

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

Chair: Stacy Draper  
Co-Chair: Taylor Gogel  
Members: Erin Meyer, Jaclyn Dumond, Ben Luttrull, Carissa Prince  
Ex-Officio: Jake Hansen, 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*

2019-2020 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*

The committee met on the following dates: July 11, August 15, September 19, October 24, November 21, January 16, February 20, March 12, May 19, and June 25.

During the 2019-2020, the committee worked on the following items:

- Update and Change the Welcome to New Administrators' Flyer
  - This was completed during the FA 2019 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. *The Outreach Committee is working to provide a first year recap to President's Council including a request to expend the pilot program for another year.*
- Handwritten Notes to New Administrators

- Notes are signed by the Outreach committee members and included coupons for Sodexo and USI's theater.
- We also adjusted the welcome report to include rehired employees so that they can received the same warm welcome back to campus.
- Admin Senate Publication
  - In April we launched "The Admin Minute" publication focused on recapping recent Admin Senate activites and including a get to know you section for greater awareness.
- University Handbook Changes
 

The following suggested changes help to ensure clear communication of recent handbook changes.

  - Under the "view recent revisions" link include (in addition the PDF page number) a hyper link to updated section.
  - Include in the recent revision document a summary of revisions for each item listed.
  - For example is it a new section, small wording revision, or change to policy.
  - Explore color coding within the Handbook section that contains a revision or apply a call out with a standard text "July 2019 Revision" for each change. These indicators would need to be managed from revision to revision to ensure the current edits are highlighted.
  - Provide a calendar/timeline of when new handbook updates are planned (is it semi-annually, annually, quarterly, etc.). Making it clear to employees when to look for changes.
- Quarantined But Connected Hour
  - The Outreach Committee hosted a social hour for admisitrators to reconnect during the COVID-19 work from home timeframe.

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

- Ambassador Program- explore oppurunities to create a mentor/buddy system that supports the HR onboarding process and encourages new adminisartors to participate with our tenured team members.
- Continue to welcome and contact new administrators.
- Continue to send Administrative Senate minutes, upcoming events, and/or approved initiatives to USI Today.
- Contiune to support the volunteer program and explore ways to increase participation.

Respectfully Submitted,  
 Stacy Draper, Chair  
 Taylor Gogel, Vice Chair