



Bryan-College Station IAAP

PASSION & PURPOSE
BRYAN-COLLEGE STATION CHAPTER

Chapter of Excellence
2009-2010

*“Somewhere out in this audience may even be someone who will one day follow in my footsteps, and preside over the White House as the President's spouse. I wish **him** well!”*

- Barbara Bush, First Lady, at a Wellesley College Commencement

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B-CS IAAP Chapter Officers 2011-2012



Susie Billings
President

Susie Billings is a native of Lufkin, Texas and has been a resident of Bryan-College Station since 1999 and is currently employed as an Administrative Assistant at the CRS Center in the College of Architecture at Texas A&M University. Susie has worked for the University since May 1999 and she has been a member of the Bryan-College Station Chapter of IAAP since 2002 and has served in the positions of Secretary, Historian and Co-chair of the APD committee in 2010 and 2011. Currently she holds the position of President-Elect for the chapter. She joined IAAP for professional development and networking. Susie is looking forward to the opportunity to serve as President of the Bryan-College Station chapter of IAAP for 2011-2012.

I moved to College Station in 1998 to be with my daughter and her family. I completed my Associates Degree in Accounting from Blinn College in 2004, graduating Cum Laude. I also received my CPS in November of 2009 and received my CAP in November 2010.



Jan McCoy, CPS/CAP
President-Elect

I am employed at Texas A&M University in the College of Architecture in the Dean's Office as a Lead Office Assistant. My job entails: assisting the dean's and anyone who needs assistance; maintaining the files; supervising student workers; ordering and disbursing supplies; and planning social events. One of my favorite jobs is planning the Staff Appreciation and Birthday luncheons. I love making it a fun and festive occasion that everyone will enjoy. I have also served on the Staff Development Committee for the college for two years and was Chair for one year.

I am a member of the B/CS Chapter IAAP, where I served on the APD committee in 2009 and am currently Chair of the Social Events Committee. I attend BSF International (Bible Study Fellowship) and have served as a Children's Leader for the past three years.

I have been blessed with a wonderful husband, three children, and nine grandchildren. I love gardening, decorating, and studying. Learning new things keeps life interesting and my mind alert. I love serving others and making my office as well as my home enjoyable places to be.

My mother once told me, "If you want to be happy forget about yourself and do something for someone else." I have found this to be true over and over in my life. Serving others is one of the most important steps in learning to be a successful leader. Jesus said, "**For who is greater, he who sits at the table, or he who serves? Is it not he who sits at the table? Yet I am among you as the One who serves.**"

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Rosie Schoenfeld
President

From the President

How quickly this year has gone! It seems like yesterday I was making my acceptance speak as President and soon our chapter will elect new officers and then Susie will begin her term as president of the chapter. She will do such a wonderful job!

Thanks to everyone for their support during the past year, whether as an officer, committee chair or member, APD worker, newsletter article writer, or someone that sent me support notes throughout the year. It all helped to make the year so much nicer.

Our chapter continued to offer outstanding meeting speakers and awesome speakers at APD. We also had a great time at our networking events (quarterly service projects, monthly socials and Support Circle events). I know I've made some new friends and expanded my work and social network.

Have a wonderful month and next month, I'll provide an update from the T-L Division meeting in Houston.

B-CS IAAP Chapter Officers 2011-2012 (Cont.)



Sharon Birkelbach, CPS/CAP
Vice President

Sharon Birkelbach became a member of the Bryan College Station chapter of IAAP in 2008, earning her CPS designation in December, 2009, and her CAP designation in December, 2010. Sharon originally joined IAAP to earn her CPS and CAP, but has learned that IAAP is so much more than just earning a certification. The support of the Bryan-College Station chapter and her mentor, while studying for the exams, was invaluable to her. She has also enjoyed attending the monthly meetings, serving on the Administrative Professional's Day committee in 2010, and networking with other members of the chapter.

Sharon has worked in various supervisory and leadership roles, providing high-level administrative support in the banking and electrical industry. She joined the Education department of the Texas Youth Commission - Giddings State School, as an Administrative Assistant and Public Education Information Management coordinator in 2010.

In addition to staying busy with their blended family, she and her husband own two businesses, one of which is a busy barbecue restaurant in their hometown of Giddings. Sharon also enjoys using her talents as a volunteer for the Performing Arts community in Austin, Texas, including serving on the Volunteer Newsletter team. Other interests include volunteering for charity organizations, traveling, and spending time with her family, friends, and Bible study groups.



Janice Crockett
Secretary

Janice Crockett has been a member of IAAP since March, 2010 and joined the association for the purpose of networking with other individuals from the campus and the local community.

She is currently assistant to the dean in the College of Education and Human Development at Texas A&M University, and previously worked in the Provost's office and Dean of Faculties office. Janice attended McLennan Community College in Waco (her hometown) and Blinn College in Bryan. While she is happily married and has a wonderful son, she enjoys her alone time and her harmless addiction to Words with Friends.

B-CS IAAP Chapter Officers 2011-2012 (Cont.)



Theresa Morrison
Treasurer

I have been a member of IAAP since May 2009. I joined IAAP because I wanted to gain new skills, stay up to date with new technologies and have the ability to network with other administrative professionals. I am currently the Business Administrator in the Mays Business School, Department of Marketing. I have been employed at Texas A&M since May 1999 and with Marketing since February of 2006. I am married to David Morrison, 26 years and counting. We are the proud parents of three beautiful daughters; Briana is 25 and a Fightin' Texas Aggie Class of 2008, with a degree in Landscape Architecture. Ann-Marie is 21 and is currently a senior here at TAMU, Fightin' Texas Aggie Class of 2011, College of Architecture. Hallie is 18 and a senior at A&M Consolidated High School. We have lived in College Station for 15 years after moving here from Brownwood, TX. My favorite hobbies are sewing, quilting, scrapbooking and gardening. I love to relax with a good book and enjoy spending time with family and friends. I have previously served as treasurer for several other organizations including TAPPS, Beta Sigma Phi and Girl Scouts. I am honored to serve as Treasurer.

Annual Professional Development Conference (APD) Recap

Dr. Ben Welch spoke about "Team Work", Dr. Tom Marrs, gave us some tips on how to deal with "Stress Management" and Mr. Marty Criswell gave a presentation on "Attitude" and we had 12 vendors.

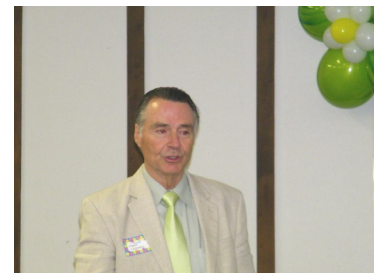
Thank you to Rosie Schoenfeld, Co-Chair and Susie Billings, Co-Chair for coordinating the event!



Dr. Ben Welch



Dr. Tom Marrs



Marty Criswell



Rosie Schoenfeld & Susie Billings



APD Attendees



APD Attendees

Habitat For Humanity—Volunteer Event

On April 9, 2011 several members volunteered to serve a meal to Habitat for Humanity volunteers. Here are a few pictures of the event.



Janice Walpert, Rosie Schoenfeld, Dawn Ferguson, & Myong Ledesma

Rosie Schoenfeld & several Habitat for Humanity volunteers.



Dawn Ferguson getting ready for the hungry volunteers.

Office Layout Ideas

Arnold Anderson e-how contributor

When someone plans on creating a company, typically one of the last things on his mind is how the office layout will look and how people will interact. What may wind up happening is that as the business grows the office layout may need to be changed several times to accommodate the expanding business. This can result in disrupted work flow and stalled productivity. Planning the layout of your office, and planning for expansion, is important to continued success.

Design for Your Needs

A popular office layout is to have cubicles or desks set next to each other in a sort of train track setup. If you are looking to open a business in which teamwork is not essential to the success of your employees, then this could be an efficient use of space. Companies that specialize in telemarketing, customer service or technical support can maximize their office space by creating rows of desks or cubicles with a central aisle being created.

But if your company will require interaction between employees, then this train track approach may not be suitable for your needs. Larger cubicles that can accommodate groups and allow for easy interaction may be more appropriate, and they will offer a higher level of productivity.

Companies that are a mix of these kinds of functions would benefit from a hybrid layout that consists of the train track approach for workers that need privacy to get their [jobs](#) done and large grouping areas for interactive groups and departments. Take a look at how your company needs to function to be productive, and then lay out your office efficiently using the space you have to create the atmosphere you need.

Mobility

When you lay your office out you can choose to have straight paths throughout your floor plan. However, it may be worth investigating paths that wind and curve around different work areas to offer a bit of variety to the work day. Worker morale is important to productivity, and if winding paths to get from one department to another help to break the feeling of structure and a rigid workplace, then it is something worth looking into.

Meeting Areas

Even if you create departmental and group areas with your floor plan, it is important to create areas where employees can gather and discuss issues without having to interrupt other people that are working. Meetings and discussions that cross departments happen all day long, and it is important to offer adequate meeting space within your office layout to help promote teamwork and the ability for different departments to work together.

Read more: [Office Layout Ideas | eHow.com http://www.ehow.com/way_5166603_office-layout-ideas.html#ixzzIMTkQbgoE](http://www.ehow.com/way_5166603_office-layout-ideas.html#ixzzIMTkQbgoE)

Upcoming Changes to the IAAP Certification Program

IAAP's Certification Program will be changing effective November 2011. In an attempt to answer as many questions as possible, IAAP has developed a question & answer sheet. The goal, as always, is to maintain a vibrant program that's marketable to the professional community. These changes will help achieve a much simpler system of expansion with an understandable and easier to explain certification program. If you still have questions after reviewing the sheet, <http://www.iaap-hq.org/certification/changes-faq>, please e-mail certification@iaap-hq.org.

Facts about May

Birthstone: Emerald

Zodiac Signs: Taurus (Apr 20 - May 20) and Gemini (May 22 - June 21)

Flower: Lily



- Mother's Day was first observed in 1908. It was designated by Presidential proclamation, and was recognized officially by Congress and the President in 1914. It is celebrated in honor of Mothers on the second Sunday of May.
- The Empire State Building opened May 1, 1931.
- Amelia Earhart began the first solo flight by a woman across the Atlantic Ocean May 20, 1932.
- Clara Barton founded what became the American Red Cross May 21, 1881.

Happy Anniversary

Khadija Ait El Cadi,
1 year

Kymerly Heslip,
3 years

Patsy Luce, CPS/CAP,
12 years



"The only place where success comes before work is a dictionary."

- **Vidal Sassoon**

"We work to become, not to acquire."

- **Elbert Hubbard**

"When your work speaks for itself, don't interrupt."

- **Henry J. Kaiser**

"Employment is nature's physician, and is essential to human happiness."

- **Galen**

"Never turn down a job because you think it's too small; you never know where it may lead."

- **Julia Morgan**

Wordle

<http://www.wordle.net/>

Wordle is a toy for generating "word clouds" from text that you provide. The clouds give greater prominence to words that appear more frequently in the source text. You can tweak your clouds with different fonts, layouts, and color schemes. The images you create with Wordle are yours to use however you like. You can print them out, or save them to the Wordle gallery to share with your friends.

- Click on "Create"
- Paste in or type your text
- Click on "Go"
- You can click on "Randomize" to change the font and color schemes or
- Click on "Font" and manually change the font style
- Click on "Color" and manually change the color scheme
- Finally Print or save your Wordle creation(s)

For an online "tutorial" please visit, <http://www.youtube.com/watch?v=xhL5D9nz5aI>.



Watch Out for Joy Suckers

May 16, 2011

A weekly e-zine by Office Dynamics

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

Hello Monday Motivators! During our last Sunday's Mothers Day service, our pastor said something that really stuck with me and I immediately thought about how this applies to our work life.

I'm sure you can all think of a person at work who seems to take the joy out of everything. Or no matter what good is going on, they can find a down side to it. You really have to be careful and protect yourself from these people because they can affect your attitude, productivity, progress, and success. Individuals who tend to focus on the negative or what could go wrong, tend to be pessimists. They do exist! I view this as just part of who they are; they really can't help it. It is in their DNA. I tend to be a positive person, look for the lesson in adversity, and see a bright future even when life is bleak. Maybe you are that kind of person. It's just us. Our parents could have had an influence on that, life's events could have affected us when we were young or maybe it is just our genes.

The main point is to not let "joy-suckers" get to you. I have an invisible bubble around me. I take it everywhere I go. This bubble acts as a protector so when negative people talk to me, I hear them but their negativity bounces away from me. If you let their views and comments get to you, before you know it, you quit your job. That happened to me when I was about 23 years old. Afterward, I realized I had a good job, liked my manager, and asked myself, "Why did I quit?" I tried to get my job back to no avail. I learned at a very young age to never let anyone color my vision about another person or my employer.

People are not the only joy-suckers at work. Events, a heavy workload, technical problems, lack of confidence – these are also joy-suckers. As you go through your day, be aware and conscious of the events and situations that might take away your positive attitude. These are also things, events, or people who reduce your productivity. Your creativity can suffer.

I like to surround myself with people who are enthusiastic, joy-filled, energetic, and have a mission or purpose to their day, life, and helping others. This is not that I go around with unrealistic expectations of people or events at work. But I do choose who I keep company with which feeds my soul, lifts my spirits when I'm down or really challenged and helps me grow as a person.

This week, keep watch for anything or any person who might sidetrack you.

Best of luck!

Joan

Education Forum & Annual Meeting (EFAM)

Make your plans now to attend 2011 EFAM in Montreal Canada 07/24 - 27. The early bird discount ends May 23. Popular sessions are filling up fast. Register today to reserve your spot and take advantage of early bird savings. Keynote Speaker, Clinton Kelly: Top 10 Style Mistakes Office Professionals Make In The Office And How To Avoid Them. <http://www.iaap-hq.org/events/conferences/efam>

Confrontation Skills - May 26

On The Right Track Training & Consulting

Event Date: Thu, 05/26/2011

Time: 2 p.m. EST

Cost: \$99.00

Registration: http://www.on-the-right-track.com/event_detail.php?event_id=12

Control, Confidence & Composure in the most highly charged situations! Learning to confront someone can be done easily and quickly! No more panic, no more holding back from saying what you want to say. Learn professional confrontation skills that will allow you to maintain control, confidence and composure!

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

Registration: <http://www.iaap-hq.org/certification>

2010-2011 Calendar of Events

<u>International</u>	<u>Division</u>	<u>Chapter</u>
July 24-27, 2011—International Education Forum and Annual Meeting, Montreal, Canada	May 18-20, 2012—Divisional Annual Meeting, South Shore Harbour Resort, League City, TX. Hosted by Clearlake-NASA Area Chapter,	June 21, 2011—Monthly Meeting, Officer Installation and Networking, College Station Conference Center, 5:30—7 pm
October 9-12, 2011—Fall Conference, Sheraton San Diego Hotel & Marina, San Diego, CA	May 16-19, 2013—Division Annual Meeting, Renaissance Hotel, Austin, TX. Hosted by Capital Chapter.	July 19, 2011—Monthly Meeting, Topic TBD, Location TBD, 5:30—7 pm

Member News

Sharon Birkelbach is recovering from knee surgery.

Janice Walpert's son, Matthew, graduated from Texas A&M University on Friday, May 12.

Kymerly Heslip has *Kym's Alpha and Omega, Inc.* It's a specialty shop that helps you "Look Good from Head to Toe." She offers designer purses/wallets, accessories/flip flops, invitations/flyers/banners/business cards/designer eyewear, perfume/cologne and hair/contacts. She can be reached at 979-730-0346 or khouseofbeauty@aol.com. They accept PayPal and will ship directly to you. Give her a call or send her an e-mail.

Tana Chappell, CPS/CAP, reported that her grandson is being released from the hospital. This is such wonderful news since he's was born early and has been there for a while now.

Mildred Seaton, CAP, is recovering from a broken ankle.

**INTERNATIONAL
ASSOCIATION OF
ADMINISTRATIVE
PROFESSIONALS®**

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Word play

Meme \

: an idea, behavior, style,
or usage that spreads from
person to person within a
culture

From [www.merriam-
webster.com](http://www.merriam-webster.com)

Officers and Committee Chairs 2010-2011

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Ways 'n Means

Open

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APD

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