

# General Staff Meeting

August 15, 2007, 4–5 pm  
Room 108, Chan Shun Hall

*The goal of the General Staff Meeting is to formalize, streamline, and improve channels of communication and the dissemination of information through sharing issues of campus life, employee development, and important university messages.*

Words of Welcome & Announcements	Wanda Swensen	
Words of Encouragement	Ruth Hood	
Senate Update	Carey Carscallen	
Employee Development	Update on Dental Benefits	Dan Agnetta
Campus Issue	Enrollment	Stephen Payne
Staff Employee of the Month	Werner Pressnitz	
Go In Peace	Wanda Swensen	

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## **Don't Forget—Information and Resources Available to You**

**Lend-a-Hand**—Sunday, Aug. 19, 8 am–8 pm, Lamson Hall. Please call the Alumni office at 471-3591 to register or send an email to [alumni@andrews.edu](mailto:alumni@andrews.edu) and sign up for a two-hour shift. You will receive a free t-shirt to wear for your shift. Sign up...and bring a friend!

**New Employees:** Albie Abrahams, Enrollment Coordinator; Yvonna Applewhite, Admin Asst—CLC & DMin; Jannette Cave, Supervisor of Operations AIM; Ronnie Craft, Asst Office Mgr/Dispatch Supervisor, Public Safety; Vicki Cudanin, Admin Asst, Educ Counseling & Psychology; Chenoa Jimenez, Receptionist/Asst to Guest Relations, Enrollment; Zachary Juniper, Asst Dean—Men's Dorms; Jodi Kendall, Administrative Asst; Kevin Merrill, IT—Supervisor, AIM; Maria Munoz, Grad Admissions Coordinator; Jeffrey Powell, Carpenter, Plant Service; Jeffrey Smith, Program Director, WAUS; Cherilyn Typaldos, Post Office; Geoffry Weithers, Marketing Director—WAUS; Andre Morgan, Web Designer/Developer—University Relations; Willyta Wamack, Admin Asst, Computer Science; Jason Webster, Strategic Mktg Coordinator, Enrollment

**Transitions:** Maryann Burns from Bookkeeper/Ship & Rec Supv to Bookkeeper, Bookstore; Michelle Guild from Assistant Director, Children's Learning Center to Front Ctr Reg/Data Entry Coord, Academic Records; Josip Horonic from Mgr MultiMedia Lab JWL to JWL Systems Manager; Eunice Jahn from Administrative Asst to Teacher, Children's Learning Center; Cheryl Kean from Textbook Manager/Buyer to Manager, Bookstore; Heidi Labbe from Admin Asst-Temp OISI to Admin Asst Distance Learn, SED; Brandon Lowry from Temp—PC Support Specialist to PC Support Specialist, ITS; Ann Marquez from Admin Asst to Teacher, Children's Learning Center; Lorelee Mendez from Contract Faculty—English/Education to Admin Asst, Teaching, Learning & Curriculum; Fanny Montenegro from Office Mgr JWL to Periodicals Assoc I; Jerrett Pate from Assoc Director to Interim Director, Public Safety; Karen Pearson from Development Writer to Admin Asst, Communication; Sheila Prillwitz from Asst Mgr/Trade Book Buyer to Admin Asst, Bookstore; Helen Susens from Front Ctr Reg/Data Entry Coord to Assistant to Registrar/Affiliations Prog, Academic Records; Cynthia Swanson from Post Office Clerk to Textbook Manager/Buyer, Bookstore; Jeff Trubey from Mechanical Foreman to Assistant Mgr, Plant Service; Michael Villwock from Asst Superintendent to Grounds Manager, Arboretum/Grounds; Alisa Wardecke from Admin Asst to Asst Mgr/Trade Book Buyer, Bookstore

**Departures:** Joshua Baltazar, Library; Daisie Bartolome, Graduate Admissions; Geoffrey Isaak, Development; Lucy Jann, Physical Therapy; Lisa Jardine, Development; Brad Joyce, WAUS; Linda Vivien Oxley, ITS; Pamela Paulien, RMES; Kevin Penrod, Public Safety; Edith Perez-Sandoval, Nelson Rothermel, AIM; Beverly Stout, University Relations; Susan Surmann, Public Safety

# Evaluation Questionnaire

## Today

Was the topic of today's General Staff Meeting interesting to you?    Yes/No

Helpful?    Yes/No

Which of the items in today's meeting were most helpful to you? \_\_\_\_\_

## Future

Who would you like to nominate as next month's Employee of the Month, and why?

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What topics would you like to see addressed at future General Staff Meetings?

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What issues would you like your staff senators to address?

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## GSM Planning Committee

Dan Agnetta

Barb Friesen

Geoff Isaak

Rebecca May

Erling Snorrason

Wanda Swensen

Judy Nelson

## Staff Senators

Dan Agnetta

Marsha Beal

Marvin Budd

Geoff Isaak

Bev Jenkins

Judy Nelson

Wanda Swensen

Jeff Trubey

Michelle Wallis

Steve Yeagley