



# Administrative and Professional Staff Advisory Committee

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# Annual Report

Submitted by Patricia A. Mull – Committee Chair 2005/2006

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# Progress on APSAC's Strategic Plan

## APSAC Goals and Accomplishments for 2005/2006

### **Strategy 1: Represent A/P staff on committees responsible for developing, revising, or approving policies relevant to administrative and professional staff.**

Goal 1: APSAC leadership with the assistance of the University liaison will collaborate with the Provost and Executive Vice President or President to pursue preeminence within higher education

- The Provost and the Executive Vice President & Treasurer spoke at the November 2005 APSAC full committee meeting and responded to constituent questions.
- The APSAC Chair and Vice-Chair will meet with the Provost and Executive Vice President & Treasurer for a final April meeting to discuss APSAC's strategic plan and annual report.

Goal 2: APSAC will obtain representation on key committees by 2004

- APSAC has secured positions on the following University committees
  - Campus Campaign
  - Campus Safety Task Force
  - Faculty Compensation & Benefits
  - Faculty Staff Fund Raising Campaign
  - Health Plan Advisory Committee
  - Inside Purdue Board
  - Martin Award
  - Parking & Traffic
  - Purdue Child Care Advisory Committee
  - Recycling
  - Spring Fling
  - Staff Appeals Board for Traffic Regulations
  - Voluntary Benefits Task Force
- Additional participation was granted for these University committees
  - OnePurdue Communications Advisory Committee
  - OnePurdue Change Management Committee
  - OnePurdue HR Advisory Committee
  - The University Advisory Committee on Equity

### **Strategy 2: Strengthen APSAC's voice and enhance APSAC's leadership**

Goal 1: Broaden Communication

- New information is posted to the website monthly and as needed.
- Human Resource Services generates a monthly new administrative professional employees list to APSAC. APSAC provides new administrative professional employees with orientation material (i.e., paper packets, letter openers, and personal contact).

- Key APSAC events and speakers are available to satellite areas when possible. Opportunities for partnering are sought out to broaden the availability of speakers to the entire Purdue system. APSAC continues to compile polls and surveys for APSAC guest speakers.
- APSAC continues to poll existing representatives regarding key APSAC matters, such as mentoring and transitioning between incoming and outgoing members
- The annual CIC A/P Staff meeting has assisted with APSAC's interaction and communication with peer institutions. This year the CIC APSC held the October 2005 meeting in Chicago. A January and April teleconference has been conducted with a third teleconference planned in June.

Goal 2: Enlarge pool of applicants for future APSAC membership opportunities.

- Mass campus e-mail list was utilized, and APSAC representatives actively sought prospective APSAC members from the entire A/P staff population for each respective area.

**Strategy 3: Be recognized system-wide, as the effective, results-oriented voice for A/P staff needs, issues and concerns**

Goal 1: Identify what constituents want and need APSAC to communicate

- Submission of constituent concerns has been implemented and tracked. General questions posted to the APSAC website are considered confidential.
- A process for tracking constituent concerns, requests and submissions continues to be refined. Responses are tracked as well.
- The "Frequently Asked Questions" link on the APSAC website is updated in May and November for communication to a broader audience.

Goal 2: Assist APSAC members to be more effective

- New APSAC representative interviews inventory individual interests and skills.
- A guide for conducting interviews that includes standardized questions, evaluation metrics, and interviewers' standards continues to be utilized.
- Standardized communications tools are available to and continue to be developed for APSAC representatives to provide clear and concise responses to constituents.

# Subcommittee Work

## Key Accomplishments

APSAC subcommittees focused on specific goals as defined in their respective 2005/2006 timelines and in the spirit of the strategic plan. The following key accomplishments for each subcommittee are a result of hard work and implementation of ideas:

### **Communication Subcommittee**

The Communications Subcommittee works with the other APSAC subcommittees to make sure important information is effectively communicated to all A/P staff. Responsibilities include establishing guidelines and specifications for brochures and fliers, defining procedures for Web site maintenance, and assessing the overall effectiveness of communication efforts across subcommittees. In 2004/2005, the Executive Committee restructured the Communications Subcommittee so that the Chair of this committee shall be the elected Vice-Chair of APSAC. Members shall be the Vice Chairs from each of the other subcommittees comprising APSAC. With the unexpected death of APSAC Vice Chair, Les Hammond, Paula Mezo served as interim Chair of this committee until a new APSAC Vice Chair could be elected. Kristie Bishop is now Chair of this subcommittee which has accomplished the following tasks.

- Utilized the APSAC website to communicate events and activities.
- Updated the APSAC website and member lists to include new-member information and list APSAC activities for the year.
- E-mail topics sent to constituents include: Introduction to Constituents (new members), Smoking Policy, Return to Work Pilot Program, Drs. Mason/Olsen questions, Hadley Lecture announcement, 40A/70A Pay Issue, Health/Insurance/Benefits/Salary/Flex spending, APSAC Grants, OnePurdue, APSAC Membership (recruitment efforts).

Responses generated from the above topics include:

Smoking Policy: 128

Return to Work Pilot Program: 6

Drs. Mason/Olsen questions: 15

40A/70A Pay Issue: 393

Health/Insurance/Benefits/Salary/Flex spending: 23

APSAC Grants: 52

OnePurdue: 6

APSAC Membership: 14

Announcements: 7

Other questions: 48

- Coordinated necessary 'timed' Web changes (e.g. grant and membership application activation and deactivation dates).
- Updated the "Frequently Asked Questions" link on the APSAC website.
- Continue to refine "Procedure for Tracking and Reporting Communication with Constituents."

### **Compensation and Benefits Subcommittee**

The Compensation and Benefits subcommittee generated strong participation on the Health Plan Advisory committee and Voluntary benefits committee. Four of the seven subcommittee members took part in University committees that dealt with compensation and benefits issues that affect other

groups around campus. Chaired by Patricia Nelson, this subcommittee has accomplished the following tasks.

- The subcommittee communicated over 400 times with constituents using e-mail, unit meetings, face-to-face meetings, phone, and mail, regarding various compensation and benefit issues.
- The subcommittee completed a report on compensation and benefits for the CIC. This report was an update of what compensation and benefits Purdue staff receive, and it is being used to communicate and promote APSAC and Purdue with Big Ten peer institutions.

The Committee started the year by engaging A/P staff at all Purdue campuses to communicate questions, concerns, and comments about issues affecting them. Our committee received eleven questions and those have been answered with each of those constituents being individually contacted with the responses. We also chose nine of those questions and had them placed as “Frequently Asked Questions – FAQ’s” on the APSAC website.

Also in 2005-2006, the Committee, in cooperation with Human Resource Services, developed an advancement survey (Appendix A) and cover letter (Appendix B). The advancement survey includes questions on pay, performance appraisals, along with specific advancement questions. Eighteen of these surveys have been sent to our peer and Big 10 institutions. This advancement project will continue during the 2006-07 term with this committee and recommendations will be sent to HR at that time.

#### **Individual Professional Development Grant (IPDG) Subcommittee**

The IPDG subcommittee continued to standardize and improve the process to better fulfill its mission of providing professional development funding support for administrative and professional staff. Chaired by Samuel Royer, this subcommittee has accomplished the following tasks.

- Web information was upgraded to better disseminate and clarify the required grant information. The use of color and bolding continues to highlight important information in order to decrease the number of incomplete applications and to ensure the proper documentation is in place for reimbursement.
- The Subcommittee Chair responded to approximately 37 inquiries from administrative and professional staff regarding the grant, the process, and/or applicant status during the 2005-06 term.
- In the Fall 2005 and Spring 2006 academic year, the subcommittee received 110 applications requesting \$53,557 in support and awarded 38 grants totaling \$18,745.

#### **Membership and Staff Relations (MSR) Subcommittee**

The mission of the MSR subcommittee is to provide support to APSAC members and the Administrative/Professional staff members it represents, and contribute to the professional distinction of A/P staff by providing enriching professional development opportunities. This is accomplished through the Mentoring Program, Exit Interviews, New Member Recruitment/Replacement and Orientation, Communications between Members and A/P staff, and Engagement of New A/P staff members. Chaired by Susan Neher, this subcommittee has accomplished the following tasks.

- MSR reviewed the format and content for the exit interview and continued them for 2005/2006. During the April APSAC full committee meeting, all outgoing members were asked to complete the written questionnaire and return it. Results of the survey provide valuable feedback which improves the ability of APSAC to carry out its mission.
- MSR continued the mentoring program in 2005/2006. Mentors were assigned to new members in April. Mentors were asked to host new members at the May reception. MSR also developed basic guidelines for the transfer of information between outgoing members and their replacements. The committee undertook a review of the mentoring process to identify ways to

strengthen the mentoring relationship. Included in this is refining mentoring materials providing guidance to mentors on their responsibilities with new members.

- The orientation session was maintained for 2005/2006. Based on the recommendations gathered from the 2005 exit surveys, the MSR committee modified and enhanced the orientation process by including a trivia game about Purdue and APSAC. The game provided a fun and informative means of orienting new members and reminding returning members of historical and key information. Orientation feedback was very positive.

### **APSAC Staff Professional Development (SPD) Subcommittee**

The SPD subcommittee sponsored two events (Richard Hadley and Provost sponsored events) during the 2005-2006 year and successfully fulfilled the demands of APSAC's Strategic Plan. Chaired by Barbara Austin, this subcommittee organized the following speakers and future events.

- The SPD Subcommittee organized two successful presentations.
  - **Main Speaker Event** (October 19, 2005 Loeb Playhouse): Jeanne Robertson "Humor: More than a Laughing Matter." This presentation was collaboration between APSAC, using the generous financial support of the Office of the Provost, and Extension. This was an extremely successful partnership. The evaluations from this program were very favorable.
  - **Hadley Workshop** (March 2, 2006 Faculty East/West Lounges) Adedayo Adeniyi, David Jones and Colleen Robison of the OnePurdue change Management and Training Office "The People Side of Change." The only cost for this program was the videotaping and streaming video by the ITAP department. The video and the PowerPoint slides were available on the APSAC website within 2 days of the presentation. This allowed AP staff, regional campuses and extension people who were unable to attend the presentation to view it at their office computer. There were over 200 AP staff at this presentation.
- The SPD Subcommittee also used funds provided by the Provost to purchase a video tape titled "Cam Marston presents four Generations in the Workplace." The tape is in the undergraduate library and available for checkout.
- The SPD Subcommittee will continue to pursue joint activities with the extension. The addition of video streaming of the presentations on the APSAC website has helped us connect with off campus AP staff and regional campuses.