

Staff Congress Regular Meeting Minutes

October 9, 2014

Members present: Peg Adams; Tina Altenhofen; Tom Barnett; David Bauer; Tracy Brate; Chris Bowling; Jeff Chesnut; Mary Beth Dawson; Cheryl Edelen; LuAnn Grimm; Debbie Kelly; Whitney Kessinger; Connie Kiskaden; Kate Lovold; Amanda Meeker; Josh Neumeyer; Rebekah Richardson; Mary Ann Trumble; Dennis Sickinger; Pam Wagar; Carole Ziegler

Members absent: Cindy Ash; Corbin Fox Ash; Kerri Beach; Gail Messmer; Sue Murphy; Ron Schulz; Mary Beth Ward; Mike Walter; Chris Witt; Doug Wells; Robert Yelton

Guests: SGA Representatives: Will Weber and Katherine Hahnel
Ken Ramey; Lori Southwood; Grace Hiles; Steve Meier

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

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

Guests: SGA Representatives: Will Weber and Katherine Hahnel - SGA Resolution – Gender-Inclusive Restrooms, a copy of the resolution will be attached to the minutes. Katherine read the resolution. Katherine also explained that SGA Resolutions are requests. There was some discussion from Staff Congress members about making this information available to the campus community. Katherine explained they had members from other groups attend SGA to support resolution.

Staff congress voted unanimously to support the resolution.

Staff Regent's Report: Steve Meier – Road to NKU Statewide tour. Steve gave a brief PowerPoint presentation. This is the first time during Steve's 38 years at NKU to see the President traveling around the state.

Dave Bauer asked if they plan on doing anything like this in Ohio and Indiana.

Steve replied not at this time and referenced in state tuition.

Human Resource Liaison: Lori Southwood – Benefits Open Enrollment – started yesterday 10/8/14 through 10/17/14. There will be Enrollment assistance from 9 – 4.

There will also be: SS Education Solutions – October 29-30; ALICE training – to empower and survive a critical event – Oct 17 at 11 a.m. and Nov 7 at Noon. There are links to register on the HR website.

Vice President for Administration & Finance: Ken Ramey – Not much to report. Campus Rec is still scheduled for August opening next summer; we may be a week behind but making progress. RFP for Construction Management is on the street for Health Innovations Center. The Architect has been selected.

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We had questions about bike racks on campus from our previous meeting and Ken provided a campus map with racks identified. They can also be found on the Facilities web site or Dean of Student Union site.

There was a question about the damage in the Rec Center to 3 pieces of court that were cut out. Per Ken they are repairing that at this point.

Ken also commented on the additional days added to the holiday schedule.

President's Report: Rebekah Richardson – YEAH! More Holidays! Rebekah said to all Staff Congress, “If you run into the President, feel free to thank him for that.” Also Thank for the advanced notice.

Standing Committee Reports:

Benefits: The Committee attended the first of the Town Hall meetings to better familiarize themselves with the changes in the medical insurance coverage for 2015.

We discussed the possibility of sponsoring tailgating before a soccer game this fall, and members were charged with finding information on tailgating policies and working with Athletics to do something at the game. Following up on this, we discovered that the Oct. 15 game is faculty/staff appreciation night. All faculty and staff have a free admission by showing their AllCard, and can get up to four additional tickets for family at a discounted rate (\$3/ticket). We have reserved two parking stalls for tailgating, which will start at 5:00pm. This will feature potluck snacks (bring your own and/or some to share), and provide a chance to meet your representatives on Staff Congress and Faculty Senate. We encourage as many Staff Congress representatives who can attend to do so. There will be a penalty kick showdown at half time between Rebekah Richardson and Steven Weiss, and a cheer off between staff and faculty.

Constitution & By Laws: No report

Credentials and Elections: The committee has been called upon to fill a vacancy and I have contacted the next individual, but I haven't heard back formally.

Policies: The Policies Committee met on 9/25/14 – Josh Neumeyer, Maryann Trumble, Whitney Kessinger and Carole Ziegler were in attendance.

The committee had received questions regarding an internal policy and had forwarded them on to Dawn Bell-Gardiner for review and clarification. Apparently a new attendance/tardy policy was put into play in one area with no discussion of the new

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policy with the staff members. A paper copy of the new policy (which had the same date and policy # as the old policy but with many different stipulations) was merely placed in employees' mailboxes. The committee is awaiting Dawn's review of the policy/situation.

Accomplishments for the last couple years for all Staff Congress committees will be used as talking points for the Round Table event. The Policies Committee will summarize their work and send to Whitney who serves on the Round Table committee.

As it has been recommended that a committee be formed to revise the Benevolent Association bylaws, this will not be a task that the Policies Committee will take on unless the new committee would like our assistance and input.

There were questions regarding the funeral policy as there was a difference between what is listed on the Policy website and what was emailed by HR to a staff member. The committee will review both versions at their next meeting on 10/23/14.

Lori stated there still may be an issue regarding immediate and extended in one and then change in language were immediate included grandparents and other does not. They are trying to track back to determine the intention and correct.

Outreach: Had first meeting. Ron and Tracy will co-chair. With all new members on the committee they will pull back and work on more liaison duties, support activities and newsletters. First newsletter should go out around November 7th.

Pam Wagar suggested adding something for hype and recognition of tailgating.

Rebekah thanked the new members for stepping up to co-chair this committee.

Scholarship: Provided their "Year in Review" as follows: Reviewed applications and chose winners for the 2013 and 2014 Fall Staff Congress Book Awards, 2014 Spring Staff Book Scholarships.

Reviewed applications and chose winners for the 2014 A.D. Albright Scholarship, James C. Votruba Scholarship, and the W. Michael Baker Staff Congress Scholarship.

Organized the 2014 Staff Congress Scholarship luncheon

Technology: Microsoft Office for Students – coming later in October. A change in the way Microsoft bundled and priced our Campus agreement we are able to offer this to students for no additional cost as opposed to the hundreds of thousands of dollars per year it cost in the past.

ITAC report – Survey went out to Faculty and staff. The student one will be sent out in November. Hardware committee looking at: the replacement plan and Smart classroom replacement/standard equipment. Software committee looking at: compiling a comprehensive list of all software used on campus.

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1. Goals/Focus for the Year

- a. Informing Staff congress of campus Technology issues. This could include items from IT, ITAC, and the Strategic Plan Implementation.
- b. Gathering ideas/issues from Staff congress to report back to IT and ITAC.

2. Tech tidbit

Do you have a data backup plan? Please encourage everyone to make sure they have a plan and backup regularly. Look at processes that are labor intensive. Recommendations: Network is backed up nightly, maybe an external hard drive.

Tracy asked for a “How To” for the newsletter.

Lori asked we remember that our computers are NKU property and NKU has access and are subject to open records requests.

Tracy asked about “Smart Classrooms.” What is the definition of a smart classroom? Inventory in Astra may not be correct.

Chris Bowling asked for more information on the Microsoft Agreement and student software. Jeff replied that what we get as a staff is the same the agreement will now include no cost to student and no cost to IT.

Carole Ziegler asked about the time line for computer replacement. Jeff replied they are still looking at computer replacement but NKU is currently enacting it option to retain the replaced computers as the purchase program has drastically cut the university inventory.

University Committee Reports:

Transportation Advisory: Transportation meeting was held 9_18_14. State is nearing completion on necessary plans to start property acquisition of land for to create the new “outer drive or loop” removing or reducing auto traffic from the Kenton drive loop.

A shuttle from the residential village is not very feasible without the outer loop due to traffic and much longer then walking route times between buildings

The commuter shuttle route 35 from Florence KY to NKU may be expanded.

A new hourly rental car service called "Zip car" maybe be coming to campus next year. This hourly low cost rental of vehicles is tailored toward students without a car, but can be utilized by faculty and staff. Our current rental car agreements would remain in place for longer term rentals or trips out of town.

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There are feasibility studies being done on adding to our existing parking garages. Currently there is adequate parking available, but with the addition of new buildings additional parking garages will be needed in a few years. Study results will be made available pending their completion.

It costs roughly 20-22K per space for a new parking garage?

Parking is tight near Callahan Hall and that discounted zoned parking permit will likely go away next year to free up spaces for residents of those buildings.

Outer loop road construction may remove as many as a couple hundred parking spaces from the “gravel lots”.

There have been some requests to look at changing parking pass and pass pricing structures. These plans were discussed but not finalized. When options are completed they plan to bring them to staff congress and faculty senate for input. Next meeting will be held Oct 16.

Food Service Advisory: No Report

Regent’s Distinguished Service Award: No Report

President Climate Commitment: No Report.

Wellness: No Report

Benevolent: Announcements of Committee activities Benevolent Association-Soup and Dessert Luncheon to be held on Tuesday, Nov. 11, 11-1p.m. in the UC Ballroom. A Holiday Market will take place in the foyer area (outside the Ballroom) Six or more vendors will come sell their crafts. No admission is charged-but vendors will donate 10% of their profits that day to the Benevolent Association.

Discussion:

- a. **Valet service**—Time of service will be 7:30 to 9:00 a.m. at University Center and Stealy Library. Carole and Erin will run these two points of service. Gail Messmer has offered the use of her cart for this service.
- b. **Vendor arrival time and sale times**— still working on vendors.
- c. **Awards**—Mary Beth has been in contact with Tim Lear about the awards. He will make something which will hold the mug. We will have 5 awards: Grand Champion, and then 1st to 4th runner up.
- d. **Advertising / Marketing update**—Michael Frazier has agreed to help with the flyer; Erin will be in touch with him. Christine will submit the Midweek announcements and the electronic signage. We should have a proof by Friday according to Erin.
- e. President Mearns is scheduled to speak at 11:30 a.m.

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Next meeting is Wednesday, October 8, at 10:00 in MEP 267

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Ad-Hoc Committee

A. Roundtable/Panel of Discussion: Roundtable will be held on October 31st and will start at Noon and go through 3 or 3:30 p.m. There will be an invitation and RSVP email sent out next week. Questions are coming in. It would be good for our Staff Congress Committee Chairs to come up with a statement on what they do. This could be a time to “Toot our horn” as well. Would like all questions to be in by tomorrow. If questions have been emailed to congress members, you should forward to Dave or Whitney.

Lori will not be available for the roundtable. She is very interested in seeing questions to make sure questions can be addressed.

Old Business: None

New Business: Whitney wanted make Ken aware that the second floor walkway from UC to SU has a metal slat missing or out of place and is causing some to get their heels caught or stumble when crossing. There is also a similar problem walking to the parking garage from Griffin Hall.

Cheryl asked about the new work being done around the Johns Hill roundabout. Ken said it is a New Sign going in as a new entrance.

Announcement: Katherine announced there is a SG safety walk October 20th, they do this every semester.

BOK events, Firday Night fights; Circ De Solei, Little Big Town.

Adjournment: Motion to adjourn the meeting was made by Amanda, seconded by Carole Ziegler. Motion carried. The meeting was adjourned at 2:20 p.m.

**BIKE RACK LOCATIONS
SEPTEMBER 15, 2014**

storage for 10 bikes

storage for 6 bikes

storage for 6 bikes

storage for 40 bikes

storage for 10 bikes

storage for 6 bikes

storage for 10 bikes

storage for 10 bikes

