



MaPSAC

Management and Professional Staff Advisory Committee

Management and Professional Staff Advisory Committee

Operating Procedures

Adopted April 9, 2024

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ARTICLE I – MISSION AND PRINCIPLES

1. Preamble

It is Purdue University's policy to solicit and carefully consider suggestions and advice from Management and Professional staff (M/P) when forming University policies and procedures and in other matters relating to the terms and conditions of M/P staff employment. To this end, in 1988¹ the University formed the Management and Professional Staff Advisory Committee (MaPSAC) to serve the University as a representative committee of M/P staff.

2. Our Mission

What we do.

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

3. Our Purpose

Why we do it.

The purpose of MaPSAC is to foster the welfare of M/P staff.

4. Our Goal

What we hope to accomplish.

MaPSAC'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 M/P staff.

5. Our Commitment

How we do it.

We engage with University administrators to provide perspective and feedback concerning opportunities and challenges within the University, and provide advice to help campus leaders make sound, informed decisions, as well as disseminate important information.

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

¹ 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. Policy Revised on April 1, 2020 to reflect organization name change from APSAC to MaPSAC.

- Initiate and support the implementation of policies and procedures that are beneficial to management 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 management and professional staff by providing professional development opportunities and supporting individual professional development.
- Regularly re-evaluate MaPSAC’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.

6. 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 promote 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.

7. Our Motto

“Trust, Partnership and Collaboration”

ARTICLE II - ORGANIZATION

1. Overview

- 1.1 MaPSAC 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 MaPSAC will include subcommittees that address issues such as professional development, grants, compensation and benefits, MaPSAC governance, and communication. Each subcommittee will have a Chair.
- 1.3 MaPSAC 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. Officers

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

3. Executive Committee

- 3.1 The MaPSAC Executive Committee shall be made up of the Chair, the Vice Chair, the immediate past Chair (who will serve as an MaPSAC resource member from June through December), a Secretary/Parliamentarian, the Chairs and Vice Chairs of standing subcommittees, and the MaPSAC 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 Chair and Vice Chair during the Executive Committee meeting.
 - 3.2.1 The Secretary or Parliamentarian will serve a single, one-year term beginning June
 - 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 a member of the Executive Committee.

4. Subcommittees

- 4.1 Much of the work of MaPSAC 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 A Chair, Vice Chair and a minimum of two other voting members will serve on each standing subcommittee.
- 4.4 New members will be assigned to standing subcommittees by the Membership and Communications subcommittee. Assignments will be made based on 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 June 1. Outgoing subcommittee Chairs will serve as resource members through the following December 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 MaPSAC 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. University and Ad Hoc Committees

5.1 MaPSAC 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 MaPSAC Chair will announce at the general meeting openings on University committees. All MaPSAC members 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 MaPSAC Chair will appoint members to represent MaPSAC 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 MaPSAC 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. MaPSAC Facilitator and Secretary

6.1 Both the MaPSAC Facilitator and MaPSAC Secretary provide assistance and services to facilitate the actions of the committee.

6.2 Secretary

- 6.2.1 The MaPSAC 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 MaPSAC Secretary will take the attendance at each meeting and advise the Chair if a quorum is present. The MaPSAC 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 MaPSAC Secretary to keep copies of pertinent documents for the MaPSAC archives.
- 6.2.6 The MaPSAC Secretary 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 MaPSAC.

6.3 Facilitator

- 6.3.1 The MaPSAC Facilitator will attend Executive Committee and full committee meetings as needed to provide guidance to the MaPSAC Chair as appropriate.

7. Human Resources and University Officer

- 7.1 The Vice President for Human Resources, or their designee, will facilitate MaPSAC meetings, assist the University Officer with liaison functions, provide executive secretarial services to MaPSAC (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. *Composition of the Committee*

- 1.1 The Management and Professional Staff Advisory Committee (MaPSAC) will be comprised of members of the University's Management and Professional staff as listed in the MaPSAC Areas of Membership Chart. The committee shall be comprised of not more than thirty (30) voting members.
- 1.2 The voting members of the committee shall have membership in all areas of the campus community, including the regional campuses. Each voting member shall be in an area of membership (Appendix D). Area of membership shall be proportionate to the number of Management 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 area of membership provided the total number of members does not exceed thirty (30). Such members shall be titled "At-Large Member" and shall serve for the purpose of enhancing MaPSAC'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 (30) 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. *Appointment 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 Management and Professional (M/P) staff, or population, of each respective unit. The committee will strive to balance the apportionment of its members among the areas of membership as fairly and equally as practical (see Appendix E).
- 2.2 The committee shall determine the apportionment of its voting members to the various areas of membership as needed. 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 membership.
 - 2.3.1 If a voting member changes employment to a department outside of their area of membership during the first eighteen (18) months of their term, Membership and Communications subcommittee 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 membership 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, Membership and Communications subcommittee 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. Term of Service

3.1 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 member.

4. 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 MaPSAC 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 Chair will refer the situation to the Executive Committee for resolution.
- 4.6 All members are expected to attend the welcome luncheon, if applicable and the general meeting in May.

5. Resignation or Removal

- 5.1 Any member wishing to resign from the committee shall submit their resignation to the MaPSAC 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:
- 5.2.1 Non-attendance at general, subcommittee, or university committee meetings (See Article III, Section 4)
- 5.2.2 Non-participation on committee assignments
- 5.2.3 Violation of ethics or confidentiality rules
- 5.2.4 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. 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, Membership and Communications subcommittee will:

6.2.1 Attempt to fill the vacancy from the most recent membership applications on file from the previous area of membership.

6.2.2 If there are no available candidates among the most recent applicants, Membership and Communications subcommittee will recruit new applicants within the area of membership.

6.2.3 The new member may 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 Membership and Communications 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.

6.3 Replacement of a Subcommittee Chair or Vice Chair.

6.3.1 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.

6.3.2 The former Chair or Vice Chair is expected to remain an otherwise active member on the subcommittee.

6.3.3 A replacement should be identified within a reasonable timeframe in order to minimize the impact on the subcommittee's work.

6.4 Replacement of Officers

6.4.1 *See Article IV, Section 4.*

7. Recruitment and Selection of New Members

7.1 The Membership and Communications subcommittee 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 MaPSAC 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, genetic information, marital status, parental status, sexual orientation, gender identity and expression, 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 Communications subcommittee shall be responsible for developing, maintaining and overseeing MaPSAC's mentorship program. Membership and Communications subcommittee 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. Member Responsibilities

- 8.1 Members shall answer the call to serve.
- 8.2 Members are ambassadors for MaPSAC and shall continuously look for outreach opportunities within their areas of membership.
- 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 colleagues to the attention of this committee, other university committees, and/or senior administrators, as appropriate. All individuals recommended for membership, ~~whether at the West Lafayette Campus or the Regional Campuses,~~ must be approved by the University President.
 - 8.4.1 Information of use or interest may come from a variety of sources, including MaPSAC meetings, university committees, Human Resources, and the university administration.
 - 8.4.2 Information that is distributed through MaPSAC shall protect any and all confidences.
- 8.5 Members shall promote the use and visibility of the MaPSAC website and newsletter.
- 8.6 Members shall familiarize themselves with these policies and procedures, and the MaPSAC Strategic Plan.
- 8.7 Members shall utilize the MaPSAC SharePoint site to conduct committee business.
- 8.8 The MaPSAC Facilitator shall maintain up-to-date distribution lists of the colleagues within each area of membership.

9. 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 MaPSAC Facilitator 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

- 9.2.1 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

- 9.3.1 Emeritus members do not have voting privileges. Emeritus members may sit on and participate on any of the subcommittees, including the Executive Committee, at the discretion of the subcommittees or at the request of the MaPSAC Chair.
- 9.3.2 At the discretion of the MaPSAC Chair, an Emeritus member may assist a voting member in representing MaPSAC on a University or Ad Hoc committee.
- 9.3.3 Emeritus members shall be invited to all MaPSAC meetings that are open to voting members.

9.4 Responsibilities

- 9.4.1 Emeritus members shall be resource members, offering their knowledge of Purdue and MaPSAC history as needed by the committee.
- 9.4.2 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. 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 Communications subcommittee 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 Membership and Communications subcommittee 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 Committee, at the discretion of the subcommittees or at the request of the MaPSAC Chair.
- 10.3.2 At the discretion of the MaPSAC Chair, an At-Large Member may represent MaPSAC on University or Ad Hoc committees.

10.4 Responsibilities

- 10.4.1 At-Large Members shall have all rights, privileges and responsibilities of a MaPSAC voting member.
- 10.4.2 Should a MaPSAC 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 their area of membership. 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. *Officers*

4.1 MaPSAC will have one Chair and one Vice Chair, who will jointly direct MaPSAC's activities.

2. *Terms*

4.1 The Chair and Vice Chair will serve one-year terms beginning June 1. Upon completing his or her term, the Vice Chair will automatically become the Chair.

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

4.1.2 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 MaPSAC also elects a new Vice Chair.

4.1.3 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.

4.1.4 If MaPSAC 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:

4.1.4.1 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

4.1.4.2 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. *Election*

3.1 MaPSAC will elect the Vice Chair at the April meeting. Candidates will be announced at the March meeting or may be added to the roster before the April 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:

3.3.1 Nominees shall be in their first or second year of service. If elected in their second year, their appointment to MaPSAC will be extended one (1) year to allow the vice-chair to complete their term as chair.

3.3.2 Nominees will notify the current Chair and Vice Chair of their candidacy so that their names may be added to the ballot for the April election. Individuals may provide a statement of candidacy (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 MaPSAC) in advance of the meeting. 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*).

- 3.6.1 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.
- 3.6.2 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.
- 3.6.3 The Chair's vote will be counted only in the event of a tie.
- 3.6.4 Balloting shall continue until a member receives a majority of votes cast.
- 3.6.5 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. Duties of Officers

4.1 Chair

- 4.1.1 Directs overall the activities of MaPSAC.
- 4.1.2 Calls and presides over all meetings.
- 4.1.3 Delegates and coordinates responsibilities of all subcommittee chairs, MaPSAC members to University committees, and the MaPSAC Vice Chair.
- 4.1.4 Recommends and establishes goals and objectives for MaPSAC.
- 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 Represents MaPSAC on the University Senate Advisory Committee
- 4.1.8 At the beginning of his/her term, reviews the Strategic Plan (if applicable) Operational Procedures and initiate the revision process if necessary.
- 4.1.9 Cannot vote on motions before the floor unless he/she is breaking a tie.
- 4.1.10 Serves as a resource member to the Executive Committee from June through November of the year after his or her term ends.
- 4.1.11 Oversees the MaPSAC membership orientation that takes place in June with the help from the Vice Chair and the MaPSAC Facilitator

4.2 Vice Chair

- 4.2.1 Performs all duties of the Chair, if the Chair is absent or unable to perform his/her duties until the election of a new Chair.
- 4.2.2 Takes minutes of all Executive Committee meetings.
- 4.2.3 Serves as the Executive Committee Parliamentarian.
- 4.2.4 Serves as resource member on the Membership and Communications subcommittee.
- 4.2.5 Represents MaPSAC 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 Chair

4.3 The Chairperson and Vice Chair shall meet with the MaPSAC Facilitator prior to the regular monthly meeting to draft the agendas for the executive and full committee meetings.

4.4 The Chair and Vice Chair 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. 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. 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 Chair, the Vice Chair will automatically complete the remainder of the Chair's term. He/she may or may not choose to serve as Chair for their original (e.g., additional) one-year term.
 - 6.2.1 If the Vice Chair elects to serve both the remaining and full terms as Chair, the following will apply.
 - 6.2.1.1 He/she 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.
 - 6.2.1.2 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.
 - 6.2.1.3 Outside of the full committee meeting, the Chair will seek nominations of candidates for the special Vice Chair election.
 - 6.2.1.4 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.
 - 6.2.1.5 The annual election of a Vice Chair will still be held, as scheduled, in April.
 - 6.2.1.6 As the Chair 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 31st.
 - 6.2.2 If the Vice Chair is unable or unwilling to complete both the remaining and the additional one-year terms, the following will apply.
 - 6.2.2.1 The process is identical as outlined in Section 4.6 above.
 - 6.2.2.2 The new Vice Chair will become Chair effective June 1st.
 - 6.2.3 Upon resignation of the Vice Chair, 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.
 - 6.2.3.1 Outside of the monthly meeting the Chair will seek nominations of current 2nd year members for a special election for Vice Chair.
 - 6.2.3.2 The procedure outlined in Section 4.6 will be followed.
 - 6.2.4 Upon concurrent resignation of the Chair and the Vice Chair, the Executive Committee will meet in special session to appoint an Acting Chair and establish all necessary procedures and timelines for the orderly transition of both leadership positions.

ARTICLE V – MEETING AND BUSINESS

1. Meeting

- 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 MaPSAC 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 MaPSAC.
- 1.4 Special meetings may be called by the Chair 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 Chair, 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. Guests

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

- 2.1.1 The interested guest or a MaPSAC member CC'ing the interested guest, should contact the Chair and Vice Chair to express this interest.
- 2.1.2 The Chair and Vice Chair will determine which month would be best suited for the visit considering guest speakers and the potential agenda items.
- 2.1.3 The Chair will confirm via email to the employee (with a cc to the MaPSAC member(s) that fall within the employee's unit) which meeting they may observe, 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 with meeting information.

3. 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 MaPSAC 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 Chair 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. 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. Voting

- 5.1 The voting membership is defined as the appointed members 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 members are present, only the primary member’s vote will be counted. If the primary member is not present, the secondary member 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. Communicating with Colleagues

- 6.1 MaPSAC will use a variety of vehicles to communicate regularly with the people it represents.
 - 6.1.1 MaPSAC 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 MaPSAC and its constituency, will be sent out each month.
 - 6.1.3 Face to face contacts and informal, impromptu conversations between MaPSAC members and their colleagues 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 MaPSAC 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.
 - 6.1.5 Human Resources, in conjunction with IT Security and Policy, created email lists to be used by the current members of MaPSAC to communicate official business with management and professional staff on the West Lafayette campus, and the regional campuses (see Appendix F for Use of MaPSAC Mailman Lists)
- 6.2 Each MaPSAC 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 colleagues, 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.

7. Frequently Asked Questions

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

- 7.1 A list of Frequently Asked Questions shall be posted to and maintained on the MaPSAC 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. Amendments to Governing Documents

- 8.1 The Chair shall review the MaPSAC 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 MaPSAC Strategic Plan and Operational Procedures and Guidelines shall be:
 - 8.2.1 Consistent with Human Resources Policy V.B.2;
 - 8.2.2 Reviewed and approved by the Executive Committee;
 - 8.2.3 Adopted by a majority vote of the MaPSAC membership.

APPENDIX A – MAPSAC (V.B.2)

1. *Management and Professional Staff Advisory Committee (V.B.2)*

Volume V: Governance

Chapter B: Governance

Responsible Executive: Chief Financial Officer and Treasurer

Responsible Office: Office of the Vice President for Human Resources

Date Issued: May 1, 2003

Date Last Revised: April 1, 2020

2. *Table of Contents*

Contacts Statement of Policy

Reason for This Policy

Individuals and Entities Affected by This Policy Exclusions

Responsibilities

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Related Documents, Forms and Tools Website Address for This Policy History and Updates

Appendix

3. *Contacts*

Policy Clarification

Title/Office	Telephone	Email/Webpage
Office of the Vice President for Human Resources – Leadership and Organizational Development	765-494-1683	lod@purdue.edu mailto:lod@purdue.edu

4. *Statement of Policy*

It is Purdue University's policy to solicit and carefully consider suggestions and advice from Management and Professional staffs (M/P) when forming University policies and procedures and in other matters relating to the terms and conditions of staff employment. To this end, the Management and Professional Staff Advisory Committee (MaPSAC) serves as a representative committee of M/P staff.

Subject matter for discussion and action by MaPSAC may originate by any of the following methods:

1. By the University administration via any of its officers or unit heads or by chairpersons of duly appointed University committees;
2. By any individual staff member via a member of the committee; or
3. By placing a written and signed statement of the matter on file with the committee.

5. *Reason for this Policy*

This policy provides members of the Management staff, Professional staff and Operations/Technical staff with a means of participation through suggestion and advice in the formulation or change of policies and procedures affecting conditions of employment.

6. Individuals and Entities Affected by this Policy

Management staff, Professional staff, Operations/Technical staff, supervisors/department heads of MaPSAC members, Vice President for Human Resources, University administrative officers, and Leadership and Organizational Development department.

7. Exclusions

This policy does not cover employees in positions classified as Administrative and Operational Support or Police, Fire, and Skilled Trades.

8. Responsibilities

Vice President for Human Resources

- Serve as the resource member and liaison to the MaPSAC.

Leadership and Organizational Development Department

- Facilitate and support all administrative aspects of the MaPSAC.

University Administrative Officers

- Utilize the MaPSAC as a means of effective communication between Management, Professional and Operations/Technical staffs and the University administration.

Management and Professional Staff Advisory Committee

- Act in an advisory capacity and make recommendations to the Vice President for Human Resources, who has the assigned responsibility for planning and recommending policies concerning human resources and staff benefits.
- Elect a chairperson and/or vice chairperson(s) to serve in meetings with the MaPSAC facilitator.
- Conduct regular meetings at reasonable times and places. Members have the responsibility of arranging with their supervisors and/or department heads for attendance at meetings.
- Provide representation from the MaPSAC membership to participate on other duly appointed University committees, as requested by those committees.
- Staff subcommittees from the MaPSAC membership to address issues such as professional development, grants, compensation and benefits, MaPSAC infrastructure, membership, and communication. Elect a chairperson for each subcommittee.
- Consider subject matter presented to the committee via the methods listed in the Statement of Policy.
- Communicate the work of the committee to M/P staff. Committee members will be assigned proportionate areas for which they will serve as a communication liaison between employees and the committee.

Supervisors/Department Heads of MaPSAC Members

- Arrange work schedules to permit members of the committee to attend meetings.

9. Definitions

All defined terms are capitalized throughout the document. Refer to the central Policy Glossary (../glossary.html) for additional defined terms.

Management

See definition of this term in the policy on Terms and Conditions of Employment of Staff (VI.F.5) (../human-resources/vif5.html)

Management and Professional Staff Advisory Committee (MaPSAC) A committee consisting of at least 10 members and no more than 23 members from the Management staff, Professional staff and Operations/Technical staff on each of Purdue's campuses (Fort Wayne, Northwest and West Lafayette). The MaPSAC Membership and Communications Subcommittee recommends new members to the President (for West Lafayette campus employees) and the Chancellor (for Regional Campus employees), who appoint the members. Members serve a term of three years beginning June 1 and ending May 31, with approximately one-third of the total membership appointed each year.

Consistent with the University's commitment to equal access and equal opportunity, all applicants will be considered for membership without regard to race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran.

The Fort Wayne and Northwest campuses may staff their own campus- level MaPSACs in addition to the system-wide committee described in this policy. Each campus will define the appointment process and member terms for those committees.

Operations/Technical

See definition of this term in the policy on Terms and Conditions of Employment of Staff (VI.F.5) ([../human-resources/vif5.html](http://human-resources/vif5.html))

Professional

See definition of this term in the policy on Terms and Conditions of Employment of Staff (VI.F.5) ([../human-resources/vif5.html](http://human-resources/vif5.html)).

10. Related Documents, Forms, and Tools

MaPSAC Operating Procedures (www.purdue.edu/apsac/)

11. Website Address for this Policy

www.purdue.edu/policies/governance/vb2.html (vb2.html)

12. History and Updates

April 1, 2020: The committee changed its name from Administrative and Professional Staff Advisory Committee because of changes in position classifications (and thus, the policy title changed). Changes to the policy include updated titles of individuals who appoint committee members and the removal of procedural language (e.g., how members are nominated, composition of the executive committee, and election of officers).

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 originally issued May 6, 1988, and amended March 19, 1993, and December 13, 1999.

13. Appendix

There are no appendices to this policy.

APPENDIX B – MAPSAC STANDING COMMITTEES

1. *Compensation and Benefits*

- This subcommittee examines current salary structures, health benefits, leave policies, retirement issues and other compensation and benefits concerns of M/P staff.
- Additionally, Compensation and Benefits subcommittee is charged with directing the annual resource fair as well as the nomination and selection process for the MaPSAC Excellence Award.

2. *Membership and Communications*

- The Membership and Communications subcommittee organizes the membership recruitment process, subcommittee assignments for new members, and the enhancement of membership function and unity.
- This subcommittee establishes and oversees the communication link between M/P staff and their assigned MaPSAC membership areas. Responsibilities include establishing guidelines and specifications for brochures and fliers, maintaining the MaPSAC website, and assessing the overall effectiveness of communication efforts across subcommittees.
- The subcommittee is also charged with overseeing the nomination and selection process for the Community Spirit Award that is presented annually to a Campus Support, Management, or Professional staff member. 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.
- Additionally, the Membership and Communications subcommittee is responsible for organizing, designing and writing The Sentinel, the monthly MaPSAC newsletter, and providing it to all MaPSAC members for distribution to their colleagues.
 - MaPSAC Newsletter Procedure:
 - Members from all three standing subcommittees work within their respective subcommittees to write items to be included.
 - Items presented by Human Resources (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 MaPSAC newsletter will be distributed monthly by the membership to their MaPSAC membership areas.

3. *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 in the spring and one in the fall. The subcommittee regularly invites guest speakers to talk on campus about issues that pertain to M/P staff.
- This committee also provides financial support to eligible M/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 M/P staff continue their education through conferences, seminars, workshops, classes, etc.

- Additionally, the Professional Development subcommittee will create two professional development opportunities for MaPSAC members using University resources to enhance skills of MaPSAC members each calendar year.

APPENDIX C – UNIVERSITY AND AD HOC COMMITTEES WITH MAPSAC MEMBERSHIP

1. Advisory Committee on Equity

Members of this group are called in times of need to serve on a three-person panel to advise a Chancellor, a Dean of Students, or the Director of the Office of Institutional Equity in regards to Purdue's Procedures for Resolving Complaints of Discrimination and Harassment. *Administration will request members when needed.*

2. College of Engineering Dean's Staff Advisory Council

College of Engineering Dean's Staff Advisory Council provides a voice to the broad issues related to staff within the College of Engineering.

3. Eudoxia Girard 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 Campus Support Staff 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 MaPSAC member serving on this committee with, ideally, another 1st-year MaPSAC member appointed and serving simultaneously during the senior member's 3rd-year, for the purpose of transitioning.

4. Healthy Boiler Committee

The Healthy Boiler committee works toward a comprehensive review of services at both the Center for Healthy Living (CHL) and Purdue University Student Health (PUSH). Among other aspects, it examines whether there is potential to integrate and/or share services. *MaPSAC Compensation and Benefits Vice Chair is the primary and the MaPSAC Compensation and Benefits Chair is the backup person that serves on this committee.*

Goals:

- Focus on overall wellbeing of faculty and staff, including mental, physical, social and financial wellbeing.
- Validate branding and messaging of the Healthy Boiler wellness program
- Provide health and wellness activity review and feedback.
- Drive engagement of faculty and staff with programs.

5. Recreation and Wellness Advisory Board

The purpose of the Board is to advise Recreation & Wellness (RecWell) on matters relating to the overall operation of the RecWell facilities and programs. The Board shall recommend activities, services, policies and facilities that represent the expressed needs of students and faculty/staff of Purdue University. The Recreation & Wellness Director, with recommendations from the Board, shall interpret and establish the Recreation & Wellness' policies, mission and goals.

6. Retirement Plan Committee

The Retirement Plan Committee was established in 2011 with the implementation of a new retirement platform tier structure and investment options for the University's defined contribution retirement plans. The Retirement Committee provides oversight to the investment options, tier structure and costs. It recommends (as needed) changes to the defined contribution retirement plan investment policy, the selection of a record keeper, consultants or other services in support of the defined contribution retirement programs.

7. 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 MaPSAC and two representatives from CSSAC. Terms are for two years and begin in the fall with the academic year.

8. Staff Memorial

Joint MaPSAC/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. *MaPSAC Chair & MaPSAC Vice Chair both serve on this committee.*

9. Total Rewards Committee

The purpose is to create a personalized statement of compensation for each employee. This will include pay bands, insurance elected to take, PTO, other benefits such as Purdue Global or tuition benefits. Will look at Purdue Perks and incorporate this into the rewards statement as well. *Administration will request members when needed.*

10. 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).

11. 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. *MaPSAC Vice Chair is the primary and the MaPSAC Chair is the backup person that serves on this committee.*

12. University Senate Advisory Committee

This committee shall meet on call of the chairperson of the Senate, the President, the Board of Trustees, or at the request of any three members of the committee; to advise regarding any matter of concern to the faculty. *MaPSAC Chair is the primary person and the MaPSAC Vice Chair is the backup person that serves on this committee.*

13. University Senate Faculty Committee: Staff Appeal 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

14. University Senate: Committee for Sustainability

This committee shall set five-year goals to advance the sustainability of the University.

15. University Senate: Equity and Diversity Standing Committee

The Senate's Equity and Diversity Committee shall provide guidance in all aspects of climate, recruitment, retention, inclusion, and equal opportunities for access and success. www.purdue.edu/senate/standing-committees/equity/index.php

16. University Senate: Faculty Compensation and Benefits Committee

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. The MaPSAC member is a non-voting member on this committee. *MaPSAC Compensation and Benefits Chair is the primary and the MaPSAC Compensation and Benefits Vice Chair is the backup person that serves on this committee.*

17. University Senate: Parking and Traffic

The committee shall make a continuing systematic review of parking and traffic needs and possible solutions in the light of the University growth, faculty and student needs, and campus beautification, including regulations for the control of parked vehicles and traffic flow. It shall recommend policies for parking and traffic movement. It shall advise the president on plans and regulations for parking and traffic movement.

18. University Senate: Visual Arts and Design Committee

The Senate's Vision Arts and Design Committee shall study and promote a heightened cultural atmosphere on campus through the visual arts in cooperation with appropriate academic departments and/or campus organizations. It shall plan and develop a program of acquisition, maintenance, and display of arts and artifacts for the University that will create an atmosphere in which students, staff, and citizenry can gain a heightened appreciation of the diversity of visual art forms and its creators.

APPENDIX D – MAPSAC AREAS OF MEMBERSHIP

MaPSAC Areas of Membership (Number of Members)

1. College of Agriculture and Cooperative Extension Service, College of Veterinary Medicine (4)
2. College of Education, College of Liberal Arts, School of Business, (1)
3. College of Engineering, Purdue Polytechnic Institute (2)
4. College of Pharmacy, College of Health and Human Sciences (1)
5. Intercollegiate Athletics (1)
6. Chief Financial Officer and Treasurer, Sr. Vice President for Business Services, Vice President for Human Resources (2)
7. College of Science (1)
8. Vice President for Physical Facilities Administrative Operations (1)
9. Executive Vice President for Research and Partnerships, Discovery Park (1)
10. Office of the President, Board of Trustees, and Areas Reporting Directly to the Provost, Executive Vice President for Communications (6)
11. Vice President for Information Technology (2)
12. Purdue Fort Wayne Campus (1 primary and 1 optional secondary)*
13. Purdue Northwest Campus (1 primary and 1 optional secondary)*

APPENDIX E - MEMBERSHIP AREAS AND COUNTS

Membership Area	Number of Staff (approx.)	Number of Members	Organizational Codes
Office of the President and Board of Trustees Divisions, Departments and Offices reporting to the Provost Executive Vice President for Strategic Communications, Purdue Online mailman: APSAC01@lists.purdue.edu	825	6	A0A, B0E, B0F, B0G, B0H, B0M, D0A, D0C (4003, 4001, 4055)
Intercollegiate Athletics mailman: APSAC02@lists.purdue.edu	201	1	A0I (4029)
College of Agriculture and Cooperative Extension College of Veterinary Medicine mailman: APSAC04@lists.purdue.edu	768	4	B05, B06 (4011, 4012)
College of Engineering, Purdue Polytechnic Institute mailman: APSAC05@lists.purdue.edu	448	2	B08, B13 (4014, 4019)
School of Business, College of Liberal Arts, College of Education mailman: APSAC06@lists.purdue.edu	214	1	B09, B11, B14 (4015, 4017, 4020)
College of Pharmacy, College of Health and Human Sciences mailman: APSAC07@lists.purdue.edu	232	1	B10, B15 (4016, 4013)
College of Science mailman: APSAC08@lists.purdue.edu	160	1	B12 (4018)
Treasurer and Chief Financial Officer, Sr. Vice President and Assistant Treasurer, Vice President for Human Resources mailman: APSAC09@lists.purdue.edu	376	2	C02, C0C, C12 (4003, 4046, 4032)
Vice President for Administrative Operations (PhysFac) mailman: APSAC10@lists.purdue.edu	193	1	C16 (4022)
Vice President for Information Technology mailman: APSAC11@lists.purdue.edu	327	2	A23 (4008)
Executive Vice President for Research, and Discovery Park mailman: APSAC12@lists.purdue.edu	263	1	EOA (4042, 4027)
Purdue Fort Wayne		1 primary 1 secondary	
Purdue Northwest		1 primary 1 secondary	
At-large		may select one each year up to 3 at any time	
Emeritus		Up to 4 at any time	

APPENDIX F – USE OF MAPSAC MAILMAN LIST

Human Resources, in conjunction with IT Security and Policy, created email lists to be used by the current members of CSSAC/MaPSAC to communicate official business with management, professional and support staff on the West Lafayette campus.

Per Purdue University Policies V.B.2 and V.B.6, It is Purdue University’s policy to receive, seek, and consider suggestions and advice from University staff in the formulation of policies and in the solution of problems affecting their conditions of employment.

Use of lists

For any use other than monthly newsletters, the chair should seek the advice of the HR facilitator.

1. The mailman lists may only be used for official CSSAC/MaPSAC business by current CSSAC/MaPSAC members.
 - a. MaPSAC newsletter – The Sentinel
 - b. CSSAC newsletter – CSSAC Campus Connection
 - c. Official communications from the Purdue University administration
 - d. Information regarding membership, grants, professional development opportunities
 - e. Other information deemed important at the discretion of the CSSAC/MaPSAC Chair, vice chair, and facilitator

Frequency of Use

1. The expectation is that the lists will be used on a monthly basis with the exception of special communications.
 - a. CSSAC/MaPSAC and its subcommittees should work together to include as much information as possible in the monthly newsletter to prevent sending too many emails

List maintenance

1. The email lists will be maintained by the Human Resources department of Leadership and Organizational Development
 - a. The lists will be updated on a quarterly basis within the first week of the month