Lake Campus Staff Meeting
Minutes: Wednesday, February 17, 2016 • 2:00pm • 177 Dwyer Hall

Jay Albayyari, Teresa Bienz, Courtney Donovan, Heather Dorsten, Casey Dues, Alysia Dunlap, Jan Eckstein, Denise Eilerman, Lucy Flowers, Linda Helentjaris, Mark Hibner, Sandi Holdheide, Trent Kline, Stefanie Kohne, Evelyn Lauterbach, Greg McGlinch, Julie Miller, Lucas Miller, Liane Muhlenkamp, Tyler Pottkotter, Jill Puthoff, Gretchen Rentz, Jenna Shaffer, Deanna Springer, Rachel Stoker, Kip Wright

Welcome

1. Linda started the meeting at 2:01pm
2. Icebreaker (Fun at Work Committee): What is one goal you would like to accomplish in your lifetime?
3. Approval of January Minutes: Jill motioned to approve the January minutes. Tyler seconded.

Topics

1. New LSAC Member – Jenna Shaffer
   a. Due to the recent departures of two LSAC members – Molly Hay and Amanda Pitcock – LSAC has had to re-evaluate the membership of the council. Since Amanda was previously chair-elect, Tyler has agreed to assume this spot on the council as he was tied with Amanda in the last election. Jenna Shaffer has agreed to serve the remainder of this fiscal year (through June 30) on LSAC so that there are five members on council per the requirements of the LSAC by-laws.

2. Commencement – Sandi Holdheide
   a. Sandi announced that the Spring commencement ceremony is set for Friday, April 29th at 5:00pm at the YMCA. The earlier start time is due to a scheduling conflict with the YMCA and to provide for time for a WSU Alumni reception after the ceremony.
   b. There will no longer be a row of seats reserved for staff members at the ceremony. Faculty and WOEF Board members will be required to RSVP. Staff members are still welcomed to attend and will most likely find great seating.
   c. There will be a call for volunteers at next week’s staff meeting.

3. Heart of the Community
   a. Carol Jones has been out sick all week. Hopefully, she will return to work tomorrow.
   b. Lucy Steinbrunner has been out of the office recently. She should return on Monday.
   c. Kip thanked all the staff for their kind words after the passing of his mother.

Staff Member/Area Reports

- Tyler:
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○ The campus is currently evaluating the status of its fleet of vehicles and the liability forms used. There will be an email sent out to staff with information about vehicles, keys, etc.

○ Commended the staff for their efforts to communicate with him about parking tickets and permits.

- **Casey:**
  ○ Spring Break is quickly approaching and there will be a number of events on campus that week. If there are any questions, please contact Casey.

- **Julie:**
  ○ The university’s Rise.Shine campaign is still ongoing. Approximately $126 million dollars have been raised towards the $150 million goal that is hoped to be reached by the end of the year.
  ○ There will be a gala held on April 19th on the Dayton campus for the naming ceremony for the Creative Arts Center. If any staff are interested in attending, please contact Julie.

- **Alysia:**
  ○ There will be an email sent soon asking for Spring Open House table requests. If any staff would like to request a table prior to that, please contact Alysia.

- **Jenna:**
  ○ New student orientation planning is ongoing. There will be change to the format and number of sessions this summer. There will be a total of 10 sessions held this summer and they will all be during the day. More information about the resource fair will be sent out via email soon.

- **Courtney:**
  ○ Cassie Dorsten has been hired to fill the part-time business manager position and will start on March 1st. She will be here three days per week. Feel free to send questions to either Cassie or Courtney.

- **Deanna:**
  ○ She will be visiting the Dayton campus ODS office with her student employees and will also be touring the new Student Success building.
  ○ The Lake Campus Alumni association will be holding a reception for graduates after the spring commencement on April 29th. There will be an alumni association meeting tonight in 224 Dwyer at 5:30pm.
  ○ Learned that Lake Campus students will be included in the random pull of students who could be given tickets to attend the presidential debate held at the Nutter Center in September. Julie added that any staff members interested in attending should contact their local legislative representative.

- **Rachel:**
A resume and interviewing class was held last Thursday with four total people in attendance (two students, two alumni).

- **Lucy Flowers:**
  - A Women’s History Month Success Panel will be held on March 15th from 12:00-1:30pm (RSVP by March 8th).
  - The Black History Month Film Series has been going well.
  - She is working with Jamon on a Women’s History Month Film Series for March.
  - Safe Space Training will be held on Thursday, April 7th from 2:00-5:00pm (RSVP by March 31st).
  - Kip asked about the possibility of a Cinco de Mayo event as a part of Diversity Initiatives. Lucy said that she will look into that possibility in conjunction with Dr. Daniel’s Cultural Enrichment Club.

- **Gretchen:**
  - College Credit Plus (CCP) events are beginning to ramp up. The application deadline is April 1st and the deadline for placement assessment scores is May 1st.

- **Greg M.:**
  - The Emerging Ag Conference will be held on Saturday, February 20th. There are approximately 60 people registered.
  - He plans to attend the Ohio FFA convention with some students in the agriculture programs.

- **Jill:**
  - The university is going to be rolling out a new CRM (customer relation management) software that will be used in the admission process. It is planned to be rolled out by April 1st.

- **Sandi:**
  - Thanked Jill and Casey for their work in covering Candace’s absence.
  - The advisor position search is scheduled to be reviewed by the Strategic Hiring Committee on February 25th. It is hoped that the position will post by March 1st with a start date of April 1st.
  - Thanked staff members who attended recent training sessions for Campus Security Authorities and Suicide Prevention. She is working to find out more information about possible make-up sessions for those who were unable to attend.
  - There will be events held during the week of April 4th for students related to violence prevention. April is Sexual Assault Awareness month.
  - There will be Student Summer Send-Off events held during the week of April 11th. More information will be shared as it becomes available.
  - (via BJ Hobler) Thanked Alysia, Sandy Gilbert, Melissa Odira and Amanda Pitcock for volunteering to judge scholarship applications for the Midwest Electric scholarship.
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- **Denise:**
  - There will be various events held on campus during the month of March related to Mental Health. Door prizes will be given each month and all faculty, staff and students are eligible.
  - She will be making her way around campus to update the first aid kits in the next week or so. If your area has a first aid kit and she does not contact you, please reach out to Denise.

- **Kip:**
  - Asked Sandi if there would be attendance certificates given to the participants of the recent training sessions. She responded that these could be provided upon request.

- **Trent:**
  - The men’s basketball regular season has concluded. There is a chance that they could earn a postseason tournament bid.
  - The baseball and softball seasons will be starting soon. It is also a busy time for recruiting.
  - Stefan Stansbury has been hired as the new women’s basketball coach. He most recently coached at Clark State Community College.

- **Lucas:**
  - There have already been numerous requests for information about LC housing for next year.
  - Trent added that programming sessions have been provided to current students. There are two different types of sessions made available – academics and social. These provide students with opportunities to learn about various campus services available as well as interact with other housing students.

The Dean’s Corner

1. Jay Albayyari, Dean
   a. Reminded staff that all parking and transportation questions or issues should be directed to Tyler and not be brought to the Dean’s office. There is already a process in place to dispute tickets that have been given.
   b. Discussed his plan to work with the Dayton campus to clarify the position of Lake Campus within the scope of the entire university. The Dayton campus does have curricular control on its degree programs, but he is seeking to gain the ability to make financial and hiring decisions at the Lake Campus.
   c. The Lake Campus is currently second amongst all colleges within Wright State in raising money for the capital campaign ($1.4 million). Currently, the Lake Campus is operating in the black.
A question was asked about some uncertainty about how the status of the Dayton campus financial outlook will impact donations and pledges previously made for the Lake Campus. Both he and Julie assured the staff that any pledges or donations are placed into a restricted fund that can only be drawn from with Jay’s approval.

**UPCOMING DATES/DEADLINES***

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time Details</th>
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<tbody>
<tr>
<td>Spring Break</td>
<td>Monday, 2/29 through Friday, 3/4</td>
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<tr>
<td>High School Scholastic Bowl</td>
<td>Tuesday, 3/1, 10:00-5:00pm (Snow Date: Mar. 4th)</td>
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<tr>
<td>March Staff Meeting</td>
<td>Wednesday, 3/16, 2:00-3:00pm, 177 Dwyer</td>
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<td>Higher Learning Commission (HLC) Visit</td>
<td>Monday, 3/21 &amp; Tuesday, 3/22</td>
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<td>Transition Advising Afternoon</td>
<td>Thursday, 3/24, 1:00-3:30pm, Location TBA</td>
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<td>Spring Open House</td>
<td>Thursday, 3/24, 4:00-6:00pm, Dicke Hall</td>
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<td>Safe Space Training</td>
<td>Thursday, 4/2, 2:00-5:00pm, Location TBA (RSVP by 3/31)</td>
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<td>Commencement</td>
<td>Friday, 4/29, 5:00pm, YMCA</td>
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*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**

Stefanie to adjourn. Jenna seconded. The meeting was adjourned at 2:55pm.