

END OF THE YEAR REPORT
2020-2021
Employee Outreach Committee
Standing Committee
Administrative Senate

Chair: Taylor Gogel
Vice Chair: Carissa Prince
Members: Maggie Carnahan, Jaclyn Dumond, Ben Luttrull
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

2020-2021 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 31, August 26, September 30, November 23, December 11, January 21, February 4, February 25, March 19, April 8, April 22

During the 2020-2021, the committee worked and finalized on the following items:

- Create a monthly (sometimes bi-monthly) newsletter to be distributed to constituencies. This was initiated to enhance communication across campus and report in a timely fashion the items being considered by Administrative Senate.
- Develop Ambassador or On-Boarding Buddy Program for new employee orientation. For the first half of the year, the committee drafted questions to be included in the annual employee survey. The EOC team worked with the Office of Planning, Research, and Assessment to create specific questions to rate employee orientation experiences. Ultimately the questions were not included as the year was not conducive for the launch of a new orientation process.
- Collaboration with the Employee Events team to host a Virtual Holiday Open House. EOC team members worked various Zoom sessions, hosted conversations rooms, and helped to plan the overall structure of the event. Planning additional initiated for a Virtual Spring Break, although ultimately tabled by University leadership.
- Received a Item for Consideration to review and revise the current University Obituary and Sympathy Policy. EOC team members quickly learned through informal surveying and discussions that department leaders themselves were unaware of their

responsibilities as it related to the current policy. In addition, through an informal surveying process, the EOC team learned employees who had experienced recent deaths in their family felt the limited communication by the University represented a lack of understanding/compassion of their loss. The new policy considered:

- Clearly articulate who is responsible for reporting death notices and obituaries;
- Refine language in the policy as to which department and/or University leadership owns and monitors the obituary policy and process;
- How the University will formally respond to various deaths among the USI family; and
- Create a better culture of care and sympathy among the USI family in the event of a death.

During the 2020-2021 year, the following items were tabled:

- Volunteer Pilot Program: largely tabled due to the fact the COVID-19 pandemic limited employees ability to volunteer. It was also under University and Executive Committee guidance this program was tabled. The reporting structure remained in place; however, a formal recap and revision to the pilot program is still needed. The next EOC team will need to consider questions to include on the annual employee survey about experiences and/or perceptions about volunteering. (For example, ensure employees know they do not have to save the 10 hours granted to them for a particular event. The 10 hours is a minimum offered by the University).
- New Employee Welcome: The University limited the amount of new hires in the 2020-2021 year due to budget concerns, which made the new hire outreach a challenge. Additionally, the environment made it a challenge to meet and send handwritten notes to new hires. This item largely stopped, however it should resume as quickly as possible.

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

- Ambassador Program- explore opportunities to create a mentor/buddy system that supports the HR onboarding process and encourages new administrators 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.
- Continue to support the volunteer program and explore ways to increase participation.

Respectfully Submitted,
Taylor Gogel, Chair
Carissa Prince, Vice Chair