General Staff Meeting
March 2, 2005, 4-5 p.m.
Garber Auditorium, Chan Shun Hall

Get Acquainted with Your Fellow Staff
Staff on 3rd floor East, Ad Building

Words of Encouragement
William Richardson, Dean, College of Arts and Sciences

Words of Welcome
Niels-Erik Andreasen, President

Words of Procedure
Rebecca May, Director, University Relations

Employee Development Feature
Karen Pearson, Advancement Admin.
Somebody Answer the Phone!

Something to Think About
Richard Scott, Director, Physical Plant
A New Entrance for Andrews University

Your Input about the New Entrance
Facilitated by Jane Sabes

Your Questions

Go in Peace

General Staff Meeting Minutes & Agenda will be posted online under Communication on the Faculty/Staff page.

Don’t Forget—Information and Resources Available to You

Board Briefing—March 7, 4:30 pm, Garber Auditorium, Chan Shun Hall
Annual Trustee/Faculty/Staff Gala—March 7, 6 pm, Howard Performing Arts Center
Employee Benefits Town Hall Meeting—March 17 & 24, 12-1 pm, Wolverine Room
ITS Training—March 17, 2-3 pm, “Can Banner Help You in Your Work?”
Microsoft Word Training with New Horizons ($50)
  Beginner Level Microsoft, April 5 & 6, 8:30 am-noon, Bell Hall Microlab
  Intermediate/Adv. Level Microsoft, April 5 & 6, 1-4:30 pm, Bell Hall Microlab
Further details will be posted on-line at www.andrews.edu/PR/agenda as they become available.

Recent Staff Transitions

New Hourly Employees
Karen Weigley, Institute of World Mission; Eliz Doss (temporary), Institute of World Mission; Ron Dettman, Plant Services; Alba Valenzuela, RMES; Dulcinea Hulick (temporary), Food Service; Dan Hansen, Plant Services Manager

Retirement
Steve Bielas, Plant Services; Rob Morrow, Plant Services; Renee Copeland, Student Services

Transitions
Tami Condon, Enrollment to Alumni; Vivien Oxley, ITS Banner Support Specialist