

\$485.00 catering
\$3,575.00 - Tri-State Trophies
\$200.00 or less

again in two weeks. Parts of the manual will be ready for approval by the end of the fiscal year. Ms. Stanley stated the manual was meant to be a reference manual.

Employee Relations and Benefits Committee Report - Tracy Adams, Chair

The committee was not able to meet last month. There was communication over email about PERKS and a concern about the subscriber list becoming a marketing tool for the benefit of PERKS. Also there is concern about the script used when contacting potential businesses and the reflection it may have on USI. Ms. Janet Johnson, Director for Alumni and Volunteer Services shares the same concerns. At this point, PERKS will not be pursued.

Ms. Deb Clark, of the Employee Relations and Benefits Committee, has compiled some census statistics related to adoption and birthrates. Ms. Stanley stated that Faculty Senate already has information on this topic and Staff Council seemed to be interested in supporting this project.

Ms. Adams has not received any information from Human Resources regarding family sick leave. Ms. Adams said Ms. Donna Evinger is wrapping up review of family sick leave.

Events and Outreach Committee Report - Mandi Fulton, Chair

The April Tool-Kit Series was scheduled at the same time as the USI Logo reveal and could not be rescheduled. Tool-Kits are wrapping up for the year.

Ms. Stanley mentioned thinking about ways to connect with students and others in the campus community.

Nominations and Elections Committee Report - Jayne Tang, Chair

Ms. Tang worked closely with Ms. Lindy and Ms. Teresa Grisham on filtering the mailing list to administrators with voting rights so the list is automated. The list is up-to-the-day current.

The website is updated with election information.

An email was sent on April 1, 2014 with details for elections and links to information related to Administrative Senate.

Ms. Tang asked the following from fellow senators:

Make sure those you speak with understand the obligations of serving on the Administrative Senate.

Past senators can run for executive level positions.

Recruiting is important because there are seven positions open.

Nominations are open through April 17. All of this information is on the website.

Professional Development Committee Report - Andrea Gentry, Chair

Ms. Gentry explained that she and Ms.