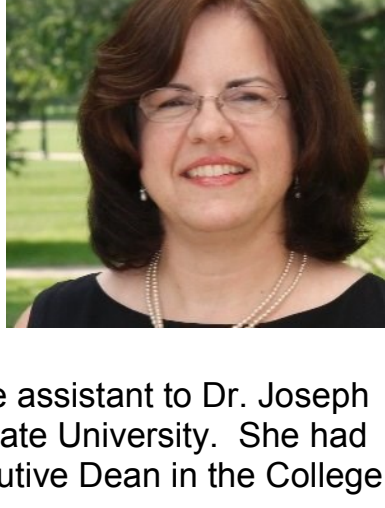




Spotlight: Katherine Margard



To kick off our inaugural issue of the OSUAP newsletter, we are honoring the co-founder and first President of OSUAP (2010-2014), Katherine Margard.

Until November 30, 2015, Katherine Margard was the executive assistant to Dr. Joseph Steinmetz, executive vice president and provost at The Ohio State University. She had been with Ohio State since 2008, previously assisting the Executive Dean in the College of Arts and Sciences.

After the Provost announced his departure to become the chancellor at the University of Arkansas, Katherine was recruited by Ohio Health's corporate office. Continuing her career as a leadership-level executive assistant, she will be the Executive Assistant to Ohio Health's Executive Vice President and Chief Operating Officer. Prior to coming to Ohio State, she worked for Ohio Health, The Wellington School, COSI Columbus, the Columbus Museum of Art and AmeriFlora '92.

Choosing to become an administrative professional midway through her career, Margard is passionate about elevating the profession, sharing professional development opportunities with peers, and spreading the message that the administrative profession is a profession to be respected and valued. When the opportunity to form a professional development and networking organization arose, Katherine was the first to offer her time and innovative ideas. With her dedication and strong leadership, OSUAP grew from 30 members at the first meeting in 2010, to over 300 members from the university and medical center. During her tenure, OSUAP hosted four day-long professional development conferences, which were well attended and highly praised. Also, she was instrumental in developing and nurturing collaborations with peers at Nationwide and Case Western Reserve University.

Katherine has served Ohio State in many ways -- as a member of the Presidential Investment Committee, the University Campus Campaign Council and the Evaluation of Central Administrators committee, to name a few. Her mark on Ohio State began when she worked in the President's Office as an undergraduate student -- and will endure as one of her legacies, OSUAP, continues to grow and thrive.

The OSUAP Executive Committee extends a heartfelt thanks to Katherine for her exemplary years of service to OSUAP and for her friendship. Her contributions to OSUAP will benefit Ohio State administrative professionals for many years to come.

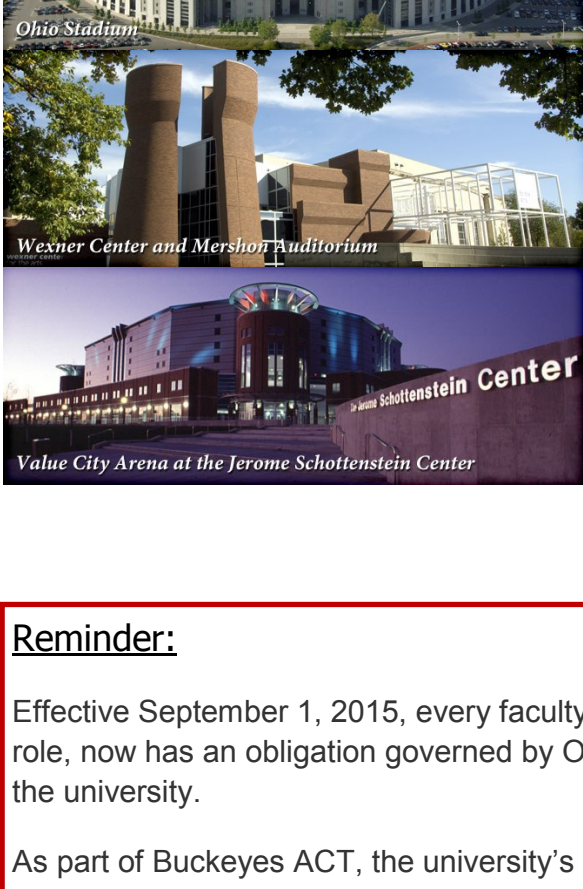
What Your Executive Needs From You

By Julie Perrine

Have you ever heard an executive raving about his or her assistant and wondered what that admin does that garners such praise? Would you like to be *that* admin? As an administrative professional turned entrepreneur, my perspective has shifted from how to become the admin my executives couldn't live without to finding admins I can trust and rely on completely. It has been an eye-opening journey that has led me to some important insights I want to share so you can become the admin your executives rave about, too. [Read More...](#)

Planning a large event? Need Help?

Check out the OSU Event Venue Guide



Discover unique and flexible venues at [The Ohio State University!](#) Ohio State's convenient locations and diverse offerings make it the ideal place for your next meeting, conference, banquet, wedding, or social event. Let our facilities help create successful events that will inspire and energize your attendees. We have venues on campus to serve the needs of any size of gathering: from a trade show, convention with overnight rooms, conference or corporate retreat to an outdoor wedding or an intimate private event. And to make planning the perfect event even easier, our professional event planners are dedicated to helping you each step of the way.

[Click Here for more info](#)

Reminder:

Effective September 1, 2015, every faculty and staff member, regardless of title or supervisory role, now has an obligation governed by Ohio State policy to report instances of sexual assault to the university.

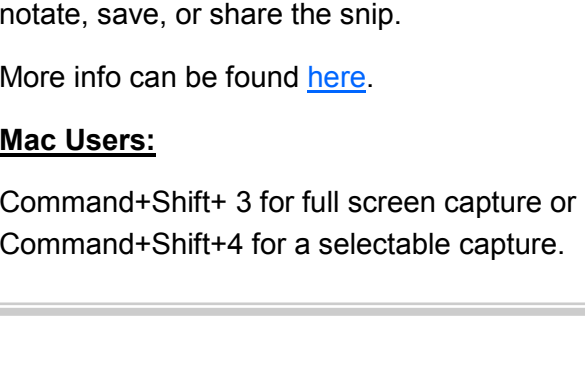
As part of Buckeyes ACT, the university's comprehensive plan to combat sexual misconduct and relationship violence, Ohio State is providing online training focused on preventing and responding to these issues. **The training is now available [online](#), and you are encouraged to make every effort to complete this training as soon as possible.**

Tech Tips

Ever need to do a quick screen grab?

Use the Snipping Tool!

You can capture Free-Form, Rectangular, Window and Full Screen Snips.



After you capture a snip, it's automatically copied to the Clipboard and the mark-up window. From the mark-up window, you can annotate, save, or share the snip.

More info can be found [here](#).

Mac Users:

Command+Shift+ 3 for full screen capture or Command+Shift+4 for a selectable capture.

Tell us what you are up to!

Have some news you would like to share with your fellow Admins?

New position at the university, special accolades, retirement?

Let us know and we will include it in the next issue of the newsletter.

Best Practices

We all love to save time and energy, so if you have any tips on how to do something better, faster, or more efficiently, please let us know!

Suggestions for Tech Tips, Best Practices or What You are Up To can be sent to: [Sophia Rester](#)

Helpful Websites:

- [All Things Admin](#) - A go-to resource for training, mentoring, templates, and more!
- [Office Dynamics](#) - Educational products and training to boost success

Upcoming Important Dates

12/20/2015	Autumn Commencement
12/24/2015	Offices Closed—President's Day (Observed)
12/25/2015	Offices Closed—Christmas Day
01/01/2016	Offices Closed—New Year's Day
01/11/2016	Spring Semester Begins

"Someday, people who know how to use computers will rule over those who don't. And there will be a special name for them: Secretaries."
— Scott Adams

THE OSUAP EXECUTIVE COMMITTEE

President: Elaine Pritchard
Vice-President: Tricia Hohl
Secretary: Quanetta Batts
Treasurer: Barb Gassin
Member-at-Large: Susan O'Brien
Membership Chair: Roxann Damron
Immediate Past President: Katherine Margard

Have suggestions for the Newsletter?

Let us know!

Email: [Sophia Rester](#)
Chair, Communications Work Group

Submit suggestions by the 8th of each month.