

MEMORANDUM



September 25, 2007

TO: PVAMU Staff
FROM: Janetta Gilliam
SUBJ: Staff Forum

The PVAMU Staff Advisory Council (SAC) is coordinating a Staff Forum with the President and Executive Administrators of PVAMU for all eligible staff members on **Thursday, October 18, 2007 from 2:00 p.m. – 4:00 p.m.** in the Willie Albert Tempton, Sr. Memorial Student Center Auditorium.

The purpose of the forum is to address any concerns and answer questions you may have about institutional issues, general grievance policies or the status of ongoing projects. Individual grievance issues will not be addressed. In order to insure all of your concerns or questions are addressed as factual as possible, all questions must be submitted by the *deadline date* of **October 5, 2007**.

Locked boxes will be available for you to submit your questions at the following locations:

HOOVER CARDEN COOPERATIVE EXTENSION BLDG. (LOBBY)
S.R. COLLINS BLDG. (DEAN'S OFFICE)
DELCO BLDG. (DEAN'S OFFICE, 3RD FLOOR)
JOHN B. COLEMAN LIBRARY (LOBBY)
W.R. BANKS BLDG. (CASHIER'S WINDOW)
PHYSICAL PLANT BLDG. (LOBBY)
HOBART TAYLOR – (DEAN'S OFFICE, ROOM 2B207)
NEW SCIENCE BLDG. (SECURITY DESK)
MEMORIAL STUDENT CENTER (ROOM 107)

If you have any questions, please contact any of the following executive committee members:

Janetta Gilliam, Chairperson	Edward Price, Parliamentarian
Charles Crockett, Vice Chairperson	Annette Bowdre, Historian
Terry Robinson, Secretary	Gail Long, Treasurer
Michelle Davis, Committee Chair	Blynthia Naylor-Wilson, Committee Chair
Karen Charleston, Committee Chair	Belinda Lewis, Committee Chair