



BUTLER STAFF ASSEMBLY

www.butler.edu/staff-assembly

January 2011

Staff Assembly News & Meeting Agenda for January 19th

Staff Assembly on Wednesday, January 19th will run from 2-3 p.m. in **Pharmacy Building 156**.

Speaking first on the agenda, Becky Eaton from Healthy Horizons will give an outline of their new 12-week program, called "Healthy Butler Family" along with numerous programs for 2011.

Other speakers and agenda items include:

Josh Downing - Health and Recreation Complex (HRC)

Will share what HRC is all about including benefits of membership, group fitness classes, personal training, massage therapy, etc.

Overview of the Department of Recreation programs/services

University Commission Updates

Sciences Commission – Provost, Jamie Comstock and Dean Jay Howard

Residential Commission – Vice President, Levester Johnson

Healthcare Commission – Director of Graduate Programs, College of Business, Bill O'Donnell

Next Staff Assembly meeting: Wednesday, February 16, 2011 at 2 p.m. in Pharmacy Bldg 156.
Room location is subject to change. Please watch the Butler Connection for updates.

IT presents new voicemail system for 2011

In mid-February, Information Technology will roll out a new system for Butler voicemail which will combine email and voicemail into BUmail. BUmail is the name of Butler's email system and is usually accessed via Outlook, Entourage or a smartphone. Moving voicemail into BUmail will allow you to manage all of your messages in one place.

Select New Features Include:

- Voicemail, email, calendar and contacts all in your BUmail account
- Voicemail will arrive in your BUmail inbox just like email messages (the voicemail will be an attached .wav file)
- Listen to voicemail on your computer, IP phone, smartphone or any other phone
- Read the contents of voicemail messages as easily as you would read email (the new system translates voice to text!)
- Get "anywhere access" to your voicemail, email, calendar, contacts and the Butler directory, even if you're away from a computer or Internet-connected device
- Use the system with your voice or the telephone keypad
- One mailbox quota for voicemail and email (voicemails are optimized to save space)

Stay tuned for more information from IT as transitioning to the new system will require you to do a few things to personalize your new voicemail box. Information and updates are always available on our website: <http://www.butler.edu/it>.

Visit the Staff Assembly website: <http://www.butler.edu/staff-assembly/>

Thank You Card Program

Staff Assembly gives you the opportunity to send a personalized "Thank You" to employees who have gone above and beyond the call of duty in performing a particular job or task.

Simply send an email to staff-assembly@butler.edu telling us who should receive the thank you and why.

To submit a Thank You anonymously, drop a note in the Staff Assembly suggestion box in Jordan Hall near HR.

Thank You cards are always sent anonymously (from Staff Assembly, not from the requestor).

Spring 2011 Staff Assembly Meetings

February 16

March 23

April 20

May 18

Meetings in Pharmacy Building 156 from 2:00-3:00 p.m.

** Room location is subject to change. Please watch in the Butler Connection for specific meeting info.

Quick Tip: Lost your Owner's Manual?

If you are looking for an owner's manual for your lawn tractor or a household product, check out <http://www.managemyhome.com/>. You will probably find it, and it can be downloaded free!

Farewell to Departing Employees

Kelly Findley, Athletics

David Costa, Athletics

Presidential Search Updates

Visit www.butler.edu/presidential-search

Thank you Program

Waple Cumberbatch, Building Services

Staff Assembly Executive Committee

Officers:

Julie Schrader, Chair (Internship & Career Services, x8802)
Robert Holm, Vice-Chair (University Research, x9766)
Marsha Endre, Secretary/Treasurer (Mail Center, x3233)

Appointed:

Patti Colip (Purchasing, x8523)
Sarah Robinson (Center for Global Education, x8272)

At Large:

Beth Alexander (Conferences & Special Events, x6378),
Mike Borden (Building Services, x8047),
Mary Azar Callahan (Conferences & Special Events, x6338),
Rob Hartman (Information Technology, x8476),
Chris Davis (Campus Impressions, x6494),
Josh Downing (Recreation, x6144),
Alaina Keller (Athletics, x9878),
Karla Cunningham (Residence Life, x9458)