

General Staff Meeting  
Chan Shun Hall, Room 108  
May 16, 2007

No. 15

The meeting was called to order at 4:05 pm by Barbara Friesen	CALLED TO ORDER
Dan Agnetta	PRAYER
Barbara Friesen welcomed attending staff and reminded everyone of next month's general staff meeting on June 20 which will be a Strawberry Social. She also announced that Dick Scott is not able to attend, so Dan Agnetta will be bringing the words of encouragement at this meeting.	WELCOME AND ANNOUNCEMENTS
Dan Agnetta, Director of Human Resources, indicated that the devotional section of today's meeting would be interactive and invited staff members to share personal experiences and stories that demonstrate God's leadership in their lives. He read Psalm 89:1,2 and shared his own stories of divine intervention in some difficult situations. Other staff members offered their stories and Dan concluded with prayer.	WORDS OF ENCOURAGEMENT
Barbara Friesen presented a PowerPoint of the staff in Food Services, this month's featured department.	INTRODUCTION TO FOOD SERVICES STAFF
Dan Hansen, Director of Plant Services, shared the good things that Plant Services has been doing in the past year, some of which include but are not limited to: remodeling in the Horn Museum, Student Life offices, and the AUSA office; simulator building project and hangar paint; waster water treatment plant; paint and carpet in the English department, areas of the Administration Building, the Nursing department, Architecture and PT buildings (and new a/c in both); paint in the Science building (and entryway), and the Seminary; new entryway for the Johnson Gym; new offices for CYE; chilled water to Architecture, PT and Grounds building; leaky windows in the Library were repaired and currently the ventilation is being repaired; sewer work at Nethery Hall; water softening in Lamson Hall; showers being replaced in Meier Hall; new heating and a/c in half of Bell Hall; and 333 new air conditioning units on campus. Also noteworthy is the honor of Plant Services employees holding two Golden Cardinal awards that were presented at the awards ceremony in March.	PLANT SERVICES REPORT
Ben Chilson, Director of Food Services, expressed appreciation to fellow staff members for the prayers, notes, cards, visits and flowers for his wife, Sandy, who recently suffered a stroke. He reported that she is in rehabilitation and is making progress.	TERRACE CAFE REPORT
Ben noted that the large gift received recently for the remodeling of the second floor of the Student Center was an answer to several years of prayer. The plans include a more visible and grander entrance/stairwell (this was the donor's wish), enlarged servery and expanded offerings (grill and sandwich bar, pizza, etc. with displayed cooking area), comfortable and inviting seating in the dining area (booths, round tables, stand-up areas, etc.), and a modern kitchen. The Renovation Committee, chaired by Larry Schalk, Vice President for Finance, is currently working with an architect team from Grand Rapids. It will take about six months to get the blueprints and permits so construction will begin around the end of 2007 with completion projected at the end of 2008.	
Rebecca May, Director of University Relations, reported that this past year has been the best in the past five, stating that while there have been difficulties in the past, the corner has been turned and the campus is stronger.	UNIVERSITY RELATIONS REPORT
With new members on the administrative team, there is good energy and enthusiasm. The budget process is in place, we have a record enrollment and "good to great" is permeating the campus. Activities of the U.R. department have included receptions	

for Heather Knight (provost) and Larry Schalk (VP for Finance), the Golden Cardinal Awards held on March Board weekend, entertainment for Administrative Support Staff Day, announcement of the \$8.5 million gift to campus, community and world-wide church, progress on the website (which includes 12,000 pages and 100 employees trained in the Content Manager System), Student Life Committee new developments on web, Campus Connections (a monthly campus publication started last fall), and quarterly production of *Focus* (alumni magazine with a circulation of 20,000 that won an award this year).

Carletta Witzel, Director of Student Intervention/Disability Coordinator, gave a few highlights of the past year in Student Success: They've just celebrated a 71-year-old graduate of General Studies; a gentleman returned to school with physical and learning disabilities, completed his program and graduated despite the difficulties; a conditional transfer student enrolled in nursing, transferred to communications and has graduated with a very high GPA and has an internship and a job offer; a student came to Andrews with a high GPA but very low ACT, went through the Student Success program and now she's off to medical school.

STUDENT SUCCESS  
REPORT

Wanda Swensen read a report on behalf of Stephen Payne who was off-campus with his enrollment team at Adventist Enrollment Association meetings:

ENROLLMENT  
MANAGEMENT  
REPORT

We now have about 100 more freshmen admissions than we had at the end of the summer last year....and we're within five or so applications of what we had for freshmen at the end of last summer.

Undergraduate transfer and resuming graduate (this latter group of students are those who are coming for an additional graduate degree or, in some cases, who may have begun studies elsewhere on the graduate levels) admission levels are both about a month ahead of where we were last year at this time.

There's still important work to do with all of these students such as residence hall reservations, financial aid packaging, academy graduation scholarship presentations, early registration and even casual interaction with these students and their families will help "seal the deal" for fall, and create the yield rate that we need to grow the student population.

As a final point, we typically have yielded 50 to 60 percent of our freshmen admissions (both levels are good, to very good, for a school of our size and admissions policies) which means that 5 or 6 out of every 10 admitted students actually enrolls in the fall. We've tended towards 60 percent, but even at our lowest levels over the past few years (just over 50 percent yield rate for freshmen admissions) could mean that our fall freshmen enrollment could increase by 50 or so, even if we don't admit any more students (which, happily, we'll continue to do).

Barb Friesen reported that the preparations for this month's staff employee was not complete, so this would be deferred until the next month.

STAFF EMPLOYEE OF  
THE MONTH

The meeting was adjourned by Barbara Friesen at 4:58 pm.

ADJOURNMENT

Barbara Friesen, Moderator

Dalry Payne, Recording Secretary