

General Staff Meeting Minutes

No. 4

August 10, 2005, 4 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

Slide presentation of Office Managers in the College of Arts and Sciences Departments.

Words of Welcome & Announcements

Lisa Jardine announced Fall Fellowship activities and introduced the new calendar, visitor's guide and informational postcard about Andrews. Staff is welcome to get the calendar, guide and postcard from University Relations to distribute at their respective offices.

At the next staff meeting there will be voting for the open staff positions in the University Senate.

A representative from the alumni office asked staff to sign-up to help with the new student BBQ and freshman move-in day.

Words of Encouragement

Steve Yeagley encouraged staff to focus on mission and service rather than what we're lacking because of the budget crunch. "Having less doesn't mean we can't still accomplish the mission," he said, encouraging staff to rely on God.

Employee Development Features

Payroll—Beverly Brown guided the staff through the self-service features on the Human Resources website and the Employee Services feature in Vault.

Employees are able to access forms for tithes and offerings deductions, direct deposit, tax withholdings and more from the Payroll website (www.andrews.edu/hr/payroll.html)

By logging into Vault, employees are able to see their pay stubs, view paid leave bank and accruals and see current and past jobs. In the future, employees will be able to view benefits information as well.

Food Service—Ben Chilson outlined the renovations planned for the Terrace Café. In the next year, the dining room will be updated—the draperies are falling apart, the carpet is torn. The serving area, he said, is also dated and inefficient.

The goal will be to create a marketplace venue like you would find in food courts in malls and commercial areas. It will be an exciting place to eat, featuring homestyle cooking, fresh pizza baking, a grill with sandwiches and fries as well as display cooking. The renovations are slated to be completed by next school year.

Beginning this school year, Food Service will open and operate a small convenience store on the first floor of the Campus Center. It will offer snacks, ready-made sandwiches, beverages and packaged items.

The Gazebo will be reopened for lunch between 11:30 am–2:30 pm. The menu will include sandwiches, pizza, chips, ice cream and beverages. Ben Chilson suggested visiting the Gazebo during class breaks to avoid busy times. There will not be an employee discount at the Gazebo or the convenience store.

This year the Terrace Café will also offer exclusively plant-based entrees for breakfast, lunch and dinner.

Public Safety—Ed Wines explained the appeals process for employees to appeal a citation. The form is available online (<http://www.andrews.edu/safety/appeal.htm>). One member each from the faculty, staff and student body serves on the appeals committee.

Parking stickers will be expiring soon and all who wish to park on campus will need to get a new one from Public Safety. Valid driver's license, registration and proof of insurance are required. New color-coded parking signs will be going up to designate the parking lots where staff can park.

Susan Surmann will be distributing visitor parking passes to all departments to give to invited guests.

There is a new policy for the number of parking stickers that one family can have. Single people can have one sticker, married people can have two. If a family would like more than two stickers, the third will have to be a community sticker.

The goal is to have restricted parking to ensure adequate parking for everyone.

Homeland Security—Ed Wines also spoke about Homeland Security issues and encouraged the staff to be vigilant about their surroundings and understanding if they are stopped and questioned by Public Safety. For many reasons, including the high international population, the airport and the location close to two nuclear sites, Andrews is of high interest to law enforcement authorities. It is incumbent that we be alert of our surroundings and report things that look suspicious, he said.