

Longwood University

Staff Advisory Committee Minutes

July 18, 2013, 1:30 – 3:00 p.m.

Ruffner 103

Allison Dobson called the meeting to order.

Members Present: Allison Allgood, Debbie Bruce, Angie Covert, Whitney Curtis, Allison Dobson, Jayne Fanshaw, Ray Heinrich, Hannah Ledger, Cameron Patterson, Kelly Rhoades, Tracy Shook, Mary Jo Stockton, Carolyn Vaughan, Della Wickizer

Members Absent: JaBari Scott, Grant Avent, Mike Burke, Emily Grabiec, Gregory Miller, Marissa Musumeci

President Taylor Reveley was in attendance and spoke to the group. He stated that the first six weeks are going well and he has met numerous people on and off campus. He feels that Longwood University is in good shape. One particular issue he mentioned was our retention and graduation rate. The national average is 60% and we are currently at 65%. He would like to see the percentage increase and for our college to be well known for its retention and graduation rates.

Mary Jo Stockton gave President Reveley a description of our Staff Advisory Committee and the objectives of the committee.

Exiting members left, but President Reveley stayed for remainder of the meeting.

OLD BUSINESS:

The minutes from the June 20, 2013 meeting were approved.

Allison went over the upcoming events and noted the years need to be updated to the current fiscal years.

***SAC Chair Committee Reports:**

Safety Committee – no meeting

Sustainability Committee – no meeting

*Welcome Committee – Cam reported he would like to have the “welcome” packets wrapped up by the end of October. Contact him if interested in being on the committee.

*Board of Visitors representative – We have been told the VPs are the staff representatives. Allison and Hannah are planning to attend the open meetings. We are allowed to speak at the meetings if prior arrangements are made.

*Intercollegiate Athletic Council – no meeting

*Professional Development Committee –

Social Media Training workshop – July 30 and August 1 – 40 participants – Della reported we have funds this year for a part-time Personal Development trainer.

*Ice Cream Social -

This was a great success and numerous compliments were received. We raised \$70 for the Employee Book Fund. The reimbursement form will be added to our website. The goal is to help different employees who are taking classes with this monetary incentive.

NEW BUSINESS:

*Treasurer – Allison Dobson noted this position is not listed on the Executive Council. Allison made the motion to have the Treasurer listed on the Executive Council and Hannah seconded the motion. All were in favor of the change.

*Recognition – Cashiering – Cam will be checking to see what day in August will suit the office.

*Treasurer’s Report – Cam reported we have three pockets of funds. They are Foundation, Agency and from the VP of Administration and Finance.

*Events

Jayne Fanshaw suggested we have a Professional Development Day where employees move from table to table to learn each department’s responsibilities on campus. Another suggestion was to be “VP for the Day”.

Spirit Week – week before Rock the Block – Kelly Rhoades suggested to have departments collect money for the week. The department with the most money will receive a prize.

Crock Pot Cook-off - possibly scheduled for February

CLOSED SESSION:

*Emails – none

There being no further business the meeting was adjourned. Our next meeting will be Thursday, August 22, at 1:30 p.m. in Ruffner 103.

Respectfully submitted,

Debbie C. Bruce