

CONTENT

Letter from the President	P1
NAEOP Notes	P2
Find your Workplace Personality	P3
Get to Know UNOPA	P4

UNOPA Press

Montly NewsLetter

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Upcoming Events

- You Da BOMB (Boss of My Boundaries)**
Guest Speaker: Becky Haddad
 October 19, 2023 | 12-1:30pm
 Arbor Suite East Campus Union
- Guest Speaker: President's Charity**
The Arc of Lincoln - Jennifer Meints
President of the Board
 November 14, 2023 | 12-1:30pm
 Heritage Room City Campus Union
- Holiday Celebration**
 December 12, 2023 | 12-1:30pm
 Great Plains East Campus Union



Letter from the President

Christina Franklin

Hello UNOPA Members!

My name is Christina Franklin, and I am honored to be serving as your 2023-2024 University of Nebraska Office Professionals Association President. I work in the Agricultural Leadership, Education and Communication Department as the Administrative Associate and assistant to the Department Head. I am also serving as a Senator (District #6 IANR) on the UNL Staff Senate and on the National Association of Office Educational Professionals board as the Higher Education Council Chairman. Staff advocacy and professional development is what I am passionate about. My goal is to help and inspire those I am around to see their value and learn to advocate and develop themselves.

Higher education has a lot of change happening right now; budget cuts across the board, increasingly complex systems, expectations of 24/7 support for students, employee retention, hiring freezes, job creep ... the list could go on and on. We all know that change is a constant in our lives. I would like to take a moment to talk about another constant that inspires me... YOU! The membership of UNOPA shows up every single day! And you don't just show up, but you perform your jobs with excellence.

Often, we are not recognized for the daily tasks that we do. The endless processes and procedures that make the University of Nebraska - Lincoln run effectively and efficiently. We tend to be the behind-the-scenes crew. I want you to know that I see, and I thank you for your hard work.

With all the work that we do it is often hard to make time for the extras. I want to encourage you that we are better together. UNOPA is a great place to network and find community. I know that over the past five years that I have been a UNOPA member I have found a community not just of the best colleagues BUT some really, great friends.

I look forward to getting to connect with each of you this year!

NAEOP Notes

The 2023 NAEOP Conference in Omaha, NE

The 2023 NAEOP Conference in Omaha, Nebraska was a huge success!

Marsha Yelden and Mirhuanda Meeks received PSP.

John Erixson from the UNL Forestry Service received Administrator of the Year.

Christina Franklin was installed

on the NAEOP Board as the Higher Education Chairman.

UNOPA won first place Website Award on behalf of Christina Franklin, Mirhuanda Meeks and Jennifer Greenlee.

UNOPA won Outstanding Affiliate of the Year on behalf of Christina Franklin.



What the office should look like today



Remote work is on the decline. Today, more large companies are pushing for their employees to come back to the office. Job postings for remote positions have decreased, and now new research shows the pandemic-driven work-from-home era may be over.

The most recent Labor Department study shows nearly 75% of businesses reported their employees rarely or did not engage in teleworking last year, equating to 21 million more people working from work fulltime in 2022 compared with 2021. Interestingly, the number of employers reporting teleworking is now similar to pre-Covid levels.

After working remote or hybrid for the last few years, office workers' expectations for their workplace are changing. What the office looks like and how it functions will be different in this new post-pandemic era of office work.

Here are five trends that will reshape the way we think about the workplace.

Ergonomics edge

There's nothing quite like hours of back-to-back virtual meetings to call attention to the importance of making workplaces fit the people who use them. While comfort is one benefit, the impact of ergonomics extends to health, productivity and performance. In fact, a large university study showed that ergonomic workstations reduced lost workdays by 75%. For office workers, chairs, desks, monitors and lighting are key targets for ergonomic upgrades.

Casual meeting spaces

Including a variety of informal, non-bookable collab spaces can help foster relationship-building and idea sharing (without the formality of scheduling a meeting and reserving a conference room). Repurposing an employee lounge or outdoor break area into a huddle zone to use during off hours can be a solid start. Finding open space to add a small grouping of chairs and a coffee table in each department is another common approach.

Thoughtful concentration areas

While fostering collaboration in the office is extremely important, it should not overshadow the need for thoughtful concentration areas where team members can perform independent tasks with more privacy and enhanced ability to focus. Balancing collaboration space with concentration space gives employees the opportunity to choose how they work so they can be most effective.

In fact, some of the latest research shows that people are looking to the office as a place to focus. A recent survey of 2,000 U.S. workers found 48% listed focusing on their work as the top reason for coming into the office. This beats out accessing technology, holding in-person meetings (either with team members or clients) and socializing with other employees.

Focus on the future

Successfully designing and equipping office spaces increasingly includes using options reflective of a desire to preserve our world for future generations. Sustainably sourced office furniture products, like the Parker Chair Collection from NBF, are becoming more prevalent. When purchasing for an office, be sure to look for furniture that has passed ANSI-BIFMA testing to meet commercial use and safety standards.

When offices are designed with employees' needs in mind - as these five trends suggest - businesses are better set up for success. The office should be a place that supports workers' ability to be productive and collaborate effectively.



Edie Schleiger 1954 - 2023



Edie M. Schleiger, 69, of Lincoln, passed away on September 16, 2023. Born on May 30, 1954, in Fremont, NE, to Lloyd and Gladys (Paradis) Stork.

Edie held a bachelors and MA in Public Administration from UNL and was a member of Phi Beta Kappa. She retired from UNL after 41 years serving in various roles. She was active in the UN Educational Office Professionals Association, including past president of the local and state groups. She loved watching Christmas movies and having coffee; most importantly she enjoyed time spent with family.

Family members include her husband Gary of 47 years; siblings Kathy (Duane) Kiekow and Gail (James) Perry; special friends Allan (Mari) Greer and Jim (Tina) Schleiger; numerous nieces, nephews, extended family members and friends.

Preceded in death by her parents.

What's Your Workplace Personality?

Here are four animals that describe four different personality types.



Lions

If I call you a Lion, I'm not talking about your meaty breath. I mean you're a leader and you're brave.



Otters

Some of you are more like Otters, you like hanging out in big groups and are full of energy.



Beavers

If you're hard-working and great at getting tasks done, you might be a Beaver.



Golden Retrievers

Golden Retrievers are very caring and love helping people.



Tick the boxes that you think describe your personality in the lists below. Keep in mind that:

- You are unique so you might not fit neatly into one type.
- All personality types can have fantastic lives, careers and relationships.
- You are not stuck with your personality – it's ultimately decided by your choices.

<input type="checkbox"/> takes charge <input type="checkbox"/> determined <input type="checkbox"/> confident <input type="checkbox"/> strong <input type="checkbox"/> makes things happen <input type="checkbox"/> competitive <input type="checkbox"/> enjoys challenges <input type="checkbox"/> productive <input type="checkbox"/> bold <input type="checkbox"/> go for goals! <input type="checkbox"/> decision-maker <input type="checkbox"/> brave <input type="checkbox"/> independent <input type="checkbox"/> stands up for yourself <input type="checkbox"/> the leader <input type="checkbox"/> keeps at it <input type="checkbox"/> hard worker <input type="checkbox"/> "let's do it my way!"	<input type="checkbox"/> passionate <input type="checkbox"/> "no worries bro!" <input type="checkbox"/> bright ideas <input type="checkbox"/> gets people going <input type="checkbox"/> talk talk talk <input type="checkbox"/> can sell an idea <input type="checkbox"/> friendly <input type="checkbox"/> people like you <input type="checkbox"/> fun loving <input type="checkbox"/> spur-of-the-moment <input type="checkbox"/> enjoys change <input type="checkbox"/> creative <input type="checkbox"/> "where's the party?" <input type="checkbox"/> cheerful <input type="checkbox"/> the starter of things <input type="checkbox"/> funny <input type="checkbox"/> people person <input type="checkbox"/> "let's do it the fun way!"	<input type="checkbox"/> reads all instructions <input type="checkbox"/> reliable <input type="checkbox"/> controlled <input type="checkbox"/> serious <input type="checkbox"/> practical <input type="checkbox"/> makes lists <input type="checkbox"/> neat and tidy <input type="checkbox"/> likes facts <input type="checkbox"/> "I'll do the best I can" <input type="checkbox"/> "let's get it perfect" <input type="checkbox"/> "let me think about that" <input type="checkbox"/> "I'll work it out" <input type="checkbox"/> "how does that work?" <input type="checkbox"/> careful <input type="checkbox"/> determined <input type="checkbox"/> organised <input type="checkbox"/> doesn't give up <input type="checkbox"/> "let's do it the right way!"	<input type="checkbox"/> sensitive <input type="checkbox"/> loyal <input type="checkbox"/> calm <input type="checkbox"/> relaxed <input type="checkbox"/> avoids arguments <input type="checkbox"/> generous <input type="checkbox"/> sticks up for people <input type="checkbox"/> warm <input type="checkbox"/> tolerant <input type="checkbox"/> flexible <input type="checkbox"/> kind <input type="checkbox"/> thoughtful <input type="checkbox"/> helper <input type="checkbox"/> patient <input type="checkbox"/> peacemaker <input type="checkbox"/> good listener <input type="checkbox"/> puts others first <input type="checkbox"/> "let's keep the peace!"
TOTAL	TOTAL	TOTAL	TOTAL

My personality type is _____

Write down one person you know (a friend or family member) who matches each personality type.

Lion _____

Otter _____

Beaver _____

Golden Retriever _____

What do you think are the best parts of your personality?

What's something that someone with your personality might need to work on?

The personality types concept used here is from the book *The Treasure Tree* by John Trent, Gary Smalley and Judy Love

Gifts to Give on Administrative Professionals Day

Many people are confused about what is appropriate and how much to spend. According to Laura Jennings, the CEO of bespoke gifting company knackshops.com, \$50 is the average price point for a gift and it's important to treat everyone equally.

"Salaries, titles, bonuses and office locations already build hierarchies," she says. "Gifts are the perfect opportunity to say thank you to everyone."

The best way to make your team members feel appreciated is to take the time to really think about the message you want your gift to convey. Jennings has three tips to help harness Administrative Professionals Day effectively:

1. Give items that stress the "professional" in Administrative Professional.

The workplace has thankfully evolved from the gender stereotyped world in which the

original National Secretary's Day was launched in 1952. It's important to recognize all levels of professionalism in the office with appropriate gifts that express professional integrity. Leather journals, fine pens, and professional organization memberships are appropriate examples.

2. Think about giving gifts that add luxury, convenience or fun to a workday.

Your administrative professional may know almost everything about you; this is your opportunity to pay them the same compliment, while keeping it completely professional. Items such as desk accessories, water bottles, travel mugs, and other tools that add luxury, convenience or fun to anyone's work day are a good place to start.

3. Remember that food and wine are always appreciated.

Gifts of food (and wine, if you know they are fond of the grape) are universally acceptable in the business-gifting world and are something that employees tend to use and love.

Gift cards are appreciated by employees of all ages and genders, although particularly so for women over 40. The only downside is that research shows they may be quickly forgotten - less than 40 percent of employees say that gift cards are "very memorable."

Lastly, data shows that a personally-addressed message is actually the most important element of your gift.

"It's really about the story. A personally-addressed gift message can increase the memorability of a gift and turn it into a special moment," Jennings says. "There is also nothing easier to do - and quicker - than dropping in a meaningful note."

Get to Know UNOPA

Laura Buis

How long have you been with the University of Nebraska-Lincoln? What have your roles been?

I started with UNL in August 2019 at the University of Nebraska Press. I was a typesetter/designer and would layout text for books and design book covers. I spent the summer of 2022 working for the state and hated it! I immediately came back to UNL that August, and I am now in Biological Systems Engineering as their Graduate Student Support staff.

How long have you been a member of UNOPA?

I'm a newbie. I joined in July 2023. I'm excited to see where it takes me and excited to meet everyone at meetings and events! I'm actually the Chair of the UNOPA Newsletter committee and I designed and will maintain the new newsletter!

What about UNOPA appeals to you?

I actually didn't really know that UNOPA existed until I decided to go to the 2023 NAEOP Conference. Through that, I met a bunch of people from UNOPA and they took me in with open arms. Everyone is so nice! It's great to have a network of staff across UNL that are in somewhat similar roles to mine that I can reach out to. I think it will be beneficial to me and my career development.

Are you a member of NEOPA or NAEOP?

I'm not! I went to the 2023 NAEOP Conference as a non-member, to learn what it was about. From there, I learned about NEOPA and UNOPA. I figured I would start with joining UNOPA and then decide if I want to go bigger.



Do you have any career goals?

I really do love the position I am now, but I would love to take it to a higher level someday and maybe work at the Office of Graduate Studies. I was accepted to get my MS in Education Administration for Fall 2023, but then life events happened and I had to defer to Fall 2024. But I'm excited to see where that takes me!

What does your life outside of work look like?

I've been married for 4 years this December to my husband John. We have three cats, Charlie, Zoe and Lily. I enjoy going for long walks or hikes, scrolling Tiktok, and crocheting. Though, John and I spend most of our time keeping up with housework and yardwork! You'd be amazed how often you have to vacuum with three cats..

Members

BOARD MEMBERS

President : Christina Franklin
President Elect : Jennifer Greenlee
Treasurer : Breana Garretson
Recording Secretary : Beth Zager
Past President :
Corresponding Secretary : Jodie Barnes

COMMITTEE CHAIRS

Awards : Sarah Giles
Membership : Kaelie Kellner
Bylaws & Nominating : Vacant
Career Dvlpmnt & PSP : Debbie Hendricks
Tech, Web & Marketing : Mirhuanda Meeks
UNOPA Newsletter : Laura Buis
Ways & Means : Tricia Liedle
Outreach : Jaimie Long

Mission

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 educational office professionals with the University of Nebraska, as partners upholding the quality of service to the university educational system and the community.

We invite all office support staff at UNL to attend one of our meetings and get enthused about this special organization. We hope you find exciting opportunities and events within UNOPA.