



# UNOPA NOTES

University of Nebraska Office Professionals Association

*"Soaring to New Heights"*

January 2018



## President's Message

Greetings and Happy New Year!

I hope you enjoyed the holiday break with your family and friends! My Christmas was very special this year as our oldest son, who lives in Buffalo, New York, spent the holidays with us. It has been almost ten years since he has been home for the holidays and it was wonderful to spend some quality time

with him. I know he was glad he wasn't in Buffalo during that time as they had gotten three feet of snow there!

Do you make New Year's resolutions? According to Wikipedia, a New Year's resolution is a tradition, most common in the Western Hemisphere but also found in the Eastern Hemisphere, in which a person resolves to change an undesired trait or behavior, to accomplish a personal goal or otherwise improve their life. Every year I make resolutions, but for some reason or another, I'm never able to reach them. They say to start small; to make resolutions that you think you can keep; to change one behavior at a time, and to talk about it; to share your experiences with your family and friends. Best of luck in keeping your resolutions.

I want to give a "huge" thank you to everyone who participated in the Giving Tree for Lynette's Angels! It was a success, and we donated \$540 of gift cards and when Kara came to pick them up, she was almost in tears when I told her the amount. She could not have been more grateful for our generosity. It really warms my heart when people give of their time and money; especially during the holiday season.

Did you get a chance to come and watch the implosion of Cather and Pound residence halls on that very frigid day? The School of Criminology and Criminal Justice used to be housed in the Neihardt building which was connected to the residence halls, and it was so sad to see them come down. Like many of you, I have some very fond memories.

*(president's message continued on next page)*

## UNOPA Board of Directors

President, Barbara Homer  
472-3677 bhomer2@unl.edu

President-elect, Donna Bode  
472-8537 dbode2@unl.edu

Treasurer, Susan Wesely  
472-2181 swesely2@unl.edu

Recording Secretary, Marsha Yelden  
472-7306 myelden1@unl.edu

Corresponding Secretary, TBA

Immediate Past President, Tricia Liedle  
472-3305 pliedle@nebraska.edu

Awards Director, LaRita Lang  
472-3826 llang@unl.edu

Bylaws/Nominating Director, Mary Guest  
472-3123 mary.guest@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  
Gretchen Mills, 472-7670 gmills3@unl.edu  
Mikki Sandin, 472-2126 mikki.sandin@unl.edu

Membership Co-directors  
Kelsey Sims, 472-8209 ksims2@unl.edu  
Jennifer Haley, 472-2425 jhaley1@unl.edu

UNOPA Notes Director, Judy Anderson  
472-7021 janderson5@unl.edu

Ways & Means Director, Marla Nissen  
472-2625 mnissen3@unl.edu

Presidential Advisor, Lola Young  
472-6623 lyoung5@unl.edu

Digital Commons, Jane Schneider  
48nshc90@gmail.com

Marketing, Kelsey Sims  
472-8209 ksims2@unl.edu

## 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)*

Our first UNOPA general membership meeting of 2018 is our joint meeting with the University Association for Administrative Development (UAAD) on Wednesday, January 17. The guest speaker will be Mike Zeleny, the newly appointed Assistant to the Chancellor. More information about the meeting and the EventBrite invite will be coming out soon.

Also, I hope you plan to join us on January 19 for a brown bag luncheon from 12:00-1:00 p.m. Karen Kassebaum from Human Resources will be initiating a conversation on UNOPA's strategic plan.

During the spring, we will be having some excellent speakers that the Career Development Committee has arranged. More information will be coming on that.

And finally, I want you to be thinking of who you would like to nominate for one of the elected offices, President-elect, Recording Secretary, Corresponding Secretary, or Treasurer for the 2018-19 year. Call for nominations will be coming soon and I do hope you will seriously consider putting your name on the ballot.

Until next month, stay warm!

Barbara Homer  
2017-18 UNOPA President

## **MARK YOUR CALENDARS!**

### **UAAD/UNOPA Joint Meeting Wednesday, January 17, 2018**

The first UNOPA meeting of 2018 will be our joint meeting with the University Association for Administrative Development (UAAD) on Wednesday, January 17 at the Nebraska Union from 11:45 a.m.-1:00 p.m. Mike Zeleny, the newly appointed assistant to the chancellor, will be our guest speaker. More information about the meeting and the Eventbrite invite will be coming out soon. UNOPA will have only an abbreviated business meeting.

### **Brown Bag Luncheon January 19, 2018 at 12:00 noon Nebraska Union**

Karen Kassebaum, director of staff diversity and inclusion in Human Resources, will be assisting UNOPA members as we take this first step in strategic planning for our organization—examining our priorities and goals and how we strengthen them.

# *Thank You!*

Thank you to everyone who participated in the Giving Tree for my charity, Lynette's Angels! It was a huge success; we donated \$540 of gift cards to a most worthy cause. Kara Burwell from the Foundation was almost in tears when she came to pick up the donations and I told her our total contribution. She could not have been more grateful for our generosity.

A special thank you to Kathrine Schwartzman, corresponding secretary, for organizing this event.

Lynette's Angels' foundation is based on families helping other families at Christmas. I want to report that Lynette's Angels received eight nominations this year and chose three of those families. Even though the other families were not chosen as one of the families, they still did something special for the ones who were nominated. They also did something for the last year's recipients as well. Please visit their Facebook page, <https://www.facebook.com/LynettesAngels/> and be sure to have plenty of kleenex as they are heartwarming stories. It is amazing what this organization does!

Barbara Homer, UNOPA President



## Bradley Munn Foundation Fund Explained Or...WE CAN GIVE YOU MONEY!

Did you know that UNOPA has a foundation fund to help our current membership with their professional growth expenses?

The fund was established through the efforts of the University of Nebraska Foundation, the Nebraska Campaign of 1979, and the Faculty/Staff Campaign of 1980. It is sustained by generous donations from UNOPA members past and present. Several UNOPA members make donations to the fund through payroll deductions. Presently, eleven members are making donations through payroll deduction for a total of \$32.00 a month. Donations can also be made on a one-time basis, or whatever frequency you desire. The current balance of the fund is around \$8,000.

UNOPA members can submit a request for reimbursement of up to \$100 for expenses such as tuition, textbooks, workshops, professional conference expenses, and PSP application fees. Reimbursement requests are reviewed by the committee three times a year—February 15, May 15 and October 15. That makes the next review of applications February 15. You may send an application to me at any time before a deadline and I will hold the application until the next review. The rules and instructions are detailed on UNOPA's webpage, <http://unopa.unl.edu/bradley-munn-professional-growth-fund>.

At the discretion of the UNOPA Board, the Bradley Munn Funds can also be used to cover UNOPA's expenses when presenting or sponsoring workshops. For example, it can be used for travel expenses to bring in out-of-town presenters, honoraria for presenters, publicity of the workshop, room rental and other expenses incurred by UNOPA for a workshop.

This academic year we have had one member apply for reimbursement. A member recently applied for reimbursement of expenses she incurred while pursuing her masters degree. She will receive a \$100 check in the near future.

Please take advantage of this opportunity to have UNOPA help you with your professional growth expenses. Also, please consider donating to the foundation fund, CD #2484, via the University of Nebraska Foundation online website so that these funds are available to our membership for years to come.

Thank you,

Tricia Liedle, Past President and Director of Bradley Munn Foundation Fund

---

---

### UNOPA Past President, Jan Wacker, passes away



Janice "Jan" (Busboom) Wacker was born November 13, 1930 in Lincoln, NE to Louis and Ruth (Becker) Busboom. Jan grew up on a farm west of Emerald, NE with lots of relatives and friends nearby. She was baptized December 7, 1930 and confirmed at Zion Lutheran Church, Emerald, NE. Jan attended grade school at District 80 and graduated from Malcom High School. On September 16, 1951 Jan married Vernon Wacker at Zion Lutheran Church and they then moved to Maine and Louisiana while he was in the Air National Guard. On July 24, 1952 son David was born and they moved back to Lincoln later that year. Jan worked at the University of Nebraska for 46 years as the office supervisor in the Instructional Media Center. Member of UNOPA and past president, Lancaster Election Board. Jan also volunteered for the Lincoln General

Hospital Auxiliary as a friend visitor for 50 and older patients and served on the Board of Directors. She was also a member of Delta Phi Sorority and Red Hats. Jan taught Sunday School for 20+ years, and also served on other committees at Zion. They attended Husker football games since 1950, and also enjoyed ballroom dancing and square dancing. Jan loved to play cards and visit with friends at card clubs and luncheons. Her greatest joy was spending time with her family and going on outings.

Jan is survived by: Son David (Janet) Wacker, Lincoln; granddaughter Diana (Austin) Klein, Moorefield, NE; great grandchildren, Acelyn and Braxton Klein; sisters-in-law Lois (Ted) Wilcox, Pat Hoekes; nieces, nephews and friends. She is preceded in death by her parents, husband Vernon, brothers-in-law and sisters-in-law. Services were held Wednesday, December 13, 2017, at Zion Lutheran Church.

Cards may be sent to: David and Janet Wacker, 2600 NW 126th Street, Lincoln, NE 68524

# Friendship Soup Mix in a Jar

Prep 30 min | Cook 1 hr | Ready In 1 hr 30 min

Recipe By: Bea Gassman

**"Your friends and family will love you for this!**

***A soup mix in a jar recipe you can give out as gifts!"***



## Ingredients

1/2 cup dry split peas	2 teaspoons dried Italian seasoning
1/3 cup beef bouillon granules	1/2 cup uncooked long-grain white rice
1/4 cup pearl barley	2 bay leaves
1/2 cup dry lentils	1/2 cup uncooked alphabet pasta
1/4 cup dried onion flakes	

## Directions

1. In a 1 1/2 pint jar, layer the split peas, bouillon, barley, lentils, onion flakes, Italian seasoning, rice, and bay leaves. Wrap the pasta in plastic wrap, and place in the jar. Seal tightly.
2. Attach a label to the jar with the following instructions: Friendship Soup ADDITIONAL INGREDIENTS: 1 pound ground beef, black pepper to taste, garlic powder to taste, 1 (28 oz) can diced tomatoes-undrained, 1 (6 oz) can tomato paste, and 3 quarts water. TO PREPARE SOUP: Remove pasta from top of jar, and set aside. In a large pot over medium heat, brown beef with pepper and garlic; drain excess fat. Add diced tomatoes, tomato paste, water, and soup mix. Bring to a boil, then reduce heat to low. Cover, and simmer for 45 minutes. Stir in the pasta, cover, and simmer 15 to 20 minutes, or until the pasta, peas, lentils and barley are tender.

ALL RIGHTS RESERVED © 2018 Allrecipes.com

Printed From Allrecipes.com 1/4/2018

**ED Note:** Thanks to Mikki Sandin for submitting this for us. Sorry I didn't get it in last month's issue so it could be used as gifts as suggested. But sharing a "Friendship Soup" can happen all year long!







## December General Meeting Highlights

December 12, 2017 was a good day to stop—take a breath, sit back and enjoy the beautiful holiday music by Chris Eskridge, professor of criminology and criminal justice



at Nebraska. He invited the attendees to sing traditional Christmas Carols while he played guitar. We were fortunate that Dr. Eskridge could be with us, lighten our spirits and help us remember the reason for the season.



The Outreach Committee worked their magic to help everyone feel the “holiday spirit” before the semester ended and holiday breaks began! Mikki Sandin invited those attending the general meeting to bring their favorite holiday treats to participate in a cookie exchange.



Photo opportunities with fun hats and scarves were presented by Gretchen Mills.

Gift cards were collected for Lynette’s Angels as part of



our traditional Giving Tree activity, and the tables glistened with sparkles,



Santa’s and holiday cheer which reminded everyone that **Christmas was near!**





I'm sure many of you have seen advertisements about Escape Rooms. Maybe some of you have even taken part in an Escape Room. Last week I got to experience one of these when I was visiting my daughter and grandchildren in Michigan. What a fun, challenging, and interesting experience.

When I first heard we were going to do this, I thought, "Ok, great. This should be fun. I'm open to a new experience." But once we got there, I was a little hesitant and not sure what to expect.

My daughter chose the Pirates of the Caribbean room. We were brought into the first room and given our instructions by an enthusiastic young woman. She explained that everything in the room had a purpose but it would take us a while to figure it out. She told us what we could touch and not touch. There also was a second room that we had to figure out how to get unlocked. We had 60 minutes and we were permitted to ask for 3 clues to help us. Our main goal, of course, was to escape the second room before the 60 minutes were up.

The short story is it took us quite awhile to get going. I was totally at a loss as to how to go about this but my daughter and her boyfriend had some insight as they had been to an Escape Room before. Thank goodness. Once we got started, it was so interesting. There was a lot of hands out activity, teamwork, communication, patience, perseverance and collaboration. It was fascinating to me and I really got into it. Our team of 5 did a great job and we escaped with 8 minutes to spare.

So what were the lessons I learned:

1. When you don't succeed right away at something, be patient. Keep trying and use different approaches.
2. Good teamwork takes ongoing communication, understanding and cheering each other on.
3. Success doesn't come without making mistakes. There were several times we did not get it right.
4. Sometimes the answer is right in front of us. But we don't see it because keep looking at something the same way. We need to turn things inside out, upside down, move it sideways or remove it.
5. Let others take the lead and participate.
6. When working under pressure, you must maintain focus and be clear headed. We were under a time constraint just like you are often at work. But you must not let the pressure color your thinking.
7. Be open to trying new experiences. While I was hesitant at first, I ended up getting engaged in the activity. I was challenged and learned much about my own family that I had not known under regular circumstances. Things aren't always what we expect--sometimes, they are 10xs better than what we expect.

I would like to encourage you to go to an Escape Room with family members or your department team. It is a great way to bond, learn about each other and have fun! It also stimulates your creativity.

*Joan Burge*

## An Opportunity Has Become Available!

The position of corresponding secretary has become open and we would love for someone to jump in and make it their own. Here is a quick breakdown of some of the upcoming responsibilities of the corresponding secretary:

- sending courtesy greeting cards to members
- taking and collecting photos for archives
- planning the Past-President's Luncheon

Please contact President Barb Homer, 2-3677, for questions concerning this position. We would love to have **YOU** join our board of directors!

### UNOPA Treasurer's Report -- December 2017

	<b>Balances:</b>
<b>Beginning Checking Account Balance - 12/1/17</b>	<b>\$ 3,298.84</b>
<b>Income:</b>	
December Interest - Union Bank & Trust Deposit -12/12/17 (50/50 Funds)	\$ 21.00
Total Income:	\$ 21.00
<b>Expenses:</b>	
12/5/17 Check 1087 to UNL Catering (Floyd Oldt Award Luncheon) 12/5/17 Check 1088 to Awards Unlimited, Inc. (Boss of Year Plaque) 12/21/17 Check 1089 to Rosann Kevil (Reimbursement Dec. Gen. Mtg. Decorat	\$ 712.16 \$ 58.56 \$ 8.97
Total Expenses:	\$ 779.69
<b>Ending Checking Account Balance -12/31/17</b>	<b><u>\$ 2,540.15</u></b>
<hr/>	
<b>Beginning Cost Center Balance -12/1/17</b>	<b>\$ -</b>
<b>Income:</b>	
Membership Dues -12/4/2017	\$ 15.00
Total Income:	\$ 15.00
<b>Expenses:</b>	
Total Expenses:	\$ -
<b>Ending Cost Center Balance -12/31/17</b>	<b><u>\$ 15.00</u></b>
<hr/>	
<b>Ending Checking Account Balance -12/31/2017</b>	<b>\$ 2,540.15</b>
<b>Ending Cost Center Balance -12/31/17</b>	<b>\$ 15.00</b>
<b>Total Funds Available:</b>	<b><u>\$ 2,555.15</u></b>
<hr/>	
<b>Savings Account Balance - as of 12/31/2017</b>	<b>\$ 11,511.12</b>

## UNOPA General Membership Meeting Minutes

December 12, 2017  
11:45 a.m.-1:00 p.m.  
Nebraska Union, Heritage Room

### CALL TO ORDER

President Barbara Homer called the meeting to order at 12:01 p.m. New members in attendance were asked to stand and be recognized.

### APPROVAL OF MINUTES

Minutes of the November 14, 2017 general membership meeting were emailed to the membership prior to the meeting. **Judy Anderson moved: "I move to approve the November 14, 2017 minutes as presented." Seconded by Donna Bode. Motion carried by a show of hands of those in attendance.**

### OFFICER REPORTS

**Treasurer's Report.** The November 2017 treasurer's report was emailed to the membership prior to the meeting. There were no questions about the report and it will be filed for audit.

### COMMITTEE REPORTS

**Career Development/PSP:** Lorraine Moon reported that there will be a Brown Bag lunch on January 19, 2018 at 12:00 noon in the City Union. Karen Kassebaum, Human Resources, will be talking about the staff council and strategic planning.

President Homer reported that she received an email from UAAD President, Amy Lanham, requesting UNOPA representation to join UAAD ad hoc committee they have created to talk about the potential for having a unified voice for staff at UNL. Debbie Hendricks, Mary Guest, Edie Schleiger, Lorraine Moon, Donna Bode, Barbara Homer, Tricia Liedle and Marsha Yelden have been identified to serve on the committee and will attend the December 18, 2017 meeting. Members can provide their input to President Homer. Kelsey Sims requested that everyone on the committee have an open mind regarding this proposal to ensure that all opinions are represented. Donelle Moormeier suggested sending out a survey to the members to find out their feelings about the proposal. Lorraine Moon said it would be better to have the representatives attend the first meeting and then report back to the members and collect information from members. Debbie Hendricks expressed that there are a lot of options and this first meeting is to start looking into what are out there. President Homer said that after more details are known, it would then be a good time to survey the members. Lorraine Moon mentioned that the brown bag was scheduled before the UAAD request was received. Debbie Hendricks said Karen Kassebaum can also address strategic plan and the future of UNOPA.

**Corresponding Secretary:** President Homer thanked everyone who has contributed gift cards for Lynnette's Angels through the Giving Tree. There are still ornaments available if someone wants to participate. Gift cards should be given to President Homer, Donna Bode or Katherine Schwartman by noon on December 15, 2017.

**Membership:** Jennifer Haley and Kelsey Sims reported that there are 87 total members as of last week. New members Kathryn Hibbard (TLTE) and Katie Ballue (CYAF) were in attendance and were presented with a membership pin and an umbrella.

**Outreach:** Gretchen Mills reminded everyone that Secret Friends gifts can be brought to the general membership meetings. The 50/50 drawing total amount collected was \$42.00. \$21.00 will be given to Lynette's Angels. Mardi Bonner received \$21.00. Rosann Kevil announced the door prize winners: Barbara Homer (lunch bag), Sue Wesely (personal fan), Judy Anderson (nightlight), and Donette Petersen (1 night stay at Staybridge).



**ANNOUNCEMENTS**

President Homer reported that Janice (Jan) Wacker, UNOPA past president and former Instructional Media Center employee, passed away.

The next general membership meeting will be with UAAD on January 17, 2017. The speaker is not known at this time and more information will be forthcoming.

Mikki Sandin expressed that the cookie exchange will take place after the meeting ends.

**PROGRAM**

Chris Eskridge, Professor of the School of Criminology and Criminal Justice, played his guitar and led a sign-a-long of Christmas songs. Mary Klucas won a copy of Dr. Eskridge's book of quotes. Everyone received a recipe for Figgy Pudding from Dr. Eskridge.

**ANNOUNCEMENTS**

President Homer explained that the luggage spotters and journals are for sale in the back of the room which is to help fund the 2018 NAEOP Conference that NEOPA is hosting.

President Homer closed by expressing her holiday wish for love, peace and joy for all.

President Homer adjourned the meeting at 12:54 p.m.

Submitted by Marsha Yelden, Recording Secretary



University of Nebraska Office Professionals Association

*So, what did you do on YOUR winter break?*

