

**Longwood University  
Staff Advisory Committee Minutes  
October 16, 2008 @ 1:30-3:00 pm**

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

**Members present:** Jonette Augenbaugh, Grant Avent, Bill Benninghove, Gayle Covington, Jane Crawley, Marty Gibson, Jeff Gore, Anita Harris, Nancy Scruggs, and Debbie Wooding

**Members absent:** Karen Fulcher, Charlene Gaines-Cook, Leah Payne, Crystal Ragland, Sharon Sercombe, Donna Simpson, and Tonya Smith

A quorum was not confirmed, so the September Minutes will be reviewed and approved at the November meeting.

**New Business:**

Jeff Gore discussed two concerns:

- Broadcast Emails - At Longwood numerous individuals are permitted to send broadcast emails. However, one person is responsible for weekly broadcast email distribution at the University of Mary Washington. Someone monitors the system to approve the material to be sent out. Ms. Scruggs will discuss with Dennis Sercombe whether this could be an option for Longwood, centralizing all of the Longwood University broadcast announcements.
- Donation Form Process – The Commonwealth of Virginia Campaign forms were recently distributed in buildings. Due to recent information regarding budget cuts and no salary increases, Mr. Gore felt this was poor timing and they should not have been passed out. Discussion followed about the procedure. Ms. Augenbaugh reminded us that this is a Commonwealth of Virginia optional program and that online contributions will be introduced at a later date. She also reminded us that any state employee can make suggestions to improve any State procedure by going online to the Virginia employee suggestion program website.

**Old Business:**

Ms. Augenbaugh discussed two items:

- She requested that Ms. Harris send her a list of current SAC members with the departments they represent included.
- She provided an update on the status of our recommendation to form a SAC Speaker Series. The administration is receptive about the SAC Speaker Series. She will inform us of the outcome of our recommendation.

Ms. Scruggs requested that we email our recommendations for changes to the SAC bylaws by Monday, 5 pm, and she requested that the sub-committee meet soon to review the recommendations. Mr. Gore offered a recommendation to review the timeframe of committee members' service, possibly changing the timeline from January 1 – December 31 to July 1 – June 30 (academic year).

Halloween Bash Updates:

- Ms. Ragland collected the prizes from the bookstore and dining hall and kept a list of the items. Winning groups of no more than five (5) will receive prizes.
- Ms. Harris will send reminders to the judges, the photographer Kent Booty, and the sound technician William Lynn about their roles in Bash.
- A suggestion was made that we make sure employees know they can come to the Halloween Bash whether they participate in the costume contest or not, but they still need to RSVP to Ms. Scruggs in order to provide an accurate count for refreshments. Ms. Augenbaugh will email the flyer again with this suggestion on the flyer.

**Discussion:**

Ms. Augenbaugh discussed concerns about attendance in Human Resources' training programs. Committee members provided feedback.

The meeting was adjourned.

Respectfully Submitted,  
Anita T. Harris

