

Event & Outreach Committee
Administrative Senate
June 2014
Mandi Fulton and John Campbell, Co-Chairs
Committee: Steve Bequette, Ray Simmons, Julie Brauser, Alex Eaton, Phyllis Oeth

The Events and Outreach committee continued with the toolkit series. The recap schedule is as follows:

9/16/2013	9:00am	Career Services Speaker: Julie Brauser was ill, so several others subbed for her. 7 attended Organized by committee member: Julie Brauser
10/23/2013	1:30pm	Theatre Information Speaker: Elliot Wasserman 4 attended Organized by committee member: John Campbell
11/13/2013	10:00am	Athletics/Basketball Speaker: Rodney Watson & Stetson Hairston 16 attended Organized by committee member: Mandi Fulton
12/4/2013	10:00am	Social Media Speaker: Marcia Kiessling 12 attended Organized by committee member: Mandi Fulton
1/7/2014	10:00am	Budget Training Speaker: Jina Campbell & Jeff Sickman 24 attended Organized by committee member: Ray Simmons
2/26/2014	9:00am	CARE Team Strategies Speaker: Various Organized by committee member: Steve Bequette
4/9/2014	9:00am	Disability Services *Cancelled due to LOGO Unveiling Organized by committee member: Alex Eaton

2014/2015 Committee Description Proposals

Professional Development - Addresses efforts to provide and encourage professional growth and development of administrators; assists in developing training for administrative staff specifically during fall and spring meeting activities; reviews, studies, and recommends Senate action regarding such matters as professional leave and continuing education.

The primary focus of this committee should be to seek out and promote speakers, classes, training sessions, etc. that are already in place via Outreach and Engagements and/or other campus entities that have the means to put forth worthwhile sessions/speakers. If “toolkits” (to be renamed) are continued, they should be taken over by the Professional development committee. These sessions should be provided when a topic/speaker is opportune, NOT put on via a monthly schedule. Trying to maintain a monthly schedule, forces toolkit sessions that may not be popular or highly attended.

Events and Outreach - Involves USI’s administrators in university-wide events, projects and committees; develops productive partnerships with university groups such as Faculty Senate, Staff Council and student groups; sponsors events that recognize the service and achievements of administrators at USI.

The primary focus of this committee should be to seek out employee activities (both existent and new events) and events that promote interoffice relationships. (ie; the two employee days for basketball games that were implemented this year). This committee should work to facilitate new events, like an employee day to visit a theatre play or an employee version of the Madrigal Feast, and also work to promote current events that are under-attended like the Alumni Picnic and Springfest.