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**Members Present:** Tina Altenhofen, Cindy Ash, Eileen Baker, Tom Barnett, David Bauer, Tiffany Budd, Angela Calhoun, Jeff Chesnut, Sara Conwell, Matt Elrod, John Gaffin, Nick Gamble, Whitney Kessinger, Katie Lovold, Gail Messmer, Sue Murphy Angel, Josh Neumeyer, Kim Sanders, Lori Thaxton, Colette Thompson, Maryann Trumble, Pam Wagar, Rob Yelton, Mary Beth Ward, Kimberly Wiley, Rob Yelton, Carole Ziegler

**Members Absent:** Chris Bowling, Tracy Brate, Larry McNickle, Amberly Nutini, Ron Schulz, Dennis Sickinger, Marilyn Taylor, Doug Wells, Chris Witt

**Guests:** Grace Hiles, Sue Hodges Moore, Arnie Slaughter, Lori Southwood, Will Weber, Kathleen Roberts

- I. Call to Order – 1:04pm
- II. Approval of December 10, 2015 minutes – motion: Jeff Chesnut; second: Maryann Trumble (motion passed)
- III. Guests
  - A. **Kathleen Roberts**, Senior Advisor for Inclusive Excellence
    1. Dr. Roberts provided a brief history of inclusive excellence and its centrality to the ideas of equity, multiculturalism, learning and diversity, and global awareness. She also discussed the definitions of diversity and inclusion
    2. The work of her office includes creating environments where communities of people feel safe to engage in conversations about diversity and all its elements.
    3. Kathleen is interested in developing a partnership with Staff Congress in any of our efforts where integration of inclusive excellence would be beneficial.
    4. Kathleen will share her presentation to be included in the minutes.
    5. She is also the Title IX Coordinator for the university, along with deputy coordinators Rachel Green in HR, Ann James in Student Affairs, and Leslie Fields in Athletics.
- IV. Staff Regent Report – Arnie Slaughter
  - A. Board of Regents met yesterday, 1/13. Presentations included:
    1. Faculty sabbatical process plus a couple of faculty presentations
    2. Fraternity & Sorority Life and its effect on retention, which tends to be higher for those who are involved in Greek Life
    3. International Students & Scholars recruitment
    4. Academic programs
  - B. Next board meeting is Wednesday 3/16; Dave and Arnie meet with President Mearns monthly to share any concerns anyone has.

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V. Liaison Reports – Lori Southwood & Sue Hodges Moore

A. Lori Southwood

1. Announcements:

- a) Benefit cards were sent out for the 2016 year
- b) Benefits also requests that you check your 2016 pay stub to be sure it reflects your elections for this year
- c) Employee appreciation breakfast 3/24 SU ballroom (dinner for 3<sup>rd</sup> shift as well)
- d) Training & Development – performance evaluation process will begin soon
- e) HR Operations – revised Tuition Waiver forms are available on the HR website, which requires student ID number rather than SSN
- f) Electronic status change PAR form is nearing completion
- g) Diane Hunley will be retiring at the end of January
- h) Leave of absence paperwork will now be initiated by HR staff

B. Sue Hodges Moore

- 1. New AVP of Facilities Management arriving Jan 19 – Syed Zaidi Comes to us from University of Strasbourg, with over 20 years of higher ed experience
- 2. Parking Garage Update: new technology is 90% complete
- 3. Emergency Preparedness Committee Updates:
  - a) Transition of Norse Alert to opt-out rather than opt-in
  - b) Emergency communication plans for each facility are being reviewed/created
  - c) Policy available on website for comment through 1/15
  - d) Two emergency drills were held over the holiday break including first responders, which Lt. Gaffin said went well
- 4. President Mearns will join us next month for an update on the budget

VI. President's Report

- A. Ethical Principles document update: although there is agreement between Staff Congress and Faculty Senate on the content of the document, Staff Congress does not support the process Faculty Senate plans to follow, which will be outside the usual policy development protocol.
- B. A Staff Congress group picture will be taken at a future meeting, exact date TBD
- C. Suggestion that university police wear gloves of a contrasting color to their uniforms for easier visibility, especially when directing traffic

VII. Standing Committees

- A. Benefits – no report
- B. Constitution & Bylaws – no report
- C. Credentials & Elections – no report
- D. Outreach – no report

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- E. Policies – **report**
  - F. Scholarship – no report
  - G. Technology – no report
  - VIII. University Committees
    - A. Benevolent – **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 – **report**
  - IX. Ad-Hoc Committee
    - A. Roundtable Discussion – no report
  - X. Old Business
    - A. Staff Emeritus Recommendation: approved by acclamation, to be forwarded to President Mearns at his next meeting with Dave and Arnie.
  - XI. New Business
    - A. Staff Congress photo: Tina suggested scheduling regularly for a meeting after July, when the new SC members begin.
    - B. Faculty/Staff appreciation night for women's basketball is Thu 1/21
    - C. Homecoming is Sat 2/6
  - XII. Announcements
    - A. February guests: **Emily Sumner**, Director of Benefits; **Mike Hales**, Chief Financial Officer; **President Mearns**
    - B. March guest: **Office of Institutional Research** – National Survey of Student Engagement results
  - XIV. Adjournment – motion: Carole Ziegler; second: Tina Altenhofen (motion passed); adjourned at 2:09pm

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**Benevolent Association Fundraising Committee  
Meeting Minutes**

January 7, 2016

Present: Sheila, Carole, Suzanne, Millie, Jim, Debbie K., Jeanne, Mary Beth, Erin, Joy and Emily Sumner

Next meeting: Wednesday February 3, 2016 1:30-2:30 in MEP 267

Emily Sumner gave a brief overview of her and HR's involvement in this particular committee. I have tried to capture the main points.

- The Benevolent Association Committee is not a HR program but looks to them for administrative support. She thinks of it more as an NKU employee organization with an arm's length relationship with HR. The Emergency Relief Committee, as it is known, is made up of faculty and staff and all business is handled via email. Members of this committee and applicant information is confidential.
- The process for application for funds or hours begins with Emily. She receives and reviews the form. She may contact the employee or the employee's supervisor for additional information. Next the application goes to the committee for review—names and departments of the applicants are not included. If the application is approved it continues along to HR and or payroll. Not approved the applicant is notified.
- Last year there were twelve applications: 10 were approved, 1 denied, and 1 deferred. There 1785 hours were awarded along with \$2000.00. When the time off is completed, unused hours are returned to the bank. Currently there is 4120 hours in the bank and plenty of monetary funds. The time bank runs out more quickly before the cash. Donations of time are limited to 10 days per year.
- The question was raised about selling items—because the Benevolent Association is not a vendor there are tax issues that have to be considered.
- What is the protocol for reimbursement for this committee? There is no Pro Card for the committee so a budget transfer has to be made behind the scenes to reimburse HR. The money comes out of the association's funds. Advance notice to Emily would be appreciated when purchases or reimbursements need to be made this will facilitate timely payment. Comments made to Emily and HR about purchases have suggested that some of the purchases are frivolous, and individuals do not want their contributions to go toward these items, but to helping other NKU employees. Jeanne made the comment that committee members have used their own money to make purchases for decorating and other incidentals.
- Emily suggested that we create a budget for the year to cover both events that we sponsor. Include in the budget all of the expenses we anticipate and that we know we will incur. Items to include tablecloths, printing, supplies, advertising, awards,

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and other things. By having a budget she would be able to present a cost over funds and hours raised with a percentage; this amount would probably be a small percentage of our donations.

- Marketing ideas were discussed. The Benevolent Association is included in the new employee orientation. A copy of the power point presentation is given to everyone; perhaps we could include our “business card” as one of the slides. A suggestion was made that someone approach Erika Jay about the university welcome which is help about two months after the orientation.
- Questions were then asked from members.
- Jeanne wanted to know about the change in depositing. When Leslie Pierce was part of the committee she asked Mary Beth to make the deposits since she was familiar with the process and made them for her department. That process has been changed due audit findings last year.
- Jim asked about retirees being able to donate time when they leave. Emily said yes they can, but it would be easier if they made that part of their exit strategy and not wait unto the day they leave. She will incorporate this into her retirement package she sends out. Emily also mentioned that Jessica Tipton advises employees during their exit interview of this option to donate their sick time.
- Jeanne wanted to know about hour donations and how they are valued. President Mearns and hers. Emily said that would be too difficult to place a value on them. Every hour is treated the same.
- How is the Emergency Relief committee staffed? This is not a presidential appointment—that information needs to be updated. When a new member is needed an email to the Executive Team is made asking for suggestions. Committee members need to be available throughout the academic year as well as during the summer—checking email frequently to facilitate review of applications. After the audit it was determined that a more balanced mix of faculty and staff needed to compose the committee. Also, the three year term limit is not accurate. It is very helpful to have long term members because of their familiarity with the process.
- The Website needs to be updated with the information that was discussed today.

Mary Beth opened the meeting with thanks for a great effort during the Souper Luncheon in November. The vendor event was good but it could be better—more vendors. She suggested that everyone keep us in mind when you begin to visit craft fairs during the next moths and let vendors know about our event.

I. Date and time for our Chili Cook Off—Wednesday, March 16

- a. **Set-up and clean-up** — Mary Beth We have to be out of the room by 1:15 because of another event scheduled for that same afternoon. She requested that everyone try to comeback or stay after the event to facilitate a quick turnaround. Suzanne will need help returning the supplies to the Staff Congress office. The suggestions was made that tablecloths be bought or

rented to cover the tables—they are in pretty bad shape. If we had disposable cloths, we could simply throw them away and expedite the clean-up. Suzanne said GFS only has rolls of tablecloths for the long tables, not rounds. Jim will measure the tables and let us know the diameter so we can research purchasing these.

- b. **Communications/Advertising / Marketing Committee — Report** from Lisa via Mary Beth. A flyer was passed around for comment. Everyone like what Lisa has put together and it will go forward to printing. A smaller size will be made since there is less information for this event. The banner in the Student Union is not able to be converted to the Chili cook off because of the Holiday Market information. We need to decide if another one should be made.

**Additional help is needed on this committee to assist Lisa. Please let Mary Beth or Lisa know if you are willing to join her.**

- c. **Music** —Jim Parker told us that the equipment is reserved. Someone asked if he could play Irish music.
- d. **Theme—St. Patrick’s Day please wear green to the event!**
- e. **Signage day and decorations** – We discussed the possibility of incorporating the cupcakes into the center piece decorations. Kimberly, Sheila, and Rebecca will continue on this committee.
- f. **Supplies— Report** from Suzanne we spend about \$100.00 on supplies for each event. We need more small bowls. The trays are the most expensive item we purchase. An inventory needs to be completed and those items we cannot use anymore discarded.
- g. **Valet service— Report** from Carole and Erin both sites will be available again. Times will be 7:45 to 8:30. Debbie said she would send her work study student to the library and Carole said Beth agreed to help at the other site.

## II. Chili Cook Off March 16, 2016 Tasks:

- a. Ballroom reservation—Mary Beth Finished
- b. Work orders--Katy needs to put in a work order for clean up immediately following the event. She is working on these.
- c. Meeting room for monthly committee meetings—Carole The next two meetings will be on February 3 and March 9 at 1:30-2:30 in MEP 267.
- d. Chartwell and Pepsi donations—Jeanne
- e. Cash box—Jeanne
- f. Judges—Mary Beth will recruit nine judges for the event.
- g. Judging forms and judging set up —Katy and Tracy: We will have three categories, TexMex, Homestyle, and Special. One winner from each category and one overall winner—4 prizes in all.
- h. Donation list— **Report** from Mary Beth
- i. **No desserts** are needed we will be getting 250 cupcakes from NYEFCU iced in green. Jeanne asked if perhaps we could get cookies as well. Mary Beth will check with our donor.

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- j. Recipe Booklets—**Report** Debbie and Jim. We have 26 booklets left. They only received three recipes from the Souper lunch. It was suggested that Debbie contact the soup donors personally and request their recipe. Katy will send her the spreadsheet with their names and email information. We will give a recipe booklet to anyone who donates \$10.00 or 10 hours until they are gone. Jim suggested we staff a table again at the employee appreciation breakfast and ask for donations and give the booklet out. This would require an additional printing. The booklet also would need to have some error corrected. He said printing them would not take long. He will check with Emily about the table and the printing.
  - k. Supplies inventory and shopping— **Report** by Suzanne: she will do this again.
  - l. Campus photographer—Carole will contact him.
  - m. Event emcee— Mary Beth will find one.
  - n. President Mearns will need to be contacted about attending—Suzanne will contact his office.
  - o. Thank you letters for donations will be sent by Erin.
- III. New business
- a. Carole suggested we send an email blast to retirees to invite them to our event. This needs to go through Advancement and they would send the email. She will work on the text and forward for review. Everyone thought this was a good idea
  - b. Carole also brought up the issue of whether or not we wanted to try and purchase a “premium” for the Chili Cook off to increase our monetary donations. This would have to be a buy a chili lunch for \$15.00 get this free promotion. A large soup cup was discussed and will be researched.
  - c. Mary Beth and Jeanne will work on a budget.

**Policy Committee  
Meeting Minutes**

January 7, 2016

Members Present: Josh Neumeyer, Marilyn Taylor, Carole Ziegler

Guests Present: Dawn Bell-Gardiner

Next meeting: January 27, 2016 2-3pm in MEP 216

**Announcements of Committee activities**

None.

**Discussion**

Values & Ethical Principles document

- Review of the current status of the document with Dawn Bell-Gardiner;
- Josh and Carole will consult with the Executive Council regarding whether any further action from Staff Congress is necessary, or if we will simply support the document as Dawn presents it through the university policy process, with the caveat that any relevant staff congress comments will still be encouraged through that process.

Staff Emeritus proposal

- Carole presented the draft proposal to Staff Congress in December. Edits will be made to adjust the format and it will be presented again for a vote at the January meeting; if accepted, we will request that Dave Bauer deliver it to President Mearns at his next monthly meeting for the president's consideration.



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**Wellness Committee  
Meeting Minutes**

January 7, 2016

1. A reminder that the annual health assessment registration period for 2016 is underway. January 1-February 19. The assessments will be Feb. 23-26 from 8am to 10:45am, and you have until February 19 to register.
2. Spring 2015 classes will begin Jan. 26 and run to May 5. Register as soon as possible as these classes fill quickly. As You Are classes: Total Body Tune Up will be 11:45-12:30 on Tuesdays and Thursdays. Yoga will be offered on Thursdays from 4:45-5:45 and Mindful Meditation will be held on Mondays from noon to 1:00pm. All classes will be held in UC135.
3. The 2016 Wellness@Work Award application period is now open through February 12. For more information, visit the website: <http://wellness.nku.edu/employee/awards.html>. Please consider applying so your department is recognized for your wellness efforts. Awards will be distributed at the Employee Appreciation Week kick-off reception.
4. Spring Healthy Monday Quit Clinics will be held in the SU Lobby 1/25, 2/22, and 3/28.
5. February is Heart Health Month, so BP screenings are set for faculty, staff and students from 11am-2pm: 2/1: Nunn lobby; 2/2: Lucas lobby; 2/3: SU lobby; 2/4: CRC lobby. There will also be two Lunch and Learns in SU 302: 2/10 about BP and Cholesterol Control and 2/17 about the heart benefits of massage therapy.



# A BRIEF HISTORY

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# INCLUSIVE EXCELLENCE

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- **A VISION AND PRACTICE** where diversity, equity, and inclusion are reframed as vital to an outcome of institutional excellence.
- An organizational culture whereby students, faculty, and staff, with varying backgrounds, cultures, and mindsets, can flourish through learning, advancement, and meaningful engagement in institutional life.

# FUEL THE FLAME GOALS

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- **Goal 1: Student Success**

- Promote inclusive excellence and global awareness
  - Infuse global and multicultural perspectives into the curriculum and co-curricular programs
  - Increase diversity among the students, faculty, and staff
- Enhance the student experience
  - Encourage students to participate in and attend fine arts and cultural activities

- **Goal 3: Academic Innovation**

- Develop programs and course delivery methods that meet the diverse needs of our student body



# FUEL THE FLAME GOALS

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- **Goal 4: Community Engagement**
  - Expand partnerships with business, government, education, and nonprofit organizations
    - Enhance outreach activities in P-12 schools to improve college readiness
- **Goal 5: Institutional Excellence**
  - Recruit, retain, and develop outstanding faculty and staff
    - Foster a culture of diversity and inclusive excellence
    - Expand professional and leadership development opportunities for faculty and staff

# DIVERSITY

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Individual differences (e.g., personality, learning styles, and life experiences) and group/social differences (e.g., race/ethnicity, color, class, gender, disabilities, sexual orientation, gender identity, gender expression, age, country of origin, and ability as well as geographical, cultural, political, religious, or other affiliations.)

# INCLUSION

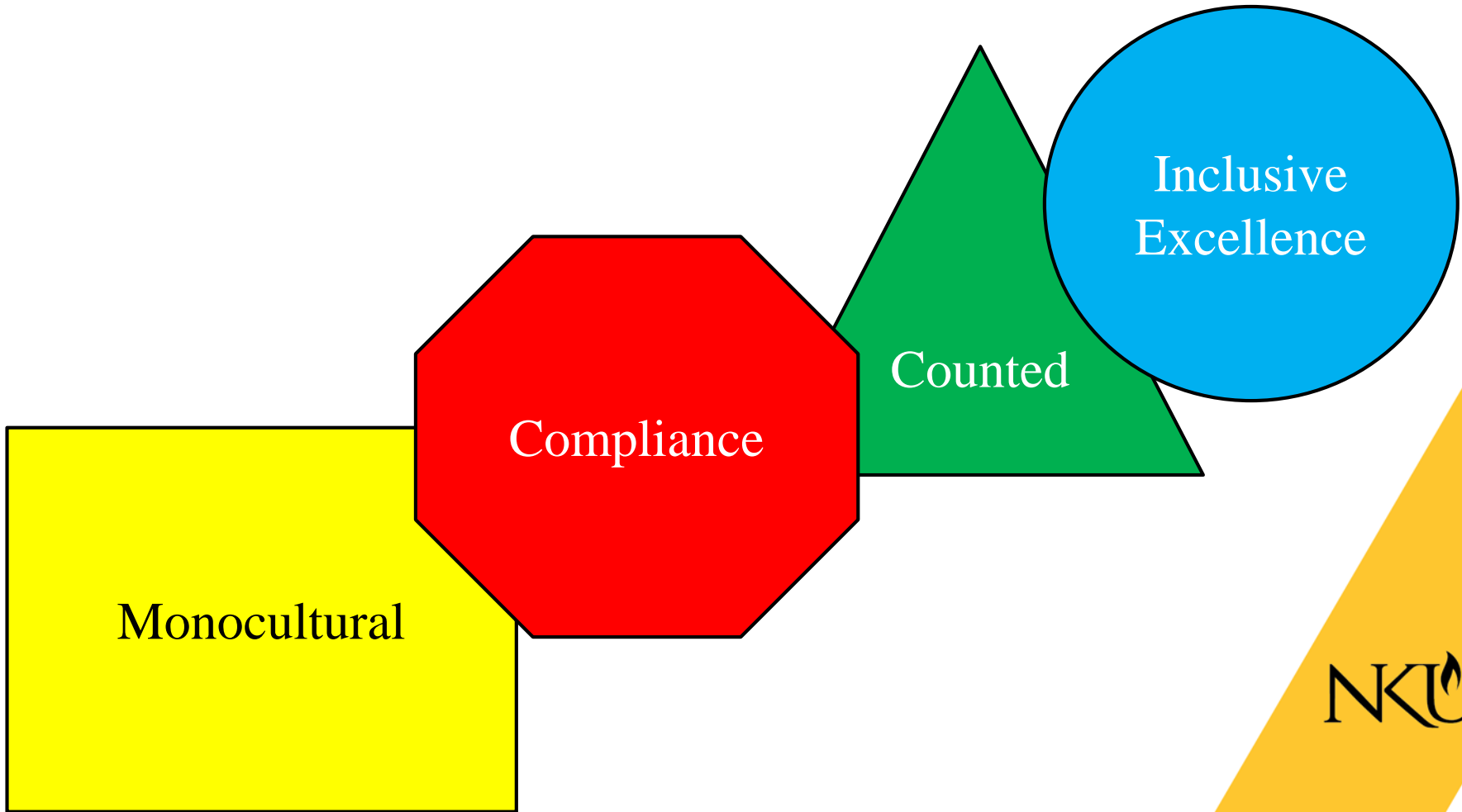
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Leveraging the diversity of our students, faculty, and staff to achieve full participation and optimum performance through intentional and proactive inclusive practices that make people feel like they belong and are actively valued. It is about empowerment and engagement.



# Four Organizational Cultures

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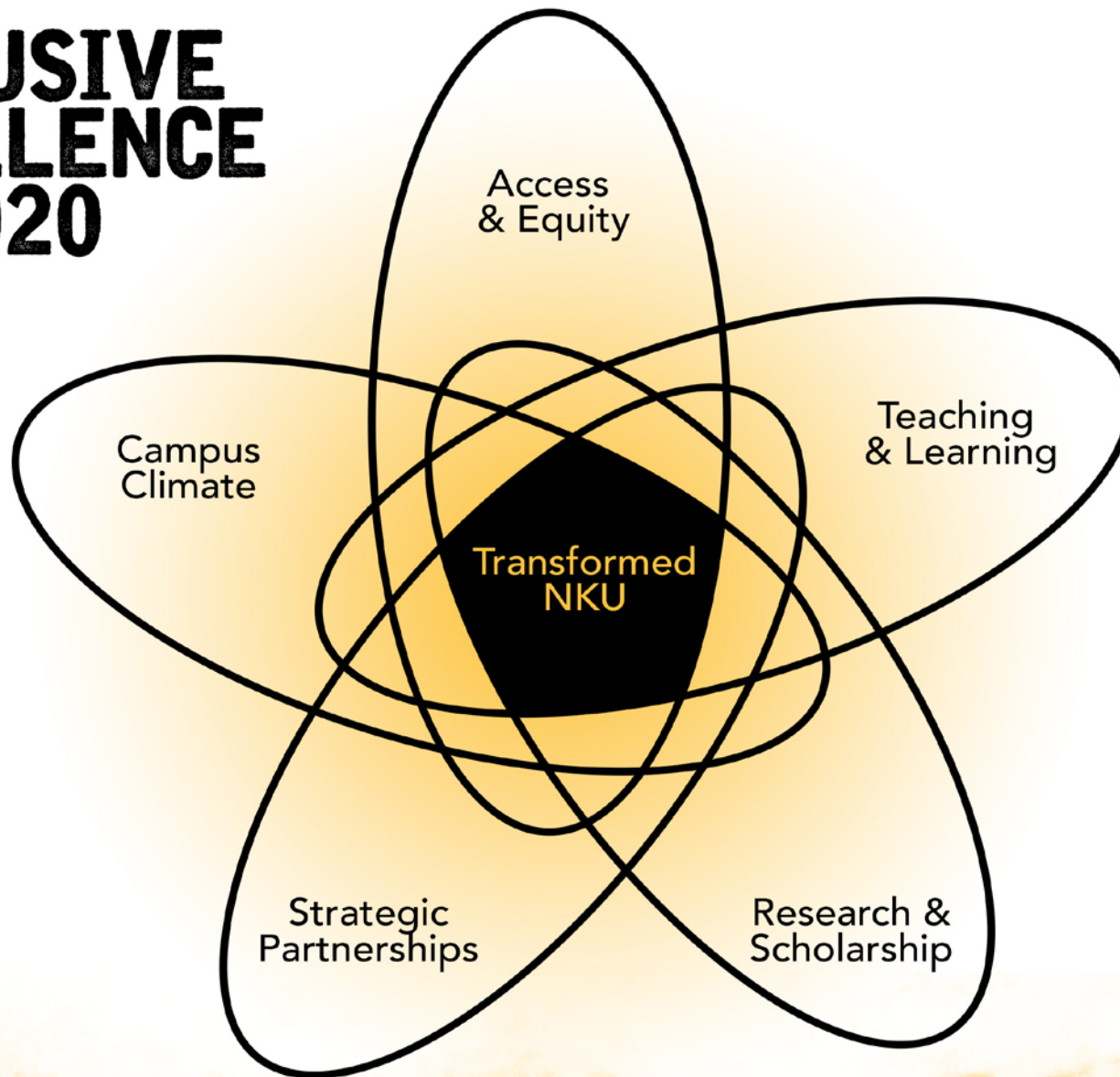
# INCLUSIVE EXCELLENCE OFFICE

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## MISSION

1. To cultivate students' capacities to prosper economically, contribute civically, and flourish personally
2. To develop broad-based, compassionate, and equity-minded leadership, and
3. To create conditions that allow all members of NKU whatever their identity, background, or institutional position to effectively engage all of their diversity in the service of individual and organizational learning.

# INCLUSIVE EXCELLENCE 2020

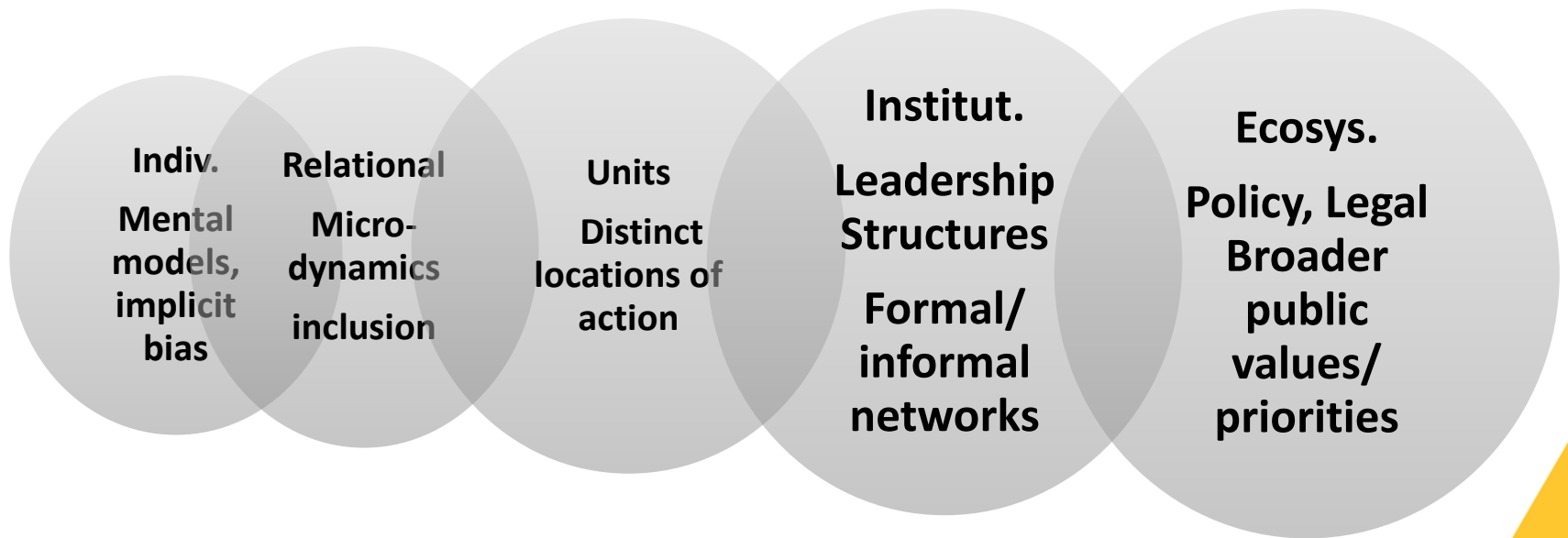


## FOUNDATION

Vision &  
Strategy

Leadership &  
Accountability

Assessment  
& Outcomes





# What do you see?

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# Complete these sentences

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Ca y u rea th s?  
You a e not r ading th s!  
At ar ou rea in?

***Can we be consciously committed to fairness and equity and deliberately work to behave without prejudice, and yet still possess hidden negative prejudices or stereotypes?***



# UNCONSCIOUS BIAS

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- The result of our limited cognitive capacity
- Our unintentional people preferences, formed by our socialization and experiences, including exposure to the media. We unconsciously assign positive and negative value to the categories we use.
- Causes us to have feelings and attitudes about other people based on characteristics such as race, ethnicity, age, and appearance.

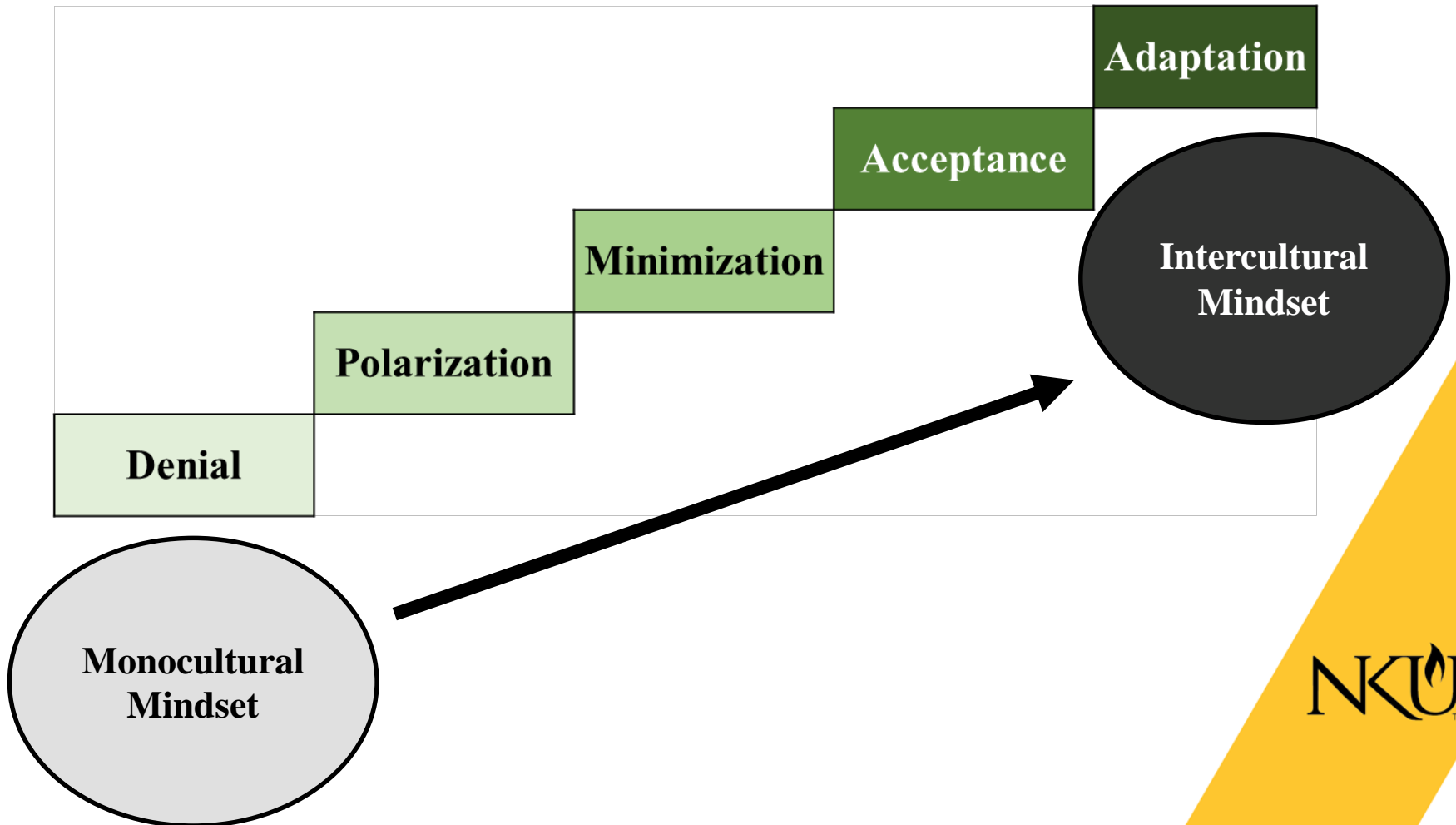
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# New Statewide Diversity Strategy

- Intercultural Competence

# Intercultural Development Continuum

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**beliefs and feelings**



**I adopt beliefs about the world**

**I draw conclusions which prompt feelings**

**I make assumptions based on the meanings I added**

**I add meanings to what I selected (cultural/personal)**

**I select data from what I observe**

**I observe objectively**



**Reflexive Loop**

**My assumptions and beliefs filter my experience**

**They affect which data I will select from my new experience**



# P.A.U.S.E

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- **P**ay attention to what's actually happening beneath the judgment and assessments

Acknowledge your own reactions, interpretations, and judgments

- **U**nderstand the other reactions, interpretations, and judgments that may be possible
- **S**earch for most the empowering, productive way to deal with the situation
- **E**xecute your action plan

# LINKS

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- The Danger of a Single Story:  
<https://www.youtube.com/watch?v=D9lhs241zeg>
- Implicit Associations Test: [implicit.harvard.edu](http://implicit.harvard.edu)
- Dateline Segment-IAT:  
<https://www.youtube.com/watch?v=n5Q5FQfXZag>
- Neuroscience of Implicit Bias:  
<http://facultyhiring.uoregon.edu/special-concerns/>
- Search Committee assistance -  
<http://hr.nku.edu/toolkit/employmt.html>

# ACCOMPLISHMENTS

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- Inclusive Excellence Strategic Plan (2020)
- Inclusive Excellence Council
- Campus Climate Survey (Action Plan)
- Economic Inequality Initiatives/SUMMIT
- Title IX Oversight
- Improving Faculty Search Processes
- Program Development/Learning Committees
- Web Site

BURN  
bright