



# ASSN News

January 2013

ARTS AND SCIENCE STAFF NETWORK...BRINGING YOU THE NEWS

IN THIS ISSUE

## Letter from the Dean

Dear Colleagues:

As you know, we again found space for a record number of students for the fall term, and I really appreciate your help in meeting this challenge. The college could not function without the hard work all of you do in supporting the many (and varied) needs of our departments and programs, especially as we head through 35,000 students. *You are* the glue that holds this place together.

As we begin the spring term, we look forward to some of our annual events:

- Arts and Science Week, a celebration of our faculty, staff, students, and alumni—the art and soul of Mizzou—will be February 18–22, concluding with the banquet on Friday;
- A Taste of Arts and Science, a day of mini-classes (including lunch) taught by our talented faculty, is scheduled for March 9; and
- The Chancellor's Concert on March 11 will showcase the exceptional talents of our music students and faculty.

I hope you will take advantage of these opportunities; please watch for more details as we get closer to the dates.

Of course, I know the A&S Staff Network is busy planning special events as well—including the staff retreat on May 10. By the way, what are we having for lunch this year?

Again, I offer my sincere thanks for everything you do for us and extend my best wishes to you and your family for the New Year.

Mike O'Brien



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# A&S Spotlight- Crowder Hall

Have you ever wondered about the various departments that are included in the College of Arts and Science? Well, I certainly have, so each quarter the ASSN news will contain an article to introduce you to one or more departments and their staff members.

This quarter's feature is of Crowder Hall. The Hall was built in 1938 and was named after Major General Enoch Crowder (1859-1932), an alum of the University of Missouri. Crowder Hall is home to four departments that prepare students for military careers. Aerospace Studies, with 100 cadets (students) prepares tomorrow's Air Force leaders, while Military Science and Leadership, with 120 cadets, works with future Army leaders. Interestingly, I found out during my visit that the other two departments in Crowder Hall who work with Navy and Marine students are part of the School of Engineering.

Now that you know a little about Crowder, let me introduce you to the wonderful A&S staff who work in the building. Ruby Idle is the Administrative Assistant for Lt. Col. Robert Boone who is the Director of Military Science and Leadership (Army). Ruby has worked for the University for 32 years, the last 4 ½ being in this position. She has met high-ranking Army personnel, including Major Generals and descendants of the Crowder family.

Jacque Morse is the Administrative Assistant for Lt. Col. Wayne Doherty, Director of Aerospace Studies (Air Force). For Jacque this is a temporary job that will end May 31, 2013. Her husband is faculty on the Army side and her daughter Stephanie is an Air Force cadet.

Both Ruby and Jacque have a wide variety of responsibilities: registering students, overseeing student course sequencing, working with MyZou, completing fiscal work, and coordinating and managing special events. Jacque even showed me a special cake made for a commissioning ceremony reception during my visit.

The third A&S staff member is Jim Kyvig, who works in supply. He has worked for the University 12 years, the last four in this position. His job involves ordering and maintaining inventory for all uniforms and field gear, as well as what has been issued and what is on the shelves.



He is also responsible for scheduling transportation and maintaining the service schedule for two vehicles. It is his job to provide items that the instructors need as well. For instance, one time an instructor requested a laser pointer with a green light instead of the usual red. Jim found one.

I enjoyed my visit with the Crowder crew tremendously and encourage you to stop by one day and meet this wonderful group of people.



## CROWDER HALL SKETCH

While Crowder Hall was built in 1938, it was not dedicated until 1940. It's last remodel was completed in the 1960's. The building was named after Enoch H. Crowder, former lieutenant and professor of Military Science at MU.





## PROFESSIONAL DEVELOPMENT IDEAS



## Stress Reduction Activities



## Roundtable Discussion Groups



## Workshops

## COMING SOON!

See the ASSN website for a database of professional development opportunities. If you find professional development opportunities you would love to share please email them to <mailto:umcasasn@missouri.edu>.



*A mentor is a good way to gain professional development through experience.*

## What is Professional Development Anyway?

Recently, when sitting down to write this professional development piece, the discussion of what constitutes professional development came up. Sometimes the best questions come from fellow colleagues, so we decided this quarter's professional development highlight should explore the definition of professional development, why it is important for a happy workplace, and how the ASSN is trying to expand opportunities for staff on campus.

### What is Professional Development?

As defined by Austin Community College (2012), professional development *is the continuous process of acquiring new knowledge and skills that relate to one's profession, job responsibilities, or work environment. It plays a key role in maintaining trained, informed, and motivated employees, regardless of job classification.*

### Why is Professional Development Important in the Workplace?

- Retention of staff
- Employee satisfaction and growth
- New efficiencies in current work
- Staff buy-in to new ideas/processes

### What is the ASSN Doing to Create Professional Development Opportunities?

The College of Arts and Science, and by extension the ASSN, is fully committed to improving professional development opportunities on campus for staff. Due to this commitment, the ASSN is providing the

following opportunities on the new ASSN website:

- A centralized list of professional development opportunities across campus available to staff.
- The opportunity to participate in a mentoring program pairing new hires to A&S with current staff.
- Professional development programs created specifically by the ASSN to meet the needs of Arts & Science staff.
- The ability to submit ideas for future professional development opportunities to the ASSN board.

It is our hope that you are able to take advantage of one or more of the fantastic professional development opportunities on campus in this coming year.

## ASSN Recent Events

### *Baked Goods and Candy Bar Sale*

The Events Committee held a bake sale on Lowry Mall, Friday, October 26 to raise money for our Endowment Fund. Thanks to so many of you who donated baked goods for this event, we were able to raise \$427! Total candy bar sales to date are \$276.

### *Winter fest Luncheon*

This annual affair held on December 5<sup>th</sup> was the biggest one to date. Seventy-seven ASSN staffers brought in yummy plates, platters and crockpots of food to share. Many nice door prizes were given out, and thanks to a generous donation by Barb Sonderman, in Biological Sciences, everyone left with a beautiful Coleus plant.

## ASSN Upcoming Events

### *Bowling*

March 8, 2013 from 12-2 at AMC Town and Country Lanes, cost is \$10 per person (includes 2 games and shoe rental).

Food MAY NOT be brought into the alley but the snack bar will be open for business during this time. Sign up sheets were emailed to everyone in early January so get them filled out and submitted to Ferrie Craighead at [craigheadf@missouri.edu](mailto:craigheadf@missouri.edu).

### *Annual ASSN Retreat*

May 10, 2013 in Stotler Lounge from 8:30 – 3:30. A doodle poll will be sent out in April to sign up for the retreat. Door prizes and yummy food from University Catering! We are in need of a few suggestions on what types of seminars to have at the retreat this year and thought since this retreat is for you, you should be able to decide what types of things you would want to see at the retreat. Keep in mind that the suggestions must be on a professional basis. We have already come up with a few ideas that include: Healthy for Life, Self Defense and Campus safety, Health Benefits, New Travel Training and Airfare. These mini seminars are done in 55-minute blocks.

Send your suggestions to [umcasasn@missouri.edu](mailto:umcasasn@missouri.edu)

Hope to see all of you there!





# What to do at MU?

## The "Inside" Scoop

One of the things I enjoy most about working at Mizzou is being able to explore our beautiful sprawling campus. No matter what the season, there is always something new to notice. However, during the winter months, it can be more difficult to get motivated to venture outside. Especially when the wind whips your face, and the ice on the sidewalks inspires you to invent new dance moves! That is when it's tempting to seek warmth and firm footing in the nearest building.

As I ducked in the Anheuser-Busch Building the other day, I found myself surrounded on all sides by a multitude of mammals. Wow! Who knew these were here? That had me wondering how many treasures might be waiting to be discovered inside other buildings on campus. So after I made my way back to my own office, I decided to do a little sleuthing. Starting with the animal kingdom in the Busch Building, here is what I found:

All of the following are the School of Natural Resources Exhibits:

<http://www.snr.missouri.edu/about/exhibits.php>

The creatures I encountered are part of the Yeckel Collection; if you enter the Anheuser-Busch Natural Resources Building from the Agriculture Building, you'll find a 44-species collection from Africa, Eurasia, and North America.

From there, you can wander over to the Glen Smart Collection of Waterfowl and Upland Game Birds, which line the walls of the north-south hallway of the first floor of Anheuser-Busch.

There is also, fittingly, a Bengal Tiger specimen on the premises!

Venture up to the third floor, where you'll see the Soil Monoliths displayed.

All of that, in one building!

If you like creepy, crawly insects and arachnids, you can head next door to the Wilbur Enns Entomology Museum, Agriculture Building, 3-38:

<http://www.museum.insecta.missouri.edu/>

On the other side of campus, take in the Reptiles Exhibit, located in 202 Stewart Hall.

Learn more about Missouri history at the State Historical Society of Missouri, located in the center of campus:

<http://shs.umsystem.edu/index.shtml>

View paintings and other artwork at The Bingham Gallery, A125 Fine Arts Center:

<http://binghamgallery.missouri.edu/>

There are two museums located near the Quad; The Museum of Anthropology, 100 Swallow Hall:

<http://anthromuseum.missouri.edu/>

And the Museum of Art and Archaeology, 1 Pickard Hall:

<http://maa.missouri.edu/>

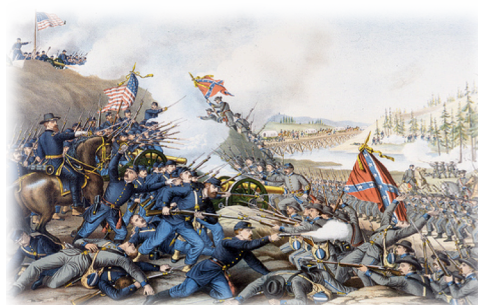
So grab a coworker or take a solo break for a brief escape from winter's clutches! Hopefully, these indoor explorations will tide you over until spring's thaw puts the bounce back into your step, and encourages you once more to get out and enjoy the beauty of nature on our campus.

## AROUND MU SPOTLIGHT



### Glen Smart Collection

Lining the walls of the north-south hallway of the first floor of the Anheuser-Busch Natural Resources Building, visitors will find cases displaying the Glen Smart Collection of Waterfowl and Upland Game Birds.



### The American Civil War in MO

The American Civil War in Missouri collection includes letters and diaries offering valuable insight into how Missourians, both civilians and those in the military, experienced the Civil War.



### From the Vaults

Did you know only a very small fraction of the Museum's holdings can be displayed at any one time; normally that fraction is less than 3%. The remainder is in storage and is rotated periodically.

# ASSN Tidbits

## Have you changed your password?

It's time for a new password! MU and UM employees are **required** to reset their University password by **February 5<sup>th</sup>, 2013**.

Change your password now by visiting the Division of IT website at <https://doit.missouri.edu/>. Click on the **Change your password now** link displayed on this page. Visit <http://makeitsafe.missouri.edu/passwords.html> for password requirements as well as suggestions for creating a strong password or passphrase. **Please change your password by February 5<sup>th</sup> to avoid an interruption of access to your account and associated services.**

If you have any questions regarding the password change please contact the IT Help Desk at (573) 882-5000.

## Do you know someone who you would like to put in the spotlight?

The College of Arts and Science is committed to recognizing exceptional staff, who dedicate their time each day to making the University a better place to work and live. If you know someone who deserves to be recognized on our website, please submit your nominations to [umcasasn@missouri.edu](mailto:umcasasn@missouri.edu).

## ASSN Needs Survey

ASSN is your Arts and Science Staff Network, so we want your input on how this organization can best suit your needs. Look for a needs survey in your inbox soon!

## ASSN Mystery Gifts

Ever had a work-study student wander into your office, leave you an anonymous ASSN labeled gift and walk away? Did an ASSN package or a treat mysteriously show up on your office doorstep one morning and you have no idea why? As part of ASSN's commitment to the College of Arts and Science staff, we are leaving little tokens of our appreciation each month to one or more staff.

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