

AAASAC Annual Report 2025-2026

Membership

Chair(s): Marissa Zane, Whitney Sites, and Melissa Rebich

Members: Kathy Lubkowski, Rebecca White, Donna Wampler, Andee Henriques, Sandra Purington, Laresa Roberts, Olivia Rominiyi, and Dianne Fulk. Members who left due to position changes outside of AA: Megan Loucks and Kimberly Gillette. Member retiring: Kathy Lubkowski.

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.

Summary of Annual Activity:

Recognition Committee (Laresa Roberts, Megan Loucks and Kimberly Gillette):

Committee sent out recognition greeting cards to administrative professionals within Academic Affairs. They revised the picture on them for the different seasons when they were sent out.

They sent Duke2Dukes each month to JMU partners. They sent at least three each month.

The Committee helped to plan and execute 2 Network Gatherings. One held in the Fall (October) and one in the Spring (March).

Outreach & Engagement Committee (Andee Henriques, Dianne Fulk, and Olivia Rominiyi):

Membership updates to the subcommittee occurred at the start of the academic year. Current members are: Andee Henriques, Dianne Fulk, and Olivia Rominiyi.

The group came together quickly to start their collaborative work on the monthly AAASAC Newsletter; the first issue from this group was September 2025.

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

Mentorship Committee (Sandra Purington, Kathy Lubkowski, Donna Wampler and Rebecca White):

Committee met several times to plan for the four “Connect and Learn” sessions for the academic year.

Continue to respond to the AAASAC mentorship helpline.

We put together 10 AAASAC notebooks, stickies, newsletter and handwritten welcome cards for new Administrative Assistants.

Planned and hosted the Connect and Learn on September 15, 2025: Travel Tips and Tricks.

Planned and hosted the Connect and Learn on April 16, 2026: Adobe Sign and TEAMS.

The Committee planned and facilitated the April 29, 2026, AAASAC Council Meeting.

Other AAASAC Activities:

Committee’s participation in the Reengineering Madison ERP Discovery Sessions discussions.

Many of the AAASAC Council members continue to serve as “Change Champions” for Reengineering Madison.

Provided support for the Academic Affairs Administrative Professionals Breakfast.

Each subcommittee within AAASAC ran a monthly council meeting: October, hosted by Recognition, with guests Tina Wells, Andrea Burkholder, and Rachael Estep. The topic was Chrome River and SPCC. February was hosted by Outreach & Engagement, and April/May by Mentorship.

The Provost attended the April/May meeting.

In March 2026, AAASAC hosted Christina Myers and Ann Leith for updates on the ERP/Oracle Cloud Implementation Process.

We have looked for ways to support our AAASAC Council through the transition of loss of council members and personal challenges. This academic year we developed self-check-ins as part of our monthly AAASAC meetings.

In November 2025, AAASAC hosted our annual cookie exchange.

Summary from the Co-Chairs:

During 2025-2026, AAASAC council worked under a tri-chair model. This model worked exceptionally well during the times of attrition of council members and provided support for all AAASAC council members. Each co-chair was assigned to one of the AAASAC sub-committees during this academic year for frequent check-ins both professionally and personally.

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

The co-chairs provided the AAASAC council with self-care journals during the August 2025 Planning Day to foster self-care both professionally and personally. Inspirational stickers were also provided as motivational reminders.

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

Each sub-committee was assigned a month to develop an AAASAC meeting with agenda, topics and any special guests for FY2025-2026 for professional development within AAASAC.

Future Work Planned:

Recognition Committee (Laresa Roberts, Megan Loucks, and Kimberly Gillette):

Look into moving the Provost Award for Academic Excellence to an online format using Google Forms.

Continue to send the Duke2Duke's to colleagues across campus each month.

Continue to co-lead and co-steward with the college that will host the network gatherings in the fall and in the spring. We will continue to iterate and hopefully improve these gatherings based on experiences from the previous ones and are looking forward to working with our sponsor partners to highlight their areas as well.

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 to evolve.

Outreach & Engagement Committee (Andee Henriques, Dianne Fulk, and Olivia Rominiyi):

We will continue to put the AAASAC helpline email on each newsletter.

The subcommittee agreed that (as was done in the previous year) 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.

The subcommittee distributes the 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.

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.

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

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

Mentorship Committee (Sandra Purington, Kathy Lubkowski, Donna Wampler and Rebecca White):

Develop topics for 2026-2027 to plan and host two Connect & Learn sessions.

Work with AAASAC council members to review the Administrative Professional Welcome Program Packet and Supervisor Checklist.

The Mentorship Committee will work on planning and hosting one AAASAC council meeting.

Continue to actively respond to the AAASAC mentorship helpline.

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.

Continue to review and update Administrative Professional Welcome Program Packet and Supervisor Check-List annually.

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

Examine the number of sub-committees within AAASAC for 2026-2027 to better align with overall committee numbers.

Examine ways that AAASAC can support Pillar #2 (Investing in our People) of the new Strategic Plan.

Continue to support professional development among AAASAC council members and self-care check-ins.