

**Staff Congress Regular Meeting Minutes**  
**April 9, 2015**

**Members present:** Tina Altenhofen; Tom Barnett; David Bauer; Tiffany Budd; Kerri Beach; Tracy Brate; Tiffany Budd; Chris Bowling; Sara Conwell; Mary Beth Dawson; Cheryl Edelen; Whitney Kessinger; Connie Kiskaden; Kate Lovold; Amanda Meeker; Gail Messmer; Josh Neumeyer; Rebekah Richardson; Lori Thaxton; Mary Ann Trumble; Dennis Sickinger; Mary Beth Ward; Pam Wagar; Mike Walter; Chris Witt; Robert Yelton

**Members absent:** Peg Adams; Cindy Ash; Corbin Fox Ash; Jeff Chesnut; Debbie Kelly; Sue Murphy; Ron Schulz; Doug Wells; Carole Ziegler

**Guests:** Debbie Poweleit, nominee for Staff Regent and SGA new Vice President, Will Weber; Ken Ramey; Lori Southwood; Steve Meier; Grace Hiles

**Call to Order:** The meeting was called to order at 1:05 p.m. by President, David Bauer.

**Minutes:** Motion to approve by Pam Wagar seconded by Lori Thaxton, motion carried.

**Staff Regent's Report:** Steve Meier reported on highlights from the March Board of Regents Meeting. Steve will provide a copy of his PowerPoint presentation to include with the minutes.

**Human Resource Liaison:** Lori Southwood had two announcements. (1) The women's financial information session was cancelled due to low enrollment. (2) Monthly employee Payroll for December will be December 31<sup>st</sup>, effective December 2015.

**Vice President for Administration & Finance:** Ken Ramey provided a construction update. Campus Rec is moving along, they had a slight delay, however, they are back on schedule.

Health Innovation Center should have a more advanced design in a couple weeks. Groundbreaking will probably be sometime in the fall. Activity on the site should begin early 2016. Simultaneous renovation of Founders Hall so FH will be vacated by beginning of 2016. Both are scheduled to be ready by May 2018.

Ken Klein, Senior Director of Budget has accepted the position of Vice President of Planning and Budget at Boise University. He will be leaving NKU July 6.

**Voting item:** With Rebekah Richardson's need to step down from President to be eligible to accept the nomination to run for Staff Regent, Dave Bauer as President Elect stepped into the position of President, leaving the President Elect position opened. That caused the need to fill the position so nominations to fill the position of President Elect for the remainder of the 2015 term were submitted and taken from the floor; the nominees were Sue Murphy and Kate Lovold. Voting was by ballot and Kate was elected to fill the position.

**President's Report:** We have two of the Staff Regent nominees present with us today, former Staff Congress President Rebekah Richardson and nominee Debbie Powleitt. Their bio's and open forum videos are online. Voting for Staff Regent is currently open through Monday 4/13 until 4:30 p.m. Go out and VOTE!

**Staff Congress Regular Meeting Minutes**  
**April 9, 2015**

**Standing Committee Reports:**

**Benefits:** Women Saving for Their Future seminar was cancelled.

Our Athletics contact, Rob Axline, asked us to promote the baseball game on April 8 at 3:00pm and the softball game on April 28 at 2:00pm. He will be sending the promotions for the game and we will help by promoting them with our constituents. Unfortunately the April 8<sup>th</sup> event was cancelled due to inclement weather.

Athletics would like us to start thinking about promotions for soccer, probably games in early October.

We also discussed possible participation in the 2015 Fall Welcome Week activities, since staff can have a great impact on student success. It would be a way for students to meet staff members.

**Constitution & By Laws:** In connection with Credentials and Election, there will be the 1<sup>st</sup> reading of the revision to the Staff Congress By-Laws for Section 5 (c) Vacancies.

**Credentials and Elections:** Online nominations process opened as scheduled Friday March 13<sup>th</sup> and closed Friday March 27<sup>th</sup>

We had 21 nominations:

**Categories:** 13 Academic Affairs; 4 Administration & Finance; 1 Director; 2 Student Affairs; 1 Facilities Management;

**New:** 12 **Returning:** 9

**Discussion**

Updated elections poster and shared with Grace for ordering copies to post

Elections are setup online and ready to go for 8:30 am Friday April 10<sup>th</sup>

**1<sup>st</sup> Reading of the revision of Staff Congress By-Laws:**

Current By Law: Section 5 – Vacancies (Amended 6/2008)

c)

Attendance at Staff Congress meetings is important for effective representation of staff. An automatic vacancy occurs when a Staff Congress representative fails to attend three consecutively scheduled meetings OR a total of five meetings. This policy would be relating to a term year of July-June.

**Staff Congress Regular Meeting Minutes**  
**April 9, 2015**

The Staff Congress secretary will notify the member after three absences. A Staff Congress member may at that time appeal to Staff Congress President and Executive team.

Exceptions are permitted for three consecutive absences when all absences are due to an extended medical leave providing appropriate documentation is provided to the Staff Congress President and Secretary.

Missing meetings due to normal job duties are not considered an excused absence and should be considered by an individual prior to deciding to run for Staff Congress.

Revision: By Laws: Section 5 – Vacancies (Amended 6/2008)

c)

Attendance at Staff Congress meetings is important for effective representation of staff.

An automatic vacancy occurs when a Staff Congress representative has three consecutive unexcused absences at Staff Congress meetings or a total of five absences. This policy relates to the July-June term year.

The Staff Congress secretary will notify the member after three unexcused absences. A Staff Congress member may at that time appeal to the Staff Congress President and Executive Team.

Excused absences are those due to extreme circumstances, such as funeral leave and/or approved family medical leave. These absences would be validated with Human Resources. The Staff Congress Executive Team will be responsible for approving any exceptions.

Missing meetings due to normal job duties are not considered an excused absence and should be considered by an individual prior to deciding to run for Staff Congress.

One small change was requested to include something in the appeal portions of the statement. The committee will contact the member who suggested the additional verbiage and clarify:

The committee will rewrite for May meeting and have a new first reading at the May meeting.

**Policies:** The Policies Committee met on 3/25/15 Special guest was Dawn Bell-Gardiner, Compliance Officer.

The committee talked with Dawn about forming a committee along with representatives of Faculty Senate to review and revise the Northern Kentucky University Ethical Principles and Code of Conduct policy. This policy was first developed in the 1980's and there are areas that are in need of revision. Dawn agreed that there are areas of change needed and welcome the opportunity to work with members of Staff Congress and Faculty Senate. Michael Baranowski, chair of the Professional Concerns Committee of Faculty Senate, will be

## Staff Congress Regular Meeting Minutes

April 9, 2015

approached to see what members of this group would be most appropriate to serve on the committee. It is hoped that this work can begin in the next month.

Dawn discussed the Policy Website and explained that while there is work being done to get policies ready for submission, no new policies, revisions or deletions have gone through the new process. A federally mandated revision to the current sexual misconduct policy will be routed through the policy process soon and those that have signed up for the policy website listserv will receive the opportunity to review and comment on the policy. Dawn is also working on a retaliation policy that defines retaliation and will be linked to other policies where retaliation is referenced.

### **Outreach: Report from Faculty Senate Meeting:**

Debbie Kelley attended the March 30<sup>th</sup> Faculty Senate meeting.

- 1) Voting took place on the December Payroll – they voted yes to changing the monthly payday in December to the 31st.
- 2) There were questions about the “code of conduct”. It is being reviewed. Phil has requested a copy of the “code of conduct”. He was comparing ours to UK’s. He said they seem pretty close to being the same. Seems like they “code of conduct” from 1/2/7/04 was modified in 2012 and they are looking at it again.
- 3) The faculty had questions also about :
  - A. Class Size (same sensual date-snap shot)
  - B. Raises-Cost of living expenses/increases
  - C. Administrators being hired
- 4) Faculty Handbook/RPT-revisions have been sent out for review
- 5) RPT Debrief will be held at 3:00 on 3/31/15 in MEP 200. Meeting is open to everyone
- 6) FREE Solo Jazz Concert performed by Fred Hirsch on 5/8/15 in Greaves Hall starting at 8pm. Fred Hirsch received an honorary degree and is in the Hall of fame, he is nominated for 2 Grammys. Nick Clooney will be the MC for this concert. Look for a web link to sign up to attend the concert.

### **Report from SGA**

Debbie Kelley attended the February Meeting and reported that Kelly Martin, was the guest, and gave information about changes to the NKU image/logos and how it would make NKU more noticeable. SGA elections are taking place in April.

### **SC Newsletter**

Next edition will go out around mid-May and will include May BOR personnel changes. Suggestions for articles, additions or changes to formatting, etc. are welcome. Please let Tracy or Ron know. Our goal is to make it a useful tool for staff. No newsletter or BOR in summer.

**Staff Congress Regular Meeting Minutes**  
**April 9, 2015**

**Scholarship:** We are still waiting on the scholarship applications from Financial Aid. Once we have those we will be meeting to pick our winners. We will have our winners announced at the next meeting and present at the June meeting luncheon.

**Technology:** No report.

**University Committee Reports:**

**Transportation Advisory:** Zip Car is now open on NKU's campus and available for student and faculty staff to utilize

Parking lot C will likely stay in its current state until The holiday break at the end of next fall, unlike the previous reports of Lot C closing in May

Founders Hall will likely close in Jan. 2016

The Gotcha bike program will likely be available at the start of the school year for the campus community to utilize see details: <http://www.thegotchagroup.com/#!/bike/c12py>

There should be no parking pass rate increases for next school year

New attendant less gates will be installed in all the parking garages over the summer...the gates of garages will not be raised up at the end of the work day anymore

There has been limited progress of the "NKU Loop" road ...the state is purchasing right of ways to facilitate construction in the future

**Food Service Advisory:** No report

**Regent's Distinguished Service Award:** The 2015 Regents Distinguished Service Award Winners are:

- Professional/Research Assistant – Charles Bowen, Information Technology
- Office Clerical - Elizabeth McCubbin, Teacher Education
- Service Maintenance/Skilled Crafts/Technical & Scientific – Frank Wilfong, Operations & Maintenance

Additionally we had two Staff Congress members who were nominees, Tracy Brate and Mary Beth Ward.

Congratulations to the Winners and to our SC nominees.

**President Climate Commitment:** No report

**Wellness:** Monday Mile is in full swing. Meet at noon behind Nunn Hall on the oval. (You will receive two perks punches and there is a weekly raffle for AllCard points! If there is bad weather it will be cancelled.)

**Staff Congress Regular Meeting Minutes**  
**April 9, 2015**

CPR/AED Training and Certification Classes will be held on April 15 from 1-3 p.m. in UC 414 and April 16 from 9-11 a.m. in UC 414. Space is limited so registration is required. You can register on the Wellness website.

It was brought up that the certifications do expire after 2 years so don't assume you are still certified. You need to renew every 2 years.

The Wellness@Work award winners announced at the Employee Appreciation Reception on March 30 are:

- Human Resources (1-20 full-time employees)
- College of Health Professions (21-69 full-time employees)
- College of Informatics (70+ full-time employees)

Congratulations to all of the units who participated.

**Benevolent:** Before the meeting started Carol Ziegler presented Mary Beth with a mug and a letter from HR that she has been nominated for the Staff Regents Award –Office Clerical. We gave Mary Beth congrats and we all hope that she wins. She deserves it!

Chili cook-off March 31, 2015

- a. Volunteers were assigned their duties.
- b. Judges were:

Frank Shipley  
Deb Patton  
Todd Gray  
Tommy Barnett  
Donna  
Trenkamp  
Connie  
Kiskaden  
Katie Lovold  
Judy Voelker  
Dizzy Peyton

- c. Update on donations of chili and desserts—We had 36 chili donations and lots of desserts.
- d. We had Recipes booklets and sale of remaining chili bowls we are happy to announce that all chili bowls have now been sold.

Please wear black or gold to the event!

Kimberly is making a form for the day of the cook off for people to sign up and join the committee. Maybe we can get more volunteers to help us.

## **Staff Congress Regular Meeting Minutes**

**April 9, 2015**

Nathan Elliott contacted Mary Beth to give the leftovers to the Homeless Emergency shelter- but after some discussion we do not have containers to put the chili in and all Chartwells unused supplies goes back to them. Maybe something we can talk about in the future.

Also H R Web site –has information about the benevolent history for the 2011, 2012 and 2013 year. The hours and amounts collected and given.

**Staff Congress Regular Meeting Minutes**  
**April 9, 2015**

**Ad-Hoc Committee**

**A. Roundtable/Panel of Discussion:** No report.

**Old Business:** none.

**New Business:** none.

**Announcement:** Voting for Staff Regent is currently open through Monday 4/13 until 4:30 p.m.  
Go VOTE!

**Adjournment:** Motion to adjourn the meeting was made by Rebekah Richardson, seconded by Tom Barnett. Motion carried. The meeting was adjourned at 1:55 p.m.

Respectfully submitted,

Connie Kiskaden  
Secretary, Staff Congress

Attachment:

