

## Longwood University Staff Advisory Committee

### Meeting Agenda

December 16, 2021 | 1:30 p.m. | Rotunda 103

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

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

- **Present:** Kylie, Dustyn, Roxanne, Robin, Katie, Nicole, Cathy, Ashley Crute
- **Absent:** Billy, Lisa, Ashley Long, Denise, Cherri, and Kirsten

**Open Forum**

- **None**

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

- No change to budget
  - \$2,370: Agency
  - \$978: Foundation

**Old Business**

- Response to Slippery Colonnades
  - Emailed Mike Lonon for an update
- Welcome Back Email
  - Happy New Year Email
    - Book Fund Reimbursement Deadline – March 30<sup>th</sup> before 5pm.
- Book Fund Vote
  - Vote to expand coverage of book fund reimbursement to include Longwood staff members who are taking courses at other schools.
  - Should it be open? How much should we give out?
- Halloween Bash Debrief
  - Make it an hour long
  - More programming or a shorter event
  - Can we incentivize costume participation
  - Notify staff earlier
  - Same programming as before because it has proven to work
  - Can we find a more central location? Not presently.
  - Halloween Bash 2022: October 28<sup>th</sup>, 10am-12noon
- Traveling Elwood suggestions box
  - Roxanne has the suit case and she will bring it to the next meeting.
  - Can we make a social media post about the traveling Elwood?
  - What else should be put in the suitcase?
  - Let's ask the bookstore to donate Elwood.

- Potholes on Chambers Street
  - Dave Love has been emailed about the issue. Awaiting a response.
- Process for getting virtual option for meetings out to staff?
  - Since we are back to having in-person meetings, let's stick with the singular format. Also, the current meeting location does not have Zoom capabilities because a camera does not exist in the space.
- Lancaster Chimes Question
  - Dave Love has also been emailed about this question. Awaiting a response.
- SAC Interest Form
  - Review the interest form. Do we need anything?
  - Current Interest Form: new members will be voted on and decided no later than mid-June. Membership is a two-year commitment with approval from your supervisor. Please email [staffadvisorycommittee@longwood.edu](mailto:staffadvisorycommittee@longwood.edu).

### **New Business**

- Interested in holding office?
  - Current Chair, Treasurer, Secretary and Web Master positions will be off of the committee and need to compile knowledge.
  - A simple one-pager or some sort of transition document to pass along will be most helpful.
- Fundraiser Ideas
  - Live Auction? We need to do something that people can come to.
  - Let's think about ideas over the holiday break.
  - Something easy, in-person, and accessible.

### **Committee Open Forum**

- None

### **Next Meeting**

- January 20<sup>th</sup> at 1:30pm in Rotunda 103
  - Kylie has sent a meeting reminder to everyone via email.

### **Adjournment**