

Academic Affairs Administrative Staff Advisory Council

Midyear Report

Fall 2023

Membership

Chair(s): Sandra Purington and Melissa Rebich

Members: Kelly Sweet, Sarah Burke, Nikki Corley, Megan Loucks, Donna Wampler, Lori Patton, Julie Love, Kathy Ludkowski, Rebecca White, Juan Becerra Martinez, Melanie Carver, Hannah Evans, Andee Henriques and Marissa Zane

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:

- **Recognition Committee:**

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 2023.

We have made an effort to send Duke2Duke notifications to JMU partners. We will meet in January with HR and a Provost's representative to brainstorm ways to utilize this recognition to maximum benefit.

As a committee, we have worked closely with the Work-Life Balance committee and other members of AAASAC to plan and execute Network Gatherings 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.

Individual members of the Recognition Committee also were members of other sub-committees and/or collaborated on other projects that the Council undertook this semester. (Committee members: Sarah Burke, Nikki Corley, Megan Loucks, Kelly Sweet)

- **Mentorship Connection Committee:**

Addressed 13 inquiries to the AAASAC mentorship helpline.

Delivered 22 welcome packets (as of 11/30/23) for admins new to AA including personalized notes, sticky notes, notebook w/pen, newsletter, and helpline business card.

Hosted three Round Table Discussion events “*Connecting and Learning Together*” (C&L) in July, September, and November focusing on Office Organization, Recruitment-Supporting Faculty Searches, Office Applications. Average attendance was 30, engaging in focused discussions; with at least half of the attendees being new admins with a year of service or less.

Submitted several “Tips and Tricks Survival Tip” to the AAASAC Newsletter, as well as advertisements for upcoming C&L events.

Met as a committee either in person or on TEAMS at least once each month.

Created a survey for C&L Participants, giving them an opportunity to share feedback and offer suggestions for future sessions. The top three requested topics for future sessions are: Foundation, Budget & Finance, and Procurement/SPCC Reconciliation.

- **Outreach and Engagement Committee:**

Continued to send AAASAC Monthly Newsletter.

Reviewed newsletter and content to ensure information was of value to recipients.

Reached out to several other units, departments, and offices to build relationships/connection and learn how we can support them in sharing important information with staff.

Met with Libraries Outreach & Engagement Team to provide information about AAASAC as well as brainstorm future collaborations.

Used this semester's editions to highlight AAASAC members and provide information to newsletter recipients on members they can connect with.

- **Summary from the Co-Chairs:**

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

The co-chairs provided support as needed for AAASAC committee members due to the loss of 2 staff members (Peggy Smith – History dept. and AAASAC council member and Laura Butler – Engineering dept.).

The co-chairs have met with the provost office representative, Jennifer Campfield, twice during the fall semester.

Future Work Planned:

- **Recognition Committee:**

Continue to steward the award. We anticipate the majority of the activity for the Provost Award for Administrative Excellence to take place in January and February, when nomination letters will be submitted and reviewed. The winners should be known by the end of February.

Iterate and potentially design a new recognition greeting card style, and then continue that project. We know there are many new administrative staff at JMU who may not have been here to receive a card in 2023, 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 the Network Gatherings with Work-Life Balance. There will be more of these gatherings 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 evolve.

- **Mentorship Connection Committee:**

Continue to monitor and address the AAASAC Mentorship Helpline. Now that we have five members of the committee, we will be rotating coverage on a monthly basis.

Updating the Excel file of AAASAC members and the topics each can help address when questions come to the AAASAC Helpline.

Continue to deliver Welcome packets to New to Academic Affairs administrative professionals.

Host scheduled Round Table Discussion events in January, March, and May of 2024 addressing topics such as SA Course Scheduling and Winter/Summer payrolls, Budget and Finance, Summer Office Records Clean-up as well as investigating programming tailored to a New Administrative Assistant Cohort.

We look forward to the full AAASAC Committee workday every August. Great plans and insights are birthed at this valuable event. Thank you for your support.

- **Outreach and Engagement Committee:**

Continue to send AAASAC Monthly Newsletter.

Continue to brainstorm how to expand our reach and effectiveness.

- **Future Work, from the Co-Chairs:**

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

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

Continue to recruit and promote AAASAC for new council members.