

# Lake Campus Staff Meeting

Minutes: Wednesday, July 27, 2016 • 2:00pm • 177 Dwyer Hall

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

## Welcome

1. Tyler started the meeting at 2:05pm
2. Icebreaker (Fun at Work Committee): What is one interesting fact about your family?
3. Approval of June Minutes: Jan motioned to approve the June minutes. Jamon seconded.

## Topics

1. Introduction of LSAC Members
  - a. Tyler introduced the members of the 2016-17 LSAC.
    - i. Tyler Pottkotter – Chair
    - ii. Deanna Springer – Chair-Elect
    - iii. Greg McGlinch
    - iv. Deanna Springer
    - v. Mark Hibner
2. Our Land, Our Water Event
  - a. Greg McGlinch discussed an event he is planning that brings together community members and stakeholders to discuss the status of the lake improvement efforts. It will be held on September 10<sup>th</sup> and all staff members are welcome to attend.
3. Heart of the Community
  - a. Lucy Steinbrunner plans to return the afternoon of Monday, August 8<sup>th</sup>.

## Staff Member/Area Reports

- **Jenna:**
  - Thanked all staff who have been assisting with the orientations this summer. There are two more new student orientations remaining – August 3<sup>rd</sup> and August 10<sup>th</sup>. Please send any feedback about the sessions to Jenna.
- **Alysia:**
  - The Fall Open House has been scheduled for Thursday, November 17<sup>th</sup>. More information will be shared as it becomes available.
- **Lucas:**
  - Housing Move-In will take place on Friday, August 26<sup>th</sup> from 4:00-7:00pm. If any staff would like to volunteer, please contact Lucas as soon as possible. Volunteers are asked to arrive at 3:00pm.

# Lake Campus Staff Meeting

- **Trent:**
  - The fall athletic season will be starting soon. The first home volleyball match will be on Saturday, August 27<sup>th</sup>.
  - The new gym floor with the new Lake Campus logo will be installed before the start of the volleyball season.
- **Lucy F.:**
  - “Train the Trainer” will be held on Friday, August 19<sup>th</sup>, from 10:00-3:00pm. This is a training session for those who wish to lead Safe Space training sessions.
  - There will be two Spectrum Sessions held this fall on Monday, September 19<sup>th</sup>, from 2:00-3:00pm and 5:00-6:00pm. These sessions are meant to train attendees about how to create an inclusive environment on campus.
- **Jamon:**
  - He is now the director of the Student Success Center.
  - He is working with the Dayton campus library to plan informational sessions for faculty and staff, particularly academic advisor, regarding the services and resources available at the library. No date has been established, but he is hoping that it will take place in October.
  - A new chat widget has been installed on the university libraries page. Lake Campus students can submit questions/help requests via this page directly to Jamon.
- **Ed:**
  - Renovation for the new Biology Lab (181 Andrews) will begin in mid-August. A new drain will be installed first so as to minimize disruption of the women’s restroom in Andrews.
  - More lighting along the walk paths will be installed soon.
  - There will be repairs made to the east drainage ditch.
  - Tree maintenance continues to take place around campus over the summer.
  - The housing units are nearly ready for occupancy.
- **Courtney:**
  - Wage increase letters were recently sent to all eligible staff – please direct any questions to Courtney.
  - Due to Carol Jones’ absences, all internship/Career Services questions should be directed to either Rachel Stoker or Courtney.
- **Jan:**
  - Provided an update on the community garden. It is in dire need of water – any help that can be provided would be appreciated. Ed offered to provide a timer for a water system so that the garden can be watered on a regular basis.
  - Various produce items have been harvested and donated to local food pantries and community organizations.
- **Deanna:**

# Lake Campus Staff Meeting

- The Lake Campus Alumni Association will be hosting some games for new housing residents from 12:00-4:00pm on Sunday, August 28<sup>th</sup> during Move-In weekend. Any staff members who would like to assist with these are welcome to contact Deanna.
- **Vicki:**
  - Mark Johnson has been hired as a new lecturer in the Engineering department. His first official day will be August 15<sup>th</sup>.
- **Liane:**
  - The Do Wright (former Circle K) Club is planning for the upcoming year. They plan to paint the spirit rock on campus and host a water station for the Grand Lake Marathon. The station will be along East Bank Road and the theme will be “Minions.”
  - Mike Trego and Liane have been busy offering Pearson testing sessions for students throughout the summer.
- **Sandi:**
  - Tyler and Sandi have been working with General Counsel on various Risk Management policies for the campus, including watercraft and university vehicles.
  - There will be some subtle changes to the university logo mostly related to ADA compliance. If there is a need for new materials with the logo, please try to delay ordering until new guidelines are released.
  - A new academic advisor, Christine Blain, will be starting at the Lake Campus on Monday, August 1<sup>st</sup>. She will spend her first day at the Dayton campus to complete orientation. She will mostly advise College Credit Plus students.
- **Candace:**
  - The former “Welcome Wednesday” events will be converted to a “Welcome Week” format. If any staff members are able to participate and interact with students, it is highly encouraged.
  - There will be two student ambassador positions hired soon. It is hoped that these candidates will be able to serve as the face of the campus by serving at open houses, high schools visits and other interactions. Direct any interested students to the Student Employment page.
- **Tyler:**
  - Advised the staff that the “Upcoming Dates/Deadlines” information on the agendas and minutes will be updated in coordination with Candace. However, if there are other items that pertain to the entire staff, that information can be emailed to Tyler to be added.

## The Dean’s Corner

### 1. Jay Albayyari, Dean

- The Boathouse will be closed during the first few weeks of August in preparation for the upcoming school year and will re-open on August 22<sup>nd</sup>.

# Lake Campus Staff Meeting

- The presidential debate will no longer be held at Wright State University on September 26<sup>th</sup>.
- Thanked BJ Hobler for her many years of services and wished her the best of luck in retirement. Also, Sandy Gilbert has announced that she will be retiring. There may be other retirements announced in the near future.
- As of today, the Lake Campus is ahead on enrollment by 59 students compared to this time last year. He continues to work with Enrollment Services to reach out to students not yet registered for the fall term.
- The WOEf Board has decided to proceed with the construction of a third residential building in the fall. Also, the new Ag & Water Quality building has been approved by the Board of Trustees; construction is expected to begin on both projects in the fall.
- He would like to formalize a committee soon that will be tasked with developing a plan for a building extension.
- Mark Johnson has been hired to serve as a lecturer in the Engineering department. He has a Master's degree from Wright State University.
- Asked Sandi to explain how BJ's job duties will be shared after her retirement. The plan is to have Deanna work with veterans on campus, petitions will be handled by Enrollment Services, commencement will work through Sandi and Banner/Red Flag training will be handled by the Business office.
- Courtney Donovan will be transitioning to Sandy Gilbert's former position.
- Plans to fill 50% of the retired positions on campus; the other job duties of other positions will be shared for foreseeable future.
- Fall Convocation will be held on Thursday, August 25<sup>th</sup>. More information will be shared as it becomes available.
- Jay plans to hold another faculty/staff reception and dinner sometime during the fall semester.

## UPCOMING DATES/DEADLINES\*

August Staff Meeting	Wednesday, 8/17, 2-3:30pm, 177 Dwyer
Fall Convocation	Thursday, 8/25, 10-11:30am, James F. Dicke Hall
Move-In Weekend	Friday, 8/26 – Sunday, 8/28, Various locations
First Day of Fall Classes	Monday, 8/29

\*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

Lucas motioned to adjourn. Jamon seconded. The meeting was adjourned at 3:00pm.