

**Longwood University**  
**Staff Advisory Committee Minutes**  
**November 17, 2011, 1:30 p.m.**  
**Ruffner 103**

Keary Mariannino called the meeting to order and attendance was taken.

**Members Present:** Keary Mariannino, Freddie Adcock, PeeWee Baldwin, Angie Covert, Ray Heinrich, Angela Jackson, Sharon Perutelli, Rena Reynolds, Jennifer Sawyer, Cynthia Thompson, Grant Avent, Hunter Swanson, Chris Stratton, and Della Wickizer.

**Members Absent:** Mary Jo Stockton, Tracy Shook and Carolyn Higgins.

The minutes from the meeting on October 24, 2011, were approved.

**OLD BUSINESS:**

Keary Mariannino gave an update on all the committee meetings she has been invited to attend as a representative for the Staff Advisory Committee:

- Cabinet members did not have a meeting this month.
- The Executive Council continued their discussion on the customer service piece. The council is preparing a document that is not a pledge, but more of a philosophy for faculty and staff members to uphold.
- The Budget and Planning Committee discussed general budget terms and included a brief lesson on the Longwood budget.
- Keary was unable to attend the Sustainability Committee meeting this month.

Members discussed the overall success of the Halloween Bash. The party went well, but attendance was down. It was noted that we need to make sure we include coffee service within the menu next year.

Rena Reynolds discussed her presentation to the Parent's Council and announced that we will find out if we received funding for our scholarship by the end of November.

Jennifer Sawyer gave an update on the progress of the Crock Pot Cook Off. It will take place on February 6, 2012 in the Nance, Lewis and Tea Rooms in the dining hall between 12:00 – 2:00 p.m. E-mail and information regarding the details will be sent out to the campus before the holiday break in hopes that we can sell tickets immediately after the New Year. Participants who cook and bring in a dish will not have to pay an entry fee, but guests who join us for tasting and voting will pay a \$5 entry fee. The committee plans to meet again before the holiday to finalize plans.

Members also discussed other fundraising ideas, including selling Snuggies or possible t-shirts or polo shirts.

**NEW BUSINESS:**

Keary opened a discussion on the possibility of doing a Holiday Door Decorating Contest, and presented rules and regulations from other institutions that have done a similar event. Members were very receptive and discussed doing a pizza party or dining hall tickets/coupons for the winners. An e-mail will be sent the Monday after Thanksgiving to promote entrees, and judging will take place by other Longwood faculty and staff members. Keary said she would talk to Jim White about potential fire hazards.

Keary said she received no e-mails via the SAC website this month.

There being no further business, the meeting adjourned at 2:05 p.m. Our next meeting will be Thursday, December 15 at 1:30 p.m. in Ruffner 103.

Respectfully submitted,

Jennifer Sawyer