

Staff Assembly News & Meeting Agenda

THIS Wednesday, March 3 from 2:00 p.m. to 3:00 p.m. in the Reilly Room.

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

Agenda:

- Dr. Fong will present an update regarding the state of the University following the February Board of Trustee meeting.

Upcoming Staff Assembly Events:

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 (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!

Nominations and Elections Committee will be accepting nominations for at (3) large positions starting April 1-9. If you are interesting in being a nominee or would like to nominate someone please contact someone on the committee. Please keep an eye out for the **online ballot April 19-23**. Committee Members: Patti Colip, Ellen Clark, Kalynn Huntoon, Judy Renschler, Rebekah Druetzler, or Mike Borden

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.
Writing Proposals – Tuesday, March 23, 3-4pm
Writing Proposals – Friday, March 26, 10-11am

Developing Budgets (with Matt Hawkins) – Tuesday, March 30, 3-4 pm
Developing Budgets (with Matt Hawkins) – Friday, April 2, 10-11am

For our complete calendar of events and internal application deadlines, please visit the BIRS website at <http://www.butler.edu/birs>

Workshops from Instructional Technology

Please note the revised dates.

- 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

GREEN TIP Some random Green tips!

Do you know what you can Recycle on campus? Did you know that we now have "Single Stream" Recycling? Confused? Visit the Butler Goes Green website for complete on-campus Recycling information!

<http://www.butler.edu/butler-goes-green/campus-sustainability/recycling>

Volunteer Highlights

Coburn Place Safe Haven

Coburn Place opens a door through which women and children fleeing domestic violence can find safe haven. Coburn Place transforms battered lives by healing painful emotions, teaching valuable life skills, and fostering financial independence and long-term self-sufficiency.

Learn more at www.coburnplace.org

Campus Sweep VI Pick Up Sticks- 2010

Spring will soon be here, and that means it is time for Campus Sweep. Spend a morning under the sun keeping Butler's campus beautiful. Get out of your office or dorm, meet new friends, and get some exercise, too. Campus Sweep VI will include sweeping, mulching and cleaning, as well working in the forest with the Center for Urban Ecology or on the new Butler farm. Rain or shine, there is lots to do!

Campus Sweep will be on Tuesday, April 27. We will meet at 8:30 am at Norris Plaza and work until we are finished!

Please go to my.butler.edu and select *Campus Sweep* to register. For those without internet access registration cards will be sent to supervisors. Participants who register by April 1st will receive a free Campus Sweep t-shirt.



Healthy Horizons is hosting a "How to Eat Healthy" Lunch N Learn on Tuesday, March 9th from 12-1 in PB 202. Please feel free to bring your lunch to eat while listening to the speaker. Light refreshments and water will be served.



BUTLER STAFF ASSEMBLY

Thank You! For going above and beyond in February 2010!

Jami Kong– IR	Financial Aid Dept.	Campus Impressions
Olga Krayterman– IR	Grounds Dept.	Lindsay Gretz– IR
Brain Mancourt– IR	Patti Shea-Carpenter– IR	Michelle Thibodeau– IR
Kathleen Wilkey– IR	Ruth Schwer- IR	Angie Strati– IR
	Roberto Lazo– Grounds	

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 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. *Please note that people outside of Butler do not have access.*

Farewell to Departing Employees!

Chris Degenkolb– COPHS	LuAnn Baker– Theatre/JCFA
Margy Nebesio- Development	Iftekhar Kalsekar- COPHS

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 6378), 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 **Email:** staff-assembly@butler.edu **HUB:** www.butler.edu/hub