



# BUTLER STAFF ASSEMBLY

[www.butler.edu/staff-assembly](http://www.butler.edu/staff-assembly)

[www.facebook.com/butlerstaff](http://www.facebook.com/butlerstaff)

## November 2011 Newsletter

*Staff Assembly, established in February of 2001, was created to enhance the work environment and represent the interests and concerns of staff.*

### UPCOMING STAFF ASSEMBLY GENERAL MEETING:

**DATE:** Wednesday, November 16th, 2011

**TIME:** 2:00 PM - 3:00 PM

**LOCATION:** Gallahue Hall, 108

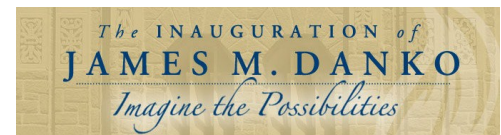
*All Staff Members Are Welcome & Encouraged To Attend!*



Thanks to everyone for making Homecoming 2011 a huge success!

### PRESENTERS & AGENDA:

- \* **ERIC HALVORSON**—Local Anchor WISH-TV 8, & Butler Grad
  - Salvation Army Angel Tree Ministry
- \* **LEWIS MILLER & BRAD MATTHIES**—Butler Libraries
  - University Copyright Policy
- \* **KENTON SMITH**—Center for Academic Technology
  - Update on Learning Management System Evaluation & Moodle
- \* **TERI AMBERGER & KELSEY DUMOULIN**
  - United Way Campaign Update



**“Imagine the Possibilities”— The Inauguration of James Danko**  
Visit <http://www.butler.edu/inauguration/> for more information and to register.

### Upcoming Staff Assembly Meeting Dates

**2011**  
**December 14, 2011**

**2012**  
**January 18, 2012**  
**February 15, 2012**  
**March 21, 2012**  
**April 18, 2012**  
**May 16, 2012**

*\*Unless otherwise noted, all Staff Assembly General Meetings occur from 2:00—3:00 pm in Gallahue Hall, room 108.*

### General Announcements

The **Butler Campus Directory & Handy Information Guide** has been updated and is now available. Check out the Staff Assembly website to download your copy!

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ATTENTION, Moms! If you are a mom or planning on becoming a mom in the future, please consider joining the new faculty/staff group **“MSu -Moms Support University.”**

To join in on the conversation, visit [www.surveymonkey.com/s/2WZ8HP2](http://www.surveymonkey.com/s/2WZ8HP2) to fill out a quick survey. For questions, contact [momsu@butler.edu](mailto:momsu@butler.edu).

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**Asset Based Thinking Live Action Lab**—Monday Nov 21st, 8:30 AM—11:30 AM, Reilly Room. For questions or to RSVP, please contact Chris Price at [cprice@butler.edu](mailto:cprice@butler.edu) by Nov 14th.

### **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](mailto: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).

#### **NOVEMBER THANK YOUS:**

- \* **Ryan Walsh—Mail Center**
- \* **Bill O’Donnell & The Healthcare Commission**
- \* **Mary Ellen Stephenson—University Relations**

### ***DID YOU KNOW?***

**Butler’s Staff Assembly now has a Facebook Page!**

**Join the conversation at:**

**[www.facebook.com/butlerstaff](http://www.facebook.com/butlerstaff)**

### **Farewell Departing Staff**

*Thanks for your contributions to Butler!*

**Jill Mattingly—Learning Resource Center**  
**Sandra Schleef—Enrollment Management**

### **Mark Your Calendars!**

Interested in learning more about the basics of Financial Planning? Or how to use the Apple iPad? Then come to one of these upcoming workshops:

- Tuesday, November 15th: The Basics of Financial Planning. 12:00 PM—1:00 PM, AU326 (*feel free to bring your lunch; no registration required*).

Also check out this workshop offered by the Center for Academic Technology (CAT):

- Tuesday, November 15th: An Introduction to the iPad. 3:00 PM— 4:00 PM, JH048 (*please visit <http://webadmin.butler.edu/cat-events/default.aspx> to register and see more upcoming workshops*).

## **Who’s Who in Butler Staff Assembly—Executive Committee**

\*For a more detailed listing of executive committee members, including contact information, please visit: [www.butler.edu/staff-assembly/about/](http://www.butler.edu/staff-assembly/about/)

Julie Schrader	Internship and Career Services	Chair
Bob Holm	University Research	Vice-Chair
Beth Alexander	Conferences and Special Events	Secretary/Treasurer
Teri Amberger	Mathematics and Actuarial Science	General Meeting Operations - Prize Patrol
Mike Borden	Building Services	Special Committees/BOT
Karla Cunningham	Residence Life	Personal & Professional Development CMTE
Chris Davis	Campus Impressions	Activities and Socials Committee
Josh Downing	Health and Recreation Complex	Employment Affairs Committee
Rob Hartman	IT/Student Disability Services	Faculty Relations Committee
Chris Potts	Admission	Communications Committee
Sarah Robinson	Center for Global Education	Conversational Partners Program / ESL
Patti Colip	Purchasing	Nominations and Elections
Rissa Guffey	Jordan College of Fine Arts	Special Committees

**\*Need to make us aware of a change in your information or department? Please drop an e-mail to: [cpotts@butler.edu](mailto:cpotts@butler.edu).**