

**Longwood University**  
**Staff Advisory Committee Minutes**  
**June 17, 2010, 1:30 p.m.**  
**Ruffner, Room 103**

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

**Members Present:** Grant Avent, Tiffany Dempsey, Brandi George, Amy Harris, Mike Janos, Jay Lynn, Kelly Martin, Daphne Norton, Crystal Ragland, Jennifer Sawyer, Donna Simpson, Eric Stoller, Cynthia Thompson, and Della Wickizer  
**Members Absent:** Jeff Gore, Keary Mariannino, Sharon Perutelli, Rena Reynolds, Hunter Swanson, and Peggy Turner

Minutes from the meeting on May 20, 2010, were approved.

**GUEST SPEAKER:**

Alyson Goff attended the meeting to discuss the Faculty and Staff Campaign for Longwood. She started by thanking the committee for her recent scholarship from the Staff Advisory Committee. All committee members present were given a hand out which indicated the 2009-2010 campaign at a glance and talked about this years campaign. The goal this year is to have 30% participation, which would be an increase from last years 28%. Alyson ask the committee to think of volunteers or nominations that may help with the campaign and ideas on how to increase participation. She stressed that the key to support is having a positive attitude about the campaign. Donna Simpson asked Alyson how we can expect employees to give with the economy in the state it is in, and when we have not received pay raises in years. Alyson indicated that many students would not be able to attend Longwood with out scholarships, and if we have a reduction in students then we may have to cut some employee positions. She also pointed out that participation was based on the number of employees that gave, not how much was given. The goal is to get everyone involved, even if they can only afford to donate \$2.00.

After Alyson left the meeting the committee discussed this issue further. The committee felt it may be a good idea to go directly to departments and let them know what the campaign does and how it benefits the whole university. It was also suggested that the Office of Annual Giving sponsor a pizza party lunch for all participants. Crystal Ragland and Daphne Norton volunteered to work with Alyson on the campaign. Crystal will contact Alyson with the mentioned ideas, and to let her know that both she and Daphne are willing to work with her on the campaign.

**OLD BUSINESS:**

Della Wickizer confirmed that Kathy Worster has approved the Staff Advisory Committee's calendar production. Tiffany Dempsey has been collecting pictures for the calendar and had them on display at the meeting. Grant Avent also approved putting a tear out sheet in the back of the calendar with coupons to Aramark operated restaurants on campus. Tiffany should be receiving a mock up calendar from Printing Services before the next meeting. We agreed that a sub-committee is needed to work with Tiffany on the calendar. The following members agreed to serve on the sub-committee: Tiffany Dempsey, Kelly Martin, Jennifer Sawyer, and Eric Stoller. Amy Harris also agreed to work with the sub-committee for alumni event information. The committee would like to include dates of key Longwood events, including athletic and alumni events on the calendar. The goal is to have the calendar completed by mid-September and ready to sale by Oktoberfest. Committee members would like to have a booth at Oktoberfest to sale the calendars.

Brandi George announced the dates of the July and August SAC events. The Coffee Social will be held on Wednesday, July 14<sup>th</sup> from 9:30am-10:30am and the Afternoon Tea will be held on Wednesday, August 11<sup>th</sup> from 3:00pm-4:00pm. Brandi will work with Aramark on the menus for both events. The committee agreed that last years events went well, and the menu should be similar to last years. Crystal Ragland will get the event information to Jay Lynn so he can post them under upcoming events on the SAC website. Crystal will send out an invitation to all faculty and staff a couple weeks prior to the event in July.

Daphne Norton is still collecting items for General Finnegan's welcome basket from the committee. Please get any Longwood items that you would like to donate to the basket to Daphne. Crystal will get some blue ribbon to Daphne to use for wrapping the gifts.

**NEW BUSINESS:**

*In order to maintain anonymity, the SAC committee went into closed session to discuss emails directed to the website of concerns, comments, and suggestions.*

The committee took nominations for the officers during the next year. Brandi George agreed to continue serving as vice-chair and Jay Lynn agreed to continue serving as Webmaster. The committee voted and agreed that both should continue in their positions. Daphne Norton was the only nominee for chair and agreed to serve if another committee member would take over the budget. The committee voted Daphne in as chair. Tiffany Dempsey agreed to serve as the Budget Planner. The committee voted, and Tiffany was elected. Peggy Turner indicated by email that she was unable to serve as committee Secretary for the upcoming year. Jennifer Sawyer was nominated, and the committee voted her in as committee Secretary. The new officers will take over in the middle of next months meeting. Jay Lynn requested an updated list be sent to him for the website. Crystal agreed to send this to him.

Tiffany Dempsey and Crystal Ragland indicated that James White would like to work with the Staff Advisory Committee on events for the university. He may be approaching the committee at a later time with some suggestions, and if any SAC members have suggestion please let Tiffany know.

Crystal Ragland suggested that we might get more suggestions and issues from staff if they could submit them anonymously. Jay Lynn is going to work on getting a form on our website that would allow employees to submit information to the committee email address anonymously, or with their contact information included.

Crystal Ragland was asked to discuss a tax credit for employees that bike to work. The information was given to Della and she will see if this is possible at Longwood. She will report back to the committee at next months meeting.

Daphne Norton has completed the SAC budget for next year with very few changes from last year. The committee approved the budget and Crystal will forward it to Kathy Worster.

The committee was reminded that General Finnegan will be attending the July meeting. It was suggested that we give him a copy of our By-Laws at this meeting. We would like to discuss the vision for the committee with him at this meeting.

Crystal Ragland indicated that all committee members have access to the [staffadvisory@longwood.edu](mailto:staffadvisory@longwood.edu) email address, but she has been maintaining it. Amy Harris agreed to do this once Crystal leaves the committee in July. Crystal will work with Amy on taking this over.

There being no further business, the meeting adjourned at 3:00 p.m.

Our next meeting will be July 15, 2010 at 1:30 p.m. in Ruffner, Rm. 103.

Respectfully submitted,

Crystal S. Ragland