



The OSUAP Connection

Issue #25

December 21, 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:

- *Deadline for 2018 OSUAP Mentorship Program Applications is 01/05/18!*
- *USAC presentation of Conversations with the President ([recorded Live-Stream Replay here](#))*
- *Scarlet Ribbon Gift Shops are having their 30% off Sale through Sat. Dec. 23!*
- *A very special OSUAP Happy Holidays to you and yours!*

Evaluate



& Calibrate

Proactive Self-Appraisal: Evaluate and Calibrate

by Elaine Pritchard

It's not unusual to embark upon the new year with resolutions for healthier and more productive lifestyles. We may choose to eat better, exercise more and commit to improved work / life balance. All of these are great things, but there is another area that might need some attention – your performance at work.

Now, the season for face-to-face performance management meetings might seem very distant, but it will be here before you know it. Something that is such an important driver for your career deserves intentional planning and an investment of your time. With some proactive work now, you can ensure a more positive experience when you meet with your supervisor.

Here are a few tips for the new year:

If you haven't started your list of accomplishments for the year, start one now.

For each performance year (July through June), keep a list of all

workshops / trainings you have attended or facilitated; all of your university service through committees, work groups and volunteer efforts; examples of leadership; and specific examples illustrating success, especially those related to your performance goals. If you show direct alignment with the University's strategic plan and that of your department or unit, you can make clear the strategic relevance of the work that you do. Often, we think of our roles as solely operational, but we do play important parts in moving the University and the Medical Center forward with their strategic initiatives.

Pull out your performance goals and assess your progress.

How many of us file away our performance goals until it is time to do a self-assessment just before the appraisal meeting? By that time, the year has passed us by and there is no time to self-correct.

In the spirit of proactive self-appraisal, bring out your performance objectives and scrutinize them carefully and honestly. Ask yourself some questions such as:

Have I fully or partially accomplished these goals?

If I have not made the necessary progress, what can I do to move forward?

Do I need to ask for additional assistance or resources to be successful? (This is a tough one, but sometimes it is necessary to ask for additional support.)

Are these goals still relevant given emerging needs in my office?

Schedule a touch base with your boss

Once you have done a thoughtful analysis of your performance thus far, schedule a 30-minute meeting with your supervisor. While some departments have this coaching meeting built into their performance management

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Staying healthy during the holidays

Consider wellness gifts for family, friends and yourself this season.

By Bernadette Mazurek Melnyk

Like me, you may find the holidays both exhilarating and stressful. Your weekly fitness routine is interrupted by family gatherings and parties, your to-do list has quadrupled and delicious holiday food beckons from every table and office lounge.

If you feel tempted to toss health habits aside for a while, you're not alone: the average American gains at least one to two pounds between Thanksgiving and New Year's Eve. Most of us do not shed the extra weight despite the rush to join gyms on New Year's Day. That adds up to a lot after a few years.

Holiday stress also can weaken your immune system, making you vulnerable to the season's viruses. This year, take a little time to make an action plan, because staying committed to health and wellness during the holidays is vital to your long-term well-being. Here are some fun, gift-related ideas for holiday health.

You may be thinking of asking for a fitness-related gift for yourself this year, such as a wearable fitness tracker to record your daily steps, a membership to a gym or yoga studio, a session with a personal trainer or new fitness equipment such as weights or running shoes. Why not ask if you can receive this gift early, so you can use it to keep in shape and reduce stress?



Photo credit: Andrew Weber

It may even be time to indulge in a special wellness gift for yourself. Consider blocking out some solitary time to walk in the woods and watch the snow fall. That will put you in a holiday mood and get you moving as well! Buy yourself that beautiful holiday platter you've always wanted and keep it stocked with fresh-cut veggies to snack on. Promise yourself the treat of a warm bath to shed stress. A little relaxation goes a long way in keeping your immune system healthy.

Get creative with gifts of health and wellness for others. I know of one mother who decided that the big gift to her twin sons every year would be an experience, rather than an object, to keep the family active and reduce clutter. They have great memories now of sailing, skiing, kayaking and spelunking trips together.

Could someone on your list use an activity boost? Ask family members what sports equipment they're craving. The adventurous person might like a gift certificate to a climbing gym or a trampoline park, while a zoo membership ensures a lot of walking.

And, because hydration is always important, reusable water bottles make great small presents for family and co-workers.

Gifts, of course, aren't limited to those we wrap up and exchange. You also can give simple gifts of wellness to family and friends just by offering to walk with them or help them keep on track with their fitness goals. Ask your cousins to meet for smoothies and salads this year instead of cookies and egg nog. Or host a holiday healthful snack exchange instead of a cookie exchange. Cookbooks with healthful recipes make great gifts, too.

Remember, you can't take great care of others unless you take great care of yourself. Your health and wellness are precious gifts to you. The efforts you take to safeguard them this holiday season can last a lifetime.

Bernadette Mazurek Melnyk is the university's chief wellness officer, vice president for health promotion and College of Nursing dean.

Upcoming Important Dates

12/25-26/2017	Christmas Day (Offices Closed) - Presidents' Day (observed) (Offices Closed)
1/1/2018	New Year's Day (Offices Closed)
1/5/2018	2018 OSUAP Mentorship Program Applications Deadline! Details here!
1/12/2018	OSUAP January Bi-Monthly Meeting: Leveraging Social Media—Digital Through Carmen Connect 12:00 Noon to 1:00 PM <i>Details soon!</i>
1/15/2018	Martin Luther King Day (Offices Closed)

OSUAP Member Spotlight—Featuring Gina Scarver

We are pleased to spotlight OSUAP's newest member of the Executive Committee and Secretary, Gina Scarver.

An Executive Assistant supporting directors in Quality and Patient Safety and Accreditation and Compliance, Gina has been with the Medical Center/James Cancer Hospital for over seven years. Prior to coming to Ohio State, Gina had a successful 20+ year career as a legal secretary.

When asked what she likes about working in her current role, Gina said it "is very rewarding as we are constantly striving to make The James safer for our patients (and our staff) by implementing process improvements, monitoring data, listening to our patients through satisfaction surveys, and by maintaining a constant state of readiness for any accreditation surveys that may occur. My directors are strong leaders who are extremely supportive of my work value, goals, and life/work balance, and have provided

tremendous learning opportunities for me through their leadership. They also encourage my participation in OSUAP, which has been important as I've grown within the organization."

What many may not know about Gina is that she is a part-time undergraduate student majoring in City and Regional Planning at the Knowlton School of Architecture. She enjoys learning and meeting new people and she already sees how this degree will assist her in building community and collaboration at the University. She expects to graduate in December 2020.

Gina has been an active member of OSUAP for 5 years and has served on the conference planning group. She brings energy, innovation and humor to her committee work. Whether it is navigating conference logistics or brainstorming about future events, Gina isn't shy about sharing new ideas and thinking about how we might do things better.

Regarding her participation in OSUAP, Gina said "OSUAP has been the most impactful networking opportunity for me since joining Ohio State. It has provided numerous educational moments which have contributed to me being a better assistant. I'm excited and honored to be serving as an OSUAP officer and look forward to the future growth we will all experience."



Welcome to OSUAP Leadership Gina and thanks for your first contribution to the newsletter below!

Are you "Ready to Run" — Professional Development Conference Recap *by Gina Scarver*



On December 7 of this year I was able to attend an interesting and beneficial professional development conference entitled "Ready to Run – Campaign Training for Women" sponsored by the John Glenn College of Public Affairs and held at the Fawcett Center. This conference originally piqued my interest as it relates to my current educational goals and passions while I pursue a Bachelor of Science degree in City and Regional Planning (at the OSU Knowlton School of Architecture) where I'm particularly focused on community relations and advocacy, as well as my professional development objectives. The cost of the conference was only \$50 which included breakfast and lunch.

The overall agenda was constructed much like our own annual OSUAP conference which is held every June. The Ready to Run keynote speaker, Professor Trevor Brown, Dean of the John Glenn College (the only male participant

of this event) spoke very passionately about the importance of more women running for office on the local and national level, and how we, as strong and driven women, are capable of inspiring citizenship, and promoting and developing leadership within our own circles every day. He encouraged those in attendance to continue educating ourselves on political issues, to not be afraid to reach outside of our comfort zones, and most importantly to always believe in ourselves and encourage our peers.

There were two "tracks" available as options for the break-out sessions – 1) *Ready to Run* (for those planning to run for office now or in the near future) and 2) *Ready to Advocate* (for those interested in helping candidates run their campaign). I actually mixed my day up, doing half and half by attending the morning advocate session titled "Behind Every Successful Woman is a Tribe" which consisted of a panel of experienced campaign professionals speaking to various ways women can become involved advocates such as: volunteering for grassroots issues, networking with lobbyists, following and supporting candidates who share your core values, seeking out panels, and continually educating yourself with relevant programs (at places like the John Glenn College, the Greater Columbus Commission, the Ohio Statehouse, County Commissioner forums, the JoAnn Davidson Leadership Program, etc.). I then attended an information session in the afternoon titled "Campaign Messaging"

which was a vibrant presentation regarding branding, messaging, and tooting your own horn the right way – the way that will get voters' attention and cause them to WANT to vote for you.

Our luncheon plenary, "Laying the Groundwork for Public Life" was facilitated by Upper Arlington Mayor, Debbie Johnson, who was joined by Franklin County Court of Common Pleas Judge Laurel Beatty Blunt, Columbus City School Board member Ramona Reyes, and State Representative Anne Gonzales. These extraordinary female public leaders shared their ideas, fears, advice, and encouragement as they have all dealt with various aspects of public life from campaigning to serving, and all while balancing their political careers with raising families. Their honesty and humor made it a very enjoyable session and I was left wishing I could spend time with each of them one-on-one.

The closing session focused on Financing Campaigns and was presented by speaker and author, Nancy Bocskor, who has worked on fundraising campaigns for over 100 members of Congress and has helped non-profits across the globe strategize financing campaigns. Nancy serves on the board for "Running Start," an organization that encourages women to run for office, and she was chosen in 2016 as one of the "Top 12 Women Changing the Face of Political

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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



A Little Bit About: Ohio
State University
Administrative
Professionals (OSUAP)
- Holiday Message from
our President Tricia Hohl



Dear OSUAP Colleagues,

*Just wanted to take a moment and
wish you all a fabulous holiday season,
filled with tons of joy and laughter.*

*I hope that 2018 will be your best year
yet and that it will bring you personal
and professional success and
fulfillment.*

*I am looking forward to another great
year for OSUAP and hope you will join
us in our professional development
and networking opportunities.*

Merry, Merry

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!

(PROACTIVE SELF-APPRAISAL Continued from page 1)

process, many do not. Whether your office has a formal coaching component or not, you can show your commitment to your performance by requesting this meeting. If you have a pre-read for your boss, such as a mid-year accomplishments document or a list of questions that might require advance thought on his or her part, this preparation will help facilitate a more productive and focused meeting.

As you open the door and solicit concrete feedback from your supervisor, you may learn some things that are difficult to hear. Just as we are learning to accept constructive criticism, many supervisors are still learning how to offer it. If you need clarification, don't hesitate to ask clarifying questions so that you are on the same page. This is a great opportunity for you to show your maturity, professionalism and commitment to being the best administrative professional that you can be.

Be kind to yourself

Last but not least, allow yourself to be imperfect. We all want perfection, but it is rarely achievable. You should be proud knowing that you are putting forth your best effort – and that you are continually striving for excellence. Examine your mistakes, identify how to avoid them in the future, and move on. You have far too many successes in your future to be bogged down by previous failures.

In closing, I do not claim to be an HR expert; however, I am thinking about how I can approach my own performance management more proactively. If you have any questions about the performance management procedures in your office, be sure to seek the guidance of your dedicated HR professional. My hope for you is that you can share (effectively and proactively) your professional successes.

***Step out of your career
comfort zone—and step
into your
greatness.***

~Jo Miller, Be Leaderly

(READY TO RUN Continued from page 3)

Communications in Latin America." She is a graduate of Otterbein College where she received the 2010 Distinguished Alumni Award for "her passion to affect change in national and international communities, training and consulting with the nation's and world's political leaders, and commitment to educate others, particularly women, around the world." The wealth of knowledge and experience Nancy shared with us was extraordinary and brought

to us largely by personal stories of success (and some failures) and was presented with a great deal of humor and candor.

This annual forum was a valuable experience for me, with abundant networking opportunities and interesting and informative sessions. If you are interested in learning more about these types of topics, please reach out to Program Manager for Ready to Run, Shadia Jallaq at jallaq.6@osu.edu so that she can help keep you connected to the John Glenn College of Public Affairs for future events.