



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/>

VOLUME 50, ISSUE 3  
OCTOBER 1, 2011

## Education: The Journey of a Lifetime

### 2011-2012 BOARD OF DIRECTORS

#### OFFICERS

- President - **Cathy Robertson**, CEOE  
croberson@huskers.com  
President Elect - **TBA**  
Recording Secretary - **Mary Klucas**  
mklucas1@unl.edu  
Corresponding Secretary -  
**Lainey Bomberger**  
lbomberger2@unl.edu  
Interim Treasurer - **Marlee Crombie**  
mrcrombie2@unl.edu  
Immediate Past President - **Mari Greer**  
mgreer1@unl.edu

#### STANDING COMMITTEE DIRECTORS

- Awards - **Edie Schleiger**, CEOE  
eschleiger1@unl.edu  
Bylaws - **Pat Hust**  
phust1@unl.edu  
Career Development & PSP -  
**Beth Zager and Debbie Hendricks**, CEOE  
bzager2@unl.edu  
dhendricks1@unl.edu  
Communication Technology -  
**Deb Rosenau**  
drosenau1@unl.edu  
Employee Concerns -  
**Marcy Tintera and Roddy Spangler**  
mtintera1@unl.edu  
rspangler2@unl.edu  
Hospitality -  
**Jaime Long and Sara Luther**  
jlong5@unl.edu  
sluther2@unl.edu  
Membership - **Gretchen Walker**, CEOE  
gwalker1@unl.edu  
Mentoring - **Jane Schneider**  
nschneider2@unl.edu  
Nominating - **Nelvie Lienemann**  
nlienemann1@unl.edu  
Outreach - **Ann Reese**  
areese2@unl.edu  
Program - **Cathy Robertson**, CEOE  
croberson@huskers.com  
UNOPA Notes - **Linda Ratcliffe**  
lratcliffe1@unl.edu  
Ways and Means - **Board Members**

#### AD HOC COMMITTEE DIRECTORS

- Digital Commons -  
**Barbara Homer and Tonda Humphress**  
bhomer@mail.unomaha.edu  
thumphress1@unl.edu  
Marketing Plan - **Mary Guest**, CEOE  
mguest2@unl.edu

## President's Message

Can you believe we're already into October! I love Fall for the changes it brings to the horizon with the beautiful colors and the crisp fall air. The students will enjoy Fall Break on October 17 and 18 while the staff regroup for the remainder of the semester.

In my recent meeting with Bill Nunez (Associate to the Chancellor and Director, Institutional Research and Planning), we discussed the important task each of us is being charged with as a result of Chancellor Perlman's State of the University speech. As UNOPA members, we are on the front line with students. Students see us when they are being recruited, and rely on us as they become part of the UNL family. We can profoundly impact retention and education of the student body. As we move toward 2012 and the goals set out for the campus, we will have an integral part in the success of the University's goals. I challenge you to continue to provide the stellar work you do each day in touching and changing students' lives. As the saying goes, "it takes a village to raise a child." *WE* are that village.

Several opportunities for personal growth in the Technology arena are available in October. How appropriate as we look to find ways to increase our knowledge to raise the bar in our jobs.

The Career Development Committee scheduled a workshop on October 25<sup>th</sup> from 3-5pm. I encourage you to take advantage of this FREE workshop for UNOPA members.

NEOPA's (Nebraska Educational Office Professionals Association) Fall Conference will be held in Columbus on October 21. The theme is "Staying Connected in a Changing World." Details regarding the conference can be found at <http://neopa.unl.edu/>. Hope to see you there.

The Board has been busy working to coordinate the parking lot at 1820 R Street each football Saturday. Please contact a Board member to volunteer a couple of hours of your time!

Don't forget to take a moment to nominate your boss or a co-worker for the Floyd S. Oldt Boss of the Year, Outstanding Staff of the Year or Silver Pen Award. Each of us knows at least one deserving nominee. Details are available at <http://unopa.unl.edu>. The deadline for submissions is October 17<sup>th</sup>.

It's not too late to submit your dues. We hope you find the benefit in your UNOPA membership. Contact Gretchen Walker at [gwalker1@unl.edu](mailto:gwalker1@unl.edu) for membership information.

—Cathy Robertson

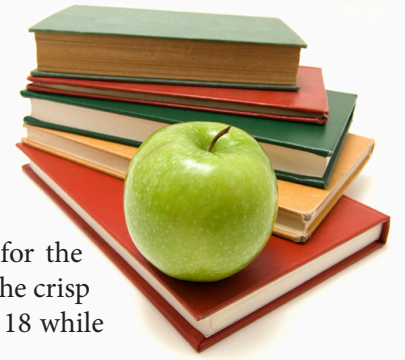
UNOPA President 2011-2012

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

## October General Meeting

Sign up by October 6 to attend the October 11 general meeting to be held 11:45 a.m. to 1:00 p.m. at the Devaney Sports Center. Rhonda Revelle, UNL head softball coach, will be our guest speaker. Lunch catering options will be provided by the Dairy Store.

- Contact **Jaime Long** at 472-7801 or [jlong5@unl.edu](mailto:jlong5@unl.edu) or download the form at <http://unopa.unl.edu/publications/octflyer2011.pdf>.
- Bring boxes of non-sugary cereal to support the Food Bank Backpack Program.



### INSIDE THIS ISSUE

Exec. Board Members & Directors	1
President's Message	1
October 11 General Meeting	1
Oct./Nov. Calendar	2
UNOPA Awards Nominations	2
Member Awards Announcements	2
September Meeting Recap	3
NEOPA Fundraiser	3
UNOPA Parking Lot	3
Employee Concerns Committee	3
Membership	3
UNOPA Career Development	4
Fall 2011 NEOPA Conference	4
UAAD Fall Workshop	5
Gender Benders	5



## CALENDAR

### October

- 4 Board meeting
- 4 NEOPA Fundraiser at Scott Middle School
- 8 Home football game, Ohio State, UNOPA parking lot
- 10 Columbus Day
- 11 General meeting
- 14 Deadline to submit articles for UNOPA Notes
- 15 Deadline for the Bradley Munn Professional Growth Fund Reimbursement
- 16 National Bosses Day
- 17 Floyd S. Oldt Awards deadlines**
- 17-18 Students' Fall Break
- 18 UAAD professional development fall workshop
- 21 NEOPA Fall Conference, Columbus, NE
- 23 Making Strides Against Breast Cancer, 5K walk, Holmes Lake Park
- 25 UNOPA Fall Career Development Workshop
- 29 Home football game, Michigan State, UNOPA parking lot
- 31 Halloween

### November

- 1 Board meeting
- 5 Home football game, Northwestern, UNOPA parking lot
- 8 General meeting
- 18 Deadline to submit articles for UNOPA Notes
- 24-25 Thanksgiving break
- 25 Home football game, Iowa, UNOPA parking lot

## Awards Committee

Wow, can you believe it, that time of year has rolled around once more! It's yet again time to submit your nominations for the following awards:

**Floyd S. Oldt Boss of the Year** — This award honors excellence in personnel management. It recognizes University of Nebraska employees who demonstrate outstanding skills in employee supervision and interpersonal relations.

**Floyd S. Oldt Silver Pen** — This award honors two office/service employees who have demonstrated superior performance while employed at UNL and who have made significant contributions to the University community.

**Floyd S. Oldt Outstanding Staff** — This award was created to recognize an outstanding UNL office/service employee who demonstrates distinguished service and contributions to the University community.

The Nomination deadline is Monday, October 17. Information about the award criteria and nomination forms are found on the UNOPA web site at <http://unopa.unl.edu/about/annualawards/>.

If you have any questions, please contact Edie Schleiger, Awards Committee Director, either by phone, 472-3303 or email, [eschleiger1@unl.edu](mailto:eschleiger1@unl.edu). Looking forward to hearing from you!!

## Congratulations to Mary Guest

Mary Guest was selected to be the recipient of the NASPA IV West Support Staff Award. Mary will receive a complementary conference registration and will be recognized and receive her award at the regional conference, November 1-3 in Denver, CO. The award is presented to an individual who has contributed significantly to higher education and Student Affairs professionals. The announcement was made by Tisa Mason, NASPA Region IV-West Awards & Exemplary Programs Coordinator, and Timothy Alavarez, UNL Assistant Vice Chancellor for Student Affairs. **Congratulations, Mary!**

## Congratulations to these UNOPA Members for Receiving NEOPA and NAEOP Recognition: Lola Young, Gretchen Walker, Mary Guest, Deb Rosenau, Peg Johnson, and Kathy Bennetch

- Lola has been elected the NAEOP President-elect.
- Gretchen was appointed the NAEOP Higher Education Council Chairman.
- Mary received a \$1,000 scholarship from NAEOP.
- Deb received 1st place for best website from NAEOP.
- Peg received 2nd place Louise Henderson Nelson local category.
- Kathy is serving as NEOPA President for 2011-2012.

Take a moment at the general meeting to thank these UNL staff members for representing UNOPA in these state and national organizations.



*Awards!*

## Recap of Sept. 8 General Meeting

Jose Soto was guest speaker and spoke about the MLK Scholarship and the Freedom Breakfast. The annual breakfast began 18 years ago under the leadership of former UNL professor Keith Parker in partnership with UNL, the University of Nebraska Central Administration, Lincoln Public Schools, and Southeast Community College. The scholarship program most recently presented \$1,000 each to six local high school students for college expenses.

Nebraska Home Sales representatives presented \$100 cash awards to Tonda Humphress and Jeanne Bonnett.

*Awards!*

## NEOPA Fundraiser

Nebraska Educational Office Professionals Association (NEOPA) is holding a fundraiser in October with Premier Designs Jewelry.

An Open House will be held **4:30 – 8 p.m. Tuesday, Oct. 4** at Scott Middle School, 2200 Pine Lake Road. The free jewelry earned at the open house will be auctioned off (silent and live auction) at the Columbus Fall Conference on October 20–21.

The proceeds of live and silent auction, as well as 25% of the profits from the sales, will be used to assist our own, Lola Young, with her installation banquet expenses. Lola will be sworn in as National President of the National Association of Educational Office Professionals (NAEOP) in July 2012. In addition, proceeds will be used for professional development for NEOPA members attending the 2012 National Conference. If any individual shows are booked from the Open House, 10% of the profits will also be donated to NEOPA.

I hope you will support Lola with your participation in the fundraiser, even if you are not a member of NEOPA. This is a very, very special opportunity for UNOPA and NEOPA as Lola is the first member from Nebraska to serve as NAEOP National President. Thanks for your assistance.

—Cathy Robertson  
UNOPA President 2011–2012

## Opportunities to Represent UNOPA. ONLY TWO OPENINGS AVAILABLE!

*Opportunity!*

The Employee Concerns Committee is looking for people who would be willing to represent UNOPA, and other office-service employees, on the following campus-wide committees. Take a moment to consider how you could use your skills serving on one of these campus committees, bringing your point of view to the committees, and gaining a greater knowledge of the university campus where you work.

- Chancellor's Commission on Environmental Sustainability  
3-year term (1 person)
- Parking Appeals Committee – 3-year term (1 person)

Contact Marcy Tintera, 472-1258, [mtintera1@unl.edu](mailto:mtintera1@unl.edu); or Roddy Spangler, 472-3989, [rspangler2@unl.edu](mailto:rspangler2@unl.edu) for additional details.



## UNOPA Fundraiser — Sponsored Parking Lot, Oct. 8 and 29

We need your help to staff the UNOPA parking lot on UNL home football game days for October. 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 **Oct. 8**, please call or email: **Marcy Tintera** at 472-1258 or [mtintera1@unl.edu](mailto:mtintera1@unl.edu) or **Beth Zager** at 472-0299 or [bzager2@unl.edu](mailto:bzager2@unl.edu). The game starts at 7:00 p.m., selling spaces starts at 1:00 p.m.

To volunteer on **Oct. 29**, (game time TBA) please call or email:

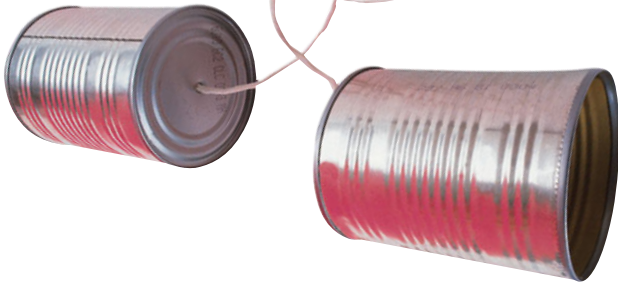
- **Lainey Bomberger** at [lbomberger2@unl.edu](mailto:lbomberger2@unl.edu)
- **Sara Luther** at [sluther2@unl.edu](mailto:sluther2@unl.edu)
- **Deb Rosenau** at [drosenau1@unl.edu](mailto:drosenau1@unl.edu)
- **Pat Hust** at [phust1@unl.edu](mailto:phust1@unl.edu)
- **Debbie Hendricks** at [dhendricks1@unl.edu](mailto:dhendricks1@unl.edu)



## Membership Dues

Renew your membership now and find out why everyone is talking about the “meet and greet”! You will find a link to the 2011-2012 Membership Form here <http://unopa.unl.edu/membership/>. Please complete it and return it to **Gretchen Walker** at the address listed on the form.

## R U STILL USING OLD TECHNOLOGY? CHK OUT THIS WRKSHHP 4 USEFUL TIPS & IDEAS!



**STOP!**  
**Yes, you!**  
**Did you**  
**remember to**  
**invite a colleague**  
**or co-worker**  
**to a UNOPA**  
**sponsored event**  
**or workshop?**

## UNOPA Career Development Workshop – October 25

With the fall semester underway, are you ready to find some time to focus on your own career development and work skills? UNOPA's Fall Career Development Workshop, Multi-Tasking in the Electronic Society, may be just the place to start. We've got Ranelle Maltas, Technology Training Services Manager from UNL's Information Services, to show us how to use the latest technology tools to work better, smarter, and faster.

### Multi-Tasking in the Electronic Society

- There are many tools available to work with others, such as Facebook, Twitter, and Adobe Connect. What do you know about Microsoft Office tools?
- Come learn how you can work together on a project or get answers to your questions without calling a meeting.
- Share your ideas and have others comment on specific topics.
- Find out how you can all meet together from your office during the next blizzard or thunderstorm when you don't want to walk across campus. You can even share your computer screen.
- Have a guest speaker from the other side of the world at your next class/meeting for free, with no travel expenses.
- Share your Microsoft Office files or give a presentation online.

The workshop will be held 3–5 p.m., Tuesday, October 25 in the East Campus Union. The workshop will be free to UNOPA members and \$10 for non-members. Find the registration flier on the UNOPA website. <http://unopa.unl.edu/publications/2011-12/2011FallWorkshop-flyer.pdf>

If you have questions about the fall workshop or suggestions for the spring workshop, please contact me. I'd love to hear your thoughts!

—Beth Zager

Career Development Co-Director  
 472-0299 or [bzager2@unl.edu](mailto:bzager2@unl.edu)

### "Staying Connected in a Changing World!" THE FALL 2011 NEOPA CONFERENCE

Sign up now for the Fall NEOPA (Nebraska Educational Office Professionals Association) Conference. A jam-packed day of professional development sessions, entertaining talks and conversations, and social networking await you Friday, October 21, at

Central Community College–Columbus in Columbus, NE. The day will start at 7:30 a.m. with registration & breakfast, break at noon for a lunch & business meeting, then continue until 4:30 p.m.

Featured speakers, entertainers, and session leaders are Dr. Matt Gotscall, Dr. JoAnne Nauslar, Wendy Wells, Pam Perault, Katie Claus, Lisa Kaslon, Kaye Eicher, Brett Hampton, Andrew Fausett, Bob Lutz, Caree Cielocha, and Mary Maxwell.

Find the registration form on the NEOPA website at <http://neopa.unl.edu/> or contact co-chairs: **Karen Mroczek** at 402-562-1262 or **Karin Rieger** at [krieger@cccneb.edu](mailto:krieger@cccneb.edu).



## UAAD Professional Development Workshop

### Prioritize or Agonize!

Date: Tuesday, October 18

Time: 1:30–4:00 p.m.

Location: Jackie Gaughan Center

Cost: UAAD and UNOPA Members \$25, all others \$40

Presented by Beth Giesbrecht, Nebraska Business Development Center, this workshop will focus on the essential skills of prioritization and time management for maximized performance.

- Create and prioritize high value goals
- Organize daily work to support reaching one's goals
- Understand how the skills of prioritizing and managing time are influenced by individual personality and behavioral style
- Use effective techniques for dealing with time wasters such as email, interruptions and low priority tasks
- Deal with procrastination
- Learn time management techniques to accomplish the most for the least amount of effort

Please register by October 14 at <http://uaad.unl.edu/sites/uaad.unl.edu/files/downloads/Fall2011Workshop.pdf>.

## Gender Benders

(reprinted from *AAA Living*, March/April 2011)

As classes began, all of us have noticed the increase in traffic, and we have our personal ideas of which gender is the better driver. Tom Vanderbilt, author of *Traffic: Why We Drive the Way We Do*, says men and women drive differently. (Gosh, we knew that!)

The main difference is that men tend to take more risks behind the wheel than women. Men tend to drive more aggressively and are less likely to wear their seatbelts.

Unfortunately, the gap between the genders is narrowing, particularly among young women drivers. Why, you ask? Because young women are speeding more and exhibiting those same aggressive behaviors.

How good a driver you are has little to do with gender and everything to do with focus and making good decisions. To borrow the famous quote from the late Michael Conrad playing Sgt. Phil Esterhaus in *Hill Street Blues*, "Hey, let's be careful out there"!



UNOPA Notes  
University of Nebraska–Lincoln  
P.O. Box 880541  
Lincoln, NE 68588-0541

Linda Ratcliffe, Editor  
[lratcliffe1@unl.edu](mailto:lratcliffe1@unl.edu)

Address corrections to  
Gretchen Walker, Membership Director  
[gwalker1@unl.edu](mailto:gwalker1@unl.edu)



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

<http://unopa.unl.edu>