

Longwood University
Staff Advisory Committee Minutes
November 20, 2008 @ 1:30-3:00 pm/Ruffner 103

Ms. Scruggs, Staff Advisory Committee Chair, called the meeting to order at 1:30 p.m. and then attendance was taken.

Members present: Reggie Marsh (representing Human Resources), Bill Benninghove, Gayle Covington, Jeff Gore, Anita Harris, Crystal Ragland, Nancy Scruggs, Sharon Sercombe, Donna Simpson, Tonya Smith, and Debbie Wooding

Members absent: Grant Avent, Jane Crawley, Karen Fulcher, Marty Gibson

A quorum was confirmed. The minutes of the September and October meetings were approved as presented.

Program:

Melissa Short (ITS) – Ms. Marsh distributed a flyer on “The Security Minute.” She then encouraged us to visit Blackboard to review the policy changes on security before they are presented to the Board of Visitors at the March 2009 meeting. This access is available for all faculty and staff until December 12th. For more information you can access <http://www.longwood.edu/infosec/policyreview.htm>. A previous email was sent to the campus by Kim Redford concerning this matter.

Old Business:

Sharon Sercombe gave an update on the Broadcast Email suggestion that we discussed at last month’s meeting in regards to Longwood centralizing all of the University’s broadcast announcements. She spoke to Dennis Sercombe about the matter, but he stated that it is not a Public Relations issue. More discussion followed. Some items are sent as reminders regarding academic events and need to go out at various times. Also, a recent email notice from the Student Union informed the campus that they intend to send out broadcast email announcements (mainly for students).

New Business:

Nancy Scruggs discussed the health and wellness recommendation from a Longwood employee. That recommendation suggests that Longwood consider allowing employees to take a 30 minute wellness break three times a week. Virginia Tech already has a program in place. The time can be used for a workout in the REC Center, walk around campus, or some other form of healthy activity. This matter will be referred to Jonette Aughenbaugh in Human Resources for review of state policies and consideration by the Cabinet.

Sharon Sercombe passed out copies of revisions to the By-Laws as recommended by the By-Laws Subcommittee. She presented requests for immediate revisions to SAC By-Laws:

- After discussion, Ms. Sercombe presented a motion that the Committee eliminate the wage member and replace it with another AP person. This keeps membership at 14 members. The motion was approved.
- After discussion, Ms. Sercombe presented a motion to change the membership dates for committee members from January 1 - December 31 to July 1 - June 30, effective July 1, 2009. The motion was approved. All current members who were scheduled to rotate off in January agreed to remain until July. The officers also agreed to continue to serve.

Nancy Scruggs discussed employees who were eligible to serve on SAC committee to fill three vacancies. Several names were recommended and Ms. Simpson, Vice Chair, will contact them to invite them to serve on our Committee. Since there is no December meeting, new members will attend the January meeting.

Sharon Sercombe led more discussion on additional recommended changes to the By-Laws. Recommendations follow:

- Add the position of “Webmaster” to the Executive Committee.
- Relocate **Ex-Officio Member** section up under **Executive Committee**.
- Change Executive Committee to “Executive Council.”
- Change the dates for members to serve to “July 1 – June 30.”
- Add under Chair duties “solicits agenda items for each meeting.”
- Add under Secretary duties “distributes agenda to members after Chair arranges the agenda.”
- Change dates under meetings from third Wednesday to “third Thursday, once a month.”
- Other minor changes were discussed. Sharon will clean up these changes and resend the by-laws to members for approval.
- Suggested changes to the Confidentiality form were discussed, and these changes will be sent to Jonette Aughenbaugh for her review before the committee votes on them.

Discussion

Anita Harris distributed a list of suggestions/recommendations from the Halloween Bash. Discussion followed.

To ensure that items are handled in a timely manner, the secretary will transcribe the minutes from each meeting and email them to SAC members for approval. The minutes will then be posted on the SAC website preferably within two weeks after each meeting. All agreed to follow up via email and in person regarding matters discussed at each meeting.

The next meeting will be held on January 8, 2009 (to avoid opening week of the spring semester) and every third Thursday of the month afterwards. The August meeting may be adjusted as well to accommodate beginning of the semester schedules.

The meeting was adjourned.

Respectfully Submitted,
Anita T. Harris