

Lake Campus Staff Meeting

Minutes: Wednesday, August 17, 2016 • 2:00pm • 177 Dwyer Hall

Jay Albayyari, Teresa Bienz, Chris Blain, Courtney Donovan, Heather Dorsten, Casey Dues, Alysia Dunlap, Jan Eckstein, Jamon Flowers, Lucy Flowers, Lauren Fuelling, Linda Helentjaris, Sandi Holdheide, Trent Kline, Stefanie Kohne, Evelyn Lauterbach, Greg Luchnenko, Victoria Marks, Greg McGlinch, Ed Morris, Melissa Odira, Candace Phlipot, Tyler Pottkotter, Jill Puthoff, Gretchen Rentz, Jenna Shaffer, Deanna Springer, Lucy Steinbrunner, Kip Wright

Guest: Mark Johnson, Engineering Lecturer

Welcome

1. Tyler started the meeting at 2:02pm
2. New Employee Introductions
 - a. Mark Johnson – Lecturer, Mechanical Engineering
 - i. Originally from Cincinnati area. Graduated from Wright State University with bachelor's and master's degree
 - b. Christine (Chris) Blain – Academic Advisor
 - i. Will be working with College Credit Plus (CCP) students. Has been in academics for 14 years (registrar, faculty). Originally from Lima area.
3. Icebreaker (Fun at Work Committee): What is your favorite Olympic event to watch?
4. Approval of July Minutes: Jamon motioned to approve the July minutes. Linda seconded.

Topics

1. Heart of the Community
 - a. Welcomed Lucy Steinbrunner back to work. She reported that she is cancer-free.

Staff Member/Area Reports

- **Jenna:**
 - Thanked all staff who helped with new student orientations this summer.
- **Alysia:**
 - Recruitment travel season is quickly approaching.
- **Candace:**
 - Reminded staff that instead of the “Welcome Wednesday” events for students, there will be “Welcome Week” events taking place during the first week of the term.
 - The “Meet-and-Greet” session for the new student ambassadors went very well. It is hoped that these students will help with student involvement, recruitment and retention.
- **Sandi:**
 - Enrollment for the fall term looks very good. Undergraduate enrollment is currently at 1,280.

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- Liability policies for campus vehicles and watercraft are being finalized and will be in place by the start of the term.
- Due to the retirement of Denise Eilerman, the health clinic and mental health services will be transitioned to Lynn Franck and her adjunct faculty. They will tentatively be available Mondays, Tuesdays and Thursdays from 12-4pm. More information will be shared as it is finalized.
- It has been recommended that Wright State hire a Compliance director. The job posting will be available soon.
- **Trent:**
 - He hopes to be able to announce the hiring of a new women's basketball coach soon.
 - The women's volleyball team will be participating in their first match of the season on Saturday, August 27th.
- **Heather:**
 - On Wednesday, August 24th, there will be a "Meet-and-Greet" session for the new student peer advocates. More information will be shared soon.
- **Melissa:**
 - The Student Success Center is getting ready for the start of the fall term.
 - A new program – "Cover Your Class" – will be started this fall. It allows faculty who plan to cancel a class instead opt to ask the Success Center to conduct a workshop. There are 11 total workshop options available – four sessions have already been scheduled.
- **Gretchen:**
 - Student Services will host a "Welcome Week" table during the first week of the fall term in the mornings and late afternoons.
- **Lucy F.:**
 - Thanked Jill for assisting with the launch of the diversity web page on the Lake Campus site.
 - There has been discussion about forming a Diversity committee. If any staff are interested, please contact Lucy.
 - If there are any ideas/contacts for diversity speakers, contact Lucy.
- **Ed:**
 - The three walk path lights are near completion. It should be completed mid-week.
 - Construction on 181 Andrews has begun.
 - The east drainage ditch has been repaired.
 - There will be a water shut-off on Friday morning and should be completed by 9:00am.
 - There have been some leaks reported in Trenary Hall. Options for repair are currently being explored.

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- **Jill:**
 - Travel season will start soon. There will now be group campus visits scheduled for prospective students during the fall season. Students will be able to schedule their visit themselves online.
- **Tyler:**
 - Matt Boaz, director of Equity and Inclusion, is soliciting input from Lake Campus staff regarding the qualities and characteristics the Presidential search committee should look for in its applicants. This can be sent directly to Matt via email (matthew.boaz@wright.edu) or to Tyler, who can forward it to Matt.

The Dean's Corner

1. Jay Albayyari, Dean
 - He will share more campus updates at next week's Convocation.
 - The Boathouse will re-open on August 22nd. There will be a new manager in charge – Chris. Encouraged all staff to welcome him to campus.

UPCOMING DATES/DEADLINES*

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| Fall Convocation | Thursday, 8/25, 10-11:30am, James F. Dicke Hall |
| Move-In Weekend | Friday, 8/26 – Sunday, 8/28, Various locations |
| First Day of Fall Classes | Monday, 8/29 |
| Labor Day – University Closed | Monday, 9/5 |
| Blood Drive | Wednesday, 9/7, 9am-3pm, Dicke Hall |
| Wellness Outreach Program – Heart Health | Monday, 9/12, 11am-1:30pm, Lower Level |
| RAINN Day | Thursday, 9/15, 10am-1pm, Lower Level |
| Spectrum Session – Creating Inclusive Spaces | Monday, 9/19, 2pm-3pm OR 5pm-6pm, 177 Dwyer |
| September Staff Meeting | Wednesday, 9/21, 2pm-3:30pm, 177 Dwyer |
| Faculty/Staff Reception | Thursday, 9/22, 5:30-8:00pm, Dicke Hall |

*Email Tyler Pottkotter to add dates and/or topics to future agendas.
Please submit requests as early as possible, preferably at least one week prior to the Monthly Staff Meeting.

Adjournment

Casey motioned to adjourn. Jenna seconded. The meeting was adjourned at 2:30pm.