

# Lake Campus Staff Meeting

Minutes: Wednesday, September 17, 2014 • 2:00pm • 177 Dwyer Hall

Teresa Bienz, Casey Dues, Jan Eckstein, Molly Hay, Linda Helentjaris, Mark Hibner, Bob Hiskey, Sandi Holdheide, Jonah Jones, Vicki Marks, Bonnie Mathies, Julie Miller, Lucas Miller, Liane Muhlenkamp, Ashley Overman, Candace Phlipot, Amanda Pitcock, Tyler Pottkotter, Jill Puthoff, Gretchen Rentz, Mika Sasaki, Jenna Shaffer, Deanna Springer, Betty Staugler, Mary Wenning, Kip Wright

Guest: Mindy Bettinger, Instructor, Developmental Math

## Welcome

1. Candace started the meeting at 2:05pm.
2. Icebreaker (Fun at Work Committee): Tell us about your name. Do you know what it means or if you are named after someone?
3. Approval of August Minutes: Casey motioned, Molly seconded.

## The Dean's Corner

1. Bonnie Mathies, Dean
  - a. Distributed an updated faculty and staff list as of today ordered by starting date. There are some new faculty and staff on campus this fall term.
  - b. Bonnie felt that last Friday night's Awards and Recognition Ceremony went very well. She again congratulated Mark on his Spirit of Service award.
  - c. There are many events being held on campus in the next few weeks. Many of them are on the upcoming dates/deadlines on the agenda.
  - d. Fall 2014 enrollment has increased. There has been a 2.5% increase in undergraduate enrollment. The budget has been built on the projection of a flat enrollment.
  - e. There are some searches that are ongoing. One search is for a registered nurse to staff the campus health clinic on a part-time basis.
  - f. She shared a picture of the engineering students participating in a recent cardboard boat-racing contest.
2. Robert Hiskey, Associate Dean
  - a. Dr. Hiskey and Julie Miller went out on one of the dredges on Grand Lake. These are now pumping material into the retention area across from the campus. Julie added that the Ohio Department of Natural Resources (ODNR) has offered to host groups on the dredges for anyone interested – please see Julie if you are interested.
  - b. The Spring 2015 course schedule will be released to the faculty later this week. There are some additional challenges to creating this year's spring schedule due to the scheduled renovations in Trenary Hall. The initial drafting of the Summer 2015 schedule will begin soon as well.
  - c. Bonnie added that the renovations in Trenary Hall are expected to begin near the beginning of December. Most of the work should be completed by the end of the

# Lake Campus Staff Meeting

spring semester. The funding of this work was received from a capital improvement appropriation in the most recent state budget.

## Topics

### 1. New Faculty Introduction

- a. Mindy Bettinger introduced herself to the staff. She is the new instructor of developmental math at the Lake Campus and is a graduate of Wright State University. She previously taught at Piqua City Schools for two years and Minster Local Schools for four years. She was also a previous adjunct instructor at the Lake Campus. She will be teaching many of the introductory math courses at the Lake Campus.

### 2. Staff/Faculty/Dean's Searches

- a. There was a new employee hired as a faculty secretary assistant.
- b. Rachel Stoker has been hired as a BEC assistant.
- c. Gretchen updated the staff on the progress of the dean's search. She said that the committee met last week to review a group of about 70 candidates and this number was then reduced to about 10 candidates, who will be offered Skype interviews next week.
- d. She feels that the search firm has been beneficial to the group in terms of providing some background information regarding some of the applicants. She re-iterated that confidentiality is still crucial at this point in the search and the names of the candidates cannot yet be released. When on-campus interviews are scheduled, names can then be released.
- e. Julie added that there are no internal candidates for the position.
- f. Candace also felt that the search firm was helpful in ensuring that the pool of applicants was diverse. There will be at least 8 Skype interviews conducted.

### 3. Student Employee Classification Structure

- a. Casey said there have been some recent changes in the Student Employment area. Much of the paperwork has been shifted to the individual departments but Casey and Cassie will still be involved in the process. She distributed some information to the staff about these changes.
- b. Student Employee supervisors will now be able to post jobs online.
- c. She plans to send an email to staff soon to ask for revised and updated student job descriptions. Some of these have changed and she is now asked to keep copies of the descriptions in her office.
- d. Bonnie added that the university is more closely monitoring how many hours a student employee works. Some of this applies to adjunct instructors as well. If you have any questions, please speak with Casey or Cassie.

# Lake Campus Staff Meeting

## 4. Fall Staff Development/Luncheon

- a. LSAC is considering a Fall Staff Development luncheon sometime during the fall – perhaps in late-October. This could be a brown-bag lunch to discuss any recent personal and professional successes. Suggestions are welcome.

## 5. Heart of the Community

- a. Jan mentioned that the health of Lucy's sister is deteriorating.
- b. Liane thanked the staff for their thoughts and efforts during her recent recovery. She was appreciative of the cards and support. She also added that her daughter will soon be undergoing some oral surgery.
- c. Mary thanked the staff for their thoughts and efforts while her husband recovers from a recent medical episode.

## 6. Betty's Going Away Party

### Staff Member/Area Reports

- **Julie:** The MVP Challenge will be held on Monday, October 27<sup>th</sup>, at C-Town Wings in Celina. All proceeds will benefit scholarships for academic excellence. Ten percent of the day's sales will be donated to the scholarship fund as well. Carol Jones is coordinating registration for this event – please see her for details. President Hopkins will be in the area on Wednesday, October 8<sup>th</sup>. He will be touring in Darke County and seeing a number of schools and companies in Versailles and Greenville.
- **Amanda:** The college recruitment season will be starting soon. She will be on the road visiting high schools and talking with prospective students.
- **Gretchen:** Thanked Jenna and Amanda for their efforts in ensuring that students pay their tuition for the semester. The university drops students for non-payment a few weeks into the term. There were 116 Lake students who were subject to being dropped; after much effort, there were only 16 Lake students who were dropped.
- **Lucas:** The second housing building is completed. He thanked all of the volunteers who helped with a successful move-in weekend before the start of the term. He is in the process of bringing on more staff to help with residence services. He announced to staff that he is not in his office on campus on Mondays and Tuesdays.
- **Molly:** There are 82 students who are completing field experiences this semester. There are 45 students participating in Circle K this term. The Circle K will be hosting a water stop at next week's Grand Lake Marathon. She announced that there will be a "Down at the Farm" event held on campus on Saturday, October 4<sup>th</sup>. She passed around a flyer for the event. There have been 152 students come on campus to take the OAE/Pearson tests. She feels that nearly half of them are students at other universities.
- **Jill:** The Fall Open House will be held on Thursday, November 20<sup>th</sup> from 4-7pm.

# Lake Campus Staff Meeting

- **Mary:** She thanked her assistant, Amy Fisher, for her help at the bookstore while Mary has been away.
- **Betty:** Updated the staff on a variety of projects occurring with buildings and grounds. The internal posting for the Director of Building and Grounds closed last Wednesday. The search will be for internal candidates first. Bids for the generator replacement will be going out soon. The emergency generator is currently wired into the technology services unit. It is expected that the new generator will be placed on the roof of the single-story of Dwyer Hall, replacing an abandoned air handler. The second phase of the energy conservation will be implemented soon. It involves replacing many of the exterior lighting components. She will remain at the Lake Campus to assist with the Trenary renovation project. There is also a project upcoming involving the move of the elevator access door near the bookstore.
- **Vicki:** There are approximately 150 students enrolled in the engineering program. They recently received their new 3-D printer and expect it to be installed in early October.
- **Sandi:** There was a recent test of the WSU Alert system. It was very successful. Approximately 95% of the text messages were sent successfully. She reminded staff that they can manage their alerts in the Wings Express account. There will soon be a meeting of all staff who are involved in Emergency Management at the Lake Campus. The route of the Grand Lake Marathon will go in front of the Lake Campus. She offered staff the opportunity to be on campus that day to cheer on the runners as they go by. Reminded staff that the roads will be closed at 7:00am that day and reopen (to the west only) after the last runner has gone by.
- **Bonnie:** The Dayton campus is currently searching for a Chief Information Officer, who will oversee the CaTS, Library and CTL offices at the Dayton campus. There will be four candidates brought on campus for interviews soon. She hopes to be able to provide a live feed for Lake staff/faculty to ask questions of the candidates. More information will be sent out as it becomes available. There are no internal candidates.
- **Kip:** Reminded staff that there will be soup offered to Lake faculty, staff and students next Tuesday with produce from the Community Garden. There has been approximately 1,800 pounds of produce donated this year to local food pantries.
- **Tyler:** There will be training sessions scheduled for Active Shooter Awareness Training and Sexual Assault Prevention soon. Monitor your email for more details once they are finalized.
- **Candace:** The OATYC conference will be held on the Lake Campus on Friday, October 10<sup>th</sup>. There will be no classrooms or conference rooms available that day.

# Lake Campus Staff Meeting

## UPCOMING DATES/DEADLINES\*

WOEF Board Meeting	Monday, 9/22, 4:00-6:00pm, Dicke Hall
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 in morning</i>
Learn with Anthem	Monday, 9/29, 12:30-1:30pm, 177 Dwyer
Down on the Farm	Saturday, 10/4, 9:00-11:00am, Parking Lot
President's Report to the Community	Wednesday, 10/8, Darke County
OATYC Conference	Friday, 10/10, 8:00am-2:30pm, Dwyer/ Andrews/ Dicke Halls
October Staff Meeting	Wednesday, 10/15, 2:00-3:30pm, 177 Dwyer
MVP Challenge	Monday, 10/27, C-Town Wings, Celina
Fall Open House	Thursday, 11/20, 4:00-7:00pm, Dicke Hall

\*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. Lucas seconded. The meeting ended at 3:05pm.