

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

In the absence of the Chair and Co-Chair, Ms. Anita Harris, Staff Advisory Committee Secretary, called the meeting to order at 1:30 p.m. and attendance was taken.

**Members present:** Jonette Aughenbaugh, Grant Avent, Bill Benninghove, Gayle Covington, Karen Fulcher, Jeff Gore, Anita Harris, Kelly Martin, Crystal Ragland, Sharon Sercombe, Eric Stoller, Debbie Wooding

**Members absent:** Brandi George, Marty Gibson, Nancy Scruggs, Donna Simpson, Tonya Smith

A quorum was confirmed. The Minutes of January 8, 2009 were approved as presented.

**New Business:**

Matt McGregor, Director of Campus Recreation, spoke on a concern regarding why Alumni were not eligible for membership to the Health & Fitness Center. The Fitness Center Committee and Executive Officers decided in the beginning that the Center would be used mainly by students, current faculty and staff. One of their concerns was whether Longwood had resources that can accommodate the Alumni's needs. They also did not want to compete with the new YMCA building. Mr. McGregor has discussed these concerns with the Alumni Office. The Alumni groups like to tour the HFC facilities when homecomings take place. There are a small group of retirees that are members who already have access to parking, library and other services. Summer conferences use the facility for special events. The Executive Officers continue to review their policies to consider the merits of additional memberships. The membership fees are used to generate revenue and replace damaged equipment. Alumni need to express their interests in writing to Mr. McGregor for consideration of membership in the future.

Gayle Covington spoke about two concerns: 1) Issue was raised to her to bring to our committee about Longwood giving employees the credit hours necessary to take classes. Currently SVCC does give their employees the hours to take a class. Ms. Aughenbaugh will check on it and get back to the Committee about this matter; 2) Concern about students who walk on the streets (especially behind Hiner/Coyner) instead of on the sidewalks, creating potential traffic accidents on campus. Campus Police are aware of these concerns.

**Old Business:**

On behalf of Nancy Scruggs, Anita Harris distributed flyers regarding Wellness Initiatives, Speaker Series, and Staff/Faculty Appreciation Day in May. Some discussion followed briefly on each of these matters.

Anita Harris will send an electronic copy of the Speaker Series to Jonette Aughenbaugh for further discussion with Longwood administration. She expressed approval of the ideas.

The SAC Committee will send a proposal for the Staff/Faculty Appreciation Day activities to Jonette Aughenbaugh by Feb. 26<sup>th</sup> (Thursday) so she can report back at the March SAC meeting, and the Committee can finalize those plans.

Jonette Aughenbaugh clarified the following approved leave situations.

- Civil Work Leave - Proper uses of this leave are summons on a jury, hearings, subpoenas, having interviews with state agencies. Improper uses are if employee is a defendant in a court hearing or has a personal interest in a court hearing.
- School Work Leave – Proper uses of this leave are (employee has a student/relative in the school) meetings or other official functions at school, chaperone class trips. Improper uses involve attending any school activity if there is no relative involved in the school.
- Volunteer Community Service Leave – Proper uses are organized community projects such as MOW, Blood Drive, Big Brother, etc. Improper uses are voting in an election, Church organization work, and if the activity occurs before or after our workday hours, then we can't use this time for approved leave.
- She will also get back with us about the revisions of bylaws, confidentiality agreement, and attendance policy.

After no further announcements, the meeting was then adjourned.

Respectfully Submitted

Anita T. Harris