

## General Staff Meeting

November 17, 2010, 4–5 p.m.  
Room 108, 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.*

Words of Welcome & Announcements		Dan Agnetta
Words of Encouragement		Dan Agnetta
Wellness Nugget		Dominique Wakefield
Senate Update		Wanda Swenson
Employee Information	Snow & Blizzard Information Fire & Tornado Drill	Becky May Campus Safety
Campus Information	Griggs University Recruitment Update	Andrea Luxton Stephen Payne
Staff Person of the Month		
Go In Peace		Dan Agnetta



### Don't Forget—Information and Resources Available to You

**Lunch & Learn: Seasonal Depression**, Thursday, Nov. 18, 12:30 p.m. Lincoln Room. RSVP at <http://www.andrews.edu/services/wellness/rsvp/> by Wednesday.

**Andrews University Wind Symphony** will present a Holiday Concert in the Howard Performing Arts Center, Saturday, Nov. 20, 8 p.m.

**Campus-wide power shutdown:** Sunday, Nov. 28, from 9 a.m.–3 p.m.

**Andrews University Bookstore Annual Christmas Sale**, Nov. 29–Dec. 17. 25% off most items! Sale exceptions are textbooks, *Andrews Study Bible*, food and clearance items.

**Undergraduate Learning Center:** The campus campaign goal is \$750,000 with \$436,000 in commitments to date. We invite you to join the faculty and staff that have already made commitments and help us bridge this gap. Don't forget—your pledge or one-time gift is being matched! For information on how to give visit [www.andrews.edu/ulc/giving](http://www.andrews.edu/ulc/giving) or call the Office of Development at 269-471-6667.

**Andrews University Employee Christmas Party**, Tuesday, Dec. 7, 5–7 p.m., Great Lakes Room, Campus Center.

More announcements <http://www.andrews.edu/agenda/>

**New Employees:** *Viviana Insunza*, Student Financial Services; *Christine Schwer*, Office Manager, Meier/Burman Halls, *Maria Velez*, Human Resources

**Departures:** *Monica Ramos*, Dining Services

**NEXT MEETING: Wednesday, Jan. 19, 2011**