

# Lake Campus Staff Meeting

Minutes: Wednesday, August 20, 2014 • 2:00pm • 177 Dwyer Hall

Mark Hibner, Bob Hiskey, BJ Hobler, Sandi Holdheide, Greg McGlinch, Amanda Pitcock, Candace Phlipot, Tyler Pottkotter, Jill Puthoff, Lucy Steinbrunner, Kip Wright

## Welcome

1. Candace started the meeting at 2:05pm.
2. Icebreaker (Fun at Work Committee) – None
3. Approval of June Minutes: Sandi motioned, Greg seconded.

## The Deans' Corner

1. Bonnie Mathies, Dean
  - a. No report
2. Robert Hiskey, Associate Dean
  - a. A faculty search will be starting soon to replace the position previously held by Andrea Faber.
  - b. There will be a new position created within Student Services that will support both housing and athletics. Sandi stated that it is still being processed through HR and has not yet been posted online.

## Topics

1. Approval of By-Laws
  - a. Candace asked for a vote to approve the proposed changes to the Staff Advisory Council By-Laws that were introduced at the July staff meeting.
  - b. Sandi asked if there was a quorum required before a vote. After reviewing the current by-laws, it was found that no requirement was established.
  - c. All staff members voted to approve the changes.
2. Dean's Search
  - a. Candace provided the staff with an update regarding the progress of the Dean's Search.
  - b. No meetings have been held since the last staff meeting. She expects that some will start up after the semester has begun.
3. Welcome Wednesdays Volunteer Sign-Up
  - a. Candace passed out a sign-up sheet to staff members asking for help for the various events held during the Welcome Wednesdays.
  - b. She encouraged staff to volunteer, but if they cannot to please become involved with some of the events.
4. Wellness Updates: Yoga, Self-Defense

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- a. Candace stated that Giovanna Follo plans to hold self-defense classes on Mondays and Wednesdays. Dr. Follo would like to hold a self-defense class on Wednesdays from 4-5pm. If any staff members are interested, please email Dr. Follo.
5. Helpful Tip for Voicemail
  - a. Candace mentioned to staff that when setting up voicemail messages staff can tell their callers to simply dial '0' if they wish to speak with the attendant, instead of advising them to hang up and dial 419.586.0300.
  - b. After some discussion, there were some questions about whether all callers are able to dial '0' for the attendant. It was decided that this would be confirmed with Tech Services.
6. Heart of the Community & Farewells
  - a. BJ mentioned that Dot Fey, who used to work in Dayton Admissions, recently passed away.
  - b. Mary's husband recently suffered a stroke and heart attack. Amy will be assisting with more of the bookstore operations while Mary is away.
  - c. Betty and Leigh will be leaving the Lake Campus soon to assume their new jobs. Please wish them farewell before they leave us.

## Staff Member/Area Reports

- **Greg:** The agriculture department recently held a successful advisory board meeting.
- **Lucy:** She is still accepting RSVPs for the Lake Campus Awards Ceremony on Friday, September 12<sup>th</sup>. Please contact Lucy with your intentions by September 1<sup>st</sup>.
- **BJ:** There are many veterans attending campus this fall. There are 12 new students for this fall and close to 30 in total.
- **Sandi:** Enrollment for fall semester has been holding steady. There are still inquiries about admission and housing for this fall. Kip asked about staff publicly disclosing the number of housing units that are filled and unfilled. Sandi responded that it would be preferred that staff members state that the housing units are 70-75% full and that this changes on a daily basis (if they are asked). The nurse practitioner position went unfilled this past spring so it is now being transitioned to an RN position. It is hoped that this will attract more applicants. The Grand Lake Marathon will be held on Saturday, September 27<sup>th</sup>. State Route 703 will be closed starting at 7:00am. The race will begin at 7:30am. When the last participant has passed the campus, we will be able to leave campus, but only towards the west. The race will be run clockwise around Grand Lake. If any staff members or students are planning to be on campus, please plan accordingly.
- **Kip:** The harvest of the Community Garden produce has been successful this summer. There plans to again offer the Community Garden soup in late September for students, staff and faculty.

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- **Candace:** The Dayton campus student government president, Kyle Powell, recently met with Candace on campus. There are plans to again host a Lake Campus student government representative. This is a paid position that would work closely with the student government at the Dayton campus. If any staff members know of any interested students, please refer them to Candace.

## UPCOMING DATES/DEADLINES\*

Welcome Wednesdays: Welcome Week	Monday, 8/25-Friday, 8/29
Labor Day Holiday (University Closed)	Monday, 9/1
Welcome Wednesdays: Games & Grub	Wednesday, 9/3 & Thursday, 9/4, 11am-1pm, Patio
WOEF Scholarship Recognition	Sunday, 9/7, 2-3pm, Dicke Hall
Blood Drive	Tuesday, 9/9, 9am-3pm, Dicke Hall (walk-ins or appointments)
Welcome Wednesdays: Recruitment Rally	Wednesday, 9/10, 10am-12pm, Patio
One Health	Thursday, 9/11, 9:30am-2:30pm, Dicke Hall (see web for details)
Welcome Wednesdays: Recruitment Rally	Thursday, 9/11, 12pm-2pm, Front Lawn
Staff/Faculty Awards & Recognition	Friday, 9/12, 5-7pm, Dicke Hall
Welcome Wednesdays: Java & Jazz	Wednesday, 9/17, 11:30am-1:30pm, Boathouse
September Staff Meeting	Wednesday, 9/17, 2:00-3:30pm, 177 Dwyer
Welcome Wednesdays: Students 4 Service	Tuesday, 9/23-Thursday, 9/25, 11:30am-1pm, Service Kitchen
Grand Lake Marathon	Saturday, 9/27 – <i>access to campus may be limited</i>

\*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

Greg motioned to adjourn. Tyler seconded. The meeting concluded at 2:29pm.