

AAASAC MONTHLY NEWSLETTER

FEBRUARY 2023

Black History Month

February is Black History Month, and JMU Libraries has curated a "list of events, films, and other avenues to dig deeper into our local and national history and find new ways to join the celebration." [Check out the news article](#) to discover more about Black history at JMU and in Harrisonburg, and to find resources via JMU Libraries to further engage with Black history.

Volunteer Opportunities

Our community has several unique volunteer opportunities for Spring 2023. We will spotlight these opportunities throughout the spring semester as we receive more information. Here are a few:

- **Literacy in the Valley Initiative** through Shenandoah Valley Migrant Education; Any Thursday or Friday; Volunteers can help with the organization of our books that feed our Book Nooks in the community. Contact Stephania Cervantes at cerva2sx@jmu.edu
- **Painting @ The Health Place** through Healthy Families of Page County; date is TBD based on availability of volunteers; THP is in need of a refresh for staff and visiting families to be met with a serene and welcoming office. Painting the waiting room, hallways, and HF offices will take place in Stanley. Contact Yvonne Frazier at fraziyeh@jmu.edu
- **Hispanic Festival 2023** through the Futuro Latino Coalition; date is TBD; There are many volunteer positions needed for this event. Contact Valentin Sanchez at sanchezv@jmu.edu



Meet an Administrative Professional



Ramona Hepner has been an administrative professional with JMU for over 30 years. She started with JMU in 1979 as a Fiscal Tech in Student Accounting which was located in Wilson Hall. Mona was the first staff member at JMU to have a computer and was published in a national magazine for her computer storage tips. She now works in the Ice House with the School of Professional & Continuing Education as their Operations Specialist.



Are you an administrative professional with a special connection to JMU? Email your story to aaasacnews@jmu.edu!

Need help or have a question? ASACHelpline@jmu.edu

Professional Development Opportunity

New Project Management Basics Course – and How JMU Departments Can be Reimbursed for Employee Participation

All of us work on projects, but project management training is usually too expensive and too advanced for most professionals – but not anymore!

JMU Talent Development is partnering with JMU's School of Professional & Continuing Education to offer a [NEW Foundations of Project Management & Team Communication Non-Credit Certificate Program](#). The 100% live, online course meets for a total of 12 hours and introduces basic concepts and practical visual tools that assist in project success, reduced stress and wasted time, and efficient team communication.

But wait – there's more! JMU employees whose job description require project management duties can follow Talent Development's [pre-approval process](#) to let their department be 100% reimbursed for the \$495 price for the program. [See the process, links, and ATV requirements on this flow chart.](#)

Consider this course for yourself, as well as your colleagues who manage projects large and small - this is great course to take together with others in the same office!

As shown on the [program webpage](#), the next class meets **March 30-31 from 9am-4pm** (with morning, lunch, and afternoon breaks). More cohorts will be added throughout the year.

If interested, contact Elizabeth Sacco at saccoeg@jmu.edu.



Survival Tip!

Need to get across campus without moving your car? Staff and faculty can use the JMU bus system too! It's not just for students.

This is a service provided by JMU and the Harrisonburg Department of Public Transportation to provide a safe and reliable method for getting around campus. It is not necessary to display your JACard but the driver could ask for it so be sure to bring it with you.

You can find the current bus schedules here: <https://www.harrisonburgva.gov/bus-routes>

Need help or have a question? ASACHelp@jmu.edu

Upcoming Events

Event	Details	Description
Talk to the Band: Working with Resistance Bands	Monday, February 20 Godwin Gym B 5:15-6 PM or 6:16-7 PM Register here .	Come experience the benefits of resistance bands in a comfortable, educational, and open setting. Participants will receive a FREE pair of resistance bands!
Connecting and Learning Together	Wednesday, March 1 Wine-Price (Pathways) 3:00-4:30 PM	Roundtable Discussion: Budget and Finance Tips Topics will include: budget tracking, grants, Chrome River, scholarships, and more.
IAAP Mid-Atlantic Mini-Conference	March 24-25 Williamsburg, Virginia Register here .	Meet, network, and attend multiple workshops with other administrative professionals at this exciting two-day event. This conference is open to both IAAP members and non-members.
AAASAC Network Gathering	Thursday, April 6 Holland-Yates Hall 2nd Floor Lounge Time TBA	Network with other administrative professional while enjoying light refreshments.
2023 Administrative Professionals Breakfast	April 18, Festival Ballroom More details TBA	Enjoy breakfast, network with colleagues from around campus, and celebrate the 2023 winners of the Provost's Award for Administrative Excellence.

Want to publicize a campus event? Email us at aaasacnews@jmu.edu.