

Diversity Matters

WOMEN'S HISTORY MONTH:

“Women’s Education, Women’s Empowerment”

“Although women now outnumber men in American colleges nationwide, the reversal of the gender gap is a very recent phenomenon. The fight to learn was a valiant struggle waged by many tenacious women—across years and across cultures—in our country.”-The National Women’s History Project

Before the 1970s, the topic of women’s history was largely missing from general public consciousness. To address this situation, the Education Task Force of the Sonoma County (California) Commission on the Status of Women initiated a “Women’s History Week” celebration in 1978 and chose the week of March 8 to coincide with International Women’s Day. In 1987, the National Women’s History Project petitioned Congress to expand the celebration to the entire month of March. Since then, the National Women’s History Month Resolution has been approved every year with bipartisan support in both the House and Senate.

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[http://uthsc.edu/
oed/staff.php](http://uthsc.edu/oed/staff.php)

OED EVENTS

Monday, March 5, 2012

PBS Documentary
Women, War & Peace Video 1: I Came to Testify
10:00 a.m. – 11:00 a.m.
Student Alumni Center Dining Hall

Tuesday, March 13, 2012

Self-Defense Class
Instructor: Frank Harrison (Campus Recreation)
Time: 11:45am - 12:45pm
Location: SAC Studio #2
(please wear gym shoes and comfortable clothing)

Thursday, March 15, 2012

PBS Documentary
Women, War & Peace Video 2:
Peace Unveiled
10:00 a.m. – 11:00 a.m.
Student Alumni Center
Auditorium



Monday, March 19, 2012

PBS Documentary
Women, War & Peace Video 3:
The War We are Living
1:00 – 2:00 pm
Student Alumni Center Dining
Hall

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Tuesday, March 20, 2012

Stress, Health and Happiness at Work
Instructor: Tiffany Trice (Equity & Diversity)
Time: 10:00 a.m.- 12:00p.m.
Location: Madison Plaza Conference Room (C-1)

Thursday, March 22, 2012

Self-Defense Class
Instructor: Mitchell Watsky, Ph.D. (Physiology)
Time: 12:00-1:00p.m.
Location: SAC Studio #2
(please wear gym shoes and comfortable clothing)

Friday, March 30, 2012

PBS Documentary
Women, War & Peace Video 4: War Redefined
12:00 –1:00 p.m.
Student Alumni Center Dining Hall



SPOTLIGHT!

Woman In Leadership Roles

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NOTE FROM THE DIRECTOR



Over the years the number of women in the [work force](#) has increased, and this is acknowledged as we celebrate National Women's History Month at UT Health Science Center. As you can see we have several women, administrators and faculty, in leadership roles throughout UTHSC. Women have been consistently hired in health care, education and government (i.e., state; local) environments. Issues like equal pay, [sexual harassment](#), and child care have also grown in importance. The presence of women in the work force also reflects their growing importance as wage earners.

Women's entry into higher education has been tied to economic and social factors in the United States. Meaning, the decision to educate women to some extent came with reluctance that encouraged women to transition from traditional societal roles. Specifically, working women in administrative and faculty roles is demonstrated through the following higher education focused websites enabling valuable insight:

- www.wihe.com/
- www.aaup.org/AAUP/issues/women/westOrganizingWomen.htm
- www.acenet.edu/AM/Template.cfm?Section=OWHE

In closing, be sure to check out the [OED](#) website to see what has been planned for National Women's History Month in March.

ADMINISTRATIVE PROFESSIONALS DAY



Administrative Professionals Day is April 25, 2012, and this is its 60th anniversary. Administrative Professionals Week is always the last full week of April, with Wednesday of that week being designated Administrative Professionals Day. Administrative Professionals Day and Administrative Professionals Week (April 22nd-28th) are typically observed by businesses and organizations in the United States and

other countries throughout the world. In case you are wondering, Administrative Professionals Day is not a public holiday in the United States.

According to the International Association of Administrative Professionals (IAAP), as reported by the U.S. Department of Labor statistics, there are more than 4.1 million secretaries and administrative assistants working in the United States and 8.9 million people working in various administrative support roles today. Moreover, employees in the job family of [administrative support](#) at the University of Tennessee Health Science Center (UTHSC) offer a rich

representation of diversity within the four layers of diversity. The four layers of diversity put forth by [Gardenswartz and Rowe](#) (1994) encompass characteristics like age, sex, race, ethnicity, educational level, work experience, physical ability, function level/classification, work content/field and seniority just to name a few. More specifically, the four layers of diversity are organizational dimensions, external dimensions, internal dimensions, and personality.

UTHSC team members holding variously titled administrative professional positions demonstrate know-how and problem-solving.

Their efforts are evident in support of a division, department, unit, or group as most of these administrative professionals report directly to a manager, director, dean or vice chancellor. Some descriptors that come to mind are gatekeeper, information source, and a first encounter for visitors, students, staff and faculty.

On **April 25, 2012 (UT Celebrates Admins)**, let's all take time to acknowledge and appreciate the diverse contributions of each administrative professional at UTHSC as they assist with enabling winning situations through shared ideas, requisite skills, positive interactions and

Administrative Professional Resources

<http://www.asaporg.com/>

<http://theofficeprofessional.com/>

<http://www.theaeap.com/>

<http://www.theaeap.com/pdf/0610.pdf>

<http://www.adminprotoday.com/>

<http://www.iaap-hq.org/>

Interacting With People & Their Disabilities



Quick Reference Tips:

- Remember that a person with a disability does not necessarily need help. If you see a situation where you think you might be of assistance, ask. Do not, however, insist that the person accept your offer.
- If an individual requests your assistance or accepts your offer of assistance, ask him/her how you can best be of help. Then, assist the person with a minimum amount of attention.
- When speaking to a person with a disability, speak directly to that person and not to a companion who may be present (not to the interpreter, if the person is deaf).
- Some people with disabilities have difficulty expressing their ideas. Wait for the person to finish his/her thought. Do not interrupt or finish thoughts for others. Never pretend to understand someone when you do not. Instead, ask the person to repeat what they said and check your understanding by telling the person what you heard.
- Relax. Don't be embarrassed if you use an expression that seems to be related to a person's disability such as, "See you later," or "I have to run along now." These expressions are common and are used by people with disabilities as well.

EAP UPDATE!

Create a Will Online



The Employee Assistance Program (EAP) has an online template at megellanhealth.org, which allows members to create Living Wills or Last Will and Testaments. They also offer other do-it-yourself, estate planning forms that help save you a lot of time and money in attorney fees.

Once you have completed the online template and printed the forms provided, it is recommended that you call, 1-800-308-4934 and request the assistance of a financial counselor. These templates are merely a guide and should be reviewed by an attorney, before carrying out any legal actions.

Magellan Health offers the state of Tennessee employees one *free* Financial Consultation, through the Employee Assistance Program (EAP). For more information about programs offered through the Employee Assistance Program (EAP), please, visit the Partners for Health Website at www.here4tn.com or call 1-855-437-3486.

2012 Religious Holidays

<http://faithinmemphis.com>

March

Purim ~ March 7 to 9 (Jewish)
 Magha Puja Day ~ March 8 (Buddhist)
 Holi ~ March 8 (Hindu)
 Naw Ruz ~ March 20 to 21 (Baha'i)
 Ramayana Begins ~ March 23 (Hindu)

April

Ramanavami ~ April 1 (Hindu)
 Palm Sunday ~ April 1 (Christian)
 Pesach (Passover) - April 7 to 8 (Jewish)
 Hanuman Jayanti ~ April 6 (Hindu)
 Theravadin Buddhist ~ April 6 (New Year)(Theravadin Buddhist)
 Good Friday -April 6 (Christian)
 Pesach-Passover ~ April 6 to 8 (First 2 Days) (Jewish)
 Easter ~ April 8 (Christian)
 Pesach-Passover ~ April 13 to 14 (Last 2 Days) (Jewish)
 Easter ~ April 15 (Orthodox Christian)
 1st Day of Rivdan ~ April 20 to 21 (Hindu)

Equity & Diversity March & April Classes

Sign up on the HR 128 [Training Calendar](#)

Location of all classes: 930 Madison Plaza Conference Room C-1

March

March 7	Rights & Risks: Religious Accommodations	2 ~ 4:00 p.m.
March 9	Progressive Discipline in Workplace (Managers and Supervisors)	10 ~ 11:30 a.m.
March 15	Money Basics: Spending, Borrowing & Saving	2 ~ 3:00 p.m.
March 20	Stress, Health and Happiness	10 ~ 12:00 p.m.
March 29	Good Telephone Etiquette: Is It In You?	1 ~ 2:30 p.m.
March 30	Challenges and Puzzles in Supervision (Managers and Supervisors)	10 ~ 11:30 a.m.

April

April 3	Successful Search: Upper-Level Search Process	2 ~ 4:00 p.m.
April 13	Basics of Sexual Harassment (All Employees)	10 ~ 11:30 a.m.
April 17	Title VII Compliance and Sexual Harassment	10 ~ 12:00 p.m.
April 19	Managing Job Stress: A Guide for Leaders (Managers and Supervisors)	11 ~ 12:00 p.m.
April 20	Diversity and Inclusion: Managing Everyday People?	2 ~ 3:30 p.m.
April 26	Good Telephone Etiquette: Is It In You?	10 ~ 11:30 a.m.
April 27	Manager's Guide to Sexual Harassment (Managers and Supervisors)	2 ~ 3:30 p.m.

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