

Academic Affairs Administrative Staff Advisory Council Final Report 2024-2025

Membership

Chair(s): Marissa Zane and Melissa Rebich

Members: Julie Love, Kathy Lubkowski, Rebecca White, Donna Wampler, Andee Henriques, Sandra Purington, Mindy Koon, Kimberly Gillette, Megan Loucks, Whitney Sites and Laresa Roberts

Charge: To provide administrative employees, both full and part-time, with the opportunity to share knowledge, collaborate to develop effective strategies for unit-assigned activities, gain experience in committee service, and to provide feedback to the Provost's Office on problems and emerging issues.

Recognition Committee (Megan Loucks, Whitney Sites and Laresa Roberts):

We submitted a proposal to continue the recognition greeting cards project that was started in spring 2022; the proposal was accepted, and we were able to order additional cards that reflect the new membership of AAASAC and that would allow us to finish the alphabet so that everyone would receive a card during calendar year 2024. We revised the picture on the front of the card and the wording inside the card over the summer.

We send Duke2Duke notifications to JMU partners each month. It is at least sent to three colleagues within the university if not more sometimes.

As a committee, we have worked closely to plan and execute a fall and spring Network Gathering for our AAASAC constituents. These events give administrative professionals in Academic Affairs the opportunity to learn more about a specific area of Academic Affairs (our sponsoring departments/areas), to meet others, to learn more about and meet members of AAASAC, and to take a moment to feel appreciated and recognized in their jobs.

Award work:

This was the fifth year that we stewarded the Provost Award for Administrative Excellence. This year (24-25), we continued to advertise for the 2 full-time and 1 part-time award, with equitable funding for all three awardees.

During the year the Recognition Committee completed the following:

1. Review of 4 total nominations for the full-time awards and 1 part-time award. We used our criteria and screening grid to evaluate the nominations and provided our recommendation to the AAASAC Co-chairs to share with the Provost's office.

2. The Recognition Committee met to discuss in detail each nomination according to our criteria (Whitney Sites, Laresa Roberts, Kelly Crawford, Melissa Rebich, Marissa Zane).
3. Provided recommendation letters from each nominee's packets to be shared at the Academic Affairs Administrative Professionals Breakfast on April 15, 2025.
4. This year's recipients were:
 - Full Time: Megan Loucks-Fiscal Tech-Psychology-College of Health and Behavioral Studies and Karen Gerard-Assistant to the Director-School of Art, Design, and Art History
 - Part Time: Kristina Oates-Operations Support Assistant-School of Professional Continuing Education

Continue to collaborate with the Outreach and Engagement Committee on promoting the Provost Award for Administrative Excellence by featuring the recipients and placing the award call in the newsletter.

Outreach & Engagement Committee (Andee Henriques, Sandra Purington, Mindy Koon and Kimberly Gillette):

The group came together quickly to start their collaborative work on the monthly AAASAC Newsletter; the first issue from this group was September 2024.

Subcommittee members determine newsletter content and discuss what may be most beneficial to admins in Academic Affairs at JMU. The subcommittee accepts feedback and suggestions from other AAASAC committee members and any administrative professional in Academic Affairs. The deadline to submit suggestions for a specific month is the 2nd Friday of the preceding month.

The group worked with other subcommittees to update the AAASAC website which included adding new sections to highlight activities and make information easier to find.

Innovations/Noteworthy Updates from Outreach & Engagement:

Combined Issues. The subcommittee determined that having two issues per year that serve multiple months would be beneficial based on JMU Breaks and quieter times of the year. The combined months will be December/January and June/July.

Consistent Distribution Date. The subcommittee distributes newsletters at the start of each month via the AAASAC ListServ. For double-month issues, the group will distribute

the newsletter at the start of the first month. Ideally, the goal is to have the newsletter distributed on the first Friday of the month.

ListServ File Size Solution. The newsletter content is a large file when emailed, so to be able to send the newsletter through the ListServ and meet the file size cap of 4MB, the newsletters are being uploaded to the Outreach and Engagement Teams site and shared through a link in the email that is sent via the ListServ.

Newsletter Feedback. Continue to use feedback regarding the newsletter to update content to provide relevant and useful information.

Mentorship Committee (Julie Love, Kathy Lubkowski, Donna Wampler and Rebecca White):

We have met several times (bi-monthly) to plan for the four “Connecting and Learning Together” sessions for the academic year.

Addressed 13 inquiries to the AAASAC mentorship helpline.

We started a rotation of members monitoring the AAASAC helpline email.

We put together 11 AAASAC notebooks, stickies, newsletter, and handwritten welcome cards for new Administrative Assistants, between May 2024-September 2024.

For the upcoming four “C<” sessions for fall 2024 and spring 2025 semesters, we have added an hour to the scheduled session time calling it “Open Q&A – Ask any question on any topic”. Our goal is to have AAASAC members be present during the extra hour after the primary session topic discussion is over to answer any questions that attendees may have.

Hosted 2 Round Table Discussion events with 31 total attendees.

09/25/24 Recruitment: Supporting Faculty Searches: 15 attendees

11/20/24 Travel Tips: 16 attendees

02/19/25 Cancelled Inclement Weather: 0 attendees

We submitted several “Tips and Tricks Survival” tips for the AAASAC newsletter.

Created a Power Point to run at the beginning of the C< sessions to advertise for upcoming AAASAC events and promotional slides materials for C< sessions.

We recorded a total of 55 interactions during the FY 2024-2025 academic year, reflecting a decline from the previous year. However, the quality of these interactions may have improved.

Other AAASAC Activities:

Committee participation in the Reengineering Madison ERP Discovery Sessions discussions.

Committee participation in the “Chair Yoga” in November 2024 and “The Energy Bus” in April 2025 professional development sessions offered by Talent Development.

Many of the AAASAC Council members have been selected as “Change Champions” for Reengineering Madison.

Provided support for the Academic Affairs Administrative Professionals Breakfast.

We have looked for ways to support our AAASAC Council through the transition of loss of council members and personal challenges.

Summary from the Co-Chairs:

The co-chairs continue to assist and support all sub-committees within AAASAC.

The co-chairs have met with the Provost office representatives, Jennifer Campfield and Renee Reed, twice during the fall and spring semesters.

The co-chairs have invited a few guests to AAASAC Council meetings: Jennifer Tesla (Director, Talent Development) and Ren Oliver (Professional Development Specialist) from Talent Development; Lisa Hajdasz (Academic Resource Analyst); Lori Patton (Executive Assistant to the Dean, CAL) Dr. Bob Kolvoord (Interim Provost/Reengineering Madison).

The co-chairs assigned each AAASAC working committee a AAASAC Council meeting to facilitate for professional development growth.

Each sub-committee was assigned a month to develop an AAASAC meeting with agenda, topics, and any special guests for FY2024-2025 for professional development within AAASAC.

Recognition Committee (Megan Loucks, Whitney Sites and Laresa Roberts):

Explore potential design changes for new recognition greeting card style in FY 2025-2026, and then continue that project. We know there are new administrative staff at JMU who may not have been here to receive a card in the beginning of 2024, and we also know that individuals like to be recognized no matter how long they have been in their role.

Continue to co-lead and co-steward with the College that will be hosting the Network Gatherings with one in the fall and one in the spring. We will continue to look for ways to improve these gatherings based on experiences from the previous ones and are looking forward to working with our sponsor partners to highlight their areas during these gatherings.

Continue to support the Mentorship Committee on planning the Connect and Learn events and topics.

Provide information to the Outreach and Engagement Committee on newsletter topics and suggestions monthly.

Continue to collaborate, both as a committee and as individuals depending on needs, with other members/sub-committees of the Council to continue the work of the Council as needs evolve.

Continue with Award stewardship:

Collect and record feedback on this award process this year from reviewers and other members of AAASAC.

Explore the transition of placing this award nomination process online and capping the letters to a maximum. Look for ways to streamline the nomination process to increase the number of nominations across Academic Affairs. Review rubrics of award to determine if any changes need to be made for FY 2025-2026.

Continue to look for new ways to promote and recognition Administrative Professionals under Academic Affairs.

Outreach & Engagement Committee - (Andee Henriques, Sandra Purington, Mindy Koon and Kimberly Gillette):

Consider if AAASAC should have social media accounts to share AAASAC events and other relevant information.

Consider ways to highlight current Academic Affairs administrative staff in the newsletter and any other avenues determined.

Mentorship Committee (Julie Love, Kathy Lubkowski, Donna Wampler and Rebecca White):

Topics for the Spring 2025 semester C< sessions will be: Small Purchase Credit Card in February and Budget & Finance April 2025.

The Mentorship and Connection Committee is scheduled to conduct the monthly AAASAC meeting in May 2025, with guest presentation on Co-Pilot.

Plan Summer Mentorship Round Table discussion events.

Plan all FY2025-2026 Mentorship Round Table discussion events.

Participate in August 2025 AAASAC Planning Day.

We remain committed to supporting the staff within Academic Affairs and plan to continue hosting roundtable events in the FY2025-2026 academic year that focus on topics relevant to our constituents' interests. We look forward to a productive planning session in August 2025 and appreciate the opportunity to collaborate with the entire AAASAC Council.

Future Work, from the Co-Chairs:

Continue to support all AAASAC sub-committees, promoting AAASAC and events offered.

Continue to be the voice and advocate for administrative staff needs and recognition.

Continue to recruit and promote AAASAC for new council members.

Continue to build relationships with other committees, councils, and task forces within Academic Affairs and University-wide.

Support new co-chair Whitney Sites in their new co-chair role. AAASAC will be transitioning to a tri-chair model starting in FY2025-2026 to provide seamless support in duties.

Continue to review and update Administrative Professional Welcome Program Packet annually.

Evaluate and reorganize AAASAC sub-committees to encourage even distribution of work.

Continue with professional development among AAASAC council members with offering development opportunities both internal and external.