

**Longwood University**  
**Staff Advisory Committee Minutes**  
**July 15, 2009, 1:30 p.m.**  
**Lancaster Room 223**

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

**Members Present:** Jonette Aughenbaugh, Grant Avent, Tiffany Dempsey, Karen Fulcher, Brandi George, Jeff Gore, Anita Harris, Mike Janos, Heather Milne, Daphne Norton, Crystal Ragland, Michael Rentschler, Nancy Scruggs, Eric Stoller, and Peggy Turner

**Members Absent:** Amy Harris, Jay Lynn, and Donna Simpson

A quorum was confirmed.

Dr. Ken Perkins talked to us about obtaining volunteers for Opening Logistics activities on August 20, 21, and 22. Four tents will be set up around campus and at least 120 volunteers are needed for 5 shifts in 2-hr. blocks of time. A campus-wide e-mail will be sent out to employees the first week of August. On August 10<sup>th</sup>, a second e-mail will be sent out for the benefit of returning faculty. Up to four people can be assigned to a tent. It was suggested that Dr. Perkins bring this request to during the July Breakfast Social and at the Dessert Social in August and have a sign-up sheet available.

Members introduced themselves for the benefit of new members.

Minutes of the June 25, 2009, meeting were approved as presented.

New Business was moved to the top of the Agenda for the election of new officers so they could take over for the outgoing Chair and Secretary in today's meeting.

**NEW BUSINESS:**

Election of new officers was conducted. They are as follows:

Chair – Crystal Ragland  
Vice-Chair – Brandi George  
Secretary – Peggy Turner  
Webmaster – Jay Lynn  
Budget Planner – Daphne Norton

We thanked Ms. Scruggs and Ms. Harris for assisting us in the election of officers. They then left the meeting. Ms. Ragland conducted the remainder of the meeting.

The first order of business was to discuss the "Spotlight On" series to be featured on the website and The Rotunda. This will feature old as well as new staff members once a month. Mike Rentschler agreed to get pictures for the website and The Rotunda. A list of prepared questions will be available to use when interviewing staff.

**OLD BUSINESS:**

The Coffee Social on Monday, July 20<sup>th</sup>, will be held in the Dorrill Grand Dining Room from 10:00 – 11:00 a.m. Specialty coffees and one of the cookbook features—Monkey Bread—will be featured. During this social time, Tiffany Dempsey and Karen Fulcher will talk about the cookbook and how employees can submit recipes.

The Dessert Tasting Social will be held on Wednesday, August 12<sup>th</sup> from 2:30 – 3:30 p.m. Crystal Ragland and Brandi George are working with Aramark regarding catering and reserving Dorrill Grand Dining Room if available, and if not, the Ballroom. Lemonade, special teas, and light summer desserts will be featured.

Tiffany Dempsey will prepare a flyer to go out in an e-mail announcing the cookbooks. We will ask that employees submit no more than 5 recipes. Because of limited space, duplicates will be saved for future editions. We will have 44

usable pages with 2-3 recipes per page. Tiffany spoke with Jay Lynn who will convert the recipes into a Word document from which Tim can print. Once the recipes have been submitted to printing, it will take approximately 4 weeks. We are planning to have them ready for Christmas sale. Money collected will go towards \$500 scholarships for one student and one degree-seeking staff member. September 4<sup>th</sup> is the deadline for submitting recipes.

Jonnette Aughenbaugh brought feedback on the committee's By-Laws with a couple of minor changes requested:

1. The Staff Advisory Committee name be changed to "Staff and Administrative and Professional Faculty Committee." Discussion followed. Crystal Ragland will forward the proposal to all committee members for input.
2. The Confidentiality Agreement be changed to "Employee Participation Agreement."

Recommendations from the SAC will be forwarded to Ms. Aughenbaugh.

Ms. Ragland reported that the SAC note cards which have a picture of the Rotunda will also have Staff Advisory Committee printed on them. These will be sent to employees for specific events (deaths in family, sickness, retirement, etc.). Ms. Ragland will send these out for the committee.

The Staff Speaker series was discussed. We will plan on having four brown bag lunch events in the Ballroom. The committee decided on having one in September (on the 17<sup>th</sup>), November, February, and April. Mr. Jeff Gore and Ms. Daphne Norton agreed to work on this series. Suggested speakers for September included Troy Austin, Director of Athletics, and Bob Chonko, Dean of Admissions. At the August meeting, we will suggest additional speakers for the upcoming dates in November, February, and April. We will need to promote these events. It was suggested that they could be mentioned in the Sustainability Tip of the Week e-mails and that a Billboard of future dates and speakers be set up.

Looking ahead, we will discuss the Halloween Bash in our September meeting.

Ms. Nancy Scruggs is serving on the Presidential Search Committee and will report news to the Staff Advisory Committee.

There being no further business, the meeting adjourned at 2:30 p.m.

Respectfully submitted,

Peggy C. Turner