



## Member Spotlight

Gina Gest has been promoted to the position of Wexner Medical Center Leadership Liaison effective October 3rd. In her new role, she will provide operation oversight for all Advancement activities for Wexner Medical Center Leadership including CEO Dr. Sheldon Retchin, COO David McQuaid, and College of Medicine Dean, Craig Kent. Gina will triage Leadership Advancement requests, draft briefings and correspondence, as well as assist with principal gift donor engagement strategies.

*Congratulations, Gina!*

## Looking for Training?



### Get a Professional Edge

All Things Admin's AdminPro Training Series provides informative and compelling training, coaching, and mentoring that enriches and advances admins' careers – whether you're new to the profession or an industry veteran.

The series offers tried and true strategies you can implement in your career right away! Each month, we focus on an applicable industry or career topic to help you sharpen your skills and take your career to the next level.

Each monthly session includes:

- A content-rich, 60- to 90-minute webinar to view online or listen via a downloadable MP3.
- Practical supplementary session materials, such as printable handouts and links to resources.
- Personal insights from our speakers, along with interviews with notable career experts and administrative leaders.
- An effective and innovative continuing education option that's available to admins anytime and anywhere.

Some of the topics for 2016 include:

- **Systems for organizing** incoming information efficiently and effectively.
- Becoming a pro at **communicating updates**, meeting deadlines, and **closing the loop**.
- **Managing your capacity** to remain productive throughout the day.
- Developing a **rock-solid partnership** with your executive.
- Preparing yourself for **career transitions** – expected and unexpected.
- Leveraging **your unique organizational style** to get organized.
- **Implementing systems** to reduce overwhelm and increase productivity.

### Listen at Your Convenience

Carving out time for professional development is a challenge for admins who are busy assisting their executives and departments. The AdminPro Training Series is the perfect solution for time-crunched professionals. All training sessions are available via webinar or download in MP3 audio format. This flexibility allows admins and office support staff to listen whenever and wherever it's convenient!

For more information, including cost, click [here](#).

## Interested in becoming a Certified Administrative Professional (CAP) through International Association of Administrative Professionals (IAAP)?

IAAP is a 501 (c)(6) registered not-for-profit professional association for administrative professionals. IAAP strives to ensure individuals working in office and administrative professions have the opportunity to connect, learn, lead, and excel.

IAAP is dedicated to helping office and administrative professionals advance their career in a demanding and ever-changing business environment.

Their focus is geared towards what matters now and what's ahead. Enhancing the value that office and administrative professionals bring to the table and advocate for the profession as it evolves to encompass the role of not just business partners but also leaders.

They specialize in online and offline training programs, certification opportunities, valuable networking and industry leading events. They provide the knowledge, skills, and insights that build toward job advancement, success, and recognition.

The IAAP Certified Administrative Professional (CAP) is the leading recognized professional certification in the administrative field that encompasses all areas of the office.

Professional certification is a distinction that sets you apart from others. It's an investment in your career that shows employers, coworkers, and the public that you are committed to your profession and excel in your field. Certification makes you more valuable to employers and gives you a competitive advantage in the workforce.

Marie Herman, CAP-OM, ACS, MOS will be facilitating an on-line study group beginning on November 29, 2016 for the March 2017 Exam. Marie has actually successfully passed the test TWICE! She originally took the CAP (then CPS) in 1997, passed in the top 1% and was one of the original OM's in 2001. However, due to circumstances within and beyond control, her certification lapsed and so she retook (and passed) both exams in May 2012. Marie has led multiple study groups to help students prepare for the CAP exam.

The CAP Study Group will be held on Tuesday evenings from 7:00-9:00 p.m. Central Time from November 29, 2016 through March 14, 2017. In addition, there will be a debriefing session on April 4, 2017.

Early bird registration cost for each 15 week study group is \$100. There are no refunds once the group has begun meeting. Groups are limited in size, so don't wait long to sign up. If interested please click here to sign up <http://www.mrhenterprises.com/2017-03CAPStudyGroup.shtml>

For further information about IAAP, please visit <http://www.iaap-hq.org/?page=About>

More information about certifications can also be found in the Resources Menu on the OSUAP site:

<http://u.osu.edu/osuap/resources/certifications/>

## Update on University General Records Retention Schedule

In early September, the University Archives launched the most up-to-date University General Records Retention Schedule. All employees are encouraged to review the new retention schedule to make sure they are following the latest requirements. The schedule has been highlighted to identify additions and changes. In particular, note changes to records maintained by centralized campus units (page 3), expanded definitions for "Active +" for various record types and significant changes to the human resources records.

Click [here](#) for more information.

## Bucks for Charity 2016 October 3rd—November 30th

Give to your favorite charity one time or online through payroll deduction. Make a donation to local nonprofit organizations that support our families, friends and neighbors. Donations at any level, even just \$1 a day, significantly make a difference in our community. New this year, make a pledge and you'll be entered to win great prizes throughout the campaign, including an iPad mini. Buckeyes, let's rally together to support causes that are important to all of us.

*The more Bucks, the better!*



## 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!

### Upcoming Important Dates

10/17/2016	Autumn Second Session Begins
10/17/2016	Boss's Day
10/31/2016	Halloween
11/11/2016	Veteran's Day

*"We can each define ambition and progress for ourselves. The goal is to work toward a world where expectations are not set by the stereotypes that hold us back, but by our personal passion, talents, and interests."*

*- Sheryl Sandberg*

### 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 Effective Sept. 1, 2016

President: Tricia Hohl  
Vice-President: Quanetta Batts  
Secretary: Peggy Rader  
Treasurer: Brian Keller  
Membership Chair: Roxann Damron  
Member-at-Large: Matt Sikora  
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.

