MESSAGE FROM THE CHAIR

My year as AMG Chair is coming to a close. I’ve enjoyed working with and meeting amazing people across campus. UCLA staff have a wonderfully diverse set of experiences, skills, and approaches to share. Bringing such talented people together is one of the main goals of AMG.

The 2010-2011 Career Series continues to be a great success. David Cooley’s presentation and networking sparked fascinating discussions and led to many ideas for future AMG events. Allyson Kleinbrodt’s skill assessment session was so successful that we may offer a follow-up. Watch for our next event in the series, where you’ll be able to develop a career plan.

Our elections are coming soon, and I want to encourage you to think about joining the AMG Board. You will be able to work with a very talented group to plan fantastic events. The current AMG Board will be hosting an information brown bag on Tuesday, December 7 at noon, 3814 Geology. Bring your lunch and learn about how you can participate!

Julia L. J. Sanchez
Chief Administrative Officer, Department of Earth and Space Sciences

RECENT AMG EVENTS

The Fall Quarter was an exciting time for AMG. We initiated a 3-part series aimed at providing staff with tools to navigate their career path. Session 1 was a networking event presented by David Cooley, Career Counselor and Associate Director at UCLA Anderson School’s Parker Career Management Center. Over 30 people attended this session and the feedback of one was particularly reflective of the event: “I LOVED that the session was interactive. I learned so much more reasoning the topic out with my peers than I would have from simply listening to a lecture.”

Session 2, “Discovering your Strengths,” was presented by Allyson Kleinbrodt, Training Center Manager for Communications Technology Services. Attendance at this event more than doubled the first session and the feedback got even better: “I’ve been in the workforce for 30 years and it is seldom that a presenter adds as much value as Allyson Kleinbrodt did in a 50-minute period. Excellent workshop!” Thanks to UCLA Extension providing free meeting space, AMG was able to offer Strengths Finder 2.0, by Tom Rath, free to all Session 2 participants. We look forward to seeing you at the third session, a career development workshop, in early 2011.

In between these career series sessions, Amir Rubin presented the C-I-Care program and described how this concept can be applied across campus. One attendee noted: “Dr. Rubin was not only knowledgeable about his topic but was also a fabulous speaker. His presentation was SO informative and I felt that spending 1.5 hours listening to him was not enough.”

If you missed these events, make sure you don’t miss our upcoming joint event with UCLA Staff Assembly in February 2011.

UPCOMING EVENTS

Tuesday, December 7, 2010, noon-1pm
AMG Board of Directors Informational Session
(brown bag)
Location: 3814 Geology
http://boardinfosession.eventbrite.com

January or February 2011
Career Series: Session 3

February 2011
Joint event with Staff Assembly
**Restructuring Steering Committee**

AMG members are assisting the campus Restructuring Steering Committee (RSC). The RSC oversees efforts across campus to make academic and administrative operations more efficient, less expensive and less dependent on state support, and is chaired by EVC Scott Waugh. To help realize these savings, AMG has formed a Restructuring Development Group to assist the committee in communicating RSC activities, working on new initiatives and measuring results. It’s been an exciting partnership with the RSC!

**Save the Date for ABOG 2011!**

The University of California Academic Business Officers Group (ABOG) will hold its annual conference **May 1-3 in Oakland, CA**. ABOG is a forum to develop more effective system-wide communication, share knowledge and expertise among campuses, and provide essential networking opportunities. Managers who serve pivotal roles in the administrative, personnel, financial and public relations activities of the University are encouraged to attend the annual conference. The anticipated registration fee is $350. UCLA AMG will share more information regarding program content and the registration process when it becomes available.

**NEW AMG Website!**

The AMG website has moved! Visit [http://map.ais.ucla.edu/go/1004755](http://map.ais.ucla.edu/go/1004755) and select Administrative Management Group from the tab on the right. The site includes information about current Board members, AMG by-laws, AMG in the news, the EXCEL Award, and links to the ListServ, resources and articles, and upcoming events.

**AMG Board Members**

Chair: **Julia Sanchez**  
Vice-Chair/Chair-Elect: **Sonya Gavin**  
Vice-Chair, Events: **Mark Ramseyer**  
Vice-Chair, Information Technology: **Fredy Garcia**  
Vice-Chair, Programs & Special Projects: **Stephanie Fisher**  
Immediate Past Chair: **Nancy Mendez**  
Communications Liaison: **Jennifer Perkins**  
Historian: **Anne Carson**  
Treasurer: **German Esparza**  
Members at Large: **April de Stefano, Tom Nykiel**

**2010 Excellence in Leadership (EXCEL) Award**

It’s never too early to start thinking of a colleague you may want to nominate for AMG’s 2010 EXCEL Award. The award is designed to recognize those individuals who have had a significant and lasting impact on the people they lead, exemplify management excellence, and have made broad contributions to the campus as a whole. Details regarding eligibility, criteria, and the nomination process will be sent to the AMG membership in March. To see who received the award last year, [click here](#).