RESOLUTION FOR

Patricia "Patty" Eck

WHEREAS, Patricia "Patty" Eck dedicated over thirty-seven years of outstanding service to Southeast Missouri State University; and

WHEREAS, she began her career in 1977 at Southeast in the Office of Educational Grants, followed by providing administrative support to the Southeast Missouri Regional Crime Laboratory, the College of Science and Technology Dean’s Office, the Office of the Provost, and Human Resources; and

WHEREAS, she provided excellent administrative support to the Dean and faculty of the College of Science and Technology and also assisted the college with the coordination of its yearly Science Symposium; and

WHEREAS, she provided outstanding support to the Office of the Provost in various roles such as Senior Administrative Assistant to the Assistant Provost, Executive Assistant to the Provost and Academic Affairs Support Specialist to the Provost; and

WHEREAS, she provided comprehensive administrative support to the Office of the Provost in processing over nine hundred faculty appointment memorandums and four hundred fifty additional payments annually, maintaining highly organized faculty tenure and promotion materials, processing faculty salary notifications, assembling monthly faculty personnel actions to the Board of Regents, and processing over one hundred twenty graduate assistant appointment memorandums annually, all while coordinating faculty recruitment processes; and

WHEREAS, she worked closely with Information Technology and Human Resources to develop a database used by academic department administrative assistants for generating electronic part-time and overload faculty contracts, which later changed to the use of Banner Employee Self Service for which she played such an instrumental role in both system set-up and the training of colleagues on the program’s use; and

WHEREAS, she has held the Certified Administrative Professional (CAP) certification since November 1, 1997, and has been an active member of the International Association of Administrative Professionals (IAAP) and the Girardot Chapter for the past 19 1/4 years, during which time she served as Chapter President for both the 2005/2006 and 2006/2007 years, received the Missouri Division IAAP President’s Recognition Award in 2008, and has been an IAAP Member of Excellence since 2008; and

WHEREAS, she has been affectionately considered by her Human Resources colleagues as the holder and keeper of all necessities in her desk drawers, including but not limited to, stamps, tools, nails, Band-Aids, highlighters in any color, batteries, assorted tools that would fix watch batteries, and any type of snacks imaginable; and

WHEREAS, she leaves behind colleagues and friends at Southeast who hold her in the highest regard for her many years of faithful service, dedication, commitment, and compassion to Southeast faculty, staff and students;

NOW, THEREFORE, LET IT BE RESOLVED that the Board of Regents expresses its appreciation and congratulations on behalf of the University and its students, faculty, staff, and administration on this first day of May, Two Thousand Fifteen.

Jay B. Knudston

President, Board of Regents
Southeast Missouri State University