

Staff Congress Regular Meeting Minutes

April 10, 2014

Members present: Peg Adams; Cindy Ash; Tina Altenhofen; David Bauer; Kerri Beach; Chris Bowling; Maribeth Carskadon; Jeff Chesnut; Peggy DeJaco; Cheryl Edelen; Tiffany Freytag; Jane Goode; LuAnn Grimm; Whitney Kessinger; Connie Kiskaden; Katie Lovold; William Moulton; Erin Mulligan; Sue Murphy; Rebekah Richardson; MaryAnn Trumble; Pam Wagar; Jenny Wagner; Chris Witt; Kristine West; Doug Wells; Robert Yelton; Carole Ziegler

Members absent: Sarah Aikman; Amanda Meeker; Gail Messmer; Ron Schulz; Glenn Scott; Tracy Stokes;

Guests: Sara Kelley, Staff Attorney, Legal Affairs & General Counsel and Dawn Bell-Gardiner, Compliance Officer, Legal Affairs & General Counsel; Rachel Brueggen; Ken Ramey; Lori Southwood; Steve Meier; Grace Hiles

Call to Order: The meeting was called to order at 1:04PM by President, Rebekah Richardson.

Minutes: There was one correction to the previous minutes. Motion to approve by Peggy DeJaco, seconded by Sue Murphy, motion carried.

Guest Presentation: Dawn Bell-Gardiner and Sara Kelley attended our meeting to discuss compliance and new web site.

- ethics.nku.edu is the new web address
- There is an ethics and compliance help line with a toll free number. It is covered by a 3rd party to help maintain anonymity of the caller. A caller can choose to identify or stay anonymous.
- The Principles of Ethics policy has been sent to the executive team for signatures. There will be an email forthcoming for all faculty and staff that will include a link to the electronic submission for to be signed electronically by all faculty and staff. Anyone who does not sign will be deemed non-compliant. A list of those that are non-compliant will be given to the President and the BOR.
- There was a discussion on how it will be handled for those that don't regularly connect to a computer. This will be address in the departments to make sure that everyone has the opportunity to connect and sign.
- If anyone does contact the ethics line to report a violation, they need to write down the ID number and password given them because anonymous reports cannot be retrieved. Additionally, there is a Chat option and it also can be anonymous.
- If anyone is concerned about signing the ethics policy they should contact the compliance office in AC 503B. (?)
- The newly updated and BOR approved version of the ethics policy is on the web at ethics.nku.edu.

Staff Regent's Report: Steve Meier thanked everyone about contacting their state representatives about the budget. The budget recommendation included the Health Innovation Center for 97 million dollars and a 1.5% budget cut and a recommendation that the state cover 50% of the KERS deficit. The budget is setting on the Governor's desk with an estimated deadline for signature of April 15th.

April 30th the President will give his NKU Budget Address but at this time the tuition increase recommendation from CPE has not yet been determined.

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The Campus Recreation Center groundbreaking will be immediately after the budget address on April 30th.

Human Resource Liaison: Lori Southwood announced that the manager tobacco free training next session has been rescheduled because of the budget address. They are in the process of adding additional signage.

Payroll-ESS time management will include an announcement section.

Carole Ziegler asked question: Does Director or Manager have authority to tell staff they cannot teach part time class outside of normal working hours. Lori was unaware of this issue but stated that it can't interfere with work. She would generally answer no, however, she would like to hear more details to make a better informed response. Although, PAR's do require the supervisor's signature.

Jeff Chesnut added that the Dean of Arts and Science limited it to one class per semester.

Pam Wagar added that there have been occasions when supervisors have declined; it can be timing issue when staff might be needed to work extended hours etc.

Carol replied with understanding but it is a group of people with the issue. Lori stated the system may be causing some concern as well and asked Carol to please have someone contact her with more info.

Carol's next question regarding the HR Survey sent out by IR. How are the people chosen? People were more likely to reply if anonymous not confidential.

Erin Mulligan responded the individuals as chosen as a random sample through Qualtrics, IR enters all employees and identifies a number for their random sample, and Qualtrics selects the recipients. Anonymous vs. Confidential causes challenges where everyone could take the survey more than once.

Carole replied that there are concerns that responses are stated as confidential but are not always confidential.

Lori suggested anyone with concerns could go to the ethics group.

Jeff Chesnut suggested the information explaining the process and the confidentiality information be included in a Midweek.

Katie Lovold had a question about hiring committee's and who is involved and how that works and if HR is involved in those? Lori responded that HR is more involved in helping and suggesting guidelines for hiring committees. Next Katie asked, Faculty have RPT and professional development opportunities and a progression to the next level laid out for them to progress. Faculty can do XYZ to be promoted to the next level. What about professional development for staff and a plan to give staff a plan for advancement?

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Lori responded that there is a committee looking at development for all employees. They are looking at career mapping/planning, to prepare for the next level. It is part of the Strategic Plan. Rebekah stated that there was a conversation in the Chair's meeting regarding staff scholarships, tuition waiver, etc; how it is determined who is an eligible dependent. Rebekah stated in the Chair's meeting that if they are covered on your health benefits they should be considered a dependent; however, it is not the case with same sex partner.

Lori replied that yes that is true. Same sex is not included. They made changes to benefits and are trying to equalize, they are looking at policy and cost.

Rebekah asked if there is a possible time frame. Lori responded fiscal or benefit year, however, approval is needed. May not need to be a lengthy process, this is happening now and being reviewed and is in the works.

Vice President for Administration & Finance Liaison: Ken Ramey, good budget for NKU with the 1.5% and KERS is 3M impact on overall budget.

Also, received agency bonding to expand garage, which garage will expanded will be determined at a later date. The 97M for Health Innovation Center was approved and will include combo new building and renovation of Founders Hall. Northern Terrace is moving along, anticipated for fall occupancy, 50% full.

Campus Rec begin date of April has been changed to May, we are a bit behind but have assurance from construction manager that we should meet August 15 deadline.

Plaza project – they are laying sod, fences are down, concrete poured must be replaced, and dedication is not planned.

Carole Ziegler asked question about survey for dining on campus. Of the choice on the survey it appears that there are a few that may not be eligible. How were the choices selected?

Ken responded they put down franchises with which Chartwell's already has a relationship. Results of the survey are in the Northerner. Students had open forums that provided good feedback.

Other comments: seems typical on campus price points are more. Perks for on campus franchises are unavailable, example Starbucks. Ken said he would check into that.

Jenny Wagner asked question about intermural fields being locked around 4 and students would like to use in evenings or other hours.

Ken stated they are open from noon to 10 p.m. Dave stated after 5 there are leagues.

Steve Meier will check into questions as to why intermural fields are locked or leased after 4 p.m. daily and get back with Staff Congress.

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Chris asked question about parking in Kenton garage. When letting out it can take a long time to get out of the garage even if using the no ticket exit only. Would it be possible to put a card swipe exit, on the bottom level of Kenton garage to exit into Lot A?

Mary Ann Trumble also stated there are many times that people try to exit with ticket on the non-manned gate. This causes people to set and sometimes they are unable to back up once they are in line. Could there be better signage to direct them to the proper exit.

Ken replied, in order to make improvements, Parking Services would have to increase parking fees.

President's Report: Rebekah took the time to acknowledge Tina Altenhofen for receiving the Regents Distinguished Service Award.

Acknowledge that we have had a lot of staff coming forward to our staff congress representatives and saying they have questions. KUDOS for making sure your constituents knowing you are there Staff Congress representatives and bring those questions forward to Staff Congress. All your Staff Congress work is appreciated.

Standing Committee Reports:

- 1. Benefits:** No Report
- 2. Constitution & By Laws:** No Report
- 3. Credentials and Elections:** voting starts tomorrow. Anyone that nominated themselves, please upload a picture of themselves for the voting information page. If anyone has any questions about elections please let the committee know.

Counts for voting: 36 running for 22 positions.

- 4. Outreach:** Thanks to Grace and Amanda and those who presented articles. Included information about Staff Congress Voting in newsletter.
- 5. Policies:** Lori Southwood sent draft of the supplemental pay policy to the committee. The committee reviewed and sent back with questions. The committee also reviewed Benevolent Association policy, questions about donated hours being considered 1 to 1 regardless of position, seems pay could be different hour per hour.

Lori stated that is the way is has been done. If you have to back fill, then talk to Budget Office regarding pay.

Kristine West added that there is no movement of money ever. It is just hour for hour.

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6. **Scholarship:** Freshman applications, we received 3, one of which was faculty. Of the other 2 they both have received scholarships from higher sources so no freshman scholarships will be given. They will qualify for book awards. March 15 was deadline for returning students. Financial Aid has to vet then will forward on to Staff congress. Per Erin Mulligan, the scholarship process has changed so we may want to talk to Leah in Financial Aid for information.
7. **Technology:** Met virtually. Doug Well and IT worked with Compliance department to put form online. Discussed working on new technology that will notify users when password are getting ready to expire, current users are facing some challenges. Strategic Plan open forums went well. Windows 8.1 tables to be available to check out to use in buildings. Also if you want to test drive technology, there is a new loner program through CITE.

University Committee Reports:

- A. **Transportation Advisory:** No report
- B. **Food Service Advisory:** No report
- C. **Regent's Distinguished Service Award:** Asked if everyone liked the breakfast option during the Staff Appreciation week events. Cheryl identified there was a bit of a logistics problem with food services having enough plates for those that went through the buffet line last. Chris noted it is a large strain on everyone including IT to set-up, to get everything ready that early in the morning. Jeff Chesnut brought up that someone was missed in being included in the printed material and asked about the process, Lori commented the procedure check is not as easy as would be expected.
- D. **President Climate Commitment:** Earth Week/Arbor Day will be celebrated April 21-24. The centerpiece of the week is the annual celebration of Earth Day. This year's springtime rite is scheduled for Tuesday, April 22nd, 10 a.m. to 3 p.m. on the Central Plaza near SU and UC. The event brings together organizations from across campus and around the region who are involved in the many aspects of sustainability.

Other Earth Week events include the creation of "seed bombs" for us on the hillside to the side of the Power Plan, the planting of Ginkgo trees in front of the bookstore and a presentation on Sierra Club trips both across the region and in Jordan.

Watch for posters coming out next week. Join in on any of the activities.

- E. **Wellness:** Don't forget to join us for the Monday Mile at noon.
- F. **Benevolent:** No report

Ad-Hoc Committee

- A. **Roundtable/Panel of Discussion** – Rebekah asked about minutes from the roundtable. They have been combined and are still being reviewed for accuracy.

Old Business: None

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New Business: None

Announcement: Remember Earth Day celebrations.

Adjournment: Motion to adjourn the meeting was made by Peggy DeJaco, seconded by Carole Ziegler. Motion carried. The meeting was adjourned at 2:53 p.m.