



UNOPA NOTES

University of Nebraska Office Professionals Association

"Jump In With Both Feet!"

January 2019



President's Message

Happy New Year, UNOPA!



I hope you all had a wonderful holiday break. I am sure at some point we all took time to reflect on 2018, and think about what is to come in 2019. I can already tell that 2019 is going to bring good things. Let's talk new year's resolutions. A resolution is defined in two ways: a firm decision to do or not to do something; the action of solving a problem, dispute, or contentious matter. A goal is defined as the object

of a person's ambition or effort; an aim or desired result. I like to set new year goals. They say if you write down your goals (or resolutions) you are much more likely to achieve them. This increases even more when you talk about it with others. I would like to encourage you all to do just that—set some new year goals, write them down, and share with a friend. They can be as big or small as you'd like. So far I've noted nine goals both big and small, and a couple of them are: I hope to do more yoga, and I also hope to spend more time reading books/articles of interest. Remember this year's theme, jump in with both feet!

A big thanks goes out to the Lincoln East Singers who provided our December general meeting entertainment. There were around 40 students that performed Christmas carols, and we also had a cookie exchange for anyone who wanted to participate.

We will kick off 2019 with UNOPA hosting the joint meeting with UAAD on January 22, 2019, 11:45am-1:00pm. This meeting will take place in the Arbor Suite of the Nebraska East Union. Vice Chancellor Donde Plowman will speak to the group, then during the last part of the meeting we will collaborate with UAAD on a community outreach project for The People's City Mission. Please watch your email for the registration link.

UNOPA is currently seeking nominations for officers for the 2019-2020 ballot. Members may express their interest in serving and/or nominate others to serve for any of the following positions: President-Elect, Recording Secretary, and Corresponding Secretary. We will also be looking for folks who are interested in serving on the various committees next year. Please send nominations to Tonda Humphress at thumphress1@unl.edu.

Have a wonderful January!!

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, Jana Pillsworth-Wood

472-0509 jana.pillsworth-wood@unl.edu

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

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Bylaws/Nominating Director, Tonda Humphress

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Technology Director, Jennifer Greenlee

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Mary Klucas, 472-7325 mary.klucas@unl.edu

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Ways & Means Co-directors

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Presidential Advisor, Mary Guest

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Digital Commons, Jane Schneider

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Marketing, Lisa King

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UNOPA: <http://unopa.unl.edu>

NEOPA: <https://sites.google.com/site/neopanebraska/>

NAEOP: <http://www.naeop.org>

Thanks to All Who Donated!



Thank you again to everyone who contributed to our Giving Tree for CEDARS. We had 20 participants who helped fulfill the wishes of 25 deserving children. I estimated the gifts to total more than \$500 with donations also being made online.



I encourage you to take a moment to watch the video below and see what a difference your contribution made to CEDARS.

Facebook: <https://www.facebook.com/cedarskids/videos/288536251849912>

YouTube: <https://youtu.be/ASS-JMOjCQA>

I have also acquired an historical book on CEDARS. The book will be available for viewing at the January General Membership meeting. If anyone is interested in viewing at another time, please let me know.

Alycia Harden



MARK YOUR CALENDARS!

January 21 – Martin Luther King Holiday

January 22 – ***UNOPA | UAAD Combined

General Membership Meeting @ the new College of Business, Rm 138

February 5 – Executive Board Meeting @ Whittier

February 11-15 – University of Nebraska Charter Week Celebrations—Marking our 150-year legacy

February 12 – General Membership Meeting @ the Nebraska Union

April 11-13 – North Central Area Professional Development Day / MAEOP Spring Workshop, St. Charles, MO

July 15-20 – NAEOP Annual Conference, Boise, ID

***Note the new location for this meeting!

Let's Celebrate some Birthdays!

Susan Wesely – January 18

Lisa King – January 21

Cindy Knight – January 24

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IN OUR GRIT, OUR GLORY.

CHARTER WEEK: FEBRUARY 11-15

The University of Nebraska was chartered on February 15, 1869,

and charged with its land-grant mission of public education, research and service to Nebraska.

In 2019, the University of Nebraska–Lincoln marks a 150-year legacy of improving the quality of life for Nebraska and beyond.

Please join us in celebrating the historic past of your university and helping us chart a bold new future.

UNOPA + UAAD 2019

January 22, 2019
11:45am-1:00pm
Howard L. Hawks Hall Room 138

Leadership is the Willingness to Act
Executive Vice Chancellor & Chief Academic Officer Donde Plowman
Program will be followed by a community outreach project.

*Seats are limited. Registration closes Friday 1/18/19
Look forward to seeing you there!*

<https://www.eventbrite.com/e/2019-unopa-uaad-joint-meeting-january-general-meeting-tickets-54308570396>

NOMINATIONS NEEDED FOR 2019-20 BOARD OF DIRECTORS

With a new year comes new goals, new opportunities and a new UNOPA Board! This is your time to shine or to encourage someone else to shine. Time to **"Jump in with Both Feet!"**

Jana Pillsworth-Wood was gracious and brave enough to step up when UNOPA needed a president-elect, so we know she will be great to work with. Please help us put together a great group of people to serve on her Board as UNOPA moves forward. If you would be interested in serving in any of the following roles or if you have colleagues you would recommend to serve in any of these roles, please contact Tonda Humphress, Nominating Committee, at thumphress1@unl.ed or 2-3756. Please make your submissions by Friday, February 1. (If you have recommendations already in mind, no need to delay—you can contact her today!)

UNOPA Board Positions for the 2019 Ballot

- President-elect
- Recording Secretary
- Corresponding Secretary

NOTE: Jana Pillsworth-Wood will automatically move up to president. The treasurer position is a two-year appointment, therefore, Jamie Long will continue as treasurer for 2019-2020.

Finally, if you would like to serve on this year's Nominating Committee you are certainly welcome—just let Tonda know. Make one of your New Year goals to help put together a terrific Board for 2019-2020! We look forward to hearing from you soon.

Thank you.

Tonda



WE WANT YOU!

20 TIPS FOR A POSITIVE NEW YEAR

2019

1 STAY POSITIVE

You can listen to the cynics and doubters and believe that success is impossible or you can trust that with faith and an optimistic attitude all things are possible.

2 TAKE A DAILY "THANK YOU WALK"

You can't be stressed and thankful at the same time. Feel blessed and you won't be stressed.

3 EAT HEALTHIER FOODS

that grow on trees and plants and less foods manufactured in plants.

4 TALK TO YOURSELF

instead of listen to yourself. Instead of listening to your complaints, fears and doubts, talk to yourself with words of truth and encouragement.

5 NO ENERGY VAMPIRES ALLOWED

Post a sign that says "No Energy Vampires Allowed." Gandhi said, "I will not let anyone walk through my mind with their dirty feet."

6 BE A POSITIVE TEAM MEMBER

Being positive doesn't just make you better, it makes everyone around you better.

7 DON'T CHASE SUCCESS

Decide to make a difference and success will find you.

8 GET MORE SLEEP

You can't replace sleep with a double latte.

9 DON'T WASTE YOUR ENERGY

Don't waste your precious energy on gossip, energy vampires, issues of the past, negative thoughts or things you cannot control.

10 LOVE, SERVE AND CARE

You don't have to be great to serve but you have to serve to be great. Look for opportunities to Love, Serve and Care.

11 REMEMBER YOUR WHY

Live your purpose. Remember why you do what you do. We don't get burned out because of what we do. We get burned out because we forget why we do it.

12 LOVE THE PROCESS

Remember there's no such thing as an overnight success. Love the process and you'll love what the process produces.

13 HAVE TRUST

Trust that everything happens for a reason and expect good things to come out of challenging experiences.

14 NO COMPLAINING RULE

Implement the No Complaining Rule. If you're complaining you're not leading.

15 READ MORE

Read more books than you did in 2018. I happen to know of a few good ones. :)

16 DON'T SEEK HAPPINESS

Instead live with love, passion and purpose and happiness will find you.

17 FOCUS ON "GET TO"

Focus on "Get to" vs "Have to." Each day focus on what you get to do, not what you have to do. Life is a gift not an obligation.

18 GET BACK UP

The next time you "fail" remember that it's not meant to define you. It's meant to refine you.

19 SMILE & LAUGH MORE

They are natural anti-depressants.

20 ENJOY THE RIDE

You only have one ride through life so make the most of it!

sign up for more tips at JonGordon.com

Thank you to the Lincoln East Singers for entertaining us!



The sounds of the holidays rang throughout the ballroom in the Nebraska Union on Tuesday, December 11th, as UNOPA members enjoyed listening to the Lincoln East Singers, under the direction of Brett Epperson and accompanied by Shelly Self. Lincoln East Singers is the varsity choir, made up of 65+ juniors and seniors from Lincoln East High School who sing together daily and perform at local events. Attendees enjoyed the beautiful sounds of these high school students during the special December holiday general meeting.



Accompanist Shelly Self made them sound even better.



Director Brett Epperson addresses the audience.



*The Lincoln East Singers showing off their clapping skills in one of their more lively numbers.
(No, the director is not actually standing on the piano!)*



Christmas gifts donated by UNOPA members for Cedars Home for Children



This doorprize looks delicious!



UNOPA members enjoying the beautiful Christmas music.



Some UNOPA members shared their baking skills by taking part in the cookie exchange.



Minutes of the
UNOPA GENERAL MEMBERSHIP MEETING

Union Ballroom City

11:45a.m.-1:00p.m.

December 11th, 2018

Lincoln East High School Singers Perform prior to meeting.

President, Kelsey Sims, called the meeting to order 12:12p.m.

Next month approve GENERAL MEMBERSHIP MEETING MINUTES from November 2018

APPROVAL OF TREASURER'S REPORT FROM November 2018

The September Treasurer's report will be filed for audit.

OFFICER AND COMMITTEE REPORTS

Secret Friends

Mary Greer now coordinates this.

UNOPA NOTES-Judy Anderson

UNOPA notes will be out tomorrow.

Outreach-Lainey Bomberger and Allison Casey

Prizes for the 50/50 drawing awarded to ticket 595938. Baskets at tables given away in random drawing from sign in sheet.

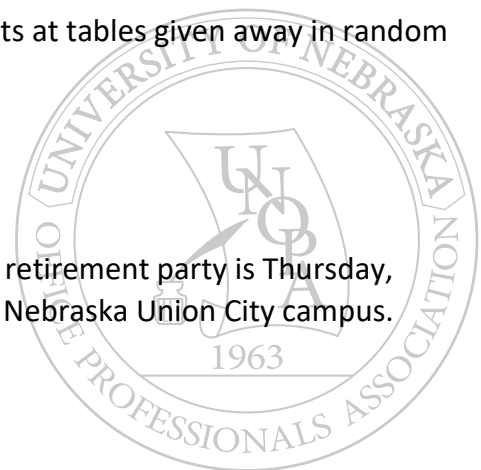
Corresponding Secretary

Giving Tree gifts for Cedars due at noon tomorrow.

Barbara Homer (Immediate Past President) is retiring and her retirement party is Thursday, December 13th 3:00p.m.-5:00p.m. at the Regency Suite in the Nebraska Union City campus.

Meeting adjourned at 1:00p.m.

Submitted by: Lori Sorto, Recording Secretary



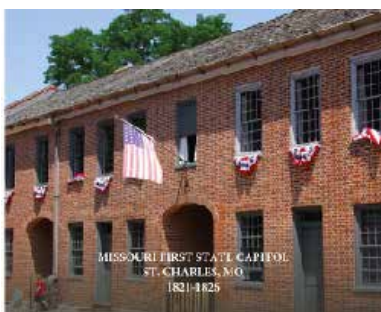
Conferences and Workshops and Seminars, Oh MY!

Save The Date **2019 NAEOP Annual Conference** and Master Seminar July 15-20, 2019 Boise, Idaho



MAEOP/NORTH CENTRAL SPRING WORKSHOP 2019 St.Charles, MO

SAVE THE DATE
April 11-13, 2019
Professional Development



Challenge yourself to Capitalize on your Passion for Professional Development in the First Capital of Missouri!!!

Drury Inn Hotel St. Charles, MO
380 Mulholland Dr.
636-724-5772

\$116.99 per night includes
Free Breakfast
Free evening drinks and snacks
Free Wifi
For reservations use group code 2353207

Hosted by GWAEOP
Contact JoAnn Greenwell @ jgreenwell@psdr3.org with any questions

NEOPA Spring Event

The Nebraska Educational Office Professionals Association
is currently planning

A Celebration / Recognition Dinner
at Wilderness Ridge
April 4, 2019.

More details will be coming soon.

ROAD TRIP TO VALENTINE!

**SOUTH DAKOTA AOP IS HOSTING
THEIR SPRING STATE CONFERENCE
IN VALENTINE, NE**

JUNE 5, 6, AND 7, 2019

VALENTINE'S NIOBRARA LODGE

**PHONE: 402-376-3000
THE ROOMS ARE \$95.**



University of Nebraska Office Professionals Association

