

The Administrative Professional Advisory Council presents...

# APAC Connection

January 2008

Issue 1, Volume 1

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## What is APAC?

The A/P Advisory Council was formed to discuss employment issues, communication among A/P employees throughout the university system, and institutional issues.

Stated goals of the council include:

- Provide a mechanism for broad participation in matters of interest to A/P personnel
- Represent the wide variety of A/P personnel
- Establish and maintain communication with the administration

## Recruiting & Retaining Talented Administrative Professional Staff

By Dr. Elson Floyd

Washington State University is fortunate to have many dedicated and talented staff and faculty members. This fact was very clear when I participated recently in the reception for our employees being honored for service anniversaries.

Three Administrative Professional staff members were among the seven individuals recognized this year for the longest service to WSU – a remarkable 40 years. To all of you honored, congratulations.

Recruiting and retaining talented and productive employees, including AP staff, is a high priority for me. One key to that goal is competitive salaries. WSU recently joined Washington's other public four-year higher education institutions in requesting a 3.0 percent salary pool specifically to address pay inequi-

ties for administrative professional employees. The 2007 Legislature improved salary levels for civil service employees, but not for AP staff. If approved by the 2008 Legislature, the increase for AP staff would be effective July 1, 2008.

Support services such as child care are also important to retaining our capable workforce. Soon after I arrived, I announced that \$1 million would be available to enhance our facilities in order to address the need for more child care spots for both infants and toddlers. And I asked those most knowledgeable about the needs to be involved in determining how that money should be used.

Open communication is also important for retaining our skilled and experienced employees, including AP staff who make so many WSU services and programs run efficiently and effectively. I was



very glad to be asked to write this brief message for your newsletter. This fall, I held a series of public forums to answer questions and the forum videos are online for you to view. And, as you likely know, I comment on timely and important topics in my weekly Perspectives columns, available at: <http://www.wsu.edu/president/perspectives/>.

Again, thank you for the invitation to submit this column.

Elson S. Floyd, Ph.D.

**APAC Roster:**

- Francis Benjamin
- Sheri Bird
- Vickie Chalmers
- Ardith DeRaad
- Denise Faerber
- Elissa Keim
- Sandie Kruse
- Gabriela Mazur
- Benjamin Medeiros
- Edward Sala
- Connie Sakamoto
- Nancy Shrope
- Anne Marie Smith
- Bradley Stewart
- Debbi Weller

**Alternates:**

- Virginia Tavera-Delgado
- Twila Brown

**Ex-Officio Members:**

- Theresa Elliot-Cheslek
- Rich Heath

**APAC Membership**

by Sandie Kruse

President Floyd recently increased the APAC council from twelve members to sixteen. A special new member drive was conducted in December 2007 with new members starting in January 2008. Members are selected based upon the diverse position titles, colleges, and areas of AP employees, so that many areas can be represented. The council goal is to have one person from each of the three urban campuses, one

from the extension office, and twelve from the Pullman campus. Members serve a three-year term and may apply for one consecutive three-year term.

Two alternate members are also chosen from membership applications to fill a one-year term. Alternates fill vacancies which occur prior to the end of a current member's term. The alternates may attend council meetings and serve on sub-committees but do

not vote on council matters.

New members are chosen by application each spring to replace those members whose terms are about to expire. The normal nomination cycle begins in April with a call for applications through WSU Announcements and the APAC listserv each spring; new members are selected before the June council meeting. All AP employees are encouraged to apply.

**Welcome to New Administrative Professionals!**

by Nancy Shrope

The Administrative Professional Advisory Council (APAC) would like to welcome you to Washington State University (WSU). The 16 member council represents the university's approximate 1500 administrative professional (AP) staff at all campuses, academic, central, research and extension units across the state. As a new AP employee the APAC is here

to assist you as a liaison for both APs and central administration; to serve in an advisory role regarding mutual issues; represent the interests of AP employees; serve as a dissemination point for communicating information between the AP staff and administration; and provide a forum where AP employees may discuss university-related issues of mutual interest.

One feature on the APAC web site (.apac.wsu.edu) is the "Spotlight" article which highlights individuals that make up WSU's administrative and professional staff. These profiles demonstrate the very wide and diverse group of APs from many different backgrounds and experiences. You are very welcome to attend the open APAC monthly

meetings held the second Thursday of each month. Plus, as an AP you are invited to present questions to the council for the members' consideration and response.

To find out more about the APAC please go to our web site or feel free to contact any of the APAC members (a roster is on the web site). Again, on behalf of the APAC, welcome to WSU!!

**“APAC Meetings are the second Thursday of every month.”**

## AP Spotlight

by Vickie Chalmers

Nancy Shrope came to WSU in 1982 as a time-slip employee in the Graduate School and Office of the Vice Provost for Research. Today you can find her in the Office of Grant and Research Development (OGRD) as Assistant Director.

Nancy carries out a diversity of duties each day, including oversight of outreach and development for grant proposal development and education, workshops, speakers, seminars, guest lectures, coordinating Office

**“I have the privilege of ... feeling that I’m making a difference to the campus community.”**

of Research internal competitions, review of external limited submission pre-proposals, and representing OGRD’s director when requested. Nancy is executive secretary for the Research and Arts Committee (RAC) and - if all that isn’t enough - her 25 years at WSU makes her an unofficial archive of past activities within her department.

Nancy’s average 10-12 hour day is “constantly reprioritized by whoever calls, walks in the door, or sends an email.” One hour she might be working with a faculty member, the next with a graduate student, then on to reviewing New Faculty Seed Grant proposals for the internal competition coordinated by the RAC. This diversity of



people, disciplines, and activities is her favorite part of her position.

She’s especially rewarded when an OGRD employee tells her how much they enjoy working in the office or when a new faculty person is excited at receiving their first grant and/or a really big externally funded award.

The most challenging part of her job is multi-tasking all of her responsibilities so everything keeps moving forward at the same time to comple-

tion. One of her most rewarding roles is having served on the APAC for the last six years.

She believes the best things about being AP are the recognition of being a professional and expert in your area and the feeling that AP’s contribute to the university’s mission by being a part of the team .

### CONGRATULATIONS!

Of the seven employees honored for 40 years of service at WSU’s recent employee recognition event, three are AP Staff. Joe Watson, Educational/Public Media, Betty Musick, Horticulture/Landscape Architecture, and Lana Miller, Capital Planning and Development.

Congratulations to each of you for reaching this important milestone! You’re an inspiration to the rest of us!

Do you know an AP who deserves to be in the *spotlight* ?

APAC is looking for Administrative Professionals to feature in upcoming articles for our website and newsletter. Email nominations to [apac@wsu.edu](mailto:apac@wsu.edu)!



## Upcoming Meetings & Guest Speakers:

**January 10, 2008**

**Kathleen Hagen**

*The Commission on Status of Women*

**Theresa Elliot-Cheslek**

*Human Resource Services*

**February 14, 2008**

**David Schmidt**

*Human Resource Services*

**March 13, 2008**

**Kathleen Hatch**

*CUB and REC*

For more info, please visit [apac.wsu.edu](http://apac.wsu.edu)

## Chair's Corner

by Francis Benjamin

This had been a year of changes for the Administrative Professional Advisory Council. Changes, designed to improve our responsiveness and strengthen our ability to serve APs.

The number of council members has been increased to provide more input from across the WSU campus system. Increases in council positions affect not only the Pullman campus, but also include a dedicated council position at each branch campus as well as one for AP's not located on a WSU campus.

APAC is now participating in university events, including convocation and graduations. As chair, I am also attending the Board of Re-

gent's meetings and have opportunity to provide APAC updates at these meetings.

In November, I traveled with other APAC council members to the Tri-Cities campus to meet with AP's there and to run our first APAC meeting from an urban campus. I plan on visiting the rest of the campuses this year as APAC works to connect with all WSU AP's and improve networking opportunities between the campuses.

APAC is also in the process of establishing a physical presence on the Pullman campus. The intent of the office is to provide a consistent point of contact for AP's and to increase

APAC's visibility.

Many of these improvements are the result of President Floyd's support of APAC. I appreciate his character, accessibility, openness to input, and support of APAC. I hope each of you took advantage and participated in the presidential forums he held last semester.

This fall APAC also developed a number of subcommittees designed to improve meetings, increase visibility and address AP issues. I encourage involvement of all APs in attending APAC meetings and participating on the subcommittees.

## APAC Survey Update

by Anne Marie Smith

In March 2007, the council conducted an informal survey of A/P employees about how the council could best represent their interests. We re-

ceived a response rate equal to 19% (264 responses) of the total A/P's in the WSU system.

Of particular interest were the results of a

question which asked AP employees to rank their top three employment concerns, information which helped APAC set its goals for the 2007—2008 year.

| Issue of Concern                       | First | Second | Third | Total |
|--|-------|--------|-------|-------|
| AP Classification/Compensation System  | 76    | 37     | 30    | 143   |
| *Training/Professional Development     | 29    | 46     | 50    | 125   |
| *Career Development                    | 46    | 36     | 38    | 120   |
| Benefits                               | 32    | 49     | 23    | 104   |
| Mentoring                              | 5     | 15     | 13    | 33    |
| Parking                                | 3     | 15     | 24    | 42    |
| Child/Elder Care Issues                | 18    | 13     | 7     | 38    |
| Diversity Issues                       | 9     | 4      | 15    | 28    |
| Annual Reviews/Performance Evaluations | 21    | 28     | 27    | 76    |
| Recruitment and Hiring Process         | 14    | 13     | 24    | 51    |
| Other                                  | 12    | 6      | 12    | 30    |