

**Longwood University
Staff Advisory Committee Minutes
September 18, 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: Jeff Gore, Anita Harris, Nancy Scruggs, Sharon Sercombe, Donna Simpson, Bill Benninghove, Karen Fulcher, Crystal Ragland, Debbie Wooding, Gayle Covington, Charlene Gaines, and Tonya Smith

Members absent: Grant Avent, Jane Crawley, Marty Gibson, Leah Payne

A quorum was confirmed and the Committee approved the June 18 and August 21, 2008 minutes.

New Business:

Diane Easter from the President's Office presented a proposal to sponsor community service participation at Longwood University events. The SAC Committee indicated their support of this proposal. She proposed to begin with two opportunities during the year to participate in community service, once in the fall 2008 at the President's December Holiday Luncheon for faculty/staff and once in the spring 2009 at the Faculty/Staff Awards Dinner or the Martin Luther King Celebration. Ms. Easter will take our support back to Faculty Senate and let employees know later the final outcome.

Jonette Aughenbaugh from Human Resources discussed several Human Resources issues:

- 2009 Holiday Calendar - The Governor gave us 20 additional leave hours for the holiday break, so the University will close from December 22 and reopen on January 5, 2009. Ms. Aughenbaugh reminds employees to save enough vacation time to cover these additional hours of closing. Employees will need 36 hours of leave hours for the holidays. The new holiday schedule will be posted soon on the Human Resources homepage at <http://www.longwood.edu/HR/>.
- Tele Work – Ms. Aughenbaugh explained that telecommuting is used mainly in urban areas. The agency's operations have to ensure that things run in an efficient manner. Some factors to be considered for Tele Work may be costs of technical resources, equipment, and the feasibility of whether the work can be performed efficiently elsewhere, etc. Each office is different.

A motion was made by Sharon Sercombe to put a hold on replacing our part time member; it was seconded by Jeff Gore.

Old Business:

Committee Updates for the Halloween Bash:

Judges – Gayle, Debbie, Tonya and Anita are working on this subcommittee. They met and made plans. Three judges for the Halloween festival are Tim Trent (Jerry Banton as a backup), Ray Heinrich, and Maureen Walls-McKay. William Lynn and Kent Booty have been contacted to help with their different expertise at the Bash. Tonya will help the judges at their table, and Gayle will register costume participants as they enter so Sharon will have a list to read when the judging begins. Debbie and Anita will function as floaters helping with whatever needs to be done in the judging process

Prizes – Crystal will take care of the prizes. She has confirmations from different places for the prizes.

Food – Sharon has ordered the food. Table decorations are also straight.

Reservations & Flyer – Jeff will include the prizes on the flyer to be sent to all employees. Jeff has reserved the space and tables. Nancy will receive the responses to attend.

Selection of a Subcommittee to Revise the Bylaws:

Initially Nancy Scruggs, Sharon Sercombe, Anita Harris, and Jennifer Conkwright (former Chair of the SAC Committee) reviewed the By-Laws in January and initiated some possible changes. Bill Benninghove and Gayle Covington will follow up with Sharon Sercombe on these details. Before final changes, the SAC Committee will review and approve.

Discussion:

Debbie Wooding announced that Longwood Dining Services is now on Banner so they can search for student Banner IDs and other student information for security, etc. She also recommends that our committee take a group picture to post to our website.

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Presentation Updates -We felt it beneficial for us to meet area representatives from across campus. We then discussed having these area representatives speak to the Longwood community instead of just our committee creating a “Staff Speakers Series” in different locations across campus for a 30 minute program during lunch. We hope to host the first program in November and launch the series in spring. Troy Austin was recommended as a possible first speaker.

New Employees - Nancy Scruggs will discuss with Ms. Aughenbaugh the idea that SAC members serve as mentors to new employees appointing one person from the Committee for each new employee. We hope to get on the new employee agenda.

With no other discussion at hand, the meeting was adjourned.

Respectfully Submitted,
Anita T. Harris