



# The OSUAP Connection

Issue #19

June 26, 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:

- Pelotonia registration fee increase approaching—Sign up by July 7 for savings! <http://pelotonia.org/>
- Complimentary Educational Webinars in July. ([register here](#))
- Chadwick Arboretum annual open house July 23. ([details here](#))
- ASFW recognizes Ohio State women with awards. ([details here](#))

## What a Fantastic OSUAP Conference!!

We hope you didn't miss it, but if you did.... Here are a few highlights and photos! You should find many more photos with captions on our website soon.

First of all, a huge THANK YOU to the Conference Planning Workgroup! It is a monumental effort to put on a conference for hundreds of people, and you ROCKED it! All while doing your "real" jobs fulltime.

We had some awesome speakers, incredible breakout sessions and even an inaugural session for new OSU Administrative Professionals! Several of us have already heard some great feedback from the attendees and we have already started planning for next year! If you are interested in helping to plan for next year's conference, please reach out to us and we will get you involved. Guaranteed!

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*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)*

## OSUAP Member Spotlight—Featuring Michelle Villers

Michelle Villers has been with Ohio State since 2013. She is the assistant to the director of the Agricultural Technical Institute (ATI) located in Wooster. ATI is part of the College of Food, Agricultural, and Environmental Sciences. When Michelle began her employment at OSU, ATI was in a re-envisioning plan. ATI leads the nation in granting two-year degrees in the agricultural sciences. The re-envisioning plan looked at how ATI could best position itself for ongoing leadership in education. During the re-envisioning, Michelle transitioned through two interim directors and assisted in the search for a fulltime director of ATI. When a new director of ATI was selected, Michelle worked



*Michelle Villers, ATI, OSU Wooster*

with college leadership for the onboarding of the new director.

Though she is not involved in teaching, Michelle looks for ways to connect with students. "Students are the whole reason we are here!" She worked with the director to form the Director's Student Advisory Committee. Michelle attends the once a month meetings with the director

where students give feedback, provide input and ask questions. Another way that she connects with students is through the Student Career Newsletter that she developed with the support and encouragement of the director. ATI is unique in that they have a large portion of students who transition to the Columbus campus, but also have a large portion of students who go right into the work field with their associate degree. The Student Career Newsletter is a great way for employers to advertise their job opportunities to ATI students. Michelle truly enjoys people and looks for ways to connect. This led her to chair the committee

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## STRESS.... By Dr. Bernadette Melnyk

Stress. It can affect relationships. Raise cortisol levels. Weaken your immune system and wreak havoc on your long-term health.

So, how can you find equilibrium? The Ohio State University's Vice President for Health Promotion and chief wellness officer, Bernadette Mazurek Melnyk, has evaluated different approaches with nearly 1000 employees and offers the following tips for tuning out, unwinding and taking care of yourself.

1. **Stop procrastinating.** There's nothing like putting off a big task to build up undue stress. Divide it into smaller pieces and take it a single step at a time. Complete one, then the next, and eventually, your to-do list will be less daunting and substantially less stressful.
2. **Look for options.** Is there something you can do to lessen your everyday stresses? Ask your employer about flex hours, telecommuting, or other scheduling flexibility. Make the most of your workplace resources and referrals for mental health services, child care, or elder care to start easing stress in little ways.
3. **Get your rest and relaxation.** Spending time with family after a stressful day can do wonders in helping you recharge. Maybe you need some alone time — try meditating before bedtime to slow it all down. Don't run on empty!
4. **Talk it out.** Feeling overly stressed or down? Be honest. Instead of holding it in, try working with your colleagues and supervisor to create reasonable solutions. Consider talking with a mental health provider if your stress or mood is



interfering with your functioning. Taking care of yourself shows strength.

5. **Stay in the present moment.** Worry and guilt are emotions that are not constructive as most of what we worry about never happens and guilt can rob you of your joy. Practice being mindful/in the present moment every day and watch how your mood improves.
6. **Unplug.** Having your phone (and work emails) next to you at all times can be exhausting. While it's important to be available, learn to recognize when you need to disconnect and take a timeout from work after hours — emails and all.
7. **Just say no.** It's hard to say no sometimes. But when you stop overcommitting, you'll find you have more time for meaningful activities.
8. **Take time to do what you are passionate about and love.** You'll discover an abundance of energy and less stress.
9. **Focus on what you have, not what you don't.** Get in the habit of counting your blessings every day to feel happier and more satisfied with your life.
10. **Read 5 minutes in a positive book every day.** Negativity that happens around us can zap our energy and deflate our mood. Beginning the day with this tip can boost our ability to stay positive throughout the day.
11. **Engage in physical activity.** . Getting in just 30 minutes of moderate physical activity five days a week can reduce stress, depression and anxiety and boost energy. Add to that lots of water and healthful foods for all the energy you need throughout the day.
12. **Take frequent recovery breaks during the day.** Take 5 minutes every hour to take a quick walk or stretch by your desk. Have standing meetings. Sitting for prolonged periods raises your risk for heart disease and depletes your energy.

*\*Most wellness content is provided by our very own Dr. Bernadette Mazurek Melnyk, Vice President for Health Promotion, University Chief Wellness Officer and College of Nursing Dean*

## Upcoming Important Dates

07/04/2017	Independence Day – Offices Closed
08/06/2017	Summer Commencement
08/22/2017	Autumn Semester Begins
09/08/2017	Next OSUAP Bi-Monthly Meeting (Details Pending)



Employee Events Planning at ATI. This committee plans the Employee Recognition Banquet, Employee Appreciation Day, Holiday Lunch and other employee related events. She is eager to make more connections in Columbus and though the two-hour drive can be a deterrent to attend events, Michelle would like to find more creative ways to connect.

Attending the OSUAP Conference for the last several years has been a huge benefit in terms of networking with colleagues!

In her "free time", Michelle heads the P.A.I.G.E. Foundation, a non-profit support group for birth moms and educating the public about the gift of adoption. This foundation was created to honor her daughter, Paige, who herself was a birth mom and an Air Force Airman. Paige

passed away in 2007 while serving in the Air Force and Michelle continues her dream of helping others who face the same challenges she did.

Michelle enjoys writing and puts her passion to use in all areas of her life.

How fortunate we are to have her at OSU and as a member of OSUAP.

Way to go Michelle!!

## Partnership will recruit and retain individuals with disabilities for Ohio State University careers

by Benjamin Johnson, Director of Media Relations

### Innovative model will expand employment opportunities

April 2017

COLUMBUS, Ohio – The Ohio State University and Opportunities for Ohioans with Disabilities (OOD) have partnered to place an OOD career specialist exclusively at Ohio State. This will be the first time OOD has embedded an employee within a single organization to focus on enhancing the recruitment and retention of individuals with disabilities and best practices for creating an inclusive workplace environment.

Lucy Muchmore, a current OOD employee and Ohio State alumna, serves in the joint position. She began her new role on April 3. Muchmore will work closely with university leaders and human resource professionals to identify opportunities to enhance the hiring and retention rates of individuals with disabilities.

This joint, full-time position is supported by a three-year grant from the Poses Family

Foundation. It formalizes a strong partnership between Ohio State and OOD, and establishes a dedicated resource for Ohioans with disabilities who seek an Ohio State career. Representatives from Ohio State and OOD collaboratively developed this innovative model as part of the grant proposal to the Poses Family Foundation.

"This is a fantastic example of an innovative university and state partnership that will create more career opportunities for Ohioans," said Alison Mincey, associate vice president in Ohio State's Office of Human Resources. "Together, Ohio State, OOD and the Poses Family Foundation are piloting a new model to provide better workplace opportunities and experiences for individuals with disabilities."

OOD Director Kevin Miller says this unique partnership is breaking new ground. "This is an example of how Ohio State, Poses and our agency are leading the way in providing opportunities for individuals with disabilities.

Incorporating one of our OOD vocational rehabilitation counselors into the university will benefit everyone involved by providing new and exciting employment opportunities."

OOD, the state agency responsible for workforce development and placement of individuals with disabilities, and Ohio State have a rich history and shared commitment of securing university careers for individuals with disabilities. The two organizations also provide training to the Ohio State community on interviewing, hiring and working alongside individuals with disabilities.

The Poses Family Foundation is a New York City-based philanthropic foundation. The foundation puts its greatest focus on the one in five people with learning and attention issues. Believing in the power of collaboration to drive greater and faster progress, PFF works together with other foundations and nonprofits to encourage cross-field thinking and collective action.

## L. Scott Lissner, ADA Coordinator—Your Connection to ADA (Americans with Disabilities Act) Resources

L. Scott Lissner has served as the ADA Coordinator and 504 Compliance Officer for The Ohio State University since January of 2000. Housed under the Provost in the Office of Diversity and Inclusion,



Lissner is an Associate of the John Glenn School of Public Policy and serves as a lecturer for the Moritz College of Law, the Knowlton School of Architecture and Disability Studies. His teaching and public service informs his work as the university's disability compliance officer; energizes his role in creating seamless access to

all of the university's programs, services, employment opportunities and facilities; and guides his efforts as a catalyst for disability related initiatives. Engaged in community and professional service, Lissner is President of the Association on Higher Education And Disability

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## A Little Bit About: Ohio State University Administrative Professionals (OSUAP) Work Groups

We are growing! And that is good. But with growing, there are always growing pains. And those can be good too. Really..... We promise. In other words, we would love to have more members in the OSUAP Communications Work Group! Not only will you be helping out your fellow colleagues—sharing your talents with others, but you can add this to your "Professional Development" section of your review!! Now that is something that may just motivate you to make that "painful" leap! Below is information on the Communications Work Group.

- This work group publishes the monthly OSUAP newsletter.

- The group will identify and implement ways to promote the value of the work of the University's administrative professionals and to strengthen the network of Ohio State's administrative professionals.
- The group will utilize existing channels of communication like OnCampus and OSUToday and leverage social media such as existing OSUAP groups on Yammer and LinkedIn.
- The group will identify technology tools to better disseminate information.
- And lots more!

Some things you might be asked to do as a member: Provide content for our LinkedIn

group, Yammer group, tweets for Twitter, and provide content for our website, articles for OSU publications.

**If you are interested in joining the Communications Work Group, please send an email to [Michelle Pennington](#), Chair, Communications Work Group**

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

**Click [here](#) if you are interested in joining OSUAP!**



## 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?

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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Professionals Group  
<http://u.osu.edu/osuap>  
Columbus, Ohio 43210



**THE OHIO STATE UNIVERSITY**

*No one is more  
cherished in this world  
than someone that  
lightens the load of  
another  
~ Unknown*

(CONFERENCE Continued from page 1)

The OSUAP Connection



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and serves on the Board of Directors for ADA-OHIO and the Editorial Board for Thompson's 504 Compliance Manual. Lissner has been appointed to the Columbus Advisory Committee on Disability Issues, Ohio's HAVA committee and the Ohio Governor's Council for People with Disabilities. Lissner publishes, presents, and consults frequently on disability issues. Recent publications include "The Impact of the ADA of 2008 on Higher Education" Thompsons Publications; "Universal Design in the Institutional Setting: Weaving a Philosophy into Campus Planning" in Universal Design: From Accessibility to Zoning (J. Cowley-Evans & J. Nasser (Eds.) and

"From Legal Principle to Informed Practice" with J. E. Jarow. You can read more on Lissner's bio [here](#).

**Below are a few links provided by Lissner to assist with accessing information:**

[https://www.ada.osu.edu/resources/disability\\_access\\_policy.pdf](https://www.ada.osu.edu/resources/disability_access_policy.pdf)

<https://hr.osu.edu/services/disability-benefits-leave-services/>

[https://www.ada.osu.edu/resources/accomodation\\_fund.htm](https://www.ada.osu.edu/resources/accomodation_fund.htm)

<https://hr.osu.edu/public/documents/policy/policy245.pdf>

**To contact Lissner:**

L. Scott Lissner  
University ADA Coordinator  
21 East 11<sup>th</sup> Ave  
Columbus Ohio, 43210

**Phone:** 614.292.6207

**Fax:** 614.688.3665

**TDD:** 614.688.8605

**Email:** [lissner.2@osu.edu](mailto:lissner.2@osu.edu)

**ADA Coordinator Web site**

<http://ada.osu.edu>

