

**Administrative Senate Events and Outreach Committee
Annual Report
June 3, 2015**

Chair: Brandi Hess

Vice-Chair: John Campbell

Committee Members: Sandi Davis, Alex Eaton, Sarah Harlan, Phyllis Oeth

The Events and Outreach Committee worked on the following projects during the 2014-15 session.

Building a sense of Community through USI Events and Benefits

The committee determined there are many events and opportunities that exist for employees to individually become more active at USI, however knowledge of those events is in an organized location is lacking. The committee discovered Staff Council identified this conclusion in one of their committees as well. The two groups would like to join efforts to help resolve the issue by working with Web Services on a Faculty/Staff page to list events, benefits, activities that are employee or employee plus family oriented. The following activities are listed as an example: family night at RFW, employee softball tourney, employee discounts list of retailers, health screenings, ultra sounds, book clubs. This may be an ongoing activity with Staff Council and Web Services to establish this page and maintenance.

USI Milestones of Service Reception

The committee worked with Vice Chair Stephanie Walden-Schwake to organize and plan the 2015 reception. The committee chose milestone gifts to be included for the various levels of service. As a tie-in for the USI 50th Anniversary, retirees were honored for their combined years of service on the event program and the slideshow prior to the event. There were 43 Administrators recognized at the event. The event ran smoothly and efficiently.

Ice Cream Social

An idea was suggested to the Events and Outreach Committee to host an event where administrators could meet other administrators and especially those new to the University. The challenge for some administrators is they may work in areas of campus not connected to the heart of campus and/or may not have business meetings outside of their work groups. It is difficult for those individuals to meet others and feel a sense of community. The committee thought of having an Ice Cream Social in July 2015 to encourage Administrators to meet and get to know one another from various parts of campus. The committee chose a stand-alone event rather than utilizing the Fall Meeting because many areas of campus (such as housing and is one of the groups isolated from the core campus) are busy training staff and returning students. A proposal with budget was submitted June 2015.