Lake Campus Staff Meeting

Minutes: Wednesday, June 15, 2016 • 2:00pm • Patio

Teresa Bienz, Courtney Donovan, Heather Dorsten, Casey Dues, Alysia Dunlap, Jan Eckstein, Denise Eilerman, Lucy Flowers, Lauren Fuelling, Linda Helentjaris, Mark Hibner, BJ Hobler, Trent Kline, Stefanie Kohne, Evelyn Lauterbach, Greg Luchnenko, Lori Martensen, Greg McGlinch, 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 2:05pm
2. Icebreaker (Fun at Work Committee): What are your summer vacation plans?
3. Approval of May Minutes: Kip motioned to approve the May minutes. Courtney seconded.

Topics

1. 2016-17 Lake Campus Staff Advisory Council (LSAC):
   a. Linda announced the 2016-17 LSAC members to the staff.
      i. Tyler Pottkotter – Chair
      ii. Deanna Springer – Chair-Elect
      iii. Mark Hibner
      iv. Jenna Shaffer
      v. Greg McGlinch

2. Spirit of Service Award
   a. Jill Puthoff is the recipient of the 2016 Spirit of Service Award. Jenna read portions of her nominations to the staff members.

3. Heart of the Community
   a. No updates

Staff Member/Area Reports

- Jenna:
  o Three new student orientations have been completed so far this summer – there are seven more scheduled throughout June, July and August. There have been 144 students in attendance. Thanked those staff members who have assisted with the sessions.

- Kip:
  o Reported that the Community Garden is doing well. Several crops are blooming and some onions, radishes and lettuce have been harvested.

- Lucy F:
  o She received eight responses from Lake Campus staff members who are interested in being trained to be Safe Space Training trainers. She hopes that this will encourage the Dayton campus to send a staff member here to train and then in the future all training would be done by a Lake Campus representative. See Lucy for more information.
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- **Candace:**
  - Staff Appreciation Day is coming up on Tuesday, June 28th. RSVPs were due earlier this week but staff are encouraged to contact Candace if they plan to attend.

- **Ed:**
  - There is a recycling trailer near the Community Garden and staff are able to use this to dispose of recyclable materials.

- **Jill:**
  - Admissions is still working with students for fall semester acceptance, as well as helping with orientations. Materials are being developed and printed for the upcoming travel season.

- **Courtney:**
  - Asked that staff who borrow the university vehicle return it to its proper place (near the campus bus in the main parking lot) when returning to campus.

- **Linda:**
  - Congratulated Denise on her upcoming retirement on July 1st. She will be missed by all.

The Dean’s Corner

1. Jay Albayyari, Dean – **No report (out of office)**

UPCOMING DATES/DEADLINES*

<table>
<thead>
<tr>
<th>Event</th>
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<tbody>
<tr>
<td>Staff Appreciation Day</td>
<td>Tuesday, June 28, Patio (Rain: Dicke Hall)</td>
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<tr>
<td>Fourth of July Holiday (Closed)</td>
<td>Monday, July 4</td>
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<tr>
<td>Faculty, Staff &amp; Retiree Picnic</td>
<td>Thursday, July 21, 11:30-1:30pm, Patio (Rain: Boathouse)</td>
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<tr>
<td>July Staff Meeting</td>
<td>Wednesday, July 27, 2:00pm, 177 Dwyer</td>
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*Email Tyler Pottkotter 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. Melissa seconded. The meeting was adjourned at 2:30pm.