

# AAASAC MONTHLY NEWSLETTER

JANUARY 2023

## Professional Development: Conference Announcement!

**What:** IAAP Mid-Atlantic Mini-Conference

**When:** March 24 & 25, 2023

**Where:** Williamsburg, VA

Meet, network, and attend multiple workshops with other administrative professionals at this exciting two-day event. This conference is open to both IAAP members and non-members. Watch for further information/more details in February's newsletter. Have questions that can't wait until February? Please email [centralvaiaap@gmail.com](mailto:centralvaiaap@gmail.com).

## Connecting & Learning Together

RoundTable discussion: Session 4

Budget & Finance Tips

Wednesday, March 1, 2023

Location & Time: TBA (in person only)

## Meet an Administrative Professional

In 1959, Patricia Bybee Burke was a student of Madison College and resident of Sheldon Hall. Today, you can find her granddaughter, alumni Sarah Burke (class of 2013), working in Sheldon Hall as Administrative Assistant for Inclusive Strategies and Equity Initiatives.



Are you an administrative professional with a special connection to JMU? Email your story to [aaasacnews@jmu.edu](mailto:aaasacnews@jmu.edu)!

## Poverty Simulation Volunteers Needed

The Institute for Innovation in Health & Human Services within CHBS has an urgent need for volunteers to help us run the Poverty Simulation on Monday, 2/13, Tuesday 2/14 and Wednesday 2/15 from 8:00 am – 1:00 pm.

Volunteers will be trained prior to the event to run various stations, such as school, daycare, social services and more.

For more information or to sign up, contact Nikki Corley at [corleyna@jmu.edu](mailto:corleyna@jmu.edu)

SAVE  
*the*  
DATE

AAASAC NETWORK GATHERING  
THURSDAY, FEBRUARY 9, 2-4 P.M.  
CARRIER LIBRARY, ROOM 109

WE WOULD LIKE TO INVITE YOU TO THE NEXT NETWORK GATHERING. THIS GATHERING WILL BE SPONSORED BY JMU LIBRARIES. PLEASE JOIN US FOR NETWORKING, GOOD CONVERSATIONS, AND LIGHT REFRESHMENTS. WE HOPE TO SEE YOU THERE – BRING A FRIEND!

Need help or have a question? [ASACHelpline@jmu.edu](mailto:ASACHelpline@jmu.edu)

## Top 5 Favorite Menu Items from JMU Catering

We asked various administrative professional across campus for their favorite menu (or non-menu) catering items that have been a success at events or gatherings, and the list is in! (If you don't see some of the dessert options on any of catering's menus, you can substitute them in by adding to the notes of your order.) Consider these yummy options when planning your next meal:

1. **Oreo Peanut Butter Mousse Cups**
2. **Latte Blondies**
3. **Vanilla Raspberry Bundt Cakes**
4. **Lemon Bars**
5. **Yucatan Bowl**

**Only a Few Weeks  
Left to Submit a  
Nomination!**



Provost Award for Administrative Excellence

**SUBMIT  
NOMINATIONS  
BY 1/31**

Nominations for the 2022-23 Provost Award for Administrative Excellence are being accepted until January 31, 2023. Consider nominating a colleague or talking to your supervisor about being nominated for your work! The award recognizes two full-time and one part-time employee for excellent work.

Criteria and instructions:  
<https://www.jmu.edu/academic-affairs/awards/administrative-excellence-award.shtml>



## Survival Tip!

It's that time of year when **faculty searches are getting busy!** Are you assisting a faculty Search Chair with recruitment to fill a vacant faculty position? If so, be sure to get familiar with the **2022-2023 version of the "Academic Affairs Guidelines for Recruiting and Hiring Instructional Faculty"**. The guidelines are located here:

[https://www.jmu.edu/academic-affairs/\\_documents/hiring-guidelines.pdf](https://www.jmu.edu/academic-affairs/_documents/hiring-guidelines.pdf)

As stated on page 7 in the Academic Affairs Guidelines for Recruiting and Hiring Instructional Faculty 2022-2023, "All faculty and staff members of the hiring unit who will likely interact with the applicants must also complete the hiring training before on-campus interviews". If you plan to interact with candidates, login to **Canvas** and look for the course called **"Academic\_Affairs\_Hiring\_Training."** There are four modules that need to be completed.

If you have any questions about this training, you may email [ASACHelpline@jmu.edu](mailto:ASACHelpline@jmu.edu).

Human Resources Recruitment Resources can be located here:  
<https://www.jmu.edu/humanresources/recruitment/index.shtml>

## Upcoming Events

Event	Details	Description
Opportuni'teas"	Wine-Price Training Center February 1 2:00-4:00 PM  Register in My Madison to attend: TD2614	"Meet your colleagues, enjoy a lite tea, and engage in short, thought-provoking activities that foster acceptance and inclusion."
Women's Basketball - Faculty and Staff Appreciation Game	Atlantic Bank Union Center February 9 4:00 PM	Reserve tickets <a href="#">here</a> .
AAASAC Network Gathering	Carrier Library February 9 2:00-4:00 PM	Network with other administrative professional while enjoying light refreshments. Don't miss this opportunity to visit Carrier Library before renovations begin this Spring!
Connecting and Learning Together	March 1 Location and time TBA	Roundtable Discussion: Budget and Finance Tips