

**Longwood University**  
**Staff Advisory Committee**  
**Minutes – October 17, 2007**  
**2:00 – 3:30 pm**

**Members present:** Louise Waller, Jennifer Conkwright, David Bennett, Bill Benninghove, Marty Gibson, Anita Harris, Pat Payne, Ellen Ranson, Nancy Scruggs, Beverly Spain, Sharon Sercombe and Debra Wooding

**Members absent:** Cindy Wilson, Gayle Covington, and Tonya Smith

**Guests:** Ms. Kathy Worster

Roll call was taken and a quorum was confirmed. Minutes from the September 19, 2007 meeting were reviewed and approved as submitted.

**New Business:**

**Human Resources**

Ms. Worster addressed questions and concerns regarding the Human Resources Department. She informed the group that the telecommuting being done in the office was approved by the State and she reassured the committee that there was no opportunity for confidential information to be leaked because of the telecommuting. The employees are still using the Longwood e-mail system to ensure privacy. She highlighted the fact that the department was working on providing more timely information and referring less questions to Richmond. She also discussed the flexible work schedules that some employees are allowed. She explained that work schedules are set by individual departments and up to the discretion of those areas and their Vice Presidents.

**Holiday Leave and Accrual Time**

The Committee began a discussion about the method that holiday time is accrued. Ms. Worster aided in the discussion by offering clarification to the holiday calendar. She explained that being a unique state agency, Longwood is allowed to redistribute the holidays any way they like. In actuality, there is really no holiday accrual. Holidays are simply rearranged and made into Longwood's existing holiday calendar.

Ms. Worster presented the group with the proposed holiday calendar for 2008. She asked for feedback because this calendar would require that staff use three and a half days of vacation time for the 2008 winter break closing. The group did not feel that this would be a problem as long as people were given enough advance notice.

**Friday Dress Code**

The committee was asked to clarify the Friday dress code for campus. Ms. Worster clarified the policy by explaining that on Friday, faculty and staff are able to wear business casual attire. However, faculty and staff are able to wear jeans as long as they accompany the jeans with any Longwood University shirt.

**Flu Shots**

Flu shots will be administered on October 24 in Lankford. Faculty and Staff are asked to bring a copy of their COVA card. Part time employees will also be able to receive their shot by showing their Longwood ID. Family members will be asked to pay \$15.

### **Next Month's Meeting**

Due to the Holiday season it was agreed to have November's meeting on 11/14 rather than 11/21 and have the December meeting on 12/12 rather than 12/19.

### **Cindy Wilson**

Due to extenuating circumstances Ms. Wilson has had to resign from the SAC. Rather than replace Ms. Wilson, the group agreed to wait until December when new members are voted in and fill her slot at that time. Each member was asked to begin talking to interested parties to fill the vacant committee positions for next year. A list would be compiled at the next meeting and voted on in December.

### **Halloween Bash, Wednesday, October 31**

#### **Ballroom of Lankford, 10:00-11:00am**

The committee discussed the plans for the Halloween Bash. Items that needed to be finalized are:

- Confirm final judge
- Confirm decorations with ARAMARK
- Provide judging guidelines
- Send out reminder flyer with FACES information