

Longwood University
Staff Advisory Committee Minutes
August 21, 2008 @ 1:30-3:00 pm

Members present: Jeff Gore, Anita Harris, Nancy Scruggs, Sharon Sercombe, Donna Simpson, Bill Benninghove, Karen Fulcher, Crystal Ragland

Members absent: Grant Avent, Gayle Covington, Jane Crawley, Charlene Gaines, Marty Gibson, Leah Payne, Tonya Smith, Debbie Wooding

A quorum was not confirmed, so the Minutes from June 18, 2008 will be reviewed and approved at the September 18, 2008 meeting.

Programs:

Mr. Ken Copeland and Innkeeper Lorrie Watson presented a program on the Longwood Bed & Breakfast Inn. Important details are noted below:

- Discount use for Longwood users.
- Available for smaller groups, Longwood meetings, weddings, guests of Longwood departments, small dinners.
- Group size – 1 Faculty can use it on the same day as requested if no other conflicts exist for a reduced price.
- There is a \$55 charge to use the facility. As long as no other conflict exists, there will be no charge if you clean up afterwards.
- Prices to use facility are \$55, \$65, \$75 and it's automatically charged to your state budget without additional paperwork.
- Do not have to use ARAMARK to cater it.
- Changes made: new paint, new upholstery on furniture, new beddings, window treatments done, wireless access, flat wall TVs.
- Working toward building more bathrooms so there will be separate baths for users.
- Contact Lorrie Watson at 395-2617 for reservations.

Chief Beach then spoke to the committee about parking issues. The following policies are being discussed and by December a decision should be reached. The carpooling suggestions were presented to the Public Safety by a Longwood employee.

- If two employees want to carpool, it would allow them a reduced fee of half price for the parking decal.
- If three or more employees want to carpool, it would allow them to waive the fee for a parking decal.
- An employee will be able to purchase a visitor pass @ \$5 each day for six times during a year.
- Students who live in Lancer Park can't bring a car on campus now but there is a consideration to allow these students to park from 7 pm-midnight in a commuter spot in the near future.
- Contact Chief Beach in Public Safety at 395.2091 with your suggestions or concerns. He's available to address and solve any problem pertaining to his area.

New Business:

Human Resources Update - Jonette gave an update in the HR department.

- They have new employees - Reggie Marsh, Information Systems Analyst; Kevin Kelliher, Generalist Senior; John Bryant, Generalist Senior; and Lisa Mooney changed positions to Recruitment and Employment Manager. They are cross training the employees.

SAC Committee discussed the Halloween Bash and divided up the jobs associated with that event as follows:

- Sharon Sercombe – serve as emcee and order food
- Donna Simpson – cleanup
- Jeff Gore – flyer and reservations
- Crystal – prizes
- An email will be sent to members requesting volunteers to handle the judges' portion – invitations, setup, scorecards, supervision during the event, etc.

Nancy Scruggs requested suggestions for speakers to our committee meetings; one suggestion was Ken Perkins and another was Karen Schinabeck.

Respectfully Submitted,
Anita T. Harris

