

Lake Campus Staff Meeting

Minutes: Wednesday, April 20, 2016 • 2:00pm • 177 Dwyer Hall

Jay Albayyari, Teresa Bienz, Courtney Donovan, Heather Dorsten, Casey Dues, Alysia Dunlap, Jan Eckstein, Denise Eilerman, Lucy Flowers, Lauren Fuelling, Linda Helentjaris, Mark Hibner, BJ Hobler, Sandi Holdheide, Trent Kline, Stefanie Kohne, Evelyn Lauterbach, Lucas Miller, Ed Morris, Liane Muhlenkamp, Melissa Odira, Candace Phlipot, Tyler Pottkotter, Gretchen Rentz, Jenna Shaffer, Deanna Springer, Kip Wright

Welcome

1. Linda started the meeting at 2:03pm
2. Icebreaker (Fun at Work Committee): What is your favorite cereal?
3. Approval of March Minutes: Jan motioned to approve the March minutes. Deanna seconded.

Topics

1. LSAC Election
 - a. Linda reminded the staff that the elections for new LSAC members will be held after the May staff meeting. Any staff member who wishes to be excluded from the ballot should email Tyler (tyler.pottkotter@wright.edu) as soon as possible.
2. Spirit of Service Award – Nominations due May 31st
 - a. Nominations for the Spirit of Service award should be submitted to any LSAC member by May 31st. Copies of the form are available in PDF form on the LSAC website (see below); fillable versions are available upon request.
 - i. <https://www.wright.edu/sites/default/files/page/attachements/SpiritofService.pdf>
3. Staff Development Day RSVPs
 - a. Linda will be sending out RSVP requests for the May 20th staff development day. Boxed lunches will be provided.
4. Heart of the Community
 - a. Linda shared that Lucy S. seems to have been improving both physically and mentally of late.
 - b. Courtney shared that Rachel is due with her first child in three weeks. When she returns from maternity leave, she will be employed on a part-time basis (50%) for the foreseeable future. There will be a student employee hired to assist with the workload.

Staff Member/Area Reports

- **Lucas:**
 - Fall 2016 housing applications are being submitted. Current students are preparing to move out of campus housing for summer break.

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- **Tyler:**
 - Reminded staff to pay special attention for motorcycles on the road as the weather turns nice. Also encouraged staff to be patient leaving the parking lot. There have been some recent close calls.
- **Sandi:**
 - Spring Commencement is set for next week – Friday, April 29th. Volunteers will receive an email early next week with more details.
 - The Dayton campus has created some additional program codes in Banner to assist with designating between Dayton and Lake shared programs (ex. Early Childhood Education).
 - The university's smoke-free policy has been languishing of late. There have been recent questions about the enforcement of the campus policy. On a similar note, there have been recent incidents on campus where chewing tobacco products are being left behind in public places. Encouraged staff members to be aware of possible incidents taking place and report to Sandi or Tyler. Further defined that the policy is actually for a "tobacco-free" campus/university.
 - The advisor search is being re-posted around May 1st. Some of the qualifications have been adjusted.
- **Ed:**
 - Installation of new lights for the walk paths continues.
 - His department will soon be purchasing a new lawn mower.
 - He continues to work on developing the plans for the new Ag & Water building. Plans will soon be submitted to Dayton for approval.
 - There will be some dead trees removed around campus soon.
 - The Nursing lab is near completion.
- **Melissa:**
 - This semester's Study Wright events recently concluded. There was a strong turnout – approximately 130 students over the two days.
 - The Student Success Center remains busy with the approaching final exams. There were over 100 appointments scheduled last week.
- **Lucy F.:**
 - The Early Cinco de Mayo event will be held tonight from 6-8pm.
- **Deanna:**
 - The Alumni Association will host a Lake Clean-Up Day this Saturday at 9:00am. Shirts, donuts and coffee will be provided.
- **Heather:**
 - Her office is actively searching for peer advocates for the fall semester. Please send any recommendations to her.

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- **Candace:**
 - Student Summer Send-Off activities completed last week. Welcome Wednesday event planning will be taking place over the summer. If any staff member is interested in participating on this committee, please contact Candace.
- **Jan:**
 - Thanked those staff members who assisted with the recent Scholastic Bowl competitions.
- **Kip:**
 - Kip and Ron Kremer are busy preparing the Community Garden for the Staff Development Day.
 - Encouraged staff members to always spend time with their families and keep their work responsibilities in balance.
- **Trent:**
 - The baseball and softball seasons are quickly approaching their ends. Each will soon learn if they will be participating in post-season activities.
 - Thanked those staff members who attended and assisted with the Softball tailgate.

The Dean's Corner

1. Jay Albayyari, Dean
 - a. A preliminary layout of the Agriculture & Water Quality building has been developed.
 - b. The Lake Campus was recently awarded nearly \$3.5 million from the state of Ohio for capital improvements. It is hoped that this could be used to construct an extension to Andrews Hall.
 - c. There have not been any updates to the university's budget situation. He has heard that there may be optional early retirements offered.
 - d. Spring semester final exams will be held next week. The summer semester is expected to be a busy term with campus planning taking place.
 - e. Lucas asked for clarification on the possible Andrews Hall extension. He feels that the south end of campus should not be disturbed if possible due to its scenic view of the lake. He plans to develop a faculty/staff committee in May to assist with the development of a plan for this possible extension.
 - f. The campus has hired a Rural Health coordinator to start on May 3rd. She will coordinate the MD-level program at the Lake Campus.
 - g. Mark asked how the proposed new buildings would affect plans for campus housing. He explained that recent fluctuations in housing populations caused the WOEf Board to become hesitant to construct more buildings. Discussions are ongoing.

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- h. Alysia asked when the extension to Andrews is expected to be completed. Jay responded that the funds should be released by July 1st, so a plan will need to be developed by that point. Kip added that he is excited to hear that the building would be more visible to passers-by.

UPCOMING DATES/DEADLINES*

Commencement	Friday, April 29, 5:00pm, YMCA
Staff Development Day	Friday, May 20, 11:30-5:00pm, Boathouse/229 DH/Garden
May Staff Meeting	Wednesday, May 18, 2:00pm, 177 Dwyer
Memorial Day (University Closed)	Monday, May 30

*Email Linda Helentjaris 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. Lucas seconded. The meeting was adjourned at 3:02pm.