

Longwood University
Staff Advisory Committee Minutes
February 20, 2014, 1:30 – 3:00 p.m.
Ruffner 103

Hannah Ledger called the meeting to order.

Members Present: Allison Allgood, Debbie Bruce, Whitney Curtis, Emily Grabiec, Hannah Ledger, Katie Manis, Marissa Musumeci, Cameron Patterson, Kelly Rhoades, JaBari Scott and Della Wickizer.

Members Absent: Grant Advent, Ken Cox, and Courtney Everhart

Cameron Patterson introduced Teresa Craig from VGEA (Virginia Governmental Employee's Association). Mrs. Craig informed us that the VGEA is the voice for state employees at the General Assembly. They are the organization that works with the General Assembly to get raises and to lower our insurance premiums. One of the VGEA priorities is to reinstate the cost of living increases that we once had years ago.

Hannah Ledger introduced Virginia Kinman to speak to the group about SACs and the QEP. Mrs. Kinman reported there will be eleven people on campus on March, 18, 19, and 20. They will be interviewing different people on campus regarding Longwood's QEP. They will be staying at the Hampton Inn and will be meeting in Ruffner 103. The Staff Advisory Committee may be asked to assist. We are not to socialize with them, only to answer questions and provide food and transportation. Mrs. Kinman suggested that everyone wear their nametags while they are visiting and to be sure to learn about the QEP. The website for Longwood University's QEP is: www.longwood.edu/realinquiry.

OLD BUSINESS:

The minutes from the January 18, 2014 meeting were approved.

*March meeting – Since SACs will be meeting in Ruffner 103, the March meeting will be held in Hiner 107.

*Calendars – JaBari Scott reported that since we are already into the new calendar year, we should reduce the price to \$5.00. We plan to have them for sale at the Founder's Day event on March 5, 2014.

*Intercollegiate Athletic Council – Marissa Musumeci reported that feedback is encouraged for the council and to let her know before the next meeting if you have any suggestions or questions for the council. Hannah Ledger suggested that something be done about the speeding and traffic in Tab Circle.

*Treasurer/Budget – Cam Patterson reported that the Book Fund payments have been given to the Staff who requested reimbursement.

*BOV Representative – The Staff Advisory Executive Board met with President Reveley on January 24, 2014 and gave him a draft of a job description for the BOV representative. Hannah Ledger reported that a formal proposal needs to be given to President Reveley by the end of March. It will then go to the Board of Visitors for approval. We decided that the BOV representative needs to have served a term on the Staff Advisory Committee before becoming the BOV representative. Cam Patterson reported that President Reveley said the job description needs to stand out.

*Staff Survey – This item was tabled until the next meeting.

NEW BUSINESS:

*Recognitions – The next recognition will be the Audio Visual department on Wednesday, February 26.

*Founder’s Day – Katie Manis requested that all interested in helping with the event be at the Dorrill Dining Hall by 1:30 p.m. on March 5. William Lynn will play the music and Franklin Grant will be the Master of Ceremonies. There will be games, food and drinks. Katie asked that we meet at the fountain at 10 a.m. on March 5 so we can cover the campus to remind others of the event.

*Social Justice in Action Leadership Summit – On February 21, 2014, the Office of Diversity will have a program on Social Justice in Action Leadership Summit from 2 – 4 p.m.

*Prince Edward County Book Drive – Hannah Ledger received a flyer from the Prince Edward Public Schools’ PTA asking if the Staff Advisory Committee could help with book donations. Each year Prince Edward Public Schools sends books home over the summer with their students in grades K – 8 so they will have reading material over the summer. Emily Grabiec volunteered to be in charge of this. She stated that LCVA has already partnered with Prince Edward Public Schools with other activities so she has a contact person. If anyone has books suitable for grades K-8, please contact Emily Grabiec at LCVA.

*Other Business – Della Wickizer reported that the nominations for the Employee Staff Awards are due by Friday, March 7, 2014. She asked if the Staff Advisory Committee could put together an event for the presentation of these gifts. It was agreed to be a good project for us.

CLOSED SESSION:

*Emails – none

There being no further business, the meeting was adjourned.

Respectfully submitted,

Debbie C. Bruce