

THE ASCE MONTHLY

THE ASSOCIATION OF SECRETARIAL AND CLERICAL
EMPLOYEES

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Exciting Times?

WRITTEN BY ANDREA SMITH

Do you enjoy the beginning of a new semester? Does it excite you? Do you like seeing students on campus, hearing the band practice on the lawn, smelling the fried food grease pit... Well, maybe not that last one.

Maybe the start of a new semester is stressful for you. Maybe the job becomes overwhelming and life feels hectic. Maybe you're in a new position altogether, and you have no clue what you're getting yourself into.

Please don't be afraid of these very valid feelings. It's ok to feel this way. However, let me encourage you. We are here for you! The magical thing about ASCE is, you are never alone. If you are feeling joyful, discouraged, overwhelmed, excited, or simply alone; know that you have friends here to help through the trials and celebrate your successes. Reach out to us. Let us be there. For you.

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*You is Kind.
You is Smart.
You is Important.*

ABILEEN CLARK

Key Facts about the MT One Stop



WRITTEN BY DAWN KEY

The MT One Stop is located on the second floor of the Student Services and Admissions Center (SSAC) and is the customer service side of our partner offices:

- | | |
|---------------|--------------|
| Financial Aid | Billing |
| Transcripts | Registration |
| Records | Residency |

We answer student questions so that these offices can concentrate on behind the scenes work and processes. The desk is staffed with Enrollment Coordinators Monday - Friday, 8 am to 4:30 pm.

Here are the different MT One Stop contact methods in their preferred order:

- In-Person - SSAC 2nd Floor, Mon.-Fri., 8a - 4:30p
- Virtual Counter - Zoom, Mon.-Fri. 9a - 4p
- Email - MTOneStop@mtsu.edu Students should use their MTmail address and include their M#.
- Phone Call - 615-898-2111
 - Option 1 - Financial aid and billing questions for students only. Staff should use option 2 as this phone line is directed off campus.
 - Option 2 - Questions about residency, records, admissions, & other One Stop services. These calls are answered by SSAC Call Center Agents.
 - Option 3 - Undergrad Admissions
 - Option 4 - Undergrad Admissions for International Students
 - Option 5 - College of Graduate Studies
 - Option 6 - Charlie & Hazel Daniels Center

Join the Fun

MEMBERSHIP APPLICATION AVAILABLE

Calling all secretarial, clerical, or administrative personnel on campus. **The ASCE Membership application for the 2021-2022 year is now available!** This group brings amazing people together and allows us to combine our knowledge and fun to make MTSU the best place to work. We love to share MTSU based knowledge, professional development, and the best parties you'll participate in this year. Invite your friends and join the fun that being an ASCE member can bring.

1. Complete your [application](#) - Now a dynamic form!
2. Send your \$10 to Sarah Glass - MT Box #165
Make checks payable to ASCE.

Have questions? Contact:

- President Sherry Fuller at Sherry.Fuller@mtsu.edu
- Vice President Andrea Smith at Andrea.Smith@mtsu.edu



THERE'S NO PLACE LIKE HOME

WRITTEN BY ANDREA SMITH

We are hitting up the library again this month for another fantastic resource on the third floor.

The Margaret H. Ordoubadian University Writing Center, or UWC for short, is a great place to receive constructive feedback and tips on papers for students at both the undergraduate and graduate levels.

The UWC serves the MTSU community in-person, virtually, and through document drop. If you don't know where to start, don't know how to continue, or just need the finishing touches finalized, you WANT to stop here before pushing submit. You won't regret taking the time.

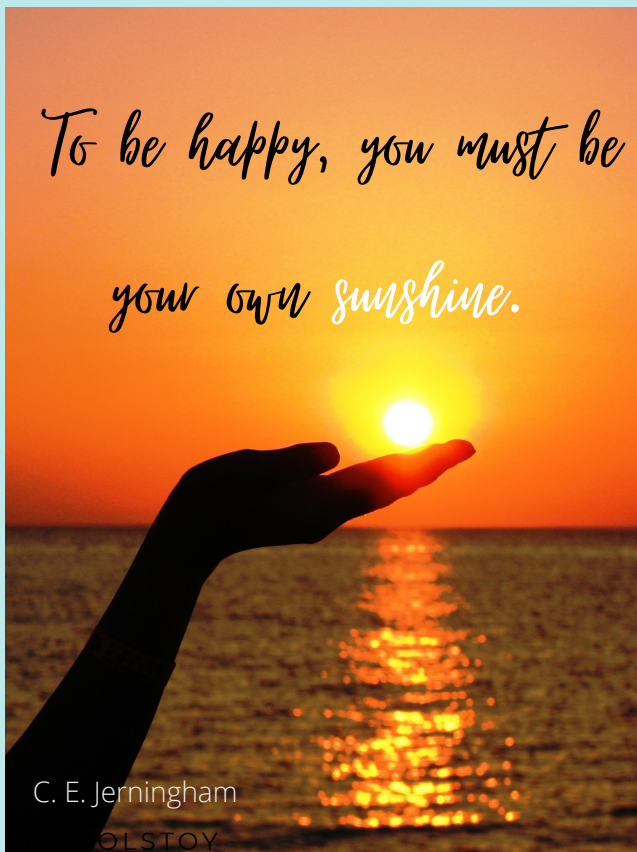
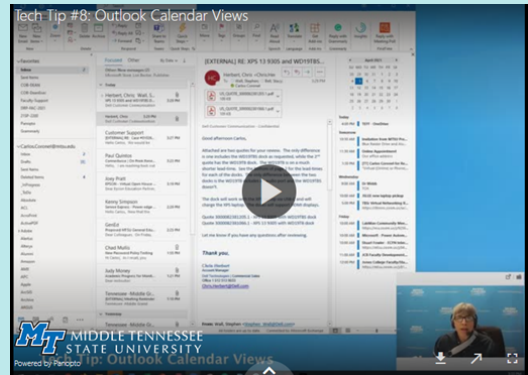
Read more and schedule your visit [HERE](#).

Carlos Coronel's JCOB Top Tech Tips

WRITTEN BY SARAH GLASS

This week's JCB Tech Tip teaches us how to use Outlook Calendar views to plan your work week!

- Add calendar view to your default email view
- Calendar views: week, work week & monthly views
- Multi-week and multi-day views
- Open the calendar view on a different window (good for dual screen users)



MOVIE TRIVIA

How knowledgeable is your movie background? Can you guess the quote below from a major motion picture?

Only 1 Rule:
NO GOOGLE OR INTERNET SEARCHES

The first person to email Sarah.Glass@mtsu.edu with the correct movie title will win the prize.

"Well, let me just quote the late-great Colonel Sanders, who said... 'I'm too drunk to taste this chicken.'"

Hashbrown Casserole

RECIPE FROM MONA SNELL

This crazy easy recipe will always be a hit when you need a dish for an event. The best thing about hashbrown casserole is you can leave it simple or customize it to fit your needs. If you do not know the crowd, keep it simple. However, the more you know those you'll be serving, the better you are able to customize the dish.

We've left this recipe simple, but feel free to change it up as needed. My daughter doesn't like onions, so we don't use many, but add more to your liking. I sometimes will also add jalapenos to kick it up a notch.

- 32. oz frozen bag of shredded hashbrowns - thawed
- 1/2 cup melted butter
- 1 10 1/4 oz can cream of mushroom or chicken soup
- 1/4 cup onion - finely chopped
- 2 cups shredded cheddar cheese
- 1/4 teaspoon pepper
- 16 oz sour cream
- 1/2 envelope of onion soup mix

1. Preheat oven to 350 degrees
2. In small bowl, combine sour cream and onion soup mix
3. In large mixing bowl, combine hashbrowns, sour cream/onion soup mixture, melted butter, onion, cream of mushroom/chicken soup, and shredded cheese
4. Pour mixture into greased 13X9 baking dish
5. Bake at 350 for about an hour.

If desired, you may crumble French's fried onions on top during the last 15 minutes of cooking for a bit of crunch. It's worth it.

Bon Appetit!



Volunteer Dynamo: Sandra Campbell

WRITTEN BY CINDY PHIFFER

Honors College Executive Secretary Sandra Campbell spends “a little time during my workday – at lunch or after hours. I enjoy meeting people for lunch and chatting about their experiences and finding out what they do.”

Sandra has “developed friendships and good working relationships with various members of the group.” And finally, Sandra says, “If you know a little about someone, you can always find a way to cheer them on or cheer them up!”

Making Time to Volunteer

When MTSU employee and volunteer extraordinaire Sandra L. Campbell does something, she jumps in with both feet. Sandra, an ASCE member since early 2017, remembers how she learned about the organization.

Cindy Dinwiddie, in Undergraduate Admissions, told Sandra about ASCE soon after Sandra began working at MTSU. Thus began Sandra's involvement in the organization.

When asked to describe the volunteer jobs she has completed for ASCE, Sandra starts by saying, “My volunteer work has been working with employees interested in Certified Administrative Professional credentials.”

Read the entire article [HERE](#).

Finding Relaxation

WRITTEN BY ANDREA SMTH

I'm busy. My desk is a mess, my house looks like a tornado came through, I have a pretty freshly new baby at home, my schedule is FULL... and the funny thing is, managing a schedule is literally my job. It's not my schedule, but the irony can't be lost on me.

I know your life is just as busy. It's the beginning of a new semester with tons to accomplish. There's always something going on at home: a carpool, ball practice, dance lessons, homework, spouses, friends; and don't get me started on the laundry and dishes fiasco.

So, what do we do? How do we find this "self care" time everyone talks about? I read a great article from Motherhood & Mayhem that shows us [8 Ways to Find Time for Self Care \(Even if Your Schedule is Cray\)](#). Though her very colloquial use of the word "cray" secretly drives me nuts, I thought it was a good read, and it was nice to be reminded that "self care is not a luxury!"

I need to find time to be Mommy, Fiance, Executive Aid, Friend, AND Andrea. I must not let all my titles make me loose myself in the process, and you shouldn't either. Read a book during a work break, take lunch with a friend, stop for a milkshake and sit in silence for a moment, paint your nails, take deep breaths, go for a walk... Find just a moment to be who you are, for you.



ASCE Member Updates

WRITTEN BY SARAH GLASS

We would love to hear how our ASCE members are doing!

Please email Sarah Glass with all essential updates, including weddings, passing the CAP or other designations, new jobs or promotions, completing a degree, having a baby/adopting, etc.



Transitioning

WRITTEN BY CINDY PHIFFER

Just as the development and availability of immunizations against COVID-19 became widespread, many of us breathed a sigh of relief, only to realize that the virus had evolved into the Delta variant, bringing with it a return to mask wearing and social distancing.

Thankfully, there are ways to build resilience, even as we transition in and out of danger zones.

- Build connections with loved ones
- Develop realistic goals and take small, consistent steps toward them
- Remember that the mind and body are connected – eat right, exercise, get enough sleep, and tend to health problems promptly
- Nurture a positive self-view
- Avoid drugs including alcohol
- Reach out to help others
- Accept change as part of living
- Look for growth in loss

Read entire article [HERE](#).

Sarah's Corner

WRITTEN BY SARAH GLASS

I wanted to introduce myself and say thank you for electing me as your new Treasurer!

I am delighted to serve as your elected official and will serve my post with the utmost integrity. I am excited for the future of the role and serving alongside the other Board members.

Great job to everyone for embracing and utilizing the new online membership forms! I did receive the online forms, but if you are worried or want/need reassurance, please get in touch with me.

ASCE NEWS

Upcoming Events

Development Day - September 28

There are several positions available.

Join a committee!

FUNDRAISING COMMITTEE
DEVELOPMENT COMMITTEE
THE ASCE MONTHLY NEWSLETTER
PRIZE PATROL

REGISTER FOR OUR ANNUAL
DEVELOPMENT DAY CONFERENCE
[HERE!](#)



I work in the Jones College of Business, and as a staff member, we receive 'Top Tech Tips' emails from Carlos Coronel. Please see the article on page 3 for hot tips on using Outlook Calendar views to plan your work week!