



JANUARY UPDATES

APSAC SEEKING NEW MEMBERS

The Administrative and Professional Staff Advisory Committee is in the process of filling eight seats that will become vacant in May.

Twenty-five members serve on APSAC and represent administrative and professional staff from all segments of the Purdue campus community, including regional campuses.

APSAC is encouraging A/P staff within the following units to apply:

- College of Agriculture, Cooperative Extension Services, School of Veterinary Medicine (2 openings)
- College of Engineering, College of Technology
- College of Liberal Arts, College of Education, School of Management
- Vice President for Information Technology
- Associate Vice President for Housing and Food Services
- Vice President for Research, Discovery Park
- Vice President for Student Affairs

The membership application and instructions may be accessed online at www.purdue.edu/apsac. The application deadline is February 15.

Questions may be directed to Beau Moore at 49-40438 or moore254@purdue.edu

SAVE THE DATE – HADLEY LECTURES SPONSORED BY APSAC

February 15th, APSAC will sponsor the Hadley lecture. Save the date. Registration and more information will be announced via Purdue Today in January.

Join author Susan Bulkeley Butler for an overview of her book [Become the CEO of You, Inc: A Pioneering Executive Shares Her Secrets for Career Success](#). Learn from her successful career and develop your own strategy using the Make-it-Happen Model through workshop activities. Develop your own potential, embodying Susan's motto, "Make things happen for you, don't just let them happen to you". A panel discussion of Purdue employees and their career paths will be part of the workshop. Participants may bring books for the author to sign following the presentation. Read Susan Bulkeley Butler's bio at:

<http://www.sbbinstitute.org/WC/Aboutsusana/index.cfm>

APSAC SPRING PROFESSIONAL GRANT OPPORTUNITIES

APSAC is now accepting applications for its individual professional development grants. Grants generally fund professional education; attendance at lectures, conferences and seminars; or tuition assistance for academic classes. The maximum award amount is \$750. Applications for spring grants will be considered for activities occurring from January 1, 2012 to December 31, 2012.

The application process will be completed online, and the deadline is March 1, 2012 at 5:00pm for this grant period. More information and a link to the online application are available at www.purdue.edu/apsac.

NEW WEBSITE SHINES SPOTLIGHT ON PURDUE STAFF

Each month, three staff members will be featured on the new Momentum Makers website, which recognizes the extraordinary efforts put forth by Purdue staff members to support and enhance the work of students, faculty and colleagues. These staff members strive to develop both professionally and personally while continuing to build a strong foundation of encouragement and assistance on campus and in the community. Meet this month's Momentum Makers at www.purdue.edu/momentummakers.

BENEFITS INFORMATION

COUNCIL FOR MANAGER DEVELOPMENT

An investment in the future

The Council for Manager Development© is an investment in the future. This two-year professional development experience is geared toward administrative staff and intended to develop skills, knowledge and interdisciplinary contacts to equip talented staff to recognize and take opportunities to move forward with the university and in their university careers.

The Council is sponsored by [Executive Vice President for Business and Finance and Treasurer](#) but enjoys the support of the entire executive team.

The key components of this unique program are:

1. the opportunity to meet with key University leaders and learn about their roles and responsibilities,
2. exposure to significant questions and trends that currently shape the direction of Purdue and higher education,
3. an opportunity to work in conjunction with a cross-functional team to research, analyze, develop strategies and present recommendations for action.

Benefits of the Council are:

- Provides insight and understanding into the values, principles, and perspectives of key University leaders
- Builds working relationships and opens communication lines among different areas within the University and requires interaction as part of a cross-functional team
- Offers experience in identifying and analyzing critical University issues and triggering incidents
- Requires practical, hands-on exploration, analysis, and evaluation of alternative outcome to real University opportunities
- Sharpens presentation skills required to communicate effectively with decision makers
- Prepares participant for greater responsibility
- Fosters career-long organizational contacts and equips members with knowledge to tap into University content experts and resources

Administrative and professional staff members should evaluate whether this is a program that aligns with staff and organizational goals. Since the program began in 1956, 14 alumni have moved up to become officers or vice presidents at Purdue University. Other Council graduates hold leadership and director level positions throughout the University as well as sister institutions across the nation. For more information visit the website at <http://www.purdue.edu/hr/lod/CMD/index.html>



GET YOUR TAXES DONE FREE

Does your household make less than \$50,000?

You can get your taxes prepared for FREE by IRS certified volunteers!

Does your household make less than \$57,000?

You can learn to prepare your taxes with help from an IRS certified volunteer

Sign up for an appointment by contacting jmillion@uw.lafayette.in.us or completing the online form at www.uwlafayette.org/VITA.html. You can also call to make an appointment at 574-643-1012.

This is sponsored by the United Way of Greater Lafayette through the Volunteer Income Tax Assistance (VITA) program.