Congratulations to our Boss of the Year recipient, Prem Paul, Vice Chancellor for Research. I hope all those individuals that were nominated feel honored to be recognized by those that they work with. The November luncheon is always a special meeting because we can show our appreciation to our bosses by inviting them to this luncheon.

Along with looking forward to the bosses’ luncheon in November, we celebrate Veterans Day. I hope that everyone had a chance to thank a veteran or a service man or woman for their service to our country.

November is the start of the planning for the holidays. Our December meeting, will be less business and more time for visiting with friends and looking forward to the upcoming season. Please mark your calendars for Tuesday, December 13, as UNOPA members and guests get together to celebrate this special time of year.

As we approach Thanksgiving, Christmas, Hanukkah, and Kwanzaa, holidays, don’t forget to think about those people and things that you are thankful for in your lives. I came across the following quote in one of Carol Bom’s letters she wrote while serving as president two years ago;

Count your blessings instead of your crosses;
Count your gains instead of your losses.
Count your joys instead of your woes;
Count your friends instead of your foes.
Count your smiles instead of your tears;
Count your courage instead of your fears.
Count your full years instead of your lean;
Count your kind deeds instead of your mean.
Count your health instead of your wealth;
Count on God instead of yourself.

-source unknown

Wishing you all Happy Holidays!
Once again, we had a great turnout for the October mentoring workshop, “Surviving the Software: Shortcuts to Managing Key UNL Systems,” held on October 25 with 38 people attending. The panelists included Judy Anderson, Sandy Watmore, Mary LaGrange, and Paul Erickson. The software that was discussed included InDesign, Excel, and SAP. Information was also provided on resources available to UNL staff members for training on various software programs. Ruth Ulrich won the door prize—a $10 gift certificate to Douglas Theaters.

**Upcoming Workshops**

There will be three workshops offered during second semester.

- **February 28:** Balancing Work and Family: Staying Sane in Multiple Roles
- **March 28:** Pioneering New Frontiers: Working with the Web
- **April 25:** Topic to be announced—suggestions welcome!

Please contact Beth Krohn, mkrohn1@unl.edu, or Mary Guest, mguest2@unl.edu, with questions, suggestions, or to sign up for workshops.

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### Treasurer’s Report

**October 2005**

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### UNOPA History in UNOPA Notes*

**Five Years Ago** - (Vol. 39, No. 5)

UNOPA members donated gifts for the KLIN/B107.3 Giving Trees.

**Ten Years Ago** - (Vol. 34, No. 5)

“It’s hard to believe 1995 is coming to a close. With James Moeser, UNL’s new Chancellor, beginning February 1 and Dr. Melvin Jones, Vice Chancellor for Business and Finance, beginning February 5, the new year will get off to an exciting start.” (Excerpt from President’s Message).

**Fifteen Years Ago** - (Vol. 29, No. 5)

The guest speaker for the joint meeting was Lt. Governor Maxine Moul. She is Nebraska’s first woman Lt. Governor. Ms. Moul gave an overview of her career in politics and journalism and with the remaining time, answered member’s questions.

*(Information obtained from UNOPA Notes Vol. 39, No. 5, Vol. 34, No 5. and Vol. 29, No. 5)
November Executive Board Meeting
by Donelle Moormeier, President-Elect

The November UNOPA Executive Board meeting was held November 1, 2005 East Campus Union. President-elect Donelle Moormeier presided over the meeting in the absence of President, Becky Hastings. Because many of the board members were attending a workshop there was not enough members in attendance to make a quorum.

The October minutes were discussed, corrections will be made and both October and November minutes will be approved at the December meeting. Chris Cary won the 2005 NEOPA Educational Professional of the Year Award. She is now eligible for the national (NAEOP) award. Usually the President and President-elect attend the Martin Luther King Breakfast in January. There will be an email vote to approve this as the deadline for the reservations is November 25, 2005. The last football game is November 12th, we are still looking for people to fill the schedule. Donelle reported that she made a presentation about UNOPA to the College of Arts & Sciences Business Support Group meeting.

The Bosses’ luncheon was discussed and everyone agreed that we needed to be especially conscious of the meeting ending by 1:00 p.m. It was decided that the President could do most of the announcements and only committees that had special reports would speak at the meeting. Marlene Pyatt will speak about the giving tree, Judy Andersen will speak about the December workshop, and the Employee Concerns committee will do a brief description of their work.

Donelle read the report on the Bradley Munn Professional Growth Fund submitted by Sandy Watmore. Several payroll-deduction donation cards have been received from members of the current Board and general membership. Sandy is still trying to meet her goal of having a 100% donation rate from the current board and at least doubling the total number of member’s donations. Sandy will be selling chances at the November and December general meetings for a sun catcher. All monies earned from this raffle will go to the Fund, the drawing will be in January, 2006.

Judy Anderson reported that December 1, 2005 from 1:00-5:00 p.m. will be the first UNOPA workshop. The program will include, Roshan Pajnigar, UNL Human Resources: NU Values; Diane Sullivan, organization in the home and office; Chris Cary, how to efficiently pack our suitcases. The workshop will be free of charge to members and a charge for non-members.

Lola Young is getting ready to order pins for the national conference at a cost of approximately $1.60 each. The pin will be in the shape of Nebraska, in red with a green tree and say “Home of Arbor Day.”

The next UNOPA board meeting will be December 6, 2005, 3:00-5:00 p.m. at 1700 Y Street. Everyone will bring a gift for exchange with a $5.00 limit and a snack.

Happy Birthday!

Jan Wacker, UNOPA Past President, recently celebrated her 75th birthday with an open house on November 13th.
Again this year UNOPA has selected Fresh Start and St. Monica’s as our giving tree recipients. Ornaments were on the tree for specific items wished for by residents of Fresh Start. Please provide a box or gift bag for your gift but do not wrap. They will accept used items if in good condition (would you use it in your home?). If you have any questions, please call Marlene Pyatt at 472-8778 or email at mpyatt2@unl.edu. Turn in all gifts and donations to Marlene at 401 ADM on or before our December 13th meeting. Call Marlene to make arrangements for pickup if you have more items than you can carry.

UNOPA’s Giving Tree

REMEMBER

This is to challenge each of you to give generously to St. Monica’s. Thanks to everyone who took a name from our Giving Tree for the people from Fresh Start. Remember, you can bring your items to my office, 401 ADM at anytime, you do not have to wait until our December meeting on the 13th to bring the items. Contact me if you need help getting the items to my office.

Items needed by St. Monica’s

- Towels
- Wash Cloths
- Hand Towels
- Bath Towels
- Kitchen Towels
- Dish Rags

- Kitchen Items
- Utensils
- Cutlery
- Storage Containers
- Colanders
- Any other “small” kitchen items

- Sheet Sets
  - Twin
  - Full

- Full Sized Personal Care Items
  - Lotion
  - Body Wash
  - Shampoo
  - Conditioner
  - Feminine Hygiene Products

- Calendars/Planners
  - Small/Medium Sizes to carry with them

- Table Cloths
  - 53” oval size table for special occasions (prefer cloth)
  - 36” X 48” rectangle table for everyday use (can be cloth or vinyl)
  - 36” X 108” rectangle table for everyday use (can be cloth or vinyl)

- Placemats/Napkins
  - Groups of 10
With Sympathy

Esther Sorensen, 82, longtime UNOPA Member and UNOPA retiree, recently passed away on October 17th. She began employment in 1976 with Scientific Stores. Esther later transferred to University Stores and finally to Food Stores. Esther retired from UNL on May 7, 1993 after 16 1/2 years with UNL. Esther is survived by her daughter, Diane Shannon, son & daughter-in-law, Gregg and Ruthann Sorensen, and 2 grandchildren. Memorials can be made to Grace United Methodist Church (2640 R Street).

Do you have news for UNOPA Notes?

Send information you would like included in an upcoming issue of UNOPA Notes to Rhonda Zugmier, rzugmier1@unl.edu by the deadlines noted below.

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Member Concerns

by Marlene Pyatt, Corresponding Secretary

Several cards were sent out the month of November to the following people.

Theresa Sis - Thinking of You card
Rose Frolik - Thinking of You card
Marie Cripe - 100th Birthday card
Jan Wacker - 75th Birthday card
Mary Klucas - Get Well card
Pat DeStefano - Get Well card

Thanks to everyone for keeping me informed and providing home addresses with your requests. Please continue to let me know when a card needs to be sent to our members for whatever the reason. They are greatly appreciated.
Dr. Prem Paul, Vice Chancellor for the Office of Research and Dean of Graduate Studies, was named the 2005 Floyd S. Oldt Boss of the Year, on Tuesday, November 8, 2005.

Paul won the award at the November meeting of the University of Nebraska Office Personal Association (UNOPA) at the Champions Club in front of more than 150 people.

This award is given each November and recognizes University of Nebraska employees who demonstrate outstanding supervisory and interpersonal skills and encourage employee personal and professional development.

Here is a paragraph from Paul’s nomination letter, “The nominee’s most outstanding attribute as a leader and “boss” is his positive attitude and love for his work, which informs all aspects of his job and creates a great atmosphere for those who work with him. He has high expectations of himself and others, but he rewards hard work and maintains a positive “can do” attitude even when times are tough. He is the very model of a great boss.”

Paul was named Vice Chancellor for Research in July 2001 and assumed his additional duties as Dean of Graduate Studies in July 2002. Prior to coming to UNL, Paul spent 16 years at Iowa State University.

As part of the award, Paul received a plaque, a $500 stipend, and a one-year membership to UNOPA.

Nominees for the award (left to right):
• Prem Paul, Vice Chancellor for the Office of Research and Dean of Graduate Studies;
• James Griesen, Vice Chancellor for Student Affairs
• Giacomo Oliva, Dean of the Hixson-Lied College of Fine and Performing Arts
• Anthony “Tony” Schkade, Assistant Director of the Office of Registration and Records
Not pictured:
• Sang Lee, Professor, Chair and Eminent Scholar in the Management Department; and Executive Director of the Nebraska Entrepreneurship Center
Cary Earns Nebraska Educational Office Professional Of The Year Award

Christine Cary has been named the Nebraska Educational Office Professional of the Year.

Cary, recruitment staff assistant for the Office of Graduate Studies, was presented the award Oct. 15 during the Nebraska Educational Office Professionals Association meeting in Omaha. Cary has worked for NU for 10 years, and has been with Graduate Studies since Oct. 1, 2004.

The award advances Cary as Nebraska’s nominee for the National Educational Professional of the Year award. That honor will be awarded in July at the national conference in Dallas.

Cary is available to give a 15-minute talk ‘It’s not just a job if you love it,’ or a one-hour workshop ‘Packing for Business Travel.’

Her work on the packing workshop was included in the award nomination.

For more information on the talk or workshop, contact Cary at 472-5836 or ccary2@unl.edu.

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Tom Simons, Coordinator of News & Information, Office of University Communications, University of Nebraska-Lincoln

Calendar of Events

December 6   UNOPA Executive Board Meeting
December 13  UNOPA General Meeting
             Holiday Party “A Plains Fiddle Style” with Dave Fowler & Carolyn Johnsen  
             City Union
January 10   Joint UNOPA/UAAD Meeting
             President James Miliken
February 28  Mentoring Workshop
             Balancing Work and Family: Staying Sane in Multiple Roles
President Becky Hastings called the meeting to order at 12:02 p.m. with a welcome. New members since October and guests were recognized.

OFFICERS REPORTS
President, Becky Hastings
October General Meeting Minutes. The first item of business was to approve the October 2005 general meeting minutes which were published in the October issue of UNOPA Notes. Becky asked the membership if there were any corrections or changes to be made. As there were none, Becky stated that the October general meeting minutes would stand approved as printed.

Treasurer’s Report. Becky noted that copies of the Treasurer’s report were on the tables. The report will be entered into the records of the meeting as printed. Any corrections or questions should be addressed to Gretchen Walker. Gretchen will then advise the Recording Secretary of any changes. For the record, the beginning balance on October 1, 2005 was $3,440.01 with income of $407.71 and expenses of $252.17, leaving an ending balance on October 31, 2005 of $3,595.55. The cost object balance was $1,843.11 and the CD balance was $3,053.42.

UNOPA Notes. Reminder: the next UNOPA Notes deadline is November 15. Contact Rhonda Zugmier if you have any items for the newsletter.

Football Parking Lot. Five people are still needed to work the football parking lot for the November 12 game. This is the last home game. Contact Donelle Moormeier to sign-up.

Membership Dues. The membership early registration deadline has passed. Annual dues are now $12. Contact Amy Stewart if you are interested in joining or renewing your membership.

Pins for National Conference. Lola Young is getting ready to order pins for the national conference. They will be in the shape of the state of Nebraska and say “Home of Arbor Day.” The cost will be about $1.60 each. As a reminder for those new to UNOPA, the pins will be traded with other participants at the National Association of Educational Office Professionals (NAEOP) conference which will be held in Dallas, July of 2006.

FYI. Becky also noted that UNL NU Flex materials will be sent November 14, 2005.

Raffle Tickets. See Sandy Watmore to purchase your raffle tickets for the stained glass sun catcher which was donated by Cathy Leazer. Proceeds will go to the Bradley Munn Professional Development Fund. Tickets are 25¢ each or 5 for $1.00. The drawing will be held at the January 2006 general meeting.

NEOPA Award. Becky announced that Chris Cary was awarded the 2005 NEOPA Educational Professional of the Year award at the October 14 Fall NEOPA Workshop.

Chris is an employment-recruitment staff assistant with UNL Graduate Studies. She has been a UNOPA member since 1999, a NEOPA member since 2001, and a NAEOP member since 2001. She has held several offices and has served on numerous committees at all three levels. Chris attained her PSP certification of Associate Degree, Option II and CEOE in 2004. Congratulations, Chris!

Hurricane Relief Donation. Becky received a thank-you letter from the National Association of Educational Office Professionals (NAEOP) for UNOPA’s donation to the NAEOP disaster relief fund. These funds will aid educational office professionals impacted by hurricane Katrina.

(Continued on Page 9)
Corresponding Secretary, Marlene Pyatt
Marlene received a general list of items needed by St. Monica's Behavioral Health Services for Women. Copies were on the tables for members to take with them. On the Holiday Giving Tree were names of women receiving assistance from Fresh Start Home and a list items they each need. Please deliver your items for St. Monica's or Fresh Start Home to Marlene prior to the December 13 general meeting if at all possible. Contact Marlene with any questions.

STANDING REPORTS
Employee Concerns, Tonda Humphress
Tonda took a moment to explain that University office professionals, along with administrators, faculty and students, have a strong interest in the success of the University. In response to this interest, UNOPA established the Employee Concerns Committee. The Committee and its 16 subcommittees help the University deal with various concerns.

Tonda encouraged those who have a university-related concern which they would like shared with UNOPA members, or a concern for which they would like to receive input from UNOPA office professionals, to contact any of the committee members.

Business cards with the UNOPA Web site information were on each table. Information about each UNOPA committee and contact information are listed on the Web site.

Professional Growth, Judy Anderson
Judy announced the first UNOPA professional development workshop of the year will be held Thursday, December 1, 2005, from 1:00 p.m. – 4:30 p.m., at the City Campus Union. Workshop announcements for Value It... Organize It... Pack It were on the tables. The workshop is free to UNOPA members and $10 for non-members. Call Judy at 472-7021 to register.

The three-part program will include:
- Roshan Pajnigar, UNL Human Resources: NU Values explained
- Diane Sullivan: Organize your home, your office, and your life
- Chris Cary: Pack your suitcases with room to spare

Hospitality, Pat DeStefano and Susan Thomas
The 50/50 drawing was won by guest Rod Chambers in the amount of $66.50.
Centerpieces were provided by the Champion's Club and not given away. But wonderful baskets of assorted goodies were! Each basket was a different theme and was designed/assembled by a Hospitality Committee member. Basket winners included three UNOPA members and six guests. Congratulations to all!

Wine—Judy Douthit
Hawaii—Mary Werner
Chocolate—Brenda West

Coffee—Ken Svoboda
Thanksgiving—Deana Unger
Romantic—Nancy Hoffman

Popcorn—Melissa Phifer
Italian—Connie Johnson
Barbeque—Joan Mendoza-Gorham

Program, Donelle Moormeier
Donelle introduced today's speaker, Janice Driesbach, Director of Sheldon Memorial Art Gallery and Sculpture Garden. Just a couple of highlights from her presentation:
- Sheldon has one of the finest collections of American art in the United States
- There are over 13,000 items in Sheldon's art collection, in all types of media
- Some pieces travel internationally as part of traveling exhibitions (e.g. London)
- Each year, fourth, fifth and sixth grade students from Lincoln schools tour the art gallery

(Continued on Page 10)
**Boss of the Year Award, Jan Edwards**

Jan introduced and thanked her committee for their hard work. Two of the three judges attended the luncheon and were recognized: Susan Danekas from Another Home and Ken Svoboda from Ray’s Lawn and Home Care. The third judge, Rick Wallace with Community Development Resources, was not able to join us.

Jan then introduced the five nominees for the 2005 Floyd S. Oldt Boss of the Year Award.

- James V. Griesen, Vice Chancellor for Office of Student Affairs
- Sang M. Lee, Professor, Chair, and Eminent Scholar, Department of Management (was not able to attend)
- Giocoma M. Oliva, Dean, Hixson-Lied College of Fine and Performing Arts
- Prem S. Paul, Vice Chancellor for Research and Dean of Graduate Studies
- Anthony “Tony” R. Schkade, Assistant Director, Registration and Records

David Hansen, chairperson of the Psychology Department and 2004 Boss of the Year, spoke briefly about what an honor it was to have received the award. Excerpts from the letters of nomination for this year’s winner were read by Jan. Following this, David announced that the recipient of the UNOPA 2005 Floyd S. Oldt Boss of the Year Award was Prem S. Paul, Office of Research and Graduate Studies. Congratulations Dr. Paul!

The next general meeting will be December 13.

The meeting was adjourned at 12:58 p.m..

Respectfully submitted,

Valerie Egger

(Minutes printed as submitted)