

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

Crystal Ragland called the meeting to order at 1:35 p.m. and attendance was taken.

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

Members Absent: Tiffany Dempsey, Karen Fulcher, Heather Milne

A quorum was confirmed.

Minutes of the September 17, 2009, meeting were approved.

OLD BUSINESS:

We discussed the Halloween Bash which will be held on Friday, October 30th from 10:00-11:00 a.m. and will be held in the Dorrill Grand Dining Hall this year. Invitations will be sent out by Kathy Worster. Refreshments and decorations were also discussed. Prizes were obtained.

Tiffany Dempsey and Sharon Sercombe reviewed and edited the 136 recipes that were submitted for the Longwood Cookbook. They were given to Tim Trent who is working on printing the cookbooks. Money collected will go towards \$500 scholarships for one student and one degree-seeking staff member. We can only sell the cookbooks by cash sales. The Cashiering Department will take the money, and the books will be available for pick-up in Tiffany's office. An e-mail will be sent out for pre-sales to faculty, staff, and alumni.

Mike Rentschler reported that there was a mix-up with the Rotunda and the Spotlight Series. Nancy Scruggs or Karen Schinabeck will be featured in the next publication. If you have other ideas about who to feature, please send information to Mike.

The Staff Advisory Committee Flyers to be given to new employees in their orientation packets have been taken to printing for 500 copies. They will be charged to Kathy's budget. Once printed, they will be delivered to Felitia Lewis in Human Resources.

Athletic Event Giveaways – Eric has tickets we can use. Crystal Ragland picked up prizes from Barnes & Noble. The schedule of games:

October 23 rd	5:00 p.m.	Field Hockey	Crystal & Eric will work table with prizes
November 1 st	1:00 p.m.	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

Regarding the Speaker Series, Jeff Gore will prepare a survey to be e-mailed from Kathy Worster to get a feel for times that would be good for faculty and staff to attend and also suggestions for speakers and topics that would be interesting to everyone.

NEW BUSINESS:

Jonette Aughenbaugh reported that a little over 200 flu shots were given on October 13th. Kroger came to the rescue after CVS was unable to provide the vaccines for the dates of the clinics. The budget designated \$525.00 to purchase the flu vaccine for wage employees. Jonette stated that she is looking at several scenarios and will let everyone know the availability as soon as she receives word.

Regarding the H1N1 vaccine, Jonette said that there should be enough of the vaccine for faculty and staff when it becomes available. She also reported that the CDC is saying that additional seasonal flu vaccines should be available in mid-November or December.

The committee thanked Jonette for representing Human Resources on the Staff Advisory Committee. She stated that she is relocating and has taken a position at VA Tech, beginning November 16th. She made several comments:

- If we want to do the same thing (day off) we did last year for Faculty/Staff Appreciation Day, we should request such to Kathy Worcester very soon.
- The Commonwealth of Virginia has ordered a Mandatory Furlough Day of May 28, 2010. Considering the academic calendar, would an alternate date work better? A request could go to administration. It was suggested that the Tuesday during Spring Break would be good as we already have off Monday and students are off campus also.
- Someone from HR will be designated to represent the department at our SAC meetings until a new HR manager is hired.

There being no further business, the meeting adjourned at 2:35 p.m.

Respectfully submitted,

Peggy C. Turner