



Members Present: Tina Altenhofen, Cindy Ash, Tom Barnett, Dave Bauer, Chris Bowling, Tiffany Budd, Angela Calhoun, Jeff Chesnut, Sara Conwell, Matt Elrod, Whitney Kessinger, Katie Lovold, Larry McNickle, Sue Murphy-Angel, Josh Neumeyer, Amberly Nutini, Kimberly Sanders, Dennis Sickinger, Maryann Trumble, Pam Wagar, Mary Beth Ward, Doug Wells, Kimberly Wiley, Chris Witt, Carole Ziegler

Members Absent: Tracy Brate, John Gaffin, Nick Gamble, Gail Messmer, Ron Schulz, Marilyn Taylor, Lori Thaxton, Colette Thompson, Robert Yelton

Guests: Grace Hiles, Sue Hodges Moore, Emily Sumner, Rebekah Richardson, Arnie Slaughter, Will Weber, François LeRoy, Samba Dieng

- I. Call to Order – 1:04pm
- II. Approval of September 10, 2015 minutes – motion to approve as written: Carole Ziegler; second: Doug Wells; motion passed
- III. Induction of new member – **Colette Thompson**, Coordinator in the [Scripps Howard Center for Civic Engagement](#); motion to accept nomination of Colette: Chris Bowling; second: Pam Wagar; motion passed.
- IV. Guests – **François LeRoy**, Executive Director of the Center for Global Engagement and International Affairs & **Samba Dieng**, Director of the Office of International Students and Scholars Services (<http://international.nku.edu>)
 - A. CGEIA includes International Student & Scholar Services (ISSS), American English Language Program (AELP), and Education Abroad.
 - B. François and Samba explained the basic areas covered by their respective offices, noting particularly the increased focus in international engagement in the strategic plan, which is being executed through both recruitment of international students to attend NKU, and study abroad opportunities for NKU students; staff are welcomed and encouraged to participate in the leadership of study abroad opportunities as well
 - C. Samba also noted two relatively new staff members in ISSS – Rebecca Hansen, Assistant Director for international student recruitment, and Fatimata Ndiaye, intercultural programs coordinator – who will help to fulfill that mission. Fatimata will assist international students in their transition to NKU, and also serves as a resource for any faculty or staff member who has questions or may be experiencing a cross-cultural misperception or miscommunication, with the goal of helping everyone learn more.
 - D. Both François and Samba talked a bit about their own experiences as international students in the U.S., including the reasons they chose to study abroad and the value it held for them.
 - E. Jeff Chesnut asked what we as Staff Congress, and staff members in general, can do to assist CGEIA; François encouraged us to simply help make students feel welcome to ease the transition and bridge the cultural gap – “the best recruitment strategy is a good



- retention strategy,” which incites positive word of mouth. Attendance at international student programs is also a great way to support both the office and its students.
- F. Chris Bowling asked about availability of a calendar which offers information about holidays and important cultural events in other cultures. Samba will look into this, and also mentioned an international student mentor program in development.
 - G. Dave Bauer also invited François and Samba to submit information about the Center for our November SC newsletter; Tiffany Budd will coordinate with Lori Thaxton.
- V. Staff Regent Report – Arnie Slaughter
- A. A Council on Post-secondary Education Regents/Trustees conference took place a couple weeks ago, allowing Arnie to meet and begin working with other staff regents in KY to share information, issues, and concerns of staff members across the Commonwealth.
 - B. Arnie noted the president’s email of 10/7 announcing a stipend/bonus and additional holiday time for the university; thanks can be sent directly to President Mearns.
 - C. “Walk & Talk Tour” – Arnie will be talking with a few people around campus each day to learn more about what staff are excited about and issues we’re facing.
 - D. The next Board of Regents meeting takes place Wed 11/11; the Health Innovations Center groundbreaking will be Wed 10/21 at 11:30 a.m.
- VI. Liaisons Reports – Lori Southwood & Dr. Sue Hodges-Moore
- A. Emily Sumner attended on Lori’s behalf
 - 1. Benefits: the annual enrollment bulletin will be out next week in hard copy and electronically; the enrollment site will be open 10/26-11/12, and include some improved features/functions such as a view of your current benefits for comparison; the period has been extended to meet demand, and takes place later to help accommodate comparison with spousal plans at other employers. Some informal web Q&A information related to what things are important to consider during enrollment will also be available.
 - 2. Faculty/Staff family night will be at the Rec Center Saturday 10/10 from 4-8 p.m.
 - 3. Staff Development Day evaluation results are now on the HR website; Tiffany B. asked about whether full comments will be available (currently, the summary is what Lori presented to us in August).
 - B. Sue Hodges Moore
 - 1. Parking Garage updates – new equipment has arrived, and the hope is it will be operational by the end of October or sometime in November.
 - 2. Biz Bites, a new food service location in the Haile/US Bank College of Business opened Monday. It’s on the first floor at the end of the building next to MEP.
 - 3. Callahan Bistro is back online – Arnie encouraged folks to take a TANK shuttle ride over to Callahan and check it out.
 - 4. The copier & managed printing program continues to expand.
 - 5. ZipCar is available on campus, and the Gotcha bike program is being planned.



6. Budget Model: stakeholder meetings will be announced and take place over the next several weeks; the budget process for next year is beginning, and feedback will be solicited from faculty and staff within the next couple of weeks.
7. The transition of faculty/staff email to Office 365 is in progress, with benefits including larger inbox size and 5 free at-home copies of MS Office for use on personal devices; a detailed schedule is located on the [IT website](#).
8. October is Cyber Security month.
9. Norse Tech Bar is available in the University Center to assist with IT-related issues.
10. University Police notes: we have a new bilingual officer, Mick Carrasquel; cheers for officer Phil Liles for assisting a student whose thank you video went viral; initiation of more structured foot patrols for more community-oriented presence.
11. Executive Dashboard updated with strategic plan metrics, as well as individual unit progress reports are available on the [strategic planning website](#); fall leadership planning meeting included a celebration of accomplishments and thanks which will be posted soon.
12. The Campus Recreation Center is in the final stages of completion, with a ribbon cutting to take place in November.
13. Health Innovation Center groundbreaking including Governor Beshear on 10/21; Lot C will close after finals, and Founders Hall will close in January.
14. The METS Center will be taken over by St. Elizabeth at the end of November.
15. Lot P, the student parking lot near the Science Center, will be repaved.
16. Follow-up on campus signage issues: some things have already been completed and others will be updated soon; Larry Blake offered thanks for and welcomes further suggestions for facilities improvements.
17. Pam Wagar noted several reports of issues with the driveway and gravel lot A; Dave Bauer indicated these will be addressed soon, and Sue Hodges Moore also noted that paving the area is being considered.

VII. President's Report

- A. Dave Bauer briefly discussed his recent meeting with President Mearns.

VIII. Standing Committees

- A. Benefits – [report](#)
- B. Constitution & Bylaws – no report
- C. Credentials & Elections – [report](#)
- D. Policies – [report](#)
- E. Outreach – [report](#)
- F. Scholarship – no report
- G. Technology – [report](#)



1. *myNKU annual upgrades are beginning, and the installation weekend is currently scheduled for December 5-6.*
 2. *Sue Murphy-Angel asked about updates to the charging stations on campus, and Doug Wells will investigate further options; Chris Bowling asked about the comparison to the "locker" type in Campus Rec, and Doug indicated these will be used for new construction and as current units need to be replaced.*
- IX. University Committees
- A. Benevolent – **report**
 - B. Food Service Advisory – **report**
 - C. President's Climate Commitment Task Force – no report
 - D. Regent's Distinguished Service Award – no report
 - E. Transportation – no report
 - F. Wellness – **report**
- X. Ad-Hoc Committee
- A. Roundtable Discussion – **report**
 1. Sue Hodges Moore agreed to try to have written responses to all questions returned by 10/28 and Faculty Senate/SGA note-takers will return by a week following the event, so answers can be posted in a timely way.
 2. The Roundtable question submission link has been converted to an everyday Question/concern box; with new submissions, the user name can be attached so responses can be provided.
 3. Dave Bauer addressed a comment regarding Staff Congress being a popularity contest, and there was clarification of the process for filling vacancies.
- XI. Old Business
- XII. New Business
- A. Tina Altenhofen asked if anyone knew if the health, counseling and wellness will receive any additional 4-strain flu shots.
 - B. Tina also noted that Dr. Melissa Moon is willing to offer ALiCE training for Staff Congress if we're interested, and individual office evaluations/suggestions are also available; Katie Lovold will work with Faculty Senate to try to schedule and publicize a couple of different dates/times open to the campus.
- XIII. Announcements
- A. Resignation & thank you for service: **Mike Walter**
 - B. November guests: **Kim Scranage**, Vice President for Enrollment & Degree Management, and **Vickie Natale**, Assistant Vice President for Planning & Institutional Research
- XIV. Adjournment – motion to adjourn: Doug Wells; second: Sue Murphy-Angel; meeting adjourned at 2:52 p.m.

Benefits Committee

Meeting Minutes

September 29, 2015

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

Absent: Mary Beth Dawson

Next meeting: October 27, 2015, 2:30pm, GH 570

1. Discussion centered around the Fall Sports Faculty/Staff Appreciation Week, Oct. 13-17. The committee reviewed a flyer for the event and offered suggestions. We will ask Grace Hiles to email the flyer to faculty and staff. Mary Beth Ward made reservations for spaces in Lot O for tailgating from 5-7pm for the Oct. 14 game. Chris Bowling discussed possible methods of having music for the tailgate.
2. There was no old or new business discussed.

SC Credentials & Elections Committee

Meeting Minutes

September 23, 2015

Present: Tina Altenhofen, Larry McNickle, L. Sue Murphy Angel, Amberly Nutini

Next meeting: October 21, 2015, 3 pm, AC 105

1. Announcements of Committee activities

- a. none

2. Discussion

- a. Discussion of yearly activities and updated yearly recommended timetable
- b. Amberly assigned to review elections nomination packet and poster for NKU branding updates

Policy Committee

Meeting Minutes

September 23, 2015

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

Guests Present: Dawn Bell-Gardiner

Next meeting: October 28, 2015, 2:00-3:00 p.m., MP 216

1. Announcements of Committee activities

None.

2. Discussion

- The committee continues to work with Dawn Bell-Gardiner on the Code of Conduct and Ethical Principles document. This policy has had a major overhaul and it is hopeful that it will be completed and approved for use in January.
- The committee plans to talk with the chairs of Credentials and Elections and Constitution and Bylaws about proposed revisions to each.
- Meeting adjourned.

Outreach Committee

Meeting Minutes

September 29, 2015

Present: Lori Thaxton, Maryann Trumble
Next meeting: November 4, 2015, 1:30-2:30 p.m., TBD

1. Announcements of Committee activities

The next normal scheduled Tuesday November 3rd meeting falls on Election Day, so we will meet on Wednesday November 4th that month.

2. Discussion

- 1) Dave and Katie took our ideas to President Mearns for approval on Sept 4th. We are waiting for his response and will need to get moving on those.
- 2) Lori Thaxton got the newsletter out on Sept 11, 2015. If anyone has anything they want to include in the next edition, please email your input to thaxtonl@nku.edu. Shooting to get the next edition out a week or so before the Holiday Benefits committee luncheon & include the “answers” from the Presidents Round Table
- 3) Parent Association meeting report – Family Weekend is the first weekend of Oct and they are brainstorming for sub-committee ideas via email until next meeting in November, a couple of parents mentioned concerns that there are not enough Vegan options
- 4) SGA meeting minutes? Bike rental racks was brought up but they need a sponsor like possibly the bookstore or Chartwells who have not responded yet. BB&T said no thanks.
- 5) Faculty Senate meeting report – Discussed the rewriting of their handbook and several wanting Public Engagement added back in. They created a Facebook group and want everyone to spread the word to faculty to join. They want to know more about Title IX and specific NKU policies. Zip Cars are getting used heavily. They need to focus retention efforts on students who have not declared a major as their attrition rate from 1st to 2nd year is the highest of any group.
- 6) Other old business? none
- 7) New business? Should we add Alumni Association to our groups we attend meetings for and report on? Maryann will contact the Alumni office and find out if they have regular meetings or want to share anything with staff congress.

Technology Committee

Meeting Minutes

October 6, 2015

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

Next meeting: November 3, 2015, 2:00pm

1. Announcements of Committee activities

Information Technology moving email to Microsoft 365

2. Discussion

--- Staff Congress Bylaws addition. We will be sending the following statement to the constitution and bylaws committee to propose a change to the bylaws to add the technology committee as an official Staff Congress Committee, as follows:

Technology Committee

The Technology Committee shall serve as a liaison between the Information Technology Department and staff congress, making recommendations for improvements, additions and refinements in available campus technology. A member of the Technology committee should also serve on the NKU Information Technology Advisory Committee (ITAC) as a representative of Staff Congress

--- Microsoft 365. We discussed the upcoming changes by IT to move Exchange into the hosted Microsoft environment. The benefits are increased storage quota, additional features, newer versions of software and more robust DR options.

Benevolent Association

Meeting Minutes

September 17, 2015

Present: Millie, Sheila, Carole, Kimberly, Rebecca, Beth, Suzanne, Lisa, Debbie, Margo, Karen, Jeanne, and Mary Beth

Next meeting: Thursday, October 15, from 1:30 – 2:30 p.m. in MEP 267

Discussion:

- I. Date and times for our Souper Lunch—Tuesday, November 17, 2015—We have two (2) months to complete a lot of work for lots of return!
 - a. **Set-up and clean-up**—will begin at 7:30 a.m. Please let Mary Beth know if you are available to assist
 - b. **Communications/Advertising / Marketing Committee — Report** from Erin, Karen or Lisa

Poster will be updated before printing again, UC scrolling sign has been requested, sheet banner is going to be made for Student Union, and the electronic sign in the Student Union will also have our event on it. This Week at NKU will be given the information to send out in their email.

- i. **Discussion items:**

1. Bike and helmet donation—it was decided that a silent auction with a minimum bid of \$50.00 (retail value is \$280.00) would be held at the event.
 2. Back packs and basketball donations will be given to those who donate soup or dessert. Each donor will get one (1) ticket for the drawing. There will be a prize for soup donors and a prize for dessert donors.

It was suggested by Carole that Mary Lou Singleton be invited to our next meeting to review what can and cannot be done. Everyone thought that was an excellent idea. Carole will invite her.

- c. **Holiday market —Report** Emily and Margo: We have six (6) vendors confirmed for the event.
 - i. Time 10:00 a.m. to 2:00 p.m.
 - ii. Additional soup bowls were discovered by Mary Beth and Jeanne. We will sell these at the Souper lunch as well. More information to follow on how many and whether there are spoons to go with.
 - iii. Vendor area setup—Margo will contact Emily about this and a diagram for the area.
 - iv. Parking waivers and golf cart—“Chaser” tickets will be given to the vendors if the new system is in place at this time. The golf cart’s use was discussed however there was no consensus as to how it was going to be used.
 - d. **Music**—Jim Parker
 - e. **Signage day and decorations** – on track for the day of event
 - f. **Supplies**— Suzanne will complete an inventory sometime next week
 - g. **Valet service**—Erin and Millie will be at Steely Library and Carole and Beth will be at the Admin/UC area. Times for both drop off areas will be 7:45 to 8:30 a.m.
 - h. **Website updates**— Suzanne Kirst reported that the website is updated by HR “shortly after year end”
 - II. Souper Lunch November 17, 2015 Tasks:
 - a. Ballroom reservation—Mary Beth Finished
 - b. Work orders—Katy Finished
 - c. Chairs and tables for the vendors need to be ordered—Emily or Margo **NOT FINISHED**
 - d. Meeting room for monthly committee meetings—Carole Finished
 - e. Chartwell and Pepsi donations—Jeanne has contacted and is waiting for a response from Chartwell’s. Pepsi is confirmed.

- f. Cash box—Jeanne
 - g. Judges—Mary Beth has three judges confirmed, needs three more.
 - h. Judging forms and judging set up —Katy and Tracy **Working on it**
 - i. Donation list—Mary Beth signup sheet was passed around to the committee.
 - j. Recipe Booklets—**Report** Debbie said there were about 50 left, will defer action until we can ask Mary Lou.
 - k. Supplies inventory and shopping—Suzanne will shop for additional supplies if needed. (Jim R. will continue to help deliver to ballroom on day of event)
 - l. Theme—Kimberly **Taking Care of our People**
 - m. Campus photographer—Carole—**Confirmed**
 - n. Event emcee— Mary Beth will contact WNKU about an emcee for the event.
 - o. President Mearns – **Confirmed** -- will speak at 11:00 a.m.
 - p. Thank you letters for donations will be sent out by Erin
- III. Other announcements—
THANK YOU THANK YOU to the following for staffing the Benevolent Association Table at the Benefits Fair on Tuesday!!

Karen, Debbie, MB, Carole, Margo, Collette, Erin and Millie

Save the Date: Faculty/Staff Family Fun Night is Oct. 10

Faculty and staff are invited to the NKU Faculty/Staff Family Night on Saturday, Oct. 10, from 4-8 p.m., at the Campus Recreation Center. The facility will be open only to NKU faculty, staff, and their families. There will be food, music, games, prizes, and activities for kids and adults. Take a tour of the renovated Rec Center and go swimming in the spectacular new aquatics area! Plus you'll have an opportunity to purchase a discounted family membership.

10/12-17/15-FREE admission for Faculty/Staff and one guest for VB, M&W SOC games

Tracy Brate-She "Thanked" committee for card and well wishes...doing ok...hopefully return in Oct. part time

Career Fairs are scheduled for September 24 and 30

Teacher Education is looking for a specialist position, a link to the job posting will be sent
We should invite Emily Summer to our recap meeting in December or January.

Food Service Advisory Committee

Update for October 8 Staff Congress Meeting

2015-16 Food Advisory Committee Members			
<u>First Name</u>	<u>Last Name</u>	<u>Area</u>	<u>Email Address</u>
Andy	Meeks	Director, BOAS	meeksa@nku.edu
Pat	Hannan	Director, Chartwells	pat.hannan@compass-usa.com
Kiaya	Lynn	Grad Assist Hall Director	lynk3@nku.edu
Lauren	Mountain	Hall Director, Northern Terrace	mountainl1@nku.edu
Lisa	Koenig	Hall Director, University Suites	koenigl1@nku.edu
Lori	Thaxton	Staff Congress	thaxtonl@nku.edu
Irakoze	Dieudone	SGA	irakozed1@mymail.nku.edu
Threasa	Wesley	Faculty Rep	wesley@nku.edu

<u>Meetings</u>		
<u>Dates</u>	<u>Location</u>	<u>Time</u>
10/14/2015	UC 335	10a - 11a
11/11/2015	UC 335	10a - 11a
12/9/2015*	UC 335	10a - 11a
1/20/2015	UC 335	10a - 11a
2/17/2015	UC 335	10a - 11a
3/23/2015	UC 335	10a - 11a
4/20/2015	UC 335	10a - 11a
5/25/2015	UC 335	10a - 11a

***Falls during exam week so meeting may be moved or cancelled if there are too many conflicts.**

Wellness Committee

Report

1. We have two St. E's mobile units coming to NKU for preventive screenings: the Cardiovascular Mobile Health Unit will be here Oct. 21 from 10-4 and Oct. 22 from 9-1; the Mobile Mammography Van will be here Nov. 2 and Nov. 5 from 8:30-4:30 and Nov. 3 from 12:30-4:30. Details and registration information are on the Wellness website.
2. You can also take advantage of a blood pressure screening on Oct. 29 from 11-2 in the Student Union Lobby. Participants are entered into a raffle for a \$25 gift card.

Roundtable

Meeting Minutes

September 29, 2015

Present: Katie Lovold, Denny Sickinger, Tiffany Budd, Nick Gamble,
Next meeting: 10/13 @ 9:30

There were 120 questions submitted for the Roundtable Event. They have been sent to President Mearns, in the rawest form, for his review. We will be sending them to Sue Hodges Moore to distribute appropriately in the next few days.

Over the next two weeks we will be figuring out the agenda and how the questions will be handled.