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Message from Our President
by Peg Johnson

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Inside this issue:

Board of Directors  2
Membership Information  2
Awards & Boss’s Luncheon  2
Parking—3 games  2
Women Focus  3
PSP Program  3
Giving Tree  3
Calendar of Events  4
NEOPA Fall Workshop  4

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,
Officers
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Recording Secretary: Donna Boone
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Corresponding Secretary: Beth Zager
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Treasurer: Belva Harris
  bharris2@unl.edu

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  gwalker1@unl.edu
Bradley Munn Professional Growth Fund: Mary Guest
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Bylaws: Cindy Knight
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Program: Mari Greer
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UNOPA Notes: Diane Wasser
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Ways and Means: Nelvie Lienemann
  n lienemann1@unl.edu
President’s Advisor: Kathy Bennetch
  kbennetch1@unl.edu

Membership
by Cathy Robertson
Do you know someone who:
♦ Likes to learn new things?
♦ Seeks to better themselves for their professional career?
♦ Could be recognized for the contributions to their department and the University?
♦ Enjoys meeting new people from across our campuses?
♦ Would be an asset to any group to which they belong?

Then you know someone who would benefit from UNOPA Membership!

Need ways to show them UNOPA?
♦ Invite them to attend a monthly meeting.
♦ Ask them help with the Parking Lot.
♦ Sign them up for a workshop or professional growth seminar.
♦ Encourage them to nominate a co-worker or boss for one of the Floyd S. Oldt awards.

Membership forms can be found on the UNOPA Website (http://unopa.unl.edu/).
Dues for new members are just $9.

For more information, contact Cathy Robertson, Membership Director, at 472-0456 or crobertson@huskers.com

Floyd S. Oldt Awards and Boss’ Luncheon
November 10th
Support Our Community
Please Bring a 7.25 oz Macaroni and Cheese and/or canned food item.

Go to the UNOPA website for registration flyer. Deadline for registration is November 5.
http://unopa.unl.edu

Only Three Games Left
Only three games left to raise money for UNOPA’s only fundraiser. Your help is still needed. Please contact one of the chairs listed below to schedule your time to work or contact Nelvie Lienemann, Ways and Means Director, for more information or to volunteer to chair the last game.

October 24th — Belva Harris or Beth Zager
November 7th — Peg Johnson and Nelvie Lienemann
November 21 — need chairs
**Women: Focus on Yourself**

The Employee Assistance Program is forming a group for women. Take time out of your busy schedule to focus on yourself. This group will provide participants with an opportunity to network with other women on campus, develop resources and create a social network to promote wellness. Areas of discussion for the group may include:

- Women’s wellness
- Personal identity
- Careers
- Relationships

- Parenting
- Exercise

An informational meeting to share ideas will be held:
Tuesday, October 27,
12:00 Noon – 1:00 P.M.
City Campus Union.
No reservation required.

For more information contact EAP at 472-3107

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**Professional Standards Program**

Lola Young, CEOE

The Professional Standards Program (PSP) is a voluntary program established by the National Association of Educational Office Professionals (NAEOP) to encourage educational office professionals to grow professionally. If you are not familiar with this program, I strongly encourage you to contact me or Career Development PSP Committee Member Debbie Hendricks. This is a developmental program that offers many benefits.

One UNOPA member qualified for the May 15, 2009 PSP deadline. Congratulations to Tonda Humphress who earned her Bachelor Degree, Option II Professional Standards Certificate.

Congratulations are also in order for the following individuals who recertified their PSP certificate in May:
- Carol Bom
- Christine Cary
- Linda Luedtke, CEOE
- Caol Wusk, CEOE

After you’ve met the PSP qualifications, you are eligible to be recognized at a National Conference. Given our hectic schedules, one may not be able to attend a National Conference the same year they qualified for PSP. The first year you are able to attend a National Conference after you’ve qualified for PSP, you are entitled to be recognized at the PSP Awards Banquet.

Those PSP deadlines always seem to come up fast. NOW is the time to start if you want to meet the January 15 and May 15 deadlines! And if you earned your PSP five years ago, it’s time for you to recertify. Don’t be left out, make sure your certification is current.

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**Holiday Giving Tree**

by Beth Zager, Corresponding Secretary

The cooler weather and recent snowfall serves as a reminder that the holiday season isn’t far away. Once again, UNOPA will be supporting our local community by partnering with an organization or two to get wish lists. Look for the giving tree at the November general meeting. The tree will be decorated with ornaments listing individual items. Please consider taking one of the ornaments, purchasing that item and bringing it to our December general meeting. More details will be provided soon.
Upcoming Events

November  

3  Board Meeting
10  General Meeting —
  Bosses and Floyd S. Oldt Awards Luncheon
15  Deadline for UNOPA Notes

December  

1  Board Meeting
8  General Meeting — Holiday Luncheon
15  Deadline for UNOPA Notes
24  Start Holiday Closedown

NEOPA Fall Workshop
October 1-2, 2009, Omaha, Nebraska
Submitted by Mary Guest, CEOE

Nine UNOPA members attended the Nebraska Educational Office Professionals Association (NEOPA) Fall Workshop on October 1-2, 2009, in Omaha. This year’s workshop was hosted by the Omaha Educational Office Professionals Association (OEOPA), and was held at the DoubleTree.

Thursday evening, OEOPA hosted a wonderful networking event that included several local vendors. Attendees had the opportunity to meet NEOPA members and guests from across the state, as well as do a little shopping and win door prizes.

The morning session, “Leadership in the Office,” was presented by Sherry Sivey, Master Trainer, Nebraska Development Center. Sherry’s interactive presentation was based on Dr. John C. Maxwell’s program, “Becoming a Person of Influence.” There are many different forms of leadership, but leadership is influence. Workshop participants had the opportunity to take their own “Influence Inventory” to learn who we influence, how we influence others, how many we influence, when we influence, why we influence, and where we influence others.

The Five Levels of Leadership/Influence (based on “Developing the Leader Within You,” by Dr. John C. Maxell, 1993) were introduced and discussed. They include:

1. Position/Rights: Your influence doesn’t go beyond your position. People follow you because of your position/title (they have to).
2. Permission/Relationships: You influence people (they follow you) because they want to (they like you).
3. Production/Results: You influence people (they follow you) because of what you have done for them collectively.
4. People Development/Reproduction: You influence people (they follow you) because of what you have done for them personally.
5. Servanthood/Respect: You influence people (they follow you) because of who you are, what you have done, and what you represent.

The afternoon session, “Trends in Business,” was presented by Bonnie Sibert, Director of Business Education and Career Field Specialist for Business, Marketing and Management, Nebraska Department of Education. Bonnie’s presentation highlighted tips on topics such as business dress, communication skills, teamwork, and customer satisfaction. Information was provided on what employers are expecting from current Southeast Community College Business Administration students who will soon be entering the workforce. Some time was also spent looking into the future and what types of jobs require 2-year, 4-year or higher postsecondary degrees. An excellent on-line tool has been developed for middle school and high school students to help map out their education according to their future career interests.

The NEOPA Award presentations were made during our luncheon. Carol Bom, CEOE, from the Nebraska Department of Education Office Professionals Association (NDEOPA) received the NEOPA Office Professional of the Year Award. Carol is an Associate Member of UNOPA, as well as President of UNOPA, 2003-2004. The recipient of the NEOPA Administrator of the Year Award was Pat Roschewski, Ph.D. She is Director of Statewide Assessment for the Nebraska Department of Education. Congratulations to both Carol and Dr. Roschewski!