

Staff Congress Regular Meeting Minutes

January 10, 2013

Members Present: Sarah Aikman; Cindy Ash; Tina Altenhofen; David Bauer; Kathy Bennett; Rachel Brueggen; Tiffany Budd; Maribeth Carskadon; Jeff Chesnut; Peggy DeJaco; Cheryl Edelen; Tiffany Freytag; LuAnn Grimm; Carolyn Haley; Kathryn Lovold; Chuck Miller; Amanda Meeker; Gail Messmer; Sue Murphy; Rebekah Richardson; Ron Schulz; Pam Wagar; Jenny Wagner; Zach Wells; Carole Ziegler; Glenn Scott

Members absent: Peg Adams; Jane Goode; Christine Lawhorn; Erin Mulligan; Billy Scott; Jeff Varrone

Guests: Ken Ramey; Steve Meier; Lori Southwood; Grace Hiles

Call to Order: The meeting was called to order at 1:03PM by President, Peggy DeJaco.

Minutes: Motion to approve minutes by Pam Wager. Second by Ron Schulz, Motion approved.

Human Resources: Lori Southwood

Employee appreciation dates are March 25-29th. The breakfast would be on the 25th. March 28th will be the lunch and March 29th for the dinner.

There will be educational sessions on the high deductible plan for new and returning participants.

There will be training for 60 and over for retirement and financial planning, social security and medi-care. Those dates will be in Mid-week.

In March there will be training for 55 and older on retirement.

Delta Dental cards were mailed in December.

Humana cards were also mailed to everyone.

Humana and EyeMed are currently working on a file issue of data transfer that will reload files on Saturday. Next week all participants will be correct.

New Benny cards for FSA were mailed out. These were sent by Chard Sydner. There will be no other accounts with cards other than FSA and Medical Flex Accounts.

W2s will be mailed out by January 31st but probably earlier.

Vice President for Administration & Finance: Ken Ramey

Ken encouraged Staff Congress to attend the Convocation as it is important to be visible for support for the President. There will be vocal entertainment.

The Campus Beautification presentation was great and would like to thank everyone who played a part in that process.

The Legislatures are back in session and we hope to hear about the decision on agencies bonds which would allow us to continue with the Health Center plans. This is a short session and perhaps maybe drawn out to March.

The Student Success Center Plaza level will be open in February and this will be a good space on campus.

Students return to campus on Monday.

Questions were asked about the recent posters from Audit put up around campus and why this was being done. This was done in an effort to inform faculty and staff about the Fraud, Waste and Abuse line that is offered by Audit on campus. This line is anonymous or an email can be sent.

Another question was asked about new dorm space and if NKU was purchasing additional space and it was stated that NKU does not comment on purchasing of space until the transaction is completed. At this time there was no comment.

Staff Regent Report's: Stephen Meier

Strategic Planning Process

- President Mearns presentation on the Strategic Planning Process will be held on Friday, February 11 at 9:30am in Greaves Concert Hall.
- The Strategic Plan provides the roadmap between the "current state" of the university in 2013 and the "desired state" in 2018.

Content of Strategic Plan

- Mission, vision and values
- Students, other clientele and region served
- Distinctive attributes
- Strategic priorities
- Performance metrics (desired results)

Strategic Planning Committee Composition

- Three faculty
 - Richard Byers, Biological Sciences
 - Dana Harley, Counseling, Social Work and Leadership
 - Stephanie Hughes, Management
- Two staff
 - Mary Paula Schuh, Director Campus and Space Planning
 - Anne Slaughter, Director University Housing
- One dean
 - Denise Robinson, College of Health Professions
- One student
 - Katie Cox, SGA senator
- One chair
 - Zach Hill, Communication
- One graduate
 - Diane Smolcard-Jordan, WRC, Inc.
- One community/business leader
 - Charles Brown, VP of Accounting & Finance, Toyota Motor & former Regent
- Chair
 - President Mearns

Process Components & Timeline

- Spring 2013
 - Open forums
 - Committee/work groups
- Summer 2013
 - Dissemination of draft strategic plan
- Fall 2013
 - Open forums meetings/online forums
 - Present to Faculty Senate, Staff Congress and SGA
 - Presentation to Board of Regents at November meeting for approval

Tobacco Free Campus Policy

- The adoption of a "tobacco free" campus policy
- 266 colleges and universities currently have a tobacco-free policy
- Policy adoption will be deliberate
- The transition to a "tobacco free campus" could take 12 to 18 months
- Campus community will be involved on how to put the "tobacco free" policy into practice
- President Mearns will appoint a "Tobacco Free Task Force" to provide recommendations for this transition
- VP Ramsey will recommend to President Mearns for Karen Campbell, Wellness Director, and Jeffrey Wagle, Dean of Students, to co-chair the "Tobacco Free Task Force"
- Support will be provided for campus tobacco users
- Wellness has initially forecasted a budget of \$225,000 for campus marketing, signage and cessation support

Campus Beautification Initiative

- President Mearns met with Facilities Management employees early in the fall semester and offered \$50,000 in seed money for their ideas on campus beautification projects.
- Ray Mirizzi, Director of Operations and Maintenance and Mary Lee Schott, Manager in University Architect, Design and Construction Management co-chaired this initiative.
- Several employees across many departments in operations and maintenance (custodians, plumbing, carpenters, roads and grounds, horticulture, etc.) embraced this initiative.
- Criteria was established on making the campus "more beautiful".
- Employees voted on which projects would be forwarded for approval.

Campus Beautification Projects

- Student artwork installations
 - Interior and exterior of
- Upgrade traffic circles
 - Plant trees along roads leading to traffic circles
 - Add landscaping in traffic circles
- Directory kiosks located in key locations on campus
 - Five locations have been identified
- Enhanced bus shelters
 - Repaint shelters with school colors and university graphics
 - Name bus shelters
- Planters located in key locations on campus

Board of Regents Approvals at Afternoon Meeting

- Chase Law Honor Code
- Resolution for refinancing university bonds
 - Savings of \$700,000+
- Tobacco Free Campus Policy

President's Report: Peggy DeJaco

Please attend the open sessions for the VP of Student Affairs.

The presentation done by Facilities and Maintenance on the Campus Beautification was really well done and the Regents really appreciated the professionalism and it was the best presentation of the day. This was a task given to individuals who ordinarily do not get this opportunity and they did a wonderful job.

Standing Committee Reports:

1. Benefits: No Report
2. Constitution & By Laws: No report.
3. Outreach: There is a meeting scheduled for the 17th. Plans are in the works for Dress to Success. They are looking to expand this program to be more than a clothing drive. They are looking for ideas or organizations that may want to have a representative here on campus during the drive. This is in the early stages. They will be looking to SGA and Faculty Senate for suggestions. Also will be looking at nkyhelps.org for organizations that may need items donated.
4. Technology: No Report.
5. Policies: No Report.
6. Credentials and Elections: No Report.
7. Scholarship: The book scholarships were awarded to Madeline Rumker in All Card and Denzil Glidewell of the College of Business.

University Committee Reports:

1. Transportation Advisory: Construction of Motorcycle pads in Lot J, across from University Garage is complete.
The bus shelter behind MEP now has solar lighting.
A sidewalk from Nunn Drive to the Honors House has been installed.
Repainting of all the handicapped parking spaces is now complete.
Lot X (near Skyline Tavern) is now open with an increase from 23-27 spaces. Lot H (near Johns Hill Rd) has been redesigned from "Police Business Only to "Open Parking". Lot M (next to Norse Commons on Kenton Drive) has been patched and striping is back to the original markings.
Evaluation continues on the best fix for the four spaces in Lot J just outside the pedestrian-only entrance/exit between University Garage and BAC. The driving lanes are constricted when larger vehicles park in these spaces. Two suggestions are being reviewed: eliminate the spaces or designate the spaces for "compact car only" parking. Update to be provided at the next meeting in February.
Finishing details, such as additional lights and stop signs on John's Hill Rd, are a work in progress.
A crosswalk on John's Hill by the apartment complex (Meadow View) will be installed.

NKU is working with the Clermont County Transit system to evaluate possible interest in having a Clermont County bus route through NKU for faculty, staff and students. A potential fare would be \$3.20 each way (fare yet to be confirmed). Further work is taking place to see if a Federal Grant can be received to facilitate a trial program.

With approval of President DeJaco, a survey from the Kentucky Transportation Cabinet will be coming to all members of Staff Congress. The KYTC is seeking input to help develop its long-range transportation plan. Please take a few minutes to take the survey and share your thoughts and ideas.

Issues were discussed about the speed and no cross walks on the new road. We have asked the DoT to come and re-evaluate that.

2. Food Service Advisory: No report.
3. Regent's Distinguished Service Award: No report.
4. President Climate Commitment: Jan 13 Recycle Christmas Tree to compost date. You can contact Bill for more information.

Recyclemania dates are Feb 3- March 30, 2013. This is our 5th year of participation and we are looking to see which organization is the greenest on campus. Support the Sustainability Pledge and sign the pledge.

5. Wellness: Sign up for Health Assessment. There are extra tests that you can sign up for at your own cost. You can fill out the form online this year. The results are mailed to your home and are confidential. Maggie will be having a class on 5 tricks to help you get better results on January 23, 12-1. There are several classes being offered that can be found in your Spring Health Pamphlets that you will be getting next week. Classes such as Get fit while you sit, use it or lose it, Moving energy for health are some options and some of these classes already have a waiting list. Also if you want to sign up for the Wellness Awards there is still time so please think about doing this.
6. Benevolent: No Report.
7. Roundtable: Please provide notes for the roundtable to Rebekah Richardson or Rachel Brueggen as soon as possible.

Old Business: None

New Business: None.

Announcement:None

Closed Session: None

Adjournment: Motion to adjourn the meeting was made by Dave Bauer, seconded by Jenny Wagner. Motion carried. The meeting was adjourned at 1:56PM.