Message from Our President

by Peg Johnson

It’s already February! With all the snow in December and January, it’s hard to believe how quickly the days flew by.

Our February meeting is just around the corner. Let’s see if we can top the January meeting attendance. We had over 80 members sign up for the January meeting.

Thank you to all the members who have graciously helped our community through the backpack and food bank programs. It’s time for a reality check though. I had hopes that your goals would be higher, and I realize the cancellation of the December meeting did not help. However, at the joint meeting in January, I was contemplating an over abundance of items and was disappointed. If you are not comfortable supplying items by yourself, please go in with a co-worker/member and split the cost. I would love to report a big contribution. The February backpack wish item is 15 oz. cans of fruit or vegetables, but if you have any items that you overlooked bringing to the January meeting, please bring them in February.

On another note, I’m looking forward to seeing who in our organization is willing to take a stand, and run for an office in an organization that supports their office workers. It really is a great opportunity to meet members and step out of your comfort zone. In the past, I stayed in the background and loved it that way. I have been fortunate to hold various officer positions and have had personal contact with members whom I might not have even met. And I’m still working to meet members whose paths haven’t crossed with mine. Your opinions are important, especially if we want our organization to stay strong! UNOPA is your voice!

There are several workshops coming up in the near future. Be sure to check your calendars to find out if you are available. I’m positive that if you are able to attend, you will not be disappointed.

I’m hoping we will have a great turnout for our February general business meeting. The flyer is already out on the web; however, we will also have a special guest who will be sharing information about an opportunity for city campus. If you work on east campus, please do not feel left out – it is already available on your campus. Hmmm…what could it be?
10 Tips to Keep Us Safe

1. Tip from *Tae Kwon Do*: The elbow is the strongest point on your body. If you are close enough to use it, do it!
2. Learned this from a tourist guide. If a robber asks for your wallet and/or purse, DO NOT HAND IT TO HIM. Toss it away from you. Chances are that he is more interested in your wallet and/or purse than you, and he will go for the wallet/purse. RUN LIKE MAD IN THE OTHER DIRECTION!
3. If you are ever thrown into the trunk of a car, kick out the back tail lights and stick your arm out the hole and start waving like crazy. The driver won’t see you, but everybody else will. This has saved lives.
4. Women have a tendency to get into their cars after shopping, eating, working, etc., and just sit (doing their checkbook, or making a list, etc.). DON’T DO THIS! The predator will be watching you, and this is the perfect opportunity for him to get in on the passenger side, put a gun to your head, and tell you where to go. AS SOON AS YOU GET INTO YOUR CAR, LOCK THE DOORS AND LEAVE. If someone is in the car with a gun to your head, DO NOT DRIVE OFF, repeat: DO NOT DRIVE OFF! Instead gun the engine and speed into anything, wrecking the car. Your air bag will save you. If the person is in the back seat they will get the worst of it. As soon as the car crashes bail out and run. It is better than having them find your body in a remote location.
5. A few notes about getting into your car in a parking lot, or parking garage: **Be aware:** look around you, look into your car, at the passenger side floor, and in the back seat. **If you are parked next to a big van, enter your car from the passenger door. Most serial killers attack their victims by pulling them into their vans while the women are attempting to get into their cars. **Look at the car parked on the driver’s side of your vehicle, and the passenger side. If a male is sitting alone in the seat nearest your car, you may want to walk back into the mall or work, and get a guard/policeman to walk you back out. IT IS ALWAYS BETTER TO BE SAFE THAN SORRY. (And better paranoid than dead.)
6. ALWAYS take the elevator instead of the stairs. Stairwells are horrible places to be alone and the perfect crime spot. This is especially true at NIGHT!
7. If the predator has a gun and you are not under his control, ALWAYS RUN! The predator will only hit you (a running target) 4 in 100 times; and even then, it most likely WILL NOT be a vital organ. RUN, preferably in a zig-zag pattern!
8. As *women*, we are always trying to be sympathetic: **STOP** it may get you raped, or killed. Ted Bundy, the serial killer, was a good-looking, well-educated man, who ALWAYS played on the sympathies of unsuspecting women. He walked with a cane, or a limp, and often asked ‘for help’ into his vehicle or with his vehicle, which is when he abducted is next victim.
9. Another Safety Point: Someone just told me that her friend heard a crying baby on her porch the night before last, and she called the police because it was late and she thought it was weird. The police told her ‘Whatever you do, DO NOT open the door.’ The lady then said that it sounded like the baby had crawled near a window, and she was worried that it would crawl to the street and get run over. The policeman said, ‘We already have a unit on the way, whatever you do, DO NOT open the door.’ He told her that they think a serial killer has a baby’s cry recorded and uses it to coax women out of their homes thinking that someone dropped off a baby. He said they have not verified it, but have had several calls by women saying that they hear baby cries outside their doors when they’re home alone at night
10. Water scam! If you wake up in the middle of the night to hear all your taps outside running or what you think is a burst pipe, DO NOT GO OUT TO INVESTIGATE! These people turn on all your outside taps full blast so that you will go out to investigate and then attack. Stay alert, keep safe, and look out for your neighbors!
UNOPA recognizes Pajnigar with Honorary Membership

By Lorraine Moon

UNOPA presents honorary memberships to individuals within the University community who have made significant contributions to the growth of UNOPA, its members, and office/service employees. Roshan Pajnigar was selected as exemplifying these goals and was presented with an honorary membership at the Joint UAAD-UNOPA Meeting on January 20 at the City Campus Union.

Roshan has presented countless workshops for UNOPA, provided support letters for our various awards, served as a judge for an award committee, and continues to attend our meetings, as well as provides advice when her opinion is sought. A number of our members feel that she has served as a valuable mentor both professionally and personally.

Roshan Pajnigar and Lorraine Moon

Nominations for the Rose Frolik Award

The UNOPA Awards Committee is now accepting nominations for the annual Rose Frolik Award. The Rose Frolik award was created to recognize a University of Nebraska Office Professionals Association (UNOPA) member who demonstrates the attributes of UNOPA’s founder and first president, Rose Frolik. Following Rose’s example, nominees should be enthusiastic, energetic, willing to challenge life and feel that how you do your work may be a lot more important than what you do.

Any UNOPA member who has been an active member for at least the last five years is eligible (members of the Awards Committee, previous winners and elected UNOPA officers are ineligible). For more information regarding the nomination procedures and criteria please visit the website at http://unopa.unl.edu

Nominations are due March 5, 2010 and should be returned to Gretchen Walker, Awards Committee Director, 1155 Q Street (0214). The award will be presented at UNOPA’s Luncheon/Meeting on April 13, 2010. The recipient will receive an engraved plaque, a monetary cash award of $600, and a one-year membership to UNOPA.

Remembering Becky Hastings, Past President and Friend

Becky Hastings, 2005-2006 UNOPA President, passed away unexpectedly on January 17, 2010. She was laid to rest on January 22, 2010 in Seward, Nebraska.

Rebecca Sue Bohac was born on November 3, 1968 in Omaha, Nebraska to Richard R. and Antoinette S. (Valenti) Bohac. Becky was a 1987 graduate of Seward High School. On April 17, 1993, Becky was united in marriage to Gary Allen Hastings in Seward, Nebraska. She was a member of Holy Trinity Catholic Church in Brainard where she served as President of PCCW. She was a member of the Nebraska Air National Guard. Becky was employed with the University of Nebraska-Lincoln in the Inventory Department.

Becky is survived by her husband, Gary Hastings of Brainard; three daughters (Jamie, Donnie, Kimberley) two sons (Barry, Garry), nine grandchildren, numerous immediate and extended family members.

Becky will be remembered for her genuine smile and laugh, her love for living in the country, cheering on the Huskers, riding motorcycles and spending time with her dogs, Mattie and Elly. As UNOPA President in 2005-06, her theme for UNOPA was “Keep the Candle Burning.” Becky served as President of our State Association, the Nebraska Educational Office Professionals Association (NEOPA) in 2008-09, and was serving as NEOPA Immediate Past President at the time she went home to the Lord. Becky was a strong voice for educational office professionals, and our loss of her has left a void in many of our lives.

Written by Debbie Hendricks
Calendar

February
- 2 Board Meeting
- 9 UNOPA General Meeting
  Joyce Halvorsen, Nebraska Community Blood Bank
- 19 Spring Workshop
  “Communication Skills for Everyone” by Kate Rempfer
- 26 UNL Empowerment Forum

March
- 2 Board Meeting
- 5 Rose Frolik nominations due
- 9 UNOPA General Meeting
  Jennifer Brinkman, RichtersBrinkman Consulting Firm

April
- 6 Board Meeting
- 13 UNOPA General Meeting
  Rose Frolik Award and Past Presidents Luncheon
- 23-24 Joint NEOPA Spring Conference and Central Area Professional Development Day

May
- 4 Board Meeting
- 11 UNOPA General Meeting and Installation

Support Our Community Project:
We will be collecting the following at the General Meetings:

- February — 15 ounce cans of Fruits or Vegetables
- March — 6 ounce cans of Tuna in water
- April — 16 ounce bags of White Rice
- May — 16 ounce cans of Refried Beans

Quilt Raffle Winner Announced at January Meeting

by Mary Guest, CEOE

Congratulations! Tonda Humphress was the winner of the quilt raffled by the Bradley Munn Professional Growth Fund Committee. I hope everyone had the opportunity to see the quilt that was donated by Debbie Hendricks and Lynn DeShon. The proceeds from the raffle amounted to $176 and this amount will be donated directly to the Bradley Munn Professional Growth Fund to help UNOPA members with their professional growth activities. Thank you to Debbie, Lynn, and everyone who purchased raffle tickets!
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.holidayinn.com/lincolnne. 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
Conference website:  
http://neopa.unl.edu

For More Information or Assistance....  
Please contact either of the conference co-chairs:

Gretchen Walker, CEOE  
Mary Guest, CEOE  
402-472-0602  
gwalker1@unl.edu  
402-472-3204  
mguest2@unl.edu

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  
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 9:15-11:30 am  
Michelle Roggasch
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 Roggasch 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.

Nanette Shackelford, Adjunct Instructor of Communication Arts, Business and Economics, Hastings 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.
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 ____________________________________________  

REGISTRATION DEADLINE APRIL 9, 2010

Please indicate your briefing choice for the Saturday afternoon sessions:

**First concurrent sessions (1:45-3:15 pm)**  
Option A: Ethics in Business _______  
Option B: Team Building _______  

**Second concurrent sessions (3:30-4:45 pm)**  
Option C: Escape from Meeting Hell _______  
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.