

**Longwood University**  
**Staff Advisory Committee Minutes**  
**April 16, 2008 @ 2:00-3:30 pm**

**Members present:** Jeanie Campbell (representing Grant Avent), Bill Benninghove, Gayle Covington, Jane Crawley, Karen Fulcher, Charlene Gaines, Marty Gibson, Jeff Gore, Anita Harris, Leah Payne, Crystal Ragland, Nancy Scruggs, Sharon Sercombe, Donna Simpson, Tonya Smith, Debbie Wooding

**Members absent:** None

Roll call was taken and a quorum was confirmed. Minutes from the March 19, 2008 meeting were reviewed and approved.

**Program:**

Dr. Frank Moore, Vice President of Information and Instructional Technology Services, and Chief Information Officer, presented a program on:

- Removal of administrative accounts on Longwood owned computers;
- Use of new Altiris software on campus.

Longwood is audited annually for computer information security and must comply with federal and state laws. Altiris is a software package purchased to be installed on everyone's desktop computer by August.

**Old Business:**

The Staff/Faculty Appreciation Day on May 12, 2008 was discussed.

- Each sub-committee updated the group on its progress.

Breakfast is 8:30-9.

The Master Plan Presentation will begin at 9:00.

Trivia Pursuit – Franklin Grant will emcee this game. It begins at 10:00 am after the presentation.

Games – several carnival type games will be held throughout the morning. – and snacks such as cotton candy, snow cones, popcorn, etc. will be available.

The Bowling Alley will be open as well as the pool table for games.

Lunch will be served at noon.

Prizes/gifts were listed - These gifts will come from the Longwood community.

Decorations – ARAMARK will help with decorations.

Budget – still uncertain of the approved amount

The next SAC meetings will be held on April 30, 2008 in Lancaster 2nd floor conference room to finalize plans for the Staff/Faculty Appreciation Day.

The meeting adjourned at 3:30 pm.

Respectfully Submitted,

Anita T. Harris