



UNOPA NOTES

University of Nebraska Office Professionals Association

"Jump In With Both Feet!"

December 2018



President's Message

Can you believe that December is already here? I hope all of you had a wonderful Thanksgiving break and were able to find some time to spend with family and friends. Like most years, I worked at a seasonal job during Black Friday, but I was able to find time to have dinner with my family over the weekend. I have a lot to be thankful for this year, including this opportunity to represent UNOPA.



Our December meeting brings the East Singers as our entertainment, and we will also have a cookie exchange for those who want to participate. Registration has been sent out. The Huskers Helping Huskers Pantry's most wanted items for December are Kleenex, lotion, and rice. Feel free to bring one of these items or any other items you'd like to donate to the December general meeting.

It's been a great year so far for activities, meetings, and workshops. We had a total of 30 UNOPA members volunteer to work the parking lot this year, and 11 shifts had family and friends help out. We sold a total of 497 parking spots this season. We will be selling spots for the spring game later this year. Our Career Development committee hosted another great workshop on Self-Defense for Women that was held on November 15, 2018, with Officer Craig Price. We had 40 people who attended this workshop with requests for a repeat performance in the spring.

We had a nice turnout at the October General meeting with guest speaker Dr. Nancy Myers who spoke on "Managing Sideways." Nancy had the group focus on work relationships with our peers, thinking about our own personal brand, and how to create meaningful ways to connect with others. The November meeting brought the Floyd S. Oldt Awards luncheon. I want to thank all of those who were involved in putting the program together. That BBQ was delicious! We received nine nominations total—three for Boss of the Year, three for Outstanding Staff, and three for the Silver Pen. The winners were: Dr. Dawn Braithwaite (Boss of the Year), Wendy Kempcke (Outstanding Staff), and Laurie Prettyman and Lisa McConnell (Silver Pen).

Warm wishes to you and your families this holiday season!

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

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 Director, Kathy Schindler
472-1730 kschindler1@unl.edu

Outreach Co-directors
Amanda Lager-Gleason, 472-9391 alager2@unl.edu
Lainey Bomberger, 472-1675 lbomberger2@unl.edu

Membership Co-directors
Cathy Robertson, 472-0456 crobertson@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

<http://unopa.unl.edu>

Floyd S. Oldt Awards Announced

At the November general meeting four very deserving individuals received Floyd S. Oldt awards. A total of nine nominations were received for these awards.

Boss of the Year

The 2018 Boss of the Year Award went to Dr. Dawn Braithwaite, chairperson and professor in the Department of Communication Studies. She was nominated by Kathy Thorn and received an engraved plaque, a one-year associate membership in UNOPA and \$500.



*Dawn Braithwaite, 2018
UNOPA Boss of the Year*

Additional nominees included:

- Dr. Mark Balschweid, department head and professor for the Department of Agricultural Leadership, Education and Communication, nominated by Jennifer Greenlee
- Kathy French, education coordinator at the University of Nebraska State Museum, nominated by Jaime Long, Mandy Haase-Thomas, Sarah Feit and Annie Mumgaard

Floyd S. Oldt Silver Pen

The Silver Pen Award recipients were Lisa McConnell, office assistant in Child, Youth and Family Studies, nominated by Catia Guerrero, and Laurie Prettyman, administrative coordinator for Electrical and Computer Engineering, nominated by Jerry Hudgins. Each received an engraved Silver Pen, a one-year membership to UNOPA and \$600.

Additional nominee included:

- Kathy Schindler, administrative support associate in the Department of Agronomy and Horticulture, nominated by Barbara Homer

Outstanding Staff:

This year's Outstanding Staff recipient was Wendy Kempcke, office associate for the Alumni Association, nominated by Andrew Washburn. She received an engraved plaque, a one-year membership to UNOPA and \$1,000.

Additional nominees included:

- Brenda Ensor, administrative support specialist in the College of Arts & Sciences, nominated by Mary Klucas
- Lisa King, staff assistant in Child, Youth and Family Studies, nominated by Catia Guerrero



*Boss of the Year nominees:
Kathy French & Dr. Mark Balschweid*



*Silver Pen nominees: Lisa McConnell,
Laurie Prettyman & Kathy Schindler*



*Outstanding Staff nominees:
Brenda Ensor & Lisa King*

Judges for the 2018 Oldt awards included Mike Zeleny, Chancellor's Office; David Swanson, Holland Computing Center; Charles Daniel, Computer Science and Engineering; Melanie Nunez, Van Brunt Visitors Center; Gary Lang, Campus Recreation; Maggie Witt, Procurement Services; Pastor Andrew Kitzing, Zion Evangelical Lutheran Church, Emerald, NE; Kathy Anderson, community member; Glenda Campbell, community member.

Thank you to all those who took the time to nominate these deserving individuals.

MARK YOUR CALENDARS!

December 11 – General Membership Meeting
@ the Nebraska Union

December 13 – Barb Homer's Retirement Party

December 24-January 1 – Holiday Closedown

January 8 – Executive Board Meeting @ Whittier

January 22 – UNOPA / UAAD Combined General
Membership Meeting @ the Nebraska East Union

Let's Celebrate some Birthdays!

Carol Bom – December 1

Pat Hust – December 1

Belva Harris – December 4

Kelsey Sims – December 4

Sandy Lineberry – December 8

Diane Carson – December 12

Jennifer Greenlee – December 24

Kathryn (Hibbard) Voigt – December 24



Barbara Homer's retirement reception has been rescheduled!

Due to the National Day of Mourning last Wednesday, Barbara had to postpone her festivities. Please come and help Barb celebrate nearly 40 years with the University of Nebraska.

Thursday, December 13, 2018
3:00-5:00pm
Nebraska Union, Regency Room

Save The Date!

January 22, 2019
11:45am-1:00pm
East Campus Union Arbor Suite

UNOPA will be hosting the 2019 UNOPA/UAAD joint meeting. Please mark your calendars. This will be a brown bag luncheon where we will collaborate on a community outreach project, and Vice Chancellor Donde Plowman will be our speaker. Eventbrite registration will be sent out when we return from the holiday shutdown.

Look forward to seeing you there!

UNOPA + UAAD 2019



PICK YOUR ONE WORD FOR 2019

9 out of 10 people will fail with their resolutions. | 50% of resolution makers will fail by the end of January. | But one word sticks!

That's why eight years ago I stopped making New Year's resolutions and started picking one word for the upcoming year. No resolutions, no goals... just one word that gives meaning, mission, passion and purpose. One word that will help me be my best.

My friends Dan Britton and Jimmy Page have been doing this for over 20 years. They told me how every New Year's Eve they gathered with their children and each came up with a word. Then they made paintings of their words that hung in their houses to remind them to live their word for the year.

I was inspired and started doing it with my family and shared it with everyone.

My words over the years have been: **PURPOSE, SURRENDER, SERVE, PRAY, RISE, FORGIVE, STILL** and **CONNECTED**.

Each word has molded and shaped me to become a better person, father, husband, writer and communicator. Looking back I know my One Word chose me more often than I chose it.

Dan, Jimmy and I wrote a book, *One Word that Will Change Your Life*, a few years ago and we've heard incredible stories of impact from countless people, schools, sports teams and companies that have discovered the power of one word. Several college teams put their one words on their lockers and practice shirts. NFL and NBA teams chose their words for the season and talked about them before games. Schools made t-shirts with all their teacher's one words. Hendrick BMW even made a one word car.

You may not have any idea what your word is going to be this New Year. That's okay. I still don't have my word for 2019 yet. Give it some time. Instead of randomly picking a word, allow the word to choose you. Your word will come!

I've had people email me saying, "I waited and waited and waited and one day, bam, the word hit me. I knew it was my word for the year." If you are open, the word always comes. There is a word that is meant for you to help you become all that you are meant to be and if you believe it, you will receive it.

To help you get started ask yourself a few questions. What do you want to focus on this year? Or what's in the way? What do you need more or less of? What needs to change?

Once you come up with your word, feel free to write it on one of the one word posters we created for you. Or write it on a rock and put it on your desk. Or make it your screen saver or phone's wall paper. Some have even made one-word jewelry to wear during the year. The ideas are endless. The key is to keep your word front and center so you can see it and live it.

For more ideas about One Word, and to get some team building ideas, go to GetOneWord.com.

So, what's your word?

When you know it, I would love to hear it. One of my favorite things is to hear people's word and why they chose it. You can share your word with me and others on Twitter, Facebook or Instagram.

— Jon



The Giving Tree

Thank you to everyone who selected a Giving Tree ornament to benefit a deserving child at CEDARS. As a reminder, items must be collected by Wednesday, December 12th at noon for delivery later that afternoon. Donated items may be delivered to Lola Young in 102 Forestry Hall and to myself or Mary Klucas in 1223 Oldfather Hall. I will also be available for drop off at the December 11th General Membership Meeting.

Please note the following requests from CEDARS.

1. Requested items can sell out quickly and may not be available. Please select something similar.
2. Gifts should remain unwrapped. However, donations of gift bags are always welcome.
3. You may include additional gifts with your selected item, if you wish.
4. Please complete the back of the ornament and return with your gift. This information will not be shared.

If you were unable to select an ornament, monetary donations are always welcome in the form of a check or online at www.cedarskids.org/holiday.

Thank you,
Alycia Harden

Did you guess correctly?

These cuties were in last month's Notes.
Were you able to guess them?



Lorraine Moon



Jana Pillsworth-Wood

A Message about Distracted Driving

I'm on the Chancellor's University Safety Committee (CUSC), and we've undertaken a campaign to raise awareness of the hazards of distracted driving. This is a message from the National Safety Council.

The Great Multitasking Lie — Myth versus Reality

Myth #1: Drivers can multitask

The reality is: The human brain cannot do two things at the same time—like watch TV and hold a phone conversation. It's the same when driving and talking on your phone. The brain switches between two tasks which slows reaction time.

Myth #2: Talking on a cell phone is just like talking to a passenger

The reality is: Backseat drivers are good for you. Adult passengers help the driver and alert drivers to traffic problems. People on the other end of cell phones can't see what's going on.

Myth #3: Speaking hands-free is safe while driving

The reality is: Drivers talking on cell phones can miss seeing up to 50% of their driving environments, including pedestrians and red lights.

Myth #4: I only use my phone at stop lights so it's ok.

The reality is: Even at stop lights, it is important to remain attentive. A recent AAA study shows that people are distracted up to 27 seconds after they finish sending a text.

Myth #5: Voice-to-text is safe to do while driving

The reality is: It's still very distracting. You're not only mentally distracted, but you're visually distracted due to autocorrect errors.

Sources: National Highway Traffic Safety Administration, University of Utah, AAA Foundation for Traffic Safety, National Safety Council.

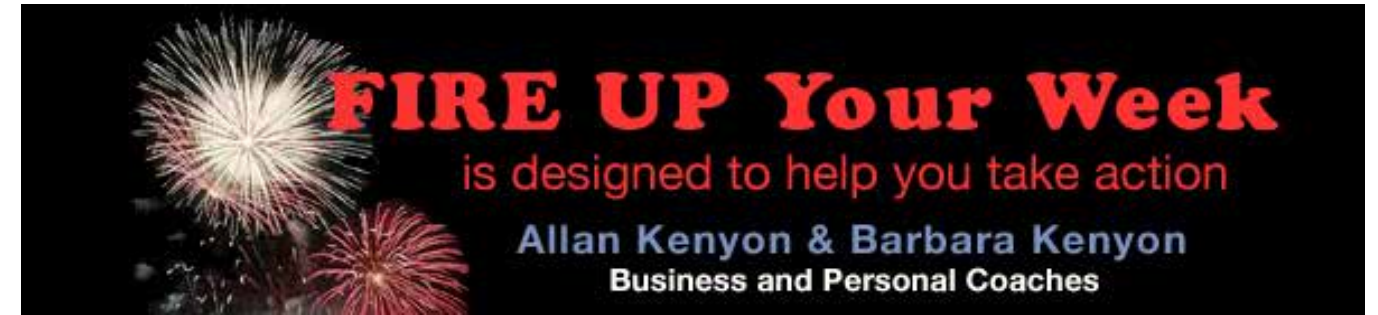
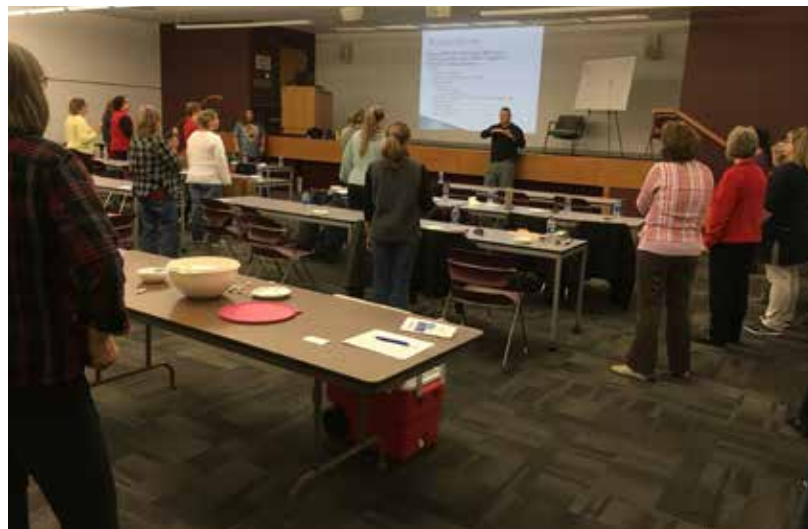
By Christine Weitzel
Chancellor's University Safety Committee

UNOPA'S Self-Defense Workshop

The UNOPA Career Development Committee hosted a Self-Defense Workshop on Thursday, November 15. Sergeant Craig Price from the Lincoln Police Department gave a presentation which included a hands-on demonstration of how to be prepared and what to do in case of an attack. The program covered personal experience, defensive maneuvers, tactical theories and concepts, and spiritual motivation along with extensive knowledge of criminal and related state statutes.



By the looks of these photos, everyone was pretty engaged in learning how to protect themselves.



This Week

Make This The Happiest of Holidays!

Think about this: The holidays will never make you happy. You must bring happiness to the holidays.

Here's how:

- Think positive thoughts throughout this holiday season.
- Write down a few motivational quotes that make you feel good.
- Refer to your quotes if happy thoughts drift away.
- Choose to make the most of each moment—no matter what!

The benefit to you: Less stress; more joy.

"Remember, happiness does not depend on who you are or what you have; it depends solely on what you think." —Dale Carnegie

"You're going to be fine. You come from a strong line of lunatics!" —Anonymous

**This week will never happen again.
Make it a great one!**



WE WANT YOU!

It is about time to nominate those worthy UNOPA members for the executive board positions. Nomination forms will be going out in the next month or so, so please start thinking of some great people to nominate!

Minutes of the
UNOPA GENERAL MEMBERSHIP MEETING
East Campus Union, Arbor Suite
11:45a.m.-1:00p.m.

President, Kelsey Sims, called the meeting to order 11:50a.m.

APPROVAL OF GENERAL MEMBERSHIP MEETING MINUTES FROM SEPTEMBER 11, 2018

APPROVAL OF TREASURER'S REPORT FROM SEPTEMBER 2018

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

OFFICER AND COMMITTEE REPORTS

President-Kelsey Sims

Steppin for Gretchen walk on October 14th at Holmes Lake 1:00p.m.

Awards-LaRita Lang & Mikki Sandin

Award Nominations needed for the Floyd S. Oldt Awards

Workshop-Women's Self Defense Thursday, November 15th, 2018 1:30-4:30pm

Membership-Mary Klucas

74 members currently

Ways and Means-Roddy Spangler

Report that UNOPA has 298 parking spots sold, \$2,384. Members are encouraged to volunteer at the parking lot so we don't lose this fundraising opportunity.

Outreach-Alli Casey

Prizes for the 50/50 drawing were award \$17.50 to ticket 822.

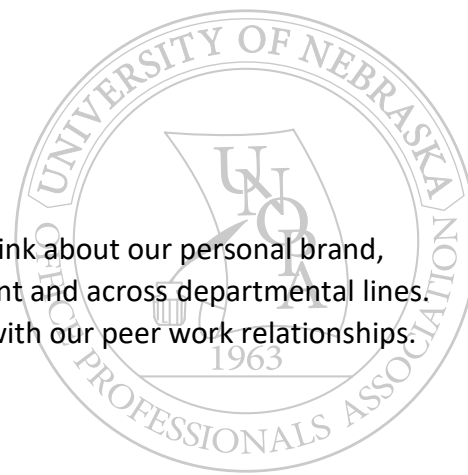
Dairy Store prize winner-Darla Huff

Guest Speaker

Dr. Nancy Myers-Managing Sideways. Nancy had the group think about our personal brand, work relationships within our peers, both inside our department and across departmental lines. Creating meaningful ways to connect and influence sideways with our peer work relationships.

Meeting adjourned at 1:00p.m.

Submitted by: Lori Sorto, Recording Secretary



Minutes of the
UNOPA GENERAL MEMBERSHIP MEETING
Nebraska Champions Club
11:45a.m.-1:00p.m.
November 13, 2018

President, Kelsey Sims, called the meeting to order 11:58a.m.

APPROVAL OF GENERAL MEMBERSHIP MEETING MINUTES FROM OCTOBER 17, 2018

APPROVAL OF TREASURER'S REPORT FROM SEPTEMBER 2018

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

OFFICER AND COMMITTEE REPORTS

Outreach-Lainey Bomberger and Allison Casey

Prizes for the 50/50 drawing were award \$31 to ticket 595861.

Corresponding Secretary

Giving Tree-Cedars. Cedarskids.org/holiday

Jump in with Both Feet

UNOPA Annual Bosses and Floyd S. Oldt Awards Luncheon

Floyd S. Oldt Awards Presentation-LaRita Lang and Mikki Sandin

Floyd S. Oldt Boss of the Year Award Nominees

Dr. Mark Balschweid, **Dr. Dawn O. Braithwaite**, Kathleen French

Floyd S. Oldt Outstanding Staff Award Nominees

Brenda Ensor, **Wendy Kempcke**, Lisa King

Floyd S. Oldt Silver Pen Award Nominees

Lisa McConnell, **Laurie Pettyman**, Kathy Schindler

Guest Speaker- 2017 Boss of the Year

Catia Guerra-Child, Youth and Family Studies: El Salvador and education.

Meeting adjourned at 1:00p.m.

Submitted by: Lori Sorto, Recording Secretary





University of Nebraska Office Professionals Association

