



# UNOPA Notes

University of Nebraska Office Professionals Association - November 2005/Volume 44, Issue 4

## UNOPA Board of Directors

- President,** Becky Hastings  
bhastings2@unl.edu 472-2085
- President-elect,** Donelle Moormeier  
dmoormeier1@unl.edu 472-2069
- Recording Secretary,** Valerie Egger  
vegger1@unl.edu 472-0449
- Corresponding Secretary,** Marlene Pyatt  
mpyatt2@unl.edu 472-8778
- Treasurer,** Gretchen Walker  
gwalker1@unl.edu 472-0602
- Awards,** Jan Edwards  
jedwards1@unl.edu 472-2097
- Bradley Munn Professional Growth Fund,**  
Sandy Watmore, 472-1066, swatmore1@unl.edu
- Communication Technology,** Diane Wasser  
dwasser1@unl.edu 472-6251  
<http://www.unl.edu/unopa/index.htm>
- Employee Concerns (Co-Directors),**  
Tonda Humpress, 472-3756, thumpress1@unl.edu  
Pat Hust, 472-6976, phust1@unl.edu
- Hospitality (Co-Directors),**  
Pat DeStefano, 472-3756, pdestfano2@unl.edu  
Susan Thomas, 472-8617, sthomas1@unl.edu
- Membership,** Amy Stewart  
astewart2@unl.edu 472-8172
- Mentoring (Co-Directors),**  
Mary Guest, 472-3755, mguest2@unl.edu  
Beth Krohn, 472-8140, mkrohn1@unl.edu
- NAEOP/NEOPA Coordinator,** Lola Young  
lyoung5@unl.edu 472-1047
- Nominating,** Christine Cary  
ccary2@unl.edu 472-5836
- Outreach (Co-Directors),**  
Barb Andersen, 472-8687, bandersen1@unl.edu  
Mari Greer, 472-3554, mgreer1@unl.edu
- Professional Growth (Co-Directors),**  
Judy Anderson, 472-7021, janderson5@unl.edu  
Mary Guest, 472-3755, mguest2@unl.edu
- Program,** Donelle Moormeier  
dmoormeier1@unl.edu 472-2069
- UNOPA Notes,** Rhonda Zugmier  
rzugmier1@unl.edu 472-7907



## President's Corner *"Keep The Candle Burning"*



It's hard to believe that summer is over and fall is here – which means the holidays are right around the corner (have you started your Christmas shopping yet?!?).

As you know, the organization that I have chosen this year for our 50/50 proceeds is Camp COHOLO (Courage, Hope, & Love). I was able to read a very touching letter that John and Wendy Lohmeier (John works with me in the Inventory Department) wrote about their oldest daughter Tiffany, who actually benefited from the camp. As John and Wendy said in their letter – "Camp COHOLO touched the Lohmeier's lives more than anyone will know. We thank UNOPA for your donation to such a great cause." I want to thank those of you that have purchased 50/50 tickets the last couple of meetings and thank you in advance to those that will purchase 50/50 tickets at the future meetings. As the Lohmeier's said in their letter, the money that we will be donating to Camp COHOLO at the end of this year will definitely be going to a great cause.

By the time that you receive your UNOPA Notes, there will be only one home football game left. Please contact Donelle Moormeier or Valerie Egger to see if they still need volunteers to fill time slots for this game. Remember – for each two hour time slot you volunteer and work, your name will be put into a drawing for a \$50.00 gift card from Wal-Mart. I appreciate all those UNOPAn's and their families that worked the parking lot this year!

Don't forget that the next general meeting will be November 8, 2005 at the Champions Club. At this lunch we will be presenting the Boss of the Year Award. I hope to see you all there along with your boss!

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## UNOPA Mentoring Workshop

by Mary Guest, Co-Director, Mentoring



The first UNOPA Mentoring workshop was held on Tuesday, September 27, with 30 people in attendance. The workshop, "Seeking Wisdom, Sharing Wisdom: The Power of Mentoring," was presented by panelists Vicki Highstreet, Nancy Myers, Deb Mullen, and Tom Workman. All the speakers were very enthusiastic about the mentoring process, and got our mentoring series off to a great start. Mentoring occurs in informal and formal settings, and it occurs many times over the course of a day.

Nancy Myers distributed a handout titled, "Deepening Your Relationships and Connection at Work," (partially adapted from Wall, Bob, "Working with Relationships," 1999) that detailed the following points:

1. Become more approachable—do you look friendly and approachable?
2. Reach out to others—make a commitment to approach people who you would like to get to know.
3. If you have problems starting conversations with people who you don't know well, here are some ideas:
  - Ask about their job histories and how they got to where they are today
  - Ask about outside interests and their family
  - Ask about where they were raised
  - Ask them to share information about a topic which interests you
4. Personal Development and Action Planning
  - Identify one year, two year, and five year career or personal goals. Define the steps necessary to reach your goals.
  - Do you need to broaden job experiences? Identify appropriate strategies with your supervisor to expand your job without being overworked.
5. Explore opportunities within UNOPA and other professional organizations
  - Sit next to a new person at every UNOPA meeting and talk to them
  - Think about someone who has been successful and ask them if they would be willing to share with you what they did to get where they are.

Overall, this was a very informative workshop, and people left with the feeling that their time was well spent!

### November 29th Mentoring Brownbag

by Mary Guest, Co-Director, Mentoring

The topic for the November 29 Mentoring Brownbag will be: Stepping Up the Ladder: How I Advanced My Career at UNL. This brownbag session will be held in the Nebraska City Union, 12:00 noon to 1:00 p.m., room will be posted. Watch your mail for the flyer in early November for the list of panelists.

Please plan to attend!!! Contact Beth Krohn (mkrohn1@unl.edu) or Mary Guest (mguest2@unl.edu) if you have questions or if you plan to attend.

### Bradley Munn Professional Growth Fund

by Sandy Watmore, Director

We are constantly looking for ways to replenish the Bradley Munn Professional Growth Fund and are in the process of completing plans for a mini raffle with all proceeds going to this fund. Also, another easy way EVERY UNOPA MEMBER can help with this project and can claim partial ownership in this fund, is to give a small amount per paycheck through an automatic withdrawal directly to this fund! If EVERY UNOPA MEMBER GAVE what one cup of coffee or one bottle of soda costs just twice a month (per bimonthly paycheck deduction), we would earn over \$5000 for this fund each year! This is one way we all can help assure these funds continue to be available for future applicants. My first goal is to have 100% giving participation from the current UNOPA board. My second goal is to double the overall percentage of members who give! Please consider giving whatever you can (maybe just \$1, 50¢, or 25¢ per paycheck) to this fund. (If you'd rather, you can make a "One-Time-Donation" to this fund). Either way you would know you are partially responsible for UNOPA having this fund to help our members in their Professional Growth endeavors! Contact Sandy Watmore for donation forms and/or for more information @2-1066.



## Treasurer's Report September 2005

Beginning checking balance September 1, 2005		\$2,542.45
Income:	Expenses:	
Hospitality	Corr. Secretary	\$284.90
Membership	President Elect	\$ 45.00
Ways & Means	Ways & Means	\$ 3.19
50/50		
Miscellaneous		
Interest		
Total Income:	Total Expenses:	\$ 333.09
Ending checking balance September 30, 2005		\$3,440.01
Checking Balance		\$3,440.01
Cost Object Balance		\$ (896.06)
		\$2,543.95
CD		\$3,053.42

### UNOPA PROPOSED GENERAL BUDGET 2005-06

Officer or Committee	Projected Expense	Projected Income	Profit or Cost
President	530.00		(530.00)
President-elect	430.00		(430.00)
Recording Secretary	16.00		(16.00)
Corresponding Secretary	762.00		(762.00)
Treasurer	75.00		(75.00)
Awards	3,950.00	3,350.00	(600.00)
Communication Technology	20.00		(20.00)
Employee Concerns	50.00		(50.00)
Hospitality	525.00		(525.00)
Membership	135.00	1,413.00	1,278.00
Mentoring	120.00		(120.00)
Miscellaneous (Special Projects)	600.00		(600.00)
NEOPA/NAEOP Liaison	25.00		(25.00)
Nominating	85.00		(85.00)
Outreach	390.00	232.00	(158.00)
Professional Growth	250.00		(250.00)
Program	300.00		(300.00)
UNOPA Notes	650.00		(650.00)
Ways & Means	25.00	4,763.00	4,738.00
Total Expenses	8,938.00		
Total Income		9,758.00	
Profit/Cost			820.00
UNOPA CD	\$3,053.42		

## October Executive Board Meeting

by Donelle Moormeier, President-elect

The October board meeting was held on October 4, 2005 at 3:00 p.m. at 1700 Y Street. Minutes from the September meeting were approved as revised.

President, Becky Hastings reported that there had been \$50 of contributions from the UNOPA membership for the Hurricane Katrina victims. A motion was made and carried that UNOPA would make a matching contribution of \$50.00 from the general fund. There was discussion on the officer and committee budgets and after some revisions the budget was approved to be presented to the October General Membership Meeting. The logo has been changed to reflect UNOPA's name change from University Office Personnel Association to University Office Professionals Association. Becky has a supply of old stationary and requested that it be used up before using any with the new logo. UNOPA will still need a new banner. Sandy Watmore will take on this project and get more information. Becky and Russell Bartholow met with Herb Howe on September 13. UNL administration wants UNOPA members to focus on student recruitment. Administration is also in the process of writing a Request for Proposals (RFP) to operate a child care facility in the Whittier North Building. Marlene Pyatt, contacted Fresh Start Home for the holiday Giving Tree. She also contacted St. Monica's but is waiting for a call back. It was suggested that the Lincoln City Mission might also be a Giving Tree possibility. Treasurer Gretchen Walker reported that the beginning checking balance on September 1, 2005 was \$2,542.45 Income was \$1,230.65, and expenses were \$333.09. The ending checking balance at \$3,440.01. The cost object balance is -\$896.06 and the CD balance is \$3,053.42. To date, Jan Edwards has received no nominations for the Boss of the Year Award and does not have judges. Sandy Watmore is looking for contributions from the board members for the Bradley Munn Fund, #2484 which can be done through payroll withdrawal. No one has applied yet for the \$100 reimbursement; applications are due October 15. The donation forms used for the CD #2482 fund need to be reprinted. The cost of the reprint will come from the general budget. Diane Wasser is working on changing the Web site to reflect UNOPA's change in name from "personnel" to "professionals." The UN logo is now on the Web site in compliance of the new graphics standards UNL is implementing. Pat Hust reported that a member of the Employee Concerns committee will be speaking at each of the general meetings. A motion to allow the Professional Growth committee to sell holiday wares at the November, December, March and April meetings was carried. Amy Stewart, Membership Director hopes to have membership cards out within a week or so. A motion was made and carried to destroy the ballots from last year's bylaws vote. The first UNOPA mentoring Brownbag was held on Tuesday, September 27th with thirty people attending. The next Brownbag will be Tuesday, October 25th with the topic "Surviving UNL Resources/Software." Lola Young reminded us of the NEOPA clothing drive and the NEOPA workshop coming up on October 15, 2005. The meeting was adjourned at 4:30. The next Board meeting will be November 1, 2005 at East Campus Union. President Hastings will be on military duty from October 18 through November 5 therefore President-elect, Donelle Moormeier will preside at the November board meeting.

### **DID YOU KNOW AS A MEMBER OF UNOPA YOU CAN APPLY FOR UP TO \$100 REIMBURSEMENT FOR YOUR PROFESSIONAL GROWTH ACTIVITIES?**

The first deadline for application has expired (October 15, 2005) but you still have plenty of time to meet the next application deadline of January 15, 2006 (or the third deadline of April 15, 2006). To qualify for a reimbursement from the Bradley Munn Professional Growth Fund, you (1) need to be a member of UNOPA, (2) have never before received such a reimbursement or received your last one at least 2 years ago, AND (3) have completed/passed a class, attended a workshop, or applied for a PSP certificate. Contact the Bradley Munn Professional Growth Director, Sandy Watmore @472-1066 for application information. Can you afford to pass up this \$100 opportunity?

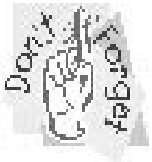
### **Member Concerns**

by Marlene Pyatt, Corresponding Secretary

Let me know of any members who need a card sent to them. Be sure to include their home address with your email. This can be for sickness, death in family, thinking of you, congratulations, etc. I personally know as I received one last month from UNOPA that they really can make someone's day a little brighter.

Cards that I sent out this last month were to:

Rose Frolik - Thinking of you card  
Donna McCarthy - death of her brother-in-law  
Donette Petersen - death of her mother-in-law  
Doreen Wagenaar - death of her father  
Leslie Brooks - get well card as she was in the hospital



## Boss of the Year Award November 8th General Meeting

by Barb Carley

This year's Floyd S. Oldt Boss of the Year award will be presented to one of five nominees at the November 8th general meeting. This would be a GREAT time to bring your boss and enjoy the atmosphere of Champions Club, the fine dining experience of food catered by Chances R restaurant and mingle among co-workers from both campuses. Janice Driesbach, Director, Sheldon Art Gallery, will have a presentation and commentary of their collection. Invite your boss today and get it on the calendar!



### HOLIDAY GIVING TREE

by Marlene Pyatt - Corresponding Secretary

This year UNOPA is going to again support St. Monica's and the Fresh Start Home.

St. Monica's offer substance abuse & mental health services specifically to adolescent girls, women & their children. They offer short-term residential, day treatment or intensive outpatient setting. One of their programs is moving to a new location and will be needing kitchen supplies. They will also provide us with a list of items that can be used in several areas.

Fresh Start Home's mission is to ensure the provision of services to women who experience barriers in their lives and to assist restoration of these women to the community. This is a transitional housing program for women who are homeless. They will provide us a list of names with their specific requests. Watch for specific details coming soon and the giving tree will be up at the November general meeting.

### THANK YOU NOTE

Just a note of thanks to everyone for the cards, emails, phone calls, and flowers that I received after having surgery for my broken leg. They were great pick-me-ups while I was struggling to get around on crutches. Your thoughtfulness is greatly appreciated.

Marlene Pyatt

### 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.

#### Issue

December 2005

January 2006

#### Deadline Date

November 15, 2005

December 15, 2005

## Last Call!!!! Show your Husker Spirit while helping UNOPA

We have one remaining game left to sell parking for UNOPA's only fund raiser. If you haven't already helped sell parking at the Parking lot this year, please consider helping at the last one on November 12th. Please contact Donelle Moormeier and Valerie Egger to volunteer to help them out. (Their phone numbers are listed on page one).

UNOPA covers the parking lot (located at 1820 R Street) from 6:30am until kick-off.

Remember: It is important that all members do their share in helping out. If you are attending the games and aren't able to help, please consider parking in our lot. This way you are helping support UNOPA.



### Go UNOPA and GO BIG RED!

### *UNOPA History* in UNOPA Notes\*

#### Five Years Ago - (Vol. 39, No. 4)

Ken Holm, Director of Printing & Copy Services was the recipient of the 2000 Boss of the Year Award.

UNOPA & UAAD Presidents were invited to attend monthly meetings with Herb Howe, Assistant to the Chancellor.

#### Ten Years Ago - (Vol. 34, No. 4)

Membership as of 11-14-95

Renewals 174

New Members 27

Honorary Members 18

Free Membership 4

TOTAL: 223

#### Fifteen Years Ago - (Vol. 29, No. 4)

Kathy Ryan made the motion that "UNOPA supports the Drafting of a proposal to establish a C-Line Sick Leave Bank." Second by Janet Holtzhauser. Motion carried.

\*(Information obtained from UNOPA Notes Vol. 39, No. 4, Vol 34, No 4. and Vol. 29, No. 4)

# Happy 100th Birthday!!

Marie Cripe, one of the original members of UNOPA, will be celebrating her 100th birthday on November 26, 2005. She was Department Secretary in the Women's Physical Education Department under Mabel Lee, Dudley Ashton and Madge Phillips. Marie listed her beginning year with UNOPA as "When UNOPA began".

Marie now lives with her daughter at 1501 Oakhill Drive, Oklahoma City, Oklahoma, 73127 but is still a big Husker fan! She is a 1927 graduate of the University of Nebraska and was also a charter member of Tassels.

(Information submitted by Mary Cripe Oltjenbruns, Marie's daughter).



Marie playing piano - August 2005



This picture was taken in her office in the Women's Physical Education Department in 1974



Marie was being honored at the Women's Physical Education Senior Banquet in 1974. She was retiring as Department Secretary, having started in February 1949 and retiring in 1974.



## **Elected Office Spotlight Treasurer**



Last month the elected position of Recording Secretary was the office featured in the Elected Office Spotlight. This month, the focus will be on the Treasurer position. The information below is the result of surveys returned by UNOPA Members who have served as UNOPA's Treasurer.

The focus of this information is to help current UNOPA members learn about the specific elected offices and to see that these individuals all had rewarding experiences and don't regret saying Yes. As you read this information, please ask yourself, "Is this something I could do and want to do?" If you answer yes, please call the Nominating Chair, Chris Cary, 472-5836 to have your name put on the ballot for the 2006 - 2007 UNOPA Elected Officers.

### **How did you grow professionally?**

- I prepared guidelines with each activity that was performed, I believe they are still being used today in an updated version and I also learned how an organization operates.
- Getting more organized.
- I had the opportunity to be part of the UNOPA board and consequently be part of the decision making process on what direction UNOPA was going, and what we as a group wanted to support or not.
- Understanding more how UNOPA works and networking.

### **What do you treasure from your experience?**

- The relationships made with other peers.
- The kindness of all who helped me.
- The wonderful friendships that resulted from working with UNOPA members.
- Getting to know so many wonderful people in UNOPA.

### **Do you have anything else you would like to add that might help someone decide to run for this office?**

- It's an enjoyable and rewarding experience.
- Being an officer or a committee chairperson is a great way to make new and lasting friendships. You can also learn or polish your leadership skills.
- It really was a fun and interesting experience. The people that you work with is what really makes this experience great.

### **How much time per week did you spend on this position**

- 2 - 3 hours on average.
- 3 hours
- I did not keep track. However, there was not a big time commitment once I had set up the form I wanted to use for reporting.
- Maybe an hour but some weeks it could be more.

### **What was your biggest fear going into your office?**

- What needs to be done? Will I miss something?
- Standing up in front of people to give the report every month.
- Being in front of everyone at the meetings.

(Note: When asked if their fear was realistic, all answered No.)

### **On a scale of 1 - 10 (10 being the highest) how would you rate your experience?**

- 10
- 8
- 10
- 9

If you are interested in running for this office, please contact Chris Cary at . If you would like to talk to someone who as served as UNOPA's Treasurer, please contact Rhonda Zugmier at 2-7907 for names and phone numbers of past Treasurers who would be more than happy to talk to you about being UNOPA's Treasurer.

**UNOPA General Meeting**  
**October 11, 2005, 11:45 A.M.**  
**East Campus Union**

**CALL TO ORDER:** President Becky Hastings welcomed everyone at 11:57. She recognized those members who were new since the September general meeting as well as guests.

**OFFICERS' REPORTS**

**Recording Secretary:** Becky Hastings noted that the minutes from the September general meeting needed to be approved and asked for any corrections or amendments. As none were offered, the minutes stand approved as printed in the October UNOPA Notes.

**Corresponding Secretary:** Marlene Pyatt

Marlene announced that donations to the Holiday Giving Tree would once again go to St. Monica's and Fresh Start Home. Both were thrilled with UNOPA's response to their needs last year and are excited to be part of our holiday giving once again. Marlene discussed the goals and mission of each. As part of St. Monica's is moving to a new building, they will especially need kitchen items. Fresh Start will provide Marlene with some names of women using their services and their specific needs. These names will be on the Giving Tree at the November general meeting.

**Treasurer:** Gretchen Walker

Gretchen noted that copies of the 2005-06 budget were on the table and that the budget needs to be approved. She requested that members take a few minutes to look over the budget and then opened up the floor for questions. One member asked why the Bradley Munn Professional Development Funds was not included in the budget. Sandy Watmore replied that what is used by the funds depends on the monies coming in to the fund, and that she would discuss it further in her report. Barb Carley moved that the 2005-06 be approved as printed. Tricia Liedle seconded the motion. Motion carried.

The beginning checking balance on September 1, 2005 was \$2542.45. Income was \$1230.65 and expenses were \$ 333.09. That leaves the ending checking balance at \$3,440.01 with -\$896.06 in the cost object. The CD balance is \$3053.42

**STANDING COMMITTEES**

**Awards,** Jan Edwards

Five nominations have been received for the Boss of the Year Award. The award will be presented at the November 8, 2005 general meeting to be held at the Champion's Club. The nominations will go to the judges this week. Jan encouraged all members to invite their bosses to the luncheon. Not only could you have an enjoyable lunch with your boss, but the experience might help them get a better understanding of UNOPA.

**Bradley Munn Professional Growth Funds,** Sandy Watmore

The next deadline for applying for professional growth reimbursements is Saturday, October 15. Sandy has the applications with her. Sandy adds to the fund in a variety of ways. One way that UNOPA members can add to the fund is through payroll deductions. Even \$.25 per pay check can make a difference. If interested, contact Sandy for the payroll deduction form. To also help increase the fund, there will be a mini-raffle for a stained-glass sun catcher made of amber and brown glass. The sun catcher was donated by UNOPA member Cathy Leazer. Sandy will have more information on the raffle in the near future.

**Spring NEOPA Conference:** Diane Wasser and Sandy Watmore

Diane and Sandy reminded members that UNOPA will sponsor the Spring Nebraska Educational Office Professionals Association (NEOPA) Conference which will be held March 30-April 1, 2006. They invited members to help out by serving on a conference committee (e.g. program, hospitality, registration). The committees will be organized soon. The conference theme is: Daffodils, Daisies and Dandelions. It will explore the differences and similarities between educational office professionals across the state.

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**Employee Concerns:** Judy Anderson

The Employee Concerns Committee felt it would be helpful for UNOPA members to hear from individual committee members about their roles as members of various campus employee concerns committees. Members of these campus committees are also members of the UNOPA Employee Concerns Committee.

Today, Judy Anderson is the first member of the UNOPA Employee Concerns Committee to speak to the UNOPA membership. Judy is a member of the UNL Parking Appeals Committee. The committee meets monthly to review appeals and is comprised of three members each from: UNOPA, UAAD, and the Faculty Senate. If you dispute a parking ticket, your appeal goes to the Parking Appeals Committee. It is more effective if you personally show-up to discuss your appeal rather than simply relying on a written appeal. They average twenty appeals a month for faculty and staff. Student appeals are heard by a student parking appeals committee. The other UNOPA members on the Parking Appeals Committee are: Deb Hendricks and Linda Thelen.

**Outreach:** Mari Greer

The Strides Against Breast Cancer Walk will be October 30. It begins at 1:00 with registration at 12:00. Pre-registration is not necessary. Brochures are on the tables if you are interested in participating. There is no minimum contribution. Right now, about ten people are signed up for the UNL team. Contact Mari for further details or to sign up. Mari also has t-shirts for \$12 each. One member also noted that Office Depot carries Making Strides sticky notes.

**UNOPA Notes,** Becky Hastings

Becky spoke on behalf of Rhonda Zugmier reminding everyone that the next deadline for UNOPA Notes is October 14 (for the November issue)

**OLD BUSINESS**

Becky Hastings gave us a brief football parking update. As discussed at the September general meeting, the names of parking lot volunteers will be added to a drawing for a \$50 Wal-Mart gift certificate. Karen Randall contacted Becky after the September general meeting to let her know that Wal-Mart would possibly donate the gift card to UNOPA. The required forms have been filled out requesting the donation of a gift card and will be submitted to Wal-Mart. Volunteers are still needed for the October 29 and November 12 games. Please see the co-chairs for those days, or sign-up as you leave today. Co-chairs are: October 29, Sandy Watmore and Gretchen Walker; November 12, Donelle Moormeier and Valerie Egger.

This year's 50/50 contributions will be donated to Camp COHOLO which stands for Courage, Hope and Love. The camp is for children diagnosed with cancer. It is an opportunity for them to spend a week with children in similar situations in a camp environment. To help UNOPA members better understand what this camp is all about, Becky read a letter from her colleague, John Lohmeier, about his daughter's experience with leukemia and Camp COHOLO. In brief, John's daughter Tiffany was three years old when she was diagnosed with acute lymphoblast leukemia. During her years of treatment, she attended Camp COHOLO from age five through seventeen. During the one-week camp experience, she and other children were "normal" kids. They smiled and laughed—something that was rare during their normal routines. They were supported at camp by a host of health care providers operating a well organized system for dispensing on-going treatments and medications. One of the difficulties of returning to camp each year was knowing that there would be faces missing from the prior year. Tiffany was one of the more fortunate participants of Camp COHOLO. She is now a healthy, married, very involved, 21-year old who is also a Camp COHOLO counselor.

**NEW BUSINESS**

UNOPA members are invited to attend a UAAD professional development program on Wednesday, Oct. 12, from 12:30 to 2:30 p.m. in the East Campus Union. As an update to the email she sent out earlier, Becky explained that UNOPA members can attend for free. The program, Proactive with Self, looks at ways to become more proactive in the workplace. It will be led by Suzanne Drew, director of Staff Development.

Becky received a thank-you card from Donna McCarthy for the sympathy card received from UNOPA after the passing of Tom Miner Holland.

**Hospitality:** Pat DeStefano and Susan Thomas

Susan briefly reminded members that late meeting registrations make it very difficult to plan the luncheon meeting. For the October meeting, 40% of the registrations were received late.

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The 50/50 drawing collected \$57.00. Half of that amount, \$28.50 was won by Karen Shriner. The lovely wine-theme centerpieces were given to the first person at each table who found nail clippers. (If only I had brought my purse!)

Door prizes donated by today's speaker, Jim Ballard of James Arthur Vineyards, were won by JoAnn Barry, Belva Harris (a guest) and Jan Sammet. Door prizes provided by the Hospitality Committee were won by Gretchen Walker, Lois Erickson, Marcy Tintera, Linda Thelen and Sandy Jones. Congratulations, ladies!

**PROGRAM:**

Donelle Moormeier introduced today's speaker, Jim Ballard, from James Arthur Vineyards. Jim gave us some history of James Arthur Vineyards (e.g., how it came to be, opened in September 1997, size of vineyard), discussed wine-making in Nebraska, some of the caretaking involved with grapevines (e.g., pruning, canopy management), and the grape varieties that grow best in Nebraska's weather. His very interesting presentation was followed by time for questions and answers.

Following Jim Ballard's presentation, Judy Anderson quickly mentioned that she had gifts for NEOPA members. Please see her to pick up yours.

Becky Hastings pointed out the flyers on the tables announcing a craft/gift boutique table that would be at the November and December general meetings. This is sponsored by the PSP Committee as a fund raiser.

The meeting was adjourned at 1:05.

The next meeting will be November 8, 2005

Respectfully submitted,

Valerie Egger  
Recording Secretary

(General Meeting minutes are printed as submitted)

**Calendar of Events**



November 8 UNOPA General Meeting

November 29 Mentoring Brownbag

December 6 UNOPA Executive Board Meeting

University of Nebraska-Lincoln  
UNOPA Notes  
PO Box 880541  
Lincoln, NE 68588-0541  
Rhonda Zugmier, Editor  
Circulation 200

Address Corrections to:  
Amy Stewart, Membership Director  
200 Nebraska Union  
Lincoln, NE 68588-0452



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 professional 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 education office professionals with the University of Nebraska, as partners upholding the quality of service to the university educational system and the community.