

Staff Congress Regular Meeting Minutes
December 14 August 2014

Members present: Peg Adams; Cindy Ash; Tina Altenhofen; David Bauer; Kerri Beach; Tiffany Budd; Chris Bowling; Mary Beth Dawson; Mary Horn; Debbie Kelly; Whitney Kessinger; Connie Kiskaden; Amanda Meeker; Gail Messmer; Sue Murphy; Josh Neumeyer; Rebekah Richardson; Mary Ann Trumble; Denny Sickinger; Mary Beth Ward; Pam Wagar; Chris Witt; Doug Wells; Carole Ziegler

Members absent: Corbin Fox Ash; Tom Barnett; Jeff Chesnut; Cheryl Edelen; LuAnn Grimm; Kate Lovold; Jenny Wagner; Mike Walter

Call to Order: The meeting was called to order at 1:05p.m. by President, Rebekah Richardson.

Minutes: There were no corrections to the previous minutes. Motion to approve by Pam Wagar, seconded by Mary Ann Trumble, motion carried.

Guest: Steve Meier; Ken Ramey; Lori Southwood; Grace Hiles; Tracy Brate*

Motion to vote: A vacancy was being filled with a new member. Motion to vote in Tracy Brate* as the new member by Pam Wagar and second by Chris Witt, motion carried. Tracy was introduced as a new member of Staff Congress.

Staff Regent's Report: Steve Meier – Presented a PowerPoint presentation from the Board of Regents Retreat in July 2014. Steve explained there was a brief meeting in the afternoon. He went over the profiles of each BOR member, discussed demographics of students, branding of the university, the President's evaluation, our new Deans and the upcoming campus events: Convocation on 8/15/2014 and Faculty/Staff Picnic on 8/20/2014.

Steve announced during the meeting he just received an email notification that with our 2000 beds we have 97.3% occupancy. Enrollment is up 1.29% but overall is pretty flat at 15,157 students.

Human Resource Liaison: Lori Southwood

Faculty Staff Picnic is 8/20/2014

Update on Budget cuts and activity:

Results - implemented a reduction in force, 25 staff employees were offered severance. Of those 25, 8 were rehired in the same department, 1 was informed their position would be converted to contract position, remaining 16 accepted severance. Of the 16 that accepted the severance, 1 was rehired at same grade and pay, 3 retired immediately, 2 will retire with assistance, 2 chose not to reapply, 6 severance offers were due to position redesign. This is just regarding staff; some vacant positions were reduced as well. There were also those that exited that could not or chose not to retire. HR is still working with everyone.

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Tina asked and Lori explained “internal candidate.” If a position is posed as internal only, or first posted internal before going external or NKU experience preferred. Additionally, hiring managers are encouraged to consider if they have internal candidates. They would still be screened.

Josh questioned when we have a loss or severe cut like this is there a process where job descriptions are reviewed and positions adjusted. Lori answered that when it involves reorganization whether it involved a shift in duties or created another level or needed part time, managers had to run numbers and submit through HR process. When it is not a reorg but just a reshuffling they have to determine if it is more of the same, but higher or lower level work may change and that may take longer.

Lori included that we all feel the stress. We need to look at it and determine is it the change or is it truly that we need to look at positions to see if we need to make adjustments.

Doug asked about picnic parking and possible ticketing. Last year guests were encouraged to park in a specific area, will it be the same again this year?

Ken stated that guests were encouraged last year to park in the garage and the gates were lifted.

Lori explained that we always try to have the picnic before classes start. This year it is scheduled for the 1st week of class. There have been a lot more events on campus so it made it harder to get space. We have resisted having it earlier because it is Faculty / Staff and faculty are not on campus, another barrier. We chose this year to go as close to 1st week as possible. Lori asked Staff Congress if we would like to talk about moving to fall, something like tail gate or something else in the fall.

Doug stated that for IT the 1st week of class is really bad and at least the first few weeks into the semester are very busy.

Carole Ziegler asked a question regarding an email that many received from Humana that the premiums were overpaid and that the money would come back to the University. Will this be similar to what has happened in the past and the money is applied to the next year’s premiums. What will the impact be?

Lori responded, yes, but it will be minimal impact. We will not know until they determine premiums.

Vice President for Administration & Finance: Ken Ramey

We have had a very busy summer. On Monday over 15 thousand students will be enrolled in classes. This weekend will be action packed. RA’s are moved in, upper classmates are moving in now, Saturday is freshman move in day, Ken and Steve will be handing out water and anyone

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can come out and meet students and families and help out. Northern terrace needs a few touch ups. Norse Commons is complete and will be utilized heavily, it will be an all you can eat buffet, with the renovations it is a completely different place. Sunday will be Freshman Convocation and after that there are a couple faculty bands and tailgating for the soccer game. NKU will play UK. Everyone is welcome to attend all events.

Campus Rec is moving along. The RFP for the Health Innovation Center is on the street and we should have an architect by end of September.

The AA connector road which is handled through the State Transportation Cabinet will be working on utilities in 2015 so a lot will probably be happening.

Year-end closing is going well; the external auditors will be in and should be very good.

They are putting in new wires in Lot F. Bottom lower level in the parking garage will be close to pain lines.

Peg Adams stated she loves the plaza, it is very nice. The sentiment was shared by many members.

President's Report: Rebekah Richardson

In the July meeting we passed around a card for the Votruba's to express our sympathy at the passing of Dr. Votruba's mother. We received an email just today from Jim and Rachel. Rebekah read the message to the Congress.

Parking Passes have been mailed out so everyone should be receiving them. In Midweek there was an announcement regarding "Reserved" parking spots around campus. Parking Services are coming down hard on unauthorized people parking in reserved spots, \$135 ticket and a Boot will be placed on the car until the ticket is paid. Pass along that is something for which everyone needs to be aware.

Fall Convocation on Friday will be streaming video as well. Sue email asked for RSVP to convocation was in error. We do not need to RSVP.

Standing Committee Reports:

1. **Benefits:** No Report
2. **Constitution & By Laws:** No Report
3. **Credentials and Elections:** Katie and Rebecca reported. The committee met early on Monday. We received a record number of applications for the book aware. The awards went to Heather Schaffner who works in Scripps Howard, has worked at NKU for 3 years

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and holds a 3.93 GPA and Connie Kiskaden who works in Academic Affairs, has worked for NKU for 14 years and hold a 3.559 GPA.

4. **Outreach:** No Report
5. **Policies:** No Report
6. **Scholarship:** No Report
7. **Technology:** No report

University Committee Reports:

- A. **Transportation Advisory:** No Report
- B. **Food Service Advisory:** No Report
- C. **Regent's Distinguished Service Award:** No Report
- D. **President Climate Commitment:** No Report
- E. **Wellness:** Wellness is partnering with Campus Rec for the 30 for 30 Challenge and including students in the challenge. Wellness has also secured a few community sponsors: Meet Me Outdoors, Dunham's Sports and Bob Roncker's Running Spot, who are donating resources, coupons, and prizes. Online registration for the 30 for 30 Challenge will begin Monday, Aug. 18 and there will be a registration celebration on Sept. 3 and 4 on the SU plaza from 11am-1pm. You can also register at the celebration, and resource packets will be available. Fall Wellness brochures will be delivered to campus mailboxes on Aug. 26 and will include a tracking calendar for the 30 for 30 Challenge.

Registration for fall classes and event details will be available on the Wellness website on Aug. 18.

It is never too early to start thinking about the Wellness at Work Awards. FAQ's are available on the Wellness website. As I reported earlier, the structure has changed a bit for the 2015 awards. Winners will be chosen from 3 size categories that are based on the number of full-time employees in the applying department or college. One grand prize winner will be chosen from each of the following size categories:

- o 1-20 full-time employees
- o 21-69 full-time employees
- o 70+ full-time employees

We encourage every department or unit to get involved.

- F. **Benevolent:** No Report

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Ad-Hoc Committee

- A. Roundtable/Panel of Discussion:** Will be on Halloween, October 31st, 2014 this year.
If interested in helping, please contact Dave.

Old Business: None

New Business: None

Announcement: Benevolent Association “Souper” Lunch will be held on November 11th, 2014.

Adjournment: Motion to adjourn the meeting was made by Sue Murphy, seconded by Mary Horn. Motion carried. The meeting was adjourned at 2:40 p.m.