



Thank You for Your Leadership

Recently, OSUAP election chair, Lauren Paulauskas, announced the results of the OSUAP officer election. The announcement was bittersweet as it prompted me to think about OSUAP's future with hopeful anticipation and to reflect upon the past two years with gratitude and nostalgia. While we are excited to have our new superstar officers on deck, we are sad to see our Member-at-Large, Susie O'Brien, and Treasurer, Barb Gassin, leave the executive committee. Both Susie's and Barb's contributions to OSUAP have been invaluable.



OSUAP's first Member-at-Large, Susie O'Brien, was an integral member of the executive committee and made her share of important contributions to OSUAP. This year, she led the Recognition work group, which recognized members' years of service at this year's conference. Through the work group, Susie organized an OSUAP social event to recognize national Administrative Professionals Day. As a member of the conference planning group, Susie rolled up her sleeves and eagerly volunteered when tasks needed to be completed. The day of the conference, Susie worked with the registration team and assisted with ad hoc items, as they arose. Susie's electric smile and positive attitude touch those around her – and create an energizing and productive environment.



As the first OSUAP Treasurer, Barb Gassin formalized the financial reporting and worked collaboratively with our fiscal contact in OAA. She leveraged this infrastructure as we prepared for our annual professional development conferences – a time when frequent financial reporting is needed. Barb's involvement with the conferences was not limited to the financial aspects. She served on the conference planning committee for several years. During the last couple of conferences, Barb managed the conference logistics with the venue, both before and during the conference. With her calm demeanor and problem-solving skills, Barb was instrumental in the smooth operation of our conferences. On a more personal note, Barb has a great sense of humor and a "can do" attitude, which make her a great collaborative partner!

Please join me in thanking Susie O'Brien and Barb Gassin and for their dedicated service to OSUAP. They have been generous and committed to their efforts on behalf of our group.

Elaine Pritchard

Thank you!

2016 OSUAP Annual Conference

The 2016 Conference was a hit! Thank you to all those who were able to attend, we hope you found the conference informative and fun! A special shout out to the OSUAP Executive and Planning Committees for putting on such a successful event!



OSU Staff Appreciation Week Events

July 24-30, 2016

STAFF APPRECIATION NIGHT WITH THE COLUMBUS CLIPPERS

July 24, at 4:05 p.m., Huntington Park

Ohio State employees can purchase discounted seats for when the Clippers take on the Pawtucket Red Sox at Huntington Park on July 24. Fans can also enjoy fireworks and other ballgame activities.

Use the [2016 Staff Appreciation Night with the Columbus Clippers form](#) to order tickets.

ICE CREAM SOCIAL

July 25, 1-4 p.m., Brief program around 2 p.m., NW Corner of Oval, near Bricker Hall

Celebrate Staff Appreciation Week with a frozen treat. Take an afternoon break and visit the CD 102.5 Ice Cream Truck and USAC for free ice cream, while supplies last.

Special Offers for Staff

OHIO STADIUM TOURS

August 1 and 2, 9 a.m. and 11 a.m., Ohio Stadium

Visit the Horseshoe and see where the Buckeyes play during a complimentary tour. Reserve your spot by emailing hr-eventsvp@osu.edu and specifying tour location, date and time, and provide a contact phone number. RSVPs are taken on a first-come, first-serve basis and are only for employees. RSVPs must be received prior to 5 p.m. the day before and participants should meet at the main entrance (Rotunda) of the stadium 5 minutes prior to the start time.

BROADWAY SHOWS TICKETS DISCOUNT

July and August 2016

Faculty and staff have exclusive access to discounted Broadway Show tickets. In honor of Staff Appreciation Week, [see Corporate Offers](#) for information about discounted tickets for July and August 2016.

OHIO STATE FAIR LUNCH ADMISSION DEAL

August 2-4, 11 a.m. to 1 p.m., Ohio State Fairgrounds

The Ohio State Fair is offering faculty and staff a special discounted admission price of \$2 from 11 a.m. to 1 p.m. on August 2-4.

Use the [2016 Ohio State Fair Lunch Admission Deal coupon](#) for discounted entrance. Download the free [Ohio State Fair Food Finder app](#) for your iPhone or Android phone to search for your favorite fair food. Some restrictions may apply.

Don't Forget the Basics!

Sometimes we get so focused on what we are doing, we make our own jobs more difficult by forgetting some of the basics that make our jobs easier.

The tips below are good reminders to not make things more difficult for yourself!

- 1. Consolidate Trips.** If you need to walk to the mailroom, pick up a fresh coffee at the same time. Or save your copying/scanning and do them in one trip to the copy room. Doesn't seem like much, but saving any time throughout the day can add up!
- 2. Keep a notepad nearby to write down all requests.** If your executive calls you into their office, bring the notepad to write down any details, so you don't forget anything if you are interrupted on your way back to your desk. The notepad also comes in handy when answering incoming calls, summarizing what was said so you can relay a clear message when transcribing the information to e-mail.
- 3. Think before hitting send.** When sending an e-mail (or any communication), pause to consider what your reader knows and more importantly, doesn't know. How will they interpret your message? Is anything unclear? You can save time with sending clarifying e-mails back and forth by making sure everything is clear the first time you communicate.

-Thank you to Evelyn Andrews for these great reminders!

Upcoming Important Dates

07/24-30/2016

Staff Appreciation Week

Share your 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](#)

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

Have suggestions for the Newsletter?

Let us know!

Email: [Sophia Rester](#)

Chair, Communications Work Group

Submit suggestions by the 8th of each month.



THE OHIO STATE UNIVERSITY