

Longwood University Staff Advisory Committee

Meeting Agenda

March 31, 2022 | 1:30 p.m. | Rotunda 103

Call to Order- Kylie Dyer, Chair

Confirmation of Quorum- Dustyn Hall, Secretary

- **Present:** Kylie Dyer, Dustyn Hall, Katie Trammell, Denise Hill, Cherri Shideler, Billy Tucker, Robin Gregory, Nicole Gilson, Lisa Mooney, and Cathy Carter
- **Absent:** Ashley Long, Kirsten Bowen, and Ashley Crute

Virtual Open Forum

The following concerns/suggestions were submitted through the SAC Suggestions Portal on SAC's webpage.

1. Service Awards Banquet: Since there was no Service Awards Banquet last year, and it looks as if there won't be one held this year, a list of service award honorees for this year and last year should be published and sent out to faculty/staff. I think everyone would appreciate that. When we eventually return to the banquet, I think a list of the service award recipients still should be sent to faculty/staff. Also, I was surprised that no communication was sent out regarding this. I'm wondering why.
 - a. Human Resources has had to delay the Banquet because of COVID-19 and in the best interest of the community. However, Human Resources has not forgotten about the Banquet, and they are planning for its return in Fall 2022.
2. Department: Can we communicate to all departments that they need to update their websites as soon as possible after staffing changes? People have left Longwood, switched positions to another department, etc. so it's very frustrating to reach out to someone only to find out that they are no longer here or in another area. Also, the email directory is out of date as well. There are people on there that have been long gone from Longwood, and their names are in the directory.
 - a. We encourage anyone who sees a website error to contact the department administrative assistant. Changes can also be requested at requests.longwood.edu. Please note that retirees remain on the website because some elect to maintain their Longwood email.
3. Parking: Can we talk with Campus Police about notifying the campus community on a consistent basis when parking spaces are going to be reserved? It's very frustrating to get a parking lot only to find 10 spaces with orange cones. A heads up would be appreciated.
 - a. Parking lot closures are announced via university-wide emails from either Campus Police or via Marketing, Communications, and Engagement. Individual spaces are not reported because of the number of reserved spaces each day/
4. Suggestions: I do think that suggestions should be included in the minutes. If it is something that would be of benefit to faculty/staff, I don't see why it would be a secret.

- a. Suggestions are and always have been included in the minutes, and the Committee's minutes are maintained on our Solomon page on the University website.
5. As we are seeing in the news on a daily basis, gas prices are steadily rising and could very well be over the \$4.00 mark. Would the University administration consider allowing faculty/staff to telework one day a week? Many faculty/staff do not live in town, and I believe that this would ease a little bit of the stress that employees are facing along with rising food and healthcare costs. Thank you for considering
 - a. The Staff Advisory Committee would encourage anyone who wishes to work remotely (telework) to speak with their direct supervisor.

Treasurer's Report- Roxanne Martin, Treasurer

Old Business

- Traveling Elwood suggestions box – Any updates?
- Interested in holding office?
 - Current Chair, Treasurer, Secretary and Web Master positions will be open as those currently holding those roles will roll off of the committee in June.
 - Let's plan for each position to hold a transition meeting/ transition one-on-one with the person who will succeed them because transition has been an issue in the past.
- University Policy on Dress Code – Any updates?

New Business

- T-Shirt Fundraiser – Need someone who will be on the committee for 2022-2023 term to lead this effort
 - Designs look great
 - Can we please remove “staff” from the front of the shirt so that sales are also open to faculty?
 - Who wants to spearhead the project? No one specifically volunteers.
 - Bill will check into the platform and its sales functionality.
- New member nominations
 - Committee member nominations that are accepted by the nominee will be brought to the next meeting for a vote.
- Can we vote to amend the current process for new members?
 - Extend offers in April instead of May to give more time before summer begins.
 - Service starts July 1
 - Unanimous vote to change the process to begin in April instead of May.
- Determine Selection Committee for new members
 - The full committee will serve as the selection committee.
- Officer Transitions

- If every officer could compile an officer transition one-pager or small documents, that would be most helpful. Please explain your role, what you do for the Committee, and some of the *under the radar* responsibilities that you take on.
- Please send to Kylie for addition to the Box before our next meeting.
- Committee Nominations
 - 7 folks staying on the committee, and 8 to replace.
 - The following persons have been nominated for membership by the Committee and will need to confirm whether they accept or deny their nomination:
 - Charlotte Pfamatter (AP-Admissions)
 - Sarina Hartman (AP-Admissions)
 - Daniel Cooper (C-Fire and Safety)
 - Samantha Dunn Miller (C-Library)
 - Rachel Hulvey (C-Library)
 - Carlton Hobbs (C-Library)
 - Donna Simpson (C-HR)
 - Tammy Benhoff (C-Printing, Post Office, and Real Estate)
 - Jennifer Conkwright (C-Advancement)
 - John Hogge (C-ITS)
 - Michael Barnett (C-ITS)
 - Nathan Gowdy (AP-Admissions)
 - Mather Butler (C-SGA)
 - Emily Davidson (AP-Teacher Prep)
 - Riley Winkles (C-Registrar)
 - Jessi Znosko (AP-Honors)
 - Ashley Jones (C-Alumni and Career Service)
 - Aaron Elder (AP-Campus Rec.)

Committee Open Forum

- Can we make sure we are checking more often on the suggestion form? Yes!
- Are we going to do the Ice Cream train event this year?
 - Yes, we could.
 - When would work best? Week before Commencement while faculty are still on campus!
 - Kylie will price out the ice cream from Aramark.

Next Meeting

- April 21st at 1:30pm in Rotunda 103

Adjournment