

Longwood University
Staff Advisory Committee Minutes
August 18, 2014, 1:30 – 3:00 p.m.
Ruffner 103

JaBari Scott, chair, called the meeting to order.

Members Present: JaBari Scott, Katie Manis, Kelly Rhoades, Emily Grabiec, Courtney Jones, Shannon Parker, Berkley Henshaw, Kayla Miller, Parker York, Allison Allgood, Cindy Smith, Kent Booty, Stephanie Carwile, and Della Wickizer

Members Absent: Jackie Wallace, Ken Cox, & Grant Avent

Old Business:

*The minutes for the July meeting were approved.

*Treasurer/Budget Report: Emily Grabiec reported that we have \$446, as well as one additional check, to deposit from the pie fundraiser at the ice cream social. She also met with Cameron (the prior year Treasurer) and the change of duties has taken place.

*Ice Cream Social Recap: The Committee as a whole commented that there was a lot of good feedback about the ice cream social and the fundraiser for the book fund. There was a general feeling that these should be annual events. We did have a request for frozen yogurt/a lactose free option. We are not sure if people would want gluten free options, but this is also something to consider. There was some confusion about whether donated funds were saving the person or pie-ing the person, so we need to advertise this better next year. We also learned that donations should have gone through cashiering in the week prior to the event. There was much discussion about whether or not this is a required step or if there are other ways to be in compliance without solely using cashiering. It was noted that the library collects cash and uses a safe. In general, it appears this is a gray area, which we need to discuss with cashiering in advance next year.

*Board of Visitors Representative: It was noted that the BoV representative will not be JaBari, since he is resigning from the college. This topic was moved to new business.

*Spirit Week Sub-Committee Report: There was no report from the sub-committee. Stephanie offered to head the committee. Last year, this was held the third week of Sept (leading up to Rock the Block). We decided the week would be the 15th – 19th of Sept. Allison volunteered to make a flyer. The sub-committee will report back to the SAC via email or short meeting.

*Fundraising Sub-Committee Report: The fundraising committee decided not to pursue t-shirts, as many other groups do this. They do not want to do Adidas shirts at this time because we need to have money to back this. They decided to focus on silent auction. They have created a Google Excel sheet, which they will share with the group. Staff and faculty can bid on items by entering their username in the

spreadsheet. The silent auction will begin on Nov. 3rd at 8AM and end on Nov. 7th at 5PM. Winners can pick up their vouchers between Nov. 10th and 12th. We need to brainstorm items – Courtney is going to do two manicures. Other ideas include fitness assessment, knitted items, free dog sitting, gift baskets, a week of dress down days, prints, and cooking. Courtney drafted the voucher, which requires two week notice and also has an expiration date. It was noted that this is also a great way to market & showcase talents. We do not want to ask the community (local shops), so we need to go into our departments and see what we can find. Various people offered to donate specific items. It was discussed that we may want minimum bids, and we need all submissions by September.

New Business:

*President's Welcome: We need to be available at 10 a.m. to distribute raffle tickets. Some of us will need to stay around to continue to pass them out after the event starts. The President's Question and Answer will be with David, Audrey, and Kelly this year. Kelly asked for questions for this. JaBari asked for a salary study update and encouraged committee members to email other questions. JaBari said we should feel comfortable asking almost anything.

*Committee Membership: JaBari Scott will be leaving Longwood, and therefore, stepping down from the Committee. We need to discuss positions and BoV representative. JaBari recommended co-chairs, and this was motioned and approved (as opposed to one chair and one vice-chair). Emily Grabiec was nominated as co-chair; she accepted this nomination, and it was motioned and approved. Now we have a vacancy of Treasurer. JaBari nominated Courtney, who accepted and was approved. It was noted that JaBari would check on Ken Cox, as he has been unexpectedly absent from the last few meetings. JaBari also recommended that Samantha Jenkins replace him. He said he would ask her before he left, and we could vote on her appointment to the committee in September. Our typical meeting day (Thursday) was also discussed; it was determined that it was not possible to change our meeting day at this time. JaBari reminded everyone that when new members join, we need to make sure we have the correct composition on the committee (the correct ratio of AP and classified), as well as try to consistently represent all areas of the University.

*New Lancer Day Volunteers: The committee was reminded that there was an email from Jennifer Green about this. If you are interested, please sign up.

*Halloween Bash: The space has not yet been reserved. Emily should have all of the information from last year (from Cameron). Judges should be relatively new to campus in order to get them involved. In the past the costume contest has involved: most original (overall), scariest (overall), and best overall (group and individual). A sub-committee was formed, and it includes: Courtney, Allison, Emily, Berkley, Parker (Chair), Shannon, and Stephanie. We also want to brainstorm ideas for our group. We usually begin at 10 (to 11:30), and Mr. Bill will participate. The sub-committee needs to brainstorm ideas for prizes & door prizes. Courtney noted she would make tabs for each of our events in Google Drive. The best space for the event was discussed – it used to be in Lankford, but it was decided the event has grown too big for that space.

Closed Session:

*Emails: We received one email from Cameron Patterson. He was inquiring about why someone within the community did not host the Title IX training. He feels a Longwood employee could have done a great job. Della said her understanding was that Student Affairs was handling the students, and “we” had to do staff, so they hired an outside consultant. She will inquire about whether or not Student Affairs can do staff/faculty sessions going forward. We also had another email inquiring about whether or not the art department could do a mural in the parking garage. It was determined that we would need to ask Dick Bratcher first, and this issue would be deferred to Emily. JaBari will respond to Cameron. There was brief discussion about whether emails should be anonymous, but it decided that they should not. They are anonymous beyond our committee, and the general feeling was our committee should know who is contacting us. There was also discussion about why the book fund is only for staff members taking Longwood classes. There was discussion about whether it should be open for people taking classes at other universities and whether or not it should be limited to degree seeking. Currently, staff members can receive up to \$50 per book, and SAC members can apply, but they are last to receive any funds. It was determined that it could open a firestorm if we let those taking non-Longwood classes apply, and we currently cannot support that; therefore, no changes were made to the policy. Requests are due Sept. 12th, and funds will be distributed by the end of Sept.

There being no further business the meeting was adjourned. Our next meeting will be Thursday, September 18th, at 1:30 p.m. in Ruffner 103.

Respectfully submitted,

Katie H. Manis