

Longwood University
Staff Advisory Committee Minutes
September 17, 2009, 1:30 p.m.
Lancaster Room 223

Crystal Ragland called the meeting to order at 1:30 p.m. and attendance was taken.

Members Present: Jonette Aughenbaugh, Tiffany Dempsey, Karen Fulcher, Brandi George, Jeff Gore, Amy Harris, Mike Janos, Jay Lynn, Kelly Martin, Heather Milne, Daphne Norton, Crystal Ragland, Michael Rentschler, Donna Simpson, Eric Stoller, and Peggy Turner

Members Absent: Grant Avent

A quorum was confirmed.

Minutes of the August 13, 2009, meeting were approved.

OLD BUSINESS:

Tiffany Dempsey stated that we received 123 recipes for the Longwood Cookbook. They are being reviewed now and will be given to Tim soon for 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. Tiffany will ask Kathy Worster to approve and send the applications via e-mail to everyone. Tiffany stated that we can only sell the cookbook by cash sales. The Cashiering Department will take the money, and the books will be available for pick-up in Tiffany's office. We will send out an e-mail for pre-sales to faculty, staff, and alumni. Tiffany will also look into posters about the cookbooks to post on campus.

Mike Rentschler stated that Rebekah Tucker of the Rotunda will feature Nancy Scruggs, Eva Philbeck, and Karen Schinabeck in the Spotlight Series of the next publication of The Rotunda.

Jeff Gore reported that the speakers, Margo Potts – Director Student Health and Billy Boulden – Assistant Director Student Activities who participated in the “Speaker Series” did a great job on September 16th; however, attendance was very low. Only fourteen (14) people attended even after flyers and posters advertised it. Some of the reasons that people have given are that they have set lunch times, they're too busy, forgot, and don't want to give up lunch hours. Jonette suggested that we need to show how the Speaker Series issues pertain to faculty and staff. They also need to understand that if they don't support the series, we will have to cancel the others. It was suggested that Jeff work on a 5-question survey to send to all faculty and staff a few weeks before the next event. It was also suggested that an e-mail reminder be sent out a week in advance of the event reminding people of it. We decided to have the second Speaker Series on November 11 and see how attendance is and if it is a worthwhile effort.

Crystal Ragland shared a rough draft of the SAC flyer for New Hire Orientation packets. Jonette Aughenbaugh made suggestions again to simplify the information. Crystal will make additions/deletions that were offered by Jonette and send the draft to committee members for approval.

Donna Simpson stated that she had ordered the SAC name badges. Twenty were ordered at \$7.75 each. They should arrive soon.

NEW BUSINESS:

We discussed the Halloween Bash which will be held on Friday, October 30th and be moved to the Dorrill Grand Dining Hall this year. Brandi will check with Aramark and see if 10:00-11:00 a.m. will suit them. Amy Harris will talk with Aramark about the menu, black & orange tablecloths and decorations, and to plan for approximately 200 in attendance. For prizes, Peg will get 2 sets of Holiday Dinner tickets from Brenda Clark, Eric will provide 2 basketball tickets, and Mike will see if he can get a couple of prizes from Barnes & Noble. We decided unanimously to do away with the “Best in Show” category. The judges we hope to appoint are 1st-Kathy Worster, 2nd-Erin Devine, 3rd-Paula Prouty, and put Alan Williamson on standby. We will ask William Lynn to emcee and play music.

Athletic Event Giveaways – Eric has tickets we can use. Crystal Ragland will help by purchasing gift cards from Barnes & Noble. A schedule of the games follow:

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| October 23 rd | 5:00 p.m. | Field Hockey | Crystal & Eric will work table with prizes |
| November 1 st | 12:00 Noon | Men's Soccer | Brandi & Crystal will work table with prizes |
| November 1 st | 3:00 p.m. | Women's Soccer | Brandi & Crystal will work table with prizes |

There being no further business, the meeting adjourned at 2:40 p.m.

Respectfully submitted,

Peggy C. Turner