

END OF THE YEAR REPORT
2018-2019
Employee Events Committee
Standing Committee
Administrative Senate

Chair: Rustin Howard
Co-Chair: Steven Stump
Members: Caylin Blockley, Megan Doyle, Teresa Grisham, Jacob Hansen, Shannon Hoehn

Committee Charge: *Involves USI's administrators in university wide events; sponsors events that recognized the service and achievements of administrators at USI.*

2018-2019 Committee's Purpose:

- *Host an Ice Cream Social for administrators in Summer 2018 before school starts*
- *Host a Winter Social for administrators in Fall 2018 to end out the first two semesters*
- *Host the annual Milestones of Service ceremony for all administrators that have reached milestones in service at USI*

At the beginning of 2018-2019, the Events Committee began planning the Ice Cream Social which took place on Thursday, July 19, 2018 in the Business and Engineering Building Lounge and Balcony. We served 175 people, had two giveaway winners, and donated "Play It Forward" items to the CLC. We had 53 donations for gross-motor-play. We requested a budget of \$400 and spent a total of \$80.05.

In the fall of 2018, we held our first annual Winter Social Event called, "Festivus for the Rest of Us" on Thursday, December 13, 2018 from 2:00 PM – 4:00 PM in Traditions Lounge. We gave away three door prizes, served a hot chocolate bar and desserts, and mingled with colleagues before Winter Break. We had 116 people in attendance, requested a budget of \$400, and spent a total of \$378.

In the spring of 2019, Administrative Senate hosted the Milestones of Service ceremony on Thursday, May 15, 2019 from 3:00 PM – 4:30 PM in Carter Hall. We awarded 62 administrators for their service to USI. We had a reception following that included desserts, vegetables, fruit, and punch. We requested a budget of \$500, and we know that \$399.80 was spent on catering. We are still awaiting the additional charges for florals and certificates.

The committee met on the following dates: October 2, October 18, November 29, February 4, March 1, and April 29

Respectfully Submitted,
Rustin Howard, Chair