
Administrative and Professional Staff Advisory Committee

Annual Report 2006

Submitted by Kristie J. Bishop – Committee Chair 2006

May 4, 2007

APSAC, the Administrative and Professional Staff Advisory Committee, is the A/P staff member's link to the University administration. APSAC's role is to provide suggestions and advice to the University administration when they are forming University policy and to communicate important information from the administration to A/P staff members throughout the university. As an advisory committee, APSAC meets monthly to discuss and make recommendations on issues that are important to staff. Much of the committee's work is completed through our Communications, Membership and Staff Relations, Compensation and Benefits, and Professional Development subcommittees. APSAC also represents staff on many University committees. APSAC also represents staff on many key University committees including:

- Campus Campaign
- Campus Master Planning Committee (new in 2006)
- Campus Safety Task Force
- Faculty Compensation & Benefits
- Faculty Staff Fund Raising Campaign
- Health Plan Advisory Committee
- Inside Purdue Board
- Martin Award
- OnePurdue Communications Advisory Committee (new in 2006)
- OnePurdue Change Management Committee (new in 2006)
- OnePurdue HR Advisory Committee (new in 2006)
- Parking & Traffic
- Purdue Child Care Advisory Committee
- Recycling
- Spring Fling
- Staff Appeals Board for Traffic Regulations
- University Senate (non-voting seat) (new in 2006)
- Voluntary Benefits Task Force

APSAC also sought to broaden its communication via different communication methods:

- New information is posted to the website monthly and as needed.
- Human Resource Services generates a monthly new administrative professional employees list to APSAC. APSAC provides new administrative and professional employees with welcome materials (i.e., welcome letters, letter openers, and contact information).
- Key APSAC events and speakers are made available to satellite areas when possible. Opportunities for partnering are sought out to broaden the availability of speakers to the entire Purdue system. APSAC continues to conduct polls and surveys regarding APSAC's professional development speakers.
- APSAC continues to poll existing representatives regarding key APSAC matters, such as mentoring and transitioning between incoming and outgoing members
- The annual CIC APSC meeting has assisted with APSAC's interaction and communication with peer institutions. This year's CIC APSC face to face meeting held Chicago was particularly helpful for gathering ideas and information about

communication, benefits levels, and A/P staff advancement. An April teleconference was conducted with a second teleconference planned in June.

As a system-wide committee, APSAC strives to be an effective, results-oriented voice for A/P staff for needs, issues and concerns. APSAC strives to identify what constituents want and need APSAC to communicate by:

- Accepting submission of constituent concerns through our web based form as well as through email and other means of personal communication. Questions posted to the APSAC website are may be submitted anonymously.
- A process for tracking constituent concerns, requests and submissions continues. This was aided this year by a new constituent tracking form given to all APSAC members during June orientation for the purpose of tracking questions, responses and general communication with constituents.
- The “Frequently Asked Questions” link on the APSAC website is updated in May and November for communication to a broader audience.
- Monthly updates were instituted in 2006 to inform A/P staff members about key issues as well as upcoming events and opportunities.

APSAC seeks to be more effective in every way. This year:

- APSAC developed a guide for conducting interviews included standardized questions, evaluation metrics, and interviewers’ standards.
- Standardized communications tools are available and continue to be developed for APSAC representatives to provide clear and concise responses to constituents.
- The Individual Professional Development Grant subcommittee and the Staff Professional Development subcommittee were merged into one subcommittee named “Professional Development” to make more efficient use of resources to better deal with issues of staff professional development.

Subcommittee Work

Key Accomplishments

APSAC subcommittees focused on specific goals as defined in their respective 2006/2007 timelines and in the spirit of the APSAC strategic plan. The following key accomplishments for each subcommittee are a result of hard work and implementation of ideas:

Communication Subcommittee

The Communications Subcommittee works with the other APSAC subcommittees to ensure that important information is effectively communicated to A/P staff University wide. Responsibilities include establishing guidelines and specifications for brochures and fliers,

web site maintenance, and assessing the overall effectiveness of communication efforts across subcommittees. Mike Budzik is the current Chair of this subcommittee which has accomplished the following tasks.

- Used the APSAC website to communicate events and activities.
- Updated the APSAC website to make resources more readily available to A/P staff.
- Updated Frequently Asked Questions document.
- E-mail topics sent to constituents include:
 - Welcome letters to new A/P hires
 - Presidential Search
 - Hadley Lecture announcement
 - Health/Insurance/Benefits/Salary/Flex spending
 - APSAC Grants
 - OnePurdue
 - APSAC Membership (recruitment efforts)
 - Monthly Updates

Inquires made by A/P staff members were concerning:

- Professional Development (33%)
- Presidential Search (26%)
- Benefits (10%)
- OnePurdue (8%)
- APSAC (8%)
- HR Policy (7%)
- Other (8%)

Compensation & Benefits

The APSAC 2006-2007 Compensation & Benefits Committee had a productive year. The Committee consisted of six members, including two from regional campuses. Compensation & Benefit members enhanced their value to their constituency by serving on the following additional sub-committees or ad-hoc committees: CIC advancement sub-committee, ad-hoc committee investigating University Senate representation, Faculty Compensation & Benefits Committee, OnePurdue HR advisory committee, OnePurdue communications committee, campus safety task force, and IPFW administration staff council (ASC).

The Committee had over 400 contacts with constituents and human resources using e-mail, unit meetings, face-to-face meetings, phone, and mail, regarding various compensation and benefit issues. The breakdown by subjects for these contacts is:

- Financial Learning Initiative – 270
- Presidential Search – 11
- Health / Insurance / Benefits / Salary / Flex spending – 125
- APSAC Grants – 3
- Biggs Presentation and ID theft presentation – 16

- APSAC Membership – 3
- Advancement Survey – 3
- Healthy Purdue – 3
- Received “thank-you” from constituents - 12

The Committee started the year by engaging A/P staff at all Purdue campuses to communicate questions, concerns, and comments about issues affecting them. Our committee received seven questions, researched the appropriate response through Human Resources, and provided the constituents with an individualized response. Some of these questions were deemed sufficiently general so that they were placed as “Frequently Asked Questions” (FAQ’s) on the APSAC website.

Also in 2006-2007, the Committee completed a multi-year task investigating advancement procedures at Pier and other Big-10 institutions. The Committee submitted a transmittal letter, recommendation, and tabulated advancement survey results through the full APSAC committee to Human Resources. Our recommendation was for Human Resources to engage a consultant to develop a best practices document based on the survey results and study.

Finally, the APSAC Compensation & Benefits Committee submitted two letters to Human Resources requesting review of existing policies, and an initiation of dialog regarding modification of these policies as may be deemed appropriate. Both of these requests originated with constituent requests for information. The general topics of the requests are: evaluating the medical tier premium break-point, and TIAA-CREF vesting. The policy review request letters are attached for reference.

Individual Professional Development Grant

The Individual Professional Development Grant Subcommittee (IPDG) continued to standardize and improve the process to better fulfill its mission of providing professional development funding support for administrative and professional staff:

- An online PDF application form was created and adopted in time for the Spring 2007 application period. The form was a much-needed improvement which resulted in cleaner and easier to read applications.
- Subcommittee members responded to approximately 40 inquiries from administrative and professional staff regarding the grant, the process, and/or applicant status during the 2006-07 term.

On-going activities included:

- Utilizing the e-mail distribution list in order to publicize the grant periods.
- Following the established timeline to ensure continuity.

From 1997 through Spring 2007, the IPDG Subcommittee received 795 applications requesting \$382,016 in support and awarded 374 grants totaling \$178,127. In the 2006-07 academic year, the subcommittee received 84

applications requesting \$41,036.55 in support and awarded 39 grants totaling \$18,660. In the 2006-07 academic year, 46 percent of applicants received a grant.

The awardees were:

Fall 2006 Awardees:

B. Gayle Stetler, Disbursements
Damayanthi Peter, Vice President for Research, Institutional Review Board
David Larson, Shreve Residence Hall
Keri Marrs de Barron, Enrollment Services
Shelly L Robinson, Office of Career Services
Christian Reiner, Center for Instructional Excellence
Jennifer E Redden, Oral English Proficiency Program
Gary A. Michel, Purdue Extension Service Educator
George Davis, IT@P Communications
Edward Lee, IT Infrastructure
Linsey Fourez, VCS & VTH
Marsha J Freeland, Engineering Administration Dean's office
Paul Jones, Agricultural and Biological Engineering
David M Raymer, IT@P Infrastructure
Thomas M Pluimer, College of Liberal Arts - Administration
Michael Reckowsky, Food Science
Amy L Childress, Discovery Learning Center
Monica C Kirkwood, Libraries
Richard Westerman, Horticulture and Landscape Architecture
William White, Computer Science
Cynthia L Brewer, IT@P Business office
Julie Brown, Veterinary Teaching Hospital

Spring 2007 Awardees:

Deborah Anderson, Biological Sciences
Melinda Anderson, Ophthalmology - Vet Med
Joyse Banister, Biochem Control - OISC
Lou Ann Baugh, Ag Econ
Ann Bessenbacher, SMAS
Dean Brusnighan, ODOS
Suzanne Cunningham, Agronomy
Kelly Delp, Agronomy
Geoffrey Gardner, Physics
Heather Gaspar, Small Animal Hospital - Vet Med
Joshua Harley, Civil Engineering
Pamela Kirby, Vet Clinical Science - Vet Med
Joanne Lax, ECE
Lan-Ying Lee, Biology

Laura Mueller, Cooperative Extension Services
Matthew Pistilli, Student Access, Transition & Success Programs
Bryan Shaffer, Purdue Press

Membership and Staff Relations

Mission: Membership and Staff Relations (MSR) Subcommittee

The MSR subcommittee mission is: (1) to provide support to APSAC members and the Administrative/Professional staff members they represent and (2) to contribute to the professional distinction of A/P staff by providing enriching professional development opportunities.

This mission is accomplished through the following programs:

- APSAC Mentoring Program
- Exit Interviews and other Member Surveys
- New Member Recruitment and Orientation
- Increasing Awareness of APSAC and Engagement of New A/P staff members

Mentoring New APSAC Members

MSR continued the mentoring program by assigning third-year members as mentors to new members in April. Mentors were asked to host new members at the May reception. In addition, MSR undertook a review of the mentoring process to identify ways to strengthen the mentoring relationship. Included in this was refining mentoring materials providing guidance to mentors on their responsibilities with new members. The mentoring process seemed improved in 2006-2007 over the past year with all new members and mentors being fully aware of the mentor relationship in place.

MSR also offered guidelines to retiring members on sharing their information with the new APSAC member representing their area.

A new initiative in this area for the 2007-2008 year is an active re-design of the guide given to new members in May and June. This new guide will be more “user friendly” because:

- (1) It will be easily portable with a new look; we will no longer use the 4” binders but instead use Avery Lay Flat Report covers that expand to 1/2”.
- (2) Key information will be provided including:
 - (a) APSAC Overview
 - Introductory Letter from APSAC Chair
 - Special Note on Representative Attendance
 - Policies and Procedures
 - Operational Procedures
 - Robert’s Rules of Order
 - Strategic Plan
 - Annual Report
 - University Committees
 - APSAC Committee Overview from 2005-2006 Representatives

- (b) Communicating with Constituents
 - Overview from MSR Chair
 - Organizational Codes
 - Constituent Communication Tracking Report
 - APSAC Monthly Update for Constituents (Example)
 - APSAC Welcome Letter to New Constituents
 - APSAC Annual Letter to Constituents
 - Candidate Recruiting Message to Constituents (Example)

Additionally, MSR plans to incorporate a mock “Robert’s Rules of Order” practice session into the June Orientation session.

Exit Interviews and Member Surveys

Exit interviews and member surveys were used to gather data for improving the efficacy of MSR activities.

Recruiting New APSAC Members

This spring MSR redeveloped the interview question process to solicit better, more meaningful responses from candidates. In addition, correspondence with those candidates both pre- and post- interview was enhanced via e-mail, hard-copy, and telephone. Of note as of the writing of this report, 10 candidates have been interviewed representing 5 of 7 vacancies. Those areas of vacancy for the June 1, 2007 – May 31, 2010 term for the West Lafayette campus include:

- College of Agriculture, including Cooperative Extension Services
- Vice President for Information Technology
- Vice President for Housing and Food Services
- School of Veterinary Medicine
- Vice President for Physical Facilities
- Vice President for Business Services, Internal Audit, Executive Vice President & Treasurer
- Intercollegiate Athletics, Senior Vice President for Advancement, Dean of the Graduate School, Vice President for Human Relations, Vice President for Research, Vice President for Governmental Relations

Increasing Awareness of APSAC

Making new administrative professional employees aware of APSAC continued to be a major objective for the MSR subcommittee. The subcommittee supplied APSAC members with a welcome letter template, envelopes, and APSAC letter openers to be used in welcoming new employees within their constituent groups. This continues to be an effective way to reach out to new A/P staff as evidenced by the favorable feedback given to APSAC members.

All members of APSAC, including new members, were encouraged to maintain contact with their constituents via e-mail and hard-copy mail. Several standard types of communication included:

- Welcome letter for new employee constituents (sent in hard-copy form).
- Monthly updates to constituents as appropriate and relevant for each constituency; in 2006-2007 this communication took on a new and consistent face with monthly meeting minutes being sent to constituents via e-mail. Constituents also were encouraged to refer to the website for archived minutes.
- Uniform communication several times during the year providing information on programs or requesting input on issues concerning A/P staff.

The committee has examined the effectiveness of the annual letter sent to all constituents. Currently the letter is being rewritten to provide a more promotional point of view.

The committee also examined the use of the APSAC brochure within the “New Employee Packets” given out by Human Resources and recommended that the brochure not be used in this specific manner. The follow-up “welcome” communication done by each representative as well as the annual letter is seen as more effective.

Staff Professional Development

The SPD subcommittee successfully sponsored two speakers during the 2006-2007 year, fulfilling its mission and that of APSAC’s Strategic Plan. Chaired by Susan O’Shea, this subcommittee sponsored the following speakers:

- **Main Speaker Event (October 18, 2006 Loeb Playhouse):** Dick Biggs, “Burn Brightly Without Burning Out.” This presentation was collaboration between APSAC and the Extension office. Funds for APSAC’s costs were generously provided by the Office of the Provost. Collaborations with the Extension office continue to be successful. Approximately 475 people were in attendance at the presentation, and program evaluations were very positive. Dick Biggs also presented an afternoon workshop, “Balancing the Work You Need with the Life You Lead.”
- **Hadley Presentation (March 6, 2007 Stewart Center Room 206):** Scott Ksander, “Identity Theft: Awareness and Prevention.” The only costs incurred for the presentation were for the videotaping and streaming of the program. Both the video and the PowerPoint slides were made available on the APSAC website the following day. Approximately 100 people were at the presentation, which was very well-received.

The subcommittee discussed marketing options to replace the brochure. Plans to produce a business card listing the APSAC website are in the development stage.

The SPD subcommittee will continue to pursue collaborations with Extension, which has allowed APSAC to sponsor high-quality speakers at an affordable cost. Video streaming has also proven to be an effective tool in reaching A/P staff who work off-campus or at the regional campuses.