

**Administrative Affairs Committee Annual Report to Administrative Senate,  
June 14, 2017  
Danielle Norris, Chair  
Members: Stephanie Diekmann, Ben Luttrull, Ashley Watson**

The Administrative Affairs committee had an eventful 2016-2017 year. The main activities of the committee included:

- Following up with Web Services and Procurement on the Employee Discount Program webpage. The webpage is complete and can be accessed at <http://www.usi.edu/procurement/employee-discount-program/> The Procurement office has requested a student worker to assist with the maintenance of this program.
- Establishing a regular Town Hall event for administrators.
  - The Administrative Affairs committee planned and hosted the first Town Hall, which was held on January 16, 2017. The Chair of the Administrative Senate gave a presentation on the history and purpose of the organization and how to get involved. The presentation was followed by a public comment segment facilitated by senators, during which they collected feedback from administrators about what they like about working at USI, what could be improved and how Administrative Senate can help.
  - In the future, we hope Administrative Senate will hold a Town Hall event once a semester. Rather than repeat the content from the first Town Hall, we think future events should focus more on the work the Administrative Senate is currently doing and getting administrators engaged with that work.
- Following up on ideas and feedback that came out of administrator comments at the Town Hall event.
  - As a result of the Town Hall, the Administrative Affairs committee proposed to the Senate the establishment of a program for administrators to request funding to participate in professional development activities that their home departments' budgets can't accommodate. The Chair of the Administrative Senate requested a \$10,000 annual allocation for this program at the budget hearing on March 24, 2017. If the request is approved, we recommend the establishment of a standing committee in the Administrative Senate to administer this program.
  - The process of planning this event brought to light the many opportunities to improve communication between the Administrative Senate and other administrators on campus. We recommend establishing monthly communications between senators and their constituents going forward to keep administrators informed about Administrative Senate business.

Other noteworthy happenings this year include:

- Danielle Norris becoming committee chair and Don McGrath becoming committee vice chair in December 2016.
- The committee discussing and preparing for dissolution, pending approval of changes to the standing committee structure in the Constitution & Bylaws.