MESSAGE FROM THE CHAIR

2010 is the Year of Opportunity for AMG. We know these are challenging times, and with challenge comes opportunity. The mission of AMG is to provide development opportunities for managers on campus and to facilitate communication between managers and University administration. This year, AMG provides you with tools to recognize and seize these opportunities – to motivate yourself and others, to take charge of your image, and to prepare for the next steps in your career. Join your colleagues at our events this year as we stay connected to each other, share ideas, and get useful information. Our programs are planned based on the needs of our members, so please let me know what you would like from us. sanchezj@ucla.edu

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

RECENT AMG EVENTS

For the Love of It: Finding Career Fulfillment & Pursuing Your Personal Goals
On December 10, 2010, Dr. Jorge Cherbosque, clinical and industrial psychologist and co-director of the Staff and Faculty Counseling Center, facilitated a workshop on ways to find career fulfillment and job satisfaction. In his presentation, Dr. Cherbosque shared the inspirational film, For the Love of It, and discussed motivations and strategies for pursuing professional and personal development dreams. He solicited audience feedback about what holds people back and how to develop an action plan that will help accomplish goals while inspiring others to do the same.

Your Brand Matters
On March 18, 2010, AMG’s Career Speaker Workshop series presented Denise Brouillette, President of The Innovative Edge. Ms. Brouillette focused on recognizing and strengthening one’s personal brand as an essential tool for success in today’s work environment. Participants were guided through a case study to help them identify and master their own personal-brand identity. Ms. Brouillette’s presentation was quite lively and it generated lots of discussion on our roles as managers and leaders on campus. The event was co-sponsored by Campus Human Resources.

ANNOUNCEMENTS

Thanks to the AMG members who submitted feedback on UCLA’s budget toolbox reports. We are pleased to report that we compiled input received from the membership and the AMG board and delivered an assessment of the reports to the Executive Vice Chancellor’s office. Additionally, AMG Chair Julia Sanchez is now serving on the university’s Restructuring Steering Committee that is charged with overseeing efforts across campus to make academic and administrative operations more efficient, less expensive and less dependent on state support, following-up on the toolbox reports.

AMG in partnership with Campus Human Resources will announce its annual Excellence in Leadership (EXCEL) award in June 9, 2010, at a special campus-wide ceremony jointly sponsored by AMG, Campus Human Resources and UCLA Staff Assembly. The EXCEL 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.

UPCOMING EVENTS

How to Control & Positively Influence Change Efforts
Hosted by AMG in partnership with Campus Human Resources
Tuesday - June 15, 2010
12:00 noon – 1:30 p.m.
UCLA Morgan Center Press Room
Presenter: Rejeana Mathis, Campus Human Resources
(You do not need to create an Eventbrite password or log-in, just click on the “register” button.)

MANAGEMENT TIPS

Tips from the 2010 ABOG (Administrative Business Officers Group) Conference breakout session entitled "Doing Less with Less: Strategies to Successfully Determine Which Services Can Be Eliminated"

When resources and staff have significantly diminished, there is a point when an organization must do less with less. To successfully determine how to eliminate services and reduce time spent on certain tasks consider the following tips:

- Meet with your organization’s senior leaders to discuss the mission and reevaluate priorities so that the services related to lower priorities can be reduced or redistributed.
- Eliminate redundant work by reassessing workflows and eliminating irrelevant steps or by collaborating with other departments or units to share resources and/or staff.
- Assess your personnel by reviewing job descriptions and performance, and assign duties to people who are underutilized or looking for growth potential.
- Communicate consistently and to all members of the organization about administrative changes to help affect the culture.

- Shauna Mecartea

AMG BOARD MEMBERS & CONTACT INFORMATION

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Shauna Mecartea | Vice Chair/Chair Elect
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To learn more about AMG and to sign up for our listserv, please visit our website.