Lake Campus Staff Meeting
Minutes: Wednesday, February 18, 2015 • 2:00pm • 177 Dwyer Hall


Welcome

1. Candace started the meeting at 2:02pm
2. Icebreaker (Fun at Work Committee): What is your favorite television show?
3. Approval of January Minutes:
   a. Mark added that the January Minutes listed the year as ‘2014.’ It has since been updated to ‘2015.’
   b. Liane motioned to accept as amended. Kip seconded.

The Dean’s Corner

1. Bonnie Mathies, Dean
   a. Thanked the staff for their efforts for the Board of Trustees meeting last Friday. There were many positive comments about the campus.
   b. There have been some recent issues with night and weekend usage of the campus buildings. The security alarms have been set off on a number of occasions. She is working with Ed Morris to look into this further. She encouraged staff to make sure they follow the appropriate procedures when using the building during off-hours.
   c. She received a recent update at the Council of Deans regarding the marketing and branding initiative taking place at the university. A market analysis was completed for both the Dayton and Lake Campuses. This was passed along to both a branding and marketing company. There have been discussions about the university’s color scheme, logo and bi-plane. She advised that staff should order supplies with university decals on a limited basis until a more concrete plan is announced.

2. Robert Hiskey, Associate Dean
   a. Summer 2015 registration has begun. It begins on Monday, May 11th.
   b. The Fall 2015 draft schedule is being reviewed by campus faculty. It will go live on Wings Express on Monday, March 9th.

Topics

1. Anthem Cyber Attack
   a. Candace discussed the cyber-attack of the Anthem data system. Gretchen shared her experience with trying to add identity protection from Anthem. Sandi asked if the protection is free of cost and how long it would last. Gretchen added that there are
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two levels of protection that are available. Molly also added that she understands that Anthem will send written communication to those affected by this attack.

2. Spring Open House: Thursday, March 26
   a. Amanda announced that the Spring Open House will be on Thursday, March 26th from 4:00-6:00pm in Dicke Hall. If a department/organization wishes to have a table at the event, email Amanda by March 12th.

3. End of Year
   a. Commencement: Friday, May 1
      i. The Spring 2015 commencement will be held on Friday, May 1st at 7:00pm at the YMCA. Calls for volunteers will be sent soon.
   b. Staff Development Day: Friday, May 15
      i. Candace sent out an invitation to all staff via email for the annual Staff Development Day on Friday, May 15th. Plans are still being finalized.
   c. Health & Wellness Picnic: Thursday, May 21
      i. This will be held on the patio (rain location: The Boathouse).
   d. Spirit of Service Award (deadline May 31; awarded June 17)
      i. More information will be sent to staff at a later date. Nomination criteria can be found on the LSAC page of the Lake Campus website.
   e. Fun Awards (deadline May 31; awarded June 17)
      i. These are sponsored by the Fun at Work Committee. Staff are welcome to create their own awards and bring them to the June 17 meeting. Candace offered to help make the award(s) if needed.

4. Heart of the Community
   a. Both Molly and Teresa recently welcomed new grandchildren into their families.
   b. Gary Westgerdes is recovering from a recent medical situation.
   c. Liane reported that Pat Howard recently underwent hip replacement surgery.

Staff Member/Area Reports

- **Greg**: The Food Science and Agriculture programs recently presented at the Board of Trustees meeting. There will be an educational seminar held on campus in conjunction with OSU Extension and Organic Valley discussing organic production. Agriculture students are planning an Emerging Ag conference for March 28th on campus.
- **Bonnie**: Reminded staff that Spring Break will be March 2-6. Classes are not in session but the campus will remain open.
- **Evelyn**: The Transition Advising Day will be held on Thursday, March 26th from 1:00-3:00pm. This event is intended to provide academic advising from Dayton campus advisors to students who will be transitioning to Dayton for Fall 2015. The Honors program will have a representative on campus to discuss this program.
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- **Liane:** Summer Teacher Institute registration is ongoing. More information is posted to the Lake Campus website. A STEM night is being planned for preschool through third graders on April 21st from 6:00-8:00pm. The Early Childhood Education majors will be running the event. More information will be sent via email.
- **Tyler:** Reminded staff to take extra caution during the winter weather and cold temperatures.
- **Victoria:** A Girl Scout STEM day is being held on campus this Saturday. The Engineering program is patiently waiting for the Trenary renovations to be completed.
- **Jan:** Asked for volunteers for the High School Scholastic Bowl to be held on campus on Tuesday, March 3rd from 9:00am – 3:30pm. An email will be sent soon with more details. The snow date is Friday, March 6th.
- **Mary:** Summer textbook orders are being received from faculty.
- **Gretchen:** The former PSEO and dual enrollment programs have been legislatively changed to College Credit Plus (CCP) starting in the 2015-16 academic year. The campus and local school districts have been working together to finalize program information. As soon as it is finalized, more information will be posted to the Lake Campus website:
- **Lucy:** The public launch of the capital campaign will be held on Sunday, March 22nd.
- **Jenna:** New student orientations for the upcoming year will be soon approaching. There will be a total of five sessions held – one for summer starts (May 5th at 6:00pm in 177 Dwyer) and the other four for fall starts.
- **Casey:** Invitations for the capital campaign event will soon be sent to all staff via campus mail.
- **Denise:** Informational posters have been created to detail the services available to students, staff and faculty. See Denise if you would like a copy.
- **Trent:** Summer and fall housing applications are being accepted. There have already been six applications submitted for fall. The women’s basketball team won their first game in their conference tournament, but lost their second. The men’s basketball team also won their first game and lost their second. However, due to an ineligibility issue with their opponent, they have been able to move on in the tournament. The Lake Campus baseball season is scheduled to begin soon. Intramurals have been started. There have been four volleyball teams created. Applications are being accepted for a head volleyball coach.
- **Sandi:** BJ Hobler will be out of the office from Friday, February 20th until Monday, March 9th. Any data needs or VA questions or issues should be referred to Sandi. The academic advisor search is currently ongoing. Open sessions will be held soon and more information will be sent via email. Recognized Tyler for receiving the Officer of the Year award from an organization in the Dayton area. He was nominated by the WSU Dayton police chief. She applauded his efforts on our campus. The online undergraduate catalog is in "freeze" mode as there is currently a search for a new vendor. Changes to the catalog cannot be uploaded at this point. A FERPA training session is hoped to be brought on campus later in the spring term. No
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details have yet been finalized. She encouraged all staff to attend a session to learn how to protect student data.

- **Molly:** There will be a Career Day held on campus on Wednesday, March 4th. There will be a number of 7th and 8th graders from Coldwater Schools in attendance. If a staff member is interested in presenting, please contact Molly. Interviews are ongoing for candidates to enter the Early Childhood Education (ECE) major. The Circle K student organization is collecting donated children’s books to donate to Children’s Hospital in Dayton. She asked that any donated books be gently used.

- **Ed:** The police academy will be conducting a mock accident investigation in the Lake Campus parking lot this weekend. Please be aware of this if you will be on campus. Reminded staff that if they plan to use the facility during off-hours, they should make sure that they are not setting off the alarms. Sandi added that the university will only send messages about campus closures if classes are scheduled. For any weekend events, it is recommended that the hosts of the events call their participants in the case of a cancelled event.

- **Candace:** The final blood drive of the academic year will be held on March 24th. If staff would like to schedule an appointment, they can email Tiffany Bienz at bienz.5@wright.edu. There will be a Summer Student Send-off event again this year. It will be held during the week of April 7th through April 12th. If any staff would like to sponsor an event or door prize, please contact Candace. There will be a Tailgate event held before a Lake Campus baseball game on Sunday, April 12th.

**UPCOMING DATES/DEADLINES***

<table>
<thead>
<tr>
<th>Event/Meeting</th>
<th>Date/Location</th>
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<tbody>
<tr>
<td>High School Scholastic Bowl</td>
<td>Tuesday, 3/3 (*snow date 3/6)</td>
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<tr>
<td>Career Day (Coldwater Schools)</td>
<td>Wednesday, 3/4, various locations</td>
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<td>Staff Meeting</td>
<td>Wednesday, 3/18, 2:00-3:30pm, 177 Dwyer</td>
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<td>Faculty Senate Meeting</td>
<td>Thursday, 3/19, 3:30-4:30pm, 229 Dwyer</td>
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<td>Capital Campaign Public Launch</td>
<td>Sunday, 3/22, 3:00-5:00pm, Dicke Hall</td>
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<td>WOEF Board Meeting</td>
<td>Monday, 3/23, 4:00-6:00pm, Dicke Hall</td>
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<td>Blood Drive</td>
<td>Tuesday, 3/24, 9:00am-3:00pm, Dicke Hall</td>
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<td>Transition Advising (Lake to Dayton)</td>
<td>Thursday, 3/26, 1:00-3:00pm, 185 Andrews</td>
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<td>Spring Open House</td>
<td>Thursday, 3/26, 4:00-6:00pm, Dicke Hall</td>
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<td>Student Summer Sendoff</td>
<td>Tuesday, 4/7-Sunday, 4/12, various locations</td>
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<td>Student Employee Appreciation Week</td>
<td>Monday, 4/13-Friday, 4/17, various locations</td>
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<td>Faculty/Staff Yoga</td>
<td>Thursdays, 3:00-4:00pm, YMCA</td>
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<td>Student Senator Office Hours</td>
<td>Mondays/Fridays, 12:00-2:00pm &amp; Thursdays, 11:30am-1:30pm, 224D</td>
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*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**

Tyler motioned to adjourn. Evelyn seconded. The meeting was adjourned at 2:53pm.