

## **General Staff Meeting Agenda**

August 10, 2005, 4-5 p.m.

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 Power Point**

Office Managers  
College of Arts and Sciences Departments

### **Words of Welcome & Announcements**

Lisa Jardine, Senator

### **Words of Encouragement**

Steve Yeagley, Student Services

### **Employee Development Features**

Beverly Brown, Payroll  
Ben Chilson, Food Service—Meal Plan Changes  
Kevin Penrod, Public Safety—Parking Changes  
Ed Wines, Financial Administration—Homeland Security Update

### **Your Input**

Facilitated by Lisa Jardine

### ***Go in Peace***

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### **Upcoming General Staff Meetings**

September 14, October 12

### **Upcoming Events**

August 15-20—Berrien County Youth Fair. Enjoy some hometown fun!

August 19-21—Andrews Family Fall Fellowship. **Please RSVP** at [www.andrews.edu/rsvp/fallfellowship2005](http://www.andrews.edu/rsvp/fallfellowship2005)

August 21—New Student Orientation begins

September 15—First meeting of new campus book club, R.E.A.D. (read. eat. and. discuss.)—"How the Garcia Girls Lost Their Accent." Watch for more details!

Nominations and voting for staff representatives to University Senate

### **Recent Staff Transitions**

#### **New Hourly Employees**

Jaime Flores-Suarez, Housing; Richard Kis, Academic Records; Janet Ledesma, Leadership; Jodi Poole, Physical Therapy; Wanda Swenson, School of Business

#### **Transitions**

Gyl Bateman—from Academic Records to Religion Department

Elynda Bedney—from associate director to director of Student Financial Services

Jeannette Bryson—from director of Intensive English Program to English Department

Shilhi Seibel—from chaplains' assistant to Student Missions director/office manager, Campus Ministries

Karen Tilstra—from academic advising coordinator to director of Student Success

#### **Retirements**

Ellen Murdick (Financial Services) 8/1/2005; William Boomsliter (Custodial Services) 9/1/2005