A Note from Incoming President Mary Guest . . .

What a great summer social we had in June!! Thanks to Barbara Homer and Linda Luedtke for planning and producing this wonderful event at the recently remodeled Temple Building and for providing us with good food, many door prizes, and fun entertainment!

Many of us have just returned from the NAEOP Annual Conference in Broomfield, Colorado, where Nebraska had the largest delegation present! The annual conference was co-hosted by Colorado, Nebraska, Utah, New Mexico, Kansas, and Wyoming. Nebraska hosted the First-Timers Orientation, the PSP Banquet, and Tuesday’s Hospitality Room. Congratulations go to the following Nebraska Award recipients:

• Dr. ZB Mayo: 2008 NAEOP Administrator of the Year
• UNOPA Notes: 3rd Place, Rachel Maynard Communication Award

• NEOPA Website, Karen Jackson: 1st Place Skilled Professional Website Award

Watch for more conference details and pictures in the September UNOPA Notes.

Next year, the NAEOP Annual Conference will be in Minneapolis, Minnesota, July 20-24, 2009. Mark these dates on your calendars—maybe Nebraska will have the largest delegation again!

The UNOPA membership year is July 1-June 30, so it is time to renew your memberships. You may access the membership form on the UNOPA website (unopa.unl.edu). Please send your completed membership forms and membership dues ($9.00) to Julie Brebner, 328C ADMN, 0424. This would also be a great time to encourage your supervisors to become Associate Members.

Even though it’s still summer, your UNOPA board is hard at work preparing for the 2008-2009 year. I’m looking forward to seeing you all at the first general membership meeting on September 9. Enjoy the rest of your summer.

Board of Directors
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472-0602 gwalker1@unl.edu

President-Elect, Mary Guest, CŒOE
472-3755 mguest2@unl.edu

Recording Secretary, Janice Kohler
472-1103 jkohler1@unl.edu

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472-2341 hsexton2@unl.edu

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

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UNOPA Notes, Co-Directors:
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Deb Rosenau 472-1949 drosenau1@unl.edu

Ways and Means, Director:
Kathy Thompson 472-4843 kthompson1@unl.edu

NEOPA Website, Karen Jackson:
1st Place Skilled Professional Website Award

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.
From the Career Development Committee:

Are you thinking about applying for your Professional Standards Program (PSP) Certificate? But maybe need a little help, or perhaps a lot of help?

OR, are you planning on submitting your PSP paperwork in time to make the September 15 first deadline for the 2008-09 academic year?

Help is available! On Tuesday, August 12, from 12:00 noon - 1:00 p.m. in the City Campus Union (room posted), members who have earned their PSP will be available to offer individual assistance to help you complete your paperwork. Bring your lunch, your PSP paperwork and any questions you have.

Debbie Hendricks
(472-9685)

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**UNOPA NOTES DEADLINE & NEW SPECIAL FEATURE**

*by Betty Jacobs, 2008-09 UNOPA Notes Director*

The deadline for September UNOPA Notes submissions is Friday, September 12, 2008. Please send photos and accompanying articles, and calendar announcements to Betty Jacobs, Accounting, 401 Canfield Adm. -0439 or via email to bjacobsl@unl.edu. If you have questions, don’t hesitate to call me at 472-8784 (main number: 472-2881).

NEW FEATURE:
“Committees: Behind the Scenes”
To submit an article for this new feature, please send a paragraph/description along with a photo taken during a committee meeting. SUGGESTION: For the first submission, I would suggest a group photo of your committee listing the members in order as they appear in the photo; include their department/abbreviation in parenthesis following their name. Space permitting, I would like to feature all of the committees in the September or October issues.

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**2008 UNOPA SUMMER SOCIAL**

*by Tonda Humphress, UNOPA Notes Co-Director*

Barbara Homer and Linda Luedtke, Co-Directors of the Outreach Committee, arranged a fabulous Summer Social at the Temple Building on June 5, 2008. Turnout was very good despite the questionable weather. Everyone had a great time touring the building, networking and watching a movie at the Mary Riepma Ross Theatre. Watch for more information about this event coming to you this fall in UNOPA Notes.

Barbara and Linda would like to thank those offices and organizations who supported the 2008 Summer Social:

* Campus Recreation (www.unl.edu/crec)
* Environmental Health & Safety (http://ehs.unl.edu)
* Hixson-Lied College of Fine and Performing Arts (www.unl.edu/finearts)
* Johnny Carson School of Theatre and Film (http://www.unl.edu/TheatreArts/)
* Nebraska Repertory Theatre (www.unl.edu/rep)
* Water Center (http://watercenter.unl.edu)
University of Nebraska Office Professionals Association
2008-2009 Membership Form

The purpose of UNOPA is to provide professional growth and promote high professional standards for educational office professionals within the University of Nebraska as partners upholding the quality of service to the University educational system and the community.

Check one of the following:

- * Active (New Member) $9.00
- Active (Renewal) $9.00
- Active (Renewal after Oct. 31) $12.00
- Associate $9.00
- Retired $2.00
- Life membership $200.00

Name: ___________________________ Beginning Year with UNOPA: ____________

Department: ______________________ Home Address: _______________________

Position/Title: ___________________ City & Zip: ____________________________

Campus Address: __________________ Home Phone: ________________________

Campus Zip: ______________________ Birthday: ____________________________

Campus Phone: ____________________ (Month & Day only)

☐ Check here if you do not want your home phone number to appear on the web page.

E-mail Address: ____________________

Supervisor: _______________________

Please check any committees on which you would like to serve:

☐ Awards ☐ Employee Concerns ☐ Bradley Munn Prof. Growth ☐ Hospitality
☐ Membership ☐ Nominating ☐ Communication Tech. ☐ Outreach
☐ Program ☐ UNOPA Notes ☐ Ways and Means ☐ Career
☐ Mentoring ☐ Bylaws ☐ ☐ Development

I am a member of (please check):

☐ Nebraska Educational Office Professionals Association (NEOPA)
☐ National Association of Educational Office Professionals (NAEOP)
☐ Other professional organizations (please list): ____________________________

I have obtained my (please check):

☐ Professional Standards Programs (PSP) Indicate level: ______________________
☐ Certified Educational Office Employee (CEOE)

I am interested in receiving information about (please check):

☐ Nebraska Educational Office Professionals Association (NEOPA)
☐ National Association of Educational Office Professionals (NAEOP)
☐ Professional Standards Program (PSP)
☐ Certified Educational Office Employee (CEOE)

* New Members: Name of person who recruited you ___________________________

Date ___________________________

Please return this form and the appropriate fee to: (make checks payable to UNOPA)

Julie Brebner
UNOPA Membership Director
327C Administration Building North
University of Nebraska–Lincoln
Lincoln, NE 68588-0424

UNOPA MEMBERSHIP RENEWAL FORM CAN BE FOUND ON-LINE AT:
http://unopa.unl.edu/membership.htm
From the Employee Concerns Committee:

Please note that anyone interested in viewing past or current bills and resolutions being considered by the Nebraska Legislature can view those items at: www.ciclt.net/ungr. There are search fields to view specific items by date and status of each item. The various committee activities can also be viewed.

CURRENT LEGISLATIVE BILLS & RESOLUTIONS

by Jane Schneider, Employee Concerns Co-Director

We would like to take a moment to thank the 2007-2008 UNOPA Notes Committee for all their assistance this year. Everyone has been wonderful to work with as we tried to get the newsletter out in a timely manner each month. So, on behalf of both of us, this special thank you goes out to: Barbara Homer, Beth Krohn, Judy Phelps, and Lola Young. While not part of the committee, we also want to thank Gretchen Walker and Mary Guest who helped proof each issue in their roles as UNOPA President and President-Elect. Finally, we want to thank those individuals who sent us articles so we would have a newsletter to publish. In addition to Gretchen and Mary, Diane Wasser, Jan Edwards and Helen Sexton generously complied with our many requests for articles throughout the year. Thank you all for your patience, your guidance and your assistance!

Sincerely,

Tonda Humphress and Deb Rosenau
2007-08 UNOPA Notes Co-Directors

Thank You!

NEOPA ADMINISTRATOR OF THE YEAR AWARD NOMINATIONS

DUE: August 31, 2008

My name is Deb Daehnke and I am serving as the NEOPA Awards Committee Chair for 2008-2009. I am the office assistant for the Department of Health, Human Performance and Sport at Wayne State College. Additional committee members are Kitten Slezak, OEOPA and Jeanne Ann Kardell, Tammy Meier, and Joyce Trevett, WEOPA.

Please note that nominations for Administrator of the Year are due August 31, 2008. The guidelines and nomination form are available on the NEOPA website as a PDF or Word file. Please go to http://neopa.unl.edu/awards.html.

We have many supportive administrators that provide guidance and encourage our professional development. Please take time to peruse the guidelines. NEOPA has an excellent record of nominating superb individuals for this award.

If you have questions, please contact me at: Deb Daehnke, CEOE
Wayne State College
1111 Main
Wayne NE 68787

PH: 402-375-7301
E-Mail: dedaehn1@wsc.edu
Web: http://neopa.unl.edu/awards.html
August/September 2008 Calendar

August 5 . . . . UNOPA Board Meeting
Neihardt - 3:00 p.m.

August 25 . . . UNL First Day of Classes

September 1 . . Labor Day Holiday

September 2 . . . UNOPA Board Meeting
Nebraska East Union - 3:00 p.m.

September 9 . . . UNOPA General Meeting - 11:45 a.m.

September 12 . . UNOPA Notes Article Deadline

September 15 . . PSP Application Deadline

University of Nebraska-Lincoln
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