Lake Campus Staff Meeting  
Minutes: Wednesday, November 16, 2016 • 2:00pm • 177 Dwyer Hall

Teresa Bienz, Heather Dorsten, Casey Dues, Alysia Dunlap, Jan Eckstein, Lucy Flowers, Linda Helentjaris, Mark Hibner, Sandi Holdheide, Trent Kline, Stefanie Kohne, Lori Martensen, Greg McGlinch, Lucas Miller, Ed Morris, Liane Muhlenkamp, Melissa Odira, Candace Philpot, Tyler Pottkotter, Jill Puthoff, Gretchen Rentz, Jenna Shaffer, Deanna Springer, Mike Trego, Mary Wenning, Kip Wright

Welcome

1. Tyler started the meeting at 2:02pm
2. Icebreaker (Fun at Work Committee): What is your favorite Thanksgiving food item?
3. Approval of October Minutes: Casey motioned to approve the October minutes. Mike seconded.

Topics

1. Review By-Laws – Vote at November Staff Meeting
   a. The proposed changes to the LSAC By-laws were passed by a majority vote.
2. Fun at Work Committee – Secret Santa & Holiday Carry-In
   a. Candace passed around paper turkeys with the names of staff members of them. Staff were encouraged to select one and, between now and Thanksgiving, send that person a thank-you note or some other form of appreciation for the work they do on campus. Staff members who were not present at the meeting can see Deanna to select a paper turkey.
   b. Casey discussed the Secret Santa for this year. She has already sent an email – contact her if you are interested in participating. See her for more details or with any questions.
   c. Candace sent out a save-the-date for the Holiday Carry-In on Thursday, December 15th. Jay will provide the meat and drinks; staff are being asked to provide a side dish or dessert. Small portions are acceptable since there is always plenty of food.
   d. The Fun at Work committee is sponsoring an Ugly Sweater contest to be judged by Jay at the Holiday Carry-In.
3. December Staff Meeting – December 21st
   a. The December staff meeting is scheduled for Wednesday, December 21st. Tyler solicited opinions from the staff regarding the possibility of cancelling the meeting due to the proximity to the holidays. Candace noted that since Jay is not at today’s meeting and would not present anything in December if it were to be cancelled, there would not be a dean’s report until January. After some discussion, it was decided that the meeting will be cancelled and that Jay would be asked to send any updates to the campus via email if there were any pressing issues between now and January.
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4. Heart of the Community
   a. Alysia’s sister recently completed an organ donation. Both her and the recipient are doing well. She thanked the staff for their thoughts and prayers.
   b. Lucas asked the staff to keep his parents in their thoughts as they are experiencing some difficulties
   c. Liane reported that Steve Moor (former athletic director at the Lake Campus) has been diagnosed with cancer.

Staff Member/Area Reports

- Lori:
  - The Rural Health Initiative grant has been extended by another six months through May 2019.
  - There are now medical school students being placed in Greenville.

- Mike:
  - Fall 2017 schedule planning has just started.
  - The Ohio Middle Level Education Region 15 sessions were held on Tuesday night. There were over 30 students, teachers and administrators at the event and it was very successful.
  - Thanked the staff who help and collaborate in making the Teacher Education program successful.

- Alysia:
  - The Fall Open House will be tomorrow from 4-7pm. She will send out an agenda later today via email.

- Jenna:
  - There will be FAFSA workshop held on November 28th from 2-4pm in 196 Dwyer. Please direct any students with questions about completing the FAFSA to Enrollment Services or this event for assistance.

- Mary:
  - There is still an opportunity to sign a Christmas card for a veteran. Please see Mary to complete one.

- Candace:
  - Regarding an earlier email sent to staff about catering, she asked that any catering requests through Chartwells be sent in at least two weeks before the event if possible. Chris has limited staff and options.

- Greg:
  - The Agriculture program is working with OSU Extension to host a Weed Management program on campus on January 11th. There will be approximately 400 agriculture professionals on campus for the event.
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- **Liane:**
  - On Friday, there will be second-graders from Parkway on campus from 9:30-2:00pm.
  - She is coordinating a prayer time event for all staff on Tuesdays at noon in the BEC. All are welcome. Time/dates/location may change for the spring term depending on availability of space and staff.

- **Jill:**
  - Over 90 students have visited the campus since mid-September. There are over 100 new students admitted for Fall 2017 already; there are 300 students involved in the application process.

- **Gretchen:**
  - Lake Campus students are eligible to apply for scholarships through the Dayton campus foundation. The applications available online via Wings Express; they are due by January 3rd. New and continuing students are eligible.

- **Sandi:**
  - Referenced her earlier email regarding winter weather policies and notifications. Campus administration will carefully evaluate all information regarding weather conditions before a decision is made.
  - Wright State University will soon announce (tomorrow) that it is going “Tobacco-Free” starting on July 1, 2017. More information will be shared as it becomes available.
  - Holiday office closure information is available from Sandi to post around campus. The university will be closed and have extremely limited access and staffing on the Thursday and Friday of Thanksgiving weekend.
  - There has not been an official hiring of an RN yet. Please continue to refer students to their primary care physician for the time being.
  - Due to recently revised FLSA (Fair Labor Standards Act) standards going into effect on December 1st, she asked staff to be courteous of the schedules of other staff members. Please call/email ahead of time to schedule appointments in lieu of walk-ins.

- **Melissa:**
  - Cram Jam (formerly Study Wright) will be coming up soon. It will be held on December 7th from 5:00-9:00pm. Any staff who would like to volunteer should contact Melissa.
  - The Student Success Center and Connect2Complete are conducting a canned food drive – there are donation containers on-campus.

- **Ed:**
  - The design phase of the Agriculture building is currently on-going; he hopes to finish this within the next week or two.
  - Preparation for the winter season continues.

- **Lucy:**
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- Free HIV testing and STD/Safe Sex information will be available on Thursday, December 8th from 12:30-2:30pm in the Nursing lab.
- There will be an international-themed night (title TBA) on Thursday, December 1st from 5:00-7:00pm sponsored by the Outreach Committee.
- The Spirit of Service scholarship application is due on December 1st. Student who completed some type of community service are eligible; more details are available on the application. This is a $700 scholarship.
- There are several internship opportunities available to students. Some of these are paid positions and will work with student schedules. Various discussions were had as to how to better market these positions to students and encourage them to participate.
- There will be a mock interview session on Monday, November 21st from 11:00-12:30pm and 3:00-4:30pm in 119 Trenary Hall. It is mostly designed for Engineering students.
- There is a resume and interviewing class from 3:00-5:00pm on December 1st in 119 Trenary Hall.
- A web page for Career Services is being developed for the Lake Campus website.

- Trent:
  - The men’s and women’s basketball seasons are underway. There are some growing pains with the programs but also some positive indications.

- Lucas:
  - Construction has begun on a third housing unit. The completion goal is August 1, 2017.

The Dean’s Corner

1. Jay Albayyari, Dean
   - No report

UPCOMING DATES/DEADLINES*

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<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>No Classes, Offices Open</td>
<td>Wednesday, November 23rd</td>
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<tr>
<td>Thanksgiving Holiday (University Closed)</td>
<td>Thursday, November 24th and Friday, November 25th</td>
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<tr>
<td>Faculty/Staff Holiday Luncheon</td>
<td>Thursday, December 15th, 12:00-1:30pm, Boathouse</td>
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<td>University Closed – Holidays, Winter Leave</td>
<td>Friday, December 23rd – Monday, January 2nd, 2017</td>
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<td>Spring Semester Begins</td>
<td>Monday, January 9th</td>
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<td>Martin Luther King, Jr. Holiday – University Closed</td>
<td>Monday, January 16th</td>
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<tr>
<td>January Staff Meeting</td>
<td>Wednesday, January 18th, 2:00-3:30pm, 177 Dwyer</td>
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*Email Tyler Pottkotter to add dates and/or topics to future agendas.
Please submit requests as early as possible, preferably at least one week prior to the Monthly Staff Meeting.

Adjournment

Linda motioned to adjourn. Lucas seconded. The meeting was adjourned at 2:41pm.