

PSA VOICE

November 2018

OFFICIAL NEWSLETTER OF THE UNIVERSITY OF TOLEDO PROFESSIONAL STAFF ASSOCIATION



IN THE SPOTLIGHT
Monica Leppelmeier

Monica is an Administrator 2 for Orthopaedic Surgery in the COMLS

How long have you been a Rocket and in what capacity?

I have been a Rocket both as a student and an employee. I started my first job at UT 10 years ago in Grants accounting and completed my MBA from UT during that time. I have also worked in the Budget office and multiple positions in the College of Medicine, where I currently serve as the Administrator for the Department of Orthopaedic Surgery.

How would you describe your job?

Working in the College of Medicine & Life Sciences as a department administrator touches on all three missions of an academic

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MESSAGE FROM THE CHAIR



The holidays are fast approaching and PSA is ready to help by hosting the Holiday Bazaar! An array of products will be up for purchase by various vendors from across the area. Please stop by and get those holiday gifts checked off your list. A big thank you to all who participated in the Annual Day of Giving and a special thanks to those who gave to the the PSA progress fund or the PSA scholarship fund. More information forthcoming on those exact figures in the next issue. Hope you all have a great Thanksgiving holiday and ***Go Rockets!***

Jamie L. Fager



IN THE SPOTLIGHT continued

medical center. I work with physicians in the clinical areas, faculty in the research areas, and residents and students in the educational areas. I work directly with the Chairman to oversee and monitor departmental budgets, clinical productivity and departmental operations.

What distinguishes UT from other workplaces?

Having worked primarily at UT for my adult life, my experience of "other" is somewhat limited, however; working at UT feels like I am part of a family. We share the same vision and work towards the same goals on each campus. We have the opportunity to cheer on our UT athletic teams and seek healthcare all within our own family.

What resources from UT are your "must-haves" to perform your job?

Having worked on all 3 campuses, I was lucky enough to establish relationships with people in many different departments. Relationships with the controller's office, IT, HR, main camp business managers, other HSC administrators, COM dean's office, hospital leadership and my amazing team in Ortho are all "must-haves" for me to perform my job and be successful.

What is your favorite thing about UT?

Definitely the people! We work together to educate our wonderful students and residents and provide awesome care to our great patients. This makes coming to work fun!

Can you tell us something about yourself that most people don't know or would be surprised to learn?

I had the opportunity to be recognized as one of the most influential young leaders in the Toledo area by winning the *20 Under 40 Leadership Award* in 2017. I also coach a travel softball team for the Wizards organization in Toledo.

FULL HOUSE IN THE FIELD HOUSE FOR PROFESSIONAL DEVELOPMENT

A full house of professional staff gathered in the UT Online learning lab in the Field House on October 11th to learn about ADA Compliance in electronic communications. The PSA professional development committee hosted the training, led by Educational Technologist Melissa Gleckler and ADA Instructional Designer Lei Song. The presentation opened with an explanation of the importance of compliance with the Americans with Disabilities Act as well as simulations of how people with disabilities may interact with electronic communications.

Participants learned how to use universal design when creating flyers, emails, and documents while also being introduced to built-in accessibility software in Microsoft Office and Adobe Acrobat. Hands-on activities reinforced these accessible design concepts and included creating meaningful text hyperlinks, such as the word "presentation" in this article. Clicking this word will take you to the Google slides and simulations, in case you were unable to attend the workshop.



Instructional Designer Lei Song leads a room full of PSA members through creating ADA compliant and accessible electronic materials on October 11, 2018.

If you know of other professional development opportunities that would benefit the members of the PSA, or are able to share your own expertise, please contact the Professional Development Committee chair or the PSC.



Professional Staff Association has a Facebook page! Like and follow us for announcements, event photos, and occasional fun & motivational posts!



The PSA Scholarship committee is hard at work to revamp the scholarship application process to make it easier for students to apply and for you to submit recommendation letters. Watch your email for the official announcement when the new electronic application opens later this month!

Want to be in the spotlight, or know someone who should? Nominate yourself or a colleague for a Spotlight feature in an upcoming newsletter with our new web nomination form, available on the PSA website.

Questions, concerns, compliments, creative input? Send an email to ut-psc@utoledo.edu

PROFESSIONAL STAFF ASSOCIATION

PROFESSIONAL STAFF COUNCIL

ANONYMOUS FEEDBACK

PROFESSIONAL STAFF ASSOCIATION
THE UNIVERSITY OF TOLEDO

PSA COMMITTEES

ADVOCACY | COMMUNICATIONS | ELECTIONS | FUNDRAISING | MEMBERSHIP

PROFESSIONAL DEVELOPMENT | SCHOLARSHIP | SICK LEAVE BANK

Becoming Trauma Informed:

Understanding Trauma

Tuesday, November 20, 2018

8:30-10:30am

Rocket Hall 1530

Presented by Sharon Helle, Lucas County Trauma-Informed Care Coalition



What is trauma?

Individual trauma results from an event, series of events, or set of circumstances that is experienced by an individual as physically or emotionally harmful or life threatening and that has lasting adverse effects on the individual's functioning and mental, physical, social, or spiritual well-being.

In this session learn the basics of what causes trauma, the types of trauma that exist, as well as the importance of trauma-informed care.

PROFESSIONAL STAFF ASSOCIATION
THE UNIVERSITY OF TOLEDO

REGISTER NOW

LUCAS COUNTY TRAUMA-INFORMED CARE COALITION

UTC3

UNITY FOR COMMUNITY

November 7 to December 14



UT Community Charitable Campaign launches on November 7th! This year's goal is $125,000 and donations are tax-deductible.

Check your email for link to the pledge form. See the UTC3 website for more info.

UT FACULTY & STAFF SOCIAL

OFFICE OF THE PROVOST
THE UNIVERSITY OF TOLEDO

JOIN US

for light refreshments and meet with colleagues —both old and new— in a relaxed, casual setting.

- Open to all UT faculty and staff
- Cash bar opens at 5 p.m.

For employees whose work hours end at 5 p.m., please join us at the end of your work day.

2018-2019

- Friday, Sept. 14
- Friday, Oct. 26
- Friday, Nov. 30
- Friday, Jan. 25
- Friday, Feb. 22
- Friday, Mar. 29

4:30 – 6:30 PM
LIBBEY HALL
Dining Room





University of Toledo Employee Opportunity

In partnership with ORS and Healthy U.

NEW FREE Classes for UT Employees!

These classes are FREE to members AND nonmembers!

Class Offerings

Tuesday
12:15pm-12:45pm Total Body Conditioning with Andrea

Wednesday
5:30pm-6:15pm Rocket Cycle with Lauren

Thursday
6:15am-7am Rocket Cycle with Jocelyn

To register for classes go to UTRecCenter.com

HEALTHY UT
A healthy U is a healthy UT













