



# The OSUAP Connection

Issue #31

June 25, 2018

*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:

- *On Pause: a free fusion of art and meditation - July Wednesdays 12 P.M. ([details](#))*
- *Ohio State's Staff Appreciation Week, July 23-27 ([details](#))*
- *Staff Career Development Grant Opportunity—Deadline July 31 ([details](#))*
- *Be a Pelotonia rider, virtual rider or volunteer ([details](#))*

## Intentional Goal Planning for the Strategic Assistant

by Elaine Pritchard



In recent months, I have written about preparing for and navigating performance appraisals. Now it's time to talk about the next step in the performance appraisal process: goal setting. With our busy desks, it might be tempting to set goals while we are on automatic pilot. If we approach planning for the next year in this passive way, we might miss an opportunity to steer the trajectory of our upcoming year and, ultimately, our careers.

### Why intentional goal planning?

How many times have you said to yourself, "If I didn't have to do this..." or "if only I could do this..."? When you are setting

your goals, this is the perfect time to address the gaps in your portfolio or skill set. If there is a function that you would like to assume or a skill that you would like to gain so that you can take on other work, include that in your goals. For example, if you would like to be more involved in the communications for your organization, ask to take a social media or writing workshop. If you have the bandwidth to do this, begin taking on projects that your organization needs and that are interesting to you and promote your professional growth.

Conversely, think about tasks that you are doing that might have been of benefit to your office, but no longer serve the intended purpose due to changing business needs. That might be the impetus to question if this is a good use of your time. Further, if there is still a business need, is there a different way that you could be meeting that need? An example might be that you send hard copies of letters to a group of external stakeholders. After a conversation with your executive, you have assurance that there is no compelling reason to send a physical letter when an email could suffice. Better yet,

information could be shared through a blog post. You can still achieve the intended result of communicating with these stakeholders, but in a more efficient and cost-effective way.

### Getting Started

When you are setting your goals, you must develop them in the proper context. First questions to ask include:

- ◆ What are my executive's goals?
- ◆ What are the goals for my unit/department?
- ◆ What are the goals for my organization?
- ◆ What are my professional goals? (think 2 years, 5 years and so on)

In asking those questions, you can gain a better understanding of how your role supports the success of your executive, department and organization. Your goals should never be set in a vacuum. Roles are interdependent and planning should take into account that administrative professionals and executives are strategic partners. If you don't feel like you have a

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## OSUAP's Seventh Annual Professional Development Conference a Success!



Keynote Speaker Danielle Revish

OSUAP's Seventh Annual Professional Development Conference, held on June 13, was a success! Almost 200 of our peers attended this day-long conference at the Fawcett Center.

Seventy-five admins attended the pre-conference session, Jumpstart Resources, geared toward those who are new to the role or new to Ohio State.

The day kicked-off with a video welcome from President Drake and an inspired keynote by Danielle Revish. Those messages

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## Buckeye Summit promotes healthy communities

By Bernadette

Mazurek Melnyk, PhD, RN, CPNP/MHNP, FAANP, FNAP, FAAN

### Ohio State's chief wellness officer explains how all of us can create positive change.

In April, members of the Ohio State community and thought leaders on health and wellness came together for Buckeye Summit, a biennial gathering that seeks to make a positive impact on a pressing issue. This year's challenge: How can we create healthy communities?

The current state of health in the United States includes some grim statistics:

- While 80 percent of chronic disease is preventable, one in every two Americans has a chronic disease, and one in four has multiple chronic conditions.



Bernadette Mazurek Melnyk, Ohio State chief wellness officer, vice president for health promotion and College of Nursing dean, addresses the audience at Buckeye Summit.

- Obesity and excess weight will soon surpass tobacco as the leading cause of preventable death and disease in our country. Forty-two percent of Americans are predicted to be obese by 2030, and one in three is expected to have diabetes by 2050.
- Sadly, for the first time in our nation's history, our children are now predicted to have shorter lifespans than their parents.

Ohio's population health ranks near the bottom nationally at 43rd, with high rates of infant mortality, cardiovascular disease mortality, adult smoking, food insecurity and drug overdose deaths. We also spend more on health care than most other states.

Clearly, it's time to leverage the strength of Buckeye Nation to improve the health and well-

being of communities throughout Ohio. We owe it to ourselves and to our children.

Thankfully, there is a lot of hope and plenty we can do. Ohio State has become a national leader in health and wellness by building a culture that makes healthful choices easy — and the results are showing.

Evidence indicates successful health care promotion programs offer health-care education focused on lifestyle behavior changes, supportive social and physical environments, a dedicated integration of the health promotion into the organization, links to other programs such as employee assistance, and screenings followed by counseling, health coaching and education. [Read More...](https://www.osu.edu/alumni/news/ohio-state-alumni-magazine/issues/summer-2018/bern-melnyk-column.html)

<https://www.osu.edu/alumni/news/ohio-state-alumni-magazine/issues/summer-2018/bern-melnyk-column.html>

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prepared attendees for a day filled with networking and learning.



The Executive Panel Discussion with Kim Shumate (moderator), Susan Basso, Mike Hofherr, Damon Jaggars and Amanda Lucas provided great insights and practical advice for administrative professionals at Ohio State.



Morning and afternoon breakout sessions ranged in topics from Managing Difficult Conversations, De-Stress for Success to technology sessions like the Three C's of Outlook and Maximizing the BuckeyeBox and Qualtrics. A few of the sessions were facilitated by our admin peers.



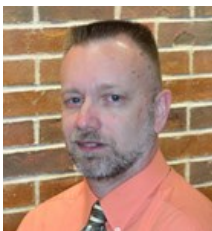
The conference ended with an energizing and motivating presentation by Courtnee Carrigan. The CEO of Raising the Bar, celebrated the contributions of administrative professionals, individually and collectively, with her talk, "YOU are the answer!"



## OSUAP Member Spotlight—Featuring Will Bryan, Heidi Hamblin, and Katrina Matthews.

This month, we have the pleasure of featuring three of our members – and our new incoming officers -- Will Bryan, Heidi Hamblin and Katrina “Trina” Matthews.

When the new term for OSUAP officers begins this September, Will Bryan will serve as the Member-at-Large. He is currently an Administrative Assistant in The Ohio State



Will Bryan

University Comprehensive Cancer Center and James Cancer Hospital and Solove Research Institute, Division of Population Sciences and Center for Cancer Health Equity.

Learn about Will below:

### How did you become an administrative professional?

In 1993, I started working for the Florida Department of Health as a Clerk Typist Specialist in one of our local Health Departments. Three years later, I moved up very quickly to an Executive Secretary to support the Executive Nursing Director for the Department of Health’s administrative offices.

### What do you like best about being an admin?

Over the past 25 years I have worked with many top-notch executive leaders, and the feeling you get working with those leaders, knowing you have been recognized as a valuable asset to the leaders you serve, gives meaning to what you do for them, and those around you. Being an admin can be very rewarding, particularly when those around you, executive staff or the public, acknowledge you are bright and caring, and it shows you are engaged in what you do. That YOU will serve without waver and produce outstanding accomplishments for them. Mostly, I have helped empower someone or an organization to obtain high marks and I am a part of an awesome team that brought it to higher heights.

### In my new office, what do I hope to accomplish?

When I heard about OSUAP four years ago, I was so excited to hear OSU had a “voice” for its

administrative staff and avenues to help them professionally grow and network with their peers. After the first OSUAP conference, I immediately wanted to be involved in depth with OSUAP and I joined a workgroup, and then subsequently the mentorship workgroup. Now, I chair the mentorship program which was successfully implemented here at OSU. My hope is to continue to foster professional growth and development for my colleagues. To wear my leadership hat at all times, be an advocate for our members, give top-notch support to my peers, and take our organization to higher heights.

### What do I like best about OSUAP?

OSUAP is highly supportive of its admin community. The opportunity it affords our administrative brothers and sisters to grow within the organization or to develop new skill sets if need be, is tremendous. There are so many ways to empower your growth and development needs with OSUAP. You can attend Bi-Monthly Professional Development Meetings, read the monthly OSUAP Connection newsletter, network with your colleagues, attend the Annual OSUAP Professional Development Conference, and reach out to all your colleagues via the listserv for any on-demand help needs. Overall OSUAP is there for YOU and EMPOWERING you to be the BEST YOU CAN BE AND SHINE!

Our next OSUAP Treasurer, Heidi Hamblin, is the Administrative Specialist at the Ohio Supercomputer Center, a center specializing in supercomputing services for researchers and industry initiatives. Learn about Heidi below:



Heidi Hamblin

### How did you become an administrative professional?

I began working in the Department of Veterinary Clinical Sciences (VCS) as a student, and when I was offered a full-time position, I decided to graduate early because I loved the work so much.

### What do you like best about being an admin?

Working with such diverse groups every day.

### In your new office, what do you hope to accomplish?

I currently manage our family budget. As a previous Chair of the Employee Appreciation and Recognition Committee at VCS, I managed that budget. However, it’s been a few years, and I want to exercise those skills as the Treasurer for OSUAP. I hope to help the Group grow professionally by further developing our budget goals.

### What do you like best about OSUAP?

The comradery; all of our administrative professionals working together to help make each other’s work lives that much better.

OSUAP’s incoming Secretary, Katrina “Trina” Matthews, is an Administrative Secretary for



Katrina Matthews

The Ohio State University Wexner Medical Center in Medical Oncology. Learn more about Trina below:

### How did you become an administrative professional?

I’ve been training to be an admin almost all my life.

My mother has been an

Executive Assistant for over 30 years. During the summer, I would go to work with her, sit in an empty office and practice my typing and taking notes skills. So, I was groomed for this position.

### What do you like best about being an admin?

I like being the backbone of the group. Being the oldest child, I was always the first to come to for help and defusing situations. So, I like to be the one relied upon to fix matters and maintain a positive working environment. To know that others trust me in the office setting to keep things afloat is the best part.

### In your new office, what do you hope to accomplish?

I hope that I can bring in some new ideas to add to what Gina has established during her tenure. I am hoping to build great relationships with members from the Leadership team, as well as the other OSUAP members. With me being still

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## Upcoming Important Dates

07/4/2018	Independence Day! 
08/5/2018	Summer Commencement
09/14/2018	OSUAP’s first Bi-Monthly Meeting of the Academic Year

## THE OSUAP EXECUTIVE COMMITTEE

*Effective Sept. 1, 2016*

President: Tricia Hohl  
Vice-President: Quanetta Batts  
Secretary: Gina Scarver  
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

**“If plan A fails,  
remember there are  
25 more letters.”  
~ Chris Guillebeau**

*(SPOTLIGHT Continued from page 3)*

pretty new to Ohio, this gives me a great opportunity to network and be embraced by others as we manage and plan to give other assistants great resources and memories from conferences, workshops, etc.

### What do you like best about OSUAP?

I think the best part about OSUAP for me is the access to many outlets to help you be a better admin. Coming from previous jobs that didn't really uplift assistants or give those tools to be better and motivate them to reach to want more in their role, joining this group has been nothing but a blessing. From the workshops to the online seminars with Joan Burge, OSUAP really helps you improve and wants to see you be great at what you do.

*(REVIEW Continued from page 1)*

clear picture of your executive's or department's goals, ask your supervisor for a meeting to discuss those. By taking the initiative to have this conversation, you are demonstrating your commitment to operating in an intentional way that aligns with the strategic objectives of your organization.

### Let's Not Forget SMART Goals

I am guessing that most of you are familiar with SMART goals, but this approach is important enough to mention as a refresher. One of the biggest challenges in setting goals is creating goals that are too ambiguous. With the SMART criteria, you are guided into more focused and defined goals.

The SMART acronym can be broken into these components:

**Specific**  
**Measurable**  
**Achievable**  
**Relevant**  
**Time-bound**

Rather than go into detail on SMART goals in this article, I urge you to seek out one of the many online resources about SMART goals. I referred to MIT's webpage at: <http://hrweb.mit.edu/performance-development/goal-setting-developmental-planning/smart-goals>.

If you find yourself at a goal planning standstill after doing research and some planning, don't forget about your department's human resources professional as a resource. He or she is well-equipped to help you think about next steps in your performance planning journey.

## 2018 OSUAP Conference

*(CONFERENCE Continued from page 2)*

Shortly after the conference, next year's conference chairs

were announced, Samantha Primmer and Winnie Sampson. With conference evaluation

feedback in hand, they have begun planning the 2019 conference!



Above are lots of great photos from the OSUAP's 2018 Professional Development Conference. More can be found [here](#). (Photo Credits go to Dillian Bamman and Sarah Martin Ohio State University Office of Student Life.)