



**2011**

**Purdue  
University North  
Central**

Strategic Plan Subcommittee:  
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**Administrative & Professional  
Staff Committee**

Revised: January 31, 2011

## Strategic Plan

### Preamble

In May of 1988, the Administrative and Professional Staff Advisory Committee (APSAC) was first established on the West Lafayette campus to build a formal communication link between Administrative and Professional (A/P) staff and to central administration. Formally established in Executive Memorandum NO. C-16,

“It is Purdue University’s policy to solicit and give careful consideration to suggestions and advice from administrative and professional staff in the formation of University policies and procedures and other matters relating to the terms and conditions of employment for administrative and professional staff.”

In November of 1993, the Administrative and Professional Staff Advisory Committee (APSAC) was formed at Purdue University North Central.

APSAC is comprised of nine (9) members representing approximately 100 administrative and professional staff. These nine members 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 and Alumni,
- one (1) AP staff to be named Emeritus member, and
- one (1) ex-officio member: the Director of Human Resources.

One (1) APSAC member 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 Purdue University North Central administrative and professional (AP) staff members is central to the effectiveness of PNC’s representation on West Lafayette APSAC.

The requirement for eligibility to be nominated for the APSAC Committee is that an administrative and professional employee is employed at least a .5 FTE.

APSAC functions with a chairperson, a vice chairperson, a secretary, and a treasurer; a large number of its actual work is accomplished in subcommittees:

- Executive Committee
- Professional Development Subcommittee
- Engagement Subcommittee
- Election Subcommittee

The committee meets monthly. As an advisory committee, APSAC discusses and advises on issues related to administrative/professional staff at Purdue University North Central. APSAC collaborates with the University on many issues and is relied upon for assistance and involvement.

### **Mission Statement**

“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.”

### **Vision Statement**

“The Purdue University North Central Administrative and Professional Staff Advisory Committee (APSAC) work diligently to become a respected committee that yields results for Administrative and Professional staff with appropriate and timely feedback.”

### **APSAC Shall...**

- Be viewed campus-wide as an effective, results-generating influence for change.
- Initiate and support the implementation of policies and procedures beneficial to administrative and professional 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 PNC’s environment of lifelong learning by providing and supporting meaningful staff and individual professional development opportunities.
- Enhance communication and seek collaboration with administration, faculty, and staff.

### **Values and Culture**

#### **APSAC Values...**

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

#### **APSAC Culture...**

- PNC’s APSAC community has diverse backgrounds, cultures, and viewpoints that enable us to function as a cohesive group. The Committee serves as an advocate for administrative and professional staff and strives for excellence at all times.
- APSAC at PNC engages in outreach activities to enhance the environment of lifelong learning and high quality education by:
  - collaborating with other employee and student groups
  - supporting efforts to partner with PNC service communities, and
  - working with senior administration.

## APSAC Strategic Response

To realize our vision, APSAC shall pursue six major goals over the next 3-5 years:

### Goals and Strategies:

**Strategy 1: Revise By-laws**

Action Step: Form subcommittee

Time Table: In progress

**Strategy 2: Revise Strategic Plan**

Action Step: Form subcommittee

Time Table: In progress

**Strategy 3: Publicize Revised Bylaws and Strategic Plan**

Action Step: Collaborate with Campus Relations to Update APSAC website

Time Table: Upon completion of revisions

**Strategy 4: Establish and implement APSAC Employee Excellence Award**

Action Step: In planning stages

Time Table: To be determined

**Strategy 5: Continuing to increase APSAC visibility**

Action Steps: Host PNC December Holiday Luncheon

Host Open Forum

Free Compliments and popsicles to students- Spirit Week

Year end "Changing of the Guard" luncheon

Time Table: In accordance with the APSAC Task Calendar

**Strategy 6: Professional Development**

Action Steps: Professional workshop for all AP staff

Grants:

Increase from one to two Dependent Scholarship Grants in the amount of \$300

Continue to offer Professional Development Grant for \$500

Time Table: In accordance with the APSAC Task Calendar