



# UNOPA NOTES

*"Soaring to New Heights"*

October 2017



## President's Message

Happy fall everyone!

You certainly can tell it is fall with the temperatures rapidly changing, nights are getting shorter, and the football and volleyball season is in full force. I just love the fall season! One of my joyous highlights this summer was that our son, Jarrod, got married in a beautiful outdoor setting in Fayetteville, Arkansas!

I also attended the National Association of Educational Office Professionals (NAEOP) Conference in Greenville, South Carolina last July. Our keynote speaker and artist, Sam Glenn, gave a very motivating and inspiring speech entitled, "When You Change Your Attitude You Can Change Everything." I also had the privilege of representing our association as the delegate at the Advisory Council Meeting. Advisory Council is a meeting forum for the associations which have affiliated with the national association. The duties of the Advisory Council are to develop programs for the promotion of the associations' purposes and activities in the various states and localities. It was very interesting to see first-hand the process of how a motion is voted on.

I do want to congratulate Mary Guest, CEOE, and Debbie Hendricks, CEOE, who were installed as the 2017-18 NAEOP North Central Area Director and NAEOP Higher Education Council, respectively. Also, congratulations to Jane Schneider and Mary Klucas. Jane received her Advanced III Option I and CEOE certification at the Professionals Standards Program (PSP) Banquet. Mary Klucas, Webmaster, received first place in the NAEOP competition. Kudos to all of you! Nebraska was well represented at NAEOP.

I encourage you to take advantage of the following professional development opportunities offered in October and November by your local and state office professional organizations:

- Thursday, October 19 & Friday, October 20, NEOPA Fall Conference, Southeast Community College Education Center, Lincoln. There is a pre-conference social at the Warm Cookie Thursday evening. (see pg. 9)

*(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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472-3305 pliedle2@nebraska.edu

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472-6623 lyoung5@unl.edu

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48nsch90@gmail.com

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472-8209 ksims2@unl.edu

- Friday afternoon, November 3, will be the UNOPA Fall Workshop at the Nebraska Union. The guest speaker will be 2017-18 NAEOP Vice President, Jill Averyhart, who will be presenting two workshops: Infographics for Everyone and Who Put the Lizard in my Lasagna. (see pg. 8)

I also want to mention that on Tuesday, October 17, is the Supplier Showcase at the Nebraska Union, 10:00 am-2:00 pm. UNOPA is setting up an educational booth where we will have some membership information and applications, flyers for the fall workshop, and giveaways. I hope you will have time to check out this event.

On Sunday, October 22, "Steppin' for Gretchen" Walk to raise funds for the American Breast Cancer Society. Registration begins at 11:30 am and the walk will start at 1:00 pm at Holmes Lake Park. For those of you who did not have the pleasure of meeting her, Gretchen was a former UNOPA and NEOPA president. There is a link on the UNOPA website to donate and/or sign up. I have participated in this walk since it was started and it is fun to meet people you don't know and see all the people dressed up in pink.

I hope you have a wonderful fall. I look forward to seeing you at the next business meeting.

Barbara Homer  
2017-18 UNOPA President

## Join the Fun at the Football Parking Lot!!

Don't forget to sign up to help with the UNOPA parking lot at the next football game!! On October 7, we play Wisconsin at 7:00 pm, so we will need LOTS of helpers! Contact Susan Wesely at swesely2@unl.edu or Jennifer Greenlee at jgreenlee2@unl.edu to sign up for a time.

## Member Concerns

A card of encouragement was sent to Cheryl Wemhoff, and Kathy Schindler and Rosann Kevil received get well cards. Please let Kathrine Schwartman, kath@unl.edu, know of any member needing our support.

## Supplier Showcase 2017

October 17th  
10:00am-2:00pm  
Nebraska Union, Centennial Ballroom

### WHY YOU SHOULD ATTEND

The annual Supplier Showcase will feature representatives and product displays from over 80 University suppliers featuring a variety of products, services, and technologies.

Attend the 2017 Supplier Showcase and you will have an opportunity to:

- Meet with suppliers in a time efficient way
- Build upon existing relationships and create new connections
- Discover industry trends and experience what's new in the market place
- Network and share ideas
- Attend a Breakout Session
- Supplier prize giveaways and refreshments

Breakout Sessions will also be available:

- Contracting for University Departments
- What's Up in Wellness at the University
- Building Solutions with Facilities Planning and Construction
- Visualize Information Faster with eSHOP Dashboards
- Travel: Hotel and Online Air Fare Bookings

UNOPA will also have a table with cool giveaways in addition to membership information.

## Opening Available!

Here is your chance to find out how Parking & Transit Services operates and to be "in the know" about upcoming campus projects!

The Employee Concerns Committee is in need of a representative to the Parking Advisory Committee. They meet once a month at the Stadium Garage offices on City Campus for about 1-1.5 hours. Meeting agendas include parking appeals, a report from the director, and any requests or questions from the Graduate Student Association, ASUN, Faculty Senate, UAAD and UNOPA.

Please contact LeAnn Frobom (lfrobom2@unl.edu) or Kathy Schindler (kschindler1@unl.edu) to volunteer.

## UNOPA General Meeting October 10th Heritage Room – Nebraska Union

Barbara Homer has selected Lynette's Angels as this year's President's Charity.

Kara Burwell, sister-in-law of the late Lynette Earnest, will speak to the UNOPA membership on October 10, 2017, on how Lynette's Angels began as a simple wish to help a family during the Christmas holidays and has grown into a foundation helping families battling cancer, especially during the holidays. The goal of the foundation is not to pay medical bills, but "to give them a day or two of not worrying where money will come from in order to celebrate the holidays with their kids or loved ones...and we have done just that!"

This is a brown bag luncheon beginning at 11:45, followed by the meeting and speaker.

Please RSVP at: <https://unopaoctober.eventbrite.com>



### Photo Request

If you have any photos in your files dealing with UNOPA and its members, please send to Jennifer Greenlee, Technology Committee director, [jgreenlee2@unl.edu](mailto:jgreenlee2@unl.edu).

### Holiday Shopping Bus Countdown

There are only 87 shopping days until Christmas, ladies and gentlemen!!

Sign up now to take advantage of an awesome opportunity to go with your friends to Kansas City to shop for a day. The Holiday Shopping Bus will be going to Kansas City on Saturday, November 11, and you'll want to be sure you're on it. Shopping trip information and registration form is attached.

After the bus expense is covered, any profits will go toward our expenses in hosting the 2018 NAEOP Conference in Bloomington, MN. We still have some empty seats to fill. Claim yours today!

Contact one of us (see below) right away if you are interested in this excursion.

Debbie Hendricks – [dhendricks1@unl.edu](mailto:dhendricks1@unl.edu)

Diane Wasser – [dwasser@unl.edu](mailto:dwasser@unl.edu)

Mary Guest – [mary.guest@unl.edu](mailto:mary.guest@unl.edu)

### October 12, 2017 is the Deadline to Submit Nominations for Awards

It is that time of year again...when UNOPA is seeking nominations for the following awards:

#### 2017 Floyd S. Oldt Boss of the Year

This award honors excellence in personal management. It recognizes University of Nebraska employees who demonstrate outstanding skills in employee supervision and interpersonal relations.

#### 2017 Floyd S. Oldt Silver Pen

This award honors two office/service employees who have demonstrated superior performance while employed at Nebraska and who have made significant contributions to the University community.

#### 2017 Floyd S. Oldt Outstanding Staff

This award was created to recognize an outstanding Nebraska office/service employee who demonstrates distinguished service and contributions to the University community.

Nominations for any of the above awards are due by **Thursday, October 12, 2017.**

Information about the award criteria and the nomination forms are found on the UNOPA website at <http://unopa.unl.edu/annual-awards>. If you have any questions, please contact LaRita Lang at [llang@unl.edu](mailto:llang@unl.edu) or 402-472-3826.

# UNOPA General Membership Meeting Minutes

September 12, 2017  
11:45 a.m.-1:00 p.m.  
Nebraska East Union

## CALL TO ORDER

President Barbara Homer called the meeting to order at 11:53 p.m. A moment of silence for those impacted by Hurricane Harvey and Irma was observed. New members and guests were welcomed.

## APPROVAL OF MINUTES

Minutes of the May 9, 2017, general membership meeting were emailed to the membership prior to the meeting. Diane Wasser moved to approve the May 9, 2017 minutes as presented. Seconded by Kay McClure-Kelly. Motion passed by a show of hands of those in attendance.

## OFFICER REPORTS

**Treasurer's Report.** The July and August 2017 treasurer's report was emailed to the membership prior to the meeting and will be filed for audit.

## COMMITTEE REPORTS

**Awards.** Nominations are currently being accepted for the Floyd S. Oldt Boss of the Year, Silver Pen and Outstanding Staff awards. Nominations deadline is October 12, 2017.

**Career Development.** The UNOPA workshop on November 3, 2017 was announced. A fundraiser for the PSP Endowment committee was introduced. The prize drawings will be on November 3rd at the workshop.

**Membership.** There are currently 54 UNOPA members: 40 active, 0 new, 10 retiree, 3 associates, 1 honorary, and 1 lifetime. The deadline to join is September 30, 2017.

**UNOPA Notes.** The deadline to submit articles is September 18, 2017. All members are invited to submit information and articles.

**Ways & Means.** UNOPA's only fundraiser is selling parking spots at the Whittier lot on football game days. All members are encouraged to help.

**Outreach.** The 50/50 drawing totaled collected was \$36.00; \$18.00 was presented to Barbara Homer. Winners of door prizes were Diane Wasser, Marla Nissen and Kelsey Sims. Each received assorted office supplies.

## ANNOUNCEMENTS

President Homer announced that the Supplier Showcase will be October 17, 2017. UNOPA will have a booth.

On October 22, 2017, there will be a "Steppin' for Gretchen" walk to raise funds for the American Breast Cancer Society. This walk is in honor of Gretchen Walker who was a former UNOPA and NEOPA president. A link will be put on the website to donate and/or sign up.

Mary Guest spoke about the 2018 NAEOP Conference which will be held in Minnesota and is hosted by the North Central Area, which Nebraska is part of. Nebraska is responsible for the PSP/Awards Banquet, the Hospitality Room and Institute Workshop sessions. Mary offered a free one-year membership to NAEOP for anyone who is interested. Mary did request a commitment to joining a second year if you take advantage of the free year. Mary announced that luggage spotters and journals will be sold at the general meetings as fundraisers to help with expenses for the conference. Other upcoming fundraisers are fun-shaped pasta sales.

Diane Wasser handed out a flyer announcing the holiday shopping bus trip to Kansas City, MO in November. This will also help to fund the NAEOP conference.

*(minutes continued on top of next page)*

(minutes continued)

## PROGRAM

The 2017-2018 executive board members and committee directors in attendance introduced themselves and explained their duties and roles.



## NEW BUSINESS

President Homer provided an overview of the Chancellor's Town Hall meeting she recently attended. Kathy Schindler discussed the University system budget reduction proposals that were announced today. Kathy said there are number of proposed cuts that would impact office professional staff. Kathy said any comments, concerns or questions can be emailed to her. Kathy said the Parking Advisory Committee still needs a representative.

The next meeting of the general membership will be October 10, 2017.

President Homer adjourned the meeting at 12:35 p.m.

Submitted by Marsha Yelden, Recording Secretary



## "Leadership: Finding the Leader Within"

Mark your calendar and register to attend the NEOPA Fall Conference on Friday, October 20, 2017, at Southeast Community College

Continuing Education Center, 301 South 68th Street Place, Rooms 302 and 303, Lincoln, Nebraska.

Social Event information/Registration, Conference Agenda, Session Descriptions, and Speakers' Biographies are included on pages 10-15 of these Notes. Member and Non-Member Registration Forms are also attached. It's sure to be an educational day filled with fascinating speakers. Registrations are due by **October 12, 2017**.

For questions about the conference or technical difficulties with the fillable forms, please contact Lora Sypal, [lora.sypal@nebraska.gov](mailto:lora.sypal@nebraska.gov).

## Bylaws

September 28, 2017

Submitted by Mary Guest

Every organization has bylaws, but most people seem to be intimidated by them and tend to stay away from them because bylaws do not make for light reading! What are bylaws? As defined by Robert's Rules of Order Newly Revised, In Brief, pp. 84-85, bylaws are "basic rules relating principally to itself as an organization. They:

- describe the group's purpose;
- spell out the qualifications and method of selection of members;
- provide for officers, committees, and meetings (including the quorum); and
- may set up an executive board or board of directors."

Bylaws also include instructions on the process of making amendments. To make an amendment to UNOPA's bylaws, it is stated in Article IX-Amendments, Section 1:

Amendments to the Bylaws shall be submitted in writing to the President, for review by the

Executive Board, prior to presentation at a regular meeting of the Association. Amendments shall be voted on by members using mailed or electronic ballot, within one month following presentation. A majority vote of ballots returned, shall be required for passage, and the amendment(s) shall become effective immediately.

While bylaws are specific to each organization, the rules for conducting meetings are generally the same from group to group. Each group identifies its "parliamentary authority" in their bylaws and those are the rules that are followed in conducting their meetings. As you know, UNOPA has adopted the current version of Robert's Rules of Order, Newly Revised, as our Parliamentary Authority as stated in Article X.



# UNOPA Treasurer's Report -- August 2017

		<b>Balances:</b>
<b>Beginning Checking Account Balance - 8/1/17</b>		<b>\$ 2,945.60</b>
<b>Income:</b>		
August Interest - Union Bank & Trust		
Deposit - 8/3/17 (memberships)	\$ 17.00	
Deposit - 8/11/17 (memberships)	\$ 15.00	
Deposit - 8/21/17 (memberships)	\$ 15.00	
Deposit - 8/22/17 (memberships)	\$ 15.00	
Deposit - 8/25/17 (memberships)	\$ 30.00	
Deposit - 8/30/17 (memberships)	\$ 32.00	
Total Income:		\$ 124.00
<b>Expenses:</b>		
8/2/2017 POS Gift Card Christopher & Banks for Auditor	\$ 50.00	
8/8/2017 NAEOP Membership Donna Bode	\$ 50.00	
8/8/2017 NEOPA Membership Donna Bode & Barb Homer	\$ 40.00	
8/21/2017 Lola Young Reimbursement for NAEOP flowers	\$ 37.50	
8/21/2017 NAEOP Trip Reimbursement Jane Schneider	\$ 300.00	
Total Expenses:		\$ 477.50
<b>Ending Checking Account Balance - 8/31/17</b>		<b>\$ 2,592.10</b>
<b>Beginning Cost Center Balance - 8/1/17</b>		<b>\$ -</b>
<b>Income:</b>		
Membership Dues - 8/11/2017	\$ 15.00	
Membership Dues - 8/21/17	\$ 15.00	
Membership Dues - 8/22/17	\$ 15.00	
Membership Dues - 8/25/17	\$ 30.00	
Membership Dues-8/31/17	\$ 15.00	
Total Income:		\$ 90.00
<b>Expenses:</b>		
8/1/2017 Deb Hendricks UNOPA Contribution to SC	\$ 125.00	
8/1/2017 Mary Guest UNOPA Contribution to SC	\$ 125.00	
8/7/2017 Deb Wasser UNOPA Contribution to SC	\$ 125.00	
8/22/2017 Edie Schleiger UNOPA Contribution to SC	\$ 125.00	
Total Expenses:		\$ 500.00
<b>Ending Cost Center Balance - 8/31/17</b>		<b>\$ (410.00)</b>
<b>Ending Checking Account Balance - 8/31/17</b>		<b>\$ 2,592.10</b>
<b>Ending Cost Center Balance - 8/31/17</b>		<b>\$ (410.00)</b>
<b>Total Funds Available:</b>		<b>\$ 2,182.10</b>
<b>Savings Account Balance - as of 8/31/2017</b>		<b>\$ 11,509.67</b>



## Hello Monday Motivators,

I just got back from a great 2-day event called Success Live. Maybe you saw my Facebook post... or not. This event was hosted by Success magazine. I have been reading Success magazine for years and find every issue is packed with valuable information and tons of inspiration! Well, the live event was the same.

I feel today is an especially important Monday to share these inspirational insights with you as we honor the lives lost on September 11, 2001, and think of the people affected by Hurricane Harvey and Irma this past weekend. In the midst of tragedy, we must never lose hope. If you are reading this Monday Motivator you must be ok so look for ways to uplift others. One way we uplift others is by elevating ourselves. I hope these people inspire you as much as they inspired me.

From the ever-enthusiastic Brendon Burchard:

- You must live each day with intention.
- Refuse to settle. Raise your ambitions.
- You must invest in your growth.
- Jump in and face your fears.

Pastor John Gray was hilariously serious:

- You have to find your truth.
- Success is about what we give away.
- Will my name carry weight after I am gone?
- Am I doing what I was created to do?

Keith Ferrazzi said we have to have 3 people who have our back. The way we know someone has our back is they do all 4 of the following:

- Care.
- Work hard to make you successful.
- Tell you the truth.
- Let you know when you are not being accountable.

The phenomenal Les Brown, who I have followed for years, always inspires:

- Only surround yourself with people who are: positive, purposeful, contributors, and productive.
- The imagination is a preview of what is to come.
- Tell yourself, "No matter how bad it is, I am going to make it."
- Let go of toxic people or you will be dragged.
- It's not where you start, it's where you are going.

Simon T. Bailey:

- There will never be a perfect time to become the person you want to be.
- Rejection can be the greatest gift.
- What you don't deal with, will eventually deal with you.
- Relationships are more important than money. They are the currency of the future.

Please feel free to share these words in hopes of inspiring others. We need a good dose of hope and optimism.

*Joan Burge*

# UNOPA Fall Workshop

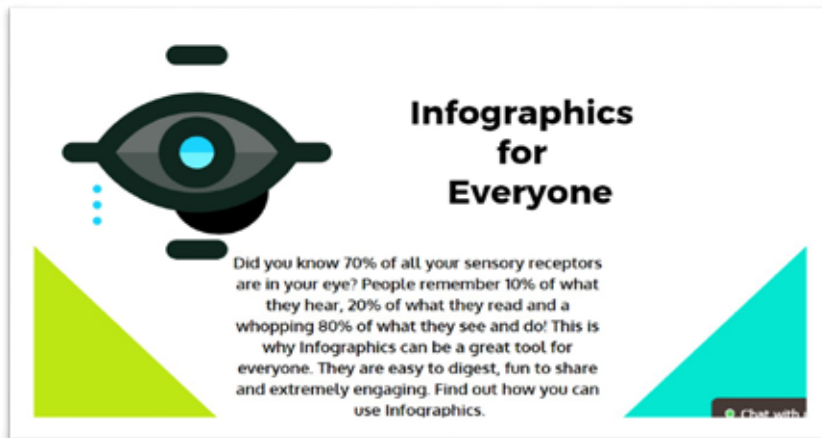
Jill Averyhart,  
NAEOP Vice President

Will present two workshops on

Friday, November 3, 2017

1:00—4:45 p.m.

Regency Suites, City Campus Union



&

## Who Put the Lizard in my Lasagna

Who Put a Lizard in My Lasagna? is an engaging session that illustrates when you put your uniqueness into action with a positive attitude, great things happen. The session highlights 4 key points to provide memorable experiences: Be Creative; Remember What's Important; Go Above and Beyond; and Have Fun.



### REGISTRATION

☐ UNOPA Members — Free    ☐ Non Members — \$20

Deadline for Registration: October 23, 2017

Name \_\_\_\_\_ Department/Affiliation \_\_\_\_\_

Registration can be emailed to Debbie Hendricks at [dhendricks1@unl.edu](mailto:dhendricks1@unl.edu) or by mailing to Debbie Hendricks, 106 Canfield, UNL, Lincoln, NE 68588-0423




## UNOPA PSP Endowment Committee RAFFLE

Chances: 1=\$1.00 6=\$5.00

Prize # 1	Chocolatier Blue Chocolates
Prize # 2	Chick Flick Movie Night
Prize # 3	Pamper Yourself
Prize # 4	Stinky Man Cave
Prize # 5	Cloverleaf Suites 1-Night Stay
Prize # 6	UNL Credit Union Mystery
Prize # 7	Southwest Food
Prize # 8	Mom's Night Out

**Drawing to be held November 3, 2017 at the UNOPA workshop.**

Raffle tickets may be purchased from Debbie Hendricks (ADMS 106, 0423, [debra.hendricks@unl.edu](mailto:debra.hendricks@unl.edu)); Tricia Liedle (2021 Transformation Dr. Ste 3220, 6204, [pliedle@nebraska.edu](mailto:pliedle@nebraska.edu)); Lisa King (MABL 135, 0236, [lking2@unl.edu](mailto:lking2@unl.edu)); Lorraine Moon (230 WHIT, 0857, [lmoon1@unl.edu](mailto:lmoon1@unl.edu)); Diane Wasser (AGH 103 0702, [dwasser1@unl.edu](mailto:dwasser1@unl.edu)); and Lola Young (FORS 102, 0815, [lyoung5@unl.edu](mailto:lyoung5@unl.edu)).



**NEOPA Fall Conference Social**  
"Get in touch with your inner child"

**Location:** The Warm Cookie  
3700 South 9<sup>th</sup> Street, Suite A

**Date:** Thursday, October 19

**Time:** 6:00 – 7:30 p.m. (eat dinner beforehand)

**Cost:** \$5 per person (payable at the door)

**Activities:** Milk and cookies  
Socializing with old and new friends  
Adult coloring and games  
**PRIZES!!**

**RSVP:** [dhendricks1@unl.edu](mailto:dhendricks1@unl.edu)  
(no later than October 16)

We look forward to seeing and meeting many of our  
NEOPA colleagues!

## NEOPA 2017 FALL CONFERENCE AGENDA



### "Leadership: Finding the Leader Within"

**Friday, October 20, 2017**

Southeast Community College Continuing Education Center  
301 South 68<sup>th</sup> Street Place  
Rooms 302 and 303  
Lincoln, Nebraska

7:45 – 8:00 AM	Registration
8:00 – 8:10 AM	Welcome and Presentation of Flags
8:10 – 10:10 AM	<p><b>Self-Awareness: Identifying Strengths, Values, and Vision for Leadership Effectiveness</b></p> <p>Dr. Carmen Zafft, Asst. Prof Practice, University of Nebraska-Lincoln</p> <p>The objective of this presentation is for the participants to understand how being aware of one's strengths, values, and long-term vision can make them a more effective leader (i.e., self-awareness is the foundation of strong leadership). Additionally, I operate under the premise that everyone, regardless of their "title" has the ability to lead -- we all have influence. In terms of the structure, I allow significant time for the participants to reflect on their experience (usually through writing) and discussions in small groups and/or pairs. If time allows, I provide the participants an opportunity to create their own vision statement -- this enables them to leave with something tangible that they can refer to when they go back to their places of work.</p>
10:10 – 10:20 AM	Break
10:20 – 11:50 AM	<p><b>Choose Growth</b></p> <p>Anita Foor, Senior Manager of Curriculum and Instruction, SkillsUSA</p> <p>Carol Dweck researches what is known as "growth mindset" - the mindset of knowing that skills and knowledge can be developed and that more can be achieved. During this session, we will explore what we haven't achieved...yet...and what we plan to achieve. We'll dig into practices that help us reflect on where we've been, and how we can get where we're going. We'll also practice the ways that we can invest in others who haven't achieved what they planned or hoped to...yet. Bring your goals, and bring your not yet's, and let's develop a growth mindset together!</p>

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The purpose is carried out through Networking, Leadership, Mentoring, Recognition and Fellowship.**

## NEOPA 2017 FALL CONFERENCE AGENDA (continued)



### "Leadership: Finding the Leader Within"

**Friday, October 20, 2017**

Southeast Community College Continuing Education Center  
301 South 68<sup>th</sup> Street Place  
Rooms 302 and 303  
Lincoln, Nebraska

11:50 AM – 12:05 PM      Lunch

12:05 – 12:45 PM      Business Meeting

12:45 – 2:15 PM      **Dress to Lead**

*Christine Cary, CEOE, Consultant*

Sharpen up your everyday work wardrobe for those times when you need to represent your school, impress visitors, lead a meeting or speak at one, boost your confidence, get a raise/promotion/job, look the part of a leader, get more respect from bosses, etc. Dressing up is a powerful tool for the office professional's toolbox.

2:15 – 3:45 PM      **Ethical Leadership**

*Dan Alberts, Attorney Alberts Law, Lincoln, Nebraska*

Ethical leadership is simple to talk about but hard to carry out. What is right or wrong? How do I decide? And am I willing to walk my talk with others? We will discuss all. *(Always do right. This will gratify some people and astonish the rest. Mark Twain) (The number of people in possession of any criteria for discriminating between good and evil is very small. T.S. Eliot).*

3:45 – 3:55 PM      Break

3:55 – 4:55 PM      **Modeling Servant Leadership: How to Provide Great Service To Your Internal Customers**

*Mary Stahly, Consultant*

You've heard about Servant Leadership, but how do you put that philosophy into practice especially when dealing with your internal customers?

4:55 – 5:15 PM      Wrap Up

**The purpose of NEOPA is to provide professional development and support to educational office professionals.  
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## **Session Titles, Descriptions, and Speaker Biographies**



### **Dr. Carmen Zafft, Asst. Prof Practice, University of Nebraska-Lincoln**



Carmen Zafft, Ph.D., is an adjunct professor at the University of Nebraska-Lincoln teaching leadership and interpersonal skill development. A central focus of Carmen's work is to help individuals become effective leaders through skill development and self awareness. She believes that leadership is not just a position, but a process; and that leaders are not only comprised of their skills and abilities but also a part of the environments in which they grow and serve.

Carmen Zafft has a BS in Criminal Justice, an MS in Leadership Education, and a Ph.D. in Human Sciences with an emphasis in Leadership Studies, all from the University of Nebraska-Lincoln (UNL). GO BIG RED! Following her doctorate she joined the faculty at UNL as an Assistant Professor of Practice. Through this role she taught courses in leadership development for engineering majors for the College of Engineering, created and led the ENGR 100 Undergraduate Teaching Assistant Program, and formed the Engineering Leadership Minor. She also held a significant role in the development of the college's Complete Engineer Program.

Carmen has transitioned to an adjunct role with the Department of Agricultural Leadership and Communication in order to spend more time with her daughter. As an adjunct instructor, she continues her work in leadership development by teaching online courses, and consults faculty and staff in the areas of engineering education and the development of undergraduate teaching assistants.

Carmen has over 15 years' experience in training and development in areas that include non-profit management, insurance, and higher education. She was awarded the UNL Spirit of Service Faculty Award (2015), the UNL Engineering Student Advisory Board Outstanding Faculty of the Year Award (2016), and the UNL Parents Recognition Award (2017).

### **Anita Foor, Senior Manager of Curriculum and Instruction, SkillsUSA**



Anita Foor is a believer, a wife, a mom, an agriculturalist, a maximizer, a developer, a facilitator, a purpose driver, a communicator, and an educator. She was raised on her family's farm in Stuart, Nebraska and as a result of her rural community, believes there is great purpose and power in the people around us. She humbly acknowledges the investments that others have made in her, and those investments cause her to believe that growth and learning are possible always.

Anita is grateful to have earned a Bachelor of Science degree from the University of Nebraska – Lincoln in Agricultural Leadership, Education, and Communication. After teaching high school students about leadership and agriculture, she earned her master's degree in curriculum and instruction from Concordia University – Nebraska and worked as a learning solutions consultant, serving a variety of non-profit organizations. Most recently, Anita worked as a Career Field Specialist at the Nebraska Department of Education and recently began serving the stakeholders of Career and Technical Education as the Senior Manager of Curriculum and Instruction at the national SkillsUSA organization.

Seward, Nebraska is now the home of Anita, her husband Ryan, and their daughters Mackenna (almost 8), and Sawyer (almost 6).

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## Session Titles, Descriptions, and Speaker Biographies (continued)



### **Christine Cary, CEOE, Consultant**



Chris has been a 3D member of UNOPA, NEOPA, and NAEOP since 2001. She earned her Professional Standards Program Advanced III & CEOE in 2004. She was President of UNOPA in 2002-03 and President of NEOPA in 2007-08.

A Nebraska student from beginning to end, Chris attended Ruth Stapleton Preschool at UNL, Merle Beattie and Maude Rousseau Elementary Schools, Pound Jr High School, and graduated from Southeast High School in 1980. She graduated from Southeast Community College with an Associate in Arts degree in 2004, and from the University of Nebraska-Lincoln with a

Bachelor of Arts degree in 2010.

Chris worked in higher education for about 16 years, for the University of Nebraska Medical Center, University of Nebraska-Lincoln, and University of Nebraska. She's proud of her 12 years of military service in the Army Reserves, where she trained to be an instructor and taught leadership courses to soldiers. In August of this year she traded her last job in education, as a Nutrition Services Manager for Lincoln Public Schools, for an opportunity she simply couldn't resist. In her current full time gig, Chris gave herself the title "Granny Nanny." She's having a wonderful time caring for her 16-month-old grandson, Howard, while his parents are at work.

Chris's immediate family includes husband Scott Miller; daughter Jennifer Cary Diers, her husband Casey, and their 4-year-old daughter, Fiona; son Gordon Miller, his wife Lisa Jungbluth Miller, and their 1-year-old son Howard. Like many of you, Chris is a leader in her extended family and community, and finds skills are useful in these roles, too. Planning, communication, delegation, coordination, logistics, teaching & training, team welfare--these responsibilities are not limited to paid employment, are they? Good leadership is needed everywhere!

People generally don't quit organizations, they quit bosses and leaders. Chris believes good leadership is the main factor in any group's success and morale. She loves teaching effective techniques, that anyone can learn and, with practice, turn into a personal skill. She'll also demonstrate how to incorporate your personality, strengths, and style into the techniques, which is how you make a skill your own.

The skill we'll explore at the NEOPA Fall Conference is "Dress Up to Lead." The techniques will be easy to see and test, because they affect our outward appearance. It's fun to see how small changes create big impressions!

### **Dan Alberts, Attorney, Alberts Law, Lincoln, Nebraska**



Dan Alberts-parent, spouse, farm boy, teacher, civil engineer and attorney.

(Listed in the order of moral influence):

Married to the girl that I sat next to in 11th grade social studies class in Hampton, Nebraska.

Beth and I have two daughters, Hillary and Molly, now young women, spouses and parents.

I enjoy school--both sitting in the back row and standing in front wondering about the people who choose the back row.

I love to talk. I am learning to listen. I look forward to doing both with you.

### **Mary Stahly, CEOE, Consultant**



Mary earned her bachelor's degree from Doane College and her MBA in Non-Profit Management from Concordia University. She has worked in a variety of industries including state government, information technology, and clinical research and always tries to find a way to serve those who she works with and for. She has many years of public speaking experience including 12 years on the Speaker's Bureau for the United Way. She uses her project management skills and her desire to make a difference in people's lives at work, home, and in the community.

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## Member Registration Form

SOUTHEAST COMMUNITY COLLEGE CONTINUING EDUCATION REGISTRATION FORM																			
Complete this form with payment information and send via FAX or mail to: <b>SCC Jack J. Huck Continuing Education Center</b> <b>301 S. 68th Street Place, Lincoln, NE 68510</b> <b>FAX: 402-437-2703</b>										The College requires a student's Social Security number as a condition for enrollment. A student's Social Security number information constitutes an "educational record" under the Family Educational Rights and Privacy Act (FERPA). The College will be privileged to disclose that information only with the consent of the student or in those very limited circumstances when consent is not required by FERPA.				Today's Date    __/__/__					
Social Security Number OR SCC Student ID Number										Birth Date /      /			Email Address						
Name: Last					First					Middle Initial			Home Phone		Cell Phone		Business Phone		
Residence Mailing Address										City			State		Zip Code		County #		
Company Name										<input type="checkbox"/> NE Resident <input type="checkbox"/> Non-Resident			Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		Ethnicity (select one): <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino		Race (select one or more): <input type="checkbox"/> Black/African-American <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Asian		
Course Number										Title				Start Date		Cost			
O	F	F	T	6	4	1	6	C	E	F	A	NEOPA Fall Conference (member rate)				10/20/17		\$60.00	
STUDENT'S SIGNATURE _____												SCC Staff Tuition Waiver				(                      )			
												TOTAL DUE							
												FOR OFFICE USE ONLY							
												DE				ID #			

**STUDENT'S SIGNATURE**

☐ Check (must be included)    ☐ Cash (must be included)

☐ MasterCard    ☐ AMEX    ☐ Discover    ☐ Visa    V Code \_\_\_\_\_

Would you like a receipt mailed to you?    ☐ Yes    ☐ No

Name as it appears on card: \_\_\_\_\_

Exp. Date \_\_\_\_\_ Credit Card # \_\_\_\_\_

Billing agency **(INCLUDE LETTER OF AUTHORIZATION ON COMPANY LETTERHEAD)**

Submission of this form indicates that I understand: 1) that my registration is complete and that I am accountable for the tuition and fees and subject to a grade in the courses listed; 2) that should I officially drop, cancel, or withdraw, any refund will be determined by the date I submit my request to Continuing Education; 3) that failure to attend a course or to complete a course may result in a grade of "F" or "W"; 4) that I understand the policies of the College regarding 5) and 5) any changes in SSN, legal name, address, residency, etc., must follow the College procedures in the Student Handbook and College Catalog. It is the policy of SCC to provide equal opportunity and nondiscrimination in all programs and activities to all persons regardless of race, ethnicity, sex, sexual orientation, disability, or other factors prohibited by law or public policy. Inquiries concerning the application of SCC's policies on equal opportunity and nondiscrimination should be directed to the Office of Equity, Diversity, and Inclusion, 301 S. 68th Street, Lincoln, NE 68510, 402-323-3411, FAX 402-323-3420, [equity@lincolncollege.edu](mailto:equity@lincolncollege.edu).

***Please have registrations/payments submitted by Thursday, October 12.***

**No refunds allowed after Monday, October 16, 2017.**

## Equal Opportunity

The policy of Southeast Community College is to provide equal opportunity and nondiscrimination in all admission, attendance, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ancestry, veterans status, sexual orientation, disability, or other factors prohibited by law or College policy. Inquiries concerning the application of Southeast Community College's policies on equal opportunity and nondiscrimination should be directed to the Vice President of Affirmative Action, Equity and Diversity, 301 S. 68<sup>th</sup> Street Pl., Lincoln, NE 68510, Telephone (402) 323-3412.

### Americans with Disabilities Act – Reasonable Accommodations

If you have a disabling condition that may substantially limit your ability to participate in this class it is your responsibility to contact the Dean of Student Services for additional information and assistance. The campus telephone numbers are: Beatrice (402-228-8220), Lincoln (402-437-2619), Milford (402-761-8270).

## Academic Integrity

Academic integrity is one of the basic principles of a community college. SCC encourages and expects the highest standard of academic honesty from all students. Please note that cheating, plagiarism, or other forms of academic dishonesty are monitored and subject to disciplinary action.

### Identification Information

A participant's social security number constitutes an "education record" under the Family Educational Rights and Privacy Act (FERPA). The College will be privileged to disclose that information only with the consent of the participant or in those very limited circumstances when consent is not required by FERPA.

I have dietary restrictions

**Breakfast:** Coffee, assorted individual hot beverages, ice water, sweet rolls, scones, and whole fruit.

**Lunch:** Pasta buffet (Choice of two sauces: italian meat sauce and alfredo sauce, bow tie & rotini pasta), tossed salad, vegetable medley, garlic breadsticks, cookies, iced tea, and lemonade.

**Afternoon Snack:** Canned pop, popcorn, and M&Ms.

Revised March 2015

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Social Security Number OR SCC Student ID Number						Birth Date ____/____/____			Email Address								
Name: Last		First		Middle Initial		Home Phone		Cell Phone		Business Phone							
Residence Mailing Address						City		State		Zip Code							
Company Name						<input type="checkbox"/> NE Resident <input type="checkbox"/> Non-Resident		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		Ethnicity (select one): <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino							
								Race (select one or more): <input type="checkbox"/> Black/African-American <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Native Hawaiian/Other Pacific Islander		<input type="checkbox"/> White <input type="checkbox"/> Asian							
Course Number						Title		Start Date		Cost							
O	F	F	T	6	4	1	6	C	E	F	B	NEOPA Fall Conference (non-member rate)		10/20/17		\$80.00	
								SCC Staff Tuition Waiver		( )							
								<b>TOTAL DUE</b>									
								FOR OFFICE USE ONLY									
								DE		ID #							

**STUDENT'S SIGNATURE** \_\_\_\_\_

<input type="checkbox"/> Check (must be included) <input type="checkbox"/> Cash (must be included)		Would you like a receipt mailed to you? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Discover <input type="checkbox"/> Visa    V Code _____		
Name as it appears on card: _____		
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Billing agency (INCLUDE LETTER OF AUTHORIZATION ON COMPANY LETTERHEAD)		

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Revised March 2015

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# HOLIDAY SHOPPING BUS TRIP

**November 11  
6:30 a.m. to 10:30 p.m.**

## **Legends and Zona Rosa Malls | Kansas City**

Want to get a jump on your holiday shopping and spend the day with friends? This is the trip for you! We will start the day at Legends Outlet Mall (<http://legendsshopping.com/>), arriving there by 10:00 a.m.

In the early afternoon, we will go to Zona Rosa Mall (<http://www.zonarosa.com/>).

This year we want to fill the bus and all profits will go to support professional development and activities for the 2018 Conference of the National Association of Educational Office Professionals. If we fill the bus, all shoppers' names will be entered in a drawing. The winner of the drawing will have some extra cash in their pocket, as they will receive \$50 in cash on our way to Kansas City! Help us sell 50 seats!

The cost for this shopping-packed day is \$50/person. Please complete and return the registration form on the next page.

### **Hosted by:**

**Debbie Hendricks, Diane Wasser, and Mary Guest**



# 2017 Holiday Shopping Bus Trip Registration

**Registration Deadline: October 1, 2017**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Traveling with: \_\_\_\_\_

Check #: \_\_\_\_\_ Cash: \_\_\_\_\_

**Mail check and registration form to:**

Debbie Hendricks

317 Orcutt East, Lincoln, NE 68504 OR

106 Canfield Administration, UNL, Lincoln, NE 68588-0423

**Registrations will be taken on a first-come, first-reserved basis. Your space on the bus will be reserved upon receipt of your registration form and payment of \$50/person. Registrations will be accepted until the bus is full. If you need to cancel, refunds will be given ONLY if we can fill your seat.**

**REMEMBER** – if we sell 50 seats, you will be entered in a drawing to receive \$50 in cash!!

**The bus will leave from the south WalMart parking lot, 8700 Andermatt Drive, at 6:30 a.m. and return to the same location by approximately 10:30 p.m.**

**If you have questions, please contact any of the following:**

**Debbie Hendricks**

debra.hendricks@unl.edu

402-310-1014

**Diane Wasser**

dwasser@unl.edu

402-416-7809

**Mary Guest**

maryguest180@gmail.com

402-613-2430