



The Link



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AP Evaluations

A gentle reminder that AP Evaluations are due in the Human Resources office by April 30 with new goals for the 2007-2008 year due on May 1.

Submit the original signed document to HR, remember to make a copy for your employee records and to save an electronic copy for ease in editing next year.

If you need assistance please contact Cynthia Roberts, Organizational Development and Training Manager.



*A bi-monthly newsletter for the faculty and staff of
Longwood University
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Dates to Remember:

February 2	Groundhog Day
February 12	Lincoln's Birthday
February 14	Valentine's Day
February 19	President's Day
February 20	Mardi Gras
February 21	Ash Wednesday
February 22	Washington's Birthday
March 3	Purim (Begins at Sundown)
March 11	Daylight Saving Time Change
March 12-16	Spring Break
March 12	UNIVERSITY OFFICES CLOSED
March 15	Administration/Finance Retreat (NO MAIL PICK-UP / DELIVERY)
March 17	St. Patrick's Day

Did you know....?

Purim is the most festive of Jewish holidays, a time of prizes, noisemakers, costumes and treats. The Festival of Purim commemorates a major victory over oppression and is recounted in the Megillah, the scroll of the story of Esther. Purim takes place on the fourteenth and fifteenth days of Adar, the twelfth month of the Jewish calendar. This year (2007) Purim begins at sundown on the 03rd of March.

Naw-Ruz ('New Day') is the Bahá'í and Iranian new year, which occurs on the date of the vernal equinox, about March 21. It is one of the nine Bahá'í holy days on which work is suspended.

State Mandated Training

State mandated training on Sexual Harrassment and Diversity will be offered January 31 - May 31. If you did not attend training in 2005 or 2006, you should attend the classes. Any new employee who did not attend the training or was hired after July 20, 2006 should also register. You may register for classes by e-mailing Lisa Mooney at mooneylj@longwood.edu. If you have questions about registration, contact Lisa at ext. 2952 or Cynthia Roberts at ext. 2472. When registering remember to include your first/last name, department, title, phone extension, e-mail address, course name and your top two choices for dates. All classes will be held in Lancaster 223.

Sexual Harrassment, You Decide

Wednesday, Jan. 31, 2007	9:30 - 11:30 a.m.
Wednesday, Feb. 21, 2007	9:30 - 11:30 a.m.
Thursday, April 5, 2007	12:30 - 2:30 p.m.
Thursday, May 3, 2007	12:30 - 2:30 p.m.
Wednesday, May 16, 2007	9:30 - 11:30 a.m.

MEET on Common Ground (Diversity)

Thursday, Feb. 8, 2007	12:30 - 2:30 p.m.
Thursday, March 8, 2007	12:30 - 2:30 p.m.
Wednesday, March 21, 2007	9:30 - 11:30 a.m.
Wednesday, April 18, 2007	9:30 - 11:30 a.m.
Thursday, May 31, 2007	9:30 - 11:30 a.m.



Spring Forward!

Daylight saving time begins on Sunday, March 11 at 1:59am. Remember to set your clocks ahead one hour.

Administration & Finance Retreat

The Administration and Finance group will hold their annual retreat on March 15 at Twin Lakes State Park. The following offices will be closed for the day to allow employees to participate:

- Budget
- Cashiering & Student Accounts
- Finance & Accounting
- Conferences & Scheduling
- Human Resources
- Materiel Management
- Post Office
- Printing Services

Due to the retreat there is no mail pick-up or delivery on Thursday, March 15.



Happy Birthday!

FEBRUARY

Feb. 1	Sheryln Shumaker	Feb. 17	Johnson Bowles	Mar. 11	Kat Tracy
Feb. 2	Gayle Daly	Feb. 17	Lynda Farrell	Mar. 11	John Orozco
Feb. 2	Melissa Rhoten	Feb. 17	Mark Lenker	Mar. 11	Caroline Costello
Feb. 2	Robin Dickson	Feb. 17	Linda Chumney	Mar. 12	Susan Lynch
Feb. 2	Jaime Estes	Feb. 17	Bevin Alexander	Mar. 12	Brad Stoller
Feb. 2	Godfrey Banks	Feb. 19	Lee Taylor	Mar. 13	Donna Snyder
Feb. 3	David Hamblin	Feb. 19	Russell Schweller	Mar. 13	Louise Osborn
Feb. 3	Philip Gapinski	Feb. 19	Rebecca Nelson	Mar. 14	Nancy Shelton
Feb. 4	Kenny Moore	Feb. 21	Linda Lau	Mar. 14	Pamela Arkin
Feb. 4	Daniel Druckenbrod	Feb. 21	Jennifer Sparaco	Mar. 14	Leah Payne
Feb. 4	Michelle Vaughan	Feb. 22	Katie Smith	Mar. 14	Carole Harper
Feb. 5	Brenda Atkins	Feb. 22	Jo Reynolds	Mar. 15	Jennifer Apperson
Feb. 5	Kimble Day	Feb. 24	Lynn Estes	Mar. 16	Wiley Thornton
Feb. 6	Amy Spencer	Feb. 26	Larry Robertson	Mar. 16	Barbara Williams
Feb. 7	Xiaona Ren	Feb. 26	Gretchen Braun	Mar. 18	Tommy Witt
Feb. 7	Jacqueline Vaughan	Feb. 26	Judy Thomas	Mar. 18	Earl Swink
Feb. 8	Dot McMillan	Feb. 28	Janet Gibson	Mar. 18	Agustus Harper
Feb. 9	Joseph Garcia	Feb. 29	Pat Lust	Mar. 19	Claire LaRoche
Feb. 9	Alison Kendrick			Mar. 19	Elsie Angus
Feb. 9	Jaime Martinez			Mar. 19	Gary McQueen
Feb. 10	Frances O'Donohue	Mar. 1	Nadine Garrett	Mar. 20	Weskey Hackney
Feb. 10	Sandra Hall	Mar. 1	Natasha Long	Mar. 21	Precilla Stone
Feb. 10	Kristen McAleavey	Mar. 1	Mary Hood	Mar. 21	Marcus Pendergrass
Feb. 10	John Ellison	Mar. 2	Susan Carroll	Mar. 23	Dave Carkenord
Feb. 11	Sally Gilfillan	Mar. 2	James Nash	Mar. 23	Susan Booker
Feb. 11	Ann Bradshaw	Mar. 3	Pamela McDermott	Mar. 24	Bobby Riddle
Feb. 12	Betty Woodie	Mar. 3	Sallie McMullin	Mar. 24	Diana Shores
Feb. 12	John Galloway	Mar. 3	Derek Taylor	Mar. 25	Evelyn Sims
Feb. 12	Geoff Orth	Mar. 3	Carmen Phelps	Mar. 25	Charles Lowe
Feb. 12	Diane Arnold	Mar. 4	Ken Perkins	Mar. 25	James Thorpe
Feb. 12	Donna Brown	Mar. 5	Bobbie Bonds	Mar. 25	Sue Duka
Feb. 12	Laverne Lee	Mar. 6	Stephanie Tucker	Mar. 26	Todd Dyer
Feb. 12	Ty Johnson	Mar. 6	Debbie Johnson	Mar. 26	James Munson
Feb. 13	Gene Muto	Mar. 7	Wayne Meshejian	Mar. 26	Buddy Barron
Feb. 13	David Dunman	Mar. 8	Deborah Carrington	Mar. 26	Casey Messenger
Feb. 13	Michael Capps	Mar. 8	Cecilia Culler	Mar. 28	Ed Hooks
Feb. 13	Pat Delaney	Mar. 8	Wendell Barbour	Mar. 28	Ronald Jones
Feb. 14	Charles Saunders	Mar. 8	Joyce Williams	Mar. 28	Missy Davis
Feb. 14	Wade Edwards	Mar. 8	Bob Chambers	Mar. 29	Mark Kendrick
Feb. 14	David Pennell	Mar. 9	Marian Sanders	Mar. 30	James Davis
Feb. 15	Carla Riden	Mar. 9	Barbara Shepard	Mar. 30	Patrick Breen
Feb. 16	Nancy Joel	Mar. 9	Lori Gardner	Mar. 30	Mano Talaiver
Feb. 16	Kim Wingo	Mar. 10	Melanie Marks	Mar. 30	Patti Trent
Feb. 16	Paul Edwards	Mar. 11	Frank Moore	Mar. 31	Paula Prouty
Feb. 17	Lydia Williams	Mar. 11	Cindy Mason	Mar. 31	Martin Brief
		Mar. 11	Chris McGee		

MARCH

HAPPY RETIREMENT

Kathy Dunnivant, is retiring from Longwood on February 1 after eight and a half years, most recently as Administrative Office Specialist for the College of Business & Economics. Kathy will be working full-time for the Farmville Baptist Church which was her very first place of employment.



Inclement Weather Closing

Employees can confirm whether the University is open or closed by calling the Longwood University Information Line at 434.395.2000 or by checking the Longwood University website at www.longwood.edu. Both of these official sources will have closing information available by 6:00 a.m. of the affected day or at the time of closing. On campus, closed-circuit television Channel 41 will post closing or emergency information. Off-campus, closing announcements will be sent to the following primary broadcast media: WFLO-AM (870); WFLO-FM (95.7); and television network affiliates in Richmond (ABC, CBS, NBC), Lynchburg (ABC) and Charlottesville (CBS). The media will report closings only. Official notification of an authorized closing or delayed opening will be made by 6:00 a.m. on the affected day. An all-day authorized closing will be in effect from 6:00 a.m. on the affected day until 6:00 a.m. on the following day.



Welcome New Employees

Michael Burke	Facilities Management
Emily Gresham	Longwood Center for the Visual Arts
John Hastings	Internal Audit
Ivan Howard	Facilities Management
Benjamin "Chap" Johnson	Greenwood Library
Kara Presson	Registration
Robert "Scott" Rash	University Advancement



Lunch Well

CommonHealth is proud to be partnering with Anthem on the Lunch Well program. This new CommonHealth quarterly program is designed to encourage you to make healthier food choices during the work week and help you make the most of your lunch break.

Let's Do Lunch Program - Tuesday, February 6, you can stop by the Amelia Room in the Student Union between 1:00 - 3:00 pm to pick up materials on healthy eating choices as well as talk with a CommonHealth representative. Everyone who stops by will receive a three-part microwavable dish perfect for transporting their healthy lunches to work.

Eating Well Assessment - Take a nutrition assessment by visiting the CommonHealth website: <http://www.commonhealthva.com/commonhealth/>. Scroll down the *Lunch Menu* to the *Entree* section and click on "take the assessment". You can register to receive five e-mails with links to informative websites beginning January 29.

Take the **Let's Do Lunch Challenge** in February. The one month challenge helps you track your healthy food choices. Submit your challenge form to CommonHealth by March 23 to be eligible to win prizes.

Individuals who complete and submit their challenge form are eligible for a drawing. Complete the on-line assessment and you double your chances of winning. One hundred CommonHealth backpacks and four \$200 VISA gift cards will be awarded across the state.

Programs available through the Governor's Healthy Virginians Initiative and CommonHealth are open to all state employees. This includes employees who are eligible for the state health benefits plans as well as wage employees and retirees.

Enrich Your Holidays Challenge

Congratulations to the thirty-seven individuals who participated in the Enrich Your Holidays challenge. The holidays are often stressful and we are sometimes prone to overspend. This challenge focused on ways that they could work to eliminate the stress and eliminate unnecessary spending. Participants were rewarded for their efforts with an ice scraper.

Elaine Brawdy	Nancy Shelton
Mary Fran Bell-Johnson	Tonya Smith
Nadine Garrett	Brenda Clark
Cecelia Culler	Linda Bickford
Lisa Seamster	Pat Howe
Cynthia Thompson	Beverly Spain
Stephanie Tucker	Cynthia Roberts
Billy Tucker	Pat Payne
Susie Ramsey	Cindy Elliott
Pearl Agee	Judy Calhoun
Cheryl Davis	Consuelo Alvarez
Linda Lau	Phyllis Baker
Joan Price	Jayne Fanshaw
Angela Stimpson	Terry Harris
Gina Caldwell	Laurie Kennon
Peg Giordano	Cindy Owen
June Ashmore	