



Passing the Torch

At the risk of sounding old, time has flown by since the first meeting of OSUAP in 2010. It has been an exciting six years. From a single email OSUAP was born and has thrived ever since.

I am so proud of OSUAP's accomplishments and I recognize that all of these successes were a result of the dedication and efforts of a group of Ohio State admins committed to professional development and community building.

Some points of pride to share:

OSUAP has grown from 30 members to almost 350 today, solely by word of mouth. This is a testament to the value that we bring to our community with relevant programming and networking opportunities.

Since 2012, we have hosted five annual professional development conferences created specifically for Ohio State admins. With creativity and the generous contributions of time and funding, we have been able to expand the conference from 50 attendees to almost 200 this year. We have received highly favorable feedback from conference attendees – and we look forward to the next conference in June 2017.

We have hosted over 30 bi-monthly meetings covering a diverse range of topics such as travel, social media, public speaking, resumes, preparing for performance reviews, safety in the workplace, navigating change and many others. Our members, who continue to drive OSUAP programming, identified the topics.

OSUAP's work groups have done extraordinary work to support our mission and to ensure the sustainability of our group. Thank you to the Communications, Conference Planning, Mentoring, Recognition and Technology work groups!

As I prepare to "pass the torch" to our incoming president, Tricia Hohl, I am very excited about the next chapter in the OSUAP story. Tricia has been an officer since the early days of our group and she has been fundamental in getting OSUAP to where it is today. She is very dedicated to our group, our profession, and to the future of OSUAP. I am confident that our group is in the best of hands!

Thank you for giving me the opportunity to be the Vice President and President of OSUAP. I am humbled by all that our group has accomplished and I am grateful for the support and kindness that all of you have shown me.

With Warmest Regards,

Elaine Pritchard

OSUAP President



OSUAP - it all started with an email.

On July 7, 2010, I was copied along with a few of Elaine Pritchard's colleagues with a message that said: "I had a thought recently and I would like to get some feedback from you. What do you think about forming an Executive Assistants group?"

Wow! From one person's email, the Ohio State University Administrative Assistants was born, growing from its first meeting of 30 people to more than 350 administrative professionals across the university today.

I'm not entirely sure how it came to be that Elaine, Tricia and I were elected to those initial leadership positions. I suspect it's because we're all confident and maybe just a bit bossy. Plus, the two of them took a step back while pushing me forward into the president's role. But I got back by telling them I wouldn't be "president for life." OSUAP had to have by-laws to ensure a succession of our administrative peers would have the opportunity to step forward and flex their own leadership muscles.

You wouldn't know it to look at her, but Elaine's knees shake every bit as badly as many of yours do at the thought of public speaking. She's more comfortable (and extremely effective!) in a background role. But she's truly grown in her public leadership skills, and I'm convinced that's due to her passion for the administrative profession and in service to her university colleagues.

When OSUAP started, I already knew Tricia through the Campus Campaign Council. She also stepped forward, not only as the first OSUAP secretary, but as the coordinator for several of the annual OSUAP conferences. Her new role as OSUAP president is the next logical step forward; I know the group will continue to thrive under her leadership.

What a fabulous impact Elaine and Tricia have had on my life as colleagues and friends. And it's in large part due to them, and all of you in OSUAP, that I was inspired to start a new group like it at OhioHealth.

Congratulations to everyone on the new OSUAP leadership team that's stepping forward for the 2016-17 year! I am so incredibly proud that you will soon kickoff the seventh year of programming and the sixth annual conference next June.

Warmest best wishes,

Katherine Margard

OSUAP co-founder and past president (2010-14)



As we say good bye to Elaine, and thank her for her leadership as our OSUAP president, we also welcome the newest members of the OSUAP Executive Committee!

Member at Large—Matt Sikora | Treasurer—Brian Keller

Secretary—Peggy Rader



Since December 2014, Matt has served as one of two executive assistants to David Williams, Dean of the College of Engineering. He moved to Columbus from South Bend, Indiana, where he worked as Executive Assistant & Director of Special Projects in the Office of Mayor Pete Buttigieg. Matt was born in Chicago, grew up in northern Indiana, and graduated from Indiana University in 1998, majoring in East Asian Studies and minoring in Business. He began his career with the Indiana Department of Commerce, focusing on international business recruitment and export assistance. Matt also served in the Office of the Lieutenant Governor and the Office of the Governor as a special assistant for scheduling. From 2005-2009 he helped coordinate efforts at Purdue University to expand institutional linkages with partners in East and South Asia.

After several years in the oftentimes contentious world of local politics, Matt is thrilled to once again be working in higher education, where all around there are smart people doing great things and working together for the common good. Nonetheless, he's excited to be living in a swing state where his vote will actually count, even if it means suffering through so many political ads on TV. He looks forward to being OSUAP's Member-at-Large and to serving our members in the upcoming year.



Brian is the Assistant to the Director of the School of Health and Rehabilitation Sciences. His team's priority is the administrative, educational, and fiscal success of the School. He strives to offer effective, genuine, hospitality-oriented customer service with every transaction, and this cannot be accomplished without strong relationships fostered inside and outside of the University community.

Brian recently received his 5-Year keychain from OSU and is currently pursuing his MBA through the part-time program here at OSU's Fisher College of Business. He and his wife Hannah are preparing for their first child in January and are also in the midst of selling their home in Westerville.



Peggy has worked at The Ohio State University since 2008, originally as an Administrative Assistant for the Nurse Managers of the Bone Marrow Transplant In-Patient unit, Apheresis, and James 11 Hematology and Transplant Clinic. A year later she accepted the Office Manager position for the James Nursing Education department and was later promoted to Program Coordinator. In this role she orchestrated and executed logistical details for all of the nursing continuing education programs and created and implemented the first online website for nursing continuing education allowing nurses to participate in a program, take an online quiz, and receive a certificate upon completion that could be downloaded and saved for their records. In addition to this online education program, she designed and managed the first audience response system for all of the onsite education classes. With this technology, reports were assessable to document outcomes and responses from the training classes.

She joined the College of Public Health in November of 2012. In this role Peggy managed the Interdisciplinary Biostatistics PhD program and other assignments such as the Administrative person for the College Open Faculty Search Committee, Data Analytics Committee and back up to the Executive Assistant to the dean of the college. She also assisted the dean with Discovery Theme Initiative presentations. Peggy is currently the Executive Assistant to Lisa Plaga, Interim Controller, and Nathan Andridge, Senior Director for PRSM.



Join the OSU Health Plan Health Coaches for Walk with a Health Coach

Friday, August 19th 12pm

Ohio Stadium

Friday, August 26th 12:30pm

Fred Beekman Park

Thursday, September 1st 12:30pm

Thompson Library

Thursday, September 8th 12:30pm

Martha Morehouse Parking Lot

Tuesday, September 13th 12pm

700 Ackerman

Tuesday, September 20th 11am

Fred Beekman Park

Thursday, August 29th 12pm

Thompson Library

Why should you walk with a health coach?

Walking improves mood.

Walking strengthens muscles.

Walking improves sleep.

Walking gives you energy.

Walking is FUN!

Sign up at <https://linktohealth.osu.edu/LinktoHealth/eventList.seam>

Looking for resources to help make your job easier? Be more productive?

Check out this article from LinkedIn and let us know if you found anything that helped you!

[Resources for the Admin](#)

Upcoming Important Dates

8/23/2016

Autumn Semester Begins

9/05/2016

Labor Day—Offices Closed

09/09/2016

OSUAP Bi-Monthly Meeting

*Winter is an etching, spring a watercolor,
summer an oil painting and autumn a
mosaic of them all.*

- Stanley Horowitz

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

2016-2018

President: Tricia Hohl

Vice-President: Quanita Batts

Secretary: Peggy Rader

Treasurer: Brian Keller

Member-at-Large: Matt Sikora

Membership Chair: Roxann Damron

Immediate Past President: Elaine Pritchard

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

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