



B-CS Chapter



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August 2011

“Don’t limit yourself. Many people limit themselves to what they think they can do. You can go as far as your mind lets you. What you believe, remember, you can achieve.”
 -- Mary Kay Ash

Chapter Member of the Year (CMOTY)

At our June meeting, Susie Billings was selected as the **Chapter Member of the Year** for her tireless dedication to our chapter. Susie did an amazing job in her role as President-Elect and Programs chair, providing an outstanding variety of monthly meeting speakers and two great Saturday seminars. She also co-chaired the Annual Professional Development Conference and helped with monthly social events along with quarterly service events. Susie was always willing to help out when and where needed, and is most deserving of being named CMOTY for B-CS. Congratulations!!



Susie Billings, CMOTY

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Member of Excellence

We would like to congratulate the following members who have achieved “Member of Excellence” status for the 2010-2011 year:

- ◇ Susie Billings
- ◇ Dawn Ferguson, CPS/CAP
- ◇ Jan McCoy, CPS/CAP
- ◇ Rosie Schoenfeld
- ◇ Valerie Sorenson, CAP
- ◇ Janice Walpert, CPS/CAP



Way to go!

Brazos Valley Bombers Night Recap

Several members attended a Brazos Valley Bombers game on June 14, 2011 and watched the BV Bombers beat the Victoria Generals. In addition to the game, we enjoyed a picnic which included, hamburgers, hot dogs, brats, and plenty of Bryan-College Station Chapter/IAAP member camaraderie.



Back row: Pam Praesel (guest), Liz Galvan, and Susie Billings
Front row: Myra Kretzschmar, Rosie Schoenfeld, Jan McCoy, Janice Walpert, and Joyce Schaefer



Message from the President

I want to say thank you to the chapter members who nominated me and to the committee members who selected me as the Chapter Member of the Year! I was very honored and surprised to receive this award. I enjoyed serving as your President-Elect and have begun serving as your President for 2011-2012. I appreciate the opportunity to serve in this both roles for the B-CS chapter.

We are off to a good start for 2011-2012. After new officers were installed on June 21st, we had a successful Strategy Meeting on July 16th and a chapter meeting about Ergonomics on July 19th. We will continue to have our Board meetings on the first Tuesday of each month and our chapter meetings on the third Tuesday of each month. So go ahead and mark your calendars and hope you can attend our future meetings. One exception, our November meeting will be on the 22nd (the fourth Tuesday of the month). In December, we will have a Holiday Social instead of a chapter meeting. We plan to continue our chapter monthly meetings at the College Station Conference Center. Also, we have a social event planned for each month this fall, watch for details to appear in our newsletters or in my weekly e-mails that I send out to chapter members.

The theme for 2011-2012 for the TX/LA Division of IAAP, which we fall under, is Making the Leap to Remarkable! I hope all of you are looking forward to a Remarkable Year that we plan to have with our B-CS chapter of IAAP. If you have any questions, suggestions for speakers, ideas for the chapter, interested in shadowing a board member (learning more about an officer position), e-mail me at blinnword@yahoo.com.

Hope to see you on August 16th.

Susie Billings
President 2011-2012



You Are President of You Inc.

June 14, 2011

A weekly e-zine by Office Dynamics

Read Joan Burge's Administrative Blog at <http://>

www.officedynamics.com/Blog.aspx

In our Level II [Star Achievement Series®](#), I talk about you seeing yourself as the President of You Inc.; you are the President of your career.

An organization has assets and liabilities; so do you. What are your strengths? What are you good at? Where do you excel as an administrative professional? What do you bring to the table that is special?

You also have liabilities. Where do you need to grow? What skills do you need to work on? What are your gap areas? Or what do you need to just do better?

Last, a company has to have a plan on how to overcome their liabilities? What is your action plan?

In class, I have participants complete an assignment mapping out the above which they turn into me for review and comment.

I have received permission from one of my students to [share hers with you](#). It is well written and I like the way she worded assets and liabilities. She did a great job.

How would you fill out [this sheet](#)? Take time to consider your assets and use them regularly. Make sure the right internal customers know what services you can offer. Then map out a strategy for sprucing up your liabilities.

Good luck!

Committee Chair Still Needed

We are still in need of a committee chair for Ways 'N Means (fundraising). Please read the committee description listed below and if you would like to serve as the chair for this committee please e-mail Susie Billings at blinnword@yahoo.com to let her know.

Ways 'n Means-Coordinate activities for the chapter to raise funds. This is in addition to APD. Proceeds can be earmarked for special committees for future events.

Welcome

To our new members:

- ◇ Teresa Peters
- ◇ Judy Pruitt
- ◇ Smitha Abraham (Qatar)

Member News

Laura Jackson passed the **CPS** exam

Jenni Hankins passed the **CAP** exam

Certification Study Group

If you are interested in joining a study group and haven't already contacted Connie Smotek, Certification Committee Chair, please do so at 845-2226 or csmotek@ag.tamu.edu so she can determine when the best time to hold a review class and determine the exact needs of those testing. Remember, you must register by **August 15** if you plan to take the test in November.

A Quote from "The Employer Brand", Keeping Faith with the Deal

Published by Gower Publishing Limited

Authors: Helen Rosethorn, members of Bernard Hodes Group and Contributors.

Royal Mail

Alex Batchelor, Marketing Director (2005-2008)

"The risk is in the cautionary tale of Everybody, Somebody, Anybody and Nobody. Employer branding is an important task and Everybody was sure that Somebody would do it. Anybody could have done it, but Nobody did it. Somebody got angry, because it was Everybody's job. Everybody thought that Anybody could do it, but Nobody realized that Everybody wouldn't do it. Everybody blamed Somebody When Nobody did what Anybody could have done."

Submitted by Theresa Morrison

Build Networks Every Day!

August 1, 2011

A weekly e-zine by Office Dynamics

Read Joan Burge's Administrative Blog at <http://www.officedynamics.com/Blog.aspx>

Hi Monday Motivators! I want to share a personal story with you that proves how important networking is and emphasize that you need to network every day. This story has a good ending but it certainly could not have ended the way it did.

I have a terrific son-in-law. His name is Jeff. His career has been in the IT area covering both training and troubleshooting. He is smart and has a good personality. About 6 weeks ago, Jeff was let go from his job; a company he had worked with for more than 6 years here in Las Vegas. Nevada is an At Will state so employers do not have to give any reasons to let you go and so it was with him. In one fleeting moment he had lost a job in a city with a higher-than-national-average unemployment rate. He also lost his insurance within 3 days which helped cover their 2 children. This was quite a shock to all of us; after all Jeff was a good, loyal employee. My initial thought was, "There could not be a worse time to be unemployed."

Let's go back 2 years. I remember sitting at my house with my husband, Dave, and Jeff. Jeff was asking us (especially) Dave how he could go about getting into a management position (although he had no management experience). Dave was very wise and excelled early in his life into management and just kept growing his career. In addition to Dave's strategic advice, I told Jeff he has to build networks! I also told him most good jobs are never even posted. It's usually who you know that helps you get your foot in the door. Then it is "what" you know, that gets you the job.

Jeff had limited exposure other than his place of work. Being a Dad who loves to be with his kids or family or watching sports at home, Jeff really had not gone out into our community. He had not belonged to professional organizations or did volunteer work. They had friends but not a huge group like when you live in a place since your childhood.

Fast forward two years --- Jeff had not built a large network (he'll admit it) and now he was out of a job in a city with the highest unemployment rate. UGH!

Fortunately for him... through his son's soccer, he knew a few couples and one of the mothers had a good position in the casino industry. She sent Jeff's resume to a few of her contacts in the industry. Soon after, Jeff got a call from the Venetian Hotel to come in for an interview for a training position. (The Venetian is a higher-end property.) Jeff's real passion is in training. My daughter and I were holding our breath. He ended up being there 90 minutes that first day-a good sign.

A few days later, he got a call asking him to come back for another interview but this time he would have to give a 10 minute presentation on leadership and he had about 4 days to get ready. He did and gave an awesome presentation. But no job offer. Then about 4 days later they contacted him to come back and give another presentation on the topic of his choice. He did and gave another awesome presentation. They thanked him and said, "We'll be in touch."

Continued on next page

In the meantime, my daughter was feeling the stress of not having 2 incomes and reality hit her for the first time in 32 years what it was like for someone to not have a job and the financial impact. But I encouraged her to stay strong. This was the only interview Jeff had been on and the only warm lead he had. If he did not get this job, then he had his work cut out for him which could take months. What about Jeff's attitude during this time? He was always calm and upbeat. Days passed and not a word. We had thoughts of "What's next if he does not get the job? He has no other leads." Finally, last Thursday night he got the offer!

The huge lesson here is: network, network and network. Every single day we need to meet people, remember people we have met, reach out, join in, build rapport, expand our inner circle, and stretch out of our comfort zones.

Here's your motivator for this week:

1. Get out there and meet some new people whether in your personal life or professional life.
2. Join LinkedIn.
3. Walk throughout your workplace and go into other departments and say hello to people! What a novel idea in this day and age when employees sit behind a computer all day.
4. Join a local business group and attend meetings at least a few times a year.
5. Touch base with old networks.
6. Write congratulatory notes.
7. Write a real thank you note; not an email.
8. Be friendly to vendors and clients. They have their own networks, too.

Good luck!

Joan

2010-2011 Calendar of Events

Business After Hours

Business After Hours hosted by the B/CS Chamber of Commerce will be at The Children's Museum of the Brazos Valley on Thursday, August 25 from 5:30 - 7 pm.

November Certification Exam Registration Deadline

The deadline to register for the November CPS/CAP exams is 08/15. [Register here.](#)

November 2011 CPS/CAP Exams

Event Date: Fri, 11/04/2011 - Sat, 11/05/2011. To register, visit <http://www.iaap-hq.org/certification>

<i>International</i>	<i>Division</i>	<i>Chapter</i>
October 9-12, 2011—Fall Conference, Sheraton San Diego Hotel & Marina, San Diego, CA	May 18-20, 2012—Divisional Annual Meeting, South Shore Harbour Resort, League City, TX. Hosted by Clearlake-NASA Area Chapter,	Aug 16—Monthly Meeting, Speaker: Mr. John Gonzales, Topic: Computer Operations, Why is the Thing so Slow. Location; College Station Conference Center, Room 102, 5:30 - 7 pm
July 2012—International Education Forum and Annual Meeting, Grapevine (Dallas), Texas	May 16-19, 2013—Division Annual Meeting, Renaissance Hotel, Austin, TX. Hosted by Capital Chapter.	Aug 27—August Social, Messina Hof Winery Tour & Wine Tasting.

Fall Forward

HOT TOPICS FOR TOMORROW'S WORKPLACE

**FALL CONFERENCE
SAN DIEGO 2011
OCTOBER 9-12**

Don't miss the final Fall Conference in beautiful San Diego. With the workplace changing at such a rapid pace, continuing education is essential.

You'll get that Oct. 9-12 at **Fall Forward: Hot Topics for Tomorrow's Workplace.**

Learn how to:

- Create attention grabbing design
- Use social media to advance your career
- Persuade/communicate to get what you want
- Understand and mitigate violence and harassment in the workplace
- Gain respect in the workplace

You can also sign up for an optional Sunday workshop from Annette Marquis of TRIAD Consulting. Learn the latest in Microsoft Office, Google apps and how to combine the two for expert proficiency.

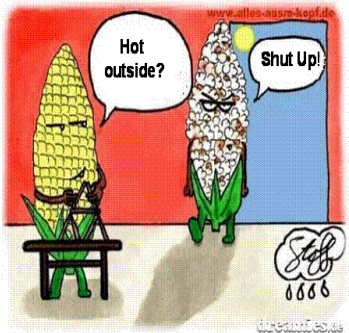
Learn it all at **Hot Topics for Tomorrow's Workplace**. Early bird registration is now open. Visit the website for more information or to register.



iaap-hq.org/events/conferences/fall

**INTERNATIONAL
ASSOCIATION OF
ADMINISTRATIVE
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Bryan-College Station IAAP Chapter
P.O. Box 1881
College Station, Texas 77841-1881



Word play

Variegated

\VAIR-ee-uh-gay-tud\
adjective

- 1 : having discrete markings of different colors
- 2: various, diverse, varied

<http://www.merriam-webster.com>

“Success is often achieved by those who don't know that failure is inevitable.”

-- Coco Chanel

Officers and Committee Chairs 2011-2012

President

Susie Billings
847-9357
blinnword@yahoo.com

Vice President/Mentorship

Sharon Birkelbach, CPS/CAP
979-542-4528
birkelbach1@verizon.net

Treasurer

Theresa Morrison
845-5839
tmorrison@mays.tamu.edu

Certification

Connie Smotek
845-2226
csmotek@ag.tamu.edu

Community Service/Sponsorship

Teresa Peters
862-6624
tdpeters@tamu.edu

Historian/Photographer

Joyce Schaefer
862-7481
j-schaefer@ttimail.tamu.edu

Bylaws

Janice Walpert, CPS/CAP
862-6026
jwalpert@athletics.tamu.edu

Newsletter

Liz Galvan
229-3707
lgalvan1984@gmail.com

Ways 'n Means

Open

President-Elect/Programs

Jan McCoy, CPS/CAP
458-0539
jmccoy@archmail.tamu.edu

Secretary

Janice Crockett
845-5311
janice-crockett@tamu.edu

Membership/Education

Rosie Schoenfeld
862-3932
rschoenfeld@ag.tamu.edu

Publicity

Liz Galvan
229-3707
lgalvan1984@gmail.com

Social Events

Liz Galvan
229-3707
lgalvan1984@gmail.com

Webmaster

Linda Stelly
845-7361
lstelly@science.tamu.edu

Financial Review

Patsy Luce, CPS/CAP
& Mildred Seaton, CAP
458-8299 and 862-1973
pluce@shs.tamu.edu and
mseaton@stuact.tamu.edu

APD

Jan McCoy, CPS/CAP
458-0539
jmccoy@archmail.tamu.edu