

- I. Call to Order – 1:04 p.m.
- II. Approval of July 17, 2015 minutes
 - A. Remove Whitney from Roundtable Committee; add Nick Gamble
 - B. Sue Murphy-Angel moved to approve the minutes with the above amendment; Pam Wagar seconded; motion passed.
- III. Staff Regent Report – Arnie Slaughter: no report due to Arnie’s responsibilities at Move-in Day
- IV. Liaisons Reports – Lori Southwood & Dr. Sue Hodges Moore
 - A. Sue Hodges Moore
 1. Larry Blake will be retiring; a search committee is being formed and the search will kick off next week, with the goal of having the new AVP on board by the middle of fall semester. Contact Sue with any questions.
 2. An offer has been made in Police Chief search; the background check is in progress, and the new person will likely be on board by 9/1.
 3. Mike Hales has been hired as the new CFO, and is currently located in AC 816.
 4. Policy Administration: Sue reminded us about the relatively new process and [website](#), which includes all non-academic policies, plus new policies and those up for review. The process and site are administered by Jennifer Taylor in Sue’s office, including a listerv which can be joined for updates and notifications. Policies currently going through the process include the new retaliation and whistleblower policies.
 5. University Committees: a comprehensive list is being compiled and will be provided on a website; among other benefits of this listing, Staff Congress will have the opportunity to determine if additional representation on such committees is desired.
 6. Facility updates:
 - a) Campus Rec Center is scheduled to open 8/17, with additional phases over the course of fall semester into September
 - b) Sustainability Manager: Tess Phinney has been newly hired, and will be partnering with other campus offices in her efforts
 - c) Health Innovations Center: Lot C will close following final exams of fall 2015 and Founders Hall will close at the end of January 2016; completion of the project is expected to be summer 2018
 - d) Connector Road: bidding has been delayed, but award of the contract is still anticipated by March 2016
 - e) Callahan Dining Hall: renovation is behind, but it should open in early October; alternate arrangements have been made for student dining, including a food truck on the plaza to assist with overflow from the Student Union food court, for a time frame yet to be determined

- f) Parking Garage Upgrades: underway, but will not be complete by start of fall semester; Carole Ziegler asked if there is an estimate on when garages will be complete – not at this time, but Sue will check and provide more info if possible
- g) University Bike Program: in development with a target of being available after fall break
- h) Darwin's Café: renovation of this venue in the Science Center will be undertaken sometime this fall

B. Lori Southwood

1. Staff Picnic: based on previous discussion, the first week of school may not be the best time for the event, so this year it will be moved into the fall; considering the possibility of a weekend event which might allow more freedom to attend and participate; Lori welcomes any ideas, and an update will be sent to the campus community soon
2. Policy Updates: examples of coming changes being considered are: emergency closing "severe weather", funeral leave clearer definitions of family members, leave with and without pay, personal leave, supplemental pay, temporary employees
3. Staff Development Day Feedback: Lori provided statistics from the feedback survey – [see attached copy of the slide presentation](#); she also announced a continuation of the effort via a strengths challenge for next week, announced in This Week on 8/10; Jeff Chesnut asked if new employees are given access to the strengths information/process, and Lori indicated it has been included in orientation recently, and as orientation is redesigned it is likely to be incorporated further; Sue Murphy-Angel asked how many staff attended, and Lori said it was close to 800, out of approximately 1200 total staff (though not all staff have work hours scheduled during the time of the workshop)
4. Benefits: annual benefits fair will be held Tue 9/15 from 2-3pm; Bob Yelton asked if there will be a separate session for 2nd shift employees, and Lori indicated that the planning team consciously schedules it until 3pm and works with facilities and other areas to ensure those employees are able to attend at the start of their shifts
5. Compliance training: new online training modules related to federal regulations and other information will be announced in September, and provided to employees in online modules
6. KERS: Mary Ann Trumble asked about a rumor which asserted that new staff were not participating in KERS; Lori indicated this not the case, as NKU is obligated to include non-faculty employees in the system

V. President's Report

- A. We discussed ideas regarding the periodic staff "mixer" events which President Mearns has agreed to support. The Outreach Committee has a list of ideas, but needs an understanding of what, if any, budget President Mearns might be willing to provide

- B. Dave mentioned President Mearns also plans to begin taking some tours of campus to see and meet more people in the university community

VI. Standing Committees

- A. Benefits – [see attached report](#)
- B. Constitution & Bylaws – no report
- C. Credentials & Elections – no report
- D. Policies – [see attached report](#)
- E. Outreach – no report
- F. Scholarship – [see attached report](#)
- G. Technology – [see attached report](#)
 - 1. Tech Tip – make sure important documents are saved on your network (J: or K:) drives for backup and ease of sharing with colleagues

VII. University Committees

- A. Benevolent – [see attached report](#)
- B. Food Service Advisory – no report
- C. President's Climate Commitment Task Force – no report
- D. Regent's Distinguished Service Award – no report
- E. Transportation – [see attached report](#)
 - 1. More detail was requested about what will happen if something in the new system fails
- F. Wellness – [see attached report](#)
 - 1. A request was made for more information about the fee schedule for memberships, etc.

VIII. Ad-Hoc Committee

- A. Roundtable Discussion
 - 1. The date has been changed to Friday October 16, from 12-3pm, based on the President's schedule

IX. Old Business

X. New Business

XI. Announcements

- A. Carroll Drive at Kenton Drive will be closed (no turns from one to the other) during the first week of classes to help with traffic flow
- B. Cheryl Edelen will be retiring; her last day is August 31; Rebekah Richardson was appointed to replace Cheryl as Parliamentarian
- C. Mary Beth Ward provided handouts for the fall Athletics schedule and kids club events
- D. Sara Conwell announced the PACE program will celebrate its 10th Anniversary with events the week of October 26

XIV. Adjournment: Cheryl Edelen moved to adjourn at 2:33pm; Chris Bowling seconded, and the motion passed

Staff Development Day Feedback

Prior to Staff Development Day...

#	Question	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Response	Average Value
1	I expected to learn something useful at the event	3.1%	9.5%	16.0%	53.0%	18.5%	455	3.7
2	I was excited to participate in Staff Development Day	6.2%	16.7%	32.4%	33.5%	11.2%	454	3.3
3	I understood character strengths	0.4%	4.8%	11.2%	60.1%	23.3%	454	4.0
4	I understood how character strengths could help me	1.1%	7.9%	19.4%	52.8%	18.8%	453	3.8
5	I was eager to engage in the day's professional development activities	5.5%	17.6%	30.4%	35.5%	11.0%	454	3.3

After Staff Development Day...

#	Question	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Response	Average Value
1	I learned something useful at the event	8.8%	17.8%	16.9%	47.0%	9.5%	455	3.3
2	I was excited to have participated in Staff Development Day	9.5%	19.8%	25.9%	35.4%	9.5%	455	3.2
3	I understand character strengths	1.1%	1.5%	9.9%	66.7%	20.7%	454	4.0
4	I understand how character strengths can help me	2.2%	4.0%	16.7%	56.5%	20.7%	455	3.9
5	I am eager to engage in additional professional development opportunities related to character strengths	14.1%	15.6%	24.4%	31.5%	14.3%	454	3.2

Please rate the following statements in regards to the Staff Development Day.

#	Question	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Response	Average Value
1	Michelle McQuaid's presentation was informative	5.7%	11.3%	18.3%	47.7%	17.0%	453	3.6
2	I learned more about my character strengths	5.5%	22.6%	20.9%	38.9%	12.1%	455	3.3
3	Creating a strength habit seems like a helpful way to enhance a particular strength	3.1%	8.1%	21.1%	52.5%	15.2%	455	3.7
4	The presentation "Your Strengths, Our Promise." was helpful to understanding the NKU Promise	11.2%	12.7%	32.5%	34.5%	9.0%	455	3.2
5	The presentation, "Igniting Our Strengths", by Donna Mayerson provided additional insight as to how I can use my unique profile of strengths	12.5%	21.9%	32.2%	27.9%	5.5%	456	2.9

What part of Staff Development Day was most helpful to you?

- Meeting new people / Networking
- Michelle McQuaid's Speech
- Learning about strengths and how to improve them
- The interactive table activities with peers
- Kelly Martin's speech
- Developing a strength habit using cues
- Nothing / Waste of time and money
- Donna Mayerson's speech

What would you have changed (if anything) about the day?

- The length of the event / Too long
- Have workshops / Breakout sessions
- More screens / Better acoustics / Too cold
- Development specific to departments and university plans
- Less presentations / Presenters
- Smaller group/discussion sessions
- Shorter lunch and breaks
- More participation and involvement
- More focus on professional skills and development

What would you have changed (if anything) about the day? (con't)

- Additional Feedback
 - Speakers talking “at” audience
 - Need to “Thank” Sponsors
 - Better directions for selecting a table
 - Have recycle bins

Do you have any suggestions or ideas for future staff development events or opportunities?

- Have workshops/training/social activities
- Development tailored to specific departments / Focus on professional development
- Smaller groups / Not as large of an event
- Change the length of the event
- Better / Different speakers
- Have more of these / Do not stop after just one event
- Involve staff in planning SDD
- Make attendance optional
- More communication prior to the event

Do you have any suggestions or ideas for future staff development events or opportunities? (con't)

- Additional Feedback
 - Learn more about how this event will help with the NKU strategy
 - Training for management
 - More management involvement/attendance
 - Include faculty
 - Use a different survey that is geared more towards professionalism
 - Make it mandatory for everyone to move tables

Suggestions for how to incorporate strength training in the University

- Incorporate strengths in performance reviews and evaluations
- Instilling concepts from this day into the NKU culture
- Ongoing sessions to reinforce learning
- More opportunities for functionalized training and skill development
- More training/support for managers and staff
- More communication University wide

Suggestions for how to incorporate strength training in teams

- Learn individual strengths and apply them in team settings
- Have employees “post” their strengths on a bulletin board
 - Delegate tasks based on strengths
 - Creates a discussion and understanding

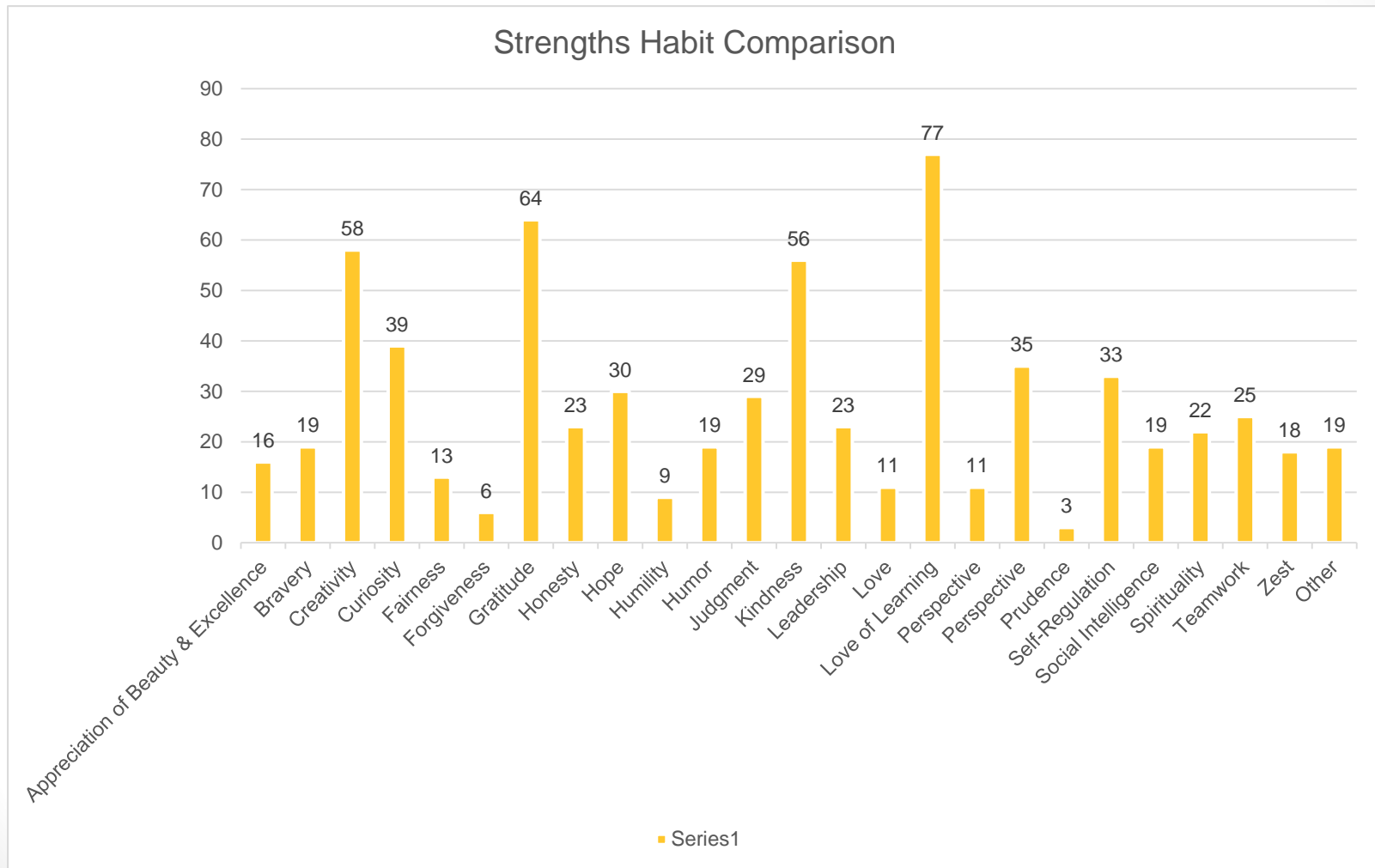
Suggestions for how to incorporate strength training in managers

- Utilize employees' individual strengths
- Recognize these strengths in evaluations
- Have strength training for managers
 - Help managers be able to help staff develop and build strengths
- Inter-department morale boosters
- Have staff evaluate managers

Building a Strength Habit

- Staff were asked to pick a strength they wanted to build on and what “cue” they would use to trigger the start of the new habit
 - The top four strengths that staff at NKU want to work on are:
 - Love of Learning
 - Gratitude
 - Creativity
 - Kindness

Strength Habits



Next Steps

- Based on the feedback from Staff Development Day, the next phase should include:
 - Workshops or training programs for employees
 - Development for specific departments
 - Explore additional possibilities for future Staff Development Days
 - Other ideas or suggestions?

Strengths Challenge

- NKU Staff employees are invited to join the Strengths Challenge! Michelle McQuaid invites you to follow up with developing your strengths by participating in this challenge.
- Who: All NKU Staff
- What: Strengths Challenge
- When: August 17 – 21, 2015
- Where: www.strengthschallenge.com
- Why: To raise awareness about developing strengths at work and how they can be applied in any role.
- You may join singularly or as a group of your choosing. When you join, you will be given a unique URL for yourself or to share with a group. This unique URL will allow you to see the strengths of your group and how you are putting them to work. In addition, you will also receive free resources and access to a database with 70 different ways to put your strengths to work, free podcasts, and free ebooks.

Benefits Committee

Meeting Minutes

July 28, 2015

Present: Pam Wagar, Mary Beth Dawson, Chris Bowling, Kimberly Sanders, Mary Beth Ward

Absent:

Next meeting: August 25, 2015, 2:30pm, GH 570

1. Pam Wagar was appointed Chair, and Mary Beth Dawson was appointed Co-Chair. Meetings will be held at 2:30pm on the last Tuesday of each month in GH 570.
2. We discussed possible events for staff that would be targeted to staff and faculty. The Athletics Department, through Rob Axline, has approved a Staff/Faculty Appreciation Week October 13 through October 17. All faculty/staff will receive free admission + free admission for 1 guest for any athletic event that falls during that week. The events include a volleyball match 10/13 vs. Cleveland State @ 7:00PM, a Women's Soccer match 10/14 vs. Wright State @ 7:00PM, a volleyball match 10/16 vs. Oakland @ 7:00PM, and a soccer double header on 10/17 @ 4:00PM & 7:00PM. We will help promote the event.
3. The Faculty/Staff picnic will be held later this semester. A date has not yet been set.

Policy Committee

Meeting Minutes

July 22, 2015

Present: Josh Neumeyer, Whitney Kessinger, Angela Calhoun, Marilyn Taylor, Carole Ziegler

Next meeting: August 26, 2015, 2:00-2:30 p.m., MP 216

1. Announcements of Committee activities

Josh Neumeyer and Carole Ziegler were selected as the co-chairs of the Policy Committee for FY 16 and the committee will meet the 4th Wednesday of each month.

2. Discussion

The committee reviewed recent projects:

- Ethical Principles & Code of Conduct document with Dawn Bell Gardiner (she's also working with Faculty Senate's Professional Concerns Committee). Whitney will check in with Dawn to see if there are any updates on progress and if she is still on target for a September presentation to Staff Congress.
- Staff Regent election policy which presently prevents current Staff Congress president from running for Regent when terms would not overlap; what about if the Regent election is in the middle of the president's 2-year term? It is thought that this policy should essentially be made parallel to the Faculty Senate President / Faculty Regent process. There was a question regarding eligibility considerations in terms of what constitutes a "regular" staff member vs. an administrator.
- The hiring process in terms of consistency of posting requirements with JAQs, and salary listing was discussed. What is the workflow process for posting within PeopleAdmin? Josh will touch base with Lauren to learn more.
- Inventory process - issues with removal of property due to unit moves, or general accuracy of inventory lists were reviewed.

Scholarship Committee

Meeting Minutes

August 7, 2015

Present: Katie Lovold, Gail Messmer, Tom Barnett, Matt Elrod

Next meeting: TBD

1. Announcements

The winners for the Fall 2015 book award are Monica Twehues, Custodial Services and Sopheap Sok Verba from Advancement Services. Both graciously and excitedly accepted their award. We had 17 applicants this year which is up from the 8 or so we had last fall.

2. Discussion

N/A

Technology Committee

Meeting Minutes

August 4, 2015

Present: Jeffrey Chesnut, Tiffany Budd, John Gaffin, Denny Sickinger, Douglas Wells

Next meeting: September 1, 2015, 2:00-2:30 p.m., AC 511

1. Announcements of Committee activities

None.

2. Discussion

Technology Committee is chaired by Doug Wells, and will meet the 1st Tuesday of the month from 2-2:30pm. If someone would like to attend to make a suggestion, or just observe, please let Doug Wells know and you will be invited.

According to the constitution and bylaws, the technology committee does not exist, we would like to remedy that.

We also discussed what we felt the purpose of our committee should be, if we are added as an official committee and the feeling was:

Represent staff congress on the ITAC committee, and present staff to Information Technology, concerns around technology and suggest changes / improvements / additions to the NKU technology portfolio.

Topics of technology improvements we discussed:

- Welcome email to all new staff members. This email would be automatically delivered to a person's inbox when their account is created.
- Norse Alert subscriptions. See if we could change Norse Alert to at least automatically enroll NKU email addresses for all students, staff and faculty and remove non-admitted student and former employees.

Benevolent Association

Meeting Minutes

June 22, 2015

Present: Attendees: Mary Beth Ward, Millie McLemore, Erin Smith, Kimberly Wiley, Emily Tucker, Angela Aber, Lisa McElfresh, Debbie Kelly, Jeanne Papania, Beth McCubbin, Sheila Ruark, Rebecca Cox, Collette Thompson, Margo Wheatley, Carol Zeigler, Karen Adamczak and Katy McBryan

Next meeting: 8/27/2015

Announcements of Committee activities:

Planning is underway for the fall event. The annual NKU Benevolent Association Soup and Dessert Luncheon/Holiday Market will be held on Tuesday, November 17, 2015 in the UC Ballroom-UC 375. The luncheon will run from 11-1pm, and the Holiday Market will run from 10-2 pm. In the foyer area.

Discussion:

- **Overview of our committee: our purpose, our mission, and our vision—**Mary Beth explained the Benevolent Association’s mission which is to assist fellow employees in times of need either financially and/or with hours from the “bank”. The function of our committee is to raise funds and hours to fulfill the mission. We accomplish our goals by hosting the Souper Dessert Lunch in the fall and the Chili Cook Off in the spring. She passed out printouts from the Website. There is an application to use when applying for help. Suzanne Kirst is our HR contact. The association was begun after the flood in Falmouth to help employees who were impacted.
- **Introductions around the table—**everyone introduced themselves and the department they work for on campus.
- **Date and times for our Souper Lunch—**Tuesday, November 17, 2015
 - **Set-up and clean-up —**Mary Beth we will begin setting up both the ballroom and “market” at 7:30 a.m. If you are available to assist please come and help out.
 - **Discuss the setup of a Communications/Advertising / Marketing Committee —** Many thoughts were expressed and concerns stated during this discussion. We need ways to reach out to the community since MidWeek is no longer being published. Posters, the electronic sign in the Student Union, signage, and email blasts. Posters can be hung for 4 weeks around campus. How do we publicize? Email blasts with the poster attached. Staff Congress, Faculty Senate announcements and emails. N3, In the News, contact the President’s office for his assistance. Concern about the ability to recruit volunteers to donate soup and desserts. We need information from the Marketing Department on ways to publicize our events. A committee was formed with the following members: Erin Smith, Karen Adamczak, and Lisa McElfresh.
 - **Holiday market —**Emily and Margo have agreed to chair this part again. The holiday market is a distinct event during the Souper Lunch. We do not charge the vendors for their space and request a 10% donation based on their sales for the day. No fresh food vendors because of ChartWells, other than Pampered Chef or Tastefully Simple vendors.
 - **What do you need from us—**vendor form. Time will be 10-2.
 - **Vendor area setup —**Emily and Margo. Chris Tambling will be contacted by Emily for the table set-up design. You should let Emily know of any vendors who might be interested in joining us that day.

- **Parking waivers** – Karen Adamczak will provide parking passes for vendors and she also offered the use of their golf cart.
- **Music** —Jim Parker: did not attend Mary Beth will contact him about providing the music again.
- **Signage day and decorations** -Kimberly will be assisted by Rebecca Cox and Sheila Ruark. Expenses should be turned in for reimbursement. A suggestion was made that we contact the Ceramics Department to inquire about them donating student art that is not kept. Beth thought that would tie in nicely with the NKU 3 promises.
- **Supplies**—Suzanne did not attend. Mary Beth and Katy hope to obtain bins for storage so that we can condense our supplies.
- **Valet service**—Erin and Carole: We will continue to offer this service at the AC building and the circle in front of Steely Library. The time for this will be 7:45 – 8:45 a.m. Millie volunteered to help at the library.
- **Website updates**—Suzanne did not attend. We will check into updates made. Carol will ask about the viability of tax write offs for donations. May be an incentive for donations.

Souper Lunch November 17, 2015 Tasks:

- **Ballroom reservation**—Mary Beth
- **Work orders**--Katy will contact for the labor crew for vendor drop off, electricians, and additional garbage cans and recycle cans. Mary Beth has already contact Sarah Aikman.
- **Chairs and tables for the vendors** need to be ordered—Emily or Margo
- **Meeting room for monthly committee meetings**—Carole will let us know if the 3rd Thursday of August, September, and October are available from 1:30-3:00.
- **ChartWells and Pepsi donations**—Jeanne
- **Cash box**—Jeanne
- **Judges**—Mary Beth
- **Judging forms and judging set up** —Katy and Tracy. Judging will take place 10-11.
- **Donation list**—Mary Beth
- **Recipe Booklets**—Debbie and Jim P. no report Jim took them after the Employee Appreciation Breakfast.
- **Supplies**—Suzanne and Jim R.
- **Set up and labeling for judging**—Katy and Tracy
- **Theme**—Kimberly
- **Campus photographer**—Carole will put in the request. Jessica from housing was suggested as a back- up if he did not show up.
- **Event emcee**— TBD
- **President Mearns** needs to be contacted for this event—Suzanne will be asked to contact his office.
- **Thank you letters for donations** will be sent out by Erin after the event☺

Other announcements:

- **Don't forget Recess** on the plaza form 11-1 this Thursday.
- **Next meeting(s)** for the Souper Lunch. We will meet again in August.

Transportation Committee

Meeting Minutes

August 6, 2015

Present: Eli Baird, Chris Bowling (via email)

Next meeting: TBD

1. Announcements of Committee activities

None.

2. Discussion

There has been a delay in the installation of equipment for the new parking ticket system. We had hoped it would be able to be online before school started, but that is not likely.

The new system will utilize bar codes instead of the old systems magnetic strips. As in past years parking services will give us a grace period allow time for individuals to pick up their parking passes. During this time the parking gates will be open during the day and only warnings will be issued for a lack of pass citations. Normal tickets for violations like parking in a restricted area or handicapped area will still be enforced.

There was an email that went out to some selected frequent users of the parking validation program. An attached copy can be found in this email. The new garage equipment will utilize the "Chaser Ticket" method, essentially departments will get a pre-validated parking ticket. The patron will insert this validation ticket after inserting the original parking ticket, pulled when they entered the garage. The quantity of tickets departments receive will be based off previous yearly usage. When departments are running low they will need to place an order for additional tickets. Parking services will be delivering these tickets in the coming weeks, parking services will send out another email once the new equipment is up and running and it's time to use the new validation method. Once the new equipment is installed, please dispose of your validation stamps. The stamp validations will not work with the new equipment. We will have parking attendants on duty throughout the semester to assist patrons with the new equipment. Non-booth exits will also accept the validation tickets.

Email from Parking Services:

From: Elias Baird <bairde1@nku.edu>

Date: August 5, 2015 at 9:33:24 AM EDT

To: Curtis Keller <kellerc6@nku.edu>

Cc: Elias Baird <bairde1@nku.edu>, James Caudill <caudillj5@nku.edu>, Karen Adamczak <adamczakk1@nku.edu>, Sydney Schwalbach <schwalbacs3@nku.edu>, Leslie Ogle <oglel1@nku.edu>, William McPheron <mcpheronw1@nku.edu>

Subject: New Parking Equipment - Departmental Validations

All,

This email is regarding the new departmental parking validation method, if you are not the correct contact please forward on to the correct individual.

Hope everyone had a great summer semester. We are moving forward with the equipment change here in Parking Services, most of the work will take place on nights and weekends in the coming weeks. For the time being please continue to use the validation stamp to get visitors in and out of the garage, this will include moving into the new school year.

[Organization Name]

Meeting Minutes, August 6, 2015

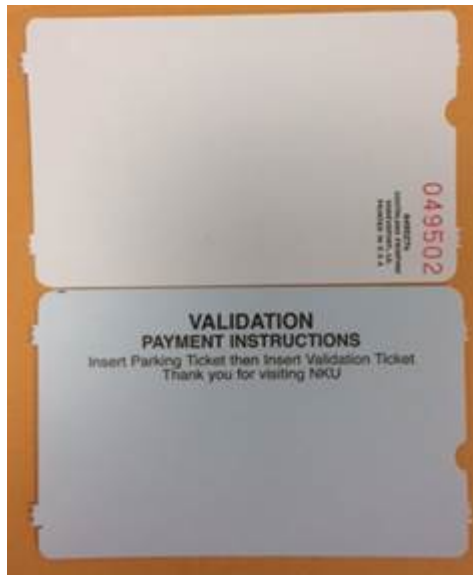
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I'd also like to discuss the new parking validation method departments will be utilizing. The new garage equipment will utilize the "Chaser Ticket" method, essentially departments will get a pre-validated parking ticket. The patron will insert this validation ticket after inserting the original parking ticket, pulled when they entered the garage. The quantity of tickets departments receive will be based off previous yearly usage. When departments are running low they will need to place an order for additional tickets.

I will be delivering these tickets in the coming weeks, I will send out another email once the new equipment is up and running and it's time to use the new validation method.

Once the new equipment is installed, please dispose of your validation stamps. The stamp validations will not work with the new equipment. We will have parking attendants on duty throughout the semester to assist patrons with the new equipment. Non-booth exits will also accept the validation tickets.

Below is what the ticket will look like before the bar code is printed on.



Please let me know if you have any questions.

Thanks,

Eli Baird

Parking Services

Parking Operations Supervisor

859-572-7796

Bairde1@nku.edu

Wellness Committee

Report

1. The campus wide faculty-staff challenge this fall is *30 for 30*. It was so popular that it is being brought back by popular demand. You can sign up for the challenge on the employees' section of the Wellness website and start recording your physical activity on September 14.
2. As you Are classes, Yin to Yin Yoga, and Mindful Meditation will be returning this Fall. Registration for these will start on Monday, August 17. Remember that space is limited, so register early. Monday Mile resumes on September 14. This year, Monday Milers will meet at noon in front of the NKU Bookstore.