

2021 WSU Administrative Professionals Award Nomination

To whom it may concern,

I am writing this nomination in support of Heidi Clarke. I believe Heidi deserves this award because of her excellence in contributing to the lives of other women, building a career, exceptional leadership, and contribution to the personal growth and success of others.

I remember when Heidi first hired me she said she believed in the person I am, that she hires people by their character, you can teach people anything but you cannot teach great character. I loved this about Heidi. During the time I have worked under the incredible leadership of Heidi I have seen her invest in the supervisors by challenging them and working with them. She did leadership courses and helped each one of our supervisors to grow. Heidi invest in each one of us individually as well as collectively. Heidi comes in our office usually two to three times a week for what I like to call "story time." Story time is when she shares stories about her family and ask questions about what is going on in our lives, she regularly checks back in with us to see how things are going.

Heidi doesn't seem like a typical "boss," she is very relatable and understands our struggles. I think there is something to be said about someone who started at the bottom and has continued to move up at WSU. In 2010 Heidi started as a Fiscal Specialist I and in eight years of hard work and dedication she has made it to Program Coordinator.

The leadership skills that Heidi has brought about in those around me and the leadership skills she possesses are what makes a great leader. Heidi has worked alongside us and learned the programs we have to use so she can relate when we complain or struggle. She also is good at giving us productive criticism and what I mean by this is that in the last year we have had a few changes in the programs we use. We went from programs that worked well to stone age systems that now require twice as much work (I may be over-exaggerating a little). Heidi was very gracious about listening to our whining and complaining for the first couple weeks, giving us positive feedback and encouragement as we progressed with the new programs. However, our whining and complaining didn't get any better and she gave us a firm but fair explanation of what our job is. Heidi did not downplay the frustration we had but took the time to give us a new perspective as we learned to maneuver through the programs and added workload. Heidi is always pushing us to be better at work and outside of work.

When I moved here I didn't know anyone and it has been a tough time adjusting. The one thing that has always been important to me was being a mom. My kids are almost grown and I am nervous. I spoke with Heidi about doing foster care and she has encouraged me to follow my passion. Heidi checks in on me to see the progress I have made and to keep encouraging me in the process. At work Heidi encourages us and pushes us to learn more, take classes, and become better. When we talk about applying for other jobs she encourages us, she puts our advancements in our lives above the desire to keep us here. I know one employee that Heidi encouraged to apply for a job in another department, he did get the job and it left a big hole here. Heidi knew it would, but she isn't looking out for herself, she invests in every one of us, even if that means she loses us so we can advance.

There is a part of me that never wants to leave the job I have now, exceptional leaders are hard to find. I am thankful for Heidi and the way she has contributed to my life and the lives of those around me. I am

humbled in how she believed in me from the beginning and is helping me to build my career here at WSU. I believe whole-heartedly that Heidi Clarke is the definition of a WSU Administrative Professional, she lives it every day as she invests in the lives of each and every staff member, works hard to advance in her career and to push those around her to advance not only in their career but in who they are as a person.

Sincerely,

DocuSigned by:
Annie Hansen
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Annie Hansen

3/25/2021