The Professional Development Committee wants you to know:

“The bad news is time flies. The good news is you’re the pilot.” – Michael Altshuler

No matter the individuals, we are all too familiar with not having enough time in the day. The constant struggle of completing daily duties or project deadlines in a timely manner leaves very little room for tailoring the notion of professional development. But for those who just need some guidance, here are a few steps for helping you make work smarter, not harder.

- **Outline your duties.** Everyone who is reading this at some point has felt overwhelmed about making a deadline. And rightfully so. Looking at a bunch of puzzle pieces scattered all over doesn’t create a pretty picture. It isn’t until you move the pieces one by one and align them together does the image become clearer. Make a list of all items you need to accomplish. They may be daily, weekly, monthly or even yearly tasks. The more you transcribe out of your head and onto paper the more tangible those tasks seem. Useful tools include calendars, planners, and even your GMAIL tools.

- **Organize and work off that list.** Now that you’ve made a list, time to prioritize what needs to be done first, second, third etc. Most of us know that every task seems to be important, but in fact some things have to be delegated as higher priority than others. Key word, compartmentalize! And nothing beats being able to see something crossed off a list.

- **Recognize the need to take a step back.** No matter how organized you can get you are still going to have moments of panic. And that’s okay! That is why taking a mental break is necessary, within reason. By taking a deep breath and focusing your attention momentarily elsewhere, you can come back to your duties with a clearer head.

- **Recognize procrastination.** While taking a step back is essential, we must also be wary of how easy it is to fall into procrastination. There are many distractions during the work day, and if we were to take into account the average amount of time these distractions eat into our work hours we may be surprised and how much useful time we lose. By acknowledging any potential distractions you may be able to turn focus that’s productivity drainer into a time gainer.

- **Learn saying “no” is okay.** You’ve read it correctly, just say no. But before you think this is direction we may be surprised and how much useful time we lose. By acknowledging any potential distractions you may be able to turn that’s productivity drainer into a time gainer.

- **Learn saying “no” is okay.** You’ve read it correctly, just say no. But before you think this is direction you may be surprised and how much useful time we lose. By acknowledging any potential distractions you may be able to turn focus that’s productivity drainer into a time gainer.

- **Learn saying “no” is okay.** You’ve read it correctly, just say no. But before you think this is direction you may be surprised and how much useful time we lose. By acknowledging any potential distractions you may be able to turn focus that’s productivity drainer into a time gainer.

- **Learn saying “no” is okay.** You’ve read it correctly, just say no. But before you think this is direction you may be surprised and how much useful time we lose. By acknowledging any potential distractions you may be able to turn focus that’s productivity drainer into a time gainer.
Hats Off to Our Incredible Staff!
Did you know...

Sabine Dillingham recently received a Travel Award from the National Council of University Research Administrators (NCURA) to attend the annual Region II meeting April 25-29, 2015.

Joanne Goldwater was recently elected to the Executive Board of the Association of College and University Housing Officers - International (ACUHO-I). She becomes the Regional Affiliations Director as of June 30 and will serve a two-and-a-half year term. Joanne completed the three-year ACUHO-I Foundation Board Chair cycle last year.

Nailem Moran, ’99, and Alun Oliver ’04 were named to the Capital Athletic Conference (CAC) Silver Anniversary Teams for Women’s Lacrosse and Men’s Soccer, respectively.

SMCM staff who attended the Administrative Professional Development Day hosted by the Corporate Center of the College of Southern Maryland (CSM) held at the LaPlata campus on April 23.

Staff Spotlight: Lisa Smith, Administrative Assistant in Planning & Facilities

How long have you been at SMCM? 4 Years

What path led you to St. Mary’s? A friend told me about current opportunities being offered which led me to look into them. I loved what I saw and what I learned and realized that the opportunity of working at St. Mary’s College of Maryland was an excellent fit for me at this point in my life, so I applied and was fortunate to be given the opportunity of employment.

What do you do by day? By day I am the Administrative Assistant to the Associate Vice President for Planning and Facilities (Dan Branigan).

What do you do with your evenings/weekends? I live in a farm where we raise Black Angus cattle, so a lot of time is dedicated to helping and seeing to the needs of the animals and farm, especially from spring through fall. I also enjoy going to the movies or just snuggling up on the couch with a good book or a favorite movie on DVD, spending time with my family and going for walks with my English Mastiff, Tank.

What is your favorite off-campus lunch spot? Chipotle

What would colleagues be surprised to find out about you? That I have bungie jumped and enjoyed it!

What is the most interesting/surprising job you’ve ever had? When I worked for a lobby group on Capitol Hill in Washington, DC. Working with this organization afforded me opportunities to meet President Ronald Reagan and Vice President George Bush, President Bill Clinton and Vice President Al Gore, a multitude of Congressmen and Senators, Prime Minister of Israel Shimon Peres and Prime Minister Benjamin Netanyahu (before he became Prime Minister).

Staff Spotlight: Mary Johnston, Supervisor

Operations and Customer Service Coordinator - Workforce

How long have you been at SMCM? I began my employment with the college November, 2005. I started as a Public Safety Officer and transferred in July 2012, to my current position with the Physical Plant.

What path led you to St. Mary’s? My sense of bad direction...I moved back to Maryland from Georgia in 2005 and began looking for employment. I drove to St. Mary’s County to submit my resume with various agencies and became lost. I ended up at St. Mary’s College of Maryland and stopped at the old Public Safety Office, which was located on Route 5 and asked for directions. While I was there I turned in my resume and the rest is history.

What do you do by day? I don’t even know where to begin on describing my day-to-day activities. Some days may be consumed with meetings, everything from a weekly Supervisor Meeting, Staff Senate Meeting, Joint Health and Safety Meeting, while other days I stay strictly in my office. On the days without meetings and outside of my daily work routine I started walking at lunch time again, an activity I really enjoy doing. It allows me the opportunity to see students, staff and faculty around campus that I have not seen for awhile, yet speak with daily on the phone.

What do you do with your evenings/weekends? I enjoy going to museums, walking the trails of historical areas, boating, crabbing and fishing. When my three wonderful children have free time in their busy schedules, I love spending time with them most of all.

What is your favorite off-campus lunch spot? Linda’s Cafe is my favorite place. The food and staff are great and I like the down-to-earth atmosphere.

What would colleagues be surprised to find out about you? I don’t think many people know that when I was younger I actually thought about becoming a nun in the Catholic Church.

What is the most interesting/surprising job you’ve ever had? The most interesting job I ever had was right out of high school when I was a costume character for Wild World. I loved this job...I could be crazy and act ridiculous and no one ever knew it was me. Later, in my college years, I volunteered as the Easter Bunny for disadvantaged children and finally I was McGruff in my children’s elementary school in Georgia!

Congratulations! Cheryl Colson welcomed the birth of her 10th grandchild on March 11. Daniel Anthony was 8 lbs 9 ozs and 21.5”. Cheryl now has 7 grandsons and 3 granddaughters! And according to her youngest granddaughter she also has 10 furry grandchildren.

Linda Russell welcomed the birth of her second granddaughter April 15. Bailey June, born April 6 at 21.75 inches. She joins big sister (5 yrs) Ansley as proud parents Rob and Bridget Maddox.

Welcome to St. Mary’s!

Center for the Study of Democracy
Dr. Malja Harkonen, Executive Director for the Center for the Study of Democracy at SMCM

Communications & Marketing
Cheryl Bates-Lee, Associate Vice President of Marketing, Strategic Communications and Web Services

Office of Information Technology
Kayla Pratt, Web Developer

DeSousa-Brent Scholars Program
Morgan T. Smith, Office Associate I for the DeSousa-Brent Scholars Program

Share your news via the form at http://www.smcm.edu/Staff/Newsletters.html or provide your senator with an update to pass along!
Staff Spotlight: Lisa Smith, Administrative Assistant in Planning & Facilities

How long have you been at SMCM? 4 Years

What path led you to St. Mary’s? A friend told me about current opportunities being offered which lead me to look into them. I loved what I saw and what I learned and realized that the opportunity of working at St. Mary’s College of Maryland was an excellent fit for me at this point in my life, so I applied and was fortunate to be given the opportunity of employment.

What do you do by day? By day I am the Administrative Assistant to the Associate Vice President for Planning and Facilities (Dan Brangan).

What do you do with your evenings/weekends? I live on a farm where we raise Black Angus cattle, so a lot of time is dedicated to helping and seeing to the needs of the animals and farm, especially from spring through fall. I also enjoy going to the movies or just snuggling up on the couch with a good book or a favorite movie on DVD, spending time with my family and going for walks with my English Mastiff, Tank.

What is your favorite off-campus lunch spot? Chipotle

What would colleagues be surprised to find out about you? That I have bungee jumped and enjoyed it!

What is the most interesting/surprising job you’ve ever had? When I worked for a lobby group on Capitol Hill in Washington DC. Working with this organization afforded me opportunities to meet President Ronald Reagan and Vice President George Bush, President Bill Clinton and Vice President Al Gore, a multitude of Congressmen and Senators, Prime Minister of Israel Shimon Peres and Prime Minister Benjamin Netanyahu (before he became Prime Minister).

Staff Spotlight: Mary Johnston, Operations and Customer Service Coordinator - Planning & Facilities

How long have you been at SMCM? I began my employment with the college November, 2005. I started as a Public Safety Officer and transferred in July 2012, to my current position with the Physical Plant.

What path led you to St. Mary’s? My sense of bad direction…..I moved back to Maryland from Georgia in 2005 and began looking for employment. I drove to St. Mary’s County to submit my resume with various agencies and became lost. I ended up at St. Mary’s College of Maryland and stopped at the old Public Safety Office, which was located on Route 5 and asked for directions. While I was there I turned in my resume and the rest is history.

What do you do by day? I don’t even know where to begin on describing my day-to-day activities. Some days may be consumed with meetings, everything from a weekly Supervisor Meeting, Staff Senate Meeting, Joint Health and Safety Meeting, while other days I stay strictly in my office. On the days without meetings and outside of my daily work routine I started walking at lunch time again, an activity I really enjoy doing. It allows me the opportunity to see students, staff and faculty around campus that I have not seen for awhile, yet speak with daily on the phone.

What do you do with your evenings/weekends? I enjoy going to museums, walking the trails of historical areas, boating, crabbing and fishing. When my three wonderful children have free time in their busy schedules, I love spending time with them of all ages.

What is your favorite off-campus lunch spot? Linda’s Cafe is my favorite place. The food and staff are great and I like the down-to-earth atmosphere.

What would colleagues be surprised to find out about you? I don’t think many people know that when I was younger I actually thought about becoming a nun in the Catholic Church.

What is the most interesting/surprising job you’ve ever had? The most interesting job I ever had was right out of high school when I was a costume character for Wild World. I loved this job….I could be crazy and act ridiculous and no one ever knew it was me. Later, in my college years, I volunteered at the Easter Bunny for disadvantaged children and finally I was McGruff in my children’s elementary school in Georgia!
Staff Senate Committees

Any staff member may join Staff Senate committees—contact chairs if you are interested!

Professional Development

Tommy Cable (chair), Kevin Clark, Jim Cranmer, Alan Lutton, Kelley Hernandez, Jim McGuire, Catherine Pratson

Elections

Angie Draheim (chair), Kyle Bishop, Kelley Hernandez

Communications

April Ryan (Chair), Angie Draheim, Kathy Lewin, Stephanie Somerville, Chris Burch

Awards & Recognition

Bath Byrd (co-chair), Robin Bates* Kyle Bishop, Dana Burke, Usha Chowdhury*, Kathy Lewin, Leshay Woodridge* Joe Carroll award only

Bylaws

Dan Scheff (chair), Cheryl Colson, Angie Draheim, Adam Wartman

Social Connections

Marsha Wilcox (chair), Faye Graves, Steve Gregory, Mary Johnston, Francis Raley, Lisa Smith, Leslie Tucker

Upcoming Events

Staff Senate Meetings. Any staff member may attend Staff Senate meetings so mark your calendars and plan to join us! All senate meetings 10 am-12 pm in the Glendening Annex unless otherwise noted.

In 2015: 5/20 (Staff Association Mtg - Cole Cinema); 6/3; 6/24; 7/16*; 8/5; 8/28*; 9/9 (Staff Association Mtg); 9/16; 10/7; 10/28; 11/18*; 12/9.

Alumni Weekend Faculty and Staff Volunteer Form

www.smcm.edu/staff, https://sites.google.com/a/smcm.edu/smcm

In one of the most creative donations so far, Kathy used the proceeds from selling “Gave” St. Mary’s shades to raise money for the Carroll award only.

If you were to take into account the average amount of time these distractions eat into our work hours we may be able to turn focus that’s a productivity drainer into a time gainer.

This issue

Staff Senate News P.1
Staff Spotlights P.2
Staff Milestones & New Staff P.3
Staff Senate Committees P.4
Upcoming Events P.4

The Professional Development Committee wants you to know:

“The bad news is time flies. The good news is you’re the pilot.” — Michael Abshire

No matter the individual, we are all too familiar with not having enough time in the day. The constant struggle of completing daily duties or project deadlines in a timely manner leaves very little room for tailoring the notion of professional development. But for those who just need some guidance, here are a few steps for helping make you work smarter, not harder.

- Outline your duties. Everyone who is reading this at some point has felt overwhelmed about making a deadline. And rightfully so. Looking at a bunch of puzzle pieces scattered about doesn’t create a pretty picture. It isn’t until you move the pieces one by one and align them together does the image become clearer. Make a list of all items you need to accomplish. They may be daily, weekly, monthly or even yearly tasks. The more you transcribe out of your head and onto paper the more tangible those tasks seem. Useful tools include calendars, planners, and even your GMAIL tools.

- Organize and work off that list. Now that you’ve made a list, time to prioritize what needs to be done first, second, third etc. Most of us know that every task seems to be important, but in fairness some things have to be delegated as higher priority than others. Key word, compartmentalize! And nothing better than being able to see something crossed off a list.

- Recognize the need to take a step back. No matter how organized you get you are still going to have moments of panic. And that’s okay! That is why taking a mental break is necessary, within reason. By taking a deep breath and focusing your attention momentarily elsewhere, you can come back to your duties with a clearer head.

- Recognize procrastination. While taking a step back is essential, we must also be wary of how easy distractions can sidetrack us to procrastination. There are many distractions during the work day, and if we were to take into account the average amount of time these distractions eat into our work hours we may be surprised and how much useful time we lose. By acknowledging any potential distractions you may be able to turn focus that’s a productivity drainer into a time gainer.

- Learn saying “no” is okay. You’ve read it correctly, just say no. But before you think this is direction for the next conversation with your supervisor, understand this is to be taken moderately. Most of us juggle various roles and for the most part are willing to do what we can to help our peers. Unfortunately what we may want to do may exceed what we are able to do. Always remember where your limits are and what you are committed to. When does fit, and because you are the pilot the last thing you want is an overloaded plane.