RESOLUTION FOR

Phyllis F. Sanders

WHEREAS, Phyllis Sanders has dedicated over nineteen years of service to Southeast Missouri State University; and

WHEREAS, she was promoted from Library Technical Assistant III to Administrative Assistant in Kent Library, and served in the latter capacity under four library directors; and

WHEREAS, she was always pleasant, attentive and courteous to all who visited her office; and

WHEREAS, she often maintained a well-stocked candy dish in her office to sweeten the disposition of her co-workers; and

WHEREAS, while employed at Southeast, she achieved the Certified Administrative Professional (CAP) rating which certifies that the recipient is proficient in a wide variety of office administration skills; and

WHEREAS, a constant theme was her attention to detail and her work ethic to do her job well and to take her responsibilities seriously; and

WHEREAS, she did much of her work quietly and behind the scenes, never expecting to be noticed for this, but her work was greatly appreciated by those who were aware of her many contributions; and

WHEREAS, she always exhibited a professional manner on the telephone and in numerous letters and emails with the many individuals who contacted Kent Library; and

WHEREAS, she worked collaboratively with all levels of employees within Kent Library and across the campus; and

WHEREAS, she was a good, reflective listener and would help her colleagues find workable solutions to many complex problems; and

WHEREAS, she possessed a high degree of creativity which she shared over the years by creating colorful, well-designed invitations to numerous Kent Library events, many publicity flyers and posters for the Kent Library Athenaeum Series, and dozens of other similar notices and flyers for library-related activities; and

WHEREAS, in her retirement, she can devote much more time and her vast creative talents to her favorite hobbies of sewing and embroidery; and

WHEREAS, she leaves behind a large group of colleagues who hold her in the highest regard, both professionally and personally;

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. Knudtson

President, Board of Regents
Southeast Missouri State University