

**General Staff Meeting**  
March 2, 2005, 4-5 p.m.  
Garber Auditorium, Chan Shun Hall

<b>Get Acquainted with Your Fellow Staff</b>	Staff on 3rd floor East, Ad Building
<b>Words of Encouragement</b>	William Richardson, Dean, College of Arts and Sciences
<b>Words of Welcome</b>	Niels-Erik Andreasen, President
<b>Words of Procedure</b>	Rebecca May, Director, University Relations
<b>Employee Development Feature</b>	Karen Pearson, Advancement Admin. Somebody Answer the Phone!
<b>Something to Think About</b>	Richard Scott, Director, Physical Plant A New Entrance for Andrews University
<b>Your Input about the New Entrance</b>	Facilitated by Jane Sabes
<b>Your Questions</b>	
<b><i>Go in Peace</i></b>	

General Staff Meeting Minutes & Agenda will be posted online under Communication on the Faculty/Staff page.

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

**Board Briefing**—March 7, 4:30 pm, Garber Auditorium, Chan Shun Hall -

**Annual Trustee/Faculty/Staff Gala**—March 7, 6 pm, Howard Performing Arts Center

**Employee Benefits Town Hall Meeting**—March 17 & 24, 12-1 pm, Wolverine Room

**ITS Training**—March 17, 2-3 pm, “Can Banner Help You in Your Work?”

**Microsoft Word Training** with New Horizons (\$50)

Beginner Level Microsoft, April 5 & 6, 8:30 am-noon, Bell Hall Microlab

Intermediate/Adv. Level Microsoft, April 5 & 6, 1–4:30 pm, Bell Hall Microlab

Further details will be posted on-line at [www.andrews.edu/PR/agenda](http://www.andrews.edu/PR/agenda) as they become available.

**Recent Staff Transitions**

**New Hourly Employees**

Karen Weigley, Institute of World Mission; Eliz Doss (temporary), Institute of World Mission; Ron Dettman, Plant Services; Alba Valenzuela, RMES; Dulcinea Hulick (temporary), Food Service; Dan Hansen, Plant Services Manager

**Retirement**

Steve Bielas, Plant Services; Rob Morrow, Plant Services; Renee Copeland, Student Services

**Transitions**

Tami Condon, Enrollment to Alumni; Vivien Oxley, ITS Banner Support Specialist