I don’t know about you, but I am finding it hard to reconcile the fact that November is upon us. It’s this time of year that I find myself spending more time in reflection on the things I am thankful for—from family and friends to successes and challenges. It seems rather appropriate that this month in our Smile and Move campaign we are looking at how we smile by being thankful. Too often we forget to be thankful or we are for a short while and then something gets in the way of what’s easy. We find ourselves back to less-than-thankful and maybe even complaining (again).

We need to strive for more being more consistent in how we approach our day and our work. Both are gifts for which we should be grateful and remember we aren’t entitled to either. The most powerful way we can express our gratitude is by serving others to the best of our ability, to put the needs of others above our own whether it be at work, at home, or in our community. We should BE MORE THANKFUL for the opportunities we are given. (Parker 13-16)
S
mile & Move thought… Ever caught yourself beginning a sentence with
“Knowing my luck…” and concluding with something negative?
For many of us (even you), perhaps, it should be “Knowing my luck, I'll win
the lottery.”  (Smile & Move: a reminder to happily serve by Sam Parker)

Our annual Floyd S. Oldt Awards will be presented at the November 12
general membership meeting. I am looking forward to meeting our nominees
and hearing about their contributions to the university.  Plan to attend with
your co-
-
workers and boss(es).
You will be hearing more about our annual Giving Tree donation at the November meeting.
I want to thank everyone who has worked the football parking lot this fall.  I
am thrilled with our success so far.  Remember we have three more home
games, all in November.  I thank you in advance for your help with these
three games as well.

“Gratitude unlocks the fullness of life. It turns what we have into enough,
and more. It turns denial into acceptance, chaos to order, confusion to clarity.
It can turn a meal into a feast, a house into a home, a stranger into a friend.
Gratitude makes sense of our past, brings peace for today and creates a vision
for tomorrow.”  Melody Beattie—author, journalist

Don’t forget to Smile & Move! Mary Klucas
UNOPA President 2013-2014
He is the one of three brothers to obtain a bachelor's degree (one has a master's degree) and he is the only one to obtain a doctorate.

After completing an associate degree from Western Nebraska Community College (WNCC) in 1979, he was accepted in a management-training program for the Nash Finch Co, a regional grocery store chain. A couple of years after completion of the training program, Tim accepted the responsibility to manage the store in Scottsbluff.

In 1989, Tim moved with his family to Omaha, Nebraska to pursue his life-long dream—obtain a college degree. While working full-time to support his family as an assistant manager for “Bag and Save” grocery store in Omaha, he was a full-time student and received a bachelor's degree in Human Resource Management within one year (67 credit hours).

Tim accepted a position as a Vocational Evaluator at Eastern Wyoming College in Torrington, WY and in 1990 enrolled in a master's program at Chadron State College. Shortly after receiving the MA in Education with a major in Developmental Counseling (May 1993), he was fortunate to have the opportunity to work at the University of Nebraska-Lincoln (UNL) as Assistant Director of Admissions and then as an Academic Advisor in the Teacher's College. While employed in the Teacher's College, he began work on a doctoral program in the summer of 1995.

He completed all requirements for the Ph.D. in Educational Administration with a specialization in Higher Education Leadership by May 1999 and was offered the position of Vice President of Student Services at Western Nebraska Community College (his alma mater) in 1999, where we worked until July 2007. He presently serves as Assistant Vice Chancellor for Student Affairs at the University of Nebraska-Lincoln where some of his duties include: Student Affairs Graduate Assistantship Program Coordinator, Student Ombudsperson, coordinating annual departmental program reviews, assist with the coordination of the Davis Chamber Scholarship Program, fund manager for Pepsi and Council of Student Affairs Director student event and program fees allocation, faculty advisor for Omicron Delta Kappa (UNL student honorary society), faculty advisor for Sigma Lambda Beta (UNL fraternity), and faculty advisor for Sigma Lambda Gamma (UNL sorority). As a faculty member in the department of educational administration, he advises masters' students who are pursuing degree in educational administration. He also is a committee member for numerous doctoral students.

For one-year beginning the fall of 2008 Dr. Alvarez served as the Interim Director of OASIS (Office of Academic Success and Intercultural Services) and the Culture Center. These duties included supervising staff and the oversight of all functions and activities related to the retention and graduation of students from diverse backgrounds, first-generation students, and those students from disadvantaged backgrounds.

Dr. Alvarez has been married for twenty-eight years to Lori. They have three children: Joshua, who works as a coordinator at Colorado State University; Jason, currently employed for Donner Steelworks in Lincoln as a project manager; and Tiffany, a junior animal science major at UNL. Lori works for the University of Nebraska System in Lincoln, NE assisting with payroll processing for the state college system.

Among numerous awards and recognitions, Dr. Alvarez was also the Nebraska Educational Office Professionals Association (NEOPA) Educational Administrator of the Year in 2010 and the University of Nebraska Office Professionals Association (UNOPA) Boss of the Year in 2012.
Another football game is fast approaching. UNOPA is “manning” the parking lot in front of the Whittier Building at 2200 Vine St. (22nd & Vine) as part of our fund raising for the year. Volunteers are need to work the lot for each home game.

Please look at the chart below for other game dates and coordinators so you can plan ahead for volunteering for other games as well. For each game two hour shifts start at 6:30 a.m. and run until 15 minutes after kick-off. It is a fun couple of hours and a great way to catch up with friends or meet someone new.

**Husker Football Game-day Parking Lot Statistics**

After three 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, For a total of 201 parking spots sold @ $6.00 each (UNOPA’s share) = $1,206.00
* UNL vs SDSU – 80 spots sold
* UNL vs Illinois – 100 spots sold
* For a total of 381 parking spots sold @ $6.00 each (UNOPA’s share) = $2,286.00
* 103 man-hours have been worked (approximately $22.19/man-hour earned)
* 31 UNOPA members have volunteered
* 8 spouses or friends of UNOPA members have volunteered
* 5 UNOPA members have worked two of the five games
* 4 UNOPA members have worked three of the five games

**UNOPA Parking Lot - Football Game-Day Coordinators**

<table>
<thead>
<tr>
<th>Fall 2013</th>
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</thead>
<tbody>
<tr>
<td><strong>Date</strong></td>
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<tr>
<td>-----------</td>
</tr>
<tr>
<td>November 2, 2013</td>
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<tr>
<td>November 16, 2013</td>
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<tr>
<td>November 29, 2013</td>
</tr>
</tbody>
</table>
UNOPA Secret Friends

Reminder for all who signed up for UNOPA Secret Friends............... Shhhh! It’s a secret! UNOPA is back for the third year with their 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:

Nov 11 Veterans Day
Nov 28 Thanksgiving Day
Nov 29 Black Friday
Dec 2 Cyber Monday
Dec Pearl Harbor Remembrance Day
Dec 17 Wright Brothers Day
Dec 17 Pan American Aviation Day
Dec 25 Christmas Day
Dec 31 New Year’s Eve
Jan 1 New Year’s Day
Jan 13 Stephen Foster Memorial Day
Jan 20 Martin Luther King Day
Jan 31 Chinese New Year
Feb 1 National Freedom Day
Feb 14 Valentine’s Day
Feb 17 Presidents’ Day
Mar 4 Shrove Tuesday/Mardi Gras
Apr 13 Thomas Jefferson’s Birthday
Apr 15 Tax Day
Apr 20 Easter Sunday
May 1 Law Day
May 1 Loyalty Day
May 1 National Day of Prayer
May 11 Mothers’ Day
May 15 Peace Officers Memorial Day
May 16 National Defense Transportation Day
May 17 Armed Forces Day
May 22 National Maritime Day
May 26 Memorial Day

Or Monthly themes:

November: Peanut Butter Lovers Month,
December: Bingo Month, Write a Friend Month
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

Return to: Debbie Hendricks (dhendricks1@unl.edu) or Diane Wasser (dwasser@unl.edu)
Questions? Contact Debbie at 2-9685 or Diane at 2-6251
http://www.aidingangels.com/

Information about our 50/50 for this year is Aiding Angels. Brenda Schwery, local business owner of Maid To Please, has provided free home cleanings for years through another foundation where, unfortunately, women with cancer are the only recipients. In response to an overwhelming number of requests from not only women, but also men and children, Brenda founded Aiding Angels. Now, the void is filled and the much needed help is extended to everyone going through cancer treatment.
Susan Swearer to discuss anti-bullying research at Nov. 7 Nebraska Lecture

Submitted by Karen Underwood

“Creating a Kinder World: Empowering Youth to End Bullying,” is the subject of the fall Nebraska Lecture, Nov. 7 at 3:30 p.m. in the Nebraska Union auditorium, 1400 R St.

UNL educational psychologist Susan Swearer will discuss her research on the complex personal, social and cultural factors underlying bullying, and how to develop prevention and intervention approaches that empower youth to make positive choices. A national expert on the issue, Swearer presented her research at a 2011 White House bullying prevention conference and currently serves on the research board of the Born This Way Foundation founded by pop singer Lady Gaga and her mother, Cynthia Germanotta.

Swearer's lecture, part of The Nebraska Lectures: Chancellor's Distinguished Lecture Series, is sponsored by the UNL Research Council, Office of the Chancellor and the Office of Research and Economic Development, in partnership with the Osher Lifelong Learning Institute.

Visit http://research.unl.edu/nebraskalectures for more information and to view the live webcast.

All Makes Newsletter had “Ten Shareworthy Links”.

Submitted by Lorraine Moon

- 100 Greatest Halloween Movies: http://www.imdb.com/list/GEqBTXTG0u0/?
- 10 Superfoods That Will Boost Your Brain Power: http://addicted2success.com/life/10-superfoods-that-will-boost-your-brain-power/
- 5 Tips To Stay Productive All Day Long: http://www.fastcompany.com/3014095/dialed/5-tips-to-stay-productive-all-day-long?
- Ways To Have More Energy: http://www.fastcompany.com/3017508/leadership-now/8-unobvious-ways-to-have-way-more-energy-at-work?
- Having Trouble With IOS 7? Here Is How To Fix Them: http://www.digitaltrends.com/mobile/ios-7-problems/
Giving Tree

This year UNOPA has selected the People’s City Mission as our recipient for the Giving Tree. According to the PCM representative, they have a “Santa’s Workshop” which is open for all those who meet select criteria, however, it’s unique in that those with children can pick something out for their children; or if they are a single person they can select something for themselves. There are 360 guests in the People’s City Mission over the Christmas holiday and the goal is to help each of them with a little something from Santa’s Workshop. If you don’t have time to shop but still want to help, let our UNOPA Giving Tree representative Breana Garretson know and she will do the shopping for you! Breana will be dropping off all the donations on the afternoon of December 13th, and she says, “I would like to work really hard to have a huge amount of gifts we can drop off to help lots of people who need a little extra help this season.”

-Breana Garretson

<table>
<thead>
<tr>
<th>Men’s Shelter Christmas Wish List:</th>
<th>Women’s Shelter Christmas Wish List:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thermal Underwear - Size L - 4x</td>
<td>Sweaters - Size Med-4XL</td>
</tr>
<tr>
<td>Socks</td>
<td>Sweater Shirts - Size Med-4XL</td>
</tr>
<tr>
<td>T-shirts - Size L - 4x</td>
<td>Robes</td>
</tr>
<tr>
<td>Underwear</td>
<td>Underwear - Size Med-4XL</td>
</tr>
<tr>
<td>Gloves</td>
<td>Hair Accessories</td>
</tr>
<tr>
<td>Winter Hats</td>
<td>Thermal Underwear - Size Med-4XL</td>
</tr>
<tr>
<td>Sweatshirts - Size L - 4x</td>
<td>Blow dryer</td>
</tr>
<tr>
<td>Sweatpants - Size L - 4x</td>
<td>Extended Size Bras</td>
</tr>
<tr>
<td>Winter Boots</td>
<td>Gloves</td>
</tr>
<tr>
<td>Hoodies - Size L - 4x</td>
<td>Shoes - Size 7 – 11</td>
</tr>
<tr>
<td>Sweaters - Size L - 4x</td>
<td>Scarf</td>
</tr>
<tr>
<td>Batteries (AAA, AAAA, C &amp; D)</td>
<td>Socks</td>
</tr>
<tr>
<td>Extended Size Coats (size 4x - 6x)</td>
<td>Winter Boots - Size 7-11</td>
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<tr>
<td>Wallets</td>
<td>Pajamas - Size Med-4XL</td>
</tr>
<tr>
<td>Cologne</td>
<td>Makeup</td>
</tr>
<tr>
<td>Deodorant</td>
<td>Bath robes - Size Med-4XL</td>
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<tr>
<td>Twin Blankets</td>
<td>Nail Polish</td>
</tr>
<tr>
<td>Twin Comforters</td>
<td>Slippers - Size Med-3XL</td>
</tr>
<tr>
<td>Twin Sheets</td>
<td>Deodorant</td>
</tr>
<tr>
<td>Towels &amp; Wash clothes</td>
<td>Hoodies - Size Med-4XL</td>
</tr>
<tr>
<td>Personal Care items: shampoo, razors, soap,</td>
<td>Tee Shirts - Size Med-4XL</td>
</tr>
<tr>
<td>shower soap, toothpaste, toothbrushes</td>
<td>Purse</td>
</tr>
</tbody>
</table>

...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 community.