

Lake Campus Staff Meeting

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

Teresa Bienz, Casey Dues, Denise Eilerman, Lauren Fuelling, Linda Helentjaris, Mark Hibner, Bob Hiskey, Sandi Holdheide, Trent Kline, Evelyn Lauterbach, Bonnie Mathies, Greg McGlinch, Lucas Miller, Ed Morris, Liane Muhlenkamp, Candace Phlipot, Amanda Pitcock, Tyler Pottkotter, Jill Puthoff, Gretchen Rentz, Jenna Shaffer, Deanna Springer, Lucy Steinbrunner, Kip Wright

Welcome

1. Candace started the meeting at 2:02pm
2. New Staff Welcome: Lauren Fuelling & Ed Morris
 - a. Candace introduced Ed Morris, the new buildings and grounds supervisor, and Lauren Fuelling, the new assistant in the science labs. The staff introduced themselves to each of the new staff members.
 - b. Ed and Lauren each introduced themselves and described their roles on campus.
3. Icebreaker (Fun at Work Committee): What is your favorite holiday tradition?
4. Approval of December Minutes: Sandi motioned. Evelyn seconded.

The Dean's Corner

1. Bonnie Mathies, Dean
 - a. Bonnie discussed the recent enrollment report numbers that were included in her Wednesday letter to the campus. She is happy to see that our enrollment is higher than last spring.
 - b. She is happy to see the new faculty and staff on campus this spring term. Dr. Nate Tymes is the new statistics and management science instructor.
 - c. The Trenary Hall remodel is progressing well. She is expecting it to reopen in approximately six weeks.
 - d. The WSU Board of Trustees will be hosting a Public Session at the Lake Campus on Friday, February 13th. It will run from 9:30-11:30am. There will also be tours of the campus for many of the new trustee members. The Lake Campus Agriculture/Food Science program will be making a presentation this year during the open session.
2. Robert Hiskey, Associate Dean
 - a. The Summer 2015 schedule goes live on Wings Express on Monday (1/26).
 - b. The Fall 2015 schedule is in the initial drafting stage. It should be released online in the middle of March.
 - c. Search Committee training was held earlier today. Bonnie added that she is happy to see the number of faculty and staff members who have been trained. She strongly encouraged any faculty or staff who have not been through the training to attend a session to learn about Wright State's hiring procedures.

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Topics

1. Professional Development: *The Empowered Supervisor: Making a Difference*
 - a. Gretchen discussed that *The Empowered Supervisor* professional development opportunity is a series of sessions that could take up to six months to complete. Her Dayton contact has been out of the office so Gretchen has not been able to gather much more information.
2. Heart of the Community
 - a. Candace shared that Mark Ernst's father passed away recently. Kip added that he talked with Mark and passed along his thanks to the staff for the card.

Staff Member/Area Reports

- **Deanna:** The WSU Alumni Association will be hosting a meeting on Monday, January 26th at the Mercer County Historical Society from 6:00-8:00pm. There will also be tours offered after the meeting. The association is also working on establishing partnerships with local companies to offer discounts to WSU students, staff and faculty.
- **Lucas:** There are some new students in the housing units this spring. He has been working with the Student Success Center to encourage residents to use their services. He thanked the staff for their help with his requests throughout the year.
- **Mark:** Shared that there are Hometown Opportunity brochures, magnets and pens available via Katie Gengler, a student employee in the Lake Campus bookstore for any staff member who wishes to have some in their office.
- **Bonnie:** There will be a public reception held from 3:00-5:00pm on Sunday, March 22nd, to formally announce the Lake Campus' participation in the capital campaign. She anticipates that the provost or president will be in attendance.
- **Trent:** There are 10 new students in the housing units this spring. There have already been three new applications for next fall semester. The men's basketball team plays at home tonight at 7:30pm. On Saturday, the men's basketball team will be playing the Wright-Patterson Air Force Base team at the Nutter Center at 5:00pm.
- **Ed:** Asked that staff members report any snow or ice-covered areas on campus to him and his staff so that they can be addressed. He also mentioned that the walkway out to the faculty/staff parking lot near Trenary is somewhat uneven due to the construction.
- **Tyler:** Encouraged staff to be cautious near Trenary Hall due to the ongoing construction.
- **Lucy:** Asked about the Voya Retirement sessions on the agenda for January 26th. Candace responded that Cassie should be sending out information about this session soon. There are open times, as well as scheduled appointment times.
- **Gretchen:** Discussed the Microsoft Lync Training scheduled to be held on campus on Thursday, January 29th. Encouraged staff to participate in this session and use Lync for any

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video conferencing needs. Candace added that the university does not support Skype, but rather Lync since it is a Microsoft product.

- **Jill:** The next open house will be on Thursday, March 26th. The times have not yet been determined. Another round of campus promotional videos has been completed. She applauded Amanda's efforts in coordinating these sessions.
- **Amanda:** There will be more videos made sometime this spring semester.
- **Jenna:** There will not be a College Goal Sunday held this year. Instead, there will be a handful of FAFSA workshops held on campus in February (see upcoming dates/deadlines below). Please refer any interested students/parents to Enrollment Services for registration.
- **Casey:** The Faculty/Staff Appreciation Night at the Dayton campus went very well. There will be a wrap-up meeting to elicit feedback and comments. Please email Casey or Molly if there are any suggestions.
- **Sandi:** Reminded staff to register for Emergency Messages via Text Messaging. She mentioned that at times external vendors (TV stations) have issues posting the appropriate information in a timely manner. She also reminded staff to be responsible for any planned meetings with campus visitors. There is an open academic advising position and it has been posted online. It will be a new position. She shared advising appointment numbers for some of the recent terms. She also mentioned that the program area responsibilities of the new position are yet to be determined. She spoke about the counseling services that are available through Foundations. There are posters available for any staff members who are interested. She also has a PDF version of the poster.
- **Kip:** The Garden committee has been receiving requests for assistance in building community gardens similar to those on campus. He suggested that the staff members consider helping with this as a form of community service. He also requested that staff members consider donating money towards the purchase of seed packets. The existing gardens may be moved at some point in the future to accommodate future building expansions.
- **Denise:** There will be an official opening of the campus health clinic sometime in February. More details will be released as they become available.
- **Liane:** The Health and Wellness responsibilities have been passed on to Denise; please watch for emails from her. Biometric screenings were held on campus last week. Participants should receive their results soon. She encouraged staff to sign up for use of the Living Well portal; if there are any questions, please contact Liane. There will not be any more biometric screenings held on campus this year. However, staff members may be able to contact their local physicians to complete this.
- **Greg:** An advisory meeting was held in December. Many local employers are seeking students with strong communication skills; he is seeking to incorporate this into the agriculture program at the Lake Campus. Students currently enrolled in the program are offering to

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recruit new students in the high schools. There will be a Horticulture/Gardening course offered in the summer semester.

- **Candace:** There will be a Sprout Social Presentation at the Lake Campus on Tuesday, February 17th at 2:30pm. Katie Halberg, social media manager for the university, will be hosting the event. It is intended for any person who manages one or multiple social media accounts on behalf of the university. Mika has resigned her position within the library. She will not return to the campus from her leave before her last day.

UPCOMING DATES/DEADLINES*

Voya Retirement Meetings (more info to come)	Monday, 1/26, 10:00am-2:00pm, 224 Dwyer
WOEF Board Meeting	Monday, 1/26, 4:00-6:00pm, Dicke Hall
Alumni Association Meeting	Monday, 1/26, 6:00-8:00pm, Mercer Co. Historical Society
JTDMH Wellness Booth: Alcohol Education	Tuesday, 1/27, 11:00am-1:30pm, Lower Level
Microsoft Lync Training	Thursday, 1/29, 10:00-11:00am, 177 Dwyer
FAFSA Workshop	Tuesday, 2/3, 6:30-8:00pm, 196 Dwyer
JTDMH Wellness Booth: Healthy Lifestyles	Tuesday, 2/10, 11:00am-1:30pm, Lower Level
Java & Jazz	Tuesday, 2/10, 11:30am-1:30pm, Boathouse
FAFSA Workshop	Thursday, 2/12, 1:30-3:00pm, 185 Dwyer
Board of Trustees Meeting	Friday, 2/13, Time TBD, Dicke Hall
Sprout Social Presentation	Tuesday, 2/17, 2:30-4:00pm, 177 Dwyer
Staff Meeting	Wednesday, 2/18, 2:00-3:30pm, 177 Dwyer
Faculty Senate Meeting	Thursday, 2/19, 3:30-4:30pm, 229 Dwyer
Faculty/Staff Yoga	Thursdays, 3:00-4:00pm, YMCA
Student Senator Office Hours	Mondays/Fridays, 12:00-2:00pm & Thursdays, 11:30am-1:30pm, 224D

Adjournment

Liane motioned to adjourn. Greg seconded. The meeting was adjourned at 3:00pm.