



UNOPA NOTES

University of Nebraska Office Professionals Association

"Soaring to New Heights"

February 2018



President's Message



Greetings!

Burr, is ever cold outside!! I'm writing this on Ground Hog's Day, and unfortunately "Phil," the famous groundhog, saw his shadow. So according to the legend we're in for six more weeks of winter. Bah Humbug!!

I hope everyone is staying healthy as this has been a bad year for influenza. Some staff and faculty in my office have been hit hard with the flu bug and it just seems to linger on forever. I know they recommend getting a flu shot but I have only had one in my lifetime and so far I've been fine. There are several basic precautions you can take: 1) stay at home if you are sick; 2) wash your hands frequently with soap and water for 20 seconds or use hand sanitizer; 3) cover your coughs and sneezes with a tissue; and 4) maintain a healthy lifestyle; attention to rest, diet, exercise and relaxation helps maintain physical and emotional health.

I hope you plan to attend the February 13 general membership meeting at NET. Karen Kassebaum, director of Staff Diversity and Inclusion, will be the guest speaker. The title of her program is: OUCH! That stereotype HURTS! We will learn the impact of stereotypes and biased statements, even when casually said, and the reasons people sit silent in the face of bias and stereotypes.

Karen also presented a Brown Bag Discussion on January 19 where UNOPA members brainstormed about UNOPA and UAAD possibly forming a staff council. There was extensive discussion on the benefits and qualities of UNOPA with many more discussions to follow. Please plan on attending the next session as this is your time to share your opinions. There is a full report with more details of the talking points on page 4 of this newsletter.

I encourage you also to take advantage of the professional development opportunities UNOPA has scheduled in February and March. The Career Development Committee will be hosting two excellent speakers who will be

(president's message continued on next page)

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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.



(president's message continued)

presenting workshops on Bystander Intervention and Suicide Prevention. More details about these events will be coming soon.

It is time once again to be thinking of who you want to lead this organization for the 2018-19 term. As a member of UNOPA, you can help chart the future of this organization. Consider your strengths, challenge yourself and, if you would like to be an officer, nominate yourself. I hope that when Marcy Tintera calls you to run for an office, you will step out of your comfort zone and say yes.

Finally, nominations are now being accepted for the Rose Frolik Award to be presented at the April 13 luncheon meeting. This award was created to recognize a UNOPA member who demonstrates the attributes of our UNOPA's founder and first president, Rose Frolik. Rose challenged life and felt that how you do your work may be a lot more important than what you do. Information about eligibility and criteria can be found in this issue. For questions, please contact our Awards Director, LaRita Lang.

Until next month, *Happy Valentine's Day!*

Barbara Homer
2017-18 UNOPA President



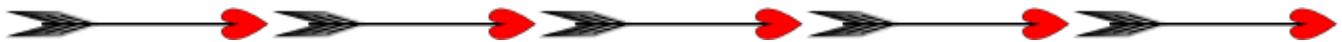
MARK YOUR CALENDARS!

- February 6** – UNOPA Board Meeting @ Whittier
- February 13** – General Membership Meeting @ NET
- February 20** – Career Development/PSP workshop on “Bystander Intervention” @ Nebraska Union
- March 6** – UNOPA Board Meeting @ NIC
- March 13** – General Membership Meeting
- March 15** – Rose Frolik Award nominations due
- March 19** – Career Development/PSP workshop on “Suicide Prevention” @ Nebraska East Union
- April 13** – North Central Area Professional Development Day in Lincoln
- July 16-20** – NAEOP Annual Conference and Institute in Bloomington, MN

UNOPA General Membership Meeting

Tuesday, February 13, 2018
NET

Plan to attend our February meeting and enjoy Qdoba's "Naked Burrito Bar," a build-your-own buffet. Karen Kassebaum, Director of Staff Diversity and Inclusion, will present "OUCH! That Stereotype HURTS!" Register at: <https://februaryunopa.eventbrite.com>.



Still Time to Nominate Candidates to the Board!

It is time once again to be thinking of who you want to lead this organization for the 2018-2019 term. As a member of UNOPA, you can help chart the future of this organization. Consider your strengths, challenge yourself and, if you would like to be an officer, nominate yourself. Please take a few minutes to read the UNOPA officer duty descriptions that were sent to you in a January 22 email. Marcy Tintera would appreciate receiving the nomination forms as soon as possible.

Thank you!!

Register Now for the
2018 NAEOP Annual Conference
and Institute

July 16-20, 2018
Bloomington, MN

<https://www.naeop.org>

ROSE FROLIK AWARD 2017-2018

NOMINATIONS DUE: Thursday, March 15, 2018

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 at least the last five years is eligible. (Members of the 2017-2018 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 anyone, including self. In the event of a tie of total points given by the judges, the monetary award will be split among the winners.

The award will be presented at the UNOPA's Luncheon/Meeting on April 13th, 2018. The recipient will receive an engraved plaque, a monetary cash award for \$600, and a one-year membership to UNOPA.

THE NOMINATION PROCEDURE: Requires 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. Also requires a one-page response to the Recognition/Nomination Criteria listed below--giving 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, which the judges do not receive. 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 in parenthesis)

- 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)

Judges: The selection panel will consist of three individuals from outside the UNL community.

NOMINATIONS DUE: Thursday, March 15, 2018

RETURN NOMINATION, COVER PAGE AND LETTERS OF RECOMMENDATION TO:

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llang@unl.edu

What's all this talk about UNOPA merging with UAAD? What is this about a Staff Council?

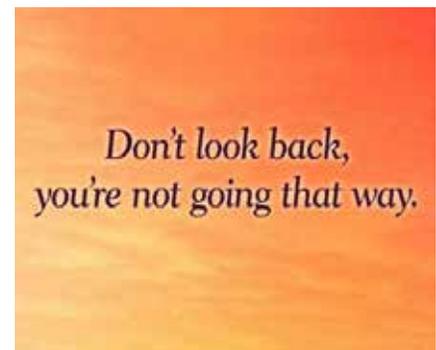
It was about a year ago that remarks were made by the Chancellor at two different UNOPA meetings, questioning why UNL has two staff organizations. Those remarks triggered several people to start researching what are the options for a Staff Council, and how are staff organizations at other schools organized.

On Friday, January 19th, Karen Kassebaum, director of Staff Diversity and Inclusion in the Office of Human Resources, presented a Brown Bag Luncheon in the Nebraska Union for members of UNOPA to brainstorm about what a Staff Council could be, and to consider what UNOPA could be in the future.

Dr. Kassebaum broke attendees into several smaller groups and asked that they consider three questions:

1. Who would you say is responsible for staff professional development, staff networking and making sure that staff feel like they belong?
2. What are the benefits/qualities of UNOPA for the staff that UNOPA serves? Besides: National Affiliation, National Certification/Finances/Awards.
3. Could all staff benefit from the qualities that UNOPA offers?

Extensive discussion was held in going over how individuals answered the questions, and what those answers revealed about our organization. Dr. Kassebaum had visited with the president of UAAD earlier, and shared that the common mission of both UAAD and UNOPA included networking and professional development.



Clearly, there are many details that would need to be ironed out before any decisions can be made, but it is just as obvious that UAAD and UNOPA share a common mission. What is the direction – the future of UNOPA?

Stay tuned for more discussion—and take advantage of the opportunity to share your opinions. This could be a pivotal time in the history of OUR organization!



Upcoming Professional Development Opportunities

February 20: Jan Deeds will present a workshop on “Bystander Intervention.” The workshop will be a brown-bag event taking place over the lunch hour (11:30–1:00) at the Nebraska Union. More details to follow.

March 19: Scott Stemper from Region V Systems will give a presentation on “Suicide Prevention.” This brown-bag workshop will be held over the lunch hour (11:30–1:00) at the Nebraska East Union. More details to follow.



North Central Area Professional Development Day April 12-14, 2018

A combined NEOPA and North Central Area Professional Development Day (NCADD) will begin with a dinner and speakers on Thursday, April 12, at Tanner’s, 70th & A Streets, 5:30-8:00 p.m. The actual conference will begin on Friday, April 13, at SCC Continuing Education Center on S. 68th Street; ending Saturday morning with a brief NCA business meeting and 2018 NAEOP Annual Conference planning meeting. There will be a surprise incentive to attend the Saturday session which will be announced soon.

More information on speakers and registration will be available soon. But save the dates NOW!



The Law of The Skyscraper

When builders begin building a skyscraper they don't start by building up. Instead they start by digging below the ground in order to create a foundation of stability. They have to go down deep and excavate soil, sand, clay, etc. to reach the bedrock so that they can build something that will reach incredible heights.

Our lives, careers and teams work the same way. If we want to build up we have to first dig deep and develop our foundation.

It's not always easy to unearth the stuff below (the fears we have, the wounds we carry and the things that hold us back) but once we uncover them we can reach the core of our foundation and begin the building process to reach greater heights.

Today I want to encourage you to do some digging. Think about what's holding you and your team back. What needs to be unearthed and dealt with? I know it's easier not to address or confront it but remember the law of the skyscraper. If you don't dig you'll never be able to build the foundation you need to create the life and team that you want.

One of the ways I have built my foundation over the years is by choosing/receiving One Word for the year that is meant to shape and mold me to be my best. Seven years ago my word was Purpose. Then it was Surrender, Serve, Pray, Rise, Forgive and Still. Looking back I realize that in choosing my word each year I was digging and building a foundation.

My word for this year is Connected. I didn't choose this word. It chose me. I wanted to pick "Grow" but "Connected" came to me on a walk New Year's eve. I knew that I still had some digging and building to do and that involved being connected. Connected to God. Connected to my family when I'm on the road. Connected to people. We live at a time when we have more ways to connect but are often not connecting meaningfully. To dig and grow I want to connect meaningfully and create a life filled with meaning.

I don't know what kind of digging you have to do personally or professionally, individually or collectively but I hope you'll consider building your foundation this year so we can grow to greater heights together.

- **Identify what you stand for.** Once you know what you stand for decisions are easy to make.
- **Have a vision for the road ahead.** If you have a vision you also have the power to make it happen.
- **Know your why.** When you know your why you will know the way and won't let obstacles get in the way.
- **Let go of what's holding you back.** Chose faith instead of fear.

Pick a word and live it this year.

We know that there's a limit to how high skyscrapers can physically be built but there's no limit to how high you can soar when you are willing to keep building your life, work and team.

I wish you great growth this year,

— Jon



Do you take care of others and have nothing left for you? Has life kicked you with a wallop or two and you wonder if you're woman (or man) enough to get up and get going again?

Women juggle so much. We keep a mile-long list of must-dos; want to be there for everybody even when we can't! Many women care for young children and aging parents at the same time. Women juggle pregnancy with job deadlines and soccer schedules. Mature women handle adult children who boomerang home following messy divorces, layoffs or post-bubble economic meltdowns. Parents are living into their 80s and 90s, and frequently daughters are their caregivers. These are awesome challenges. So what is a woman to do?

LIVE A BIG LIFE!

When I say BIG life, I mean the breadth, depth, and quality of your life; not the number of years you live or the number of material belongings you acquire. As someone who watched her husband battle pancreatic cancer at the young age of 57 and pass away at age 60, I know firsthand that your life can change in a heartbeat. Material belongings really don't complete us as human beings. Don't get me wrong as I love my beautiful home, going on wonderful vacations and enjoying lovely dinners with my friends. However, there is much more to life. There is more we can do to add depth and breadth to our life.

A BIG Life is supported by 5 Pillars: **Career, Family, Financial, Spiritual, and Wellness**. Career includes women who manage their households, caregivers and retirees. Family includes good friends, neighbors, and pets.

While these Pillars stand alone, they are interwoven. For example: Financial fitness keeps stress at bay thus impacting the Wellness Pillar. Career impacts the Financial Pillar which means you can maintain your home, take care of your family and support a local cause. When we are spiritually connected, we operate at a higher level and experience more meaningful relationships. Being connected to family is essential to a happy and healthy life. Taking care of our bodies and fueling them with the right foods or activity trigger the "happy" endorphins which stimulate creative thinking and help manage stress.

I've been a daughter, sister, mother, grandmother, career woman, wife and now, widow. I have learned that women need to lead themselves in each Pillar and as they do, they will become an inspiration to the people around them. They will become role models, mentors, and encouragers to those they love—their children, spouse, parents, friends and neighbors. These Pillars are rarely in balance. The idea is to give equal attention to each Pillar over time—such as a month or a year. When our Pillars are intact, our life feels balanced.

Here are some things you need to do to expand your BIG Life:

1. **Make time for yourself without GUILT!!** Women are great at giving to and doing for others. And they do it really well. We must make time for ourselves or we will burn ourselves out. If you really love your family and friends, you will take care of yourself.
2. **Are you living a BUSY life instead of a BIG Life?** All of us are very busy people—running errands, taking kids to their sports' practices, going to parties, shopping, donating our time to a charity, working out at the gym and socializing. Women get caught in the "hamster wheel" syndrome. Did you ever see a hamster run around their wheel? They run and run and think they are getting somewhere—and they are going nowhere. Do you ever feel like that? Well, we look like that sometimes. We run and run but aren't getting anywhere or doing anything of significance.

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3. **Put your Red Lipstick ON!** I love wearing red lipstick and have worn it for many years. I just feel good when I put it on. But in 2007, when my husband was diagnosed with pancreatic cancer, red lipstick became more than something I applied to my lips. It became my personal mantra to muster up every bit of courage and energy that I could. It was empowering. So now whenever I have a big project to tackle or feel overwhelmed, I tell myself, "Red Lipstick ON!" While you might never wear red lipstick, you can still say Red Lipstick ON! to yourself when you feel stressed, overwhelmed or need to gather extra energy.
4. **Choose wellness to support an energy-infused life.** I think the Wellness Pillar is one of the most critical because it truly impacts the other 4 Pillars. If you don't feel good or lack energy, you can't enjoy family and friends. If you are tired or run down, you won't feel like dealing with finances. You can become spiritually depleted and it will affect your career.

Each woman is destined for greatness and for the grand adventure to live a fearless, fully functional life! I hope that you will step out and be all you were meant to be.

Please pass this on to all the women in your life.

Joan Burge

"Living a BIG Life is not about a perfect life; it is about living the life that is right for you!"

UNOPA General Membership Meeting Minutes

January 17, 2018

11:45 a.m.-1:00 p.m.

Nebraska Union

CALL TO ORDER

The UNOPA/UAAD joint meeting was called to order by UAAD President Amy Lanham.

PROGRAM

Mike Zeleny, Chief of Staff and Associate to the Chancellor spoke about his first week in his new position. He filled the spot vacated by Bill Nunez who is now interim Vice Chancellor for Business and Finance. Mr. Zeleny spoke about his personal theme and goal to "Make the university the best place to work."

ANNOUNCEMENTS

UAAD President Lanham announced that a new travel policy has been proposed.

The Freedom of Expression policy is scheduled to be released on January 18, 2018.

In President Barbara Homer's absence, President Elect Donna Bode thanked UAAD for sponsoring the meeting and program.

Any UNOPA members wishing to receive a certificate of attendance should contact either President Barbara Homer or Donna.

The UNOPA Career Development Committee has scheduled some brown bag luncheons. Dr. Karen Kassebaum will speak on January 19th from 11:45 a.m. to 1:00 p.m. in the Colonial Room A & B in the Nebraska Union. Scott Stemper will speak about suicide prevention on March 19th from 11:30 a.m. to 1:00 p.m. at the East Campus Union. Plans are being made to have Jan Deeds from the Women's Center speak on bystander intervention. More information will be provided later.

The call for nominations will start within the next few weeks. Please consider serving UNOPA by accepting a nomination for President Elect, Treasurer, Corresponding Secretary or Recording Secretary.

UAAD President Lanham adjourned the meeting.

Minutes taken by Donna Bode, President-Elect

Submitted by Marsha Yelden, Recording Secretary



University of Nebraska Office Professionals Association



*Happy
Valentine's
Day!!*