

FY23 ANNUAL REPORT



OFFICE PROFESSIONALS - WORKING TOGETHER, GROWING TOGETHER

Since 1948

PRESIDENT'S REPORT — HANNAH STITES

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 and forward prior year's records with materials collected to archives.

Message from the President

FY23 was a year of intentional re-engagement and steady hybrid programming. We alternated in-person gatherings (on the Main Quad, at campus venues, and at the President's House) with Zoom-based professional development, while maintaining accessible options for members' varied work arrangements. We restarted and strengthened the Mentoring Program, celebrated our colleagues through Boss of the Year (BOTY) and Office Professional of the Year (OPTY), and honored our Member of the Year (MOTY).

Summary of Accomplishments, Recognition, and More:

- Maintained monthly Executive Board meetings and monthly General Meetings (with speaker programs, tours, and recognition events).
- Initiated an IAP Microsoft Teams workspace for internal coordination.
- Guided a dues discussion culminating in a membership vote at the May Annual Meeting to increase dues to \$20 for FY24 and \$25 for FY25 to sustain programs while keeping membership affordable. Vote passed unanimously by voice vote.
- Supported a mid-year Treasurer transition, with Marie Tan-Jones stepping down and Sandy Hardin being reelected, serving, and reporting regularly to the Board.
- BOTY (2022) recognized Christine Hopper (School of Information Sciences) following remarks by 2021 BOTY Kristi Kuntz; fellow nominee was Rohit Bhargava.
- OPTY (2023) honored Cari West-Henkelman (University Accounting & Financial Reporting) at an in-person ceremony, with remarks by Jennifer Erickson.
- MOTY (2023) recognized Teresa Spence (nominees included Jen Sans).
- Collaborated with the Staff Advisory Council (SAC) on topics including the All-Employee Expo planning and Civil Service modernization discussions.
- Strengthened communications via a refreshed website and sustained newsletters.

Not all committee reports were received; therefore, a summary of each committee's accomplishments is submitted by President Hannah Stites unless otherwise indicated.

Respectfully submitted, Hannah Stites, President

PRESIDENT-ELECT'S REPORT — DIMITRIA JOHNSON

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. 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 – Coordinated events for Illinois Administrative Professionals (IAP) to have a table at the October All Staff Expo. This is an event coordinated by the Staff Advisory Council and Staff Human Resources. During this year's event, several Executive Board and Membership and Mentoring members volunteered to be at the booth throughout the event to speak with attendees about the benefits of an IAP membership. Items handed out to interested attendees included postcards, business cards, magnets, clear bags, lunch bags, pens, and candy.

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 2023 executive board meeting in President Stites's absence.

Respectfully submitted, Dimitria Johnson, President-Elect

RECORDING SECRETARY'S REPORT — ANGIE ELLIS

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 FY23

Angie Ellis was elected as Recording Secretary for fiscal year 2022-23.

Minutes were taken for the Executive Board [second Wednesday of each month]

Luncheon/General Meetings [third Wednesday of each month].:

Minutes were taken at the following meetings:

2022 July, Angie Ellis

2022 August, Angie Ellis

2022 September, Angie Ellis

2022 October, Angie Ellis

2022 November, Angie Ellis

2022 December, Angie Ellis

2023 January, Angie Ellis

2023 February, Angie Ellis

2023 March, Angie Ellis

2023 April, Angie Ellis

2023 May, Angie Ellis

2023 June, Angie Ellis

Minutes are available from the Illinois Administrative Professionals Executive Board and General Meetings in Box. The login is at <https://uofi.account.box.com/login> under the Illinois Administrative Professionals/Approved Meeting Minutes/July 2022 – June 2023 folder.

Respectfully submitted by Angie Ellis, Recording Secretary

COMMITTEE: BYLAWS/PARLIAMENTARIAN — CHAIR: ANDRÉA FAIN

Committee Members: Andréa Fain, Chair

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 Illinois Administrative Professionals website, or to members of the organization upon request.

Report for FY23

The Bylaws committee was composed of one person, Andréa Fain, who served as Chair.

- No bylaws amendments were enacted during FY23.
- The committee advised on meeting procedure and flagged a potential clarification (defining the 'Annual Meeting' as the May meeting) for future consideration.
- All policies included in the bylaws were followed accordingly at monthly and special meetings within the fiscal year.

COMMITTEE: COMMUNICATIONS — CHAIR: SARAH WELLS

Committee Members: Cathy Bialeschki, Alisha Funkhouser-Walker, Andia Isaj Megan Weeks, Sarah Wells (Chair)

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.

Report for FY23

- Continued the monthly IAP newsletter; collected content from committees and officers on a regular schedule.
- Implemented a website refresh and ongoing content updates (Alicia Funkhouser led site redesign; Andia Isaj expressed interest in joining late FY23).
- Coordinated messaging with Membership & Mentoring (e.g., Eweek outreach, new-hire lists) and addressed deliverability issues.
- Supported the transition to Webtools forms for membership and RSVPs to improve security and workflow.

COMMITTEE: MEMBERSHIP & MENTORING — CO-CHAIRS: DIMITRIA JOHNSON & ANGIE ELLIS

Committee Members: Penny Ames, Angie Ellis (Co-Chair), Dimitria Johnson (Co-Chair)

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.

Report for FY23

- Early fall renewals and outreach grew active membership to 69 members (including 27 new and 42 renewals) plus 62 retirees for a total membership of 131.
- Coordinated with Illinois HR for new-hire lists (moved to regular quarterly sharing).
- Relunched the Mentoring Program with a December 16 Meet-and-Greet; scheduled touch-points in February, March, and June, plus a May professional development session; seven Mentors and 10 Mentees participated in the program.

2022-2023 Mentoring Program Timeline

September

Submit requests for mentors/mentees

October/ November

Match mentors w/mentees

December

Host Meet & Greet to include:

- Luncheon (Dutch treat)
- An intro by the Membership and Mentoring Committee
- Testimonial from former Mentors/Mentees
- Ice Breaker's
- Resources on: What does it mean to be a mentor/mentee? How to be a successful mentor/mentee.

- Calendar of Events for the year

February

Professional Development session/event

March

Progress reports from all participants

April

Professional Development session

June

End-of-year gathering

Survey to all participants for feedback on their experience and Mentoring/Mentee Program


COMMITTEE: NOMINATIONS & ELECTIONS — CO-CHAIRS: BETH LEWIS & DEB FLESSNER

Committee Members: Deb Flessner (Co-Chair), Beth Lewis (Co-Chair), Jennifer Sans

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 FY23

- Collected nominations and presented the slate at the April 19 meeting; floor nominations were invited.
- The Nominations & Elections Committee will present a slate of candidates for voting at the May meeting. Voting will be by ballot. Candidates for 2023-2024 IAP Officers are listed below with full bio available on BOX by clicking nomination

<p>TERESA SPENCE : PRESIDENT-ELECT NOMINEE</p>	<p>FUN FACTS!</p>
	<p>If you could learn to do anything, what would it be? Make croissants from scratch</p> <p>If you won the lottery, what's the first thing you'd do? Pay off bills, then book a trip to Europe</p> <p>If you could be friends with a fictional character, who would it be? Hermione Granger from the Harry Potter series</p> <p>If you had 30 minutes of free time, how would you pass the time? Honestly – watch TV, ideally, go for a walk or sit outside on my patio.</p> <p>See the full bio at the link below to find out what story Teresa's family always tells about her!</p>
<p>Joined UIUC as Extra Help in Spring 2014 – Hired full-time as Office Support Associate Currently, an Administrative Aide in the Office of the Provost Joined IAP in February 2020 – Current Chair of Programs & Events Committee</p>	<p>Full Bio: https://uofi.box.com/s/1ks1yfxv9nrkbpqnb2gt958plrvmoi2</p>

BETH LEWIS : PRESIDENT-ELECT NOMINEE



Joined UIUC in September 2017 as an Office Support Associate
Currently, an Office Administrator at the School of Information Sciences (iSchool)
Joined IAP in Fall 2018 – Current Co-chair of Nominations & Elections Committee

FUN FACTS!

If you could learn to do anything, what would it be?

Home / Interior Design

If you won the lottery, what's the first thing you'd do?

Hire a well accredited financial advisor

If you could be friends with a fictional character, who would it be?

Rosey from the Jetsons

If you had 30 minutes of free time, how would you pass the time?

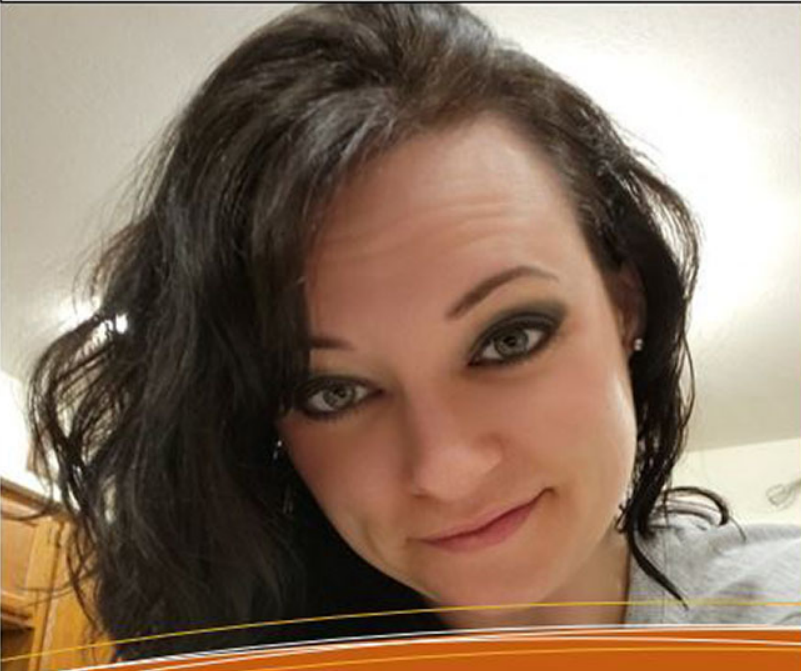
Read

See the full bio at the link below to find out what story Beth's family always tells about her!

Full Bio:

<https://uofi.box.com/s/mw4deh197378ecw1avcsy59gt5513pml>

ERIN FARRAR : TREASURER NOMINEE



Joined UIUC in January 2017
Currently, a Business & Finance Coordinator at the College of Education
Joined IAP shortly after being hired

FUN FACTS!

If you could learn to do anything, what would it be?

American Sign Language

If you won the lottery, what's the first thing you'd do?

Retire and move to the Smoky Mountains in Tennessee

If you could be friends with a fictional character, who would it be?

Elmer Fudd from Looney Tunes

If you had 30 minutes of free time, how would you pass the time?

Work on a puzzle

See the full bio at the link below to find out what story Erin's family always tells about her!

Full Bio:

<https://uofi.box.com/s/lj5sen2uiwkk12natfity5gcyisxwxvaa>

DARLENE DALLAS : RECORDING SECRETARY NOMINEE



Joined UIUC in January 2008 as a Secretary III (now labeled Office Support Associate)
Currently, an Office Administrator at the College of ACES
Joined IAP in February 2018

FUN FACTS!

If you could learn to do anything, what would it be?

Professionally – web design, Personally – a second language and knitting

If you won the lottery, what's the first thing you'd do?

Trust fund for kids, then trip to Europe

If you could be friends with a fictional character, who would it be?

"Mercy" by Patricia Briggs

If you had 30 minutes of free time, how would you pass the time?

Crochet while watching TV

See the full bio at the link below to find out what story Darlene's family always tells about her!

Full Bio:

<https://uofi.box.com/s/q15jyy6om7uctygc9g1pxwmb31vzv1>

- Elections held May 17: President-Elect – Teresa Spence (15–3); Recording Secretary – Darlene Dallas (unopposed; voice vote); Treasurer – Erin Farrar (unopposed; voice vote).

COMMITTEE: PROGRAMS & EVENTS — CHAIR: TERESA SPENCE

Committee Members: David Perryn, Teresa Spence (Chair) Suzi Stadel, Marie Tan-Jones

Charge: Programs & Events focused on maximizing professional development opportunities to IAP members throughout the year. This coordination involved working with campus and community partners, to bring a diverse selection of professional development offerings. P&E recognized that staff training levels varied across campus departments, so we were mindful of that while planning events. The committee consistently strived to provide additional value to the IAP Membership

FY23 Program Schedule:

- July 20, 2022 — Meditation Techniques by Joy Brownridge (in-person) — Main Quad
- August 17, 2022 — UIPD Therapy K-9s by Tara Hurless & Kirby (in-person) — Engineering Quad
- September 21, 2022 — Back-to-School Bash Brown Bag Lunch (in-person) — Main Quad
- October 19, 2022 — Boss of the Year - Guest Speaker Kristi Kuntz (hybrid) — 304 Coble Hall + Zoom
- November 16, 2022 — Supplemental Retirement Plan options by Dennis McGiles and Julie Nelson, University Payroll & Benefits (Zoom)
- December 12, 2022 — Holiday Luncheon — President's House
- January 18, 2023 — Faculty/Staff Mental Health Ambassador Program - Dr. Lydia Khuri and Kathryn Rhoades (Zoom)
- February 15, 2023 — Chrome River Tips by Melissa Plotner and Tammy Ziegler, Payables (Zoom)
- March 22, 2023 — Beckman Institute Tour (in-person)
- April 19, 2023 — Office Professional of the Year (in-person) — 1040 NCSA, 1205 W. Clark Street, Urbana
- May 17, 2023 — Annual Meeting & Committee Spotlight (in-person) — 4045 School of Information Sciences 614 E Daniel St. Champaign
- June 21, 2023 — Final Meeting & Recognition (in-person) — Illini Union (south side)

COMMITTEE: SCHOLARSHIP — CHAIR: PENNY AMES

Committee Members: Helen Agans, Penny Ames (Chair), Jill Ouellette

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 FY23

- Distributed the Kathryn G. Hanson Scholarship announcement to Illinois high schools; received 61 applications; 42 completed; 30 eligible.
- Selected Lukas Dalecki (initial awardee) with Grayson Adelstein as runner-up. After the initial awardee declined, the \$500 award was conferred to Grayson Adelstein (Gies College of Business) and processed in DAWS upon enrollment confirmation.

COMMITTEE: SPECIAL EVENTS — MARCY FRERICHS & TERESEA SPENCE

Committee Members: Marcy Frerichs (OPTY), Sandy Hardin, Teresa Spence (BOTY)

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.

Report for FY23

- Boss of the Year (October 19, 2022): Speaker — Kristi Kuntz (2021 BOTY). Nominees: Christine Hopper (winner) and Rohit Bhargava. Hybrid event at Coble Hall/Zoom; gifts presented.
- Office Professional of the Year (April 19, 2023): Chair — Marcy Frerichs (2022 OPTY). Speaker — Jennifer Erickson. Winner — Cari West-Henkelman. In-person celebration at NCSA 1040.

COMMITTEE: PHILANTHROPY — CO-CHAIRS: DEB FLESSNER & JILL ODOM

Committee Members: Jane Baumgartner, Olivia Callow, Deb Flessner (Co-Chair), Colleen Hammel, Tara Murray, Jill Odom (Co-Chair)

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.

Report for FY23

- Seasonal drives & service: Salvation Army Toy Shop (volunteer shifts & gifts) and Faculty Staff Assistance Program (FSAP) Acts of Kindness (AOK) family (gift cards; exploring movie passes).
- Fall Mum Sale: 63 items; \$215 profit.
- Spring Flower/Vegetable Sale: \$205.35 raised for FSAP AOK (Spring-Forward).
- Piloted a quarterly AOK allocation approach (targeting ~\$1,000/yr as capacity allows).

RECOGNITIONS & TRANSITIONS

- Member of the Year (MOTY): Teresa Spence (Jen Sans also recognized). Presented at the June 21 meeting alongside honors for retirees and past presidents.
- Passing the Torch: Introduced incoming FY24 officers — Dimitria Johnson, President; Teresa Spence, President-Elect; Darlene Dallas, Secretary; Erin Farrar, Treasurer.