

**Longwood University**  
**Staff Advisory Committee Minutes**  
**June 25, 2009 @ 1:30-3:00 pm/Greenwood Library Room 147A**

Ms. Scruggs, Staff Advisory Committee Chair, called the meeting to order at 1:30 p.m. and attendance was taken.

**Members Present:** Jonette Aughenbaugh, Bill Benninghove, Gayle Covington, Brenda Ferguson (represent Grant Avent), Karen Fulcher, Brandi George, Jeff Gore, Anita Harris, Crystal Ragland, Nancy Scruggs, Sharon Sercombe, Donna Simpson, Tonya Smith, Eric Stoller, and Debbie Wooding

**Members Absent:** Marty Gibson, Kelly Martin

**New Members Present:** Tiffany Dempsey, Amy Harris, Heather Milne, Michael Rentschler, Peggy Turner

**New Members Absent:** Mike Janos, Jay Lynn, Daphne Norton

A quorum was confirmed. The Minutes of May 21, 2009 were approved as presented.

**Old Business:**

Mr. Franklin Grant, Director of Planned and Major Gifts in the Foundation Office, discussed some concerns about the proposed SAC Cookbook. He originally stated that retail sales issue might be problematic. We have to net \$25,000 in order to offer a \$1,000 right away. We have to sell 300 cookbooks to net this profit. After discussion, he agreed that we could possibly work this out. Run the money through two accounts: agency account and foundation account. Then set up for "SAC Scholarship", maybe selling the book for \$12 each. Only expenses incurred are with Longwood Printing Services. SAC members and the cookbook subcommittee will take care of the preparation of the copy for the printer. The intent is to present two \$300 scholarships from the sales of the cookbooks for a staff member taking classes at Longwood and for a student taking classes at Longwood. Sylvia Schutt will be contacted to provide advice. Donations for the scholarships were also discussed in case someone does not want a cookbook but does want to contribute. The donations will be run through the Foundation Office. The plan is to include 250 recipes initially in the cookbook. Orders will be available on the SAC website. Persons with special needs might need to purchase the cookbook in a different format (i.e., large print, electronic copy, etc.). The revised publishing date is December 1 with hopes of making copies available for Christmas purchases. Ms. Ferguson suggested other ways to promote the books at other food events hosted by Longwood (July coffee break sponsored by SAC, August dessert tasting sponsored by SAC). The idea is to have a preview recipe with the food item showcased at the special event. Mr. Gore will check on details with Amazon.com for future sales. Ms. Dempsey has ideas for future cookbooks to vary the recipes from students' parents as well as other Longwood groups. Mr. Grant agreed that the details necessary to implement this project had been met and for the committee to proceed.

Ms. Scruggs gave an update us on the visitor parking spaces in the garage. She spoke to Ms. Laura Rice, Parking Manager, who assured the visitor spots were needed for the daily visitors that are scheduled to visit the campus. Visitors come at different times, so those spaces need to be available throughout the working day and at other times.

**New Business:**

Ms. Scruggs recognized the new SAC members in attendance and welcomed them to SAC. She also recognized the remaining members on the committee for 2009-2010 and the retiring committee members. The new members signed a Confidentiality form for their term of service on the committee that will be kept in the Human Resources office.

Ms. Scruggs discussed the need to extend the terms of the returning members on the committee in light of the fact that terms of office had changed from calendar year to academic year. A motion was made and approved by the committee to extend the service dates of SAC members Karen Fulcher, Jeff Gore, Crystal Ragland, and Donna Simpson to June 30, 2010. Also, the returning members who had a year of service are the members eligible to serve as the Chair, which would have presented a problem when these members came off in December as it currently stood. This change will make for a smooth transition and will keep consistent leadership necessary to provide stability for the committee.

Ms. Scruggs and Ms. Sercombe stated that Ms. Worster requested the SAC to sponsor two more summer socials. Ms. George will work with Ms. Ferguson to select a date for our July breakfast social as well as the other details involved with this social. Mr. Gore, Mr. Stoller, and Ms. Turner will coordinate with Ms. Ferguson the details for the August social. Some ideas were discussed about the menu for it.

Ms. Scruggs requested that Ms. Harris send a new SAC member list with names and email addresses to the new committee members. Ms. Harris will also send the committee meeting dates, times, and location information to the new committee.

New members are encouraged to review the current by-laws located on the SAC website. Ms. Scruggs and Ms. Harris will attend the July SAC meeting to aid with election of officers for the next year.

Ms. Ragland gave the following updates:

- "Feature Five" will begin in the fall semester.
- The note cards as originally proposed will not be printed. Ms. Sercombe stated that the Office of the Provost has blank note cards that we can use rather than having to pay for some to be printed. Notes are sent to employees who have personal issues, such as retirement, illness, death in the family, etc. that we want to express our thoughts.

Mr. Gore will obtain name tags for the SAC members.

Ms. Kathy Worster, Vice President for Administration and Finance, led a discussion regarding the memo that the Committee expressed concerns recently (see email of May 4, 2009). Key points and outcomes discussed:

- Roles of HR and the Committee.
- Link publication may be published by the Public Relations office with a different format in the future.
- CommonHealth Program has been reinstated once a quarter through the state website. Recently an email announcement was sent regarding a program for the summer.
- The State is considering naming Longwood University as an Emergency Site for use in case of weather or medical emergencies. We are currently listed as an emergency site for ODU.
- The SAC revised By-Laws, Confidentiality Form, Attendance Policy remain under review. This presents a problem for the Committee as we cannot finalize these business details until they are approved.
- Staff Speaker Series approved - OK to proceed.
- Requested Ms. Harris to prepare a summary of the summer activities and upcoming events for Ms. Worster to send out to the campus. Items to be included are the SAC meeting dates, times, and location of meetings, as well as a list of the members for 2009-10.
- Requested Ms. Harris create a flyer to be distributed to new Longwood employees concerning the SAC, with our email address and public forum address in it.
- Ms. Worster suggested the SAC give a timeline when we need approval in order to move forward with projects. HR is more than happy to respond to any concerns we have.
- Ms. Worster and Ms. Augenbaugh will work on more timely communication with the Committee in the areas that are needed for feedback so the Committee can move forward. Committee suggests that they can use our shared forum to respond rather than waiting until our next meeting to avoid so much time waiting to proceed.
- When something new is brought up, Ms. Worster recommends the secretary write it up and send to all members to see if everyone agrees to what was recorded before putting it in the minutes.
- Ms. Worster and Ms. Augenbaugh clarified some areas that need approval and other areas that may not be approved by administration. The committee suggests that written responses to the concerns are necessary for recording purposes.

**Announcement:**

Ms. Scruggs reminded members to email suggestions for new officers to be elected in July to the shared email to speed up the election process at the July meeting.

Respectfully Submitted,  
Anita T. Harris