

**Longwood University**  
**Staff Advisory Committee Minutes**  
**March 19, 2009 @ 1:30-3:00 pm/Lancaster 223**

Ms. Scruggs, Staff Advisory Committee Chair, called the meeting to order at 1:30 p.m. and attendance was taken.

**Members present:** Jonette Aughenbaugh, Gayle Covington, Karen Fulcher, Brandi George, Jeff Gore, Anita Harris, Kelly Martin, Crystal Ragland, Nancy Scruggs, Sharon Sercombe, Donna Simpson, Debbie Wooding

**Members absent:** Grant Avent, Bill Benninghove, Marty Gibson, Tonya Smith, Eric Stoller

A quorum was confirmed. The Minutes of February 19, 2009 were approved as presented.

**New Business:**

Kelly Martin reports that it would be helpful to close Longwood for the entire day on May 11<sup>th</sup> (Staff/Faculty Appreciation Day) due to the need to fix underground power lines under Madison Street. The work is already scheduled to begin on that day in the afternoon but the entire day would be better for the work in case problems arise. The work requires power outages across campus. This closing will add a savings of \$4,655.13 for unused water and electricity if the buildings remain closed for the entire day. With the addition of the \$5,000 savings from cancelling the activities for the morning, that will add up to a total of approximately \$10,000 savings for Longwood.

Gayle Covington discussed the need for the University to become an emergency shelter when the need arises with incumbent weather. The Committee agreed to this recommendation, so Nancy Scruggs will write a recommendation from the Committee and send it to Jonette Aughenbaugh to discuss with the administration. The recommendation will include making showers and other necessary accommodations available for employees of Longwood University during a time of crisis.

**Old Business:**

Jonette Aughenbaugh updates:

- Recommended Speaker Series – Administration has approved speaker names and topics as submitted and proposed, so we can move forward. She recommends that we get prior approval for other speakers in the future.
- Staff/Faculty Appreciation Day Proposals are in the discussion stage. She should have an answer within the week. Jonette did report that administration appreciates our support of the current budget issues and also our three proposals for the day.
- Employees Receiving Time for Taking Classes – Jonette states that there is no interest from administration at this time to offer this benefit to employees. Refer to our present policy for taking classes. It's up to the supervisor to approve the classes.
- Staff Advisory Committee Bylaws, Confidentiality Agreement, and Attendance Policy are close to being finalized. Approval should be completed within the week.

**Announcement:**

Nancy Scruggs update on a budget issue: According to Brenda Atkins, future cuts in the budget for the University amounts to 5% cuts through 2009 with additional 10% cuts through 2010. The final budget results are not known at this time as campus discussion continues, and the State hasn't finalized their budget cuts yet.

**Discussion:**

The Committee discussed the lack of communication throughout the campus about employees who might be experiencing major changes/events in their lives. There is concern that we lack information in a timely manner to support and show care for the Longwood family who might be experiencing such difficulties. Word of mouth seems to be the way many of us find out about these difficulties. Jonette Aughenbaugh will raise our concerns regarding this matter to the administration. In the meantime, Nancy requested that SAC members communicate to each other to try an informal networking with the Longwood family.

Nancy Scruggs reminded us to start thinking about officer elections in July, when a new executive committee is elected.

Respectfully Submitted

Anita T. Harris