



ADMINISTRATIVE & PROFESSIONAL STAFF
ADVISORY COMMITTEE

2012-13 Annual Report

Submitted by:
Beau Moore, FY11-12 APSAC Vice Chair and Acting Chair/FY13-14 Chair

Table of Contents

Executive Summary.....	3
Annual Report.....	5
2012 Subcommittee Reports.....	8
Appendix	
A. APSAC Sentinel Excerpt.....	15
B. University Committee Representation.....	16
C. List of Guest Speakers.....	17
D. 2011-2014 APSAC Strategic Plan.....	18

Executive Summary

As reporting year 2012-13 is coming to a close, it will be remembered as a time of change as our group dealt with new challenges, unexpected leadership changes, and much needed updates to many of our modes of communication.

As the University transitioned from President Córdova to President Daniels, the Administrative/Professional (A/P) staff had trepidations about what the future holds and those fears have not changed much during the first few months of Mitch Daniels' term as the President of Purdue University. APSAC took the necessary steps to align itself to continue to serve the University and its A/P staff by making ourselves available to listen and respond to constituent concerns as well as being available to the administration to help communicate any messages.

APSAC saw five members depart the committee due to increased workload in their current role, new careers within the University and new opportunities at organizations outside of Purdue. Of those five, three were in leadership positions within APSAC and the other two left a subcommittee shorthanded. APSAC as a group was able to band together and take these losses in stride. New members stepped up to play prominent roles that will undoubtedly serve APSAC well in the future, veteran members maintained stability and emeritus members provided much appreciated guidance during the transition.

This year also brought a new vision to the APSAC monthly updates. APSAC created a newsletter that is sent at the beginning of each month to all A/P staff system-wide. The newsletter, known as the Sentinel, highlights important upcoming events, spotlights employees and their roles on campus, shares what our regional campuses are doing, and communicates important messages to our constituency. In addition, our Communications subcommittee also introduced a "hello message" that introduces the APSAC representative to his/her constituents. In his last act as Chair, Bob Morman was able to update the APSAC Policies and Procedures with the approval of the full committee.

Although this was a year of change, APSAC was still able to address the goals laid forth at the beginning of the year. The following were major highlights of the past year:

1. APSAC Chair Bob Morman was invited to speak at a reception honoring Dr. France Córdova for her service as Purdue University's eleventh president.
2. APSAC visited the North Central Campus during our annual visit to a regional campus.
3. The APSAC newsletter was modified and named The Sentinel. The Sentinel is published monthly and an excerpt from the April 2013 issue is included in Appendix A.
4. APSAC and CSSAC were invited to participate on the University Senate Advisory Committee. This was the first opportunity either group was given to have a seat with the leaders of the University Administration and Faculty at the same time on a regular basis. APSAC Vice Chair/Chair Beau Moore and CSSAC member emeritus Ebony Barrett Kennedy served on this committee.

5. Interim President Tim Sands and Executive Vice President and Treasurer Al Diaz joined the APSAC/CSSAC joint meeting in October to discuss current issues affecting A/P and Clerical/Service staff on campus.
6. The leaders of APSAC and CSSAC joined President Elect Mitch Daniels, Interim President Tim Sands and Executive Vice President and Treasurer Al Diaz for a luncheon in October to get to know the incoming President and to introduce him to our committees.
7. The APSAC Policies and Procedures were updated and approved at the November 2012 full committee meeting.
8. Vice Chair Beau Moore assumed the title of APSAC Chair in December 2012 and Brenda Knebel was elected and assumed the role of interim Vice Chair in January 2013.
9. APSAC Chair Beau Moore was invited to participate on the recently formed Health Care Strategy Committee to look at ways to help overcome the rising health care costs to the University and its employees.
10. APSAC Chair Moore was invited to participate in the RFP process for the medical plan administrator and the employee engagement survey.
11. APSAC held a brown bag lunch in February. The event highlighted what APSAC is and how we contribute to the University.
12. President Daniels attended the April APSAC meeting to discuss the current climate on campus and how that relates to the A/P staff.
13. Andrea Thomas was elected Vice Chair for 2013-14.
14. In May 2013 the group will recognize the contributions of the outgoing members and welcome the newest APSAC representatives

Annual Report

Established under University Policy V.B.2, 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) to serve the University as a representative committee of A/P Staff.

Having been established to meet those objectives, APSAC has committed to be engaged 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.

As an advisory committee, APSAC meets monthly to review, and when appropriate, make recommendations through our liaison, Vice President for Human Resources Luis Lewin, on issues that are important to A/P staff.

The priorities as set by former Chair Robert Morman for APSAC during the June 2012 through May 2013 reporting period where to:

1. Clarify APSAC's role, communicate our successes, and deepen our influence.
2. Build a cohesive, sustainable leadership team.
3. Institutionalize a healthy culture within APSAC.

Clarify APSAC's role, communicate our successes, and deepen our influence

Through the work done by APSAC's Communications subcommittee, much is learned from our annual effectiveness survey. One such lesson is that as a committee, APSAC needs to do a better job of explaining our role on campus and to communicate our successes to help deepen our influence. APSAC has worked hard during this past year to do just that by collaborating more with the University Senate leadership, participating on University-wide committees, revamping our newsletter and updating many of our communication pieces, promoting professional development opportunities, welcoming special guests, and building relationships with key upper administrative personnel.

Clarify APSAC's role – Creating a better understanding of APSAC

During his time as Chair, Bob Morman made it a priority to update our current policies and procedures in order to give current members a clear message as to the mission and principles of APSAC. This vision came to fruition in November when the full committee approved the changes in our regular meeting. Some noted changes include a complete overhaul of Article I to break down our mission and principles to be clear, concise and easily interpreted. The other articles were refreshed while other items were

rearranged for a better fit within the document. We also updated subcommittee descriptions, at-large member and the ancillary documents in the appendix to better represent our current structure.

With the change in Purdue's presidency, APSAC also felt a need to clarify our role to the new administration. The leaders of APSAC and CSSAC had an opportunity to meet with the incoming president in October to introduce ourselves and our committees. Although we had a chance to meet with the President early, it became evident after he took office in January 2013 that more work to clarify our role was needed. APSAC Chair Beau Moore attended a meeting with new Chief of Staff Gina DelSanto and VPHR Luis Lewin to discuss what could be done to utilize APSAC in the future among other issues. APSAC also had the opportunity to host President Mitch Daniels at the April meeting. During the meeting, the President noted that not involving APSAC was an oversight and vowed to keep our committee in mind in the future. This is a work in progress and much will be learned about our relationship with the new administration as we move forward.

Communicate Our Successes – Creating awareness

As APSAC was working on clarifying our role, the Communications subcommittee was tasked to help create awareness of our standard activities and endeavors as well as issues on campus that might affect A/P staff employment. To reach this goal, Andrea Thomas created The Sentinel. It was designed to take our current monthly updates and transform them from a plain text document to a vibrant newsletter with defined sections to promote upcoming events, communicate important University information, spotlight individuals and/or areas, introduce APSAC members, highlight APSAC initiatives, and other topics that may affect the terms of employment for A/P staff. An excerpt of the April 2013 Sentinel can be found in Appendix A.

In addition to The Sentinel, APSAC also started to look at using a brown bag lunch format to help create awareness. The idea started with individual representatives hosting these events for his/her constituents. The interest and involvement at these events helped convince the committee to begin offering campus wide events. The first brown bag of this nature occurred in February 2013. There were 12 participants in attendance with a wide range of topics covered during the question/answer portion of the presentation. Going forward, APSAC will host these events quarterly and we have entertained the idea of hosting more frequent town hall type events on specific topics such as medical benefits, leadership, diversity, etc.

Deepen our Influence

We needed to find actionable items to help deepen our influence and build our credibility, as well as awareness, on campus. One such way of doing this was being invited to participate in the University Senate Advisory Committee. This was an opportunity provided to talk with the Purdue President, Provost and leaders of the Faculty Senate about any topic. APSAC Chair Beau Moore served on this committee and felt that the viewpoints brought forward were embraced by the group.

In addition to participating in this group, APSAC was given the opportunity to lend its voice to the medical plan administrator RFP process, staff engagement survey RFP process, Healthcare Strategy Committee with APSAC Chair Moore serving as the lead for one of the subcommittees looking at employee health improvement, and the Presidential Working Group.

Through our work on these committees, as well as the University Committees on which we serve, APSAC is on its way to deepening our influence. We will continue to ask to be more involved and then loop back to communicate our successes.

Build a cohesive, sustainable leadership team

You can truly measure the efforts of a group by watching how they react to adversity. APSAC had five unexpected departures over the past year, with three individuals vacating leadership roles. The group as a whole could have folded to that pressure but instead pulled together to tackle the important subcommittee work that can be found later in this document. The Membership and Staff Relations subcommittee recruited a diverse group of members during its Spring 2012 membership drive who took the initiative to step up in several of the Subcommittees and take on leadership roles well before they were expected to. This will help create the cohesive and sustainable leadership team and will undoubtedly serve the committee well in the future.

Institutionalize a healthy culture within APSAC

We were able to meet this priority very similarly to the previous goal. Because of the leadership changes in the committee and within the University, APSAC came together to work harder for the common good. We witnessed increased contribution from our new members, stability from our veteran members and guidance from our emeritus members.

Priorities for the new year

As we begin a new year, it is important that we continue to build on the work that has been accomplished, as well as establish new objectives that can move the committee forward. Continuing Chair Beau Moore has identified the following as his goals for reporting year 2013-2014:

1. Continue to extend APSAC's reach and presence on campus
2. Develop new and innovative ways to impact matters relating to the terms and conditions of A/P staff employment
3. Enrich the APSAC experience for our members and expand our recruiting efforts to continue to bring in the best and brightest A/P staff members to fill vacancies.

To meet these goals, APSAC must push the envelope to look for new and impactful means to be more involved in the shared governance of the University. We need to sit on more University committees that impact campus decisions that affect staff. We need to leverage our subcommittees to improve the A/P

staff experience. We need to explore all options to locate and recruit individuals who wish to serve. When we engage in those tasks to meet the priorities for the new reporting year, APSAC and the University will be better off than we are today.

Subcommittee Reports

Communications

The Communications Subcommittee of the Administrative and Professional Staff Advisory Committee consists of the chair, vice-chair and additional members from the full APSAC membership and must include the vice-chair of APSAC as a member. The 2012 committee included:

Shanna Brinegar – Chair
Robin Cunningham – Vice Chair
Andrea Thomas – Member
Brenda Knebel – Member
Ken Field – Member
Shelley L. Robinson – Member
Mark Straw – Member (Emeritus)
Amanda Hamon – Purdue Today

The Communications subcommittee is charged with

- Identifying and following best practices in communications
- Developing tactical communication plans that translate APSAC's ideas and goals into manageable and effective message.
- Utilizing technology (email, websites, e-newsletters, online video and social networks) to better serve APSAC constituents and tell the story of how APSAC's programs and activities support its mission.
- Serving as the focal point for information transfer.
- Evaluating the effectiveness of APSAC's communications practices.

In 2012, we were able to accomplish the following tasks to help us toward the above goals:

Created timeline:

This is a month by month guide to what needs to happen each month in the Communications subcommittee. The committee worked together to identify those practices that need to be done on a routine basis.

Conducted effectiveness survey:

The results of the survey were compiled and distributed to the executive board. Some of the important issues facing the AP staff include (but not comprehensive) benefits, compensation,

opportunities for advancement, professional development opportunities and the new leadership in 2013. The results are available on the SharePoint site.

Continue work on website:

We are combing through the website to improve the look, flow, and content. The goal is to include more testimonials and to devise a timeline of when annual events should be posted to help with consistency on what is posted. This will be one of our main tasks in the upcoming year. We see this as a need so that we can communicate better what our mission is and to make it a resource for AP staff members.

Hello template:

The committee constructed the "Hello Template." This has information about the representative and should be sent to constituents in July of each year to introduce. We feel this will help constituents identify with their representative and hopefully be more receptive in communicating with their representative on key issues that may affect them. This document is also housed on the SharePoint site.

Welcome letter:

The Communications Committee re-wrote the "New Constituent Welcome Letter." This is sent to all new and transfer constituents by their representative. This should be done on a regular basis and the APSAC gift should accompany the letter.

Flyer:

The APSAC flyer was transformed the trifold brochure. This can be used at the Employee Resource Fair, handed out at the new employee orientation and be a resource to identify and define APSAC. This is posted on the SharePoint site.

Revamped newsletter:

The monthly updates have been revamped with a new format, look, and feel. The title of the monthly document is the "The Sentinel." We have received an overwhelming response of positive feedback from all levels of staff and administration that this gives APSAC a more professional presence.

PowerPoint about APSAC:

This was created to use as an informational piece. It does need updated but has most often been used to facilitate brown bag lunches to build relationships between reps and constituents. This is also posted to SharePoint.

The Communications subcommittee has accomplished a lot this past year and continues to be hub for better communication and best practices for APSAC to aid with the professionalism and branding of the organization.

Compensation and Benefits

APSAC Compensation and Benefits Subcommittee

2012 Annual Report

Members:

Rhonda White

Joe Kline

April Sauer

Mark Kepler

David Bowker

Bridget Cadwell

David Cadwell

2012 Goals

New Employee Orientation:

Human Resources decided to do a New Employee Orientation. Our goal was to have a presence at each of these meetings so that we could spread the word about APSAC. April Sauer attended a couple of meetings about this and then attended one or two of the initial offerings of this course. The course isn't long enough to allow us to speak, but does allow us to pass out the new materials produced by the communications group. This goal was accomplished to the best of our ability.

Director of Compensation and Benefits:

One of our goals was to establish a close relationship with the new Director of Compensation and Benefits. Brent Bowditch has just been hired in this position in December 2011. In February of 2012 Brent attended our subcommittee meeting. You can see the minutes from that meeting for details. However Brent did not stay with Purdue very long and the new Director will need to be contacted and a relationship built in 2013.

Voluntary Benefits:

We want to be sure we have a voice in the voluntary benefits offered at Purdue. Christina attended a presentation from three vendors and Genworth was chosen. We are keeping a pulse on all voluntary benefits.

Staff Excellence Award:

Our second Staff Excellence Award was given to Tammy Conard-Salvo from the English department. Some of our notes for next year on this award include:

- Setting a 5 p.m. deadline so that Carrie Hanson has a better situation on her hands.
- Requiring two letters of recommendation, instead of just suggesting.
- Creating an online entry form for this award.

Paid Staff Sabbatical:

The idea is to offer a new benefit to Purdue AP staff members so that they may take paid time off to achieve something, to fulfill some goal, such as writing a book, doing humanitarian work, or becoming involved in a community initiative. The Compensation and Benefits subcommittee has identified the work done in the past in this respect. A draft letter was created but this initiative was put on hold for the time being until the new President is in place.

On-site Clinic:

April has been involved in as much of the decision making of this on-site clinic as possible. The Clinic is set to open in 2013 and all decisions that we could be involved in are complete.

Other items we worked on:

- Pet Insurance – This one was decided that because we have the discount at the Vet School that is all we are going to get. We presented but this did not go anywhere.
- Paid time off with adoptions – This was discussed and researched and the response we got was because the health of the adoptive mother does not need healing

Membership and Staff Relations

Membership and Staff Relations Subcommittee Report January 1 – December 31, 2012

Members:

Beau Moore, Chair, January to June, 2012; Bob Geswein, Vice Chair, January to June, 2012
Bob Geswein, Chair, June to November, 2012; Tyson McFall, Vice Chair, June to November, 2012
Tyson McFall, Chair, December, 2012 to present; Kelly Delp, Vice Chair, December, 2012 to present
Donya Lester, Kelly Delp, Kaethe Beck, Kim Myers/Ashley Simmons/Kim De Leon (IPFW)

Notes about membership: Donya Lester resigned mid-year due to other work-related responsibilities. Kaethe Beck resigned mid-year due to accepting another position outside of her current department. Kim De Leon replaced Ashley Simmons. Kelly Delp joined in August to fill Donya Lester's vacant position.

The mission of the Membership and Staff Relations (MSR) subcommittee is to provide support to APSAC members and the Administrative/Professional staff members they represent. The subcommittee formally met six times in 2012.

The Spring Membership Search:

- Eight (8) open positions in seven (7) areas. This number of vacancies equals the number of open positions from the 2011 campaign. The term of service is three years (June 1, 2012 until May 31, 2015) unless otherwise noted.
- Announcements/communications were sent out in Purdue Today (twice), the APSAC website was updated to include information and a link to the application, a letter to the

deans and department heads was mailed, and a letter/invitation was sent out to AP staff in the seven areas where openings existed.

- A total of twenty-nine (29) applications received, eighteen (18) of whom were interviewed. The subcommittee approved an extension of the application deadline to the end of February, which was advertised in Purdue Today and a supplemental email.
- Throughout the course of the spring, the subcommittee suggested and approved several enhancements to the membership search process along with reviewing the Exit Interview document and making suggestions for improvement of the overall process. It was agreed that using a face-to-face process for exit interviews would work best, allowing for more dialogue and better follow-up.

The idea of adding more at-large members to the general committee was introduced and it was agreed a worthy possibility to pursue. This was later brought to fruition by Beau Moore, Bob Morman, and Carrie Hanson.

The MSR timeline was reviewed, noting two additional changes. The first reflects the need, in March, to contact the regional representatives to see if there are any changes or pending changes to their representation. The second, in May, adds the task of sending Outlook appointments to all new members for the coming year's meetings. These changes were approved.

A Mentor/Mentee checklist was drafted, enhanced, and approved. This document is to be used when new members join APSAC to ensure proper communication and knowledge transfer occurs.

Ideas were presented and discussed regarding different ways to address the Staff Relations aspect to draw interest and understanding to APSAC's charge. Items include:

- MSR take over the Welcome Letter process for new AP employees
- Setting up an information table at Spring Fling to pass out information and talk to constituents
- Add brochures/information packets to cups we pass out during spring fling
- Keep a list of all inquiries about open positions
- Face-to-face meeting with new constituents
- Interviewing outgoing members

MSR agreed to assume responsibility for the Community Spirit Award.

Professional Development

Members:

January-May

- Amy Keene, chair
- Angela Paxton, vice chair
- Ed Wiercioch, emeritus
- Marsha Freeland
- Nancy Smigiel
- Jon T Laswell

June-December

- Angie Paxton, chair (resigned: chair in June, member in October)
- Jon T Laswell, chair July-Dec (vice chair May- June)
- Amy Childress, vice chair July-Dec
- Amy Keene emeritus May-Dec
- Dorothy Hughes
- Shellie Lawson
- Ben Wiles

The Professional Development Subcommittee began the year with a lecture funded by The Richard A. Hadley Professional Development on Wed. 2/15/2012 9 - to 11 a.m. in STEW 302. Susan Bulkeley Butler's presentation based on her book "Become the CEO of You, Inc: A Pioneering Executive Shares Her Secrets for Career Success" gave employees information about endorsing yourself to others in the way a best friend would and not being afraid to sponsor yourself in your work environment. Attendees received a copy of the book.

- Survey response from 74 of 100 attendees
 - 58% Excellent
 - 41% Met my expectations
 - 1% Needs improvement

Susan Bulkeley Butler presented a special session to APSAC members on Fri. 1/27/2012 10 a.m. to noon in WSLP 116 previewing her lecture that allowed us to add guidance to her final content for the Hadley Lecture. This opportunity follows the guidelines of the strategic goal of providing additional professional development opportunities to APSAC members.

Our second lecture on Tues. 11/20/2012 in STEW 302 was funded by the Lovell Leadership Endowment. Steve Duncan from East Carolina University, presented leadership stories from his time in the Pentagon and instructed a seminar entitled "Using a Pair-wise Comparison Chart to Determine Priorities"

- Survey response from 41 of 67 attendees out of 100 who signed up
 - 32% Excellent
 - 49% Met my expectations
 - 19% Needs improvement

Administrative and Professional – Professional Development Grants up to \$750

Spring 2012 Grant Application data:

63 Total applications 12 grants awarded Total awarded - \$8700

Fall 2012 Grant Application data:

49 Total applications 13 grants awarded Total awarded - \$9,300

Bi-annual Resource Fair 9/20/2012 11am-1pm PMU South Ballroom

34 vendor's approx. 200 visitors

Compensation and Benefits Subcommittee will be responsible for future Resource Fairs.

Ed Wiercioch and Jon T Laswell were responsible for the APSAC Spring Fling Bingo noon to -2 p.m. STEW 214 ABCD. It was a huge success with standing room only and all 80 prize bags awarded.

Two Professional Development opportunities for the general APSAC committee were planned for general meetings. For the 2012-2013 year the Professional Development opportunities have been embedded into the schedule for the last hour of the April and November APSAC meetings.

Appendix A

Excerpt of APSAC Sentinel

THE SENTINEL

Administrative and Professional Staff Advisory Committee



April 2013

CHAIRMAN'S CORNER: APSAC RESPONDS TO PAY FREEZE



MOORE

deans, and administrative and professional staff with salaries above \$50,000 for the next two years." The outpouring of support that we have seen from the deans and department heads is a testament to the value and high quality of work that each of you possess in helping our University achieve its mission.

APSAC held a special meeting on March 19 to discuss the content of the message concerning the pay freeze and outlined the key concerns we received from many of our colleagues. There were two main areas we wanted to focus on to present to President Daniels and Chief of Staff Gina DelSanto. The first was to clarify the message so that we could better un-

The biggest topic of conversation on campus over the past couple of weeks has been focused on the recent announcement to "eliminate merit pay raises for all senior administrators,

derstand the intent and reasoning behind the policy. To this extent, the President addressed this concern during the President's Forum on March 28.

The second issue, which has become a recurring theme, is that APSAC has not been given the opportunity to support the University per University Policy V.B.2. This policy states that it is Purdue University 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. I hope this concern will also be resolved when the President meets with APSAC on April 10 at our full committee meeting.

A priority of the administration is student affordability and I commend him for this. The tuition freeze does come with a cost and that is the loss of revenue needed to help operate the University. The elimination of salary increases was created to help seed the savings pool needed to compensate for this loss and

that amount is only a fraction of the savings required. Just as we did with Sustaining New Synergies, it's our time to step up to the plate and recommend new and innovative solutions that will help Purdue become more efficient and effective with our budget. The President has created an email address (savings@purdue.edu) where you can send your suggestions and I encourage all A/P staff to take full advantage of this opportunity. I have also asked the leaders of CSSAC and the University Senate if they would be in favor of setting up a task force to provide additional support to the President's Council on Budget and Affordability.

If you have any comments, questions or concerns about any topic that you feel could be impacted by University Policy V.B.2 as stated above, I welcome you to send those to my attention or any of the APSAC members.

Thank you for your continued support in making Purdue University world class and Boiler Up!!

Beau Moore
APSAC Chairman

DELSANTO EAGER TO MEET STAFF, HEAR ABOUT SUCCESSSES



DELSANTO

What are the day-to-day duties of the chief of staff? My job is to have a clear understanding of what the president needs on a daily basis and ensure that his requests are fulfilled. That includes getting folks lined up to work on various projects and initiatives, and making sure there's good follow through on those initiatives. I also work with all of

Gina DelSanto joined Purdue on Feb. 18 as chief of staff to President Mitch Daniels. In the following Q&A, DelSanto discusses challenges, insights and more:

the vice presidents and their teams on key priorities and projects that will advance the mission of Purdue. I start out each day with a daily meeting with Mitch, and we touch base several times throughout the day. It's really hard for me to describe a typical day because the issues are always changing, but the substance of my job is working with folks to find out where there are great interests and concerns, and making sure those interests and concerns are brought to the president. Part of it is going the opposite way with the interests and concerns of the president and trying to align them with those of students, faculty and staff.

What are some of the primary insights you gained from working in higher

education that you draw from in your new role? At Butler University, I held two positions; I started there as director of the Learning Resource Center and the Exploratory Studies Program. I worked closely with Butler's provost and president, and the principal lessons I learned in that directorship relate to the idea of how students learn and grow over the period of their college experience. I worked very intensely on reforming Butler's freshman matriculation process and had the opportunity to work closely with the vice presidents of enrollment management and student affairs to make sure the student experience — from time they were prospective students all the way

>> CONTINUED ON PAGE 2

Appendix B

University Committees with APSAC Representation

Business Process Improvement Task Force

Campus Safety Task Force

Division of Recreational Sports Advisory Committee

Faculty Compensation & Benefits

IT Strategic Governance Committee

Martin Award

One Brick Higher

Parking & Traffic

Retirement Investment Committee

Spring Fling

Staff Appeals Board for Traffic Violations

Sustainability Planning & Assessment Committee

University Policy Committee

University Senate

Voluntary Benefits Task Force

Staff Memorial

Workforce Engagement

Healthcare Strategy Committee

Presidential Working Group

Appendix C

Guest Speakers during APSAC General Meetings

Luis Lewin, Vice President for Human Resources

Adedayo Adeniyi, Director of Leadership & Organizational Development

Lowell Kane, Director the Lesbian, Gay, Bisexual, Transgender, and Queer Center

Al Diaz, Executive Vice President for Business and Finance, Treasurer

Tim Sands, Executive Vice President for Academic Affairs & Provost

Sue Davis, Benefit Programs Consultant

Cheryl Laszynski, Worklife Administrator

Greg Boylan, Assistant Director-Division of Recreational Sports

Jim Almond, Senior Vice President for Business Services and Assistant Treasurer

Melissa Johnson, Director of Budget & Fiscal Planning

Rebecca Ross-Field, HR Specialist

Mitch Daniels, President

Gina DelSanto, Chief of Staff

Nicole Noel, Medication Therapy Management Pharmacist

Brent Drake, Assistant Vice Provost and Director Enrollment Management Analysis

Heather Servaty-Seib, Associate Professor Educational Studies

Appendix D

APSAC Strategic Plan

APSAC Strategic Plan 2011-2014

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