

General Staff Meeting

Chan Shun Hall, Room 108

Wednesday, Oct. 22, 2008

No. 25

The meeting was called to order at 4:05 p.m. by Wanda Swensen

CALLED TO ORDER

Nicholas Jones, a Seminary student, had the devotion. He spoke from and about Matthew 6:19–21, “Do not store up for yourselves treasures on earth, where moth and rust destroy, and where thieves break in and steal. But store up for yourselves treasures in heaven, where neither moth nor rust destroys, and where thieves do not break in or steal; for where your treasure is, there your heart will be also.” He connected this important message with the recent economy troubles and encouraged the group by reminding that our reward is in heaven.

WORDS OF
ENCOURAGEMENT

Nicholas Jones

PRAYER

Wanda Swensen brought the announcements printed on the agenda to the attention of the group, including the fall concerts, a blood drive, a LeaderShaping Conference for Women and the upcoming wellness events.

ANNOUNCEMENTS

Becky May and Dale Hodges discussed the blizzard and emergency procedures for Andrews University as a reminder. The information is available online on the public safety website. To find the information, click on “Emergency Procedures” then “Winter Procedures”.

EMPLOYEE
DEVELOPMENT—
BLIZZARD &
EMERGENCY
PROCEDURES

At 2 a.m. and again at 5 a.m. the Departments of Transportation and Public Safety start conferring. Transportation is responsible for clearing the snow from the parking lots and campus roads. Public Safety sends a vehicle out to personally check the main roads coming into Berrien Springs. Safety also confers with their colleagues in the offices of the State Police, County, Sheriff, and Berrien Springs police, receiving an update on the road conditions in the 36 square miles of Berrien and Oronoko Township. If the roads are clear, the campus roads are plowable and weather conditions are reasonable, the day proceeds like any other work/school day.

However, if the local roads are impassable, Transportation is not able to keep up with the snow plowing on campus, or there are significant power failures on campus, the director of Public Safety, Dale Hodges, calls the director of Campus Relations, Rebecca May, who confers with President Andreassen, to recommend cancelling classes for the day. The President then makes the final decision and authorizes the Campus Relations director to distribute the information to local TV and radio stations, the school closing hotline, and the University's website.

Employees can call the weather hotline (471-7660) to find out if classes are taking place. Do not call Public Safety, as they may be busy with other emergency tasks. There is also a “short message service” that employees can sign up for if they want to receive a text message when there is any kind of emergency on campus, including cold weather class cancellations. This service will be tested on Thursday, Nov. 13, in preparation for the upcoming winter. You can sign up for this service on the Faculty/Staff webpage.

Andrews University is a residential campus, so it doesn't ever close completely. Employees need to have conversations within their department to decide what services their department will keep available if classes are canceled. You may also want to have a discussion about what will happen when local schools close and if you have small children. Some personal responsibility is required in making the decision if it is safe for you to drive to campus: Do not risk your life!

In 1990, President George Bush signed the Crime Awareness and Campus Security Act of 1990, which has become the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, which says schools must make timely warnings to the campus community about crimes that pose an ongoing threat to students and employees. This information is available on the Public Safety website. Click on "Clery Reporting," then "Crime Blotter." You can choose a week that you want to know about and you will see a brief description of each incident that has taken place on campus during that week. This encourages people to lock their cars, secure their bikes, and not leave their purses or bags unattended.

Public Safety has published emergency flip charts. Two copies are currently being distributed to building managers, and there will be more available later on. One copy will be posted by the emergency exit map, and the other will be in the building manager's office. The information is also available online.

Dale encouraged everyone to bring lost keys, cell phones and other items that are found to Public Safety. They have a lost and found that is checked when items are reported missing.

The Center for Youth Evangelism sponsored a trip to Louisiana to help with disaster relief following Hurricane Gustav in September of 2008. A second group just returned from another disaster relief trip to Texas after Hurricane Ike hit. Jeff Boyd and Wanda Swenson each described their experiences to the group.

CAMPUS ISSUES—
DISASTER RELIEF &
CENTER OF YOUTH
EVANGELISM

Karen Toms, one of Andrews University's chaplains, gave an overview of all of the outreach, inreach and mission ministries that are part of Campus Ministries. She expressed appreciation for all that the different departments on campus have contributed to the various programs.

The employee of the month was not present, so the item was held until next month.

STAFF EMPLOYEE OF
THE MONTH

The meeting ended at 5:03 pm.

ADJOURNMENT

Steve Yeagley, Moderator
Julie Jones, Recording Secretary