

EXAMPLE ANNUAL REPORT FORM

TO: President Newsom
FROM: John Smith, Secretary
DATE: June 14, 2025
TOPIC: Employee Engagement Committee FY 2024-25 Annual Report

ANNUAL REPORT SUMMARY

1. In September 2024, the engagement committee approved a campus wide initiative to create employee appreciation events. In November, we hosted employee appreciation week and honored ten faculty and staff across campus for their service. It was well received and the committee intends to do this again next year.
2. In January 2025, the committee approved moving forward on a team-building event. Members reached out to Departments for interest and reported responses. In March, the committee created a proposal for Student Affairs to use for team building and it was implemented in April. The team-building exercise was provided by the Psychology Department and feedback was positive.