Dear members of Staff Assembly:

Fortunately, staff members at Clark Atlanta University have both formal and informal modes by which to communicate our thoughts, views, and accomplishments. We have an Assembly where we meet monthly to expound on a myriad of activities, programs and concerns in its many forms; our committees plan and execute our programs with supportive activities; and we recap all of our business in our Staff Assembly Newsletter.

As we begin this academic year, let us reflect on our relationship to Clark Atlanta University. Our theme, though simplistic, is all encompassing. It represents us in our individual roles and as a body. We can claim that “It’s all about US—A Unified Staff!”

Each of us as staff members is extremely important during this celebratory time at our University. We have the opportunity to stand in the forefront as a unified staff participating in every aspect of our University's new dawning. We will be an intricate part of its living history.

Many of us were here when we consolidated. While we did not have a formal staff assembly as an organized entity, we knew how to support each other as staff members. We under girded the work of each of our parent institutions and continued as we moved into our roles at Clark Atlanta University.

We are here, living in the present. We are here, executing our identity as staff members. Please take time each month to attend our meetings. Although we are all extremely busy, Staff Assembly is for you. Please support us with presence, service and your membership dues. Most of all support each other. Remember, "It is all about US—A Unified Staff!"

Until we communicate again,

Gay-lin E. Gatewood-Jasho

Greetings from Our New Staff Assembly President

“IT’s all about US—a Unified Staff!”
# STAFF ASSEMBLY EXECUTIVE BOARD

Gay-linn E. Gatewood-Jasho  
**President**

Susan W. Gibson  
**Vice President**

Carla Sumerlin-Elder  
**Recording Secretary**

Flolena Stitt  
**Corresponding Secretary**

Cynthia Williams  
**Financial Secretary**

Karen Sutton  
**Business Manager**

Clemon T. Jackson, Sr.  
**Parliamentarian**

Dr. Georgianna Bolden  
**Representative to the University Senate**

Alimah Maolud  
**Representative to the University Senate**

Phyllis McCrary  
**Ex officio Member of Senate**

TBD  
**Historian**

---

## 2008—2009 STAFF ASSEMBLY COMMITTEES

<table>
<thead>
<tr>
<th>Committee Name</th>
<th>Chair, Cochair, and Coeditor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Professionals Week</td>
<td>Georgianna Bolden, Chair Yolanda Tonic, Cochair</td>
</tr>
<tr>
<td>Employee of the Quarter</td>
<td>Glenda Gooden, Chair Phyllis Wyatt, Cochair</td>
</tr>
<tr>
<td>Fundraising</td>
<td>Cynthia Williams, Chair Darayl Givens, Co-Chair Aundrea Sturdivant, Cochair</td>
</tr>
<tr>
<td>Health and Wellness</td>
<td>Janet Singleton, Chair Darryl Jacobs, Co-Chair Kwajalyn Brown, Cochair</td>
</tr>
<tr>
<td>Homecoming</td>
<td>Phyllis McCrary, Chair Clemon Jackson, Cochair</td>
</tr>
<tr>
<td>Inspirational Services</td>
<td>Sharon Corry, Chair Gail Shields, Cochair Susan Gibson, Cochair</td>
</tr>
<tr>
<td>Social Activities</td>
<td>Jackie Williams, Chair Jesse Hightower, Cochair</td>
</tr>
<tr>
<td>Staff Development</td>
<td>Ernita B. Hemmitt, Chair Carol Johnson, Cochair</td>
</tr>
<tr>
<td>Staff Mentoring</td>
<td>Susan Gibson, Co-chair Phyllis McCrary, Cochair</td>
</tr>
<tr>
<td>Staff Newsletter</td>
<td>Katrina Barnum, Coeditor Lashun Lanier, Coeditor Earle Clowney, Coeditor</td>
</tr>
</tbody>
</table>
Condolences

Ms. Elizabeth Gay
Mother of Lt. Anthony Carmichael
Office of Public Safety

Mrs. Edna D. Heard
Mother of Ms. Deborah Heard
Department of Physics

Ms. Ineze Carter Jennings
Grandmother of Ms. Linda Jennings
Office of VP for Finance and Business Services

Mr. Vincent Jones, Jr.
Brother of Mrs. Linda Brown
Office of Academic Affairs

Mrs. Thelma Odoms
Grandmother of Ms. Katrina Barnum
CTSPS / Department of Physics

Mrs. Sara Ray
Grandmother of Ms. Toni Patton
Accounts Payable

Dr. Philip V. Skerrett, Sr.
Father of Mr. Philip V. Skerrett, Jr.
Department of Music

I Thought of You Today
I thought of you with love today but that is nothing new.
I thought about you yesterday and days before that too.
I think of you in silence; I often speak your name;
All I have are memories and your picture in a frame.
Your memory is my keepsake with which I’ll never part;
God has you in His keeping, I have you in my heart.
“It’s all about **US**”

**Staff Assembly dues are**

$24.00 per year  
(July 1—June 30)

Payroll deduction is available.  
(one or two payments)

Please contact  
Mrs. Cynthia Williams  
at Ext. 8644 or  
cwilliams1@cau.edu

---

**CONGRATULATIONS**

Congratulations to **Dr. Georgianna D. Bolden**, Director, Grants and Contracts Administration, in the Office of Research and Sponsored Programs, for receiving the **Institutional Capacity Building Scholarship** for the **2008 Advancing Ethical Research Conference**. This scholarship is sponsored by **Public Responsibility in Medicine and Research (PRIM&R)**. The scholarship will pay for Dr. Bolden’s conference registration, travel, hotel and meals. The conference will be held in Orlando, FL from November 16-19, 2008. This is the first time that Clark Atlanta University has been awarded this scholarship.

---

**Congratulations!!!**

During the recent Opening Workshop for the University, The Staff Assembly gave away a beautiful basket full of CAU paraphernalia and goodies.

The recipient was **Dr. Zuhar Rende**,  
Department of Curriculum  
School of Education.
BOOK STIPEND AWARD

To obtain information on nominating a student for a book scholarship for the Fall 2008 semester, please contact:

Ms. Ernita Hemmitt
ext. 6701, ehemmitt@cau.edu
or
Ms. Carol Johnson
ext 6985, cjohnson@cau.edu

EMPLOYEE OF THE QUARTER

For the last quarter of the academic year 2007-2008, we are pleased to announce that we are honoring two outstanding members of the CAU’s Staff: Eunice McKnight and Flolena Stitt.

Eunice McKnight was selected “Employee of the Quarter” for the months of April, May, and June 2008. As Administrative Assistant for the Department of Engineering, Ms. McKnight was highly recommended for her effectiveness with students, commendable work habits, and ability to manage a variety of tasks with detailed attention to all. Please congratulate Ms. McKnight on this worthy achievement.

Flolena Stitt was also selected “Employee of the Quarter” for the months of April, May, and June, 2008. Ms. Stitt works in the School of Social Work. She is applauded for her exemplary customer service to students and alumni. According to Dr. Lyle, Ms. Stitt is “tenacious in her pursuit of all assigned tasks and always strives for excellence in her performance.” Congratulations to Ms. Stitt!
Do you have your Staff Assembly Paraphernalia?
If not, Staff Assembly has T-shirts and Polo Shirts available for purchase.

Contact Phyllis McCrary at ext. 6932 or pmccrary@cau.edu to purchase yours today!!

Early Bird Open Registration for 2008 – 2009 Parking Permits

The 2008-2009 Early Bird Parking registration for faculty & staff will begin on Tuesday, September 2, 2008 through Tuesday, September 9, 2008. The Early Bird Registration fee is only $15.00, but it gives you the opportunity to park in your selected area of request upon availability.

Open registration for 2008-2009 will begin Wednesday, September 10, 2008 through Tuesday September 30, 2008. Parking spaces will be available on a first-come, first-serve basis. The application for Early Bird and Open Registration can be filled out at the parking office Monday – Friday from 9:00 a.m. to 5:00 p.m.

<table>
<thead>
<tr>
<th>Parking Lots</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking Deck and Presidents Lot</td>
<td>$345 annually</td>
</tr>
<tr>
<td>Sage-Bacote, Tanner-Turner, Carl &amp; Mary Ware,</td>
<td>$265 annually</td>
</tr>
<tr>
<td>V.W. Henderson Stadium, Knowles, and Oglethorpe</td>
<td></td>
</tr>
<tr>
<td>Reserved Space</td>
<td>$75.00 (additional)</td>
</tr>
</tbody>
</table>

As a reminder, the 2007-2008 parking permit expires Tuesday, September 30, 2008, so please come by the Parking Office to fill out the application to receive your 2008-2009 parking permit. If you have any questions, please call (404) 880-6295.
## CLARK ATLANTA UNIVERSITY
### STAFF ASSEMBLY
### “It’s all about US — A Unified Staff!
August 2008—July 2009

<table>
<thead>
<tr>
<th>MONTHLY MEETING</th>
<th>THEME</th>
<th>ACTIVITIES FOR THE MONTH</th>
</tr>
</thead>
</table>
| **Wednesday**  
August 13, 2008  
4:00 p.m. | **It’s all about US.**  
ACQUAINT AND RE-ACQUAINT MONTH | Meet and Greet new University President; Installation of officers; Gift Basket Giveaway during opening session |
| **Wednesday**  
September 3, 2008 | **It’s time for US to be energized.**  
ASPIRATION MONTH | Health and Wellness Activity; Promote sale of Staff Assembly paraphernalia |
| **Wednesday**  
October 1, 2008 | **Let US cherish home.**  
HOMECOMING MONTH | Serving students in the dining room; Parade participation; Tailgating experience |
| **Wednesday**  
November 5, 2008 | **Let US be in spirit of giving.**  
GRATITUDE MONTH | Provide Angel Food Baskets to families; Inspirational activity |
| **Wednesday**  
December 3, 2008 | **Celebrating US in many ways.**  
CELEBRATION MONTH | Christmas Party; Decorate offices and doors for competition; Provide toys to families |
| **Wednesday**  
January 7, 2009 | **Let US be renewed.**  
RENEWAL MONTH | Re-acquainting activity; Inspirational activity |
| **Wednesday**  
February 4, 2009 | **Let US respect our history and share our love.**  
HISTORICAL LOVE MONTH | Support a Black History program; Health and Wellness activity |
| **Wednesday**  
March 4, 2009 | **Let US assess our roles.**  
ASSESSMENT MONTH | Staff development activities; Staff Mentoring activity |
| **Wednesday**  
April 1, 2009 | **Let US recognize us.**  
RECOGNITION MONTH | Administrative Professionals Week |
| **Wednesday**  
May 6, 2009 | **Let US share in the fruits of our labor.**  
COMMENCEMENT MONTH | Participate in Commencement and Alumni Weekend |
| **Wednesday**  
June 3, 2009 | **Let US relax!**  
REJUVENATION MONTH | Election process and voting; End of the year celebration/Thank you |
| **Wednesday**  
July 1, 2009 | **Let US prepare for next year.**  
PREPARATION MONTH | Meet with new executive board to plan for next year! |

All meetings except for the month of August will be held once a month in the Thomas W. Cole Research Center for Science and Technology Auditorium at 3:30 p.m.
Whether beginning kindergarten, going back to middle school or returning for another year of high school, the transition back to school usually requires a stricter time schedule and adjusting to new academic challenges. Parents can help ease any stress or anxiety that their children are experiencing with the following tips to make going back to school a pleasurable experience:

- Prepare in advance. Know what to expect and how daily routines will change to help make the start of a new academic year more comfortable. Mapping out a morning schedule or laying out clothing in advance may be helpful.
- Try getting up earlier a couple of days before the new school year begins to help adjust to the new routine. This may prevent feeling confused, groggy, cranky or refusing to get out of bed on the first day of school.
- Review differences from last year or familiarize yourself with a new school. Students and families are often invited to visit classrooms and new teachers before the school year begins.
- Arrange for predictable pick-up schedules. Use the commute to ease the transition between school and home.
- Talk about feelings. Encourage children to describe how they feel about the "new year" and try to ease any fears they may have.
- Express interest in what they are saying without being intrusive. Listen to your child's viewpoint, even if it is difficult to hear.
- Let your child finish speaking before you respond. Focus on your child's feelings rather than your own during the conversation. Control strong emotional responses when you disagree with your child's point of view.
- Show interest in school activities and attend events that your child is in.

Beginning something new can be stressful and adjustment takes a lot of concentration and effort. How adults handle transitional situations can set the stage for how well a child adjusts to other challenges in life. Those who love and care for children can help them adapt by making preparations in advance, clearly explaining the changes about to take place and listening if doubts or fears develop.

Additional Information
This information is brought to you by ComPsych® Guidance Resources®. This company-sponsored benefit offers confidential help and support 24 hours a day, seven days a week, at no cost to you or your immediate family.

Our Guidance Consultants can assist you with your concerns at: 877.327.4753
Online: www.guidanceresources.com
Enter your company Web ID: ZB3042Q