

Illinois
**Administrative
Professionals**



OFFICE PROFESSIONALS - WORKING TOGETHER, GROWING TOGETHER

Since 1948

FY22 ANNUAL REPORT

President's Report—Jennifer Sans

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 the approval of the elected officers, and will be an ex-officio member of all committees, except the 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.

2021-2022 the University was allowing meetings in person due to COVID-19. However, the cost of spaces increased. From surveying membership, most were comfortable continuing via Zoom. We were able to have an in-person meet-and-greet at the September 2021 general meeting behind the Illini Union. Not as many members attended as registered, but it was great physically seeing people.

Professional Development and Communication. We continued to hold Executive committee meetings and monthly IAP luncheons by Zoom meetings. The Programs and Events committee has done a wonderful job seeking out guest speakers who would present by Zoom with numbers of around 25 members attending. BOTY & OPTY were held over Zoom. Beginning June 2022, we plan to have casual outdoor meetings or move indoors as the weather allows.

Activities and Procedures Document. In October, I sent 46 members a free t-shirt upon renewal. I felt that we needed more equity within the organization, especially considering the previous year. We held a design contest SP21 in which Lorraine Graham submitted the winning design. There were only two members who submitted designs (Lorraine & Betsy Lancaster) so both were given a free membership for this year. We started doing social events again after work hours. In September, eight of us met at Houlihan's for drinks and appetizers for about two hours. October a group of around 10 met at The Literary. In December, 10 of us took a candle-making class at Firedoll Studios. In February a group of 10 took a cookie decorating class at Hunny Bunny Cakes. March there were 8 of us who gathered at Crane Alley for drinks and appetizers. In June, we met at Riggs. From November-January, we had volunteers from IAP sign-up to help out at the Daily Bread Soup Kitchen. We voted to take out liability insurance to volunteer with Spectra at events at the State Farm Center for 2021-2022, but will not be for 2022-2023. Merging Philanthropy & Fundraising together. We also celebrated Member of the Year recipient, David Perryn, in June 2022.

In order to decrease the IAP cooler bag and clear backpack inventory, I mailed through campus mail 16 cooler bags, and 14 clear backpacks to new members, members who had previously not had one, or renewed their membership. Ten of these bags were sent to new members. The remaining bags will be taken to Hannah Stites at a later date.

I tried to encourage the members to join a committee, step out of their comfort zones in the monthly newsletters, and thanked them for their membership. Overall, I feel that we had a very successful year as an organization.

Respectfully submitted, Jennifer Sans, President

President-Elect's Report – Hannah Stites

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 the Staff Advisory Council representing Illinois Administrative Professionals.

Staff Advisory Council (SAC) Liaison – President Jen Sans attended the monthly SAC meetings to report on the Illinois Administrative Professionals' activities. In addition, reported back to the Illinois Administrative Professionals Executive Board and Membership on information related to Civil Service activities.

All-Staff Employee Expo – There was no All-Staff Employee Expo this year.

Provide Assistance to the President - Met with the President regularly to set the Board agenda and discuss current activities of the committees. Recorded minutes at Executive Board meetings and Monthly Luncheons when the Recording Secretary was not available. Lead the March 2022 executive board meeting in President San's absence.

Recording Secretary's Report—Penny Ames, 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 minute's book will be transferred to the successor and the prior year's records will be turned over to the President to be archived.

Report for FY22

Penny Ames was elected as Recording Secretary for the fiscal year 2022.

Minutes were taken for the following meetings:

Executive Board and General Meeting/Luncheon Minutes Recorded:

Report for FY22 (July 1, 2021 – June 30, 2022)

Minutes were taken at the following meetings:

2021 July, Penny Ames

2021 August, Penny Ames

2021 September, Penny Ames

2021 October, Penny Ames

2021 November, Penny Ames

2021 December, Penny Ames (President Jen Sans and President-Elect Hannah Stites provided Penny a re-cap of the General Luncheon Meeting for the minutes).

2022 January, Penny Ames

2022 February, Penny Ames

2022 March, Penny Ames

2022 April, Penny Ames

2022 May, Penny Ames

2022 June, Penny Ames

Minutes are available from the Illinois Administrative Professionals Executive Board and General Meetings in Box [HERE](#) . The login is at <https://uofi.account.box.com/login> under the Illinois Administrative Professionals folder.

Respectfully submitted by Penny Ames, Recording Secretary.

Committee: Bylaws/Parliamentarian

Committee Member: Andr ea Fain, 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, Andr ea Fain, who served as Chair. There were no changes to the bylaws during Fiscal Year 2022.

All policies included in the bylaws were followed accordingly at monthly and special meetings within the fiscal year.

Respectfully submitted,

Andr ea Fain
Bylaws/Parliamentarian

Committee: Communications Committee

Committee Members: Sarah Wells (Chair), Megan Weeks, Cathy Bialeschki, Alisha Funkhouser

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 Illinois Administrative Professionals. This committee will also explore means to promote and increase awareness of Illinois Administrative Professionals.

In-person meetings have not occurred since 2020, and events are starting to be held in person. Therefore, pictures were not able to be taken at the regular meetings. However, a monthly IAP newsletter was regularly published and sent to members, the Facebook page and IAP website were updated as best as possible, and notices and reminders were sent to the members for the Zoom lunch events, and fundraisers. The look of the IAP website was recently changed, and in the process of updating files. A new member who joined the committee was Alisha Funkhouser.

Respectfully submitted, Sarah Wells, Chair

Committee: Membership and Mentoring

Committee Members: Dimitria Johnson (Chair), Donna Miller, Angie Ellis, Hannah Stites

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 in 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 2021-2022 membership year, we sent out a reminder in July, through the IAP newsletter, for members to renew their membership. The membership spreadsheet was updated with current information and reorganized members who did not renew or who retired, creating an active, inactive, and retired listing. Dimitria Johnson sent out thank you emails to all who became a member or renewed their membership. A reminder to renew was sent out in the August and September newsletters.

Mentoring: There was no mentoring program due to no interest this year.

Conclusion: At the conclusion of the FY22 year, there were 59 members made up of 11 new members, 0 former members who renewed, 48 renewals, and 62 retirees

Committee: Nominations and Elections

Committee Members:

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.

I began accepting nominations for President-Elect, Recording Secretary and Treasurer starting in February 2022 and concluded March 25, 2022. A request for nominations was included in the February and March newsletters, as well as announced at the monthly luncheons.

The description of each position to nominate was as follows:

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 the Staff Advisory Council representing Illinois Administrative Professionals.

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 officer's. 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.

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. You must have access to UI Financials.

The voting took place from May 2-13 by Webtools since the organization was not meeting in person due to COVID. We had the following nominations for the 2022-23 Election of Officers.

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

Dimitria Johnson – Office Support Specialist for the School of Information Sciences.

There is one candidate for the position of Recording Secretary.

Angie Ellis- Office Administrator in the Department Head office of Electrical and Computer Engineering

There are two candidates for the position of Treasurer.

Megan Weeks – HR Business Analyst at the Prairie Research Institute.

and

Marie Tan-Jones-- Office Support Specialist in Treasury Operations, Office of Capital Financing.

After the voting period closed below are the election results:

The votes have been tallied, with the following results:

- **President-Elect:** Dimitria Johnson, Office Support Specialist for the School of Information Sciences. Dimitria ran unopposed and received 36 votes out of 36 total votes for 100% of the ballots
- **Recording Secretary:** Angie Ellis, Office Administrator in Electrical and Computer Engineering. Angie ran unopposed and received 36 votes out of 36 total votes for 100% of the votes
- **Treasurer:** Marie Tan-Jones, Office Support Specialist in Treasury Operations. Marie received 22 out of 36 votes for 61% of the votes.

Congratulations to our new officers:

Dimitria Johnson elected for President-Elect

Angie Ellis elected for Recording Secretary

Marie Tan-Jones elected for Treasurer.

Respectfully Submitted by Donna Miller, Chair

Committee: Program and Events Committee 2021-2022

Committee Members: Co-Chairs Tenea Harris and David Perryn, Teresa Spence, Suzi Stadel, Marie Tan

Committee Charge: Programs & Events continued to meet the challenge of offering valuable professional development sessions virtually, even with the continuation of the COVID-19 Pandemic. Events were offered via Zoom. Four events were offered in-person.

P&E offers an ever-experienced team: Ms. Harris, Ms. Stadel and Mrs. Tan-Jones began serving on P&E in FY20, Ms. Spence began serving in FY21, while Mr. Perryn began serving in FY18.

The P&E Committee organized and hosted a wide variety of events for FY22. The organization of each event included selecting speakers, obtaining confirmations, sending the corresponding Zoom invites, and hosting the meetings virtually.

Programs Schedule for 2021-2022:

July 21, 2021	Zoom: Job Audit/Re-classification Process Update
August 18, 2021	Zoom: AdobeSign – Developing Paper Forms into Electronic
September 15, 2021	In-person: Brown Bag on the Quad
October 20, 2021	Zoom: Boss of the Year (Special Events)
November 17, 2021	In-person: Siebel Center for Design Building Tour
December 15, 2021	In-person: Holiday Luncheon at Legends
January 19, 2022	Zoom: Chrome River Presentation and Live Demonstration
February 16, 2022	Zoom: Philanthropy Community Organization Spotlight (Philanthropy)
March 23, 2022	Zoom: Records & Information Management Presentation
April 20, 2022	Zoom: Office Professional of the Year (Special Events-IAP Theme)
May 18, 2022	Zoom: IAP Officer Election, IAP Committee Spotlight, P&E gift card Drawing
June 15, 2021	In-person: IAP Member of the Year (Officers) on the Quad w/ Pizza from P&E

The P&E Committee looks forward to offering additional professional development opportunities to IAP members in the upcoming year.

Respectfully submitted by David Perryn, Chair

Committee: Scholarship Committee

Committee Members: Penny Ames (Chair), Carolyn Hughes & Jill Ouellette.

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. **Due to the continuation of COVID-19 and IAP still doing virtual General Luncheon meetings during spring 2022, there was no announcement at the April luncheon; instead, an announcement was made through the June IAP Newsletter.**

All members updated the contact information for all the high schools in Illinois using the IHSA website. Penny Ames emailed the Kathryn G. Hanson Scholarship application information to principals/guidance counselors on the list for each high school on February 7, 2022. The deadline to receive applications was March 14, 2022. Those applications that were mailed needed to be postmarked no later than March 14, 2021.

This year we received a total of 19 applications/parts of applications with 17 being completed by the deadline. Of the 17 applications, 11 were eligible due to the applicant's intended major being in a Business-related field and their intent to attend an Illinois institution. The Committee reviewed each application and entered their ratings of the applications on a working spreadsheet.

The following are the criteria we were looking for with each application:

1. Students who were interested in pursuing a business-related major.
2. Students wanting to attend U of I, then we looked at students interested in attending any state school.
3. We also looked at GPA, extracurricular activities, and essay.

The Committee narrowed down the 11-applicant pool to those we individually felt were the top three applicants. All three Committee members chose both Emily Zhao and Samuel Cocagne as two of our individual top three applicants. We then, collectively, chose Emily Zhao from Effingham High School in Effingham, Illinois, as the Kathryn G. Hanson Scholarship recipient. We have noted Samuel Cocagne as the runner-up in the event Emily Zhao declined the Scholarship. Emily will be studying Business here at the University of Illinois.

A formal letter was emailed to Emily Zhao on April 28, 2022, and then a formal letter was mailed on May 4, 2022. Emily Zhao emailed Penny Ames on May 10, 2022, to express their thanks and accept the award. Emily will join us at a luncheon in the fall to be recognized for receiving the Kathryn G. Hanson Scholarship **(this is pending our ability to gather in the fall related to COVID-19.)**

Penny Ames was able to confirm that Emily had accepted their admission to the University Gies College of Business and is enrolled for the fall 2022 term. The \$500 scholarship was processed on June 9, 2022, in DAWS and approved on June 15, 2022, in DAWS. This award will reflect on Emily's student account sometime in August 2022.

Respectfully submitted by Penny Ames, Chair

Committee: Special Events

Committee members, Jane Baumgartner, Andrea Fain, Deb Flessner & Debbie McCall

Boss of the Year 2021 – October 20, 2021

The Illinois Administrative Professionals Boss of the Year event was held virtually (Zoom) on October 20, 2021. The guest speaker was Dr. Paul Ellinger, Interim Vice President, Chief Financial Officer and Comptroller for the University of Illinois System, and last year’s (2020) IAP Boss of the Year winner.

There were two nominations for the 2021 Boss of the Year.

Kristi Kuntz, Executive Associate Provost for Academic Programs & Policies, nominated by Teresa Spence.
Diana Gonzalez, Associate Director for Graduate Student Success, Grainger College of Engineering, nominated by Liz Johnson.

The scoring was difficult for the judges, but Kristi Kuntz was named Illinois Administrative Professionals 2021 Boss of the Year. The winner and nominee received a certificate, IAP lunch bag and clear bag, notebook, and writing pens, items donated by the Provost Office, and chocolate. Receipts for these purchases were submitted to the IAP Treasurer for reimbursement.



Kristi Kuntz



Teresa Spence



Diana Gonzalez



Liz Johnson

December Holiday Luncheon – December 15, 2021

Committee members: Jane Baumgartner, Andrea Fain, Deb Flessner, and Debbie McCall

The committee worked with Dena Mahon-Bagger, Director of Special Events for the President, to secure the Holiday Luncheon at the President’s House. This was the intent for our Holiday celebration. On December 3, due to the COVID numbers rising, we had to cancel the luncheon at the President’s House. The Special Events committee polled the Executive Committee regarding an “in-person” luncheon due to COVID numbers rising, and it was voted to move forward with an “in-person” lunch. The Holiday luncheon was held at Legends Bar in campus town on December 15. Our meal was on our own, but we did have a nice group participate. It was so very nice to see and be with our colleagues in person. We wore our festive *Holiday* sweaters, played a couple of trivia games, and had a sock exchange.



Office Professional of the Year 2022 – April 20, 2022

Committee members: Jane Baumgartner, Andrea Fain, Deb Flessner, and Debbie McCall

As in 2021, it was decided to hold the Office Professional of the Year Award event virtually via Zoom due to current social distancing restrictions on in-person events. The 30th Annual Office Professional of the Year virtual event was held on April 20, 2022.

Following the February luncheon, a list of current Illinois Administrative Professionals (IAP) members was provided to Debbie McCall. That list was reviewed to ensure the members had attended at least two luncheons during the current membership year. Anyone not meeting that qualification was removed from consideration. Previous winners of this award and elected officers are ineligible for the award and have been removed from the list. In late February, a letter to the supervisors was developed and sent via email, asking each of them to nominate the eligible member. A deadline of March 31 was established, and a reminder was sent one week before the deadline to anyone who had not responded.

Six nominations were received and reviewed by Debbie McCall, who redacted any information identifying each nominee's name and unit. The redacted nomination letters were then submitted to the committee members for scoring. The Committee submitted their scoring sheets to Debbie McCall, who tallied the scores and determined the award recipient.

Emails were sent to each nominee and the nominators were copied, announcing their nomination and requesting that both register for the April 20 luncheon. An announcement was placed in the April IAP newsletter regarding the program. Gift bags were put together with donated items from the Cancer Center of Illinois and the Office of the Provost, along with an IAP clear bag, a plant, and various chocolates.

The speaker for the 2022 Office Professional of the Year event was Dr. Janet Jokela, Acting Regional Dean of the University of Illinois College of Medicine at Urbana-Champaign. Dr. Jokela was the nominator of the 2021 Office Professional of the Year Award recipient.

Following Dr. Jokela's remarks, the six nominees were announced, and an excerpt from each of their nomination letters was read by the committee members.

The six nominees were:

1. Marcy Frerichs, Office of the Special Assistant to the President, University Administration; Nominated by Mike Bass
2. Dimitria Johnson, School of Information Sciences; Nominated by Penny Ames
3. Jill Ouellette, Illinois International Administration; Nominated by Deborah Lowe-Morgan
4. David Perryn, Assistant to the Director, Illinois State Water Survey, Prairie Research Institute; Nominated by Kevin O'Brien
5. Cindy Smith, Human Resources, College of Law; Nominated by Patrick Rietz
6. Teresa Spence, Administration, Provost Office/Vice Chancellor for Academic Affairs; Nominated by Kristi Kuntz, Jean Hanks, Kathryn Martensen, and Theresa Beckett

The 2022 Office Professional of the Year Award recipient was Marcy Frerichs! Marcy received a certificate, a traveling plaque with her name added, a plaque to keep, and a gift bag. Plaques were purchased through Trophy Time.

Following the ceremony, an announcement of the winner, along with the names of all six nominees, was sent for publication to The IAP Newsletter and the UI News Bureau.

Contact was made with the current award winner to determine whether she would be willing to serve as chair of next year's committee and to request that her nominator be the guest speaker during next year's ceremony. Marcy confirmed her willingness to chair the 2023 Office Professional of the Year event; however, she indicated that her nominator, Mike Bass, would not be able to speak at the 2023 event. It was discussed that perhaps Marcy's supervisor at the time of the 2023 event could speak.

Receipts for the purchase of the plaque, plants, and chocolates were submitted to the Treasurer for reimbursement.



Marcy Frerichs

Respectfully submitted, Debra Flessner.

Committee: Fundraising

Committee Member: Colleen Hammel, IAP Fundraising Chair

Committee Charge: The charge of the Fundraising Committee is to fundraise to help offset the low annual membership fee of \$15.00 per member. In addition, this committee raises money to help finance future expenses for paid speakers or extra expenses related to in-person lunches.

Insurance from Secura Insurance (via Snyder & Snyder Agency in Bloomington, IL) was paid for by Colleen Hammel for \$335.00 to ensure no late fees would be charged, and IAP later reimbursed her. This was liability insurance because we serve alcohol at events.

The Fundraising Committee was able to earn **\$1,709.29** in three fundraising events throughout the year. On 10/30/2021, Jane Baumgartner, Deb Flessner, Colleen Hammel, and David Perryn volunteered to work on Dad's Day (Rutgers vs. Illinois) at Memorial Stadium. We were assigned to sell alcohol and soft drinks in the Horseshoe area. We netted \$1,068.89 (which included \$586.41 in credit card tips) plus \$94.00 in cash tips.

On 3/12/2022, Jane Baumgartner, Colleen Hammel, Tenea Harris, Jill Ouellette, and Hannah Stites volunteered during the morning session of the IHSA Boys State Basketball Finals at State Farm Center (1st time SFC hosted that event in 25 years!) and netted \$350.12 in sales. There were no tips allowed, and we used their cashless system, and an opportunity for tips was not included.

On 5/6/2022, Jane Baumgartner, Deb Flessner, Colleen Hammel, Jennifer Sans, and Hannah Stites volunteered to work the Earth, Wind, and Fire concert at State Farm Center. David Perryn was the Spectra employee who worked with us. Ticket sales were fairly low for this concert at only 2000. We netted \$196.76 in sales. There were some other opportunities to fundraise by working events, but either ticket sales were not high enough, or we lacked the required number of volunteers.

Respectfully submitted by Colleen Hammel