Lake Campus Staff Meeting
Minutes: Wednesday, May 20, 2015 • 2:00pm • 177 Dwyer Hall

Jay Albayyari, Teresa Bienz, Casey Dues, Denise Eilerman, Lauren Fuelling, Linda Helentjaris, Mark Hibner, Robert Hiskey, Sandi Holdheide, Trent Kline, Evelyn Lauterbach, Julie Miller, Lucas Miller, Ed Morris, Liane Muhlenkamp, Candace Phlipot, Tyler Pottkotter, Jill Puthoff, Jenna Shaffer, Deanna Springer, Lucy Steinbrunner, Mary Wenning, Kip Wright

Welcome

1. Welcome Jay Albayyari
2. Icebreaker (Fun at Work Committee) – What is your favorite sports team?
3. Approval of April Minutes
   a. Tyler motioned to accept. Ed seconded.

The Dean’s Corner

1. Jay Albayyari, Dean-Elect
   a. Reported that there are a number of searches ongoing in various areas around campus. These areas include:
      i. Nursing
      ii. Biology
      iii. Geology
      iv. Student Services
   b. Recent approval was granted to open a search for positions in the following areas:
      i. Student Success Center
      ii. Graphic Design
      iii. Sociology
   c. He has been working with Julie Miller and Tom Knapke on the Capital Campaign. He shared that the President informed him that if the Lake Campus can raise $8 million, the university will contribute the remaining $17 million towards constructing a connector building, an advanced manufacturing center and a sporting complex.
   d. Kip asked if there were any date limitations to donations for the capital campaign. Julie responded that the Dayton campus hopes to earn 90% of the goal by the end of the 2016 calendar year.
   e. Jay added that he is planning to set up a yearly Lake Campus bus tour – probably during the spring semester. This event would include faculty and staff and most likely involve an overnight stay. The tour would visit local industry, legislators and the Dayton campus.

2. Robert Hiskey, Associate Dean
   a. Adjunct positions are still being filled for fall semester classes.
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Topics

1. End-of-Year Reminders
   a. Candace reminded the staff that Spirit of Service & Fun Awards nominations are due Sunday, May 31. The link to the nomination forms are posted on the Lake Campus website.

2. Staff Development Day Follow-Up
   a. Candace thanked all staff who were able to attend last week’s Staff Development Day. There were two HR representatives at the Lake Campus to discuss Empowering Your People. This is a training that Dr. Hopkins has asked all staff and faculty to participate in at least one time per year. There may be an opportunity for additional training sessions available to Lake Campus staff (via IVDL or in person) in the future.

3. Summer Yoga
   a. Sandi mentioned that she had a conversation with Christine Junker about offering summer yoga sessions for staff members if there was enough interest. Candace offered to solicit feedback from staff (via email) as to days and/or times that work best. She asked that feedback be sent by Friday.

4. Heart of the Community
   a. No reports

Staff Member/Area Reports

- **Julie:** The BEC is looking to seek more faculty involvement with their training sessions for the fall semester. She reminded staff that Carol Jones is responsible for coordinating career services and co-op/internship requests from students.
- **Mary:** Informed the staff that the bookstore’s summer hours have begun. They will be open Monday-Thursday from 9am-4pm and closed on Fridays. Jay asked about faculty gowns being provided by the bookstore. Mary responded that most Lake faculty own their own, but they are able to rent them from the Bookstore.
- **Ed:** The paving project has been approved and should be done soon. He will work with event planning to make sure that it does not take place before or during an event. Julie asked if there have been any discussions about adding signage around campus to direct students and community members to the engineering area in Trenary. He responded that there have been some initial discussions and more action will be taken in the future.
- **Evelyn:** Asked Mary when fall textbook orders will be ready. Mary responded that they should be ready in July.
- **Liane:** Summer Teacher Institute sessions will be starting soon. The Lake Campus will not be participating in the Ber-Gust produce program again this summer due to some negative feedback. Instead, there will be a small farmers’ market at the Lake Campus. Dates and times for this event will be flexible and dependent upon availability of fresh produce. Information will be sent out ahead of the event.
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- **Jill:** The Dayton Dragons (minor league organization of the Cincinnati Reds) will hold a WSU Day at their baseball game on Sunday, June 14th. There will be WSU tents outside the stadium. Conversations are ongoing about some Lake Campus volunteers working at this event. More information will be shared as it becomes available. Jay offered to assist with the cost of tickets as he would like to see some Lake Campus presence there.

- **Jenna:** The first new student orientation session of the summer was held last night. She thanked all staff who were able to assist and participate in the event.

- **Sandi:** Thanked staff who were able to assist with the Spring 2015 commencement ceremony. It was held at the Celina/Mercer County YMCA for the first time in six years. There are a few issues that will be addressed for next year’s event. The academic probation/dismissal review is ongoing. The undergraduate catalog is currently being revised. Each page contains a disclaimer stating that students should seek the most relevant information from their academic advisor. A soft launch is planned for June. There are a number of office moves taking place within Student Services. The job posting for Amanda’s replacement was just released. Congratulated Mark on the news that he and his wife are expecting.

- **Trent:** The hiring of a women’s volleyball coach is almost completed. He is still searching for a women’s basketball coach. If any staff members know of anyone interested in coaching, please refer them to Trent. The Fall 2015 move-in date is Friday, August 28th from 4-7pm.

- **Kip:** Thanked staff for their assistance in planting the Community Garden at last Friday’s Staff Development Day. All of the crops have been planted for the year.

- **Lucas:** The resident housing is nearly half full for Fall 2015. More applications are expected.

- **Candace:** Bring Our Daughters & Sons to Work Day is scheduled for Thursday, June 4th. Forms should be returned to Candace by Friday. Planning for Welcome Wednesday events will begin soon. Anyone interested in providing feedback or serving on the planning committee should see Candace. Julie asked if the Lake Campus had any plans to participate in any parades during the summer. Jill responded that there have been some discussions but not any decisions.

*Elections for the 2015-16 LSAC took place after the meeting was adjourned.

**UPCOMING DATES/DEADLINES**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
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<tr>
<td>Bring Our Daughters &amp; Sons To Work Day</td>
<td>Thursday, 6/4, 8:45am-3:00pm, various locations</td>
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<tr>
<td>New Student Orientation Session</td>
<td>Thursday, 6/11, 6:00pm (resource fair at 5pm), Dicke Hall</td>
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<tr>
<td>June Staff Meeting</td>
<td>Wednesday, 6/17</td>
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<tr>
<td>New Student Orientation Session</td>
<td>Wednesday, 6/24, 1:00pm (resource fair at 12pm), Dicke Hall</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**

The meeting was adjourned at 2:35pm.