

Longwood University
Staff Advisory Committee Minutes
August 13, 2009, 1:30 p.m.
Lancaster Room 223

Peg Turner, in the absence of the Chair and Vice Chair, called the meeting to order at 1:30 p.m. and attendance was taken.

Members Present: Jonette Aughenbaugh, Tiffany Dempsey, Jeff Gore, Amy Harris, Jay Lynn, Kelly Martin, Heather Milne, Daphne Norton, Michael Rentschler, Donna Simpson, Eric Stoller, and Peggy Turner

Members Absent: Grant Avent, Karen Fulcher, Brandi George, Mike Janos, and Crystal Ragland

A quorum was confirmed.

Minutes of the July, 2009, meeting were approved with one minor change—that on page 2, 1st line, instead of “Tiffany” it should read “Crystal”.

Ms. Kathy Worster addressed the committee regarding the 2009/2010 Proposed Budget. A copy of the Proposed Budget was made available to each member (a copy of which is attached). Kathy stated that the Faculty/Staff Appreciation Day was a huge success giving the entire day off this year. The Ice Cream Social as well as the Coffee Social and Afternoon Tea/Dessert Social were all very successful. After much discussion, we talked about doing the same type of thing this coming year. Kathy also addressed the H1N1 flu virus and explained that the University is working on a plan should there be an event. The University will provide flu shots for faculty and staff again this year.

OLD BUSINESS:

Tiffany Dempsey stated that she has talked with Tim Trent about the cover and divider pages for the cookbook. A flyer will go out again, reminding faculty and staff to submit their recipes by September 4th. If needed, we have until September 30th for the set-up of the cookbook before printing. We are planning to have the cookbooks ready for Christmas sale. Money collected will go towards \$500 scholarships for one student and one degree-seeking staff member.

Mike Rentschler stated that he has contacted the Rotunda and that they will feature four or five staff members each month. Additional information will follow.

Jeff Gore reported that all of the speakers who were contacted have agreed to do the “Speaker Series.” Jeff designed a flyer that Kathy Worster will send out to faculty/staff. Aramark will donate drinks and cookies/brownies. Daphne Norton has received pledges of donated prizes to give for each series. It was decided that the room should be set up for approximately 50 people and will run from 12:00 Noon – 1:00 p.m. Each speaker will be allotted 15 minutes and then have time for questions. The dates and speakers are:

September 16	Margo Potts – Director Student Health; and Billy Boulden – Assistant Director Student Activities
November 11	Troy Austin – Athletic Director; and Ken Copeland – Executive Director Real Estate Foundation
February 17	Bob Beach – Chief of Police; Grant Avent – Director of Aramark Dining Services; and Kelly Martin/Louise Waller – Sustainability Efforts at Longwood University
April 14	Jerry Jerone – Capitol Planning; and Kim Redford – IITS/Help Desk

Peg Turner shared a rough draft of a SAC flyer for New Hire Orientation packets. Jonette Aughenbaugh made suggestions to simplify the information. Peg will go back to the drawing board and report back as soon as possible.

NEW BUSINESS:

Daphne Norton stated that Kathy Worster approved the budget. When invoices are received, they should be turned in to Kathy for payment.

Jay Lynn reported on website updates. He is working on the cookbook submission, will get Minutes posted, and is also working on some structural clean-up with the files.

Flu Shots will be given to faculty/staff again this year at no cost to the employee if the employee is covered by COVA Care health insurance. CVS and Student Health will again assist with this. Jonette Aughenbaugh stated that a flyer will be sent to all faculty/staff once dates and times can be identified—probably mid-October. She also stated that last year, 40% of faculty/staff received the flu shot.

Jonette Aughenbaugh reported that CommonHealth has been re-established with “Something to Smile About” which will provide health screenings. The committee decided that it would be good to have this in early March before Spring Break. Jonette will research this more and see if we can schedule accordingly.

Kelly Martin shared that she and Louise Waller are working on the Green Award and Recognition. They are also seeking new members on the committee. She reported that there are anonymous “green” people on campus who are monitoring faculty/staff regarding how “green” they are. A winner will be picked each month.

Donna Simpson will order the SAC Committee name tags through eVA.

There being no further business, the meeting adjourned at 2:25 p.m.

Respectfully submitted,

Peggy C. Turner