



Members Present: Tina Altenhofen, Tom Barnett, Dave Bauer, Chris Bowling, Tiffany Budd, Jeff Chesnut, Sara Conwell, Mary Beth Dawson, John Gaffin, Nick Gamble, Whitney Kessinger, Katie Lovold, Larry McNickle, Gail Messmer, Sue Murphy-Angel, Josh Neumeyer, Amberly Nutini, Kimberly Sanders, Marilyn Taylor, Lori Thaxton, Maryann Trumble, Pam Wagar, Mary Beth Ward, Doug Wells, Kimberly Wiley, Robert Yelton, Carole Ziegler

Members Absent: Cindy Ash, Tracy Brate (leave), Angela Calhoun, Matt Elrod, Ron Schulz, Dennis Sickinger, Mike Walter, Chris Witt

Guests: Grace Hiles, Sue Hodges Moore, Rebekah Richardson, Arnie Slaughter, Lori Southwood, Will Weber, Dawn Bell-Gardiner, Les Kachurek

- I. Call to Order – 1:04pm
- II. Approval of August 13, 2015 minutes; motion to accept Doug; second Pam; motion passed
- III. Induction of new member Amberly Nutini; motion passed
- IV. Guest: Ms. Dawn Bell-Gardiner, Compliance Officer
 - A. Dawn discussed the revised draft ([see attached](#)) of the NKU Values and Ethical Responsibilities policy, formerly referred to as the Ethics and Code of Conduct.
 - B. She described the timeline she’s working toward for sharing with the Faculty Senate Professional Concerns Committee, full Faculty Senate, President and executive team and approval by the Board of Regents, which she hopes to result in implementation of the new policy and related acknowledgment in January 2016.
 - C. Questions regarding the policy can be directed to Dawn at compliance@nku.edu.
- V. Staff Regent Report – Arnie Slaughter
 - A. The Board of Regents met 9/9/15, and Arnie shared highlights from the meeting including enrollment figures, praise for University Police response to the 8/27/15 incident in Stealy Library, and announcement of an \$8M donation from St. Elizabeth Healthcare.
- VI. Liaisons Reports – Dr. Sue Hodges Moore & Lori Southwood
 - A. Lori Southwood – no report other than those which will be covered in committee reports
 1. Pam Wagar asked if there could be information sessions, in addition to the policy comment period, for clarification of policy details. Lori indicated that this is part of the plan for HR policies. The process will also include presentation to Staff Congress in a way similar to Dawn’s visit today before the comment period, and possible “lunch and learn” style sessions.



2. Carole Ziegler asked if the full survey results from the Staff Professional Development Day will be released. Lori will let us know when it becomes available; if anyone would like it sooner, she can send it to them directly.
- B. Dr. Sue Hodges Moore
1. Introduction of Chief Les Kachurek and Incident Response & Communication
 - a) Chief Kachurek joins us from SUNY-Alfred
 - b) Sue commended by name all of the University Police staff involved in the quick response to the firearm incident in Steely Library last week.
 - c) Sue explained the process by which the communications were sent, including the technical issues with the student flash listserv, and indicated President Mearns has assembled a committee to review emergency communication protocols.
 - d) Tina Altenhofen asked about options for training for faculty/staff in emergency situations, and Lt. Gaffin indicated there are several resources available on the University Police website. Lori Southwood also indicated the availability of ALiCE training, which will be offered in the coming weeks and featured in *NKU This Week*. Chief Kachurek also indicated practical incident “rehearsal” which will take place over the holiday break for police, IT, and facilities staff, and additional options to be explored for more campus-wide practice.
 - e) Whitney Kessinger asked about delivery time for Norse A!ert and NKU listserv messages. Doug Wells indicated that faculty/staff email listserv takes approximately 3 minutes from clicking send, while student email takes slightly longer; Norse A!ert messages vary depending upon the email and wireless carriers through which faculty, staff, and students sign up. Lt. Gaffin also noted the time it takes to compose the appropriate messages for the various platforms (e.g., 104-character tweet vs. longer Facebook post or email).
 - f) Kimberly Wiley also offered the idea of having campus safety liaisons, and Lt. Gaffin indicated they are exploring potential for such a program.
 - g) Dave Bauer also asked Sue to explain the difference why Norse A!ert was used for the bank robbery and why the message seemed delayed from the time of the incident, in contrast with the Steely Library incident. Sue referenced the [Norse A!ert protocol online](#), indicating that the system is used when there is risk of imminent danger to the campus community or weather-related closings. When the bank robbery occurred, an alert was issued as soon as University Police and administration were notified by the police agency handling the case that the offender was still at large, and could be in the area of the Highland Heights campus.



2. Budget Governance Committees
 - a) Sue provided updates on the progress with the incentive-based budget model, noting that we are moving into the implementation phase.
 - b) Part of this phase will include the establishment of three governance committees ([see attached brief descriptions](#)), each of which will include a Staff Congress officer as a voting member.
3. Questions
 - a) Gail Messmer asked about enforcement of the tobacco ban. Lori indicated that when HR is informed, they do dispatch a representative if possible to address the situation, although staff is not always available; there is also a group within HR which will be focusing on a more “patrol-like” response. She encouraged folks to inform HR if they notice areas where violations frequently take place; those mentioned in the meeting are outside the bookstore/UC on the plaza side, across from the plaza entrance to Nunn Hall, and outside Landrum Academic Center. It was also clarified that e-cigarettes are specifically included in the tobacco-free policy language.
 - b) Parking Garage update: equipment is arriving, and target for completion is first week of October
 - c) Rec Center update: major construction is complete, with mainly landscaping remaining to finish the project.
 - d) Tiffany Budd noted a directional sign near the University Drive Garage which still indicates BEP and ST rather than MEP and BAC; Dave Bauer and others indicated there are several signage issues around campus which are confusing and should be updated/corrected; Sue will follow up on these issues with Facilities Management.

VII. President’s Report – no report

VIII. Standing Committees

- A. Benefits – [\[see attached report\]](#)
 1. *Faculty Staff picnic on 10/10 4-8pm, including full access to the new rec center and hopefully tours of the new observatory and the planetarium.*
 2. *During open enrollment, employees will be asked to include dependent SSNs for related benefits*
- B. Constitution & Bylaws – no report
- C. Credentials & Elections – no report
- D. Policies – [\[see attached reports\]](#)
- E. Outreach – [\[see attached report\]](#)
- F. Scholarship – no report
- G. Technology – no report



IX. 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 – no report
- F. Wellness – [see attached report]

X. Ad-Hoc Committee

- A. Roundtable Discussion
 - 1. Question submission has begun via boxes around campus, an online link, or campus mail to the Staff Congress office; the deadline is 9/27.
 - 2. Questions received will be passed on to President Mearns 10/1, as well as grouped by topic and given to Sue Hodges Moore to pass on for response from the various administrators.

XI. Old Business - None

XII. New Business

- A. Tiffany Budd noted a desire from international students for more/better vegetarian and international options in the food courts; she asked for the Food Advisory Committee to follow up, please.

XIII. Announcements

- A. Study abroad fair next week 9/16 in SU Ballroom 10am-2pm
- B. Sue Murphy-Angel asked about the approval of a new University Organizational Chart at yesterday’s Board of Regents meeting; Arnie Slaughter and Lori Southwood indicated that it was approved, and should soon be available for the credentials and elections committee to begin calculating changes to Staff Congress representation based on the new distribution of staff among vice presidential divisions.
- C. Resignation and thanks to Mary Beth Dawson, whose last day at NKU will be 10/8; Sue Murphy-Angel will contact the next person on the list to be inducted in October.
- D. October guests: **François LeRoy**, Executive Director of the Center for Global Engagement and International Affairs & **Samba Dieng**, Director of International Student and Scholar Services, will provide
- E. November guests: **Kim Scranage**, Vice President for Enrollment & Degree Management, and **Vicki Natale**, Assistant Vice President for Planning & Institutional Research, will attend our November 12th meeting to provide an update on enrollment and retention statistics.

XIV. Adjournment: motion to adjourn – Chris Bowling; second Doug Wells; motion passed and meeting adjourned at 2:30pm.

NKU Values and Ethical Responsibilities

Policy Number:	Reserved for future use
Policy Link:	
Responsible Official:	Compliance Officer
Responsible Office:	Office of the President
Effective date:	Click here to enter a date.
Next review date:	Click here to enter a date.
Supersedes policy dated:	Click here to enter a date.
Approved by:	Choose an item.

I. Policy Statement

Northern Kentucky University (NKU) is entrusted with resources by students, parents, taxpayers, sponsors, alumni, donors and other community members with the responsibility to fulfill our educational mission. This trust and responsibility require a commitment to ethical standards to assure others that our activities are executed in the best interest of those who support us and those we serve. This policy documents values and ethical standards at NKU.

II. Entities Affected

Faculty, staff and administration, members of the Board of Regents, any individual employed by the university, using university resources or facilities, receiving funds administered by the university and other representatives when speaking or acting on behalf of NKU. These individuals may be referred to as “community members”.

III. Core Values

The NKU community is committed to these core values:

- Excellence
- Integrity
- Inclusiveness
- Innovation
- Collegiality

IV. Ethical Responsibilities

It is expected that the faculty, staff, administrators, student-workers and other affiliated individuals in conducting the affairs of NKU will comply with all federal, state and local laws and regulations as well as university policies, procedures, codes and guidelines in the performance of job-related duties. The values, principles and standards of conduct in this policy are supported through university policies, procedures and guidelines and provide guidance for making decisions as well as document NKU’s commitment to responsible and ethical behavior.

All NKU faculty, staff and administrators who are members of occupations or professions that have established standards or codes of ethics shall, in addition to the responsibilities referenced in this document, be bound by the standards of conduct and/or codes of ethics that apply to such occupations or professions.

The university and community members have the following ethical responsibilities:

Act Ethically and with Integrity

Engaging in ethical behavior with integrity at the heart of every decision and action is a fundamental expectation for every community member. University community members are expected to fulfill obligations towards students, co-workers and other members of the university community with honesty and transparency and behave according to the highest ethical and professional standards of conduct.

Be Fair and Respectful to Others

NKU is committed to tolerance, inclusion and respect for others, regardless of differences. All members of the NKU community are expected to treat others with professional courtesy and civility, regardless of position or status and work cooperatively with others. University community members are expected to promote equality and collaboration among faculty, staff and administrators and avoid all forms of harassment, discrimination, threats and violence. We will provide equal access to programs, facilities and employment; and foster positive campus change through greater diversity, equity, inclusion and accountability.

Manage Responsibly

University community members who supervise, instruct and/or advise faculty, staff and student workers are entrusted with significant responsibility. Those university community members are expected to:

- Ensure compliance with applicable laws, policies, regulations and workplace rules;
- Evaluate performance impartially and conscientiously;
- Ensure access to and delivery of proper training on applicable workplace and educational rules, laws, policies and procedures (including these principles);
- Foster opportunities for intellectual growth and professional development both on and off campus;
- Promote a productive, innovative and professional atmosphere that encourages dialogue and is responsive to concerns; and
- Foster an environment of transparency and integrity.

Protect and Preserve University Resources

University members are responsible for integrity in the stewardship of resources entrusted to us and are expected to:

- Exercise responsible and ethical behavior regarding stewardship of university resources;
- Protect university property, equipment, data and other assets of the university;
- Prevent waste, abuse and misuse of university resources;
- Follow guidelines, procedures and/or manuals regarding the use of financial assets, including university procurement cards;
- Comply with government grants and contract terms and conditions;
- Follow sound financial practices, including accurate financial reporting, controls and processes to protect assets and responsible fiscal management; and
- Engage in appropriate accounting and monitoring.

Promote a Culture of Compliance

NKU is committed to meeting legal requirements as well as fostering a culture of ethics and compliance. University community members are expected to:

- Be aware of, understand and comply with laws, regulations, contracts and university policies and procedures applicable to their duties;
- Behave proactively to prevent and detect compliance violations;
- Report suspected violations to their supervisor or other university officials promptly;
- Ensure that reports of violations within their area of responsibility are properly resolved, including disclosure to any authority as appropriate; and

- Participate in education opportunities available to faculty, staff, administrators and student-workers provided by Human Resources and/or the Office of Compliance and Institutional Ethics.

NOTE – No employee is permitted to engage in retaliation, retribution, adverse employment consequences or any form of harassment against an individual for a good faith report of misconduct or other ethics or compliance-related concern, or participation in an investigation of a good faith report of misconduct, ethics or compliance-related concern or retaliation.

Preserve Academic Freedom and Meet Academic Responsibilities

Academic freedom is essential to NKU's mission. University community members are expected to:

- Encourage students in the free pursuit of learning;
- Demonstrate respect for the student as an individual, adhere to the proper role as an intellectual guide and advisor, make every effort to foster honest academic conduct, and assure that the evaluation of students reflects their true merit;
- Respect the confidential nature of the relationship between professor and student;
- Avoid exploitation of students for private advantage and acknowledge significant assistance from them;
- Promote academic freedom, including the freedom to discuss relevant matters in the classroom, with his/her associates as well as the public, to explore all avenues of scholarship, research and creative expression, and to speak and write as a public citizen without institutional restraint;
- Acknowledge academic debts and strive to be objective in professional judgment of colleagues;
- Accept his/her share of responsibilities for the governance of the university; and
- Assist the university in meeting its community-service mission.

Teach and Conduct Research Ethically

University researchers have an obligation to the university, and the larger global community as they seek knowledge and understanding. University community members are expected to:

- Propose, conduct and report research honestly and with integrity;
- Protect people involved with research or teaching;
- Humanely treat animals involved in research or teaching;
- Faithfully transmit research findings;
- Protect rights to individual and university intellectual property;
- Comply with the university's [Intellectual Property](#) policy;
- Ensure originality of work, provide credit for the ideas of others upon which their work is built;
- Be responsible for the accuracy and fairness of published information; and
- Fairly assign authorship credit.

Avoid Conflict of Commitment and Interest

University community members have a responsibility to maintain objectivity and impartiality when making decisions on behalf of NKU. To ensure objectivity, community members are expected to:

- Base decisions on judgment free from conflicting interest;
- Avoid conduct that may in any way lead members of the general public to conclude that he or she is using an official position to further professional or private interests or the interests of any members of his or her family;
- When conducting or participating in any transaction, disclose any real or perceived conflict with personal interests and remove himself or herself from further participation; and
- Ensure personal relationships do not interfere with objective judgment in decisions affecting university employment and/or the academic progress of a community member.

Carefully Manage Public, Private and Confidential Information

University community members are the creators, custodians and stewards of many types of information, much of which is confidential. Access to this data and the individual's right to privacy are governed by both laws and university policies. In order to meet our responsibilities, university community members are expected to:

- Learn and follow laws, regulations and university policies regarding access, use, protection, disclosure, retention and disposal of public, private and confidential information;
- Follow document retention and disposal guidelines;
- Maintain data security using electronic and physical safeguards;
- Protect data quality and integrity; and
- Ensure that data provided to the university community and other entities is accurate and consistent.

Promote Health and Safety in the Workplace

All university community members have a shared responsibility to ensure a safe, secure and healthy campus for all faculty, staff, students, volunteers and visitors. University community members are expected to:

- Follow federal and state safety laws and university policies and practices, including: participating in appropriate education, using appropriate personal safety equipment, and reporting accidents, injuries and unsafe situations promptly;
- Maintain security, including securing university assets and facilities;
- Report suspicious activities and suspected abuse;
- Protect the environment, including carefully handling hazardous waste and other potentially harmful agents, materials or conditions; and
- Protect the health of others and themselves by not smoking or using tobacco on campus, and maintaining a substance-free workplace.

V. Annual Acknowledgement

Understanding your responsibilities as a member of the NKU community is important in maintaining ethical standards across campus and ensuring compliance with federal and state laws.

Annually, all faculty members, staff members and administrators will affirm their awareness and understanding of this policy.

VI. Training

The annual acknowledgement of this policy (see **Section V.**) will be distributed and tracked through an online course on Ethics through NKU's learning management system.

VII. Violations of this Policy

Any individual found to have violated this policy is subject to discipline up to and including termination of employment and criminal prosecution in accordance with applicable institutional handbooks, policies and procedures.

VIII. Non-Discrimination Statement

Northern Kentucky University does not discriminate based on national origin, race, color, age, gender, gender identity, gender expression, sexual orientation, religion, physical or mental disability, genetic information, pregnancy, and Uniform Service or veteran status in its education programs, activities, employment, daily operations or admissions policies, in accordance with all applicable federal, state and local laws. NKU will not tolerate retaliation against any individual who makes a good faith report of a violation.

IX. Reporting Suspected Ethical or Compliance Violations

All faculty, staff and administrators have an obligation to report conduct that violates our Ethical Standards. Examples of violations that should be reported include but are not limited to:

- Fraud, waste, abuse or misuse of university resources
- Financial misconduct/wrongdoing
- Violation of federal law, state law, university policy or procedure
- Ethics and/or compliance violations
- Research misconduct
- Harassment

Violations can be reported to:

- Your supervisor
- [Financial and Operational Auditing](#)
- [Compliance and Institutional Ethics](#)
- [Ethics and Compliance Helpline](#)

The NKU Ethics and Compliance Helpline is administered by a third-party and is available 24 hours a day, 7 days a week, 365 days a year. Reports can be made anonymously.

Website: www.nku.ethicspoint.com

Toll-Free Telephone: 1-855-597-4539

NOTE – The helpline is **NOT** a 911 or emergency service. If you need immediate assistance, contact 911 or university police at 859-572-7777.

If you have any questions or concerns regarding ethics or compliance, or wish to discuss a situation before making a decision that may constitute a violation, please contact the Compliance Officer in the Office of Compliance and Institutional Ethics:

Dawn Bell-Gardiner
Compliance Officer
Office of Compliance and Institutional Ethics
AC 503B
859-572-7843
bellgardid1@nku.edu
Or
comply@nku.edu

References and Related Materials

References: [Faculty Handbook \(Full-Time\)](#), [Faculty Handbook \(Part-Time\)](#), [Code of Student Rights and Responsibilities](#), [Chase Student Handbook](#), [Graduate Student Honor Code and Appeals Policy](#)

Related Policies: [Intellectual Property](#), [Sexual Misconduct](#), Reporting Misconduct and Prohibition of Retaliation

Related Forms:

Revision History:

Budget Model Governance Structure Recommendations

Staff Congress Executive Council
September 8, 2015



Function and Purpose

- **Shared responsibility** will play a key role in the success of a new resource allocation model, as processes and allocation methodologies alone are not sufficient to ensure long-term success.
- **Committees** serve as a system of checks and balances with regard to model goals and to assure transparency. Each committee should have representation from both academic and administrative components of the institution.
- **President**, with input from Executive Team, will have final authority over all funding decisions.

Proposed Committees

Executive Committee

- Advises President on use of university central revenue funds
- Reviews central unit budgets
- Recommends final budget for submission to the President
- Proposes task force to conduct review of budget model

Central Unit Allocations Committee

- Provides oversight of Central Unit costs
- Recommends a comprehensive budget for central units to the Executive Committee

Space Management and Deferred Maintenance Committee

- Advises on the deferred maintenance fund
- Recommends priorities for the list of deferred maintenance items
- Serves as a broker for units wishing to give up or acquire space

Existing Committees

University Curriculum Committee

- Serves as hedge against attempt to game the system by creating courses strictly for financial gain
- Promotes interdisciplinary curriculum development, where appropriate

Executive Committee

Co-Chair - Provost and Executive VP of Academic Affairs	Ott Rowlands
Co-Chair - Senior VP for Administration and Finance	Hodges Moore
Dean	Frank, CAS
Dean	Reed, COEHS
President of the Faculty Senate	Baranowski
Vice President for Student Affairs	Turner
President of Staff Congress	Bauer
CFO	Hales*
Associate Provost for Administration	Sweeney*
VP Enrollment Management	Scranage*
Associate Director, Budget Office	Schaffer*

*Non-voting member

Central Unit Allocations

Chair - CFO	Hales
Dean	Kirby, COI
Dean	Porterfield, COB
Faculty Senate Budget Committee Chair	Bloch
Vice President for Advancement	Gentry
Assistant Vice President for Institutional Research	Natale
Vice Provost Graduate Ed, Research, and Outreach	Langley-Turnbaugh
Staff Congress President Elect	Lovold
Director of Athletics	Bothof
Director, Business Operations and Auxiliary Services	Meeks*
CIO	Ferguson*

*Non-voting member

Space Management and Deferred Maintenance

Chair – Associate Vice President for Facilities	(Blake replacement)
Dean	Scalise-Smith, CHP
Dean	Standen, Chase
Associate Provost and Dean of the Libraries	Almquist
Student Affairs Representative	(AVP, Stu Engage & Bus Ops)
Chair, Council of Chairs	Walters
Staff Congress Secretary or Parliamentarian	Neumeyer
CFO	Hales*
Director of Campus Space Planning	Schuh*
Comptroller	Kerdolff*
Associate Athletics Director	McIver*

*Non-voting member

Benefits Committee

Meeting Minutes

August 25, 2015

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

Absent: Mary Beth Dawson

Next meeting: September 29, 2015, 2:30pm, GH 570

1. Discussion centered around the Fall Sports Faculty/Staff Appreciation Week, Oct. 13-17. The committee will help Athletics promote the event throughout campus. All faculty/staff will receive free admission plus free admission for one guest to any or all of the home events that week:
 - a. Volleyball vs. Cleveland State @7:00pm on Oct. 13
 - b. Women's soccer vs. Wright State @ 7:00pm on Oct. 14—with **tailgating** from 5:00-7:00pm
 - c. Volleyball vs. Oakland @7:00pm on Oct. 16
 - d. Soccer Double Header on Oct. 17—men vs. Valparaiso @4:00pm and women vs. Cleveland State @7:00pm

Mary Beth Ward will make reservations for spaces in Lot O for tailgating for the Oct. 14 game.

2. Chris Bowling has been in discussions with WNKU about possible events targeted to Faculty and Staff. We will continue to discuss this and other possibilities during the year.
3. The Benefits Fair will be held Tuesday, Sept. 15 from 11:00am-3:00pm in the Student Union Ballroom 107A. If you visit all of the exhibitor tables, you can enter a prize raffle. Bring donations for the FUEL NKU Campus Food Bank with you—there will be bins set up at the fair. Annual enrollment this year will run from Oct. 26-Nov. 12

Policy Committee

Meeting Minutes

August 26, 2015

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

Guests Present: Dawn Bell-Gardiner

Next meeting: September 23, 2015, 2:00-3:00 p.m., MP 216

1. Announcements of Committee activities

None.

2. Discussion

The committee reviewed recent projects:

Ethical Principles & Code of Conduct:

- Dawn brought a new revision of the document, which names the Compliance Officer as the responsible official for the policy, and the Office of the President as responsible office; it also includes revised language in the retaliation/retribution clause to match the retaliation and whistleblower policy under development.
- Kathleen Roberts is still working on a revision to the Guiding Principles section of the document, which will be renamed Principles of Community; the overall document will likely be renamed as well, to reflect the changes in tone and breadth it embodies.
- Dawn will present the document to the president's executive team, Staff Congress (hopefully at our October meeting), Faculty Senate, and the Board of Regents for feedback, and it will then be submitted through the formal policy review process. Overall, the goal for rollout of the new policy is January 2016.
- Based on the direction of the Board of Regents, once the policy goes into effect employees will be required to acknowledge it annually as part of an online ethical standards course which will be offered along with several other employee education modules under development. The language of the acknowledgment will be different from the prior version, indicating affirmation of an employee's awareness and understanding of the policy, versus agreement to abide by it.

Staff Regent Election Policy:

- We discussed the present state of the policy and plans to proceed, including gathering some benchmark and background information
- At this point, we believe the scope may involve completely rewriting the existing policy, and an extra meeting will be scheduled for the committee next month to try to begin work on this effort.
- Dawn graciously offered to assist with this effort as well.

Policy Committee

Meeting Minutes

September 8, 2015

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

Guests Present: Dawn Bell-Gardiner

Next meeting: September 23, 2015, 2:00-3:00 p.m., MP 216

1. Announcements of Committee activities

None.

2. Discussion

The committee reviewed recent projects:

NKU Values and Ethical Responsibilities:

- Following a successful presentation to the Faculty Senate Professional Concerns Committee, we reviewed a revised copy of the document from Dawn.
- The revision will be sent to the PCC for its review and approval, as well as the President's office; Dawn will also try to present at the full Faculty Senate meeting 9/28, with the goal of having the final version on the agenda for approval at the November Board of Regents meeting.
- Dawn is scheduled to present the document to Staff Congress at this Thursday's meeting.

Staff Congress Policies, etc.:

- We reviewed the current Staff Regent Rules & Regulations (B-6 in the HR Policies listing)
- We examined comparable procedures from the other NKU comprehensive universities, and will use these as we continue to consider what might be the best ways to modify our process.
- It's possible our suggested changes will require collaboration with the Credentials & Elections Committee and the Constitution & Bylaws Committee, and we will reach out to them as needed.

Outreach Committee

Meeting Minutes

August 27, 2015

Present: Lori Thaxton, Sara Conwell, Maryann Trumble, Ronald Schulz

Next meeting: September 29, 2015, 2:00-2:30 p.m., TBD

1. Announcements of Committee activities

Lori Thaxton and Sara Conwell were selected as the co-chairs of the Outreach Committee for FY 16 and the committee will meet on Tuesday afternoon of the week that contains the first Thursday of every month (so two days before the Council of Chairs meeting which is the week before we have our Staff Congress meetings).

2. Discussion

The committee met via email discussion for August and this is a summary of the email thread:

1) Ideas for Dave and Katie to take to President Mearns for approval on Sept 4th. We are thinking maybe 2 or 3 events per semester, or every other month at most would be easier to plan and fund for now. We just need to know which are preferred and if any time frame is preferred for any of the following and a budget limit for the event.

a) Sara provided the following notes from the June meeting for Dave & Katie:

i) Morning Event options:

(1) --Coffee/fruit/doughnuts "Morning Mixer" or "Sunrise Social"

ii) Daytime Event options:

(1) --Ice Cream Social

(2) --Staff Carnival

(3) --Snow cones on Plaza

(4) --Staff Olympics

(5) --Campus Tours of different buildings

iii) Evening Event Options

(1) --Movie Night at the digitorium

(2) --Wine/Cheese Night

(3) --Planetarium (telescope)

iv) Anytime Event Options

(1) --Event at Rec Center

(2) --Hands-On Teambuilding Activities

b) Some ideas that Sara said her co-workers thought up:

(1) --Open House Panel—get to know one another

(2) --Scavenger Hunt across campus **

(3) --Bookstore discount day

(4) --Continued encouragement for B-ball and V-ball games

(5) --NKU Family Day

(6) --Park Day

(7) --Charitable/Community Work

2) Lori Thaxton will get the newsletter ready to go out after the next Board of Regents meeting which is scheduled for September 9th so the new hires etc. from HR have been approved before we send it out. If anyone has anything they want to include in this edition, please email your input to thaxtonl@nku.edu.

[Organization Name]

Meeting Minutes, August 27, 2015

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- 3) Lori is a member of the Parent Association and will attend those meetings and report back to the group.
- 4) Maryann will be able to provide us with the minutes from SGA meetings.
- 5) Sara will be able to attend some, but not all Faculty Senate meetings, other members of the committee will try to fill in for the months she can't attend.

Benevolent Association

Meeting Minutes

August 20, 2015

Present: Attendees: Jeanne, Carole, Kimberly, Rebecca, Erin, Jim P., Millie, Karen, Emily, Lisa, Beth, Mary Beth, Debbie, Sheila, and Katy

Next meeting: 9/17/2015

Announcements of Committee activities:

N/A

Discussion:

- I. Date and times for our Souper Lunch—Tuesday, November 17, 2015
 - 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: Will begin asking for donations eight (8) weeks prior to the event. Will put it in This Week@NKU, Electronic sign at the Student Union and on the University Center building. Karen will check with Andy Meeks about his donating printing costs for posters. Also, they are looking into making a banner, a sheet banner, which would be hung in the Student Union. Campus wide email is a possibility as well.
 - c. **Holiday market** —Emily and Margo: All the vendors have been contacted from last year; about half of them are interested in returning to participate this year. Erin will email the vendor form she has been working on to the committee.
 - i. Time 10:00 a.m. to 2:00 p.m.
 - ii. Vendor area setup—Emily and Margo
 - iii. Parking waivers and golf cart— Karen Adamczak: If the Kenton garage is full they will be directed to the gravel lot behind.
 - d. **Music** —Jim Parker: will be ready. Will contact Chris Bowling for electronics set up.
 - e. **Signage day and decorations** —Kimberly, Rebecca and Sheila: No ceramics. Permanent decoration not a giveaway this year. Picture on vellum in a tri-fold frame and a “candle” in the center to illuminate the picture. Theme suggested is “Taking Care of our People”.
 - f. **Supplies**—Suzanne—did not attend
 - g. **Valet service**—Erin and Carole: Carts are ready, Millie will assist at Steely Library
 - h. **Website updates**—Suzanne—did not attend
- II. Souper Lunch November 17, 2015 Tasks:
 - a. Ballroom reservation—Mary Beth
 - b. Work orders--Katy
 - c. Chairs and tables for the vendors need to be ordered—Emily or Margo
 - d. Meeting room for monthly committee meetings—Carole
 - e. Chartwell and Pepsi donations—Jeanne
 - f. Cash box—Jeanne
 - g. Judges—Mary Beth
 - h. Judging forms and judging set up —Katy and Tracy
 - i. Donation list—Mary Beth

- j. Recipe Booklets—Debbie and Jim P.: There are about 20 booklets left.
 - k. Supplies—Suzanne and Jim R.
 - l. Set up and labeling for judging—Katy and Tracy
 - m. Theme—Kimberly
 - n. Campus photographer—Carole
 - o. Event emcee— TBD
 - p. President Mearns needs to be contacted for this event--Suzanne
 - q. Thank you letters for donations will be sent out by Erin
- III. Other announcements—Carole has been looking into the “tax deduction” for donations. Not food donations, nor the \$5.00 or hours for the meal. Perhaps anything over the \$5.00 would be deductible. Emily Sumner is in charge of Benevolent Association.
Free staff week in Athletics the week of October 12-17!
- IV. Next meeting is Thursday, September 17, from 1:30 – 2:30 p.m. in MEP 267

Wellness Committee

Report

1. As I reported last month, the campus wide faculty-staff challenge this fall is *30 for 30*. You can still sign up for the challenge on the employees' section of the Wellness website and start recording your physical activity on September 14. Employees received a copy of *The Outdoor Guide to the Tri-State* from Wellness. Enclosed was a brochure about the Fall 2015 Wellness offerings, including a physical activity calendar on which you can record your 30 for 30 minutes. You can also download a calendar from the Wellness website.
2. Monday Mile resumes on September 14. This year, Monday Milers will meet at noon in front of the NKU Bookstore. You can complete the registration for the other Wellness classes to get your name on the waiting list since they are currently full.
3. Another reminder—the Benefits Fair will be Tuesday, Sept. 15 from 11am-3pm in SU 107A.