Agenda: Wednesday, October 19, 2016 • 2:00pm • 177 Dwyer Hall

Welcome

1. Icebreaker (Fun at Work Committee)
2. Approval of September Minutes

Topics

1. Notify Front Desk - Office Hours/Event Information
2. Review By-laws - Vote at November Staff Meeting
3. Violence Prevention Presentation - Nov. 16th, 12:00pm-1:00pm
4. December Staff Meeting - Dec. 21st
5. Heart of the Community
6. Staff Member/Area Reports
7. Dean’s Report

Adjournment

UPCOMING DATES/DEADLINES\*

Online Open Enrollment for Benefits October 28 – November 14, 2016

HR will be at Lake Campus Tuesday, November 1st

 Open Enrollment Meetings 9:00am and 2:00pm, Dicke Hall

 Enrollment Computer Lab 11:00am-12:00pm, 185 Andrews

 Flu Shots 1:00pm-2:30pm, 187 Andrews (Health & Wellness Clinic)

Sexual Assault Prevention Training Tuesday November 1st, 6:00pm-8:00pm, 177 Dwyer Hall

Active Shooter Awareness Training Wednesday, November 9th, 6:00pm-8:00pm, 177 Dwyer Hall

Violence Prevention Presentation Wednesday, November 16th, 12:00pm-1:00pm, 186 Andrews Hall

November Staff Meeting Wednesday, November 16th, 2:00pm-3:30pm, 177 Dwyer Hall

Fall Open House Thursday, November 17th, 4:00-7:00pm, Dicke Hall

\*Email Tyler Pottkotter to add dates and/or topics to future agendas.

Please submit requests as early as possible, preferably at least one-week prior to the Monthly Staff Meeting.