

# Academic Affairs Administrative Staff Advisory Council Midyear Report

## Fall 2022 Semester

### Membership

**Chair(s):** Kathy Lubkowski, Sandra Purington

**Members:** Liana Bayne-Lin, Melanie Carver, Nikki Corley, Hannah Evans, Andee Henriques, Kara Hill, Julie Love, Lori Patton, Melissa Rebich, Peggy Smith, Katrina Spickler, Kelly Sweet, 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:

- **Mentorship Connection Committee:** We have continued making intentional connections with all constituents across campus for the purpose of planting the seeds of collaboration and unity toward growth in understanding, knowledge, expertise, and professionalism that will make a difference both now and for years to come. The result has been improved networking, establishing community, providing resources, and ultimately – improving retention, growth, expertise, and professionalism at JMU. The process has been continued by the welcoming of six new administrative assistants with welcome packets and personal contacts, the *Tips & Tricks* survival tip every month in the AAASAC newsletter, responding to seven queries on the AAASAC Helpline, and hosting two *Round Table Discussions*—one in September with eighteen total in attendance and one in November with twenty-five total in attendance. (Committee members: Kara Hill, Julie Love, Lori Patton, Peggy Smith)
- **Recognition Committee:** We submitted a proposal for, at minimum, a cost-to-continue for the Provost Award for Administrative Excellence, and, ideally, increased funding for the part-time award winner for parity to the full-time winners to make all 3 awards for a value of \$1,000 each. This proposal was accepted by the Provost's Office and funded. This was a major accomplishment toward providing equal recognition of the excellent work that part-time and full-time staff do here at JMU. The award has been announced and we hope to see a great pool of nominees in the spring. We also met as a committee and with Executive Committee to fine-tune some aspects of the award criteria, scoring criteria, and communication workflows around the award.

We submitted a proposal to continue the recognition greeting cards project that we started in spring 2022; the proposal was accepted, and we were able to order additional cards that reflect the new membership of AAASAC (as of July 2022) and that would

allow us to finish the alphabet so that everyone would receive a card during calendar year 2022.

As a committee, we have worked closely with the Work-Life Balance committee and other members of AAASAC to plan and execute two of the five planned 2022-23 Network Gatherings for our AAASAC constituents. These were highly successful, drawing 31 attendees to the October event in Hartman Hall and 24 attendees to the December event in The Union. 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. We are looking forward to hosting the next three events this year in February, April, and June.

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: Liana Bayne-Lin, Julie Love, Melissa Rebich, Kelly Sweet)

- **Work/Life Balance Committee:** Worked with Recognition committee to host network gatherings in October and December. The gathering in October was held in the College of Business (COB) with approximately 45 people attending. Tours of COB were offered to anyone who wanted to see the new Hartman Hall and/or the renovated Showker Hall. We also suggested a few other things that, unfortunately, we were unable to move forward with. (Committee members: Nikki Corley, Katrina Spickler, Marissa Zane)
- **Outreach and Engagement Committee:** Continued to work with the council and sub-committees to promote events sponsored by AAASAC. The main focus of the committee is to send out a monthly newsletter to all administrative staff in AA. We have received positive feedback on the newsletter saying that it is informative and helpful. (Committee members: Melanie Carver, Hannah Evans Andee Henriques)
- **Summary from the Co-chairs:** With the change of our charge from the provost office, the council no longer has an executive committee and now has a co-chair model, to align with faculty committees and councils. The co-chairs have worked with and supported all sub-committees on their projects and met with the provost office representative, Jennifer Campfield, twice during the fall semester.

Working with council members from each sub-committee, we completed phase one of a project requested by the provost that will be a benefit and resource to both academic unit heads and new administrative assistants when they start at JMU. Phase one provided resources for both the new admin and supervisor; including a welcome letter, a start-up kit, training recommendations, and a checklist for the new admin as well as a letter and a checklist for the supervisor. (Sub-committee members: Hannah Evans, Julie Love, Kathy Lubkowski, Sandra Purington)

### **Future Work Planned:**

- **Mentorship Connection Committee:** Moving forward we are continuing to work with the Executive Council on the welcome packets for new admins, we have four more Round Table discussions planned, and we are working on a database to be updated by all AAASAC Council members to include their skills and expertise so that we have a directory for assistance with helpline questions.
- **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 spring 2022, 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 3 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.

- **Work/Life Balance Committee:** Events for Spring 2023; pending approval:  
Hotel Madison – contact Hotel Madison to see if they would be interested in hosting AAASAC for lunch. The goal would be to build a relationship with Hotel Madison; learn more about what they have to offer so we can bring information back to our colleagues to help understand and streamline their processes and how they work with JMU.  
Community Service – AAASAC working with AA admins, will promote community service by highlighting various opportunities both on campus and in the community.
- **Outreach and Engagement:** Will continue to support the full council and sub-committees as needed as well as continue to send out the monthly newsletter.
- **Future Work, from the Co-chairs:** Continue to work with all sub committees, promoting AAASAC and events being offered. Develop phase two of the project for new admins and their supervisors with an anticipated roll out date May/June 2023. Continue to be a voice and advocate for administrative staff needs and recognition.