

## ***Mission:***

To serve the University as a representative committee of Administrative and 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 colleagues**

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

#### *Metric:*

- *Distribute 12 monthly editions of APSAC newsletter, The Sentinel*
- *Examine results from annual APSAC performance survey*
- *Distribute Welcome Letters to A/P staff annually and with member turnover and with monthly new hires*
- *Measure number of applications per area*

### **Strategy 2: Further develop relationships with senior administrators**

- Participate on key University committees
- Ensure A/P staff input is considered
- Contribute to policy development

#### *Metric:*

- *Track the number of standing University and ad hoc committees on which APSAC members participate*
- *Record colleague communications for annual report*

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

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

- Increase frequency and attendance of quarterly informational meetings
- Invite guests to share and receive information at monthly committee meetings
- Develop a sustainable process for maintaining communication outlets, including website and newsletter

#### *Metric:*

- *Document number of informational meetings and attendees*
- *Count the number of University representatives who present at APSAC meetings*

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

- Promote committee's activities, events, and changes
- Advocate on behalf of APSAC to colleagues
- Engage supervisors to encourage staff utilization of APSAC offerings

#### *Metric:*

- *Evaluate the effectiveness of promoting events through various media (Purdue Today, APSAC email lists, APSAC website, The Sentinel, etc.) via APSAC annual survey*

## ***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
- Engage senior administrators to enhance professional development opportunities for all staff

#### *Metric:*

- *Measure attendance at events*
- *Track reviews of APSAC events (Qualtrics)*
- *Track and analyze grant application data*
- *Evaluate committee's effectiveness in professional development areas via APSAC annual survey*

### **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, and more) each calendar year for the duration of this plan

#### *Metric:*

- *Gather APSAC member feedback on effectiveness of development activities*