



UNOPA NOTES

University of Nebraska Office Professionals Association

"Jump In With Both Feet!"

June 2019



President's Message

It's June already!



What an excellent year it has been, and the time has come for my final message. This year has provided many opportunities to UNOPA members for development, sharing of ideas, support, collaboration, trying some new things, and stepping into new roles. The celebration of 150 years of the University also brought a time for reflection, and planning for the future. Time has flown by this year, and I appreciate all of the support and hard work done

by each and every one of you. A special thank you goes out to my board. I cannot express enough how much I appreciate the work you've done this year.

The Husker Spring Game in April brought another sold out parking lot. Debbie Hendricks and Jan Wassenberg's names were drawn for the \$25 gift cards for volunteering this year. We had a wonderful meeting last month that included the Rose Frolik Award, past presidents and retirees recognition, and the installation of the 2019-2020 board. Congratulations to Tricia Liedle, the recipient of this year's Rose Frolik award! Thank you to the Outreach and Awards committees, Corresponding Secretary Alycia Harden, and our President-elect Jana Wood for your hard work in putting together a wonderful program.

Thank you all for your support of the President's Charity, the Huskers Helping Huskers Pantry. Please remember that we don't have to stop here. You can refer to the Pantry's webpage at any time for ways to donate, where and what to donate, and other ways you can support the pantry.

Serving as president of UNOPA has been a great learning experience that has not only challenged me, but also surfaced both strengths and my weaknesses that will contribute to my professional growth. As we transition into the new year, I would like to encourage all of you to take some time to set goals for yourself that will contribute to your professional development. I wasn't quite ready to serve in this position so soon, but I have found that even though it's difficult at times, sometimes the best way to learn is to just jump in! Jump in with both feet! It has been a pleasure serving as your president this year, and I look forward to what the future holds for UNOPA.

Kelsey Sims

UNOPA's Mission

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 system and the community.

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NEOPA: <https://sites.google.com/site/neopanebraska/>
NAEOP: <https://www.naeop.org>

Piece by Piece...



Quilt Raffle

Here's your chance to win this beautiful quilt!

Tickets:
1 for \$5.00
4 for \$15.00
6 for \$20.00

Drawing will be held on Monday, July 1, 2019.



A fundraiser in support of Mary Guest, a longtime member of UNOPA, NEOPA and NAEOP, to help cover expenses as she takes on the responsibilities of the 2019-2020 president-elect and 2020-2021 president of our National Association of Educational Office Professionals.



MARK YOUR CALENDARS!

June 4 – Board Meeting (Old board/new board transition meeting)
June 13 – **Summer Social**
June 24 – **Job Crafting workshop with UAAD**
July 4 – Fourth of July HOLIDAY
July 15-20 – **NAEOP Annual Conference, Boise, ID**

Let's Celebrate some Birthdays!

June

Lorraine Moon – June 3
Jeanne Bonnett – June 4
Cindy Hornung – June 7
Jane Schneider – June 9
Michelle Jacobs – June 10
Rebecca Waldman – June 11
Debbie Hendricks – June 20
Beth Zager – June 22
Kathy Bennetch - June 24

July

Tricia Liedle – July 9
Jennifer Haley – July 12
Marlene Pyatt – July 12
Marsha Yelden – July 16
Marcy Tintera – July 18

August

Susan Thomas – 15
Kathy Schindler – 16
Mardi Bonner – 17
Murd Holland – 19
Andrea Peterson – 21
Tonda Humphress – 22
Sara Jeffery – 24
Lola Young – 28
Pat Wemhoff – 29
Donette Petersen – 30

UNOPA

SUMMER SOCIAL

Join UNOPA for a tour of the Canine Cognition and Human Interaction Lab and see a demo of the lab pups in action!

The tour will be followed by a social hour with games, refreshments, and door prizes.

June 13, 2019

3:00 p.m. Tour of C-CHIL, Room 3

4:00 p.m. Refreshments and Games, Room 22

501 Building

Lincoln, NE 68588

This event is free and open to all UNOPA members. RSVP required.



It's **summer** and time for a little **FUN** and relaxation with new and old friends!

And, it's time to get registered for the UNOPA **Summer Social!**

You can come for both activities or just for one. Either way, it will be great fun!

AND IT'S FREE!!

Meet at the C-CHIL, room 3, at 3:00 p.m. for the tour.

Register at: <https://www.eventbrite.com/e/unopa-summer-social-tour-of-c-chil-and-social-hour-tickets-62060275956>

For more information about the lab, visit: <https://dogcog.unl.edu/>

2019-2020 Membership Renewal

Watch for membership renewal information to be sent out in early July. Get your membership renewed before you get busy with the start of the school year! The UNOPA year runs from July to June.

R.U. NUTS?!?!

Do you like to snack? R.U. NUTS might be just what you need!

The PSP Endowment Committee will be selling items from R.U. NUTS, a Lincoln based company, at the UNOPA Summer Social in room 22 of the 501 Building.

But if you miss them there, contact Lola Young, Debbie Hendricks, Tricia Liedle, Jennifer Greenlee, Diane Wasser, or Lorraine Moon because they will be selling them through July 10 as a fundraiser for the PSP Endowment Committee.

Let's all try to support our UNOPA members who have worked hard to earn their PSP awards!!



Snack Packs (2oz) -- \$3.00/each

- ◇ *Milk Chocolate Covered Espresso Beans*

Snack Packs (5-6oz)-- Price as marked

- ◇ *Roasted Salted Almonds* -- \$4.50/each
- ◇ *Roasted Salted Cashews* -- \$6.00/each
- ◇ *R.U. Berry Sweet Mix*— \$3.00/each
Raisins, HoneyRoasted Peanuts, Dried Cranberries, Chocolate Raisins, Yogurt Raisins, Walnuts, Roasted/Salted Cashews



Zip-Top Pouches (8-12oz) -- \$6.00/each

- ◇ *Gummi Bears*
- ◇ *Milk Chocolate Raisins*
- ◇ *Tailgate Trail Mix*—
Corn Nuts, Butter Toffee Peanuts, Honey Roasted Peanuts, Honey Roasted Sesame Sticks, Hot & Spicy

Gift Tubs (8oz) -- \$5.50/each

- ◇ *Yogurt Covered Pretzels*



Job Crafting: Re-design Your Job to Re-engage in Your Work

UNOPA has been invited by UAAD to participate in this workshop they are hosting.

June 24, 2019
12:30 – 4:30
112 Hawks Hall

Registration: \$46 (\$36 for UAAD members and CoB staff)

Presented by: Tammy Beck, Associate Dean, College of Business

The Job Crafting Exercise, created by the Center for Positive Organizations, will help you to be more engaged, gain new insights, and view your job in a whole new way. You'll use introspective tools to identify how to reframe your job to make it more interesting and engaging. Based on cutting-edge research from the University of Michigan, the Job Crafting Exercise will help you redesign your job. You will uncover hidden insights that will help you build a job that is better suited to you and tailored to your values, strengths and passions. Past participants have found it to be rejuvenating and a catalyst for higher engagement and productivity. The Job Crafting Workbook is included with workshop fee and will be provided at the workshop.

More about Job Crafting at: JobCrafting.org

Register soon—space is limited! Registration closes 5 p.m., Thursday, June 20!

For registration and more details, go to: <https://newsroom.unl.edu/announce/UAAD/9701/57082>

Bradley Munn Professional Growth Fund

I was very pleased that five UNOPA members took advantage of this fund and would like to give recognition to them at this time. They were Amanda Lager Gleason, Debbie Hendricks, Marla Nissen, Mikki Sandin and Lori Sorto. They all received \$100 toward their professional growth development. Congratulations, ladies, on your accomplishments!

Remember, all reimbursement requests must be submitted no later than sixty days after the final day on which expenses were incurred. Please send your submissions to Kelsey Sims, who will be the 2019-2020 Bradley Munn Fund director.

Barbara Homer

Bradley Munn Professional Growth Fund Director



Have a safe and happy 4th of July!

Bill Nunez and Phil Berlie Presented RCM to UAAD & UNOPA Members

Vice Chancellor for Business and Finance Bill Nunez and Executive Director of the Business & Finance Budget Office Phil Berlie introduced Responsibility Center Management (RCM) to UAAD and UNOPA members on May 21, 2019. RCM is an incentive-based management philosophy designed to support the achievement of the University's mission by decentralizing budget authority—transferring it from central administration to individual schools or programs. In a RCM budget model, a framework is created to direct funding to the units generating the revenue, then charges are assessed to cover the unit's share of centrally borne (administrative and common service and support) expenditures. RCM is often used to align budget allocations with university goals and objectives by assigning both revenue enhancement and cost reduction to the units supporting its strategic mission.



Detailed information, including project timeline and FAQs, is located on the budget website: budget.unl.edu. Inquiries may be sent to RCM@unl.edu.

The Career Development Committee is looking forward to Bill Nunez and Phil Berlie presenting a follow-up meeting in early fall to discuss Phase 2 achievements.

Rose Frolik Award

2019 Rose Frolik Award Recipient



Tricia Liedle is presented her Rose Frolik award and necklace by Sandy Lineberry.

2019 Rose Frolik Award Nominees



*Judy Anderson, Tricia Liedle, Alicia Arnold
(Pat Wernhoff was also nominated,
but unable to attend.)*

Honored Groups at the May General Membership Meeting

Rose Frolik Award Recipients



UNOPA Past Presidents



2018-2019 UNOPA Board Members



2019-2020 UNOPA Executive Board



Minutes of the
UNOPA GENERAL MEMBERSHIP MEETING
 Rose Frolik Award Presentation
 Willa Cather Dining Complex Red Cloud A
 11:30a.m.-1:00p.m.
 May 14th, 2019

Rose Frolik Award Presentation, Recognition of Past Presidents & Retirees, Installation of the 2019-2020 Board.

President, Kelsey Sims, called the meeting to order 11:55a.m.

Rose Frolik Award Presentation: “The Past, Present and Future of UNOPA”.

The April general membership meeting minutes presented. Motion by Judy Anderson to approve the minutes as corrected. Diane Wasser seconded. Motion carried.

April TREASURER’S REPORT filed for audit.

2019-2020 Proposed Budget

Correct descriptions of line items. Budget amounts listed are ok. Motion to approve with description corrections by Cathy Robertson. Seconded by Jane Schneider. Motion carries.

OFFICER AND COMMITTEE REPORTS

Career Development/PSP–Debbie Hendricks

Earn PSP certificate. Recognition of individuals who have earned their PSP. Barbara Homer May 2018 and Jennifer Greenlee May 2018.

Ways & Means–Roddy Spangler and Marissa Kemp

Gift card drawings for parking lot volunteers. Thirty total volunteers, 15 of which were board members this past year raised over \$4,000. Two winners—Jan Wassenberg and Debbie Hendricks.

Outreach–Amanda Lager Gleason and Lainey Bomberger

50/50 raffle drawing winner Debbie Hendricks received \$35.

Door prize drawing to award prizes of centerpieces and \$5 gift cards to Valentino’s given to:

First	Last	Prize
Mikki	Sandin	Gift Card
Donelle	Moormeier	Centerpiece
Alycia	Harden	Gift Card
Jaime	Long	Gift Card
Christina	Franklin	Centerpiece
Jennifer	Greenlee	Flower Packet
Debbie	Hendricks	Centerpiece
Steve	Taege	Gift Card
Deb	Green	Centerpiece
Michelle	Sullivan	Gift Card
Lori	Sorto	Gift Card



Marlene	Pyatt	Centerpiece
Carol	Wusk	Centerpiece
Jana	Pills- worth-Wood	Flower Packet
Marla	Nissen	Flower Packet
Greg	Nathan	Gift Card
Lois	Brinton	Centerpiece
Kathryn	Schindler	Gift Card
Jesse	Starita	Gift Card
Monica	Myers	Gift Card
Alicia	Arnold	Gift Card

Corresponding Secretary-Alycia Harden

Recognition of Past Presidents.

Recognition of retiree Barbara Homer.

Awards–Mikki Sandin and LaRita Lang

Presentation of awards. Annual Rose Frolik award nominees: Judy Anderson, Alicia Arnold, Patricia Liedle, Pat Wemhoff

Winner: Patricia Liedle. Recipient of plaque, \$600, and Rose Frolik necklace.

Outgoing Board Recognition “Jump in with both feet”–Kelsey Sims

Certificates recognizing outgoing board and committee members.

Installation and Recognition of 2019-2020 Board–Mikki Sandin

Installation of President Jana Pillsworth-Wood and elected board members Lainey Bomberger, Alycia Harden, Christina Franklin, and Jamie Long.

Meeting adjourned at 12:42p.m. by Kelsey Sims.

Submitted by: Lori Sorto, Recording Secretary

Installation



Mikki Sandin (l) installing Jana Pillsworth-Wood (r) as UNOPA's president for 2019-20



Together, presidents Jana Pillsworth-Wood (l) and Kelsey Sims (r) gavel the general membership meeting closed.



University of Nebraska Office Professionals Association

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IN OUR GRIT, OUR GLORY.

