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Staff Matters

Volume 3, Issue 2

November 2007

Council

By Sabrina P. Williams

The October 26 council meeting featured Sam Dixon, executive director of Spivey Hall, as the guest speaker. Dixon spoke about the history of Spivey Hall, upcoming concerts and the significance of Spivey Hall to Clayton State and the community. Dixon also spoke about the discount staff receives for tickets to concerts and programs at Spivey Hall. Be sure to take advantage of this benefit.



Other Council News

—The calendar sale was a huge success. Thank you to all that supported this effort.

—Roxanne Dilbeck was welcomed as the new delegate representing Campus Life.

—The book scholarship and candy grams have returned. Read about the details of these programs under the Professional Development and Special Events sections.

Notes

STAFF CONCERNS

—The hedges, in need of cutting, located across the train tracks are on property that does not belong to the university. Unfortunately, nothing can be done.

—The old aviation building now houses CE staff and the vending machines need service.

—Open house events are approaching. What can be done about the unattractive look of the lakes?



By Sabrina P. Williams

As the executive secretary to the president, Valerie Lancaster shines in the staff spotlight as the staff member that keeps the President's Office organized and Dr. Harden on track with where he needs to be, when he should be there.

Employed with Clayton State University for over

Staff Spotlight

19 years, Lancaster has had the honor of working with all of the presidents and interim president of Clayton State. She describes herself as a "liaison" that helps with the flow of communication from the Office of the President to the campus community and with her ability to adapt to change well, she has found her "niche".

Even though her job consists of a variety of duties and serves a diverse group of people, her primary responsibilities are supporting the president and the goals for the

university. She manages the president's schedule and the Office of the President staff and provides support to the president's cabinet and administrative officers.

When asked about the most challenging aspect of her job, Lancaster said, "juggling the calendar scheduling...it's like a Rubik's Cube, you have to try and make things (dates and times) fit in the schedule (puzzle)".

In addition to her primary duties, Lancaster helps the campus

Professional Development



BOOK SCHOLARSHIP RETURNS

By Jillian Jones

In our continuing effort to provide professional and personal development to the Clayton State staff, Staff Council is offering its book scholarship once again. This scholarship awards two Staff Council constituents \$200

each for purchasing books and other related supplies. Applicants must have a goal of completing a degree or certificate program and have at least a 2.5 GPA. Applicants must also provide a transcript and a personal statement along with the application.

All application materials must be returned to the Professional Development Committee Chair by November 30. The application and more information can be found at <http://adminservices.clayton.edu/staffcouncil/profdev.htm>.

UPCOMING PDC EVENT

The Professional Development Committee will host a seminar on "Building Your Financial Future" with Ryan Hunt from Fidelity Investments. Join the PDC and Hunt on November 28 at 10:30 a.m. in the Technology Building room T112.



"Staff Council provides a great forum in which staff can be heard."



By Sabrina P. Williams

Meet Fay Henderson. Henderson represents the Continuing Education Department and the Clayton Career Resource Center. In addition to being a delegate, Henderson participates as a member of the Staff Council Elections Committee. This is Henderson's first year on Staff Council and she is sched-

Meet Your Delegate

uled for a two-year term.

Henderson says that she is enjoying Staff Council and is proud of the help that she provides to her constituents, "I like to help those I represent by addressing their concerns and seeing the positive actions that result from my communication on their behalf".

When asked about her expectations and duties for Staff Council Henderson replied, "I expect to be in attendance at monthly meetings, participate with the Elections Committee and communicate information to my constituents...Staff Council provides a great forum in which staff can be heard".



Have A Concern?

Be sure to tell us your concern. You can email Staff Council at



To anonymously voice your concern, click the POST YOUR ISSUE button on the Staff Council webpage. Remember, concerns or issues should be something that will improve conditions on campus or benefit the campus community as a whole.

Special Events



HOLIDAY TREE LIGHTING

It is time to celebrate the holidays and the Clayton State annual holiday tree lighting is an excellent activity to get in the holiday spirit. This year the tree lighting will take place on November 29 from 4:30 p.m. to 5:30 p.m. in the University Center Commons area.

The special events committee could use help to make this program a success. The committee is in need of cookie donations and volunteers to serve as hosts and host-

esses for the program activities. Contact Wanda Winfield at wandawinfield@clayton.edu to volunteer. Cookie donations can be dropped off the day of the event to Valerie Lancaster in the Office of the President.



CANDY GRAMS, GET YOUR CANDY GRAMS

Candy grams provide a great opportunity to say thank you and to recognize the work of co-workers and student assistants. Funds raised from the sale of candy grams go towards Staff Council activities.

The candy grams cost \$1.00 each and include a candy cane with a ribbon and message from the sender. The last day to purchase candy grams will be Friday, December 7, with delivery on December 12 and 13. More details are available on the Staff Council website.

ADOPT-A-CSU-FAMILY

This year Staff Council, in partnership with the Laker Angels has plans to adopt three Clayton State families to provide meals and support for the holidays. Look for upcoming details about this fundraiser on the Staff Council website. Visit the Staff Council website at <http://adminservices.clayton.edu/staffcouncil>.

Staff Spotlight (cont'd from p. 1)

community through her participation with the Staff Council Special Events Committee and the CSU Women's Forum Fundraising Committee.

Born in Royston, Ga. (home of the legendary baseball player Ty Cobb), raised in Morrow and now a resident of McDonough, Lancaster enjoys spending time with her family. She lives within a 10 mile radius of her entire family which includes her in-laws, her daughter, Autumn, son-in-law, Brock, and grandkids, Tate, 2, and Emily, 1.

She lives with her husband, Tim, who she has been married to for 26 years.

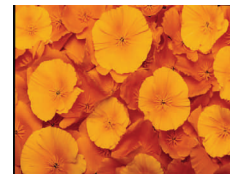
The Lancaster's are self proclaimed "empty nesters" that enjoy listening to live music and supporting local musicians. They have no pets but occasionally have roaming stray cats that they feed.

With her busy work and home life, we are proud that Lancaster has chosen to be apart of the Clayton State family.

Valerie Lancaster, on behalf of Staff Council and the Clayton State community, keep shining; and thank you for your commitment to Clayton State University.

CAMPUS CONNECT

The next Campus Connect, hosted by Business Services and Human Resources, will be Wednesday, December 5, 2007 from 9:00 a.m. to 10:30 a.m. on the second floor of the Student Center.



Staff Council Meets

November 29th

UC 260

2:00-3:00 pm

Speaker

Mason Barfield

Athletics

Executive Director

Topic

Athletics Program

Past, Present and Future

November Staff Anniversaries

Name	Years of Service	Dept
Bedingfield, William	13	Plant Operations- Grounds
Bynum, Donna	14	Admissions
Carson, Yalonda	4	Library Services
Dimkoff, Amber	3	Spivey Hall General Operations
Fitzgerald, Kevin	18	OITS-CTS Netw & Telecom
Henderson, Ruby	3	WTW-Workforce Investment Act
Ingram, Nathaniel	7	OITS - Administrative Systems
Keane, Patricia	23	Athletic Administration
Kight, Keokuk	4	Dean, Arts & Sciences-Advisement Office
Mariani, Luciana	1	Department of Human Resources
McClure, Stefan	1	Office of Public Safety
Mead, Mike	17	Athletic Administration
Otoo, Solomon	12	Plant Operations- Maintenance
Patrus, Mark	2	Media and Printing Services
Terrell, Michelle	2	Dean, School of Business
Wilson, Delia	1	Plant Operations-Cleaning Services



Staff Matters Trivia

Do you know the answer? For a chance to win two tickets to a Spivey Hall Concert, how many pipes are in the organ located in Spivey Hall. The first person who sends the correct response wins! Email answers to staffmatterstrivia@clayton.edu.

Visit the Staff Council Website at

<http://adminservices.clayton.edu/staffcouncil>