



BUTLER STAFF ASSEMBLY

www.butler.edu/staff-assembly

August 2011

Staff Assembly News & Meeting Agenda for August 17th

All Staff Members Welcome!

UPCOMING STAFF ASSEMBLY GENERAL MEETING:

DATE: Wednesday, August 17th, 2011

TIME: 2:00 PM - 3:00 PM

LOCATION: Pharmacy Building, Room 103*

**note location change due to ongoing renovations at Clowes Memorial Hall*

AGENDA:

- Clowes Memorial Hall Updates: Meet Clowes staff and hear more about the exciting new season and venue renovations. Also, learn more about discounts offered to the Butler community and volunteer opportunities.
- Ben Hunter, BUPD: Come and find out about the NEW Zip Car program for Butler's campus!

Have You Switched Over to BU Secure Wireless Yet?

BU Secure Wireless is the name of Butler's new, faster, and more secure wireless network. **Because this is a new network, everyone who uses Butler wireless must re-configure their laptops, smartphones, and other wireless devices to connect to the network called "BU Secure Wireless" (instead of BUWPAnet) BEFORE Wed., August 10.**

If you do not switch before Aug. 10, your wireless service might be interrupted. If you are not on campus before Aug. 10, don't worry, IT will be available once you arrive to help you get connected.

Butler owned Windows 7 laptops should re-configure automatically. All other laptops and other devices (Butler and personal) will need to be manually re-configured. For detailed instructions on how to connect to BU Secure Wireless visit www.butler.edu/it/wireless.

If you have questions after visiting the website above please contact the Information Technology Help Desk at helpdesk@butler.edu or (317) 940-HELP (4357). If you need assistance re-configuring your device feel free to bring your devices to the Help Desk in HB 315 during our [summer business hours](#).

Mark Your Calendars!

NEXT STAFF ASSEMBLY MEETING:

September 21st, 2011

2:00—3:00 PM, GH 108

Come and meet President Danko!

2011-2012 Staff Assembly Meeting Dates

General meetings will be held on Wednesdays in GH108 from 2-3PM unless otherwise noted.

2011

September 21, 2011

October 19, 2011

November 16, 2011

December 14, 2011

2012

January 18, 2012

February 15, 2012

March 21, 2012

April 18, 2012

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).

Welcome New Staff!

Ronald Caltabiano—Jordan College of Fine Arts

John Mugge—Provost’s Office

Staff Farewells

Lisa Symons—Information Technology

Gerardo Covarrubias—Grounds

Thank-You!

Jay Zering—Building Services

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

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:

Teri Amberger (Mathematics & Actuarial Science, x9521)

Mike Borden (Building Services, x8047),

Mary Azar Callahan (Conferences & Special Events, x6338),

Karla Cunningham (Residence Life, x9458),

Chris Davis (Campus Impressions, x6494),

Josh Downing (Recreation, x6144),

Rob Hartman (Information Technology, x8476),

Chris Potts (Admission, x 8108),