

# Lake Campus Staff Meeting

Minutes: Wednesday, July 16, 2014 • 2:00pm • 177 Dwyer Hall

Leigh Deuter, Casey Dues, Jan Eckstein, Linda Helentjaris, Mark Hibner, Bob Hiskey, Sandi Holdheide, Evelyn Lauterbach, Vicki Marks, Greg McGlinch, Lucas Miller, Liane Muhlenkamp, Candace Phlipot, Tyler Pottkotter, Jill Puthoff, Gretchen Rentz, Jenna Shaffer, Deanna Springer, Lucy Steinbrunner, Kip Wright

## Welcome

1. Candace started the meeting at 2:03pm
2. Icebreaker (Fun at Work Committee) – If you could be any fictional character, who would it be and why?
3. Approval of June Minutes: Liane motioned, Leigh seconded.

## The Deans' Corner

1. Bonnie Mathies, Dean
  - a. No report
2. Robert Hiskey, Associate Dean
  - a. All faculty searches have been completed. Interviews for a faculty secretary's position are ongoing this week.
  - b. Planning for the Spring 2015 schedule will begin soon. Candace added that due to upcoming renovations in Trenary Hall some of the engineering courses will be moving to other rooms on campus.

## Topics

1. Proposed Changes to Staff Advisory Council By-Laws
  - a. Candace introduced proposed changes to the Staff Advisory Council Policies and Procedures, including:
    - i. Changing the name of the document from Lake Campus Staff Advisory Council Policies and Procedures to Lake Campus Staff Advisory Council By-Laws.
    - ii. Including the web address to the by-laws on the Lake Campus web page.
    - iii. Assigning responsibility to update and maintain the awards cabinet (near the bookstore) to LSAC.
    - iv. Refining and clarifying language regarding the responsibility of LSAC to consult with the administration regarding proposed changes to campus policies.
    - v. Updating the date of the annual LSAC elections from April to May.
    - vi. Updating language in the by-laws that defines the selection of one unclassified, one classified and one undesignated by staff members during elections.

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- vii. Updating language to clarify the election of a sixth staff member to LSAC in the case of a tie.
  - 1. Liane proposed adding language that addressed the possibility of more than two staff members tying. After some discussion, it was decided that, in that situation, another vote would be taken between those candidates.
- viii. Updating language regarding a requirement that LSAC members nominated for the Spirit of Service award must excuse themselves from the selection committee.
- ix. Updating language to extend the deadline for LSAC nominations to May 31.
  - 1. Sandi proposed adding language that if one or no nominations are received, no award will be given so that it is not given by default. Evelyn added a proposal to also include language to indicate that a “suitable” candidate must be chosen. Gretchen added that the original intent of the council in regards to this award was to make sure the award was given each to year so that it was not forgotten.
  - b. Candace will update the proposed changes with the input from today’s meeting and send a revised version to staff so that a final vote of approval can be taken at the staff meeting in August.
- 2. Dean’s Search Update
  - a. Gretchen updated the staff regarding the progress of the dean’s search.
  - b. The committee has met twice with the chair of the committee, Dr. Kristin Sobolik. The first meeting included discussions about the job description and the possible use of a search firm to assist with the process. The committee decided to employ Harris and Associates as the search firm.
  - c. The committee met with Harris and Associates during its second meeting. One issue discussed was the importance of confidentiality in regards to the job applicants. She mentioned that committee members will not be able to discuss the identities of any job applicants until the on-campus interview portion of the process.
  - d. She will try to update staff with as many details as possible during this search.
  - e. She also added that the job description was recently posted on the WSU job portal.
- 3. Heart of the Community
  - a. Lucy mentioned that Dr. Joe Cavanaugh is still recovering from a recent injury. He will be in a brace for six weeks, with a full six months expected for recovery.
  - b. Lucy also added that her sister recently learned that most of her cancer is gone.
  - c. Casey added that her sister-in-law recently delivered her daughter prematurely.

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## Staff Member/Area Reports

- **Kip:** Kroger's recently donated left-over seed packets to Ron Kremer and the Community Garden. Ron has offered to give these to the staff at no charge. Carol Jones has the packets; please see her for more details. Kip also congratulated Sandi on her recent President's Award for Excellence.
- **Tyler:** Reported that he recently spoke at the YMCA's Kids' Camp. He demonstrated his police cruiser and other equipment.
- **Lucas:** Housing application numbers are still going up. He also reported that he is a new uncle. He later added that he is still accepting volunteers to assist with the Housing Move-In weekend on Saturday, August 23<sup>rd</sup> from 12:30-5:00pm.
- **Mark:** Reported that he recently attended the orientation sessions for the new recruits of the Grand Lake Law Enforcement Academy. Commander Mark Ernst is expecting a strong class of at least 20 recruits.
- **Jill:** Reported that Amanda has been working extremely hard on a project with a film crew to create videos showcasing the Lake Campus. She is excited to see the results.
- **Sandi:** Representatives from local law enforcement agencies will soon be meeting with some campus staff and administration to discuss current issues in the area. She mentioned that there are some opportunities for sexual assault awareness training; more information will be forthcoming. The creation of a campus health clinic is still ongoing. The hiring process of a nurse practitioner to staff that area is also ongoing. The undergraduate catalog is being updated with policies and procedures; if there is something missing, please contact Sandi. She later added that planning for coverage during Evelyn's maternity leave is ongoing.
- **Gretchen:** The last new student orientation of the summer will be on Tuesday, August 5<sup>th</sup>. There have been over 200 students attend sessions over the summer.
- **Vicki:** Hamed Atariani is the new engineering faculty member and will be starting in August.
- **Liane:** The Ber-Gust food deliveries have been going very well so far. Staff members should have received information at their home mailing addresses regarding the health information portal related to Health & Wellness. There will be training sessions with the portal held on campus in August; more information will be sent out when it is available. Art Camp is happening on campus this week. There are about 40 students coming out to the sessions. Camp TALK will be held on campus in the last week of July. She also congratulated Sandi on her award.
- **Greg:** An Agricultural Advisory Board meeting will be held on Thursday, July 17<sup>th</sup> at 8:30am. This group will be consulted to assist with the development of the agriculture programs at the Lake Campus.
- **Leigh:** The science labs will work with the children who attend the Bring Your Son/Daughter to Work day. There will be geological trip to Kansas in late-July/early August. He also announced that he was recently engaged.

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- **Candace:** Bring Your Sons/Daughters to Work day is Friday, July 18<sup>th</sup>. Dr. Christine Wilson is planning to offer two Yoga sessions to faculty/staff during the fall semester. It will start on the third week of the semester and will be held in Dicke Hall. One session (Tuesdays) will be for beginners; the other (Thursday) will be an intermediate session. They will be held at 12:00pm. If there is an event in Dicke on the day of a session, it will not be held. Dr. Giovanna Follo is also planning to hold some self-defense training sessions for faculty and staff. More information will be coming out at a later date.

## UPCOMING DATES/DEADLINES\*

Last Day of Summer Classes (B & C Terms)	Thursday, July 31
New Student Orientation Session	Tuesday, August 5, 6:00pm, Dicke Hall
August Staff Meeting	Wednesday, August 20, 2:00-3:30pm, 177 Dwyer
Lake Campus Housing Move-In Weekend	Saturday, August 23 & Sunday, August 24, Housing Villas
<b>Fall 2014 Semester Begins</b>	<b>Monday, August 25</b>
<b>Labor Day Holiday (University Closed)</b>	<b>Monday, September 1</b>
Awards and Recognition Ceremony	Friday, September 12, 5:00-8:00pm, Dicke Hall

\* Email Mark Hibner ([mark.hibner@wright.edu](mailto:mark.hibner@wright.edu)) to add dates and/or topics to future agendas. Please submit requests at least one-week prior to the Monthly Staff Meeting.

## Adjournment

Sandi motioned to adjourn. Lucas seconded. The meeting concluded at 2:58pm.