

Illinois
**Administrative
Professionals**



OFFICE PROFESSIONALS - WORKING TOGETHER, GROWING TOGETHER

Since 1948

FY25 ANNUAL REPORT

President's Report—Teresa Spence

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.

Professional Development and Communication. We held Executive committee meetings via Teams and monthly IAP luncheons varied between virtual and in person. The Programs and Events committee has done a wonderful job seeking out guest speakers. BOTY was not held this year, and we opted to have an inspirational speaker present during the October meeting. OPTY was held in person, and we had a record number of nominations this year.

Activities and Procedures Document

The past few years we have had significant complications in filing and maintaining an individual in our Treasurer Role. I presented an option to the Executive Board to make a change to our bylaws to include an additional elected position – Treasurer-Elect. This would give an individual a year to understand the intricacies of the Treasurer role before taking on the office completely. This was presented to our General Membership in April and passed. Thanks to the challenging work of our Bylaws and Parliamentarian chair for helping implement this change for our organization.

I also asked Executive Board members to assist with cleaning up and organizing our Box folder better. Information is easier to locate, and we have a system in place for maintaining records.

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. Thanks to the work of our Membership committee, we were able to increase our overall membership this past year. We had a remarkably successful year as an organization.

Respectfully submitted, Teresa Spence, President 24-25

President-Elect's Report – Angie Ellis

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, I will serve as a liaison to the Staff Advisory Council, representing Illinois Administrative Professionals.

Report for FY25

All Staff Employee Expo – No All-Staff Employee Expo was held this academic year.

Provide Assistance to President – Met with the President regularly to set Board agendas and discuss current activities of the committees. Assisted at Monthly Luncheons when necessary.

Respectfully Submitted,

Angie Ellis

President-Elect, 24-25

Recording Secretary's Report—Helen Agans, 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 FY25: Helen Agans was elected as Recording Secretary for fiscal year 2025.

Minutes were taken for the following meetings:

- Executive Board Minutes Recorded (All Executive Board Meetings were via Teams or Zoom unless otherwise noted.):
 - 2024 July 9, Helen Agans
 - 2024 August 14, Helen Agans
 - 2024 September 11, Helen Agans
 - 2024 October 9, Helen Agans
 - 2024 November 13, Helen Agans
 - 2024 December 4, Helen Agans
 - 2025 January 8, Helen Agans
 - 2025 February 5, Helen Agans
 - 2025 March 12, Helen Agans
 - 2025 April 9, Helen Agans
 - 2025 May 14, Helen Agans
 - 2025 June 11, Helen Agans (in-person luncheon at Swanlund)

- General Meeting/Career Connection Minutes (All General Meeting/Career Connection Meetings were in-person unless otherwise noted.):
 - 2024 July 17, Helen Agans (via Zoom)
 - 2024 August 21, Helen Agans did not attend the meeting. Marie Tan-Jones provided notes to Helen for formatting.
 - 2024 September 18, Helen Agans 2024
 - 2024 October 16, Helen Agans 2024
 - 2024 November 20, Helen Agans did not attend the meeting. Suzi Stadel provided notes to Helen for formatting. (via Zoom)
 - 2024 December 11, Helen Agans did not attend the meeting. Marie Tan-Jones provided notes to Helen for formatting. 2024
 - 2025 January 15, Helen Agans did not attend the meeting. Suzi Stadel provided notes to Helen for formatting. (via Zoom)
 - 2025 February 11, Helen Agans
 - 2025 March 19, Helen Agans did not attend the meeting. Corissa Clark provided notes to Helen for formatting. (via Teams)
 - 2025 April 16, Helen Agans 2024
 - 2025 May 21, Helen Agans

- 2025 June 18, Helen Agans 2024

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 folder.

Respectfully submitted by Helen Agans, Recording Secretary

Committee: Bylaws/Parliamentarian Committee

Committee Member: Hannah Stites, 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, Hannah Stites, who served as Chair.

The Executive Board reviewed, discussed, and approved bylaws changes to Article V Section 1., Article VIII Section 4., Article X Section 4, and added Article X Section 5. As recorded on April 9, 2025, Executive Board meeting minutes.

In accordance with the IAP bylaws, written notice of the bylaws changes were provided to the IAP membership via an email on April 7, 2025.

The bylaws revision included below was read, voted upon, and approved at the April 16, 2025, Career Connections Luncheon Meeting and became effective on that date.

ARTICLE V. Officers

Section 1.

Section 1 currently reads:

The elected officers of Illinois Administrative Professionals are President, President Elect, Recording Secretary, and Treasurer.

Section 1. will now read:

The elected officers of Illinois Administrative Professionals are President, President Elect, Recording Secretary, Treasurer, and Treasurer Elect.

ARTICLE VIII Nomination and Election of Officers

Section 4.

Section 4. currently reads:

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

Section 4. will now read:

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

appointed by the Executive Board to serve until the next regular **election**. In the event of a vacancy in the office of Recording Secretary, a Recording Secretary may be appointed by the Executive Board to serve until the next regular term.

ARTICLE X. Responsibilities of Elected Officers

Section 4. The Treasurer

Section 4. currently 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 September 1 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 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 Treasurer Elect and will forward prior year's records to President to be archived.

ARTICLE X. Responsibilities of Elected Officers

Section 5. The Treasurer Elect

Section 5. currently nonexistent

Section 5. will read:

The Treasurer Elect. Will assume the office of Treasurer following term as Treasurer Elect. Will shadow the current Treasurer to learn the responsibilities and operations involved in managing the Association. Will act on behalf of the Treasurer in their absence.

All bylaws policies were followed accordingly at all meetings throughout the year.

Committee: Communications Committee

Committee: Communications Committee

Committee Members: Sarah Wells (Chair), Cathy Bialeschki, Andia Isaj, Natalia Sakhartova

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 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 events have occurred over the past year, and pictures have been taken whenever possible. 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 events, and fundraisers. We are continuing to work to add content to the monthly newsletter to keep it interesting and entice new members.

Respectfully submitted,

Sarah Wells

Committee: Membership and Mentoring

Committee Members: Hannah Stites and Dimitria Johnson (co-Chairs), Cathy Bialeschki, Angie Ellis, Sarah Bransley, Allie Langley

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 members to offer guidance, support, and resources as a membership benefit.

At the beginning of the 2024-2025 membership year, we sent out reminders in June and July, and a last call in August, through the IAP newsletter, for members to renew their membership. We also advertised in the eWEEK newsletter, the June 30, 2024 edition, to all faculty and staff. Angie Ellis obtained the new-hire list spanning the previous six months from Illinois Human Resources in July and January, and emails were sent to individuals in eligible classifications inviting them to join IAP. The membership spreadsheet was updated with current information and reorganized to list members who did not renew or retired, creating active, inactive, and retired categories. Dimitria Johnson sent thank-you emails to all who became members or renewed their memberships.

Mentoring: The IAP mentoring program was advertised in August, with a sign-up deadline of August 30. The Mentoring Committee made matches in September, and a kick-off meeting was held on October 3, in person and on Zoom. Each pair was asked to complete a mentoring agreement and to hold bi-monthly check-ins with a committee member via email, Teams chat, or Teams call. A Teams channel was the primary method of communication for all program participants. Monthly networking hours were held in the Illini Union Basement for participants to gather, meet with their mentor/mentee, and/or ask questions. We had 17 mentoring pairs and 32 total participants. Two mentoring pairs dropped out mid-program.

Conclusion: At the conclusion of the FY25 year, there were 171 members, made up of 35 new members, one former member who renewed, 71 renewals, and 64 retirees

Committee: Nominations and Elections

Committee Members: Darlene Dallas (Chair), Andia Isaj, and Jennifer Sans

Committee Charge: The duties of this committee were 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 could also be made from the floor at the April meeting. Nominations from the floor must have received one second.

The Nominations and Elections Committee began accepting nominations for President-Elect, Recording Secretary and Treasurer starting in February 2025 and concluded March 21, 2025. 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 Illinois Administrative Professionals MS Teams page.

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 Treasurer-Elect and will forward prior year's records to President to be archived.

Section 5. The Treasurer Elect. Will assume the office of Treasurer following term as Treasurer Elect. Will shadow the current Treasurer to learn the responsibilities and operations involved in managing the Association. Will act on behalf of the Treasurer in their absence.

The deadline to receive nominations for the 2025-2026 Illinois Administrative Professional (IAP) officers was March 21, 2025.

(2) candidates, Cari West and Minh Aimone, accepted the nomination for the office of President-Elect, (3) candidates, Helen Agans, Sarah Bransley, and Hannah Stites, accepted the nomination for Recording Secretary and (1) candidate, Candy Deaville accepted the nomination for Treasurer, (2) candidates, Minh Aimone and Stacy Walker, accepted the nomination for Treasurer-Elect.

During the general meeting on April 16th, the slate of officers was announced, and nominations were requested one last time from the floor.

The results of the nominations of officers were announced in the May 2025 newsletter.

The results of the election for the 2025-2026 slate of officers were announced during the May general meeting as follows:

President-Elect: Cari West

Recording Secretary: Sarah Bransley

Treasurer: Candy Deaville

Treasurer-Elect: Stacy Walker

A budget of \$100 was provided to the Nominations and Elections committee this year. No expenses were incurred during 2024-2025.

Respectfully submitted,

Nominations & Election Committee

Darlene Dallas (Chair)

Andia Isaj

Jen Sans

Committee: Programs & Events

Committee Members: Marie Tan-Jones & Suzi Stadel (Co-Chairs), David Perryn, Corissa Clark, and Nicole Kyle.

Committee Charge: Work with appropriate campus units to meet staff development and training needs of IAP membership. The committee will sponsor virtual and in person career development meetings.

P&E welcomed Corissa Clark to the committee this year. Suzi and Marie began serving on P&E in FY20, David began in FY19, and Nicole began serving in FY23. Suzi and Marie will be stepping down as co-chairs for FY 25-26 but will continue on the P&E committee. Nicole and Corissa will be co-chairs.

The P&E Committee organized and hosted a wide variety of events for FY24. The organization of each event included selecting speakers, obtaining confirmations, sending the corresponding Zoom invites for the virtual events, securing space for in-person events, along with selecting a caterer for lunch orders and coordinating the collection of orders and payments.

Programs & Events Committee offered the following:

Diversity Dashboard - <i>virtual</i>	July 17, 2024
Tour of DRES	August 21, 2024
Tour of State Farm Center	September 18, 2024
Sparkle Sanders in place of Boss of the Year	October 16, 2024
403b/457 Plans	November 20, 2024
Presidents House Luncheon & Tour	December 10, 2024
Overview of Illinois Human Resources - <i>virtual</i>	January 15, 2025
Julie Birky – Time and Values Workshop	February 19, 2025
Staff Advisory Council & Employee Advisory Council - <i>virtual</i>	March 19, 2025
Elections/Committee Spotlights	May 21, 2025
Member of the Year/Pizza Celebration	June 18, 2025

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

Committee: Scholarship Committee

Committee Members: Helen Agans (Chair), Jill Ouellette, Deon Chester, and Kellye Smith

Committee Charge: This committee is responsible for coordinating the selection of the Kathryn G. Hanson Scholarship recipient. The scholarship announcement is sent to all Illinois High School Association (IHSA) affiliated high schools. The committee selects one recipient for a \$500 scholarship from the applications received.

Helen, Jill, Deon, and Kellye reviewed the contact information for all high schools on the IAP list against the IHSA website (each person took one-third of the list). On February 12th, 2025, Helen emailed the scholarship application information to all contacts (primarily principals and guidance counselors) on the IAP list (a total of 801). The deadline for IAP to receive applications was March 12th, 2025. All applications needed to be submitted electronically.

We received a total of ninety applications. We reviewed each application based on a rubric (GPA, intended major, intended university, extracurricular activities, two references, and a 500-word essay explaining their future educational and career plans). Preference was given to applicants who were pursuing a business-related degree and to those who were attending the University of Illinois at Urbana-Champaign in the upcoming fall semester. Due to the schedules of the committee, we did not complete our review of all applications and select the scholarship recipient until May 1, 2025.

The committee chose Brandon Kropp (Manteno High School, Manteno, IL) as the recipient of the 2025 Kathryn G. Hanson Scholarship. Abigail Rice (Danville High School, Danville, IL) was chosen as the runner-up if Brandon declined the scholarship. Brandon accepted and planned to major in accounting or finance, while participating in the ROTC, starting Fall semester 2025.

A formal email was sent to Brandon on May 2, 2025. Brandon responded on the same day to express his thanks and accept the award. This award was reflected in Brandon's student account in August 2025.

Colleen Hammel (College of Media) processed the \$500 transaction/deposit in DAWS on July 2, 2025, and it was approved by the business office (College of Media),

Respectfully submitted by Helen Agans, August 15, 2025.

Committee: Special Events

No report was submitted by the Special Events Committee. President Teresa Spence provides the following information.

Boss of the Year 2025 - October

No event was held this year as nominations have been low in the past several years. In lieu of the event, we hosted a speaker, Sparkle Sanders for all members. See details from Programs and Events Committee

Office Professional of the Year 2022 – April 16, 2025

Committee members: Deb Flessner, Colleen Hammel, Melissa Duong

The 33rd annual Office Professional of the Year Award event was held in person at the Electrical and Computer Engineering Building in Room 3002 on April 16, 2025.

Following the February luncheon, a list of current Illinois Administrative Professionals (IAP) members was provided to Deb Flessner. 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. 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.

Twelve nominations were received and reviewed by Deb Flessner, 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 Deb Flessner, 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 various IAP members.

The speaker for the 2025 Office Professional of the Year event was Shengyan Zhang, Shared Services Coordinator, System Office Shared Services. Shengyan was the nominator for the 2024 Office Professional of the Year Award recipient.

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

The twelve nominees were:

1. Cathy Bialeschki, Administrative Aide, Illinois Natural History Survey; Nominated by Brenda Molano-Flores
2. Deon Chester, Senior Building Operations Specialist, University Administration; Nominated by Tyle Tanaka
3. Darlene Dallas, Office Administrator, Office of Facilities Planning & Management, College of ACES; Nominated by Douglas Wolters
4. Laura Dayton, Office Support Specialist, Purchasing & Contract Management Office; Nominated by Jenna Montgomery
5. Betsy Lancaster, Office Administrator, Material Research Laboratory, Grainger College of Engineering; Nominated by Mauro Sardela
6. Allie Langley, HR Services Representative, Grainger Engineering HR Shared Services; Nominated by Kathy Atwood
7. Kelly Nowlin, Administrative Aide, School of Chemical Sciences Advising, HR Shared Services; Nominated by Patricia Simpson
8. David Perryn, Administrative Aide, Office of the Executive VP/VP of Academic Affairs; Nominated by Sarah Gantz
9. Suzi Stadel, Administrative Assistant, Office of Procurement Services; Nominated by Aaron Carter
10. Sarah Wells, Assistant to the Executive Director, Prairie Research Institute; Nominated by Praveen Kumar
11. Jamie Willard, Administrative Aide, Office of the Vice Chancellor for Research & Innovation; Nominated by Tammy Nohren
12. Hannah Williams, Office Manager, University Library; Nominated by Elizabeth Lewis

The 2025 Office Professional of the Year Award recipient was Cathy Bialeschki! Cathy received a certificate, a traveling plaque with her name added, a plaque to keep, and a gift bag. Plaques were purchased through Trophy Time.

**Respectfully submitted,
Teresa Spence, President 24-25**

Committee: Philanthropy

Committee Members: Deb Flessner and Jill Odom (Co-Chairs), Liz Johnson, Cari West

The Philanthropy Committee submitted no Report.

Committee: Social Committee

Committee Members: Dimitria Johnson (Co-Chair), Hannah Stites (Co-Chair)

Committee Charge: We organize social events like holiday parties, luncheons, and gatherings after hours. We work to bring people together and create a welcoming atmosphere. Whether you're new or a long-time member, we're always planning something fun to help build community and boost morale.

July	Brown Bag Luncheon
August	Friday Night Live, Downtown Champaign
September	Virginia Theater for Throwback Thursday Movie Nights
October	Aspen Tap House- dinner
November	Friendsgiving Potluck Luncheon
December	IAP Holiday Celebration Luncheon at Legends
January	Murphy's Pub for Lunch
February	Pour Bros Craft Taproom for Music Bingo
March	Illini Union for Lunch
April	Celebrate Administrative Professionals Day at Punch! Bar & Lounge
May	Potluck Luncheon to celebrate the end of the semester

The Social Committee looks forward to offering additional social opportunities to IAP members in the upcoming year.

Respectfully submitted by Dimitria Johnson, Co-Chair

