

Longwood University
Staff Advisory Committee Minutes
June 18, 2008 @ 2:00-3:30 pm

Members present: Grant Avent, Gayle Covington, Jane Crawley, Charlene Gaines, Marty Gibson, Jeff Gore, Anita Harris, Nancy Scruggs, Sharon Sercombe, Donna Simpson, Tonya Smith, Debbie Wooding

Members absent: Bill Benninghove, Karen Fulcher, Leah Payne, Crystal Ragland

Roll call was taken and a quorum was confirmed. Minutes from the April 16, 2008 meeting were reviewed and approved.

New Business:

The Staff/Faculty Ice Cream Social - Sharon Sercombe

- The date for the Ice Cream Social is July 17 (Thursday) from 2-3:30 pm on the Wheeler Mall. In case of rain, it will be held in Lancaster – ground floor lobby.
- Expect about 200 employees @ \$4.75 each.
- ARAMARK is in charge of the arrangements.
- Sharon will prepare the invitation and Kathy Worster will send out the invitations to the campus via email.
- Employees will be encouraged to bring a canned or non-perishable item for donations to FACES.
- Tents, tables, trashcans will be requested with the online reservation request.

Budget

- We are waiting for approval from Kathy Worster of this year's SAC budget.

Old Business:

Staff Appreciation Day

- Everyone expressed positive feedback from employees regarding this year's Staff Appreciation Day.

Recommendations for Next Year:

- Next year's Staff Appreciation Day is May 11, 2009.
- Reserve Lankford Bldg. and the mall area for next year. In case of rain, reserve Grand Dining Room and a stage.
- Recruit volunteers to assist with the setup.
- Limit the Longwood gifts, leave them unwrapped and number them to make that process run smoother.
- Use more committee members to record the winners.

Human Resource Issues - Jonette Aughenbaugh

Flex Time or Alternate work schedules

- This matter is currently being discussed with the administration but no decisions have been made yet. She will notify employees when a decision is reached.
- If you have questions regarding Human Resources, please call or visit them. Email will be answered as time permits.

SAC agreed to change the SAC Committee meetings to the third Thursday of the month from 1:30-3:00 pm beginning August 21 instead of a Wednesday to better accommodate everyone's schedules. In order to finalize plans for the Ice Cream Social, the next meeting will be July 10, 2008 (the second Thursday in the month) from 1:30-3:00 pm.

The meeting adjourned at 3:30 pm.

Respectfully Submitted,

Anita T. Harris