



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

It is a great pleasure to be serving as your President this year. The theme for the 2011-2012 year is "Education: The Journey of a Lifetime". Donna Boone challenged us to continue learning each and every day. Learn by experiencing. Learn by serving. Learn by watching others. Learn by showing others. My charge to you is that you will continue on the journey throughout the year—learning along the way.

The recipient of the proceeds from this year's 50-50 drawings will be *The Martin Luther King, Jr. Educational Scholarship Fund*. Martin Luther King, Jr. believed education was the foundation of success in our society. A world-class education is a moral imperative and the key to a fair and just society. My hope is our donation will be the impetus for young people to begin their journey—well equipped to be lifelong learners.

Plan to join us at the September 13th General Membership meeting. Hear about the accolades received by our group at the NAEOP National Conference. Learn more about the Martin Luther King, Jr. Scholarship Fund. Perhaps you'll be one of the two winners of the \$100 Nebraska Home Sales Professional Development Scholarship. You will definitely want to reconnect with your UNOPA friends. See you on the 13th at the East Campus Union.

Don't forget to renew your UNOPA dues. Where else can you get 12 months of professional development, fellowship, workshops, brainstorming, and networking for just \$9? The membership renewal form was e-mailed to you earlier or can be found on the award winning UNOPA website (<http://unopa.unl.edu>).

Our major fundraiser for the year is selling the parking lot at 18th & R Streets during Husker football games. Members of the Board will take charge of each game to secure workers. As you can see, two of the games are actually before our September meeting. The other is the weekend of our meeting. Please help out by volunteering a couple of hours of your time.

- Sept. 3 – vs Tennessee-Chattanooga** **2:30 pm kickoff**
 Mary Klucas 2-7325 Cathy Robertson 2-0456
mklucas@unlnotes.unl.edu crobertson@huskers.com
- Sept. 10 – vs Fresno State** **6:00 pm kickoff**
 Jaime Long 2-7801 Edie Schleiger 2-3303
jlong5@unl.edu eschleiger1@unl.edu
- Sept. 17 – vs Washington** **2:30 pm kickoff**
 Marlee Crombie 2-5786 Jane Schneider 2-8670
mcrombie2@unl.edu jschneid@unlnotes.unl.edu

I look forward to seeing each of you on our journey this year! You will only get out of your journey what you are willing to contribute. I hope your contribution reaps you many rewards! See you soon.

—Cathy Robertson
UNOPA President 2011-2012

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2011-2012 BOARD OF DIRECTORS

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- President - **Cathy Robertson**, CEOE
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President Elect - **TBA**
- Recording Secretary - **Mary Klucas**
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- Corresponding Secretary -
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- Interim Treasurer - **Marlee Crombie**
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- Immediate Past President - **Mari Greer**
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STANDING COMMITTEE DIRECTORS

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- Bylaws - **Pat Hust**
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- Career Development & PSP -
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- Employee Concerns -
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- Hospitality -
Jaime Long and Sara Luther
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- Membership - **Gretchen Walker**, CEOE
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- Mentoring - **Jane Schneider**
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- UNOPA Notes - **Linda Ratcliffe**
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- Ways and Means - **Board Members**

AD HOC COMMITTEE DIRECTORS

- Digital Commons -
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thumphress1@unl.edu
- Marketing Plan - **Mary Guest**, CEOE
mquest2@unl.edu

CALENDAR

September

- 1 Chancellor's State of the University Address & Annual Picnic
- 3 RED OUT game! Home football game, Chattanooga, UNOPA parking lot
- 5 Labor Day, UNL closed
- 6 Board meeting
- 10 Home Football Game, Fresno State, UNOPA parking lot
- 13 General Meeting
- 15 PSP deadline
- 16 Deadline to submit articles for UNOPA Notes
- 17 Home Football Game, Washington, UNOPA parking lot
- 23 Autumn begins
- 28 "Writing the Right Way for the Web" – Content Convergence talk
- 30 Last day to renew your membership at \$9

October

- 4 Board meeting
- 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
- 21 NEOPA Fall Conference, Wayne, NE
- 23 Making Strides Against Breast Cancer, 5K walk, Holmes Lake Park
- 26 "Creating & Using Web-worthy Photos" – Content Convergence talk
- 29 Home football game, Michigan State, UNOPA parking lot
- 31 Halloween

Intelligence plus character—that is the goal of true education.
—Martin Luther King, Jr., *The Purpose of Education*

September 13 General Meeting

As the new school year begins, so does a new year for UNOPA. Please help us kick-off a new year by joining us at the September 13th General Meeting at the East Campus Union from 11:45 a.m. until 1:00 p.m. Guest speaker Jose Soto, will speak on behalf of our 50/50 recipient, the Martin Luther King, Jr. Scholarship Fund. Jose Soto is the Vice President of Access/Equity/Diversity at Southeast Community College. We will also get a recap of the NAEOP National Conference. AND, as an added bonus, if you have paid your dues by this meeting, you will be entered into a drawing for two (2) \$100 scholarships from Nebraska Home Sales!! So get those membership dues in!



Find your Sept. 13 meeting flyer here [http://unopa.unl.edu/publications/2011-12/2011_09flyer.pdf]. Reservations due Sept. 8 to Jaime Long at jlong5@unl.edu.

—**Jaime Long** and **Sara Luther**, Hospitality Co-Directors



Membership Dues

How would you like to receive \$100 to use towards professional development? Renew your UNOPA membership and your name will be entered into a drawing for two (2) \$100 Nebraska Home Sales Professional Development Scholarships! 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.



UNOPA Sponsored Parking Lot Sept. 3, 10, & 17

Football season is upon us!! If you would like to sign-up to help work the parking lot on **Sept. 3**, please call or email:

Mary Klucas at 472-7325 or mklucas@unl-notes.unl.edu or **Cathy Robertson** 472-0456 or crobertson@huskers.com

To volunteer on **Sept. 10**, please call or email: **Edie Schleiger** at 472-3303 or eschleiger1@unl.edu or **Jaime Long** at 472-7801 or jlong5@unl.edu. Available times are 10:30-12:30, 12:30-2:30, 2:30-4:30, and 4:30-6:15.

To volunteer on **Sept. 17**, (game starts at 2:30 p.m.) please call or email: **Marlee Crombie** at 472-5856 or mcrombie2@unl.edu or **Jane Schneider** at 472-8670 or nschneider2@unl.edu.

If you were unaware, this is the last year for the parking lot fundraiser, so please join the fun! It is a chance to meet new friends or catch-up with old friends, while raising funds for our organization.

2011 Summer Social

UNOPA's Summer Social was held on June 14, 2011, at the UNL Dairy Store. We had a nice turn-out with 43 in attendance, including associate members and guests. The attendees were divided into two groups. One group toured the UNL Dairy Store while the other group enjoyed a delicious ice cream treat. The groups then switched so all enjoyed the tour and the ice cream!

Following the informative tour and explanation of how the faculty and students prepare and create our favorite ice creams and cheeses, we enjoyed ice cream; a meat, cheese, and cracker platter; and a vegetable platter prepared by the UNL Dairy Store. We finished the afternoon by giving out picnic and summer items for door prizes. It appeared all enjoyed the tour, food, fun, prizes, and camaraderie at this year's Summer Social!

—**Shelly Green**, director, and committee: **Jaime Long**, **Cindy Knight**, and **Betty Jacobs**



Photos of 2011 Summer Social by Jaime Long.

From UNOPA's Career Development – PSP Committee

It's not too early to start thinking about expanding the opportunities open to you by applying for the Professional Standards Program (PSP) certification. September 15 is the first deadline to apply for a PSP certificate for the 2011–2012 year.

Contact Debbie Hendricks at 472-9685 or dhendricks1@unl.edu for more information or help in completing the forms.

Requesting Nominations for 2011-2012 UNOPA President-elect Position.

As noted in the August issue of UNOPA Notes, Donna Boone, 2011-2012 UNOPA President, has left UNL due to her University job being eliminated and finding a new position with an outside company. President-elect Cathy Robertson has stepped into the 2011-2012 UNOPA Presidential position, leaving the President-elect position open. We are therefore, requesting nominations for the 2011-2012 President-elect position.

UNOPA Bylaws describes the position: "The President-elect shall perform the duties of President in the event of the President's absence; shall fill a vacancy in the Presidency; shall assist the other elected officers in appointing committee directors; shall act as Director of the Program Committee, and provide information about each monthly meeting to the UNOPA Notes Director and Hospitality Director; shall be a member of NEOPA and

NAEOP; shall become the President during the following year."

Only Active members of UNOPA may run for office and only Active and Retired members may vote. But any member may nominate an eligible individual for office. Challenge yourself and nominate yourself.

Much of the efforts of this position for the current year have been done (securing programs for the year). President Robertson has already done a great job and I can guarantee that it would be a pleasure working with her and the UNOPA Board.

Please nominate yourself, or someone you know has the ability to fill this position. Send to: **Nelvie Lienemann**, Nomination Director (nlienemann1@unl.edu) or phone: 472-7080.

Since we are in a time crunch, don't hesitate. Please respond with nominations by Thursday, Sept. 8, 2011.

—**Nelvie Lienemann**, Nomination Director



Challenge yourself to be a UNOPA leader!



The Nebraska delegates at the NAEOP Conference, July 19, Charleston, SC. Representatives include office professionals from UNL (UNOPA), Lincoln Public Schools (LPSAOP), Wayne State College (WEOPA), and Nebraska Dept. of Education (NDEOPA).



UNOPA delegates visit Poogan's Porch (top photo) and Fort Sumter, Charleston, SC.

2011 NAEOP conference wrap-up

The 2011 NAEOP (National Association of Educational Office Professionals) conference was held in Charleston, SC, July 17–22. Since Donna Boone couldn't be our delegate to the conference, it was my pleasure to represent UNOPA as the alternate delegate.

I began the week on Monday, July 18, by attending the first of two days of Institute. Institute consists of four half-day classes/workshops, two sessions on Monday and two on Tuesday. If you're working on your PSP certificate or recertification, this is an excellent way to earn some education credits!

The evening of Tuesday, July 19, was our first general session and the night we wear our state "uniform" (navy with gold or yellow) and have our picture taken with all of the other Nebraska members. We had a total of 12 UNOPA members and 1 guest attending. Our twelve members were included in the 24 Nebraska members that were reported as attending the conference. During this session, the flags from all of the states are presented, if a state doesn't have any members in attendance, then usually a member from the host state will carry in that flag. It's really quite a lovely ceremony, seeing all of the state flags being presented and everyone dressed in their state "uniforms"! Carl R. Wells, Director of Access and Equity at the University of South Carolina, was our keynote speaker for this session, and he really got us motivated and ready for the rest of the week!

On Wednesday, July 20, I attended the Advisory Council meeting as the UNOPA delegate. There were six or seven issues/changes that affiliates or the NAEOP board brought forward for the delegates to discuss and vote on. We broke into groups of 8-10 people, and we discussed the issue we were presented. There was a representative from the affiliate who had proposed the change in our group, and she gave us some background information as to why the change was being requested. Our group voted to recommend the change that was presented, and we presented it to the whole Council for consideration. Our second general session and Foundation meeting started after lunch. During the Foundation meeting, Mary

Guest was presented with a \$1,000 member scholarship!

The PSP banquet was Wednesday evening, recognizing those who had earned their PSP certificate in the last year. Those who had recertified in the last year were also recognized. After the banquet, all UNOPA members were invited to the NAEOP celebration recognizing everyone from Nebraska who had earned their PSP certificate or were recertified during the year.

The morning of Thursday, July 21, we met with other members of the Central Area (Nebraska, Kansas, Missouri, Iowa, Illinois and Indiana) where we elected members to serve on NAEOP committees for the next year and discussed some of the struggles and issues that a lot of local and state associations seem to be facing. We brainstormed some ideas and suggestions for those issues, and Lisa Morehouse, our Central Area Director, will be following up with us to pass on those suggestions and ideas. The Awards luncheon was held, recognizing the National Educational Office Professional of the Year and the National Educational Administrator of the Year. Our third general session and awards presentation followed the luncheon. UNOPA received 2nd place for the Louise Henderson Nelson Award in the local category. Thanks to Peg Johnson for putting all of that information together so it could be submitted!

UNOPA Notes also received 2nd place in the Local Newsletter Category 2, Gretchen

Walker our UNOPA Notes Editor accepted this award. And, we received 1st place for the Web Site Award, Non-professional Webmaster Designed Site—Local. Congratulations to Deb Rosenau, our Communications Technology Director “Webmaster”! The official certificates will be presented at our September general meeting.

On Thursday evening, we had eleven of our members, one guest and two Nebraska State Department of Education members join us for dinner at a local downtown restaurant. After dinner, some of us returned to the hotel to enjoy wine and dessert, and others chose to stay downtown to do a little sightseeing and/or shopping. At the hotel we toasted/recognized our three honored members, Lola Young, Gretchen Walker and Mary Guest—Lola for being elected as the NAEOP President-elect; Gretchen for being appointed as Higher Education Council Chairman; and Mary Guest for receiving the \$1,000 scholarship.

Friday, July 22, we attended the Higher Education Council meeting. We asked ourselves, what is the real purpose of this council? What are we doing, where are we going, how can we be effective? We talked in small groups about things that we think could be topics for future NAEOP briefings or Institute sessions. All ideas were passed on to Gretchen Walker, our new Council chair, and she'll be following up with us. We then attended our fourth and fifth general sessions where we voted on the items that were brought from the Advisory Council meeting. And, we had a presentation from some of the members of the state of California and those on the 2012 conference planning committee on what is in store for next year's conference in California. If you can attend, it sure looks like a lot of fun! Friday night was the installation banquet, where Lola Young was installed as the NAEOP President-elect, and Gretchen Walker was installed as the Higher Education Council chairman. Congratulations Lola and Gretchen!

It was a great conference, I was really busy, but I learned a lot, and I appreciated having the opportunity to represent UNOPA during the week!

—Mari Greer

“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 Gotschall, 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.



Awards Committee

It is once again the time of year UNOPA is seeking nominations for the following awards:

2010 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 the 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.

Opportunities To Represent UNOPA

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:

- Faculty Senate (1)
- Chancellor's Commission on Environmental Sustainability (1)
- Emergency Employee Loan Fund Advisory (3 needed)
- Parking Advisory (1)
- Parking Appeals (2)

Contact **Marcy Tintera**, 2-1258, mtintera@unl.edu; or **Roddy Spangler**, 2-3989, rspangler2@unl.edu for additional details.

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.



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

<http://unopa.unl.edu>

**GO
BIG
RED**

Content Convergence Conference series

The Content Convergence Conference series, sponsored by the UNL Office of University Communications, is free and open to all communicators, Web developers, administrators, faculty and other staff members interested in these topics.

All sessions will be held in the Nebraska Union, city campus. Upcoming dates and topics for the fall semester:

- Sept. 28, 1-3 p.m., Writing the Right Way for the Web by Meg Lauerman, Kelly Bartling, and Andy Schadwinkel
- Oct. 26, 1-3 p.m., Creating and Using Web-worthy Photos by Craig Chandler
- Nov. 30, 1-3 p.m., Creating Good Videos for Your Website by Dave Fitzgibbon
- Dec. 14, 1-3 p.m., Effective Integration of Social Media Best Practices by Andy Schadwinkel and Amy Grantzinger

Information on all sessions of the Content Convergence Conference series is posted on the communicators website: <http://communicators.unl.edu/>. The sessions also will be live streamed.