

# Student Center Spotlight

UIC Student Centers Newsletter

Issue No. 3

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## Welcome



**Rob Rouzer**  
Director  
UIC Student Centers

**Happy Thanksgiving!** It seems odd to be offering Thanksgiving greetings since it seems as if the semester just started! What's even scarier is that there are only two weeks left in the semester when classes resume after the Thanksgiving break. **Time management** is an important issue for all of us in today's society. This month, Booker provides a very useful and informative article on time management. We can all benefit by following the tips he offers.

We have a very exciting semester ahead of us. The **new recreation center** will be opening! That will mean that we'll be introducing new employees and gearing up to manage our new 150,000 square foot addition. Our next edition of the **Student Center Spotlight** will focus on the new facility.

As usual, many thanks for all that you do to make the Student Centers the heart of campus community!

Sincerely,  
Rob Rouzer

## Updates @ Student Centers

### Continuing Staff Education Program

(by Carol Raske)

As part of its continuing staff education program, Student Centers Operations sponsored a presentation by **Alan Scott**, Training Specialist in Human Resources Development, on "**ways to better communicate**" on Wednesday, Oct 26, 2005. Mr Scott has over 20 years of experience in designing, developing and conducting technical and soft-skills training programs.

Two sessions were held to enable all staff to attend. The presentation covered tips to improve communication to help staff in all areas of their lives.

Topics covered include:

- understanding how **verbal & nonverbal behaviors** impact communication
- understanding how **communication can impact relationships**
- developing skills in clarifying and verifying understanding and **managing conversations**
- how to **give constructive criticism**, praise others and deal with differences when speaking with others
- the importance of **listening**

### Service Centers' 'Sell Out' Continues

(by Mike King)

The Service Centers in the East and West are doing great as usual in selling different tickets. Recently, the first Six Flags Great America "**Fright Fest University Outgoing Program**" was a great success. They sold 800 total tickets, which was literally a **sell out!** They are looking positively towards another "sell out" as we approach the holiday season, this time for the **discounted movie tickets (AMC, Sony Loews and Ice)**. These movie tickets could be great gifts to our loved ones. Also, they anticipate selling more CTA 1-Day fun passes as the semester break arrives.

## Employees of the Month Announced

The following staff members were employees of the month in Student Centers Operations for October, 2005. The employee of the month program is part of the **employee recognition program** in the department. To qualify, staff must have **perfect attendance** for the month. Sick time for doctor's appointments that have been scheduled with 3 days notice does not count against the perfect attendance, nor does vacation time that has been pre-approved with a two-week notice.

### **Student Centers West Operations**

Mariola Alarcon  
Lamark Delaney  
Laurie Gaskin  
Mike King  
Nydia Martinez  
Will McKay  
Mary Ann Nicholas  
Hakeem Olodo  
Rotie Orr

### **Student Centers East Operations**

Steve Cross  
Henry Mendez  
Herbert Johnson  
Mike Mendoza  
Ruben Velano  
Anthony Santillan  
Getzman Dade  
Fannie Mallet

## **Feature Article**

### **"Time Management"**



**Booker T. Suggs**  
Associate Director  
UIC Student Centers

In our fast-paced society of today, everyone seems to be pressed for more time to do the things we need or want to do. As we grow older, it seems like time moves so quickly that our years move like months and our months move more like days.

Following are a few tips that many people employ to get the most out of their time, be it at work or with their personal life.

**Prioritize Daily Responsibilities:** some people use an electronic organizer for this; others use a daily planner, while others use notepads. Whatever you use, you should **prioritize your responsibilities daily, starting with the most important to the least important.** The key is to not be over ambitious with a list that may number 20 something items. Complete the items on the list one by one. If you can't complete

some things, put it on your list for the next day. This prioritizing should be done for both your work and your home life responsibilities.

**Eliminate Procrastination:** as the adage goes, "**never put off to tomorrow, what you can do today**". Avoiding a responsibility by telling yourself, "**I'll get to it later on**" eventually will take up valuable time later on. The reason is that the action that you put off to "**get to later on**" will pile up with other responsibilities and before you know it you have a million things to do and not much time to do them all.

**Delegate Decision Making** if you happen to be in a supervisory position (or that of a parent) you need to learn how to delegate responsibilities to others. Don't be afraid to do this. Taking the position that you have to "**do it all**" eats up a lot of your valuable time and can bring about health related issues as well.

**Assessing your Accomplishments** everyone likes to feel a sense of success. **It's very therapeutic!** At the end of the day (or week) you should reflect back on the things you were able to accomplish and the time it took you. Doing this will allow to see how you were able to utilize your time to the fullest in getting the things done that you needed to or wanted to get done.

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