

# Lake Campus Staff Meeting

Minutes: Wednesday, November 18, 2015 • 2:00pm • 177 Dwyer

Jay Albayyari, Candace Philpot, Linda Helentjaris, Amanda Pitcock, Tyler Pottkotter, Molly Hays, Liane Muhlenkamp, Teresa Bienz, Stephanie Kohne, Deanna Springer, Jill Puthoff, Jenna Shaffer, Gretchen Rentz, BJ Hobler, Lucy Flowers, Jamon Flowers, Jan Eckstein, Lucy Steinbrunner, Casey Dues, Heather Dorsten, Kim Alstaeetter, Melissa Odira, Kip Moore, Ed Morris, Sandi Holdheide, Trent Kline, Alysia Dunlap

## Welcome

1. Linda started the meeting at 2:04pm
2. New Staff Welcome
  - a. Kim Alstaeetter, Councilor
    - i. Linda introduced Kim to the staff members. She is the new councilor on campus. She is here on Mondays 10-1 and Thursday 2-5 and is located in the Health and Wellness clinic. She works for Foundations and has been there 12 years as a licensed professional councilor.
3. Icebreaker (Fun at Work Committee): What is your driving pet peeve?
4. Approval of October Minutes: Liane motioned to approve the October minutes. Casey seconded.

## Topics

1. Heart of the Community
  - a. Denise Eilerman's son is recovering from a cardiac event early Sunday morning.
  - b. Congratulations to Mark and Mara on their new little boy.
  - c. Jill and Gretchen are both back.
2. Linda announced that the LSAC Committee is hosting a Lunch & Learn on Dec. 2, passed around a signup sheet.
3. Amanda passed around a Secret Santa signup sheet. Name should be drawn by Wednesday.

## Staff Member/Area Reports

- **Tyler**
  - o Email was sent out about faculty & staff parking lot, make sure you park between two yellow lines. Parking blocks are down, try to stay on asphalt. He would support/assist more parking spots.
- **Molly Hay:**
  - o Good news for Education Dept., they passed NCATE and the area for improvement was removed.
  - o Monday, Nov. 23<sup>rd</sup> over 100 second graders from Parkway will be here.

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- **Deanna:**
  - Survey was sent out for workplace happiness lunch for Jan 22<sup>nd</sup> at 12:30 pm.
  - Concern for Michelle Smith being stranded on 2<sup>nd</sup> floor with no restroom when we had the power outage.
- **Jill**
  - Open house is tomorrow 4-7 pm, 95 registered, great turnout.
- **Alysia**
  - Please let her know if you need a table for open house.
- **Amanda**
  - Orientation in December is lot smaller than fall, no resources fair at the beginning. Presentation only Tuesday Sept. 8.
- **Ed**
  - Wants to add elevator, refrigerator and freezer in Boathouse to generator.
  - Re-posting PTOC position as custodian.
- **Trent**
  - Men's basketball season is underway, support is appreciated.
  - Re-posted Women's Basketball coach, try to get someone now soon than later.
- **Heather**
  - Thanks everyone for your condolences thoughts and prayers.
  - Sent email concerning Giving Homeless Drive, contributions will be appreciated. Collections will be sent to Mercy Unlimited in Wapak.
  - Connect2Complete has hired 4 student workers who will serve as peer advocates in January. She will be contacting certain staff members about one hour, one-on-one training.
- **Sandi**
  - Large holiday hour's poster is out, if you would like smaller poster please let her know.
  - Updated councilor posters for anyone that would like to post.
  - Email went out for travel preapproval.
  - Highly recommended to attend President visit.
- **Candace:**
  - Casey and Mara's dad, Ron, raised \$6,000 for Big Brother, Big Sister charity, Dancing with the Stars.
  - If you need Dicke Hall in the spring, please let her know so she can get it on the books before she goes on maternity leave.
  - Concerns for promotional material laying around the campus due to cleaning, etc. She is looking into other ways to display.

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## The Dean's Corner

### 1. Jay Albayyari, Dean

- o Was at the Main Campus and they are trying to work through the issues that they are having. We are not affected in terms of our budget, our health, and our reserved monies. Working with Cassie trying to clarify our financial operations.
- o Kip – Is this affecting the Rise, Shine campaign? So far it is moving forward, it is at halfway, \$4 million plus mark, Dayton is not going to bond and is impeding the progress on the connector building. This is not acceptable, he is still working on it, doesn't have to be a \$12 million building just needs the space. Ag and Water Quality building is on schedule, if not earlier. Important to get first building on campus, once community sees the first building, good for PR, increase in student enrollment, community will give more.
- o Lots of challenges but he is committed with the staff's help.
- o Invited President Hopkins to come on Tuesday, hope all staff is attending for a half hour. He would like to fill Dicke Hall unless you have an excuse.

## UPCOMING DATES/DEADLINES\*

Fall Open House	Thurs. 11/19, 4-7pm, Dicke Hall
STEM Day (Parkway)	Mon. 11/23, time TBA, Dicke Hall
President Hopkins Visit	Tues. 11/24, 10:15-11:15 am, Dicke Hall
No Classes	Wed. 11/25-Sun. 11/29
Campus Closed for Thanksgiving	Thurs.11/26-Sun.11/29
Lunch & Learn	Wed. 12/2, 11:45-1:00, 177 Dwyer
Spring Orientation	Tues. 12/8, 6-7:30 pm, 177 Dwyer
Study Wright	Tues. 12/8/ & Wed. 12/9, 1-3 pm, The Boathouse
Holiday Celebration Carry-In	Thurs. 12/17, 11:30am-1:30pm, The Boathouse

\* 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 motioned to adjourn. Heather seconded. The meeting was adjourned at 3:00pm.