

Reminder: 2008 Insurance Benefits Renewal

SUBMITTED BY HOLLY GYLLEN, ADMINISTRATIVE ASSISTANT, HUMAN RESOURCES

Reminder to Benefits-Eligible Staff and Faculty,

The next benefit plan year will begin on Jan. 1, 2008. The month of November is our annual enrollment period, and certain changes in your benefits may only be made during this time. Please remember to submit any change or enrollment forms by Friday, Nov. 30, 2007! Also remember that employees who turn in their completed forms by today, Nov. 19, will have their names placed in a drawing for a \$50 gift certificate!

Please click on this link for more information:

<http://web.augsburg.edu/hr/2008benefits/2008BenefitsRe-enrollmentDetails.pdf>

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CSWL Gives Thanks to Students, Faculty and Staff

SUBMITTED BY HEIDI LENDER, CAREER SPECIALIST, CENTER FOR SERVICE WORK AND LEARNING

The CSWL Gives Thanks to Students, Faculty, and Staff for your Community Engagement!

Stop by our table in the Christensen Center this morning for cookies and cider.

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EEO and Emergency Contact Data & HRIS Form

SUBMITTED BY HOLLY GYLLEN, ADMINISTRATIVE ASSISTANT, HUMAN RESOURCES

All Staff and Faculty,

On Nov. 1, you should have received a memo from Human Resources regarding EEO and Emergency Contact Data with a HRIS form. Completion of the form is voluntary; however, if you choose to complete it, Human Resources would appreciate you sending or dropping it off by this Wednesday, Nov. 21.

If you have any questions regarding the memo or the form we are asking you to complete, please call Sandra Hokanson at x1783 or Cindy Greenwood at x1030.

Thank you!

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Vote on Science Topics

SUBMITTED BY SCOTT D MCLENNAN, STUDENT

Straight Talk and the Tri-Beta Biological Honor Society are teaming up to host a Bioscience Roundtable discussion this Spring -- and we need you to help choose the topic.

So if you're concerned about topics ranging from Global Warming to Human Cloning, from Cancer to Organic Foods, stop by our table in Christensen Center on Monday, Nov. 19 and Tuesday, Nov. 20 from 9 a.m. to noon for more information and to cast your vote.

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Free Candy for Survey

SUBMITTED BY MATTHEW D TORGESON, STUDENT

Come take Tri-Beta's science survey in Christensen on Tuesday, Nov. 20, from 9 a.m. - noon and get free candy! The responses will be used to decide a topic for a round table discussion second semester. All are encouraged to participate.

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Grief Seminar - TODAY

SUBMITTED BY DIANNE DETLOFF, ADMINISTRATIVE ASSISTANT, COUNSELING AND HEALTH PROMOTION

Come explore the topic of grief and loss before the holidays today from 5 - 6:30 p.m. in the Century Room (lower level of Christensen Center). The seminar is hosted by Center for Counseling & Health Promotion staff. We will review the grief process, share questions and possible answers and learn about support services on and off campus. Please call CCHP at 612-330-1707 for more information.

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Knitting TONIGHT

SUBMITTED BY JESSICA NATHANSON, DIRECTOR, WOMEN'S RESOURCE CENTER, WOMEN'S STUDIES

Working on Christmas presents? Want the company of other knitters - or maybe some advice on how to get that sock heel just right? Come to the Women's Resource Center (207 Sverdrup) tonight from 7 - 9 p.m. for our Stitch-n-Bitch! Bring your needles/yarn or use ours. All members of the Augsburg community are welcome!

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Healthy Ways to Avoid Flu

SUBMITTED BY DIANNE DETLOFF, ADMINISTRATIVE ASSISTANT, COUNSELING AND HEALTH PROMOTION

With the recent outbreak of influenza at the University of St. Thomas, here are some tips we should all consider to keep healthy during this flu season:

1. Get plenty of rest!
2. Avoid close contact - especially with people who are sick. If you are sick, keep your distance from others!
3. Stay home when you are sick because it will prevent others from catching your illness.
4. Cover your mouth and nose with a tissue when sneezing or coughing. If a tissue is unavailable, cough or sneeze into the crook of your elbow -- avoid coughing or sneezing on your hands.
5. Keep your hands clean -- wash your hands often. Wash your hands vigorously with warm, soapy water for at least 20 seconds, or use an alcohol-based hand sanitizer.