President’s Message

Where has the time gone! It seems like just yesterday that I was getting ready for our first Board meeting in August. And now we’re close to being ready for the holidays and a new year.

Thanks to all of you who chose at least one ornament from the Giving Tree. The youth who spend time at the Clyde Malone Center will be very thankful for your generosity. The holiday spirit will fill us all when we hear the Lincoln Southwest Chamber Choir at our December membership meeting. Can’t wait to see what they have prepared for us! I look forward to seeing you at Spaghetti Works on December 13 and don’t forget your Giving Tree gift.

As we draw toward the end of the first semester, I would ask that you continue to see what you can do to assist with the Chancellor’s goals from his State of the University Address. We are on the front line with students. Students see us when they are being recruited, and rely on us as they become part of the UNL family. We can profoundly impact retention and education of the student body. As we move toward 2012 and the goals set out for the campus, we will have an integral part in the success of the University’s goals. I challenge you to continue to provide the stellar work you do each day in touching and changing students’ lives. As the saying goes, ‘it takes a village to raise a child.’ WE are that village.

With the recent events at institutions across the country, Chancellor Perlman reminded us that we are each responsible for reporting any incidents we see on campus that are inappropriate—whether it be child abuse or other activities that are suspicious. We don’t need to wait for brown bags based on topics you asked for as a result of the membership survey and the membership meetings, professional development workshops, and membership activities. Look for brown bags on topics you asked for as a result of the membership survey and the appropriate—whether it be child abuse or other activities that are suspicious. We don’t need to

Your UNOPA Board is busy preparing for second semester—setting up speakers for the membership meetings, professional development workshops, and membership activities. Look for brown bags based on topics you asked for as a result of the membership survey and the brown bags held after the Kim Ratz workshop. I hope you will thoughtfully consider how you can contribute to UNOPA. It may be as an officer or an appointed director. Or maybe a committee member. Take the time to find something you can be involved with so you can reap the full benefits of our organization. Say ‘yes’ when asked to step up. You won’t regret that decision.

As we head toward the end of the month, I hope you will enjoy your extended vacation during the Holiday shutdown. For me, it will be a much needed break and time of rejuvenation after a busy fall of UNL soccer and Morningside football. Whether you spend time in Lincoln or on the road somewhere, my wish for you is a time filled with happiness and joy.

Happy Holidays!

Cathy

—Cathy Robertson, UNOPA President 2011–2012

http://unopa.unl.edu/membership/president.shtml
CALENDAR

December
6 Board meeting
13 General meeting at Spaghetti Works
14 PSP informational meeting
16 Deadline to submit articles for UNOPA Notes
23 Last day at work in 2011
26 to January 2 — Holiday Break

January 2012
3 Back to work
9 Spring Semester begins
10 UNOPA Board Meeting
13 MLK Freedom Breakfast
16 MLK Day, UNL closed
18 UNOPA/UAAD joint meeting at Regency Room, Nebraska Union

Holiday Giving Tree

Please accept my sincere Thank You to all of you who chose an ornament or two from the Giving Tree to support our community's Clyde Malone Community Center! The gifts you donate during this wonderful Christmas season will touch so many lives and make the lives of the many children the Malone Community Center supports so much brighter. THANK YOU SO VERY MUCH! I can not tell you how proud I am of our membership! I am so pleased to be a part of such a wonderful organization as UNOPA most certainly is!

We do still have some items available for those of you that were not able to make it to our membership meeting on Nov. 8 and wish to participate in our Giving Tree tradition. These items include:

- **Games:** Operation, MouseTrap, Monopoly — Star Wars Edition, Connect4 Launchers Game, Operation — Star Wars R2 Tune Up, Connect4, Zingo Number Bingo 1-2-3, Zingo Bingo, ISPY Eagle Eye Game, Richard Scarry's Busytown Eye Found It Game, Cars 2 Game
- **Books & Literacy:** Any ISPY Books, Head Sets for Computers, Flash Cards: Colors, Shapes & Sizes, Age Appropriate Books for Girls 9-13
- **Activity:** Various Kites, Soccer Ball, Soccer Goal Set, Jump Ropes, 2 Footballs, 2 Basketballs, Multi-Colored Parachute w-Handles, Remote Control Car, Angelina Ballerina Dance with Me Game, Nerf Balls — All Kinds
- **Miscellaneous Items:** 3 School Back Packs, Lego Build Set — Age 5-8, Lego Star Wars Set, Crayola Jewelry Boutique, Crayola Dry Erase Activity Center

The Clyde Malone Community Center accepts donations as well. The following items can be gently used items. If you choose to donate money towards an item, please let me know. They are accepting Walmart gift cards as well! Please contact me if you choose to donate money or gift cards so that I can put this together in one donation to Clyde Malone.

These items include: Bouncy House, WII Gaming System, WII games: anything Sports & Just Dance Game, X Box 360, Play Station III.

Please remember to bring your gifts to the Dec. 13 meeting. **Please do not wrap the gifts.** If you are unable to attend the meeting, please contact me for alternate arrangements. I can be reached at 472-1675 or e-mail me at lbomberger2@unl.edu.

Again, THANK YOU for your kindness and generosity! Together we CAN make a difference in the life of a child!

—Lainey Bomberger, Corresponding Secretary

Dec. 13 General Meeting

Our Dec. 13 Holiday meeting will be held from 11:45 a.m. to 1:00 p.m. at Spaghetti Works, 228 N. 12th Street. Sign up by Dec. 8.

- Contact **Jaime Long** at 472-7801 or jilong5@unl.edu or download the registration form at http://unopa.unl.edu/publications/decflyer2011.pdf.
- Bring your Giving Tree items for the Clyde Malone Community Center.
- Musical entertainment by Lincoln Southwest Chamber Choir
- Menu: All You Can Eat Pasta with Marinara Sauce or Meat Sauce, Salad, Garlic Bread, water. $7.75 per person
- Parking at Que Place Garage, 1111 Q St. The First hour is free, then $1.00 per hr.
- Intercampus bus routes nearby stops. http://parking.unl.edu/maps/IntercampusRoute24CityCampus.pdf
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Congratulations to our 2011 Floyd S. Oldt Award Recipients!!

UNOPA honored four University of Nebraska employees at their 31st annual Awards Luncheon on Nov. 8. The Floyd S. Oldt Silver Pen was awarded to Janice Harris and Murd Holland, the Floyd S. Oldt Outstanding Staff Award was presented to Julie Lanxon and the 2011 Floyd S. Oldt Boss of the Year was awarded to Dr. Candice Batton.

The 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 staff, it was named the Silver Pen Award. It is funded by the Floyd S. Oldt endowment. Each recipient receives a $600 cash award, an engraved A.T. Cross Silver Pen, a framed certificate, and a one-year UNOPA membership.

Jan Harris, Office Associate in Child, Youth and Family Studies was nominated by Sheree Moser. Some comments from her nomination materials were: “Jan continues to update and upgrade any skills needed to accommodate the department and the job that needs to be done. She always gives thoughtful and professional advice that is right on target. The character of this person is shown in the genuine willingness to help others, most especially students. The personal attributes that are most outstanding are cheerfulness and commitment to do the job right.”

Murd Holland, Administrative Support Associate in the Office of Vice President/Vice Chancellor of the Institute of Agriculture and Natural Resources was nominated by Alan Moeller. Comments from her nomination materials include: “She sets a high standard for carrying out tasks that is an inspiration to everyone. Murd is extremely dedicated and does not leave a stone unturned. Attention to detail, perseverance and a “can do” positive, up-beat attitude are among the strong attributes of this person. Whenever I call her, there is a smile in her tone of voice and she is always pleasant to work with. Murd has a vast working knowledge of the University system and has developed a strong network of relationships that facilitates getting the job done in an efficient and effective manner.”

The other nominee for the Silver Pen award was Doreen Wagenaar, Administrative Technician II in Art and Art History.

The Floyd S. Oldt Outstanding Staff Award was created to recognize 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. The recipient receives a $1,000 cash award, an engraved plaque, and a one-year UNOPA membership.

Julie Lanxon, Office Supervisor in Child, Youth and Family Studies was nominated by Dr. Richard Bishoff. Some comments from her nomination materials were: “Julie is more than just competent and helpful, she is a model staff member! That she can be considered a model is exemplified in the fact that two department chairs told me they were envious that I had her as the office supervisor. They have since attempted to model their staff operations after what Julie has instituted in our department. Her people skills and personnel management style enables Julie to be knowledgeable about each of the responsibility areas of an academic department and to effectively train and mentor staff who have those area responsibilities.”

The other nominee for the Outstanding Staff award was Leah Huber, Administrative Assistant, Hewit Academic Center and Abbott Life Skills Center.

The Floyd S. Oldt Boss of the Year Award was established in 1982. In 1991, the name of the award was changed and a stipend was added after a donation from the Floyd S. Oldt Trust Fund. This award recognizes a University of Nebraska employee who has demonstrated excellence in personnel management with their outstanding skills in employee supervision and interpersonal relations. The recipient receives a $500 stipend, an engraved plaque, and a one-year UNOPA membership.

Awards. Continued on page 4.

Happy Birthday to Lois Brinton on Nov. 8. Lois is back to work as a Photography Archivist after a long recovery.
Report on the NEOPA Fall Conference

The NEOPA fall conference, “Staying Connected in a Changing World” was held in Columbus, Nebraska. The conference committee planned a Thursday, Oct. 20, 5:30 p.m. social/networking activity at Dusters Restaurant that included light hors d’oeuvres, refreshments and a live and silent auction of jewelry pieces. Attendees were also invited to shop at downtown businesses that were open in the evening.

On Friday, Oct. 21, the conference started at 7:30 a.m. with registration and a continental breakfast at Columbus’s Central Community College Physical Education Center. We were welcomed by Dr. Matt Gotschall and had the pleasure of listening to the Scotus Central Catholic Drumline before we headed to the West Education Center to listen to the keynote speaker, Dr. JoAnne Nauslar.

The rest of the morning was divided into two sessions that you pre-selected when you registered for the conference. President Kathy Bennetch conducted our business meeting over the lunch hour, where the NEOPA Educational Administrator of the Year award recipient, Roger Breed, was announced, and the NEOPA Educational Office Professional of the Year award was presented to Mary Guest. Roger Breed will be presented his award on Nov. 9 in Lincoln.

The afternoon had one session that attendees pre-selected, then we finished the afternoon by listening to Caree Cielocha talk about balancing home and work, then Mary Maxwell, “the funniest woman in Omaha,” made us relax and laugh with her observations on life.

President Kathy Bennetch wrapped up the conference, and the results from the 50/50 drawing, raffle, and silent auction items were announced.

The NEOPA spring conference, “Getting Your Professional Ducks in a Row” will be held in Wayne, Nebraska, on April 13, 2012.

—Mari Greer, Immediate Past President

AWARDS. Continued from page 3.

Dr. Candice Batton, Director of the School of Criminology and Criminal Justice was nominated by Barbara Homer. Some comments made in her nomination materials include: “Dr. Batton uses skills to keep everything moving within the department like a well-oiled machine. She has excellent leadership skills that are used to encourage staff and keep everyone motivated and on task. She has the ability to let people feel like they are being heard and encourages everyone to participate in discussions and brainstorming. Dr. Batton leads by example and motivates others by remaining positive, productive and balancing performance expectations with an empathetic approach.”

The other nominees for the Floyd S. Oldt Boss of the Year were Alan Moeller, Assistant Vice Chancellor for Finance and Personnel in the Institute of Agriculture and Natural Resources, William “Bill” Watts, Assistant Dean for Advising Services, College of Arts & Sciences, and Kaylene Sorensen, Administrative Associate in Agricultural Economics.

Congratulations to all nominees and Bravo to all award recipients!!

—Edie Schleiger, Awards Committee Director

Guest receives higher ed support staff award

Mary Guest received the annual support staff recognition award from the NASPA Student Affairs in Higher Education group. Guest, who has worked at UNL since 1998, is administrative assistant to the vice chancellor for student affairs.

The NASPA award recognizes a member of the support staff at a NASPA IV-West member institution campus.

Guest has chaired numerous committees for the University of Nebraska Office Professionals Association and served as the organization’s president.

Guest continually looks for opportunities to enhance her professional knowledge. In 2010, Guest logged more than 30 hours of training in workshops such as “positive attitude process,” “five actions for great work, great life,” “campus violence prevention,” and “bridging opportunities.” Additionally she is becoming a certified parliamentarian.

According to nominators, Guest consistently performs in various positions with intelligent actions and a quiet assuming strength. She exemplifies the high qualities employees strive for and managers look for. A positive demeanor and a genuine ability to put people at ease are two of her top characteristics. Colleagues and administrators know Guest will assist students and staff in a pleasant manner while maintaining the confidentiality and seriousness the situation may demand. She applies those characteristics to work relationships, volunteer positions, and to friends and family, while demonstrating a truly excellent sense of humor that is never at the expense of others.

[Reprinted from UNL Today, Nov. 30, 2011]
Thank you to UNOPA and Nebraska Home Sales for the opportunity to attend the 2011 NEOPA Fall Workshop. Receiving the Nebraska Home Sales scholarship at the October UNOPA meeting allowed me to attend, learn, and connect with colleagues from across the state.

—Tonda Humphress, Project Coordinator, UNL Student Affairs

On Oct. 21, I attended the NEOPA Fall Workshop entitled “Staying Connected in a Changing World” in Columbus, NE. In addition to the all conference sessions (“If Your Horse is Dead . . . Dismount” by Dr. JoAnne Nauslar and “The Balancing Act” by Caree Cielocha, Organizational Development Training Coordinator), I had signed up for three additional sessions that I believe would help me in my job.

- “InDesign/Desktop Publishing” by Wendy Wells
- “Sharpening Your Photographic Skills” by Brett Hampton
- “Get Your Tweet On” by Andrew Fausett

Communication is so important in today’s business environment. So much information is out there and must be out there in order to share your message with the public. Layout and form is important – information must be attractive to catch the attention and easy to read or you will lose attention. The “InDesign/Desktop Publishing” session not only showed us some tips to use with the InDesign software, it provided some creative ideas on how to present our ideas to the public in a way that was both attention getting and easy to read, using pictures and graphics as well as text layout.

From there, I attended the “Sharpening Your Photographic Skills” session. Here I planned to learn how to get those pictures that I could use in my attractive and well-laid out documents. Brett Hampton did not disappoint. I have a very nice camera for work, but it is very intimidating, and I try not to change any of the settings or my pictures may be worse. At this session, I learned what some of those different settings were and when we should or should not use some of them. During this session, rather than being intimidated by the options on our cameras, we were excited to learn what we could accomplish by actually using some of them. I may have to have someone help me reset my camera settings when I am done, but I plan to get out there and start trying the different options so I can get some really good pictures to promote our really good programs.

In the “Get Your Tweet On” session by Andrew Fausett, we learned that Twitter is growing in use incredibly fast and will be a part of the future of communication. I found the following statistics very interesting:

- February 2009 44.5 Million Accounts existed
- August 2009 100.5 Million Accounts existed
- October 2011 200.0 Million Accounts existed

We learned that you send tweets (up to 140 characters) in Twitter and can use hashtags to group topics (i.e., #ShowYourRed) so that people can search for that topic. We learned that you can reply to messages and you can even send a direct message to someone—but there are rules to doing this.

In addition, we touched on the subject of Facebook and its increasing popularity. Like Twitter, Facebook is a social networking tool. You can connect your Facebook and Twitter accounts to share tweets on your Facebook site.

Students today rarely read printed materials and often don’t read much of their email (especially if the subject line doesn’t look interesting to them). You can usually reach them via Twitter and Facebook. You need to use the media option that your customers are using. Schools can help increase student retention by using Facebook, Twitter and Youtube Channel. It gives students and faculty a chance to interact and can improve classroom communication.

The rest of the conference workshop sessions were also helpful and energetic, reminding us that we need to be physically active and aware of our health. Mentally we need to prioritize and have a personal life as well as a work life. And humor is an asset in improving life all around. We cannot function effectively if we are missing out on any of these components. Today’s society is busy, full of stress and pressure, over-commitment and goes too fast already. Making time to exercise, having personal time, and organizing and prioritizing, and learning to laugh is going to help us all in the long run and will help us perform more effectively in all aspects of our lives. It is easy to get bogged down and to forget these important factors—and it is good to be reminded to keep them high on our extensive “To Do” lists.

Thank you! Tonda.
UNOPA New Member Spotlight

Meet Alycia Libolt, payroll/budget associate in the College of Arts & Sciences. Alycia has worked at UNL since May 2010, starting first as a student worker and then progressing to temporary worker before being hired in her present position. She is very athletic and enjoys playing sports. Originally from Chambers, Nebraska, Alycia is the oldest of four children.

Alycia enjoys catching up on her sleep on weekends and spending time with her friends. She also enjoys reading, especially any book by James Patterson, and her favorite TV show is “Wheel of Fortune.”

Alycia joined UNOPA to meet other individuals at the university who have similar interests and work in positions much like her own. Welcome, Alycia!

UNOPA “Secret Friends”

Membership Director Gretchen Walker started a new program for UNOPA members — “UNOPA Secret Friends” — as a way for members to connect across the university. “Friends” have been busy sending notes and small gifts to their curious new friends.

Don’t forget the UNL Holiday break runs from December 26, 2011, to January 2, 2012. Have a safe and happy holiday!