

Longwood University  
Staff Advisory Committee Minutes  
July 17, 2014, 1:30 – 3:00 p.m.  
Ruffner 103

JaBari Scott, Chair, called the meeting to order.

**Members Present:** JaBari Scott, Hannah Ledger, Katie Manis, Whitney Curtis, Marissa Musumeci, Kelly Rhoades, Emily Grabiec, Della Wickizer, Debbie Bruce, Courtney Jones, Stephanie Carwile, Shannon Parker, Jackie Wallace, Berkley Henshaw, Kayla Miller, Parker York, & Grant Avent

**Members Absent:** Allison Allgood, Ken Cox, Cameron Patterson, Cindy Smith, & Kent Booty

A roll call was held. New members include: Courtney Jones, Stephanie Carwile, Shannon Parker, Jackie Wallace, Berkley Henshaw, Kayla Miller, Parker York, Cindy Smith, & Kent Booty. Exiting members include: Hannah Ledger, Whitney Curtis, Marissa Musumeci, Debbie Bruce, & Cameron Patterson. Current members that will serve one additional year include: JaBari Scott, Katie Manis, Kelly Rhoades, Emily Grabiec, Allison Allgood, & Ken Cox. Non-voting members are Della Wickizer and Grant Avent.

New members completed confidentiality agreements, while JaBari Scott, Chair, outlined the typical meeting format. He reminded Staff Advisory Committee members that the first thirty minutes of every meeting is open to all faculty and staff.

**Old Business:**

\*The minutes for the June meeting were approved.

\*Treasurer/Budget Report: Emily Grabiec will be assuming the role of Treasurer from Cameron Patterson. Cameron Patterson was absent and not available to give a Treasurer's report.

\*FY 2015 Budget: Due to the transition from Cameron to Emily, there was no report on the budget, as noted above. Kenneth Copeland, VP of Administration and Finance, will let JaBari Scott know the SAC's budget (state funds) for FY2015.

\*Ice Cream Social: The ice cream social will be held July 30<sup>th</sup> from 2:30 to 3:30 p.m. in the Lee Grand Dining Hall. JaBari has been in contact with Catering. Three ice cream flavors will be offered – vanilla, chocolate, and strawberry. In the prior year, only five toppings were available, but JaBari has requested fourteen toppings for this year's event. We will also have water and lemonade. We are still deciding the correct number of guests to anticipate. In the past, we have asked for donations to the book fund during the ice cream social, and all agreed we should seek donations at this year's social as well. There was also discussion about setting up a table to advertise the book fund, as many staff members may not know about this opportunity. An email will be sent to all staff on either Friday or Monday advertising the ice cream social. Allison Allgood will possibly be creating a flyer for this event. Kelly Rhoades recommended having a "pie" contest at the ice cream social in order to generate donations for the book

fund. Two Vice Presidents will be selected, and whichever one receives the most “donations” will be pie-d at the ice cream social. There was discussion regarding the best time to do this event – at the ice cream social or the Halloween Bash. Since the funds are needed at the beginning of the year for the book fund, the ice cream social was chosen as the best date. Dr. Perkins and Kenneth Copeland were selected as the two Vice Presidents who will participate in the contest, with Tim Pierson chosen as a back-up. JaBari will contact these individuals to confirm their willingness to participate. We will collect donations for one week leading up to the ice cream social. We will cease collecting donations at 2:45 p.m. on the day of the social. Jackie Wallace, Emily Grabiec, and Berkley Henshaw will serve as “collection points” for the donations. The “winner” will be pie-d at 3:00 p.m. Grant said Aramark will provide the pie and a poncho/trash bag for easy clean up. Staff Advisory Committee Members were asked to arrive at the event at 2:15.

\*BOV Representative: JaBari provided the new members with a background of this initiative. There is currently no staff representative on the Board. The SAC has been working on this for over a year. The Board will discuss this at the September meeting, and the hope is that a staff representative will be in place by the December meeting.

\*Intercollegiate Athletic Council Representative: Marissa Musumeci provided a background of this position to new members. The IAC likes to have a staff representative. The IAC only meets four times a year and discusses policies and issues within athletics (and how they may affect the rest of the campus community). Berkley Henshaw volunteered to be the new IAC representative.

### **New Business:**

\*New Committee Member Introductions: This was done at the beginning of the meeting.

\*Fundraising Ideas: JaBari provided information on fundraising to new members. We have to self-support, specifically our text book fund. Last year, we tried to do calendars. We were not able to do the crockpot cook-off, due to weather and other unforeseen issues. We would ideally like to have \$1,000 in the book fund. We do not advertise the book fund as much as we could because there are not a lot of funds currently available. We could use funds for other things if we raised more. Brainstorming of fundraising ideas followed. Grant suggested that we could do something at The Game. Another suggestion was to order and sell Longwood t-shirts (we need to make sure to use the proper logos). It was noted that we do not want to compete with students or other sponsors (at events such as The Game or Oktoberfest). Whitney recommended Adidas shirts, which we can buy for ½ off through Athletics. We would just use the Longwood logo on these shirts, not the SAC logo/name. Another suggestion was raffles, of either services or baskets of goods. Marissa reminded the group that we may want to try to find items for raffles internally, instead of asking the Farmville community, which is already stretched thin by student requests. It was also recommended that departments could donate items for the raffles, and whichever department donated the best item would receive a pizza party. A fundraising subcommittee was formed to further develop these ideas. It consists of: Parker, Shannon, Courtney, and Jackie. Although there is not an immediate need, they will try to meet within the next three weeks. Later in the meeting, another fundraising idea was proposed: Longwood dress down days (in addition to Fridays, which are always dress down). This idea was discussed at detail and developed. It was decided that we

could designate a day/month, and people could pay for that specific date (or buy all the dates for one semester at a slightly reduced price). Participants will be given something simple to wear to identify them as participants in the Dress Down Day (such as a button or ribbon). The Fundraising Committee will further discuss and develop this idea, as well as prices and marketing. They will bring their ideas to the next SAC meeting, and then Della will get approval.

\*JaBari noted that we would order name tags for new members.

\*Spirit Week: This is traditionally held the third week of September. We need to form a subcommittee now, as we only have one more meeting as a group before that week. Hannah reminded the SAC of what we did last year for Spirit Week: we had a theme for each day, a riddle a day on our Facebook page, and a door decorating contest. It was agreed that we need to better advertise this to students, so they are not surprised if their professors dress up. A blue or white-out day was suggested for one of the days. It was also suggested that we could sell t-shirts for this. The Spirit Week subcommittee consists of: Kayla, Emily, Courtney, and Stephanie.

### **Closed Session:**

\*Outgoing Committee Member Comments: Each outgoing committee member was given a chance to share their comments before their exit. They reminded the group that they are available and always happy to help or offer advice. They were happy for the opportunity to meet new people, via the SAC. Marissa reminded the group that attendance is very importance. After sharing their comments, outgoing committee members left.

\*Emails: There was one email from Maureen Walls-McKay, who recommended that staff be given the option of receiving a gift or donating to charity for their service awards. Della said that we sadly cannot do this with state funds, and she has responded to Dr. Walls-McKay. There was some discussion of the difference between staff awards and staff service awards (which are based solely on length of service).

There being no further business the meeting was adjourned. Our next meeting will be Thursday, August 14<sup>th</sup>, at 1:30 p.m. in Ruffner 103.

Respectfully submitted,

Katie H. Manis