

# Golden Opportunities



Member of IAAP

2008 Calendar

**Service Project for April**  
**No Community Service**  
**Project**

**April Meeting Topic**

**Boas to Wiener Whistles**

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The editor reserves the right to edit  
submissions for length or content.

IAAP's **VISION** is to inspire and equip all administrative professionals to attain excellence.

April 2008  
Issue 16

## Letter from the Editor

In honor of Administrative Professional Week, here are some fun facts:

- The National Secretaries Association was formed in Kansas City, Missouri in 1942.
- National Secretaries Week began in 1952 in an effort to honor administrative staff for their efforts and attract more people to office and administrative careers.
- National Secretaries Week was originally held in early June and was changed to the last full week in April in 1955.
- In 1981 the name of the annual observance was changed to Professional Secretaries Week when the National Secretaries Association became Professional Secretaries International (PSI).
- PSI changed its name in 1998 to the International Association of Administrative Professionals (IAAP) to reflect the expanding role of office staff.
- In 2000, IAAP changed the name of Professional Secretaries Week to Administrative Professional Week to encompass the expanding responsibilities and wide-ranging job titles of administrative support staff.
- IAAP currently boasts approximately 600 chapters and 40,000 members worldwide.
- Administrative Professionals Week has become one of the largest workplace observances outside of birthdays and major holidays.

Please join us as we celebrate our profession with an IMPACT meeting on Thursday, April 10<sup>th</sup>, at The Wellington in Arlington Heights. Joyce Smith will be the keynote speaker as she presents "Boas to Wiener Whistles." It promises to be an evening of fun, good food, and learning and networking opportunities. See you there!

Chris

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## ICE BREAKERS....JODI BUCHOLTZ

Really, I am retiring on April Fools Day.

A year ago I had no choice in the matter and had total knee replacement on both knees and the recuperation process took 3 ½ months. By the end of that time I was more than willing to get back to work and into the Motorola mainstream. I missed the everyday camaraderie of friends; I missed being busy.

I have been very blessed working at Motorola. My jobs have all been very interesting, rewarding and fun. I started out working as a contractor on a one day assignment. When it came to signing off on my time sheet, I was told that I wouldn't be leaving just yet. Then two months later, I was offered a full time position and decided to take it. It was only four miles away from home—no more traveling. That began my career in Motorola's Standards Department. During this time I was promoted to the highest grade level for a non-exempt admin. Where do I go from here? That is when my investigations led me to IAAP. This was a means for admins to network and learn.

My first encounter with IAAP was signing up for an IDAM Meeting being held in the area. I wasn't quite sure what to expect and I was going alone. There was no need for any hesitation. I was welcomed at the registration desk and made to feel at home from the very beginning. I soon met admins from different parts of the state and got to learn more about their organization. The two days spent at this event were fun and most enlightening. Why hadn't I heard about this organization before?

It was this warm outpouring of friendship and information that made me seek a chapter in the area--I had to join. That is how I found the Golden Corridor Chapter. During my membership I joined the Nominating Committee. From there I was on the board as Corresponding Secretary during which time our chapter hosted the Illinois Division Annual Meeting. I have met and networked with many wonderful friends over the past seven years.

My career continued on with the CTO organization working for two more vice presidents and one senior vice president. However, I have retired them all from Motorola and now it is my turn. I did **warn** my present boss, Dr. Hamid Ahmadi, Motorola's Chief Architect, of my shady past with "retirements", but he just smiled. I am kind of an enigma at Motorola—my whole 11 ½ year career has been spent in the Corporate Tower, 4<sup>th</sup> floor. Most admins have moved from building to building or location to location. It took me 11 ½ years to go half way round the floor. I wonder if I hadn't

retired how long would it have taken me to go full circle?

We have a home in Arizona, close to my daughter and her family (two granddaughters and one grandson). My husband will retire by the end of the year and our goal is to move there as soon as we sell our home in Illinois. I look forward to warm sunny days with family and my passion for beading/jewelry making. I have always wanted to dabble in "One Stroke" painting as well. I will miss my friends from the Golden Corridor, but hope to stay in touch and find out what is going on. Now, I am ready for the next chapter in my life to begin.....

## LETTER FROM THE PRESIDENT

In the coming months we will be saying goodbye to two of our very dear friends and members.

Along with Jodi's retirement and impending move, as mentioned above, Suzie Montoya CPS has also announced that, due to organization changes in her department, she will take this opportunity to relocate back home to California to be with family. I will miss Jodi and Suzie as they have both had an impact on my career and my involvement in IAAP.

Six years ago, I accepted a position in the Standards Department at Motorola's Corporate Headquarters. Yes, replacing Jodi, as she would be reporting to another manager. Among other things, our connections the Standards Department formed the basis of our friendship. It wasn't long when her involvement in Golden Corridor's monthly meetings as Corresponding Secretary sparked my interest in attending a few meetings as a guest. You can see where that went...

As with Jodi, I casually knew Suzie for many years before we developed a friendship. This was a couple of years ago while taking the CPS review classes online through Harper College. A few weeks into the semester, I happened to notice a familiar name in the 'Blackboard' chat. Within minutes I was headed to the 7<sup>th</sup> floor to 'chat' with this fellow student. Anyone that has gone through the certification review and exam will appreciate what this discovery meant. Something like, "misery loves company". We kept tabs, drove to the exam site together and waited out the results together. Relief, we both passed! For Suzie, membership in IAAP, and fast track as Golden Corridor Recording Secretary 2007 – 2008, as well as involvement in more than one committee.

As they have both been an inspiration to me and others in our chapter, Jodi and Suzie will continue on their journey touching others. I wish you both the best!

## LONG DISTANCE RELATIONSHIPS AT WORK

Contrary to popular belief, most employees don't relish time away from their bosses. According to a survey by OfficeTeam, nearly half (48 percent) of workers polled said their jobs would be more difficult if they did not work in the same office as their supervisors. Of this group, 27 percent felt things would be *much* more difficult.

Technological advances and global expansion have made it more common and acceptable for people to work remotely. In some instances, it's hard to avoid. However, if you regularly work outside of the office, or your boss is constantly on the road, make sure you go the extra mile to keep the lines of communication open. Here are some tips that can help:

- **Provide frequent status reports.** Establish a schedule for giving updates to your supervisor so he or she is aware of your workload. At a minimum, offer a weekly status report detailing tasks completed and in progress.
- **Pick up the phone.** While e-mail is an effective communication method, using the telephone can sometimes be more efficient and strengthen ties with your manager and coworkers. Schedule a weekly call where you can bring up questions on pressing projects.
- **Highlight your accomplishments.** When you don't see your supervisor regularly, tooting your own horn becomes even more important to get proper credit for your achievements.
- **Meet face-to-face.** Take advantage of all opportunities to meet in person with your manager. These discussions are imperative to stay connected, avoid miscommunication, and ensure you stay top of mind for desirable projects and promotions.

Keeping in constant touch is the best way to ensure your presence and hard work don't go unnoticed. Like the saying goes, "out of sight, out of mind," so make sure you're doing your part to jog your manager's memory.

*OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 300 locations worldwide, and offers online job search services at [www.officeteam.com](http://www.officeteam.com). For more information, call the Schaumburg office at (847) 885-6228.*

## THE CHANGING ROLE OF THE ADMINISTRATIVE PROFESSIONAL

When you look back through history, the role of the administrative professional has always been important. The job titles and technology may be drastically different, but the job always needs to get done.

- The scribes of ancient Rome could be considered the first known secretaries. These men were responsible for "writing down" or chiseling important information on to a stone and acted as trusted advisors to the emperor.
- In the Post-Renaissance era, men still performed secretarial roles. Their responsibilities included maintaining account books and handling stenographic duties.
- In the 1930s, women became the dominant member of the secretarial workforce.
- Today, there are more than 4.2 million administrative professionals employed in the United States.

*Excerpt from "Pen Pal," a newsletter published by the Quill Corp., April 2008 edition.*

**BIRTHDAYS**

Sandra Conley*	4/3
Donna Drapalik	4/7
Carol LeDoux	4/8
Carol Anderson CPS	4/12
Deborah Morris	4/23

**ANNIVERSARIES**

Sandra Conley*	04/01/1997
Dianne Debellis	04/01/2005
Carol LeDoux	04/01/2000
Kathleen Peterson	04/01/2003
Linda Robinson CPS/CAP*	04/01/1997
Darice Ruiz*	04/01/1997

\*Indicates Charter Member

**IMPORTANT DATES****April 10, 2008**

Golden Corridor Impact Meeting  
Wellington Restaurant, Arlington Heights

**April 18-20, 2008**

Illinois Division Annual Meeting  
Pere Marquette, Peoria, IL

**April 23, 2008**

Administrative Professionals Day

**May 2-3, 2008**

CPS/CAP Exam  
Various Locations

**July 27-30, 2008**

International Convention & Education Forum  
Hilton Riverside, New Orleans, LA

**August 15, 2008**

Registration Deadline for Nov. CPS/CAP Exam

**BULLETIN BOARD**

Congratulations to all  
Administrative Professionals