

Longwood University
Staff Advisory Committee
June 20, 2007
2:00 – 3:30 pm

Minutes

Members present: David Bennett, Bill Benninghove, Gayle Covington, Jennifer Conkwright, Marty Gibson, Anita Harris, Pat Payne, Ellen Ranson, Nancy Scruggs, Sharon Sercombe, Tonya Smith, Debra Wooding, and Louise Waller

Members absent: Tonya Smith & Cindy Wilson

Guests: Kathy Worster

Roll call was taken and the minutes from the April 18, 2007 meeting were approved by the Committee.

Old Business

State Service Award

Ms. Worster was invited to speak to the Committee in reference to the State Service Award. After much research, it was decided to only award a state service award and not a Longwood service award. The time spent at Longwood will still be mentioned and employee will still be able to select an award from the existing list. It was also noted that part time employees are still planned to be recognized. Longwood University is the only state agency that recognizes part time employees for their service. However, if a part time person changes to a full time position the years of service can not be combined.

Businesses Offering Discounts to Longwood Employees

It had been discussed that many businesses offer discounts to Longwood employees, but employees are not aware of this when visiting the particular business. After researching the situation, it was determined that no list exists. The Committee agreed that the resources necessary to create a list were currently unavailable. The group agreed to each keep track of new discounts as they learn of them and post them on MyLongwood as they are discovered.

New Business

Retirement Parties

The Committee discussed how retirement parties are handled on campus. It was agreed that some departments seemed to throw more lavish parties than others. Ms. Worster noted that no state funds could be used on these events and that the money needed to come from the individuals in the department. Naturally, larger departments with more people are able to throw more expensive events. It was also noted that the University does provide a retirement party for all retirees every February. The Committee agreed that their official stand on this issue would be to support the annual retirement party as Longwood's way of celebrating employee's retirements and to allow individual departments and areas to celebrate retirements as they see fit.

Faculty Staff Appreciation Day Date

The idea of changing the date of the Faculty Staff Appreciation Day event was presented to the Committee. The group agreed that having it the Monday following graduation was best and more appropriate for the campus.

Upcoming Events

Ice-Cream Social

The Committee agreed to have the annual ice-cream social on July 19th at 2pm behind Lancaster. Chocolate, vanilla and sherbet will be served. It was suggested by Mr. Gibson that we use the ice cream social to also promote a food drive and collect canned food for FACES. Ms. Spain said that she would let FACES know to collect the food after the event. The Committee decided that a rain date location should also be selected. The group selected Lankford Ballroom as the most feasible rain date location. Ms. Waller made plans to contact Conferences and Scheduling to check on the availability. Ms. Sercombe agreed to create a flyer for the event and circulate it via MyLongwood.

Next Meeting

Volunteers

The Committee agreed that in the immediate future they would research and promote ways for Longwood employees to volunteer their time and take advantage of their community service hours. Ms. Harris agreed to invite the Director of Volunteer and Service Learning to speak to the group.

Tables

It was suggested that the University may benefit from strategically placing several tables around campus for Faculty and Staff to eat lunch at outside. Ms. Waller suggested that this go through the Space Planning and Management Committee.