MESSAGE FROM THE PRESIDENT

As UNOPA President, I have been invited to several meetings with UNL higher administration regarding upcoming budget issues. The UNOPA President is an invited member of the Chancellor’s “Cabinet” and to the Deans and Directors meetings. Recently, UNOPA and UAAD officers were invited to meet with the Faculty Senate Executive Board to discuss ways in which these organizations can work together in the upcoming year.

Typically, UNOPA focuses on recruitment early in the fall semester, but I am asking you to start speaking to coworkers and other UNL personnel now to convey the message that UNOPA is speaking for them. UNOPA is the voice of UNL office professionals, and it would be helpful to have their support as members of UNOPA.

I would also like to invite all UNOPA members to contact me if they have specific budget questions or suggestions. The Presidents of UNOPA and UAAD have monthly meetings with Susan Poser, Associate to the Chancellor, and I would be happy to share your concerns.

As we head into the last quarter of this fiscal year and into the next budget year, it is important for all University office professionals to know that UNOPA is their voice. Please encourage all office professionals to join UNOPA so that their voice may be heard in larger numbers by the administration.

Congratulations… to our newly elected officers for 2009-2010: Peg Johnson, President; Mari Greer, President-Elect; Donna Boone, Recording Secretary; Beth Zager, Corresponding Secretary; Belva Harris, Treasurer. The officer year begins July 1, 2009.

UNOPA MISSION STATEMENT: Education is the birthright of every person. We, as members of the University of Nebraska Office Professionals Association, pledge ourselves to safeguard that right. We acknowledge the unique role of educational office professionals and the importance of their contributions to the university and the community. 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 systems and the community.

University of Nebraska–Lincoln • UNOPA Notes, Betty Jacobs, Editor • (402) 472-2881 • P.O. Box 880541 • Lincoln, NE 68588-0541
Every organization has bylaws, but most people seem to be intimidated by them and tend to stay away from them because bylaws do not make for light reading! What are bylaws? As defined by Robert’s Rules of Order Newly Revised, In Brief, pp. 84-85, bylaws are “basic rules” relating principally to itself as an organization. They:

• describe the group’s purpose;
• spell out the qualifications and method of selection of members;
• provide for officers, committees, and meetings (including the quorum); and
• may set up an executive board or board of directors.

Bylaws also include instructions on the process of making amendments. To make an amendment to UNOPA’s bylaws, it is stated in Article IX-Amendments, Section 1:

“Amendments to the Bylaws shall be submitted in writing to the President, for review by the Executive Board, fifteen (15) days prior to presentation at a regular meeting of the Association. Amendments shall be voted on by members using mailed paper ballot, within one month following presentation. A majority vote of ballots returned shall be required for passage, and the amendment(s) shall become effective immediately.”

While bylaws are specific to each organization, the rules for conducting meetings are generally the same from group to group. Each group identifies its “parliamentary authority” in their bylaws and those are the rules that are followed in conducting their meetings. As you know, UNOPA has adopted the current version of Robert’s Rules of Order, Newly Revised, as our Parliamentary Authority as stated in Article X.L

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Parliamentary Procedure

By Mary Guest, CEOE
UNOPA President

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Professional Standards Program

PSP application forms are now available on disk. Send a formatted disk to:

NAEOP
PO Box 12619
Wichita, KS 67277-2619
Designate if for PC or Macintosh.
Forms are in Microsoft Word.
Excerpted from The Connector.

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One can never consent to creep when one feels an impulse to soar.

- Helen Keller
The Nebraska co-chairs, Mary Guest and Gretchen Walker, are now finalizing plans for the 2010 CAPDD in Lincoln, Nebraska. The dates for this event will be April 23-24, 2010 and the location will be the Holiday Inn Downtown, 141 N. 9th Street. They will give us an update when they are ready to share rate and theme information. I’m certain this will be an educational event to remember, so I do hope you will escalate your plans, and join your UNOPA teammates in Lincoln.

It’s time to fill out that NAEOP registration form (if you haven’t already done so) and get it mailed to the National Office. When filling the form out, make sure to register for the Central Area Breakfast. The early-bird registration deadline is May 15, 2009. We encourage UNOPA members to attend this year so they’ll be even more prepared to host the 2010 CAPDD next summer!

Vortex Interception the Focus of Dewey’s Presentation

WOW! Professor Ken Dewey’s presentation was extremely informative and very interesting. If you ever have a chance to hear him speak on the “Nebraska Vortex Intercept Team,” you owe it to yourself to go! His presentation normally takes forty-five minutes; however, to accommodate our meeting schedule, he spoke very, very quickly and presented his entire presentation in twenty minutes!

In his presentation, Professor Dewey stressed the importance of ensuring the safety of the students on the team and explained that their vehicles are equipped with radar and computers. Another point he stressed was the fact that they are NOT “Storm Chasers.” Their role is to assist with spotting tornadoes and other weather or climate related events and, when necessary provide assistance.

He shared photos of student educational activities – as well as some spectacular weather photos and referred us to two informative Web addresses that are within the same Web site:
http://www.lincolnweather.org

Another worthy note is that the Hospitality Committee designed placemats that had a number of Nebraska’s tornado-related facts and statistics, such as: 1) The most tornadoes in one year in the state of Nebraska was 110 in 2004; 2) May 2006 was the first May in recorded history to NOT have any reported tornadoes; 3) Nebraska averages over 40 reported tornadoes a year; and 4) Nebraska ranks fifth in the United States for total number of tornadoes each year.

2009 SPECIAL DATES TO REMEMBER:
May 15 – PSP Filing Deadline
May 15 – NAEOP Conference Earlybird Registration Deadline
May 30 – NAEOP Conference Registration Deadline (to be listed in the annual report)
July 20-24 – NAEOP Annual Conference, Bloomington, MN
October 1-2 – NEOPA Workshop, Omaha, NE

MORE NAEOP 2010 NOTES:
The 2010 co-chairs and state leaders met while we were in Urbana. This was the first time we’ve met as an entire group. A few decisions were made regarding the theme, conference pin, and conference shirt. We discussed topic choices for the second keynote speaker and I will continue to work with him in refining this. The closer we get to finalizing plans for each event the more we will be calling on and needing YOU. Your help will be the key to our success in making the 2010 Kansas City conference a success.

Be prepared to let your talents shine (or develop new talents by going outside of your comfort zone). The planning and implementation can be as fun as the conference. It’s your chance to build stronger friendships and/or develop new ones! I’m anxious to see the different events take shape as we get closer to the actual institute and conference!

Our next time to meet as an entire group will be in Minneapolis this coming July. By that time, plans will be firm and we will be prepared to issue our invitation during a general session.

UNOPA members and guests at the March General Business Meeting and Luncheon.
Karen Spath:
Karen is from rural Lincoln, just a few miles west of Emerald. After completing high school at Malcolm, she attended Southeast Community College. Karen has worked for UNL for 10 years. Currently she is a staff assistant in the Department of Agronomy and Horticulture, but has also worked for the Alumni Association and the Facilities Management departments.

One of Karen’s favorite sports is snow skiing, and she also enjoys playing softball. When not scheduled to play she enjoys attending the games. She has a Harley and loves going for long rides and poker runs. In her spare time, she likes to garden. Wilson (see photo), the family dog, loves to go for walks, and is the “sweetest dog ever”! Cookie and Milo are their two cats.

Karen has two children, Travis (19) and Allison (15). Travis will begin his first semester at UNL this spring, and Allison is a 10th grader at Milford High School.

Karen lists her favorite foods as veggie pizza, crab legs, fresh pineapple, strawberries, blueberries and dark chocolate! Halloween is “totally” her favorite holiday, and they love to host parties and dress up in costumes. They enjoy traveling to Colorado and North Carolina, to visit her brother/family.

Asked why she joined UNOPA, Karen replied: “I thought it would be a good resource for me to get to know other people and a learning experience.”

Jaime Long:
Jaime, originally from Arlington, Nebraska, earned an Associates of Applied Science in Accounting from the Nebraska College of Business and is looking forward to pursuing a Bachelor’s Degree. She is an Accounting Clerk III in the Business Services Center.

Her sports interests include watching Husker football and volleyball and her favorite NFL team, the New England Patriots. NASCAR racing season follows the NFL season and they spend Sundays watching the races. Her favorite driver is Matt Kenseth (#17).

Other activities Jaime enjoys are photography and scrapbooking. Of course, her main pastime is spending time with husband, Mark, and son, Zhane, who was born on Mother’s Day, 2008! Jaime says she could not have asked for a better Mother’s Day gift! Their family also consists of a two-year-old pet American Bulldog named Lucy.

Jaime says her favorite vacation spot is a toss-up between Jamaica and Aruba, soaking up the sun on the beach with a cocktail in hand. She says her lifetime goal is to travel to all 50 states.

Spending Christmas Eve with her dad’s side of the family is a favorite holiday tradition. They are looking forward to beginning their own traditions with Zhane.

Asked why she joined UNOPA, Jaime replied: “I joined UNOPA to learn more about the University and to meet new people. It is nice to be able to put faces to the names that I work with on a daily basis.”

Opportunities for Service and Lasting Friendships
By Peg Johnson, Interim Director

I would like to thank the members who have stepped forward to let me know where their interest lie. However, I’m still waiting to hear from more members who are willing to serve as committee directors or have an interest in being on a particular committee.

If you know of someone who you think might be interested, please contact them; sometimes we just need a little push or even a helping hand (look what happened to me!). Even with a busy schedule (business and personal), I’m hoping you will be just as excited as I am at the opportunity to serve on the board, and join a committee that you have or haven’t been involved with in the past. If you are new to UNOPA, please look over the possibilities, as there are many opportunities to make new acquaintances and lasting friendships. If you are uncertain of what’s involved, please check out our Web site under “Officers and Directors,” where there is a summary of each committee and its purposes or duties. Please do not be shy about contacting any of the current directors with questions or concerns. I believe our organization has a wealth of knowledge just waiting to be tapped. The highlight of my installation would be to have all the committee directors positions filled so all can be recognized with me. My installation will be on May 12, 2009.

On a final note, please remember that one very important aspect that should be addressed before you agree to be a director or a committee member is to check with your supervisor first for their approval and blessing. It is always a good idea to let them know first-hand what is involved.
Malaysia
Diversity Thrives on UNL Campus
By Pat Hust, Center for Science, Mathematics and Computer Education

Kuala Lumpur Skyline, Malaysia
Do you know how many Malaysian students we have on campus? We have over 100! As educational office professionals, we have an opportunity to learn more about and appreciate the diverse students with whom we work. What do YOU know about Malaysia? Malaysia is in southeast Asia, surrounded by Thailand, Singapore and Indonesia. It is a country divided by the South China Sea. Malaysia is truly “Asia”… a mix of people from many races and cultures, it encompasses all the diverse peoples of Asia living together in harmony.

Malaysia’s cultural mosaic is marked by many different cultures, but several in particular have had especially lasting influence on the country. Chief among these is the ancient Malay culture, and the cultures of Malaysia’s two prominent trading partners throughout history, the Chinese and the Indians, whose distinctive cultures have blended to create contemporary Malaysia’s uniquely diverse heritage.

UNL’s Malaysian students are likely to be multilingual. The official language is Malay, however British English is frequently used for official business. Mandarin and Tamil as well as the many native languages are often spoken in homes. Schools teach languages, beginning in the elementary grades.

Students who arrive at the University of Nebraska expect to be speaking English, but are most familiar with British English. Some students are reluctant to speak up when they first arrive. They appear to be shy, and apprehensive about acceptance.

Malaysian students complete their college studies locally or study abroad in Australia, United Kingdom, and Ukraine, in addition to the United States. It’s interesting that most UNL Malaysian students are studying Actuary Science, although there are a few in other business majors and engineering. Our students typically transfer here with high academic averages.

Each Spring, the Nebraska University Malaysian Student Association (NUMSA) presents Malaysian Night. The evening is a visual feast, with its beautiful music, dance, art and bright clothing! Plan to put student cultural events on YOUR calendar. What a great opportunity to learn more about the culture of different countries.
How many old unused cell phones do you have tucked away in a drawer at home? Have you ever wondered what you were going to do with them?

At the May UNOPA General Meeting, you will have the opportunity to donate your cell phones, which in turn are sold to a company that recycles them, and then calling cards are purchased and given to our troops serving overseas.

“Cell Phones for Soldiers” was founded by Robbie and Brittany Bergquist, teenagers from Norwell, MA, with $21 of their own money. The company has become a registered 401c3 non-profit organization and has raised almost $2 million in donations and distributed more than 500,000 prepaid calling cards to soldiers overseas. They hope to eventually raise $9 million to fund new programs, such as providing video phones with prepaid service so the soldiers can see their families at home. For more information: http://www.cellphonesforsoldiers.com/resource_center.

Cell phones will be collected at the May 12 UNOPA General Meeting. If you are unable to attend, but still would like to donate your old cell phones, please send them to Mary Guest, 106 ADMS, 0423. Of course, cash donations are always welcome and will be used to help offset the price of shipping.

If you have any questions, please contact me at 472-3204 or email me at mguest2@unl.edu.

Submitted by Mary Guest, CEOE

Wow, that felt Great! Follow-up

By Jan Edwards, Career Development Committee

Good Day, everyone.

I mentioned in last month’s newsletter that I was going to give you a list of ideas that our groups from the workshop, Wow, that felt Great!, had envisioned to raise morale, make the work day more enjoyable, and establish satisfaction and camaraderie at job sites. Many related to Food! (Imagine that!)

Well, here we are:

- Say something positive!
- Bring sweet rolls or other treats
- Thank people for being helpful
- Have pizza days
- Greet with a smile; say good night (with a smile)
- Play lunch tag: Lunch out together
- Ask co-workers how they are doing, ask about the family
- Host potluck lunches
- Give sincere compliments
- Have cookie breaks
- Give a smile to everyone
- Take turns filling the treat bowl
- Relate funny stories
- Laugh out loud
- Make coffee
- Share events of personal life

Share and/or Demonstrate

- In Writing by sending a cheerful note or email
- Ease the workload of another
- Seek ways to lighten others’ tasks
- Notes of appreciation/encouragement
- Share jokes
- Post inspirational quotes
- Recognize birthdays with simple little gifts or gag gifts
- Give gold stars, etc., for work well done
- Serve food to an honoree on a special recognition plate
- Give birthday card(s) signed by all
- Have weekly staff recognition meetings
- Put up signs of praise, congratulations
- Encourage staff development
- Nominate co-workers/bosses for awards
- Establish a traveling department appreciation award
- Share books, hobbies, pictures
- When the right situation comes along, share Hugs!

Recreate

- Throw soft frisbees or play catch with soft balls
- Go for group walks
- Have casual dress days at work
- Play word games

Above all, make sure YOU Choose your attitude…

Be POSITIVE, Be There in that moment of need, Make Your Co-Worker’s day a better DAY!
Create PDF files with Microsoft Office 2007

With Microsoft Office 2007 you now have access to a free add-in program for creating PDF files from PowerPoint slide shows, Word documents, etc.

NOTE: If you want to create PDF files that use Adobe’s security feature to prevent copying of text, create PDF forms, or include other advanced features, you need to buy the Adobe Acrobat software.

Install the PDF add-in

1. In your browser, go to Microsoft’s home page (http://www.microsoft.com) and enter “pdf add-in” in the Search box.
2. Click on the “2007 Microsoft Office Add-in: Microsoft Save as PDF or XPS” page link.
3. Follow the instructions for downloading the file.
4. Save the file to your local computer (C: drive).
5. Double-click file icon to install the add-in.
6. When finished, delete the installation file from your local computer.

Create a PDF file

With your slide show or document open...

1. Click On the Office button.
2. Click on the right-pointing arrow next to the Save As option (see sample at right).
3. Click on the “PDF or XPS” option to open the Publish as PDF or XPS dialog box.

By default, the PDF file is saved with the same name, in the same folder as the original file, and with the settings shown in the image below.

- To create the smallest PDF file, change the Optimize for: setting to the “Minimum size” option (see image above).
- OPTIONAL: Click on the Options button to change any of the default settings in four areas: Range, Publish options, Include non-printing information, and PDF options.

For example, in PowerPoint you can use the “Notes pages” option under the Publish options to put a slide show with explanatory notes on the Web. The PDF file will show one slide per page with notes displayed beneath the slide (see sample).

You may also want to change a setting in the Include non-printing information section to help protect your privacy.

By default the “Document properties” of title, subject, author, and similar information are included in the PDF file.

Use the Help function for more information.

Click on the OK button to save Options settings changes.

6. In the Publish as PDF or XPS dialog box, click on the Publish button to save the PDF version.

Use a PDF file on the Web

PDF is the Web standard file format for sharing print-oriented documents. When sharing PowerPoint slide shows or Word documents with the general public or colleagues with no need to edit a file, use the PDF version. Advantages are that PDF files are smaller than the native file and there is no problem with people using different versions of MS Office programs.

When a PDF file will be used on a Web site, you must change the name to a one-word name (no spaces and no special characters) and keep the .pdf extension. If you don’t do this, your readers may have problems opening the file.

When you include a PDF file on your Web site, be sure to list the file size (example: PDF 556 KB, 24 pages) with each PDF link and to provide a link on the page for users to go to the Adobe site to download the free Adobe Reader.
Stressed Less

By David Hunnicutt, PhD
Submitted by Kimberly S. Barrett, M.Ed
Wellness Coordinator, University of Nebraska–Lincoln

Editor’s Note: Kimberly consented to write this article partially in appreciation of UNOPA’s participation in recent Wellness events here on campus, and selected this article because she has become increasingly aware of the need for people to manage the stress in their lives.

Stress is a big issue in the U.S. In fact, it’s everywhere. It dogs us at work. It plagues us at home. It travels with us on the road. It shares our relationships. Ironically, it even sleeps with us. In fact, the more I read about the issue, the more sensitive I become to how pervasive it really is. And I’m not the only one who is coming to this important conclusion. Indeed, according to the findings of a recent NIOSH* Report:

40 percent of workers reported their job was very or extremely stressful; 25 percent view their jobs as the number one stressor in their lives; Some 75 percent of employees believe that workers have more on-the-job stress than a generation ago; 29 percent of workers felt quite a bit or extremely stressed at work; 26 percent of workers said they were “often or very often burned out or stressed by their work.”

If that’s not enough, the 2000 annual “Attitudes In The American Workplace VI” Gallup Poll sponsored by the Marlin Company reported that 80 percent of workers feel stress on the job. Frighteningly, 25 percent have felt like screaming or shouting because of job stress; and 14 percent of respondents had felt like striking a coworker in the past year, but didn’t.

Stress As A Precursor To Illness

With stacks of research to support it, researchers have found that the consequences of stress in the U.S. have become very real. According to the latest estimates, experts tell us that 80 percent of all diseases may actually be stress-related. In my world, 80 percent is a very big number, especially in a country where more than $2 trillion is spent on health care services. When it comes to who stays healthy and who gets sick in the U.S., stress may very well be the #1 factor.

A Stress Ball?

But here’s what I find most interesting about all this. In a country where the vast majority of people seriously struggle with stress and 80 percent of all diseases is said to be stress-related, the recommendations for combatting stress are too simplistic.

For example, who hasn’t read an article entitled something like, The 60 Second Stress Buster? Or, worse yet, who hasn’t experienced the absurdity of being on the receiving end of something like a stress ball. The reality is so ridiculous you don’t know whether to laugh or call your therapist.

Technique #1: Set Boundaries

According to Dr. Seaward, if you really want to alleviate stress, you have to set healthy boundaries. And, in the world of work, that means setting boundaries with technology. “I’m really a big advocate of boundaries,” said Seaward. “In fact, I see a huge addiction problem going on today with people with their cell phones and with e-mail. In fact, I was doing a conference out on the East Coast not too long ago, and the new code name for the Blackberry is now the “Crackberry,” with the underlying message that people are addicted to these things. Don’t get me wrong, technology’s great but it’s supposed to serve us; we’re not supposed to be slaves to it. So the number one priority is to learn to unplug from these things. If you want to survive, you’ve got to set boundaries.”

Technique #2: Learn To Quiet The Mind

The next thing Dr. Seaward recommends is learning to quiet the mind, and this is easier said than done.

“We’re at a time right now of sensory overload (sensory bombardment actually). I think that people need to take time just to sit still and focus on their breathing and quiet their minds. I just saw this movie which I think is great. It’s called The Peaceful Warrior, based on Dan Millman’s book, The Way of the Peaceful Warrior.

“Dan Millman is a gymnast who is trying to augment his athletic abilities so he can compete in the Olympic games. He comes across this mentor, who he calls Socrates. One of Socrates’ great lines in this movie is, ‘Dan, empty the trash.’ And, of course, Dan Millman goes to the trash barrel to empty it, and this guy points to his head and he says, ‘No, I mean up here.’ And I think that we, in this day and age of information overload and too much information, get bombarded with things that take up a lot of space that we should better direct toward the things that really matter in life.”

Technique #3: Turn Off The TV

The third technique Dr. Seaward recommends for managing stress is turning off the TV. “Television obviously is a great form of entertainment, but like anything else, too much of it has become human kryptonite. I like the quote from (at least I think it was) Karl Marx who said ‘religion is the opiate of the masses.’ I think if he were alive today, he’d change that to say, ‘television is the opiate of the masses.’

“We have an addiction to television. Although there’s some great things on it (don’t get me wrong; I’m a big fan of PBS and things like the Discovery Channel), but too much of anything is going to zap our strength. I think that so many people actually use the television as a means of self-medication, trying to forget their problems or their situations at work or in relationships. Substituting one set of problems for another is not good.”

Technique #4: Practice Compassion

The fourth and final technique for managing stress that Dr. Seaward recommends is to practice compassion. “I’m a big fan of the concept of compassion or love, however you want to describe it. I think that the real message here is coming to a place of balance and engaging your sense of compassion;

(Continued on page 9)
Meet the REAL...
Submitted by Betty Jacobs, Feature Developer

Grace Li:
We have one daughter, Enya, and she is my number one interest. I love to watch my daughter growing. My sports interests are walking, running, and table tennis. Our family enjoys traveling, and going to football games and races, and also taking in a movie or a show. My favorite vacation spot has to be Las Vegas, Nevada. Once while visiting there I won $128.00; I had started with only three quarters. Shopping is also a very nice activity, but my favorite pastime is collecting coins from different countries. I have a full set of current or used coins from over forty countries. One of my favorite foods is fruit, and ice cream is my favorite dessert. You asked if I like cookies? It depends on the kind. During the holidays, especially Christmas and Thanksgiving, we like to travel although we often stay home and visit family and friends and share festive foods.

(Continued from page 8)

Stressed
however you conceive this to be. Some examples would be things like practicing random acts of kindness, spending time with family and friends, and doing service for others.”

“With this in mind, there’s a wonderful book called Life’s Little Instruction Booklet, by Jackson Brown. In his book, Brown shares a little tip he gives his son going off to college: Just remember son, no one ever sat on their deathbed, ‘Gee, I wish I’d spent more time at the office.’ The message here is that we need to actually honor our relationships with friends, family, and colleagues; and I’m going to include pets, because in this day and age of isolation, with people who spend so much time with their computers and their jobs, families are becoming fragmented, and pets play a very important role in our social structure.”

Summary
What’s most fascinating about Dr. Seaward’s recommendations is that each of these techniques takes practice and not much can be done in the short term. That’s surprising in a revelatory kind of way. I guess what it really tells me is that if you want to manage stress you have to take a daily approach to it and practice these things routinely, and in so doing, you’ll master the art and science of handling your stress... over the long haul. Unfortunately this is a far cry from the “quick fixes” that are being preached today. The implications for the worksite are legion, but I think the most important is that we have to start including stress management as a primary intervention in worksite wellness programs. Obviously we’ve got more work to do in this area.

For more information on this topic be sure to contact Dr. Seaward at http://brianlukeseaward.net/.

All information ©Wellness Councils of America (WELCOA) 2007. WELCOA provides worksite wellness products, services, and information to thousands of organizations nationwide. For more information visit www.welcoa.org.

*National Institute for Occupational Safety and Health (NIOSH);
As part of the CDC, NIOSH is responsible for conducting research and making recommendations for the prevention of work-related illnesses and injuries.
www.cdc.gov/niosh/homepage.html
UNOPA’s 50th Anniversary Fundraiser

TUMBLER
Indigo blue color, practical, affordable ($11/each).

The proceeds from the sale of the tumblers will help fund UNOPA’s 50th Anniversary celebration in 2010.

We need your assistance, and look forward to having you stop by our table at General Meetings. Take a tumbler home!

NEWS: NAEOP is planning a tribute to all deceased NAEOP members and family members (spouse, children, grandchildren, parents or siblings) Tuesday evening during the Annual Conference. Please submit the name(s) from your state that have passed away since our 2008 conference (CO).

If you have name(s) that you would like to submit you need to provide the following information to Becky Hastings NO LATER THAN May 11, 2009:

Name of deceased; Relationship, i.e., spouse, son/daughter, grandson/granddaughter, mother/father, sister/brother
Your name: City/State (provide the city & state you are from AND the city & state the deceased is from; Date of Death; and specify person who will accept the Memorial in Minnesota.

Let Becky Hastings know if you have any questions (402) 472-2085. There will soon be clarification as to what National needs and additional details.

2009 Calendar of Events

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<td>NAEOP Tribute Submissions Deadline</td>
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University of Nebraska–Lincoln

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