



ADMINISTRATIVE & PROFESSIONAL STAFF  
ADVISORY COMMITTEE

# Administrative and Professional Staff Advisory Committee Executive Summary & Annual Report 2010 - 2011

Submitted by Nick Howell - APSAC Chair  
April 18th, 2011

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## Executive Summary

The Administrative and Professional Staff Advisory Committee (APSAC) found the last year to be challenging, but still productive at the same time. We believe it was highlighted by change, collaboration and contribution.

### CHANGE

The APSAC representation structure was reorganized to achieve a more balanced level of distribution among the colleges and departments. This change better meets the needs of the University environment and included the new College of Health and Human Sciences. A detailed list showing this is included in the appendices of this document.

With a focus toward improving the quality and timeliness of APSAC's efforts to connect with stakeholders, the Communications sub-committee was reorganized to better serve the University and represent our constituents. It will be responsible for generating monthly updates for distribution, conducting surveys, as well as guiding the development and maintenance of the APSAC website.

The APSAC Executive Committee diligently updated the APSAC Strategic Plan in order to provide a clear and memorable representation of our values, mission, vision and the goals we have as a committee. A final version of this document can be found in the appendices of this document.

### COLLABORATION

In September 2010, Executive Vice President for Business and Finance, Treasurer Al Diaz invited APSAC Chair Nick Howell, Vice-Chair Robin Shanks and Facilitator Carrie Hanson to have dialogue centered upon how The Administration can better partner with APSAC for the benefit of Purdue.

October was once again a cooperative session of the full memberships of both APSAC and CSSAC. Topics of interest to both groups were explored and discussed in order to jointly strategize a plan on how to further foster the relationship going forward.

Chair Nick Howell worked with University Senate Chair Joan Fulton to create and distribute an informational mailing concerning the change in Purdue's retirement plan record-keeper from TIAA-CREF to Fidelity in order to inform our constituencies about the change and provide additional details.

APSAC hosted Executive Vice President for Academic Affairs and Provost Tim Sands and Executive Vice President Diaz at our March meeting. The membership greatly appreciated the opportunity to interact with these leaders and their thoughts on topics of importance.

## CONTRIBUTION

The Professional Development Subcommittee awarded 40 grants to eligible staff members totaling \$28,867.00 to be used for applicable opportunities and expenses between the Fall 2010 and Spring 2011 award periods.

With encouragement and guidance from Vice President for Human Resources Luis Lewin and the work of former-Chair Mark Sobers and the Compensation and Benefits Subcommittee, the APSAC Excellence Award was presented to and approved by Executive Vice President Diaz. It was created to cultivate a sense of appreciation for the Purdue University Administrative and Professional staff and reward those staff members who consistently perform at an outstanding level. It will be presented to an exceptional staff member on Wednesday, May 11<sup>th</sup>, 2011 at the annual APSAC recognition luncheon.

The APSAC brochure was updated to better reflect APSAC's role and presence as well as to encourage communication between A/P Staff and APSAC Representatives. An example of this is included in the appendices of this document.

APSAC and CSSAC also worked together on the first annual Community Spirit Award. APSAC member Bob Morman was the originator of this worthy cause. It will recognize the significant contributions of Purdue University employees to the life and welfare of the local community and its people. Recognizing and honoring volunteers sets a standard for service, encourages a sustained commitment to civic participation, and inspires others to make service a central part of their lives.

Three APSAC 3 members, Cherry Delaney, Marsha Freeland and Sally Luzader, served on the Human Resources-sponsored University-wide training and development steering committee. This group establishes the overall direction, sets priorities and oversees continuous improvements of training and development initiatives across all areas of the University.

# Annual Report

Administrative and Professional Staff Advisory Committee Chair

Nick Howell, [nshowell@purdue.edu](mailto:nshowell@purdue.edu)

The responsibility of the Administrative and Professional Staff Advisory Committee (APSAC) is to advise the President, Executive Vice President for Academic Affairs and Provost and Executive Vice President for Business and Finance, Treasurer on matters of concern to the staff. APSAC acts as the liaison between Administrative and Professional (A/P) staff and Purdue University's Administration. As such, APSAC's role is to provide advice and guidance to the Administration when they are forming University policy and to communicate important information from the Administration to A/P staff members throughout the University. As an advisory committee, APSAC meets monthly to discuss and make recommendations on issues that are important to A/P staff. Much of the committee's work is completed through our Communications, Membership & Staff Relations, Compensation & Benefits and Professional Development subcommittees.

The overarching mission is to serve the University as a representative committee of A/P staff. We strive to follow our core values in all that we do while acting to meet our three self-defined goals; 1) be representative of A/P staff, 2) strengthen APSAC's presence and 3) champion professional development for A/P staff. We provide monthly updates to all of our constituents and maintain an active website. We promote and sponsor various trainings, educational and self-improvement programs for our constituents. Newly hired or promoted A/P staff members are welcomed to the University through personalized welcome letters, luggage handle covers and APSAC representative contact information.

APSAC was honored to have several guest speakers come and present current issues on campus throughout the past year. We were also fortunate enough to visit the Calumet campus in July of 2010 and get a tour of their facilities as well as meet with some of their staff. Alvin Lee, HR Training Specialist, presented an EEO briefing in June for everyone and fielded questions. Jim Almond, Senior Vice President of Business Services and Assistant Treasurer gave a budget presentation in August. The group reviewed several policy updates with Adedayo Adeniyi, Director of Leadership & Organizational Development. APSAC also met at and toured the Birck Nanotechnology Center in November and will hear an update from the Blue Ribbon Committee Chair, Pam Aaltonen in April.

Ongoing priorities for APSAC include continuing to serve the University as a representative committee of Administrative and Professional staff. We want to ensure the continued partnership with the Clerical and Service Staff Advisory Committee in the pursuit of our common goals as well as to grow our partnership with the University Senate. Ensuring the continuity of the annual memorial service each April and maintaining the upkeep of the dedicated memorial site to this cause is vital as well. We are aiming to create a semi-annual APSAC performance survey to glean information from our constituents in regards to how we can best serve the University. We are also aiming to increase our member applications by 5%

annually over the next three years as APSAC’s presence and visibility grows on campus. We will continue to participate on key University committees such as Faculty Comp & Benefits, Spring Fling and the University Policy group.

At the April 2011 meeting, Bob Morman was elected APSAC Vice-Chair for the 2011-12 year. Marsha Freeland, Nick Howell, Sally Luzader and Mark Sobers were also elected to serve as Emeritus members for an additional year in an advisory and non-voting capacity. Robin Shanks will become APSAC Chair on June 1, 2011.

## Subcommittee Reports

The following key accomplishments of each subcommittee were submitted by the 2010 outgoing Chairs at the end of their terms for the January 1 - December 31, 2010 timeframes.

### Compensation & Benefits

**Members:** Mark Sobers - Chair  
 Cristina Farmus - Vice Chair  
 Jackie Butram, Alexandria Densmore, Nick Howell, Sally Luzader, Barb Mansfield (Term ended May 2010), Leigh Mosser

**New in June 2010:** Archie Allen, Amy Carlson, Rhonda Kerr

**Emeritus Members:** Tim Riley, Steve Santy (Term ended May 2010)

The 2010 Compensation & Benefits subcommittee worked tirelessly during the last year to respond to its constituents and provide them with accurate and timely information regarding all the changes and initiatives proposed by the University administration regarding compensation or benefits.

Throughout the year, the group has been actively involved in the rebalancing initiative, the early retirement initiative, had discussions with our constituents about tuitions exchanges, prescription drug benefits, the university budget, the two year salary freeze, the waning employee morale, the new CIGNA plans and most recently the switch from TIAA-CREF to Fidelity as our defined contribution retirement record-keeper.

#### Compensation & Benefits 2010 Constituent Contacts

Constituents Issue	Count
Early Retirement Incentive	3
Rebalance Initiative	2
Retirement Benefits - Fidelity	7
Prescription Benefits	2
Healthcare – CIGNA	9
Merit Pay	1
Tuition Exchange	3
Phone Discounts	1
Forum	1

### Compensation & Benefits Subcommittee work in 2010 included:

- The committee had a representative serve on the Administrative Improvement Council (AIC)
- Assigned a representative to serve on the committee reviewing Retirement/Investment Options
- Representation on the Sustaining New Synergies Steering Committee
- Met and worked with Purdue's Benefits group on topics such as Early Retirement, Rebalancing Initiatives and Healthcare Plan changes
- The committee had representatives serve on the Health Plan Advisory Committee
- Initiated the creation of an APSAC Excellence Award
- Continued to stress the need of a Dental Plan here at Purdue University

We feel that we have made great progress this past year and have begun to see more and more positive changes occurring at this great university. Our goals for 2011 are to continue to place A/P staff concerns at the forefront of the committee and to serve as a strong voice during these challenging economic times. We will continue to push for more change that positively impacts our constituents and foster greater relationships amongst the University administration and staff for better morale during this recovery and rebuilding period.

### **Membership & Staff Relations**

**Members:** Michelle Davis, Chair

Bonnie Fox, Vice Chair

Lynn Holland, Mark Straw, and Susan Byers (IPFW- term ended May 2010)

**New in June 2010:** Kim Myers (IPFW), Donya Lester, and Bob Morman

**Emeritus Members:** Cherry Delaney and Kevin Maurer

The mission of the Membership and Staff Relations (MSR) subcommittee is to provide support to APSAC members and the Administrative/Professional staff members they represent.

Michelle Davis assumed the Chair position and Bonnie Fox was selected as the 2010 MSR Vice Chair. The MSR subcommittee formally met seven times in 2010.

This spring, MSR sought and interviewed applicants from across the West Lafayette campus for six open positions. This number of vacancies is down from seven open positions during the 2009 recruiting period.

The areas of vacancy for the June 1, 2010 – May 31, 2013 term for the West Lafayette campus were:

- College of Agriculture, including Cooperative Extension Services
- College of Veterinary Medicine
- Vice President for Information Technology
- Vice President for Housing and Food Services
- Vice President for Physical Facilities
- Vice President for Business Services, Internal Audit, and Executive Vice President for Business & Finance, Treasurer

There was a large increase in the number of applicants this year – 22 for 5 positions (4 from College of Agriculture, including Cooperative Extension Services; 7 from Vice President for Information Technology; 2 from Vice President for Housing and Food Services; 5 from Vice President for Physical Facilities; and 4 from Vice President for Business Services, Internal Audit, and Executive Vice President for Business & Finance, Treasurer areas). In 2009, we received 13 applications for 7 positions. This may be contributed to a number of factors – earlier recruitment timeline; new University policies that were implemented; the many issues the University is facing (i.e., budget cuts by state), etc.

No one applied for the College of Veterinary Medicine vacancy. The Chair of MSR initially served as the representative for the College of Veterinary Med. In early fall, the constituent list was revised and several areas were reassigned to members.

In June, the representative for the areas of Intercollegiate Athletics, Vice President for Advancement, University Relations, WBAA, Development, Vice President for Research, and Discovery Park resigned her position on APSAC due to a change in employment. The MSR Subcommittee conducted a search and Amy Carlson was selected to fulfill the remainder of the term (through May 31, 2012).

In late November, the representative for the areas of College of Health and Human Sciences and College of Pharmacy announced she will be retiring from the University on January 31, 2011. Her position will be filled as a part of the Spring 2011 membership drive.

MSR continued the APSAC mentoring program by assigning second and third-year members as both primary and secondary mentors to new members in April. Primary mentors were on the same subcommittee as their incoming mentee was assigned to, with the hopes of helping new members not only transition on to APSAC but also on to their subcommittee. Mentors were asked to host new members at the May reception. In addition, MSR provided materials offering guidance to mentors on their responsibilities with new members.

As a part of the mentoring program, MSR provides a new member guide given to new members in May. This guide provides introductory and training materials on:

- APSAC Overview
- Policies and Procedures
- Strategic Plan
- University Committees
- Communicating with Constituents

An Exit Interview was conducted in April 2010. Kevin Maurer created an online version of the APSAC Exit Interview form using Qualtrics. Those members whose term on APSAC was ending in May 2010, including emeritus members, were asked to complete the survey, to gauge their experience on APSAC. The feedback will be used to help evaluate our work and identify areas where we may need improvement. For future surveys, it was decided that only those members whose term was ending and who were not continuing their service as emeritus members would be surveyed. Emeritus members will then be included at the end of their emeritus term.

Goals are set once new members join the subcommittee in June, but we report our progress on an annual basis (January – December). Progress on the 2009-10 MSR subcommittee goals:

- Increase the number of applicants for membership on APSAC, as well as, the diversity of the applicants to better compliment the diversity of Purdue’s Administrative and Professional staff.
  - **Leader** – Michelle, **Helper** – Kevin  
An earlier recruitment timeline was implemented with an announcement in the *Purdue Today* in December and letters to List 39 and AP Staff going out in early January versus mid-January. Additionally, outgoing members were asked to include a note to their constituents with the November updates to let them know their term would be ending in May 2010 and that we would begin recruiting new members in January, and offer to answer any questions they may have about APSAC. Those interested were also invited to attend the December meeting. Based on the large number of qualified applicants in Spring 2010, we are well on our way with this goal. Our primary focus going forward will need to be on identifying ways to increase the diversity of the membership, as well as the number of applicants.
- Heighten staff awareness of the benefits available to them as an employee of Purdue.
  - **Leader** – Mark, **Helpers** – Bonnie, Susan  
A “Did You Know” section was added beginning with the November 2009 APSAC Updates sent out by our APSAC representatives. We continued to include this section in the APSAC Updates through June 2010.

In the Fall of 2010, MSR identified two main goals for 2010-11. Progress on the formal 2010-11 MSR subcommittee goals to date:

- Continue to increase the number of qualified applicants for membership on APSAC, as well as, the diversity of the applicants to better compliment the diversity of Purdue's Administrative and Professional staff.
  - We agreed that asking outgoing members to contact their constituents to make them aware that their term will be ending and offering to answer any questions they may have about the application process would be beneficial.
- Create a New Member Survey
  - Work on this goal will continue throughout 2011.

MSR also revised and submitted a timeline for the year 2010-11 and meeting minutes and agendas from our formal meetings were posted on the APSAC SharePoint site.

In Spring 2011, MSR will seek A/P applicants from across the West Lafayette campus. An online application process will be implemented this spring. The areas of vacancy for the June 1, 2011 – May 31, 2014 term for the West Lafayette campus are:

- College of Agriculture, Cooperative Extension Services, School of Veterinary Medicine
- College of Engineering, College of Technology
- College of Health and Human Sciences, College of Pharmacy
- College of Liberal Arts, College of Education, School of Management
- Executive Vice President for Business and Finance, Treasurer, Internal Audit, Senior Vice President for Business Services and Assistant Treasurer
- Intercollegiate Athletics, Vice President for Development, WBAA, Sr. Vice President for External Relations
- Office of the President and Areas reporting directly to the Provost, Office of Marketing and Media, Board of Trustees(2)
- Vice President for Physical Facilities

The application deadline for membership is February 15, 2011 and interviews will take place in March. Bonnie Fox, 2011 MSR Chair will coordinate that process. In December, Robert Morman was selected as the 2011 MSR Vice Chair.

## **Professional Development**

**Members:** Ed Wiercioch, Chair  
Amy Keene, Vice Chair  
Dan Annarino, Marsha Freeland, Michelle Gilhooly, Dachea Hill-Bryan, Mollie Pennock, Pam Phegley, Linda Rose, Robin Shanks

**New in June 2010:** Olivia Maddox, Angela Paxton

**Emeritus Members:** Lenny Seidel

The Professional Development Committee was excited to have Dr. George O'Kantey provide a professional development opportunity to staff in April as part of the Lovell Leadership Series.

Dr. O’Kantey shared his expertise on “Crucial Conversations.” The workshop was popular among staff as evidenced by a very quick response from 100 people (maximum amount) who signed up to take part within a couple of days after it was announced. The Professional Development Committee received positive feedback from the participants via an online survey regarding the event. A large majority (80%) of the participants stated they would recommend this workshop to others.

In October the Professional Development Committee organized a resource fair for all staff. Approximately 350 staff visited the 32 different campus entities that provided valuable information regarding their particular campus area. APSAC was one of the groups that had a booth at this fair. All of the vendors who responded to a survey stated they would participate in the future.

The committee worked very hard to improve and update the grant application and process over the year. There were 47 spring grant applicants and 62 fall grant applicants. In the spring, approximately \$13,000 was awarded to 18 grant recipients, while in the fall about \$14,000 was awarded to 22 grant recipients. Most of the recipients requested the grant maximum of \$750.00. One of the goals of 2011 is to have applicants complete the grant application via Qualtrics.

The committee developed a yearly calendar of events to improve organization and provide guidance to new members. Angela Paxton was elected as the new vice chair. The group updated the professional development section of the APSAC brochure.

The Hadley Lecture Series will take place in January 2011. Terri Thompson will be speaking on “Managing your Brand.”

APPENDIX A  
Representative-Constituent Reporting Summary

5 Digit Org Code	Org Name	# of Constituents as of 1/19/11	APSAC Representative
C3801	VP for Housing and Food Services	11	Allen/Shanks
C3802	Director PMU	31	Allen/Shanks
C3803	Director Residence Halls	106	Allen/Shanks
C3805	Director Married Student Housing	9	Allen/Shanks
C3806	Director Hall of Music	20	Allen/Shanks
		<b>177</b>	<b>Allen/Shanks Total</b>
B0K01	Vice President for Research	59	Amy Carlson
B0K02	Discovery Park	114	Amy Carlson
		<b>173</b>	<b>Amy Carlson Total</b>
C1601	VP for Physical Facilities	3	Bob Morman
C1602	Building and Grounds	61	Bob Morman
C1603	Energy, Engineering & Sustainability	46	Bob Morman
C1605	Environmental Health & Public Safety	59	Bob Morman
C1607	Project Management & Construction	72	Bob Morman
C1608	Physical Facilities Fiscal Affairs	5	Bob Morman
C1609	Physical Facilities Human Resources	6	Bob Morman
C2201	Physical & Capital Planning	14	Bob Morman
		<b>266</b>	<b>Bob Morman Total</b>
B12XX	College of Science	219	Bonnie Fox
		<b>219</b>	<b>Bonnie Fox Total</b>
B09XX	School of Management	61	Ed Wiercioch
B11XX	College of Liberal Arts	72	Ed Wiercioch
B14XX	College of Education	29	Ed Wiercioch
		<b>162</b>	<b>Ed Wiercioch Total</b>
B08XX	College of Engineering	263	Farmus/Freeland
B13XX	College of Technology	70	Farmus/Freeland
		<b>333</b>	<b>Farmus/Freeland Total</b>
F0301	Vice Chancellor/Student Svcs	49	Hill-Bryan
F0A01	Chancellor	4	Hill-Bryan
F0B01	Academic Affairs	125	Hill-Bryan
F0C01	Vice Chancellor/Administrative Svcs	39	Hill-Bryan
F0D01	Vice Chancellor for Advancement	13	Hill-Bryan
F0E01	Information Services	34	Hill-Bryan
		<b>264</b>	<b>Hill-Bryan Total</b>

5 Digit Org Code	Org Name	# of Constituents as of 1/19/11	APSAC Representative
C0201	Sr. VP for Bus Services & Asst Treas	15	Howell/Paxton
C0202	Purchasing and Service Enterprises	15	Howell/Paxton
C0203	Sponsored Program Services	57	Howell/Paxton
C0205	Budget and Fiscal Planning	36	Howell/Paxton
C0206	Comptroller	66	Howell/Paxton
C0208	Business Administration	100	Howell/Paxton
C0209	Treasury Operations	8	Howell/Paxton
C0C01	Executive VP for Business & Finance, Treasurer	10	Howell/Paxton
C1201	VP for Human Resources	73	Howell/Paxton
		<b>380</b>	<b>Howell/Paxton Total</b>
C2301	VP for Information Technology	481	Keene/Kerr
		<b>481</b>	<b>Keene/Kerr Total</b>
G0A01	Chancellor	22	Kim Myers
G0B01	Vice Chancellor/Academic Affairs	87	Kim Myers
G0C01	Vice Chancellor/Financial Affairs	151	Kim Myers
G0D01	Vice Chancellor/Student Affairs	45	Kim Myers
G0E01	Enrollment Management	28	Kim Myers
		<b>333</b>	<b>Kim Myers Total</b>
B05XX	College of Agriculture	723	Lester/Maddox/Sobers/Straw
B06XX	School of Veterinary Medicine	149	Lester/Maddox/Sobers/Straw
		<b>872</b>	<b>Lester/Maddox/Sobers/Straw Total</b>
A0A01	President	11	Linda Rose/Sally Luzader
A0A02	Board of Trustees	1	Linda Rose/Sally Luzader
A0A03	Vice President for Ethics & Compliance	9	Linda Rose/Sally Luzader
A0A04	Office of State Relations	4	Linda Rose/Sally Luzader
A0A05	Office of Institutional Research	4	Linda Rose/Sally Luzader
B0E01	Office of Provost	54	Linda Rose/Sally Luzader
B0E05	Dean of Graduate School	20	Linda Rose/Sally Luzader
B0E06	International Programs	24	Linda Rose/Sally Luzader
B0E07	Libraries	36	Linda Rose/Sally Luzader
B0E08	Vice Provost for Diversity & Inclusion	15	Linda Rose/Sally Luzader
B0E09	Enrollment Management - Assessment and Reporting	81	Linda Rose/Sally Luzader
B0J01	Vice Provost for Engagement	76	Linda Rose/Sally Luzader
B0J02	Continuing Education and Conferences	30	Linda Rose/Sally Luzader
D0D02	VP for Marketing and Media	72	Linda Rose/Sally Luzader
D0D03	WBAA	13	Linda Rose/Sally Luzader

450

Linda Rose/Sally Luzader Total

5 Digit Org Code	Org Name	# of Constituents as of 1/19/11	APSAC Representative
B10XX	College of Pharmacy	48	Lynn Holland
B15XX	College of Health and Human Sciences	143	Lynn Holland
		<b>191</b>	<b>Lynn Holland Total</b>
B0304	VP Student Affairs	156	Michelle Davis
		<b>156</b>	<b>Michelle Davis Total</b>
IOA01	Chancellor	9	Cable/Taylor
IOB01	Vice Chancellor/Academic Svcs	23	Cable/Taylor
IOC01	Vice Chancellor/Business & Adm Svcs	35	Cable/Taylor
IOD01	Vice Chancellor for Development	2	Cable/Taylor
	VC Enrollment Management & Student		
IOE01	Serv	29	Cable/Taylor
		<b>98</b>	<b>Cable/Taylor Total</b>
A0I01	Intercollegiate Athletics	134	Pennock
D0D01	Sr. VP For External Relations	2	Pennock
D0D04	VP for Development	103	Pennock
		<b>239</b>	<b>Pennock Total</b>
		4794	<b>Grand Total</b>

# APSAC Strategic Plan

2011-2014

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## ***Mission:***

To serve the university as a representative committee of Administrative/Professional (A/P) Staff

## ***Core Values:***

Act with INTEGRITY

ADVOCATE for A/P Staff

COMMUNICATE effectively

COLLABORATE creatively and inclusively

## ***Goal 1: Be representative of A/P Staff***

### **Strategy 1: Build relationships with constituents**

- Actively share information
- Solicit feedback
- Address concerns
- Recruit new APSAC representatives

#### *Metric:*

- *12 monthly updates distributed by the end of the respective month*
- *Increase member applications by 5% annually for the next 3 years*
- *Get monthly count of unique website hits (Google Analytics)*
- *Semi-annual APSAC performance survey*

### **Strategy 2: Build relationships with senior administration**

- Participate on key university committees
- Ensure A/P staff input is considered
- Contribute to policy development
- Improve reporting processes

#### *Metric:*

- *Track the number of standing University and adhoc committees APSAC is involved in*
- *Measure the number of initiatives that are put forth by APSAC that are a) adopted by the University and b) not adopted by the University*
- *100% submission of constituent tracking contact reports*

## ***Goal 2: Strengthen APSAC's presence***

### **Strategy 1: Enhance APSAC's communication methods**

- Develop a communication plan by June 1, 2011
- Invite guests to share and receive information

*Metric:*

- *Count the number of University representatives that present at APSAC meetings*

### **Strategy 2: Increase APSAC's visibility**

- Promote activities, events, and changes
- Promote APSAC to constituents
- Engage supervisors to encourage staff utilization of APSAC offerings

*Metric:*

- *Evaluate the effectiveness of promoting events through various media.*

## ***Goal 3: Champion professional development for A/P staff***

### **Strategy 1: Provide professional development opportunities**

- Lovell Leadership Series, Hadley Speaker Series, APSAC Professional Development Grants for A/P staff

*Metric:*

- *Measure attendance at events*
- *Track reviews of APSAC events (Qualtrics)*
- *Track and analyze grant application data*

### **Strategy 2: Create professional development opportunities for APSAC members**

- Develop two offerings using university resources to enhance skills of APSAC members (e.g. change management, leadership, communication, writing...) each calendar year for the duration of this plan

*Metric:*

- *Analyze effectiveness of opportunities via Qualtrics survey*



**APSAC Purpose and History**

The Administrative and Professional Staff Advisory Committee (APSAC) was formed in 1988 to build a formal communication link between administrative/professional (A/P) staff, and the Purdue central administration.

APSAC is comprised of administrative and professional staff representatives from all segments of the campus community, including the regional campuses. To find out more about APSAC and who your APSAC representative is, visit the Web site at: [www.purdue.edu/apsac](http://www.purdue.edu/apsac)

APSAC operates with a chairperson and a vice chairperson and through four subcommittees. APSAC is consulted by the University on many issues and is relied upon for assistance and involvement.

**MISSION**

To serve the University as a representative committee of Administrative/Professional (AP) Staff.



ADMINISTRATIVE & PROFESSIONAL STAFF  
ADVISORY COMMITTEE

**APSAC**  
**Human Resources**  
**FREH**

Serving as the formal  
communication link between  
A/P staff and Purdue  
University Administration

[www.purdue.edu/apsac](http://www.purdue.edu/apsac)

CAMPUS MAIL

## APSAC Operation

Below are the four subcommittees and their major responsibilities:

### Communications

- Coordinates and promotes ideas and information through publishing brochures, fliers and maintaining the web site
- Assesses the overall effectiveness of communication efforts across subcommittees and with constituents

### Compensation & Benefits

- Gathers concerns from A/P staff regarding issues such as current salary structures, health benefits, leave policies and retirement issues

### Membership & Staff Relations:

- Organizes the membership recruitment process, election of its officers, and enhancement of membership function and unity

### Professional Development:

- Provides financial support via grants awarded twice each academic year to A/P staff on the West Lafayette campus for professional development
- Considers career-related issues including training opportunities and hosts free staff professional development forums

## University Committees

APSAC is also represented on a number of University Committees, task forces, and steering groups, such as the campus safety task force, health plan advisory, spring fling, staff memorial, and the University Senate.

### What Can You Do?

- Share your ideas concerning personnel policies and work-life issues with your representative or send the enclosed form with your thoughts.
- Look for APSAC information in *Purdue Today*, *Inside Purdue*, the web site, and in monthly updates from your representative.
- Attend APSAC sponsored professional development functions.
- Submit a professional development grant application for review.
- Support the *Richard Hadley Memorial APSAC Fund for Staff Development* by visiting the University Development Office Web site: [www.purdue.edu/UDO](http://www.purdue.edu/UDO). Please be sure to indicate that you want your contribution to go to the "Richard Hadley Memorial APSAC Fund for Staff".
- Subscribe to the APSAC list serve at: [APSAC-L-request@lists.purdue.edu](mailto:APSAC-L-request@lists.purdue.edu). Your message should read:  
Subscribe APSAC-L

\*\*\*\*\*  
Detach and send to address on reverse side.

Name \_\_\_\_\_ E-mail \_\_\_\_\_

Department \_\_\_\_\_ Building \_\_\_\_\_ Phone \_\_\_\_\_

**My question or suggestion for:**  Communications  Comp & Benefits  Professional Development  Membership & Staff Relations

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I am interested in membership on APSAC. My work area: \_\_\_\_\_