



Bryan-College Station IAAP



Volume 7, Issue 3

November/December 2011

Message from the President



Susie Billings
President 2011-2012

I hope everyone had a Happy Thanksgiving!

Wow, it is December already, where has the time gone? It has been a successful six months, I have enjoyed being President and thank the chapter members for this opportunity.

Hopefully you have been able to participate in board meetings, chapter meetings, social events or service projects this semester. If not, maybe you can participate with our events in the spring.

If you are a person that likes to mark your calendar and plan ahead, we will continue to meet the first and third Tuesday of each month for our board and chapter meetings. The one exception is our May meeting which will be held on May 22nd, the fourth Tuesday. All meetings will take place at 5:30 pm at the College Station Conference Center, room 105. In April, we don't have a chapter meeting, but will host an Administrative Professional Day (APD) Conference on Thursday, April 26th at the College Station Conference Center. More details to come. If you would like to serve on the APD committee and help out, either before the event or the day of the event, please e-mail our APD Chair, Jan McCoy (jmccoy@arch.tamu.edu).

On another note, there have been some changes to the CPS/CAP Certification. If you currently hold a certification of CPS, then your new title is now CAP and if your certification is CPS/CAP, then your new title is CAP-OM. If you have any questions about certification, please e-mail our certification chair, Connie Smotek (csmotek@tamu.edu).

The chapter continues to work toward Chapter of Excellence. A requirement is to have a percentage of our members earn **Member of Excellence**. If you are pursuing Member of Excellence, please e-mail me at bcsiaap@gmail.com to let me know.

Our January board meeting is scheduled for Tuesday, January 3rd at 5:30 pm in the Langford Architecture Building A, on the Texas A&M University campus, room 217. Also, our chapter monthly meeting will be on Tuesday, January 17th at 5:30 p.m. at the College Station Conference Center, room 105.

It has been a remarkable year so far and I am looking forward to a remarkable 2012.

Season's Greetings and Happy Holidays!

Susie Billings

Inside this issue:

Executive/Boss of the Year	2
January Chapter Meeting	3
Missing a Beat (Joan Burge)	4
Calendar of Events	6
Member Spotlight...Teresa Peters	7
Recipe	7

Executive/Boss of The Year

Mr. Alan Degelman, CPM, Texas Forest Service, Purchasing Department Head, was selected on October 18, 2011 as the Bryan-College Station IAAP Executive/Boss of the Year. His nominator, Tana Chappell, CAP-OM, stated the following about him, "He encourages personal/professional growth and training; very supportive of IAAP; provides funding for training and professional development; supports employee service on committees; definite encourager; gives general guidance; and not a micro-manager."

He once stated to Tana, "You have integrity." This meant a lot to her as she strives to attain leadership roles and grow professionally.

Alan also is involved in the community with Bryan High School graduation and Bryan High School Band. He holds the Certified Purchasing Manager distinction and is currently studying to qualify for the Certified Texas Purchasing Manager. He has held all positions in the Brazos Valley Public Purchasing Association. His department received the Achievement of Excellence in Procurement Award from the National Purchasing Institute for August 2009 and August 2011.



October 2011 Chapter Meeting



Members, Bosses and Guests at the October Chapter Meeting



Tana Chappell, CAP-OM and her boss, Alan Degelman, who was honored as **Executive/Boss of the Year** on Tuesday, October 18, 2011.

January Chapter Meeting

Please join us for our first monthly Chapter meeting for 2012. It will be held on Tuesday, January 17, 2012 from 5:30 –7 pm. Dr. Ron Billings will give a presentation on “How to Utilize and Share Your Digital Images.”



If you would like to attend this program, please RSVP by Monday, January 16. The cost is \$5.00 (program only) or \$10.00 (program and meal).

RVSP to both Theresa at tmorrison@mays.tamu.edu and Susie at bcsiaap@gmail.com.

Final Reminder: Vendors Needed For APD

The APD Conference date has been set for **Thursday, April 26, 2012**. Any members who are interested in setting up a vendor booth should contact Susie Billings (bcsiaap@gmail.com) by December 21, 2011. After this date, we will be accepting non-member requests for vendor booths.

Congratulations!



Ms. Clarissa Means has been promoted from Senior Office Associate to Lead Office Associate.

Clarissa joined the Department of Marketing in 1998 and has been in her current position since 2004.

In recognition of her outstanding contributions to the Department, earlier during the year (spring 2011), Clarissa was recognized with the *Mays Business School Star Performer Award*.

Congratulations to Clarissa on her promotion to Lead Office Associate.

Setting Goals

Setting goals is an important component of time management. Setting goals is a way to implement steps to achieve the goal. Prepare, analyze and organize how to overcome hurdles that could prevent you from accomplishing your goal. Setting goals does not control you, but it improves your focus, provides clarity and gives you a purpose.



Missing a Beat

October 11, 2011

Monday Motivators

A weekly e-zine by Office Dynamics

Read Joan Burge's Administrative Blog at

<http://www.officedynamics.com/Blogs.aspx>



Do you get so busy at work that you forget to do something? Or have you ever been so focused on a project that you missed a beat? I hope so-because that means you are human.

I have to apologize because that is what I did this week with your Monday Motivator. I said you would receive it Wednesday because of hosting our annual conference all last week and here it is Thursday. I have been so absorbed in post-conference work, it slipped.

A few lessons we can learn from this are:

1. Be forgiving of people who might miss your deadline slightly. Yes, if they miss it by days or weeks, that is not good.
2. Even though we have tasks or action items on our Outlook or stacked on the corner of our desk, our brain may not be connected to it because we are so focused on a project or immediate need.
3. Interruptions arise that we did not anticipate yet they need immediate attention.

I said that we would have a vast amount of information to share with you from conference and that is true! Our speakers were fabulous and provided useful tips and techniques. Since it would take me about 12 Monday Motivators to touch on each subject, I encourage you to visit our new conference web site (OfficeDynamicsConference.com) later next week, where the videos from last week's speakers will be posted for free for 30 days.

90% of our sessions were administrative-focused but there were several tips that could be applied by any business professional. Here a just a few little tidbits.

Joanne Linden and Linda McFarland (PlanetAdmin.net) addressed strategic thinking. They shared with us that this involves 4 steps: Align, Assess, Action, and Evaluate and they addressed each one in detail.

They said, "To break the status quo, we must be courageous and commit to our goals."

Dan Lier (Author, Speaker, Success Coach)

- Turn your "should" into a MUST.
- People like to be around people who make them feel good.

Continued on next page

Missing a Beat (Cont.)

- We will never out-produce or out-perform our own belief systems.
- When facing challenges, ask yourself, "How can I use this to make me a stronger person?"
- Belief is a feeling of certainty; the *perception* of what is possible

Hope the last 2 days of your week are fruitful and wishing you a good weekend.

Joan

Update on Holiday Community Service Projects

On Monday, November 28, Teresa Peters, our Service Projects Chair, Jan McCoy, our President-Elect and Susie Billings, our President, took the food item donations from the B-CS Chapter to the **Brazos Valley Food Bank**. As a Chapter, we donated 208 pounds of food and \$20.00. Thank you to all who donated. Also, thank you to Teresa Peters for coordinating this project.



Teresa, Jan, and Susie dropping off the donations.

We are still accepting donations for **Phoebe's Home**, please bring them to the Christmas Party on December 1st!

If you want to donate items to **Teresa Peters' garage sale** this weekend, please bring those items to the Christmas Party, she will be there to collect those items.

Any items donated to the garage sale from chapter members and sold, the earnings will be donated to Phoebe's Home in the name of the B-CS Chapter.

Thank you to Teresa Peters for offering to include items from chapter members in your garage sale.

Calendar of Events

Business After Hours

December Business After Hours hosted by the B/CS Chamber of Commerce will be at Easterwood Airport, 1 McKenzie Terminal Blvd. #112, College Station, TX, Thur., December 8, from 5:30-7 pm

January Business After Hours hosted by the B/CS Chamber of Commerce will be at Briarcrest Country Club, 1929 Country Club Drive, Bryan, TX, Thur., January 19, from 5:30-7 pm

May 2012 Certification Exam

Event Date: May 5, 2012. Deadline to register, Feb. 15, 2012. To register, visit <http://www.iaap-hq.org/certification>

ExxonMobil Chapter

Presents their 2012 IAAP University: *Doing More with Less* –February 25, 2012 – Upstream Technical Training Center – 3102 Buffalo Speedway – Houston, TX 77098. <http://www.iaap-exxonmobil.org>

International

July 2012—International Education Forum and Annual Meeting, Grapevine (Dallas), Texas.

Division

May 18-20, 2012—Division Annual Meeting, South Shore Harbor Resort, League City, TX. Hosted by Clearlake-NASA Area Chapter.

May 16-19, 2013—Division Annual Meeting, Renaissance Hotel, Austin, TX. Hosted by Capital Chapter. (Austin)

Chapter

Dec 1—Chapter Holiday Party, Longhorn Tavern, Downtown Bryan, TX, 6-8 pm. Dutch treat and optional ornament gift exchange (\$5 value)

Dec 10—Dinner (BJs Brewhouse) and a movie-TBD, 5:30 pm.

Jan 17—Chapter Meeting, How to Utilize and Share Your Digital Images/Dr. Ron Billings, College Station Conference Center, room 105, begins at 5:30 pm.

Feb 21—Chapter Meeting, Team Development Skills/Anne Mayer, C.S. Conf. Ctr, rm 105, 5:30 pm.

March 20—Chapter Meeting, Building Trusts/Rosie Schoenfeld & Jan McCoy, College Station Conference Center, room 105, begins at 5:30 pm.

April 26—APD Conference, College Station Conference Center, room 127. Topics: Office Politics/Dr. Merna Jacobson, Facilitating Difficult Conversations/Dr. Christine Stanley, and Developing Your Leadership Skills/Dr. Al Davis.

May 22—Chapter Meeting, Creative Leadership/Dr. Suzanna Ramos, College Station Conference Center, room 105, begins at 5:30 pm.



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Member Spotlight... Teresa Peters



Teresa Peters was born in Houston and grew up in a military family. In 1980 she married David Peters from Salt Lake City, Utah who is currently an Automotive Technician at Atkinson Toyota. She is the mother of two daughters, one son, and Grandmother of two little “scooter – pies”. She is blessed to be a six year breast cancer survivor and feels that the experience has given her a compassionate understanding that she would not have had otherwise.

Teresa, was introduced to IAAP by her sister-in-law, Betty Cotton, and then joined the Bryan-College Station Chapter in July 2011. She has worked for the past 16 years for the Texas A&M University Libraries and is currently cross training in the administrative offices at the Medical Sciences Library. She had hoped that active participation in IAAP would assist in her reaching her goal to obtain a job as an Administrative Professional; what she actually discovered is that relationships formed with experienced leaders and members of the B-CS Chapter of IAAP have many more benefits than expected.

Cheesy Ham and Hash Brown Casserole

Ingredients

- 1 (32 ounce) package frozen hash brown potatoes
- 8 ounces cooked, diced ham
- 2 (10.75 ounce) cans condensed cream of potato soup
- 1 (16 ounce) container sour cream
- 2 cups shredded sharp Cheddar cheese
- 1 1/2 cups grated Parmesan cheese



Directions

1. Preheat oven to 375 degrees F (190 degrees C). Lightly grease a 9x13 inch baking dish.
2. In a large bowl, mix hash browns, ham, cream of potato soup, sour cream, and Cheddar cheese. Spread evenly into prepared dish. Sprinkle with Parmesan cheese.
3. Bake 1 hour in the preheated oven, or until bubbly and lightly brown. Serve immediately.

**INTERNATIONAL
ASSOCIATION OF
ADMINISTRATIVE
PROFESSIONALS®**

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*"Your time is limited,
don't waste it living
someone else's
life. Don't be trapped by
dogma, which is living
the result of other peo-
ple's thinking. Don't let
the noise of other's opin-
ion drown your own in-
ner voice. And most im-
portant, have the cour-
age to follow your heart
and intuition, they some-
how already know what
you truly want to be-
come. Everything else is
secondary."*

—Steve Jobs
(1955-2011)

American businessman, in-
ventor, and pioneer of the
personal computer revolution

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