

# Lake Campus Staff Meeting

Minutes: Wednesday, May 18, 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, Sandi Holdheide, Trent Kline, Stefanie Kohne, Evelyn Lauterbach, Greg Luchnenko, Julie Miller, Lucas Miller, Ed Morris, Liane Muhlenkamp, Melissa Odira, Candace Phlipot, Tyler Pottkotter, Jill Puthoff, Gretchen Rentz, Jenna Shaffer, Deanna Springer, Mike Trego, Kip Wright

## Welcome

1. Linda started the meeting at 2:00pm
2. Icebreaker (Fun at Work Committee): What is your favorite Disney movie?
3. Approval of April Minutes: Mike motioned to approve the April minutes. Greg McGlinch seconded.

## Topics

1. Staff Development Day – May 20<sup>th</sup> – 26 Attendees
  - a. 11:30am-1:00pm: Lunch provided – Boathouse
  - b. 1:00pm-3:00pm: Active Shooter Awareness Training – 229 Dwyer
  - c. 3:00pm-5:00pm: Community Garden
  - d. Linda reminded the staff of the upcoming Staff Development Day on the 20<sup>th</sup>. Lunches will be provided in the Boathouse at 11:30am. Staff members are welcome to come and go as their schedule allows. Tyler encouraged all to attend the Active Shooter Awareness Training session if possible.
2. Spirit of Service Award – Nominations due May 31<sup>st</sup>
  - a. Nominations for the Spirit of Service award should be submitted to any LSAC member by May 31<sup>st</sup>. 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 Appreciation Day & Fun Awards – Candace Phlipot
  - a. Candace discussed a Staff Appreciation Day event that Jay initiated and would like all staff to attend on Tuesday, June 28<sup>th</sup>. She recently sent out a “Save the Date” via email. The annual staff Fun Awards will be given out during this event.
4. Heart of the Community
  - a. There has been no baby news for Rachel Stoker yet. Courtney discussed how she has been doing. Hopefully, there will be some news soon.
5. LSAC Elections
  - a. After the staff meeting, ballots were cast by staff members present for the 2016-17 LSAC. Three new members will be nominated (one unclassified, one classified and

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one undesignated). Tyler Pottkotter (incoming chair) and Mark Hibner will be returning on two-year terms.

## Staff Member/Area Reports

- **Candace:**
  - The annual Faculty/Staff/Retiree Picnic will be held on Thursday, July 21<sup>st</sup>. More information will be shared as it becomes available.
- **Jill:**
  - There have been some recent updates to the application process at Wright State.
    - A student's application to the university is valid for four semesters. If a student applies to the university but doesn't start, they would have those four terms to update their application without having to re-apply and pay the \$30 application fee.
    - Every time a student applies, they have to pay the \$30 application fee. This would include associate to bachelor degree students as well.
    - There is no longer a deferral option for the application fee. Some student groups (veterans & low-income) will have their application fees waived.
    - There is no longer a paper application available – she asked that all paper forms be discarded. Mark asked about nondegree applications. Jill stated that this is still a paper process, but that eventually it will be converted to an online application as well.
- **Trent:**
  - Richard Westerland has been hired as the new men's basketball coach. He last coached at Crossroads College (MN). Asked staff to let him know of any possible off-campus housing options for potential new students.
- **Lucas:**
  - The housing units recently passed an annual bed-bug inspection.
  - There are no open spots left in the two campus housing units. Evelyn asked about the process by which the next housing unit would be developed and built. Julie responded that this discussion is on the agenda for Monday's WOEF Board meeting. She explained the process by which a new housing unit can be planned, funded, developed and built.
  - Gretchen asked Lucas if there was a waiting list. He responded that there is, but it is short because those students have started looking at off-campus options.
- **Jenna:**
  - The first new student orientation will be held next Wednesday, May 25<sup>th</sup>. An agenda will soon be sent to the entire campus. She added that the information packets are trying to be trimmed down. She is planning to post some of the material from these packets to the Lake Campus website in PDF form for students. Melissa asked about the

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anticipated number of students for this session. Jenna responded that approximately 65 students are expected for this session.

- **Alysia:**
  - The Dayton campus is behind in processing new student applications due to the change to the process as Jill discussed.
- **Greg M.:**
  - He recently attended the Ohio FFA Convention and was able to talk directly with prospective students.
  - He is planning an Ag Study Tour to the Midwest for mid-June with some agriculture students.
  - Edison Community College is moving forward with a new two-year degree in Agriculture at the Greenville campus.
  - Some agriculture students are interning over the summer at various local companies.
- **Sandi:**
  - Followed up on Greg's conversation about Edison's new agriculture degree program. Added that the degree has not yet been approved by ODHE. Jay added that the program will most likely be approved since Edison is a community college.
  - The Spring Commencement was very successful. Thanked all who helped cover different areas on campus.
  - Probation and Dismissal letters were recently sent out to students.
  - A FERPA training session is being planned for the summer term. More details will be shared as they become available.
  - Encouraged staff members to ask smokers who are too close to the campus to move to designated smoking area. Deanna asked if smokeless tobacco was still allowed and Sandi responded that that is still allowed but e-cigarettes are not.
- **Greg L.:**
  - Spring course evaluations have been processed. All student evaluations will now be completed online.
- **Courtney:**
  - Some recent expenditure requests have been denied due to budget considerations. Cassie Dorsten sent an email today with more clarification. Evelyn asked about conference registrations; there is budget money set aside for conferences/professional development. Jay added that the current budget policy does not follow a "use it or lose it" philosophy. We have an obligation to be responsible with our monies, especially with recent/upcoming capital expenditures.
- **Ed:**
  - New evacuation chairs have been delivered to campus. Training sessions are being planned; please contact Ed if interested.

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- The dredging in the marina has been finished. It is hoped that the docks can be re-installed by the end of this week.
- The campus recently passed its fire inspection. Added that the fire department has already been trained with the evacuation chairs so that they are prepared in case of an emergency.
- The installation of the new lights and emergency phone along the pathways are close to completion.
- **Julie:**
  - Lori Martensen is the new director of the Rural Health Initiative at the Lake Campus and her office is near the faculty secretary's office. She will be spending a majority of her time at the Dayton campus working to develop the curriculum. She does plan to participate in the upcoming Staff Development Day.
  - A new graduate assistant has been hired for the MBA graduate program. Keeton Vandemark will be assisting with program starting this summer after some initial training.
  - There will be a Fall 2017 cohort established for the MBA program.
- **Linda:**
  - Proposed that the June Staff Meeting be held on the patio (weather permitting). If any staff member would like to bring snacks/desserts for the meeting, they would be welcomed. The rain location will be 177 Dwyer.

## The Dean's Corner

1. Jay Albayyari, Dean
  - a. Enrollment numbers will be shared with the campus on a bi-weekly basis until we approach the start of the fall term. Credit hour generation has increased which indicates a student population that is taking more full-time hours.
  - b. There will be a second classroom (229 Dwyer) converted to an IVDL format to allow for more opportunities to stream course content between the Lake and Dayton campuses. He is also interested in exploring the option to offer classes at satellite campuses again.
  - c. There will not be any staffing cuts at the Lake Campus. He did add that expenditure requests will be more closely monitored in an effort to be responsible with the money we have.
  - d. Latricia Millhouse will soon begin working as the Lake Campus' HR liaison. Her responsibilities will include representing the Lake Campus in the development of HR policies at the Dayton campus, as well as reviewing Lake Campus job positions compared to those at the Dayton campus in relation to compensation and job responsibilities.

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- e. Reiterated his desire that all staff members make an effort to attend the Staff Appreciation Day on June 28<sup>th</sup>. He would like staff members to dress casually and enjoy a day of games and prizes.

## UPCOMING DATES/DEADLINES\*

Staff Development Day	Friday, May 20, 11:30-5:00pm, Boathouse/229 DH/Garden
<b>Memorial Day (University Closed)</b>	<b>Monday, May 30</b>
2016-17 WOEFS Scholarship Award Ceremony	Tuesday, June 7, 7:00-9:00pm, Dicke Hall
June Staff Meeting	Wednesday, June 15, 2:00pm, Patio (Rain: 177 Dwyer)
Staff Appreciation Day	Thursday, June 28, Time TBA, Patio (Rain: Dicke Hall)
Faculty, Staff & Retiree Picnic	Thursday, July 21, Time/Location TBA

\*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

Mike motioned to adjourn. Lucas seconded. The meeting was adjourned at 2:50pm.