

General Staff Meeting

December 14, 2005, 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.

Get Acquainted with Your Fellow Staff		Student Success
Words of Welcome		Wanda Swensen, School of Business
Words of Encouragement		Beverly Matiko, English & Communication
Announcements		
Campus Issues	<i>Visioning a New Andrews for a New Century</i>	President Niels-Erik Andreasen
	<i>Educational Benefit Proposal</i>	Dan Agnetta, Human Resources
Your Input		
Refreshments		Provided by the office of the vice president for University Advancement

General Staff Meeting Minutes & Agenda are posted online www.andrews.edu/faculty/

Upcoming General Staff Meetings

Jan. 11, Feb. 9, March 8, April 12, May 10, June 14, July 12

&

Don't Forget—Information and Resources Available to You

R.E.A.D. Book Club—Thursday, Dec. 15, 6 pm, University Relations—Enjoy a laugh and a cup of hot chocolate as we read aloud *The Best Christmas Pageant Ever*. **Please note change of time in 2006:** R.E.A.D. will take place at **noon** on the 3rd Thursday of each month.

University paid holidays—December 23 & 26; January 2

Upcoming ITS Training Sessions

Administrative Computing at AU—January 10, 10 am–noon, Chan Shun Hall, Whirlpool Room

Banner 7 Basic User Training—January 12, 10 am–noon, Chan Shun Hall, 2nd floor computer lab.

Banner 6 Basic User Training—January 17 & 19, 10 am–noon, Chan Shun Hall, 2nd floor computer lab.

Space is limited—please reserve your spot by emailing Carolyn Macomber at macomber@andrews.edu or call 471-3884 by Jan. 4, 2006.

Weight Watchers—The next information session will be held Jan. 12, 2006, at 12:15 pm, Lincoln Room, Cafeteria. The regular 12-week session is scheduled to begin Jan. 23. Call Human Resources at 471-3302 or email delina@andrews.edu for more details.

Recent Staff Transitions

New Employees—Marjorie Bates, Program Mgr Leadership; Brani Byers, Research Asst; Shari Byers, Office Mgr Aeronautical Tech; Wilfredo Diaz, Payroll Assistant; Galina Dyman, Administrative Assistant; Rachel Matthews, Enrollment—Data Entry Temp; Glenn Meekma, Controller; Starla Overton, Exec Secretary VP Advancement; Violeta Paraschuk, Reference Specialist CAR; Andrea Richardson, Admin Asst Student Success

Transition—Kristine Knutson from Admin Asst Student Success to Academic Advising Coordinator at Student Success

Departures—Philip Anloague, PT-Dayton; Betsy Donahoe-Fillmore, PT-Dayton

Retirees—Luanne Bauer (12/31/2005); Eunice Dupertuis (12/31/2005); Esther Tyler (12/31/2005)