

# AAASAC MONTHLY NEWSLETTER

JUNE 2023



What kind of tree fits in your hand?

A palm tree.

## Professional Development

JMU Human Resources offers an employee tuition waiver for all eligible employees that are interested in taking academic courses for credit at JMU. Whether you are a degree or non-degree seeking student, you can access and utilize this tuition waiver program at the undergraduate or graduate level. While application fees, books, and any departmental fees are not covered, tuition costs for courses and labs are available to be waived based on employee type:

- Full-time Classified Employees are eligible to receive 2 courses and 1 lab per semester covered after 6 months of employment.
- Wage employees are eligible to receive 1 course and 1 lab covered after 1,000 continuous hours of employment.

To find out more about the eligibility policy, admission requirements, and process to take advantage of this opportunity, visit the Tuition Assistance [website](#).

## JMU Libraries Fun Reads & Movies

Need a new read for your vacation or beach trip this summer? JMU Libraries have curated a list of books, movies, graphic novels, and more for you to check out and enjoy! The list includes some Best Sellers, Award Winners, and personally picked recommendations by the Libraries' staff! Scroll through the list [here!](#)



## Meet an Administrative Professional



This month we would like to honor **Sandra Kinsey** for our Administrative Professional Spotlight! Sandy has worked as a receptionist/administrative assistant/office manager in several profit and non-profit organizations during her work career beginning in 1973. She had her family first, 5 sons, and attended Delaware Technical and Community College in Wilmington, DE, earning her Associates Degree in Office Management/Administration at the age of 49. Sandy enjoys baking pies and taking riding lessons with one of her granddaughters.

As the part-time Administrative Assistant in Middle, Secondary, and Mathematics Education Department, Sandy brings her special gifts in organization, customer service and teamwork. She interacts with supervisors of MSME's practicum and student teacher students as well as with faculty and staff. She earned her AACP Certificate this spring as well as receiving the Provost's Award for Administrative Excellence. Sandy retired at the end of May this year and has several ideas of what she'll be doing during her retirement. She won't stay idle.



*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)

# UREC & Family/Summer Hours

Did you know that all JMU staff (both full-time & part-time) can enjoy access to University Recreation facilities across campus?? You can go for a swim in the pool, participate in cooking classes, do a workout, or gather a group of coworkers for a pickleball game! What's even better is that UREC has **Family Hours** which allow staff to bring immediate family members on their visit as well! You can check out the details/requirements on their [website](#). Family Hours look different in the fall and spring semester (only weekends), but for the summer, the summer hours are also family hours:

## Starting Saturday, May 13:

Mon - Thu: 11 a.m. - 9 p.m.

Fri: 11 a.m. - 7 p.m.

Sat: 11 a.m. - 4 p.m.

Sun: 4 p.m. - 9 p.m

## Exceptions:

Saturday, June 17 - Monday, June 19: CLOSED

Tuesday, July 4: CLOSED



## *This Year @ AAASAC*

As we end another year, we would like to reflect on and share with you about a few of the exciting accomplishments we experienced together this year:

- Fully Sponsored Networking Events
- Connecting & Learning Together Events (w/ Talent Development Credit for attendees)
- Introduced 3 New Members
- Created/Implemented the AA Administrative Professional Welcome Program
- Spotlighted/Celebrated 6 administrative professionals across campus

Thank you for your participation and encouragement! Thank you to our partners and sponsors across Academic Affairs! We look forward to doing more to engage with and support JMU's administrative professionals in the year to come!

**ARAMARK released their seasonal menu!**

**SUMMER VIBES**

**Check it out [here!](#)**



## Survival Tip!

For JMU Tech Tips as well as a good laugh, check out [JMU Informational Technology](#) on Twitter! They tweet out updates regarding JMU systems and helpful tricks on navigating various platforms like SharePoint and Teams. They also have a great sense of humor! Here is a link to their page: [JMU IT](#)

## Round Table Discussion

The Fall class schedule has been completed, Summer payroll is submitted, and the budget is final; the academic year is over...now what? We invite you to connect and learn at **the AAASAC Round Table discussion on Tuesday, July 11th, 3:00-4:00pm in the Pathways training Center at Wine Price**. Our topic will be on office organization. Are you an electronic file person or do you still print and keep files? Do you maintain reference notebooks? How about your "to-do" list, do you use your Outlook calendar or do you have a huge marker board in your office to keep track of tasks, are you skilled in One Note? What tips, tricks, and systems have you found that work for you over the years? We want to know. Please come and share so that we can all be organized for the new academic year, and bring a friend!!

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

# CALENDAR OF EVENTS

**JULY 11**  
3:00 - 4:00PM

***Connecting & Learning Together***  
***Wine Price - Pathways Training Center***

Topic: Office Organization.  
Wine-Price Pathways Training Center

**UNIVERSITY CLOSINGS**

***Monday, June 19th (Juneteenth)***  
***Tuesday, July 4th (Independence Day)***

**ONGOING EVENT**

***Visit JMU's Mineral Museum***  
***Mondays, Wednesdays, Fridays, & 2nd Saturday of each month from 1pm-4pm***

Admission and parking are free!  
Festival Conference & Student Center Room 1021.

**AUGUST 2ND**  
8:15am-1pm

***JMU Connections Day***  
***Montpelier Room; Festival Center***

If you are new to JMU, check out this event hosted by Human Resources to connect new employees of JMU!  
Register with this [link!](#)

**AUGUST 16TH**  
10am-1pm

***JMU University Welcome & Luncheon***  
***AUBC & Festival***

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