



# UNOPA NOTES

University of Nebraska Office Professionals Association

*"Soaring to New Heights"*

March 2018



## President's Message



### Greetings!

I hope you all had a great Valentine's Day. I did something out of the ordinary. Usually, I will ask my husband what he wants to do or what he wants to eat for supper and, instead of going back and forth with "I don't know, what do you want to do?" (which I am sure some of you can relate), I decided I was going to go ahead

and purchase tickets to a movie. Of course, I had to be sure that Nebraska Men's Basketball was not playing on TV that evening as he is a die-hard basketball fan since he played basketball in college. To make a long story short, we ended up going out to eat and then to see the movie, "Hostiles!" For some reason, the theatre was not very busy, which surprised me with it being Valentine's Day. We did have a very enjoyable evening and it was nice to have a date night with my better half.

At the February general membership meeting our speaker, Karen Kassebam, gave a great presentation on Stereotypes. It was very informative and we learned how to foster respectful communication in a diverse world. *(More information about her presentation can be found on page 7.)*

I attended Jan Deeds' presentation on Bystander Intervention on February 20, hosted by the UNOPA Professional Staff Development committee. A small group were in attendance and we learned how to respond safely to uncomfortable or potentially dangerous situations. Bystander intervention is someone who observes problematic behavior or a dangerous situation and has the opportunity to intervene. Some of the barriers that keep us from speaking out are: It's not my business; fear of what will happen to me or others; pluralistic ignorance; and diffusion of responsibility, incorrect belief that your attitudes are different from others. One important point is: preventing these barriers is everyone's responsibility.

I hope you plan to attend the March 13 general membership meeting at the Nebraska Union. Professor Gary Keibel from the College of Journalism and Mass Communications is our guest speaker and he will give us a presentation on social

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

## 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.

## UNOPA Board of Directors

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472-7306 myelden1@unl.edu

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472-3123 mary.guest@unl.edu

Career Development/PSP Co-directors  
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472-7021 janderson5@unl.edu

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472-2625 mnissen3@unl.edu

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472-6623 lyoung5@unl.edu

Digital Commons, Jane Schneider  
48nsch90@gmail.com

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



(president's message continued)

media. During the business meeting, I will be asking for nominations from the floor for the officer positions of president-elect, treasurer, recording secretary, and corresponding secretary for the 2018-19 term. Consider your strengths, challenge yourself and step up and run for an office.

This is your last opportunity to attend a professional development brown bag session this year. On March 19, Scott Stemper from Region V Systems will be giving us a presentation on "Suicide Prevention." (More information can be found on page 3.)

Don't forget to nominate a current UNOPA member for the Rose Frolik Award and to be sure and send your nomination to LaRita Lang before the March 15 deadline. (Refer to page 5 for more information about eligibility requirements.)

Until next month,

Barbara Homer  
2017-18 UNOPA President



## The Cost of Change

Here's what I know about change: the early part of the process involves quite a bit of pondering: sorting out thoughts and emotions and then making decisions about whether to change and how to change and when to change. Eventually, though, change requires action. Not wishing for it, not dreaming about it, not even deciding to it.... Change is in the DOING!

Change also means giving up some things, and I think it is important to recognize that there are some losses that accompany gains. It's okay, and perhaps even necessary, to grieve whatever you're giving up or walking away from. Once you acknowledge the loss, you'll be much more ready for what's next.

So the questions I'll ask myself this week:

What actions will I commit to in order to pave the way for change, and what am I willing to give up?

Peace,

**Paul Wesselmann** ((The Ripples Guy))

(Ed. Note: Paul will be the keynote speaker at the NAEOP Annual Conference this July.)

## MARK YOUR CALENDARS!

- 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
- March 27 – Professional Standards Program Brown Bag @ Paul Research Center (Whittier)
- April 3 – UNOPA Board Meeting @ NIC
- April 10 – General Membership Meeting / Rose Frolik, Past President's & Retiree's Luncheon
- April 13 – North Central Area Professional Development Day/NEOPA in Lincoln
- July 16-20 – NAEOP Annual Conference and Institute in Bloomington, MN

## King Receives February CEHS Staff Star Award

Lisa King, staff assistant in Child, Youth and Family Studies, has been named the CEHS February Staff Star Award recipient by the CEHS Staff Council. King's thoughtfulness and concern for others was often mentioned by nominators as a quality that makes her shine.



Lisa is also a longtime member and supporter of UNOPA.

*Congratulations Lisa!!*

## Let's Celebrate March Birthdays!

- Dora Dill on March 2nd (retired)
- Donelle Moormeier on March 6th
- Allison Casey on March 13th (new member)
- Marissa Kemp on March 14th (new member)
- Jaime Long on March 20th
- Deb Predmore on March 21st
- Jana Pillsworth-Wood on March 24th

## Happening This Month!

### QPR Gatekeeper Training

March 19th – 11:30am-1:00pm  
Nebraska East Union

Presented by Scott Stemper, a Prevention Specialist with Region V Systems in Nebraska

#### What is QPR?

QPR stands for Question, Persuade, and Refer—three simple steps anyone can learn to help save a life from suicide.

The mission of QPR is to save lives and reduce suicidal behaviors by providing innovative, practical and proven suicide prevention training. QPR will train people to recognize the warning signs of a suicide crisis and how to question, persuade and refer someone to help. We believe that quality education empowers all people, regardless of their background, to make a positive difference in the life of someone they know. This training is a 1-1 ½ hour QPR Gatekeeper Training.

#### What is a Gatekeeper?

According to the Surgeon General's National Strategy for Suicide Prevention (2001), a gatekeeper is someone in a position to recognize a crisis and the warning signs that someone may be contemplating suicide. Gatekeepers can be anyone, but include parents, friends, neighbors, teachers, ministers, doctors, nurses, office supervisors, squad leaders, foremen, police officers, advisors, caseworkers, firefighters, and many others who are strategically positioned to recognize and refer someone at risk of suicide.

As a QPR-trained Gatekeeper you will learn to:

- Recognize the warning signs of suicide
- Know how to offer hope
- Know how to get help and save a life



### UNOPA General Membership Meeting

March 13, 2018 – 11:45 am-1:00 pm  
Nebraska Union – Heritage Room

Although Twitter and Facebook were designed as social networking tools, it's easy to use them for other purposes—where you require instant communication and the ability to pinpoint events or locate people.

College of Journalism and Mass Communications Professor Gary Kebbel will present "How to Use Social Media to Engage Your Future Audience" at the March 13th General Meeting. Dr. Kebbel will also be available to answer questions on using social media safely and to your best advantage.



## Professional Standards Program Certification

What is PSP certification?

How do you obtain your PSP certificate?

What are the benefits?

**Please join us for this informative brown bag discussion to learn about PSP and its benefits!**

**When: 3-27-18 12pm-1pm**

**Where: Paul Research Center (Whittier) 230R**

If you are already working towards your PSP certification and have questions, feel free to come!

**If you plan to attend, please email Debbie Hendricks at [debra.hendricks@unl.edu](mailto:debra.hendricks@unl.edu) or Lorraine Moon at [lmoon1@unl.edu](mailto:lmoon1@unl.edu).**

If you cannot make it on the 27th but would like more information, please send Debbie or Lorraine an email and let them know.

## Considering attending the National Conference? Possible funding assistance is available so you can!

The National Association of Educational Office Professionals (NAEOP) will hold its annual conference in Bloomington, MN, July 16-20, 2018. It will be hosted by the North Central Area which includes Nebraska.

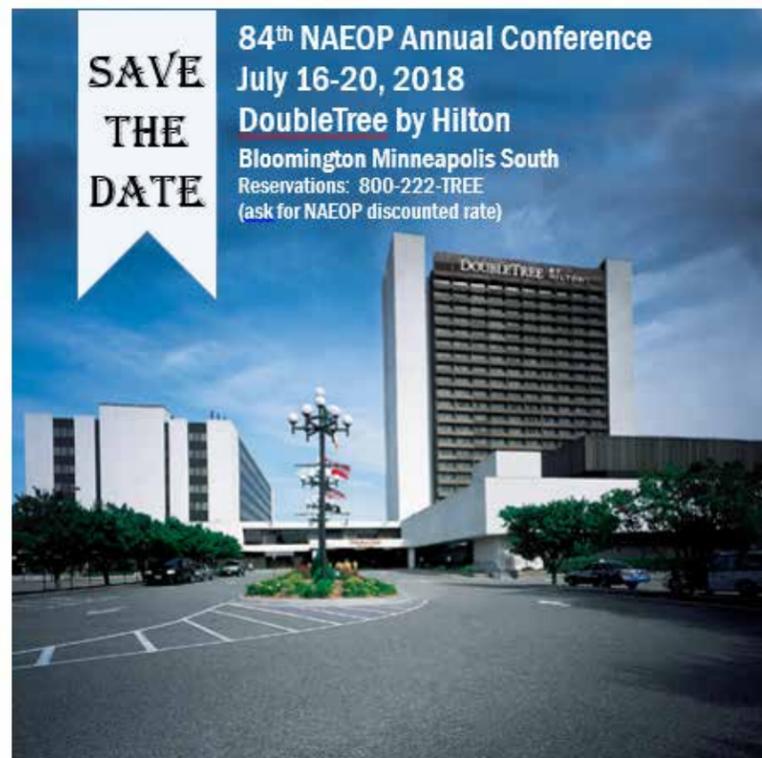
In past years, funding assistance for the attendees has been provided by the Chancellor's office and matched by UNOPA. However, due to current budget restraints, those funds will not be available this year.

Here is the good news! The UNOPA Board stepped up to support their members wanting to attend the conference by approving the opportunity to submit a request for reimbursement for \$300 from the Bradley Munn Foundation Fund. Normally, there is a \$100 reimbursement limit. These funds can only be used to reimburse you for travel and other expenses, but cannot be used towards the conference registration fee. Normal requirements apply as far as submitting receipts and all stipend requests must be sent to me **no later than August 15, 2018**.

However, members may only apply for Foundation stipends every other year. For example, if you apply for Foundation funds in 2018, you will not be eligible to receive another stipend until 2020.

If you have any questions, please feel free to contact me at 402-472-3305 or via email at pliedle@nebraska.edu.

Tricia Liedle  
UNOPA Past President 2017-18



We hope you are making plans to attend the 84th NAEOP Annual Conference in Minnesota. The Opening Session featured speaker will be Paul Wesselmann. Mr. Wesselmann is an educator, writer, and founder of Unleash Ripples, an experiment in nurturing kindness with over 30,000 members. Institute Sessions will be held July 16-17 and briefings will be held July 17-19. The 1st Timer's Reception will be held the evening of July 16. Closing out our conference will be the Installation Banquet on July 20. Registration is now open.

**Lodging Rates at the DoubleTree by Hilton:**  
\$135 (single/double)  
\$145 (triple)  
\$155 (quad)

The hotel offers complimentary self-parking, free shuttle to/from the airport and to the Mall of America. We look forward to seeing you in July!



*Change: Your new life is going to cost you your old one.  
You can't be who you're going to be and who you used to be at the same time!*  
— Inky Johnson

## 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)

- 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)
- 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)
- 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)
- 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)
- 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:

LaRita Lang  
204 Schorr Center  
City Campus (0150)  
llang@unl.edu



## Happy Monday!

It's so hard to believe that we are already at the end of February. I have a feeling this is going to be another one of those years—passing us by faster than we can imagine.

I have been speaking about office dragons for years and how to professionally deal with the dragons. Dragons were huge, dominating, fictitious creatures. Medieval writers had vivid imaginations for big, scary things. For many people, work is like a dragon. It can be overwhelming and certainly dominates well over half of our waking hours. Sometimes the people we work with can be pretty “fiery” creatures to deal with, too.

There are many dragon species at work. Three of the most common perceived species are leaders, co-workers, and self. We are going to look at:

1. The behaviors of each species that makes them appear to be like a dragon.  
Notice, I said the word *appear*.
2. How to professionally deal with your dragons.

Leaders can appear to be dragons when they:

- do not communicate on the employee's level
- give poor direction
- show favoritism
- do not follow through on what they say
- do not resolve conflicts

Co-workers can appear to be dragons when they:

- gossip
- convey a bad mood at the office
- do not perform their part of a job
- are not a team player
- do not share necessary information

You can be a dragon to yourself when you:

- do not focus on the job
- let others damage your attitude
- do not see your own potential
- lack confidence
- take criticism personally

You can do more harm to yourself with negative thinking than any outside dragon. It is your thought process and attitude that controls your internal dragon. You have the power at any time to tame your dragon and put out the fire of any dragon-like qualities.

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### Then and Now – Just for Fun



This is what 35 and 39 years at the University will do to you!  
I don't think we faired too badly, do you?



Judy Anderson

Barbara Homer

Now it's **YOUR** turn to share **your Then and Now** photos! We'd prefer a photo from when you started working at the University...if you've been here quite a few years. Otherwise, just a much younger pic of you along with a current one. Send them to Judy at [janderson5@unl.edu](mailto:janderson5@unl.edu).

Here are five strategies you can use with any of the dragons:

1. Act ... Don't React. Reaction cycles never end. Only when you decide to think and act independently will you progress toward your goal. Reacting is responding to your immediate feeling. It puts you at the mercy of the dragon.
2. Stop the Mind Reading! Face it, we all move so fast that we seldom take the initiative to clarify things with others. Instead, we ponder a scenario, rolling it over and over in our minds. We “determine” i.e., mind read, what that person was thinking/motivated by/perceiving, without simply asking them to clarify.
3. Focus on Self-change vs. Changing Others. A good first step is communicating with the dragon. Informing someone and offering suggestions can sometimes be helpful because people don't always see their negative attitude or behavior. In the final analysis, however, every adult does as he or she chooses. When you can't change a situation or a person's behavior, look at changing your view about this person. You can still control your attitude.
4. Take Independent Steps Toward Your Goals. Determine what your goals are and write them down. List the one thing you can do toward achieving those goals each day. Doing this combines the winning strategies of independent action and self-change. Setting and achieving goals gives you a sense of accomplishment. This is a positive feeling. When you feel good about who you are and what you do, it naturally flows over to others.
5. Make Friends. You spend more time with co-workers than you do with your family or friends. People at work must become allies instead of dragons. The work relationship requires respect, honesty, confidentiality, appreciation, communication, and energy.

I personally have used all these strategies and know they work. I wish you the best in dragon fighting this week. The most important thing I want you to remember is that most of the time, the dragon is in our mind.

*Joan Burge*



## OUCH! That Stereotype Hurts!

Presented at the February general membership meeting

Karen Kassebaum, director of Staff Diversity and Inclusion, has presented this video-based training program to leadership teams on all four University of Nebraska campuses. The message of the program is that stereotypes touch every person; we may be the recipient, the target, or even the bystander witnessing stereotypical statements.

As uncomfortable as these statements may be, Karen gave us insight as to how we can speak up without blaming or shaming the other person. A simple phrase or question on our part can turn any conversation from hurtful and destructive to positive and productive.

Remember these six simple ways to speak up on behalf of respect:

- Assume Good Intent and Explain Impact
- Ask a Question
- Interrupt and Redirect
- Broaden to Universal Human Behavior
- Make it Individual
- Say Ouch!

Karen left us with the challenge to be the power to influence change; to be the voice that can and will make the difference!



## UNOPA General Membership Meeting Minutes

February 13, 2018  
11:45 a.m.-1:00 p.m.  
Nebraska Television (NET)

### CALL TO ORDER

President Barbara Homer called the meeting to order at 11:57 a.m.

### APPROVAL OF MINUTES

Minutes of the December 12, 2017 and January 17, 2018 general membership meeting minutes were emailed to the membership prior to the meeting. **Tricia Liedle moved: "I move to approve the minutes as corrected." Seconded by Judy Anderson. Motion passed by a show of hands.**

### OFFICER REPORTS

**Treasurer's Report:** The December 2017 and January 2018 Treasurer's reports were emailed to the membership prior to the meeting. It was noted that on the December 2017 report, the amounts indicated as being reimbursed from Human Resources should also include the stipend that was paid to the award winner. The reports will be filed for audit.

### COMMITTEE REPORTS

**President:** President Homer reported that UNOPA was involved in a money scam last month. There was no money lost. The board is taking steps to minimize this happening again. President Homer reminded everyone that there are a number of scams going around.

**Bradley Munn Foundation:** Tricia Liedle announced that the NEOPA/North Central Area Conference will be April 13, 2018 at Southeast Community College Education Center in Lincoln. If there are questions, contact Mary Guest.

The NAEOP 2018 Conference will be held in Bloomington, MN in July. There will be no funding provided from the Chancellor's office and no matching of funds by UNOPA. The UNOPA Board has approved the opportunity for members who will be attending the conference this year to apply for a stipend of up to \$300. The stipend may not be used for registration. Recipients of the stipend will not be eligible to receive a stipend for the 2019 year. Requests for a stipend must be submitted to Tricia no later than August 15, 2018.

**Professional Standards Program (PSP):** Debbie Hendricks announced two upcoming brown bag presentations. Jan Deeds will present on February 20, 2018. The topic will be Bystander Intervention. On March 19, 2018, in the Nebraska East Union, Scott Stemper will present on suicide prevention.

**UNOPA Notes:** Judy Anderson announced that the latest edition of UNOPA Notes went out recently. Judy read a short story from the current edition. If you have anything that you would like included in future editions, email Judy. The deadline for submission to the March newsletter is February 23, 2018.

**Outreach:** The fresh flowers at each table were won by the person that guessed the number of glass pebbles in each vase. The 50/50 drawing total amount collected was \$57.00. \$28.50 will be given to Lynette's Angels. Tricia Liedle was the winner of \$28.50.

### PROGRAM

Donna Bode introduced Karen Kassebaum, Director of Staff Diversity and Inclusion at UNL. Dr. Kassebaum presented: "Diversity and Inclusion: OUCH! That Stereotype Hurts." The purpose of the presentation is to foster respectful communication in a diverse world.

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## UNOPA General Membership Meeting Minutes

February 13, 2018

### ANNOUNCEMENTS

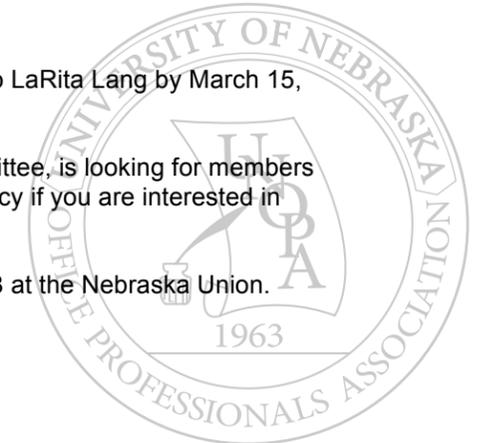
President Homer announced the Rose Frolik nominations are due to LaRita Lang by March 15, 2018.

President Homer announced that Marcy Tintera, Nominating Committee, is looking for members to fill the open board positions for the 2018-2019 year. Contact Marcy if you are interested in running for an elected position.

The next meeting of the general membership will be March 13, 2018 at the Nebraska Union. Gary Kebbel will be the presenter.

President Homer adjourned the meeting at 12:58 p.m.

Submitted by Marsha Yelden, Recording Secretary



Our speaker, Karen Kassebaum, stands with President Barbara Homer.



General meeting attendees enjoying fellowship and a great build-your-own-burrito buffet.



Mikki Sandin checks members into the general meeting.



## Bystander Intervention

Approximately a dozen people gathered over the noon hour in the Nebraska Union on Tuesday, February 20th, to hear Jan Deeds, director of the Women's Center and associate director in Student Involvement, speak on bystander intervention. Bystander intervention training empowers us to respond safely when we find ourselves in uncomfortable or dangerous situations and we want to speak out, but aren't sure how to do so. What an interesting presentation!

Dr. Deeds involved each member of the audience, while we learned about barriers that keep us from speaking out and what resources are available to assist us. Practice intervention skills were presented. How interesting to hear from other people on campus, and the situations they have experienced, witnessed or encountered. It was enlightening for me to realize that the next time I'm in a setting where an inappropriate joke is told, or comments are made in which I feel uncomfortable, there are actions I can take besides just feeling bad.

by Debbie Hendricks, Career Development Co-director



North Central Area Professional Development Day /  
Nebraska Educational Office Professionals Association

2018 Spring Conference Booklet

"Leadership In Action"

You are Invited to Lincoln, Nebraska!



**Thursday, April 12, 2018 - 5:00 - 8:00 PM**

Location: Tanners Bar and Grill

*\*Please note the address on the Networking Event page, as there are two Tanners' locations in Lincoln, NE.*

**Friday, April 13, 2018 - 7:45 AM - 5:00 PM**

Location: Southeast Community College Continuing Education Center

**Saturday, April 14, 2018 - 8:30 - 10:30 AM**

Location: Lincoln Public Schools District Office

**Conference Registration Rates, prior to April 5, 2018:**

\$60.00 Member Registration (NEOPA or NAEOP members)

\$80.00 Non-Member Registration

Checks made payable to: SCC

*\*No Refunds allowed after April 9, 2018*

**Lodging and Rate, prior to April 1, 2018:**

Cloverleaf Suites - Lincoln

NEOPA Rate \$93.00

*If you have any questions, please contact:  
Lora Sypal, NEOPA Vice President/Meeting Coordinator  
[lora.sypal@nebraska.gov](mailto:lora.sypal@nebraska.gov) or (402) 471-5059*

The purpose of NEOPA is to provide professional development and support to educational office professionals.  
The purpose is carried out through Networking, Leadership, Mentoring, Recognition and Fellowship.



University of Nebraska Office Professionals Association



NOTE: The entire booklet of information was emailed to members March 8, 2018.