

AAASAC MONTHLY NEWSLETTER

OCTOBER 2022

Professional Development

Showing Up Prepared

Pre-planning, Training, and Calm Assurance – Three Steps to Successfully Completing Projects.

Whether you are working on a large project, a small event, or doing your everyday job, if you plan, train, and stay calm, you will show up prepared for anything that comes your way.

As an administrative professional, you know how important it is to have a plan. **Pre-planning** is used to select the road map you want to follow. Setting aside some time to look at past successful projects will help you plan for your current project. Pre-planning will provide the necessary space for you to closely examine what is involved so you can give it your best effort.

Training is where you step it up – where you say, “I’m worth it and what kind of education will help me to grow, both personally and professionally.” This is where you build connections with other professionals who have the same mindset and will help you identify workshops and trainings you need which will increase your value and worth, both to your self and your employer. Appropriate training will help you succeed while pre-planning, planning, and executing both small and large projects.

When you have done all the pre-planning, planning, and prep work, training and connecting, you will feel in control and will be calm. Your **Calm-Assurance** will help others to feel calm. They will know that you are ready to answer questions, address last-minute problems, and still have a great event/successful project. If you are calm everyone else will be as well.



What do you get when you combine a monster and a genius?

Frank-Einstein



JMU Wellness Fair

Don't miss the annual faculty and staff Wellness Fair on November 8th at UREC. Throughout the day, there will be many events going on, including a vendor fair, workshops, flu and covid shots, and hearing and biometric screenings. In addition, UREC is offering a fitness orientation, Vinyasa Flow, and a cooking class.

The UREC classes do require registration prior to the event. Checkout the Wellness Fair webpage for more information and times for specific events.

WATCH YOUR INBOXES

FOR THE 2022-23 PROVOST AWARD FOR ADMINISTRATIVE EXCELLENCE

Nominations for the 2022-23 Provost Award for Administrative Excellence will be open soon. Consider collaborating with others to nominate a colleague, or talk to your supervisor about being nominated for your work! The award will recognize two full-time employees and one part-time employee for their excellent work. More information about how to nominate someone will be coming to your inboxes soon.

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

National Friends of Libraries Week October 16th-22nd

October 16th-22nd is National Friends of Libraries Week, and we love every chance we can get to show our thankfulness for JMU's libraries and the resources they provide to students, staff, and faculty. Emily Blake, the Libraries Communication & Marketing Coordinator, has provided a list of a few of the many resources that JMU Libraries offers to staff:

- **Printing, scanning, and software:** Learn about the Libraries' printers, scanners, and software, including Adobe Creative Cloud.
- **Workshops:** We offer workshops on graphic design, building websites, podcasting, research, and many other library and technology-related topics.
- **Newspaper subscriptions:** You can access the New York Times and Wall Street Journal online for free through JMU subscriptions!
- **Interlibrary Loan (ILL):** When you need a book, article, or other resource that's not in JMU's collections, you can request it from Interlibrary Loan, and we'll do our best to use the global network of libraries to get it to you, quickly and free of charge.
- **Multimedia equipment:** You can use an array of equipment in our library facilities or borrow equipment such as cameras, microphones, and camcorders.

Connecting & Learning Together

The AAASAC Mentorship Connection Committee would like to invite you to participate in its second round table discussion scheduled this academic year, designed specifically for the JMU Administrative Professionals and hosted by JMU Administrative Professionals who are currently serving in the trenches shoulder to shoulder with you. This is an opportunity to glean from your peers, to find a different or a better way to accomplish those tasks that need streamlining. Perhaps you've got a system and it works! Good for you, please come and share your tips and tricks so that others can benefit from your wisdom.

Session 2: Event Planning Tips
Wednesday, November 2, 2022
10:00am-11:00am
Festival Highlands Room



Fall Foliage

The Shenandoah Valley is always beautiful, but it is especially delightful during the month of October which is peak fall foliage for our area. SmokyMountains.com has provided a 2022 fall foliage map (<https://smokymountains.com/fall-foliage-map/>) of the entire US to help track the peak color changing of the leaves. As you will notice on the map, our region's peak will be the last two weeks of October, so make sure to plan an opportunity to enjoy the breathtaking colors, whether that's a stroll through the Quad or a drive on the parkway!

EVA Updates

eVA goes offline on October 26th at 5:00pm. Make sure all of your department's requisitions are in by October 21st to allow time for all approvals to occur before the system is down. Procurement is anticipating eVA to be available to campus by **November 4th**. For more information regarding the transition, including dates to remember, a transition guide, and frequently asked questions, please visit: <https://www.jmu.edu/procurement/eva/index.shtml>.



Survival Tip!

Did you know there is an IT Questionnaire called Which Classes that will help identify what IT trainings you may need in your new role? You can use this link to try it out!
<https://www.jmu.edu/computing/ittraining/e-training/Which-Classes/>