



The Ohio State University

The OSUAP Connection

Issue #17

April 24, 2017

*Know an Admin who is
new to OSU?*

*Please forward this
Newsletter to her or him!*

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OSUAP Goals

- ◆ Encourage professional development
- ◆ Develop leadership skills
- ◆ Network with peers

Special Notes:

- Happy Administrative Professionals' Week—Celebrate YOU!!
- Don't forget to donate to your favorite Campus Campaign Fund by the April 30 deadline!
- Personal Note from Julie [Perrine]: 10+ Hours of Free Training During Administrative Professionals Week! Click [here](#) for details!

Just a Day? No Way!

By Michelle Pennington

This compilation article is a little longer but completely worth the read, especially since there's an Editor's Note at the end!

In honor of Administrative Professionals' Day/Week, I wanted to share with you some of what the OSUAP Executive Committee revealed when I asked them "What is most rewarding to you personally as an Administrative Professional?" a couple of weeks ago. Their responses were authentic and insightful and I am attempting to keep them anonymous. In no particular order, they are as follows:

"I find the variety and scope of work that Administrative Professionals do to be most enjoyable, especially the way it can stretch one creatively and professionally. In a recent week, I've served as bookkeeper, speechwriter, travel agent, event planner, art director, and de facto

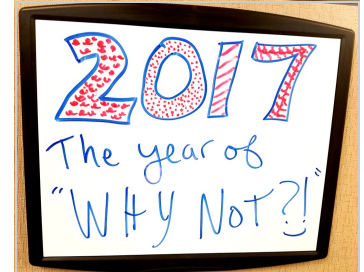
host to delegations from Germany and Japan. It's rarely the same job twice, even on the same day!"

"What is most rewarding for me is that I am working in my chosen profession and enjoy embracing each and every new challenge that comes my way."

"I think for me it's the feeling of knowing that I am my boss' partner in this as much as his employee. Sometimes I feel like I'm the "staff mom" to the finance team, and I like that feeling too."

"For me it means giving my best, always learning, seeing a project through from start to finish, handling myself in a professional manner with internal and external business partners, and admitting when I have made a mistake and correcting it. It is taking pride in everything I do, knowing for me it is more than just a job."

"Serving as an Administrative Professional at OSU has been very rewarding for me. On a daily basis, I have the opportunity to influence decisions that ultimately support our students, faculty and



staff. I'm also fortunate to have gained a group of professional colleagues through OSUAP that I can truly call my friends."

"Throughout my professional career, I have taken divergent paths, which serendipitously led me here. I have enjoyed each step along the way, but have found true fulfillment in my work as an administrative professional. As I reflect on my work and that of my esteemed admin peers, I know that our professional contributions are impactful, and at times, transformational."

"What a great crowd to work with! I love the opportunity to tackle difficult tasks and provide my unique approach to problem

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Announcing: The 2017 OSUAP Conference – Wednesday, June 14, 2017, 7:30AM-4:30PM, Fawcett Center



Photos L to R: 2016 Conference Attendees enjoying one of the guest speakers; 2016 Conference Planning Committee; 2016 OSUAP President Elaine Pritchard announcing the Executive Panel featuring Julie Carpenter-Hubin (moderator) Patty Hill-Callahan, Dolan Evanovich, Michael Hofherr, Sara Rubin and Kimberly Shumate

On behalf of the OSUAP Conference planning group, we are pleased to announce the 2017 OSUAP Conference.

Why attend the conference?

The conference planning group has slated an exciting program for administrative

professionals at all points in our careers. You will receive important campus updates,

(Continued on page 2)



13th Annual Ballam Women's Symposium: Branch Out & Break Through (ASFW)

**Monday, May 22, 2017 -
8:30am to 4:00pm**

Overview

The annual Ballam Women's Symposium theme this year is "Branch Out & Break Through," with a focus on how we as career professionals can create support for where we are at as well as where we are going. Our speakers will address the challenges in finding harmony between our self-

care and working life, balancing our role as parents, spouse, and career women, and using our voice and making a place for ourselves.

No matter where you are in this journey, the Symposium will provide an opportunity for you to ask questions, build confidence, and create a road map to further your vision for life as you want it.

The Symposium this year is so jam packed with great presentations we have moved to a day-long

event. This is a chance to focus on YOU, away from the office, as you meet and network with women from across the University. A light breakfast and healthy lunch are included in the Symposium.

Light breakfast and healthy lunch are included in the Symposium. Advanced registration is required- [please register here](#).

ASFW Members = \$50
Non-Members = \$65

I Will Help You: An Initiative to Save Lives

I Will Help You is an initiative started by The Ohio State University's College of Nursing. The goal of this

We are asking the nation to join together in an unprecedented effort to break down the barriers of mental illness and re-shape the future to one where people can ask for help, without stigma or fear, and the village around them will say "I will help you."

An Initiative to Save Lives!

initiative is to spread awareness and give anyone the skills and

resources needed to identify and assist individuals who are struggling with mental health issues.

About Our Initiative

Today we join together on a journey. We seek to open doors, create conversations, and educate about mental illness. We want people to say "I will help you" to each other, to their family, to their friends, to their coworkers, to their students, to the person sitting alone in the corner. We are asking the nation to join together in an unprecedented effort to break down the barriers of mental illness and re-shape the future to



one where people can ask for help, without stigma or fear, and the village around them will say "I will help you."

Learn more [here](#) about how you can get help or [here](#) if you would like to help with the Initiative!

Approaching people with mental illness

- Know how to connect people to help
- Communicate in a straight forward manner
- Speak at a level appropriate for the person's age and developmental level
- Discuss the topic when and where the person feels safe and comfortable
- Watch for reactions during the conversation and slow down or back up if the person gets confused or looks upset

Ref: DHHS, 2016

Upcoming Important Dates

04/30/2017	Last day for Campus Campaign Drive 2017
05/07/2017	Spring Commencement
05/29/2017	Memorial Day – Offices Closed
06/14/2017	2017 OSUAP Conference (Please click here for conference details and registration instructions.)

(2017 CONFERENCE Continued from page 1)

share best practices, learn new skills and expand your professional network.

In its sixth year, the OSUAP Conference always receives favorable feedback from our attendees. One of last year's

conference attendees wrote: "These conferences for OSUAP are fantastic! Great way to interact with colleagues you don't know or don't get to see very often. The topics are right on target with our job responsibilities. I am so

thankful that we have the OSUAP group here at Ohio State..."

The day will be jam packed with opportunities for improving our skill sets. President Drake will open this year's conference. You won't want to miss it!

Registration

Early online registration for OSUAP members is now open! Please click [here](#) for conference details and registration instructions.

We hope to see you all on June 14!

(JUST A DAY Continued from page 1)

solving. We all play a vital role in University operations – thank you!”

“2017 The year of “Why Not?!” That was on my dry erase board to start the year, and it may just tell you a little about me. Actually, what is most rewarding for me is that I strive to have a positive impact on the people I engage with each day. When the challenges roll in as they always do, I am genuinely hopeful and

genuinely encouraging and most importantly, I am truly genuine. That goes a really long way when the team seems to be hitting a brick wall or the morale is a little low.”

Starting to get the idea of why we don’t get just a day? Honestly, I couldn’t think of a better lead-in to the article/blog post that I wanted to share with you! This article is from the [Office Dynamics Blog-A-Thon](#) that they are doing again for the entire month of April this year in

honor of Administrative Professionals! (Don’t worry, if you aren’t signed up for their weekly blogs, I will have details at the end of this article series. Just look for the **)

The article below is from guest blogger Peggy Vasquez and is wonderful! Peggy will be joining Office Dynamics for their [24th Annual Conference For Administrative Excellence!](#) (October 17-20, 2017 - Las Vegas, NV)

NOT, “Just An Admin!” by Peggy Vasquez

Have you ever said, or heard an admin say, “I’m just an admin?” I have. And I’ll admit it – I’ve said it too. Then one day I discovered that every admin is valued and the true value of the profession of the administrative assistant!

I’d like to share my journey of discovery with you. It began several years ago when I started working for Mr. H as a temp. What started out as a two-week assignment ended up lasting for seven years! During the first week, he asked me to take care of the accounts payable and receivable. I told him, “I’ve never done this before. I’m happy to help but I’m not a bookkeeper, I’m JUST an admin.” He said, “Look through our records and see if you can figure it out.”

So I did!

Later he asked me to figure out our DOS Computer Programming.

I said, “Mr. H. I’m not a computer software expert, I’m JUST an admin.” He said, “I think you can do it and handed me the programmer’s binder.”

It took time, effort, mistakes and a lot of painful focus to learn and ultimately, I was successful.

Much later he told me we were going to relocate the office to a town 60 miles away. He asked me to find a location, negotiate a lease, remodel the space if needed and take care of all interior decorating and procurement.

I said, “Mr. H I’ve never done this before. I’m not a contractor or an interior designer, I’m JUST an admin.” He said, “I think you can do it, let me know if you have any questions.”

I got started, one small piece of the project at a time, one step at a time. Three months later I selected the location, negotiated the lease, remodeled the space and purchased new furniture, office equipment, and supplies. The project was successfully accomplished.

Later I was recruited by Mr. W – he made it clear that my first priority was to create a highly functioning admin team and to assist him with his management team.

I told him, “I’m honored to work for you. I’ve been an executive assistant for several years and I’ve received a lot of training but I’m not a facilitator or a trainer. I’m JUST an admin.” He said, “I know you are capable of this assignment and we need you to do a great job. I’ve got your back and I support your judgment 100%. If you run into any road blocks let me know.”

It wasn’t easy, there was trial and error, lots of candid conversations and over time we were not only surviving, we were thriving. Mr. W’s confidence in me propelled my performance to a new level. I rose to his level of expectations. We became a united front and trusted and believed in each other.

Years later, I was working for Mr. K, by this time I had much more experience and was confident in my capabilities. I knew my job was to make him be more successful with me than he could be without me. We

went through a huge reorganization and he routinely asked me for my feedback. I told him what he needed to hear, not what he wanted to hear. He valued and respected my feedback, even if the messages at times were difficult to hear. We developed a strong partnership and trusted one another completely.

As I reflect upon my career, I can easily see how I was valued:

- When Mr. W’s wife told her husband he needed me for his business partner, I knew I was more than JUST an admin. I was a trusted colleague.
- When I was able to create a highly functioning admin team, I knew I was more than JUST an admin! I was a highly respected professional.
- When Mr. K and I talked about what he wanted his lasting legacy to be and for seven years I helped make that legacy a reality, I knew I was more than JUST an admin! I was a trusted advocate and business partner.
- When I helped Mr. K through his transition to retirement and assisted his replacement, Mr. A into his new role as the leader of the company, I knew I was more than JUST an admin! I was a change agent, confidant and advisor.

I know my story is all too familiar for other administrative assistants. We are all more than “JUST” and admin. Administrative assistants go above and beyond and take on new assignments with little to no background, training or experience. Our role is no longer confined to typing letters, answering the phone, scheduling meetings and travel. The role of the administrative assistant requires a diverse skill set, high emotional intelligence and strong business acumen to get through the day to day environment of today’s demanding environment. At any given moment we are asked and expected to be:

- | | |
|-----------------------------|--------------------------------|
| • Calendar Managers | • Change Agents |
| • Project Coordinators | • Communication Specialists |
| • Correspondence Experts | • Vendor Relationship Managers |
| • Facility Managers | • Public Relation Managers |
| • Compliance Officers | • Personnel Managers |
| • Office Managers | • Trainers |
| • Bookkeepers | • Facilitators |
| • Computer Software Experts | • Creative Event Planners |
| • Key Influencers | • Expert Travel Agents |
| • Negotiators | • Leaders |

We are also the trusted confidant, the informed advisor, the compassionate counselor and the ambassador!

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THE OSUAP EXECUTIVE COMMITTEE

Effective Sept. 1, 2016

President: Tricia Hohl
Vice-President: Quanetta Batts
Secretary: Peggy Rader
Treasurer: Brian Keller
Membership Chair: Roxann Damron
Member-at-Large: Matt Sikora
Immediate Past President: Elaine Pritchard

Have suggestions for the Newsletter?

Want to share some good news?

Let us know!

Email: [Michelle Pennington](mailto:Michelle.Pennington@osu.edu)

Chair, Communications Work Group

Please be sure to submit suggestions by the 1st of each month to be included in the Newsletter!

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<http://u.osu.edu/osuap>
Columbus, Ohio 43210



THE OHIO STATE UNIVERSITY

(NOT, "JUST AN ADMIN!" Continued from page 3)

Administrative assistants are the ultimate business partner and that is why YOU are valued!

Join me in making the commitment to never, ever, ever, ever say, "I'm JUST an Admin" again!

Editor's Note: What a great article from Peggy Vasquez! I've been thinking about this a lot lately and after reading Peggy's post, I just had to share my thoughts with you...

I am, exponentially so, **NOT, "Just an Admin!"** As a matter of fact, using the list Peggy shared as a guide, I am thinking my list might just be too long to even share here! But I will certainly divulge a few on my personal list for you:

- | | |
|------------------------------|---------------------|
| • Peacemaker | • Newsletter Editor |
| • Inventor | • Volunteer |
| • Council Member | • Explorer |
| • Emergency Candidate Escort | • Flint Gatherer |
| • Sounding Board | • Gravel Shovel |
| • Cheerleader | • Plumbing Repairer |
| • Etiquette Instructor | • Alpaca Herder |
| • Advocate | • Chicken Nanny |
| • Photographer | • Master Chef |
| • Web Designer | • Mother |
| • Sign Maker | • Daughter |
| | • And so much more! |

Okay, maybe that was more than a few, but it is imperative we remember that who we are is not just what tasks we get done from 9 to 5.

Instead, hold your head up high and say, I'm an Administrative Professional!

[Peggy Vasquez](#) is an International Speaker, Author, and a Chief Executive Assistant. Peggy's book is titled, [Not Just An Admin](#).

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For example, late last summer I applied for a [Staff Career Development Grant](#) offered through the [Office of Human Resources Learning and Development](#). Even though I had support from the leadership in my department, I felt I could only dream about my grant application being accepted. I was "Just an Admin," you know!

The application was for an inaugural event; an [Administrative Professional Conference](#) that just so happened to be set on a cruise! *Learning at Sea* was such a novel concept, seemed quite innovative, and was very specifically meant to be immersive. Well, I am here to tell you it was that and significantly more.

My grant application was approved! And it was life-changing! Incredibly, [Joan Burge of Office Dynamics](#) fulfilled a nearly life-long dream of a conference such as this, just for Admins, and I was part of it. It happened for me and it can happen for you.... Because you are definitely **NOT, "Just an Admin!"**

Note: A very special thanks goes to the OSUAP Executive Committee for sharing their thoughts on being an Administrative Professional with us!!

****To sign up for Office Dynamics Blog just click [here](#) and enter your email address and click subscribe! Good and Good for you!**

A Little Bit About: Ohio State University Administrative Professionals (OSUAP) History

During the summer of 2010, a group of executive assistants recognized the need to create a peer network for the purpose of professional development and networking. These administrative professionals, who acknowledged the value of their contributions to their home units and departments, and by extension to the university, desired to enhance their

professional skills to positively impact themselves, their supervisors and coworkers, and the university community at large.

At the first two meetings, more than 30 people indicated interest in participating in this peer group. During these initial meetings, goals were established, work groups were suggested, topics of mutual

interest were identified, and a sustainable structure was created. The group named itself OSUAP – Ohio State University Administrative Professionals.

We'll share more about the history of OSUAP and what's going on behind the scenes in our next newsletter! [Click here](#) if you are interested in joining OSUAP!

Apply Now for 2017-2018 ASFW Executive Board!

ASFW is seeking nominations for the following Executive Board positions for the 2017-2018 year. All positions are a one-year term. The deadline for submissions has been extended to Friday, April 28.

- **Secretary:** Records and distributes meeting minutes; retains archive materials, prepares in narrative, brief, or outline form chronological account or record of past or current events dealing with all ASFW activities.
- **Membership Co-chair** (1 position): Maintains database of association members; communicates with new members; co-facilitates registration for monthly meetings and Annual Spring Conference; provides monthly database reports to determine member renewal and sends e-mail reminders to renew and confirm

membership; answers questions regarding membership and conducts orientation sessions for new members at quarterly programs; responsible in recruiting new members and oversee outreach committee.

- **Marketing & Public Relations Co-chairs** (2 positions): Develops and implements marketing, publicity and communication strategies; updates and maintains content management of ASFW website; manages Facebook, LinkedIn, and other social media outlets; photographs at various programs throughout the year. Familiarity with InDesign also helpful in this role.

Programs Co-chair (1 position): Coordinates and manages all details regarding program planning.

[Apply now!](#)



In honor of Administrative Professionals Day, Office Dynamics loves to hold our annual Blog-A-Thon for the entire month of April.

April is a month that can change your career if you're an administrative professional.

We love this time of year and it's time to shine the spotlight on our favorite office professional, you, the administrative professional.

While we serve the administrative profession all 365 days of the year, this is the month that you get a week of recognition or at least a day. And if you're friends of ours, well...we're giving you the whole month.

It's time to kick-off a special event we've been hosting for years here on our blog

that we hope you will enjoy!

At Office Dynamics International we've been working hard to organize a special event just for you that will not only be fun and pump-you-up with excitement for your career – this event will provide you with expert tips and trade secrets, real-world advice and solutions you can take back to your desk and implement right away.

Note: Even though the end of April is fast approaching, you can catch all of the special April Blog posts by clicking [here](#) and make sure to sign up for the Monday Motivators by clicking [here](#)! Carve out some time for you during Administrative Professionals' Week and read all you can! You will be so glad you did!