

General Staff Meeting

February 21, 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.

Get Acquainted with Your Fellow Staff	Financial Records
Words of Welcome & Encouragement	Rebecca May
Show & Tell	Sharyl Turon
<i>Everything You Ever Wanted to Know About Financial Records</i>	
Staff Employee of the Month	
University Senate Report	Wanda Swensen
A-Team Report	Jerry Furst
	Accountability

Upcoming General Staff Meetings

March 21, April 18, May 16

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Don't Forget—Information and Resources Available to You

Howard Performing Arts Center Events—Friday, February 23, 7:30 pm, AU Wind Symphony Vespers
Saturday, February 24, 4 pm, Music Festival Concert
Saturday, February 24, 8 pm, Howard Series: Ahn Trio

R.E.A.D. Book Club—Thursday, February 22, Noon–1 pm, University Relations Building. Beverly Matiko, associate professor of communication and English, will lead the discussion on James McBride's *The Color of Water: A Black Man's Tribute to His White Mother*. Books are available at the AU Bookstore at a 30% discount. Bring your lunch—dessert and hot drinks will be provided.

Faculty/Staff/Board Banquet—Sunday, March 4, 4–7:30 pm. Beginning with an art exhibition in the lobby of the Howard Performing Arts Center, Awards/Entertainment from 4:30–5:30 and the Gala Banquet at the Terrace Cafe from 6–7:30 pm. Deadline to RSVP is Friday, February 23. Call the reservation hotline 471-6355 or rsvp online at www.andrews.edu/rsvp/board.

New Employees: Kimberly Henley, Admin Asst, Theo Christian Philosophy; Sheila Penrod, Screen Graphics Mgr; Amy Litzenberger, Admin Asst, Ext Schools NADEI; Lynette Hillmon, HVAC Technician

Transition: Marcus Frey from CAR Admin Asst to Coordinator Guest Housing & Conv Services

Departures: Tammy Horton, HR; Josip Benko, Plant Service; Willyta Wamack, Convention Services; Starla Overton, Advancement; Stacey Caman; Wendy Caldwell-Lee, Plant Administration; Rochelle Hanson, WAUS

Retired: James Newkirk, Screen Graphics

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?

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

What issues would you like your staff senators to address?

GSM Planning Committee

Dan Agnetta
Barb Friesen
Geoff Isaak
Rebecca May
Erling Snorrason
Wanda Swensen

Staff Senators

Dan Agnetta
Geoff Isaak
Bev Jenkins
Judy Nelson
Erling Snorrason
Wanda Swensen
Jeff Trubey
Steve Yeagley