

Administrative Senate Events and Outreach Committee

June 1, 2012 Report

Chair: Lee Ann Shafer

Vice-Chair: Gary Burgdorf

Members: Wendy Bredhold, Mandi Fulton, Kacheyta McClellan, Sherry Miller, C J Regin, Angela Torres, Lance Woods,

Overview: The duties and responsibilities of this committee are to involve USI's administrators in university-wide events, projects and committees: develop productive partnerships with university groups such as Faculty Senate, Staff Council and student groups, and to sponsor events that recognize the service and achievements of administrators at USI.

Significant Activities:

1. The committee planned the first-ever "Milestones of Service" reception on May 23 and coordinated with Human Resources, Special Events, and Tri-State Trophies of Evansville. The committee attempted to create an event that suitably recognized years of service and strengthened the sense of community among USI administrators with a ceremony and awards program for nearly 150 honorees. The main challenge was to recognize any administrator that had served 5 or more years and get everyone "caught up" with awards and recognition. Each person being recognized received a packet with a certificate, a letter from the Chair of the Administrative Senate, and a flyer with information on ordering a service award. Each milestone level – 5-year, 20-year, etc. had a choice of three service awards to choose from. The committee narrowed these choices by considering gift items that identified the user with USI in some way with a USI logo, engraving, etc. Order deadline was set for June 1st to ensure that billing and expenses comply with end-of-fiscal year procedures.
2. The Administrators' Toolkit Series was continued as a monthly event for USI administrators to learn more about the diversity of activities and missions at USI, to become familiar with the administrators who work in these departments, to foster a spirit of collaboration at USI. The committee members coordinated the following events: *(estimated attendance included)*

2011-2012 Administrators' Toolkit Series

Office Ergonomics (25)

Wednesday, September 21 1:00 – 2:00 pm

UC 2217

Bryan Morrison and Sandy Davis

“What’s in Your Survey?”(12)

Tuesday, October 11 11:00 am - 12 noon

UC 2205

Dr. Katherine Draughon and Joe Wingo (OPRA)

Leadership and Management (45)

Wednesday, November 9 11:00 am – 12 noon

Varsity Club Room

Rodney Watson

Demonstration of OrgSync Software (18)

Wednesday, December 7 11:00 am – 12 noon

Rice Library Room 0012 (38)

Carmen Stoen

USI’s STEM Outreach and Truck (15)

Wednesday, January 25 – 1:00 – 2:00 pm

Science Center Room 1212

Allison Grabert

USI Theater Update (12)

Thursday, February 23 – 2:00 – 3:00 pm

Kleymeyer Hall

Elliott Wasserman, Chair of Performing Arts

USI Trails Talk and Tour (15)

(Program began in RFWC Quiet Room)

Wednesday, March 21 – 12 noon – 1:00 pm

Stephanie Walden-Schwake

April 2012 Toolkit was planned but postponed – IT Update from Richard Toeniskoetter.

Recommendations:

1. The “Milestones of Service” project should continue annually with input from this committee and the Administrative Senate. A supplemental report on the event with further recommendations will be filed before the July meeting of the Administrative Senate.
2. The Administrators’ Toolkit Series be continued. Ideas for new topics might be generated in a Senate meeting or brainstorming session.

Work in progress:

1. If approved by the Administrative Senate, continued participation and planning input for the “Milestones of Service” event.
2. If supported by the Administrative Senate, planning, coordination and advertisement of the Administrators’ Toolkit Series.
3. Another idea that we “floated” but did not pursue this year is an expanded campus tour of “behind the scenes” and lesser-known locations and resources at USI. This was viewed as a valuable way to help administrators share the experience of exploring the campus, learn more about USI and foster a sense of community. We would need budget approval for food (picnic lunch) and bus transportation around campus. Also, many departments would have operations interrupted (briefly) so this event would need cooperation and approval at high levels of administration.

Respectfully submitted:

Lee Ann Shafer – Chair

Gary Burgdorf – Vice-Chair