

# Staff Assembly News & Meeting Agenda

**THIS Wednesday, Feb. 17 from 2:00 p.m. to 3:00 p.m. in GH 108.**

**Staff Assembly Meetings  
Spring 2010  
2:00 to 3:00 p.m.**  
March 17, GH 108  
April 21, GH 108  
May 19, GH 108

## **Agenda:**

- Kathleen Wilkey & Ruth Schwer from Information Resources will demo the new My.Butler and will discuss the improvements and new features.
- Scott Ham from the Office of Admission an update on the fall 2010 admission process.

## Upcoming Staff Assembly Events:

### Grant and Fellowship Workshop Series Spring 2010 Butler Institute for Research and Scholarship

Do you need money to conduct research, develop a course or implement a program? Dana Ohren (BIRS) is conducting a workshop series that will teach you what you need to know to find and apply for grants and fellowships. All workshops will be held in JH048. Refreshments will be provided. **To reserve a space, please RSVP to Dana Ohren at [dohren@butler.edu](mailto:dohren@butler.edu).**

Introduction to the Application Process – Tuesday, February 16, 3-4pm  
Introduction to the Application Process – Friday, February 19, 10-11am

Searching for Funding Opportunities on the SPIN Database – Tuesday, February 23, 3-4pm  
Searching for Funding Opportunities on the SPIN Database – Friday, February 26, 10-11am

### Workshops from Instructional Technology

Please note the revised dates.

- Friday, 2/19, 9-10am, JH048: Photoshop CS4: The Workspace, Tools, and Remove Redeye
- Wednesday, 2/24, 3-4pm, JH048: Word Specialty References (advanced users)
- Friday, 2/26, 9-10am, JH048: Photoshop CS4: Crop, Resize and Straighten Your Images
- Thursday, 3/5, 9-10am, JH048: Photoshop CS4: Save in Different Formats ... for Print and for the Web
- Thursday, 3/5, 12-1 pm, PB156: Increasing Productivity with Outlook: Brownbag – Schedule, Change and Cancel Meetings
- Thursday, 3/12, 9-10am, JH048: Photoshop CS4: Nondestructive Edits with Layers

## Relay For Life ! March 26 to March 27– Staff Events

- Purchasing Services will have homemade cookies each **THURSDAY** in HB 024. Donations accepted at \$1.00/bag.
- You can also purchase Relay For Life cards (like you see in supermarkets) for \$1 apiece. You can write what ever appropriate message you deem necessary on them and they will be displayed on the Staff Assembly bulletin board and the Mail Center window on the first floor of Jordan. Those are available in Purchasing or at the Jordan Hall Mail Center.
- If you'd like to participate in the Butler University Relay For Life event on March 26-27, you can go to the BU site at [http://main.acsevents.org/site/TR?pg=entry&fr\\_id=21318](http://main.acsevents.org/site/TR?pg=entry&fr_id=21318) (this year's staff team called "The Dawg Walkers" so be sure to sign up for that team), become a fan of BU RFL on Facebook at <http://www.facebook.com/group.php?gid=98035500261>, or ask me for more information. This event is always a blast and its always quite the social event since the Staff team brings in so many people from so many different offices.

## Staff Assembly Elections are coming!

If you are interested in becoming part of the Staff Assembly Executive please contact any current member of the Executive Committee. Our contact information is located on the 2nd page of this newsletter.

### **GREEN TIP** **Some random Green tips!**

*From the Planet Green website:*

**Eco-Fashion:** Take "casual Fridays" to a new level. Encourage your staff to look into used clothes, clothing swaps, and an earth friendly wardrobe made from organic fibers, [hemp](#), etc. No more dry cleaning, no more pinstriped pressure because what you wear is a walking advertisement for everyone you meet.

<http://planetgreen.discovery.com/work-connect/green-work-guide1.html>

### Volunteer Highlights

#### **Indy Reads Literacy Services**

The mission of Indy Reads is to improve the reading, writing or speaking skills of adults in Marion County who read at or below the sixth grade level or who are learning English as a second language.

Learn more at [www.indyreads.org](http://www.indyreads.org)

News from Healthy Horizons

### **Free Noon Fitness Classes at the HRC!**

All classes are open to **ALL Staff and Faculty for FREE!** All you need is a valid Butler id.

**Tone Zone:** Monday & Wednesday  
12:00p.m. to 12:45p.m. Instructor: Mallory Blocher

**Monthly Mix:** Friday  
12:00p.m. to 12:45p.m.

**Yoga :** Tuesday & Thursday  
12:00p.m. to 12:45p.m. Instructor: Amanda Stover

**Intervals** Instructor: Beth Lohman (2/12 - 3/5)  
**Shallow Water** Instructor: Brenden Hudson (3/19-4/9)  
**Pilates** Instructor: Rachel Derr (4/16-4/23)



**Thank You!**  
For going above and beyond in  
January 2010!

Lorri Hommel

Cheryl Hospodarsky

Business Office

Business Office

**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. To send a Thank You, simply send an email to [staff-assembly@butler.edu](mailto:staff-assembly@butler.edu) telling us who you want to receive the thank you and why. To send 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).

**Who’s THAT?!**

Ever pass people whose name you should know but don’t? Who’s THAT?! is a guilt-free way to find out! Log on to <https://www.butler.edu/hub/forums/991/ShowPost.aspx> and select “faces.” There, you’ll find pictures of the more than 100 people who have already provided profiles. Click on a picture, and you get a name, department, and interesting facts about them! If you haven’t yet provided a profile and would like to, go to <https://www.butler.edu/hub/forums/1174/ShowPost.aspx> and select the STAFF profile. Complete it, and send it electronically to Bob Marcus at [rmarcus@butler.edu](mailto:rmarcus@butler.edu). *Please note that people outside of Butler do not have access.*

**Welcome to New Employees!**

Ann Crozier – Admission

Elizabeth Lapadat – BUPD

Katie Abernathy – Butler Business Accelerator

Margaret McGrann – College of Education

Nathan Wilbur – Structures

Emily Hawickhorst – Admission

Tim Cooper – Athletics

**Farewell to Departing Employees!**

Melissa Trahyn, International Student Services

**Staff Assembly Executive Committee CONTACT INFORMATION**

**Officers:** Tyler Johnston, Chair (x9744); Robert Holm, Vice-Chair (x9766); Cindi Holloway, Secretary/Treasurer (x9342);

**At Large:** Coco Acosta (x8400), Beth Alexander (x6378), Mike Borden (8047), Mary Azar Callahan (x6338),

Donna Charles (x9735), Chris Davis (x6494), Marsha Endre (x3233), Dick Hamm (x8402), Julie Schrader (x8802)

**SA on the web:** [www.butler.edu/staff\\_assembly](http://www.butler.edu/staff_assembly) **Email:** [staff-assembly@butler.edu](mailto:staff-assembly@butler.edu) **HUB:** [www.butler.edu/hub](http://www.butler.edu/hub)