

# Lake Campus Staff Meeting

Minutes: Wednesday, October 21, 2015 • 2:00pm • 177 Dwyer

Jay Albayyari, Teresa Bienz, Courtney Donovan, Casey Dues, Alysia Dunlap, Jan Eckstein, Jamon Flowers, Lucy Flowers, Molly Hay, Linda Helentjaris, Mark Hibner, BJ Hobler, Carol Jones, Stefanie Kohne, Trent Kline, Evelyn Lauterbach, Greg McGlinch, Ed Morris, Liane Muhlenkamp, Melissa Odira, Candace Phlipot, Amanda Pitcock, Tyler Pottkotter, Jenna Shaffer, Deanna Springer, Rachel Stoker, Mary Wenning, Kip Wright

## Welcome

1. Linda started the meeting at 2:00pm
2. New Staff Welcome
  - a. Jamon Flowers, Lake Campus Librarian
    - i. Linda introduced Jamon to the staff members. He is the new librarian on campus. He is a graduate of the Lake Campus as well as the Dayton campus.
  - b. Lucy Flowers, Coordinator of Diversity Initiatives
    - i. Linda introduced Lucy to the staff members. She will be responsible for seeking grants to recruit a more diverse student population and support the student body presently on campus. She is a Lake Campus graduate and also completed a master's degree at the Dayton campus.
  - c. Courtney Donovan, Internship/Co-Op Coordinator
    - i. Courtney introduced herself to the staff members. She is the former graduate assistant for the Lake Campus MBA program. In her new role, she is responsible for developing internship opportunities for Lake Campus students with local employers. She is also a graduate of the Lake Campus with both her bachelor's and master's degrees.
3. Icebreaker (Fun at Work Committee): What is your favorite thing to do in the summer?
4. Approval of September Minutes: Greg motioned to approve the September minutes. Molly seconded.

## Topics

1. Heart of the Community
  - a. Linda shared that she will be a new grandmother this spring.
  - b. Mary also shared that she will be a grandmother soon.
  - c. Melissa asked staff members keep Heather Dorsten in their thoughts during her absence. She plans to return to campus next week.
2. Linda (from Cassie) announced that Flu Shot sessions will be on Monday, November 2, 10:30-12:00pm. Open enrollment meetings for benefits-eligible employees are the same day at 9:00am and 1:00pm. All are in 177 Dwyer. Everyone will be required to take some action during the Open Enrollment period and are encouraged to attend the meeting.

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- a. Deanna asked if the flu shots were by appointment or walk-in. Linda responded that she felt that they were walk-in.
3. Fun at Work – Deanna Springer
  - a. Deanna solicited opinions from the staff regarding various Fun at Work initiatives (BINGO, Casual Fridays, etc.). The Fun at Work committee is working to plan a mini Staff Development Day for the second or third week after the start of the spring semester. The topic of the session would be related to motivation at work or creating a positive work atmosphere.
  - b. There will be a “Secret Santa” program this year. Amanda will be in charge of coordinating this. There will also be a door decorating contest again this year.

## Staff Member/Area Reports

- **Stefanie:**
  - o Reported that the spring registration period has started and the advisors will be busy with appointments. Deanna asked if it would be better to send an email or leave a voicemail if there are any questions. Stefanie and the other advisors responded that an email would be the preferred mode of communication.
- **Lucy Flowers:**
  - o She has been meeting with a representative in the Research and Sponsored Programs (RSP) office from the Dayton campus. She plans to start researching potential grant opportunities. Some grants may require that she gather input from various offices around campus.
- **Jamon:**
  - o Reported that he has re-arranged much of the library space and ordered new equipment for the area (computers, scanners, headphones, etc.).
  - o He is developing an instructional technology workshop for a date after the Thanksgiving break. More information will be shared as it becomes available.
- **Mary**
  - o Spring textbook adoptions are approximately 67% complete. There will be popcorn available in the bookstore next Thursday for Halloween.
    - Jay asked Mary if she had shared information with the faculty about the state mandate regarding the cost of textbooks for students. She responded that she would send it out to the faculty.
- **Candace:**
  - o Thanked staff for their help with and support for the Welcome Wednesday activities that wrapped up last month.
  - o She discussed some of the events found on the Upcoming Dates/Deadlines. Encouraged all staff to attend these if possible.

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- **Courtney:**
  - o Her office is planning some “Lunch & Learn” sessions for local employers to learn more about the internship and co-op process at the Lake Campus.
  - o Marketing for the MBA program at the Lake Campus continues. She asked for any interested students to be directed to her office.
- **Carol:**
  - o There have been no teams created for the MVP Challenge on 10/26. The event has been cancelled. She is unsure if there will still be a 10% donation from C-Town Wings for the day’s sales.
  - o Career Services has been working with a number of students. Encouraged staff members to refer students to their office if they would like to receive assistance with resumes and job-interviewing skills.
  - o There are over 100 students enrolled in the SkillsTrac program (8 for credit).
  - o Greg asked if there would be information about the “Lunch & Learn” sessions available for his local business contacts. She responded that it would be best to provide the information to Rachel as she is maintaining a list of contact information.
  - o There are a number of non-credit courses planned to be offered through the BEC. Topics include home-brewing, social media and self-defense for women, among others.
- **Deanna:**
  - o The next Lake Campus Alumni Association meeting will be on Tuesday, October 27<sup>th</sup>, at 5:30pm in 177 Dwyer.
  - o There are some upcoming scholarship fundraising events coming up in November and December. There will be a bus trip to Chicago on December 5<sup>th</sup>. The cost will be \$50 per person; contact Deanna if interested.
  - o The Wine Tasting event earlier this month was successful. More money was raised this year than last year.
  - o The Office of Disability Services (ODS) has a new Facebook page.
- **Melissa:**
  - o The attendance in the Student Success Center (SSC) is up 7% from last year.
- **Tyler:**
  - o There will be an Active Shooter Awareness Training session held on Thursday, October 29<sup>th</sup> from 6-8pm. He would strongly encourage staff members to attend.
  - o Encouraged all staff members to close and lock their offices when they are away. Due to the presence of sensitive materials and university equipment, it is important that these are kept safe and protected.
- **Rachel:**
  - o There will be trivia games held for students in the Student Success Center in December. Staff members may also be invited to participate.

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- **Mark:**
  - o He will be taking about one week off work upon the birth of his child in November.
- **Linda:**
  - o The Spring 2016 schedule has been released to students in Wings Express. She will still update a paper copy of the schedule on Fridays in the K: drive. If there are any questions or courses missing, please contact her or the appropriate unit head.
  - o The Summer 2016 schedule development process has begun with the unit heads.
- **Molly:**
  - o The Chamber of Commerce's Leadership class will be taking on a community service project this year. It will be sponsoring students in the alternative school program by providing breakfast. She and Victoria Marks are representing the Lake Campus this year and, in December, they will be responsible to collect items. If any staff members would like to donate anything, please contact Molly.
  - o There are still matinee tickets available for the "Dancing with the Stars" event sponsored by Big Brothers Big Sisters on November 14<sup>th</sup>.
  - o Education students are working on a Farm Day for Celina City Schools.
  - o There will be a STEM Day at the Lake Campus on Monday, November 23<sup>rd</sup> for Parkway Schools students. There will be another STEM Day for St. Marys Schools in the spring.
- **Greg:**
  - o The Temple Grandin event was very successful and the students enjoyed her presentation.
  - o The Emerging Ag Conference will be held again on February 20<sup>th</sup>.
  - o The program is excited for the development of the Agricultural building on campus.
- **Kip:**
  - o Kip and Ron Kremer will be working on Friday to move and reassemble the community garden plots into their new location.
  - o There has been approximately 2,000 pounds of produce taken from the garden this year.
- **Trent:**
  - o The fall volleyball season has concluded. The future of the program looks bright for next year and beyond.
  - o There is the possibility that an orientation/open house session will be created for students participating in athletics.
  - o The men's basketball season will be gearing up soon.
- **Alysia:**
  - o She has completed nearly half of her recruiting travel season.
  - o The Fall Open House will be held on Thursday, November 19<sup>th</sup>, from 4-7pm. If any staff would like to reserve a table, please email Alysia. There are approximately 30 students registered to attend the event.

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## The Dean's Corner

### 1. Jay Albayyari, Dean

- o Updated the staff members on the progress with the Agriculture and Water Quality Building. The call for architectural drawings is out. There will be many challenges with this process. The goal is to have this building completed in time for the start of the Fall 2017 semester. It is hoped that construction can begin by the end of the upcoming summer.
- o Discussed the current financial situation of the Dayton campus. The finances of the Lake Campus are in good standing.
- o He is still working to secure the necessary funding to start construction of the connector building between Dwyer and Trenary Halls. The Mercer County Civic Foundation recently donated \$400,000 to the Lake Campus for this initiative. The campus has been working with the Boonshoft School of Medicine to apply for a \$300,000 grant to help fund and start the Rural Health Initiative. It was recently learned that the application was approved.
- o Academic programs will be required to total no more than 120 semester credit hours for bachelor degrees and 60 hours for associate degrees. He will be working with Mark Cubberley, the faculty and the advisors to align Lake Campus programs to this requirement. This is intended to limit the cost of tuition to students. There has been a big push to reduce the overall cost of tuition to students from the state legislature. This can place a large amount of financial stress on a university.
- o He has informed the faculty that they will be restricted from teaching more than a traditional overload. He also feels that the advisors are overloaded with student appointments.
- o He has been working with the College of Business to ensure that instructors of the business courses at the Lake Campus attend and hold at least one class at the Lake Campus each semester so that the business majors at the Lake Campus are able to interact with an instructor in-person.
- o He has also been in contact with the dean-elect of the College of Education & Human Services, Dr. Joe Keferl, on possible collaboration efforts between the college and the Lake Campus.
- o The Lake Campus has been working with the Tri-Star program on the Tri-Star 2.0 proposal. It is possible that a new building would be built across State Route 703 from the campus. The campus and the program would work collaboratively on sharing resources and changing the culture of the students who attend that program. He also envisions opportunities for students to earn college credit while attending Tri-Star that could be utilized towards an associate and/or bachelor's degree at the Lake Campus.

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- o The athletics program will now report directly to the Dean's office. He would like to hire more coaches and provide them with a salary. He hopes to also work with the WOEf Board to create an athletics scholarship to attract students to the campus. He feels that a strong athletic program can be a recruiting tool for the campus.

## UPCOMING DATES/DEADLINES\*

Fall Health Fair	Wednesday, 10/28, 11:00am-1:00pm, Dicke Hall
Safety Training: Active Shooter Awareness	Thursday, 10/29, 6:00-8:00pm, 177 Dwyer (RSVP to Tyler)
Safe Space Training/LGBTQA Education	Friday, 10/30, 10:00am-12:30pm, 227 Dwyer
Blood Drive	Tuesday, 11/10, 9:00am-3:00pm, Dicke Hall
WSU Lake Alumni Celebrity Guest Waiter Night	Thursday, 11/12, 5:30-9:30pm, Bella's, Celina
November Staff Meeting	Wednesday, 11/18, 2:00pm, 177 Dwyer
STEM Day	Monday, 11/23, 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

Amanda motioned to adjourn. Stefanie seconded. The meeting was adjourned at 3:00pm.