



UNOPA Notes

University of Nebraska Office Professionals Association

March 2020

President's Message

Jana Wood

Greetings UNOPA!

It's Women's History Month! There are many events this month on and off of campus, I hope you are able to attend some of them!

It's nomination time and UNOPA needs you! Please consider serving on the board or a committee.

The Spring Game is coming! April 18, 2020 1:00 PM
We will need parking lot volunteers, here is the link to sign up!
<https://bit.ly/3aDAIR1>

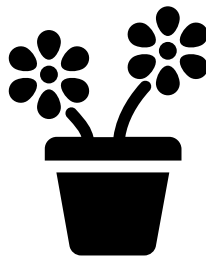
Thank you for being a part of UNOPA! See you soon!

Jana

Be Brave.

Be Kind.

Be You!



Executive Board

President

Jana Wood

President-elect

Lainey Bomberger

Recording Secretary

Alycia Harden

Corresponding Secretary

Christina Franklin

Treasurer

Jaime Long

Immediate Past President

Bradley Munn Foundation

Kelsey Sims

Awards

LaRita Lang

Bylaws/Nominating

Jane Schneider, Mary Couture

Career Development and PSP

Debbie Hendricks,
Lorraine Moon

Membership

Cathy Robertson, Mary Klucas

Outreach

Lainey Bomberger
Amanda Lager-Gleason

Presidential Advisor

Lorraine Moon

Technology

Jennifer Greenlee

Digital Commons

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>

3/24 UNOPA Career Development Program

12:00-1:00 pm, Whittier, Room 152

Program: Problem Solving

4/07 UNOPA Executive Board Meeting

11:30 am-12:30 pm, Whittier, Board Room 344A

4/14 UNOPA General Meeting

12:00-1:00 pm,

Nebraska East Union, Great Plains Room

Program: Space, Cyber, & Telecommunications Law

4/21 UNOPA Career Development Program

12:00-1:00 pm, Whittier, Room 152

Topic: Pomodoro Technique

5/05 UNOPA Executive Board Meeting

11:30 am-12:30 pm, Whittier, Board Room 344A

5/12 UNOPA General Meeting

12:00-1:00 pm, Willa Cather Dining, Pioneers Ste

Program: Past Presidents/Retirees Luncheon,
Rose Frolik Award, UNOPA Officers Installation

More info: <https://bit.ly/38LdvM1>

5/13 UNL All-Staff Conference

All day, College of Business

Program: Empowerment: Learning and
Networking at Nebraska

More info: <https://staff-conference.unl.edu/>

6/02 UNOPA Executive Board Meeting

11:30 am-12:30 pm, Whittier, Board Room 344A

6/09 UNOPA Summer Social

12:00-1:00 pm, Nebraska Union,
Platte River Room South

Volunteers Needed to Raise Funds

Mary Couture

Help UNOPA raise money for our yearly programs. Volunteer to help manage the parking lot at this year's Reds Vs. Whites Spring Game!

- **Date:** Saturday, April 18th
- **Time:** 5:30 am to 1:15 pm
- **Shift Length:** Only 2-3 hours!
- **Location:** Whittier Building
- **Volunteer Duties:**
 - With a partner accept money from drivers
 - Track total number of open spaces
 - Drivers find their own parking spots
 - Get comfy! Bring a chair, snacks, or music
- **Purpose:** This is the primary way UNOPA raises funds. By volunteering you are ensuring UNOPA can offer fun events throughout the year.
- **Sign-up:** <https://bit.ly/3aDAIR1>
- **For More Info:** Jana Wood



Photo by Craig Chandler, University Communication

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.

9 WAYS TO BEAT NEGATIVITY

Jon Gordon

www.JonGordon.com



1. Tell yourself a positive story. Life is a story. The story we tell ourselves and the role we play in that story determines the quality and direction of our life. Successful people are able to overcome adversity by telling themselves a more positive story than the rest. Instead of a drama or a horror movie, they define their life as an inspirational tale. Instead of being the victim, they see themselves as a fighter and over-comer. You may not be able to control the economy, but you can influence the outcome of your story.

2. Model success. Are there people in your industry succeeding today? Of course there are. Seek out those people in your industry and ask to meet with them. Learn from their advice and model their attitudes and actions. If they can succeed, so can you.

3. Focus on the important stuff. Tune out the negative voices and start making positive choices. What are you doing on a daily basis to grow yourself, your team, and your business? Don't focus on the negative things other people and the media are saying. Instead, focus on marketing your business, taking care of clients, and building loyal relationships. Every morning ask yourself this question: "What are the three most important things I need to do today that will help me create the success I desire?" Then take action on those items.

4. Replace "have to" with "get to." This simple word swap can change your mind-set and your approach to work and life. It turns a complaining voice to an appreciative voice, and acknowledges that life is a gift - not an obligation. So often we grudgingly say things like "I *have to* go to this meeting," "I *have to* meet with this client," or "I *have to* make a bunch of phone calls." In reality, it's not about what we *have to* do. It's about what we *get to* do. Research shows that when we practice gratitude, we get a measurable boost in happiness that energizes us and enhances our health. It's also physiologically impossible to be stressed and thankful at the same time.

5. Talk to Yourself instead of Listen to Yourself. Too often we listen to ourselves and hear all the complaints, self-doubt, fear and negativity that lead to unhappiness, failure and unfulfilled goals. But instead of listening to the negative we can choose to feed ourselves with the positive. We can fuel up with words, thoughts, phrases, scripture and beliefs that give us the strength and power to overcome our challenges and create an extraordinary life, career and team.

6. Feed the Positive Dog. Do a daily positive activity with our free 11 day positivity plan. [Download here.](#)

7. Create a positive vision. Instead of being disappointed about where you are, make the decision to be optimistic about where you are going. Create a positive vision for your future and the future of your team. Vision helps you see the road ahead and it gives you something meaningful and valuable to strive towards.

8. Invite others on your bus. Invite colleagues and customers to board your bus for a positive ride. Send them an e-bus ticket at www.TheEnergyBus.com. Share your vision with team members and ask them to join you in making this vision a reality. Be a positive influence.

9. No more complaining. Abide by the "[No Complaining Rule](#)." When you realize you're about to complain, replace your thoughts and words with positive actions. Let your complaints help you identify what you don't want so that you can focus on what you do want. The key is to turn complaints into solutions.



Ponder The Gifts of Adversity

Paul Wesselmann

Ripples Issue #1082, <https://theripplesguy.com/ripples/>

I've recently connected with a few people who are going through some super duper tough stuff lately, and one of them shared the quote featured as today's pebble. I marveled at this person's ability to see glimmers of "something good will eventually grow out of this" while enduring waves (and waves and waves) of really unpleasant crappiness (massive understatement).

Seeing the potential upside of tough times does not require us to like them. And it is important to remember that we don't have to be glad something happened in order to grow from it.*

I think it is important and healthy and useful to be able to say out loud, "I am greatly displeased by the unpleasant aspects of this current situation." Or, you know, something more succinct, like "*#&@% this \$#@+!"

Acknowledging the downsides of difficulty can make more room for seeing the upsides: "I didn't choose this, nor did I want this...but since I'm stuck with it, I can choose to either simply go through it or find a way to grow through it."

If you or someone you care about is currently struggling with either tiny or titanic adversity, I invite you to spend whatever time you need grumbling about it and then see if there is room to identify potential gifts it has to offer.

May you keep going, keep growing, and keep glowing all the while.

Peace,
Paul

Membership Cards

Cathy Robertson

Be on the lookout for your 2019-2020 UNOPA membership cards. You should have received it at the February meeting or by mail.

Please let the Membership Committee know if you haven't received it yet. A replacement can be provided.

Boulder
Cultivating an awareness of the gifts of adversity can help us to not only weather the difficult storms of our lives but also come out wiser and more compassionate than ever before.
- Carolyn Gregoire, Shared by Isaac in Sedona, AZ via Tricycle.org

Nominations Open

Jane Schneider

The Nominating and Bylaws Committee is accepting nominations for elected officers for the 2020-2021 year.

Please let us know if you would like to nominate yourself or someone else for one of the vacant positions by March 1.

We will be accepting nominations at our general meeting on March 10 from the floor. For the health of UNOPA, we expect to have all elected office and committee director positions filled at that time.

We appreciate your attention and look forward to hearing from you.

4 Tips for Knowing When It's Good to Ask for an Opinion vs. Trusting Your Gut

March/April 2020 issue of SUCCESS magazine

www.success.com

How do you determine when it's good to ask for an opinion versus trusting your gut?

When working on a problem, I speak to as many experts as I can find and gather multiple pieces of advice. I then look for trends in that advice—are certain ideas or facts coming up again and again? The goal is to make sure I have as much information as I need to create a basic framework within which I ultimately make my own gut call.
— *Adlai Wertman, academic director of the Master of Science in Social Entrepreneurship at the USC Marshall*

Intuition is always the deciding factor for me. Based on my experience, there is a 70 percent chance of being right and a 30 percent chance of being wrong. I'm willing to risk the odds rather than asking someone who doesn't know my business for an opinion.

— *Fritz Colcol, CEO of ABN Circle*

In general, I'm a big proponent of getting multiple diverse perspectives. However, there are times when decisive action is required, especially when I've taken in data points but am still unsure. I think striking the right balance between the two is key.

— *Lynn Perkins, CEO and co-founder of UrbanSitter*

There's no trade-off here. Always ask for opinions and seek as much data as you can to inform your decisions. Then, trust your gut—that's where passion comes from. People follow passionate leadership over bland leadership all day long.

— *Gabriel Krajicek, CEO of Kasasa*

Pebble

The only real failure is the failure to try, and the measure of success is how we cope with disappointment.

— Deborah Moggach

(The Best Exotic Marigold Hotel),
shared by Cyndee in Oshkosh, WI

UNOPA May Luncheon

Amanda Larger Gleason

Registration is open for the 2020 UNOPA Past Presidents, Retirees, and Rose Frolik Award Luncheon!

Date: Tuesday, May 12th

Time: 12:00-1:00 pm

Cost: \$12.50

Place: Willa Cather Dining Complex

Meal: Western Buffet

Dietary accommodations are available

No outside food or drinks allowed

RSVP: No later than May 4

<https://bit.ly/2vYbMVk>

Remembering Lucille Griess-Rolfes

Obituary Excerpt

Lucille A. Edstrom Griess Rolfes, 85, of Lincoln, passed away February 27, 2020. Born August 19, 1934, in Wahoo, NE, Lucille was blessed with two daughters, Deborah Ann and Susan Lucille.

In 2015, Lucille moved back to Lincoln due to the early stages of Alzheimers. She lived at Gramercy and Country House and finally at Gateway Vista. It was here that she was surrounded by loving nurses, aides and Hospice, words cannot express our gratitude.

Lucille was employed by the University of Nebraska-Lincoln until 1987, where she served as secretary to the Dean of the College of Law. While at UNL, Lucille was very active in UNOPA and served as their president in 1976-77.

Graveside services were held Monday (3-2-20) at Lincoln Memorial Park. Memorials, in lieu of flowers, are requested to the Alzheimer's Association, Nebraska Chapter, or Grace Lutheran Church in Swedeburg, NE. For more information or to express your condolences go to, <https://bit.ly/2TnW0MV>.

2019-2020 Rose Frolik Award

Larita Lang

DESCRIPTION

- The 2019-2020 Rose Frolik Award will be presented at UNOPA's Luncheon on May 12th, 2020. The recipient will receive an engraved plaque, a monetary cash award of \$600, and a one-year membership to UNOPA.
- The annual Rose Frolik Award was created to recognize a 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

- Eligible: Any UNOPA member who has been an active member for the last five years.
- Ineligible: Members of the 2019-2020 Awards Committee, UNOPA elected officers, and previous award recipients.
- Nominees must meet all eligibility criteria to be considered.
- A nomination may be made by any person, including oneself.

SUBMISSION DEADLINE

- April 15, 2020
- Send completed package to LaRita Lang, 204 Schorr Center, City Campus (0150) or by email llang@unl.edu.

REQUIRED DOCUMENTS

- 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.
- One-page response to the recognition/nomination criteria listed below.
- Give examples of the actions, accomplishments, and attitudes which qualifies the nominee for this award.
- 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.
- The nomination and support letters should 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.
- 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.

JUDGING PROCESS & CRITERIA

- **Judges:** The selection panel will consist of three individuals from outside the UNL community.
- **Ties:** In the event of a tie of judges' total points, the monetary award will be split among the winners.
- **Leadership Characteristics, 35%:** 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.).
- **Professional Characteristics and Quest for Professional Growth, 30%:** Recognition of persistence, 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.).
- **Involvement in UNOPA, 20%:** 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.).
- **Personal Characteristics, 10%:** The most valuable gift you give another is a good example (i.e., enthusiasm, flexibility, cooperation, energy, kindness, good cheer, dignity, friendship, understanding, etc.).
- **Letters of Recommendation, 5%:** 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 tackles their duties both at and away from the University.

Questions: LaRita Lang, llang@unl.edu