



UNOPA NOTES

University of Nebraska Office Professionals Association

"Jump In With Both Feet!"

March 2019



President's Message

Hello UNOPA!



Time is sure flying by, and I am hopeful that spring will be here soon. We have some great programming coming up the rest of the year, as well as our Husker football spring game on April 13th. Please share the workshops with your colleagues, as they are open to anyone at the university. As we are on the downhill slope of the 2018-2019 year, I would like

everyone to take some time to think about this question: What does being an office professional mean to you?

I am excited to report that Jana Pillsworth-Wood (president-elect) and I recently met with the chancellor's chief of staff, Mike Zeleny, the UAAD president, Tony Lazarowicz and president-elect, Lori Bennett. After learning that in the past both presidents met with the chief of staff periodically, we decided to revitalize these meetings to keep communication lines open both ways, and find ways that both UNOPA and UAAD can continue to support the mission and future goals of the chancellor. Representatives from both groups, as well as our chief of staff, are looking forward to continuing these meetings once a semester.

As you all know we have been requesting nominations for the upcoming Executive Board, including recording secretary, corresponding secretary, and president-elect. I want to strongly encourage anyone who might be interested to consider running for one of these offices. If you would like more information on any of these positions, please feel free to reach out to myself, or any of the current officers. I can say from my experience this year that even though taking on a board position has been challenging at times, and it may seem like it will be too time-consuming, the support that I've received from my board this year has made all the difference. We will also be looking for people who want to serve as committee directors for next year. We are a team of individuals with various talents and skill-sets, with a common goal. We are growing together as professionals, while learning and also supporting one another as staff at the University of Nebraska. If you

(continued on page 2)

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 (ret.)
bhomer56@gmail.com

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 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 (ret.)
48nsch90@gmail.com

Marketing, Lisa King
472-7787 lking2@unl.edu

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

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

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

(President's message continued from page 1.)

would like to nominate someone for an Executive Board position, or yourself, please contact Tonda Humphress at thumphress1@unl.edu. If you are interested in serving as a committee director, you can contact our president-elect, Jana Pillsworth-Wood, at jana.pillsworth-wood@unl.edu.

Kelsey Sims

Bradley Munn Professional Growth Fund

Are you aware that any UNOPA member who is a full or part-time UNL employee is eligible to apply for up to \$100 reimbursement of any out-of-pocket expenses for professional growth activities?

The Bradley Munn Professional Growth Fund can reimburse the expenses you have for continuing your professional growth. The form for submission is on the UNOPA Website.

Eligible expenses include, but are not limited to:

- workshop registration fees
- college tuition
- textbooks
- travel expenses for a conference, etc.

You may combine more than one expense on one application.

Please contact Barbara Homer at her contact information below if you have any questions.

Reminder!

Effective, April 1, 2019, reimbursement requests must be submitted no later than **sixty days** after the final day on which expenses were incurred.

Barbara Homer
Bradley Munn Professional Growth Fund Director
bhomer56@gmail.com



MARK YOUR CALENDARS!

March 5 – Executive Board Meeting @ Whittier

March 12 – General Membership Meeting @ the Nebraska East Union

April 4 – **NEOPA Spring Event**

April 9 – UNOPA | UAAD Combined General Membership Meeting

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

April 13 – **Red/White Spring Game**, parking lot sales

April 15 – **Deadline for Rose Frolik nominations**

April 16 – Brown-bag Workshop: Microsoft Office Updates with Ranelle Maltas @ Whittier

May 8 – Self-Defense Workshop for Women

May 14 – General Meeting and Past Presidents/ Retirees/Rose Frolik Award Luncheon

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



Spring Game

April 13 | 1:00 p.m.

The Red-White Scrimmage/ Spring Game will be here before you know it, so as usual, we will need volunteers to man the parking lot.

Times will run from 6:30 a.m. to 1:15 p.m. Here is the link to sign up: <https://docs.google.com/spreadsheets/d/1q7L5nKVRZ9ZiWoYkpBoMmZ0BY-Ulr31CTvQ0std4CV8/edit?usp=sharing>.

Remember, each time you work the parking lot, your name gets put into a drawing for a gift card of your choice. The drawing will be done after the Spring Game.

The Ways & Means Committee would also like to thank all of the members who have given their time to working the parking lots...in all kinds of weather! It is such a great way to meet new people, make new friends, and experience a wonderful bonding time between members. We also appreciate all the husbands, children and grandchildren who come and help!! We couldn't do it without you!!

The Ways & Means Committee

Congratulations!

Mary Guest, CEOE (UNOPA) has been elected as the National Association of Educational Office Professionals (NAEOP) president-elect for 2019-2020.

Congratulations, Mary! Nebraska is proud of you and behind you every step of the way! Mary will be installed at the NAEOP conference in Boise, ID, in July. Another great reason to attend the National Conference!

From Mary: *I am very honored to have the opportunity to continue to serve the members of the National Association of Educational Office Professionals (NAEOP). The mission of the association is to provide professional growth opportunities through leadership, education, achievement, recognition and networking (L.E.A.R.N.). This is a crucial time for all of our associations to explore new ways to provide professional development to all of our members. NAEOP offers in-person professional development at our national conference, as well as providing on-line learning through a variety of webinars. By being a member of NAEOP, you will network and learn from your peers across the country who are also working in the education field. If you're not a member of NAEOP, I invite you to check us out. I'm happy to visit with you any time!*



Let's Celebrate some Birthdays!

Dora Dill – March 2
Donelle Moormeier – March 6
Allison Casey – March 13
Jaime Long – March 20
Deb Predmore – March 21
Jana Pillsworth-Wood – March 24

NEOPA Spring Event

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

All NEOPA members are invited for the installation of new officers and recognition of PSP recipients and Star Achievement Series graduates.

Nebraska Educational Office Professionals Association

UNOPA April Workshop Microsoft Office Updates

Ranelle Maltas

April 16, 2019

11:00am-12:00pm

136 Paul Research Center at Whittier School

Open to all University employees.

Contact the UNOPA Career Development Directors, Lorraine Moon at lmoo1@unLedu or Debbie Hendricks at debra.Hendricks@unLedu, with questions.

Nominations for 2019-2020

We are still looking for nominations for the following seats:

President-Elect
Recording Secretary
Corresponding Secretary

Please email Tonda Humphress at thumphress1@unl.edu as soon as possible with nominations for next year.

President-Elect

- Perform duties of the President in the event of the President's absence
- Fill a vacancy in the Presidency
- Assist other elected officers in appointing committee directors
- Director of the Program Committee
- Provide information about monthly meetings to UNOPA Notes and Outreach
- Member of NEOPA and NAEOP

3 year commitment: President-Elect, President, and Immediate Past President

Recording Secretary

- Keep an accurate record of the proceedings of the Association and Executive Board meetings
- Keep an up-to-date record of the current Bylaws, including Standing Rules
- Send copies of the minutes to the Executive Board within 5 days after the meeting
- Assist other elected officers in appointing committee directors,
- Distribute the General Membership meeting minutes to the membership via UNOPA Notes, e-mail, or posting on the UNOPA website
- Shall collect pertinent records to be archived
- Preside at meetings in the absence of the President & President-Elect

Corresponding Secretary

- Conduct the correspondence of the Association as directed by the President and Executive Board, including extending courtesies to members, corresponding with NAEOP and NEOPA, and reporting UNOPA activities for publication
- Assume the duties of Recording Secretary in their absence
- Assist the other elected officers in appointing committee directors
- Collect photos
- Responsible for the Past-President's luncheon
- Responsible for the Giving Tree
- Provide publicity for UNOPA including sending notices of meetings and information University-wide and other media outlets as appropriate
- Responsible for arranging a \$25.00 contribution to the Bradley Munn Fund from the UNOPA budget in memory of a deceased past president



STOP HOLDING BACK

As I sat down to write this week's newsletter, someone popped into my mind.

Not someone by name but someone out there who feels stuck.

Someone who knows there is a greater calling on their life but for whatever reason, can't seem to figure out how to move from where they are to where they want to be.

Someone who might be paralyzed by fear, overwhelmed with where to start, or who is simply drifting through the busyness of life.

Can you relate?

If so, this is for you.

1. **Stop holding back.** You owe it to yourself and your creator to step into your greatness. It's what you were born to do. Anything less will leave you living a life of regret.
2. **Just Start.** You don't need to have it all figured out, you just need to get started. One small action today, combined with another tomorrow gets you closer. No action = no movement.
3. **Stop Listening to the Lies.** Talk to yourself instead of listening to yourself.
4. **It's Bigger Than You.** Most of the time whatever you're called to do isn't really about you. It's about those who you will serve. Remember, a message can't get shared unless there is a messenger willing to share it. They need you.
5. **You Can.** Your circumstances don't define you. Your willingness does. Stop hiding behind the excuses and start stepping into your calling. I believe in you. Now, you need to believe in yourself.

I don't know what may be holding you back but I do know that no matter what it is, you can overcome it if you decide to do so. It might not be easy but I can promise you that it will be worth it.

I'm cheering for you!

- Jon

NOW, like Jon said above, STOP HOLDING BACK. Look at the previous page and take on that challenge to find your greatness! The time may not be "perfect," but when will it be? You just need to get started! We NEED you! Believe in YOURSELF!

ROSE FROLIK AWARD 2018-2019

The annual Rose Frolik Award has been created to recognize a University of Nebraska Office Personnel Association (UNOPA) member who demonstrates the attributes of UNOPA's founder and first president, Rose Frolik. Rose was an enthusiastic, energetic person who challenged life and felt that how you do your work may be a lot more important than what you do.

ELIGIBILITY: Any UNOPA member who has been an active member for the last five years or longer is eligible. (*Members of the 2018-2019 Awards Committee, including the director, and UNOPA elected officers are ineligible. Individuals who have previously received this award are also ineligible.*) Nominees must meet all eligibility criteria to be considered. A nomination may be made by any person, including oneself. In the event of a tie of judges' total points, the monetary award will be split among the winners.

The award will be presented at UNOPA's Past President/Retiree/Rose Frolik Award Luncheon on May 14th, 2019. The recipient will receive an engraved plaque, a monetary cash award of \$600, and a one-year membership (2019-2020) to UNOPA.

THE NOMINATION PROCEDURE: Submit a cover page with the nominee's name, title, department, campus address and email address along with the nominator's name, campus address, zip, email address and phone number. Include a one-page response to the recognition/nomination criteria listed below. Please give examples of the actions, accomplishments, and attitudes of this nominee which, in your estimation, qualifies the nominee for this award. Also required are three (3) letters of recommendation in support of this nomination. Nominations page and support letters must be in "blind format."

What is "blind format?" To help assure impartiality, nominee's name, title and department are noted only on the front cover page. (Judges do not receive the cover page.) For all other pages (nomination and support letters), do not use the nominee's name, department or reference to gender. To reference nominee it is suggested to use: this person, this nominee, this individual, our nominee, etc. **Note:** Any reference to the nominee's name or gender will be redacted by the Awards Committee before the package goes to the judges. This makes it very difficult for the judge to read and may be a detriment to the nomination.

Recognition | Nomination Criteria | Possible Points

- 1. Leadership Characteristics:** A leader has two important characteristics. That of going somewhere and the ability to persuade others to follow (i.e., high expectations of self and of others, ability to overcome obstacles or setbacks, tolerance, loyalty, diplomacy, etc.) (35 pts)
- 2. Professional Characteristics and Quest for Professional Growth:** Recognition for persistency, patience, and determination (i.e., certificates for completion of continuing education courses, educational degrees attained, acquisition of new skills, recognition for accomplishments, creativity, involved in professional organizations, etc.) (30 pts)
- 3. Involvement in UNOPA:** The strength of a person's character is reflected in their commitment to their membership (i.e., years of membership, offices held, committee work, workshop involvement, dedication to the goals and objectives of the organization, etc.) (20 pts)
- 4. Personal Characteristics:** The most valuable gift you give another is a good example (i.e., enthusiasm, flexibility, cooperation, energy, kindness, good cheer, dignity, friendship, understanding, etc.) (10 pts)
- 5. Letters of Recommendation:** Additional support – Letters of recommendation from anyone within or outside of the nominee's department who has worked with or is acquainted with the nominee and is aware of how they enthusiastically challenge life and energetically tackle their duties both at and away from the University. (5 pts)

NOMINATIONS DUE: April 15th

For additional questions: Contact LaRita Lang at llang@unl.edu or Mikki Sandin at mikki.sandin@unl.edu

RETURN NOMINATION, COVER PAGE AND LETTERS OF RECOMMENDATION TO:

LaRita Lang
204 Schorr Center
City Campus (0150)
llang@unl.edu

From the Employee Concerns Committee

- The 1095C forms showing that employees carried health insurance last year have been mailed to employees. These forms are required to file 2018 taxes.
- There have been concerns expressed about the new healthcare company, UMR (a UnitedHealthCare, UHC, company) not having as many in-network providers and not covering as many health areas as our previous health insurance company. UNOPA board members have expressed concern to staff in the Human Resources Department. The HR staff have said they hope to present more information about the transition to UMR soon. For more details about UMR, please see: https://www.umar.com/oss/cms/UMR/University_of_Nebraska/index.html.

Here is an additional statement from Bruce Currin, Assistant Vice Chancellor Human Resources:

We transitioned to UMR as the University's third party administrator for health insurance on January 1, 2019. We were successful transferring over 27,000 people from BC/BS to UMR on January 1, 2019. This number covers all of our employees and covered family members.

Everyone received ID cards in mid-December and the claims administration process is working as designed.

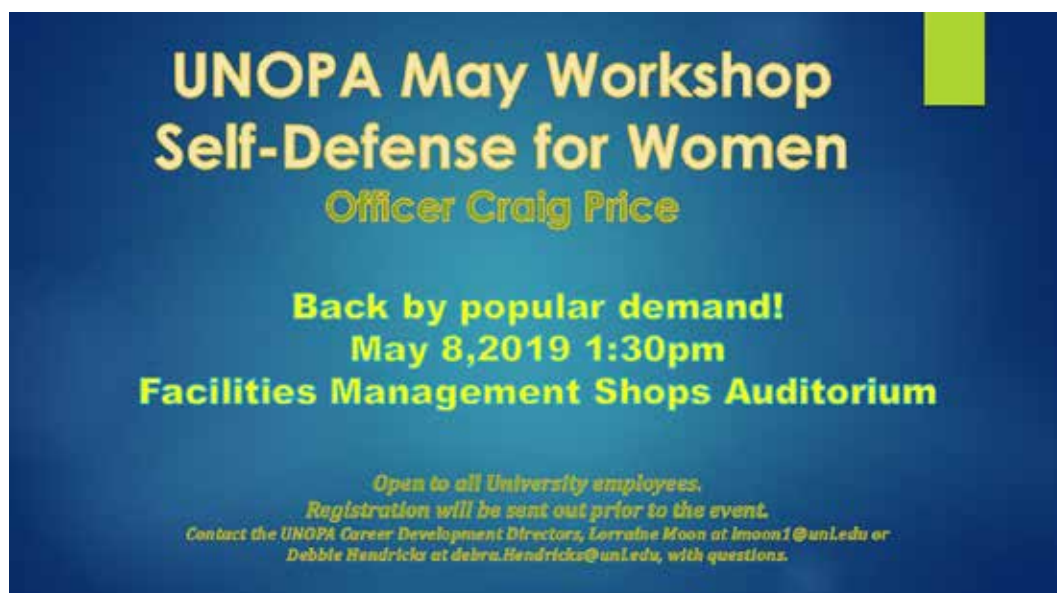
With the complexities of insurance and the size of the NU group, the process has gone better than we had envisioned. Some initial challenges were eliminated through the assistance of UMR.

Remaining issues of the transition include the mental health network for the Lincoln area. The University is aware of the needs of our faculty/staff/family members in the mental health area and are aware of the network issues. NU is working with UMR, Gallagher Associates (NU's Benefits Consultant) and others to improve this situation.

We have received positive feedback from faculty and staff on the addition of fertility benefits, expansion of the preventative services and sterilization coverages.

Additionally we feel fortunate to have the insurance premiums decrease for employees at a time when most other employers are seeing substantial increases.

By Kathy Schindler, Employee Concerns Director





Pebble

Be the best part of someone's day.

AMY HARLESS TUCKER
shared by Jenny in Indianapolis, IN

Ponder

When I first saw Jenny's submission (above), I wondered if it might seem too simplistic or too obvious to be the Pebble in one of our weekly splashes of inspiration. Still, every time I glanced at

it I found myself curious about where she found it and why it was important to her. So guess what I did...I asked!

It turns out that "Be the best part of someone's day," was the motto her friend Amy adopted during a journey with cancer. It seems that because Amy was a really kind person, and perhaps as a strategy to distract her from the more unpleasant aspects of her illness, Amy remained committed to trying to make other people's day even when she wasn't feeling 100%. I learned from Jenny that even though Amy passed away last year, friends and family have kept her motto alive.

Jenny also shared with me that Amy's motto inspired her to spread patience, compassion, and kindness even to people who she might initially be frustrated with. "I believe that most people don't set out to try to ruin someone's day," Jenny wrote. "Maybe the person who took that parking spot I was waiting for recently got some bad news and isn't thinking clearly. The person who seemed rude was possibly just harassed by someone or perhaps just lost a beloved friend or family member. While these scenarios aren't fun to deal with, I get to choose how to react to them. And if we choose to react by showing compassion, then maybe we can end up being the best part of someone's day."

While I think striving to make another person's day is a worthy goal with lots of benefits to everyone involved, I also would caution against reading the quote as an encouragement to ignore your own needs and focus exclusively on others. Instead, I embrace it as a fun challenge to look around and see whose day I could improve with even a small gesture of patience, kindness, or encouragement. It can temporarily distract us from our own challenges AND it actually feels pretty darn good, too!

The next time you find yourself having a tough day, I dare you to experiment with setting aside your frustrations and focusing on making someone else's day better just to see if it might end up making your day better, too.

Peace,

Paul

SAVE THE DATES!

April 9, 2019
UNOPA + UAAD Joint Meeting
Leadership is the Willingness to Act
11:45am-1:00pm
Howard L. Hawks Hall
Room 138

April 16th Workshop
Microsoft Office
Updates

May 8th Workshop
Self-Defense for
Women

May 14, 2019
Past Presidents & Retirees, Rose Frolik
Award, & Board Installation
11:30am-1:00pm
Willa Cather Dining Complex, Red Cloud A

June 13, 2019
UNOPA Summer Social
Canine Cognition and
Human Interaction Labs
More info to come!

Minutes of the
UNOPA GENERAL MEMBERSHIP MEETING
Regency Suite City Union
11:45a.m.-1:00p.m.
February 12th, 2019

President, Kelsey Sims, called the meeting to order 11:59a.m.

Approval of December 2018 General Membership Meeting Minutes. Motion to approve minutes as amended by Judy Anderson, seconded. Motion Passes.

President-Kelsey Sims: Joint Meeting with UAAD will be in April.

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

OFFICER AND COMMITTEE REPORTS

Past President/Bradley Munn: Barbara Homer- UNOPA members are eligible to apply for reimbursement up to \$100. Form available on UNOPA website. Barbara Homer is now retired so contact at bhomer56@gmail.com. To date received one request for reimbursement. February 15th is the deadline for reimbursements. Starting April 1, 2019 all reimbursements must be within 60 days of purchase.

UNOPA NOTES-Judy Anderson: UNOPA Notes has not received anything for February newsletter. If you have anything else, send to Judy Anderson by tomorrow. Some examples to send in for the newsletter are department information, charter week, and upcoming workshops. Monday, February 25th is the deadline for the March newsletter.

UNOPA notes will be out tomorrow.

Outreach-Lainey Bomberger and Amanda Lager Gleason

Prizes for the 50/50 drawing awarded to ticket Cathy Robertson. \$46 was collected. \$23 goes to Cathy Robertson and \$23 goes to Huskers helping Huskers.

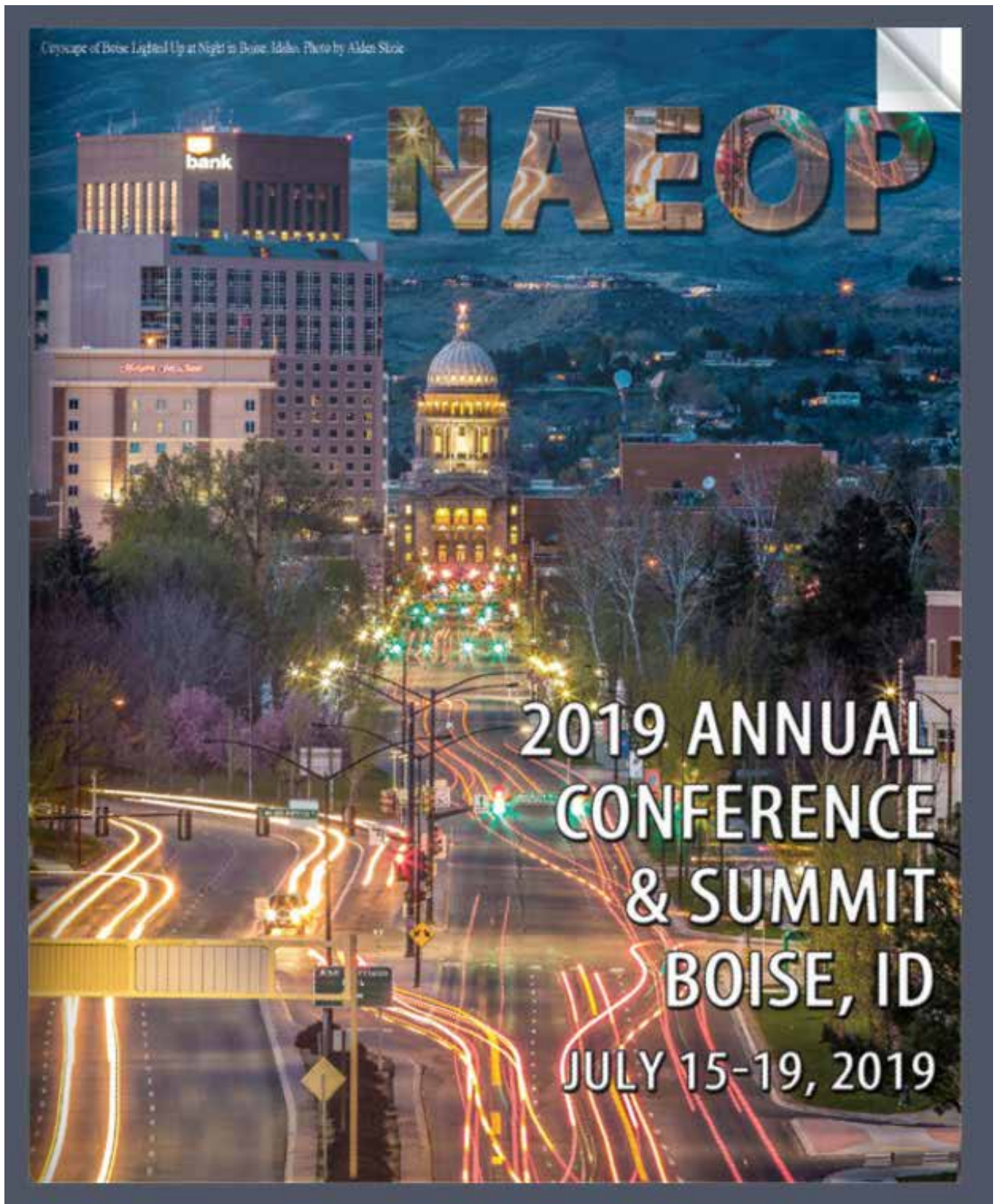
Speaker Allyson Rickertson- Works at Cedars. Presented on importance of self-care.

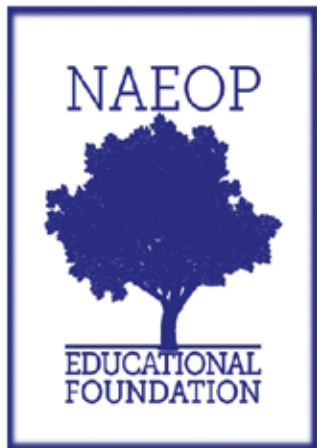
Meeting adjourned at 12:54p.m.

Submitted by: Lori Sorto, Recording Secretary



*Start making your plans NOW to attend
the 2019 Annual Conference & Summit in beautiful Boise, ID!*





Financial opportunities for professional growth provided by the NAEOP Educational Foundation

Conference Scholarship/Reimbursement

We are instituting a new opportunity for four active members and two retired members to receive a \$500 Conference Scholarship/Reimbursement beginning with the 2019 Annual Conference. This reimbursement can

be used toward conference expenses including registration, hotel and travel. The recipients will be chosen with a random selection process. To complete the form, enter <https://goo.gl/forms/Ox6fcfrYLcOUFG3F3> in your browser.

The Elverda J. “Butch” Bender Educational Reimbursement Incentive (EJBBERI)

These funds will reimburse participants up to \$200 for attending Summit classes (formerly Institute) and up to \$90 for attending Breakout sessions (formerly Briefings) at the annual conference. To complete the form, enter <https://goo.gl/forms/NGAT2zBYkE6lMruC3> in your browser.

Mona Smith Member Dependent Application

NAEOP members who have children pursuing a post-secondary education can complete the form by entering <https://goo.gl/forms/AXT7CzhFdIYJIZBC3> in your browser. There will be a random drawing of up to four individuals for a \$1,000 scholarship. The selected individuals then submit a copy of their transcript to Charla Callahan showing successful completion of the first semester and the reimbursement will be allocated at that time. Please submit names of dependents of members only.

Marion T. Wood Member Scholarship

This form can be found and downloaded at naeop.org in the Members Only section under Foundation.

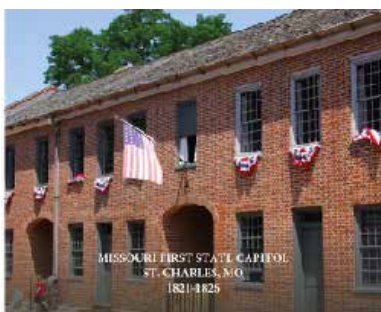
Conferences and Workshops and Seminars, Oh MY!

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



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

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IN OUR GRIT, OUR GLORY.



**ST. PATRICK'S
DAY**