**Longwood University Staff Advisory Committee**

Meeting Agenda

July 27, 2021 | 1:00 p.m. | Zoom

**Call to Order**- Kylie Dyer, Chair

**Confirmation of Quorum**- Dustyn Hall, Secretary

**Treasurer’s Report**- Roxanne Martin, Treasurer

* + $2,670 in Foundation
  + $1,353 in Agency

**Old Business**

* Debrief of Ice Cream, Coffee, and Scarf Social
  + Total of 145 swipes at the social (based on reporting from Lancer Card)
  + Issues with the iced coffee machine
  + Any feedback from the VPs?
    - Louise loved the event and appreciated our efforts
  + Good location—plenty of seating and places to gather in small groups

**New Business**

* Nominations for New Members
  + We need 4 classified new members and 1 A/P new member
    - Kirsten Bowen (C), IT (nominated by Katie Trammell)
    - Cathy Carter (C), Sociology (nominated by Lisa Mooney)
    - Denise Hill (C), University Events & Ceremonies (nominated by Lisa Mooney)
    - Ashley Crute (AP), CBE
    - Jenna Burks (C), Athletics
* Election of Vice Chair, Secretary, and Treasurer
  + Vice Chair: Robin Gregory (unanimous)
    - Nominations: Robin
  + Secretary: Dustyn Hall (unanimous)
    - Nominations: Dustyn
  + Treasurer: Roxanne Martin (unanimous)
    - Nominations: Roxanne
* President’s Welcome Back: August 18th, 2021 at 11:00am (we report at 10:45 am)
  + SAC normally helps with the welcome and they have asked for our help again.
  + We would hand out raffle tickets and welcome faculty/staff to the event
* Fall Event
  + Potential event to welcome new hires and gather again together
  + Maybe have this in September since we are a little late in planning
  + Lisa: that would be perfect because most people are swamped anyways
  + Kylie will send an email to the group to brainstorm themes, dates, and ideas so we can solidify an event for mid to late September
* Quarterly Email
  + The email could be monthly or quarterly, with reminders about events, questions, feedback, and just getting in front of people so they remember that we exist.
  + Potential schedule: Before the start of the year, before the holidays, in March, and in the Summer.
  + Maybe we can also feature retirees or folks who are seeking new opportunities and leaving the University community.
  + Roxanne: it would be great if we could be more active on social media.
  + Other topics: construction updates, closures/openings, etc.
* Bylaw Revisions & Potential Changes
  + Looking to change our bylaws to extend membership by a year.
  + Possible expansion of the number of individuals who can serve so that we have greater division representation.

**Open Forum**

* Roxanne: when it rains, the Colonnades (in front of Tabb Hall) become slippery. Someone fell recently and we had to get rescue services involved. Kylie will contact Facilities and Mike Lonon (Health and Safety).
* Lisa: a new hire showed up to our meeting but no one was there.
* How does everyone feel about going back to our standing meeting? Everyone seems comfortable. Schedule third Thursday of every month for Rotunda 103 conference room.
* Roxanne: Faculty/Staff Book Fund—how can we get the word out about the program? Not many people know about it so could we publicize that in some way? Maybe send a welcome back email to the entire staff community with our meeting date for August, Book Fund details, and a welcome note.

**Adjournment**

**Notes:**