

Staff Congress Regular Meeting Minutes

February 13, 2014

Members present: Peg Adams, Sarah Aikman, 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, Katheryn Lovold, Amanda Meeker, Gail Messmer, William Moulton, Erin Mulligan, Sue Murphy, Rebekah Richardson, Ron Schulz, Glenn Scott, Mary Ann Trumble, Pam Wagar, Chris Witt, Kristine West, Doug Wells, Robert Yelton, Carole Ziegler, Tracy Stokes.

Liaisons Present: Ken Ramey, Lori Southwood, Steve Meier, Grace Hiles

Members absent: Jenny Wagner, Chuck Miller

Guests: Justin Wynne, SGA

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

Motion to vote: A vacancy of the Secretary/Treasurer position was created at the January meeting when Jenny Wagner announced that she needed to step down. Connie Kiskaden entered as a nomination; there were no other nominations from the floor. Motion to vote Connie Kiskaden in as Secretary/Treasurer by Sue Murphy and seconded by Peggy DeJaco, motion carried. Connie was instated as then Secretary/Treasurer through June 2013.

A vacancy was being filled with a new member. Motion to vote in Tracy Stokes as the new member by Sue Murphy and second by Cheryl Edelen, motion carried. Tracy was introduced as a new member of Staff Congress.

Minutes from last meeting: There were no minutes from the previous meeting.

Staff Regent Liaison: Steve Meier made an announcement that the Governor's proposed budget contained good news and bad news. The good news was that the Governor proposed funding NKU's Health Innovation Center. The bad news was that the Governor proposed covering only half of the 5 million in recurring funds for the pension deficit. Steve stated that a lot can happen between now and the budget approval. Additionally, there is a 2.5% (1.2 M) proposed cut to education.

Steve urged everyone at NKU to contact their congressman to have your voices heard. The number is 1-800-372-7181 and you should call from non-university equipment.

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Finally, Saturday, February 22nd at 10 a.m. at the NKU Mets Center there will be an Open Session to express concerns to be considered in this legislative session. It is recommended to try to get others to make a call in support of NKU as well.

Jane Goode asked if there were plans to organize a group to attend together. The response was that there was not.

Human Resource Liaison: Lori Southwood announced there is scheduled a Manager training with regard to the Tobacco Free Policy on 2/20 and 2/24 at 10 – 11 a.m. There is additional information on the HR web page.

Performance Reviews paperwork is going out to VP's today 2/13. There is a new "add on," this year will incorporate code of conduct and ethical principles policy to read and sign off that you have read and understand. There is training scheduled for Managers and Directors on 2/25 & 2/27. There is more information on the HR site about this as well.

Payroll W2 reprints will begin 2/14 on a weekly basis as needed.

Carole Ziegler made the comment that half of their department's performance evaluations are already complete and asked if it would be possible to get next year's information distributed by January. Lori responded that they are working on a better schedule and timing.

Tina Altenhofen asked if there is something on the website to assist the individual being evaluated on how they should respond on the performance evaluation. Lori responded there is data to explain self-evals and that anyone can contact HR to discuss specifics.

Vice President for Administration & Finance Liaison: Ken Ramey presented a follow-up to the Staff Regent's report on the state budget. The Budget will remain a fluid process and will go through several discussions.

We will not have any tuition cap information until early April. The KERS and 2.5% reduction will compound the challenging budget process. The budget will go before the Board of Regents in May.

Ken also encourages everyone to give the 800 number a call to voice their concerns.

Update on Norse Commons – dining area renovations will commence over spring break. Accommodations with resident hall students to access Callahan

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Hall and to provide some evening food court hours. It will be a nice option for additional on campus dining.

Update on Campus Rec. Center – Budget challenges, excavation bid over budget so it is out for rebidding. Deadline to hit is August 25th. Model rendering can be viewed on second floor of the Student Union..

Update on Northern Terrace - renovations moving along, anticipate opening fall 2014.

Update on Connector Road – met with transportation cabinet, waiting on environmental analysis, hope to move utilities in fall, 3 mile to John's Hill hope to begin next spring.

Update on Plaza renovations – will be finished when weather breaks.

Thanks to Roads & Grounds and Facilities Management and the Police Department for their hard work keeping our faculty, staff and students safe over this severe winter

Amanda Meeker brought up the fact that the university closed at 9:15 a.m. on a Saturday and there are classes on Saturday that start at 8:30. The class was frustrated to come in at 8:30 just to be told that the university was closed at 9:15.

Ken responded he was out of town and there was a mix up in communication. Snow came late. Our intent is to get notices out as quickly as possible.

Several members discussed issues and options. It was brought up that snow was supposed to stop early in the day but it didn't stop most of the day. Also we expressed our appreciation for consideration for our safety and the time off.

President's Report: Rebekah Richardson welcomed Justin Winn who joined us from Student Government. Also, reiterated that we should all reach out to our legislators. We can make a difference, the area and students need us to have our voices heard.

We have several Staff Congress members involved in the Strategic Planning committees, they had a retreat and it went very well. We will be bringing in members of the teams to discuss their roles and information. As you hear things, know good things are happening. If you want to be heard you can go to the web page and submit questions.

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Jeff Chesnut questioned the cost of the printed materials that were sent to everyone. As we continue to watch the budget, it appears to be a large cost. We received information via multiple means; via email, the President's spring convocation, then the mass mailing, this caused a bad reaction from many across campus.

Standing Committee Reports:

1. **Benefits:** no report
2. **Constitution & By Laws:** no report
3. **Credentials and Elections:** no report
4. **Outreach:** Committee met on 2/3. NKU GIVES will be aligned with employee appreciation week, 3/17 – 3/20. The idea is that NKU GIVES will be on Thursday. Monday hope to incorporate in slide show with an information table for Dress for Success and Urban League.

Talked to Marketing & Communication regarding a Comment Box being added to Staff Congress site.

Spring Newsletter target 3/3.

5. **Policies:** Committee met on 1/30. Continue to meet with Lori Southwood on a monthly basis to review directory, what will be revising, who is responsible for changes.

Termination policy is under review. Would be helpful to have a link with steps for employee (leaving ??) (need check list). Staff Regent Election policy reviewed and changes need to be made. Transfer Policy need to be more understandable.

Tobacco free policy – question was raised: how's that going? They have found places to smoke. Lori Southwood responded; call help line # 572-7653. Information card and Hotline are manned through HR. Discussion continued. Lori discussed punitive steps that could occur eventually. Communicating this information in orientation and it is on all bid documents for vendors, etc. Tina Altenhofen questioned how to handle groups to come to campus. Response was that the information should be covered with those groups prior to coming to campus.

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6. **Scholarship:** Returning students have a 3/15 deadline for submission online. New incoming students' deadline has passed. Information can be found on Financial Aid web site.
7. **Technology:** Virtual meeting – virtual Faculty Lab has persistent email, can connect to virtual lab or machines. Access work at home rights. Interesting fact – SAP FI – 7 year Birthday. Doug Wells added interesting fact about SAP-FI go live had 0 calls. {Because it was a snow day. ☺ }

University Committee Reports:

- A. **Transportation Advisory:** No report.
- B. **Food Service Advisory:** No report.
- C. **Regent's Distinguished Service Award:** Nominations being accepted from 1/27 through 2/20 at 4:30 p.m. During Employee Appreciation Week nominees will be announced on Monday at the reception between 3:30 and 4:30. Winners will be awarded on Thursday at the breakfast between 8:30 and 10:30. There will also be a dinner for those who cannot attend the breakfast from 6:30 . The link for nominations is on the HR web site.
- D. **President Climate Commitment:** next office swap event on 3/13.
- E. **Wellness:** February 14 is the last day to apply for Wellness at Work – Encourage your department to participate. If you signed up for HRA, you should receive info to fill out your Health Assessment prior to your screening appointment.
- F. **Benevolent:** Chili Cook-off will be held on 3/4, need chili and desserts, email Peggy or Mary Beth Ward.

Ad-Hoc Committee

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

Old Business: None

New Business: If a student falls outside on the ice, what do we do to handle? Response from Lori Southwood, if there are injuries you should call Campus Police or 911. For fixing the affected area, call Work Control to have someone come to and salt or address the issue, Procurement Services has a form to fill out if necessary.

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Announcement: Biggest Career fair in 2 weeks – passed out information. Homecoming week 2/21 – 3/1, Alumni Chili Cook-off is 3/1.

Adjournment: Motion to adjourn the meeting was made by Sarah Aikman, seconded by Tina Altenhofen. Motion carried. The meeting was adjourned at 2.27 p.m.