

Longwood University
Staff Advisory Committee Minutes

October 18, 2012 1:30 pm

Ruffner 103

Angie Covert called the meeting to order.

Members Present: Freddie Adcock, Mike Burke, Debbie Bruce, Angie Covert, Whitney Curtis, Allison Dobson, Ray Heinrich, Hannah Ledger, Tracy Shook, Mary Jo Stockton, Carolyn Vaughan and Lisa Mooney sat in for Della Wickizer

Members Absent: Grant Avent, Tara Carr, Sam Gilliam, Marissa Musumeci, Cameron Patterson, Della Wickizer

Cocheyse Gilliam and Daphne Norton attended on behalf of the Office of Annual Giving. They stated the theme this year, "Go Big for Students" is for scholarships for students. It doesn't matter how much, big or small, we make a donation, they would like to get at least 50% participation this year. In an unofficial survey taken by JMU, Longwood was third in the schools for Giving, they are shooting for 1st place this year. The fundraiser cut-off date will be November 2nd. They would like to make an announcement at our Halloween Bash to get more participation. It was approved for them to do so.

OLD BUSINESS:

*September meeting minutes were approved.

*Chair Committee Reports:

Safety Committee – There was a meeting, Ray and Angie were unable to attend.

Presidential Search –Had a meeting on Wednesday, October 17 and they will meet again in December to go over applications and set-up interviews in February.

*Halloween Bash- Allison has contacted Ieva with Aramark Dining Services and they have an awesome menu planned, waiting for Ieva to get back with us on a price. Some items are the same as we had last year. We have received several donations for door prizes already. Two organizations have signed up and the 3 judges have confirmed to be judges. Allison and Marissa are going to check with the Dining Hall on decorations for the event. Committee members were asked to dress up or wear Halloween shirts/jewelry.

*President's called Meeting Update –On the Salary update, Mary Jo met with President Connelly and when she returns from China, they will meet again to follow-up with the issue. President Connelly was impressed with the Committees input into the salary issues and she liked the idea we had for a Welcome Committee for new employees and staff members.

*BOV Representative – An email was sent to Ken Copeland, he said he would check into it and we have not heard any response from him. Angie will give him a call.

NEW BUSINESS:

*New Committee Member Whitney Curtis was introduced to the members. Whitney will replace Jamie Riley.

*The Crock Pot Cook-Off: We decided to have another Cook-Off in February in the Dining Hall, Nance Room. We changed the event from 2 hours to one hour, to be held from 12:30 to 1:30 pm. A Cook-Off committee was selected of Hannah, Angie, Mary Jo and Grant. Need to market the event as a “tasting” and not a lunch-type event. The committee will get with Grant on ideas and suggestions.

*Longwood Insider – The Halloween Bash was advertised in there. Mary Jo stated that we can log-in using our Longwood password and comment on any issues. The Insider goes out every Tuesday at 11:00 am.

*Recognitions- Angie asked us to come up with some departments we would like to recognize over the next few months. It was suggested that the University Advancement office be recognized after the Giving Fundraiser event is over (November 2nd.) and also Comm Studies Department, we would recognize in January.

There being no further business, the meeting was adjourned at 2:22 pm. Our next meeting will be Thursday, November 15 at 1:30 pm in Ruffner 103.

Respectfully submitted,

Tracy S. Shook