Welcome

1. Icebreaker (Fun at Work Committee) – None
2. Approval of March Minutes

The Dean’s Corner

1. Bonnie Mathies, Dean
   a. The academic year is coming to a close. Commencement is almost two weeks away. Summer semester will soon begin. There have been a number of activities taking place on campus throughout the term and over the entire academic year. It has been a successful year overall.
   b. This will be the last meeting that Bonnie attends by herself as the Dean. She thanked the staff for their tireless efforts over the years with limited space, funding and staff. She enjoyed writing her weekly letters to the campus and highlighting staff and faculty members over the past year. She hopes that they were beneficial in learning more about fellow staff members.
2. Robert Hiskey, Associate Dean
   a. Summer semester starts on Monday, May 11th. A proposed course cancellation list for the summer term has been distributed to the faculty for their review.
   b. The Fall semester schedule is still being tweaked while registration takes place.
3. Jay Albayyari, incoming Dean, not present
   a. Candace shared that during the recent staff council meeting Dr. Albayyari announced that he will be setting up one-on-one meetings with all staff members near the end of the spring term or early summer.
   b. He asked that each staff member provide him with a short description of his/her job responsibilities in bullet-point form to him. These can be sent to him by email prior to the individual meeting or brought to the meeting with him. Lucy is starting the process of setting those meetings up.

Topics

1. End-of-Year Reminders
Lake Campus Staff Meeting

a. Candace reminded the staff that Spirit of Service Award nominations are due by Sunday, May 31st. These can be submitted to any member of LSAC. Fun Awards will be given during the June meeting. Staff members are welcome to make their own awards or email Candace for assistance.

b. The Spring Commencement ceremony will be held on Friday, May 1, at 7:00pm at the Celina/Mercer County YMCA. Any staff member who plans to attend the ceremony but not volunteer to assist needs to RSVP to Casey as soon as possible so that there can be enough seating among the staff. Sandi asked that this be sent by Friday.

2. Staff Development Day: Friday, May 15 – registration opens April 21

a. Candace reminded the staff members that the annual Staff Development Day will be held on Friday, May 15. She will be sending an email out on Tuesday, April 21, with a link to the online registration via Qualtrics. There will be a professional development session in the morning followed by an opportunity to volunteer in the Community Garden in the afternoon. Lunch will be provided in the Boathouse.

3. Cooperative Services with Cheryl Ann

a. Sandi mentioned that Kelly Hoying, employment director at Cheryl Ann Schools, recently approached some staff members about the possibility of their students assisting with various tasks around the university. She stated that many of the jobs and tasks are first filled by student employees on campus who have work-study funding. Additionally, some jobs involve work with student records, so these must be completed by students who have the necessary training. She relayed that Kelly informed her that these are not intended to be long-term tasks. They can be as short as 1-hour jobs.

b. Sandi shared that if any staff members or departments would be interested in some help from these students, they can contact Sandi and she will pass along Kelly’s contact information.

c. Mary shared that the bookstore has received assistance from these students in the past in the form of housekeeping and cleaning. Ed added that these students are assigned to a Cheryl Ann staff member who supervises the student and assists them in ensuring that the job is done correctly.

d. Bonnie applauded the efforts to assist these students, but warned staff members to be careful and cautious as to the tasks that are given to these students.

4. Heart of the Community

a. No requests.

Staff Member/Area Reports
Lake Campus Staff Meeting

- **Victoria:** The senior engineering students will be hosting a capstone project presentation on Friday, April 24, from 9:00am to 2:00pm in 177 Dwyer. Staff members are welcome to stop by and view the projects. There will be 16 seniors graduating this spring. There will be an Engineering open house on May 8-9 from 10:00am to 2:00pm. Preparations are being made for a trebuchet competition on May 7 at the YMCA. Engineering students will be travelling to Germany on May 16.
- **Mary:** Summer and Fall semester textbook requests and orders are currently being processed.
- **Ed:** The lights in the parking lot will be changed on Saturday, April 18. Please try to avoid parking near the light standards during this time.
- **Amanda:** The campus video crew will be back on campus on Tuesday, April 21, and Wednesday, April 22. A campus life video will be shot around 1:00pm on Wednesday. If there are any offices on campus that wish to volunteer students for the video, they should be sent to Amanda. This round of videos will focus on the Psychology program, campus life, student support services and Communication Studies.
- **Liane:** The Education program will be hosting STEM Night on Tuesday, April 21, from 6-8pm. There are currently 130 children registered to attend.
- **Sandi:** There will be a FERPA training session held on campus on Friday, April 17, from 1:00-2:30pm in 226 Dwyer. Any staff member who would like to attend is asked to RSVP to Sandi prior to the event. A number of volunteers have come forward to assist with the Commencement ceremony on Friday, May 1. Amanda has accepted a new position as an academic advisor in Student Services. The transition is taking place, but she is still working in Enrollment Services during this time.
- **Denise:** The Challenge events for the Wellness Program participants are being finalized and will be ready in May. Watch for information to come out regarding how Wellness participants wish to have their June payments sent to them. The Wellness portal may soon be integrated with other fitness apps and programs so that participants do not need to upload information twice. The nutrition will be updated to include prepared-food options. Any participants who have login issues should report them to Denise or Peggy Bloom. Verification documentation for doctor/dental visits should be entered into the portal so that final verification can be made. Greg asked if Denise had any of the forms on-hand. Denise responded that the forms are available online, but that she would also have some on-hand for any staff members who need them. She would like to develop a Wellness festival event at the Lake Campus in the future. She plans to travel to the event on the Dayton campus held on Wednesday, May 13. If any staff members would like to attend, contact Denise.
- **Kip:** The Grand Lake Law Enforcement Academy held their graduation ceremony on April 14. There will be 13 students taking their state board examinations on April 16. The Community Garden is being prepared for spring planting prior to the Staff Development Day.
- **Ron:** Student study spaces are being considered for various areas on campus. There will be three locations on-campus that will receive new digital signage. One area will be in front of Student Services. Discussions are taking place with NK Telco to provide cable TV service to the campus. Hardware is being installed in Trenary for electronic classrooms. There is a new university-wide software licensing model with Adobe.
Lake Campus Staff Meeting

- **Trent:** The baseball season is beginning to wind down. The team is playing Clark State this weekend on the Dayton campus on Saturday at 5:00pm. The postseason tournament starts May 1-3 and finishes on May 8-10. Applications are still being accepted for the vacant women’s volleyball coach position. The women’s basketball coach job opening will be posted soon. Applications are still being taken for fall semester housing. There have been approximately 25 applications taken already.

- **Greg:** Students in the agriculture program recently attended the North American College Agricultural Teachers’ Judging contest in Illinois. The dairy judging team placed third. The top individual was Lake Campus student Chelsea Skidmore; Andy Albers placed ninth. The livestock team placed 14th. The Emerging Ag conference held on the Lake Campus was a success. Many businesses attended the event and were excited to attend again next year. Ag Day was recently held at the Mercer County Fairgrounds. The Agriculture/Food Science program will be attending the state FFA convention at the end of April; he would be happy to bring information about other programs to the event.

- **Candace:** Thanked staff members for their participation in and assistance with the Student Summer Send-Off events last week. The spring showcase is currently taking place on campus; there are a number of artistic pieces being displayed. The Middle School Scholastic Bowl will be held on campus on Friday, April 24.

### UPCOMING DATES/DEADLINES*

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
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<tbody>
<tr>
<td>STEM Event</td>
<td>Tuesday, 4/21, 6:00-8:00pm, Dicke Hall</td>
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<tr>
<td>Study Wright</td>
<td>Wednesday, 4/22 &amp; Thursday, 4/23, 1:00-3:00pm, The Boathouse</td>
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<tr>
<td>WOEF Board Meeting</td>
<td>Monday, 4/27, 4:00-6:00pm, Dicke Hall</td>
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<tr>
<td>Middle School Scholastic Bowl</td>
<td>Friday, 4/24, 10:00am-2:00pm, Dicke Hall + (2) classrooms</td>
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<tr>
<td>Commencement</td>
<td>Friday, 5/1, 7:00pm, YMCA</td>
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<td>Summer New Student Orientation</td>
<td>Tuesday, 5/5, 6:30-8:00pm, 177</td>
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<td>Staff Development Day</td>
<td>Friday, 5/15, 9am-4pm</td>
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<td>May Staff Meeting</td>
<td>Wednesday, 5/20, 2:00-3:30pm, 177</td>
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<td>Health &amp; Wellness/Retirement Picnic</td>
<td>Thursday, 5/21, 11:30am-1:00pm, Patio (Boathouse backup)</td>
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<td>WOEF Board Meeting</td>
<td>Monday, 5/18, 4:00-6:00pm, Dicke Hall</td>
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<tr>
<td>Fall New Student Orientation</td>
<td>Tuesday, 5/19, 5:30-8:30pm, various locations</td>
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<td>Faculty/Staff Yoga</td>
<td>Thursdays, 3:00-4:00pm, YMCA</td>
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<td>Student Senator Office Hours</td>
<td>Mondays/Fridays, 12:00-2:00pm &amp; Thursdays, 11:30am-1:30pm, 224D</td>
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*Email Candace Phlipot 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. Greg seconded. The meeting was adjourned at 2:40pm.