

**Staff Congress Regular Meeting Minutes
February 12, 2015**

**Staff Congress Meeting
SU 104
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Members present: Peg Adams; Cindy Ash; Corbin Fox Ash; Tom Barnett; David Bauer; Kerri beach; Tiffany Budd; Chris Bowling; Jeff Chesnut; Mary Beth Dawson; Cheryl Edelen; Debbie Kelly; Whitney Kessinger; Connie Kiskaden; Amanda Meeker; Gail Messmer; Sue Murphy-Angel; Josh Neumeyer; Rebekah Richardson; Ron Schulz; Lori Thaxton; Mary Ann Trumble; Mary Beth Ward; Mike Walter; Chris Witt; Doug Wells; Robert Yelton; Carole Ziegler;

Members absent: Tina Altenhofen; Tracy Brate; Sara Conwell; LuAnn Grimm; Katie Lovold; Dennis Sickinger; Pam Wagar;

Guests: Ken Bothof, Director Intercollegiate Athletics; Sue Hodges Moore, Sr. Vice President for Institutional Effectiveness and Vickie Natale, Assistant Vice President for Planning & Institutional Research; Rachel Green, Director of Employee Relations EEOC; Will Weber VP SGA; Kathrine Hahnel, SGA President; Ken Ramey, VP Admin Finance; Lori Southwood Senior Director HR; Steve Meier, Staff Regent; Grace Hiles

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

Minutes: Correction to fix previous minutes concerning confusion with Katie and Tina. Correction was made to the previous minutes. Motion to approve by Keri Beach seconded by Sue Murphy, motion carried.

Guest Presentations: Ken Bothof, Director Intercollegiate Athletics; Sue Hodges Moore, Sr. Vice President for Institutional Effectiveness and Vickie Natale, Assistant Vice President for Planning & Institutional Research, presented a PowerPoint slide show with information regarding the Institutional Performance Program self-study update. A copy of the PowerPoint presentation has been attached and incorporated into the minutes.

Staff Regent's Report: No report.

Vice President for Administration & Finance: Ken Ramey no report.

Human Resource Liaison: Lori Southwood introduced Rachel Green the Director of Employee Relations EEO.

Haven Sexual Violence online course encouraged to sign in and go through the process. Lori to send us the link.

March 15 is the Heart Mini Marathon. In 2017 President Mearns will chair this and we want to ramp up to get a lot of NKU participation.

Vacancy Management process, managers go through in their department, encourages managers to be creative, consider streamlined, combined with other positions. Changes to process – every other week reviewed by executive team. Once approved by VP's goes to President for review. Requires President's approval before it can be posted.

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Discussion pursued regarding vacancy management, communication or lack thereof and the timing of certain communications that are all adding to the stress and low morale of staff on campus.

Per Lori, the manager process is handled through People PC and goes through all VP's for review or communication to think more broadly. President wanted to give more time for VP's review. Goal is to slow process a bit which generates dollar savings which is helpful right now to get past pinches in budget. It is a way to be frugal at this time.

Lori also responded to HR questions from the October roundtable. Lori will provide answers to be posted on the website.

President's Report:

Voting Item: Changing the payday in December to the 31st. It has always been our practice to have the monthly pay for December on the same date grades are due since that is traditionally faculty's last physical day on campus. In the past, this made some sense since checks were handed out on campus, however, now with over 95% of employees receiving pay with direct deposit the "need" of paying early no longer exists.

Pros: Currently monthly employees are paid on the date grades are due on the academic calendar. For December 2015 employees would go 6 weeks and 4 days between receiving their December 2015 check and their pay in January 2016.

Processing departments will have more time to get PARs to HR. This will assist with eliminating potential overpayments for individuals terming in December or retiring in December.

Eliminate hardship calls from individuals requesting a pay advance or loan to get them to the January pay date. NKU does not have the ability to offer loans or pay advances.

Employees can set up additional direct deposit accounts to act as a "Christmas club" or savings to appropriately budget for the holidays.

Cons: Employees that are accustomed to having their December check early will need to reevaluate their budgeting needs for the holidays.

As usual, the 5% who do not have direct deposit will have their check mailed out to them on the pay date but given that the following day, January 1st is a holiday, it may take longer to receive their check.

This voting item was a vote for Staff Congress approval and to send this proposal on to Faculty Senate for review and voting. The voting item passed Staff Congress.

Standing Committee Reports:

Benefits: the Committee discussed Benny Bards and file reporting. There had been some staff that experienced issues using their Benny Cards at the end of the year, but those were found to be isolated issues resulting from enrolling incorrectly. Notify Human Resources if you experience any problems.

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Emily announced that Employee Appreciation Week has been changed and is now the week of March 30. The Regents Distinguished Award nominees will be announced at the kick-off reception at 1:00 p.m. on Monday, as will the Wellness@Work Awards winners. The Benevolent Fund's chili Cook-off will be Tuesday, and the Awards Breakfast/Dinner for the late shift will be Thursday. There may also be an event on Wednesday.

Human Resources is reviewing the awards for time in service and considering different options. Would there be a preference for putting money on an employee's AllCard instead of the small gifts for service? Any thoughts on a gift picked by the employee from several available based on the length of service?

Human Resources has arranged for another TIAA Cref women's financial fitness series, scheduled for April. They are working on something for men also. In addition, they are working on educational sessions on legal and financial plans for getting things in order. Emily asked if there is interest in training sessions for younger employees and how to save and other financial topics.

Constitution & By Laws: working on a change to Section 5 section C which pertains to attendance and vacancies created on Staff Congress. Committee will have a draft for 1st reading at April meeting.

Credentials and Elections: Working on upcoming nominations and voting. Grace will work with HR to have the electronic online nomination process setup. Grace to order copies of updated nomination flyers and packets. Connie to resend the "Who will represent you" letter to committee members to proof read. Connie will send the "Who will represent you" letter to all eligible staff on 2/27 by email merge. At our 2/18 committee meeting we will discuss any changes necessary of the "nomination letter" and the voting process. Grace has agreed to have the flyers printed by the March 12th full SC meeting so members can help hang them in their buildings

Policies: No report.

Outreach: SC Newsletter – next edition will go out around 3/25 and will include Soup Luncheon and SC Nomination reminder and voting information. 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 and not just something else to read or throw by the wayside.

Report from Faculty Senate meeting

University President's report:

- Annual Code of Conduct Document. Significant discussion regarding the purpose and language of the document was expressed by Senators attending the meeting. The President asked that any concerns be sent to the Senate Professional Concerns Committee.
- HIC Internal Advisory Committee report has been posted to eh HIC website and the project is proceeding as scheduled.
- Continuing to advocate for the new state funding model. The committee working on this initiative is developing a strategy for the next 12-16 months. The annual

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meeting of the Northern Ky. Caucus will take place on Feb. 7 and supporters are encouraged to take advantage of the “open microphone” section of the meeting.

- Enrollment for spring 2015 freshmen is stable. There are still enrollment challenges for NKU including: retention, transfer enrollments, graduate program enrollment declines. Retention seems to be successful for target groups (Upward Bound, Latino students, etc.)
 - There continue to be budget concerns. This has necessitated several actions, including:
 - Change in process for staff vacancies (all need approval of President)
 - 9 faculty positions deferred for at least 1 year
 - Careful review of several university ancillary services (e.g. Childhood center), review of administrative efficiencies. It is doubtful that there will be faculty raises this year.
 - There was then an open and spirited discussion between the faculty and University President on several issues. The primary concerns were the following:
 - Code of Conduct form
 - Low morale
 - Outsourcing of records management
 - Outsourcing in the recreation center
 - Faculty salaries
 - Concerns regarding retention – where can we get more information?
 - Digital Measures going out of business – what will be the replacement?
- b. Senate President reported that The Academic & Admissions Policy Committee has changed membership to include the Deans of all of the colleges. The faculty representative is the Faculty Senate President.

Report from SGA – waiting on report from SGA Liaison

Scholarship: No report.

Technology: Tech Tip – watch out for phishing email scams. If you see a file with a .scr it is always a virus.

University Committee Reports:

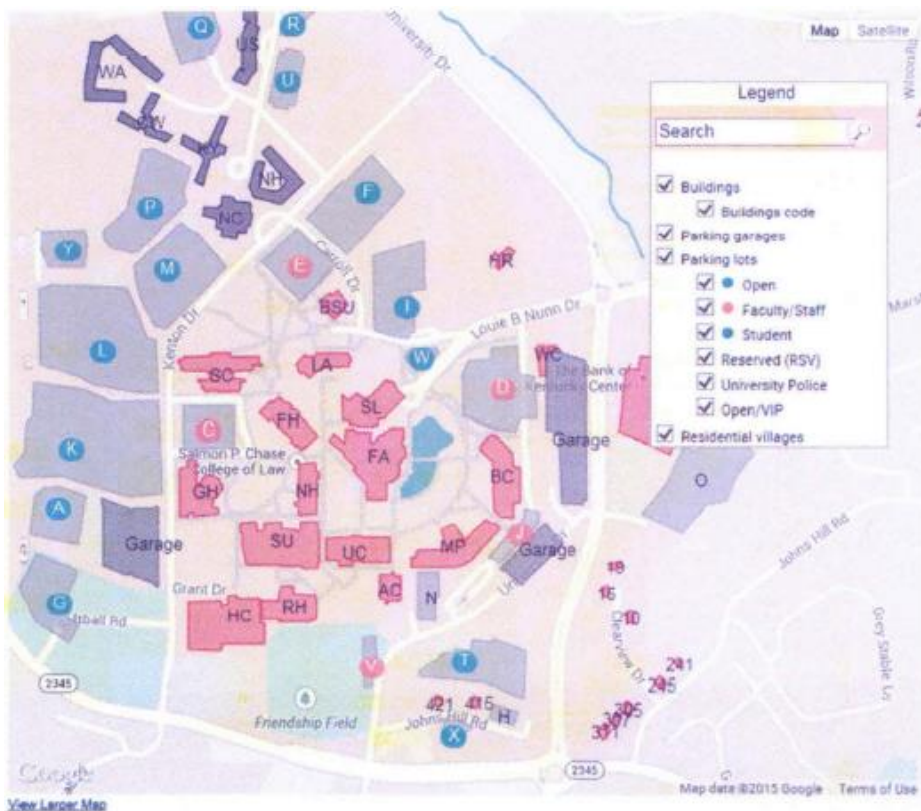
Transportation Advisory; Staff Congress Transportation meeting notes 2/5/2015

1) Lot "C" closure discussion

- End of Spring '15 Semester
- Lot between GH and FH
- Concerns about access road for FH and SC ... will it say open?
- No additional parking spots will be made

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- 2) Callahan Parking lot update: There will no longer be a discounted rate parking pass for parking near Callahan and taking the shuttle to the main campus.
- 3) Zip Car update: A contract has been signed with zip car for hourly rental of run around town vehicles Starting in late Feb. two zip cars will be located in lot "D" near the BOK. Signage and advertising for this has been ordered.
- 4) Update on parking garage expandability studies: Can build up or up and out on all three current garages. Welcome Center garage can build primarily up and maybe out to the side; University garage can build out on other side of the road; Kenton drive garage can build up one floor, and out the back.
- 5) It was left off the meeting notes, but it was again stated that even with the loss of parking lots "C" and another small lot?" there will be sufficient parking in gravel lots like lot "Y". There are no plans to make nay parking lot adjustments or compensate for loss of faculty/staff spaces.
- 6) Concerns were discussed about the second floor exit, (near the ticket booth), of the Kenton garage and the limited space for pedestrians and exiting vehicles when a car is parked in the last space closest to the booth/stair case. There may have been an incident there already and Andy will investigate further.
- 7) It was not discussed but I believe the jeep that was parked long term in the Kenton Garage has been moved. I don't have a further update on the long term parking in garages issue that was previously brought up in staff congress. I can ask for a further update if needed?
<http://nku.edu/campusmaps.html>



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Food Service Advisory: No report.

Regent's Distinguished Service Award: No report.

President Climate Commitment: No report.

Wellness: We are encouraging all work units to consider applying for the NKY Wellness@Work Award. The awards this year will be awarded in the following size categories:

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

The criteria and application are on the NKY Wellness website under Employee Wellness. Applications will be accepted through February 14, 2015.

The annual Health Assessment will be held February 24-27. If you or anyone you know would be able to volunteer to help direct traffic, sign folks up for prizes, etc. during the assessments (from 7:00 a.m. to 11:00 a.m. each day) please contact Kim Baker in Wellness. Anytime you could give is greatly appreciated.

Benevolent:

Ad-Hoc Committee

A. Roundtable/Panel of Discussion: No report.

Old Business: None.

New Business: None.

Announcement: New budget model open forum will be Monday 2/16 through 1-2 p.m. in Otto Budig Theatre.

Adjournment: Motion to adjourn the meeting was made by Corbin Fox Ash, seconded by Cindy Ash. Motion carried. The meeting was adjourned at 2:45 p.m.

Attachment/Presentation: NCAA IPP Update for Staff Congress Meeting



NCAA IPP Update for
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