number of interests, such as cross stitching when she has the time, and she said she recently joined a Bunko group that meets once a month.

At times Marlene had been very active with the church's youth group while the twins were active in it and also helped organize and run their SCRIP program. She has put in a lot of volunteer hours over the past five or six years for workcamps, overnights, helping with food baskets, etc., and recently received the President’s Community Service Award for her volunteer service.

When asked about foods, she says her favorite entree would be a roast with potatoes and carrots; favorite dessert would definitely be PIE and anything chocolate. Her favorite cookie, however, is an oatmeal scotchie. She enjoys cooking and the family gets together for a dinner once a month—“I cook and the kids come over,” and “I also like to have my girlfriends over for a meal or snacks and then we usually watch a movie. I love new recipes and have a lot of cookbooks.”

Anywhere Marlene goes on vacation becomes her favorite vacation spot! One place in particular comes to mind, however. She has been to New York City once and would love to go back.

Her mother comes from a family of nine, and every two years over 100 family members get together for a reunion!

They have a holiday tradition that is to purchase an ornament for the tree every year. Ethan gets one each year and when the new baby comes the tradition will continue. Like many, their family traditions have changed as the kids have homes of their own.

“I had talked about joining UNOPA for a couple years, and recently decided it was time. I like the programs, and felt it would build my community at work.”
Chris Gardner: “I have only worked at UNL for one and one-half years,” Chris tells us. You will find Chris at the front desk as you enter Printing Services. Previously she worked at Quebecor World Printing (23 years) and is from Lincoln, although because her dad was in the Army while she was growing up, she has lived in Alaska, Kansas, Missouri and Virginia, and attended ten different schools. She returned to Lincoln to graduate from Lincoln Northeast and then attended UNL for a year. She then decided to work full time.

Daughter, Caty (20 years), attends Southeast Community College, and younger daughter, Bailey (11 years), just started attending Goodrich this year.

“Max,” their 7-year-old Yellow Lab, is very much a part of the family and loves it when the family goes to their lake property. Chris’ husband, Pat, drives a semi over the road and will be buying a pet buddy to take with him, so they’ll soon have a second dog.

Of course, being a Nebraskan, Chris loves to watch Nebraska play and is also a NASCAR race fan and the family attends the NASCAR race in Kansas every October.

Her daughter, Bailey, is on a competition cheer team and during the school year, the family travels with her to competitions. Chris is on a couple of committees for the cheer team’s parent group which keeps her pretty busy.

At Least once a month and during the three summer holidays you will find the family camping and boating at Milford Lake, Kansas. They park their 5th wheel all summer. As far as hobbies go, Chris plans to take up scrapbooking. She and the girls already love to get out the glue gun! Another interest is baking and cooking for family get togethers. Here are some personal favorite foods: entrée is steak, favorite dessert is ice cream, and her favorite cookie is chocolate chip.

Chris, as you can already tell, would count as her number one interest, her family.

When asked why she joined UNOPA she says she hopes to improve her business knowledge and communication skills, and to meet new people. She currently serves on the Bylaws Committee.

Melissa Mosier: A UNL graduate (2007), Melissa attained her B.S. in Anthropology and works at Love Library.

As to sports interests, she enjoys watching college and professional football, as well as attending car and horse races. Hobbies are reading and walking.

Melissa enjoys cooking and entertaining, especially grilling parties. Her favorite entrée is pasta. “I don’t care for sweets,” Melissa said, and has NO favorite dessert or cookies!

The family owns a cabin in the mountains at Grand Lake, CO, which is her favorite vacation spot. Their family has the tradition of making runzas at Christmas. Melissa says her number one interest is water resources.

When asked why she joined UNOPA, “... My mother is UNOPA President, 2008-09!...
UNOPA MEMBERS EXCEL AT WORK AND PLAY

Behind the Scenes: Marlene Pyatt

I joined UNOPA in the Fall of 2003 when attending a workshop. I found it was cheaper to take advantage of the membership special offer than to pay the nonmember registration fee! I served as Corresponding Secretary in 2005/2006 and Co-Directed the Nominating Committee in 2007/2008. I have worked the parking lot fundraiser the last couple of years and attend many of the UNOPA sponsored workshops. I enjoy being a part of UNOPA, and have found being a member is a great way to network and form new friendships. Attending the workshops and serving on the executive board are great ways to learn, and this helps one become a better UNL employee.

I was born and raised in Snyder, NE. I attended Midland Lutheran College for one year and then moved to Phoenix, AZ, where I met my husband of 28 years on a blind date! In 1991, I convinced him to move to Nebraska so I could be near my family. He still doesn’t like the winters! I started working at UNL in the Accounting office in April 2001 as a Purchasing Card Associate and continue to do the same job today.

They have 2 children – Rachel (25 years) is married to Brad and lives in Mobile, AL; Eric (22 years) attends UNL while serving in the NE Air National Guard. There are no grandchildren, yet.

Sports interests – Marlene played volleyball in high school and loves to watch college football and volleyball.

Other interests – Big NASCAR Fan – GO #48! She loves to read and sometimes has two books going at the same time. Right now she is reading a lot of Christian mysteries. About the only types of books she doesn’t like to read are Sci-Fi.

Craft shows were made for people like Marlene, but she just wishes she had more time to attend them.

Her favorite dessert right now is Culver’s turtle sundae or strawberry pretzel dessert, and her favorite cookie is oatmeal chocolate chip. She likes the dough better than the cookie!

When asked about her favorite vacation spot, Marlene says she has a hard time picking out just one, as the scenery is amazing in different places, but a few favorites are: Maui, HI, Knoxville, TN, and Cody, WY. At just about any of the places they’ve ridden their motorcycles, each place has been unique, and, “Isn’t it all about the journey?”

We have holiday traditions for both Thanksgiving and Christmas. The Saturday after Thanksgiving we spend at mom’s, which gives us the whole day to visit and eat! For Christmas, our family has always celebrated on Christmas Eve. While growing up we went to my mother’s parents’ home after the church program. Now we all meet at mom’s for the evening. I have five brothers and twelve nieces and nephews so we have a house full. Mom, or some of the grandkids, take turns reading the Christmas story and we sing favorite carols (or attempt to!).

Several of us then go to church with mom, and then some of us spend the night. We are members of Trinity Lutheran Church here in Lincoln.

Currently, our main interests revolve around some of our motorcycle organizations. I ride my own bike, a 2008 Yamaha VStar 1300.

Rick and I are members of Morning Star Riders, the local chapter of the Christian Motorcyclists Association (CMA). We are both officers and spend many weekends at motorcycle events. The CMA vision is: Changing the world, one heart at a time. A lot of our vacations are spent at CMA rallies and this has become a great way to visit different parts of the country.

We are also members of Prairie Red Riders motorcycle club here in Lincoln where I am finishing a 2 year board commitment. This club has dinner rides, sponsors fun runs and other club activities that are open to any rider with any type of bike. Spending time with family and keeping in touch with friends, whether on the motorcycle, at church or even at work, is always a good time. Being a part of UNOPA has also been fun and a good learning experience.

CONGRATULATIONS!

The winners of a free December Holiday Luncheon are: Melissa Mosier and Tina Ahrens. Since no one could identify our mystery personality, who is Kathy Bennetch (center/back row), we drew two names from the new members highlighted in this month’s In the Limelight feature. Thanks Kathy for your fun spirit!
A Spoke but not the Wheel

Career Development Fall Workshop:

Approximately sixty (60) people attended this informative Career Development Workshop on October 28, 2008. Vicki Highstreet, Assistant Director of Campus Recreation, was the Facilitator for this event. Her efficient ability to direct intellectual questions to both panels, “spoke” and “wheel”, as well as summarize responses, were both polished and refreshing. Additionally, the audience was able to participate with their own questions for each panel.

The “spoke panel” consisted of the following: Beth Griffin, Retired Executive Secretary, Chancellor’s Office; Linda Arnold, Administrative Secretary, IANR; and Debbie Hendricks, Executive Secretary, Student Affairs.

The “wheel panel” consisted of the following professionals: Giacomo (Jack) Oliva, Dean, Hixson-Lied Fine and Performing Arts; Ellen Weissinger, Executive Associate Dean for Graduate Studies; and Z B Mayo, Associate Dean and Director, Agricultural Research Division.

A variety of responses from the “spoke panel” brought conversation regarding, but not limited to: telephone mannerisms, multitasking, knowledge of bosses’ whereabouts, professional attire, and professional growth.

Proper phone answering procedures were fully discussed. Suggestions included:

1) Always speak with a smile even if you’re having a bad day. People do notice the difference.
2) Identify the caller (name, company, reason for calling).
3) How to handle unwanted or “pushy” calls.
4) Know when to transfer a call, take a message, or say “no thank you.”

Multitasking is making a regular appearance in today’s work environment. The panel stated that no two days are the same. They have learned to prioritize! Much is dependent upon their bosses’ needs as well in addition to other cohorts in the office.

The “wheel- panel” answered questions and discussed items including:

1) Working as a team – whereas it is everyone’s goal to keep team together.
2) Being flexible to change.
3) Technological factor in the work environment – good for quick turnaround (Lotus Notes, Webpage, etc.), however, do lean towards promoting face to face communication within the department, which, in turn, keeps line of communication open.
4) Professional growth – inform employees of availability.

Many additional topics were discussed at this enjoyable workshop, and in summary, UNOPA wishes to extend a “thank you” and a sincere round of applause to all of the participants as well as to Vicki Highstreet for serving as Facilitator. Thank you! Job well done! . . . to those UNOPA members who assisted in putting this event together.

The “spoke-panel,” and Debbie Hendricks graciously agreed to participate.

It would be safe to say, “A good time was had by all,” or at least quite a few.”

Boss of the Year to be awarded Nov. 11th

By Beth Zager
Awards Committee Director

The 2008 Floyd S. Oldt Boss of the Year award will be presented at our November 11th general meeting by Marjorie Kostelnik, Dean of the College of Education and Human Sciences (CEHS) and winner of the 2007-08 Boss of the Year Award.

This meeting will be of particular interest to those bosses who attend, as well as an opportunity to enjoy great food and mingle with co-workers and guests. Our speaker, Tony Fulton, will talk with us about Guardian Angels Homecare.

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:

Monday, November 24, 2008 East Campus Union
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
I would like to thank everyone who helped with our first two newsletters.

There are some of you who have a special gift, that of encouragement. You know who you are. I must mention Ranell Maltas, for teaching me InDesign. Leona Barratt taught the Photoshop classes.

The UNOPA Notes committee members are: Barbara Homer, Tonda Humphress, Lorraine Moon, Deb Rosenau, and Jan Shamburg. Deb has volunteered to resume duties as our postal person. Deb, Lorraine and Jan work with me as our front line feature developers and writers. Barb and Tonda choose to anchor the group, by proofreading.—Betty Jacobs, UNOPA Notes Director

Calendar of Events

November 2008
8  Nebraska vs. Kansas
11  General Meeting: Floyd S. Oldt Boss of the Year Award
14  Submission/features for Dec. UNOPA Notes—DEADLINE
24  PSP brownbag lunch (EC Union)
28  Nebraska vs. Colorado

December 2008
9  General Meeting
5-12  Submission/features for Jan. UNOPA Notes—DEADLINE
18  PSP Brownbag Lunch (City Union)

January 2008
13  General Meeting (with UAAD)
16  Martin Luther King Breakfast

University of Nebraska-Lincoln
UNOPA Notes
P.O. Box 880541
Lincoln, NE 68588-0541
Betty L. Jacobs, Editor
Circulation 200

Address Corrections to:
Julia Brebner
Membership Director
328C Admin N
CC: 0424

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.