

General Staff Meeting  
Chan Shun Hall, Room 108  
September 17, 2008

No. 24

The meeting was called to order at 4:04 p.m. by Dan Agnetta

CALLED TO ORDER

Dan Agnetta

PRAYER

Due to an unexpected absence, no worship thought was given.

WORDS OF  
ENCOURAGEMENT

Tami Condon announced that Homecoming weekend is September 25–28. There is a new event for anyone with a motorcycle, called “Ride for AU.” There is also a new fun run on Sunday especially for kids. Thursday night is the “People’s Choice Concert,” a historical tour of Andrews history with music from each decade. Come to the Howard Center at 8 p.m. A complete list of events and the RSVP tool are on the alumni website. You can email questions about the weekend to [alumni@andrews.edu](mailto:alumni@andrews.edu).

ANNOUNCEMENTS

Dan Agnetta shared the latest AIG Retirement news. The Federal Reserve Board authorized the Federal Reserve Bank of New York to lend up to \$85 billion to AIG yesterday. A handout was made available and an email will be sent out to all employees later today.

Marvin Budd gave a senate update. There will be a senate meeting later tonight. There is a list of staff senators on the back of the agenda for General Staff Meeting. He encouraged staff to talk with their senators about any concerns. Senate minutes, agendas and a list of meeting dates for the 2008–08 school year are posted on the Andrews University website.

SENATE REPORT

Stephen Payne discussed the recent changes and restructuring of the Office of Integrated Marketing & Communication. The purpose of the office is threefold: To serve the campus, to solve the marketing issues of the campus, and to tell the stories of Andrews University. Rebecca May is the campus liaison for projects. Nadine Nelson will work with the team internally to make sure the project comes together smoothly. The overall student enrollment is up 198 students from last year for a total of 3419 students, the largest it’s been since the 1990s. We have 400 freshmen as of this week, also the largest class since the 1990s. This year’s graduate class is the largest in the last 20 years.

EMPLOYEE  
DEVELOPMENT –  
ENROLLMENT,  
MARKETING & IMC

Alice Williams shared that a self-study review will be taking place at Andrews University in March 2009, and shared a brief overview of the areas it will cover: mission and integrity; preparing for the future; student learning and effective teaching; acquisition, discovery, and application of knowledge; and engagement of service. The reviewers will be meeting with students and employees, in scheduled meetings and impromptu interviews. The people on the committee have administrative, faculty or assessment experience and have not-for-profit experience as well. The consultant evaluators give us feedback on how we can do better. If you have a story about Andrews University that you want to have told, email Alice at [alicew@andrews.edu](mailto:alicew@andrews.edu) and she can make sure the story is included. Next fall, the Adventist accrediting organization will come and make sure we are meeting all of their regulations and guidelines.

CAMPUS ISSUES –  
SELF STUDY REVIEW

Chip Meekma explained the different types of funding that Andrews University receives, since recently there have been some questions on the topic. There are three types of funds: permanently restricted, unrestricted and temporarily restricted. Permanently restricted funds are usually endowments and only the interest can be used. Often these are funds used for student tuition assistance. Unrestricted funds, or operating funds, usually come from the Annual Fund and are used for day-to-day expenses such as utilities, employee pay, and so on. Temporarily restricted funds are usually for a specific project or use. These are the funds that get people talking. We cannot use those funds except for exactly what the donor intended them for. Temporarily restricted funds are put into separate accounts so that they are kept apart from regular funds. This allows us to report to donors for what the money has been used for. Once the

CAMPUS ISSUES –  
USE OF FUNDS

specific purpose has been met, the funds are released for use. The new campus entrance was an example of a project for which funds were given with a specific purpose. Other examples include the cafeteria remodel and the dairy milking parlor. When we see a brand new project taking place (like the new entrance), it may not be a project that Andrews University is funding.

Dan Agnetta took questions regarding AIG Retirement and the recent news about its parent company. AIG Retirement invests the money that employees put into their retirement accounts. They channel the money to mutual funds and other investments, which are then owned by the employee. While investments may be losing value, it is the affect of the stock market in general, and not any direct action taken by AIG, that is bringing the value down. It was asked who Andrews University's AIG representative is. Our long-time AIG representative Joe Ferrier retired and has not yet been replaced. The contact information for the new rep will be shared as soon as it is received. Another question was related to fees imposed by AIG. If AIG tried to increase fees related to the retirement funds, it would not be automatically accepted. A proposal would have to be reviewed by the Retirement Board at the NAD Office. We may even have the option of discontinuing our contract with AIG if they tried to change the terms of our agreement.

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

Meeting ended at 4:51 p.m.

Dan Agnetta, Moderator  
Julie Jones, Recording Secretary

CAMPUS ISSUES –  
AIG RETIREMENT

STAFF EMPLOYEE OF  
THE MONTH

ADJOURNMENT