

The Secretariat

since 1948

Office Professionals – Working Together, Growing Together

FY18 Annual Report

President's Report – Angie Wischart

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 September 15 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.

2017-2018 was a busy time to be a member of The Secretariat, and I was both humbled and honored to lead this wonderful organization along the way. However, the success of the organization is dependent upon all of its members, which is proven based on our accomplishments.

Executive Board meetings were held on the second Wednesday of every month from Noon-1pm in 101 Natural Resources Building (615 E. Peabody Drive). It is worth noting that the Executive Board held a retreat on January 10, 2017, 11am-1pm, 101 Natural Resources Building. The retreat included routine discussion items, such as the approval of the previous month's minutes, the Treasurer's report, and Committees' reports. We also discussed revising the Bylaws, a possible name change, and brainstormed on ways that we could promote the organization to show that we bring value to University employees and departments. Results of these discussions will be noted below.

Committee Co-Chairs. There was a heavy turnover in committee members coming into this year. Many longstanding committee members withdrew from active participation on committees. And, as a reminder, several of our committees were restructured coming into FY18. Due to heavy turnover, the loss of historical memory, and the restructuring of committees, I asked for two people to serve as chairs of each committee, rather than just one. The goal was to alleviate any pressure on just one person in this lead role, as well as, allow members to develop leadership and organizational skills. I believe this worked well, as positive feedback was received throughout the year.

Time Management. Consistent feedback from members was that time was precious. Many indicated that they could not take longer lunches to travel across campus to the Career Connections events or Executive Board meetings. Although all board meetings were held on the south part of campus, I made a concerted effort to not start meetings until 12:05 and wrap up by 12:55. This allowed a little more flexibility in travel time to attend meetings. I also asked Career Connections to promote the general meetings/luncheons as starting at 12:10, with a finish time of 12:50. I also suggested that we hold at least 2-3 Career Connections events at the Illini Union, a more central part of campus, to alleviate travel time for most members. My awareness of time management was well received and appreciated by many.

Activities and Procedures Document. As incoming president, I recognized a need for a document outlining what I should be doing at the start and finish of my term, outside of what is indicated in the bylaws. Examples include: setting permissions in the Box folder, email, and website; work with the Registered Organizations Office to notify them of President and Treasurer turnover, etc. The Executive Board worked together to create a final document for every elected officer and committee. It is encouraged to share this document with all incoming committee members.

70th Anniversary Celebration Planning Committee. The Secretariat turns 70 in October 2018. This special milestone will be celebrated, and a committee was formed to be planning immediately. Debbie McCall and Leta Summers agreed to co-chair. Also serving are: Rob Chappell, Sharon Conatser, Teresa Harvey, and Terri Palumbo.

Bess G. Matteson Award. Susan Conrad was the ninth recipient of the Bess G. Matteson award (started in 1978). Ms. Conrad was presented with this very special award at the November Career Connections event. The elected officers, along with Colleen Hammel, organized the award ceremony.

Membership Survey. A survey was sent to the membership in late Fall 2017 to receive feedback on members' expectations of The Secretariat. What do they want out of the organization, are the Career Connections programs meeting their needs, are they interested in becoming a mentor/mentee, and thoughts on a proposed name change (based on name changes from a previous survey in 2016). Feedback was very constructive as the Executive Board gained insight on how to improve the Career Connections programs, received mentors and mentees, and the majority of the respondents were open to a name change.

Retreat. As noted earlier, the Executive Board held a retreat in January. This was to discuss the findings of the survey mentioned above. The Executive Board determined that the real possibility of a name change should be explored. At that meeting, the Executive Board passed a motion for President Wischart and President-Elect Foellmer to meet with campus officials to seek their input on a suggested name change. The Executive Board made note that a better effort needs to be made explaining the value the organization can bring to University staff and departments. Ideas were generated and noted for future reference, but it was recognized that these efforts can be tied to a name change. Ideas were also brought forth to generate revenue for the organization. All of these ideas were compiled into a check list to be used for future Executive Boards, as not all of the ideas can be done at once. Motions were passed to amend some parts of the existing bylaws. See Bylaws/Parliamentarian section.

Bylaws Revisions. Several bylaws revisions were approved by the members. Specific changes can be found in the Bylaws/Parliamentarian report, but in general, the deadline to distribute the annual report was extended, language to include electronic voting was added, and the name of the organization was revised based on the approved name change vote.

Name Change: Illinois Administrative Professionals. The most significant change in FY18 was the historical vote at the May Annual Meeting to change the name of the organization from The Secretariat to Illinois Administrative Professionals. As mentioned earlier, based on a majority consensus from the survey feedback, the Executive Board passed a motion in January to start exploring the real possibility of changing the name. In February 2018, President Wischart and President-Elect Foellmer met with Elyne Cole, Associate Provost for Human Resources, and Alicia Lowery, Deputy Director for Staff Human Resources to seek their thoughts and input on a possible name change. Both are very familiar with The Secretariat, its mission, and its members. They both agreed that changing the name would be appropriate if that is what the membership wanted. They were presented with several options for names that were also given to the membership. It was at this meeting that the name, "Illinois Administrative Professionals" was created. It was determined that this name best represented the diversity of our membership. President Wischart and President-Elect Foellmer reported on their meeting with Cole and Lowery at the March Executive Board meeting. The Executive Board passed a motion to present the name change for a paper ballot vote at the May Annual Meeting. The vote passed 27-1 in favor of changing the name from The Secretariat to Illinois Administrative Professionals, effective July 1, 2018.

Archive Historical Records. Due to constant turnover with committee members and elected officers, collecting and archiving records has not been consistent. University Archives has not received archived records from The Secretariat in over 10 years. The Secretariat has been using an Illinois Box folder, but uploading of documents has not been consistent. An effort is being made to upload past documents to Box, and once that is complete the goal is to send records to University Archives. This project is still in progress.

Respectfully submitted by Angie Wischart, June 20, 2018

Recording Secretary's Report – Laura Owen, 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 FY18

Laura Owen was elected to the office of Recording Secretary for fiscal year 2018.

Minutes were taken for the following meetings:

Executive Board and General Meeting/Luncheon Minutes Recorded:

2017 July, Laura Owen
2017 August, Laura Owen
2017 September, Laura Owen
2017 October, Laura Owen
2017 November, Laura Owen
2017 December, Laura Owen
2018 January, Laura Owen
2018 February, Laura Owen
2018 March, Laura Owen
2018 April, Laura Owen
2018 May, Laura Owen
2018 June, Colleen Hammel/Laura Owen*

*Laura Owen was on vacation during the June 2018 Executive Board Meeting. Colleen Hammel, newly elected Recording Secretary for the 2019 fiscal year, recorded minutes in her place.

Available Minutes from the Executive Board Meetings and General Meetings/Luncheons are uploaded to BOX and can be viewed via the following link: <https://uofi.app.box.com/folder/3999170087>

Respectfully submitted by Laura Owen, July 16, 2018.

Committee: Bylaws/Parliamentarian

Committee Members: Debora McCall, Chair

Committee Charge: Amendments to the bylaws will be presented to this Association through this committee. Will keep the membership informed of all changes or proposed changes. The current version of the bylaws will be available on The Secretariat website, or to members of the organization upon request.

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

As per The Secretariat Bylaws, amendments to the bylaws will be presented to this Association through this committee. The Executive Board reviewed, discussed and approved a bylaws change to Article XI. Section 2 as recorded in the July 12, 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 August 9, 2017.

The Bylaws revision included below was read, voted upon and approved by the membership at the August 16, 2017 Career Connections Luncheon Meeting, and became effective on that date.

Article XI. Duties of the Standing Committees

Section 2. Bylaws/Parliamentarian

Section 2. now reads:

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 2. will now read:

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. The current version of the bylaws will be available on The Secretariat website, or to members of the organization upon request.

The Executive Board reviewed, discussed and approved bylaws changes to Article X. Section 1 and to Article X. Section 4 as recorded in the January 10, 2018 Executive Board meeting minutes.

The Executive Board reviewed, discussed and approved a bylaws change to Article VI. Section 4 as recorded in the February 14, 2018 Executive Board meeting minutes.

In accordance with The Secretariat bylaws, written notice of the above proposed bylaws changes was provided to The Secretariat membership via an email on February 14, 2018.

The Bylaws revisions included below were read, voted upon and approved by the membership at the February 21, 2018 Career Connections Luncheon Meeting, and became effective on that date.

ARTICLE VI. Meetings

Section 4.

Section 4. currently reads:

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.

Section 4. will now read:

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. Electronic (email) voting is acceptable unless otherwise specified in these bylaws.

Article X. Responsibilities of Elected Officers

Section 1. The President

Section 1.now reads:

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 1 will now read:

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 by September 15. 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.

Article X. Responsibilities of Elected Officers

Section 4. The Treasurer

Section 4.now reads:

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.

Section 4.will now read:

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 September 1. 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.

The Executive Board reviewed, discussed and approved a name change of this Association from "The Secretariat" to "Illinois Administrative Professionals" as recorded in the March 14, 2018 Executive Board meeting minutes.

In accordance with The Secretariat bylaws, written notice of the above name change and proposed bylaws changes was provided to The Secretariat membership by President Angie Wisheart and President-Elect Michael Foellmer via an email on April 20, 2018. The April 20 email is appended below.

The vote for The Secretariat name change to Illinois Administrative Professionals, and subsequent Bylaws revisions to reflect the name change, were voted upon and approved by the membership at the May 16, 2018 Career Connections Annual Meeting, and became effective on July 1, 2018.

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

Respectfully submitted by Debbie McCall, July 9, 2018.

[Click here to see this online](#)



Dear Secretariat Members,

We are writing to inform you of an important motion that The Secretariat Executive Board approved at their March meeting. The motion will be introduced to you for voting at the Annual Meeting on May 16.

The motion will propose changing the name of The Secretariat to "Illinois Administrative Professionals." Based on the 2015 survey feedback, 49% of you indicated that the name of the organization should be changed to something more relevant to today's culture and workforce. When a second survey was conducted in 2016, and a variety of options were presented, the majority of survey users voted once again to change the name. Of those options, "Illinois Office Professionals" emerged as the preferred choice. We met with Elyne Cole, Associate Provost for Human Resources, and Alicia Lowery, Deputy Director for Staff Human Resources, to seek their input on a proposed name change, as they know The Secretariat, its history, and have always been strong supporters of our organization. They fully support a name change if the members choose to do so; however, they suggested a name that encompasses all of the eligible classifications of our organization. We have members and classifications that don't fall into just the "office" environment or "office" job responsibilities. In the previous survey, several names were suggested that included the word "Administrative." The name "Illinois Administrative Professionals" had been suggested in the previous survey and is very similar to what was chosen by the membership in the most recent survey. Thus, after discussing the need to make the name inclusive, the Executive Board

voted to present to the membership for vote at the annual meeting the proposal to change the name from "The Secretariat" to "Illinois Administrative Professionals."

To provide you with historical context: in 1948, Kathryn Hanson formed the "Senior Secretaries Luncheon Group." In 1951, the organization merged with the "Secretaries Luncheon Group," which was comprised of junior secretaries. It was at that time that the organization became known as "The Secretariat." By 1978, classifications such as editors and nurses were added. Today, our membership includes not only office support professionals, but library specialists, HR officers, and account technicians. And, Ms. Hanson's initial ideas evolved over time, even as far as changing the name of the organization in 1951 to better represent its members. It is clear, the membership has evolved as our campus environment has evolved and this proposed name change is reflective of that evolution.

If this vote, which will be conducted by paper ballot, passes at the Annual Meeting, immediately following will be a vote to change all language in the Bylaws referencing "The Secretariat" to "Illinois Administrative Professionals." These changes will take effect on July 1, 2018.

Following approval of the name change, the Executive Board will begin working on a new logo, which will be finalized by the August Executive Board Meeting. That means a new logo could be presented to the membership at the August General Luncheon Meeting. The Executive Board will then begin to update all communication materials, including the newsletter, website, and brochure.

We hope that you are able to make every effort to attend the Annual Meeting in May. These votes should be very important to every single one of us.

If you have any questions in the meantime, please do not hesitate to contact us. We welcome your feedback.

Sincerely,

Angie Wisehart, President
and
Michael Foellmer, President-Elect

Sent with the approval and support of the Executive Board in full.

Please forward any pertinent newsletter information to Donna Miller at dkmlr@illinois.edu

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

Committee Members: Colleen Hammel (co-chair), Anne Price (co-chair), Teresa Harvey, Erica Hanson, Jim McGraw (BOTY only)

Committee Charge: BOTY: This committee solicits nominations and selects the BOTY recipient. The award is presented at the October luncheon. OPTY: This committee solicits nominations and selects the OPTY recipient. The committee plans and organizes the April luncheon at which time the award is presented.

BOTY

A nomination form and announcement were posted on The Secretariat website for two months prior to the October 2017 event to promote nominations. The nomination deadline was September 29, 2017. There were three nominees:

- Susan Key, Director of Portfolio Human Resources in the Office of the Vice Chancellor for Research, nominated by Kate Day;
- Amy Hubbard, Business/Administrative Associate in Illinois International Programs, nominated by Jill Ouellette;
- Beth McKown, Office Administrator in the National Center for Supercomputing Applications, nominated by Stacy Dudzinski.

The committee (Teresa, Jim, and Erica) met via email and reviewed/ranked the nominations, where the nominees utilized a moniker (and two chose the same one – Fairy Godmother, the other being Rock Star) to keep the names a secret. Colleen collected the rankings and determined the winner based on the highest total score. The committee members performed various tasks, such as reserving the event location at the Illini Union, working with Qdoba on the meal planning; updating the event program; ordering corsages for the nominees; purchasing the frame, certificate paper and certificate holders and created the certificates; purchasing gift bags and small gifts for the nominees; purchasing event decorations (flowers in vases) and table tents for the reserved tables, updating the traveling plaque with the winner's name via Trophy Time, and updating the speech. We also provided raffle prizes (free promotional mugs from the Illini Union Bookstore) for three people.

The agenda for the event was as follows:

Agenda for the 2017 Boss of the Year Luncheon

314B Illini Union

- | | |
|------------------|--|
| 11:45 – 12:10 pm | Guests arrive, check in, and begin eating – Qdoba Chicken Hot Bar |
| 12:10 – 12:20 pm | President Wisheart makes announcements and committee chairs make their announcements |
| 12:20 – 12:35 pm | Colleen begins award presentation (3 nominees) and committee assists with award presentations |
| 12:35 – 12:45 pm | Colleen provides an introduction of speaker Marlah Bonner-McDuffie
Mrs. Bonner-McDuffie gives her speech (10 minutes) |
| 12:45 – 12:50 pm | Raffle prizes |

12:50 – 1:00 pm Photographs of bosses with nominators, all nominees, etc.

Susan Key, Director of Portfolio Human Resources in the Office of the Vice Chancellor for Research, was selected by the committee as the winner, and received a traveling plaque, a framed certificate to keep, and a bag of goodies. The other two nominees received a nomination certificate and a bag of goodies.

The expenses for the event were as follows:

BOTY Expenses for 2017		
<u>Business</u>	<u>Expense</u>	<u>Detail</u>
April's Florist	\$29.00	Flowers for tables/gifts for bosses
April's Florist	\$14.95	Corsage for speaker Marlah Bonner-McDuffie
April's Florist	\$44.85	Corsages for 3 nominees
Trophy Time	\$5.40	Engraving charge for plaque (charged to The Secretariat)
Dollar Tree Stores	\$43.60	Items for gift bags for nominees/cookie jar vases for flowers (reimburse Erica Hanson)
Staples	\$13.07	Certificate jackets (set of 6) reimburse Jim McGraw
Michaels	\$19.05	Frame and mat for recipient's certificate (reimburse Jim McGraw)
Illini Union Event Services	\$50.00	Rental of room 314B of Illini Union (charged Secretariat C-FOAP)
Illini Union Event Services	\$15.00	Parking charge for Colleen Hammel for bringing items to the event
Total	\$234.92	
Qdoba Mexican Eats	\$495.55	Bill for Qdoba Chicken Hot Bar
Qdoba	<u>\$87.55</u>	3 Complimentary tickets and overages between invoice and amount collected (\$36.00 in comps)
Final Total	\$322.47	

Respectfully submitted by Colleen Hammel, June 15, 2018.

OPTY

The supervisor list was requested from Penny Nigh and Jill Ouellette and members of the committee worked on updating the list. Once the list was updated an email was sent to all supervisors requesting nominations for Office Professional of the Year by March 29, 2018.

In April the committee met to review and rank the nominees. A total of nine nominations were received this year.

- Penny Ames, School of Information Sciences
- Melinda Del Rossi, College of ACES
- Stacy Dudzinski, National Center for Supercomputing Applications
- Beth Leamon, Gies College of Business
- Lisa Leininger, Department of Bioengineering
- James McGraw, Beckman Institute for Advanced Science & Technology
- Susan Schmall-Ross, College of ACES
- Deborah Schoonover, Illinois State Water Survey

-
- Lisa Yanello, Department of Computer Science

An email was sent to all nominees letting them know of their nomination and inviting them and their supervisor to attend the luncheon. Once all committee members had ranked the nominees, they selected a winner by unanimous agreement.

Committee members divided the duties for planning the event, such as reserving the Illini Union, working with Qdoba on catering, updating the event program and script, purchasing plaques, certificate paper and certificate holders. Members created the certificates, purchased gift bags and small gifts for each nominee, and purchased decorations for the tables. The table decorations were then raffled to the person at each table who had a flower taped to the bottom of their chair.

A personal plaque was ordered from Trophy Time for the winner, along with a name plate for the traveling plaque along. A collage of University pictures was ordered from Heather Cupps-Miller and a frame was purchased to put it in.

This year's office professional of the year was Jim McGraw from Beckman Institute. This was the second year in a row that Jim was nominated for this award. The winner received a traveling plaque, a framed collage, a certificate, and a bag of goodies. The other nominees received a certificate and a bag of goodies.

The expenses for the event were as follows:

50.00	Illini Union room charge
86.00	Trophy Time / plaque /name plate
50.00	Framed Collage from Heather Cupps-Miller
27.23	OfficeDepot /reimburse Colleen Hammel for document covers
<u>518.00</u>	Qdoba Mexican Grill Catering
731.23	Total

Respectfully submitted by Anne Price, June 18, 2018.

Committee: Communications Committee

Committee Members: Donna Miller (co-chair), Selena Douglass (co-chair), Lezli Cline, Crystal Hahnstadt, Lori Stalter

Committee Charge: 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. This 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.

The Communications Committee was formed this year to combine previous independent committees: Social Media, Newsletter, Historian, and Marketing and Branding. The purpose of the committee is to help tell our story for everyone to see what the organization is doing to help each other through social media, social gatherings, monthly newsletter and mentoring.

We created a survey with two other committees to ask our members how The Secretariat could help them and a possible name change to represent our members. We also created a voting ballot on changing the name of the organization to encompass those who belong to the organization. The members of Secretariat who attended the May meeting voted for the name change. The new name is Illinois Administrative Professionals which will take effect July 2018.

We temporarily added a subcommittee in May's Executive Board meeting called Rebranding with Andrea Fain and Leta Summers as chairs. Their focus is on the new logo for Illinois Administrative Professionals and the necessary changes that need to be made going forward. The goal is to be ready to launch in the fall of 2018.

We have explored the possibility of recording meetings that are educationally centered and post them on the social media outlets and website for those who were unable to attend the monthly meeting.

I would like to thank Lezli Cline for making the Facebook page current with information about upcoming meetings and events as well as trivia about the University of Illinois. Thank you to Crystal Hahnstadt for updating information on the website as it was given to her. Thank you to Selena Douglass for her willingness to take pictures at The Secretariat meetings and events and being co-chair of this committee with me. Thank you, Lori Stalter for your work on the newsletter. We are always looking for individuals who would like to develop skills for their current or future position at the University.

Respectfully submitted by Donna Miller, Co-Chair, June 15, 2018

Committee: Membership & Mentoring Committee

Committee Members: Penny Nigh (co-chair), Jill Ouellette (co-chair), Marie Buckhanon

Committee Charge: 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 new member to offer guidance, support and resources as a membership benefit.

At the beginning of the 17-18 membership year, emails reminders were sent to employees with previous memberships encouraging renewal.

Understanding the open rate of emails can be significantly low, a new welcome email was created targeting newly eligible new hires/ reclassified employees. The email had an updated subject line enticing readers to open and read the email. Committee co-chairs sent these invitations to new and newly eligible employees identified in a monthly report from SHR providing information on new employees eligible for membership.

The committee also re-introduced a mentoring opportunity for members. The mentoring program had been offered to members before and discontinued do to the time commitment of proper implementation. A mentoring/ mentee survey was created in Webtools to both gather the needs of members and identify the skills sets of possible mentors. The members of the executive board and committee chairs completed the survey and the results were and will be used to match members with mentors. The number of mentor volunteers was low in 2018 as the implementation of the program was in the beginning stages and very few executive board and committee chairs members were able to commit to volunteering at the time. The mentoring/mentee survey will be updated with more relevant information and sent to the full membership in the 2018-2019 year.

At the conclusion of the FY18, there were 158 members (compared to 168 in FY17) the membership included 28 new members, 77 renewals and 53 retirees. A planned membership drive in the 2018 year and the newly re-implemented mentoring opportunity are anticipated to add extra value to members and increase membership interest in 2018-2019.

Respectfully submitted by Jill Ouellette, July 18, 2018.

Committee: Nominations & Election Committee

Committee Members: Lezli Cline (co-chair), Stacy Dudzinski (co-chair), Crystal Hahnstadt

Committee 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.

The Nominations and Elections Committee began accepting nominations for President-Elect, Recording Secretary and Treasurer starting in January and concluded March 23. 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.

Nominations were accepted in three different formats: via Campus Mail to: Lezli Cline 1102 S. Goodwin Ave M/C 047, via email to lcline@illinois.edu or dudzins@illinois.edu, or submitted in person to Committee members Lezli Cline, Stacy Dudzinski, or Crystal Hahnstadt.

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. Erica Hanson
2. Jane Baumgartner
3. Betsy Lancaster
4. Sonja Bean
5. Donna Miller

Recording Secretary:

Amy Cain
Teresa Harvey
Colleen Hammel

Treasurer:

James McGraw

Regrettably, only a few of nominees accepted their nominations. The Nominations and Elections Committee presented a slate of four candidates during the April 18 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 16 luncheon. One candidate for Recording Secretary subsequently declined the nomination, on May 10, leaving one candidate for each elected office.

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 was one candidate for the position of President-Elect.

Erica Hanson – Human Resources Associate, Office of the Vice Chancellor for Research
Erica Hanson has been with the University of Illinois since February 2002 and with the Office of the Vice Chancellor for Research since March 2017.

There was one candidate for the position of Recording Secretary.

Colleen Hammel – Office Administrator, College of Media Office of Advancement
Colleen has worked in various offices at the University of Illinois since 1998. She is employed at the College of Media Office of Advancement, assisting the Associate Dean for Advancement.

There was one candidate for the position of Treasurer.

James McGraw – Administrative Aide, Beckmann Institute
James McGraw is lab manager for Professor Rohit Bhargava’s Chemical Imaging and Science Lab at Beckman Institute.

The elections took place at the May 17 Annual Business Meeting by voice vote. 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 was conducted by voice vote.

Erica Hanson – Human Resources Associate

President-Elect (Unopposed)



Erica Hanson, Human Resources Associate, has been with the University of Illinois since February 2002, and with the Office of the Vice Chancellor for Research since March 2017. She devotes her time and energy to ensuring staff needs are met, working on complex and delicate issues to promote the success of every staff member. Among her many responsibilities are participating in employee relations matters, facilitating open employee communications and assistance with the investigation of employee complaints or concerns. Erica resides in Champaign, Illinois, with her husband, Chris, and her son, Hunter. Daughter Shelby and son Austin reside in the southern U.S. leading to many road trips each year. She also has five gorgeous grandchildren. She enjoys music (especially Pink Floyd, jazz, blues, and classical), fishing for trophy pike and walleye in Canada, barbecues with friends, and the works of Wallace Nutting, Aldous Huxley, and Edvard Munch.

Colleen Hammel – Office Administrator

Recording Secretary (Unopposed)



Colleen is a graduate of Eastern Illinois University with a B.S. in Business and has worked in various offices at the University of Illinois since 1998. She is employed at the College of Media Office of Advancement, assisting the Associate Dean for Advancement, since July 2015. She also serves as the Convocation Coordinator for the College. She joined The Secretariat in 2001, She received the Office Professional of the Year Award in 2012. She has been a member of the Executive Board, has chaired the Office Professional of the Year and Boss of the Year Award committees. She has also served on the Scholarship committee. Colleen is a member of the University of Illinois Oratorio Society, and enjoys singing in large groups in conjunction with orchestras. She and husband Steve have two children, Kyle and Kristin, both graduates of Illinois State University.

James McGraw- Administrative Aide

Treasurer (Unopposed)



James McGraw is lab manager for Professor Rohit Bhargava’s Chemical Imaging and Science Lab at Beckman Institute. Jim began his career at UIUC in 2013, as an Account Tech I, in the School of Integrative Biology Business Office. He joined the Bhargava group in September 2016 as an Account Technician II. In 2017, Jim was promoted to Administrative Aide. He served as Chair for Nominations/Elections during 2015-2016 and 2016-2017, and currently co-chairs for Philanthropy committee. He is a committee member on both OPTY and BOTY. Jim was a nominee for the 2017 Office Professional of the Year and was awarded The Secretariat 2017 Member of the Year award. Outside of work, Jim enjoys riding his Harley Davidson motorcycle, plays league billiards, and his three grandchildren.



President – Michael Foellmer

Assistant Director, Labor Education Program

Michael joined both the University and The Secretariat just over four years ago as an office support associate in Political Science. Since that time, he served as an office manager in Urban Planning, and now develops programming in the School of Labor and Employment relations. He currently acts as The Secretariat’s President-Elect, a role he began in July 2017, and enjoys working with the team of Secretariat members on the executive board to accomplish the goals and mission of this important campus group. As an active member of the campus community, he regularly meets with colleagues to discuss résumé-building, understanding the civil service system, and expanding working knowledge of university systems. 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.



President-Elect – Erica Hanson



Recording Secretary – Colleen Hammel



Treasurer – James McGraw

Respectfully submitted by Lezli Cline and Stacy Dudzinski, July 16, 2018

Committee: Philanthropy Committee

Committee Members: Sonja Bean (co-chair), Jim McGraw (co-chair)

Committee Charge: Strengthen the welfare of others by providing time, talent and/or charitable gifts. Through strengthening the welfare of others, we are able to improve, empower and enrich members of our community and community alike.

The Philanthropy Committee had another productive year! With the members contributions we were able to add extra initiatives and help spread more smiles and sunshine to our community.

Fall 2017 Mum Sale - \$294 profit from the sale
Spring 2018 Flower Sale - \$487 profit from the sale

The Philanthropy Committee supported the following charitable opportunities:

CU Home/Phoenix House Shelter donated in October 2017 for National Dental Hygiene Month – toothbrushes, toothpaste, mouthwash and dental floss

Thanksgiving baskets a donation in the amount of \$100.00 for November 2017

Adopt-A-Family – Holiday gifts were purchased for a family of 6 for over \$900.00 in addition to the donations made from the Secretariat members (clothing, gift cards, and games). We met the family. It was very moving to speak with the Mom of 5 with the kids ranging in age from 10 – 19 years old. She was very touched for the generosity of the Secretariat members. December 2017

CU Home/Phoenix House Shelter Socks and Sanitizer Wipes drive for March 2018. 101 pairs of socks and 11 containers of sanitizer wipes were donated.

Plans for the 2018/19 Year

Toiletry and snack items to the Danville Veteran's Hospital [Veteran's Day]

Continued support for the CU Home/Phoenix Homeless Shelter

Adopt-A-Family

Thanksgiving Baskets

Suggestions????

After 10 years on the Philanthropy Committee, Sonja Bean is stepping down. I was part of the inaugural committee which started in 2008 and became chair in 2009. Jane Baumgartner has graciously accepted the position of chair. I look forward to working with Jane as she assumes the lead and takes the committee to the next level. Members are needed so please consider volunteering for the committee!

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.

Respectfully submitted by Sonja Bean, July 25, 2018

Committee: Programs and Events Committee

Committee Members: Andréa Fain (co-chair), Leta Summers (co-chair), Jennifer Sans

Former Committee Members:

Tina Hill

Karen Yeager

Committee 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.

This year Programs and Events had new co-chairs and committee members. The committee created the attached spreadsheet to assign tasks for each month. This worked well for meeting the deadlines for reserving space, confirming speakers, and selecting caterers. The spreadsheet also provided the committee the opportunity to choose a variety of caterers.

The committee first met in July, 2017 to collaborate on the upcoming tasks for the FY18 year. Goals were set and a plan was devised for how to organize each of the monthly meetings. Since a majority of the committee members are new to committee work and/or The Secretariat, the co-chairs turned this into an opportunity to expand skillsets.

A spreadsheet showing the various tasks/assignments for each month was created to aid in organizing each event. Committee members rotated the coordinating tasks each month. This provided learning experiences for the committee members and variation in the required tasks.

The committee members for programs and events committee for the 2017-2018 year was extremely successful in organizing the monthly meetings. This was measured by the increased number of facility tours and additional professional development topics. During the August meeting the attendees were asked to complete a survey to gain insight on program ideas they prefer. The attendees requested the luncheons be held at various locations along with more suggestions for professional development topics. These ideas were used to create the attached schedule for the year. With the large amount of lunch topics that were given most luncheons for the FY19 could be filled.

During the FY18 year, two members did resign from the committee; however, despite this challenge, the team continued to meet goals and create successful events for the membership. The team believes this was due to organized plan set up with the task worksheet, planning ahead and continued teamwork work could be done in advance.

Respectfully submitted by Leta Summers, July 30, 2018

Committee: Scholarship Committee

Committee Members: Amy Cain (co-chair), Anne Price (co-chair), Penny Ames, Betsy Lancaster

Committee 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.

The committee updated the contact information for all of the high schools in Illinois using the IHSA website. 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 year we received 22 complete applications to review. We met on Tuesday, March 13 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 eliminated nine applicants because their majors weren't business related. Therefore, we reviewed and ranked 12 applications and unanimously agreed to offer the scholarship to Jovoney Morton from Chicago, IL. She has been accepted into the Gies School of Business here at the University of Illinois.

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

Respectfully submitted by Anne Price, June 18, 2018