



# The OSUAP Connection

Issue #29

April 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:

- OSUAP Conference “The Extraordinary Assistant” - June 13 ([register](#))
- ASFW 14th Annual Ballam Women’s Symposium “Be The Change” - Friday, May 18 ([register](#))
- Spring Wellness Programs offered in May ([info](#))
- Pour your Heart Out: What every woman needs to know—May 31 ([info/](#)[register](#))

## Joan Burge, CEO of Office Dynamics International visits OSU for Administrative Professionals Week!



Photo: Joan Burge of Office Dynamics International speaking to OSUAP Members during her visit on April 23rd. OSUAP President Tricia Hohl shared questions previously submitted by OSUAP Members. Watch for a feature article next month on Joan’s visit where we will share the great questions and her answers!

## Announcing: The 2018 OSUAP Conference—Wednesday, June 13, 2018, 9:00 AM-4:30 PM, Fawcett Center



Photos L to R: 2017 Conference Attendees enjoying one of the guest speakers; Our OSUAP Executive Committee, Conference Planning Workgroup, and several members of the Communication Workgroup (Photo L to R: Winifred Sampson, Brian Keller, Matt Sikora, Alice Gardner, Sherrie Kauffman, Elizabeth Hosket, Roxanne Damron, Maggie Williams, Karen Zinser, Susie O’Brien, Anna Wilkinson, Samantha Primmer, Quanetta Batts, Elaine Pritchard, Tricia Hohl, Michelle Pennington, and Yvonne Dulaney)

We are pleased to announce the opening of early registration for the OSUAP Annual Professional Development Conference, June 13, 2018, 9:00 am – 4:30 pm, at the Fawcett Center, 2400 Olentangy River Road. Early

registration is for OSUAP members only.

For a second year, we have a pre-conference session for new administrative professionals from 7:45 am – 8:45 am. Pre-

Conference Session Registration begins at 7:30 am, Photographer available at 8:00 am, and Conference Registration begins at 8:30 am. Near the beginning of

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## Physical wellness: A must for sustained energy—Part 2

By Bernadette Mazurek Melnyk, PhD, RN, CPNP/MHNP, FAANP, FNAP, FAAN, and Susan Neale, MFA

**Take steps now to ensure your future good health.**

### Sit less, get active

If getting more physical activity sounds difficult, relax; you don't have to join a gym. A simple 30-minute walk every day is effective, and those minutes don't have to be all at once. If you can squeeze in two 15-minute walks before and after work, you'll be doing your body a world of good.

The Centers for Disease Control and Prevention recommend 150 minutes of moderate-intensity aerobic exercise a week for adults to protect bones from osteoporosis. High-impact, weight-bearing exercises such as dancing, running, and aerobics are the most effective, but low-impact, weight-bearing exercise such as walking or using an elliptical machine also helps.

### Get strategic about food

Most nurses are well-informed about nutrition,

but busy schedules and exhausting or stressful days can lead to overeating or indulging in high-fat or high-carbohydrate foods that can make you feel tired shortly after eating them. Taking a few moments to rethink your eating strategy can make a big impact on your health.

Habit and convenience dictate many of our food choices. With a little planning, you can change those habits. Make a list of what you eat often, and then substitute healthier options. A good rule of thumb is to eat

### Be tobacco-free

Good habits can help you quit unhealthy ones; moving, eating healthier, and reducing stress can help smokers quit. The American Lung Association recommends swimming, jogging, brisk walking, and other activities that don't allow for smoking. Healthy snacks such as carrots, plain popcorn, and fresh fruit can be a good diversion. And learning new ways to relieve stress can help curb the urge to reach for tobacco.

When trying to quit, remember the 4 Ds:

1. Delay until the craving to smoke passes.
2. Distract yourself.
3. Drink water to beat smoking cravings.
4. Deep breathe—it's a quick and effective way to reduce the stress of early smoking cessation.

### Limit alcohol intake

Evidence shows that alcohol intake should be limited to one alcoholic beverage a day for women and two for men. Examples of one alcoholic beverage include one beer, one 5-ounce glass of wine, or 1.5 ounces of distilled spirits or liquor (rum, gin, vodka, whiskey).

## Boost your nutrition

Small changes can have a big impact. A recent study showed that relatively small weight loss in obese people—just 5% of their body weight—lowered diabetes and heart disease risk and improved their metabolic function. Take these actions to boost your nutrition and physical wellness.

- Switch an apple or some carrot sticks for an unhealthy vending-machine snack.
- Substitute water for sugared drinks (a good goal is eight 8-ounce glasses of fluid a day).
- To lower sodium intake, eat fewer processed, frozen, or packaged foods, and avoid adding salt to food.
- Choose whole grains instead of white bread or white rice.
- Use olive oil for cooking. Look for flat cold-pressed olive oil to boost your high-density lipoproteins.
- Avoid trans fats.
- Check out [Choosemyplate.gov](http://Choosemyplate.gov) for meal planning and healthy recipes.
- At parties, try the 80/20 rule: Eat 80% "healthy" foods and 20% "want" foods.
- Add one serving of antioxidant-rich fruits or vegetables a week to your routine.
- Keep some emergency protein (a small bag of nuts or a high-protein energy bar) in your backpack, purse, or car.

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## A Little Bit About: Ohio State University Administrative Professionals (OSUAP) - May Bi-Monthly Meeting

Our next bi-monthly meeting will be the kickoff of the Data Academy, **May 11, 12:00 pm - 1:00 pm, in 385 Bricker Hall.**

Jay Johnson, Associate Director of Ohio State's Office of Institutional Research and Planning, will share the recently developed Data Resource Guide which provides a concise overview of data sets that are relevant to our daily business at Ohio State. During this

presentation, there will be an opportunity for a question and answer session. Further, Jay will seek your feedback on the topics on the guide. With this information, you can learn about possible applications of these national, state and local data sets and how to access them. Something that might have been originally handled by your executive or another colleague — accessing and visualizing data —

can be another addition to your skills set or value-added to your role.

Please [RSVP](#)

We'll share more about OSUAP and what's going on behind the scenes in our next newsletter!

Click [here](#) if you would like to join OSUAP!

## Upcoming Important Dates

05/06/2018	Spring Commencement
05/28/2018	Memorial Day – Offices Closed
06/13/2018	2018 OSUAP Conference—"The Extraordinary Assistant" (Please click <a href="#">here</a> for conference details and registration instructions.)

## 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

**"Don't limit your challenges;  
Challenge your limits"**  
~ Jerry Dunn

(PHYSICAL WELLNESS Continued from page 2)

### Set SMART goals

To make changes that stick, start with SMART goals: Specific, Measurable, Achievable, Realistic, and Time-bound. Write down your physical health goals in clear, specific language; for example, "walk 15 minutes each morning and night." Start with small, realistic goals that you know you can achieve, and set specific time limits for them.

Your good health is good for others, too. The recent national study of nurses' health found that those in suboptimal health were 26% to 71% more likely to make medical errors. That points both to the need for nurses to take better care of themselves and for hospital and healthcare administrators to make their employees' health and well-being a priority.

(CONFERENCE Continued from page 1)

May, conference registration will be extended to all administrative professionals on campus.

### Conference Theme

In alignment with the mission and goals of OSUAP, the conference theme is "The Extraordinary Assistant." When we think of this assistant, some qualities that come to mind are resilient, diplomatic, efficient, organized, emotionally intelligent and self-aware. All of these qualities will be subtexts in the day's presentations.

The conference planning committee has created a program that will benefit Ohio State administrative professionals at all points in our careers. Whether you are new in your career, are new to Ohio State, or are a seasoned administrator, you can benefit from the diverse conference sessions. The program will include dynamic speakers from the University, the Wexner Medical Center, and our community.

### Conference Details

Our keynote speakers will kick off and conclude our day. Danielle Revish, public speaker and accomplished producer, will share her insights on Resilience. Our second keynote speaker, Courtnee Carrigan, CEO and Executive Trainer of Raising the Bar Performance Group, will present "You are the Answer."

Our other plenary session includes an Executive Panel during which University and Medical Center leaders share their insights on the executive and administrative professional partnership.

In addition to our plenary sessions, we will offer morning and afternoon breakout sessions. Conference attendees can select two sessions that best match your interests. You can find the session names and descriptions in the registration survey.

### Conference Registration

Registration for the OSUAP Conference is a two-step process:

**First**, complete the online registration request survey at: [https://osu.az1.qualtrics.com/jfe/form/SV\\_aVJqOpYPoSJvkEd](https://osu.az1.qualtrics.com/jfe/form/SV_aVJqOpYPoSJvkEd)

**Second**, complete an eRequest to pay the \$60

conference registration fee (in the eRequest system, select internal order and list OSU Administrative Professionals as the internal vendor).

The conference fee includes:

- Participation in the conference sessions
- Continental breakfast
- Light snacks
- Lunch

An OSUAP customized item for professional use

### Scholarship Requests

If you would like to attend the conference and you are unable to secure financial support from your organization, you may apply for one of the limited number of scholarships for our members. Please complete the attached form and return it to Roxann Damron at [Roxann.Damron@osumc.edu](mailto:Roxann.Damron@osumc.edu) before May 4.

### Cancellation/Substitution Policy

No refunds will be granted for cancellations or no shows. Registrants who do not attend will forfeit all registration fees paid. If you are unable to attend the conference for any reason, you can transfer your registration to another person without penalty. In that case, the conference book and/or any other materials that were included in the cost of registration, will go to your substitute attendee. If a substitute is not sent in your place, you may still collect all materials that were included in the cost of your registration. To designate a substitute attendee, send your request by Thursday, May 31, 2018. Please include the name of the original registrant and the name and contact information of the designate to the OSUAP Conference Registrar at: [hannah.nichols@osumc.edu](mailto:hannah.nichols@osumc.edu)

### Other Conference Details

You will receive more details (parking, attire etc.) prior to the conference. In the meantime, should you have questions, please feel free to contact: [Roxann.Damron@osumc.edu](mailto:Roxann.Damron@osumc.edu) (Conference Co-Chair), [Elaine Pritchard.90](mailto:Elaine.Pritchard.90@osu.edu) (Conference Co-Chair) or [Hannah.Nichols@osumc.edu](mailto:Hannah.Nichols@osumc.edu) (Conference Registrar).

We hope that you can join us at the conference!

Take care of yourself this year; it will translate into optimal health with sustained energy and great care for others.

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