

Members present: Tina Altenhofen, Cindy Ash, Tom Barnett, David Bauer, Chris Bowling, Tiffany Budd, Angela Calhoun, Jeff Chesnut, Andi Clemons, Sara Conwell, Rebecca Cox, Nick Gamble, Sarah Iden, Kyle Jacobson, Debbie Kelly, Katie Lovold, Katy McBryan, Beth McCubbin, Sue Murphy-Angel, Donna Neace, Josh Neumeyer, Amberly Nutini, Kimberly Sanders, Steve Slone, Walter Smith, Lori Thaxton, Collette Thompson, Mary Ann Trumble, Pam Wagar, Kimberly Wiley, Chris Witt, Carole Ziegler

Members absent: Tiffany Freytag, John Gaffin, Dennis Sickinger

Guests: Janel Bloch, Justin Duncan, Grace Hiles, Geoffrey Mearns, Sue Hodges Moore, Kim Scranage, Arnie Slaughter, Lori Southwood, Emma Vincent

- I. Call to Order
- II. Approval of October 13, 2016 minutes – Motion to approve minutes as submitted made by Chris Bowling and seconded by Lori Thaxton; approved by voice vote with no opposition or abstention
- III. Approval of New Members
 - A. Voting Item: Rebecca Cox, of the [Department of Economics & Finance](#), to fill the vacancy created by resignation of Whitney Kessinger.
 - B. Motion to approve Rebecca as a new member made by Steve Slone and seconded by Kimberly Wiley; approved by voice vote with no opposition or abstention
- IV. Guests
 - A. President Mearns provided an update on the developing state funding model
 1. The appropriation which was held by the governor will, when received, be returned to the university reserve account, which was used to supply the needed funds in the interim.
 2. The CPE working group established to make a recommendation regarding the distribution of the 5% pool of state allocations to be made via the performance-based model is due to submit its recommendation to the governor and general assembly by end of December; President Mearns is cautiously optimistic that NKU will at least break even in the approximately \$2.6 million of our state allocation which is in play in this process.
 3. He is still advocating for adjustment of the allocation methodology for other 95%, which seems to be gaining traction, and is also likely to benefit NKU; more efforts related to this advocacy will be initiated after the Dec 1 work group deadline.
 4. Further information will be presented in the spring as budget developments continue.
 - B. Dr. Ben Anderson, Director of [Health, Counseling, and Student Wellness](#) was unable to join us due to unexpected illness; we will reschedule for a future meeting.
 - C. Justin Duncan, Coordinator for Institutional Effectiveness, provided a presentation on the policy administration process and relevant definitions (see attached slide presentation)
 1. Resources are available on the [policy website](#)
 2. Pam Wagar asked for clarification on how the process works when changes are suggested during the comment period, and Justin, Lori, and Sue indicated the comments are shared with the originator and the drafting team; if the changes

are significant enough, the policy may be significantly revised and go through an additional comment period.

V. Liaison Reports

- A. Board of Regents – Staff Regent Arnie Slaughter
 - 1. Arnie gave a brief report on the Nov 2 Board Meeting
 - 2. He also provided feedback regarding Walter’s parking increase question: the decision will not be reversed because it has already been implemented; however, Arnie explained that some of the increase does come back to the university through overhead charge-backs to parking services, in a way similar to housing and other auxiliary units; he encouraged anyone with further concerns to continue voicing them so the board remains aware of issues facing the campus community.
 - 3. Katy McBryan asked about the internal review committee for President Mearns, which included Dave
- B. Executive Team / Administration & Finance – Sr. VP Sue Hodges Moore
 - 1. Food Service updates: Steak n’ Shake renovations are still on track; burgers will still be available at the travel wagon location after Coyote Jack’s closes
 - 2. Capital Projects: replacement of the Administration Center roof is underway; the US-27 project is still in the planning and negotiation phase, with open forums to be hosted regarding retail and other options for the complex; new student housing is being considered near the current residential village, with student parking lot F as a potential site



- 3. The 2017-18 Budget Process is underway; assumptions include projecting a 1% decline in enrollment and a 3% salary increase pool
- C. Human Resources – Sr. Director Lori Southwood
 - 1. Open Enrollment update: 1250 employees have enrolled in benefits for 2017, which is approximately 91% of those eligible; others will be contacted to ensure

they can enroll by 4:30pm Fri 11/11; the benefits staff will be reviewing enrollments to ensure appropriate criteria are met for specific plans; only those who select changes to plans will receive new Humana or Delta Dental cards, but all will receive new EyeMed cards; current FSA cards will be re-loaded with 2017 benefit dollars.

- a) Chris Bowling shared feedback regarding the payroll lockout period which precluded him from enrolling for a brief period, as well as an error issue with the FSA/HSA selection step.
 - b) Andi Clemons mentioned an issue for employees age 55+ who are eligible to contribute more to an HSA; Lori Southwood advised her coworker can contact HR to ensure the enrollment is correct, and it was also noted that HSA contributions can be adjusted over the course of the year using a form available from HR; more communication about this option is needed, and Lori confirmed it will happen in January when the option goes into effect.
 - c) Tina Altenhofen asked about the biweekly split of deductions for those changing from monthly (exempt) to biweekly; Lori indicated the benefits deductions will be taken from only 24 of the 26 annual pays, as is usual with the biweekly payroll
 - d) Tina Altenhofen asked about updating beneficiaries as well, and Lori directed her to an available form for this purpose
2. Communication regarding the Fair Labor Standards Act changes has been sent to managers who have employees changing from monthly to biweekly, and training will be offered for both the technical changes and general scheduling considerations; approximately 50 people have taken advantage of the loan program offered for the transition
- D. Faculty Senate – Dr. Janel Bloch
1. Updates to the Faculty Senate constitution are being undertaken to include additional leadership positions
 2. Recent handbook changes have been approved, including information regarding human research subjects
 3. The budget committee has established a salary subcommittee to address salary equity when a raise pool does become available, requesting feedback via a survey on the various equity, merit, and across the board possibilities
 4. The committee continues to summarize actions taken on suggestions from last year's budget survey
- E. Student Government Association – Emma Vincent, Student Rights Committee Chair
1. Nov 28 from 5-7pm in the SU Ballroom, SGA will host an NKUnity event to encourage diversity & inclusion
 2. SGA recently completed its annual night safety walk of campus, and concerns will be shared with administration
- VI. President's Report – Dave Bauer
- A. Reminders: Basketball game Fri 11/11; Souper Luncheon Tue 11/15 11am-1pm with Holiday Market from 10am-1pm; Thank You breakfast on Wed 11/16 7:30-9:00am
 - B. Staff Congress VIA training pilot is underway and has been positive so far
- VII. Standing Committees:
- A. Benefits – **report**
 - B. Constitution & Bylaws – no report

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- C. Credentials & Elections – **report**
 - D. Outreach – **report**
 - E. Policies – **report**
 - F. Scholarship – no report
- VIII. University Committees:
- A. Benevolent Association – no report
 - B. Food Service Advisory – no report
 - C. IT Advisory Committee – **report**
 - 1. Student technology survey
 - 2. IT budget priorities
 - 3. Support technicians
 - 4. Carole Ziegler asked about the computer replacement process; Jeff Chesnut indicated that it is currently underway, noting that 2008 was a particularly large purchase year, which has caused it to take longer to get through machines purchased during that time.
 - D. Regent's Distinguished Service Award – no report
 - E. Sustainability Strategy Work Group – **report**
 - F. Transportation – no report
 - G. Wellness – **report**
- IX. Ad-Hoc Committee
- A. Roundtable Discussion – no report
- X. Old Business
- A. Reminder of December guest: Tess Phinney, Sustainability Coordinator
- XI. New Business
- A. Amendment to Staff Congress Bylaws regarding representation, the election process, and terms of office of Staff Congress Representatives (first reading)
- XII. Announcements
- A. Tom Barnett – the spring staff book award scholarship application will open Mon 11/14 and be due in early December
 - B. Reminder: Souper Lunch is Tuesday 11/15, and donations of soup are still being accepted – see Collette Thompson.
- XIII. Adjournment – a motion to adjourn was made by Lori Thaxton, and seconded by Carole Ziegler; the motion was approved by voice vote with no opposition or abstention, and the meeting was adjourned at 3:00pm

**Benefits Committee
Meeting Minutes**

Date: October 25, 2016 at 2:30pm in GH 570
Present: Andrea Clemons, Jeffrey Chesnut, Tiffany Freytag, Pam Wagar
Absent: Lori Thaxton, Kimberly Wiley
Guests: N/A

Discussion:

- We discussed the first Staff Congress VIA trainings that are being scheduled, and discussed the need for champions for the Strengths at Work at every level. We also talked about offering the committee's help with the process if it is needed.
- We discussed the need to encourage staff to participate in the Soup and Dessert Luncheon on Nov. 15. There is still a need for workers.
- The committee will help promote the Faculty/Staff Appreciation nights at the women's and men's basketball games.

Next Meeting: November 30, 2016 at 2:30pm in GH 570

**Credentials and Elections Committee
Meeting Minutes**

Date: 11/02/2016, 1:30-2:30, GH340
Present: Beth McCubbin, Sue Murphy-Angel, Maryann Trumble, Tina Altenhofen
Absent: Donna Neace
Guests: N/A

Discussion:

- Reviewed proposed changes to the By-Laws
- Submitted our proposed changes to the Constitution and By-laws Committee for review

Next Meeting: 11/30/2016, 2:00-3:00, AC105

Outreach Committee Meeting Minutes

Date: 10/27/16, 10:30 – 11:30am, SU 105
Present: Chris, Bowling, Collette Thompson, Walter Smith
Absent: Debbie Kelly, Kyle Jacobson
Guests: n/a

Discussion:

Updates on old business:

- Lunch & Learn Series
 - We will review the survey from last spring to see what topics were offered.
 - Our goal is to offer two lunches next semester.
- Newsletter
 - Monthly Highlights Email
 - A summary of highlights from the Staff Congress meeting will be emailed to all staff the week following the meeting.
 - If a committee would like to have a specific item shared, please submit it to Collette and Chris no later than the day prior to the Staff Congress monthly meeting.
 - These emails will be included on the Staff Congress under the newsletter page.
 - Semester Review Newsletter
 - These will be sent out in December/ January, May/ June, and June.
 - This will include the HR document that highlights promotions, reclassifications, departures, etc.
 - Committee chairs will be given the opportunity to include “news” items.
- Request for Board of Regents
 - Arnie committed to taking the following question to the next Board of Regents meeting- How many signatures does a petition need for the Board of Regents to consider it?

Next Meeting: November 29, 2016; 10:30 – 11:30am; SU 108

Policy Committee Meeting Minutes

Date: October 26, 2016, 2:30 p.m. in MP 216
Present: Sara Conwell, Katy McBryan, Carole Ziegler
Absent: Angela Calhoun, Whitney Kessinger, Steve Slone
Guests: Dawn Bell Gardiner, Compliance Officer

Discussion:

- With the assistance of Dawn Bell Gardiner, the committee continued to review and revise the Staff Regent Rules and Regulations. This document is close to being completed and it is hoped that it can be presented to Staff Congress soon. Meeting adjourned.

Next meeting is November 30, 2016.

Sustainability Strategy Work Group Meeting Notes

Discussion:

- Tiffany Budd attended Sessions 1 (Academics) and 2 (Engagement) of the Sustainability Strategy Work Group meetings. Sessions included information about AASHE Stars Program (<https://stars.aashe.org/>) which contains guidelines that NKU will be using for their new sustainability strategy. At this time, NKU will not be applying for stars through the AASHE program, but there are tentative plans to do so in the future. Sessions also included interaction among the group for feedback on goals, missions, and action items to include in the new sustainability strategy, due for publication in April 2017.
- No one was available to attend Session 3 (Operations) on behalf of staff congress.
- Tiffany and/or Chris Bowling will be attending Session 4 (Planning and Administration) on November 15 and will report on this final session at next month's Staff Congress meeting.

Next Meeting: TBD

**Wellness Committee
Meeting Notes**

Discussion:

- Come to Power Ball on Tues/Thurs 11:45am-12:30pm in CRC Auxiliary Gym and Mindful Flow Yoga, Thursdays 4:45pm-5:45pm in UC Ballroom as your schedule permits. Classes are now open for all faculty and staff, no registration needed.
- One free CPR/AED Training and Certification Class remaining-- for faculty and staff only:
 - November 16 from 9am-11am in UC 135
 - Register at wellness.nku.edu/employee.html
- Don't forget the Wellness to U Workshops. Wellness will come to you. Please allow 2 weeks lead time to schedule. Register at wellness.nku.edu/employee.html
- Take advantage of the NKU Elevate Personal Coaching with Maggie. Times and appointment information are on the Wellness web site.

Next Meeting: TBD

Policy Administration

November 10, 2016



Fuel the Flame

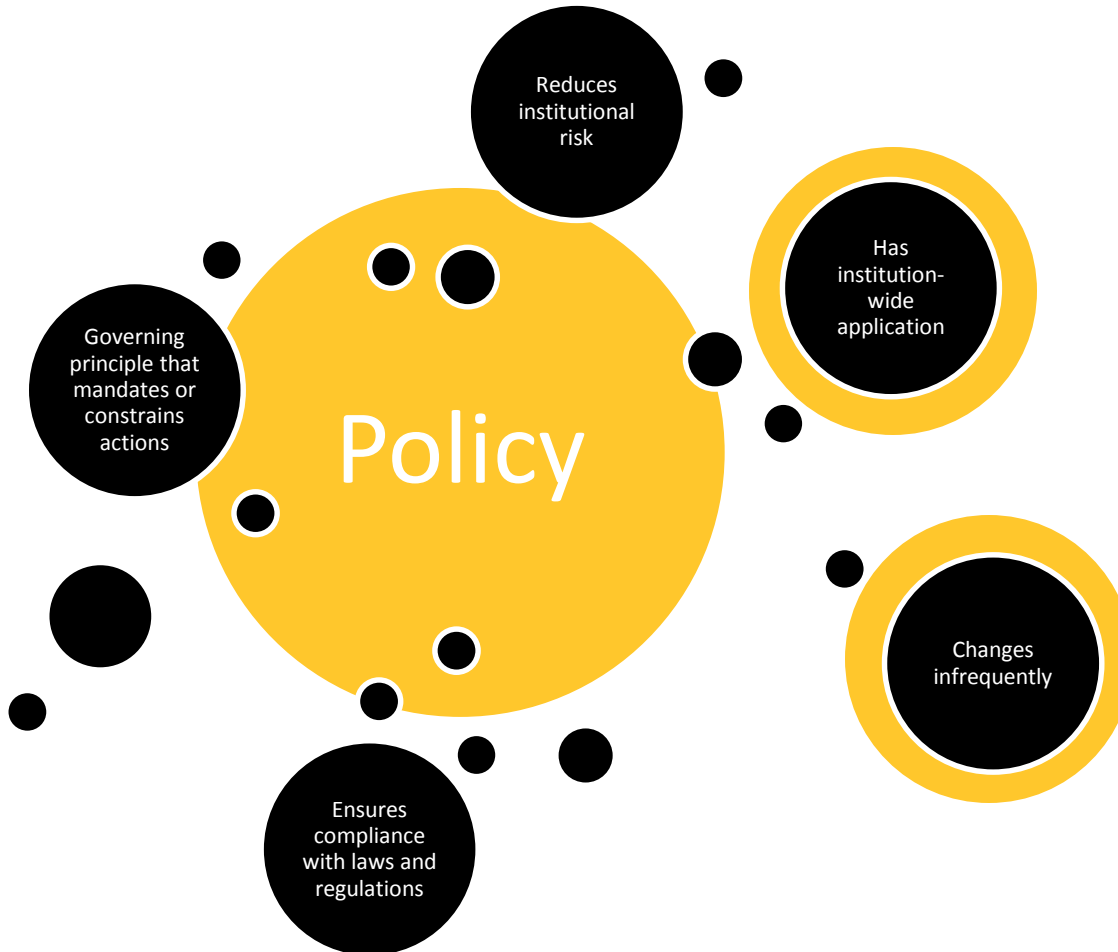
Goal: Institutional Excellence

Pillar: Improve Organizational Effectiveness

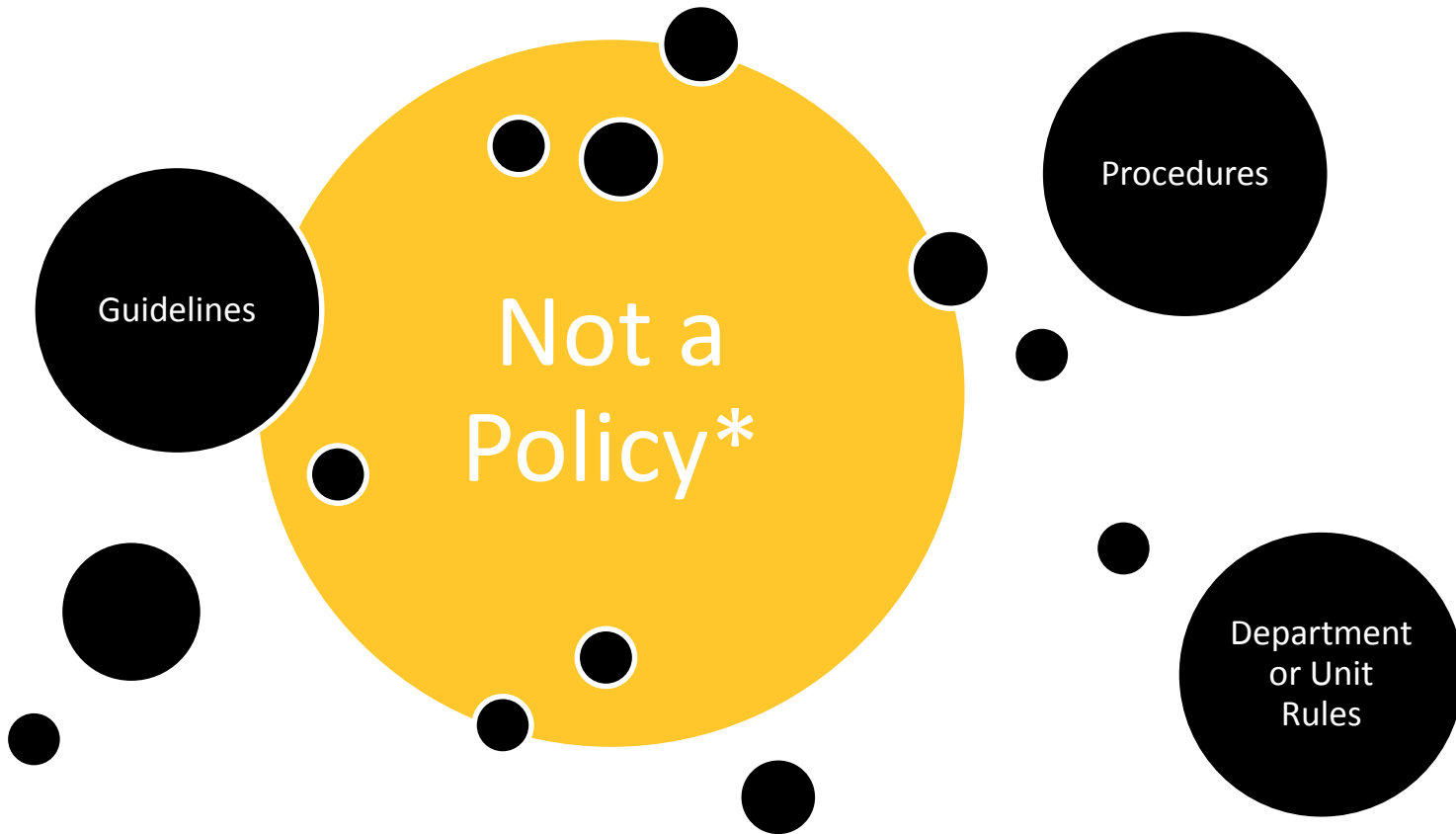
Strategic Directions:

- Update and streamline university policies
- Strengthen regulatory compliance and risk management efforts

What is a university policy?



What is not university policy?



**Except those that are mandated by an accrediting body, or those that are mandated by local, state, or federal laws & regulations.*

Policy Request Form

- Used for all policy “transactions”
 - New
 - Revisions
 - Reviews
- Required of all policies, regardless of policy type
- Is step one in all policy processes

NKU POLICY REQUEST FORM
Northern Kentucky University

POLICY DETAILS

Proposed Policy Title: Click here to enter text.
Primary Contact Name: Click here to enter text.
Primary Contact Email: Click here to enter text.
Responsible Official Title: Click here to enter text.
Avoid names of specific people, use Titles. If unknown, leave blank. A responsible official will be designated by the University Policy Administrator.
Responsible Office: Click here to enter text.
The name of the Office or Department in which the Responsible Official works. If unknown, leave blank. A responsible office will be designated by the University Policy Administrator.
Is this a new policy, revision to an existing policy, review of an existing policy, or retirement of an existing policy?
 New (skip to section I) Revision (complete Revision Type) Retirement (skip to Section I)
 Review (no changes to policy; skip to section VII. Review) If changes are needed, check "Revision" and continue from)

Revision Type
Changes that significantly alter the effect or nature of the policy (e.g. changing student payment requirements) would be considered Major Revisions. Minor revisions may alter the policy, but do not have broad or sweeping implications. Editorial changes to a policy do not alter the effect of the policy and are grammatical, style, or formatting changes. (e.g. Changing "Bursar's Office" to "Student Account Services"). If unsure, do not check any box.
 Major Minor Editorial (complete section VIII only)

I. JUSTIFICATION

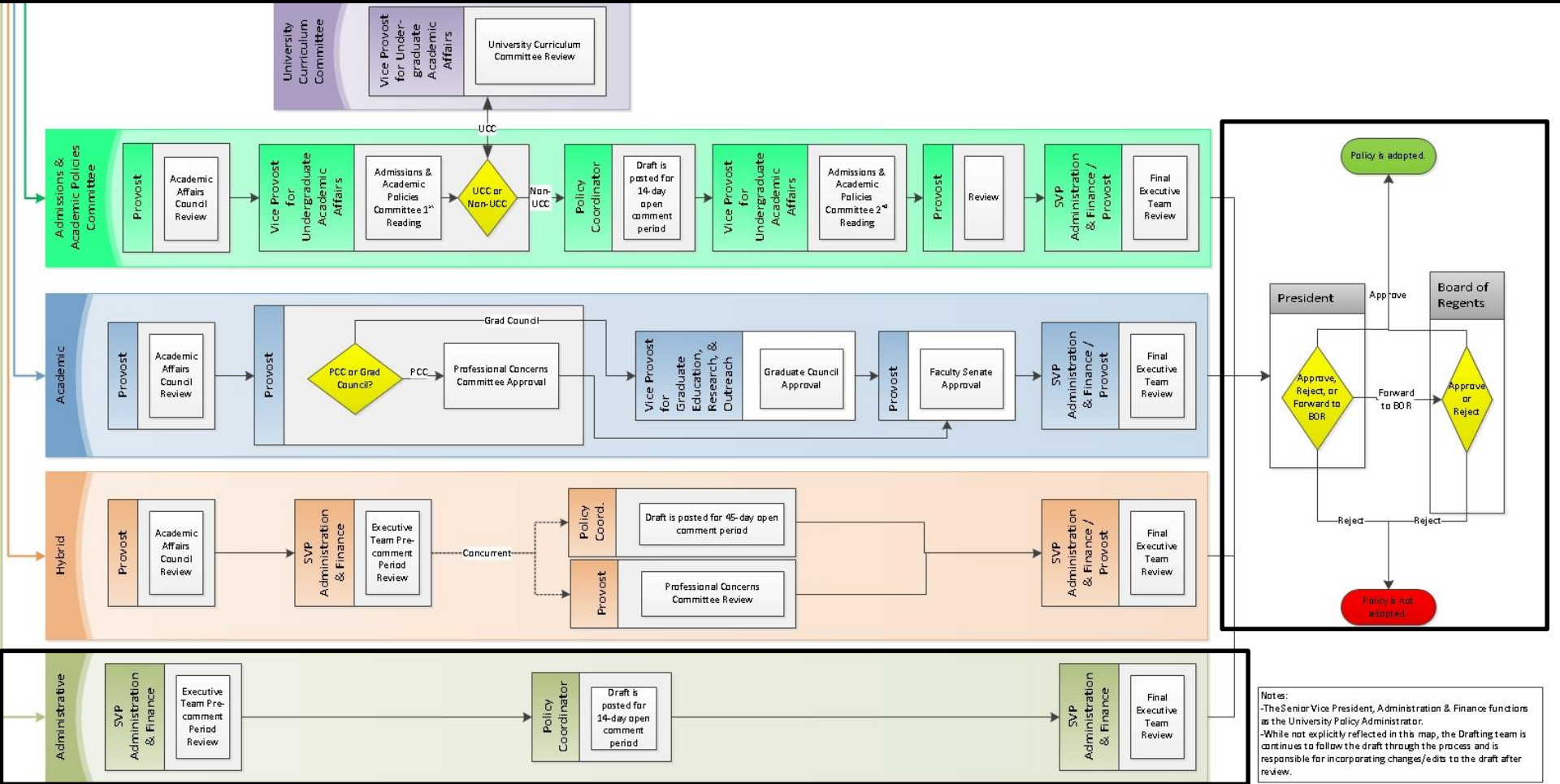
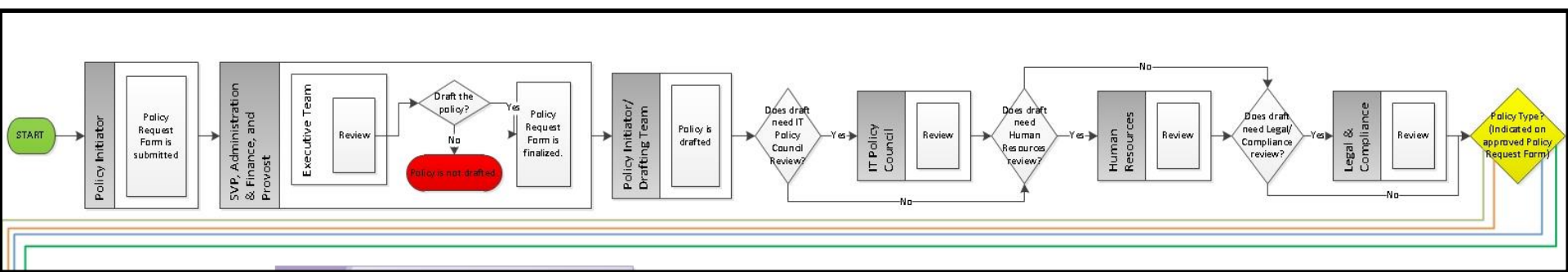
A. Reason for Policy Introduction/Revision/Retirement
More than one may be selected. If additional documentation is needed, please attach to this form.
 Legal purposes Regulatory/Compliance Financial
 Current policy outdated Technological Operational efficiency
 Other: Click here to enter text.

B. Is there a law or regulation that requires NKU to create, revise, or retire the policy?
 Yes (Complete Item C) No (Skip to Item D)

C. List the name and citation for the law/regulation.
Click here to enter text.

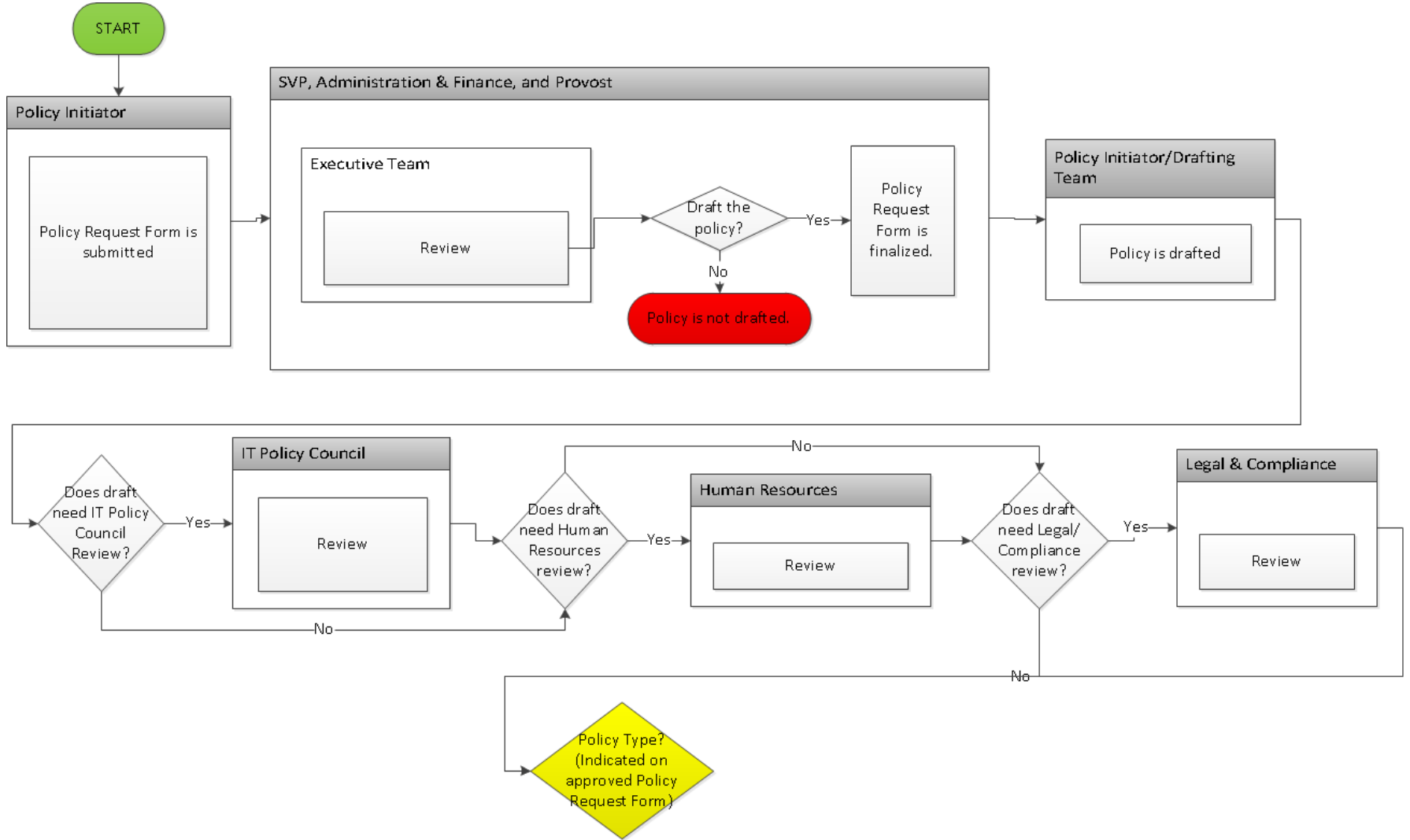
D. Explain the reason for the proposed new policy, revision or retirement of a policy.
Click here to enter text.

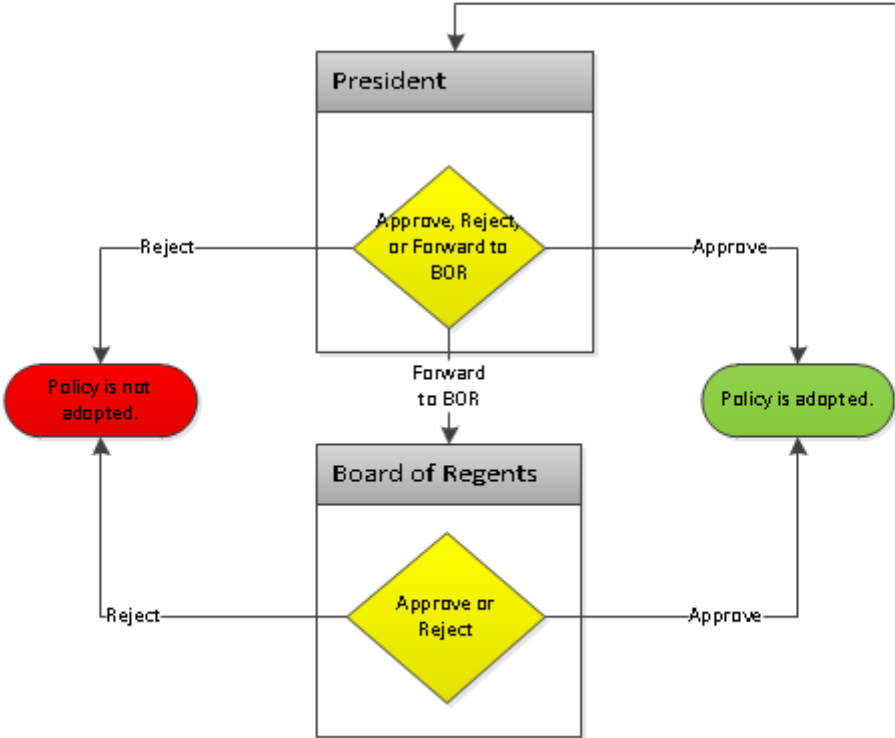
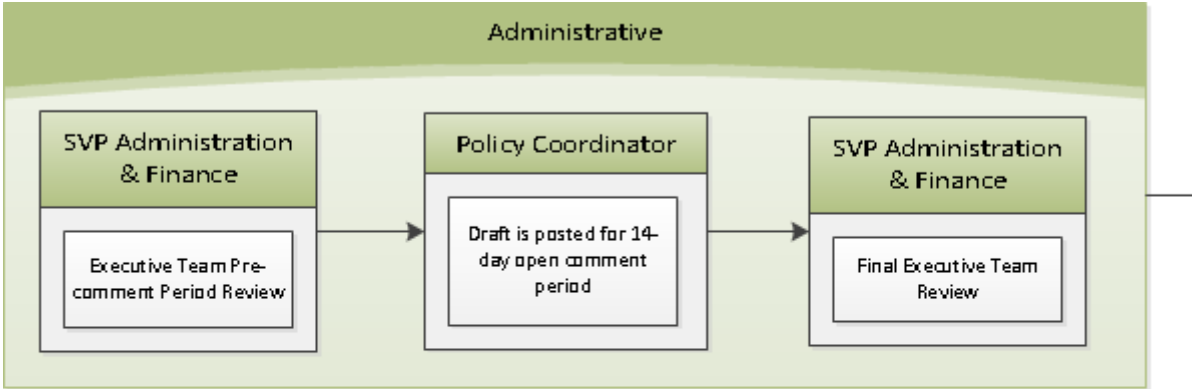
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Notes:

- The Senior Vice President, Administration & Finance functions as the University Policy Administrator.
- While not explicitly reflected in this map, the Drafting team is continues to follow the draft through the process and is responsible for incorporating changes/edits to the draft after review.





Rules of Thumb

- View the [policy website](#) for resources and assistance.
- Always obtain an **approved Policy Request Form (PRF)** prior to any major policy drafting, revising, or development
- **Pre-search** – there may be a policy(ies) that already address your need or situation
- Get a **responsible official** on board first. Meet with them prior to filling out your PRF. They'll be your biggest champion and can assist with navigating the specifics of the policy.
- Be **patient**. Shared governance takes time.

Resources & Information

Justin M. Duncan

- Coordinator for Institutional Effectiveness
 - Extension 7704
 - duncanj6@nku.edu
 - policy@nku.edu

Policy Website

- <http://policy.nku.edu>

Policy Listserv

- http://listserv.nku.edu/mailman/listinfo/policy_alert