

# AAASAC MONTHLY NEWSLETTER

APRIL 2023

## Professional Development

### 5 Actions That Can Help with Challenging Tasks

**Action 1: Be Prepared** – Understand what is expected of you and who the stakeholders are, plan ahead and keep track of where the project is, and keep clear, concise records, which are updated regularly.

**Action 2: Reach Out** – Network and collaborate with people who are doing similar work; ask questions and ask for help if/when you need it.

**Action 3: Nourish Yourself** – Your body: Eat regularly and exercise. Your mind: We are all different. Take care of your mental health, your spirit, and do what makes you happy and brings you joy.

**Action 4: Think Positive** – You can do this! Be confident - there is a reason you were given this task. Maintaining a positive attitude makes the work easier. Again, you can do this! Protect your peace – surround yourself with positive people who believe in you and your abilities.

**Action 5: Take a Break** – Set a timer so you don't work for hours and hours. Remember to get some movement - Take a walk, step outside and just breathe, eat somewhere other than your work station or desk, and don't forget to hydrate. Coffee is good to get you going but water is best for hydration.

## Connecting & Learning Together

**RoundTable discussion: Session 5**  
**ETF, Fixed Assets, Record Retention Tips**

**Monday, May 1, 2023 3:00 – 4:00 pm**

**Location: Wine Price- Pathways Training  
Room (in person only)**  
**No RSVP Necessary**

What did the  
tree say during  
springtime?

"Well, this is a  
re-leaf!"



## Meet an Administrative Professional



In honor of spring and flowers blooming, this month we are spotlighting the School of Professional & Continuing Education's **Wanda Hensley**. Wanda has a long time background in business management as well as floriculture. She has worked with the Town of Bridgewater and then with JMU for over 20 years making our areas beautiful, safe, and welcoming to all through her roles as a Team Lead for beautification programs and later with JMU's Facilities Management.

As SPCE's Building & Operations Coordinator of the Ice House, Wanda brings intention, joy, and liveliness to the space as well as to her interactions with customers and students.



*Are you an administrative professional with a special connection to JMU? Email your story to [aaasacnews@jmu.edu](mailto:aaasacnews@jmu.edu)!*

Need help or have a question? [ASACHelpline@jmu.edu](mailto:ASACHelpline@jmu.edu)

## Community Seed Libraries



Spring is here! Which means it is the perfect time to start planting fruits, vegetables, flowers, herbs, etc. JMU Libraries offers an incredible service to our community: [The Community Seed Library!](#) You can browse, take, and donate all kinds of seeds "that are well-suited to growing conditions in the Shenandoah Valley." There are two locations in Harrisonburg: Massanutten Regional Library and now Rose Library (since Carrier is under renovation). Click on the link above to read more about the Community Seed Library's mission and more about the process! Also no library card is necessary!

## AAASAC Is Growing!

In the last six months we have:

- Established new resources for administrative professionals and supervisors in collaboration with Provost's Office
- Established two regular bi-monthly events: Network Gatherings and Connecting and Learning Together
- Welcomed five new Council members!



## Survival Tip!

**Good News! Now, if you attend any of the Connecting & Learning Together Round-Table Sessions, you will receive JMU Talent Development credit for your personal professional development. To receive TD credit, be sure to sign in at each session!**

## Balanced Dukes Conference

Did you know April is Stress Awareness Month? Sometimes trying to find a work-life balance can cause us stress. Luckily, [Balanced Dukes](#) is here to help! Balanced Dukes is the work-life balance and integration program for James Madison University. Their mission is in "*partnering and engaging with employees to work towards personal satisfaction among the core dimensions of wellness: emotional, environmental, financial, intellectual, occupational, physical, social, and spiritual, in pursuit of a meaningful quality of life.*" Balanced Dukes' annual conference is on **May 2nd from 9am-4:30pm** at the Festival Conference Center. You can register and take a look at the session descriptions [here](#). Lunch and a East Campus Hillside Tour will also be provided.

You can also check out the new quarterly campaign that launched this month: **Step It Up!** encouraging us to accumulate **30 minutes of exercise daily.**



# Save The Date



May 18th, 2023

Employee Appreciation Day

<https://www.jmu.edu/ead/what-is-ead.shtml>

Need help or have a question? [ASACHelpline@jmu.edu](mailto:ASACHelpline@jmu.edu)

# CALENDAR OF EVENTS

**APRIL 18**

8:00 am

***Administrative Professionals  
Recognition Breakfast***

Grand Festival Ballroom

**APRIL 26**

***Administrative Professionals  
Day***

**MAY 1**

3:00-4:00 pm

***Connecting & Learning Together Topic:  
ETF, Fixed Assets. Record Retention Tips***

Wine Price-Pathways Training Room

**MAY 2**

***Balanced Duke Conference***

For more information and  
registration, visit:  
<https://tinyurl.com/3wps54xz>

**MAY 3**

3:30 - 4:15 pm

***Dietetics Tasting***

CHBS Room G012  
Come taste a variety of student  
creations! Vegan options available. No  
registration required.

**MAY 18**

***Employee Appreciation Day***

Details TBD

**Want to publicize a campus event? Email us at [aaasacnews@jmu.edu](mailto:aaasacnews@jmu.edu).**