

Mission:

To serve the university as a representative committee of Administrative/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 constituents

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

Metric:

- *12 monthly updates distributed by the end of the respective month*
- *Increase member applications by 5% annually for the next 3 years*
- *Get monthly count of unique website hits (Google Analytics)*
- *Semi-annual APSAC performance survey*

Strategy 2: Build relationships with senior administration

- Participate on key university committees
- Ensure A/P staff input is considered
- Contribute to policy development
- Improve reporting processes

Metric:

- *Track the number of standing University and adhoc committees APSAC is involved in*
- *Measure the number of initiatives that are put forth by APSAC that are a) adopted by the University and b) not adopted by the University*
- *100% submission of constituent tracking contact reports*

Goal 2: Strengthen APSAC's presence

Strategy 1: Enhance APSAC's communication methods

- Develop a communication plan by June 1, 2011
- Invite guests to share and receive information

Metric:

- *Count the number of University representatives that present at APSAC meetings*

Strategy 2: Increase APSAC's visibility

- Promote activities, events, and changes
- Promote APSAC to constituents
- Engage supervisors to encourage staff utilization of APSAC offerings

Metric:

- *Evaluate the effectiveness of promoting events through various media.*

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

Metric:

- *Measure attendance at events*
- *Track reviews of APSAC events (Qualtrics)*
- *Track and analyze grant application data*

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...) each calendar year for the duration of this plan

Metric:

- *Analyze effectiveness of opportunities via Qualtrics survey*