



CHIPPEWA VALLEY CHAPTER

Chippewa Valley Chapter

March 2009

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A Message From the President

Thank You

A big THANK YOU to MaryEdna Hagen for organizing the February IMPACT meeting, and thank you to all who participated.

Erbert and Gerberts served a fantastic meal and presented an entertaining and educational program. It sure was good to hear them say in their presentation that they feel it is their job to make us look good when we call on them!

Thanks also to MaryEdna for the website tour and the packets given to visitors. It was a very interesting meeting for visitors.

New Business — Future Projects

Annual Report

Committee chairs: Please start to think about the annual report and what you will submit for your committee's activities this year. Please involve your committee members in this project.

Budget

Committee chairs and members: I am asking that this year each committee submit their budget for next year and work with the Executive Board to produce a chapter budget. Start planning early, and include your committee members in the planning. The chairs or designated representatives are asked to attend the May 4 Executive Board meeting for budget planning. Stay tuned for location and time. As always, all chapter members are welcome to attend any of the board meetings.

Kathy Briggs, President

Chapter Meeting

Monday, March 23

Globe University, Eau Claire

5 p.m. — Dinner (sandwiches provided free by Globe University)

5:30 p.m. — Program

6:30 p.m. — Business Meeting

RSVP no later than Friday, March 19, to Debbie Paulson, 715-233-7223 or paulson.deborah@mayo.edu. Please reply either way (yes OR no).

Directions: While on Golf Road, turn onto Commonwealth Avenue (intersection of Applebees/Pier 1), and continue on past Best Buy, then Texas Roadhouse where the road turns into Bullis Farm Road to college at 4955 Bullis Farm Road.

Office Personnel Seminar

The Office Personnel Seminar on Wednesday, April 15, is less than a month away, and we encourage as many Chippewa Valley IAAP members as possible to join us for the day at a cost of \$25. Please visit our chapter website to review the brochure.

For those of you attending, there are opportunities to volunteer your services to assist with registration, selling raffle tickets, introducing speakers and more. The following list indicates areas where we will need help. Please let Donna Weidman know what you're signing up for at the next meeting or via e-mail at donna.weidman@gmail.com.



Tasks	Time
Volunteer(s)	
Tuesday Setup.....	4:30- 7:30 p.m.?
Registration	7:15 a.m. Michele, ?
	7:30 a.m. Michele, ?
	7:45 a.m. Michele, ?
	8:00 a.m. Michele, ?
Welcome	9:00 a.m. Kathy B.
Announcements.....	9:05 a.m. Donna
Keynote Speaker Intro ...	9:10 a.m. Donna
Session 1	10:15 a.m.
Sandy Hume	?
Russell Berg	?
Julia Raehpour.....	?
Robert Trewartha.....	?
Session 2.....	11:15 a.m.
Beverly Hansberry	?
Russell Berg	?
Julia Raehpour.....	?
Robert Trewartha.....	?
Luncheon/Show	12:15
Donna	
Session 3.....	1:30 p.m.
Beverly Hansberry	?
Linda Foster	?
Tiffany Lewis.....	?
Beth Kranz	?
Sectional 4.....	2:30 p.m.
Sandy Hume	
Larry Honl	?
Tiffany Lewis.....	?
Beth Kranz	?
Closing/Prizes/Raffle ...	3:30 p.m..... OPS Committee
Collect Evals/Clean Up.	4:20 p.m..... OPS Committee, ??

National IAAP Events

Administrative Professionals Day
April 22

CPS/CAP Exam
May 1-2

Wisconsin Division Annual Meeting
May 15-16
Wausau, Wis.

Education Forum and Annual Meeting
July 26-29
Minneapolis, Minn.

Certification Conference
October 18-21
Portland, Ore.

CPS/CAP Exam
November 6-7

Chapter Meetings & Events

Executive Committee Meetings

First Mondays. All members are invited to attend. RSVP with Kathy Briggs at khbriggs@yahoo.com.

Chapter Meetings

March 23, Globe Univ.
Globe University, Eau Claire

April 15, The Plaza
Office Personnel Seminar

April 27, Red Cedar Medical Center, Menomonie
"Diabetes Education"

May 25
Open

Committee Reports

CPS Services — Chair Kim Yeager CAP

- No Report Submitted

Executive Event — Teaming with OPS

- No Report Submitted

Membership — Chair MaryEdna Hagen

- No Report Submitted

Newsletter — Chair Michele Halterman

- Please send articles to help make our newsletter special for everyone. We all need to take time to share good news, tips/tricks, administrative updates or whatever you find interesting.
- The deadline for submission for the newsletter is two weeks prior to the chapter meeting.

Office Personnel Seminar — Chairs Donna Weidman and Kathy Briggs

- See the front page of this newsletter for information.

Professional Development — Chair Beth Munson

- The March 23 meeting will be held at Globe University in Eau Claire. The speaker's topic has not yet been titled.
- The April 27 meeting will be held at Red Cedar Medical Center in Menomonie. The topic is "Women and Diabetes — How does it affect your life and how do you manage it?"

Publicity — Chair Cynthia Welch CPS

- No Report Submitted

Scholarship & Mini-Grant — Chair Kim Yeager CAP

- The proceeds from the 2008 and 2009 OPS raffle baskets are designated for a mini-grant fund for those attending the 2009 Education Forum and Annual Meeting in Minneapolis. There is a special mini-grant fund application available for those attending the convention and wishing to utilize these funds. The forms are available from Kim Yeager (yeager.kimberly@mayo.edu) or by requesting a paper copy at a future monthly meeting. Please return the completed application to Kim no later than June 15, 2009.

Ways and Means — Chair Pauline Spiegel CPS

- The raffle baskets were very popular at the 2008 Office Personnel Seminar (OPS). The proceeds from the 2009 OPS will be utilized as mini-grants to members attending the 2009 Education Forum and Annual Meeting. Pauline is requesting assistance from all CVC members in getting donations for this fundraiser.
- The advertising campaign remains the same with Lakeland College, My Friend's Place, 4 Seasons Floral, L&M Mail Service and Colorpath as our current sponsors. Rachel Ouimet (Avon), Sandy's Art and Clothing, Erbert and Gerbert's and Aurora Community Services are tentative advertisers that are in the development stage. Please support our sponsors.
- Della Schindler is the project manager for the RCU ballot counting fundraiser, with Ellen Mickelson assisting. Watch this newsletter and your e-mail for updates from Della and Ellen. Our hope is that many members will respond to the request for help in ballot counting!

Webmaster — Chair Heidi Wold

- No Report Submitted

How To Do More With Less...And Be Happy About It

This is the way it works.

Shareholders put pressure on the board of directors to jack up the price of the company's stock. The board has a "come-to-the-stock altar" meeting with the company president informing him/her that some changes have to be made to impress the bricks off Wall Street. The company president mandates all of his/her VP's to cut budgets so the investors are impressed with efforts at efficiency. And, the VP's start cutting people, paper clips and postage.

Sound familiar? Then, to add insult to injury, some management person will lead the office in the rousing refrain, "Happy Days Are Here Again...."

It is my opinion that this hackneyed, unimaginative slash n' burn method of improving corporate profits is shortsighted and incredibly unproductive. But, doing more with less is the mantra of the millennium and there are few of us who have the political capital to reverse the trend.

So, I am suggesting you work on what you can influence and refuse the easy choice of incessantly moaning over half empty cups of coffee in some windowless break room. Here, then, are the benefits of doing business by doing more with less. First, increasing efficiency

will pop to the surface those things that your business has been doing that everyone knows is a colossal waste of time.

Come on, is it not true that you and your colleagues know of departments and processes that, when pressed, cannot come up



with one good reason why they still exist?

"Because we have always done it" will wilt in the heat of doing more with less. Second, the habitually unproductive people who have been hiding in your bureaucracy will start blipping on the sonar of doing more with less.

Notice the people I am describing, "habitually unproductive." These folks have worked the system until they have crafted a niche of nice nothingness. When you think about the "value" they bring to work every day, you are left mumbling platitudes that include, "They are good people," and "Their heart is in the right place."

Who cares about their heart? You are left holding the business bag if they refuse to bring their brains to work tomorrow.

Third, doing more with less should be "more" for everyone.

When your staff begins to work out of their passion instead of their penchant for pediatric game-playing, productivity always soars.

Ask yourself this question, "Right now, what percentage (100 percent is the potential) of my creativity and ability am I bringing to work every day?" It is my experience that the average honest person will respond, "about 30 to 40 percent." Do you know any "bored" people at work?

I am suggesting that there should be episodic, monetary motivation for achieving short-term goals in a downsized workplace. If there are fewer people and resources, productivity gains should be easy to quantify.

If these three positive outcomes for doing more with less have any merit, then the following practical steps should be taken by your organization to do more with less...and be happy about it.

Continued on page 5.

Chapter Officers

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Vice President

Donna Weidman

Treasurer

Pauline Spiegel CPS

Secretary

Kim Yeager CAP



International Headquarters

www.iaap-hq.org

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www.iaap-wisconsin.org

Chippewa Valley Chapter

www.iaapwisconsin.com/cv

"More" continued from page 4.

- (1) Outlaw any further whining about doing more with less. This angst is unproductive and does not produce any positive changes.
- (2) Create psychological safety for frontline staff to identify the processes and systems in your workplace that do not add "value" to your bottom line.
- (3) Clarify with management who will make the decision about whether or not unproductive systems will survive.
- (4) Appropriately lobby for financial incentives to accompany short-term productivity goals.
- (5) Celebrate, with lots of balloons and bragging, that you not only mastered doing more with less, but also enjoyed the process.

Doing more with less is really about the satisfaction of challenging...you. I don't want to get weepy in the final lines of this article, but if you do pull off doing more with less it just means you reached down deeply inside of yourself and probably surprised yourself with some really good stuff.

Now, there is a reason to be "happy."

Dr. Cal LeMon is nationally-known professional speaker and corporate educator who is President of Executive Enrichment, Inc., a corporate training and consulting firm in Springfield, Missouri. He can be reached at 800-373-4040 or visit the website at www.execenrichment.com.

RCU Ballot Counting

It's that time of year — March Madness and RCU ballot counting! We need your help with a very important fundraiser for our chapter. RCU is gearing up for an election, and they pay our chapter to count ballots. I'm glad that you are willing to take the time to help count in the next few weeks. Please pass the word to others you think may be willing to help also!

We will be working at RCU at Golf and 93, using the conference room near the reception desk — just ask where the ballot counting is taking place when you arrive.

So far we have the following dates scheduled in the RCU conference room from 4 to 6:45 p.m. since they close at 7 p.m.:

- Tuesday, March 17
- Thursday, March 19
- Tuesday, March 24
- Thursday, March 26
- Tuesday, March 31

If we need more or less time to count, we can make some adjustments. This is your opportunity to show how much you value your IAAP membership!

To sign up, please contact Della Schindler by e-mail at dellaschindler@yahoo.com or call 715-563-7276.

Happy St. Patrick's Day!

Member Spotlight — Della Schindler

I grew up in the small town of Cumberland, Wis., as the youngest of 10 children (six girls and four boys). Each one of my siblings taught me that life is like playing cards... you never know what you may be dealt. My brother, Joe, passed away at the young age of 35 from lung cancer. The majority of my siblings reside in Cumberland, with two sisters in Minnesota and Kansas.

After graduating from Cumberland High School, I went to District One Technical Institute, now called Chippewa Valley Technical College (CVTC), where I graduated in December 1988 with a Police Science degree. While attending classes, I was hired as a work study employee in the CVTC bookstore. This ended up being a full-time position that I held for over 13 years. Next, I worked in the office at the Emergency Services Education Center utilizing my police science background. Following that, I worked in the Study Skills Center assisting students and instructors.

In 1996 I married Paul Schindler. We have two beautiful children, five-year-old Nathan, and three-year-old Sydni. I enjoy each and every moment with them and look forward to their sports and activities that they will encounter as they grow. In my spare time, I enjoy spending time with my family and friends, playing volleyball, walking, shopping and watching the Packers (Go Pack Go!).

In the past 23 years, I have had numerous opportunities to serve and support many CVTC students as well as colleagues. My CVTC career allowed the chance to promote and support the college's goals and missions.

In 2004, I began working in the office at the Chippewa Falls Campus, and later transferred to the Eau Claire Campus in Human Resources. Now, in Records



and Registration, I provide quality customer service as well as offer extensive knowledge and information to colleagues, students and the public sector.

To further enhance my career, I pursued a second degree in the CareerConnect administrative assistant

program (which is designed specifically for working individuals). With the great support of my husband, children and many others, I graduated with a second Associate Degree in July 2008. This educational commitment allowed me to grow academically and continue to provide quality service in a highly technical environment.

These strengths of outstanding leadership and character have being demonstrated while working with others and being actively involved in the following:

- Independent Longaberger consultant and business owner for the past 10 years
- Women's Eau Claire Ducks Unlimited Committee chair for four years
- International Association of Administrative Professionals (IAAP) active member since March 2008 (RCU Project manager)
- CVTC's United Way Committee member since August 2008

I have gained much through both my education and employment at CVTC. Sharing my good fortune by giving back to the college and community is something in which I strongly believe. Leadership skills and other positive traits instilled by CVTC have influenced my other endeavors.

Know Your Chapter & Win!

Did You Know?



Little ol' Eau Claire is home to a consistent contributor to OfficePro magazine. This lovely lady has had her by line in just about every OfficePro printed. Maybe some evening we should have her as a guest speaker! Who is it?

Submit your guess to MaryEdna Hagen (hagenme@uwec.edu) and win.

Special Dates for April

Birthdays

MaryEdna Hagen, Apr. 3

Kathy Dean, Apr. 17

IAAP Anniversaries

Jean Wysocky, 1997

Carmen Tiffany, 2001

Rachel Ouimet, 2005



In December, Linda Bockin recertified as a CPS. This is the fourth time Linda has recertified, with her original date of certification completed in 1998.

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5 Important Words

5 Important Words that Dump Doubt Into Your Life

People that study the Law of Attraction talk about their vibrational bubble. You have a bubble surrounding you that is either a positive vibration or a negative vibration. The Law of Attraction responds to whatever is inside your vibrational bubble. Raise your positive vibration or lower it with your limiting beliefs. Check out your self talk. These five words give energy to what you **don't** want. Take these five words out of your vocabulary to increase your positive vibration. Remove these words and you will attract what you want. Get going!

NO — "No way would I ever get that."

DON'T — "I don't ever win prizes or the lottery."

NOT — "I am not going to get that promotion, I just know it!"

BUT — "I would like to attend, but I have lots to do...but is the word of a "procrastinator doubter"

BECAUSE — "I don't have time for me because everyone needs me."

Ask yourself: Hey, wonderful magnificent human being... What do I want???

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Submit your articles, ideas and accomplishments to Michele Halterman at halterman.michele@mayo.edu.

America's Funniest Movies

This is the American Film Institute's list of America's 100 Funniest Movies, selected by AFL's blue-ribbon panel of more than 1,500 leaders of the American movie community.

1. Some Like It Hot, 1959
2. Tootsie, 1982
3. Dr. Strangelove, 1964
4. Annie Hall, 1977
5. Duck Soup, 1933
6. Blazing Saddles, 1974
7. M*A*S*H, 1970
8. It Happened One Night, 1934
9. The Graduate, 1967
10. Airplane! 1980
11. The Producers, 1969
12. A Night At the Opera, 1935
13. Young Frankenstein, 1874
14. Bringing Up Baby, 1938
15. The Philadelphia Story, 1940
16. Singin' In The Rain, 1952
17. The Odd Couples, 1968
18. The General, 1927
19. His Girl Friday, 1940
20. The Apartment, 1960
21. A Fish Called Wanda, 1988
22. Adam's Rib, 1949
23. When Harry Met Sally, 1989
24. Born Yesterday, 1950
25. The Gold Rush, 1925
26. Being There, 1979
27. There's Something About Mary, 1998
28. Ghostbusters, 1984
29. This is Spinal Tap, 1984
30. Arsenic and Old Lace, 1944
31. Raising Arizona, 1987
32. The Thin Man, 1934
33. Modern Times, 1936
34. Groundhog Day, 1993
35. Harvey, 1950
36. Nat. Lampoon's Animal House, 1978
37. The Great Dictator, 1940
38. City Lights, 1931
39. Sullivan's Travels, 1941
40. It's a Mad, Mad, Mad, Mad, World, 1963
41. Moonstruck, 1987
42. Big, 1988
43. American Graffiti, 1973
44. My Man Godfrey, 1936
45. Harold and Maude, 1972
46. Manhattan, 1979
47. Shampoo, 1975
48. A Shot in The Dark, 1964
49. To Be Or Not To Be, 1942
50. Cat Ballou, 1965
51. The Seven Year Itch, 1955
52. Ninotchka, 1939
53. Arthur, 1981
54. The Miracle of Morgan's Creek, 1944
55. The Lady Eve, 1941
56. Abbott and Costello Meet Frankenstein, 1948
57. Diner, 1982
58. It's a Gift, 1934
59. A Day At The Races, 1937
60. Topper, 1937
61. What's Up, Doc? 1972
62. Sherlock, Jr., 1924
63. Beverly Hills Cop, 1984
64. Broadcast News, 1987
65. Horse Feathers, 1932
66. Take the Money and Run, 1969
67. Mrs. Doubtfire, 1993
68. The Awful Truth, 1937
69. Bananas, 1971
70. Mr. Deeds Goes to Town, 1936
71. Caddyshack, 1980
72. Mr. Blandings Builds His Dream House, 1948
73. Monkey Business, 1931
74. 9 to 5, 1980
75. She Done Him Wrong, 1933
76. Victor/Victoria, 1982
77. The Palm Beach Story, 1942
78. Road to Morocco, 1942
79. The Freshman, 1925
80. Sleeper, 1973
81. The Navigator, 1924
82. Private Benjamin, 1980
83. Father of the Bride, 1950
84. Lost in America, 1985
85. Dinner At Eight, 1933
86. City Slickers, 1991
87. Fast Times at Ridgemont High, 1982
88. Beetlejuice, 1988
89. The Jerk, 1979
90. Woman of the Year, 1942
91. The Heartbreak Kid, 1972
92. Ball of Fire, 1941
93. Fargo, 1996
94. Auntie Mame, 1958
95. Silver Streak, 1976
96. Sons of the Desert, 1933
97. Bull Durham, 1988
98. The Court Jester, 1956
99. The Nutty Professor, 1963
100. Good Morning Vietnam, 1987

Chippewa Valley Chapter

Mission: To be the acknowledged, recognized leader of administrative professionals and to enhance their individual and collective value, image, competence and influence.

Vision: To inspire and equip all administrative professionals to attain excellence. To provide education and training and set standards of excellence recognized by the business community on a global perspective.

Chippewa Valley Chapter is published monthly approximately one week prior to chapter meetings. Deadline for articles is two weeks prior to chapter meetings. Comments, questions and story ideas may be directed to Michele Halterman at halterman.michele@mayo.edu.

Michele Halterman, Editor

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NOTE:

All degrees are not offered at all centers. Please contact the center nearest you to confirm program availability.

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