



# The Staff Scoop

May 2011

Next Meeting: May 6<sup>th</sup> at 10:00am (Community Room)  
Editor: Judy Ford

## STAFF COUNCIL SERVICE AWARD



Congratulations to Carla Bowen, recipient of the 2011 IU East Staff Council Service Award! Noted in her nominations is Carla's performance for the

faculty, staff and students of IU East. Highlighted were her positive and welcoming tone to faculty, staff, and students alike; her initiative in revising the advising form that made a significant contribution to the elementary team, the expansion of her responsibilities that includes advising and accreditation work, her focused attention to students' needs, and her openness to ideas and changes. Way to go, Carla!

Hats off to Mandy Hoadley, Shelly Dodson, and Diana Fahl who were also nominated for the award. Keep up the good work!

A special thanks to the selection committee who had a really tough job to do!

## HOW TO LEAD A PURPOSEFUL LIFE

The most successful people are those who have a strong sense of purpose at work—and in life. So how do you find your own unique purpose? Try this exercise:

- **Identify what you do best.** Look at your current and previous jobs, and activities outside work. Focus on what you do well, but don't ignore what you enjoy—usually we're good at tasks we like, and vice versa.
- **Focus on helping others.** Ask yourself what you enjoy doing that helps other people. That's usually more fulfilling than just earning a paycheck, and more valuable to employers and clients as well.

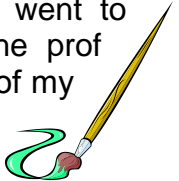
Combine those two elements—what you do best, and what benefits other people most—and you'll have a good idea of how to start moving toward a life that's based on purpose.

## EMPLOYEE OF THE QUARTER



Amanda Vance has been named Employee of the Quarter for January-March. Amanda's willingness to work above and beyond the call of duty and her leadership role in the Office of Campus Life during Rebeckah Hester's maternity leave – particularly with major student activities, such as the spring semester "Welcome Back" event, earned her this special recognition. Congratulations, Amanda!

## DON'T LET YOUR POTENTIAL SLIP AWAY

A famous art professor died and went to heaven. At the Pearly Gates, the prof asked St. Peter, "Sir, I spent most of my life on Earth studying great art, but I have a question that's puzzled me for 30 years: Who was the greatest painter in history?" 

St. Peter pointed to a nearby cloud. "See that woman right over there? That's the one."

The professor frowned. "But I knew that woman on Earth! She ran the cafeteria at the university where I taught! How could she have been the greatest painter in history?"

St. Peter shook his head sadly. "She could have been, if she had ever picked up a brush and tried to paint."



## MAY BIRTHDAYS

- |    |                  |
|----|------------------|
| 7  | Kevin Lykins     |
| 11 | Ben Butler       |
| 14 | Sherrie Chandler |
| 15 | Michelle King    |
| 17 | Anna Box         |
| 20 | Cindy Turner     |
| 22 | Reda Todd        |
| 31 | Kim Ladd         |

## THE OFFICE GUIDE TO GOING GREEN

Want to do more to help the environment? The workplace offers plenty of opportunities where you and your co-workers can make a difference. Here are some eco-tips on how to easily incorporate going green into your work day:



- 8:00am**     **Think bright with energy-efficient lights.** Consider switching those office lights you turn on in the morning to Energy Star® - qualified bulbs. These bulbs last up to 10 times longer and use about 75% less energy than regular light bulbs.
- 9:00am**     **Go green with supplies.** Recycled copy paper, biodegradable pencils, and other earth-friendly office products can help you make that commitment toward a more sustainable workplace.
- 10:00am**    **Give paper cups a break.** It's time for a coffee break—but back off from using that paper or Styrofoam™ cup for your daily intake of joe. Give the planet a break, too, by using reusable mugs instead.
- 11:00am**    **Cut back on copies.** The average U.S. office worker goes through 10,000 sheets of copy paper a year, according to the Sierra Club. Rather than printing all those memos or presentation handouts, send out electronic copies or use recycled paper and double-side your printing.
- 12:00pm**    **Set up a recycling station.** After having a nice lunch, do you throw your garbage away in a trash can? Make recycling a no-brainer by creating a recycling station.
- 1:00pm**     **Ship with available resources.** Reusing old boxes is an economical way to ship while cutting down on waste. And when you need some packing material, consider using shredded paper.
- 2:00pm**     **Say “no” to junk mail.** We spend an average of eight months of our lives dealing with junk mail, according to eco-cycle.org. To lighten the load, contact the Direct Marketing Association and register with their mail preference service so you can control the amount of direct mail you receive.
- 3:00pm**     **Go eco-tripping.** We have many options for going in to work, such as car- and van-pooling, telecommuting and teleconferencing. Now there are more options when traveling on business, too. Hybrid vehicle rentals, environmentally friendly hotels and “green” event planning options are just some of the eco-conscious choices available, reports Shivani Vora in the article “Business Travelers Go Green” on Forbes.com.
- 4:00pm**     **Monitor your indoor environment.** When the weather’s cold, keep blinds open to capture as much warmth from the sun as you can, advises energystar.gov. On hot days, draw the blinds shut. Also make sure building vents aren’t blocked and your computer has space around it so air can circulate and help you save energy.
- 5:00pm**     **Good night, sleep tight. Don’t let the electric bill bite.** Before you pack it in for the day, make sure you shut down the equipment. Even during the day, it’s a good idea to switch your computer, printer and other electronic equipment to a “power save” mode when not in use.

When you and your co-workers support each other and make the effort to go greener, doing your part to help the environment will soon become second nature. Share these tips at your workplace, and inspire those around you to make a positive change. Going green isn’t just a passing trend; it can be a way of life.

*(Article courtesy of Avery, [www.avery.com](http://www.avery.com).)*