



# Lighthouse News



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*"Lighting the pathways for professional growth"*

*Jacksonville-Onslow-Lejeune*

Volume 5 Issue 2

March 2010

## Inside this issue:

2010 Census Information	2
7th Annual Administrative Professional Celebration	3
Proofreading Tips	3
Getting Along w/Coworkers	4
New Member Log-In Info	5
Birthdays, Anniversaries, and New Members	5
February Mtg Photos	5
Chapter Information	6



### Points of Interest

- The JOL Chapter meets the second Thursday of each month, 5:30 – 7 PM, Marine Federal Credit Union (MFCU), 4180 Western Blvd Ext (use rear entrance)

### March 2010

- Thur, March 11, JOL Chapter Mtg, 5:30 PM, "How to Mediate a Dispute" presented by Kristal Humphrey, MCAS New River
- Fri & Sat, March 19-20, NCD Leadership & Education Forum in Atlantic Beach
- Mon, March 22, JOL Executive Board Mtg, 12 Noon

### April 2010

- Mon, April 5, County Proclamation Presentation, 7 PM, City Hall
- Tues, April 6, City Proclamation Presentation, 7 PM, City Hall
- Thurs, April 8, JOL Chapter Meeting 5:30 PM, "The Virtual Assistant" presented by Alana Daniels, Creative Resources
- Wed, April 21, APW Celebration, 11:30, Paradise Point O'Club
- Mon, April 26, JOL Bd Mtg

## Member Spotlight

Christine started her career in teaching after graduating with a B.A. from Texas Woman's University. She taught secondary Biology and History for 5 years then earned a B.S. in Systems Science. Her career changed during the next 10 years as she held a variety of progressively more responsible positions as a federal employee, providing programming and analysis support for the Marine Corps wide and local applications. Following a 3 year partnership in a retail computer store, Christine began her now present career with the Community College system; first with Craven for 10 years and then in 1999 to the present with Coastal Carolina Community College where she is currently teaching in the office administration program. Chris invited JOL to give a presentation

## Christine Shallcross



to her students on IAAP and the benefits of joining a professional organization and following the presentation, she became a member of JOL.

Christine has lived in the Bear Creek area for the past 26 years with her husband Walt who retired from the Marine Corps and has been a farrier for 20 years. They will also celebrate their 40th wedding anniversary next October. We are excited to have Christine & her students involved in JOL.



## It's Not too Late to Register

### NCD 2010 Leadership & Education Forum

### Atlantic Beach Sheraton

### March 19-20, 2010

Friday Seminar - "The Energy Bus", presented by Sherry Vaughn,

Saturday Seminar - "Making the Commitment to Professionalism" presented by Mr. Mike Collin

**FINAL Registration Deadline is March 12, 2010**

Go to [www.iaap-nc.org](http://www.iaap-nc.org) to register on-line.

Just click on the "About the Division" Tab

# Get Ready for the Census!

## It Really Matters to Jacksonville

Ever complain that a business you like is not in Jacksonville? Ever Wonder why we don't get the roads and streets we need? Sometimes, it's all because the Census numbers did not attract business investors, or officials just did not think we had enough population to justify the expense.

## Census Day 2010

Beginning next month, Census forms will be mailed out to homes in Jacksonville. There are only 10 questions and it's estimated that it will take about 10 minutes to fill out. The days of some people getting the long form and others not, are gone.

## We Count Here!

When you get your Census form, fill it out. That includes military families living in Onslow County. Doing so does not change your residency, home of record or any other official document. It does make your family count as part of the Census count for our community. **It's where you live now** so be counted.

## Important Dates

- March 15-17, 2010: Census forms are mailed or delivered to households
- March - April 2010: Census forms are available to Be Counted sites and Questionnaire Assistance Centers for those individuals who need help filling out their forms, or who did not receive a form by mail.
- April 1, 2010: Census Day
- May - July 2010: Census workers will visit households that do not return forms to take a count in person.



visit [www.2010census.nc.gov](http://www.2010census.nc.gov) or [www.census.gov](http://www.census.gov)

## Fraudulent Activity and Scams

The Census Bureau uses a workforce of trained federal employees to conduct a variety of household and business surveys by telephone, in-person interviews, through the mail, and in limited cases through the Internet. We understand your personal information is sensitive, and go to great lengths to protect the data we collect. Although we cannot stop or warn against all bogus or false collections of data -- here are some tips to help you recognize fraudulent activity or unofficial data collections. If you are contacted for any of the following reasons -- **Do Not Participate. It is NOT the U.S. Census Bureau.**

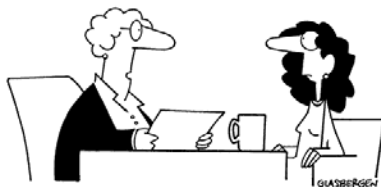
## Be Aware of Possible Scams:

- **The Census Bureau does NOT conduct the 2010 Census via the Internet**
- **The Census Bureau does not send emails about participating in the 2010 Census**
- **The Census Bureau never:**
  - Asks for your full social security number
  - Asks for money or a donation
  - Sends requests on behalf of a political party
  - Requests PIN codes, passwords or similar access information for credit cards, banks or other financial accounts

I have a spelling chequer.  
 It came with my Pea Sea.  
 It plane lee marques four my  
 revue  
 Miss steaks eye kin knot sea.  
 A chequer is a blessing  
 It freeze yew lodes of thyme.  
 It helps me right awl stiles to reed  
 And aides me when eye rime.  
 To rite with care is quite a feet  
 Of witch won should bee proud.  
 And wee mussed dew the best wee can  
 sew flaws are not aloud. Anon



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"All new employees are required to establish compatibility with our computer's spell-checking system. We're having your name legally changed from Eileen Daley to I Lean Daily."

## Save the Date

### "7th Annual Administrative Professionals Celebration"

Professional speaker and author Mike Collins will deliver the keynote address, championing all who attend to "lighten up" and put more FUN in their lives. Come enjoy the delicious food, the networking with other professionals and the rewards as we also honor the Administrative Professional of the Year.

**DATE:** Wednesday, April 21, 2010, 11:30 AM

**LOCATION:** Paradise Point Officer's Club,  
 Camp Lejeune

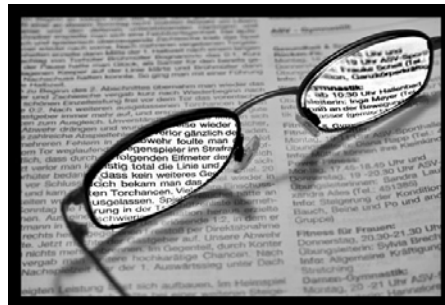
To nominate a deserving Administrative Professional for the Administrative Professional of the Year award, go to [www.jacksonvilleonline.org](http://www.jacksonvilleonline.org)

## Proof Reading Tips

The primary advice on avoiding typos is to have someone else proofread your work. On the other hand, this isn't possible for things like e-mail or rushed projects, so here are four proofreading tips for you to consider.

1. Read your work backwards\*\*, starting with the last sentence and working your way in reverse order to the beginning. Supposedly this works better than reading through from the beginning because your brain knows what you meant to write, so you tend to skip over errors when you're reading forwards.

2. Read your work out loud. This forces you to read each word individually and increases the odds that you'll find a typo. This works quite well especially for things you wouldn't catch by reading aloud, such as misplaced commas.



3. Always proofread a printed version of your work. It's

easier to miss more errors when you proofread on a computer monitor than if you print out a copy and go over it on paper.

4. Give yourself some time. If possible, let your work sit for a while before you proofread it. It seems that if you are able to clear your mind and approach the writing from a fresh perspective, then your brain is more able to focus on the actual words, rather than seeing the words you think you wrote.

# Getting Along With Your Coworkers?

Chances are you've worked with someone you had trouble getting along with at some point in your career. Of the more than 500 workers polled by OfficeTeam, 29 percent said they work with someone who is rude or unprofessional.

The following are types of difficult coworkers common to many offices and the strategies for coping with them:

**The Belittler** – Belittlers routinely tear others down in order to build themselves up. Put-downs, demeaning remarks and disparaging comments are common trademarks of this person.

**Coping strategy:** Your confidence is the Belittler's weakness, and he or she will back off if you stand up for yourself. Try refuting a Belittler's criticism by asserting yourself, using facts where possible. For example, if he or she puts down one of your ideas, say, "It's something that's worked for X, Y and Z, and it's also more cost effective than what we're doing now."

**The Credit Thief** – Insecure about their status, Credit Thieves boldly steal your ideas and grab the glory when a project is successful. Curiously, they're nowhere to be found when things go wrong.

**Coping strategy:** Keep a written record of your activities and accomplishments. Give your manager regular status reports about the projects you're working on, and don't hesitate to correct misperceptions (for example, "Actually, I did the research; John helped input the data.").

**The Saboteur** – Saboteurs have a knack for leaving colleagues in the lurch. Similar to the Belittler, they like to make others look bad. Their tactics aren't always overt, so you may not realize you're working with a Saboteur until a critical deadline arrives. Then, you find you're unable to complete your part of the project because the Saboteur has withheld important information.

**Coping strategy:** Be sure your supervisor or project manager knows the roles and responsibilities of each team member, and insist on regular progress reports so that Saboteurs can't take advantage of lapses in oversight.

**The Rumormonger** – Rumormongers like drama

and often spread half-truths or lies by talking behind others' backs. This is an especially dangerous type of coworker because he or she has the ability to tarnish your reputation.

**Coping strategy:** The best defense is to avoid engaging in any kind of gossip – remember that anything you say can be held against you. If the Rumormonger starts swapping stories with you, say only good things about your colleagues and excuse yourself as quickly as possible.

## Most Valuable Worker

Want to be seen as one of your company's go-to employees? You can start by always finishing your assignments on time and steering clear of office politics, according to a recent Robert Half International survey. Forty percent of the 150 senior executives we polled said that meeting deadlines is the most important characteristic of a team player, while 25 percent thought avoiding office politics was critical.

Here are some tips for becoming your work team's most valuable player:

**Be willing to adapt.** Don't be surprised if duties or priorities shift over time, especially during different stages of a project. Be flexible in these situations to not only help the team remain on track but also set a good example for other members.

**Take one for the team.** Don't play the blame game if something goes awry. Instead, focus on correcting the problem and moving forward. Your willingness to acknowledge mistakes when appropriate will encourage personal accountability in others.

**Play fair.** Give credit where it is due, and be generous in your praise. Be sure to thank unsung heroes who contribute to a project's success, especially because there's a good chance you'll be working with them again.

**Talk things out.** Do your part to minimize office politics by engaging in open communication and fostering an atmosphere of mutual trust and respect.



## For New Members

or

### Members Who Have Not Logged On!

#### How to Login to the IAAP website

- Go to: [www.iaap-hq.org](http://www.iaap-hq.org)
- Go to: Members Place Section (right hand corner)
- Go to: New to the Site
- Enter your IAAP member ID# (if you don't have your number, contact Chapter President Deb Forney @ [dforney@ec.rr.com](mailto:dforney@ec.rr.com))
- Enter your last name
- Your account will then be set up and you will set your login name and password.



## March/April Birthdays/Anniversaries

### Birthdays

Linder Morton - 03/13  
 Valerie Cox - 03/19  
 Scarlet Monroe - 03/26  
 Kathy Zerba - 04/03  
 Janet Tucker - 04/14



### Membership Anniversaries

Delisa Johnson 03/2006  
 Scarlet Monroe 03/2009

## Welcome New Members

**Sandra Jimenez**  
**Jenny Lemasters**

## Highlights of the February 2010 Meeting

### Members respond to short notice meeting location move

Notice was received at 4 PM on February 4, that Marine Federal would lose electrical power at 4:30 PM for at least 3 hours due to an automobile accident that damaged power lines. With no time to spare since JOL was scheduled to meet that evening at MFCU at 5:30 PM, along with the speaker en-route from Greenville; phone calls were made and members were notified of the location change. Thank goodness member information was up-to-date and they were contacted making for a full-house attendance at the meeting, plus a guest. The speaker, Jo Gillin CPS had no problem finding City Hall and she presented a very informative program on "Making Leadership Your Cup of Tea!" We apologize to anyone who may have been a visitor and was not notified of the change of location. Hopefully this will be a "one-time" experience.



Speaker, Jo Gillin CPS





Miriam Appleton CPS, Deb Forney, Karen Beblo, and Nancy Ortiz (L-R)

**Officers 2009 - 2010**

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City of Jacksonville

dforney@ci.jacksonville.nc.us

Vice-President

Miriam Appleton, CPS

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Treasurer

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Marine Federal Credit Union

kbeblo@marinefederal.org

Secretary

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*By-Laws & Standing Rules*

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*Debra Forney*

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*Ways and Means Committee*

*Janet Tucker*

*Marine Federal Credit Union*



Meets **Second Thursday** Each Month

Marine Federal Credit Union

4180 Western Blvd., Extension

(Rear Entrance)

Jacksonville, NC

5:30 pm – 5:45 pm (Networking)

5:45 pm – 7:00 pm (Education/Chapter Business)



International Association of  
Administrative Professionals®

**JOL Chapter**

The Jacksonville-Onslow-Lejeune (JOL) Chapter was chartered in November 2004 and promotes professionalism through continuing education, chapter programs, and networking for administrative assistants.

The chapter is one of 18 chapters of the North Carolina Division.

If you would like to join us at our next meeting, please contact the Membership Committee by e-mail at [membership@iaap-jol.org](mailto:membership@iaap-jol.org) or call (910) 938-5221. A JOL chapter member will gladly contact you with more information and welcome you to your first meeting.

**Annual Membership Dues**

Dues	Chapter	Division	Int'l	TOTAL
Member*	\$15	\$10	\$83	\$105
Student	\$7.50	\$5	\$50	\$62.50

\*New members also pay a one-time processing fee of \$15.

This is waived for students.



[www.iaap-hq.org](http://www.iaap-hq.org)

[www.iaap-nc.org](http://www.iaap-nc.org)

[www.iaap-jol.org](http://www.iaap-jol.org)

***Certify Your Credibility***

Future CPS®/CAP® Exam

Exam Dates Application Deadline

May 7-8, 2010 Feb 15, 2010

(4 JOL Members Taking May Exam)

Nov 5-6, 2010 Aug 15, 2010

Part 4 of the CAP exam is administered on Friday afternoon, Parts 1-3 of the CPS and CAP exams are administered on Saturday.