

Longwood University

Staff Advisory Committee Minutes

October 17, 2013, 1:30 – 3:00 p.m.

Ruffner 103

Hannah Ledger called the meeting to order.

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

Members Absent: Grant Avent, Mike Burke

Diane Easter spoke on the 175th Anniversary celebration that will be held on March 5, 2014. She was informed the Staff Advisory Committee would help in any way we can, such as purchasing the cake. Cam Patterson volunteered to get back with Diane on the particulars.

OLD BUSINESS:

The minutes from the September 19, 2013 meeting were approved.

*SAC Chair Committee Reports:

Safety Committee – no meeting
Sustainability Committee – no meeting

*Welcome Committee – Cam Patterson reported he and JaBari Scott had met and decided on some good information to include in a brochure and to an online packet. He will check with Human Resources and new employees to get input as to what is most beneficial to them.

*Board of Visitors representative – Hannah Ledger reported that she is waiting for a response from President Reveley.

*Intercollegiate Athletic Council – Marissa Musumeci reported that the goal this year for IAC is to review policies for the department or athletes so it will be better. The next meeting is in November. Input may be sent through the SAC email address so that it will be anonymous.

*Treasurer/Budget – Cam reported that we have received \$5,000 from the Vice President of Administration and Finance. There are still expenses that will deduct from this amount, such as Crissy Sampier's pizza party for the Group Door Decoration contest and food for the Halloween Bash. There have also been two employees who have requested Book Fund reimbursement. In addition, we need to add funds to the account from the Money Jars contest.

*Spirit Week – It was discussed that the IT should be recognized for their effort in the Decorating contest. Allison Allgood volunteered to present them with a Certificate of Appreciation. It was agreed the Penny Wars did not go well and maybe it should be advertised earlier.

*Recognition – The First Year Experience office was recognized with a plate of cookies for the month of October.

NEW BUSINESS:

*Events

Recognitions – We plan to have the following recognitions in the next few months: Residential & Commuter Life – November, and the Registrar’s Office – December.

Halloween Bash – The Grand Dining Hall has been reserved for October 31. There will be three main categories: Scariest, Most Original, and Best Overall-Individual or Group (only prizes for five people). Cam will be following up with Emily Grabiec regarding the decorations for it. The judges who have been chosen are: Paul Chapman, Jayson Gee, and Courtney Jones Addison. Cam will be sure that reminder emails are sent to all employees.

*Fundraisers

Fundraising Calendar – JaBari Scott has been in touch with Lydia Williams in the library regarding photos in the archives. The calendar will not be a part of the commemorative 175th celebration. JaBari will check with Tim Trent on the price of printing the calendars.

*Other Business

Staff Advisory badges – It was strongly suggested we wear our badges when performing Staff Advisory Committee duties around campus.

New Members – Katie Manis has taken Carolyn Vaughan’s place on the committee. Hannah has left messages for Mike Burke, but she has not received a response. It has been suggested that Tracy Shook be contacted regarding another candidate for the committee.

Bylaws – Marissa Musumeci suggested that the Webmaster duties be changed to reflect “maintenance of the Facebook page”. It was motioned by Cam Patterson and seconded by Whitney Curtis to accept the change to the bylaws. These changes will be sent to Ken Copeland.

Hannah reported that we need to get the prizes from the vendors here by Monday, October 28. We went through the list of vendors and different people were assigned to vendors to ask for prizes/donations. Allison Allgood stated that since the community does so much for Longwood, maybe we could have a food drive for the needy to give back to them. JaBari Scott was in agreement that we need to support the businesses who donate items to us. He suggested that we have a “Business of the Week” and that Longwood employees can patron that business during the week.

The last item of business was to have another holiday movie for the employees. Due to exams being later this year and so many offices being swamped with work before our winter break, it was suggested that we wait until January to have the movie shown. Allison Dobson will be in touch with Angie Covert regarding the movie options.

There being no further business the meeting was adjourned. Our next meeting will be Thursday, November 21, at 1:30 p.m. in Ruffner 103.

Respectfully submitted,

Debbie C. Bruce