

Academic Affairs Administrative Staff Advisory Council  
Final Report  
Spring 2024

**Membership**

**Chair(s):** Sandra Purington & Melissa Rebich

**Members:** Kelly Sweet, Sarah Burke, Nikki Corley, Megan Loucks, Julie Love, Donna Wampler, Kathy Lubkowski, Marissa Zane, Andee Henriques, Rebecca White, Lori Patton, Juan Becerra Martinez

**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 (Kelly Sweet, Nikki Corley, Megan Loucks, and Sarah Burke):**

Award work:

- This was the fourth year that we stewarded the Provost Award for Administrative Excellence. This year (2023-24), we continued to advertise for the 2 full-time and 1 part-time award, with equitable funding for all three awardees.
- During the spring semester of 2024, related to the award, we:
- Reviewed a record number of 15 nominations for the full awards. Unfortunately, we had no submissions for the part-time award. We used our criteria and screening grid to evaluate the nominations and put our final choices forward to Elizabeth Oldmixon's office and the provost's office.
- Ensured that the reviewing group had 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: Sarah Burke, Nikki Corley, Kellie Crawford, Kelly Sweet, Renee Reed
  
- This year's winners were:
  - Kathy Lubkowski, College of Integrated Science and Engineering, Dean's Office
  - Sheila Ward, College of Education, Educational Foundations and Exceptionalities

Other work in Spring 2024:

- Redesigned and continued to send a staff appreciation card to all AAASAC constituents during 2023-24. We started anew with the alphabet 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 2023-24 school year. Members of Work/Life Balance and Recognition were the primary planners and drivers for these events. In particular, Nikki Corley was the main coordinator for the April 2024 Network Gathering event at Forbes Center and members of Recognition helped support other committee members in planning other events in this series.
- Collaborated with Outreach & Engagement to suggest and submit content for the monthly newsletters, especially promoting the award and coordinating the submission of admin features on the 2 award winners.

**Outreach & Engagement (Marissa Zane, Andee Henriques and Juan Beccera Martinez):**

- Monthly Newsletters
- Support the other subcommittees with the “Connect & Learn” and “Network Gathering” events

**Mentorship Connections (Julie Love, Kathy Lubkowski, Lori Patton, Donna Wampler, and Rebecca White):**

- Answered 29 total questions through the helpline.
- Sent 77 welcome cards and notebooks to new JMU Administrative Professionals
- Hosted 4 Round Table Discussion events with 96 attendees in total
  - 07/11/23 Office Organization: 24 attendees
  - 09/05/23 Recruitment: Supporting Faculty Searches: 32 attendees
  - 11/06/23 Office Applications: 17 attendees
  - 03/06/24 Budget and Finance: 23 attendees
- Submitted several “Tips and Tricks Survival” tips to the AAASAC Newsletter
- Created survey for C&L participants, to share feedback and offer suggestions for future sessions.
- Met as a committee either in person or on Teams once a month.

**Other AAASAC Activity:**

**AAASAC Collaborations at the University Level:**

Members of AAASAC continue to engage in several university initiatives, providing administrative context, feedback, recommendations, and insight. Council has been invited to participate both individually and collectively by the organizers of:

- Reengineering Madison

- Artificial Intelligence (AI) Task Force
- Inclusive Event Planners Alliance

Involvement in specific working groups has led to exciting new opportunities and initiatives to benefit not only Academic Affairs, but the university at large. The Inclusive Event Planners Alliance is striving to develop a comprehensive event planning guide, encompassing all sizes and manner of events. The Administrative Applications Working Group of the AI Task Force is partnering directly with our AAASAC Project Team to design, train, and implement an interactive chatbot to assist employees in navigating administrative processes. Ideally, such a chatbot will augment the efforts of our Mentorship Connections Committee, reduce training time, and improve retention for administration professionals across JMU.

### **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 spring semester.

The co-chairs have invited a few guests to AAASAC Council meetings: Malika Carter-Hoyt (VP Diversity, Equity and Inclusion/Inclusive Event Planning Guide), Megan Eckhart (Manager/Aramark), and Bob Kolvoord (Dean, CISE/Reengineering Madison).

### **Future Work Planned:**

#### **Recognition Committee (Kelly Sweet, Nikki Corley, Megan Loucks, and Sara Burke):**

##### Future work planned on this award project:

- 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 promote the award in Fall 2024 so that we get many nominees.

##### Future work planned for 2024-25:

- Continue to work on the 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 2024-25.
- Continue the recognition card program. Update card in July/August 2024 to reflect new membership of the council for 2024-25.
- Continue collaborating with other members of AAASAC to plan and support the Network Gatherings and the Connecting & Learning Together schedules.

- Continue collaborating with Outreach & Engagement to provide newsletter content throughout the year as needed.
- Continue looking for and engaging in new ways to promote recognizing administrative professionals and staff here at JMU, including through the use of the Duke2Duke program.

**Outreach & Engagement (Marrissa Zane, Andee Henriques and Juan Berreca-Martinez):**

- Monthly Newsletters
- Support the other subcommittees with the “Connect & Learn” and “Network Gathering” events
- Continue to compile and send out monthly newsletters
  - Marissa is working with IT to resolve technology glitches in sending out the newsletter

**Mentorship Connections (Julie Love, Kathy Lubkowski, Lori Patton, Donna Wampler, and Rebecca White):**

- May Roundtable: Focus on New Admin/Summer Clean-up Record Retention
- July Roundtable: Travel July 11, 2024 – 2:30 – 5:00 pm
- Create a custom welcome card printed at the print shop to mail to the new admin.
- Discuss future locations of Mentorship Roundtable discussion events
- Plan all AY 24-25 Mentorship Roundtable discussion events
- August 2024 Planning Day
- Recommendations/Requests: It has been a productive year with a total of 205 recorded interactions. We hope to continue this momentum into next year with future roundtable events focusing on the requested topics: Foundation, Procurement, SPCC Reconciliations, and Budget. We would like to request financial support for the printing of custom welcome cards to be included with the new admin welcome packets for AY 24-25. We look forward to a productive August planning session 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 a 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 Co-Chair Marissa Zane in her new role for FY25.
- Review and update Administrative Professional Welcome Program Packet