



JOB OPENINGS:

• Assistant Director of Financial Aid
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:

- Shaun Lyons (Facilities)
- Troy Russell (Security)



UPCOMING DATES TO REMEMBER:

Nov. 11 Open Enrollment Meeting
1:30pm; Pearce Auditorium

Nov. 26-28: Brenau Holiday:
Offices closed

Campus Campaign Days *
November 7, 14, 21, 28

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

OPEN ENROLLMENT:

All full-time employees are encouraged to attend the faculty and staff meeting Nov. 11 at 1:30 p.m. in Pearce Auditorium. The meeting will discuss new medical, dental, vision decisions for the upcoming 2015 plan year that begins Jan. 1, and a presentation from the United Way.

FACULTY & STAFF GUIDELINES REVISED:

• **3-08 Annual Personnel Evaluations**
The faculty & staff guidelines may be viewed online at <http://intranet.brenau.edu/dnn/Operations/HumanResources/FacultyStaffGuidelines/tabid/198/Default.aspx>. Employees are required to read and to adhere to all Brenau policies.

WINNERS OF THE COSTUME CONTEST:

Congrats to the winners of the 2014 Halloween Costume Contest! Each winner received a gift card; sponsored by the Staff Development Committee. Pictures from the event will be published in the Update.

Most Creative & Most Original: (The Admissions Sales Team)	Best Hair and/or makeup: (Allison Lauricella, Nichole Rawlings, Drew Ferguson, Mitchell Williams)	Creepiest: (Vern Smedley)
The Least Recognizable: (Tony Rojas)	Funniest : (Richard Ludwig)	Weirdest Super Hero: (John Mackrell)

THANK YOU FOR SERVING OUR COUNTRY:

Below is a list of employees who are service-members. Thank you for serving our country! Happy Veteran's Day!

Joe Aurora	George Bagel	Jediah Carling	Jerry Denton
Claudia George	Darrell Hunt	Bill Laing	Brian McAvoy
Donny Moore	David Morrison	Troy Russell	Vernon Smedley
Melissa Tavilla			

FERPA TRAINING:

Each year, as part of Brenau University's SACS accreditation, the Staff Development Committee organizes a required FERPA (Family Educational Rights and Privacy Act) training to assist employees in handling private and sensitive information such as social security numbers, grades and financial records. This year the training is for faculty and staff. The Canvas portal will be available from November 3-14. Refer to the Update for login information.