

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

Chair: Britney Orth
Co-Chair: Maggie Carnahan
Co-Chair: Stacy Draper
Members: Stephanie Diekmann, Jaclyn Dumond, Ben Luttrull, Jeannie McAlister
Ex-Officio: Caylin Blockley, Vice-Chair of Administrative Senate

Committee Charge: Develops productive partnerships with university groups such as Faculty Senate, Staff Council, and student groups; works with HR to welcome new staff, increase awareness of Senate to the larger community

2018-2019 Committee's Purpose:

- *Ensure employees feel comfortable at USI and knowledgeable about the work of Administrative Senate*
- *Outreach to new and current administrators*
- *Outreach to other USI governing groups Faculty Senate, Staff Council, and Student Government Association*

At the beginning of 2018-2019, the Employee Outreach Committee received permission by the Administrative Senate Executive Committee to split the committee into two subcommittees – Outreach subcommittee and Volunteer Campaign subcommittee. This split occurred to ensure that the Employee Outreach Committee could effectively work on two main goals – outreach to administrators and the volunteer campaign.

The committee met on the following dates: June 19, July 9, July 26, September 4, January 22, February 15, March 1, and May 16.

The chair(s) met with various individuals to discuss some of the committee initiatives on the following dates: August 1, September 28, February 1, and March 14.

During the 2018-2019, the committee worked on the following items carried over from 2017-2018:

- Update and Change the Welcome to New Administrators' Flyer
 - This was completed during the FA 2018 semester.
- Create a Volunteer Campaign
 - To promote a culture of volunteerism for benefit eligible employees of the University of Southern Indiana (USI). With support from Administrative Senate, Faculty Senate, and Staff Council, the Employee Outreach Committee proposed a pilot program, which will encourage and empower employees to use time during the work day to volunteer. During the pilot year (2019/2020), the Employee Outreach Committee suggest USI-centered events are the focus of these volunteer hours; this will not only benefit the USI community but also engage USI employees with various areas of campus. Long-term, allocating work time for volunteerism has positive outcomes, including employee retention and job satisfaction. *On April 3, 2019, Administrative Senate unanimously approved to advance the Volunteer Campaign proposal. Administrative Senate Chair, Ingrid Lindy and Employee Outreach Committee Chair, Britney Orth are awaiting an invitation by VP Kindra Strupp to present the Volunteer Campaign proposal to President's Council.*

New Items for Consideration during 2018-2019:

- Establish employee driven tour for new administrators– *Our committee has obtained and started to update a tour document used by the USI Student Ambassadors.*
- Determine ways for USI employees to participate in existing or new activities on campus– *Our committee worked with some of the other Administrative Senate standing committees and employee groups to develop ideas and spread the word about events on campus.*
- Contact and welcome new administrators and invite them to one-on-one lunch with current Employee Outreach committee members–*Chair or Vice Chair of committee sends a welcome email and flyer to all new administrators and offer to set them up for a tour led by the USI Student Ambassadors. One of the committee chairs (chair or vice chair) follows up with an email to the new administrator(s) and ask if they would like to go to lunch (no one has accepted so far). This initiative started in during the Spring 2019 semester.*
- Send Administrative Senate minutes, upcoming events, and/or approved initiatives to USI Today– *Several stories have been written due to our working relationships with Erin Meyer at USI Today – Intro on Admin Senate, Elections, and Milestones.*
- Notify Employees about Employee Handbook Changes– It has come to the attention of the committee that employees are confused when the Employee Handbook comes out as far as what are changes to an existing policy and which policies are brand new. *The committee has started discussing feedback and establishing next steps.*

We leave the following items for next year's committee:

- Establish employee driven tour for new administrators— *Continue to update and revise the tour document and recruit and train members of the committee to serve as tour guides when a new administrator requests a campus tour.*
- Determine ways for USI employees to participate in existing (i.e. SpringFest for students- create opportunities for employees to be involved as well) or new activities on campus- *Work with additional employee school spirit groups and partner with student activities groups. Develop some new ideas to connect new and current employees to the University and increase school spirit.*
- Continue to welcome and contact new administrators and invite them to an one-on-one lunch with current Employee Outreach committee members—*Develop some new ideas to connect new and current employees to the University. Determine if Sodexo is willing to partner with the lunches.*
- Continue to send Administrative Senate minutes, upcoming events, and/or approved initiatives to USI Today— *Several stories have been written due to our working relationships with Erin Meyer at USI Today – Intro on Admin Senate, Elections, and Milestones.*
- Notify Employees about Employee Handbook Changes— *The committee has started discussing their feedback and establish next steps.*

Respectfully Submitted,
Britney Orth, Chair
Maggie Carnahan, Vice Chair
Stacy Draper, Vice Chair