

Longwood University  
Staff Advisory Committee minutes  
October 24, 2011 1:30pm  
Ruffner 103

Keary Mariannino called the meeting to order.

**Members Present:** Grant Avent, Keary Mariannino, Sharon Perutelli, Jennifer Sawyer, Mary Jo Stockton, Chris Stratton, Cynthia Thompson, Freddie Adcock, PeeWee Baldwin, Tracy Shook, and Hunter Swanson, and Della Wickizer

**Members Absent:** Angie Covert, Ray Heinrich, Angela Jackson, Rena Reynolds, and Carolyn Higgins

Tracey Nelson from the QEP committee for SACS gave a short presentation to explain what QEP is and what it means for Longwood. A topic must be selected which Longwood is capable of implementing and the entire campus will be involved in that selection.

The minutes from the meeting on September 15, 2011, were approved.

Keary Mariannino gave an update on all the committee meetings she has been invited to attend as a representative for the Staff Advisory Committee:

- The Spirit Initiative Committee – No activity
- The “Community Service Day”/Inauguration Committee – Keary gave a summary of the day of service
- Cabinet – Risk for Faculty/Staff was discussed. There are a number of risks but this is still at the stage of gathering information.
- The Executive Council – Ken Perkins decided to form a subcommittee to draft a document regarding customer service. Keary has been volunteered as chair of this committee. This will address the definition of customer service, best practices, and assessment.
- The Budget and Planning Committee – Discussed education of the community about the budget.
- The Sustainability Committee – The clothing drive from last year will be repeated and late October has been suggested for the date. Darlene Bratcher will be organizing. A reusable mug program was attempted but didn’t go far. Businesses were not interested so education may be a better course of action. First Year Experience will be increasing how much their program includes sustainability. Speakers will be asked to increase their verbiage about sustainability. No date yet for the speaker and there is no meeting planned so it will possibly be March before the speaker is brought to campus.

**OLD BUSINESS:**

Halloween Bash – An email notification has been sent out and everything is ready to go. Judges will be Jeannine Perry, Bryan Rowland, and Suzy Szasz Palmer. Lots of prizes have been gathered.

Parents Council Grant – Sharon Perutelli will present the proposal on Saturday.

**NEW BUSINESS:**

Cook off idea is confirmed and a committee formed of Jennifer, Freddie, Mary Jo, and Grant. Committee members will research other cook offs and how they were organized and bring it back to the subcommittee. It was decided that February was a good time frame and holding it during lunch would bring the most support. Lots of students have been asking about the blankets so it may be worth revisiting the snuggie idea. Strict guidelines will need to be set up for administering the emergency funds.

Mary Jo presented the idea of setting up a Facebook page for the Staff Advisory Committee and also using this on the SAC website. Mary Jo will set it up and add the other members of the executive committee as administrators.

A discussion about issues regarding the Staff/Faculty Awards banquet occurred. It had been suggested that this might be better done in the Fall. After some discussion everyone agreed that it was better left in February. Suggestions were requested on how to deal with so many retirees and it was suggested that a video presentation be produced to help manage the time.

The committee also gathered on Friday, October 28<sup>th</sup> to hear a presentation from Chief Beach about the emergency alert system. Chief Beach gave an overview of the alert levels in place and what is currently done for each alert level. A new system has been implemented that has the capability of displaying alerts in additional locations such as the projectors in classrooms and televisions around campus. This will only be done for Code Red alerts. Chief Beach wanted to find out if the Staff Advisory Committee had any objections. Everyone present was in favor of the new system being implemented. Those in attendance: Keary, Sharon, Mary Jo, Chris, Hunter, Cynthia, Freddie, Jennifer, Ray, Angie, and Angela.

Respectfully submitted, Mary Jo Stockton