



2011

Purdue University North Central

Administrative & Professional Staff Committee (APSAC)

No. 3-99, Originally dated November 15, 1993

Amended August 2, 1999

Amended March 17, 2004

Most Recently Revised March 10, 2011

Bylaws

No. 3-99, Originally Issued November 15, 1993
Amended August 2, 1999
Amended March 17, 2004
Most Recently Revised March 10, 2011

Introduction

The need to circulate information systematically and to generate meaningful discussion among Purdue University North Central administrative and professional (AP) staff members is central to the mission and effectiveness of Purdue University North Central's professional staff and senior leaders. A Purdue University North Central Administrative and Professional Staff Advisory Committee (APSAC), with membership representing all AP staff positions, provides a forum for discussion and feedback as well as a communication conduit to AP staff at Purdue University North Central (PNC).

History of APSAC

APSAC was created in 1993 under Administrative Memorandum No. 7-93, dated November 15, 1993. Administrative Memorandum No. 3-99, dated August 2, 1999 was superseded by No. 3-99, March 17, 2004. Most recently revised March 10, 2011.

Article I: Purpose

The purpose of the APSAC Committee is to represent AP staff through effective communication, to make recommendations to senior leaders of the University. To carry out other assignments as may be assigned by the Chancellor. APSAC's mission and vision statements clarify this purpose:

“The mission of the Administrative and Professional Staff Advisory Committee (APSAC) at Purdue University North Central is to provide support, promote interests, and act as an advocate for issues important to the administrative and professional staff.”

“The vision of the Administrative and Professional Staff Advisory Committee (APSAC) is to:

- Be viewed, campus-wide, as an effective, results-generating influence for change.
- Discuss and support the implementation of policies and procedures beneficial to AP staff which supports PNC's mission and vision.
- Seek collaborative opportunities with other Purdue University campuses, other professional and student groups and our service communities to pursue common objectives.
- Enrich and enhance PNC's environment of life-long learning by offering and supporting professional development opportunities.

Article II: Values

In addition to the mission and vision statements, APSAC has established the following values:

- Service with Integrity and Pride
- Cooperation That Builds Collaborative Relationships
- Personal, Professional and Leadership Development
- Open Communication that Creates Awareness and Fosters Innovation
- Autonomy and Flexibility to Face Challenges

APSAC shall engage programs and activities that support and promote these values.

Article III: Membership

A. Members

- The committee shall consist of 9 members and will be comprised of:
 - two (2) AP staff members from Academic Affairs,
 - two (2) AP staff members from Administrative Services,
 - two (2) AP staff from Enrollment Management and Student Services,
 - One (1) AP staff member representing Advancement, Alumni and (or) the Chancellor's Office.
 - one (1) AP staff to be named Emeritus member by the Committee, and
 - one (1) ex-officio member: the Director of Human Resources.
- In the case when this membership distribution cannot or will not occur, then the Committee will decide how to re-distribute based on the number of nominees who accepted the nomination to serve.
- One (1) of the nine (9) APSAC members with at least one year of tenure on the Committee shall serve as a representative on the West Lafayette Administrative and Professional Staff Advisory Committee. This member is responsible for communicating and gathering input from AP staff members on issues that could affect the PNC AP staff. The ability to circulate information systematically and to generate meaningful discussion among PNC administrative and professional staff members is central to the effectiveness of PNC's representation on West Lafayette APSAC.

B. Membership Nomination, Election and Term

- Nomination forms for membership will be distributed to all administrative and professional staff each year in September to fill vacancies for upcoming expiring terms. Nominees will be reviewed by an election committee to ensure each nominee is at least .5 FTE at PNC. This verification is done by contacting the Director of Human Resources. Once the FTE is verified the committee contacts the nominee to ask if the nominee accepts or declines the nomination. It is the responsibility of nominee to gain approval from their supervisor.

Purdue University North Central Administrative and Professional Staff Advisory Committee

2011

- With nominations accepted, the committee then will create election ballots and distribute to all AP staff each year on or about November 1. Election is by simple majority; all eligible AP staff members may vote.
- Election to the Committee is for three-year term beginning January 1 and ending December 31 of the third year.
- All nomination forms and ballots are to be stored for a rolling three years. After each election the oldest forms and ballots will be shredded, while the newest forms and ballots will be added to storage.

C. Vacancies

- When a vacancy occurs before a term officially expires, the Committee will attempt to replace the person (to complete the official term) from the most recent membership nomination forms in storage.
- When a Committee member is unable to attend (3) or more consecutive meetings, then a substitute member shall be solicited representing the same area that the departing member represents, when possible. It is the duty of the departing member to actively solicit a substitute member. *This is also the responsibility of the APSAC officers.* The proposed substitute member must be appointed and approved by the APSAC committee. The substitute member shall be a full voting member of APSAC until the departing member returns or until the departing member's term of office expires, whichever occurs first. The substitute member may request full membership when the new term opens for nomination.
- If a substitute cannot be recruited from the area of the departing member, the Committee can approve a substitute from another area, remembering to refer to the membership distribution at the next election.
 - It will be the responsibility of the Chair to monitor attendance to initiate this action.
 - Once the decision has been made to replace a departing member with a substitute, the Chair will be the one who communicates with the substitute.

D. Committee Member Responsibilities

- Attend monthly APSAC meetings
- Actively participate in APSAC subcommittees
- Represent APSAC on University committees
- Communicate information discussed at APSAC meetings to fellow staff members
- Convey fellow staff member concerns and comments to APSAC
- Be available for contact and communication with other administrative and professional staff members
- Act in an advisory capacity to PNC's senior administration and to make recommendations regarding *issues of interest* to the AP staff.
- Carry out other assignments as directed by the Chancellor

Article IV: Officers

Terms of office for all officers will be for one year from January 1 through December 31.

A. Chair

- The Vice-Chair serves as Chair-Elect for one year and is then appointed the Chair the following year.
- The Chair may appoint standing or ad hoc subcommittees from among Committee membership to study and make recommendation to the Committee. The Chair may recommend that persons not currently members of the Committee be appointed to these subcommittees.

B. Vice Chair

A Vice-Chair will be elected by the Committee at the January meeting each year. The Vice-Chair must have two (2) years minimum remaining on his/her Committee term so that he/she can serve as Chair the following year. Nominations for Vice Chair may be accepted from the floor.

B. Secretary

- Secretary will be elected by the Committee at the January Meeting each year. Nominations for the Secretary may be accepted from the floor.

C. Treasurer

- Treasurer will be elected by the Committee at the January Meeting each year. Nominations for the Treasurer may be accepted from the floor.

D. West Lafayette Representative

- West Lafayette will be elected by the Committee at the January Meeting each year with at least one year of tenure on the Committee shall be recommended. Nominations for the West Lafayette may be accepted from the floor.

Article V: Committee Activities

A. Standing Subcommittees

- Executive Committee shall consist of Chair, Vice-Chair, Secretary, Treasurer, and Emeritus Member: Governance
- Professional Development Subcommittee
- Engagement Subcommittee
- Election Subcommittee

B. Strategic Planning

- The Executive Committee shall review and update the APSAC Strategic Plan at least every three years. The APSAC Strategic Plan will be documented and made available to all Purdue University North Central faculty and staff.

C. Reporting

- The Committee shall prepare a *Year End Report and the Goals for the upcoming year* in February or March of each year to present to the Chancellor.
 - The Report should reflect APSAC accomplishments relative to its strategic goals during the previous year.
 - The Goals of the previous year should be revisited and updated for the upcoming year.
- The *Year End Report and Goals* shall be prepared by the Chair and submitted to the Chancellor for approval by the Committee.

D. Ongoing Activities

- The Committee shall review, interpret, and recommend changes to policies and procedures impacting AP staff. The University Administration, a member of the administrative and professional staff, a member of APSAC, or the Director of Human Resources may request this review.
- The Committee shall sponsor professional development activities.
- The Committee shall sponsor engagement activities.

Article VI: Meetings

A. Regularly Scheduled Meetings

- The Committee shall have regularly scheduled meeting as set by the Committee.
 - These meetings shall occur monthly during the daytime working hours.
 - These meetings shall proceed according to an agenda and Roberts Rules of Order.

B. Agenda

- Any AP staff member may present an item to be considered for the agenda of a regularly scheduled meeting.

C. Quorum

- A simple majority of total number including the chair shall constitute a quorum for conducting meetings. All meetings shall be open to AP staff.

D. Voting

- Voting on all matters other than election of officers shall be by voice vote unless a secret ballot is requested.
- The Chair does not vote. The Chair maintains the role of tiebreaker, should the need arise.
- The Ex-officio and the Emeritus members on the Committee have no vote.

E. Special Meetings

- Special meetings may be called by the Chair or at the request of the Committee members. Each member shall be contacted by telephone or email at least two days prior to the special meeting date and shall be informed of the time, place, and topic to be discussed.

Article VII: Origination of Matters for Committee Action

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

- A. By an individual or group of staff members either:
- through a member of the Committee; or
 - by placing a written and signed statement of the matter on file with the Committee.
- B. By the University administration or any of its officers.

Article VIII: Communications with Senior Leadership

APSAC shall initiate an annual meeting with the Chancellor to submit the Year End Report and proposed budget and goals for approval. In addition to annual meeting with the Chancellor, APSAC shall communicate with the Vice Chancellors the APSAC committee goals and strategic plan for the purpose of sharing information, support, and feedback. These communications may be initiated by the Chair of APSAC or his/her designee and may occur in writing, in one-on-one discussions, or in formal APSAC committee meetings.

Article IX: Amendment of Bylaws

These bylaws may be amended by a majority vote of the Committee members present at any regularly scheduled meetings. All proposed changes in the bylaws must be provided to the committee in writing at least two weeks in advance of the meeting in which the vote is taken. All changes in the bylaws are subject to the approval of the Chancellor.