



Management and Professional Staff Advisory Committee

Executive Summary & Annual Report 2023-2024

**Submitted by JJ Sadler
MaPSAC Chair 2023-2024**

June 2024

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1. EXECUTIVE SUMMARY – SUBMITTED BY JJ SADLER, MAPSAC CHAIR 2023-2024

A. Purpose

Since 1988, MaPSAC has been a partner of the administration to improve Purdue University with respect to staff well-being.

According to *Policy V.B.2* taken from www.purdue.edu/policies/governance/vb2.html

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.*

MaPSAC acts as a sounding board to give feedback on administrators' proposals. MaPSAC considers matters from staff and provides recommendations to the administration. MaPSAC facilitates communication between staff and senior administrators.

B. Official Reporting Period

The official reporting period is June 1, 2023 to May 31, 2024 with JJ Sadler as the chair, Misty Hein as vice-chair, and Brittany Cruz as executive secretary.

C. Major Topics

- a. Extension of flagship campus to Purdue University in Indianapolis.
- b. The passage of [Indiana SB 202 \(now SEA 202\)](#) regarding intellectual and academic freedom.
- c. Concerns of on-campus parking options that are near where many people work (e.g., YONG, STEW, PMU, LILY)

D. Goals for the 2023-2024 Year

1. Continue to further develop and enhance communication, collaboration and partnerships with university administration, leadership bodies, and cultural centers by implementing various speaker sessions within full committee and executive committee meetings.

- d. Strengthen work with CSSAC leadership partners to bridge gaps and support our Purdue community.
- 2. Ensure Management and Professional staff continue to have a chance and a proper outlet to provide feedback regarding major changes happening within Purdue University by regular outreach and communication.

E. *Other Notable Accomplishments*

- e. Established a Campus Feedback Form to allow direct anonymous, if desired, feedback, comments, or questions from the Purdue campus community.
- f. Successfully integrated our Recognition Luncheon with new member orientation and the Excellence Award presentation.
- g. Secured approval for future MaPSAC and CSSAC leaders to receive stipends as an administrative supplement for additional time needed to complete the activities for successful, campus-wide advisory committee.

F. *Looking Forward*

Increased transparency and engagement between administrators, staff, and faculty create benefits in both the short and long term. MaPSAC facilitates this communication and strives to help foster a culture and community of communication and cooperation in good faith. Considering future goals, we could address the following items:

- h. Foster an inclusive environment that eschews “us versus them” thinking.
- i. Communicate outcomes following MaPSAC involvement to showcase value to staff colleagues.
- j. Develop a website to address items that are brought up through the Campus Feedback Form to allow for quick communication, especially for those submitted anonymously.
- k. Reviewing the MaPSAC strategic plan as Purdue in Indianapolis begins on July 1, 2024.

2. ANNUAL REPORT

G. *Full Committee Report - Submitted by JJ Sadler, MaPSAC Chair*

MaPSAC’s discussions, resolutions, and communications benefit staff and the mission of the University. By combining our brainpower and sharing our experiences across this diverse group from throughout the West Lafayette campus and the entire Purdue system, we see patterns and devise creative solutions that a lone office could never realize.

Not only does MaPSAC constitute a representative group of Management and Professional staff available to give feedback on proposals, but members also reach out to their areas to share information and begin to effect change. With Purdue having 4,646 Management and Professional staff at Purdue (in 2023, according to Data Digest), MaPSAC comprises of 25-30 voting members: 21 selected from across 11 groups that span all areas of the West Lafayette campus, one from each regional campus site, and members-at-large (as long as the total number of voting members does not exceed 30).

As an advisory committee, MaPSAC meets monthly to discuss and make recommendations on issues that are important to Management and Professional staff. Much of the committee's work is completed through our subcommittees of Compensation and Benefits, Membership and Communications, and Professional Development and as representatives on University committee.

During our 2023-2024 year, MaPSAC served on 18 University committees, task forces, and focus groups. Reports from MaPSAC subcommittees and University committees can be found below this Full Committee Report.

MaPSAC's ongoing focus is to improve the Purdue community for staff through increased communication, visibility, and proactive action on issues that are important to Management and Professional staff.

3. SUBCOMMITTEE REPORTS

The following key accomplishments of each subcommittee were the result of hard work and thoughtful implementation.

H. Compensation and Benefits – Submitted by Kelsey Chapman, Subcommittee Chair

Representative(s):

June 2021 – May 2022 Members:

Wesley Shoop (Chair)
Kelsey Chapman (Vice Chair)
David Huckleberry (emeritus)
Colleen Banter
Samanthi Obeyesekera
JJ Sadler
Anna Subramaniam
Yang Yang

June 2022 – May 2023 Members:

Kelsey Chapman (Chair)
Misty Hein (Vice Chair)
Colleen Banter
Samanthi Obeyesekera
Wesley Shoop
Anna Subramaniam
Yang Yang

Description (taken from MaPSAC Operating Procedures):

- 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.

Report:

Goals:

- Continue Excellence Award Program
- Handle constituents' questions and issues in expedient and knowledgeable manner
- Access compensation and benefit data to review and advise Compensation and Benefits leadership in regard to issues impacting MaPSAC membership

Accomplishments:

- The 2021 Resource Fair was not held due to the COVID-19 pandemic; in 2022, the subcommittee voted to discontinue the Resource Fair due to the hybridization of many Purdue staff positions. Purdue HR has (as of 5/3/2023) expressed interest in bringing the Resource Fair back, albeit less as a MaPSAC initiative and more as a Purdue HR initiative.
- Worked closely with Candace Shafer in HR regarding changes to Healthy Boiler Portal
- Considered in upcoming benefits as well as HR taking suggestions from Comp & Benefits on possible future implementations of items to benefit employee health and involvement. Candace is involved in our monthly subcommittee meetings.
- Handled constituent questions/concerns as a group and with support from HR and Executive Committee for timely and concise information on wide reaching issues from Job Family Structure to HSA/FSA vendor changes to Winter Break time off
- David Krull left the university in August 2022 and stalled our conversations regarding internal vs external candidates. His replacement was hired in April 2023 and we met him in May 2023. We intend to pick up our conversation this upcoming year. *Context from 2021-2022: We originally began working with David Krull on what we intend to be a monthly discussion concerning Compensation issue, much as we have established with Candace Shaffer on Benefits. We received answers to questions about the hiring process for internal vs external candidates and confirmed that many of the practices at Purdue being cited as “policy” are simply “guidelines” for hiring committees to use.*
- Purdue Compensation removed the 0%-5% raise suggestion for internal candidates. In April 2023, Purdue Compensation published a new reference, announcing that lateral moves don’t warrant an increase. Internal promotions will now be treated as external hires in regards to compensation. In some situations, departments can request a nominal increase but all increases state that Purdue HR must be consulted. C&B intends to address these changes in the 2023-2024 academic year.
- Worked with Candace to increase communication regarding CHL’s pediatric healthcare and which providers can see children.
- In Fall 2022, met with Purdue HR rep Brenda Coulson to discuss Purdue job classifications and the challenges that people in certain pay bands experience. For example: the jump from one pay band to another that involves a tax bracket change feels like a demotion instead of a promotion. This conversation will continue with the hire of David Krull’s replacement.

I. *Membership and Communications – Submitted by Elizabeth Gray, Subcommittee Chair*

Representative(s):

June 2021 – May 2022 Members:

Angie Sigo (Chair)
Elizabeth Gray (Vice Chair)
Stacey Baisden (Emeritus)
De Bush (Emeritus)
Stephanie Dykhuizen
Nicole Finley
Hugh Gardner
Tony Mull
Kerry Ticen

June 2022 – May 2023 Members:

Elizabeth Gray (Chair)
Stephanie Dykhuizen (Vice Chair)
Eric Adams
Nicole Finley
Joseph Freeman
Hugh Gardner
Tony Mull
Kerry Ticen
Angie Sigo

Description (taken from MaPSAC Operating Procedures):

- 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.

Report:

MAC participation

- Delegated and engaged all members of MAC in the activities of the subcommittee during the fall 2022 semester in order to provide sustainability of committee membership.
- All subcommittee members were assigned duties and all have participated. They are as follows (but not limited to): the MaPSAC membership drive, the Community Spirit Award recipient selection, the composition/distribution of The Sentinel newsletter, and securing accurate member information for the MaPSAC website.

Website

- The website was updated so that the APSAC url was changed to more accurately reflect the updated name.

Sentinel

- The *Sentinel* provides the communication from the MaPSAC Chair along with other relevant M/P staff news.
- Delivra reports analytics in tracking use and relevance of *Sentinel* content for the last couple of years. Readership during the last year has increased from 45.6% to 48.2% (a significant increase for typical newsletters)
- The Sentinel was redesigned by the MAC subcommittee for the release of the July 2022 newsletter. The redesign features a new MaPSAC member spotlight for each newsletter.
- The content for the *Sentinel* newsletter continues to be developed by the MAC subcommittee and has been sent by the MAC subcommittee for the past year.

MaPSAC Membership Process

- Using the MaPSAC Mailman Lists, Stephanie Dykhuizen circulated emails to Areas of Membership where new members were needed. The first email was sent 2/8/22 and a reminder was sent on 2/23/22.

- A Qualtrics survey was used to collect applications. Applicants provided a resume, answered a few questions, and ranked their interest in each subcommittee.
- Interviews were conducted over a two-week period in March via Microsoft Teams.
- Interviews for MaPSAC membership were conducted by two MAC members each, using the same questions for each interviewee. A rubric was used to evaluate candidates in order to mitigate bias as much as possible.
- 24 complete applications were received, 22 applicants were interviewed, and 6 new members were selected.
 - One applicant declined the appointment, and an alternative candidate was chosen.
 - All new members were assigned a seasoned MaPSAC mentor.

Community Spirit Award

- We had a total of 7 nominations for the 2022 Community Spirit Award.
- MAC met with CSSAC Professional Development subcommittee and CSSAC Chair to review nomination forms and to determine a winner on Tuesday, September 20, 2022.
- Evaluation of nominations was done using a rubric in order to mitigate bias.
- **Sandra May**, Graduate Programs Administrative Assistant, Weldon School of Biomedical Engineering, College of Engineering, was announced the winner. She volunteers as a big sister in the Big Brothers Big Sisters of America and is a youth group leader and lifetime member of the Beta Chapter of Kappa Kappa Sigma Sorority.
 - Nomination write up: Kappa Kappa Sigma Sorority is based on Social Service. It is a means of combining the time and talents of concerned women to make the community in which they live a better place. While association in Kappa Kappa Sigma Sorority is balanced with good fellowship and lasting friendships, dedication to the welfare of others is the keynote. Beta Chapter began in Chalmers, Indiana, in 1921 and now has members from many communities including Brookston, Lafayette, Monticello and West Lafayette. Sandy May has been an active member for almost 27 years. In the organization's leadership, she has served as President, Vice President and Secretary multiple times (including Secretary in the current year). She has also served on the advisory board, as custodian of the badge, social editor, historian and the annual convention co-chair. The group's major fundraiser for the year is a food stand at the White County 4-H Fair. Sandy served as chairperson of the fair stand committee for four years, which involved planning, ordering and oversight of operations. In her first year as chairperson, profits increased by over \$2,000 from the previous year. All profits earned are given back to area communities to such causes as scholarships for high school students, backpack programs, first responders, Special Olympics, Dolly Parton's Reading Junction, local food pantries, Lafayette Honor Flight and many others. As part of Kappa Kappa Sigma Sorority, Sandy has participated in and led other initiatives such as cookie trays for shut-ins and care centers, fish pond for children at the Brookston Apple Popcorn Festival, and the

annual Brookston Easter Egg Hunt. Fun fact: Sandy has served as the Easter Bunny for over 20 years!

- Her nominator also wrote, *“I’m nominating Sandy May for the Community Spirit Award because of her unwavering support and activities related to the Beta Chapter of Kappa Kappa Sigma Sorority; a philanthropic organization based on social service. Sandy has been a very active member from 1995 to present; more than 25 years. While she may play it down, one of her biggest contributions has been dressing up in full costume and volunteering as the Easter Bunny at the annual Easter egg hunt in Brookston, Indiana for over 20 years! She’s also held multiple offices and been chairperson in charge of organizing their food sale booth at the White County fair for at least four of those years. Sandy takes her responsibilities toward the sorority, and their needs, as seriously as she does in serving our school and the graduate student population that she assists. To quote some of those students: “It is well known amongst students that Sandy has an open door to all questions and concerns about graduate student life in the department, and is often the first stop for students in search of answers or advice. Her care for students above and beyond her administrative duties is clear, and she has a significant impact on the learning and working environment for graduate students in BME at all stages.” I off the most heartfelt support of Sandy’s nomination for this award.”*
- Award was presented by Bill Bell, vice president for Human Resources, in October 11, 2022 at the MaPSAC/CCSAC full meeting.
- Stories of this presentation appeared in [Purdue Today](#) and [The Sentinel](#).
- A photo opportunity was arranged (by MAC member Nicole Finley) at the Purdue Memorial Union to present Sandra with a plaque in person.

Future Goals

- The committee will continue working with HR staff to improve document and records management for MaPSAC and ensure materials are accessible to all members. With the move from SharePoint to MS Teams, there are still some logistics to work out.

J. Professional Development – Submitted by Jaclyn Palm, Subcommittee Chair

Representative(s)

June 2021 – May 2022 Members:

Christal Musser (Chair)

Mike Springer (Emeritus)

Jaclyn Palm (Vice Chair)

Joseph Levell
Andy Pruitt
Megan Brashear
Jacquelyn Thomas- Miller
Ryan Ickert
Johnna Dexter-Wiens (May – Dec.)

June 2022 – May 2023 Members:

Jaclyn Palm (Chair)
Jacquelyn Thomas- Miller (Vice Chair)
Megan Brashear
Christal Musser
Ryan Ickert
Kim Pearson
Amy Deitrich
Mark McNalley
Mike Springer (Emeritus)

Description (taken from MaPSAC Operating Procedures):

- 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.

Report:

Hadley Lecture, Spring 2022

Dr. Ellen Kossek, the Basil S. Turner Distinguished Professor Management in the Krannert School of Management, served as the Hadley Lecturer for Spring 2022 on February 8, 2022. The presentation was held from 10:00 a.m. – Noon. Dr. Kossek presented on Managing Work-Life Boundaries in the Flexible Job Age Through COVID-19 and Beyond. This was an interactive workshop that was held via Zoom and was not recorded.

Lovell Lecture, Fall 2022

MaPSAC Professional Development (PD) subcommittee sponsored the Fall 2022 Lovell Lecture Series on November 14, 2022 that featured Dr. Theresa Mayer, Executive Vice President for Research and Partnerships at Purdue University. The event was held in person with a virtual option via a

Zoom presentation managed by ITaP Video and Production Services (Ed Dunn) from 9:30-10:30 a.m. We hosted approximately 63 people who were able to listen and participate in the presentation via the live-streamed event and 14 in person. Dr. Mayer discussed her leadership experiences and the importance of research at Purdue. Here is link to the presentation <https://youtu.be/Ffvkkw1Ttf8>

Hadley Lecture, Spring 2023

MaPSAC Professional Development (PD) subcommittee sponsored the Spring 2023 Lovell Lecture Series on April 19, 2023 that featured Mr. William “Bill” Johnson, Student Success Navigator/Student Success Coordinator/Life Design Catalyst, School of Health and Human Sciences, University of North Carolina at Greensboro. The event was held virtually via a Zoom presentation managed by ITaP Video and Production Services (Ed Dunn) from Noon-1:00 p.m. There were approximately 80 people who were able to participate during the live session. Bill presented on Designing Great Work on Purpose. Here is a link to his presentation <https://www.youtube.com/watch?v=Yvb2G4KUJu8>

Sentinel Articles

January 2022- Advertised 14 grants awarded Fall 2021

February 2022- Advertised MaPSAC’s Spring 2022 Grants

August 2022 – Advertised Fall 2022 MaPSAC PD Grant Application Information

September 2022- Advertised Fall 2023 MaPSAC PD Grant Application being open

October 2022 – Advertised MaPSAC’s Lovell Leadership Series

February 2023- Advertised Spring 2023 PD Grants

March 2023 – Advertised MaPSAC’s Hadley Professional Series

Grants

Fall 2022 – 21 applications received, (0 ineligible)- 16 grants awarded - \$10,028.

Spring 2023 – 45 applications received (4 ineligible) – 15 grants awarded - \$10,034.

4. UNIVERSITY COMMITTEE REPORTS

MaPSAC members serve on several other committees throughout the University. These members provide their personal perspective, reports to MaPSAC, and an opportunity for MaPSAC members to give feedback on topics under consideration. From 2022-2023, three previous committees were dissolved.

K. College of Engineering Dean’s Staff Advisory Council – Submitted by Kerry Ticen, MaPSAC Representative(s)

Representative(s):

- From the June 2021 - May 2022 timeframe Kerry Ticen was the primary representative.
- From the June 2022 - May 2023 timeframe Kerry Ticen was the primary representative and Elizabeth Gray was the backup representative.

Description:

The College of Engineering (CoE) Dean's Staff Advisory Council is an action-oriented committee with the goals of (a) developing more awards for staff, (b) developing career pathways for staff, and (c) developing professional development opportunities for staff. During the 2022-2023 academic year there were new awards added for the Business Office, Academic Advisors and Research.

Report:

Reporting period January 1, 2022 – December 31, 2022:

The College of Engineering (CoE) Dean's Staff Advisory Council is an action-oriented committee with the goals of (a) developing more awards for staff, (b) developing career pathways for staff, and (c) developing professional development opportunities for staff.

We met virtually several times throughout the year, due to continued covid restrictions. In December CoE DSAC awarded the 2022 CoE Staff Awards. We met this year and had our usual live dinner and presentation of awards. This was done on December 9, 2022 and was held at the Shively complex.

During this ceremony we awarded the CoE Staff Award of Excellence. Award amounts were increased, and new awards were added (Business Office, Academic Advisor and Research). In all, 25 CoE staff (of 600 total who were eligible) collectively received \$36,000 in awards. <https://engineering.purdue.edu/Engr/People/Awards/Institutional/Staff/2022/ptIndexYear>

We also had the PRIME Professional Grants – 10 professional development grants (valued at \$1,500 each) were awarded <https://engineering.purdue.edu/Engr/People/Staff/prime-grants>

L. Eudoxia Girard Martin Award – Submitted by Christal Musser, MaPSAC Representative(s)

Representative(s):

- June 2021 - May 2022 Christal Musser and Stephanie Dykhuizen were the representatives.
- June 2022 - May 2023 Christal Musser and Nicole Finley were the representatives.

Description:

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.

Report:

The Eudoxia Girard Martin Memorial Staff Recognition Award is intended for fifth-level secretaries or administrative assistants with five years of continuous service on Purdue's West Lafayette campus. It is awarded to staff who accomplish their duties with a special caring and helpfulness to students, faculty and staff. Three individuals were nominated for the award in 2022. Two members of MaPSAC and two members of CSSAC evaluate the nominees. The winner in 2023 was Tammy Crider. Tammy has served the Department of Sociology as the Lead Administrative Assistant since 2019. She is an exceptional member of the team and has taken on additional responsibilities during the pandemic and when another staff member became ill. We all benefit from the loving care Tammy shows every member of our community. Her nominator mentioned, "the spirit in which she took on new and pandemic tasks that ranged from mundane to the most complicated was incredible. It was clear that ensuring graduate students were signed up for their classes, were given PPE, and could maintain community was a priority. She set up a graduate student appreciation week for them in the spring of 2021- going beyond the call of duty simply because it was important for our students. When scheduling the undergraduate classes was falling behind because of an ill coworker, Tammy stepped up. "Students need their classes" was her attitude, and her coworker needed support."

Tammy received a medallion, a framed description of the life of Eudoxia Girard Martin and a \$1,000 honorarium.

***M. Recreation & Wellness Advisory Board – Submitted by Hugh Gardner,
MaPSAC Representative(s)***

Representative(s):

- From June 2021 - May 2022 Clinton Pruitt was the primary representative.
- From June 2022 - May 2023 Hugh Gardner was the primary representative and JJ Sadler was the backup representative.

Description:

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.

Report:

The FY 23 Recreation and Wellness sessions were primarily focused on the Outdoor Master plan (developed and presented for feedback, but not finalized), the reorganization of facilities in the France A. Córdoba Recreational Sports Center (informally known as Court Flip-still in development), and updates on progress to attain pre-Covid levels of staffing. FY 24 should see decisions and implementation of some portions of the Outdoor Master plan and Court Flip.

N. Retirement Plan Committee – Submitted by Colleen Banter, MaPSAC Representative(s)

Representative(s):

- From June 2021 - May 2022 Colleen Banter was the primary representative.
- From June 2022 - May 2023 Colleen Banter was the primary representative.

Description:

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.

Report:

The Retirement Committee has been focused on several initiatives this past year:

- Increasing attendance at virtual events with Fidelity including financial wellness, retirement options, and savings, and planning for retirement. This includes a ramped up communication campaign during America Saves Week.
- Reviewing the 3 year waiting period for employees to participate in retirement fund. They will provide recommendations soon regarding this policy. Candace working on reviewing this and they are hoping to examine details soon in the committee. If it is implemented, it would apply to new hires moving forward and anyone still in the 3 year waiting period. Any changes probably would not be instituted until Jan 1, 2024. Has to go to Board of Trustees for final approvals.
- Communicating with folks still on legacy retirement plans (TIAA CREF) to help them understand the benefit of consolidating their funds into Fidelity.
- HR & Payroll team accomplished several big projects, PERI employers are integrated in HR/retirement programs. Transitioned Purdue Global HR activities into university systems. Lots of operational work and behind the scenes work to do this.
- Engaging in an updating your Beneficiary campaign to encourage everyone to update. Tied into benefit/open enrollment time. Saw a 15% increase in folks updating their beneficiaries since the focus on this began.
- HR has spent time with looking at the secure 2.0 retirement legislation that was passed. How has this affected Purdue's approach to retirement. Working through Fidelity (our record keeper). More guidance from dept. of labor and IRS on what this legislation means for us in the coming months. What are optional provisions? What are required? More to come as they try to understand this legislation and its impact on our systems/policies.

O. *Spring Fling Committee – Submitted by Michael Springer, MaPSAC Representative(s)*

Representative(s):

- From June 2021 - May 2022 no representatives. Event cancelled due to continued pandemic restrictions.
- From June 2022 - May 2023 Michael Springer and Amanda Emmons were the representatives.

Description:

The Spring Fling Committee plans, coordinates, produces and ensures that the annual Spring Fling event goes according to schedule. The committee includes, amount 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.

Report:

Spring Fling 2022

Spring Fling 2022 was still canceled due to the COVID-19 pandemic restrictions.

Spring Fling 2023

The committee met actively to review and plan Spring Fling 2023. MaPSAC is responsible for the BINGO event and actively collected various Purdue Swag items to distribute as prizes. Amanda Emmons sent out a “Signup Genius” to obtain volunteers to work the event throughout the day. All of MaPSAC was opened up to volunteer for other events as they would like. Challenge this year was budget has been the same for the last 12 years and costs have significantly increased since the last event held in 2019. We had to cut many of the previously staple items or opt for changes in items from before to stay within budget successfully. Another challenge was finding a good way to include our remote workforce. The walk was designed for anyone to be able to sign up and complete the required “length” during the open time frame and still be able to earn a medal.

P. *Staff Memorial Committee – Submitted by Amanda Emmons, MaPSAC Representative(s)*

Representative(s):

- From June 2021 - May 2022 Cameron Ward and Amanda Emmons were the representatives.
- From June 2022 - May 2023 Amanda Emmons and JJ Sadler were the representatives.

Description:

Joint MaPSAC/CSSAC committee established to oversee and administer the Staff Memorial, an annual ceremony held in recognition of staff members who passed during the past year. MaPSAC Chair & MaPSAC Vice Chair both serve on this committee.

Report:

Every year MaPSAC and the Campus Support Staff Advisory Committee (CSSAC) oversees the Staff Memorial event. MaPSAC and CSSAC together host a Staff Memorial service to honor our colleagues we lost the previous year.

On April 27, 2023, a Purdue Today article was published announcing the Staff Memorial Event and provided the special link to the pre-recorded video honoring our colleagues. The Bell Tower chimed 13 times in memory of our colleagues at 3:15 PM on April 28, 2023. A memorial wreath and laminated listing of those lost was placed at our rain location due to poor weather, in the Union, rather than the Bell Tower for any visitors. We honored the 13 Purdue colleagues we lost in 2022.

The 2022 colleagues we lost were the following:

| | | |
|---------------------|---------------------|--------------------|
| Marvin R. Fairer | William A. Paligraf | Ted A. Teel |
| Raymond E. Griffith | Philip B. Reid | Marc E. Williams |
| Adam J. Hubner | Diane C. Ross | James B. Anonymous |
| Ralph E. Miller | Norman L. Rowe | |
| Keith R. Molter | Charles B. Smith | |

***Q. Survey Oversight Committee– Submitted by Stephanie Dykhuizen,
MaPSAC Representative(s)***

Representative(s):

- From June 2021 - May 2022 Colleen Banter was the representative.
- From June 2022 - May 2023 Stephanie Dykhuizen was the representative.

Description:

The committee meets every six weeks between January – November 2021. After that, the committee will meet once before the start of each academic term.

Committee's Charge: Establish the scope and duties of the Survey Oversight Committee in order to establish and then promote efficiency in surveying activities. This work will ensure that Purdue University, its various units, and scholars collect and benefit from high-quality, useful survey data in the most efficient manner possible.

Better coordinating the surveying of Purdue's constituencies is an important step to take for our community. For this reason, IDA+A needs guidance to establish practices and policies that will encourage our community to be effective and efficient in its surveying. Those that deliberate on these practices and policies should be representative of our community. We seek to establish a Survey Oversight Committee that is representative of the various constituencies that make up our community. The composition of the Survey Oversight Committee shall consist of senior leadership and student leaders from across Purdue University- West Lafayette (PWL)

that represent each of the following constituencies: undergraduate students, graduate students, staff, and faculty.

Report:

Committee hasn't met this term. IDA+A has new staff so they are hoping to begin meetings again in future.

R. University Policy Committee – Submitted by Joseph Freeman, MaPSAC Representative

Representative(s):

- From June 2021 - May 2022 Angie Sigo was the primary representative.
- From June 2022 - May 2023 Angie Sigo was the primary representative and Hugh Gardner was the backup representative.

Description:

The University Policy Committee (UPC) provides institutional review, feedback, and recommendation of approval of Purdue University system-wide policies and West Lafayette campus policies. All new and substantively revised policies must be vetted through this committee before they are brought forth to the Executive Policy Review Group (EPRG) for approval.

Report:

The policies reviewed include: IV.A.8, II.A.1, V.B.6, II.A.2. The topics covered by the policy include: Communicable Disease Emergencies and Pandemics, Hospitality Expenses, Campus Support Staff Advisory Committee, Moving Allowances.

- August 2022:
 - **Communicable Disease Emergencies and Pandemics (IV.A.8)**
 - Clarified that policies and other documents are developed and issued as a result of the University declaring a public health emergency and may be withdrawn by the University. Included in the Provost's responsibility that input from faculty, staff and student leadership will be solicited as time permits.
- September 2022:
 - **Hospitality Expenses (II.A.1)**
 - Significant changes were made to the policy to allow more flexibility. Separate operating procedures were established to support the policy.
 - Example of the changes: allowing (non-local) remote workers the ability to expense a meal or refreshments for a department gathering they were not able to attend on site.
- Feb 2023:

- **Campus Support Staff Advisory Committee (V.B.6)**
 - change to go up to 25 members from 23. Increased due to staff population increase since last update.
 - There was discussion during this for any future policies relating to committees to specify number of voting members vs emeritus members or advisory members Etc...
- **Moving Allowances (II.A.2)**
 - Due to Tax changes, new policy now does not require as extensive tracking of expenses.
 - Addition for post-doctoral research
 - Clarify who approves moving allowance and who is not allowed moving allowances. Defined as Unit -Head. A vice president, vice provost, vice chancellor, dean, director, or head of a school, division or department.
 - Added definition for Unit Head and noted the responsibility for consistent application of the policy. Updated hyperlinks throughout

S. University Senate – Submitted by JJ Sadler, MaPSAC Representative(s)

Representative(s):

- From June 2021 - May 2022 Amanda Emmons was the primary representative and Cameron ward was the backup representative.
- From June 2022 - May 2023 JJ Sadler was the primary representative and Amanda Emmons was the backup representative.

Description:

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.

Monthly Reports can be found on the website at

<https://www.purdue.edu/senate/meetings/index.php>

T. University Senate (Faculty Committee): Staff Appeal Board for Traffic Regulations – Submitted by Wesley Shoop, MaPSAC Representative(s)

Representative(s)

- From June 2021 - May 2022 Michael Springer was the primary representative and Wesley Shoop was the backup representative.
- From June 2022 - May 2023 Wesley Shoop was the representative and Angie Sigo was the backup representative.

Description:

The board hears and determines the disposition of all appeals made to it regarding traffic regulation violations and related fines.

Report:

Staff Appeal Board for Traffic Regulations – Data for CY 2022

Total of 85 regular appeals (65 citations were upheld), and 9 in-person appeals (7 citations were upheld).

- Feb: 20 regular appeals, 14 citations upheld; 1 in person appeal, 1 upheld
- April: 9 regular appeals, 7 citations upheld; 2 in person appeals, 1 upheld
- May: 4 regular appeals, 3 citations upheld; 2 in-person appeals, 2 upheld
- September: 4 regular appeals, 2 upheld
- November: 23 regular appeals, 17 citations upheld; 2 in-person appeals, 2 upheld
- December: 25 in-person appeals, 22 upheld; 2 in-person appeals, 1 upheld

U. *University Senate Advisory Committee – Submitted by Amanda Emmons, MaPSAC Representative(s)*

Representative(s):

- From June 2021 - May 2022 Cameron Ward was the representative.
- From June 2022 - May 2023 Amanda Emmons was the representative

Description:

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.

Report:

No report is available due to confidentiality of meetings. No backup person allowed to sit in if representative is unavailable to attend due to the confidentiality of meetings.

V. *University Senate: Committee for Sustainability – Submitted by Mark McNalley, MaPSAC Representative(s)*

Representative(s):

- From June 2021 - May 2022 JJ Sadler is the primary representative with Anna Subramaniam as the backup representative.
- From June 2022 - May 2023 Mark McNalley is the primary representative with Anna Subramaniam as the backup representative.

Description:

The purpose of the committee shall be to set five-year goals to advance the sustainability of the university, guided by Purdue University's Sustainability Strategic Plan including but not limited to reducing overall energy consumption and transitioning to greater utilization of clean and renewable sources of energy, determine measurable objectives for achieving these goals, and evaluate progress in meeting the objectives. Alice Pawley is the current chair with Jon Rienstra-Kiracofe as the vice-chair.

Report:

Summary of 2022 Meetings

August 23rd meeting – Review of mission of committee and founding documents. Focus on three ways to bring change – legislative, oversight and pressure. Discussion about Vice-chair with Jon Rienstra-Kiracofe agreeing to step into role. Discussion about year-long calendar.

September 28th meeting - Jon Rienstra-Kiracofe was confirmed as Vice-Chair. Updates sub-committees – Divestment/Investment, Greater Lafayette Climate Action Plan, STARS, newly created Carbon Neutral Purdue legislation group.

October 25th meeting – Reviewed presentations to PSG and PGSG on sustainability efforts. Subgroup had breakout sessions to focus on creating documents for legislation to be based on.

November 22nd meeting – Presentation about sustainability on Fort Wayne campus by Bruce Kingsbury. Reviewed carbon neutrality legislation letter and GLCAP legislation letter and reviewed process of voting on legislation. Discussion about letter to be sent to search committee for Physical Facilities Senior Director search.

January 17th meeting – Reviewed carbon neutrality legislation and voted to send it on. GLCAP legislation was sent to URPC. Divestment/Investment discussion and STARS review to send to President for endorsement.

February 21st meeting - Report on sustainability initiatives on IUPUI campus, not sure how IU Bloomington and Purdue Indianapolis will handle Sustainability – may combine with Purdue West Lafayette? Carbon Neutrality legislation and GLCAP legislation sent to Faculty Senate – no updates yet. Discussed earth Week planning and COVID infrastructure – what's happening with items purchased for COVID like plexiglass.

March 21st meeting – Carbon Neutrality legislation and GLCAP was voted and passed by Senate on 3/20. Presentation from Daniel Poynter on Carbon Neutral Indiana. Discussed a new project – climate-conscious curriculum.

April 18th meeting – STARS was submitted on March 23rd. Carbon Neutrality legislation letter is being drafted to the President. Vote on new chair – Michael Johnston was nominated and voted in. Vote on vice-chair – Amanda Darbyshire was nominated and voted in.

Proposed meeting topics for committee for the beginning of 2023:

Summer

Supply annual report to URPC and next chair. Meet as needed

August

Strategic planning, select officers, onramp for new committee members

September

Report from PWL Office of Sustainability, student organizations, discuss Green Week planning
October
Report from PFW representative; Green Week
November
Report from PNW representative
December
Meeting if necessary; schedule spring meetings (once students can register. Also students don't have access to Exchange calendars so require additional polling.)
January
Report from IUPUI representative
February
Discuss Earth Week planning
April
Earth Week
May
Write annual report, vote on annual report, elect next chair

W. University Senate: Equity and Diversity Standing Committee – Submitted by Kelsey Chapman, MaPSAC Representative(s)

Representative(s):

- From June 2021 - May 2022 Deidre Bush was the representative.
- From June 2022 - May 2023 Kelsey Chapman was the primary representative and Jacquelyn Thomas-Miller was the backup representative.

Description:

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

Report:

University Senate: Equity and Diversity Standing Committee 2023 Annual Report information: During the 2020-21 and 2021-22 academic years, De Bush served as the MaPSAC representative on the Equity and Diversity Committee (a standing committee of the University Senate). In 2022-2023, Kelsey Chapman subsumed the role of MaPSAC representative. The MaPSAC member is Advisory to the Standing Committee but **without vote** on the committee. Kelsey listened to the committee as they developed and pass resolutions regarding diversity, inclusion, and equity especially regarding staff at Purdue. These resolutions can be found on the Senate website. www.purdue.edu/senate/calendar/index.php

X. University Senate: Faculty Compensation & Benefits Committee – Submitted by Samantha Obeyesekera, MaPSAC Representative(s)

Representative(s):

From June 2021 - May 2022 Samanthi Obeyesekera was the representative.

From June 2022 - May 2023 Samanthi Obeyesekera was the representative.

Description

The committee undertakes a continuing study of the policies relating to both direct and indirect compensation and benefits of the faculty. Indirect compensation to be understood to include, but not be limited to, retirement and insurance, faculty housing, educational privileges, leaves, travel expense, and recreational athletic facilities. The committee reports to the president through the Faculty Affairs Committee and the Senate.

Report:

At the beginning of the year, FCBC targeted the benefit survey results and responses from every level of employee and grads from the university. They also worked very closely with the compensation and benefits area of the university on promoting reproductive health resources to the campus community. Though there are several concerns about refilling the vending machines that carry these products, they decided to continue to announce the availability of the medication through the devices to provide quick access to immediate medicine when possible at a lower cost. There was a concern about 403 (b) account withdrawals after the age of 59 ½ for active employees. With a special request, the committee got this approval from the university. The committee worked with Candace and her team to change the terminology regarding Purdue-affiliated daycare policies and procedures. That was mainly due to some previous provisions on closing those centers intermittently for staff training when Purdue is open. The bus transportation of older students from the area academic school to the daycares for after-school care is still under discussion, with much progress in finding ways to reinstate the service, with employees taking the additional expenses if they enrolled. The new hospital(Ascension) is coming to Purdue shortly, and their policy on contraceptive procedures was also discussed. During the discussion, very productive information was shared on how Ascension will provide contraceptives, how their reproductive care can be limited with religious affiliation, and how they will provide a plan B to rape victims who enter ER.

Y. University Senate: Parking & Traffic – Submitted by Nicole Finley, MaPSAC Representative(s)

Representative(s):

- From June 2021 - May 2022 Nicole Finley was the primary representative.
- From June 2022 - May 2023 Nicole Finley was the primary representative and Ryan Ickert was the backup representative.

Description of Committee:

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.

Report:

In Fall of 2022 and Spring of 2023 we met quarterly via Microsoft Teams.

Meeting highlights from the 2022-2023 year can be found below:

- Front sticker decal is now available to be able to back in to parking spaces.
<https://www.purdue.edu/newsroom/purduetoday/releases/2023/Q2/new-optional-vehicle-front-plates-allow-backing-into-campus-parking-spaces-other-updates-from-parking-and-transportation-services.html>
- Susan Black retired last Fall and Steven Carn started August 2022 as Parking Manager.
- Appeals process is being updated and will go through parking portal.
- Parking is working with Disability Resource Center to review/evaluate handicap parking spaces across campus.
- Veo scooters launched on Purdue's campus in Spring 2023
<https://www.purdue.edu/newsroom/releases/2023/Q2/president-chiang-and-purdue-affiliated-veo-celebrate-companys-launch-on-campus.html>
- Parking has hired student officers to help with ticketing and has helped tremendously with them being understaffed for a short time.

Z. University Senate: Vision Arts and Design Committee –Submitted by Tony Mull, MaPSAC Representative

Representative(s):

- From June 2021 - May 2022 Anthony Mull was the primary representative.
- From June 2022 - May 2023 Anthony Mull was the primary representative and Amy Deitrich was the backup representative.

Description: 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.

The Vision Arts and Design Committee has been working on the following guidelines to ensure all art works on the West Lafayette campus are documented and recorded appropriately:

The official guidelines project to ensure discovered or uncatalogued items on Purdue campus are directed to the appropriate program or department was completed in September of 2021 and is awaiting policy approval.

Current project for our committee is as follows:

Summary of project in stages

1. Identify 2-3 high traffic buildings on campus to gather data on the art students are exposed to in the main entrances of those buildings.
2. Collect data on the art, including provenance and a brief description of the art.
3. Develop a short survey by working with VAD and organizations such as Diversity, Equity and Inclusion and the Cultural Centers to administer to students who pass through the designated high traffic areas. The survey is meant to gather information about students' impressions of art.
4. Administer survey next semester. PurdueTHINK is only working with us this semester, so we can refine the survey if we want, also apply for IRB approval if we want to publish the data collected.
5. Submit to Senate as information we believe could inform future art work purchases on campus. (The hope is by the end of this academic year, but it may take longer).

Stage 1: Identify high traffic areas

Last week PurdueTHINK presented what data they collected to determine high traffic areas (presentation is attached and is also in the PurdueTHINK folder in Teams).

- Unitime data was used to determine high traffic areas. Please see slides 4-6 for details.

Stage 2: Collecting data on art:

- PurdueTHINK is going to reach out to Erika this week about working with her student interns to identify what data to collect and to collect the data. The project is a bit behind, so Erika's interns may already have some pretty full calendars. This may be an opportunity to volunteer and help collect the data. I will email if they need our help.

This process is still in the draft format and has not been approved or instituted as policy at this time. Our committee will continue refining this process for approval in the 2022 Spring Semester.

5. REGIONAL CAMPUS REPORTS

Members from each regional campus submitted reports from their respective MaPSAC committees.

AA. *Purdue Fort Wayne – Submitted by Karen Louis, MaPSAC Representative(s)*

Representative(s):

- From June 2021 - May 2022 Regina Gordon was primary representative.
- From June 2022 - May 2023 Karen Louis was the primary representative.

Description:

Members from each regional campus attend and report the activities of their respective MaPSAC committees.

Purpose:

The purpose of All Professional Staff Advisory Council (APSAC) Steering Committee of Purdue University Fort Wayne shall be:

- To serve as a formal communications link with the Chancellor to effectively present and champion administrative staff views, positions, and interests;
- To serve as a consultative body for the Chancellor on matters of policy affecting the operation of the campus;
- To serve as a formal means of communication among administrators of Purdue University Fort Wayne.

B. *Purdue Northwest – Submitted by Iona Brinson, MaPSAC Representative(s)*

Representative(s):

- From June 2021 - May 2022 Deborah Bachmann was primary representative and Rachel Pollack was backup representative
- From June 2022 - May 2023 Iona Brinson was primary representative.

Description:

Members from each regional campus attend and report the activities of their respective MaPSAC committees.

Report:

- PNW MaPSAC's current Officer Term ends June 30th; we have 6 members to replace. A summer transition meeting, possibly at Byway Brewery, is being planned.
 - Vice-Chair- must be in the second year of term, move into Chair position their third year
 - Treasurer – Track budget, submit payments, etc.
 - Secretary – Keep minutes and help Chair stay organized
 - West Lafayette Rep – as of right now, they are still meeting via Microsoft Teams virtually. Once a month extra meeting.

- The Holiday Party budget for PNW MaPSAC was approved - Events team will meet with CSSAC to discuss the plan, including Marketing and HR.
- DiSC Training for PNW Staff Tuesday, June 6th (12-2 pm)
- The first session will be on the 28th and will be exclusively for MaPSAC and CCSAC committee members.
- \$2,950 in professional development awards distributed to our staff.
- WL chair met with representation from each of the regionals. Rachel Krcmarich (PNW MaPSAC Vice Chair) connected with WL team in May of 2023 to discuss future collaboration activities that we may be able to do virtually to replace previous campus visits.

6. APPENDIX A – MAPSAC STRATEGIC PLAN

MaPSAC Strategic Plan 2022-2024

Goal 1: Be a voice to the Administration as M/P Staff

Strategy 1: Build relationships with colleagues

- ♣ Actively share information from Administration to M/P Staff
- ♣ Solicit feedback from M/P Staff
- ♣ Address concerns of M/P Staff
- ♣ Recruit new MaPSAC members

Metric:

- Distribute 12 monthly editions of MaPSAC newsletter, The Sentinel
- Create regular MaPSAC survey for distribution to M/P Staff
- Work with HR to distribute Welcome Letters to new M/P staff
- Report number of MaPSAC applications annually per area

Strategy 2: Further develop relationships with senior administrators

- ♣ Continue participation on key University committees
- ♣ Share M/P staff advice for consideration by Administration
- ♣ Continue to invite Administration to general and subcommittee meetings
- ♣ Explore return of informal administrator connections

Metric:

- Track the number of standing University and ad hoc committees on which MaPSAC members participate

- Create and present annual report to senior administration

Goal 2: Improve Awareness of MaPSAC Among M/P Staff

Strategy 1: Evaluate and Enhance MaPSAC's Communication Outreach

- ♣ Consider adoption of regular informational meetings with areas of membership
- ♣ Invite guests to share and receive information at monthly committee meetings
- ♣ Sustain process for maintaining communication outlets, including website and newsletter

Metric:

- Document interactions with areas of membership (meetings, emails, etc.)
- Count the number of University representatives who present at MaPSAC meetings

Strategy 2: Increase MaPSAC's visibility

- ♣ Promote committee's activities, events, and changes
- ♣ Advocate on behalf of MaPSAC to colleagues
- ♣ Engage supervisors to encourage staff utilization of MaPSAC offerings

Metric:

- Evaluate the effectiveness of events via MaPSAC post event and annual surveys

Goal 3: Champion professional development for M/P staff

Strategy 1: Provide professional development opportunities for M/P staff

- ♣ Lovell Leadership Series and Hadley Speaker Series
- ♣ MaPSAC Professional Development Grants for M/P staff
- ♣ Engage senior administrators to enhance professional development opportunities for all M/P staff

Metric:

- Measure attendance at events
- Evaluate the effectiveness of events via MaPSAC post event and annual surveys
- Maintain and publish list of grant awardees

Strategy 2: Provide professional development opportunities for MaPSAC members

♣ Develop at least two offerings using University resources to enhance skills of MaPSAC members (e.g. change management, leadership, communication, writing, and more) each committee year for the duration of this plan

Metric:

→ Gather MaPSAC member feedback on effectiveness of development activities