

**General Staff Meeting  
No. 1  
March 2, 2005, 4:00 PM  
Minutes**

***Get Acquainted with Your Fellow Staff***

Featured were the hourly and salaried staff of Third Floor, East in the Administration Bldg.

***Words of Encouragement***

Dean Bill Richardson, College of Arts and Sciences, provided us with a devotional on the importance of “team” (Ecc1 3:22, Ps 133:1). He thanked staff for their contributions and presented a special pin representing this spirit through the example of the great redwoods of California.

***Words of Welcome***

Dr. Niels-Erik Andreasen, President, welcomed staff and added his words of appreciation for their work and dedication to the mission of Andrews University. He shared his support for General Staff Meetings and encouraged each one to take advantage of this opportunity to learn as well as provide feedback to the university.

***Words of Procedure***

Rebecca May, University Relations, shared information about how these meetings will be structured. In the future we plan to have a special website where staff can dialogue, ask questions and submit suggestions about the happenings of the university.

***Employee Development Feature***

Dennis Hollingsead, Academic Administration, shared a unique system established by the third floor administrative assistants, which assures everyone’s phones are answered as much as possible. Larry Prelog of ITS/Telecommunications, helped them set up a “circle” system that forwards the phones so that callers have every opportunity to get a person instead of a recording when calling. Contact ITS for more information on setting up a similar system in your area.

***Something to Think About—A New Entrance for Andrews University***

Richard Scott, Plant Administration, introduced Stan Beikmann, Arboretum, who shared five options on configurations of a possible new university entrance. For more information, contact Richard Scott.

***Your Input About the New Entrance***

Those in attendance were invited to join Richard Scott and Stan Beikmann in sharing their observations and offering their input. See “Questions on New Entrance” for feedback.

***Your Questions***

Attendees were encouraged to contact Lisa Jardine at [jardine@andrews.edu](mailto:jardine@andrews.edu), or any other Senator with their questions and/or concerns re: the proposed new medical benefits. Jane Sabes, Chair of the Senate, accepted comments, questions and concerns and also reported that Dan Agnetta has expressed willingness to forward questions to the benefit consultants and provide employees with answers to their questions during the week of March 7, 2005.

***Go in Peace***

Adjourned at 5:00 PM

See the Meeting Agenda for information about upcoming meetings, trainings and recent staff transitions.