

Academic Affairs Administrative Staff Advisory Council (AAASAC) 2022-23 End of Year Report

Membership

Chair(s): Kathy Lubkowski and Sandra Purington

Members: Melanie Carver, Nikki Corley, Hannah Evans, Andee Henriques, Liana Bayne-Lin, Julie Love, Lori Patton, Melissa Rebich, Katrina Spickler, Peggy Smith, Kelly Sweet, Marissa Zane. Kelly Crawford, Ex-Officio, Renee Reed, Ex-Officio

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 Current Semester Activity:

Outreach and Engagement Committee:

- Continue to send AAASAC Monthly Newsletter
- Reviewed newsletter and content to ensure information was of value to recipients.
- Revised format of newsletter to be more visually appealing by including more color and graphics.
- Updated Timeline format to be more visually appealing
- Updated Website and added new sections to highlight activities and make information easier to find.
- Added section to newsletter highlighting administrative professionals/classified staff
- Requesting readers share upcoming events with us and suggestions for admins to highlight to encourage a more interactive and personal experience.

Mentorship Connection Committee:

- We have continued to have round table discussions. We changed the location to Wine Price and Talent and Development had provided a sign in sheet. These sessions will now count for training. The March round table on budget had 38 people in attendance. The round table in May was on Fixed assets with 25 in attendance. The next round table is scheduled for July 11th. We will be discussing office organization and prepping for the new year.
- We are sending personal notes and welcome packs to new admin. 8 Have been sent recently.
- Our committee provides the Tips& Tricks survival tip every month in newsletter
- Continue to answer inquiries sent to the AAASAC helpline email address

Recognition Committee:

- Award work:
 - This was the third year that we stewarded the Provost Award for Administrative Excellence. This year (2022-23), we were able to recognize 2 full-time and 1 part-time awardee, with equitable funding for all three awardees.
 - During spring semester 2023, related to the award, we:
 - Reviewed all nominations for the full- and part-time awards, used our criteria and screening grid to evaluate the nominations, and put our final choices forward to The Office of the Vice Provost for Faculty Affairs and Curriculum and The Provost's Office.
 - Ensured that reviewing groups has robust discussions about each nominee according to our criteria.
 - Selected quotes from each winner's nomination letters and wrote a description/informational blurb for each winner based on these quotes and our evaluation of the individuals.
 - Reviewers for both groups: Liana Bayne-Lin, Kellie Crawford, Julie Love, Melissa Rebich, Kelly Sweet
 - This year's winners were:
 - Benita James, Education Support Center, College of Education
 - Susan Thomas, Libraries
 - Sandy Kinsey, Middle, Secondary, and Mathematics Education, College of Education
- Other work in spring 2023:
 - Redesigned and continued to send a staff appreciation card to all AAASAC constituents during 2022-2023. We started over with the alphabet anew in January; each person gets a card throughout the year according to their last name's place in the alphabet.
 - Collaborated with other subcommittees to help support and host multiple Network Gathering sessions during the 2023-2024 academic year. Members of Work/Life Balance and Recognition were the primary planners and drivers for these events. In particular, Liana Bayne-Lin was the mail coordinator for the February 9 Network Gathering event in Carrier Library and members of Recognition helped support other committee members in planning the April and June events in this series.
 - Members of Recognition, especially Julie Love, were very active in collaborating with the Mentorship Connections Committee to help host the Connecting & Learning Together events in 2022-2023.
 - Collaborated with Outreach & Engagement to suggest and submit content for the monthly newsletters, especially promoting the award and coordinating submission of admin features on the 3 award winners.
 - Collaborated with the rest of the council on the development and distribution of the Academic Affairs Administrative Professionals

Welcome Program in collaboration with the provost's office. Julie Love represented the Recognition Committee on that project.

- **Work/Life Balance Committee:**
 - Organized and coordinated two Dietetics Dessert Tastings
 - Worked with the Recognition Committee on the Networking events
 - Organized two after hours events

- **Special Project Committee:**
 - This committee was formed to address the provost's charge in August 2022 to create a detailed orientation plan for new administrative professionals and their supervisors in Academic Affairs. In November of 2022, the project committee submitted Phase One documents for review and approval. The provost's office then adapted the materials for web presentation and assumed responsibility for content management and maintenance.
 - On February 22, 2023, the committee presented to Academic Council, formally introducing the launch of the webpage AA Administrative Professional Welcome Program which includes resources designed, developed and compiled by AAASAC:
 - Administrative Professional Checklist
 - Supervisor Checklist
 - Administrative Professional Resources
 - Administrative Professional Startup Guide

Future Work Planned:

- **Outreach and Engagement Committee:**
 - Create social media accounts on Instagram, Twitter, Facebook to share AAASAC events and other relevant information
 - Highlight current classified staff on social media sites (to encourage relationships/connections outside of individual programs/departments/colleges)

- **Mentorship Connection Committee:**
 - Looking forward to our planning day in August where we will work on a strategic plan for 23-24

- **Recognition Committee:**
 - Collect and record feedback on this award process this year from reviewers and other members of AAASAC
 - Discuss feedback and implement any needed changes or iterations to our award criteria, review process, or screening grid. Submit any potential needed changes to the provost's office for approval.
 - Continue to steward the award process and advocate for it to be offered again in 2023-2024
 - Promote award in fall 2023 so that we get many nominees

- Continue to work on award. A top priority in this area is increased promotion of the award in the fall semester to try to solicit a robust number of nominees for 2023-2023.
 - Continue recognition card program. Update card in July/August 2023 to reflect new membership of the council for 2023-2024.
 - Continue collaborating with Work/Life Balance and other members of AAASAC to plan and support the Network Gatherings and the Connecting & Learning Together schedules. In particular, Melissa Rebich will be the main coordinator for the February 2024 Network Gathering. We have already had an initial discussion about the 2023-2024 schedule for the Network Gatherings, and plan to reach out to the point people for all of them in August to begin planning all of these events for the year.
 - Continue collaborating with Outreach & engagement to provide newsletter content throughout this year as needed.
 - Continue looking for and engage in new ways to promote recognizing administrative professionals and staff here at JMU
- **Work/Life Balance Committee:**
 - Organizing a Brown Bag Lunch on the quad
 - Continue to work with Recognition on Networking Events
 - Look at/for opportunities for events both at work and after hours.
 - Work with Hotel Madison and the Hyatt, setting up tours and information sessions.
- **Special Project Committee:**
 - Will work on the expansion of the Welcome Plan and associated resources over the next few years – coordinating efforts and integrating communications with our AAASAC Mentorship Connections Committee. We look forward to continued collaboration with the provost's office and university departments as we develop strategies and documents for Phases Two and Three.