Greetings, our turnout for the Awards Luncheon was unbelievable. Fifteen out of sixteen nominees were able to attend. It was great seeing all the support they brought with them to the luncheon - that in itself says a lot about the nominees.

After our luncheon, we (Cindy Knight & I) turned in 62 lbs to the Back Pack Program and the Food Bank. We collected the following items: 45 boxes of macaroni & cheese, 10 jars of peanut butter, 19 canned food items, 1 jar of jelly, 1 jar of mayonnaise and $1.00. Thank you for your generosity.

I would like to thank the members who were able to help with our UNOPA parking lot. Many of our members generously worked several shifts in order to fill the many vacancies. This support enabled us to have a successful fund-raising effort.

I’m excited to learn that in the next few weeks you will be receiving information on a healthy lifestyle program offered to all UNL faculty, staff and students, “Shape Up the Nation.” This is a fun individual or team-based program that encourages physical activity and healthy eating. This online program helps you track your progress in pedometer steps, exercise, or attaining or maintaining a healthy weight. Each individual will receive access to online tracking tools, a pedometer (that is replaced for free if lost/broken), reminder wristband...and more! Tentative kick-off target date is January 18th.

Holiday closedown is quickly approaching. I wish everyone a happy holiday season. For those of you traveling, have a safe, joyful trip.

Message from Our President
by Peg Johnson

I want to thank those of you who selected items off the giving tree. We still have items available for those of you who want to participate. There are also volunteer opportunities at CEDARS if you prefer to give a gift of your time. (If you decide to volunteer at CEDARS, please let Mary Guest know.) The gift list and volunteer opportunities were sent out to the Listserv on November 12. Please let Beth Zager know if you need the lists sent to you.

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Holiday Giving Tree
by Beth Zager, Corresponding Secretary

This year our Giving Tree will support two organizations in their work with children, Bright Lights and CEDARS.

Bright Lights delivers summer learning adventures for elementary and middle school students. Their programs emphasize "hands-on, minds on" learning. Most of their gift wishes are craft supplies, gift cards for supplies, and donations for scholarships.

You will hear more about CEDARS at our December meeting. We are partnering with UAAD in supporting CEDARS this year. UAAD is working on CEDARS’ Top Teen Gifts wish list and UNOPA is working on the Hot Toys wish list. Please do not wrap the gifts, but donations of giftwrap and bags would be welcome.

I want to thank those of you who selected items off the giving tree. We still have items available for those of you who want to participate. There are also volunteer opportunities at CEDARS if you prefer to give a gift of your time. (If you decide to volunteer at CEDARS, please let Mary Guest know.) The gift list and volunteer opportunities were sent out to the Listserv on November 12. Please let Beth Zager know if you need the lists sent to you.

UNOPA Mission Statement: 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 systems and community.
UNOPA Awards Floyd S. Oldt Outstanding Staff and Silver Pens

Gretchen Walker, Awards Director

Three University of Nebraska employees received awards for outstanding service to the University at the UNOPA Awards Luncheon on November 10, 2009. The Floyd S. Oldt Outstanding Staff Award was presented to Billie Lefholtz, and the Floyd S. Oldt Silver Pen Award was presented to Michelle (Shelly) Green and Sherryl Wallman.

The Floyd S. Oldt Outstanding Staff Award recognizes an outstanding University of Nebraska office/service employee who demonstrates distinguished service and contributions to the University community; this award is made possible by an endowment left to the University Foundation by Floyd S. Oldt in 1991. Any University employee may nominate another UNL employee. Recipients receive a personalized plaque, a year’s membership to UNOPA, and a cash award of $1,000.

Billie Lefholtz, Office Manager, College of Agricultural Sciences & Natural Resources, was nominated by Carol Wusk & Karen Jackson. The nominators describe Lefholtz as someone who has a unique ability to anticipate upcoming events, to determine goals and objectives, and to plan for the implementation of desired outcomes. Billie is a good judge of people and their skills and is generous with her spirit, time, and efforts. She continually places the utmost importance on the University’s image and service to students and has been an extremely valuable ambassador for the University in a variety of roles; each role characterized by a smile. A support letter states, “This individual is a valued colleague and a privilege to call ‘friend’. Highly regarded in all circles, the candidate is a wonderful listener and possesses a warm sense of humor, helping every individual to feel unique and valued.”

Other nominees for the Floyd S. Oldt Outstanding Staff Award were Debra Adams, Customer Service Associate, Extended Education & Outreach; Mary Elizabeth (Beth) Krohn, Office, Manager, Student Involvement; and Barbara Trail, Administrative Technician, Department of Anthropology.

The Floyd S. Oldt Silver Pen Award honors two office/service employees who have demonstrated superior performance while employed at UNL and who have made significant contributions to the University community. The award was established in UNOPA’s Silver Anniversary year and, as a pen is common to UNL personnel, it was named the Silver Pen Award. It is funded by an endowment to the University from Floyd S. Oldt. Each recipient will receive $600, an engraved A.T. Cross Silver Pen, a framed certificate and a one-year UNOPA membership.

Michelle (Shelly) Green, Office Assistant, Institutional Research & Planning was nominated by William Nunez. Letters of support mention her gracious manner, sense of personal responsibility, and loyalty to the University and its core values. Nunez states, “This nominee approaches each task with precision, thoroughness, efficiency, and a positive, friendly attitude that lifts all who come into contact.” She “continues to be engaged in technology and to advance skills and apply them to office duties. This is very valuable to the office and adds tremendously to our overall productivity.”

Sherryl Wallman, Administrative Technician, Academic Affairs–Summer Sessions, was nominated by Paul Savory. “The nominee possesses outstanding skills in interacting with people from all levels of our University. Overall the nominee brings a ‘can do’ attitude to work and is a strong contributor – in her position, in serving our office, and in serving the University” says Savory. Letters of support praise Wallman for her team approach, customer service, strong work ethic and integrity. They also praise her for her trustworthiness as one supporter states, “Some of us are lucky enough to work with people who, when they say the sky is blue, you can rely 100% on their observations.”

Other nominees for the Floyd S. Oldt Silver Pen were Karen Jackson, Transfer Credit Specialist, College of Agricultural Science & Natural Resources; Lee Manns, Office Supervisor, Extended Education & Outreach; and Kimberly Pappas, Office Assistant, Naval ROTC.

Congratulations to all!
UNOPA Awards Floyd S. Oldt Boss of the Year

by Gretchen Walker, Awards Director

UNOPA held its 29th Annual Bosses Luncheon on November 10, 2009. Congratulations to Karen Bell-Dancy, Director, Undergraduate & Graduate Distance Programs, Extended Education & Outreach (EE&O), who was the recipient of the Floyd S. Oldt Boss of the Year Award at the November meeting.

Bell-Dancy came to the University of Nebraska–Lincoln in 2006 and has been with EE&O since July 2007. Along with her duties at UNL she is very active in church and leads a youth group program designed to help the youth realize their gifts and instill confidence in themselves.

Bell-Dancy’s nominator, Debbi Wicks, praised Karen for her determination and motivation in taking on an additional department of six employees and finding a way to combine them into a cohesive unit. Karen was able to accomplish this through leadership and discovering the talent of each individual and placing them in a position to best utilize their skills. She has an open door policy that is truly “open door.” Other letters of support express her dedication to the University, the community, and the higher education field.

Again, we congratulate Karen Bell-Dancy for being chosen as our 2009 Floyd S. Oldt Boss of the Year; congratulations also to the other nominees, David W. Conrad, Associate Vice Chancellor for Technology Development, Office of Technology Development; Julie Johnson, Chairperson, Child, Youth & Family Studies; Alan R. Moeller, Assistant Vice Chancellor for Finance & Personnel, Institute for Agriculture & Natural Resources; James Stubbendieck, Director, Center for Great Plains Studies; Steven Taege, Business Center Manager, University Services Business Center; and William (Bill) Watts, Assistant Dean, College of Arts & Sciences Advising Center.

Bradley Munn Professional Growth Fund Quilt Raffle

by Mary Guest, Director

The raffle drawing for the quilt (donated by Debbie Hendricks and Lynn DeShon) will be held at the UNOPA General Meeting on December 8. You will still be able to purchase raffle tickets on the 8th prior to the start of the meeting. If you want to be sure that you don’t miss out on purchasing tickets, you may contact Mary Guest at 2-3204 or mguest2@unl.edu to purchase tickets now! Tickets are 1 for $1 or 6 for $5.

UNOPA Members “Make Strides for Breast Cancer”

by Mary Guest

On October 18, Lincoln’s “Making Strides for Breast Cancer” walk was held at Holmes Lake Park. UNOPA’s 10-member team included Donna Boone, Jan Edwards, Joan Frederick, Mari Greer, Mary Guest, Tonda Humphress, Nell Inselman, Sadie Inselman, Peg Johnson and Gretchen Walker. Our team raised a total of $230. Thank you to UNOPA’s members, families and friends who participated in this event by either walking or donating money. It was a great day for a walk with friends and family while also contributing to a great cause! I look forward to seeing many more UNOPA members take part next year!

UNOPA members Jan Edwards, Mari Greer, Jan Wassenberg, Donna Boone, and Mary Guest are pictured below.
Calendar

December
1   Board Meeting
8   General Meeting — Holiday Luncheon
    Rhonda Saunder, CEDARS
    Musical Program with Nancy Kenny, Athletics and
    Mike Zeleny, Asst. Vice Chancellor for Research
9   UNOPA Fall Workshop (see page 5)
    “Communication Skills for Everyone” by Kate Rempfer
15  Deadline for UNOPA Notes
24  Start Holiday Closedown

January
5   Board Meeting
20  Joint UNOPA/UAAD Meeting
    Presenter: Paul Wesselmann

Support Our Community Project:
We will be collecting the following at the General Meetings:
Dec: — 26 ounce cans of Spaghetti “O”s in tomato/cheese sauce
Jan: — 11.5 ounce Welch’s Juice concentrate (non frozen or refrigerated)
Feb: — 15 ounce cans of Fruits or Vegetables
March— 6 ounce cans of Tuna in water
April — 16 ounce bags of white rice

Members in the Spotlight
Beth Zager received the 2009 Great Plains Region Support Specialist Award at the University Continuing Education Association Mid-America and Great Plains conference luncheon on October 29, in La Crosse, Wisconsin.

National Association of Educational Office Professionals Offer Scholarships
Help spread the word, the NAEOP Foundation offers scholarships!
Marion T. Wood Member Scholarship is awarded each year to office professionals who apply and are selected. There are two scholarships awarded each year in the amount of $1,000 each. Candidates must be a NAEOP member for three years prior to the awarding of this scholarship and pursuing a Professional Standards Program (PSP) Certificate or having attained the CEOE distinction, pursuing a college degree.
Mona Smith Member Dependent Scholarship is a $1,000 scholarship. The member whose dependent is applying must be an active member of NAEOP.

Applications are available from the NAEOP office or on the NAEOP website.
COMMUNICATION SKILLS FOR EVERYONE

I. How do we Communicate
II. Listening to be heard
III. Giving and Receiving Feedback

By Kate Rempfer

Kate Rempfer is an Instructor and Speech Center Consultant for the School of Communication at the University of Nebraska at Omaha. She teaches Fundamentals of Public Speaking, Small Group Communication, and adjuncts for Creighton University teaching Organizational Training and Development. She graduated with an M.A. in Speech Communication and a certificate in Human Resources and Training from the University of Nebraska at Omaha in 2007. Previously, she worked as a Financial Services Training Consultant for ACTON Marketing in Lincoln, Nebraska.

Kate also serves as the National Liaison for the American Society of Training and Development (ASTD) Nebraska Chapter. Experienced in adult education and training, Kate conducts training sessions for faculty and students at UNO as well as private businesses in the Omaha Community.

UNOPA FALL WORKSHOP REGISTRATION

Name: __________________________________________

Department: ______________________________________

_______ UNOPA Members: $10.00 each

_______ Non UNOPA Members: $15.00 each

Make checks payable to UNOPA

Cost/Object number ______________________

Send Registration by December 4th to:

Martha J. Young
UNL - Purchasing
1700 Y Street
Lincoln NE 68588-0645
MYOUNG3@unl.edu
Phone: (402) 472-5050

Questions can be directed to any of the committee members: Debbie Hendricks, Lola Young, Mary Guest, Gretchen Walker, Martha Young, Donna Boone or Diane Wasser
Piecing Together Your Professional Career
Central Area Professional Development Day/NEOPA
2010 Spring Conference
April 23-24, 2010
Lincoln, Nebraska

You are invited to Lincoln for the combined Nebraska Educational Office Professionals Association (NEOPA) and the 10th annual Central Area Professional Development Day (CAPPD). We would love to have you join us for this conference that offers something for everyone.

Friday
During the day are meetings of the NEOPA Executive Board, the NAEOP 2010 State Representatives, and the Central Area Presidents & Past Presidents.

Friday Evening
Enjoy an early dinner on your own in the Historic Haymarket District then come and network with office professionals from six states—Illinois, Indiana, Iowa, Kansas, Missouri and Nebraska.

Saturday
The day will begin with the traditional opening ceremonies followed by Michelle Roggasch. Her presentation is “Communication Quilt: All The Pieces for Success.” Lunch and the NEOPA General Business meeting will follow. We would like to invite ALL conference attendees to join us for lunch. The afternoon offers concurrent presentations from Ethics in Business to Team Building, from Running an Effective Meeting to Effective Public Speaking. There is literally something for everyone.

Saturday Retiree Activity
The retirees will have an opportunity to visit the International Quilt Study Museum and the Great Plains Art Museum on the University of Nebraska-Lincoln campus. Please visit their websites: http://www.quiltstudy.org and http://www.unl.edu/plains/gallery/gallery.shtml for more information.

Saturday Evening
Nebraska will hold its annual Banquet & Installation of Officers starting with a social at 6:15 pm. All conference attendees are invited to register for this special event. Diane Wasser, CEOE, will be installed as NEOPA State President for 2010-2011.

Conference Hotel
Make reservations with the Holiday Inn Downtown, 141 North 9th St., Lincoln, NE 68508 by calling 800-465-4329. Refer to: NEOPA–Central Area Professional Development when making your reservation. You may book a room online at www.holiday-inn.com/linconlnne. On the left side of the page there will be a section that says check availability. Insert the dates that correspond with your event and in group code place NEO. Click check availability, once all of this information is entered your guests will be directed to the NEOPA - Central Area Prof Develop Assn block. There is a free shuttle service from the Lincoln Regional Airport and free parking for conference participants staying at the hotel. If you will be arriving by plane please email the flight information to one of the co-chairs listed below.

Rate: $89.00 plus tax (1-4 people, 1 room w/two queen beds)
RESERVATION DEADLINE: March 22, 2010

Conference Registration
Early bird registration date is April 9, 2010. Any registration not postmarked by April 9, 2010 must add a $10 late fee. No registrations will be accepted after April 16, 2010. Your registration fee includes the networking activities Friday evening, all workshop materials, continental breakfast, Saturday breaks and Saturday luncheon.

Special Projects
As in the past, each state association is asked to bring a gift bag or basket of items from her state to be raffled off for the Central Area. State baskets will be on display during the Friday night networking session and on Saturday morning. Winners will be announced at the luncheon. There will also be 50/50 raffles held throughout the conference. In lieu of a friendship gift exchange, we are asking that you bring a children’s book (infant to 5 years old) to be donated to a local organization that works with low-income families. Your participation in this very worthwhile cause is greatly appreciated.

Conference Attire
Friday business meetings – Business casual
Saturday Workshops – Business casual
Saturday Banquet & Installation – Business dressy
This conference is co-sponsored by the Nebraska Educational Office Professionals Association (NEOPA) and the University of Nebraska Office Professionals Association (UNOPA).

Tentative Schedule:

**Friday, April 23**
- Registration: 1:00-6:00 pm
- Exhibits: 4:00-6:00 and 7:00-9:00 pm
- Networking activities: 7:00-9:00 pm

**Saturday, April 24**
- Continental breakfast: 7:00-8:30 am
- Registration/exhibits: 7:30-8:30 am
- Welcome: 8:45 am
- Keynote Speaker: Michelle Roggash 9:15-11:30 am
- Lunch/Business meeting: 11:45 am-1:30 pm
- Retirees Tour: 2:00-4:30 pm
- First Concurrent sessions: 1:45-3:15 pm
  - Option A: Nanette Shackelford
    “Ethics in Business”
  - Option B: Nancy Myers
    “Team Building”
- Second Concurrent sessions: 3:30-4:45 pm
  - Option C: Nanette Shackelford
    “Escape from Meeting Hell: Running a Productive Meeting”
  - Option D: Deborah Smith-Howell
    “Effective Public Speaking”
- Closing/remarks/wrap-up: 5:00-5:30 pm

**Optional:**
- Social: 6:15-7:00 pm
- Installation Banquet: 7:00 pm

**Speakers:**

Michelle Roggash is owner and founder of Beacon Training Group, whose mission is to provide speaking, planning and coaching services that educate, energize, enhance, and encourage the individuals they serve. Michelle has been in the training and education field for over 20 years and has spoken to groups and businesses throughout the United States. She has a Bachelor’s degree in Business Education, a Master’s degree in Sports Administration and is currently working on her Ph.D. in higher education leadership. Currently Michelle is the Program Manager for Education: Catch the Dream a company with products and programs that provide encouragement and information to first-generation middle and high school students to make the decision early to go to college.

Nancy Myers, Director of Organization Development, University of Nebraska-Lincoln. Nancy works with colleges and departments to help build talent and capability, and to plan and implement change. She provides group problem solving, team building and development, strategic planning, management consultation and leadership development. Nancy teaches Human Resources Development for the University of Nebraska-Lincoln College of Business. She is the advisor/coach for the University of Nebraska Curling Team. Nancy holds a B.A. in Sociology from the University of Denver, a M.A. in Psychology from the Fielding Institute and a Ph.D. in Human Resource Development from the University of Nebraska.

Work organizations traditionally reward the individual contributor rather than the accomplishments of a team. How do you shift the work culture to recognize the value of teamwork? Not all work groups are teams. How do you tell the difference? Nancy will address the fundamentals and functions of a team and discuss ways to help managers and employees value and facilitate teamwork.

Deborah Smith-Howell is Associate Vice Chancellor for Academic Affairs/Dean of Graduate Studies, University of Nebraska at Omaha. Dr. Smith-Howell came to UNO in 1989 as a faculty member in the then Department of Communication (now School of Communication). She served as chair of the department and the founding director of the School for eight and a half years. Dr. Smith-Howell received her B.S. degree from Northern Michigan University, her M.A. from Louisiana State University, and her Ph.D. from the University of Texas-Austin. Her areas of specialization and research are communication education, presidential rhetoric, media coverage of the presidency and civic participation. She is co-author with Roderick P. Hart, Sharon Jarvis, and William Jennings of *Political Keywords: Using Language that Uses Us*, Oxford University Press, 2005. She received the 2004 UNO Chancellor’s Commission on the Status of Women Outstanding Achievement Award.
Piecing Together Your Professional Career

Central Area Professional Development Day/NEOPA 2010 Spring Conference
April 23-24, 2010
Holiday Inn Downtown — Lincoln
Lincoln, Nebraska

Please Print or Type:

Name: ___________________________________________ CEOE: ______ Yes ______ No
Address: ___________________________________________ Home/Cell Phone: __________________________
City/State/Zip: ______________________________________ Office Phone: ____________________________
School/District Name: ______________________________ Position: ________________________________
E-mail Address: ____________________________________ Local Association: __________________________
First time attending NEOPA _____Yes _____No First Time attending CAPDD _____ Yes _____No

Special Needs: ______________________________________

Registration Fee includes: networking activities Friday evening, all workshop materials, continental breakfast, Saturday breaks and Saturday luncheon.

REGISTRATION FEE — NEOPA or NAEOP Member $65.00 $___________
REGISTRATION FEE — Non-NEOPA or Non-NAEOP Member $75.00 $___________
LATE REGISTRATION FEE (postmarked after April 9, 2010) $10.00 $___________

OPTIONAL:
Saturday Installation Banquet # of tickets _____ $25.00 $___________
Retiree’s Tour # attending ______ $ free

TOTAL AMOUNT DUE $___________

Method of Payment: (NO registrations accepted after April 16, 2010)
______ Check enclosed payable to “CAPDD 2010 Spring Conference”
______ PO# __________________ (Must be paid in full within 10 days after conference).
______ Credit Card# __________________________ Expiration __________
Card Signature ___________________________________________________

Please indicate your briefing choice for the Saturday afternoon sessions:

First concurrent sessions (1:45-3:15 pm) Second concurrent sessions (3:30-4:45 pm)
Option A: Ethics in Business _________ Option C: Escape from Meeting Hell _________
Option B: Team Building _________ Option D: Effective Public Speaking _________

MAIL REGISTRATION FORM with payment by April 9, 2010 to:
Cindy Knight
CAPDD/NEOPA Spring Conference
University of Nebraska-Lincoln
336 Canfield Administration Building
Lincoln, NE 68588-0441

Liability: The Nebraska Educational Office Professionals Association assumes no responsibility for any personal injuries or damages to property incurred by a delegate or guest while engaged in any Association sponsored activity.