APSAC Purpose and History
In May of 1988, the University formed the Administrative and Professional Staff Advisory Committee (APSAC) to build a formal communication link between A/P staff and the central administration. Staff members from Human Resource Services and Business Services serve as resource members. A University officer appointed by the President of Purdue shall serve as the principal liaison between APSAC and senior administrators at the University.

APSAC is comprised of 25 members who are representative of administrative and professional staff from all segments of the campus community, including the regional campuses. Appointments to APSAC are for a three-year term, with one-third of the membership changing each year.

APSAC operates with a chairperson and a vice chairperson; much of its actual work is completed through subcommittees. The entire group meets monthly. As an advisory committee, APSAC discusses and makes recommendations on issues related to administrative/professional staff employment at Purdue University. APSAC is consulted by the University on many issues and is relied upon for assistance and involvement.

APSAC Operation
Four subcommittees form the core of APSAC.

Communications Subcommittee:
This subcommittee is responsible for coordinating and promoting ideas and information. Responsibilities include establishing guidelines and specifications for brochures and fliers, defining procedures for website maintenance, and assessing the overall effectiveness of communication efforts across subcommittees and with constituents.

Compensation and Benefits Subcommittee:
What Can You Do?

- Attend open APSAC forums. Share your ideas concerning personnel policies.
- Look for APSAC information in *Inside Purdue*.
- Ask your APSAC representative to meet with your department and gather ideas for future APSAC study.
- Support the Richard Hadley Memorial APSAC Fund for Staff Development.
- Tear off the attached mailer and send your questions, suggestions, or concerns.

**APSAC MISSION**

APSAC is a vehicle for leadership, innovative action, and stewardship.

**APSAC VISION**

APSAC will be viewed as a proactive, resourceful, and results-generating influence for positive change.

**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.

**Professional Development:**
This subcommittee considers career-related issues, including development of promotional processes, training opportunities, orientation, and recognition programs for A/P staff. This subcommittee provides financial support via grants awarded twice each academic year to administrative and professional staff on the West Lafayette campus who wish to continue their education through conferences, seminars, workshops, classes, etc.

The Richard Hadley Memorial APSAC Fund for Staff Development was established to subsidize opportunities for career enrichment for administrative and professional staff throughout the Purdue system. When you make a contribution to this fund, it is actually an investment in your own professional development. A convenient way to give is designating this selection through the Purdue Enrichment Program (PEP).

**Membership and Staff Relations:**
This subcommittee organizes the membership recruitment process as well as officer elections to ensure that its membership accurately reflects the University structure; establishes communication between A/P staff and APSAC representatives through forums; and develops news releases in *Inside Purdue*, brochures, and other methods of information exchange. The subcommittee develops publicity and establishes various means for A/P staff to relay issues to APSAC.

**Other University Committees**
In addition to those mentioned above, APSAC is represented on a number of other University committees.