



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 Notes

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

<http://unopa.unl.edu/>

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Education: The Journey of a Lifetime

President's Message

With the leaves falling and the mornings getting crisper, we turn toward the warmth of our family and friends as we head into the cooler months of winter. I encourage you to take time to remember what is important to you. Enjoy a good book by the fire. Spend time with a friend or family member who may need your companionship. Take your spouse to a movie or your kids for a walk in the park. Block time out for yourself on your calendar—even if it is 15 minutes before anyone else is up in the morning. It will do you a world of good and imagine the results for those whose lives you touch.

Can you tell I'm a little more reflective? The NEOPA Fall Conference reminded us to take time for ourselves.

- Get up and get moving—it's vital for a long and healthy life. And it only takes 1 minute four times an hour.
- Enrich your lives with things that stimulate your brain.
- Move out of your comfort zone and into the current technology.
- Expand your knowledge of the software programs you use.
- Start interacting with social network programs.

It was a great conference and UNOPA was well represented. Find someone who attended to share more information. It will do you good!

Congratulations to Mary Guest who was presented with the NEOPA Office Professional of the Year at the Fall Conference. Mary is very deserving of the recognition by the state organization.

If we didn't learn enough at the Fall Conference, Ranelle Maltas (from UNL Information Services) showed us many of the free programs and software that are out there to make our lives easier. From Adobe Connect, which allows us to conduct meetings remotely, to Drop Box programs for file sharing, it was a great workshop put on by our Career Development Committee. Kudos to Beth Zager and her committee.

Our annual Floyd S. Oldt Awards will be presented at the November 8 general membership meeting. I'm anxious to meet our nominees and hear about their contributions to the University. Plan to attend with your co-workers and boss(es).

You will hear about our annual Giving Tree donation at the November meeting. Please help others less fortunate with your donation to the program. Don't forget to bring your Thanksgiving food donation for the Food Bank Backpack Program to the November meeting.

Take charge of your own professional development by looking at the Professionals Standards Program (PSP). As we strive to make our jobs run more efficiently, there are many ways to learn and gain new skills. The workshops/conferences you attend will go toward earning your PSP certificate. See Debbie Hendricks for more information.

If you haven't yet had an opportunity to help with the Parking Lot sales during Husker football games, it's not too late—there are still two home games this month. Contact a Board member to volunteer. We will award a \$25 gift certificate (of your choice) to one member who has worked this fall. Thanks to those who have assisted already in this major fundraising project and to the Board for coordinating each game.

—Cathy Robertson

UNOPA President 2011–2012

<http://unopa.unl.edu/membership/president.shtml>



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areese2@unl.edu

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CALENDAR

November

- 1 Board meeting
- 3 Deadline to register for Nov. general meeting
- 5 Home football game, Northwestern, UNOPA parking lot
- 8 General meeting
- 11 Deadline to submit articles for UNOPA Notes
- 15 Gerontology Fall Colloquium
- 24-25 Thanksgiving break
- 25 Home football game, Iowa, UNOPA parking lot
- 30 Deadline to register for annual MLK Freedom Breakfast (Jan. 13, 2012)

December

- 6 Board meeting
- 13 General meeting
- 14 PSP informational meeting
- 16 Deadline to submit articles for UNOPA Notes
- 26 to January 2 — Holiday Break



November 8 General Meeting

The Floyd S. Oldt awards and Boss's luncheon will be held from 11:45 a.m. to 1:00 p.m. November 8 in the Great Plains Room in the East Campus Union. Sign up by **November 3**.

- Contact **Jaime Long** at 472-7801 or jlong5@unl.edu or download the form at <http://unopa.unl.edu/publications/novflyer2011.pdf>.
- Bring any Thanksgiving type of food to support the Food Bank Backpack Program.

PSP Certification Announcement and December Date

Congratulations to **Lisa King**, who has earned her PSP certification! Lisa works in the Department of Child, Youth and Family Studies. She earned her Bachelor Degree, Option II & CEOE Professional Standards Certification at the May 15, 2011, deadline. Way to go, Lisa!

The Professional Standards Program (PSP), administered by the National Association of Educational Office Professionals (NAEOP), is the only certification program specifically for educational office professionals. UNOPA recognizes local recipients annually in November. Recipients who are members of the Nebraska Educational Office Professional Association (NEOPA) are recognized at NEOPA's Spring Conference and all recipients are entitled to be recognized by NAEOP at a national conference of their choosing.

Would you like to learn more about the Professional Standards Program? **Debbie Hendricks**, co-chair of the Career Development Committee, will be hosting an informal brown bag luncheon on Wednesday, December 14 in the Nebraska Union from 12:00 to 1:00 p.m. Bring your lunch and your PSP questions and join the dialogue. If December 14 doesn't work for you, but you'd like to visit with somebody about how you can achieve PSP certification, send Debbie a note at dhendricks1@unl.edu.

UNOPA Fundraiser — Sponsored Parking Lot, Nov. 5 & 25

Yes! We still need your help to staff the UNOPA parking lot on UNL home football game days for November. Those who volunteer will have their names entered into a drawing for a gift prize! Come and enjoy a few hours with your colleagues on these beautiful fall days!

To volunteer on **Nov. 5**, please call or email: **Gretchen Walker** at 472-0602 or gwalker1@unl.edu or **Linda Ratcliffe** at 472-3965 or lratcliffe1@unl.edu. The game starts at 2:30 p.m.

To volunteer on **Nov. 25**, (game time is 11:00 a.m.) please call or email: **Nelvie Lienemann** at nlienemann1@unl.edu or **Mari Greer** at mgreer1@unl.edu

NOTE: President Cathy Robertson attended a discussion held by Parking Services and carried your concerns to Dan Carpenter, Director of Parking and Transit Services. In the months ahead, we will have more information about staff lots, visitor spaces, and whether UNOPA will have a sales lot in the future.

October Meeting Recap

At the October 11 meeting, Nelvie Lienemann, Director of the Nominating Committee, brought forth the nominations for President-Elect. Linda Luedtke was the only person nominated for the position. A ballot was sent to the membership.

Betty Jacobs appealed to the membership to support UNOPA's team at the Making Strides Against Breast Cancer Walk Oct. 23 at Holmes Lake.

Rhonda Revelle, UNL Softball Head Coach, was our presenter. She sprinkled her talk with many points for us to improve our lives as well as others.

- The two greatest sources of information are the books we read and the people we associate with.
- Your character becomes your destiny.
- Heed the call—preparation is the key.
- Take pride in authorship—do things thoughtfully.
- Are you proud of the day?
- You have gifts; honor them; feel good about giving to others.
- Embrace your fears! Walk out feeling good!



Rhonda Revelle, UNL Softball Head Coach.

Opportunity to Represent UNOPA.

ONLY ONE OPENING AVAILABLE!

Opportunity!

The Employee Concerns Committee is looking for someone who would be willing to represent UNOPA on the Chancellor's Commission on Environmental Sustainability (CCES). This is a 3-year term.

The mission statement of the CCES is to develop and recommend policies, practices and educational programs that ensure UNL is environmentally sustainable.

- Responsibilities include being able to meet monthly or bimonthly based on agenda items and member availability.
- Subcommittees will meet as necessary for policy development or revision.

Contact **Marcy Tintera**, 472-1258, mtintera1@unl.edu; or **Roddy Spangler**, 472-3989, rspangler2@unl.edu for additional details.



Betty Jacobs, UNOPA team organizer for Making Strides Against Breast Cancer Walk.

Bylaws Committee Report

The revisions to the Bylaws were nearly unanimously approved by 55 ballots on November 1. We extend a special thanks to the 2010–2011 committee for researching and proposing the changes. The biggest change is, of course, accepting electronic balloting. Isn't this exciting! The newly revised Bylaws and Standing Rules are on our website, along with the Standing Committees.

The 2011–2012 committee is currently reviewing Standing Rules, which is the second part of the document. Please look these over and let us know if you see anything that needs to be corrected or updated. Our hope is to present them for a vote at a general membership meeting early next year. <http://unopa.unl.edu/about/bylaws/Bylaws%20and%20Standing%20Rules%20Changes%2010-12-10.pdf>



—**Pat Hust**, CEOE, Director
Bylaws Committee



Sally Wegner.



Breana Garretson.

UNOPA New Member Spotlight

Sally Wegner

Meet Sally Wegner. Sally moved from Kearney to Lincoln in June and on June 13 started at UNL as a secretary specialist for Facilities Management & Planning. When asked what new technological tool do you enjoy using, Sally responded, “Ranelle Maltas is my new best friend! ‘Walk-In Wednesday’ at Information Services has been a huge help to me while I have been learning software programs that my job requires.”

Sally has a daughter, Carly, who is a senior at UNL, and her son, Casey, just moved to Connecticut in August where he is working on his Ph.D., after being a UNL student for several years.

Sally enjoys outdoor activities such as gardening, biking, running, and tennis, and indoor activities, like shopping. She was a TeamMate for several years, mentoring a student who is now a high school junior. “We still get together each time I go back home to visit,” said Sally.

When asked about the best piece of advice she had ever received, Sally responded, “While trying to decide whether or not to move to Lincoln, my son told me that ‘comfort is overrated.’ He was right.” For Sally, personal time off involves activities with family and/or friends. When asked if she could have dinner with one famous person from the past or present, who would it be?, Sally responded, “Jackie Kennedy Onassis. I feel she was misunderstood.”

Sally says she “joined UNOPA to meet new people, in hopes of making new friends to network with, both on a personal level as well as professionally.” Say “hi” to Sally at the next UNOPA meeting!

Breana Garretson

Breana Garretson is new to UNL and her position as Accounting Associate for the Oldfather Business Cooperative. She says she seldom uses her best talent. “I am a really fast data entry typist, and I don’t use that skill everyday despite my title.” Her favorite new technology tool is “my Kindle!”

Breana was born in Hastings, Nebraska, the oldest of three children. She said, “My parents are still married, and we are all 6 of us a very close family! I am a single mom to an amazing little boy who is almost 6 and just started kindergarten in the fall.”

Breana loves to read books and work on her house, but her favorite thing to do on a day off is “spend time with my son—just the two of us.” Her favorite TV shows are “Grey’s Anatomy” and “Private Practice,” and she likes to read anything written by Sandra Brown or Tami Hoag.

Breana would like to have dinner with Martina McBride. “She just seems like such an amazing woman who speaks to millions through her music and actions, often times about things that people don’t like to think about.”

Thanks to Mary Klucas for bringing this new member to UNOPA!

Walk In Wednesdays
2-4 p.m. Room 107, Arch Hall
Informational Services Instructional
Technology
Ranelle Maltas
Technology Outreach Services Manager
2-0585
rmaltas2@unl.edu



Do you ever wonder who sets up the tables at the UNOPA general meetings? Who creates beautiful and seasonal centerpieces? At the next meeting, give a big THANK YOU to Jaime Long and Sara Luther, Hospitality Co-Directors and their committee members.

Membership Report

Please welcome the following individuals to UNOPA:

Lisa Albers Child, Youth & Family	Bryan Miller Arts & Sciences Dean's Office
Sheryl Burbach Extension	Linda Olson Registration & Records
Breana Garretson Oldfather Business Coop	Joanne Puchalla Scholarship & Financial Aid
Jennifer Greenlee Ag Leadership	Vicki Schroeder Agronomy & Horticulture
Kathy Hellwege Anthropology	Suzi Tamerius Graduate Studies
Michael Lachance Butler County Extension Office	Sally Wegner Facilities Management & Planning
Alycia Libolt Arts & Sciences Dean's Office	Marsha Yelden Registration & Records

At the request of UNOPA members (discussion from the brown bag breakout sessions) we will be planning various social activities throughout the year. I am pleased to announce the start of the UNOPA Secret Friends program in November. This event involves the fun in the giving and receiving of small gifts/mementos throughout the year. We have over 30 people signed up for a secret friend. Secret Friends will be revealed at a special event in the spring of 2012.

Stay tuned for other upcoming activities!

—Gretchen Walker, CEOE, Director

Faculty Senate Report

At the November meeting, Chancellor Perlman addressed the Faculty Senate and talked about his proposal to increase enrollment by 30,000 students and to add 160 faculty positions. Some of the increase in students is expected to come from non-residential students, especially international students. In addition, he noted that a direct result of UNL moving to the Big 10 opened recruitment in Chicago high schools. As a result, UNL has hosted 30 advisors from Chicago schools and is expecting another 30 to visit soon.

Departments were asked to identify their need for potential new faculty hires and programs such as "cluster hires." Several faculty senate members spoke about departmental discussions but also raised a number of questions about how the various deans and administrators will make decisions affecting potential hires in each department.

The senate meeting was live broadcast on connect.unl.edu. To access such live meetings, UNL staff and faculty will need to login similar to logging into Blackboard.

—Linda Ratcliffe

UNOPA Faculty Senate representative,
2011-2012

MLK Freedom Breakfast

The annual Freedom Breakfast to honor Rev. Martin Luther King Jr. will be held on January 13, 2012. We support the MLK Scholarship Fund each month with proceeds from the 50-50 drawing. Tickets are \$20. If you are interested in attending, contact Cathy Robertson at 2-0456 or crobertson@huskers.com. The deadline to purchase tickets is **Nov. 30**.

VOLUNTEER!

United Way of Lincoln is looking for readers, tutors, and mentors who will help young adults in our community be successful. Learn how you can take the pledge to support this initiative.

If you would like to help, contact United Way Lincoln by email: info@unitedwaylincoln.org or see their website: http://www.unitedway-lincoln.org/index.php?option=com_content&view=article&id=211:readers-tutors-and-mentors-&catid=1:press-releases&Itemid=114

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We've gone green!
Find this newsletter
on the Web.

<http://unopa.unl.edu>