

Lake Campus Staff Meeting

Minutes: Wednesday, October 15, 2014 • 2:00pm • 177 Dwyer Hall

Teresa Bienz, Casey Dues, Jan Eckstein, Linda Helentjaris, Mark Hibner, Bob Hiskey, Sandi Holdheide, Jonah Jones, Greg Luchnenko, Victoria Marks, Bonnie Mathies, Greg McGlinch, Lucas Miller, Liane Muhlenkamp, Candace Phlipot, Tyler Pottkotter, Jill Puthoff, Gretchen Rentz, Jenna Shaffer, Deanna Springer, Betty Staugler, Lucy Steinbrunner, Kip Wright

Guest(s): Dr. Kelly Battles, Instructor, English

Dr. Chuck Ciampaglio, Professor, Earth & Environmental Sciences

Welcome

1. Candace started the meeting at 2:02pm.
2. Approval of September Minutes: Lucas motioned, Linda seconded.
3. Icebreaker (Fun at Work Committee): What is/was your favorite Halloween costume?

The Dean's Corner

1. Bonnie Mathies, Dean
 - a. Asked that staff members considering volunteering to serve on the Campus Scholarship Campaign Committee. There is normally one staff and one faculty member involved. If you are interested in learning more, please contact Jan.
 - b. Informed the staff of a recent situation involving the use of the upper-level of Dicke Hall (the former balcony) that has been converted into faculty/staff office space. There were reports that students were studying in the open area near these offices. Temporary signs were then posted to inform students that this was not a general study area. The signs were then removed anonymously and then reposted to the area. After some investigation, it was learned that certain individuals have felt that there were conversations between students and faculty that shouldn't be overheard and some that felt that there are times when faculty and students need to meet and have conversations. She said that the signs were not intended to discourage communication between faculty and students, but to remind students of the intended usage of the area. She is hoping that the faculty and staff who have offices in that area communicate to each other to make sure that the space is used appropriately.
 - c. The on-campus nurse's position has been posted. She is hoping that this will be filled soon. She is anticipating that this person would be on campus 12 hours per week and could help with campus health and wellness and prescribe over-the-counter medications to faculty, staff and students.
2. Robert Hiskey, Associate Dean
 - a. The faculty search for a replacement for Andrea Faber is ongoing. Next week there will be on-campus interviews with the candidates. It is hoped that this position will be filled by the start of the spring semester.

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- b. The Spring 2015 schedule will be posted live onto Wings Express on Monday, October 20th. Registration will begin a few weeks after that.

Topics

1. New Faculty Introduction: Dr. Kelly Battles
 - a. Dr. Battles introduced herself to the staff members present. She studied at Alma College (MI) and Michigan State University. She has recently worked at a small school in Tennessee. She is an instructor in English.
2. New Staff Introduction: Greg Luchnenko
 - a. Greg introduced himself to the staff members present. He is originally from Fort Wayne, Indiana, but has lived in Ohio for the past 15 years. He has an associate's degree in Organizational Leadership from Purdue University (via IPFW). He has worked in an office setting for the past 10 years. He is working in the faculty secretary's office.
3. Guest: Dr. Chuck Ciampaglio
 - a. Dr. Ciampaglio attended the staff meeting to discuss the cat population on campus. He reported that there are approximately 12 cats living on campus, with about half of them having been spayed at his own expense; he has also been feeding 3-4 of the cats. He asked that members consider donating towards providing further spaying of the other cats. If any are interested, they should contact Lucy to donate money.
4. Staff/Faculty/Dean's Searches
 - a. Sandi reported that the search for a Student Services coordinator (housing/athletics) is near completion but she was not able to discuss any of the details as of this meeting.
 - b. Dean's Search: Lucy recently shared the dates and times of the upcoming open forums and meet-and-greets for candidates. [*All upcoming events are listed on the Upcoming Dates below.*] Candace invited all staff members to participate and provide input in these sessions if their schedule allows. Gretchen encouraged staff to try to read through the candidate information posted online (CV/Cover letter) and bring any questions to the open forums or staff sessions. She feels that the candidates have been open to answering questions in interviews so far.
5. IR Presentation & Fall Staff Development/Luncheon
 - a. Sandi announced that Craig This from IR had to cancel the presentation scheduled for tomorrow (10/16) due to meetings on the Dayton campus. It will be rescheduled for a later date. The Fall Staff Development/Luncheon is still scheduled for tomorrow at 12:00pm in 177 Dwyer.
6. Staff Open Forum

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- a. The Staff Advisory Council at the Dayton campus (classified and unclassified) will be streaming the open forum on Thursday, November 13th from 1:30-3:30pm to 150 Dwyer via IVDL. Staff members are encouraged to join and participate. Mark added that there will not be any pre-submitted questions during this session as there were at last spring's.
7. Heart of the Community
 - a. Greg L. added that his brother-in-law has had some recent heart problems and underwent a successful heart surgery.

Staff Member/Area Reports

- **Jill:** The Fall Open House will be held on Thursday, November 20, from 4:00-7:00pm. She will be asking for volunteers to help with the event.
- **Jenna:** Spring Orientation will be held on Tuesday, December 9, at 6:00pm.
- **Jan:** BJ, Darrell and Jan recently met to discuss the dining services on campus, as a part of the dining services advisory committee. She mentioned that the service for the recent OATYC was excellent. She said that Darrell is really working to make the dining service better on campus.
- **Lucy:** All staff members **must** take action in selecting a health care plan during the Open Enrollment period – October 30 through November 18, per Cassie. There will be Open Enrollment Sessions held on campus on Thursday, October 30 (see dates/ deadlines below) with HR staff from Dayton. Casey asked if health care selections can be made during the Open Enrollment Sessions on October 30. Candace said that the Psychology Lab has been reserved during these sessions to allow staff to receive assistance in making their selections.
- **Victoria:** Shared informal floor plans and diagrams for the upcoming renovations to the former Library building. Renovation is expected to begin around December 1. The 3-D printer has been arrived. It is supposed to be used for engineering use only. Please refer any questions to Dennis Hance.
- **Kip:** As of Monday, there has been about 2,300 pounds of produce harvested from the Community Garden. There are still some root crops in the gardens that will be harvested soon.
- **Greg L:** Feels that the OATYC conference on 10/10 went really well. His office hours will be 3:30-7:00pm M-Th and 12:00-4:00pm on Friday during the semester. Summer hours will vary depending on the class schedule.
- **Betty:** Her office has full-sized prints and drawings for the Trenary renovations if any staff members are interested in seeing them. The job posting for her former position closed on Friday, October 10. More progress will be made next week. The plans for the Morton building restroom updates were submitted to the state on Monday. They expect to hear back by next week.
- **Deanna:** Announced that she will be at Coldwater Schools on Thursday, October 23rd, to meet with Mercer County guidance counselors to discuss Wright State's disability services.

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- **Tyler:** Reminded the staff that the Sexual Assault Prevention Training session will take place on Thursday, October 16th, from 6:00-8:00pm. This is intended for females only. Active Shooter Awareness Training will take place on Thursday, November 6th. Sandi added that she has received requests from male students for Sexual Assault Prevention Training sessions. Tyler responded that this option is being considered for future sessions.
- **Bob:** Encouraged each staff member to strongly consider receiving a flu shot this season.
- **Sandi:** The Emergency Management group will be meeting soon to discuss the upcoming winter season and the campus closing procedures, as well as the university's emergency messaging system. She encouraged the staff to review their enrollment in this system. Kip and Sandi recently met with the Office of Community Standards and Student Conduct and learned that the Lake Campus is operating as they had hoped. She shared that new legislation is being passed that will require universities to conduct student surveys regarding campus safety. This will also require all staff to be trained in how to respond to these types of incidents. The Spring Commencement will be held at the Mercer County YMCA (near campus) after this coming spring semester. There has not been a confirmation as to how many guests students can bring to the event. It will be held on Friday, May 1st, 2015.
- **Greg M:** The recent "Down on the Farm" event went very well. Agriculture students participated by bringing their livestock for a petting zoo.
- **Liane:** The Circle-K water stop at the recent Grand Lake Marathon tied for second place. They are excited to again participate at next year's marathon. The Lake Campus Education department is busy attempting to find school placements for 95 students for the spring semester. She also shared some updates regarding Health and Wellness:
 - The Dayton campus will be offering some nutrition courses. She has asked that these same courses be considered for the Lake Campus.
 - She asked the female staff members if they would be interested in utilizing a "Mammo-Van." This would be on campus and provide mammographic services to benefits-eligible staff and faculty. There would need to be at least 15 individuals interested. Those staff who are 39 and under need to furnish a doctor's prescription. Those who are 40 and over do not need a prescription. They would cost \$105 each, but may be covered under most WSU health insurance plans as preventative care.
 - The Living Well portal is up and running. Contact Liane if you need help signing up for this system. For those staff members who are utilizing this system in 2015, biometric screening will be required. A Lake Campus session will be held on January 15th. She distributed more information about the screening sessions to all staff members. Those staff members who are enrolled in the Living Well system are not required to pay for the screening. Those who are not may be required to pay for the screening. She also added that there are additional tests/screenings available as optional/a la carte.

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Assigned appointments are available from 8:00-11:00am. Please register for an appointment ahead of time.

- **Linda:** Shared an update from the Student Success Center. In Fall 2013, there were 34 appointments at this time last year. During that same time this year, there have been 420 appointments. There have been 593 overall visits so far this year. Student appointments are tracked by the tutors via report forms. Every student who enters the Student Success Center is asked to swipe with his/her Wright1 card to track their use, especially as a study area. Provided updates about the operations of the SSC.
- **Candace:** A Campus Involvement focus group was recently held on campus and there was valuable information learned from this meeting. There was a lot of positive feedback and comments from the students. Faculty/Staff Appreciation Night will be held on the Dayton campus on Saturday, January 17th. This is a yearly event intended for staff and their family members. There will be fun events, food and drinks, as well as free tickets to the men's basketball game. The planning committee is looking for a Lake Campus representative. If any staff member is interested, please contact Candace.
- **Sandi:** Evelyn will return from maternity leave on Tuesday, October 28th.
- **Lucas:** Added that Deanna and himself will not be on campus on Tuesday, October 21st or Tuesday, November 4th.

UPCOMING DATES/DEADLINES*

Dean's Candidate Open Forum	Thursday, 10/23, 10:30am, Dicke Hall
Dean's Candidate Staff Session	Thursday, 10/23, 1:30pm, Dicke Hall
Dean's Candidate Open Forum	Monday, 10/27, 10:30am, Dicke Hall
Dean's Candidate Staff Session	Monday, 10/27, 1:30pm, Dicke Hall
WOEF Meeting	Monday, 10/27, 4:00pm, 177 Dwyer
WOEF MVP Challenge	Monday, 10/27, 6:00pm, C-Town Wings
Healthcare Open Enrollment Sessions	Thursday, 10/30, 9:00am & 1:00pm, 177 Dwyer
Faculty/Staff Flu Vaccines	Thursday, 10/30, 10:00am-12:00pm, 224 Dwyer (no appt. needed)
Dean's Candidate Open Forum	Thursday, 10/30, 10:30am, Dicke Hall
Dean's Candidate Staff Session	Thursday, 10/30, 2:45pm, Dicke Hall
Dean's Candidate Open Forum	Monday, 11/3, 10:30am, Dicke Hall
Dean's Candidate Staff Session	Monday, 11/3, 2:45pm, Dicke Hall
Active Shooter Awareness Training	Thursday, 11/6, 6:00-8:00pm, 229 Dwyer (open to the public)
Staff Open Forum (via IVDL)	Thursday, 11/13, 1:30-3:30pm, 150 Dwyer
Staff Meeting	Wednesday, 11/19, 2:00pm, 177 Dwyer
Fall Open House	Thursday, 11/20, 4:00-7:00pm, Dicke Hall

*Email Candace Phlipot to add dates and/or topics to future agendas.
Please submit requests at least one-week prior to the Monthly Staff Meeting.

Adjournment

Liane motioned to adjourn. Victoria seconded. The meeting ended at 3:10pm.