



**JOB OPENINGS:**

- Costume Shop Supervisor
- VP of Enrollment Management

Visit the HR website for a complete list of job openings at <https://brenau.applicantstack.com/x/openings>. Employees are required to notify their supervisor before applying for a transfer.

**WELCOME NEW EMPLOYEES:**

- Anna Harrison (President’s Office)
- Randy Henslee (Security)
- Kimberly Millsap (Security)
- Hannah Poole (Financial Aid)
- Regina Reed (Library)
- Summer Stallings Redmon (OT)

**UPCOMING DATES TO REMEMBER:**

- May 2-3:** Graduation, front lawn
- May 6:** Faculty Assessment Day  
Downtown Center  
(8:30am-4:00pm)
- May 7:** Service Awards Ceremony & Luncheon
- May 26:** Brenau Holiday;  
offices closed

Campus Campaign Days \*  
May 2, 9, 16, 23, 30

*\* Employees who have donated \$250 or more to the Campus Campaign are permitted to wear jeans with a Brenau embroidered shirt.*

**WEIGHT LOSS CONTEST FINAL WEIGH-IN :**

Congrats to Dr. Mark Strazynski, winner of the 2014 weight loss contest!

**SERVICE AWARDS:**

Brenau Administration will recognize those who have served the University for a significant number of years with an awards presentation and luncheon held May 7th. If you have not already done so, please RSVP by clicking here [https://docs.google.com/a/brenau.edu/forms/d/198tSg9nDxYsfGEHvHPXvZbWmbjmH1Vw66VintNvgUN8/viewform?usp=mail\\_form\\_link](https://docs.google.com/a/brenau.edu/forms/d/198tSg9nDxYsfGEHvHPXvZbWmbjmH1Vw66VintNvgUN8/viewform?usp=mail_form_link). A luncheon follows the ceremony.

**STAFF PERSONNEL EVALUATIONS:**

Annual staff performance evaluations are due to the HR Office by June 16th.

**VACATION: USE IT, OR LOSE IT!**

Vacation time expires as of June 30th. Should an employee have unused vacation time as of June 30th, it will be transferred to the employee’s sick leave. All absence request forms for time taken within this fiscal year should be submitted to HR before June 4th.

**DRUG-FREE WORKPLACE:**

Brenau is certified as a drug-free workplace. As a requirement of being a participant in the program, each year employees (full-time and half-time faculty and staff) are required to review the drug free workplace policy and take a short quiz. This year the workshop will be available electronically via Canvas. Supervisors are also required to review the supervisor presentation and take the supervisor quiz (in addition to the employee quiz). The workshop and quiz will be available from April 29-May 9.

**CONGRATULATIONS GRADUATES!**

Janet Collier	Holly Sorrells
Heather Lyons	Holly Stewart
Kelley Maddox	Patrick Sweeney
Whitney Neveils	Maurine Vidrine
Kristi Sneddon	Amanda Young

**SUMMER DRESS CODE:**

Staff may wear appropriate casual wear throughout the summer months (beginning May 9th). Refer to FSG 2-03. Check with supervisor for dates on which this is not appropriate.

**FLEXIBLE SPENDING ACCOUNT ENROLLMENT:**

In order to participate in the flex plan (June 1-December 31) employees must submit the enrollment forms to the HR office by May 6th.

**SUGGESTION BOX:**

The Human Resources Office has implemented a suggestion box. Employees are welcome to suggest areas for improvement for the HR office (or any other office on campus). The box is located in the Human Resources suite along the corridor.