

**Longwood University**  
**Staff Advisory Committee Minutes**  
**November 19, 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:** Brandi George, Jeff Gore, Amy Harris, Mike Janos, Jay Lynn, Kelly Martin, Daphne Norton, Crystal Ragland, and Peggy Turner

**Members Absent:** Tiffany Dempsey, Heather Milne, Michael Rentschler, Donna Simpson, Eric Stoller

A quorum was not confirmed.

Since there was not a quorum present, the Minutes of the October 15, 2009, meeting will be e-mailed to all committee members for approval.

**GUEST SPEAKERS:**

**Brenda Atkins** reported on how the Presidential Search is moving along. She stated that 123 applications were received and that the committee has narrowed it down to approximately 9 candidates who will be interviewed at a neutral site. These candidates are Deans, VPs, and Presidents. After the 9 are interviewed, the committee will narrow it down to 3 or 4 candidates to invite to campus for interviews and introductions (probably the first 2 weeks in February). The Search committee will then make recommendations to the Board of Visitors who will, in turn, interview and select the new President of Longwood University. The candidate will most likely be chosen and introduced to the university sometime in March 2010.

**Jim White**, the Safety Officer, spoke to the SAC about the newly formed Safety Committee for the university. This committee will work hard to provide the safest campus possible for faculty, staff, and students. They intend to teach and train faculty and staff to put standards and procedures in place. A new policy was developed that encompasses regulatory and control of spills and a contingency plan for such, asbestos management, and Material Safety Data Sheets (MSDS). All faculty and staff will go through training for certain procedures for their respective areas. The Safety Committee is looking to raise safety awareness across the campus.

**OLD BUSINESS:**

We discussed the Halloween Bash which was enjoyed by all in attendance. Everyone had only positive things to say with one exception—that more “salty” snacks be incorporated into the refreshments.

Tiffany Dempsey was absent due to sickness, but Crystal reported that the cookbooks are scheduled to be ready sometime next week. Eighty copies were sold the 1<sup>st</sup> day of sales. Two hundred copies were initially printed, and more can always be printed as needed. At the Holiday Dinner on Dec. 14<sup>th</sup>, we will have a table set up outside of the dining room where employees can sign up for a copy of the cookbook. There will be 2 shifts to man—11:45 a.m.-12:00 Noon and 1:15-1:30 p.m. Brandi agreed to do the 11:45 a.m.-12:00 Noon shift. If you are willing to take the other, please contact Crystal as soon as possible.

Mike Rentschler was absent; therefore, no update was given regarding the Spotlight On series.

Regarding the Speaker Series, Jeff Gore and Daphne Norton reported that due to a lack of interest, the series will be cancelled. If you see a flyer posted, please take it down.

Crystal reported that due to rain, the athletic events were cancelled; therefore, we have the giveaways for future games. The next games and the person to be in charge of the giveaways are:

Men’s Basketball Game – December 14<sup>th</sup> at 7:00 p.m. – Kelly Martin

Women’s Basketball Game – December 15<sup>th</sup> at 7:00 p.m. – Brandi George

The other two giveaways will be saved for games in the Spring.

**NEW BUSINESS:**

There was a H1N1 clinic last week and one today. There may be more available if additional vaccines are received. It was brought before the group that employees who are on a retired military health insurance plan currently have to pay \$15.00 for the flu shot. Crystal will verify the policy with HR.

Free Pizza Fridays - Faculty and staff are not allowed to leave their jobs at 4:00 p.m. every Friday for free pizza. We are supposed to work till 5:00 p.m. At that time, you are encouraged to participate and have fun!

Some have concerns about the lack of parking spaces—especially in the parking garage—where it is said that 2 parking spaces are being taken up by Facilities equipment. The equipment is to be moved in the near future. Others don't think it's fair that Visitor spaces are marked off all day—if for an evening meeting. There are employees who think there is a different Summer parking policy. That is not the case. The same Parking Policy is year round.

Crystal shared last year's "Proposal for Staff/Faculty Appreciation Day" that was submitted to Kathy Worster to carry to the Board for approval. Everyone seemed to be in favor of the 1<sup>st</sup> proposal—"In lieu of the expensive morning snacks, lunch, games, and gifts, we suggest that the Longwood administration give recognition leave with pay for the entire day off." The 3 proposals that were submitted last year will be the same for this year. Crystal will see that Kathy gets this request as soon as possible.

Budget & Planning: There need to be budget cuts and find ways to increase funding for Longwood University. Let Crystal know if you have any ideas. It was suggested that we go back to 4-day work weeks in the summer months. This may be revisited.

Committee Member Nominations: Because Karen Fulcher is no longer with Longwood, we need nominations for a new member to fill her place. A couple of names were mentioned in the meeting—Mark Lenker from the Library and Hunter Swanson from International Affairs. If you have others that you would like to nominate, contact Crystal. She will also send out an e-mail requesting nominees.

Last year the December monthly meeting was cancelled, and we decided to do the same this year.

The next meeting will be January 21, 2010. The room has also been changed. We will be meeting in Ruffner, Rm. 103 January – June, 2010.

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

Respectfully submitted,

Peggy C. Turner