

Secretaries' Week

Twenty-five year secretary reflects on her job

Professional Secretaries' Week
April 21-25

Professional Secretaries' Day is Wednesday.

The week is celebrated annually during the last full week in April.

The honor for secretaries has been a tradition since 1952.

There are currently 3,349,000 employed secretaries in the United States.

The theme for this year's Secretaries' Week is "Bridges to Opportunity for Administrative Specialists."

CHRISTINA MUELLER
Feature Editor

Sue Hagen has been a part of the college for 25 years. She is well-known and respected throughout the college.

She came to Oregon from Wichita, Kan., in 1970. She was hired two years later by the college to be a switchboard operator.

In 1980 Hagen worked for the college Retired Senior Volunteer Program. Four years later, when budget cuts canceled the volunteer program, she became a secretary in the testing department.

"My job is really not a secretary position, even though that's the title. I do very little typing or even computer work. I do more one on one with people," Hagen explained.

The testing department is where placement, GED, and other tests are administered. Two days a week the testing center does GED testing.

"It's different than any job on campus," she said.

Hagen likes working in the testing department because it gives her a chance to work with people.

Hagen also scores and compiles the results of the Myers Briggs and Strong tests. Then Judy Mills or a counselor goes out to explain the results to students.

"The testing department is kind of like the mother of the college because that's where everyone starts first, and then from there we direct them to a counselor," she said.

The testing department works with many other departments in the college. The department is also a place that helps students stay on track. The department works closely with the counseling department.

Hagen has seen quite a bit of change in her many years at Clackamas.

"If you like change, it's definitely what happens around here," she said. "It seemed like, for years, I knew everyone and everything about them [other faculty], it was a small family."

When Hagen first started, she and Bernie Nolan were the only ones running the counseling center.

"One of the fun things we used to do here is to start rumors about ourselves and see how fast it gets back to us. Now the college has grown so big, no one really knows who you are," she said.

Now there are two full-time and four part-time employees running the counseling/testing department.

In 1988 Judy Mills came to work in the testing department with Hagen.

Hagen said, "She [Mills] and I work very close together. It's a detailed job, and it helps to be compatible. I

spend more time with her than I do with my husband."

Hagen feels she is in a good department. She has a lot of respect for Dian Connett, and her boss, Jan Godfrey.

"I have to say that we have the best president around. Dr. Keyser is tops in my book," Hagen added.

"I think anytime that you're on the front line, like I am, that it is a benefit to others and yourself if you have a good sense of humor."

As a secretary, Hagen says she has to be a good listener. She also tries to manage the office to her benefit.

Her office is very clean and she admits, "I like to be in control I couldn't work in a messy office."

Hagen likes to be involved in doing things for others, "I remember at a recognition party we had a few years back I dressed up as Vanna White," Hagen explained.

"I love to joke and play. Ask the president. I'm always giving him a bad time."

Hagen says she used to fear English instructors because she always felt that when she talked to them, they



CHRISTINA MUELLER / Clackamas Print
Sue Hagen, secretary in the testing department, has been at Clackamas for 25 years.

would know if she was not speaking right.

Hagen will be retiring on June 30. After that she would like to work on her art. She loves to paint with watercolors, and she would like to write a novel in her spare time.

"I know there's life after work," she said.

Some of her other plans include working with her husband at the drive-through espresso and coffee shop they own. In addition, she plans to sell everything and travel.

"It feels good, it feels like the right time," Hagen says of her retirement.

The advice Hagen offers is, "Go for it, whatever it is you want to do, because too soon you are dead and they throw dirt in your face."

“
If you like change, it's definitely what happens around here.
”
Sue Hagen
Testing Center
Secretary

A secretary's job...

• Division Secretaries talk about their jobs and the benefits of being part of a secretaries' group.

"I like it because of this group. It would be much harder without this group. The strength is that we have enough commonality that we can sit and do this and help get through what we need to do."

"This is a great group and, it's really nice that the college allowed us to form this work group."

"We've been able to create processes that help our jobs function much better."

"We're able to be proactive in our jobs."

"Humor gets us through some really tough situations."

"We're problem solvers."

"I like the challenge of the job."

"We're doing different things all the time."

"Each job has some roles that are unique to that division."

"It certainly uses all of your skills."

"I think that my favorite is the angry student that gets in your face."

"We never get bored."

"No matter what you need help on you know there's help available."

Quotes from:

Carole Yates-Division of Arts Humanities and Social Sciences; Associate Dean Kay Davis.

Lynda Myers- Division of Business. Associate Dean Marcia Keith, Margie Tosi- Division of Math, Science, Allied Health and Public Service; Associate Dean Chuck Scott.

Barbara Barrow- Division of Industrial, Health/PE and Community Recreation; Associate Dean Glenn Ferris.

Becky Carnahan- Division of Instructional Services; Dean Dian Connett.

Cathy LeDoux- Division of Extended Learning Services; Associate Dean Rene Zingarelli.

Jeani Preble-Division of instructional services; Dean Liz Goulard.



CHRISTINA MUELLER / Clackamas Print

Division secretaries meet regularly to work out issues and challenges. From left are Cathy LeDoux, Lynda Myers, Carole Yates, Becky Carnahan, Jeani Preble, Margie Tosi and Barbara Barrow.

Appreciation from the deans

• The deans and associate deans gave *The Print* an inside scoop on their secretaries.

"Jeani is a highly talented individual whose expertise is indispensable to this office. Her knowledge of the curriculum and the work of departments and divisions is absolutely vital to our effective support of instruction. Beside that, she's a lot of fun to work with and we share a good sense of humor."

-Liz Goulard about Jeani Preble

"Her best quality is everything! She is extremely efficient, has a good sense of humor and is always professional."

-Kay Davis about Carole Yates

"I like her commitment to excellence. I really get a charge out of watching people do their job if they do it well, and Lynda does."

-Marcia Keith about Lynda Myers

"She is so committed to learning new things and better ways of making her job interesting. I like her willingness to be part of a team for the division and making an effort to help with anyone's requests. She's just fun. I love coming to work everyday knowing that I'm going to work with her. She's the greatest!"

-Rene Zingarelli about Cathy LeDoux

"She works very independently on projects that she and I have discussed. I've given her responsibility for certain things, and I don't have to worry about them. If she has questions, she'll ask."

-Chuck Scott about Margie Tosi

"No one title sufficiently encompasses what she does. She is a vital member of the Clackamas team. I appreciate her pleasant attitude and willingness to fit in. I appreciate her, and I'm not the only one; lots of people do."

-Dian Connett about Becky Carnahan