

General Staff Meeting

November 9, 2006, 4–5 pm
Garber Auditorium, 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.

Words of Welcome		Rebecca May, University Relations
Get Acquainted with Your Fellow Staff		Advancement
Words of Encouragement		Lisa Jardine, Development
Employee Development	<i>Usage Tips for Outlook</i>	Dennis Hollingsead, Provost's Office
Campus Issue	<i>Senate Update</i>	Carey Carscallen, Architecture
Your Input		
<i>Go in Peace</i>		

Upcoming General Staff Meetings

Dec. 7—Christmas Gathering! 5–8 pm, Howard Performing Arts Center

Jan. 17—Supporting your New Year's resolutions to get fit!

Feb. 21, March 21, April 18, May 16

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Don't Forget—Information and Resources Available to You

Howard Series: Sharon Isbin & Thiago de Mello—Saturday, November 11, 8 pm, Howard Performing Arts Center. Performing selections from *Journey to the Amazon* with Brazilian percussionist Thiago de Mello, GRAMMY Award-winner Sharon Isbin is acclaimed for her extraordinary lyricism, technique and versatility and has been hailed as “the pre-eminent guitarist of our time.” Tickets are \$30 adult, \$15 AU students, \$25 AU faculty/staff. Rush ticket prices for students—available at the door.

Second Sunday Concert Series—Sunday, November 12, 4 pm, Howard Performing Arts Center. The University Singers, directed by Stephen Zork, will host the Taylor University Concert Choir, directed by Joanne Rediger, and the Lake Michigan Concert Choir, directed by Daniel Hendrickson, for a sacred concert with each choir performing separately and combining at the conclusion. Free admission.

R.E.A.D. Book Club—Wednesday, Nov. 15, Noon-1 pm, University Relations. Join in on a discussion of Bill Bryson's travel memoir, *The Lost Continent: Travels in Small-Town America*. Bring lunch: we will provide drink and dessert. Pick up a copy at the AU bookstore for 30% off. All faculty, staff, and students are invited, even if you haven't finished the book.

Adventist Forum—Saturday, Nov. 18, 3:30 pm, Garber Auditorium, Chan Shun Hall. Heather Knight, provost of Andrews University, speaking on “Cultivating Inclusive Excellence.” Come and enjoy the presentation and discussion.

Thanksgiving Buffet—Thursday, Nov 23, 11:30 am–2 pm, Terrace Café. For reservations or information call 471-3161 from 8:30 am–5:30 pm Mon-Thurs, or 8:30 am–12 noon Friday. Prepaid tickets are \$11.75 for adults, \$10.50 for seniors (60+), children 4-11 are \$.95 x the age of the child, and children under 3 are free. Prepaid tickets must be purchased by noon on Wednesday, Nov. 22.

New Employees: Michael Acevedo, Carpenter; Fares Magesa, Financial Advisor; Japhet De Oliveira, Missions Director; Jenny Rodriguez, Housekeeper; Loruama Neufeldt, Information Specialist

Transition: Denis Fortin to Seminary Dean