

## **General Staff Meeting**

Chan Shun Hall, Room 108

November 17, 2010

No. 39

The meeting was called to order at 4:03 p.m. by Dan Agnetta.

**CALLED TO ORDER**

Daniel Agnetta gave the devotional thought. He discussed the reason why we are here at Andrews. He shared past experiences regarding two young student workers at Andrews and how we do not have to leave the country to be a missionary. Every day we come to work we are missionaries to the students around us. There are many students who are various levels of walk with God. Our job is to help those students and to remember they are God's children and love conquers all.

**WORDS OF  
ENCOURAGEMENT**

Dan Agnetta

**PRAYER**

Wanda Swensen gave a Senate update. She announced that the Legal Council came to the senate meeting to discuss the process for choosing constituent members. Ballots will be delivered to faculty and staff soon. There was a discussion regarding Dining Services and what is considered appropriate for Sabbath meal preparation. There was also a discussion on the annual evaluations. While Human Resources rely on the annual evaluations; some do not see their value. She discussed possible training sessions and employee satisfaction surveys to help assess the importance of annual evaluations.

**SENATE UPDATE**

Rebecca May reviewed Andrews policies and procedures for winter weather, including how to know when classes are canceled. The Public Safety website lists this information, so everyone can review the information there. Employees and students can also sign up to receive a text message on their cell phone. Some employees are considered to be "essential workers" and should still report for work, even when classes are canceled. Each department should discuss their procedures for severe winter weather.

**EMPLOYEE  
INFORMATION  
Snow & Blizzard  
Information**

Andrea Luxton discussed plans for Griggs University to make their physical move to the Lake Union office building next summer. Griggs students will become "Andrews University" students. Griggs employees will be integrated into various Andrews University departments. Questions about the cost of credits and restrictions for on-campus students were briefly discussed.

**CAMPUS ISSUES  
Griggs University**

Stephen Payne reviewed the current enrollment statistics for this school year. Full Time Equivalents and Credit Hour students are both up, while the head count is down slightly. On average, we are getting about two students per school that is represented from the FTIAC. High school student GPAs have been rising since the Andrews Partnership scholarship has been in effect; resulting in about 1 out of 4 students receiving the top scholarship. Applications have doubled while actual enrollment has only increased slightly.

**CAMPUS ISSUES  
Enrollment Update**

The employee of the month is Stephen Payne, vice president for Enrollment Management and Integrated Marketing & Communication. His service goes above and beyond across campus and he is appreciated by all.

**STAFF PERSON OF  
THE MONTH**

Meeting ended at 5:10 pm.

**ADJOURNMENT**

Wanda Swensen, Moderator  
Maria Velez, Recording Secretary