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.

UNOPA Notes
UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
unopa.unl.edu

2012-2013
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President’s Message:
“Positive Attitudes Require Positive Thinking”

Fall is officially here and cooler temperatures will soon follow. I do hope everyone has had the opportunity to spend some time outdoors. The ladies who helped with the football parking lot have had some beautiful Saturdays to work. Thank you to everyone who has helped with our fundraiser.

There are only three more home games, so hopefully more of you will get involved. Your executive board has just approved an incentive for those who volunteer to help: for every shift you work, your name will be put in a drawing for a $25 Visa gift card. This drawing will include all who have helped at any of the seven home football games.

I was pleased with UNOPA’s representation at our first joint meeting with UAAD on Sept. 19. Vice Chancellor Ronnie Green's talk was very interesting and made us all think about how we will feed the world in the future. He discussed how UNL is going to play a major role in this endeavor.

I'm sure that many of you are already working on an application to nominate a fellow worker for the Silver Pen, Outstanding Staff Award, or the coveted "Boss of the Year" award. We are always anxious to find out who will be selected at this special meeting, which will be on November 13 at the Wick Center this year. Plan now to invite your boss and co-workers.

Our first professional workshop will be held on November 8 with guest speaker Paul Wesselman, the Ripples Guy. He was on campus a few years back and was so popular that he is coming back again. Flyers with more details will be coming soon.

— President’s message
Continued on page 2.

Join in and Network at Oct. 9 Meeting

The UNOPA October general meeting will feature Dr. Donald Costello speaking about “Systems Thinking in an Apple-like World.” The meeting is planned on Tuesday, Oct. 9 at 11:45 a.m. in the East Campus Union. Dr. Costello is an associate professor emeritus with the Department of Computer Science and Engineering at the University of Nebraska–Lincoln.

The menu for the event is a soup and sandwich buffet, bread & soup of the Day, cookies, with coffee, iced tea or water. Cost of the meal is $9.25 (payable to UNOPA) or you may bring your own lunch.

The registration form was emailed to the UNOPA listserv. Please RSVP to Alicia Arnold by calling 472-0175.
Thank you to everyone who renewed their memberships by the September 30 deadline. I hope you will become involved in some way, whether it be by serving on a committee, running for an elected office, parking cars for home football games, or just by helping out on a project or event. Making new friends and enjoying being with your old friends makes attending UNOPA meetings and events something to look forward to.

As a goal to grow UNOPA, I would like to ask each current member to recruit one new member this year. Share with them the benefits you have received from being a part of this great organization. Show them the positives and your positive attitude. If you know someone who hasn't renewed his or her membership, please encourage them to do so. UNOPA is the office/service professional’s voice on campus, and this organization works for you by offering professional growth, friendships, networking, and the opportunity to develop your talents and make you a better employee.

I hope to see a room full of members and guests at our next regular meeting on October 9th at the East Union where Professor Donald Costello will be speaking on the topic "System Thinking in an Apple Like World."

If you have any questions or concerns that I can help you with, please don't hesitate to contact me.

– Linda Luedtke,
CEOE
2012-2013
UNOPA
President

### Calendar for 2012-2013

**October**
- 5 Fall NEOPA Workshop entitled “Tools for Success.”
- 9 UNOPA General Meeting, 11:45 a.m.–1 p.m., Nebraska East Union with Dr. Donald Costello.
- 15 Submission deadline for Bradley Munn professional growth fund. Contact Cathy Robertson at crobertson@huskers.com.
- 16 Awards nominations due.

**November**
- 6 UNOPA Board Meeting, 3 p.m., Whittier Conf. Room, 3rd floor.
- 8 Joint Career Development Workshop with UAAD featuring Paul Wesselman (the Ripples Guy).
- 13 UNOPA General (Awards) Meeting, 11:45 a.m.–1 p.m., Wick Center.

**December**
- 4 UNOPA Board meeting, 3 p.m., Whittier Conf. Room, 3rd floor.
- 11 UNOPA General (Holiday) Meeting, 11:45 a.m.–1 p.m., Location TBA.

**January**
- 8 UNOPA Board meeting, 3 p.m., Whittier Conf. Room, 3rd floor.
- 15 Joint UNOPA/UAAD General Meeting, 11:45 a.m.–1 p.m., Gaughan Ctr.

**February**
- 5 UNOPA Board meeting, 3 p.m., Whittier Conf. Room, 3rd floor.
- 12 UNOPA General Meeting, 11:45 a.m.–1 p.m., Neb. East Union.
- 21 UNOPA’s 50th Anniversary Celebration! 5:30 p.m., NEU.

**March**
- 5 UNOPA Board meeting, 3 p.m., Whittier Conf. Room, 3rd floor.
- 12 UNOPA General Meeting, 11:45 a.m.–1 p.m., Gaughan Center.

**April**
- 2 UNOPA Board meeting, 3 p.m., Whittier Conf. Room, 3rd floor.
- 9 UNOPA General Meeting, 11:45 a.m.–1 p.m., Nebraska East Union.

**May**
- 7 UNOPA Board meeting, 3 p.m., Whittier Conference Rm 3rd Floor.
- 14 UNOPA General Meeting, 11:45 a.m.–1 p.m.

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# Start Award Nomination Process Today

It is once again that time of year: UNOPA is seeking nominations for the following awards:

- **2012 Floyd S. Oldt Boss of the Year** – This award honors excellence in personnel management. It recognizes University of Nebraska employees who demonstrate outstanding skills in employee supervision and interpersonal relations.
- **Floyd S. Oldt Silver Pen** – This 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.
- **Floyd S. Oldt Outstanding Staff** – This award was created to recognize an outstanding UNL office/service employee who demonstrates distinguished service and contributions to the University community.

The nomination deadline is Tuesday, October 16. Information about the award criteria and the nomination forms are found on the UNOPA website at [http://unopa.unl.edu/about/annualawards](http://unopa.unl.edu/about/annualawards).

If you have any questions, please contact Diane Carson, Awards Committee Director, either by phone, 472-8209 or e-mail dcarson2@unl.edu.

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# President’s Message on Positive Thinking (Continued from page 1)

Thank you to everyone who renewed their memberships by the September 30 deadline. I hope you will become involved in some way, whether it be by serving on a committee, running for an elected office, parking cars for home football games, or just by helping out on a project or event. Making new friends and enjoying being with your old friends makes attending UNOPA meetings and events something to look forward to.

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If you have any questions or concerns that I can help you with, please don't hesitate to contact me.

– Linda Luedtke,
CEOE
2012-2013
UNOPA
President

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The U-Wide Benefits Committee met on September 20, 2012. I will try to highlight a few of the changes that are coming.

**NUFlex 2013** – Enrollment dates are Monday, November 19 through Friday, December 7, 2012. Employees will receive several communications regarding enrollment. It will start with a postcard to the home address on November 1. Robo calling will begin on November 14 along with emails to remind employees. This year, you will not receive a paper confirmation statement since these will be available on the employee’s personal ESS page.

Premium and contribution increases will be communicated around the same date. They have not been determined yet; however, chances are they will increase due to the addition of the Employee Plus One addition. The “MyBlue” website will allow insured parties to review the status of their deductible, coinsurance, stop-loss amount and to compare treatments costs and cost estimates for services at different hospitals and physicians.

An Employee Plus One benefit will be offered to employees during the annual NUFlex enrollment for a January 1, 2013, effective date. Eligibility requirements will be available mid-October.

In 2013, the *annual health care reimbursement account* maximum contribution will be reduced from $5,000 to $2,500 per employee. An employee and spouse (spouse must be gainfully employed) can contribute up to $5,000 per year ($2,500 per individual). A Summary of Benefits and Coverage (SBC) document will be provided to all benefits eligible employees as part of the Uniform Coverage Documents requirement.

**Health Risk Assessment (HRA)** surveys will only be offered online as paper surveys will not be available. This will be available starting November 19th through the ESS system. Employees must possess a valid email address in SAP as of October 1 in order to access the HRA survey. This year the Assessment will be directly accessed through ESS. Employees who complete the HRA survey will receive the enhanced wellness and preventive services benefit in 2013.

The **prescription drug plan** has several changes to the formulary. Please check the information in the newsletters and videos available to you. Caremark is encouraging you to use generic drugs whenever possible.

**EyeMed Vision Care** has gone paperless so all EOB (Explanation of Benefits) will no longer be mailed but will be available electronically through the website. You can still change this delivery to paper but you will be required to do that on the website as well.

**Life Insurance** – You will now be able to increase you insurance coverage by completing proof of insurability form online through the Assurity Life Insurance secured website.

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**Speak Up and Represent Staff on NU Employee Committees**

Greetings UNOPA Members,

I am the UNOPA Employee Concerns Chair this year and we want to fill open spots on two campus-wide committees where UNOPA has representation. So, my question to you is: Are you interested in serving on one of the following committees?

1. **Chancellor's Campus Safety Committee**, [http://unopa.unl.edu/professional/repdescription.shtml#safety](http://unopa.unl.edu/professional/repdescription.shtml#safety)  
   (contact is Tricia Liedle, 2-3305)

2. **Child Care Committee**, [http://unopa.unl.edu/professional/repdescription.shtml#child](http://unopa.unl.edu/professional/repdescription.shtml#child)  
   (contact is Debbie Hendricks, 2-9685)

For details about these committees, please contact me or the representative listed above. Thanks and we’re looking forward to hearing from you!

Roddy Spangler, 472-3989.
Join in for Football Parking Lot Fun

UNOPA’s only fundraiser is selling parking stalls at the Whittier Building parking lots on football Saturdays. We need your help on football game days to staff the parking lots at 22nd and Vine Streets. It really is a fun way to get to know other UNOPA members and enjoy the festivities of the football crowd.

The benefits of helping at the parking lot are that it’s fun and it’s great to be outdoors with the beautiful weather we’ve had this fall. It’s a great two hours of networking with fellow members. Shifts are usually two hours with several other volunteers working at the same time. Be positive, think positive and remember you are among friends while working at the parking lots.

For each shift worked, members will have their name placed in a drawing for a $25 gift card. So if the employee works twice, he or she will have their name in the drawing twice.

Upcoming Games include:
- Oct. 27, NU vs. Michigan, 7 p.m., coordinators Marcy Tintera and Kathy Schindler
- Nov. 10, NU vs. Penn State, time TBA, coordinators Barb Homer and Tricia Liedle
- Nov. 17, NU vs. Minnesota, time TBA, coordinators Debbie Hendricks and Alicia Arnold

If you are able to work on these football Saturdays, please contact one of the coordinators for the date you wish to work.
Positive Attitudes Require Positive Thinking!

**Attitude is Everything**

*The Incredible Impact of a Smile*

It can improve your health and make you feel better. It helps you establish rapport with other people. It makes you more persuasive. And yet it doesn't cost anything.

What is it that I am referring to?

It's a smile.

Rarely do we give much thought to how often we smile. Even those of us who are fairly positive may walk around with a frown on our face more often than we'd like to think. This reminds me of an interview I did with the host of an early morning radio show that aired in Providence, R.I.

The host of the program, Dan Maddux, related a story about a man he encountered who had a scowl on his face.

Dan asked the gentleman how he was feeling.

"I'm fine," replied the man.

"Then why don't you tell that to your face!" said Dan.

How about you—do you frequently smile? You'll notice that when you smile, you feel better physiologically. Go ahead and smile right now. Stretch the corners of your mouth wide.

I'll bet you got a warm feeling inside your body, especially in the chest and stomach area, just by smiling.

Furthermore, it's almost impossible to stay angry or annoyed while you're smiling. Isn't it incredible that you can get so much from a simple smile?

There are many benefits that come from smiling. You'll find that you interact better with other people. First of all, when you smile, other people tend to smile right back. They mirror your facial expression.

In addition, people will look forward to speaking with you, and they'll be more inclined to assist you when you have a smile on your face.

I've come to learn first-hand the benefits of smiling when it comes to communication. If you do any public speaking, you'll notice that people listen more attentively when the speaker is smiling. When you have a frown or a serious look most of the time, the audience does not listen as carefully. They don't feel comfortable being in the room with you.

The same holds true for one-on-one communication. When you smile, the other person tends to be more receptive and interested. He or she feels more at ease. Think about it. Do you prefer being with someone who is smiling—or with someone who has a frown? You have to admit that you feel much better being with the person who is smiling.

One final point: you'll be much more effective on the telephone if you have a smile on your face while talking and listening. The person on the other line can feel and hear the difference in your voice. There's a warmth and friendliness that comes across when you're smiling.

Of course, you must be sincere when you smile. You don't have to show off every one of your teeth or look goofy. Just a natural smile.

This month, pay constant attention to your facial expression. Whenever you think about it, just practice smiling. If you're in line at a store, smile. When you pass co-workers in the hall, smile. When you're sitting by yourself, or talking on the phone—you guessed it, smile!

If you develop the habit of smiling often, you're going to feel a lot better, be more optimistic and gain the cooperation of others. It's a habit that will serve you well for the rest of your life.

- By Jeff Keller

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