MESSAGE FROM THE CHAIR

As 2011 draws to a close and I look back at the past year, I am so honored to have worked with such a fun and dedicated group of AMG board members. Thanks to their time and efforts, AMG has hosted several programs including Developing a Career Plan; EXCEL Award Leadership Panel; External Affairs Career Panel (co-facilitated by Staff Assembly); Reinvent Your Life and Work, and How to Advance Your Career. We hope you found these programs useful and invite your feedback and suggestions to help us better serve your needs.

December is also the time of year when we prepare for our annual AMG elections; however, that is not the case this year. In an effort to align the AMG calendar with that of the University, as well as to better accommodate the representation we provide to the systemwide Academic Business Officers Group (ABOG), AMG elections will now be held each Spring quarter. New board terms will commence on July 1st and end on June 30th of the respective year. Seats that will open for election this coming spring include Vice-Chair of Programs & Special Projects, Communications Liaison, Secretary/Historian, and 3 Members-at-Large. Please keep these positions in mind and consider running for the AMG board!

On behalf of my AMG colleagues, I want to wish you the happiest of holidays with family and friends. If you’re one of the lucky ones who are able to reap the benefits of the campus closure, rest well and enjoy the much-deserved time off. And if you’re one of the many who must continue to work through the closure, we thank you for your commitment and hard work.

AMG BOOKCLUB

In 2010, AMG Board members interviewed senior administrators across campus to discuss AMG and to solicit ideas for programs and activities. Of those leaders interviewed, we found approximately 25% of them provide their staff with reading recommendations and/or books for discussion. We believe this could benefit all UCLA staff, so in 2012 AMG will begin hosting a series of events tied to featured books and articles that are somehow relevant to professional growth. The first book AMG will be featuring is the UCLA Common Book for 2011-2012 – The Immortal Life of Henrietta Lacks. Our focus will be how the ethical, race, class and moral issues examined in the book relate to decision-making by senior leadership here at UCLA. AMG is planning the discussion session for this book in the first quarter of next year. Pass this along to others who may be interested in attending this conversation whether they have read the book yet or not. Details are coming soon!

If your department is currently facilitating any book discussions or has a list of recommended readings, please send your name, department and article/book information to Mark Ramseyer at mramseyer@ponet.ucla.edu. You may be credited for suggesting a future AMG featured reading!

PAST & FUTURE EVENTS

The Fall Quarter was an exciting time for AMG. Approximately one hundred enthusiastic staff members attended our program, How to Advance Your Career Goals, on October 11, 2011. Topics covered were, Moving up from your position as an Assistant; Interviews, Cover Letters and Resumes; Mentoring and Networking; and Work/Live Balance. The program facilitators were Alexis Sexauer, Roland McFarland, Noah Apodaca, Tom Nykiel, Mark Ramseyer, Julia Sanchez, Gena Perrine, and Laurie Siedelman. The high attendance at this event clearly demonstrates that UCLA staff members are hungry for more professional development and networking opportunities.
Stay tuned for more 2012 programming and other initiatives to enhance your professional development here at UCLA.

With warmest regards,

Sonya Gavin  
Director of Operations & External Relations – Graduate Division

ANNOUNCEMENTS

AMG Board elections are coming in Spring 2012. We want to encourage you to think about joining the AMG Board. You will work with a very talented group to plan fantastic events. Serving on the Board is an excellent way to learn more from outstanding colleagues while you contribute to UCLA. The current AMG Board will be hosting an information brown bag in 2012. Further details will be forthcoming.

AMG BOARD MEMBERS & CONTACT INFORMATION

Sonya Gavin | Chair  
Mark Ramseyer | Vice Chair/Chair Elect  
Louisa Ovanesian | Vice-Chair Events  
John Cramer | Vice-Chair, Information Technology  
Stephanie Fisher | Vice-Chair, Programs & Special Projects  
Julia Sanchez | Immediate Past-Chair  
Jennifer Perkins | Communications Liaison  
Ivonne Nelson | Treasurer  
Tom Nykiel | Historian  
Gena Perrine | Members at Large

To learn more about AMG and to sign up for our listserv, please visit our website.

A panel on Overcoming Roadblocks in your Career is currently being scheduled for the second week of February. This panel will address the dilemma of what you do when you don’t get the job or into the career development program you applied for and how to use these setbacks to enhance and develop your brand. More information on this program will be forthcoming.

A panel discussing Career Resource Opportunities, hosted jointly with Staff Assembly, will be held at 12:00 pm on February 22, 2012 in the 2nd floor lounge at Ackerman Hall. This panel, representing several organizations on campus -- the Volunteer Center, Information Technology, and the Judicial Advocate Volunteer Group -- will focus on how to get involved with volunteer opportunities that not only cultivate professional development, but also facilitate networking opportunities.

Another event planned for 2012 is in response to feedback we’ve received from past event surveys. Preparation for the workshop, Setting Up Informational Interviews and Mentoring Relationships, will require interested attendees to participate in a pre-workshop survey to determine areas of interest. Based on the responses received, we will identify experts from different areas (e.g., Financial, Student Services, Human Resources, IT, External Affairs) to host small group sessions that will enable participants to meet face-to-face with these experts, as well as to learn strategies and key tips on how to set up informational interviews and mentoring relationships moving forward.

SAVE THE DATE FOR ABOG

Mark your calendars to save the dates April 15-17, 2012. The 2012 ABOG Conference this year is entitled, “Navigating the New U Sea,” and is hosted by UC Santa Barbara. Sunday’s opening reception will kick off the conference, followed by two days of activities and events, including the traditional tour of the host campus. “Dialogue” is the focus of this year’s agenda, with expanded opportunities to interact with UCOP Executives, peers, and outside experts. Topics will be especially relevant to UC’s current challenges and its future course. The newly-improved breakout sessions will be facilitated by experts from across the UC campuses, giving specific takeaways on subjects ranging from: Budget Planning & Management to Operational Streamlining to People Management. Watch for conference program details as they are unveiled in mid-January 2012 on the ABOG web site http://abog.ucdavis.edu and via email. Conference registration ($350 fee) information will also be available in mid-January.