

## Administrative Senate Events and Outreach Committee

June 1, 2011

**Chair:** Lee Ann Wambach

**Vice-Chair:** Kathy Jones

**Members:** Wendy Bredhold, Debra Clark, Kacheyta McClellan, C J Regin, Lance Woods, Andy Zellers

**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 staffed a display table at the resource fair during the fall faculty/administrative meeting August 23rd. The display included basic information introducing the Administrative Senate to the USI community and the names of this year's officers and senators. We also handed out information about the fall dates for the Administrators' Toolkit.
2. The Administrators' Toolkit Series was established 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)*

### **Administrators' Toolkit Series**

#### ***Environmental Stewardship at USI***

Tuesday, September 21            12 noon–1:00 pm – Rice Library Room 0017 (18)

Dr. Paul Doss –Professor of Geology and Chair of USI's Environmental Stewardship Committee

#### ***Zimride: a New Way to Get to USI***

Tuesday, October 19            10:30 – 11:30 am – Health Professions Bldg. Room 1008 (12)

Steve Woodall – Director of Security

#### ***USI's Master Plan***

Tuesday, November 16            3:30 – 4:30 pm – Rice Library Room 0017 (38)

Mark Rozewski – Vice President for Business Affairs

#### ***Recreation, Fitness, and Wellness Center Tour***

Tuesday, January 18 – 12 noon – 1:00 pm (18)

Sandy Davis – Program Coordinator for Recreation, Fitness, and Wellness

#### ***Art Gallery Tour (McCutchan Art Center and Pace Gallery)***

Tuesday, February 15 – 3:30 – 4:30 pm (7)

Dr. Michael Aakhus – Dean, College of Liberal Arts

**Healthy Campus Panel**

Tuesday, March 15 – 3:30 – 4:30 pm (28)

*Representatives from Student Health Center, Student Counseling Center, Dental Hygiene Clinic, Recreation Fitness and Wellness Center, and Safety and Security*

*(Gina Lang, LNP/Office Manager, Dr. Tom Longwell, Director, Jennifer Bartek, Dental Hygiene Clinic Faculty, Christine Tolis, Assistant Program Director for Student Wellness, Steve Woodall, Director of Security)*

**Marketing USI: Telling the USI Story**

Tuesday, April 19 – 3:30 -4:30 pm (36)

Todd Wilson – Assistant Vice President for Marketing and Communications

3. The committee also explored the sponsorship and organization of an annual ceremony to recognize the milestones of service reached by individual administrators. We developed preliminary plans and a framework for planning an annual reception and methods of recognizing administrators at 5, 10, etc. years of service. The Administrative Senate recommended this event be supported through funding and administrative assistance from USI's Vice President for Finance and Administration, and presented it to Mark Rozewski for further guidance. (See minutes from February 2, 2011 meeting)

**Recommendations:**

1. The "Milestones of Service" project should go forward with input from this committee and the Administrative Senate.
2. The Administrators' Toolkit Series be continued but scheduled on various days of the week instead of all Tuesdays. Many ideas for new topics have been proposed.

**Work in progress:**

1. If approved by the Administrative Senate, continued participation and input for the first "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. 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 Wambach – Chair

Kathy Jones – Vice-Chair