



BUTLER STAFF ASSEMBLY

www.butler.edu/staff-assembly

March 2011

Staff Assembly News & Meeting Agenda for March 23

All Staff Members are Welcome!

Dean of Admission Scott Ham will address Staff Assembly on Wednesday, March 23. The meeting will run from 2-3 p.m. in the Pharmacy Building, Room 156. Speaking first on the agenda, he will be providing Admission updates and will open it up to the assembly for questions.

Other speakers and agenda items include:

- Jennifer Griggs and Mary Ramsbottom - New Student Registration
- Tracey Roark – American Cancer Society

Announcements:

- Campus Smoking Policy Updates and Map: Dean Mary Andritz
- SDS and National Disability Awareness Month: Rob Hartman

Next Staff Assembly meeting: Wednesday, March 23, 2011 at 2 p.m. in Pharmacy Building, Room 156.
Room location is subject to change. Please watch the Butler Connection for updates.

Conversation Partner Program

Are you interested in practicing your **Spanish** or **English** with a **native speaker**?

Or are you simply looking to make new friends across different parts of the university?

The **Conversation Partner Program** is up and running again, and we would love for you to join us! Come to one of our group meetings to learn more about the program and to pair up with a partner and practice your language skills. The group will meet each **Friday** at **11 a.m.** in **JH 242**. We hope to see you there!

Questions? Contact Sarah Robinson at smrobins@butler.edu or 317-940-8272, JH 212

Presidential Search Update

All public information about the Presidential search process will be posted and updated at

<http://www.butler.edu/presidential-search>.

Relay for Life Is Just Around the Corner

Save the date, April 8 in the HRC.

This year team name: Dawg Walkers...Round 2
Knock Out Cancer.

T-shirts and Cookies for a Great Cause!

-Order a Dawg Walkers t-shirt for \$10.
-Orders for t-shirts can be placed by emailing Chris Davis at cedavis@butler.edu or Shelly Rabideau at srabidea@butler.edu.

-Cookies (4) will be available for a \$1.00 donation each .
-Orders will be taken today through Thursday, 4/7.
-Orders for cookies can be placed by e-mailing Shelly Rabideau at srabidea@butler.edu.
-Pick up after 8:30am in Purchasing Services HB024.

Be sure to sign up and join the team!

For more information please email cedavis@butler.edu.

Nominations for Staff Assembly Elections

Nominations for three At-Large positions will begin April 11–15. The election will held April 25–29. We look forward to your participation.

You can contact any of the committee members if you have questions: Patti Colip, Ellen Clark, Kalynn Huntoon, Tyler Johnston and Judy Renschler.

Save the Date!

Tuesday, May 3 -Campus Sweep

Additional information will be coming soon!

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.

HR Corner

In January, Human Resources Management & Development introduced a 7-session program entitled “**Essential Leadership Skills.**”

This program has been developed in support of the Strategic Plan’s Priority #6: for Butler to become an Employer of Choice. The inaugural program includes 14 Director-level participants, who were nominated by their vice presidents and/or associate provosts. It is facilitated by Lisa Walton, director of Employment, Training and Development, along with several Butler guest presenters. The program focuses on the basic skills leaders need to successfully manage, coach and guide the performance of their staff. The program concludes in April. With ongoing input from evaluations by participants and their leaders, the program will be updated over the summer and offered each fall and spring semester.

For more information, contact Lisa Walton, x9430.

Thank You Program

Entire Grounds Crew— Grounds Crew

Mike Gardner— Operations

Waple Cumberbatch—Building Services

Clarence Mayers—Building Services

Franklin Jones—Building Services

Julie Schrader—Internship & Career Services

Cheri Prather—Student Disability Services

Staff Assembly Executive Committee

Officers:

Julie Schrader, Chair (Internship & Career Services, x8802)

Robert Holm, Vice-Chair (University Research, x9766)

Beth Alexander, Secretary/Treasurer (Conferences & Special Events, x3233)

Appointed:

Patti Colip (Purchasing, x8523)

At Large:

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)

Sarah Robinson (Center for Global Education, x8272)