

Members present: Tina Altenhofen, Cindy Ash, Eileen Baker, David Bauer, Chris Bowling, Tracy Brate, Tiffany Budd, Angela Calhoun, Jeff Chesnut, Sara Conwell, John Gaffin, Nick Gamble, Whitney Kessinger, Katie Lovold, Gail Messmer, Sue Murphy-Angel, Josh Neumeyer, Amberly Nutini, Kim Sanders, Denny Sickinger, Lori Thaxton, Maryann Trumble, Pam Wagar, Mary Beth Ward, Kimberly Wiley, Chris Witt, Carole Ziegler

Members absent: Tom Barnett, Matt Elrod, Larry McNickle, Ron Schulz, Marilyn Taylor, Collette Thompson, Rob Yelton

Guests: Tiffany Freytag, Grace Hiles, Sue Hodges Moore, Andy Meeks, Arnie Slaughter, Lori Southwood, Will Weber

- I. Staff Congress Group Photo in Griffin Hall Lobby
- II. Call to Order – 1:16pm
- III. Approval of March 10, 2016 minutes:
 - A. Request for amendment to attendance from Tiffany Budd, who was present.
 - B. Motion to accept the minutes as written with amendment to attendance made by Jeff Chesnut, and seconded by Chris Bowling; motion passed by voice vote.
- IV. Guest: **Andy Meeks**, Director of Business Operations & Auxiliary Services, joined us to answer questions about the areas under his supervision: ALLCard Services, the NKU campus bookstore, dining services, mail distribution and printing services, parking services, and BB&T Arena
 - A. *Will parking prices increase next year?* No, parking pass prices will remain the same for 2016-2017; other prices may increase. Over this summer, approximately \$400,000 will be spent to restore several surface lots on campus, and over the next few summers, an additional capital project will renovate the lots from behind the Kenton Drive Garage all the way to Norse Commons.
 - B. *What restaurants will be in the SU next year?* A Steak 'n Shake will take the place of Coyote Jack's; the transition will begin over Thanksgiving Break 2016, and the space will be walled off while work is done, with a tentative opening scheduled for the beginning of the spring 2017 semester. The menu will be close to the full menu, including milkshakes and hot breakfast items. Andy will send the menu when it's finalized, and pricing will be similar to a normal restaurant location. It will also be included in the mail plan options.
 - C. *Is Outtakes going to be open this summer?* Andy will find out and let us know for certain.
 - D. *Catering policy:* Andy talked about the reasons behind catering policy and costs, including setup, teardown, and liability. Generally, Chartwells is good about working with departments where non-perishable goods are concerned. He also talked about the various models of university/food service contracts: 1) resident board rates are priced higher to subsidize the remaining campus catering; 2) university commission on retail sales is reduced; or 3) neither (which is NKU's model), leaving prices at market rate. Andy also offered to return with a presentation on planning a budget-friendly catering event, and encouraged departments to have a specific budget in mind when contacting catering staff to help set parameters.
 - E. *Dave pointed out a significant difference in pricing between the same size bag of chips from Outtakes (\$2.64) vs. an off-campus convenience store (\$0.99).* Andy will check into

this further, including the request to increase the Diet vs. regular Mountain Dew ratio in vending machines.

- F. *On-campus pouring rights*: Andy reminded us that pouring rights (essentially Coke vs. Pepsi) will be out for bid later this summer, and there was a survey sent to the campus community to assess preferences.
 - G. *When parking rates do increase, is there a concept of how much?* Not yet at this time.
 - H. *Have different tiers of pricing been considered for parking passes?* Yes, and the Callahan rate was one example, but it was not popular.
 - I. *When the limited spots in Lot C return, what will the designations be?* This has not yet been determined – it could be a mix of handicapped, visitor, etc.
 - J. *Are electric charging stations being considered in any place on campus?* Yes, they have been discussed, and at this point it is a matter of time to do the work figuring out how much it will take to install the electricity.
 - K. *Has an across the board fee for all employees been considered, since everyone uses sidewalks, and TANK is subsidized, etc.?* That idea has not been considered thus far, but Andy will take it to the transportation committee.
 - L. *Could a tiered/bulk discount be considered in catering – e.g., bottle of water \$1.50, gallon \$1.49; many bottles \$1.25?* Andy will follow up on this with Chartwells.
 - M. *Was there a known issue with the new garage scanner gate during the heavy rain this week?* Yes, but it was not yet clear if it was caused by the moisture, or simply an issue with the technology.
 - N. *Has Biz Bites been successful?* Sales have not been great, so Andy will be talking with Chartwells and Dean Porterfield to determine the future of the outlet.
- V. Staff Regent Report – Arnie Slaughter
- A. Board of Regents Meeting Updates
 - 1. Recognition of our own Regent's Distinguished Service Award winner
 - 2. Arnie shared the agenda for the morning policy & finance meeting, which usually includes a break if you're interested in attending but can't stay for the entire time:
 - a) Celebration of Student Research & Creativity presentations
 - b) A&S presentation
 - c) Budget update
 - d) Data team presentation
 - B. President Mearns will deliver his Spring Budget Address on Mon 4/18 at 9:00 a.m. in the SU Ballroom (107)
 - C. Chartwells Faculty/Staff appreciation breakfast bar will be Wed 4/20 from 7:30-9:30am in the Norse Commons Dining Hall – \$5 all you can eat – RSVP by the end of the day 4/14!
- VI. Liaison Reports
- A. Sue Hodges Moore
 - 1. Budget update
 - a) Legislature resolved a budget last night
 - b) Budget reduction of 4.5% (\$2.2 million) for NKU
 - c) Recurring equity funding of \$5.3 million in the second year of the biennium (2017-18) for NKU; WKU also received some equity funding
 - d) Overall, this means we will have a net increase in funding at the end of the biennium, which will not be the case for any of the other schools.
 - 2. New IT training classes available on the myNKU Training website

3. University Police update: Police bicycle patrols will begin again soon
4. Project updates:
 - a) Health Innovation Center – underground utilities are complete and surface work is moving along
 - b) North Connector Road – progress continues
 - c) U.S. 27 Development RFP, including student housing and other mixed-use, has been extended, but a good amount of interest has been garnered
 - d) Community Gardens – partnership with City of Highland Heights and Asbury UMC will include 10 raised beds near the log cabin school house which have been adopted by NKU faculty/staff
 - e) Earth Week – April 18-22, with several events – see green.nku.edu for more info
 - f) Sidewalk and road work on US 27 will be taking place over the next several weeks – more information can be found on the state Transportation Cabinet website's [Road Report for District 6](#)

B. Lori Southwood

1. Online FERPA training will be available soon, with an email launch to come
2. Payroll training, due date, and reporting updates
 1. Online training available for time admins (HR 200 through Blackboard)
 2. Payroll emails will now send an email with an automatic reminder for 9am on the day approvals are due at noon.
 3. Quarterly VP reports will be sent to divisional vice presidents detailing failures to approve time by the deadlines so potential areas needing assistance can be identified.
3. Carole asked about alternative work schedules in facilities management which seem to require employees to take vacation time if they want to be paid for a full holiday (e.g., if someone works a standard 40-hr week on four 10-hr days, and a holiday falls on one of their work days, they would receive 8 hrs of holiday pay (1/5 of the work week), and use 2 hrs of vacation to supplement). One suggestion included offering an alternative option to allow those 2 hours to be worked a different day or days if possible. Lori will explore this with Facilities to learn more about the details.

VII. President's Report

- A. Attendance – beginning with the new term in July, the standard attendance requirements, which specify a maximum 3 consecutive or 5 total absences in the year, will be enforced. Please remember to sign in at meetings – the sign-in sheet is the official record of attendance.
- B. Staff Emeritus Recommendation – President Mearns will take the recommendation to the Board of Regents for review/approval at the end of April.
- C. SGA Elections – Will Weber and Ellen Wilshire have been elected President and VP of Student Government Association for 2016-17.
- D. NKU Values & Ethical Responsibilities update – President Mearns will take the revisions passed by Faculty Senate and Staff Congress to the Board of Regents for review/approval at the end of April.

VIII. Standing Committees

- A. Benefits – [report](#)

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- B. Constitution & Bylaws – no report
 - C. Credentials & Elections – no report
 - D. Outreach – **report**
 - E. Policies – **report**
 - F. Scholarship – no report
 - G. Technology – no report
- IX. University Committees
- A. Benevolent – **report**
 - B. Food Service Advisory – no report
 - C. Regent’s Distinguished Service Award – **report**
 - D. Transportation – **report**
 - 1. *What if there are more bikes than spaces at a given location?* Fines are assessed if bikes are not returned on time to a designated location, so if no spaces are available, presumably the bike would have to go to one of the other locations to be checked in.
 - E. Wellness – **report**
- X. Ad-Hoc Committee
- A. Roundtable Discussion – no report
- XI. Old Business
- XII. New Business
- A. Allied Zone & Trans Ally Training – Josh will contact Bonnie Meyer to invite her to give an overview of the trainings to Staff Congress so the information can be shared with our constituents who may be interested in requesting training.
- XIII. Announcements
- A. Raffle winners from employee appreciation week are posted on the [HR website](#)
 - B. Steve Meier and Peggy DeJaco, both of whom have served on Staff Congress and/or as Staff Regent, will be retiring, and their respective areas will be hosting celebrations for them.
- XIV. Adjournment – motion to adjourn made by Carole Ziegler and seconded by Tina Altenhofen; motion passed and the meeting was adjourned at 2:36pm

**Benefits Committee
Meeting Minutes**

Date: March 29, 2016
Present: Pam Wagar, Kimberly Sanders, Collette Thompson, Chris Bowling, Mary Beth Ward
Absent: None
Guests: None

Discussion:

- We discussed the first event in the Employee Speaker Series, which had 15 attendees and included good discussions. The Qualtrics survey about the series is ready to send to Grace for distribution. We would like to have one or two speaker events over the summer to gauge interest.
- The first meeting of the health plan RFP committee will be later this month. We ask that individuals send any feedback on wants or needs in a new contract to Pam Wagar or Chris Bowling, who are both serving on the committee.
- Mary Beth reminded that everyone that softball and baseball season is underway, and admission to any of the games is free. Please attend if possible.
- The committee will be looking at dates for our Summer Recess event since it has been well received in prior years.

Next Meeting: April 26, 2016

**Outreach Committee
Meeting Minutes**

Date: April 5, 2016
Present: Tracy Brate, Lori Thaxton, Maryann Trumble, Sara Conwell
Absent: None
Guests: None

Announcements of Committee activities:

- Please, if your committee or office has any news to share with campus, send it to thaxtonl@nku.edu for inclusion in the newsletter. Thank you!

Discussion:

- President Mearns is working with his team and Dave to set up smaller “Thank You” gatherings around campus by department on a monthly basis.
- The larger “Thank You” gatherings for all of campus will be 3 times a year with the “Early Morning Coffee” event to coincide with the week before Thanksgiving, an April or “Spring Tea” event (this year will be April 20th with President Mearns speaking at 2pm), and an “Ice Cream Social” event in late July (set for 20th this year). These “Thank You” gatherings are hopefully tools to keep moral up and are not at a significant monetary cost to the university.
- We hope to get a newsletter out on April 15, 2016 and include information about voting for staff congress, the April 20th Thank You Event, the list of HR actions approved at the March board meeting, a blurb about the Regents Distinguished Service award winners (hopefully with picture from HR), the Chili Cook Off winners (with pic from Benefits committee) and a letter from Dave of course. We would really appreciate any input from any other office on campus or committee for content to include in future editions, please email input to thaxtonl@nku.edu.

Next Meeting: Tuesday, May 3, 2016 at 10:00 a.m. in Starbucks

Policy Committee Meeting Minutes

Date: March 23, 2016, 2:00pm in MP 216
Present: Angela Calhoun, Whitney Kessinger, Josh Neumeyer, Carole Ziegler
Absent: Marilyn Taylor
Guests: None

Discussion:

Staff Regent Election Process

- The committee continued reviewing the Staff Regent Election Rules and Regulations, and recommended changes were recorded and will be suggested as appropriate during the continued conversation about future Regent elections.
- Based on some comparisons in wording, we will send the Credentials and Elections committee a message recommending some potential changes to the Staff Congress bylaws regarding the calculation and announcement of Staff Congress election results.

Next Meeting: April 27, 2016, 2:00pm in MP 216

**Benevolent Association
Meeting Minutes**

Discussion:

Annual Chili Cook-Off

- The Annual Chili Cook-Off was held on Wednesday, March 16, 2016 in the UC Ballroom-St. Patrick's Day theme
- Committee members present: Tracy, Rebecca, Suzanne, Beth, Joy, Collette, Margo, Kimberly, Sheila, Carole, Millie, Margo, Erin, Emily, Lisa, Jim, Debbie, Jeanne, Mary Beth, and Katy
- Over 190+ individuals attended the luncheon
- 33 Crockpots of CHILI were donated to the event-record for us!!!
- DESSERTS: Cupcakes Donated by NKEFCU-Mandy Mazor
- CASH FOR LUNCH: \$651.00
- BIKE-SILENT ACUTION: \$130.00 (Thanks to Andy Meeks for donation)
- APRONS: \$115.00 (Thanks to Carole for organizing)
- TOTAL CASH= \$896.00
- TOTAL HOURS DONATED AT EVENT= 700.50
- Benevolent Members donated 4 goodie bags to Chili entries-Winners: Beth McCubbin, Ryan Thomas, Deb Patten, & Lisa McElfresh
- Soup Winners:
 - 2016 Chili Champion-Erika Jay-HR
 - Tex-Mex Chili-Rachel Green-HR
 - Home Style Chili-Amanda Kilmer-Advisor-College of Health Professions
 - Specialty Chili-Carole Ziegler-Business Officer-College of Edu & Human Services

FINAL RESULTS: EVENT WAS A HUGE SUCCESS THANKS TO ALL OF THE GENEROUS, DEDICATED COMMITTEE MEMBERS!!!

**Regents Distinguished Service Award Committee
Meeting Minutes**

Date: March 14, 2016

Present: Tina Altenhofen, Emily Sumner, Millie Mclemore, Jackie Marsala, Charles Bowen, Beth, McCubbin

Announcements of Committee Activities:

- Regents Distinguished Service Award winners were announced: BARBARA BARNES, Student Engagement; KATIE LOVOLD, Department of Chemistry; and OPHELIA MARKS, Human Resources
- Other nominees included: EILEEN BAKER, Information Technology; BECKY BROWN, Information Technology; AMY DANZO, Testing Services; AMY EMMETT, Facilities Management; MARY LEE SCHOTT, University Architect, Design & Construction Management; and TONI WICE, Administration & Finance
- Raffle winners were: CHARITA BREWER, College of Arts & Sciences; KIM HEMPFLING, Comptroller; STEPHEN HORN, Custodial Services; DEANNA KARAM, Management; CARMEN KIRCHGASSNER, International Student & Scholar Services; HOLLY O'MALLEY, Roads & Grounds; BONNIE OSBORNE, Chase College of Law; WADE SENDELBACH, Custodial Services; MICHAEL SCOTT, Power Plant; and ANNIE SPAULDING, University Advancement

Next Meeting: TBD

Transportation Advisory Committee Meeting Minutes

Date: April 2016, 3:00 – 4:00pm, SU 324

Discussion:

- Introduction of new Committee Members
- Parking Services Updates (Curtis Keller)
 - Parking Updates – State Connector Road impact on parking
 - Parking Services Event Calendar
 - Printable Day Permits- go to parking services website, purchase , download and print them....they are the max garage day rate, but do not work in the garages
 - April 22 ribbon cutting ceremony 2pm? Plaza in front of student union
- State Connector Road Update – Mary Paula Schuh
 - Roadway path is now clear and storm drainage is being placed and so that fill can be added to “the valley” (over behind dorms and I275)
 - 3 entrances from new road to existing parking lots...
 - The will be sideways and bike path will go from Johns Hill to 3 mile...
- Police Department Update – Captain Gerald Pizzano
 - Looking to place a guardrail near skyline (bar) to old road that is relocated now....there have been a few incidents
 - Yellow Dot program “fill form and put yellow dot on windshield to help 1st responders in case you are incapacitated”
- EPA Transdisciplinary Updates – Chris Curran
 - App updates...delayed and will likely not launch on start of school year now, but can maybe have the bike program included in the app now
 - Sidewalk requests near Norse Commons and crosswalk, and another near Steely and
- SGA Updates – SGA Representatives
- Parking Services Summer maintenance and Repair – Andy Meeks
- Capital Lot Project – Andy Meeks
 - RFP to repave some lots.... Not capital lots
 - Need to be leveled and graded to match the new connector road there could be a closer to 10+ feet difference between this will improve traffic and visuals
 - Currently we are not anticipating increasing faculty staff, student parking rates, but this will leave parking services budget reserve low, but may impact future maintenance projects due to lack of funds
- GOTCHA Bike Program - Andy Meeks
 - You can sort of do a one way trip, but you have to return to a “gotcha bike rack” to cancel your reservation.....you will be charged an hourly rate for unreturned to proper location bikes
- New Business
 - Request for sidewalk between Lot E and sidewalk to Science Center/Steely.

- Choose Green app update? Incorporating links with the new bike share programs, etc. – Chris Curran
 - Identifying names for un-named roads on campus. Which roads need names?- Mary Paula Schuh
 - We need to name the “connector road”
 - Driveway from nunn to bb&t or soccer stadium road....
- Earth Week – Tess Phinney
 - The Alternative Transportation Celebration will take place on April 22, 2016. – Bike share kick off with a ribbon cutting ceremony. Spreading the word/invitations?
 - TANK, ZipCar, and the GOTCHA Group are participating.

**Wellness Committee
Meeting Minutes****Discussion:**

- Monday Mile and As You Are Classes are continuing through the week of May 2.
- CPR/AED classes will be held next week in UC 135; April 20, 1-3pm; April 21, 9-11am; You can register on the Wellness website.
- 2016 Health Assessment
 - Kim is aware of the issues with the new scheduling system and portal, and is working with Healthworks to resolve the issues and make it easier for everyone involved next year.
 - 2016 Annual Health Assessment Aggregate Data
 - 336 participants, 20% participation of eligible population, down from 428 last year
 - 42.5% age 50-64, 21.4% age 40-49, 28.9% 39 and below
 - BMI:
 - 43% normal; 16% borderline; 13% overweight; 28% obese
 - 6.9% lower than national average for obese Ntnl:34.9%
 - Overweight/obese=higher risk of developing high BP, type II diabetes, sleep apnea and cardiovascular disease
 - Waist circumference:
 - 60% low risk; 38% high risk
 - high = greater risk for developing Type II diabetes, high cholesterol, high triglycerides, high blood pressure and cardiovascular disease
 - Blood Pressure:
 - 44% low risk; 27% borderline; 8% high risk
 - NKU 21.1% better than the national average for high BP. Ntnl: 29.1%
 - High=greater risk for heart attack and stroke
 - Cholesterol:
 - LDL: 75% healthy; 20% borderline high; 5% high/high risk
 - HDL: 89% healthy; 11% low/high risk
 - Triglycerides: 85% healthy; 9% borderline high; 6% high/high risk
 - High LDL/Triglycerides and low HDL= high risk for heart attack, stroke and cardiovascular disease
 - Glucose:
 - 89% normal
 - 11% pre-diabetic (reversible with lifestyle changes)
 - Only 1 high risk
 - 12 self-reporting diabetics