

AAASAC MONTHLY NEWSLETTER

NOVEMBER 2023

Meet Your *Recognition AAASAC Representatives!*



Name: Sarah Burke

Title/Department: Executive Assistant

AP Skillsets: Travel, Technology, & Event Planning

Favorite Part about JMU/SV: The JMU Quad is my favorite, and I'm lucky to work on the Quad.

Fun Fact: I work in Sheldon Hall which was my Grandmother's freshman dorm when campus was Madison College.



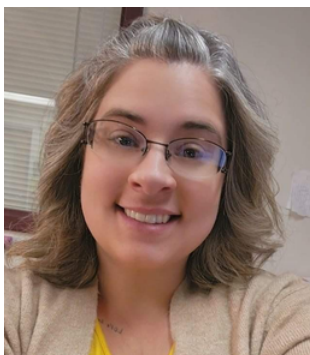
Name: Nikki Corley

Title/Department: Executive Administrative Assistant to the Dean, College of Integrated Science and Engineering

AP Skillsets: Scheduling and Managing Calendar(s), Event Planning (EMS), Communication, and WorkDesk-AiM

Favorite Part about JMU/SV: Networking & building relationship with others on campus.

Fun Fact: I love the beach.



Name: Megan Loucks

Title/Department: Fiscal Technician

AP Skillsets: Customer Service, Organization, Communication, Multitasking, Time Management

Favorite Part about JMU/SV: The way the valley has always been home and now JMU has become a huge part of that home for me.

Fun Fact: I am mildly obsessed with turtles. I track one in the Atlantic each year.



Name: Kelly Sweet

Title/Department: Administrative Assistant-Fiscal SASEM

AP Skillsets: Project management, budget development & reconciliation, personnel recruiting & hiring, communications

Favorite Part about JMU/SV: Hosting friends & former classmates when they come back for JMU football weekends.

Fun Fact: Using the JMU Tuition Waiver program, I completed my Master's degree in Public Administration in May, 2023!

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

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SURVIVAL TIP

DO NOT FORGET TO ADD YOUR PCARD ON EVERY TRANSACTION ON EVA BEFORE YOU CLICK SUBMIT.



Professional Development

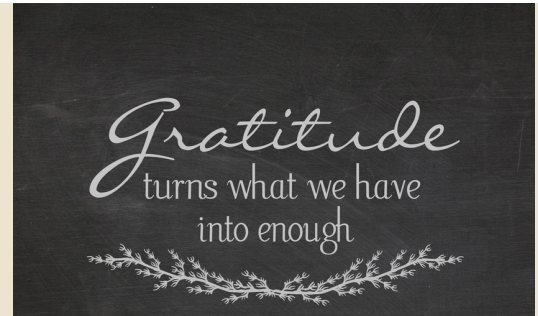
JMU Talent Development has released their schedule of workshops for the 2024 calendar year. The classes now available include topics such as Advancing Workplace Etiquette, Event Planning, and Retirement 101.

Talent Development classes not only provide you with valuable knowledge and resources, they also allow you the opportunity to connect and network with others across the college; creating new friendships as well as growing your list of “phone a friend” colleagues. Sign-up is completed on MyMadison.

If you have not completed the AACP or the Advanced AACP certificate programs, we encourage you to review these course options as a source of personal and professional development. Other certificate programs are available as well on the TD website.



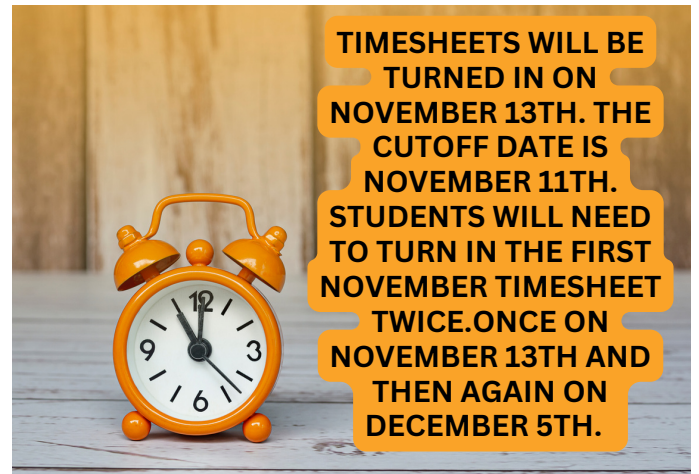
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Gratitude Month

November is National Gratitude Month. Research shows that gratitude is closely linked to greater happiness. Expressing gratitude can be as easy as giving someone a compliment, sending a positive email, offering to help with a task, or spending quality time with others.

In your office using a bulletin board, you can create a gratitude wall where people can express what they are grateful for or publicly acknowledge others.



If March Winds bring April Showers, and April Showers bring May Flowers, what do May Flowers Bring?

PILGRIMS

CALENDAR OF EVENTS

DECEMBER 2
2-7 PM

***Harrisonburg Downtown Winter Wonderfest and
Holiday Parade***

Come enjoy carriage rides, photos with Santa, holiday shopping, performances, and more. Parade starts at 7 PM. More info [here](#).

DECEMBER 6
3-5 PM

***Network Gathering
King Hall***

Hosted by the College of Integrated Science and Engineering, we invite all admins from AA to join us for light refreshments and conversation.