

# General Staff Meeting

Chan Shun Hall, Room 108

March 16, 2011

No. 41

The meeting was called to order at 4 p.m. by Dean Snow.

CALLED TO ORDER

Dennis Hollingsead had the devotion. He gave a touching story about his daughter who did not have white blood cells when she was born. Doctors thought she would only live a short time. It was a time of trial for the family but he was happy to report that she finished college and is getting married soon. 2 Corinthians 1:2-14

WORDS OF  
ENCOURAGEMENT

Wanda Swenson

PRAYER

Lee Olson discussed his experience with the Senate. He also discussed what the current Senate has done and will do. He talked about the roles and responsibilities of Senate members. They are trying to promote further integration of the strategic goals into the University. The Senate assigns committees to monitor the different They now have a website to inform employees about what is happening on campus:

SENATE UPDATE

<http://www.andrews.edu/services/senate/index.html>

Ben Panigot discussed the procedures that currently take place for fire and tornado drills. There have been discussions about Andrews University and whether or not they are conducting enough fire drills, however Andrews University is currently the only university that conducts fire drills. The proper ways to keep safe during a fire or tornado were discussed. Questions about nuclear emergencies were briefly discussed.

EMPLOYMEE  
INFORMATION—Fire  
and Tornado Drills

Alice Williams reviewed the University Archives, which is used to preserve documents that relate to the University. A pamphlet was passed out which described the documents that should be kept and which documents can be thrown out. The Records Retention Schedule can be made for departments which lets them know how long to keep different documents.

CAMPUS ISSUES—  
Archives

The presenter did not attend so this item was dismissed.

Dining Services

The employee of the month is Jean Hakiza Gaparavi in Custodial Services. His service goes above and beyond in all the areas he works with in Custodial Services. Thank you, Jean, for your service.

STAFF EMPLOYEE OF  
THE MONTH

The meeting ended at 5 p.m.

ADJOURNMENT

Dean Snow, Moderator

Maria Velez, Recording Secretary