

## RESOLUTION FOR

*Debbie Baltzell*

**WHEREAS**, Debbie Baltzell dedicated thirty-seven years of service to Southeast Missouri State University. She began employment in 1976 as a Data Entry Operator with the Migrant Education Center, which was a federally funded program; and

**WHEREAS**, she distinguished herself by working successfully in multiple offices on the campus of Southeast Missouri State University; which included such positions as Secretary to a Dean of Students and Senior Administrative Assistant to two Vice Presidents for Student Affairs; and

**WHEREAS**, while employed at Southeast, she achieved the Certified Professional Secretary (CPS) rating, which is a rating that is awarded by the International Association of Administrative Professionals (IAAP) organization once an individual, passes an examination. Achieving this rating demonstrates that a recipient is proficient in a variety of office skills; and

**WHEREAS**, in her position as Senior Administrative Assistant in the Office of New Student Programs, she possessed the abilities as a highly-skilled member of the clerical and technical staff working tirelessly to keep the operations of New Student Programs in order; and

**WHEREAS**, as the Senior Administrative Assistant, she maintained the master schedule of our orientation programs and opening week activities; and

**WHEREAS**, she effectively worked with multiple offices on campus to coordinate orientation programs; and

**WHEREAS**, she successfully trained many student workers who respected and admired her; and

**WHEREAS**, she demonstrated a commitment to excellence and continuous improvement through her willingness to take on new responsibilities when the Office of New Student Programs merged with the Office of Admissions; and

**WHEREAS**, she was loyal to the institution and to the people she worked with;

**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 second day of May, Two Thousand Fourteen.



Doyle L. Privett

*Doyle L. Privett*

President, Board of Regents  
Southeast Missouri State University