

Members present: Tina Altenhofen, Tom Barnett, David Bauer, Chris Bowling, Tracy Brate, Tiffany Budd, Angela Calhoun, Jeff Chesnut, Sara Conwell, Tiffany Freytag, John Gaffin, Katie Lovold, Katy McBryan, Sue Murphy-Angel, Donna Neace, Josh Neumeyer, Amberly Nutini, Kimberly Sanders, Dennis Sickinger, Steve Slone, Walter Smith, Lori Thaxton, Mary Ann Trumble, Pam Wagar, Kimberly Wiley, Carole Ziegler

Members absent: Cindy Ash, Andi Clemons, Nick Gamble, Debbie Kelly, Whitney Kessinger, Marilyn Taylor, Collette Thompson, Chris Witt, Robert Yelton

Guests: Janel Bloch, Grace Hiles, Arnie Slaughter, Lori Southwood

- I. Call to Order – 1:02pm
- II. Approval of July 7, 2016 minutes; motion to approve made by Chris Bowling and seconded by Mary Ann Trumble; approved by voice vote with no opposition or absence
- III. Appointment of Parliamentarian & New Members
 - A. Appointment of SC Parliamentarian: Sue Murphy-Angel will assume the role vacated by Eileen Baker
 - B. Voting Item: New members – Kimberly Wiley & Amberly Nutini (filling vacancies left by Mary Beth Ward and AJ Miller)
 1. Kimberly works in the Office of the Vice Provost for Graduate Education, Research, and Outreach; Amberly works in the Executive Leadership & Organizational Change graduate program; both have served on SC before
 2. Motion to accept Kimberly Wiley made by Lori Thaxton and seconded by Carole Ziegler; approved by voice vote with no opposition or absence
 3. Motion to accept Amberly Nutini made by Steve Slone and seconded by Tom Barnett; approved by voice vote with no opposition or absence
- IV. Liaison Reports
 - A. Board of Regents – Staff Regent Arnie Slaughter
 1. The July board retreat included presentations on enrollment & financial status of NKU, as well as enrollment strategies for recruitment and retention which are currently being reviewed by the Executive Team
 2. 3 new board members will begin their service at the September meeting: Will Weber (SGA president and student regent), and 2 new regents appointed by the governor; the meeting will be Thu 9/8, rather than Wed 9/7, and morning presentations are open to the public for anyone who wishes to attend
 3. An updated version of the university academic snapshot is now available via the [Academic Affairs website](#) – login is required
 4. Carole Ziegler asked about the final year of President Mearns's contract and the process for considering extensions, and Faculty Regent Boyce's collection of opinions; Arnie is waiting for more details from future meetings, but will consider soliciting staff opinions as well, and asked if anyone had recommendations for a particular forum for discussion – e.g., a Facebook group or other means.
 - B. Executive Team / Administration & Finance – Sr. VP Sue Hodges Moore
 1. Sue was not able to join us today due to scheduled vacation.
 - C. Human Resources – Sr. Director Lori Southwood
 1. Employee Appreciation Week will kick off the afternoon of Mon 3/20/17; the breakfast and dinner events will be Thu 3/23

2. Benefits Fair will be Thu 9/22 from 11am-3pm
 3. Annual Benefits Enrollment will take place Tue 10/25 at 12pm through Wed 11/9 at 4:30pm; help sessions will be available in Steely Library, as well as one-on-one if desired
 4. Online training for supervisors on unlawful harassment prevention will be released in mid-August
 5. ALiCE training will take place the week of 11/7; more details to follow
 6. Reduction in Force update: as of this week, notifications for involuntary reductions have been completed, and meetings continue with those specific areas where a voluntary, permanent reduction in hours is being offered to complete the budget cut (e.g., reduction to academic year employment rather than fiscal year employment = reduction to 75% FTE, or reduction in hours over the full fiscal year); if the voluntary reduction does not meet the cut, turnover and vacancies within the affected divisions over the course of the rest of the fiscal year will be examined for reduction potential; reduced FTE at 25 hrs/wk or more would maintain retirement benefits, but there may be implications related to the benefit levels (e.g., number of months service credit may differ). A question was asked regarding the perception that KERS Tier 1 employees were being “targeted” for reduction, over Tier 2 or Tier 3 employees; Lori Southwood clarified that the cost to NKU is the same, regardless of which Tier an employee is in – tier membership determines benefits to the KERS member upon retirement, and more information about each of the three tiers can be found [on the KERS member website](#).
 7. FLSA rules update: still in the analysis phase, with weekly meetings to determine how individuals and position types will be reviewed and, if necessary, transitioned based on the new rules.
 8. Communication of changes in department contacts/resources was discussed – whether due to budget cuts, reorganization efforts, or other vacancies, it’s important to be able to communicate these changes to coworkers and, in some cases, other campus constituencies when responsibilities shift in service-oriented offices; Lori indicated HR does try to work with managers to determine what scope of communication might be helpful, while maintaining employee privacy, in these types of situations.
- D. Faculty Senate – Janel Bloch
1. First Faculty Senate meeting of the academic year is 8/29
 2. Upcoming items for the year: Review FS overall and committee constitutions for potential revisions; examination of a proposal for a Faculty advocate; Carole Ziegler asked if this might also include staff, and Janel indicated that it’s very early in the proposal, so it could potentially happen – she suggested connecting with Ken Katkin of the professional Concerns committee for more information
- E. Student Government Association – Will Weber / Ellen Wilshire
1. Will and Ellen were unable to join us today
- V. President’s Report – Dave Bauer
- A. Dave reminded us that the role of Staff Congress members includes advocacy for, representation of, and communication with the constituents who elected us, and Congress is not a place to promote any individual/personal agenda

- B. Dave thanked all who participated in the Faculty/Staff picnic – approximately 600 attended; Carole Ziegler thanked Dave, Katie, and HR for planning the event
- VI. Standing Committees:
 - A. Benefits – no report; meetings will be the fourth Wednesday of month at 2:30pm in Griffin Hall 570
 - B. Constitution & Bylaws – no report; meeting schedule TBD
 - C. Credentials & Elections – no report; meetings will be the third Wednesday of the month at 3pm in AC 105
 - D. Outreach – no report; meetings will be the last Thursday of the month from 3-4pm, location TBD
 - E. Policies – report
 - F. Scholarship – no report
- VII. University Committees:
 - A. Benevolent Association – no report
 - B. Food Service Advisory – no report
 - C. IT Advisory Committee – no report
 - D. Regent’s Distinguished Service Award – no report
 - E. President’s Climate Committee – no report
 - F. Transportation – no report
 - G. Wellness - report
- VIII. Ad-Hoc Committee
 - A. Roundtable Discussion – report
 1. Membership now includes Steve Slone instead of AJ Miller
 2. Suggestion of having one person reading all questions to help with the flow of the event; seemed agreeable to those present
- IX. Old Business
- X. New Business
 - A. VIA training opportunity/feedback – tabled for further information from HR
 - B. Regents Distinguished Service Award committee – Tina Altenhofen asked if it would be possible to begin the process earlier, as there were several things the group wanted to do last year, but was not able to accomplish. Lori Southwood will discuss with Emily Sumner, who chairs the group, and have her follow up with Tina
- XI. Announcements
 - A. Benevolent Association fundraising committee – volunteers are being solicited to participate in this committee for the coming year; more information will be available in September
 - B. September Staff Congress meeting changed to Friday 9/9 at 1pm, room TBD; a question was asked regarding attendance conflicts and the absence policy, whether an absence in September will count against a member; since there is a process for appeal in place in the Staff Congress bylaws, September absences will count
 - C. Sara Conwell mentioned the reorganization of Educational Outreach: Online Learning has become part of CITE, Grant County now reports to Steely Library, and PACE to reports to the Vice Provost for Undergraduate Academic Affairs
 - D. Jeff Chesnut noted that Academic Technology Analysts and IT staff will have tables in the various buildings around campus on the first 2 days of class to assist faculty, staff, and students with any technology questions or problems

XII. Adjournment: motion to adjourn made by Chris Bowling and seconded by Pam Wagar; approved by voice vote with no opposition or absention; meeting adjourned at 2:26pm

Policy Committee Meeting Minutes

Date: July 27, 2016, 2:30pm in MP 216

Present: Angela Calhoun, Whitney Kessinger, Katy McBryan, Steve Slone, Carole Ziegler

Absent: Sara Conwell

Guests: None

Discussion:

- Definition and purpose of the policy committee
 - how we've worked as a committee in the past
 - how we will work as a committee going forward
- Ethical Principles and code of conduct document
 - updated and revised
 - spent majority of last year doing this and working with Dawn Bell-Gardiner
- Wrote Staff Emeritus Policy - approved by President and Board of Regents
- Started working on Staff Regent Policy - revisions
 - how to determine "Regular Staff" - eligibility
 - have Dionna Sholler of HR come to one of our meetings to discuss this
- Human Resources has approached the committee about working with them on some of their projects
- New topics of interest:
 - Staff Satisfaction Survey - last time there was one was in 2000
 - Graduate Tuition Waiver for dependents/spouses

Next Meeting: August 24, 2016, 2:30pm in MP 216

Wellness Committee Report

Details on all fall 2016 classes, registrations and events are coming soon! Registration begins August 22 with classes/Monday Mile beginning the week of Sept. 12.

Events for this term include:

- Monday Mile Group Walk Kick-off Event Sept. 12
- Power Ball Physical Activity Class
- Mindful Flow Yoga
- Wellness to U Workshops
- Elevate Personal Coaching
- Fresh Perspective Weight Loss Groups
- Alexander Technique Lunch and Learn with the Expert
- Alexander Technique Private Lessons
- Annual Benefit Fair
- Blood Pressure Screenings
- CPR/AED Training and Certification Classes
- St. Elizabeth Mobile Mammography
- St. Elizabeth Cardiovascular Mobile Health Unit

Roundtable Discussion Committee Meeting Minutes

Date: August 2, 2016

Present: Katie Lovold, Denny Sickinger, Tiffany Budd, Nick Gamble, Steve Slone

Discussion:

- Planning Timeline
 - 8/22 – boxes out by noon, and website activated
 - 9/21 – boxes collected by noon, website inactivated
 - 9/26 – all questions to President Mearns
 - 9/28 – filtered/polished questions to the rest of the administration
 - 10/11 – roundtable event
 - 11:00 – 11:45am: Lunch
 - 11:45am – 12:00pm: Break
 - 12:00 – 3:30pm: Roundtable discussion
 - 10/28 – answers published online

Next Meeting: TBD