Happy New Year! I hope you enjoyed the holiday closedown and were able to carve out some quality time with family and friends.

At this common time of reflection I challenge you to think about your personal contribution to the Chancellor's recruitment and retention goals. How have you assisted with the goals of the University as you go about your daily work activities? What adjustments have you made?

A HUGE thank you to all of you who helped with the Giving Tree donations in December! I had the privilege of being part of the delivery team. Pastor Tom and all the staff we encountered while there were so appreciative of the donations we delivered. Please know you truly did make a difference for someone for the holidays.

I hope you'll take advantage of the opportunities available to you through UNOPA...so much information is available to you through the membership meetings, brown bag sessions, career development workshops and state and national association events. Be watching your email for dates and times of upcoming events!

Also, in looking forward in the New Year, you will soon see a call for nominations for our elected officers for the 2014-15 year. Please seriously consider allowing your name to be on the ballot for President-Elect, Recording Secretary, Corresponding Secretary or Treasurer.

January Meeting joint w/UAAD

The first UNOPA meeting of 2014 will be held jointly with the University Association for Administrative Development (UAAD) on Wednesday, January 15. They have arranged for us to tour the new Devaney expansion. We'll start with a brown bag lunch before the tour begins and we'll let you know as soon as we can the exact location, where to park and if we'll have beverages available such as water, coffee and tea. If we don't have time for a business meeting, we will conduct any needed business at the February meeting.

– President’s message

Continued on page 2

– Jane Schneider
President’s Message on *Stepping Up & Stepping Out*  
Continued from page 1.

In our Smile and Move campaign for January we are looking at complaining less. It’s best for us to keep our personal challenges to ourselves and to those closest to us. Everyone has challenges of their own and likely won’t give any real attention to yours. Hopefully, in time (if we’re awake), we will start to see what a complete waste of time and energy a complaint is—even to those who might be the most interested—us.

As we embrace this fact, complaining less will hopefully become easier. When we smile we remember to do what we can to minimize this tendency. When we move, we express care for someone else’s situation. Strive for a 3:1 positivity ratio—three positive statements for every negative statement. (Parker 29-30)

Smile & Move thought...

Relatively speaking, many of us who complain about anything really shouldn’t.

When the complaints begin among our circle of people, maybe we should be the ones throw out the idea that many people struggle with far more (and basic) challenges than we do.

That’s when we might hear…”Well, it’s all relative.”

And when we hear that, we should remember (and perhaps remind each other) that we’re all human beings and relatively speaking, most of us with a roof over our heads, food in our stomachs, and work to contribute are living every day...RELATIVELY WONDERFULLY. (Smile & Move: a reminder to happily serve by Sam Parker)

I wish for you a Happy (& complaint free) New Year! Don’t forget to Smile & Move!

Mary

--Mary Klucas, UNOPA President 2013-2014

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

This is the true joy in life, the being used for a purpose recognized by yourself as a mighty one; the being thoroughly worn out before you are thrown on the scrap heap; the being a force of Nature instead of a feverish selfish little clod of ailments and grievances complaining that the world will not devote itself to making you happy. -George Bernard Shaw
The UNOPA Giving Tree this year was quite a success! I want to personally thank each of you for your generosity—as a group we have all made a huge impact on those who rely on the People’s City Mission for assistance in their lives. My hope is that each of you feels a sense of accomplishment in helping our organization this year, hopefully next year we can build on the momentum of this year’s achievement. I’ve included the list so you realize ALL that we have given to the Mission since the picture absolutely does not do our donation amount justice.

Thank you everyone!!
University of Nebraska Office Professional Association Award Winners

2013 Floyd S. Oldt Outstanding Staff and Silver Pen Award Winners

Two UNL employees received awards at the November 12 University of Nebraska Office Professionals luncheon. The Floyd S. Oldt Outstanding Staff award was presented to Lola Young, Office Associate, Nebraska Forest Service, and the Floyd S. Oldt Silver Pen Award was presented to Mary Fischer, Office Associate, Marketing Department, College of Business Administration.

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. The recipient receives a $1000 cash award, an engraved plaque, and a one-year UNOPA membership.

Lola Young was nominated by Sandy Lineberry. The nominator and other letters of support commented that “While everyone at the University is taxed with busy jobs, this candidate gives unselfishly of her time in working outside of the “normal” hours required, oftentimes when not on the clock, to enable the smooth operation of her area. This individual doesn’t just manage things well, she maintains them. When it comes to professional growth, the nominee believes in being a life-long learner and teacher”.

Another nominee for the Floyd S. Oldt Outstanding Staff Award was Ann Chalupa, Office Associate, School of Accountancy, College of Business Administration. She was nominated by Mary Fischer.

The Silver Pen Award honors office/service employees who have demonstrated superior performance while employed at UNL and who have made significant contributions to the University community. The recipient receives a $600 cash award, an engraved A.T. Cross Silver Pen, a framed certificate, and a one-year UNOPA membership.

Mary Fischer was nominated by Ann Chalupa. The nominator and other letters of support commented that “The nominee consistently performs beyond expectations and clearly sets high standards for everything s/he does. The nominee has also been a pleasure to work with and is a team player in every sense of the word. I have repeatedly witnessed the nominee go above and beyond what was expected or required of them in order to assist the department, college and even the University as a whole”.

Congratulations to the winners and to the nominee.

Katie Kerr as the 2013 Floyd S. Oldt Boss of the Year Winner

Ms. Katie Kerr, Assistant Director, Exploratory and Pre-Professional Advising Center, was presented the UNOPA Boss of the Year Award at the 33rd annual boss’s luncheon on November 12, 2013. She was nominated by Mikayla Tegler, Jaci Gustafson and the Explore Center Team. Some comments made by the nominators and letters of support were: “This nominee encourages employees to accept increasing responsibility on the job by helping them to identify their strengths, goals and interests and matching them with projects that suit them. In a short time, this nominee brought together a team of staff members who had been through multiple transitions, with a part of another well-established team on campus to develop what is recognized as one of the highest functioning student service units on campus”. Ms. Kerr was presented a $500 cash award, an engraved plaque, and one-year UNOPA membership.

Other nominees for this award were: David Gosselin, Director, Environmental Studies, School of Natural Resources; Ms. Veronica Riepe, Director of Student Involvement; and Ms. Deana Unger, Associate Director for Client Services, Scholarships and Financial Aid.

Congratulations to the award winner and all of the nominees.
Football Parking follow-up

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
Stats through Nov 29, 2013

Husker Football Game-day Parking Lot Statistics
After all eight home games, here’s our stats
UNL vs Wyoming – 54 spots sold
UNL vs Southern Miss – 64 spots sold
UNL vs UCLA – 83 spots sold
UNL vs SDSU – 80 spots sold
UNL vs Illinois – 100 spots sold
UNL vs Northwestern – 78 spots sold
UNL vs Michigan State – 89 spots sold
UNL vs Iowa – 38 spots sold

Total of 586 parking spots sold @ $6.00 each (UNOPA’s share) = $3,516.00
164 man-hours have been worked (approximately $21.44/man-hour earned)
11 spouses or friends of UNOPA members have volunteered
44 UNOPA members have volunteered
24 UNOPA members worked one game
15 UNOPA members have worked two of the eight games
4 UNOPA members have worked three of the eight games
1 UNOPA member has worked five of the eight games (Go Jane Schneider)

Roddy Spangler
UNOPA Ways and Means Director

A $25.00 gift certificate will be given to one of the volunteers at the end of the season. All volunteer’s names will be thrown into the hat for each shift they work for the drawing.
UNOPA Secret Friends

Reminder for all who signed up for UNOPA Secret Friends..................
Secret Friends is a voluntary activity that can be enjoyed by countless members. This is a fun way to get to know other UNOPA members by giving and receiving small gifts/mementos throughout the school year (i.e., at least once a month).

Secret Friends will be revealed at a special get together in the spring of 2014. Remember, no single gift over $10.00. You might want to recognize the unusual holidays along with the normal holidays and special events. What a great way to brighten someone's day unexpectedly!

There's the traditional holidays:

| Jan 1 | New Year's Day | Apr 20 | Easter Sunday |
| Jan 13 | Stephen Foster Memorial Day | May 1 | Law Day |
| Jan 20 | Martin Luther King Day | May 1 | Loyalty Day |
| Jan 31 | Chinese New Year | May 1 | National Day of Prayer |
| Feb 1 | National Freedom Day | May 11 | Mothers' Day |
| Feb 14 | Valentine's Day | May 15 | Peace Officers Memorial Day |
| Feb 17 | Presidents' Day | May 16 | National Defense Transportation Day |
| Mar 4 | Shrove Tuesday/Mardi Gras | May 17 | Armed Forces Day |
| Apr 13 | Thomas Jefferson's Birthday | May 22 | National Maritime Day |
| Apr 15 | Tax Day | May 26 | Memorial Day |

Or Monthly themes:

January: National Hobby Month, Hot Tea Month
February: Great American Pie Month, Ground Hog Day
March: National Craft Month
April: Lawn & Garden Month, Administrative Professionals Day
May: National Photograph Month, May Day, Mother’s Day
New Member Luncheon

Membership Committee
-Submitted by Barbara Homer, Director

On a very blistery cold Friday, December 6, 2013, the new member luncheon was held at the Department of Environmental Health & Safety on East Campus from 11:30 AM-1:00 PM. Pizza, salad, dessert, and refreshments were served. There were seven new members in attendance. President Mary Klucas, Debbie Hendricks, and Gretchen Walker talked to the new members about UNOPA, PSP, and NEOPA/NAEOP (state and national associations). Gretchen, the 2013-14 NEOPA President also announced the upcoming NEOPA Spring Conference in April 2014 and the NAEOP National Conference in Portland, Oregon in July 2014. Names of new members that were interested in joining NAEOP were put in a drawing for a free membership. Rebecca Waldman’s name was drawn for a free membership to NAEOP. Rebecca is now a 3-D (local, state and national) member. Everyone received a door prize. Thank you to Lynn DeShon and Belva Harris, committee members, for helping plan this event.

“Cheers to a new year and another chance for us to get it right.”
- Oprah Winfrey

You must be the change you want to see in the world.
- M.K. Gandhi

The best way to predict the future is to create it.
- Abraham Lincoln

No matter what happens, or how bad it seems today, life does go on, and it will be better tomorrow.
- Maya Angelou
NEOPA is selling
Village Inn Pie Gift Cards
For $11.00 each

Every year NEOPA has a fundraiser in order to award a $1000 scholarship to an incoming freshman student to any school in Nebraska. As NEOPA Liaison, I have Village Inn Pie gift cards for members to sell to support this year's NEOPA's student scholarship. The gift cards sell for $11 each and NEOPA earns $2.50 on each sale. Each affiliate of the state was asked to sell 100 gift cards. If every member bought just 1 pie we would have our allotment sold.

The pie varieties are: Cherry, Coconut Cream, Country Apple, French Silk, Lemon Meringue, Lemon Supreme, Pumpkin, Strawberry Rhubarb and Triple Berry. An additional $2 for pies not listed.

Please contact me if you would like to purchase one or more for yourself or for gifts or would like to help sell the gift cards. Remember that Thanksgiving and Christmas will be here in a few short weeks and Village Inn pies are always welcome additions to any holiday meal. Checks payable to NEOPA.

Linda Luedtke, lluedtkel@unl.edu, 402-472-9354.
Flat Vase for Sale

- UNOPA’s 50th Anniversary Celebration Committee

Those who attended UNOPA’s 50th Anniversary celebration this last May know exactly what I’m talking about. These vases were used as centerpieces at each table and everyone who attended received a vase as a remembrance.

And for just $2.00 you can have your very own “flat vase.” Easily slipped into a large envelope, they can be mailed to someone as a unique gift! They are 10 ½” long and 5 1/4” at the widest point at the base…and very flat until you fill them with water.

All funds raised from the sale of these flat vases will be set aside for the next anniversary celebration. Contact Marcy Tintera (mtintera@UNL.edu) if you have any questions.
“All Makes Newsletter had “Ten Shareworthy Links”

Submitted by - Lorraine Moon

What's Your Work Style?

http://www.inc.com/shelley-prevost/4-unique-working-styles-whats-yours.html?
utm_source=+2013+December+Client+In+The+Know&utm_campaign=February+In+The+Know&utm_medium=email

Want To Be More Productive At Your Desk?

utm_source=+2013+December+Client+In+The+Know&utm_campaign=February+In+The+Know&utm_medium=email

Top 10 Holiday Movies

http://www.gayot.com/lifestyle/movies/top10/holiday-movies/of-all-time.html?
utm_source=+2013+December+Client+In+The+Know&utm_campaign=February+In+The+Know&utm_medium=email

The Coolest Cubicles in the World

http://www.inc.com/worlds-coolest-offices/tiny-offices.html?
cid=home1&utm_source=+2013+December+Client+In+The+Know&utm_campaign=February+In+The+Know&utm_medium=email

7 Tips to Manage Your Email

http://www.inc.com/kevin-daum/7-tips-to-better-manage-your-email.html?
utm_source=+2013+December+Client+In+The+Know&utm_campaign=February+In+The+Know&utm_medium=email

Tip That Will Help You Conquer Stress

utm_source=+2013+December+Client+In+The+Know&utm_campaign=February+In+The+Know&utm_medium=email

4 Work Mistakes You Don't Realizing You Do

http://www.thedailymuse.com/career/4-work-mistakes-you-dont-realize-youre-making/?
utm_source=+2013+December+Client+In+The+Know&utm_campaign=February+In+The+Know&utm_medium=email

12 Holiday Scams To Avoid

http://www.itbusinessedge.com/slideshows/the-12-scams-of-christmas-2013.html?
utm_source=+2013+December+Client+In+The+Know&utm_campaign=February+In+The+Know&utm_medium=email

Offices Of The Future

http://www.inc.com/worlds-coolest-offices/future-offices.html?
utm_source=+2013+December+Client+In+The+Know&utm_campaign=February+In+The+Know&utm_medium=email

Office Furniture That's Smarter Than You

http://www.inc.com/ss/laura-montini/office-furniture-smarter-than-you-are?
slide=0&utm_source=+2013+December+Client+In+The+Know&utm_campaign=February+In+The+Know&utm_medium=email
There will be a Brown Bag Lunch on Friday, January 10th at noon in the Nebraska Union for those individuals wanting to discuss and/or go over their PSP materials. (If you’re needing individualized assistance, please contact Debbie Hendricks at dhendricks1@unl.edu so we have enough people there to help.)

The next NAEOP Deadline for PSP is January 15, 2014.

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.