

Longwood University Staff Advisory Committee

Meeting Minutes

September 19, 2019 | 1:30 p.m. | Ruffner 103

Call to Order- Suzanna Stetson, Co-Chair

Confirmation of Quorum- Dustyn Hall, Secretary

Treasurer's Report- Roxanne Martin, Treasurer

- No report at this time

Approval of the Minutes

- Motion to approve: Kathyn
- Second: Kylie
- Approved by quorum count

Old Business

- **Office Recognition**
 - o Student Engagement Unit has gotten their recognition. They have nominated ODR (Office of Disability Resources) and we will recognize them in October with a smaller tray because there are only four of them.
- **Post Office Letter**
 - o Kathyn and Suzanne met with Lori Blackwood and Louise Waller, and they gave us some answers and provide resolution to some of the concerns.
 - o Discussed security mainly, and security measures are being addressed and it is possible that a key, swipe reader, or other system will be put in place.
 - o If anyone else has a specific issue (ie. Registrar mailing diplomas), then contact Louise/Lori and they will handle those issues on a case-by-case basis. They were open and receptive.
 - o The rumor around the Post Office moving was squashed... they are not moving.
- **Report to Board of Visitors**
 - o Next board meeting is in December
 - o A report is sent before the meeting and then a representative attends on the Committee's behalf.
- **Budget Updates**
 - o We thought we had a local and an agency account
 - o Our budget is just a small drop inside of the Vice President of Administration and Finance's overall budget
 - o We are talking with Lancer Card and they are going to pick up the bill for three major events: Halloween Bash, Welcome Back Reception, and the Ice Cream Train.
- **Update on Halloween Bash**

- The space has been reserved
- We are going to change the time from 10am until noon to 10am until 11:30
- Food will be the same from last year
- Change flyer and entry form to include new time, and the time constraint from 2 minutes to between 2-3 minutes
- Kylie is working on the judges' rubric
- SAC Honorable Mention awarded by the committee for anyone who dresses up but doesn't necessarily want to compete in the competition; members would be excluded.
- Four prizes
 - Best Small Group
 - Best Large Group
 - Best Single Performer
 - SAC Honorable Mention
 - Best Pumpkin
- 20 tables in Lee Grand
- Decorating the entrance is the main priority
- For those that want to participate, we might have people bring carved pumpkins and give everyone a ticket to vote on the competing pumpkins
- Change the order to make sure we include a long table for pumpkins in the Lee Grand Dining Room
- Add to flyer: drop pumpkins off by 9:30am in the Lee Grand Dining Room
- All members of SAC should be in Lee Grand by 9:30am
- Email sent October 1st with a reminder email on the Monday before the 31st, from Lisa Mooney with flyer and links

New Business

- **Silent Auction Pre-Planning**
 - Kylie will take the lead on the silent auction
 - We use the proceeds from this to rebate textbook purchases by professors
 - The silent auction is open for a week
 - We normally make a call to the faculty/staff for auction-able items
 - Silent auction items could be set up in places across campus
 - Maybe we could find another platform (online) where people could place their bids
 - Date of Silent Auction: November 11th-15th

Open Forum

- No questions or concerns at this time.

Adjournment

- The meeting adjourned at 2:24 p.m.