

END OF THE YEAR REPORT  
2019-2020  
Employee Events Committee  
Standing Committee  
Administrative Senate

Chair: Rustin Howard  
Co-Chair: Steven Stump  
Members: Juzar Ahmed, Megan Doyle, Teresa Grisham, Jacob Hansen

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

2019-2020 Committee's Purpose:

- *Host an Ice Cream Social for administrators in Summer 2019 before school starts*
- *Host a Winter Social for administrators in Fall 2019 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*
- *Develop ideas and begin the groundwork to bring administrators together as a whole through life groups, topical events, book/podcast clubs, sporting events, social media platforms, etc.*

At the beginning of 2019-2020, the Events Committee began planning the Ice Cream Social which took place on Wednesday, August 8, 2020 in the new Screaming Eagles Arena. We served our administrators with soda floats and donated items to the CLC. We gave tours of the new arena and a time of fellowship. We requested a budget of \$350 and spent a total of \$205.20.

In the fall of 2019, we held our second annual Winter Social Event "Elf on the Shelf" theme on Thursday, December 12, 2019 from in Traditions Lounge. We gave away door prizes from the bookstore, served a hot chocolate bar and desserts, and mingled with colleagues before Winter Break. We had around 70 people in attendance, requested a budget of \$400, and spent a total of \$378.

In the spring of 2020, Administrative Senate hosted its first ever Virtual Milestones of Service ceremony on Wednesday, June 10 via Zoom due to the COVID-19 Pandemic. We awarded 48 administrators for their service to USI and added personal fact through the virtual presentation. We sent all honorees congratulatory videos from President Rochon and Britney Orth – Admin Senate Chair, electronic certificate files, and supervisor comments. We will be sending tangible copies of the certificates to recipients upon return to campus.

The Events committee worked diligently in 2019-2020 to lay groundwork on how to give administrators more opportunities to get to know one another better and find common

interests throughout the campus community. With the COVID-19 Pandemic, plans were developed but not implemented for social media usage, "Good News" form submission, sporting clubs, and book/podcast clubs. We hope that this work will continue for years to come to bring our administrators closer together.

The committee met on the following dates: July 3, September 20, November 18, December 10, January 22, February 19, April 24, May 8, May 27, and June 2.

Respectfully Submitted,  
Rustin Howard, Chair