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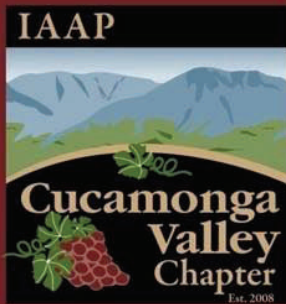
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VOLUME 1 ISSUE 5

OCTOBER-NOVEMBER 2008

Cucamonga Valley Chapter IAAP



Hello
Members and
Colleagues,

For our October meeting we had the great opportunity to have Detective Phill Dupper from the Rancho Cucamonga Police Department and San Bernardino County Sheriff's Department be our guest speaker.

Detective Dupper gave us a lot of information how we can protect ourselves against identity theft, which is becoming so prominent in our society now that he told us it's not a matter of "IF" we

President's Message

become victims as it is "WHEN."

He explained that most of our information that is stolen is taken from our personal files at our doctors' offices, our trash if we throw things away with any personal information on it, or online purchases if the sites are not secured properly. The evening even went a little longer than normal because everyone was so interested in what he has to share with us. Thank you, Detective Dupper!

We have a lot of fun things coming up in the next few

months! For November, we have our Holiday Craft & Vendor Fair at Central Park. You can read about in the next article below. For December, we will be having our Holiday Party at Barbara's Victorian Tea House in Etiwanda. You will love her hospitality and her teas! Please make sure you call Donna Kendrena to reserve your spot now!

As the Holidays come rushing at us, we here at Cucamonga Valley IAAP would like to wish you and yours a blessed Holiday Season.

Ida

November Craft & Vendor Fair, November 15, 2009 at Central Park



Please join us for our November fundraiser, CVIAAP Craft & Vendor Fair, from 9am—2pm at Central Park located at 11200 Baseline Rd., Rancho Cucamonga.

We will have vendors from Mary Kay, Shaklee, Tupperware, Princess House, as well as home made crafts,

custom furniture and accessories.

CVIAAP will also be selling refreshments: donuts, cookies, coffee, tea, or water.

This will be your opportunity to do some Christmas shopping for many unique and interesting gifts. We will also have raffles with wonderful prizes donated by our vendors and crafters.

Mark your calendars and join us for this great fundraising event!

Please visit us on the web at www.cucamongavalleyiaap.com

WOW! Word of the Week—Susan Clarke

WOW #57 - Success

Success -- the measure of obtaining a desired end.

How do you define success? I have a friend that considers herself successful. She has a job she loves, great friends, and a life that makes her happy. However, her husband doesn't think she's successful because she doesn't make a lot of money.

Do you think that money is the only measure of success? I believe that it is part of the mix. Just making money and not enjoying what you do, does

not sound like success to me. I use this quote in my presentations from time to time.

"Success is going from failure to failure with enthusiasm."
-- Author Unknown

Just because you try something and it doesn't work, doesn't mean that it will never be a success. Positive people see failure as a set back. Negative people see failure as a no win situation.

Are there any areas in your personal or professional life where you have

failed? Did you come up with another approach or did you give up? This week focus on being more receptive to trying different things. Like the old saying, "If at first you don't succeed, try, try again."

If you would like to subscribe to Susan's WOW! Word of the Week, please go to her web site at

www.MotivateU.com and sign up to receive her weekly WOW Word!



OfficePro Monthly Magazine

One of the many benefits of joining IAAP is the opportunity to receive the monthly publication *OfficePro*.

OfficePro magazine was chosen for the Grand Award in the APEX 2003 Awards for Publication Excellence Competition. Of thousands of en-

tries, only 100 received Grand Awards, the highest recognition the APEX judges can present. Comment from one of the APEX judges: "Interesting, well-written, appealing articles, excellent, varied design -- every page is 'packed' but they pull it off exceptionally well. The layout

and typography combine to impart a professional tone -- just the right touch for a high-quality magazine serving a professional audience."



September 24th IAAP Meeting Was a Green Experience!

We were delighted to have two guest speakers for our September 24th meeting. Jo-Lynne Russo-Perreyra from Cucamonga Valley Water District and Linda Ceballos from the City of Rancho Cucamonga.



Thank you, Jo-Lynne and Linda for a very informative evening and the free re-usable shopping bags!



Both spoke on 'Going Green' with a demonstration given by Jo-Lynne of future developments that the CVWD has in store, and Linda spoke about what our City is doing to help our environment become a safer and healthier place to live in.



Please visit us on the web at www.cucamongavalleyiaap.com

Meeting Schedule

- October 22nd @ 6:00pm—**Identity Theft**, given by Detective Phill Dupper of the Rancho Cucamonga Police Department and San Bernardino County Sheriff's Department.
- December 10th @ 6pm—**Barbara's Tea House**, 7491 Etiwanda Ave, Rancho Cucamonga, CA Come And Enjoy The "Splendor Of Tea" In Barbara's 1908 Historic Victorian Teahouse. What a great way to start the Holiday Season off right!
- January 28th @ 6:00pm—**Joanne Simmons, PhD.**, will be here to discuss how to deal with stress in the workplace and home, and how to manage a home and workplace balance



By Aaron Ensminger

Of all the questions working professionals have to answer in their careers, there's just one that's *perpetual*: "How much should I be making?"

No matter what your salary, there's always the feeling that maybe it could—or should—be just a little more. Or should it? While it's easy to find a chart, table or graph to back up what *you* think your salary should be, it's just as simple for your company to find the same charts, tables and graphs to back up what *they* think you should be making, and sometimes those numbers can be radically divergent. Let's try and sort through some of the mystery that surrounds salary levels for experienced admins and hopefully get you to a place where you can answer the question in the title.

Before we start, let's get one thing clear: no article, website or employment agency can definitively give you a magic number that is what your salary should be without question. There are factors that impact that number: demographic information, company policies and norms... not to mention your own personal needs and history. What we can do in the next few pages, though, is look at those factors and use them to decide on a range that you and your employer can both live with. With that in mind, let's first consider the

most arbitrary of factors: demographic information.

Demographic Information

This is the place where you can really point to numbers (which, as we know, human resources departments tend to really enjoy). The web is your greatest resource when it comes

to this information. There's no shortage of websites that can give you average salary information on your job in your particular geographic area. Two of the largest and most well-known are **salary.com** and **indeed.com**. It's simple to get a chart of what salaries *should* be in any given geographic area in any field. Salary.com is perhaps the most well-known and most comprehensive. When you first visit, you'll be asked to enter a job field and a geographic location, the two key factors that go into and salary search. Then you'll be asked to pick a specific job title. If there's a place to get stuck, this is it: how do you know whether you're an "Administrative Assistant I" or an "Administrative Assistant III?" There are descriptions, but sometimes they can be more confusing than helpful. If there's any question as to what you'd classify yourself, just look at the years of experience. Once you're past that stage, you'll see the ever-popular bell

curve, plotting out just where everyone falls on the curve.

For example, an Administrative Assistant I has a bell curve that begins at around \$27,000 and ends at about \$44,000 annually. The most important information you can glean from a graph like this one is that 50% of Administrative Assistants I will have salaries falling between about \$31,000 and about \$40,000.

If you can use websites like salary.com to your advantage, you now have a starting range from which to work. This is the benchmark... the place where you'll build from in determining the answer to the *real* question. *(Continued from page 3)*

Company Norms and Policies

Now that you've got a starting point in determining just how much you *should* be making, the next step is to consider your company. There are some questions to ask yourself here, as difficult as the answers may be. The first is this: does your company, department or supervisor value admins? If your company has already determined that admins are role-players, then there may not be the room that you want to expand. There's no hard-and-fast evaluation procedure about this, but you can get a sense of this just by looking at the patterns. Do the

(Continued on page 4)

MEMBER SPOTLIGHT



Name: Sherri Lynne Molino
 Employer: Chino Basin Watermaster
 Title: Executive Assistant
 Years: 5 years

What do you enjoy most about being an administrative professional?

Meeting people who I speak to on the phone in person at the meetings. Knowing I have a much broader network base to pull from when I am in need. So far, excellent, and informative speakers that I have learned from and have taken back something to the office to use or how other co-workers.

How did you hear of IAAP?

A friend introduced me to IAAP—Bonnie Tazza

Any hobbies or interests?

I ride a Harley for Soldiers for Jesus Motorcycle Club. I love to work out. Spending time with my grandchildren is always so very near and dear to my heart. I have 4 born and 2 on the way shortly.

HOW MUCH SHOULD YOU MAKE?

Cucamonga Valley Chapter IAAP Contact Information

If you have any questions relating to IAAP, joining the chapter, joining the board or any of our committees, subcommittees, or would like to help us with fundraisers, etc., please contact Evette Ounanian at 909-987-2591, or email her at evetteo@cvwdwater.com

Calendar of Upcoming Events

- Monthly meetings held the 4th Wednesday of every month at Carrows Restaurant
11669 Foothill Blvd., Rancho Cucamonga 6:00pm - 7:30pm
- Applications for CPS/CAP must be submitted by August 15th to qualify for the November 7th & 8th testing dates. Please see Ida Martinez or Bonnie Tazza for more information at 909-987-2591 or email them at idam@cvwdwater.com or bonniet@cvwdwater.com
- November 15th from 9am—2pm—Vendor Fair at Central Park. CVIAAP is sponsoring our 1st Annual Vendor & Craft Fair at Central Park. We will have Vendors from Mary Cay, Cookie Lee, Creative Memories, Avon, and many more. See flyer on page 5.
- December 10th @ 6pm—CVIAAP Chapter Holiday Meeting—Barbara's Tea House, 7491 Etiwanda Ave, Rancho Cucamonga, CA Come And Enjoy The "Splendor Of Tea" In Barbara's 1908 Historic Victorian Teahouse. What a great way to start the Holiday Season off right!

admins at your company stick around, taking on more and more duties and becoming an integral part of a team or are their tenures a few years at the most before they move on to other positions or other companies? If the admins at your company remain in the profession and there's a clear path of advancement, then that's a good sign for you. Also, if you work at a large company, check the official job descriptions for all the different types of admins they employ. It may be that your duties have shifted to another role—one that brings with it additional recognition and a larger salary.

Another key to determining your value within your organization is whether your professional development is seen as important. Are there avenues for you to be sent to conferences and training seminars? Even if you're someone who picks up new software as you use it, are there *opportunities* to get more formally trained? If those opportunities exist, your company clearly sees your career as a growth path... one the possibility of a growing salary. Now, with a benchmark of regional salary averages and a sense of the stage on which you're working, it's time to look at the most important determinant of what you *should* be making... you.

Personal Factors

These are the most important pieces of information to consider when attempting to determine the best answer to the question we're considering. Assuming we've figured out that your company does, in fact, value your potential and accomplishments, what do *you* bring to the table that can justify the salary you want to make?

First, the objective measures: what's your education level? Do you have certifications, such as Microsoft Office certifications or the Certified Professional Secretary or Certified Administrative Professional ratings? Education generally brings with it more recognition and a higher salary. There may be an education process in your company, so take the opportunities to let every-

one know about your certifications when the opportunity arises. For example, you're probably the one person in your office that can make Word or Excel sing. As a result, you're also probably the person everyone comes to when they need to make something work... which means you have the perfect opportunity to say, "You know, I didn't know how to do that at all before I got certified in Word."

If you're like a lot of people, you accept praise with a gracious demurring: "Oh, it's nothing. I just figured it out when I had to." Instead, take that chance to show everyone just what those certificates mean. Next, look at what you actually do on a daily basis, and determine just how integral you are to the processes at your workplace. Just as with your education, this is not the time to be coy or self-effacing. What happens at work that only *you* can handle? If your company had to replace you, how difficult would it be? Most importantly, could another admin with the minimum qualifications for your position fill your position tomorrow? Make a list of the qualities that make *you* a valuable employee: your certifications, skills, talents and accomplishments. They all go into determining just what you should be making.

Putting It All Together

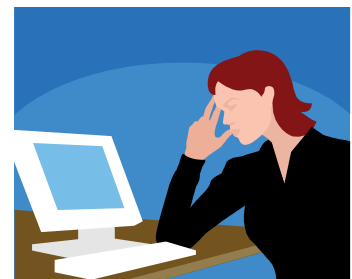
Now you've got three important things: an objective analysis of what other admins in your area are making, a realistic assessment of just how much room there is to grow in your position and a list of exactly what you bring to the table that's special and valuable. The last step is taking all these elements and figuring out exactly what you should be making. Start from the middle of the baseline assessment you got in the first step, assuming nothing, and start adding (or subtracting—be honest) from that number. What do you believe your certifications are worth? An extra \$1000 a year on top of the average?

And if your company isn't one that acknowl-

edges the administrative professional career path, what does that discount from the average? \$3000? Incorporate every factor into your formula.

Once you've done the math, you should end up with a number that feels right to you. If not, go back and re-assess. None of the steps in this article are scientific. Unfortunately, there isn't a guide for salaries that all companies follow for **any** position. However, that's the work that **you** can do. Be honest... you're suited to do exactly that! What other profession prepares you to take elements that seem completely disparate and mutable and put them together into a formula that's easy to understand?

You can do just that and be ready for your next review with a number that you believe should be your salary for the next year. You're the information broker at your company, distilling reports and surveys and schedules into simple, easy-to-understand information. There's no better place to put those skills to work than for *yourself*.



About the author:
Aaron Ensminger is the Managing Editor of OfficePro and Manager of Communications & Publications for IAAP.

SATURDAY, NOV. 15,
9:00 A.M. TO 2:00

Holiday Craft & Vendor Fair

Please join your local Cucamonga Valley Chapter of the International Association of Administrative Professionals for our 1st Vendor & Craft Fair! Just to name a few vendors who are participating, Mary Kay, Cookie Lee, Creative Memories, Avon, home crafted vendors and many more! Refreshments, and Christmas shopping all in one!

Central Park
Rancho Cucamonga Room
11200 Baseline Road
Rancho Cucamonga, CA 91730

QUESTIONS? CALL GLORIA AT 483-7468

