Longwood University
Staff Advisory Committee
Minutes - September 19, 2007
2:00 – 3:30 pm

Members present: Jennifer Conkwright, David Bennett, Bill Benninghove, Anita Harris, Pat Payne, Ellen Ranson, Nancy Scruggs, Beverly Spain, Tonya Smith, and Sharon Sercombe

Members absent: Louise Waller, Cindy Wilson, Gayle Covington, Marty Gibson, and Debra Wooding. **Guests**: Frank Moore, Joanne Worsham, Dave Hooper, and Skylar Foster

Roll call was taken and a quorum was confirmed. Minutes from the June, July and August 2007 meetings were reviewed and approved as submitted.

New Business:
MyLongwood Portal Issues
After receiving a list of concerns from members of this Committee, Dr. Moore, Ms. Worsham, Mr. Hooper and Ms. Foster spoke to the group about the myLongwood portal, its uses and limitations. Dr. Moore explained that the portal we see now is not the final version—it is constantly changing and being updated. Faculty Senate was quite concerned about the loss of communication on campus--few people were checking the portal, and the system was inefficient at getting important campus-wide information out to all constituents. Therefore, mass emailing to Faculty/Staff/Students has been reinstated, with VPs and their designees having mass email privilege. One of the main complaints from staff centered on how often the portal "times out." Skylar explained that the maximum session time is 4 hours; however, activity is monitored in such a way that the portal may time out within 1 hour (or even less, as is the experience of some staff members). Actions that count toward "trapped activity" includes entering information, but not scrolling and reading; doing forms online that have been accessed through the portal: MapQuest or Directory searches, but not time used doing searches on Google. Timing out is a security measure established by Longwood, but the shortened time protects only a small percentage of employees who use the portal—this policy may be reviewed/revised. Mr. Hooper said he was working on a survey (campus-wide and anonymous) and feedback would be used to address technical concerns.

Halloween Bash, Wednesday, October 31
Ballroom of Lankford, 10:00-11:00am
The SAC will again sponsor this event and will try to advertise more to increase attendance. To-do list:
1. Recruit judges for costume contest; do score sheets and develop process for judges
2. Design and send flyer for email and posting on campus (by 2nd week of October)
3. Obtain prizes for big drawing (ideas: tickets for Holiday dinner, free membership to Fitness Center)
4. Obtain prizes for costume contest (from B&N Bookstore, others) 3 prizes for 4 categories
5. Include a call for canned food donation to FACES
6. Get microphone
7. Order food with Aramark

Old Business
Human Resources concerns: Kathy Worster was not able to join us at this meeting as originally planned. She is scheduled to speak to SAC at the October 17 meeting. Members continue to express the concern that we do not have an HR rep at any of our meetings.