

Longwood University
Staff Advisory Committee Minutes
January 8, 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. New members were introduced and welcomed as attendance was taken.

Members present: Jonette Aughenbaugh, Bill Benninghove, Gayle Covington, Jeff Gore, Anita Harris, Crystal Ragland, Nancy Scruggs, Sharon Sercombe, Donna Simpson, Debbie Wooding; new members Brandi George, Kelly Martin, Eric Stoller

Members absent: Grant Avent, Karen Fulcher, Marty Gibson, Tonya Smith

A quorum was confirmed. The minutes of the November 20, 2008 were approved as presented.

New Business:

Crystal Ragland discussed using organized blood drives for community service leave. Jonette Aughenbaugh will review Longwood's community service policy and report back to the committee about what can be used.

Anita Harris presented an idea for the Committee to consider for the Staff/Faculty Appreciation Day. To support Longwood's budget reductions, she recommends in lieu of picnic and activities for this day, that employees be given the day off instead. This change will still show appreciation to Longwood employees but allow them to spend that day in a way that they choose, as well as save Longwood money for food, decorations, employee salaries, and utility costs of opening the buildings for half a day. Discussion followed. Each member is encouraged to email Nancy Scruggs their opinion concerning this matter, as well as any budget saving ideas; Nancy will send these suggestions to Jonette Aughenbaugh to present to the administration.

Old Business:

Sharon Sercombe presented the latest revision of the SAC By Laws. Discussion and additional changes followed. After Sharon makes these changes, she will send it to the SAC members for their approval. After the members approve these additional changes, she will send it to Jonette Aughenbaugh to review.

Sharon Sercombe presented an Attendance and Absenteeism Policy for SAC. The members approved it as a separate policy from the By Laws and additional changes followed. After Sharon makes these changes, she will send it to Jonette Aughenbaugh to review.

Jonette Aughenbaugh will work on our Confidentiality Statement and include a clause that each SAC member has read and understands the By Laws and Attendance and Absenteeism Policy. The members agreed that the By Laws and Attendance and Absenteeism Policy will be given to perspective members prior to their agreement to join SAC. Jonette will bring the revised By Laws, Attendance and Absenteeism Policy, and Confidentiality Statement back to the committee at our next meeting for their final approval.

Announcements:

Nancy Scruggs reported that:

- Longwood's food drive at the Holiday Dinner was a huge success.
- Weight Watchers on campus is going well, however more people are needed to continue it. If anyone is interested in joining Weight Watchers, contact Donna Simpson at simpsondm@longwood.edu

Jonette Aughenbaugh presented an update on the health and wellness recommendation that was discussed at our November 20, 2008. She stated that Virginia Tech has no such program, but they do have a task force on this matter. She stated that Longwood employees are allowed two fifteen minute breaks daily if a supervisor approves it but the two breaks cannot be combined; they have to be used separately. Nancy Scruggs encouraged the Committee to email more wellness ideas to her; she will send them on to Jonette Aughenbaugh for consideration (Be more specific with the ideas.).

Nancy Scruggs inquired about the Speaker Series that we hoped to launch in spring 2009 and that we discussed at our September 18, 2008 meeting. She will email specifics on the speakers, topics, and dates to Jonette to review.

The meeting was adjourned.

Respectfully Submitted,
Anita T. Harris

