



The Link

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Annual Employee Service Award Program and Banquet

Konjit Chitty

Mark your calendar now to attend the Annual Employee Service Award Program and Banquet on Friday, February 15, 2008. We are excited to announce that this year's program includes some enhancements recognizing employees for their combined service to both Longwood and the Commonwealth of Virginia.

For those who are new to Longwood, this annual event recognizes employees for their eligible years of service to Longwood and the Commonwealth of Virginia. Service will be recognized in five-year increments. The Employee Service Award program allows employees being honored to select either the traditional service award pin or a gift from a brochure. Human Resources will provide the honorees with this brochure.

New This Year: we are recognizing full-time employees for their total years of full-time service with the Commonwealth of Virginia instead of service to Longwood and the state separately. This allows us to recognize and honor all employees in a fair way: both those who came to Longwood from other state agencies, as well as those who began their state careers at Longwood.

For the first time, we are recognizing regular part-time (funded wage) employees for their service to Longwood University. This does not include temporary part-time employees. The recognition is for service in five-year increments, as done with full-time employees.

If you have any questions, please contact Konjit Chitty, HR Information Systems

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President's Corner



ARAMARK & Longwood Dining Services
invite you to join us
with the entire Longwood Community
as we celebrate the holidays with a festive
FACULTY & STAFF LUNCHEON
on Monday 17 December 2007

Lunch will be served from noon until 1:15 in the afternoon
in the Lee Grand Dining Room of Dorrill Dining Hall.
Please come at your convenience.
Raymond & Patricia Cormier





Campus Recreation News

Matt McGregor

It has been a great first semester at the Health & Fitness Center. Students, faculty and staff have been using the facility and participating in programs that are moving us toward creating a fitter “U”.

Over 300 faculty and staff have taken advantage of the free fall semester. It is not too late to come over and try out the facility and our programs to see if it will meet your fitness and recreational interests.

Beginning January 2, 2008, the membership fees listed below for faculty and staff will be implemented. Our membership form, hours of operation and policies can be found at the Campus Recreation web page or in the Campus Recreation Office. Even those of you who are currently using the facility will need to complete another membership form with the payment information. Membership application and payment information must be turned in to the Campus Recreation Office, Monday through Friday between 8:30 a.m. – 5:00 p.m. All members will need to do is come to the Campus Recreation Office with your Longwood University ID, membership form and form of payment and your membership will be activated. Family members do not need to be present to add them to your membership. Memberships can be purchased at any time beginning today.

There are a few exciting additions to our offerings that will make this membership even more attractive. We have made arrangements for you to be able to pay for your membership through the payroll deduction process if you desire. All of the paperwork can be filled out in the Campus Recreation Office when you sign up. If you prefer, your membership can be paid in full by cash or check at the time of registration. Memberships paid by payroll deduction do not have a set expiration date. After the one year commitment, the membership will continue until you notify the Campus Recreation Office in writing of your intent to stop your membership. Memberships paid by cash or check are available by the semester or year.

If you purchase a family or couple membership, a parking pass for the Upper Frazer Lot (South side of Health & Fitness Center) is available to purchase for \$20 per year and will allow the pass holder access to that lot any time the facility is open. The other family benefit we have added is the expansion of our family hours to begin Friday afternoons at 4 p.m. This allows children under the age of 18 to access the facility Friday afternoons, all day Saturday and Sunday, and any time we are open during university break periods.

Thank you for your interest in the Health & Fitness Center and choosing to add healthy activities to your daily routines. Do not hesitate to contact our office if you have any questions about the Health & Fitness Center or our programs. FOR MORE INFORMATION ON THE HEALTH & FITNESS CENTER AND CAMPUS RECREATION, CALL 395-2356 OR EMAIL simpsondm@longwood.edu



Winter Break Hours of Operation

Dec 15 and 16:	Closed
Dec 17 – 20:	11:00 a.m. – 2:00 p.m. 4:00 p.m. – 6:00 p.m.
Dec 21 – Jan 1:	Closed
Jan 2 – 4:	11:00 a.m. – 6:00 p.m.
Jan 5 and 6:	Closed
Jan 7 – 11:	11:00 a.m. – 6:00 p.m.
Jan 12:	Closed – Staff Training
Jan 13:	1 – 10 p.m.

Health & Fitness Center

Academic Year Hours of Operation

Spring Semester Hours begin Monday, January 14, 2008

Monday – Thursday:	6:30 a.m. – 10:00 p.m.
Friday:	6:30 a.m. – 8:00 p.m.
Saturday:	9:00 a.m. – 8:00 p.m.
Sunday:	1:00 p.m. – 10:00 p.m.

Hours of Operation will change during break periods and holidays.

Faculty/Staff Membership Fees

Category	Annual Fee	Payroll Deduction per Paycheck
Faculty/Staff	\$120	\$5
Faculty/Staff Couple	\$240	\$10
Faculty/Staff Family	\$300	\$12.50



Christmas Holiday Safety

Dan Dillon

Director of Environmental Health & Safety & Emergency Management

Did you know?

- Eighty-two percent of all fire deaths occur in the home.
- There are an estimated 200 fires and 25 injuries resulting from Christmas tree fires each year.
- Most holiday fires can be easily prevented.
- Having a working smoke alarm reduces one's chance of dying in a fire by nearly a half.

The following holiday fire safety tips could make a big difference:

- Install a smoke alarm on every level of your home. Test smoke alarm batteries every month and change them at least once a year. Consider installing a 10-year lithium battery-powered smoke alarm, which is sealed so it cannot be tampered with or opened.
- Do not place your tree close to a heat source, including fireplace or heat vent. The heat will dry out the tree and cause it to more easily ignite by heat, flame or sparks.
- Never put Christmas tree branches or needles in a fireplace or wood burning stove.
- When the tree becomes dry, discard it promptly. The best way to dispose of your tree is to take it to a recycling center or have it collected by a community pick-up service.
- Inspect holiday lights each year for frayed wire, bare spots, gaps in the insulation, broken or cracked sockets, and excessive kinking or wear.
- Only use UL-approved lighting.
- Do not overload outlets. Connect strings of lights to an extension cord before plugging the cord into the outlet.
- Do not leave lit holiday lights unattended.
- Avoid using lit candles. If you do use them, make sure they are in stable holders and place them where they can not be easily knocked over.

Never leave the house with candles burning.

Water That Tree!

Christmas trees account for 200 fires annually, resulting in 6 deaths, 25 injuries and more than \$6 million in property damage. Typically shorts in electrical lights or open flames from candles, lighters or matches start tree fires. Well-watered trees are not a problem. Dry and neglected trees can be.

Have a safe and happy holiday season from the Office of Environmental Health and Safety.





Ask IT User Support Services

Question:

As I look forward to some time off for the holidays I am interested in setting up my voice mail and email to reflect my absence. Can you tell me how to do this?

Answer:

Setting up an out of the office message is easy! Complete instructions on how to set up your out of the office message for Exchange users (Outlook/OWA) are available at http://www.longwood.edu/helpdesk/vacation_outlook_exchange.htm.

Instructions on how to set up

the out of the office message in WebMail visit

http://www.longwood.edu/helpdesk/vacation_email2.htm.

Instructions to change your voice mail greeting are available at http://www.longwood.edu/helpdesk/telephone_faqs.htm.



Have a question for IT? Submit it to rymanba@longwood.edu and look for the answer in a future issue of The Link

What's New for Banner HR?

Konjit Chitty

Web Leave Reporting

The HR department has worked diligently implementing web leave reporting for its Administrative and Professional (A/P) staff. The Athletics department is serving as our pilot group. The Athletics A/P team has been trained on web leave reporting and they will start completing their leave reports online starting with the November 25th – December 9th pay period.

What is web leave reporting? – Web leave reporting allows employees to enter leave online. No more paper leave reports, no more lost leave reports! Each pay

period, instead of completing a paper leave report, you log into my-Longwood, enter your leave via Banner self service and submit it for electronic approval. Your leave report is then approved by your supervisor and submitted automatically to Human Resources. Employees will be able to access their leave report from anywhere there is an internet access.

When will the rest of the A/P staff start entering leave online? – We are working hard to have trainings planned and scheduled for the beginning of next year. Once training sessions

are held, all A/P staff will be able to enter their leave online and do away with the current paper leave report.

Did You Know?

Did you know employees can view and update their home mailing address, Longwood work address, emergency contact, and marital status via my-Longwood? This option is located under the Employee Resources tab in myLongwood. If you have any questions or need help in making updates to your personal information, please contact Konjit Chitty at 2607 or chittyky@longwood.edu.



Happy Birthday

Lee Ann E.	Dail	12/1	Pamela E.	Evans	12/18
Brian J.	Kraus	12/1	David V.	Hooper	12/19
James E.	Riley	12/1	Michael W.	Simboli	12/19
Herbert H.	Mullinex	12/2	Roman	Cech	12/20
Wayne R.	O'Brien	12/2	Billy A.	Franklin	12/20
Jane A.	Crawley	12/3	Joan R.	Price	12/20
Homer F.	Grant	12/3	James W.	Crowl	12/21
James C.	Haug	12/3	Frances M.	Arehart	12/22
David P.	Pletcher	12/4	Kathy L.	Riley	12/22
Crystal S.	Ragland	12/5	Kristen D.	Welch	12/22
Mark S.	Baldrige	12/7	Matthew D.	Wagner	12/23
Freddie S.	Adcock	12/8	Jennifer R.	Capaldo	12/25
Frank J.	Howe	12/8	John W.	Carroll	12/25
Konjit Y.	Chitty	12/10	Michael L.	Collins	12/25
Linwood H.	Cousins	12/10		Fernandez	
Donald C.	Fleming	12/10	Francisco J.	Urenda	12/26
Margarie L.	Godfrey	12/10	Valerie C.	Hubbard	12/26
Jeffrey A.	Gore	12/10	Bonnie J.	Campbell	12/27
Gregory L.	Henderson	12/10	Paige S.	Epps	12/27
Ronald O.	Newcomb	12/10	Rebecca H.	Fisher	12/27
Audrey P.	Church	12/12	Patti K.	Wagner	12/27
David F.	Jarrett	12/12	Lawrence C.	Vарner	12/28
Burlie E.	Philbeck	12/12	Nancy L.	Roark	12/29
Jackie S.	Wallace	12/12	Roland B.	Sherrod	12/29
Janet C.	Evans	12/13	Christopher		
Kathryn M.	Planow	12/14	A.	Bjornsen	12/30
Shelly S.	Farley	12/15	Jacqueline J.	Covington	12/30
Aimee G.	Adams	12/16	Javor D.	Harris	12/30
Susan H.	Borum	12/16	Deborah A.	Holohan	12/30
Robert F.	Dame	12/16	Alicia L.	Peterson	12/30
Alan L.	Williamson	12/16	Shawn A.	Clements	12/31
Charles E.	Kinzer	12/17	Heather G.	Lettner-Rust	12/31
Tim J.	Pierson	12/17	Michelle L.	Parry	12/31



A birthday is just the first day of another 365-day journey around the sun. Enjoy the trip. ~Author Unknown



Happy Birthday

Debbie C.	Bruce	1/1	Theresa A.	Clark	1/16
Daphne B.	Ratliff	1/2	William D.	Stuart	1/16
Michelle E.	Meadows	1/3	Joel D.	Abernathy	1/17
Patricia P.	Cormier	1/4	Donna M.	Simpson	1/17
Anita T.	Harris	1/4	Danta B.	Owen	1/18
Francis M.	Hurlbrink	1/4	Jennifer C.	Rentschler	1/18
Timothy D.	Brown	1/7	Edgar M.	Wright	1/19
Larry C.	Gray	1/7	Joanna H.	Baker	1/20
Bobby L.	Hatcher	1/8	Robert E.	Bell	1/21
Annie H.	Kennon	1/8	Deborah J.	Cooper	1/21
Linda A.	Meyer	1/8	Shannon M.	Hersman	1/21
Ruth L.	Budd	1/9	Susan M.	Sullivan	1/21
Diane R.	Howerton	1/9	Edward S.	Vitale	1/21
Daphne V.	Norton	1/9	Tonya L.	Smith	1/22
Nancy C.	Postans	1/9	Barbara E.	Barnard	1/23
Nancy H.	Vick	1/9	Gladys A.	Smith	1/23
Clara G.	Johnson	1/10	Peggy L.	Tarpley	1/23
Corey W.	Reigel	1/10	Amanda M.	Pelar	1/25
Robert R.	Beach	1/11	William	Plail	1/25
Brenda S.	Neller	1/11	Dorothy E.	Baker	1/26
Linda F.	McCulloch	1/13	James E.	Simpson	1/26
Kathy R.	Motley	1/13	Lisa B.	Kinzer	1/27
Wendy J.	Pulliam	1/13	Michael B.	Mariannino	1/27
Nancy E.	Scruggs	1/13	Carolyn S.	McCullough	1/27
Victor S.	Ferguson	1/14	Elizabeth A.	Power-deFur	1/27
John S.	Burke	1/15	Richard A.	Chassey	1/28
Tanya M.	Nowak	1/15	Jeannine R.	Perry	1/28
Linda M.	Sauve	1/15	Douglas E.	Howell	1/29
Danny L.	Sterling	1/15	Randall W.	Edmonson	1/30
			Karen R.	Stokes	1/30
			William H.	Wilson	1/30
			James D.	Dillon	1/31
			Reed W.	Jerome	1/31



**Age is
strictly a
case of mind
over matter.
If you don't
mind, it
doesn't mat-
ter. - Jack
Benny**



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If you have suggestions for future articles, please send them to rymanba@longwood.edu. The Human Resources department reserves the right to approve and/or edit any content submitted.

Welcome to the Longwood Family Employment beginning September 26—November 10

Robert R. Beach
Shawn M. Abell
James M. Rutter.
Dale J. Redmond
Dinah H. Watson
Bettie G. Bass
Robert L. Mitchell
Brian E. Clary

Campus Security
Athletic Administration
Public Relations
Facilities Management Services
Human Resources Office
Financial Aid Office
Facilities Management Services
Facilities Management Services

