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# **Administrative and Professional Staff Advisory Committee**

## Policies and Procedures

Revision 4  
Adopted November 2012

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# Article I – Mission and Principles

## Preamble

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, in 1988<sup>1</sup> the University formed the Administrative and Professional Staff Advisory Committee (APSAC) to serve the University as a representative committee of A/P staff.

## Our Mission

### *What we do.*

APSAC serves as a two-way conduit between AP staff and the senior administration. As such, APSAC serves two distinct constituencies, each with the need to hear the other and to be heard by the other. In its role as a communications facilitator APSAC offers A/P staff a mechanism to voice their interests and concerns as they relate to campus affairs.

## Our Purpose

### *Why we do it.*

The purpose of APSAC is to foster the welfare of A/P staff.

## Our Goal

### *What we hope to accomplish.*

APSAC's goal is to improve the University system as a whole through engagement and dialogue, as well as by providing professional and personal development opportunities for A/P staff.

## Our Commitment

### *How we do it.*

We engage with University administrators to provide perspective and feedback concerning opportunities and challenges within the University, and advocate on behalf of A/P staff to help campus leaders make sound, informed decisions, as well as disseminate important information.

To accomplish its mission, purpose and goals APSAC will do the following:

Initiate and support the implementation of policies and procedures that are beneficial to administrative and professional staff and support the University's mission and vision.

Identify, support and promote opportunities for staff engagement.

Collaborate with regional campuses, University committees and forums, as well as the service community to identify and pursue common objectives.

Support initiatives that advance human and intellectual diversity.

Contribute to the professional distinction of administrative and professional staff by providing professional development opportunities and supporting individual professional development.

Regularly re-evaluate APSAC's effectiveness and frame the next steps needed to move forward to new levels of engagement, innovation and creativity.

Serve as a sounding board for the University administration, helping campus leaders to better identify and understand staff interests by serving as an advisory group on important issues.

## **Our Principles**

### ***Who we are.***

It is important to define the core principles from which we develop our brand, culture, and strategies. These are the standards we live by:

We hear the call to service and we respond.

We seek to inspire those we serve.

We promote open and honest dialogue with respect for all points of view.

We advocate for diversity as an essential component of fairness and progress.

We are committed to the highest standards of ethics and integrity. We are responsible to those we represent, to each other, and to the university. In discharging our responsibilities, we do not take professional or ethical shortcuts.

All of our interactions with the campus community and its citizens will reflect the high standards we profess.

## **Our Motto**

“Trust, Partnership and Collaboration”

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<sup>i</sup> Executive Memorandum No. C-16, originally issued May 6, 1988, and amended March 19, 1993 and December 13, 1999. Policy number changed to V.B.2 (formerly IV.1.1) November 18, 2011.

# Article II – Organization

## 1.0 Overview

- 1.1 APSAC will serve as an advisory group as outlined in University Policy V.B.2 and will participate on a number of University-wide committees.
- 1.2 APSAC will include subcommittees that address issues such as professional development, grants, compensation and benefits, APSAC governance, and communication. Each subcommittee will have a chairperson.
- 1.3 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.

## 2.0 Officers

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

## 3.0 Executive Committee

- 3.1 The APSAC Executive Committee shall be made up of the chairperson, the vice chairperson, the immediate past chairperson (who will serve as an APSAC resource member from June through December), a Secretary/Parliamentarian, the chairs and vice chairs of standing subcommittees, and the APSAC Facilitator.
- 3.2 The Chair, with approval of the Executive committee, may appoint a member to serve as secretary or parliamentarian who will support the chairperson and vice-chairperson during the Executive Committee meeting.
  - 3.2.1 The secretary or parliamentarian will serve a single, one-year term beginning June 1.
  - 3.2.2 Emeritus members will be given preference but any member may serve in the role.
  - 3.2.3 The secretary or parliamentarian will be responsible for taking, compiling, editing and posting minutes of the Executive Committee meetings, and act as an information/reference point for the Chair and other committee members.

- 3.3 The Vice President for Human Resources serves as an *ex officio* member of the Executive Committee.

#### **4.0 Subcommittees**

- 4.1 Much of the work of APSAC is accomplished through standing subcommittees. See Appendix B for a list of current subcommittee titles and descriptions. Each standing subcommittee is charged with the implementation of their timeline and with reviewing and/or updating their timeline as needed.
- 4.2 It shall be the responsibility of the Executive Committee to establish and abolish subcommittees and Ad Hoc committees as needed.
- 4.3 The APSAC chair will approve a chairperson and a minimum of two other voting members to serve on each standing subcommittee.
- 4.4 New members will be assigned to standing subcommittees by the Membership and Staff Relations subcommittee. Assignments will be made based on each new member's expertise and personal interest, subcommittee needs, 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.
- 4.5 The members of each standing subcommittee will choose their own leadership. Subcommittee chairs and vice chairs assume their positions on January 1<sup>st</sup>. Outgoing subcommittee chairs will serve as resource members through the following May to provide continuity.
- 4.6 Subcommittee chairs will:
  - 4.6.1 Serve as a member of the Executive Committee.
  - 4.6.2 Address issues as delegated by the Executive Committee.
  - 4.6.3 Identify, prioritize, research, and report or make recommendations on issues relevant to the subcommittee's charge.
  - 4.6.4 Ensure all projects, tasks, and responsibilities are carried out in accordance with the subcommittee's timeline, which is to be approved by September of each year.
  - 4.6.5 Schedule and hold a monthly meeting of the subcommittee, and other such meetings as may be necessary to conduct the business of the subcommittee.
  - 4.6.6 Ensure written minutes of the subcommittee's activities are posted to the APSAC SharePoint website by the first day of each month.

4.6.7 Report each month to the executive committee and to the full committee on the subcommittee's activities.

4.7 Subcommittee vice chairs will:

4.7.1 Serve as a member of the Executive Committee.

4.7.2 Serve as the chair for the following year.

4.7.3 Record, report and post minutes of all subcommittee meetings.

4.7.4 Assist the current chair to ensure all projects, tasks, and responsibilities are carried out in accordance with the subcommittee timeline.

4.7.5 In the absence of the chair assume responsibility for holding a monthly meeting of the subcommittee.

4.7.6 Fulfill all duties of the subcommittee chair should a vacancy occur.

## **5.0 University and Ad Hoc Committees**

5.1 APSAC shall have opportunities to provide input and feedback by providing representation on various University committees and task forces. See Appendix C for a list of current University committee titles and descriptions.

5.2 As they become available, the APSAC chair will announce at the general meeting openings on university committees. All APSAC representatives will be offered the opportunity to volunteer for open assignments. A general callout will be made each June to coincide with the transition between outgoing and incoming members.

5.3 The APSAC chair will appoint members to represent APSAC on the various University committees. A primary and a secondary, or backup, member will be appointed whenever possible. Appointed members will report back to the full committee on the University committee's actions, as appropriate, and post reports to the APSAC SharePoint site.

5.4 The Executive Committee shall have the authority to form or dissolve Ad Hoc committees. Such committees shall have membership, terms and responsibilities as determined by the Executive Committee.

## **6.0 APSAC Facilitator and Secretary**

6.1 Both the APSAC facilitator and APSAC secretary provide assistance and services to facilitate the actions of the committee.

6.2 Secretary

- 6.2.1 The APSAC secretary shall record the minutes at the monthly general meeting.
- 6.2.2 A draft of the minutes will be prepared and distributed to committee members, resource members, and the University Officer prior to the following meeting.
- 6.2.3 Changes to the minutes will be discussed at the following month's meeting. The draft minutes will then be voted on and approved for publication by a quorum of the committee's members.
- 6.2.4 The APSAC secretary will take the attendance at each meeting and advise the chair if a quorum is present. The APSAC secretary will also advise the chair if a member fails to meet attendance expectations (see Article III Section 3).
- 6.2.5 It shall be the responsibility of the APSAC Secretary to keep copies of pertinent documents for the APSAC archives.

### 6.3 Facilitator

- 6.3.1 The APSAC facilitator will attend all Executive Committee and full committee meetings and provide guidance to the APSAC chair as appropriate.
- 6.3.2 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 member for APSAC.

## **7.0 Human Resources and University Officer**

- 7.1 The Vice President for Human Resources, or their 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.
- 7.2 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.

# **Article III – Membership, Rights and Responsibilities**

## **1.0 Composition of the Committee**

- 1.1 The Administrative and Professional Staff Advisory Committee (APSAC) will be comprised of members of the University's administrative and professional staff as listed in the APSAC Areas of Representation Chart. The committee shall be comprised of not more than thirty (30) voting members.
- 1.2 The voting members of the committee shall represent all areas of the campus community, including the regional campuses. Each voting member shall represent a district (Appendix D). District representation shall be proportionate to the number of administrative and professional staff in colleges, schools, divisions, departments and offices.
- 1.3 The committee may have up to three (3) additional members who do not represent any specific district provided the total number of members does not exceed thirty. Such members shall be titled "At-Large Member" and shall serve for the purpose of enhancing APSAC's overall effectiveness.
- 1.4 The committee may have up to four (4) non-voting members titled "Emeritus Member". Emeritus Members shall not count towards the thirty members ceiling. Emeritus members shall serve as resource members for the purpose of maintaining continuity of knowledge and experience, and enhancing the committee's effectiveness.

## **2.0 Apportionment of Members**

- 2.1 The committee's voting members shall be apportioned among the colleges, schools, divisions, departments and offices according to the number of administrative and professional (A/P) staff, or population, of each respective unit. The committee will strive to balance the apportionment of its members among represented areas as fairly and equally as practical (see Appendix E).
- 2.2 Each December the committee shall determine the apportionment of its voting members to the various represented areas. This apportionment shall become effective the first day of the following June.
- 2.3 Except for At-Large members, each voting member must be employed by at least one of the departments within their area of representation.
  - 2.3.1 If a voting member changes employment to a department outside of their area of representation during the first eighteen (18) months of their term, MSR shall seek an immediate replacement. The original member shall be given the opportunity to remain on the committee to complete their term as a member-at-large, provided that doing so

does not bring committee membership to more than 30 voting members.

2.3.2 If a voting member changes employment to a department outside of their area of representation during the last eighteen (18) months of their term, they will be given the option of completing their three year term. If they choose to relinquish their position, MSR shall seek an immediate replacement.

2.4 The committee may reapportion itself at any other time upon a two-thirds affirmative vote of all the voting members.

### **3.0 Term of Service**

The normal term of an appointed member shall be three years and shall begin at the monthly meeting in June unless other circumstances arise, such as the resignation of a representative.

### **4.0 Attendance**

4.1 Attendance at meetings is expected. Members are responsible for arranging with their supervisors and/or department heads for attendance at meetings in accordance with Human Resources Policy V.B.2 and subsequent updates.

4.2 Members are expected to stay until adjournment unless prior arrangements are made.

4.3 Members must notify the Chair, in advance, if they are unable to attend the monthly meeting. If a member is unable to reach the Chair or the Vice Chair, the APSAC Secretary should be notified. If a member will need to be absent for an extended period of time (ex: for parental, sick or other FMLA leave) the member should inform the Chair in advance.

4.4 If a member misses more than two monthly meetings in a year, the Chair will review the member's participation with their respective Subcommittee Chair. If further action is deemed necessary, the following steps will be taken:

4.4.1 The Chair or Vice Chair will contact the member to review his/her absences and/or non-participation.

4.4.2 If the member is unable to satisfactorily complete their term, the Chair will initiate the process for replacing the member in accordance with the guidelines set forth herein.

4.5 Members are expected to attend subcommittee meetings and to complete expectations set forth by the subcommittee. If a member is unable to attend a scheduled subcommittee meeting, they 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 period of time (ex: for parental, sick or other FMLA leave) the member should inform the Subcommittee Chair in advance.

4.5.1 Subcommittee Chairs shall address non-attendance and non-participation issues. If the problem persists, the Subcommittee Chairperson will refer the situation to the Executive Committee for resolution.

4.6 New members are expected to attend the welcome luncheon and the general meeting in May.

## **5.0 Resignation or Removal**

5.1 Any member wishing to resign from the committee shall submit their resignation to the APSAC Chair and Executive Committee, preferably in writing at least one (1) month prior to the effective date.

5.2 Any member (voting, at large, or emeritus) of the committee may be removed from their position for any of the following:

- Non-Attendance at general, subcommittee, or university committee meetings (See Article III, Section 4)
- Non-participation on committee assignments
- Violation of ethics or confidentiality rules
- Other causes as determined by the Executive Committee whenever, in its judgment, the best interests of the university would be served.

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

## **6.0 Replacement of Voting Members**

6.1 In the event an appointed member of the committee does not complete their full three year term, a replacement member may be recruited and appointed for the remainder of the original term.

6.2 Replacement of an existing member.

If a voting member fails to complete their full three year term, the Executive Committee shall decide if the position needs to be filled out of cycle, i.e. before the normal membership replacement process each spring. If the Executive Committee decides to fill the vacancy before the next recruitment cycle, MSR will:

- 6.2.1 Attempt to fill the vacancy from the most recent membership applications on file from the area the previous member represented.
- 6.2.2 If there are no available candidates among the most recent applicants, MSR will recruit new applicants within the area of representation.
- 6.2.3 The new member will complete the original term of the departing member, plus up to three (3) additional years depending on the need to balance turnover among members and subcommittees.
  - 6.2.3.1 The Executive Committee will determine the term of the new member after considering the recommendation of the MSR subcommittee. The total length of service cannot exceed four (4) years.
  - 6.2.3.2 If the new committee member does not wish to serve more than three years, then the Executive Committee shall devise an alternative solution.

6.2 Replacement of a Subcommittee Chair or Vice Chair.

- 6.2.1 If a subcommittee chair or vice chair resigns from their leadership position on the subcommittee the members of the subcommittee shall select a replacement from among their current members.
- 6.2.2 The former chair or vice chair is expected to remain an otherwise active member on the subcommittee.
- 6.2.3 A replacement should be identified within a reasonable timeframe in order to minimize the impact on the subcommittee's work.

6.3 Replacement of Officers

See Article IV, Section 4.

**7.0 Recruitment, Selection and Orientation of New Members**

- 7.1 The Membership and Staff Relations subcommittee (MSR) shall be responsible for recruiting, interviewing, and selecting new members from the West Lafayette Campus.
- 7.2 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.
- 7.3 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.

- 7.4 All individuals recommended for membership, whether at the West Lafayette Campus or the Regional Campuses, must be approved by the University President.
- 7.5 There shall be a minimum 12-month waiting period before any member who has served a full term is eligible for reappointment to the committee.
- 7.6 The Membership and Staff Relations subcommittee shall be responsible for developing, maintaining and overseeing APSAC's mentorship program. MSR shall identify and assign mentors for all new members from among the committee's second and third year members. Mentors shall advise and support new members for at least the first six months of their term.

## **8.0 Member Responsibilities**

- 8.1 Members shall answer the call to serve.
- 8.2 Members are ambassadors for APSAC and shall continuously look for outreach opportunities within their areas of representation.
- 8.3 Members shall encourage a sense of community among all University employees by promoting and facilitating staff participation.
- 8.4 Members shall disseminate information of use or interest to staff, and bring the concerns and comments of their constituents to the attention of this committee, other university committees, and/or senior administrators, as appropriate.
  - 8.4.1 Information of use or interest may come from a variety of sources, including APSAC meetings, university committees, Human Resources, and the university administration.
  - 8.4.2 Information that is distributed through APSAC shall protect any and all confidences.
- 8.5 Members shall promote the use and visibility of the APSAC website and newsletter.
- 8.6 Members shall familiarize themselves with these policies and procedures, and the APSAC Strategic Plan.
- 8.7 Members shall utilize the APSAC SharePoint site to conduct committee business.

- 8.8 Members shall maintain up-to-date distribution lists of the constituents within their area of representation and pass these lists on to successive representatives.

## **9.0 Emeritus Members**

### **9.1 Selection**

The voting membership present at the April meeting may choose to elect up to four (4) Emeritus members.

- 9.1.1 To be eligible, a committee member must be one whose term of service ends the following month (May) and who is willing and able to serve for an additional year. Two weeks prior to the April meeting, the committee Vice Chair will verify each candidate's eligibility and interest.
- 9.1.2 The names of all candidates shall be submitted to the APSAC Secretary who will officially announce the names of all Member Emeritus candidates to the full membership no later than one week prior to the April meeting.
- 9.1.3 To be elected, a candidate's name must appear on a majority of non-blank ballots cast (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.
- 9.1.4 The Chair, with majority approval, may suspend the rule requiring individuals receive a majority of votes so that the top vote-receiving individual(s) are elected.

### **9.2 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 the committee.

### **9.3 Rights**

Members Emeritus do not have voting privileges. Emeritus members may sit on and 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 voting members.

#### 9.4 Responsibilities

Emeritus members shall be resource members, offering their knowledge of Purdue and APSAC history as needed by the committee.

Emeritus Members shall assist the committee with the continuance and improvement of any projects that they were significantly involved in during their regular term.

### **10.0 At-Large Members**

#### 10.1 Selection

10.1.1 At-Large Members may be appointed because of a change in their department of employment (See Article III, Section 2).

10.1.2 The Membership and Staff Relations (MSR) sub-committee may select one (1) at-large member during the annual spring membership drive. Selection of an at-large member shall be at the discretion of the MSR sub-committee provided the total number of voting members does not exceed thirty (30).

10.1.3 At-Large Members shall be selected from the existing pool of candidates and cannot be posted as a separate vacancy.

#### 10.2 Term of Service

10.2.1 If a current member becomes an At-Large Member because of a change in their department of employment, then the member shall complete the remainder of their original term.

10.2.2 At-Large Members chosen during the spring membership drive shall serve a three-year term starting June 1 of the year they are appointed.

#### 10.3 Rights

10.3.1 At-Large Members have voting privileges. They may sit on and participate on any of the subcommittees, including the Executive Subcommittee, at the discretion of the subcommittees or at the request of the ASPAC Chair.

10.3.2 At the discretion of the APSAC Chair, an At-Large Member may represent APSAC on University or Ad Hoc committees.

#### 10.4 Responsibilities

10.4.1 At-Large Members shall have all rights, privileges and responsibilities of an APSAC voting member.

10.4.2 Should an APSAC voting member resign, or be unable to complete their three year appointment, an existing At-Large Member may be appointed by the Chair to represent the district that has lost its representation. Such appointment shall be for the remainder of the original member's term or until a permanent replacement can be appointed.

## **Article IV – Officers**

### **1.0 Officers**

APSAC will have one chairperson and one vice-chairperson, who will jointly direct APSAC's activities.

### **2.0 Terms**

2.1 The chairperson and vice-chairperson will serve one-year terms beginning June 1. Upon completing his or her term, the vice-chairperson will automatically become the chairperson.

2.2 The Chair's term will end on May 31 following his or her installment, except in the following circumstances.

- If the Vice Chair position is vacant, then the Chair shall 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.
- 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 Section 5.0 below.
- 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:
  - He or she will immediately and automatically relinquish the position of Vice Chair, thus triggering the Vice Chair replacement procedure described in Section 5.0 below; and
  - 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.

### **3.0 Election**

3.1 APSAC will elect the vice-chairperson at the April meeting. Candidates will be announced at the March meeting.

3.2 The chair will seek nominations beginning in January. Before nominations are finalized, the current Chair and Vice Chair shall explain the time commitment and responsibilities of their respective offices.

### 3.3 Criteria for Vice Chair nominees include:

- Nominees shall be in their first year of service.
- Nominees will submit a statement of candidacy to the current Chair and Vice Chair so that all statements may be distributed to committee members at least one week prior to the April election. The statement of candidacy should contain 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.

3.4 The election of a new Vice Chair shall be the first order of business immediately following approval of the minutes and the agenda during the April meeting.

3.5 Prior to voting, each candidate shall be given the opportunity to address the Committee and share their goals and expectations if elected.

3.6 The election of Vice-Chair shall be by secret ballot. Members must be present to vote on candidates. In order for a vote of the committee to be taken, a quorum must be present (See Article V, Section 5).

- 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.
- 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.
- The Chair's vote will be counted only in the event of a tie.
- Balloting shall continue until a member receives a majority of votes cast.
- 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.

## 4.0 Duties of Officers

### 4.1 Chairperson

4.1.1 Directs overall the activities of APSAC.

4.1.2 Calls and presides over all meetings.

- 4.1.3 Delegates and coordinates responsibilities of all subcommittee chairs, APSAC representatives to University committees, and the APSAC vice chair.
  - 4.1.4 Recommends and establishes goals and objectives for APSAC.
  - 4.1.5 Directs the execution of policies and procedures, as well as, specific programs with the approval of committee membership.
  - 4.1.6 Is the official liaison to all other university organizations, committees, and governing bodies.
  - 4.1.7 At the beginning of his/her term, reviews the Strategic Plan and the Policies and Procedures and initiate the revision process if necessary.
  - 4.1.8 Cannot vote on motions before the floor unless he/she is breaking a tie.
  - 4.1.9 Serves as resource member to the Executive Committee from June through November of the year after his or her term ends.
- 4.2 Vice Chairperson
- 4.2.1 Performs all duties of the chairperson, if the chairperson is absent or unable to perform his/her duties until the election of a new chairperson.
  - 4.2.2 Takes minutes of all executive committee meetings.
  - 4.2.3 Serves as the committee Parliamentarian.
  - 4.2.4 Serves as resource member on the Communications subcommittee.
  - 4.2.5 Represents APSAC on the University senate.
  - 4.2.6 May be appointed to serve on University and ad hoc committees.
  - 4.2.7 Performs such duties as may be delegated by the chairperson.
- 4.3 The chairperson and vice chairperson shall meet with the APSAC facilitator prior to the regular monthly meeting to draft the agendas for the executive and full committee meetings.
- 4.4 The chairperson and vice chairperson shall regularly re-evaluate the committee's effectiveness and frame the next steps needed to move forward to new levels of engagement, innovation and creativity. Emphasis shall be placed on team continuity from one term to the next.

## **5.0 Discipline of Officers**

- 5.1 Failure to attend regular meetings without prior notification to the executive committee with due cause results in a vacancy in that position.
- 5.2 Any officer may be removed for misfeasance, malfeasance, or nonfeasance by a two-third vote of the voting members. This should be accomplished by the submission of an impeachment resolution to the full committee. All impeachment resolutions must be introduced by a member of the committee seven (7) days prior to a meeting.

## **6.0 Replacement of Officers**

- 6.1 If either officer is unable to complete their term, they must submit a written resignation to the Executive Committee as soon as possible. Thirty (30) days notification is desirable.
- 6.2 Upon resignation of the chairperson, the vice chairperson will automatically complete the remainder of the chairperson's term. He/she may or may not choose to serve as chairperson for their original (e.g., additional) one-year term.
  - 6.2.1 If the vice chairperson elects to serve both the remaining and full terms as chairperson, the following will apply.
    - He/she will designate a committee member as Interim Vice Chairperson until a new vice chair is elected. The interim vice chairperson will fulfill all the duties of the office.
    - Notification of a special election for vice chair will be announced no more than thirty (30) days after the Executive Committee is notified of the resignation.
    - Outside of the full committee meeting, the chairperson will seek nominations of candidates for the special vice chair election.
    - At the next monthly meeting a special election shall be held as the first order of business, following the procedures set forth within this article.
    - The annual election of a vice chairperson will still be held, as scheduled, in April.
    - As the chairperson has chosen to serve the additional full year, the newly elected vice chair could not advance to the chair position and his/her tenure would end on May 31<sup>st</sup>.

6.2.2 If the vice chairperson is unable or unwilling to complete both the remaining and the additional one-year terms, the following will apply.

- The process is identical as outlined in Section 4.6 above.
- The new vice chairperson will become chair effective June 1<sup>st</sup>.

6.3 Upon resignation of the vice chairperson, 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 the office until such time as the new vice chair is elected.

6.3.1 Outside of the monthly meeting the chairperson will seek nominations of current 2<sup>nd</sup> year members for a special election for vice chairperson.

6.3.2 The procedure outlined in Section 4.6 will be followed.

6.4 Upon concurrent resignation of the chairperson and the vice chairperson, the Executive committee will meet in special session to appoint an Acting Chairperson and establish all necessary procedures and timelines for the orderly transition of both leadership positions.

# Article V – Meetings and Business

## 1.0 Meetings

- 1.1 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 where they are not inconsistent with Purdue University Human Resources Policy IV.1.1, these Policies and Procedures, or any special rules of order the committee may adopt.
- 1.2 General meetings of the committee will be scheduled on the second working Wednesday of every month from 1:30 p.m. to 3:30 p.m. or, as otherwise noted at the first meeting of the year in June.
- 1.3 The Executive Committee of APSAC will meet once per month, prior to and on the same day as the general meeting, to consider or act on committee business and the overall leadership of APSAC.
- 1.4 Special meetings may be called by the Chairperson as needed. Ideally, at least a one week notice will be given for any special meeting of the committee. Items to be considered or acted on at a special meeting shall be distributed at least two working days prior to the meeting.
- 1.5 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 and specially invited resource members or guests. Remarks at private meetings will not be recorded.

## 2.0 Guests

Guests are welcome to observe general committee meetings. Third year members are encouraged to invite prospective members to attend meetings. When an A/P staff member expresses interest in attending a committee meeting the following procedure will be followed.

- The APSAC member representing the employee's area will contact the employee to verify their interest.
- The appropriate APSAC member will contact the Chair, giving the name of the guest to be invited and to determine which month would be best suited for the visit. The APSAC member should ensure they will be attending the monthly meeting.
- The 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, specifying they will have with no active participation; giving the date, time, and location of the meeting; and telling them that they will be contacted by the appropriate APSAC member in advance of the meeting.

- The Chair will forward the number of guests to the APSAC Secretary at least two days before the meeting.
- The APSAC member will accompany the guest to the meeting.
- Following the meeting, the Chair will send a note of appreciation to the guest(s), expressing the committee's hope 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 consider membership when appropriate for their area.

### **3.0 Meeting Agendas**

- 3.1 Items to be included on the agenda shall be submitted to the Chair at least two weeks prior to the scheduled date of the meeting.
- 3.2 The Chair and Vice Chair, in consultation with the APSAC Facilitator, will determine the agenda items and the order of presentation, based upon responses from the Executive Committee and the rest of the membership.
- 3.3 The University Officer will keep the Chairperson informed of items from the university administration that should be considered as agenda items.
- 3.4 Agendas will be posted to the committee's SharePoint site at least two working days prior to the scheduled date of the meeting.

### **4.0 Reports and Documents**

- 4.1 Normally, all reports and documents will be presented with the agenda.
- 4.2 Items marked "For Discussion Only" will not be voted on until the next scheduled meeting. The second time an item comes before the committee is shall be marked as "for Action."
  - 4.2.1 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.
  - 4.2.2 Items indicated "For Action" may be amended and acted upon by simple majority vote.

### **5.0 Voting**

- 5.1 The voting membership is defined as the appointed representatives of the schools and administrative units, as defined by Human Resources Policy V.B.2.

- 5.2 To vote, members need to be present at the meeting in which the vote will take place. If both 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.
- 5.3 In order for a vote of the committee to be taken, a quorum must be present. A simple majority of the voting membership shall constitute a quorum.
- 5.4 Decisions of the committee shall be determined by a majority vote of committee members present. When a majority vote is not apparent through a voice vote, the Chair will call for a vote by a show of hands.
- 5.5 Any committee member may request that the vote on any issue be taken by secret ballot. This request will be granted without debate.

## **6.0 Communicating with Constituents**

- 6.1 APSAC will use a variety of vehicles to communicate regularly with the people it represents.
  - 6.1.1 APSAC will maintain its own webpage as part of the university's overall website.
  - 6.1.2 A written newsletter or update, representing a dialogue in installments between APSAC and its constituency, will be sent out on the first Monday of each month.
  - 6.1.3 Face to face contacts and informal, impromptu conversations between APSAC representatives and their constituents will be the primary conduit for delivering information and receiving feedback.
  - 6.1.4 Formal surveys will be used from time to time to help APSAC understand or illustrate issues important to, or impacting on, staff. Data derived from surveys will be used internally to guide committee leadership. In some cases, it may be appropriate to summarize and deliver information gathered in surveys to the university administration.
- 6.2 Each APSAC subcommittee will compile a written report of activities and actions taken during the past year. This report shall include a summary of inquiries and feedback from constituents, as well as responses and actions taken based on those comments. This report will be sent to the Chair in January of each year. The time tracked will start January 1 and conclude December 31.
- 6.3 Constituent Contacts

- 6.3.1 Individual representatives will track incoming and outgoing communications and contacts with their constituents on the APSAC SharePoint website. A description of the type of communication, their response, and the final disposition of the contact shall be included.
- 6.3.2 Tracking of constituent contacts will start each January 1 and conclude December 31.
- 6.3.3 The Vice Chair shall compile constituent contact data into a useful format and submit a written report to the Chair in February of each year.

## **7.0 Frequently Asked Questions**

Frequently Asked Questions (FAQ) are written summaries created in response to feedback and common questions received by individual APSAC members or subcommittees.

- 7.1 A list of Frequently Asked Questions shall be posted to and maintained on the APSAC website. These will be reviewed and edited for content in November and May of each year.
- 7.2 Individual subcommittees shall submit topics they would like to include in the FAQ's to the Executive Committee for review and approval.

## **8.0 Amendments to Governing Documents**

- 8.1 The Chair shall review the APSAC strategic plan and operational procedures and guidelines, and update them as needed, normally every three (3) to five (5) years.
- 8.2 Amendments to the APSAC strategic plan and operational procedures and guidelines shall be:
  - Consistent with Human Resources Policy V.B.2;
  - Reviewed and approved by the Executive Committee;
  - Adopted by a majority vote of the APSAC membership.

# APPENDIX A

## Administrative and Professional Staff Advisory Committee (V.B.2)

Volume V: Governance  
Chapter B: Governance  
Issuing Office: Human Resource Services  
Responsible Officer: Human Resources Director  
Responsible Office: Human Resource Services  
Originally Issued: May 1, 2003  
Most Recently Revised: November 18, 2011

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

### 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 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 chairpersons of APSAC subcommittees, the APSAC facilitator, and the director of Human Resource Services will serve as 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**

November 18, 2011: Policy number changed to V.B.2 (formerly IV.1.1).

May 1, 2003: 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

The Communications Subcommittee works with the other APSAC subcommittees to ensure 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 organizing, designing and writing The Sentinel, the monthly APSAC newsletter, and providing it to all APSAC members for distribution to their constituents.

APSAC Newsletter Procedure:

- Members from all four standing subcommittees work within their respective subcommittees to write items to be included.
- Items presented by Human Resource Services (HR) will be approved by the Vice President of Human Resources prior to being released.
- Items presented by guest speakers will be reviewed and approved by the guest speaker before being released.
- The APSAC newsletter will be distributed by the membership to their constituents on the first Monday of each month.

### 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

This subcommittee considers career-related issues including training opportunities for staff. It hosts two free professional development forums during the school year - The Hadley and The Lovell Lecture Series, one each in the spring and fall. The subcommittee regularly invites guest speakers to talk on campus about issues that pertain to A/P staff.

This committee also provides financial support to qualified A/P staff on the West Lafayette Campus, through individual professional development grants awarded twice each academic year, once in the spring and again in the fall. These grants help A/P staff continue their education through conferences, seminars, workshops, classes, etc.

## **APPENDIX C**

### **UNIVERSITY AND AD HOC COMMITTEES WITH APSAC REPRESENTATION**

#### **BUSINESS PROCESS IMPROVEMENT ADVISORY GROUP**

##### **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.

##### **COMMUNITY SPIRIT AWARD**

The Community Spirit Award recognizes the significant contributions of Purdue University employees to the life and welfare of the local community and its people. It is presented for outstanding community service, public service and/or significant charitable or philanthropic contributions of benefit to the local community.

##### **DIVISION OF RECSPORTS ADVISORY GROUP**

The Division of Recreational Sports Advisory Board is dedicated to bringing about the best in Recreational Sports for the Purdue community. Chaired by students, faculty and staff, the advisory board mission is to take an in-depth look at relevant issues which impact DRS the overall health and fitness of the Purdue community.

##### **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.

## **IT GOVERNANCE COMMITTEE**

The purpose of this committee is for students to provide input on IT matters, share information, help ITaP communicate with the student body, engage the student population and help develop a communications plan.

## **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 1<sup>st</sup>-year APSAC member appointed and serving simultaneously during the senior member's 3<sup>rd</sup>-year, for the purpose of transitioning.

## **ONE BRICK HIGHER AWARD**

Presidential award that recognizes faculty, staff, and students who perform the responsibilities of their positions with excellence. These individuals go beyond the requirements of their role by preventing or solving problems, providing outstanding mentorship, improving the lives of students or their parents, or increasing the effectiveness of their workplace.

## **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.

## **RETIREMENT PLAN COMMITTEE**

This committee selects and monitors investment options offered through Purdue's defined contribution retirement plan and its voluntary retirement savings program. This new policy supports retirement plan enhancements that were developed after an 18-month review by a university-wide task force.

## **SMOKING POLICY COMMITTEE**

The Smoking Policy Committee meets annually to discuss, review and make recommendations in regards to Purdue's smoking policy on the West Lafayette campus.

## **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.

## **STAFF MEMORIAL**

Joint APSAC/CSSAC committee established to oversee and administer the Staff Memorial, an annual ceremony held in recognition of staff members who died during the past year.

## **SUSTAINABILITY PLANNING AND ASSESSMENT COMMITTEE**

## **UNIVERSITY POLICY COMMITTEE**

The University Policy Committee (UPC) provides institutional review, approval or recommendation of approval of Purdue University system-wide policies. All new or revised system-wide policies must be approved by this committee before they are brought forth to the Executive Policy Review Group (EPRG).

## **UNIVERSITY SENATE**

The University Senate is the governing body of the faculty and it exercises the legislative and policy-making powers assigned to the faculty. It has the power and responsibility to propose or to adopt policies, regulations, and procedures intended to achieve the educational objectives of Purdue University and the general welfare of those involved in these educational processes.

## **VOLUNTARY BENEFITS TASK FORCE**

## **APPENDIX D**

### **APSAC AREAS OF REPRESENTATION (number of representatives)<sup>1</sup>**

1. College of Agriculture and Cooperative Extension Service, School of Veterinary Medicine (4)
2. College of Education, College of Liberal Arts, School of Management (1)
3. College of Engineering, College of Technology (2)
4. Office of the President and Areas Reporting Directly to the Provost, Board of Trustees, Vice President of Media and Marketing, WBAA (2)
5. Regional Campus - Calumet (1 primary and 1 optional secondary)\*
6. Regional Campus - Fort Wayne (1 primary and 1 optional secondary)\*
7. Regional Campus - North Central (1 primary and 1 optional secondary)\*
8. College of Science (1)
9. School of Pharmacy and Pharmaceutical Sciences, College of Health and Human Sciences (1)
10. Sr. Vice President for Business Services, Internal Audit, Executive Vice President and Treasurer, Vice President for Human Resources (2)
11. Vice President for Housing and Food Services (2)
12. Vice President for Development, Sr. Vice President for External Relations, Intercollegiate Athletics (1)
13. Vice President for Information Technology (2)
14. Vice President for Physical Facilities (1)
15. Vice President for Student Services (1)
16. Vice President for Research, Discovery Park (1)

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\* Effective June 1, 2012

## APPENDIX E

### Organizational Codes By Area

Org Codes	Area of Representation
B05XX, B06XX	College of Agriculture and Cooperative Extension Service School of Veterinary Medicine (at least one representative from the West Lafayette campus and one member from the Cooperative Extension Service)
B11XX, B14XX, B09XX	College of Education College of Liberal Arts School of Management
B08XX, B13XX	College of Engineering College of Technology
B10XX, B15XX	College of Pharmacy College of Health and Human Sciences
A0I01, D0D01, D0D04	Intercollegiate Athletics Vice President for Development Sr. Vice President for External Relations
C0C01, C0201 – C0209, C1201	Executive Vice President Business & Finance, Treasurer Internal Auditor Sr. Vice President for Business Services & Assistant Treasurer Vice President for Human Resources
B12XX	College of Science
C3801-C3806	Vice President for Housing and Food Services
B0304	Vice President for Student Services
C1601-C1603, C1605, C1607-C1609, C2201	Vice President for Physical Facilities
B0K01, B0K02	Vice President for Research Discovery Park
A0A01-A0A05, B0E01, B0E05-BE09, B0J01, B0J02, D0D02, D0D03	Office of the President Board of Trustees Divisions, Departments, and Offices Reporting to the Provost Vice President for Marketing and Media
C2301	Vice President for Information Technology
F0A01, F0B01, F0C01, F0D01, F0E01, F0301	Calumet Campus