



Administrative and Professional Staff Advisory Committee

Policies and Procedures

Version3

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Article I – Mission

Section 1. Statement of Mission

The mission of the Administrative and Professional Staff Advisory Committee (APSAC) is to contribute to Purdue University's pursuit of preeminence within higher education by supporting and serving as a voice for administrative and professional staff at Purdue University.

To accomplish this mission APSAC will do the following:

- Initiate and support the implementation of policies and procedures beneficial to administrative and professional staff and supporting the University's mission and vision.
- Identify and pursue common objectives in collaboration with regional campuses, professional and student groups and the service community.
- Support initiatives to advance human and intellectual diversity.
- Be viewed system-wide as an effective, results-generating vehicle for positive change.
- Contribute to the professional distinction of administrative and professional staff by providing enriching professional development opportunities and supporting individual professional development.
- Strive for excellence within APSAC and encourage administrative and professional staff to do the same.
- Enhance communication and seek collaboration with upper administration, faculty and staff.

Section 2. Values

Our APSAC community has diverse backgrounds, cultures and viewpoints, which enrich and add value to the cohesiveness of the group.

APSAC offers professional development, presents grant opportunities and encourages the sharing of concepts and ideas with regional campuses. We engage in outreach activities by collaborating with similar groups at higher education institutions.

APSAC takes pride in its accomplishments on behalf of administrative and professional staff. APSAC's success is attributed to its ability to be open to change and engage in continuous improvement efforts. APSAC also achieves success by building partnerships with Purdue's executive management staff, Clerical and Service Staff Advisory Committee (CSSAC), Faculty Senate, other University committees and the Committee on Institutional Cooperation.

As a representing body of administrators and professionals, APSAC expects that its members act with honesty and integrity and that all adhere to the highest standards of personal and professional behavior. As members of the APSAC community, we accept our individual and institutional responsibilities and hold ourselves fully accountable for our words and actions.

A vision for APSAC's future depends on the input of a variety of stakeholders and constituents. The strategies which follow outline specific goals, action steps, and metrics that will enhance APSAC's visibility on campus within areas and departments, and statewide through the Purdue Extension Service and regional campus representation.

Strengthening APSAC's role through increased involvement on key university committees is a central component of the strategic plan. Service on committees that craft policy and procedures, combined with APSAC's unique ability to provide feedback from administrative and professional staff members, serves APSAC's mission as the voice for administrative and professional staff while supporting the university's pursuit of preeminence in higher education.

Enhancing communication within APSAC, between APSAC and administrative and professional staff and university-wide through active involvement in key university committees is a second major component of the strategic plan. Identifying methods to enhance constituent involvement and input is key to APSAC's mission.

Encouraging active committee involvement begins with the identification and appointment of area representatives. The strategic plan suggests an internal examination of the ways in which APSAC identifies, appoints, trains, and mentors new and existing APSAC members. Focus on internal functioning will enhance APSAC member commitment and the effectiveness of APSAC to support and be a voice for administrative and professional staff at Purdue University.

Section 3. History of Purdue University APSAC

In May of 1988, the Administrative and Professional Staff Advisory Committee (APSAC) was formed by the University to build a formal communication link between Administrative and Professional (A/P) staff and the central administration. As established in Human Resources Policy IV.1.1 (See Appendix A), "It is Purdue University's policy to solicit and give careful consideration to suggestions and advice from administrative and professional staff in the formation of University policies and procedures and other matters relating to the terms and conditions of employment for administrative and professional staff." Staff members from Human Resource Services and Business Services serve as resource members. As stated in Policy IV.1.1, "A University officer appointed by the President of the University serves as the principal liaison between APSAC and senior administrators at the University."

Article II – Organizational Structure

Section 1. Name

The committee is known as the Administrative and Professional Staff Advisory Committee (APSAC).

Section 2. Executive Committee

The Executive Committee shall be made up of the APSAC Chair, the APSAC Vice Chair, the immediate past Chairperson (who will serve as an APSAC resource member from June through December), standing Subcommittee Chairpersons and Vice Chairpersons, the APSAC Facilitator and the Director of Human Resource Services (West Lafayette campus). This committee will meet once per month on the same day as the full APSAC meeting to consider the disposition of committee business.

Section 3. Subcommittees

- A. Much of the duties of APSAC are fulfilled through standing subcommittees. There are four standing subcommittees that form the core of APSAC. See Appendix B for a list of current subcommittee titles and descriptions. Each standing subcommittee is charged with the implementation of their guidelines and reviewing and/or updating those guidelines on an annual basis or as needed.
- B. The APSAC Chair will approve a chairperson and a minimum of two other voting members (See Article V, Section 5) to serve on each committee. Members will be assigned to subcommittees by the Membership and Staff Relations Subcommittee on the basis of their expertise, subcommittee needs, personal interest and the overall makeup of the subcommittee. To maintain continuity and productivity, it is desirable, that in any given year, subcommittees should lose no more than two members. It shall be the responsibility of the Executive Committee to establish and abolish subcommittees and Ad Hoc committees as needed.
- C. Members of each subcommittee will choose their own leadership. Subcommittee Chairs and Vice Chairs will assume their positions on January 1st. Outgoing Subcommittee Chairs will serve as advisors during the following six months.
- D. The role of each Subcommittee Chairperson is to
 - 1. Assure that all responsibilities are carried out in accordance with the subcommittee timeline, which is to be approved by September of each year ;
 - 2. Serve as a member of the Executive Committee;
 - 3. Address issues as delegated by the Executive Committee;
 - 4. Identify, prioritize, research and report or make recommendations on other appropriate and important issues relevant to his/her subcommittee's charge;

5. Hold a monthly meeting of the subcommittee, or less frequent meetings as required by the business of the committee; and
6. Ensure written minutes of the committee's actions are submitted to the APSAC Chairperson, Vice Chair, Facilitator and Secretary each month and report on the committee's actions to the full committee as appropriate. Chairs of standing subcommittees will also be responsible for recommending an individual to serve as the Subcommittee Vice Chairperson. The Vice Chairperson will serve as the Subcommittee Chairperson for the following year. This recommendation of a Vice Chair will be made to the APSAC Chair by January 1 of each year.

E. The role of each Subcommittee Vice-Chairperson is to

1. Assist the Subcommittee Chairperson to assure that all responsibilities are carried out in accordance with the subcommittee timeline, which is to be approved by September of each year;
2. Serve as a member of the Executive Committee and Communications Subcommittee;
3. Address issues as delegated by the Executive Committee;
4. In the absence of the Subcommittee Chair, hold a monthly meeting of the subcommittee, or less frequent meetings as required by the business of the committee; and
5. Depending on timing, potentially fulfill all duties of the Subcommittee Chair should a vacancy occur.

Section 4. University Committees

- A. APSAC Members may have the option to sit on various University committees to represent APSAC and provide input from the main committee and constituents. As openings on these committees become available, a general announcement will be made during the regular full committee meetings. Individual members will be given the opportunity to volunteer for assignment. In the event that multiple members volunteer for a single position, the APSAC Chair and Vice Chair will make the determination of which member will sit on the particular committee. The substitution of a member once assigned to a committee is permissible but discouraged.
- B. See Appendix C for a current list of University Committees on which APSAC has representation.

Section 5. APSAC Facilitator and Secretary

Both the APSAC Facilitator and Secretary provide assistance and services to facilitate the actions of the committee.

A. Secretary

1. The APSAC Secretary takes minutes at each meeting.

- a. The DRAFT minutes will be prepared and distributed to committee members, resource members and the University Officer prior to the following meeting.
 - b. Changes to the minutes will be discussed at the following month's meeting and the minutes will then be approved for publication to the member's constituents.
2. The APSAC Secretary will take attendance at each meeting and will advise the Chair if a quorum is present. The APSAC Secretary will also advise the Chair if a member fails to meet attendance requirements, (see Article III Section 3).
 3. It shall be the responsibility of the APSAC Secretary to keep copies of pertinent documents for the APSAC archives.

B. Facilitator

The APSAC Facilitator will attend all Executive Committee and Full Committee meetings and provide guidance to the Chair as appropriate. The Facilitator will assist in securing space and necessary A/V equipment for all meetings, help arrange for guest speakers and will serve as the main resource person for APSAC.

Section 6. Human Resources Services and University Officer

A. Human Resources Services

In accordance with Human Resources Policy IV.1.1, the Director of Human Resource Services or his/her designee shall be responsible for:

1. Coordinating resource members and information;
2. Assisting the University Officer with liaison functions as appropriate; and
3. Providing certain executive secretarial services.

B. University Officer

In accordance with Human Resources Policy IV.1.1, a University Officer appointed by the President shall serve as the principle liaison between Purdue administration and the Committee.

Article III – Membership

Section 1. Composition of the Committee

APSAC is comprised of no more than 30 voting Administrative and Professional Staff representing all segments of the campus community, including the regional campuses. The primary and secondary representatives from each regional campus shall, together, count as one voting representative (see Article V Section 5). The members will represent districts (See Appendix D). District representation shall be proportionate to the number of administrative and professional staff in colleges, divisions, departments and offices.

APSAC may also have up to 3 non-voting resource members titled “Member Emeritus”. Emeritus members shall serve for the purpose of maintaining continuity within APSAC and increasing APSAC’s overall effectiveness. See Article III Section 10 for Emeritus member selection, rights, term of service and responsibilities.

Section 2. Term of Service

Appointments to APSAC are, generally, for a three-year term beginning on June 1. A normal term shall begin at the June meeting unless other circumstances arise, such as the resignation of a representative. There shall be a minimum 12-month waiting period before any member who has served a full term can be eligible for reappointment to the Committee.

Section 3. Responsibilities

A. Responsibilities of all members

1. Members are expected to disseminate information of use and interest to administrative/professional staff that has been gathered at the meetings. The representatives of each district shall select the most appropriate and effective means of communication. The distributed information should protect any confidences.
2. Attendance at meetings is expected. Members are expected to stay until adjournment unless prior arrangements are made. Members have the responsibility of arranging with their supervisors and/or department heads for attendance at meetings in accordance with Human Resources Policy IV.1.1 and subsequent updates.
3. New members are expected to attend the May meeting (the meeting prior to the beginning of the APSAC year).
4. The success of APSAC depends upon regular attendance by all members. Thus, attendance for the duration of all APSAC meetings and subcommittee meetings is necessary. If an APSAC member is unable to attend the regularly scheduled monthly APSAC meeting, the member must notify the Chair in advance. If the member is unable to reach the Chair, Vice Chair, or any member of the Executive Committee, the APSAC Secretary should be notified. If a member will need to be absent for an extended time for parental, sick or other FMLA leave, the member should inform the Chair in advance.

When more than two (2) full-membership meetings have been missed in an APSAC year, the Chair will confer with the member's respective Subcommittee Chair to review the member's participation. If, after review, further action is deemed necessary, the following steps will be taken:

- a. The Chair or Vice Chair will contact the APSAC member to review his/her absences and/or non-participation.
- b. If the APSAC member is unable to continue his/her APSAC term, replacement of the member shall be in accordance with the process for filling an APSAC vacancy in the Membership/Staff Relations Subcommittee Guidelines.

B. Subcommittee responsibilities of members

1. Members of subcommittees are expected to attend meetings and to complete expectations as set forth by the subcommittee.
2. If an APSAC member is unable to attend a regularly scheduled subcommittee meeting, the member must notify the Subcommittee Chair in advance. If the member is unable to reach the Chair, the member should contact the Subcommittee Vice Chair. If a member will need to be absent for an extended time for parental, sick or other FMLA leave, the member should inform the Subcommittee Chair in advance.

The Subcommittee Chair will address non-attendance at and/or non-participation on subcommittees. If the problem persists, the Subcommittee Chairperson will refer the situation to the Executive Committee.

Section 4. Recruitment and Selection of New Members

The Membership and Staff Relations (herein referred to as MSR) Subcommittee is charged with the responsibility of recruiting, interviewing and selecting all new APSAC members except regional campus representatives. Regional campus A/P staff advisory groups are charged with selecting a primary representative and an optional secondary representative (see Article V Sections 1 and 5). See subcommittee guidelines for details.

Section 5. Mentoring and Orientation of New Members

APSAC shall identify, orient and mentor new and existing APSAC members to further its mission. See subcommittee guidelines for details.

Section 6. Change in Area of Representation

Because of the importance of communication among APSAC representatives and their constituents, each APSAC representative must be employed by at least one of the departments within his/her area of representation. At the same time, APSAC recognizes the value of consistency and continuity of leadership.

If an APSAC representative changes employment to a department outside of his/her area of representation within the first eighteen (18) months of his/her term, then the MSR Subcommittee shall seek an immediate replacement for that member. This member shall be given the opportunity to remain on the committee to complete his/her term as a member-at-large, provided that doing so does not bring committee membership to more than 30. Members-at-large retain all rights, privileges and responsibilities of an APSAC member, including, but not limited to, serving on APSAC committees, University committees and the right to vote.

If an APSAC representative changes employment to a department outside of his/her area of representation within the last eighteen (18) months of his/her term, the representative will be given the option of completing his/her term. If that representative chooses to relinquish his/her position, the MSR Subcommittee shall seek an immediate replacement for that member.

Section 7. Resignations

Any member wishing to resign from the Committee shall submit his/her resignation in writing to the APSAC Chair and Executive Committee at least one (1) month prior to the effective date.

Section 8. Unscheduled Replacement of Members

Although representatives are expected to fulfill their three year term, there may be circumstances under which it is necessary to resign from the committee. A member may resign for any reason at any time (See Section 7).

A. Replacement of Members

1. When a vacancy occurs before a term officially expires, the Executive Committee has the discretion to decide if the position needs to be filled before the normal membership replacement process each May.
2. If the Executive Committee decides the member needs to be replaced before next May (i.e., the scheduled new member interview and recruitment period), the MSR Subcommittee will:
 - a. Attempt to replace that person (to complete the official term) from the most recent membership applications on file from the area the current member represents.
 - b. In the absence of available candidates from the most recent applicants, the MSR Subcommittee will pursue new applicants to fill the position from the university area of representation.
3. When and if a new member is found, that person will complete the term of the exiting committee member and up to three (3) additional years, depending on the needs of the APSAC membership replacement schedule (i.e., retain balance in membership turnover among years). The Executive Committee will determine the term length for the new committee member. The total length of service cannot exceed four (4) years.

4. If the new committee member does not wish to fulfill the term recommended by the Executive Committee (does not wish to serve more than three years, for example), then the Executive Committee may devise an alternative solution.

B. Replacement of a Subcommittee Chair or Vice Chair

1. Should a Subcommittee Chairperson or Vice Chairperson find it necessary to resign, the remaining members of the committee will select a replacement from that subcommittee's existing membership.
2. Subcommittees must name a new Chairperson or Vice Chairperson within in a reasonable timeframe (i.e., within a month).

C. Replacement of Officers (See Article IV, Section 4)

Section 9. Removals

- A. A member (voting or emeritus) of the Committee may be removed from membership for any of the following:

1. Violation of attendance policy (See Article III, Section 3.5)
2. Non-attendance at subcommittee meetings
3. Non-participation on Committee assignments
4. Other causes as determined by the Executive Committee whenever, in its judgment, the best interests of the university would be served.

- B. When informed of the non-compliance of any member, the Executive Committee will investigate and, if warranted, discuss the situation with the member(s). The Executive Committee will then decide whether the member should be removed from the committee.

Section 10. Member Emeritus Selection, Rights, Term of Service and Responsibilities

A. Selection

The voting membership present at the April meeting may choose to elect up to three (3) Members Emeritus.

To be eligible, an APSAC member must be one whose term of service ends the following month (May) and one who is willing and able to serve on APSAC for an additional year. Two weeks prior to the April meeting, the APSAC Vice Chair will verify each candidate's eligibility and will submit the names of all willing candidates to the APSAC Secretary who, in turn, will officially announce the names of all Member Emeritus candidates, to the full membership, no later than one week prior to the April meeting.

To be elected, a candidate's name must appear on a majority of non-blank ballots cast (APSAC members may choose to turn in a blank ballot in lieu of voting for any of the candidates). In the event of a tie, such that there are more than three candidates receiving the majority of non-blank ballots cast, a revote shall be taken with all top vote-receiving

candidates remaining on the ballot unless one or more candidates voluntarily remove their name from the ballot.

The Chair, with majority approval, may suspend the rule requiring individuals receive a majority of votes; so that the top three (3) vote-receiving individuals are elected.

B. Rights

Members Emeritus do not have voting privileges. Emeritus members may participate on any of the subcommittees, including the Executive Subcommittee, at the discretion of the subcommittees or at the request of the ASPAC Chair. At the discretion of the APSAC Chair, a Member Emeritus may assist a voting member in representing APSAC on a University or Ad Hoc committee. Emeritus members shall be invited to all APSAC meetings that are open to all voting members.

C. Term of Service

Emeritus members shall serve a one-year term starting June 1 of the year that they are elected. At the end of each Emeritus member's one-year term they shall no longer be titled "Member Emeritus" and shall no longer participate on APSAC unless appointed to APSAC again through the normal membership process.

D. Responsibilities

Emeritus members shall be resource members, providing their knowledge of Purdue and APSAC history as needed by APSAC. Additionally, Members Emeritus shall assist APSAC with the continuance and improvement of any projects that they were significantly involved in during their regular term of service.

Article IV – Officers

Section 1. Officers

The officers of the full committee shall consist of the Chair and Vice Chair, who jointly direct the activities of APSAC. The Vice Chair will serve a 1-year term beginning on June 1 or until a new Vice Chair is elected, then automatically become Chair on June 1 of the following year. The Chair's term will end on May 31 following his or her installment, except in the following circumstances:

1. If the Vice Chair position is vacant, then the Chair will continue to serve until a new Chair is elected. The Vice Chair position will remain vacant unless the committee also elects a new Vice Chair.
2. If the current Chair resigns and the current Vice Chair assumes the Chair position before completing a full 1-year term as Vice Chair, then that individual may choose to remain as Chair for another term as described in Article IV Section 4.
3. If the committee elects a new Chair prior to the planned end of the Chair's term, then the newly elected Chair will immediately become Chair and serve until May 31, except if the individual elected was the Vice Chair, then:

- a. He or she will immediately and automatically relinquish the position of Vice Chair, thus triggering the Vice Chair replacement procedure described in Article IV Section 4; and
- b. The new Chair shall be given the choice of serving the remainder of the Chair's term, or serving until May 31 of an additional term as would be the case if the previous Chair had resigned (described in Article IV Section 4).

Section 2. Responsibilities of the Officers

- A. The Chair shall preside over all monthly meetings, recommend the APSAC appointments to University Committees, appoint APSAC standing and/or ad hoc committees, serve as Chair of the Executive Committee, serve as ex-officio member on all subcommittees and all ad hoc committees and work with the APSAC Facilitator to draft the agenda. At the beginning of his/her term, the Chair shall review the Strategic Plan and APSAC Policies and Procedures and initiate the revision process if necessary. The Chair shall serve as ex-officio member of the Executive Committee from June through November of the year after the Chair's term ends.
- B. The Vice Chair shall preside in the absence of the Chair at monthly meetings and serve as Chair of the Communications Subcommittee.
- C. The Chair and Vice Chair shall meet with the APSAC Facilitator two weeks prior to the regular meeting to draft the agenda for the Executive and Full-Committee meetings.

Section 3. Election of Officers

- A. Nominations
 1. The Chair will seek nominations for the office of Vice Chair. The election shall be held during the April APSAC meeting. Candidates will be announced at the March meeting [one (1) month before election]. Before nominations are final, the current Chair and Vice Chair shall explain the time commitment and responsibilities of their respective offices. Criteria for nominees include:
 - a. Nominees for the Vice-Chair shall be in their first year of service on the Advisory Committee.
 - b. All nominees shall be given an opportunity to state their expectations and goals if they were to be elected to office at the April APSAC meeting.
 - i. Candidates for office will submit a statement of candidacy to the current Chair and Vice Chair so that all statements may be distributed to APSAC members at least one week prior to the April meeting elections. The statement of candidacy will contain the following information: A statement (300 words or less) about their platform for running (e.g., why they want to be an officer and/or anything else they would like to share with APSAC). The statement may include items such as current work duties and professional interests.

B. Elections

1. The election of Vice-Chair shall take place by secret ballot during the April meeting. Prior to voting, nominees shall be given the opportunity to address the Committee. Members must be present to vote on candidates. The election of Vice Chair shall be conducted as the first order of business following approval of minutes and agenda during the April meeting.
2. In order for a vote of the committee to be taken, a quorum must be present (See Article V, Section 5).
 - a. If one candidate receives a majority vote (more than 50% of all votes cast by the members present), that candidate is elected and no further balloting for that office will be necessary;
 - b. In the event of a tie,
 - i. For ties of ballots with three (3) or more candidates, the Committee will hold a subsequent secret ballot between the tied nominees. The candidate receiving a majority vote will be declared the winner.
 - ii. The Chairs vote will be counted only in the event of a tie.
 - c. Balloting shall continue until a member receives a majority of votes cast.
3. The Chair, with majority approval, may suspend the rules on election of a Vice Chair such that a single vote may be taken and the candidate with the most votes is elected with or without receiving a majority of the votes cast.

Section 4. Replacement of Officers

- A. If either the Chair or Vice Chair is unable to complete their term, they must submit their resignation in writing to the APSAC Executive Committee as soon as possible. Thirty (30) days is desirable.
- B. Upon resignation of the Chair, the Vice Chair will automatically complete the remainder of the Chair's term. However, he/she may or may not choose to serve as Chair for the additional one-year term.
 1. If the Vice Chair elects to serve both the remaining and full terms as APSAC Chair, the following will apply:
 - a. He/she will designate a committee member as Interim Vice Chair until a new Vice Chair is elected (see (b.-e.) below). The Interim Vice Chair will fulfill all the duties of that office (See Article IV, Section 2).
 - b. Notification of a special election for Vice Chair will be announced no more than 30 days after the Executive Committee is notified of the Chair vacancy.
 - c. Outside of the Full Committee meeting, the Chair will seek nominations of candidates for the special Vice Chair election.
 - d. At the next Full Committee meeting, a special election shall be held as the first item of business. The election procedure outlined in Section 3(B) above will be followed.

- e. The annual Vice Chair election of 1st year members will still be held, as scheduled, in April (See Section 3(B) above).
 - f. As the Chair has chosen to serve the additional full year, the newly elected Vice Chair could not become Chair and his/her tenure would, therefore, end on May 31.
- 2. If the Vice Chair is unable or unwilling to complete both the remaining and the additional one-year terms, the following will apply.
 - a. The process is identical as outlined in Section 4(B)(1)(a) through (e) above.
 - b. The new Vice Chair will become Chair effective June 1.
- C. The following applies to replacement of the Vice Chair
- 1. Upon the resignation and/or vacancy of the Vice Chair, the Chair will designate a committee member as Interim Vice Chair until a new Vice Chair is elected. The Interim Vice Chair will fulfill all the duties of that office (See Article IV, Section 2) until such time as the new Vice Chair is elected.
 - 2. Outside of the Full Committee meeting, the Chair will seek nominations of current 2nd year members for a special election for Vice Chair.
 - 3. The procedure outlined in Section 4(B)2 above will be followed.
- D. Upon concurrent resignation of Chair and Vice Chair, the Executive Committee will meet in special session to appoint an Acting Chair and will establish all necessary procedures and timelines for the orderly transition of both leadership positions.

Article V – Meetings and Business

Section 1. Meetings

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with Purdue University Human Resources Policy IV.1.1, the Policies and Procedures or any special rules of order the committee may adopt.

Regular meetings of APSAC are scheduled on the second working Wednesday of every month from 1:30 p.m. – 3:30 p.m. or, as otherwise noted, at the first meeting of the year occurring on the second Wednesday of each June.

Special meetings may be called by the Chairperson as needed. Ideally, at least a one week notice will be given for a special meeting of the committee. The items indicated for action at a special meeting shall be distributed at least two working days prior to the meeting.

In the absence of the University Officer, the Director of Human Resource Services shall act as the University Officer. Either or both of the representatives from each regional campus may attend the APSAC meetings (see Article V Section 5 for voting). Guests are welcome to

observe regular meetings. When an APSAC member learns of an administrative or professional staff employee who is interested in APSAC and would like to attend a full APSAC Committee meeting to observe, the following procedure will be followed.

1. APSAC member contacts employee to verify interest.
2. APSAC member will contact the APSAC Chair, giving the name of the guest to be invited and to determine which month would be appropriate for the visit. It should be a month when the APSAC member will be attending the monthly meeting.
3. The APSAC Chair will send a memo or email to the employee (with a cc to the APSAC member) inviting them to attend the meeting as an observer, with no active participation (giving date, time, and place) and telling them that they will be contacted by (APSAC member's name) regarding the details. The APSAC Chair will forward the number of guests to the APSAC Secretary at least two days before the meeting.
4. The APSAC member will make arrangements to accompany the guest to the meeting.
5. Following the meeting, the APSAC Chair will send a communication of appreciation to the guest(s), expressing APSAC's hopes that they have a better understanding of the role and functions of APSAC, asking the guest to contact any of the members if they have questions or recommendations and encouraging them to submit an application for membership when appropriate for their area if interested in serving on APSAC.
6. Third year members are encouraged to invite prospective members to attend meetings.

Section 2. Private Meetings

The Chairperson, at the request of any voting member, may call for a private meeting. Attendance at the private meeting will include only voting members (either or both representatives from each regional campus may attend – see Article V Section 5 for voting) and specially invited resource members or guests. Remarks at private meetings will not be recorded.

Section 3. Agenda

The Chair and Vice Chair will determine the agenda items and the order of presentation, based upon responses from the Executive Committee and the rest of the membership and in consultation with the APSAC Facilitator. The University Officer will keep the Chairperson informed of items from the university administration that should be considered as agenda items.

Monthly meeting agendas will be distributed to committee members by the APSAC Secretary before the scheduled meeting.

Items to be included on the agenda should be submitted to the Chair two weeks prior to the meeting.

Section 4. Reports and Documents

Normally, all reports and documents will be presented with the agenda. Items marked “for discussion only” will not be voted on until the next scheduled meeting. If an item is marked “for discussion only” and is not amended in any way, the item may be accepted for action by a majority vote of the members of the committee. Items indicated “for action” may be amended and acted upon by simple majority vote.

Section 5. Voting

The voting membership is defined as the appointed representatives of the schools and administrative units, as defined by Human Resources Policy IV.1.1. To vote, members need to be present at the meeting in which the vote will take place. If both the Primary and Secondary Regional Campus Representatives are present, only the Primary Representative’s vote will be counted. If the Primary Representative is not present, the Secondary Representative may vote.

A simple majority of the voting membership shall constitute a quorum. In order for a vote of the committee to be taken, a quorum must be present. Decisions of the committee shall be determined by a majority vote of committee members. When a majority vote is not apparent through a voice vote, the Chairperson will call for a vote by a show of hands.

Any committee member may request that the vote on any issue be taken by secret ballot. This request will be granted without debate.

Section 6. Communication with A/P Staff within Area of Representation

A. Subcommittee Reports

Individual Subcommittees will compile a report of actions their committees have taken during the past year. They will compile a report of questions and responses, as well as comments and action taken on those comments. This report will be sent to the Communication Subcommittee Chair in January of each year. The time tracked will start January 1 and conclude December 31.

B. APSAC Representative Contacts from A/P Staff within Area of Representation

1. Individual APSAC representatives will keep track of their contacts with constituents, both outgoing information and inquiries/comments. They would indicate their response or indicate where the inquiry was referred (i.e. ?, MSR, HR, Parking, etc.).

APSAC representatives would send their report to the Communication Subcommittee Chair in January of each year. The time tracked will start January 1 and conclude December 31. Members should track and report numbers and content of the following each year: Contacts from staff they answered directly, indicating whether by email, phone or in person.

2. Contacts from staff they forwarded.
3. Correspondence (surveys, reports, or request for feedback, for example) sent to staff.

C. Final Report

The Communication Subcommittee will compile all the data and prepare a Final Report to be submitted along with the Subcommittee's Annual Report to the APSAC Chair in February of each year.

Section 7. Submission of Frequently Asked Questions

Frequently Asked Questions (FAQ) are written summaries created in response to common questions fielded by APSAC members or subcommittees. Frequently Asked Questions are posted on the APSAC website. The individual subcommittee will obtain appropriate approval from the Executive Committee for a topic/issue to be a FAQ. Upon approval, the FAQ will be forwarded to the Communication Subcommittee Chair for inclusion on the APSAC web site. Potential problems, as determined by the Chair of the Communication Subcommittee, will be directed to the APSAC Executive Committee for resolution.

The Communication Subcommittee will review and update the FAQ website document in November and May of each year.

Section 8. Amendments

- A. APSAC strategic plan and operational procedures and guidelines shall be reviewed, and accordingly updated, as needed or every three (3) to five (5) years.
- B. Amendments to the APSAC strategic plan and operational procedures and guidelines shall be:
 1. Consistent with Human Resources Policy IV.1.1;
 2. Distributed to the committee with the agenda for that meeting; and
 3. Adopted by a majority vote of the APSAC membership.

APPENDIX A

Administrative and Professional Staff Advisory Committee

POLICY IV.1.1

Volume IV, Human Resources
Chapter 1, Advisory Committees
Issuing Office: Human Resource Services
Responsible Officer: Human Resources Director
Responsible Office: Human Resource Services
Originally Issued: May 6, 1988
Most Recently Revised: May 1, 2003

Statement of Policy

It is Purdue University's policy to solicit and carefully consider suggestions and advice from administrative and professional staff (A/P) when forming University policies and procedures and in other matters relating to the terms and conditions of A/P staff employment. To this end, the University formed the Administrative and Professional Staff Advisory Committee (APSAC) on May 6, 1988, to serve the University as a representative committee of A/P staff.

Reason for Policy

This policy outlines the structure and responsibilities of APSAC.

Who Should Know This Policy

- President • Directors / Department Heads / Chairs
- Provost • Administrative and Professional Staff
- Chancellors • Human Resources Staff
- Vice Presidents
- Deans

Related Documents

APSAC Areas of Representation Chart

Contacts

Director of Human Resource Services (765) 494-7395
APSAC Facilitator (765) 494-7397
APSAC Secretary (765) 494-7383

Procedures

Appointment of Members

APSAC will be comprised of members of the University's administrative and professional staff as listed in the APSAC Areas of Representation Chart. Each APSAC member will serve for a three-year term beginning on June 1. Approximately one-third of the total membership will be appointed each year.

On the West Lafayette campus, an individual who wishes to become a member of APSAC must submit an application for membership as prescribed by APSAC. A subcommittee of APSAC will interview all individuals who apply for membership and will select individuals for the president of the University to consider for membership. The subcommittee will notify the appropriate dean, director, or vice president of newly appointed representatives for their areas.

Individuals at the regional campuses who wish to become members of APSAC will be selected pursuant to procedures developed by those campuses. Individuals selected for membership at the regional campuses require the approval of the chancellor of the campus.

All individuals recommended for membership, whether at the West Lafayette campus or the regional campuses, require approval by the University president.

Consistent with the University's commitment to equal access and employment opportunity, all applicants will be considered for membership without regard to their race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a disabled or Vietnam-era veteran.

Election of Officers

The Chairperson and Vice Chairperson will serve one-year terms beginning June 1. APSAC will elect the Vice Chairperson at its April meeting. Upon completing his or her term, the Vice Chairperson will automatically become the Chairperson.

Meetings

APSAC will hold meetings on a regular basis as needed. APSAC members will be in pay status while attending APSAC meetings. Unless a meeting would unduly affect the APSAC member's University duties, supervisors and department heads are strongly encouraged to make arrangements that enable members to attend meetings.

Responsibilities

APSAC Members

APSAC will serve as an advisory group as outlined in the Statement of Policy section and will participate on a number of University-wide committees.

APSAC will include subcommittees that will address issues such as professional development, grants, compensation and benefits, APSAC infrastructure, and communication. Each subcommittee will have a Chairperson.

APSAC may consider subject matter originating from any individual staff member or group of staff members, the University's administration, or any duly appointed University committee.

Chairperson and Vice-Chairperson

APSAC will have one Chairperson and one Vice Chairperson, who will jointly direct APSAC's activities. The Chairperson and Vice Chairperson will assist the University officer in serving as a primary point of contact with senior administration.

Executive Committee

The APSAC Chairperson, the APSAC Vice Chairperson, the individual Subcommittee Chairs and Vice Chairs, the APSAC facilitator and the director of Human Resource Services will serve as members of the APSAC Executive Committee. The Executive Committee will meet once a month on the same day as the full APSAC meeting to consider the disposition of committee business.

University Officer

A University Officer appointed by the president of the University will serve as the liaison with senior administrators at the University. Recommendations to the senior administration will be made through the University Officer.

Director of Human Resource Services

The Director of Human Resource Services or his or her designee will facilitate APSAC meetings, assist the University Officer with liaison functions, provide executive secretarial services to APSAC (*e.g.*, prepare minutes of meetings) and provide other necessary and appropriate support.

History

This policy supersedes **Executive Memorandum No. C-16**, which was originally issued May 6, 1988, and amended March 19, 1993, and December 13, 1999.

APPENDIX B

APSAC STANDING SUBCOMMITTEES

1. Communications

This subcommittee is composed of Vice Chairpersons from each of the APSAC subcommittees and is chaired by the Vice Chairperson of APSAC. 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, maintaining the APSAC website, and assessing the overall effectiveness of communication efforts across subcommittees.

Additionally, the Communications Subcommittee is responsible for writing the monthly APSAC updates and providing them to the APSAC members for distribution to APSAC constituents. The APSAC Updates are to include important items and items of interest that are discussed in APSAC meetings.

APSAC Updates Procedure:

- Communications Subcommittee members will work with their respective APSAC subcommittees to write items to be included.
- Items presented by the Director of Human Resource Services (HRS) and/or his or her designee will be approved by the Director of HRS prior to being released in the APSAC updates.
- Items presented by guest speakers will be approved by the guest speaker before being released in the APSAC updates.
- APSAC Updates will be provided to APSAC members each month within 14 days of the scheduled monthly APSAC full committee meeting.

2. Compensation and Benefits

This subcommittee examines current salary structures, health benefits, leave policies, retirement issues and other compensation and benefits concerns of A/P staff.

3. Membership & Staff Relations

This subcommittee organizes the membership recruitment process, membership orientation, subcommittee assignments, election of subcommittee officers and the enhancement of membership function and unity. The MSR Subcommittee establishes and oversees the communication link between A/P staff and their assigned APSAC representatives.

4. Professional Development

(Including *Richard Hadley Professional Development*)

This subcommittee considers career-related issues including training opportunities and hosts free professional development forums during the school year. The subcommittee regularly invites guest speakers to talk on campus about issues that pertain to A/P staff. The Richard Hadley Memorial APSAC Fund for Staff Development was established to

subsidize opportunities for career enrichment for A/P staff at Purdue. A contribution to this fund is actually an investment in your own professional development. This committee also provides financial support to qualified A/P staff on the West Lafayette Campus, via individual professional development grants awarded twice each academic year. These grants help A/P staff continue their education through conferences, seminars, workshops, classes, etc.

APPENDIX C

UNIVERSITY COMMITTEES WITH APSAC REPRESENTATION

CAMPUS SAFETY TASK FORCE

The Campus Safety Task Force originated in 1989 after a demonstration sponsored by the Feminist Union concerning lighting and other safety issues on the Purdue campus. After this demonstration, the president of the Feminist Union talked with the Director of Safety and Security, and it was decided that a task force was needed to study the safety concerns of the University community.

The task force looks at ideas and ways to increase safety on campus.

The force has no set term limits and is made up of: students, security officers, the Office of the Dean of Students, two CSSAC representatives, and at least one APSAC member.

FACULTY COMPENSATION & BENEFITS

The committee undertakes a continuing study of the policies relating to both direct and indirect compensation and benefits of the faculty. The committee reports to the president through the Faculty Affairs Committee (FAC) and the Senate.

The committee consists of five faculty members and three liaison representatives appointed by the president. They also ask for representatives from both APSAC and CSSAC to attend their meetings. Terms are generally for one year and go through the academic year.

HEALTH PLAN ADVISORY COMMITTEE

This committee considers modifications and/or enhancements to programs currently offered through the Purdue Health Plan.

Members will be representative of the University and include all employee groups: faculty, administrative/professional, and clerical/service. The committee will have representation from all four campuses. The committee will be appointed annually by the President. Staff Benefits will provide resource personnel. The committee will consist of the following members:

1. One faculty member, as nominated by the Chair of the University Senate, West Lafayette Campus;
2. The Chair of the Faculty Compensation and Benefits Committee of the University Senate, West Lafayette Campus;
3. One administrative/professional staff member, as nominated by the Chair of APSAC;
4. One clerical/service staff member, as nominated by the Chair of CSSAC;
5. Member of the faculty or staff from the Calumet Campus, as nominated by the Chancellor;
6. Member of the faculty or staff from the Fort Wayne Campus, as nominated by the Chancellor;
7. Member of the faculty or staff from the North Central Campus, as nominated by the Chancellor;
8. Three members of the faculty and/or staff, selected at large by the President;

9. The Director of Human Resource Services who will serve as co-Chair of the committee. (The President will select a faculty member to serve as the other co-Chair.)

Terms are for two years and in the past have run through benefit plan years (i.e. July 1994 through December 1995).

INSIDE PURDUE BOARD

The board meets once each year to review issues of Inside Purdue. Board members are asked for story ideas and to reflect on how well the newspaper is serving its constituency.

Representatives from both APSAC and CSSAC serve on the board. The Chairperson of the Membership and Staff Relations subcommittee for APSAC and the Vice Chairperson for CSSAC are traditionally the appointees. Terms are for one year and run through the academic year.

MARTIN AWARD

The Eudoxia Girard Martin Memorial Staff Recognition Award was established in memory of the mother of Dr. Leslie L. Martin, Colonel Carlton J. Martin, Retired USAF, and Mr. Roland P. Martin. She was a valued member of the Engineering Administration staff. The annual award is designed to recognize a full-time administrative assistant or level five secretary who possesses those qualities of heart, mind, and spirit, which evince a love for helpfulness to students, faculty and staff, as demonstrated in the performance of their professional duties. There is at least one APSAC member serving on this committee with, ideally, another 1st-year APSAC member appointed and serving simultaneously during the senior member's 3rd-year, for the purpose of transitioning.

PARKING & TRAFFIC COMMITTEE

The committee makes a continuing, systematic review of parking and traffic needs and possible solutions in light of the University's growth, faculty and student needs and campus beautification, including regulations for the control of parked vehicles and traffic flow.

The University Senate Nomination Committee makes nominations in March or April for the appointment by the president for terms beginning June 1 and running through the academic year:

1. Each year two faculty members and two administrative members for three year terms.
2. Every third year one clerical staff member for a three year term
3. Every third year one service staff member for a three year term
4. Each year the student body president or designee, a representative of Student Government, and a graduate student recommended by the Student Senate for a one year term.

RECYCLING

Purdue's refuse and recycling operation is part of the Grounds Department. It was created in order for the university to have control over initiatives to minimize solid waste and promote its own recycling program.

The University Recycling Committee is made up of two groups: employees of the University and representatives from the Student Government. Both groups work together to improve recycling efforts on campus. Terms are for one year and run through the academic year.

SPRING FLING

The Spring Fling Committee plans, coordinates, produces and ensures that the annual Spring Fling event goes according to schedule.

The committee includes, among many others, two representatives from APSAC and two representatives from CSSAC.

Terms are for two years and begin in the fall with the academic year.

STAFF APPEALS BOARD FOR TRAFFIC REGULATIONS

The board hears and determines the disposition of all appeals made to it regarding traffic regulation violations and related fines.

1. The University Senate Nominating Committee makes nominations in March or April for appointment by the president for terms beginning June 1:
 - a. One or two members of the faculty for three year terms
 - b. Every third year, one member of the clerical staff for a three year term
 - c. Every third year, one member of the service staff for a three-year term

A representative from APSAC also has served on the board.

PURDUE CHILD CARE ADVISORY COMMITTEE

The Purdue Child Care Program Advisory Committee runs a day care center on the West Lafayette Campus. Research projects include children's literacy for Chinese and American born, learning styles and communications on disabilities.

The committee consists of the Head of the Department of Child Development and Family Studies (ex-officio, chairperson), the Director of the Child Care Program (ex-officio), two parents, a PCCP staff member, a CDFS faculty member, the Director of the Women's Resource Office, a representative of the Council on the Status of Women Resource Office, the Work Life Coordinator, a CSSAC representative and an APSAC representative. This committee seldom meets and no one from APSAC is officially assigned to this committee.

APPENDIX D
APSAC AREAS OF REPRESENTATION CHART
(number of representatives)¹

1. College of Agriculture and Cooperative Extension Service (4)
2. College of Consumer & Family Sciences, School of Management (1)
3. College of Education and College of Liberal Arts (1)
4. College of Engineering (2)
5. Office of the President and Areas Reporting Directly to the Provost (1)
6. Regional Campus - Calumet (1 primary and 1 optional secondary)*
7. Regional Campus - Fort Wayne (1 primary and 1 optional secondary)*
8. Regional Campus - North Central (1 primary and 1 optional secondary)*
9. College of Science (1)
10. College of Technology, School of Pharmacy and Pharmaceutical Sciences, School of Nursing, and School of Health Sciences (1)
11. College of Veterinary Medicine (1)
12. Vice President for Business Services, Internal Audit, Executive Vice President and Treasurer (2)
13. Vice President for Housing and Food Services (2)
14. Vice President for Human Relations, Senior Vice President for Advancement, Vice President for Research, Dean of the Graduate School, Vice President for Governmental Relations, Intercollegiate Athletics (2)
15. Vice President for Information Technology (2)
16. Vice President for Physical Facilities (1)
17. Vice President for Student Services (1)

* Effective June 1, 2004

APPENDIX E



APSAC Application Instructions

Thank you for your interest in the Administrative and Professional Staff Advisory Committee (APSAC). Please read carefully the instructions below.

Application Requirements

Application packets are due by *<First Monday in March>*.

You must include the following in order for your application to be considered:

- Completed application Cover Page,
- Statement of interest in APSAC not to exceed 250 words (either fill in the bottom of the cover page or attach separate sheet), and
- Curriculum Vitae or Resume not to exceed two (2) pages

The application cover page must be fully completed. Please be sure that you and your supervisor sign the cover page. Those who email their applications must still submit (fax or mail) an application cover page signed by the applicant and their appropriate supervisor.

Please include the appropriate unit/area you will represent from the list below (Areas of Representation). We are seeking *<one (1), note some areas may have two (2) in some years>* A/P staff member from each of the following areas to fill upcoming vacancies (June 1, *<XXXX>* to May 31, *<XXXX>* term) for the West Lafayette campus.

Areas of Representation

<List of areas needing representation>

Contact Person

<Contact Information for MSR subcommittee chairperson>

Interview Process

Interviews will take place during the week of <Date>. Once your application package is received, you will be contacted to schedule a 20-minute interview during that week. If you are unavailable during the designated interview week, another date will be scheduled. However, we are anticipating up to ~20 potential candidates for all areas. Thus, we strongly urge all candidates to interview during that week.

Interviews will be conducted by the Membership/Staff Relations Subcommittee. All candidates will be asked the same set or group of questions. Answers for each question will be scored by each interview panelist (3 to 4). After each interview, the scores from each panelist will be totaled and recorded for each candidate. In the event of a tie between two or more candidates for the same position (unit/area of representation; for example, College of Engineering, etc.), the “overall” score will be used as a tiebreaker. The overall score does not pertain to a specific question, but is a reflection of the interviewers’ overall impression of the candidate. If the overall scores are the same for two or more candidates, the panelists will select a representative by consensus.

Each candidate will be notified in writing of the final outcome no more than 21 days after the close of the interview process.

PURDUE UNIVERSITY

**ADMINISTRATIVE AND PROFESSIONAL STAFF ADVISORY COMMITTEE
(APSAC)**

APPLICATION FOR MEMBERSHIP COVER SHEET

Name: _____
(First) (M.I.) (Last)

Department: _____

Position Title: _____

College, School or Unit of Representation: _____

Campus Address: _____

E-mail Address: _____ Campus Phone: _____

Original Date of Employment with Purdue: _____

Signature of Immediate Supervisor¹: _____

Applicant Signature: _____ Date: _____

(¹The request for the supervisor signature is to verify that the supervisor is aware the individual is applying to APSAC and of the stated responsibilities and time commitment of an APSAC representative.)

Briefly express your interest in APSAC. (If additional room is needed, please attach a separate piece of paper.)

APPENDIX F



Org Codes	Areas of Representation – Offices, Department, Divisions
B05XX	College of Agriculture and Cooperative Extension Service (at least one representative from the West Lafayette campus and one member from the Cooperative Extension Service)
B07XX & B09XX	College of Consumer and Family Sciences School of Management
B11XX & B14XX	College of Education College of Liberal Arts
B08XX	College of Engineering
B10XX & B13XX	College of Pharmacy, Nursing, and Health Sciences College of Technology
A0I01, A0A03, A0A04, B0E04, B0E05, D0D01, D0D02, D0D03, D0D04	Intercollegiate Athletics Senior Vice President for Advancement Dean of the Graduate School Vice President for Human Relations Vice President for Research Vice President for Governmental Relations
C0C01, C0C02 C0201 – C0209	Executive Vice President and Treasurer Internal Auditor Vice President for Business Services
B12XX	College of Science
B06XX	School of Veterinary Medicine
C3801-C3806	Vice President for Housing and Food Services
B0304	Vice President for Student Services
C1601-C1606	Vice President for Physical Facilities
A0A01, A0A02, A0A05, B0E01, B0E02, B0E03	Office of the President Divisions, Departments, and Offices Reporting to the Provost
C2301	Vice President for Information Technology
FOA01, FOB01, FOC01, FOD01, F0301	Calumet Campus
G0A01, G0B01, G0C01, G0D01	Fort Wayne Campus
I0A01, I0B01, I0C01	North Central Campus