Welcome to our 1st Newsletter!

With the support of Title III funds, the Office of Human Resources has assumed responsibility for the Organizational Development Activity at Clark Atlanta University. This Activity was created to further the goal of increased professional development for staff employees as we work toward continuous process improvement and realizing the strategic priorities developed as part of the University strategic planning process.

As we begin our third year, we are excited about the opportunities for growth that should benefit each of us individually and CAU collectively.

As we continue to work to develop this activity, you can look forward to professional development opportunities presented in various formats, both internal and external to the University. We look forward to your feedback on our progress, as well as your suggestions for future training opportunities.

As with any federally funded program, documentation is critical, as well as our ensuring that all funded activities realize the greatest return on investment and directly connect to our approved Title III objectives. We ask you to follow appropriate procedures as they are outlined in University policy, as well as Title III procedures, so that we are able to efficiently and effectively process all required documentation to remain in compliance.

This newsletter, as well as our website, will be used as a means of communication to inform you of our current and future activities and should help as you have questions regarding our Activity. However, if you have any questions regarding our processes, please contact Dana Dodds (Training Coordinator) or myself. We look forward to working with each of you!

Valerie Vinson, PHR
Director of Human Resources & Activity Director, Organizational Development

We’re coming to the WEB!
You will soon be able to keep up with events and download forms via the Organizational Development link from the Human Resources web page or connect directly at:
www.cau.edu/HR_OD

OFFICE OF HUMAN RESOURCES
218 Harkness Hall
Organizational Development
PHONE: (404) 880-8461
FAX: (404) 880-6115
E-MAIL: ddodds@cau.edu

Dana Dodds joined CAU as the newest member of the Office of Human Resources in July 2011 as Training Coordinator for the Organizational Development Activity. Dana is a graduate of Spelman College and has an MBA from the University of Pittsburgh.

Dana is the first point of contact relative to questions related to the O.D. Activity. She is located in the lower level of Thayer Hall (room 123) and can be reached at ext. 8461.
OD is excited to present . . . Workshop Wednesdays!!

On the 4th Wednesday of every month, this series of professional training workshops is offered to all CAU staff employees.

**January 25 - Microsoft OUTLOOK 2007**
Participants will come away from this workshop with a greater understanding of Microsoft® and its versatility as a desktop information manager.

**February 22 - Microsoft EXCEL 2007**
This training is designed to deliver the solid foundation you need to — excel with Excel! Track and analyze data • Create sophisticated reports, charts, and graphs • Perform complex calculations.

**March 28 - Mastering Microsoft WORD 2007**
With Microsoft Word, you’ll achieve amazing results! Use formatting shortcuts to create great looking documents of all kinds • Merge documents to create form letters and mailing labels • Develop tables of contents in a snap • Create eye catching newsletters.

**Organizational Development, A Title III Sponsored Activity**

Organizational Development is one of seven activities sponsored by Title III Part B, Strengthening Historically Black Colleges and Universities Program in the 2011-2012 Grant Year. (Other Activities: www.cau.edu/titleIII)

The Title III B Grant program provides financial assistance to Historically Black Colleges and Universities (HBCUs) to establish or strengthen their physical plants, financial management, academic resources, and endowment-building capacity.

The funds awarded by the Grant can be used to support Legislative Allowable Activities (LAA). LAA’s are 14 categories that describe different types of projects that can be funded in addition to spending two percent of your grant on services necessary for the implementation of projects or activities that are described in the grant application and that are approved, in advance, by the Department of Education.

This activity is sponsored by the following LAA category: Funds management, administrative management, and acquisition of equipment for use in strengthening funds management.

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Ms. Tori Willis
Title III Program Administrator
If you would like more information on the activities and operations of the Title III, Part B Grant and its administration here at CAU please contact our office.
SETA Conference 2011 Atlanta

In October, the O.D. Activity sponsored ten employees to attend the SETA (SunGard Higher Education Technology Association) Conference in Atlanta.

SETA is a membership organization developed as an independent voice of SunGard Higher Education users. The organization’s main purpose is to facilitate communication among members; to encourage a direct, informal approach for the exchange of ideas, techniques, procedures and information—including user developed software enhancements and refinements of the SunGard Higher Education products. The Association also strives to promote a high level of understanding of SunGard Higher Education products and services through experience and educational sharing.

Attendance at the conference allowed participants an opportunity to: network easily with other users, participate in sessions presented by Banner users, solve problems back home by sharing notes with others, discover training resources, and learn new ideas, products and solutions.

“I learned a lot of information that will help streamline our process with new programs like Argos….”

Joy Osorio - Residential Life

“Topics that were covered were ‘The initial phase and benefits of BDMS implementation’

Deborah Dobbs - CAuPRI

How to Manage Priorities and Deadlines

In September, the Organizational Development Activity sponsored a workshop entitled, “How to Manage Priorities & Deadlines” presented by National Seminars Group, a division of Rockhurst University Continuing Education Center.

Dr. Larry Midgett, a seasoned trainer specializing in organizational development and strategic planning, was the facilitator for this workshop. This powerful, half-day seminar taught the all-important skills that should help participants deal with dozens of top priorities. The session was filled with practical “how-to” strategies and time-management tips that gave many useful hints on how to help participants:

- Stop wasting time and get the clock working for them instead of against them.
- Take control of their multiple projects, even when they’re all top priorities.
- Handle with ease all of the unexpected demands and unplanned situations that destroy the most careful scheduling.
- Stay cool, calm, and collected when the pressure is overwhelming and stress threatens effectiveness.
A sample of the various workshops and conferences sponsored in 2011 include:

- HBCU Title III Administrators - Savannah, GA
- SACUBO Fall Workshop - Austin, TX
- CUPA-HR Annual Conference - Orlando, FL
- CASE Conference - Portland, OR
- SunGard Summit - New Orleans, LA

If you have a professional development opportunity in mind, contact us. If it can be connected to our approved objectives, we may be able to provide partial financial support!

FREE WEBCAST SESSION!!
Register, Click and Listen!!

What is a Webcast Session? A webcast is a workshops that are offered at the time and date listed.

Contact OD for logon procedures.

Managing Your Workload: How to Prioritize When Everything Is Important

Larry Jemison Speaks at Opening Session

Customer service is quickly becoming the most important factor in generating repeat business, which equals additional revenues, profits, and bonuses for those involved.*

The workshop was full of energy and quite laughably, entertaining at times. Mr. Jemison had the attendees fired up at the event and pumped up to begin providing their best customer service ever this year at Clark Atlanta University!

Dr. Carlton Brown and Mr. Larry Jemison
CAU Opening Session, August 2011

The Fall Faculty & Staff Institute, held in early August, featured a presentation by Mr Larry Jemison (funded by the Organizational Development Activity), which focused on “Customer Service as the Forgotten Art.” Jemison contended that this “may be the single most important piece of any business platform considering that this country manufactures virtually nothing anymore.”

Which Way Do You Need to Go?

“WOULD YOU TELL ME, PLEASE, WHICH WAY I OUGHT TO GO?” SAID ALICE. “THAT DEPENDS ON WHERE YOU WANT TO GET TO,” SAID THE CAT.


-Lewis Carroll, Alice in Wonderland

More can be found on Mr. Jemison and his efforts at LarrySpeaks.com