

Longwood University
Staff Advisory Committee Minutes
March 19, 2008 @ 2:00-3:30 pm

Members present: Grant Avent, Bill Benninghove, Gayle Covington, Jane Crawley, Karen Fulcher, Charlene Gaines, Jeff Gore, Anita Harris, Leah Payne, Crystal Ragland, Nancy Scruggs, Donna Simpson, and Tonya Smith.

Members absent: Marty Gibson, Sharon Sercombe, Debbie Wooding

Roll call was taken and a quorum was later confirmed. Nancy Scruggs chaired the meeting. Minutes from the February 20, 2008 meeting were reviewed and approved.

Old Business:

The Staff/Faculty Appreciation Day on May 12, 2008 was discussed. See below for the outcome.

Themes: Casino was the 1st choice; Carnival was the 2nd choice with “Green” to support Longwood’s Sustainability theme. A theme decision will be made after discussion with the VP of Administration & Finance Affairs.

The following working Subcommittees were formed:

- Accommodations & Games: Jeff Gore, Bill Benninghove, Marty Gibson, Crystal Ragland
- Decorations: Gayle Covington, Leah Payne, Tonya Smith, Debbie Wooding
- Food: Nancy Scruggs, Jane Crawley, Grant Avent
- Invitations: Donna Simpson, Sharon Sercombe
- Prizes: Charlene Gaines, Karen Fulcher, Anita Harris

New Business:

Sharon Sercombe resigned from her position as Chair due to personal reasons. The Committee held elections for a new person to fill this position. The Committee elected two new officers: Nancy Scruggs to replace Sharon Sercombe as Chair and Donna Simpson as Vice Chair to replace Nancy Scruggs who was the current Vice Chair.

Jeff Gore discussed the idea of summer development trips for staff/faculty. The Committee decided to check into any available money to assist with this idea. Jeff Gore and Leah Payne will check on some possible resources. More discussion will take place at the next SAC meeting.

The next SAC meetings will be held on April 16, 2008 and April 30, 2008. The Committee decided to hold an additional meeting to finalize plans for the Staff/Faculty Appreciation Day.

The meeting adjourned at 3:30 pm.

Respectfully Submitted,

Anita T. Harris