

Staff Congress Regular Meeting Minutes

September 12, 2013

Members Present: Peg Adams; Sarah Aikman; Cindy Ash; Tina Altenhofen; David Bauer; Kerri Beach; Chris Bowling; Rachel Brueggen; Maribeth Carskadon; Jeff Chesnut; Peggy DeJaco; Cheryl Edelen; Jane Goode; LuAnn Grimm; Amanda Meeker; Gail Messmer; William Moulton; Sue Murphy; Rebekah Richardson; Ron Schultz; Mary Ann Trumble; Jeff Varrone; Pam Wagar; Chris Witt; Kristine West (newly elected); Doug Wells; Robert Yelton; Carole Ziegler

Members absent: Tiffany Freytag; Kathryn Lovold; Chuck Miller; Erin Mulligan; Billy Scott; Glenn Scott; Jenny Wagner

Guests: Ken Ramey; Grace Hiles; David Trump; Jessica Lyneh; Christine Chambers; Tyler Groll

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

Minutes: Motion to approve minutes by Carole Ziegler. Second by Jeff Chestnut. Motion approved.

Introduction of New Member Sue Murphy

Kristine West was introduced to Staff Congress as a new member candidate. She has worked in the Office of the Comptroller Full Time for 6 years.

Motion to accept Kristine as a new member was made by Sue Murphy and was seconded by Pam Wager.

All approved, none opposed.

Staff Regent: Rachel Brueggen

Undergraduate Admissions

New Freshman Admissions

| | Fall 2012 | Fall 2013 |
|-------------------------------|-----------|-----------|
| New freshman applications | 7,064 | 8,731 |
| New freshman admits | 4,442 | 5,096 |
| New freshman enrollment | 2,126 | 2,263 |
| Yield rate | 48% | 44% |
| New freshman denied admission | 517 | 547 |

Undergraduate Admissions

Transfer Students

- Transfer students from KCTCS increased by 7% with a total of 181 students enrolled
- Overall transfer enrollment is down by 12% (104 students)
- Transfer enrollment from regional Ohio institutions is down by 66 students (fewer students transferred from Cincinnati State due to increased recruitment efforts by UC)

Student Financial Assistance

Need-Based Aid

- Institutional Aid**
 - \$900,000 for freshman/sophomore
 - \$350,000 for Northern Difference & STRIVE
- State Aid**
 - \$2M in Kentucky CAP grants
 - \$5.4M in KEES
- Federal Aid**
 - \$17.5 M in Pell Grant
 - 39% of freshman class qualifies for Pell Grant
 - \$518,000 Federal Work Study

Special Announcement

- Dr. Alar Lipping, former president of Faculty Senate, received the Frank Milton Outstanding Professor Award. Alar is currently the Chairperson of the Department of Kinesiology and Health this fall.
- Encourage staff to review the Strategic Plan draft and attend one of the remaining open sessions.
 - Wednesday, September 18 – 5pm (SU 104)
 - Wednesday, September 25 – 10am (SU 104)

New Hires

- Ken Bothof, Director of Athletics
- Eric Gentry, Vice President of University Advancement (effective 10/1/2013)
- An updated NKU organizational chart was approved by the BOR on 9/11/2013

Enrollment Presentation Summary

- NKU is well-positioned for the future
 - Intentionally shaped our enrollment over the past 3 years
 - Demonstrated ability to attract and enroll high-achieving students

| | Fall 2010 | Fall 2012 |
|--|-----------|-----------|
| New freshman applications | 7,202 | 8,731 |
| % enrolled with no academic deficiencies | 58% | 81% |
| Average high school GPA | 3.12 | 3.30 |
| Average ACT scores | 21.4 | 23.3 |
| % scoring 24+ on ACT | 26% | 42% |

Human Resources: Not in attendance

Vice President for Administration & Finance: Ken Ramey

People Admin training is available as a powerpoint and tutorial on HR's website. The ESS time line is October 27th. There will be two town hall meetings in late September. Kronos is not a part of this scope.

Reminder the benefits fair is today until 2:30. There are rate sheets available at the benefits fair.

The rec fields are coming along. Majority of the turn and lights are there so students should be able to use the fields in the next couple of weeks.

The plaza is making good progress and should be completed by sometime in November.

January 2014 should begin the Campus Rec center. The construction management company has an aggressive timeline. The rec center will not close entirely during construction but there will be a need to close off certain areas at time.

Lakeside Terrace was used for an over run of Resident Life students. The design is ongoing and construction is set to start January 2014 and will be ready for next fall.

Norse commons design is in planning mode and will start construction in the later part of April 2014.

Health Benefits pamphlets will be ready by the end of the month.

President's Report: Rebekah Richardson.

We have some guests from SGA and Residential Life.

A special Staff Congress meeting has been called on September 20th at 2PM in SU 104 to review the Strategic Plan with the President and the Committee. Please be sure to review and bring your comments or concerns to this meeting.

Standing Committee Reports:

1. **Benefits:** Our supplemental life insurance vendor, Minnesota Life, has provided additional coverage options for dependents. EOI (evidence of insurability) will be required for some of the options, but Minnesota Life will communicate directly with the employee for this.

The Hartford will be providing our short-term disability insurance. There will be no EOI this year only for moves to new levels of insurance. There will be new options for

benefit coverage after 30 days of absence and a new alternative with benefit coverage after 15 days of absence.

There are no changes to the dental and vision programs.

The IRS increased the maximum savings amount by \$50 for individuals, and \$100 for employee plus one or more covered.

The Benefit Fair will be held starting at 11:30 on September 12 in SU 108 & 109. A postcard will be going out for this and other important dates.

Open enrollment dates are October 9 - October 18; Help Centers will be open October 14 – October 18.

KERS will be changing next year for those who become participants in 2014. It will include more portability for those who may not stay with the KERS system. More information is to come from KERS.

The committee discussed interest by constituents about possibly enhancing the tuition waiver policy. Lori Southwood, Director, Human Resources, will be meeting with the committee on Oct. 15 to discuss what information Human Resources needs before we request help designing a survey.

2. **Constitution & By Laws:** No report
3. **Outreach:** A recent survey regarding the upcoming Roundtable Discussion with administrators included an opportunity to include strategic planning feedback. We have not yet received any direct questions or comments to present at any of the strategic planning forums. Attendance sign-ups were sent via email for the open sessions.
4. **Technology:**

Welcomed everyone to our 1st meeting of the year.

Talked about what we see as our charge as the technology committee.

Things to report to SC:

- Norse Tech Bar now open in UC 252 – Walk up center for Student tech support. Has a loaner program for Students and Tech repair vendor that will work on student and F/S personal machines/devices
- CITE has a mobile technology loaner program for F/S
- Norse Print <http://norseprint.nku.edu> now fully up and running to print from personal laptops or from home to print release stations – 5 currently on campus.

- Mid-Term Grade tool trainings now on going
- CITE fall trainings begin this week visit <http://oit.nku.edu/cite/training.html> to see offerings and register

Committeefocus areas for the rest of the year:

- Assist ITAC with update of Campus Technology plan to align with the new Strategic Plan.
- Assist with effort to help NKU become more paperless. Elicit ideas from SC to take back to ITAC on forms or processes that need to be moved to paperless.

5. **Policies:** The Policies Committee met on 8/28/13 – Peggy DeJaco, Ron Schulz and Carole Ziegler were in attendance. As related to our goal of becoming more visible on campus, an email will be sent this week to the Staff Congress listserv that will explain the functions of the Policies Committee, list the committee members as well as their contact information and urge staff with policies concerns to please contact a Policies Committee member.

A question was raised from a staff member as to what constitutes immediate family in regards to the funeral policy. Carole will pose this question for clarification to HR and report back with their answer.

With the manner in which Staff Congress was formed, we continued to discuss whether Staff Congress could be dissolved at will by the President. As Faculty Senate was formed the same way, it was decided that we should team up with Faculty Senate and work on this project together. Carole will talk to Alar Lipping about this partnership.

Katie Herschede, Executive Assistant to the President, reported that they have made much progress on the proposed university policy website but are not quite ready to launch it. She will keep the committee updated on this matter.

Lori Southwood, Senior Director of HR, will be invited to our next Policies Committee meeting on 9/25/13 to discuss the status of the HR policies under review.

6. **Credentials and Elections:**

Announcements of Committee activities

It was agreed upon to formally accept the new committee meeting date and time of the 3rd Wednesday of each month at 3:00 pm in AC 105.

Discussion

Staff Congress Elections Recommended Timetable:

- a. The elections timetable was reviewed and updated to reflect current dates
- b. Sending an updated copy to Grace for her records

Discussion held and ideas created to enhance voter turnout

- c. Stickers “I Voted Today”
- d. Static Cling Signs for Elevators
- e. Information Tables in Campus Buildings During Elections Period
- f. Send Letters to Members Asking Them to Nominate Themselves Again

7. **Scholarship:** Announcements

The Staff Congress Book award winners were chosen and notified. The winners were Sherri Cucchiara from Norse Advising and Donna Trenkamp from Chase Law Library.

When offering the award to one of our winners it was asked if the award could be used for other supplies in the bookstore other than books. After speaking with the bookstore we were informed that it could be used for other school type supplies.

We carefully reviewed the four applications we received and unanimously chose the winners. Grace informed the two we did not choose and Katie called the winners. Both accepted graciously.

University Committee Reports:

1. **Transportation Advisory:** No report.
2. **Food Service Advisory:** No report.
3. **Regent’s Distinguished Service Award:** No Report.
4. **President Climate Commitment:** This summer, three sets of solar panels were installed on the roof of the CEAD building at 2622 Alexandria Pike. The funding for the installation was provided by Duke Energy in response to a proposal submitted by a senior engineering technology student. The goal was to create a solar energy lab that can be used by senior engineering technology students for research and by local K-12 schools to raise awareness of renewable power sources. Through a cooperative arrangement that included an in-kind contribution from Icon Solar, whose Director of Operations is a 2001 NKU Communications alum, the installation was completed in early August. It is now generating power.

Take it or Leave It reuse program will again be staffed by Alpha Phi Omega, a co-ed philanthropic fraternity. TILI appears in our outside of the SU on Wednesdays from 11-2. On alternate Tuesdays evenings from 5-7, TILI travels to Callahan and Norse Commons. This reuse service is designed especially to meet the needs of NKU students. Faculty and Staff are encouraged to “leave” or donate personal items that would be of use to students.

Campus Sustainability Day is Tuesday, October 23. We will again create Mount Trashmore and will compare this year’s mountain of trash with last years. The goal is twofold, to demonstrate the quantity of trash created by the NKU campus each day and encourage the campus community to recycle and reduce the quantity of trash sent to landfill.

Working with the Scripps Howard Center for Civic Engagement, we will recycle furniture, clothing, housewares, etc that result from the Winter Residence Hall Move-Out. Those dates are Monday, December 9 through Friday, December 13.

TANK will be on Campus please stop by their table in the SU lobby from 11-2.

5. **Wellness:** No Report.
6. **Benevolent:** The annual Souper Luncheon will be held on Tuesday, November 19 from 11:00 am – 1 pm in UC Ballroom. Cost is still \$5.00/person or 5 sick/vacation hours. We will again be awarding prizes for 1st, 2nd & 3rd places for soups only. Please volunteer to bring some soup or donate a dessert.

There will again be a Holiday Market with various vendors donating 10% of their proceeds to the Benevolent Association. To date, vendors may include Soaps/Oils, May Creations-Jewelry (lots of NKU stuff), Paper cards/flowers, Letter Art, Sewing lady (aprons/placemats/kids stuff, etc), Jewelry-beads, etc., and Wood creations. All of these are handmade items. These vendors are not confirmed but have expressed interest in participating. There may be some raffle ticket to buy for Split the Pot, door prizes, etc. More on that later.

We have decided to ask Faculty Senate if they would like to have someone participate on this committee also since faculty as well as staff can benefit from the Benevolent Association.

Anyone wishing to help that day is more than welcome to come over. Flyers will be sent out so please post them around your respective office space. We need donations – both monetary & time – we are in desperate need of time vs money but we’ll take either!

Roundtable: The survey for the Roundtable discussion has been sent out. Please take the time to fill out the survey and encourage other staff members to do the same. The survey will close on Friday at 4:30. The committee will be compiling the information and formulating questions based on the feedback we receive. The event is October 11 from 12-3:30ish. The final agenda has not been sent however all invites to the necessary attendees has been sent. I ask that all Staff Congress members plan on attending this very important event.

Old Business: None

New Business: Can the Transportation Committee look into getting a left turn signal at the intersection of University Drive and Kenton Drive. There have been a lot of traffic issues there. A traffic light with pressure plates would be ideal because it is a blind spot.

Announcement: Please encourage any first time freshman you are in contact with to take the survey they have been sent on services that are available to them. This information will be compiled and used to provide student data.

Fall career fairs are coming up on Tuesday the 24th and October 2nd. Please encourage students to come to Career Services to get assistance to be prepared for the Career Fairs. There is more information available at careerservices.nku.edu

Adjournment: Motion to adjourn the meeting was made by Peggy DeJaco, seconded by Sarah Aikman. Motion carried. The meeting was adjourned at 2:09PM.