



AAASAC MONTHLY NEWSLETTER

MARCH 2023



Professional Development

FREE Professional Development
On Your Schedule With **LinkedIn Learning**

(Value: \$479)

JMU Employee Benefit – login in with your JMU email

Stand-alone topics (~25min) or In-depth Skill Series (8+ hrs)

Receive LinkedIn Completion Certificate

Topics Include:

- Writing Effective Emails
- Designing Surveys/Interpreting Results
- Social Media Strategies
- Emerging Leaders
- Thinking Strategically
- Project Management Series
- Communication/Presentation Skills
- Excel (beginner to advanced topics)
- Skills for New Managers
- Time Management Styles
- Essential Spanish in 2 hours
- iCloud Essentials
- Photography
- CANVA – Web & Digital Design
- Event Planning Foundations
- Calendar Management

Search for YOUR TOPIC du jour!
[JMU Access LinkedIn Learning.](#)

Good news from AAASAC's Mentorship Connections Committee!

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

Meet This Month's Administrative Professional



Anne

Neale

This month we have the honor of featuring Anne Neale for our Administrative Professional spotlight. She is retiring this year, and we are so excited for her next adventure. We reached out to Samantha Prins, Ph.D., Dean of the College of Science & Mathematics for this feature. This is what she had to say about Anne:

"Anne Neale has been in the Dean's office for 11 years (assisting 3 Deans) and prior to that was Office Manager in Alumni Relations for 3 years. She is a JMU class of '83 alum having earned a BBA degree.

Anne serves on the Provost's Commencement Committee and also serves as building coordinator for the Dean's suite. The commencement ceremonies for the College of Science and Mathematics have run smoothly in her very capable hands. Anne has assisted in the hiring and onboarding of several administrative assistants and department heads for CSM departments, as well as keeping transitions in associate dean and dean positions as smooth as possible. She (thankfully) transitioned records to electronic, and helped the CSM Dean's office move buildings at least once. We will miss Anne's expertise and knowledge!"

From all of us here at AAASAC, thank you so much, Anne, for who you are and all you have done. We hope this feature brings you a smile and reflects our sincerest gratitude for your legacy here at JMU.



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



Spring @ JMU

- **Farmers Markets:** The Downtown Farmers Market is open on Saturdays from 9am-1pm, & beginning in April will also be open on Tuesdays from 8am-1pm. JMU also offers a Farmers Market on Wednesdays from 9am-4pm on the Union Patio. It's a great opportunity to check out some amazing local vendors!
- **JMU Spring Sports:** JMU Baseball, Softball, & Lacrosse seasons are well underway! Support our Dukes & spend some time in the sun by attending a game! You can find the schedules here: <https://jmusports.com/calendar>.
- **Klines:** As the temperatures rise, so does our need for ice cream. Klines has two locations in Harrisonburg: one downtown & one on Main Street. They rotate delicious flavors each week. Watch & plan for your favorite here: <https://www.klinesdairybar.com/>.
- **JMU Walking Groups:** Did you know JMU has several walking groups that meet at various times of the day to go for a walk with other JMU employees. Here is the list of options if you are interested:
 - 5:30am | Linda Plitt Donaldson – plittdlx@jmu.edu
 - 10:00am | Katrina Spickler – spicklkm@jmu.edu
 - 12:00 (noon) | Emily Blake – blakeed@jmu.edu

JMU 2023 Diversity Conference - Moving from Awareness to Action
 Wednesday, March 22, 2023 - 8:00 a.m. - 4:30 p.m.
 Festival Student and Conference Center

Register Here: [JMU's Diversity Conference](#)

RSVP

**Administrative
 Professionals
 Recognition Breakfast**

**Tuesday, April 18
 8:00 AM**

Grand Festival Ballroom

Click [here](#) to RSVP today!



**Survival Tip!
 Aramark Update:**

- Orders under \$100 **MUST** be picked up in-person. There is no delivery option for these orders.
- If you choose to pick up orders over \$100, rather than having them delivered, a 10% discount will be applied.
- **ALSO:** The amount of Aramark Approval for bringing food on to campus has increased to \$100. Pizza remains the *only* exception to needing Aramark approval.

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

CALENDAR OF EVENTS

MARCH 27

5:30 - 6:30 pm

Raise the Bar: Learning Olympic Lifts

Godwin Hall, Room 116

APRIL 6

3:00-5:00 pm

AAASAC Network Gathering

Holland-Yates, 2nd Floor

Come when you can, leave when you have to!

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 18

Employee Appreciation Day

Details TBD