



UNOPA NOTES

University of Nebraska Office Professionals Association

"Jump In With Both Feet!"

September 2018



President's Message

Here we are again as another year has begun!

As many of you already know, I was originally elected your president-elect for this year but, much to my surprise, plans changed and I have stepped up a year early. Surprised? Scared? Nervous? You bet! I selected the theme "Jump in with Both Feet!" The meaning of "jump in with both feet" is to become involved in something quickly, and with enthusiasm. That is exactly what I've been doing

since becoming president. I am excited to take on this challenge, and I know it will be a great opportunity to learn from other UNOPA members, past presidents, and other members of the university. Life has its surprises, plans change, and time passes us by, so whatever comes your way this year, I encourage you to jump in with both feet. With a new year comes new people, new challenges, and new opportunities. UNOPA provides us the opportunity to grow as professionals, to learn from each other, share ideas, and support each other as we journey through another year.

I invite you all to join us each month at our general meetings for the opportunity to have lunch with your peers, listen in as we have a great schedule of speakers scheduled this year, and congratulate those who will be nominated and win the annual awards presented by UNOPA in November and May. Be sure to watch for announcements for workshops and other professional development opportunities during the year. Join the fun with Secret Friends, and brighten someone's day each month. We will also be selling parking lot spaces for home games to raise money for our association, so grab a partner and sign-up. The University of Nebraska will also be celebrating its 150th year, which will not only provide us a chance to look back at how far we've come, but an opportunity to look to the future, and where we want to go from here. I also want to include a thank-you to the individuals serving on my board this year. With an exciting year ahead of us, I look forward to being your 2018-2019 UNOPA President.

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.

UNOPA Board of Directors

President, Kelsey Sims
472-8209 ksims2@unl.edu

President-elect, TBD

Treasurer, Jaime Long
472-4502 jlong5@unl.edu

Recording Secretary, Lori Sorto
472-3137 lsorto@unl.edu

Corresponding Secretary, Alycia Harden
472-7317 aharden@unl.edu

Immediate Past President, Barbara Homer
472-3677 bhomer2@unl.edu

Awards Co-directors
LaRita Lang, 472-3826 llang@unl.edu
Mikki Sandin, 472-2126 mikki.sandin@unl.edu

Bylaws/Nominating Director, Tonda Humphress
472-3756 thumphress1@unl.edu

Career Development/PSP Co-directors
Debbie Hendricks, 472-3755 dhendricks1@unl.edu
Lorraine Moon, 472-6082 lmoon1@unl.edu

Technology Director, Jennifer Greenlee
472-2807 jgreenlee2@unl.edu

Employee Concerns Co-directors
Kathy Schindler, 472-1730 kschindler1@unl.edu
Jana Pillsworth-Wood, 472-0509
jana.pillsworth-wood@unl.edu

Outreach Co-directors
Allison Casey 472-9339 acasey5@unl.edu
Lainey Bomberger, 472-1675 lbomberger2@unl.edu

Membership Co-directors
Cathy Robertson, 472-0456 croberson@huskers.com
Mary Klucas, 472-7325 mary.klucas@unl.edu

UNOPA Notes Director, Judy Anderson
472-7021 janderson5@unl.edu

Ways & Means Co-directors
Roddy Spangler, 472-5235 rspangler2@unl.edu
Marissa Kemp, 472-8687 mkemp2@unl.edu

Presidential Advisor, Mary Guest
472-3123 mary.guest@unl.edu

Digital Commons, Jane Schneider
48nsch90@gmail.com

Marketing
Lisa King, 472-7787 lking2@unl.edu
Katie Ballue, 472-2978 katie@unl.edu

From your Employee Concerns Committee

On Aug. 22, Dr. Marjorie Kostelnik emailed an update about Nebraska's Budget Response Teams (BRT's): (<https://nebraska.edu/brt>). The teams are now in Stage 3 where they will implement proposed strategies and plans for doing business more efficiently.

There were two areas of concern that UNOPA members had under the Human Resources BRT's purview:

- 1) Office/Service employees were in danger of losing compensation of ¼ of their sick leave when they retired; and
- 2) It was recommended that the maximum vacation balance be reduced from 280 hours.

UNOPA and many employees wrote in opposition of these two proposed changes. As a result of our input and the H.R. team's further investigation, it was decided that Office/Service employees hired after Jan. 1, 2019, will not receive a payout of ¼ of their sick leave when they retire. Current O/S employees will receive compensation of ¼ percent of their sick leave as long as they: 1) retire by July 1, 2035; 2) are at least 55-years-old; and 3) have served the university for at least 10 years. This means that many current employees will still be eligible for this benefit as long as they meet the requirements.

There will also be no changes in the maximum vacation balance. The HR BRT team will also be looking at staff recruitment, employee development and staff compensation.

In other Budget Response Team reports, there were also updates on Communications, Facilities & Energy, Information Technology Services, Printing & Copying, Procurement, Travel and Digital Education. Please refer to Dr. Kostelnik's email from Aug. 22 for more details in these areas.

The university's response to this budget gap and the creation of Budget Response Teams (BRTs) has been viewed favorably by external bond rating agencies, according to Dr. Kostelnik. Having a good credit rating will result in future savings as the university will be eligible for lower-interest rates for new and remodeled buildings, etc.

Thanks to everyone who gave input, ideas and support for all these budget-reduction efforts.

MARK YOUR CALENDARS!

September 11 – General Membership Meeting
September 15 – Parking lot sales
September 20 – Deadline to register for the Star Achievement Series
September 29 – Parking lot sales
October 2 – Executive Board Meeting
October 9 – General Membership Meeting

UNOPA General Membership Meeting

September 11, 2018 – 11:45 am-1:00 pm
Nebraska Union – Regency Room

Please plan to attend UNOPA's General Membership Meeting as the speaker is Megan Patel from the Huskers Helping Huskers Pantry. The pantry was selected as this year's President's Charity, and is a great resource for the students here at Nebraska.

This is a brown-bag luncheon, so please bring your lunch with you.

Register today at: <https://unopaseptembermeeting.eventbrite.com>

Have questions about the new Concur travel?

Get ANSWERS!
September 18 | Noon–1:00
Nebraska East Union

The UNOPA Career Development Committee will hold its first brown bag meeting for the new academic year on September 18 from 11:30 to 1:00 at the Nebraska East Union. The workshop will be presented by Shannon Poppe, who will answer questions regarding the new Concur travel system. Concur will go live for the Nebraska campus on September 24. If you still have questions, bring them to this meeting!! Shannon will answer them for you.

This presentation is open to the University community.



CONGRATULATIONS to our National Award Winners!!

Yes, these photos look like duplicates, but if you look closely, you'll see the awards are actually different.

UNOPA Notes, edited by Judy Anderson, was awarded **First Place** in the Rachael Maynard Award for Excellence in Communication category and the UNOPA website, administered by Jennifer Greenlee, tied for **First Place** in the Website category. Congratulations to these ladies for all their hard work for UNOPA recognized!!

Barbara Homer, UNOPA president 2017-18, is accepting these outstanding awards from NAEOP president, Lisa Morehouse, at the National Conference held this summer.

It's Time to Renew!

You won't want to miss anything this year. It's time to renew your UNOPA membership. Use the [Membership Form](#) found on the UNOPA website.

REMEMBER TO:

- Sign your form
- Have your Supervisor sign the form if charging to a Cost Center
- Complete the 2nd page

Send your completed form to: Mary Klucas
1223 OldH
CC 0312

We look forward to seeing you at UNOPA activities this year!

Membership Co-Directors
Mary Klucas
mary.klucas@unl.edu

Cathy Robertson
crobertson@huskers.com



Hello Monday Motivators!

I am keeping this MM short and sweet as I know you are quite busy.

5 Ways to Take Charge of Your Career

Think like an entrepreneur. See yourself as president of You, Inc. Don't just think of yourself as working for someone else. Learn to take responsibility and be accountable for your work environment. Be a catalyst in making good things happen around you.

See teams everywhere. See people in other departments as part of the bigger team. A business should be a constellation of talent. As each person becomes better at what he or she does and shares successes with colleagues, each department becomes stronger. As each department becomes more effective, the entire organization excels.

Be a problem solver. In the new work environment, you have to tackle problems inside and outside your immediate area. When you see a problem, take ownership. Think of several solutions, evaluate possible outcomes, select one and move forward.

Take risks. When you take a risk, the outcome is not always guaranteed. But if you never take a risk, or push your limits, you will never know your true potential.

Seek feedback. All of us have "blind spots." Encourage feedback from your manager, colleagues, customers, and others who interact with you regularly. Once you receive their feedback, work on a plan for improvement.

Wishing you a wonderful week!

Joan Burge

Let's Celebrate some Birthdays!

Nelvie Lienemann – August 10
Val Wiemeyer – August 14
Murd Holland – August 19
Pat Wernhoff – August 29
Renae Oestmann – September 4
Mikki Sandin – September 15
Christine Haney Douglass – September 19
Alicia Arnold – September 27
Lori Sorto – September 29

A Boulder from Paul-The Ripples Guy

GRIT is not just a simple elbow-grease term for rugged persistence. It is an often invisible display of endurance that lets you stay in an uncomfortable place, work hard to improve upon a given interest and do it again and again.

~Sarah Lewis

Opportunities Available!!

There are still board and committee spots available to those very special members who want to get involved in big and small ways!

President-elect: Will move to president position the following year. (Most all of the meeting planning for this year has already been done.)

Employee Concerns Committees:

Campus Rec Advisory Council–Need two office/service employees who are also members of Campus Rec.

Parking Appeals Committee–Hears parking appeals and meets very seldom.

Photos from the Installation of Officers at the May 2018 General Membership meeting.



Barbara Homer gives her final remarks as out-going president.



Mary Guest performed the installation ceremony.



Newly installed 2018-19 UNOPA Board (l to r): Alycia Harden, corresponding secretary; Jaime Long, treasurer; Barbara Homer, immediate past president; Lori Sorto, recording secretary; Kelsey Sims, president



Colorful African violets were awarded to the newly elected board members during installation.



In addition to the African violet, out-going president Barbara Homer was also presented with a plaque, a gavel pin, and a commemorative clock.

UNOPA General Membership Meeting Minutes

May 8, 2018
11:45 a.m.-1:00 p.m.
City Campus Union, Colonial Room

CALL TO ORDER

President Barbara Homer called the meeting to order at 12:01 p.m.

APPROVAL OF MINUTES

Minutes of the April 10, 2018 general membership meeting were emailed to the membership prior to the meeting. **Tricia Liedle moved: "I move to approve the minutes as presented."**
Motion seconded by Lorraine Moon. Motion passed by a show of hands.

OFFICER REPORTS

Treasurer's Report: The April 2018 Treasurer's report was emailed to the membership prior to the meeting. The report will be filed for audit.

ANNOUNCEMENTS

President Homer announced Carol Bom from the Nebraska Department of Education (NDE Bridge) attended the May 1, 2018 Board meeting to talk about the STAR Achievement series offered by NEOPA. If interested in being a participant or a facilitator, contact Carol at carol.bom@nebraska.gov.

President Homer reported that her charity, Lynette's Angels, will receive a check for approximately \$250 from the 50/50 drawings held during her tenure. Homer thanked everyone who bought 50/50 tickets to support this worthy cause.

COMMITTEE REPORTS

Bylaws/Nominating: Mary Guest moved: "I move to delete the ballots from the UNOPA election." Judy Anderson seconded the motion. The motion passed by a show of hands.

Voting on the revised bylaws is over and the revisions passed. **Kelsey Sims moved: "I move to destroy the ballots for the bylaws." Motion was seconded by Mary Guest. Motion passed by a show of hands.**

Bradley Munn Professional Growth Fund: Tricia Liedle provided a brief overview of the fund. Kelsey Sims received funds to help offset tuition fees and was presented with a certificate.

Tricia reminded everyone that the 2018 NAEOP Annual Conference will be held in Minnesota this year with 11 members attending. Those attending were asked to stand. Tricia reported that all members who attend are eligible to apply for up to \$300 from the Bradley Munn Foundation Fund. Tricia reported that Donna Bode will be the UNOPA delegate for the Advisory Council, and Debbie Hendricks is the alternate.

Ways and Means: Marla Nissan announced the recipients of the \$25 gift cards. Susan Wesely and Jana Pillsworth-Wood each will receive a \$25 gift card from the place of their choice.

Outreach: For door prizes, the newest UNOPA member at each table received the flower arrangement. The 50/50 drawing went to Alycia Harden. She received \$36 and Lynnette's Angels will receive \$36. Mikki is beginning to plan the summer social and if you have any suggestions you can send them to her. Information about the summer social will be provided later.

Proposed Budget: The 2018-2019 proposed budget was provided at each table. It was mentioned that the expenses and revenue are supposed to balance each other so there is a zero balance. Susan Wesely will increase the Treasurer's Balance Budget line by \$815 to make a new total of \$2,225 for that line. **Mary Klucas moved: "I move to accept the 2018-2019**

UNOPA General Membership Meeting Minutes

May 8, 2018

proposed budget as amended." The motion was seconded by Jaime Long. The motion passed by a show of hands.

Distribution of Certificates to Executive Board: President Homer presented certificates of appreciation to her board and committee members in attendance.

Outgoing President's Remarks: Present Homer gave her closing remarks by highlighting some of the board's accomplishments: formed an Ad-Hoc Committee with UAAD to explore the potential of having a unified voice for the staff at UNL; approved to pay \$300 for active members to attend the 2018 National Conference; revised UNOPA Bylaws and Standing Rules; did a community service project by volunteering to Feed the Kids at the F Street Recreation Facility; and approved to offer our members and guests a discounted meal at the Rose Frolik luncheon.

President Homer encouraged everyone to "Soar to New Heights" to get involved in this organization by serving on a committee under the leadership of Donna Bode and her board. She extended best wishes to President Donna Bode and her board.

Donna Bode presented President Homer with an engraved plaque, an engraved clock and a gavel-shaped lapel pin.

PROGRAM

Installation of 2018-2019 Elected Officers: Mary Guest conducted the installation. Each officer was presented with a plant.

Incoming President's Closing Remarks: President Donna Bode spoke about her theme for the coming year: "The future belongs to those who believe in the beauty of their dreams." (Eleanor Roosevelt). President Bode said, "Like a garden with many different flowers and plants, everyone brings special knowledge, strength, thoughts and dreams." She indicated her plan is to "do things together as a team." At the closing of her remarks, President Bode lead the group in reciting the UNOPA Membership Pledge.

President Bode and Immediate Past-President Homer adjourned the meeting at 12:41 p.m.

Submitted by Marsha Yelden, Recording Secretary





NEOPA's Newest Leadership Opportunity

Invest in Yourself by Actively Participating

Join NEOPA members in the fall of 2018 and spring of 2019 for this opportunity.

The benefits to you:

Develop four skills – 7.5 hours each session devoted to learn about:

- **Attitude:** Achieving and sustaining a positive attitude about your employer, clients, co-workers, and self
- **Skill:** Developing new and enhancing current intangible skills that are vital to workplace success.
- **Teamwork:** Being a part of and contributing to various team relationships, both internal and external to the organization.
- **Strategy:** Setting goals and cultivating enriching relationships to actualize one's professional self.

How it will work:

- We will meet on Saturdays for a 7.5 hour session dedicated to one topic
- Each participant needs to attend each session
- Each session will be facilitated by a NEOPA member(s)

Requirements:

- Must be a NEOPA member
- \$100 fee for the four sessions (to cover cost of materials) to be paid one week prior to the first session
- Fee is non-refundable

The possibilities are endless!

Suggested dates:

- September 29, 2018 – away football game
- November 3, 2018 – away football game
- January 26, 2019
- March 23, 2019

We have received approval for 30 hours of education credit from the NAEOP PSP program.

Participants

Empower yourself

- Leadership skills
- Confidence
- Ability to speak in front of small groups
- Excel in the workplace

Facilitators

Empower yourself

- A purposeful community dedicated to the learning of NEOPA members
- Gain a like-mindedness and professional purpose
- One or two facilitators will run one session
- Plan to attend all sessions – this will allow facilitators to help one another if someone gets "stuck" or cannot attend at the last minute
- Learn how to lead and to follow

Sign up today!

Questions, contact Carol Bom – carol.bom@nebraska.gov

Yes, I am interested in participating in the NEOPA STAR achievement series.



Name:

PSP Certification Level:

CEO? Yes or no:

Cell phone or best number to call you:

Email address:

The best time of day to reach me is:

Why do you want to help participate in these sessions for NEOPA?

Which area of the training interests you the most? Attitude – Skill – Strategy – Teamwork

Currently scheduled session dates include:

October 6, 2018 – November 3, 2018 – January 26, 2019 – March 23, 2019

List any dates that you know of that are a conflict for you now.

Please list one interesting item about yourself that you would like the group to know about you:

Commitment:

- Must be a NEOPA member – if you are not currently a member in 2018-2019, you must join or renew your membership before we begin our sessions
- Agree to be prompt so that we may begin and end on time
- Participants will attend all four sessions
- There may be follow up work in between sessions to enhance the training
- Registrations due by Thursday, September 20, 2018
- Submit a \$100.00 check to NEOPA for payment for the STAR Achievement series no later than one week prior to the first session, (September 29) payable to NEOPA.
- Fee is non-refundable.

The four sessions will be held at the Lincoln Community Foundation, 215 Centennial Mall South, 5th floor conference room. We will begin each Saturday at 8:30 AM and conclude no later than 5:00 PM.

We will begin each day at 8:30 AM and end no later than 5:00 PM.



Contact Carol Bom at carol.bom@nebraska.gov or by cell phone at 402.770.7531 with questions

Announcing the 2018-2019 Webinar Series!

L. E. A. R. N. with 

| | |
|---|--------------------|
| Dealing with Difficult People | September 12, 2018 |
| Digital Security | October 3, 2018 |
| Embrace Your Quiet Strength: Leading as an Introvert | November 7, 2018 |
| Diversity and Multicultural Inclusion | January 16, 2019 |
| Another Meeting? Please Don't Waste My Time | February 13, 2019 |
| Intro to Google Chrome Browser | March 13, 2019 |

It gives me great pleasure to announce the 2018-2019 Webinar Series. The cost for the webinar series – six (6) one-hour classes – will be \$125 for members and \$185 for non-members. Participants will receive handouts where applicable, links to webinars two days after the live presentation and six (6) hours of PSP educational credit. Webinars will be offered at one time slot - 1 PM Eastern Standard Time. Visit the NAEOP website www.naeop.org to sign up for classes.



2018-2019 Webinar Series



The mission of NAEOP is to provide professional growth through leadership, education, achievement, recognition, and networking opportunities for educational office professionals.

Dealing with Difficult People – September 12, 2018

A day at the office can be filled with joy and satisfaction or it can be frustrating and stressful. When things go wrong, some people lose control. Holding emotions in check and reacting professionally while under fire is not always easy. It is particularly difficult to be nice to people who are not being nice to you. So what do you do to keep your cool when the customer is chewing you out? Most of the time, the customer’s dissatisfaction is not even your fault. You’re getting the blame because the unhappy person found you first, and it’s not pleasant. When faced with angry people, there are key steps that will help diffuse the situation.

Digital Security – October 3, 2018

Digital security refers to keeping us, our information, and our digital devices secure from outside threats. Get ready to find out if you are behaving and participating safely in the digital world. What is personal info and what is private info? What is your digital presence? What information do you share online? Are you a responsible user of creative work? Are you aware of scams, phishing attempts or viruses? Who are your children talking to online? Would you recognize cyber bullying if you saw it? Do you just “Google It” or do you also seek other perspectives? This webinar will teach you what to look for and how to keep your information safe.

Embrace Your Quiet Strength: Leading as an Introvert – November 7, 2018

The world is made up of introverts and extroverts. Did you know that 40-50% of us are introverts? It’s true! During this webinar, we will discover the difference between shyness and introversion. We will learn the ‘Four Ps’ process to track your progress in building your skill set to learn how to better handle uncomfortable situations. We will gain practical and proven tools to build on our quiet strength as introverts, and even embrace our introversion! Introverts are thoughtful leaders and are needed in our workplaces and associations.

Diversity and Multicultural Inclusion – January 16, 2019

This webinar will explore some of the many ways we are diverse and how that diversity may be used as a strength. It will also help participants identify biases that can hinder inclusion. Participants will leave with a better understanding of themselves and the people they work with, and tips on how to build more inclusive relationships.

Another Meeting? Please Don’t Waste My Time – February 13, 2019

Learn to facilitate effective meetings through process and people management. This webinar will give you the tools to chair meetings with confidence. At the completion of this session, you will know how to structure your meetings to honor the time and energy of your members.

Intro to Chrome Browser – March 13, 2019

Get the most out of Google Chrome by learning how to save and sync things like your bookmarks, history, passwords, and other settings to your Google Account. Then, you can access them on any device. Explore downloading and using apps and extensions, or personalize Chrome on your computer. Set up Chrome to load your favorite page when you first open Chrome on your computer. Or, you can continue where you left off on the pages you had open the last time you used Chrome.

Webinar Registration Form

Registrant Information:

Registrant Name _____ Membership # _____
(First) (Last) (CEOE)
Mailing Address _____
City _____ State _____ Zip _____
Home Phone _____ Email address _____
Office Phone _____
Cell Phone _____

Full Registration:

(Full registration includes six one hour webinars, handouts where applicable, links to webinars after live presentations, and PSP credit.)

| Registration | Fee | Amount | Time of Session |
|------------------------------|-------|----------|-----------------|
| Full Registration—Member | \$125 | \$ _____ | EST 1 pm |
| Full Registration—Non-member | \$185 | \$ _____ | EST 1 pm |

Webinar presentations and dates: L.E.A.R.N. with NAEOP

| | |
|--------------------|--|
| September 12, 2018 | Dealing with Difficult People |
| October 3, 2018 | Digital Security |
| November 7, 2018 | Embrace Your Quiet Strength: Leading as an Introvert |
| January 16, 2019 | Diversity and Multicultural Inclusion |
| February 13, 2019 | Another Meeting? Please Don't Waste My Time |
| March 13, 2019 | Intro to Google Chrome Browser |

Participants will receive 6 hours of PSP Educational Credits for successfully completing the series and will receive a certificate at the end of the series. Webinars will be offered with a minimum of twenty participants per session. A link to the presentation will be available two days following the presentation.

Payment Method (All fees are payable in U.S. dollars):

TOTAL FEES \$ _____

☐ Copy of Purchase Order is attached
☐ Enclosed is a check or money order payable to NAEOP
☐ *Credit Card Number _____ Exp. Date _____ Security Code _____ Billing Zip Code _____
Name on Credit Card _____
Address of Credit Card Holder _____
*Please note: a \$5 convenience fee is applied to all credit card transactions. Signature _____

Return completed form and payment to: NAEOP | 1841 S Eisenhower Ct. | Wichita, KS 67209
Fax: 316-942-7100 | Email: naeop@naeop.org



University of Nebraska Office Professionals Association



Through hard work
and perseverance, we
can ALL experience the
Glory in a job well done!

Happy Fall
Everyone!!