

Administrative Senate Events and Outreach Committee

Annual Report

June 1, 2016

Chair: Karen Huseman

Vice-Chair: Alex Eaton

Committee Members: Sandi Davis, Phyllis Oeth, Tricia Tieken, and Caylin Blockley

The Events and Outreach Committee worked on the following projects during the 2015-2016 session.

Ice Cream Social

As a follow-up to an idea from the 2014-2015 Events and Outreach committee, this year's committee hosted an Ice Cream Social for USI administrators on July 29 at the Performance Center. The goal of the event was to educate administrators about "USI perks" for employees and invite staff to tour a new campus facility. The committee arranged to have tours of the Teaching Theatre led by Elliot Wasserman, Chair of Performing Arts Department. At the ice cream social tables displayed "Did You Know" facts about perks of USI employment. Attendees were also eligible for t-shirts donated by the Campus Store and a pair of tickets to a fall theatre production. Forty-seven staff attended the event.

The committee is planning for a summer 2016 Ice Cream Social to be held July 20 (location to TBD). A proposal with budget was submitted June 2016.

Connecting with New Administrative Employees

The committee determined there are limited opportunities for administrators to meet and connect with new administrators outside the fall and spring faculty/staff meeting. The committee discussed ways to reach out to new employees to assist in welcoming and orienting new staff. The committee learned of Staff Council's Employee Ambassador Program which provides new staff a brochure with information about Staff Council and facilitates a tour with a member from Staff Council and the new employee. The committee worked with Human Resources and IT to create a weekly report to notify Administrative Senate of new staff hires. Members of the committee reached out to new administrative hires to welcome them to USI and offer a tour of campus.

USI Milestones of Service Ceremony

The committee worked with Vice Chair Larry Back and Special Events staff to organize and plan the 2016 ceremony. The committee chose milestone gifts to be included for the various levels of service. To build on last year's tie-in to the USI 50th Anniversary, recent retiree names and their combined years of service were added to the program. A total of 44 Administrators were recognized at the event.