



UNOPA Notes

University of Nebraska Office Professionals Association

October 2020

President's Message

Lainey Bomberger

Hello UNOPA Membership ~

Health, happiness, and peace I wish to each of you during these busy and somewhat stressful times. Thank you to those of you who have gotten your membership renewals in! If you have not gotten your renewal sent in, remember – it is free this year, please do so by end of this month!

Our next general membership meeting is scheduled for **Tuesday, October 20, 2020!** A Zoom invite has been sent out, please mark your calendars and plan to attend.

I am here to also listen, if you have ideas or thoughts to share, don't be shy – Please Share! Our strength as an organization depends on all of us to help and assist each other to continue to build our wonderful organization!

Lainey Bomberger

2020-2021 UNOPA President
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**Like Individual Threads,
We Are Stronger When We Come Together!**



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Debbie Hendricks

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Marketing and Digital Communications

Jane Schneider

UNOPA:

<https://unopa.unl.edu/>

NEOPA:

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

NAEOP:

<https://www.naeop.org>

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Save The Date

Upcoming Events

<https://unopa.unl.edu/meetings>

10/08 L.E.A.R.N with NAEOP

12:00-1:00 pm

Topic: Personal Resilience

More Info: <https://bit.ly/2FF0Hhh>

10/20 UNOPA General Meeting

12:00-1:00 pm

Topic: General Business Meeting

More Info: Lainey Bomberger

10/20 LPSAOP Virtual Tailgate

4:45 pm

Topic: Peter Ferguson,

Communications & Relationships

More Info: <https://tinyurl.com/yxqnrvm7>

10/21 U2 Meeting

12:00-1:00 pm

Topic: TBA

More Info: <https://events.unl.edu/uaad/upcoming/>

10/22 NEOPA General Membership Meeting

6:30-8:00 pm

More Info: neopainfo@gmail.com

Career Development

Lorraine Moon

UAAD (U2) and UNOPA are joining together to provide professional development to both of our groups. While dates and speakers are not confirmed, we are planning the following.

- November – Communication Workshop
- December – Well-being Workshop
- Spring 2021 – Technology Series

Registration and information will be sent out at a later date.

UNOPA's Mission

The purpose of UNOPA is to provide professional growth and promote high professional standards for educational office personnel within the University of Nebraska–Lincoln, as partners upholding the quality of service to the university educational system and the community. We acknowledge the unique role of educational office personnel and the importance of their contributions to the university and the community.



Ponder: Leveling Up!

Paul Wesselmann

Ripples Issue # 1112 theripplesguy.com/ripples/

Our number one job, especially in challenging times, is to survive: to stay alive so we can make it to another day. When we are feeling safe, and have a little extra time, energy, bandwidth, and gumption...that is when we look for opportunities to grow: gaining new skills, insights, and new ways of looking at the world.

If you're struggling mightily today, it's okay to take a hard pass on the concept leveling up right now. Still, I'm wondering if you could pause long enough to take a deep breath, look upward and day dream about what the next level might look like.

If you're doing okay right now, it might be fun to do more than just dream about the next level. Could you jot down a few ideas about what personal or professional growth might look like for you in the next few months or years? While you're writing, identify some specific steps you could take to start the ball rolling. And then...TAKE ACTION, even if it is a baby step. Each small step up is an ascension.

Peace,
Paul

Secret Friends

Mari Greer



Don't forget to fill out the secret friends portion of your membership form!

This is a fun opportunity to find a reason to smile each month.

How does secret friends works?

After marking "yes" on your completed UNOPA membership form, you'll receive an additional form.

- Answer questions about yourself that on the form that's sent to you (birthday, hobbies, personal likes, etc.)
- Receive information about another UNOPA member (your secret friend)
- Monthly send your friend an anonymous gift, \$10 limit
- Monthly, receive a small anonymous gift
- In early summer (usually June), attend a reveal party to discover who your secret friend was!

You can still sign up for secret friends by filling out your membership form or by contacting Mari Greer, mgreer1@unl.edu.

Tips for Inclusivity - Being a Good Ally

Office of Diversity and Inclusion

August Newsletter, <https://diversity.unl.edu/newsletter-sign-up>

A workplace or a classroom ally is an individual who is not a member of an under-represented group but who takes action to support one or many such groups. Being an ally is an active process and it's not something individuals can simply bestow upon themselves.

Allyship means valuing people with different experiences from our own, learning about privileges and natural prejudices, and working to make the workplace more equitable in spite of them.

- **Know your privilege** – before standing up for other people understand the rights and privileges you have that others don't.
- **Listen and do your homework** – in order to learn you need to listen. Know when to allow another person's voice to fill the room and believe them wholeheartedly. Do some research. <https://diversity.unl.edu/racial-equity-resources>
- **Speak up, not over** – an ally's job is to support and use their impactful position to educate others but in a way that doesn't speak over the community members they're supporting.
- **Speaking up isn't the same as speaking for** – some worry that it is 'not their place' to comment on bad behavior. Bring a supportive voice to the table where others are never invited to sit.
- **Make mistakes but apologize afterwards** – nobody is perfect and unlearning problematic things takes time and effort. Just remember that it's not about your intent, it's about the impact you may have had.
- **Ally is a verb** – just saying that you're an ally is not enough; you need to follow up with consistent and authentic actions. Allyship doesn't start and stop with 'I believe in you, good luck'. It's an active process that requires constant work and action.

Remember, to be an ally is to:

- Stand up, even when it feels uncomfortable to do so.
- Use your privilege to advance those who lack it.
- Acknowledge that, while you also feel the struggle, the conversation is not about you.

-Adapted from the HR Magazine



2020-2021 UNOPA President Installation



Lainey Bomberger, UNOPA President (pictured) and Jana Wood, UNOPA Immediate Past President met up this summer to conduct the official passing of the gavel and 2020-2021 UNOPA president installation.

Thank you both for all of your hard work and service. We appreciate everything you do.

Membership Sign-Up Reminder

Mary Couture

Did you know that this year your UNOPA membership is free? Take advantage of the cost savings and sign-up today!

While you are at it, you may also want to take a look at the state and national office professional associations.

- **UNOPA** – University of Nebraska Office Professionals Association
 - Free for the 2020-2021 year!!!
 - Sign up: <https://tinyurl.com/yxgqzfo5>
- **NEOPA** – Nebraska Educational Office Professionals Association
 - \$20 per year
 - Sign up: <https://tinyurl.com/yylmbr6g>
- **NAEOP** – National Association of Educational Office Professionals
 - \$50 per year
 - Sign up: <https://tinyurl.com/yyn72uds>

Motivational Quote Corner

One reason I could never be a true pessimist about humans is the humans themselves. I think people, especially when pushed to extreme situations on the brink, have ways of surprising us and doing things that do seem impossible and figuring out ways to go up against powers and trends that have until certain points in history been unshakable.

- Vann R. Newkirk II,
shared by Emily in Carlow, Ireland

Fight for the things that you care about, but do it in a way that will lead others to join you.

- U.S. Supreme Court Justice Ruth Bader Ginsburg (1933-2020)



Online Meetings That Don't Suck Your Soul

Adapted from David Dye's article on the SHRM Blog

<https://blog.shrm.org/blog/online-meetings-that-don-t-suck-your-soul>

After months of online meetings, video conferences, Zoom, and Teams meetings, you've mastered the basics:

- You've got light in front of you (not behind you) so we can see you.
- You look into the camera to connect with your team.
- You've got a list of everyone attending and you call in each person to take part.
- Your agenda is short, snappy, and people don't drift and start checking emails.
- And, vitally, you're not holding a video meeting when a phone call or email will do.

Why Online Meetings Wear Us Out

You're doing these things, but online meeting fatigue persists. What now? Online meeting fatigue is real. There are a couple of reasons it happens and, when you know why, you can do something about them.

- **Remote Energy Drains**- spending more energy without verbal and nonverbal cues
- **Seeing Yourself** - awareness of yourself consumes yet more energy
- **People Become Less Human** - farther away a person is, the easier it is to reduce them to their role

How to Invigorate Your Online Meetings

You're doing these things, but online meeting fatigue persists. What now? Online meeting fatigue is real. There are a couple of reasons it happens and, when you know why, you can do something about them.

- **Get Personal** -You can set a different tone and create a meaningful connection by starting with the people, rather than the business. Get past the friendly banter and start with meaningful, but safe, self-disclosure.
 - Ask everyone to share an inspirational quote that's guided them through challenging times.
 - Have every participant show an object that is meaningful to them and explain why.
 - Ask everyone to share the most humorous regret they have during the pandemic.
- **Add Drama** - you can add drama to your meetings and make them more interesting.
 - Start a decision-making discussion with a clear definition of what's at stake, why the decision matters, and what their choice will accomplish.
 - Not making a decision? Use a classic pre-commercial television technique: the teaser. "When we return, will our hero save the day or will she face crushing failure?" In a business meeting this might look like, "Today we're discussing a new process that will reduce our headaches and give us a chance to catch up on ..." Assuming you've told the truth and the process really does those things, now I'm leaning in, paying attention, and wanting to get to the good stuff.
 - Another fun way to add dramatic tension is to use tools like the Wheel of Names to review content, summarize action items, check for understanding, or choose someone to answer questions. You don't want to overuse it, but people almost hold their breath waiting to see where the needle lands.
- **Collaborate** - One of the best advantages of online meetings is the ability to collaborate quickly, discuss critical questions, and regroup to share analysis, conclusions, and solutions. Use your breakout rooms, whiteboard tools, collaboration platforms, and your public chat room to take advantage of all the thought-power on your team. If you hold a meeting and don't have participants talking with one another about critical issues, you're wasting everyone's time.
- **Think Outside the screen** - Ease online meetings fatigue by thinking outside the screen.
 - Get people moving. Stand up. Dance.
 - Have a yoga practitioner on your team? Have them lead a 60-second yoga break.
 - Do an agenda-related scavenger hunt – "In 30 seconds, find an item that best illustrates [the problem we're addressing] or [the future we want to achieve]."
 - Communicate key messages outside the screen in ways no one will expect (check out this article for a fantastic list of ways to communicate off-screen.)
 - Build, draw, tear—almost anything you'd do in person, you can adapt for remote meetings.
- **Remove Energy Drains**- Once you've got your camera set up and you know you framed your backdrop the way you want it, in many platforms, you don't have to keep looking at yourself.
 - Here's how to hide your video from yourself in Zoom.
<https://bit.ly/2RPF1n>
 - What about that energy drain of not getting reactions?
Depending on your platform, you can use thumbs up, claps, emojis, chat responses, or visual cues (think jazz hands) for real-time feedback. Create a culture of engagement and people will naturally interact with one another's comments, feedback, and presentations. No, this doesn't replace the real-time nonverbal signals we're accustomed to, but over time it will help.

9 Extremely Quick & Easy Steps to Become Happier at Home

1. Make your bed.

To a weird degree, for most people, outer order contributes to inner calm. A small gesture like making your bed gives a surprising boost in energy and cheer.

2. Light a scented candle.

I used to scoff at scented candles, but now I love them. The beautiful scent, and the flickering presence of the flame, make a room feel far more pleasant.

3. Give a warm greeting to everyone who enters your home.

It's easy to fall into the habit of grunting out a "Hiya" when someone comes through the door; warm greetings create an atmosphere of warmth and attentiveness.

4. Give away any unused coats.

Make room in your closet and help others.

5. Clean out your fridge.

A friend told me, "I cleaned out my fridge, and now I feel like I can switch careers." See #1.

6. Take ten minutes, today, to enjoy some special feature of your home.

Light the fireplace, sit on the front stoop, enjoy the yard, take a bath in the bathtub, look at the view.

7. Replace every burned-out light-bulb you can find.

Small inconveniences drag us down, more than they should.

8. Pick up every item in your medicine cabinet

Ask yourself, "Is this expired? Do I use this? Do I need this?" If not, get rid of it.

9. Call or email a friend with whom you've fallen out of touch.

Strong relationships are the key to happiness. Make your home a place of engagement and love.

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