



UNOPA Notes

University of Nebraska Office Professionals Association

September 2020

President's Message

Lainey Bomberger

Dear UNOPA Membership,

Hello and welcome to a strange new year here at the University of Nebraska and for us in UNOPA! Some of us are back on campus, while others are still remoting, and some with split schedules.

Like individual threads, we work through campus and network with others to get the job done. Due to the changes on campus, we will need to use our skills to network with each other in new and unique ways. We will utilize zoom more often than ever, until it is suitable for us to be safe to be together.

I am sure we will come through this year as strong as ever as we pull together and unite as one powerful rope! I look forward to seeing you all in zoom fashion!

Lainey Bomberger
2020-2021 UNOPA President
University of Nebraska Lincoln
402-472-1675
lbomberger2@unl.edu

**Like Individual Threads,
We Are Stronger When We Come Together!**



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UNOPA:

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

NEOPA:

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

NAEOP:

<https://www.naeop.org>

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NAEOP 2020-2021 Webinar Registration

Mary Guest

The National Association of Educational Office Professionals (NAEOP) is offering a Webinar Series consisting of six 1-hour webinars. Webinars will start at noon. Participants will receive 6 hours of PSP (Professional Standards Program) 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.

With so many fall meetings and conferences canceled, this is a great way to continue investing in your professional development.

- September 10, 2020
The 4 R's - Recognize, Reframe, Reflect, Reach-Out: Finding Balance in Unbalanced and Uncertain Times
- October 8, 2020
Assessing and Increasing Your Personal Resilience: Increasing Your Ability to Cope in Uncertain Times
- November 12, 2020
Oh! What a Site
- January 14, 2021
In Pursuit Of
- February 18, 2021
Linking Mental Health, Substance Abuse and Suicides in Teens
- March 11, 2021
Picture This!

Registration: <https://naeop.org/events/2019-2020-webinar/webinar-online-registration-form.html>

Questions: mary.guest@unl.edu or president@naeopboard.org



National Association of
Educational Office Professionals

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.

President's Charity Clyde Malone Community Center

Lainey Bomberger

The Clyde Malone Community Center has served the Lincoln community since its founding in 1955. The center is a nonprofit organization "dedicated to creating unity and prosperity throughout Lincoln, Nebraska while honoring African American heritage." The vision of the Clyde Malone Community Center is to create a community where every person develops to their full potential.

Due to the unique situation COVID-19 has placed us in, UNOPA will be supporting this charity in an innovative way. To start the year, UNOPA has donated \$250 to the Malone Center! We will continue this spirit of giving by periodically sharing opportunities for our members to get involved.

If you would like more information about the Clyde Malone Community center please check out their social media or website listed below.

Facebook: <https://www.facebook.com/MaloneCommunityCenter/>

Website: <https://malonecenter.org/about-us/>

5-4-3-2-1 Game

Feeling overwhelmed?

Try this sensory awareness grounding exercise to help reorient yourself to the present.

- ✓ Describe 5 things you see right now
- ✓ Name 4 things you feel (touch)
- ✓ Name 3 things you hear
- ✓ Name 2 things you smell
- ✓ Name 1 good thing about yourself

Introducing U2 Meetings

Mary Couture

Last year, UAAD joined UNOPA for many of our career development training sessions. With all of the changes this year brings, UNOPA will continue to partner with UAAD to explore opportunities where the two groups can be stronger together.

One such opportunity will be joint networking sessions held on the third Wednesday of every month from 12-1 PM. The meetings will be a mix of formal programming and informal gatherings.

Please join UAAD and UNOPA for the first U2 meeting to learn about self-care and using technology to make connecting easier.

Date: Wednesday, September 16, 2020

Time: 12:00 pm–1:00 pm

Location: Zoom link to be provided

Topic: Thriving, Community And Change

Registration: <https://bit.ly/3jW9FFp>

Registration is required.

Please sign-up in order to receive the zoom invite.



You first have to take care of yourself before you can help others.
– Flight Safety Manual



Positive Tip: Fear Not

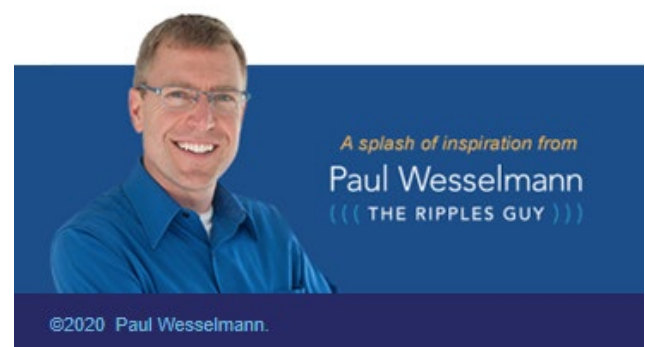
Jon Gordon, www.JonGordon.com

The media is reporting every case of the Coronavirus as it happens live. Fear not!
 Someone in your city or state tested positive. Fear not!
 Your friend has self-quarantined. Fear not!
 You're not sure what the future holds. Fear not!
 You're not sure what will happen to your business and economy. Fear not!
 You're waiting on the medical report. Fear not!
 You're getting ready for the big game. Fear not!
 You might lose your job. Fear not!
 You don't know what college you will go to. Fear not!
 Your parents are getting a divorce. Fear not!
 You don't think the interview went well. Fear not!
 They're putting a lot of pressure on you. Fear not!
 You may not hit your numbers. Fear not!
 There's a lot of chaos in the world. Fear not!

Fear not doesn't mean you take reckless action.
Fear not doesn't mean you ignore the reality of the situation.
Fear not doesn't mean you make stupid decisions.
Fear not doesn't mean you don't care.
Fear not doesn't mean you don't wash your hands and use sanitizer.
Fear not doesn't mean you don't bump knuckles or kick feet instead of handshake.
Fear not doesn't mean you don't feel fear.

Fear not means you let go and know you're not in control.
Fear not means you don't let fear consume you.
Fear not means you don't let fear guide you.
Fear not means you don't let fear paralyze you.
Fear not means you don't let fear sabotage your health.
Fear not means you won't let fear steal your future.
Fear not means your trust is greater than your fear.
Fear not means you move forward with faith.
Fear not means you have hope today.
Fear not means you still dream about tomorrow.
Fear not means you believe the best is yet to come!

Fear and worry weaken your immune system.
 One of the best things you can do for your health is have faith... and wash your hands a lot.
 -Jon



Ponder

Disarming Disappointment

Paul Wesselmann

Ripples Issue # 1084,

theripplesguy.com/ripples/

I had a few minor setbacks recently--nothing major, just a few things that didn't come together in a way that I hoped they would. I tolerated the initial let down just fine, but a day or so later I noticed I was still trying to hurriedly shoo away a mild malaise that continued to simmer.

Once I realized what was going on, I paused from my effort to quickly eliminate the feeling. Instead, I made a conscious effort to understand it a little better by asking it, "Why are you here?" Replacing avoidance and judgment with patience and curiosity allowed me to recognize the sadness for what it really was: a gentle grieving over the loss of a couple of opportunities that just weren't meant to be. Suddenly the feeling didn't seem like a bad thing--it actually seemed reasonable, even laudable, to be bummed for a bit. Ironically, giving myself permission to be a little disappointed for a little while caused it to evaporate fairly rapidly!

Disappointment may seem like an uncomfortable and therefore undesirable state, and not something we want to linger too long. Still, it might be useful to disarm it instead of disowning it: identify any learnings it has to offer, and then let it dissipate on its own.

Peace,
 Paul



*A big event can make it feel like the world is falling apart,
but there are millions of tiny acts of kindness still holding it together.
- shared by Nick, Team Ripples*

PSP Endowment Fund Committee Fundraiser

Lola Young

Prior to the remote working situation at UNL, the PSP Endowment Fund Committee agreed upon doing a \$200 cash fundraiser. We were into the process when word came that we needed to work remotely which brought our efforts to a halt. Since most of us continue to work from our home offices, we have elected to postpone this fundraiser until we can be more active in selling tickets. In the meantime, if you are interested in purchasing raffle tickets, you can contact any of the PSP Endowment Fund committee members (listed below) and we will be more than happy to sell you tickets. Tickets prices are \$1 each or \$5 for six.

Some of you may be thinking, what is the PSP Endowment Fund Committee all about and who can be a part of this committee? The PSP Endowment fund was initiated in 1998 with the purpose of raising funds to provide small stipends for UNOPA members who are enrolled in the National Association of Educational Office Professionals (NAEOP) Professional Standards Program (PSP) and who actively serve as a part of the PSP Endowment Fund Committee. Many academic institutions (including Lincoln Public Schools) recognize their staff by providing these stipends or a salary increase for their staff who participate in NAEOP's Professional Standards Program. Members of our committee and UNOPA Presidents met with UNL's administration many times asking for this recognition and each time we were told it is a worthy cause but they could not provide any support. They suggested we seek this goal on our own and we rose to the challenge.

Our goal way back in 1998 was to build a fund of \$50,000 and that fund was to be built by developing fundraisers. Over the years we have held "teas" including silent auctions where we solicited and donated the auctioned items, raffles, and we have sold brass ornaments, 10,000 Angel Pins, and Rada knives in addition to outright selling items at UNOPA meetings. Any active UNOPA member in the PSP program is welcome to join this committee at any time. Some have been a part of the committee for a while and then dropped out, others have done so and then re-joined and a few of us have been in it since the beginning. Once every year (or two), we receive stipends based on the funds in our "spendable" account (comprised of the interest only of the endowment fund) and a vote by the committee members. We cannot touch the endowed portion of the funds. A couple of our committee members also donate a set amount from each paycheck that goes into the spendable line. If you are currently in the NAEOP PSP Program and are an active member in NAEOP, NEOPA, and UNOPA, and would like to join our committee, please contact me at lyoung5@unl.edu.

Committee members are as follows: Lola Young, CEOE, Chairman
Mary Guest, CEOE
Tricia Liedle, CEOE
Debbie Hendricks, CEOE
Lorraine Moon, CEOE

Career Development Ideas Welcomed

*Lorraine Moon & Debbie
Hendricks*

Do you know of a speaker that your fellow UNOPA members could benefit from? If so, please forward their contact information and topic to the Career Development Committee (lmoo1@unl.edu).

The Career Development / PSP Committee is working on programming and would love to hear from you!

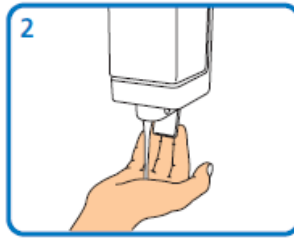
Success is not just the crowning moment, the spiking of the ball in the end zone or the raising of the flag on the summit. It is the whole process of reaching for a goal and, sometimes, it begins with failure. –shared by Erik Weihenmayer, vales.com



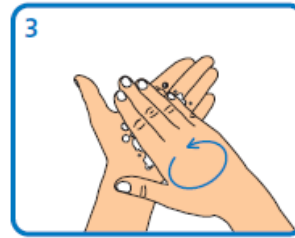
Hand-washing technique with soap and water



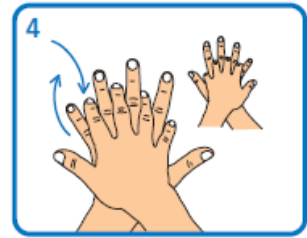
1
There is no place like
Nebraska,



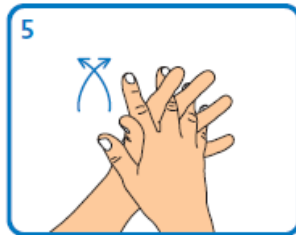
2
Dear old Nebraska U.



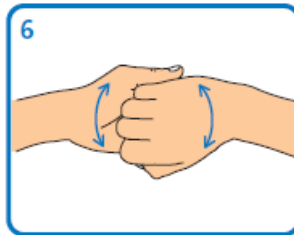
3
Where the girls are the
fairest,



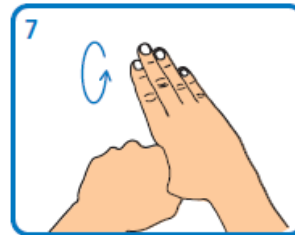
4
The boys are the squarest,



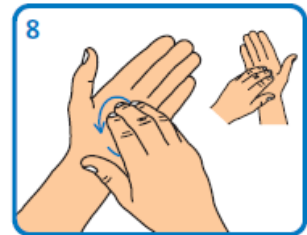
5
Of any old school that I
knew.



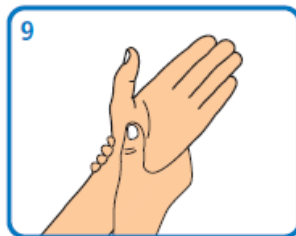
6
There is no place like
Nebraska,



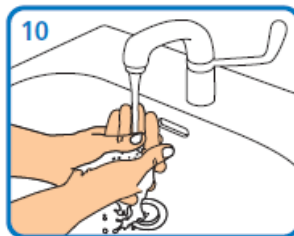
7
Where they're all true
blue.



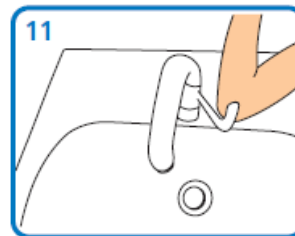
8
We'll all stick together,



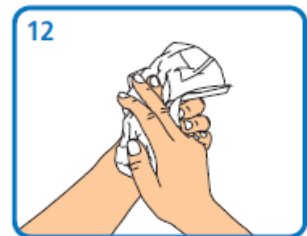
9
In all kinds of weather,



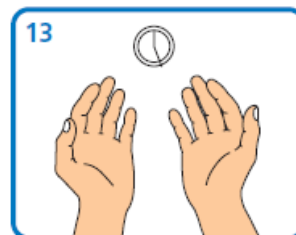
10
For dear old Nebraska U.



11
Go Huskers!



12
Go Huskers!



13
Go Huskers!

Create your own
<https://washyourlyrics.com>

Adapted from National Health Service, who adapted from the World Health Organization **Guidelines on Hand Hygiene in Health Care**.
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