

The Secretariat

since 1948

Office Professionals – Working Together, Growing Together

FY17 Annual Report

President's Report – Penny Nigh

The President - Will preside at all meetings of this Association and of its elected officers, and will perform such other duties as ordinarily pertain to this office. Will appoint all chairs deemed necessary for carrying out the purpose of this Association, subject to approval of the elected officers and will be an ex-officio member of all committees, except Nomination and Election Committee. The President will collect reports from all Executive Board members and compile the information for distribution as an annual report to the membership no later than June 30 of the current term. At the end of the current term, the President will transfer current presidential records to and forward prior year's records with materials collected to archives.

I was very humbled for the opportunity to serve as the 2016-2016 Secretariat President. It was thrilling to see so many returning members, along with several new members and it was exciting to help nurture your strengths, encourage your personal growth, and inspire your creativity by providing fellowship and professional development opportunities.

Accomplishments:

1. One of my goals this year was to make all members feel welcome and appreciated. There were several ways that I tried to accomplish this: 1.) Provided various small activities at the beginning of most meetings to assist with members meeting and getting to know someone new; 2.) Asked a riddle question at the beginning of every meeting to get people talking and also, provided a small gift to a person with the correct answer; 3.) Organized themed luncheon's with decorations and fun games; 4.) Announced monthly birthday's and UI anniversaries in each month's newsletter;
2. Last year the "Boss of the Year" celebration had been changed to recognize all bosses. The committee felt that they would like to, once again, choose a "Boss of the Year," as well as, celebrate all bosses. So, in October, that's what we did! Complete with a special UIUC themed Jeopardy game!
3. November was a very special month, as we had the privilege to present the Bess Matteson Award to Terri Palumbo! The Bess G. Matteson Award was inaugurated in 1978 to honor Ms. Matteson's hard work and dedication to The Secretariat and the University of Illinois. This award had not been given in several years, in fact, there were not many members who knew much about it any longer.

After months of the board's research, it was determined that we had a qualifier for this prestigious award – Terri Palumbo! Terri joins very few of her colleagues bequeathed with this honor because of the very demanding qualifications: 1.) Retiring member of the Secretariat for at least ten years; 2.) Served as an officer for one year and on the Executive Board for five years; 3.) Provided an outstanding contribution to one of several

Campus Committees; 4.) Made a major contribution to the improvement of life as a Civil Serve Employee, and; 5.) Have a minimum of fifteen years of service at UIUC.

Terri celebrated this event with her family and co-workers; her boss, Associate Provost Elyne Cole; and several retired Secretariat Executive Board members and past Presidents including, Bess Matteson's niece, Shirley Dipert.

4. The board voted to have a retreat in April to discuss several Bylaw/ Committee changes. At that retreat the board voted to combine the Business Meeting (May) and the Committee Recognition Meeting (June) and proposed several changes to present at the May Business meeting.

At the Business Meeting in May, the membership approved all the proposed changes as follows:

- a. Remove the Legacy of Leadership Committee. The chair stepped down and it was determined that this committee would be better served elsewhere;
 - b. The monthly luncheons will now be referred to as Career Connections Seminars and will be more focused on professional development. We will also, advertise the time differently – Doors open at 11:45, program begins at 12:05/ ends 12:55;
 - c. Added a Website Committee and then later merged it, along with Newsletter, Historian, Social Media, and Marketing & Branding, into the Communications Committee;
 - d. Revived the mentoring component and added it to Membership to form the new Membership and Mentoring Committee; and
 - e. Merged Programs & Reservations and the Social Committee into Programs and Events.
5. In March, I sent a letter requesting donations to support the Secretariat and the Office Professional of the Year celebration, to seventeen Dean's across campus, as well as, the Provost and Chancellor's Offices. We received a total of \$1250 from the following:
 - a. College of Agriculture, Consumer, and Environmental Sciences, Dean Kimberlee Kidwell
 - b. College of Applied Health Science, Dean Cheryl Hanley-Maxwell
 - c. Carle Illinois College of Medicine, Dean King Li
 - d. College of Fine + Applied Arts, Interim Dean Kathleen Harleman
 - e. The Graduate College, Dean Wojtek Chodzko-Zajko
 - f. College of Media, Interim Dean Wojtek Chodzko-Zajko
 - g. Office of the Chancellor, Vice Chancellor Mike DeLorenzo
 - h. Office of the Provost, Interim Provost John Wilkin
 - i. Office of the Provost, Associate Provost Elyne Cole
 - j. Office of Inclusion & Intercultural Relations, Associate Vice Chancellor, Gigi Secuban

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- k. School of Social Work, Dean Wynne Korr
6. In June, we celebrated all of our accomplishments throughout the year. We recognized Committee Chairs, members and past presidents; presented an award to our “Member of the Year,” Jim McGraw, and also granted Bill Goodman, Associate Dean for Administration in the College of Applied Health Sciences, with the honor of a “Lifetime Honorary Membership.”

President-Elect's Report – Angie Wischart

The President-Elect - Will assume office of President following term as President-Elect. Will preside in the absence of the President and will perform other duties as ordinarily pertain to this office. Will assist the President in preparing Executive Board agendas and follow up on items raised at board or general membership meetings. If possible, will be liaison to Staff Advisory Council representing The Secretariat.

Report for FY17

Staff Advisory Council (SAC) Liaison – Attended the monthly SAC meetings to report on The Secretariat activities. In addition, reported back to The Secretariat Executive Board and Membership on information related to Civil Service activities.

All Staff Employee Expo – Coordinated the booth for The Secretariat at the Expo that took place on October 18, 2016 at the Illini Union. The purpose of hosting a booth at this event is to make staff on campus better aware of the organization, and to recruit new members. Executive Board members helped staff the booth that included copies of The Secretariat brochure, candy, and magnifier/letter opener giveaways. A poster was updated and posted to reflect the current classifications eligible to join The Secretariat. A drawing was held for every person that stopped by the booth, and one winner was selected to win a free lunch at a future luncheon, however, the winner did not respond to accept the free offer. Half off of the regular membership dues was offered to anyone who signed up as a new member within 5 days of the Expo. Two new members joined as a result.

The Secretariat Brochure Revision – Worked with Michael Foellmer (Chair, Membership Committee) to revise the brochure to better reflect the mission and goals of the organization. The Executive Board approved the cost to print 200 new brochures in October 2016. The brochures were used at the Expo, mentioned above. And, the College of Liberal Arts & Sciences requested 50 to distribute to eligible staff.

Provide Assistance to President – Met with the President regularly to set Board agendas and discuss current activities of the committees. Recorded minutes at Executive Board meetings and Monthly Luncheons when the Recording Secretary was not available. Assisted at Monthly Luncheons when necessary. Attended meeting with President Nigh and Associate Provost for Human Resources Elyne Cole to discuss the future of the Chancellor's Distinguished Staff Awards, and seek guidance on how to better reach staff across campus and better serve current members. Met with President and other Elected Officers to set the agenda for the retreat. Chaired the Executive Board Retreat in President Nigh's absence in April 2017, as well as, led the April 2017 Monthly Luncheon in President Nigh's absence.

Respectfully Submitted,

Angie Wischart
President-Elect

Treasurer's Report – Jill Odom, Treasurer

The Treasurer - Will assure sound financial management and accountability of resources. Will project an annual budget for approval at the July Executive Board Meeting. Will deposit all receipts of this Association, and will make disbursements by University voucher. Expenditures not included in the annual budget approved each July will require presentation to and approval by the Executive Board prior to commitment. Will keep an account of all receipts and disbursements, making monthly reports to the Executive Board and an annual written report by June 30 of the current term. Will deposit the funds of this Association in accordance with Guidelines issued by University of Illinois Registered Organization Office. At the end of the elected term, will transfer the current records to the successor and will forward prior year's records to President to be archived.

Report for FY17

FY17 beginning BANNER balance \$1,074.38. (FY16 carryforward)

FY17 total revenue \$6,332.65

FY17 total expenses \$5,463.25

FY17 Net/gain \$869.40

FY17 ending balance \$1,943.78

The Secretariat Cash Balance - Total Revenue and Expenses					
	Beginning Balance	Income	Expenses	Ending Balance	Profit/Loss
July 16	1,074.38	360.00	(10.00)	1,424.38	350.00
August 16	-	861.00	(1,203.49)	1,081.89	(342.49)
September 16	-	582.00	(10.05)	1,653.84	571.95
October 16	-	252.00	(602.50)	1,303.34	(350.50)
November 16	-	384.00	(379.73)	1,307.61	4.27
December 16	-	559.50	(658.55)	1,208.56	(99.05)
January 17	-	231.00	(314.61)	1,124.95	(83.61)
February 17	-	219.00	(476.72)	867.23	(257.72)
March 17	-	355.50	205.77	1,428.50	561.27
April 17	-	220.00	(911.41)	737.09	(691.41)
May 17	-	420.00	(840.23)	316.86	(420.23)
June 17	-	1,841.00	(261.73)	1,896.13	1,579.27
June 17 - Prd 14	-	47.65	-	1,943.78	47.65
Total	1,074.38	6,332.65	(5,463.25)	1,943.78	869.40

Summary

The Secretariat FY17 Prd14 YEAR END FINAL 2017 901731 - 389 Secretariat				
	FY16 Carry Forward	Expense	Revenue	Banner Balance
389005 - Organization Fund				
199000 - Agency				
124900 - Supplies - Other Total	-	129.50	-	(129.50)
142350 - Submission/Processing Fee Total	-	78.20	-	(78.20)
146300 - Copying/Duplicating Servi - Total	-	185.17	-	(185.17)
150203 - Central Customer-Specif D Total	-	10.00	-	(10.00)
181100 - Scholarship Total	-	500.00	-	(500.00)
191100 - RO/RSO Expense Reimbursemem Total	-	1,184.63	-	(1,184.63)
191101 - RO/RSO Services/Honoraria Total	-	3,045.25	-	(3,045.25)
191102 - RO/RSO Product/Equipment Total	-	280.50	-	(280.50)
191106 - RO/RSO Awards & Prizes Total	-	50.00	-	(50.00)
307900 - Other Sales/Services Revenue	-	-	6,187.50	6,187.50
307903 - Dues/Membership Revenue	-	-	97.50	97.50
303360 - Investment Income	-	-	47.65	47.65
901731 - 389 Secretariat	1,074.38	5,463.25	6,332.65	1,943.78

Expense Detail

901731-389 Secretariat				
389005 - Organizational Fund				
EXPENSE DETAIL				
		Description	Doc Ref	Actual
124900 - Supplies - Other				
	J2482296	items from Illinois in a		129.50
124900		Supplies - Other Total		129.50
142350 - Submission/Processing Fee				
	AR047458	MC/VS Web Disc Fees 06/16		-6.33
	AR047463	MC/VS Web Disc Fees 06/16		6.33
	AR049488	Discover Web Disc Fees 07		.08
	AR049488	MC/VS Web Disc Fees 07/16		7.91
	AR049801	Amex Web Disc Fees 8/31/2		.34
	AR049801	Discover Web Disc Fees 8/		.07
	AR049801	MC/VS Web Disc Fees 8/31/		9.64
	AR050117	MC/VS Web Disc Fees 09/16		7.38
	AR051017	Discover Web Disc Fees 12		.06
	AR051017	MC/VS Web Disc Fees 12/16		2.65
	AR051414	Discover Web Disc Fees 01		.03
	AR051414	MC/VS Web Disc Fees 01/17		3.54
	AR051704	MC/VS Web Disc Fees 02/17		2.13
	AR052033	Discover Web Disc Fees 03		.05
	AR052033	MC/VS Web Disc Fees 03/17		5.42
	AR052408	Discover Web Disc Fees 04		.08
	AR052408	MC/VS Web Disc Fees 04/17		3.95
	AR052796	Discover Web Disc Fees 05		.03
	AR052796	MC/VS Web Disc Fees 05/17		4.18
	AR053594	Discover Web Disc Fees 06		.18
	AR053594	MC/VS Web Disc Fees 06/17		30.48
142350		Submission/Processing Fee Total		78.20
146300 - Copying/Duplicating Servi				
	PD107369	Secretariat Brochure	0122796	185.17
146300		Copying/Duplicating Servi Total		185.17
150203 - Central Customer-Specif D Total				
	CT056259	CUSTOMER SPECIFIC DOMAIN	CITES	10.00
150203		Central Customer-Specif D Total		10.00

Expense Detail Continued

901731-389 Secretariat				
389005 - Organizational Fund				
EXPENSE DETAIL - Continued				
181100 - Scholarship				
	F0331358	Hansen, Kathryn G. Schola		500.00
181100		Scholarships Total		500.00
191100 - RO/RSO Expense Reimbursemem				
	TM00F7DJ	Gregory Street Italian Fo		241.02
	TM00FB2T	Baumgartner, Jane Marie.		138.71
	TM00FR2L	Wisehart, Angela M.		71.90
	TM00FXU7	Flessner, Debra A.		64.25
	TM00TTQN	Nash, Rebecca Jeanne.		15.24
	TM00TTRG	April L Clay Deters DBA A		69.95
	TM00V261	TrophyTime Inc		406.70
	TM00VX8K	Nigh, Penny Michele.		138.76
	TM00VX8L	Wisehart, Angela M.		38.10
191100		RO/RSO Expense Reimbursemem Total		1,184.63
191101 - RO/RSO Services/Honoraria				
	C2866934	Tice Food Service Corp/CI	TM00T3JM	-207.90
	TM00EJMZ	Harden Group Inc/Caribbea		285.55
	TM00EJN0	Michael's Catering LLC		360.00
	TM00EJN7	April L Clay Deters DBA A		49.95
	TM00EXGF	Michael's Catering LLC		360.00
	TM00FDLX	Michael's Catering LLC		540.00
	TM00FP3G	Michael's Catering LLC		240.00
	TM00T3HN	Michael's Catering LLC		201.00
	TM00T3JM	Tice Food Service Corp/CI		207.90
	TM00TS8T	Tice Food Service Corp/CI		288.75
	TM00TTQV	Michael's Catering LLC		420.00
	TM00V86Q	Gregory Street Italian Fo		300.00
191101		RO/RSO Services/Honoraria Total		3,045.25

Expense Detail Continued

901731-389 Secretariat			
389005 - Organizational Fund			
EXPENSE DETAIL - Continued			
191102 - RO/RSO Product/Equipment			
TM00EXIQ	April L Clay Deters DBA A		49.95
TM00FDKL	TrophyTime Inc		68.55
TM00FDMO	April L Clay Deters DBA A		50.00
TM00TSC3	April L Clay Deters DBA A		112.00
191102	RO/RSO Product/Equipment Total		280.50
191106 - RO/RSO Awards & Prizes			
TM00VN6K	McGraw, James H.		50.00
191106	RO/RSO Awards & Prizes Total		50.00
Total Expenses and Transfers			5,463.25

2016 - 2017 Committee Budgets																
	Boss of the Year	Career Connection C ³	June Celebration	Legacy of Leadership	Marketing and Branding	Membership	Newsletter	Nominations & Elections	Office Professional of the Year	Programs/Reservations	Student Scholarships	Social Committee	Social Media	Website	Secretariat Brochures	Total
Approved Budgets	200.00	100.00	100.00	-	50.00	50.00	25.00	25.00	250.00	300.00	525.00	50.00	25.00	100.00	-	1,800.00
Adjstd Budgets / Oct	200.00	75.00	100.00	-	-	50.00	25.00	15.00	250.00	300.00	525.00	50.00	25.00	-	185.00	1,800.00
Adjstd Budgets	200.00	75.00	100.00	-	-	50.00	25.00	15.00	1,325.00	300.00	525.00	50.00	25.00	-	185.00	2,875.00
July 16	-	-	-	-	-	-	-	-	(192.00)	-	-	-	-	-	-	(192.00)
August 16	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
September 16	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
October 16	-	-	-	-	-	-	-	-	-	-	-	-	-	-	185.17	185.17
November 16	138.71	-	-	-	-	-	-	-	-	-	-	-	-	-	-	138.71
December 16	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
January 17	-	-	-	-	-	-	-	-	-	71.90	-	-	-	-	-	71.90
February 17	-	-	-	-	-	-	-	-	-	64.25	-	-	-	-	-	64.25
March 17	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
April 17	-	-	-	-	-	-	-	-	187.24	-	-	-	-	-	-	187.24
May 17	-	-	-	-	-	-	-	-	536.20	-	-	-	-	-	-	536.20
June 17	-	-	226.86	-	-	-	-	-	-	-	500.00	-	-	-	-	726.86
sub-balance	138.71	-	226.86	-	-	-	-	-	531.44	136.15	500.00	-	-	-	185.17	1,718.33
Balance	61.29	75.00	(126.86)	-	-	50.00	25.00	15.00	793.56	163.85	25.00	50.00	25.00	-	(0.17)	1,156.67

Notes:			
Career Connection	\$25.00	Reallocated for Secretariat Brochures	
Marketing&Branding	\$50.00	Reallocated for Secretariat Brochures	
Nominations&Electic	\$10.00	Reallocated for Secretariat Brochures	
Website	\$100.00	Reallocated for Secretariat Brochures	
June Celebration	\$138.76	Reimbursement to Nigh	
	\$38.10	Reimbursement to Wisehart	
	\$50.00	Secretariat Member of the Year / McGraw	
OPTY	\$15.24	Nash / reimbursement for supplies	
	\$112.00	Aprils Florist / gifts	
	\$60.00	Comps for luncheon	
	\$129.50	IL in a Box / supplies & gifts	
	\$406.70	Trophy Time	
Scholarship Comm	\$500.00	Pending / to be disbursed in Aug '17 for Fall term	

2016-2017 Philanthropy

Philanthropy				
	Beginning Balance	Deposits	Expenses	Ending Balance
July 16	966.70	-	-	966.70
August 16	-	-	-	966.70
September 16	-	-	-	966.70
October 16	-	-	-	966.70
November 16	-	-	100.00	866.70
December 16	-	405.00	118.03	1,153.67
January 17	-	-	482.44	671.23
February 17	-	-	-	671.23
March 17	-	-	-	671.23
April 17	-	-	-	671.23
May 17	-	937.00	-	1,608.23
June 17	-	-	576.00	1,032.23
June 17 - Prd 14	-	-	-	1,032.23
Total		1,342.00	1,276.47	1,032.23

November – Thanksgiving Baskets Donations

December & January – Christmas Family Project

May – Spring Plant Sale deposit

June – Spring Plant Sale invoice

2016-2017 Luncheon Summary

2016-2017 Luncheon Summary	
Income	\$ 3,505.00
Expense	\$ 3,236.32
Net gain	\$ 268.68

Prd 2 / Aug	Michaels Catering / July	360.00
	Carribbean Grill / Aug	285.55
Prd 4 / Oct	Michaels Catering / Sept	360.00
Prd 5 / Nov	Rosatis / BOTY Luncheon-Oct	241.02
Prd 6 / Dec	Michaels Catering / BessMatteson-Nov	540.00
Prd7 / Jan	Michaels Catering / Dec	240.00
Prd8 / Feb	Michaels Catering / Feb	201.00
Prd 10 / Apr	Classis Events / March	288.75
	Michaels Catering / OPTY-Apr	420.00
Prd 11 / May	Rosatis / May	300.00
		\$ 3,236.32

Recording Secretary's Report – Rebecca Nash, Interim Recording Secretary

The Recording Secretary - Will keep a correct recording of the proceedings of all meetings of this Association and of the Executive Board. Will also preserve in a permanent file all records and letters (of value) to this Association and its officers. At the end of the elected term, this file including the minutes book, will be transferred to the successor and prior year's records will be turned over to the President to be archived.

Report for FY17

Terri Daniels was elected to the office of Recording Secretary for fiscal year 2017. She voluntarily stepped down from the position. Rebecca Nash was appointed as the interim secretary for the remainder of Ms. Daniel's term.

Minutes were taken for the following meetings:

Executive Board

2016 August, Terri Daniels*
2016 September, Angie Wisehart*
2016 October, Rebecca Nash
2016 November, Rebecca Nash
2016 December, Rebecca Nash
2017 January, Rebecca Nash
2017 February, Angie Wisehart**
2017 March, Rebecca Nash
2017 April, Rebecca Nash
2017 May, Rebecca Nash
2017 June, Rebecca Nash***

General Meeting/Luncheon

2016 August, Terri Daniels*
2016 September, Angie Wisehart*
2016 October, Rebecca Nash
2016 November, Rebecca Nash
2016 December, Rebecca Nash
2017 January, Rebecca Nash
2017 February, (none taken)**
2017 March, Rebecca Nash
2017 April, Rebecca Nash
2017 May, Rebecca Nash
2017 June, Rebecca Nash***

Terri Daniels Term of Office*

Rebecca Nash not available**

June minutes will not be finalized until the July 2017 Executive Board Meeting***

Available Minutes are uploaded to BOX and can be viewed via the following links:

Executive Board: <https://uofi.box.com/s/pkdpvl86ry9hjhtkanah5dfth3smmddu>

General Meeting/Luncheon: <https://uofi.box.com/s/zw4uqnfsvx83ba8fvwyphn5fdofjr2ja9>

Committee: Bylaws/Parliamentarian – Debbie McCall, Chair

Charge: Amendments to the bylaws will be presented to Secretariat members through this committee. Will keep the membership informed of all changes or proposed changes to the bylaws. Copies of bylaws will be supplied to each member of the organization upon request.

Report for FY17:

The Bylaws committee was composed of one person, Debbie McCall, who served as Chair.

As per The Secretariat Bylaws, the Executive Board reviews annually the classifications eligible for membership in The Secretariat. The Board reviewed, discussed and approved bylaws changes as recorded in the April 12, 2017 and May 10, 2017 Executive Board Meeting Minutes.

In accordance with The Secretariat bylaws, written notice of the bylaws changes was provided to The Secretariat membership via an email on May 10, 2017.

The Bylaws revisions included below were read, voted upon and approved by the membership at the May 17, 2017 General Luncheon Meeting. These Bylaws revisions will become effective July 1, 2017.

A copy of the updated Bylaws document is attached to this report.

Respectfully submitted,

Parliamentarian and Chair, Bylaws Committee
Debbie McCall

**Proposed Revisions to Bylaws
The Secretariat**

**ARTICLE IV. Membership
Section 3.**

Section 3. currently reads:

A person who enters an eligible membership Civil Service classification during the year and wishes to join this Association may do so at any time within two months after an invitation to join has been sent.

Section 3. will now read:

A person who enters an eligible membership Civil Service classification during the year and wishes to join this Association may do so at any time.

Article XI. Duties of the Standing Committees

Section 1. Newsletter

Section 1.now reads:

Newsletter - It will be the duty of the committee to publish a monthly newsletter to be mailed to all members.

Section 1 will now read:

Communications Committee - This committee will be responsible for effective information sharing with the membership. This includes: maintaining the website, monitoring and responding in a timely manner to email inquiries, posting information regularly on the social media accounts, and publishing a monthly newsletter.

The committee is responsible for providing photography and publishing photos, and for archiving any and all official records of The Secretariat.

This committee will also explore means to promote and increase awareness of The Secretariat.

Article XI. Duties of the Standing Committees

Section 3. Membership

Section 3.now reads:

Membership - The duties of this committee are: to recommend eligibility, to adopt a membership process as described in Article IV, and to keep a list of names and addresses of all members including allied agencies designating those who are regular and honorary members. This committee conducts a membership drive in May for membership beginning July and ending the following June.

Section 3.will now read:

Membership and Mentoring Committee - The duties of this committee are: to recommend eligibility, to adopt a membership process as described in Article IV, and to keep a list of names and addresses of all members including allied agencies designating those who are regular and honorary members. This committee conducts a membership drive in May for membership beginning July and ending the following June.

This committee will also promote professional development by assigning an Executive Board member to reach out to each new member to offer guidance, support and resources as a membership benefit.

Article XI. Duties of the Standing Committees

Section 4. Programs

Section 4. now reads:

Programs - This committee will plan and provide the programs for general meetings of the Association. Programs should be related to University, career, or community issues. This committee will reserve rooms for all general meetings. This committee will mail monthly luncheon announcements, accept reservations, and collect money from members for general meetings. Funds collected will be turned over to the Treasurer no later than two days following the monthly meeting.

Section 4. will now read:

Programs and Events – This committee will plan Career Connections Seminars, special and social events. The committee will reserve the necessary rooms, provide information for the newsletter, and collect money from members and guests at the events. All funds collected will be turned over to the Treasurer immediately.

Article XI. Duties of the Standing Committees

Section 8. Career Connections Committee (C³)

Section 8 now reads:

Career Connections Committee (C³) - This committee will work with appropriate campus units to meet staff development and training needs of The Secretariat membership. The committee will sponsor brown bag lunches, provide relevant development and training information, and maintain a resource page for training and staff development opportunities on The Secretariat website.

Section 8 will be removed from the Bylaws.

UPDATED BY-LAWS EFFECTIVE JULY 1, 2017:

**SECRETARIAT
BYLAWS**

Article I. Name and Location

The name of this Association is The Secretariat, located at the University of Illinois, Urbana-Champaign campus.

Article II. Policy

This Association is nonsectarian, nonpartisan, and not-for-profit. The members, officers, Executive Board members, committee members, and persons served by this organization will be selected entirely on a non-discriminatory basis with respect to race, color, national origin, age, handicapped status, religion, gender, or sexual preference.

Article III. Objectives

Section 1. To establish fellowship and create a high standard of ethics among members.

Section 2. To assist in the professional development of members.

Section 3. To serve as a forum for the discussion of issues affecting support staff of the University of Illinois.

Section 4. To further knowledge about the University of Illinois and uphold its honor and dignity.

Article IV. Membership

Section 1. The membership will be composed of persons in Civil Service classifications eligible at the time of the adoption of the current bylaws. Annually, the Membership Committee will review current, new, and/or regraded classifications. If it is determined that the classifications meet or exceed the minimum qualifications as stated in the Civil Service System's class specifications of Office Support Associate, the committee will recommend additions and/or deletions to the Executive Board. Salary grade should not be a determining factor in determining membership eligibility. The Executive Board will determine the eligibility of the classification for membership in The Secretariat, and direct the Membership Committee to notify the membership. Employees of the University's allied agencies who meet membership requirements are also eligible.

Section 2. There will be two classes of members: (a) regular and (b) honorary.

(a) Regular membership will consist of those persons in approved Civil Service classification who meet the qualifications listed in Section 1 of this Article, or are now academic professionals, who were members of The Secretariat at the time they became academic professionals, who pay their dues within the time specified by these bylaws.

(b) Honorary membership will consist of those persons who were members of The Secretariat in good standing and who have retired or are on permanent disability from their employment with the University of Illinois. Such members will pay no dues or assessments. They will enjoy the rights and privileges of regular members except the right to vote at meetings and elections.

Section 3. A person who enters an eligible membership Civil Service classification during the year and wishes to join this Association may do so at any time.

Section 4. Although annual dues are payable not later than August 1 of each year, the membership term begins in July and ends the following June. July 1 through July 31 is considered a grace period.

Article V. Officers

Section 1. The elected officers of The Secretariat are: President, President Elect, Recording Secretary, and Treasurer.

Section 2. The Executive Board will consist of the elected officers; the appointed chairs of all standing and appointed committees or their designated committee representative; and, when appropriate, The Secretariat members who are representatives to campus committees.

Section 3. The term of office of all officers will be one year beginning the first day of July, or until their successors are elected and qualified. No person will serve more than two consecutive terms in the same office. Six months or more in an office shall be considered one term.

Article VI. Meetings

Section 1.

(a) General meetings of The Secretariat will be on the third Wednesday of each month.

(b) Any general meeting date may be changed by a majority vote of the Executive Board. Notice of such change will be mailed to all members at least ten days prior to such changed meeting.

Each member will be allowed to bring only two guests per meeting, and any one person will be permitted to attend as a guest at no more than two meetings per year.

Section 2. The general meeting in May will be the annual meeting at which time officers will be announced and any other business that may arise will be transacted.

Section 3. Special meetings may be called by the President, by a quorum of the Executive Board, or by a majority of the regular members.

Section 4. The Executive Board will hold a regular monthly meeting at such time and place as may be designated by the President at least one week prior to the general monthly meeting, and may hold additional meetings as the President calls. The immediate past President may be asked to serve as an ex-officio member of the Executive Board. One more than half of the members of the Executive Board will constitute a quorum. On

voting issues, each Committee Chair of The Secretariat Executive Board, or a designated representative, may cast one vote.

Article VII. Dues

There will be annual dues, the amount of which will be approved at the annual meeting. Dues will be due and payable not later than August 1 of each year.

Article VIII. Nomination and Election of Officers

Section 1. The Nomination and Election Committee will be composed of a Chairman who will be appointed by the President Elect and two members who shall be nominated by the membership at the May general meeting.

Section 2. A majority vote of the regular members present at the Annual Meeting shall be required for election, which shall be by ballot, except that if there is but one candidate for each office, the ballot will be dispensed with and officers elected by viva voce (voice vote). In the event that no candidate receives a majority vote on the first ballot, all but the two highest for such office shall be eliminated and the balloting continued. If the vote remains a tie after the second ballot, the election shall be decided by lot, the manner to be determined by the presiding officer.

Section 3. No person will be eligible to hold office in this Association or serve on the Executive Board who is not a regular member at the time of election or appointment. A candidate for office shall have preferably served on a standing or appointed committee for at least one term prior to nomination. Only regular members will have the right to vote.

Section 4. In the event of a vacancy in the office of President, the President Elect shall succeed to such office for the remainder of the term. An Acting President Elect may be appointed by the Executive Board to serve until the next regular election. In the event of a vacancy in the offices of Recording Secretary or Treasurer, a Recording Secretary or Treasurer may be appointed by the Executive Board to serve until the next regular term.

Section 5. The Executive Board of this Association may declare a vacancy in any office or chair by reason of absence for three consecutive Executive Board meetings or for the inability to fulfill responsibilities or duties.

Article IX. Appointments by the President

Section 1. Within thirty days after the election of officers, the incoming President will appoint, subject to the approval by the newly elected officers, the chairs for the following standing committees: Newsletter, Bylaws/Parliamentarian, Program, Membership, Scholarship, Mentoring, and Auditing.

Section 2. The President will appoint the chairs of other committees considered necessary, subject to approval of the newly elected officers.

Article X. Responsibilities of Elected Officers

Section 1. The President - Will preside at all meetings of this Association and of its elected officers, and will perform such other duties as ordinarily pertain to this office. Will appoint all chairs deemed necessary for carrying out the purpose of this Association, subject to approval of the elected officers and will be an ex-officio member of all committees, except Nomination and Election Committee. The President will collect reports from all Executive Board members and compile the information for distribution as an annual report to the membership no later than June 30 of the current term. At the end of the current term, the President will transfer current presidential records to and forward prior year's records with materials collected to archives.

Section 2. The President Elect - Will assume office of President following term as President Elect. Will preside in the absence of the President and will perform other duties as ordinarily pertain to this office. Will assist the President in preparing Executive Board agendas and follow up on items raised at board or general membership meetings. If possible, will be liaison to Staff Advisory Council representing The Secretariat.

Section 3. The Recording Secretary - Will keep a correct recording of the proceedings of all meetings of this Association and of the Executive Board. Will also preserve in a permanent file all records and letters (of value) to this Association and its officers. At the end of the elected term, this file including the minutes book, will be transferred to the successor and prior year's records will be turned over to the President to be archived.

Section 4. The Treasurer - Will assure sound financial management and accountability of resources. Will project an annual budget for approval at the July Executive Board Meeting. Will deposit all receipts of this Association, and will make disbursements by University voucher. Expenditures not included in the annual budget approved each July will require presentation to and approval by the Executive Board prior to commitment. Will keep an account of all receipts and disbursements, making monthly reports to the Executive Board and an annual written report by June 30 of the current term. Will deposit the funds of this Association in accordance with Guidelines issued by University of Illinois Registered Organization Office. At the end of the elected term, will transfer the current records to the successor and will forward prior year's records to President to be archived.

Article XI. Duties of Standing Committees

Section 1. Communications Committee - This committee will be responsible for effective information sharing with the membership. This includes: maintaining the website, monitoring

and responding in a timely manner to email inquiries, posting information regularly on the social media accounts, and publishing a monthly newsletter.

The committee is responsible for providing photography and publishing photos, and for archiving any and all official records of The Secretariat.

This committee will also explore means to promote and increase awareness of The Secretariat.

Section 2. Bylaws/Parliamentarian - Amendments to the bylaws will be presented to this Association through this committee. Will keep the membership informed of all changes or proposed changes. Will supply copies of these bylaws to each member of the organization upon request.

Section 3. Membership - The duties of this committee are: to recommend eligibility, to adopt a membership process as described in Article IV, and to keep a list of names and addresses of all members including allied agencies designating those who are regular and honorary members. This committee conducts a membership drive in May for membership beginning July and ending the following June.

This committee will also promote professional development by assigning an Executive Board member to reach out to each new member to offer guidance, support and resources as a membership benefit.

Section 4. Programs and Events – This committee will plan Career Connections Seminars, special and social events. The committee will reserve the necessary rooms, provide information for the newsletter, and collect money from members and guests at the events. All funds collected will be turned over to the Treasurer immediately.

Section 5. Nomination and Election - The duties of this committee will be to receive nominations, prepare a ballot, and announce the slate at the April meeting, containing in alphabetical order, the names of all nominees for each office. Nominations may also be made from the floor at the April meeting. Nominations from the floor must receive one second.

Section 6. Scholarship - This committee will be responsible for the coordination of the selection of the recipient(s) and the presentation of the scholarships(s) at the April meeting.

Section 7. Auditing - This committee will conduct an audit of the Treasurer's records for the preceding year before the books are passed on to the new Treasurer. Records and balances must conform to the University's financial accounting system. Such audit shall be completed within thirty days of the close of the fiscal year, or as quickly as possible after the account statements become available. Therefore, no official budget will be approved until the audit is complete and the records and balances verified.

Section 8. At the end of the term, each committee will transfer current records to successor and forward prior year's records to the President to be archived.

Article XII. Assessments

Assessment for any purpose may be levied in the following manner:

(a) A resolution setting forth the amount and purpose for which the assessment is to be used will be presented at the general meeting of this Association.

(b) Not less than one month after presentation of such resolution it will be voted upon and may be adopted only by a two-thirds vote of the members present at a general meeting.

Article XIII. Fiscal Year

The fiscal year of the Association is July 1 through June 30.

Article XIV. Parliamentary Authority

Robert's Rules of Order, Newly Revised, will be the parliamentary authority where applicable and where there is no conflict between said rules and the bylaws of this Association.

Article XV. Amendment to or Suspension of Bylaws

Section 1. Amendment - These bylaws may be amended at any general meeting of this Association by a two-thirds vote of the regular members present. Written notice of the proposed amendment must be given to each regular member at least seven days preceding the meeting at which such amendment is to be considered. After adoption by the members, the Bylaws/Parliamentarian Committee Chair will attach a certificate to the minutes of the Recording Secretary as to the date of adoption.

Section 2. Suspension - Any bylaw of this Association may be suspended in case of emergency by a two-thirds vote of the active members present at a general meeting of this Association, but only for a single meeting.

Revisions to the bylaws of The Secretariat were read at the general luncheon meeting on May 17, 2017, and were approved effective July 1, 2017.

Committee: Career Connections Committee [C3] – Rebecca Nash, Chair

Committee Members: Karen Myers and Tina Hill

Charge: This committee will work with appropriate campus units to meet staff development and training needs of The Secretariat membership. The committee will sponsor brown bag lunches, provide relevant development and training information, and maintain a resource page for training and staff development opportunities on The Secretariat website.

Report for FY17

The Career Connections Committee planed three brown bag seminars for fall 2016:

“University Payroll and Benefits TouchPoint Phone Solution”

Presented by Mark McGiles

Thursday, October 6th

12:05 p.m.

“Interactive Workshop on Effective Team Building”

Presented by Jeff Beavers, Assistant Dean for Graduate Programs, College of Business

Thursday, November 3

12:05 p.m.

“Creating a Strong LinkedIn Profile”

Presented by Elizabeth Chominski, Associate Director for MBA Advising

Thursday, December 1

12:05 p.m.



Sessions were open to all civil service staff across the campus. Email notifications were sent out announcing each session with over 1,000 emails sent a week in advance of each session.

Each presenter did an excellent job to provide information, educational, and fun presentations. Average attendance at each session was 17. Participant feedback was very positive.

Due to lack of participation, sessions were not scheduled in the spring semester.

Committee: Historian – Selena Douglass, Chair

Charge: This committee photographs the events of The Secretariat and publishes them in the monthly newsletter and on the Secretariat’s Flickr account. The Historian is also responsible for archiving committee materials.

Report for FY17:

During FY17, I took digital photographs of speakers, guests, and members attending the Secretariat luncheons, some of which were submitted for the monthly newsletters. I also uploaded photos into the Secretariat Flickr account for sharing. All the pictures are kept in a digital format and have been put on a flash drive for preservation. I also began archiving photos in the Historian folder in the Secretariat Box account.

Respectfully submitted,

Selena Douglass, Chair

Committee: Marketing & Branding – Donna Miller, Chair

Charge: The main focus of this group is to discover successful ways to market membership in The Secretariat to eligible employees on campus. The committee reviews feedback from current and past members, explores ideas on branding, and works with other committees to develop marketing ideas for the annual membership drive, the All Employee Expo and any other events that will promote awareness of The Secretariat on campus.

Report for FY17:

This committee had a slow year. Research was done on how to better serve the people in Secretariat and the University campus. In the spring, the Executive committee suggested that Marketing and Branding join other committees to form one large committee and name it Communications.

In order to do a better job in communicating with campus and Secretariat members it was decided to look at replacing the current logo with a tree and revisit changing of the name. The webpage for Secretariat has a new look, we were talking at the retreat update the brochures and other ways to get the word out about the organization.

Donna Miller, Andrea Fain and Deb McCall met to revisit the survey that was done a couple years ago. We suggested to do another survey but ask more specific questions of the Secretariat members and potential new members at the last Executive Committee meeting. Donna will be working on a proposed survey during the summer to be able to present to the Executive Committee to send out in the Fall.

Respectfully Submitted by Donna Miller

Committee: Membership – Michael Foellmer, Chairs

Charge: This committee conducts a membership drive for membership and maintains a list of names and addresses of all members, designating those who are regular and honorary members.

Report for FY17

At the onset of the 16-17 membership year, a series of targeted emails were sent to employees holding positions in eligible classifications. In addition, employees with previous memberships were reminded to renew through email communications. Monthly reporting from SHR provided information on new employees eligible for membership and invitations were sent to those individuals.

A new brochure was designed for the All-Staff Employee Expo to be distributed to potential new members. Additionally, the brochure and information about the Secretariat was shared with supervisors to encourage membership and engagement from a variety of units across the University.

New email communications were developed through webtools which allow personalized emails to be sent to potential new members. These notes were used primarily to follow up with luncheon guests and colleagues who expressed an interest in the group; they have received significantly positive feedback. The communications outline The Secretariat's strengths and the benefits of joining as well as highlight our accomplishments throughout our existence.

At the conclusion of FY17, of the 168 members (compared to 164 in FY16), the membership included 42 new members, 80 renewals, and 50 retirees. A significant impact on our membership has been the unpredictability of the future of staff positions within the University due to the state government's budget uncertainty. During the second half of the Fiscal Year, virtually no new employees were hired and little to no movement occurred between classifications. We hope this situation will be resolved in the fall and will allow a number of eligible folks to join the University and The Secretariat at that time.

Looking toward the future, a significant impact could be made to our membership by including pre-determined goals which would not only encourage and promote increased involvement but also focus on the diversity of the employee group within the university. This will require input from the board and may require a specific update to allow measurable statistics to be collected from the membership.

Respectfully submitted,

Michael Foellmer
Chair

Committee: Nominations & Election Committee – James McGraw, Chair

Committee Members: Jane Baumgartner and Lezli Cline

Charge: The duties of this committee will be to receive nominations, prepare a ballot, and announce the slate at the April meeting, containing in alphabetical order, the names of all nominees for each office. Nominations may also be made from the floor at the April meeting. Nominations from the floor must receive one second.

Report for FY17:

The Nominations and Elections Committee began accepting nominations for President-Elect, Recording Secretary and Treasurer starting in January and concluded March 24th. A request for nominations was included in the January, February and March newsletters, as well as, announced at the monthly luncheons and posted to the Secretariat webpage. “Congratulations on being nominated” letters went out to all nominees requesting responses for accepting or refusing the nominations. A phone call follow up was conducted two days later on if no response to the letters was received.

Nominations were accepted in three different formats: via Campus Mail to: James McGraw 405 N. Mathews Ave M/C 251; via email to jmcgraw@illinois.edu; or submitted in person to Committee members James McGraw, Jane Baumgartner or Lezli Cline.

Article X. Responsibilities of Elected Officers

Section 1. The President - Will preside at all meetings of this Association and of its elected officers, and will perform such other duties as ordinarily pertain to this office. Will appoint all chairs deemed necessary for carrying out the purpose of this Association, subject to approval of the elected officers and will be an ex-officio member of all committees, except Nomination and Election Committee. The President will collect reports from all Executive Board members and compile the information for distribution as an annual report to the membership no later than June 30 of the current term. At the end of the current term, the President will transfer current presidential records to and forward prior year's records with materials collected to archives.

Section 2. The President Elect - Will assume office of President following term as President Elect. Will preside in the absence of the President and will perform other duties as ordinarily pertain to this office. Will assist the President in preparing Executive Board agendas and follow up on items raised at board or general membership meetings. If possible, will be liaison to Staff Advisory Council representing The Secretariat.

Section 3. The Recording Secretary - Will keep a correct recording of the proceedings of all meetings of this Association and of the Executive Board. Will also preserve in a permanent file all records and letters (of value) to this Association and its officers. At the end of the elected term, this file including the minute's book will be transferred to the successor and prior year's records will be turned over to the President to be archived.

Section 4. The Treasurer - Will assure sound financial management and accountability of resources. Will project an annual budget for approval at the July Executive Board Meeting. Will deposit all receipts of this Association, and will make disbursements by University voucher. Expenditures not included in the annual budget approved each July will require presentation to and approval by the Executive Board prior to commitment. Will keep an account of all receipts and disbursements, making monthly reports to the Executive Board and an annual written report by June 30 of the current term. Will deposit the funds of this Association in accordance with Guidelines issued by University of Illinois Registered Organization Office. At the end of the elected term, will transfer the current records to the successor and will forward prior year's records to President to be archived.

There were several nominations for each officer position:

President-Elect:

1. Michael Foellmer
2. Jill Odom

Recording Secretary:

1. Beth McKown
2. Debbie Schoonover
3. Donna Miller
4. Lauri Quick
5. Tera Martin-Roy
6. Laura Ketchum
7. Tracie Hediger
8. Laura Owen

Treasurer:

1. James McGraw
2. Jill Odom

Regrettably, only a few of nominees accepted their nominations. The Nominations and Elections Committee presented a slate of four candidates during the April 19 luncheon for

voting at the May 17 Annual Business Meeting and asked if there were further nominations from the floor. With no additional nominations, the ballots were closed and announced that voting will be by ballot conducted at the May 17 luncheon.

Article VIII. Section 4 of the Secretariat Bylaws states, “No person will be eligible to hold office in this Association or serve on the Executive Board who is not a regular member at the time of election or appointment.” The definition of a regular member is found in Article IV, Section 2.a, which states, “Regular membership will consist of those persons in approved Civil Service classifications who meet the qualifications listed in Section 1 of this Article, or are now academic professionals, who pay their dues within the time specified by these bylaws.

Candidates for Officers of The Secretariat for 2017-2018 announced were:

There is one candidate for the position of President-Elect.

Michael Foellmer – Assistant Director, Labor Education Program

Michael joined both the University and The Secretariat just over three years ago as an office support associate in Political Science. Since that time he has served as an office manager in Urban Planning, and now develops programming in the School of Labor and Employment Relations. He currently serves as The Secretariat’s membership chair, a role he began in December 2015. Michael looks forward to continuing this work and hopes to grow relationships with Secretariat members through continued social events, one-on-one discussions, and diverse membership luncheons.

There are two candidates for the position of Recording Secretary.

Laura Owen – Office Manager, Education Administration

Laura has been with UIUC for six years. She has worked at the Illini Union, College of Law, NCSA, and is currently an office manager in the Bureau for Educational. She has been a member of The Secretariat for the past four years. During that time, she has served on the Office Professional of the Year and Social Media committees. She graduated from Parkland College in 2010 and soon after transferred to Illinois, where she received a Bachelor of Science degree in Earth, Society, and Environment in December of 2014.

Lauri Quick – Office Manager, School of Literatures, Culture, Ling.

Laura has been with the University of Illinois for over ten years. She has a Master's Degree from the University in Human Resource Development. Her interests include hanging out with family including my three granddaughters, mentoring I-Promise Students, hosting International Students. She became a member of Secretariat in 2016. Laura is a member of the Secretariat's Website Committee. I would like to be the Recording Secretary for the Secretariat to learn more about this group of fine office professionals that support this University.

There is one candidate for the position of Treasurer.

Incumbent- Jill Odom- Administrative Assistant to VP Chief Financial Officer

Jill started at the University of Illinois in 2002 in the Office of Governmental Relations assisting the Director of State Relations. Then in 2004, moved to the Office of the Vice President for Administration, which has evolved into the Office of the VP, CFO & Comptroller. Jill became a member of the Secretariat in July of 2014. As one of UIUC's four elected representatives to the State Universities Civil Service Systems Employee Advisory Committee, Jill represents all Civil Service Employee Classes. She also serves as a Liaison to the Staff Advisory Council and as a Leader on the Campus Charitable Fund Drive.

The elections took place at the May 17 Annual Business Meeting by ballot. The slate of candidates were presented and accepted during the April meeting and remained unchanged on the ballot.

The Nominations and Elections Chair read the following:

Article VIII. Section 2. states, "A majority vote of the regular members present at the Annual Meeting shall be required for election, which shall be by ballot, except that if there is but one candidate for each office, the ballot will be dispensed with and officers elected by viva voce (voice vote)." Voting this year will be conducted by ballot.

2017-2018 Secretariat Officers Ballot for 5/17/2017

President-Elect and Treasurer are running unopposed. Please vote for one Recording Secretary.



Michael Foellmer – Assistant Director

President-Elect (Unopposed)

Michael joined both the University and The Secretariat just over three years ago as an office support associate in Political Science. Since that time he has served as an office manager in Urban Planning, and now develops programming in the School of Labor and Employment Relations. He currently serves as The Secretariat’s membership chair, a role he began in December 2015. Michael looks forward to continuing this work and hopes to grow relationships with Secretariat members through continued social events, one-on-one discussions, and diverse membership luncheons.



Laura Owen – Office Manager

Recording Secretary Vote

Laura has been with UIUC for six years. She has worked at the Illini Union, College of Law, NCSA, and is currently an office manager in the Bureau for Educational Research at the College of Education. She has been a member of The Secretariat for the past four years. During that time, she has served on the Office Professional of the Year and Social Media committees. She graduated from Parkland College in 2010 and soon after transferred to Illinois, where she received a Bachelor of Science degree in Earth, Society, and Environment in December of 2014.



Lauri Quick – Office Manager

Recording Secretary Vote

Lauri has been with the University of Illinois for over ten years. She has a Master’s Degree from the University of Illinois in Human Resource Development. Her interests include hanging out with family including her three granddaughters, mentoring I-Promise Students, and hosting international students. Lauri became a member of Secretariat in 2016. Lauri is a member of the Secretariat’s Website Committee. “I would like to be the Recording Secretary for the Secretariat to learn more about this group of fine office professionals that support this University.”



Jill Odom- Administrative Assistant

Treasurer (Unopposed)

Jill started at the University of Illinois in 2002 in the Office of Governmental Relations assisting the Director of State Relations. In 2004, she moved to the Office of the Vice President for Administration, which has evolved into the Office of the VP, CFO & Comptroller. Jill became a member of the Secretariat in July of 2014. As one of UIUC’s four elected representatives to the State Universities Civil Service Systems Employee Advisory Committee, Jill represents all Civil Service Employee Classes. She also serves as a Liaison to the Staff Advisory Council and as a Leader on the Campus Charitable Fund Drive.

Voice vote was taken from the members present for President-Elect and Treasurer. A paper ballot was used for the Recording Secretary voting. The ballots were distributed by James McGraw and collected and counted by Lezli Cline and James McGraw.

We Are Pleased To Announce Your 2017-2018 Secretariat Officers:



- **President – Angie Wischart**

Angie joined The Secretariat in 2000 just as soon as she became a Secretary IV. She has been the Secretariat Auditor since 2014 and is in her first year serving on the Career Connections Committee. Angie was the Treasurer from 2009-2012, and served on and chaired the Scholarship Committee and the Nomination/Elections Committee.



- **President-Elect – Michael Foellmer**



- **Recording Secretary – Laura Owen**



- **Treasurer – Jill Odom**

Respectfully submitted by James McGraw Nominations/Elections Chair for 2015-2016

**James McGraw
217-244-0822
jmcgraw@illinois.edu**

Committee: Boss of the Year (BOTY) and Office Professional of the Year (OPTY)

Co-chairs: Jane Baumgartner (BOTY) and Rebecca Nash (OPTY)

Committee Members: OPTY – Jane Baumgartner, Deb Flessner, and Teresa Harvey

Charges:

Boss of the Year - This committee solicits nominations and selects the Boss of the Year recipient. The award is presented at the October luncheon.

Office Professional of the Year - This committee solicits nominations and selects the Office Professional of the Year recipient. The committee plans and organizes the April luncheon at which time the award is presented.

Report for FY17

Boss of the Year Report:

The co-chairs of the Boss of the Year committee approached the Secretariat Executive Board on August 10, 2016 regarding the Boss of the Year luncheon which is annually held in October of each year. Last year the committee asked the board for permission to NOT seek nominations for “Boss of the Year” and to have a recognition for all bosses as a Bosses Recognition luncheon. The luncheon was a success but members did miss the special award of “Boss of the Year”, so we proposed a combination “Boss of the Year” and “Bosses Recognition” Luncheon for October 2016. This was approved by the board at the meeting on August 10, 2016.

The announcement for the October Bosses Recognition luncheon and Boss of the Year luncheon was provided in the September and October 2016 Secretariat newsletter. Nominations for the “Boss of the Year” award were accepted on-line or in e-mail format with a deadline of September 23 and then extended to October 6. Two nominations were received. Rebecca Nash, Administrative Assistant, College of Fine & Applied Arts nominated Kathleen Harleman and Colleen Hammel, Office Administrator, College of Media nominated Marlah Bonner-McDuffie. The committee, using the ranking sheet provided, ranked the two nominations and with difficulty, chose the winner, Marlah Bonner-McDuffie. Marlah was called out of town at the last minute but was able to participate in the award portion of the program via conference phone. Marlah received the travelling plaque as well as a framed certificate and other small tokens.

All Secretariat members were invited to bring their boss to the Secretariat luncheon on October 18, 2016. The committee was able to provide a lunch menu that included the member and boss for a total of \$12.00.

This luncheon was arranged buffet style from Rosati's with vegetable lasagna, chicken parmesan, Caesar salad, and pasta salad. The luncheon was attended by 11 bosses and 22 Secretariat members. All bosses in attendance were given a \$5.00 gift card from Panera.

The luncheon wrapped up with a "Bosses Day" edition of the Jeopardy game. Various trivia questions regarding the University were assembled and put into game format. It was a great way to end the very special luncheon.

Office Professional of the Year Report:

The committee met once in person and several times "online" to plan the Twenty-fifth Office Professional of the year Award Luncheon.

The first order of business was to replace the traveling plaque, which was full with the names of the previous 24 recipients. With approval from the Secretariat Executive Board, a new plaque was ordered from Trophy Time. Past recipient nameplates were transferred to the new plaque to preserve the history of the award. The new plaque has space for 60 nameplates total.

Committee members discussed gift bag items for the nominees and special award for the recipient. Deb, Jane, and Teresa assembled items and put together the gifts.

A list of members eligible for nominations list was compiled with 34 eligible for nomination. Emails were sent to all eligible members' supervisors with guidelines and instructions for the nomination process. Four nominations were received by the chair, Rebecca Nash.

Committee members were provided with the 'blind' nominations for review and selection of a recipient. Selection was made based on the following criteria:

- Performs duties well.
- Enthusiastically supports the university and its programs.
- Routinely shows consideration and support of other staff, colleagues, students, and visitors to office and or campus.
- Exemplifies outstanding professionalism.
- Actively participates in the Secretariat.

The scoring keys was:

-
- 1-Exceeds criteria
 - 2-Meets criteria
 - 3-Does not meet criteria

Each committee member provided a score with the lowest aggregate score selected as recipient. After the first review, there was a two-way tie. Committee members were asked to re-review the two nominations to break the tie. After second review, a recipient was determined.

This year's nominees were :

- Stellar Employee (Andréa Fain), Office of the Chancellor – nominated by Mike DeLorenzo
- Above and Beyond (James McGraw), Beckman Institute – nominated by Rohi Bhagava
- First Impressions (Karen Myers), College of Business – nominated by Jeff Beavers
- Amazing, Conscientious, Exceptions [ACE] (Anne Price) – nominated by Kim Graber

The committee selected Anne Price as the 2017 Office Professional of the Year

All nominees and nominators were invited to the April Luncheon. Due to a scheduling conflict, Phyllis Mischo served as designate for Mike DeLorenzo.

Committee members introduced the nominees and read excerpts from the nomination letters.

Each nominee received a certificate and a gift bag. The gift bags consisted of items from *Illinois in a Box*, a succulent plant with fresh cut flowers, and items donated by the Office for Inclusion & Intercultural Relations (Gigi Secuban).

In addition to the gift bag, the 2017 OPTY recipient also received a framed photo collage [created by Associate Professor Linda Robbennolt, College of Fine and Applied Arts] and an individual OPTY plaque.

In recognition of the Twenty-fifth award celebration President Nigh sent a request for support of the awards/luncheon to administrators. The purchase of gifts and the plaques were made possible through the generous support from the following:

- *College of Agriculture, Consumer, and Environmental Sciences, Dean Kimberlee Kidwell*
- *College of Applied Health Science, Dean Cheryl Hanley-Maxwell*
- *Carle Illinois College of Medicine, Dean King Li*
- *College of Fine + Applied Arts, Interim Dean Kathleen Harleman*
- *The Graduate College, Dean Wojtek Chodzko-Zajko*
- *College of Media, Interim Dean Wojtek Chodzko-Zajko*
- *Office of the Chancellor, Vice Chancellor Mike DeLorenzo*
- *Office of the Provost, Interim Provost John Wilkin*
- *Office of the Provost, Associate Provost Elyne Cole*
- *Office of Inclusion & Intercultural Relations, Associate Vice Chancellor, Gigi Secuban*
- *School of Social Work, Dean Wynne Korr*

The names of the past 24 recipients were read, with the following in attendance:

- Carol Nielsen - 2007
- Jane Baumgartner – 2008
- Kate Freeman – 2009
- Joan Christian – 2011
- Colleen Hammel – 2012
- Beth McKown – 2013
- Rebecca Nash – 2016

Again, due to the generous support of the luncheon, each attendee received a '150' anniversary lapel pin. Four succulent plants were presented to door prize winners.

The luncheon was catered by Michael's with a 'do-it yourself' salad bar, dessert, soda, tea, and water.

A news release was sent to the *News Gazette* and the *Illinois News Bureau* for publication.

Illinois News Bureau: <https://news.illinois.edu/blog/view/6367/492728>

News Gazette:

communities. The survey was conducted by CEL & Associates in February 2016.

Price gets office professional award. Anne Price received the 2017 Office Professional of the Year Award from the Secretariat at the University of Illinois.

Price is an office administrator for the Campus Honors Program and was nominated by director Kim Graber. Also nominated were: Andrea Fain, Office of the Chancellor; James McGraw, Beckman Institute; and Karen Myers, College of Business.

The Secretariat is an organization for UI at Urbana-Champaign employees in certain civil service classifications.



PRICE



Expenses for the luncheon:

Vendor	Item[s]	Cost	Total Expense	Purpose
Trophy Time	OPTY Traveling Plaque	\$ 306.00		Award Receipt
	OPTY Receipt Plaque	\$ 58.50		Award Receipt
	Laser Logo	\$ 6.00		Award Receipt
	Laser by letter	\$ 36.20		Award Receipt
			\$ 406.70	
Michael's Catering	OPTY Luncheon	\$ 420.00		Catering
	Payments for lunches	\$ (360.00)		
			\$ 60.00	
Aprils Florist	8 live plants	\$ 112.00		Gifts for nominees [4] & door prizes [4]
			\$ 112.00	
Hobby Lobby	Frame & Easel for Collage	\$ 15.24		Gift for Receipt
			\$ 15.24	
Illinois in a Box	150 Sesquicentennial iPins	\$ 27.50		Gift for all attendees
	Headphone	\$ 28.00		Git for nominees [4]
	Insulated Tumbler	\$ 40.00		Gift for nominees [4]
	LED Flashlights	\$ 20.00		Gift for nominees [4]
	Luggage Gripper	\$ 4.00		Gift for nominees [4]
	Journal Notelbooks	\$ 10.00		Gift for nominees [4]
			\$ 129.50	
Total Expenses			\$ (723.44)	
Total Budget			\$ 1,500.00	*includes donations of \$1250.00
Rollover Amount			\$ 776.56	

Committee: Philanthropy Committee – Sonja Bean, Chair

Report for FY17

The Philanthropy Committee had another productive year! With a hard economic year, contributions were down; however, we were able to provide smiles and sunshine.

- Spring 2017 Flower Sale - \$316 profit from the sale

The Philanthropy Committee supported the following charitable opportunities:

- Danville Veteran's Hospital – Donation of toiletry items, socks, and underwear and snack items for patients. We delivered 1 box of items. We were able to meet with some patients and as always, it is very interesting and a huge honor to meet the men.
- Thanksgiving baskets a donation in the amount of \$100.00.
- Adopt-A-Family – Holiday gifts were purchased for a family of 4 for a total of \$875.47 to include donations made from the Secretariat members (clothing, gift cards, and games). We met the family. It was very moving to speak with the Aunt who adopted her 2 nieces and 1 nephew to make sure they stayed together as a family. The children have excelled in her care. The Aunt was very touched for the generosity of the Secretariat members.

Plans for the 2017/18 Year

- Toiletry and snack items to the Danville Veteran's Hospital [Veteran's Day]
- Adopt-A-Family
- The Forgotten Initiative Journey Bags [August drive]
- Thanksgiving Baskets
- Suggestions????

Please consider sharing your ideas to the Philanthropy Committee on initiatives that we can participate in as a group to make a difference in our community.

The Philanthropy Committee extends heartfelt thanks for all the support members provide over the year, which allow Secretariat to support many local charitable initiatives.

Thank *YOU*...in appreciation of *you*, and all that *you* do.

Committee: Programs and Reservation Committee – Deb Flessner, Chair

Committee Members: Anne Price

Charge: This committee plans the programs for the general luncheon meetings of the Secretariat. The committee reserves rooms for all general meetings, provides monthly luncheon announcements for the newsletter, accepts reservations and collects money from members for the luncheon meetings. Funds collected are turned over to the Treasurer following the monthly meetings.

Report for FY17

This year there were only two committee members on this committee: Deb Flessner and Anne Price.

The Programs and Reservations Committee was very successful this year.

There were a total of 12 Luncheons/General Meetings:

Date	Guest Speaker/Topic	Number Attending	Caterer
Wednesday, July 20, 2016	Learn about professional development opportunities, get to know your fellow members and share your ideas that interest you the most	20	Michael's Catering
Wednesday, August 17, 2016	Laura Barnett, Assistant Director, University Payroll & Benefits, OBFS "University Payroll & Benefits Training Initiative Project"	33	CG Signature Events
Wednesday, September 21, 2016	Josh Laskowski, Promotions Director, Q96 Morning Show Host	45	Michael's Catering
Wednesday, October 19, 2016	Boss Recognition Luncheon Boss of the Year Award Winner and Recognition of all bosses for their daily contributions	33	Rosati's Catering
Wednesday, November 16, 2016	Special Recognition Luncheon: Bess Matteson Award: Terri Palumbo	40	Michael's Catering

Wednesday, December 14, 2016	Holiday Luncheon Holiday Games and Good Cheer	20	Michael's Catering
Wednesday, January 18, 2017	Walking Tour of Krannert Art Museum	18	Classic Events
Wednesday, February 15, 2017	Olympic Wheelchair Athletes: Amanda McGrory & Brian Siemann	20	Michael's Catering
Wednesday, March 15, 2017	Robbie Witt, Deputy Director, Staff Human Resources "Classifications, Upgrades and Civil Service Changes"	30	Classic Events
Wednesday, April 19, 2017	Office Professional of the Year Award Celebrating 25 years for Office Professional of the Year Presentation	40	Michael's Catering
Wednesday, May 17, 2017	Business Meeting: Election of Officers & Social Networking	25	Gregory Street Catering Company
Wednesday, June 21, 2017	Member of the Year Presentation, Recognition of Secretariat Officers, Committee Members, Committee Chairs and Retirees	25	Gregory Street Catering Company

Attendance averaged 30 members per luncheon.

The committee is always open to suggestions for speakers and topics of interest as well as campus locations that are free of charge.

Thank you for your participation and support. You, the membership, make the luncheons a success!

Respectfully submitted,

Deb Flessner, Chair

Committee: Scholarship Committee – Anne Price, Chair

Committee Members: Jane Baumgartner, Colleen Hammel, Betsy Lancaster, Beth Leamon

Charge: This committee is responsible for the coordination of the selection of the recipient of the Kathryn G. Hanson scholarship. The scholarship announcement is sent to Illinois high schools. The committee selects one recipient for a \$500 scholarship from the applications received and announces the recipient(s) at the April luncheon.

Report for FY17

The committee worked hard to update the contact information for all of the high schools in Illinois. Colleen Hammel directed us to an IHSA website that is kept very up-to-date and this was very helpful. Each committee member took a section of the alphabet and sent out a request for applications to principals/guidance counselors on the list for each high school. This paid off as we received many more than in previous years. Unfortunately, many of the applications from the Chicago area were not complete with 2 letters of recommendation and a copy of the student's transcript.

We started with 37 complete applications to review. We met on Wednesday, March 29 to review all applications. We were looking for 1) students who were interested in pursuing a business major, 2) students wanting to attend U of I, then we looked at students interested in attending any state school. We also looked at 3) GPA, 4) extracurricular activities, and 5) their essay. We culled this list down to six top candidates, then we contacted Admissions to make sure these students had actually applied to U of I in a business related major and had been accepted. Then we ranked them and came up with a top three and then checked with Financial Aid to see who had financial need. We then each made a recommendation from our top three and chose Hannah Gaffner. Major International Business major.

Hannah accepted the award and sent a nice note thanking Secretariat, and she has agreed to attend a Secretariat general meeting in the future.

Committee: Social Events Committee – Andréa Fain and Debbie Schoonover, Co-Chairs

Committee Members:

Charge: This committee arranges tours of campus buildings and other sites of interest. Other social events have included attending a UI women's basketball game, going to a movie or meeting for a social hour after work, participating in an on-line book club and a night at a local paint party studio.

Report for FY17

The Social Committee coordinated several events with the specific goal of providing members the opportunity to meet in a social environment and expand their relationships with other Secretariat members from across campus. These events help strengthen the professional networks for Secretariat members. Most of events shown below did occur after the normal working hours; however, there were a few events Social Committee members helped coordinate with other Secretariat committees during the workday. During after-hour events, attendees paid for their own registration fees or purchases at the chosen venue and while the Social Committee did have funds allocated for their use, no monies from Secretariat funds were used for these events.

New ideas that would encourage building stronger relationships with coworkers were shared and explored at the beginning of the year. One of the ideas shared was the formation of a walking/running group. This group did not get the chance to officially meet during the year, but those interested in running and walking became familiar with each other and those who participated and shared which events they were running in the Christie Clinic Marathon were able to encourage each other during their respective races.

Along with the summary of events shown below, Social Committee members assisted President Nigh with welcoming members to the luncheons and assisting in other capacities, as requested.

- September
 - o After 5:00 event at Houlihan's on First Street (September 15)
- October
 - o After 5:00 event at Houlihan's on First Street (October 13)
- November
 - o Illinois Fire Institute Tour at 5:00 p.m. (November 2)
 - o After 5:00 event at El Toro on Neil Street (November 10)
- January, 2017
 - o After 5:00 event at Baxter's on Trade Center Drive (January 11)
 - Largest crowd for social event: 12 people attended

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- Coordinated monthly luncheon with tour at Krannert Art Museum and Kinkead Pavilion, 500 E. Peabody Drive
 - February
 - After 5:00 event at Baxter's on Trade Center Drive (February 22)
 - March
 - After 5:00 event at Seven Saints on E. Chester Street (March 21)
 - April
 - After 5:00 event at O'Charley's at 730 W. Town Center Blvd. (April 11)
 - Art Party Studio in Lincoln Square Mall on April 27 at 7:00 p.m.; for this event, members were instructed to register themselves and request to sit with other 'Secretariat' members. Three members participated and enjoyed painting a lighthouse silhouette titled 'The Cove'.
 - May
 - After 5:00 event at Houlihan's on First Street (May 24)
 - June
 - After 5:00 event at Houlihan's on First Street (June 15)
 - After 5:00 event at Riggs Beer Company on High Cross Road (June 29)

Future Suggestions for Social Events

We had several wonderful suggestions provided to us throughout the year. Below is a list of some of the items for tours and social gatherings that were not coordinated during the 2016-2017 year.

- Altgeld Chimes tour
- Krannert Center for Performing Arts Backstage Tour
- State Farm Center
 - Plans were attempted, but the renovations and times available for tours made it too difficult to plan this tour before the end of the Secretariat year. This would be a fun building to see because of the remodel, but there needs to be more planning to determine a good time for the Secretariat members to attend the tour.
- University Archives
- Walking scavenger hunt with Wellness Center
- Any cultural center on campus
- Any building/unit that has a new building or recent remodel.

Respectfully submitted,

Andréa Fain

Committee: Social Media Committee – Lezli Cline, Chair

Committee Members: Marie Kreoger, Laura S. Owen

Charge: A Facebook page, LinkedIn page and possible other social media accounts are maintained by this committee. Photos from the Historian, announcements of special events and monthly luncheons, trivia and other interesting facts are examples of items shared on these webpages.

Report for FY17:

June 21, 2017

Annual Report of The Secretariat Social Media Committee for 2016-2017:

This was the second year for our committee. Our primary social media platforms are Facebook: <https://www.facebook.com/groups/TheSecretariatAtIllinois/>, currently with 78 members, which represents an increase of 17 over last year!

Pinterest: https://www.pinterest.com/lezli_c/secretariat-photos-and-images/ which is the main board used, and also https://www.pinterest.com/lezli_c/secretariat-member-projects-to-try/.

LinkedIn: <https://www.linkedin.com/groups/8360496> (The Secretariat), currently with 39 members.

These platforms are used to promote our Organization, Campus, and Community events, as well as Trivia and Throw-back posts.

This represents a growing audience, but my goal is for Every Member who uses these platforms in their work or personal life to join our groups! The more opinions and insights collected and shared, the richer our experiences will become.

Respectfully submitted,

Lezli Cline, Chair

Marie Kreoger, Member

Laura S. Owen, Member

Committee: Website – Angie Wisheart, Chair

Committee Members: Lezli Cline, Michael Foellmer, Lauri Quick

Charge: The committee will be responsible for updating the current website. The committee has been charged to determine if the current website is meeting the members’ needs, or if a new format would be more beneficial. This committee will also work closely with the Social Media Committee.

Report for FY17:

The committee met on October 6 to review the current website to determine if it meets the needs of the membership. The committee determined that it did not, as it had not been updated in over a year. The committee also determined that it would be beneficial to completely revamp the website to give it a fresh, current look and to better implement The Secretariat branding style. Several different server support options were reviewed, and the committee agreed that it would be easier and cost-efficient (\$0) to continue to house The Secretariat website on Technology Service’s Publish server.

In October 2016, a survey was sent out to the Membership to seek their input on content for the redesigned website.

On December 6, 2016, the committee met to review the survey results and discuss the tasks that each of the committee members would take on during the redesign process.

In February 2017, the committee presented the Executive Board with a draft of the newly designed website and asked for feedback. With only minor edits from Board members, the website went live in March 2017.

The committee met in April 2017 to determine the best path to take to ensure that updates are made to the website consistently. Each committee member agreed to specific tasks to update the website.

The committee also had responsibility for monitoring The Secretariat email, and routed/answered inquiries as appropriate.

Respectfully Submitted,

Angie Wisheart, Chair