



# The Staff Scoop

February 2011

Next Meeting: February 4<sup>th</sup> at 10:00am (Community Room)

Editor: Judy Ford

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## GOOD BOOKS – CHEAP!



February 23<sup>rd</sup> & 24<sup>th</sup> are the dates for the next Staff Council Book Sale in Springwood Hall. We are accepting donations of books, puzzles, CDs, DVDs and videos. Donations can be left in the administrative workroom in Whitewater Hall anytime. Contact Star Johnson (*Business Office*) if you are available to help out for an hour or two.

Make sure to stop by during the sale to stock up on your spring and summer reading material. There's always a huge variety with something for everyone!

## LOOKING FOR NOMINEES

We're looking for nominees for the 2011 Staff Council Service Award. The recipient of this award will be selected on the basis of his/her attitude, commitment, teamwork, contribution, and inspiration to the mission, goals and strategic initiatives of IU East. The winner will not be selected upon the number of nominations received, but on the quality of the individual's service to IU based on the above attributes.



We all know someone who deserves to be recognized for their work and contribution. Show your appreciation by nominating them for the 2011 Staff Council Service Award. All you have to do is complete the nomination form available on the Human Resource webpage and send it to the Chairperson of the Selection Committee (to be announced).

Nothing is as far away as one minute ago.

~ Jim Bishop

## COMMITTEES FORMING



It's time to set up Staff Council committees! Please be thinking how you can become involved in Staff Council by serving on one of the

following committees:

**By-Laws Committee** reviews the by-laws to make recommendations to Staff Council as to needed changes and/or additions/deletions.

**Fringe Benefits Committee** reviews current fringe benefits, studying possible changes and making recommendations.

**Nominating Committee** selects a slate of recommended nominees for Staff Council offices that are up for election each year.

**Staff Training Committee** plans for training opportunities and information to be offered to support staff throughout the year.

**Scholarship Committee** advertises and selects recipients for the Staff Council Endowment Scholarship Award for IUE students and the Staff Council Scholarship Award for IUE support staff.

**Ways and Means Committee** selects and organizes fundraisers which sponsor Staff Council events, activities, and special projects throughout the year. They also select and organize a community project(s) for Staff Council to support each year.

**Welcoming Committee** assists new staff members in becoming oriented with IU East and will invite and encourage them to participate in Staff Council.

**Staff Council Service Award Selection Committee** reviews nominations and makes the selection of the current year's award recipient.

## STAFF SCHOLARSHIP AVAILABLE



We are now accepting applications for the Spring 2011 Staff Council Scholarship. If you are taking classes this semester and would like to apply, please fill out the application form and return it to Kim Ladd ([rivard@iue.edu](mailto:rivard@iue.edu)) or in Academic Affairs WZ 101, no later than noon on Thursday, February 10<sup>th</sup>. The committee will act quickly to provide someone with a special Valentine's gift of \$150 to help offset semester expenses.

## PROACTIVE STRATEGIES TO IMPRESS YOUR SUPERVISOR

You don't have to kiss up to impress your boss. Instead, get on his or her good side by practicing these important workplace habits:



- **Be a detail person.** Don't take anything for granted. Double-check your work and make sure the boss only gets accurate information.
- **Show some initiative.** Your boss doesn't want you to sit around waiting for someone to tell you what to do. Solve problems without being asked. If you have an idea, share it. Take action as long as it's reasonable and falls within your area of responsibility.
- **Learn your boss's priorities.** If you know what your supervisor wants to accomplish, you can deliver it in ways that will make him or her happy. For example, if customer service is a priority, alert your boss to complaints from students before anything else.
- **Be punctual.** Show up for work on time (or earlier) every day. Don't be late for meetings. Make your deadlines. Your boss wants to know you can be counted on to deliver the goods.
- **Tell the truth.** Your boss can't trust you if you hide things, or if you say only what you think he or she wants to hear. No one respects a yes-person. Be courteous, but give the boss the benefit of your intelligence and experience.

## USE THE '24-HOUR RULE' TO STAY FOCUSED



Renowned pro football coach Don Shula's successful career was based, in part, on a policy of looking forward to the next challenge instead of dwelling on his previous victories or failures. Shula's "24-hour rule" exemplified that.

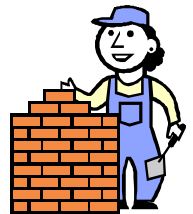
The coach allowed himself, his fellow coaches and his players 24 hours at the maximum to celebrate a victory—or agonize over a defeat. Shula encouraged them to feel the emotions of success or failure as deeply as they could.

After 24 hours, though, the team was expected to stop talking and thinking about the experience and focus their concentration on preparing for the next game.

The lesson? Keep your failures and victories in perspective and you'll do better over the long run.

## PERSPECTIVE ON 'USEFUL' TALENTS

A woman hired a bricklayer to build a wall outside her upscale home. Talking with him while he worked, she was amazed to discover he was the brother of a brilliant concert violinist whom she'd recently seen perform.



"Oh, you're so lucky to have such a talented brother," she said. Then, fearing the man might be sensitive about his manual labor job, she added: "Of course, we can't all be equally talented."

"You said it, lady," the man responded earnestly. "Take my brother. When it comes to doing something important like building a house, he's useless."



### FEBRUARY BIRTHDAYS

10 Roger Cowan  
20 Roberta Fienning  
23 Nancy Beaman